

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

BOARD OF DIRECTORS REGULAR MEETING AGENDA

JUNE 27, 2003 (Fourth Friday of Each Month)

* CITY HALL COUNCIL CHAMBERS

809 CENTER STREET

SANTA CRUZ, CALIFORNIA

9:00 a.m. - Noon

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

1. ROLL CALL
2. ORAL AND WRITTEN COMMUNICATION
 - a. R. Paul Marcelin-Sampson RE: Metro Riders Union
 - b. Marcela Tavantzis, City of Watsonville RE: Transit-Oriented Housing and Childcare Project
3. LABOR ORGANIZATION COMMUNICATIONS
4. METRO USERS GROUP (MUG) COMMUNICATIONS
5. METRO ACCESSIBLE SERVICES TRANSIT FORUM (MASTF) COMMUNICATIONS
6. ADDITIONAL DOCUMENTATION TO SUPPORT EXISTING AGENDA ITEMS

CONSENT AGENDA

- 7-1. APPROVE REGULAR BOARD MEETING MINUTES OF MAY 9 AND MAY 23, 2003
Minutes: Attached
- 7-2. ACCEPT AND FILE PRELIMINARILY APPROVED CLAIMS
Report: Attached
- 7-3. ACCEPT AND FILE MAY 2003 RIDERSHIP REPORT
Report: Attached
1st PAGE OF THE RIDERSHIP REPORT IS INCLUDED IN THE ADD-ON PACKET
- 7-4. CONSIDERATION OF TORT CLAIMS: None
- 7-5. ACCEPT AND FILE AGENDA FOR THE MASTF COMMITTEE MEETING OF JUNE 19, 2003 AND THE MINUTES OF THE MAY 15, 2003 MEETING
Agenda/Minutes: Attached

* Please note: Location of Meeting Place

- 7-6. ACCEPT AND FILE AGENDA FOR THE MUG COMMITTEE MEETING OF JUNE 18, 2003 AND THE MINUTES OF THE MAY 21, 2003 MEETING
Minutes: Attached
- 7-7. ACCEPT AND FILE MONTHLY BUDGET STATUS REPORT FOR APRIL 2003;
APPROVAL OF BUDGET TRANSFERS
Staff Report: Attached
- 7-8. ACCEPT AND FILE PARACRUZ STATUS REPORT FOR MARCH 2003
Staff Report: Attached
- 7-9. ACCEPT AND FILE HIGHWAY 17 STATUS REPORT FOR APRIL 2003
Staff Report: Attached
- 7-10. ACCEPT AND FILE UNIVERSITY OF CALIFORNIA, SANTA CRUZ SERVICE
UPDATE
Staff Report: Attached
- 7-11. ACCEPT AND FILE METROBASE STATUS REPORT
Staff Report: Attached
- 7-12. CONSIDERATION OF RENEWAL OF LIABILITY AND PHYSICAL DAMAGE
INSURANCE COVERAGE FOR FY 03-04
Staff Report: Attached
- 7-13. CONSIDERATION OF RENEWAL OF PROPERTY INSURANCE COVERAGE FOR FY
03-04
Staff Report: Attached
- 7-14. CONSIDERATION OF TRANSMITTING A LETTER EXPRESSING OPPOSITION TO
CERTAIN PROVISIONS OF THE SAFETEA 2003 AUTHORIZING BILL TO THE
MEMBERS OF CONGRESS FROM THE BAY AREA
Staff Report: Attached
- 7-15. **DELETED**
- 7-16. CONSIDERATION OF AWARD OF CONTRACT FOR GRAPHIC DESIGN AND PRINT
COORDINATION SERVICES FOR *HEADWAYS*
Staff Report: Attached
- 7-17. **DELETED**
- 7-18. CONSIDERATION OF AUTHORIZATION TO RENEW CONTRACT WITH UNIVERSITY
OF CALIFORNIA, SANTA CRUZ FOR TRANSIT SERVICES

Staff Report: Attached

7-19. CONSIDERATION OF APPROVAL OF FACILITIES MAINTENANCE WORKER III RECLASSIFICATION

Staff Report: Attached

7-20. **ACCEPT AND FILE NOTIFICATION OF ACTIONS TAKEN IN CLOSED SESSION**

Staff Report: **MATERIALS ARE INCLUDED IN THE ADD-ON PACKET**

7-21. **CONSIDERATION OF AWARD OF CONTRACT TO AMPAC BUILDING MAINTENANCE FOR TRASH PICKUP AT DISTRICT BUS STOPS**

Staff Report: **MATERIALS ARE INCLUDED IN THE ADD-ON PACKET**

7-22. **CONSIDERATION OF AUTHORIZING THE GENERAL MANAGER TO EXECUTE A 5-YEAR LEASE AGREEMENT WITH ALI GHARAHGOZLOO AND JESSICA HSU FOR OPENING A NEW ASIAN RESTAURANT AT THE WATSONVILLE TRANSIT CENTER**

Staff Report: **MATERIALS ARE INCLUDED IN THE ADD-ON PACKET**

REGULAR AGENDA

8. A. **CONSIDERATION OF A RESOLUTION OF APPRECIATION AND REMEMBRANCE FOR THE SERVICES OF WALTER DAVILA AS A CUSTODIAN FOR THE SANTA CRUZ METROPOLITAN TRANSIT DISTRICT**

Presented by: Vice Chairperson Keogh

Resolution: **RESOLUTION IS INCLUDED IN THE ADD-ON PACKET**

CONSIDERATION OF A RESOLUTION OF APPRECIATION AND REMEMBRANCE FOR THE SERVICES OF MARGE LAWHON AS A TRANSIT SUPERVISOR/SCHEDULER FOR THE SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

Presented by: Vice Chairperson Keogh

Resolution: **RESOLUTION IS INCLUDED IN THE ADD-ON PACKET**

CONSIDERATION OF A RESOLUTION OF APPRECIATION AND REMEMBRANCE FOR THE SERVICES OF RICARDO PEREZ AS A LEAD MECHANIC FOR THE SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

Presented by: Vice Chairperson Keogh

Resolution: **RESOLUTION IS INCLUDED IN THE ADD-ON PACKET**

B. PRESENTATION OF EMPLOYEE LONGEVITY AWARDS

Presented by: Vice Chairperson Keogh

Staff Report: Attached

9. CONSIDERATION OF ADOPTION OF RESOLUTION APPROVING FY 03-04 FINAL BUDGET
Presented by: Elisabeth Ross, Finance Manager
Staff Report: Attached
10. A) CONSIDERATION OF METRO USERS GROUP (MUG) OPERATIONS AND ORGANIZATIONAL STRUCTURE
Presented by: Margaret Gallagher, District Counsel
Staff Report: Attached
- B) **CONSIDERATION OF METRO STAFFING LEVELS AND COSTS ASSOCIATED WITH EACH METRO ADVISORY GROUP, METRO USERS GROUP (MUG) AND METRO ACCESSIBLE SERVICES TRANSIT FORUM (MASTF) FOR FISCAL YEAR 2003/2004 (SUPPLEMENTAL)**
Presented by: Margaret Gallagher, District Counsel
Staff Report: **MATERIALS ARE INCLUDED IN THE ADD-ON PACKET**
11. **DELETED**
12. CONSIDERATION OF RENAMING THE SANTA CRUZ METRO CENTER FACILITY "PACIFIC STATION"
Presented by: Les White, General Manager
Staff Report: Attached
13. **DELETED**
14. CONSIDERATION OF CALL STOP COMMITTEE PROCESS EFFECTIVENESS AND REVIEW OF LOCAL PLANNING PROCESS ALTERNATIVES
Presented by: Margaret Gallagher, District Counsel
Staff Report: **MATERIALS ARE INCLUDED IN THE ADD-ON PACKET**
15. CONSIDERATION OF REQUEST FROM COMMUNITY BRIDGES TO LEASE A PORTION OF THE PARKING LOT AT THE WATSONVILLE MAINTENANCE AND OPERATIONS FACILITY (MOF) FOR THE PURPOSE OF PARKING BUSES/VANS
Presented by: Les White, General Manager
Staff Report: Attached
16. CONSIDERATION OF AUTHORIZING THE GENERAL MANAGER TO EXECUTE THE FOLLOWING AGREEMENTS IN CONNECTION WITH THE METROBASE PROJECT:
 - A) ACQUISITION AND RELOCATION ASSISTANCE SERVICES AGREEMENT WITH THE CITY OF SANTA CRUZ; AND

B) MEMORANDUM OF UNDERSTANDING BETWEEN SANTA CRUZ
METROPOLITAN TRANSIT DISTRICT AND THE CITY OF SANTA CRUZ
REGARDING METROBASE

Presented by: Margaret Gallagher, District Counsel
Staff Report: Attached

17. CONSIDERATION OF AWARD OF CONTRACT FOR ARCHITECTURAL
ENGINEERING SERVICES FOR THE FINAL DESIGN AND ENGINEERING OF THE
METROBASE PROJECT
Presented by: Les White, General Manager
Staff Report: **MATERIALS WILL BE DISTRIBUTED AT THE BOARD
MEETING OF 6/27/03**
18. CONSIDERATION OF AMENDMENT OF CONTRACT WITH ROMA DESIGN GROUP
FOR URBAN DESIGN CONSULTANT SERVICES ON THE METRO CENTER MIXED
USE REDEVELOPMENT PROJECT
Presented by: Tom Stickel, Fleet Maintenance Manager
Staff Report: Attached
19. CONSIDERATION OF ADOPTING AN ANNUAL GOAL FOR DBE PARTICIPATION IN
FEDERALLY FUNDED PROCUREMENTS IN FY 2004
Presented by: Mark Dorfman, Assistant General Manager
Staff Report: Attached
20. **CONSIDERATION OF EXTENDING THE CONTRACT WITH FIRST TRANSIT, INC.
FOR RESIDENT BUS INSPECTION SERVICES**
Presented by: Tom Stickel, Fleet Maintenance Manager
Staff Report: **MATERIALS ARE INCLUDED IN THE ADD-ON PACKET**
21. **CONSIDERATION OF RENEWING THE HARTFORD INSURANCE POLICIES FOR
EMPLOYEE LIFE AND ACCIDENTAL DEATH AND DISMEMBERMENT
INSURANCE**
Presented by: Tom Stickel, Fleet Maintenance Manager
Staff Report: **MATERIALS ARE INCLUDED IN THE ADD-ON PACKET**
22. **CONSIDERATION OF STAFF ACTIONS TO SUBMIT A GRANT APPLICATION TO
THE AIR DISTRICT FOR AB 2766 FUNDS**
Presented by: Mark Dorfman, Assistant General Manager
Staff Report: **MATERIALS ARE INCLUDED IN THE ADD-ON PACKET**
23. REVIEW OF ITEMS TO BE DISCUSSED IN CLOSED SESSION: District Counsel

24. ORAL AND WRITTEN COMMUNICATIONS REGARDING CLOSED SESSION

SECTION II: CLOSED SESSION

1. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION
(Pursuant to Subdivision (a) of Section 54956.9)

- a. Name of Case: Parker v. Santa Cruz Metropolitan Transit District
- b. Name of Case: Robert Gouveia v. Santa Cruz Metropolitan Transit District (Before the Workers' Compensation Appeals Board)
- c. Name of Case: Ellen Adams v. Santa Cruz Metropolitan Transit District (Before the Workers' Compensation Appeals Board)

SECTION III: RECONVENE TO OPEN SESSION

25. REPORT OF CLOSED SESSION

ADJOURN

NOTICE TO PUBLIC

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

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

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The Santa Cruz Metropolitan Transit District does not discriminate on the basis of disability. The City Council Chambers is located in an accessible facility. Any person who requires an accommodation or an auxiliary aid or service to participate in the meeting, please contact Dale Carr at 831-426-6080 as soon as possible in advance of the Board of Directors meeting. Hearing impaired individuals should call 711 for assistance in contacting METRO regarding special requirements to participate in the Board meeting. A Spanish Language Interpreter will

be available during "Oral Communications" and for any other agenda item for which these services are needed. This meeting will be broadcast live by Community Television of Santa Cruz on Channel 26.

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: June 27, 2003

TO: Board of Directors

FROM: General Manager

SUBJECT: ADDITIONAL MATERIAL TO THE JUNE 27, 2003 BOARD MEETING AGENDA

SECTION I:

CONSENT AGENDA:

ADD TO ITEM #7-3 ACCEPT AND FILE MAY 2003 RIDERSHIP REPORT
(Insert Page 1 of Ridership Report)

DELETE ITEM #7-15 CONSIDERATION OF AUTHORIZING THE GENERAL MANAGER TO EXECUTE A MEMORANDUM OF UNDERSTANDING WITH THE REGIONAL TRANSPORTATION AGENCIES TO ESTABLISH RELATIONSHIPS FOR PLANNING AND PROGRAMMING TRANSPORTATION PROJECTS
(Action taken at the 6/13/03 Board Meeting)

DELETE ITEM #7-17 CONSIDERATION OF EXTENDING THE LEASE AGREEMENT BETWEEN THE SANTA CRUZ METROPOLITAN TRANSIT DISTRICT AND GIL CANALES FOR LEASING OFFICE SPACE AT THE WATSONVILLE TRANSIT CENTER FOR AN ADDITIONAL YEAR
(Action taken at the 6/13/03 Board Meeting)

ADD TO ITEM #7-20 ACCEPT AND FILE NOTIFICATION OF ACTIONS TAKEN IN CLOSED SESSION
(Add Staff Report)

ADD TO ITEM #7-21 CONSIDERATION OF AWARD OF CONTRACT TO AMPAC BUILDING MAINTENANCE FOR TRASH PICKUP AT DISTRICT BUS STOPS
(Add Staff Report)

ADD TO ITEM #7-22 CONSIDERATION OF AUTHORIZING THE GENERAL MANAGER TO EXECUTE A 5-YEAR LEASE AGREEMENT WITH ALI GHARAHGOZLOO AND JESSICA HSU FOR OPENING A NEW ASIAN RESTAURANT AT THE WATSONVILLE TRANSIT CENTER
(Add Staff Report)

REGULAR AGENDA:

ADD TO ITEM #8A CONSIDERATION OF RESOLUTION OF APPRECIATION AND REMEMBRANCE FOR SERVICES OF WALTER DAVILA AS A CUSTODIAN FOR THE SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

(Add Resolution)

CONSIDERATION OF A RESOLUTION OF APPRECIATION AND REMEMBRANCE FOR THE SERVICES OF MARGE LAWHON AS A TRANSIT SUPERVISOR/SCHEDULER FOR THE SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

(Add Resolution)

CONSIDERATION OF A RESOLUTION OF APPRECIATION AND REMEMBRANCE FOR THE SERVICES OF RICARDO PEREZ AS A LEAD MECHANIC FOR THE SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

(Add Resolution)

ADD TO ITEM #10B

CONSIDERATION OF METRO STAFFING LEVELS AND COSTS ASSOCIATED WITH EACH METRO ADVISORY GROUP, METRO USERS GROUP (MUG) AND METRO ACCESSIBLE SERVICES TRANSIT FORUM (MASTF) FOR FISCAL YEAR 2003/2004 (SUPPLEMENTAL)

(Add Staff Report)

DELETE ITEM #11

CONSIDERATION OF AUTHORIZATION FOR DISPOSAL OF ASSETS: THREE GMC MINI-VANS AND ONE FORD MINI-VAN

(Action taken at the 6/13/03 Board Meeting)

DELETE ITEM #13

CONSIDERATION OF APPROVAL OF CONCEPTUAL DESIGN AND ECONOMIC FEASIBILITY ANALYSIS FOR THE SANTA CRUZ METRO CENTER PROJECT

(Action taken at the 6/13/03 Board Meeting)

ADD TO ITEM #14

CONSIDERATION OF CALL STOP COMMITTEE PROCESS EFFECTIVENESS AND REVIEW OF LOCAL PLANNING PROCESS ALTERNATIVES

(Add Staff Report)

ADD TO ITEM #20

CONSIDERATION OF EXTENDING THE CONTRACT WITH FIRST TRANSIT, INC. FOR RESIDENT BUS INSPECTION SERVICES

(Add Staff Report)

ADD TO ITEM #21

CONSIDERATION OF RENEWING THE HARTFORD INSURANCE POLICIES FOR EMPLOYEE LIFE AND ACCIDENTAL DEATH AND DISMEMBERMENT INSURANCE

(Add Staff Report)

ADD TO ITEM #22

CONSIDERATION OF STAFF ACTIONS TO SUBMIT A GRANT
APPLICATION TO THE AIR DISTRICT FOR AB 2766 FUNDS
(Add Staff Report)

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

**BOARD OF DIRECTORS REGULAR MEETING AGENDA
JUNE 13, 2003 (Second Friday of Each Month)
SCMTD ENCINAL CONFERENCE ROOM
370 ENCINAL STREET, SUITE 100
SANTA CRUZ, CALIFORNIA
9:00 a.m. – 11:00 a.m.**

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

1. ROLL CALL
2. ORAL AND WRITTEN COMMUNICATION
 - a. R. Paul Marcelin-Sampson RE: Metro Riders Union
 - b. Marcela Tavantzis, City of Watsonville RE: Transit-Oriented Housing and Childcare Project
3. LABOR ORGANIZATION COMMUNICATIONS
4. METRO USERS GROUP (MUG) COMMUNICATIONS
5. METRO ACCESSIBLE SERVICES TRANSIT FORUM (MASTF) COMMUNICATIONS
6. ADDITIONAL DOCUMENTATION TO SUPPORT EXISTING AGENDA ITEMS

CONSENT AGENDA

- 7-1. APPROVE REGULAR BOARD MEETING MINUTES OF MAY 9 AND MAY 23, 2003
Minutes: Attached
- 7-2. ACCEPT AND FILE PRELIMINARILY APPROVED CLAIMS
Report: Attached
- 7-3. ACCEPT AND FILE MAY 2003 RIDERSHIP REPORT
Report: Attached
1st PAGE OF THE RIDERSHIP REPORT WILL BE PRESENTED FOR CONSIDERATION AT THE JUNE 27, 2003 BOARD MEETING
- 7-4. CONSIDERATION OF TORT CLAIMS: Deny the Claims of Georgia Randall, Claim #03-0017; Terry Shea, Claim #03-0018
Claims: Attached
ACTION IS REQUIRED AT THE JUNE 13, 2003 BOARD MEETING

* Please note: Location of Meeting Place

- 7-5. ACCEPT AND FILE AGENDA FOR THE MASTF COMMITTEE MEETING OF JUNE 19, 2003 AND THE MINUTES OF THE MAY 15, 2003 MEETING
Agenda/Minutes: Attached
 - 7-6. ACCEPT AND FILE AGENDA FOR THE MUG COMMITTEE MEETING OF JUNE 18, 2003 AND THE MINUTES OF THE MAY 21, 2003 MEETING
Minutes: Attached
 - 7-7. ACCEPT AND FILE MONTHLY BUDGET STATUS REPORT FOR APRIL 2003;
APPROVAL OF BUDGET TRANSFERS
Staff Report: Attached
 - 7-8. ACCEPT AND FILE PARACRUZ STATUS REPORT FOR MARCH 2003
Staff Report: Attached
 - 7-9. ACCEPT AND FILE HIGHWAY 17 STATUS REPORT FOR APRIL 2003
Staff Report: Attached
 - 7-10. ACCEPT AND FILE UNIVERSITY OF CALIFORNIA, SANTA CRUZ SERVICE
UPDATE
Staff Report: Attached
 - 7-11. ACCEPT AND FILE METROBASE STATUS REPORT
Staff Report: Attached
 - 7-12. ACCEPT AND FILE RENEWAL OF LIABILITY AND PHYSICAL DAMAGE
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CERTAIN PROVISIONS OF THE SAFETEA 2003 AUTHORIZING BILL TO THE
MEMBERS OF CONGRESS FROM THE BAY AREA
Staff Report: Attached
 - 7-15. CONSIDERATION OF AUTHORIZING THE GENERAL MANAGER TO EXECUTE A
MEMORANDUM OF UNDERSTANDING WITH THE REGIONAL TRANSPORTATION
AGENCIES TO ESTABLISH RELATIONSHIPS FOR PLANNING AND
PROGRAMMING TRANSPORTATION PROJECTS
Staff Report: Attached
- ACTION IS REQUIRED AT THE JUNE 13, 2003 BOARD MEETING**

- 7-16. CONSIDERATION OF AWARD OF CONTRACT FOR GRAPHIC DESIGN AND PRINT COORDINATION SERVICES FOR *HEADWAYS*
Staff Report: Attached
- 7-17. CONSIDERATION OF EXTENDING THE LEASE AGREEMENT BETWEEN THE SANTA CRUZ METROPOLITAN TRANSIT DISTRICT AND GIL CANALES FOR LEASING OFFICE SPACE AT THE WATSONVILLE TRANSIT CENTER FOR AN ADDITIONAL YEAR
Staff Report: Attached
ACTION IS REQUIRED AT THE JUNE 13, 2003 BOARD MEETING
- 7-18. CONSIDERATION OF AUTHORIZATION TO RENEW CONTRACT WITH UNIVERSITY OF CALIFORNIA, SANTA CRUZ FOR TRANSIT SERVICES
Staff Report: Attached
- 7-19. CONSIDERATION OF APPROVAL OF FACILITIES MAINTENANCE WORKER III RECLASSIFICATION
Presented by: Robyn Slater, Interim Human Resource Manager
Staff Report: Attached

REGULAR AGENDA

8. PRESENTATION OF EMPLOYEE LONGEVITY AWARDS
Presented by: Chairperson Reilly
Staff Report: Attached
THIS PRESENTATION WILL TAKE PLACE AT THE JUNE 27, 2002 BOARD MEETING
9. CONSIDERATION OF ADOPTION OF RESOLUTION APPROVING FY 03-04 FINAL BUDGET
Presented by: Elisabeth Ross, Finance Manager
Staff Report: Attached
10. CONSIDERATION OF METRO USERS GROUP (MUG) OPERATIONS AND ORGANIZATIONAL STRUCTURE
Presented by: Margaret Gallagher, District Counsel
Staff Report: Attached
11. CONSIDERATION OF AUTHORIZATION FOR DISPOSAL OF ASSETS: THREE GMC MINI-VANS AND ONE FORD MINI-VAN
Presented by: Elisabeth Ross, Finance Manager
Staff Report: Attached

ACTION IS REQUIRED AT THE JUNE 13, 2003 BOARD MEETING

12. CONSIDERATION OF RENAMING THE SANTA CRUZ METRO CENTER FACILITY "PACIFIC STATION"
Presented by: Les White, General Manager
Staff Report: Attached

13. CONSIDERATION OF APPROVAL OF CONCEPTUAL DESIGN AND ECONOMIC FEASIBILITY ANALYSIS FOR THE SANTA CRUZ METRO CENTER PROJECT
Presented by: Les White, General Manager
Staff Report: Attached

ACTION IS REQUIRED AT THE JUNE 13, 2003 BOARD MEETING

14. CONSIDERATION OF CALL STOP COMMITTEE PROCESS EFFECTIVENESS AND REVIEW OF LOCAL PLANNING PROCESS ALTERNATIVES
Presented by: Margaret Gallagher, District Counsel
Staff Report: **WILL BE PRESENTED FOR CONSIDERATION AT THE JUNE 27, 2003 BOARD MEETING**

15. CONSIDERATION OF REQUEST FROM COMMUNITY BRIDGES TO LEASE A PORTION OF THE PARKING LOT AT THE WATSONVILLE MAINTENANCE AND OPERATIONS FACILITY (MOF) FOR THE PURPOSE OF PARKING BUSES/VANS
Presented by: Les White, General Manager
Staff Report: Attached

16. CONSIDERATION OF AUTHORIZING THE GENERAL MANAGER TO EXECUTE THE FOLLOWING AGREEMENTS IN CONNECTION WITH THE METROBASE PROJECT:
- A) ACQUISITION AND RELOCATION ASSISTANCE SERVICES AGREEMENT WITH THE CITY OF SANTA CRUZ; AND
 - B) MEMORANDUM OF UNDERSTANDING BETWEEN SANTA CRUZ METROPOLITAN TRANSIT DISTRICT AND THE CITY OF SANTA CRUZ REGARDING METROBASE

Presented by: Margaret Gallagher, District Counsel
Staff Report: Attached

17. CONSIDERATION OF AWARD OF CONTRACT FOR ARCHITECTURAL ENGINEERING SERVICES FOR THE FINAL DESIGN AND ENGINEERING OF THE METROBASE PROJECT
Presented by: Les White, General Manager

Staff Report: **WILL BE PRESENTED FOR CONSIDERATION AT THE JUNE 27, 2003 BOARD MEETING**

18. CONSIDERATION OF AMENDMENT OF CONTRACT WITH ROMA DESIGN GROUP FOR URBAN DESIGN CONSULTANT SERVICES ON THE METRO CENTER MIXED USE REDEVELOPMENT PROJECT
Presented by: Tom Stickel, Fleet Maintenance Manager
Staff Report: Attached
19. CONSIDERATION OF ADOPTING AN ANNUAL GOAL FOR DBE PARTICIPATION IN FEDERALLY FUNDED PROCUREMENTS IN FY 2004
Presented by: Mark Dorfman, Assistant General Manager
Staff Report: Attached
20. REVIEW OF ITEMS TO BE DISCUSSED IN CLOSED SESSION: District Counsel
21. ORAL AND WRITTEN COMMUNICATIONS REGARDING CLOSED SESSION

SECTION II: CLOSED SESSION

1. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION
(Pursuant to Subdivision (a) of Section 54956.9)
 - a. Name of Case: Lane/Loya v. Santa Cruz Metropolitan Transit District
 - b. Name of Case: Robert Gouveia v. Santa Cruz Metropolitan Transit District
 - c. Name of Case: Gary Brierley v. Santa Cruz Metropolitan Transit District
2. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION
(Initiation of litigation pursuant to subdivision (c) of Section 54956.9)
 - a. No. of potential cases: One

SECTION III: RECONVENE TO OPEN SESSION

22. REPORT OF CLOSED SESSION

ADJOURN

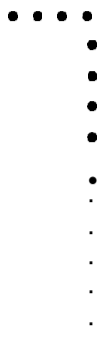
NOTICE TO PUBLIC

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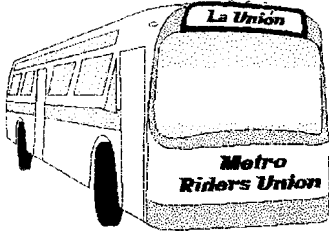


• **Expert Svcs Computer Consultancy Inc**
• 137 Chesnut Street
• Apartment 112
• Santa Cruz California 95060

To: SCMTD Board
Fax number: 4266117

From: R. P. Marcelin
Fax number: 1 831 421 9031
Business phone:
Home phone: 1 831 421 9031

Date &Time: 2003 Jun 02 17:35
Pages: 4
Re: Correspondence for the board of directors



La Unión de los pasajeros de Metro
The Metro Riders Union

13 7 Chestnut Street Apartment 112
Santa Cruz California 95060
metroriders@hotmail.com
(831) 421-9031

2003 June02

Board of Directors
c/o Ms Dale Carr
Santa Cruz Metropolitan Transit District
370 Encinal Street Suite 100
Santa Cruz California 95060

[By facsimile to +1 831 426 6117]

Dear Directors:

La Union de los pasajeros de Metro / The Metro Riders Union was recently founded as a forum for all Metro riders. Though we are glad that you sponsor an official rider group, we want to reach out to an even broader constituency. We note that the Metro Users Group:

- . Conducts business in English
- . Meets during the day, when most riders are at work or in class
- . Draws few, if any, adult occasional riders [35% of ridership], UCSC affiliates [30% of ridership], Cabrillo affiliates [5% of ridership], parents of school-age children [30% of monthly pass sales] or Highway 17 Express riders [highest fare].

The Riders Union wants to cooperate with other Metro stakeholders: you, management, labor unions, etc. Nevertheless, there will be times when we are on opposite sides of the table. For example, no riders union can endorse a raise for bus drivers in a year when every cost-of-living measure — from mortgage interest to the local CPI — is flat or down, when fares are going up, and when service is being cut. Nor can we endorse a resource allocation process that permits crowded buses in some neighborhoods and empty ones in others.

Please consider the following requests for cooperation:

1. Would Metro be willing to display our bilingual poster (enclosed) inside all local and Highway 17 buses? Metro displays a poster for the Metro Accessible Services Transit Forum (MASTF), another independent rider group. We would be pleased to supply copies of our poster.
2. May we have a few lines of text in *Headways*, like MASTF?

Page 2 of 2 / SCMTD Board / 2003 June 02

3. When our group is up and running, may we make regular reports at your meetings? MASTF has a standing agenda item. We would need no more than 7 minutes a month. We believe that we could contribute useful inputs to your decision making process.
4. May our members have permission to hand out our monthly newsletter on bus platforms at the three transit centers, subject to reasonable rules? Metro would receive, free of charge, half of a black-and-white letter-size page in our newsletter.
5. May we access non-privileged Metro data? As a start, we would like, on a monthly basis:
 - (a) Original electronic copies of the following monthly reports, by electronic mail:
 - (i) "SCMTD Bus Pass Program Monthly Sales Revenue Report"
 - (ii) "Revenue and Ridership Summary by Route"
 - (iii) "University of California – Santa Cruz Service Update"
 - (iv) "Metro Paracruz Program Status Monthly Update"
 - (v) "Highway 17 Status Report"
 - (b) The monthly charge to Cabrillo College, by electronic mail
 - (c) The monthly dump of all farebox records (the "Excel spreadsheet"), on compact discWe note that these items are produced in the ordinary course of business, that they originate in electronic form, and that (a)(i) -- (iii), (b) and (c) have been provided to me (as an individual) in the past. We would be pleased to supply blank discs for (c).

Once again, Metro and the Riders Union will disagree on some issues. How you approach our no-cost request for cooperation on recruitment, member communications and fact-finding will send a strong message. We look forward to your written reply.

Yours truly,

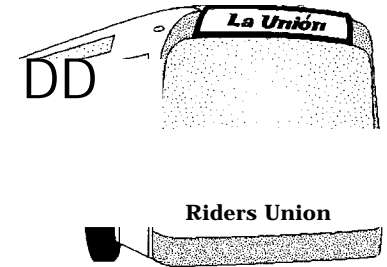
R. Paul Marcelin-Sampson

Mr R. Paul Marcelin-Sampson *for*
La Union de los pasajeros de Metro /
The Metro Riders Union

Enclosure

La Union de los
pasajeros de Metro
Un grupo nuevo e
independiente para
pasajeros de autobus

The Metro
Riders Union
A new, independent
group for concerned
bus riders



421-9031

Metroriders@ hotmail.com

[To be scaled to fit the overhead sign tracks found inside Metro buses
(where public hearings, etc. are announced).]

CITY OF WATSONVILLE

"Opportunity through diversity; unity through cooperation"



**ADMINISTRATION
BUILDING**
215 Union Street
Second Floor
Fax 831.761.0736

■
WORK & CITY COUNCIL

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CITY ATTORNEY
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UTILITIES**

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PURCHASING
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REDEVELOPMENT & HOUSING

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■
AIRPORT

100 Aviation Way

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■
FIRE

115 Second Street

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■
LIBRARY

310 Union Street

831.728.6040

Fax 831.763.4015

■
PARKS & COMMUNITY SERVICES

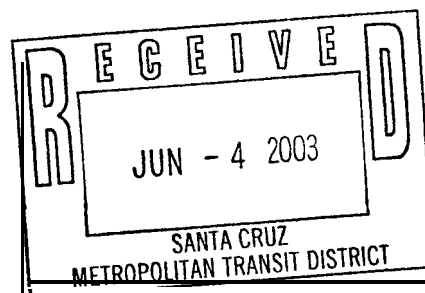
30 Maple Avenue

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Fax xi1.763.4078

June 3, 2003

Emily Reilly, Chair
Santa Cruz Metropolitan Transit District
370 Encinal Street, Suite 100
Santa Cruz, CA 95090



**RE: Transit-Oriented Housing and Childcare Project at 415
Rodriguez/ 124 W. Beach Streets, Watsonville**

Dear Chair Reilly:

The City of Watsonville appreciates the continued support that the Santa Cruz Metropolitan Transit District (SCMTD) has shown toward the City of Watsonville's transit-oriented affordable housing and childcare project in the city.

In an attempt to maximize the aesthetic qualities of the project, we are working with Mid-Peninsula Housing to install the PG&E transformer in a location that will not be visible from the street. At the same time, the transformer must be open to the air and accessible for servicing. A proposal by Mid-Peninsula Housing would locate this transformer at the rear of the property, which would require an access easement from SCMTD for servicing purposes. A similar arrangement is being sought for the solid waste containers.

We thank you for your consideration of Mid-Peninsula's requests. The District's continued cooperation is an integral part of this project.

Please feel free to contact Jerry Rioux in the City's Redevelopment and Housing Department if you have any questions concerning the project or these requests. He can be contacted at 728-6146. Thank you again for all your support.

Sincerely,

A handwritten signature in cursive script, appearing to read "Marcela Tavantzis".

Marcela Tavantzis, P.E.
Assistant City Manager

P.O. BOX 50000 WATSONVILLE, CA 95077-5000

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

Minutes- Board of Directors

May 9, 2003

A Regular Meeting of the Board of Directors of the Santa Cruz Metropolitan Transit District met on Friday, May 9, 2003 at the District's Administrative Office, 370 Encinal Street, Santa Cruz, CA.

Chairperson Reilly called the meeting to order at 9:06 a.m.

SECTION 1: OPEN SESSION

1. ROLL CALL:

DIRECTORS PRESENT

Jeff Almquist
Jan Beautz (arrived after roll call)
Michelle Hinkle
Ana Ventura Phares
Emily Reilly
Mike Rotkin
Pat Spence
Marcela Tavantzis

DIRECTORS ABSENT

Sheryl Ainsworth
Mike Keogh
Dennis Norton
Ex-Officio Wes Scott

STAFF PRESENT

Bryant Baehr, Operations Manager
Mark Dorfman, Asst. General Manager
Margaret Gallagher, District Counsel

Steve Paulson, Paratransit Administrator
Elisabeth Ross, Finance Manager
Tom Stickel, Fleet Maint. Manager

EMPLOYEES AND MEMBERS OF THE PUBLIC WHO INDICATED THEY WERE PRESENT

April Axton, Lift Line
Heather Boerner, *Sentinel*
Michael Bradshaw, CCCIL
Jenna Glasky, SEA
Manny Martinez, PSA

Bonnie Morr, UTU
Jeff North, UTU
Will Regan, VMU
Linda Wilshusen, SCCRTC

2. ORAL AND WRITTEN COMMUNICATION

a. Debra/Robert Brownstein RE: ParaCruz Eligibility

3. LABOR ORGANIZATION COMMUNICATIONS

4. METRO USERS GROUP (MUG) COMMUNICATIONS

5. METRO ACCESSIBLE SERVICES TRANSIT FORUM (MASTF) COMMUNICATIONS

6. ADDITIONAL DOCUMENTATION TO SUPPORT EXISTING AGENDA ITEMS

A memorandum from Director Pat Spence regarding the proposed ParaCruz premium fare increases was distributed to the Board in addition to a letter from Elsa Quezada, Executive Director of the Central Coast Center for Independent Living (CCCIL), regarding the proposed service reductions and fare increases. These documents will be included in the Add-On Packet for the May 23, 2003 Board Meeting.

CONSENT AGENDA

7-1. APPROVE REGULAR BOARD MEETING MINUTES OF APRIL 11 AND APRIL 25, 2003

No questions or comments.

7-2. ACCEPT AND FILE PRELIMINARILY APPROVED CLAIMS

No questions or comments.

**7-3. ACCEPT AND FILE APRIL RIDERSHIP REPORT
1st PAGE OF THE RIDERSHIP REPORT WILL BE PRESENTED FOR
CONSIDERATION AT THE MAY 23, 2003 BOARD MEETING**

No questions or comments.

7-4. CONSIDERATION OF TORT CLAIMS: Deny the Claims of: Ben Ralston, Claim #03-0012; Earl Ralston, Claim #03-0013; Michael Ralston Jr., Claim #03-0014

No questions or comments.

7-5. ACCEPT AND FILE AGENDA FOR THE MASTF COMMITTEE MEETING OF MAY 15, 2003 AND THE MINUTES OF THE APRIL 17, 2003 MEETING

No questions or comments.

7-6. ACCEPT AND FILE AGENDA FOR THE MUG COMMITTEE MEETING OF MAY 21, 2003 AND THE MINUTES OF THE APRIL 16, 2003 MEETING

No questions or comments.

7-7. ACCEPT AND FILE MONTHLY BUDGET STATUS REPORT FOR MARCH 2003, APPROVAL OF BUDGET TRANSFERS

No questions or comments.

7-8. ACCEPT AND FILE PARACRUZ STATUS REPORT FOR FEBRUARY 2003

Director Tavantzis expressed her appreciation of the monthly summary data being included in these monthly reports.

7-9. ACCEPT AND FILE HIGHWAY 17 STATUS REPORT FOR MARCH 2003

No questions or comments.

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

No questions or comments.

7-11. ACCEPT AND FILE METROBASE STATUS REPORT

Les White informed the Board that this report would be modified for the June Board meeting. Action by the Santa Cruz City Council is scheduled to take place on May 27th. On May 13th there are pre-proposal meetings for the design teams. Mr. White anticipates that a number of design teams, including WaterLeaf, will make proposals for this project. Mr. White is also receiving calls regarding construction management services and the project manager position. The next steps will involve an MOU for inspection services using City building and fire staff for inspections; an MOU for real estate acquisition and relocation using the Redevelopment Agency; and, a letter from the Board Chair to the Mayor of Santa Cruz requesting City Council consent for eminent domain to acquire the Tool Shed and Surf City Produce properties.

DIRECTOR BEAUTZ ARRIVED.

REGULAR AGENDA

8. PRESENTATION OF EMPLOYEE LONGEVITY AWARDS

THIS PRESENTATION WILL TAKE PLACE AT THE MAY 23RD BOARD MEETING

9. CONSIDERATION OF ADOPTION OF REVISED FARE ORDINANCE

Summary:

Mark Dorfman reported that his previous two staff reports were attached to the current one and these outline the four options for fare increases that the Board had requested. The Board will vote at the May 23, 2003 Board meeting on which of the 4 options will be implemented. Two premium fares were presented for consideration on the ParaCruz service, as requested by the Board.

Discussion:

Director Spence submitted a letter against charging premium fares on the ParaCruz service. She discussed how the paratransit users are in the same situation as the seniors and disabled and should receive the same consideration of a gradual “step up” in fares. She added that the “will call” return should be only for medical appointments. The ParaCruz Customer Guide was

distributed and it was stated that many important features in this guide would be obsolete if changes were made to this service. Director Spence suggested that METRO staff work closely with convalescent and care facilities' staff to ensure the necessary time is allocated for appointments so as not to adversely affect the customer's pickup times.

ITEM #18 WAS TAKEN OUT OF ORDER.

**18. CONSIDERATION OF PROVIDING FINANCIAL AND ADMINISTRATIVE SUPPORT TO THE HIGHWAY 1 WIDENING/HOV JOINT POWERS AUTHORITY
ACTION REQUIRED AT THE MAY 9TH BOARD MEETING**

Summary:

Les White reported that staff received a letter from Linda Wilshusen of the Regional Transportation Commission regarding METRO's ability to provide office space, administrative support functions or cash flow to the Joint Powers Authority (JPA) for the Highway 17 widening project.

Discussion:

There was discussion of METRO's resources and staff's recommendation that they have no office space or staff who could contribute to this JPA. The administrative support functions would affect METRO's Human Resources, Finance and Procurement departments, all of which are already strained due to lay-offs and positions not being refilled. Director Beautz asked that this decision not be made in haste and reiterated that METRO is the agency with the "design build authority". She added that METRO could provide administrative support with the understanding that staff would hire an additional person. Director Tavantzis reported that this issue would go before the Watsonville City Council and suggested that possibly a person working a part-time schedule could go to full-time and take on these administrative duties.

ACTION: MOTION: DIRECTOR BEAUTZ SECOND: DIRECTOR TAVANTZIS

Direct Staff to write to the Commission to say that METRO is not able to provide the loan situation and the rest of this item will be continued for one month to obtain more of a sense of what assistance the other agencies can provide. METRO does not have office space or legal resources available.

There was discussion of METRO legal counsel's ability to take on this project and Ms. Gallagher replied that this involves environment documentation and advised the Board that METRO hired outside counsel for its MetroBase environmental issues.

Linda Wilshusen stated that the working group is considering three options for staffing: 1) farming out the entire project to a project management consultant group; 2) have the project temporarily taken on by a local agency; and, 3) setting up an entirely new organization – this may not be feasible due to the financial situation. She reiterated that a "local agency" is not the only alternative. Director Beautz added that the additional month for METRO to consider this issue would allow sufficient time for input as to what other agencies might be able to contribute. However, she stated that METRO's "design build authority" should be taken into consideration

for METRO to be involved in some way. Director Almquist added that whether METRO contributes to the space or staffing issues, the County could still use METRO's design build authority.

Motion passed unanimously with Directors Ainsworth, Keogh and Norton being absent.

ACTION: MOTION: DIRECTOR TAVANTZIS SECOND: DIRECTOR ROTKIN

Move Items 12 and 13 to the Consent Agenda for the May 23, 2003 Board meeting.

**10. PUBLIC HEARING ON FY 03-04 DRAFT FINAL BUDGET
PUBLIC HEARING WILL BE HELD AT 9:00 A.M. AT THE MAY 23RD BOARD
MEETING**

Summary:

Elisabeth Ross reported that there would be a meeting with the unions on Monday, May 12th, to review the budget.

Discussion:

Line items discussed:

- Paratransit software - allows METRO to tie-in to Lift Line's computer. This software could continue to be used if METRO brought the paratransit service in-house.
- Non-revenue vehicle replacement - \$116,000 budgeted. This would replace four vehicles, some of which are 1984 vehicles.
- Office Equipment, digital copier - \$20,000. Director Tavantzis suggested that copier prices have fallen and the City of Watsonville just received a bid for \$8,000 for a digital copier. Director Tavantzis will send the specifications for this bid to METRO to compare to the equipment it needs to purchase.
- Sheet feed scanner for \$5,000. This is used to enable staff to post the Board agenda packet on line.
- Director Tavantzis requested budget notes on Account Nos. 504409 Repair/Maint. Supply, 503031 Profession/Technical & Fees and 509011 Dues/Subscriptions.
- She also noted that Account #503012 Admin/Bank Fees could be looked at. She noted that the City of Watsonville received an incredible bid for these services. Ms. Ross stated that most banks do not want the farebox change but she will check around for a better price.
- Account No. 503162 Uniforms/Laundry – prices are more than doubled. Director Tavantzis will supply staff with contact information for Ameripride, which is a laundry vendor.
- Sales Tax assumptions – Linda Wilshusen stated that the reserve fund was rebuilt and reduced the amount to all the claimants. The sales tax assumptions will increase the amount available next year. She added that the RTC obtained their estimates from Gary Knudsen.

11. **CONSIDERATION OF APPROVAL TO LEASE THE RESTAURANT SPACE AT THE WATSONVILLE TRANSIT CENTER**
WILL BE PRESENTED FOR CONSIDERATION AT THE MAY 23RD BOARD MEETING

No questions or comments.

12. **CONSIDERATION OF REVISED BUS DELIVERY SCHEDULE FOR HIGHWAY 17 BUSES**
13. **CONSIDERATION OF A RESOLUTION AUTHORIZING AN APPLICATION TO THE AIR DISTRICT FOR AB2766 FUNDS TO ADD METERING EQUIPMENT TO THE COMPRESSED NATURAL GAS (CNG) FUEL STATION**
14. **PUBLIC HEARING FOR CONSIDERATION OF AUTHORIZING THE APPLICATION AND EXECUTION OF AN FTA GRANT FOR METROBASE CONSTRUCTION FUNDS**
PUBLIC HEARING WILL BE HELD AT 9:00 A.M. AT THE MAY 23RD BOARD MEETING

No questions or comments.

15. **PUBLIC HEARING FOR CONSIDERATION OF AUTHORIZING THE APPLICATION AND EXECUTION OF AN FTA GRANT FOR URBANIZED AREA FORMULA FUNDS FOR FY 2003**
PUBLIC HEARING WILL BE HELD AT 9:00 A.M. AT THE MAY 23RD BOARD MEETING

No questions or comments.

16. **CONSIDERATION OF AUTHORIZING THE GENERAL MANAGER TO EXECUTE A MEMORANDUM OF UNDERSTANDING (MOU) WITH THE REGIONAL TRANSPORTATION AGENCIES TO ESTABLISH RELATIONSHIPS FOR PLANNING AND PROGRAMMING TRANSPORTATION PROJECTS**

Summary:

Les White reported that this is a requirement for continued receipt of federal funds. This is an agreement with AMBAG, RTC, TAMC and MST and outlines working relations for the state and FTA. This is on the agendas of all these agencies this month.

17. **CONSIDERATION OF METRO USERS GROUP (MUG) OPERATIONS AND ORGANIZATIONAL STRUCTURE**

Summary:

Les White stated that this report relates to concerns raised regarding the composition of MUG.

19. **CONSIDERATION OF SUPPORTING THE RESOLUTION ENTITLED “WE BELIEVE IN CALIFORNIA, RESOLUTION ON THE STATE BUDGET CRISES AND BUDGET**

**ACCOUNTABILITY ACT” SPONSORED BY THE SERVICE EMPLOYEES
INTERNATIONAL UNION (SEIU)**

Summary:

At the April Board Meeting, Tony Madrigal of SEIU asked the Board to endorse the Resolution on the State Budget Crises and Budget Accountability Act. Mr. White stated that the primary problem is that there is a set of provisions that are punitive to the Governor and members of the legislature if the budget is not passed by June 15th of each year. Staff recommends that the Board endorse the resolution.

ACTION: MOTION: DIRECTOR ROTKIN SECOND: DIRECTOR REILLY

Move this item to the Consent Agenda for the May 23rd Board Meeting.

Motion passed unanimously with Directors Ainsworth, Keogh and Norton being absent.

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

Margaret Gallagher reported that the Board would discuss the Lane/Loya vs. SCMTD case. She requested that the Anticipated Litigation case be moved to the May 23rd Board meeting due to a meeting taking place with some of the involved players.

21. ORAL AND WRITTEN COMMUNICATIONS REGARDING CLOSED SESSION

None

SECTION II: CLOSED SESSION

Chairperson Reilly adjourned to Closed Session at 10:30 a.m. and reconvened to Open Session at 10:55 a.m.

SECTION III: RECONVENE TO OPEN SESSION

22. REPORT OF CLOSED SESSION

Margaret Gallagher stated there was nothing to report at this time.

ADJOURN

There being no further business, Chairperson Reilly adjourned the meeting at 10:56 a.m.

Respectfully submitted.

Dale Carr
Administrative Services Coordinator

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

Minutes- Board of Directors

May 23, 2003

A Regular Meeting of the Board of Directors of the Santa Cruz Metropolitan Transit District met on Friday, May 23, 2003 at the Capitola City Council Chambers, 420 Capitola Avenue, Capitola, CA.

Chairperson Reilly called the meeting to order at 9:02 a.m.

SECTION 1: OPEN SESSION

1. ROLL CALL:

DIRECTORS PRESENT

Sheryl Ainsworth
Jeff Almquist (arrived after roll call)
Jan Beautz (arrived after roll call)
Michelle Hinkle
Mike Keogh
Dennis Norton
Ana Ventura Phares
Emily Reilly
Mike Rotkin
Ex-Officio Wes Scott
Pat Spence
Marcela Tavantzis

DIRECTORS ABSENT

None

STAFF PRESENT

Bryant Baehr, Operations Manager
Mark Dorfman, Asst. General Manager
Margaret Gallagher, District Counsel

Steve Paulson, Paratransit Administrator
Elisabeth Ross, Finance Manager
Robyn Slater, Interim H.R. Manager
Tom Stickel, Fleet Maint. Manager

EMPLOYEES AND MEMBERS OF THE PUBLIC WHO INDICATED THEY WERE PRESENT

Heather Boerner, *Sentinel*
Michael Bradshaw, CCCIL
Francisco DeVillires, Spanish Interpreter
Kasandra Fox, MASTF
Jenna Glasky, SEA
Jake Hurley, SEIU

Manny Martinez, PSA
Tony Madrigal, SEIU
Bonnie Morr, UTU
Jeff North, UTU
Will Regan, VMU
Linda Wilshusen, SCCRTC

2. ORAL AND WRITTEN COMMUNICATION

Written:

a. Debra/Robert Brownstein

RE: ParaCruz Eligibility

- b. R. Paul Marcelin-Sampson
- c. Lorraine Lambert

- RE: Highway 1 JPA
- RE: ParaCruz Recertification

Oral:

Clay Kempf, Executive Director of the Seniors Council, spoke in his capacity as Executive Committee Member of the Human Care Alliance. The Alliance is a group of 65 agencies and 90 non-profit programs and they recently voted unanimously to ask the Board to encourage cooperation in the provision of transportation throughout the community. This entails comingling of riders from various funding sources.

DIRECTOR BEAUTZ ARRIVED.

Director Rotkin asked Mr. Kempf to send the Board documentation with suggestions on how comingling riders with different funding sources would work.

3. LABOR ORGANIZATION COMMUNICATIONS

Jake Hurley announced that he is going to school and his replacement as field representative would be Gary Klemz as of the end of May. Mr. Klemz will be at the next Board meeting to introduce himself to the Board.

4. METRO USERS GROUP (MUG) COMMUNICATIONS

Nothing to report at this time.

5. METRO ACCESSIBLE SERVICES TRANSIT FORUM (MASTF) COMMUNICATIONS

Kasandra Fox read the following MASTF motions to the Board:

- 1) MASTF supports Fare Alternative Option #2 – a 35% increase with stepped impact on Senior and Disabled (discount) fares over two years with the exception that Senior and Disabled (discount) monthly passes increase to no more than \$18 over both years.
- 2) MASTF supports the concept of fare increases linked to cost-of-living adjustments rather than percentage of fare box recovery.
- 3) MASTF supports the staff recommendation for no ADA premium fares at this time.
- 4) MASTF recommends that the Board accept the proposal from Yellow Cab Company to provide transportation (at no cost to METRO) between the METRO ParaCruz service area boundary and Dragon Slayers.

6. ADDITIONAL DOCUMENTATION TO SUPPORT EXISTING AGENDA ITEMS

SECTION I:

ADD TO ITEM #2

ORAL AND WRITTEN COMMUNICATION

- b. R. Paul Marcelin-Sampson
- RE: Hwy. 1 JPA

c. Lorraine Lambert
Recertification
(Insert Correspondence)

RE: ParaCruz

CONSENT AGENDA:

ADD TO ITEM #7-3

ACCEPT AND FILE APRIL 2003 RIDERSHIP REPORT
(Insert Page 1 of Ridership Report)

ADD TO ITEM #7-4

CONSIDERATION OF TORT CLAIMS: Deny the Claims of:
Kathie Van Wickler, Claim #03-0015; Hannah Ralston, Claim #03-0016
(Insert Claims)

REGULAR AGENDA:

ADD TO ITEM #9

CONSIDERATION OF ADOPTION OF REVISED FARE
ORDINANCE
(Insert documentation received from Pat Spence, METRO Board; Elsa Quezada, CCCIL; and, email from mrbeagle)

DELETE ITEM #11

CONSIDERATION OF APPROVAL TO LEASE THE RESTAURANT
SPACE AT THE WATSONVILLE TRANSIT CENTER
(Additional time is needed to negotiate this matter)

ADD TO ITEM #17

CONSIDERATION OF METRO USERS GROUP (MUG)
OPERATIONS AND ORGANIZATIONAL STRUCTURE
(Insert Staff Report)

DELETE ITEM #18

CONSIDERATION OF PROVIDING FINANCIAL AND
ADMINISTRATIVE SUPPORT TO THE HIGHWAY 1
WIDENING/HOV JOINT POWERS AUTHORITY
**(Partial Action taken at the May 9, 2003 Board meeting –
Remaining issues continued for one month)**

AND

ADD TO ITEM #18

CONSIDERATION OF PROVIDING ADMINISTRATIVE SUPPORT
IN PROCUREMENT TO THE HIGHWAY 1 WIDENING/HOV JOINT
POWERS AUTHORITY
(Insert Staff Report)

ADD TO ITEM #20

CONSIDERATION OF A RESOLUTION AUTHORIZING AN
APPLICATION TO THE ENVIRONMENTAL PROTECTION
AGENCY FOR GRANT FUNDS TO RETROFIT BUSES WITH
EXHAUST PARTICULATE TRAPS
(Insert Staff Report)

ADD TO ITEM #21 CONSIDERATION OF AWARD OF CONTRACT FOR QUALITY CONTROL INSPECTION SERVICES
(Add Staff Report)

ADD TO ITEM #22 CONSIDERATION OF EXTENDING THE LEASE AGREEMENT BETWEEN THE SANTA CRUZ METROPOLITAN TRANSIT DISTRICT AND GIL CANALES FOR LEASING OFFICE SPACE AT THE WATSONVILLE TRANSIT CENTER FOR AN ADDITIONAL YEAR
(Add Staff Report)

CONSENT AGENDA

Chairperson Reilly stated that Item 7-14 would be pulled from the Consent Agenda for further discussion:

- 7-1. APPROVE REGULAR BOARD MEETING MINUTES OF APRIL 11 AND APRIL 25, 2003
- 7-2. ACCEPT AND FILE PRELIMINARILY APPROVED CLAIMS
- 7-3. ACCEPT AND FILE APRIL RIDERSHIP REPORT
- 7-4. CONSIDERATION OF TORT CLAIMS: Deny the Claims of: Ben Ralston, Claim #03-0012; Earl Ralston, Claim #03-0013; Michael Ralston Jr., Claim #03-0014; Kathie Van Wickler, Claim #03-0015; Hannah Ralston, Claim #03-0016
- 7-5. ACCEPT AND FILE AGENDA FOR THE MASTF COMMITTEE MEETING OF MAY 15, 2003 AND THE MINUTES OF THE APRIL 17, 2003 MEETING
- 7-6. ACCEPT AND FILE AGENDA FOR THE MUG COMMITTEE MEETING OF MAY 21, 2003 AND THE MINUTES OF THE APRIL 16, 2003 MEETING
- 7-7. ACCEPT AND FILE MONTHLY BUDGET STATUS REPORT FOR MARCH 2003, APPROVAL OF BUDGET TRANSFERS
- 7-8. ACCEPT AND FILE PARACRUZ STATUS REPORT FOR FEBRUARY 2003
- 7-9. ACCEPT AND FILE HIGHWAY 17 STATUS REPORT FOR MARCH 2003
- 7-10. ACCEPT AND FILE UNIVERSITY OF CALIFORNIA, SANTA CRUZ SERVICE UPDATE
- 7-11. ACCEPT AND FILE METROBASE STATUS REPORT
- 7-12. CONSIDERATION OF REVISED BUS DELIVERY SCHEDULE FOR HIGHWAY 17 BUSES
(Moved to Consent Agenda at the May 9, 2003 Board Meeting. Staff report retained original numbering as Item #12)
- 7-13. CONSIDERATION OF A RESOLUTION AUTHORIZING AN APPLICATION TO THE AIR DISTRICT FOR AB2766 FUNDS TO ADD METERING EQUIPMENT TO THE COMPRESSED NATURAL GAS (CNG) FUEL STATION
(Moved to Consent Agenda at the May 9, 2003 Board Meeting. Staff report retained original numbering as Item #13)
- 7-14. Pulled for further discussion

ACTION: MOTION: DIRECTOR ROTKIN SECOND: DIRECTOR PHARES

Move approval of the Consent Agenda with the exception of Item 7-14.

Motion passed unanimously and in lieu of roll call vote for Item 7-13, with Director Almquist being absent.

ITEM #7-14 WAS DISCUSSED AT THIS TIME.

7-14. CONSIDERATION OF SUPPORTING THE RESOLUTION ENTITLED “WE BELIEVE IN CALIFORNIA, RESOLUTION ON THE STATE BUDGET CRISES AND BUDGET ACCOUNTABILITY ACT” SPONSORED BY THE SERVICE EMPLOYEES INTERNATIONAL UNION (SEIU)

(Moved to Consent Agenda at the May 9, 2003 Board Meeting. Staff report retained original numbering as Item #19)

Discussion:

Tony Madrigal of SEIU commented that this resolution serves to support the statewide efforts made by local revenue boards and agencies across our region to halt some of the devastating effects of the Governor’s budget. He added that work is needed in the areas of budget cuts that affect our local economy and transportation.

DIRECTOR ALMQUIST ARRIVED.

Mr. Madrigal spoke of putting a cap on the state’s spending in order to allow the revenue to catch up. The resolution also endorses the Budget Accountability Act which, hopefully, would be placed on the March 2004 ballot.

ACTION: MOTION: DIRECTOR ROTKIN SECOND: DIRECTOR REILLY

Approve the Resolution entitled “We Believe in California, Resolution on the State Budget Crises and Budget Accountability Act”.

Motion passed with Director Norton abstaining.

REGULAR AGENDA

ITEMS 10, 14 AND 15 WILL BE TAKEN OUT OF ORDER.

**10. PUBLIC HEARING ON FY 03-04 DRAFT FINAL BUDGET
PUBLIC HEARING WILL BE HELD AT 9:00 A.M.**

Summary:

Elisabeth Ross reported that today’s meeting is to receive public input on the Draft Final Budget for FY 03/04. The final budget will be brought back to the Board for approval at their June Board meeting. There will be additional updates to the revenue, expenses and capital budget at that time. This budget presented is dependent upon a fare increase assumed to bring in an additional \$750,000 in order to balance the budget.

PUBLIC HEARING WAS OPENED AT THIS TIME.

Joe Sampson, a Cabrillo student, spoke regarding his recent registration for summer school at Cabrillo College where he attempted to pick up a summer bus pass. He was informed that Cabrillo would not be providing discount passes. He stated that “without any student knowledge, METRO stopped honoring the agreement with Cabrillo”. He added that now all Cabrillo students would be forced to pay at least \$50 per month for a bus pass instead of \$60 per year. Joe demanded that METRO work with Cabrillo College now to provide reasonably priced passes to students to be effective immediately.

Director Rotkin explained that METRO has been trying unsuccessfully to work with Cabrillo for the past five years on this issue. However, the rest of the system cannot afford to subsidize Cabrillo students. He added that UCSC students pay \$95 per quarter X 3 quarters for the benefit of receiving a discounted pass.

R. Paul Marcelin-Sampson, distributed a “Fast Facts about Santa Cruz Metro” sheet and stated that this is a reflection of the policy makers. He expressed concern that the bus operators would be receiving a 4.2% cost of living increase on the day that the fares would be increased. He also believes that the \$750,000 derived from fare increases would go directly to the drivers’ overtime. He stated that he met with Cabrillo’s Vice President of Student Affairs and is meeting with the Administration to give a full accounting of the pass program and concepts. Mr. Marcelin asked the Board to rescind the service cuts.

**14. PUBLIC HEARING FOR CONSIDERATION OF AUTHORIZING THE APPLICATION AND EXECUTION OF AN FTA GRANT FOR METROBASE CONSTRUCTION FUNDS
PUBLIC HEARING WILL BE HELD AT 9:00 A.M.**

Summary:

Mark Dorfman reported that this is a grant application for MetroBase funds that were earmarked. Staff has been unable to make this application previously due to having no certified Environmental Impact Report (EIR).

CHAIRPERSON REILLY CALLED FOR PUBLIC COMMENT AND RECEIVED NONE.

ACTION: MOTION: DIRECTOR ROTKIN SECOND: DIRECTOR REILLY

Adopt the Program of Projects for bus facilities funding and authorize an application to the Federal Transit Administration for MetroBase construction funds.

Motion passed unanimously.

**15. PUBLIC HEARING FOR CONSIDERATION OF AUTHORIZING THE APPLICATION AND EXECUTION OF AN FTA GRANT FOR URBANIZED AREA FORMULA FUNDS FOR FY 2003
PUBLIC HEARING WILL BE HELD AT 9:00 A.M.**

Summary:

Mark Dorfman reported that this is a routine operating application that is submitted to the Board on an annual basis. This application will request a grant of \$2,804,435 which has already been included in METRO's budget for FY 03/04.

CHAIRPERSON REILLY CALLED FOR PUBLIC COMMENT AND RECEIVED NONE.

ACTION: MOTION: DIRECTOR NORTON SECOND: DIRECTOR ROTKIN

Adopt the Program of Projects and authorize an application for Federal Transit Administration Urbanized Area Formula Funds.

Motion passed unanimously.

8. PRESENTATION OF EMPLOYEE LONGEVITY AWARDS

Due to this month's honorees being absent, Chairperson Reilly moved these award presentations to the June Board meeting.

9. CONSIDERATION OF ADOPTION OF REVISED FARE ORDINANCE

Summary:

Mark Dorfman made a Power Point presentation and recapped the various fare increase scenarios that staff proposed to close the budget deficit. Mr. Dorfman also reviewed the base fare impacts, the impacts of the stepping process to spread the increase over a two-year period, and the different monthly passes. Staff is recommending Option #2 – 35% increase with the 2-year step process on the Seniors/Disabled fares. Staff is not recommending any ParaCruz premium fares at this time, as they would prefer to study this further. Mr. White asked that the Ordinance be written to reflect the stepped increase in the second year to prevent staff from having to come back to the Board at that time. Staff is also asking the Board to commit to a policy of reviewing fares on a consistent basis.

PUBLIC HEARING WAS OPENED AT THIS TIME.

Adam Tomasewski represents the seniors and disabled from Via Pacifica. He stated that a reasonable and honest fare increase is fine. However, he expressed concern that the monthly passes for Seniors/Disabled would be almost doubled – from \$14.00 currently to \$23.00 then to \$27.00. He added that the cost-of-living increase for the seniors was only 1.5%. He suggested that to recoup the shortfall of \$3 million, each of the riders should be assessed an annual surcharge of \$2.00 per year.

R. Paul Marcelin-Sampson stated that in January he gave some information to staff regarding cost-of-living issues for seniors and disabled. He stated that the seniors received a 1.25% cost-of-living increase in their Social Security this year. He further stated that there is a movement among transit agencies to provide discounts for youths. He added that there are other alternatives to the fare increases.

Clay Kempf stated that seniors are only supposed to spend 10% of their funds on transportation. The Seniors Council is concerned over the disproportionate increase even with the two-tiered plan. He asked the Board to reconsider the size of that increase. Mr. Kempf commented that he was pleased that staff is against the premium ADA costs and talked about the difficulty in scheduling on-time rides for dialysis patients.

Kathleen Johnson, Executive Director for Ombudsman Advocate, spoke on the concerns of the seniors and disabled. She cited their financial burdens with high rents and low cost-of-living increases and their need for independence through public transportation. She stated that Medi-Cal pays \$35 per month for personal needs and any increase in bus fares would come out of that. She urged the Board not to make the increase at the level recommended.

Michael Bradshaw of CCCIL spoke regarding the curtailing of the independence of the seniors and disabled if this fare increase is implemented. In some cases, someone who could afford a bus trip three times a week would have to settle for twice a week thereby isolating him from the community. He addressed the cost-of-living increases that the bus operators are receiving and asked where the cuts/changes are that management proposed to reduce costs. Mr. Bradshaw asked what percentage of riders are seniors and disabled and how much revenue comes from that population segment. Are there costs that can be contained?

THE PUBLIC HEARING WAS CLOSED AT THIS TIME.

Discussion:

Ex Officio Director Scott reported that a good portion of the \$750,000 in revenue comes from UCSC. The student body recently voted to approve a transit fee to support both METRO and the campus shuttle. A rate increase of 35% would equate to roughly \$500,000 for the UCSC ridership. UCSC needs to find a way to phase in this additional expense since the student body was told they would not be asked for another increase until 2006. Les White clarified that since there is a 12-month delay to UCSC in any fare increase, none of the \$750,000 would come from that segment. METRO staff and UCSC staff will address the increase through their monthly meetings.

It was also clarified that the surcharge suggestion of \$2 per rider would need to be assessed on each ride, rather than on each rider. Regarding Mr. Bradshaw's request to know the percentage of seniors and disabled, Mr. Dorfman explained that the bus passes are all put into one category, however, he was able to discern that approximately 15% of the revenue coming in comes from senior and disabled fares.

ACTION: MOTION: DIRECTOR ALMQUIST SECOND: DIRECTOR BEAUTZ

Approve Option 2 with a two-step implementation for senior/disabled fare, with no premium fares for ADA; approve a review of fares every three years; direct staff to look at an eight-year period with annual reporting progress to reach 25% of farebox recovery.

Director Norton commented that he would like to keep the Seniors/Disabled fares low but go to the 50% increase on regular fares. He added that he would like staff to work towards giving Cabrillo the same discount as UCSC receives and to keep the student pass at \$35.00. Mr.

White pointed out that federal law requires that METRO offer the Seniors/Disabled a 50% discount, however, METRO has been giving this category of rider a 65% discount previously. Director Rotkin responded to comparisons of Santa Cruz METRO with other systems and pointed out that we are very small with both rural and urban areas. He further added that there is no way to cut costs in this system in that high-quality employees provide good service – cutting routes would equate to laying off drivers. Director Beautz reiterated that METRO is a tax supported system and it is only fair to offer the same choices to everyone rather than to have the regular ridership absorb the entire increase. She also pointed out that not every youth or every senior needs a discount. A 50% discount for the Seniors/Disabled is pretty fair. Mr. White added that Director Spence's suggestions regarding paratransit service would be addressed in July. Director Keogh stated that the Board would be short-sighted not to make the 50% increase and addressed the need to re-establish the reserves. He asked that the motion on the floor be changed to reflect Option 3.

ACTION: MOTION: DIRECTOR KEOGH SECOND: DIRECTOR NORTON

Amend the Motion to change from Option 2 to Option 3.

Motion passed with Directors Beautz, Rotkin and Spence voting no.

ACTION: AMENDED MOTION:

Approve Option 3 with a two-step implementation for seniors/disabled fare, with no premium fares for ADA; approve a review of fares every three years; direct staff to look at an eight-year period with annual reporting progress to reach 25% of farebox recovery.

Motion passed unanimously with a roll call vote.

CLOSED SESSION WAS TAKEN AT THIS TIME.

24. ORAL AND WRITTEN COMMUNICATIONS REGARDING CLOSED SESSION

Bonnie Morr distributed a written communication regarding one of the Closed Session items.

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

Margaret Gallagher reported that the Board would discuss the Lane/Loya case plus the Beatrice Diaz and Dorothy Parker cases. There will also be a discussion regarding whether or not METRO should bring a lawsuit against a party.

SECTION II: CLOSED SESSION

Chairperson Reilly adjourned to Closed Session at 10:55 a.m. and reconvened to Open Session at 11:52 a.m. Directors Almquist, Keogh and Rotkin departed the meeting during Closed Session.

SECTION III: RECONVENE TO OPEN SESSION

25. REPORT OF CLOSED SESSION

Margaret Gallagher stated there was nothing to report at this time.

11. DELETED

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

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

16. CONSIDERATION OF AUTHORIZING THE GENERAL MANAGER TO EXECUTE A MEMORANDUM OF UNDERSTANDING (MOU) WITH THE REGIONAL TRANSPORTATION AGENCIES TO ESTABLISH RELATIONSHIPS FOR PLANNING AND PROGRAMMING TRANSPORTATION PROJECTS

Deferred to the June 27, 2003 Board meeting.

17. CONSIDERATION OF METRO USERS GROUP (MUG) OPERATIONS AND ORGANIZATIONAL STRUCTURE

Deferred to the June 27, 2003 Board meeting.

18. CONSIDERATION OF PROVIDING ADMINISTRATIVE SUPPORT IN PROCUREMENT TO THE HIGHWAY 1 WIDENING/HOV JOINT POWERS AUTHORITY

ACTION: MOTION: DIRECTOR BEAUTZ SECOND: DIRECTOR TAVANTZIS

Indicate that METRO is able to carry out procurement activities for the Highway 1 Widening/HOV Project Joint Powers Authority.

R. Paul Marcelin-Sampson commented that it would be advantageous for METRO to be seen in public supporting this project. Director Reilly stated that if METRO is asked to do anything that requires funds, that the Board be notified.

Motion passed unanimously with Directors Almquist, Keogh and Rotkin being absent.

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

20. CONSIDERATION OF A RESOLUTION AUTHORIZING AN APPLICATION TO THE ENVIRONMENTAL PROTECTION AGENCY FOR GRANT FUNDS TO RETROFIT BUSES WITH EXHAUST PARTICULATE TRAPS

ACTION: MOTION: DIRECTOR BEAUTZ SECOND: DIRECTOR REILLY

Adopt the resolution authorizing staff to submit an application to the Environmental Protection Agency and to execute a grant agreement, if awarded, to retrofit New Flyer diesel buses with exhaust particulate traps.

Motion passed unanimously in lieu of a roll call vote with Directors Almquist, Keogh and Rotkin being absent.

21. CONSIDERATION OF AWARD OF CONTRACT FOR QUALITY CONTROL INSPECTION SERVICES

ACTION: MOTION: DIRECTOR BEAUTZ SECOND: DIRECTOR REILLY

Authorize the General Manager to execute a contract with Transit Resource Center for \$13,200 for quality control inspection services for the purchase of seventeen Paratransit Activans. If production schedule problems should occur, grant authority to the General Manager to execute an amendment to the contract for additional funding up to \$5,000.

Motion passed unanimously in lieu of a roll call vote with Directors Almquist, Keogh and Rotkin being absent.

22. CONSIDERATION OF EXTENDING THE LEASE AGREEMENT BETWEEN THE SANTA CRUZ METROPOLITAN TRANSIT DISTRICT AND GIL CANALES FOR LEASING OFFICE SPACE AT THE WATSONVILLE TRANSIT CENTER FOR AN ADDITIONAL YEAR

Deferred to the June 27, 2003 Board meeting.

ADJOURN

There being no further business, Chairperson Reilly adjourned the meeting at 11:55 a.m.

Respectfully submitted,

Dale Carr
Administrative Services Coordinator

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
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 ALL CHECKS FOR COAST COMMERCIAL BANK

DATE: 05/01/03 THRU 05/31/03

| CHK NUMBER | CHECK DATE | CHECK VENDOR AMOUNT | VENDOR NAME | VENDOR TRANS. TYPE NUMBER | TRANSACTION DESCRIPTION | TRANSACTION AMOUNT | COMMENT |
|---------------|---------------|------------------------|----------------|------------------------------|-------------------------------|-----------------------|---------|
| 9669 | 05/02/03 | 9,719.50 | 001043 | | VISION SERVICE PLAN | 9,719.50 | |
| 9670 | 05/02/03 | 7,520.43 | 001063 | | NEW FLYER INDUSTRIES LIMITED | | |
| | | | | 82314 | MAY VISION INSURANCE | 9,719.50 | |
| | | | | 82315 | REV VEH PARTS 909 | 909.12 | |
| | | | | 82316 | REV VEH PARTS 145 | 144.92 | |
| | | | | 82317 | REV VEH PARTS 305 | 304.86 | |
| | | | | 82318 | REV VEH PARTS 3702 | 3,701.88 | |
| | | | | 82319 | REV VEH PARTS 90 | 90.45 | |
| | | | | 82320 | REV VEH PARTS 2257 | 2,257.02 | |
| | | | | 82321 | REV VEH PARTS 94 | 112.18 | |
| 9671 | 05/02/03 | 101.18 | 001072 | | BETSON WEST | | |
| | | | | 82322 | COIN CHANGER | 47.35 | |
| | | | | 82323 | SHAFT LATCH | 1.87 | |
| | | | | 82324 | MINI LAMP | 51.96 | |
| 9672 | 05/02/03 | 153.63 | 001315 | | WASTE MANAGEMENT O F S C | | |
| | | | | 82440 | APR MT HERMON/KINGS | 41.60 | |
| | | | | 82441 | APR KINGS VILLAGE | 142.03 | |
| 9673 | 05/02/03 | 83,822.24 | 001316 | | DEVCO OIL | | |
| 9674 | 05/02/03 | 1,347.50 | 001492 | | EVERGREEN OIL INC. | | |
| | | | | 82442 | APRIL FUEL | 83,822.24 | |
| | | | | 82325 | HAZ WASTE DISPOSAL | 457.50 | |
| | | | | 82326 | HAZ WASTE DISPOSAL | 890.00 | |
| 9675 | 05/02/03 | 74.30 | 001590 | | G SIGN ASAP | | |
| 9676 | 05/02/03 | 15,706.81 | 001616 | | UNUM | | |
| 9677 | 05/02/03 | 478.38 | 001711 | | MOHAWK MFG. & SUPPLY CO. | | |
| 9678 | 05/02/03 | 4,356.62 | 001745 | | HARTFORD LIFE | | |
| 9679 | 05/02/03 | 215,742.55 | 001762 | | COMMUNITY BRIDGES | | |
| 9680 | 05/02/03 | 75.00 | 001962 | | LEAGUE OF CALIFORNIA CITIES | | |
| 9681 | 05/02/03 | 150.76 | 001996 | | JAMES PUBLISHING, INC | | |
| 9682 | 05/02/03 | 1,728.65 | 002026 | | WESTCOAST LEGAL SERVICE | | |
| 9683 | 05/02/03 | 32.93 | 002063 | | COSTCO | | |
| | | | | 52327 | "WON FLAMMABLE" SIGN | 74.30 | |
| | | | | 82328 | MAY LTD | 15,706.81 | |
| | | | | 82329 | REV VEH PARTS 478 | 478.38 | |
| | | | | 52330 | MAY LIFE/AD&D INS | 4,356.62 | |
| | | | | 82331 | MAR ADA PARATRANSIT | 215,742.55 | |
| | | | | 82332 | CA MUNICIPAL HANDBK | 75.00 | |
| | | | | 82333 | DUES & SUBSCRIPTIONS | 160.76 | |
| | | | | 82334 | PROF/TECH SVCS | 1,728.65 | |
| | | | | 82335 | LOCAL MTG EXPENSE | 11.65 | |
| | | | | 82336 | EMPLOYEE INCENTIVE | 21.25 | |
| 9684 | 05/02/03 | 1,291.87 | 002069 | | A TOOL SHED, INC. | | |
| | | | | 82337 | EQUIPMENT RENTAL | 531.51 | |
| | | | | 82338 | TROLLEY SHED | 332.24 | |
| | | | | 82339 | EQUIPMENT RENTAL | 290.46 | |
| | | | | 82340 | EQUIPMENT RENTAL | 137.86 | |
| 9685 | 05/02/03 | 201.44 | 002214 | | SSI CORP. | | |
| 9686 | 05/02/03 | 68.20 | 002240 | | KLEEN-RITE | | |
| 9687 | 05/02/03 | 569.89 | 002278 | | CHEMSEARCH | | |
| 9688 | 05/02/03 | 155.56 | 002307 | | EWING IRRIGATION PRODUCTS | | |
| 9689 | 05/02/03 | 2,000.00 | 002352 | | U.S. POSTAL SERVICE (AMS-TMS) | | |
| 9690 | 05/02/03 | 860.00 | 002365 | | OPTIMUM BUSINESS MACHINES | | |
| 9691 | 05/02/03 | 250.00 | 002486 | | SANTA CRUZ CINEMA 9 THEATERS | | |
| 9692 | 05/02/03 | 1,767.75 | 002607 | | CTC ANALYTICAL SERVICES INC. | | |
| 9093 | 05/02/03 | 353.18 | 002609 | | CLEANSOURCE | | |
| 9694 | 05/02/03 | 4,519.50 | 002686 | | WATERLEAF ARCHITECTURE | | |
| 4695 | 05/02/03 | 465.00 | 002720 | | METRO SANTA CRUZ NEWSPAPER | | |
| 9696 | 05/02/03 | 601.03 | 004 | | NORTH BAY FORD LINC-MERCURY | | |
| | | | | 82341 | OUTPUT MODULE | 201.44 | |
| | | | | 82342 | OUT REPAIR -EQUIP | 68.20 | |
| | | | | 82343 | PUREWASH SYSTEMS | 569.89 | |
| | | | | 82344 | REPAIRS & MAINT | 156.56 | |
| | | | | E2345 | POSTAGE FOR METER | 2,000.00 | |
| | | | | 82346 | MAINT AGREEMENT | 860.00 | |
| | | | | 82347 | FAC EMPLOYEE INCENT | 250.00 | |
| | | | | 82348 | OUT REPAIR REV VEH | 1,767.75 | |
| | | | | 02349 | PARTS & SUPPLIES | 353.18 | |
| | | | | 92350 | PROF SVCS TD 3/31 | 4,519.50 | |
| | | | | 82351 | 3/19 A D FARE INCREAS | 465.00 | |
| | | | | 82352 | OUT REPAIR OTHER VEH | 506.03 | |
| | | | | 82353 | OUT REPAIR OTHER VEH | 95.00 | |
| 9697 | 05/02/03 | 766.34 | 009 | | PACIFIC GAS & ELECTRIC | | |
| | | | | 82354 | 3/14-4/11 KINGS VILL | 499.11 | |
| | | | | 82355 | 3/14-4/11 KINGS VILL | 169.42 | |
| | | | | 82356 | 3/14-4/11 KINGS VILL | 30.67 | |
| | | | | 82357 | 3/18-4/15 PAUL SWEET | 67.14 | |
| 9698 | 05/02/03 | 19.69 | 013 | | MCI SERVICE PARTS, INC. | | |
| 9699 | 05/02/03 | 40.83 | 045 | | ROYAL WHOLESALE ELECTRIC | | |
| 9700 | 05/02/03 | 1,539.18 | 061 | | REGISTER PAJARDNIAN | | |
| | | | | 82358 | REV VEH PARTS | 19.69 | |
| | | | | 82359 | REPAIR & MAINTENANCE | 40.83 | |
| | | | | 82360 | DISPLAY GDS | 1,539.18 | |

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
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| CHK BER | CHECK DATE | CHECK VENDOR AMOUNT | VENDOR NAME | VENDOR TRANS. TYPE/NUMBER | TRANSACTION DESCRIPTION | TRANSACTION COMMENT AMOUNT |
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| 9701 | 05/02/03 | 226.42 061A | REGISTER PAJARONIAN | 82361 | CLASSIFIED AD | 162.03 |
| | | | | 82362 | CLASSIFIED AD | 64.39 |
| 9702 | 05/02/03 | 6.54 079 | SANTA CRUZ MUNICIPAL UTILITY | 82363 | MARCH LANDFILL | 6.54 |
| 9703 | 05/02/03 | 50.89 087 | RECOGNITION SERVICES LTD. | 82364 | EMP INCENTIVE 37 | 50.89 |
| 9704 | 05102103 | 191.93 117 | GILLIS CORPORATION | 82366 | REV VEH PARTS | 191.93 |
| 9705 | 05/02/03 | 188.19 147 | ZEE MEDICAL SERVICE | 82367 | SAFETY SUPPLIES | 188.19 |
| 9706 | 05/02/03 | 974.48 149 | SANTA CRUZ SENTINEL | 62368 | MARCH ADVERTISING | 974.48 |
| 9707 | 05/02/03 | 45,988.00 154 | DEPARTMENT OF MOTOR VEHICLES | 62443 | SALES TAX#2221/2223 | 45,988.00 |
| 9708 | 05/02/03 | 3,044.59 157 | DELL MARKETING L.P. | 82369 | DIMENSION DESKTOP | 723.163 |
| | | | | 82370 | LAPTOP | 2,320.96 |
| 9709 | 05102193 | 62.65 166 | HOSE SHOP, INC., THE | 82371 | REPAIR & MAINTENANCE | 49.01 |
| | | | | 82372 | REPAIR & MAINTENANCE | 13.64 |
| 9710 | 05/02/03 | 87,916.90 173 | AGN RISK SERVICES, INC. | 82373 | EMP PRACT LIAB INC | 87,916.90 |
| 9711 | 05/02/03 | 130.52 186 | WILSON, GEORGE H., INC. | 82374 | OUT REPAIR REV VEH | 21.25 |
| | | | | 62375 | REPAIR & MAINTENANCE | 109.27 |
| 9712 | 05/02/03 | 1,169.28 221 | VEHICLE MAINTENANCE PROGRAM | 82376 | REV VEH PARTS 1169 | 1,169.28 |
| 9713 | 05/02/03 | 426.27 262 | GRAINGER INC, W.W. | E12377 | REPAIR & MAINTENANCE | 71.21 |
| | | | | 52378 | REPAIR & MAINTENANCE | -185.11 |
| | | | | 82379 | OFFICE SUPPLIES | 14.78 |
| | | | | 82350 | REV VEH PARTS | 525.39 |
| 9714 | 05/02/03 | 82.94 288 | MUNCIE TRANSIT SUPPLY | 82381 | REV VEH PARTS | 82.94 |
| 9715 | 05/02/03 | 162.72 368B | BEST WESTERN | 82382 | CONFIRM #P48275 | 162.72 |
| 9716 | 05/02/03 | 30.36 372 | FEDERAL EXPRESS | 82383 | MAR/APR MAILINGS | 30.36 |
| 9717 | 05/02/03 | 1,313.92 378 | STEWART & STEVENSON | 62384 | REV VEH PARTS | 328.20 |
| | | | | 82385 | OUT REPAIR REV VEH | 324.00 |
| | | | | 82386 | REV VEH PARTS | 60.99 |
| | | | | 82387 | SHALL TOOLS | 393.07 |
| | | | | 82388 | REV VEH PARTS | 207.66 |
| 9718 | 05/02/03 | 651.95 395 | APPLIED GRAPHICS, INC. | 82389 | PURCHASE ORDER FORMS | 651.96 |
| 9719 | 05/02/03 | 172.80 428 | NEOWARE SYSTEMS, INC. | 82390 | OUT REPAIR EQUIP | 172.80 |
| 9720 | 05/02/03 | 164.04 434 | VERIZON WIRELESS-PAGERS | 82391 | MAY PAGERS | 164.04 |
| 9721 | 05102103 | 182.04 436 | WEST GROUP PAYMENT CTR | 82392 | MAR ACCESS CHGS | 182.04 |
| 7722 | 05/02/03 | 558.32 448 | UNISOURCE | 82393 | CLEANING SUPPLIES | 556.32 |
| 8723 | 05/02/03 | 2,425.00 478 | BEE CLENE | 82394 | CUSTODIAL SERVICES | 2,425.00 |
| 9724 | 05/02/03 | 3,445.74 480 | DIESEL MARINE ELECTRIC | 82395 | REV VEH PARTS | 3,445.74 |
| 9725 | 05/02/03 | 197,360.00 502 | C A PUBLIC EMPLOYEES' | 82396 | MAY MEDICAL INS | 197,360.00 |
| 9726 | 05/02/03 | 331.17 504 | CUMINS WEST, INC. | 82397 | REV VEH PARTS | 331.17 |
| 7727 | 05/02/03 | 2,007.64 586 | COMPLETE COACH WORKS | 82398 | REV VEH PARTS | 2,007.64 |
| 9728 | 05/02/03 | 60.00 604 | YENGLE SOLUTIONS | 82399 | TRANSLATION SVCS | 60.06 |
| 9729 | 05/02/03 | 1,000.00 639 | 72 DEGREES | 82400 | OUT REPAIR EQUIP | 1,000.00 |
| 9730 | 05/02/03 | 589.35 647 | GFI GENFARE | 82401 | REV VEH PARTS | 270.96 |
| | | | | 82402 | REVENUE VEHICLES | 318.39 |
| 9731 | 05/02/03 | 4,604.56 664 | BAY COUNTIES PITCOCK PETROLEUM | 82403 | FUEL - FLEET | 4,604.56 |
| 9732 | 05/02/03 | 1,773.24 679 | FIRST TRANSIT, INC. | 62404 | MARCH BUS INSPECTION | 1,773.24 |
| 9733 | 05/02/03 | 200.130 682 | AMY L. WEISS | 624% | PROF SVCS | 76.06 |
| | | | | 82406 | PROF SVCS | 130.00 |
| 9734 | 05/02/03 | 8,750.00 683 | TRISTAR RISK MANAGEMENT | 82407 | MAY WC SVC FEE | 8,750.00 |
| 9735 | 05/02/03 | 100.00 688 | SALDANA, ERNESTINA | 82408 | PARACRUZ HEARINGS | 100.00 |
| 9736 | 05/02/03 | 100.00 689 | WOOD, JOHN | 82409 | PARACRUZ HEARINGS | 100.00 |
| 9737 | 05/02/03 | 421.92 723 | COUNCIL ON EDUCATION III | 82428 | PUB SECT EMP LAW | 165.92 |

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
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|--------------|------------|--------------|--------------|-------------------------------|--------------------|---------------|-------------------------|--------------------|---------------------|
| 9738 | 05/02/03 | 1,693.50 | 733 | CLAREMONT BEHAVIORAL SERVICES | 62411 | | PUB SEC PERSONNEL | 256.00 | |
| | | | | | 82412 | | MAY EAP PREMIUM | 846.80 | |
| | | | | | 82413 | | APRIL EAP PREMIUM | 846.80 | |
| 7739 | 05/02/03 | 12,338.00 | 804 | ORTHOPAEDIC HOSPITAL | 82414 | | MAR PROF/TECH SVCS | 12,338.00 | |
| 9740 | 05/02/03 | 2,786.40 | 854 | AMERICAN SEATING COMPANY | 82415 | | REV VEH PARTS | 2,786.40 | |
| 9741 | 05/02/03 | 15,673.02 | 909 | CLASSIC GRAPHICS | 82416 | | OUT REPAIR REV VEH | 6,078.29 | |
| | | | | | 82417 | | OUT REPAIR REV VEH | 9,594.73 | |
| 3742 | 05/02/03 | 35,495.00 | 975 | TRISTAR RISK MANAGEMENT NO. 2 | 82418 | | SPCL REPLENISHMENT | 12,000.00 | |
| | | | | | 62419 | | SPCL REPLENISHMENT | 23,495.00 | |
| 9743 | 05/02/03 | 220.00 | 994 | LA SANGA PUBLICATION | 62420 | | 4/11 AD FARES | 220.00 | |
| 9744 | 05/02/03 | 100.00 | B001 | AINSWORTH, SHERYL | 82428 | | APRIL BOARD MEETING | 100.00 | |
| 9745 | 05/02/03 | 50.00 | B002 | ALMQUIST, JEFF | 82429 | | APRIL BOARD MEETING | 50.00 | |
| 9746 | 05/02/03 | 100.00 | B003 | BEAUTZ, JAN | 82430 | | APRIL BOARD MEETING | 100.00 | |
| 9747 | 05/02/03 | 50.00 | B006 | HINKLE, MICHELLE | 82431 | | APRIL BOARD MEETING | 50.00 | |
| 9748 | 05/02/03 | 50.00 | B007 | KEOGH, MICHAEL | 82432 | | APRIL BOARD MEETING | 50.00 | |
| 9749 | 05/02/03 | 100.00 | 6010 | NORTON, DENNIS | 62433 | | APRIL BOARD MEETING | 100.00 | |
| 9750 | 05/02/03 | 100.00 | B011 | REILLY, EMILY | 82435 | | APRIL BOARD MEETING | 100.00 | |
| 9751 | 05/02/03 | 101.00 | B012 | SPENCE, PAT | 82437 | | APRIL BOARD MEETING | 100.00 | |
| 9752 | 05/02/03 | 50.00 | B013 | VENTURA PHARES, ANA | 62434 | | APRIL BOARD MEETING | 50.00 | |
| 9753 | 05/02/03 | 100.00 | 6014 | CITY OF WATSONVILLE | 62438 | | APRIL BOARD MEETING | 100.00 | |
| 9754 | 05/02/03 | 50.00 | B015 | ROTKIN, MIKE | 82436 | | APRIL BOARD MEETING | 50.00 | |
| 9755 | 05/02/03 | 44.00 | E011 | KELLY, ELOISE | 82421 | | REIMBURSE VTT FEES | 44.00 | |
| 9756 | 05/02/03 | 6.24 | E085 | HALL, JIM | 82422 | | REIMBURSE OT MEAL | 6.24 | |
| 9757 | 05/02/03 | 49.68 | E103 | LONGNECKER, LLOYD | 62365 | | MILEAGE OAKLAND | 49.68 | |
| 9758 | 05/02/03 | 21.75 | E275 | DE LA CRUZ, RICARDO | 82423 | | REIMBURSE SUPP LIFE | 21.75 | |
| 9759 | 05/02/03 | 160.00 | E276 | BAIOCCHI, JIM | 82424 | | CN6 TRAINING ADVANCE | 160.00 | |
| 9760 | 05/02/03 | 130.53 | E495 | WHITE, LES | 82425 | | REIMBURSE EMP TRAVEL | 68.00 | |
| | | | | | 62426 | | REIMBURSE EMP TRAVEL | 42.53 | |
| 9761 | 05/02/03 | 1,023.17 | R392 | MORELUND, KAROL | 62427 | | SETTLEMENT CLAM | 1,023.17 | |
| 9762 | 05/16/03 | 592.04 | 001 | SBC CALIFORNIA | 82453 | | MAY LINE - IT | 592.04 | |
| 9763 | 05/16/03 | 6,322.36 | 001053 | NEW FLYER INDUSTRIES LIMITED | 82454 | | REV VEH PARTS 189 | 188.64 | |
| | | | | | 62455 | | REV VEH PARTS 1513 | 1,518.28 | |
| | | | | | 32456 | | REV VEH PARTS 2081 | 2,081.44 | |
| | | | | | 62457 | | REV VEH PARTS 1587 | 1,587.00 | |
| | | | | | 62458 | | REV VEH PARTS 947 | 947.00 | |
| 9764 | 05/16/03 | 1,407.05 | 001119 | MAGERICH PARTNERSHIP L P | 82459 | | JUN - CAPITOLA MALL | 1,407.05 | |
| 9765 | 05/16/03 | 1,946.57 | 001230 | CAPITOL CLUTCH & BRAKE, INC. | 62460 | | REV VEH PARTS | 1,946.57 | |
| 9766 | 05/16/03 | 396.90 | 001523 | SANTA CRUZ MEDICAL CLINIC | 62617 | | MAR MEDICAL EXAMS | 396.00 | |
| 9767 | 05/16/03 | 2,356.75 | 001600 | THERMO KIN 6 OF SALINAS, INC | 82461 | | OUT REPAIR/REV PARTS | 2,356.75 | |
| 9768 | 05/16/03 | 255.26 | 001856 | BAY COMMUNICATIONS | 62462 | | OUT REPAIR PHONES | 255.26 | |
| 9769 | 05/16/03 | 168.50 | 001911 | SANTA CRUZ POLICE DEPARTMENT | 82463 | | ROOM RENTAL+DEPOSIT | 168.50 | |
| 9770 | 05/16/03 | 10.00 | 001944 | SANTA CRUZ COUNTY LAW LIBRARY | 62464 | | COPIES/LEGAL | 10.00 | |
| 9771 | 05/16/03 | 2,069.49 | 001A | PACIFIC BELL/WORLDCOM | 62465 | | APR PHONE LINE | 91.14 | |
| | | | | | 62466 | | APR PHONES | 1,978.35 | |
| 9772 | 05/16/03 | 19.34 | 002063 | COSTCO | 82467 | | PHOTO PROCESS/RISK | 19.34 | |
| 9773 | 05/16/03 | 614.59 | 002094 | TRANSIT CARE, INC. | 82468 | | REV VEH PARTS | 814.59 | |
| 9774 | 05/16/03 | 383.63 | 002106 | AMERICAN SUPPLY COMPANY | 62469 | | CLEANING SUPPLIES | 383.63 | |
| 9775 | 05/16/03 | 30,661.16 | 002116 | HINSHAW, EDWARD & BARBARA | 82470 | | JUN - 120 DUBOIS | 6,248.32 | |
| | | | | | 32471 | | JUN - 370 ENCINAL | 24,412.84 | |
| 9776 | 05/16/03 | 10,676.78 | D02117 | IULIANO, NICK | 82472 | | JUN - 111 DUBOIS | 10,676.78 | |

