

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

BOARD OF DIRECTORS REGULAR MEETING AGENDA  
May 13, 2005 (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.

THE BOARD AGENDA PACKET CAN BE FOUND ONLINE AT [WWW.SCMTD.COM](http://WWW.SCMTD.COM)

**NOTE: THE BOARD CHAIR MAY TAKE ITEMS OUT OF ORDER**

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

1. ROLL CALL
2. ORAL AND WRITTEN COMMUNICATION
3. LABOR ORGANIZATION COMMUNICATIONS
4. ADDITIONAL DOCUMENTATION TO SUPPORT EXISTING AGENDA ITEMS

## CONSENT AGENDA

- 5-1. APPROVE REGULAR BOARD MEETING MINUTES OF APRIL 8 AND APRIL 22, 2005  
Minutes: Attached
- 5-2. ACCEPT AND FILE PRELIMINARILY APPROVED CLAIMS  
Report: Attached
- 5-3. ACCEPT AND FILE APRIL 2005 RIDERSHIP REPORT  
Report: Attached  
**PAGE 1 OF THE APRIL RIDERSHIP REPORT WILL BE INCLUDED  
IN THE MAY 27, 2005 BOARD PACKET**
- 5-4. CONSIDERATION OF TORT CLAIMS: None.
- 5-5. ACCEPT AND FILE THE METRO ADVISORY COMMITTEE (MAC) AGENDA FOR MAY 18, 2005 AND MINUTES OF MARCH 16, 2005  
Agenda/Minutes: Attached
- 5-6. ACCEPT AND FILE MONTHLY BUDGET STATUS REPORT FOR MARCH 2005 AND APPROVAL OF BUDGET TRANSFERS  
Staff Report: Attached

- 5-7. ACCEPT AND FILE HIGHWAY 17 STATUS REPORT FOR MARCH 2005  
Staff Report: Attached
- 5-8. ACCEPT AND FILE PARACRUZ OPERATIONS STATUS REPORT FOR THE MONTH OF FEBRUARY 2005  
Staff Report: Attached
- 5-9. ACCEPT AND FILE UNIVERSITY OF CALIFORNIA, SANTA CRUZ SERVICE UPDATE FOR THE MONTH OF MARCH 2005  
Staff Report: Attached
- 5-10. ACCEPT AND FILE METROBASE STATUS REPORT  
Staff Report: Attached
- 5-11. ACCEPT AND FILE MINUTES REFLECTING VOTING RESULTS FROM APPOINTEES TO THE SANTA CRUZ COUNTY REGIONAL TRANSPORTATION COMMISSION FOR THE APRIL 2005 MEETING  
Staff Report: Attached
- 5-12. CONSIDERATION OF AUTHORIZING THE GENERAL MANAGER TO EXECUTE A CONTRACT WITH VEHICLE MAINTENANCE CONTRACT, INC. FOR BUS ENGINE FILTERS  
Staff Report: Attached  
**ACTION REQUESTED AT THE MAY 13, 2005 BOARD MEETING**
- 5-13. CONSIDERATION OF APPROVAL OF CHANGES TO THE CLASS SPECIFICATION (JOB DESCRIPTION) FOR FLEET MAINTENANCE SUPERVISOR AND FACILITIES MAINTENANCE SUPERVISOR  
Staff Report: Attached

### REGULAR AGENDA

6. PRESENTATION OF EMPLOYEE LONGEVITY AWARDS  
Presented by: Chair Keogh  
Staff Report: Attached  
**THIS PRESENTATION WILL TAKE PLACE AT THE MAY 27, 2005 BOARD MEETING**
7. PUBLIC HEARING ON FY 05-06 DRAFT FINAL BUDGET  
Presented By: Elisabeth Ross, Finance Manager  
Staff Report: Attached  
**THE PUBLIC HEARING WILL TAKE PLACE AT 9:00 A.M. AT THE MAY 27, 2005 BOARD MEETING**

8. CONSIDERATION OF THE RECOMMENDATION FROM THE METRO ADVISORY COMMITTEE TO SUPPORT AN APPLICATION BY THE SANTA CRUZ AREA TRANSPORTATION MANAGEMENT ASSOCIATION TO THE MONTEREY BAY UNIFIED AIR POLLUTION CONTROL DISTRICT FOR FUNDS TO INITIATE A FOLDING BIKE/BUS PASS SUBSIDY PROGRAM AND TO CLARIFY THAT FOLDING BIKES UNDER 5 FEET IN LENGTH ARE ALLOWED TO BE TRANSPORTED INSIDE OF METRO BUSES  
Presented by: Les White, General Manager  
Staff Report: Attached
9. CONSIDERATION OF AUTHORIZING A JOINT GRANT APPLICATION WITH MONTEREY-SALINAS TRANSIT TO THE AIR DISTRICT FOR AB 2766 FUNDS FOR A BUS RAPID TRANSIT FEASIBILITY STUDY  
Presented By: Mark Dorfman, Assistant General Manager  
Staff Report: Attached
10. ORAL ANNOUNCEMENT: NOTIFICATION OF MEETING LOCATION FOR MAY 27, 2005 – CAPITOLA CITY COUNCIL CHAMBERS, 420 CAPITOLA AVE, CAPITOLA  
Presented By: Vice Chair Rotkin  
Staff Report: Oral Announcement – No documentation
11. REVIEW OF ITEMS TO BE DISCUSSED IN CLOSED SESSION: District Counsel
12. ORAL AND WRITTEN COMMUNICATIONS REGARDING CLOSED SESSION

**SECTION II: CLOSED SESSION**

1. CONFERENCE WITH LABOR NEGOTIATOR  
(Pursuant to Government Code Section 54957.6)
  - a. Agency Negotiator: Mark Dorfman, Assistant General Manager
    1. Employee Organization: Service Employees International Union (SEIU), Local 415
  - b. Agency Negotiator: Mark Dorfman, Assistant General Manager
    1. Employee Organization: United Transportation Union (UTU), Local 23

**SECTION III: RECONVENE TO OPEN SESSION**

13. 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.

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

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

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

Minutes- Board of Directors

April 8, 2005

A Regular Meeting of the Board of Directors of the Santa Cruz Metropolitan Transit District met on Friday, April 8, 2005 at the District's Administrative Office, 370 Encinal Street, Santa Cruz, CA.

In Vice Chair Rotkin's absence, Chair Keogh called the meeting to order at 9:03 a.m.

## SECTION 1: OPEN SESSION

### 1. ROLL CALL:

#### DIRECTORS PRESENT

Jan Beautz (arrived after roll call)  
Dene Bustichi  
Stephanie Harlan  
Michelle Hinkle  
Mike Keogh  
Emily Reilly (arrived after roll call)  
Mike Rotkin (arrived after roll call)  
Dale Skillicorn  
Pat Spence  
Mark Stone  
Ex-Officio Wes Scott (arrived after roll call)

#### DIRECTORS ABSENT

Marcela Tavantzis

#### STAFF PRESENT

Frank Cheng, MetroBase Project Manager  
Mark Dorfman, Assistant General Manager  
Terry Gale, IT Manager  
Margaret Gallagher, District Counsel  
Steve Paulson, Paratransit Administrator

Elisabeth Ross, Finance Manager  
Judy Souza, Base Superintendent  
Tom Stickel, Fleet Maintenance Manager  
Les White, General Manager

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

Paul Marcelin-Sampson, MAC/MRU  
Manny Martinez, PSA  
Ian McFadden, SEA

Will Regan, VMU  
Bob Yount, MAC/MASTF/E&D TAC

5-1.1

**2. ORAL AND WRITTEN COMMUNICATION**

Oral:

Chair Keogh reported that action was requested today on Items #5-13, #5-20, and #10.

Les White announced that the Special Meeting scheduled for today was cancelled.

Paul Marcelin-Sampson reported, on behalf of MAC, that he had a very productive discussion in Watsonville about Routes #74 and #79 with three MAC members, two Board members and the General Manager regarding restoring service to parts of Watsonville.

Written:

- a. SCCRTC Bicycle Committee Re: Folding Bikes on Buses

Chair Keogh reported that MAC will be reviewing the correspondence from the SCCRTC this month and the Board is awaiting MAC's response.

**3. LABOR ORGANIZATION COMMUNICATIONS**

Will Regan asked if this Item could be delayed until more Directors arrived.

**DIRECTOR REILLY ARRIVED**

Chair Keogh agreed to postpone this Item until Vice Chair Rotkin arrived.

**4. ADDITIONAL DOCUMENTATION TO SUPPORT EXISTING AGENDA ITEMS**

None.

**CONSENT AGENDA**

**5-1. APPROVE REGULAR BOARD MEETING MINUTES OF MARCH 11 AND 25, 2005**

No questions or comments.

**5-2. ACCEPT AND FILE PRELIMINARILY APPROVED CLAIMS**

No questions or comments.

**5-3. ACCEPT AND FILE FEBRUARY AND MARCH 2005 RIDERSHIP REPORT**

Page 1 of the March Ridership Report will be included in the April 22, 2005 Board Packet.  
No questions or comments.

**5-4. CONSIDERATION OF TORT CLAIMS: DENY THE CLAIM OF LISA MUIRHEAD,  
CLAIM #05-0010**

No questions or comments.

5-1.2

5-5. ACCEPT AND FILE THE METRO ADVISORY COMMITTEE (MAC) AGENDA FOR APRIL 20, 2005 AND MINUTES OF FEBRUARY 16, 2005

No questions or comments.

5-6. ACCEPT AND FILE MONTHLY BUDGET STATUS REPORT FOR FEBRUARY 2005 AND CONSIDERATION OF BUDGET TRANSFERS

Will be included in the April 22, 2005 Board Packet.

5-7. ACCEPT AND FILE HIGHWAY 17 STATUS REPORT FOR JANUARY AND FEBRUARY 2005

February Report will be included in the April 22, 2005 Board Packet.  
No questions or comments.

5-8. ACCEPT AND FILE PARACRUZ OPERATIONS STATUS REPORT FOR THE MONTH OF JANUARY 2005

Les White said that complaints received will be included in this report beginning next month.

5-9. ACCEPT AND FILE UNIVERSITY OF CALIFORNIA, SANTA CRUZ SERVICE UPDATE

Will be included in the April 22, 2005 Board Packet.

5-10. ACCEPT AND FILE METROBASE STATUS REPORT

Director Reilly asked about her previous request for information regarding the use of alternative concrete. Mark Dorfman replied that Staff would get information for a report to the Board.

EX-OFFICIO DIRECTOR SCOTT ARRIVED

VICE CHAIR ROTKIN ARRIVED AND PRESIDED OVER THE REMAINDER OF THE MEETING

5-11. ACCEPT AND FILE MINUTES REFLECTING VOTING RESULTS FROM APPOINTEES TO THE SANTA CRUZ COUNTY REGIONAL TRANSPORTATION COMMISSION FOR THE MARCH 2005 MEETINGS

No questions or comments.

5-12. CONSIDERATION OF RENEWAL OF CONTRACT WITH NATIONWIDE AUCTION SYSTEMS FOR DISPOSAL OF PROPERTY

No questions or comments.

5-13. CONSIDERATION OF RENEWAL OF CONTRACT WITH MISSION LINEN FOR UNIFORM AND LAUNDRY SERVICES

5-1.3

Tom Stickel reported that this is a renewal of the current contract with Mission Linen that expires on April 20, 2005.

**ACTION: MOTION: DIRECTOR ROTKIN SECOND: DIRECTOR SKILICORN**

**Authorize the General Manager to execute an amendment to the contract with Mission Linen & Uniform Service to extend the term of the contract for one (1) additional year.**

**Motion passed unanimously with Director Tavantzis being absent.**

Regarding Item #5-10, Director Reilly clarified that she would like RNL to know that the Board would like a presentation on the use of alternative concrete in the MetroBase project and that she didn't intend for Staff to have to do the report.

**5-14. CONSIDERATION OF AUTHORIZING THE GENERAL MANAGER TO EXECUTE A CONTRACT WITH VEHICLE MAINTENANCE CONTRACT, INC. FOR BUS ENGINE FILTERS**

Will be included in the April 22, 2005 Board Packet.

**5-15. CONSIDERATION OF AUTHORIZING THE GENERAL MANAGER TO EXECUTE A CONTRACT FOR MODIFICATION OF BUS SHELTERS**

Will be included in the April 22, 2005 Board Packet.

**5-16. CONSIDERATION OF AUTHORIZING THE GENERAL MANAGER TO EXECUTE A CONTRACT FOR PARKING LOT IMPROVEMENTS AT 115 DUBOIS STREET**

Will be included in the April 22, 2005 Board Packet.

**5-17. CONSIDERATION OF APPROVAL OF RESOLUTION AMENDING FY 04-05 BUDGET**

**Summary:**

Elisabeth Ross reported that as a result of required adjustments to operating expenses, the operating budget is recommended to be decreased by a net \$102,500 for a new total of \$33,062,678 in operating expenses. The two changes in operating revenues are an increase in interest income and transfer of \$108,000 of the FTA operating assistance advance to the capital budget for one-time ParaCruz costs. Updating the capital improvement program results in a net increase of \$178,300 for five new projects. The revised capital improvement program totals \$18,693,032.

**5-18. CONSIDERATION OF AUTHORIZATION FOR DISPOSAL OF THREE (3) 1985 SEDANS AND ONE 1989 PICK-UP TRUCK**

No questions or comments.

5-1.4



**5-19. CONSIDERATION OF RECOMMENDATION TO APPROVE ASSESSMENTS FOR COOPERATIVE RETAIL MANAGEMENT DISTRICT**

**Summary:**

Mark Dorfman reported that this is an annual assessment that funds the City of Santa Cruz Downtown Host Program. Mr. Dorfman clarified that although public agencies are exempt from paying taxes, this assessment is used to enhance downtown safety and security and improve public perceptions of the area in addition to keeping the sidewalks clean. METRO also owns property in Watsonville and will be requested to pay an assessment within a month or so for that property as well.

**5-20. RECONSIDERATION OF APPROVAL OF LICENSE AGREEMENT FOR BUS STOP LOCATED AT SOQUEL AND FRONT STREETS**

**Summary:**

Margaret Gallagher reported that she had spoken to Ceil Cirillo earlier this week who had suggested that Friend, Friend & Friend wants the License Agreement as presented by them in Attachment "B".

**Discussion:**

Les White reported that the stop has been moved 20 feet south of the entrance to Trader Joe's, but it is still located in the sidewalk. Mr. White said that the Board's options are to enter into this License Agreement; put a pad down and move the shelter off the sidewalk towards Long's so it's out of the right-of-way, or leave it where it is in the right-of-way and have no agreement.

Chair Keogh expressed concern regarding the City allowing the stop to be returned to the public right-of-way after the 5-year License Agreement expires if the property owner exercises their right to have the stop removed from their property.

Director Spence pointed out that "Municipal" still needed to be changed to "Metropolitan" in the agreement. Ms. Gallagher responded that she would make those corrections. Director Spence also commented that there should be adequate ADA clearance from the shelter to the curb in the event it has to be moved back into the sidewalk.

**ACTION: MOTION: DIRECTOR REILLY SECOND: DIRECTOR ROTKIN**

**Approve the License Agreement for the Bus Stop located at Soquel and Front Streets, as set forth in Attachment "B", with the corrections made changing "Municipal" to "Metropolitan".**

Les White clarified that moving this stop away from the curb and towards Long's would not affect the Talking Bus system. Terry Gale announced that the Talking Bus system now falls under the IT Department since Bryant Baehr's departure from METRO.

5-1.5

Motion passed unanimously with Director Tavantzis being absent.

**REGULAR AGENDA**

**6. PRESENTATION OF EMPLOYEE LONGEVITY AWARDS**

This presentation will take place at the April 22, 2005 Board Meeting.

**7. CONSIDERATION OF AUTHORIZING SPONSORSHIP OF LEADERSHIP SANTA CRUZ COUNTY IN ORDER TO PROVIDE EDUCATION ON TRANSPORTATION ISSUES, SERVICES AND FACILITIES**

Will be included in the April 22, 2005 Board Packet.

**8. CONSIDERATION OF APPROVAL OF RESOLUTION OF APPRECIATION FOR THE SERVICES OF DENNIS NORTON AS A MEMBER OF THE BOARD OF DIRECTORS OF THE SANTA CRUZ METROPOLITAN TRANSIT DISTRICT**

No questions or comments.

**9. CONSIDERATION OF REQUEST FOR SHUTTLE SERVICE RECEIVED FROM THE CITY OF WATSONVILLE**

Will be included in the April 22, 2005 Board Packet.

**10. CONSIDERATION OF SERVICE REVISIONS FOR SUMMER 2005**

Mark Dorfman reported that Staff is proposing minor adjustments for Summer 2005 service including enhancing connections with inter-county and regional service, standardizing timepoints, adding service to Pajaro Valley High School and modifying on-time performance.

The approximate annual cost for these modifications is \$2,900.

**ACTION: MOTION: DIRECTOR REILLY SECOND: DIRECTOR SKILLICORN**

**Approve proposed service modifications for Summer 2005.**

Motion passed unanimously with Director Tavantzis being absent.

**11. CONSIDERATION OF CALL STOP AUDIT REPORT**

Will be included in the April 22, 2005 Board Packet.

**ITEM #3 WAS TAKEN OUT OF ORDER AT THIS TIME**

**5-1.6**

**3. LABOR ORGANIZATION COMMUNICATIONS**

Will Regan, Manny Martinez and Ian McFadden stated to the Board that it is SEIU's desire to have a new contract in place by July 1, 2005. The SEIU bargaining team is concerned that only ½ hour per week has been allotted for negotiations and that on the 2<sup>nd</sup> day of negotiations, Ellen Aldridge, the District's Negotiator, mentioned "impasse". Ian McFadden reported that this expression was very disturbing and construed by the Union as "bad-faith bargaining."

**DIRECTOR BEAUTZ ARRIVED**

Vice Chair Rotkin replied that the Board is not planning on or hoping to come to an impasse.

Ex-Officio Director Scott announced that a one-day UC shuttle driver strike is anticipated on Thursday April 14<sup>th</sup> and advised that METRO operators should not cross the picket lines. UC will be bringing in additional buses from private companies to pick up passengers at the main entrance.

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

Margaret Gallagher reported that the Board would be discussing Labor Negotiations with their Labor Negotiator, and discussing one case of Anticipated Litigation with their Legal Counsel.

**13. ORAL AND WRITTEN COMMUNICATIONS REGARDING CLOSED SESSION**

None.

**SECTION II: CLOSED SESSION**

Vice Chair Rotkin adjourned to Closed Session at 9:31 a.m. and reconvened to Open Session at 10:36 a.m.

**SECTION III: RECONVENE TO OPEN SESSION**

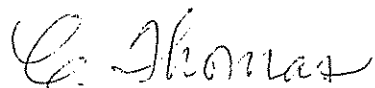
**14. REPORT OF CLOSED SESSION**

Margaret Gallagher had nothing to report at this time.

**ADJOURN**

There being no further business, Vice Chair Rotkin adjourned the meeting at 10:37 a.m.

Respectfully submitted,



CINDI THOMAS  
Administrative Services Coordinator

S-1.7

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

Minutes- Board of Directors

April 22, 2005

A Regular Meeting of the Board of Directors of the Santa Cruz Metropolitan Transit District met on Friday, April 22, 2005 at the Santa Cruz City Council Chambers, 809 Center Street, Santa Cruz, CA.

Chair Keogh called the meeting to order at 9:01 a.m.

## SECTION 1: OPEN SESSION

### 1. ROLL CALL:

#### DIRECTORS PRESENT

Jan Beautz (arrived after roll call)  
Dene Bustichi  
Stephanie Harlan  
Michelle Hinkle  
Mike Keogh  
Emily Reilly (arrived after roll call)  
Mike Rotkin (arrived after roll call)  
Dale Skillicorn  
Pat Spence  
Mark Stone  
Marcela Tavantzis  
Ex-Officio Wes Scott

#### DIRECTORS ABSENT

None

#### STAFF PRESENT

Frank Cheng, MetroBase Project Manager  
Terry Gale, IT Manager  
Margaret Gallagher, District Counsel  
Steve Paulson, Paratransit Administrator

Elisabeth Ross, Finance Manager  
Robyn Slater, Human Resources Manager  
Judy Souza, Base Superintendent  
Les White, General Manager

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

Chuck Boxwell, RNL  
Ken Brown, Facilities Maint Worker II  
Gary Klemz, SEIU  
Paul Marcelin-Sampson, MAC/MRU

Bonnie Morr, UTU  
Dennis Norton, Former Board Member  
Howard Powers, Transit User  
Bob Yount, MAC/MASTF/E&D TAC

5-1.8

## 2. ORAL AND WRITTEN COMMUNICATION

### Written:

- |    |                              |     |                            |
|----|------------------------------|-----|----------------------------|
| a. | SCCRTC Bicycle Committee     | Re: | Folding Bikes on Buses     |
| b. | <u>Paul Marcelin-Sampson</u> | Re: | <u>iridethebus.org</u>     |
| c. | <u>SCCRTC</u>                | Re: | PCTF Draft Recommendations |

Director Spence requested that Item #2-c be agendized for discussion. Chair Keogh assigned it Item #14.a to be taken as the last Item on today's Agenda.

### **VICE CHAIR ROTKIN AND DIRECTOR REILLY ARRIVED**

Les White distributed a Memo to the Board from the MAC Chair, which is attached to the file copy of these minutes, regarding actions taken at the April 20, 2005 MAC meeting to submit the following recommendations to the Board:

1. That the Board concur on MAC sending a letter of appreciation to former Operations Manager, Bryant Baehr.
2. That the Board revise it's policy to allow folding bikes under 5 feet in length to be transported inside of buses and support the application from the TMA to the MBUAPCD for grant funds to support the creation of a subsidy program for the purchase of folding bikes.
3. That the Board support the rescheduling of the canceled Rail/Trail Day and identify funding sources outside of METRO's current operating budget to provide bus service if and when it is rescheduled.

Chair Keogh asked about the width dimensions for bikes inside buses. Paul Marcelin-Sampson clarified that in the current policy there is only a maximum length of 5 feet and that only specific bike models would be eligible for transporting inside buses, with Staff determining specific dimension criteria. Margaret Gallagher recommended that this be agendized for a future meeting to allow discussion by all parties involved. Les White said it would be brought to the Board for action on May 13<sup>th</sup> in order to meet the Air District grant application deadline.

Howard Powers asked if there were any regulations regarding a unicycle he had recently seen inside a bus. Les White responded that if it is within the 5-foot length, it is allowable.

Regarding Item #2-b, Paul Marcelin-Sampson urged the Board to support and promote his website iridethebus.org which is a fully accessible site that helps people use public transit.

### **DIRECTOR BEAUTZ ARRIVED**

### Oral:

Bob Yount, read a prepared statement, which is attached to the file copy of these minutes, regarding METRO's Smoking Policy. Mr. Yount urged the Board to adopt a No Smoking Policy, not hire smokers and get current smokers to quit.

5-1.9

Howard Powers reported that he had “tremendously good news” that he could not share regarding increasing transportation on the railroad line. Mr. Powers said that people will give up their cars and choose to rent a car for a day or an hour as needed. Insurance would not be necessary because if they got into an accident, they would not be able to rent a car again.

**3. LABOR ORGANIZATION COMMUNICATIONS**

Bonnie Morr, UTU, welcomed Director Harlan and announced that this year UTU could not afford to do the annual Senior Appreciation Dinner that it has done for the past 11 years. Ms. Morr thanked the Board for its past support and hopes to be able to do it again next year.

**4. ADDITIONAL DOCUMENTATION TO SUPPORT EXISTING AGENDA ITEMS**

**SECTION I:**  
**OPEN SESSION:**

- ADD TO ITEM #2** ORAL AND WRITTEN COMMUNICATION  
**(Insert Written Communications)**
- CONSENT AGENDA:**  
**ADD TO ITEM #5-3** ACCEPT AND FILE FEBRUARY AND MARCH 2005 RIDERSHIP REPORT  
**(Insert Page 1 of the March Ridership Report)**
- ADD TO ITEM #5-4** CONSIDERATION OF TORT CLAIMS  
**(Insert Additional Claim)**
- REPLACE ITEM #5-5** ACCEPT AND FILE THE METRO ADVISORY COMMITTEE (MAC) AGENDA FOR APRIL 20, 2005 AND MINUTES OF FEBRUARY 16, 2005  
**(Replace MAC Agenda with REVISED Agenda)**
- INSERT ITEM #5-6** ACCEPT AND FILE MONTHLY BUDGET STATUS REPORT FOR FEBRUARY 2005 AND APPROVAL OF BUDGET TRANSFERS  
**(Insert Staff Report)**
- ADD TO ITEM #5-7** ACCEPT AND FILE HIGHWAY 17 STATUS REPORT FOR JANUARY AND FEBRUARY 2005  
**(Insert February Report)**
- INSERT ITEM #5-9** ACCEPT AND FILE UNIVERSITY OF CALIFORNIA, SANTA CRUZ SERVICE UPDATE FOR THE MONTH OF FEBRUARY 2005  
**(Insert Staff Report)**
- DELETE ITEM #5-13** CONSIDERATION OF RENEWAL OF CONTRACT WITH MISSION LINEN FOR UNIFORM AND LAUNDRY SERVICES  
**(Action taken at the April 8, 2005 Board Meeting)**
- DELETE ITEM #5-14** CONSIDERATION OF AUTHORIZING THE GENERAL MANAGER TO EXECUTE A CONTRACT WITH VEHICLE MAINTENANCE CONTRACT, INC. FOR BUS ENGINE FILTERS  
**(Will be included in the May 2005 Board Packet)**

5-1.10

- DELETE ITEM #5-15** CONSIDERATION OF AUTHORIZING THE GENERAL MANAGER TO EXECUTE A CONTRACT FOR MODIFICATION OF BUS SHELTERS
- INSERT ITEM #5-16** CONSIDERATION OF AUTHORIZING THE GENERAL MANAGER TO EXECUTE A CONTRACT FOR PARKING LOT IMPROVEMENTS AT 115 DUBOIS STREET  
(Insert Staff Report)
- DELETE ITEM #5-20** RECONSIDERATION OF APPROVAL OF LICENSE AGREEMENT FOR BUS STOP LOCATED AT SOQUEL AND FRONT STREETS  
(Action taken at the April 8, 2005 Board Meeting)
- ADD ITEM #5-21** CONSIDERATION OF ACTIONS TAKEN IN CLOSED SESSION REGARDING THE SETTLEMENT WITH FREDIS CASTILLO  
(Insert Notice)

**REGULAR AGENDA:**

- INSERT ITEM #7** CONSIDERATION OF AUTHORIZING SPONSORSHIP OF LEADERSHIP SANTA CRUZ COUNTY IN ORDER TO PROVIDE EDUCATION ON TRANSPORTATION ISSUES, SERVICES AND FACILITIES  
(Insert Staff Report)
- INSERT ITEM #9** CONSIDERATION OF REQUEST FOR SHUTTLE SERVICE RECEIVED FROM THE CITY OF WATSONVILLE  
(Insert Staff Report)
- DELETE ITEM #10** CONSIDERATION OF SERVICE REVISIONS FOR SUMMER 2005  
(Action taken at the April 8, 2005 Board Meeting)
- INSERT ITEM #11** ACCEPT AND FILE CALL STOP AUDIT REPORT FOR THE PERIOD OF JANUARY, FEBRUARY AND MARCH 2005  
(Insert Staff Report)
- ADD ITEM #12** CONSIDERATION OF APPROVAL OF RESOLUTION OF APPRECIATION FOR THE SERVICES OF ROY BROGDON AS SUPERVISOR OF REVENUE COLLECTION FOR THE SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
(Insert Resolution)
- ADD ITEM #13** CONSIDERATION OF HIGHWAY 17 EXPRESS CONNECTIONS TO CALTRAIN SERVICE WITH PROPOSED TRAIN SCHEDULE CHANGES  
(Insert Staff Report)
- ADD ITEM #14** CONSIDERATION OF USE OF PAPERCRETE MATERIALS FOR THE METROBASE PROJECT  
(Oral Presentation— No Staff Report)

**CONSENT AGENDA**

- 5-1. APPROVE REGULAR BOARD MEETING MINUTES OF MARCH 11 AND 25, 2005
- 5-2. ACCEPT AND FILE PRELIMINARILY APPROVED CLAIMS
- 5-3. ACCEPT AND FILE FEBRUARY AND MARCH 2005 RIDERSHIP REPORT
- 5-4. CONSIDERATION OF TORT CLAIMS: DENY THE CLAIM OF LISA MUIRHEAD, CLAIM #05-0010

5-1.11

- 5-5. ACCEPT AND FILE THE METRO ADVISORY COMMITTEE (MAC) AGENDA FOR APRIL 20, 2005 AND MINUTES OF FEBRUARY 16, 2005
- 5-6. ACCEPT AND FILE MONTHLY BUDGET STATUS REPORT FOR FEBRUARY 2005 AND CONSIDERATION OF BUDGET TRANSFERS
- 5-7. ACCEPT AND FILE HIGHWAY 17 STATUS REPORT FOR JANUARY AND FEBRUARY 2005
- 5-8. ACCEPT AND FILE PARACRUZ OPERATIONS STATUS REPORT FOR THE MONTH OF JANUARY 2005
- 5-9. ACCEPT AND FILE UNIVERSITY OF CALIFORNIA, SANTA CRUZ SERVICE UPDATE
- 5-10. ACCEPT AND FILE METROBASE STATUS REPORT
- 5-11. ACCEPT AND FILE MINUTES REFLECTING VOTING RESULTS FROM APPOINTEES TO THE SANTA CRUZ COUNTY REGIONAL TRANSPORTATION COMMISSION FOR THE MARCH 2005 MEETINGS
- 5-12. CONSIDERATION OF RENEWAL OF CONTRACT WITH NATIONWIDE AUCTION SYSTEMS FOR DISPOSAL OF PROPERTY
- 5-13. DELETED: Action taken at the April 8, 2005 Board Meeting (CONSIDERATION OF RENEWAL OF CONTRACT WITH MISSION LINEN FOR UNIFORM AND LAUNDRY SERVICES)
- 5-14. DELETED: Will be included in the May 2005 Board Packet (CONSIDERATION OF AUTHORIZING THE GENERAL MANAGER TO EXECUTE A CONTRACT WITH VEHICLE MAINTENANCE CONTRACT, INC. FOR BUS ENGINE FILTERS)
- 5-15. DELETED (CONSIDERATION OF AUTHORIZING THE GENERAL MANAGER TO EXECUTE A CONTRACT FOR MODIFICATION OF BUS SHELTERS)
- 5-16. CONSIDERATION OF AUTHORIZING THE GENERAL MANAGER TO EXECUTE A CONTRACT FOR PARKING LOT IMPROVEMENTS AT 115 DUBOIS STREET
- 5-17. CONSIDERATION OF APPROVAL OF RESOLUTION AMENDING FY 04-05 BUDGET
- 5-18. CONSIDERATION OF AUTHORIZATION FOR DISPOSAL OF THREE (3) 1985 SEDANS AND ONE 1989 PICK-UP TRUCK
- 5-19. CONSIDERATION OF RECOMMENDATION TO APPROVE ASSESSMENTS FOR COOPERATIVE RETAIL MANAGEMENT DISTRICT
- 5-20. DELETED: Action taken at the April 8, 2005 Board Meeting (RECONSIDERATION OF APPROVAL OF LICENSE AGREEMENT FOR BUS STOP LOCATED AT SOQUEL AND FRONT STREETS)
- 5-21. CONSIDERATION OF ACTIONS TAKEN IN CLOSED SESSION REGARDING THE SETTLEMENT WITH FREDIS CASTILLO

ACTION: MOTION: DIRECTOR SPENCE SECOND: DIRECTOR HARLAN

Approve the Consent Agenda.

Motion passed by unanimous affirmative voice vote in lieu of roll call vote with all Directors present.

5-1.12



**REGULAR AGENDA**

**6. PRESENTATION OF EMPLOYEE LONGEVITY AWARDS**

The following employees were awarded longevity certificates for their years of service:

**TWENTY YEARS**

Kenneth R. Brown, Facilities Maintenance Worker II

**TWENTY-FIVE YEARS**

Larry D. Mungoli, Bus Operator

**7. CONSIDERATION OF AUTHORIZING SPONSORSHIP OF LEADERSHIP SANTA CRUZ COUNTY IN ORDER TO PROVIDE EDUCATION ON TRANSPORTATION ISSUES, SERVICES AND FACILITIES**

**Summary:**

Les White explained that the Leadership Santa Cruz County Program provides information regarding activities throughout the county for a class of approximately 50 individuals. The Executive Director of the program has requested that METRO become a sponsor of the program by providing a presentation on public transit services and activities to members of the class and by providing a bus for a tour of various METRO facilities on May 15, 2005. The cost would be approximately \$450 plus presentation materials.

**ACTION: MOTION: DIRECTOR REILLY SECOND: DIRECTOR ROTKIN**

**Approve METRO becoming a sponsor of the Leadership Santa Cruz County Program, providing information regarding public transit services and activities, and providing a bus for a tour of various facilities.**

**Motion passed unanimously with all Directors present.**

**8. CONSIDERATION OF APPROVAL OF RESOLUTION OF APPRECIATION FOR THE SERVICES OF DENNIS NORTON AS A MEMBER OF THE BOARD OF DIRECTORS OF THE SANTA CRUZ METROPOLITAN TRANSIT DISTRICT**

Paul Marcelin-Sampson expressed personal appreciation for all Dennis Norton had done for public transit. Chair Keogh presented Mr. Norton with a Resolution of Appreciation plaque.

Mr. Norton stated that he will continue to support transit and urged the Board to support all forms of alternative transportation, connect with the community, provide free service to children and consider implementing express routes from Capitola Village to downtown Santa Cruz.

5-1.13

**ACTION: MOTION: DIRECTOR ROTKIN SECOND: DIRECTOR BEAUTZ**

**Move passage of Resolution of Appreciation for the services of Dennis Norton as a member of the Board of Directors of the Santa Cruz Metropolitan Transit District.**

**Motion passed by unanimous affirmative voice vote in lieu of roll call vote with all Directors present.**

**9. CONSIDERATION OF REQUEST FOR SHUTTLE SERVICE RECEIVED FROM THE CITY OF WATSONVILLE**

**Summary:**

Les White reported that the City of Watsonville is requesting the provision of shuttle service between the Watsonville Transit Center and Palm Beach on two occasions. The City of Watsonville has agree to pay the operating costs.

**ACTION: MOTION: DIRECTOR ROTKIN SECOND: DIRECTOR REILLY**

**Authorize the General Manager to enter into an Agreement with the City of Watsonville to provide shuttle service on two occasions between the Watsonville Transit Center and Palm Beach with the City of Watsonville paying the operating costs.**

**Motion passed unanimously with all Directors present.**

**11. CONSIDERATION OF CALL STOP AUDIT REPORT**

**Summary:**

Margaret Gallagher reported that the results of the audit indicate a compliance rate of over 99% for the period of January through March 2005.

**Discussion:**

Director Reilly and Paul Marcelin-Sampson agreed with Howard Powers who commented that when a passenger pulls the cord to request a stop, the feedback on the internal text message display is delayed when there is a long message already scrolling, giving no indication to the passenger that the driver is aware of the requested stop.

Bonnie Morr clarified that the driver sees a light on the dash and on some buses a bell system is activated. Terry Gale said a system review would be conducted to determine if anything could be done to improve this situation.

**12. CONSIDERATION OF APPROVAL OF RESOLUTION OF APPRECIATION FOR THE SERVICES OF ROY BROGDON AS SUPERVISOR OF REVENUE COLLECTION FOR THE SANTA CRUZ METROPOLITAN TRANSIT DISTRICT**

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Roy Brogdon, who recently retired from METRO after over 30 years, was unable to attend today's meeting to receive his framed Resolution of Appreciation.

**ACTION: MOTION: DIRECTOR SKILLICORN SECOND: DIRECTOR BEAUTZ**

**Move passage of Resolution of Appreciation for the services of Roy Brogdon as Supervisor of Revenue Collection of the Santa Cruz Metropolitan Transit District.**

**Motion passed by unanimous affirmative voice vote in lieu of roll call vote with all Directors present.**

**13. CONSIDERATION OF HIGHWAY 17 EXPRESS CONNECTIONS TO CALTRAIN SERVICE WITH PROPOSED TRAIN SCHEDULE CHANGES**

**Summary:**

Les White reported that Caltrain has proposed changes to the Peninsula Corridor schedules to reduce operating costs. The proposed changes would increase the number of Highway 17 connections on weekdays but would reduce the number of weekend connections.

**Discussion:**

Paul Marcelin-Sampson pointed out that the proposed changes create a problem with weekend morning connections and urged the Board to consider adding another trip.

Because the Caltrain schedule is subject to further revision, Staff does not recommend altering the Highway 17 Express schedule until Caltrain publishes its final schedule.

**14. CONSIDERATION OF USE OF PAPERCRETE MATERIALS FOR THE METROBASE PROJECT**

Frank Cheng and Chuck Boxwell gave a PowerPoint presentation of the feasibility of PaperCrete. Mr. Cheng explained that PaperCrete is a variable mixture of paper, sand and cement, showed several examples of structures made with this material and went over the pros and cons. This material is susceptible to moisture which causes it to mold and dissolve.

Chuck Boxwell explained that this is an emerging green product, which he is not ready to recommend for the MetroBase Project. PaperCrete has only been used in residential applications, very little formal testing has been conducted and the building code compliance is sketchy. This material could be considered for a future project once the cost and long term durability are identified.

**14a. WRITTEN COMMUNICATION RECEIVED FROM THE SCCRTC REGARDING THE PCTF DRAFT RECOMMENDATIONS**

**Direction:** Director Spence directed Staff to bring a preliminary plan back to the Board within 60–90 days in response to the recommendations.

5-1.15

**Discussion:**

Director Spence urged the Board to visit the website listed in the letter and absorb all of the material.

Director Beautz commented that for many of the recommendations, it is easy to determine which ones METRO can or cannot do.

Les White reported that Staff would appreciate the time the Board allows to prepare a formal work plan in response to the recommendations. The response will outline 3 categories:

1. Items METRO can do, including items that have already been implemented;
2. Items that could be done with modification; and
3. Items that cannot be done, such as extending paratransit service outside the service area.

**Direction:** Director Stone directed Staff to agendize this item and bring a recommendation to the Board for discussion.

**Direction:** Chair Keogh directed Staff to bring just a timeline back to the Board within 60 days rather than an analysis or a presentation.

**Direction:** At Vice Chair Rotkin's suggestion, the Board directed Staff by consensus to begin working on this item after Labor Negotiations are complete and bring back a response within 60 days of that time.

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

Margaret Gallagher reported that the Board would be discussing Labor Negotiations with their Labor Negotiator, discussing one case of Anticipated Litigation with their Legal Counsel, discussing an Existing Litigation case of Short vs. SCMTD with their Legal Counsel, and conducting a Performance Evaluation of the District Counsel.

**16. ORAL AND WRITTEN COMMUNICATIONS REGARDING CLOSED SESSION**

None.

**SECTION II: CLOSED SESSION**

Chair Keogh adjourned to Closed Session at 10:38 a.m. and reconvened to Open Session at 12:00 p.m.

**SECTION III: RECONVENE TO OPEN SESSION**

**17. REPORT OF CLOSED SESSION**

Margaret Gallagher reported that the Board discussed items as set forth on the agenda and that there was nothing to report except that the Performance Evaluation of District Counsel was

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conducted. Chair Keogh added that the Board is very happy with District Counsel's performance and expects many more years of the same level of service.

**ADJOURN**

There being no further business, Chair Keogh adjourned the meeting at 12:01 p.m.

Respectfully submitted,



CINDI THOMAS  
Administrative Services Coordinator

DRAFT

S-1.17

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
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|--------------|------------|--------------|--------|--------------------------------|--------------------|---------------|-------------------------|--------------------|---------|
| 14802        | 04/01/05   | 1,500.00     | 001026 | DRIVER ALLIANT INSURANCE       |                    | 4264          | BAMR MEMBERSHIP/HRD     | 1,500.00           |         |
| 14803        | 04/01/05   | 880.00       | 001027 | OVERLAND PACIFIC & CUTLER, INC |                    | 4265          | MB PROF SVCS JAN05      | 880.00             |         |
| 14804        | 04/01/05   | 22,735.00    | 001035 | HARRIS & ASSOCIATES            |                    | 4266          | MB JAN05 PROF SVCS      | 18,370.00          |         |
|              |            |              |        |                                |                    | 4267          | MB FEB05 PROF SVCS      | 4,365.00           |         |
| 14805        | 04/01/05   | 1,168.97     | 001038 | TWINVISION NA INC.             |                    | 4231          | REV VEH PARTS           | 1,168.97           |         |
| 14806        | 04/01/05   | 295.00       | 001042 | EMPLOYER'S HEALTH SVCS, LLC    |                    | 4268          | FEB DRUG TESTING        | 295.00             |         |
| 14807        | 04/01/05   | 2,724.69     | 001044 | PACKET FUSION, INC.            |                    | 4269          | PHONE RECRD LICENCES    | 2,724.69           |         |
| 14808        | 04/01/05   | 12,986.65    | 001049 | TRANS METRO EXPRESS            |                    | 4270          | DEC 04 PT SVCS          | 9,712.30           |         |
|              |            |              |        |                                |                    | 4271          | JAN 05 PT SVCS          | 3,274.35           |         |
| 14809        | 04/01/05   | 125.00       | 001062 | ALLTERRA ENVIRONMENTAL INC.    |                    | 4272          | FEB 05 PROF SVCS        | 125.00             |         |
| 14810        | 04/01/05   | 7,087.28     | 001063 | NEW FLYER INDUSTRIES LIMITED   |                    | 4232          | REV VEH PARTS 2825      | 2,825.34           |         |
|              |            |              |        |                                |                    | 4233          | REV VEH PARTS 1997      | 1,996.97           |         |
|              |            |              |        |                                |                    | 4234          | REV VEH PARTS 281       | 280.76             |         |
|              |            |              |        |                                |                    | 4235          | REV VEH PARTS 1126      | 1,125.78           |         |
|              |            |              |        |                                |                    | 4236          | REV VEH PARTS 640       | 662.65             |         |
|              |            |              |        |                                |                    | 4237          | REV VEH PARTS 196       | 195.78             |         |
| 14811        | 04/01/05   | 43,750.00    | 001080 | OCTAGON RISK SERVICES, INC.    |                    | 4273          | MAR-MAY WC ADM FEE      | 43,750.00          |         |
| 14812        | 04/01/05   | 1,125.00     | 001090 | BLUE DOLPHIN CAFE              | 7                  | 4274          | MAR CUSTODIAL SVCS      | 1,125.00           |         |
| 14813        | 04/01/05   | 335.00       | 001492 | EVERGREEN OIL INC.             |                    | 4275          | HAZ WASTE DISPOSAL      | 335.00             |         |
| 14814        | 04/01/05   | 65.50        | 001936 | MCI                            |                    | 4276          | MAR LONG DIST/PT        | 53.89              |         |
|              |            |              |        |                                |                    | 4277          | MAR LONG DIST/PT        | 11.61              |         |
| 14815        | 04/01/05   | 63.07        | 002028 | WESTCOAST LEGAL SERVICE        | 7                  | 4278          | PROF/TECH SVCS          | 63.07              |         |
| 14816        | 04/01/05   | 120.83       | 002063 | COSTCO                         |                    | 4279          | PHOTO PROCESS/OPS       | 13.51              |         |
|              |            |              |        |                                |                    | 4280          | LOCAL MEETING EXP       | 14.19              |         |
|              |            |              |        |                                |                    | 4281          | COFFEE CLUB SUPPLIES    | 93.13              |         |
| 14817        | 04/01/05   | 1,463.51     | 002106 | AMERICAN SUPPLY COMPANY        |                    | 4282          | CLEANING SUPPLIES       | 1,463.51           |         |
| 14818        | 04/01/05   | 2,428.88     | 002117 | IULIANO, NICK                  | 7                  | 4283          | 04/05 PROP TAXES #2     | 2,428.88           |         |
| 14819        | 04/01/05   | 3,789.00     | 002143 | TOXSCAN INC.                   |                    | 4284          | STORM WATER ANALYSIS    | 3,789.00           |         |
| 14820        | 04/01/05   | 2,000.00     | 002267 | SHAW & YODER, INC.             |                    | 4285          | FEB LEGISLATIVE SVCS    | 2,000.00           |         |
| 14821        | 04/01/05   | 175.67       | 002447 | SETON IDENTIFICATION PRODUCTS  |                    | 4238          | NAMEPLATE/VERNON 176    | 175.67             |         |
| 14822        | 04/01/05   | 1,210.83     | 002504 | TIFCO INDUSTRIES               |                    | 4239          | PARTS & SUPPLIES FLT    | 1,210.83           |         |
| 14823        | 04/01/05   | 346.09       | 002707 | PITNEY BOWES CREDIT CORP       |                    | 4286          | 3/30-6/30 RENTAL        | 346.09             |         |
| 14824        | 04/01/05   | 2,263.51     | 002721 | NEXTEL COMMUNICATIONS          |                    | 4287          | 2/4-3/3 PHONES/PT       | 1,813.45           |         |
|              |            |              |        |                                |                    | 4288          | EQUIPMENT/PT            | 450.06             |         |
| 14825        | 04/01/05   | 1,106.15     | 002802 | BATTERY SYSTEMS                |                    | 4240          | BATTERIES               | 1,106.15           |         |
| 14826        | 04/01/05   | 172.42       | 007    | UNITED PARCEL SERVICE          |                    | 4241          | FEB/MAR FREIGHT         | 172.42             |         |
| 14827        | 04/01/05   | 8.87         | 009    | PACIFIC GAS & ELECTRIC         |                    | 4289          | 2/25-3/21 SAKATA        | 8.87               |         |
| 14828        | 04/01/05   | 928.38       | 018    | SALINAS VALLEY FORD SALES      |                    | 4242          | REV VEH PARTS/TOOLS     | 928.38             |         |
| 14829        | 04/01/05   | 651.61       | 020    | ADT SECURITY SERVICES INC.     |                    | 4290          | HEAT DETECTORS/MET      | 257.70             |         |
|              |            |              |        |                                |                    | 4291          | APR ALARMS              | 393.91             |         |
| 14830        | 04/01/05   | 157.66       | 042    | ORCHARD SUPPLY HARDWARE        |                    | 4292          | REPAIRS/MAINTENANCE     | 157.66             |         |
| 14831        | 04/01/05   | 312.28       | 061A   | REGISTER PAJARONIAN            |                    | 4243          | CLASSIFIED ADS FLEET    | 71.74              |         |
|              |            |              |        |                                |                    | 4244          | CLASSIFIED ADS FLEET    | 240.54             |         |
| 14832        | 04/01/05   | 7.51         | 079    | SANTA CRUZ MUNICIPAL UTILITIES |                    | 4293          | FEB LANDFILL            | 7.51               |         |
| 14833        | 04/01/05   | 185.55       | 087    | RECOGNITION SERVICES           |                    | 4294          | EMP INCENTIVE 170       | 185.55             |         |
| 14834        | 04/01/05   | 2,446.19     | 110    | JESSICA GROCERY STORE, INC.    |                    | 4295          | MAR CUSTODIAN SVCS      | 2,446.19           |         |
| 14835        | 04/01/05   | 93.43        | 115    | SNAP-ON INDUSTRIAL             |                    | 4245          | SMALL TOOLS FLEET       | 93.43              |         |
| 14836        | 04/01/05   | 1,100.13     | 117    | GILLIG CORPORATION             |                    | 4246          | REV VEH PARTS           | 123.82             |         |
|              |            |              |        |                                |                    | 4247          | REV VEH PARTS           | 976.31             |         |
| 14837        | 04/01/05   | 1,823.49     | 130    | CITY OF WATSONVILLE UTILITIES  |                    | 4296          | CONTAINER RODRIGUEZ     | 1,289.04           |         |

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|--------------|------------|--------------|--------|--------------------------------|-------------|---------------|-------------------------|--------------------|---------|
|              |            |              |        |                                |             | 4297          | 1/4-3/2 RODRIGUEZ       | 435.66             |         |
|              |            |              |        |                                |             | 4298          | 1/4-3/2 RODRIGUEZ       | 60.31              |         |
|              |            |              |        |                                |             | 4299          | 1/4-3/2 RODRIGUEZ       | 38.48              |         |
| 14838        | 04/01/05   | 219.15       | 131    | CUMMINS-ALLISON CORP.          |             | 4300          | JETCOUNT MAINT AGREE    | 219.15             |         |
| 14839        | 04/01/05   | 410.33       | 144    | BOSS MANUFACTURING CO.         |             | 4248          | SAFETY SUPPLIES FLT     | 410.33             |         |
| 14840        | 04/01/05   | 363.50       | 147    | ZEE MEDICAL SERVICE CO.        |             | 4301          | SAFETY SUPPLIES         | 151.55             |         |
|              |            |              |        |                                |             | 4302          | SAFETY SUPPLIES         | 211.95             |         |
| 14841        | 04/01/05   | 92.56        | 166    | HOSE SHOP, THE                 |             | 4249          | REV VEH PARTS/SUPPLY    | 92.56              |         |
| 14842        | 04/01/05   | 2,995.20     | 180    | MANPOWER                       |             | 4303          | TEMP/IT W/E 2/27        | 1,459.20           |         |
|              |            |              |        |                                |             | 4304          | TEMP/IT W/E 3/6         | 1,536.00           |         |
| 14843        | 04/01/05   | 107.47       | 186    | WILSON, GEORGE H., INC.        |             | 4305          | REPAIRS/MAINTENANCE     | 107.47             |         |
| 14844        | 04/01/05   | 87.70        | 294    | ANDY'S AUTO SUPPLY             |             | 4306          | REV VEH PARTS/PT        | 87.70              |         |
| 14845        | 04/01/05   | 57.89        | 372    | FEDERAL EXPRESS                |             | 4307          | FEB/MAR MAILINGS        | 57.89              |         |
| 14846        | 04/01/05   | 47.62        | 378    | STEWART & STEVENSON            |             | 4250          | REV VEH PARTS           | 47.62              |         |
| 14847        | 04/01/05   | 1,325.51     | 395    | APPLIED GRAPHICS, INC.         |             | 4308          | ENVELOPES/OPS           | 1,325.51           |         |
| 14848        | 04/01/05   | 6.59         | 405    | JOHN'S ELECTRIC MOTOR SVC      | 7           | 4309          | REPAIRS/MAINTENANCE     | 6.59               |         |
| 14849        | 04/01/05   | 2,970.00     | 413    | COLUMBIA EQUIPMENT COMPANY INC |             | 4310          | SHELTER PANELS 2970     | 2,970.00           |         |
| 14850        | 04/01/05   | 7.36         | 418    | COUNTY OF SANTA CRUZ           |             | 4251          | FEB CNG                 | 7.36               |         |
| 14851        | 04/01/05   | 1,476.38     | 432    | EXPRESS PERSONNEL SERVICES     |             | 4252          | TEMP W/E 2/27 FLEET     | 744.00             |         |
|              |            |              |        |                                |             | 4253          | TEMP W/E 3/6 FLEET      | 732.38             |         |
| 14852        | 04/01/05   | 385.00       | 478    | BEE CLENE                      | 0           | 4311          | CUSTODIAL SVCS/CRPTS    | 385.00             |         |
| 14853        | 04/01/05   | 106.00       | 497A   | AMERICAN PUBLIC TRANSPORTATION |             | 4312          | FEB05 LEGAL CONF 100    | 106.00             |         |
| 14854        | 04/01/05   | 304,329.24   | 502    | CA PUBLIC EMPLOYEES'           |             | 4313          | APR MEDICAL INS         | 304,329.24         |         |
| 14855        | 04/01/05   | 350.15       | 504    | CUMMINS WEST, INC.             |             | 4254          | REV VEH PARTS           | 350.15             |         |
| 14856        | 04/01/05   | 113.32       | 527    | RECARO NORTH AMERICA, INC.     |             | 4255          | REV VEH PARTS 109       | 113.32             |         |
| 14857        | 04/01/05   | 4,880.00     | 550    | EARTHWORKS                     | 7           | 4314          | BASEROCK/CHINA GRADE    | 4,880.00           |         |
| 14858        | 04/01/05   | 74.92        | 566    | ARROWHEAD MTN SPRING WATER     |             | 4256          | FEB WATER FLEET         | 74.92              |         |
| 14859        | 04/01/05   | 234.00       | 583A   | SBC PACIFIC BELL               |             | 4315          | OUT REPAIR PHONES PT    | 234.00             |         |
| 14860        | 04/01/05   | 1,539.28     | 647    | GFI GENFARE                    |             | 4257          | REV VEH PARTS           | 1,539.28           |         |
| 14861        | 04/01/05   | 6,080.59     | 664    | BAY COUNTIES PITCOCK PETROLEUM |             | 4258          | ENGINE OIL/DUB          | 6,080.59           |         |
| 14862        | 04/01/05   | 70.00        | 682    | WEISS, AMY L.                  | 7           | 4316          | PROF SVCS 3/25          | 70.00              |         |
| 14863        | 04/01/05   | 25.00        | 688    | SALDANA, ERNESTINA             | 7           | 4317          | PARACRUZ HEARING        | 25.00              |         |
| 14864        | 04/01/05   | 1,024.00     | 733    | CLAREMONT BEHAVIORAL SERVICES  |             | 4318          | APR EAP PREMIUM         | 1,024.00           |         |
| 14865        | 04/01/05   | 25.00        | 744    | WRIGHT, LESLEY                 | 7           | 4319          | PARACRUZ HEARING        | 25.00              |         |
| 14866        | 04/01/05   | 84,900.00    | 758    | CP INDUSTRIES                  |             | 4320          | PRESSUR VESELS 79200    | 84,900.00          |         |
| 14867        | 04/01/05   | 2,320.00     | 804    | ORTHOPAEDIC HOSPITAL           | 7           | 4321          | FEB PROF/TECH SVCS      | 2,320.00           |         |
| 14868        | 04/01/05   | 42.01        | 848    | SANTA CRUZ ELECTRONICS, INC.   |             | 4322          | COMPUTER SUPPLIES/IT    | 24.62              |         |
|              |            |              |        |                                |             | 4323          | COMPUTER SUPPLIES/IT    | 17.39              |         |
| 14869        | 04/01/05   | 2,932.00     | 852    | LAW OFFICES OF MARIE F. SANG   | 7           | 4324          | WORKERS COMP CLAIMS     | 600.00             |         |
|              |            |              |        |                                |             | 4325          | WORKERS COMP CLAIMS     | 2,332.00           |         |
| 14870        | 04/01/05   | 49,579.87    | 875    | PACIFICARE DENTAL              |             | 4326          | APR DENTAL              | 49,579.87          |         |
| 14871        | 04/01/05   | 864.00       | 878    | KELLY SERVICES, INC.           |             | 4327          | TEMP/LGL W/E 3/6        | 864.00             |         |
| 14872        | 04/01/05   | 6,373.24     | 909    | CLASSIC GRAPHICS               |             | 4259          | OUT REPAIR REV VEH      | 971.95             |         |
|              |            |              |        |                                |             | 4260          | OUT REPAIR REV VEH      | 1,121.82           |         |
|              |            |              |        |                                |             | 4261          | OUT REPAIR REV VEH      | 2,457.27           |         |
|              |            |              |        |                                |             | 4262          | OUT REPAIR REV VEH      | 1,822.20           |         |
| 14873        | 04/01/05   | 125.00       | 916    | DOCTORS ON DUTY                | .           | 4328          | FEB DRUG TESTING        | 125.00             |         |
| 14874        | 04/01/05   | 100.00       | B003   | BEAUTZ, JAN                    | 7           | 4340          | MAR BOARD MTG           | 100.00             |         |
| 14875        | 04/01/05   | 50.00        | B006   | HINKLE, MICHELLE               | 7           | 4342          | MAR BOARD MTG           | 50.00              |         |
| 14876        | 04/01/05   | 100.00       | B007   | KEOGH, MICHAEL                 | 7           | 4343          | MAR BOARD MTG           | 100.00             |         |

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SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
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| CHECK NUMBER   | CHECK DATE | CHECK AMOUNT | VENDOR | VENDOR NAME                    | VENDOR TYPE | TRANS. NUMBER | TRANSACTION DESCRIPTION | TRANSACTION AMOUNT | COMMENT |
|----------------|------------|--------------|--------|--------------------------------|-------------|---------------|-------------------------|--------------------|---------|
| 14877          | 04/01/05   | 100.00       | B011   | REILLY, EMILY                  | 7           | 4344          | MAR BOARD MTG           | 100.00             |         |
| 14878          | 04/01/05   | 100.00       | B012   | SPENCE, PAT                    | 7           | 4347          | MAR BOARD MTG           | 100.00             |         |
| 14879          | 04/01/05   | 100.00       | B014   | CITY OF WATSONVILLE            |             | 4349          | MAR BOARD MTG           | 100.00             |         |
| 14880          | 04/01/05   | 100.00       | B015   | ROTKIN, MIKE                   | 7           | 4345          | MAR BOARD MTG           | 100.00             |         |
| 14881          | 04/01/05   | 100.00       | B016   | SKILLICORN, DALE               | 7           | 4346          | MAR BOARD MTG           | 100.00             |         |
| 14882          | 04/01/05   | 50.00        | B017   | STONE, MARK                    | 7           | 4348          | MAR BOARD MTG           | 50.00              |         |
| 14883          | 04/01/05   | 50.00        | B018   | BUSTICHI, DENE                 | 7           | 4341          | MAR BOARD MTG           | 50.00              |         |
| 14884          | 04/01/05   | 26.57        | E002   | STICKEL, TOM                   |             | 4263          | INTRVIEW PANEL LUNCH    | 26.57              |         |
| 14885          | 04/01/05   | 35.00        | E109   | MEYER, DIANE                   |             | 4329          | DMV FEES                | 35.00              |         |
| 14886          | 04/01/05   | 310.00       | E272   | GARCIA-SUMANO, ELEUTERIO       |             | 4330          | MEDICAL PREMIUM         | 310.00             |         |
| 14887          | 04/01/05   | 64.00        | E333   | PEREZ, JAIME                   |             | 4331          | DMV FEES                | 64.00              |         |
| 14888          | 04/01/05   | 64.00        | E334   | ROCHA, LUIS                    |             | 4332          | DMV FEES                | 64.00              |         |
| 14889          | 04/01/05   | 64.00        | E335   | RAMIREZ-REYES, MAGALI          |             | 4333          | DMV FEES                | 64.00              |         |
| 14890          | 04/01/05   | 65.00        | E336   | WILLIAMS, ERIC                 |             | 4334          | DMV FEES                | 65.00              |         |
| 14891          | 04/01/05   | 65.00        | E337   | NANCE, RAMONA                  |             | 4335          | DMV FEES                | 65.00              |         |
| 14892          | 04/01/05   | 45.00        | E462   | ESPINOZA, MARIO                |             | 4336          | DMV/VTT FEES            | 45.00              |         |
| 14893          | 04/01/05   | 30.62        | E495   | WHITE, LES                     |             | 4337          | CTC MTG 3/15            | 30.62              |         |
| 14894          | 04/01/05   | 728.00       | R439   | PACIFIC COAST THERAPISTS       |             | 4338          | MEDICAL PAYMENT         | 728.00             |         |
| 14895          | 04/01/05   | 400.00       | R440   | BLAIR, JOE                     |             | 4339          | SETTLEMENT CLAIM        | 400.00             |         |
| 14896M04/05/05 |            | 143,309.92   | 001316 | DEVCO OIL<br>MARCH FUEL        |             | 4496          | MARCH FUEL              | 143,309.92         | MANUAL  |
| 14897          | 04/15/05   | 667.18       | 001    | SBC                            |             | 4351          | APR PHONE/IT            | 667.18             |         |
| 14898          | 04/15/05   | 137.50       | 001027 | OVERLAND PACIFIC & CUTLER, INC |             | 4359          | MB PROF SVCS FEB 05     | 137.50             |         |
| 14899          | 04/15/05   | 6,237.96     | 001036 | STANDARD INSURANCE COMPANY     |             | 4360          | LIFE/AD&D INS           | 6,237.96           |         |
| 14900          | 04/15/05   | 100.00       | 001042 | EMPLOYER'S HEALTH SVCS, LLC    |             | 4361          | FEB-MAR DRUG TEST       | 100.00             |         |
| 14901          | 04/15/05   | 11,277.18    | 001043 | VISION SERVICE PLAN            |             | 4362          | APR VISION INSURANCE    | 11,277.18          |         |
| 14902          | 04/15/05   | 4,637.50     | 001046 | DESMOND, MARCELLO & AMSTER     |             | 4363          | PROF SVCS THRU 12/31    | 43.75              |         |
|                |            |              |        |                                |             | 4364          | PROF SVCS THRU 12/31    | 1,725.00           |         |
|                |            |              |        |                                |             | 4365          | PROF SVCS THRU 12/31    | 131.25             |         |
|                |            |              |        |                                |             | 4366          | PROF SVCS THRU 1/31     | 2,500.00           |         |
|                |            |              |        |                                |             | 4367          | PROF SVCS THRU 1/31     | 237.50             |         |
| 14903          | 04/15/05   | 2,193.85     | 001049 | TRANS METRO EXPRESS            |             | 4368          | FEB 05 PT SVCS          | 2,193.85           |         |
| 14904          | 04/15/05   | 6,908.78     | 001063 | NEW FLYER INDUSTRIES LIMITED   |             | 4369          | REV VEH PARTS 3296      | 3,296.26           |         |
|                |            |              |        |                                |             | 4370          | REV VEH PARTS 342       | 376.28             |         |
|                |            |              |        |                                |             | 4371          | REV VEH PARTS 1152      | 1,152.00           |         |
|                |            |              |        |                                |             | 4372          | REV VEH PARTS 1924      | 1,924.03           |         |
|                |            |              |        |                                |             | 4373          | REV VEH PARTS 114       | 160.21             |         |
| 14905          | 04/15/05   | 15.00        | 001100 | TOMASZEWSKI, ADAM              |             | 4374          | REFUND NSF CHECK FEE    | 15.00              |         |
| 14906          | 04/15/05   | 194.82       | 001101 | UTU LOCAL 23                   |             | 4375          | REFUND 1/2 LOCK COST    | 194.82             |         |
| 14907          | 04/15/05   | 545.32       | 001230 | CAPITOL CLUTCH & BRAKE, INC.   |             | 4376          | REV VEH PARTS           | 280.84             |         |
|                |            |              |        |                                |             | 4377          | REV VEH PARTS           | 264.48             |         |
| 14908          | 04/15/05   | 785.22       | 001315 | WASTE MANAGEMENT               |             | 4378          | APR-JUNE LOMOND/HY      | 37.98              |         |
|                |            |              |        |                                |             | 4379          | MAR KINGS VILLAGE       | 146.81             |         |
|                |            |              |        |                                |             | 4380          | MAR MT HERMON/KINGS     | 43.82              |         |
|                |            |              |        |                                |             | 4381          | APR-JUNE BIGBASIN/HY    | 37.98              |         |
|                |            |              |        |                                |             | 4382          | APR-JUN AIRPORT/FREE    | 376.26             |         |
|                |            |              |        |                                |             | 4383          | MAR RESEARCH PARK       | 142.37             |         |
| 14909          | 04/15/05   | 5,147.33     | 001365 | BORTNICK, ROBERT S. & ASSOC.   | 7           | 4384          | CALL STOP SURVEY        | 5,000.00           |         |
|                |            |              |        |                                |             | 4385          | INVESTIGATIVE SVCS      | 147.33             |         |
| 14910          | 04/15/05   | 268.85       | 001379 | SAFETY-KLEEN SYSTEMS, INC.     |             | 4386          | HAZ WASTE DISPOSAL      | 268.85             |         |

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SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
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|--------------|------------|--------------|--------|--------------------------------|-------------|---------------|-------------------------|--------------------|---------|
| 14911        | 04/15/05   | 352.88       | 001454 | MONTEREY BAY OFFICE PRODUCTS   |             | 4387          | COPIER OVRAGE/ADMIN     | 352.88             |         |
| 14912        | 04/15/05   | 1,118.93     | 001506 | WESTERN STATES OIL CO., INC.   |             | 4388          | MAR OIL/FLEET           | 1,118.93           |         |
| 14913        | 04/15/05   | 1,518.00     | 001523 | SANTA CRUZ MEDICAL CLINIC      | 7           | 4389          | JAN MEDICAL EXAMS       | 1,518.00           |         |
| 14914        | 04/15/05   | 43.28        | 001648 | STEVE'S UNION SERVICE          |             | 4390          | MAR FUEL                | 43.28              |         |
| 14915        | 04/15/05   | 1,365.91     | 001800 | THERMO KING OF SALINAS, INC    |             | 4391          | REV VEH PARTS           | 1,365.91           |         |
| 14916        | 04/15/05   | 4,218.12     | 001A   | SBC/MCI                        |             | 4352          | MAR PHONE/IT            | 177.26             |         |
|              |            |              |        |                                |             | 4353          | MAR PHONE/IT            | 92.28              |         |
|              |            |              |        |                                |             | 4354          | MAR PHONE/IT            | 177.26             |         |
|              |            |              |        |                                |             | 4355          | MAR PHONES/PT           | 113.58             |         |
|              |            |              |        |                                |             | 4356          | MAR PHONES/PT           | 516.30             |         |
|              |            |              |        |                                |             | 4357          | MAR PHONES/PT           | 255.47             |         |
|              |            |              |        |                                |             | 4358          | MAR PHONES              | 2,885.97           |         |
| 14917        | 04/15/05   | 428.60       | 002028 | WESTCOAST LEGAL SERVICE        | 7           | 4392          | PROF/TECH SVCS          | 118.82             |         |
|              |            |              |        |                                |             | 4393          | PROF/TECH SVCS          | 82.77              |         |
|              |            |              |        |                                |             | 4394          | PROF/TECH SVCS          | 108.44             |         |
|              |            |              |        |                                |             | 4395          | PROF/TECH SVCS          | 118.57             |         |
| 14918        | 04/15/05   | 437.52       | 002034 | CARLON'S FIRE EXTINGUISHER     |             | 4396          | REPR FIRE EXTINGUISH    | 437.52             |         |
| 14919        | 04/15/05   | 50.41        | 002063 | COSTCO                         |             | 4397          | PHOTO PROCESS/OPS       | 19.95              |         |
|              |            |              |        |                                |             | 4398          | PHOTO PROCESS/OPS       | 22.40              |         |
|              |            |              |        |                                |             | 4399          | PHOTO PROCESS/RISK      | 8.06               |         |
| 14920        | 04/15/05   | 2,550.00     | 002287 | CALIFORNIA SERVICE EMPLOYEES   |             | 4400          | APR MEDICAL             | 2,550.00           |         |
| 14921        | 04/15/05   | 120.00       | 002295 | FIRST ALARM                    |             | 4401          | MAR DISPATCH SVC/PT     | 120.00             |         |
| 14922        | 04/15/05   | 3,750.00     | 002346 | CHANEY, CAROLYN & ASSOC., INC. |             | 4402          | APR LEGISLATIVE SVCS    | 3,750.00           |         |
| 14923        | 04/15/05   | 595.35       | 002412 | BORDEN DECAL                   |             | 4403          | REV VEH PARTS           | 368.03             |         |
|              |            |              |        |                                |             | 4404          | REV VEH PARTS           | 227.32             |         |
| 14924        | 04/15/05   | 420.87       | 002504 | TIFCO INDUSTRIES               |             | 4405          | PARTS & SUPPLIES FLT    | 420.87             |         |
| 14925        | 04/15/05   | 4,548.15     | 002569 | COMERICA BANK                  |             | 4406          | WORK COMP FUND          | 4,548.15           |         |
| 14926        | 04/15/05   | 740.00       | 002649 | KING CRANE SERVICE, INC.       |             | 4407          | CRANE SERVICE - MB      | 740.00             |         |
| 14927        | 04/15/05   | 135.73       | 004    | NORTH BAY FORD LINC-MERCURY    |             | 4408          | REV VEH PARTS           | 135.73             |         |
| 14929        | 04/15/05   | 21,507.10    | 009    | PACIFIC GAS & ELECTRIC         |             | 4409          | 3/1-3/29 RODRIGUEZ      | 38.57              |         |
|              |            |              |        |                                |             | 4410          | 3/1-3/29 RODRIGUEZ      | 1,125.68           |         |
|              |            |              |        |                                |             | 4411          | 2/25-3/26 SAKATA        | 10.43              |         |
|              |            |              |        |                                |             | 4412          | 3/3-3/30 GOLF CLUB      | 588.24             |         |
|              |            |              |        |                                |             | 4413          | 3/3-3/30 GOLF CLUB      | 1,343.54           |         |
|              |            |              |        |                                |             | 4414          | 3/3-3/30 1200 RVR       | 1,307.95           |         |
|              |            |              |        |                                |             | 4415          | 3/3-3/31 111 DUB        | 570.63             |         |
|              |            |              |        |                                |             | 4416          | 3/3-3/31 111 DUB        | 618.16             |         |
|              |            |              |        |                                |             | 4417          | 3/3-3/30 1200 RVR       | 332.76             |         |
|              |            |              |        |                                |             | 4418          | 3/3-3/31 370 ENC        | 1,890.91           |         |
|              |            |              |        |                                |             | 4419          | 3/3-3/31 370 ENC        | 497.32             |         |
|              |            |              |        |                                |             | 4420          | 3/3-3/30 1122 RVR       | 7.18               |         |
|              |            |              |        |                                |             | 4421          | 3/6-4/4 PACIFIC         | 958.98             |         |
|              |            |              |        |                                |             | 4422          | 3/6-4/4 PACIFIC         | 251.72             |         |
|              |            |              |        |                                |             | 4423          | 3/6-4/4 PACIFIC         | 465.54             |         |
|              |            |              |        |                                |             | 4424          | 3/3-3/30 CNG/E RVR      | 1,399.03           |         |
|              |            |              |        |                                |             | 4425          | 2/28-3/31 CNG/G RVR     | 10,100.46          |         |
| 14930        | 04/15/05   | 866.40       | 017    | SUN MICROSYSTEMS, INC.         |             | 4426          | 4/1-6/30 SVCS           | 866.40             |         |
| 14931        | 04/15/05   | 4,902.44     | 018    | SALINAS VALLEY FORD SALES      |             | 4427          | REV VEH PARTS           | 1,679.97           |         |
|              |            |              |        |                                |             | 4428          | REV VEH PARTS           | 3,222.47           |         |
| 14932        | 04/15/05   | 302.78       | 039    | KINKO'S INC.                   |             | 4429          | MAR PRINTING            | 302.78             |         |

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SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
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| CHECK NUMBER | CHECK DATE | CHECK AMOUNT | VENDOR | VENDOR NAME                      | VENDOR TYPE | TRANS. NUMBER | TRANSACTION DESCRIPTION | TRANSACTION AMOUNT | COMMENT |
|--------------|------------|--------------|--------|----------------------------------|-------------|---------------|-------------------------|--------------------|---------|
| 14933        | 04/15/05   | 2,026.53     | 041    | MISSION UNIFORM                  |             | 4430          | MAR UNIF/LAUNDRY PT     | 66.15              |         |
|              |            |              |        |                                  |             | 4431          | MAR UNIF/LAUNDRY FLT    | 1,960.38           |         |
| 14934        | 04/15/05   | 1,660.62     | 043    | PALACE ART & OFFICE SUPPLY       |             | 4432          | OFFICE SUPPLIES         | 1,660.62           |         |
| 14935        | 04/15/05   | 6,997.82     | 079    | SANTA CRUZ MUNICIPAL UTILITIES   |             | 4433          | 2/26-3/32 GOLF CLUB     | 870.90             |         |
|              |            |              |        |                                  |             | 4434          | 2/26-3/25 111 DUB       | 690.30             |         |
|              |            |              |        |                                  |             | 4435          | 2/26-3/25 370 ENC       | 80.72              |         |
|              |            |              |        |                                  |             | 4436          | 2/26-3/25 370 ENC       | 872.90             |         |
|              |            |              |        |                                  |             | 4437          | 2/26-3/25 1200 RVR      | 2,152.20           |         |
|              |            |              |        |                                  |             | 4438          | 3/3-3/28 PACIFIC        | 2,245.64           |         |
|              |            |              |        |                                  |             | 4439          | 3/3-3/28 PACIFIC        | 85.16              |         |
| 14936        | 04/15/05   | 1,893.40     | 080A   | STATE BOARD OF EQUALIZATION      |             | 4440          | JAN-MAR 05 FUEL TAX     | 1,893.40           |         |
| 14937        | 04/15/05   | 15,435.87    | 085    | DIXON & SON TIRE, INC.           |             | 4441          | MAR TIRES/PT            | 96.07              |         |
|              |            |              |        |                                  |             | 4442          | OUT RPR REV VEH FLT     | 391.92             |         |
|              |            |              |        |                                  |             | 4443          | MAR TIRES/TUBES FLT     | 14,947.88          |         |
| 14938        | 04/15/05   | 924.42       | 107    | SAN LORENZO LUMBER               |             | 4444          | REPAIRS/MAINTENANCE     | 924.42             |         |
| 14939        | 04/15/05   | 231.92       | 123    | BAY PHOTO LAB                    |             | 4445          | PHOTO PROCESS/PT        | 231.92             |         |
| 14940        | 04/15/05   | 1,250.14     | 135    | SANTA CRUZ AUTO PARTS, INC.      |             | 4446          | REV VEH PARTS/SUPPLY    | 734.95             |         |
|              |            |              |        |                                  |             | 4447          | REV VEH PARTS/PT        | 515.19             |         |
| 14941        | 04/15/05   | 1,707.21     | 148    | ZEP MANUFACTURING COMPANY        |             | 4448          | CLEANING SUPPLY MNT     | 408.10             |         |
|              |            |              |        |                                  |             | 4449          | CLEANING SUPPLY FLT     | 1,299.11           |         |
| 14942        | 04/15/05   | 1,582.50     | 161    | OCEAN CHEVROLET INC              |             | 4450          | REV VEH PARTS/PT        | 1,582.50           |         |
| 14943        | 04/15/05   | 972.50       | 166    | HOSE SHOP. THE                   |             | 4451          | REV VEH PARTS/SUPPLY    | 972.50             |         |
| 14944        | 04/15/05   | 2,702.41     | 170    | TOWNSEND'S AUTO PARTS            |             | 4452          | REV VEH PARTS/SUPPLY    | 2,702.41           |         |
| 14945        | 04/15/05   | 91.87        | 172    | CENTRAL WELDER'S SUPPLY, INC.    |             | 4453          | PARTS & SUPPLY FLT      | 91.87              |         |
| 14946        | 04/15/05   | 2,659.20     | 180    | MANPOWER                         |             | 4454          | TEMP/IT W/E 3/13        | 1,536.00           |         |
|              |            |              |        |                                  |             | 4455          | TEMP W/E 3/27 ADMIN     | 1,123.20           |         |
| 14947        | 04/15/05   | 4,468.62     | 221    | VEHICLE MAINTENANCE PROGRAM      |             | 4456          | REV VEH PARTS 4469      | 4,468.62           |         |
| 14948        | 04/15/05   | 39.75        | 260    | SANTA CRUZ GLASS CO., INC.       |             | 4457          | WINDOW SCREENS METRO    | 39.75              |         |
| 14949        | 04/15/05   | 652.92       | 294    | ANDY'S AUTO SUPPLY               |             | 4458          | REV VEH PARTS/SUPPLY    | 575.87             |         |
|              |            |              |        |                                  |             | 4459          | REV VEH PARTS/PT        | 77.05              |         |
| 14950        | 04/15/05   | 153.00       | 367    | COMMUNITY TELEVISION OF          |             | 4460          | TV COVERAGE 3/25 MTG    | 153.00             |         |
| 14951        | 04/15/05   | 1,090.12     | 378    | STEWART & STEVENSON              |             | 4461          | REV VEH PARTS           | 1,090.12           |         |
| 14952        | 04/15/05   | 897.11       | 422    | IMAGE SALES INC.                 |             | 4462          | PHOTO SUPPLIES/MET      | 897.11             |         |
| 14953        | 04/15/05   | 2,644.70     | 432    | EXPRESS PERSONNEL SERVICES       |             | 4463          | TEMP W/E 3/13 FLEET     | 918.38             |         |
|              |            |              |        |                                  |             | 4464          | TEMP W/E 3/20 FLEET     | 924.19             |         |
|              |            |              |        |                                  |             | 4465          | TEMP W/E 3/27 FLEET     | 802.13             |         |
| 14954        | 04/15/05   | 167.10       | 434    | VERIZON WIRELESS-PAGERS          |             | 4466          | APR PAGERS              | 167.10             |         |
| 14955        | 04/15/05   | 53.38        | 434B   | VERIZON CALIFORNIA               |             | 4467          | MT. BIEWLASKI           | 53.38              |         |
| 14956        | 04/15/05   | 423.80       | 448    | UNISOURCE                        |             | 4468          | COPY PAPER - OPS        | 141.27             |         |
|              |            |              |        |                                  |             | 4469          | COPY PAPER - ADMIN      | 282.53             |         |
| 14957        | 04/15/05   | 750.00       | 475    | TRAPEZE SOFTWARE GROUP, INC.     |             | 4470          | 4/1-6/30 FLEET MATE     | 750.00             |         |
| 14958        | 04/15/05   | 3,447.76     | 480    | DIESEL MARINE ELECTRIC, INC.     |             | 4471          | REV VEH PARTS           | 3,447.76           |         |
| 14959        | 04/15/05   | 138.54       | 504    | CUMMINS WEST, INC.               |             | 4472          | REV VEH PARTS           | 138.54             |         |
| 14960        | 04/15/05   | 102.29       | 534    | REGENTS OF UNIVERSITY OF CALIF   |             | 4473          | STATUTORY DEADLINES     | 102.29             |         |
| 14961        | 04/15/05   | 55.00        | 632    | GOVERNMENT FINANCE OFFICERS      |             | 4474          | PUBLIC INVESTOR         | 55.00              |         |
| 14962        | 04/15/05   | 293.93       | 647    | GFI GENFARE                      |             | 4475          | REV VEH PARTS           | 293.93             |         |
| 14963        | 04/15/05   | 187.50       | 718    | BOSTER. KOBAYASHI & ASSOC. INC 7 |             | 4476          | PROF SVCS               | 187.50             |         |
| 14964        | 04/15/05   | 300.79       | 788    | SCMTD PETTY CASH - FINANCE       |             | 4477          | PETTY CASH/FINANCE      | 300.79             |         |
| 14965        | 04/15/05   | 2,208.54     | 851    | I.M.P.A.C. GOVERNMENT SERVICES   |             | 4478          | 4055019201230322        | 2,208.54           |         |
| 14966        | 04/15/05   | 243.75       | 873    | HARO, KASUNICH & ASSOC., INC.    |             | 4479          | PROF SVCS/BUS STOPS     | 243.75             |         |

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|--------------|------------|--------------|--------|--------------------------------|-------------|---------------|-------------------------|--------------------|---------|
| 14967        | 04/15/05   | 2,640.00     | 878    | KELLY SERVICES, INC.           |             | 4480          | TEMP/LGL W/E 3/13       | 768.00             |         |
|              |            |              |        |                                |             | 4481          | TEMP LGL 3/20 & 3/27    | 1,872.00           |         |
| 14968        | 04/15/05   | 12.00        | 880    | SEISINT, INC.                  |             | 4482          | PROF/TECH SVCS LGL      | 12.00              |         |
| 14969        | 04/15/05   | 51.00        | 891    | WOOLHOUSE, LYNN                |             | 4483          | REFUND PT COUPONS       | 51.00              |         |
| 14970        | 04/15/05   | 20.00        | 901    | SECRETARY OF STATE             |             | 4484          | LATE FILING FEE         | 20.00              |         |
| 14971        | 04/15/05   | 195,289.56   | 904    | RNL DESIGN                     |             | 4485          | REIMBRS EXP TO 1/31     | 2,614.77           |         |
|              |            |              |        |                                |             | 4486          | PROF SVCS THRU 1/31     | 155,972.77         |         |
|              |            |              |        |                                |             | 4487          | REIMBRS EXP TO 2/28     | 3,079.18           |         |
|              |            |              |        |                                |             | 4488          | PROF SVCS THRU 2/28     | 33,622.84          |         |
|              |            |              |        |                                |             | 4489          | MPC TO COVER 25         | 33.95              |         |
| 14972        | 04/15/05   | 33.95        | 911    | NNT, INC.                      |             | 4490          | APR LTD                 | 15,116.08          |         |
| 14973        | 04/15/05   | 15,116.08    | 941    | FORTIS BENEFITS INSURANCE CO.  |             | 4491          | IRRIGATION SERVICE      | 68.50              |         |
| 14974        | 04/15/05   | 68.50        | 950    | PARADISE LANDSCAPE             | 7           | 4492          | REV VEH PARTS           | 70.32              |         |
| 14975        | 04/15/05   | 70.32        | 973    | SANTA CRUZ DODGE               |             | 4493          | MAR 05 PT SVCS          | 5,894.84           |         |
| 14976        | 04/15/05   | 5,894.84     | 977    | SANTA CRUZ TRANSPORTATION, LLC |             | 4494          | DMV/VTT FEES            | 45.00              |         |
| 14977        | 04/15/05   | 45.00        | E179   | LEGORRETA, PETE                |             | 4495          | SETTLEMENT CLAIM        | 307.21             |         |
| 14978        | 04/15/05   | 307.21       | R441   | HERNANDEZ, DONN                |             | 4642          | APRIL 1-11TH FUEL       | 54,880.00          | MANUAL  |
| 14979        | 04/21/05   | 54,880.00    | 001316 | DEVCO OIL                      |             |               |                         |                    |         |
|              |            |              |        | APRIL 1-11TH FUEL              |             |               |                         |                    |         |
| 14980        | 04/29/05   | 476.95       | 001    | SBC                            |             | 4541          | APR PHONE LINES         | 86.93              |         |
|              |            |              |        |                                |             | 4542          | APR PHONES              | 390.02             |         |
| 14981        | 04/29/05   | 759.88       | 001038 | TWINVISION NA INC.             |             | 4497          | REV VEH PARTS           | 759.88             |         |
| 14982        | 04/29/05   | 1,232.63     | 001039 | GRAFFITI REMOVAL, INC.         |             | 4498          | VANDAL SHIELDS          | 1,232.63           |         |
| 14983        | 04/29/05   | 55.00        | 001042 | EMPLOYER'S HEALTH SVCS, LLC    |             | 4543          | MAR DRUG TESTING        | 55.00              |         |
| 14984        | 04/29/05   | 125.00       | 001062 | ALLTERRA ENVIRONMENTAL INC.    |             | 4544          | MAR 05 PROF SVCS        | 125.00             |         |
| 14985        | 04/29/05   | 11,959.70    | 001063 | NEW FLYER INDUSTRIES LIMITED   |             | 4499          | REV VEH PARTS 1965      | 1,964.58           |         |
|              |            |              |        |                                |             | 4500          | REV VEH PARTS 2938      | 2,938.30           |         |
|              |            |              |        |                                |             | 4501          | REV VEH PARTS 138       | 138.10             |         |
|              |            |              |        |                                |             | 4502          | REV VEH PARTS 1081      | 1,081.35           |         |
|              |            |              |        |                                |             | 4503          | REV VEH PARTS 3640      | 3,639.92           |         |
|              |            |              |        |                                |             | 4504          | REV VEH PARTS 1493      | 1,493.23           |         |
|              |            |              |        |                                |             | 4505          | REV VEH PARTS 122       | 122.34             |         |
|              |            |              |        |                                |             | 4506          | REV VEH PARTS 582       | 581.88             |         |
| 14986        | 04/29/05   | 10,808.88    | 001075 | SOQUEL III ASSOCIATES          | 7           | 9000319       | RESEARCH PARK RENT      | 10,808.88          |         |
| 14987        | 04/29/05   | 269.50       | 001093 | KROLL LABORATORY SPECIALISTS   |             | 4545          | MAR DRUG TESTING        | 269.50             |         |
| 14988        | 04/29/05   | 1,407.05     | 001119 | MACERICH PARTNERSHIP LP        | 7           | 9000320       | CAPITOLA MALL RENT      | 1,407.05           |         |
| 14989        | 04/29/05   | 850.00       | 001346 | CITY OF SANTA CRUZ             |             | 4546          | PARKING DEF FEES        | 850.00             |         |
| 14990        | 04/29/05   | 548.40       | 001365 | BORTNICK, ROBERT S. & ASSOC.   | 7           | 4547          | INVESTIGATIVE SVCS      | 548.40             |         |
| 14991        | 04/29/05   | 814.47       | 001379 | SAFETY-KLEEN SYSTEMS, INC.     |             | 4548          | HAZ WASTE DISPOSAL      | 814.47             |         |
| 14992        | 04/29/05   | 1,493.00     | 001492 | EVERGREEN OIL INC.             |             | 4549          | HAZ WASTE DISPOSAL      | 1,000.00           |         |
|              |            |              |        |                                |             | 4550          | HAZ WASTE DISPOSAL      | 493.00             |         |
| 14993        | 04/29/05   | 194.01       | 001722 | HARRISON & BONINI, INC.        |             | 4551          | REPAIRS/MAINTENANCE     | 194.01             |         |
| 14994        | 04/29/05   | 135.58       | 001856 | BAY COMMUNICATIONS             | 7           | 4552          | OUT REPAIR PHONES       | 135.58             |         |
| 14995        | 04/29/05   | 36.64        | 001936 | MCI                            |             | 4553          | APR LONG DISTANCE/PT    | 13.08              |         |
|              |            |              |        |                                |             | 4554          | APR LONG DISTANCE/PT    | 23.56              |         |
| 14996        | 04/29/05   | 59.45        | 002028 | WESTCOAST LEGAL SERVICE        | 7           | 4555          | PROF/TECH SVCS          | 59.45              |         |
| 14997        | 04/29/05   | 325.31       | 002069 | A TOOL SHED, INC.              |             | 4556          | EQUIPMENT RENTAL        | 325.31             |         |
| 14998        | 04/29/05   | 154.87       | 002106 | AMERICAN SUPPLY COMPANY        |             | 4557          | CLEANING SUPPLIES       | 154.87             |         |
| 14999        | 04/29/05   | 672.00       | 002109 | CITY OF SANTA CRUZ/PARKING     |             | 4558          | PARKING PERMITS         | 672.00             |         |
| 15000        | 04/29/05   | 25,899.59    | 002116 | HINSHAW, EDWARD & BARBARA      | 7           | 9000321       | 370 ENCINAL RENT        | 25,899.59          |         |
| 15001        | 04/29/05   | 13,888.00    | 002117 | IULIANO, NICK                  | 7           | 9000322       | 111 DUBOIS RENT         | 10,888.00          |         |

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 CHECK JOURNAL DETAIL BY CHECK NUMBER  
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| CHECK NUMBER | CHECK DATE | CHECK AMOUNT | VENDOR | VENDOR NAME                    | VENDOR TYPE | TRANS. NUMBER | TRANSACTION DESCRIPTION | TRANSACTION AMOUNT | COMMENT |
|--------------|------------|--------------|--------|--------------------------------|-------------|---------------|-------------------------|--------------------|---------|
|              |            |              |        |                                |             | 9000323       | 115 DUBOIS RENT         | 3,000.00           |         |
| 15002        | 04/29/05   | 26,824.20    | 002295 | FIRST ALARM                    |             | 4559          | MAR SECURITY            | 26,824.20          |         |
| 15003        | 04/29/05   | 380.00       | 002330 | TRANSPARENT GLASS COATINGS     | 7           | 4560          | FROST WINDOW/MC         | 380.00             |         |
| 15004        | 04/29/05   | 64.00        | 002567 | DEPARTMENT OF JUSTICE          |             | 4561          | MAR FINGERPRINTS        | 64.00              |         |
| 15005        | 04/29/05   | 1,250.86     | 002624 | DIGITAL RECORDERS              |             | 4507          | REV VEH PARTS           | 1,250.86           |         |
| 15006        | 04/29/05   | 181.76       | 002689 | B & B SMALL ENGINE             |             | 4562          | REPAIRS/MAINTENANCE     | 181.76             |         |
| 15007        | 04/29/05   | 2,763.45     | 002713 | SANTA CRUZ AUTO TECH, INC.     |             | 4563          | OUT RPR REV VEH/PT      | 2,763.45           |         |
| 15008        | 04/29/05   | 955.78       | 002721 | NEXTEL COMMUNICATIONS          |             | 4564          | 3/4-4/3 PHONES/PT       | 955.78             |         |
| 15009        | 04/29/05   | 732.30       | 002803 | PURSELL CONSTRUCTION INC.      |             | 4565          | LIGHT SYST UPGRADE      | 732.30             |         |
| 15010        | 04/29/05   | 2,288.00     | 002805 | TELEPATH CORPORATION           |             | 4508          | APR RADIO MAINT         | 2,288.00           |         |
| 15011        | 04/29/05   | 136.47       | 007    | UNITED PARCEL SERVICE          |             | 4509          | MAR/APR FREIGHT         | 136.47             |         |
| 15012        | 04/29/05   | 1,119.61     | 009    | PACIFIC GAS & ELECTRIC         |             | 4566          | 3/12-4/8 KINGS VLG      | 350.94             |         |
|              |            |              |        |                                |             | 4567          | 3/12-4/9 KINGS VLG      | 27.41              |         |
|              |            |              |        |                                |             | 4568          | 3/15-4/13 PAUL SWT      | 71.66              |         |
|              |            |              |        |                                |             | 4569          | 3/16-4/13 RESEARCH      | 34.07              |         |
|              |            |              |        |                                |             | 4570          | 3/16-4/13 RESEARCH      | 635.53             |         |
| 15013        | 04/29/05   | 160.48       | 023    | PACIFIC TRUCK PARTS, INC.      |             | 4510          | SMALL TOOLS - FLEET     | 160.48             |         |
| 15014        | 04/29/05   | 852.35       | 036    | KELLY-MOORE PAINT CO., INC.    |             | 4571          | REPAIRS/MAINTENANCE     | 852.35             |         |
| 15015        | 04/29/05   | 683.55       | 041    | MISSION UNIFORM                |             | 4572          | MAR UNIFORMS/LAUNDRY    | 683.55             |         |
| 15016        | 04/29/05   | 461.78       | 042    | ORCHARD SUPPLY HARDWARE        |             | 4573          | REPAIRS/MAINTENANCE     | 461.78             |         |
| 15017        | 04/29/05   | 1,104.15     | 059    | BATTERIES USA, INC.            |             | 4511          | REV VEH PARTS           | 1,104.15           |         |
| 15018        | 04/29/05   | 75.96        | 061A   | REGISTER PAJARONIAN            |             | 4512          | CLASSIFIED AD FLEET     | 75.96              |         |
| 15019        | 04/29/05   | 474.45       | 067    | ROTO-ROOTER                    |             | 4574          | OUT REPAIR BLDS/IMP     | 474.45             |         |
| 15020        | 04/29/05   | 138.92       | 074    | KENVILLE LOCKSMITHS            | 7           | 4575          | MAR LOCKS/KEYS          | 138.92             |         |
| 15021        | 04/29/05   | 361.99       | 075    | COAST PAPER & SUPPLY INC.      |             | 4576          | CLEANING SUPPLIES       | 361.99             |         |
| 15022        | 04/29/05   | 302.11       | 079    | SANTA CRUZ MUNICIPAL UTILITIES |             | 4577          | 2/8-4/15 RESEARCH       | 294.76             |         |
|              |            |              |        |                                |             | 4578          | MAR LANDFILL            | 7.35               |         |
| 15023        | 04/29/05   | 8,614.00     | 080    | STATE BOARD OF EQUALIZATION    |             | 4579          | JAN-MAR USE TAX         | 8,614.00           |         |
| 15024        | 04/29/05   | 435.72       | 083    | THYSSENKRUPP ELEVATOR          |             | 4580          | APR-JUN ELEV SVC        | 435.72             |         |
| 15025        | 04/29/05   | 101.02       | 087    | RECOGNITION SERVICES           |             | 4581          | EMP INCENTIVE 85        | 101.02             |         |
| 15026        | 04/29/05   | 2,446.19     | 110    | JESSICA GROCERY STORE, INC.    |             | 4582          | CUSTODIAN SERVICE       | 2,446.19           |         |
| 15027        | 04/29/05   | 140.30       | 115    | SNAP-ON INDUSTRIAL             |             | 4513          | PRINTER PAPER ROLL      | 140.30             |         |
| 15028        | 04/29/05   | 1,980.53     | 117    | GILLIG CORPORATION             |             | 4514          | REV VEH PARTS           | 213.10             |         |
|              |            |              |        |                                |             | 4515          | REV VEH PARTS           | 346.40             |         |
|              |            |              |        |                                |             | 4516          | REV VEH PARTS           | 448.89             |         |
|              |            |              |        |                                |             | 4517          | REV VEH PARTS           | 293.20             |         |
|              |            |              |        |                                |             | 4518          | REV VEH PARTS           | 678.94             |         |
| 15029        | 04/29/05   | 93.86        | 130    | CITY OF WATSONVILLE UTILITIES  |             | 4583          | 3/1-4/1 SAKATA          | 13.45              |         |
|              |            |              |        |                                |             | 4584          | 3/1-4/1 RODRIGUEZ       | 9.50               |         |
|              |            |              |        |                                |             | 4585          | 3/1-4/1 SAKATA          | 70.91              |         |
| 15030        | 04/29/05   | 427.43       | 147    | ZEE MEDICAL SERVICE CO.        |             | 4586          | SAFETY SUPPLIES         | 26.90              |         |
|              |            |              |        |                                |             | 4587          | SAFETY SUPPLIES         | 227.33             |         |
|              |            |              |        |                                |             | 4588          | SAFETY SUPPLIES         | 173.20             |         |
| 15031        | 04/29/05   | 476.19       | 156    | PRINT GALLERY, THE             |             | 4589          | PRINT ROUTE STICKERS    | 476.19             |         |
| 15032        | 04/29/05   | 481.53       | 161    | OCEAN CHEVROLET INC            |             | 4519          | REV VEH PARTS FLT       | 481.53             |         |
| 15033        | 04/29/05   | 12.12        | 166    | HOSE SHOP, THE                 |             | 4590          | VACUUM HOSE/FACIL       | 12.12              |         |
| 15034        | 04/29/05   | 137.64       | 167    | KEYSTON BROTHERS               |             | 4520          | OTHER MOBILE SUPPLY     | 137.64             |         |
| 15035        | 04/29/05   | 3,609.60     | 180    | MANPOWER                       |             | 4591          | TEMP W/E 4/3 ADMIN      | 1,152.00           |         |
|              |            |              |        |                                |             | 4592          | TEMP/IT 3/20 & 3/27     | 2,457.60           |         |
| 15036        | 04/29/05   | 9.74         | 186    | WILSON, GEORGE H., INC.        |             | 4593          | REPAIRS/MAINTENANCE     | 9.74               |         |

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|--------------|------------|--------------|--------|--------------------------------|-------------|---------------|-------------------------|--------------------|---------|
| 15037        | 04/29/05   | 374.84       | 210    | HOLIDAY MUFFLER SERVICE        |             | 4594          | OUT REPAIR REV VEH      | 374.84             |         |
| 15038        | 04/29/05   | 779.40       | 215A   | IKON FINANCIAL SERVICES        |             | 4595          | 4/26-7/25 COPIER/OPS    | 779.40             |         |
| 15039        | 04/29/05   | 60.00        | 271    | CARLSON, BRENT D., M.D., INC.  | 7           | 4596          | APR DRUG TESTING        | 60.00              |         |
| 15040        | 04/29/05   | 347.53       | 282    | GRAINGER                       |             | 4597          | PADLOCK PARK & RIDE     | 58.41              |         |
|              |            |              |        |                                |             | 4598          | PADLOCKS/BUS STOPS      | 256.03             |         |
|              |            |              |        |                                |             | 4599          | BATTERIES               | 33.09              |         |
| 15041        | 04/29/05   | 2,527.66     | 378    | STEWART & STEVENSON            |             | 4521          | OUT REPAIR REV VEH      | 173.58             |         |
|              |            |              |        |                                |             | 4522          | REV VEH PARTS           | 2,138.80           |         |
|              |            |              |        |                                |             | 4523          | REV VEH PARTS           | 215.28             |         |
| 15042        | 04/29/05   | 1,978.25     | 395    | APPLIED GRAPHICS, INC.         |             | 4524          | LETTERHEAD - FLEET      | 378.50             |         |
|              |            |              |        |                                |             | 4600          | DAILY VEH SHEET/OPS     | 1,599.75           |         |
| 15043        | 04/29/05   | 13.37        | 418    | COUNTY OF SANTA CRUZ           |             | 4525          | MAR CNG                 | 13.37              |         |
| 15044        | 04/29/05   | 144.59       | 426    | AMERICAN VACUUM COMPANY        |             | 4601          | BUS WASH VACUUM 136     | 144.59             |         |
| 15045        | 04/29/05   | 1,860.00     | 432    | EXPRESS PERSONNEL SERVICES     |             | 4526          | TEMP W/E 4/3 FLEET      | 930.00             |         |
|              |            |              |        |                                |             | 4527          | TEMP W/E 4/10 FLT       | 930.00             |         |
| 15046        | 04/29/05   | 53.61        | 434B   | VERIZON CALIFORNIA             |             | 4640          | MT. BIEWLASKI           | 53.61              |         |
| 15047        | 04/29/05   | 167.87       | 436    | WEST PAYMENT CENTER            |             | 4602          | FEB ACCESS CHGS         | 81.02              |         |
|              |            |              |        |                                |             | 4603          | MAR ACCESS CHGS         | 86.85              |         |
| 15048        | 04/29/05   | 788.69       | 448    | UNISOURCE                      |             | 4528          | COPY PAPER - FLEET      | 184.88             |         |
|              |            |              |        |                                |             | 4604          | COPY PAPER/PT           | 266.05             |         |
|              |            |              |        |                                |             | 4605          | COPY PAPER/ADMIN        | 337.76             |         |
| 15049        | 04/29/05   | 309.59       | 493    | IMAGING PRODUCTS INTERNATIONAL |             | 4606          | PHOTO SUPPLIES/OPS      | 309.59             |         |
| 15050        | 04/29/05   | 297,086.49   | 502    | CA PUBLIC EMPLOYEES'           |             | 4607          | MAY MEDICAL INS         | 297,086.49         |         |
| 15051        | 04/29/05   | 439.43       | 504    | CUMMINS WEST, INC.             |             | 4529          | REV VEH PARTS           | 370.78             |         |
|              |            |              |        |                                |             | 4530          | REV VEH PARTS           | 68.65              |         |
| 15052        | 04/29/05   | 191.92       | 510    | ASCOM HASLER LEASING           |             | 4608          | MAY EQUIP RENTAL        | 191.92             |         |
| 15053        | 04/29/05   | 27.00        | 510A   | HASLER, INC.                   |             | 4609          | 5/1-5/31 RENTAL/PT      | 27.00              |         |
| 15054        | 04/29/05   | 509.81       | 511    | LUMINATOR                      |             | 4531          | REV VEH PARTS 452       | 461.56             |         |
|              |            |              |        |                                |             | 4532          | REV VEH PARTS 44        | 48.25              |         |
| 15055        | 04/29/05   | 293.48       | 546    | GRANITE ROCK COMPANY           |             | 4610          | REPAIRS/MAINTENANCE     | 276.04             |         |
|              |            |              |        |                                |             | 4641          | RPRS/MAINT/CREDIT       | 17.44              |         |
| 15056        | 04/29/05   | 1,850.00     | 550    | EARTHWORKS                     | 7           | 4611          | ASPHALT PATCH/CHINA     | 1,850.00           |         |
| 15057        | 04/29/05   | 20.00        | 561    | CITY OF SANTA CRUZ-POLICE DEPT |             | 4612          | ALARM REGISTRATION      | 20.00              |         |
| 15058        | 04/29/05   | 43.34        | 566    | ARROWHEAD MTN SPRING WATER     |             | 4533          | MAR WATER               | 43.34              |         |
| 15059        | 04/29/05   | 5,616.00     | 571    | MONTEREY INFORMATION TECH.     |             | 4613          | PROF/TECH SVCS IT       | 5,616.00           |         |
| 15060        | 04/29/05   | 1,395.54     | 664    | BAY COUNTIES PITCOCK PETROLEUM |             | 4534          | ENGINE OIL/DUB          | 1,395.54           |         |
| 15061        | 04/29/05   | 74.39        | 667    | CITY OF SCOTTS VALLEY          |             | 4614          | 1/15-3/15 KINGS VLG     | 74.39              |         |
| 15062        | 04/29/05   | 25.00        | 688    | SALDANA, ERNESTINA             | 7           | 4615          | PARACRUZ HEARING        | 25.00              |         |
| 15063        | 04/29/05   | 186.70       | 729    | BROWNCOR INTERNATIONAL         |             | 4535          | PARTS & SUPPLIES 152    | 186.70             |         |
| 15064        | 04/29/05   | 1,014.40     | 733    | CLAREMONT BEHAVIORAL SERVICES  |             | 4616          | MAY EAP PREMIUM         | 1,014.40           |         |
| 15065        | 04/29/05   | 25.00        | 744    | WRIGHT, LESLEY                 | 7           | 4617          | PARACRUZ HEARING        | 25.00              |         |
| 15066        | 04/29/05   | 4,380.17     | 766    | KRAFT'S BODY SHOP              |             | 4618          | OUT REPAIR PT VANS      | 4,380.17           |         |
| 15067        | 04/29/05   | 2,920.00     | 804    | ORTHOPAEDIC HOSPITAL           | 7           | 4619          | MAR PROF/TECH SVCS      | 2,920.00           |         |
| 15068        | 04/29/05   | 42.07        | 848    | SANTA CRUZ ELECTRONICS, INC.   |             | 4620          | COMPUTER SUPPLIES/IT    | 42.07              |         |
| 15069        | 04/29/05   | 1,755.00     | 852    | LAW OFFICES OF MARIE F. SANG   | 7           | 4621          | WORKERS COMP CLAIMS     | 1,755.00           |         |
| 15070        | 04/29/05   | 37,287.71    | 875    | PACIFICARE DENTAL              |             | 4622          | MAY DENTAL              | 37,287.71          |         |
| 15071        | 04/29/05   | 680.00       | 881    | CHARLES M. SALTER ASSOCIATES,  |             | 4623          | 2/16-3/15 TALK BUS      | 680.00             |         |
| 15072        | 04/29/05   | 37.00        | 884    | UNITED STATES POSTAL SERVICE   |             | 4536          | POSTAGE FLEET           | 37.00              |         |
| 15073        | 04/29/05   | 54.00        | 890    | STECK, REINHARD J.             |             | 4624          | REFUND PT COUPONS       | 54.00              |         |
| 15074        | 04/29/05   | 9,540.89     | 909    | CLASSIC GRAPHICS               |             | 4537          | OUT REPAIR REV VEH      | 1,005.17           |         |

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|--------------|------------|--------------|--------|--------------------------|-------------|---------------|-------------------------|--------------------|--------------|
|              |            |              |        |                          |             | 4538          | OUT REPAIR REV VEH      | 2,139.86           |              |
|              |            |              |        |                          |             | 4539          | OUT REPAIR REV VEH      | 3,203.42           |              |
|              |            |              |        |                          |             | 4540          | OUT REPAIR REV VEH      | 3,192.44           |              |
| 15075        | 04/29/05   | 703.88       | 950    | PARADISE LANDSCAPE       | 7           | 4625          | APR MAINT/WTC IRRIG     | 703.88             |              |
| 15076        | 04/29/05   | 519.29       | 990    | CIDDIO-MORRIS ASSOCIATES |             | 4626          | WORKERS COMP            | 519.29             |              |
| 15077        | 04/29/05   | 100.00       | B003   | BEAUTZ, JAN              | 7           | 4629          | APR BOARD MTG           | 100.00             |              |
| 15078        | 04/29/05   | 50.00        | B006   | HINKLE, MICHELLE         | 7           | 4631          | APR BOARD MTG           | 50.00              |              |
| 15079        | 04/29/05   | 100.00       | B007   | KEOGH, MICHAEL           | 7           | 4632          | APR BOARD MTG           | 100.00             |              |
| 15080        | 04/29/05   | 100.00       | B011   | REILLY, EMILY            | 7           | 4634          | APR BOARD MTG           | 100.00             |              |
| 15081        | 04/29/05   | 100.00       | B012   | SPENCE, PAT              | 7           | 4637          | APR BOARD MTG           | 100.00             |              |
| 15082        | 04/29/05   | 50.00        | B014   | CITY OF WATSONVILLE      |             | 4639          | APR BOARD MTG           | 50.00              |              |
| 15083        | 04/29/05   | 100.00       | B015   | ROTKIN, MIKE             | 7           | 4635          | APR BOARD MTG           | 100.00             |              |
| 15084        | 04/29/05   | 100.00       | B016   | SKILLICORN, DALE         | 7           | 4636          | APR BOARD MTG           | 100.00             |              |
| 15085        | 04/29/05   | 100.00       | B017   | STONE, MARK              | 7           | 4638          | APR BOARD MTG           | 100.00             |              |
| 15086        | 04/29/05   | 100.00       | B018   | BUSTICHI, DENE           | 7           | 4630          | APR BOARD MTG           | 100.00             |              |
| 15087        | 04/29/05   | 100.00       | B019   | HARLAN, STEPHANIE        | 7           | 4633          | APR BOARD MTG           | 100.00             |              |
| 15088        | 04/29/05   | 35.00        | E210   | PEREZ, JOHN              |             | 4627          | DMV/VTT FEES            | 35.00              |              |
| 15089        | 04/29/05   | 65.00        | E340   | FELDER, KRISTAAN         |             | 4628          | DMV/VTT FEES            | 65.00              |              |
| 15090        | 04/29/05   | 229.97       | M003   | WYANT, JUDI              |             | 9000324       | MED INS PREM REIMB      | 229.97             |              |
| 15091        | 04/29/05   | 254.52       | M005   | ROSS, EMERY              |             | 9000325       | MED INS PREM REIMB      | 254.52             |              |
| 15092        | 04/29/05   | 459.94       | M006   | VAN DER ZANDE, ED        |             | 9000326       | MED INS PREM REIMB      | 459.94             |              |
| 15093        | 04/29/05   | 750.34       | M007   | BLAIR-ALWARD, GREGORY    |             | 9000327       | MED INS PREM REIMB      | 750.34             |              |
| 15094        | 04/29/05   | 1,075.65     | M009   | FREEMAN, MARY            |             | 9000328       | MED INS PREM REIMB      | 1,075.65           |              |
| 15095        | 04/29/05   | 364.49       | M010   | SHORT, SLOAN             |             | 9000329       | MED INS PREM REIMB      | 364.49             |              |
| 15096        | 04/29/05   | 184.57       | M016   | HICKLIN, DONALD KENT     |             | 9000330       | MED INS PREM REIMB      | 184.57             |              |
| 15097        | 04/29/05   | 413.09       | M022   | CAPELLA, KATHLEEN        |             | 9000331       | MED INS PREM REIMB      | 413.09             |              |
| 15098        | 04/29/05   | 179.92       | M024   | DOBBS, GLENN             |             | 9000332       | MED INS PREM REIMB      | 179.92             |              |
| 15099        | 04/29/05   | 75.17        | M056   | CRUISE, RICHARD          |             | 9000333       | MED INS PREM REIMB      | 75.17              |              |
| 15100        | 04/29/05   | 19.93        | M057   | PARHAM, WALLACE          |             | 9000334       | MED INS PREM REIMB      | 19.93              |              |
| 15101        | 04/29/05   | 19.93        | M058   | POTEETE, BEVERLY         |             | 9000335       | MED INS PREM REIMB      | 19.93              |              |
| TOTAL        |            | 1,675,897.95 |        | COAST COMMERCIAL BANK    |             |               | TOTAL CHECKS            | 299                | 1,675,897.95 |

5-2.9

**Page 1 of the April Ridership Report  
will be included in the May 27, 2005  
Board Packet.**

BUS OPERATOR LIFT TEST \*PULL-OUT\*

| 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           | 0                    | 7                        | 0                | 7                 | 0                     | 100%                              |
| FLYER/LOW FLOOR - 40'   | 12          | 2                    | 10                       | 9                | 1                 | 9                     | 100%                              |
| FLYER/LOW FLOOR - 35'   | 18          | 1                    | 17                       | 12               | 5                 | 12                    | 100%                              |
| FLYER/HIGH FLOOR - 35'  | 15          | 1                    | 14                       | 11               | 3                 | 11                    | 100%                              |
| GILLIG/SAM TRANS - 40'  | 10          | 1                    | 9                        | 4                | 5                 | 4                     | 100%                              |
| DIESEL CONVERSION - 35' | 15          | 2                    | 13                       | 11               | 2                 | 11                    | 100%                              |
| DIESEL CONVERSION - 40' | 14          | 3                    | 11                       | 10               | 1                 | 10                    | 100%                              |
| ORION/HIGHWAY 17 - 40'  | 11          | 3                    | 8                        | 7                | 1                 | 7                     | 100%                              |
| GOSHEN                  | 3           | 0                    | 3                        | 1                | 2                 | 1                     | 100%                              |
| TROLLEY                 | 1           | 0                    | 1                        | 0                | 1                 | 0                     | 100%                              |
| CNG NEW FLYER - 40'     | 8           | 1                    | 7                        | 6                | 1                 | 6                     | 100%                              |

S-3.2



SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

PASSENGER LIFT PROBLEMS

MONTH OF APRIL 2005

| BUS #  | DATE   | DAY      | REASON   |
|--------|--------|----------|--|
| 2206CG | 9-Apr  | Saturday | Kneel comes up slowly                                    |
| 8075F  | 12-Apr | Tuesday  | Kneel won't stay down                                    |
| 8095F  | 14-Apr | Thursday | Lift won't stow from the top                             |
| 9827LF | 22-Apr | Friday   | Kneel light does not show on dash when in kneel position |

- F New Flyer
- G Gillig
- C Champion
- LF Low Floor Flyer
- GM GMC
- CG CNG
- CN SR855 & SR854
- OR Orion/Hwy 17

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

5-3.3

Service Interruption Summary Report  
Lift Problems  
04/01/2005 to 04/30/2005

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

S-3.4



## **Agenda**

### **Metro Advisory Committee**

6:00 pm  
May 18, 2005  
920 Pacific Avenue  
Santa Cruz, California

- I. Roll Call
- II. Agenda Additions/ Deletions
- III. Oral/Written Communication
  - a. E-Mail from Piet Canin      Re: Santa Cruz Area TMA AB2677 Proposal
- IV. Consideration of Minutes of April 20, 2005 MAC Meeting
- V. Discussion of Holiday Service
- VI. Discussion of METRO Smoking Policy
- VII. Discussion of METRO's Website
- VIII. Review Courtesy Rules for Bus Riders
- IX. Discussion of UCSC and Cabrillo College Student Orientation to METRO
- X. Consideration of Selling Cards for Bike Lockers at METRO Center
- XI. Consideration of Appointment of a MAC member to Attend BSAC Meetings
- XII. Communications to METRO General Manager
- XIII. Communications to METRO Board of Directors
- XIV. Items for Next Meeting Agenda

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XV. Adjournment

Next Meeting: Wednesday June 15, 2005 @ 6:00 pm  
Santa Cruz Metro Center Conference Room  
Santa Cruz Metro Center

5-5.2

**REVISED**

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT**

**Minutes- METRO Advisory Committee (MAC)**

**March 16, 2005**

---

A Regular Meeting of the METRO Advisory Committee (MAC) met on Wednesday, March 16, 2005 at the METRO Center Conference Room, 920 Pacific Avenue, Santa Cruz, CA.

Chair Paul Marcelin-Sampson called the meeting to order at 6:04 p.m.

**1. ROLL CALL:**

**MEMBERS PRESENT**

Dan Alper  
Norm Hagen  
Jeff Le Blanc  
Paul Marcelin-Sampson, Chair  
Matthew Melzer  
Stuart Rosenstein  
Dave Williams  
Lesley Wright (arrived after roll call)  
Robert Yount, Vice-Chair

**MEMBERS ABSENT**

Dennis Papadopulo  
James Sheldon

**VISITORS PRESENT**

Bonnie Morr, UTU Local 23  
Jeff North, UTU Local 23

**STAFF PRESENT**

Steve Paulson, ParaCruz Administrator  
Leslie White, General Manager

**2. AGENDA ADDITIONS/DELETIONS**

None.

**LESLEY WRIGHT ARRIVED AT 6:05 P.M.**

**3. ORAL/WRITTEN COMMUNICATIONS**

Oral: Norm Hagen requested a meeting with Director Tavantzis, Leslie White, Dave Williams, and himself. The purpose of the meeting will be a discussion of METRO's routes 74 and 79. Chair Marcelin-Sampson agreed to coordinate the meeting and he suggested that discussion of these routes be placed on a future MAC Agenda. There were no objections.

Oral: Lesley Wright advised that MAC member Dennis Papadopulo has been hospitalized for a few days due to a respiratory problem.

Oral: General Manager Les White advised that Piet Canin contacted him to request that fold-up bikes on buses be placed on the April 20<sup>th</sup> MAC Agenda. Mr. White advised that Director Rotkin has requested a meeting with Mr. White and any MAC members who would have an interest in Route 20. He advised that Larry Pageler of TAPS would be a participant. Chair Marcelin-Sampson agreed to participate in the meeting. There were no objections.

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REVISED

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March 16, 2005  
Page 2

Oral: Stuart Rosenstein requested that the MAC Minutes from February 16, be revised to reflect that his absence was due to health issues. Chair Marcelin-Sampson stated that the record should reflect that Mr. Rosenstein received an excused absence from the February 16, 2005 MAC Meeting.<sup>1</sup> There were no objections. Discussion ensued as to what, if any, communication from MAC to METRO staff that have retired or resigned would be appropriate. Stuart also requested that a future MAC agenda include a discussion of no holiday bus service.

Oral: Les White commented that it was his understanding that Dennis Papadopulo's absence from the March 16, 2005 MAC meeting would be an excused absence. There were no objections.

**4. CONSIDERATION OF MINUTES OF FEBRUARY 16, 2005 MAC MEETING**

**ACTION: MOTION: ROBERT YOUNT SECOND: MATTHEW MELZER**

**ACCEPT AND FILE MINUTES OF THE FEBRUARY 16, 2005 MAC MEETING WITH THE REQUESTED CHANGE**

**Motion passed with Dan Alper, Norm Hagen, Jeff Le Blanc, Paul Marcelin-Sampson, Matthew Melzer, Stuart Rosenstein, Dave Williams, Lesley Wright and Robert Yount voting for; and with Dennis Papadopulo and James Sheldon being absent.**

**5. STAFF CHANGES AT METRO**

Les White discussed the recent departures from METRO of Bryant Baehr and David Konno. He provided details as to the planned restructuring and utilizing of current staff resources. He explained how the restructuring will save the District approximately \$84,000. Mr. White stated that he would provide MAC with a copy of METRO's Organizational Chart.

**6. CONSIDERATION OF PARACRUZ NO SHOW POLICY**

Mr. White synopsised the current and proposed ParaCruz no show policies. He explained the legalities involved should METRO automatically cancel remaining legs of no show trips. Discussion ensued as to development of an easy to understand information page. The information page would accompany the no show policy. Also discussed was the fact that reduction of no shows would result in cost savings to METRO.

**ACTION: MOTION: JEFF LE BLANC SECOND: PAUL-MARCELIN-SAMPSON**

**1) MAC RECOMMENDS THAT THE PREAMBLE OF THE FIRST PARAGRAPH OF THE MISSION STATEMENT OF THE POLICY BE EXPANDED SOMEWHAT TO EXPLAIN THE COSTS OF NO SHOWS; AND 2) THAT A QUESTION AND ANSWER FOR MOST COMMON FREQUENTLY ASKED QUESTIONS BE ADDED BOTH TO THE POLICY AND TO ANY BROCHURES THAT GOES TO CLIENTS EXPLAINING THE POLICY; AND 3) THAT STAFF CONSIDER AN INCENTIVE POLICY FOR A YEAR'S WORTH OF CLEAN NO SHOWS**

<sup>1</sup> This correction was made at Page 3 of the February Minutes

5-5.4

REVISED

Minutes-- METRO Advisory Committee  
March 16, 2005  
Page 3

Motion passed with Dan Alper, Norm Hagen, Jeff Le Blanc, Paul Marcelin-Sampson, Matthew Melzer, Stuart Rosenstein, Dave Williams, Lesley Wright and Robert Yount voting for; and with Dennis Papadopulo and James Sheldon being absent.

**7. POSTING COURTESY RULES ON BUSES**

Bonnie Morr stated that she would be willing to work on development of courtesy rules for bus passengers.

**8. DISCUSSION OF MAC MEETING TIMES**

Discussion ensued as to how the current MAC meetings times were established. It was noted that no current MAC members reside in Scotts Valley. The fact that outreach to the public may result in MAC membership becoming more representative of the entire county was discussed. Bonnie Morr provided her thoughts as to the benefits to MAC of public outreach. Discussion ensued as to the fact that recruitment to MAC may be dependent on what time of day the meetings are held. **There was some discussion of meeting times and outreach to working people.**

**9. DISCUSSION OF METRO'S SMOKING POLICY**

Bob Yount gave an update of his recent activities relating to his efforts toward the elimination of cigarette smoking in public places. Discussion ensued as to how to go about delivering a message to the public that will result in voluntary compliance with no smoking policies. Les White advised that District Counsel Margaret Gallagher is in the process of developing METRO's no smoking policy. He echoed the stated opinion that voluntary compliance with a policy largely depends on how the message is delivered.