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
 CHECK JOURNAL DETAIL BY CHECK NUMBER
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|-----------------|---------------|------------------------|---------------------------------|------------------------------|----------------------------|-----------------------|---------|
| 9777 | 05/16/03 | 15.21 002161 | APPLIED INDUSTRIAL TECH | 62473 | ROLLER CHAIR FART | 15.21 | |
| 9778 | 05/16/03 | 391.23 992214 | SSI CORP. | 82474 | OUTPUT SHAFT | 391.23 | |
| 9779 | 05/16/03 | 2,000.00 002262 | SHAW & YODER, INC. | 82475 | MAR LEGISLATIVE SVCS | 2,000.00 | |
| 9780 | 05/16/03 | 10,423.14 002297 | CALIFORNIA SERVICE EMPLOYEES | 62476 | RAY MEDICAL | 10,423.14 | |
| 9781 | 05/16/03 | 3,750.00 002346 | CHANEY, CAROLYN & ASSOC. . INC. | 62477 | MAY LEGISLATIVE SVCS | 3,750.00 | |
| 9782 | 05/16/03 | 135.00 002380 | MOBILE STORAGE GROUP, INC. | 82478 | 4/7-5/5 CONTAINER | 135.00 | |
| 9763 | 05/16/03 | 196.44 002459 | SCOTTS VALLEY WATER DISTRICT | 82479 | 2/5-4/9 KINGS VL 6 | 29.12 | |
| | | | | 82480 | 2/5-4/9 KIN65 VLG | 167.32 | |
| 9784 | 05/16/03 | 163.09 902479 | CENTRAL EQUIPMENT SERVICE CO. | 82481 | REPAIR ROBINAIR PUMP | 168.00 | |
| 9785 | 05/16/03 | 255.64 002520 | TWO R.M.'S SALES AND SERVICE | 82482 | REPAIR MAINT/TOOLS | 255.64 | |
| 9786 | 05/16/03 | 2,374.72 002610 | FREDERICK ELECTRONICS CORP. | 82483 | JUN - 375 ENCINAL | 2,374.72 | |
| 9787 | 05/16/03 | 292.79 002627 | CDW GOVERNMENT, INC. | 82484 | TAPE CARTRIDGES/IT | 292.79 | |
| 9788 | 05/16/03 | 184.23 002639 | NEXTEL COMMUNICATIONS | 82485 | 3/26-4/25 PHONES | 164.23 | |
| 9789 | 05/16/03 | 253.80 092643 | IDS CAPITAL | 82486 | 5/22-6/21 CANON RENT | 253.80 | |
| 9790 | 05/16/03 | 307.70 002669 | B & E SMALL ENGINE REPAIR | 82487 | RPR GEAR HEAD/BLADES | 307.70 | |
| 9791 | 05/16/03 | 1,500.14 994 | NORTH DAY FORD LINC-MERCURY | 62488 | OUT REPAIR/#201 | 1,500.14 | |
| 5792 | 05/16/03 | 244.83 007 | UNITED PARCEL SERVICE | 82489 | MAR/APR FREIGHT OUT | 244.83 | |
| 9794 | 05/16/03 | 10,224.18 099 | PACIFIC GAS & ELECTRIC | 82496 | 4/7-4/28 SAKATA LN | 11.01 | |
| | | | | 82491 | 4/1-4/30 RODRIGUEZ | 1,309.21 | |
| | | | | 82492 | 4/2-5/1 HARVEY WEST | 31.40 | |
| | | | | 82493 | 4/2-5/1 GOLF CLUB | 1,503.67 | |
| | | | | 62494 | 4/2-5/1 RIVER ST | 1,517.30 | |
| | | | | 62495 | 4/2-5/1 111 DUBOIS | 569.72 | |
| | | | | 62496 | 4/2-5/1 1 1 1 DUBOIS | 785.81 | |
| | | | | E2497 | 4/2-5/1 RIVER ST | 120.57 | |
| | | | | 82498 | 4/2-5/1 370 ENCINAL | 1,850.48 | |
| | | | | 82499 | 4/2-5/1 370 ENCINAL | 217.13 | |
| | | | | 82500 | 4/1-4/30 RODRIGUEZ | 36.79 | |
| | | | | 82501 | 3/28-4/28 SAKATA L N | 11.36 | |
| | | | | 82502 | 4/1-4/30 BEACH S T | 81.20 | |
| | | | | 82503 | 4/5-5/6 PACIFIC | 1,177.85 | |
| | | | | 82504 | 4/5-5/6 PACIFIC | 487.67 | |
| | | | | 82505 | 4/5-5/6 PACIFIC | 189.44 | |
| | | | | 82506 | 4/2-5/1 GOLF CLUE | 316.82 | |
| | | | | 82507 | 3/31-4/30 CNB | 15.75 | |
| 9795 | 05/16/03 | 5,668.33 018 | SALINAS VALLEY FORD SALES | 82508 | REV VEH PARTS/SUPPLY | 2,760.51 | |
| | | | | 82509 | PARTS & SUPPLIES | 597.89 | |
| | | | | 82510 | REV VEH PARTS | 739.99 | |
| | | | | 62511 | REV VEH PARTS | 1,570.84 | |
| 9796 | 05/16/03 | 349.48 020 | ADT SECURITY SYSTEMS | 62512 | MAY ALARMS | 349.46 | |
| 9797 | 05/16/03 | 293.53 036 | KELLY-MOORE PAINT CD INC. | 82513 | MISC PAINT/SUPPLIES | 293.53 | |
| 9798 | 05/16/03 | 1,054.27 939 | KINKO'S INC. | 82514 | APR PRINTING | 1,054.27 | |
| 9799 | 05/16/03 | 32.34 040 | LENZ ARTS & N G. | 82515 | EMPLOYEE INCENTIVE | 32.34 | |
| 9800 | 05/16/03 | 2,422.30 041 | MISSION UNIFORM | 82516 | APE UNIFORMS/LAUNDRY | 577.12 | |
| | | | | 62517 | APR UNIFORMS/LAUNDRY | 1,845.18 | |
| 9801 | 05/16/03 | 56.70 042 | ORCHARD SUPPLY HARDWARE | 82518 | REPAIRS/MAINTENANCE | 56.70 | |
| 9802 | 05/16/03 | E&E.15 043 | PALACE ART & OFFICE SUPPLY | 82519 | OFFICE SUPPLIES | 868.15 | |
| 9803 | 05/16/03 | 48.33 045 | ROYAL WHOLESALE ELECTRIC | 82520 | REPAIRS/MAINTENANCE | 46.33 | |
| 9804 | 05/16/03 | 1,204.46 061 | REGISTER PAJARONIAN | 82521 | DISPLAY ADS | 1,204.46 | |
| 9805 | 05/16/03 | 164.01 061A | REGISTER PAJARONIAN | 82522 | CLASSIFIED ADS | 164.01 | |

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
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| 9806 | 05/16/03 | 99.11 967 | ROTO-ROOTER SEWER/PLUMBING | 82523 | OUT REPAIR BLDGS/IMP | 99.11 |
| 9807 | 05/16/03 | 12.12 068 | UNITED LABORATORIES | 82524 | CLEANING SUPPLIES | 982.12 |
| 9808 | 05/16/03 | 117.56 074 | KEWVILLE & SONS LOCKSMITH | 92525 | MAR/APR LOCKS/KEYS | 117.56 |
| 9809 | 05/16/03 | 11,987.91 079 | SANTA CRUZ MUNICIPAL UTILITY | 82526 | 2/27-4/25 PACIFIC | 63.56 |
| | | | | 82527 | 2/27-4/25 PACIFIC | 3,759.48 |
| | | | | 82528 | 2/26-4/24 GOLF CLUB | 1,512.77 |
| | | | | 82529 | 2/26-4/24 370 ENG | 245.84 |
| | | | | 92539 | 2/26-4/24 379 ENC | 1x552.29 |
| | | | | 82531 | 2/26-4/24 RIVER ST | 3,575.66 |
| | | | | 82532 | 2/26-4/24 111 DUB | 1,278.40 |
| 9810 | 05/16/03 | 57.88 081 | KAR PRODUCTS | 82533 | REV VEH PARTS | 57.88 |
| 9811 | 05/16/03 | 8,938.63 085 | DIXON & SON TIRE, INC. | 82534 | OUT REPAIR REV VEH | 491.18 |
| | | | | 82535 | APR TIRES/TUBES | 8,537.45 |
| 9812 | 05/16/03 | 115.89 087 | RECOGNITION SERVICES LTD. | 62536 | EMP INCENTIVE 194 | 115.68 |
| 9813 | 05/16/03 | 212.59 090 | CRYSTAL SPRINGS WATER CO. | 62537 | APRIL WATER FLEET | 212.59 |
| 9814 | 05/16/03 | 274.75 104 | STATE STEEL COMPANY | 82538 | PARTS & SUPPLIES | 274.75 |
| 9815 | 05/16/03 | 492.51 107 | SAN LORENZO LUMBER CO., I N C . | 82539 | REPAIRS/MAINTENANCE | 492.51 |
| 9816 | 05/16/03 | 2,305.76 119 | JESSICA GROCERY STORE, INC. | 62549 | JUN CUSTODIAN SVCS | 2,395.76 |
| 9817 | 05/16/03 | 2,484.13 117 | GILLIG CORPORATION | 82541 | REV VEH PARTS/SUPPLY | 1,296.17 |
| | | | | 82542 | REV VEH PARTS | 1,187.96 |
| 9818 | 05/16/03 | 74.58 139 | WATSONVILLE CITY WATER DEPT. | 82543 | 4/3-5/1 SAKATA L N | 13.09 |
| | | | | 82544 | 4/1-5/1 RODRIGUEZ | 9.25 |
| | | | | 82545 | 4/1-5/1 SAKATA L N | 52.24 |
| 9819 | 05/16/03 | 3,800.38 134 | DAY WIRELESS SYSTEMS | 82546 | APR OUT REPAIR EQUIP | 3,800.38 |
| 9829 | 05/16/03 | 1,341.49 135 | SANTA CRUZ AUTO PARTS. I N C . | 82547 | REV VEH PARTS/SUPPLY | 1,341.49 |
| 9821 | 05/16/03 | 248.92 147 | ZEE MEDICAL SERVICE | 82548 | SAFETY SUPPLIES | 179.87 |
| | | | | 82549 | SAFETY SUPPLIES | 68.15 |
| 9822 | 05/16/03 | 1,117.15 149 | SANTA CRUZ SENTINEL | 82559 | APR ADVERTISING | 1,117.15 |
| 9823 | 05/16/03 | 1,621.84 166 | HOSE SHOP, INC..THE | a2551 | REV VEH PARTS/SUPPLY | 1,621.84 |
| 9824 | 05/16/03 | 53.95 172 | CENTRAL WELDER'S SUPPLY. INC. | 82552 | PARTS & SUPPLIES | 53.95 |
| 9825 | 05/16/03 | 2,842.52 191 | GOLDEN GATE PETROLEUM | 82553 | APR FUEL - FLEET | 2,842.52 |
| 9826 | 05/16/03 | 2,113.92 221 | VEHICLE MAINTENANCE PROGRAM | a2554 | REV VEH PARTS 2114 | 2,113.92 |
| 9827 | 05/16/03 | 40.00 271 | CARLSON, BRENT D..M.D., INC. | 62555 | MAY DRUG TESTING | 49.99 |
| 9828 | 05/16/03 | 40.99 347 | HAMM, SCOTT | 82556 | BACKFLOW TEST /WTC | 49.99 |
| 9829 | 05/16/03 | 295.99 367 | COMMUNITY TELEVISION O F | 82557 | T V 4/11 & 4/25 MTGS | 285.99 |
| 9830 | 05/16/03 | 16,474.86 378 | STEWART & STEVENSON | 82558 | REV VEH PARTS | 22.84 |
| | | | | 82559 | REV VEH PARTS | 5,428.07 |
| | | | | 82569 | REV VEH PARTS | 128.90 |
| | | | | 82561 | REV VEH PARTS | 49.24 |
| | | | | 82562 | REBUILD TRANSMISSION | 10,846.63 |
| 9831 | 05/16/03 | 744.47 385 | KEN'S AUTO PARTS, INC. | 82563 | PARTS & SUPPLIES | 744.47 |
| 9832 | 05/16/03 | 25.59 495 | JOHN'S ELECTRIC MOTOR SVC | 52564 | REPAIR FAN MOTOR/DUB | 28.59 |
| 9833 | 05/16/03 | 52.93 434B | VERIZON CALIFORNIA | 82565 | MT. BIEWLASKI | 52.93 |
| 9834 | 05/16/03 | 45.00 449 | RUNFOROFFICE.COM | 82566 | APR-JUN LOBBY RPT | 45.99 |
| 9835 | 05/16/03 | 2,543.60 461 | VULTRON INC. | 62567 | REV VEH PARTS | 2,543.60 |
| 9836 | 05/16/03 | 2,869.48 489 | DIESEL MARINE ELECTRIC | 82568 | REV VEH PARTS | 2,869.48 |
| 9837 | 05/16/03 | 169.99 481 | PIED PIPER EXTERMINATORS, INC. | 02559 | APR PEST CONTROL | 169.99 |
| 9838 | 05/16/03 | 463.75 594 | CUMMINS WEST. INC. | 82579 | REV VEH PARTS | 493.75 |
| 9839 | 05/16/03 | 649.51 511 | LUMINATOR | 82571 | REV VEH PARTS 517 | 522.86 |
| | | | | 82572 | REV VEH PARTS 92 | 117.55 |

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
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| 9840 | 05/16/03 | 569.28 | 546 | GRANITE ROCK COMPANY | 82573 | TROLLEY CYR FNDATION | 569.28 |
| 7841 | 05/16/03 | 474.99 | 556 | SKYLIGHT PLACE. THE | 82574 | REPAIR BLIND/METRO | 474.00 |
| 9842 | 05/16/03 | 144.11 | 566 | ARROWHEAD MTN SPRING WATER | 82575 | APR WATER ADMIN | 144.11 |
| 9843 | 05/16/03 | 159.99 | 571 | MONTEREY INFORMATION TECH. | 82576 | PROF/TECH SVCS | 150.00 |
| 9844 | 05/16/03 | 323.24 | 589 | BLOCK AND COMPANY, INC. | 82577 | OFFICE SUPPLIES/UPS | 323.24 |
| 9845 | 05/16/03 | X 9.35 | 629 | HUGHES & ASSOCIATES | 82573 | INVESTIGATIVE SVCS | 958.35 |
| 9846 | 05/16/03 | 825.00 | 639 | 72 DEGREES | 82579 | OUT REPAIR EQUIPMENT | 825.00 |
| 9847 | 95116193 | 399.99 | 690 | O'MARA, KATHLEEN | 82589 | PROF/TECH FEES 3/18 | 399.00 |
| 9848 | 05/16/03 | 4,974.00 | 795 | BUSTICHI CONSTRUCTION, I N C. | 82581 | MMF CONST/RETROFIT | 4,974.00 |
| 9849 | 05/16/03 | 278.28 | 721 | BROWNCOR INTERNATIONAL | 82582 | PARTS & SUPPLIES 215 | 278.28 |
| 9859 | 05/16/03 | 33,702.99 | 899 | DELTA DENTAL PLAN | 82583 | HAY DENTAL | 33,702.99 |
| 9851 | 05/16/03 | 8,176.42 | 834 | ALLSUP CORPORATION | 62584 | CNG FUEL STN/PMT #5 | 8,176.92 |
| 9852 | 05/16/03 | 999.99 | 840 | BOUCHARD, BRENT | 82585 | JUN - VERNON LOT | 900.00 |
| 9853 | 05/16/03 | 5,000.00 | 841A | CITY OF WATSONVILLE | 82586 | HOLIDAY SHUTTLE | 5,000.00 |
| 9854 | 05/16/03 | 4,840.00 | 647 | ROMA DESIGN GROUP | 82587 | FEE PROF/TECH SVCS | 4,840.00 |
| 9855 | 05/16/03 | 2,551.18 | 851 | I.M.P.A.C. GOVERNMENT SERVICES | 82588 | 4955919291239422 | 2,551.18 |
| 9856 | 05/16/03 | 1,325.00 | 903 | KEYSER MARSTON ASSOCIATES, INC | 62581 | MAR PROF SVCS | 1,325.00 |
| 9857 | 05/16/03 | 570.00 | 959 | PARADISE LANDSCAPE | 8 2 5 9 9 | APR MAINTENANCE | 579.99 |
| 9858 | 05/16/03 | 129,189.50 | 975 | TRISTAR RISK MANAGEMENT NO. 2 | 82591 | APR TRUST ACCOUNT | 129,189.50 |
| 9859 | 05/16/03 | 229.99 | 994 | LA GANGA PUBLICATION | 82592 | 4/16 AD FARES | 220.99 |
| 9860 | 05/16/03 | 44.99 | E041 | PRINCE, PETER | 82593 | DMV/VTT FEES | 44.99 |
| 9861 | 05/16/03 | 59.75 | E973 | LOGUIDICE, FRED | 82594 | EMPLOYEE INCENTIVE | 59.75 |
| 9862 | 05/16/03 | 16.00 | E976 | HANSEN, MARK | 82595 | OVERTIME HEAL | 16.99 |
| 9863 | 05/16/03 | 44.99 | E129 | RUIZ, SERAFIN | 82596 | DMV/VTT FEES | 44.90 |
| 9864 | 05/16/03 | 18.72 | E263 | BIONDI, KATHY | 82597 | MILEAGE - REG BUSES | 11.72 |
| 9865 | 05/16/03 | 296.99 | M001 | HORTON, JOSEPH | 82598 | JUN MEDICAL PREMIUM | 296.99 |
| 9866 | 05/16/03 | 594.99 | M002 | RACKLEY, EARL | 82599 | JUN MEDICAL PREMIUM | 594.99 |
| 9867 | 05/16/03 | 252.99 | H993 | WYANT, JUDI | 82600 | JUN MEDICAL PREMIUM | 252.00 |
| 9868 | 05/16/03 | 252.00 | M005 | ROSS, EMERY | 82691 | JUN MEDICAL PREMIUM | 232.99 |
| 9869 | 05/16/03 | 655.99 | M006 | VAN DER ZANDE, ED | 82602 | JUN MEDICAL PREMIUM | 655.00 |
| 9870 | 05/16/03 | 496.99 | M007 | BLAIR-ALWARD, GREGORY | 62693 | JUN MEDICAL PREMIUM | 496.00 |
| 9871 | 05/16/03 | 496.99 | H098 | CAMPOS, ARVILLA | 82694 | JUN MEDICAL PREMIUM | 496.99 |
| 9872 | 05/16/03 | 825.00 | M009 | FREEMAN, MARY | 82695 | JUN MEDICAL PREMIUM | 825.99 |
| 9873 | 05/16/03 | 288.99 | M010 | SHORT, SLOAN | 82696 | JUN MEDICAL PREMIUM | 288.09 |
| 9874 | 05/16/03 | 88.99 | M011 | LAWSON, LOIS | 82607 | JUN MEDICAL PREMIUM | 88.99 |
| 9875 | 05/16/03 | 88.00 | M012 | ROSE, JACK | 82698 | JUN MEDICAL PREMIUM | 88.00 |
| 9876 | 05/16/03 | 288.00 | M013 | JAHNKE, EILEEN | 82699 | JUN MEDICAL PREMIUM | 288.00 |
| 9877 | 05/16/03 | 88.99 | M015 | HETH, KATHRYN | 82610 | JUN MEDICAL PREMIUM | 88.99 |
| 9878 | 05/16/03 | 44.99 | M016 | HICKLIN, DONALD KENT | 82611 | JUN MEDICAL PREMIUM | 44.00 |
| 9879 | 05/16/03 | 44.99 | M017 | PORTILLA, EARLENE | 82612 | JUN MEDICAL PREMIUM | 44.99 |
| 9880 | 05/16/03 | 44.99 | M018 | SANDRETTI, ALFRED | 82613 | JUN MEDICAL PREMIUM | 44.00 |
| 9881 | 05/16/03 | 89.99 | M019 | WILLIAMS, ROBERT | 82614 | JUN MEDICAL PREMIUM | 80.00 |
| 9882 | 05/16/03 | 28.99 | H021 | BAKER, DALE | 82615 | JUN MEDICAL PREMIUM | 28.00 |
| 9883 | 05/16/03 | 94.86 | H922 | CAPELLA, KATHLEEN | 82616 | JUN MEDICAL PREMIUM | 94.86 |
| 9884 | 05/20/03 | 1,792.00 | 989 | STATE BOARD OF EQUALIZATION | 82745 | APR USE TAX PREPAY | 1,792.00 |
| | | | | APR USE TAX PREPAY | | | MANUAL |
| 9885 | 05/30/03 | 586.12 | 991 | SBC CALIFORNIA | 82618 | MAY PHONE LINES | 85.55 |
| | | | | | 82619 | MAY PHONE LINES | 500.57 |
| 9886 | 05/30/03 | 346.39 | 001008 | SUNNYVALE FLUID SYSTEM | 82620 | CNG TUBE BENDER | 346.39 |
| 9887 | 05/30/03 | 2,355.87 | 991999 | ALSDP PUMP & DRILLING CO, INC. | 82621 | WELL DEMOLITION | 2,355.87 |

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| 9888 | 05/30/03 | 50.00 001010 | SCCTLA | 82622 | MEMBERSHIP DUES | 50.00 | |
| 9889 | 05/30/03 | 626.25 001011 | WINGRAD, BARRY | 82623 | 5/6 PROF SVCS | 626.25 | |
| 9890 | 05/30/03 | 2,904.40 001063 | NEH FLYER INDUSTRIES LIMITED | 82624 | REV VEH PARTS 2994 | 2,904.40 | |
| 9891 | 05/30/03 | 103.95 991239 | CAPITOL CLUTCH & BRAKE, INC. | 82625 | REV VEH PARTS | 193.95 | |
| 9892 | 05/30/03 | 213.36 001296 | LEXISNEXIS MATTHEW BENDER | 82626 | LABOR & EMPLOY ARBIT | 213.36 | |
| 9893 | 05/30/03 | 275.99 001492 | EVERGREEN OIL INC. | 82627 | HAZ WASTE DISPOSAL | 275.99 | |
| 9894 | 05/30/03 | 15,777.67 001616 | UNUM | 82628 | JUN LTD INSURANCE | 15,777.67 | |
| 9895 | 05/30/03 | 27.53 991648 | STEVE'S UNION | 82623 | APR FUEL | 27.53 | |
| 9896 | 05/30/03 | 72.14 001676 | AUTOMOTIVE RESOURCES, INC. | 82630 | REPAIR CIRCUIT BOARD | 72.14 | |
| 9897 | 05/30/03 | 597.99 991752 | THOMPSON PUBLISHING GROUP, INC. | 82631 | LEAVE/DISBLTY BK 299 | 299.00 | |
| | | | | 82632 | FAIR LABOR HNBK 298 | 298.99 | |
| 9898 | 05/30/03 | 497.35 001936 | WORLDCOM TECHNOLOGIES, INC. | 92633 | APR LONG DISTANCE | 497.35 | |
| 9899 | 05/30/03 | 227.59 001992 | LRP PUBLICATIONS | 82634 | DISABILITY COMPL 195 | 227.50 | |
| 9900 | 05/30/03 | 74.98 991996 | JAMES PUBLISHING, INC | 82635 | PROOF OF WHIPLASH | 74.98 | |
| 9901 | 05/30/03 | 341.77 992928 | WESTCOAST LEGAL SERVICE | 82636 | PROF/TECH SVCS | 341.77 | |
| 9902 | 05/30/03 | 1,292.72 002063 | COSTCO | 82637 | COFFEE CLUB SUPPLIES | 102.28 | |
| | | | | 82638 | PHOTO PROCESS/RISK | 15.09 | |
| | | | | 82639 | LOCAL HEETINE EXP | 21.49 | |
| | | | | 82640 | CAMERA/GPS | 32.85 | |
| | | | | 82641 | QTY 2 DESKS/HRD | 875.98 | |
| | | | | 82642 | QTY 1 2 CHAIRS/METRO | 235.97 | |
| | | | | 82643 | PHOTO PROCESS/RISK | 10.05 | |
| 9903 | 05/30/03 | 864.99 002109 | CITY OF SANTA CRUZ/PARKING | 82544 | PARKING PERMITS | 864.99 | |
| 9904 | 05/30/03 | 3.06 002161 | APPLIED INDUSTRIAL TECH | 82645 | SHAFT COLLAR | 3.96 | |
| 9905 | 05/30/03 | 4,070.60 002192 | BAY EQUIPMENT & REPAIR | 82646 | OUT REPAIR/#121 | 4,070.60 | |
| 9906 | 05/30/03 | 587.72 992214 | SSI CORP. | 82647 | TOP BRUSH SHAFT | 587.72 | |
| 9907 | 05/30/03 | 569.89 992278 | CHEMSEARCH | 82648 | PUREWASH SYSTEMS | 569.89 | |
| 9908 | 05/30/03 | 655.85 992313 | HARTSELL & OLIVIERI | 82649 | TRANSCRIPT | 655.85 | |
| 9909 | 05/30/03 | 76.57 992363 | BATTERIES PLUS | 82659 | QTY 10 BATTERIES | 76.57 | |
| 9910 | 05/30/03 | 1,135.50 992594 | TIFCO INDUSTRIES | 82651 | PARTS & SUPPLIES | 1,135.50 | |
| 9911 | 05/30/03 | 576.99 992619 | FREDERICK ELECTRONICS CORP. | 82652 | JUN - ADDTL SPACE | 576.00 | |
| 9912 | 05/30/03 | 263.93 992626 | NELSON\NYGAARD | 82653 | PROF/TECH SVCS | 263.93 | |
| 9913 | 05/30/03 | 1,283.54 002686 | WATERLEAF ARCHITECTURE | 82654 | PROF SVCS TO 4/30 | 1,283.54 | |
| 9914 | 05/30/03 | 389.41 994 | NORTH BAY FORD LINC-MERCURY | 82655 | REV VEH PARTS | 389.41 | |
| 9915 | 05/30/03 | 17,343.09 009 | PACIFIC GAS & ELECTRIC | 82656 | 4/12-5/12 KINGS VLG | 544.26 | |
| | | | | 82657 | 4/12-5/12 KINGS VLG | 216.14 | |
| | | | | 82658 | 4/12-5/12 KINGS VLG | 26.83 | |
| | | | | 82659 | 4/16-5/15 PAUL SWT | 86.75 | |
| | | | | 82744 | 1/31-4/30 CNG RIVER | 16,469.11 | |
| 9916 | 05/30/03 | 18.25 013 | MCI SERVICE PARTS, I N C . | 82669 | REV VEH PARTS | 18.25 | |
| 9917 | 05/30/03 | 17.00 014 | CABRILLO COLLEGE | 82661 | FINGERPRINTING | 17.00 | |
| 9918 | 05/30/03 | 114.10 942 | ORCHARD SUPPLY HARDWARE | 82662 | REPAIRS/MAINTENANCE | 114.10 | |
| 9919 | 05/30/03 | 553.03 045 | ROYAL WHOLESALE ELECTRIC | 82663 | REPAIRS/MAINTENANCE | 207.36 | |
| | | | | 82664 | REPAIRS/MAINTENANCE | 72.62 | |
| | | | | 82665 | REPAIRS/MAINTENANCE | 273.95 | |
| 9920 | 05/30/03 | 972.00 959 | BATTERIES USA, INC. | 82666 | REV VEH PARTS | 972.00 | |
| 9921 | 05/30/03 | 953.49 979 | SANTA CRUZ MUNICIPAL UTILITY | 82667 | APR LANDFILL | 953.49 | |
| 9922 | 05/30/03 | 546.00 097 | SCOTT'S VALLY BANNER/ | 82668 | 3/12 & 3/19 DISP AD | 546.00 | |
| 9923 | 05/30/03 | 3,329.95 117 | GILLIG CORPORATION | 82669 | REV VEH PARTS | 1,953.84 | |
| | | | | 82670 | SAFETY SUPPLIES | 1,376.11 | |

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

DATE: 05/01/03 THRU 05/31/03

| CHK NUMBER | CHECK DATE | CHECK VENDOR AMOUNT | VENDOR NAME | VENDOR TRANS. TYPE NUMBER | TRANSACTION DESCRIPTION | TRANSACTION AMOUNT | COMMENT |
|---------------|---------------|------------------------|-------------------------------------|------------------------------|----------------------------|-----------------------|---------|
| 9924 | 05/30/03 | 1,838.09 | 139 WATSONVILLE CITY WATER DEPT. | 82671 | 4/1-5/1 SAKATA LN | 19.05 | |
| | | | | 82672 | CONTAINER RODRIGUEZ | 1,255.04 | |
| | | | | 82673 | 3/4-5/1 RODRIGUEZ | 477.52 | |
| | | | | 82674 | 3/4-5/1 RODRIGUEZ | 58.71 | |
| | | | | 82675 | 3/4-5/1 RODRIGUEZ | 27.77 | |
| 9925 | 05/30/03 | 3,696.94 | 148 ZEP MANUFACTURING COMPANY | 82676 | CLEANING SUPPLIES | 1,253.34 | |
| | | | | 82677 | REV VEH PARTS/SUPPLY | 2,443.69 | |
| 9926 | 05/30/03 | 209.54 | 166 HOSE SHOP. INC., THE | 82678 | REPAIRS/MAINTENANCE | 64.38 | |
| | | | | 82679 | REPAIRS/MAINTENANCE | 145.16 | |
| 9927 | 05/30/03 | 145.80 | 175 CROWN TOOL AND SUPPLY INC. | 82689 | REPAIRS/MAINTENANCE | 145.89 | |
| 9928 | 05/30/03 | 587.41 | 186 WILSON, GEORGE H., INC. | 82681 | REPAIRS/MAINTENANCE | 587.41 | |
| 9929 | 05/30/03 | 519.99 | 252 BMI IMAGING SYSTEMS | 82682 | MICROFICHE MAINT | 510.00 | |
| 9930 | 05/30/03 | 29.29 | 282 GRAINGER IN &, W.W. | 82683 | BATTERIES12299 | 29.29 | |
| 9931 | 05/30/03 | 1,618.55 | 288 MUNCIE TRANSIT SUPPLY | 82684 | REV VEH PARTS | 1,618.55 | |
| 9932 | 05/30/03 | 7,241.98 | 378 STEWART & STEVENSON | 82685 | REBUILD TRANSMISSION | 5,607.56 | |
| | | | | 82686 | REV VEH PARTS | 1,634.42 | |
| 9933 | 05/30/03 | 244.65 | 397 LAMINATION STATION | 82687 | OFFICE SUPP/OPS 209 | 244.65 | |
| 9934 | 05/30/03 | 491.06 | 418 COUNTY OF SANTA CRUZ | 82688 | CNG FUEL | 491.96 | |
| 9935 | 05/30/03 | 2,171.24 | 433 AMPAC BUILDING HAINTEANCE | 82689 | APR CUSTODIAL SVCS | 2,171.24 | |
| 9936 | 05/30/03 | 1,991.34 | 489 DIESEL MARINE ELECTRIC | 82690 | REV VEH PARTS | 1,091.34 | |
| 9937 | 05/30/03 | 92.99 | 497A AMERICAN PUBLIC TRANSPORTATION | 82691 | PASSENGER TRANSPORT | 92.89 | |
| 9938 | 05/30/03 | 21,690.02 | 599 PAIGE'S SECURITY SERVICES, INC | 82692 | APR SECURITY | 21,690.02 | |
| 9939 | 05/30/03 | 199,743.03 | 592 CA PUBLIC EMPLOYEES' | 82693 | JUN HEDICAL INS | 199,743.03 | |
| 9940 | 05/30/03 | 394.99 | 597 LORMAN EDUCATION SERVICES | 82694 | DEPOSITNS IN CA 299 | 304.00 | |
| 9941 | 05/30/03 | 191.92 | 519 ASCOM HASLER LEASING | 82695 | JUN EQUIP RENTAL | 191.92 | |
| 9942 | 05/30/03 | 290.38 | 534 REGENTS OF UNIVERSITY OF CALIF | 82696 | DEBT COLLECTION | 212.97 | |
| | | | | 82697 | CA TORTE GUIDE UP 93 | 78.31 | |
| 9943 | 05/30/03 | 35.16 | 546 BRANI TE ROCK COHFANY | 82698 | REPAIRS/MAINTENANCE | 35.16 | |
| 9944 | 05/30/03 | 4,280.00 | 559 EARTHWORKS | 82746 | PAVE TROLLEY PARKING | 4,280.00 | |
| 9945 | 05/30/03 | 106.03 | 566 ARROWHEAD HTN SPRING HATER | 82699 | APR WATER PLAN6 | 196.93 | |
| 9946 | 05/30/03 | 192.64 | 579 LAB SAFETY SUPPLY INC. | 82799 | SAFETY SUPPLIES 184 | 192.64 | |
| 9947 | 05/30/03 | 2,566.00 | 616 BROWN ARMSTRONG | 82701 | AUDIT SERVICES | 2,566.00 | |
| 9948 | 05/30/03 | 187.85 | 667 CITY OF SCOTTS VALLEY | 82792 | 3/15-5/15 KINGS VLG | 187.85 | |
| 9949 | 05/30/03 | 1,214.81 | 679 FIRST TRANSIT, INC. | 42793 | APR BUS INSPECTION | 1,214.81 | |
| 9950 | 05/30/03 | 1,599.99 | 682 AMY L. WEISS | 82704 | PROF SVCS | 1,500.00 | |
| 9951 | 05/30/03 | 125.00 | 686 SALDANA, ERNESTINA | 82705 | PARACRUZ HEARINGS | 125.00 | |
| 9952 | 05/30/03 | 125.99 | 689 WOOD, JOHN | 82706 | PARACRUZ HEARINGS | 125.00 | |
| 9953 | 05/30/03 | 562.59 | 792 EXCEL DRYER CORPORATION | 62797 | CLEANING SUPPLY 535 | 562.59 | |
| 9954 | 05/30/03 | 1,140.40 | 718 BOSTER, KOBAYASHI & ASSOC. INC | 82798 | PROF SVCS | 1,140.40 | |
| 9955 | 05/30/03 | 8,614.01 | 753A DEPARTMENT OF GENERAL SERVICES | 82799 | STATE CHGS 17 VANS | 8,614.01 | |
| 9956 | 05/30/03 | 125.00 | 794 MCBRIDE & ASSOCIATES | 82710 | ARBITRATION HEARINE | 125.00 | |
| 9957 | 05/30/03 | 794.16 | 325 INSIGHT DIRECT. INC. | 82711 | WEBSHIELD MAINT | 794.16 | |
| 9958 | 05/30/03 | 8,167.50 | 847 ROMA DESIGN GROUP | 82712 | 3/1-4/15 PROF SVCS | 8,167.50 | |
| 9959 | 05/30/03 | 594.02 | 856 ANEI INTERNATIONAL, LLC | 82713 | HOSE EXT CNG FUEL ST | 594.02 | |
| 9960 | 05/30/03 | 8,787.03 | 909 CLASSIC GRAPHICS | 82714 | OUT REPAIR REV VEH | 5,240.82 | |
| | | | | 82715 | QJIT. BFPAIR REV VEH | 3,546.21 | |
| 9961 | 05/30/03 | 135.99 | 915 WORKIN.COM, INC | 82716 | 5/2-6/2 JOB POSTING | 135.00 | |
| 9962 | 05/30/03 | 131,253.36 | 975 TRISTAR RISK MANAGEMENT NO. 2 | 82717 | SPECIAL REPLENISHMNT | 9,769.60 | |
| | | | | 82718 | MAY TRUST ACCOUNT | 121,483.76 | |
| 9963 | 05/30/03 | 259.99 | 993 WORK PERFORMANCE CENTER | 82719 | 4/30 PROF/TECH SVCS | 259.99 | |

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

DATE: 05/01/03 THRU 05/31/03

| CHECK NUMBER | CHECK DATE | CHECK AMOUNT | VENDOR NAME | VENDOR TRANS. TYPE | TRANS. NUMBER | TRANSACTION DESCRIPTION | TRANSACTION AMOUNT | COMMENT |
|--------------|------------|--------------|---------------------------------|--------------------|---------------|---------------------------|--------------------|---------|
| 9964 | 05/30/03 | 140.00 | 994 GANGA PUBLICATION | | 82720 | 5/9 AD FARES | 140.00 | |
| 9965 | 05/30/03 | 50.00 | B001 A-NSWORTH, SHERYL | | 82733 | MAY BOARD MEETING | 50.00 | |
| 9966 | 05/30/03 | 100.00 | B002 ALMQUIST, JEFF | | 82734 | MAY BOARD MEETING | 100.00 | |
| 9967 | 05/30/03 | 100.00 | B003 BEAUTZ, DAN | | 82735 | MAY BOARD MEETING | 100.00 | |
| 9968 | 05/30/03 | 50.00 | B006 HINKLE, MICHELLE | | 82736 | MAY BOARD MEETING | 50.00 | |
| 9969 | 05/30/03 | 50.00 | B007 KEOGH, MICHAEL | | 82737 | MAY BOARD MEETING | 50.00 | |
| 9970 | 05/30/03 | 50.00 | B010 NORTON, DENNIS | | 82738 | MAY BOARD MEETING | 50.00 | |
| 9971 | 05/30/03 | 100.00 | B011 REILLY, EMILY | | 82740 | MAY BOARD MEETING | 100.00 | |
| 9972 | 05/30/03 | 100.00 | B012 SPENCE, PAT | | 82742 | MAY BOARD MEETING | 100.00 | |
| 9973 | 05/30/03 | 100.00 | B013 VENTURA PHARES, ANA | | 82739 | MAY BOARD MEETING | 100.00 | |
| 9974 | 05/30/03 | 100.00 | B014 CITY OF WATSONVILLE | | 82743 | MAY BOARD MEETING | 100.00 | |
| 9975 | 05/30/03 | 100.00 | B015 RYKIN, MIKE | | 82741 | MAY BOARD MEETING | 100.00 | |
| 9976 | 05/30/03 | 58.60 | E002 STICKEL, TOM | | 82721 | EMLOYEE INCENTIVE | 58.60 | |
| 9977 | 05/30/03 | 144.51 | E276 BACCOCCHI, JIM | | 82722 | CONTRACT TRAINING 5/13-15 | 144.51 | |
| 9978 | 05/30/03 | 34.00 | E277 MURRAY, CYNTHIA | | 82723 | DRIVER FEES | 34.00 | |
| 9979 | 05/30/03 | 200.00 | E404 WILSON, BONNIE | | 82724 | JUN BID CHANGE | 200.00 | |
| 9980 | 05/30/03 | 62.78 | E522 CARR, DALE | | 82725 | EMPLOYEE INCENTIVE | 62.78 | |
| 9981 | 05/30/03 | 75.00 | R393 SANTA CRUZ CITY & RE DEPT. | | 82726 | SETTLEMENT CLAIM | 75.00 | |
| 9982 | 05/30/03 | 834.00 | R394 SPAVENTA, MICHAEL | | 82727 | SETTLEMENT CLAIM | 834.00 | |
| 9983 | 05/30/03 | 32,394.23 | R395 BASS, NEIL | | 82728 | SETTLEMENT | 32,394.23 | |
| 9984 | 05/30/03 | 30,708.90 | R396 BASS, SANDRA | | 82729 | SETTLEMENT | 30,708.90 | |
| 9985 | 05/30/03 | 24,088.22 | R397 CRUISE, RICHARD | | 82730 | SETTLEMENT | 24,088.22 | |
| 9986 | 05/30/03 | 58,767.37 | R398 ENGELSKIRCHEN, GERARD | | 82731 | SETTLEMENT | 58,767.37 | |
| 9987 | 05/30/03 | 24,359.28 | R399 JOHNSON, JILL | | 82732 | SETTLEMENT | 24,359.28 | |
| TOTAL | | 1,811,240.54 | COAST COMMERCIAL BANK | | | TOTAL CHECKS 318 | 1,811,240.54 | |

**Santa Cruz METRO
May 2003 Ridership Report**

FAREBOX REVENUE AND RIDERSHIP SUMMARY BY ROUTE

| ROUTE | REVENUE | RIDERSHIP | UC | | | S/D | | S/D | | Cabrillo | Bike | Passes/ Free Rides |
|--------------|----------------------|----------------|----------------|---------------------|--------------|--------------|--------------|--------------|---------------|---------------|----------------|-----------------------|
| | | | Student | UC Staff Faculty | Day Pass | Riders | W/C | Day Pass | | | | |
| 10 | \$ 1,659.60 | 27,242 | 22,124 | 1,741 | 23 | 75 | 23 | 11 | 328 | 725 | 1,374 | |
| 13 | \$ 612.59 | 13,783 | 11,880 | 729 | 9 | 5 | 4 | 4 | 181 | 311 | 394 | |
| 15 | \$ 2,176.31 | 43,137 | 36,354 | 2,636 | 49 | 24 | 2 | 20 | 521 | 1,021 | 1,485 | |
| 16 | \$ 5,371.18 | 84,980 | 71,618 | 3,555 | 82 | 76 | 30 | 18 | 1,058 | 2,059 | 3,423 | |
| 19 | \$ 1,714.62 | 25,743 | 20,421 | 1,801 | 34 | 41 | 19 | 22 | 340 | 659 | 1,492 | |
| 2 | \$ 1,735.72 | 7,025 | 2,520 | 329 | 69 | 70 | 3 | 12 | 339 | 207 | 2,148 | |
| 3A | \$ 1,066.10 | 3,446 | 322 | 91 | 38 | 66 | 6 | 78 | 202 | 53 | 1,766 | |
| 3B | \$ 2,026.19 | 5,429 | 726 | 192 | 106 | 126 | 10 | 39 | 386 | 113 | 2,159 | |
| 3N | \$ 160.85 | 561 | 136 | 12 | 1 | 3 | - | - | 40 | 19 | 211 | |
| 4 | \$ 868.19 | 4,339 | 221 | 19 | 27 | 127 | 23 | 44 | 181 | 56 | 2,775 | |
| 7 | \$ 560.28 | 2,586 | 169 | 26 | 29 | 60 | 17 | 55 | 224 | 12 | 1,568 | |
| 7N | \$ 1,808.52 | 4,018 | 523 | 58 | 12 | 36 | 5 | 13 | 375 | 147 | 1,232 | |
| 8 | \$ 1,420.18 | 5,070 | 731 | 96 | 46 | 68 | 9 | 42 | 233 | 66 | 2,484 | |
| 9 | \$ 48.45 | 168 | 8 | 1 | 1 | - | - | 1 | 16 | 6 | 95 | |
| 12A | \$ 438.70 | 5,136 | 4,178 | 377 | 17 | 5 | - | 1 | 66 | 147 | 108 | |
| 12B | \$ 238.01 | 4,109 | 3,374 | 260 | 6 | 6 | 2 | 2 | 44 | 96 | 202 | |
| 20 | \$ 252.31 | 7,956 | 6,790 | 576 | 6 | 3 | - | 1 | 72 | 136 | 260 | |
| 22 | \$ 215.06 | 4,781 | 4,144 | 229 | 4 | 2 | - | 2 | 51 | 175 | 139 | |
| 31 | \$ 2,559.14 | 4,932 | 154 | 38 | 65 | 43 | 6 | 30 | 314 | 189 | 1,950 | |
| 32 | \$ 885.68 | 1,438 | 43 | 18 | 4 | 12 | 8 | 1 | 68 | 25 | 406 | |
| 33 | \$ 315.21 | 546 | 11 | - | 10 | 2 | - | 1 | 8 | 2 | 226 | |
| 34 | \$ 374.11 | 751 | 14 | 1 | 2 | - | - | - | 6 | 10 | 349 | |
| 35 | \$ 25,674.97 | 48,866 | 793 | 399 | 880 | 458 | 92 | 293 | 2,313 | 1,507 | 20,792 | |
| 36 | \$ 378.61 | 942 | 55 | 48 | 28 | 24 | - | 1 | 69 | 28 | 398 | |
| 40 | \$ 1,338.65 | 2,575 | 42 | 36 | 57 | 41 | 9 | 26 | 77 | 145 | 1,200 | |
| 41 | \$ 1,181.14 | 2,197 | 244 | 30 | 40 | 7 | - | 16 | 151 | 229 | 622 | |
| 42 | \$ 589.06 | 1,225 | 136 | 22 | 10 | 9 | 1 | 5 | 82 | 80 | 415 | |
| 52 | \$ 897.36 | 2,135 | 30 | 27 | 10 | 82 | 19 | 47 | 151 | 22 | 1,009 | |
| 54 | \$ 2,187.51 | 5,690 | 41 | 5 | 92 | 137 | 54 | 69 | 1,580 | 242 | 1,970 | |
| 55 | \$ 595.18 | 2,169 | 21 | 4 | 17 | 41 | 20 | 9 | 768 | 52 | 791 | |
| 58 | \$ 269.00 | 607 | 2 | - | 8 | - | 7 | - | 30 | 10 | 322 | |
| 59 | \$ 141.71 | 354 | 9 | 3 | 3 | 30 | 1 | 12 | 24 | 3 | 173 | |
| 60 | \$ 177.08 | 384 | - | 3 | 2 | 9 | 8 | - | 38 | 8 | 162 | |
| 63 | \$ 786.98 | 1,719 | 12 | 4 | 25 | 55 | 86 | 57 | 126 | 38 | 814 | |
| 65 | \$ 3,714.24 | 8,882 | 603 | 135 | 122 | 154 | 94 | 106 | 592 | 216 | 3,926 | |
| 66 | \$ 9,808.89 | 20,257 | 1,085 | 309 | 396 | 280 | 162 | 170 | 1,320 | 485 | 8,247 | |
| 67 | \$ 5,393.66 | 11,488 | 921 | 194 | 264 | 189 | 55 | 91 | 944 | 287 | 4,381 | |
| 69 | \$ 7,884.93 | 18,360 | 1,636 | 430 | 322 | 310 | 118 | 136 | 1,467 | 633 | 7,187 | |
| 69A | \$ 13,375.67 | 25,701 | 1,201 | 326 | 354 | 470 | 103 | 184 | 1,456 | 763 | 9,326 | |
| 69N | \$ 1,646.63 | 4,313 | 546 | 87 | 6 | 36 | 18 | 5 | 736 | 218 | 1,270 | |
| 69W | \$ 14,929.81 | 31,681 | 1,159 | 346 | 325 | 428 | 171 | 186 | 4,929 | 898 | 10,259 | |
| 70 | \$ 2,650.61 | 8,471 | 237 | 83 | 63 | 97 | 43 | 37 | 3,258 | 253 | 2,285 | |
| 71 | \$ 49,740.03 | 96,263 | 2,224 | 853 | 938 | 1,462 | 411 | 705 | 12,098 | 2,889 | 30,990 | |
| 72 | \$ 6,506.03 | 9,256 | 14 | 26 | 218 | 173 | 8 | 88 | 316 | 152 | 2,708 | |
| 73 | \$ 5,399.58 | 7,957 | 5 | 28 | 89 | 300 | 41 | 141 | 292 | 47 | 2,283 | |
| 75 | \$ 9,163.57 | 13,029 | 4 | 24 | 138 | 195 | 35 | 107 | 559 | 187 | 3,418 | |
| 78 | \$ 102.69 | 152 | 3 | 2 | 2 | 12 | 2 | 3 | - | 2 | 45 | |
| 79 | \$ 1,694.15 | 3,181 | 15 | 2 | 57 | 136 | 22 | 78 | 111 | 21 | 1,402 | |
| 91 | \$ 4,333.31 | 9,474 | 769 | 405 | 174 | 90 | 6 | 24 | 1,815 | 363 | 2,197 | |
| Unknown | \$ 176.01 | 382 | 107 | 23 | 3 | 1 | 2 | 2 | 13 | 9 | 67 | |
| TOTAL | \$ 197,244.06 | 594,886 | 198,375 | 16,639 | 5,283 | 6,076 | 1,755 | 2,995 | 40,368 | 16,021 | 144,905 | |

| ROUTE | REVENUE | RIDERSHIP | VTA/SC | | 17 | | S/D | | ECO | | Monthly Pass |
|-------|--------------|-----------|----------|----------|----------|--------|-----|------|------|------|-----------------|
| | | | Day Pass | CalTrain | Day Pass | Riders | W/C | None | Pass | Bike | |
| 17 | \$ 10,882.09 | 11,834 | 16 | 39 | 116 | 386 | 2 | 57 | 217 | 409 | 8,501 |

| RIDERSHIP | |
|-----------------|--------------|
| Night Owl | 3,321 |
| Holiday Shuttle | - |
| TOTAL | 3,321 |

| | |
|----------------------|----------------------|
| May Ridership | 610,041 |
| May Revenue | \$ 208,357.02 |

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

| VEHICLE CATEGORY | TOTAL BUSES | AVG # DEAD IN GARAGE | AVG # AVAIL. FOR SERVICE | AVG # IN SERVICE | AVG # SPARE BUSES | AVG # LIFTS OPERATING | % LIFTS WORKING ON PULL-OUT BUSES |
|------------------------|----------------|-------------------------|-----------------------------|---------------------|----------------------|--------------------------|--------------------------------------|
| FLYER/HIGHWAY 17 - 40' | 7 | 2 | 5 | 4 | 1 | 4 | 100% |
| FLYER/LOW FLOOR - 40' | 12 | 2 | 10 | 9 | 1 | 9 | 100% |
| FLYER/LOW FLOOR - 35' | 18 | 2 | 16 | 15 | 1 | 15 | 100% |
| FLYER/HIGH FLOOR - 35' | 25 | 6 | 19 | 17 | 2 | 17 | 100% |
| GILLIG/SAM TRANS - 40' | 10 | 2 | 8 | 6 | 2 | 6 | 100% |
| GILLIG/FOOTHILL - 40' | 11 | 7 | 4 | 1 | 3 | 1 | 100% |
| GMC/HIGHWAY 17 - 40' | 8 | 1 | 7 | 3 | 4 | 3 | 100% |
| CHAMPION | 4 | 1 | 3 | 2 | 1 | 2 | 100% |
| TROLLEY | 1 | 0 | 1 | 1 | 0 | 1 | 100% |
| CNG NEW FLYER - 40' | 8 | 1 | 7 | 5 | 2 | 5 | 100% |

Service Interruption Summary Report
Lift Problems
05/01/2003 to 05/31/03

| AM Peak Hour/Mile | Midday Hour/Mile | PM Peak Hour/Mile | Other Hour/Mile | Weekday Hour/Mile | Saturday Hour/Mile | Sunday Hour/Mile |
|------------------------------|-----------------------------|------------------------------|----------------------------|------------------------------|-------------------------------|-----------------------------|
| 00:00/0 | 00:00/00.00 | 00:00/0 | 00:00/0 | 00:00/00.00 | 00:00/0 | 00:00/0 |

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

PASSENGER LIFT PROBLEMS

MONTH OF MAY, 2003

| BUS # | DATE | DAY | REASON |
|--------|--------|-----------|---|
| 2234CN | 24-May | SATURDAY | Kneel switch cover doesn't raise button automatically |
| 8078F | 21-May | WEDNESDAY | Goes into kneel without use of toggle switch |
| 8087F | 17-May | SATURDAY | Lift shimmys with a load when lowering |
| 8090F | 14-May | WEDNESDAY | Kneel does not stay down |
| 8090F | 21-May | WEDNESDAY | Kneel doesn't hold everytime |
| 8090F | 22-May | THURSDAY | Kneel does not stay down |
| 8103F | 5-May | MONDAY | Kneel causes air pressure to drop |
| 8110C | 3-May | SATURDAY | Can't get lift to work |
| 8110C | 31-May | SATURDAY | Lift does not work |
| 8111C | 31-May | SATURDAY | Wheelchair lift works sometimes |
| 9807LF | 20-May | TUESDAY | Lift stops in the middle of deployment |
| 9807LF | 21-May | WEDNESDAY | Lift stops midway after deployed |
| 9831G | 7-May | WEDNESDAY | Takes a long time to come out of kneel |
| 9831G | 14-May | WEDNESDAY | Kneel is not working |
| 9832G | 7-May | WEDNESDAY | Kneel switch needs to be thrown 2-3x to fully come out of kneel |

F New Flyer
 G Gillig
 C Champion
 LF Low Floor Flyer
 GM GMC
 CG CNG
 CN SR855 & SR854

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

GOVERNMENT TORT CLAIM



RECOMMENDED ACTION

TO: Board of Directors

FROM: District Counsel

RE: Claim of Gerogia Randall Received: 05/14/03 Claim #: 03-0017
Date of Incident: 11/20/02 Occurrence Report No. : SC 11-02-22C

In regard to the above-referenced Claim, this is to recommend that the Board of Directors take the following action:

- 1. Deny the claim.
- 2. Deny the application to file a late claim.
- 3. Grant the application to file a late claim.
- 4. Reject the claim as untimely filed.
- 5. Reject the claim as insufficient.
- 6. Approve the claim in the amount of \$___ and reject it as to the balance, if any.

By 
Margaret Gallagher
DISTRICT COUNSEL

Date: May 21, 2003

I, Dale Carr, do hereby attest that the above Claim was duly presented to and the recommendations were approved by the Santa Cruz Metropolitan Transit District's Board of Directors at the meeting of June 13, 2003.

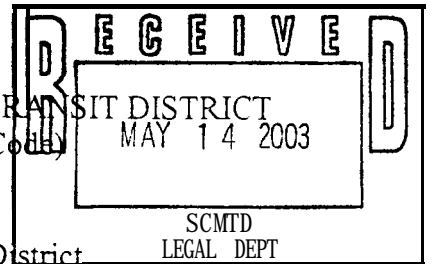
Dale Carr
Recording Secretary

Date

MG/hp

370 Encinal Street, Suite 100, Santa Cruz, CA 95060 (831) 426-6080 FAX (831) 426-6117
METRO OnLine at <http://www.scmttd.com>

CLAIM AGAINST THE SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
(Pursuant to Section 910 et Seq., Government Code)
Claim # SC 11-02-22C



TO: BOARD OF DIRECTORS, Santa Cruz Metropolitan Transit District

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

1. Claimant's Name: Georgia Randall

Claimant's Address/Post Office Box: P.O Box 7492; Santa Cruz, CA 95061

Claimant's Phone Number: (831) 338-4405

2. Address to which notices are to be sent: Law Offices of Jacoby & Meyers
1440 Broadway Street, Suite 1000, Oakland, CA 94612; (510) 891-8870

3. occurrence: Injury to passenger on bus

Date: 11/20/02 Time: approx. 2:00 pm Place: unincorporated area of Santa Cruz County

Circumstances of occurrence or transaction giving rise to claim: Ms. Randall was a passenger in a Santa Cruz Metropolitan Transit District bus operated by Raymond Mattos. See traffic collision report attached hereto as Exhibit "A" for description of accident.

4. General description of indebtedness, obligation, injury, **damage**, or loss incurred so far as is known: Personal injuries including but not limited to, injuries to Ms. Randall's right arm and shoulder, neck and back.

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

6. Amount claimed now \$ 30,000.00
Estimated amount of future loss, if known \$ unknown
TOTAL \$ 30,000.00

7. Basis of above computations: Ms. Randall's general and special damages resulting from the above referenced personal injuries.

Jacoby & Meyers
By: Amy A. Peterson, Esq.
CLAIMANT'S SIGNATURE OR
COMPANY REPRESENTATIVE'S SIGNATURE OR
PARENT OF MINOR CLAIMANT'S SIGNATURE

5/12/03
DATE

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

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PROOF OF SERVICE
Georgia Randall
Claim No. SC 11-02-22C

I am a citizen of the United States. My business address is 1440 Broadway Street, Suite 1000, Oakland, California 94612. I am employed in the City of Oakland and the County of Alameda where this service occurs. I am over the age of 18 years and not a party to the within action. I am readily familiar with my employer's normal business practice for collection and processing of correspondence for mailing with the U.S. Postal Service, and that practice is that correspondence is deposited with the U.S. Postal Service the same day as the day of collection in the ordinary course of business.

On the date set forth below, following ordinary business practice, I served a true copy of the foregoing document(s) described as:

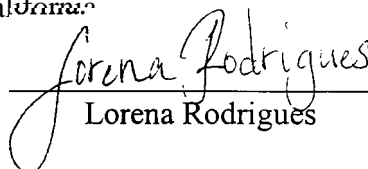
CLAIM AGAINST THE SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

- (x) **MAIL:** I caused such envelope(s) with postage thereon fully prepaid to be placed in the United States mail at Oakland, California, addressed to the following.
- 0 **PERSONAL SERVICE:** I caused such envelope(s) to be delivered by hand this date to the offices of the addressee(s).
- 0 **OVERNIGHT DELIVERY:** I caused such envelope(s) to be delivered to an overnight delivery carrier with delivery fees provided for, addressed to the person(s) on whom it is to be served.
- 0 **BY FACSIMILE:** by transmitting by facsimile to the number(s) set forth below, or as stated on the attached service list, on this date before 5:00 pm.

Santa Cruz Metropolitan Transit District
Attn: Herbert Palacios
370 Encinal Street, Suite 100
Santa Cruz, CA 95060

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Executed May 12, 2003, at Oakland, California.



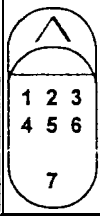
Lorena Rodriguez

| | | | | | |
|---|--|---|----------------------|---|---|
| SPECIAL CONDITIONS | | NUMBER INJURED 2 | CITY UNINC | JUDICIAL DISTRICT SANTA CRUZ | LOCAL REPORT NUMBER 2002110207 |
| 99 | | NUMBER KILLED 0 | COUNTY SANTA CRUZ | REPORTING DISTRICT 21 | |
| LOCATION | COLLISION OCCURRED ON SOQUEL DR. | | | MO DAY YEAR 11-20-02 | TIME (2400) 1405 |
| | MILEPOST INFORMATION | | | DAY OF WEEK S M T W T F S | TOW AWAY <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO |
| | FEET/MILES OF <input checked="" type="checkbox"/> AT INTERSECTION WITH OR: FEET/MILES OF 41 ST AVE. | | | STATE HWY REL <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO | |
| PARTY 1 | DRIVER'S LICENSE NUMBER 9019644 | STATE CA | CLASS C | SAFETY EQUIP. G | VEH. YEAR 98 |
| DRIVER | NAME (FIRST, MIDDLE, LAST) RAYMON D MATTOS | | | MAKE/MODEL/COLOR NWFLY, BUS, WHI | LICENSE NUMBER 1D19701 |
| PEDESTRIAN | STREET ADDRESS 776 A PARADISE RD. | | | OWNER'S NAME <input type="checkbox"/> SAME AS DRIVER | STATE CA |
| PARKED VEHICLE | CITY/STATE/ZIP PRUNEDALE, CA. 95039 | | | OWNER'S ADDRESS <input type="checkbox"/> SAME AS DRIVER | |
| BICYCLIST | SEX M | HAIR BRN | EYES GRN | HEIGHT 6-07 | WEIGHT 290 |
| OTHER | HOME PHONE 663-3753 | BUSINESS PHONE 425-8951 | | Mo. Day Year 5-9-62 | RACE H |
| INSURANCE CARRIER FEET TRANSIT | | POLICY NUMBER 0203-L | | VEHICLE IDENTIFICATION NUMBER DRIVEN AWAY | |
| DIR OF TRAVEL ON STREET OR HIGHWAY E | | SPEED LIMIT 35 | | PRIOR MECHANICAL DEFECTS: <input checked="" type="checkbox"/> NONE APPARENT REFER TO NARRATIVE | |
| PARTY 2 | DRIVER'S LICENSE NUMBER N3731738 | STATE CA | CLASS C | SAFETY EQUIP. G | VEH. YEAR 86 |
| DRIVER | NAME (FIRST, MIDDLE, LAST) RONALD JOSEPH HUTCHINSON | | | MAKE/MODEL/COLOR TOYT, PLU/MARON | LICENSE NUMBER 3Z31927 |
| PEDESTRIAN | STREET ADDRESS 110 OAKE AVE. | | | OWNER'S NAME <input checked="" type="checkbox"/> SAME AS DRIVER | STATE CA |
| PARKED VEHICLE | CITY/STATE/ZIP SANTA CRUZ CA. 95062 | | | OWNER'S ADDRESS <input checked="" type="checkbox"/> SAME AS DRIVER | |
| BICYCLIST | SEX M | HAIR BRN | EYES BLU | HEIGHT 6-01 | WEIGHT 220 |
| OTHER | HOME PHONE 426-5638 | BUSINESS PHONE | | Mo. Day Year 5-23-56 | RACE W |
| INSURANCE CARRIER NONE | | POLICY NUMBER | | VEHICLE IDENTIFICATION NUMBER DRIVEN AWAY | |
| DIR OF TRAVEL ON STREET OR HIGHWAY N | | SPEED LIMIT 35 | | PRIOR MECHANICAL DEFECTS: <input checked="" type="checkbox"/> NONE APPARENT REFER TO NARRATIVE | |
| PARTY 3 | DRIVER'S LICENSE NUMBER | STATE | CLASS | SAFETY EQUIP. | VEH. YEAR |
| DRIVER | NAME (FIRST, MIDDLE, LAST) | | | MAKE/MODEL/COLOR | LICENSE NUMBER |
| PEDESTRIAN | STREET ADDRESS | | | OWNER'S NAME <input type="checkbox"/> SAME AS DRIVER | STATE |
| PARKED VEHICLE | CITY/STATE/ZIP | | | OWNER'S ADDRESS <input type="checkbox"/> SAME AS DRIVER | |
| BICYCLIST | SEX | HAIR | EYES | HEIGHT | WEIGHT |
| OTHER | HOME PHONE | BUSINESS PHONE | | Mo. Day Year | RACE |
| INSURANCE CARRIER | | POLICY NUMBER | | VEHICLE IDENTIFICATION NUMBER | |
| DIR OF TRAVEL ON STREET OR HIGHWAY | | SPEED LIMIT | | PRIOR MECHANICAL DEFECTS: NONE APPARENT REFER TO NARRATIVE | |
| PREPARER'S NAME GODMAN 16339 | | DISPATCH NOTIFIED <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A | | REVIEWER'S NAME Dell Bratt 11933 | |
| | | | | DATE REVIEWED 12-18-02 | |

| | | | | |
|---|----------------------------|-----------------------|------------------------------|------------------------------|
| DATE OF COLLISION (MO. DAY YEAR) 11-20-02 | TIME (2400) 1405 | NCIC # 9720 | OFFICER I.D. 10339 | NUMBER 2002 110207 |
|---|----------------------------|-----------------------|------------------------------|------------------------------|

| | | |
|--------------|-----------------|--|
| OWNER'S NAME | OWNER'S ADDRESS | NOTIFIED <input type="checkbox"/> YES <input type="checkbox"/> NO |
|--------------|-----------------|--|

| | |
|-----------------|-----------------------|
| PROPERTY DAMAGE | DESCRIPTION OF DAMAGE |
|-----------------|-----------------------|

| | | | | |
|--|--|---|--|---|
| SEATING POSITION  1 - DRIVER 2 TO 6 - PASSENGERS 7 - STATION WAGON REAR 8 - REAR OCC. TRK. OR VAN 9 - POSITION UNKNOWN 0 - OTHER | OCCUPANTS A - NONE IN VEHICLE B - UNKNOWN C - LAP BELT USED D - LAP BELT NOT USED E - SHOULDER HARNESS USED F - SHOULDER HARNESS NOT USED G - LAP/SHOULDER HARNESS USED H - LAP/SHOULDER HARNESS NOT USED J - PASSIVE RESTRAINT USED K - PASSIVE RESTRAINT NOT USED | SAFETY EQUIPMENT L - AIR BAG DEPLOYED M - AIR BAG NOT DEPLOYED N - OTHER P - NOT REQUIRED CHILD RESTRAINT Q - IN VEHICLE USED R - IN VEHICLE NOT USED S - IN VEHICLE USE UNKNOWN T - IN VEHICLE IMPROPER USE U - NONE IN VEHICLE | M / C BICYCLE - HELMET DRIVER V - NO W - YES PASSENGER X - NO Y - YES | EJECTED FROM VEHICLE 0 - NOT EJECTED 1 - FULLY EJECTED 2 - PARTIALLY EJECTED 3 - UNKNOWN |
|--|--|---|--|---|

ITEMS MARKED BELOW FOLLOWED BY AN ASTERISK (*) SHOULD BE EXPLAINED IN THE NARRATIVE.

| PRIMARY COLLISION FACTOR LIST NUMBER (#) OF PARTY AT FAULT | TRAFFIC CONTROL DEVICES | TYPE OF VEHICLE | | | MOVEMENT PRECEDING COLLISION | |
|--|--|-----------------|---|--|--|--|
| | | 1 | 2 | 3 | | |
| A VC SECTION VIOLATED: CITED YES/NO 21453 (a) v.c. | A CONTROLS FUNCTIONING B CONTROLS NOT FUNCTIONING* | | | A PASSENGER CAR / STATION WAGON | A STOPPED | |
| B OTHER IMPROPER DRIVING* | C CONTROLS OBSCURED D NO CONTROLS PRESENT / FACTOR* | | | B PASSENGER CAR W / TRAILER | B PROCEEDING STRAIGHT | |
| C OTHER THAN DRIVER* | TYPE OF COLLISION | | | C MOTORCYCLE / SCOOTER | C RAN OFF ROAD | |
| D UNKNOWN* | A HEAD - ON B SIDE SWIPE C REAR END | | | D PICKUP OR PANEL TRUCK | D MAKING RIGHT TURN | |
| E FELL ASLEEP* | D BROADSIDE | | | E PICKUP / PANEL TRUCK W/ TRAILER | E MAKING LEFT TURN | |
| WEATHER (MARK 1 TO 2 ITEMS) | | | | F TRUCK OR TRUCK TRACTOR | F MAKING U TURN | |
| A CLEAR | E HIT OBJECT | | | G TRUCK / TRUCK TRACTOR W/ TRLR. | G BACKING | |
| B CLOUDY | F OVERTURNED | | | H SCHOOL BUS | H SLOWING / STOPPING | |
| C RAINING | G VEHICLE / PEDESTRIAN | | | I OTHER BUS | I PASSING OTHER VEHICLE | |
| D SNOWING | H OTHER:- | | | J EMERGENCY VEHICLE | J CHANGING LANES | |
| E FOG / VISIBILITY FT. | | | | K HIGHWAY CONST. EQUIPMENT | K PARKING MANEUVER | |
| F OTHER:- | MOTOR VEHICLE INVOLVED WITH | | | L BICYCLE | L ENTERING TRAFFIC | |
| G WIND | A NON - COLLISION B PEDESTRIAN | | | M OTHER VEHICLE | M OTHER UNSAFE TURNING | |
| LIGHTING | | | | N PEDESTRIAN | N XING INTO OPPOSING LANE | |
| A DAYLIGHT | C OTHER MOTOR VEHICLE | 1 | 2 | O MOPED | O PARKED | |
| B DUSK - DAWN | D MOTOR VEHICLE ON OTHER ROADWAY | | | OTHER ASSOCIATED FACTOR(S) (MARK 1 TO 2 ITEMS) | | |
| C DARK - STREET LIGHTS | E PARKED MOTOR VEHICLE | | | A VC SECTION VIOLATION CITED YES/NO | | |
| D DARK - NO STREET LIGHTS | F TRAIN | | | B VC SECTION VIOLATION CITED YES/NO | | |
| E DARK - STREET LIGHTS NOT FUNCTIONING* | G BICYCLE | | | C VC SECTION VIOLATION CITED YES/NO | | |
| ROADWAY SURFACE | | | | D | SOBRIETY - DRUG PHYSICAL (MARK 1 TO 2 ITEMS) | |
| A DRY | I FIXED OBJECT: | | | | A HAD NOT BEEN DRINKING | |
| B WET | J OTHER OBJECT: | | | | B HBD - UNDER INFLUENCE | |
| C SNOWY - ICY | | | | | C HBD - NOT UNDER INFLUENCE | |
| D SLIPPERY (MUDDY, OILY, ETC.) | | | | | D HBD - IMPAIRMENT UNKNOWN | |
| ROADWAY CONDITION(S) (MARK 1 TO 2 ITEMS) | | | | | E UNDER DRUG INFLUENCE | |
| A HOLES, DEEP RUT* | PEDESTRIAN'S ACTIONS | | | | F IMPAIRMENT - PHYSICAL | |
| B LOOSE MATERIAL ON ROADWAY* | A NO PEDESTRIANS INVOLVED | | | | G IMPAIRMENT NOT KNOWN | |
| C OBSTRUCTION ON ROADWAY* | B CROSSING IN CROSSWALK AT INTERSECTION | | | | H NOT APPLICABLE | |
| D CONSTRUCTION - REPAIR ZONE | C CROSSING IN CROSSWALK - NOT AT INTERSECTION | | | | I SLEEPY / FATIGUED | |
| E REDUCED ROADWAY WIDTH | D CROSSING - NOT IN CROSSWALK | | | | SPECIAL INFORMATION | |
| F FLOODED* | E IN ROAD - INCLUDES SHOULDER | | | | A HAZARDOUS MATERIAL | |
| G OTHER:- | F NOT IN ROAD | | | | | |
| H NO UNUSUAL CONDITIONS | G APPROACHING / LEAVING SCHOOL BUS | | | | | |

SKETCH

SEE PAGE # 4 FOR SKETCH.

○
INDICATE NORTH

MISCELLANEOUS

P-2 CITED FOR 16028(C) I.E. NO PROOF OF INSURANCE. CITE # 572 05 RW

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|---|--|--------------------------|--|---------------------|--|----------------|--|----------------------------|-------------------------------------|-------------------------------------|--|--------------------------------|--|--------------------------|-------------------------------------|--------------------------|--------------------------|--------------------------|---------|---|---|---|
| DATE OF COLLISION (MO. DAY YEAR) 11-20-02 | | | | TIME (2400) 1405 | | NCIC # 9720 | | OFFICER I.D. 16339 | | | | NUMBER | | | | | | | | | | |
| WITNESS ONLY | | PASSENGER ONLY | | AGE | | SEX | | EXTENT OF INJURY ("X" ONE) | | | | INJURED WAS ("X" ONE) | | | | PARTY NUMBER | SEAT POS. | SAFETY EQUIP. | EJECTED | | | |
| | | | | 2 | | M | | FATAL INJURY | SEVERE INJURY | OTHER VISIBLE INJURY | | COMPLAINT OF PAIN | | DRIVER | PASS. | P E D | BICYCLIST | OTHER | 1 | 0 | P | 0 |
| <input type="checkbox"/> # | | <input type="checkbox"/> | | | | | | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | | <input type="checkbox"/> | | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | | | |
| NAME / D. O. B. / ADDRESS N DYSLE 4-13-00 4300 SOQUEL DR. #212 SOQUEL CA | | | | | | | | | | | | TELEPHONE 9507479-9935 | | | | | | | | | | |
| (INJURED ONLY) TRANSPORTED BY AMR | | | | | | | | | | | | TAKEN TO DOMINICAN HOSPITAL | | | | | | | | | | |
| DESCRIBE INJURIES BUMP ON HEAD | | | | | | | | | | | | | | | | | | | | | | |

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|--|--|--------------------------|--|----|--|---|--|--------------------------|--------------------------|--------------------------|--|-------------------------------------|--|--------------------------|-------------------------------------|--------------------------|--------------------------|--------------------------|---|---|---|---|
| <input type="checkbox"/> VICTIM OF VIOLENT CRIME NOTIFIED | | | | | | | | | | | | | | | | | | | | | | |
| <input type="checkbox"/> # | | <input type="checkbox"/> | | 33 | | F | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | <input checked="" type="checkbox"/> | | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 1 | 0 | P | 0 |
| NAME / D. O. B. / ADDRESS GEORGIA RANDALL 8-4-69 PO BOX 7492 SANTA CRUZ | | | | | | | | | | | | TELEPHONE 338 4405 | | | | | | | | | | |
| (INJURED ONLY) TRANSPORTED BY AMR | | | | | | | | | | | | TAKEN TO DOMINICAN HOSPITAL | | | | | | | | | | |
| DESCRIBE INJURIES COMPLAINT OF PAIN TO ARM AND SHOULDER | | | | | | | | | | | | | | | | | | | | | | |

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|--|--|-------------------------------------|--|----|--|---|--|--------------------------|--------------------------|--------------------------|--|-----------------------------|--|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|---|---|---|---|
| <input type="checkbox"/> VICTIM OF VIOLENT CRIME NOTIFIED | | | | | | | | | | | | | | | | | | | | | | |
| <input type="checkbox"/> # | | <input checked="" type="checkbox"/> | | 28 | | F | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | <input type="checkbox"/> | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 1 | 0 | P | 0 |
| NAME / D. O. B. / ADDRESS ANGELA O DYSLE 6-21-74 4300 SOQUEL DR. #212 SOQUEL CA | | | | | | | | | | | | TELEPHONE 95073 479-9935 | | | | | | | | | | |
| (INJURED ONLY) TRANSPORTED BY | | | | | | | | | | | | TAKEN TO | | | | | | | | | | |
| DESCRIBE INJURIES | | | | | | | | | | | | | | | | | | | | | | |

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|---|--|-------------------------------------|--|--|--|--|--|--------------------------|--------------------------|--------------------------|--|--------------------------|--|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--|--|--|--|
| <input type="checkbox"/> VICTIM OF VIOLENT CRIME NOTIFIED | | | | | | | | | | | | | | | | | | | | | | |
| <input type="checkbox"/> # | | <input checked="" type="checkbox"/> | | | | | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | <input type="checkbox"/> | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | | | |
| NAME / D. O. B. / ADDRESS | | | | | | | | | | | | TELEPHONE | | | | | | | | | | |
| (INJURED ONLY) TRANSPORTED BY | | | | | | | | | | | | TAKEN TO | | | | | | | | | | |
| DESCRIBE INJURIES | | | | | | | | | | | | | | | | | | | | | | |

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| <input type="checkbox"/> VICTIM OF VIOLENT CRIME NOTIFIED | | | | | | | | | | | | | | | | | | | | | | |
| <input type="checkbox"/> # | | <input checked="" type="checkbox"/> | | | | | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | <input type="checkbox"/> | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | | | |
| NAME / D. O. B. / ADDRESS | | | | | | | | | | | | TELEPHONE | | | | | | | | | | |
| (INJURED ONLY) TRANSPORTED BY | | | | | | | | | | | | TAKEN TO | | | | | | | | | | |
| DESCRIBE INJURIES | | | | | | | | | | | | | | | | | | | | | | |

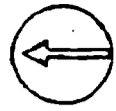
| | | | | | | | | | | | | | | | | | | | | | | |
|---|--|--|--|--|--|--|--|--------------------------|--------------------------|--------------------------|--|--------------------------|--|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|---|--|--|--|
| <input type="checkbox"/> VICTIM OF VIOLENT CRIME NOTIFIED | | | | | | | | | | | | | | | | | | | | | | |
| <input type="checkbox"/> # | | | | | | | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | <input type="checkbox"/> | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | C | | | |
| NAME / D. O. B. / ADDRESS | | | | | | | | | | | | TELEPHONE | | | | | | | | | | |
| (INJURED ONLY) TRANSPORTED BY | | | | | | | | | | | | TAKEN TO | | | | | | | | | | |
| DESCRIBE INJURIES | | | | | | | | | | | | | | | | | | | | | | |

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|---------------------------|--|--|--|--|--|--|--|--|--|--|--|----------------------|--|--------------------------|--|-----------------|--|--|--|-------------|--|
| PREPARER'S NAME SOOMAN | | | | | | | | | | | | I.D. NUMBER 16339 | | MO. DAY YEAR 11-30-02 | | REVIEWER'S NAME | | | | MO DAY YEAR | |
|---------------------------|--|--|--|--|--|--|--|--|--|--|--|----------------------|--|--------------------------|--|-----------------|--|--|--|-------------|--|

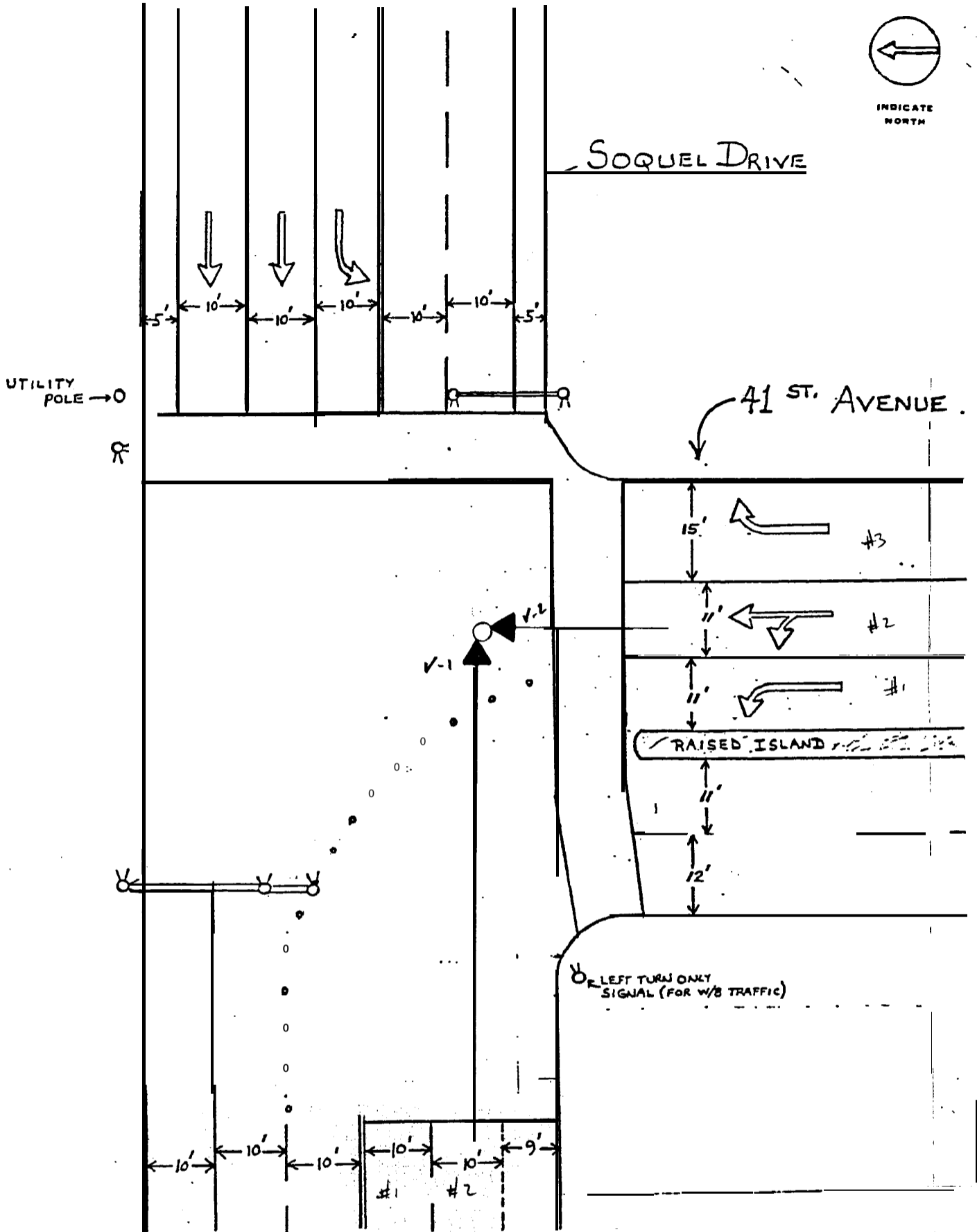
FACTUAL DIAGRAM

| | | | | | |
|-----------------|----------------------------|-------------|------|-------------|-------|
| DATE: COLLISION | NO. 11 DAY 20 YR. 02 11405 | NCIC NUMBER | 9720 | I.D. NUMBER | 16339 |
|-----------------|----------------------------|-------------|------|-------------|-------|

ALL MEASUREMENTS ARE APPROXIMATE AND NOT TO SCALE UNLESS STATED (SCALE)



INDICATE NORTH



| | | | | |
|----------|-------------|-------------|-----------------|-------------|
| DRAWN BY | I.D. NUMBER | NO. DAY YR. | REVIEWER'S NAME | NO. DAY YR. |
| GOODMAN | 16339 | 11-30-02 | | |

FACTUAL DIAGRAM

DATE OF COLLISION

NCIC NUMBER

I.D.

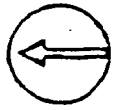
NUMBER

NO. 11 DAY 20 YR. 02 1405

9720

16339

ALL MEASUREMENTS ARE APPROXIMATE AND NOT TO SCALE UNLESS STATED (SCALE -



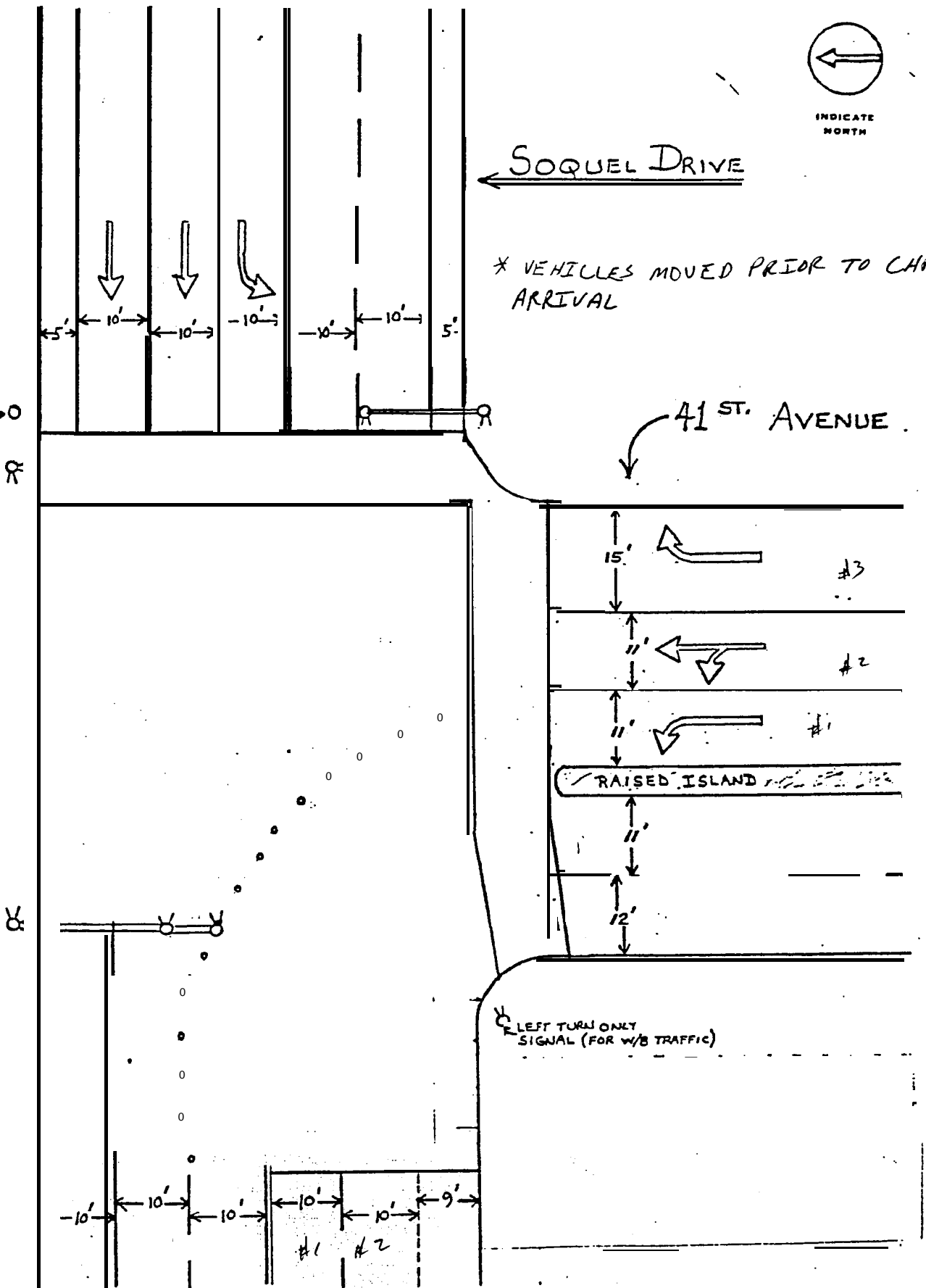
INDICATE NORTH

SOQUEL DRIVE

* VEHICLES MOVED PRIOR TO CHP ARRIVAL

UTILITY POLE → ○

41 ST. AVENUE



DRAWN BY

SOOMAN

I.D. NUMBER

16339 | 11-30-02 |

NO. DAY YR.

REVIEWER'S NAME

NO. DAY YR.

| DATE OF INCIDENT | TIME | NCIC NUMBER | OFFICER I.D. | NUMBER |
|------------------|------|-------------|--------------|--------|
| 1 1/20/2002 | 1405 | 9720 | 16339 | |

1 **FACTS:**

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NOTIFICATION: I was dispatched to a call of an injury traffic collision, with an ambulance responding at 1420 hours. I responded from SR-1 at Freedom Blvd. and arrived on scene at 1445 hours. All times, speeds and measurements in this investigation are approximate. Measurements were taken by roll meter, except where otherwise indicated.

SCENE: At the scene of this collision, Soquel Dr. is a eastbound/westbound highway consisting of 5 lanes. The roadway is straight and level. The surface is composed primarily of asphalt. Soquel Dr. is intersected by 41st Ave. 41st Ave. is a north/south highway consisting of 5 lanes. The roadway is straight and level. The surface is composed primarily of asphalt. The intersection is signal controlled and located in unincorporated Santa Cruz County. See diagram.

14 **PARTIES:**

Part # 1 (P-1, Mattos) was located at the scene. P-1 was identified by a photo California driver's license. P-1 was placed as a party by the following items:

- employed by registered owner of V-1
- personal statements
- passenger statements
- location
- injuries to passengers
- the driver's seat adjustment position

Vehicle # 1 (V-1, Metro Bus) V-1 was located on its wheels moved from its original point of rest. V-1 carried 12 passengers at the time of the collision. No prior mechanical defects were noted or claimed. V-1 sustained minor damage to the following but not limited to:

- right front fender
- front bumper

Partv # 2 (P-2, Hutchinson) was located at the scene. P-2 was identified by a photo California driver's license. P-2 was placed as a party by the following items:

- personal statements
- location
- being registered owner
- being in possession of the vehicle's keys
- the driver's seat adjustment position

| PREPARED BY | I.D. NUMBER | DATE | REVIEWER'S NAME | DATE |
|-------------|-------------|-------------|-----------------|------|
| J G GODMAN | 16339 | 1 1/30/2002 | | |

| DATE OF INCIDENT | TIME | NCIC NUMBER | OFFICER I.D. | N-UMBER |
|------------------|-------|-------------|--------------|---------|
| 1/20/2002 | 140.5 | 9720 | 16339 | |

1 **Vehicle # 2 (V-2, Toyota)** V-2 was located on its wheels moved from its original point of rest. V-2
 2 carried no passengers at the time of the collision. No prior mechanical defects were noted or
 3 claimed. V-2 sustained minor damage to the following but not limited to:

- 4
- 5 - right front fender
- 6 - front bumper
- 7 - left front fender
- 8 - engine compartment
- 9

10 **PHYSICAL, EVIDENCE:**

11
 12 Broken reflectorized plastic debris from V-2 scattered throughout the intersection.

13
 14 **OTHER FACTUAL INFORMATION:**

15
 16 All passengers riding in V-1 who are not listed on page 3 did not claim injury and left the scene prior
 17 to CHP arrival.

18
 19 **STATEMENTS:**

20
 21 **Party # 1 (P-1, Mattos)** related in essence that he was driving V-1 eastbound on Soquel Dr.
 22 approaching 41st Ave. at approximately 25 miles per hour in the # 2 lane. P-1 entered the intersection
 23 when the traffic signal was yellow but the light quickly changed to red. After V-1 was already in the
 24 intersection P-1 noticed V-2 approaching from his right and tried to stop V-1. P-1 was not able to
 25 stop before colliding with the front of V-2. P-1 then moved V-1 out of the intersection and parked on
 26 the south shoulder of Soquel Dr. just east of 41st Ave. and waited for CHP to arrive.

27
 28 **Party # 2 (P-2, Hutchinson)** related in essence that he was stopped in V-2 in the # 2 lane of
 29 northbound 41st Ave. at Soquel Dr. The traffic signal for P-2 was red and P-2 was waiting for it to
 30 change to green. The signal changed to green and P-2 began to pull forward to make a left turn
 31 traveling westbound on Soquel Dr. As V-2 entered the intersection, P-2 noticed V-1 approaching
 32 fi-om his left and tried to stop V-2. P-2 could not stop in time and the front of V-2 struck the front of
 33 V-1. After the collision, P-2 drove V-2 to the north shoulder of Soquel Dr. and waited for CHP to
 34 arrive.

35
 36 **Passenger # 1 (P-1, K. Dysle)** did not provide a statement.

37
 38 **Passenger # 2 (p-2, Randall)** did not provide a statement.

39
 40 **Passenger # 3 (P-3, A. Dysle)** contacted the Santa Cruz Area CHP Office by phone on 1/22/02. I
 41 re-contacted P-3 later that evening by phone when she related the following statement; Pass-3 was
 42 holding her son (Pass-1) and had just notified the bus driver that she wanted to exit at the next stop.

| PREPARED BY | I.D. NUMBER | DATE | REVIEWER'S NAME | DATE |
|-------------|-------------|-----------|-----------------|------|
| J G GODMAN | 16339 | 1/30/2002 | | |

NARRATIVE/SUPPLEMENTAL

DATE OF INCIDENT

TIME

NCIC NUMBER

OFFICER I.D.

NUMBER

1 1/20/2002

1405

9720

16339

1 The next stop was approximately 100 yards beyond the intersection where the collision occurred.
 2 Pass-3 was watching the traffic signal from her seat in the bus. Pass-3 could see that the traffic signal
 3 controlling the direction the bus was traveling was red prior to entering the intersection. Pass-3 also
 4 stated that P-1 actually slammed on the accelerator in V-1 in what she felt was an effort to cross the
 5 limit line prior to the traffic signal turning red. After V-1 entered the intersection traffic from 41st
 6 Ave. had already started to move. P-1 then slammed on V-1's brakes but was unable to stop before
 7 colliding with V-2. After the collision, Pass-3 and her son (Pass-1) were transported to Dominican
 8 Hospital for minor injuries.
 9

10 **OPINIONS AND CONCLUSIONS**

11
 12 **SUMMARY:** P-2 was stopped in V-2 northbound on 41st Ave. in the # 2 lane at the red stop light at
 13 Soquel Dr. waiting to make a left turn. P-1 was driving V-1 eastbound on Soquel Dr. approaching
 14 the intersection at 41st Ave. in the # 2 lane. The traffic signal in front of V-2 turned green and P-2
 15 started to enter the intersection. The signal in front of V-1 turned to red but P-1 failed to stop V-1
 16 and entered the intersection traveling directly towards V-2. P-1 applied V-1 's brakes but was not
 17 able to stop before the right front comer of V-1 struck the left front comer of V-2. Both vehicles
 18 came to rest within the intersection of Soquel Dr. at 41st Ave. After the collision, P-1 and P-2 drove
 19 their vehicles off the roadway and waited for CHP to arrive.
 20

21 **AREA OF IMPACT (AOI):**

22
 23 AOI # 1 (V-1 vs. V-2) was located 10 feet north of the south roadway edge prolongation of Soquel
 24 Dr. and 37 feet west of the east roadway edge prolongation of 41st Ave.
 25

26 **CAUSE:** P-1 caused this collision by failing to stop for red circular traffic signal, a violation of
 27 21453 (a) VC.
 28

29 The Summary, AOI and Cause were determined by statements, vehicle damage and personal
 30 observations.
 31

32
33 **RECOMMENDATIONS**

34 None.
35
36
37

| | | | | |
|-------------|-------------|------------|-----------------|------|
| PREPARED BY | I.D. NUMBER | DATE | REVIEWER'S NAME | DATE |
| J G GODMAN | 16339 | 11/30/2002 | | |



GOVERNMENT TORT CLAIM

RECOMMENDED ACTION

TO: Board of Directors

FROM: District Counsel

RE: Claim of: Terry Shea Received: 05/16/03 Claim #: 03-0018
Date of Incident: 04/26/03 Occurrence Report No.: SC 04-03-17

In regard to the above-referenced Claim, this is to recommend that the Board of Directors take the following action:

- 1. Deny the claim.
- 2. Deny the application to file a late claim.
- 3. Grant the application to file a late claim.
- 4. Reject the claim as untimely filed.
- 5. Reject the claim as insufficient.
- 6. Approve the claim in the amount of \$___ and reject it as to the balance, if any.

By *Margaret Gallagher* e : _____ May 21, 2003
Margaret Gallagher
DISTRICT COUNSEL

I, Dale Carr, do hereby attest that the above Claim was duly presented to and the recommendations were approved by the Santa Cruz Metropolitan Transit District's Board of Directors at the meeting of June 13, 2003.

Dale Carr
Recording Secretary

Date

MG/hp

370 Encinal Street, Suite 100, Santa Cruz, CA 95060 (831) 426-6080 FAX (831) 426-6117
METRO OnLine at <http://www.scmtd.com>

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

TO: BOARD OF DIRECTORS, Santa Cruz Metropolitan Transit District

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

1. Claimant's Name: TERRY P SHEA

Claimant's Address/Post Office Box: 471 WALNUT PLACE
COSTA MESA CAL. 92627

Claimant's Phone Number: 949 645 7378

2. Address to which notices are to be sent: 471 WALNUT PLACE
COSTA MESA. CAL. 92627

3. Occurrence: SHATTERED MIRROR AND BROKEN MECHANICAL
ADJUSTMENT MECHANISM OF DRIVER SIDE MIRROR ON VEHICLE

Date: 4-26-03 Time: 12:40 PM Place: 30th Ave. PLEASURE POINT AREA

Circumstances of occurrence or transaction giving rise to claim: LOCAL WITNESS TO
EVENT SAW METRO BUS #9813 BUMP INTO CAR MIRROR, GET OUT OF
BUS AND TRY TO ADJUST MIRROR INTO PLACE, THEN HOP BACK INTO
BUS AND DRIVE AWAY. DRIVER DID NOT LEAVE NAME ON INFO
AT SCENE OF INCIDENT. (SEE PHOTO ATTACHED) TAKEN AT SCENE 4/26/03

4. General description of indebtedness, obligation, injury, damage, or loss incurred so far as is known: I AM REQUESTING THAT METRO + TRANSIT REIMBURSE ALL
COSTS FOR REPAIR OF MIRROR TO ORIGINAL CONDITION OF
MIRROR PRIOR TO INCIDENT. SEE BILL FOR REPAIRS ATTACHED

5. Name or names of public employees or employees causing injury, damage, or loss, if known: METRO BUS DRIVER - BUS # 9813 @ 12:40 PM - SAT. 4-26-03
BOARD OF DIRECTORS METRO TRANSIT DISTRICT SANTA CRUZ

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

7. Basis of above computations: _____

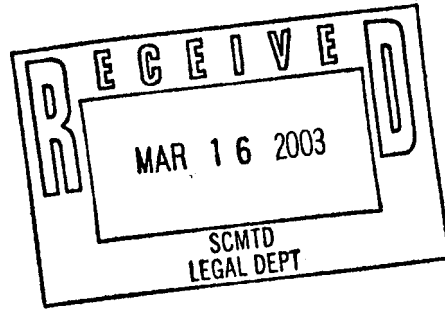
Terry Shea
CLAIMANT'S SIGNATURE OR
COMPANY REPRESENTATIVE'S SIGNATURE OR
PARENT OF MINOR CLAIMANT'S SIGNATURE

5-13-03
DATE

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

May 14, 2003

Margaret Gallagher, District Counsel
Santa Cruz Metropolitan Transit District
370 Encinal Street- Suite # 100
Santa Cruz, Calif. 95060



Margaret,

Enclosed herein for your review and for processing are the documents, evidence and other items pertaining to the bus incident involving my auto on 4/26.

I have completed the claim form as requested. There is a photo taken at the actual spot where the vehicle was parked clearly showing the damaged mirror and also showing by looking at the white line that my car was very clearly within the white parking stripe; in no violation of parking space. One of our main reasons for visiting Santa Cruz was to participate in the Log Jam Surf Contest at Pleasure Point and to also film & shoot pictures of the event; so we had several cameras on hand to take pictures. The original repair copy along with our credit card bill are also included showing a total of \$241.11.

It seems ridiculous and just plain silly that the Transit District would rather choose the felony tiling (which I offered to withhold) over a mere \$241.00. But then again I understand how beau racy works and the need on your end to have a complete Police Report. I understand that my witness will corroborate my story. I have also included a copy of the business card which he left on my vehicle pertaining to the incident. I believe that his statement, the photo and the officer's investigation will bare **full judgment** that my bill should be paid in full. I would expect full and complete payment within days not weeks.