**10. DISCUSSION OF FEASIBILITY OF REDUCED FARES FOR METRO SERVICE**

Dan Alper described, through his experience as a volunteer with Friends Outside, the plight of people who are released from police custody in the middle of the night. He said that it was his opinion that if bus passes could be provided to those served by Friends Outside, that a reduction in the recidivism rate could be realized. Mr. White synopsised METRO's revenue sources as well as the proposed State funding for the Department of Corrections. He explained that a number of organizations want bus passes. Dan Alper stated that the dollar amount of his request would amount to not more than a couple hundred dollars. Discussion ensued as to various agencies and how they manage their bus pass programs. Dan Alper offered to provide MAC with additional information relative to his request.

**11. DISCUSSION OF UCSC AND CABRILLO COLLEGE STUDENT ORIENTATION TO METRO**

Jeff North detailed his experience of driving a bus on the UCSC campus. Matthew Melzer stated that METRO's website could be modified to assist students with orientation to campus bus service. Chair Marcelin-Sampson stated that this topic should remain as an active MAC agenda item.

5-5.5

REVISED

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March 16, 2005  
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**ACTION: MOTION: MATTHEW MELZER SECOND: JEFF LE BLANC**

**MAC RECOMMENDS TO THE BOARD THAT METRO OVERHAUL ITS WEBSITE TO INFORM MARKETABILITY, STUDENT ORIENTATION AND ADA COMPLIANCE**

**Motion passed with Dan Alper, Norm Hagen, Jeff Le Blanc, Paul Marcelin-Sampson, Matthew Melzer, Stuart Rosenstein, Dave Williams, Lesley Wright and Robert Yount voting for; and with Dennis Papadopulo and James Sheldon being absent.**

Les White explained the legalities involved relative to ADA compliant website preparation. Discussion ensued as to the prioritization and funding of an updated website.

**12. COMMUNICATIONS TO THE GENERAL MANAGER**

None.

**13. COMMUNICATIONS TO THE METRO BOARD OF DIRECTORS**

None.

**13. ITEMS FOR NEXT MEETING AGENDA**

- Discussion of Fold-Up Bikes on Buses
- Discussion of Holiday Service
- Discussion of METRO's Website
- Service Meetings for Watsonville for the 74 and 79 Bus Routes
- Discussion of Feasibility of Reduced Fares for METRO Service

**ADJOURN**

There being no further business, Chair Marcelin-Sampson thanked everyone for participating, and he adjourned the meeting at 7:45 p.m.

Respectfully submitted,



DEBI PRINCE  
ADMINISTRATIVE SECRETARY

5-5.6



# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

**DATE:** May 27, 2005  
**TO:** Board of Directors  
**FROM:** Elisabeth Ross, Finance Manager  
**SUBJECT:** MONTHLY BUDGET STATUS REPORT FOR MARCH 2005, AND APPROVAL OF BUDGET TRANSFERS

## I. RECOMMENDED ACTION

**Staff recommends that the Board of Directors approve the budget transfers for the period April 1 – 30, 2005.**

## II. SUMMARY OF ISSUES

- Operating revenue for the year to date totals \$25,291,754 or \$225,950 over the amount of revenue expected to be received during the first nine months of the fiscal year, based on the budget revised in April.
- Total operating expenses for the year to date, in the amount of \$22,822,282, are at 69.0% of the revised budget.
- A total of \$5,113,701 has been expended through March 31<sup>st</sup> for the FY 04-05 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 04-05 budget as of March 31, 2005. The fiscal year is 75.0% elapsed.

### A. Operating Revenues

Revenues are \$225,950 over the amount projected to be received for the period. Passenger fares are \$180,353 under budget projections due to lower farebox revenue than anticipated. Sales tax revenue is \$241,704 over the budgeted amount since the March 2005 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 \$22,822,282 or 69.0% of the revised budget, with 75.0% of the year elapsed. Variances are explained in the notes following the report.

5-6.1

**C. Capital Improvement Program**

For the year to date, a total of \$5,113,701 has been expended on the Capital Improvement Program, with \$4,415,949 spent on the MetroBase project.

**IV. FINANCIAL CONSIDERATIONS**

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

**V. ATTACHMENTS**

**Attachment A:** Revenue and Expense Report for March 2005, and Budget Transfers

5-6.2

MONTHLY REVENUE AND EXPENSE REPORT  
OPERATING REVENUE - MARCH 2005

Attachment **A**

| Operating Revenue                   | FY 04-05<br>Budgeted for<br>Month | FY 04-05<br>Actual for<br>Month | FY 04-05<br>Budgeted YTD | FY 03-04<br>Actual YTD | FY 04-05<br>Actual YTD | YTD Variance<br>from Budgeted |            |
|-------------------------------------|-----------------------------------|---------------------------------|--------------------------|------------------------|------------------------|-------------------------------|------------|
| Passenger Fares                     | \$ 337,231                        | \$ 294,609                      | \$ 2,926,400             | \$ 2,845,863           | \$ 2,619,764           | \$ (306,636)                  |            |
| Paratransit Fares                   | \$ 28,884                         | \$ 23,489                       | \$ 244,085               | \$ 188,891             | \$ 184,417             | \$ (59,668)                   |            |
| Special Transit Fares               | \$ 219,822                        | \$ 223,351                      | \$ 1,560,505             | \$ 1,490,125           | \$ 1,672,841           | \$ 112,336                    |            |
| Highway 17 Revenue                  | \$ 89,693                         | \$ 93,859                       | \$ 718,516               | \$ 503,286             | \$ 792,131             | \$ 73,615                     |            |
| <i>Subtotal Passenger Rev</i>       | \$ 675,630                        | \$ 635,308                      | \$ 5,449,506             | \$ 5,028,165           | \$ 5,269,153           | \$ (180,353)                  | See Note 1 |
| Advertising Income                  | \$ 7,500                          | \$ 865                          | \$ 22,500                | \$ 17,509              | \$ 46,805              | \$ 24,305                     | See Note 2 |
| Commissions                         | \$ 617                            | \$ 304                          | \$ 5,550                 | \$ 5,551               | \$ 5,053               | \$ (497)                      |            |
| Rent Income                         | \$ 11,718                         | \$ 11,466                       | \$ 118,153               | \$ 114,157             | \$ 170,195             | \$ 52,042                     | See Note 3 |
| Interest - General Fund             | \$ 29,705                         | \$ 47,118                       | \$ 224,076               | \$ 212,188             | \$ 313,184             | \$ 89,108                     | See Note 4 |
| Non-Transportation Rev              | \$ 500                            | \$ 78                           | \$ 4,500                 | \$ 10,151              | \$ 4,141               | \$ (359)                      |            |
| Sales Tax Income                    | \$ 1,133,521                      | \$ 1,482,412                    | \$ 11,760,088            | \$ 11,520,807          | \$ 12,001,792          | \$ 241,704                    | See Note 5 |
| TDA Funds                           | \$ 1,324,980                      | \$ 1,324,980                    | \$ 4,088,272             | \$ 4,026,433           | \$ 4,088,272           | \$ -                          |            |
| FTA Op Asst - Sec 5307              | \$ -                              | \$ -                            | \$ 2,950,231             | \$ 2,804,435           | \$ 2,950,231           | \$ -                          |            |
| FTA Op Asst - Sec 5311              | \$ -                              | \$ -                            | \$ 92,928                | \$ 65,704              | \$ 92,928              | \$ -                          |            |
| FTA Op Asst Advance                 | \$ -                              | \$ -                            | \$ 350,000               | \$ -                   | \$ 350,000             | \$ -                          |            |
| FY 03-04 Carryover                  | \$ -                              | \$ -                            | \$ -                     | \$ -                   | \$ -                   | \$ -                          |            |
| Transfer from Reserves              | \$ -                              | \$ -                            | \$ -                     | \$ -                   | \$ -                   | \$ -                          |            |
| Transfer from<br>Insurance Reserves | \$ -                              | \$ -                            | \$ -                     | \$ -                   | \$ -                   | \$ -                          |            |
| Transfer - Proj Mgr                 | \$ -                              | \$ -                            | \$ -                     | \$ -                   | \$ -                   | \$ -                          |            |
| <b>Total Operating Revenue</b>      | <b>\$ 3,184,170</b>               | <b>\$ 3,502,531</b>             | <b>\$ 25,065,804</b>     | <b>\$ 23,805,100</b>   | <b>\$ 25,291,754</b>   | <b>\$ 225,950</b>             |            |

**MONTHLY REVENUE AND EXPENSE REPORT  
OPERATING EXPENSE SUMMARY - MARCH 2005**

|  | FY 04-05<br>Final Budget | FY 04-05<br>Revised<br>Budget | FY 03-04<br>Expended YTD | FY 04-05<br>Expended YTD | Percent<br>Expended<br>of Budget |             |
|--|--------------------------|-------------------------------|--------------------------|--------------------------|----------------------------------|-------------|
| <b>PERSONNEL ACCOUNTS</b>              |                          |                               |                          |                          |                                  |             |
| Administration                         | \$ 917,905               | \$ 886,052                    | \$ 603,920               | \$ 671,185               | 75.8%                            | See Note 6  |
| Finance                                | \$ 552,664               | \$ 559,153                    | \$ 366,094               | \$ 383,939               | 68.7%                            |             |
| Customer Service                       | \$ 490,027               | \$ 490,248                    | \$ 335,484               | \$ 316,655               | 64.6%                            |             |
| Human Resources                        | \$ 353,462               | \$ 349,052                    | \$ 282,315               | \$ 187,617               | 53.8%                            |             |
| Information Technology                 | \$ 438,670               | \$ 408,774                    | \$ 311,372               | \$ 265,123               | 64.9%                            |             |
| District Counsel                       | \$ 376,655               | \$ 349,116                    | \$ 218,887               | \$ 229,717               | 65.8%                            |             |
| Facilities Maintenance                 | \$ 1,050,695             | \$ 1,050,901                  | \$ 732,071               | \$ 722,839               | 68.8%                            |             |
| Paratransit Program                    | \$ 236,906               | \$ 1,828,906                  | \$ 151,026               | \$ 1,039,067             | 56.8%                            | See Note 7  |
| Operations                             | \$ 1,921,272             | \$ 1,908,403                  | \$ 1,351,233             | \$ 1,355,935             | 71.1%                            |             |
| Bus Operators                          | \$ 12,661,130            | \$ 12,666,947                 | \$ 8,853,582             | \$ 8,894,376             | 70.2%                            |             |
| Fleet Maintenance                      | \$ 4,046,043             | \$ 3,978,125                  | \$ 2,614,866             | \$ 2,663,190             | 66.9%                            |             |
| Retired Employees/COBRA                | \$ 955,033               | \$ 1,020,679                  | \$ 558,502               | \$ 702,414               | 68.8%                            |             |
| Total Personnel                        | \$ 24,000,462            | \$ 25,496,356                 | \$ 16,379,351            | \$ 17,432,056            | 68.4%                            |             |
| <b>NON-PERSONNEL ACCOUNTS</b>          |                          |                               |                          |                          |                                  |             |
| Administration                         | \$ 568,070               | \$ 582,070                    | \$ 392,669               | \$ 399,142               | 68.6%                            |             |
| Finance                                | \$ 899,457               | \$ 899,919                    | \$ 647,313               | \$ 665,263               | 73.9%                            |             |
| Customer Service                       | \$ 92,060                | \$ 96,060                     | \$ 60,209                | \$ 71,195                | 74.1%                            |             |
| Human Resources                        | \$ 31,603                | \$ 35,273                     | \$ 24,245                | \$ 26,715                | 75.7%                            | See Note 8  |
| Information Technology                 | \$ 92,235                | \$ 140,937                    | \$ 49,610                | \$ 121,143               | 86.0%                            | See Note 9  |
| District Counsel                       | \$ 11,340                | \$ 39,135                     | \$ 10,067                | \$ 14,811                | 37.8%                            |             |
| Risk Management                        | \$ 254,870               | \$ 254,915                    | \$ 55,591                | \$ 131,645               | 51.6%                            |             |
| Facilities Maintenance                 | \$ 449,100               | \$ 465,161                    | \$ 303,118               | \$ 251,082               | 54.0%                            |             |
| Paratransit Program                    | \$ 2,743,186             | \$ 1,543,435                  | \$ 1,677,113             | \$ 1,213,853             | 78.6%                            | See Note 10 |
| Operations                             | \$ 578,730               | \$ 578,774                    | \$ 305,261               | \$ 345,019               | 59.6%                            |             |
| Bus Operators                          | \$ 7,000                 | \$ 7,000                      | \$ 2,736                 | \$ 2,109                 | 30.1%                            |             |
| Fleet Maintenance                      | \$ 2,868,265             | \$ 2,885,915                  | \$ 1,769,559             | \$ 2,148,219             | 74.4%                            |             |
| Op Prog/SCCIC                          | \$ 300                   | \$ 300                        | \$ -                     | \$ 30                    | 10.0%                            |             |
| Prepaid Expense                        | \$ -                     | \$ -                          | \$ -                     | \$ -                     | 0.0%                             |             |
| Total Non-Personnel                    | \$ 8,596,216             | \$ 7,528,894                  | \$ 5,297,491             | \$ 5,390,226             | 71.6%                            |             |
| Subtotal Operating Expense             | \$ 32,596,678            | \$ 33,025,250                 | \$ 21,676,842            | \$ 22,822,282            | 69.1%                            |             |
| One-Time Paratransit Expenses          | \$ 350,000               | \$ 37,428                     | \$ -                     | \$ -                     | 0.0%                             |             |
| Contingency Fund                       | \$ 300,000               | \$ -                          | \$ -                     | \$ -                     | 0.0%                             |             |
| Total Operating Expense                | \$ 33,246,678            | \$ 33,062,678                 | \$ 21,676,842            | \$ 22,822,282            | 69.0%                            |             |
| YTD Operating Revenue Over YTD Expense |                          |                               |                          | \$ 2,469,472             |                                  |             |

**CONSOLIDATED OPERATING EXPENSE  
MARCH 2005**

|                                | FY 04-05<br>Final Budget | FY 04-05<br>Revised Budget | FY 03-04<br>Expended YTD | FY 04-05<br>Expended YTD | % Exp YTD<br>of Budget |             |
|--------------------------------|--------------------------|----------------------------|--------------------------|--------------------------|------------------------|-------------|
| <b>LABOR</b>                   |                          |                            |                          |                          |                        |             |
| Operators Wages                | \$ 6,753,430             | \$ 7,430,402               | \$ 4,379,862             | \$ 4,876,168             | 65.6%                  |             |
| Operators Overtime             | \$ 1,020,350             | \$ 1,110,350               | \$ 968,091               | \$ 894,864               | 80.6%                  | See Note 11 |
| Other Salaries & Wages         | \$ 6,173,059             | \$ 6,050,533               | \$ 4,032,977             | \$ 4,104,478             | 67.8%                  |             |
| Other Overtime                 | \$ 165,700               | \$ 192,616                 | \$ 201,079               | \$ 102,030               | 53.0%                  |             |
|                                | \$ 14,112,539            | \$ 14,783,901              | \$ 9,582,009             | \$ 9,977,540             | 67.5%                  |             |
| <b>FRINGE BENEFITS</b>         |                          |                            |                          |                          |                        |             |
| Medicare/Soc Sec               | \$ 161,240               | \$ 176,478                 | \$ 106,145               | \$ 113,764               | 64.5%                  |             |
| PERS Retirement                | \$ 1,510,704             | \$ 1,600,993               | \$ 758,300               | \$ 1,029,297             | 64.3%                  |             |
| Medical Insurance              | \$ 2,908,041             | \$ 3,288,358               | \$ 1,883,977             | \$ 2,605,262             | 79.2%                  | See Note 12 |
| Dental Plan                    | \$ 460,743               | \$ 520,945                 | \$ 283,688               | \$ 355,286               | 68.2%                  |             |
| Vision Insurance               | \$ 125,100               | \$ 140,610                 | \$ 86,189                | \$ 97,789                | 69.5%                  |             |
| Life Insurance                 | \$ 61,065                | \$ 68,330                  | \$ 38,971                | \$ 31,147                | 45.6%                  |             |
| State Disability Ins           | \$ 217,937               | \$ 260,616                 | \$ 111,168               | \$ 135,113               | 51.8%                  |             |
| Long Term Disability Ins       | \$ 237,221               | \$ 250,467                 | \$ 157,459               | \$ 155,531               | 62.1%                  |             |
| Unemployment Insurance         | \$ 71,243                | \$ 91,750                  | \$ 59,099                | \$ 70,476                | 76.8%                  | See Note 13 |
| Workers Comp                   | \$ 1,473,634             | \$ 1,489,828               | \$ 1,462,096             | \$ 873,049               | 58.6%                  |             |
| Absence w/ Pay                 | \$ 2,628,861             | \$ 2,780,518               | \$ 1,832,499             | \$ 1,968,062             | 70.8%                  |             |
| Other Fringe Benefits          | \$ 32,135                | \$ 35,356                  | \$ 17,750                | \$ 19,741                | 55.8%                  |             |
|                                | \$ 9,887,923             | \$ 10,704,249              | \$ 6,797,342             | \$ 7,454,516             | 69.6%                  |             |
| <b>SERVICES</b>                |                          |                            |                          |                          |                        |             |
| Acctng/Admin/Bank Fees         | \$ 311,700               | \$ 311,700                 | \$ 181,765               | \$ 224,818               | 72.1%                  |             |
| Prof/Legis/Legal Services      | \$ 389,680               | \$ 358,748                 | \$ 228,589               | \$ 184,111               | 51.3%                  |             |
| Temporary Help                 | \$ -                     | \$ 94,640                  | \$ -                     | \$ 59,504                | 62.9%                  |             |
| Custodial Services             | \$ 83,800                | \$ 95,800                  | \$ 60,238                | \$ 52,212                | 54.5%                  |             |
| Uniforms & Laundry             | \$ 37,500                | \$ 54,478                  | \$ 23,632                | \$ 37,415                | 68.7%                  |             |
| Security Services              | \$ 392,555               | \$ 392,555                 | \$ 189,691               | \$ 226,203               | 57.6%                  |             |
| Outside Repair - Bldgs/Eqmt    | \$ 186,546               | \$ 193,539                 | \$ 107,888               | \$ 122,085               | 63.1%                  |             |
| Outside Repair - Vehicles      | \$ 274,563               | \$ 315,883                 | \$ 206,435               | \$ 165,258               | 52.3%                  |             |
| Waste Disp/Ads/Other           | \$ 86,159                | \$ 80,743                  | \$ 58,720                | \$ 69,496                | 86.1%                  | See Note 14 |
|                                | \$ 1,762,503             | \$ 1,898,086               | \$ 1,056,959             | \$ 1,141,102             | 60.1%                  |             |
| <b>CONTRACT TRANSPORTATION</b> |                          |                            |                          |                          |                        |             |
| Contract Transportation        | \$ 100                   | \$ -                       | \$ -                     | \$ -                     | 0.0%                   |             |
| Paratransit Service            | \$ 2,606,136             | \$ 1,064,000               | \$ 1,572,423             | \$ 942,292               | 88.6%                  | See Note 15 |
|                                | \$ 2,606,236             | \$ 1,064,000               | \$ 1,572,423             | \$ 942,292               | 88.6%                  |             |
| <b>MOBILE MATERIALS</b>        |                          |                            |                          |                          |                        |             |
| Fuels & Lubricants             | \$ 1,560,314             | \$ 1,655,754               | \$ 897,587               | \$ 1,224,842             | 74.0%                  |             |
| Tires & Tubes                  | \$ 164,000               | \$ 170,000                 | \$ 110,360               | \$ 129,871               | 76.4%                  | See Note 16 |
| Other Mobile Supplies          | \$ 6,000                 | \$ 13,500                  | \$ 2,740                 | \$ 10,852                | 80.4%                  | See Note 17 |
| Parts Credit                   | \$ -                     | \$ -                       | \$ (78,586)              | \$ -                     | 0.0%                   |             |
| Revenue Vehicle Parts          | \$ 344,000               | \$ 359,000                 | \$ 300,121               | \$ 315,626               | 87.9%                  | See Note 18 |
|                                | \$ 2,074,314             | \$ 2,198,254               | \$ 1,232,222             | \$ 1,681,190             | 76.5%                  |             |

**CONSOLIDATED OPERATING EXPENSE  
MARCH 2005**

|                                 | FY 04-05<br>Final Budget | FY 04-05<br>Revised Budget | FY 03-04<br>Expended YTD | FY 04-05<br>Expended YTD | % Exp YTD<br>of Budget |             |
|---------------------------------|--------------------------|----------------------------|--------------------------|--------------------------|------------------------|-------------|
| <b>OTHER MATERIALS</b>          |                          |                            |                          |                          |                        |             |
| Postage & Mailing/Freight       | \$ 23,174                | \$ 31,374                  | \$ 11,832                | \$ 15,926                | 50.8%                  |             |
| Printing                        | \$ 68,925                | \$ 83,293                  | \$ 33,393                | \$ 45,194                | 54.3%                  |             |
| Office/Computer Supplies        | \$ 51,284                | \$ 89,518                  | \$ 32,965                | \$ 60,829                | 68.0%                  |             |
| Safety Supplies                 | \$ 18,375                | \$ 21,018                  | \$ 10,123                | \$ 8,772                 | 41.7%                  |             |
| Cleaning Supplies               | \$ 56,100                | \$ 54,170                  | \$ 28,471                | \$ 26,932                | 49.7%                  |             |
| Repair/Maint Supplies           | \$ 65,000                | \$ 67,881                  | \$ 43,179                | \$ 35,263                | 51.9%                  |             |
| Parts, Non-Inventory            | \$ 42,000                | \$ 43,000                  | \$ 21,596                | \$ 28,142                | 65.4%                  |             |
| Tools/Tool Allowance            | \$ 9,600                 | \$ 15,500                  | \$ 3,848                 | \$ 7,311                 | 47.2%                  |             |
| Promo/Photo Supplies            | \$ 11,645                | \$ 10,145                  | \$ 2,416                 | \$ 4,115                 | 40.6%                  |             |
|                                 | \$ 346,103               | \$ 415,899                 | \$ 187,824               | \$ 232,486               | 55.9%                  |             |
| <b>UTILITIES</b>                |                          |                            |                          |                          |                        |             |
|                                 | \$ 310,305               | \$ 362,105                 | \$ 222,921               | \$ 237,916               | 65.7%                  |             |
| <b>CASUALTY &amp; LIABILITY</b> |                          |                            |                          |                          |                        |             |
| Insurance - Prop/PL & PD        | \$ 582,000               | \$ 582,506                 | \$ 460,857               | \$ 436,401               | 74.9%                  |             |
| Settlement Costs                | \$ 150,000               | \$ 150,000                 | \$ 34,942                | \$ 117,710               | 78.5%                  | See Note 19 |
| Repairs to Prop                 | \$ -                     | \$ -                       | \$ (16,352)              | \$ (14,963)              | 0.0%                   | See Note 20 |
| Prof/Other Services             | \$ -                     | \$ -                       | \$ -                     | \$ -                     | 0.0%                   |             |
|                                 | \$ 732,000               | \$ 732,506                 | \$ 479,447               | \$ 539,147               | 73.6%                  |             |
| <b>TAXES</b>                    |                          |                            |                          |                          |                        |             |
|                                 | \$ 48,594                | \$ 48,539                  | \$ 30,928                | \$ 32,220                | 66.4%                  |             |
| <b>MISC EXPENSES</b>            |                          |                            |                          |                          |                        |             |
| Dues & Subscriptions            | \$ 51,176                | \$ 52,071                  | \$ 32,336                | \$ 31,831                | 61.1%                  |             |
| Media Advertising               | \$ -                     | \$ -                       | \$ 40                    | \$ 9,891                 | 0.0%                   |             |
| Employee Incentive Program      | \$ 7,820                 | \$ 7,820                   | \$ 7,013                 | \$ 4,438                 | 56.8%                  |             |
| Training                        | \$ 5,900                 | \$ 5,585                   | \$ 8,515                 | \$ 348                   | 6.2%                   |             |
| Travel                          | \$ 19,915                | \$ 20,015                  | \$ 18,380                | \$ 5,324                 | 26.6%                  |             |
| Other Misc Expenses             | \$ 17,900                | \$ 17,700                  | \$ 11,405                | \$ 11,948                | 67.5%                  |             |
|                                 | \$ 102,711               | \$ 103,191                 | \$ 77,688                | \$ 63,781                | 61.8%                  |             |
| <b>OTHER EXPENSES</b>           |                          |                            |                          |                          |                        |             |
| Leases & Rentals                | \$ 613,450               | \$ 714,521                 | \$ 437,080               | \$ 520,092               | 72.8%                  |             |
|                                 | \$ 613,450               | \$ 714,521                 | \$ 437,080               | \$ 520,092               | 72.8%                  |             |
| One-Time Paratransit Exp        | \$ 350,000               | \$ 37,428                  | \$ -                     | \$ -                     |                        |             |
| Contingency Fund                | \$ 300,000               | \$ -                       | \$ -                     | \$ -                     |                        |             |
| <b>Total Operating Expense</b>  | <b>\$ 33,246,678</b>     | <b>\$ 33,062,678</b>       | <b>\$ 21,676,842</b>     | <b>\$ 22,822,282</b>     | <b>69.0%</b>           |             |

**MONTHLY REVENUE AND EXPENSE REPORT  
FY 04-05 CAPITAL IMPROVEMENT PROGRAM**

| <b>CAPITAL PROJECTS</b>                | <b>Revised Program Budget</b> | <b>Expended in March</b> | <b>YTD Expended</b> |
|--|-------------------------------|--------------------------|---------------------|
| <b>Grant Funded Projects</b>           |                               |                          |                     |
| MetroBase                              | \$ 16,000,000                 | \$ 610,854               | \$ 4,415,949        |
| Urban Bus Replacement                  | \$ 1,675,432                  |                          | \$ 473,502          |
| Short Range Transit Plan               | \$ 100,000                    |                          |                     |
|  | \$ 17,775,432                 |                          |                     |
| <b>District Funded Projects</b>        |                               |                          |                     |
| Bus Stop Imprvmts/Bus Shelter Projects | \$ 94,200                     | \$ 8,095                 | \$ 23,482           |
| IT Projects including GIRO carryover   | \$ 16,500                     |                          | \$ 13,119           |
| Facilities Repairs & Improvements      | \$ 37,500                     |                          |                     |
| Non-Revenue Vehicle Replacement        | \$ 195,000                    |                          |                     |
| Office Equipment                       | \$ 33,900                     |                          | \$ 27,569           |
| Diagnostic Scanner/Storage Containers  | \$ 16,000                     |                          | \$ 15,648           |
| ParaCruz Equipment                     | \$ 189,500                    | \$ 7,958                 | \$ 144,432          |
|  | \$ 582,600                    |                          |                     |
|  |                               |                          |                     |
| <b>TOTAL CAPITAL PROJECTS</b>          | \$ 18,358,032                 | \$ 626,907               | \$ 5,113,701        |
| <b>CAPITAL FUNDING SOURCES</b>         |                               |                          |                     |
|  | <b>Budget</b>                 | <b>Received in March</b> | <b>YTD Received</b> |
| Federal Capital Grants                 | \$ 14,140,345                 | \$ -                     | \$ 3,114,231        |
| Federal Planning Funds                 | \$ 60,000                     | \$ -                     | \$ -                |
| State/Local Capital Grants             | \$ -                          | \$ -                     | \$ -                |
| STA Funding                            | \$ 982,569                    | \$ -                     | \$ 470,809          |
| Transfer from Operating Budget         | \$ 189,500                    | \$ -                     | \$ 81,500           |
| Bus Stop Improvement Reserves          | \$ 39,200                     | \$ -                     | \$ -                |
| District Reserves                      | \$ 2,946,418                  | \$ 626,907               | \$ 1,447,161        |
|  |                               |                          |                     |
| <b>TOTAL CAPITAL FUNDING</b>           | \$ 18,358,032                 | \$ 626,907               | \$ 5,113,701        |

5-6.95

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

1. Passenger fares (farebox and pass sales) are \$306,636 or 10% under the final budget amount for the year to date. Paratransit fares are \$59,668 or 24% under budget. Special transit fares (contracts) are \$112,336 or 7% over the budgeted amount. Highway 17 Express revenue is \$73,615 or 10% over the year to date budgeted amount. Together, all four passenger revenue accounts are under the budgeted amount for the first nine months of the fiscal year by a net \$180,353 or 3%.
2. Advertising income is \$24,305 over budget due to sales of exterior ads on buses. Sales had been projected to begin in January 2005 but some ads were sold earlier. Any extra revenue will be used to offset program start-up costs.
3. Rent income is \$52,042 over budget due to payment of temporary rent by A Tool Shed pending relocation and continued payments by Truck Drivers Institute for use of the Sakata Lane property.
4. Interest income is \$89,108 over budget due to higher interest rates, and a higher treasury balance than projected for the period.
5. Sales tax income is \$241,704 over budget for the first nine months since the March wrap-up payment was higher than anticipated. For the October – December 2004 sales period, sales tax revenue for the District was up 6.6% over the previous year, while the budget projected a 2.0% increase.
6. Administration personnel expense is at 75.8% of the budget due to high workers' comp expenses during the period.
7. Paratransit program personnel expense is only at 56.8% of the budget since hiring of additional ParaCruz staff did not occur until the third month of the fiscal year.
8. Human Resources non-personnel expense is at 75.7% of the budget due to recruitment costs.
9. Information Technology non-personnel expense is at 86.0% of the budget due to volume purchases of IT supplies, payment of annual maintenance agreements and use of temporary help.
10. Paratransit program non-personnel expense is at 78.6% of the budget due to payment to Community Bridges for contract services from July to October 2004. As of November 1, 2004, the major costs shifted to personnel expenses (see Note 7).
11. Operators overtime is at 80.6% of the budget due to shift coverage for the ParaCruz department required by current vacancies, as well as fixed route Bus Operator overtime to cover shifts of employees on leave.
12. Medical insurance is at 79.2% of the budget due to the payment of April premiums during the March period.
13. Unemployment insurance is at 76.8% of the budget because this payroll tax is charged on a calendar year basis. Most of the costs are expended in the first two months of the calendar year.

5-6.96



14. Waste disposal/ads/other is at 86.1% of the budget due to expenses associated with the sale of the Sakata property.
15. Contract paratransit service is at 88.6% of the budget since most of this account covers the Community Bridges billings for July to October 2004. The balance is being used to pay for contract taxicab services to supplement District service.
16. Tires and tubes expense is at 76.4% of the budget due to ParaCruz start-up costs.
17. Other mobile supplies expense is at 80.4% of the budget due to volume purchase of upholstery supplies.
18. Revenue vehicle parts are at 87.9% of the budget since monthly charges to this account fluctuate from month to month depending on the parts needed for repairs.
19. Settlement costs are at 78.5% of the budget due to a settlement in the amount of \$90,000 paid during the period.
20. 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.

**FY 04-05 BUDGET TRANSFERS**  
**4/1/05-4/30/05**

|                          | ACCOUNT #   | ACCOUNT TITLE           | AMOUNT      |
|--------------------------|---|-------------------------|-------------|
| <b>TRANSFER # 05-023</b> |   |                         |             |
| TRANSFER FROM:           | 501021-1100   | Other Salaries          | \$ (14,000) |
| TRANSFER TO:             | 503041-1100   | Temporary Help          | \$ 14,000   |
| REASON:                  | To cover expected expenditures during recruitment in the Administration Department.               |                         |             |
| <b>TRANSFER # 05-024</b> |   |                         |             |
| TRANSFER FROM:           | 504011-4100   | Fuels & Lubricants      | \$ (3,000)  |
| TRANSFER TO:             | 504161-4100   | Other Mobile Supplies   | \$ 1,000    |
|                          | 504317-4100   | Cleaning Supplies       | \$ 2,000    |
|                          |   |                         | \$ 3,000    |
| REASON:                  | To cover expected expenditures in the Fleet Maintenance Department for the remainder of FY 04-05. |                         |             |
| <b>TRANSFER # 05-025</b> |   |                         |             |
| TRANSFER FROM:           | 503031-1400   | Prof/Tech & Fees        | \$ (600)    |
| TRANSFER TO:             | 509011-1400   | Dues & Subscriptions    | \$ 600      |
| REASON:                  | To cover account overruns in the Human Resources Department.                                      |                         |             |
| <b>TRANSFER # 05-026</b> |   |                         |             |
| TRANSFER FROM:           | 504211-1400   | Postage & Mailing       | \$ (150)    |
| TRANSFER TO:             | 504215-1400   | Printing                | \$ 50       |
|                          | 504311-1400   | Office Supplies         | \$ 100      |
|                          |   |                         | \$ 150      |
| REASON:                  | To cover account overruns in the Human Resources Department.                                      |                         |             |
| <b>TRANSFER # 05-027</b> |   |                         |             |
| TRANSFER FROM:           | 504211-1300   | Postage & Mailing       | \$ (1,500)  |
|                          | 504217-1300   | Photo Supply/Processing | \$ (2,000)  |
|                          | 504311-1300   | Office Supplies         | \$ (2,000)  |
|                          | 507201-1300   | Licenses & Permits      | \$ (1,000)  |
|                          |   |                         | \$ (6,500)  |
| TRANSFER TO:             | 504215-1300   | Printing                | \$ 6,500    |
| REASON:                  | To cover account overrun in the Customer Service Department.                                      |                         |             |

**5-6.98**

**FY 04-05 BUDGET TRANSFERS**  
**4/1/05-4/30/05**

|                          | ACCOUNT #   | ACCOUNT TITLE           | AMOUNT             |
|--------------------------|-------------|-------------------------|--------------------|
| <b>TRANSFER # 05-028</b> |             |                         |                    |
| TRANSFER FROM:           | 501021-3200 | Other Salaries          | \$ (25,000)        |
|                          | 503352-3200 | Equipment Repair - Out  | \$ (700)           |
|                          | 504305-3200 | Contract Transportation | \$ (100)           |
|                          | 504317-3200 | Cleaning Supplies       | \$ (100)           |
|                          | 504511-3200 | Small Tools             | \$ (100)           |
|                          | 509125-3200 | Misc Expense            | \$ (400)           |
|                          |             |                         | <u>\$ (26,400)</u> |
| TRANSFER TO:             | 501023-3200 | Other OT                | \$ 25,000          |
|                          | 503162-3200 | Uniforms/Laundry        | \$ 200             |
|                          | 512061-3200 | Equipment Lease         | \$ 1,200           |
|                          |             |                         | <u>\$ 26,400</u>   |

REASON: To cover account overruns and expected expenditures in the Operations Department for FY 04-05.

|                          | ACCOUNT #   | ACCOUNT TITLE           | AMOUNT              |
|--------------------------|-------------|-------------------------|---------------------|
| <b>TRANSFER # 05-029</b> |             |                         |                     |
| TRANSFER FROM:           | 503352-3100 | Equipment Repair - Out  | \$ (3,295)          |
|                          | 503353-3100 | Rev Veh Repair - Out    | \$ (28,500)         |
|                          | 503406-3100 | Contract/Paratransit    | \$ (86,000)         |
|                          | 504011-3100 | Fuels & Lubricants      | \$ (15,000)         |
|                          | 504511-3100 | Small Tools             | \$ (9,300)          |
|                          |             |                         | <u>\$ (142,095)</u> |
| TRANSFER TO:             | 501011-3100 | Bus Operator Pay        | \$ 30,000           |
|                          | 501013-3100 | Bus Operator OT         | \$ 50,000           |
|                          | 501021-3100 | Other Salaries          | \$ 5,000            |
|                          | 501023-3100 | Other OT                | \$ 1,000            |
|                          | 503031-3100 | Prof/Technical & Fees   | \$ 5,000            |
|                          | 503162-3100 | Uniforms/Laundry        | \$ 2,000            |
|                          | 504021-3100 | Tires & Tubes           | \$ 5,000            |
|                          | 504191-3100 | Rev Veh Parts           | \$ 10,000           |
|                          | 504211-3100 | Postage & Mailing       | \$ 3,000            |
|                          | 504217-3100 | Photo Supply/Processing | \$ 200              |
|                          | 504311-3100 | Office Supplies         | \$ 5,000            |
|                          | 504315-3100 | Safety Supplies         | \$ 500              |
|                          | 504317-3100 | Cleaning Supplies       | \$ 500              |
|                          | 504409-3100 | Repair & Maintenance    | \$ 100              |
|                          | 505011-3100 | Gas & Electric          | \$ 2,000            |
|                          | 505021-3100 | Water & Garbage         | \$ 1,000            |
|                          | 505031-3100 | Telecommunications      | \$ 5,000            |
|                          | 509011-3100 | Dues & Subscriptions    | \$ 295              |
|                          | 512011-3100 | Facility Lease          | \$ 16,000           |
|                          | 512061-3100 | Equipment Rental        | \$ 500              |
|                          |             |                         | <u>\$ 142,095</u>   |

REASON: To cover account overruns and expected expenditures in the ParaCruz Department for FY 04-05.

**FY 04-05 BUDGET TRANSFERS**  
**4/1/05-4/30/05**

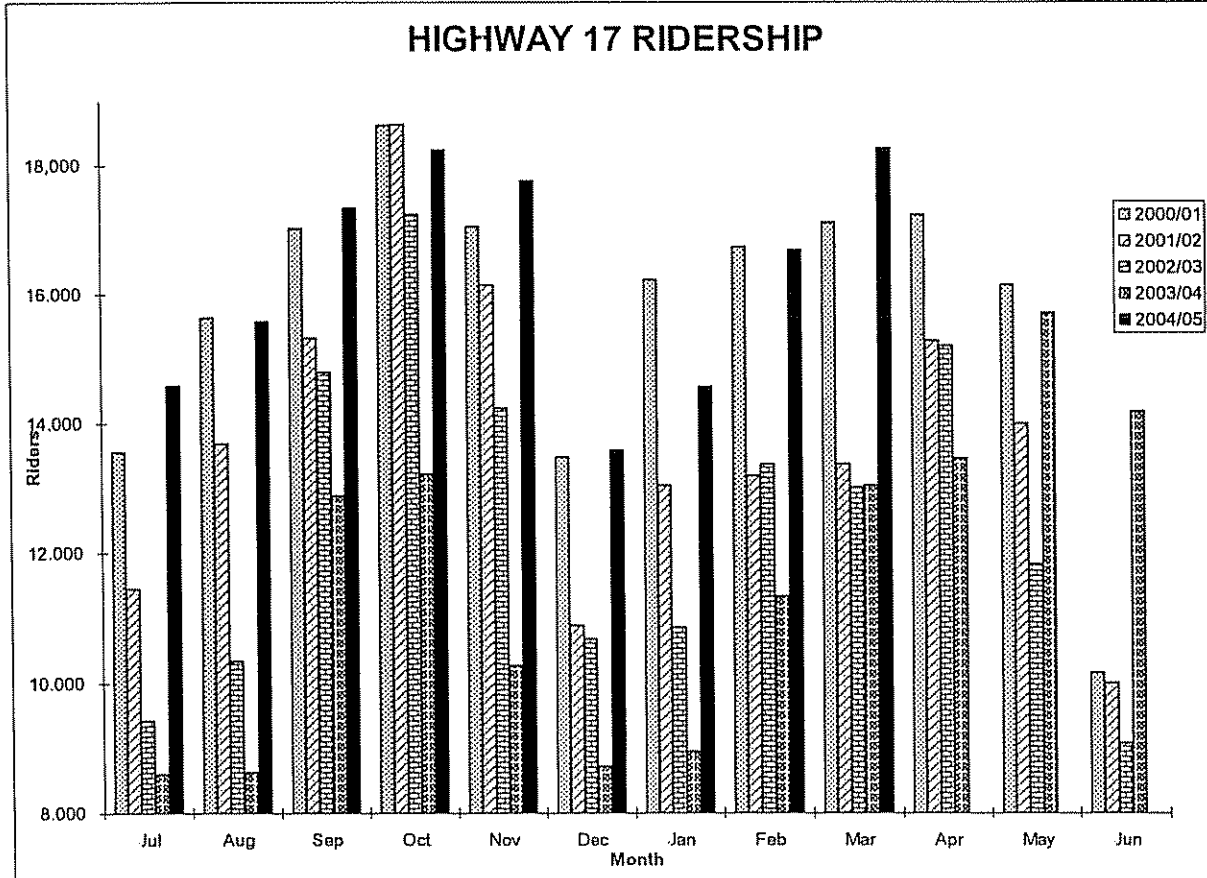
|                          | ACCOUNT #   | ACCOUNT TITLE         | AMOUNT            |
|--------------------------|-------------|-----------------------|-------------------|
| <b>TRANSFER # 05-030</b> |             |                       |                   |
| TRANSFER FROM:           | 502999-1400 | Other Fringe Benefits | \$ (2,525)        |
|                          | 502999-2200 | Other Fringe Benefits | \$ (285)          |
|                          |             |                       | <u>\$ (2,810)</u> |
| TRANSFER TO:             | 502999-1100 | Other Fringe Benefits | \$ 790            |
|                          | 502999-1200 | Other Fringe Benefits | \$ 164            |
|                          | 502999-1300 | Other Fringe Benefits | \$ 10             |
|                          | 502999-1500 | Other Fringe Benefits | \$ 161            |
|                          | 502999-1700 | Other Fringe Benefits | \$ 161            |
|                          | 502999-3100 | Other Fringe Benefits | \$ 823            |
|                          | 502999-3200 | Other Fringe Benefits | \$ 496            |
|                          | 502999-3300 | Other Fringe Benefits | \$ 205            |
|                          |             |                       | <u>\$ 2,810</u>   |

REASON: To allocate additional EAP costs by department.

*S -6.910*

# HIGHWAY 17 - MARCH 2005

|                        | March      |           |         | YTD          |            |         |
|------------------------|------------|-----------|---------|--------------|------------|---------|
|                        | This Year  | Last Year | %       | This Year    | Last Year  | %       |
| <b>FINANCIAL</b>       |            |           |         |              |            |         |
| Cost                   | \$ 121,069 | \$ 89,224 | 35.7%   | \$ 1,031,091 | \$ 740,948 | 39.2%   |
| Farebox                | \$ 59,346  | \$ 32,908 | 80.3%   | \$ 474,204   | \$ 246,874 | 92.1%   |
| Operating Deficit      | \$ 54,438  | \$ 53,319 | 2.1%    | \$ 478,725   | \$ 479,586 | (0.2%)  |
| Santa Clara Subsidy    | \$ 27,219  | \$ 26,659 | 2.1%    | \$ 239,363   | \$ 239,793 | (0.2%)  |
| METRO Subsidy          | \$ 27,219  | \$ 26,659 | 2.1%    | \$ 239,363   | \$ 239,793 | (0.2%)  |
| San Jose State Subsidy | \$ 2,130   | \$ 2,997  | (28.9%) | \$ 15,136    | \$ 14,487  | 4.5%    |
| AMTRAK Subsidy         | \$ 5,155   | \$ -      |         | \$ 63,026    | \$ -       |         |
| <b>STATISTICS</b>      |            |           |         |              |            |         |
| Passengers             | 18,263     | 13,046    | 40.0%   | 146,601      | 95,705     | 53.2%   |
| Revenue Miles          | 43,415     | 31,008    | 40.0%   | 370,559      | 255,357    | 45.1%   |
| Revenue Hours          | 1,627      | 1,093     | 48.9%   | 13,896       | 9,000      | 54.4%   |
| Passengers/Day         | 589        | 567       | 3.9%    | 535          | 501        | 6.8%    |
| Passengers/Weekday     | 700        | -         |         | 666          | -          |         |
| Passengers/Weekend     | 269        | -         |         | 233          | -          |         |
| <b>PRODUCTIVITY</b>    |            |           |         |              |            |         |
| Cost/Passenger         | \$ 6.63    | \$ 6.84   | (3.1%)  | \$ 7.03      | \$ 7.74    | (9.2%)  |
| Revenue/Passenger      | \$ 3.25    | \$ 2.52   | 28.8%   | \$ 3.23      | \$ 2.58    | 25.4%   |
| Subsidy/Passenger      | \$ 3.10    | \$ 4.32   | (28.2%) | \$ 3.37      | \$ 5.16    | (34.7%) |
| Passengers/Mile        | 0.42       | 0.41      | 2.0%    | 0.40         | 0.37       | 5.6%    |
| Passengers/Hour        | 11.22      | 10.12     | 10.9%   | 10.55        | 10.63      | (0.8%)  |
| Recovery Ratio         | 49.0%      | 36.9%     | 32.9%   | 46.0%        | 33.3%      | 38.0%   |



# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

**DATE:** May 27, 2005  
**TO:** Board of Directors  
**FROM:** Steve Paulson, Paratransit Administrator  
**SUBJECT:** METRO PARACRUZ OPERATIONS STATUS REPORT

## I. RECOMMENDED ACTION

**This report is for information only- no action requested**

## II. SUMMARY OF ISSUES

- METRO ParaCruz is the federally mandated ADA complementary paratransit program of the Transit District, providing shared ride, door-to-door demand-response transportation to customers certified as having disabilities that prevent them from independently using the fixed route bus.
- The Board receives monthly reports on the status of this service
- METRO assumed direct operation of paratransit services November 1, 2004.
- Operating Statistics reported are for the month of February 2005.
- The Board has requested information regarding the number of complaints and compliments

## III. DISCUSSION

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

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

Performance indicators show continued improvement in overall service effectiveness and efficiency during the reporting period.

During the month of February, seventeen (17) complaints and four (4) compliments were received. Six (6) of the complaints were found to be "not valid" when investigated. The most common complaints were late rides (6), booking errors (4) and employee conduct (4). All compliments were related to employee conduct.

5-8.1

**Operating Statistics for February 2005**

|                                    | <i>October 04<br/>(contractor)</i> | November 04 | December 04 | January 05 | February 05 |
|------------------------------------|------------------------------------|-------------|-------------|------------|-------------|
| Rides Scheduled                    | 9016                               | 10009       | 7930        | 7782       | 7154        |
| Rides Performed                    | 7521                               | 7591        | 6713        | 6822       | 6804        |
| Miles Driven                       | <i>Not reported</i>                | 66,034      | 56,619      | 56,825     | 56,556      |
| Average trip miles                 | 6.83                               | 6.83        | 6.51        | 6.54       | 6.20        |
| Within ready window                | 93.8%                              | 84.67%      | 89.21%      | 89.65%     | 89.67%      |
| Excessively late/missed trips      | 28                                 | 77          | 25          | 20         | 17          |
| Call center average time to answer | <i>N/A</i>                         | 43 seconds  | 38 seconds  | 23 seconds | 52 seconds  |
| calls on hold < 2 minutes          |                                    | 91%         | 94%         | 95%        | 87%**       |
| Distinct count of riders           | 995                                | 1149        | 867         | 842        | 845         |
| Most frequent rider                | 71 rides                           | 46 rides    | 44 rides    | 48 rides   | 50 rides    |
| Percentage of shared rides         | <10%                               | 49.0%       | 49.1%       | 51.1%      | 52.1%       |
| Passengers per revenue hour        | 2.02*                              | 1.43        | 1.46        | 1.57       | 1.64        |
| Percent by supplemental providers  | 71.9%                              | 33.6%       | 22.34%      | 15%        | 5.7%        |
| SCT cost per ride                  | <i>N/A</i>                         | \$24.34     | \$23.97     | \$21.83    | \$24.34     |
| TME cost per ride                  | <i>N/A</i>                         | \$21.55     | \$20.44     | \$23.22    | \$26.49     |

5-8.2

|   |            |              |              |              |               |
|---|------------|--------------|--------------|--------------|---------------|
| ParaCruz<br>cost per<br>ride<br>(excluding<br>overhead) | <i>N/A</i> | \$23.81(est) | \$22.41(est) | \$21.81(est) | \$22.52 (est) |
| Rides < 10<br>miles                                     | <i>N/A</i> | 79.91%       | 80.78%       | 81.03%       | 80.41%        |
| Rides > 10<br>miles                                     | <i>N/A</i> | 20.09%       | 19.22%       | 18.97%       | 19.59%        |

\* when rides performed by taxi, "revenue hours" reflect only actual ride times.

\*\* telephone system hardware problem caused some calls to remain on hold, even though staff was available.

#### IV. FINANCIAL CONSIDERATIONS

None at this time

#### V. ATTACHMENTS

NONE

5-8.3



# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: May 27, 2005

TO: Board of Directors

FROM: Mark J. Dorfman, Assistant General Manager

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 trips for March 2005 increased by 3.3% versus March 2004. Year to date student billable trips have increased by 3.4%.
- Faculty / staff trips for March 2005 decreased by (10.1%) versus March 2004. Year to date faculty / staff billable trips have decreased by (4.7%).
- Revenue received from UCSC for March 2005 was \$182,366 versus \$171,581 for March 2004, an increase of 6.3%.

|                              | Total Student Ridership | Total Faculty/Staff Ridership | Average Ridership <i>Per School Term Day</i> - Student | Average Ridership <i>Per Weekday</i> – Faculty / Staff |
|------------------------------|-------------------------|-------------------------------|--|--|
| 2005                         | 186,833                 | 18,303                        | 8,349.2  | 734.5  |
| 2004                         | 180,782                 | 20,368                        | 8,217.8  | 815.8  |
| Monthly Increase- (Decrease) | 3.3%                    | (10.1%)                       | 1.6%   | (10.0%)  |

## III. DISCUSSION

UCSC started Fall instruction on September 23, 2004. A summary of the results for March 2005 is:

- Student billable trips for March 2005 were 186,833 vs. 180,782 for March 2004, an increase of 3.3%.
- Average student billable trips *per school-term day* for March 2005 were 8,349.2 vs. 8,217.8 for March 2004, an increase of 1.6%.
- Faculty / Staff billable trips for March 2005 were 18,303 vs. 20,368 for March 2004, a decrease of (10.1%).

S-9.1

- Average Faculty / Staff billable trips *per weekday* for March 2005 were 734.5 vs. 815.8 for March 2004, a decrease of (10.0%).
- Year to date Student billable trips have increased by 3.4% and faculty / staff billable trips have decreased by (4.7%).
- Revenue for March 2005 was \$182,366 vs. \$171,581 for March 2004, an increase of 6.3%.

#### IV. FINANCIAL CONSIDERATIONS

NONE

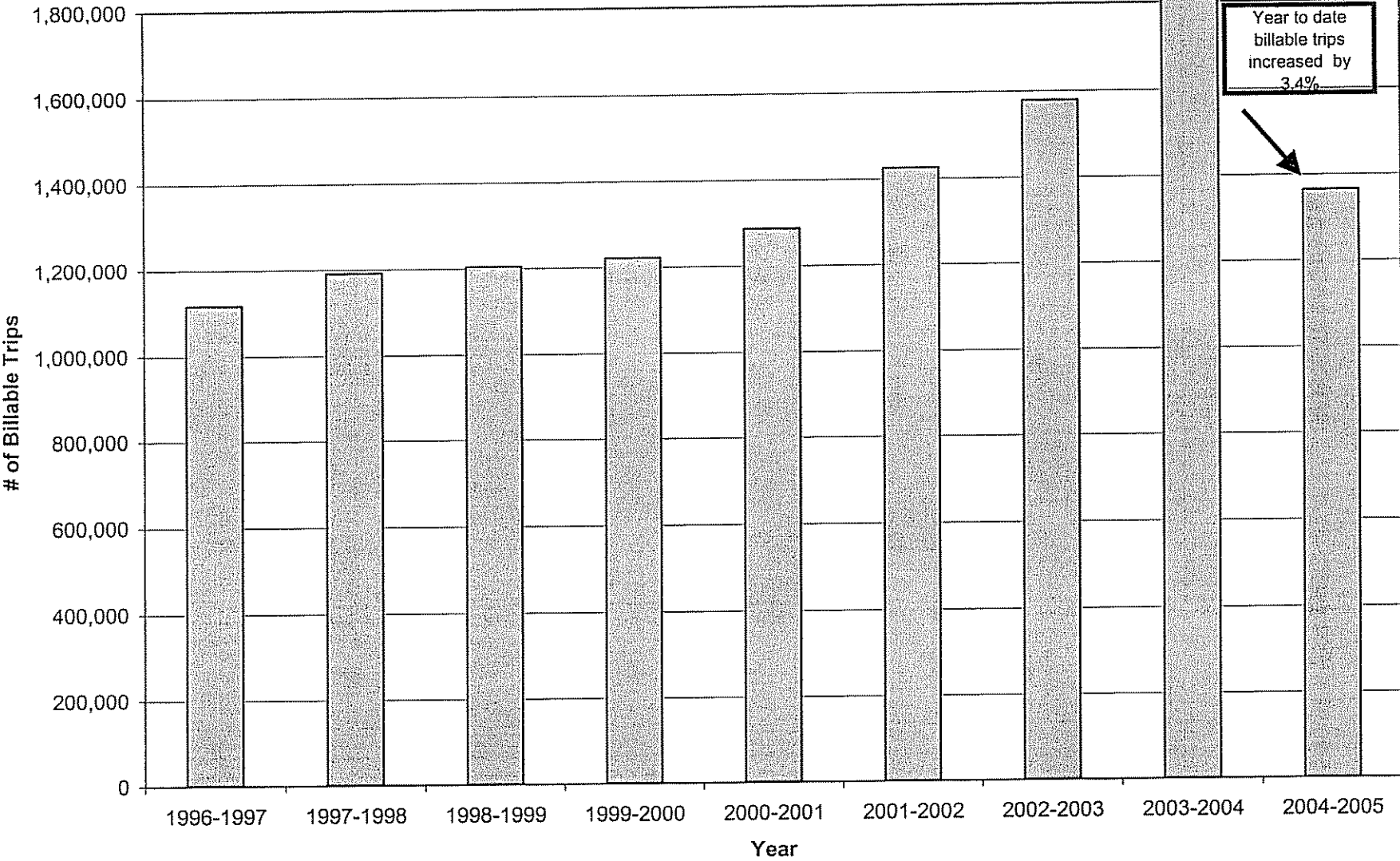
#### V. ATTACHMENTS

**Attachment A: UC Student Billable Trips**

**Attachment B: UCSC Faculty / Staff Billable Trips**

5-9.2

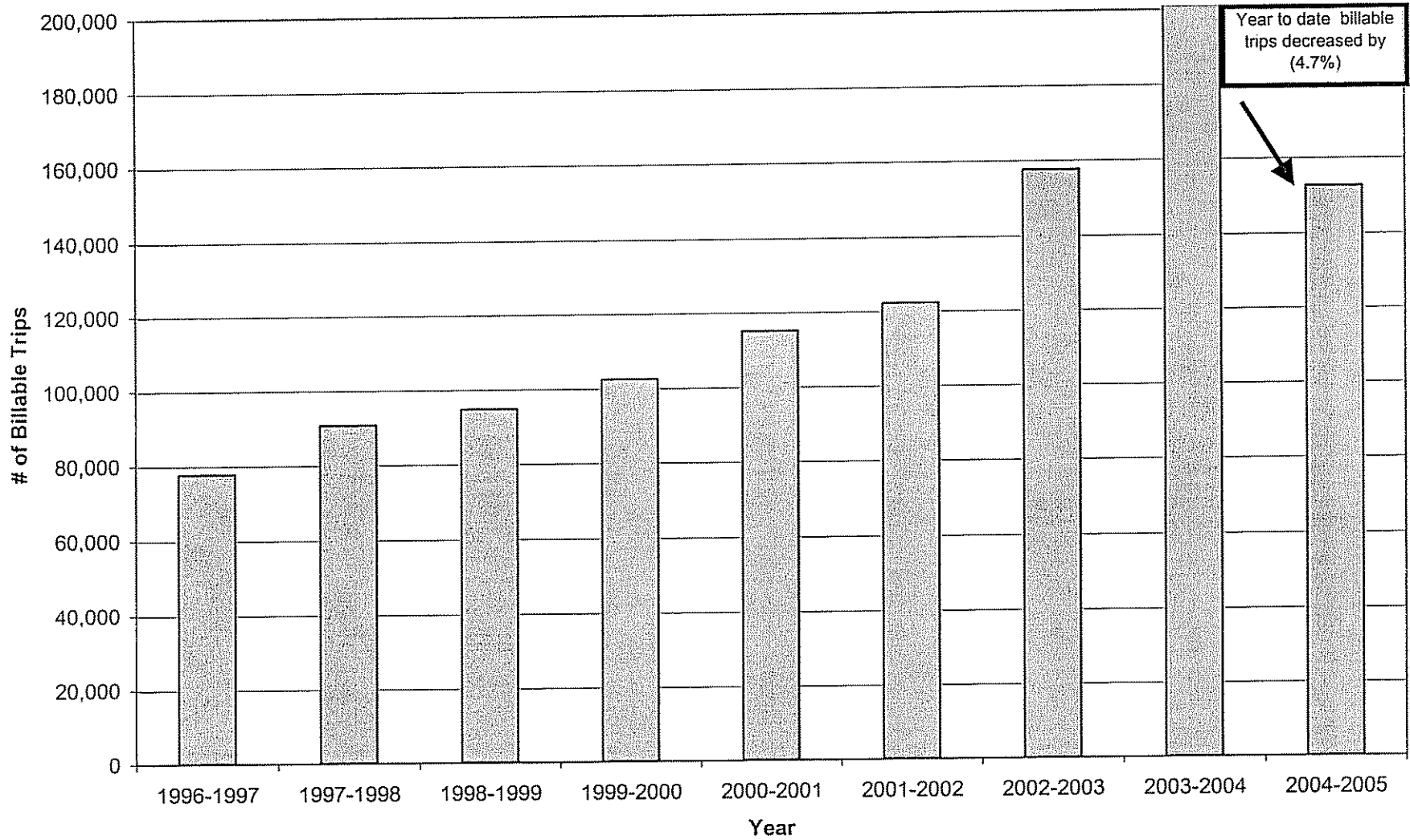
UCSC Student Billable Trips



S-9.91

Attachment A

### UCSC Faculty / Staff Billable Trips



S-9.61

Attachment B

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

**DATE:** May 27, 2005  
**TO:** Board of Directors  
**FROM:** Frank L. Cheng, Project Manager  
**SUBJECT:** STATUS OF THE METROBASE PROJECT

## I. RECOMMENDED ACTION

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

## II. SUMMARY OF ISSUES

- The MetroBase Project is proceeding according to the revised schedule according to one project bid option.
- Real estate acquisition phase of the project is in final stages.
- Relocation and demolition phase of the project are completed.
- Surf City Produce and Odwalla have vacated 120 Golf Club Drive premise.
- Bus parking site improvements at 115 Dubois Street commencing soon.
- AB390 Reimbursement designation application sent to California Transportation Commission on March 21, 2005.

## III. DISCUSSION

The MetroBase Project is proceeding according to the revised schedule. RNL Design is currently completing the new Maintenance Building design.

The completed components of the project for the review period are as follows:

### A. Right Of Way (ROW)

- Ground-Breaking Ceremony was held on January 14, 2005.
- 120 Golf Club Drive property in escrow.
- Surf City Produce and Odwalla vacated 120 Golf Club Drive premise.
- Received signed real estate and settlement signature agreement from Surf City Produce.
- Received signed settlement agreement from Odwalla.
- A Tool Shed was relocated to 280 Harvey West Blvd effective November 26, 2004.