Thanks

Terry P Shea 471 Walnut Place, Costa Mesa, Calif... 92627



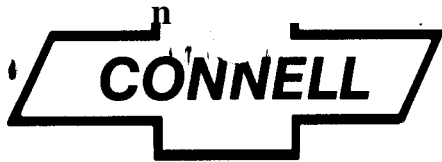
CONNELL CHEVROLET
2020 HAWTHORNE BLVD
CANTON MASSA. 01921-3500
714-546-1200

ATCH NUMBER: 05101
MERCH NUMBER: 70027000
TERM NUMBER: 002
SHORT MERCH NUMBER: M0133
CARD: 6011000010200650
EXP DATE: 0710
TRAN TYPE: SALE
CARD TYPE: 00
APPROVAL CODE: 013746
SEQ NUMBER: 024
TRANS AMOUNT: \$241.11
TRAN TIME: 14:54:25
TRAN DATE: 05/13/03
CARD ENTRY: 0

x *Gaut Shee*
SIGNATURE

TOP COPY-MERCHANT BOTTOM COPY-JOBSTER

THANK YOU!



CHEVROLET

2828 HARBOR BLVD. • COSTA MESA, CA 92626

(714) 546-1200

FAX # (714) 662-4434

| | | | | |
|---|--|-------------------------------|----------------------------------|----------------------------------|
| CUSTOMER NO. 40488 | ADVISOR BILL N. MATTHIS 220 | HAT NO. T417 | INVOICE DATE 05/13/03 | INVOICE NO. CTCS247852 |
| TERRY SHEA 471 WALNUT PL COSTA MESA, CA 92627 | LABOR RATE 73.50 | LICENSE NO. 4EPY895 | MILEAGE 73805 | COLOR VICTORY RED |
| | YEAR / MAKE / MODEL 99/CHEVROLET TRUCK/SUBURBAN/SUBURBAN | | DELIVERY DATE 02/01/99 | DELIVERY MILES 113 |
| | VEHICLE I.D. NO. 1GNFC16R4XJ384031 | | SELLING DEALER NO. | PRODUCTION DATE |
| | F.T.E. NO. | P.O. NO. | R.O. DATE 05/05/03 | |

| | | |
|--|---------------------------------------|----------|
| RESIDENCE PHONE 949-645-7378 | BUSINESS PHONE 714-562-0943 | COMMENTS |
|--|---------------------------------------|----------|

JOB# 1 CHARGES

LABOR
J# 1 25CVZ1-K-15/A L/PWR MIRROR INOP TECH(S):BG00 51.45
 REPLACE LEFT SIDE OUTER MIRROR ASSEMBLY
 REPLACE LEFT SIDE MIRROR

PARTS

| QTY | FP NUMBER | DESCRIPTION | UNIT PRICE | PRICE |
|-------------|-----------|------------------|------------|--------|
| 1 | 15764757 | MIR-OS/RV 16.068 | 176.01 | 176.01 |
| TOTAL PARTS | | | 176.01 | 176.01 |

JOB# 1 TOTALS

| | |
|---------------------|---------------|
| LABOR | 51.45 |
| PARTS | 176.01 |
| JOB# 1 TOTAL | 227.46 |

BAR # AA002241 EPA # CAD0R161R225

**FOR YOUR CONVENIENCE
SERVICE AND PARTS DEPT. HOURS
MONDAY THRU FRIDAY
7:00 A.M. to 6:00 P.M.
CLOSED SATURDAY AND SUNDAY**

State of California
LICENSED
SMOG CHECK
INSPECTION & REPAIR STATION

ASE
 AUTOMOTIVE SERVICE EXCELLENCE

ESTIMATE
 CUSTOMER HEREBY ACKNOWLEDGES RECEIVING ORIGINAL ESTIMATE OF \$255.80 (+TAX)

COMMENTS
 MARCELLA

TOTALS

We at Connell Chevrolet would like to thank you for bringing your vehicle to our service department for this repair. We are proud of this department and its commitment to customer satisfaction. If there are any questions regarding this service visit, please contact Alan Vondra at 714-546-1200 ext. 258 or Brett Pate at ext. 259.

| | |
|-------------------------|---------------|
| TOTAL LABOR | 51.45 |
| TOTAL PARTS | 176.01 |
| TOTAL SUBLET | 0.00 |
| TOTAL G.O.G. | 0.00 |
| TOTAL MISC CHG | 0.00 |
| TOTAL MISC DISC | 0.00 |
| TOTAL TAX | 13.65 |
| TOTAL INVOICE \$ | 241.11 |

CASH.....CHECK.....CHARGE.....

CASHIER.....DATE PAID.....

AN ** AFTER A PART LISTING INDICATES A GOODWRENCH SERVICE PLUS LIFETIME GUARANTEED PART. SEE YOUR ADVISOR FOR DETAILS.

CUSTOMER SIGNATURE



Connell Chevrolet's mission is to be recognized in the community as a quality business, employing quality people selling quality products. We will accomplish our goal by fulfilling our customer automotive needs with competitive pricing, quality service and a honest attempt to achieve 100% customer satisfaction.

POWER OF ATTORNEY

The undersigned, hereinafter called "Insured", for the consideration of repairs made to "Insured's" automobile, does hereby grant to said CONNELL CHEVROLET Insured's power of attorney to sign or endorse any checks and/or drafts made payable to Insured, and any releases thereto, as settlement to Insured's claim for damages to the above described automobile.

(DATE) X (INSURED)

(DATE) X (INSURED)

OUR REPUTATION IS YOUR GUARANTEE!

PLEASURE PIZZA

The Healthiest Pizza Around *FRUITS*

Call Steve for information

V.I.P. CARD

Eastside Santa Cruz
Corner of 41st & Portola Dr. 234-8622 1917 Mission St.
831.475.4999 831.426.1400

FREE SLICE OF "YOUR CHOICE"

Can't cut out
AND A 22oz SODA!! 4/26/83

400 4th St. #103 - 175
VALID ONLY IF BELOW INFORMATION IS FILLED IN:

Name: Bus # 9813 - at 12:40 pm

Street Address: Bumped your mirror

to driver - you mirror left

Town: noticed your mirror

REGISTER USE | price of items: crushed

Metro Accessible Services Transit Forum (MASTF)*
(*An official Advisory group to the Metro Board of Directors
and the ADA Paratransit Program)
Thursday June 19, 2003 2:00-4:00 p.m.
The NIAC Building in the Board Room
333 Front Street, Santa Cruz, CA.

“AGENDA”

ELIGIBLE VOTING MEMBERS FOR THIS MEETING:

April Axton, Sharon Barbour, Jim Bosso, Ted Chatterton, Deanna Davidson, Connie Day, Shelley Day, Kasandra Fox, Ed Kramer, Thom Onan, Barbie Schaller, Adam Tomaszewski, John Wood and Lesley Wright.

“Public participation in MASTF meeting discussions is encouraged and greatly appreciated.”

- I. Call to Order and Introductions
- II. Approval of the May 15, 2003 MASTF Minutes
- III. Amendments to this Agenda
- IV. Oral Communication and Correspondence

MASTF will receive oral and written communications during this time on items NOT on this meeting agenda. Topics presented must be within the jurisdiction of MASTF. Presentations may be limited in time at the discretion of the Chair. MASTF members will not take action or respond immediately to any presentation, but may choose to follow up at a later time.

- V. Ongoing Business
 - 5.1 Review and Approval of MASTF Goals for 2003
 - 5.2 Proposed Revisions to MASTF By-Laws – Action Item
 - 5.3 MASTF Response to METRO Fare Structure Changes

VI. New Business

- 6.1 Brainstorming on MASTF Membership Recruitment
MASTF COMMITTEE REPORTS
- 6.2 Training and Procedures Committee Report (Lesley Wright)
- 6.3 Bus Service Committee Report (Connie Day)
 - a) Metro Users Group (MUG) Report
- 6.4 Bus Stop Improvement Committee Report (Ed Kramer)
 - a) Accessibility of Outbound Bus Stop at 550 Water Street
- 6.5 Paratransit Services Committee Report (Kasandra Fox)
OTHER REPORTS
- 6.6 Paratransit Update
 - a) Paratransit Report (April Axton or Link Spooner)
 - b) CCCIL Transportation Advocacy (Thom Onan)
- 6.7 UTU Report (Jeff North)
- 6.8 SEIU/SEA Report (Eileen Pavlik)
- 6.9 Next Month's Agenda Items

VII. Adjournment

Note: This meeting is held at a location that is accessible to persons using wheelchairs. If you have questions about MASTF, please phone John Daugherty at (831) 423-3868.

METRO ACCESSIBLE SERVICES TRANSIT FORUM (MASTF)*

(* An official Advisory group to the Metro Board of Directors
and the ADA Paratransit Program)

MINUTES

The Metro Accessible Services Transit Forum met for its monthly meeting on May 15, 2003 in the Board Room of the NIAC Building, 333 Front Street, Santa Cruz CA.

MASTF MEMBERS PRESENT: Sharon Barbour, Jim Bosso, Deanna Davidson, Connie Day, Shelley Day, Thom Onan, Adam Tomaszewski, John Wood and Lesley Wright.

METRO STAFF PRESENT:

Bryant Baehr, Operations Department Manager
A. John Daugherty, Accessible Services Coordinator
Mark Dorfman, Assistant General Manager
Steve Paulson, Paratransit Administrator
Eileen Pavlik, (Paratransit) Eligibility Coordinator and SEIU/SEA Representative

BOARD MEMBERS PRESENT:

None

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

- 1) MASTF supports Fare Alternative Option #2 – a 35% increase, with stepped impact on Senior and Disabled (Discount) Fares over two years – with the exception that Senior and Disabled (Discount) monthly passes increase to no more than \$18 over both years.
- 2) MASTF supports the concept of fare increases linked to cost of living adjustments rather than percentage of fare box recovery.

MASTF Minutes

May 15, 2003

Page Two

- 3) MASTF supports the staff recommendation for no Americans with Disabilities Act (ADA) premium fares at this time.
- 4) MASTF recommends that the Board accept the proposal from Yellow Cab Company to provide transportation (at no cost to METRO) between the METRO ParaCruz service area boundary and *Dragon Slayers*.

RELEVANT ATTACHMENTS FORWARDED TO THE BOARD: None.

***MASTF MOTIONS RELATED TO METRO MANAGEMENT**

None.

I. CALL TO ORDER AND INTRODUCTIONS

Chairperson Sharon Barbour called the meeting to order at 2:12 p.m.

II. APPROVAL OF THE APRIL 17, 2003 MASTF MINUTES

MASTF Motion: To approve the April 17, 2003 MASTF Minutes as submitted.

M/S/PU: Wright, Bosso (By affirmative voice vote)

III. AMENDMENTS TO THE AGENDA

No amendments to this Agenda were proposed.

IV. ORAL COMMUNICATION AND CORRESPONDENCE

Bryant Baehr shared that Steve Paulson would take his place at MASTF meetings until August or September. Mr. Baehr noted that he would be “out of pocket” with other projects.

MASTF Minutes

May 15, 2003

Page Three

John Daugherty described the following correspondence that has been received since the last MASTF meeting:

- 1) The May 2003 edition of the *Central Coast Reporter*, a resource newsletter published by the Association of Monterey Bay Area Governments (AMBAG).
- 2) The Annual Report for 2002 from the Santa Cruz County Regional Transportation Commission (SCCRTC). The Annual Report describes regional highlights for 2002 in transportation.
- 3) Two Agendas: One Agenda for the SCCRTC meeting on May 1, 2003. The second Agenda for a Transportation Policy Workshop sponsored by the SCCRTC today (May 15, 2003).
- 4) A draft of proposed goals for MASTF during 2003. Mr. Daugherty noted that the MASTF Executive Committee compiled the draft list last week. He added that the list was on the Agenda today for discussion.
- 5) A flyer announcing the "Ride for Science" event during June 14, 2003. The flyer notes that volunteers are needed, with and without disabilities, to travel on a trail using their own "wheels." Interested persons are invited to start at Santa Cruz County Government Center building, 701 Ocean Street, east side of the river between Water Street and Soquel Avenue.

For more information about this event along the San Lorenzo River Trail in Santa Cruz please contact Kathy or Seanna at Beneficial Designs, (831) 429-8447.

John Wood reported that he would not be in Santa Cruz during the following months. Mr. Wood also shared that he had noted a report in the last MASTF packet from a man who was not happy with the outcome of a decision from the METRO ParaCruz Appeals Panel. He identified himself as a member of the Appeals Panel. He noted that persons with questions about the Panel

could contact him through MASTF or Mr. Paulson. He apologized for having to leave the meeting after his communication.

Thom Onan noted that it was not clear to him if MASTF had representatives attending Metro Users Group (MUG), Elderly and Disabled Transportation Advisory Committee (E&D TAC) and METRO Board meetings. Ms. Barbour responded that MASTF has designated representatives to attend meetings of those groups.

Ms. Barbour noted sadly that she might be unable to attend the next MASTF meeting due to family business. She apologized "in advance" if she was not present.

Adam Tomaszewski noted that someone had commented during the last MASTF meeting that \$18 is a fair fare increase for a Senior and Disabled (Discount) Monthly Pass. Mr. Tomaszewski disagreed with that belief and questioned the basis for it. Lesley Wright responded that she had made that comment last month. She described the comment as her personal opinion. Ms. Barbour concluded discussion by noting that the topic of fare increases was all ready listed on the Agenda today.

Connie Day reported that the MUG meeting would not happen until next week.

V. ONGOING BUSINESS

5.1 Metro Fare Structure Changes (Mark Dorfman)

Mark Dorfman explained that the METRO Board had consideration of adoption of changes to the fare ordinance on the Agenda of its next meeting during May 23, 2003. He encouraged people to attend this "second reading" of changes to the fare ordinance that would begin at 9 a.m. at the Capitola City Council Chambers.

MASTF Minutes

May 15, 2003

Page Five

He distributed a handout (Attachment A) that described fare proposals. He explained that the Board wanted to consider proposals that included:

- 1) Premium fares for paratransit.
- 2) Development of a five-year plan to achieve a 25% recovery ratio for fares.
- 3) The Consumer Price Index (CPI) rate since the last raise of base fare during March 1990.

Further highlights of discussion on this topic included:

- 1) Mr. Dorfman described the four options in the handout:
 1. A 35% increase across all categories of bus fares.
 2. A 35% increase with impact in “steps” over two years.
 3. A 35% increase with “deep discounts” in monthly passes.
 4. A 50% increase with “deep discounts” in monthly passes.

Mr. Dorfman also answered a variety of questions. For example, he recalled the request from Ms. Barbour last month on the percentage of fares that seniors and people with disabilities account for. His answer:

13.4%

- 2) Mr. Tomaszewski proposed that METRO raise revenues by assessing a regular charge to all passengers, like the charges attached to Costco cards and credit cards. Mr. Baehr responded that legal challenges could result since the charges could be considered a barrier to a public service.
- 3) Mr. Dorfman stated: “What we are doing now is playing catch up. That is the problem. Because when you go back to 1990 without a base fare rate change, that’s a lot. Because, I don’t know about you, but there’s hardly anything I can think of that is cheaper today than it was in 1990, other than some computer stuff.”

MASTF Minutes

May 15, 2003

Page Six

- 4) Ms. Wright made a Motion, seconded by Ms. Day, to support Option #2 of the fare alternatives presented by Mr. Dorfman. The Motion also supported the previous Motion of MASTF to accept an increase up to \$18 for a Discount Monthly Pass.
- 5) Highlights of discussion on the Motion included the observation from Jim Bosso that the expenses for businesses (fuel, tires, insurance, etc.) have increased since 1990. He noted that fare increases were a difficult, but necessary issue to face.
- 6) Mr. Tomaszewski stated: "There's no question the Metro should get a raise. There's no argument there. But they have to look at it from the paying public. It would be unfair and unjust, and our integrity would go out the window, if we didn't look after the people that have to pay the freight. You can sit here and say, "35%...50%, yes."

"However, my job as a representative is to look after the seniors and the disabled. And I know... their cost of living has gone up. But Social Security hasn't gone up 52%. The fixed retirements... they are worth 25% of what they were in 1981... I would be failing in my duty to the seniors and the disabled if I would not fight to keep the raise as low as possible."

- 7) The following Motion to the Board emerged from discussion:

MASTF Motion: MASTF supports Fare Alternative Option #2 – a 35% increase, with stepped impact on Senior and Disabled (Discount) Fares over two years – with the exception that Senior and Disabled (Discount) monthly passes increase to no more than \$18 over both years.

M/S/PU: Wright, C. Day (by affirmative voice vote)

- 8) After brief discussion prompted by Ms. Barbour a second Motion emerged from discussion:

MASTF Motion: MASTF supports the concept of fare increases linked to cost of living adjustments rather than percentage of fare box recovery.

M/S/PU: Wright, C. Day (by affirmative voice vote)

9) The last topic discussed under this Agenda item was the prospect of “premium fares” for paratransit service. In response to a question from Mr. Onan, Mr. Dorfman noted that the METRO staff was not recommending premium fares at this time. “With all that’s on our plates right now,” Mr. Dorfman stated, “we felt that it (premium fares) wasn’t necessary to balance the budget.”

10) The following Motion to the Board emerged from discussion:

MASTF Motion: MASTF supports the staff recommendation for no Americans with Disabilities Act (ADA) premium fares at this time.

M/S/PU: Onan, Wright (by affirmative voice vote)

5.2 Metro Call Stop Advisory Committee (Connie Day)

Ms. Day stated that there was nothing to report right now.

VI. NEW BUSINESS

6.1 Reinstatement of Transfers as Part of Bus Fare

Ms. Barbour suggested that this issue be taken off the Agenda. She noted that the person who placed the issue on the Agenda (Fahmy Ma’Awad) could request that the issue be revisited in the future.

6.2 Update on MASTF By-Laws Review and Revision Committee

Ms. Barbour reported that the Committee had finished its work. She noted that the proposed revisions to the MASTF By-Laws would be on the Agenda next month for discussion and possible action. She described the following materials that would be included in the next MASTF meeting packet:

- 1) The current MASTF By-Laws (Attachment B).
- 2) The current MASTF By-Laws with revisions and strikeouts (Attachment C).
- 3) A clean set of revised MASTF By-Laws (Attachment D).
- 4) All suggestions for By-Laws revisions received by March 20, 2003 (Attachment E).

6.3 MASTF Goals for 2003 (Sharon Barbour)

Ms. Barbour reported that the Executive Committee had drafted a list of proposed MASTF goals (Attachment F) for 2003. The proposed goals – with proper headings – would be included in the next MASTF packet.

MASTF COMMITTEE REPORTS

6.4 Training and Procedures Committee Report (Lesley Wright)

Ms. Wright reported that she has been working with Frank Bauer to set up veteran bus operator training. She noted that her focus has been on securement issues and how the buses park to assist people getting on and off. She estimated that training of veteran bus operators would begin this summer.

a) Wheelchair Securement

Ms. Barbour shared that this Agenda item was tabled until the MASTF meeting during August 2003 at the request of Mr. Baehr.

6.5 Bus Service Committee Report (Connie Day)

Ms. Day reported that the Talking Bus announcements “were not very clear” during a recent trip on a Route 71 bus. Mr. Dorfman noted that when that occurs, Ms. Day should call Mr. Baehr. Ms. Barbour suggested that Ms. Day obtain the bus number from the bus operator when problems are noticed in the future.

- a) Metro Users Group (MUG) Report
- 6.6 Bus Stop Improvement Committee Report
- a) Accessibility of Outbound Bus Stop at 550 Water Street

There was no report on the two Agenda items above.

6.7 Paratransit Services Committee Report

Mr. Bosso reported that he had recently spoken with Josef Rivers, Executive Director of the *Dragon Slayers* program. He shared that he was willing to provide again Yellow Cab Company service to the *Dragon Slayers* program at no cost to METRO. He stated that he was “more than willing not to start the meter until we get... within that $\frac{3}{4}$ (mile) boundary line.”

Highlights of discussion prompted by the proposal from Mr. Bosso included:

- 1) Ms. Barbour asked Mr. Paulson about the proposal. Mr. Paulson responded that he could take the recommendation forward. He noted that the proposal set a precedent that is not his to set.
- 2) Mr. Dorfman noted that the proposal raised issues of liability and policy change for METRO.

During discussion of this topic, the following Motion was approved:

**MASTF Motion: To continue the meeting until 4:15 p.m.
M/S/PU: Wright, C. Day**

The following Motion to the Board emerged from discussion:

MASTF Motion: MASTF recommends that the Board accept the proposal from Yellow Cab Company to provide transportation (at no cost to METRO) between the METRO ParaCruz service area boundary and *Dragon Slayers*.

M/S/PU: Wright, C. Day

OTHER REPORTS

6.8 Paratransit Update

a) Paratransit Update

b) CCCIL Transportation Advocacy (Thom Onan)

Mr. Onan reported that he has spoken with individuals who have faced denial for METRO ParaCruz service and individuals who are not satisfied with the outcome of the appeal process. He noted that he has been “treated helpfully” by Mr. Paulson and Eileen Pavlik when he has followed up on behalf of those individuals.

His report prompted discussion of how people are prepared to use the appeals process. For example, Ms. Barbour asked if persons are advised by METRO to contact the Central Coast Center for Independent Living (CCCIL) to obtain advocates to assist with the METRO ParaCruz eligibility process. Mr. Paulson noted that CCCIL and other advocacy groups are noted in literature provided to applicants. Mr. Dorfman noted that persons using the Appeals Panel are advised to apply again if their condition changes.

Ms. Barbour introduced the topic of how persons with conditional eligibility for METRO ParaCruz service deal with the barrier of rain. She noted that the barrier of rain was an issue for MASTF member Kasandra Fox. Mr. Paulson responded that a person could book a trip a day before rain was forecast. If

the rain did not happen, the person could cancel the booked trip. Ms. Barbour raised concern about the expense to METRO for that cancellation. A few people (including Ms. Wright) noted that such cancellations were not uncommon.

6.9 UTU Report

There was no report on this Agenda item.

6.10 SEIU/SEA Report (Eileen Pavlik)

Ms. Pavlik reported that the SEA Chapter had recently elected the following officers:

President: Jenna Glasky
Vice President: Ms. Pavlik
Secretary/Treasurer: Olivia Diaz

Ms. Pavlik noted that stewards had also been elected. She added that the next elections would occur in several months.

6.11 Next Month's Agenda Items

No new Agenda items were presented.

VII. ADJOURNMENT

The meeting was adjourned at 4:27 p.m.
M/S/PU: Wright, C. Day (By affirmative voice vote)

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

MASTF Minutes
May 15, 2003
Page Twelve

NOTE: NEXT REGULAR MASTF MEETING IS: Thursday June 19, 2003 from 2:00-4:00 p.m., in the Board Room of the NIAC Building, 333 Front Street, Santa Cruz, CA.

NOTE: NEXT S.C.M.T.D. BOARD OF DIRECTORS MEETING IS: Friday June 13, 2003 at 9:00 a.m. in the S.C.M.T.D. Administrative Offices, 370 Encinal Street, Santa Cruz, CA.

NOTE: THE FOLLOWING S.C.M.T.D. BOARD OF DIRECTORS MEETING IS: Friday June 27, 2003 at the Santa Cruz City Council Chambers, 809 Center Street, Santa Cruz, CA.

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

Agenda-Metro Users Group

June 18, 2003

The METRO Users Group will meet on Wednesday, June 18, 2003 from 2:10 p.m. to 4:00 p.m. The meeting will be held in the Conference Room at the Metro Center, 920 Pacific Avenue, Santa Cruz.

The following topics will be discussed:

1. **CALL TO ORDER AND INTRODUCTION**
2. **ORAL AND WRITTEN COMMUNICATIONS AND ANNOUNCEMENTS**
3. **ADDITIONS AND DELETIONS TO THE AGENDA**

MEMBERS ARE ASKED TO RESTRICT COMMENTS ON ITEMS NOT ON THE AGENDA TO TWO (2) MINUTES.

4. **CONSENT AGENDA**
Receive and Accept:
 - a) Minutes of May MUG Meeting
(Attached)
 - b) Monthly Attendance Report
(Attached)
 - c) Minutes of May Board Meeting
(Attached)
 - d) April Ridership Report
(Attached)
5. **ON-GOING ITEMS**
 - a) Review Current Board Agenda Items
 1. Margaret Gallagher's report to the Board entitled, "CONSIDERATION OF REVIEW OF METRO USERS GROUP (MUG) OPERATIONAL AND ORGANIZATIONAL STRUCTURE"
 - b) Review of Headways Redesign Issues
 1. Recommendations for Next Headways
 - c) Service and Planning Update
 - d) Bus Procurement
6. **UPDATES**
 - a) MetroBase
 - b) Meeting Times
 - c) Fare Increase

7. **NEW BUSINESS**

None

8. **ITEMS FOR NEXT AGENDA**

9. **OPEN DISCUSSION**

10. **ADJOURNMENT**

Distribution:

Marc Adato, *City of SC Public Works Dept.*
Bryant Baehr, *Operations Manager* – by email
Sharon Barbour, *MASTF* – by email
Ted Chatterton, *Transit User*
Sandra Coley, *Pajaro TMA*
Connie & Shelley Day, *Transit Users*
Mark Dorfman, *Assistant General Manager*
Jenna Glasky, *SEA* – by email
Ron Goodman, *Bicycle/Transit User* – by email
Michelle Hinkle, *Chair, Board Member*
Virginia Kirby, *Transit User*
David Konno, *Facilities Maint Manager* – by email
Ian McFadden, *Transit Planner* – by email
Paul Marcelin, *Transit User* – by email

Matthew Melzer, *Transit User* – by email
Bonnie Morr, *UTU* – by email
Carolyn O'Donnell, *Santa Cruz TMA*
Manuel Osorio, *Cabrillo Student Services*
Steve Paulson, *ParaCruz Administrator* – by email
Karena Pushnik, *SCCRTC* – by email
Stuart Rosenstein, *Transit User* – by email
Barbara Schaller, *Seniors Commission*
Michael & Janet Singer, *Transit Users* – by email
Tom Stickel, *Fleet Maint Manager* – by email
Jim Taylor, *UTU* – by email
Candice Ward, *UCSC* – by email
Leslie White, *General Manager*

If you would like to apply for membership to be on the Metro Users Group (MUG) Committee, please contact Dale Carr, Administrative Services Coordinator at 426-6080 for an application for membership.

Santa Cruz Metropolitan Transit District

Minutes-METRO Users Group

May 21, 2003

The METRO Users Group met at 2:10 p.m., Wednesday, May 21, 2003, in the METRO Center Conference Room, 920 Pacific Avenue, Santa Cruz.

MEMBERS PRESENT

Ted Chatterton, Transit User
Michelle Hinkle, Chair, Board Member
Virginia Kirby, Transit User
Matthew Melzer, Transit User
Barbie Schaller, Seniors Commission

SCMTD STAFF PRESENT

Mark Dorfman, Asst General Manager
Ian McFadden, Transit Planner
Les White, General Manager

VISITORS PRESENT

Jim Taylor, Vice Chair, UTU Local 23

MUG MOTIONS TO METRO BOARD OF DIRECTORS

None

MUG MOTIONS TO METRO MANAGEMENT

None

1. CALL TO ORDER AND INTRODUCTION

Chair Michelle Hinkle called the meeting to order at 2:10 p.m. and announced that the agenda items could be discussed, but no motions could be made since there was no quorum yet.

2. ORAL AND WRITTEN COMMUNICATIONS AND ANNOUNCEMENTS

None

Items #3 & #4 were skipped because of a lack of quorum.

5. ON-GOING ITEMS

5a) Review of Current Board Agenda Items

Mark Dorfman reported that the Board directed Margaret Gallagher, District Counsel, to prepare an analysis of Paul Marcelin's February 21, 2003 letter to the Board regarding the membership, organization and operation of MUG. Mark suggested that MUG members may want to attend and comment when this Staff Report is considered by the Board at their May 23, 2003 meeting, which will be held at the Capitola City Council Chambers, 420 Capitola Ave, Capitola.

Ted Chatterton arrived

There was discussion about the Staff Report and several suggestions were made including: putting MUG & MASTF information on the District's website, making sure ads

for MUG & MASTF are in every bus, and looking into the cost for public service announcements on cable TV.

Chair Michelle Hinkle went back to items #3 & #4 since there was a quorum with Ted's arrival.

3. ADDITIONS AND DELETIONS TO THE AGENDA

A revised MUG attendance report was distributed.

4. CONSENT AGENDA

Receive and Accept:

- a) Minutes of April MUG Meeting
- b) Monthly Attendance Report
- c) Minutes of April Board of Directors Meeting
- d) March Ridership Report

**ACTION: MOTION: Barbie Schaller
APPROVE CONSENT AGENDA**

SECOND: Virginia Kirby

Motion passed unanimously

5a) Review of Current Board Agenda Items continued

Mark Dorfman distributed and explained a handout of the April 25, 2003 Board presentation on the 4 fare increase options, which is attached as part of these minutes. Mr. Dorfman said the 1st reading of the Fare Ordinance was at the April 25, 2003 Board meeting, but that the Board had not yet decided on an option. The Board has asked for more information and will make a decision at the May 23, 2003 Board meeting in Capitola. Mr. Dorfman pointed out one error in the handout on page 1 in the last box, "Senior/Disabled Fare Impacts" in column #4 the monthly rate should be \$25 instead of \$23. Mr. Dorfman clarified that Staff is recommending a 35% increase and no Paratransit premiums. MUG was encouraged to attend the Board meeting.

Mr. Dorfman then read out loud the titles of most of the remaining items on the current Board agenda and asked if anyone had any questions.

5b) Review of *Headways* Redesign Issues

Mark Dorfman reported that the next *Headways* would come out June 5th with the summer schedules and service reductions would be implemented at that time. The next *Headways* will come out in September with school service schedules. There were several suggestions including: printing two separate publications – one for routes and one for information, having perforated pages, making *Headways* available in .pdf format online and also to again look into publishing individual routes. Mr. Dorfman clarified that the cost of individual schedules is a factor and that *Headways* is available online in .pdf if you click on "Print Schedules" and that the html version is necessary to be accessible to vision impaired individuals using speech readers.

5c) Service & Planning Update

Ian McFadden reported that the Board has adopted the Service Reductions Proposal, which will be implemented June 5, 2003 and will appear in the next edition of *Headways*.

Mark Dorfman added that he and Ian would be at MUG meetings for the next few months because Bryant Baehr is currently working on another project.

5d) Bus Procurement

Mark Dorfman reported that the District has received 29 new buses and 13 are now in service.

Mr. Dorfman clarified that when the Highway 17 eventually comes to the Metro Center, monthly passes still could not be used because it is a separate, premium service. Les White added that the 11 new Highway 17 buses were expected on July 31 and now Orion Bus Industries is behind schedule and the buses won't arrive until November. Orion will be penalized \$100 per day per bus, for each day the buses are not delivered after July 31.

There was discussion about rail service and Amtrak connectors.

6. UPDATES

6a) MetroBase

Les White reported that the pre-proposal meeting was held last week for the MetroBase Architectural and Engineering Services and that contract is scheduled to be awarded at the end of June 2003. The City is currently working on land acquisition with the owners of the Surf City Produce and Tool Shed properties. Construction is scheduled to begin in June 2004, with the CNG fueling station online and operational by August 2005.

6b) Meeting Times

This item was tabled until next month. Chair Michelle Hinkle asked the committee to bring ideas back for a decision next month.

6c) Fare Increase

This item was covered under Item # 5a. Matthew Melzer reported that fliers are being distributed on campus at UCSC by the "Metro Riders Union" making accusations and negative/false statements and encouraging students to attend the next Board meeting to protest the fare increase.

7. NEW BUSINESS

Nothing to report

8. ITEMS FOR NEXT AGENDA

Nothing to report

9. OPEN DISCUSSION

Nothing to report

Minutes-METRO Users Group

May 21, 2003

Page 4

10. ADJOURNMENT

Chair Michelle Hinkle adjourned the meeting at 3:22 p.m.

Respectfully submitted,

Cindi Thomas

Administrative Secretary

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: June 27, 2003
TO: Board of Directors
FROM: Elisabeth Ross, Finance Manager
SUBJECT: MONTHLY BUDGET STATUS REPORT FOR APRIL 2003, AND APPROVAL OF BUDGET TRANSFERS

I. RECOMMENDED ACTION

Staff recommends that the Board of Directors approve the budget transfers for the period May 1 – 31, 2003.

II. SUMMARY OF ISSUES

- Operating revenue for the year to date totals \$23,301,840 or \$129,353 over the amount of revenue expected to be received during the first ten months of the fiscal year, based on the budget revised in March.
- Total operating expenses for the year to date, in the amount of \$23,892,961, are at 77.2% of the revised budget.
- A total of \$14,535,904 has been expended through April 30th for the FY 02-03 Capital Improvement Program.

III. DISCUSSION

An analysis of the District's budget status is prepared monthly in order to apprise the Board of Directors of the District's actual revenues and expenses in relation to the adopted operating and capital budgets for the fiscal year. The attached monthly revenue and expense report represents the status of the District's FY 02-03 budget as of April 30, 2003. The fiscal year is 83.3% elapsed.

A. Operating Revenues

Revenues are \$129,353 over the amount projected to be received for the period. Passenger revenue is \$94,929 below budget projections due to lower ridership on the Highway 17 Express and paratransit program. Sales tax revenue is \$190,215 over the budgeted amount since the March 2003 wrap-up payment was higher than projected. Variances are explained in the notes following the report.

B. Operating Expenses

Operating expenses for the year to date total \$23,892,961 or 77.2% of the revised budget, with 83.3% of the year elapsed. Variances are explained in the notes following the report.

C. Capital Improvement Program

For the year to date, a total of \$14,535,904 has been expended on the Capital Improvement Program. The largest expenditure was for the purchase of buses in the amount of \$12,504,691. The grant funding for this project was received after the report deadline and will be shown in next month's report.

IV. FINANCIAL CONSIDERATIONS

Approval of the budget transfers will increase some line item expenses and decrease others. Overall, the changes are expense-neutral.

V. ATTACHMENTS

Attachment A: Revenue and Expense Report for April 2003, and Budget Transfers

**MONTHLY REVENUE AND EXPENSE REPORT
OPERATING REVENUE - APRIL 2003**

| | FY 02-03 Budgeted for Month | FY 02-03 Actual for Month | FY 02-03 Budgeted YTD | FY 01-02 Actual YTD | FY 02-03 Actual YTD | YTD Variance from Budgeted | |
|--------------------------------|-----------------------------------|---------------------------------|--------------------------|------------------------|------------------------|-------------------------------|------------|
| Operating Revenue | | | | | | | |
| Passenger Fares | \$ 264,036 | \$ 239,154 | \$ 2,529,746 | \$ 2,582,246 | \$ 2,512,927 | \$ (16,819) | |
| Paratransit Fares | \$ 21,323 | \$ 18,202 | \$ 175,763 | \$ 142,453 | \$ 160,816 | \$ (14,947) | |
| Special Transit Fares | \$ 198,805 | \$ 210,874 | \$ 1,518,328 | \$ 1,522,104 | \$ 1,545,861 | \$ 27,533 | |
| Highway 17 Revenue | \$ 80,095 | \$ 70,999 | \$ 766,711 | \$ 737,421 | \$ 676,015 | \$ (90,696) | |
| <i>Subtotal Passenger Rev</i> | \$ 564,259 | \$ 539,229 | \$ 4,990,548 | \$ 4,984,224 | \$ 4,895,619 | \$ (94,929) | See Note 1 |
| Advertising Income - OBIE | \$ - | \$ - | \$ 90,000 | \$ 144,000 | \$ 90,000 | \$ - | |
| Advertising Income - Dist | \$ - | \$ 9,099 | \$ - | \$ - | \$ 24,233 | \$ 24,233 | See Note 2 |
| Commissions | \$ 833 | \$ 506 | \$ 8,333 | \$ 8,518 | \$ 7,687 | \$ (646) | |
| Rent Income | \$ 12,380 | \$ 11,938 | \$ 122,331 | \$ 120,668 | \$ 125,354 | \$ 3,023 | |
| Interest - General Fund | \$ 32,014 | \$ 26,879 | \$ 359,668 | \$ 648,029 | \$ 354,294 | \$ (5,374) | |
| Non-Transportation Rev | \$ 175 | \$ 148 | \$ 1,750 | \$ 48,658 | \$ 14,581 | \$ 12,831 | See Note 3 |
| Sales Tax Income | \$ 900,200 | \$ 929,500 | \$ 12,442,050 | \$ 12,593,013 | \$ 12,632,265 | \$ 190,215 | See Note 4 |
| TDA Funds | \$ - | \$ - | \$ 3,881,172 | \$ 4,604,455 | \$ 3,881,172 | \$ - | |
| Other Local Funding | | | | | | | |
| Other State Funding | | | | | | | |
| FTA Op Asst - Sec 5307 | \$ - | \$ - | \$ 1,229,934 | \$ - | \$ 1,229,934 | \$ - | |
| FTA Op Asst - Sec 5311 | \$ - | \$ - | \$ 46,701 | \$ 42,448 | \$ 46,701 | \$ - | |
| Other Federal Grants | | | | | | | |
| Other Revenue | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| Total Operating Revenue | \$ 1,509,861 | \$ 1,517,299 | \$ 23,172,487 | \$ 23,194,013 | \$ 23,301,840 | \$ 129,353 | |

**MONTHLY REVENUE AND EXPENSE REPORT
OPERATING EXPENSE SUMMARY - APRIL 2003**

| | FY 02-03 Final Budget | FY 02-03 Revised Budget | FY 01-02 Expended YTD | FY 02-03 Expended YTD | Percent Expended of Budget | |
|---|--------------------------|-------------------------------|--------------------------|--------------------------|----------------------------------|------------|
| PERSONNEL ACCOUNTS | | | | | | |
| Administration | \$ 617,973 | \$ 614,603 | \$ 436,854 | \$ 486,200 | 79.1% | |
| Finance | \$ 526,788 | \$ 513,665 | \$ 394,416 | \$ 389,779 | 75.9% | |
| Planning & Marketing | \$ 710,601 | \$ 641,123 | \$ 684,156 | \$ 492,476 | 76.8% | |
| Human Resources | \$ 325,478 | \$ 320,336 | \$ 361,399 | \$ 241,208 | 75.3% | |
| Information Technology | \$ 382,753 | \$ 385,559 | \$ 270,804 | \$ 315,174 | 81.7% | |
| District Counsel | \$ 307,569 | \$ 337,313 | \$ 219,827 | \$ 253,316 | 75.1% | |
| Risk Management | \$ - | \$ - | \$ - | \$ - | 0.0% | |
| Facilities Maintenance | \$ 1,020,801 | \$ 973,564 | \$ 783,190 | \$ 761,085 | 78.2% | |
| Paratransit Program | \$ 224,893 | \$ 217,691 | \$ - | \$ 151,206 | 69.5% | |
| Operations | \$ 1,873,101 | \$ 1,740,096 | \$ 1,448,048 | \$ 1,439,377 | 82.7% | |
| Bus Operators | \$ 11,615,995 | \$ 11,686,244 | \$ 9,287,453 | \$ 9,636,956 | 82.5% | |
| Fleet Maintenance | \$ 3,935,369 | \$ 3,748,663 | \$ 2,760,241 | \$ 2,873,115 | 76.6% | |
| Retired Employees/COBRA | \$ 518,615 | \$ 716,288 | \$ 364,650 | \$ 633,261 | 88.4% | See Note 5 |
| Total Personnel | \$ 22,059,937 | \$ 21,895,146 | \$ 17,011,038 | \$ 17,673,154 | 80.7% | |
| NON-PERSONNEL ACCOUNTS | | | | | | |
| Administration | \$ 546,487 | \$ 539,650 | \$ 442,505 | \$ 427,593 | 79.2% | |
| Finance | \$ 728,785 | \$ 706,621 | \$ 346,570 | \$ 533,172 | 75.5% | |
| Planning & Marketing | \$ 174,080 | \$ 146,076 | \$ 196,341 | \$ 83,302 | 57.0% | |
| Human Resources | \$ 97,500 | \$ 90,561 | \$ 113,811 | \$ 20,238 | 22.3% | See Note 6 |
| Information Technology | \$ 113,025 | \$ 106,936 | \$ 99,027 | \$ 54,494 | 51.0% | |
| District Counsel | \$ 26,007 | \$ 24,768 | \$ 157,416 | \$ 8,731 | 35.3% | |
| Risk Management | \$ 269,455 | \$ 206,982 | \$ - | \$ 146,977 | 71.0% | |
| Facilities Maintenance | \$ 464,382 | \$ 449,177 | \$ 357,979 | \$ 308,025 | 68.6% | |
| Paratransit Program | \$ 3,704,585 | \$ 3,519,356 | \$ 1,870,943 | \$ 2,158,860 | 61.3% | See Note 7 |
| Operations | \$ 470,079 | \$ 472,867 | \$ 347,677 | \$ 349,681 | 73.9% | |
| Bus Operators | \$ 6,400 | \$ 6,411 | \$ 3,779 | \$ 2,772 | 43.2% | |
| Fleet Maintenance | \$ 2,936,353 | \$ 2,791,671 | \$ 2,104,457 | \$ 2,125,845 | 76.1% | |
| Op Prog/SCCIC | \$ 2,925 | \$ 2,778 | \$ 797 | \$ 117 | 4.2% | |
| Prepaid Expense | | | \$ (16,283) | | 0.0% | |
| Total Non-Personnel | \$ 9,540,063 | \$ 9,063,854 | \$ 6,025,019 | \$ 6,219,807 | 68.6% | |
| Subtotal Operating Expense | \$ 31,600,000 | \$ 30,959,000 | \$ 23,036,058 | \$ 23,892,961 | 77.2% | |
| Grant Funded Studies/Programs | \$ - | \$ - | | \$ - | 0.0% | |
| Transfer to/from Cap Program | \$ - | \$ - | | \$ - | 0.0% | |
| Pass Through Programs | \$ - | \$ - | | \$ - | 0.0% | |
| Total Operating Expense | \$ 31,600,000 | \$ 30,959,000 | \$ 23,036,058 | \$ 23,892,961 | 77.2% | |
| YTD Operating Revenue Over YTD Expense | | | | \$ (591,121) | | |

**CONSOLIDATED OPERATING EXPENSE
APRIL 2003**

| | FY 02-03 Final Budget | FY 02-03 Revised Budget | FY 01-02 Expended YTD | FY 02-03 Expended YTD | % Exp YTD of Budget | |
|--------------------------------|--------------------------|----------------------------|--------------------------|--------------------------|------------------------|-------------|
| LABOR | | | | | | |
| Operators Wages | 6259873 | \$ 6,122,508 | \$ 4,944,477 | \$ 4,755,283 | 77.7% | |
| Operators Overtime | \$ 968,512 | \$ 968,512 | \$ 949,488 | \$ 938,317 | 96.9% | See Note 8 |
| Other Salaries & Wages | \$ 6,153,470 | \$ 5,649,473 | \$ 4,423,715 | \$ 4,343,438 | 76.9% | |
| Other Overtime | \$ 245,893 | \$ 266,893 | \$ 246,368 | \$ 208,654 | 78.2% | |
| | | | | | | |
| | \$ 13,627,748 | \$ 13,007,386 | \$ 10,564,048 | \$ 10,245,692 | 78.8% | |
| FRINGE BENEFITS | | | | | | |
| Medicare/Soc Sec | \$ 130,765 | \$ 135,062 | \$ 105,913 | \$ 107,927 | 79.9% | |
| PERS Retirement | \$ 970,685 | \$ 958,135 | \$ 707,617 | \$ 702,230 | 73.3% | |
| Medical Insurance | \$ 2,270,455 | \$ 2,345,163 | \$ 1,657,806 | \$ 2,055,901 | 87.7% | See Note 9 |
| Dental Plan | \$ 414,391 | \$ 434,387 | \$ 372,623 | \$ 337,406 | 77.7% | |
| Vision Insurance | \$ 113,077 | \$ 129,901 | \$ 93,711 | \$ 108,578 | 83.6% | See Note 9 |
| Life Insurance | \$ 56,570 | \$ 59,726 | \$ 44,093 | \$ 48,459 | 81.1% | |
| State Disability Ins | \$ 131,089 | \$ 131,516 | \$ 109,362 | \$ 94,232 | 71.7% | |
| Long Term Disability Ins | \$ 509,251 | \$ 438,263 | \$ 359,037 | \$ 297,862 | 68.0% | |
| Unemployment Insurance | \$ 26,316 | \$ 37,744 | \$ 28,570 | \$ 28,453 | 75.4% | |
| Workers Comp | \$ 1,248,362 | \$ 1,698,434 | \$ 1,051,995 | \$ 1,509,354 | 88.9% | See Note 10 |
| Absence w/ Pay | \$ 2,532,354 | \$ 2,488,830 | \$ 1,900,075 | \$ 2,121,345 | 85.2% | See Note 11 |
| Other Fringe Benefits | \$ 28,874 | \$ 30,598 | \$ 16,189 | \$ 15,715 | 51.4% | |
| | | | | | | |
| | \$ 8,432,189 | \$ 8,887,760 | \$ 6,446,993 | \$ 7,427,462 | 83.6% | |
| SERVICES | | | | | | |
| Acctng/Admin/Bank Fees | \$ 289,500 | \$ 282,450 | \$ 177,334 | \$ 187,583 | 66.4% | |
| Prof/Legis/Legal Services | \$ 479,720 | \$ 479,220 | \$ 142,577 | \$ 311,249 | 64.9% | |
| Temporary Help | \$ - | \$ - | \$ 136,632 | \$ - | 0.0% | |
| Uniforms & Laundry | \$ 35,300 | \$ 34,980 | \$ 29,139 | \$ 27,794 | 79.5% | |
| Security Services | \$ 283,419 | \$ 280,119 | \$ 234,330 | \$ 214,315 | 76.5% | |
| Outside Repair - Bldgs/Eqmt | \$ 174,450 | \$ 187,000 | \$ 151,544 | \$ 129,455 | 69.2% | |
| Outside Repair - Vehicles | \$ 270,140 | \$ 270,140 | \$ 202,875 | \$ 221,792 | 82.1% | |
| Waste Disp/Ads/Other | \$ 226,240 | \$ 188,310 | \$ 150,924 | \$ 107,001 | 56.8% | |
| | | | | | | |
| | \$ 1,758,769 | \$ 1,722,219 | \$ 1,225,355 | \$ 1,199,189 | 69.6% | |
| CONTRACT TRANSPORTATION | | | | | | |
| Contract Transportation | \$ 50 | \$ 50 | \$ - | \$ - | 0.0% | |
| Paratransit Service | \$ 3,474,485 | \$ 3,289,256 | \$ 1,816,296 | \$ 2,005,702 | 61.0% | See Note 7 |
| | | | | | | |
| | \$ 3,474,535 | \$ 3,289,306 | \$ 1,816,296 | \$ 2,005,702 | 61.0% | |
| MOBILE MATERIALS | | | | | | |
| Fuels & Lubricants | \$ 1,357,168 | \$ 1,321,283 | \$ 750,922 | \$ 921,332 | 69.7% | |
| Tires & Tubes | \$ 150,000 | \$ 113,182 | \$ 135,248 | \$ 109,131 | 96.4% | See Note 12 |
| Other Mobile Supplies | \$ 6,500 | \$ 11,500 | \$ 4,959 | \$ 6,099 | 53.0% | |
| Revenue Vehicle Parts | \$ 645,000 | \$ 564,000 | \$ 567,494 | \$ 460,570 | 81.7% | |
| | | | | | | |
| | \$ 2,158,668 | \$ 2,009,965 | \$ 1,458,622 | \$ 1,497,132 | 74.5% | |

**CONSOLIDATED OPERATING EXPENSE
APRIL 2003**

| | FY 02-03 Final Budget | FY 02-03 Revised Budget | FY 01-02 Expended YTD | FY 02-03 Expended YTD | % Exp YTD of Budget | |
|---------------------------------|--------------------------|----------------------------|--------------------------|--------------------------|------------------------|-------------|
| OTHER MATERIALS | | | | | | |
| Postage & Mailing/Freight | \$ 21,990 | \$ 25,767 | \$ 16,448 | \$ 18,041 | 70.0% | |
| Printing | \$ 130,729 | \$ 89,352 | \$ 77,355 | \$ 48,103 | 53.8% | |
| Office/Computer Supplies | \$ 66,686 | \$ 70,348 | \$ 56,591 | \$ 41,461 | 58.9% | |
| Safety Supplies | \$ 23,175 | \$ 20,175 | \$ 19,378 | \$ 9,242 | 45.8% | |
| Cleaning Supplies | \$ 65,000 | \$ 55,500 | \$ 43,835 | \$ 38,540 | 69.4% | |
| Repair/Maint Supplies | \$ 37,700 | \$ 46,000 | \$ 52,035 | \$ 37,708 | 82.0% | |
| Parts, Non-Inventory | \$ 50,000 | \$ 50,000 | \$ 44,610 | \$ 40,587 | 81.2% | |
| Tools/Tool Allowance | \$ 11,207 | \$ 11,207 | \$ 10,576 | \$ 5,720 | 51.0% | |
| Promo/Photo Supplies | \$ 22,247 | \$ 22,897 | \$ 9,819 | \$ 2,698 | 11.8% | |
| | \$ 428,734 | \$ 391,246 | \$ 330,647 | \$ 242,098 | 61.9% | |
| UTILITIES | | | | | | |
| | \$ 328,084 | \$ 328,084 | \$ 263,532 | \$ 250,062 | 76.2% | |
| CASUALTY & LIABILITY | | | | | | |
| Insurance - Prop/PL & PD | \$ 429,000 | \$ 418,050 | \$ 152,201 | \$ 343,401 | 82.1% | |
| Settlement Costs | \$ 100,000 | \$ 100,000 | \$ 46,095 | \$ 80,800 | 80.8% | |
| Repairs to Prop | \$ - | \$ - | \$ (12,737) | \$ (16,727) | 0.0% | See Note 13 |
| Prof/Other Services | \$ 55,000 | \$ 300 | \$ 97,333 | \$ 36 | 12.0% | |
| | \$ 584,000 | \$ 518,350 | \$ 282,892 | \$ 407,509 | 78.6% | |
| TAXES | | | | | | |
| | \$ 44,667 | \$ 48,196 | \$ 32,990 | \$ 33,796 | 70.1% | |
| MISC EXPENSES | | | | | | |
| Dues & Subscriptions | \$ 55,505 | \$ 55,937 | \$ 48,883 | \$ 49,599 | 88.7% | See Note 14 |
| Media Advertising | \$ 5,000 | \$ 5,000 | \$ 28,014 | \$ 129 | 2.6% | |
| Employee Incentive Program | \$ 11,450 | \$ 11,781 | \$ 7,916 | \$ 7,079 | 60.1% | |
| Training | \$ 45,290 | \$ 41,590 | \$ 15,715 | \$ 10,645 | 25.6% | |
| Travel & Local Meetings | \$ 42,225 | \$ 40,838 | \$ 33,601 | \$ 17,871 | 43.8% | |
| Other Misc Expenses | \$ 13,500 | \$ 11,974 | \$ 9,347 | \$ 8,619 | 72.0% | |
| | \$ 172,970 | \$ 167,120 | \$ 143,475 | \$ 93,942 | 56.2% | |
| OTHER EXPENSES | | | | | | |
| Leases & Rentals | \$ 589,636 | \$ 589,368 | \$ 471,209 | \$ 490,378 | 83.2% | |
| Repower Project Reserve | \$ - | \$ - | \$ - | \$ - | 0.0% | |
| Transfer to Capital | \$ - | \$ - | \$ - | \$ - | 0.0% | |
| Pass Through Programs | \$ - | \$ - | \$ - | \$ - | 0.0% | |
| | \$ 589,636 | \$ 589,368 | \$ 471,209 | \$ 490,378 | 83.2% | |
| Total Operating Expense | \$ 31,600,000 | \$ 30,959,000 | \$ 23,036,058 | \$ 23,892,961 | 77.2% | |

**MONTHLY REVENUE AND EXPENSE REPORT
FY 02-03 CAPITAL IMPROVEMENT PROGRAM**

| CAPITAL PROJECTS | Program Budget | Expended in April | YTD Expended |
|--|-----------------------|--------------------------|---------------------|
| <u>Grant Funded Projects</u> | | | |
| Consolidated Operating Facility | \$ 10,316,548 | \$ 5,232 | \$ 227,096 |
| Urban Bus Replacement | \$ 19,038,374 | \$ 5,871,224 | \$ 12,504,691 |
| Talking Bus Equipment | \$ 645,000 | | \$ 567,851 |
| Farebox Project | \$ 55,000 | \$ 23,498 | \$ 23,498 |
| CNG Facilities for SCM, Ops | \$ 814,874 | \$ 43,330 | \$ 771,075 |
| Metro Center Renovation Project | \$ 200,000 | \$ 6,165 | \$ 89,390 |
| Engine Repower Project (carryover) | \$ 200,000 | | \$ 102,913 |
| ADA Paratransit Vehicle (carryover) | \$ 35,809 | | \$ 35,809 |
| | \$ 31,305,605 | | |
| <u>District Funded Projects</u> | | | |
| Bus Stop Improvements | \$ 475,750 | | \$ 13,890 |
| ADA Recertification Program | \$ 5,000 | | \$ - |
| IT - Giro Rostering Module | \$ 61,000 | | \$ 32,018 |
| IT - Servers | \$ 16,000 | | \$ 14,296 |
| IT - USL Financials Software (carryover) | \$ 25,000 | | \$ 6,250 |
| Automated Telephone Info System | \$ 35,000 | | \$ - |
| Facilities Repairs & Improvements | \$ 102,728 | | \$ 22,571 |
| Machinery/Equip Repair & Improvements | \$ 16,700 | | \$ 16,401 |
| Non-revenue Vehicle Replacement | \$ 145,000 | \$ 104,836 | \$ 104,836 |
| Office Equipment | \$ 33,000 | \$ 2,321 | \$ 3,320 |
| Transfer to Operating Budget | \$ 1,200,000 | | \$ - |
| | \$ 2,115,178 | | |
| TOTAL CAPITAL PROJECTS | \$ 33,420,783 | \$ 6,056,606 | \$ 14,535,904 |
| <u>CAPITAL FUNDING SOURCES</u> | | | |
| | Budget | Received in April | YTD Received |
| Federal Capital Grants | \$ 18,528,533 | \$ - | \$ 3,410,118 |
| State/Local Capital Grants | \$ 7,788,535 | \$ - | \$ 3,879,947 |
| STA Funding | \$ 1,006,294 | \$ - | \$ 624,373 |
| District Reserves | \$ 5,697,421 | \$ 6,056,606 | \$ 6,621,466 |
| Transfer from Bus Stop Imp Reserve | \$ 400,000 | \$ - | \$ - |
| TOTAL CAPITAL FUNDING | \$ 33,420,783 | \$ 6,056,606 | \$ 14,535,904 |

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

1. Passenger fares (farebox and pass sales) are \$16,819 or 0.7% under the revised budget amount for the year to date. Paratransit fares are \$14,947 under budget for the period since ridership is lower than expected. Special transit fares (contracts) are \$27,533 or 1.8% over the budgeted amount. Highway 17 Express revenue is \$90,696 or 11.8% under the year to date budgeted amount. Together, all four passenger revenue accounts are under the budgeted amount for the first ten months of the fiscal year by a net \$94,929 or 1.9%.
2. District advertising income is a new account set up to track payments by local advertisers directly to the District for exterior advertising on District buses.
3. Non-transportation revenue is \$12,831 over budget primarily due to the one time annual adjustment from Community Bridges in the amount of \$10,870.
4. Sales tax income is \$190,215 over budget for the first ten months since the March wrap-up payment was higher than anticipated. For the October-December 2002 sales period, sales tax revenue for the District was up 0.2% over the previous year, while the budget projected a 2.1% decrease.
5. Retired Employees/COBRA expense is at 88.4% of the budget since medical and vision insurance premiums for May were included in the April expense report.
6. Human Resources non-personnel expense is only at 22.3% of the budget due to minimal employee training expense for the year to date, which is a significant part of the budget.
7. Paratransit program expense is only at 61.3% of the budget because the April billing was not submitted by the contractor by the report deadline. If the April report were included, paratransit program expense would be at approximately 67% of the budget.
8. Operators overtime is at 96.9% of the budget due to more operators than anticipated on medical leaves of absence. A budget transfer will be processed to move funds from straight time pay to cover the overrun. Total Bus Operator payroll is within budget.
9. Medical and vision insurance expense is over 83.3% of the budget since the premiums for May were included in the April expense report.
10. Workers Compensation insurance is at 88.9% of the budget due to higher claims paid out than projected. The claims amount varies from month to month because the District is self-insured and there is no set premium amount. It is hoped that the balance of this year's payments will fall within the revised budget amount approved in March.
11. Absence with pay is at 85.2% of the budget since many retirees were paid off for their accrued time when they separated from the District. Total payroll is within budget.
12. Tires and tubes expense is at 96.4% of the budget due to volume purchases.

13. Repairs to property is a casualty and liability account to which repairs to District vehicles and property are charged when another party is liable for the damage. All collections made from other parties for property repair are applied to this account to offset the District's repair costs.
14. Dues and subscriptions are at 88.7% of the budget due to the annual payment of APTA dues, and other subscription renewals.

**FY 02-03 BUDGET TRANSFERS
5/1/03-5/31/03**

| | ACCOUNT # | ACCOUNT TITLE | AMOUNT |
|--------------------------|--|-----------------------|-------------|
| TRANSFER # 03-028 | | | |
| TRANSFER FROM: | 509123-1500 | Employee Travel | \$ (15) |
| TRANSFER TO: | 509011-1500 | Dues & Subscriptions | \$ 15 |
| REASON: | To cover expected expenditures for the IT Department for the remainder of FY 02-03. | | |
| TRANSFER # 03-029 | | | |
| TRANSFER FROM: | 503161-2200 | Custodial Service | \$ (7,930) |
| | 504311-2200 | Office Supplies | \$ (70) |
| | | | \$ (8,000) |
| TRANSFER TO: | 503351-2200 | Building Repair - Out | \$ 2,505 |
| | 504409-2200 | Repairs & Maintenance | \$ 3,300 |
| | 507201-2200 | Licenses & Permits | \$ 1,393 |
| | 512061-2200 | Equipment Rental | \$ 732 |
| | 504211-2200 | Postage & Mailing | \$ 70 |
| | | | \$ 8,000 |
| REASON: | To cover project overruns for trolley project and repairs to HVAC equipment at River Street and Dubois facilities. | | |
| TRANSFER # 03-030 | | | |
| TRANSFER FROM: | 509127-1100 | Board Fees | \$ (876) |
| TRANSFER TO: | 509011-1100 | Dues & Subscriptions | \$ 876 |
| REASON: | To cover expected expenditures for the Admin Department for the remainder of FY 02-03. | | |
| TRANSFER # 03-031 | | | |
| TRANSFER FROM: | 501021-3200 | Other Salaries | \$ (16,000) |
| TRANSFER TO: | 501023-3200 | Other Overtime | \$ 16,000 |
| REASON: | To cover Supervisor overtime for the Operations Dept. | | |
| TRANSFER # 03-032 | | | |
| TRANSFER FROM: | 504311-3200 | Office Supplies | \$ (100) |
| TRANSFER TO: | 504214-3200 | Promotional Items | \$ 100 |
| REASON: | To cover cost of promotional items for school program in the Operations Department. | | |

FY 02-03 BUDGET TRANSFERS
5/1/03-5/31/03

| | ACCOUNT # | ACCOUNT TITLE | AMOUNT |
|--------------------------|-------------|-----------------------|-----------------|
| TRANSFER # 03-033 | | | |
| TRANSFER FROM: | 504317-4100 | Cleaning Supplies | \$ (6,500) |
| TRANSFER TO: | 504161-4100 | Other Mobile Supplies | \$ 5,000 |
| | 512061-4100 | Equipment Rental | \$ 1,500 |
| | | | <u>\$ 6,500</u> |

REASON: To cover expected expenditures for the Fleet Maint. Dept. for the remainder of FY 02-03.

| | | | |
|--------------------------|-------------|------------------------|----------|
| TRANSFER # 03-034 | | | |
| TRANSFER FROM: | 506999-1800 | Other Casualty Expense | \$ (227) |
| TRANSFER TO: | 509011-1800 | Dues & Subscriptions | \$ 227 |

REASON: To cover expected expenditures for the Risk Dept. for the remainder of FY 02-03.

| | | | |
|--------------------------|-------------|-----------------------|-----------------|
| TRANSFER # 03-035 | | | |
| TRANSFER FROM: | 503161-2200 | Custodial Service | \$ (5,000) |
| TRANSFER TO: | 503351-2200 | Building Repair - Out | \$ 1,000 |
| | 504409-2200 | Repairs & Maintenance | \$ 4,000 |
| | | | <u>\$ 5,000</u> |

REASON: To cover expected expenditures for the Facilities Maint. Dept. for the remainder of FY 02-03.

| | | | |
|--------------------------|-------------|------------------------|------------|
| TRANSFER # 03-036 | | | |
| TRANSFER FROM: | 504191-4100 | Revenue Vehicle Parts | \$ (5,000) |
| TRANSFER TO: | 503352-4100 | Equipment Repair - Out | \$ 5,000 |

REASON: To cover expected expenditures for the Fleet Maint. Dept. for the remainder of FY 02-03.

| | | | |
|--------------------------|-------------|-------------------|------------|
| TRANSFER # 03-037 | | | |
| TRANSFER FROM: | 503171-1500 | Security Services | \$ (3,000) |
| TRANSFER TO: | 504311-1500 | Office Supplies | \$ 3,000 |

REASON: To cover expected expenditures for the IT Dept. for the remainder of FY 02-03.

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: June 27, 2003

TO: Board of Directors

FROM: Steve Paulson, Paratransit Administrator

SUBJECT: METRO PARACRUZ PROGRAM STATUS MONTHLY UPDATE

I. RECOMMENDED ACTION

This report is for information only- no action requested

II. SUMMARY OF ISSUES

- The Board receives monthly reports on the status of the federally mandated ADA complementary paratransit program
- Operating Statistics reported are for the month of March, 2003. A significant decline in performance indicators were noted for this reporting period.
- Eligibility/Recertification statistics reported are through May 31, 2003

III. DISCUSSION

Operating Statistics for the Month of March 2003

| | This Mar | Last Mar | % Change | YTD | Last YTD | % Change |
|-----------------|---------------------|--------------------|--------------------|---------------------|--------------------|--------------------|
| Cost | \$231,960.55 | \$200,093.19 | + 15.93 % | \$2,005,621.65 | \$1,641,705.48 | +16.28 % |
| Revenue | \$16,218.00* | \$19,206.00 | -15.56 % | \$153,348.00* | \$158,316.00 | -.68 % |
| Subsidy | \$215,742.55 | \$180,887.19 | +19.27 % | \$1,852,273.65 | \$1,483,389.48 | +24.87 % |
| Rides performed | 9,039** | 9,603 | -5.87 % | 80,057 | 79,158 | +1.14% |
| Cost/ Ride | \$25.66 | \$20.84 | +17.21 % | \$25.05 | \$20.74 | + 20.78 % |
| Productivity | 1.78 rides per hour | Data not available | Data not available | 1.91 rides per hour | Data not available | Data not available |

* Revenue does not equal \$2.00/ride because no revenue is generated by rides to and from certification interviews.

**includes 289 rides to/from certification assessments. These rides would not have occurred without the district's requirement.

Year-to-Date Performance Measures:

| | July | Aug | Sep | Oct | Nov | Dec | Jan | Feb | Mar | YTD |
|--------------------------------|-------|---------|---------|---------|---------|---------|---------|---------|----------------|----------|
| Total ADA rides | 9610 | 9226 | 9541 | 9585 | 8768 | 8103 | 8216 | 7969 | 9039 | 80057 |
| Late rides | 602 | 365 | 400 | 465 | 522 | 444 | 323 | 382 | 834 | 4337 |
| % of rides late | 6.26% | 3.96% | 4.19% | 4.85% | 5.95% | 5.48% | 3.93% | 4.79% | 9.23% | 5.42% |
| too early | 311 | 329 | 388 | 387 | 332 | 255 | 242 | 172 | 173 | 2589 |
| Total rides not "on time" | 913 | 694 | 788 | 852 | 854 | 699 | 565 | 554 | 1007 | 6926 |
| On time performance | 90.5% | 92.5% | 91.7% | 91.1% | 90.3% | 91.4% | 93.1% | 93.1% | 88.8% | 91.35% |
| missed trips | 5 | 7 | 7 | 25 | 31 | 33 | 11 | 23 | 21 | 163 |
| excessively late scheduled | 14 | 13 | 3 | 23 | 44 | 42 | 22 | 13 | 29 | 203 |
| excessively late will call | 6 | 11 | 20 | 27 | 41 | 19 | 5 | 10 | 18 | 157 |
| total violations with penalty | 25 | 31 | 30 | 75 | 116 | 94 | 38 | 46 | 68 | 523 |
| non ADA rides on District vans | 6 | 8 | 4 | 4 | 13 | 6 | 5 | 7 | 9 | 62 |
| Penalties assessed: | \$950 | \$1,000 | \$1,500 | \$3,750 | \$5,800 | \$4,700 | \$1,400 | \$2,300 | \$3,400 | \$24,800 |
| % of rides subject to penalty | 0.26% | 0.34% | 0.31% | 0.78% | 1.32% | 1.16% | 0.46% | 0.58% | .75% | 0.65% |

The District's expectation for on-time performance is 95%. The minimum acceptable level of on time performance is 92%.

Eligibility Certification

Number of new applicants assessed since August 1, 2002: 917. Of those, 826 were approved for some level of eligibility. During the same period last year, 1002 applications were filed and all were approved for unrestricted eligibility.

The paratransit eligibility recertification project is prioritized by frequency of use. Staff continues to contact riders most frequently requesting service who have yet to receive an updated eligibility determination.

As of May 31, 170 riders who have been requested to come in for an assessment have chosen not to do so.

Number of recertification assessments completed: 1076

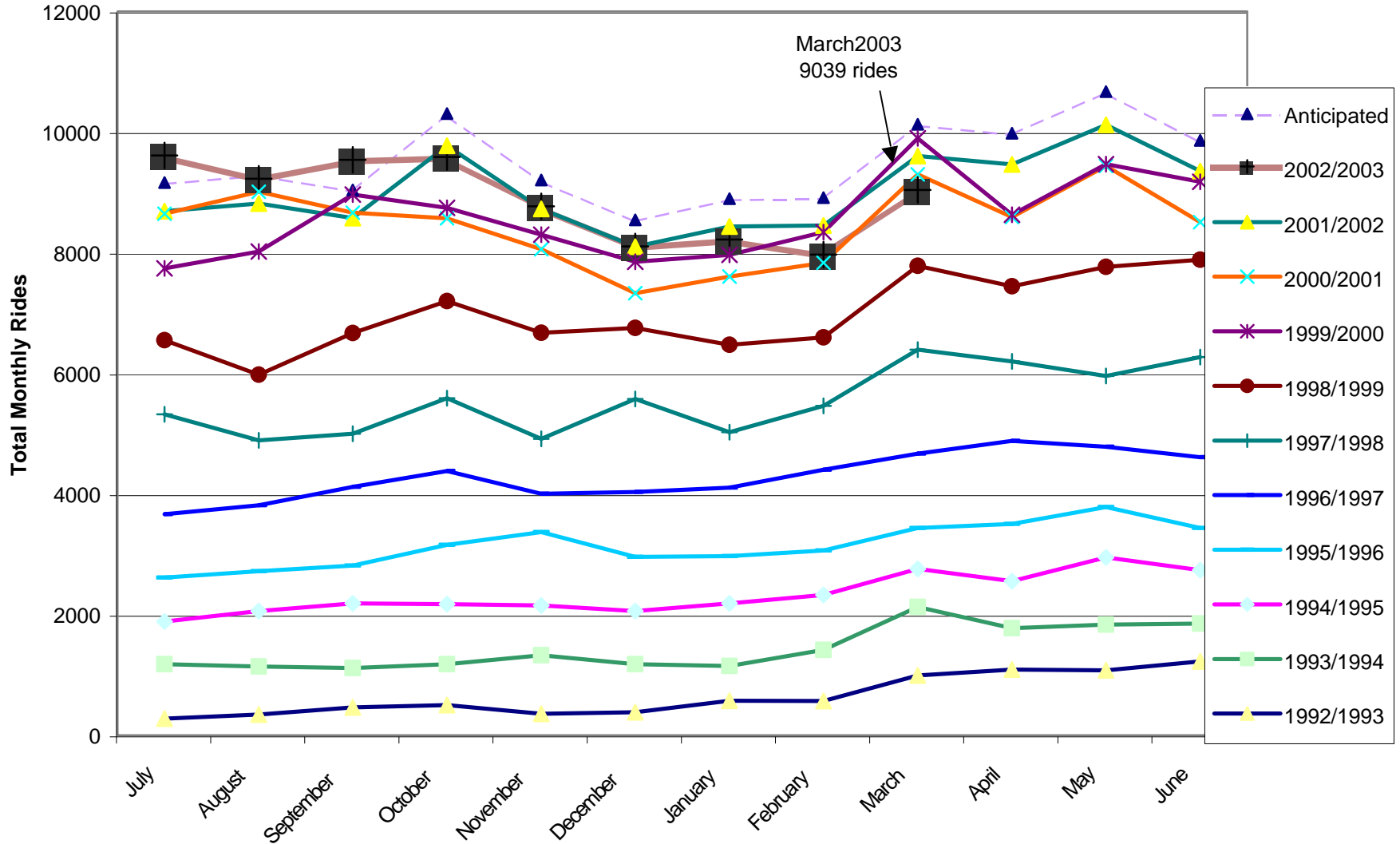
IV. FINANCIAL CONSIDERATIONS

none

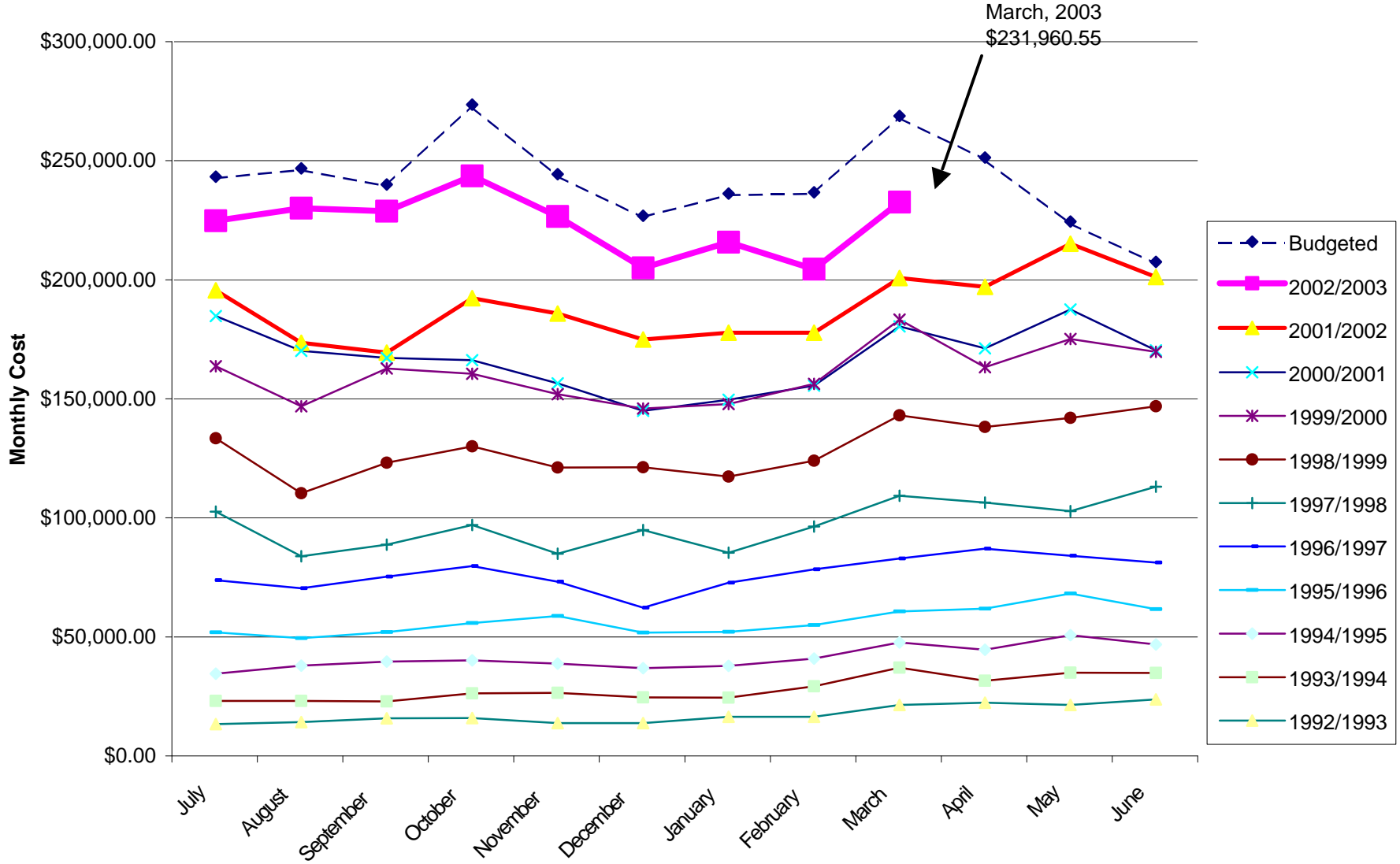
V. ATTACHMENTS

- Attachment A:** METRO ParaCruz Rides by Month
- Attachment B:** METRO ParaCruz Cost by Month
- Attachment C:** Recertification and New Applicant Eligibility Determinations
- Attachment D:** METRO ParaCruz Registrants by Month

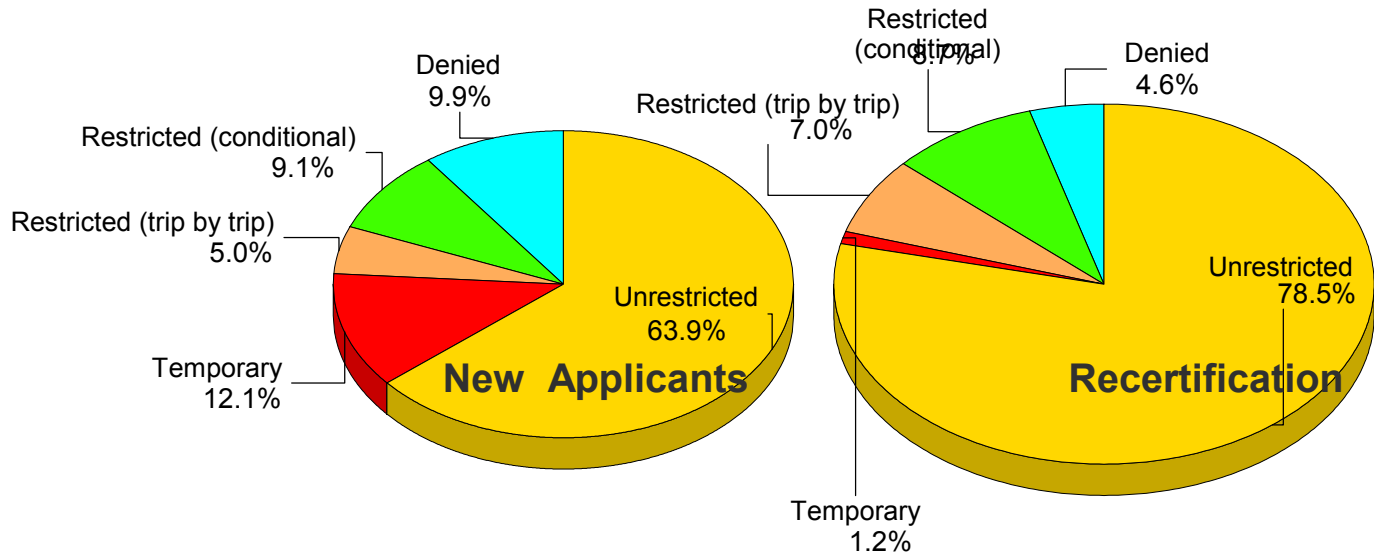
METRO ParaCruz Rides by Month



METRO ParaCruz Cost By Month



METRO ParaCruz Eligibility Determinations - Aug 1 02 through May 31 03



New Applicants

| | |
|----------------------------------|-------------------|
| Unrestricted | 586 |
| Temporary | 111 |
| Restricted (trip by trip) | 46 |
| Restricted (conditional) | 83 |
| Denied | 91 |
| Group Total: | <u>917</u> |

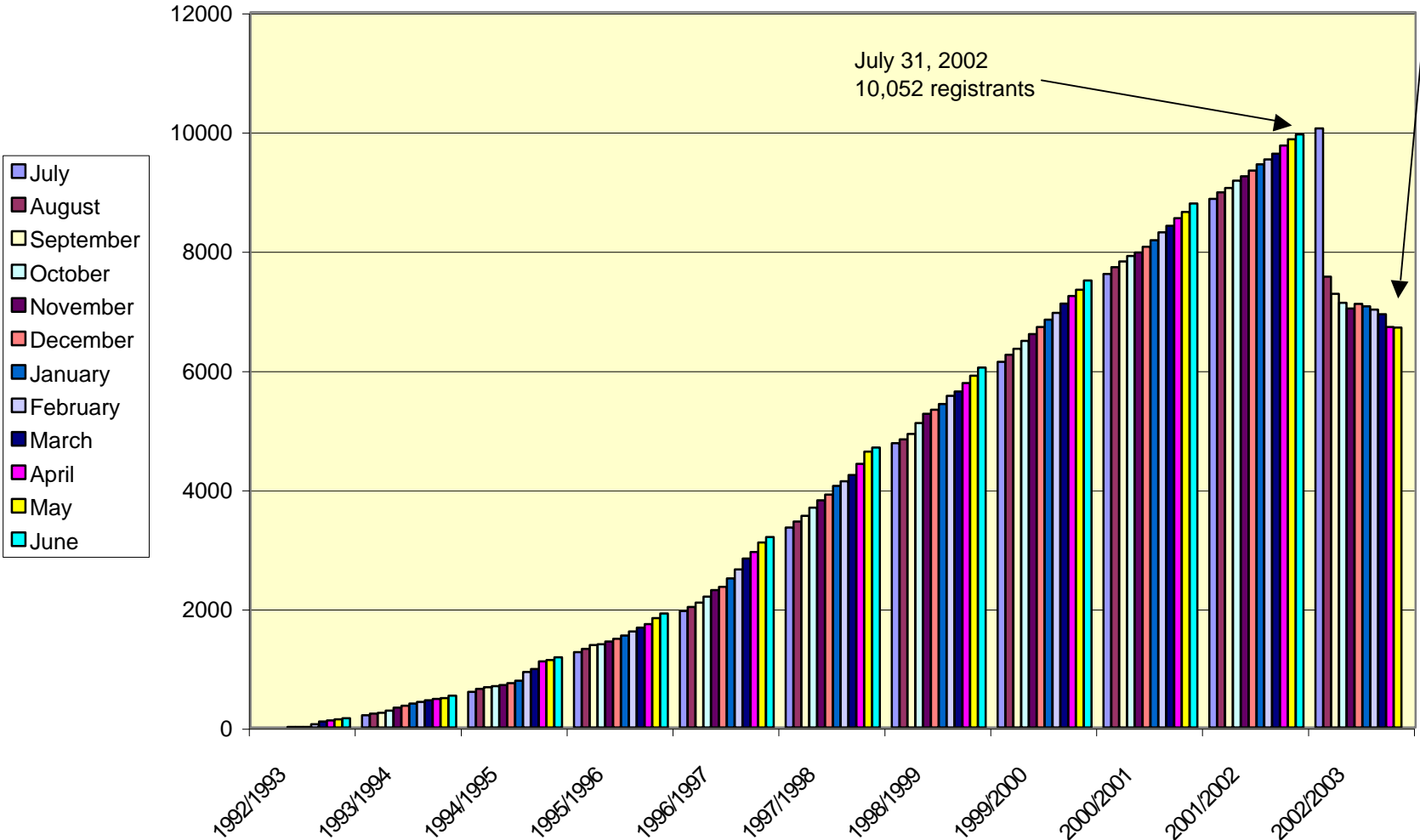
Recertification

| | |
|----------------------------------|--------------------|
| Unrestricted | 845 |
| Temporary | 13 |
| Restricted (trip by trip) | 75 |
| Restricted (conditional) | 94 |
| Denied | 49 |
| Group Total: | <u>1076</u> |

Grand Total: **1991**

METRO ParaCruz Registrants

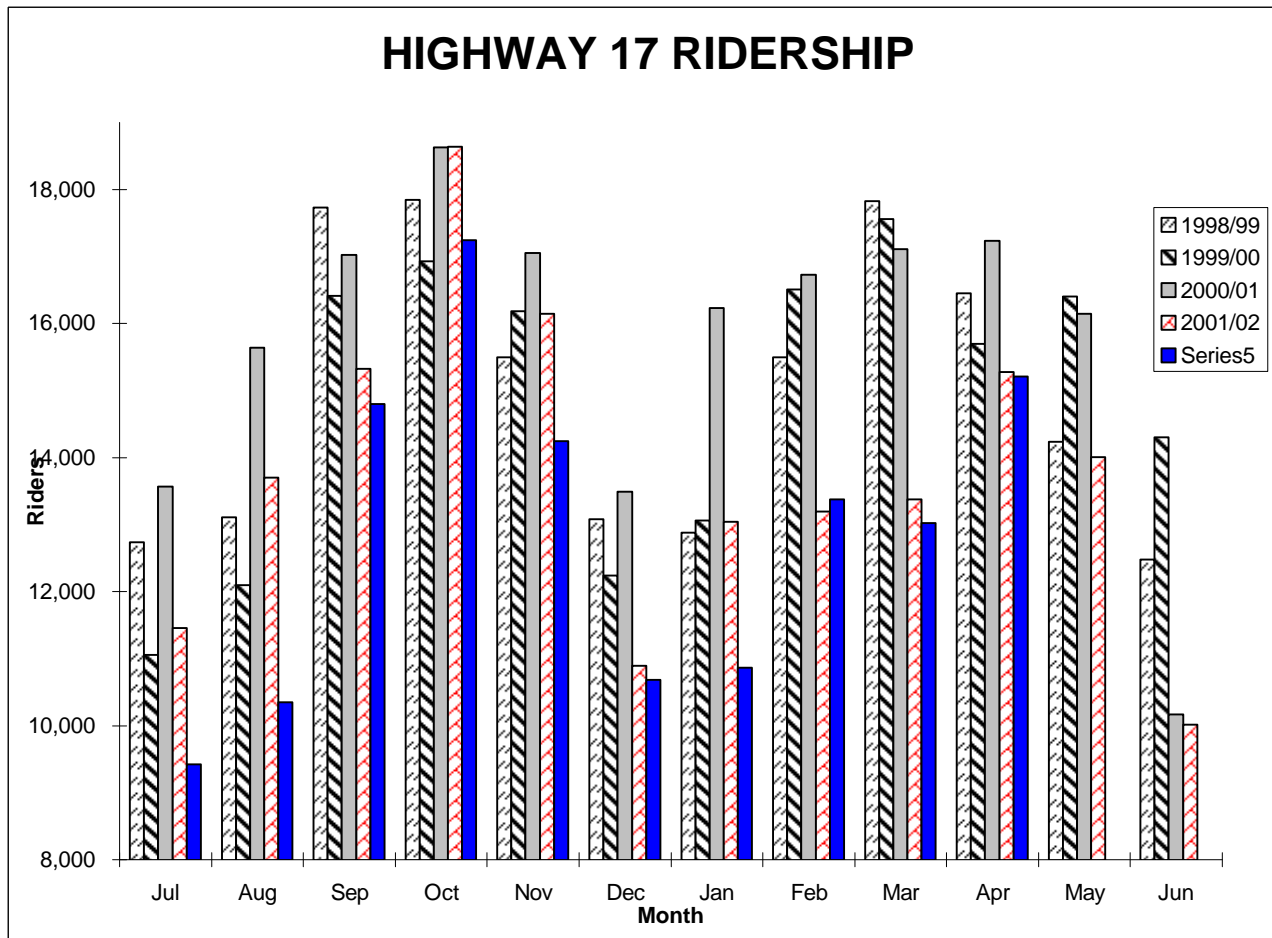
May, 2003
6709 registrants



Growth by Month Since Inception

HIGHWAY 17 - APRIL 2003

| | April | | | YTD | | |
|------------------------|------------|------------|---------|--------------|--------------|---------|
| | 2002/03 | 2001/02 | % | 2002/03 | 2001/02 | % |
| FINANCIAL | | | | | | |
| Cost | \$ 100,449 | \$ 116,507 | (13.8%) | \$ 1,014,057 | \$ 1,117,406 | (9.2%) |
| Farebox | \$ 30,591 | \$ 37,512 | (18.4%) | \$ 307,608 | \$ 334,251 | (8.0%) |
| Operating Deficit | \$ 67,396 | \$ 75,899 | (11.2%) | \$ 672,155 | \$ 759,951 | (11.6%) |
| Santa Clara Subsidy | \$ 33,698 | \$ 37,949 | (11.2%) | \$ 336,078 | \$ 379,975 | (11.6%) |
| METRO Subsidy | \$ 33,698 | \$ 37,949 | (11.2%) | \$ 336,078 | \$ 379,975 | (11.6%) |
| San Jose State Subsidy | \$ 2,462 | \$ 3,096 | (20.5%) | \$ 34,294 | \$ 23,205 | 47.8% |
| STATISTICS | | | | | | |
| Passengers | 13,022 | 15,279 | (14.8%) | 129,213 | 141,049 | (8.4%) |
| Revenue Miles | 34,201 | 32,918 | 3.9% | 345,265 | 318,701 | 8.3% |
| Revenue Hours | 1,361 | 1,280 | 6.3% | 13,738 | 12,394 | 10.8% |
| PRODUCTIVITY | | | | | | |
| Cost/Passenger | \$ 7.71 | \$ 7.63 | 1.2% | \$ 7.85 | \$ 7.92 | (0.9%) |
| Revenue/Passenger | \$ 2.35 | \$ 2.46 | (4.3%) | \$ 2.38 | \$ 2.37 | 0.5% |
| Subsidy/Passenger | \$ 5.36 | \$ 5.17 | 3.8% | \$ 5.47 | \$ 5.55 | (1.5%) |
| Passengers/Mile | 0.38 | 0.46 | (18.0%) | 0.37 | 0.44 | (15.4%) |
| Passengers/Hour | 9.57 | 11.94 | (19.8%) | 9.41 | 11.38 | (17.3%) |
| Recovery Ratio | 30.5% | 32.2% | (5.4%) | 30.3% | 29.9% | 1.4% |



SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: June 27, 2003
TO: Board of Directors
FROM: Bryant J. Baehr, Manager of Operations
SUBJECT: UNIVERSITY OF CALIFORNIA - SANTA CRUZ SERVICE UPDATE

I. RECOMMENDED ACTION

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

II. SUMMARY OF ISSUES

- Student billable trips for April 2003 decreased by (3.0%) versus April 2002. Year to date student billable trips have decreased by (3.0%).
- Faculty / staff billable trips for April 2003 increased by 8.6% versus April 2002. Year to date faculty / staff billable trips have increased by 6.2%.
- Revenue received from UCSC for April 2003 was \$170,453.63 versus \$174,350.91 a decrease of (2.2%).

| | Billable Days | Faculty/Staff Ridership | Student Ridership | Monthly Increase - (Decrease) Student | Monthly Increase - (Decrease) Faculty-Staff |
|-----------|---------------|-------------------------|-------------------|---------------------------------------|---|
| This Year | 22 | 12,931 | 174,568 | (3.0%) | 6.2% |
| Last Year | 22 | 11,897 | 179,907 | | |

III. DISCUSSION

Full school-term transit service to the University of California – Santa Cruz started on September 16, 2002. Attached are charts detailing student and faculty / staff billable trips. A summary of the results is:

- Student billable trips for the month of April 2003 were 174,568 vs. 179,907 for April 2002 a decrease of (3.0%).
- Faculty / staff billable trips for the month of April 2003 were 12,931 vs. 11,879 for April 2002 an increase of 8.9%.
- Year to date Student billable trips decreased by (3.0%) and faculty / staff billable trips increased by 6.2%.

- In April 2003 the charge for service was \$170,453.63. The charge for April 2002 was \$174,350.91. This represents a (2.2%) decrease in revenue for April 2003 versus April 2002.

IV. FINANCIAL CONSIDERATIONS

NONE

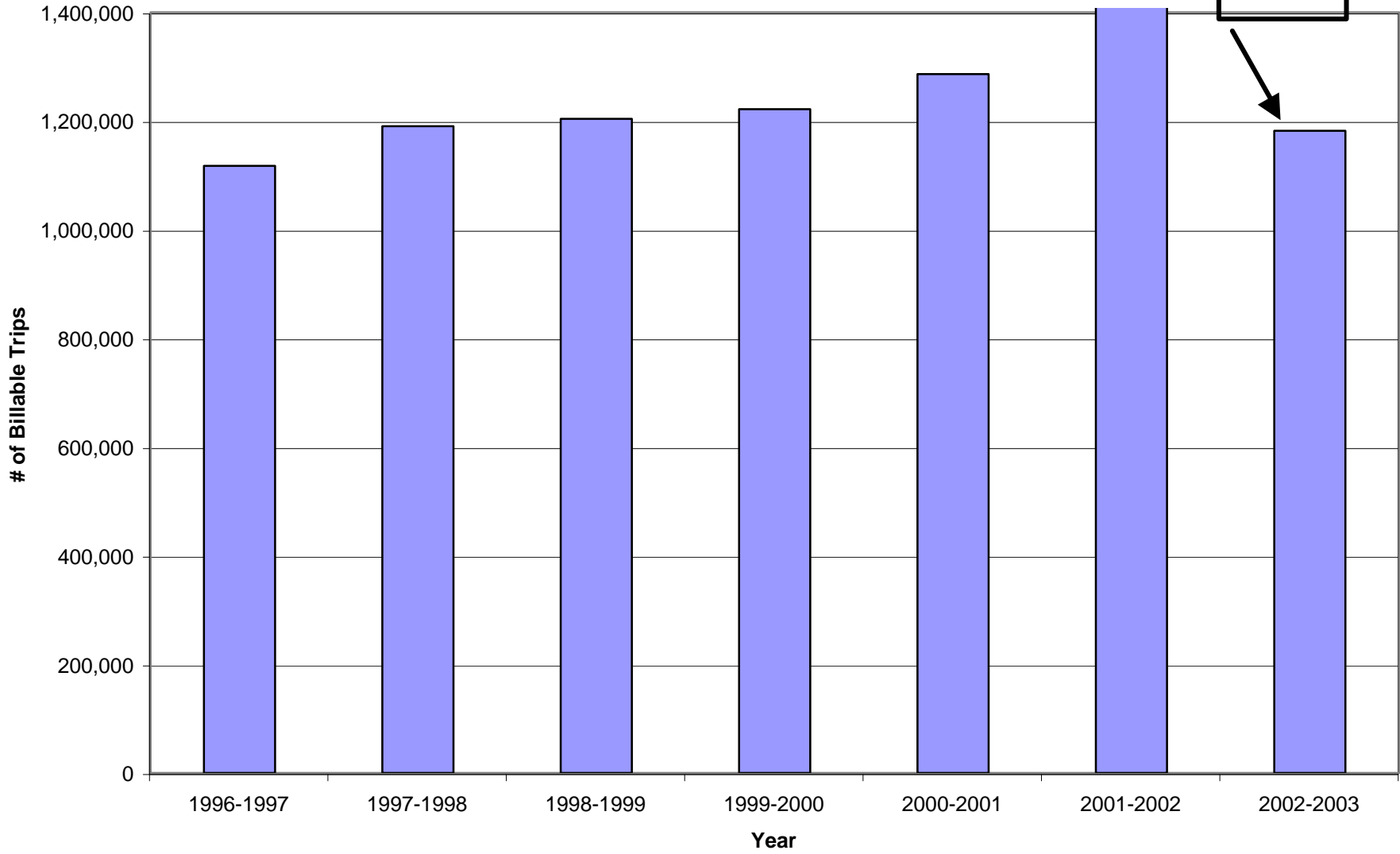
V. ATTACHMENTS

Attachment A: UCSC Student Billable Trips

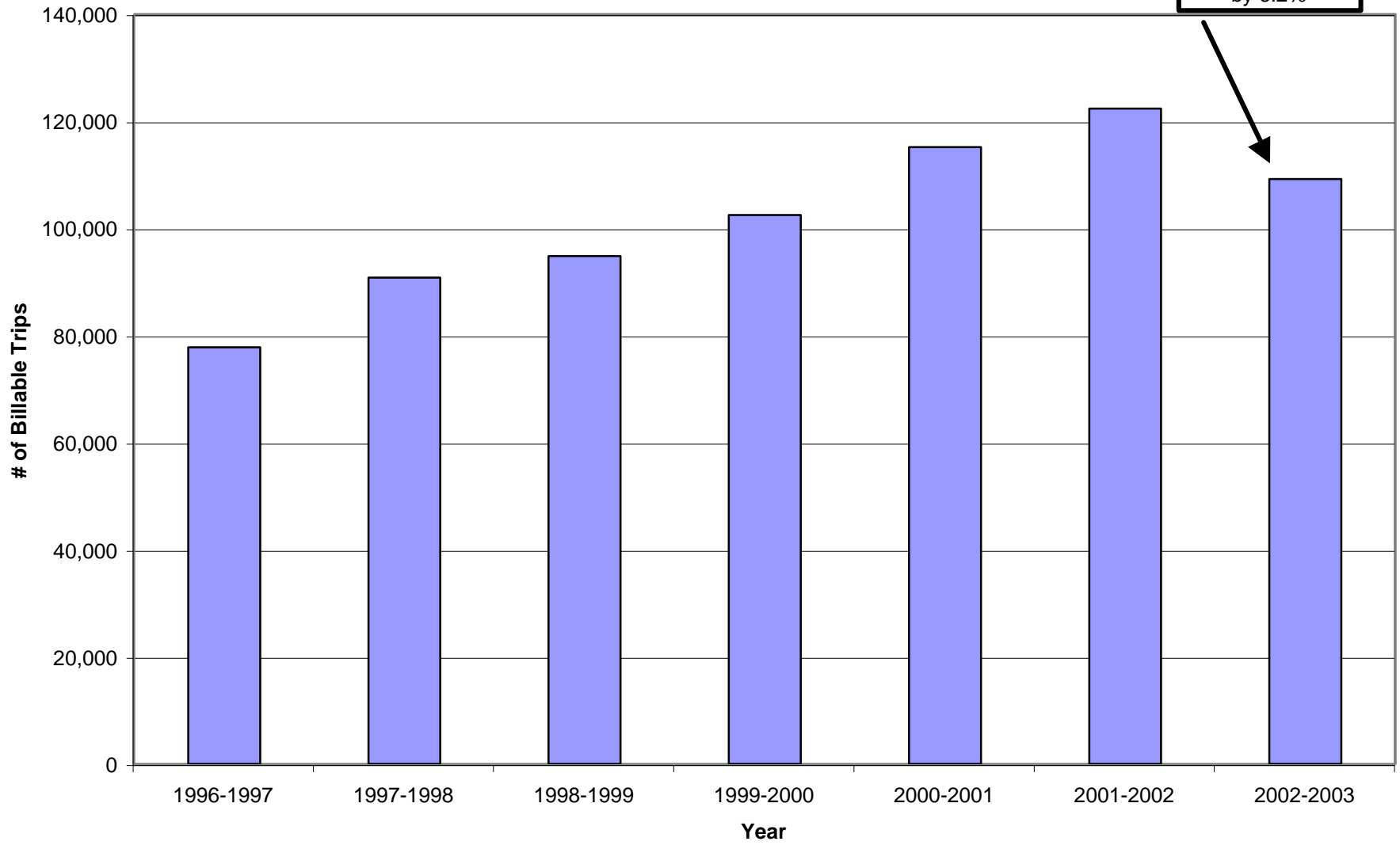
Attachment B: UCSC Faculty / Staff Billable Trips

UCSC Student Billable Trips

Year to date
billable trips
decreased by
(3.0%)



UCSC Faculty / Staff Billable Trips



SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: June 27, 2003
TO: Board of Directors
FROM: Leslie R. White, General Manager
SUBJECT: METROBASE PROJECT STATUS REPORT

I. RECOMMENDED ACTION

That the Board of Directors accept the status report on the MetroBase project.