S-10.1

- METRO signed 110 Vernon Street lease for the location of Fleet Maintenance Administration and Construction Management Personnel, and have relocated there.
- 120 Dubois Street Facility was completely vacated and keys turned over to the landlord on March 1, 2005.
- Board of Directors approved lease of property at 115 Dubois Street for bus parking and storage during construction on January 21, 2005. The lease has been signed with Iuliano 1977 Trust. The site work construction of bus parking improvements will commence in May 2005.

B. Finance

- 25 Sakata Lane, Watsonville property out to bid. Bids due June 25, 2005.
- FTA approved concurrence letter with appraisal for Watsonville property.
- AB3090 on CTC agenda for May 24 & 25, 2005 Meeting.

C. Architectural & Engineering (A&E)

- RNL: Design Phase expected to be in 100% complete later on this month.
- RNL Design presented to the Board of Directors options for bidding strategies in regards to cost, schedule, and benefits. Board of Directors approved one project bid option on February 25, 2005.

D. Construction Management (CM)

- MetroBase Site Plan Check preliminary reviews completed by LP2A, City Of Santa Cruz Public Works, and Harris & Associates.
- MetroBase Site Plan Check is in final review stage.

E. Construction Schedule

- Approved and executed L/CNG Fueling Station long lead item LNG tank on September 10<sup>th</sup>, 2004. Expected delivery mid May 2005.
- Approved and executed L/CNG Fueling Station long lead item CNG Vessels on September 24<sup>th</sup>, 2004. CNG Vessels delivered on March 7, 2005.
- Nica DMT, demolition contractor, completed demolition on 1122 River Street and 120 Golf Club Drive on April 29, 2005.

5-10.2

#### **IV. FINANCIAL CONSIDERATIONS**

Statement by State of California Finance Director Tom Campbell that proposition 42 will need to be suspended for 2006/2007 fiscal year places \$6,363,000 in STIP funds for the project in jeopardy. Lack of adopted Federal Reauthorization Bill places \$5,261,445 in High Intensity Transit Tier funds, and \$1,137,800 of Surface Transportation Program funds in jeopardy. AB3090 reimbursement designation request for FY 07/08 sent to Santa Cruz County Regional Transportation Commission (SCCRTC) on February 25, 2005. On March 21, 2005, SCCRTC sent AB3090 reimbursement designation application to California Transportation Commission. It will be considered at the CTC on May 24 & 25, 2005 meeting.

#### **V. ATTACHMENTS**

**NONE**

**S-10.3**

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

**DATE:** May 27, 2005  
**TO:** Board of Directors  
**FROM:** Mark J. Dorfman, Assistant General Manager  
**SUBJECT:** ACCEPT AND FILE VOTING RESULTS FROM APPOINTEES TO THE  
SANTA CRUZ COUNTY REGIONAL TRANSPORTATION  
COMMISSION FOR PREVIOUS MEETINGS

## I. RECOMMENDED ACTION

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

## II. SUMMARY OF ISSUES

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

## III. DISCUSSION

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

## IV. FINANCIAL CONSIDERATIONS

There is no cost impact from this action.

## V. ATTACHMENTS

**Attachment A:** Minutes of the April 7, 2005 Regular SCCRTC Meeting

5-11.1



# Attachment A

Subject: RE: April Minutes  
Date: Fri, 6 May 2005 11:51:52 -0700  
X-MS-Has-Attach: yes  
X-MS-TNEF-Correlator:  
Thread-Topic: April Minutes  
Thread-index: AcVRxa8EfTEtfjldTd2/X2kO6viB5gApalUA  
From: "Gini Pineda" <gpineda@sccrtc.org>  
To: "Cindi Thomas" <cthomas@scmttd.com>  
X-Proofpoint-Spam-Details: rule=notspam policy= score=0 mlx=0 adultscore=0  
adjust=0 engine=2.5.0-05050600 definitions=2.5.0-05050602

Hi Cindi-

Attached are the minutes for April. There is a correction noted yesterday on page 7 of the minutes regarding the motion for Item 31. Commissioner Spence voted "no" on recommendation #5 but voted "yes" on recommendation 6.

Have a good weekend.

gini

S-11.91

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

AGENDA

Thursday,  
April 7, 2005  
9:00 a.m.

Capitola City Council Chambers  
420 Capitola Ave  
Capitola, CA

1. Roll Call

Members Present:      Jan Beautz                      Emily Reilly  
                                 Randy Johnson                  Antonio Rivas  
                                 Mike Keogh                      Andy Schiffrin (Alt.)  
                                 Dennis Norton                 Dale Skillicorn (Alt.)  
                                 Ellen Pirie                      Pat Spence  
                                 Edenilson Quintanilla (Alt.)  
                                 Mark Stone  
                                 Rich Krumholz (ex-officio)

Staff Present:            Pat Dellin                      Luis Mendez  
                                 Rachel Moriconi                Gini Pineda  
                                 Karena Pushnik                 Cory Caletti  
                                 Kim Shultz

2. Oral Communications

Commissioner Norton welcomed everyone to the City of Capitola.

3. Additions or Deletions to Consent and Regular Agendas

CONSENT AGENDA (Schiffirin/Rivas)

Commissioner Spence asked that a correction be made to the Transportation Policy Workshop minutes of 3/17/05 noting that the language she had suggested for the items regarding transit service for riders who are functionally unable to ride fixed-route service had been approved by the Metro Advisory Committee and not the Paratransit Task Force.

Commission Alternate Schiffirin asked why the Monterey Bay Sanctuary Scenic Trail is shown as starting at Wilder Ranch and not in Davenport on Item 9.

5-11.92

Commission Alternate Skillicorn abstained from voting on Items 4, 5 and 6.

4. Approved Minutes of March 3, 2005 Regular SCCRTC Meeting
5. Approved Minutes of the March 17, 2005 Regular TPW Meeting, as amended
6. Approved Minutes of the March 17, Evening Public Hearing on the Recreational Rail Draft Environmental Impact Report

#### POLICY

7. Accepted Legislative Update and Approve Staff Recommendations Regarding Positions on Pending State Legislation

#### PROJECTS and PLANNING

8. Approved Bicycle Committee and Staff Recommendations Regarding FY05-06 Transportation Development Act (TDA) Funding Requests from Bike to Work and the Community Traffic Safety Coalition (Resolutions 40-05 and 41-05)
9. Approved Staff Recommendations Regarding Appointment of Representatives to the Monterey Bay Scenic Sanctuary Trail Committee
10. Approved Staff Recommendations Regarding Santa Cruz Metro Transit District's (SCMTD) FY 04-05 FTA Section 5311 Non-Urbanized Area Program of Projects (Resolution 42-05)
11. Accepted Information on Electric Bike Incentive Program's South County Outreach Efforts
12. Accepted the 2004 Traffic Monitoring Report (enclosed separately)

#### COMMISSION BUDGET AND EXPENDITURES

13. Accepted Semi-Annual Financial Reports on the Santa Cruz County Regional Transportation Commission Budget
14. Accepted Status Report on Transportation Development Act (TDA) Revenues

#### ADMINISTRATION

15. Approved Bicycle Committee and Staff Recommendations Regarding Appointments to the Bicycle Committee

5-11.93

## COMMITTEE MINUTES

16. Accepted Draft Minutes of the Bicycle Committee Meeting of March 14, 2005
17. Accepted Notes from the Interagency Technical Advisory Committee Meeting of March 17, 2005

## INFORMATION/OTHER

18. Accepted Monthly Meeting Schedule
19. Accepted SCCRTC Staff Comment Letters on Draft Environmental Documents and Plans Prepared by Other Agencies
  - a. Quarterly Report on Environmental Document Review
  - b. Notice of Preparation for University of California at Santa Cruz (UCSC) Long-Range Development Plan
20. Accepted Correspondence Log (to be distributed at the meeting)
21. Accepted Letters from SCCRTC Committees and Staff to Other Agencies on Policy Issues
22. Accepted Miscellaneous Written Comments from the Public on SCCRTC Projects and Transportation Issues
23. Accepted Handouts from Staff and Commissioners at Previous Regional Transportation Commission Meetings
24. Accepted Information Items
  - a. Letter from Friends of the Rail Trail to Union Pacific Regarding "Rail Trail Festival"
  - b. Letter from Assemblymember John Laird Regarding "Rail Trail Festival"
  - c. Slide Show Presentation from March 17, 2005 Recreation Rail Draft Environmental Impact Report Public Hearing
  - d. "Congress Paving the Way for Tolls on Interstates" Article from latimes.com
  - e. "Transportation Tax May Be Headed to Ballot for Third Try" in Solano County - Article from dailyrepublic.com
  - f. "It Affects Millions, but State's Transportation Crisis is Still Ignored" - Article from Sacramento Bee

5-11.24

## SERVING AS THE SERVICE AUTHORITY FOR FREEWAY EMERGENCIES

25. Approved Staff Recommendations to Award a Contract for the Freeway Service Patrol Program on Highway 1 (Resolution 43-05)

## REGULAR AGENDA

26. Commissioner Reports - None
27. Director's Report

Acting Executive Director Pat Dellin asked that the Closed Session be moved before Item 32. Chair Pirie designated it as Item 31.1

Ms. Dellin said there would be an update on the State Transportation Improvement Program and funding at the next Regional Transportation Commission meeting.

28. Caltrans Report

Commission Alternate Krumholz gave the report. Regarding the Highway 1/17 Merge Lanes project, he said that it will be difficult for a path to be maintained under the highway along the Branciforte Creek during construction because of impacts to the riparian habitat.

29. Conference with Real Property Negotiator for Acquisition of the Santa Cruz Branch Rail Line Property: Santa Cruz Branch Rail Line from Watsonville Junction to Davenport - Moved to Item 31.1

30. Status Report on Highway 1 Projects and Quarterly Progress Report on the Highway 1 Widening/HOV Lane PA/ED

Acting Executive Director Pat Dellin said that after discussion with the City of Santa Cruz and Caltrans, it seems that there is neither staff nor funding to add a stop sign at the Morrissey Boulevard northbound off-ramp of Highway 1 this year. She said that the City has received funding for a smaller Safe Route to Schools project which will include channelization and pavement markings at the intersection to help make crossing easier and safer.

Chris Metzger, Nolte Associates, gave a status report on the Highway 1 Widening/HOV Lane PA/ED saying that the historic and archeological resource reports were being reviewed by Caltrans and that the environmental reports

5-11.25

have been submitted to Caltrans and will go to the Army Corps of Engineers for review. Mr. Metzger noted that a major technical issue is the replacement of two railroad structures that may force the closure of the railroad while the structures are demolished and rebuilt. He noted that the traffic modeling prepared by AMBAG establishes the purpose and need of the project and is also being reviewed by Caltrans.

Mr. Metzger identified six independent utility projects which are part of the overall widening project but could move forward on their own merits. These include three auxiliary lanes and three bike/pedestrian crossings. He said that the Department is studying the best locations for the overcrossings and will have expanded meetings with staff and community members. He concluded by saying that there will be a better vision of the schedule by next quarter.

Commissioners discussed the locations of the bike/pedestrian crossings and asked for copies of the list of people invited to the meeting to discuss the proposed Highway crossings.

31. Paratransit Coordination Task Force Final Recommendations

Senior Planner Karena Pushnik reviewed the history of the task force noting that midway through the process the Americans with Disabilities Act (ADA) provider shifted from a non-profit contractor to the SCMTD. She said that the Task Force had come up with short term and long term recommendations along with ideas regarding who might provide them.

Ms. Pushnik outlined the staff recommendations.

Commissioner Keogh thanked everyone on the transit district and Regional Transportation Commission staffs and moved to postpone the Commission's decision to approve the staff recommendations until early 2006, and to forward the recommendations to the agencies involved, and ask the SCMTD to make a seat available on the Metro Advisory Committee (MAC) to represent the Commission. Commissioner Spence seconded.

The vote on the motion was deferred until after comment was heard from the public.

Sam Storey, Community Bridges, said to proceed with the

5-11.96

recommendations and that Community Bridges is prepared to move ahead.

Bob Yount said he supported the motion in order to give the Metro Advisory Committee and the Elderly and Disabled Transportation Advisory Committee time to implement the recommendations and take pressure off the transit district.

Paul Marcellin-Sampson, Metro Riders Union, submitted a letter with comments on the recommended actions, asking that recommendation four (Direct staff to utilize the Task Force recommendations when evaluating claims for paratransit funding) be removed. He noted that for every ADA ride that the Metro provides, the transit district provides six regular rides for elderly and disabled riders.

Ron Dean, UTU Local 23, expressed concern about liability issues regarding the short and long term recommendations, noting that the transportation providers are not social workers.

Clay Kempf, Seniors Council, asked that he process be "turned inside out" and to look at the current needs from scratch instead of trying to fix a flawed system.

Chair Pirie pointed out that the staff recommendations are to review the Task Force findings and not necessarily to implement or approve them.

The public comment period was closed.

Commissioners discussed the motion on the table, and Commissioner Pirie asked for clarification of the motion.

Commissioner Keogh clarified that his motion was to (1) postpone the decision to accept the staff recommendations until early 2006, (2) forward the recommendations to all the participating agencies for their responses, and (3) have the SCMTD establish a seat on MAC to be filled by an RTC nominee who is a transit system user.

Commissioners discussed the motion further and Commission Alternate Schiffrin clarified that the motion is essentially to approve the staff recommendations except for recommendation four and to eliminate the time requested for agencies to return their comments as requested in recommendation two.

Commissioner Keogh agreed and withdrew the third part of

5-11.97

his motion.

The motion was clarified to be the staff recommendations with changes as follows:

1. Review the recommendations developed by the Task Force over the course of nine meetings;
2. Direct staff to forward the recommendations to the entities responsible for implementing the short and long term recommendations for their consideration and with a request that they provide the Commission with a response by mid-September as soon as practicable.
3. Direct staff to return to a future RTC meeting with responses to the Task Force recommendations for which the RTC is responsible including any follow-up recommendations;
4. ~~Direct staff to utilize the Task Force recommendations when evaluating claims for paratransit funding;~~
5. Request that the Elderly and Disabled Transportation Advisory Committee review the Task Force recommendations and provide the Commission with any recommendations they may have in response;
6. Return to the October RTC meeting with an update on information received from implementing entities about the recommendations; and
7. Express appreciation for their service to the 24 members, plus alternates and staff members from specialized transportation agencies, who participated in the Task Force meetings

The motion passed unanimously with Commissioner Spence voting "no" on recommendations 5 and 6.

#### CLOSED SESSION

- 31.1 Conference with Real Property Negotiator for Acquisition of the Santa Cruz Branch Rail Line Property: Santa Cruz Branch Rail Line from Watsonville Junction to Davenport - Formerly Item 29

Agency Negotiator: Kirk Trost, Miller, Owen & Trost

5-11.98



Negotiation Parties: SCCRTC, Union Pacific

Under Negotiation: Price and Terms

#### OPEN SESSION

32. Acquisition of the Santa Cruz Branch Rail Line - Approve Draft Financial Plan and Draft Proposition 116 Application

Acting Executive Director Pat Dellin reviewed the staff recommendations to accept the draft Proposition 116 application and approve the revised Financial Plan and the Rail Acquisition Task Force (RATF) recommendation regarding the RATF membership and scope. She said that the draft Proposition 116 application will go to the California Transportation Commission (CTC) staff for input and then back to the Commission.

Commissioners discussed liability insurance which was identified as an on-going expense. It was noted that the insurance would probably be paid with revenues from operating the rail line but that the Commission may have to make the initial payment. The need for an updated operating budget was noted.

Discussions about the draft financial plan ensued. It was noted that the absence of the recreational rail element freed up about \$350,000 to update costs for the entire project.

Dave Eselius said that investing in a railroad brought no value to the county. He asked how maintenance for the line would be paid for.

Micah Posner asked how People Power could help when it was time to attend the CTC meetings in Sacramento and said that maintenance costs will come from freight service being increased.

Kirk Trost, Miller, Owen & Trost reported on the Request for Proposals for services to provide structures assessments. Mr. Trost said of the four proposals received, the review team recommended Systra Consultants with Biggs Cardoza as their sub consultant.

Commission Alternate Schiffirin moved to approve the staff recommendations to:

1. Review and approve with revisions as appropriate the

5-11.99

attached draft Financial Plan for the Santa Cruz Branch Rail Line Acquisition project;

2. Review the attached draft Uniform Transit Application for Proposition 116 funds and approve submitting it, with revisions as appropriate, to the California Transportation Commission (CTC) staff as a draft for their review and refinement;
3. Direct staff to return to the RTC with a final draft Uniform Transit Application for Proposition 116 funds in June;
4. Receive an oral report on consultants for the structures assessment;
5. Accept status information on various elements of the Santa Cruz Branch Rail Line Acquisition Project; and  
the Rail Acquisition Task Force (RATF) and staff recommendation that the Regional Transportation Commission
6. Clarify that Commissioners are the members of the Rail Acquisition Task Force, add Commissioner Beautz as a member of the task force, and define the scope of the task force as funding issues connected with the Santa Cruz Branch Rail Line Acquisition project.

Commission Alternate Schiffirin clarified that the motion included both the staff recommendations and the Rail Acquisition Task Force (RATF) recommendation.

Commissioner Reilly seconded and the motion passed unanimously with Commissioner Spence abstaining.

33. Caltrans Presentation on the "Gateway Monument Demonstration Program"

Keith Hinrichsen, Caltrans District 5, said the Gateway Monument Demonstration Program is in response to communities where their main streets are also state highways. He said the program is a demonstration project which will be reviewed in four years. He noted that if the gateway monument were to lie outside of the state's right-of-way it would not have to comply with the state's concerns.

Acting Executive Director Pat Dellin said that the Interagency Technical Advisory Committee had seen this

S-11.91D

presentation and that the staffs from the Cities of Santa Cruz and Watsonville were especially interested in the program.

Dave Eselius said that the soundwalls could perhaps have this type of monummentation upon entering the City limits.

34. Next Meetings/Adjournment

The meeting adjourned at 12:15 pm.

The Transportation Policy Workshop scheduled for Thursday, April 21, 2005 was cancelled.

The next regular SCCRTC meeting is scheduled for Thursday, May 5, 2005 at 9:00 a.m. at the Board of Supervisors Chambers, 701 Ocean Street, Santa Cruz, CA 95060.

Respectfully submitted,

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Gini Pineda, Staff

S-11.911

ATTENDEES

| <u>Name</u>          | <u>Representing</u>                     |
|----------------------|---|
| Robert Yount         |   |
| Micah Posner         | People Power                            |
| Ken Kannegaard       | Cemex                                   |
| David Eselius        |   |
| Les White            | SCMTD                                   |
| Keith Hinrichsen     | Caltrans                                |
| Bill Comfort         |   |
| Donna Ziel           | Alternate to Commissioner Stone         |
| Genevieve Bookwalter | Santa Cruz Sentinel                     |
| Corinne Hyland       | Community Traffic Safety Coalition      |
| Dena Loijos          | Health Services Agency                  |
| Eli Puglizevich      |   |
| Don Hoernschemeyer   | Campaign for Sensible<br>Transportation |
| Clay Kempf           | Seniors Council                         |
| Bob Scott            | RTC Consultant                          |

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S-11.912

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

**DATE:** May 13, 2005  
**TO:** Board of Directors  
**FROM:** Tom Stickel, Manager of Fleet Maintenance  
**SUBJECT:** **CONSIDERATION OF AWARD OF CONTRACT WITH VEHICLE MAINTENANCE PROGRAM FOR BUS AIR, FUEL & OIL FILTERS**

## ACTION REQUESTED AT THE MAY 13, 2005 BOARD MEETING

### I. RECOMMENDED ACTION

**District Staff recommends that the Board of Directors authorize the General Manager to execute a two-year, firm fixed price contract with Vehicle Maintenance Program, Inc. for bus air, fuel and oil filters.**

### II. SUMMARY OF ISSUES

- At its August 15, 1997 board meeting, the Board of Directors authorized the District's participation in the Regional Transit Coordinating Council (RTCC) cooperative purchase agreements.
- The RTCC Procurement Committee released a bid for bus air, fuel and oil filters on January 25, 2005. The District is a participating transit agency in this bid.
- Bids were opened on March 22, 2005.
- RTCC Contract No. 2005-BT-9 was awarded to Vehicle Maintenance Program for the purchase of bus air, fuel and oil filters.
- District staff recommends that the Board authorize the General Manager to enter into a two-year, firm fixed price contract with Vehicle Maintenance Program, Inc. for the purchase of bus air, fuel and oil filters in reference to the RTCC contract.

### III. DISCUSSION

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

RTCC filter bid documents were prepared and mailed in January to prospective bidders and legally advertised. On March 22, 2005, eleven bids were opened. Bids were evaluated and a recommendation was approved that the contract be awarded to Vehicle Maintenance Program.

5-12.1

The contract will be for a two-year period. All pricing offered to remain fixed during the contract period.

District staff is recommending that the Board of Directors authorize the General Manager to sign a two-year contract with Vehicle Maintenance Program to provide bus air, fuel & oil filters for an amount not to exceed \$50,000. Contractor will provide all materials meeting all District specifications and requirements.

#### IV. FINANCIAL CONSIDERATIONS

Funding for this contract is contained in the Fleet Maintenance operating budget.

#### V. ATTACHMENTS

**Attachment A:** Contract with Vehicle Maintenance Program, Inc.

**NOTE: The Contract and IFB along with any Exhibits and Addendums are available for review at the Administration Office of METRO or online at [www.scmttd.com](http://www.scmttd.com)**

5-12.2

## CONTRACT FOR BUS AIR, FUEL AND OIL FILTERS

THIS CONTRACT is made effective on May 13, 2005, between the SANTA CRUZ METROPOLITAN TRANSIT DISTRICT, a political subdivision of the State of California ("District"), and VEHICLE MAINTENANCE PROGRAM INC., ("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, Santa Cruz, California 95060.

#### 1.02 District's Need for Bus Filters

District requires the purchase of bus filters to be used for standard purposes. In order to obtain said goods, the District entered into a covenant with the Regional Transit Coordinating Council (RTCC), on January 25, 2005, to obtain said goods for a period of two (2) years with an option to extend the Contract for two successive one-year periods, exercisable by the District. This agreement, 2005-BT-9, is attached hereto and incorporated herein by reference as Exhibit A.

#### 1.03 Contractor's Bid Form

Contractor is a supplier of goods desired by the District and whose principal place of business is 3595 N. Dixie Hwy, Bay #7, Boca Raton, Florida. Contractor was chosen as the lowest responsive, responsible bidder by Golden Gate Transit, in a fair and open bid. The results of said Bid are attached hereto and incorporated herein by reference as Exhibit B. A copy of Contractor's Bid Form is attached hereto and incorporated herein by reference as Exhibit C.

#### 1.04 Selection of Contractor and Intent of Contract

On April 4, 2005, Golden Gate Transit, the procuring agency for this Bid, selected Contractor as the lowest responsive, responsible bidder to provide said goods. The purpose of this Contract is to set forth the provisions of this procurement.

#### 1.05 Contractor and Supplier Synonymous

For the purposes of this Contract, the terms "contractor" and "supplier" are synonymous.

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.

a) Exhibit A - RTCC's Governing Contract

b) Exhibit B - Bid Abstract

5-12.91

c) Exhibit C – Contractor's Bid Form

d) Exhibit D- Invitation for Bid, Contract No. 2005-BT-9 including addendum number 1 and 2.

## 2.02 Conflicts

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

## 2.03 Recitals

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

## 3. TIME OF PERFORMANCE

### 3.01 General

Contractor shall provide materials under this Contract at such times as deemed necessary by the District.

### 3.02 Term

The term of this Contract commences on the date of execution and shall remain in force through April 30, 2007 with an option to extend Contract for two successive one-year periods exercisable by the District.

## 4. COMPENSATION

### 4.01 Terms of Payment

Upon written acceptance, District agrees to pay Contractor as identified in the Bid Form, Exhibit C. Upon satisfactory delivery of materials under the terms and provisions of this Contract, District agrees to pay Vehicle Maintenance Program Inc. within thirty (30) days thereof. Contractor understands and agrees that if he/she exceeds the scheduled amounts payable under this contract, that it does so at its own risk.

### 4.02 Invoices

Contractor shall submit invoices referencing the District supplied Purchase Order number. 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 services. The District shall pay no expenses unless specifically allowed by this contract.

5-12.92



5. 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,  
Santa Cruz, CA 95060

Attention: Tom Stickel/Manager of Fleet Maintenance

CONTRACTOR

Vehicle Maintenance Program, Inc.  
3595 N. Dixie Hwy, Bay #7  
Boca Raton, FL 33431

Attention: Penny M. Brooks/President

6. 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 it. 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 White  
General Manager

CONTRACTOR: VEHICLE MAINTENANCE PROGRAM INC.

By \_\_\_\_\_  
Penny M. Brooks  
President

Approved as to Form:

\_\_\_\_\_  
Margaret Rose Gallagher  
District Counsel

5-12.93

## CONTRACT

THIS CONTRACT, made and entered into this 1<sup>st</sup> day of May, 2005, by and between Vehicle Maintenance Program, hereinafter called "**Contractor**" and the **Golden Gate Bridge, Highway and Transportation District**, hereinafter called "**District**."

WITNESSETH that the **Contractor** and the **District**, for the consideration hereinafter named, agree as follows:

1. **SCOPE OF WORK.** The **Contractor** shall furnish the **District** all materials and services for the District only in full accordance with the plans and specifications approved by the **District** entitled:

**CONTRACT NO. 2005-BT-9**  
***BUS AIR, FUEL & OIL FILTERS***

and which are appended hereto and made part of the Contract.

2. **TIME OF PERFORMANCE.** The **Contractor** shall deliver the materials as set forth in Special Provision 3.3, pursuant to the Notice to Proceed.
3. **CONTRACT PRICE.** The **Contractor** shall faithfully perform each and every item of work required under this Contract and shall be compensated at the unit prices quoted on the Bid Form for a total estimated sum of Thirty-Six Thousand Dollars (\$36,000) for the two (2) year term. Payments shall be made to the Contractor at the time and in the manner provided in the Contract Specifications.
4. **TERM OF CONTRACT.** The term of this Contract shall be for a period of two (2) years, effective May 1, 2005, with an option to extend the Contract for two (2) successive one-year periods, exercisable by the District, in accordance with Special Provision 2.3.
5. **COMPONENT PARTS.** This Contract shall consist of the following documents, each of which is on file in the office of the **District** and all of which are incorporated herein and made a part hereof by reference hereto:
  - (a) This Contract
  - (b) Notice Inviting Sealed Bids
  - (c) General Conditions and Instructions for Bidders
  - (d) Special Provisions

- (e) Technical Specifications
- (f) Bid Form (as accepted by District)
- (g) Acknowledgement of Insurance Requirements
- (h) Buy America Certificate
- (i) Lobbying Certification for Federal Aid Contracts
- (j) Debarment and Suspension Certification
- (k) Copy of DBE Certificate, if applicable
- (l) Addenda No.1 dated February 22, 2005
- (m) Addenda No. 2 dated March 3, 2005
- (n) Insurance Certificates

6. **SERVICE NOTICE.** Any notice required or permitted to be given under this Contract shall be deemed given when personally delivered to recipient thereof or mailed by registered or certified mail, return receipt requested, postage prepaid, to the appropriate recipient thereof, in the case of the **Contractor**, at the business address specified in its bid, and in the case of the **District**, at P.O. Box 9000, Presidio Station, San Francisco, California 94129, or at any other address which either party may subsequently designate in writing to the other party.
7. **NON-DISCRIMINATION ASSURANCE.** The **Contractor** shall not discriminate on the basis of race, color, national origin, or sex in the performance of this Contract. The **Contractor** shall carry out applicable requirements of 49 CFR Part 26 in the award and administration of U.S. DOT-assisted contracts. Failure by the **Contractor** to carry out these requirements is a material breach of this Contract, which may result in the termination of this Contract or such other remedy as the **District** deems appropriate. The **Contractor** shall obtain the same assurances from its joint venture partners, subcontractors, and subconsultants by including this assurance in all subcontracts entered into under this Contract.
8. **GOVERNING LAW.** This Contract shall be governed and construed in accordance with the laws of the State of California.

**CONTRACT**

IN WITNESS WHEREOF, District has caused these presents to be executed by the District's officer thereunto duly authorized, and Contractor has subscribed same, all on the day and year first above written.

**FOR THE CONTRACTOR:**

Name under which business is conducted: Vehicle Maintenance Program, Inc.

Business Address: 3595 N. Dixie Hwy, Bay #7 \_\_\_\_\_

City/State/Zip: Boca Raton, Fl 33431

Telephone No: (561) 362-6080 Fax No: (561) 362-7994

**If CORPORATION, execute here:**

The undersigned certify that they sign this contract bid proposal with full and proper authorization so to do:

Corporate Name: Vehicle Maintenance Program, Inc.

By: Penny M. Brooks Title: President

\*By: \_\_\_\_\_ Title: President

Incorporated under the laws of the State of \_\_\_\_\_

*(Corporate Seal)*

\*Two corporate officers must sign on behalf of the corporation as follows: (1) Chairman of the Board, President, or Vice President; and (2) Secretary, Assistant Secretary, Chief Financial Officer, or Assistant Financial Officer. In the alternative, this Bid may be executed by a single officer or a person other than an officer provided that evidence satisfactory to the District is provided, demonstrating that such individual is authorized to bind the corporation (e.g., a copy of a certified resolution from the corporation's board or a copy of the corporation's bylaws).

**FOR THE DISTRICT:**

GOLDEN GATE BRIDGE, HIGHWAY AND  
TRANSPORTATION DISTRICT

\_\_\_\_\_  
President, Board of Directors

\_\_\_\_\_  
Secretary of the District

**APPROVED AS TO FORM:**

\_\_\_\_\_  
Attorney for the District

**ENDORSEMENT TO BE ATTACHED TO WORKERS' COMPENSATION POLICY**

Policy Number: \_\_\_\_\_

Effective Date: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Named Assured and Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

This is to certify that the policy indicated above, issued by the

\_\_\_\_\_,  
Name and Principal Office of Insurance Company

to the Assured named above, is endorsed as follows:

It is understood and agreed the Company waives any right of subrogation against the Golden Gate Bridge, Highway and Transportation District which might arise by reason of any payment under the policy for work performed by Assured under Contract Number \_\_\_\_\_.

\_\_\_\_\_  
Insurance Company

By: \_\_\_\_\_  
I am an officer \_\_\_\_\_ employee \_\_\_\_\_ agent \_\_\_\_\_  
of the above company (indicate which).

Date: \_\_\_\_\_ AGENTS MUST FURNISH CALIFORNIA  
LICENSE NUMBER: \_\_\_\_\_

**CAUTION:** The person executing this Certificate is cautioned to make certain that he/she has authority to execute this Certificate on behalf of the Insurance Company.

**GOLDEN GATE TRANSIT**  
*INTEROFFICE MEMORANDUM*

**TO:** Janet S. Tarantino, Secretary of the District

**FROM:** Nicole Gilardi, Senior Buyer *NJ*

**DATE:** April 4, 2005

**SUBJECT:** **AUTHORIZE AWARDS OF CONTRACT NO. 2005-BT-9, *BUS AIR, FUEL & OIL FILTERS FOR THE REGIONAL COORDINATING COUNCIL (RTCC)***

**Recommendation**

Staff recommends that the General Manager make a determination of the lowest responsive, responsible bidders and authorize the District's award of Contract No. 2005-BT-9, *Bus Air, Fuel & Oil Filters for the Regional Transit Coordinating Council*, for two years, with two consecutive one-year option periods exercisable by the District as follows:

1. For Category A, the lowest responsive, responsible bidder is Vehicle Maintenance Program of Boca Raton, Florida. The District's annual amount for Category A is approximately \$18,000; and,

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2. For Category B, the lowest responsive, responsible bidders by Line Item are as follows:
  - a. Line Items 1 and 9: MCI Service Parts of Schaumburg, Illinois
  - b. Line Items 2, 4, 6, 7, 8, and 11: Vehicle Maintenance Program of Boca Raton, Florida
  - c. Line Item 3: American Transit Supply of San Leandro, California
  - d. Line Item 5: Cummins West of San Leandro, California
  - e. Line Items 10, 12, and 13: BTMC Corporation of Westerville, Ohio

The District will only enter into one contract under Category B with MCI Service Parts for Line Item 9. The District's annual amount for Category B is approximately \$1,000

The participating RTCC agencies will enter into separate individual contracts, as appropriate, with the lowest bidders noted above.

**Summary**

In an effort to collectively obtain the best pricing, the Bus Division, as a member of the Regional Transit Coordinating Council of the San Francisco Bay Area (RTCC), actively participates in the joint procurement of various products commonly used by its member agencies. The District is the lead agency for filters.

Bid documents for Contract 2005-BT-9, *Bus Air, Fuel, & Oil Filters for the Regional Transit Coordinating Council*, were mailed to twenty-eight prospective bidders. Thirteen bids were received and publicly opened on March 22, 2005, in the Board Room, Administration Building, Toll Plaza, San Francisco, California. The total bid results which reflect the total estimated needs of all participating RTCC agencies for a one-year period, as audited and adjusted accordingly, are as follows:

**Category A**

**Bidder**

**Total Bid Price**

**Vehicle Maintenance Program  
Boca Raton, Florida** \$143,712.94 (lowest responsive, responsible bidder)

BTMC \$150,631.31  
Westerville, Ohio

American Transit \$172,077.50  
San Leandro, California

Muncie \$190,523.03  
Muncie, Indiana

\*Holt Distributing & Manufacturing \$191,348.92  
Fresno, California

\*/\*\*Auto Diesel \$195,631.31  
Reno, Nevada

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\*Cummins West \$206,457.36  
San Leandro, California

MCI Service Parts \$210,586.99  
Schaumburg, Illinois

\*Bayshore International \$237,312.46  
Hayward, California

Heavy Equipment \$261,847.58  
Hayward, California

\*\*Patterson Parts, Inc. \$384,025.03  
San Francisco, California

American Moving Parts No Bid  
Los Angeles, California

Orion No Bid  
Mississauga, Ontario, CANADA

\* Extended prices adjusted by District in accordance with bid instructions due to mathematical errors.

\*\*Non-responsive bids due to bidders not submitting bids for all items within the category in accordance with Special Provision 1.3, *Bid Form*

**Category B**

Category B is being awarded based on the lowest extended price for each bid item. The bid results are as follows:

| Bid Item      | Holt Distributing & Manufacturing | Vehicle Maintenance Program | BTMC Corporation              | Auto Diesel Electric    | American Transit Supply | Muncie Reclamation & Supply | MCI Service Parts | Bayshore International  | Cummins West            |
|---------------|-----------------------------------|-----------------------------|-------------------------------|-------------------------|-------------------------|-----------------------------|-------------------|-------------------------|-------------------------|
| 1             | *\$4,403 00                       | \$9,908 60                  | *\$3,774 00                   | *\$8,332 40             | \$7,562 80              | \$7,881 00                  | <u>\$7,503.60</u> | *\$9,301 80             | *\$8,095 60             |
| 2             | *\$17,897 90                      | <u>\$45,665.90</u>          | *\$13,910 70                  | *\$32,271 00            | \$52,981 70             | \$47,348 00                 | \$51,255 10       | *\$26,468 60            | *\$23,042 10            |
| 3             | *\$509 60                         | \$1,249 43                  | *\$3,52 17                    | *\$968 24               | <u>\$1,158.43</u>       | \$1,343 16                  | \$1,228 50        | *\$790 79               | *\$687 96               |
| 4             | *\$3,170 00                       | <u>\$2,725.00</u>           | *\$2,575 00                   | \$3,120 00              | \$3,190 00              | \$3,300 00                  | No Bid            | *\$3,865 00             | *\$3,535 00             |
| 5             | *\$15,510 00                      | \$23,382 00                 | \$17,208 00                   | No Bid                  | \$22,686 00             | \$25,026 00                 | \$31,962 00       | \$17,952 00             | <u>\$15,612.00</u>      |
| 6             | *\$725 00                         | <u>\$580.00</u>             | \$597 00                      | \$662 00                | \$674 00                | \$696 00                    | No Bid            | *\$907.00               | *\$789 00               |
| 7             | *\$4,080 00                       | <u>\$3,144.00</u>           | \$3,240 00                    | \$3,576 00              | \$4,476 00              | \$3,780 00                  | No Bid            | *\$4,584 00             | *\$3,984 00             |
| 8             | *\$4,080 00                       | <u>\$3,216.00</u>           | \$3,300 00                    | \$3,648 00              | \$4,476 00              | \$3,876 00                  | No Bid            | *\$4,632 00             | *\$4,032 00             |
| 9             | *\$12,720 00                      | \$14,568 00                 | *\$8,208 00                   | *\$9,072 00             | \$16,656 00             | \$17,040 00                 | <u>\$7,272.00</u> | *\$10,224 00            | \$11,472 00             |
| 10            | *\$4,403 00                       | \$19,957 80                 | <u>\$4,773.00</u>             | *\$4,854 40             | \$8,199 20              | \$5,557 40                  | No Bid            | *\$5,261 40             | *\$4,573 20             |
| 11            | *\$509 60                         | <u>\$712.53</u>             | \$823 55                      | *\$515 97               | \$1,088 36              | \$3,689 14                  | No Bid            | *\$790 79               | *\$687 96               |
| <del>12</del> | <del>*\$17,951.30</del>           | <del>\$32,760.90</del>      | <del><u>\$32,396.00</u></del> | <del>*\$32,271.00</del> | <del>\$48,238.00</del>  | <del>\$37,736.00</del>      | <del>No Bid</del> | <del>*\$26,468.60</del> | <del>*\$23,042.10</del> |
| 13            | \$15,510 00                       | \$13,482 00                 | <u>\$13,308.00</u>            | No Bid                  | \$26,112 00             | \$15,492 00                 | No Bid            | *\$16,752 00            | No Bid                  |

Underlined, bolded items indicate lowest responsive, responsible bidder for that bid item.

\* Items bid are considered non-responsive in accordance with Special Provision 1.5, *Approved Equals & Qualified Products*, for providing an alternate part number. Patterson Parts submitted bids for Category B, but none were responsive. Heavy Equipment did not submit bids for any Category B line items.

Staff and the District's Attorney have reviewed the bids and find that the successful bidders for each category are technically responsive to the specifications and that the bidders properly submitted all required documents.

**Fiscal Impact**

The District's estimated costs for Contract(s) 2005-BT-9 for the first year is \$19,000 for both Category A and Category B. Funds for the first two months of the Contract(s) (May and June 2005) are included in the FY 2005 Bus Division Operating Budget. Funds for the remainder of the Contract(s), including any option periods will be included in subsequent fiscal year budgets.

**CONCURRENCE**

Susan Chiaroni 4/18/05  
 Susan Chiaroni, Deputy General Manager Date

\_\_\_\_\_  
 Joseph Wire, Auditor Controller Date

**GENERAL MANAGER'S AUTHORIZATION**

\_\_\_\_\_  
 Celia G Kupersmith Date

c: Gene Walker, Maintenance Manager  
 H:\Maintenance\MAINT\BID\BIDS\2005-BT-9 Bus Filters RTCC\Award Recommendation doc

Sent to Jan 4 10 05



**CONTRACT NO. 2005-BT-9  
BUS AIR, FUEL & OIL FILTERS**

**BID FORM-Revised**

**TO: GOLDEN GATE BRIDGE, HIGHWAY AND TRANSPORTATION  
DISTRICT, SAN FRANCISCO, CALIFORNIA**

**Vehicle Maintenance Program**  
3595 N. Dixie Hwy Bay #7  
Boca Raton, FL 33431  
(561) 362-6080 Fax: (561) 362-7994  
sales@vmpparts.com

Pursuant to the Notice Inviting Sealed Bids, the undersigned Bidder herewith submits a bid on the bidding form or forms attached hereto and made a part hereof, and binds itself on award by each participating RTCC Agency under this bid to execute a Contract in accordance with its bid, the bid documents and the award. The attached Notice Inviting Sealed Bids, General Conditions and Instructions for Bidders, Special Provisions, Technical Specifications, and Addenda, if any, are made a part of this bid and all provisions thereof are accepted, and all representations and warranties required thereby are hereby affirmed.

Bids below include all applicable delivery charges, insurance, and all other costs, except applicable sales tax which shall be added separately on invoice, necessary for the furnishing of all equipment and the performance of all services called for under the Contract.

**CONTRACT NO. 2005-BT-9  
BUS AIR, FUEL & OIL FILTERS**

**CATEGORY A**

| Item No. | Manufacturer            | Part No.            | Brand and Part Number Offered | Estimated Annual Qty. (each) | Quantity Per Case | Unit Price Per Filter | Extended Price       |   |
|----------|-------------------------|---------------------|-------------------------------|------------------------------|-------------------|-----------------------|----------------------|---|
|          |                         |                     |                               |                              |                   |                       | 3792.00              |   |
| 1.       | Fram No.<br>Luber-finer | C175E<br>LFP 3845   | FRAM<br>C175E                 | 1200                         | 4                 | 3.16                  | ↓ <del>3792.00</del> | ✓ |
| 2.       | Fram No.<br>Luber-finer | CA3517<br>LAF9396   | FRAM<br>CA3517                | 920                          | 1                 | 20.22                 | 18602.40             | ✓ |
| 3.       | Fram No.<br>Luber-finer | CA 3518<br>LAF 9472 | FRAM<br>CA3518                | 120                          | 1                 | 19.83                 | 2379.60              | ✓ |
| 4.       | Fram No.<br>Luber-finer | CA6326<br>LAF 2100  | LUBERFINER<br>LAF2100         | 381                          | 1                 | 26.99                 | 10283.19             | ✓ |
| 5.       | Fram No.<br>Luber-finer | CA 7614<br>AF 1618  | FRAM<br>CA7614                | 420                          | 3                 | 2.59                  | 1087.80              | ✓ |
| 6.       | Fram No.<br>Luber-finer | FT-1134<br>T216     | FRAM<br>FT1134                | 60                           | 6                 | 6.98                  | 418.80               | ✓ |
| 7.       | Fram No.<br>Luber-finer | P1146G<br>LFP815FN  | FRAM<br>P1146G                | 1176                         | 6                 | 2.68                  | 3151.68              | ✓ |
| 8.       | Fram                    | G6348               | LUBERFINER<br>G562            | 24                           | 1                 | 4.17                  | 100.08               | ✓ |
| 9.       | Fram No.<br>Luber-finer | P1147G<br>LFP816FN  | FRAM<br>P1147G                | 1200                         | 6                 | 2.62                  | 3144.00              | ✓ |
| 10.      | Fram No.<br>Luber-finer | P3555A<br>LFP777B   | LUBERFINER<br>LFP777B         | 12                           | 6                 | 5.33                  | 63.96                | ✓ |

# Vehicle Maintenance Program

3595 N. Dixie Hwy Bay #7

Boca Raton, FL 33431

Golden Gate Bridge, Highway and Transportation District

(561) 362-6080 Fax: (561) 362-7994

sales@vmparts.com

| Item No. | Manufacturer               | Part No.            | Brand and Part Number Offered | Estimated Annual Qty. (each) | Quantity Per Case | Unit Price Per Filter | Extended Price |
|----------|----------------------------|---------------------|-------------------------------|------------------------------|-------------------|-----------------------|----------------|
| 11.      | Fram No. Luber-finer       | P3613 LFH4223       | LUBERFINER LFH4223            | 84                           | 6                 | 5.79                  | 486.36         |
| 12.      | Fram No. Luber-finer       | PCS5060G LFF8010    | LUBERFINER LFF8010            | 24                           | 12                | 5.01                  | 120.24         |
| 13.      | Fram No. Luber-finer       | PH3567 LFP449       | FRAM PH3567                   | 60                           | 12                | 4.05                  | 243.00         |
| 14.      | Fram No. Luber-finer       | PH3612 LFP911       | LUBERFINER LFP911             | 60                           | 6                 | 5.02                  | 301.20         |
| 15.      | Fram No. Luber-finer       | PH3786 LFP2286      | LUBERFINER LFP2286            | 480                          | 6                 | 4.18                  | 2006.40        |
| 16.      | Fram No. Luber-finer       | PH7405 LFP2160      | LUBERFINER LFP2160            | 3528                         | 6                 | 4.91                  | 17322.48       |
| 17.      | Fram No. Luber-finer       | PR3414 LFW4016      | FRAM PA3414                   | 72                           | 12                | 5.32                  | 383.04         |
| 18.      | Fram No. Luber-finer       | PR3753 LFW4013      | LUBERFINER LFW4013            | 120                          | 12                | 5.37                  | 644.40         |
| 19.      | Fram No. Luber-finer       | PR3908 LFW4071      | LUBERFINER LFW4071            | 434                          | 12                | 2.37                  | 1028.58        |
| 20.      | Detroit Diesel Luber-finer | 23521528 L3578FN    | LUBERFINER L3578FN            | 87                           | 12                | 3.47                  | 301.89         |
| 21.      | Luber-finer                | LFP3000             | LUBERFINER LFP3000            | 1915                         | 6                 | 10.26                 | 19647.90       |
| 22.      | Fleetguard Luber-finer     | LF9000 LFP9000      | LUBERFINER LFP9000            | 600                          | 6                 | 19.88                 | 11928.00       |
| 23.      | Luber-finer                | LFW 4075            | LUBERFINER LFW 4075           | 21                           | 12                | 7.35                  | 154.35         |
| 24.      | Luber-finer                | LAF 9544            | FRAM CA1599                   | 10                           | 1                 | 14.43                 | 144.30         |
| 25.      | Luber-finer                | LP 487              | FRAM C1678                    | 16                           | 12                | 2.20                  | 35.20          |
| 26.      | Fleetguard                 | WF 2074             | LUBERFINER LFW4074            | 19                           | 12                | 3.19                  | 60.61          |
| 27.      | Fram                       | PH 8690             | LUBERFINER LFP9000            | 386                          | 6                 | 19.85                 | 7662.10        |
| 28.      | Fram                       | PS 8048             | LUBERFINER LFP1000            | 107                          | 12                | 4.88                  | 522.16         |
| 29.      | Fleetguard                 | LFP 3970            | LUBERFINER LFP3970            | 10                           | 12                | 3.30                  | 33.00          |
| 30.      | Luber-finer Detroit Diesel | LFW4686 23507545    | LUBERFINER LFW 4686           | 384                          | 12                | 2.24                  | 860.16         |
| 31.      | Nelson                     | 83284E              | ---                           | 2400                         | ---               | ---                   | ---            |
| 32.      | Pen Ray Luber-finer        | NF2088 LFW6500      | LUBERFINER LFW6500            | 824                          | 12                | 15.11                 | 12450.64       |
| 33.      | Fleet Guard                | NG5900              | <del>LUBERFINER</del> (PS)    | 14                           | 1                 | 27.55                 | 385.70         |
| 34.      | Fram Fleetguard            | CA7113 AF25668      | FRAM CA7113                   | 180                          | 1                 | 28.13                 | 5063.40        |
| 35.      | Fram Baldwin Hastings      | CA1599 PA2525 AF594 | FRAM CA1599                   | 1200                         | 1                 | 14.43                 | 17316.00       |

**Golden Gate Bridge, Highway and Transportation District**

|     |                     |                |                      |     |    |       |                       |           |   |
|-----|---------------------|----------------|----------------------|-----|----|-------|-----------------------|-----------|---|
| 36. | WIX                 | 33481          | LUBER-FINER<br>33481 | 240 | 12 | 2.52  | 604.80                | ✓         |   |
| 37. | Fram<br>Luber-finer | PH13<br>PH1218 | FRAM<br>PH13         | 120 | 12 | 1.69  | 202.80                | ✓         |   |
| 38. | Luber-finer         | LAF398         | FRAM<br>LAF398       | 60  | 1  | 12.55 | 753.00                | ✓         |   |
| 39. | WIX                 | 46117          | LUBER-FINER<br>46117 | 12  | 3  | 2.31  | 27.72                 | ✓         |   |
|     |                     |                |                      |     |    |       | Grand Total Bid Price | 143712.94 | ✓ |

**CATEGORY B**

| Item No. | Manufacture              | Part No.         | Brand and Part Number Offered | Estimated Annual Qty. (each) | Quantity Per Case | Unit Price Per Filter | Extended Price |   |
|----------|--------------------------|------------------|-------------------------------|------------------------------|-------------------|-----------------------|----------------|---|
| 1.       | Detroit Diesel           | 23530573         | DETROIT DIESEL<br>23530573    | 740                          | 6                 | 13.39                 | 9908.60        | ✓ |
| 2.       | Detroit Diesel           | 23516489         | DETROIT DIESEL<br>23516489    | 890                          | 12                | 51.31                 | 45665.90       | ✓ |
| 3.       | Detroit Diesel           | 23533816         | DETROIT DIESEL<br>23533816    | 91                           | 12                | 13.73                 | 1249.43        | ✓ |
| 4.       | Fram                     | PH3612           | FRAM<br>PH3612                | 500                          | 6                 | 5.45                  | 2725.00        | ✓ |
| 5.       | Fleetguard               | AF25899          | FLEETGUARD<br>AF25899         | 600                          | 1                 | 38.97                 | 23382.00       | ✓ |
| 6.       | Fram                     | P3613            | FRAM<br>P3613                 | 100                          | 6                 | 5.80                  | 580.00         | ✓ |
| 7.       | Fram                     | P1147G           | FRAM<br>P1147G                | 1200                         | 6                 | 2.62                  | 3144.00        | ✓ |
| 8.       | Fram                     | P1146G           | FRAM<br>P1146G                | 1200                         | 6                 | 2.68                  | 3216.00        | ✓ |
| 9.       | Nelson(or)<br>Fleetguard | 83284D<br>HF6238 | ELECTROAMP<br>HF6238          | 2400                         | 6                 | 6.07                  | 14568.00       | ✓ |
| 10.      | Donaldson                | P552100          | DONALDSON<br>P552100          | 740                          | 6                 | 26.97                 | 19957.80       | ✓ |
| 11.      | Donaldson                | P550467          | DONALDSON<br>P550467          | 91                           | 12                | 7.83                  | 712.53         | ✓ |
| 12.      | Donaldson                | P552088          | DONALDSON<br>P552088          | 890                          | 1                 | 36.81                 | 32760.90       | ✓ |
| 13.      | Donaldson                | P782998          | DONALDSON<br>P782998          | 600                          | 1                 | 22.47                 | 13482.00       | ✓ |

Total 171352.16  
143712.94

Prompt Payment Cash Discount 0% 30 Days

Prices quoted shall not include California sales or use taxes. Applicable sales or use taxes should be added to the invoice. Total 35,065.10

Bidders are reminded that the Unit Price on the Bid Form represents the price per individual filter, NOT the case price. The Extended Price is the Estimated Annual Quantity multiplied by the Unit Price per Filter.

Check here if entity is a Disadvantaged Business Enterprise (DBE) and include a copy of the firm's DBE Certification, if applicable.

The Bid Form must be signed on Page BF-4 in accordance with General Condition 3 and Special Provision 1.3. Bids submitted in any other form will be considered non-responsive and may be rejected.

**Vehicle Maintenance Program:**  
3595 N. Dixie Hwy Bay #7  
Boca Raton, FL 33437  
(561) 362-6080 Fax. (561) 362-1942  
sales@vmparts.com

**CONTRACT NO. 2005-BT-9  
BUS AIR, FUEL & OIL FILTERS**

**MANDATORY SIGNATURE(S)  
(See General Condition 3 and Special Provision 1.3)**

Name under which business is conducted: VEHICLE MAINTENANCE PROGRAM, INC  
Business address: 3595 N. DIXIE HWY BAY #7 BOCA RATON FL 33431  
Telephone number: 561-362-6080 Fax number: 561-362-7994

**IF SOLE OWNER, Sign here:**

I sign as sole owner of the business named above:

**IF PARTNERSHIP, one or more partners sign here:** The undersigned certify that we are partners in the business named above and that we sign this Contract proposal with full authority so to do.

**IF CORPORATION, two corporate officers sign here:** The undersigned certify that they sign this Contract proposal with full and proper authorization so to do.

Corporate Name: VEHICLE MAINTENANCE PROGRAM, INC  
By: Greg M. Bruns Title: President  
\*By: Greg M. Bruns Title: Secretary  
Incorporated under the laws of the State of Florida  
(Corporate Seal)

\*Two corporate officers must sign on behalf of the corporation as follows: (1) Chairman of the Board, President, or Vice President; and (2) Secretary, Assistant Secretary, Chief Financial Officer, or Assistant Financial Officer. In the alternative, this Bid may be executed by a single officer or a person other than an officer provided that evidence satisfactory to the District is provided, demonstrating that such individual is authorized to bind the corporation (e.g., a copy of a certified resolution from the corporation's board or a copy of the corporation's bylaws). *See attached documentation*

**IF JOINT VENTURE, officers of each participating firm sign here:** The undersigned certify that they sign this Contract proposal with full and proper authorization so to do:

Joint Venture Name composed of: \_\_\_\_\_  
By \_\_\_\_\_ Title \_\_\_\_\_  
By \_\_\_\_\_ Title \_\_\_\_\_

**CONTRACT NO. 2005-BT-9  
BUS AIR, FUEL & OIL FILTERS**

**ACKNOWLEDGMENT OF INSURANCE REQUIREMENTS**

Bidder acknowledges that it has fully considered, and will comply with, the insurance requirements that are set forth below, and which are more particularly described in Special Provision Section 2.5. Bidder further represents that it has obtained a commitment from an insurance company or companies to provide the below listed coverage, if the Contract is awarded to it:

1. Commercial General Liability insurance, including Products Liability in the minimum amount of \$1 million each occurrence/\$2 million annual aggregate.
2. Automotive Liability insurance in the minimum amount of \$1 million each accident.
3. Workers' Compensation insurance in compliance with the laws of the State of California, and Employers' Liability Insurance in the amount of \$1,000,000 per accident or disease. A waiver of subrogation endorsement, using the form attached, must accompany the policy.

Vehicle Maintenance Program Firm Name

Penny M. Brooks Signature of Authorized Official

Penny M. Brooks, President Name and Title of Authorized Official

3/17/05 Date

**CONTRACT NO. 2005-BT-9  
BUS AIR, FUEL & OIL FILTERS**

**BUY AMERICA CERTIFICATE  
(Steel, Iron or Manufactured Products)**

SELECT AND COMPLETE ONLY ONE OF THE FOLLOWING CERTIFICATIONS:

Certificate of Compliance with 49 U.S. C. 5323(j)(1)

The Bidder hereby certifies that it will meet the requirements of 49 U.S.C. 5323(j)(1) and the applicable regulations in 49 CFR Part 661.

Valley Mountain Corp Firm Name

Penny M. Brooks Signature of Authorized Official

Penny M. Brooks, President Name and Title of Authorized Official

3/17/05 Date

Certificate of Non-Compliance with 49 U.S.C. 5323(j)(1)

The Bidder hereby certifies that it cannot comply with the requirements of 49 U.S.C. 5323(j)(1), but it may qualify for an exception pursuant to 49 U.S.C. 5323(j)(2)(B) or (j)(2)(D) and the regulations in 49 CFR 661.7.

\_\_\_\_\_ Firm Name

\_\_\_\_\_ Signature of Authorized Official

\_\_\_\_\_ Name and Title of Authorized Official

\_\_\_\_\_ Date

**CONTRACT NO. 2005-BT-9  
BUS AIR, FUEL & OIL FILTERS**

**LOBBYING CERTIFICATION FOR CONTRACTS GRANTS, LOANS AND  
COOPERATIVE AGREEMENTS (Pursuant to 49 CFR Part 20, Appendix A)**

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal Contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal Contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for making lobbying contacts to an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal Contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form--LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions and as amended by "Government wide Guidance for New Restrictions on Lobbying," 61 Fed. Reg. 1413 (1/19/96).

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and Contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by 31 U.S.C. § 1352 (as amended by the Lobbying Disclosure Act of 1995). Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

The Bidder, *Viktor Kautz* certifies or affirms the truthfulness and accuracy of each statement of its certification and disclosure, if any. In addition, the Bidder understands and agrees that the provisions of 31 U.S.C. A 3801, et. seq. apply to this certification and disclosure, if any.

*Penny M. Bevors* Signature of Authorized Official  
*Penny M. Bevors, President* Name and Title of Authorized Official

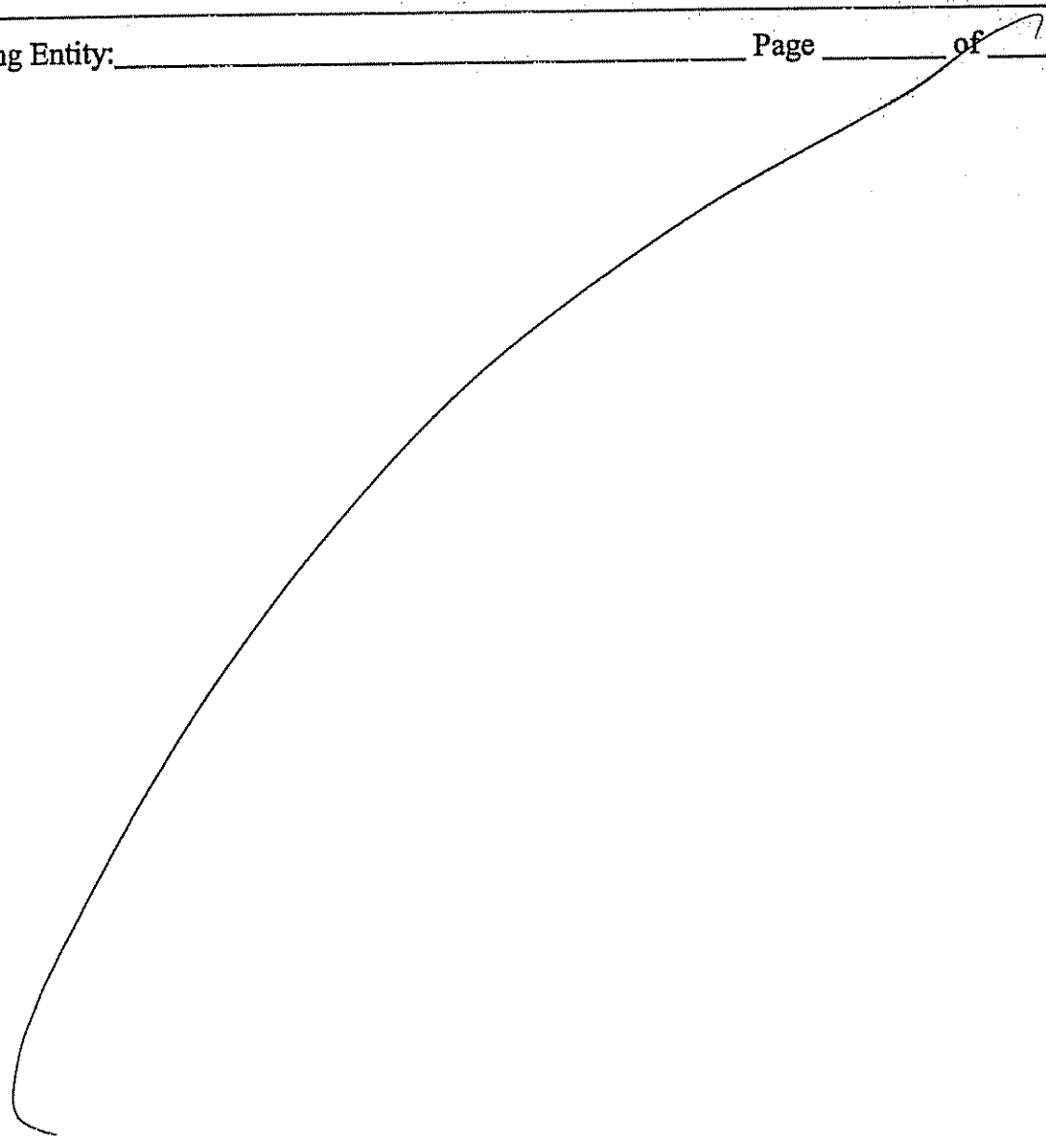
*2/17/05* Date





**DISCLOSURE OF LOBBYING ACTIVITIES**  
CONTINUATION SHEET

Reporting Entity: \_\_\_\_\_ Page \_\_\_\_\_ of \_\_\_\_\_



Authorized for Local Reproduction

Standard Form – LLL-A

BILLING CODES 3410-01-C; 6450-01-C; 6690-01-C;  
8025-01-C; 7510-01-C; 3510-FE-C; 8120-01-C; 4710-24-  
C; 6116-01-C; 6051-01-C; 8230-01-C; 3210-01-C; 4210-  
32-C; 4410-18-C; 4510-23-C; 4810-25-C; 3001-01-C;  
4000-01-C; 3820-01-C; 6560-50-C; 6820-61-C; 4310-RF-  
C; 6718-01-C; 4150-04-C; 7555-01-C; 7537-01-C; 7536-  
01-C; 6050-28-C; 4910-62-C

## Golden Gate Bridge, Highway and Transportation District

### INSTRUCTIONS FOR COMPLETION OF SF-LLL, DISCLOSURE OF LOBBYING ACTIVITIES

This disclosure form shall be completed by the reporting entity, whether subawardee or prime Federal recipient, at the initiation or receipt of a covered Federal action, or a material change to a previous filing pursuant to title 31 U.S.C. section 1352. The filing of a form is required for each payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a covered Federal action. Use the SF-LLL-A Continuation Sheet for additional information if the space on the form is inadequate. Complete all items that apply for both the initial filing and material change report. Refer to the implementing guidance published by the Office of Management and Budget for additional information.

1. Identify the type of covered Federal action for which lobbying activity is and/or has been secured to influence the outcome of a covered Federal action.
2. Identify the status of the covered Federal action.
3. Identify the appropriate classification of this report. If this is a follow-up report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered Federal action.
4. Enter the full name, address, city, state and zip code of the reporting entity. Include Congressional District, if known. Check the appropriate classification of the reporting entity that designates if it is, or expects to be a prime or subaward recipient. Identify the tier of the subawardee, e.g., the first subawardee of the prime is the 1st tier. Subawards include but are not limited to subcontracts, subgrants and contract awards under grants.
5. If the organization filing the report in item 4 checks "Subawardee", then enter the full name, address, city, state and zip code of the prime Federal recipient. Include Congressional District, if known.
6. Enter the name of the Federal agency making the award or loan commitment. Include at least one organizational level below agency name, if known. For example, Department of Transportation, United States Coast Guard.
7. Enter the Federal program name or description for the covered Federal action (item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans, and loan commitments.
8. Enter the most appropriate Federal identifying number available for the Federal action identified in item 1 (e.g., Request for Proposal (RFP) number; Invitation for Bid (IFB) number; grant announcement number; the contract, grant, or loan award number; the application/proposal control number assigned by the Federal agency). Include prefixes, e.g., "RFP-DE-90-001."
9. For a covered Federal action where there has been an award or loan commitment by the Federal agency, enter the Federal amount of the award/loan commitment for the prime entity identified in item 4 or 5.
10. (a) Enter the full name, address, city, state and zip code of the lobbying entity engaged by the reporting entity identified in item 4 to influence the covered Federal action.  
(b) Enter the full names of the individual(s) performing services, and include full address if different from 10 (a).  
Enter Last Name, First Name, and Middle Initial(MI).
11. Enter the amount of compensation paid or reasonably expected to be paid by the reporting entity (item 4) to the lobbying entity (item 10). Indicate whether the payment has been made (actual) or will be made (planned). Check all boxes that apply. If this is a material change report, enter the cumulative amount of payment made or planned to be made.
12. Check the appropriate box(es). Check all boxes that apply. If payment is made through an in-kind contribution, specify the nature and value of the in-kind payment.
13. Check the appropriate box(es). Check all boxes that apply. If other, specify nature.
14. Provide a specific and detailed description of the services that the lobbyist has performed, or will be expected to perform, and the date(s) of any services rendered. Include all preparatory and related activity, not just time spent in actual contact with Federal officials. Identify the Federal official(s) or employee(s) contacted or the officer(s), employee(s), or Member(s) of Congress that were contacted.
15. Check whether or not a SF-LLL-A Continuation Sheet(s) is attached.
16. The certifying official shall sign and date the form, print his/her name, title, and telephone number.

Public reporting burden for this collection of information is estimated to average 30 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0046), Washington, D.C. 20503.

**CONTRACT NO. 2005-BT-9  
BUS AIR, FUEL & OIL FILTERS**

**CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND  
VOLUNTARY EXCLUSION (Pursuant to 49 CFR Part 29, Appendix B)**

- (A) By signing and submitting this proposal, the Bidder is providing the signed certification set out below.
- (1) The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
  - (2) The Bidder shall provide immediate written notice to the Golden Gate Bridge, Highway and Transportation District if at any time the Bidder learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
  - (3) The terms "*covered transaction*," "*debarred*," "*suspended*," "*ineligible*," "*lower tier covered transaction*," "*participant*," "*person*," "*primary covered transaction*," "*principal*," "*proposal*," and "*voluntarily excluded*," as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549 (49 CFR Part 29). You may contact the Golden Gate Bridge, Highway and Transportation District for assistance in obtaining a copy of those regulations.
  - (4) The Bidder agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized in writing by the department or agency with which this transaction originated.
  - (5) The Bidder further agrees by submitting this proposal that it will include the clause entitled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion", as set out below in Subsection (B), in all subcontracts and in all solicitations for lower tier covered transactions as modified to identify the subcontractor.
  - (6) A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by

Golden Gate Bridge, Highway and Transportation District

which it determines the eligibility of its principals. Each participant may, but is not required to, check the Nonprocurement List issued by U.S. General Service Administration.

(7) Nothing contained in the foregoing shall be construed to require establishment of system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

(8) Except for transactions authorized under Paragraph 4 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to all remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies including suspension and/or debarment.

(B) Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transaction

(1) The Bidder certifies, by submission of this bid or proposal, that neither it nor its "principals," as defined at 49 C.F.R. § 29.105(p), is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

(2) If Bidder is unable to certify to the statements in this certification, Bidder shall attach an explanation to this proposal.

Vehle-Kutter-Logan Firm Name

Penny M. Brooks Signature of Authorized Official

Penny M. Brooks, Secret Name and Title of Authorized Official

3/17/05 Date

**CONTRACT NO. 2005-BT-9  
BUS AIR, FUEL & OIL FILTERS**

**ACKNOWLEDGEMENT OF ADDENDA**

The undersigned Bidder acknowledges receipt of the following addenda, if issued, to the Bid Documents. If none received, write "None Received."

Addendum No. 1, dated Feb 22, 2005

Addendum No. 2, dated Mar 3, 2005

Addendum No.     , dated                     

Kelley Martin Payne Firm Name

Penny M. Brooks Signature of Authorized Official

Penny M. Brooks, President Name and Title of Authorized Official

3/17/05 Date

**DOCUMENTS TO ACCOMPANY BID:**

- Acknowledgement of Insurance Requirements
- Bay America Certificate
- Lobbying Certification
- Debarment and Suspension Certificate
- Acknowledgement of Addenda
- N/A Copy of DBE Certificate, if applicable

**Vehicle Maintenance Program**  
3595 N. Dixie Hwy Bay #7  
Boca Raton, FL 33431  
(561) 362-6080 Fax: (561) 362-7994  
sales@vmpparts.com

**VEHICLE MAINTENANCE PROGRAM, INC.**  
**3595 N. Dixie Highway Bay #7**  
**Boca Raton, FL 33431**  
**(561) 362-6080 FAX (561) 362-7994**

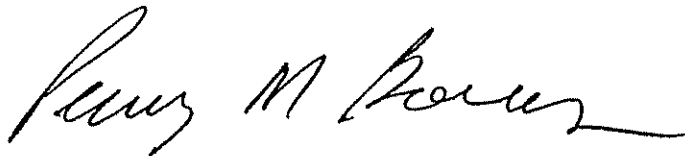
March 17, 2005

To: Golden Gate Bridge Highway & Transportation District

Re: Contract No. 2005-BT-9 Bus Air, Fuel & Oil Filters

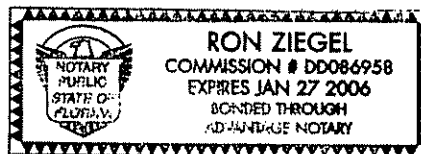
This is to confirm that I, Penny M. Brooks hold all corporate offices and all positions on the board of directors of Vehicle Maintenance Program, Inc.

Penny M. Brooks, President



Notary

*Rj* 3-16-05



Penny M. Brooks  
President, VMP Inc.

VEHICLE MAINTENANCE PROGRAM, INC.  
WAIVER OF NOTICE OF SPECIAL MEETING OF STOCKHOLDERS

I, the undersigned, being the sole stockholder of Vehicle Maintenance Program, Inc., do hereby waive notice of the time, place and purpose of the Special Meeting of the Stockholders.

I hereby designate the 29th day of September, 1988, at 10 o'clock a.m., as the time, and 6110 Executive Boulevard, Suite 500, Rockville, Maryland 20852, as the place of the meeting. The purpose of the meeting is to elect a board of directors of the corporation, and for such other business as may come before the shareholders.

I hereby waive all the requirements of the laws of the State of Maryland, both as to notice and publication of the time, place and purpose of the meeting.

DATE: 9/29/88

Penny M. Brooks  
Penny M. Brooks

RECEIVED  
M.B.E.A.O.  
FEB 13 8 20 AM '89



VEHICLE MAINTENANCE PROGRAM, INC.  
MINUTES OF SPECIAL MEETING OF STOCKHOLDERS

A special meeting of the stockholders of Vehicle Maintenance Program, Inc., a corporation created and existing under the laws of the State of Maryland, was held at 6110 Executive Boulevard, Suite 500, Rockville, Maryland 20852, at 10 o'clock a.m., on September 29, 1988, pursuant to a Waiver of Notice signed by the sole Stockholder.

The sole Stockholder agreed to the following resolution:

RESOLVED: That the following person be elected as Director of the corporation for the ensuing year or until her successor is duly elected:

PENNY M. BROOKS

There being no further business to be presented to the sole Stockholder of the corporation, and upon motion duly made, the meeting was thereupon adjourned.

*Penny M. Brooks*  
\_\_\_\_\_  
Stockholder

DATE: 9/29/88

RECEIVED  
M.B.E.A.O.  
FEB 15 3 40 PM '91

WRITTEN CONSENT IN LIEU OF SPECIAL MEETING  
OF BOARD OF DIRECTORS OF  
VEHICLE MAINTENANCE PROGRAM, INC.

In lieu of a Special Meeting of the Board of Directors of Vehicle Maintenance Program, Inc., on September 29, 1988, the Board of Directors of the Corporation, in accordance with the provisions of the annotated Code of Maryland, C&A 2-408, agrees to the following resolutions:

RESOLVED: That the actions, acts and transactions of the Officers of the Corporation and their conduct of corporation affairs during the period between the date of incorporation and the date hereof, be, and hereby are, approved.

RESOLVED: That the following persons shall serve as Officers of the Corporation until the next Annual Meeting of the Board of Directors or until their successors are chosen and qualified:

PRESIDENT: Penny M. Brooks

SECRETARY: Penny M. Brooks

TREASURER: Penny M. Brooks

RESOLVED: That the resident agent of the corporation shall be Penny M. Brooks, a resident of the State of Maryland. The residence address of said Penny M. Brooks is 12012 Starview Court, Potomac Maryland, and her business address is 6110 Executive Boulevard, Suite 500, Rockville, Maryland 20852.

RECEIVED  
M.B.E.A.O.  
FEB 13 8 30 AM '91

RESOLVED; That the principal office of the corporation shall be 6110 Executive Boulevard, Suite 500, Rockville, Maryland 20852.

The sole director, by signing this consent, waives notice of the time, place and purpose of the Special Meeting of the Board of Directors and agrees to the transactions of business at said Special Meeting of the Board of Directors, by unanimous consent in lieu of such meeting.

APPROVED:

  
Penny M. Brooks

DATED: 9/29/88

FEB 19 9 00 AM '91  
RECEIVED  
M.B.E.A.O.

# FORMAL BID PROCUREMENT SCHEDULE

(\$100,000 and Under)

Attached are final Bid Documents and Bidders' List for this Contract. Bid Documents were mailed to prospective bidders on January 25, 2005.



| Item   | Furnish Information & Dates   |
|--|---|
| Date Requisition was authorized for proceeding with procurement:   | July 23, 2004   |
| Contract Number:   | 2005-BT-9   |
| Contract Title:  | Bus Air, Fuel & Oil Filters   |
| Division:  | Bus   |
| Budgeted Amount:   | \$16,000 FY 2005  |
| District Funded (Please specify yes or no and percentage):   | 100%  |
| Grant Funded (Please specify yes or no and percentage):  | N/A   |
| Job Number:  |   |
| Grant Contract Number(s) (Must be included in contract title):   | Federal<br>Other  |
|  | N/A   |
| Date of Issuance of Draft Bid Documents:   | December 22, 2004   |
| Copies of final document sent to:<br>Office of Primary Interest:<br>Deputy General Manager<br>District Services Director<br>DBE Program Administrator<br>Secretary of the District w/extra five copies<br>Attorney<br>Capital and Grants Manager (If grant funded or capital item) | Gene Walker<br>Jay Brewer<br>Susan Chiaroni<br>Lori Murray<br>Aida Caputo<br>Jan Tarantino<br>Madeline Chun<br>Kristin Lamson<br>RTCC Members (4) |
| Date changes/revisions needed by: (Minimum 2 weeks review)   | January 12, 2005  |
| Tentative legal advertising dates (Notice must be published once a week for two consecutive weeks with 5 days between the publication dates. Send to Secretary at least 7 days prior to mailing.):   | January 25, 2005  |
| Applicable Purchasing Department mails Bid documents:  | January 25, 2005  |
| Pre-Bid conference, if applicable:   | N/A   |
| Approved equals/request for clarifications or modifications due:   | February 11, 2005   |
| District's response to approved equals/clarification or modifications due:   | February 22, 2005   |
| Send Bid Form to District Secretary's office one week prior to bid opening:  | March 1, 2005   |
| Bid opening date (30 days after the first advertising date):   | March 8, 2005   |
| District Secretary sends Bid results to Attorney and staff for review:   | March 9, 2005   |
| Staff and Attorney completion of review of Bids:<br>(Attorney and DBE Administrator send their review letters to District Secretary)   | March 15, 2005  |
| Office of Primary Interest sends award recommendation to District Secretary:<br>(Auditor-Controller must concur if amount is greater than requisition amount.)   | March 22, 2005  |
| District Secretary sends to General Manager Staff and Attorney's recommendation.   | March 23, 2005  |
| General Manager's concurrence with the award recommendation:   | March 29, 2005  |
| District Secretary sends notice of award recommendation to all bidders:  | March 31, 2005  |
| Applicable Purchasing Department sends Agreement electronically to District Secretary's Office:  | March 31, 2005  |
| District Secretary mails Contract Agreement for execution to Contractor no earlier than 3 calendar days after notice of award recommendation is sent to bidders:   | April 5, 2005   |
| Contract is returned to the District by the Contractor: (Contractor has 8 days to return Contract and insurance certificates, if applicable)   | April 13, 2005  |
| Contract is signed by General Manager, District Secretary and Attorney:  | April 15, 2005  |
| District Secretary sends the executed contract and notice to proceed to Contractor, Notice to Proceed should be effective April 15, 2005:  | April 15, 2005  |

**Attachments: Bid Documents and Bidders' List**

# Filters

| Vendor Name                    | address  | BusPhone     | Fax Phone    | BusExt | RepName               | DBE                                 |
|--------------------------------|--|--------------|--------------|--------|-----------------------|-------------------------------------|
| All American Air Filters, Inc. | 1871 South Dixie Hwy #29<br>Pompano Beach, FL 33060-8948 | 954-785-1926 | 954-785-1991 |        | Beckyjo Bean          | <input checked="" type="checkbox"/> |
| American Moving Parts          | 695 South Santa Fe Ave.<br>Los Angeles Ca 90021          | 213-627-9921 | 213-627-9933 |        | Carl R. Walker        | <input type="checkbox"/>            |
| American Transit Supply        | 720 Whitney Street<br>San Leandro CA 94577               | 510-635-2001 | 510-635-2015 |        | Richard Beito / Bruce | <input type="checkbox"/>            |
| Art's Parts                    | 86 Hamilton Drive<br>Novato CA 94949                     | 415-883-8060 | 415-883-1939 |        | Scott Royal           | <input type="checkbox"/>            |
| Auto Diesel Electric           | 1150 Matley Lane<br>Reno NV 89502                        | 800-648-1810 | 775-329-0447 | 3446   | Greg King             | <input type="checkbox"/>            |
| Bayshore International         | 24353 Clawiter Road<br>Hayward, CA 94545                 | 510-264-5200 | 510-264-5298 |        | Jon Loberg            | <input type="checkbox"/>            |

| Vendor Name                 | address       | BusPhone     | Fax Phone               | BusExt | RepName             | DBE                                 |
|-----------------------------|---------------|--------------|-------------------------|--------|---------------------|-------------------------------------|
| Buchanan Auto Electric      |               | 510-452-4025 | 510-452-4027            |        | Hank Andreotti & Ga | <input checked="" type="checkbox"/> |
| 2300 Mandela Parkway        |               |              | Batteries,Bulbs,Filters |        |                     |                                     |
| Oakland                     | CA 94607      |              |                         |        |                     |                                     |
| CLF                         |               | 510-357-6448 |                         |        |                     | <input type="checkbox"/>            |
| 2783 Teagarden Street       |               |              |                         |        |                     |                                     |
| San Leandro,                | CA 94577      |              |                         |        |                     |                                     |
| Cummins West, Inc.          |               | 510-347-6663 | 510-347-6190            |        | Jerry Moeckel       | <input type="checkbox"/>            |
| 14775 Wicks Blvd.           |               |              |                         |        |                     |                                     |
| San Leandro                 | CA 94577-6779 |              |                         |        |                     |                                     |
| Diamond Filter Service      |               | 714-970-9758 | 714-970-9759            |        | Sally Stacy         | <input type="checkbox"/>            |
| 5150 E. La Palma Suite 109  |               |              |                         |        |                     |                                     |
| Anaheim                     | CA 92807      |              |                         |        |                     |                                     |
| Gillig Corporation          |               | 800-735-1500 | 510-887-0981            |        | Dave Schaible       | <input type="checkbox"/>            |
| 25800 Clawiter Road         |               |              |                         |        |                     |                                     |
| Hayward                     | CA 94545      |              |                         |        |                     |                                     |
| Heavy Equipment Parts, Inc. |               | 510-293-6100 | 510-785-0615            |        | Drake Collins       | <input type="checkbox"/>            |
| 2416 Radley Court #4        |               |              |                         |        |                     |                                     |
| Hayward                     | CA 94545      |              |                         |        |                     |                                     |

| Vendor Name address  | BusPhone     | Fax Phone               | BusExt | RepName              | DBE                      |
|--|--------------|-------------------------|--------|----------------------|--------------------------|
| Holt Distributing<br>2246 S. Railroad Ave.<br>Fresno CA 93721                  | 559-266-8349 | 559-266-2236<br>Filters |        | Russ Riley           | <input type="checkbox"/> |
| MCI Service Parts, Inc.<br>105 E. Oakton<br>Des Plaines IL 60018               |              |                         |        | Attn: Bid Department | <input type="checkbox"/> |
| MCI Service Parts, Inc.<br>1700 E. Golf Road<br>Schaumburg IL 60173            | 800-637-5667 | 800-525-4569            |        | Karen P. Honeysett   | <input type="checkbox"/> |
| Mohawk Manufacturing & Supply Co.<br>7200 N. Oak Park Avenue<br>Niles IL 60714 | 800-323-7652 | 847-647-1499            | 206    | Robert L. Brown      | <input type="checkbox"/> |
| Muncie Transit Supply<br>3720 S. Madison Street<br>Muncie IN 47302             | 800-428-8610 | 765-286-0164            |        | Hank Helmbrecht      | <input type="checkbox"/> |
| NABI<br>2 Frank Albert Road, Ste C100<br>Fife, WA 98424                        | 888-922-5152 | 253-922-5191            |        | Jordan Helpap        | <input type="checkbox"/> |

| Vendor Name                       | address       | BusPhone     | Fax Phone                 | BusExt | RepName             | DBE                                 |
|-----------------------------------|---------------|--------------|---------------------------|--------|---------------------|-------------------------------------|
| New Flyer Parts                   |               | 800-665-2637 | 800-745-5368              |        |                     | <input type="checkbox"/>            |
| 25 Debaets Street                 |               |              |                           |        |                     |                                     |
| Winnipeg Manitoba                 | R2J 4G5       |              |                           |        |                     |                                     |
| Orion Bus Industries, Inc.        |               | 905-403-1111 | 800-297-5249              |        | Tom Peca            | <input type="checkbox"/>            |
| 350 Hazelhurst Road               |               |              |                           |        |                     |                                     |
| Mississauga                       | ON L5J 4T8    |              |                           |        |                     |                                     |
| Pacific Holding/Bay Area Kenworth |               | 510-836-6100 | 510-836-2270              | 123    | Larry Orosco        | <input type="checkbox"/>            |
| 425 Market Street                 |               |              |                           |        |                     |                                     |
| Oakland                           | CA 94607      |              |                           |        |                     |                                     |
| Patterson Parts, Inc.             |               | 415-206-9181 | 415-206-9810              |        | Tom Mahley or Ellie | <input checked="" type="checkbox"/> |
| 745 Cesar Chavez                  |               |              | Batteries, Bulbs, Filters |        |                     |                                     |
| San Francisco                     | CA 94124-1211 |              |                           |        |                     |                                     |
| Stewart & Stevensen               |               | 510-635-8991 | 510-635-9281              |        | Mike Sanford        | <input type="checkbox"/>            |
| 1755 Adams Avenue                 |               |              |                           |        |                     |                                     |
| San Leandro                       | CA 94577      |              |                           |        |                     |                                     |
| Vehicle Maintenance Program, Inc. |               | 561-362-6080 | 561-362-7994              |        | Penny Brooks        | <input checked="" type="checkbox"/> |
| 3595 N. Dixie Hwy. Bay #7         |               |              |                           |        |                     |                                     |
| Boca Raton                        | FL 33431      |              |                           |        |                     |                                     |





# **GOLDEN GATE BRIDGE**

## **HIGHWAY & TRANSPORTATION DISTRICT**

**P.O. Box 9000, Presidio Station, San Francisco, California 94129-0601**

**CONTRACT NO. 2005-BT-9**  
***BUS AIR, FUEL & OIL FILTERS***

### **KEY DATES**

|   |   |
|---|---|
| <b>Date Issued:</b>   | <b>Tuesday, January 25, 2005</b>        |
| <b>Request for Approved Equals:</b>                         | <b>Friday, February 11, 2005</b>        |
| <b>District's Response to Requests for Approved Equals:</b> | <b>Tuesday, February 22, 2005</b>       |
| <b>Bids Due:</b>  | <b>Tuesday, March 8, 2005 2:00 P.M.</b> |

**GOLDEN GATE BRIDGE, HIGHWAY AND TRANSPORTATION DISTRICT**

**NOTICE INVITING SEALED BIDS**

**NOTICE IS HEREBY GIVEN** that sealed bids will be received by the Office of the Secretary of the District, Golden Gate Bridge, Highway and Transportation District (District), on behalf of four (4) member agencies of the Regional Transit Coordinating Council (RTCC), at its mailing address, P.O. Box 9000, Presidio Station, San Francisco, California 94129-0601, or by delivery to its office at the Administration Building, Toll Plaza, Golden Gate Bridge, San Francisco, California, on **Tuesday, March 8, 2005**, until **2:00 p.m., Pacific Local Time**, at which time bids will be publicly opened and read for the following:

**CONTRACT NO. 2005-BT-9**  
***BUS AIR, FUEL & OIL FILTERS***

The District seeks bids to furnish Bus Air, Fuel & Oil Filters to the RTCC agencies. Bids shall be submitted on the District's "Bid Form" and enclosed in a sealed envelope marked "**BUS AIR, FUEL & OIL FILTERS, CONTRACT NO. 2005-BT-9,**" and plainly endorsed with bidder's name and address.

The District hereby notifies all bidders that it is the policy of the District to ensure nondiscrimination on the basis of race, color, sex, or national origin in the award and administration of contracts that it awards. For Disadvantaged Business Enterprise (DBE) assistance, contact Aida S. Caputo, DBE Program Administrator, at (415) 257-4538.

Request for approved equals (with samples), modifications, or clarifications of any requirement must be submitted in writing by **Friday, February 11, 2005**.

This Contract may be subject to financial assistance from the U.S. Department of Transportation. Bidders will be required to certify that they have not been suspended or debarred from participation in federally-funded contracts. Bidders must also disclose lobbying activities. Full compliance with all applicable Safety and Health Standards, DBE requirements, Equal Employment Opportunity, and Americans with Disabilities Act laws and regulations will be required of the successful Bidder.

Bids will be examined within ninety (90) days after the bids have been opened. The District reserves the right to reject any and all bids or to waive any irregularities or informalities in any bid or in the bidding procedure, or to postpone the bid opening for good cause. No bidder may withdraw its bid for a period of ninety (90) days after the date of opening of the bids. Each bidder will be notified of award of contract, if award is made.

Contract Documents may be inspected and obtained at the Office of the Secretary of the District, Toll Plaza, Golden Gate Bridge, San Francisco, California, telephone (415) 923-2223 or facsimile (415) 923-2013. Attention is directed to both the General Conditions and Instructions for Bidders and Special Provisions, as well as the Technical Specifications appearing within the Contract Documents.

For additional information, bidders should contact Nicole Gilardi, Acting Senior Buyer, Golden Gate Transit, at (415) 257-4455.



\_\_\_\_\_  
Janet S. Tarantino  
Secretary of the District

Dated at San Francisco, California, this 25 day of January, 2005

CONTRACT NO. 2005-BT-9  
BUS AIR, FUEL & OIL FILTERS

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**Golden Gate Bridge, Highway and Transportation District**

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**GENERAL CONDITIONS AND INSTRUCTIONS FOR BIDDERS**

**CONTRACT NO. 2005-BT-9  
BUS AIR, FUEL & OIL FILTERS**

**GENERAL CONDITIONS AND INSTRUCTIONS FOR BIDDERS**

As a member of the Regional Transit Coordinating Council (RTCC) of the San Francisco Bay Area, and in an effort to achieve the maximum benefits of collective procurement, the Golden Gate Bridge, Highway and Transportation District, for itself and as agent for each of the participating Member Agencies listed below hereby solicits bids for the following requirements:

Furnish, as required in quantities and at times as ordered during the period of the Contract, **BUS AIR, FUEL & OIL FILTERS** to the below listed participating Agencies in accordance with the terms and conditions of these Contract Documents.

**ALAMEDA CONTRA COSTA TRANSIT DISTRICT (ACT)**

**CENTRAL CONTRA COSTA TRANSIT AUTHORITY (CCCTA)**

**GOLDEN GATE BRIDGE, HIGHWAY AND TRANSPORTATION DISTRICT (GGT)**

**MONTEREY-SALINAS TRANSIT (MST)**

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT (SCMTD)**

These General Conditions and Instructions for Bidders apply to all bidding, except insofar as they may be modified by the Special Provisions, Technical Specifications, or Bid Forms. In the event of any discrepancies or inconsistencies between the Special Provisions, Technical Specifications or Bid Forms and the General Conditions and Instructions for Bidders, the Special Provisions and Technical Specifications will govern over the General Conditions and Instructions for Bidders.

The rights and obligations offered in this Contract shall be offered equally to all participating RTCC Agencies. Except for those provisions relating to the procurement process and the initial award of contract by the District to the lowest responsible bidder, all references to the District shall refer to each participating RTCC Agency. Each RTCC Agency shall issue individual Contracts or Purchase Orders based on these specifications that shall specify its own quantity and delivery requirements and shall make its payments directly to the Contractor who agrees to look solely to such agency for compensation. Any termination or modification of contractual commitments, in whole or in part, with individual RTCC Agencies whether mutually agreed to or by remedy at law, shall in no way relieve the Contractor of any such contractual obligations to the remaining RTCC Agencies under their individual contracts.

1. **Definition of Terms.** Whenever in the bid or Contract Documents the following terms or pronouns in place of them or abbreviations are used, the intent and meaning shall be interpreted as follows:

“RTCC” means Regional Transit Coordinating Council and is comprised of:

Alameda-Contra Costa Transit District (ACT)  
Central Contra Costa Transit Authority (CCCTA)  
Golden Gate Bridge, Highway and Transportation District (GGT)  
Monterey-Salinas Transit (MST)  
Santa Cruz Metropolitan Transit District (SCMTD)

“District” means Golden Gate Bridge, Highway and Transportation District.

“Board,” “Director,” “Directors,” or “Board of Directors” means Golden Gate Bridge, Highway and Transportation District Board of Directors or members thereof.

“Secretary” means the Secretary of Golden Gate Bridge, Highway and Transportation District.

“General Manager” means General Manager of Golden Gate Bridge, Highway and Transportation District.

“Contractor” means the successful Bidder to whom a Contract is awarded.

“Written Order” means a written order signed by the President and Secretary of the District, or properly authorized representative or agent, mailed to the Contractor at the address designated in its bid, or to such other address as it may designate in writing as its official place of business.

“Bid Documents” or “Contract Documents” means the Notice Inviting Sealed Bids, General Conditions and Instructions for Bidders, Special Provisions, Technical Specifications, Bid Forms, and Addenda, if any.

“Bidder” or “Bid” means Proposer or Proposal, respectively.

“Purchaser” means the RTCC agency or agencies that participate in the purchase of the products or services from Contractor pursuant to this Contract.

“Days” shall refer to calendar days unless otherwise noted.

“Contract” shall refer to a written Contract or Purchase Order.

**2. Explanations and Clarifications.**

- A. **Request for Interpretation or Correction:** Prospective bidders must examine the Contract Documents carefully. It shall be the duty of every person contemplating submitting a bid for the proposed Contract, to contact the Secretary of the District and request in writing, before bidding, an interpretation or correction of every



discrepancy, ambiguity, error or omission in any of the Contract Documents which should have been discovered by a reasonably prudent bidder.

Any interpretation, change, or correction of said Contract Documents will be made by addenda only, duly issued by the District. Copies of such addenda will be mailed or delivered to each firm receiving a set of said specifications. Upon such mailing or delivery, such addendum will become a part of the Contract Documents, and binding on all bidders whether or not actual notices of such addenda are shown.

- B. **Interpretations or Corrections Binding:** Only the written interpretation or correction so given by the District shall be binding. All oral modifications of the Contract Documents are void and ineffective.
3. **Form of Bid Form and Signature.** The bid shall be made on the form provided and shall be enclosed in a sealed envelope marked and addressed as required. If the bid is made by a sole owner, it shall be signed with its full name and its address shall be given; if it is made by a partnership, it shall be signed with the partnership name by a member of the firm, who shall also sign its own name, and the name and address of each member of the firm shall be given; and if it is made by a corporation, it shall be signed by **two** officers of the corporation consisting of (1) the Chairman of the Board, President, or Vice President, and (2) the Secretary, Assistant Secretary, Chief Finance Officer or Assistant Treasurer, or by a person authorized by the corporation to execute written Contracts on its behalf, and the corporate seal affixed thereto. If the corporate seal is not affixed to the Contract, or if it is executed by a person other than one of the above named officers, there must be attached to the Contract a certified copy of a resolution of the corporation authorizing such person to execute written Contracts for and on behalf of the corporation. If it is made by a joint venture, it shall be signed on behalf of each participating company by officers or other individuals who have the full and proper authorization so to do. Bids submitted in any other form may be deemed non-responsive and may be rejected.
4. **Bid Form.** Blank spaces in the bid shall be properly filled. The phraseology of the bid must not be changed and no additions shall be made to the items mentioned therein. Alterations by erasure or interlineation must be explained or noted in the bid over the signature of the bidder. If the unit price and the total amount named by a bidder for any item do not agree, the unit price alone will be considered as representing the bidder's intention. Any mathematical errors apparent on the face of the bid shall be corrected, and the mathematically correct total shall be used to determine the lowest bidder.
5. **Unauthorized Conditions.** Unauthorized conditions, limitations or provisions attached to the bid will render it informal and may cause its rejection. No telegraphic bids or modifications will be considered.
6. **Submission of Bid.** Prior to the hour specified in the Notice Inviting Sealed Bids, all bids shall be delivered to the Secretary of the District at the address shown in the Notice. All bids shall be in a sealed envelope properly endorsed as to the item being bid and the bidder's

name and address. No bids received after said time or at any place other than the time and place as stated in the Notice will be considered.

7. **Withdrawal of Bid**. Any bid may be withdrawn at any time prior to the time fixed in the public notice for the opening of bids only by written request for the withdrawal of the bid filed with the District. The request shall be executed by the bidder or its duly authorized representative.

A telegraphic or telephonic request is not acceptable. The District will accept facsimile transmissions of properly executed requests that are received by the District prior to the time fixed in the public notice for the opening of bids. The District will not be responsible for interruptions, delays, or any other unsuccessful facsimile transmission of bid withdrawals, whether or not caused by the District's facsimile equipment. The withdrawal of a bid does not prejudice the right of the bidder to file a new bid. Whether or not bids are opened exactly at the time fixed in the public notice for opening bids, a bid will not be received after that time nor may any bid be withdrawn after the time fixed in the public notice for the opening of bids.

8. **Canvass of Bid**. At the hour specified in the Notice, the Secretary of the District will open, examine and publicly declare all bids received. Bidders, their representatives, and others interested are invited to be present at the opening of bids. Award will be made or bids rejected by the District within the time specified in the Specifications or Bid Forms or, if not specified, within a reasonable time after bids have been opened. The District reserves the right to postpone the bid opening for its own convenience.

9. **Award of Contract**. The award of the Contract, if awarded, will be made to the lowest responsible bidder whose bid complies with the requirements prescribed and whose qualifications are satisfactory to the District. Such award, if made, will be made within ninety (90) days after the opening of the bids. If the lowest responsible bidder refuses or fails to execute the Contract or file the required bonds, the District may award the Contract to the second lowest responsible bidder. The periods of time specified above within which the award of Contract may be made shall be subject to extension for such further period as may be agreed upon in writing between the District and the bidders concerned. All bidders shall be notified of the award.

10. **Rejection of Bids**. The District may reject any and all bids, and must reject the bid of any party who has been delinquent or unfaithful in any former Contract with the District. The District reserves the right to waive any irregularities or informalities in any bid or in the bidding procedure. All bidders shall be notified of the award. All bids must remain in effect at least ninety (90) days from bid opening date.

11. **Taxes**. The supplies, materials, or equipment called for under the specifications will be used by the District in the performance of a governmental function and are exempt from taxation by the United States Government, and the District will, if requested, furnish a tax exemption certificate and any and all affidavits and documents that may be necessary to establish such

exemption. California State sales or use taxes shall be included in the bid price for all bidders, but listed separately, regardless of location.

12. **Additional Taxes.** Any sales tax, use tax, imposts, revenues, excise, or other taxes which may hereafter be imposed by Congress, by the State of California, or by any political subdivision thereof, and applicable to the sale of the material delivered as a result of the bidder's bid and which, by the terms of the tax law may be passed directly to the purchaser, will be paid by the purchaser.
13. **Delivery.** Unless otherwise stated in the Contract Documents, bidder shall include delivery charges in the total price in its bid.
14. **Alternative Bid.** Submission of alternative bid or bids, except as specifically called for in the specifications or bid forms, will render the bid informal and may cause its rejection.
15. **Bidder's Security.** Each bidder shall submit with its bid one of the following forms of Bidder's Security:
  - A. An unconditional Certified or Cashier's Check on a solvent bank in an amount equal to at least ten percent (10%) of the amount bid, payable to the order of the Golden Gate Bridge, Highway and Transportation District; or
  - B. A Bidder's Bond in an amount equal to at least ten percent (10%) of the amount bid, using the form entitled "Bidder's Bond" provided with the Bid Documents, and properly executed and acknowledged by the bidder and by an admitted corporate surety authorized and admitted to transact such business in the State of California and acceptable to the District; or
  - C. An Irrevocable Standby Letter of Credit, which is available upon bidder's demand when accompanied by a signed statement from an Officer of the Golden Gate Bridge, Highway and Transportation District, stating that the amount drafted is due to the Golden Gate Bridge, Highway and Transportation District because of failure to enter into a written contract awarded to it by the District, or to furnish the requisite bond(s) or insurance certificates within the time and in the manner required by the Contract Documents and Specifications. This letter of credit is subject to the Uniform Customs and Practice for Documentary Credits (1993 Revision) of the International Chamber of Commerce Publication No. 500.

Any condition or limitation placed upon said check, any alteration of said form of bond or letter of credit, or any imperfection in the execution thereof, as herein required, will render the security informal and may, at the option of the District, result in the rejection of the bid under which such check, bond, or letter of credit is submitted. Said check, Bidder's Bond, or Irrevocable Standby Letter of Credit shall be a guarantee that the bidder, if awarded the Contract, will execute the required Contract and bonds within fifteen (15) calendar days after such Contract has been awarded to it, or such additional time as may be allowed by the District. If the bidder fails or refuses to execute the required Contract and bonds within said

time, the money and proceeds from the check, bond, or letter of credit, as the case may be, shall be applied towards payment of the damage to the District on account of the delay in the execution of the Contract and bonds and the performance of the work thereunder, and the necessity of accepting a higher or less desirable bid resulting from such failure or refusal to execute the Contract and bonds as required. The amount of the check, bond, or letter of credit, as the case may be, shall not constitute a limitation upon the right of the District to recover for the full amount of such damage. The checks, bonds, or letters of credit of the successful bidder and the next two lowest bidders will be returned after the execution of the Contract with the successful bidder and the approval of its bonds on behalf of the District, and the checks, bonds, or letters of credit of the other bidders will be returned promptly after the bids have been opened and reviewed by the District.

16. **Statement of Experience and Qualifications.** Upon request, the bidder may be required to prove to the District's satisfaction that it has the skill and experience and that it has the necessary facilities and ample financial resources to perform the Contract in a satisfactory manner and within the required time.

17. **Waiver.** The bidder shall represent and warrant that it has sufficiently informed itself in all matters affecting the performance of the work or the furnishing of the labor, supplies, materials or equipment called for in the specifications; that it has checked its bid for errors and omissions; that the prices stated in its bid are correct and as intended by it and are a complete and correct statement of its prices for performing the work or furnishing the labor, supplies, materials or equipment required by the Contract Documents.

The bidder waives any claim for the return of its bid deposit if, on account of errors or omissions claimed to have been made by it in its bid, or for any other reason, it should refuse or fail to execute the Contract.

18. **Non-Collusion Certification.** By submitting a bid, the bidder represents and warrants that such bid is genuine and not sham or collusive or made in the interest or in behalf of any person not therein named, and that the bidder has not, directly or indirectly, induced or solicited any other bidder to put in a sham bid, or any other person, firm or corporation to refrain from bidding, and that the bidder has not in any manner sought by collusion to secure to the bidder an advantage over any other bidder.

19. **Penalty for Collusion.** If at any time it shall be found that the person, firm or corporation to whom a Contract has been awarded has, in presenting any bid or bids, colluded with any other party or parties, then the Contract so awarded shall be null and void and the Contractor and his bondsmen shall be liable to the District for all loss or damage which the District may suffer thereby, and the District may advertise for a new Contract for said labor, supplies, materials or equipment.

20. **Interest of RTCC Personnel.** By submitting a bid, the bidder represents and warrants that neither the General Manager, nor any Director, officer or employee of an RTCC Agency is in any manner interested directly or indirectly in the bid or in the Contract which may be made

under it, or in any expected profits to arise therefrom, as set forth in Article 4, Division 4, Title 1 (commencing with Sec. 1090) of the Government Code of the State of California.

21. **Representation Before the District.** No person previously in the position of Director, Officer, employee or agent of an RTCC Agency may act as an agent or attorney for, or otherwise represent, Contractor by making any formal or informal appearance, or any oral or written communication, before the District, or any Officer or employee of an RTCC Agency, for a period of 12 months after leaving office or employment with the RTCC Agency if the appearance or communication is made for the purpose of influencing any action involving the issuance, amendment, award or revocation of a permit, license, grant or contract. By submitting a bid, the bidder represents and warrants that it has not engaged any Director, Office, employee or agent of an RTCC Agency for this purpose. Breach of this provision will warrant rejection of the bid as non-responsive, or termination of the Contract for breach.

22. **Time for Execution of Contract and Filing Bond.** The bidder to whom award is made shall execute a written Contract with each participating RTCC Agency on the form of Contract provided by each RTCC Agency and furnish a good and approved bond as herein required within fifteen (15) calendar days after receiving the forms of Contract and bond for execution.

If the bidder to whom award is made fails to enter into the Contract as herein provided and furnish the said bond, the award will be annulled and an award may, in the discretion of the District, be made to the bidder whose bid is next most acceptable in the opinion of the District; and such bidder shall fulfill every stipulation embraced herein as if it were the party to whom the first award was made.

23. **Documents Deemed Part of Contract.** The Notice Inviting Sealed Bids, General Conditions and Instructions for Bidders, Special Provisions, Technical Specifications, Bid Form, and Addenda, if any, will be deemed a part of the Contract.

24. **Governing Law, Compliance with Laws.** The Contractor hereunder shall be governed by the laws of the State of California. The Contractor must comply with all local, state, and federal laws, rules, and regulations applicable to this Contract and to the work to be done hereunder, including all rules and regulations of the District.

25. **Rights and Remedies of the District.** The rights and remedies of the District provided herein shall not be exclusive and are in addition to any other rights and remedies provided by law or under the Contract.

26. **Manner of Execution of Contract.** If the Contractor is an individual, the Contract shall be executed by it personally. If the Contractor is a co-partnership, it is desirable that the Contract be executed by all of the partners, but it may be executed by one of them. If the Contractor is a corporation, it must be executed by two officers of the corporation consisting of (1) the Chairman of the Board, President, or Vice President; and (2) the Secretary, Assistant Secretary, Chief Finance Officer or Assistant Treasurer, or by a person authorized by the corporation to execute written Contracts on its behalf, and the corporate seal affixed

thereto. If the Contract is executed by a person other than specified officer, or by only one officer, there must be attached to the Contract a certified copy of a resolution of the corporation authorizing such officer or person to execute written Contracts for and on behalf of the corporation. If the Contractor is a joint venture, the Contract must be executed on behalf of each participating firm by officers or other individuals who have the full and proper authorization so to do.

27. **Faithful Performance Bond.** Upon execution of the Contract, the Contractor shall furnish a bond to guarantee the faithful performance of the Contract. The amount of the bond shall be stated in the Special Provisions. The bond shall be with a California admitted corporate surety, or with two or more sufficient sureties to be approved by the District. As an alternative to furnishing a bond, Contractor may guarantee faithful performance of the Contract by depositing with the District a certified check or cashier's check from a solvent bank for the prescribed amount.
28. **Effect of Extensions of Time.** Granting, or acceptance, of extensions of time to complete the work or furnish the labor, supplies, materials or equipment, or any one of the aforementioned, will not operate as a release to Contractor or the surety on Contractor's faithful performance bond from said guarantee.
29. **Changes by the Contractor.** If the Contractor, on account of conditions developing during the performance of the Contract, finds it impracticable to comply strictly with these specifications and applies in writing for a modification of requirements, such change may be authorized only in writing by the District, if not detrimental to the District.
30. **Changes by the District.** In case any work, materials or equipment shall be required which are not mentioned, specified or indicated or otherwise provided for herein, the Contractor shall, if ordered in writing by the District, do and perform such work and furnish such materials or equipment at the Contractor's catalogue prices, less discounts ordinarily allowed to users of such materials or equipment, or at regular labor charges less customary discount, or both. The Contractor's bid to perform any changes requested by the District shall include the cost of the material, engineering time, labor for installation if required, and a reasonable markup, if any.

In case any work, materials or equipment which are mentioned, specified, indicated or otherwise provided for in the Contract or in the specifications forming a part of the Contract shall be required to be omitted from, in or about the work, the Contractor shall, if ordered by the District, omit the performance of such work and the furnishing of such materials, or equipment and there shall be deducted from the amount to be paid to the Contractor the amount which the General Manager and the Contractor shall determine and mutually agree to be the reasonable value of such work, materials or equipment, and such determination and agreement shall be final and conclusive upon the Contractor.

It is understood, however, that the amount of work, materials or equipment required by the Contractor shall not, in accordance with the above provisions referring to additions or

omissions, be so increased or diminished as substantially to alter the general character or extent of the Contract.

31. **Contractor's Liability**. The Contractor shall indemnify, keep and save harmless each participating RTCC Agency, its agents, officials and employees, against all suits or claims that may be based on any injury or death to persons or property and that may occur, or that may be alleged to have occurred by the Contractor, whether or not it shall be claimed that the injury was caused through a negligent act or omission of the Contractor or its employees; and the Contractor shall, at its own expense, defend any and all such actions, and shall, at its own expense, pay all charges of attorneys and all costs and other expenses arising therefrom or incurred in connection therewith; and if any judgment shall be rendered against the District in any such action the Contractor shall at its expense satisfy and discharge the same. This provision will survive termination or expiration of the Contract.

32. **Approval by the General Manager**. The work shall be executed under the direction and supervision of each RTCC Agency's General Manager and his/her properly authorized agents, on whose inspection of all work shall be accepted or condemned. The General Manager shall have full power to reject or condemn any materials furnished or work performed under the Contract which do not conform to the terms and conditions set forth in the Contract Documents.

33. **Defective or Damaged Work**. Any materials or equipment found to be damaged or defective at the time of delivery shall be repaired, replaced, or corrected by the Contractor hereunder without additional cost to the District.

If the Contractor fails to comply promptly with any order of the General Manager to repair, replace or correct damaged or defective work, then the General Manager shall, upon written notice to the Contractor, have the authority to deduct the cost thereof from any compensation due or to become due to the Contractor. Nothing in this section shall limit or restrict the provisions of the warranty of fitness as set forth in these General Conditions and Instructions for Bidders.

34. **Damages**. All loss or damage arising from any unforeseen obstruction or difficulties, either natural or artificial, which may be encountered in the prosecution of the work, or the furnishing of the supplies, materials or equipment, or from any action of the elements prior to the final acceptance of the work or of the supplies, materials or equipment, or from any act or omission not authorized by these specifications on the part of the Contractor or any agent or person employed by it shall be sustained by the Contractor.

35. **Failure to Complete Contract-Effect**. In case of failure on the part of the Contractor to complete its Contract within the specified time or within authorized extension thereof, the Contract may be terminated and the District shall in such event not thereafter pay or allow to the Contractor any further compensation for any labor, supplies or materials furnished by it under said Contract; and the District may proceed to complete such Contract either by reletting or otherwise, and the Contractor and his bondsmen shall be liable to the District for

all loss or damage which it may suffer on account of the Contractor's failure to complete its Contract.

36. **Payments**. Unless otherwise stated in the Special Provisions, one hundred per cent (100%) of the Contract price for each unit or units of material or equipment furnished and delivered under these Specifications will be paid to the Contractor within thirty (30) calendar days after delivery to and acceptance by the District of the said unit or units ordered as herein provided and after the statements covering the said unit or units have been presented to the District by the Contractor.
37. **Liquidated Damages**. It is agreed by the parties to the Contract that time is of the essence and in the event of delay in completion of the work or the delivery of the supplies, materials, or equipment beyond the date set forth in the Contract Documents, or beyond authorized extensions thereof, damage will be sustained by the District, and that it is and will be impracticable to determine the actual amount of damage by reason of such delay, and it is, therefore, agreed that the District shall be paid an amount as set forth in the Special Provisions as liquidated damages. If no amount is set forth, the Contractor shall be liable for actual damages for each and every calendar day that the time consumed in said completion extends beyond the date herein specified in that the District will suffer by reason of said delay or default. If the delay in delivery is caused by strikes, government controls, or other causes beyond the control of the Contractor, an extension of time without liquidated damages liability shall be granted by the District upon a proper showing and finding by the District that the extension is justified.
38. **Infringement of Patents**. The Contractor agrees that it will, at its own expense, defend all suits or proceedings instituted against the District and pay any award of damages assessed against the District in such suits or proceedings, insofar as the same are based on any claim that the materials or equipment, or any part thereof, or any tool, article or process used in the manufacture thereof, constitutes an infringement of any patent of the United States provided the District gives to the Contractor prompt notice in writing of the institution of the suit or proceeding and permits the Contractor through its counsel to defend the same and gives the Contractor all needed information, assistance and authority to enable the Contractor so to do.
39. **Assignment**. The Contractor shall not assign, transfer, convey, sublet, or otherwise dispose of the Contract or its right, title or interest in or to the same, or any part thereof, without previous consent in writing of the General Manager endorsed thereon or attached thereto.
40. **Warranty of Title**. Contractor shall warrant to the District, its successors and assigns, that the title to the materials, supplies or equipment covered by the Contract, when delivered to the District or to its successors or assigns, is free from all liens and encumbrances.
41. **Warranty of Fitness**. Contractor hereby warrants that all materials furnished shall meet the requirements and conditions of the Contract Documents; shall be fit for the purposes intended and fulfill its design functions; be free of all patent and latent defects in design, materials and workmanship; and perform satisfactorily.



It is understood and agreed that by acceptance of this warranty and the acceptance of the materials or supplies to be manufactured or assembled pursuant to these specifications, the District does not waive any warranty either expressed or implied in Sections 2312 to 2317, inclusive, of the Commercial Code of the State of California or any products liability of the Contractor as determined by any applicable decision of a court of the State of California or of the United States.

42. **Or Approved Equal Clause.** In order to establish a basis of quality, certain materials, processes, types of machinery and equipment, or kinds of materials may be specified on the plans or herein, either by description of process or by designating a manufacturer by name or by referring to a brand of product designation, or by specifying a kind of material. It is not the intent of these specifications to exclude other processes, equipment or materials of equal value, utility or merit, which are approved by the District.

43. **Antitrust Claims.** Contractor's attention is directed to California Government Code Section 4552, which shall be applicable to the Contractor and its subcontractors:

"In submitting a bid to a public purchasing body, the bidder offers and agrees that if the bid is accepted, it will assign to the purchasing body all rights, title, and interest in and to all causes of action it may have under Section 4 of the Clayton Act (15 U.S.C. Sec. 15) or under the Cartwright Act (Chapter 2 [commencing with Section 16700] of Part 2 of Division 7 of the Business and Professions Code), arising from purchases of goods, materials, or services by the bidder for sale to the purchasing body pursuant to the bid. Such assignment shall be made and become effective at the time the purchasing body tenders final payment to the bidder."

44. **Environmental and Safety and Health Standards Compliance.** Contractor shall comply with applicable environmental statutes, regulations and guidelines in performing the work under this Contract. The Contractor shall also comply with applicable Occupational Safety and Health standards, regulations and guidelines in performing the work under this Contract.

45. **Equal Employment Opportunity.** In connection with the performance of this Contract, the Contractor shall not discriminate against any employee or an applicant for employment because of race, color, religion, gender, national origin, ancestry, age, marital status, pregnancy, medical condition, disability, or sexual orientation as provided for in Federal, State, and local laws in consideration of an award.

The Contractor shall take affirmative action to insure that applicants are employed, and that employees are treated during their employment, without regard to the above factors. Such actions shall include but not be limited to the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay; other forms of compensation; and selection for training, including apprenticeship.

46. **Diversity Program for Contracts.** The District, recipient of federal financial assistance from the Federal Transit Administration (FTA) and the Federal Highway Administration (FHWA), is committed to and has adopted a Diversity Program for Contracts in accordance

with federal regulations 49 CFR Part 26, issued by the U. S. Department of Transportation (U.S. DOT).

It is the policy of the District to ensure nondiscrimination in the award and administration of all contracts and to create a level playing field on which Disadvantaged Business Enterprises (DBEs) can compete fairly for contracts and subcontracts relating to the District's construction, procurement, and professional services activities. To this end, the District has developed procedures to remove barriers to DBE participation in the bidding and award process and to assist DBEs to develop and compete successfully outside of the DBE Program. In connection with the performance of this Contract, the Contractor will cooperate with the District in meeting these commitments and objectives. The District reserves the right to require the Contractor to provide additional DBE information.

Pursuant to 49 CFR §26.13 and as a material term of any agreement with the District, the Contractor hereby makes the following assurance and agrees to include this assurance in any agreements it makes with subcontractors in the performance of this Contract:

“The Contractor or subcontractor shall not discriminate on the basis of race, color, national origin, or sex in the performance of this Contract. The Contractor shall carry out applicable requirements of 49 CFR Part 26 in the award and administration of U.S. DOT-assisted contracts. Failure by the Contractor or subcontractor to carry out these requirements is a material breach of this Contract, which may result in the termination of this Contract or such other remedy as the District deems appropriate.”

By submitting a bid, the bidder is deemed to have made the foregoing assurance and to be bound by its terms.

For DBE questions or assistance, contact Aida S. Caputo, DBE Program Administrator, at (415) 257-4538.

47. **Bid Protest Procedures.** The District maintains written procedures that must be followed for all bid protests. Protests based upon restrictive specifications or alleged improprieties in the bidding procedure shall be filed in writing with the Secretary of the District at least five (5) calendar days prior to bid opening. The protest must clearly specify in writing the grounds and evidence on which the protest is based.

Protests based upon District staff's recommendation for award of the Contract shall be submitted in writing to the Secretary of the District within forty-eight (48) hours of receipt of notice from the District advising of staff's recommendation to award the Contract. The protest must clearly specify in writing the grounds and evidence on which the protest is based.

Copies of the complete bid protest procedures are available at the Office of the Secretary of the District, Administration Building, Toll Plaza, Golden Gate Bridge, San Francisco, California.

**FAILURE TO COMPLY WITH ANY OF THE REQUIREMENTS SET FORTH IN THE DISTRICT'S WRITTEN BID PROTEST PROCEDURES MAY RESULT IN REJECTION OF THE PROTEST.**

## **SPECIAL PROVISIONS**

**CONTRACT NO. 2005-BT-9  
BUS AIR, FUEL & OIL FILTERS**

**SPECIAL PROVISIONS**

**Coordination of General Conditions and Instructions for Bidders, Special Provisions, and Technical Specifications.** The General Conditions and Instructions for Bidders, Special Provisions, and Technical Specifications are intended to be complementary and to describe and provide for a complete work. In the event of discrepancies or inconsistencies in the Bid Documents, the Special Provisions and Technical Specifications shall govern over the General Conditions and Instructions for Bidders.

**SECTION 1. BID REQUIREMENTS AND CONDITIONS**

**1.1 Bid Invited.** On behalf of the RTCC Agencies, the Golden Gate Bridge, Highway and Transportation District invites bids to furnish **BUS AIR, FUEL & OIL FILTERS**, specified on Bid Forms BF-1 through BF-5, in full compliance with these specifications. The Golden Gate Bridge, Highway and Transportation District is the lead agency to administer this procurement process. Each RTCC Agency may award up to two contracts for the products specified.

**1.2 Schedule of Activities.** Listed below is the "Schedule of Activities" which outlines pertinent dates of which bidders should make themselves aware.

- |                               |   |
|-------------------------------|---|
| A. Friday, February 11, 2005  | Written requests for approved equals/clarifications are due.  |
| B. Tuesday, February 22, 2005 | Golden Gate Bridge District will respond to requests for approved equals (postmarked).                                    |
| C. Tuesday, March 8, 2005     | Bid Opening at 2:00 P.M.<br>Golden Gate Bridge District<br>Administration Building, Toll Plaza<br>San Francisco, CA 94129 |

**1.3 Bid Form.** Bids shall be submitted on the District's Bid Form(s) attached hereto, enclosed in a sealed envelope marked "**BUS AIR, FUEL & OIL FILTERS, CONTRACT NO. 2005-BT-9,**" and plainly endorsed with the bidder's name and address. Bids will be received by the Secretary of the District, Golden Gate Bridge, Highway and Transportation District, at its mailing address P.O. Box 9000, Presidio Station, San Francisco, California 94129-0601, or by delivery to its office at the Administration Building, Toll Plaza, Golden Gate Bridge, San Francisco, California, until **2:00 P.M., Tuesday, March 8, 2005**, at which time they will be publicly opened and read.

Bidders shall submit Brand Name and Part Numbers offered (Category A only), Quantity Per Case, Unit Price Per Filter and Extended Price quotations as specified on the Bid Form for each bid item within Category A or B. The Unit Price shall include delivery charges, insurance, and other costs, if any. The determination of the lowest bidder(s) shall be made on the basis of the lowest "Grand Total Bid Price" for each category. Up to two separate contracts will be awarded, if at all, to the lowest responsible bidder for each Category. Bidders must bid on all items listed in a Category for which they submit a bid. The estimated quantities represent the anticipated number of units needed annually based upon all of the participating RTCC Agencies. The actual quantities ordered may vary, but the unit price shall apply regardless.

RTCC Agencies are exempt from all Federal excise taxes. Prices quoted shall not include California sales or use taxes; any and all applicable sales taxes shall be added separately on the invoice when issued.

**Each Bid Form must be signed on Bid Form Page BF-6** by one or more individuals with authority to bind the Contractor to the bid. Please refer to General Condition 3 and the Bid Form. All bids without signature(s) on Bid Form Page BF-6 may be deemed non-responsive and may result in the rejection of the bid. Bidder must submit the 15-page Bid Form properly executed.