II. SUMMARY OF ISSUES

- The MetroBase Project is currently proceeding in accordance with the schedule attached to this Staff Report. The schedule has not been modified during the reporting period.
- Overall the MetroBase Project is approximately eight (8) years behind schedule for implementation.
- On April 19, 2002, the Board of Directors selected the Harvey West Cluster No. 1 Option as the preferred alternative for the Environmental Impact Report. This was the third site to receive such designation.
- On May 17, 2002, the Board of Directors adopted a revised project schedule and requested that the project status report be included in the Board packet each month.
- The project schedule has been revised three times to allow additional time for the completion and circulation of the Draft EIR.
- On February 28, 2003 the Board of Directors certified the Environmental Impact Report and accepted the Metrobase Project.
- On April 3, 2003 the EIR challenge period closed without any actions filed contesting the adequacy of the certified document.
- On March 28, 2003 the Board of Directors approved terminating the contract with Waterleaf Interiors Inc. and issuing a new RFP for final design services.
- On March 28, 2003 the Board of Directors approved the creation of a Project Manager position to assist in expediting the next phases of the project.
- On March 28, 2003 the Board of Directors approved entering into an agreement with the City of Santa Cruz Redevelopment Agency to conduct ROW Acquisition and Relocation activities.

- Agreements with the City of Santa Cruz have been developed for Inspection Services and ROW Acquisition and Relocation Services. The Agreements were approved, along with the consent for METRO to use the power of Eminent Domain, by the Santa Cruz City Council on May 27, 2003.
- Metro is continuing to recruit to fill the Project Manager position.
- On May 13, 2003 METRO held a pre-proposal meeting for all firms interested in submitting proposals for final design services.

III. DISCUSSION

The 1989 Loma Prieta earthquake severely damaged the operating facilities at METRO. The Watsonville operating base was damaged to the degree that it became inoperable and the Santa Cruz operating base lost all fueling capabilities. From that time to the present, METRO has pursued the goal of constructing replacement facilities, which would restore cost effective maintenance and operations functions. METRO has pursued a consolidated facility approach in order to achieve the maximum amount of operating efficiency on a long-term basis. The use of a consolidated or closely clustered approach will achieve significant savings for METRO which can be used to restore service levels. The original schedule, developed for the construction of replacement facilities, identified 1995 as the target year for implementation. Unfortunately, the MetroBase project has suffered a number of setbacks over the past few years and is currently approximately eight (8) years behind schedule.

On April 19, 2002, the Board of Directors adopted a designation of the Harvey West Cluster No. 1 Option as the preferred alternative for the purposes of continuing the Environmental Impact Report process on the MetroBase project. This is the third site to be designated as the preferred alternative.

On May 17, 2002, the Board of Directors adopted a revised project schedule (Attachment A) and requested that a status report be provided to the Board at each meeting so that any schedule slippage would be apparent immediately.

The Notice of Preparation/Notice of Intent was circulated on April 30, 2002 and the comment period concluded on May 30, 2002. On May 22, 2002, the scoping meeting was held to solicit comments from the public with regard to the revised project scope. In order to proceed with the Environmental Impact Report process, it was necessary to receive a revised site plan as well as other information from both METRO and Waterleaf Interiors, Inc. The information required to be submitted to Duffy & Associates on June 1, 2002 was delivered. The Administrative Draft EIR was received by METRO staff on August 5, 2002. Comments from METRO staff and consultants were transmitted to Denise Duffy and Associates on September 4, 2002. The next time point on the schedule was the delivery of the Screen-Check of the EIR to METRO by

September 27, 2002. This date was modified for a third time to reflect a new date of October 17, 2002. The attached schedule was been adjusted to reflect the delay. The impact of this action was to delay the certification of the EIR to February 28, 2003. The EIR was certified by the Board of Directors on February 28, 2003. The Board of Directors also formally approved the Metrobase Project based upon the EIR. On April 3, 2003 the period for a challenge to the adequacy of the EIR closed with no actions filed. On March 28, 2003 the Board of Directors approved the termination of the contract with Waterleaf Interiors Inc. and authorized staff to issue a Request for Proposals (RFP) to obtain professional services to carry out final design and engineering activities. The MetroBase project schedule was modified to accommodate the time necessary to change design teams. On March 28, 2003 the Board of Directors approved the creation of a Project Manager position to oversee the future phases of the MetroBase Project. The Board of Directors authorized requesting that the City of Santa Cruz Redevelopment Agency carry out the activities necessary for Right of Way Acquisition and Relocation for the project. Recruiting actions for the Project Manager are currently underway. An Agreement between METRO and the City of Santa Cruz Redevelopment Agency for service was developed. A separate Agreement with the City of Santa Cruz for inspection services was also developed. A letter requesting consent from the City of Santa Cruz for METRO to exercise the power of Eminent Domain, if necessary, was presented to the City of Santa Cruz Council for consideration at the same time as the two Agreements were presented. The two Agreements and the Resolution of Consent in response to the Request Letter were approved by the Santa Cruz City Council on May 27, 2003. METRO staff members are continuing to recruit for the Metrobase Project Manager position. On May 13, 2003 a pre-proposal meeting was held to answer any questions from companies planning to submit proposals for final design services. The meeting was well attended. Proposals for final design services are scheduled to be received on June 6, 2003 and presented to the Board for consideration on June 27, 2003.

All other actions identified in the Revised Project Schedule attached to this Staff Report are proceeding as planned.

METRO staff will continue to monitor the progress of the MetroBase project with regard to the items contained on the project schedule that address the Harvey West Cluster No. 1 Option.

IV. FINANCIAL CONSIDERATIONS

No actions have taken place during the reporting period that change the financial status of the MetroBase project.

V. ATTACHMENTS

Attachment A: MetroBase Project Schedule

MetroBase Project Schedule

MetroBase HW 1 Cluster Alternative Revised Schedule

| Task | Adopted Schedule | Revision #1 | Revision #2 | Revision #3 | Revision #4 | Revision #5 |
|---|------------------|-------------|-------------|-------------|-------------|-------------|
| FFIR Completed and Accepted by Board of Directors | 04/19/02 | | | | | |
| Board of Directors Amends Preferred Alternative Designation | 04/19/02 | | | | | |
| Circulate Notice of Preparation/Notice of Intent (30 days) | 04/30/02 | | | | | |
| Scoping Meeting | 05/22/02 | | | | | |
| NOP/NOI Circulation Period Ends | 05/30/02 | | | | | |
| Receive All Project Information from SCMTD & Architect | 05/01/02 | | | | | |
| Submit Administrative Draft EIR/EIS | 07/15/02 | 08/05/02 | | | | |
| Review of ADEIR/EIS by SCMTD Complete | 08/09/02 | 08/30/02 | | | | |
| Submit Screen-Check ADEIR/EIS to SCMTD | 08/16/02 | 09/27/02 | 10/11/02 | 10/17/02 | | |
| Review of Screen-Check ADEIR/EIS Complete | 08/19/02 | 10/04/02 | 10/18/02 | 10/25/02 | | |
| Start 45-Day Review Period | 08/20/02 | 10/07/02 | 10/21/02 | 10/31/02 | | |
| DEIR Review Period Ends | 10/11/02 | 11/20/02 | 12/06/02 | 12/15/02 | | |
| Submit Administrative Responses to Comments to SCMTD | 11/04/02 | 12/13/02 | 12/27/02 | 01/13/03 | | |
| Review of Admin Responses Complete | 11/25/02 | 01/03/03 | 01/17/03 | 01/31/03 | | |
| Circulate Responses (10 days) | 12/09/02 | 01/13/03 | 01/31/03 | 02/07/03 | | |
| End Circulation Period | 12/19/02 | 01/23/03 | 02/10/03 | 02/19/03 | | |
| Certify Final EIR | 12/20/02 | 01/24/03 | 02/14/03 | 02/28/03 | | |
| ROW Acquisition Actions Commence | 01/01/03 | 01/27/03 | 02/17/03 | 03/03/03 | 03/31/03 | |
| A/E RFP Issued | | | | | | 04/15/03 |
| A/E Proposals Due | | | | | | 06/06/03 |
| A/E Contract Award | | | | | | 06/27/03 |
| Final Design and Engineering Activities Commence | 01/01/03 | 01/27/03 | 02/17/03 | 03/03/03 | 03/31/03 | 06/27/03 |
| Draft Construction Specifications Circulated | 05/01/03 | | 06/01/03 | | 07/01/03 | 10/10/03 |
| Board of Directors Approves Construction Specifications | 06/20/03 | | | | 07/18/03 | 10/24/03 |
| Request for Construction Bids Issued | 06/20/03 | | | | 07/18/03 | 10/24/03 |
| Pre Bid Meeting Held | 07/15/03 | | | | 08/15/03 | 11/18/03 |
| Final Bid Documents Issued | 08/01/03 | | | | 09/01/03 | 12/01/03 |
| Construction Bid Received | 10/01/03 | | | | 11/01/03 | 02/27/04 |

MetroBase Project Schedule

MetroBase HW 1 Cluster Alternative Revised Schedule

| Task | Adopted Schedule | Revision #1 | Revision #2 | Revision #3 | Revision #4 | Revision #5 |
|---|------------------------------|-------------|-------------|-------------|-------------------------------|----------------------------|
| Construction Bids Evaluated | 10/01/03 thru 11/01/03 | | | | 11/1/2003 thru 12/01/03 | 3/10/04 thru 4/01/04 |
| ROW Acquisition Completed | 11/01/03 | | | | 11/31/03 | |
| Board of Directors Award Construction Contracts | 11/21/03 | | | | 12/19/03 | 04/23/04 |
| Groundbreaking | 01/09/04 | | | | 02/13/04 | 05/14/04 |
| Construction Begins | 01/12/04 | | | | 02/16/04 | 06/01/04 |
| Fueling System Operational and online | 07/01/05 | | | | 08/01/05 | |
| Fleet Maintenance Function Complete and online | 09/30/05 | | | | 10/30/05 | |
| Operations Function Complete and online | 11/30/05 | | | | 12/31/05 | |
| Facility Maintenance Complete and online | 12/31/05 | | | | 12/31/05 | |
| Phase I Construction Complete | 02/28/06 | | | | 03/31/06 | |
| Grand Opening & Celebration | 03/15/06 | | | | 04/15/06 | |

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: June 27, 2003
TO: Board of Directors
FROM: Elisabeth Ross, Finance Manager
**SUBJECT: RENEWAL OF LIABILITY AND PHYSICAL DAMAGE INSURANCE
COVERAGE FOR FY 03-04**

I. RECOMMENDED ACTION

Staff recommends that the Board of Directors authorize payment to the California Transit Insurance Pool (CalTIP) in the net amount of \$493,978 for participation in the FY 03-04 program.

II. SUMMARY OF ISSUES

- The District carries general liability and vehicle insurance through CalTIP, a pool of California public transit properties established in 1987.
- The renewal for FY 03-04 is in the amount of \$488,583 for liability insurance, including an additional \$10 million in excess coverage; and \$53,395 for vehicle physical damage insurance.
- With the use of rate offset reserve funds, the liability premium has been reduced to \$440,583.

III. DISCUSSION

The District has been a member of CalTIP since its inception in 1987. Each member agency has a representative on CalTIP's Board of Directors. Assistant General Manager Mark Dorfman is the District's representative. Coverage limits are \$20 million general and vehicular liability with a \$2500,000 deductible per occurrence.

To reduce the premium for liability coverage, staff is using half of the amount held by CalTIP in the rate offset reserve funds. Therefore, the premium for FY 03-04 will be reduced from \$488,583 by \$48,000 to \$440,583.

Vehicle physical damage coverage is for actual cash value of the vehicle with a \$25,000 deductible on buses and a \$500 deductible on non-revenue vehicles. The premium for this coverage is \$53,395.

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

IV. FINANCIAL CONSIDERATIONS

The insurance cost is included in the FY 03-04 final budget.

V. ATTACHMENTS

None.

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: June 27, 2003
TO: Board of Directors
FROM: Elisabeth Ross, Finance Manager
SUBJECT: RENEWAL OF PROPERTY INSURANCE COVERAGE FOR FY 03-04

I. RECOMMENDED ACTION

Staff recommends that the Board of Directors authorize renewal of property insurance coverage with the Greenwich Insurance Company at a premium cost not to exceed \$35,000.

II. SUMMARY OF ISSUES

- The District carries property insurance on all its owned facilities and on leased facilities in accordance with lease agreements, as well as on building contents.
- The premium renewal for FY 03-04 is expected to be under \$35,000 and will be announced at the Board meeting.

III. DISCUSSION

Saylor & Hill, the District's property insurance broker, is arranging for renewal of property insurance coverage with the Greenwich Insurance Company after obtaining competitive quotes. This is all risk coverage, excluding earthquake and flood, and includes buildings and contents, employee tools, telephone system, and other equipment, with a \$5,000 deductible. The District carries flood insurance on one location, 1200 River Street, under a separate policy. The Greenwich Insurance Company is rated A+ XV by Best. The renewal quote is expected to be under \$35,000, after increasing limits for employee tools and IT equipment.

IV. FINANCIAL CONSIDERATIONS

The insurance cost is included in the FY 03-04 final budget.

V. ATTACHMENTS

None.

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: June 27, 2003

TO: Board of Directors

FROM: Leslie R. White, General Manager

**SUBJECT: CONSIDERATION OF TRANSMITTING A LETTER EXPRESSING
OPPOSITION TO CERTAIN PROVISIONS OF THE SAFETEA 2003
AUTHORIZING BILL TO THE MEMBERS OF CONGRESS FROM THE
BAY AREA.**

I. RECOMMENDED ACTION

That the Board of Directors authorize the Chair to transmit a letter to the Members of Congress from the Bay Area expressing opposition to certain provisions of the SAFETEA 2003 Authorizing Bill proposed by the Bush Administration.

II. SUMMARY OF ISSUES

- The Transportation Equity Act for the 21st Century (TEA-21) expires on September 30, 2003.
- TEA-21 provides the authority, funding levels, and program structure for the Federal Highway and Transit programs.
- The Board of Directors has endorsed the reauthorization proposal developed by the American Public Transportation Association (APTA).
- Reauthorization proposals have been developed by many different advocacy organizations.
- The Bush Administration has released their reauthorization proposal entitled the Safe, Accountable, Flexible, and Efficient Transportation Equity Act of 2003 (SAFETEA2003).
- The provisions of SAFETEA2003 that address funding levels, funding sources, program structure, matching ratios, and funding guarantees are both inconsistent with the APTA Proposal and are detrimental to METRO's funding objectives.
- It is anticipated that the United States Congress will devote a substantial amount of time finalizing a Reauthorization Bill that is able to be passed and signed by the President.
- It is important that the Members of Congress from the Bay Area are aware of the impacts that Bush Administration Reauthorization Proposals would have on METRO.

III. DISCUSSION

In order for the Federal government to provide funds for transit projects, it is necessary to have both Authorization and Appropriation Bills in place. An Authorizing Bill provides authority, funding levels, and program structure for federal transit funds on a multi-year basis. In order to then spend the funds made available by an Authorization Bill, it is necessary to appropriate them on an annual basis. This requires an annual Appropriations Bill. The current Authorization Bill is the TEA 21. The TEA 21 expires on September 30, 2003. METRO staff members and Members of the Board have developed proposals for reauthorization within the American Public Transportation Association. The key components of a reauthorization proposal for METRO are funding levels, funding sources, and program structure, including the establishment of a High Intensity Transit Tier Program.

The Bush Administration has released a reauthorization proposal named the Safe, Accountable, Flexible, and Efficient Transportation Equity Act of 2003(SAFETEA2003). Unfortunately, the SAFETEA2003 proposal does not increase funding to the levels necessary to meet the needs of the transit industry. Additionally the funding guarantees and firewalls, for both general funds and trust funds, that were in place to protect transit funds in TEA 21 are missing from the SAFETEA2003 proposal. The SAFETEA2003 proposal does provide trust fund guarantees. However, this limit to only guaranteeing the trust funds will likely result in a \$1.5 billion reduction in the transit funding program from current levels as the Congress never appropriates at levels higher than those that are guaranteed in the Authorization Bills.

The SAFETEA2003 program structure is problematic for METRO as it eliminates the discretionary bus program that has provided substantial earmarked funds in the past and from which we hope to fund the Metro Center Project. Additionally, the SAFETEA2003 proposal does not include the High Intensity Transit Tier that it is critical for METRO. The SAFETEA2003 would reduce the federal match for rail projects from 80% to 50%. It is likely if the match reduction proposal is adopted, it will be extended to bus purchases in the next Bill.

Staff recommends that the Board of Directors authorize the Chair to transmit a letter to the Members of Congress from the Bay Area outlining the negative impacts that the referenced components of the proposed SAFETEA2003 would have on METRO.

IV. FINANCIAL CONSIDERATIONS

Transmitting a letter to Bay Area Members of Congress will not adversely affect the METRO Operating and Capital Budgets.

V. ATTACHMENTS

None

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: June 27, 2003

TO: Board of Directors

FROM: Les White, General Manager

SUBJECT: CONSIDER AUTHORIZING THE GENERAL MANAGER TO EXECUTE A MEMORANDUM OF UNDERSTANDING WITH THE REGIONAL TRANSPORTATION AGENCIES TO ESTABLISH RELATIONSHIPS FOR PLANNING AND PROGRAMMING TRANSPORTATION PROJECTS.

I. RECOMMENDED ACTION

Authorize the General Manager to execute a Memorandum of Understanding (MOU) with Caltrans and the regional transportation agencies to define relationships for transportation projects planning and programming.

II. SUMMARY OF ISSUES

- The Federal Transit Administration (FTA) requires that public transit operators have a Memorandum of Understanding with the transportation agencies in the region in order to establish relations for planning and programming transportation projects.
- In 1987, METRO executed an MOU with Caltrans, AMBAG, and the county transportation commissions and public transit operators in the AMBAG region.
- The MOU defines relationships and responsibilities for planning and programming state and federal transportation funds in the region.
- As a recipient of substantial state and regional funds and a public transit operator, METRO is a key participant in planning and programming decisions.
- AMBAG updated the 1987 agreement to incorporate new requirements adopted in the Intermodal Surface Transportation Efficiency Act of 1991 (ISTEA)
- Authorizing the General Manager to sign the updated MOU will bring METRO into compliance with FTA's required planning agreements.

III. DISCUSSION

METRO has been a signatory to an MOU with AMBAG, Caltrans, the Transportation Agency for Monterey County, the Santa Cruz County Regional Transportation Commission and Monterey-Salinas Transit since 1987. Recently, the Federal Transit Administration (FTA) required that METRO update the Memorandum of Understanding with the regional transportation planning agencies to incorporate changes in

transportation planning which have occurred since the adoption of the Intermodal Surface Transportation Efficiency Act (ISTEA) in 1991.

AMBAG recently revised the 1987 MOU (Attachment A) with input from METRO. The revised MOU adds language to define project selection criteria and specifies project level details along with funding sources to be included when METRO prepares a Short Range Transit Plan. The revised MOU meets the regulatory requirements specified by the FTA.

METRO receives substantial operating and planning funds from the FTA through regional agencies. Caltrans programs and administers FTA operating funds apportioned to the State of California, while AMBAG administers FTA funds for planning and professional development. As the designated urban public transit operator in Santa Cruz County, METRO assists in coordinated programming and planning activities which results in the allocation of these funds to specific projects. Due to the multiple planning and operating agencies and the number of different funding programs, each with different requirements, the attached MOU is necessary to define relationships among the participants.

Authorizing the General Manager to execute this agreement with Caltrans, AMBAG, the Santa Cruz County Regional Transportation Commission, the Transportation Agency for Monterey County and Monterey-Salinas Transit will enable METRO to meet the FTA's requirement for a planning and programming agreement among transportation agencies in the region.

IV. FINANCIAL CONSIDERATIONS

None. Executing the MOU makes METRO compliant with requirements for future planning and operating assistance from the Federal Transit Administration.

V. ATTACHMENTS

Attachment A: Memorandum of Understanding

Memorandum of Understanding

This Memorandum of Understanding (MOU) is entered into by the Association of Monterey Bay Area Governments, hereinafter referred to as the Metropolitan Planning Organization (**MPO**); the District 5 Director of the California Department of Transportation (**Caltrans**); the Santa Cruz County Regional Transportation Commission and Transportation Agency for Monterey County, hereinafter referred to as the Regional Transportation Planning Agencies (**RTPAs**); and the Monterey-Salinas Transit and Santa Cruz Metropolitan Transit District, hereinafter referred to as the Urbanized Public Transit Operators (**UPTOs**) which are recognized under the following provisions:

- (a) the Metropolitan Planning Organization (**MPO**) as recognized under Section 134 of the Transportation Equity Act for the 21st Century (TEA-21), Title 23 of the United States Code (23 USC 134), and Section 450.110 of the Code of Federal Regulations (23 CFR 450.104);
- (b) the Regional Transportation Planning Agencies (**RTPAs**) as recognized under Title 3, Division 3, Chapter 2, Article 11, Section 29532 and 29532.1 (amended by Chapter 1172 Statutes of 1992, AB3799 & SB869 and amended by Chapter 472, Statutes of 2001, SB 465) of the California Government Code.
- (c) the Urbanized Public Transit Operators (**UPTOs**) as recognized under Section 450.312(a) of the Code of Federal Regulations (FHWA 23 CFR 450 and FTA 49 CFR 613).

Per Chapter 622 of Statutes, Regular Session 1997, (Senate Bill 45), separate MOUs have been developed between **Caltrans** and the **RTPAs** for Planning, Programming and Project Delivery of Regional Improvement Program (RIP) projects and are made a part of this MOU by reference.

It is the purpose of this agreement to identify and define the process by which the **MPO**, **RTPAs**, **UPTOs**, and **Caltrans** intend to implement the following requirements of State and Federal law.

This MOU supersedes the previous MOU, signed on September 1987, and is intended to serve as a statement of the transportation planning and programming relationship among the undersigned parties.

This document establishes no obligation, nor contractual duty, on any party, nor does it contain any exchange of promises.

Chapter 1.
Basis for Organization and Boundaries

1.1 Basis for Organization:

The Association of Monterey Bay Area Governments (AMBAG), acting as the Metropolitan Planning Organization (MPO) for Monterey and Santa Cruz Counties, is a Joint Powers Agency pursuant to Title I, Division 7, Chapter 5 of the California Government Code, Section 6500 et. seq.

Pursuant to California Government Code, Section 29532, the Santa Cruz County Regional Transportation Commission (SCCRTC) and Transportation Agency for Monterey County (TAMC) are the designated Regional Transportation Planning Agencies for Santa Cruz and Monterey Counties.

Pursuant to California Government Code Section 6500 et. seq., Monterey-Salinas Transit (MST) is a Joint Powers Agency. Pursuant to Public Utilities Code Section 98000 et seq., the Santa Cruz Metropolitan Transit District (SCMTD) is a special district. These designated agencies responsibilities are to provide public transportation in Monterey and Santa Cruz Counties.

1.2 Ability to Contract and Receive Grants:

Under the terms of its Joint Powers Agreement, **MPO** is empowered to make and enter into contracts in its own name and to accept grants, gifts, donations and other monies to carry out its purposes and functions set forth in Article I, Section 2 of its Joint Powers Agreement.

RTPAs are authorized under California Government Code, Section 29532 to make and enter into contracts in their own name and to accept grants, gifts, donations and other monies to carry out their purposes and functions.

UPTOs are authorized under California Government Code Section 6500 for Monterey-Salinas Transit and Public Utilities Code Sections 98220 and 98223 for the Santa Cruz Metropolitan Transit District to make and enter into contracts in their own name and to accept grants, gifts, donations and other monies to carry out their purpose and functions.

1.3 Federal Metropolitan Planning Area Boundaries:

By agreement between the Governor and **MPO**, the Metropolitan Planning Area boundaries for purposes of 23 U.S.C. Section 134 are as delineated in Attachment A.

In order to meet TEA-21 requirements related to MPO boundaries, planning, and programming between the County of San Benito and MPO, an MOU between Caltrans, the Council of San Benito County Governments and AMBAG has been signed and is made a part of this MOU by reference.

1.4 State Regional Transportation Planning Area Boundaries:

For purposes of meeting the requirements of California Government Code 65080, the boundaries of **RTPAs** acting as the Regional Transportation Planning Agencies include the Counties of Monterey and Santa Cruz as delineated in Attachment A.

1.5 Federal Clearinghouse Requirement:

Presidential Executive Order 12372, entitled "Intergovernmental Review of Federal Programs", requires **MPO** to coordinate review of proposed federal financial assistance and direct development activities, including highway and public transportation projects, with affected State and local government entities. **MPO** has been designated by the State of California as the Regional Clearinghouse for the Counties of Monterey, San Benito, and Santa Cruz.

Chapter 2. Planning

2.1 State and Federal Long Range Transportation Plan:

To comply with 23 U.S.C. 134, 23 CFR 450.322, **MPO** will prepare a Metropolitan Transportation Plan (MTP) pursuant to federal regulations. The **RTPAs** will prepare Regional Transportation Plans (RTPs) which meet the requirements of California Government Code Sections 65080 et. seq. and the California Transportation Commission's (CTC) Regional Transportation Plan Guidelines. A new MTP and RTPs will be prepared, or the previous MTP and RTPs will be reaffirmed by **MPO or RTPA** Board action in time to meet federal and state requirements. The MTP and RTPs will be directed at achieving a coordinated and balanced regional transportation system. The content of the MTP and RTPs will be coordinated so as to minimize duplication of effort. The MTP and RTPs will be developed with the full cooperation and participation of all affected or interested agencies, including Caltrans, public transportation service providers, air quality agencies, the public and the private sector. The MTP project list will be based on and, to the extent feasible, identical to the RTP Action Element project lists adopted by the **RTPAs**. The MTP and RTPs must be financially constrained, have at least a 20-year planning horizon, a required schedule to update and, in a nonattainment or maintenance area, the MTP must conform to the State Implementation Plan (SIP) for Air Quality. **MPO** will

submit its MTP to the Federal Highway Administration and Federal Transit Administration for review and approval of its conformity finding.

To help achieve these ends, **MPO, RTPAs, UPTOs, and Caltrans** will each inform and invite participation by the others in their various planning activities. **MPO and RTPAs** will coordinate with **Caltrans** and **UPTOs** on development of the MTP and RTPs. **Caltrans** will coordinate its System Planning and Project Development process with those of the **MPO and RTPAs**. **Caltrans** will also coordinate its development of both the California Transportation Plan (CTP) and Investment Strategy (CTIS) with the **MPO, RTPAs and UPTOs**. Additionally, **Caltrans** will coordinate its Intelligent Transportation System (ITS) planning, prioritization, and project development efforts with the **MPO, RTPAs, and UPTOs** with special emphasis on maintaining consistency with the Central Coast ITS Strategic Deployment Plan and Central Coast Regional ITS Architecture.

2.2 Short-Range Transit Plan:

In accordance with Federal Transit Administration (FTA) guidance, **MPO or UPTOs** may prepare a five (5) year short-range transit plan to support financial and operational decision making in transit planning and/or programming. In the development of SRTPs, the **UPTOs** will provide a draft list of projects for FTA funding. The list shall:

- a) Identify and describe the scope of the specific projects and services, which address ongoing and increased transit demands. These projects and services are to include American with Disabilities Act (ADA) and Transportation Control Measures (TCMs) projects with sufficient detail (design, concept and scope) to permit air quality conformity analyses to be performed by **MPO**.
- b) Provide qualitative and/or quantitative analyses illustrating how the project addresses transit needs.
- c) Identify the amount and type of federal and non-federal funds required supporting the projects for each year represented in the plan. In addition, the list shall identify anticipated discretionary funding estimates for the MTIP.

2.3 Unified Planning Work Program/Overall Work Program:

MPO will prepare an annual or biennial Unified Planning Work Program/Overall Work Program, hereinafter referred to as the OWP. The **RTPAs** will each develop their planning work program to be incorporated into the AMBAG OWP. **UPTOs** will fully participate in the development and implementation of the OWP, including plans, programs, and studies. The OWP and the process of its development will be in accordance with the program directions established by Caltrans and the Intermodal Planning Group. The purpose of the OWP is to serve as a work plan to guide and manage the work of **MPO, RTPAs, and UPTOs**, identify transportation planning activities and products occurring in the region and to act as the general agreement by which Federal and State planning funds will be

transferred to MPO, RTPAs, and UPTOs to fund activities and products. For information purposes, **Caltrans** will annually or biennially submit its proposed transportation planning activities for inclusion in the coming year's OWP. The OWP will also include all planning and research activities funded with the National Highway System (NHS), Surface Transportation Program (STP), Congestion Mitigation and Air Quality (CMAQ) Improvement Program and Minimum Guarantee (MG), which are not listed in the Transportation Improvement Program (TIP).

2.4 State Requirements for Congestion Management Program:

California Government Code Sections 65088 and 65089 allow that a Congestion Management Program (CMP) may be developed, adopted, and updated for every county that includes an urbanized area, and which includes every city within the county and the entire county area. The Transportation Agency for Monterey County is designated as the Congestion Management Agency for Monterey County and will carry out these responsibilities until such time that its member agencies make a decision to opt out of CMP participation.

2.5 Data Collection:

MPO will collect and analyze data reflecting existing and historical information, which will be the basis for cost and revenue projections for transportation projects. For state sponsored projects, **Caltrans** will collect and analyze data to be used in evaluating alternative transportation projects. For these projects, **Caltrans** will supply to **MPO** and **RTPAs** project level cost data, and other data necessary for **MPO** and **RTPAs** to demonstrate in financial plans that the entire state highway system will be maintained and operated.

2.6 Alternative Analyses/Major Investment Studies (MIS):

Alternatives Analyses/Major Investment Studies may be conducted by **MPO**, **RTPAs**, **UPTOs**, or **Caltrans** in consultation with and in full cooperation with all relevant local, regional, state and federal agencies.

Chapter 3. Programming

3.1 Metropolitan Transportation Improvement Program:

Section 134 (TEA-21), Title 23 of the United States Code (23 USC 134) and the Federal Transit Act of 1991, as amended, (49 USC 1607), require that the **MPO**, in cooperation with **Caltrans**, **UPTOs** and **RTPAs** via the RTIPs and other requests, develop a Metropolitan Transportation Improvement Program (TIP) for the area. The **UPTOs'** project lists will be supported by requisite Programs of

Projects (POPs), certified by the **MPO**, for pertinent fund sources. For proposed transit projects, the proposed selection criteria used for the programming of Federal Transit Administration funds within the **MPO TIP** are as follows: a) project purpose and need; b) anticipated benefits, including safety; c) degree to which project will improve transit availability; d) degree to which a project will improve level of service performance standards; e) air quality benefits; and f) overall cost effectiveness, to include the ability of leveraging other fund sources.

The **TIP** must include, at a minimum, three prioritized years of programming. Once adopted, the program is required to be updated at least once every two years. The program must be prepared in consultation with all interest groups and will include reasonable opportunity for public comment. In an air quality nonattainment or maintenance area, the program is required to meet Federal Air Quality conformity requirements and to be found conforming to the State Implementation Plan (SIP) for Air Quality.

In implementation of these requirements, **MPO** will submit its **TIP** and amendments to **Caltrans** on behalf of the Governor for approval. **Caltrans** will prepare a Federal State Transportation Improvement Program (FSTIP) and incorporate into it by reference approved and, in nonattainment and maintenance areas, conforming **MPO TIP**s. **Caltrans** will notify **MPO** and **RTPAs** and the appropriate Federal agencies when a **TIP**, which includes projects under the jurisdictions of these agencies, has been included in the FSTIP.

As allowed in 23 CFR, 450.324(f)(1), **MPO** and **Caltrans** agree to exclude from the **TIP** planning and research activities funded with NHS, STP, and MG funds other than those used for alternative analyses/Major Investment Studies (MIS). These activities will be included in an approved OWP.

3.2 Regional Transportation Improvement Program:

RTPAs will prepare, adopt, submit and annually or biennially update a Regional Transportation Improvement Program (RTIP) pursuant to California Government Code Section 65080.5 and 65082 and in accordance with the guidelines adopted by the California Transportation Commission (CTC). **Caltrans** will coordinate with **RTPAs** its preparation of the Interregional Transportation Improvement Program (ITIP) including review of proposed ITIP projects by the **RTPAs** prior to submittal to Caltrans Headquarters

Per state regulations, the **RTPAs** develop and adopt the Congestion Mitigation and Air Quality (CMAQ) Improvement Program and Regional Surface Transportation (RSTP) Programs for their respective counties, which are incorporated into the RTIPs and forwarded to **MPO** for inclusion in the MTIP. Planning projects that are funded with CMAQ or RSTP funds shall also be included in the OWP for the implementing year. Per state regulations, the **RTPAs** develop and adopt the Regional Share STIP Programs for their respective

counties, which are incorporated into the RTIPs and forwarded to **MPO** for inclusion in the MTIP. Per state regulations, the **RTPAs** develop and adopt the Regional Share TEA Funds Programs for their respective counties, which are incorporated into the RTIPs and forwarded to the **MPO** for inclusion in the MTIP.

Per Chapter 622 of Statutes, Regular Session 1997, (Senate Bill 45), separate MOUs have been developed between **Caltrans** and the **RTPAs** for Planning, Programming and Project Delivery of Regional Improvement Program (RIP) projects and are made a part of this MOU by reference.

3.3 Review of SHOPP:

Under California Government Code 14526.5, **Caltrans** is required to prepare a State Highway Operations and Protection Program (SHOPP) for the expenditure of transportation funds for major capital improvements that are necessary to preserve and protect the state highway system. Projects are limited to capital improvements relative to maintenance, safety, and rehabilitation of state highways and bridges, which do not add new traffic lanes to the system. The program must be submitted to the CTC not later than December 1 of each odd-numbered year. SHOPP is a four-year program of projects adopted separately from the State Transportation Improvement Program (STIP) cycle. Prior to submitting both the ten-year and four-year SHOPP plans, **Caltrans** will make available to **RTPAs** and **MPO** a draft for review and comment.

Chapter 4. **Air Quality and Conformity**

4.1 Conformity:

In accordance with Title 42, Section 176(c)(4)(c) of the Clean Air Act and the final rule on Transportation Conformity (Code of Federal Regulations, Parts 51 and 93, hereafter "the Final Rule"), **MPO**, in cooperation with the air district (Monterey Bay Unified Air Pollution Control District), has developed, adopted, and will maintain the appropriate State Implementation Program (SIP) Transportation Conformity Procedures. The parties will fully participate and carry out their responsibilities as defined in the SIP Transportation Conformity Procedures. **MPO** shall be responsible for making conformity findings and obtaining federal approval of the findings in a timely manner in order to prevent the potential for interruption in project delivery.

RTPAs will be responsible to provide approved RTP project listings in a timely manner and in a proper format, such that the **MPO** has a reasonable amount of time to fulfill its air quality conformity responsibilities. RTP project lists need to contain at a minimum: a) project location; b) information identifying project concept and scope such that a determination can be made regarding its status as a

capacity expansion and/or regional significance; c) fiscal constraint; and d) project timing.

Chapter 5. **Public Participation/Environmental Justice**

5.1 Formal Public Participation:

MPO, RTPAs, UPTOs and Caltrans agree to implement a public participation program as required by 23 USC 134 and 23 CFR 450.316(b)(1) and 450.212.

Per federal regulations, a public involvement process in the AMBAG region has been formalized in the *Monterey Bay Region Transportation Public Involvement Process*, which is updated/revised, as needed, by the **MPO**.

Caltrans will participate in this program as required by 23 USC 135 and 23 CFR 450.212, for purposes of planning and programming activities, including California Transportation Investment Strategy (CTIS) development, FSTIP adoption and amendment and alternatives analyses.

5.2 Environmental Justice

In addition to outreach efforts to include low-income and minority stakeholders in the planning, programming and project development process, as guided by the Monterey Bay Region Transportation Public Involvement Process as mentioned in Section 5.1 above, **MPO, RTPAs, UPTOs and Caltrans** will meet at least once a year to discuss environmental justice and its consistent application in the transportation planning and programming process in the region. The Monterey Bay Unified Air Pollution Control District will be invited to these meetings.

Chapter 6. **Partnership/Coordination**

6.1 State Role and Responsibilities:

Caltrans will make available to **MPO** and **RTPAs** departmental plans, program information, and fund estimates. **Caltrans** will participate in development of **MPO** and **RTPAs'** plans and programs in accordance with CFR 450.210 and respond to **MPO** and **RTPAs** in a timely manner.

6.2 MPO Role and Responsibilities:

MPO, in cooperation with **RTPAs, UPTOs, and Caltrans**, will be responsible for carrying out the Metropolitan Transportation Planning process. **MPO** will

cooperatively develop plans and programs in accordance with the requirements specified in 23 USC 134, 135; 23 CFR 450.100 through 600; and the Clean Air Act 176(c). **MPO** will prepare special studies as approved by its Board.

6.3 RTPAs Role and Responsibilities:

The Transportation Agency for Monterey County, as the designated Congestion Management Agency (CMA) for Monterey County, will prepare and manage their Congestion Management Program in conformance with State guidelines and actions by the CMA Board unless their member entities elect to opt out of Congestion Management Program Participation. **RTPAs** will prepare RTPs, RTIPs, CMPs (as applicable), special studies, rail programs, RSTP, CMAQ and TEA administration, SHOPP and Minor A & B review, ITIP coordination and California Transportation Commission (CTC) coordination.

Chapter 7. Fund Administration

This chapter covers the administration of various planning funds from Federal and State sources to the MPO and RTPAs. These funds include PL, FTA, Rural Planning Assistance, Regional Improvement Program, CMAQ, and RSTP funds.

7.1 Federal Highway Administration (FHWA) Planning Funds:

The parties understand that:

- (a) **MPO**, is eligible for its share of Metropolitan planning (PL) funds under Title 23 USC 104(f);
- (b) these funds must be apportioned by FHWA to the states, allocated by Caltrans to MPOs in the State on a formula basis;
- (c) the transportation planning and programming services and products must be included in an OWP approved by Caltrans and FHWA before work may commence;
- (d) by agreement, Metropolitan Planning (PL) funds received by the **MPO** will be shared with the **RTPAs** per formula for activities in support of **MPO's** metropolitan planning responsibilities, as agreed to between the **MPO** and **RTPAs**, and as approved by FHWA, FTA, and **Caltrans** as part of the OWP review and approval process; and
- (e) as FHWA discretionary transportation planning funds are made available to the State, **Caltrans** will notify the **MPO** for the solicitation,

coordination and submittal of proposals through the **MPO** for Monterey and Santa Cruz Counties.

7.2 Federal Transit Administration Funds:

The parties understand that:

- (a) As urbanized public transit operators (**UPTOs**) serving the designated urbanized areas of the Monterey Bay region, both Monterey-Salinas Transit and the Santa Cruz Metropolitan Transit District are eligible to apply for FTA Section 5307 funding for capital, operating and planning assistance for the delivery of public mass transportation. Projects will be programmed and constrained based on the annual FTA appropriation.

As the federal designated recipient, **MPO** is responsible for allocating certain federal formula funds to the **UPTOs**. **MPO** shall provide allocation instructions to **Caltrans** for the federal transit funds based on a formula developed cooperatively with the **UPTOs**.

- (b) **UPTOs** will prepare applications to the Federal Transit Administration for federal transit funding. **MPO** will review the applications, consistency of projects with MTIP programming, and prepare a letter of concurrence if information is accurate. **UPTOs'** applications for federal funding shall be consistent with the **MPO** Metropolitan Transportation Plan as required by Federal guidelines. **UPTOs** shall work with **MPO** to develop consistent funding requests from all applicable transit funding sources in order to prevent funding delays.
- (c) **MPO** is eligible for its share of metropolitan transit planning funds as apportioned by FTA to the states and allocated by **Caltrans** to **MPOs** in the State on a formula basis. **MPO** may share a portion of its metropolitan transit planning funds with the **UPTOs** for activities in support of **MPO's** metropolitan transportation planning responsibilities.
- (d) FTA discretionary funding for interregional and transit planning activities within Monterey and Santa Cruz Counties will be solicited, coordinated and submitted through the **MPO**; and
- (e) Activities funded with FTA transit planning funds must be included in an OWP prior to work commencing.

7.3 State Planning Funds:

Rural Planning Assistance funds and/or other state planning funds in support of the planning process will be transferred to **RTPAs** on a reimbursement basis upon allocation by the State.

Per General Provision No. 7 of the Streets and Highways Code and Section 14527 (h) of the Government Code, rural **RTPAs** may request and receive up to 5% of their regional improvement fund expenditure for the purpose of planning, programming and monitoring. These funds are administered through the Caltrans Local Assistance allocation process and will be included in the annual OWP. For State Planning Funds and other STIP funds administered by Caltrans, **Caltrans** shall provide the **RTPAs** with timely notice and procedures for securing allocations and other approvals necessary so that **RTPAs** may receive funding or bill for activities incurred during the entire fiscal year in which the funds are programmed.

7.4 Conditions of Grants:

If **MPO/RTPAs/UPTOs** elect to use some or all of the above mentioned funds, they agree to abide by and comply with Federal and State laws and regulations governing their purpose and use for activities covered by those funds.

7.5 Monitoring:

MPO/RTPAs will submit a quarterly performance report to the **Caltrans** District Office within forty-five (45) days after the end of the first three quarters and no later than ninety (90) days after the end of the final quarter.

All signatory parties agree to meet periodically to address and review issues of consistency with this MOU. Other issues and activities of mutual interest or concern may also be addressed. **MPO** will provide signatories of this MOU with meeting agenda and/or full agenda packets prior to each meeting.

During the term of the MOU, **MPO** will promptly advise the State of events which have a significant impacts upon the MOU including:

- (a) Problems, delays, or adverse conditions that will materially affect the ability to attain program objectives, prevent the meeting of time schedules and goals, or preclude the attainment of project work units by established time periods. This disclosure will be accompanied by a statement of the action taken, or contemplated, and any state or federal assistance needed to resolve the situation.
- (b) Favorable developments or events that enable meeting time schedules and goals sooner than anticipated or producing more work units than originally projected.

7.6 Fund Requirements and Provisions:

All State and Federal funds described within this MOU are subject to the requirements of the granting agency. For the purpose of this section, subrecipient is defined as any agency and/or contractor that receive funds from the MPO and/or RTPAs. **MPO/RTPAs** understand that by grant agreement, they will also be subject to the following provisions:

- (a) Scope of Services - Subrecipients will perform the required work as specified in the approved OWP in a manner satisfactory to **MPO** and/or **RTPAs** and to the federal and state funding agencies. If, while the work is being done, any party determines a need to change the scope of services, the party will notify the other in writing.

The parties will meet to discuss the need for the change and to decide what action to take. If they agree that an amendment to the OWP is required, **MPO/RTPAs** must seek approval of the funding agency for the change.

- (b) Personnel - All subrecipients will use only qualified personnel to perform the work. Subrecipient employees must have no separate contractual or employee relationship with MPO or RTPA.
- (c) Time of Performance - Subrecipients must begin work after receiving a written request to do so from **MPO/RTPAs** following acceptance of the OWP by all funding agencies and authorization by FHWA to incur costs against the grant. All work must be completed by June 30 of the fiscal year of the approved current OWP, and no work done thereafter will be reimbursed, unless agreed upon in advance by **MPO/RTPAs** and the subrecipient with prior FHWA or **Caltrans** approval.
- (d) Progress Reports - Subrecipients will submit progress reports in accordance with **MPO** guidelines no later than thirty (30) days following the end of each quarter.
- (e) Inspection of Work - **MPO/RTPAs** and all funding agencies may review and inspect all study activities.
- (f) Maximum Cost - The maximum cost to **MPO/RTPAs** will not exceed the amount shown in the approved OWP. Matching funds for federal or state grants must be provided. FHWA PL funds must demonstrate match in each work element. The matching may be in the form of non-federal cash or services and must be properly documented by work element.
- (g) Method of Payment:
 1. MPO - **MPO** will submit a voucher to **Caltrans**, certifying that work activities in the OWP funded with federal funds and as billed,

are proper and that progress is commensurate with expenditures claimed.

2. Member Agencies - **MPO** will reimburse the subrecipient (other than Caltrans) upon receipt of a requisition for payment, in the following manner:
 - A. Subrecipients must submit a voucher reciting that they have performed the work and incurred costs in conformance with the OWP, and that they are entitled to receive the amount requisitioned, and include all progress reports applicable to the period billed.
 - B. **MPO** will reimburse subrecipients up to the federal share of the amount vouchered for payment upon receipt of said funds from FHWA.
 3. Caltrans - For payment for work items and incurred costs for which Caltrans is the recipient, **Caltrans** will bill FHWA in accordance with uniform statewide procedures agreed upon by Caltrans and FHWA, and documented in the OWP.
- (h) Disallowances - Any cost for which the **MPO/RTPAs/UPTOs** have received payment that are determined by subsequent audit to be unallowable under the terms of this MOU, are to be repaid to the State by the **MPO/RTPAs/UPTOs**. Should the **MPO/RTPAs/UPTOs** fail to reimburse monies due the State within 30 days of demand, or within such other period as may be agreed between the parties hereto, State is authorized to withhold future payments due recipients from any source, including, but not limited to, the State Treasurer, the State Controller and the California Transportation Commission.
- (i) Subcontracting - The subrecipient will not subcontract any portion of the work to either a public or private entity unless specifically authorized to do so in the OWP. A subcontract will only be awarded in accordance with applicable federal regulations.
- (j) Publication/Use Provisions:

Copyright - **MPO/RTPAs** will be free to copyright material developed under work items identified in the OWP with the provisions that the state and federal agencies reserve a royalty-free, non-exclusive and irrevocable license to reproduce, publish or otherwise use, and authorize federal/state agencies to use the work for federal/state government purpose.

Acknowledgment - All published reports using federal funds will contain a credit reference, as appropriate, using the following suggested language:

"prepared in cooperation with Caltrans and the U.S. Department of Transportation, FHWA and FTA."

Publication Submittal - All publications funded with FHWA PL or state subvention funds, upon completion, will be submitted to Caltrans. **Caltrans** will forward a copy of each publication to FHWA.

Distribution of Products - The **MPO/RTPAs** will provide a number of copies to be specified by Caltrans, of all information, reports, proposals, brochures, summaries, written conclusions, graphic presentations, and similar materials developed by **MPO/RTPAs** and financed in whole or in part as provided herein.

Use of Products - For dynamic work products for which the integrity and consistency may be compromised by unsupervised and/or undocumented work on the original products, the **MPO/RTPAs/UPTOs**, at their discretion, reserve the right to oversee their future use to federal/state government agencies by requiring the execution of an MOU or use agreement for their use. Note that the use of the regional travel demand model always requires the execution of a use agreement.

Ownership of Documents – Upon unilateral termination of this MOU, it is the understanding of all parties that, all original finished and unfinished documents, data, studies, surveys, reports, maps, drawings, models, photographs, etc., prepared by or for the **MPO/RTPAs/UPTOs** and funded by federal or state funds will, at the option of **Caltrans**, and concurrence of the USDOT, be made available to **Caltrans**. Future use of the regional travel demand model will always require the execution of a use agreement. **MPO/RTPAs /UPTOs** will not incur new obligations for the terminated portion after the effective date of termination.

7.7 Standard Requirements:

The parties understand that in performing work under the OWP, which is to be paid for by federal funds, regardless of the granting agency, the following requisites apply:

- (a) Civil Rights - Those requirements must be met which are stated in Attachment B (FTA Certifications and Assurances) dealing with Equal Employment Opportunity and nondiscrimination in hiring. **MPO/RTPAs/UPTOs** will also meet the requirements of 49 CFR Part 23, dealing with Disadvantaged Business and Woman Business Enterprise and will follow the procedures for MPOs set forth in Caltrans and/or FTA's

Disadvantaged Business and Woman Business Enterprise Program (DBE/WBE).

- (b) Drug Free Workplace - A Drug Free Workplace policy is in place (see Attachment B). **MPO/RTPAs/UPTOs** and all subrecipients agree to abide by the stated policy.
- (c) Restrictions on Lobbying - **MPO/RTPAs/UPTOs** and all subrecipients agree to abide by the Federal requirements on Restrictions on Lobbying. The signed declarations of this policy are made a part of this document by reference.
- (d) Equipment - Non-expendable items acquired to perform work must be identified in the OWP as direct costs and approved as part of the OWP. For direct purchase of equipment with PL funds, equipment must be identified in the OWP. Property management of equipment should be in accordance with the Federal Office of Management and Budget (OMB) Circular A-102. For depreciation methods of billing when PL funds are not involved in the direct purchase of equipment, charges should be made using cost principles for state and local governments, in accordance with OMB Circular A-87.
- (e) Bills - All bills must be supported by payrolls, time record invoices and vouchers, evidencing the nature of the charges and their eligibility for payment under OMB Circular A-87.
- (f) Accounts - Each part will establish and maintain, within its accounting system, a separate account for each work element in the OWP. All accounting records will provide a current breakdown of costs charged to each element and together with supporting documents, must be kept separate from other documents and records.

7.8 Accounting and Audits:

Federal OMB Circular A-87 to qualify for federal funds is made a part of this MOU by reference. An audit of state funds may be combined with an audit of federal funds if state fiscal and compliance audit requirements are met. Further audits may be conducted by federal and state agencies if deemed necessary. All records, reports and documents are to be made available at business office and its subcontractor's business offices for audit and inspection as needed by state and federal agencies.

7.9 Reimbursement:

Reimbursement of Federal funds will be for actual costs incurred.

7.10 Certification Requirement:

It is the intent of all parties to resolve issues related to certification under 23 CFR 450 Subpart C as they arise. At the time the final OWP is submitted to Caltrans, **MPO** must certify that the planning process, addressing the major issues facing the area, is being conducted in accordance with all applicable requirements. **Caltrans** will verify the certification and transmit its recommendation to FHWA and FTA. For purposes of certification, **MPO** will establish a process, which includes the following elements:

- (a) Discussion, as part of the prospectus section of the OWP, addressing each of the elements listed in 23 CFR 450.316 and stating how compliance is being carried out; and
- (b) a resolution of the **MPO** Board of Directors making a finding concerning certification to be based upon review of the staff report and recommendation by the Executive Director of **MPO** at the time of adoption of the final OWP.

For purpose of certification, **Caltrans** will:

- (c) work closely with **MPO** to gather documentation throughout the year to support the certification; and
- (d) make a written certification determination that **MPO's** transportation planning process is in conformance with Section 134 of Title 23 U.S.C., Section 8 of the Federal Transit Act (49 U.S.C. app. 1607), Sections 174 and 176(c) and (d) of the Clean Air Act, Title VI of the Civil Rights Act executed under 23 U.S.C. 324 and 29 U.S.C. 794, Section 1003(b) of ISTEA regarding the involvement of disadvantaged business enterprises and the provisions of the Americans with Disabilities Act of 1990; and
- (e) submit its determination to FHWA and FTA at time of OWP approval; and
- (f) keep on file copies of documents as a basis for determination of certification factors.

Chapter 8. **General Provisions**

8.1 Amendment:

This Memorandum constitutes an understanding, expression of desire for, and a means of accomplishing, the general requirements for a comprehensive

transportation planning process in **MPO's** area. Any changes to one or more of the terms and conditions of this MOU shall not be valid unless made in writing and agreed to by all original executed signatory parties prior to change implementation.

8.2 Termination:

The parties understand that the purpose of this MOU is to establish, on the part of all parties, a single transportation planning process to serve the interests of all governmental agencies with Federal and State transportation planning responsibilities in the region per CFR Part 450.310. Any executed signatory party may terminate this understanding upon notice of the others by providing notice at least sixty (60) days prior to the effective date of termination and specifying the effective date of termination.

Caltrans will compensate the **MPO/RTPAs** for those eligible expenses incurred during the MOU period directly attributable to the completed portion of the work covered by this MOU for the OWP, provided that the work has been completed in a manner satisfactory and acceptable to **Caltrans**. It is understood that **MPO/RTPAs** and all subrecipients will not incur new obligations for the terminated portion after the effective date of termination.

8.3 Review:

Any party may review this MOU for the purposes of assuring its continuing effectiveness. Results of such review, together with any proposed amendments, shall be submitted in writing for the consideration of the parties hereto.

8.4 Remedies:

Actions inconsistent with the MOU terms or conditions shall be grounds for termination of the MOU by the other original executed signatory parties upon serving appropriate notice to that effect.

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: June 27, 2003
TO: Board of Directors
FROM: Tom Stickel, Manager of Fleet Maintenance
SUBJECT: CONSIDERATION OF AWARD OF CONTRACT FOR GRAPHIC DESIGN AND PRINT COORDINATION SERVICES FOR HEADWAYS.

I. RECOMMENDED ACTION

District Staff recommends that the Board of Directors authorize the General Manager to execute a one-year contract with Folger Graphics for graphic design and print coordination services for the production of Headways for an amount not to exceed \$30,000.

II. SUMMARY OF ISSUES

- A competitive procurement was conducted to solicit proposals from qualified firms.
- Six firms submitted proposals for the District's review.
- District staff has reviewed and evaluated all submitted proposals.
- District staff is recommending that a contract be established with Folger Graphics to provide graphic design and print coordination services for the production of Headways.

III. DISCUSSION

The District requires the services of a graphic designer to provide all graphic design and print coordination services, necessary to develop computer-generated art for the production Headways. On March 21, 2003, District Request for Proposal (RFP) No. 02-15 was mailed out to several firms and was legally advertised. On April 25, 2003, proposals were received and opened from six firms. They are: Folger Graphics of Hayward, CA; Transit Information Products of Concord, CA; Eric Gouldsberry Art Direction of San Jose, CA; Blue Shark Design of Santa Cruz, CA; CHK America of Santa Barbara, CA; and Dystrick Design of Campbell, CA.

An evaluation committee composed of District staff used the following evaluation criteria as provided in the specification section of the RFP:

| <u>Criteria</u> | <u>Priority</u> |
|--|-----------------|
| Qualifications of Firm and examples of graphic design projects | 1 |
| Project Understanding, Familiarity with Area and Approach | 2 |
| Previous Work in this Field (References) | 3 |
| Ability to Meet Project Timelines | 4 |

| | |
|-----------------------------|---|
| Cost Proposal (hourly rate) | 5 |
| Quality of Submittal | 6 |
| DBE Participation | 7 |

Based on the above evaluation criteria, the evaluation committee gave the highest ranking to the proposal received from Folger Graphics.

District staff is recommending that the Board of Directors authorize the General Manager to execute a one-year contract with Folger Graphics to provide graphic design and print coordination services for the production of Headways for an amount not to exceed \$30,000. Contractor will provide services meeting all District specifications and requirements.

IV. FINANCIAL CONSIDERATIONS

Funds are available in the Customer Service Planning and Marketing budget for this contract.

V. ATTACHMENTS

Attachment A: Contract with Folger Graphics – **NOTE: Attachments and Exhibits to the contract are available for review at METRO’s Administrative Offices.**

**PROFESSIONAL SERVICES CONTRACT FOR GRAPHIC DESIGN
AND PRINT COORDINATION SERVICES FOR HEADWAYS (02-15)**

THIS CONTRACT is made effective on _____, 2003 between the SANTA CRUZ METROPOLITAN TRANSIT DISTRICT, a political subdivision of the State of California ("District"), and FOLGER GRAPHICS ("Contractor").

1. RECITALS

1.01 District's Primary Objective

District is a public entity whose primary objective is providing public transportation and has its principal office at 370 Encinal Street, Suite 100, Santa Cruz, California 95060.

1.02 District's Need for Graphic Design and Print Coordination Services for Headways

District has the need for Graphic Design and Print Coordination Services for Headways. In order to obtain these services, the District issued a Request for Proposals, dated March 21, 2003, setting forth specifications for such services. The Request for Proposals is attached hereto and incorporated herein by reference as Exhibit "A".

1.03 Contractor's Proposal

Contractor is a firm/individual qualified to provide Graphic Design and Print Coordination Services for Headways and whose principal place of business is 2339 Davis Avenue, Hayward, CA. Pursuant to the Request for Proposals by the District, Contractor submitted a proposal for Graphic Design Services for Headways, which is attached hereto and incorporated herein by reference as Exhibit "B."

1.04 Selection of Contractor and Intent of Contract

On June 27, 2003, District selected Contractor as the offeror whose proposal was most advantageous to the District, to provide the Graphic Design and Print Coordination Services for Headways described herein. This Contract is intended to fix the provisions of these services.

District and Contractor agree as follows:

2. INCORPORATED DOCUMENTS AND APPLICABLE LAW

2.01 Documents Incorporated in this Contract

The documents below are attached to this Contract and by reference made a part hereof. This is an integrated Contract. This writing constitutes the final expression of the parties' contract, and it is a complete and exclusive statement of the provisions of that Contract, except for written amendments, if any, made after the date of this Contract in accordance with Section 13.14.

A. Exhibit "A"

Santa Cruz Metropolitan Transit District's "Request for Proposals" dated March 21, 2003

B. Exhibit "B" (Contractor's Proposal)

Contractor's Proposal to the District for Graphic Design and Print Coordination Services for Headways, signed by Contractor and dated April 25, 2003.

2.02 Conflicts

Where in conflict, the provisions of this writing supersede those of the above-referenced documents, Exhibits "A" and "B". Where in conflict, the provisions of Exhibit "A" supercede Exhibit "B".

2.03 Recitals

The Recitals set forth in Article 1 are part of this Contract.

3. DEFINITIONS

3.01 General

The terms below (or pronouns in place of them) have the following meaning in the contract:

3.01.01 CONTRACT - The Contract consists of this document, the attachments incorporated herein in accordance with Article 2, and any written amendments made in accordance with Section 13.14.

3.01.02 CONTRACTOR - The Contractor selected by District for this project in accordance with the Request for Proposals issued March 21, 2003.

3.01.03 CONTRACTOR'S STAFF - Employees of Contractor.

3.01.04 DAYS - Calendar days.

3.01.05 OFFEROR - Contractor whose proposal was accepted under the terms and conditions of the Request for Proposals issued March 21, 2003.

3.01.06 PROVISION - Any term, agreement, covenant, condition, clause, qualification, restriction, reservation, or other stipulation in the contract that defines or otherwise controls, establishes, or limits the performance required or permitted by either party.

3.01.07 SCOPE OF WORK (OR "WORK") - The entire obligation under the Contract, including, without limitation, all labor, equipment, materials, supplies, transportation, services, and other work products and expenses, express or implied, in the Contract.

4. TIME OF PERFORMANCE

4.01 Term

The term of this Contract will be for a period not to exceed one (1) year and shall commence upon the issuance of the contract by the District.

At the option of the District, this contract agreement may be renewed for four (4) additional one (1) year terms upon mutual written consent.

5. COMPENSATION

5.01 Terms of Payment

District shall compensate Contractor in an amount not to exceed the amounts/rates agreed upon by the District. District shall reasonably determine whether work has been successfully performed for purposes of

payment. Compensation shall be made within forty-five (45) days of District written approval of Contractor's written invoice for said work.

5.02 Invoices

Contractor shall submit invoices with a purchase order number provided by the District. Contractor's invoices shall include detailed records showing actual time devoted, work accomplished, date work accomplished, personnel used, and amount billed per hour. Expenses shall only be billed if allowed under the Contract. Said invoice records shall be kept up-to-date at all times and shall be available for inspection by the District (or any grantor of the District, including, without limitation, any State or Federal agency providing project funding or reimbursement) at any time for any reason upon demand for not less than four (4) years after the date of expiration or termination of the Contract. Under penalty of law, Contractor represents that all amounts billed to the District are (1) actually incurred; (2) reasonable in amount; (3) related to this Contract; and (4) necessary for performance of the project.

6. NOTICES

All notices under this Contract shall be deemed duly given upon delivery, if delivered by hand; or three (3) days after posting, if sent by registered mail, receipt requested; to a party hereto at the address hereinunder set forth or to such other address as a party may designate by notice pursuant hereto.

DISTRICT

Santa Cruz Metropolitan Transit District
370 Encinal Street
Suite 100
Santa Cruz, CA 95060
Attention: General Manager

CONTRACTOR

Folger Graphics
2339 Davis Avenue
Hayward, CA 94545-1111
Attention: Bill H. Briggs

7. AUTHORITY

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

Signed on _____

DISTRICT
SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

Leslie R. White
General Manager

CONTRACTOR
FOLGER GRAPHICS

By _____
Linda Torre
Vice President of Administration

Approved as to Form:

Margaret Rose Gallagher
District Counsel

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

STAFF REPORT

DATE: June 13, 2003

TO: Board of Directors

FROM: Margaret Gallagher, District Counsel

SUBJECT: CONSIDERATION OF EXTENDING THE LEASE AGREEMENT BETWEEN THE SANTA CRUZ METROPOLITAN TRANSIT DISTRICT AND GIL CANALES FOR LEASING OFFICE SPACE AT THE WATSONVILLE TRANSIT CENTER FOR AN ADDITIONAL YEAR

I. RECOMMENDED ACTION

Consider extending the Lease Agreement for an additional year, between the Santa Cruz Metropolitan Transit District and Gil Canales for the purpose of leasing office space at the Watsonville Transit Center.

II. SUMMARY OF ISSUES

- Gil Canales has been leasing office space at the Watsonville Transit Center for his business Powerservice since June 1, 2002.
- The Lease Agreement provides for two options to extend the Agreement, each for an additional one-year period.
- Although Mr. Canales did not give written notice within the timeframe set forth in the Lease, he did provide written notice via email, attached as Attachment A, indicating his intent to extend the Lease term.

III. DISCUSSION

Gil Canales has been renting space at the Watsonville Transit Center since June 1, 2002. He has been a good tenant and has always paid his rent in a timely manner. He is requesting an extension of the Lease term of one additional year, as specified as an option in the Lease Agreement.

The business specialty is computer services, and Mr. Canales has over 15 years experience as a programmer/analyst in the private and government sectors. He has experience using the Internet and writing HTML code, as well as Visual Basic and Q-basic for Windows 9x. Mr. Canales has been providing his skills for this business for the last year, an asset to the immediate community but also welcomed by the commuters at the Transit Center. Mr. Canales also speaks, reads and writes Spanish fluently. He has been paying \$175.00 plus utilities for the monthly rent and would like to extend the term until May 31, 2004.

IV. FINANCIAL CONSIDERATIONS

Rent on the space is set at \$175.00 per month and provided \$2,100.00 this past year to the Transit District. A cost of living increase will occur on June 1, 2003.

V. ATTACHMENTS

Attachment A: Email from tenant indicating intent to extend Lease term.

Attachment B: Draft Lease Extension

Gil Canales, Re: Lease Renewal

To: Gil Canales <g999can@yahoo.com>
From: Rebecca Daniel <rdaniel@scmtd.com>
Subject: Re: Lease Renewal
cc:
Bcc:
Attached:

This confirms that Santa Cruz Metro is in receipt of your request to renew your lease for Powerservice at the Watsonville Transit Center for an additional year, pursuant to your option specified in the **Lease Agreement**. **Please try** to give a 90-day notice in the future, for example, next year, please provide notice no later than February 28, 2004, if you wish to renew again. Thanks.

Rebecca

At 04:20 PM 5/13/2003 -0700, you wrote:
Rebecca,

I wish to **renew my lease at Watsonville** Transit Center.

Sincerely,

Gil Canales

Do you Yahoo!?
The **New Yahoo! Search - Faster. Easier. Bingo.**
<http://search.yahoo.com>

EXTENSION OF LEASE

THIS LEASE EXTENSION is made on June 1, 2003, between **GILBERT CANALES** ("TENANT"), dba **POWERSERVICE**, whose mailing address is P.O. Box 685, Freedom, California, 95019-0625 and the **SANTA CRUZ METROPOLITAN TRANSIT DISTRICT** ("**DISTRICT**"), whose address is 370 Encinal Street, Suite 100, Santa Cruz, California, 95060, who agree as follows:

1. **RECITALS:** This **LEASE EXTENSION** is made with reference to the following facts and objectives:
 - a. **TENANT** and **DISTRICT** entered into a written lease dated June 1, 2002 ("**the Lease**"), for the office space located at the Watsonville Transit Center, whose address is 475 Rodriguez Street, Watsonville, California.
 - b. The term of **the Lease** will expire on May 31, 2003.
 - c. Tenant wishes to extend the term of **the Lease** for an additional period of one year, pursuant to the option available in Section 2.3 of **the Lease**.
2. **EXTENSION OF TERM:** The term of **the Lease** shall be extended for an additional period of one year from June 1, 2003, and shall expire on May 31, 2004.
3. **OPTION TO EXTEND:** Tenant shall have one additional option to extend this lease extension for a period not to exceed one (1) year upon the same terms and conditions as **the Lease**.
4. **EFFECTIVENESS OF LEASE:** Except as set forth in this extension of lease, all provisions of **the Lease**, shall remain unchanged and in full force and effect.

TENANT:
Powerservice

DISTRICT:
Santa Cruz Metropolitan Transit District

BY: _____
Gilbert Canales, Owner

BY: _____
Leslie White, General Manager

Approved as to form:

BY: _____
Margaret Gallagher, District Counsel

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: June 27, 2003
TO: Board of Directors
FROM: Mark J. Dorfman, Assistant General Manager
SUBJECT: AUTHORIZATION TO RENEW CONTRACT WITH UCSC

I. RECOMMENDED ACTION

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

II. SUMMARY OF ISSUES

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

III. DISCUSSION

For the past thirty-two years, the Santa Cruz Metropolitan Transit District has had a relationship with the University of California Santa Cruz for the provision of transit services. This past year, the District and the University implemented the Night Owl Program after a successful fee increase voted by the students.

The District and UCSC representatives meet on a regular basis and agree that it is in the best interest of both parties to continue the agreement for an additional fiscal year, while continuing to work together to address the fare increase scheduled to occur next year.

IV. FINANCIAL CONSIDERATIONS

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

V. ATTACHMENTS

Attachment A: None

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: June 27, 2003
TO: Board of Directors
FROM: Robyn D. Slater, Interim Human Resources Manager
**SUBJECT: CONSIDER APPROVAL OF FACILITIES MAINTENANCE
WORKER III RECLASSIFICATION**

I. RECOMMENDED ACTION

It is recommended that the Board of Directors approve the reclassification of the Facilities Maintenance Worker III including revisions to the job title and class specification. Based on a Salary Survey this change will not include a salary adjustment.

II. SUMMARY OF ISSUES

- The Memorandum of Understanding between the District and SEIU Local 415 allows an employee to request a review of the classification of his/her position. The incumbent in the classification of Facilities Maintenance Worker III requested such a review.
- The classification of a position is based upon the duties regularly assigned. The salary range is established as part of the District's compensation plan and is directly related to the training and experience prerequisites and the responsibilities of the classification. The salary range is not based upon the quality of the work performed by the incumbent; the quality of work is documented through performance evaluations and progression through the six-step salary range.

III. DISCUSSION

There is one incumbent in the Facilities Maintenance Worker III classification. The classification process involved reviewing the duties of the position, performing a desk audit, and determining the appropriate salary range for the classification. The proposed classification specification includes the title change to Senior Facilities Maintenance Worker. The revisions to the class specification have been reviewed and approved by the incumbent and the department manager. The Human Resources Department has obtained concurrence of the revised class specification and salary from SEIU Local 415.

IV. FINANCIAL CONSIDERATIONS

None

V. ATTACHMENTS

Attachment A: Facilities Maintenance III class specification.

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

SENIOR FACILITIES MAINTENANCE WORKER

DEFINITION

Under general supervision, **plans, coordinates, assigns and directs the work of maintenance workers**; performs ~~and supervises~~ a wide variety of semiskilled and skilled tasks in the maintenance, repair, modification and construction of District facilities including buildings, bus stops, grounds, equipment and tools; ~~supervises and trains~~ Facilities Maintenance workers and other employees; and performs other related duties as assigned.

DISTINGUISHING CHARACTERISTICS

~~An incumbent in this classification performs semiskilled and skilled maintenance tasks at the advanced journey level and supervises and trains other maintenance workers.~~

EXAMPLES OF DUTIES

Plans, prioritizes, schedules, and assigns routine maintenance tasks for Facilities Maintenance workers. Directs the work of Facilities Maintenance workers.

Receives work requests from Facilities Maintenance supervisor and manager, as well as other District employees. Updates and maintains computer files of work requests and scheduling of tasks; resolves discrepancies in records and reports. Authorizes and maintains records of time-off requests from Facilities Maintenance staff.

Performs and **directs** preventive and routine maintenance on a variety of machinery, equipment and associated parts including, **but not limited to**, bus washers, fuel pumps, oil pumps, oil dispensers, sump pumps, bay doors, landscape equipment, air compressors, heating and ventilation systems, coin machines, electrical equipment and lighting systems, and water recycling systems.

~~Identifies~~ Identifies and troubleshoots equipment failures; reads, interprets and works from schematics, plans, manuals, building codes and blueprints; determines materials, equipment and techniques to make repairs; purchases necessary parts and equipment; ~~and supervises and inspects the work of others.~~

Performs ~~and supervises~~ **directs** a variety of maintenance-related activities including updating bus route files; initiating and completing work orders; maintaining maintenance logs; ~~installing security systems; repairing office furniture~~, assisting or consulting with vendors, contractors and others as required; estimating repair costs and work time; and maintaining a safe work environment.

Operates a variety of manual and power equipment including, **but not limited to**, hand tools, bench and table tools, landscaping tools, plumbing tools, carpentry tools, electrical tools, fastener tools, painting tools, generators, asphalt and concrete tools, truck mounted cranes, welding tools, fork lifts and vehicles.

Directs, trains and inspects the work of Facilities Maintenance staff; trains employees in the methods, procedures and equipment used.

~~Assists the department manager in developing, implementing and supervising the District's hazardous materials handling program including establishing procedures and guidelines; and insuring that the District is in compliance with hazardous materials regulations.~~

May participate in the interview panels for Facilities Maintenance Workers I and II.

May provide information used in performance evaluations, disciplinary issues and other personnel functions.

EMPLOYMENT STANDARDS

Knowledge of:

- Methods, materials, hand tools and power equipment used in the maintenance and repair of buildings, bus stops, equipment and grounds including carpentry, plumbing, cement, electrical, welding and painting.
- Uniform building and mechanical codes.
- **Computerized record keeping systems, spreadsheets, databases and other standard office software.**
- Safe work practices and proper equipment operating procedures.
- Hazardous building, fuel and equipment materials, and proper handling procedures.

Skill to:

~~Use manual and power tools and equipment safely.~~

Ability to:

- **Plan, coordinate and direct the work of others.**
- **Evaluate needs and establish priorities for completing Facilities Maintenance tasks.**
- ~~Independently perform a wide variety of building and grounds maintenance work. and supervise the work of others.~~
- Determine materials, equipment and techniques to make building and equipment repairs.
- Diagnose and troubleshoot equipment-operating problems.
- Develop and write preventive and ~~routing~~ **routine** maintenance procedures and assist in developing and implementing procedures and guidelines for hazardous materials.
- Follow written and oral instructions and write work-related reports.
- **Gather, record and summarize data presented in a variety of formats and maintain computerized and other record keeping systems.**
- **Effectively train others in work procedures and safe equipment use.**
- Read and interpret building and mechanical codes, blueprints, plans and technical manuals.
- **Use manual and power tools and equipment safely.**
- Perform heavy physical labor, work in confined areas and climb ladders.
- Establish and maintain cooperative working relationships with the public, District employees and others.

Training and Experience

Any combination of training and experience equivalent to:

Two years full time experience equivalent to the District's Facilities Maintenance Worker II classification

OR

Two years full time journey level experience in one of the following building trades: carpentry, electrical, plumbing, welding or painting. (The journey level generally requires four years formal training or apprenticeship.)

Special Requirements

Possession of a valid Class C California driver's license and a safe driving record.

Available to be assigned to respond to emergency calls 24 hours a day, seven days a week.

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

NOTICE OF ACTION TAKEN IN CLOSED SESSION MEMORANDUM

DATE: June 27, 2003

TO: Board of Directors

FROM: Margaret Gallagher, District Counsel

SUBJECT: Notification Of Actions Taken In Closed Session Regarding The Following Claims On The Dates Indicated:

1. Settlement with Ramon Martinez on February 14, 2003
2. Settlement with Sandra Bass, Neil Bass, et al on May 16, 2003

1. Settlement of Ramon Martinez vs. Santa Cruz METRO; Case No. CV 138492

On February 14, 2003, in closed session the Board of Directors authorized a settlement in the amount of thirty thousand dollars (\$30,000.00), for a transit bus accident that occurred on June 6, 1999, in Watsonville, California involving Ramon Martinez and a METRO bus. The following directors authorized the settlement: Almquist, Beautz, Hinkle, Norton, Reilly, Rotkin, Spence and Tavantzis. Directors Ainsworth, Keogh and Ventura-Phares were absent. Pursuant to this direction, a fully executed release was received from this claimant and a District warrant was issued in accordance with this direction.

2. Settlement of Sandra Bass, et al vs. Santa Cruz METRO; Case No. CV 130761

On August 30, 2002 in closed session, the Board of Directors authorized a settlement of two of the members of the class action suit, Bass et al vs. Santa Cruz Metropolitan Transit District as follows: Jill Johnson, the sum of \$37,500.00 was authorized; Richard Cruise, the sum of \$37,000.00 was authorized. The following directors authorized the settlement: Ainsworth, Almquist, Hinkle, Norton, Reilly, Rotkin, Spence and Tavantzis. Directors Beautz, Keogh and Ventura-Phares were absent. Pursuant to this direction, settlement authority was obtained from the Superior Court of Santa Cruz County, and District warrants were issued in accordance with the Board's authorization.

On December 13, 2002 in closed session, the Board of Directors authorized a settlement of the two remaining members of the class action suit Bass, et al vs. Santa Cruz Metropolitan Transit District as follows: Sandra Bass, the sum of \$46,645.00 was authorized; Neil Bass, the sum of \$49,173.00 was authorized; The following directors authorized the settlement: Ainsworth, Almquist, Beautz, Hinkle, Keogh, Rotkin, and Spence. Directors Norton, Phares, Reilly and Tavantzis were absent. Pursuant to this direction, settlement authority was obtained from the Superior Court of Santa Cruz County, and District warrants were issued in accordance with the Board's authorization.

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: June 27, 2003
TO: Board of Directors
FROM: Tom Stickel, Manager of Fleet Maintenance
SUBJECT: CONSIDERATION OF AWARD OF CONTRACT FOR TRASH PICKUP AT DISTRICT BUS STOPS.

I. RECOMMENDED ACTION

District Staff recommends that the Board of Directors authorize the General Manager to execute a one-year contract with AMPAC Building Maintenance for trash pickup at District bus stops for an amount not to exceed \$22,680.

II. SUMMARY OF ISSUES

- A request for proposals (RFP) was developed to solicit proposals from qualified firms.
- Three firms submitted proposals for the District's review.
- District staff has reviewed and evaluated all submitted proposals.
- District staff is recommending that a contract be established with AMPAC Building Maintenance to provide trash pickup at District bus stops.

III. DISCUSSION

The District requires the services of a janitorial services company to provide trash pickup services at District bus stops. On May 30, 2003, District Request for Proposal (RFP) No. 02-18 was mailed out to several firms and was legally advertised. On June 19, 2003, proposals were received and opened from three firms. They are: AMPAC Building Maintenance of Monterey, CA; Clean Building Maintenance Company of Santa Cruz, CA and the Kap-Stone Company of Los Gatos, CA.

An evaluation committee composed of District staff used the following evaluation criteria as provided in the specification section of the RFP:

| <u>Criteria</u> | <u>Priority</u> |
|---|-----------------|
| Price – Offerors Price Proposal | 1 |
| Qualifications/Experience - an evaluation of the quality of the proposed staff and the skills and availability of substitute staff. | 2 |
| References | 3 |

Based on the above evaluation criteria, the evaluation committee gave the highest ranking to the proposal received from AMPAC Building Maintenance.

District staff is recommending that the Board of Directors authorize the General Manager to execute a one-year contract with AMPAC Building Maintenance to provide trash pickup at District bus stops for an amount not to exceed \$22,680. Contractor will provide services meeting all District specifications and requirements.

IV. FINANCIAL CONSIDERATIONS

Funds are available in the Facilities Maintenance budget for this contract.

V. ATTACHMENTS

Attachment A: Contract with AMPAC Building Maintenance

NOTE: Attachments and Exhibits to the contract are available for review at the District's Administrative Offices, if desired.

**PROFESSIONAL SERVICES CONTRACT
FOR TRASH PICKUP AT DISTRICT BUS STOPS (02-18)**

THIS CONTRACT is made effective on July 1, 2003 between the SANTA CRUZ METROPOLITAN TRANSIT DISTRICT, a political subdivision of the State of California ("District"), and AMPAC BUILDING MAINTENANCE ("Contractor").

1. RECITALS

1.01 District's Primary Objective

District is a public entity whose primary objective is providing public transportation and has its principal office at 370 Encinal Street, Suite 100, Santa Cruz, California 95060.

1.02 District's Need for Trash Pickup Services at District Bus Stops

District has the need for Trash Pickup Services at District Bus Stops. In order to obtain these services, the District issued a Request for Proposals, dated May 30, 2003, setting forth specifications for such services. The Request for Proposals is attached hereto and incorporated herein by reference as Exhibit "A".

1.03 Contractor's Proposal

Contractor is a firm/individual qualified to provide Trash Pickup Services at District Bus Stops and whose principal place of business is Monterey, California. Pursuant to the Request for Proposals by the District, Contractor submitted a proposal for Trash Pickup Services at District Bus Stops, which is attached hereto and incorporated herein by reference as Exhibit "B."

1.04 Selection of Contractor and Intent of Contract

On June 27, 2003, District selected Contractor as the offeror whose proposal was most advantageous to the District, to provide the Trash Pickup Services at District Bus Stops described herein. This Contract is intended to fix the provisions of these services.

District and Contractor agree as follows:

2. INCORPORATED DOCUMENTS AND APPLICABLE LAW

2.01 Documents Incorporated in this Contract

The documents below are attached to this Contract and by reference made a part hereof. This is an integrated Contract. This writing constitutes the final expression of the parties' contract, and it is a complete and exclusive statement of the provisions of that Contract, except for written amendments, if any, made after the date of this Contract in accordance with Section 13.14.

A. Exhibit "A"

Santa Cruz Metropolitan Transit District's "Request for Proposals" dated May 30, 2003

B. Exhibit "B" (Contractor's Proposal)

Contractor's Proposal to the District for Trash Pickup Services at District Bus Stops, signed by Contractor and dated June 19, 2003.

2.02 Conflicts

Where in conflict, the provisions of this writing supersede those of the above-referenced documents, Exhibits "A" and "B". Where in conflict, the provisions of Exhibit "A" supercede Exhibit "B".

2.03 Recitals

The Recitals set forth in Article 1 are part of this Contract.

3. DEFINITIONS

3.01 General

The terms below (or pronouns in place of them) have the following meaning in the contract:

3.01.01 CONTRACT - The Contract consists of this document, the attachments incorporated herein in accordance with Article 2, and any written amendments made in accordance with Section 13.14.

3.01.02 CONTRACTOR - The Contractor selected by District for this project in accordance with the Request for Proposals issued May 30, 2003.

3.01.03 CONTRACTOR'S STAFF - Employees of Contractor.

3.01.04 DAYS - Calendar days.

3.01.05 OFFEROR - Contractor whose proposal was accepted under the terms and conditions of the Request for Proposals issued May 30, 2003.

3.01.06 PROVISION - Any term, agreement, covenant, condition, clause, qualification, restriction, reservation, or other stipulation in the contract that defines or otherwise controls, establishes, or limits the performance required or permitted by either party.

3.01.07 SCOPE OF WORK (OR "WORK") - The entire obligation under the Contract, including, without limitation, all labor, equipment, materials, supplies, transportation, services, and other work products and expenses, express or implied, in the Contract.

4. TIME OF PERFORMANCE

4.01 Term

The term of this Contract will be for a period not to exceed one (1) year and shall commence upon the issuance of the contract by the District.

At the option of the District, this contract agreement may be renewed for four (4) additional one (1) year terms upon mutual written consent.

5. COMPENSATION

5.01 Terms of Payment

District shall compensate Contractor in an amount not to exceed \$1,890 per month for satisfactory completion of weekly contract work requirements. District shall reasonably determine whether work has been successfully performed for purposes of payment. Compensation shall be made within forty-five (45) days of District written approval of Contractor's written invoice for said work.

5.02 Invoices

Contractor shall submit invoices with a purchase order number provided by the District on a monthly basis. Contractor's invoices shall include detailed records showing work accomplished, date work accomplished, personnel used, and amount billed per month. Expenses shall only be billed if allowed under the Contract. Said invoice records shall be kept up-to-date at all times and shall be available for inspection by the District (or any grantor of the District, including, without limitation, any State or Federal agency providing project funding or reimbursement) at any time for any reason upon demand for not less than four (4) years after the date of expiration or termination of the Contract. Under penalty of law, Contractor represents that all amounts billed to the District are (1) actually incurred; (2) reasonable in amount; (3) related to this Contract; and (4) necessary for performance of the project.

6. NOTICES

All notices under this Contract shall be deemed duly given upon delivery, if delivered by hand; or three (3) days after posting, if sent by registered mail, receipt requested; to a party hereto at the address hereinafter set forth or to such other address as a party may designate by notice pursuant hereto.

DISTRICT

Santa Cruz Metropolitan Transit District
370 Encinal Street
Suite 100
Santa Cruz, CA 95060
Attention: General Manager

CONTRACTOR

AMPAC Building Maintenance
P O Box 421
Monterey CA 93942
Attention: Owner

7. AUTHORITY

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

Signed on _____

DISTRICT
SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

Leslie R. White
General Manager

CONTRACTOR
AMPAC BUILDING MAINTENANCE

By _____
Arnold Meltzer
Owner

Approved as to Form:

Margaret Rose Gallagher
District Counsel

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: June 27, 2003

TO: Board of Directors

FROM: Margaret Gallagher, District Counsel

SUBJECT: CONSIDERATION OF AUTHORIZING THE GENERAL MANAGER TO EXECUTE A 5-YEAR LEASE AGREEMENT WITH ALI GHARAHGOZLOO AND JESSICA HSU FOR OPENING A NEW ASIAN RESTAURANT AT THE WATSONVILLE TRANSIT CENTER

I. RECOMMENDED ACTION

Authorize the General Manager to execute a 5-year Lease Agreement with Ali Gharahgozloo and Jessica Hsu for opening a new Asian Restaurant at the Watsonville Transit Center.

II. SUMMARY OF ISSUES

- Mr. Ali Gharahgozloo and Jessica Hsu, currently tenants, d.b.a. Jessica's Grocery Store at the Watsonville Transit Center, formally requested the opportunity to open an Asian food restaurant in July of 2001 and again in July of 2002. The request would have entailed building a kiosk to accommodate the request. It was decided on both occasions, by the METRO Board of Directors, that there was not enough patronage at the Center to warrant the expense of building an additional kiosk.
- At the end of April of 2003, McDonald's terminated their Lease for the property they have been leasing at the Watsonville Transit Center.
- A Request for Proposals was prepared and advertised for the space, giving a deadline for bids to be received by the Transit District for the space. Mr. Gharahgozloo and Ms. Hsu presented a proposal for an Asian food restaurant, which represented the only proposal submitted before the deadline.

III. DISCUSSION

Mr. Gharahgozloo and Jessica Hsu, current tenants at the Watsonville Transit Center, have been wishing to open an Asian restaurant at the Center for the last two years. They have requested to be allowed to open a new Asian food restaurant, but in order to comply with the request, it would have been necessary for the Transit District to build a kiosk for the business. It was decided in July of 2001 and again in July of 2002 by Santa Cruz METRO's Board of Directors, that there was not enough patronage at the Center to warrant the expense for such a project.

Recently, however, McDonald's, who leased the restaurant space in the main terminal building, terminated their Lease at the end of April, 2003. This space of the Center has been vacant since

that time. The space was advertised and Mr. Gharahgozloo and Ms. Hsu presented a proposal for a new business, an Asian food restaurant.

Because McDonald's is no longer at the Center, currently, there is only one other eating establishment at the Center, a Mexican Taqueria. Additionally, snacks and beverages can be purchased at Jessica's Grocery Store. The other two leased kiosks are Santa Martha, operating a children's clothing and accessory shop and Leticia's Hair Salon, operating a hair salon.

Mr. Gharahgozloo and Ms. Hsu wish to lease the space for a five-year initial term. After that time, they would have one option to extend the lease for an additional five-year term. Mr. Gharahgozloo and Ms. Hsu anticipate investing approximately \$35,000.00 to make the space suitable for opening the new business. They are requesting the rent amount to be \$1,200.00 per month and there is pending negotiation regarding the issue of annual cost of living increases.

The new tenants, if approved would pay 100% of the utilities of the space, which is separately metered from the rest of the businesses at the Transit Center. They would also be required to reimburse the District for 23% of the total garbage bill to the Center, based on the square footage of the leased space. Currently, the garbage cost to the Center is approximately \$628.00 per month. The tenants would contribute approximately \$145.00 per month for garbage.

Mr. Gharahgozloo and Ms. Hsu have requested a clause in the Lease for the tenant's option to terminate the Lease at any time, with a 6-month written notice to the District.

If the Board of Directors authorizes the execution of the Lease proposal, it will become effective July 1, 2003.

IV. FINANCIAL CONSIDERATIONS

Rent for the space will amount to \$1,200.00 per year, or \$14,400.00 annually, in addition to a \$2,000.00 initial deposit for the space, and 23% of the monthly garbage bill to the Center, which currently amounts to approximately 145.00 per month.

V. ATTACHMENTS

None

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

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

**A RESOLUTION OF
APPRECIATION AND REMEMBRANCE FOR THE SERVICES OF
WALTER DAVILA AS A CUSTODIAN
FOR THE SANTA CRUZ METROPOLITAN TRANSIT DISTRICT**

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

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

WHEREAS, the Santa Cruz Metropolitan Transit District, requiring an employee with expertise and dedication appointed Walter Davila to serve in the position of Custodian, and

WHEREAS, Walter Davila served as a member of the Facilities Maintenance Department of the Santa Cruz Metropolitan Transit District for the time period of November 27, 1985 to December 30, 2002, and

WHEREAS, Walter Davila provided the Santa Cruz Metropolitan Transit District with dedicated service and commitment during the time of employment, and

WHEREAS, Walter Davila served the Santa Cruz Metropolitan Transit District with distinction, and

WHEREAS, the service provided to the citizens of Santa Cruz County by Walter Davila resulted in safe, reliable, quality public transportation being available in the most difficult of times, and

WHEREAS, during the time that Walter Davila served in the position of Custodian, METRO expanded service, developed new facilities, purchased new equipment, improved ridership, and enhanced the alternative transportation options for the citizens of Santa Cruz County, and

WHEREAS, the quality of life in Santa Cruz County was improved dramatically as a result of the exemplary service provided by Walter Davila and,

WHEREAS, Walter Davila passed away on June 2, 2003.

NOW, THEREFORE, BE IT RESOLVED, that in recognition of service and commitment, the Board of Directors of the Santa Cruz Metropolitan Transit District does hereby posthumously commend Walter Davila for efforts in advancing public transit service in Santa Cruz County and expresses sincere appreciation on behalf of itself, METRO staff and all of the citizens of Santa Cruz County.

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

PASSED AND ADOPTED this 27th day of June 2003 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

APPROVED _____

Mike Keogh
Vice Chairperson

ATTEST _____

LESLIE R. WHITE
General Manager

APPROVED AS TO FORM:

MARGARET GALLAGHER
District Counsel

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

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

**A RESOLUTION OF
APPRECIATION AND REMEMBRANCE FOR THE SERVICES OF
MARGE LAWHON AS A TRANSIT SUPERVISOR/SCHEDULER
FOR THE SANTA CRUZ METROPOLITAN TRANSIT DISTRICT**

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

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

WHEREAS, the Santa Cruz Metropolitan Transit District, requiring an employee with expertise and dedication appointed Marge Lawhon to serve in the position of Transit Supervisor/Scheduler, and

WHEREAS, Marge Lawhon served as a member of the Operations Department of the Santa Cruz Metropolitan Transit District for the time period of October 1, 1974 to January 15, 2003, and

WHEREAS, Marge Lawhon provided the Santa Cruz Metropolitan Transit District with dedicated service and commitment during the time of employment, and

WHEREAS, Marge Lawhon served the Santa Cruz Metropolitan Transit District with distinction, and

WHEREAS, the service provided to the citizens of Santa Cruz County by Marge Lawhon resulted in safe, reliable, quality public transportation being available in the most difficult of times, and

WHEREAS, during the time that Marge Lawhon served in the position of Transit Supervisor/Scheduler, METRO expanded service, developed new facilities, purchased new equipment, improved ridership, and enhanced the alternative transportation options for the citizens of Santa Cruz County, and

WHEREAS, the quality of life in Santa Cruz County was improved dramatically as a result of the exemplary service provided by Marge Lawhon and,

WHEREAS, Marge Lawhon passed away on June 18, 2003.

NOW, THEREFORE, BE IT RESOLVED, that in recognition of service and commitment, the Board of Directors of the Santa Cruz Metropolitan Transit District does hereby posthumously commend Marge Lawhon for efforts in advancing public transit service in Santa Cruz County and expresses sincere appreciation on behalf of itself, METRO staff and all of the citizens of Santa Cruz County.

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

PASSED AND ADOPTED this 27th day of June 2003 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

APPROVED _____

Mike Keogh
Vice Chairperson

ATTEST _____

LESLIE R. WHITE
General Manager

APPROVED AS TO FORM:

MARGARET GALLAGHER
District Counsel

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

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

**A RESOLUTION OF
APPRECIATION AND REMEMBRANCE FOR THE SERVICES OF
RICARDO PEREZ AS A LEAD MECHANIC
FOR THE SANTA CRUZ METROPOLITAN TRANSIT DISTRICT**

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

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

WHEREAS, the Santa Cruz Metropolitan Transit District, requiring an employee with expertise and dedication appointed Ricardo Perez to serve in the position of Lead Mechanic, and

WHEREAS, Ricardo Perez served as a member of the Fleet Maintenance Department of the Santa Cruz Metropolitan Transit District for the time period of July 5, 1980 to May 31, 2003, and

WHEREAS, Ricardo Perez provided the Santa Cruz Metropolitan Transit District with dedicated service and commitment during the time of employment, and

WHEREAS, Ricardo Perez served the Santa Cruz Metropolitan Transit District with distinction, and

WHEREAS, the service provided to the citizens of Santa Cruz County by Ricardo Perez resulted in safe, reliable, quality public transportation being available in the most difficult of times, and

WHEREAS, during the time that Ricardo Perez served in the position of Lead Mechanic, METRO expanded service, developed new facilities, purchased new equipment, improved ridership, and enhanced the alternative transportation options for the citizens of Santa Cruz County, and

WHEREAS, the quality of life in Santa Cruz County was improved dramatically as a result of the exemplary service provided by Ricardo Perez and,

WHEREAS, Ricardo Perez passed away on June 1, 2003.

NOW, THEREFORE, BE IT RESOLVED, that in recognition of service and commitment, the Board of Directors of the Santa Cruz Metropolitan Transit District does hereby posthumously commend Ricardo Perez for efforts in advancing public transit service in Santa Cruz County and expresses sincere appreciation on behalf of itself, METRO staff and all of the citizens of Santa Cruz County.

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

PASSED AND ADOPTED this 27th day of June 2003 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

APPROVED _____

Mike Keogh
Vice Chairperson

ATTEST _____

LESLIE R. WHITE
General Manager

APPROVED AS TO FORM:

MARGARET GALLAGHER
District Counsel

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: June 27, 2003
TO: Board of Directors
FROM: Robyn Slater, Interim Human Resources Manager
SUBJECT: PRESENTATION OF EMPLOYEE LONGEVITY AWARDS

I. RECOMMENDED ACTION

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

II. SUMMARY OF ISSUES

- None.

III. DISCUSSION

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

IV. FINANCIAL CONSIDERATIONS

None.