**1.4 Documents to Accompany Bid.** The bid shall be accompanied by the following:

- A. Acknowledgement of Insurance Requirements
- B. Buy America Certificate
- C. Lobbying Certification
- D. Debarment and Suspension Certification
- E. Acknowledgement of Addenda
- F. Copy of DBE Certification, if bidder is a certified Disadvantaged Business Enterprise

**1.5 Approved Equals and Qualified Products.** In all cases, materials, parts and equipment must be furnished as specified. Where brand names or specific items or processes are used in the specifications, consider the term "or approved equal" to follow (except Category B). The following filter brands and manufacturers have been approved for purchase by all RTCC Agencies; however, the manufacturer part numbers indicated in the Technical Specifications and Bid Form are the only ones available at this time.

| <u>Brand</u> | <u>Manufacturer</u>                                |
|--------------|--|
| AC           | AC Spark Plug Division, General Motors Corporation |
| Baldwin      | J.A. Baldwin Manufacturing Company                 |
| Fleetguard   | Cummins Engine Company, Inc., Fleetguard Division  |

|             |                            |
|-------------|----------------------------|
| Fram        | Allied Signal Inc.         |
| Luber-finer | Luber-finer, Inc.          |
| Mopar       | Chrysler Motor Corporation |
| Motorcraft  | Ford Motor Company         |
| Purolator   | Purolator, Inc.            |
| Wix         | Wix Accessories            |

This list is reviewed and products evaluated periodically (at approximately 24-month intervals). Suppliers wishing to have their product(s) considered for future procurements are invited to contact Jason Brewer, Golden Gate Transit, at (415) 257-4412 for information regarding the next scheduled evaluation period. For this procurement all items not on the approved list must follow the Approved Equal Request process described in this section and Special Provision 1.6.

All filters shall be new and unused in original manufacturer's packages. No surplus filters will be accepted.

All oil filters shall be designed to capture/remove soot from oil; all seals shall be compatible with soot suspension additives commonly used in engine oils.

It should be understood that specifying a brand name or specific types of components and/or equipment in these specifications shall not relieve the bidder from its responsibility to furnish the end product in accordance with the warranty and contractual requirements. Bidder is responsible for notifying the District of any inappropriate brand names or types of components and/or equipment that may be called for in these specifications and to propose a suitable substitute for consideration.

Unless otherwise specifically provided in the specifications, reference to any equipment, material, article or patented process by trade name, make, or catalog number shall be regarded as establishing a standard of quality and shall not be construed as limiting competition; and a bidder may, at its option, use any equipment, material, article or process which, in the judgement of the District, is equal to that designated.

The bidder shall furnish, at its own expense, all test results, technical data, and background information required by the District in making the determination as to whether the proposed equipment, material, article or process is an approved equal. The District shall be the sole judge as to the comparative equality and suitability of alternative equipment, articles, material or process and its decision shall be final.

- 1.6 Request for Approved Equals.** A bidder may submit to the District, requests for approved equals, modifications, or clarifications regarding any requirements, terms, or conditions contained herein. Any such requests must be received by the Secretary of the District in writing by **Friday, February 11, 2005**. Any requests of approved equals must be fully supported with technical data, test results, or other pertinent information as evidence that the substitute offered is essentially equal or better than that specified in the Contract Documents. The District shall make a determination on each bidder's request under this procedure in writing. The written determination shall be mailed or otherwise furnished to the bidder by **Tuesday, February 22, 2005**. Failure of the District to respond within the time limit shall be deemed to be a denial of request. In the event that a request for an approved equal, modification, or clarification is granted, an addendum detailing the approved equal, modification, or clarification will be mailed or otherwise furnished to all potential bidders who received bid documents.
- 1.7 Samples.** Samples of proposed substitutes are required and must be furnished free of charge to the District, and if not destroyed by tests, may, upon request made at the time the sample is furnished, be returned at the bidder's expense. Samples must be furnished with written requests for approval as set forth in Special Provisions 1.5 and 1.6 above.
- 1.8 Single-Bid Response.** In the event of a single-bid response, the District reserves the right to conduct a price and/or cost analysis of the bid to verify that the bid price is fair and reasonable. The bidder will be expected to cooperate in this process and to submit cost and pricing data to verify that the bid price is fair and reasonable. The right of examination shall extend to all documents necessary to permit adequate evaluation of the cost of the equipment and the prices quoted and shall include the computations and projections used by the bidder.
- Failure to submit the data as requested by the District within ten (10) calendar days of receipt of written notification to the sole offeror shall result in the bidder being declared non-responsive.
- 1.9 Bidder's Security.** Notwithstanding Paragraph 15 of the General Conditions and Instructions for Bidders, a Bidder's Security shall not be required for this Contract.

## **SECTION 2.           AWARD OF CONTRACT**

- 2.1 Role of the District, Separate Contracts.** The rights and obligations offered in this Contract shall be offered equally to all participating RTCC Agencies. Except for those provisions relating to the procurement process and the initial award of contract by the District to the lowest responsible bidder, all references to the District shall refer to each participating RTCC Agency. Each RTCC Agency shall issue individual Contracts or Purchase Orders based on these specifications that shall specify its own quantity and delivery requirements and shall make its payments directly to the Contractor who agrees to look solely to such agency for compensation. Any termination or modification of contractual commitments, in whole or in part, with individual RTCC Agencies whether mutually agreed to or by remedy at



law, shall in no way relieve the Contractor of any such contractual obligations to the remaining RTCC Agencies.

- 2.2 **Award of Contract.** The award of Contract(s) or Purchase Order(s), if any, by the District will be made within ninety (90) calendar days after the date of bid opening to the lowest responsible bidder based on the Grand Total Bid Price for each Category. The District may award a different Contract for each Category. Each bid as submitted shall remain in effect for ninety (90) calendar days after the date the bids are opened. No bidder may withdraw its bid during this ninety- (90) day time-period. The lowest responsible bidder for each category shall be determined by comparing and evaluating the Grand Total Bid Price as set forth in the Bid Form, which shall consist of the sum of the extended prices for each bid item. Applicable sales tax **shall not** be included in the Grand Total Bid Price. In the event of any discrepancy between the Unit Price and the Extended Price, the Unit Price shall govern. Upon the District's award of Contract(s) or Purchase Order(s) to the lowest responsible bidder(s), each participating RTCC Agency may award separate Contract(s) or Purchase Order(s) to the successful bidder(s). The District reserves the right to reject any and all bids or to waive any irregularities in any bid or in the bidding procedure.

The quantities listed are the estimated annual requirements based on current usage. The RTCC Agencies do not guarantee, either expressly or implied, to purchase these quantities, but the right is reserved to purchase any greater or lesser quantities. The RTCC Agencies also reserve the right to buy these or other products from other Contractors. Contractor shall be bound to the prices on the Bid Form for the duration of the Contract term.

- 2.3 **Term of Contract.** The Contract with each RTCC Agency shall be a firm, fixed price, indefinite quantity Contract for two (2) years commencing May 1, 2005. Each participating RTCC agency, in its sole discretion, reserves the right to exercise the option to extend the contract under the same terms and conditions for two (2) successive one (1)-year option periods upon 60 days written notice prior to the expiration of the then current term. Notification of award shall be made to the successful bidder(s) in writing by each RTCC Agency.
- 2.4 **Discounts.** Contractor may extend cash discounts for payments made in less than thirty- (30) days; however, cash discounts **will not** be considered in award of this Contract. Bidder should submit its lowest Unit Price for each item. If discounts are offered, they shall be in accordance with Contractor's payment terms and shall be clearly stated on each invoice.
- 2.5 **Insurance Requirements.** Contractor shall not commence work under this Contract until Contractor has obtained, at its own expense, all the insurance required under this section and until such insurance has been approved by each participating RTCC Agency and Contractor has furnished the RTCC Agency with satisfactory evidence that the required insurance is in place. Said insurance shall be maintained in full force and effect at all times during the term of this Contract.

A. **General & Automobile Liability Insurance.** The Contractor shall, at its own expense, procure and maintain in full force and effect during the entire term of this Contract, the following coverages:

- (1) Commercial General Liability insurance, including Products Liability, covering any loss or liability, including the cost of defense of any action, for Bodily Injury, Death, Personal Injury and Property Damage which may arise out of operations of the Contractor in connection with the performance of this Contract. The policy or policies shall provide a minimum limit of \$1,000,000 each occurrence/\$2,000,000 aggregate.
- (2) Automobile Liability insurance covering any loss of liability, including the cost of defense of any action, arising from the operation, maintenance or use of any vehicle, whether or not owned by Contractor, on or off RTCC Agencies' premises. The policy or policies shall provide a minimum limit of \$1,000,000 each accident.

This policy or policies should name as an Additional Insured, in connection with the services and activities to be provided hereunder, each RTCC Agency, its Directors, General Manager, Secretary, Officers, agents, and employees while acting in such capacity, and their successors or assigns, as they are now or as they may hereafter be constituted singly, jointly, or severally.

This insurance shall be issued by an insurance company or companies authorized to do business in the State of California with minimum "Best's" ratings of B+ and with minimum policyholder surplus of \$25 million. All policies shall be issued in a form satisfactory to the RTCC Agency and shall be issued specifically as primary insurance over and above any insurance that the RTCC Agency may carry. The insurer shall agree that its policy is Primary Insurance and that it shall be liable under its policy for the full amount of any loss up to and including the total limit of liability without right of contribution from any other insurance affected by the RTCC Agency.

Inclusion of the RTCC Agency as an Additional Insured shall not in any way affect its rights with respect to any claim, demand, suit or judgment made, brought or recovered against the Contractor. Said policy or policies shall protect Contractor and RTCC Agency in the same manner as though a separate policy has been issued to each; but nothing in said policy shall operate to increase the Insurer's liability as set forth in the policy beyond the amount or amounts shown or to which the Insurer would have been liable if only one interest had been named as an insured.

Each policy required under this section shall also stipulate the following:

"Thirty (30) days advance written notice shall be given to the RTCC Agency prior to cancellation, reduction in limits or expiration of the policy(s)."

**B. Workers' Compensation.** The Contractor shall also procure and maintain in full force and effect during the entire term of this Contract Workers' Compensation insurance in compliance with the laws of the State of California, and Employers' Liability Insurance in the amount of \$1,000,000 per accident or disease. A waiver of subrogation endorsement, using the form attached in the Sample Contract, must accompany the policy. Each policy required under this section shall also stipulate the following:

“Thirty (30) days advance written notice shall be given to the RTCC Agency prior to cancellation, reduction in limits or expiration of the policy(s).”

**2.6 Insurance Certificates.** Certificates of insurance or certified copies of the insurance policies required by Section 2.5 of these Special Provisions shall be delivered to the RTCC Agency concurrently with the executed Contract. The RTCC Agency reserves the right to request certified copies of an insurance policy if questions arise.

**2.7 Faithful Performance Bond.** Notwithstanding Paragraph 27 of the General Conditions and Instructions for Bidders, a Performance Bond shall not be required for this Contract.

### **SECTION 3. CONTRACT PERFORMANCE**

**3.1 General.** The Contractor shall perform all work and undertake all services detailed in the Contract Documents in accordance with the specified requirements, terms and conditions.

**3.2 Liquidated Damages.** Notwithstanding Paragraph 37 of the General Conditions and Instructions for Bidders, Liquidated Damages shall not be assessed for this Contract.

**3.3 Time of Performance.** All deliveries shall be FOB Destination (prepaid freight) as needed.

Deliveries shall be shipped within **three (3)** to five (5) working days after date of order. Should the Contractor's time for shipment exceed the specified time period, the RTCC Agency reserves the right to purchase the ordered items from a supply source other than the Contractor. Should this situation occur, the RTCC Agency will immediately notify Contractor of the cancellation of the specific order and will invoice the Contractor for any costs incurred above the unit bid price proposed for the items so purchased.

Each case/box must be marked as to content, size, or other identifiable description.

Bid prices shall include all costs except California sales or use tax. No separate charge for delivery, drayage, express, parcel post, packing, cartage, insurance, license fee, permits, cost of bonds, or for any other purpose except California sales or use tax will be paid by any RTCC Agency.

**3.4 Delivery Locations.** Delivery shall be made Mondays through Fridays in accordance with the foregoing to the following locations (depending on which RTCC Agency is ordering a delivery) between the hours indicated.

- A. Alameda-Contra Costa Transit District**  
10626 International Boulevard  
Oakland, CA 94603  
Delivery Hours: 7:00 a.m. – 2:00 p.m.
  
- B. Central Contra Costa Transit Authority**  
2477 Arnold Industrial Way  
Concord, CA 94520  
Delivery Hours: 7:00 a.m. – Midnight
  
- C. Golden Gate Transit**  
1011 Andersen Drive  
San Rafael, CA 94901  
Delivery Hours: 8:00 a.m. – 5:00 p.m.
  
- D. Monterey-Salinas Transit**  
One Ryan Ranch Road  
Monterey, CA 93940  
Delivery Hours: 8:00 a.m. – 3:00 p.m.
  
- E. Santa Cruz Metropolitan Transit Authority**  
111 Dubois Street  
Santa Cruz, CA 95060  
Delivery Hours: 8:00 a.m. – 4:00 p.m.

**3.5 Changes to Quantity.** Individual RTCC Agencies may at any time by written notice make changes in quantity, method of shipping or packing, and time or place of delivery. Nothing in this Section shall excuse the Contractor from so proceeding.

**3.6 Surplus Stock.** During the term of this Contract, any stock that is determined by any RTCC Agency to be surplus or obsolete shall be returned to the Contractor's representative for full purchase credit. RTCC Agencies shall not be liable for any restocking fees associated with surplus or obsolete stock.

**3.7 Performance Warranty.** Contractor shall furnish the District with its standard warranties on defects in workmanship and material applicable to the Filters furnished hereunder. All warranties, express or implied, shall commence upon delivery of the Filters. All necessary repairs, renewals, changes, adjustments or modifications due to defective materials or workmanship occurring within the manufacturer's standard warranty period shall immediately be corrected by the Contractor at its expense and with a minimum of inconvenience to the District.

It is understood and agreed that the District does not waive any warranty, either express or implied, in Sections 2312 through 2317, inclusive, of the California Commercial Code, or any liability of the Manufacturer or Contractor as may be determined by a decision of the court of the State of California or of the United States.

**3.8 Cost Accounting.** Unless waived by individual RTCC Agency, Contractor agrees to furnish, on a quarterly basis to each participating agency, an accounting of the cumulative Contract activity in dollars and any other analytical information as can be mutually agreed.

**3.9 Billing**

Separate invoices based on the individual Contracts shall be rendered in duplicate to the following addresses, as applicable:

- A. Alameda-Contra Costa Transit District**  
P.O. Box 28507  
Oakland, CA 94604
  
- B. Central Contra Costa Transit Authority**  
2477 Arnold Industrial Way  
Concord, CA 94520
  
- C. Golden Gate Transit**  
1011 Andersen Drive  
San Rafael, CA 94901
  
- D. Monterey-Salinas Transit**  
One Ryan Ranch Road  
Monterey, CA 93940  
Attn: Accounts Payable
  
- E. Santa Cruz Metropolitan Transit Authority**  
370 Encinal Street, Suite 100  
Santa Cruz, CA 95060

**3.10 Payments.** In accordance with Paragraph 36 of the General Conditions and Instructions for Bidders, each RTCC Agency shall make payment to the Contractor following the receipt of proper statements or invoices for each unit furnished within thirty (30) days of the date of the acceptance of the unit by each RTCC Agency.

**3.11 Termination.** Each RTCC Agency may terminate the Contract for convenience for any reason at any time by giving the Contractor fifteen (15) days notice thereof. Notice of termination shall be by Certified Mail.

Upon termination for the convenience of the RTCC Agency, the RTCC Agency shall pay Contractor the allowable costs incurred to the date of termination and those costs deemed reasonably necessary by the RTCC Agency to effect the termination. In the event that Contractor breaches the terms or violates the conditions of this Contract, and does not correct such breaches or violations within ten (10) days following notice thereof from the RTCC Agency, the RTCC Agency may immediately terminate the Contract and shall pay Contractor only for work performed in full conformance with the specifications to the date of termination, less any costs incurred by the RTCC Agency to repair and complete any remaining work under the Contract. The RTCC Agency reserves the right to pursue any and all remedies available in equity or law in the event the RTCC Agency suffers any damages due to Contractor's breach of terms or violation of the conditions in this Contract, and Contractor does not correct such breaches or violations within the ten (10) day period.

#### **SECTION 4. FEDERAL REQUIREMENTS**

**4.1 Fly America Requirements.** The Contractor agrees to comply with 49 U.S.C. §40118 (the "Fly America Act") in accordance with the General Services Administration's regulations at 41 CFR Part 301.10, which provide that recipients and subrecipients of Federal funds and their contractors are required to use U.S. Flag air carriers for U.S. Government-financed international air travel and transportation of their personal effects or property, to the extent such service is available, unless travel by foreign air carrier is a matter of necessity, as defined by the Fly America Act. The Contractor shall submit, if a foreign air carrier was used, an appropriate certification or memorandum adequately explaining why service by a U.S. flag air carrier was not available or why it was necessary to use a foreign air carrier and shall, in any event, provide a certificate of compliance with the Fly America requirements. The Contractor agrees to include the requirements of this Section in all subcontracts that may involve international air transportation.

**4.2 Buy America Requirements.** The Contractor agrees to comply with 49 U.S.C § 5323(j) and 49 CFR Part 661, which provide that Federal funds may not be obligated unless steel, iron, and manufactured products used in FTA-funded projects are produced in the United States unless a waiver has been granted by FTA or the product is subject to a general waiver. General waivers are listed in 49 CFR 661.7, and include final assembly in the United States for 15 passenger vans and 15 passenger wagons produced by Chrysler Corporation, microcomputer equipment, software, and small purchases (currently less than \$100,000) made with capital, operating, or planning funds. Separate requirements for rolling stock are set out at § 5323(j)(2)(C) and 49 CFR 661.11. Rolling stock not subject to a general waiver must be manufactured in the United States and have a 60 percent domestic content.

All bidders must submit the appropriate Buy America certification to the District with their bids, except those subject to a general waiver. Bids or offers that are not accompanied by a completed Buy America certification must be rejected as nonresponsive. This requirement does not apply to lower tier subcontractors.

- 4.3 **Cargo Preference Requirements.** The Contractor agrees: (a) to use privately owned United States Flag commercial vessels to ship at least 50 percent of the gross tonnage (computed separately for dry bulk carriers, dry cargo liners, and tankers) involved, whenever shipping any equipment, material, or commodities pursuant to the underlying Contract by ocean vessels to the extent such vessels are available at fair and reasonable rates for United States-Flag commercial vessels; (b) to furnish within 20 working days following the date of loading for shipments originating within the United States or within 30 working days following the date of loading for shipments originating outside the United States, a legible copy of a rated, "on-board" commercial ocean bill-of-lading in English for each shipment of cargo described in the preceding paragraph to the Division of National Cargo, Office of Market Development, Maritime Administration, Washington, DC 20590 and to the District (through the Contractor in the case of a subcontractor's bill-of-lading); and (c) to include these requirements in all subcontracts issued pursuant to this Contract when the subcontract may involve the transport of equipment, Material, or commodities by ocean vessel.
- 4.4 **Energy Conservation.** The Contractor agrees to comply with mandatory standards and policies relating to energy efficiency which are contained in the state energy conservation plan issued in compliance with the Federal Energy Policy and Conservation Act.
- 4.5 **Clean Water and Air Requirements.**
- A. The Contractor agrees to comply with all applicable standards, orders or regulations issued pursuant to the Federal Water Pollution Control Act, as amended, 33 U.S.C. §§1251, *et seq.*, and the Clear Air Act, as amended, 42 U.S.C. §§7401, *et seq.* The Contractor agrees to report each violation to the District and understands and agrees that the District will, in turn, report each violation as required to assure notification to the FTA and the appropriate EPA regional office.
  - B. The Contractor also agrees to include these requirements in each subcontract exceeding \$100,000 financed in part or in whole with federal assistance provided by the FTA.
- 4.6 **Lobbying.** Contractor shall file the certification required by 49 CFR part 20, "New Restrictions on Lobbying." Contractor shall certify that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. §1352. Contractor shall also disclose the name of any registrant under the Lobbying Disclosure Act of 1995 who has made lobbying contacts on its behalf with non-Federal funds with respect to that Federal contract, grant or award covered by 31 U.S.C. §1352. Such disclosures shall be forwarded to the District. Contractor shall ensure that all of its Subcontractors under this Contract shall certify the same. Prior to execution of this Agreement, Contractor shall submit the "Certification for Federal Aid Contracts," included in the Contract Documents. The District

is responsible for keeping the certification of the Contractor, who is in turn responsible for keeping the certification forms of subcontractors.

**4.7 Access to Records and Reports.** Contractor shall provide all authorized representatives of the District, the FTA, and the Comptroller General of the United States access to any books, documents, papers and records of the Contractor which are directly pertinent to this Contract for the purposes of making audits, copies, examinations, excerpts and transcriptions. Contractor also agrees to maintain all books, records, accounts and reports required under this Contract for a period of not less than three years after the date of termination or expiration of this Contract, except in the event of litigation or settlement of claims arising from the performance of this Contract, in which case Contractor agrees to maintain the same until the District, the FTA, the Comptroller General, or any of their duly authorized representatives, have disposed of all such litigation, appeals, claims or exceptions related thereto.

**4.8 Federal Changes.** Contractor shall at all times comply with all applicable FTA regulations, policies, procedures and directives, including without limitation those listed directly or by reference in the Agreement (Form FTA MA (11) dated October, 2004) between the District and the FTA, as they may be amended or promulgated from time to time during the term of this Contract. Contractor's failure to so comply shall constitute a material breach of this Contract.

**4.9 No Government Obligation to Third Parties.**

A. The District and Contractor acknowledge and agree that, notwithstanding any concurrence by the Federal Government in or approval of the solicitation or award of the underlying Contract, absent the express written consent by the Federal Government, the Federal Government is not a party to this and shall not be subject to any obligations or liabilities to the District, Contractor, or any other party (whether or not a party to that Contract) pertaining to any matter resulting from the underlying Contract.

B. The Contractor agrees to include the above clause in each subcontract financed in whole or in part with Federal assistance provided by FTA. It is further agreed that the clause shall not be modified, except to identify the subcontractor who will be subject to its provisions.

**4.10 Program Fraud and False or Fraudulent Statements and Related Acts.**

A. The Contractor acknowledges that the provisions of the Program Fraud Civil Remedies Act of 1986, as amended, 31 U.S.C. §§3801, *et seq.*, and U.S. DOT regulations, "Program Fraud Civil Remedies," 49 C.F.R. Part 31, apply to its actions pertaining to this Project. Upon execution of the underlying Contract, the Contractor certifies or affirms the truthfulness and accuracy of any statement it has made, it makes, it may make, or causes to be made, pertaining to the underlying Contract or



the FTA assisted project for which this Contract work is being performed. In addition to other penalties that may be applicable, the Contractor further acknowledges that if it makes, or causes to be made, a false, fictitious, or fraudulent claim, statement, submission, or certification, the Federal Government reserves the right to impose the penalties of the Program Fraud Civil Remedies Act of 1986 on the Contractor to the extent the Federal Government deems appropriate.

- B.** The Contractor also acknowledges that if it makes, or causes to be made, a false, fictitious, or fraudulent claim, statement, submission, or certification to the Federal Government under a Contract connected with a project that is financed in whole or in part with Federal assistance originally awarded by FTA under the authority of 49 U.S.C. §5307, the Government reserves the right to impose the penalties of 18 U.S.C. §1001 and 49 U.S.C. §5307(n)(1) on the Contractor, to the extent the Federal Government deems appropriate.
- C.** The Contractor agrees to include the above two clauses in each subcontract financed in whole or in part with Federal assistance provided by FTA. It is further agreed that the clauses shall not be modified, except to identify the subcontractor who will be subject to the provisions.

**4.11 Privacy Act.** The following requirements apply to Contractor and any of its employees that may administer any system of records on behalf of the Federal Government under any Contract:

- A.** The Contractor agrees to comply with, and assures the compliance of its employees with, the information restrictions and other applicable requirements of the Privacy Act of 1974, U.S.C. §552a. Among other things, the Contractor agrees to obtain the express consent of the Federal Government before the Contractor or its employees operate a system of records on behalf of the Federal Government. The Contractor understands that the requirements of the Privacy Act, including the civil and criminal penalties for violation of that Act, apply to those individuals involved, and that failure to comply with the terms of the Privacy Act may result in termination of the underlying Contract.
- B.** The Contractor also agrees to include these requirements in each subcontract to administer any system of records on behalf of the Federal Government financed in whole or in part with Federal assistance provided by FTA.

**4.12 Civil Rights Requirements.**

- A. Nondiscrimination.** In accordance with Title VI of the Civil Rights Act, as amended, 42 U.S.C. §2000d, §303 of the Age Discrimination Act of 1975, as amended, 42 U.S.C. §6102, §202 of the Americans with Disabilities Act of 1990, 42 U.S.C. §12132, and Federal transit law at 49 U.S.C. §5332, the Contractor agrees that it will not discriminate against any employee or applicant for employment because of

race, color, creed, national origin, sex, age, or disability. In addition, the Contractor agrees to comply with applicable Federal implementing regulations and other implementing requirements FTA may issue.

**B. Equal Employment Opportunity.** The following equal employment opportunity requirements apply to this Contract:

Race, Color, Creed, National Origin, Sex. In accordance with Title VII of the Civil Rights Act; as amended, 42 U.S.C. §2000e, and Federal transit laws at 49 U.S.C. §5332, the Contractor agrees to comply with all applicable equal employment opportunity requirements of U.S. Department of Labor (U.S. DOL) regulations, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor," 41 C.F.R. Parts 60 *et seq.*, (which implement Executive Order No. 11246, "Equal Employment Opportunity," as amended by Executive Order No. 113 75, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," 42 U.S.C. §2000e note), and with any applicable Federal statutes, executive orders, regulations, and Federal policies that may in the future affect construction activities undertaken in the course of the Project.

During the performance of this Contract, the Contractor agrees as follows:

- (1) The Contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, or national origin. The Contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment without regard to their race, color, religion, sex, or national origin. Such action shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided setting forth the provisions of this nondiscrimination clause.
- (2) The Contractor will, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, state that all qualified applicants will receive considerations for employment without regard to race, color, religion, sex, or national origin.
- (3) The Contractor will send to each labor union or representative of workers with which he has a collective bargaining agreement or other Contract or understanding, a notice to be provided advising the said labor union or workers' representatives of the Contractor's commitments under this Section, and shall post copies of the notices in conspicuous places available to employees and applicants for employment.

- (4) The Contractor will comply with all provisions of Executive Order 11246 of September 24, 1965, and of the rules, regulations, and relevant orders of the Secretary of Labor.
- (5) The Contractor will furnish all information and reports required by Executive Order 11246 of September 24, 1965, and by rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to his books, records, and accounts by the administering agency and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders.
- (6) In the event of the Contractor's noncompliance with the nondiscrimination clauses of this Contract or with any of the said rules, regulations, or orders, this Contract may be canceled, terminated, or suspended in whole or in part and the Contractor may be declared ineligible for further Government Contracts or federally assisted construction Contracts in accordance with procedures authorized in Executive Order 11246 of September 24, 1965, and such other sanctions may be imposed and remedies invoked as provided in Executive Order 11246 of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.
- (7) The Contractor will include the portion of the sentence immediately preceding paragraph (a) and the provisions of paragraphs (a) through (g) in every subcontract or purchase order unless exempt by rules, regulations, or orders of the Secretary of Labor issued pursuant to §204 of Executive Order 11246 of September 24, 1965, so that such provisions will be binding upon each subcontractor or vendor. The Contractor will take such action with respect to any subcontract or purchase order as the administering agency may direct as a means of enforcing such provisions, including sanctions for noncompliance: *provided, however*, that in the event a Contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the administering agency the Contractor may request the United States to enter into such litigation to protect the interests of the United States.

In addition, the Contractor agrees to comply with any implementing requirements FTA may issue.

- (1) Age. In accordance with §4 of the Age Discrimination in Employment Act of 1967, as amended, 29 U.S.C. §623 and Federal transit law at 49 U.S.C. §5332, the Contractor agrees to refrain from discrimination against present and prospective employees for reason of age. In addition, the Contractor agrees to comply with any implementing requirements FTA may issue.

- (2) Disabilities. In accordance with §102 of the Americans with Disabilities Act, as amended, 42 U.S.C. §12112, the Contractor agrees that it will comply with the requirements of U.S. Equal Employment Opportunity Commission, "Regulations to Implement the Equal Employment Provisions of the Americans with Disabilities Act," 29 C.F.R. Part 1630, pertaining to employment of persons with disabilities. In addition, the Contractor agrees to comply with any implementing requirements FTA may issue.
- (3) Access Requirements for Individuals with Disabilities. The Contractor agrees to comply with the requirements of 49 U.S.C. §5301(d) which expresses the Federal policy that the elderly and persons with disabilities have the same right as other persons to use mass transportation service and facilities, and that special efforts shall be made in planning and designing those services and facilities to implement those policies. Contractor also agrees to comply with all applicable requirements of the Americans with Disabilities Act of 1990 (ADA), 42 U.S.C. §§12101, et seq., and 49 U.S.C. §322; §504 of the Rehabilitation Act of 1973, as amended, 29 U.S.C. §794; §16 of the Federal Transit Act, as amended; 49 U.S.C. App. §612; and the following federal regulations, including any amendments thereto:
- (i) U.S. DOT regulations, "Transportation Services for Individuals with Disabilities (ADA)," 49 C.F.R. Part 37;
  - (ii) U.S. DOT regulations, "Nondiscrimination on the Basis of Handicap in Programs and Activities Receiving or Benefiting from Federal Financial Assistance," 49 C.F.R. Part 27;
  - (iii) Joint U.S. Architectural and Transportation Barriers Compliance Board/U.S. DOT regulations, "Americans with Disabilities (ADA) Accessibility Specifications for Transportation Vehicles," 36 C.F.R. Part 1192 and 49 C.F.R. Part 38;
  - (iv) U.S. DOJ regulations, "Nondiscrimination on the Basis of Disability in State and Local Government Services," 28 C.F.R. Part 35;
  - (v) U.S. DOJ regulations, "Nondiscrimination on the Basis of Disability by Public Accommodations and in Commercial Facilities," 28 C.F.R. Part 36;
  - (vi) U.S. GSA regulations, "Accommodations for the Physically Handicapped," 41 C.F.R. Subpart 101-19;
  - (vii) U.S. Equal Employment Opportunity Commission, "Regulations in Implement the Equal Employment Provisions of the Americans with Disabilities Act," 29 C.F.R. Part 1630;

- (viii) U.S. Federal Communications Commission regulations, "Telecommunications Relay Services and Related Customer Premises Equipment for the Hearing and Speech Disabled," 47 C.F.R. Part 64, Subpart F;
  - (ix) FTA regulations, "Transportation for Elderly and Handicapped Persons," 49 C.F.R. Part 609; and
  - (x) Any other implementing federal regulations and requirements.
- (4) The Contractor also agrees to include these requirements in each subcontract financed in whole or in part with Federal assistance provided by FTA, modified only if necessary to identify the affected parties.

**4.13 Certification Regarding Debarment and Suspension.** The Contractor shall submit, prior to execution of this Agreement, documentation showing that neither the Contractor nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in this transaction by any Federal department or agency. For this purpose, the Contractor must complete and execute the form entitled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion," which is included in the Bid Documents. Contractor also agrees to include this provision in any subcontract exceeding \$25,000 and to obtain a similar certification from any subconsultant seeking a subcontract exceeding \$25,000 and forward the certification to District.

**4.14 Incorporation of Federal Transit Administration (FTA) Terms.** The preceding provisions include, in part, certain Standard Terms and Conditions required by U.S. DOT, whether or not expressly set forth in the preceding Contract provisions. All contractual provisions required by the U.S. DOT, as set forth in FTA Circular 4220. 1E, dated June 19, 2003, are hereby incorporated by reference. Anything to the contrary herein notwithstanding, all FTA mandated terms shall be deemed to control in the event of a conflict with other provisions contained in this Agreement. The Contractor shall not perform any act, fail to perform any act, or refuse to comply with any District requests, which would cause the District to be in violation of the FTA terms and conditions.

## **TECHNICAL SPECIFICATIONS**

**CONTRACT NO. 2005-BT-9  
BUS AIR, FUEL & OIL FILTERS**

**TECHNICAL SPECIFICATIONS**

**CATEGORY A**

**ESTIMATED ANNUAL QUANTITIES (Quantities listed are per filter)**

| Item No. | Manufacturer            | Part No.            | ACT  | CCCTA | GGT | MST | SCMTD | TOTAL |
|----------|-------------------------|---------------------|------|-------|-----|-----|-------|-------|
| 1.       | Fram No.<br>Luber-finer | C175E<br>LFP 3845   | 1200 |       |     |     |       | 1200  |
| 2.       | Fram No.<br>Luber-finer | CA3517<br>LAF9396   | 800  | 70    |     | 45  |       | 915   |
| 3.       | Fram No.<br>Luber-finer | CA 3518<br>LAF 9472 |      | 100   |     | 8   |       | 108   |
| 4.       | Fram No.<br>Luber-finer | CA6326<br>LAF 2100  | 300  |       |     |     | 81    | 381   |
| 5.       | Fram No.<br>Luber-finer | CA 7614<br>AF 1618  | 420  |       |     |     |       | 420   |
| 6.       | Fram No.<br>Luber-finer | FT-1134<br>T216     | 60   |       |     |     |       | 60    |
| 7.       | Fram No.<br>Luber-finer | P1146G<br>LFP815FN  |      |       | 576 |     | 600   | 1176  |
| 8.       | Fram                    | G6348               | 24   |       |     |     |       | 24    |
| 9.       | Fram No.<br>Luber-finer | P1147G<br>LFP816FN  |      |       | 576 |     | 624   | 1200  |
| 10.      | Fram No.<br>Luber-finer | P3555A<br>LFP777B   |      |       | 12  |     |       | 12    |
| 11.      | Fram No.<br>Luber-finer | P3613<br>LFH4223    |      |       | 24  |     | 60    | 84    |
| 12.      | Fram No.<br>Luber-finer | PCS5060G<br>LFF8010 |      |       | 24  |     |       | 24    |
| 13.      | Fram No.<br>Luber-finer | PH3567<br>LFP449    | 60   |       |     |     |       | 60    |
| 14.      | Fram No.<br>Luber-finer | PH3612<br>LFP911    |      |       | 60  |     |       | 60    |

**CATEGORY A**  
**ESTIMATED ANNUAL QUANTITIES (Quantities listed are per filter)**

| Item No. | Manufacturer                  | Part No.            | ACT  | CCCTA | GGT  | MST | SCMTD | TOTAL |
|----------|-------------------------------|---------------------|------|-------|------|-----|-------|-------|
| 15.      | Fram No.<br>Luber-finer       | PH3786<br>LFP2286   | 480  |       |      |     |       | 480   |
| 16.      | Fram No.<br>Luber-finer       | PH7405<br>LFP2160   |      |       | 2500 | 60  | 960   | 3520  |
| 17.      | Fram No.<br>Luber-finer       | PR3414<br>LFW4016   |      |       |      |     | 72    | 72    |
| 18.      | Fram No.<br>Luber-finer       | PR3753<br>LFW4013   |      | 120   |      |     |       | 120   |
| 19.      | Fram No.<br>Luber-finer       | PR3908<br>LFW4071   |      | 300   |      | 134 |       | 434   |
| 20.      | Detroit Diesel<br>Luber-finer | 23521528<br>L3578FN |      | 75    | 12   |     |       | 87    |
| 21.      | Luber-finer                   | LFP3000             | 1400 | 400   |      | 37  | 78    | 1915  |
| 22.      | Fleetguard<br>Luber-finer     | LF9000<br>LFP9000   | 600  |       |      |     |       | 600   |
| 23.      | Luber-finer                   | LFW 4075            |      |       |      | 18  |       | 18    |
| 24.      | Luber-finer                   | LAF 9544            |      |       |      | 10  |       | 10    |
| 25.      | Luber-finer                   | LP 487              |      |       |      | 16  |       | 16    |
| 26.      | Fleetguard                    | WF 2074             |      |       |      | 19  |       | 19    |
| 27.      | Fram                          | PH 8690             |      |       |      | 308 |       | 308   |
| 28.      | Fram                          | PS 8048             |      |       |      | 94  |       | 94    |
| 29.      | Fleetguard                    | FL 3970             |      |       |      | 10  |       | 10    |
| 30.      | Luber-finer<br>Detroit Diesel | LFW4686<br>23507545 |      |       | 384  |     |       | 384   |
| 31.      | Nelson                        | 83284E              | 1400 | 800   | 200  |     |       | 2400  |
| 32.      | Pen Ray<br>Luber-finer        | NF2088<br>LFW6500   | 800  |       | 24   |     |       | 824   |
| 33.      | Fleet Guard                   | NG5900              |      |       |      | 13  |       | 13    |



**CATEGORY A**  
**ESTIMATED ANNUAL QUANTITIES (Quantities listed are per filter)**

| Item No. | Manufacturer                | Part No.                  | ACT  | CCCTA | GGT | MST | SCMTD | TOTAL |
|----------|-----------------------------|---------------------------|------|-------|-----|-----|-------|-------|
| 34.      | Fram<br>Fleetguard          | CA7113<br>AF2588          | 180  |       |     |     |       | 180   |
| 35.      | Fram<br>Baldwin<br>Hastings | CA1599<br>PA2525<br>AF594 | 1200 |       |     |     |       | 1200  |
| 36.      | WIX                         | 33481                     | 240  |       |     |     |       | 240   |
| 37.      | Fram<br>Luber-finer         | PH13<br>PH1218            | 120  |       |     |     |       | 120   |
| 38.      | Luber-finer                 | AF398                     | 60   |       |     |     |       | 60    |
| 39.      | WIX                         | 46117                     | 12   |       |     |     |       | 12    |

**CATEGORY B**  
**ESTIMATED ANNUAL QUANTITIES (Quantities listed are per filter)**

\*Approved equals will be accepted provided the equal satisfies Detroit Diesel's "P3" Series 50 power plant agreement

Due to size requirements, pressure problems, and/or required micron filtration, the following filters are brand specific. No substitutes will be accepted.

| Item No. | Manufacture     | Part No. | ACT  | CCCTA | GGT | MST | SCMTD | TOTAL |
|----------|-----------------|----------|------|-------|-----|-----|-------|-------|
| 1.       | Detroit Diesel* | 23530573 |      |       |     | 363 |       | 363   |
| 2.       | Detroit Diesel* | 23516489 | 800  |       |     | 29  |       | 829   |
| 3.       | Detroit Diesel* | 23529168 |      |       |     | 72  |       | 72    |
| 4.       | Fram            | PH3612   | 500  |       |     |     |       | 500   |
| 6.       | Donaldson       | AF25899  | 600  |       |     |     |       | 600   |
| 7.       | Fram            | P3613    | 100  |       |     |     |       | 100   |
| 8.       | Fram            | P1147A   | 1200 |       |     |     |       | 1200  |
| 9.       | Fram            | P1146    | 1200 |       |     |     |       | 1200  |

**BID FORM**

**In order for your bid to be considered for award, all items within Category A and/or B must be bid. Also, only those brands specified or approved as equal will be accepted. A bid that includes products that have not been approved as an equal will constitute a non-responsive bid.**

**CONTRACT NO. 2005-BT-9  
BUS AIR, FUEL & OIL FILTERS**

**BID FORM**

**TO: GOLDEN GATE BRIDGE, HIGHWAY AND TRANSPORTATION DISTRICT,  
SAN FRANCISCO, CALIFORNIA**

Pursuant to the Notice Inviting Sealed Bids, the undersigned Bidder herewith submits a bid on the bidding form or forms attached hereto and made a part hereof, and binds itself on award by each participating RTCC Agency under this bid to execute a Contract in accordance with its bid, the bid documents and the award. The attached Notice Inviting Sealed Bids, General Conditions and Instructions for Bidders, Special Provisions, Technical Specifications, and Addenda, if any, are made a part of this bid and all provisions thereof are accepted, and all representations and warranties required thereby are hereby affirmed.

Bids below include all applicable delivery charges, insurance, and all other costs, except applicable sales tax which shall be added separately on invoice, necessary for the furnishing of all equipment and the performance of all services called for under the Contract.

**CONTRACT NO. 2005-BT-9  
BUS AIR, FUEL & OIL FILTERS**

**CATEGORY A**

| Item No. | Manufacturer            | Part No.            | Brand and Part Number Offered | Estimated Annual Qty. (each) | Quantity Per Case | Unit Price Per Filter | Extended Price |
|----------|-------------------------|---------------------|-------------------------------|------------------------------|-------------------|-----------------------|----------------|
| 1.       | Fram No.<br>Luber-finer | C175E<br>LFP 3845   |                               | 1200                         |                   |                       |                |
| 2.       | Fram No.<br>Luber-finer | CA3517<br>LAF9396   |                               | 915                          |                   |                       |                |
| 3.       | Fram No.<br>Luber-finer | CA 3518<br>LAF 9472 |                               | 108                          |                   |                       |                |
| 4.       | Fram No.<br>Luber-finer | CA6326<br>LAF 2100  |                               | 381                          |                   |                       |                |
| 5.       | Fram No.<br>Luber-finer | CA 7614<br>AF 1618  |                               | 420                          |                   |                       |                |
| 6.       | Fram No.<br>Luber-finer | FT-1134<br>T216     |                               | 60                           |                   |                       |                |
| 7.       | Fram No.<br>Luber-finer | P1146G<br>LFP815FN  |                               | 1176                         |                   |                       |                |
| 8.       | Fram                    | G6348               |                               | 24                           |                   |                       |                |
| 9.       | Fram No.<br>Luber-finer | P1147G<br>LFP816FN  |                               | 1200                         |                   |                       |                |

**Golden Gate Bridge, Highway and Transportation District**

| Item No. | Manufacturer                  | Part No.            | Brand and Part Number Offered | Estimated Annual Qty. (each) | Quantity Per Case | Unit Price Per Filter | Extended Price |
|----------|-------------------------------|---------------------|-------------------------------|------------------------------|-------------------|-----------------------|----------------|
| 10.      | Fram No.<br>Luber-finer       | P3555A<br>LFP777B   |                               | 12                           |                   |                       |                |
| 11.      | Fram No.<br>Luber-finer       | P3613<br>LFH4223    |                               | 84                           |                   |                       |                |
| 12.      | Fram No.<br>Luber-finer       | PCS5060G<br>LFF8010 |                               | 24                           |                   |                       |                |
| 13.      | Fram No.<br>Luber-finer       | PH3567<br>LFP449    |                               | 60                           |                   |                       |                |
| 14.      | Fram No.<br>Luber-finer       | PH3612<br>LFP911    |                               | 60                           |                   |                       |                |
| 15.      | Fram No.<br>Luber-finer       | PH3786<br>LFP2286   |                               | 480                          |                   |                       |                |
| 16.      | Fram No.<br>Luber-finer       | PH7405<br>LFP2160   |                               | 3520                         |                   |                       |                |
| 17.      | Fram No.<br>Luber-finer       | PR3414<br>LFW4016   |                               | 72                           |                   |                       |                |
| 18.      | Fram No.<br>Luber-finer       | PR3753<br>LFW4013   |                               | 120                          |                   |                       |                |
| 19.      | Fram No.<br>Luber-finer       | PR3908<br>LFW4071   |                               | 434                          |                   |                       |                |
| 20.      | Detroit Diesel<br>Luber-finer | 23521528<br>L3578FN |                               | 87                           |                   |                       |                |
| 21.      | Luber-finer                   | LFP3000             |                               | 1915                         |                   |                       |                |
| 22.      | Fleetguard<br>Luber-finer     | LF9000<br>LFP9000   |                               | 600                          |                   |                       |                |
| 23.      | Luber-finer                   | LFW 4075            |                               | 18                           |                   |                       |                |
| 24.      | Luber-finer                   | LAF 9544            |                               | 10                           |                   |                       |                |
| 25.      | Luber-finer                   | LP 487              |                               | 16                           |                   |                       |                |
| 26.      | Fleetguard                    | WF 2074             |                               | 19                           |                   |                       |                |
| 27.      | Fram                          | PH 8690             |                               | 308                          |                   |                       |                |
| 28.      | Fram                          | PS 8048             |                               | 94                           |                   |                       |                |
| 29.      | Fleetguard                    | FL 3970             |                               | 10                           |                   |                       |                |
| 30.      | Luber-finer<br>Detroit Diesel | LFW4686<br>23507545 |                               | 384                          |                   |                       |                |

**Golden Gate Bridge, Highway and Transportation District**

| Item No.                     | Manufacturer                | Part No.                  | Brand and Part Number Offered | Estimated Annual Qty. (each) | Quantity Per Case | Unit Price Per Filter | Extended Price |  |
|------------------------------|-----------------------------|---------------------------|-------------------------------|------------------------------|-------------------|-----------------------|----------------|--|
| 31.                          | Nelson                      | 83284E                    |                               | 2400                         |                   |                       |                |  |
| 32.                          | Pen Ray<br>Luber-finer      | NF2088<br>LFW6500         |                               | 824                          |                   |                       |                |  |
| 33.                          | Fleet Guard                 | NG5900                    |                               | 13                           |                   |                       |                |  |
| 34.                          | Fram<br>Fleetguard          | CA7113<br>AF2588          |                               | 180                          |                   |                       |                |  |
| 35.                          | Fram<br>Baldwin<br>Hastings | CA1599<br>PA2525<br>AF594 |                               | 1200                         |                   |                       |                |  |
| 36.                          | WIX                         | 33481                     |                               | 240                          |                   |                       |                |  |
| 37.                          | Fram<br>Luber-finer         | PH13<br>PH1218            |                               | 120                          |                   |                       |                |  |
| 38.                          | Luber-finer                 | AF398                     |                               | 60                           |                   |                       |                |  |
| 39.                          | WIX                         | 46117                     |                               | 12                           |                   |                       |                |  |
| <b>Grand Total Bid Price</b> |                             |                           |                               |                              |                   |                       |                |  |

**CATEGORY B**

| Item No.                     | Manufacture    | Part No. | Brand and Part Number Offered | Estimated Annual Qty. (each) | Quantity Per Case | Unit Price Per Filter | Extended Price |  |
|------------------------------|----------------|----------|-------------------------------|------------------------------|-------------------|-----------------------|----------------|--|
| 1.                           | Detroit Diesel | 23530573 |                               | 363                          |                   |                       |                |  |
| 2.                           | Detroit Diesel | 23516489 |                               | 829                          |                   |                       |                |  |
| 3.                           | Detroit Diesel | 23529168 |                               | 72                           |                   |                       |                |  |
| 4.                           | Fram           | PH3612   |                               | 500                          |                   |                       |                |  |
| 6.                           | Donaldson      | AF25899  |                               | 600                          |                   |                       |                |  |
| 7.                           | Fram           | P3613    |                               | 100                          |                   |                       |                |  |
| 8.                           | Fram           | P1147A   |                               | 1200                         |                   |                       |                |  |
| 9.                           | Fram           | P1146    |                               | 1200                         |                   |                       |                |  |
| <b>Grand Total Bid Price</b> |                |          |                               |                              |                   |                       |                |  |

Prompt Payment Cash Discount \_\_\_\_\_% \_\_\_\_\_ Days

Prices quoted shall not include California sales or use taxes. Applicable sales or use taxes should be added to the invoice.

**Bidders are reminded that the Unit Price on the Bid Form represents the price per individual filter, NOT the case price. The Extended Price is the Estimated Annual Quantity multiplied by the Unit Price per Filter.**

\_\_\_\_\_ Check here if entity is a Disadvantaged Business Enterprise (DBE) and include a copy of the firm's DBE Certification, if applicable.

The Bid Form must be signed on Page BF-4 in accordance with General Condition 3 and Special Provision 1.3. Bids submitted in any other form will be considered non-responsive and may be rejected.

**CONTRACT NO. 2005-BT-9  
BUS AIR, FUEL & OIL FILTERS**

**MANDATORY SIGNATURE(S)  
(See General Condition 3 and Special Provision 1.3)**

**Name under which business is conducted:** \_\_\_\_\_

**Business address:** \_\_\_\_\_

**Telephone number:** \_\_\_\_\_ **Fax number:** \_\_\_\_\_

**IF SOLE OWNER, Sign here:**

I sign as sole owner of the business named above:

\_\_\_\_\_

**IF PARTNERSHIP, one or more partners sign here:** The undersigned certify that we are partners in the business named above and that we sign this Contract proposal with full authority so to do.

\_\_\_\_\_

**IF CORPORATION, two corporate officers sign here:** The undersigned certify that they sign this Contract proposal with full and proper authorization so to do.

Corporate Name: \_\_\_\_\_

By: \_\_\_\_\_ Title: \_\_\_\_\_

\*By: \_\_\_\_\_ Title: \_\_\_\_\_

Incorporated under the laws of the State of \_\_\_\_\_  
(Corporate Seal)

\*Two corporate officers must sign on behalf of the corporation as follows: (1) Chairman of the Board, President, or Vice President; and (2) Secretary, Assistant Secretary, Chief Financial Officer, or Assistant Financial Officer. In the alternative, this Bid may be executed by a single officer or a person other than an officer provided that evidence satisfactory to the District is provided, demonstrating that such individual is authorized to bind the corporation (e.g., a copy of a certified resolution from the corporation's board or a copy of the corporation's bylaws).

**IF JOINT VENTURE, officers of each participating firm sign here:** The undersigned certify that they sign this Contract proposal with full and proper authorization so to do:

Joint Venture Name composed of: \_\_\_\_\_

By \_\_\_\_\_ Title \_\_\_\_\_

By \_\_\_\_\_ Title \_\_\_\_\_

**CONTRACT NO. 2005-BT-9  
BUS AIR, FUEL & OIL FILTERS**

**ACKNOWLEDGMENT OF INSURANCE REQUIREMENTS**

Bidder acknowledges that it has fully considered, and will comply with, the insurance requirements that are set forth below, and which are more particularly described in Special Provision Section 2.5. Bidder further represents that it has obtained a commitment from an insurance company or companies to provide the below listed coverage, if the Contract is awarded to it:

1. Commercial General Liability insurance, including Products Liability in the minimum amount of \$1 million each occurrence/\$2 million annual aggregate.
2. Automotive Liability insurance in the minimum amount of \$1 million each accident.
3. Workers' Compensation insurance in compliance with the laws of the State of California, and Employers' Liability Insurance in the amount of \$1,000,000 per accident or disease. A waiver of subrogation endorsement, using the form attached, must accompany the policy.

\_\_\_\_\_ Firm Name

\_\_\_\_\_ Signature of Authorized Official

\_\_\_\_\_ Name and Title of Authorized Official

\_\_\_\_\_ Date



**CONTRACT NO. 2005-BT-9  
BUS AIR, FUEL & OIL FILTERS**

**BUY AMERICA CERTIFICATE  
(Steel, Iron or Manufactured Products)**

SELECT AND COMPLETE ONLY ONE OF THE FOLLOWING CERTIFICATIONS:

*Certificate of Compliance with 49 U.S. C. 5323(j)(1)*

The Bidder hereby certifies that it will meet the requirements of 49 U.S.C. 5323(j)(1) and the applicable regulations in 49 CFR Part 661.

\_\_\_\_\_ Firm Name  
\_\_\_\_\_ Signature of Authorized Official  
\_\_\_\_\_ Name and Title of Authorized Official  
\_\_\_\_\_ Date

*Certificate of Non-Compliance with 49 U.S.C. 5323(j)(1)*

The Bidder hereby certifies that it cannot comply with the requirements of 49 U.S.C. 5323(j)(1), but it may qualify for an exception pursuant to 49 U.S.C. 5323(j)(2)(B) or (j)(2)(D) and the regulations in 49 CFR 661.7.

\_\_\_\_\_ Firm Name  
\_\_\_\_\_ Signature of Authorized Official  
\_\_\_\_\_ Name and Title of Authorized Official  
\_\_\_\_\_ Date

**CONTRACT NO. 2005-BT-9  
BUS AIR, FUEL & OIL FILTERS**

**LOBBYING CERTIFICATION FOR CONTRACTS GRANTS, LOANS AND  
COOPERATIVE AGREEMENTS (Pursuant to 49 CFR Part 20, Appendix A)**

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal Contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal Contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for making lobbying contacts to an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal Contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form--LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions and as amended by "Government wide Guidance for New Restrictions on Lobbying," 61 Fed. Reg. 1413 (1/19/96).

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and Contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by 31 U.S.C. § 1352 (as amended by the Lobbying Disclosure Act of 1995). Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

The Bidder, \_\_\_\_\_, certifies or affirms the truthfulness and accuracy of each statement of its certification and disclosure, if any. In addition, the Bidder understands and agrees that the provisions of 31 U.S.C. A 3801, et. seq. apply to this certification and disclosure, if any.

\_\_\_\_\_  
Signature of Authorized Official

\_\_\_\_\_  
Name and Title of Authorized Official

\_\_\_\_\_  
Date

**Golden Gate Bridge, Highway and Transportation District**

| <b>DISCLOSURE OF LOBBYING ACTIVITIES</b><br>Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352  |   |   |
|--|---|---|
| 1. Type of Federal Action:<br>a. contract<br>b. grant<br>c. cooperative agreement<br>d. loan<br>e. loan guarantee<br>f. loan insurance   | 2. Status of Federal Action:<br>a. bid/offer/application<br>b. initial award<br>c. post-award   | 3. Report Type:<br>a. initial filing<br>b. material change<br>For Material Change Only:<br>Year_ Quarter____<br>Date of last report:_____ |
| 4. Name and Address of Reporting Entity:<br><input type="checkbox"/> Prime <input type="checkbox"/> Subawardee<br>Tier, if known:____<br>Congressional District, if known:_____  | 5. If Reporting Entity in No. 4 is Subawardee, Enter Name and Address of Prime:<br>Congressional District, if known:_____   |   |
| 6. Federal Department/Agency:  | 7. Federal Program Name/Description:<br>CFDA Number, if applicable:_____  |   |
| 8. Federal Action Number, if known:____  | 9. Award Amount, if known: \$_____  |   |
| 10.a. Name and Address of Lobbying Entity<br>(if individual, last name, first name, MI):   | 10.b. Individuals Performing Services (including address if different from No. 10a) (last name, first name, MI):  |   |
| <i>(Attach Continuation Sheet(s), if necessary)</i>  |   |   |
| 11. Amount of Payment (check all that apply):<br>\$_____ <input type="checkbox"/> actual <input type="checkbox"/> planned  | 13. Type of Payment (check all that apply):<br><input type="checkbox"/> a. retainer<br><input type="checkbox"/> b. one-time fee<br><input type="checkbox"/> c. commission<br><input type="checkbox"/> d. contingent fee<br><input type="checkbox"/> e. deferred<br><input type="checkbox"/> f. other; specify |   |
| 12. Form of Payment (check all that apply):<br><input type="checkbox"/> a. cash<br><input type="checkbox"/> b. in-kind; specify:      nature _____<br>value _____  |   |   |
| 14. Brief Description of Services Performed or to be Performed and Date(s) of Service, including officer(s), employee(s), or Member(s) contacted, for Payment indicated in Item 11:  |   |   |
| <i>(Attach Continuation Sheet(s), if necessary)</i>  |   |   |
| 15. Continuation Sheet(s) SF-LLL-A attached: <input type="checkbox"/> Yes <input type="checkbox"/> No  |   |   |
| 16. Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reference was placed by the user above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each failure. | Signature: _____<br>Print Name: _____<br>Title: _____<br>Telephone No. _____ Date: _____  |   |

**DISCLOSURE OF LOBBYING ACTIVITIES**  
CONTINUATION SHEET

Reporting Entity: \_\_\_\_\_ Page \_\_\_\_\_ of \_\_\_\_\_

Authorized for Local Reproduction  
Standard Form – LLL-A

BILLING CODES 3410-01-C; 6450-01-C; 6690-01-C;  
8025-01C; 7510-01-C; 3510-FE-C; 8120-01-C; 4710-24-  
C; 6116-01-C; 6051-01-C; 8230-01-C; 3210-01-C; 4210-  
32-C; 4410-18-C; 4510-23-C; 4810-25-C; 3001-01-C;  
4000-01-C; 3820-01-C; 6560-50-C; 6820-61-C; 4310-RF-  
C; 6718-01-C; 4150-04-C; 7555-01-C; 7537-01-C; 7536-  
01-C; 6050-28-C; 4910-62-C

## Golden Gate Bridge, Highway and Transportation District

### INSTRUCTIONS FOR COMPLETION OF SF-LLL, DISCLOSURE OF LOBBYING ACTIVITIES

This disclosure form shall be completed by the reporting entity, whether subawardee or prime Federal recipient, at the initiation or receipt of a covered Federal action, or a material change to a previous filing pursuant to title 31 U.S.C. section 1352. The filing of a form is required for each payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a covered Federal action. Use the SF-LLL-A Continuation Sheet for additional information if the space on the form is inadequate. Complete all items that apply for both the initial filing and material change report. Refer to the implementing guidance published by the Office of Management and Budget for additional information.

1. Identify the type of covered Federal action for which lobbying activity is and/or has been secured to influence the outcome of a covered Federal action.
2. Identify the status of the covered Federal action.
3. Identify the appropriate classification of this report. If this is a follow-up report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered Federal action.
4. Enter the full name, address, city, state and zip code of the reporting entity. Include Congressional District, if known. Check the appropriate classification of the reporting entity that designates if it is, or expects to be a prime or subaward recipient. Identify the tier of the subawardee, e.g., the first subawardee of the prime is the 1st tier. Subawards include but are not limited to subcontracts, subgrants and contract awards under grants.
5. If the organization filing the report in item 4 checks "Subawardee", then enter the full name, address, city, state and zip code of the prime Federal recipient. Include Congressional District, if known.
6. Enter the name of the Federal agency making the award or loan commitment. Include at least one organizational level below agency name, if known. For example, Department of Transportation, United States Coast Guard.
7. Enter the Federal program name or description for the covered Federal action (item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans, and loan commitments.
8. Enter the most appropriate Federal identifying number available for the Federal action identified in item 1 (e.g., Request for Proposal (RFP) number; Invitation for Bid (IFB) number; grant announcement number; the contract, grant, or loan award number; the application/proposal control number assigned by the Federal agency). Include prefixes, e.g., "RFP-DE-90-001."
9. For a covered Federal action where there has been an award or loan commitment by the Federal agency, enter the Federal amount of the award/loan commitment for the prime entity identified in item 4 or 5.
10. (a) Enter the full name, address, city, state and zip code of the lobbying entity engaged by the reporting entity identified in item 4 to influence the covered Federal action.  
(b) Enter the full names of the individual(s) performing services, and include full address if different from 10 (a).  
Enter Last Name, First Name, and Middle Initial(MI).
11. Enter the amount of compensation paid or reasonably expected to be paid by the reporting entity (item 4) to the lobbying entity (item 10). Indicate whether the payment has been made (actual) or will be made (planned). Check all boxes that apply. If this is a material change report, enter the cumulative amount of payment made or planned to be made.
12. Check the appropriate box(es). Check all boxes that apply. If payment is made through an in-kind contribution, specify the nature and value of the in-kind payment.
13. Check the appropriate box(es). Check all boxes that apply. If other, specify nature.
14. Provide a specific and detailed description of the services that the lobbyist has performed, or will be expected to perform, and the date(s) of any services rendered. Include all preparatory and related activity, not just time spent in actual contact with Federal officials. Identify the Federal official(s) or employee(s) contacted or the officer(s), employee(s), or Member(s) of Congress that were contacted.
15. Check whether or not a SF-LLL-A Continuation Sheet(s) is attached.
16. The certifying official shall sign and date the form, print his/her name, title, and telephone number.

Public reporting burden for this collection of information is estimated to average 30 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0046), Washington, D.C. 20503.

**CONTRACT NO. 2005-BT-9  
BUS AIR, FUEL & OIL FILTERS**

**CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND  
VOLUNTARY EXCLUSION (Pursuant to 49 CFR Part 29, Appendix B)**

- (A) By signing and submitting this proposal, the Bidder is providing the signed certification set out below.
- (1) The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
  - (2) The Bidder shall provide immediate written notice to the Golden Gate Bridge, Highway and Transportation District if at any time the Bidder learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
  - (3) The terms “*covered transaction*,” “*debarred*,” “*suspended*,” “*ineligible*,” “*lower tier covered transaction*,” “*participant*,” “*person*,” “*primary covered transaction*,” “*principal*,” “*proposal*,” and “*voluntarily excluded*,” as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549 (49 CFR Part 29). You may contact the Golden Gate Bridge, Highway and Transportation District for assistance in obtaining a copy of those regulations.
  - (4) The Bidder agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized in writing by the department or agency with which this transaction originated.
  - (5) The Bidder further agrees by submitting this proposal that it will include the clause entitled “Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion”, as set out below in Subsection (B), in all subcontracts and in all solicitations for lower tier covered transactions as modified to identify the subcontractor.
  - (6) A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by

**Golden Gate Bridge, Highway and Transportation District**

which it determines the eligibility of its principals. Each participant may, but is not required to, check the Nonprocurement List issued by U.S. General Service Administration.

- (7) Nothing contained in the foregoing shall be construed to require establishment of system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
- (8) Except for transactions authorized under Paragraph 4 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to all remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies including suspension and/or debarment.

(B) Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transaction

- (1) The Bidder certifies, by submission of this bid or proposal, that neither it nor its "principals," as defined at 49 C.F.R. § 29.105(p), is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
- (2) If Bidder is unable to certify to the statements in this certification, Bidder shall attach an explanation to this proposal.

\_\_\_\_\_ Firm Name

\_\_\_\_\_ Signature of Authorized Official

\_\_\_\_\_ Name and Title of Authorized Official

\_\_\_\_\_ Date

**CONTRACT NO. 2005-BT-9  
BUS AIR, FUEL & OIL FILTERS**

**ACKNOWLEDGEMENT OF ADDENDA**

The undersigned Bidder acknowledges receipt of the following addenda, if issued, to the Bid Documents. If none received, write "None Received."

Addendum No. \_\_\_\_\_, dated \_\_\_\_\_.

Addendum No. \_\_\_\_\_, dated \_\_\_\_\_.

Addendum No. \_\_\_\_\_, dated \_\_\_\_\_.

\_\_\_\_\_ Firm Name

\_\_\_\_\_ Signature of Authorized Official

\_\_\_\_\_ Name and Title of Authorized Official

\_\_\_\_\_ Date



**DOCUMENTS TO ACCOMPANY BID:**

\_\_\_\_\_ Acknowledgement of Insurance Requirements

\_\_\_\_\_ Buy America Certificate

\_\_\_\_\_ Lobbying Certification

\_\_\_\_\_ Debarment and Suspension Certificate

\_\_\_\_\_ Acknowledgement of Addenda

\_\_\_\_\_ Copy of DBE Certificate, if applicable

# **SAMPLE CONTRACT**

## SAMPLE CONTRACT

THIS CONTRACT, made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2005, by and between \_\_\_\_\_, hereinafter called "**Contractor**" and the **Golden Gate Bridge, Highway and Transportation District**, hereinafter called "**District.**"

WITNESSETH that the **Contractor** and the **District**, for the consideration hereinafter named, agree as follows:

1. **SCOPE OF WORK.** The **Contractor** shall furnish the **District** all materials and services for the District only in full accordance with the plans and specifications approved by the **District** entitled:

**CONTRACT NO. 2005-BT-9**  
***BUS AIR, FUEL & OIL FILTERS***

and which are appended hereto and made part of the Contract.

2. **TIME OF PERFORMANCE.** The **Contractor** shall deliver the materials as set forth in Special Provision 3.3, pursuant to the Notice to Proceed.
3. **CONTRACT PRICE.** The **Contractor** shall faithfully perform each and every item of work required under this Contract and shall be compensated at the unit prices quoted on the Bid Form for a total estimated sum of \$\_\_\_\_\_ for the two (2) year term. Payments shall be made to the Contractor at the time and in the manner provided in the Contract Specifications.
4. **TERM OF CONTRACT.** The term of this Contract shall be for a period of two (2) years, effective May 1, 2005, with an option to extend the Contract for two (2) successive one-year periods, exercisable by the District, in accordance with Special Provision 2.3.
5. **COMPONENT PARTS.** This Contract shall consist of the following documents, each of which is on file in the office of the **District** and all of which are incorporated herein and made a part hereof by reference hereto:
  - (a) This Contract
  - (b) Notice Inviting Sealed Bids
  - (c) General Conditions and Instructions for Bidders
  - (d) Special Provisions
  - (e) Technical Specifications
  - (f) Bid Form (as accepted by District)

- (g) Acknowledgement of Insurance Requirements
- (h) Buy America Certificate
- (i) Lobbying Certification for Federal Aid Contracts
- (j) Debarment and Suspension Certification
- (k) Copy of DBE Certificate, if applicable
- (l) Addenda \_\_\_\_\_ to \_\_\_\_\_
- (m) Insurance Certificates

6. **SERVICE NOTICE.** Any notice required or permitted to be given under this Contract shall be deemed given when personally delivered to recipient thereof or mailed by registered or certified mail, return receipt requested, postage prepaid, to the appropriate recipient thereof, in the case of the **Contractor**, at the business address specified in its bid, and in the case of the **District**, at P.O. Box 9000, Presidio Station, San Francisco, California 94129, or at any other address which either party may subsequently designate in writing to the other party.
7. **NON-DISCRIMINATION ASSURANCE.** The **Contractor** shall not discriminate on the basis of race, color, national origin, or sex in the performance of this Contract. The **Contractor** shall carry out applicable requirements of 49 CFR Part 26 in the award and administration of U.S. DOT-assisted contracts. Failure by the **Contractor** to carry out these requirements is a material breach of this Contract, which may result in the termination of this Contract or such other remedy as the **District** deems appropriate. The **Contractor** shall obtain the same assurances from its joint venture partners, subcontractors, and subconsultants by including this assurance in all subcontracts entered into under this Contract.
8. **GOVERNING LAW.** This Contract shall be governed and construed in accordance with the laws of the State of California.

**CONTRACT**

IN WITNESS WHEREOF, District has caused these presents to be executed by the District's officer thereunto duly authorized, and Contractor has subscribed same, all on the day and year first above written.

**FOR THE CONTRACTOR:**

Name under which business is conducted: \_\_\_\_\_

Business Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Telephone No: \_\_\_\_\_ Fax No: \_\_\_\_\_

**If SOLE OWNER, sign here:**

I sign as sole owner of the business named above:

\_\_\_\_\_

**FOR THE DISTRICT:**

GOLDEN GATE BRIDGE, HIGHWAY AND  
TRANSPORTATION DISTRICT

\_\_\_\_\_  
President, Board of Directors

\_\_\_\_\_  
Secretary of the District

**APPROVED AS TO FORM:**

\_\_\_\_\_  
Attorney for the District

**CONTRACT**

IN WITNESS WHEREOF, District has caused these presents to be executed by the District's officer thereunto duly authorized, and Contractor has subscribed same, all on the day and year first above written.

**FOR THE CONTRACTOR:**

Name under which business is conducted: \_\_\_\_\_

Business Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Telephone No: \_\_\_\_\_ Fax No: \_\_\_\_\_

**If PARTNERSHIP, sign here:**

The undersigned certify that we are partners in the business named above and that we sign this contract bid proposal with full authority so to do (one or more partners sign):

\_\_\_\_\_  
\_\_\_\_\_

**FOR THE DISTRICT:**

GOLDEN GATE BRIDGE, HIGHWAY AND  
TRANSPORTATION DISTRICT

\_\_\_\_\_  
President, Board of Directors

\_\_\_\_\_  
Secretary of the District

**APPROVED AS TO FORM:**

\_\_\_\_\_  
Attorney for the District

**CONTRACT**

IN WITNESS WHEREOF, District has caused these presents to be executed by the District's officer thereunto duly authorized, and Contractor has subscribed same, all on the day and year first above written.

**FOR THE CONTRACTOR:**

Name under which business is conducted: \_\_\_\_\_

Business Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Telephone No: \_\_\_\_\_ Fax No: \_\_\_\_\_

**If CORPORATION, execute here:**

The undersigned certify that they sign this contract bid proposal with full and proper authorization so to do:

Corporate Name: \_\_\_\_\_

By: \_\_\_\_\_ Title: \_\_\_\_\_

\*By: \_\_\_\_\_ Title: \_\_\_\_\_

Incorporated under the laws of the State of \_\_\_\_\_  
(Corporate Seal)

\*Two corporate officers must sign on behalf of the corporation as follows: (1) Chairman of the Board, President, or Vice President; and (2) Secretary, Assistant Secretary, Chief Financial Officer, or Assistant Financial Officer. In the alternative, this Bid may be executed by a single officer or a person other than an officer provided that evidence satisfactory to the District is provided, demonstrating that such individual is authorized to bind the corporation (e.g., a copy of a certified resolution from the corporation's board or a copy of the corporation's bylaws).

**FOR THE DISTRICT:**

GOLDEN GATE BRIDGE, HIGHWAY AND  
TRANSPORTATION DISTRICT

\_\_\_\_\_  
President, Board of Directors

\_\_\_\_\_  
Secretary of the District

**APPROVED AS TO FORM:**

\_\_\_\_\_  
Attorney for the District

**CONTRACT**

IN WITNESS WHEREOF, District has caused these presents to be executed by the District's officer thereunto duly authorized, and Contractor has subscribed same, all on the day and year first above written.

**FOR THE CONTRACTOR:**

Name under which business is conducted: \_\_\_\_\_

Business Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Telephone No: \_\_\_\_\_ Fax No: \_\_\_\_\_

**If JOINT VENTURE, sign here:**

The undersigned certify that they sign this contract bid proposal with full and proper authorization so to do:

Joint Venture Name Composed of:

\_\_\_\_\_

By: \_\_\_\_\_

Title: \_\_\_\_\_

By: \_\_\_\_\_

Title: \_\_\_\_\_

Incorporated under the laws of the State of \_\_\_\_\_

*(Corporate Seal)*

**FOR THE DISTRICT:**

GOLDEN GATE BRIDGE, HIGHWAY AND  
TRANSPORTATION DISTRICT

\_\_\_\_\_  
President, Board of Directors

\_\_\_\_\_  
Secretary of the District

**APPROVED AS TO FORM:**

\_\_\_\_\_  
Attorney for the District



**ENDORSEMENT TO BE ATTACHED TO WORKERS' COMPENSATION POLICY**

Policy Number: \_\_\_\_\_

Effective Date: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Named Assured and Address: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

This is to certify that the policy indicated above, issued by the

\_\_\_\_\_,  
Name and Principal Office of Insurance Company

to the Assured named above, is endorsed as follows:

It is understood and agreed the Company waives any right of subrogation against the Golden Gate Bridge, Highway and Transportation District which might arise by reason of any payment under the policy for work performed by Assured under Contract Number \_\_\_\_\_.

\_\_\_\_\_  
Insurance Company

By: \_\_\_\_\_  
I am an officer \_\_\_\_\_ employee \_\_\_\_\_ agent \_\_\_\_\_  
of the above company (indicate which).

Date: \_\_\_\_\_ AGENTS MUST FURNISH CALIFORNIA  
LICENSE NUMBER: \_\_\_\_\_

**CAUTION:** The person executing this Certificate is cautioned to make certain that he/she has authority to execute this Certificate on behalf of the Insurance Company.

# GOLDEN GATE TRANSIT

## *Interoffice Memorandum*

**TO:** See Below

**FROM:** Nicole Gilardi, Senior Buyer *NG*

**DATE:** February 22, 2005

**SUBJECT:** **ADDENDUM NO. 1, CONTRACT NO. 2005-BT-9,  
*FURNISH BUS AIR, FUEL, AND OIL FILTERS***

Addendum No. 1 to the above-referenced Contract is attached for your information. The Addendum was faxed and mailed this date to all bidders who received bid documents. Bids are due March 8, 2005, as scheduled.

If you have any questions, please call me at extension 4455.

### **Distribution**

Aida Caputo, DBE Program Administrator  
Susan Chiaroni, Deputy General Manager, Bus Division  
Madeline Chun, Attorney for the District  
Kristin Lamson, Attorney for the District  
Lori Murray, Procurement & Retail Operations Director  
Janet Tarantino, Secretary of the District w/five copies  
Gene Walker, Maintenance Manager  
RTCC Members

H:\MAINTBID\BIDS\2005-BT-9\Addendum 1 Memo.doc

Dated: February 22, 2005



**ADDENDUM NO. 1**

**CONTRACT NO. 2005-BT-9**  
**FURNISH BUS AIR, FUEL, AND OIL FILTERS TO THE**  
**REGIONAL TRANSIT COORDINATING COUNCIL (RTCC)**  
**OF THE SAN FRANCISCO BAY AREA**

The Golden Gate Bridge, Highway and Transportation District (District) herewith issues Addendum No. 1 to the above-reference Contract. There are forty (40) amendments contained herein. Except as modified below, all other terms and conditions shall remain in effect.

**Amendments to Special Provisions**

1. **Page SP-1, Section 1.3 - Bid Form, Paragraph 2 is deleted and replaced in its entirety with the following:**

Bidders shall submit Brand Name and Part Numbers offered (Category A only), Quantity Per Case, Unit Price Per Filter and Extended Price quotations as specified on the Bid Form for each bid item within Categories A or B. The Unit Price shall include delivery charges, insurance and other costs, if any. The determination of the lowest bidder for **Category A** shall be made on the basis of the lowest "Grand Total Bid Price," which is the sum of all extended prices for all bid items in Category A. **The determination of the lowest bidder(s) for Category B will be determined by the lowest extended price for each bid item.** Bidders must bid on all items listed in **Category A** for which they submit a bid. The estimated quantities represent the anticipated number of units needed annually based upon all of the participating RTCC Agencies. The actual quantities ordered may vary, but the unit price shall apply regardless.

2. **Page SP-5, Section 2.2 - Award of Contract, Paragraph 1 is deleted and replaced in its entirety with the following:**

The award of Contract(s) or Purchase Order(s), if any, by the District will be made within ninety (90) calendar days after the date of bid opening to the lowest responsible bidder(s). The District may award one Contract for Category A and one or more Contracts for Category B. Each bid as submitted shall remain in effect for ninety (90) calendar days after the date the bids are opened. No bidder may withdraw its bid during this ninety- (90) day time period. The lowest responsible bidder for **Category A** shall be determined by comparing and

evaluating the Grand Total Bid Price as set forth in the Bid Form, which shall consist of the sum of the extended prices for each bid item. **The award of Category B will be determined by comparing and evaluating the lowest extended price for each bid item.** Applicable sales tax **shall not** be included in the Grand Total Bid Price. In the event of any discrepancy between the Unit Price and the Extended Price, the Unit Price shall govern. Upon the District's award of Contract(s) or Purchase Order(s) to the lowest responsible bidder(s), each participating RTCC Agency may award separate Contract(s) or Purchase Order(s) to the successful bidder(s). The District reserves the right to reject any and all bids or to waive any irregularities in any bid or in the bidding procedure

**Amendments to the Technical Specifications**

**3. Page TS-1, Category A, Item 2**

Delete: MST Quantity: 45

Insert: MST Quantity: 50

Delete: Total: 915

Insert: Total: 920

**4. Page TS-1, Category A, Item 3**

Delete: MST Quantity: 8

Insert: MST Quantity: 20

Delete: Total: 108

Insert: Total: 120

**5. Page TS-2, Category A, Item 16**

Delete: MST Quantity: 60

Insert: MST Quantity: 68

Delete: Total: 3520

Insert: Total: 3528

**6. Page TS-2, Category A, Item 23**

Delete: MST Quantity: 18

Insert: MST Quantity: 21

Delete: Total: 18

Insert: Total: 21

**7. Page TS-2, Category A, Item 27**

Delete: MST Quantity: 308

Insert: MST Quantity: 386

Delete: Total: 308

Insert: Total: 386

8. **Page TS-2, Category A, Item 28**  
Delete: MST Quantity: 94  
Insert: MST Quantity: 107  
  
Delete: Total: 94  
Insert: Total: 107
9. **Page TS-2, Category A, Item 29**  
Delete: Fleetguard FL 3970  
Insert: Fleetguard LFP 3970
10. **Page TS-2, Category A, Item 31**  
Delete: Nelson 83284E  
(Nelson 83284D or Fleetguard HF6238 is now Item 9 in Category B,  
Page TS-3.)
11. **Page TS-2, Category A, Item 33**  
Delete: MST Quantity: 13  
Insert: MST Quantity: 14  
  
Delete: Total: 13  
Insert: Total: 14
12. **Page TS -3, Category A, Item 38**  
Delete: AF398  
Insert: LAF398
13. **Page TS-3, Category B, Item 1**  
Delete: MST Quantity: 363  
Insert: MST Quantity: 740  
  
Delete: Total: 363  
Insert: Total: 740
14. **Page TS-3, Category B, Item 2**  
Delete: MST Quantity: 29  
Insert: MST Quantity: 90  
  
Delete: Total: 829  
Insert: Total: 890

15. **Page TS-3, Category B, Item 3**

Delete: Detroit Diesel 23529168  
Insert: Detroit Diesel 23533816

Delete: MST Quantity: 72  
Insert: MST Quantity: 91

Delete: Total: 72  
Insert: Total: 91

16. **Page TS-3, Category B, Item 5**

Delete: Donaldson AF25899  
Insert: Fleetguard AF25899

17. **Page TS-3, Category B, Item 7**

Delete: Fram P1147A  
Insert: Fram P1147G

18. **Page TS-3, Category B, Item 8**

Delete: Fram P1146  
Insert: Fram P1146G

19. **Page TS-3, Category B, Item 10**

Add: Donaldson P552100

20. **Page TS-3, Category B, Item 11**

Add: Donaldson P550467

21. **Page TS-3, Category B, Item 12**

Add: Donaldson P552088

**Amendments to the Bid Form**

22. **Page BF-1, Category A, Item 2**

Delete: Estimated Annual Quantity: 915  
Insert: Estimated Annual Quantity: 920

23. **Page BF-1, Category A, Item 3**

Delete: Estimated Annual Quantity: 108  
Insert: Estimated Annual Quantity: 120

24. **Page BF-2, Category A, Item 16**


Delete: Estimated Annual Quantity: 3520  
Insert: Estimated Annual Quantity: 3528

25. **Page BF-2, Category A, Item 23**  
Delete: Estimated Annual Quantity: 18  
Insert: Estimated Annual Quantity: 21
26. **Page BF-2, Category A, Item 27**  
Delete: Estimated Annual Quantity: 308  
Insert: Estimated Annual Quantity: 386
27. **Page BF-2, Category A, Item 28**  
Delete: Estimated Annual Quantity: 94  
Insert: Estimated Annual Quantity: 107
28. **Page BF-2, Category A, Item 29**  
Delete: Fleetguard FL 3970  
Insert: Fleetguard LFP 3970
29. **Page BF-2, Category A, Item 31**  
Delete: Nelson 83284E  
(Nelson 83284D or Fleetguard HF6238 is now Item 9 in Category B,  
Page BF-3.)
30. **Page BF-3, Category A, Item 33**  
Delete: Estimated Annual Quantity: 13  
Insert: Estimated Annual Quantity: 14
31. **Page BF -3, Category A, Item 38**  
Delete: AF398  
Insert: LAF398
32. **Page BF-3, Category B, Item 1**  
Delete: Estimated Annual Quantity: 363  
Insert: Estimated Annual Quantity: 740
33. **Page BF-3, Category B, Item 2**  
Delete: Estimated Annual Quantity: 829  
Insert: Estimated Annual Quantity: 890
34. **Page BF-3, Category B, Item 3**  
Delete: Detroit Diesel 23529168  
Insert: Detroit Diesel 23533816  
  
Delete: Total Estimated Annual Quantity: 72  
Insert: Total Estimated Annual Quantity: 91
35. **Page BF-3, Category B, Item 5**  
Delete: Donaldson AF25899  
Insert: Fleetguard AF25899

36. Page BF-3, Category B, Item 7  
Delete: Fram P1147A  
Insert: Fram P1147G
37. Page BF-3, Category B, Item 8  
Delete: Fram P1146  
Insert: Fram P1146G
38. Page BF-3, Category B, Item 10  
Add: Donaldson P552100
39. Page BF-3, Category B, Item 11  
Add: Donaldson P550467
40. Page BF-3, Category B, Item 12  
Add: Donaldson P552088

Please remove Pages TS-1 through TS-3, dated 1/24/05 and Pages BF-1 through BF-3, dated 1/24/05, and replace with revised Pages TS-1 through TS-3, dated 2/15/05 and revised Pages BF-1 through BF-3, dated 2/15/05. **If you have already submitted a bid, please resubmit the bid on the attached revised bid forms.**

Should any bidders have questions regarding the above-mentioned changes, please call Senior Buyer Nicole Gilardi at (415) 257-4455.

  
\_\_\_\_\_  
Janet S. Tarantino  
Secretary of the District

Attachments: Revised Pages TS-1, TS-2 and TS-3  
Revised Pages BF-1, BF-2 and BF-3



CONTRACT NO. 2005-BT-9  
BUS AIR, FUEL & OIL FILTERS

TECHNICAL SPECIFICATIONS-Revised

CATEGORY A

ESTIMATED ANNUAL QUANTITIES (Quantities listed are per filter)

| Item No. | Manufacturer            | Part No.            | ACT  | CCCTA | GGT | MST | SCMTD | TOTAL |
|----------|-------------------------|---------------------|------|-------|-----|-----|-------|-------|
| 1.       | Fram No.<br>Luber-finer | C175E<br>LFP 3845   | 1200 |       |     |     |       | 1200  |
| 2.       | Fram No.<br>Luber-finer | CA3517<br>LAF9396   | 800  | 70    |     | 50  |       | 920   |
| 3.       | Fram No.<br>Luber-finer | CA 3518<br>LAF 9472 |      | 100   |     | 20  |       | 120   |
| 4.       | Fram No.<br>Luber-finer | CA6326<br>LAF 2100  | 300  |       |     |     | 81    | 381   |
| 5.       | Fram No.<br>Luber-finer | CA 7614<br>AF 1618  | 420  |       |     |     |       | 420   |
| 6.       | Fram No.<br>Luber-finer | FT-1134<br>T216     | 60   |       |     |     |       | 60    |
| 7.       | Fram No.<br>Luber-finer | P1146G<br>LFP815FN  |      |       | 576 |     | 600   | 1176  |
| 8.       | Fram                    | G6348               | 24   |       |     |     |       | 24    |
| 9.       | Fram No.<br>Luber-finer | P1147G<br>LFP816FN  |      |       | 576 |     | 624   | 1200  |
| 10.      | Fram No.<br>Luber-finer | P3555A<br>LFP777B   |      |       | 12  |     |       | 12    |
| 11.      | Fram No.<br>Luber-finer | P3613<br>LFH4223    |      |       | 24  |     | 60    | 84    |
| 12.      | Fram No.<br>Luber-finer | PCS5060G<br>LFF8010 |      |       | 24  |     |       | 24    |
| 13.      | Fram No.<br>Luber-finer | PH3567<br>LFP449    | 60   |       |     |     |       | 60    |
| 14.      | Fram No.<br>Luber-finer | PH3612<br>LFP911    |      |       | 60  |     |       | 60    |

**CATEGORY A**  
**ESTIMATED ANNUAL QUANTITIES (Quantities listed are per filter)**

| Item No. | Manufacturer                  | Part No.            | ACT  | CCCTA | GGT  | MST | SCMTD | TOTAL |
|----------|-------------------------------|---------------------|------|-------|------|-----|-------|-------|
| 15.      | Fram No.<br>Luber-finer       | PH3786<br>LFP2286   | 480  |       |      |     |       | 480   |
| 16.      | Fram No.<br>Luber-finer       | PH7405<br>LFP2160   |      |       | 2500 | 68  | 960   | 3528  |
| 17.      | Fram No.<br>Luber-finer       | PR3414<br>LFW4016   |      |       |      |     | 72    | 72    |
| 18.      | Fram No.<br>Luber-finer       | PR3753<br>LFW4013   |      | 120   |      |     |       | 120   |
| 19.      | Fram No.<br>Luber-finer       | PR3908<br>LFW4071   |      | 300   |      | 134 |       | 434   |
| 20.      | Detroit Diesel<br>Luber-finer | 23521528<br>L3578FN |      | 75    | 12   |     |       | 87    |
| 21.      | Luber-finer                   | LFP3000             | 1400 | 400   |      | 37  | 78    | 1915  |
| 22.      | Fleetguard<br>Luber-finer     | LF9000<br>LFP9000   | 600  |       |      |     |       | 600   |
| 23.      | Luber-finer                   | LFW 4075            |      |       |      | 21  |       | 21    |
| 24.      | Luber-finer                   | LAF 9544            |      |       |      | 10  |       | 10    |
| 25.      | Luber-finer                   | LP 487              |      |       |      | 16  |       | 16    |
| 26.      | Fleetguard                    | WF 2074             |      |       |      | 19  |       | 19    |
| 27.      | Fram                          | PH 8690             |      |       |      | 386 |       | 386   |
| 28.      | Fram                          | PS 8048             |      |       |      | 107 |       | 107   |
| 29.      | <i>Fleetguard</i>             | <i>LFP 3970</i>     |      |       |      | 10  |       | 10    |
| 30.      | Luber-finer<br>Detroit Diesel | LFW4686<br>23507545 |      |       | 384  |     |       | 384   |
| 31.      | Nelson                        | 83284E              | 1400 | 800   | 200  |     |       | 2400  |
| 32.      | Pen Ray<br>Luber-finer        | NF2088<br>LFW6500   | 800  |       | 24   |     |       | 824   |
| 33.      | Fleet Guard                   | NG5900              |      |       |      | 14  |       | 14    |

**CATEGORY A**  
**ESTIMATED ANNUAL QUANTITIES (Quantities listed are per filter)**

| Item No. | Manufacturer          | Part No.                  | ACT  | CCCTA | GGT | MST | SCMTD | TOTAL |
|----------|-----------------------|---------------------------|------|-------|-----|-----|-------|-------|
| 34.      | Fram Fleetguard       | CA7113<br>AF2588          | 180  |       |     |     |       | 180   |
| 35.      | Fram Baldwin Hastings | CA1599<br>PA2525<br>AF594 | 1200 |       |     |     |       | 1200  |
| 36.      | WIX                   | 33481                     | 240  |       |     |     |       | 240   |
| 37.      | Fram Luber-finer      | PH13<br>PH1218            | 120  |       |     |     |       | 120   |
| 38.      | <i>Luber-finer</i>    | <i>LAF398</i>             | 60   |       |     |     |       | 60    |
| 39.      | WIX                   | 46117                     | 12   |       |     |     |       | 12    |

**CATEGORY B**  
**ESTIMATED ANNUAL QUANTITIES (Quantities listed are per filter)**

\*Approved equals will be accepted provided the equal satisfies Detroit Diesel's "P3" Series 50 power plant agreement

Due to size requirements, pressure problems, and/or required micron filtration, the following filters are brand specific. No substitutes will be accepted.

| Item No. | Manufacture                  | Part No.             | ACT  | CCCTA | GGT | MST | SCMTD | TOTAL |
|----------|------------------------------|----------------------|------|-------|-----|-----|-------|-------|
| 1.       | Detroit Diesel               | 23530573             |      |       |     | 740 |       | 740   |
| 2.       | Detroit Diesel               | 23516489             | 800  |       |     | 90  |       | 890   |
| 3.       | <i>Detroit Diesel</i>        | <i>23533816</i>      |      |       |     | 91  |       | 91    |
| 4.       | Fram                         | PH3612               | 500  |       |     |     |       | 500   |
| 5.       | <i>Fleetguard</i>            | <i>AF25899</i>       | 600  |       |     |     |       | 600   |
| 6.       | Fram                         | P3613                | 100  |       |     |     |       | 100   |
| 7.       | <i>Fram</i>                  | <i>P1147G</i>        | 1200 |       |     |     |       | 1200  |
| 8.       | <i>Fram</i>                  | <i>P1146G</i>        | 1200 |       |     |     |       | 1200  |
| 9.       | <i>Nelson(or) Fleetguard</i> | <i>83284D HF6238</i> | 1400 | 800   | 200 |     |       | 2400  |
| 10.      | <i>Donaldson</i>             | <i>P552100</i>       |      |       |     | 740 |       | 740   |
| 11.      | <i>Donaldson</i>             | <i>P550467</i>       |      |       |     | 91  |       | 91    |
| 12.      | <i>Donaldson</i>             | <i>P552088</i>       | 800  |       |     | 90  |       | 890   |

**CONTRACT NO. 2005-BT-9  
BUS AIR, FUEL & OIL FILTERS**

**BID FORM-*Revised***

**TO: GOLDEN GATE BRIDGE, HIGHWAY AND TRANSPORTATION  
DISTRICT, SAN FRANCISCO, CALIFORNIA**

Pursuant to the Notice Inviting Sealed Bids, the undersigned Bidder herewith submits a bid on the bidding form or forms attached hereto and made a part hereof, and binds itself on award by each participating RTCC Agency under this bid to execute a Contract in accordance with its bid, the bid documents and the award. The attached Notice Inviting Sealed Bids, General Conditions and Instructions for Bidders, Special Provisions, Technical Specifications, and Addenda, if any, are made a part of this bid and all provisions thereof are accepted, and all representations and warranties required thereby are hereby affirmed.

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Bids below include all applicable delivery charges, insurance, and all other costs, except applicable sales tax which shall be added separately on invoice, necessary for the furnishing of all equipment and the performance of all services called for under the Contract.

**CONTRACT NO. 2005-BT-9  
BUS AIR, FUEL & OIL FILTERS**

**CATEGORY A**

| Item No. | Manufacturer            | Part No.            | Brand and Part Number Offered | Estimated Annual Qty. (each) | Quantity Per Case | Unit Price Per Filter | Extended Price |
|----------|-------------------------|---------------------|-------------------------------|------------------------------|-------------------|-----------------------|----------------|
| 1.       | Fram No.<br>Luber-finer | C175E<br>LFP 3845   |                               | 1200                         |                   |                       |                |
| 2.       | Fram No.<br>Luber-finer | CA3517<br>LAF9396   |                               | 920                          |                   |                       |                |
| 3.       | Fram No.<br>Luber-finer | CA 3518<br>LAF 9472 |                               | 120                          |                   |                       |                |
| 4.       | Fram No.<br>Luber-finer | CA6326<br>LAF 2100  |                               | 381                          |                   |                       |                |
| 5.       | Fram No.<br>Luber-finer | CA 7614<br>AF 1618  |                               | 420                          |                   |                       |                |
| 6.       | Fram No.<br>Luber-finer | FT-1134<br>T216     |                               | 60                           |                   |                       |                |
| 7.       | Fram No.<br>Luber-finer | P1146G<br>LFP815FN  |                               | 1176                         |                   |                       |                |
| 8.       | Fram                    | G6348               |                               | 24                           |                   |                       |                |
| 9.       | Fram No.<br>Luber-finer | P1147G<br>LFP816FN  |                               | 1200                         |                   |                       |                |
| 10.      | Fram No.<br>Luber-finer | P3555A<br>LFP777B   |                               | 12                           |                   |                       |                |

**Golden Gate Bridge, Highway and Transportation District**

| Item No. | Manufacturer                  | Part No.                  | Brand and Part Number Offered | Estimated Annual Qty. (each) | Quantity Per Case | Unit Price Per Filter | Extended Price |
|----------|-------------------------------|---------------------------|-------------------------------|------------------------------|-------------------|-----------------------|----------------|
| 11.      | Fram No.<br>Luber-finer       | P3613<br>LFH4223          |                               | 84                           |                   |                       |                |
| 12.      | Fram No.<br>Luber-finer       | PCS5060G<br>LFF8010       |                               | 24                           |                   |                       |                |
| 13.      | Fram No.<br>Luber-finer       | PH3567<br>LFP449          |                               | 60                           |                   |                       |                |
| 14.      | Fram No.<br>Luber-finer       | PH3612<br>LFP911          |                               | 60                           |                   |                       |                |
| 15.      | Fram No.<br>Luber-finer       | PH3786<br>LFP2286         |                               | 480                          |                   |                       |                |
| 16.      | Fram No.<br>Luber-finer       | PH7405<br>LFP2160         |                               | <b>3528</b>                  |                   |                       |                |
| 17.      | Fram No.<br>Luber-finer       | PR3414<br>LFW4016         |                               | 72                           |                   |                       |                |
| 18.      | Fram No.<br>Luber-finer       | PR3753<br>LFW4013         |                               | 120                          |                   |                       |                |
| 19.      | Fram No.<br>Luber-finer       | PR3908<br>LFW4071         |                               | 434                          |                   |                       |                |
| 20.      | Detroit Diesel<br>Luber-finer | 23521528<br>L3578FN       |                               | 87                           |                   |                       |                |
| 21.      | Luber-finer                   | LFP3000                   |                               | 1915                         |                   |                       |                |
| 22.      | Fleetguard<br>Luber-finer     | LF9000<br>LFP9000         |                               | 600                          |                   |                       |                |
| 23.      | Luber-finer                   | LFW 4075                  |                               | <i>21</i>                    |                   |                       |                |
| 24.      | Luber-finer                   | LAF 9544                  |                               | 10                           |                   |                       |                |
| 25.      | Luber-finer                   | LP 487                    |                               | 16                           |                   |                       |                |
| 26.      | Fleetguard                    | WF 2074                   |                               | 19                           |                   |                       |                |
| 27.      | Fram                          | PH 8690                   |                               | <b>386</b>                   |                   |                       |                |
| 28.      | Fram                          | PS 8048                   |                               | <b>107</b>                   |                   |                       |                |
| 29.      | <i>Fleetguard</i>             | <i>LFP 3970</i>           |                               | 10                           |                   |                       |                |
| 30.      | Luber-finer<br>Detroit Diesel | LFW4686<br>23507545       |                               | 384                          |                   |                       |                |
| 31.      | <b>Nelson</b>                 | <b>83284E</b>             |                               | <b>2400</b>                  | _____             | _____                 | _____          |
| 32.      | Pen Ray<br>Luber-finer        | NF2088<br>LFW6500         |                               | 824                          |                   |                       |                |
| 33.      | Fleet Guard                   | NG5900                    |                               | <b>14</b>                    |                   |                       |                |
| 34.      | Fram<br>Fleetguard            | CA7113<br>AF2588          |                               | 180                          |                   |                       |                |
| 35.      | Fram<br>Baldwin<br>Hastings   | CA1599<br>PA2525<br>AF594 |                               | 1200                         |                   |                       |                |

**Golden Gate Bridge, Highway and Transportation District**

| Item No.                     | Manufacturer        | Part No.       | Brand and Part Number Offered | Estimated Annual Qty. (each) | Quantity Per Case | Unit Price Per Filter | Extended Price |  |
|------------------------------|---------------------|----------------|-------------------------------|------------------------------|-------------------|-----------------------|----------------|--|
| 36.                          | WIX                 | 33481          |                               | 240                          |                   |                       |                |  |
| 37.                          | Fram<br>Luber-finer | PH13<br>PH1218 |                               | 120                          |                   |                       |                |  |
| 38.                          | <i>Luber-finer</i>  | <i>LAF398</i>  |                               | 60                           |                   |                       |                |  |
| 39.                          | WIX                 | 46117          |                               | 12                           |                   |                       |                |  |
| <b>Grand Total Bid Price</b> |                     |                |                               |                              |                   |                       |                |  |

**CATEGORY B**

| Item No. | Manufacture                      | Part No.                 | Brand and Part Number Offered | Estimated Annual Qty. (each) | Quantity Per Case | Unit Price Per Filter | Extended Price |
|----------|----------------------------------|--------------------------|-------------------------------|------------------------------|-------------------|-----------------------|----------------|
| 1.       | Detroit Diesel                   | 23530573                 |                               | <i>740</i>                   |                   |                       |                |
| 2.       | Detroit Diesel                   | 23516489                 |                               | <i>890</i>                   |                   |                       |                |
| 3.       | <i>Detroit Diesel</i>            | <i>23533816</i>          |                               | <i>91</i>                    |                   |                       |                |
| 4.       | Fram                             | PH3612                   |                               | 500                          |                   |                       |                |
| 5.       | <i>Fleetguard</i>                | <i>AF25899</i>           |                               | 600                          |                   |                       |                |
| 6.       | Fram                             | P3613                    |                               | 100                          |                   |                       |                |
| 7.       | <i>Fram</i>                      | <i>P1147G</i>            |                               | 1200                         |                   |                       |                |
| 8.       | <i>Fram</i>                      | <i>P1146G</i>            |                               | 1200                         |                   |                       |                |
| 9.       | <i>Nelson(or)<br/>Fleetguard</i> | <i>83284D<br/>HF6238</i> |                               | <i>2400</i>                  |                   |                       |                |
| 10.      | <i>Donaldson</i>                 | <i>P552100</i>           |                               | <i>740</i>                   |                   |                       |                |
| 11.      | <i>Donaldson</i>                 | <i>P550467</i>           |                               | <i>91</i>                    |                   |                       |                |
| 12.      | <i>Donaldson</i>                 | <i>P552088</i>           |                               | <i>890</i>                   |                   |                       |                |

Prompt Payment Cash Discount \_\_\_\_% \_\_\_\_ Days

Prices quoted shall not include California sales or use taxes. Applicable sales or use taxes should be added to the invoice.

Bidders are reminded that the Unit Price on the Bid Form represents the price per individual filter, NOT the case price. The Extended Price is the Estimated Annual Quantity multiplied by the Unit Price per Filter.

\_\_\_\_\_ Check here if entity is a Disadvantaged Business Enterprise (DBE) and include a copy of the firm's DBE Certification, if applicable.

The Bid Form must be signed on Page BF-4 in accordance with General Condition 3 and Special Provision 1.3. Bids submitted in any other form will be considered non-responsive and may be rejected.



Dated: March 3, 2005

**ADDENDUM NO. 2**

**CONTRACT NO. 2005-BT-9**  
**FURNISH BUS AIR, FUEL, AND OIL FILTERS TO THE**  
**REGIONAL TRANSIT COORDINATING COUNCIL (RTCC)**  
**OF THE SAN FRANCISCO BAY AREA**

The Golden Gate Bridge, Highway and Transportation District (District) herewith issues Addendum No. 2 to the above-referenced Contract. There are five (5) amendments contained herein. Except as modified below, all other terms and conditions shall remain in effect.

**Amendments to Special Provisions**

**Page SP-1, Section 1.2 – Schedule of Activities, Item C**

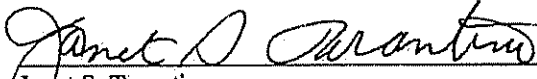
The due date for the submittal of bids has been extended to 2:00 p.m. on Tuesday, March 22, 2005.

**Amendments to the Technical Specifications**

2. **Page TS-3, Category A, Item 34**  
Delete: Fleetguard AF2588  
Insert: Fleetguard AF25668
3. **Page TS-3, Category B, Item 13**  
Add: Donaldson P782998
4. **Page BF-2, Category A, Item 34**  
Delete: Fleetguard AF2588  
Insert: Fleetguard AF25668
5. **Page BF-3, Category B, Item 13**  
Add: Donaldson P782998

Please remove Page TS-3, dated 2/15/05 and Pages BF-2 and BF-3, dated 2/15/05, and replace with revised Page TS-3, dated 3/3/05 and revised Pages BF-2 and BF-3, dated 3/3/05. If you have already submitted a bid, please resubmit the bid on the attached revised bid forms.

Should any bidders have questions regarding the above-mentioned changes, please call Senior Buyer Nicole Gilardi at (415) 257-4455.

  
\_\_\_\_\_  
Janet S. Tarantino  
Secretary of the District

Attachments: Revised Page TS-3  
Revised Pages BF-2 and BF-3

TECHNICAL SPECIFICATIONS-Revised

CATEGORY A

ESTIMATED ANNUAL QUANTITIES (Quantities listed are per filter)

|     |                             |                           |      |  |  |  |  |      |
|-----|-----------------------------|---------------------------|------|--|--|--|--|------|
| 34. | Fram<br><i>Fleetguard</i>   | CA7113<br>AF25668         | 180  |  |  |  |  | 180  |
| 35. | Fram<br>Baldwin<br>Hastings | CA1599<br>PA2525<br>AF594 | 1200 |  |  |  |  | 1200 |
| 36. | WIX                         | 33481                     | 240  |  |  |  |  | 240  |
| 37. | Fram<br>Luber-finer         | PH13<br>PH1218            | 120  |  |  |  |  | 120  |
| 38. | Luber-finer                 | LAF398                    | 60   |  |  |  |  | 60   |
| 39. | WIX                         | 46117                     | 12   |  |  |  |  | 12   |

CATEGORY B

ESTIMATED ANNUAL QUANTITIES (Quantities listed are per filter)

\*Approved equals will be accepted provided the equal satisfies Detroit Diesel's "P3" Series 50 power plant agreement

Due to size requirements, pressure problems, and/or required micron filtration, the following filters are brand specific. No substitutes will be accepted.

| Item No. | Manufacture              | Part No.         | ACT        | CCCTA | GGT | MST | SCMTD | TOTAL      |
|----------|--------------------------|------------------|------------|-------|-----|-----|-------|------------|
| 1.       | Detroit Diesel           | 23530573         |            |       |     | 740 |       | 740        |
| 2.       | Detroit Diesel           | 23516489         | 800        |       |     | 90  |       | 890        |
| 3.       | Detroit Diesel           | 23533816         |            |       |     | 91  |       | 91         |
| 4.       | Fram                     | PH3612           | 500        |       |     |     |       | 500        |
| 5.       | Fleetguard               | AF25899          | 600        |       |     |     |       | 600        |
| 6.       | Fram                     | P3613            | 100        |       |     |     |       | 100        |
| 7.       | Fram                     | P1147G           | 1200       |       |     |     |       | 1200       |
| 8.       | Fram                     | P1146G           | 1200       |       |     |     |       | 1200       |
| 9.       | Nelson(or)<br>Fleetguard | 83284D<br>HF6238 | 1400       | 800   | 200 |     |       | 2400       |
| 10.      | Donaldson                | P552100          |            |       |     | 740 |       | 740        |
| 11.      | Donaldson                | P550467          |            |       |     | 91  |       | 91         |
| 12.      | Donaldson                | P552088          | 800        |       |     | 90  |       | 890        |
| 13.      | <i>Donaldson</i>         | <i>P782998</i>   | <i>600</i> |       |     |     |       | <i>600</i> |



**Golden Gate Bridge, Highway and Transportation District**

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| Item No. | Manufacturer                  | Part No.                  | Brand and Part Number Offered | Estimated Annual Qty. (each) | Quantity Per Case | Unit Price Per Filter | Extended Price |
|----------|-------------------------------|---------------------------|-------------------------------|------------------------------|-------------------|-----------------------|----------------|
| 11.      | Fram No.<br>Luber-finer       | P3613<br>LFH4223          |                               | 84                           |                   |                       |                |
| 12.      | Fram No.<br>Luber-finer       | PCS5060G<br>LFF8010       |                               | 24                           |                   |                       |                |
| 13.      | Fram No.<br>Luber-finer       | PH3567<br>LFP449          |                               | 60                           |                   |                       |                |
| 14.      | Fram No.<br>Luber-finer       | PH3612<br>LFP911          |                               | 60                           |                   |                       |                |
| 15.      | Fram No.<br>Luber-finer       | PH3786<br>LFP2286         |                               | 480                          |                   |                       |                |
| 16.      | Fram No.<br>Luber-finer       | PH7405<br>LFP2160         |                               | 3528                         |                   |                       |                |
| 17.      | Fram No.<br>Luber-finer       | PR3414<br>LFW4016         |                               | 72                           |                   |                       |                |
| 18.      | Fram No.<br>Luber-finer       | PR3753<br>LFW4013         |                               | 120                          |                   |                       |                |
| 19.      | Fram No.<br>Luber-finer       | PR3908<br>LFW4071         |                               | 434                          |                   |                       |                |
| 20.      | Detroit Diesel<br>Luber-finer | 23521528<br>L3578FN       |                               | 87                           |                   |                       |                |
| 21.      | Luber-finer                   | LFP3000                   |                               | 1915                         |                   |                       |                |
| 22.      | Fleetguard<br>Luber-finer     | LF9000<br>LFP9000         |                               | 600                          |                   |                       |                |
| 23.      | Luber-finer                   | LFW 4075                  |                               | 21                           |                   |                       |                |
| 24.      | Luber-finer                   | LAF 9544                  |                               | 10                           |                   |                       |                |
| 25.      | Luber-finer                   | LP 487                    |                               | 16                           |                   |                       |                |
| 26.      | Fleetguard                    | WF 2074                   |                               | 19                           |                   |                       |                |
| 27.      | Fram                          | PH 8690                   |                               | 386                          |                   |                       |                |
| 28.      | Fram                          | PS 8048                   |                               | 107                          |                   |                       |                |
| 29.      | Fleetguard                    | LFP 3970                  |                               | 10                           |                   |                       |                |
| 30.      | Luber-finer<br>Detroit Diesel | LFW4686<br>23507545       |                               | 384                          |                   |                       |                |
| 31.      | Nelson                        | 83284E                    |                               | 2400                         | _____             | _____                 | _____          |
| 32.      | Pen Ray<br>Luber-finer        | NF2088<br>LFW6500         |                               | 824                          |                   |                       |                |
| 33.      | Fleet Guard                   | NG5900                    |                               | 14                           |                   |                       |                |
| 34.      | Fram<br><i>Fleetguard</i>     | CA7113<br><i>AF25668</i>  |                               | 180                          |                   |                       |                |
| 35.      | Fram<br>Baldwin<br>Hastings   | CA1599<br>PA2525<br>AF594 |                               | 1200                         |                   |                       |                |

**Golden Gate Bridge, Highway and Transportation District**

|     |                     |                |  |     |  |  |                       |
|-----|---------------------|----------------|--|-----|--|--|-----------------------|
| 36. | WIX                 | 33481          |  | 240 |  |  |                       |
| 37. | Fram<br>Luber-finer | PH13<br>PH1218 |  | 120 |  |  |                       |
| 38. | Luber-finer         | LAF398         |  | 60  |  |  |                       |
| 39. | WIX                 | 46117          |  | 12  |  |  |                       |
|     |                     |                |  |     |  |  | Grand Total Bid Price |

**CATEGORY B**

| Item No. | Manufacture              | Part No.         | Brand and Part Number Offered | Estimated Annual Qty. (each) | Quantity Per Case | Unit Price Per Filter | Extended Price |
|----------|--------------------------|------------------|-------------------------------|------------------------------|-------------------|-----------------------|----------------|
| 1.       | Detroit Diesel           | 23530573         |                               | 740                          |                   |                       |                |
| 2.       | Detroit Diesel           | 23516489         |                               | 890                          |                   |                       |                |
| 3.       | Detroit Diesel           | 23533816         |                               | 91                           |                   |                       |                |
| 4.       | Fram                     | PH3612           |                               | 500                          |                   |                       |                |
| 5.       | Fleetguard               | AF25899          |                               | 600                          |                   |                       |                |
| 6.       | Fram                     | P3613            |                               | 100                          |                   |                       |                |
| 7.       | Fram                     | P1147G           |                               | 1200                         |                   |                       |                |
| 8.       | Fram                     | P1146G           |                               | 1200                         |                   |                       |                |
| 9.       | Nelson(or)<br>Fleetguard | 83284D<br>HF6238 |                               | 2400                         |                   |                       |                |
| 10.      | Donaldson                | P552100          |                               | 740                          |                   |                       |                |
| 11.      | Donaldson                | P550467          |                               | 91                           |                   |                       |                |
| 12.      | Donaldson                | P552088          |                               | 890                          |                   |                       |                |
| 13.      | Donaldson                | P782998          |                               |                              |                   |                       |                |

Prompt Payment Cash Discount \_\_\_\_% \_\_\_\_ Days

Prices quoted shall not include California sales or use taxes. Applicable sales or use taxes should be added to the invoice.

Bidders are reminded that the Unit Price on the Bid Form represents the price per individual filter, NOT the case price. The Extended Price is the Estimated Annual Quantity multiplied by the Unit Price per Filter.

\_\_\_\_\_ Check here if entity is a Disadvantaged Business Enterprise (DBE) and include a copy of the firm's DBE Certification, if applicable.

The Bid Form must be signed on Page BF-4 in accordance with General Condition 3 and Special Provision 1.3. Bids submitted in any other form will be considered non-responsive and may be rejected.

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

**DATE:** May 27, 2005  
**TO:** Board of Directors  
**FROM:** Robyn D. Slater, Human Resources Manager  
**SUBJECT:** CONSIDERATION OF APPROVAL OF CHANGES TO THE CLASS SPECIFICATIONS (JOB DESCRIPTIONS) FOR FLEET MAINTENANCE SUPERVISOR AND FACILITIES MAINTENANCE SUPERVISOR.

## I. RECOMMENDED ACTION

**It is recommended that the Board of Directors approve the attached class specifications (job descriptions) for the Fleet Maintenance Supervisor and Facilities Maintenance Supervisor**

## II. SUMMARY OF ISSUES

- In March the Board approved the consolidation of the Fleet Maintenance Department and the Facilities Maintenance Department.
- Due to the consolidation, additional duties were assigned to the Facilities Maintenance Supervisor and his salary range was adjusted.
- The changes to the Class Specifications for both positions provide a more accurate representation of the current job duties.

## III. DISCUSSION

When the Facilities Maintenance Manager, David Konno, retired from METRO there was an opportunity to consolidate the Fleet and Facilities Maintenance Departments to more closely mirror the organizational structure of many transit agencies.

The Facilities Maintenance Supervisor was given additional duties and his salary was adjusted to the same scale as that of the Fleet Maintenance Supervisor position.

Both the Fleet and Facilities Maintenance class specifications were reviewed and changed to better reflect the current job duties. The Fleet Maintenance class specification was altered, but no additional job responsibilities were added. The Facilities Maintenance class specifications were substantively changed to address added job duties.

The union has had an opportunity to review the class specifications and provide input.

## IV. FINANCIAL CONSIDERATIONS

None

5-13.1

**V. ATTACHMENTS**

**Attachment A:** Class specification for Facilities Maintenance Supervisor

**Attachment B:** Class specification for Fleet Maintenance Supervisor

5-13.2

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

## FACILITIES MAINTENANCE SUPERVISOR

### DEFINITION

Under direction, plans and reviews the maintenance and repair of District facilities, properties, buildings and improvements; supervises and evaluates the performance of assigned staff; coordinates and develops safety and training programs for department; develops, implements, and supervises department record keeping and information systems; and performs related duties as assigned.

### EXAMPLES OF DUTIES

Assists in establishing design standards and criteria for projects, including bus stops, facilities, and equipment; reviews project plans for errors and omissions, and prepares recommendations; performs cost analyses; administers storage and disposal of surplus fixed assets; monitors building operation costs; collects, records, and utilizes data for project analysis reports.

Assists in development of department policies, procedures, work standards, rules and budget; and enforces District and department rules, regulations, policies, procedures, and work standards.

Reviews and administers facilities leases and service contracts; monitors contractor compliance with contracts, specifications and equipment installation.

Plans, coordinates, schedules, assigns and supervises employees in and directs the maintenance, repair, and inspection of METRO facilities and equipment. Prepares technical studies and reports; obtains and renews required permits related to equipment and building operation.

Participates in employee selection; and prepares, conducts, and reviews employee performance evaluations.

Represents the department at meetings; may serve as liaison to other departments, the public, and outside agencies; reviews, investigates, and responds to complaints regarding mechanical or safety problems.

Operates field and facility maintenance equipment, tools and vehicles as needed. Instructs employees in the proper use of work techniques and safety measures.

Evaluates transit improvements, including building sites, bus stops, and turnouts.

Inspects and evaluates work in progress and completed work for compliance with building and safety standards and codes.

Plans, coordinates and schedules the maintenance and repair and alteration of METRO facilities and equipment; estimates the supplies, equipment and hours needed for projects; develops, implements and supervises the maintenance of a

5-13.21

variety of records including inventory of supplies (to include purchasing), bus stop inventory, logs for service and repair of facilities.

Ensures department is in compliance with federal, state, and local laws and regulations.

Utilizes office equipment and computer word processing, spreadsheet, and database programs in the performance of job duties.

## **EMPLOYMENT STANDARDS**

### Knowledge of:

- Methods, materials, hand tools, and power equipment used in the maintenance and repair of buildings, equipment, and grounds including carpentry, plumbing, cement, electrical, welding, and painting.
- Uniform building and mechanical codes.
- Proper handling procedures for hazardous materials, health and safety regulation, safe work practices and proper equipment operating procedures.
- Custodial services operations.
- Safe work practices and proper equipment operating procedures.
- Principles of supervision and training.
- Federal, state, and local laws and regulations regarding employee safety and work environment requirements.
- Standard office equipment and software

### Ability to:

- Perform mathematical calculations, ratios and percentages.
- Estimate costs and determine materials, equipment and techniques to make building and equipment repairs.
- Develop, write and implement departmental procedures and computerized record keeping systems. Complete forms as needed.
- Communicate effectively in oral and written form.
- Read and interpret building and mechanical codes, blueprints, plans and technical manuals.
- Gather, interpret and record data accurately.
- Establish and maintain cooperative working relationships with the public, METRO employees, and others.
- Use manual and power tools and equipment safely.

### Training and Experience

Any combination of training and experience equivalent to:

Three years full-time journey level experience in facilities operation or a building trade, including experience assigning and scheduling the work of others. Education equivalent to completion of a one year Certificate of Proficiency in Business, Building

5-13.02

Inspection, Construction and Energy Management, or a related field, from a California community college may be substituted for one year of the required experience.

Special Requirements

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

May be required to work shifts, including weekends and holidays, and respond to emergency calls.

S-1393

## SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

### FLEET MAINTENANCE SUPERVISOR

#### DEFINITION

Under direction, assists in planning and supervising the operation of the Fleet Maintenance Department; supervises the mechanical and body repair, retrofitting, maintenance, fueling, servicing, and cleaning of METRO buses, vehicles, and equipment; and performs other duties as assigned.

#### EXAMPLES OF DUTIES

Plans, coordinates, schedules, assigns, and supervises the employees in the repair, maintenance, and service of METRO vehicles and equipment.

Assists in development of department policies, procedures, work standards rules and budget; and enforces METRO and department rules, regulations, policies, procedures, and work standards.

Develops and implements record keeping systems for vehicle maintenance, repairs, inspections, road calls, service, fuel consumption, and parts and labor costs; prepares periodic reports on maintenance activities and projects; and monitors maintenance standards and performance in areas of oil/fuel analysis, road calls, labor costs, bus cleanliness, vehicle inspections, and shop safety; reviews repair work estimates.

Assists manager in departmental planning and determining staffing needs; participates in developing specifications for the purchase of equipment, vehicles, and tools.

Supervises and assists employees in diagnoses of mechanical failures and recommends solutions; and develops, implements, and maintains a preventive maintenance program for transit vehicles.

Instructs and trains employees in improved work techniques and safety measures and recommends employees for training; evaluates training options; determines training required by federal, state, and local laws and regulations; and plans and assists in training; conducts training as appropriate.

Participates in employee selection; and prepares, conducts, and reviews employee performance evaluations.

Represents the department at meetings; may serve as liaison to other departments, the public, and outside agencies; reviews, investigates, and responds to complaints regarding mechanical or safety problems.

Administers driving tests to employees required to have a class A or B driver license; certifies to DMV the employees who pass the driving test; maintains certification for

5-13.61



testing employees for driver licenses; and coordinates, revises, and updates employer statement for testing and certifying.

Investigates vehicle accidents and prepares and reviews accident reports; determines mechanical problems and recommends corrective action; prepares employee injury reports.

Ensures department is in compliance with federal, state, and local laws and regulations.

Utilizes office equipment and computer word processing, spreadsheet, and database programs in the performance of job duties.

## **EMPLOYMENT STANDARDS**

### Knowledge of:

- Manual and automated record keeping systems.
- Bus operation and operation of equipment used in driving a bus.
- Proper handling procedures for hazardous materials, and health and safety regulations, safe work practices and proper equipment operating procedures.
- Preventive maintenance practices and methods.
- Mechanical, electrical, air, and hydraulic systems of transit buses and vehicles.
- Techniques, procedures, equipment, tools, and materials used for maintenance, repair and service of METRO vehicles.
- Federal, state, and local laws and regulations regarding employee safety and work environment requirements.
- State vehicle codes and regulations regarding buses, vehicles, and equipment.
- Standard office equipment and software.

### Ability to:

- Operate, maintain, and adjust department mechanical equipment and tools.
- Gather, interpret, and record data accurately.
- Read, comprehend, and interpret complex technical manuals and schematics. Diagnose mechanical failures and estimate time and materials necessary for maintenance and repair jobs.
- Plan, schedule, organize, prioritize, supervise, and evaluate the work of others.
- Interpret, apply, and explain regulations, standards, policies, and procedures.
- Develop and maintain accurate and effective record keeping systems.
- Establish and maintain cooperative working relationships with the public, METRO employees, and others.
- Communicate effectively in oral and written form.
- Perform mathematical calculations, ratios and percentages.

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## Training and Experience

Any combination of training and experience equivalent to:

Five years full-time experience as a heavy-duty diesel and/or alternate fuel mechanic repairing and rebuilding diesel engines and related components, including three years supervisory or lead experience. College level course work in business, transit management, hazardous materials technology, industrial technology, and behavioral science is desirable.

## Special Requirements

Possession of a valid California class B driver license with passenger endorsement and a safe driving record.

Available to work shifts, including weekends and holidays, and to respond to emergency calls.

5-13. b3

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

**DATE:** May 27, 2005  
**TO:** Board of Directors  
**FROM:** Robyn Slater, Human Resources Manager  
**SUBJECT:** PRESENTATION OF EMPLOYEE LONGEVITY AWARDS

## I. RECOMMENDED ACTION

**Staff recommends that the Board of Directors recognize the anniversaries of those District employees named on the attached list and that the 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, they will be invited to attend the Board meetings to receive their awards.

## IV. FINANCIAL CONSIDERATIONS

None.