V. ATTACHMENTS

Attachment A: Employee Recognition List

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
EMPLOYEE RECOGNITION

TEN YEAR

None

FIFTEEN YEARS

Glenn Nabor, Bus Operator (carried over from May Board Meeting)
Richard Prudden, Bus Operator (carried over from May Board Meeting)

TWENTY YEARS

None

TWENTY-FIVE YEARS

Lucere Whitney, Bus Operator

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: June 27, 2003
TO: Board of Directors
FROM: Elisabeth Ross, Manager of Finance
SUBJECT: ADOPTION OF FY 03-04 FINAL BUDGET

I. RECOMMENDED ACTION

Staff recommends that the Board of Directors adopt a resolution approving the final budget for FY 03-04 as presented in Attachment B; authorize Board member travel in FY 03-04 as described in Attachment C; approve the Employee Incentive Program as presented in Attachment D; authorize staffing levels as listed in Attachment G, and approve the management salary plan as listed in Attachment H.

II. SUMMARY OF ISSUES

- The recommended final budget for FY 03-04 provides for continuation of the reduced level of transit service to the public as of June 2003.
- The recommended final operating budget totals \$32,720,000, a \$100,000 decrease from the draft final budget.
- Several changes have been made to the draft final budget in operating revenue and operating expense to balance the final budget.
- Interest income has been reduced by \$100,000 to reflect the latest interest rate trends and a lower projected treasury balance due to use of reserves.
- The recommended final capital improvement program totals \$16,235,654, and includes several carryover projects from FY 02-03.
- The proposed management salary plan for FY 03-04 is included as Attachment H and represents a 4.25% cost of living adjustment, equivalent to that provided to all other employees in FY 03-04.

III. DISCUSSION

The final budget for FY 03-04 is presented this month for adoption by the Board of Directors, for implementation July 1, 2003, the first day of the new fiscal year. The authorizing resolution is included as Attachment A, with the recommended final budget as Attachment B (Exhibit A to the resolution).

State law requires that all Board member travel be formally authorized by the Board of Directors. To satisfy this requirement, all anticipated Board member travel during the fiscal year is included

as Exhibit B to the budget resolution (Attachment C). This is the same level of Board travel as in FY 02-03.

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

The recommended final line item budget provides for \$32,720,000 in operating revenues. This includes sales tax at 3.0% above FY 02-03 projected actual. Passenger revenue is projected based on trends through April 30th.

Operating expenses for FY 03-04 total \$32,720,000, including \$3,735,683 for continued operation of the ADA paratransit program, which represents 11% of the operating budget. Paratransit fares comprise 5% of total passenger revenue.

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

- Reallocate \$120,000 in projected new revenue from the new fare structure from passenger revenue for regular service to the fare category for paratransit fares.
- Reduce interest income by \$100,000 to \$300,000 to reflect continuing low interest rates and a projected decrease in the treasury balance on which interest is earned due to use of reserves and carryover.
- Reduce operating expenses by \$55,000 in Facilities Maintenance, by \$3,000 in Operations and by \$42,000 in Fleet Maintenance to cover the interest income shortfall.

At the May Board meetings and at the budget workshops with Union representatives, several budget questions were raised. Staff has annotated the final budget document for the respective line items and the explanatory notes follow at the end of Attachment B.

Departmental descriptions and objectives for FY 03-04 are included as Attachment F. A total of 294.5 full-time employee equivalents are funded in the FY 03-04 budget, as highlighted in Attachment G. This is a net reduction of six from the FY 02-03 budget.

The proposed management salary schedule for FY 03-04 is included as Attachment H and presented for approval by the Board of Directors with an effective date of July 3, 2003. The pay rates have been increased by 4.25% over last year's rates, consistent with the FY 03-04 contractual rate increases provided to SEIU-represented employees effective June 19, 2003 and UTU-represented employees effective July 3, 2003. Staff is also recommending that the salary range for the Operations Manager be elevated to a point halfway between the other department managers and the Assistant General Manager to reflect the addition of two departments,

Customer Service and Paratransit Program, to the Operations Manager's responsibilities. This change is included in the salary schedule.

The capital program has been updated to reflect the latest status of the District's capital projects, many of which are in progress.

IV. FINANCIAL CONSIDERATIONS

The recommended final budget for FY 03-04 is balanced with the one-time use of reserves and carryover in the amount of \$1,400,000. The use of \$2,260,249 in reserves is required for the District's share of the capital improvement program.

V. ATTACHMENTS

- Attachment A:** Budget Resolution.
- Attachment B:** Recommended FY 03-04 Final Budget.
- Attachment C:** Board Member Travel.
- Attachment D:** Employee Incentive Program.
- Attachment E:** Recommended Changes to Draft Final Budget.
- Attachment F:** Department Descriptions and Objectives.
- Attachment G:** FY 03-04 Authorized Personnel.
- Attachment H:** Management Salary Schedule for FY 03-04.

ATTACHMENT A

FY 03-04

BUDGET RESOLUTION

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

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

**A RESOLUTION OF THE
SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
ADOPTING A BUDGET FOR FISCAL YEAR 2003-2004**

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

WHEREAS, a budget for capital and operating expenses and revenues has been developed for fiscal year 2003-2004;

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

BE IT FURTHER RESOLVED, that the Board member travel attached hereto as Exhibit B is hereby adopted this 27th day of June, 2003, by the following vote.

AYES: Directors -

NOES: Directors -

ABSTAIN: Directors -

ABSENT: Directors -

APPROVED _____
EMILY REILLY
Chairperson

ATTEST _____
LESLIE R. WHITE
General Manager

APPROVED AS TO FORM:

MARGARET GALLAGHER
District Counsel

ATTACHMENT B

FY 03-04

RECOMMENDED FINAL BUDGET

(EXHIBIT A)

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FINAL BUDGET
FY 03-04**

| REVENUE SOURCE | MARCH REV BUDGET FY 02-03 | ESTIMATED ACTUAL FY 02-03 | FINAL BUDGET FY 03-04 | CHANGE FROM EST FY 02-03 |
|---------------------------------------|--|--|--------------------------------------|---|
| 1 Passenger Fares | \$ 3,051,780 | \$ 3,038,000 | \$ 3,856,173 | 26.9% |
| 2 Special Transit Fares | \$ 1,784,262 | \$ 1,814,000 | \$ 1,645,252 | -9.3% |
| 3 Paratransit Fares | \$ 240,000 | \$ 205,000 | \$ 360,000 | 75.6% |
| 4 Highway 17 Fares | \$ 404,738 | \$ 370,000 | \$ 375,972 | 1.6% |
| 5 Highway 17 VTA Payment | \$ 510,990 | \$ 517,000 | \$ 524,028 | 1.4% |
| 6 Commissions | \$ 9,400 | \$ 9,200 | \$ 9,200 | 0.0% |
| 7 Advertising Income - OBIE | \$ 90,000 | \$ 90,000 | \$ - | -100.0% |
| 8 Advertising Income - District | \$ - | \$ 16,000 | \$ - | -100.0% |
| 9 Rent Income - SC Metro Center | \$ 92,000 | \$ 92,000 | \$ 93,691 | 1.8% |
| 10 Rent Income - Watsonville TC | \$ 47,000 | \$ 47,000 | \$ 52,959 | 12.7% |
| 11 Rent Income - General | \$ 7,200 | \$ 7,200 | \$ 3,600 | -50.0% |
| 12 Interest Income | \$ 428,000 | \$ 428,000 | \$ 300,000 | -29.9% |
| 13 Other Non-Transportation Revenue | \$ 2,100 | \$ 14,280 | \$ 2,100 | -85.3% |
| 13 Sales Tax | \$ 15,154,578 | \$ 15,300,000 | \$ 15,759,000 | 3.0% |
| 17 Transp Dev Act (TDA) Funds | \$ 5,134,522 | \$ 5,134,522 | \$ 5,392,889 | 5.0% |
| 16 FTA Sec 5307 - Op Assistance | \$ 2,075,729 | \$ 1,229,934 | \$ 2,804,435 | 128.0% |
| 17 FTA Sec 5311 - Rural Op Assistance | \$ 46,701 | \$ 46,701 | \$ 46,701 | 0.0% |
| 18 Carryover from Previous Year | \$ 550,000 | \$ 550,000 | \$ 950,000 | 72.7% |
| 19 Transfer from Reserves | \$ 1,200,000 | \$ 1,200,000 | \$ 350,000 | -70.8% |
| 20 Transfer from Insurance Reserves | \$ 130,000 | \$ 130,000 | \$ 100,000 | -23.1% |
| 21 Transfer from Reserves/Proj Mgr | \$ - | \$ - | \$ 94,000 | 100.0% |
| TOTAL OPERATING REVENUE | \$ 30,959,000 | \$ 30,238,837 | \$ 32,720,000 | 8.2% |

Updated 6/03/03

**SANTA CRUZ METRO FY 03-04 OPERATING BUDGET
DEPARTMENTAL EXPENSES**

| DEPARTMENT | FY 02-03 REVISED | FY 03-04 FINAL | % CHANGE FROM FY 02-03 | % OF TOTAL FY 03-04 |
|-----------------------------------|---------------------|-------------------|------------------------------|------------------------|
| 1100 Administration | 1,154,130 | 1,476,918 | 28.0% | 4.5% |
| 1200 Finance | 1,220,592 | 1,472,584 | 20.6% | 4.5% |
| 1300 Customer Service | 787,199 | 634,014 | -19.5% | 1.9% |
| 1400 Human Resources | 410,836 | 386,511 | -5.9% | 1.2% |
| 1500 Information Technology | 492,434 | 517,633 | 5.1% | 1.6% |
| 1700 District Counsel | 362,020 | 380,613 | 5.1% | 1.2% |
| 1800 Risk Management | 206,982 | 206,350 | -0.3% | 0.6% |
| 2200 Facilities Maintenance | 1,422,741 | 1,506,352 | 5.9% | 4.6% |
| 3100 Paratransit Program | 3,737,047 | 3,735,683 | 0.0% | 11.4% |
| 3200 Operations | 2,212,963 | 2,442,662 | 10.4% | 7.5% |
| 3300 Bus Operators | 11,692,655 | 12,051,716 | 3.1% | 36.8% |
| 4100 Fleet Maintenance | 6,540,334 | 7,073,719 | 8.2% | 21.6% |
| 9001 Cobra Benefits | 14,500 | 14,500 | 0.0% | 0.0% |
| 9005 Retired Employee Benefits | 701,788 | 819,489 | 16.8% | 2.5% |
| Additional Operating Programs | 2,778 | 1,257 | -54.8% | 0.0% |
| SUBTOTAL OPERATING EXPENSE | 30,959,000 | 32,720,000 | 5.7% | 100.0% |
| TOTAL OPERATING EXPENSES | 30,959,000 | 32,720,000 | 5.7% | 100.0% |

**SANTA CRUZ METRO FY 03-04 OPERATING BUDGET
CONSOLIDATED EXPENSES**

| ACCOUNT | FY 02-03 REVISED | FY 03-04 FINAL | % CHANGE FROM FY 02-03 |
|--------------------------------------|---------------------|-------------------|------------------------------|
| LABOR | | | |
| 501011 Bus Operator Pay | 6,122,508 | 6,363,193 | 3.9% |
| 501013 Bus Operator OT | 968,512 | 927,591 | -4.2% |
| 501021 Other Salaries | 5,665,473 | 6,390,190 | 12.8% |
| 501023 Other OT | 250,893 | 139,709 | -44.3% |
| Totals | <u>13,007,386</u> | <u>13,820,683</u> | 6.3% |
| FRINGE BENEFITS | | | |
| 502011 Medicare/SS | 135,062 | 148,453 | 9.9% |
| 502021 Retirement | 958,136 | 1,164,898 | 21.6% See Note 1 |
| 502031 Medical Ins | 2,345,163 | 2,667,738 | 13.8% |
| 502041 Dental Ins | 434,387 | 455,704 | 4.9% |
| 502045 Vision Ins | 129,901 | 123,307 | -5.1% |
| 502051 Life Ins | 59,726 | 60,472 | 1.2% |
| 502060 State Disability | 131,519 | 196,085 | 49.1% See Note 2 |
| 502061 Disability Ins | 438,263 | 221,054 | -49.6% See Note 3 |
| 502071 State Unemployment | 37,744 | 46,893 | 24.2% See Note 4 |
| 502081 Worker's Comp | 1,698,434 | 1,666,634 | -1.9% |
| 502101 Holiday Pay | 285,264 | 293,274 | 2.8% |
| 502103 Floating Holiday | 53,800 | 59,700 | 11.0% |
| 502109 Sick Leave | 659,705 | 680,481 | 3.1% |
| 502111 Vacation | 1,348,926 | 1,414,927 | 4.9% |
| 502121 Other Paid Absence | 141,135 | 148,394 | 5.1% |
| 502251 Phys. Exam - Renewal | 4,950 | 10,758 | 117.3% See Note 5 |
| 502253 Driver Lic Renewal | 7,240 | 2,481 | -65.7% |
| 502999 Other Fringe Benefits | 18,408 | 17,892 | -2.8% |
| Totals | <u>8,887,761</u> | <u>9,379,144</u> | 5.5% |
| SERVICES | | | |
| 503011 Accting/Audit Fees | 74,350 | 81,234 | 9.3% |
| 503012 Admin/Bank Fees | 211,150 | 218,250 | 3.4% See Note 6 |
| 503031 Professional/Technical & Fees | 337,390 | 359,000 | 6.4% |
| 503032 Legislative Services | 73,180 | 73,180 | 0.0% |
| 503033 Legal Services | 60,400 | 58,000 | -4.0% |
| 503034 Employment Exams | 22,040 | 17,045 | -22.7% |
| 503161 Custodial Services | 98,700 | 89,000 | -9.8% See Note 7 |
| 503162 Uniforms/Laundry | 34,980 | 40,500 | 15.8% See Note 8 |
| 503171 Security Services | 283,119 | 346,188 | 22.3% |
| 503221 Classified/Legal Ads | 25,250 | 16,800 | -33.5% |
| 503225 Graphics Services | 30,500 | 30,000 | -1.6% |
| 503351 Building Repair - Out | 32,495 | 35,000 | 7.7% |
| 503352 Equip Repair - Out | 138,000 | 153,686 | 11.4% |
| 503353 Rev Veh Repair - Out | 206,120 | 206,000 | -0.1% |
| 503354 Other Veh Repair - Out | 64,020 | 65,570 | 2.4% |
| 503363 Haz Waste Disposal | 37,250 | 46,000 | 23.5% |
| Totals | <u>1,728,944</u> | <u>1,835,453</u> | 6.2% |

**SANTA CRUZ METRO FY 03-04 OPERATING BUDGET
CONSOLIDATED EXPENSES**

| ACCOUNT | FY 02-03 REVISED | FY 03-04 FINAL | % CHANGE FROM FY 02-03 |
|--|---------------------|-------------------|------------------------------|
| PURCHASED TRANSPORTATION | | | |
| 503405 Contract Transp | 50 | 100 | 100.0% |
| 503406 Contract/Paratransit | 3,289,256 | 3,289,256 | 0.0% |
| Totals | 3,289,306 | 3,289,356 | 0.0% |
| MOBILE MATERIALS & SUPPLIES | | | |
| 504011 Fuels & Lubricants | 98,643 | 91,477 | -7.3% |
| 504012 Fuels & Lubricants - Rev Veh | 1,222,640 | 1,395,072 | 14.1% See Note 9 |
| 504021 Tires & Tubes | 113,182 | 131,000 | 15.7% See Note 10 |
| 504161 Other Mobile Supplies | 6,500 | 6,500 | 0.0% |
| 504191 Rev Vehicle Parts | 569,000 | 515,000 | -9.5% |
| Totals | 2,009,965 | 2,139,049 | 6.4% |
| OTHER MATERIALS & SUPPLIES | | | |
| 504205 Freight Out | 2,600 | 2,500 | -3.8% |
| 504211 Postage & Mailing | 22,847 | 19,867 | -13.0% |
| 504214 Promotional Items | 7,025 | 450 | -93.6% |
| 504215 Printing | 92,352 | 73,275 | -20.7% |
| 504217 Photo Supp/Process | 15,622 | 13,950 | -10.7% |
| 504311 Office Supplies | 68,732 | 64,250 | -6.5% |
| 504315 Safety Supplies | 20,175 | 19,825 | -1.7% See Note 11 |
| 504317 Cleaning Supplies | 62,000 | 66,100 | 6.6% |
| 504409 Repair/Maint Supply | 36,700 | 65,000 | 77.1% See Note 12 |
| 504421 Non-Inventory Parts | 50,000 | 50,000 | 0.0% |
| 504511 Small Tools | 9,207 | 8,100 | -12.0% |
| 504515 Employee Tools | 2,000 | 1,500 | -25.0% |
| Totals | 389,260 | 384,817 | -1.1% |
| UTILITIES | | | |
| 505011 Gas & Electric | 173,100 | 183,081 | 5.8% |
| 505021 Water & Garbage | 90,520 | 83,541 | -7.7% |
| 505031 Telecommunications | 64,464 | 57,055 | -11.5% |
| Totals | 328,084 | 323,677 | -1.3% |
| CASUALTY & LIABILITY COSTS | | | |
| 506011 Insurance - Property | 46,000 | 41,000 | -10.9% |
| 506015 Insurance - PL/PD | 324,000 | 509,000 | 57.1% See Note 13 |
| 506021 Insurance - Other | 45,000 | 91,500 | 103.3% See Note 14 |
| 506123 Settlement Costs | 100,000 | 100,000 | 0.0% |
| 506127 Repair - District Prop | - | - | 0.0% |
| 506999 Other Casualty Exp | 527 | - | -100.0% |
| Totals | 515,527 | 741,500 | 43.8% |

**SANTA CRUZ METRO FY 03-04 OPERATING BUDGET
CONSOLIDATED EXPENSES**

| ACCOUNT | FY 02-03 REVISED | FY 03-04 FINAL | % CHANGE FROM FY 02-03 |
|--------------------------------|---------------------|-------------------|------------------------------|
| TAXES | | | |
| 507051 Fuel Tax | 12,046 | 10,933 | -9.2% |
| 507201 Licenses & Permits | 10,757 | 13,500 | 25.5% |
| 507999 Other Taxes | 24,000 | 25,000 | 4.2% |
| Totals | 46,803 | 49,433 | 5.6% |
| MISC EXPENSE | | | |
| 509011 Dues/Subscriptions | 54,720 | 51,970 | -5.0% |
| 509081 Advertising-Promo | 5,000 | 3,000 | -40.0% |
| 509101 Incentive Program | 11,781 | 10,381 | -11.9% |
| 509121 Employee Training | 41,590 | 28,775 | -30.8% |
| 509123 Travel | 34,155 | 35,941 | 5.2% |
| 509125 Other Misc Expense | 6,733 | 4,614 | -31.5% |
| 509127 Board Fees | 12,550 | 13,200 | 5.2% |
| 509150 Contributions | 300 | 500 | 66.7% |
| Totals | 166,829 | 148,381 | -11.1% |
| LEASES & RENTALS | | | |
| 512011 Facility Lease | 568,663 | 583,009 | 2.5% |
| 512061 Equipment Rental | 20,473 | 25,497 | 24.5% |
| Totals | 589,136 | 608,506 | 3.3% |
| PERSONNEL TOTAL | 21,895,147 | 23,199,828 | 6.0% |
| NON-PERSONNEL TOTAL | 9,063,853 | 9,520,172 | 5.0% |
| DEPARTMENT TOTALS | 30,959,000 | 32,720,000 | 5.7% |
| TOTAL OPERATING EXPENSE | 30,959,000 | 32,720,000 | 5.7% |

ADMINISTRATION

SANTA CRUZ METRO FY 03-04 OPERATING BUDGET

Administration - 1100

| ACCOUNT | FY 02-03 REVISED | FY 03-04 FINAL | % CHANGE FROM FY 02-03 |
|---------------------------------------|---------------------|-------------------|------------------------------|
| LABOR | | | |
| 501021 Other Salaries | 403,926 | 593,242 | 46.9% |
| 501023 Other OT | 500 | 500 | 0.0% |
| Totals | 404,426 | 593,742 | 46.8% |
| FRINGE BENEFITS | | | |
| 502011 Medicare/SS | 7,236 | 9,097 | 25.7% |
| 502021 Retirement | 33,619 | 57,196 | 70.1% |
| 502031 Medical Ins | 38,208 | 51,999 | 36.1% |
| 502041 Dental Ins | 7,622 | 10,999 | 44.3% |
| 502045 Vision Ins | 2,169 | 3,332 | 53.6% |
| 502051 Life Ins | 1,247 | 2,013 | 61.4% |
| 502060 State Disability (SDI) | 2,565 | 6,147 | 139.6% |
| 502061 Long Term Disability Ins | 7,435 | 8,626 | 16.0% |
| 502071 State Unemployment (SUI) | 805 | 1,470 | 82.6% |
| 502081 Worker's Comp | 31,987 | 31,987 | 0.0% |
| 502101 Holiday Pay | 5,204 | 7,639 | 46.8% |
| 502103 Floating Holiday | 11,200 | 14,800 | 32.1% |
| 502109 Sick Leave | 20,814 | 30,555 | 46.8% |
| 502111 Vacation | 36,132 | 56,845 | 57.3% |
| 502121 Other Paid Absence | 3,000 | 4,000 | 33.3% |
| 502999 Other Fringe Benefits | 936 | 936 | 0.0% |
| Totals | 210,177 | 297,641 | 41.6% |
| SERVICES | | | |
| 503012 Admin/Bank Fees | 1,100 | 1,100 | 0.0% |
| 503031 Professional/Technical & Fees | 1,920 | 26,580 | 1284.4% See Note 15 |
| 503032 Legislative Services | 73,180 | 73,180 | 0.0% |
| 503221 Classified/Legal Ads | 11,250 | 7,300 | -35.1% |
| 503352 Equip Repair - Out | 6,900 | 7,800 | 13.0% |
| Totals | 94,350 | 115,960 | 22.9% |
| OTHER MATERIALS & SUPPLIES | | | |
| 504211 Postage & Mailing | 10,140 | 8,960 | -11.6% |
| 504215 Printing | 8,762 | 9,300 | 6.1% |
| 504217 Photo Supp/Process | - | 100 | 0.0% |
| 504311 Office Supplies | 8,553 | 8,750 | 2.3% |
| Totals | 27,455 | 27,110 | -1.3% |

SANTA CRUZ METRO FY 03-04 OPERATING BUDGET
Administration - 1100

| ACCOUNT | FY 02-03 REVISED | FY 03-04 FINAL | % CHANGE FROM FY 02-03 |
|-----------------------------|-------------------------|-------------------------|------------------------------|
| UTILITIES | | | |
| 505011 Gas & Electric | 37,000 | 40,000 | 8.1% |
| 505021 Water & Garbage | 5,000 | 4,645 | -7.1% |
| 505031 Telecommunications | 7,344 | 8,500 | 15.7% |
| Totals | <u>49,344</u> | <u>53,145</u> | 7.7% |
| MISC EXPENSE | | | |
| 509011 Dues/Subscriptions | 28,286 | 40,683 | 43.8% |
| 509101 Incentive Program | 3,050 | 2,061 | -32.4% |
| 509123 Travel | 30,020 | 31,606 | 5.3% |
| 509125 Other Misc Expense | 4,155 | 2,814 | -32.3% |
| 509127 Board Fees | 12,550 | 13,200 | 5.2% |
| Totals | <u>78,061</u> | <u>90,364</u> | 15.8% |
| LEASES & RENTALS | | | |
| 512011 Facility Lease | 287,977 | 296,616 | 3.0% |
| 512061 Equipment Rental | 2,340 | 2,340 | 0.0% |
| Totals | <u>290,317</u> | <u>298,956</u> | 3.0% |
| PERSONNEL TOTAL | 614,603 | 891,383 | 45.0% |
| NON-PERSONNEL TOTAL | 539,527 | 585,535 | 8.5% |
| DEPARTMENT TOTALS | <u><u>1,154,130</u></u> | <u><u>1,476,918</u></u> | <u>28.0%</u> |

FINANCE

SANTA CRUZ METRO FY 03-04 OPERATING BUDGET
Finance - 1200

| ACCOUNT | FY 02-03 REVISED | FY 03-04 FINAL | % CHANGE FROM FY 02-03 |
|---------------------------------------|---------------------|-------------------|------------------------------|
| LABOR | | | |
| 501021 Other Salaries | 344,536 | 351,864 | 2.1% |
| 501023 Other OT | 500 | 500 | 0.0% |
| Totals | 345,036 | 352,364 | 2.1% |
| FRINGE BENEFITS | | | |
| 502011 Medicare/SS | 3,140 | 3,297 | 5.0% |
| 502021 Retirement | 29,605 | 34,268 | 15.8% |
| 502031 Medical Ins | 35,755 | 33,934 | -5.1% |
| 502041 Dental Ins | 8,422 | 6,939 | -17.6% |
| 502045 Vision Ins | 2,352 | 1,999 | -15.0% |
| 502051 Life Ins | 1,409 | 1,235 | -12.4% |
| 502060 State Disability (SDI) | 2,989 | 3,688 | 23.4% |
| 502061 Long Term Disability Ins | 7,355 | 5,168 | -29.7% |
| 502071 State Unemployment (SUI) | 760 | 882 | 16.1% |
| 502081 Worker's Comp | 6,287 | 6,287 | 0.0% |
| 502101 Holiday Pay | 4,594 | 4,479 | -2.5% |
| 502103 Floating Holiday | 7,500 | 7,900 | 5.3% |
| 502109 Sick Leave | 17,977 | 17,917 | -0.3% |
| 502111 Vacation | 36,661 | 35,475 | -3.2% |
| 502121 Other Paid Absence | 3,200 | 6,000 | 87.5% |
| 502999 Other Fringe Benefits | 624 | 624 | 0.0% |
| Totals | 168,629 | 170,092 | 0.9% |
| SERVICES | | | |
| 503011 Accting/Audit Fees | 73,600 | 81,234 | 10.4% |
| 503012 Admin/Bank Fees | 210,000 | 217,100 | 3.4% See Note 6 |
| 503031 Professional/Technical & Fees | - | 150 | 0.0% |
| 503352 Equip Repair - Out | 600 | 586 | -2.3% |
| Totals | 284,200 | 299,070 | 5.2% |
| OTHER MATERIALS & SUPPLIES | | | |
| 504211 Postage & Mailing | 150 | 200 | 33.3% |
| 504215 Printing | 750 | 1,500 | 100.0% |
| 504311 Office Supplies | 3,207 | 4,200 | 31.0% |
| Totals | 4,107 | 5,900 | 43.7% |
| UTILITIES | | | |
| 505031 Telecommunications | 1,640 | 1,665 | 1.5% |
| Totals | 1,640 | 1,665 | 1.5% |

SANTA CRUZ METRO FY 03-04 OPERATING BUDGET

Finance - 1200

| ACCOUNT | FY 02-03 REVISED | FY 03-04 FINAL | % CHANGE FROM FY 02-03 |
|---------------------------------------|-------------------------|-------------------------|------------------------------|
| CASUALTY & LIABILITY COSTS | | | |
| 506011 Insurance - Property | 46,000 | 41,000 | -10.9% |
| 506015 Insurance - PL/PD | 324,000 | 509,000 | 57.1% |
| 506021 Insurance - Other | 45,000 | 91,500 | 103.3% |
| Totals | <u>415,000</u> | <u>641,500</u> | 54.6% |
| TAXES | | | |
| 507201 Licenses & Permits | 250 | - | -100.0% |
| Totals | <u>250</u> | <u>-</u> | -100.0% |
| MISC EXPENSE | | | |
| 509011 Dues/Subscriptions | 1,170 | 1,333 | 13.9% |
| 509101 Incentive Program | 460 | 560 | 21.7% |
| 509123 Travel | 100 | 100 | 0.0% |
| Totals | <u>1,730</u> | <u>1,993</u> | 15.2% |
| | | | |
| PERSONNEL TOTAL | 513,665 | 522,456 | 1.7% |
| | | | |
| NON-PERSONNEL TOTAL | 706,927 | 950,128 | 34.4% |
| | | | |
| DEPARTMENT TOTALS | <u><u>1,220,592</u></u> | <u><u>1,472,584</u></u> | 20.6% |

CUSTOMER SERVICE

SANTA CRUZ METRO FY 03-04 OPERATING BUDGET
Customer Service - 1300

| ACCOUNT | FY 02-03 REVISED | FY 03-04 FINAL | % CHANGE FROM FY 02-03 |
|---------------------------------------|---------------------|-------------------|------------------------------|
| LABOR | | | |
| 501021 Other Salaries | 331,679 | 279,263 | -15.8% |
| 501023 Other OT | 2,000 | 1,500 | -25.0% |
| Totals | 333,679 | 280,763 | -15.9% |
| FRINGE BENEFITS | | | |
| 502011 Medicare/SS | 3,000 | 1,653 | -44.9% |
| 502021 Retirement | 35,349 | 27,315 | -22.7% |
| 502031 Medical Ins | 52,663 | 37,892 | -28.0% |
| 502041 Dental Ins | 12,706 | 9,059 | -28.7% |
| 502045 Vision Ins | 3,976 | 2,333 | -41.3% |
| 502051 Life Ins | 1,783 | 1,125 | -36.9% |
| 502060 State Disability (SDI) | 4,697 | 4,303 | -8.4% |
| 502061 Long Term Disability Ins | 11,020 | 4,120 | -62.6% |
| 502071 State Unemployment (SUI) | 1,249 | 1,029 | -17.6% |
| 502081 Worker's Comp | 91,927 | 91,927 | 0.0% |
| 502101 Holiday Pay | 5,441 | 3,487 | -35.9% |
| 502103 Floating Holiday | - | - | 0.0% |
| 502109 Sick Leave | 21,766 | 13,947 | -35.9% |
| 502111 Vacation | 55,864 | 36,982 | -33.8% |
| 502121 Other Paid Absence | 6,000 | 4,000 | -33.3% |
| 502999 Other Fringe Benefits | 4 | - | -100.0% |
| Totals | 307,444 | 239,171 | -22.2% |
| SERVICES | | | |
| 503031 Professional/Technical & Fees | 20,220 | 14,170 | -29.9% |
| 503225 Graphics Services | 23,000 | 30,000 | 30.4% |
| 503352 Equip Repair - Out | 2,500 | 2,500 | 0.0% |
| Totals | 45,720 | 46,670 | 2.1% |
| OTHER MATERIALS & SUPPLIES | | | |
| 504211 Postage & Mailing | 5,300 | 6,000 | 13.2% |
| 504214 Promotional Items | 6,500 | 200 | -96.9% |
| 504215 Printing | 42,300 | 30,000 | -29.1% |
| 504217 Photo Supp/Process | 6,150 | 6,150 | 0.0% |
| 504311 Office Supplies | 6,596 | 7,700 | 16.7% |
| Totals | 66,846 | 50,050 | -25.1% |
| UTILITIES | | | |
| 505031 Telecommunications | 6,000 | 5,000 | -16.7% |
| Totals | 6,000 | 5,000 | -16.7% |
| TAXES | | | |
| 507201 Licenses & Permits | 3,360 | 3,360 | 0.0% |
| Totals | 3,360 | 3,360 | 0.0% |

SANTA CRUZ METRO FY 03-04 OPERATING BUDGET
Customer Service - 1300

| ACCOUNT | FY 02-03 REVISED | FY 03-04 FINAL | % CHANGE FROM FY 02-03 |
|-----------------------------|-----------------------|-----------------------|------------------------------|
| MISC EXPENSE | | | |
| 509011 Dues/Subscriptions | 14,170 | 200 | -98.6% |
| 509081 Advertising-Promo | 5,000 | 3,000 | -40.0% |
| 509101 Incentive Program | 220 | 200 | -9.1% |
| 509123 Travel | 100 | 100 | 0.0% |
| 509150 Contributions | 300 | 500 | 66.7% |
| Totals | <u>19,790</u> | <u>4,000</u> | <u>-79.8%</u> |
| LEASES & RENTALS | | | |
| 512061 Equipment Rental | 4,360 | 5,000 | 14.7% |
| Totals | <u>4,360</u> | <u>5,000</u> | <u>14.7%</u> |
| | | | |
| PERSONNEL TOTAL | 641,123 | 519,934 | -18.9% |
| NON-PERSONNEL TOTAL | 146,076 | 114,080 | -21.9% |
| | | | |
| DEPARTMENT TOTALS | <u><u>787,199</u></u> | <u><u>634,014</u></u> | <u><u>-19.5%</u></u> |

HRD

SANTA CRUZ METRO FY 03-04 OPERATING BUDGET
Human Resources - 1400

| ACCOUNT | FY 02-03 REVISED | FY 03-04 FINAL | % CHANGE FROM FY 02-03 |
|---------------------------------------|---------------------|-------------------|------------------------------|
| LABOR | | | |
| 501021 Other Salaries | 178,020 | 188,810 | 6.1% |
| 501023 Other OT | 1,763 | 500 | -71.6% |
| Totals | 179,783 | 189,310 | 5.3% |
| FRINGE BENEFITS | | | |
| 502011 Medicare/SS | 3,051 | 3,026 | -0.8% |
| 502021 Retirement | 14,889 | 17,762 | 19.3% |
| 502031 Medical Ins | 21,082 | 17,002 | -19.4% |
| 502041 Dental Ins | 5,865 | 4,825 | -17.7% |
| 502045 Vision Ins | 1,446 | 1,333 | -7.8% |
| 502051 Life Ins | 812 | 778 | -4.2% |
| 502060 State Disability (SDI) | 1,708 | 2,459 | 44.0% |
| 502061 Long Term Disability Ins | 1,779 | 2,679 | 50.6% |
| 502071 State Unemployment (SUI) | 569 | 588 | 3.3% |
| 502081 Worker's Comp | 43,842 | 43,842 | 0.0% |
| 502101 Holiday Pay | 2,445 | 2,439 | -0.2% |
| 502103 Floating Holiday | 3,500 | 3,600 | 2.9% |
| 502109 Sick Leave | 9,779 | 9,757 | -0.2% |
| 502111 Vacation | 14,574 | 13,977 | -4.1% |
| 502121 Other Paid Absence | 2,400 | 1,000 | -58.3% |
| 502999 Other Fringe Benefits | 12,812 | 12,812 | 0.0% |
| Totals | 140,553 | 137,879 | -1.9% |
| SERVICES | | | |
| 503031 Professional/Technical & Fees | 12,950 | 10,700 | -17.4% |
| 503034 Employment Exams | 22,040 | 17,045 | -22.7% |
| 503221 Classified/Legal Ads | 9,000 | 4,000 | -55.6% |
| 503352 Equip Repair - Out | 400 | 200 | -50.0% |
| Totals | 44,390 | 31,945 | -28.0% |
| OTHER MATERIALS & SUPPLIES | | | |
| 504211 Postage & Mailing | 400 | 300 | -25.0% |
| 504215 Printing | 2,550 | 400 | -84.3% |
| 504217 Photo Supp/Process | 600 | 200 | -66.7% |
| 504311 Office Supplies | 4,150 | 2,100 | -49.4% |
| Totals | 7,700 | 3,000 | -61.0% |
| UTILITIES | | | |
| 505031 Telecommunications | 750 | 1,012 | 34.9% |
| Totals | 750 | 1,012 | 34.9% |
| MISC EXPENSE | | | |
| 509011 Dues/Subscriptions | 2,270 | 1,840 | -18.9% |
| 509121 Employee Training | 34,490 | 20,675 | -40.1% |
| 509123 Travel | 200 | 200 | 0.0% |
| 509125 Other Misc Expense | 700 | 650 | -7.1% |
| Totals | 37,660 | 23,365 | -38.0% |

SANTA CRUZ METRO FY 03-04 OPERATING BUDGET
Human Resources - 1400

| ACCOUNT | FY 02-03 REVISED | FY 03-04 FINAL | % CHANGE FROM FY 02-03 |
|---------------------|---------------------|-------------------|------------------------------|
| PERSONNEL TOTAL | 320,336 | 327,189 | 2.1% |
| NON-PERSONNEL TOTAL | 90,500 | 59,322 | -34.5% |
| DEPARTMENT TOTALS | <u>410,836</u> | <u>386,511</u> | <u>-5.9%</u> |

SANTA CRUZ METRO FY 03-04 OPERATING BUDGET
Information Technology - 1500

| ACCOUNT | FY 02-03 REVISED | FY 03-04 FINAL | % CHANGE FROM FY 02-03 |
|---------------------------------------|---------------------|-------------------|------------------------------|
| LABOR | | | |
| 501021 Other Salaries | 265,790 | 282,770 | 6.4% |
| 501023 Other OT | 1,730 | 1,700 | -1.7% |
| Totals | 267,520 | 284,470 | 6.3% |
| FRINGE BENEFITS | | | |
| 502011 Medicare/SS | 4,572 | 4,872 | 6.6% |
| 502021 Retirement | 21,950 | 27,229 | 24.0% |
| 502031 Medical Ins | 26,093 | 25,258 | -3.2% |
| 502041 Dental Ins | 4,384 | 4,526 | 3.2% |
| 502045 Vision Ins | 1,446 | 1,333 | -7.8% |
| 502051 Life Ins | 922 | 914 | -0.9% |
| 502060 State Disability (SDI) | 1,708 | 2,459 | 44.0% |
| 502061 Long Term Disability Ins | 4,289 | 4,107 | -4.3% |
| 502071 State Unemployment (SUI) | 533 | 588 | 10.3% |
| 502081 Worker's Comp | 3,739 | 3,739 | 0.0% |
| 502101 Holiday Pay | 3,457 | 3,648 | 5.5% |
| 502103 Floating Holiday | 7,200 | 7,600 | 5.6% |
| 502109 Sick Leave | 13,829 | 14,590 | 5.5% |
| 502111 Vacation | 21,293 | 26,007 | 22.1% |
| 502121 Other Paid Absence | 2,000 | 2,000 | 0.0% |
| 502999 Other Fringe Benefits | 624 | 624 | 0.0% |
| Totals | 118,039 | 129,493 | 9.7% |
| SERVICES | | | |
| 503031 Professional/Technical & Fees | 3,000 | 3,000 | 0.0% |
| 503171 Security Services | 4,000 | 4,000 | 0.0% |
| 503352 Equip Repair - Out | 62,000 | 62,000 | 0.0% |
| Totals | 69,000 | 69,000 | 0.0% |
| OTHER MATERIALS & SUPPLIES | | | |
| 504211 Postage & Mailing | 200 | 200 | 0.0% |
| 504215 Printing | 500 | 500 | 0.0% |
| 504311 Office Supplies | 15,500 | 12,000 | -22.6% |
| Totals | 16,200 | 12,700 | -21.6% |
| UTILITIES | | | |
| 505031 Telecommunications | 17,600 | 16,960 | -3.6% |
| Totals | 17,600 | 16,960 | -3.6% |
| MISC EXPENSE | | | |
| 509011 Dues/Subscriptions | 150 | 85 | -43.3% |
| 509121 Employee Training | 3,500 | 4,500 | 28.6% |
| 509123 Travel | 425 | 425 | 0.0% |
| Totals | 4,075 | 5,010 | 22.9% |
| PERSONNEL TOTAL | 385,559 | 413,963 | 7.4% |
| NON-PERSONNEL TOTAL | 106,875 | 103,670 | -3.0% |
| DEPARTMENT TOTALS | 492,434 | 517,633 | 5.1% |

District Counsel

SANTA CRUZ METRO FY 03-04 OPERATING BUDGET
District Counsel - 1700

| ACCOUNT | FY 02-03 REVISED | FY 03-04 FINAL | % CHANGE FROM FY 02-03 |
|---------------------------------------|---------------------|-------------------|------------------------------|
| LABOR | | | |
| 501021 Other Salaries | 216,520 | 233,359 | 7.8% |
| 501023 Other OT | 3,500 | 500 | -85.7% |
| Totals | 220,020 | 233,859 | 6.3% |
| FRINGE BENEFITS | | | |
| 502011 Medicare/SS | 4,149 | 3,744 | -9.8% |
| 502021 Retirement | 17,930 | 22,445 | 25.2% |
| 502031 Medical Ins | 37,558 | 34,938 | -7.0% |
| 502041 Dental Ins | 6,288 | 7,286 | 15.9% |
| 502045 Vision Ins | 1,420 | 1,333 | -6.1% |
| 502051 Life Ins | 779 | 778 | -0.1% |
| 502060 State Disability (SDI) | 1,708 | 2,459 | 44.0% |
| 502061 Long Term Disability Ins | 3,399 | 3,385 | -0.4% |
| 502071 State Unemployment (SUI) | 504 | 588 | 16.7% |
| 502081 Worker's Comp | 3,629 | 3,629 | 0.0% |
| 502101 Holiday Pay | 2,784 | 2,994 | 7.5% |
| 502103 Floating Holiday | 5,600 | 6,000 | 7.1% |
| 502109 Sick Leave | 11,138 | 11,976 | 7.5% |
| 502111 Vacation | 18,096 | 20,852 | 15.2% |
| 502121 Other Paid Absence | 2,000 | 2,300 | 15.0% |
| 502999 Other Fringe Benefits | 312 | 312 | 0.0% |
| Totals | 117,293 | 125,019 | 6.6% |
| SERVICES | | | |
| 503031 Professional/Technical & Fees | 900 | 900 | 0.0% |
| 503033 Legal Services | 7,400 | 5,000 | -32.4% |
| 503352 Equip Repair - Out | 100 | 100 | 0.0% |
| Totals | 8,400 | 6,000 | -28.6% |
| OTHER MATERIALS & SUPPLIES | | | |
| 504211 Postage & Mailing | 100 | 100 | 0.0% |
| 504215 Printing | 175 | 175 | 0.0% |
| 504217 Photo Supp/Process | 72 | 100 | 38.9% |
| 504311 Office Supplies | 2,400 | 1,800 | -25.0% |
| Totals | 2,747 | 2,175 | -20.8% |
| UTILITIES | | | |
| 505031 Telecommunications | 550 | 550 | 0.0% |
| Totals | 550 | 550 | 0.0% |

SANTA CRUZ METRO FY 03-04 OPERATING BUDGET
District Counsel - 1700

| ACCOUNT | FY 02-03 REVISED | FY 03-04 FINAL | % CHANGE FROM FY 02-03 |
|---------------------------|---------------------|-------------------|------------------------------|
| MISC EXPENSE | | | |
| 509011 Dues/Subscriptions | 7,000 | 7,000 | 0.0% |
| 509121 Employee Training | 3,600 | 3,600 | 0.0% |
| 509123 Travel | 2,410 | 2,410 | 0.0% |
| Totals | 13,010 | 13,010 | 0.0% |
| PERSONNEL TOTAL | 337,313 | 358,878 | 6.4% |
| NON-PERSONNEL TOTAL | 24,707 | 21,735 | -12.0% |
| DEPARTMENT TOTALS | 362,020 | 380,613 | 5.1% |

Risk Management

SANTA CRUZ METRO FY 03-04 OPERATING BUDGET Risk Management - 1800

| ACCOUNT | FY 02-03 REVISED | FY 03-04 FINAL | % CHANGE FROM FY 02-03 |
|---------------------------------------|---------------------|-------------------|------------------------------|
| SERVICES | | | |
| 503031 Professional/Technical & Fees | 51,400 | 52,000 | 1.2% |
| 503033 Legal Services | 53,000 | 53,000 | 0.0% |
| Totals | 104,400 | 105,000 | 0.6% |
| OTHER MATERIALS & SUPPLIES | | | |
| 504211 Postage & Mailing | 100 | 100 | 0.0% |
| 504215 Printing | 375 | 200 | -46.7% |
| 504217 Photo Supp/Process | 600 | 350 | -41.7% |
| 504311 Office Supplies | 780 | 500 | -35.9% |
| Totals | 1,855 | 1,150 | -38.0% |
| CASUALTY & LIABILITY COSTS | | | |
| 506123 Settlement Costs | 100,000 | 100,000 | 0.0% |
| 506999 Other Casualty Expense | 527 | - | -100.0% |
| Totals | 100,527 | 100,000 | -0.5% |
| MISC EXPENSE | | | |
| 509011 Dues/Subscriptions | 100 | 100 | 0.0% |
| 509123 Travel | 100 | 100 | 0.0% |
| Totals | 200 | 200 | 0.0% |
| PERSONNEL TOTAL | - | - | 0.0% |
| NON-PERSONNEL TOTAL | 206,982 | 206,350 | -0.3% |
| DEPARTMENT TOTALS | 206,982 | 206,350 | -0.3% |

FACILITIES MAINTENANCE

SANTA CRUZ METRO FY 03-04 OPERATING BUDGET Facilities Maintenance - 2200

| ACCOUNT | FY 02-03 REVISED | FY 03-04 FINAL | % CHANGE FROM FY 02-03 |
|--|---------------------|-------------------|------------------------------|
| LABOR | | | |
| 501021 Other Salaries | 573,083 | 612,394 | 6.9% |
| 501023 Other OT | 15,700 | 19,000 | 21.0% |
| Totals | 588,783 | 631,394 | 7.2% |
| FRINGE BENEFITS | | | |
| 502011 Medicare/SS | 5,799 | 6,072 | 4.7% |
| 502021 Retirement | 49,225 | 59,382 | 20.6% |
| 502031 Medical Ins | 109,092 | 112,490 | 3.1% |
| 502041 Dental Ins | 23,047 | 22,866 | -0.8% |
| 502045 Vision Ins | 5,422 | 4,999 | -7.8% |
| 502051 Life Ins | 2,588 | 2,545 | -1.7% |
| 502060 State Disability (SDI) | 6,405 | 10,450 | 63.1% |
| 502061 Long Term Disability Ins | 15,218 | 8,956 | -41.1% |
| 502071 State Unemployment (SUI) | 2,173 | 2,499 | 15.0% |
| 502081 Worker's Comp | 45,838 | 45,838 | 0.0% |
| 502101 Holiday Pay | 7,663 | 7,727 | 0.8% |
| 502103 Floating Holiday | 3,500 | 3,700 | 5.7% |
| 502109 Sick Leave | 30,652 | 30,909 | 0.8% |
| 502111 Vacation | 67,847 | 71,373 | 5.2% |
| 502121 Other Paid Absence | 10,000 | 8,000 | -20.0% |
| 502999 Other Fringe Benefits | 312 | 312 | 0.0% |
| Totals | 384,781 | 398,118 | 3.5% |
| SERVICES | | | |
| 503031 Professional/Technical & Fees | 23,000 | 22,000 | -4.3% |
| 503161 Custodial Services | 98,700 | 89,000 | -9.8% |
| 503162 Uniforms/Laundry | 6,200 | 9,000 | 45.2% See Note 8 |
| 503171 Security Services | 6,000 | 7,000 | 16.7% |
| 503351 Building Repair - Out | 32,495 | 35,000 | 7.7% |
| 503352 Equip Repair - Out | 13,800 | 17,000 | 23.2% |
| 503363 Haz Waste Disposal | 37,250 | 46,000 | 23.5% |
| Totals | 217,445 | 225,000 | 3.5% |
| MOBILE MATERIALS & SUPPLIES | | | |
| 504011 Fuels & Lubricants | 200 | - | -100.0% |
| Totals | 200 | - | -100.0% |
| OTHER MATERIALS & SUPPLIES | | | |
| 504205 Freight Out | 100 | - | -100.0% |
| 504215 Printing | 2,117 | 1,000 | -52.8% |
| 504217 Photo Supp/Process | 200 | 200 | 0.0% |
| 504311 Office Supplies | 2,053 | 3,000 | 46.1% |
| 504315 Safety Supplies | 8,800 | 10,000 | 13.6% |
| 504317 Cleaning Supplies | 36,000 | 40,000 | 11.1% |
| 504409 Repair/Maint Supply | 36,700 | 65,000 | 77.1% |
| 504511 Small Tools | 4,107 | 3,000 | -27.0% |
| Totals | 90,077 | 122,200 | 35.7% |

SANTA CRUZ METRO FY 03-04 OPERATING BUDGET
Facilities Maintenance - 2200

| ACCOUNT | FY 02-03 REVISED | FY 03-04 FINAL | % CHANGE FROM FY 02-03 |
|-----------------------------|-------------------------|-------------------------|------------------------------|
| UTILITIES | | | |
| 505011 Gas & Electric | 60,100 | 47,200 | -21.5% |
| 505021 Water & Garbage | 43,520 | 37,240 | -14.4% |
| 505031 Telecommunications | 1,160 | 2,000 | 72.4% |
| Totals | <u>104,780</u> | <u>86,440</u> | -17.5% |
| TAXES | | | |
| 507201 Licenses & Permits | 6,607 | 9,600 | 45.3% |
| 507999 Other Taxes | 24,000 | 25,000 | 4.2% |
| Totals | <u>30,607</u> | <u>34,600</u> | 13.0% |
| MISC EXPENSE | | | |
| 509011 Dues/Subscriptions | 300 | - | -100.0% |
| 509101 Incentive Program | 300 | 300 | 0.0% |
| 509123 Travel | 200 | 200 | 0.0% |
| Totals | <u>800</u> | <u>500</u> | -37.5% |
| LEASES & RENTALS | | | |
| 512061 Equipment Rental | 5,268 | 8,100 | 53.8% |
| Totals | <u>5,268</u> | <u>8,100</u> | 53.8% |
| PERSONNEL TOTAL | 973,564 | 1,029,512 | 5.7% |
| NON-PERSONNEL TOTAL | 449,177 | 476,840 | 6.2% |
| DEPARTMENT TOTALS | <u><u>1,422,741</u></u> | <u><u>1,506,352</u></u> | 5.9% |

ADA

SANTA CRUZ METRO FY 03-04 OPERATING BUDGET
Paratransit Program - 3100

| ACCOUNT | FY 02-03 REVISED | FY 03-04 FINAL | % CHANGE FROM FY 02-03 |
|---------------------------------------|---------------------|-------------------|------------------------------|
| LABOR | | | |
| 501021 Other Salaries | 149,867 | 158,367 | 5.7% |
| 501023 Other OT | 200 | 200 | 0.0% |
| Totals | 150,067 | 158,567 | 5.7% |
| FRINGE BENEFITS | | | |
| 502011 Medicare/SS | 2,415 | 2,551 | 5.6% |
| 502021 Retirement | 12,346 | 15,154 | 22.7% |
| 502031 Medical Ins | 14,167 | 13,587 | -4.1% |
| 502041 Dental Ins | 4,101 | 2,239 | -45.4% |
| 502045 Vision Ins | 1,084 | 1,000 | -7.7% |
| 502051 Life Ins | 624 | 617 | -1.1% |
| 502060 State Disability (SDI) | 1,281 | 1,844 | 44.0% |
| 502061 Long Term Disability Ins | 2,615 | 2,286 | -12.6% |
| 502071 State Unemployment (SUI) | 368 | 441 | 19.8% |
| 502081 Worker's Comp | 1,806 | 1,806 | 0.0% |
| 502101 Holiday Pay | 1,930 | 2,057 | 6.6% |
| 502103 Floating Holiday | 3,300 | 3,400 | 3.0% |
| 503109 Sick Leave | 7,720 | 8,226 | 6.6% |
| 502111 Vacation | 12,555 | 14,790 | 17.8% |
| 502121 Other Paid Absence | 1,000 | 500 | -50.0% |
| 502999 Other Fringe Benefits | 312 | 312 | 0.0% |
| Totals | 67,624 | 70,810 | 4.7% |
| SERVICES | | | |
| 503031 Professional/Technical & Fees | 200,000 | 202,000 | 1.0% |
| 503225 Graphics Services | 7,500 | - | -100.0% |
| Totals | 207,500 | 202,000 | -2.7% |
| PURCHASED TRANS. | | | |
| 503406 Contract/Paratransit | 3,289,256 | 3,289,256 | 0.0% |
| Totals | 3,289,256 | 3,289,256 | 0.0% |
| OTHER MATERIALS & SUPPLIES | | | |
| 504211 Postage & Mailing | 5,550 | 2,500 | -55.0% |
| 504215 Printing | 14,623 | 10,000 | -31.6% |
| 504217 Photo Supp/Process | 750 | 750 | 0.0% |
| 504311 Office Supplies | 1,100 | 1,600 | 45.5% |
| Totals | 22,023 | 14,850 | -32.6% |
| MISC EXPENSE | | | |
| 509011 Dues/Subscriptions | 295 | - | 0.0% |
| 509123 Travel | 200 | 200 | -100.0% |
| 509125 Other Misc Expense | 82 | - | 0.0% |
| Totals | 577 | 200 | -100.0% |
| PERSONNEL TOTAL | 217,691 | 229,377 | 5.4% |
| NON-PERSONNEL TOTAL | 3,519,356 | 3,506,306 | -0.4% |
| DEPARTMENT TOTALS | 3,737,047 | 3,735,683 | 0.0% |

OPERATIONS

SANTA CRUZ METRO FY 03-04 OPERATING BUDGET

Operations - 3200

| ACCOUNT | FY 02-03 REVISED | FY 03-04 FINAL | % CHANGE FROM FY 02-03 |
|---------------------------------------|---------------------|-------------------|------------------------------|
| LABOR | | | |
| 501021 Other Salaries | 1,019,234 | 1,207,228 | 18.4% |
| 501023 Other OT | 100,000 | 25,309 | -74.7% |
| Totals | 1,119,234 | 1,232,537 | 10.1% |
| FRINGE BENEFITS | | | |
| 502011 Medicare/SS | 4,398 | 4,341 | -1.3% |
| 502021 Retirement | 97,676 | 118,533 | 21.4% |
| 502031 Medical Ins | 128,375 | 158,154 | 23.2% |
| 502041 Dental Ins | 27,384 | 29,206 | 6.7% |
| 502045 Vision Ins | 7,592 | 6,998 | -7.8% |
| 502051 Life Ins | 3,679 | 3,645 | -0.9% |
| 502060 State Disability (SDI) | 8,967 | 12,908 | 44.0% |
| 502061 Long Term Disability Ins | 29,817 | 17,877 | -40.0% |
| 502071 State Unemployment (SUI) | 2,900 | 3,087 | 6.4% |
| 502081 Worker's Comp | 60,771 | 60,771 | 0.0% |
| 502101 Holiday Pay | 14,776 | 15,463 | 4.6% |
| 502103 Floating Holiday | 7,600 | 8,200 | 7.9% |
| 502109 Sick Leave | 59,104 | 61,853 | 4.7% |
| 502111 Vacation | 152,683 | 160,614 | 5.2% |
| 502121 Other Paid Absence | 12,000 | 12,000 | 0.0% |
| 502251 Phys. Exam - Renewal | 924 | 792 | -14.3% |
| 502253 Driver Lic Renewal | 768 | 256 | -66.7% |
| 502999 Other Fringe Benefits | 1,448 | 936 | -35.4% |
| Totals | 620,862 | 675,635 | 8.8% |
| SERVICES | | | |
| 503031 Professional/Technical & Fees | 21,500 | 25,000 | 16.3% |
| 503162 Uniforms/Laundry | 100 | 500 | 400.0% See Note 8 |
| 503171 Security Services | 273,119 | 335,188 | 22.7% |
| 503352 Equip Repair - Out | 2,700 | 2,500 | -7.4% |
| Totals | 297,419 | 363,188 | 22.1% |
| PURCHASED TRANS. | | | |
| 503405 Contract Transp | 50 | 100 | 100.0% |
| Totals | 50 | 100 | 100.0% |
| OTHER MATERIALS & SUPPLIES | | | |
| 504211 Postage & Mailing | 400 | 500 | 25.0% |
| 504214 Promotional Items | 400 | - | -100.0% |
| 504215 Printing | 15,000 | 15,000 | 0.0% |
| 504217 Photo Supp/Process | 7,000 | 6,000 | -14.3% |
| 504311 Office Supplies | 13,293 | 13,000 | -2.2% |
| 504315 Safety Supplies | 100 | - | -100.0% |
| 504317 Cleaning Supplies | - | 100 | 0.0% |
| 504511 Small Tools | 100 | 100 | 0.0% |
| Totals | 36,293 | 34,700 | -4.4% |

SANTA CRUZ METRO FY 03-04 OPERATING BUDGET

Operations - 3200

| ACCOUNT | FY 02-03 REVISED | FY 03-04 FINAL | % CHANGE FROM FY 02-03 |
|-----------------------------|-------------------------|-------------------------|------------------------------|
| UTILITIES | | | |
| 505011 Gas & Electric | 27,000 | 28,350 | 5.0% |
| 505021 Water & Garbage | 24,000 | 20,000 | -16.7% |
| 505031 Telecommunications | 11,000 | 11,000 | 0.0% |
| Totals | <u>62,000</u> | <u>59,350</u> | -4.3% |
| MISC EXPENSE | | | |
| 509101 Incentive Program | 3,960 | 3,800 | -4.0% |
| 509123 Travel | 200 | 200 | 0.0% |
| 509125 Other Misc Expense | 100 | 500 | 400.0% |
| Totals | <u>4,260</u> | <u>4,500</u> | 5.6% |
| LEASES & RENTALS | | | |
| 512011 Facility Lease | 66,845 | 66,652 | -0.3% |
| 512061 Equipment Rental | 6,000 | 6,000 | 0.0% |
| Totals | <u>72,845</u> | <u>72,652</u> | -0.3% |
| | | | |
| PERSONNEL TOTAL | 1,740,096 | 1,908,172 | 9.7% |
| NON-PERSONNEL TOTAL | 472,867 | 534,490 | 13.0% |
| | | | |
| DEPARTMENT TOTALS | <u><u>2,212,963</u></u> | <u><u>2,442,662</u></u> | 10.4% |

BUS OPERATORS

SANTA CRUZ METRO FY 03-04 OPERATING BUDGET

Bus Operators - 3300

| ACCOUNT | FY 02-03 REVISED | FY 03-04 FINAL | % CHANGE FROM FY 02-03 |
|---------------------------------|---------------------|-------------------|------------------------------|
| LABOR | | | |
| 501011 Bus Operator Pay | 6,122,508 | 6,363,193 | 3.9% |
| 501013 Bus Operator OT | 968,512 | 927,591 | -4.2% |
| Totals | 7,091,020 | 7,290,784 | 2.8% |
| FRINGE BENEFITS | | | |
| 502011 Medicare/SS | 75,534 | 86,483 | 14.5% |
| 502021 Retirement | 447,087 | 544,269 | 21.7% |
| 502031 Medical Ins | 930,562 | 1,081,358 | 16.2% |
| 502041 Dental Ins | 205,446 | 213,351 | 3.8% |
| 502045 Vision Ins | 62,894 | 58,317 | -7.3% |
| 502051 Life Ins | 28,473 | 28,114 | -1.3% |
| 502060 State Disability (SDI) | 76,860 | 113,717 | 48.0% |
| 502061 Long Term Disability Ins | 294,733 | 127,449 | -56.8% |
| 502071 State Unemployment (SUI) | 21,292 | 27,195 | 27.7% |
| 502081 Worker's Comp | 1,179,950 | 1,148,150 | -2.7% |
| 502101 Holiday Pay | 208,065 | 213,180 | 2.5% |
| 502109 Sick Leave | 346,775 | 355,300 | 2.5% |
| 502111 Vacation | 649,205 | 679,394 | 4.7% |
| 502121 Other Paid Absence | 59,535 | 66,594 | 11.9% |
| 502251 Phys. Exam - Renewal | 2,640 | 8,580 | 225.0% |
| 502253 Driver Lic Renewal | 6,072 | 1,980 | -67.4% |
| 502999 Other Fringe Benefits | 100 | 100 | 0.0% |
| Totals | 4,595,224 | 4,753,532 | 3.4% |
| SERVICES | | | |
| 503162 Uniforms/Laundry | 3,680 | 5,000 | 35.9% |
| Totals | 3,680 | 5,000 | 35.9% |
| MISC EXPENSE | | | |
| 509101 Incentive Program | 2,731 | 2,400 | -12.1% |
| Totals | 2,731 | 2,400 | -12.1% |
| PERSONNEL TOTAL | 11,686,244 | 12,044,316 | 3.1% |
| NON-PERSONNEL TOTAL | 6,411 | 7,400 | 15.4% |
| DEPARTMENT TOTALS | 11,692,655 | 12,051,716 | 3.1% |

FLEET MAINTENANCE

SANTA CRUZ METRO FY 03-04 OPERATING BUDGET
Fleet Maintenance - 4100

| ACCOUNT | FY 02-03 REVISED | FY 03-04 FINAL | % CHANGE FROM FY 02-03 |
|--|---------------------|-------------------|------------------------------|
| LABOR | | | |
| 501021 Other Salaries | 2,182,818 | 2,482,893 | 13.7% |
| 501023 Other OT | 125,000 | 90,000 | -28.0% |
| Totals | 2,307,818 | 2,572,893 | 11.5% |
| FRINGE BENEFITS | | | |
| 502011 Medicare/SS | 21,768 | 23,317 | 7.1% |
| 502021 Retirement | 198,460 | 241,345 | 21.6% |
| 502031 Medical Ins | 320,339 | 369,979 | 15.5% |
| 502041 Dental Ins | 73,722 | 74,292 | 0.8% |
| 502045 Vision Ins | 19,159 | 17,662 | -7.8% |
| 502051 Life Ins | 8,732 | 8,650 | -0.9% |
| 502060 State Disability (SDI) | 22,631 | 35,652 | 57.5% |
| 502061 Long Term Disability Ins | 60,603 | 36,400 | -39.9% |
| 502071 State Unemployment (SUI) | 6,591 | 8,526 | 29.4% |
| 502081 Worker's Comp | 228,658 | 228,658 | 0.0% |
| 502101 Holiday Pay | 28,905 | 30,161 | 4.3% |
| 502103 Floating Holiday | 4,400 | 4,500 | 2.3% |
| 502109 Sick Leave | 120,151 | 125,451 | 4.4% |
| 502111 Vacation | 284,016 | 298,618 | 5.1% |
| 502121 Other Paid Absence | 40,000 | 42,000 | 5.0% |
| 502251 Phys. Exam - Renewal | 1,386 | 1,386 | 0.0% |
| 502253 Driver Lic Renewal | 400 | 245 | -38.8% |
| 502999 Other Fringe Benefits | 924 | 924 | 0.0% |
| Totals | 1,440,845 | 1,547,767 | 7.4% |
| SERVICES | | | |
| 503031 Professional/Technical & Fees | 2,500 | 2,500 | 0.0% |
| 503162 Uniforms/Laundry | 25,000 | 26,000 | 4.0% See Note 8 |
| 503221 Classified/Legal Ads | 5,000 | 5,500 | 10.0% |
| 503352 Equip Repair - Out | 49,000 | 61,000 | 24.5% |
| 503353 Rev Veh Repair - Out | 206,120 | 206,000 | -0.1% |
| 503354 Other Veh Repair - Out | 64,020 | 65,570 | 2.4% |
| Totals | 351,640 | 366,570 | 4.2% |
| MOBILE MATERIALS & SUPPLIES | | | |
| 504011 Fuels & Lubricants | 98,443 | 91,477 | -7.1% |
| 504012 Fuels & Lubricants - Rev Veh | 1,222,640 | 1,395,072 | 14.1% |
| 504021 Tires & Tubes | 113,182 | 131,000 | 15.7% |
| 504161 Other Mobile Supplies | 6,500 | 6,500 | 0.0% |
| 504191 Rev Vehicle Parts | 569,000 | 515,000 | -9.5% |
| Totals | 2,009,765 | 2,139,049 | 6.4% |

SANTA CRUZ METRO FY 03-04 OPERATING BUDGET
Fleet Maintenance - 4100

| ACCOUNT | FY 02-03 REVISED | FY 03-04 FINAL | % CHANGE FROM FY 02-03 |
|---------------------------------------|---------------------|-------------------|------------------------------|
| OTHER MATERIALS & SUPPLIES | | | |
| 504205 Freight Out | 2,500 | 2,500 | 0.0% |
| 504211 Postage & Mailing | 500 | 1,000 | 100.0% |
| 504215 Printing | 5,200 | 5,200 | 0.0% |
| 504217 Photo Supp/Process | 200 | 100 | -50.0% |
| 504311 Office Supplies | 11,000 | 9,500 | -13.6% |
| 504315 Safety Supplies | 11,275 | 9,825 | -12.9% |
| 504317 Cleaning Supplies | 26,000 | 26,000 | 0.0% |
| 504421 Non-Inventory Parts | 50,000 | 50,000 | 0.0% |
| 504511 Small Tools | 5,000 | 5,000 | 0.0% |
| 504515 Employee Tools | 2,000 | 1,500 | -25.0% |
| Totals | 113,675 | 110,625 | -2.7% |
| UTILITIES | | | |
| 505011 Gas & Electric | 49,000 | 67,531 | 37.8% |
| 505021 Water & Garbage | 18,000 | 21,656 | 20.3% |
| 505031 Telecommunications | 18,420 | 10,368 | -43.7% |
| Totals | 85,420 | 99,555 | 16.5% |
| 507051 Fuel Tax | 12,046 | 10,933 | -9.2% |
| 507201 Licenses & Permits | 540 | 540 | 0.0% |
| Totals | 12,586 | 11,473 | -8.8% |
| MISC EXPENSE | | | |
| 509011 Dues/Subscriptions | 979 | 729 | -25.5% |
| 509101 Incentive Program | 1,060 | 1,060 | 0.0% |
| 509123 Travel | 200 | 200 | 0.0% |
| Totals | 2,239 | 1,989 | -11.2% |
| LEASES & RENTALS | | | |
| 512011 Facility Lease | 213,841 | 219,741 | 2.8% |
| 512061 Equipment Rental | 2,505 | 4,057 | 62.0% |
| Totals | 216,346 | 223,798 | 3.4% |
| PERSONNEL TOTAL | 3,748,663 | 4,120,660 | 9.9% |
| NON-PERSONNEL TOTAL | 2,791,671 | 2,953,059 | 5.8% |
| DEPARTMENT TOTALS | <u>6,540,334</u> | <u>7,073,719</u> | <u>8.2%</u> |

SANTA CRUZ METRO FY 03-04 OPERATING BUDGET
COBRA Benefits - 9001

| ACCOUNT | FY 02-03 REVISED | FY 03-04 FINAL | % CHANGE FROM FY 02-03 |
|------------------------|---------------------|-------------------|------------------------------|
| FRINGE BENEFITS | | | |
| 502031 Medical Ins | 10,000 | 10,000 | 0.0% |
| 502041 Dental Ins | 3,000 | 3,000 | 0.0% |
| 502045 Vision Ins | 1,500 | 1,500 | 0.0% |
| Totals | <u>14,500</u> | <u>14,500</u> | 100.0% |
| PERSONNEL TOTAL | 14,500 | 14,500 | 0.0% |
| NON-PERSONNEL TOTAL | - | - | 0.0% |
| DEPARTMENT TOTALS | <u>14,500</u> | <u>14,500</u> | 0.0% |

Retirees

SANTA CRUZ METRO FY 03-04 OPERATING BUDGET
Retired Employee Benefits - 9005

| ACCOUNT | FY 02-03 REVISED | FY 03-04 FINAL | % CHANGE FROM FY 02-03 |
|---------------------|---------------------|-------------------|------------------------------|
| FRINGE BENEFITS | | | |
| 502031 Medical Ins | 621,269 | 721,146 | 16.1% |
| 502041 Dental Ins | 52,400 | 67,116 | 28.1% |
| 502045 Vision Ins | 19,441 | 21,168 | 8.9% |
| 502051 Life Ins | 8,678 | 10,059 | 15.9% |
| Totals | 701,788 | 819,489 | 16.8% |
| PERSONNEL TOTAL | 701,788 | 819,489 | 16.8% |
| NON-PERSONNEL TOTAL | - | - | 0.0% |
| DEPARTMENT TOTALS | 701,788 | 819,489 | 16.8% |

SCCIC

**SANTA CRUZ METRO FY 03-04 OPERATING BUDGET
SCCIC/COPS - 700**

| ACCOUNT | FY 02-03 REVISED | FY 03-04 FINAL | % CHANGE FROM FY 02-03 |
|---------------------------------------|---------------------|-------------------|------------------------------|
| SERVICES | | | |
| 503011 Accting/Audit Fees | 750 | - | -100.0% |
| 503012 Admin/Bank Fees | 50 | 50 | 0.0% |
| Totals | <u>800</u> | <u>50</u> | <u>-93.8%</u> |
| OTHER MATERIALS & SUPPLIES | | | |
| 504211 Postage & Mailing | 7 | 7 | 0.0% |
| Totals | <u>7</u> | <u>7</u> | <u>0.0%</u> |
| MISC EXPENSE | | | |
| 509123 Travel | - | 200 | 100.0% |
| Totals | <u>-</u> | <u>200</u> | <u>0.0%</u> |
| PERSONNEL TOTAL | - | - | 0.0% |
| NON-PERSONNEL TOTAL | 807 | 257 | -68.2% |
| DEPARTMENT TOTALS | <u><u>807</u></u> | <u><u>257</u></u> | <u><u>-68.2%</u></u> |

MASTF**SANTA CRUZ METRO FY 03-04 OPERATING BUDGET
MASTF - 9021**

| ACCOUNT | FY 02-03 REVISED | FY 03-04 FINAL | % CHANGE FROM FY 02-03 |
|---------------------------------------|---------------------|-------------------|------------------------------|
| OTHER MATERIALS & SUPPLIES | | | |
| 504211 Promotional Items | 125 | 250 | 100.0% |
| 504214 Photo Supp/Process | 50 | - | -100.0% |
| 504215 Office Supplies | 100 | 100 | 0.0% |
| Totals | <u>275</u> | <u>350</u> | <u>27.3%</u> |
| MISC EXPENSE | | | |
| 509125 Other Misc Expense | 1,696 | 650 | -61.7% |
| Totals | <u>1,696</u> | <u>650</u> | <u>-61.7%</u> |
| PERSONNEL TOTAL | | | |
| | - | - | 0.0% |
| NON-PERSONNEL TOTAL | | | |
| | 1,971 | 1,000 | -49.3% |
| DEPARTMENT TOTALS | | | |
| | <u>1,971</u> | <u>1,000</u> | <u>-49.3%</u> |

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY 03-04 FINAL BUDGET
CAPITAL IMPROVEMENT PROGRAM**

| PROJECT | FEDERAL | STATE/ LOCAL | DISTRICT | TOTAL |
|--|---------------------|-------------------------|---------------------|----------------------|
| <u>Grant-Funded Projects</u> | | | | |
| Consolidated Operating Facility | \$ 7,445,238 | \$ - | \$ 1,861,310 | \$ 9,306,548 |
| Urban Bus Replacement | \$ 786,000 | \$ - | \$ 196,500 | \$ 982,500 |
| TCRP Convertible Buses (carryover) | \$ - | \$ 3,750,000 | \$ 53,857 | \$ 3,803,857 |
| Buses <30' (3) (carryover) | \$ - | \$ 232,000 | \$ 58,000 | \$ 290,000 |
| ADA Buses < 30' (5) (carryover) | \$ - | \$ 168,000 | \$ 42,000 | \$ 210,000 |
| ADA Vans (17) (carryover) | \$ - | \$ 585,822 | \$ 146,186 | \$ 732,008 |
| Metro Center Renovation Project | \$ - | \$ 108,891 | \$ - | \$ 108,891 |
| Spare Parts for New Buses (carryover) | \$ 78,040 | \$ - | \$ 19,510 | <u>\$ 97,550</u> |
| Subtotal | | | | \$ 15,531,354 |
| <u>District-Funded Projects</u> | | | | |
| Bus Stop Improvements | | | \$ 60,000 | \$ 60,000 |
| Windows for New Flyer Low Floor Buses | | | \$ 29,000 | \$ 29,000 |
| Paratransit Software License | | | \$ 15,000 | \$ 15,000 |
| IT Upgrades | | | \$ 15,000 | \$ 15,000 |
| Used Storage Container for Fleet Maintenance | | | \$ 1,800 | \$ 1,800 |
| Facilities Repair & Improvements | | | \$ 78,000 | \$ 78,000 |
| Non-Revenue Vehicle Replacement | | | \$ 116,000 | \$ 116,000 |
| Office Equipment | | | \$ 13,500 | \$ 13,500 |
| Office Equipment (carryover) | | | \$ 26,000 | \$ 26,000 |
| Transfer to Operating Budget | | | \$ 350,000 | <u>\$ 350,000</u> |
| Subtotal | | | | <u>\$ 704,300</u> |
| TOTAL CAPITAL PROJECTS | \$ 8,309,278 | \$ 4,844,713 | \$ 3,081,663 | \$ 16,235,654 |

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY 03-04 FINAL BUDGET
CAPITAL IMPROVEMENT PROGRAM**

CAPITAL PROGRAM FUNDING

| | |
|--------------------|--------------|
| Federal Grants | \$ 8,309,278 |
| State/Local Grants | \$ 4,844,713 |
| STA Funding | \$ 821,414 |
| District Reserves | \$ 2,260,249 |

| | |
|------------------------------|----------------------|
| TOTAL CAPITAL FUNDING | \$ 16,235,654 |
|------------------------------|----------------------|

NOTES TO FY 03-04 FINAL BUDGET

1. Retirement has increased by 21.6% over FY 02-03 because the District will be paying an employee rate of 1.089% in FY 03-04, in addition to 7% of the employee rate. The District has only paid the 7% employee rate for several years.
2. State disability insurance (SDI) has increased by 49.1% due to expected cost increases in this state program effective January 1, 2004.
3. Long-term disability insurance has decreased by 49.6% from the level budgeted in FY 02-03 due to a favorable renewal of coverage which provides reduced premium rates for two years.
4. State unemployment insurance (SUI) has increased by 24.2% due to expected cost increases effective January 1, 2004.
5. The cost for employee physical exams for drivers' license renewals has increased by 117.3% due to the number of employees who are expected to renew their medical certificate, which is required every two years.
6. Administrative & bank fees are budgeted at \$218,250 District-wide. This is primarily comprised of \$208,000 in Finance for fees paid to the State Board of Equalization for administration of the District's sales tax, and \$8,400 in Finance for bank charges to transport by armored car and deposit the District's bagged coin and thousands of dollar bills collected from the fareboxes. The armored car service also collects ticket and pass revenue from Metro Center.
7. Custodial service was budgeted at \$128,000 or up 29.7% in the draft final budget. This number has been reduced by \$39,000 to \$89,000 to reflect current custodial contracts at the transit centers.
8. Uniforms and laundry expense which includes coveralls and raingear for maintenance employees as well as floor mats, was budgeted at \$47,000 District-wide in the draft final budget. This has been reduced by \$7,000 in the final budget due to decreases in projected costs for Facilities Maintenance (\$5,000), Fleet Maintenance (\$1,500), and Operations (\$500).
9. Fuel for revenue vehicles has increased by 14.1% over FY 02-03 in the final budget, a reduction of \$11,500. Diesel fuel prices have dropped significantly in recent months, and the initial CNG billings have been lower than anticipated. However, this amount still allows for substantial cost increases if they occur in the upcoming year.
10. Tires & tubes were budgeted at \$160,000 in the draft final budget. This has been reduced to \$131,000 in the final budget with the arrival of new buses with new tires.

11. Safety supplies were budgeted at \$26,825 or up 33.0% in the draft final budget. Based on year-to-date trends and projected needs for FY 03-04 this has been reduced by \$7,000 in the Facilities Maintenance Department to \$19,825 District-wide.
12. Repair and maintenance supplies have increased by 77.1% over the FY 02-03 budget, from \$36,700 to \$65,000. However, this higher level is required due to the District's aging facilities and equipment.
13. Liability and physical damage insurance through CalTIP has increased substantially for the second year in a row.
14. Other insurance is primarily comprised of employment practices liability insurance which increased by \$45,000 at the March 2003 renewal date, doubling last year's premium.
15. Professional and technical services and fees in Administration have risen from \$1,920 budgeted in FY 02-03 to \$26,580 in FY 03-04. Other than interpretation services, the largest component of this account is \$25,000 for engineering services for the District's various projects which cannot be charged off to grant-funded projects.

ATTACHMENT C

FY 03-04

BOARD MEMBER TRAVEL

(EXHIBIT B)

EXHIBIT B

BOARD MEMBER TRAVEL

FY 03-04

American Public Transportation Association (APTA) Meetings

Legislative Conference
March 2004
Washington, DC
Two Board Members

California Transit Association (CTA) Meetings

No attendance.

Additional Travel

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

ATTACHMENT D

FY 03-04

EMPLOYEE INCENTIVE PROGRAM

EMPLOYEE INCENTIVE PROGRAM
FY 03-04

| EVENT/ACTIVITY | # EMP | RATE | BUDGET ALLOCATION | DEPT/ACCOUNT |
|--|------------|----------|----------------------|--------------|
| District Service Awards | | | \$ 2,061 | 1100-509101 |
| Holiday Dinner Dance | | | \$ - | 1100-509101 |
| Safe Driver Pins and Certificates | | | \$ 2,400 | 3300-509101 |
| Departmental Programs | | | | |
| <u>Administrative Facility (370 Encinal)</u> | | | | |
| Employee Recognition/Appreciation Events | 28 | \$ 20.00 | \$ 560 | 1200-509101 |
| <u>Customer Service/Paratransit (Metro Center)</u> | | | | |
| Employee Recognition/Appreciation Events | 10 | \$ 20.00 | \$ 200 | 1300-509101 |
| <u>Facilities Maintenance</u> | | | | |
| Employee Recognition/Appreciation Events | 15 | \$ 20.00 | \$ 300 | 2200-509101 |
| <u>Operations</u> | | | | |
| Employee Recognition/Appreciation Events and Shift Bid Refreshments | 190 | \$ 20.00 | \$ 3,800 | 3200-509101 |
| <u>Fleet Maintenance</u> | | | | |
| Employee Recognition/Appreciation Events and Shift Bid Refreshments | 53 | \$ 20.00 | \$ 1,060 | 4100-509101 |
| TOTALS | 296 | | \$ 10,381 | |

| | |
|------|-----------|
| 1100 | \$ 2,061 |
| 1200 | \$ 560 |
| 1300 | \$ 200 |
| 2200 | \$ 300 |
| 3200 | \$ 3,800 |
| 3300 | \$ 2,400 |
| 4100 | \$ 1,060 |
| | \$ 10,381 |

ATTACHMENT E

FY 03-04

RECOMMENDED CHANGES TO DRAFT FINAL BUDGET

**RECOMMENDED CHANGES TO
FY 03-04 OPERATING REVENUE**

| REVENUE SOURCE | DRAFT FINAL BUDGET | REC CHANGE | REASON |
|-----------------------------------|-----------------------|---------------------|--|
| Passenger Fares (regular service) | \$ 3,976,173 | \$ (120,000) | Reduced to reflect transfer of part of fare increase to paratransit fares. |
| Paratransit Fares | \$ 240,000 | \$ 120,000 | Reflects \$1.00 increase in paratransit fares. |
| Interest Income | \$ 400,000 | \$ (100,000) | Lower interest rates and treasury balance. |
| TOTAL CHANGE | | \$ (100,000) | |

**RECOMMENDED CHANGES TO
FY 03-04 OPERATING EXPENSES**

| DEPT/ACCT | EXPENSE | DRAFT FINAL | REC CHANGE | REASON |
|------------------|------------------------|--------------------|---------------------|--------------------------------------|
| 1100 | None | | | |
| 1200 | None | | | |
| 1300 | None | | | |
| 1400 | None | | | |
| 1500 | None | | | |
| 1700 | None | | | |
| 1800 | None | | | |
| 2200 | | | | |
| 503161 | Custodial Services | \$ 128,000 | \$ (39,000) | Reduce to reflect latest costs. |
| 503162 | Uniforms & Laundry | \$ 14,000 | \$ (5,000) | Reduce. |
| 504215 | Printing | \$ 5,000 | \$ (4,000) | Delete stickers; budgeted in 1300. |
| 504315 | Safety Supplies | \$ 17,000 | \$ (7,000) | Reduce. |
| 3100 | None | | | |
| 3200 | | | | |
| 503162 | Uniforms & Laundry | \$ 1,000 | \$ (500) | Reduce. |
| 503352 | Equip Repair - Outside | \$ 5,000 | \$ (2,500) | Reduce. |
| 3300 | None | | | |
| 4100 | | | | |
| 503162 | Uniforms & Laundry | \$ 27,500 | \$ (1,500) | Reduce. |
| 504012 | Revenue Vehicle Fuel | \$ 1,406,572 | \$ (11,500) | Reduce to reflect lower fuel prices. |
| 504021 | Tires & Tubes | \$ 160,000 | \$ (29,000) | Reduce to reflect new buses. |
| | | | | |
| | TOTAL CHANGE | | \$ (100,000) | |

ATTACHMENT F

FY 03-04

DEPARTMENT DESCRIPTIONS AND OBJECTIVES

ADMINISTRATION DEPARTMENT
OFFICE OF THE GENERAL MANAGER

MAJOR FUNCTIONS OF THE DEPARTMENT

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

DEPARTMENT OBJECTIVES FOR FY 03-04

- Aggressively seek, administer and prepare federal, state and local grants.
- Provide information necessary to gain passage of High Intensity Transit Tier Federal Program.
- Monitor federal and state legislative activities.
- Oversee the Architectural/Engineering portion of the MetroBase Project.
- Continue to monitor and participate in the Highway 1 Joint Powers Agency
- Continue to advance funding and planning of the Metro Center Project (Pacific Station)
- Timely preparation, delivery and posting of Board agenda packets.
- Continue to maintain the file retention system for the District's official records.
- Implement procurement of new buses.
- Oversee compliance with Urban Bus Rule issued by the California Air Resources Board (CARB).
- Continue the incorporation of the planning program for the District into the Office of the General Manager.
- Initiate a route evaluation process
- Evaluate direct operation of ADA required paratransit service.
- Negotiate new contract with UCSC.
- Pursue pass arrangement with Cabrillo College.
- Provide staff support to MUG.

FINANCE DEPARTMENT

MAJOR FUNCTIONS OF THE DEPARTMENT

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

DEPARTMENT OBJECTIVES FOR FY 03-04

- Continue to strengthen the controller function through the development and revision of policies and procedures to provide guidance, measure performance and insure conformance with the highest standards of financial accounting.
- Work with District Counsel, IT and Human Resources to develop an efficient FMLA tracking system.
- Continue to expand cross-training assignments within the department to enhance departmental efficiency and improve promotional opportunities.
- Coordinate TDA Triennial Performance Audit and prepare responses for any recommendations for consideration by the Board of Directors.
- Develop an administrative policy to meet requirements of the Fair Labor Standards Act and develop recommendations for correcting any deficiencies, particularly in the timekeeping process.
- Work with IT to automate the timekeeping process for Fleet Maintenance to ensure compliance with the Fair Labor Standards Act.
- Provide refresher training to District staff on timekeeping and accounts payable.

HUMAN RESOURCES DEPARTMENT

MAJOR FUNCTIONS OF THE DEPARTMENT

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

DEPARTMENT OBJECTIVES FOR FY 03-04

- Coordinate and insure compliance of District's FTA mandated drug and alcohol testing program, prepare annual report of program, provide supervisory training, and renew provider contracts.
- Review and modify if necessary, internal policies and procedures to insure compliance with state and federal regulations.
- Train applicable District employees and contractors on the ADA Complaint Procedure
- Complete job reclassifications and provide information to management and Unions.
- Coordinate with the IT Department for the revision of existing reports to streamline processes and provide more accurate employee information.
- Monitor and implement federal and state regulatory changes in the areas of human resources administration and compliance.

INFORMATION TECHNOLOGY DEPARTMENT

MAJOR FUNCTIONS OF THE DEPARTMENT

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

DEPARTMENT OBJECTIVES FOR FY 03-04

- Complete conversion to new run-cutting (Hastus) software on Windows 2000.
- SCMTD website. Replace static web pages of bus schedules (which are now manually updated quarterly) with dynamic pages reporting directly from the new Hastus database. A second phase would include interactive route searching.
- Complete implementation of USL Purchasing & Accounting package on Windows 2000.
- Maintain computers at 99% or better up-time, including printers, terminals, PCs and communications equipment.
- Implement company-wide intranet platform for more efficient knowledge and forms sharing.
- Implement secure shell, ftp, https to reduce impact of virus and other computer security threats.
- Evaluate security issues, potential benefits, and implementation of wireless technology. Likely candidates include laptops, shop floor data entry and bus diagnostics.
- Explore approaches to improving internal network performance and implement those that do not require significant purchases.

LEGAL DEPARTMENT

MAJOR FUNCTIONS OF THE DEPARTMENT

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

DEPARTMENT OBJECTIVES FOR FY 03-04

- Continue to assist General Manager with MetroBase Project.
- Continue to manage and administer the District's potential claims, claims and collection files.
- Assist the District department managers with legal issues as they arise.
- Represent the District in litigation matters.
- Assist in the administration and management of the worker's compensation claims, as directed by the Board of Directors.
- In conjunction with the Human Resources manager, develop an Employee Leave Policy.
- Update the Claims Procedures Regulation to match current practices within the District.

DEPARTMENT OBJECTIVES FOR FY 03-04 RISK MANAGEMENT

- Avoid unnecessary and costly litigation.
- Investigate all claims for validity and liability purposes. If settlement reached, verify that damages correspond to occurrence.
- When Santa Cruz Metro is at fault, aggressively pursue a fair and reasonable settlement.
- Publish Transit Supervisor newsletter four times a year.
- Provide Managers with at least four trainings a year.
- Complete and implement Legal Department Handbook.

FACILITIES MAINTENANCE DEPARTMENT

MAJOR FUNCTIONS OF THE DEPARTMENT

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

DEPARTMENT OBJECTIVES FOR FY 03-04

- Replace 21 Phase I (wood) shelters with prefabricated metal shelters (perforated metal panels)
- Install solar lighting at rural bus stops
- Install bus signalization equipment on Highway 9 and Freedom Boulevard
- Assist with Metrobase and Metro Center projects
- Evaluate Sharp's disposal program at WTC/SVTC/MC
- Replace tent/awning material at steam clean facility at 111 Dubois
- Update District's Disaster Preparedness Plan
- Support Santa Cruz County's Youth Employment and Training Program

OPERATIONS DEPARTMENT

MAJOR FUNCTIONS OF THE DEPARTMENT

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

DEPARTMENT OBJECTIVES FOR FY 03-04

- Complete the programming of the Talking Bus.
- Complete the upgrade to the HASTUS scheduling software. In addition, cross train with the Transit Planner and Senior Database Administrator on the upgraded software.
- Purchase and install a new radio repeater on Mt. Belawski to enhance the reach of our communications system.
- Complete a revision to the System Safety Plan.
- Complete a one-year review of the ParaCruz recertification program.
- Complete a one-year operational review of the ParaCruz program.
- Improve level of customer service provided at the Metro Center.
- Complete training on the ParaCruz scheduling software - Trapeze PASS.
- Begin eligibility assessment training with the Eligibility Coordinator and the District's current contractor.
- Complete the recertification of all active ParaCruz customers.
- Increase the community's awareness of the mobility training offered by the District.
- Develop a ParaCruz web domain.
- Enhance the Transit Supervisors' accident investigation techniques.
- Complete contract negotiations with SEIU.

FLEET MAINTENANCE DEPARTMENT

MAJOR FUNCTIONS OF THE DEPARTMENT

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

DEPARTMENT OBJECTIVES FOR FY 03-04

- Continue leadership skills training for those departmental personnel holding leadership positions, i.e. supervisors and shift lead positions. This will require additional training in both transit and maintenance specific areas. Our employees are long term employees of the District. Any additional investment in training is an investment in our fleet and the quality of our leaders.
- Continue technical training for our mechanics. As we invest in new equipment we must match the capital investment with an investment in training. Vehicle, engine and transmission technology is so advanced that training must be on going. Introduction of CNG powered vehicles requires an extensive training program to maintain these units safely.
- Provide improved operational support in both vehicle maintenance and vehicle servicing through filling currently budgeted positions. The maintenance department should be able to support the operation department during like hours of operations.
- Repaint the last 1988 active high floor New Flyer (D35) with our new paint scheme to move toward a uniform looking fleet, and enhance appearance. This repaint will include a retrofit to LED exterior lighting. Continue timely repair of accident damaged vehicles to keep up fleet appearances.
- Accept delivery of, and deploy, the Orion Highway 17 buses currently on order. Retire the GMC RTS buses currently assigned to this fleet.
- Continue the retrofit project on the active high floor New Flyer passenger lifts to increase reliability of these units.
- Continued restoration to our 1951 GMC coach for historical purposes and to build morale.
- Investigate acquisition of a modern, Windows based IT system to better schedule maintenance requirements and monitor fleet performance criteria.

ATTACHMENT G

FY 03-04

AUTHORIZED PERSONNEL

FY 03-04 FINAL BUDGET
Authorized Personnel
Summary

| Department | Authorized FY 00-01 | Authorized FY 01-02 | Authorized FY 02-03 | Authorized FY 03-04 |
|------------------------------------|------------------------|------------------------|------------------------|------------------------|
| Administration | 6.00 | 6.00 | 6.00 | 9.25 |
| Finance | 7.50 | 7.50 | 7.00 | 6.00 |
| Customer Service | 13.55 | 13.55 | 10.00 | 6.75 |
| Human Resources | 5.75 | 6.00 | 4.00 | 4.00 |
| Information Technology | 4.00 | 4.00 | 4.00 | 4.00 |
| District Counsel | 3.50 | 3.50 | 3.50 | 3.50 |
| Facilities Maintenance | 17.00 | 17.00 | 15.00 | 15.00 |
| Paratransit | 0.00 | 2.00 | 3.00 | 3.00 |
| Operations | 203.00 | 207.00 | 195.00 | 190.00 |
| Fleet Maintenance | 56.00 | 56.00 | 53.00 | 53.00 |
| Total Full-Time Equivalents | 316.30 | 322.55 | 300.50 | 294.50 |

FY 03-04 FINAL BUDGET
 Authorized Personnel
 Administration - 1100

| Position | Authorized FY 00-01 | Authorized FY 01-02 | Authorized FY 02-03 | Authorized FY 03-04 |
|------------------------------------|------------------------|------------------------|------------------------|------------------------|
| General Manager | 1 | 1 | 1 | 1 |
| Assistant General Manager | 1 | 1 | 1 | 1 |
| Project Manager* | 0 | 0 | 0 | 1 |
| Admin Services Coordinator | 1 | 1 | 1 | 1 |
| Administrative Secretary | 2 | 2 | 2 | 2 |
| Grants/Legislative Analyst | 1 | 1 | 1 | 1 |
| Transit Planner** | 0 | 0 | 0 | 1 |
| Transit Surveyor ** | 0 | 0 | 0 | 1.25 |
| Total Full-Time Equivalents | 6.00 | 6.00 | 6.00 | 9.25 |

* Funded by capital grant

** Positions moved from Dept 1300 effective 7/01/03

FY 03-04 FINAL BUDGET
Authorized Personnel
Finance - 1200

| Position | Authorized FY 00-01 | Authorized FY 01-02 | Authorized FY 02-03 | Authorized FY 03-04 |
|------------------------------------|------------------------|------------------------|------------------------|------------------------|
| Finance Manager | 1 | 1 | 1 | 1 |
| Assistant Finance Manager | 1 | 1 | 1 | 1 |
| Senior Accountant | 0.5 | 0.5 | 0 | 0 |
| Accounting Specialist | 1 | 1 | 1 | 1 |
| Accounting Tech/Sr Acctng Tech | 2 | 2 | 2 | 2 |
| Payroll & Benefits Coordinator | 1 | 1 | 1 | 1 |
| Administrative Secretary | 1 | 1 | 1 | 0 |
| Total Full-Time Equivalents | 7.50 | 7.50 | 7.00 | 6.00 |

FY 03-04 FINAL BUDGET
 Authorized Personnel
 Customer Service - 1300

| Position | Authorized FY 00-01 | Authorized FY 01-02 | Authorized FY 02-03 | Authorized FY 03-04 |
|------------------------------------|------------------------|------------------------|------------------------|------------------------|
| Planning & Marketing Manager | 1 | 1 | 0 | 0 |
| Service Planning Supervisor | 1 | 1 | 1 | 0 |
| Transit Planner** | 1 | 1 | 1 | 0 |
| Transit Surveyor** | 1.25 | 1.25 | 1.25 | 0 |
| Customer Service Coordinator | 1 | 1 | 1 | 1 |
| Senior Customer Service Rep | 1 | 1 | 1 | 1 |
| Customer Service Representative | 4 | 4 | 3 | 3 |
| Ticket & Pass Program Specialist | 1 | 1 | 1 | 1 |
| Administrative Secretary | 1.30 | 1.3 | 0.75 | 0.75 |
| Accessible Services Coordinator* | 1 | 1 | 0 | 0 |
| Total Full-Time Equivalents | 13.55 | 13.55 | 10.00 | 6.75 |

* Position moved to Dept 3100 effective 7/01/02

** Positions moved to Dept 1100 effective 7/1/03

FY 03-04 FINAL BUDGET
Authorized Personnel
Human Resources - 1400

| Position | Authorized FY 00-01 | Authorized FY 01-02 | Authorized FY 02-03 | Authorized FY 03-04 |
|------------------------------------|------------------------|------------------------|------------------------|------------------------|
| Human Resources Manager | 1 | 1 | 0 | 0 |
| Asst Human Resources Manager | 0 | 1 | 1 | 1 |
| Human Resources Analyst | 1 | 0 | 0 | 0 |
| Personnel Technician | 1 | 1 | 1 | 1 |
| Benefits Coordinator | 1 | 1 | 1 | 1 |
| Human Resources Specialist | 1 | 1 | 1 | 1 |
| Admin Specialist | 0.75 | 0 | 0 | 0 |
| Admin Secretary | 0 | 1 | 0 | 0 |
| Total Full-Time Equivalents | 5.75 | 6.00 | 4.00 | 4.00 |

FY 03-04 FINAL BUDGET
Authorized Personnel
Information Technology - 1500

| Position | Authorized FY 00-01 | Authorized FY 01-02 | Authorized FY 02-03 | Authorized FY 03-04 |
|------------------------------------|------------------------|------------------------|------------------------|------------------------|
| Information Technology Manager | 1 | 1 | 1 | 1 |
| Database Administrator/Sr | 1 | 1 | 1 | 1 |
| Systems Administrator/Sr | 1 | 1 | 1 | 1 |
| IT Technician/Sr IT Tech | 1 | 1 | 1 | 1 |
| Total Full-Time Equivalents | 4.00 | 4.00 | 4.00 | 4.00 |

FY 03-04 FINAL BUDGET
Authorized Personnel
District Counsel - 1700

| Position | Authorized FY 00-01 | Authorized FY 01-02 | Authorized FY 02-03 | Authorized FY 03-04 |
|------------------------------------|------------------------|------------------------|------------------------|------------------------|
| District Counsel | 1 | 1 | 1 | 1 |
| Claims Investigator I/II | 1 | 1 | 1 | 1 |
| Legal Secretary | 1.5 | 1.5 | 1.5 | 1.5 |
| Total Full-Time Equivalents | 3.50 | 3.50 | 3.50 | 3.50 |

FY 03-04 FINAL BUDGET
Authorized Personnel
Facilities Maintenance - 2200

| Position | Authorized FY 00-01 | Authorized FY 01-02 | Authorized FY 02-03 | Authorized FY 03-04 |
|------------------------------------|------------------------|------------------------|------------------------|------------------------|
| Facilities Maintenance Manager | 1 | 1 | 1 | 1 |
| Facilities Maintenance Supervisor | 1 | 1 | 1 | 1 |
| Facilities Maint Worker III | 1 | 1 | 1 | 1 |
| Facilities Maint Worker II | 3 | 3 | 3 | 3 |
| Facilities Maint Worker I | 4 | 4 | 3 | 3 |
| Custodial Services Worker II | 1 | 1 | 1 | 1 |
| Custodial Services Worker I | 5 | 5 | 5 | 5 |
| Administrative Secretary | 1 | 1 | 0 | 0 |
| Total Full-Time Equivalents | 17.00 | 17.00 | 15.00 | 15.00 |

FY 03-04 FINAL BUDGET
Authorized Personnel
Paratransit - 3100

| Position | Authorized FY 00-01 | Authorized FY 01-02 | Authorized FY 02-03 | Authorized FY 03-04 |
|-------------------------------------|------------------------|------------------------|------------------------|------------------------|
| Paratransit Administrator | 0 | 1 | 1 | 1 |
| Paratransit Eligibility Coordinator | 0 | 1 | 1 | 1 |
| Accessible Services Coordinator* | 0 | 0 | 1 | 1 |
| Total Full-Time Equivalents | 0.00 | 2.00 | 3.00 | 3.00 |

* Position moved from Dept 1300 effective 7/01/02

FY 03-04 FINAL BUDGET
Authorized Personnel
Operations - 3200/3300

| Position | Authorized FY 00-01 | Authorized FY 01-02 | Authorized FY 02-03 | Authorized FY 03-04 |
|------------------------------------|------------------------|------------------------|------------------------|------------------------|
| Operations Manager | 1 | 1 | 1 | 1 |
| Base Superintendent | 1 | 1 | 1 | 1 |
| Transit Supervisor | 14 | 14 | 13 | 13 |
| Schedule Analyst | 1 | 1 | 1 | 1 |
| Supervisor of Revenue Collection | 1 | 1 | 1 | 1 |
| Safety & Training Coordinator | 1 | 1 | 1 | 1 |
| Admin Secretary/Supervisor | 1 | 1 | 1 | 1 |
| Administrative Clerk I | 1 | 1 | 1 | 1 |
| Payroll Specialist | 1 | 1 | 1 | 1 |
| Revenue Specialist | 1 | 1 | 0 | 0 |
| Bus Operator (total on payroll) | 180 | 184 | 174 | 169 |
| Total Full-Time Equivalents | 203.00 | 207.00 | 195.00 | 190.00 |

FY 03-04 FINAL BUDGET
Authorized Personnel
Fleet Maintenance - 4100

| Position | Authorized FY 00-01 | Authorized FY 01-02 | Authorized FY 02-03 | Authorized FY 03-04 |
|------------------------------------|------------------------|------------------------|------------------------|------------------------|
| Fleet Maintenance Manager | 1 | 1 | 1 | 1 |
| Fleet Maint Supervisor | 2 | 2 | 2 | 2 |
| Lead Mechanic | 6 | 6 | 6 | 6 |
| Mechanic III | 4 | 4 | 4 | 4 |
| Mechanic I - II | 16 | 16 | 15 | 15 |
| Body Repair Mechanic | 1 | 1 | 1 | 1 |
| Upholsterer I - II | 1 | 1 | 1 | 1 |
| Supervisor of Parts & Materials | 1 | 1 | 1 | 1 |
| Lead Parts Clerk | 1 | 1 | 1 | 1 |
| Parts Clerk | 1 | 1 | 1 | 1 |
| Receiving Parts Clerk | 1 | 1 | 1 | 1 |
| Admin Secretary/Supervisor | 1 | 1 | 1 | 1 |
| Accounting Tech | 1 | 1 | 1 | 1 |
| Administrative Clerk I | 1 | 1 | 0 | 0 |
| Buyer | 1 | 1 | 1 | 1 |
| Senior Accounting Tech | 1 | 1 | 1 | 1 |
| Vehicle Service Technician | 2 | 2 | 2 | 2 |
| Detailer | 2 | 2 | 2 | 2 |
| Vehicle Service Worker I - II | 12 | 12 | 11 | 11 |
| Total Full-Time Equivalents | 56.00 | 56.00 | 53.00 | 53.00 |

ATTACHMENT H

FY 03-04

**MANAGEMENT MONTHLY
SALARY SCHEDULE**

Effective 7/3/03

**MANAGEMENT
MONTHLY SALARY SCHEDULE**

| <u>Title</u> | <u>Step 1</u> | <u>Step 2</u> | <u>Step 3</u> | <u>Step 4</u> | <u>Step 5</u> | <u>Step 6</u> |
|--|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
| Secretary/General Manager | 9,828 | 10,310 | 10,838 | 11,379 | 11,948 | 12,546 |
| District Counsel | 8,924 | 9,362 | 9,828 | 10,310 | 10,838 | 11,379 |
| Assistant General Manager | 7,726 | 8,111 | 8,510 | 8,933 | 9,384 | 9,853 |
| Operations Manager | 7,024 | 7,374 | 7,735 | 8,120 | 8,526 | 8,951 |
| Finance Manager | 6,323 | 6,637 | 6,960 | 7,308 | 7,668 | 8,050 |
| Fleet Maintenance Manager | 6,323 | 6,637 | 6,960 | 7,308 | 7,668 | 8,050 |
| Human Resources Manager | 6,323 | 6,637 | 6,960 | 7,308 | 7,668 | 8,050 |
| Information Technology Manager | 6,323 | 6,637 | 6,960 | 7,308 | 7,668 | 8,050 |
| Planning & Marketing Manager | 6,323 | 6,637 | 6,960 | 7,308 | 7,668 | 8,050 |
| Senior Database Administrator | 5,656 | 5,937 | 6,235 | 6,546 | 6,874 | 7,217 |
| Assistant Finance Manager | 5,287 | 5,546 | 5,819 | 6,106 | 6,403 | 6,724 |
| Assistant HR Manager | 5,287 | 5,546 | 5,819 | 6,106 | 6,403 | 6,724 |
| Base Superintendent | 5,287 | 5,546 | 5,819 | 6,106 | 6,403 | 6,724 |
| Paratransit Administrator | 5,287 | 5,546 | 5,819 | 6,106 | 6,403 | 6,724 |
| Facilities Maintenance Manager | 5,136 | 5,389 | 5,653 | 5,931 | 6,221 | 6,532 |
| Database Administrator (alternately staffed/Sr. Db Admin) | 4,886 | 5,128 | 5,386 | 5,656 | 5,937 | 6,234 |

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

STAFF REPORT

DATE: June 27, 2003
TO: Board of Directors
FROM: Margaret Gallagher, District Counsel
SUBJECT: CONSIDERATION OF REVIEW OF METRO USERS GROUP (MUG) OPERATIONAL AND ORGANIZATIONAL STRUCTURE

I. RECOMMENDED ACTION

Review Metro Users Group's Operational and Organizational Structure and Consider Ways to Make Improvements

II. SUMMARY OF ISSUES

- On February 28, 2003, the METRO Board of Directors Chair asked that I prepare an analysis of a letter dated February 21, 2003, entitled "Metro and the Charade of Rider Representation" from Paul Marcelin which is included as Attachment A.
- MUG's current bylaws, which have been amended over the years, now have no residency location or group affiliation requirements for membership and authorize a committee of 20 individuals with a quorum requirement of 5, are attached as Attachment B.
- The Metro Users Group (MUG) was formed in 1990 as a result of a recommendation from METRO's Service Redesign Advisory Committee. The Board approved its bylaws, which required membership of twenty-six individuals from locations throughout the County of Santa Cruz and from various user and transportation groups. These bylaws are included as Attachment C.
- According to the Metro Accessible Services Transit Forum's (MASTF) bylaws, MASTF is an "independent volunteer organization" that was formed in 1989 and subsequently recognized by the METRO Board of Director's as an official advisory group to the Board. MASTF's current bylaws are attached as Attachment D.
- The recommendations that MASTF and MUG have made to the Board of Directors over the last six months as gleaned from the minutes of the regular METRO Board meetings' minutes are set forth in Attachment E.

III. DISCUSSION

On February 28, 2003, the Board of Director's Chair asked that I prepare an analysis of a letter written to the Santa Cruz METRO Board of Directors by Paul Marcelin dated February 21, 2003, Attachment A, regarding the membership, organization and operation of Metro Users Group (MUG).

Since that time, I have reviewed Mr. Marcelin's letter in detail, reviewed the bylaws of the advisory committees to the Board of Directors, obtained input from METRO's advisory committees on some of the issues raised in Mr. Marcelin's letter, discussed the letter with the current Chair of MUG and reviewed the matter with various management employees. In addition, I reviewed various METRO documents related to the two organizations.

Mr. Marcelin complained in his letter that the "...voice of the ordinary rider..." is not being heard by the Board of Directors of METRO. He asserted that the disabled and seniors only make up 15% of the ridership but hold the majority on "every committee". With regard to MUG's membership Mr. Marcelin wrote:

"The Metro Users Group (MUG) is a case in point. If we exclude transit industry representatives (union, board, TMA, TAPS), there are 9 'core' members. Fully 66% (6) of these are seniors and/or disabled people. It happens that 5 are also members of MASTF!"

Mr. Marcelin complained that because MUG is controlled by senior and disabled riders that it is impossible to have meetings at times and at locations that would better enable workers and students to attend. He asserted that MUG membership could be increased through an incentive program such as receipt by MUG members of bus passes. He compared MUG's lack of incentives to the MASTF Executive Committee members who each receive bus passes for their participation on MASTF.

Mr. Marcelin further complained that METRO staff exerts too much influence over MUG. He attempted to illustrate this "influence" by asserting that he put forth an idea to advertise membership in MUG on the inside of the buses which METRO staff "watered down" and delayed.

To remedy MUG's membership issues, Mr. Marcelin suggested the following:

1. Membership on METRO advisory committees should be restricted to only one committee;
2. MUG membership should reflect the composition of METRO ridership;
3. METRO staff should only be allowed to "support and inform" the committee rather than influence it;
4. Require METRO staff to recruit for increased membership on the advisory committee.

The current bylaws of METRO identify two advisory committees to the Board of Directors: MUG and MASTF. METRO's bylaws, however, do not provide for any membership requirements or restrictions for either committee except that MUG is authorized to make recommendations to the Board of Directors for its membership appointments (The METRO Board of Directors does, however, approve MUG's Bylaws). These committees are provided with METRO staff that help facilitate the committees' work. Both committees meet once a month, MASTF meets rent-free in the NIAC building adjacent to the Santa Cruz Metro Center and MUG meets in the upstairs conference room at the Santa Cruz Metro Center. The Manager of Operations generally attends both meetings in order to provide relevant information to the groups on topics on the agendas. The ParaCruz Manager also attends the MASTF meetings. Other managers attend the advisory committees' meetings on an as-needed basis depending on

the matters under discussion. Additionally, the Manager of Operations meets with the Chair of MUG to fix the agendas. An administrative secretary attends the MUG meetings and prepares the agendas and the minutes for those meetings. METRO's Accessible Services Coordinator (ACS) attends the MASTF meetings and also prepares the agendas as directed by the Executive Committee and prepares the minutes of the meetings. The ACS also attends the Executive Committee meetings preparing the agendas and minutes for these meetings. Additionally, the ACS facilitates the MASTF elections of officers and keeps the mailing list current. METRO staff also provide for the preparation and distribution of the agenda packets for each committee at METRO expense. (The costs for the agenda packet distribution are absorbed within METRO's Administration Department budget). Agenda packets are distributed to those on the mailing lists. At a minimum, the agenda packets usually include the regular Board of Director's meeting agendas, minutes and agendas and minutes for the committee itself. MASTF actually has a METRO operating budget, which is identified as #9021. In the past, its primary funding was for rent to pay for its meeting location. This fiscal year, MASTF has spent less than \$100.00, through March 2003. MUG has no assigned budget unit.

MUG was formed by METRO's Board of Directors in November 1990. A ridership committee, entitled the System Redesign Advisory Committee, had been formed to make recommendations to the Board of Directors regarding transit service reductions and redesign of the transit service as a result. At the conclusion of its work, the committee recommended that a permanent transit users group be formed to provide input from the riders of the fixed route service to the Board of Directors. MUG's first bylaws, included as Attachment C, were approved by the Board of Directors at its November 9, 1990 regular meeting.

The current MUG bylaws (Attachment B) stipulate that its purpose "...is to review, advise, and recommend to the Board of Directors on issues pertaining to the transit routes and schedules and other issues pertaining to the provision of transit services and support services from the users perspective." According to its bylaws, MUG accomplishes its goal by reviewing and providing advice, and recommendation to the Board of Directors on the following issues: routing and levels of service issues (fares and fare issues), monitoring effectiveness of the system, working with existing agencies on transportation policies to coordinate efforts, increasing public involvement to promote ridership, discussing and contributing to advertising methods, discussing pending laws and bill passages that affect the ridership directly or indirectly and supporting the Board of Directors with letters, developing effective methods for gathering input for Metro decisions, discussing complaints and recommendations that were submitted by the public as to the system and policies of the District, serving as a resource to staff and agency programs designed to promote ridership and developing effective methods to accommodate the needs of bicycle riders who also use Metro services.

MUG's bylaws currently authorize a membership of twenty members with a quorum requirement of 5. While there are no specific membership requirements or affiliations, the current bylaws encourage membership from the following groups:

1. Transit Users;
2. University of California Santa Cruz Staff/Student;
3. Cabrillo College Staff/Student;
4. MASTF Member;

5. Seniors Council Representative;
6. Santa Cruz County Regional Transportation Commission Representative
7. Transportation Management Association (2 representatives);
8. One Board Member and Alternate
9. One bicycle/transit user.

Originally, the bylaws authorized a committee consisting of 26 members from areas all over the county and from various transit interest groups. The membership was required to consist of members from the following Santa Cruz County areas and organizations:

1. San Lorenzo Valley
2. Lompico/Zayante
3. North Coast (Davenport, Bonny Doon)
4. Live Oak
5. Aptos
6. Soquel
7. Freedom/Corralitos
8. LaSelva Beach/San Andreas
9. Santa Cruz
10. Capitola
11. Watsonville
12. Scotts Valley
13. University of California Santa Cruz Staff Member
14. University of California Santa Cruz Student
15. Cabrillo College Staff Member
16. Cabrillo College Student
17. MASTF Member
18. Working Commuter South County
19. Working Commuter North County
20. Seniors Council Representative
21. Santa Cruz County Regional Transportation Commission Representative
22. School Administrator
23. High School Student
24. High School Student
25. Traffic Management Association

26. One Board Member and Alternate

In April 1997, MUG's bylaws were amended to remove the strict categorical membership requirements. According to the staff report used in support of that amendment, MUG had never been able to fill the listed categories with members and sometimes an individual was precluded from participation because there was already someone who was representing the location or group affiliation. At that time, the categories were reduced from twenty-six to eight (8) and the mandatory requirement of affiliation was removed. The last time that the membership categories were amended was in July 1998 when the membership category of "bicycle/transit user" was added and a second TMA representative" was authorized.

The current membership on MUG consists of the following individuals. The approximate dates of each member's appointment to MUG follows their group affiliation:

| | |
|--|--|
| Ted Chatterton- Transit User; Appointed 12/95 | Regularly attends |
| Sandra Coley, Pajaro Transit Management Association; Appointed 5/98 | Regularly attends |
| Connie Day, Transit User; Appointed 7/92 | Regularly attends |
| Shelley Day, Transit User; Appointed 2/02 | Regularly attends |
| Kassandra Fox, MASTF; Appointed 2/02 | No record of attendance |
| Ron Goodman, Bicycle/Transit User; Appointed 5/00 | No attendance since February 2002 |
| Michelle Hinkle, Chair, Board Member; Appointed 6/96 | Regularly attends |
| Virginia Kirby, Transit User; Appointed 2/02 | Regularly attends |
| R. Paul Marcelin, Transit User; Appointed 11/02 | Regularly attended, but recently ended participation |
| Carolyn O'Donnell, Santa Cruz Transportation Management Association; Appointed 12/96 | Regularly attended until September, 2002 |
| Stuart Rosenstein, Transit User; Appointed 2/03 | New member; no attendance reported |
| Barbara Schaller, Seniors Commission; Appointed 8/00 | Regularly attends |
| Jim Taylor, United Transportation Union; Appointed 12/02 | Regularly attends |
| Candice Ward, University California at Santa Cruz; Appointed 9/95 | Attended February, 2001 meeting |

In reviewing this matter, it was determined that although the current bylaws require annual appointments for one-year terms, once members are appointed, they continue to be considered voting members even if they do not attend the meetings or their term expires. Once an individual

is appointed, no reappointments are made. The member simply continues to be listed as a voting member of MUG or stops attending the meetings (From time to time, resignations have been submitted). Additionally, according to the bylaws, if a member has three unexcused absences in one year, the Board of Directors are supposed to be advised of the need for a replacement. However, this is not done. The member’s continuous absences are simply noted in the record of attendance.

Mr. Marcelin complained, in the letter referenced above, that members of MUG are also members of MASTF. Mr. Marcelin believed that membership on committees should be restricted so that the same people do not control both committees. While the members of MUG are directly appointed by the Board of Directors and are, therefore, discernable from a review of the Board of Director’s meetings’ minutes, membership on MASTF is a bit more elusive because MASTF bylaws state that membership is “free and open to all persons who are interested in issues affecting accessible public transit in Santa Cruz county. Members may serve on MASTF as long as they feel they can make a contribution to the improvement of the transportation services and policies implemented by SCMTD.” There are no other requirements for membership. The bylaws do offer a few restrictions for a member to be able to have voting rights. The bylaws require that individuals attend one of the two previous MASTF meetings in order to be allowed to vote except that METRO staff are specifically excluded from voting but are allowed to serve as consultants to MASTF. Because there are no eligibility requirements other than attendance and non-METRO employment for voting privileges, children have been determined to be voting members, as was the case when the Manager of Operation’s stepdaughter, Tessa, at the age of 9, was listed as a voting member of MASTF. According to Mr. Baehr, Tessa did not realize that she had become a MASTF member until he brought home a MASTF agenda packet that identified her as an individual with voting rights. MASTF’s and MUG’s eligible voting members are listed in the chart below for the period of September 2002 through February 2003. (Those members’ names that serve on both advisory committees are highlighted.)

MTG. DATE MASTF ATTENDANCE MUG ATTENDANCE

| MTG. DATE | MASTF ATTENDANCE | MUG ATTENDANCE |
|----------------|--|--|
| September 2002 | Ted Chatterton, Connie Day, Shelley Day , Shannon Holmes, Ed Kramer, Deboarah Lane, Kurtis Lemke, Fahmy Ma’Awad, Kathlene A. McGinnis, Brad Neily, Thom Onan, Barbie Schaller , John Wood and Brellis Young | Ted (George) Chatterton , Sandra Coley, Connie Day, Shelley Day, Michelle Hinkle , Virginia Kirby, Carolyn O’Donnell and Barbara Schaller |
| October 2002 | Sharon Barbour, Ted Chatterton, Connie Day, Shelley Day , Michael Doern, Michael Edwards, Kassandra Fox , Norm Hagen, Deborah Lane, Kurtis Lemke, Jan McGinnis, Pop Papadopulo, Barbie Schaller , Patricia Spence, Link Spooner, David Taylor, Adam Tomaszewski and John Wood | Sandra Coley, Connie Day, Shelley Day, Michelle Hinkle , Virginia Kirby and Barbara Schaller |

| | | |
|---------------|--|---|
| November 2002 | Sharon Barbour, Jim Bosso, Ted Chatterton, Connie Day, Shelley Day , Michael Doern, Kanoa Dynek, Michael Edwards, Kasandra Fox , Norm Hagen, Michelle Hinkle , Ed Kramer, Deborah Lane, Fahmy Ma'Awad, Pop Papadopulo, David Taylor, John Wood and Lesley Wright | Ted Chatterton, Connie Day, Shelley Day, Michelle Hinkle , R. Paul Marcelin and Sandra Lipperd ¹ |
| December 2002 | Sharon Barbour, Jim Bosso, Ted Chatterton, Connie Day, Shelley Day , Michael Doern, Kanoa Dynek, Michael Edwards, Kasandra Fox , Norm Hagen, Michelle Hinkle , Ed Kramer, Deborah Lane, Kurtis Lemke, Fahmy Ma'Awad, Jan McGinniss, Pop Papadopulo, Barbie Schaller , Patricia Spence, Link Spooner, David Taylor, Adam Tomaszewski, John Wood and Lesley Wright | Ted Chatterton, Sandra Coley, Connie Day, Shelley Day, Michelle Hinkle , Virginia Kirby, R. Paul Marcelin, Barbara Schaller and Jim Taylor ¹ |
| January 2003 | April Axton, Sharon Barbour, Jim Bosso, Ted Chatterton, Connie Day, Shelley Day , Michael Doern, Dianna Dunn, Kanoa Dynek, Michael Edwards, Kasandra Fox , Norm Hagen, Michelle Hinkle , Ed Kramer, Deborah Lane, Fahmy Ma'Awad, Brad Neily, Rhianan Neily, Thom Onan, Pop Papadopulo, Gary Peterson, Barbie Schaller , Patricia Spence, Devon Swedmark, David Taylor, John Wood and Lesley Wright | Ted Chatterton, Sandra Coley, Connie Day, Shelley Day, Michelle Hinkle , Virginia Kirby, R. Paul Marcelin and Jim Taylor ¹ |
| February 2003 | April Axton, Sharon Barbour, Ted Chatterton, Connie Day, Shelley Day , Dianna Dunn, Kasandra Fox , Norm Hagen, Michelle Hinkle , Ed Kramer, Deborah Lane, Brad Neily, Rhianan Neily, Thom Onan, Pop Papadopulo, Gary Peterson, Camille | Ted Chatterton, Sandra Coley, Connie Day, Shelley Day, Michelle Hinkle , Virginia Kirby, R. Paul Marcelin, Barbara Schaller and Jim Taylor ¹ |

¹ While Sandra Lipperd and Jim Taylor are listed on the attendance sheets, they attend MUG meetings as UTU representatives and have never been formerly appointed by the Board of Directors and are not voting members.

| | | |
|--|---|--|
| | Pierce, Barbie Schaller , Patricia Spence, Link Spooner, Devon Swedmark, David Taylor, John Wood and Lesley Wright | |
|--|---|--|

The chart illustrates that many of the same people serve on both committees.

Mr. Marcelin complains in his letter that MUG's membership is not reflective of the composition of METRO's ridership. Mr. Marcelin states that seniors and disabled make-up 15% of METRO's ridership but account for a majority on "every" committee. When questioned regarding how he arrived at this percentage, Mr. Marcelin responded that he examined the Ridership and Revenue Reports, which are included in the Board packets, for the 12-month period from December 2001 Through November 2002. He then divided the sum of senior/disabled single rides and the maximum senior/disabled passenger's rides by the total rides on the fixed route system (excluding the Highway 17 service, Watsonville Shopper Shuttle, etc.). According to Mr. Marcelin the result was several points under 15%. However, when a rider boards a METRO bus with a bus pass, the pass is not distinguishable from any other pass from the other riders. Whether a rider tenders a youth monthly pass, an adult monthly pass, a senior/disabled monthly pass, an adult day pass, a senior/disabled day pass, or an employee or director pass, the bus operator presses the "Number 9" button and the ride is lumped into the "Monthly Pass" category in the report. Therefore, according to Mark Dorfman, the Assistant General Manager, there is no way to tell what the actual composition of the METRO ridership is. Mr. Dorfman noted that the METRO does track the numbers of the various passes that are sold on a category basis but their individual usage is not recorded and remains unknown. Additionally, METRO is not able to differentiate between student base fares of \$1 and adult base fares of \$1. Because the actual composition of the ridership is not known, it may be difficult to determine exactly what the composition of the ridership is in order to insure that it is reflective in MUG's membership if this is the desired result. Additionally, a review of the first bylaws appears to show an effort by METRO to insure that MUG membership came from areas and groups, which were reflective of the transit area, and groups that METRO served. However, according to various staff reports, MUG was unable to secure individuals into its membership ranks that were actually from all the specific areas or groups set forth in the bylaws.

MUG meetings are currently held at the Santa Cruz Metro Center on the third Wednesday of the month from 2:10pm –4:00pm. Mr. Marcelin complained that membership on this committee was adversely affected by the afternoon meeting time. He noted that the time set for the meeting precludes many workers and students from participation. MUG members expressed concern that changing the meeting time to an evening event may cause a loss of membership because of the inability of the transit dependent to procure transportation. Depending on the actual time of the meeting, bus service may not be available for the return trip. A compromise might be worked out that would call for the meetings to begin at 4:00pm and end by 6:00pm with issues important to commuters and students placed towards the end of the agenda. Mr. Marcelin also suggested that MUG members be provided with free bus passes as the members of MASTF's Executive Committee are. According to a METRO staff report dated April 16, 1993, the Executive Committee requested that they each be provided with free bus passes "due to the number of hours they devote each month to District business." A review of the minutes in which this item

was discussed, reflects that there was a motion and a second to provide the free passes as requested but no vote on its passage was recorded. Additionally, METRO's bus pass regulation was never amended to include the provision of free bus passes to the members of MASTF's Executive Committee. It is presumed that the motion actually passed because a METRO employee was instructed to provide the free bus passes in May 1993. The members of the Executive Committee continue to receive bus passes. When asked whether MUG members thought that an incentive such as free bus passes for those attending MUG Meetings was a good idea, many expressed concern over the current budget crisis facing METRO and did not believe that the free passes should be pursued at this time.

A review of the agendas for MUG over the last six months reveals that MUG reviews the "current board agenda items, Headways' redesign issues, Service and Planning and bus procurements under the general topic of "On-Going Items". MUG receives updates on such topics as paratransit, MetroBase, and talking buses. MUG generally learns the updated information and general topical information from the Manager of Operations. MUG in turn, from time to time, offers the Board of Directors its advice, comments and recommendations regarding these matters. Mr. Marcelin complained that METRO staff exerts too much influence over MUG. Mr. Marcelin's specific complaint was that certain advertising posters, which were aimed at obtaining increased membership, were not displayed on the buses exactly as he wrote them (They were "watered down."). Additionally, he was angry because the posters were not displayed as fast as he wished them to be. In speaking with Mr. Baehr about this matter, he stated that Mr. Marcelin's advertisement was derogatory towards METRO's transit service. Mr. Baehr questioned Mr. Marcelin regarding why METRO would want an advertisement that stated: "Late for Work? Metro Users Group is a bridge between the riders and management. Members needed. Call 426-6080." Mr. Baehr pointed out that MUG is an advisory committee to the Board of Directors and that the advertisement proposed by Mr. Marcelin was really a misrepresentation of MUG's purpose. Mr. Baehr stated that METRO's on-time performance is very good.

It would appear that at a minimum, advisory committees to a transit agency would need to review those items for which the Board of Directors need input from transit riders. Therefore, in presenting those items to the committee for review, METRO staff should certainly be the most knowledgeable people about the issue being discussed. On the other hand, the Committee, if it is truly a ridership group and if the committee's purpose is to provide the "rider's perspective", it should be doing exactly that, rather than merely rubber-stamping METRO staffs' point of view. (I have trouble believing, however, that a committee in Santa Cruz County would accept without question METRO staff's point of view.) There is a danger, however, and that is, that as long as METRO is funding and providing staff to support the committee that it should not become an adversary to METRO. A balanced approach depending on the issues before the committee would be important in order for the Board of Directors to obtain input in the decision-making process. At the time that MUG was created, a work plan was adopted and approved by the Board of Directors on an annual basis. This practice was discontinued some years ago.

The recommendations that MASTF and MUG have made to the Board of Directors over the last six months as gleaned from the minutes of the regular METRO Board meetings' minutes are set forth in Attachment E.

1. Should Membership on METRO's Advisory Committees be restricted to only one committee?

It is evident from the time, energy, effort and money that is devoted to these two committees that both METRO staff and the committee members themselves are sincere, hardworking individuals who want METRO to operate the best transit system possible. However, the question asked was should the membership on these two committees be restricted so that an individual can only serve on one committee at a time. Various public agencies do limit the ability of their constituents to sit on various advisory committees. In this way the legislative body knows that it is not receiving input from the same person or group under the guise of a different name. However, if the Board of Directors determines that the membership should be restricted at this point, there is a very good chance that MUG would not survive. Additionally, MASTF's bylaws would have to be modified, otherwise those individuals appointed to MUG would be precluded from attending MASTF's meetings because if they did, they would become voting members of MASTF.

Probably, a difficult problem that needs to be resolved is how to increase membership on MUG while making it as reflective as possible of those that ride the buses or from those areas that METRO serves. Additionally, the committee should not be changed so that a burden is created on the individual committee members, METRO staff or the budget. The Board of Directors may wish to study the bylaws of each committee to assess if the goals of the committees are relevant to METRO today. Additionally, it may be important for the Board to know how other transit agencies create and interact with their advisory groups. Further, knowing what other transit agencies' advisory groups' goals and purpose are would be helpful in assessing METRO's committee structure.

2. Does MUG Membership Reflect the Composition of METRO Ridership?

As stated above, it is difficult if not impossible to truly know what the composition of METRO ridership really is. Without having this information it is difficult to know what the composition of MUG should be, if the goal for MUG is to have its membership reflect METRO's composition. It would undoubtedly be worthwhile to study the issue of how METRO could determine who rides its buses. Budget constraints at this time might prove problematic to obtaining this information. Additionally, other ways besides the committee format to obtain ridership input might be explored. For example, well advertised public hearings 2-3 times a year might be one way to obtain input on important METRO issues. Conducting surveys of its ridership on a regular basis might also be helpful. Another method of obtaining input that could be considered would be the formation of an ad hoc committee of riders who are particularly interested in a particular issue.

3. Should METRO staff be limited to only support and inform the Committees and not influence the Committees?

“Support and inform” vs. “influence” oftentimes is in the eye of the beholder. It would seem that at times it is appropriate for METRO staff to support and inform the committees and at other

times it would be in METRO's best interests for the staff to make recommendations to the committees and provide back-up information for those recommendations. Clearly, if the purpose of the committee is to provide the METRO Board of Directors with ridership input then a method to achieve that goal needs to be provided.

4. Should METRO staff be required to recruit for increased MUG membership?

METRO staff is currently recruiting for both committees' membership through interior advertisement on METRO buses. Certainly, as staff time and money are available other recruiting techniques could be utilized.

IV. FINANCIAL CONSIDERATIONS

None

V. ATTACHMENTS

- Attachment A:** February 21, 2003 letter from Paul Marcelin
- Attachment B:** Metro Users Group Bylaws (May 7, 1992; Revised June, 1998)
- Attachment C:** Metro Users Group Bylaws (November 1990)
- Attachment D:** Metro Accessible Services Transit Forum (M.A.S.T.F.) By-laws
- Attachment E:** Recommendations from Advisory Committees to the Board of Directors

TO THE BOARD OF DIRECTORS:

Metro and the Charade of Rider Representation

The voice of the ordinary rider is just about the only voice not being heard at Metro today. Senior citizens and the disabled account for 15% of ridership, but they seem to have a majority on every committee. I am the first to say that minority voices *should* be heard. That's one reason why the Board of Directors recognizes the Metro Accessible Services Transit Forum (MASTF), an independent committee for elderly and/or disabled riders.

Staff claim that the proposed Call Stop Committee represents "a good cross section" of riders. Not so. If we leave out transit industry representatives (staff, union, etc.), nine positions remain. At least 5 (55%) and as many as 7 (77%) of the 9 "core" members will be drawn from, or will officially represent, the senior/disabled community. It makes sense for seniors and the disabled to dictate call stop policy: the Taking Bus is of particular importance to them. They should not, however, monopolize general forums.

The Metro Users Group (MUG) is a case in point. If we exclude transit industry representatives (union, board, TMA, TAPS), there are 9 "core" members. Fully 66% (6) of these are seniors and/or disabled people. It happens that 5 are also members of MASTF!

MUG is the only general advisory committee for Metro riders. The seniors and disabled people who control MUG refuse to accommodate ordinary Metro riders. Most riders are at school or at work during the day, and would actually be penalized for attending a MUG meeting. When I suggested, last year, that we meet in the evening, everyone else — even the chair-person — gave excuses. I could not have secured passage of this year's meeting schedule without maintaining the afternoon meeting time. Some people need an incentive to attend meetings. I produced a written proposal for membership incentives last November. The chairperson asked that the discussion be continued at the next meeting. Twice she "forgot", and now the proposal can't be revisited until April. In the meantime, members of MASTF's executive committee (busy representing 15% of riders) will continue to receive bus passes while members of MUG (busy representing 100% of riders) go without.

Staff, too, exert considerable influence over MUG. My proposal for posters is a good example. Staff suggested, and the senior/disabled bloc agreed, that headlines meaningful to ordinary riders should be watered down. Two months later, staff finally posted the slogans, "Got a bus idea?" and "Do you ride the bus?" inside our buses.

Metro's Board of Directors has sole authority over appointments to MUG. Does the Board value the opinions of ordinary riders, the folks who account for 85% of rides and pay 95% of fares? If so, the Board will (a) stipulate that anyone who is a member of MASTF is ineligible for simultaneous membership in MUG; (b) stipulate that the composition of MUG will henceforth reflect Metro's ridership; (c) stipulate that staff's role in MUG meetings is to support and inform, but not to influence; and (d) oblige staff to provide recruitment support.

— R. Paul Marcellin
Member,
Metro Users Group
2003 February 21

The 85/15 statistic is approximate, and reflects a combination of ridership data and pass sales data

Attachment **A**

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

METRO USERS GROUP

Bylaws

May 7, 1992

(Revised - June, 1998)

I. GENERAL PURPOSE:

1. The Metro Users Group is an official advisory committee of the Santa Cruz Metropolitan Transit District Board of Directors. Its purpose is to review, advise, and recommend to the Board of Directors on issues pertaining to the Transit routes and schedules and other issues pertaining to the provision of transit services and support services from the users perspective.
2. The Metro Users Group may accomplish the above goal by reviewing and providing advice, and recommendations to the Board of directors of the District on issues including, but not limited to:
 - a. Routing and levels of service issues, (i.e. fares, and fare issues)
 - b. Monitoring effectiveness of the system.
 - c. Working with existing agencies on transportation policies to coordinate efforts.
 - d. Increasing public involvement to promote ridership.
 - e. Discussing and contributing to advertising methods.
 - f. Discussing pending laws and bill passages that affect the ridership directly or indirectly and supporting the Board of Directors with letters, etc.
 - g. Developing effective methods for gathering input for Metro decisions.
 - h. Discussing complaints and recommendations that were submitted by the public as to the system and policies of the District.
 - i. Serving as a resource to staff and agency programs designed to promote ridership.

Attachment B

- j. **Developing effective methods to accommodate the needs of bicycle riders who also use Metro services.**

II. MEMBERSHIP

Membership on the Metro Users Group shall consist of twenty (20) members. Membership is encouraged but not limited to from the following groups and organizations.

- √ 1. Transit Users
- √ 2. University of California Santa Cruz Staff/Student
- 3. Cabrillo College Staff/Student
- √ 4. MASTF Member
- 5. Seniors Council Representative
- √ 6. Santa Cruz County Regional Transportation Commission Representative
- √ 7. Transportation Management Association
- 8. One Board Member and Alternate
- √ 9. **One bicycle/transit user**

All appointments shall be made for one year terms with Board made on annual basis. The member of the Transit Board appointed to the group, shall be appointed to the group for a one-year term as shall an alternate Board representative. If a member has three unexcused absences in one year, that the Board of Directors be advised of the need for replacement.

III. STRUCTURE

The Chairperson of the Committee shall be a member of the Board of Directors of the District or another member of the committee appointed by the Board of Directors to serve as the Chair of the committee. An alternative member of the Board of Directors of the District may be appointed to serve as Chairperson in the absence of the regular Board representative Chair of the committee.

District staff will provide the necessary support for Metro Users Group meetings including preparation of agenda packets and materials and the recording of minutes of the meetings.

The Metro Users Group may create such subcommittees as they deem appropriate on either an adhoc or on an ongoing basis.

IV. CONDUCT OF MEETINGS

Meetings will be held on the Wednesday the week of the third Friday of every month unless announced otherwise at the previous meeting. The location will be at a regularly announced location unless announced otherwise at the previous meeting. A change in meeting time and/or

Attachment B

location must be approved by a majority vote of the members present. An agenda will contain the following format:

1. Call to order and introductions.
2. Approval of previous meeting minutes
3. Changes and deletions to the agenda.
4. Oral communications and announcements
5. On-going business
6. New business
7. Adjournment

A quorum shall consist of not less than five (5) members of the Committee. All members of the Committee shall have equal voting rights. Generally, the group shall operate on a consensus basis, however, any member of the group may request that a particular issue be submitted to a majority vote. A motion shall be considered to be approved in the event that it receives an affirmative vote of the majority of the members present.

METRO USERS GROUP

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

BYLAWS

November 9, 1990

I. GENERAL PURPOSE:

- 1) The Metro Users Group is an official advisory committee of the Santa Cruz Metropolitan Transit District Board of Directors. Its purpose is to review, advise, and recommend to the Board of Directors on issues pertaining to the provision of transit services and support services from the users perspective.
- 2) The Metro Users Group may accomplish the above goal by reviewing and providing advice, and recommendations to the Board of Directors of the District on issues including, but not limited to:
 - a. Ridership issues (i.e., routes, fares, levels of service, zone fares, etc.)
 - b. Monitoring effectiveness of the redesign system.
 - c. Working with existing agencies on transportation policies to coordinate efforts.
 - d. Increasing public involvement to promote ridership.
 - e. Discussing and contributing to advertising methods.
 - f. Discussing pending laws and bill passages that affect the ridership directly or indirectly and supporting the Board of Directors with letters, etc.
 - g. Developing effective methods for gathering input for Metro decisions.
 - h. Discussing complaints and recommendations that were submitted by the public as to the system and policies of the District.
 - i. Serving as a resource to staff and agency programs designed to promote ridership.

usergroup.laws

Attachment C

II. MEMBERSHIP

Membership on the Metro Users Group shall consist of twenty-six (26) members. Members shall be appointed by the Board of Directors from the following groups:

1. San Lorenzo Valley
2. Lompico/Zayante
3. North Coast (Davenport, Bonny Doon)
4. Live Oak
5. Aptos
6. Soquel
7. Freedom/Corralitos
8. LaSelva Beach/San Andreas
9. Santa Cruz
10. Capitola
11. Watsonville
12. Scotts Valley
13. University of California Santa Cruz Staff Member
14. University of California Santa Cruz Student
15. Cabrillo College Staff Member
16. Cabrillo College Student
17. MASTF Member
18. Working Commuter South County
19. Working Commuter North County
20. Seniors Council Representative
21. Santa Cruz County Regional Transportation Commission Rep.
22. School Administrator
23. High School Student
24. High School Student
25. Traffic Management Association
26. One Board Member and Alternate

All appointments shall be made for one year terms with Board appointments normally anticipated to be made at the January or February Board of Directors meeting. The member of the Transit Board appointed to the group shall be appointed to the group for a one year term as shall an alternate Board representative. If a member has three unexcused absences in one year, that the Board of Directors be advised of the need for replacement.

III. STRUCTURE

The Chairperson of the committee shall be the Board of Director member appointed to the committee. The alternate Board member shall serve as Chairperson in the absence of the regular Board representative. District staff will provide the necessary support for Metro Users Group meetings including preparation of agenda packets and materials and the recording of minutes of the meetings.

The Metro Users Group may create such subcommittees as they deem appropriate on either an adhoc or on an ongoing basis.

IV. CONDUCT OF MEETINGS

Meetings will be held on the Wednesday of the week of the second Friday of every month unless announced otherwise at the previous meeting. Meetings will be held from 3:15pm until 5:00pm unless announced otherwise at the previous meeting. The location will be at a regularly announced location unless announced otherwise at the previous meeting. A change in meeting time and/or location must be approved by a majority vote of the members present. An agenda will contain the following format:

1. Call to order and introductions
2. Approval of previous meeting minutes
3. Changes and deletions to the agenda
4. Oral communications and announcements
5. Ongoing business
6. New business
7. Adjournment

A quorum shall consist of not less than eight (8) members of the committee. All members of the committee shall have equal voting rights. Generally, the group shall operate on a consensus basis, however, any member of the group may request that a particular issue be submitted to a majority vote. A motion shall be considered to be approved in the event that it receives an affirmative vote of the majority of the members present.

By-Laws (Adopted: 11/20/89

Most Recent Amendments: 2/15/01

Most Recent Amendments: 2/15/01

Previous Amendments: 7/16/98,

10/19/95, 6/15/95, 4/20/95, 4/14/94,
5/20/93, 3/12/91, 10/18/90

Metro Accessible Services Transit Forum (M.A.S.T.F.)
Santa Cruz Metropolitan Transit District
MASTF BY-LAWS

1.) GENERAL PURPOSE OF MASTF

The Metro Accessible Services Transit Forum (MASTF) is an independent volunteer organization. We advise the Santa Cruz Metropolitan Transit District's Board of Directors and Management/Staff in determining the best methods and resources for providing accessible services for all current and future riders of the bus system. We review Metro programs for compliance with the Urban Mass Transportation Act, Section 504, the Americans with Disabilities Act, and all other appropriate local, state and federal laws and regulations.

2.) MASTF GOALS AND OBJECTIVES

MASTF will advise SCMTD on issues including, but not limited to:

- a.) The purchase of operating equipment (e.g.; buses and other vehicles, passenger lifts, kneelers, public address systems, etc.)
- b.) Equipment, maintenance and modifications
- c.) Bus headsigns, logos and signage
- d.) Bus stop locations and access requirements and needs
- e.) Functional bus stops (e.g.; location, recognition, identification, pole signage, benches, shelters and obstructions)
- f.) Fares, schedules, routes
- g.) Transit information and customer service assistance
- h.) Public education and awareness
- i.) All levels of Metro staff training, awareness and sensitivity
- j.) Other accessible public transit matters

Attachment 

3.) MEMBERSHIP:

Membership is free and open to all persons who are interested in issues affecting accessible public transit in Santa Cruz County. Members may serve on MASTF as long as they feel they can make a contribution to the improvement of the transportation services and policies implemented by SCMTD. Members may give to the Accessible Services Coordinator (ASC) their name and mailing address to receive the minutes and agenda of the next month's meeting.

4.) CONDUCT OF MEETINGS:

a.) Meetings will be held on the Thursday before the **third** Friday of every **month** (in order to precede the SCMTD Board of Director's meeting). Meetings will be from 2:00 to 4:00 p.m. The meeting will be held at a regular announced location. A change in meeting times and/or location must be approved by a majority vote of members present.

b.) The agenda will include the following items:

- I. Call to Order and Introductions
- II. Approval of Previous Meeting Minutes
- III. Oral Communications and Correspondence
- IV. Additions and Deletions to this Agenda
- V. Ongoing Business
- VI. New Business
- VII. Adjournment

During the course of the meeting, the MASTF Chairperson (or the person substituting for the Chairperson), has the authority to adjust the order of the agenda as the need arises.

5.) VOTING RIGHTS:

Members who have attended one of the two previous MASTF meetings shall have one vote. A simple majority of members attending a meeting carries a motion before the group. The Chairperson votes only in case of a tie. Metro staff, including the ASC, shall not have voting privileges, but may attend meetings and serve as consultants to MASTF. Members shall vote upon motions before the floor- in the following ways: yeah, nay, abstain or if deemed necessary by the Chairperson, by allowing members to indicate their approval or rejection of a motion by physical means (e.g.; a show of hands or other limbs, head nods demonstrating approval or rejection). At all times, the Chairperson should remain sensitive to the fact that some members may not have the ability to verbalize or physically indicate their vote. In order for them to be accommodated, other methods may be utilized to register a members vote on any motion before the membership. All members attending a meeting have the right to participate, make motions, and second motions.

6.) MASTF STRUCTURE:

- a.) The MASTF Executive Committee consists of the following elected officers:

Chairperson

Vice-Chairperson

Bus Stop Improvement Committee Chairperson

Bus Services Committee Chairperson

Training and Procedures Committee Chairperson

Paratransit Services Committee Chairperson

- b.) The Accessible Services Coordinator (ASC) will record the minutes of the meetings. The Chairperson shall be responsible for making alternate arrangements if the ASC is unable to attend the meetings.

- c.) The MASTF Executive Committee shall support one **another** by volunteering **to assist with each other's** job responsibilities, and may also seek volunteer assistance from the General Membership. The Executive Committee will be responsible for membership recruitment and community outreach. The Executive Committee shall be responsible for **drafting an** annual list of goals to be submitted to the membership.

The MASTF Executive Committee:

Shall meet for one hour after each monthly MASTF meeting to set the agenda for the next meeting.

Shall meet within three days preceding each **monthly** meeting to **discuss the upcoming agenda.**

If an Executive Committee member is not able to attend a meeting, it is that individual's responsibility to notify the MASTF Chairperson. If the Chairperson is not able to attend a meeting, it is his/her responsibility to notify the MASTF Vice-Chairperson.

Members of the Executive Committee or other MASTF members shall be responsible for representing MASTF at the Santa Cruz County Regional Transportation Commission's Elderly and Disabled Transportation Advisory Committee meetings, the Santa Cruz County Commission on Disabilities meetings, the Metro Users Group meetings, the Metro's Bus Stop Advisory Committee meetings, and other meetings as the need arises.

- d.) MASTF members may serve on any sub-committee and may hold committee meetings as needed. Committee Chairpersons or MASTF members shall give reports as needed or as requested **by the MASTF** (Chair-person).

e.) EXECUTIVE COMMITTEE JOB DESCRIPTIONS

Chairperson

The Chairperson will conduct all MASTF meetings and write letters or any correspondence as directed by the Executive Committee or the General Membership. In the event **that a situation** arises where there is **an urgent need** for a letter and waiting for **the approval** at a regular meeting of MASTF **is** untimely, with **the express approval** of a majority of the members of the Executive Committee, the Chairperson may write and send the letter provided **the content and** purpose of the letter **do not conflict with policies and positions** previously established by MASTF. The Chairperson shall attend Metro Policy & Finance and Board of Directors meetings. He/She may delegate, when necessary, any of the above duties to the Vice-Chairperson. He/She shall serve as MASTF's alternate to the Metro Users Group (MUG) and Metro's Bus Stop Advisory Committee (BSAC). If he/she is unable to attend as an alternate, he/she shall designate one of the other Executive Committee members to attend the meeting in his/her place, starting with the Vice-Chairperson. The Chairperson will be responsible for presenting an annual report to the MASTF membership and the Metro Board of Directors. The Chairperson has the specific responsibility to represent MASTF and its policy decisions and recommendations.

Vice-Chairperson

The Vice-Chairperson shall conduct the MASTF meetings when the Chairperson is absent. He/She shall be responsible for the preparation of an annual budget. All budget requests shall be coordinated through the Vice-Chairperson, who will give a budget report, when needed, at the Executive Committee and MASTF meetings. The Vice-Chairperson or their designated alternate shall serve as the MASTF representative at the E. & D. TAC meetings. The Vice-Chairperson has the specific responsibility to represent MASTF and its policy decisions and recommendations.

Attachment D

Bus Stop Improvement Committee Chairperson

The Bus Service Committee Chairperson and the MASTF committee members will work on projects related to bus service in general throughout the district (e.g.; buses, Headways, Bus Schedule, Customer Service Dept., etc.), **and will make recommendations accordingly.** He/She will serve as MASTF's representative to the Metro Users Group (MUG), and the Chairperson will serve as his/her alternate. If the Chairperson is unable to serve as the alternate, the Chairperson shall designate an alternate from the Executive Committee, beginning with the Vice-Chairperson. The **Bus Service Committee Chairperson** has the specific responsibility to represent MASTF and its policy decisions and recommendations.

Training and Procedures Committee Chairperson

The Training and Procedures Committee Chairperson and MASTF committee members will work on projects related to training, plus accessible policies and procedures as it relates to Metro's overall operation (e.g.: Customer Service, Personnel, etc.); and will make recommendations accordingly. The Training and Procedures Committee Chairperson has the specific responsibility to represent MASTF and its policy decisions and recommendations.

Paratransit Services Committee Chairperson

The Paratransit Services Committee Chairperson and MASTF committee members will work on projects related to paratransit services (e.g.; review of eligibility screening for paratransit, quality of service delivered) and will make recommendations accordingly. The Paratransit Services Committee Chairperson has the specific responsibility to represent MASTF and its policy decision and recommendations.

7.) TERMS OF OFFICE:

Terms of office for each position will be one (1) year (December-November). Elections will take place each year at the November meeting. Elected officers may be re-elected indefinitely.

Special elections may be called at any time in the event of resignation of any officer or other circumstances preventing an officer from performing his/her duties. If the Chairperson is unable to perform his/her duties at a regular meeting of MASTF, then the Vice-Chairperson shall assume his/her responsibilities. The ASC is not eligible for any of the above-established offices. The ASC shall facilitate the election process.

Nominations:

Nominations from the floor will be taken and there must be a second for each nomination. Members can only second one person per office. The person being nominated shall be asked after the second if they accept the nomination. Names placed in nomination and accepted by those nominated shall become candidates for office. Persons not present at the meeting cannot be nominated unless their consent to the nomination has been given beforehand. That consent must be given orally or in writing to a member of the MASTF Executive Committee.

The ASC shall ask whether there are any further nominations from the floor, if none, then the ASC shall notify members that nominations for the office have been closed and members should then prepare for the vote. The same voting rules apply as under Section 5 of these By-Laws.

There shall be a separate vote for each office. Members shall have one vote for each position. The ASC will tally the votes and announce the winner(s) before the conclusion of the meeting. Those members elected to office shall assume their duties upon the next regular meeting. Elected officers may be re-elected indefinitely.

Attachment D

8.) STAFF SUPPORT FOR MASTF:

The Accessible Services Coordinator and associated personnel shall provide staff support for MASTF including meeting notices, agendas, minutes, a tape-recorded record of all minutes and technical assistance. Minutes shall include members present, topics discussed, action taken, all motions made and votes. Meeting notices, agendas and minutes shall be mailed at least 72 hours in advance of meetings. The MASTF agenda and minutes shall be provided to the SCMTD Board of Directors. Metro staff shall insure that all MASTF recommendations and actions are forwarded through appropriate channels to the SCMTD Board of Directors and management. MASTF members may **participate** in presentations **to** the Board of Directors. MASTF

BY-LAWS Page Eight

**RECOMMENDATIONS OF MUG AND MASTF
TO BOARD OF DIRECTORS FROM 10/02 THROUGH 03/03**

| Month | MASTF Recommendations | MUG Recommendations |
|-------------------|--|---|
| October 11, 2002 | None | None |
| October 25, 2002 | None | None |
| November 8, 2002 | None | None |
| November 22, 2002 | <ol style="list-style-type: none"> 1) If METRO has cutbacks on service that the Route 71 not be cut. 2) If service cuts are needed, that they not be made in the Watsonville area. | <ol style="list-style-type: none"> 1) MUG supports the Board of Directors in adopting the Draft ADA/504 Accessibility Policies & Procedures as written; 2) MUG recommends that the Talking Bus System be stabilized and running smoothly with the current call stop list prior to changing or adding any more call stops. 3) |
| December 13, 2002 | None | Next MUG meeting will be held on December 18, 2002. |
| January 10, 2003 | MASTF chair, Sharon Barbour distributed and explained a letter from MASTF to the Board of Directors regarding MASTF's election of officers and relationship with the District. Ms. Barbour stated that currently, officers are allowed to vote at MASTF elections, but that MASTF would address this issue soon. | None |
| January 24, 2003 | <ol style="list-style-type: none"> 1) MASTF recommends that METRO adjust weekend routes in South County to provide Route 79 service once in the morning before 9:00 a.m. and once in the afternoon after 4:00 p.m. | MUG's motion to the Board at its December meeting was to move forward with MetroBase as soon as possible to preserve bus service. |

| | | |
|-------------------|---|--|
| | 2) MASTF supports a price increase for the discount fare monthly pass from \$14 to \$16, but not above that amount. | |
| February 14, 2003 | None | Director Hinkle reported that MUG is working to put together a joint meeting with MASTF to discuss issues that affect both committees. |
| February 28, 2003 | Ed Kramer reported that in April 2001 MASTF directed its Chair to send a letter to the Board that it approves of the MetroBase project. At its February 20, 2003 meeting, MASTF confirmed the appointments of Connie Day and Ed Kramer as MASTF representatives to the METRO Call Stop Advisory Committee. | Director Hinkle reported that nominations were taken for the Call Stop Committee and that Barbie Schaller and Ted Chatterton were nominated. Ms. Schaller agreed to represent the Seniors Commission on that committee so another MUG member is needed to complete their representative. |
| March 14, 2003 | None | Director Hinkle thanked Metro staff for the time and effort put into the Call Stop Committee. |
| March 28, 2003 | None | Director Hinkle reported that Shelley Day had been nominated as MUG's second representative on the Call Stop Committee and that MUG and MASTF had a joint meeting to hear the service reduction and fare increase proposals. |

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

STAFF REPORT

DATE: June 27, 2003

TO: Board of Directors

FROM: Margaret Gallagher, District Counsel

SUBJECT: **CONSIDER METRO STAFFING LEVELS AND COSTS ASSOCIATED WITH EACH METRO ADVISORY GROUP, METRO USERS GOUP (MUG) AND METRO ACCESSIBLE SERVICES TRANSIT FORUM (MASTF) FOR FISCAL YEAR 2003/2004 (SUPPLEMENTAL)**

I. RECOMMENDED ACTION

Defer Action until the entire matter can be reviewed at the Board of Directors' August 2003 regular meetings.

II. SUMMARY OF ISSUES

- The Board of Directors is reviewing the operational and organizational structure of MUG, an advisory group to the Board of Directors.
- At the June 13, 2003, Board of Directors' meeting, interest was expressed in knowing the actual costs associated with the METRO Advisory Groups, particular because the fiscal year 2003/04 budget is in the process of being finalized.
- While MUG's Bylaws have general staffing requirements of METRO, MASTF's Bylaws do require that METRO's Accessible Services Coordinator and associated personnel staff the meetings and prepare the agendas and packets.
- Each Advisory Group must comply with the Ralph M. Brown Act with regard to agenda preparation and posting requirements.
- The American with Disabilities Act regulations do require that METRO establish an on-going mechanism for the participation of individuals with disabilities in the continued development and assessment of services to persons with disabilities.

III. DISCUSSION

At the Board of Directors' meeting of June 13, 2003, the Board of Directors discussed various issues relating to the Metro Users Group's operational and organizational structure. The Board of Directors has recognized two advisory groups in its Bylaws: MUG and MASTF (Attachment A, relevant sections from the Bylaws relating to these Advisory Groups).

During the June 13th meeting, METRO staff was asked to provide a cost analysis of the staffing levels and other expenses associated with each of METRO's advisory groups. The Finance Department and the Operations Department managers met and discussed the matter and

determined the approximate amount of money that is spent on paper and postage for the agendas and agenda packets for the two groups. However, the issue of staff time was more difficult to quantify because staff members who currently attend meetings of the advisory groups would not be laid off or have their hours reduced, rather they would be diverted to other projects or tasks if the Board determined that it no longer wished METRO staff to support these groups. Attachment B consists of monthly expenses and staff time expended for the two groups.

The Board of Directors should be aware that the MUG's Bylaws, which are approved by the Board of Directors, state: "District staff will provide the necessary support for Metro Users Group meetings including preparation of agenda packets and materials and the recording of minutes of the meetings".

MASTF's Bylaws, which are not approved by the Board of Directors, provide in pertinent part:

"The Accessible Services Coordinator (ASC) will record the minutes of the meetings. The Chairperson shall be responsible for making alternate arrangements if the ASC is unable to attend the meetings" and "The Accessible Services Coordinator and associated personnel shall provide staff support for MASTF including meeting notices, agendas, minutes, a tape-recorded record of all minutes and technical assistance. Minutes shall include members present, topics discussed, action taken: all motions made and votes. Meeting notices, agendas and minutes shall be mailed at least 72 hours in advance of meetings. The MASTF agenda and minutes shall be provided to the SCMTD Board of Directors, METRO staff shall insure that all MASTF recommendations and actions are forwarded through appropriate channels to the SCMTD Board of Directors and Management. MASTF members may participate in presentations to the Board of Directors."

There is a requirement for METRO to create and maintain an on-going mechanism for the participation of individuals with disabilities in the continued development and assessment of services to persons with disabilities. This includes but is not limited to, the development of the initial paratransit plan, any request for an undue financial burden waiver, and each annual submission of the paratransit plan updates. MASTF serves METRO in facilitating input from customers with disabilities to the Board of Directors on many important transit issues.

Additionally, both advisory groups are subject to the Ralph M. Brown Act, which mandates that certain legal obligations be fulfilled regarding agenda preparation and posting.

At this time it is recommended that the Board of Directors retain the status quo until an analysis of workable alternatives can be provided to the Board of Directors in August 2003. If an alternative is presented that the Board of Directors finds acceptable the Bylaws can be amended. Additionally, input from both groups should be obtained before any modifications are made.

IV. FINANCIAL CONSIDERATIONS

None

V. ATTACHMENTS

Attachment A: Santa Cruz METRO's Bylaws Sections related to Advisory Groups

Attachment B-1: MUG's Monthly Costs (Table)

Attachment B-2: MASTF's Monthly Costs (Table)

the Board of Directors of a legal conflict of interest in accordance with California state law and has made a full public disclosure regarding such conflict of interest. If a conflict of interest is disclosed, the Director shall abstain from voting, unless otherwise required by law to vote.

13.04 Unanimous Voice Votes in Lieu of Roll Call for Resolutions

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

XIV. COMMITTEES AND APPOINTMENTS

14.01 Creation of Committees

The Board of Directors may establish committees for a stated purpose. All committees and their members shall comply with the Ralph M. Brown Open Meeting Act and these Rules and Regulations. The Secretary/General Manager shall provide adequate staffing to assist the committees in doing their work. Directors who are not committee members may attend committee meetings as long as they attend only as observers when a majority of the Board of Directors is in attendance at the committee meeting. The committees shall include the following:

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

committees of the Board of Directors:

(i) Metro Accessible Services Transit Forum (MASTF)

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

(ii) Metro Users Group (MUG)

The Metro Users Group (MUG) is an official advisory committee of the Santa Cruz Metropolitan Transit District Board of Directors. Its purpose is to review, advise, and recommend to the Board of Directors on issues pertaining to the Transit routes , schedules, marketing and other issues pertaining to the provision of transit services and support services from the users' perspective. MUG shall make recommendations to the Board of Directors for its membership appointments.

14.02 Appointment to Santa Cruz County Regional Transportation Commission

- a) The Board of Directors shall annually in January appoint three of its members to represent the Transit District on the Santa Cruz County Regional Transportation Commission (SCCRTC) for a one year term commencing in February. These Directors shall be nominated by the Board Chair. Three alternates to this commission designated in priority order shall also be selected by the Board of Directors.

- b) The Board of Directors may provide its transportation Commission representatives with guidance on issues coming before the Commission to assist the director/commissioner in serving the best interests of the Transit District.

MUG MONTHLY COSTS

| | Adm. Secretary | Asst. General Manager | Operations Manager | Accessible Services Coordinator | Transit Planner | Supplies |
|---|-------------------|-----------------------------|-----------------------|---------------------------------------|--------------------|----------|
| Agenda | .25 hrs. | | 1.0 hrs. | | | |
| Meeting | 2.0 hrs. | 2.0 hrs. | 2.0 hrs. | | 2.0 hrs. | |
| Minutes | 2.0 hrs. | | | | | |
| Packet Compilation | 1.0 hrs. | | | | | |
| Packet Distribution | .50 hrs. | | | | | |
| Telephone communication/ public interactions | | | | 1.0 hrs. | | |
| Supplies; pens, paper, cassette tapes, mailing envelopes & labels | | | | | | \$ 5.00 |
| Copies (.10 each, average 25 pages) | | | | | | \$ 2.50 |
| Postage (9 packets X \$2.00 average) | | | | | | \$18.00 |
| TOTAL | 5.75 hrs. | 2.0 hrs. | 3.0 hrs. | 1.0 hrs. | 2.0 hrs. | \$25.50 |

MASTF MONTHLY COSTS

| | Adm. Secretary | Operations Manager | Paratransit Administrator | Accessible Services Coordinator | Supplies |
|--|-------------------|-----------------------|------------------------------|---------------------------------------|----------|
| Packet Compilation and Packet Distribution | 5.0 hrs. | | | | |
| Attending regular and executive meetings | | 2.0 hrs. | 2.0 hrs. | 3.0 hrs. | |
| Typing Minutes & Agendas | | | | 15.0 hrs. | |
| Supplies; (paper, mailing envelopes) | | | | | \$13.75 |
| Postage (printed material and audio tapes) | | | | | \$79.17 |
| TOTAL | 5.0 hrs. | 2.0 hrs. | 2.0 hrs. | 18.0 hrs. | \$92.92 |

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: June 13, 2003

TO: Board of Directors

FROM: Elisabeth Ross, Finance Manager

SUBJECT: AUTHORIZATION FOR DISPOSAL OF ASSETS: THREE GMC MINIVANS AND ONE FORD MINIVAN

I. RECOMMENDED ACTION

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

II. SUMMARY OF ISSUES

- In accordance with the District's policy on disposal of fixed assets and inventoriable items, at least once per year the Finance Manager shall recommend to the Board of Directors a list of items to be declared excess with appropriate action for disposal.
- The vans listed on Attachment A are beyond their useful life and are of no useful value to the District.

III. DISCUSSION

The estimated current market value of the four vans recommended for disposal is \$500 each. Upon the Board's declaration of the items as excess, they will be offered for sale by the District's Purchasing Office.

IV. FINANCIAL CONSIDERATIONS

The current net book value of all items to be declared excess is zero. Any proceeds from sale of the items will be recorded as income to the District.

V. ATTACHMENTS

Attachment A: List of Assets Designated for Disposal as of June 13, 2003

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
Assets Designated For Disposal As Of June 13, 2003

| ASSET NUMBER | DESCRIPTION | PURCHASE DATE | ACQUISITION COST | NET BOOK VALUE | MARKET VALUE | REASON FOR DISPOSAL |
|-------------------------|-----------------------------|--------------------------|-----------------------------|-------------------------------|-------------------------|--------------------------------|
| C0904.00A | 1989 GMC Minivan/VIN 35769 | 06/21/89 | \$12,881.56 | \$0.00 | \$500.00 | Beyond Useful Life |
| C0905.00A | 1989 GMC Minivan/VIN 35596 | 06/21/89 | \$12,881.56 | \$0.00 | \$500.00 | Beyond Useful Life |
| C0906.00A | 1989 GMC Minivan/VIN 35768 | 06/21/89 | \$12,881.56 | \$0.00 | \$500.00 | Beyond Useful Life |
| C0909.00A | 1992 Ford Minivan/VIN 51843 | 08/30/92 | \$14,072.50 | \$0.00 | \$500.00 | Beyond Useful Life |

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: June 27, 2003

TO: Board of Directors

FROM: Leslie R. White, General Manager

SUBJECT: CONSIDERATION OF RENAMING THE SANTA CRUZ METRO CENTER FACILITY "PACIFIC STATION"

I. RECOMMENDED ACTION

That the Board of Directors approve renaming the Santa Cruz Metro Center "Pacific Station" as a part of the facility redevelopment project currently underway.

II. SUMMARY OF ISSUES

- METRO and the City of Santa Cruz Redevelopment Agency are currently undertaking the redevelopment of the Santa Cruz Metro Center facility.
- The funding for the conceptual design and budget development of an enhanced transit facility was included in the Traffic Congestion Relief Act (TCRA) passed by the California State Legislature.
- The current state budget situation has resulted in the suspension of allocations of funds from the TCRA by the California Transportation Commission (CTC).
- Included in the allocation requests that have not been approved by the CTC is \$800,000 to support the acquisition of the Greyhound Property adjacent to the Santa Cruz Metro Center.
- In order to replace and enhance state funding for the Metro Center Project, federal authorization and appropriation earmark requests have been submitted to Members of the US Congress.
- Previously, Congress has funded both authorization and appropriation earmark requests for the MetroBase Project.
- As a result of the similarity in the project names (Metro Center, MetroBase), an increasing level of confusion over the funding requests has occurred.
- Both Members of Congress and Congressional Staff members have suggested that the Metro Center Project be renamed to resolve the confusion in earmark requests.
- It has been suggested that the name "Pacific Station" would provide a more effective identity for the redeveloped Metro Center.

III. DISCUSSION

Currently, METRO is proceeding with a redevelopment project for the Santa Cruz Metro Center facility. The Metro Center facility redevelopment project is being managed by the City of Santa Cruz Redevelopment Agency. The initial stages of the Metro Center Project have been funded by the State of California with TCRA Funds. However, the deteriorating budget situation at the state level resulted in TCRA funding allocation requests being suspended by the CTC. One of the TCRA allocation requests that was not approved was the one for \$800,000 for partial funding for the acquisition of the property owned by Greyhound adjacent to the Santa Cruz Metro Center. METRO has submitted the \$800,000 request to the CTC for reconsideration at their June 26, 2003 meeting. It is likely that the request will be held in suspension again as it is unlikely that the State Legislature will have enacted a budget by that time.

In order to replace suspended TCRA funding and add resources to the Metro Center Project, METRO has submitted a request to Members of Congress for an earmarking of funds in the next authorizing and appropriation bills. METRO has received both authorizing and appropriation earmarks in the past for the MetroBase Project. The similarity in project names has confused both Members of Congress and their staff members. Confusion regarding a project being considered for an earmark reduces the chances for success.

It has been suggested by Members of Congress and staff that renaming the Metro Center Project would improve the chances for successfully achieving a federal earmarking of funds by eliminating the confusion with the MetroBase Project. The name "Pacific Station" has been suggested as a facility name that would distinguish the project from the MetroBase Project.

Staff recommends that the Board of Directors approve renaming the Santa Cruz Metro Center Facility "Pacific Station" in conjunction with the redevelopment project.

IV. FINANCIAL CONSIDERATIONS

Renaming the Metro Center Project "Pacific Station" will not require any funding from the Operating Budget. Any costs associated with new signage and facility identification would be included in the grant funded project capital improvement budget.

V. ATTACHMENTS

None

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: June 13, 2003

TO: Board of Directors

FROM: Leslie R. White, General Manager

SUBJECT: CONSIDERATION OF APPROVAL OF CONCEPTUAL DESIGN AND ECONOMIC FEASIBILITY ANALYSIS FOR THE SANTA CRUZ METRO CENTER PROJECT.

I. RECOMMENDED ACTION

That the Board of Directors approve the conceptual design for the Santa Cruz Metro Center Project and the Economic Feasibility Analysis as presented by The City of Santa Cruz Redevelopment Agency and the Consulting Team and direct staff to develop Requests for Proposals for: 1). the preparation of an Environmental Impact Report and 2). the selection of a Developer for the residential component of the Project and submit the RFP's to the Board for approval.

II. SUMMARY OF ISSUES

- In October 2001, the California Transportation Commission approved a grant to the Santa Cruz Metropolitan Transit District (SCMTD) to provide for the purchase of the Greyhound property at 425 Front Street, which is adjacent to the Metro Center, and for the redevelopment of the Metro Center to incorporate the Greyhound property and operations into the enhanced facility.
- In January 2002, the SCMTD entered into a Memorandum of Understanding with the City of Santa Cruz for its Redevelopment Department to provide project management for both the acquisition of the Greyhound Property and to analyze options for the long term improvements to the Metro Center.
- The Board has approved contracts with an urban design firm (ROMA) and economist (Keyser/Marston Associates) to identify the various transit, residential, and commercial options, including the location of the METRO Administrative offices on site, which could be accomplished as a part of the redevelopment of the Metro Center.
- The Board approved a negative declaration for the purchase of the Greyhound Property at 425 Front Street on September 27, 2002. The Greyhound property is approximately 21,000 sq. ft. in area and contains a single 2,700 sq. ft. building. METRO currently leases a portion of the parking lot for bus parking.

- The California Transportation Commission did not approve the request from METRO for an allocation of state funds for the purchase of the Greyhound property due to the current State budget crisis. However, funding was left in place for the previously approved design and economic analysis contracts.
- On January 10, 2003 the Board authorized the General Manager to seek a Congressional Project Earmark in the pending Federal Transportation Authorization Act (SAFETEA) for a Metro Center Redevelopment Project which includes residential, commercial and SCMTD administrative office space.
- Congressman Sam Farr submitted a Federal Transportation Authorization Act (SAFETEA) request and Congresswoman Anna Eshoo submitted a Federal FY 2004 Transportation Appropriation Act budget request for the Metro Center Redevelopment project.
- ROMA and Keyser/Marston and Associates have now completed work on the final design concept plans and economic feasibility analysis for the proposed Metro Center redevelopment project.
- At June 13, 2003 meeting the Board is requested to review final concept plans and, if the Board approves the concept, authorize staff to return to the Board for approval to proceed with RFPs for (1) the preparation of an environmental impact for the proposed Metro Center redevelopment project, and (2) to select a private developer for the residential portion of the project.

III. DISCUSSION

The California State Legislature through the California Transportation Commission (CTC) has provided funding for the SCMTD to plan for future improvement of the Santa Cruz Metro Center and to acquire the adjacent Greyhound property. While the availability of the portion of this funding for the purchase of the Greyhound has been suspended by the State, funding has continued for the development of a design concept for the Metro Center redevelopment project. To compensate for the suspension of State funding, the Board has authorized the General Manager to seek a Federal Transportation Act (SAFETEA) authorization earmark for the project and an initial project appropriation in the FY 2004 Federal budget. Congressman Sam Farr has submitted the SAFETEA authorization earmark request and Congresswoman Anna Eshoo has submitted an appropriation request in the Federal FY 2004 budget for the project. In addition to presenting this Staff Report on June 13, 2003, the staff and project consultants will review the final design concept for the Metro Center redevelopment project and seek direction from the board as to the next steps in the process.

Metro Center Design Concept

On June 13, 2003 representatives from both the architectural firm and economic consulting firm will be present to review the concept design based on direction from the METRO staff. Additionally, as a result of the economic consultant's conclusion that residential was a financially feasible option, the concept design includes a residential component.

METRO and City staff members recommend that the Board not be the developer/owner/property manager of residential property. It is the staffs' recommendation that a developer be partnered with to develop the residential portion of the project. Further discussion of that concept will be presented at the June 13, 2003 Board meeting. If the Board agrees with the concept design then the staff should be directed to prepare an RFP for developer solicitation for consideration by the Board at a future meeting.

The proposed design concept for the Metro Center redevelopment project is a mixed use, multi-story configuration described as follows:

- **Transit Level Concept Plan** – The proposed design for the transit level includes the current Greyhound property, 26 bus bays and incorporates the existing Greyhound and Amtrak connector services. In preparing the concept design, one of the Board directions was to provide sufficient bus bays to allow for future expansion of transit services. The existing Metro Center and Greyhound property have a total of 15 bus bays on the District's property and 5 bus parking spaces on the sub-leased Greyhound property. The proposed transit level design provides 26 bus bays or an increase of six spaces over the current configuration. The Board and transit patrons also requested that the new center have a bay system that allows for dedicated boarding locations for each bus line. The proposed transit level concept design has responded to each of these requests. The transit level also includes a 4,030 sq. ft. of transit lobby/terminal area and 3,050 sq. ft. of commercial space fronting Pacific Avenue.
- **Parking Level** – The concept plan includes a second level which has 183 parking spaces. The ownership/allocation of these spaces will be the subject of negotiation between METRO, the City and the residential developer.
- **Residential Levels** – The next three levels of the project are devoted to residential uses and, as currently configured, contain 15 studio, 65 one bedroom and 56 two bedroom apartments for a total of 136 apartments. The ultimate configuration and unit-size breakdown would be determined by the residential developer through a housing market study, as well as the source of financing.

- SCMTD Administrative Offices – The concept plan incorporates 16,800 sq. ft. of SCMTD administrative office space in a multi-story configuration over what is now the City parking lot adjacent to the Metro Center.
- Day Care Center – The third level of the project also includes an option for a day care center. There are a number of issues that arise from this proposed use and the financial impact will be discussed with the Board.

Project Economics

Keyser/Marston will present an analysis of the economic feasibility of the project on June 13, 2003.

Next Steps

At this point state funding will allow completion of the concept plan and economic feasibility study. However, with the prospect of a Federal authorization and appropriation, it seems appropriate to take the next series of steps with respect to the potential development of this project.

The recommended next step is to authorize the development of RFPs for the preparation of an EIR and the identification of a residential developer to participate in the further development of this project. The actual contract for the EIR/EIS and developer can not be acted upon before the receipt of a Federal authorization and appropriation earmark. However, given the time it will take to seek proposals and interview interested firms, the timing on the RFPs will be reasonably close to the probable timing on the Congressional project authorization and appropriation.

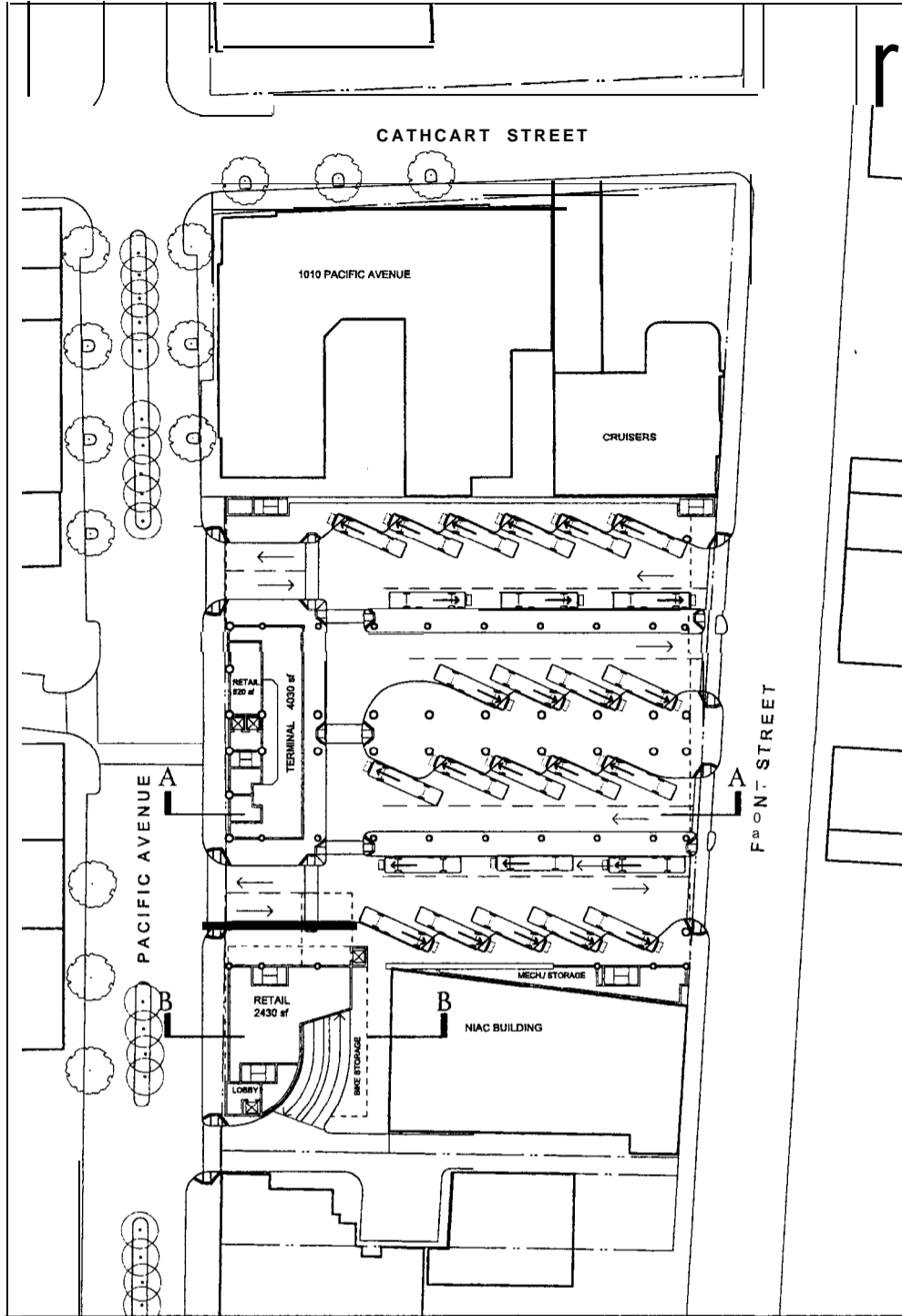
In the meantime, the appraisal will be completed on the Greyhound property and preliminary negotiations initiated. Final approval on any actual purchase will likewise have to await final Congressional authorization and appropriation.

IV. FINANCIAL CONSIDERATIONS

Funding is available for the development of RFP documents recommended for the Metro Center Project.

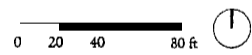
V. ATTACHMENTS

Attachment A: Drawings of Conceptual Design for Metro Center Project



GROUND FLOOR (0')

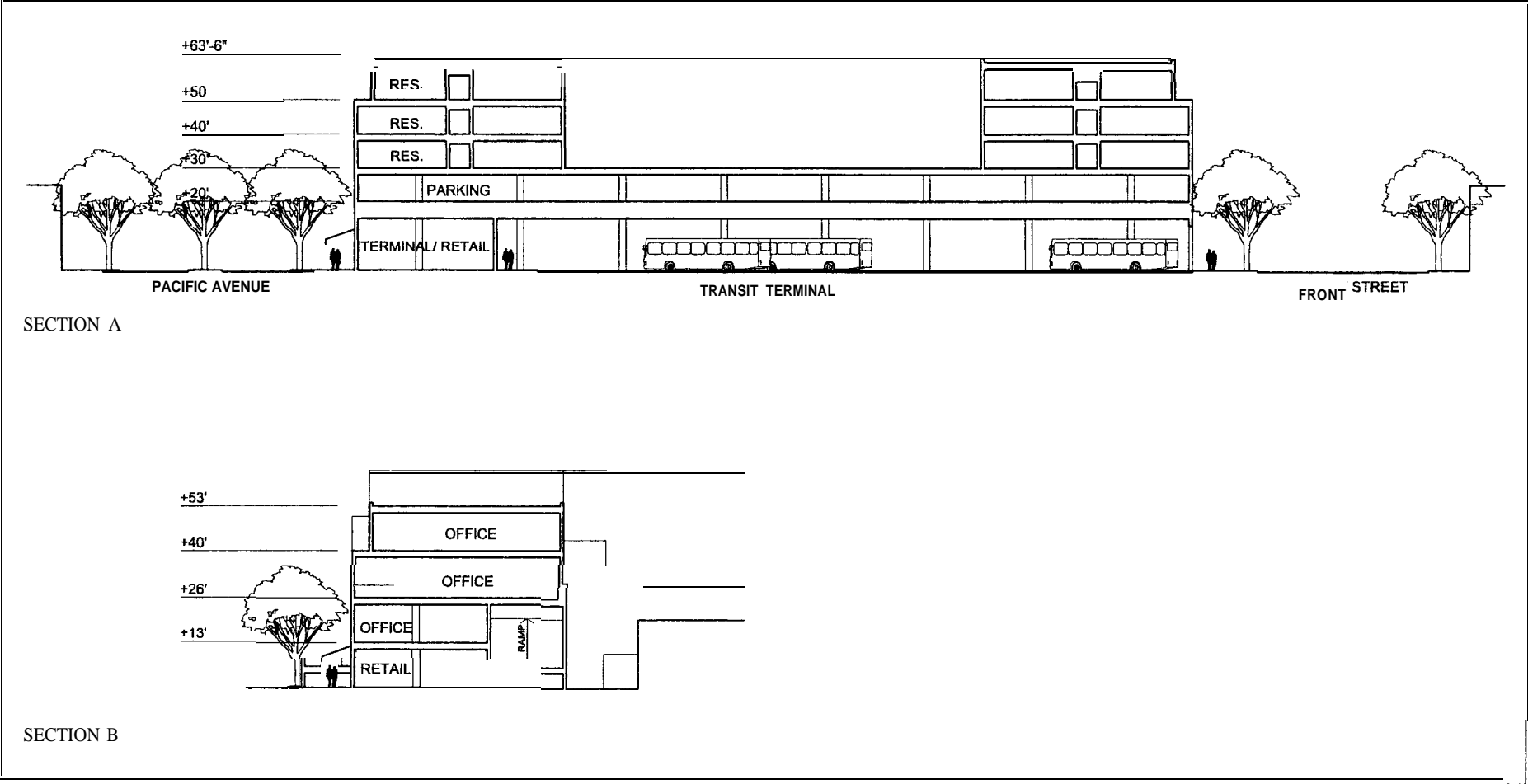
26 BUS BAYS



Santa Cruz Metro Center

Prepared for the Santa Cruz Metropolitan Transit District and the Santa Cruz Redevelopment Agency by ROMA Design Group

April 28, 2003



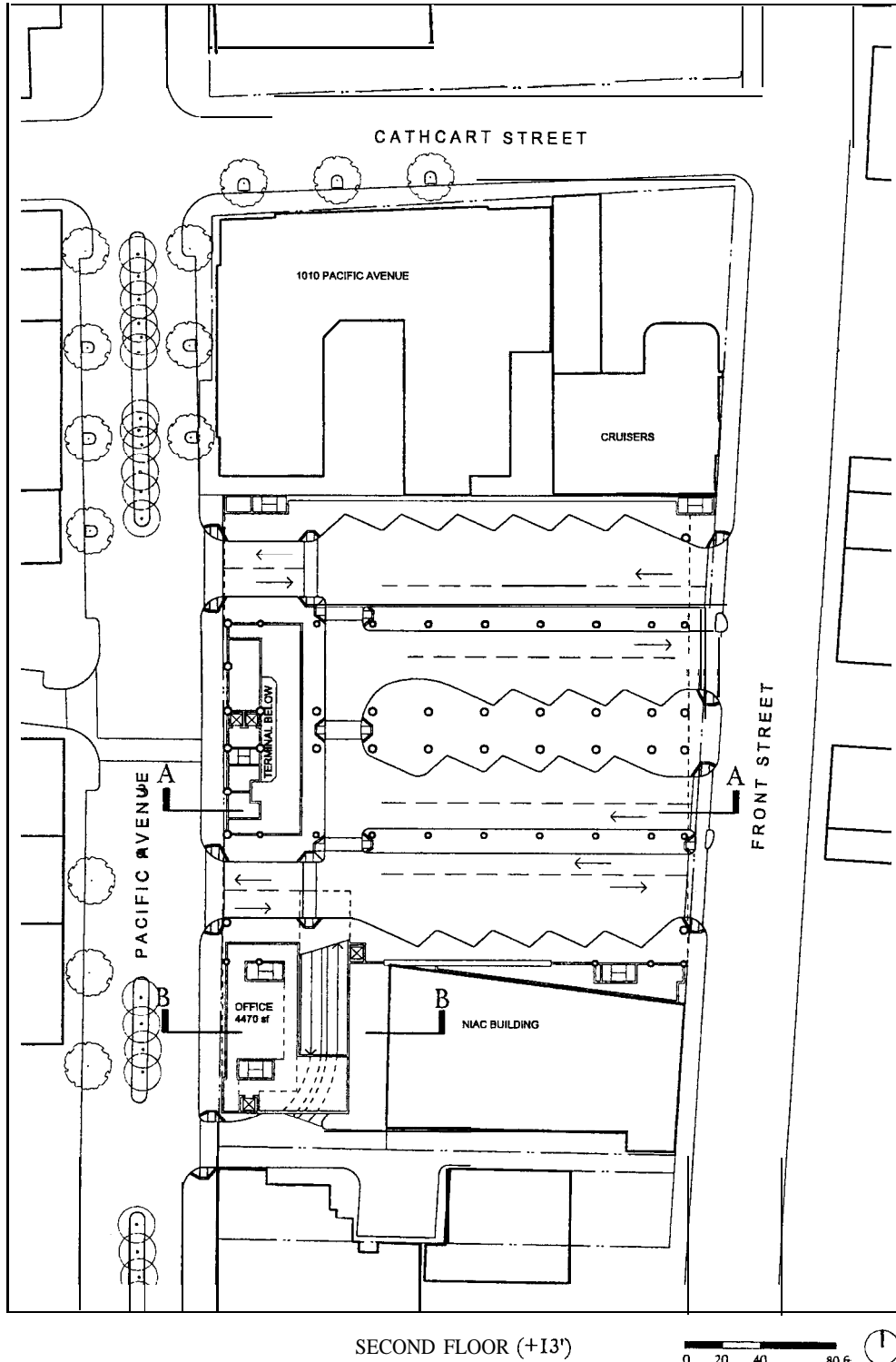
SECTIONS

Santa Cruz Metro Center

Prepared for the Santa Cruz Metropolitan Transit District and the Santa Cruz Redevelopment Agency by ROMA Design Group

April 1, 2003

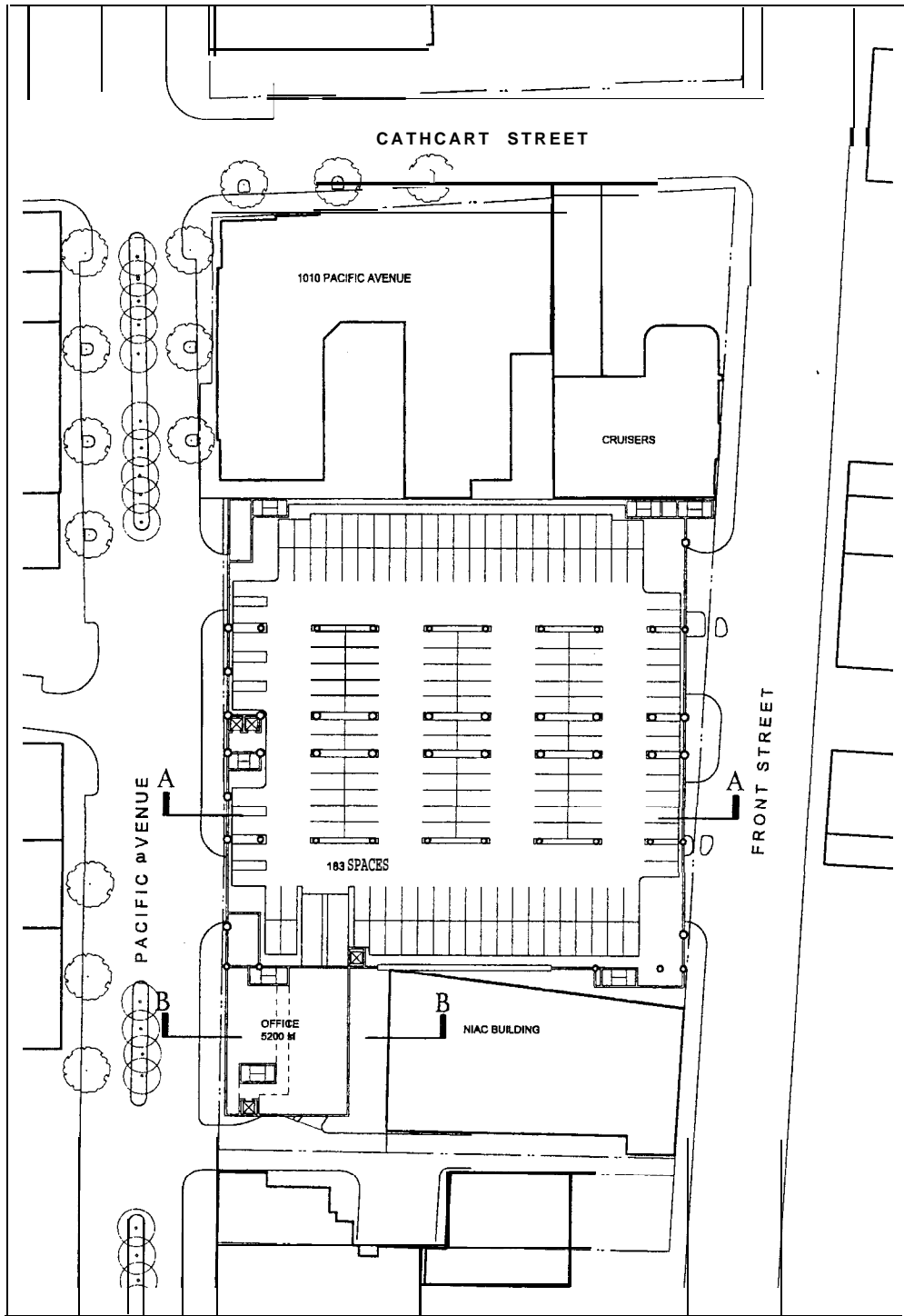




Santa Cruz Metro Center

Prepared for the Santa Cruz Metropolitan Transit District and the Santa Cruz Redevelopment Agency by ROMA Design Group

April 28, 2003

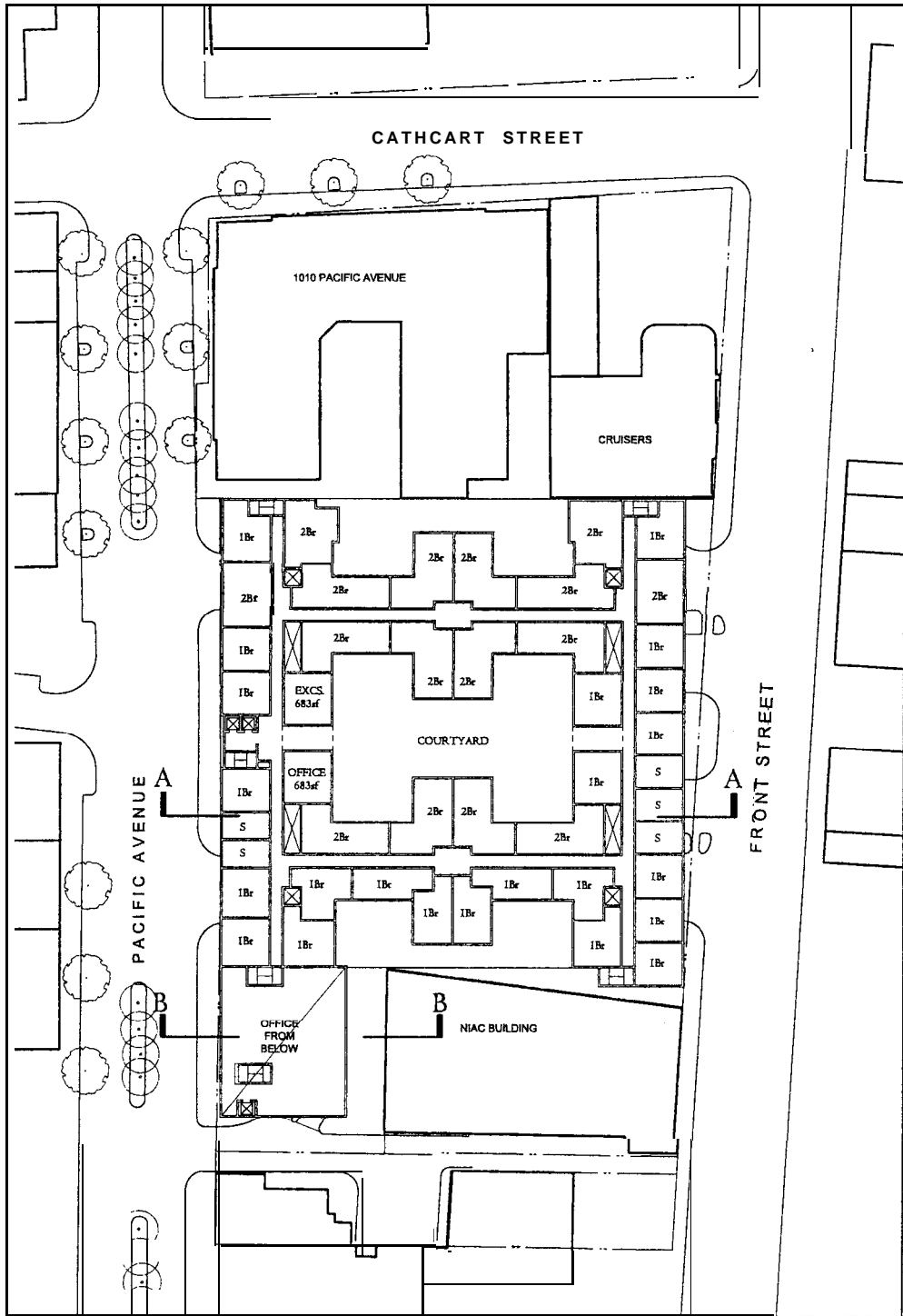


PARKING LEVEL/ THIRD FLOOR (+20'/+26') 0 20 40 80 ft

Santa Cruz Metro Center

Prepared for the Santa Cruz Metropolitan Transit District and the Santa Cruz Redevelopment Agency by ROMA Design Group

April 28, 2003



PODIUM LEVEL RESIDENTIAL (+30')

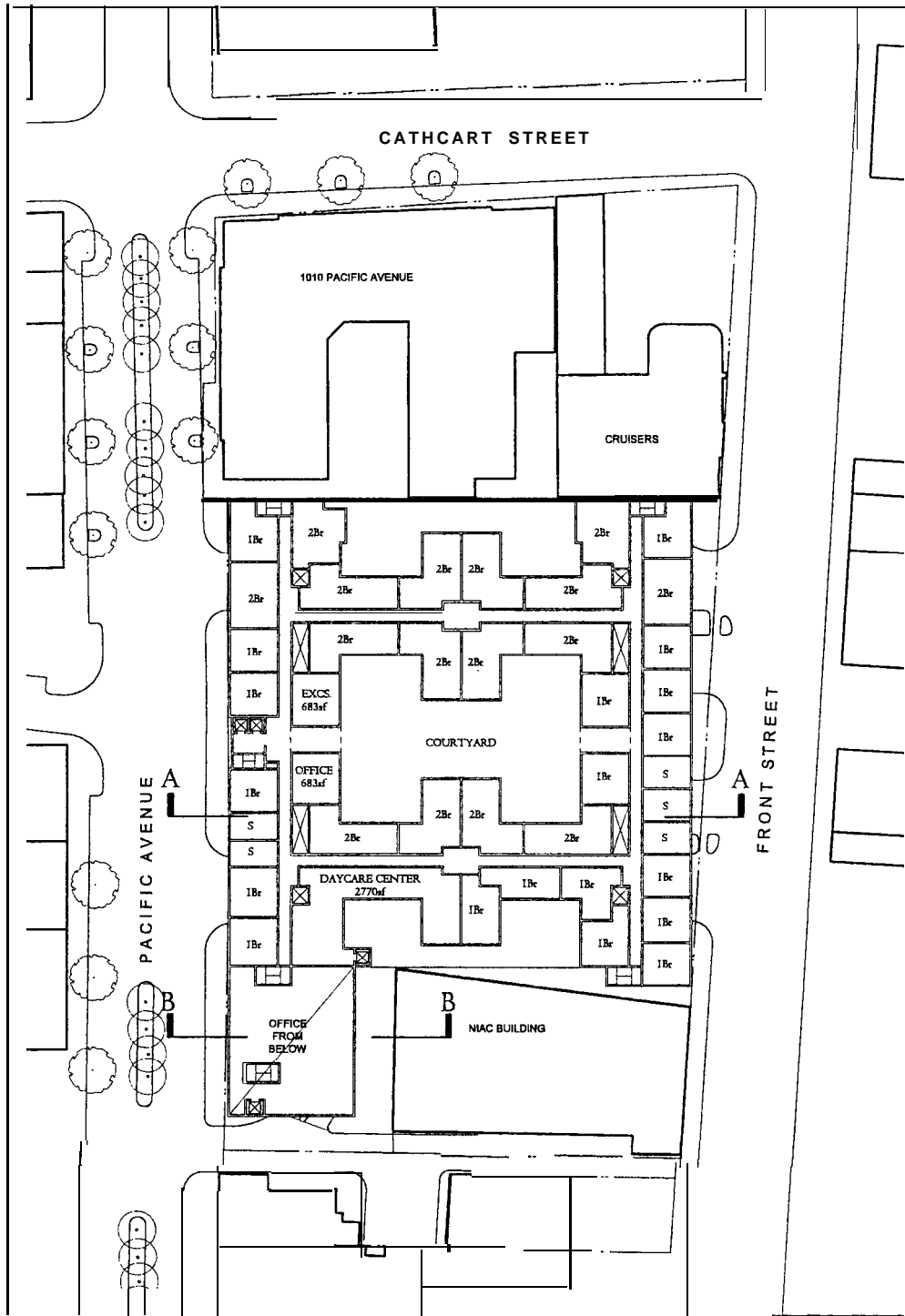


5 STUDIOS; 23 ONE BEDROOM APTS; 16 TWO BEDROOM APTS

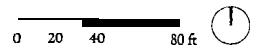
Santa Cruz Metro Center

Prepared for the Santa Cruz Metropolitan Transit District and the Santa Cruz Redevelopment Agency by ROMA Design Group

April 28, 2003



PODIUM LEVEL RESIDENTIAL - ALTERNATE (+30')

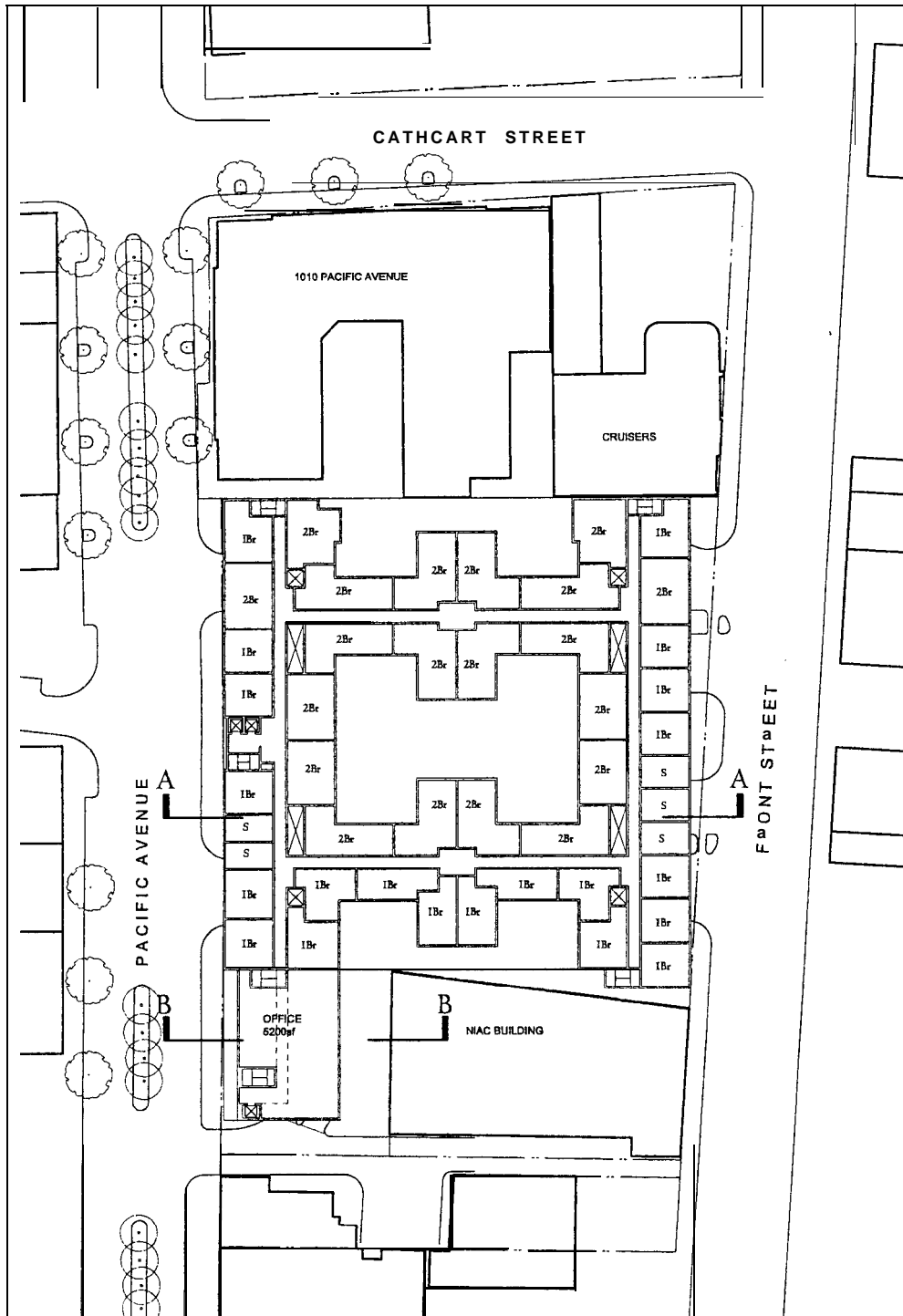


5 STUDIOS; 19 ONE BEDROOM APTS; 16 TWO BEDROOM APTS

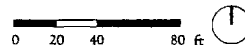
Santa Cruz Metro Center

Prepared for the Santa Cruz Metropolitan Transit District and the Santa Cruz Redevelopment Agency by ROMA Design Group

April 28, 2003



SECOND LEVEL RESIDENTIAL/ FOURTH FLOOR (+40')

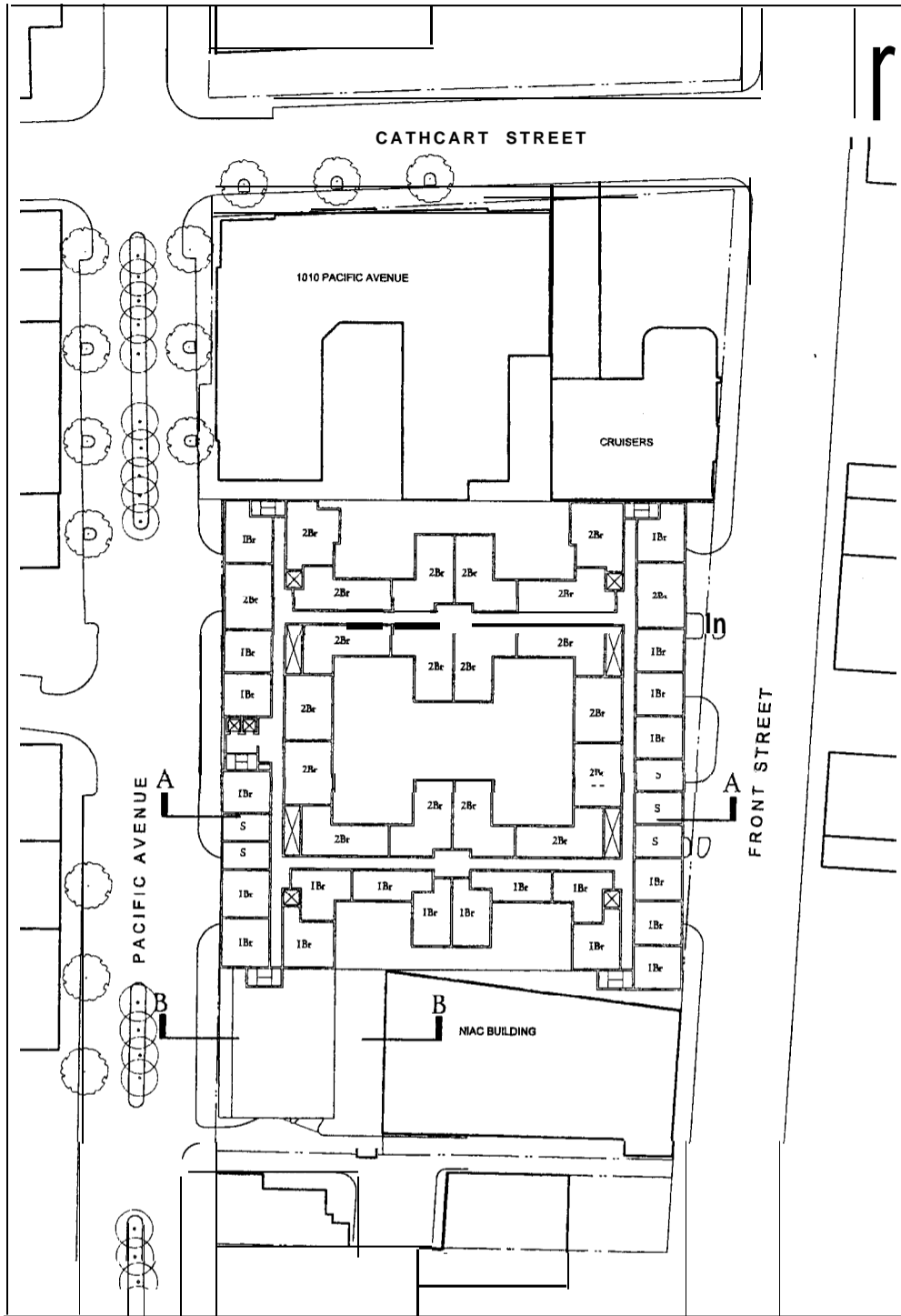


5 STUDIOS; 21 ONE BEDROOM APTS; 20 TWO BEDROOM APTS

Santa Cruz Metro Center

Prepared for the Santa Cm Metropolitan Transit District and the Santa Cruz Redevelopment Agency by ROMA Design Group

April 28, 2003



THIRD LEVEL RESIDENTIAL (+50')

5 STUDIOS; 21 ONE BEDROOM APTS; 20 TWO BEDROOM APTS

Santa Cruz Metro Center

Prepared for the Santa Cruz Metropolitan Transit District and the Santa Cruz Redevelopment Agency by ROMA Design Group

April 28, 2003

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

STAFF REPORT

DATE: June 27, 2003

TO: Board of Directors

FROM: Margaret Gallagher, District Counsel

**SUBJECT: CONSIDERATION OF CALL STOP COMMITTEE PROCESS
EFFECTIVENESS AND REVIEW OF LOCAL PLANNING PROCESS
ALTERNATIVES**

I. RECOMMENDED ACTION

Review of Call Stop Committee Process Effectiveness and Review of Local Planning Process Alternatives to Receive Input on Call Stop Issues

II. SUMMARY OF ISSUES

- The Americans with Disabilities Act of 1990 (ADA) and its implementing regulation requires public entities to make certain announcements in order to facilitate use of public transportation by persons with disabilities.
- The Federal regulation requires that public agencies use a local planning process to facilitate issues relating to call stops.
- The Board of Directors formed a call stop committee to facilitate the call stop issues.
- While the call stop committee had some success, the committee itself proved unworkable.
- Other methods with greater chance for success should be utilized.

III. DISCUSSION

The authors of the ADA recognized the need to provide individuals with disabilities public transportation services that are accessible in order to facilitate the other provisions of the Act. As a result, the ADA's implementing regulations, among other accessible requirements, state that bus stops are to be announced under certain circumstances. Specifically, Section 37.167 provides:

- (a) This section applies to public and private entities.
- (b) On fixed route systems, the entity shall announce stops as follows:
 - (1) The entity shall announce at least at transfer points with other fixed routes, other major intersections and destination points, and intervals along a route sufficient to permit individuals with visual impairments or other disabilities to be oriented to their location.

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

The Appendix to this section provides that public agencies are to use the local planning process to determine definitions for “major intersection” and “destinations points.”

When I spoke to Richard Wong, Attorney Advisor, from the Federal Transit Administration’s FTA’s Office of Chief Counsel about the requirements of the local planning process, he advised that the FTA encourages local agencies to utilize the “local planning process” for all aspects of the stop announcement requirements.

It was against this backdrop, that the Santa Cruz METRO Board of Directors originally formed a Call Stop Committee to review the then current call stop list in 2001 and make recommendations regarding that list to the Board of Directors.

After the receipt and installation of the talking bus technology, the Board of Directors determined that the 2001 Call Stop List should remain in place for a period of time in order to allow METRO staff time to work out any operational problems with the equipment.

In February 2003, the Board of Directors formed a new Call Stop Committee to develop recommendations that would be forwarded to the Board of Directors for consideration regarding the frequency of call stops and an implementation schedule. The call stop committee consisted of the following representatives from the following groups:

| | | |
|----------------------------|---|------------------------------------|
| MASTF | 2 | (Connie Day, Ed Kramer) |
| MUG | 2 | (Shelley Day; Ted Chatterton) |
| UTU | 2 | (Bonnie Morr; Jeffrey North) |
| METRO Staff | 2 | (Bryant Baehr; Margaret Gallagher) |
| UCSC | 1 | (Candace Ward) |
| Cabrillo College | 1 | (no appointment) |
| Doran Center | 1 | (Fahmy A’wad) |
| PSA | 1 | (Frank Bauer) |
| Seniors Council | 1 | (Barbara Schaller) |
| Commission on Disabilities | 1 | (Michael Bush) |

In addition to notifying the committee members of the date, time and place of each call stop committee meeting, METRO staff also sent notifications to organizations who assist persons with disabilities and seniors in order to encourage seniors and persons with disabilities and their representatives to attend the meetings and provide input. Further, various local newspapers were provided with information regarding the meeting schedule. Notification of the meetings was also provided to the City of Santa Cruz for broadcast purposes.

The agendas (Attachment A) and the minutes (Attachment B) of each call stop meeting are attached. It should be noted that the committee did not review the minutes. At the time the Call

Stop Committee was having its meetings, METRO was also staffing multiple public meetings and hearings regarding increasing fares and modifying transit service. The call stop committee held weekly meetings which made it difficult to prepare agendas and minutes in a timely fashion. It should be noted that one member of the call stop committee tape-recorded each meeting, and others took notes of the meetings.

With regard to whether the Call Stop Committee was effective, a review of the April 25, 2003 staff report, which is attached as Attachment C, is helpful. The committee's recommendations are attached to that report. The committee recognized the importance and necessity of calling bus stops in order to not only comply with the ADA, but also as a means to provide good customer service to every passenger.

Currently, the talking bus technology is calling all bus stops in the system either by announcing them directly or by alerting the passenger that a specific upcoming stop will not be announced. Clearly, this is as a result of the 2003 Call Stop Committee and those on the committee should be commended for this important work.

The committee meetings, however, were difficult and contentious. Some representatives of the persons with disabilities believed that the committee was structured to water down their views by having too many employees of METRO on the committee. Much committee time was spent on efforts by these representatives to increase the membership of persons with disabilities. Additionally, statements by METRO employees were viewed with suspicion and distrust. Negative and destructive comments were made if votes didn't result in the way an individual member wanted them to go. The UTU representatives resigned from the committee in order to maintain their meet and confer rights. The committee was never able to complete an agenda. Presumably, all would agree that the committee structure did not easily facilitate obtaining information and input from which recommendations could be made to the Board of Directors. The committee structure pitted METRO staff against representatives of persons with disabilities. Certainly, that was not the intent when the committee was formed.

While the federal regulations call for input through a local planning process on the call stop issues, the regulations do not detail exactly what that process should be. This is considered a local question. Local Planning Process methods used by various transit providers to obtain input on ADA issues are as follows:

1. Public Hearings
2. Direct Mailings
3. An Advisory Group
4. Accessible Webpage

It would be important to receive input from METRO's advisory groups regarding which type of local planning process they believe would result in the most effective participation by persons with disabilities and the public.

IV. FINANCIAL CONSIDERATIONS

None.

V. ATTACHMENTS

Attachment A: Agendas for 2003 Call stop meetings

Attachment B: Minutes of 2003 Call Stop Meetings

Attachment C: April 25, 2003 Staff Report with Attachments

Call Stop Committee Agenda
March 5, 2003
1:30pm-3:30pm
370 Encinal Avenue Suite 100
Santa Cruz, California

1. Welcome and Introductions of Representatives and the Public
2. Contact Information
3. Ground Rules
 - a. Treat each other with Respect;
 - b. No interrupting;
 - c. Everyone gets a turn (3 minutes);
 - d. No shouting;
 - e. Consider everyone's point of view;
 - f. Other rules?
4. Americans with Disability Act—Margaret Gallagher
Call Stop Announcement Requirements
5. Demonstration of Talking Bus Technology—Bryant Baehr
 - a. What can the equipment do?
 - b. Can the equipment do more than we are currently doing?
5. Review of meeting schedule. Any modifications?
6. Review Proposed Agenda Topics for next meeting. Any additions?
7. Ideas, suggestions, comments:
 - a. To make the process better;
 - b. To make the meeting content better;
 - c. To encourage public participation.

Call Stop Committee Agenda
March 12, 2003
1:35pm-3:30pm
Santa Cruz Metro Center
920 Pacific Avenue, Lane 2
Santa Cruz, California

1. The Call Stop Committee and Members of the Public will meet at Lane 2 at 1:35pm to take a bus trip on the Route 69 in a bus programmed to call all the stops and various destination points.
2. Discuss whether Santa Cruz Metro buses should call all the bus stops on every route in the system.
3. Oral and Written Communications.
4. Discuss schedule of Meeting of March 19, 2003 in Watsonville.
5. Adjourn.

Call Stop Committee Agenda
March 19, 2003
10:00am-12:00 noon
Santa Cruz Metro Center
920 Pacific Avenue, Lane 2
Santa Cruz, California

The Call Stop Committee and Members of the Public will meet at Lane 2 at 10:00am to take a bus trip on the Route 69 in a bus programmed to call all the stops and various destination points after Bryant Baehr and Ed Kramer reviewed the programming of the talking bus technology for that Route. Discussions will occur on the bus at the Capitola Mall and at the end of the trip at the Santa Cruz Metro Center

Discussion on the bus at Santa Cruz Metro Center at the beginning of trip:

1. Introductions
2. Oral and Written Communications
3. Review of Ground Rules

Trip to Capitola Mall on the Route 69(Short)

Discussion on the bus at the Capitola Mall

4. Discussion regarding the reprogramming of the Route 69(short)
5. Consideration of input regarding the reprogramming of the Route 69(short)

Return Trip to the Santa Cruz Metro Center via the Route 69(short)

6. Consideration of whether Santa Cruz Metro buses should call all the bus stops on every route in the system unless it would create an unsafe situation for bus passengers;
7. Consideration of Destination Points;
8. Consideration of Major Intersections and Transfer Points;
9. Consideration of Intervals for Orientation; and
10. Consideration of remaining schedule of meetings.
11. Adjourn.

Call Stop Committee Agenda
March 26, 2003
1:30 p.m.-3:30 p.m.
Santa Cruz Metro Center
920 Pacific Avenue, Lane 2
Santa Cruz, California

The Call Stop Committee and Members of the Public will meet at Lane 2 at 1:30 p.m. to take a bus trip to listen to the announcements at Soquel/Seabright and Soquel/Benito. Discussions will occur on the bus and at the end of the trip at the Santa Cruz Metro Center.

Discussion on the bus at Santa Cruz Metro Center at the beginning of trip:

1. Introductions
2. Oral and Written Communications
3. Review of Ground Rules
4. Review of Programming Differences from March 19, 2003 Trip on Route 69
5. Discussion Regarding the Modifications of the Bus Stop Announcements

Return Trip to the Santa Cruz Metro Center; Discussion at the Santa Cruz Metro Center in Upstairs Conference Room:

6. Consideration of **Implementation Schedule** to Program Calling All Stops on each Route unless it would Create an Unsafe Situation for the Passengers;
7. Consideration of Process Bryant Baehr Uses to Advise that Calling a Certain Bus Stop Creates an Unsafe Situation; Should Call Stop Committee have a Role?
8. Consideration of Destination Points;
9. Consideration of Major Intersections and Transfer Points;
10. Consideration of Intervals for Orientation;
11. Consideration of Effect of Talking Technology on Hearing Disabled;
12. Consideration of Using Different Voices with the Talking Bus Technology;
13. Consideration of Modification of Talking Bus Technology to Continuously Play External Announcement when Door is Opened;
14. Consideration of Placement of Signs on Bus Stops to Identify Stops;

15. Consideration of Bus Operators Calling all Stops, Using Best Efforts under the Circumstances, if Talking Bus Technology is Inoperable;
16. Consideration of Remaining Schedule of Meetings;
17. Adjourn.

**Recommendation for Santa Cruz METRO's Board of Directors'
Consideration:**

1. Program the Talking Bus Technology to call all the Bus stops unless to do so would create an unsafe situation. 7 yes votes; 0 nay votes; 1 abstention

(Second Amended) Call Stop Committee Agenda

April 2, 2003

1:30 p.m.-3:30 p.m.

**Santa Cruz Metro Center
920 Pacific Avenue, Lane 2
Santa Cruz, California**

The Call Stop Committee and Members of the Public will meet at Lane 2 at 1:30 p.m. to take a bus trip to listen to the announcements at Soquel/Seabright and Soquel/Benito. Discussions will occur on the bus and at the end of the trip at the Santa Cruz Metro Center.

Discussion on the bus at Santa Cruz Metro Center at the beginning of trip:

1. Introductions
2. Oral and Written Communications
3. Review of Ground Rules/Brown Act
4. Consideration of Results of Request to Board of Directors to Consider the Appointment of John Daugherty to the Call Stop Committee
5. Review of Programming Differences from March 26, 2003 Trip on Route 69
6. Discussion Regarding the Modifications of the Bus Stop Announcements

Return Trip to the Santa Cruz Metro Center; Discussion at the Santa Cruz Metro Center in Upstairs Conference Room:

7. Consideration of **Implementation Schedule** to Program Calling All Stops on each Route unless it would Create an Unsafe Situation for the Passengers;
8. Consideration of Process Bryant Baehr Uses to Advise that Calling a Certain Bus Stop Creates an Unsafe Situation; Should Call Stop Committee have a Role?
9. Consideration of Destination Points;
10. Consideration of Major Intersections and Transfer Points;
11. Consideration of Intervals for Orientation;
12. Consideration of Effect of Talking Technology on Hearing Disabled;
13. Consideration of Using Different Voices with the Talking Bus Technology;

14. Consideration of Modification of Talking Bus Technology to Continuously Play External Announcement when Door is Opened;
15. Consideration of Placement of Signs on Bus Stops to Identify Stops;
16. Consideration of Bus Operators Calling all Stops, Using Best Efforts under the Circumstances, if Talking Bus Technology is Inoperable;
17. Report and Discussion from Bryant Baehr and David Konno regarding Moving Bus Stop on Soquel at Benito to Different Location;
18. Consideration of Remaining Schedule of Meetings;
19. Adjourn.

**Recommendation for Santa Cruz METRO's Board of Directors'
Consideration:**

1. Program the Talking Bus Technology to call all the Bus stops unless to do so would create an unsafe situation. 7 yes votes; 0 nay votes; 1 abstention

Call Stop Committee Agenda
April 9, 2003
1:30 p.m.-3:30 p.m.
Santa Cruz Metro Center
Upstairs Conference Room
Ask Information Booth for Entry
920 Pacific Avenue
Santa Cruz, California

The Call Stop Committee and Members of the Public will meet in the Upstairs Conference Room at the Santa Cruz Metro Center from 1:30 p.m-3:30pm. Please contact the Information Booth to gain access to the meeting room.

1. Introductions
2. Oral and Written Communications
3. Consideration of Transfer Points;
4. Consideration of Intervals for Orientation;
5. Consideration of Effect of Talking Technology on Hearing Disabled;
6. Consideration of Modification of Talking Bus Technology to Continuously Play External Announcement when Door is Opened;
7. Consideration of Placement of Signs on Bus Stops to Identify Stops;
8. Consideration of Bus Operators Calling all Stops, Using Best Efforts under the Circumstances, if Talking Bus Technology is Inoperable;
9. Report and Discussion from Bryant Baehr and David Konno regarding Moving Bus Stop on Soquel at Benito to Different Location;
10. Consideration of Remaining Schedule of Meetings;
11. Adjourn.

Call Stop Committee Agenda
April 23, 2003
1:30 p.m.-3:30 p.m.
Santa Cruz Metro Center
Lane 2
920 Pacific Avenue
Santa Cruz, California

The Call Stop Committee and Members of the Public will meet on Lane 2 at the Santa Cruz Metro Center beginning at 1:30 p.m to take a bus ride with the Talking Bus Technology Programmed to make various announcements. Upon the conclusion of the bus trip, the committee and members of the public will meet in the upstairs conference room at the Santa Cruz Metro Center. Please contact the Information Booth to gain access to the meeting room. The meeting will conclude at 3:30pm.

1. Introductions;
2. Oral and Written Communications;
3. Consideration and input (what people liked or didn't like) regarding the various announcements made on the bus trip that was taken at the beginning of the meeting;
4. Consideration of UTU's resignation from the Call Stop Committee;
5. Consideration of Leslie White's staff report regarding John Daugherty's appointment to the Call Stop Committee;
6. Consideration of conducting a survey to obtain public input regarding the impact of the technology on the bus rider;
7. Consideration of any issues regarding process that should be brought to the attention of the Board of Director's re Call Stop Committee;
8. Reconsideration of Definition of Major Intersection (Currently defined as any intersection in which each cross street has at least 4 lanes and is controlled by a traffic signal and shall also include Morrissey, Water and Soquel.);

9. Consideration of Transfer Points;
10. Consideration of Intervals for Orientation;
11. Consideration of Effect of Talking Technology on Hearing Disabled;
12. Consideration of Modification of Talking Bus Technology to Continuously Play External Announcement when Door is Opened;
13. Consideration of Placement of Signs on Bus Stops to Identify Stops;
14. Consideration of Bus Operators Calling all Stops, Using Best Efforts under the Circumstances, if Talking Bus Technology is Inoperable;
15. Consideration of Increasing Megabytes to allow Greater Capacity for Talking Bus Equipment;
16. Consideration of Remaining Schedule of Meetings and Any Additions to the Agenda;
17. Adjourn.

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

Minutes- Call Stop Committee

March 5, 2003

A Meeting of the Call Stop Committee met on Wednesday, March 5, 2003 at the Administrative Office, 370 Encinal Street, Suite 100, Santa Cruz, California.

Margaret Gallagher, Facilitator, opened the meeting at 1:39 p.m

MEMBERS PRESENT:

Bryant Baehr, METRO
Frank Bauer, METRO Training & Safety
Ted Chatterton, MUG
Connie Day, MASTF
Margaret Gallagher, METRO
Ed Kramer, MASTF
Fahmy Ma'Awad, Doran Center for the Blind
Bonnie Moor, Bus Operator & UTU
Jeff North, UTU
Barbie Schaller, Seniors Commission
Candace Ward, UCSC

MEMBERS ABSENT:

Commissions on Disabilities Rep.
Cabrillo College Representative
MUG Representative

OTHERS PRESENT:

Shelly Day, Rider

1. WELCOME AND INTRODUCTIONS OF REPRESENTATIVES AND THE PUBLIC

Margaret Gallagher welcomed the participants and explained the purpose of the committee: to determine the extent of the capabilities of the call stop technology and to better facilitate the call stops using that equipment.

2. CONTACT INFORMATION

Introductions of each member took place. Margaret requested email addresses and phone numbers since these would be the primary ways of contacting the members.

3. GROUND RULES

Ms. Gallagher reviewed the ground rules as listed on the agenda and asked members to email her if they have any issues to add to the next meeting agenda.

4. AMERICANS WITH DISABILITY ACT

Ms. Gallagher made a slide presentation on the ADA program as it relates to the call stop announcements. The ADA was signed into law January 6, 1990. Full and equal access is at the heart of the ADA program. There is no definition in the ADA regarding major

intersection or destination points. The Department of Transportation is leaving that interpretation up to the local planning processes.

5. DEMONSTRATION OF TALKING BUS TECHNOLOGY

Bryant Baehr brought in his “talking bus in a box”. He explained that 64 buses currently have the technology installed. The technology allows him to program in certain things and when a bus passes a certain point, it uses satellites to determine where the bus is. The computer knows where the bus is and will announce whatever is programmed in when it reaches that point. He added that when the bus door opens, the technology announces the route and destination point. The computer interacts with the headsign. Both the talking bus technology and the headsigns know where the bus is going.

The operators can send a message to the passengers on the bus with the technology instead of putting themselves into the situation. The equipment is very flexible.

Mr. Baehr stated that by mid-April, the 29 new buses would be on line. By that time, each local route bus will have the technology installed on it. By early September, all Highway 17 buses will have the system installed.

6. REVIEW OF MEETING SCHEDULE

The location of the March 12th Committee meeting was changed to the Metro Center, Lane 2. The Committee will take the Route 69 bus to the Capitola Mall and have discussion prior to departure, upon arrival at the Capitola Mall and upon returning to the Metro Center.

7. IDEAS, SUGGESTIONS, COMMENTS

The following topics were discussed: distance requirement for stops being called out, safety issues associated with stops being called out that are too close together, reprogramming of each individual bus when changes are made, training of staff to reprogram technology in Mr. Baehr’s absence, what to do if bus operator does not change headsign and announcements are not made, acquisition of technology to allow buses to continually give out external identification while parked at Metro Center, volume of announcements, trigger points and orientation points.

There being no further business, Margaret Gallagher adjourned the Call Stop Committee meeting at 3:30 p.m.

Respectfully submitted

Dale Carr
Administrative Services Coordinator

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

Minutes- Call Stop Committee

March 12, 2003

A Meeting of the Call Stop Committee met on Wednesday, March 12, 2003 at the Metro Center, Lane 2, Santa Cruz, California.

Margaret Gallagher, Facilitator, opened the meeting at 1:45 p.m.

1. MEMBERS PRESENT:

Bryant Baehr, METRO
Frank Bauer, METRO Training & Safety
Ted Chatterton, MUG
Connie Day, MASTF
Margaret Gallagher, METRO
Fahmy Ma'Awad, Doran Center for the Blind
Ed Kramer, MASTF
Bonnie Moor, Bus Operator & UTU
Jeff North, UTU
Barbie Schaller, Seniors Commission
Lesley Wright, MASTF

MEMBERS ABSENT:

Commissions on Disabilities Rep.
Cabrillo College Representative
MUG Representative

OTHERS PRESENT:

John Daugherty, SCMTD Staff
Shelly Day, Rider
Michelle Hinkle, Director

2. Discussion on whether Santa Cruz Metro buses should call all the bus stops on every route in the system

The Route 69 bus was programmed both in-bound and out-bound to call out all the stops between Metro Center and the Capitola Mall. During the programming process, Bryant ran into two issues: 1) Two stops are approximately 100 yards away from each other. Bryant programmed both these stops into the technology so the group could see the effect of calling two stops that are too close together. These stops were King's Plaza and the Wells Fargo Bank stop. The stops at 16th and Capitola Rd. and Foster and Capitola Road are much less than 100 yards away from each other.

Topics discussed by the Committee included: move trigger points to accommodate stops that are too close together, calling out of orientation points, announcement volume, headsigns need to be changed by bus operator in order to begin the announcement technology, redundant backup system that works off the odometer, the GPS and how it might be affected by war and a procedure that would cause the announcements to be called out by the operators if the GPS failed.

After arriving at the Capitola Mall, discussion took place regarding the test bus and the calling of all stops. Topics discussed were: individual stops being named when announced, determination of which streets to call out, the moving of trigger points, calling of street name upon immediate departure from Metro Center, variance in volume levels at different spots on the bus, precede announcement with “the next stop is...”, stops being called too early, difficulty in opening the windows on the new buses.

Upon returning to the Metro Center, discussion regarding calling of all stops took place. It was the general consensus that all the stops should be called. It was noted that it might be better to call out landmarks rather than street names. Further discussion took place on: compiling two lists of announcements – one for the technology, another for operators should the technology fail, survey of rider feedback vs. Committee input only, do not call both stops if two are so close together that it would be unsafe to make a stop.

ACTION: MOTION: BONNIE MORR SECOND: FRANK BAUER

Program the Route 69 bus with all the call stops with the exception of those stops that would cause an injury or an accident and solicit input from the riders as to what they thought of all the stops being called.

Motion passed with 6 ayes and 2 noes.

Mr. Baehr said he would try to move the trigger points at 17th/Benito and 17th Foster a little bit back per Fahmey Ma’Awad’s suggestion.

3. Oral and Written Communication

None

4. Discuss schedule of meeting of March 19, 2003 in Watsonville

The location of the meeting for March 19, 2003 was changed to a METRO bus, Lane 2, Metro Center. The time of the meeting has been changed to 10:00 a.m. to 12:00 noon.

ACTION: MOTION: ED KRAMER SECOND: BARBIE SCHALLER

Change the meeting venue to the Santa Cruz Metro Center, Lane 2, from 10:00 a.m. to 12:00 noon on March 19, 2003.

Motion passed unanimously.

John Daugherty suggested that to receive input from the South County residents, the April 2, 2003 meeting of the Call Stop Committee should be held in Watsonville.

ADJOURN

There being no further business, Margaret Gallagher adjourned the Call Stop Committee meeting at 3:45 p.m.

Respectfully submitted,

Dale Carr
Administrative Services Coordinator

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

Minutes- Call Stop Committee

March 19, 2003

A Meeting of the Call Stop Committee met on Wednesday, March 19, 2003 at the Metro Center, Lane 2, Santa Cruz, California.

Margaret Gallagher, Facilitator, opened the meeting at 10:19 p.m.

Discussion on the bus at Santa Cruz Metro Center at the beginning of trip:

1. Introductions

MEMBERS PRESENT:

Bryant Baehr, METRO
Frank Bauer, METRO Training & Safety
Michael Bush, Commission on Disabilities
Ted Chatterton, MUG
Connie Day, MASTF
Margaret Gallagher, METRO
Ed Kramer, MASTF
Fahmy Ma'Awad, Doran Center for the Blind
Jeff North, UTU

MEMBERS ABSENT:

Cabrillo College Representative
MUG Representative
Barbie Schaller, Sr. Commission

OTHERS PRESENT:

John Daugherty, SCMTD Staff
Shelly Day, Rider

2. Oral and Written Communications

Ed Kramer stated for the record that when he spoke with Peggy, Jeff and Bryant on Thursday, it was not in violation of the Brown Act.

Michael Bush, representative of the Commission on Disabilities, stated that he was here to see if the talking bus technology works for those with hearing disabilities. Bryant pointed out that there is a readout that shows the same information that the talking bus technology states. However, he is not aware of any tests that have been conducted for the hearing loss community. Margaret stated that we could find out from the manufacturer about this and report it at the next meeting.

3. Review of Ground Rules

Treat others with respect.
No interrupting

Everyone has a turn to speak for 3 minutes each.
No shouting.
Consider everyone's point of view.

Trip to Capitola Mall on the Route 69 (Short)

4. Discussion regarding the reprogramming of the Route 69 (short)

Bryant stated that he made a few changes to this route, namely calling out the stops as follows: Instead of saying "Soquel and Capitola Rd." he changed it to "Soquel at Capitola Rd."

5. Consideration of input regarding the reprogramming of the Route 69 (short)

Bryant and Ed met to discuss Soquel/Seabright and Soquel/Benito. They met with Jeff North to trouble shoot the system. A problem occurs when stops are not only too close to each other but also when the bus does not need to stop due to no passengers waiting. This puts the bus ahead of the announcements. The Soquel/Seabright stop is currently being called. The Benito stop is not called. Bryant also removed the calling of 24 Hour Fitness and made all announcements reflect the streets rather than stores or businesses. Poplar Street is being announced both inbound and outbound. Bryant did shrink down the trigger points as far as he could while still ensuring that the stops are announced. He moved the trigger point at Seabright stop to 355' or 365'. At a few of the stops, Bryant will add in points of interest. There was discussion regarding calling streets or destinations by stating "We are entering/leaving _____". It was requested to call out the "Eastside Post Office" when announcing Morrissey.

Return trip to the Santa Cruz Metro Center via the Route 69 (short)

6. Consideration of whether Santa Cruz Metro buses should call all the bus stops on every route in the system unless it would create an unsafe situation for bus passengers

There was discussion regarding calling of streets when the bus doesn't stop at those streets. It creates confusion. Ted is in favor of naming both the street names and businesses. Ed believes it gives an unfair advantage to one business over another when only some of the businesses are announced.

ACTION: MOTION: ED KRAMER SECOND: CONNIE DAY

Announce the street names when the bus enters every street. However, this is not necessary if the technology announces the intersection. Example, when leaving Metro Center, call out the name of the street the bus enters onto. At intersections, announce the name of the street the bus is on.

Motion failed with 3 "ayes", 1 "abstention", 5 "nays"

Suggestion: Place a sign on the bus stops that will reflect how that stop will be announced. Bryant is not sure if this would be acceptable to the City's Public Works Dept.

ACTION: MOTION: FAHMEY MA'AWAD SECOND: ED KRAMER

Reprogram the stops according to his conversation yesterday with Digital Recording. He was told that within that space, the trigger point could be done within the 200'. Put it back from Seabright about 10'. Trigger box would be at 30-40' and this would give enough time to ring the bell and stop the bus safely. He would like to do this to the areas by the Benito stop to see if it can be programmed for each of the stops along the way.

Frank Bauer does not believe that 200' is enough room between an announcement and a bus stop due to conditions, reaction time, etc. It is not enough room to make a safe stop under all conditions.

Ed withdrew his second of the motion.
Fahmey withdrew his motion.

ACTION: MOTION: ED KRAMER SECOND: CONNIE DAY

Add to the Board of Directors agenda to ask the Board to appoint Shelly Day to the Call Stop Committee as a voting member. State that this issue arose after the posting of the agenda and that there is a need to take action.

Motion passed with a vote of 5 yes votes, 2 no votes and 1 abstention

Margaret added that all the other members of the Call Stop Committee are representing groups and that Shelly shouldn't be appointed merely because he attends the meetings with Connie. She is against appointing any one individual.

There was discussion of the Committee make up and the fact that there are union and staff members on the Committee. John Daugherty suggested that Shelly Day be considered as a MUG representative since there is a vacancy for that representative.

ACTION: WITHDRAW MOTION

Margaret Gallagher will approach the MUG Chair regarding Shelly Day representing MUG on the Call Stop Committee.

Michael Bush suggested that all the stops be called initially then cut back as necessary. Bryant Baehr stated that he would have the goal of announcing every stop. If and when issues arise that would prohibit calling every stop, Bryant will return to the Committee who would make a recommendation to the Board for a change. Bryant will return to the next

meeting with a reasonable schedule for the Committee to review of how this will be accomplished.

10. Consideration of remaining schedule of meetings

The March 26, 2003 meeting will be held in Lane 2 at the Metro Center.

ACTION: MOTION: MICHAEL BUSH SECOND: ED KRAMER

Santa Cruz METRO buses would call all the stops on every route unless it would create an unsafe situation for the bus passengers.

Motion passed unanimously with 7 yes votes.

11. Adjourn

There being no further business, Margaret Gallagher adjourned the Committee meeting at 12:05 p.m. but asked the members to email any ideas for additional agenda items to her.

Respectfully submitted.

Dale Carr
Administrative Services Coordinator

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

Minutes- Call Stop Committee

March 26, 2003

A Meeting of the Call Stop Committee met on Wednesday, March 26, 2003 at the Metro Center, Lane 2, Santa Cruz, California.

Margaret Gallagher, Facilitator, opened the meeting at 1:35 p.m.

Discussion on the bus at Santa Cruz Metro Center at the beginning of trip:

1. Introductions

MEMBERS PRESENT:

Bryant Baehr, METRO
Michael Bush, Commission on Disabilities
Ted Chatterton, MUG
Connie Day, MASTF
Shelly Day, MUG
Margaret Gallagher, METRO
Ed Kramer, MASTF
Fahmy Ma'Awad, Doran Center for the Blind
Bonnie Morr, UTU
Ed Nelson, Transit Supervisor, PSA

MEMBERS ABSENT:

Cabrillo College Representative
Barbie Schaller, Sr. Commission

OTHERS PRESENT:

John Daugherty, SCMTD Staff
Lucy Leon, Transit Rider

2. Oral and Written Communications

Margaret Gallagher reported that Shelly Day is the new MUG representative on this Committee.

Fahmey Ma'Awad asked if it is possible to add John Daugherty to the Committee because of his position as Accessible Services Coordinator. It was requested that the Committee make a recommendation to the Board of Directors in this regard.

ACTION: MOTION: FAHMEY MA'AWAD SECOND: ED KRAMER

Make the necessary findings to determine that there is a need to take action and this need arose since the posting of the agenda.

Motion passed with 5 "yes" votes, 4 "no" votes and one "abstention"

This item is now on today's Call Stop Committee agenda.

ACTION: MOTION: MICHAEL BUSH SECOND: TED CHATTERTON

It is recommended that the Board of Directors appoint John Daugherty to the Call Stop Committee.

Motion passed with one abstention.

3. Review of Ground Rules

Treat others with respect.

No interrupting

Everyone has a turn to speak for 3 minutes each.

No shouting.

Consider everyone's point of view.

4. Review of programming differences from March 19 trip on the Route 69

Bryant Baehr reprogrammed the Soquel/Seabright stop without mentioning Benito. He reset the trigger box close to 20'. When the bus passes the stop, the trigger box goes for another 40'-50' past that. He added that if he shrunk the trigger box down too far, it might jump over the trigger box.

5. Discussion regarding the modifications of the Bus Stop Announcements

Michael Bush asked if the visual readout could be programmed to run the same announcement twice in case someone missed it the first time and was informed that when the cord is pulled, the "stop requested" message will override the visual message unless the bus hits another trigger box. However, Mr. Baehr added that the display could show the bus stop twice.

Return trip to the Santa Cruz Metro Center – discussion on the bus at the Metro Center

6. Consideration of Implementation Schedule to program calling all stops on each route unless it would create an unsafe situation for the passengers

Discussion involved bus stops: elimination of a stop if two stops are too close together, policy on distance between stops (Mr. Baehr believes it is 600' between stops), moving of a bus bench/stop. It was suggested that Benito be announced with the previous street and have the announcement direct the passengers to talk with the driver if they want to stop at Benito. David Konno joined the discussion and stated that it takes approximately four months to change a bus stop.

ACTION: MOTION: ED KRAMER SECOND: FAHMEY MA'AWAD

At next week's meeting, Committee will ride on bus to hear announcement of just "Benito" and not "Soquel/Benito" to see if there is enough space and time to be able to call the stop.

AMENDMENT: Direct Bryant Baehr and David Konno to study moving the Benito bus stop/bench to after the fire station as long as there are no great consequences to the public.

AMENDMENT: Between the Soquel/Poplar and Soquel/Seabright stops, direct Bryant Baehr to announce "Benito stop will be announced as Benito".

Motion passed with eight "yes" votes and two abstentions.

16. Adjourn

There being no further time, Margaret Gallagher adjourned the Committee meeting at 3:30 p.m. and stated that the remaining agenda items would be carried over to the next meeting.

Respectfully submitted.

Dale Carr
Administrative Services Coordinator

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

Minutes- Call Stop Committee

April 2, 2003

A Meeting of the Call Stop Committee met on Wednesday, April 2, 2003 at the Metro Center, Lane 2, Santa Cruz, California.

Margaret Gallagher, Facilitator, opened the meeting at 1:30 p.m.

Discussion on the bus at Santa Cruz Metro Center at the beginning of trip:

1. Introductions

MEMBERS PRESENT:

Bryant Baehr, METRO
Frank Bauer, METRO Training & Safety
Michael Bush, Commission on Disabilities
Ted Chatterton, MUG
Connie Day, MASTF
Shelly Day, MUG
Margaret Gallagher, METRO
Ed Kramer, MASTF
Fahmy Ma'Awad, Doran Center for the Blind
Bonnie Morr, UTU
Barbie Schaller, Sr. Commission

MEMBERS ABSENT:

Cabrillo College Representative

OTHERS PRESENT:

John Daugherty, SCMTD Staff

2. Oral and Written Communications

Bryant Baehr reported that the twenty-nine new buses that are on order will have eight speakers in them.

3. Review of Ground Rules/Brown Act

Treat others with respect.
No interrupting
Everyone has a turn to speak for 3 minutes each.
No shouting.
Consider everyone's point of view.

Margaret Gallagher reported that at the last meeting, the addition of the appointment of John Daugherty to the Call Stop Committee Agenda was voted on by the members present. A

vote of 2/3 of the members present was needed; if less than 2/3 vote was received, then the motion should have been unanimous that there was a need for immediate action and that this need came to the Committee's attention after the posting of the agenda.

4. Consideration of results of request to Board of Directors to consider the appointment of John Daugherty to the Call Stop Committee

Margaret Gallagher reported that the Board did not find that there was an immediate need to take action on this issue since the Committee will not complete its work at the next meeting. The Board further found that there is time to receive a staff report on this issue during the regular course of the Board meetings. Ed Kramer asked that action be taken at the April 11th Board meeting and Ms. Gallagher responded that she would make this request to the General Manager. Fahmey Ma'Awad stated that the Oral Communications portion of the Board meeting was closed by the Chair prior to Mr. White discussing this matter.

5. Review of programming differences from March 26, 2003 trip on Route 69

Bryant Baehr played the announcement of "Soquel at Seabright – Benito stop announced as Benito".

6. Discussion regarding the modifications of the bus stop announcements

A test drive was taken to hear the afore-mentioned announcement. It was determined that by getting the green light at Seabright, the bus is able to stop directly in front of the bus bench at Benito. There was discussion regarding moving this bus bench to in front of the glass studio.

Return trip to the Santa Cruz Metro Center; Discussion at the Santa Cruz Metro Center in upstairs conference room.

7. Consideration of Implementation Schedule to program calling all stops on each route unless it would create an unsafe situation for the passengers

Bryant Baehr reported that his goal is to have all of the local stops recorded by the end of the summer. The remaining routes would take longer, however, every route should be programmed by the end of the year. There was discussion regarding a sub-committee to which Mr. Baehr would bring questions that arise during the programming process. Mr. Baehr stated he would prefer to deal with the entire Committee if and when situations arise during the programming process whereby he requires input. Rather than stopping the programming process, he would bunch these questions and approach the Committee with several questions at a time. An update on the programming of the local routes will be given on September 1, 2003.

ACTION: MOTION: MICHAEL BUSH

SECOND: CONNIE DAY

It is recommended to the Board of Directors that Bryant Baehr move forward as quickly as possible with a December 31, 2003 deadline in mind for having the Talking Bus Technology programmed for all routes.

Motion passed unanimously.

8. Consideration of process Bryant Baehr uses to advise that calling a certain bus stop creates an unsafe situation, should Call Stop Committee have a role?

Margaret Gallagher asked if there were any comments regarding the proposed sub-committee. Bonnie Morr stated that the Committee should not be deciding what is safe and what is not safe. These decisions should be made by Mr. Baehr, the Safety and Training Coordinator and members of the drivers' group. John Daugherty asked that input be allowed from advisory groups, rather than just from staff. Mr. Baehr responded that it is the ultimate responsibility of the District to provide safe transportation, however, he would like to receive more innovative ideas from the Committee.

ACTION: MOTION: BRYANT BAEHR SECOND: MICHAEL BUSH

During the programming process, any situations of concern that relate to calling out stops will be bundled together while Bryant continues on his path, and once a month the Committee will reconvene to discuss the list of issues that arose.

Motion passed unanimously.

9. Consideration of destination points

There was discussion regarding the definition of destination points vs. points of orientation.

ACTION: MOTION: FAHMEY MA'AWAD SECOND: ED KRAMER

Consider destination point as defined as the ending point on the route. All destination points would be called.

Motion passed with one "nay" vote.

10. Consideration of major intersections and transfer points

There was discussion on how to differentiate between a bus stop being called vs. an orientation point being called. Suggestions: use one street name as an orientation point, state "Soquel & Branciforte – bus stop is at Pine". Ms. Gallagher stated the need to define a "major intersection".

ACTION: MOTION: CONNIE DAY SECOND: BARBIE SCHALLER

Define “major intersection” as a street having four lanes on both streets in both directions with a traffic light; include the Morrissey intersection.

Motion passed with eight “yes” votes , one “nay” vote, one “abstention”

There was discussion regarding the definition of transfer points. Mr. Kramer added that the ADA regulations clearly spell out the definition of a transfer point. Ms. Gallagher read the definition. Mr. Baehr will required some recording time to state these transfer points and the Committee will need to work on how to display this to the passenger. There some discussion as to how these transfer points would be called.

18. Consideration of remaining schedule of meetings

ACTION: MOTION: CONNIE DAY

SECOND: MICHAEL BUSH

Continue Call Stop Committee meetings on a monthly basis on Wednesdays from 1:30 to 3:30 p.m.

AMENDMENT: Continue to meet weekly through the month of April then start monthly meetings beginning with the first Wednesday in May.

Motion passed unanimously.

19. Adjourn

There being no further time, Margaret Gallagher adjourned the Committee meeting at 3:33 p.m.

Respectfully submitted.

Dale Carr
Administrative Services Coordinator

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

Minutes- Call Stop Committee

April 9, 2003

A Meeting of the Call Stop Committee met on Wednesday, April 9, 2003 at the Metro Center Conference Room, Santa Cruz, California.

Margaret Gallagher, Facilitator, opened the meeting at 1:40 p.m.

1. Introductions

MEMBERS PRESENT:

Bryant Baehr, METRO
Michael Bush, Commission on Disabilities
Ted Chatterton, MUG
Connie Day, MASTF
Shelly Day, MUG
Ed Kramer, MASTF
Fahmy Ma'Awad, Doran Center for the Blind
Margaret Gallagher, METRO
Bonnie Morr, UTU
Barbie Schaller, Sr. Commission
Jim Taylor, UTU

MEMBERS ABSENT:

Cabrillo College Representative

OTHERS PRESENT:

John Daugherty, SCMTD Staff

2. Oral and Written Communications

Ed Kramer stated that he would like to revisit the definition of "major intersections" that was determined at the April 2nd Call Stop Meeting. Margaret Gallagher informed him that since this item is not on today's agenda, a vote to make the necessary findings to put this on the agenda would need to be taken. There was discussion in this regard with the specific comment that defining a major intersection as having four lanes and a signal light would limit the amount of intersections that would be called. It was further noted that the original definition should not be brought before the Board if it will be changed in the future.

ACTION: MOTION: ED KRAMER SECOND: CONNIE DAY

Add to today's agenda to rediscuss the definition of major intersection and reconsider the definition because Mr. Kramer believes that there is a need to take action that came to the Committee's attention since the posting of the agenda.

Motion required 2/3 vote (or 7 votes) of the membership present in order to pass. Motion failed with six “yes” votes and five “nay” votes.

Ms. Gallagher will add the item to redefine “major intersections” to the next Call Stop Committee agenda.

3. Consideration of Transfer Points

Suggestions included: calling the transfer points while the passengers are on the bus; calling the name of the current stop and the transfer destination and number of the routes that intersect with the bus stop; calling of the route numbers only that the stop intersects with; allowing sufficient space to announce the call stop in addition to announcing the transfer points; state that the stop is a “transfer for Capitola/Live Oak areas” since an arriving bus would also make their external announcement upon arrival.

ACTION: MOTION: CONNIE DAY SECOND: BARBIE SCHALLER

Direct Bryant Baehr to program some of these ideas (i.e. announcing of route numbers only, destination only, combination of both) so the Committee can hear them at the next Call Stop meeting.

Mr. Baehr stated that he may need to ask the Board for funds to acquire a larger MB card since the current cards are only 32 MG and may not be large enough for all the announcements. These cards costs approximately \$80 each and would be needed for 62 buses.

Motion passed with nine “yes” votes and one “abstention”

ITEM #9 WAS TAKEN OUT OF ORDER.

9. Report and discussion from Bryant Baehr and David Konno regarding moving bus stop on Soquel at Benito to different location

Margaret Gallagher reported that she received a memo from David Konno regarding the removal of the bus stop at the Soquel/Benito location. He brought this issue to the Bus Stop Advisory Committee (BSAC). However, the issue was not to remove the stop and bus bench but to move it forward approximately 204’ to allow more space between that stop and the Soquel/Seabright stop. More space would allow the bus operator to safely stop at the Soquel/Benito bench while allowing enough time to call the stop as well. There was discussion to determine the safety of the Branciforte students in accessing the stop if it were moved forward.

Ms. Gallagher stated that there is a new Supreme Court case regarding the liability of transit districts for ensuring safe situations as they relate to properties adjacent to bus stops. Mr. Baehr explained the process necessary to move a bus stop and that it takes approximately four months in the past when stops have been moved.

ACTION: MOTION: ED KRAMER SECOND: TED CHATTERTON

Recommend to the Board of Directors that under the circumstances of two bus stops being too close together that the Bus Stop Advisory Committee (BSAC) would review it for all their criteria, including safety, for possible moving of the stop to accommodate the calling of the stop.

Motion passed unanimously.

4. Consideration of intervals for orientation

Margaret Gallagher read the definition of intervals for orientation from the ADA Regulations. Discussion ensued with the following suggestions offered for announcements: When bus pulls off one street onto another, announce the street it is entering as an orientation point; announce Morrissey for orientation purposes; on its return trip to Metro Center, announce the lane the bus is returning to; announce the lane bus is returning to prior to entering the Metro Center area; form a sub-committee to work with Mr. Baehr on calling landmarks around the county; eliminate the "stop requested" verbal announcement but keep the visual readout so visually impaired riders will know a stop was requested.

ACTION: MOTION: ED KRAMER SECOND: CONNIE DAY

Recommend that Ed Kramer assist Bryant Baehr in the programming of the short route 69 as it relates to orientation points, street names, transfer points, destination announcements and extraneous verbiage.

Motion passed unanimously.

10. Consideration of remaining schedule of meetings

Due to a conflict with the Metro Users Group (MUG) meeting on April 16, 2003, the Call Stop Committee meeting will be cancelled for that day and will reconvene on Wednesday, April 23, 2003.

11. Adjourn

There being no further time, Margaret Gallagher adjourned the Committee meeting at 3:36 p.m.

Respectfully submitted.

Dale Carr
Administrative Services Coordinator

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

Minutes- Call Stop Committee

April 23, 2003

A Meeting of the Call Stop Committee met on Wednesday, April 23, 2003 at the Metro Center Lane 2 then in the Metro Conference Room, Santa Cruz, California.

Margaret Gallagher, Facilitator, opened the meeting at 1:41 p.m.

1. Introductions

MEMBERS PRESENT:

Bryant Baehr, METRO
Frank Bauer, METRO Training & Safety
Michael Bush, Commission on Disabilities
Ted Chatterton, MUG
Connie Day, MASTF
Shelly Day, MUG
Margaret Gallagher, METRO
Ed Kramer, MASTF
Fahmy Ma'Awad, Doran Center for the Blind
Bonnie Morr, UTU

MEMBERS ABSENT:

Cabrillo College Representative
Barbie Schaller, Sr. Commission

OTHERS PRESENT:

John Daugherty, SCMTD Staff

2. Oral and Written Communications

Ed Kramer expressed concern about the definition of "major intersections" and about the Benito stop.

3. Consideration and Input regarding the various announcements made on the bus trip that was taken at the beginning of the meeting.

Bryant Baehr and Ed Kramer surveyed the route last week and added in announcements for turning onto different streets along with announcing orientation points, such as the Eastside Post Office, and transfer points. The Capitola Mall was announced as "Capitola Mall Transit Center" so riders would know that this is a transfer point. It was noted that the "stop requested" announcement can be deleted, however, the video sign would still show "stop requested".

Concerns regarding the programming of the short 69 route were as follows: Intersection was defined as four lanes – should Soquel and Riverside have been called? When Capitola Rd. was announced, it was not stated whether it was "inbound" or "outbound". Move transfer point

to Park Street. Add Dominican Hospital to the list of orientation points. Proper transfer points are Fredrickson, Park Way and Dominican. Use time points in the Headways. Adjust announcement to say “transfer” instead of “transfer here”. When pulling back into the Metro Center, announcement should say “Metro Center, Lane 1” leaving out the “arriving at...”. Announcing “Front Street” as soon as the bus leaves the Metro Center achieves nothing. Don’t call orientation points when the bus doesn’t stop there; connect orientation points to a bus stop. Calling of street names only would be for orientation.

17. Adjourn

There being no further time, the meeting was adjourned at 3:30 p.m.

Respectfully submitted.

Dale Carr
Administrative Services Coordinator

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

STAFF REPORT

DATE: April 25, 2003

TO: Board of Directors

FROM: Margaret Gallagher, District Counsel

SUBJECT: **CONSIDERATION OF CALL STOP COMMITTEE
RECOMMENDATIONS REGARDING FREQUENCY OF CALL STOP
AND IMPLEMENTATION SCHEDULE- INTERIM REPORT
(AMENDED)**

I. RECOMMENDED ACTION**Review the Recommendations of the Call Stop Committee****II. SUMMARY OF ISSUES**

On September 13, 2002, installation of the talking bus equipment was completed on sixty-two buses. All of this equipment was completely operational by October 4, 2002. It is anticipated that by the end of April 2003, (depending on the acceptance of 29 new buses) all local fixed route service will be equipped with the talking bus technology. Additionally, the Highway 17 service is designated to be equipped with this technology at the end of September 2003, (depending on the delivery and acceptance of the 11 new buses) at which time METRO's entire fleet will be talking bus capable.

- Troubleshooting of the equipment occurred for approximately six months.
- On February 14, 2003, METRO staff recommended that a public participation process be established in order to facilitate recommendations to the Board of Directors regarding the frequency of call stops and the implementation schedule.
- This Call Stop Committee has been meeting weekly since March 5, 2003.

III. DISCUSSION

On September 13, 2002, installation-of the talking bus equipment was completed on sixty-two buses. All of the equipment was completely operational by October 4, 2002. Troubleshooting of the equipment occurred for approximately six months. On February 14, 2003, METRO staff recommended that a public participation process be established in order to facilitate recommendations to the Board of Directors regarding the frequency of call stops and the implementation schedule.

At that time the Board of Directors formed a committee with the following groups providing representatives as follows:

| | | |
|----------------------------|---|------------------------------------|
| MASTF | 2 | (Connie Day; Ed Kramer) |
| MUG | 2 | (Shelley Day; Ted Chatterton) |
| UTU | 2 | (Bonnie Morr; Jeffrey North) |
| METRO staff | 2 | (Bryant Baehr; Margaret Gallagher) |
| u c s c | 1 | (Candace Ward) |
| Doran Center | 1 | (Fahmy Ma'Awad) |
| PSA | 1 | (Frank Bauer) |
| Cabrillo College | 1 | (no appointment) |
| Seniors Commission | 1 | (Barbara Schaller) |
| Commission on Disabilities | 1 | (Michael Bush) |

At the first meeting on March 5, 2003, Bryant Baehr, the Manager of Operations, explained and demonstrated the Talking Bus Equipment. Mr. Baehr advised that METRO had spent over \$1 million dollars on the equipment but that equipment was not being utilized to its fullest potential. The Committee determined that it would schedule a meeting on a bus that would leave from the Santa Cruz Metro Center and would travel to and from the Capitola Mall on the Route 69 (short). The Committee asked Mr. Baehr to program the bus to call all the stops in order to determine the impact on the rider and the system. The majority of stops on the route are at least 600 feet apart and present no safety issue as they allow sufficient time for the bus stop announcement to be made, for the passenger to hear or see the announcement and react to it, for the passenger to pull the cord to alert the bus operator to the stop request and for the bus operator to bring the bus to a safe stop.

However, the stop on Soquel at Benito is approximately 375 feet from the previous stop. METRO staff does not believe that this distance is sufficient to allow the announcement to be made and for the passenger to react timely in order to permit the bus driver to safely bring the bus to a stop. The Committee has spent a considerable amount of time trying to come up with creative solutions to be able to announce the stop while maintaining the safety of the bus passengers. The committee has not resolved this issue as of the writing of this report.

After traveling on the reprogrammed Route 69, the Committee did determine that it would recommend to the Board of Directors that it should authorize the calling of all stops on each route unless it would create an unsafe situation. The Manager of Operations would program the Talking Bus Technology on each route and if a problem arose in which he felt a stop was unsafe he would bring the matter to the Committee's attention for review and input. Mr. Baehr commented that he believed that there would be very few stops that would be determined to be unsafe and therefore, unable to be called. Although ultimate liability for the safety of the passengers, drivers, and equipment remains with METRO, Mr. Baehr stated that receiving input from the committee on these issues would be beneficial to him. If the committee and Mr. Baehr

are unable to reach a mutually agreeable solution, the matter would be presented to the Board of Directors for final resolution.

The Committee further decided that it would recommend that implementation of this new program should take place as soon as possible but not later than December 31, 2003. The Manager of Operations had advised the Committee that if the Board of Directors authorized the calling of all stops unless it would create an unsafe situation, he believed that he would be able to program the local routes by September 1, 2003, with the entire project complete by December 31, 2003.

At this point the committee turned to the task of defining various terminology that is set forth in the ADA federal regulations.

The Committee's recommendations to date, are set forth in Attachment 1.

The Committee determined that it should continue its work and complete the tasks outlined on the agenda which is set forth in Attachment 2. It is currently scheduled to meet weekly through April and thereafter, once a month until the project is complete.

IV. FINANCIAL CONSIDERATIONS

None

V. ATTACHMENTS

Attachment 1: Call Stop Committee Recommendations

Attachment 2: Agenda for the April 9, 2003 Call Stop Committee Meeting

CALL **STOP** COMMITTEE RECOMMENDATIONS

The Call Stop Committee makes the following recommendations:

1. that the Talking Bus Technology be programmed so that each stop on all METRO routes is announced unless to do so would create an unsafe situation;
2. that Bryant Baehr, Manager of Operation, program the Talking Bus Technology as set forth above as soon as possible but in no event, later than December 31, 2003;
3. that during the period while Bryant Baehr programs the Talking Bus Technology as set forth above, should a situation arise that Mr. Baehr believes is unsafe, that he will present, on a monthly basis, those situations to the committee for discussion;
4. that "Destination point" be defined as the ending point on the route;
5. that "Major Intersection" be defined as any intersection in which each cross-street has at least 4 lanes and is controlled by a traffic signal and shall also include the intersection at Morrissey, Water and Soquel; and
6. that the Call Stop Committee shall continue to meet weekly through April and then will proceed to have monthly meetings until the project is concluded.

Call Stop Committee Agenda
April 9, 2003
1:30 p.m.-3:30 p.m.
Santa Cruz Metro Center
Upstairs Conference Room
Ask Information Booth for Entry
920 Pacific Avenue
Santa Cruz, California

The Call Stop Committee and Members of the Public will meet in the Upstairs Conference Room at the Santa Cruz Metro Center at 1:30 p.m-3:30pm.

1. Introductions
2. Oral and Written Communications
- 3. Consideration of Transfer Points;
4. Consideration of Intervals for Orientation;
5. Consideration of Effect of Talking Technology on Hearing Disabled;
6. Consideration of Modification of Talking BUS Technology to Continuously Play External Announcement when Door is Opened;
7. Consideration of Placement of Signs on BUS Stops to Identify Stops;
8. Consideration of Bus Operators Calling all Stops, Using Best Efforts under the Circumstances, if Talking Bus Technology is Inoperable;
9. Report and Discussion from Bryant Baehr and David Konno regarding Moving Bus Stop on Soquel at Benito to Different Location;
10. Consideration of Remaining Schedule of Meetings;
11. Adjourn.

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: June 27, 2003

TO: Board of Directors

FROM: Leslie R. White, General Manager

SUBJECT: CONSIDERATION OF A REQUEST FROM COMMUNITY BRIDGES TO LEASE A PORTION OF THE PARKING LOT AT THE WATSONVILLE MAINTENANCE AND OPERATIONS FACILITY (MOF) FOR THE PURPOSE OF PARKING BUSES/VANS.

I. RECOMMENDED ACTION

That the Board of Directors indicate that the Watsonville MOF lot is not available as a parking facility for Community Bridges vehicles.

II. SUMMARY OF ISSUES

- Community Bridges currently provides the Para Cruz service as a contractor for METRO.
- Community Bridges currently uses property owned by the State of California to park the vehicles used for the both the Lift Line and Para Cruz services.
- Community Bridges has been notified that it will not be able to continue using the state owned property after June 30, 2003.
- Community Bridges has indicated to METRO that it has not been able to secure an alternate location for vehicle parking.
- METRO has received a letter from Community Bridges regarding the possibility of using the Watsonville MOF property as an interim location to park vehicles.
- It will be necessary for METRO to sell the Watsonville MOF Property as a part of financing the MetroBase Project costs.

III. DISCUSSION

Currently, Community Bridges provides the Para Cruz service for METRO. The Para Cruz service is the complimentary paratransit service required to be provided by METRO under the provisions of the Americans with Disabilities Act of 1990. The Para Cruz and Lift Line services are supported from facilities located in both Aptos and Watsonville. Fleet Parking is located in Aptos on a site owned by the State. Community Bridges has indicated that the State will not allow van/bus parking on their property after June 30, 2003. Community Bridges has also indicated to METRO that a new parking site has not been located at this time. As a result of the

lack of an identified alternate parking location, Community Bridges has inquired as to the availability of the Watsonville MOF for use as an interim parking facility.

The MetroBase Project will require the sale of the Watsonville MOF property in the near future. The proceeds from the sale of the Watsonville property will be used to match federal funds for the construction of MetroBase. It is anticipated that the Watsonville property will need to be liquidated by Spring 2004 at the latest as the funds from the Regional Transportation Commission that were planned to be used for this phase of the project are no longer available. I am concerned that once Community Bridges becomes reliant on the availability of the MOF site for fleet parking it will be difficult to liquidate the property without adversely impacting their operations. Therefore, I cannot recommend that the Board approve new uses for a property that is scheduled for disposal.

IV. FINANCIAL CONSIDERATIONS

The absence of the funding from the sale of the Watsonville MOF property would have a significant negative affect on the financing of the MetroBase Project.

V. ATTACHMENTS

Attachment A: Letter regarding Sakata Lane

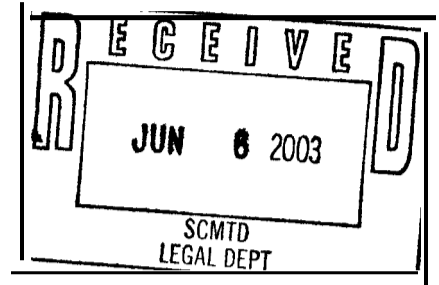


Attachment A

COMMUNITY BRIDGES
Puentes de la Comunidad

VIA FACSIMILE (831-469-3658) AND US MAIL

June 6, 2003



Margaret Gallagher
District Counsel
Santa Cruz Metro Transit District
370 Encinal Street, Suite 100
Santa Cruz CA 95060

Re: Lift Line's Proposal to lease parking at METRO's Sakata Lane site

Dear Ms. Gallagher:

I enclose a one-page proposal and an attachment for presentation of our proposal to lease parking at METRO's Sakata Lane site in Watsonville.

Please contact me if you require additional information or revisions. I can be reached at (831) 688-8840, x204 or [email miker@cbridges.org](mailto:miker@cbridges.org).

Thanks very much for your assistance with this proposal.

Sincerely,

Michael Robins
Chief Operating Officer

cc: Link Spooner, CTSA Division Director

www.communitybridges.org

236 Santa Cruz Avenue

Aptos California 95005

Phone: (831) 688-8840

Fax: (831) 688-8302

153745A04:2003/06/06 12:37:00 FAXED FROM COMMUNITY BRIDGES TO MARGARET GALLAGHER AT METRO LEGAL DEPT. 831-469-3658

**LIFT LINE REQUEST TO SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
TO LEASE PARKING
LOCATED AT SAKATA LANE, WATSONVILLE**

General Proposal

Lift Line proposes to park its fleet of approximately 50 vehicles at METRO's Sakata Lane site in Watsonville. Driver's will typically arrive in a private vehicle, park it, and take one van into service. A RV, trailer, or converted van or bus may be placed on the site as a staging office. If possible, the dispatch office will be served by phone line, and if not, by cell phone/cell fax.

To accomplish this end, Lift Line proposes to lease approximately 30,000 square feet of paved parking space, as shown in "Attachment 1: Sketch of Lift Line Parking at METRO'S Sakata Lane Facility." This land area is approximately 170 by 180, or 30,600 sq. ft. Lift Line proposes to lease this parking area at a rate of **\$.02** per square foot.

Lift Line views this parking site **as** a transitional site. The ultimate program goal is to have three satellite fleet parking sites, one **each** in south county, mid-county, and north county, which would provide the ability for vehicles to depart near to initial route pick-ups. One of these sites would ideally be located at a new, expanded fleet maintenance facility.

Lift Line respectfully requests from METRO a two year lease commencing July 1, 2003 (coinciding with the remaining period of the ADA contract for Paratransit services), with either party having the right to terminate with ninety (90) days notification.

Parking spaces/total number of vehicles parked at the facility

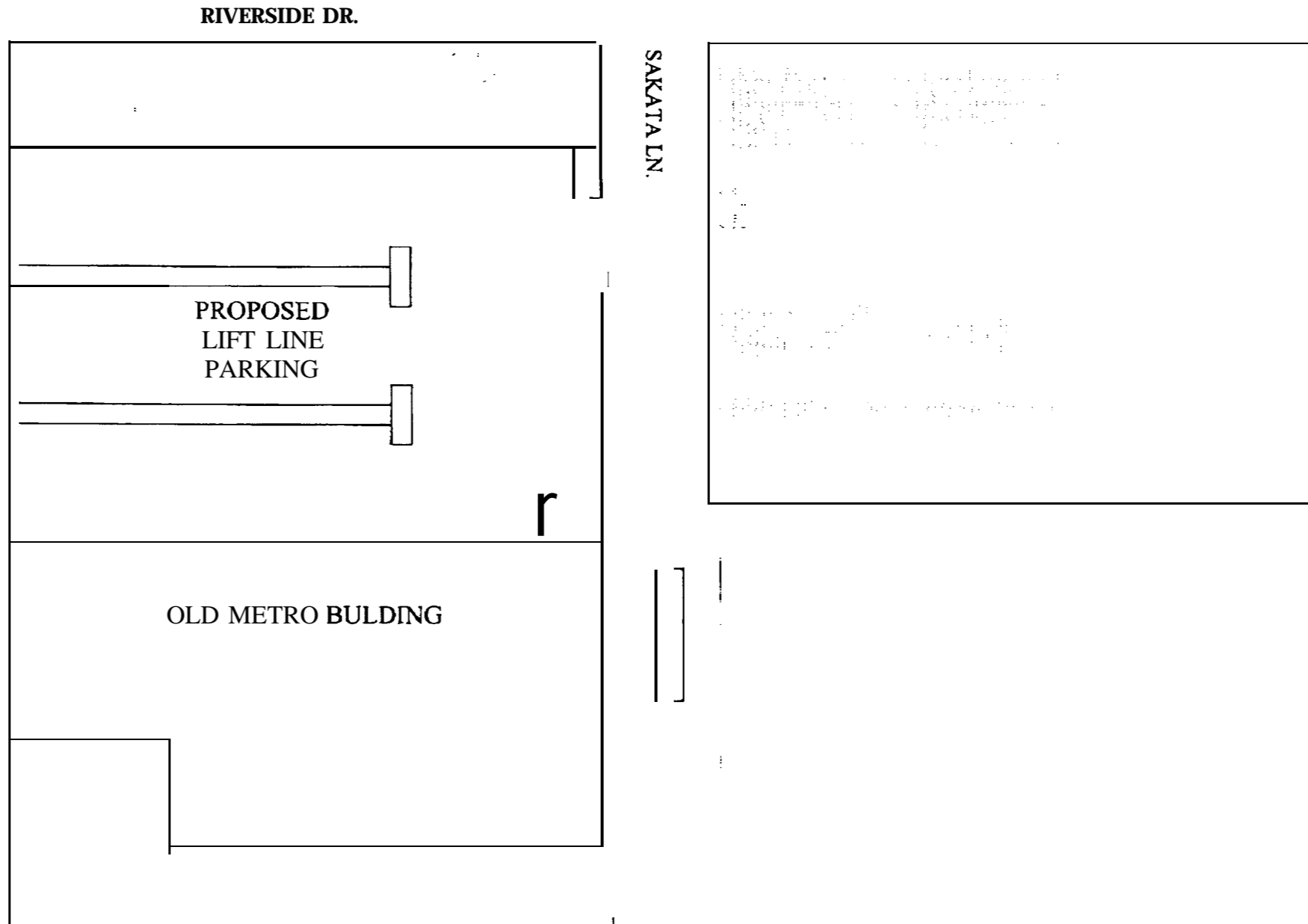
There are currently 76 parking spaces in this area. Lift Line would park from 20-50 vans (some of the fleet may be parked in other areas of the county, including the program's administrative headquarters located on Santa Cruz Ave in Aptos). Drivers will leave their personal vehicles parked after picking up their fleet vehicle. Therefore, at any given point in time there should be approximately 35 vehicles parked at the site.

Hours of operation

Will be between the hours of 5:30 am to 8:00 PM Sunday through Saturday.

Number of vehicles coming and going on a daily basis

Is expected to be approximately 70, including both fleet vehicles and driver's personal vehicles.



ATTACHMENT I : SKETCH OF LIFT LINE PARKING AT METRO'S SAKATA LANE FACILITY

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

STAFF REPORT

DATE: June 27, 2003

TO: Board of Directors

FROM: Margaret Gallagher, District Counsel

SUBJECT: **CONSIDERATION OF AUTHORIZING THE GENERAL MANAGER TO EXECUTE THE FOLLOWING AGREEMENTS IN CONNECTION WITH THE METROBASE PROJECT:**

- A) ACQUISITION AND RELOCATION ASSISTANCE SERVICES AGREEMENT WITH THE CITY OF SANTA CRUZ; AND
- B) MEMORANDUM OF UNDERSTANDING BETWEEN SANTA CRUZ METROPOLITAN TRANSIT DISTRICT AND THE CITY OF SANTA CRUZ REGARDING METROBASE,

I. RECOMMENDED ACTION

Authorize the General Manager to execute two agreements in connection with the MetroBase Project: A) Acquisition and Relocation Assistance Services Agreement; and B) Memorandum of Understanding between Santa Cruz Metropolitan Transit District and the City of Santa Cruz Regarding MetroBase

II. SUMMARY OF ISSUES

- The consolidation of Santa Cruz METRO's maintenance, operations and administrative functions has been determined by the Board of Director's to be METRO's highest priority. The selected sites for the MetroBase Project Phase 1 are designated as the Harvey West Cluster No. 1 Option. A map of the project site is attached as Attachment A.
- Because two of the properties that make-up the MetroBase Project site are privately owned, the Board of Director's authorized the Chair of the Board to forward a letter to the Santa Cruz City Council requesting that it consent to Santa Cruz METRO's use of its eminent domain authority should it become necessary as a result of acquisition efforts. The Chair's letter is attached as Attachment B.
- The Santa Cruz City Council passed a Resolution of Consent, which authorizes Santa Cruz METRO to utilize its eminent domain powers if necessary for acquisition of the properties needed for the MetroBase Project. The Resolution of Consent is attached as Attachment C.
- The Santa Cruz City Council authorized its City Manager to execute the Acquisition and Relocation Assistance Services Agreement, which provides that the City of Santa

Cruz will provide negotiation, acquisition and relocation assistance to Santa Cruz METRO for the MetroBase Project. This Agreement is attached as Attachment D.

- The Santa Cruz City Council authorized its City Manager to execute a Memorandum of Understanding between Santa Cruz Metropolitan Transit District and the City of Santa Cruz regarding MetroBase, which provides for inspection services during the design and construction phases of the MetroBase Project. This MOU is attached as Attachment E.

III. DISCUSSION

In the 1990s, the Board of Directors of the Santa Cruz METRO determined that it would be in METRO's best interest if it consolidated its maintenance, operations and administrative functions into one facility, the MetroBase Project. This determination was made in response to the loss of maintenance capabilities at the Watsonville facility and fueling capabilities at the Santa Cruz Operations Base after the Loma Prieta earthquake. A study was prepared by Gannet Fleming to determine the most feasible site for this new facility. This study identified a 20-acre parcel on the west side of Santa Cruz as the most feasible site, commonly referred to as the Lipton property. The report also noted that Santa Cruz METRO would save approximately \$2 million dollars a years as a result of the consolidation. Due to public opposition to the Lipton site and high costs associated with another site, the Board of Directors selected Harvey West Cluster No.1 Option as the preferred alternative for the MetroBase Project on April 19, 2002. This alternative includes the following properties: 1200 River street (currently Santa Cruz METRO's Operations Base), 138 & 140 Golf Club Drive (currently Santa Cruz METRO's Minor Maintenance Facility, 1122 River (currently Tool Shed Equipment Rentals), and 120 Golf Club Drive (currently Surf City Produce Co.). A map of the Harvey West Cluster No. 1 Option is attached as Attachment A.

Santa Cruz METRO had prepared an Environmental Impact Report (EIR) in accordance with the California Environmental Quality Act (CEQA). The Board of Directors certified the final EIR for the MetroBase Project on February 28, 2003. The period within which the EIR could be legally challenged has expired. Currently, a Request for Proposals for Design Services has been issued with responsive proposals due June 6, 2003.

On March 28, 2003, the Board of Directors authorized the establishment of a property acquisition negotiating team using the services of the Santa Cruz City Redevelopment Agency. Additionally, the Board of Directors authorized the transmittal of a letter from the Santa Cruz METRO Chair requesting consent from the City of Santa Cruz to allow METRO to use its eminent domain authority for acquisition of the 1122 River Street property and 120 Golf Club Drive property both located in the City of Santa Cruz. The letter from the Chair of the Board of Directors to the City of Santa Cruz requesting its consent is attached hereto as Attachment B. On May 27, 2003, the Santa Cruz City Council reviewed this matter and approved a Resolution of Consent, which authorizes Santa Cruz METRO to utilize its eminent domain powers, if necessary, for acquisition of the privately owned properties needed for the MetroBase Project. The Resolution of Consent is attached as Attachment C.

Since the March 28, 2003, Board Meeting, METRO staff has worked with City of Santa Cruz staff in the preparation of two separate agreements, copies of which are attached as Attachment

D and E respectively. The Santa Cruz City Council approved the agreements at its May 27, 2003 meeting.

1. Acquisition and Relocation Assistance Services Agreement (Attachment D):

According to this Agreement, the City of Santa Cruz will provide acquisition and relocation assistance services for Santa Cruz METRO for the MetroBase Project. The City of Santa Cruz will obtain appraisals of the subject properties, meet with METRO staff and the Board of Directors, negotiate with property owners, carry out relocation assistance procedures, when required and as prescribed by federal, state and/or local law and assist METRO with instituting and conduction eminent domain proceedings.

The services will be provided by the staff of the City of Santa Cruz Redevelopment Agency at a rate of \$48.04 per hour. If legal services are needed for the project, the Attorney's time will be billed at \$150 per hour.

2. Memorandum of Understanding between Santa Cruz Metropolitan Transit District and the City of Santa Cruz regarding MetroBase (Attachment E):

Because MetroBase will be constructed within the City of Santa Cruz and because Santa Cruz METRO is a self-permitting agency, METRO staff believes that it is important for the two agencies to work together in a cooperative manner for the success of the MetroBase Project. The MOU will authorize the City's Planning Department to provide inspections services during the design and construction phases of the Project. Additionally, the City's Fire Department will provide L/CNG fueling facility inspection services during the design and construction phases or will coordinate such inspections and monitoring with the County of Santa Cruz.

The City's Planning Department services will be billed at \$81.50 per hour which will be billed in ½ hour increments after the first hour while the Fire Department will be billed at \$35.36 per hour.

The MetroBase Project has experienced a difficult history. With the execution of these agreements with the City of Santa Cruz, it is anticipated that the project will progress through the design, acquisition, relocation and construction project phases in a steady, competent manner.

IV. FINANCIAL CONSIDERATIONS

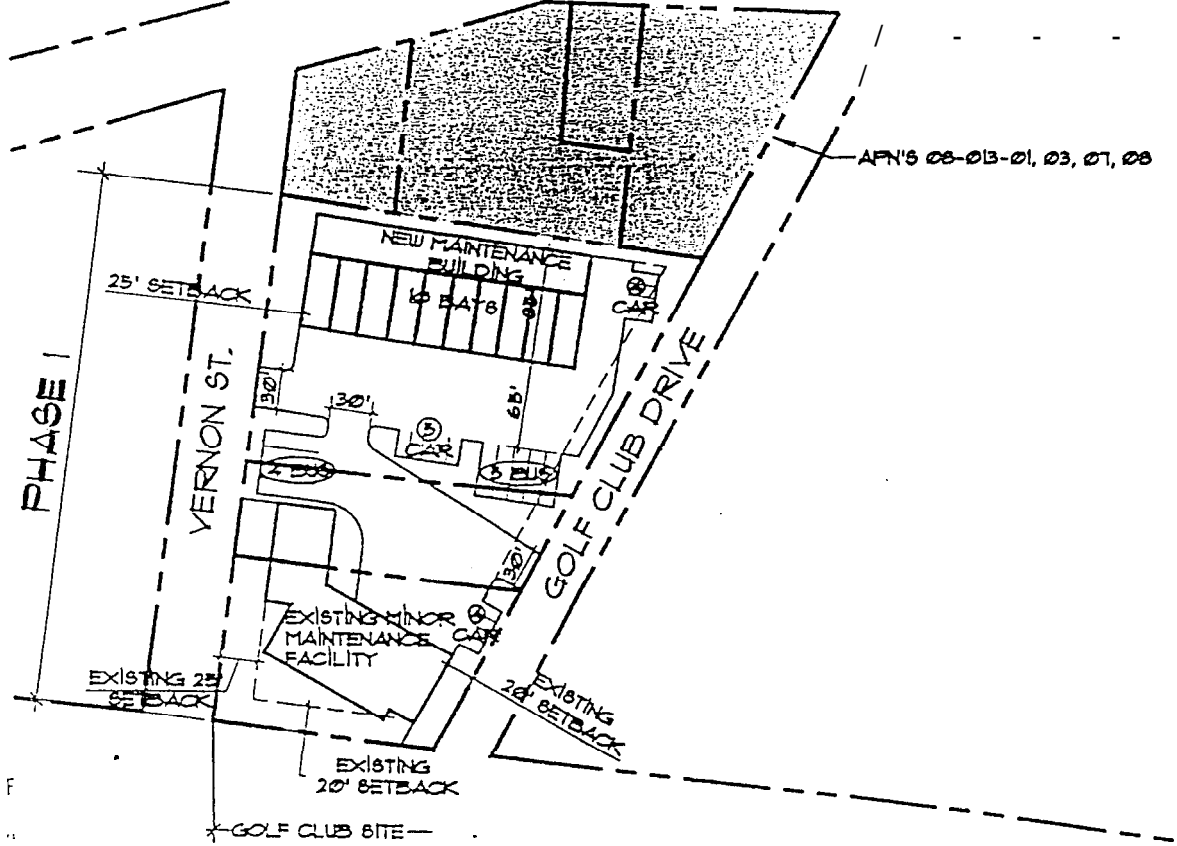
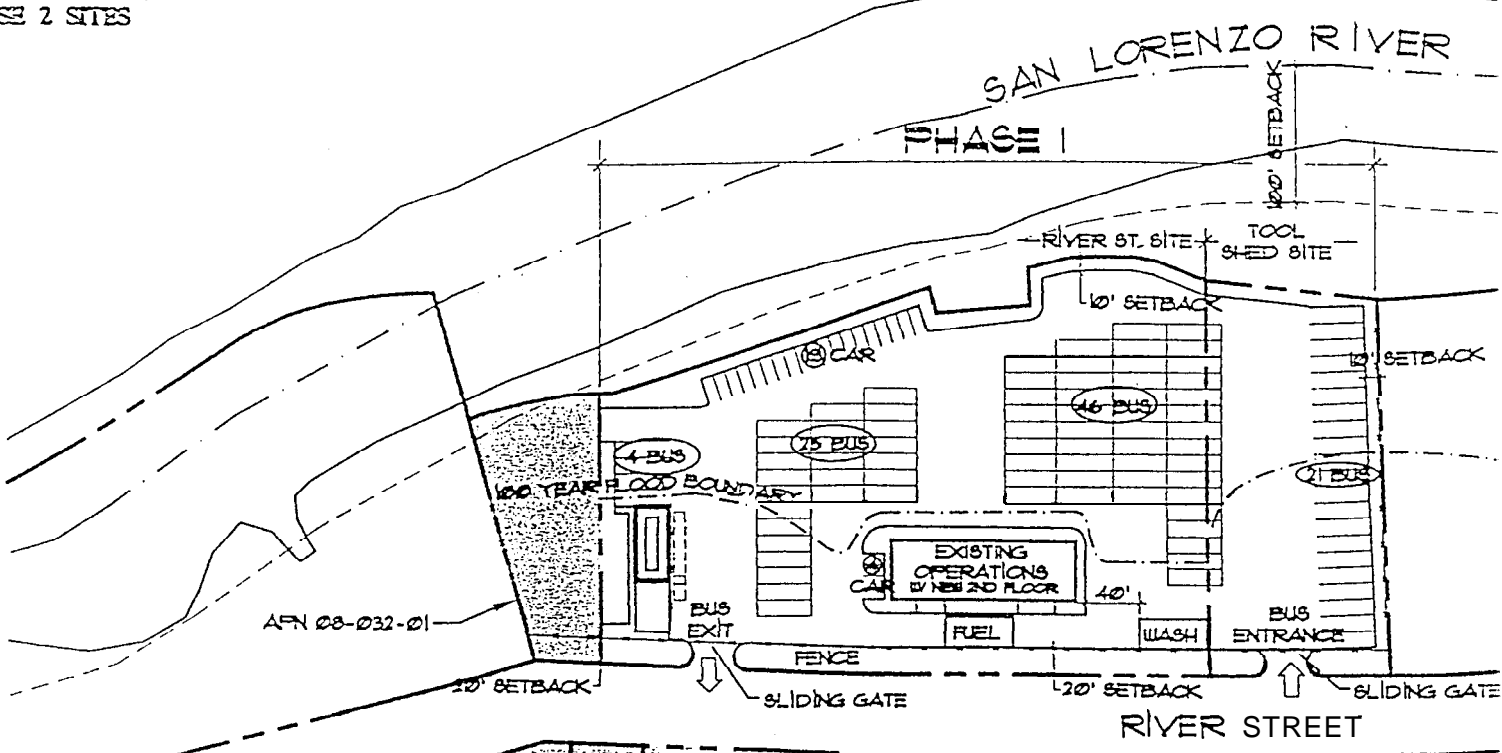
Currently, Santa Cruz METRO has \$20.1 million dollars in funding available for the MetroBase Project.

V. ATTACHMENTS

- Attachment A:** Harvey West Cluster 1 Option for the MetroBase Project
- Attachment B:** Letter dated April 3, 2003 from the Santa Cruz METRO Chair of the Board of Directors to the Santa Cruz City Council requesting consent for METRO to use its eminent domain authority for the MetroBase Project within the City of Santa Cruz.
- Attachment C:** Minutes from the May 27, 2003 Santa Cruz City Council's meeting listing the two pending Resolutions for signatures
- Attachment D:** Acquisition and Relocation Assistance Services Agreement
- Agreement E:** Memorandum of Understanding between Santa Cruz Metropolitan Transit District and the City of Santa Cruz regarding MetroBase

Attachment A

POSSIBLE FUTURE
PHASE 2 SITES



ERLEAF
ARCHITECTS

Potential Phase



April 3, 2003

Santa Cruz City Council
City of Santa Cruz
809 Center Street
Santa Cruz, CA 95060

Dear Santa Cruz City Council:

As you are aware, Santa Cruz METRO is in the process of making MetroBase, METRO's future operation and maintenance facility located in the Harvey West area, a reality. On April 19, 2002, METRO's Board of Directors selected Harvey West Cluster 1 Option as the preferred alternative for the MetroBase Project. This alternative includes two properties, which are owned by private parties: 1122 River Street (currently Tool Shed Equipment Rentals), and 120 Golf Club Drive (currently Surf City Produce Co.). A map of the Harvey West Cluster No. 1 Option is enclosed as Attachment 1.

On February 28, 2003, METRO's Board of Directors certified the Final Environmental Impact Report for the MetroBase Project and also approved the MetroBase Project. Additionally, at its March 28, 2003, Meeting, the Board of Directors authorized METRO staff to establish a property acquisition team in order to commence discussions with the property owners of the Tool Shed Equipment Rentals and Surf City Produce Co. and authorized the transmittal of this letter to you requesting that the Santa Cruz City Council pass a resolution of consent for METRO's use of its eminent domain authority with regard to these two properties.

We ask that you agendaize this request at one of your May meetings in conjunction with the MetroBase Memorandums of Understanding between METRO and the City so that MetroBase can, indeed, become a reality. Thank you for your attention to this matter.

Very truly yours,

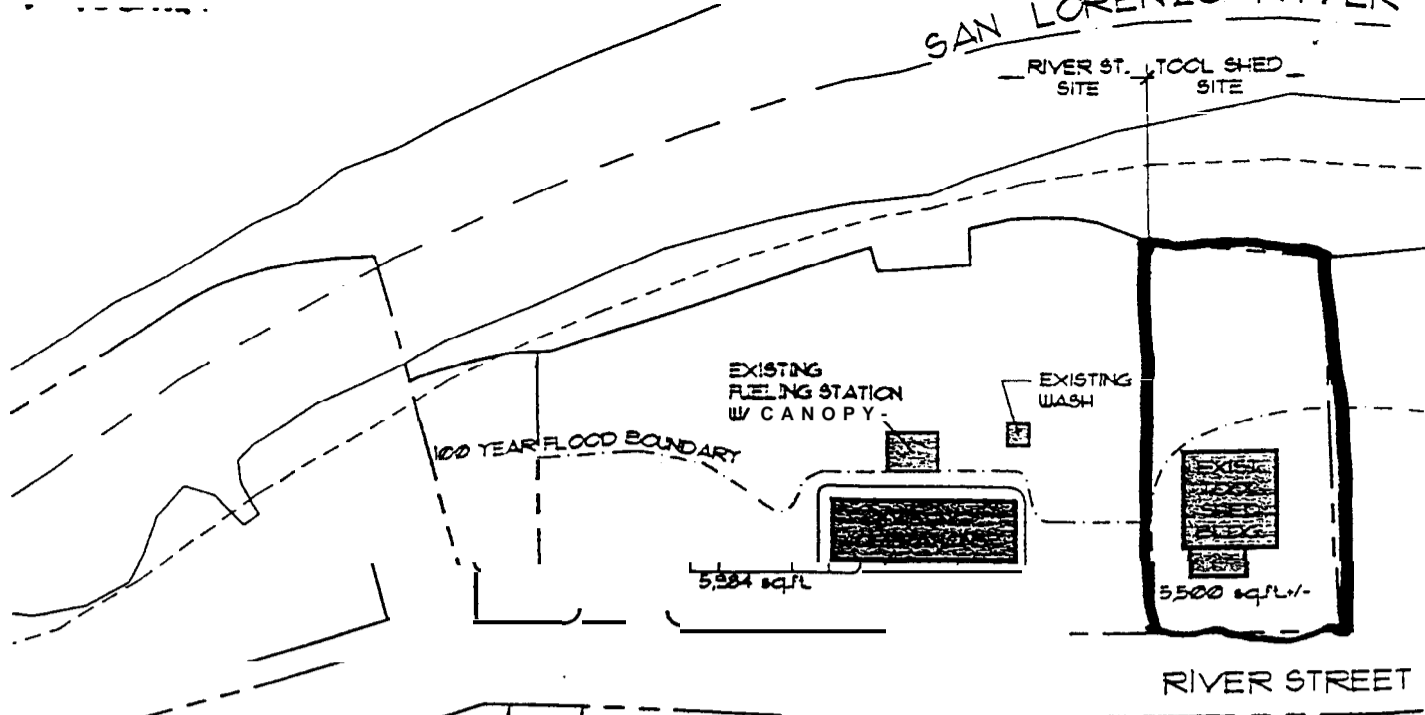
A handwritten signature in cursive script that reads "Emily Reilly".

Emily Reilly
Chair, Santa Cruz METRO

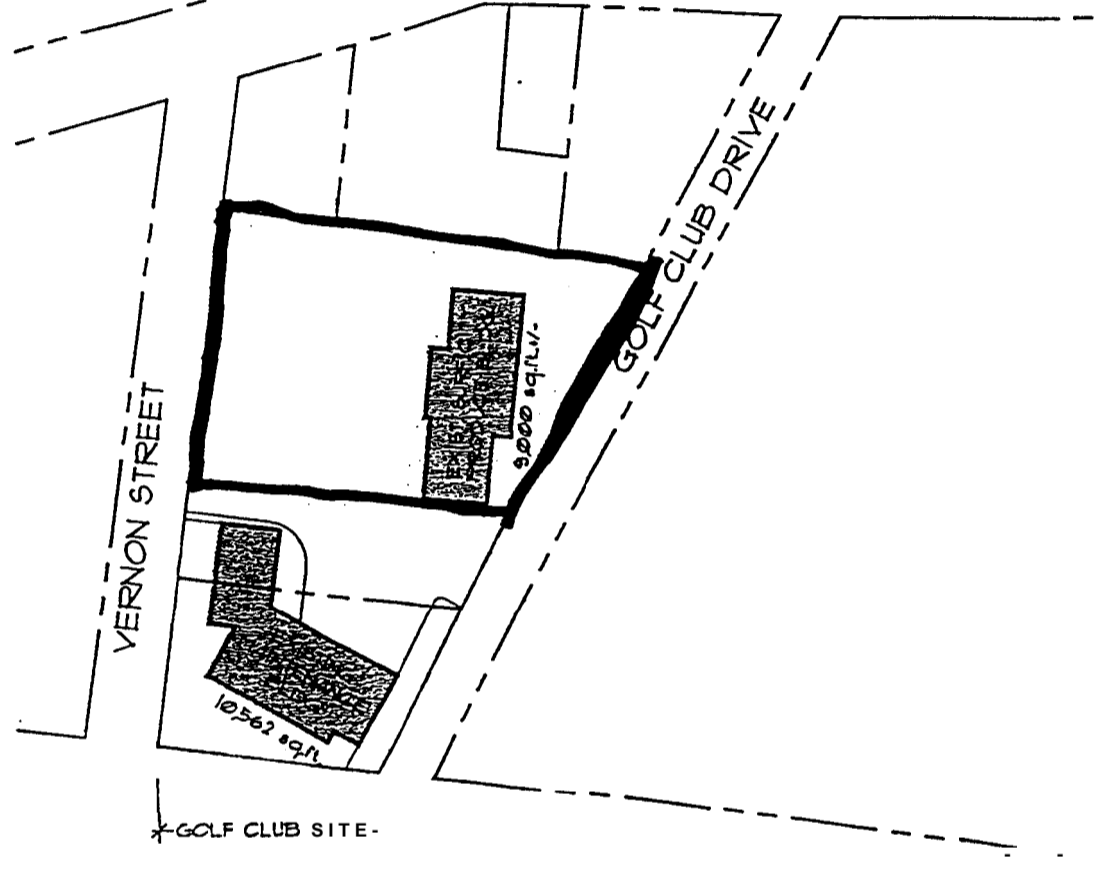
370 Encinal Street, Suite 100, Santa Cruz, CA 95060 (831) 426-6080 FAX (831) 426-6117
METRO OnLine at <http://www.scmtd.com>

SAN LORENZO RIVER

RIVER ST. SITE TOOL SHED SITE



RIVER STREET



| SITE AREA SUMMARY | |
|-------------------|-----------|
| RIVER STREET SITE | 11 |
| TOOL SHED SITE | 3 |
| GOLF CLUB SITE | 9 |
| TOTAL AREA | 24 |



Attachment 1

Existir

From the Minutes of the 5/27/03 Santa Cruz City Council meeting:

- 1160-10 23. Resolution of Consent for the Santa Cruz Metropolitan Transit District to Use the Power of Eminent Domain to Acquire Real Property, and Memorandum of Understanding Between the City and the Santa Cruz Metropolitan Transit District for Oversight of Approvals and Inspections During Design and Construction of the Metrobase Project and an Agreement between the City and the Santa Cruz Metropolitan Transit District to Provide Acquisition and Relocation Services Related to the Metrobase Project. (RA507)

Resolution of Consent No. NS-26,216 was adopted granting consent for the Santa Cruz Metropolitan Transit District ("Metro") to use the power of Eminent Domain to acquire the real property necessary for the Metrobase project - 120 Golf Club Drive (APN 008-013-04) and 1122 River Street (APN 008-032-05).

Resolution No. NS-26,217 was adopted authorizing and directing the City Manager to execute an Agreement with the Metro to provide acquisition and relocation services related to the Metrobase project and a Memorandum of Understanding between the Metro and the City of Santa Cruz to provide City oversight of the approvals and inspections of the Metrobase project during the design and construction phases of the project.

ACQUISITION AND RELOCATION ASSISTANCE SERVICES AGREEMENT

THIS AGREEMENT, made and entered into this _____ day of _____ 2003, by and between the CITY OF SANTA CRUZ, hereinafter called "CITY", and the SANTA CRUZ METROPOLITAN TRANSIT DISTRICT, hereinafter called "DISTRICT".

WITNESSETH:

WHEREAS, CITY maintains a staff of professional, redevelopment and real property acquisition specialists, and

WHEREAS, DISTRICT desires to contract with CITY for the services of said specialists from time to time, specifically to acquire properties for its MetroBase Project;

WHEREAS, CITY is agreeable to providing such services, in accordance with the terms and conditions recited herein,

NOW, THEREFORE, the parties do hereby agree as follows:

1. CITY, in consideration of the covenants, conditions, agreements and stipulations of DISTRICT hereinafter expressed, does hereby agree to furnish to DISTRICT the following services:

Provide acquisition and relocation assistance services for DISTRICT on an as needed basis, by assisting in the conduct of negotiations with property owners and carrying out relocation assistance procedures, when required and as prescribed by federal, state and/or local law. Such services shall include but not be limited to the following: Obtaining appraisals of the subject properties, meeting with DISTRICT staff and DISTRICT Board of Directors to provide status updates and receive direction regarding how DISTRICT wishes to proceed.

2. CITY shall assist DISTRICT, as it may request, on all matters relating to appraisals, acquisition, relocation assistance and/or eminent domain proceedings for any project, including the MetroBase Project. Once the District has forwarded its request to the City, City shall have 5 business days to inform District regarding whether it is willing to assist District. Through execution of this Agreement, City agrees that it is willing to assist District with regard to the MetroBase Project.
3. CITY shall be responsible for assisting District with instituting and conducting eminent domain proceedings, including matters relating to orders of possession. Should it become necessary in the discretion of DISTRICT for CITY personnel to appear as expert witnesses in eminent domain proceedings to acquire parcels, said appearances shall be made only by written request of DISTRICT. Such services

may include preparation, and actual court testimony in connection with said eminent domain proceedings.

4. CITY shall be compensated by DISTRICT for such acquisition and relocation services at the following rates:
 - a. For services by employees of the CITY's Redevelopment Agency at the rate of \$48.04 per hour which rate shall include the services of said employee, clerical support, administration of said employee, clerical support, administration and supervision within CITY's Redevelopment Agency, and all costs and expenses incurred by such personnel, with the exception of the cost of legal services by CITY;
 - b. For any subconsultant's work necessary for the acquisition and relocation services required herein when CITY and DISTRICT agree that a subconsultant is necessary for the completion of the work and District agrees to the rate to be charged by the subconsultant;
 - c. The cost for CITY attorneys is currently \$150.00 hour pertaining to all issues, including those relating to Eminent Domain, relocation and property acquisition actions.
 - d. The CITY will be reimbursed for out-of-County travel, when authorized by DISTRICT, at current CITY expense account rates and limits.
5. CITY will keep a record of the work performed and the time expended on each activity and shall also include the date of such performance and the individual staff person who performed the work and these records shall be available for inspection by DISTRICT. Billing for services shall be made monthly during any period for which work is performed.
6. CITY shall cease work on any project upon DISTRICT'S request, whereupon payment shall only be made for work already performed.
7. DISTRICT shall submit all requests, in writing, to CITY'S Redevelopment Agency for acceptance of work on each individual project desired. Each request so submitted shall specify the property affected or desired, the nature of the work required, and the estimated timing of DISTRICT'S proposed project.
8. Nothing contained herein shall preclude DISTRICT from contracting with other persons or entities for same or similar services.
9. DISTRICT shall provide engineering and furnish all maps, descriptions, title reports and other technical data necessary to the performance of work by CITY.

10. All payments due for land, improvements, damages and relocation obligations incurred as a result of property acquired under this agreement shall be solely the responsibility of DISTRICT.

DISTRICT shall be responsible for all title and escrow costs for properties acquired, or otherwise relating to work performed by CITY under this agreement.

11. All persons employed, or contracted with by CITY to furnish the services required hereunder shall not be considered employees of the DISTRICT.
12. DISTRICT's enabling statutes (Public Utilities Section 98000, et seq.) require that before an action in eminent domain to acquire property or interests therein within an incorporated city can be commenced, the legislative body of the city must consent to such acquisition by resolution.
13. Concurrently with the approval of this AGREEMENT, CITY shall adopt a Resolution of Consent for purposes of allowing DISTRICT to commence eminent domain proceedings for the properties designated in Attachment A. A Draft of Resolution of Consent attached as Attachment B shall remain in full force and effect until acquisition of the properties has been completed.
14. If CITY fails or refuses to pass a Resolution of Consent to allow DISTRICT to commence eminent domain proceedings or retracts a previously passed Resolution of Consent, this AGREEMENT shall automatically terminate, and shall have no further force or effect.
15. Time is of the essence in this Agreement.
16. No provision hereof shall be deemed waived and no breach excused, unless such waiver or consent shall be in writing and signed by the party claimed to have waived or consented. Any consent by any party to, or waiver of, a breach by the other, whether express or implied, shall not constitute a consent to, waiver of, or excuse for any other different or subsequent breach.
17. In the event that suit is brought to enforce or interpret any part of this Agreement, the prevailing party shall be entitled to recover as an element of its costs of suit, and not as damages, a reasonable attorney's fee to be fixed by the court. The "prevailing party" shall be the party who is entitled to recover its costs of suit, whether or not the suit proceeds to final judgment. A party not entitled to recover its costs shall not recover attorney's fees.

No sum for attorney's fees shall be counted in calculating the amount of a judgment for purposes of determining whether a party is entitled to recover its costs or attorney's fees.

18. All notices under this Agreement shall be deemed duly given upon delivery, if delivered by hand; or three (3) days after posting, if sent by registered mail, receipt requested; to a party hereto at the address hereinunder set forth or to such other address as a party may designate by notice pursuant hereto.

DISTRICT:

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
370 Encinal Street, Suite 100
Santa Cruz, CA 95060
Attention: General Manager

CITY:

CITY OF SANTA CRUZ
337 Locust Street
Santa Cruz, CA 95060
Attention: Redevelopment Agency

19. CITY shall at all times during the term of Agreement have the technical ability, experience, financial ability, overall expertise, and all other skills, licenses, and resources necessary to perform and complete the relocation and acquisition efforts and other work as set forth herein in a timely, professional manner so as to meet or exceed the provisions of this Agreement.
20. This agreement is not assignable by CITY either in whole or in part and any attempted assignment shall be void. This agreement may be amended only by written instrument signed by duly authorized representatives of both DISTRICT and CITY.
21. The term of this Agreement shall be for a one-year period with four one-year renewal periods, upon mutual agreement.
22. This Agreement may be terminated by either party by sending written notification one (1) month prior to such termination.
23. Each party has full power and authority to enter into and perform this Agreement and the person signing this Agreement on behalf of each has been properly authorized and empowered to enter into it.

IN WITNESS THEREOF, this Agreement has been executed in duplicate by and on behalf of the parties hereto.

[SIGNATURES ON FOLLOWING PAGE]

SANTA CRUZ METROPOLITAN
TRANSIT DISTRICT

CITY OF SANTA CRUZ

By: _____
LESLIE R. WHITE
General Manager

By: _____
RICHARD WILSON
City Manager

Date: _____

Date: _____

APPROVED AS TO FORM:

APPROVED AS TO FORM:

MARGARET GALLAGHER
District Counsel

JOHN BARISONE
CITY ATTORNEY

**MEMORANDUM OF UNDERSTANDING BETWEEN
SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
AND THE CITY OF SANTA CRUZ REGARDING METROBASE**

This Memorandum Of Understanding is entered into on this ____ day of May, 2003, by the Santa Cruz Metropolitan Transit District, hereinafter referred to as "METRO," and the City of Santa Cruz, hereinafter referred to as "City," who agree as follows:

I. Recitals

- 1.01 METRO is a political subdivision of the State of California, whose administrative offices are located at 370 Encinal St., Suite 100, Santa Cruz, California 95060. METRO's primary function is to provide regional public transportation.
- 1.02 City is a public entity whose administrative offices are located at 809 Center St., Santa Cruz, CA 95060.
- 1.03 METRO has a need to construct a consolidated operating facility, commonly referred to as **MetroBase**, in order to attain the goals identified by the its Board of Director's for the Project which include meeting the transit service needs of its regional service area, and carrying out the Santa Cruz Regional Transportation Commission's adopted strategies of the Major Transportation Investment Study.
- 1.04 Parcels within the City of Santa Cruz, outlined in Attachment A, have been selected by the METRO's Board of Directors as the site for the **MetroBase** Project Phase 1.
- 1.05 On February 28, 2003 METRO's Board of Directors certified the Final Environmental Impact Report and approved the **MetroBase** Project.
- 1.06 METRO and City desire to work together in a cooperative manner during the design and construction phases of the **MetroBase** Project to ensure that the District's regional transit services are maintained, and to ensure that City's interest in appropriate implementation of building, zoning and planning standards are considered by METRO.

II. Building and Zoning Ordinances

- 2.01 City agrees that METRO is a "rapid transit district" as defined in Government Code Section 53090, and that METRO is not required to comply with City's building and zoning ordinances, nor required to obtain permits from the City. City agrees that METRO is a self-permitting agency.

2.02 City's Planning Department will provide the following inspection services during the design and construction phases of the MetroBase Project:

- a. Review the preliminary construction plans and specifications, which will be submitted at the 10%, 50% and final complete mark and advise METRO staff of any recommendations for modifications. City may use a Plan Check Company with METRO's knowledge and approval which will not be unreasonably withheld to provide the services required herein and such services shall be billed to METRO at the hourly rate billed to City;
- b. Conduct necessary inspection of construction work to notify METRO staff whether Santa Cruz City Code has been complied with and to assure progress in accordance with the adopted construction schedule;
- c. Assure project compliance with applicable City building codes and if not, report any deficiency to METRO staff;
- d. Attend meeting with contractors, AE Firm and public agencies as required;
- e. Attend and participate in meetings as requested by the General Manager and authorized METRO staff and prepare reports as requested;
- f. Participate with A&E design firm, Contractor, Project Manager and Construction Manager to inspect facilities prior to final acceptance;
- g. Review completion of as-built drawings for completeness, and compilation of equipment catalogs, instructions and related documentation;
- h. Provide assistance to the District, as needed, in the event of any dispute with the contractor(s);
- i. Fire Marshal will specifically advise regarding location, number and type of fire alarms and hydrants, fire protection access by Fire Department and fire protection in general.

2.03 City's Fire Department will provide L/CNG fueling facility inspection services during the design and construction phases of the MetroBase Project or will coordinate such inspections and monitoring with the County of Santa Cruz which shall include the following:

- a. Review by the Fire Marshal of the construction plans at the 10%, 50% and final completion mark;
- b. Fire Marshal shall advise METRO staff of any recommendations and/or requirements of the National Fire Protection Association (NFPA);
- c. Inspect facility as needed and provide METRO with written inspection reports.

2.04 Should the City be unable or unwilling to provide any or all of the services set forth herein on the timetable provided by District, City shall immediately notify District, and District shall be free to contract with private companies or individuals for such services.

III. Compensation

3.01 METRO shall compensate City for services provided and approved in accordance with the rates set forth in Attachment B, which is attached hereto and incorporated herein by reference.

IV. Miscellaneous Provisions

4.01 This MOU shall be governed by and construed in accordance with the laws of California. Each party will perform its obligations hereunder in accordance with all applicable laws, rules and regulations now or hereafter in effect.

4.02 Neither party hereto shall be deemed to be in default of any provision of this MOU, or for any failure in performance, resulting from acts or events beyond the reasonable control of such party. For purposes of this MOU, such acts shall include, but not be limited to, acts of God, civil or military authority, civil disturbance, war, strikes, fires, other catastrophes, or other "force majeure" events beyond the parties' reasonable control.

4.03 The MOU shall inure to the benefit of, and be binding upon, the respective successors and assigns, if any, of the parties hereto, except that nothing contained in this Section shall be construed to permit any attempted assignment which would be unauthorized or void pursuant to any other provision of this MOU.

4.04 No provision hereof shall be deemed waived and no breach excused, unless such waiver or consent shall be in writing and signed by the party

claimed to have waived or consented. Any consent by any party to, or waiver of, a breach by the other, whether express or implied, shall not constitute a consent to, waiver of, or excuse for any other different or subsequent breach.

- 4.05 Neither the City nor the METRO shall assign, transfer, convey, or otherwise dispose of this MOU, such party's right, title or interest in or to the same or any part thereof without the previous written consent of the other party; and any such action by other party without the other's previous written consent shall be void.
- 4.06 This Agreement shall not be construed as or deemed to be an agreement for the benefit of any third party or parties, and no third party or parties shall have any right of action hereunder for any cause whatsoever. Any services performed or expenditures made in connection with the furnishing of mutual aid under this Agreement by either party hereto shall be deemed to be for the direct protection and benefit of the requesting jurisdiction requesting aid.
- 4.07 This Agreement shall be in force and remain in effect until revoked in accordance with this section. At any time during the term hereof this Agreement may be terminated by either party upon ninety (90) days written notice to the other party. Notice of termination shall be effected by the transmission of said notice by the terminating party's City Manager or General Manager, as the case may be, to the other party's City Manager or General Manager.
- 4.08 The City shall defend, indemnify and hold harmless the METRO, its officers, agents and employees from and against all claims, expenses (including reasonable attorneys' fees and court costs), losses, liabilities, or damages for injury to any person(s), including death, and physical damage to property resulting from the performance of this Memorandum of Understanding (MOU) but only in proportion to, and to the extent, that such claims (including reasonable attorneys' fees and court costs), losses, liabilities, or damages are proximately caused by the negligent acts or omissions, or the willful misconduct of the City, its officers, employees, and/or agents. Nothing in this paragraph shall be deemed to constitute a waiver of any immunity created by statute.
- 4.09 METRO shall defend, indemnify and hold harmless the City, its, officers, agents and employees from and against all claims, expenses (including reasonable attorneys' fees and court costs), losses, liabilities, or damages for injury to any person(s), including death, and physical damage to property resulting from the performance of this Memorandum of Understanding (MOU) but only in proportion to, and to the extent, that such claims (including reasonable attorneys' fees and court costs), losses,

liabilities, or damages are proximately caused by the negligent acts or omissions, or the willful misconduct of the City, its officers, employees, and/or agents. Nothing in this paragraph shall be deemed to constitute a waiver of any immunity created by statute.

- 4.10 As conditions of indemnification provided pursuant to paragraphs 5.08 and 5.09, the party claiming indemnification shall:
- a. Provide the other party prompt notice of any claim, losses, expenses, liabilities, or damages of which the party claiming indemnification has knowledge.
 - b. Allow the other party to defend or settle any such claim or resulting lawsuit as said other party may solely decide.
 - c. Cooperate with the other party in the investigation and settlement of any claim or lawsuit for which indemnification is requested. The indemnification provisions contained in this Agreement shall survive termination of this Agreement.
- 4.11 No amendment to this MOU shall be effective unless it is in writing and signed by duly authorized representatives of both parties.
- 4.12 Time is of the essence in this MOU.
- 4.13 All notices under this MOU shall be deemed duly given upon delivery, if delivered by hand; or three (3) days after posting, if sent by registered mail, receipt requested; to a party hereto at the address hereunder set forth or to such other address as a party may designate by notice pursuant hereto.

METRO

Santa Cruz Metropolitan Transit District
370 Encinal Street, Suite 100
Santa Cruz, CA 95060
Attention: General Manager

CITY

City of Santa Cruz
809 Center Street
Santa Cruz, CA 95060
Attention: City Manager

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

Signed on _____

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

BY _____
Leslie R. White
General Manager

CITY OF SANTA CRUZ

BY _____
Richard Wilson
City Manager

Approved as to Form:

Margaret Gallagher
District Counsel

John Barisone
City Attorney

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: June 27, 2003

TO: Board of Directors

FROM: Tom Stickel, Manager of Fleet Maintenance

SUBJECT: CONSIDERATION OF EXTENDING THE CONTRACT WITH ROMA DESIGN GROUP FOR URBAN CONSULTANT SERVICES FOR THE METRO CENTER MIXED USE REDEVELOPMENT PROJECT.

I. RECOMMENDED ACTION

District Staff recommends that the Board of Directors authorize the General Manager to extend the contract for one additional year with Roma Design Group for urban design consultant services for the Santa Cruz Metro Center Mixed Use Redevelopment Project.

II. SUMMARY OF ISSUES

- A one-year contract was issued on July 15, 2002 with Roma Design Group for urban design consulting services for the Metro Center mixed use redevelopment project.
- Contract is due to expire on July 14, 2003 with several tasks remaining to be completed.
- District staff is recommending that a one-year extension of the contract be approved with Roma Design Group to provide urban design consulting services for the Metro Center mixed use redevelopment project with no increase in cost.

III. DISCUSSION

The Santa Cruz Metro Center is a 20-year old facility that is dated in light of the changes being required by government standards as well as the changing needs of transit riders. In light of these conditions, the District is proposing to acquire additional adjacent property and to redevelop the existing facility.

The project consists of four phases and the urban design consultant was involved with Phase I and II. Roma Design Group was responsible for Alternatives Analysis and assisting the staff in evaluating the alternatives based upon a criteria matrix agreed to by the City and District through, at a minimum, the selection of the preferred alternative.

District staff is recommending that the Board of Directors authorize the General Manager to extend the contract for an additional one-year period with Roma Design Group to provide urban design consulting services for the Metro Center mixed use redevelopment project. This is a time extension only with no additional funding being required.

IV. FINANCIAL CONSIDERATIONS

No additional funding for this contract is required.

V. ATTACHMENTS

Attachment A: Contract Amendment with Roma Design Group

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FIRST AMENDMENT TO CONTRACT NO. 01-21
FOR URBAN DESIGN CONSULTANT SERVICES FOR SANTA CRUZ
METRO CENTER MIXED USE REDEVELOPMENT PROJECT**

This First Amendment to Contract No. 01-21 for Urban Design Consultant Services for Santa Cruz Metro Center Mixed Use Redevelopment Project is made effective July 15, 2003 between the Santa Cruz Metropolitan Transit District, a political subdivision of the State of California (“District”) and Roma Design Group (“Contractor”).

I. RECITALS

1.1 District and Contractor entered into a Contract for Urban Design Consultant Services for Santa Cruz Metro Center Mixed Use Redevelopment Project (“Contract”) on July 15, 2002.

1.2 The Contract allows for a one-year extension of the contract upon mutual written consent.

Therefore, District and Contractor amend the Contract as follows:

II. TERM

2.1 Article 4.01 is amended to include the following language:

This Contract shall continue through July 14, 2004. This Contract may be mutually extended by agreement of both parties.

III. REMAINING TERMS AND CONDITIONS

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

IV. AUTHORITY

4.1 Each party has full power to enter into and perform this 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

Signed on _____

DISTRICT
SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

Leslie R. White
General Manager

CONTRACTOR
ROMA DESIGN GROUP

By _____
Jim Adams
Principal

Approved as to Form:

Margaret R. Gallagher
District Counsel

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: June 27, 2003

TO: Board of Directors

FROM: Mark J. Dorfman, Assistant General Manager

SUBJECT: CONSIDERATION OF ADOPTING AN ANNUAL DBE PARTICIPATION RATE OF 5.5% FOR FEDERALLY FUNDED PROCUREMENTS IN FY2004.

I. RECOMMENDED ACTION

Adopt an annual DBE participation rate of 5.5% for Fiscal Year 2004.

II. SUMMARY OF ISSUES

- The Department of Transportation requires the District to have a Disadvantaged Business Enterprise (DBE) Program and to set an annual goal to ensure that small, minority- and women-owned businesses are not discriminated against in District procurements.
- The proposed FY 2004 goal establishes a DBE participation rate of 5.5% in METRO procurements based upon an estimate of the number of willing and able DBE vendors in the marketplace in which METRO contracts.
- The District advertised the proposed goal in national and local publications and will accept public comments until July 30, 2003.

III. DISCUSSION

In 1983, the United States Congress enacted the first Disadvantaged Business Enterprise statutes to end discrimination contract awards funded with Federal assistance. As required by the Department of Transportation since then, the Santa Cruz Metropolitan Transit District annually establishes a goal and tracks DBE participation in its own procurement activities. The intent of the goal is to attain the same rate of participation by small, minority and women-owned business in procurements which could be expected in the absence of discrimination.

This year's goal of 5.5% is lower than previous years. In the past, staff estimated the proportion of DBE vendors in the marketplace from the number of Minority and Women-Owned Businesses reported by the U.S. Bureau of Census in its report, *County Business Patterns*. This year, staff used the new directory of certified DBE vendors produced by Caltrans for the statewide Unified Certification Program implemented last year. Based upon the DBE Vendor Directory, only a small portion of Minority or Women-owned businesses register for DBE certification, and the actual percentage of DBE vendors relative to the entire population of vendors is much smaller than previously projected. Another factor is that our security services firm that had been

considered a DBE firm has now “graduated” from the program’s economic ceiling. As a result, this year’s goal is significantly lower than last year’s. Staff expects that when MetroBase construction begins, the percentage will increase.

As part of the annual goal-setting process, the District solicits public comment for 45 days after calculating a new goal. Public comments and the District’s response would be included in the annual goal statement submitted by August 1 to the Federal Transit Administration for ultimate approval. Staff initiated outreach and public participation efforts on June 15, 2003 and will receive comments through July 30, 2003.

The attached *Annual DBE Program Goals for Fiscal Year-2004* contains the methodology for setting the DBE participation rate at 5.5%. Adopting the goal commits the District’s procurement efforts to attain a DBE participation rate of at least 5.5%.

III. FINANCIAL CONSIDERATIONS

Adopting the *Annual DBE Program Goals for Fiscal Year 2004* has no financial impact; however, contracts funded with FTA assistance will be monitored for DBE goal achievement.

V. ATTACHMENTS

Attachment A: *Santa Cruz Metropolitan Transit District Annual DBE Program Goals, Fiscal Year 2004*

Santa Cruz Metropolitan Transit District

Annual DBE Program Goals

Fiscal Year 2004

June, 2003

CONTENTS

| | |
|---|-----------|
| Introduction | 3 |
| Declarations | 3 |
| Annual Goal Methodology..... | 4 |
| Step 1: Establishing the Base Figure..... | 4 |
| Step 2: Adjustment to the Base DBE Contract Goal..... | 8 |
| Annual Goal..... | 8 |
| Breakout of Estimated Race-Neutral and Race-Conscious Measures | 9 |
| Process..... | 9 |
| Comments | 10 |

Introduction

The Santa Cruz Metropolitan Transit District (METRO) has maintained a Disadvantaged Business Enterprise (DBE) Program in accordance with the U.S. Department of Transportation (DOT) as required in 49 CFR Part 23. The purpose of the METRO DBE program is to ensure that small firms competing for DOT sponsored contracts were not disadvantaged by unlawful discrimination. Initially, the program applied to minority owned businesses. In 1987, Congress expanded the DBE program to include small women-owned businesses as well.

In February 1999, the U.S. Congress passed a new regulation for Disadvantaged Business Enterprises in response to the Supreme Court's 1995 opinion (*Adarand vs. Pena*) that affirmative action programs must be narrowly tailored to serve a compelling government interest. In order to streamline DBE program administration and to incorporate the new rules, the Department of Transportation codified the revised DBE requirements in a new section, 49 CFR 26.

The Santa Cruz Metropolitan Transit District DBE Program - 49 CFR Part 26 contains the complete DBE program including policies, requirements, remedies, and records except for the amount of DBE participation to be determined each year. The Program conforms to Participation by Disadvantaged Business Enterprises in Department of Transportation Programs; Final Rule as published in the Federal Register of February 2, 1999. The METRO Board of Directors adopted the Program on July 21, 2000 and submitted it to the Federal Transit Administration for approval on July 25, 2000. The complete Program is available upon request from District's DBE Liaison Officer at the address listed on the last page of this Annual Update.

The Santa Cruz Metropolitan Transit District Annual DBE Program Goals FY2004 is the annual update to the comprehensive DBE Program. Each year, the District will review its goal accomplishment for Disadvantaged Business Enterprise participation in DOT assisted contracts and recalculate the goal for the coming year, if indicated, based upon demonstrable evidence relevant to the District's marketplace. This document presents the annual goal, describes the methodology behind it and discusses race-neutral and race-conscious measures that the District anticipates using to reach the goal.

Declarations

The Santa Cruz Metropolitan Transit District receives Federal financial assistance from the Department of Transportation, and, as a condition of receiving this assistance, has signed an assurance that it will comply with 49 CFR Part 26. The Santa Cruz Metropolitan District will never exclude any person from participation in, deny any person the benefits of, or otherwise discriminate against anyone in connection with the award and performance of any contract covered by 49 CFR Part 26 on the basis of race, color, sex, or national origin.

In administering its DBE Program, the Santa Cruz Metropolitan Transit District will not, directly or through contractual or other arrangements use criteria or methods of administration that have the effect of defeating or substantially impairing accomplishment of the objectives of the DBE program with respect to individuals of a particular race, color, sex, or national origin.

Annual Goal Methodology

METRO’s annual goal-setting methodology follows the two-step method prescribed in 49 CFR §26.45 and draws upon relevant market data particular to the geographic area in which METRO typically contracts. Step one uses the US Bureau of Census of Minority/Women-owned business surveys, the US Bureau of Census County Business Patterns and the California Department of Transportation’s statewide directory of eligible DBE vendors in its Unified Certification Program to estimate the number of DBEs which might be available in METRO’s contracting area. Step two narrowly tailors the estimate to the actual market conditions for DBEs in METRO’s procurement areas.

STEP 1: ESTABLISHING THE BASE FIGURE

In order to estimate the potential DBE participation rate, staff first categorized previous contracting results into the Standard Industrial Classification System codes (SIC).¹ Women and Minority and Women-owned business firms could then be compared with all firms by SIC and by geographic area using US Census Data. Examination of METRO's previous DOT assisted contracts revealed that contract work occurs in construction, paratransit service, wholesale procurement and business services. The SICs corresponding to these areas are: 15) Construction; 16) Heavy Construction; 17) Special trade contractors; 41) Transportation, passenger transit; 50) Wholesale trade, durable goods; 51) Wholesale trade, non-durable goods; 60) Depository Institutions and Real Estate; 73) Business services; and 87) Engineering and management services.

Next, staff established a benchmark of Minority and Women-Owned Businesses (MWOBs) available nationally to compare with local estimates. The national rate of minority and women-owned businesses ownership calculated from Census Bureau surveys and County Business Patterns database helps validate an estimate for MWOBs in METRO’s contracting categories. Table 1 calculates the percentage of minority and women-owned businesses firms in the 9-target SICs relative to all firms nationwide. Minority and Women-Owned Business rates represent the *maximum* DBE participation rate which could be anticipated in the area since not all MWOBs are certified DBE vendors.

Table 1. Minority and Women-owned Businesses Nationwide

| Industry Group: | Construct. | Trans. | Wholesale | Services | US Firms | US Firms |
|-----------------------------|-------------------|---------------|------------------|------------------|------------------|------------------|
| SIC: | 15,16,17 | 41 | 50,51 | 60,73,87 | in SICs | All SICs |
| Minority Owned(1) | 253,100 | 52,144 | 92,727 | 506,891 | 904,862 | 3,039,033 |
| Women Owned(2) | 150,851 | 13,833 | 125,645 | 1,118,336 | 1,408,665 | 5,417,034 |
| -Minority Women Owned | -16,779 | -6,165 | -14,602 | -153,547 | -191,094 | -717,435 |
| Minority+Women Owned | 387,172 | 59,812 | 203,770 | 1,471,680 | 2,122,433 | 7,738,632 |
| # Firms in US(1) | 2,275,485 | 116,993 | 797,856 | 3,691,858 | 6,882,192 | 20,821,935 |
| %MWOB | 17.0% | 51.1% | 25.5% | 39.9% | 30.8% | 37.2% |
| % women of all firms | 6.6% | 11.8% | 15.7% | 30.3% | 20.5% | 26.0% |

¹ www.census.gov/epcd/www/sic.html

In the four areas with contracting opportunities during the year: Construction; Transportation; Wholesale Trade; and Services, minority and women-owned firms nationwide represent approximately 17%, 51%, 25% and 40%, respectively, of all firms in those SICs. Nationally, women- and minority-owned businesses constitute approximately 37% of all firms.

According to geographic characteristics of the Survey of Minority- and Women-owned Businesses, California has the fourth largest proportion of minority firms behind Hawaii, Washington D.C. and New Mexico. To further refine the benchmark figures for California, staff next calculated the relative proportion of minority- and women-owned firms in the state. As expected, the proportion of women- and minority-owned firms in each SIC is higher in California than nationally.

Table 2. Minority and Women-owned Businesses in California

| Industry Group: | Construct. | Trans. | Wholesale | Services | CA Firms | CA Firms |
|-----------------------------|-------------------|---------------|------------------|-----------------|-----------------|------------------|
| SIC: | 15,16,17 | 41 | 50,51 | 60,73,87 | in SICs | All SICs |
| Minority Owned | 43,768 | 3,346 | 33,902 | 144,837 | 225,853 | 738,000 |
| Women Owned | 12,663 | 525 | 20,349 | 161,903 | 195,440 | 700,513 |
| -Minority Women owned | -2,902 | -396 | -5,339 | -43,874 | -52,510 | -191,998 |
| Minority+Women Owned | 53,529 | 3,475 | 48,912 | 262,866 | 368,783 | 1,246,515 |
| # Firms in CA(3) | 200,775 | 8,654 | 109,958 | 551,255 | 870,642 | 2,565,734 |
| %MWOB | 26.7% | 40.2% | 44.5% | 47.7% | 42.4% | 48.6% |

Table 2. Minority and Women-owned Businesses in California

| Industry Group: | Construct. | Trans. | Wholesale | Services | CA Firms | CA Firms |
|-----------------------------|-------------------|---------------|------------------|-----------------|-----------------|------------------|
| SIC: | 15,16,17 | 41 | 50,51 | 60,73,87 | in SICs | All SICs |
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| Minority+Women Owned | 53,529 | 3,475 | 48,912 | 262,866 | 368,783 | 1,246,515 |
| # Firms in CA(3) | 200,775 | 8,654 | 109,958 | 551,255 | 870,642 | 2,565,734 |
| %MWOB | 26.7% | 40.2% | 44.5% | 47.7% | 42.4% | 48.6% |

Sources:

US Bureau of the Census, 1997 Economic Census

- (1) Survey of Minority-Owned Business Enterprises, 1997, U.S. GPO, 2001
- (2) Survey of Women-Owned Businesses, 1997, U.S. GPO, 2001
- (3) Summary of Minority- and Women-Owned Businesses, 1997, U.S. GPO, 2001

In the next step, staff obtained US Bureau of Census County Business Patterns to calculate the relative availability of women- and minority-owned firms within the geographically delimited marketplace within which METRO typically contracts. The METRO market area is defined to include all of Alameda, Contra Costa, Monterey, San Francisco, Santa Clara and Santa Cruz Counties. Within this area lie the second and fourth largest cities in the State, San Jose and San Francisco. It seems logical to assess women- and minority-owned

firms available in this defined region even though a fraction of contracts may lie outside this area. Table 3 counts the number of women- and minority-owned firms within the defined market area².

Table 3. Minority and Women-Owned Businesses in METRO Market Area, All SICs

| Market Area | Minority | Women | Less 26% | County | ALL | County |
|-----------------------------|---------------|---------------|----------------|---------------|----------------|--------------|
| County | | | Wom.Min. | #MWOB | Firms | %MWOB |
| Caltrans District 04 | | | | | | |
| Alameda | 9,595 | 4,491 | -2,496 | 11,590 | 29,647 | 39.1% |
| Contra Costa | 3,123 | 2,573 | -812 | 4,884 | 17,901 | 27.3% |
| Marin | 577 | 1,766 | -150 | 2,193 | 9,106 | 24.1% |
| Napa | 893 | 727 | -232 | 1,388 | 3,227 | 43.0% |
| San Francisco | 7,774 | 4,965 | -2,022 | 10,717 | 26,571 | 40.3% |
| Santa Clara | 9,570 | 4,723 | -2,490 | 11,803 | 37,145 | 31.8% |
| San Mateo | 4,372 | 2,018 | -1,137 | 5,253 | 17,563 | 29.9% |
| Solano | 1,323 | 1,607 | -344 | 2,586 | 5,320 | 48.6% |
| Sonoma | 954 | 2,729 | -248 | 3,435 | 11,483 | 29.9% |
| Caltrans District 05 | | | | | | |
| Monterey | 1,227 | 1,315 | -319 | 2,223 | 7,325 | 30.3% |
| San Benito | 390 | 345 | -101 | 634 | 808 | 78.4% |
| San Luis Obispo | 456 | 1,112 | -119 | 1,449 | 5,674 | 25.5% |
| Santa Barbara | 738 | 1,124 | -192 | 1,670 | 9,130 | 18.3% |
| Santa Cruz | 1,110 | 322 | -289 | 1,143 | 5,993 | 19.1% |
| Total | 42,102 | 29,817 | -10,953 | 60,966 | 186,893 | 32.6% |

Because the CBP data did not categorize minority business owners by gender, 26% of the minority-owned firms were assumed to represent the proportion of firms owned by minority women. This is the nationwide percentage of all firms owned by women. Subtracting 26% of minority-owned businesses from the sum of women-owned and minority-owned businesses eliminates the duplicate count of women-owned businesses to yield an estimate of women- and minority-owned firms in each county.

According to the County Business Patterns data for 1997 (Table 3), the percentage of women- and minority-owned firms available in all SICs in the METRO market place (32.6%) is lower than the percentage of women- and minority-owned firms in all SICs in either the nation (37.2%) or in the State of California (48.6%). This measure indicates only the potential maximum rate of DBE participation in the marketplace since every MWOB neither registers for certification as a DBE nor has a net worth less than \$750,000.

² US Bureau of the Census
 County Business Patterns, 1997, US GPO, 2001.

**Table 4. METRO Market Area
 METRO Market Area Firms by SIC and DBEs by Work Classification Code**

| | Construction | Transport | Wholesale | Services | #Firms | ALL |
|-----------------------------------|---------------|------------|---------------|---------------|---------------|----------------|
| County | 15,16,17 | 41 | 50,51 | 60,73,87 | in SICs | Firms |
| Caltrans District 04 | | | | | | |
| Alameda | 2,579 | 62 | 3,589 | 5,037 | 11,267 | 33,574 |
| Contra Costa | 2,083 | 33 | 1,329 | 8,157 | 11,602 | 20,535 |
| Marin | 974 | 10 | 642 | 1,717 | 3,343 | 9,925 |
| Napa | 421 | 9 | 185 | 400 | 1,015 | 3,516 |
| San Francisco | 1,399 | 95 | 2,082 | 6,292 | 9,868 | 30,013 |
| Santa Clara | 3,121 | 68 | 3,852 | 8,257 | 15,298 | 39,682 |
| San Mateo | 1,752 | 60 | 1,805 | 3,226 | 6,843 | 19,740 |
| Solano | 625 | 17 | 305 | 635 | 1,582 | 6,189 |
| Sonoma | 1,673 | 33 | 743 | 1,480 | 3,929 | 12,814 |
| Caltrans District 05 | | | | | | |
| Monterey | 791 | 19 | 571 | 919 | 2,300 | 8,132 |
| San Benito | 135 | 3 | 53 | 72 | 263 | 856 |
| San Luis Obispo | 775 | 17 | 300 | 657 | 1,749 | 6,409 |
| Santa Barbara | 968 | 20 | 558 | 1,259 | 2,805 | 10,502 |
| Santa Cruz | 733 | 10 | 397 | 855 | 1,995 | 6,492 |
| District 04 & 05 TOTAL | 18,029 | 456 | 16,411 | 38,963 | 73,859 | 208,379 |

Certified DBE Firms

| | Construction | Transport | Wholesale | Services | SUM |
|------------------------------|--------------|-------------|-------------|-------------|-------------|
| Market Area | WCCs | WCCs | WCCs | WCCs | DBEs |
| Districts 04 & 05 | 2,259 | 19 | 931 | 1,353 | 4,562 |
| %DBE in WCCs | 12.5% | 4.2% | 5.7% | 3.5% | 6.2% |

(4)Source: US Bureau of the Census, County Business Patterns, 1993, U.S. GPO, 1995

(5)Source: CA Dept. of Transportation, Quarterly Directory of Disadvantaged Business Enterprises, May 2003.

This estimate, based upon data from the 1997 County Business Patterns and from the Caltrans DBE Vendor Directory, indicates the proportion of DBE vendors within the METRO marketplace. From the last row of Table 4, then, the DBE vendor participation rate which could be expected in each of the four SIC groups in the absence of discrimination would be: 12.5% for construction trades (SIC 15, 16, 17); 4.2% for contract transportation services (SIC 41); 5.7% for wholesale goods (SIC 50, 51); and 3.5% for services (SIC 60,73,87). Overall DBE participation in procurement would be 6.2%.

Next, Table 5 derives the base figure for the overall DBE goal by first distributing the operating budget available for procurement across the four SIC groups as shown in the grid beneath the main Table. The ratio of funds

available for procurement to the total operating budget is then applied to the amount of FTA operating assistance in order to calculate FTA dollars available for DBE vendor contracting in the operating budget. Given 39.7% of the operating budget available for contract procurement, and given \$2,752,133 in FTA operating assistance in FY2004, \$579,928 could be spent with DBE vendors. The \$579,928 in FTA funding assistance for contracting was then divided among the WCCs in the same proportion as the overall procurement budget.

Table 5: Base DBE Contract Goal

| | Construction | Transport | Wholesale | Services | SUM |
|---------------------------|--------------|-------------|-----------|-------------|--------------|
| | WCCs | WCCs | WCCs | WCCs | TOTAL |
| METRO Market Area | 12.53% | 4.17% | 5.67% | 3.47% | 0 |
| Fed Assisted Contract \$ | \$1,784,458 | \$1,296,106 | \$504,330 | \$1,519,847 | \$5,104,741 |
| % of Contract Funds | 34.96% | 25.39% | 9.88% | 29.77% | 100% |
| % Contracts * %DBE | 4.38% | 1.06% | 0.56% | 1.03% | 7.03% |

| | | | | |
|-----------------------------|--------------|------------|--------------------|-------|
| METRO Ops Budget: | \$32,640,000 | FTA Ops.: | \$2,752,133 | |
| METRO Ops. Procurement: | \$6,877,886 | Procurable | \$579,928 | |
| METRO Cap Budget: (non-veh) | \$6,077,317 | FTA Cap | \$4,524,813 | |
| Procurement TOTAL | \$12,955,203 | total FTA: | \$5,104,741 | 39.7% |
| construction 15,16,17 | \$4,528,735 | 0.35 | \$1,784,458.45 | |
| transportation 4100 | 3,289,356 | 0.25 | \$1,296,105.60 | |
| wholesale 50,51 | 1,279,927 | 0.10 | \$504,329.89 | |
| business services 60,73,87 | 3,857,185 | 0.30 | \$1,519,847.28 | |

Second, the entire amount of FTA capital funds available for competitive procurement, less the amount budgeted for rolling stock, was then distributed across the SICs according to the capital improvement program, assuming that all capital dollars could be contracted by a DBE vendor. These dollar amounts were then added to the operating assistance amounts and entered into the respective WCC column in Table 5.

Third, the percentage of all FTA assistance in each of the four areas was then multiplied by the estimated percentage of available DBEs from Table 4 to yield a percentage participation rate in each SIC grouping. Finally these four percentages were added to arrive at an un-adjusted goal in accordance with 26 CFR §26.45. This method obtains a base figure of 7.03% for DBE participation in FY 2004.

STEP 2: ADJUSTMENT TO THE BASE DBE CONTRACT GOAL

In reviewing the previous contracting results, vendor participation in METRO’s contract transportation procurement (paratransit services) is extremely low. In a nationwide bid solicitation, only 2 vendors responded. Due to the size and/or corporate organization of the vendors, neither qualified as a DBE. In order to tailor the DBE goal to METRO’s market conditions, METRO staff assume that no DBE vendors exist in the field of contract paratransit service providers. Any firm that could deliver annually almost \$4 million in transportation services would likely have a net worth greater than \$750,000. This single adjustment to the projected participation rate based upon available data yields a DBE participation goal of **5.5%**.

Table 6: Adjusted DBE Contract Goal

| Available DBEs | Construction Transport. | | Wholesale | Services | All Contract |
|---------------------------|--------------------------------|-------------|------------------|-----------------|---------------------|
| | 15,16,17 | 41 | 50,51 | 60,73,87 | Opportunity |
| METRO Market Area | 12.53% | 0.00% | 5.67% | 1.74% | |
| Federal Contract \$ FY03 | \$1,784,458 | \$1,296,106 | \$504,330 | \$1,519,847 | \$5,104,741 |
| % of FTA Funds | 34.96% | 25.39% | 9.88% | 29.77% | 100.00% |
| % Contracts * %DBE | 4.38% | 0.00% | 0.56% | 0.52% | 5.5% |
| | | | | =DBE | \$ 278,208 |

Annual Goal

Santa Cruz Metropolitan Transit District's overall goal for FY 2004 is to extend 5.5% of its Federal financial assistance to Disadvantaged Business Enterprises in DOT-assisted contracts, excluding FTA funds used to purchase rolling stock. During FY2004, Santa Cruz Metropolitan Transit District expects to let \$5,104,741 in contracts using Federal Transit Administration assistance. With a DBE participation rate of 5.5%, METRO will spend \$278,208 with DBE vendors during the fiscal year. Since DBE participation is highest in the construction trades, and because METRO will contract the largest amount of its federal funding in this area, METRO may pursue contract specific DBE goals to reach the goal.

Breakout of Estimated Race-Neutral and Race-Conscious Measures

The U.S. DOT Regulations require that the maximum feasible portion of the DBE overall annual goal be met by using race-neutral methods. Race neutral methods include efforts made to assure that bidding and contracting requirements facilitate participation by DBE's and other small businesses by unbundling large contracts to make them more accessible, encouraging prime contractors to subcontract portions of the work, and providing technical assistance, outreach and communications programs. Race-neutral DBE participation includes any time a DBE wins a prime contract through customary competitive procurement procedures, a DBE is awarded a subcontract on a prime contract that does not carry a DBE goal, or a DBE wins a subcontract, even if there is a DBE goal, from a prime contractor that did not consider its DBE status in making the award.

Because METRO's FY2004 budget includes large federally assisted construction projects, METRO may use contract-specific DBE goals, if necessary, on these projects to attain its goal of 5.5% for FY2004.

Process

Each year, Santa Cruz Metropolitan Transit District staff reviews the previous year's DBE achievement and submits an overall goal for the upcoming year to the DOT.

METRO has published a notice of the proposed annual DBE goal to inform the public that the proposed goal and its rationale are available for inspection for 30 days following the date of the notice. METRO will accept comments on the goals for 45 days from the date of the notice. This notice will be published in the Santa Cruz Sentinel newspaper and in Passenger Transport. For FY 2004, public comments will be accepted through July 30, 2003. The goal and methodology will be available at the Main Branch of the Santa Cruz Public Library and during business hours at 370 Encinal Street, Suite 100, Santa Cruz, California.

METRO's annual goal submission to the Federal Transit Administration will include a summary of comments received during this public participation process and METRO's responses.

METRO will monitor this year's overall goal for DBE participation in procurement contracts beginning October 1.

Comments

Please direct comments on the Annual DBE Goals or the METRO DBE Program to:

Mark J. Dorfman, Assistant General Manager
Santa Cruz Metropolitan Transit District
370 Encinal, Suite 100
Santa Cruz, CA 95060
831-426-6080
mdorfman@scmtd.com

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: June 27, 2003

TO: Board of Directors

FROM: Tom Stickel, Manager of Fleet Maintenance

SUBJECT: CONSIDERATION OF EXTENDING THE CONTRACT WITH FIRST TRANSIT, INC. FOR RESIDENT BUS INSPECTION SERVICES.

I. RECOMMENDED ACTION

District Staff recommends that the Board of Directors authorize the General Manager to extend the contract till the end of December with First Transit, Inc. for resident bus inspection services on the bus build order with Orion Bus Industries.

II. SUMMARY OF ISSUES

- A one-year contract was issued on July 26, 2002 with First Transit, Inc. for resident bus inspection services for the eleven high floor suburban buses being built by Orion Bus Industries.
- Contract is due to expire on July 25, 2003 with delivery of buses now scheduled for October 6, 2003.
- District staff is recommending that an extension of the contract through December 31, 2003 be approved with First Transit, Inc. for resident bus inspection services for the eleven high floor suburban buses being built by Orion Bus Industries.

III. DISCUSSION

The District has established a contract for eleven (11) each high floor suburban coaches from Orion Bus Industries. On July 26, 2002 a one-year contract was issued with First Transit, Inc. for resident bus inspection services for the eleven high floor suburban buses being built by Orion Bus Industries. First Transit, Inc. will work with District staff to provide solutions for production line problems, will assist in implementing approved change orders, will test buses to ascertain whether or not they meet the specifications, will conduct additional tests as deemed appropriate by the District and produce written reports on the final condition of each bus prior to delivery. Due to production schedule start-up delays by Orion Bus Industries, the last bus to be manufactured is scheduled for delivery to the District the first week of October.

District staff is recommending that the Board of Directors authorize the General Manager to extend the contract through December 31, 2003 with First Transit, Inc. for resident bus inspection services for the eleven high floor suburban buses being built by Orion Bus Industries. This is a time extension only with no additional funding being required.

IV. FINANCIAL CONSIDERATIONS

No additional funding for this contract is required.

V. ATTACHMENTS

Attachment A: Contract Amendment with First Transit, Inc.

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FIRST AMENDMENT TO PROFESSIONAL SERVICES CONTRACT
FOR RESIDENT BUS INSPECTION SERVICES FOR QUALITY CONTROL
ASSURANCE PROGRAM FOR HIGH FLOOR SUBURBAN BUSES THAT
ARE TO BE BUILT BY ORION BUS INDUSTRIES (01-24-1)**

This First Amendment to professional services contract for resident bus inspection services for quality control assurance program for high floor suburban buses that are to be built by Orion Bus Industries is made effective July 25, 2003 between the Santa Cruz Metropolitan Transit District, a political subdivision of the State of California (“District”) and First Transit, Inc. (“Contractor”).

I. RECITALS

- 1.1 District and Contractor entered into a one-year contract for resident bus inspection services for the acquisition of eleven high floor suburban buses that can be converted to CNG (“Contract”) on July 26, 2002.
- 1.2 Orion Bus Industries has delayed the production start-up date for this bus build.
- 1.3 District has notified Contractor of the delays and has requested an extension of the Contract through December 31, 2003.

Therefore, District and Contractor amend the Contract as follows:

II. TERM

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

This Contract shall continue through December 31, 2003. This Contract may be mutually extended by agreement of both parties.

III. REMAINING TERMS AND CONDITIONS

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

IV. AUTHORITY

4.1 Each party has full power to enter into and perform this 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 _____

DISTRICT
SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

Leslie R. White
General Manager

CONTRACTOR
FIRST TRANSIT INC.

By _____
Rick Dunning
Senior Vice President

Approved as to Form:

Margaret R. Gallagher
District Counsel

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: June 27, 2003

TO: Board of Directors

FROM: Tom Stickel, Manager of Fleet Maintenance

SUBJECT: CONSIDER RENEWING THE HARTFORD INSURANCE POLICIES FOR EMPLOYEE LIFE AND ACCIDENTAL DEATH AND DISMEMBERMENT INSURANCE.

I. RECOMMENDED ACTION

District staff is recommending that the Board of Directors authorize the General Manager to renew the insurance policies with The Hartford for one (1) additional year for employee life and accidental death and dismemberment insurance.

II. SUMMARY OF ISSUES

- Insurance policies for employee life and accidental death and dismemberment insurance were issued on August 1, 2000 with The Hartford. The policies had a two-year effective period.
- The policies were renewed last year and are due to expire on July 31, 2003.
- District staff is recommending that a one-year renewal of the insurance policies for employee life and accidental death and dismemberment insurance with The Hartford be approved.

III. DISCUSSION

The District issued a request for proposal (RFP) for employee life and accidental death and dismemberment insurance on June 6, 2000. Based on that RFP, insurance policies were established with The Hartford for a two-year period. The insurance policies were renewed last year without any changes in the policy rates.

The District's current insurance policies with The Hartford for employee life and accidental death and dismemberment insurance are due to expire on July 31, 2003. The Hartford has reviewed the District's file and has indicated their desire to extend the policies one additional year with no change in the rates of compensation. An extension of the policies would be advantageous to the District. It is recommended that the Board of Directors authorize the General Manager to renew the insurance policies with The Hartford for one (1) additional year with no change in the rates of compensation.

IV. FINANCIAL CONSIDERATIONS

Funds are available in the Human Resources budget for this amendment.

V. ATTACHMENTS

Attachment A: Letter from The Hartford



THE
HARTFORD

June 11, 2003

Mr. Lloyd Longnecker
District Buyer
Santa Cruz Metropolitan Transit District
120 Du Bois Street
Santa Cruz, CA 95060

RE: Hartford Group Life Policy #034504
Hartford Accident Policy #57-ADD-8424

Dear Mr. Longnecker:

The renewal for Santa Cruz Metropolitan Transit District has been completed for an August 1, 2003 effective date. We are happy to advise that current rates for all lines of coverage will be continued until August 1, 2004. Please note the rates will remain as follows:

| <u>Coverage</u> | <u>Current Rate/Renewal Rate as of 8/1/03</u> |
|-------------------------------|---|
| Basic Life: | SO.43 per \$1000 |
| Basic AD&D: | SO.04 per \$1000 |
| Supplemental Life (employee): | |
| Under 30: | \$0.09 per \$1000 |
| 30-34: | \$0.10 per \$1000 |
| 35-39: | SO.14 per \$1000 |
| 40-44: | \$0.24 per \$1000 |
| 45-49: | SO.39 per \$1000 |
| 50-54: | \$0.63 per \$1000 |
| 55-59: | \$1.04 per \$1000 |
| 60-64: | \$1.29 per \$1000 |
| 65-69: | \$2.02 per \$1000 |
| Over 70: | \$3.54 per \$1000 |
| SR AD&D: | \$0.054 per \$1000 |

Along with this renewal, we are pleased to announce that we are enhancing your group's current policy by adding the Worldwide Travel Assistance program free of charge. Please see the enclosed Travel Assistance documents to learn more about this great new program and what you need to do to begin taking advantage of this additional benefit.

Hartford Life Insurance Companies
Group Benefits Division
33 New Montgomery St., Suite 710
San Francisco, CA 94105
Telephone 415 836 4900
Toll Free 800 426 9701
Facsimile 415 836 4942

Mr. Lloyd Longnecker
June 11, 2003
Page 2



Mr. Longnecker, the Santa Cruz Metropolitan Transit District is a valued policyholder and we appreciate your business. We look forward to continuing to serve your benefit needs in the years to come. Should you have any questions about this renewal or if you would like to discuss additional benefit offerings, please feel free to contact me at 415-836-4908.

Best Regards,

Stacy Arasato
Account Manager
Group Benefits Division
CA License #0C56492

Enclosures: Travel Assistance Product Enhancement
 Travel Assistance Program Guide
 Travel Assistance Employee Service Description

Hartford Life Insurance Companies
Group Benefits Division
33 New hontgomery St., Suite 710
San Francisco, CA 94105
Telephone 415 836 4900
Toll Free 800 426 9701
Facsimile 415 836 494%



. ** PRODUCT ENHANCEMENT - - NEW TRAVEL ASSISTANCE PROGRAM . **

Hartford is pleased to announce that we are now offering the Travel Assistance Program to our customers at no additional cost! Services are provided by Worldwide Assistance Services, Inc. (WA), a leading travel assistance provider for over 40 years, and services include:

Emergency Medical Assistance

- Emergency evacuation
- Medically necessary repatriation
- Reparation of remains
- Visit of family member
- Return of dependent children
- Return of traveling companion

Emergency Personal Services

Pre-trip Information

In order for the group policyholder to take full advantage of this great new program, please have an authorized representative sign and return to me the enclosed Travel Assistance Program Guide.

Upon receipt of the signed acceptance, I'll order the group a full supply of wallet cards for distribution to each insured employee. Insured employees will also have available to them a detailed flyer explaining the Travel Assistance program (please refer to the enclosed Travel Assistance EE Service Description). It is recommended that the EE Service Description be posted to the group's company intranet site for ready-access by all.

Should the group choose not to participate in this free program enhancement, please make sure the Travel Assistance Program Guide is still signed and returned to me so that we can note their declination.

Thank you in advance for your assistance with communicating this product enhancement to the policyholder.

Group Sales
San Francisco Regional Office
33 New Montgomery Street
P.O. Box 3615
San Francisco, CA 94119-9971
Telephone 415 836 4950
Toll Free 1 800 426 9701
Facsimile 415 836 4942

TRAVEL ASSISTANCE PROGRAM GUIDE

Travel Assistance services are being provided to those employees who are covered under a Group Life and/or Disability program with The Hartford as well as their eligible dependents (Spouse and Children under age 19, or 25 if full-time student), effective on or after September 1, 2002.

These services will be provided to the policyholder at no additional cost by Worldwide Assistance Services, Inc. (WA) based in Washington, DC, pursuant to an agreement entered into between WA and The Hartford.

Plan Communications

The employer agrees to distribute a Travel Assistance Program Employee Service Description to its covered employees. The description contains details of the program, identifies responsibilities of both employees and WA, and provides important contacts/phone numbers for WA. The employer should maintain a supply of descriptions for their employees upon request.

Plan Administration

In the event of an Emergency Medical situation involving an employee/dependent, WA may need to contact the employer to verify coverage. WA will be contacting the employer in the following order:

- . The Billing Contact as identified to The Hartford
- . The Case Contact as identified to The Hartford
- The Employer Contact as identified to The Hartford

*It is the responsibility of the employer to notify either The Hartford or WA if you require a different contact person.

The Contact will be required to provide verification that (a) the employer has coverage with The Hartford, and (b) the employee is individually covered by The Hartford.

Terminations

WA will provide Travel Assistance services under The Hartford policy until the policy's expiration or cancellation date, whichever comes first.

Benefits and Limitations

Covered Employees and their dependents will have toll-free access to Worldwide Assistance Services, Inc. Customer Service Center 24 hours a day from anywhere in the world. The service highlights are described in the attached Travel Assistance Program Employee Service Description.

The assistance services are available in every country, except for those listed on the description sheet, and are subject to changes in the event of rebellion, riot, military uprising, war, acts of war, insurrection, terrorism, labor disturbance, strikes, nuclear accidents, acts of God or refusal of authorities to permit WA to fully provide services. WA will endeavor to provide services to the best of its ability.

WA also shall not be obligated to provide its services with regard to any injury or sickness that results from or is caused by suicide or attempted suicide, the influence of drugs (unless prescribed by a physician), participation in an illegal activity, while legally intoxicated, or when travel is undertaken for the specific purpose of securing medical treatment.

If a covered employee requests transport related to a condition for which a transport has not been deemed medically necessary by a physician designated by WA in consultation with a local attending physician or to any condition excluded hereunder, and the employer agrees to be financially responsible for all expenses related to that transport, WA will arrange but not pay for such transport to a medical facility or to the covered person's residence and will make such arrangements using the same degree of care and completeness as if WA WA providing service under this agreement.

WA or The Hartford shall not be responsible for any claim, damage, loss, costs, liability or expense which arises in whole or in part as a result of WA' inability to contact the employer's authorized Contact for any reason beyond WA's or The Hartford's control or as a result of the failure and/or refusal of the employer to authorize services proposed by WA.

Negligence/Acts of Omission

The medical professionals and/or attorneys suggested or designated by WA or providing direct services pursuant under this program are not employees or agents of WA; therefore, WA is not responsible or liable for their negligence or other acts or omission.

Non-Affiliation

WA is not affiliated with The Hartford. The Hartford shall not be held liable or responsible for any acts or omissions by WA in connection with or arising under this Travel Assistance Program.

Acknowledgement of Service

Employer Name : _____

Signed: _____

Effective Date : _____

We accept participation in the Travel Assistance Program

We will not accept participation in the Travel Assistance Program

Travel Assistance is Only a Phone Call Away

With Worldwide Assistance Services, Inc.

When you're traveling, emergencies can occur. Now, help is only a phone call away for employees covered by a Group Life or Disability plan from The Hartford¹. You're eligible for a Travel Assistance Program provided by Worldwide Assistance Services, Inc. (WA), a leader in the travel assistance industry².

The Travel Assistance Program gives you 24-hour, toll-free access to emergency assistance when you travel 100 miles or more from home for 31 consecutive days or less. And, the benefits and services described below are also available for your dependents³ – whether or not they're traveling with you. We suggest you keep this service description with your travel documents, for easy access in case of an emergency.

Emergency Medical Assistance

- Medical Referrals – Upon request, WA will assist you in locating physicians, dentists and medical facilities that can take care of your medical needs. Whenever possible, WA will refer you to English-speaking medical providers.
- Medical Monitoring – While being treated for a medical emergency, professional case managers (including physicians and nurses) will communicate with your attending local physicians to make sure that you receive an appropriate level of care and to determine if further intervention, medical evacuation or even repatriation (return to U.S.) is needed.
- Medical Evacuation – If WA's physicians, in consultation with your local attending physician, determine that the care you receive is substandard, WA will recommend that you be transported to the closest adequate medical facility that can provide relevant care for your medical emergency. WA will make all arrangements and will pay for all associated evacuation expenses. And WA's physician team makes all decisions as to the medical necessity of such a transport.
- Medical Repatriation – If WA's physician, after consulting with your local attending physician, determines that you need further medical hospital care or long-term rehabilitation, WA will arrange and pay for you to be brought back to your home. WA's physician team makes all decisions as to the medical necessity of such a transport.
- Traveling Companion Assistance – If your travel companion loses previously made travel arrangements due to your medical emergency, WA will arrange and pay for your companion's return home by the most direct and economical route.
- Dependent Children Assistance – If any dependent children traveling with you are left unattended because you're hospitalized, WA will arrange and pay for their economy class transportation home with a qualified escort, if necessary.
- Visit by a Family Member or Friend – If you're traveling alone and must be hospitalized for at least seven (7) consecutive days, are likely to be hospitalized at least seven (7) consecutive days or are in critical condition, WA will, upon your request, arrange and pay for economy class round trip transportation for one (1) member of your immediate family, or one (1) friend you designate, from his or her home to the place where you're hospitalized.
- Emergency Medical Payments -When it's necessary for you to obtain needed medical services, WA will, upon your request, advance up to \$10,000 to cover on-site medical expenses. The advance of funds will be made to the medical provider after WA has secured funds (usually by debiting a credit card) from you or your family.

¹ The Hartford[®] is The Hartford Financial Services Group, Inc. and its subsidiaries, including issuing companies Hartford Life Insurance Company and Hartford Life and Accident Insurance Company.

² The Hartford and WA are not affiliates. WA is acting as an independent contractor.

³ A dependent is your spouse or unmarried child less than age 19 (age 25 if a full-time student at an accredited school and primarily dependent upon you for support and maintenance.)



Emergency Medical Assistance (continued)

- Return of Mortal Remains – In case of death while traveling, WA will arrange and pay up to a maximum of \$10,000 for the proper return of remains to the deceased's place of residence for burial, including all necessary government authorizations and transportation.
- Replacement of Medication and Eyeglasses – WA can arrange to fill a prescription that has been lost, stolen, or requires a refill, subject to local law, whenever possible. WA will also arrange for shipment of replacement eyeglasses. Costs for shipping medication, eyeglasses, or a prescription refill are your responsibility.

Emergency Personal Services

- Urgent Messages – While you're traveling, WA can receive and relay urgent messages for you and your family.
- Emergency Travel Arrangements – If appropriate, WA can make new travel arrangements or change airline, hotel and car rental reservations.
- Emergency Cash -WA can advance up to \$500 after satisfactory guarantee of reimbursement from you (usually a credit card). Any fees associated with the transfer or delivery of funds are your responsibility.
- Location **Lost/Stolen** Luggage/Personal Possessions – WA can assist in locating and replacing lost or stolen luggage, documents, and personal possessions.
- Legal Assistance/Bail – WA can locate an attorney and advance bail funds, where permitted by law, with satisfactory guarantee of reimbursement. (Attorney fees are your responsibility.)
- Interpretation/Translation -WA can assist with the telephone interpretation in all major languages or will refer you to an interpretation or translation service for written documents.

Pre-Trip Information

WAS offers a wide range of informational services before you leave home, including:

- VISA, Passport, Inoculation and Immunization Requirements
- Cultural Information
- Temperature and Weather Conditions
- Embassy and Consular Referrals
- Foreign Exchange Rates
- Travel Advisories
- International "Hot Spots"

How To Access Services

If you or your dependents need emergency or other services, simply call WA 24 hours a day and provide:

- You/your dependents' names
- Your employer's name
- The Hartford ID Number GLD-09012
- Nature of your condition
- Phone number where you can be reached

Call 24 Hours a Day

From US and Canada

1-800-243-61 08

From Mexico

001-800-368-7878

From the Philippines, Jamaica and the Dominican Republic

1-800-368-7878

From France

0800-901-570

From UK

0800-89-4035

From Germany

0800-817-6080

From Italy

800-877-1 45

From other locations (call collect)*

1-202-828-5885

You can also reach WA 24 hours a day by:

EMAIL ops@worldwideassistance.com

FAX 1-202-331-1 528

WEBSITE www.worldwideassistance.com

* Collect calls can sometimes be challenging due to language, international phone etiquette, etc. If in doubt, please call WA directly, keep your phone bill and submit it after your trip. You will be reimbursed in full.

Paying For Services

After verifying coverage eligibility, WA will pay for the following Emergency Medical Assistance services previously described. *These services are only eligible for payment or reimbursement by WA if WA was contacted at the time of service and arranged and/or pre-approved the service.*

- Medical Evacuation/Return Home
- Traveling Companion Assistance
- Dependent Children Assistance
- Visit by a Family Member or Friend
- Return of Mortal Remains
- Internal Expenses, including telephone calls, medical monitoring fees, or time dedicated to managing your medical care

If costs are incurred for any other WA services, you are responsible for paying those costs or reimbursing the costs if initially paid by WA. WA will ask for your credit card information and debit your account for the required amount.

Service Exclusions and Limitations

WA will not evacuate or repatriate you if you have infections under treatment that have not yet healed; you are pregnant and are either in or have passed your sixth month of pregnancy; or if the WA-designated physician determines that such transport is not medically advisable or necessary.

WA does not provide services or pay for expenses caused by or resulting from the following*:

- Suicide or attempted suicide, or intentionally self-inflicted injuries
 - War, invasion, acts of foreign enemies, hostilities between nations (whether declared or not),
 - Civil war or attempted suicide, or intentionally self-inflicted injuries
 - War, invasion, acts of foreign enemies, hostilities between nations (whether declared or not)
 - Participation in any military maneuver or training exercise
 - Piloting or learning to pilot, or acting as a member of the crew of any aircraft
 - Mental or emotional disorders unless hospitalized
 - Commission or the attempt to commit a criminal act
 - Traveling to obtain medical services or treatment
 - Injury or illness which can be treated locally and does not prevent the continuing of the trip
 - Assistance not shown as covered
- Although the exclusionary provisions may apply, upon your request WA will provide the services totally at your expense, including a fee to WA for its efforts in this regard.

WA services are available in every country *except* Afghanistan, Somalia, Eritrea and Eastern Timor. WA reserves the right to update the list of countries in which its services are not available. It's your responsibility to inquire whether a country is "open" for assistance prior to your departure and during your stay.

WA also reserves the right to suspend, curtail or limit its services in any area in the event of rebellion, riot, military uprising, war, terrorism, labor disturbance, strikes, nuclear accidents, acts of God or refusal of authorities to permit WA to fully provide services. However, if you travel in any area where there is a rebellion, riot, military uprising, war, labor disturbance or strike, WA will provide services to the best of its ability.

In all cases, the medical professionals, medical facilities and/or attorneys suggested by WA or providing direct services to you under this program are not employees or agents of WA or The Hartford, and the final selection of the medical professional, medical facility, or legal counsel is your choice alone. Neither WA nor The Hartford is liable for negligence or other wrongful acts or omissions by these professionals, and you will have no recourse against WA by reason of its suggestion of or contract with a medical professional and/or attorney.

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: June 27, 2003

TO: Board of Directors

FROM: Mark Dorfman, Assistant General Manager

SUBJECT: CONSIDERATION OF STAFF ACTIONS TO SUBMIT A GRANT APPLICATION TO THE AIR DISTRICT FOR AB2766 FUNDS

I. RECOMMENDED ACTION

It is recommended that the Board of Directors concur with staff actions to develop and submit a second application to the Air District for funding from the FY2004 AB2766 program.

II. SUMMARY OF ISSUES

- The Monterey Bay Unified Air Pollution Control District (Air District) each year solicits applications for grant funds from the AB2766 emission reduction program.
- In May, the Board adopted a resolution authorizing staff to submit an application for grant funds to purchase individual meters on dispensers at the new CNG fuel station.
- In consultation with Air District staff, METRO staff developed and submitted a second application after METRO's May Board meeting and submitted it prior to the June 2nd deadline but before the Board could consider it.
- The second application requests grant funding to promote Highway 17 Express ridership through intense marketing and "fare-free" days. Due to current economic conditions, the Highway 17 Express has excess capacity which could be promoted to attract riders.
- Concurring with staff actions to submit a second AB2766 application will authorize the General Manager to execute an agreement with the Air District for grant funds for this project, if approved. The METRO Board could alternatively rescind the second application from further consideration.

III. DISCUSSION

Since 1991, the Monterey Bay Unified Air Pollution Control District (Air District) has solicited applications annually for the AB 2766 Motor Vehicle Emissions Reduction Program. This program is funded from approximately \$2 million collected by the California Department of Motor Vehicles from the \$4.00 annual vehicle registration surcharge in the Monterey Bay region.

In May, the Board authorized staff to submit an application to the Air District for \$100,000 in AB2766 funds to purchase and install individual fuel meters on each dispenser at the CNG refueling station. Since that time, METRO staff in consultation with Air District Staff

determined that another project to promote Highway 17 Express ridership would likely score well and, if funded, would provide financial incentive to promote the excess capacity which exists on the buses due to the economic downturn of the last 2 years. In order for METRO to avail itself of the opportunity, METRO staff wrote and submitted an application by the June 2nd deadline, but before the next scheduled Board meeting.

The attached second application requests grant funding for a project to promote Highway 17 Express ridership through intense marketing and “fare-free” days. Due to current economic conditions, the Highway 17 Express has excess capacity which could be promoted to attract riders. One goal of both agencies for this project is to attract riders during the fare-free days who would continue to ride throughout the year. The Air District’s competitive scoring favors projects such as this one which has the potential to divert single-occupant vehicle trips to transit.

This project will allow for a “fare-free” week once each quarter to attract new riders to the route. Grant funding would also pay for the development of an advertising program and media cost to support the project.

Concurring with staff actions up to this point in developing and submitting an application would enable this grant to proceed through the Air District’s scoring process. The Air District anticipates announcing its FY 2004 grant awards in August, 2003. If the Board desires, this application could also be rescinded from further consideration by the Air District

V. FINANCIAL CONSIDERATIONS

If awarded, this second AB2766 project application would fund up to \$100,000 in Highway 17 Express promotion costs and fare revenue replacement on fare-free days.

V. ATTACHMENTS

Attachment A: AB2766 Grant Application for Highway 17 Express ridership promotion.

AB 2766 EMISSION REDUCTION GRANT PROGRAM

(Authorized by Assembly Bill 2766 of 1990)

APPLICATION PACKET

For the fiscal year

JULY 1, 2003 TO JUNE 30, 2004

February 19, 2003

MONTEREY BAY UNIFIED AIR POLLUTION CONTROL DISTRICT

**24580 SILVER CLOUD COURT
MONTEREY, CALIFORNIA 93940
TELEPHONE: 647-9411; FAX 647-8501**



FY 2003-2004 AB2766 Motor Vehicle Emission Reduction Grant Program

ATTACHMENT 1 - PROJECT BUDGET & SCHEDULE

See general instructions at end of this attachment

- A. **Public agency applicant:** Santa Cruz Metropolitan Transit District _____
- B. **Implementing entity, if different:** _____
- C. **Budget:** Total Project Cost: \$ 100,000
This AJ32766 Grant Request: \$ 100,000
- D. **Project Title:** Highway 17 Transit Promotion _____
- E. **Project Schedule:** Start Date: 3/2004 End Date: 12/2004
- F. **Activities:** List each distinct activity needed to implement project:

Activity #1: Market Highway 17 Transit Promotion.
 Activity #2: Fare Replacement Cost.
 Activity #3:
 Activity #4:

Table F. AB2766 Grant Budget and Schedule

| Activity # | Check type of Period: | | | | Project Total |
|--------------|---------------------------|---------------------------|----------------------------|---------------------------|-------------------|
| | 1st Period Ends 6/2004 | 2nd Period Ends 9/2004 | 3rd Period Ends 12/2004 | 4th Period Ends 3/2005 | |
| 1. | \$30,000 | \$ 15,000 | \$ 15,000 | \$ 15,000 | \$ 75,000 |
| 2. | \$ 6,250 | \$ 6,250 | \$ 6,250 | \$ 6,250 | \$ 25,000 |
| 3. | | | \$ | \$ | \$ |
| 4. | | | \$ | \$ | \$ |
| TOTAL | \$ 36,250 | \$ 21,250 | \$ 21,250 | \$ 21,250 | \$ 100,000 |

NOTE: Show ONLY AB2766 grant finds in Table F. Total must equal AB2 766 request in §C.

Table G. Total Project Cost Budget:

| | <u>This</u> | | <u>Other</u> | | <u>Total Project</u> |
|----------------------|----------------------|----------------|------------------|-----------------------------|----------------------|
| | <u>AB2766</u> | <u>Secured</u> | <u>Unsecured</u> | <u>Funding, all Sources</u> | |
| | <u>Grant Request</u> | <u>Funds</u> | <u>Funds</u> | | |
| Equipment | \$ | \$ | \$ | \$ | |
| Other capital | \$ | \$ | \$ | \$ | |
| Personnel | \$ | \$ | \$ | \$ | |
| Other operating | \$ 100,000 | \$ | \$ | \$ 100,000 | |
| Grant Administration | XXXXXXX | \$ | \$ | \$ | |
| Total Project | \$ 100,000 | \$ | \$ | \$ 100,000 | |

NOTES: Grant funds may not be used to reimburse the costs of administering the grant. Show funding for all project costs, including grant administration, in Table G. Total of all funding sources must equal Total Project Cost amount in §C.

FY 2002-2003 AB 2766 Motor Vehicle Emission Reduction Grant Program

H. Status of funding sources other than this AB2766 grant request

*See Status Codes below.
Check one box for each source:*

| <u>Source</u> | <u>Amount</u> | S | u | P |
|---------------|---------------|--------------------------|--------------------------|--------------------------|
| 1. _____ | \$ _____ | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. _____ | \$ _____ | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. _____ | \$ _____ | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. _____ | \$ _____ | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. _____ | \$ _____ | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Total | | | | |
| \$ _____ | | | | |

STATUSCODES:

- S = Secured funds: Grantee attests these will be secured by January 31, 2004**
- U = Unsecured funds;; Availability for this project not yet certain**
- P = Previous AB2766 funds secured and available for this project.**

I. Monitoring Program: See instructions below and separate AB2766 Travel Activity Data Requirements.

a. Travel or other activity measurements to be collected: Describe each:

- Measure 1 : Highway 17 transit ridership.
- Measure 2 :
- Measure 3 :
- Measure 4 :

b. Type of Data Collection (Counts, surveys, logs, etc.): Daily Passenger Counts.

c. Frequency and source of collection for each measure: Daily

J. Contacts:

List contact information for the primary grantee reimbursement and/or Project Manager, if different, and for the implementation entity, if different:

Primary Contact Name:

Mark Dorfman
 Mail address: 370 Encinal St.
 Santa Cruz, CA 95060
 Telephone: (831) 426-6080
 Fax: (831) 426-6117
 E-Mail: mdorfman@scmtd.com

Reimbursement Contact Name:

Marilyn Fenn
 Mail address: 370 Encinal St.
 Santa Cruz, CA 95060
 Telephone: (831) 426-6080
 Fax: (831) 426-6117
 E-Mail: mfenn@scmtd.com

Implementing Entity Name: same

Mail address:
 Telephone: _____
 Fax: _____
 E-Mail:

FY 2002-2003 AB 2766 Motor Vehicle Emission Reduction Grant Program

K. Emissions and Cost Effectiveness Calculations:

1. **Useful Life of Project:** 1 Years.
NOTE: District staff may apply applicable default value.

Leave the rest of this Section blank District staff calculates entries:

2. **Prior AB2766 Award:** \$ _____
3. **This AB2766 Request:** \$ _____
4. **Total Tons over Useful Life** _____ Total Tons, NOx, ROG and PM₁₀
5. **Cost-effectiveness:** \$ _____ AB2766 [Prior + Request] / Total Tons

General instructions for Attachment 1:

- E. **Project Schedule:** Start date is when grant funded activities begin and end date is when they are expected to be fully completed. End date may not be later than two years after grant agreements are signed.
- F. **Activities:** Briefly describe each project activities or phase of the proposed project.
- F. **Table F.** First, define up to four periods of project implementation. Check whether time periods are quarters, semesters or years. If annual, end June 30th. The first period should include the project start date and the last period should include the end date. Next, enter the expected grant funded project costs for each activity by period. Project total must be the same as the requested AB2766 grant amount shown in §C.
- G. **Total Project Cost Budget:** For the budget categories shown, distribute the requested AB2766 grant; other secured funding, and funding not yet secured that will be needed to implement the project. The first column total equals the grant request amount shown in §C and the project total column should be the sum of the other columns. Grant administration costs may not be reimbursed from the AB2766 grant.

Secured funds are those in an approved adopted budget or which the applicant attests will be secured and committed to the project in a budget by January 30, 2004. Leveraging points used in scoring applications count only secured funds.

Other Unsecured funds include funds needed to implement the project but which have not yet been approved and budgeted for the project. Such other funds must be secured by the grantee before the District will obligate the grant in an agreement. Applicants, in submitting the application, thereby commit to securing these funds by January 31, 2003 if the requested grant is awarded.

- H. **Status of Other Funding Sources:** Indicate the source and amount of all funding except the current AB2766 grant request here. Check whether each funding source is secured (S), unsecured (U) or from a prior AB2766 grant (P), using the definitions above.

FY 2002-2003 AB 2766 Motor Vehicle Emission Reduction Grant Program

- I. Monitoring Program:** Enter the kind, type and frequency of travel monitoring to be conducted if a grant is awarded. (See enclosed *AB2766 Travel Activity Data Requirements* for instructions regarding the exact measurement data needed for each type of emission-reducing project). For other project types, request staff assistance. Staff may add other monitoring conditions to the grant agreement as needed.
- J. Contact Person:** Enter contact information for both the grantee project management and reimbursement, as well as for the entity implementing the project, if different.
- K. Emissions and Cost-effectiveness Calculations:** For emission- reducing projects, applicant must provide project travel data to District staff in accordance with the accompanying *Travel Activity Data by Type of Project* or use default values. District staff may use default assumptions if travel data are not available, inadequate or incomplete.

This concludes Attachment 1

ATTACHMENT 1A - PROJECT NARRATIVE

Project Title Highway 17 Transit Promotion

Grantee Agency Santa Cruz Metropolitan Transit District

Instructions for Attachment IA:

Applicant completes this Attachment IA on additional pages, each identified as Attachment IA, but within the overall ten-page limit for the application. The attachment describes in narrative form, the project concept scope, budget and the projected activity which result in emission reductions. Include the project schedule and phasing as needed, as well as project maps, graphics, tables, photographs needed to supplement the narrative.

Project Purpose

The purpose of the proposed project is to increase transit ridership on the Highway 17 Express commute service between Santa Cruz and San Jose through an intense marketing effort to promote 20 fare-free days during FY 2004. The AE32766 funds requested would fund the marketing effort and replace the average farebox revenue which the District would normally collect when full fares are in effect.

This project would also offer empirical evidence for fare elasticity studies which attempt to correlate changes in ridership effected by a change in fare.

Background

Santa Cruz METRO has operated the Highway 17 Express between Santa Cruz and San Jose since 1989. Santa Cruz METRO and Santa Clara County VTA formed a Joint Powers Agency to operate Highway 17 Express transit as an essential transportation service in the aftermath of the Loma Prieta earthquake which reduced Highway 17 vehicle capacity and favored high-occupancy vehicles. Due to the success of the operation, the JPA retained the Highway 17 Express as a commute alternative for the congested Highway 17 corridor.

The economic downturn over the last two years reduced home-based work commutes between Santa Cruz and San Jose, causing Highway 17 Express ridership to decline by more than 12% during the last year after losing approximately 2% of ridership the previous year. Lowered commute traffic volume has reduced congestion on Highway 17, which in turn may have drawn more ridership from transit than could be explained by employment declines alone.

During the highest ridership period, Highway 17 Express buses operated at the seated capacity in the peak direction. Now, excess capacity exists in both directions.

Project Description

This project will launch an intense marketing campaign using local radio, newspaper and on-bus displays (advertising wraps) to stimulate ridership on the Highway 17 Express during four weeks of free fares, one week during each quarter of FY 2004. One fare-free week will coincide with Clean Air Month activities, and the other three will be scheduled to coincide with

FY 2003-2004 AB 2766 Motor Vehicle Emission Reduction Grant Program

other promotional events for commute alternatives, such as the “Santa Cruz County Regional Transportation Commission’s *Don’t Drive One-in-Five* campaign.

METRO will contract the entire advertising campaign with a professional advertising firm. Since METRO currently has no marketing program, consultant services will be retained to develop a successful marketing strategy, to help with designing an appropriate campaign and to broker media purchases which may include local television advertising. The budget shows advertising costs during the first quarter to be double the subsequent quarters to pay for the initial start-up costs and design work. The advertising budget during the other three quarters would consist primarily of media advertising costs plus the consultant overhead.

For this project, METRO staff suggests reasonable assumptions to calculate emission reductions. First, METRO will use its newest, 2003 model year buses for this project. METRO anticipates receiving new, Orion Bus Industries suburban coaches in November, 2003 to replace the current fleet. These buses meet the 2.5 gram/brake horsepower emission limit for NOx and ROG. Second, the one-way commute mileage of 28.5 miles is based on travel distance between the Soquel Drive Park and ride lot in Santa Cruz and the San Jose terminal at San Fernando and 5th St. Finally, Highway 17 Express service has not been marketed in any way during the last 5 years. This would be a novel campaign.

Assumptions about the project’s ridership impact follow from assumptions about the impact of fare increases on ridership which METRO used to estimate ridership declines which could occur from the fare increase scheduled July 1, 2003. METRO staff estimated a maximum ridership decline of 12% with a 50% fare increase. The corollary should hold; that is, a 50% reduction in fares should produce a **12%** increase in ridership. Since the project proposes a 100% fare reduction to zero, a 12% ridership increase would seem to be a conservative but appropriate forecast. To allow for a “build-up” effect, a ridership increase of only 10% is used for the first three days of the first week, with 12% used thereafter. Additionally, this project supposes a permanent ridership increase of 2% resulting from the campaign.

The following table is offered as a guide to forecasting added ridership on the Highway 17 Express and the consequent emission reduction which may result from this project. Travel activity data for MBUAPCD calculations follow on the next page.

| New Highway 17 Express Trips | | | | | | |
|-------------------------------------|----|----|----|----|----|--------------|
| | M | T | W | Th | F | Total |
| Week 1 | 51 | 51 | 51 | 61 | 61 | 275 |
| Week 2 | 61 | 61 | 61 | 61 | 61 | 305 |
| Week 3 | 61 | 61 | 61 | 61 | 61 | 305 |
| Week 4 | 61 | 61 | 61 | 61 | 61 | 305 |
| | | | | | | 1,190 |
| Added 2% increase (189 days): | | | | | | 1,894 |
| Total: | | | | | | 3,084 |
| Trips! | | | | | | |

501 avg. trips/day

4 New Transit Service

- Useful Life of Project
- Average Annual Days of Operation
- Annual Total Vehicle Miles, Project Vehicle
- Average Daily Boardings of New Service
- Percent riders who would otherwise use auto, con-mute
- Percent riders who would otherwise use auto, urban
- Average One-way Auto Trip Replaced, commute service
- Average One-way Trip Length Replaced , urban service
- Average One-Way Auto Access Trip Length, commute
- Average One-Way Auto Access Trip Length, urban
- Percent riders w/ auto access, con-mute service
- Percent riders w/ auto access, urban service
- Emissions factors, auto travel replaced, and pro&t bus

| Defaults by Type of Project | | | | | | |
|-----------------------------|---------------------------|-----------------------------|-----------------|----------------------|-------------------------|----------------|
| Applicant to provide? | Unit | Clean Diesel Translt Bus | CNG Transit Bus | Electric Translt Bus | Clean Diesel School Bus | CNG School Bus |
| If differs | Years | 12 | 12 | 12 | 20 | 20 |
| if differs | Days | 260 | 260 | 260 | 180-200 | 180-200 |
| yes | Miles | | | | | |
| yes | Trips | 12 | | | | |
| yes for School | Percent | 83% | 83% | 83% | | |
| yes for School | Percent | 50% | 50% | 50% | | |
| if differs | Miles | 16 29 | 16 | 16 | N/A. | N/A. |
| If differs | Miles | 9 | 9 | 9 | 3 | 3 |
| If differs | Miles | 5 | 5 | 5 | N/A. | N/A. |
| yes for School | Miles | 2 | 2 | 2 | | |
| if differs | Percent | 80% | 80% | 80% | N/A. | N/A. |
| yes for School | Percent | 50% | 50% | 50% | | |
| no | grams/trip; grams/ ml. | ←-----ARB values used-----> | | | | |

2002 EMISSION CRITERIA OF 2.5g/mile/whp NOx 1206
FOR URBAN TRANSIT BUSES.

FY 2003-2004 AB 2766 Motor Vehicle Emission Reduction Grant Program

Project Location

The project operates on Highway 17 between Santa Cruz and San Jose, connecting to Amtrak and Caltrain service at the Diridon Station in San Jose (map, following page). San Jose State University is a significant trip generator directly on the route at San Fernando St. in San Jose.

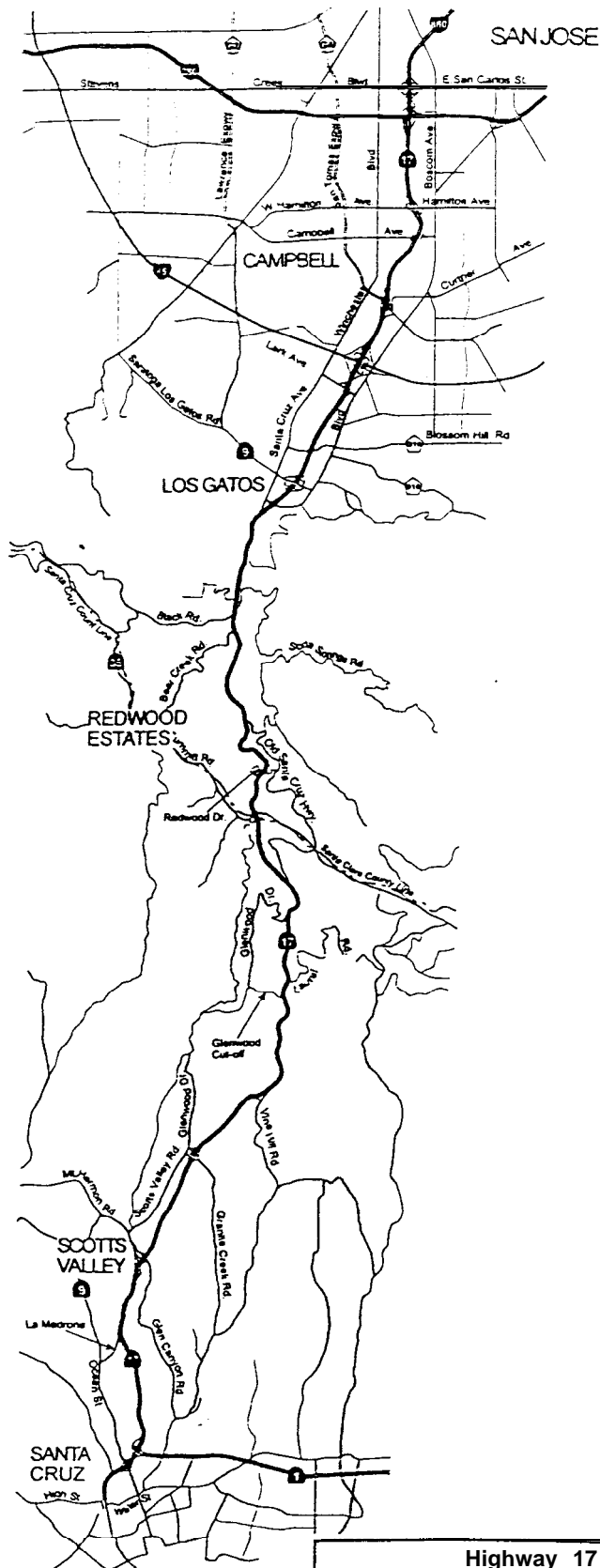
Budget

The budget includes \$30,000 for marketing contracts during start-up and the first quarter's promotion with \$15,000 in media advertising for subsequent quarters. Replacement of farebox revenue is estimated to cost \$6,250 for each week of the free fares.

Schedule

| <i>Task</i> | Start | | Finish | |
|-----------------------------------|--------------|------|---------------|------|
| I. Competitive Bid Process | January | 2004 | March | 2004 |
| II. Free-fare promotion | March | 2004 | December | 2004 |

This concludes Attachment 1A



| | |
|--------------------|--------|
| Highway 17 Express | Figure |
| Vicinity Map | 1 |



FY 2002-2003 AB 2766 Motor Vehicle Emission Reduction Grant Program

ATTACHMENT 1B- PROGRAM CRITERIA CHECKLIST

Instructions for Attachment 1B:

Applicant prepares Attachment 1B. All applicants must meet all REQUIRED criteria to be considered by the District Board. Only applicants previously awarded AB2766 grants need to meet MULTI-YEAR criteria. Meeting applicable criteria does not guarantee a grant award, as AB2766 grants are awarded at the sole discretion of the District Board of Directors. For emission-reducing projects, awards will generally be based on cost-effectiveness and point scoring as described in the next section. Also see included instructions in Italics.

Project Title Highway 17 Transit Promotion

Grantee Agency Santa Cruz Metropolitan Transit District

PROJECT TYPE:

[For all applicants. Must check one or more. If A is checked, do not check B, C or D.]

A. EMISSION REDUCING PROJECT - Quantifiable mobile source emission reductions will occur within five years as a result of this project.

B. DEMONSTRATION PROJECT - Testing or demonstration of facilities, equipment, methods and/or procedures that could lead to motor vehicle emission reductions.

C. EDUCATION PROJECT - Education, public information and policy or regulatory projects.

D. INFRASTRUCTURE PROJECT - Infrastructure facilities, equipment and/ or services which will enable emission reductions.

PROJECT TYPE:

All applicants must check one or more. If A is checked, do NOT check B, C or D

1. Project will result in actions needed to implement the California Clean Air Act (as amended in 1992) and/or achieve emission reductions to meet requirements of Health & Safety Code §44220 to 44247.
2. Projects will be implemented within the North Central Coast Air Basin.
3. Application is in complete, in a format acceptable to the District and has been submitted during the application period.
4. Application requests no more than \$200,000 in AB2766 funds in this grant year, or if a bicycle path project -- not more than \$ 100,000 in this grant year.
5. Applicant is a public agency who will sign a Grant Acceptance Agreement to implement and maintain the proposed project for its useful life. (Project may be implemented by private individual, corporation, or

FY 2002-2003 AB 2766 Motor Vehicle Emission Reduction Grant Program

entity under contractual agreement with applicant, with that public agency's formal resolution of support).

6. X The project proposal indicates that the project will be operational and/or providing emissions reductions within five years of the grant award date of the first AB2766 grant awarded to this project.
7. X This project is consistent with a comprehensive, targeted program to either reduce overall mobile source emission or reduce the use of the single occupant vehicle as included in, or consistent with adopted state, regional or local plans. The project proposed must be consistent with the policy direction of the relevant plan, listed below, even **if** that plan does not specially list the proposed project:
1. 1997 Air Quality Management Plan, chapter 7, item 7.3 Transportation Control Measures.

(See relevant plans in the Plan List attached).

8. X Applicant has provided information and assumptions sufficient for District staff to assess project mobile source emission reductions for ROG, NO_x, total PM₁₀ and exhaust PM₁₀, as well as VMT reductions over the useful life of the project.
9. X Project proposal does not include any AB2766 grant funds for preparation of the application, preliminary work related to obtaining a grant, or for project administration if awarded a grant.
10. X (Check either or both blanks in the following): Application clearly identifies ALL funds needed to implement the project, either:
a) X showing funds as "secured" if now budgeted for the project or b) _____ showing as "secured" funds to be budgeted and committed to the project by January 30, 2004 provided a grant is awarded.
11. X If proposal includes retrofit, repower or purchase of new engine or vehicle, the funded engine or vehicle will meet or **exceed** current California Air Resource Board emissions standards.

FY 2002-2003 AB 2766 Motor Vehicle Emission Reduction Grant Program

MULTI-YEAR CRITERIA:

*Only for projects previously awarded MBUAPCD grants Check all that apply.
Criteria 12-16 must be met for such projects.*

1. The proposed new grant funded activity is consistent with the prior Grant Acceptance Agreement(s).
2. This grant is to fund an activity, purpose or phase which is separate and distinct from all work previously funded with AB2766 grant funds.
3. Any emission reductions claimed for any prior MBUAPCD grant awards for this project will occur within five years of the date of first grant award for this project.
4. Any emission or VMT reductions claimed for prior grant awards for this project are not also claimed in this request.
5. Prior AB2766 grant awards are not included in the amount of other secured funds leveraged in project scoring.

This concludes Attachment 1B