## V. ATTACHMENTS

**Attachment A:** Employee Recognition List

6.1

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
EMPLOYEE RECOGNITION

TEN YEARS

None

FIFTEEN YEARS

None

TWENTY YEARS

None

TWENTY-FIVE YEARS

John L. Aspesi, Fleet Maintenance Supervisor

THIRTY YEARS

None

6.a.1

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

**DATE:** May 27, 2005  
**TO:** Board of Directors  
**FROM:** Elisabeth Ross, Finance Manager  
**SUBJECT:** PUBLIC HEARING ON FY 05-06 DRAFT FINAL BUDGET

## I. RECOMMENDED ACTION

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

## II. SUMMARY OF ISSUES

- The FY 05-06 draft final budget (Attachment A) is presented this month for Board and public review. A public hearing has been scheduled for 9:00 a.m., May 27, 2005.
- A budget review with Union representatives will be held at 1:00 p.m. on Monday, May 16, 2005, in the Encinal Conference Room.
- The FY 05-06 draft final budget is the updated version of the second year of the two-year budget adopted by the Board of Directors in June of 2004, covering FY 04-05 and FY 05-06. The original FY 05-06 budget summary is shown in Attachment A for comparison purposes.
- Operating revenues total \$32,654,500 in FY 05-06, an increase of 2.9% over estimated actual revenue in FY 04-05. One-time funding in the amount of \$1,420,500 brings the FY 05-06 total to \$34,075,000, which exceeds the FY 05-06 original budget by \$95,000.
- Operating expenses total \$34,075,000 in FY 05-06. This represents a 3.1% increase over the FY 04-05 Revised Budget (April revision) and exceeds the FY 05-06 original budget by \$183,677.
- With the \$900,000 in service reductions in FY 04-05, which were effective in two stages, June 2004 and September 2004, no further service reductions are proposed for FY 05-06.
- Staff is recommending that no fare increase be implemented in FY 05-06.
- The budget includes staffing changes to increase efficiency and effectiveness with no net increase in cost.
- The operating budget projects a goal of \$375,000 in workers' compensation program savings in FY 05-06. If this goal is not met, other expense reductions will be required.
- Sales tax revenue is budgeted at 3.0% over projected sales tax revenue for FY 04-05.
- The draft capital improvement program totals \$31,360,829, of which \$16,730,246 will be provided through grant funds. Most of the expenditures are for the MetroBase project.
- Staff will continue to refine revenue and expense projections as updated information becomes available, and will present a final budget recommendation to the Board in June.

7.1

### III. DISCUSSION

#### A. Operating Revenue

The draft final budget provides for \$32,654,500 in operating revenue, plus \$1,420,500 in one-time funding in FY 05-06.

#### Passenger Revenue

All of the passenger revenue accounts have been adjusted to reflect the most recent revenue data and trends, through March 31, 2005. Passenger fares (farebox and pass sales) are budgeted at a 2% increase over FY 04-05 projected actual.

The four categories of special transit fares are budgeted to increase by a net 2.3% over FY 04-05 projected actual as shown below:

|                                   | FY 03-04<br>Actual | FY 04-05<br>Projected | Change | FY 05-06<br>Budgeted | Change |
|-----------------------------------|--------------------|-----------------------|--------|----------------------|--------|
| <b>UCSC Contract</b>              | \$1,883,336        | \$2,034,957           | +8%    | \$2,116,355          | +4%    |
| <b>Cabrillo College Contract</b>  | \$197,045          | \$195,536             | -1%    | \$199,447            | +2%    |
| <b>Employer Bus Pass Programs</b> | \$68,552           | \$60,305              | -12%   | \$60,305             | +0%    |
| <b>Special Shuttle Services</b>   | \$31,175           | \$68,817              | +121%  | \$38,673             | -44%   |

Revenue from special shuttle services is decreasing due to operation of the Santa Cruz Beach Shuttle in 2004 but not in 2005.

Highway 17 Express revenue is based on the existing agreement with the Valley Transit Authority (VTA) and shows both the fares projected to be paid along with the contractual payments from VTA and AMTRAK.

Paratransit fares have been projected based on an estimate of 98,500 trips to be taken during FY 05-06, an increase of 15,800 trips or 19% over FY 04-05 projected trips.

If District fares were to be raised to match the increase in the Consumer Price Index since the fares were last increased in July 2003, the base fare would go from \$1.50 to \$1.54, the discount base fare would go from \$0.75 to \$0.77 and the paratransit fare would go from \$3.00 to \$3.08. However, no fare increase is recommended for FY 05-06, since the budget is balanced.

#### Sales Tax

Sales tax, the District's largest single source of operating revenue, is budgeted at \$15,839,237 in FY 05-06, which represents a 3.0% increase over the amount expected to be received in FY 04-05. This amount has not changed from the original budget.

#### TDA Funds

Transportation Development Act (TDA) funds have been budgeted in the amount of \$5,677,686 in FY 05-06, which represents a slight increase over the original budget, based on the proposed FY 05-06 allocation from the Santa Cruz County Regional Transportation Commission.

7.2

**Advertising Income**

Advertising income is budgeted at \$50,000, a drop of \$40,000 from the original budget since a formal program has not yet been implemented.

**Rent Income**

Rent income has been projected based on current occupancy and assuming that the Sakata Lane property will continue to be rented through September 30, 2005.

**Interest Income**

Interest income is budgeted at the same level as FY 04-05 projected income. Although interest rates are expected to rise, the treasury balance will be reduced as MetroBase construction begins. However, this still represents a \$123,000 increase over the original budget due to improving investment performance in FY 04-05.

**FTA Operating Assistance**

The two types of Federal Transportation Administration (FTA) operating assistance are budgeted at \$3,157,260 in FY 05-06, the maximum level allowed. In the past, the District used part of the FTA Section 5307 formula funds for capital projects. However, due to the critical operating revenue shortfall, the entire allocation is being used to fund operating expenses. The District's allocation has increased by \$287,121 over the original budget. However, the District must make the first of five annual payments in FY 05-06 in the amount of \$70,000 to repay the FTA advance drawn in FY 04-05 for ParaCruz start-up costs.

**Transfer from Capital for Project Manager**

The Project Manager position approved by the Board of Directors for the MetroBase project is included in the operating budget for payroll purposes. However, \$102,000 in FY 05-06 is being shown as a transfer from reserves to cover these costs since the expenses of the position will be capitalized as part of the grant-funded project at year-end.

**One-Time Revenue**

The budget includes \$935,500 in estimated carryover funds from FY 04-05 after meeting all FY 04-05 expenses. This amount results primarily from one-time savings in personnel accounts due to vacant positions. Normally these funds would be retired to reserves at June 30<sup>th</sup>. District staff has kept operational spending to a minimum to create carryover funds to assist in balancing the budget in both FY 04-05 and FY 05-06.

A total of \$335,000 in capital reserves is being utilized to cover operating expenses as a one-time action in FY 05-06. This is a temporary transfer since the District's share of capital projects for the next five years (which is funded from the reserves) will not all be required by June 30, 2006.

A total of \$150,000 is budgeted in FY 05-06 from insurance reserves to fund settlement costs. If settlement costs do not reach \$150,000, the unused balance will be returned to the insurance reserve fund.

**B. Operating Expenses**

**Service Reductions**

FY 04-05 service reductions were approved by the Board effective in September 2004. A full year of the savings will be achieved in FY 05-06 and no further reductions are required to balance the FY 05-06 budget.

**Revenue Vehicle Fuel Expense**

Diesel fuel costs have fluctuated dramatically in the current fiscal year. The price per gallon has been as low as \$1.47 in January, to the current high of \$2.23, for a fiscal year to date average price of \$1.81. For budget purposes, diesel is estimated at an average of \$2.23 per gallon in FY 05-06 since prices are not likely to drop substantially in the near future. The original FY 05-06 budget estimated diesel at an average of \$2.00 per gallon. CNG costs, which are also a part of this expense account, have not been as erratic as diesel.

**Workers' Compensation Program Expense**

The District's workers' compensation program expense has increased substantially in recent years. The two-year budget included a goal of \$200,000 in program savings in FY 04-05, which is being met, and a savings goal of \$375,000 in FY 05-06, through improved case management and cost control mechanisms. The \$375,000 reduction is included in the FY 05-06 budget, but with the addition of approximately 50 new ParaCruz employees, workers compensation expenses had to be increased for that department.

**Staffing Changes**

The proposed personnel tables showing funded positions in FY 05-06 are included in Attachment B. The changes are as follows:

- **Fleet Maintenance.** Last month, the Board approved adding the function of managing the Facilities Maintenance Department to the Fleet Maintenance Manager's job specification, with a corresponding increase in the salary range to be comparable to the Operations Manager's salary range. The salary range of the Facilities Maintenance Supervisor, who is represented by SEIU Local 415, is also being increased to match the range of the Fleet Maintenance Supervisor position. With these changes, the position of Facilities Maintenance Manager is not funded in FY 05-06.
- **Finance.** In order to reduce duplication of work and improve efficiency in the accounts payable function, it is proposed that accounts payable be consolidated in the Finance Department. Currently, a portion of the payment processing is handled by individual departments. It is proposed that the existing SEIU-represented position of Accounting Technician be funded as of July 1, 2005, so that payables for Fleet Maintenance, Facilities Maintenance, ParaCruz, and Customer Service can be performed in the Finance Department. These are the departments with the largest volume of accounts payable. The departments would still initiate purchasing, track receiving of goods and services, and monitor expenses against their budgets.

7.4



- **Human Resources.** The workload in the HR department is continuing to increase, especially in the areas of workers compensation and insurance benefit programs. It is proposed that the existing position of Assistant Human Resources Manager be funded as of January 1, 2006, to improve the effectiveness of critical programs such as the new workers compensation cost controls and case management currently underway.

All of the above staffing changes have been incorporated into the draft final budget for FY 05-06 without eliminating any occupied positions and without any net increase in funding.

#### **Other Operating Expenses**

The departmental expense summary sheet in the budget (directly following the operating revenue) lists all departments and the percentage increase or decrease from the FY 04-05 revised budget. Most changes are due to personnel cost increases including benefit program increases. Also shown is the increase or decrease by department from the original FY 05-06 budget approved last June.

District-wide consolidated expenses follow the departmental expense summary.

There will be an opportunity for a detailed discussion of operating revenues and expenses at the meeting with Union representatives on Monday, May 16th.

#### **C. Capital Improvement Program**

The draft final capital improvement program for FY 05-06 contains a number of projects as shown in the capital improvement program budget at the end of Attachment A, totaling \$31,360,829. Grant-funded projects are listed separately from projects funded 100% by the District.

The District's State Transit Assistance (STA) allocation has increased, from \$860,994 in FY 04-05 to \$1,101,716 in FY 05-06. The District may only use STA funds for capital purposes.

The capital program includes the transfer of \$335,000 from capital reserves to the operating budget in FY 05-06.

#### **IV. FINANCIAL CONSIDERATIONS**

The FY 05-06 draft final budget, as presented, is balanced through the one-time use of reserves and carryover funds, since projected operating revenues do not cover projected operating expenses. The proposed capital improvement program requires \$14,630,583 in District funding which is available from reserves and STA funds.

#### **V. ATTACHMENTS**

**Attachment A:** FY 05-06 Draft Final Budget

**Attachment B:** FY 05-06 Funded Personnel

7.5

Attachment A

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT**

**FY 05-06**

**DRAFT FINAL BUDGET**

7.91

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
DRAFT FINAL BUDGET  
FY 05-06**

| REVENUE SOURCE                      | EST<br>ACTUAL<br>FY 04-05 | ORIGINAL<br>FY 05-06 | DRAFT<br>FINAL<br>FY 05-06 | CHANGE<br>FROM<br>FY 04-05<br>ACTUAL | VARIANCE<br>FROM ORIG |
|-------------------------------------|---------------------------|----------------------|----------------------------|--------------------------------------|-----------------------|
| 1 Passenger Fares                   | \$ 3,504,764              | \$ 4,014,157         | \$ 3,574,868               | 2.0%                                 | \$ (439,289)          |
| 2 Special Transit Fares             | \$ 2,359,615              | \$ 2,231,867         | \$ 2,414,780               | 2.3%                                 | \$ 182,913            |
| 3 Paratransit Fares                 | \$ 248,000                | \$ 356,400           | \$ 295,500                 | 19.2%                                | \$ (60,900)           |
| 4 Highway 17 Fares                  | \$ 626,776                | \$ 593,752           | \$ 626,776                 | 0.0%                                 | \$ 33,024             |
| 5 Highway 17 Payments               | \$ 409,195                | \$ 470,959           | \$ 409,195                 | 0.0%                                 | \$ (61,764)           |
| 6 Commissions                       | \$ 6,000                  | \$ 7,548             | \$ 6,000                   | 0.0%                                 | \$ (1,548)            |
| 7 Advertising Income                | \$ 50,000                 | \$ 90,000            | \$ 50,000                  | 0.0%                                 | \$ (40,000)           |
| 8 Rent Income - SC Metro Center     | \$ 95,745                 | \$ 98,617            | \$ 93,903                  | -1.9%                                | \$ (4,714)            |
| 9 Rent Income - Watsonville TC      | \$ 47,877                 | \$ 49,313            | \$ 47,995                  | 0.2%                                 | \$ (1,318)            |
| 10 Rent Income - General            | \$ 12,800                 | \$ -                 | \$ 4,800                   | -62.5%                               | \$ 4,800              |
| 11 Interest Income                  | \$ 420,000                | \$ 297,000           | \$ 420,000                 | 0.0%                                 | \$ 123,000            |
| 12 Other Non-Transp Revenue         | \$ 4,500                  | \$ 6,120             | \$ 4,500                   | 0.0%                                 | \$ (1,620)            |
| 13 Sales Tax                        | \$15,377,900              | \$15,839,237         | \$ 15,839,237              | 3.0%                                 | \$ -                  |
| 14 Transp Dev Act (TDA) Funds       | \$ 5,413,251              | \$ 5,662,791         | \$ 5,677,686               | 4.9%                                 | \$ 14,895             |
| 15 FTA Sec 5307 - Op Assistance     | \$ 2,950,231              | \$ 2,804,435         | \$ 3,091,556               | 4.8%                                 | \$ 287,121            |
| 16 Repay FTA Advance (#1 of 5)      | \$ -                      | \$ -                 | \$ (70,000)                | 100.0%                               | \$ (70,000)           |
| 17 FTA Sec 5311 - Rural Op Asst     | \$ 92,928                 | \$ 65,704            | \$ 65,704                  | -29.3%                               | \$ -                  |
| 18 Transfer from Capital/Proj Mgr   | \$ 102,000                | \$ 107,100           | \$ 102,000                 | 0.0%                                 | \$ (5,100)            |
| <b>SUBTOTAL REVENUE</b>             | <b>\$31,721,582</b>       | <b>\$32,695,000</b>  | <b>\$ 32,654,500</b>       | <b>2.9%</b>                          | <b>\$ (40,500)</b>    |
| <b>ONE-TIME REVENUE</b>             |                           |                      |                            |                                      |                       |
| 19 FTA Sec 5307 - One Time Advance  | \$ 350,000                | \$ -                 | \$ -                       |                                      | \$ -                  |
| 20 Carryover from Previous Year     | \$ 800,000                | \$ 800,000           | \$ 935,500                 |                                      | \$ 135,500            |
| 21 Transfer from Reserves           | \$ -                      | \$ 335,000           | \$ 335,000                 |                                      | \$ -                  |
| 22 Transfer from Insurance Reserves | \$ 150,000                | \$ 150,000           | \$ 150,000                 |                                      | \$ -                  |
| <b>SUBTOTAL ONE-TIME REVENUE</b>    | <b>\$ 1,300,000</b>       | <b>\$ 1,285,000</b>  | <b>\$ 1,420,500</b>        |                                      | <b>\$ 135,500</b>     |
| <b>TOTAL REVENUE</b>                | <b>\$33,021,582</b>       | <b>\$33,980,000</b>  | <b>\$ 34,075,000</b>       | <b>3.2%</b>                          | <b>\$ 95,000</b>      |

Updated 5/05/05

7.92

**SANTA CRUZ METRO FY 05-06 OPERATING BUDGET  
DEPARTMENTAL EXPENSES**

| <b>DEPARTMENT</b>                 | <b>FY 04-05<br/>REVISED</b> | <b>FY 05-06<br/>ORIGINAL</b> | <b>FY 05-06<br/>DRAFT FINAL</b> | <b>% CHANGE<br/>FROM<br/>FY 04-05</b> | <b>VAR FROM<br/>ORIG</b> |
|-----------------------------------|-----------------------------|------------------------------|---------------------------------|---------------------------------------|--------------------------|
| 1100 Administration               | 1,468,122                   | 1,544,959                    | 1,567,614                       | 6.8%                                  | 22,655                   |
| 1200 Finance                      | 1,459,072                   | 1,508,727                    | 1,431,617                       | -1.9%                                 | (77,110)                 |
| 1300 Customer Service             | 586,308                     | 576,919                      | 566,852                         | -3.3%                                 | (10,067)                 |
| 1400 Human Resources              | 384,325                     | 409,360                      | 448,258                         | 16.6%                                 | 38,898                   |
| 1500 Information Technology       | 549,711                     | 558,877                      | 569,143                         | 3.5%                                  | 10,266                   |
| 1700 District Counsel             | 388,251                     | 412,057                      | 408,671                         | 5.3%                                  | (3,386)                  |
| 1800 Risk Management              | 254,915                     | 258,014                      | 259,015                         | 1.6%                                  | 1,001                    |
| 2200 Facilities Maintenance       | 1,516,062                   | 1,577,207                    | 1,407,845                       | -7.1%                                 | (169,362)                |
| 3100 Paratransit Program          | 3,372,341                   | 3,105,440                    | 3,585,160                       | 6.3%                                  | 479,720                  |
| 3200 Operations                   | 2,487,177                   | 2,584,768                    | 2,529,688                       | 1.7%                                  | (55,080)                 |
| 3300 Bus Operators                | 12,673,947                  | 12,818,005                   | 12,730,992                      | 0.5%                                  | (87,013)                 |
| 4100 Fleet Maintenance            | 6,864,040                   | 7,090,374                    | 7,413,882                       | 8.0%                                  | 323,508                  |
| 9001 Cobra Benefits               | -                           | -                            | -                               | 0.0%                                  | -                        |
| 9005 Retired Employee Benefits    | 1,020,679                   | 1,076,316                    | 1,155,813                       | 13.2%                                 | 79,497                   |
| Additional Operating Programs     | 300                         | 300                          | 450                             | 50.0%                                 | 150                      |
| <b>SUBTOTAL OPERATING EXPENSE</b> | <b>33,025,250</b>           | <b>33,521,323</b>            | <b>34,075,000</b>               | <b>3.2%</b>                           | <b>553,677</b>           |
| One-Time Paratransit Expenses     | 37,428                      | 70,000                       | -                               | -100.0%                               | (70,000)                 |
| Contingency Fund                  | -                           | 300,000                      | -                               | -100.0%                               | (300,000)                |
| <b>TOTAL OPERATING EXPENSES</b>   | <b>33,062,678</b>           | <b>33,891,323</b>            | <b>34,075,000</b>               | <b>3.1%</b>                           | <b>183,677</b>           |

7.93

**SANTA CRUZ METRO FY 05-06 OPERATING BUDGET  
CONSOLIDATED EXPENSES**

| ACCOUNT                       | FY 04-05<br>REVISED | FY 05-06<br>DRAFT FINAL | % CHANGE<br>FROM<br>FY 04-05 |
|-------------------------------|---------------------|-------------------------|------------------------------|
| <b>LABOR</b>                  |                     |                         |                              |
| 501011 Bus Operator Pay       | 7,430,402           | 7,897,147               | 6.3%                         |
| 501013 Bus Operator OT        | 1,110,350           | 1,154,109               | 3.9%                         |
| 501021 Other Salaries         | 6,050,533           | 6,223,417               | 2.9%                         |
| 501023 Other OT               | 192,616             | 166,200                 | -13.7%                       |
| Totals                        | 14,783,901          | 15,440,873              | 4.4%                         |
| <b>FRINGE BENEFITS</b>        |                     |                         |                              |
| 502011 Medicare/SS            | 176,478             | 226,164                 | 28.2%                        |
| 502021 Retirement             | 1,600,993           | 1,728,898               | 8.0%                         |
| 502031 Medical Ins            | 3,288,358           | 3,724,628               | 13.3%                        |
| 502041 Dental Ins             | 520,945             | 534,944                 | 2.7%                         |
| 502045 Vision Ins             | 140,610             | 144,360                 | 2.7%                         |
| 502051 Life Ins               | 68,330              | 48,768                  | -28.6%                       |
| 502060 State Disability       | 260,616             | 333,050                 | 27.8%                        |
| 502061 Disability Ins         | 250,467             | 187,124                 | -25.3%                       |
| 502071 State Unemployment     | 91,750              | 85,251                  | -7.1%                        |
| 502081 Worker's Comp          | 1,489,828           | 1,396,680               | -6.3%                        |
| 502101 Holiday Pay            | 312,591             | 349,401                 | 11.8%                        |
| 502103 Floating Holiday       | 62,708              | 63,200                  | 0.8%                         |
| 502109 Sick Leave             | 741,940             | 764,588                 | 3.1%                         |
| 502111 Vacation               | 1,498,472           | 1,546,028               | 3.2%                         |
| 502121 Other Paid Absence     | 164,807             | 184,803                 | 12.1%                        |
| 502251 Phys. Exam - Renewal   | 13,498              | 15,178                  | 12.4%                        |
| 502253 Driver Lic Renewal     | 4,531               | 3,941                   | -13.0%                       |
| 502999 Other Fringe Benefits  | 17,327              | 18,425                  | 6.3%                         |
| Totals                        | 10,704,249          | 11,355,430              | 6.1%                         |
| <b>SERVICES</b>               |                     |                         |                              |
| 503011 Accting/Audit Fees     | 80,250              | 77,650                  | -3.2%                        |
| 503012 Admin/Bank Fees        | 231,450             | 238,309                 | 3.0%                         |
| 503031 Prof/Technical & Fees  | 231,248             | 324,594                 | 40.4%                        |
| 503032 Legislative Services   | 73,180              | 87,375                  | 19.4%                        |
| 503033 Legal Services         | 54,320              | 55,950                  | 3.0%                         |
| 503034 Employment Exams       | 18,388              | 9,369                   | -49.0%                       |
| 503041 Temp Help              | 94,640              | -                       | -100.0%                      |
| 503161 Custodial Services     | 95,800              | 107,800                 | 12.5%                        |
| 503162 Uniforms/Laundry       | 54,478              | 57,223                  | 5.0%                         |
| 503171 Security Services      | 392,555             | 424,699                 | 8.2%                         |
| 503221 Classified/Legal Ads   | 18,348              | 19,200                  | 4.6%                         |
| 503225 Graphics Services      | 13,007              | 15,450                  | 18.8%                        |
| 503351 Building Repair - Out  | 35,000              | 35,000                  | 0.0%                         |
| 503352 Equip Repair - Out     | 158,539             | 176,578                 | 11.4%                        |
| 503353 Rev Veh Repair - Out   | 259,542             | 289,769                 | 11.6%                        |
| 503354 Other Veh Repair - Out | 56,341              | 58,031                  | 3.0%                         |
| 503363 Haz Waste Disposal     | 31,000              | 31,000                  | 0.0%                         |
| Totals                        | 1,898,086           | 2,007,997               | 5.8%                         |

7.94

**SANTA CRUZ METRO FY 05-06 OPERATING BUDGET  
CONSOLIDATED EXPENSES**

| ACCOUNT                                | FY 04-05<br>REVISED | FY 05-06<br>DRAFT FINAL | % CHANGE<br>FROM<br>FY 04-05 |
|--|---------------------|-------------------------|------------------------------|
| <b>PURCHASED TRANSPORTATION</b>        |                     |                         |                              |
| 503405 Contract Transp                 | -                   | -                       | 0.0%                         |
| 503406 Contract/Paratransit            | 1,064,000           | 309,600                 | -70.9%                       |
| <b>Totals</b>                          | <b>1,064,000</b>    | <b>309,600</b>          | <b>-70.9%</b>                |
| <b>MOBILE MATERIALS &amp; SUPPLIES</b> |                     |                         |                              |
| 504011 Fuels & Lubricants              | 90,280              | 85,148                  | -5.7%                        |
| 504012 Fuels & Lubricants - Rev Veh    | 1,565,474           | 2,009,299               | 28.4%                        |
| 504021 Tires & Tubes                   | 170,000             | 178,560                 | 5.0%                         |
| 504161 Other Mobile Supplies           | 13,500              | 7,740                   | -42.7%                       |
| 504191 Rev Vehicle Parts               | 359,000             | 407,510                 | 13.5%                        |
| <b>Totals</b>                          | <b>2,198,254</b>    | <b>2,688,257</b>        | <b>22.3%</b>                 |
| <b>OTHER MATERIALS &amp; SUPPLIES</b>  |                     |                         |                              |
| 504205 Freight Out                     | 4,724               | 5,511                   | 16.7%                        |
| 504211 Postage & Mailing               | 26,650              | 18,847                  | -29.3%                       |
| 504214 Promotional Items               | 25                  | 26                      | 4.0%                         |
| 504215 Printing                        | 83,293              | 65,088                  | -21.9%                       |
| 504217 Photo Supp/Process              | 10,120              | 13,015                  | 28.6%                        |
| 504311 Office Supplies                 | 89,518              | 70,948                  | -20.7%                       |
| 504315 Safety Supplies                 | 21,018              | 21,875                  | 4.1%                         |
| 504317 Cleaning Supplies               | 54,170              | 58,730                  | 8.4%                         |
| 504409 Repair/Maint Supply             | 67,881              | 55,000                  | -19.0%                       |
| 504421 Non-Inventory Parts             | 43,000              | 40,500                  | -5.8%                        |
| 504511 Small Tools                     | 13,700              | 8,100                   | -40.9%                       |
| 504515 Employee Tools                  | 1,800               | 2,500                   | 38.9%                        |
| <b>Totals</b>                          | <b>415,899</b>      | <b>360,140</b>          | <b>-13.4%</b>                |
| <b>UTILITIES</b>                       |                     |                         |                              |
| 505011 Gas & Electric                  | 194,600             | 160,100                 | -17.7%                       |
| 505021 Water & Garbage                 | 95,207              | 96,100                  | 0.9%                         |
| 505031 Telecommunications              | 72,298              | 83,682                  | 15.7%                        |
| <b>Totals</b>                          | <b>362,105</b>      | <b>339,882</b>          | <b>-6.1%</b>                 |
| <b>CASUALTY &amp; LIABILITY COSTS</b>  |                     |                         |                              |
| 506011 Insurance - Property            | 40,506              | 49,500                  | 22.2%                        |
| 506015 Insurance - PL/PD               | 541,000             | 440,000                 | -18.7%                       |
| 506021 Insurance - Other               | 1,000               | 1,600                   | 60.0%                        |
| 506123 Settlement Costs                | 150,000             | 150,000                 | 0.0%                         |
| 506127 Repair - District Prop          | -                   | -                       | 0.0%                         |
| 506999 Other Casualty Exp              | -                   | -                       | 0.0%                         |
| <b>Totals</b>                          | <b>732,506</b>      | <b>641,100</b>          | <b>-12.5%</b>                |

7.95

**SANTA CRUZ METRO FY 05-06 OPERATING BUDGET  
CONSOLIDATED EXPENSES**

| ACCOUNT                        | FY 04-05<br>REVISED | FY 05-06<br>DRAFT FINAL | % CHANGE<br>FROM<br>FY 04-05 |
|--------------------------------|---------------------|-------------------------|------------------------------|
| <b>TAXES</b>                   |                     |                         |                              |
| 507051 Fuel Tax                | 10,544              | 10,661                  | 1.1%                         |
| 507201 Licenses & Permits      | 12,795              | 12,082                  | -5.6%                        |
| 507999 Other Taxes             | 25,200              | 25,000                  | -0.8%                        |
| Totals                         | <u>48,539</u>       | <u>47,743</u>           | -1.6%                        |
| <b>MISC EXPENSE</b>            |                     |                         |                              |
| 509011 Dues/Subscriptions      | 52,071              | 54,159                  | 4.0%                         |
| 509081 Advertising-Promo       | -                   | -                       | 0.0%                         |
| 509101 Incentive Program       | 7,820               | 5,767                   | -26.3%                       |
| 509121 Employee Training       | 5,585               | 8,800                   | 57.6%                        |
| 509123 Travel                  | 20,015              | 21,870                  | 9.3%                         |
| 509125 Other Misc Expense      | 4,000               | 6,628                   | 65.7%                        |
| 509127 Board Fees              | 13,200              | 13,200                  | 0.0%                         |
| 509150 Contributions           | 500                 | 500                     | 0.0%                         |
| Totals                         | <u>103,191</u>      | <u>125,924</u>          | 22.0%                        |
| <b>LEASES &amp; RENTALS</b>    |                     |                         |                              |
| 512011 Facility Lease          | 692,141             | 736,122                 | 6.4%                         |
| 512061 Equipment Rental        | 22,380              | 21,932                  | -2.0%                        |
| Totals                         | <u>714,521</u>      | <u>758,054</u>          | 6.1%                         |
| PERSONNEL TOTAL                | 25,488,150          | 26,796,303              | 5.1%                         |
| NON-PERSONNEL TOTAL            | 7,537,101           | 7,278,697               | -3.4%                        |
| <b>DEPARTMENT TOTALS</b>       | <u>33,025,250</u>   | <u>34,075,000</u>       | 3.2%                         |
| One-Time Paratransit Expenses  | 37,428              | -                       | -100.0%                      |
| Contingency Fund               | -                   | -                       | 0.0%                         |
| <b>TOTAL OPERATING EXPENSE</b> | <u>33,062,678</u>   | <u>34,075,000</u>       | 3.1%                         |

7.96

**ADMINISTRATION**

**SANTA CRUZ METRO FY 05-06 OPERATING BUDGET**  
**Administration - 1100**

| ACCOUNT                               | FY 04-05<br>REVISED | FY 05-06<br>DRAFT FIN | % CHANGE<br>FROM<br>FY 04-05 |
|---------------------------------------|---------------------|-----------------------|------------------------------|
| <b>LABOR</b>                          |                     |                       |                              |
| 501021 Other Salaries                 | 558,713             | 587,867               | 5.2%                         |
| 501023 Other OT                       | 500                 | 500                   | 0.0%                         |
| <b>Totals</b>                         | <b>559,213</b>      | <b>588,367</b>        | <b>5.2%</b>                  |
| <b>FRINGE BENEFITS</b>                |                     |                       |                              |
| 502011 Medicare/SS                    | 9,697               | 9,452                 | -2.5%                        |
| 502021 Retirement                     | 71,744              | 71,609                | -0.2%                        |
| 502031 Medical Ins                    | 66,548              | 71,567                | 7.5%                         |
| 502041 Dental Ins                     | 10,642              | 10,128                | -4.8%                        |
| 502045 Vision Ins                     | 3,240               | 3,147                 | -2.9%                        |
| 502051 Life Ins                       | 1,976               | 1,332                 | -32.6%                       |
| 502060 State Disability (SDI)         | 6,649               | 8,491                 | 27.7%                        |
| 502061 Long Term Disability Ins       | 8,972               | 6,268                 | -30.1%                       |
| 502071 State Unemployment (SUI)       | 2,174               | 2,174                 | 0.0%                         |
| 502081 Worker's Comp                  | 31,987              | 28,181                | -11.9%                       |
| 502101 Holiday Pay                    | 7,570               | 7,564                 | -0.1%                        |
| 502103 Floating Holiday               | 14,800              | 15,200                | 2.7%                         |
| 502109 Sick Leave                     | 30,279              | 30,257                | -0.1%                        |
| 502111 Vacation                       | 54,981              | 54,757                | -0.4%                        |
| 502121 Other Paid Absence             | 4,000               | 4,000                 | 0.0%                         |
| 502999 Other Fringe Benefits          | 1,581               | 1,600                 | 1.2%                         |
| <b>Totals</b>                         | <b>326,839</b>      | <b>325,726</b>        | <b>-0.3%</b>                 |
| <b>SERVICES</b>                       |                     |                       |                              |
| 503012 Admin/Bank Fees                | 1,100               | 1,100                 | 0.0%                         |
| 503031 Prof/Technical & Fees          | 14,080              | 67,580                | 380.0%                       |
| 503032 Legislative Services           | 73,180              | 87,375                | 19.4%                        |
| 503041 Temp Help                      | 14,000              | -                     | -100.0%                      |
| 503221 Classified/Legal Ads           | 7,478               | 7,700                 | 3.0%                         |
| 503352 Equip Repair - Out             | 7,500               | 7,015                 | -6.5%                        |
| <b>Totals</b>                         | <b>117,338</b>      | <b>170,770</b>        | <b>45.5%</b>                 |
| <b>OTHER MATERIALS &amp; SUPPLIES</b> |                     |                       |                              |
| 504211 Postage & Mailing              | 9,100               | 9,250                 | 1.6%                         |
| 504215 Printing                       | 6,580               | 2,760                 | -58.1%                       |
| 504217 Photo Supp/Process             | 100                 | 100                   | 0.0%                         |
| 504311 Office Supplies                | 6,630               | 6,940                 | 4.7%                         |
| <b>Totals</b>                         | <b>22,410</b>       | <b>19,050</b>         | <b>-15.0%</b>                |
| <b>UTILITIES</b>                      |                     |                       |                              |
| 505011 Gas & Electric                 | 43,000              | 37,000                | -14.0%                       |
| 505021 Water & Garbage                | 4,645               | 5,600                 | 20.6%                        |
| 505031 Telecommunications             | 5,436               | 4,100                 | -24.6%                       |
| <b>Totals</b>                         | <b>53,081</b>       | <b>46,700</b>         | <b>-12.0%</b>                |

7.97



**SANTA CRUZ METRO FY 05-06 OPERATING BUDGET**  
**Administration - 1100**

| ACCOUNT                       | FY 04-05<br>REVISED  | FY 05-06<br>DRAFT FIN | % CHANGE<br>FROM<br>FY 04-05 |
|-------------------------------|----------------------|-----------------------|------------------------------|
| <b>MISC EXPENSE</b>           |                      |                       |                              |
| 509011 Dues/Subscriptions     | 43,480               | 44,790                | 3.0%                         |
| 509085 Advertising - Rev Prod | -                    | 15,000                | 0.0%                         |
| 509101 Incentive Program      | 4,820                | 2,767                 | -42.6%                       |
| 509123 Travel                 | 18,295               | 20,000                | 9.3%                         |
| 509125 Other Misc Expense     | 3,100                | 5,778                 | 86.4%                        |
| 509127 Board Fees             | 13,200               | 13,200                | 0.0%                         |
| Totals                        | <u>82,895</u>        | <u>101,535</u>        | 22.5%                        |
| <b>LEASES &amp; RENTALS</b>   |                      |                       |                              |
| 512011 Facility Lease         | 304,006              | 313,126               | 3.0%                         |
| 512061 Equipment Rental       | 2,340                | 2,340                 | 0.0%                         |
| Totals                        | <u>306,346</u>       | <u>315,466</u>        | 3.0%                         |
| <br>PERSONNEL TOTAL           | <br>886,052          | <br>914,093           | <br>3.2%                     |
| <br>NON-PERSONNEL TOTAL       | <br>582,070          | <br>653,521           | <br>12.3%                    |
| <br>DEPARTMENT TOTALS         | <br><u>1,468,122</u> | <br><u>1,567,614</u>  | <br>6.8%                     |

7.98

**FINANCE**

**SANTA CRUZ METRO FY 05-06 OPERATING BUDGET**  
**Finance - 1200**

| ACCOUNT                               | FY 04-05<br>REVISED | FY 05-06<br>DRAFT FIN | % CHANGE<br>FROM<br>FY 04-05 |
|---------------------------------------|---------------------|-----------------------|------------------------------|
| <b>LABOR</b>                          |                     |                       |                              |
| 501021 Other Salaries                 | 356,683             | 386,143               | 8.3%                         |
| 501023 Other OT                       | 500                 | 500                   | 0.0%                         |
| Totals                                | <u>357,183</u>      | <u>386,643</u>        | 8.2%                         |
| <b>FRINGE BENEFITS</b>                |                     |                       |                              |
| 502011 Medicare/SS                    | 2,567               | 3,724                 | 45.1%                        |
| 502021 Retirement                     | 44,131              | 47,460                | 7.5%                         |
| 502031 Medical Ins                    | 50,060              | 67,662                | 35.2%                        |
| 502041 Dental Ins                     | 9,015               | 10,511                | 16.6%                        |
| 502045 Vision Ins                     | 2,160               | 2,448                 | 13.3%                        |
| 502051 Life Ins                       | 1,317               | 1,005                 | -23.7%                       |
| 502060 State Disability (SDI)         | 4,433               | 6,605                 | 49.0%                        |
| 502061 Long Term Disability Ins       | 5,519               | 6,553                 | 18.7%                        |
| 502071 State Unemployment (SUI)       | 1,449               | 1,691                 | 16.7%                        |
| 502081 Worker's Comp                  | 6,287               | 5,539                 | -11.9%                       |
| 502101 Holiday Pay                    | 4,522               | 4,857                 | 7.4%                         |
| 502103 Floating Holiday               | 7,900               | 8,100                 | 2.5%                         |
| 502109 Sick Leave                     | 18,087              | 19,427                | 7.4%                         |
| 502111 Vacation                       | 37,990              | 39,175                | 3.1%                         |
| 502121 Other Paid Absence             | 6,000               | 6,000                 | 0.0%                         |
| 502999 Other Fringe Benefits          | 533                 | 700                   | 31.3%                        |
| Totals                                | <u>201,970</u>      | <u>231,457</u>        | 14.6%                        |
| <b>SERVICES</b>                       |                     |                       |                              |
| 503011 Accting/Audit Fees             | 80,000              | 77,400                | -3.3%                        |
| 503012 Admin/Bank Fees                | 230,300             | 237,209               | 3.0%                         |
| 503031 Prof/Technical & Fees          | -                   | 100                   | 100.0%                       |
| 503352 Equip Repair - Out             | 400                 | 686                   | 71.5%                        |
| Totals                                | <u>310,700</u>      | <u>315,395</u>        | 1.5%                         |
| <b>OTHER MATERIALS &amp; SUPPLIES</b> |                     |                       |                              |
| 504211 Postage & Mailing              | 100                 | 103                   | 3.0%                         |
| 504215 Printing                       | 750                 | 773                   | 3.1%                         |
| 504311 Office Supplies                | 2,956               | 3,090                 | 4.5%                         |
| Totals                                | <u>3,806</u>        | <u>3,966</u>          | 4.2%                         |
| <b>UTILITIES</b>                      |                     |                       |                              |
| 505031 Telecommunications             | 1,500               | 1,500                 | 0.0%                         |
| Totals                                | <u>1,500</u>        | <u>1,500</u>          | 0.0%                         |

**7.99**

**SANTA CRUZ METRO FY 05-06 OPERATING BUDGET**  
**Finance - 1200**

| ACCOUNT                               | FY 04-05<br>REVISED     | FY 05-06<br>DRAFT FIN   | % CHANGE<br>FROM<br>FY 04-05 |
|---------------------------------------|-------------------------|-------------------------|------------------------------|
| <b>CASUALTY &amp; LIABILITY COSTS</b> |                         |                         |                              |
| 506011 Insurance - Property           | 40,506                  | 49,500                  | 22.2%                        |
| 506015 Insurance - PL/PD              | 541,000                 | 440,000                 | -18.7%                       |
| 506021 Insurance - Other              | 1,000                   | 1,600                   | 60.0%                        |
| Totals                                | <u>582,506</u>          | <u>491,100</u>          | -15.7%                       |
| <b>TAXES</b>                          |                         |                         |                              |
| 507201 Licenses & Permits             | 200                     | 206                     | 3.0%                         |
| Totals                                | <u>200</u>              | <u>206</u>              | 3.0%                         |
| <b>MISC EXPENSE</b>                   |                         |                         |                              |
| 509011 Dues/Subscriptions             | 1,157                   | 1,300                   | 12.4%                        |
| 509101 Incentive Program              | -                       | -                       | 0.0%                         |
| 509123 Travel                         | 50                      | 50                      | 0.0%                         |
| Totals                                | <u>1,207</u>            | <u>1,350</u>            | 11.8%                        |
| <br>                                  |                         |                         |                              |
| PERSONNEL TOTAL                       | 559,153                 | 618,100                 | 10.5%                        |
| NON-PERSONNEL TOTAL                   | 899,919                 | 813,517                 | -9.6%                        |
| DEPARTMENT TOTALS                     | <u><u>1,459,072</u></u> | <u><u>1,431,617</u></u> | -1.9%                        |

7.910

**CUSTOMER SERVICE**

**SANTA CRUZ METRO FY 05-06 OPERATING BUDGET**  
**Customer Service - 1300**

| ACCOUNT                               | FY 04-05<br>REVISED | FY 05-06<br>DRAFT FIN | % CHANGE<br>FROM<br>FY 04-05 |
|---------------------------------------|---------------------|-----------------------|------------------------------|
| <b>LABOR</b>                          |                     |                       |                              |
| 501021 Other Salaries                 | 253,049             | 243,184               | -3.9%                        |
| 501023 Other OT                       | 1,500               | 1,500                 | 0.0%                         |
| <b>Totals</b>                         | <b>254,549</b>      | <b>244,684</b>        | <b>-3.9%</b>                 |
| <b>FRINGE BENEFITS</b>                |                     |                       |                              |
| 502011 Medicare/SS                    | 1,253               | 1,700                 | 35.7%                        |
| 502021 Retirement                     | 31,470              | 30,196                | -4.0%                        |
| 502031 Medical Ins                    | 44,773              | 47,331                | 5.7%                         |
| 502041 Dental Ins                     | 9,670               | 9,344                 | -3.4%                        |
| 502045 Vision Ins                     | 2,340               | 2,098                 | -10.3%                       |
| 502051 Life Ins                       | 1,105               | 702                   | -36.5%                       |
| 502060 State Disability (SDI)         | 4,433               | 5,661                 | 27.7%                        |
| 502061 Long Term Disability Ins       | 3,936               | 4,557                 | 15.8%                        |
| 502071 State Unemployment (SUI)       | 1,449               | 1,449                 | 0.0%                         |
| 502081 Worker's Comp                  | 80,620              | 71,026                | -11.9%                       |
| 502101 Holiday Pay                    | 3,040               | 2,976                 | -2.1%                        |
| 502109 Sick Leave                     | 12,606              | 11,904                | -5.6%                        |
| 502111 Vacation                       | 34,784              | 32,967                | -5.2%                        |
| 502121 Other Paid Absence             | 4,000               | 4,000                 | 0.0%                         |
| 502999 Other Fringe Benefits          | 221                 | 250                   | 13.1%                        |
| <b>Totals</b>                         | <b>235,699</b>      | <b>226,162</b>        | <b>-4.0%</b>                 |
| <b>SERVICES</b>                       |                     |                       |                              |
| 503031 Prof/Technical & Fees          | 18,000              | 18,540                | 3.0%                         |
| 503225 Graphics Services              | 13,007              | 15,450                | 18.8%                        |
| 503352 Equip Repair - Out             | 2,500               | 2,575                 | 3.0%                         |
| <b>Totals</b>                         | <b>33,507</b>       | <b>36,565</b>         | <b>9.1%</b>                  |
| <b>OTHER MATERIALS &amp; SUPPLIES</b> |                     |                       |                              |
| 504211 Postage & Mailing              | 3,500               | 5,150                 | 47.1%                        |
| 504215 Printing                       | 42,493              | 30,900                | -27.3%                       |
| 504217 Photo Supp/Process             | 2,150               | 4,275                 | 98.8%                        |
| 504311 Office Supplies                | 2,500               | 4,635                 | 85.4%                        |
| <b>Totals</b>                         | <b>50,643</b>       | <b>44,960</b>         | <b>-11.2%</b>                |
| <b>UTILITIES</b>                      |                     |                       |                              |
| 505031 Telecommunications             | 5,000               | 6,300                 | 26.0%                        |
| <b>Totals</b>                         | <b>5,000</b>        | <b>6,300</b>          | <b>26.0%</b>                 |
| <b>TAXES</b>                          |                     |                       |                              |
| 507201 Licenses & Permits             | 1,360               | 2,431                 | 78.8%                        |
| <b>Totals</b>                         | <b>1,360</b>        | <b>2,431</b>          | <b>78.8%</b>                 |

7.911

**SANTA CRUZ METRO FY 05-06 OPERATING BUDGET**  
**Customer Service - 1300**

| ACCOUNT                     | FY 04-05<br>REVISED   | FY 05-06<br>DRAFT FIN | % CHANGE<br>FROM<br>FY 04-05 |
|-----------------------------|-----------------------|-----------------------|------------------------------|
| <b>MISC EXPENSE</b>         |                       |                       |                              |
| 509123 Travel               | 50                    | 50                    | 0.0%                         |
| 509150 Contributions        | 500                   | 500                   | 0.0%                         |
| Totals                      | <u>550</u>            | <u>550</u>            | 0.0%                         |
| <b>LEASES &amp; RENTALS</b> |                       |                       |                              |
| 512061 Equipment Rental     | 5,000                 | 5,200                 | 4.0%                         |
| Totals                      | <u>5,000</u>          | <u>5,200</u>          | 4.0%                         |
| <br>                        |                       |                       |                              |
| PERSONNEL TOTAL             | 490,248               | 470,846               | -4.0%                        |
| NON-PERSONNEL TOTAL         | 96,060                | 96,006                | -0.1%                        |
| DEPARTMENT TOTALS           | <u><u>586,308</u></u> | <u><u>566,852</u></u> | <u><u>-3.3%</u></u>          |

7.912

HRD

**SANTA CRUZ METRO FY 05-06 OPERATING BUDGET**  
**Human Resources - 1400**

| ACCOUNT                               | FY 04-05<br>REVISED | FY 05-06<br>DRAFT FIN | % CHANGE<br>FROM<br>FY 04-05 |
|---------------------------------------|---------------------|-----------------------|------------------------------|
| <b>LABOR</b>                          |                     |                       |                              |
| 501021 Other Salaries                 | 199,357             | 244,179               | 22.5%                        |
| 501023 Other OT                       | 1,416               | 1,000                 | -29.4%                       |
| <b>Totals</b>                         | <b>200,773</b>      | <b>245,179</b>        | <b>22.1%</b>                 |
| <b>FRINGE BENEFITS</b>                |                     |                       |                              |
| 502011 Medicare/SS                    | 3,263               | 3,918                 | 20.1%                        |
| 502021 Retirement                     | 23,769              | 28,997                | 22.0%                        |
| 502031 Medical Ins                    | 20,760              | 28,981                | 39.6%                        |
| 502041 Dental Ins                     | 5,324               | 6,330                 | 18.9%                        |
| 502045 Vision Ins                     | 1,440               | 1,574                 | 9.3%                         |
| 502051 Life Ins                       | 830                 | 876                   | 5.5%                         |
| 502060 State Disability (SDI)         | 2,955               | 4,718                 | 59.7%                        |
| 502061 Long Term Disability Ins       | 2,833               | 1,685                 | -40.5%                       |
| 502071 State Unemployment (SUI)       | 966                 | 1,208                 | 25.1%                        |
| 502081 Worker's Comp                  | 44,589              | 39,283                | -11.9%                       |
| 502101 Holiday Pay                    | 2,596               | 2,754                 | 6.1%                         |
| 502103 Floating Holiday               | 3,900               | 5,700                 | 46.2%                        |
| 502109 Sick Leave                     | 10,384              | 12,660                | 21.9%                        |
| 502111 Vacation                       | 14,787              | 17,015                | 15.1%                        |
| 502121 Other Paid Absence             | 1,000               | 1,000                 | 0.0%                         |
| 502999 Other Fringe Benefits          | 675                 | 675                   | 0.0%                         |
| <b>Totals</b>                         | <b>140,072</b>      | <b>157,373</b>        | <b>12.4%</b>                 |
| <b>SERVICES</b>                       |                     |                       |                              |
| 503031 Prof/Technical & Fees          | 9,400               | 12,600                | 34.0%                        |
| 503034 Employment Exams               | 18,388              | 9,369                 | -49.0%                       |
| 503221 Classified/Legal Ads           | 5,370               | 6,000                 | 11.7%                        |
| 503352 Equip Repair - Out             | 200                 | 100                   | -50.0%                       |
| <b>Totals</b>                         | <b>33,358</b>       | <b>28,069</b>         | <b>-15.9%</b>                |
| <b>OTHER MATERIALS &amp; SUPPLIES</b> |                     |                       |                              |
| 504211 Postage & Mailing              | 150                 | 225                   | 50.0%                        |
| 504215 Printing                       | 250                 | 5,350                 | 2040.0%                      |
| 504217 Photo Supp/Process             | 400                 | 350                   | -12.5%                       |
| 504311 Office Supplies                | 1,150               | 1,600                 | 39.1%                        |
| <b>Totals</b>                         | <b>1,950</b>        | <b>7,525</b>          | <b>285.9%</b>                |
| <b>UTILITIES</b>                      |                     |                       |                              |
| 505031 Telecommunications             | 912                 | 912                   | 0.0%                         |
| <b>Totals</b>                         | <b>912</b>          | <b>912</b>            | <b>0.0%</b>                  |

7.913

**SANTA CRUZ METRO FY 05-06 OPERATING BUDGET**  
**Human Resources - 1400**

| ACCOUNT                   | FY 04-05<br>REVISED | FY 05-06<br>DRAFT FIN | % CHANGE<br>FROM<br>FY 04-05 |
|---------------------------|---------------------|-----------------------|------------------------------|
| <b>MISC EXPENSE</b>       |                     |                       |                              |
| 509011 Dues/Subscriptions | 2,210               | 3,250                 | 47.1%                        |
| 509121 Employee Training  | 4,400               | 5,000                 | 13.6%                        |
| 509123 Travel             | 50                  | 100                   | 100.0%                       |
| 509125 Other Misc Expense | 600                 | 850                   | 41.7%                        |
| Totals                    | <u>7,260</u>        | <u>9,200</u>          | 26.7%                        |
| <br>PERSONNEL TOTAL       | <br>340,845         | <br>402,552           | <br>18.1%                    |
| <br>NON-PERSONNEL TOTAL   | <br>43,480          | <br>45,706            | <br>5.1%                     |
| <br>DEPARTMENT TOTALS     | <br><u>384,325</u>  | <br><u>448,258</u>    | <br>16.6%                    |

7.914

IT

**SANTA CRUZ METRO FY 05-06 OPERATING BUDGET**  
**Information Technology - 1500**

| ACCOUNT                               | FY 04-05<br>REVISED | FY 05-06<br>DRAFT FIN | % CHANGE<br>FROM<br>FY 04-05 |
|---------------------------------------|---------------------|-----------------------|------------------------------|
| <b>LABOR</b>                          |                     |                       |                              |
| 501021 Other Salaries                 | 253,204             | 279,757               | 10.5%                        |
| 501023 Other OT                       | 1,500               | 1,500                 | 0.0%                         |
| <b>Totals</b>                         | <b>254,704</b>      | <b>281,257</b>        | <b>10.4%</b>                 |
| <b>FRINGE BENEFITS</b>                |                     |                       |                              |
| 502011 Medicare/SS                    | 4,746               | 4,507                 | -5.0%                        |
| 502021 Retirement                     | 34,863              | 33,979                | -2.5%                        |
| 502031 Medical Ins                    | 39,308              | 45,270                | 15.2%                        |
| 502041 Dental Ins                     | 5,838               | 7,196                 | 23.3%                        |
| 502045 Vision Ins                     | 1,440               | 1,399                 | -2.8%                        |
| 502051 Life Ins                       | 974                 | 654                   | -32.9%                       |
| 502060 State Disability (SDI)         | 2,955               | 3,774                 | 27.7%                        |
| 502061 Long Term Disability Ins       | 4,360               | 2,078                 | -52.3%                       |
| 502071 State Unemployment (SUI)       | 966                 | 966                   | 0.0%                         |
| 502081 Worker's Comp                  | 3,739               | 3,294                 | -11.9%                       |
| 502101 Holiday Pay                    | 3,693               | 3,643                 | -1.4%                        |
| 502103 Floating Holiday               | 7,800               | 8,400                 | 7.7%                         |
| 502109 Sick Leave                     | 14,771              | 14,571                | -1.4%                        |
| 502111 Vacation                       | 26,157              | 23,620                | -9.7%                        |
| 502121 Other Paid Absence             | 2,000               | 2,000                 | 0.0%                         |
| 502999 Other Fringe Benefits          | 459                 | 500                   | 8.9%                         |
| <b>Totals</b>                         | <b>154,069</b>      | <b>155,851</b>        | <b>1.2%</b>                  |
| <b>SERVICES</b>                       |                     |                       |                              |
| 503031 Prof/Technical & Fees          | 2,500               | 5,000                 | 100.0%                       |
| 503041 Temp Help                      | 33,000              | -                     | -100.0%                      |
| 503352 Equip Repair - Out             | 70,202              | 80,500                | 14.7%                        |
| <b>Totals</b>                         | <b>105,702</b>      | <b>85,500</b>         | <b>-19.1%</b>                |
| <b>OTHER MATERIALS &amp; SUPPLIES</b> |                     |                       |                              |
| 504211 Postage & Mailing              | 200                 | 200                   | 0.0%                         |
| 504215 Printing                       | 200                 | 200                   | 0.0%                         |
| 504311 Office Supplies                | 17,600              | 27,000                | 53.4%                        |
| <b>Totals</b>                         | <b>18,000</b>       | <b>27,400</b>         | <b>52.2%</b>                 |
| <b>UTILITIES</b>                      |                     |                       |                              |
| 505031 Telecommunications             | 17,100              | 17,000                | -0.6%                        |
| <b>Totals</b>                         | <b>17,100</b>       | <b>17,000</b>         | <b>-0.6%</b>                 |
| <b>MISC EXPENSE</b>                   |                     |                       |                              |
| 509011 Dues/Subscriptions             | 85                  | 85                    | 0.0%                         |
| 509121 Employee Training              | -                   | 2,000                 | 0.0%                         |
| 509123 Travel                         | 50                  | 50                    | 0.0%                         |
| <b>Totals</b>                         | <b>135</b>          | <b>2,135</b>          | <b>1481.5%</b>               |
| <b>PERSONNEL TOTAL</b>                | <b>408,774</b>      | <b>437,108</b>        | <b>6.9%</b>                  |
| <b>NON-PERSONNEL TOTAL</b>            | <b>140,937</b>      | <b>132,035</b>        | <b>-6.3%</b>                 |
| <b>DEPARTMENT TOTALS</b>              | <b>549,711</b>      | <b>569,143</b>        | <b>3.5%</b>                  |

7.915



District Counsel

**SANTA CRUZ METRO FY 05-06 OPERATING BUDGET**  
**District Counsel - 1700**

| ACCOUNT                               | FY 04-05<br>REVISED | FY 05-06<br>DRAFT FIN | % CHANGE<br>FROM<br>FY 04-05 |
|---------------------------------------|---------------------|-----------------------|------------------------------|
| <b>LABOR</b>                          |                     |                       |                              |
| 501021 Other Salaries                 | 205,911             | 244,626               | 18.8%                        |
| 501023 Other OT                       | 500                 | 500                   | 0.0%                         |
| <b>Totals</b>                         | <b>206,411</b>      | <b>245,126</b>        | <b>18.8%</b>                 |
| <b>FRINGE BENEFITS</b>                |                     |                       |                              |
| 502011 Medicare/SS                    | 3,845               | 3,925                 | 2.1%                         |
| 502021 Retirement                     | 28,456              | 29,962                | 5.3%                         |
| 502031 Medical Ins                    | 44,247              | 48,965                | 10.7%                        |
| 502041 Dental Ins                     | 8,040               | 8,040                 | 0.0%                         |
| 502045 Vision Ins                     | 1,440               | 1,399                 | -2.8%                        |
| 502051 Life Ins                       | 830                 | 561                   | -32.4%                       |
| 502060 State Disability (SDI)         | 2,955               | 3,774                 | 27.7%                        |
| 502061 Long Term Disability Ins       | 3,559               | 2,673                 | -24.9%                       |
| 502071 State Unemployment (SUI)       | 966                 | 966                   | 0.0%                         |
| 502081 Worker's Comp                  | 3,629               | 3,197                 | -11.9%                       |
| 502101 Holiday Pay                    | 3,001               | 3,133                 | 4.4%                         |
| 502103 Floating Holiday               | 6,066               | 6,200                 | 2.2%                         |
| 502109 Sick Leave                     | 12,005              | 12,533                | 4.4%                         |
| 502111 Vacation                       | 20,907              | 23,953                | 14.6%                        |
| 502121 Other Paid Absence             | 2,300               | 2,300                 | 0.0%                         |
| 502999 Other Fringe Benefits          | 459                 | 500                   | 8.9%                         |
| <b>Totals</b>                         | <b>142,705</b>      | <b>152,082</b>        | <b>6.6%</b>                  |
| <b>SERVICES</b>                       |                     |                       |                              |
| 503031 Prof/Technical & Fees          | 450                 | 464                   | 3.1%                         |
| 503033 Legal Services                 | 2,250               | 2,318                 | 3.0%                         |
| 503041 Temp Help                      | 27,840              | -                     | -100.0%                      |
| 503352 Equip Repair - Out             | 50                  | 52                    | 4.0%                         |
| <b>Totals</b>                         | <b>30,590</b>       | <b>2,834</b>          | <b>-90.7%</b>                |
| <b>OTHER MATERIALS &amp; SUPPLIES</b> |                     |                       |                              |
| 504211 Postage & Mailing              | 50                  | 52                    | 4.0%                         |
| 504215 Printing                       | 90                  | 93                    | 3.3%                         |
| 504217 Photo Supp/Process             | 50                  | 52                    | 4.0%                         |
| 504311 Office Supplies                | 1,470               | 927                   | -36.9%                       |
| <b>Totals</b>                         | <b>1,660</b>        | <b>1,124</b>          | <b>-32.3%</b>                |
| <b>UTILITIES</b>                      |                     |                       |                              |
| 505031 Telecommunications             | 550                 | 550                   | 0.0%                         |
| <b>Totals</b>                         | <b>550</b>          | <b>550</b>            | <b>0.0%</b>                  |

7.916

**SANTA CRUZ METRO FY 05-06 OPERATING BUDGET**  
**District Counsel - 1700**

| ACCOUNT                    | FY 04-05<br>REVISED   | FY 05-06<br>DRAFT FIN | % CHANGE<br>FROM<br>FY 04-05 |
|----------------------------|-----------------------|-----------------------|------------------------------|
| <b>TAXES</b>               |                       |                       |                              |
| 507201 Licenses & Permits  | 150                   | 155                   | 3.3%                         |
| Totals                     | <u>150</u>            | <u>155</u>            | 3.3%                         |
| <b>MISC EXPENSE</b>        |                       |                       |                              |
| 509011 Dues/Subscriptions  | 3,800                 | 3,800                 | 0.0%                         |
| 509101 Incentive Program   | -                     | -                     | 0.0%                         |
| 509121 Employee Training   | 1,185                 | 1,800                 | 51.9%                        |
| 509123 Travel              | 1,200                 | 1,200                 | 0.0%                         |
| Totals                     | <u>6,185</u>          | <u>6,800</u>          | 9.9%                         |
| <b>PERSONNEL TOTAL</b>     | 349,116               | 397,208               | 13.8%                        |
| <b>NON-PERSONNEL TOTAL</b> | 39,135                | 11,463                | -70.7%                       |
| <b>DEPARTMENT TOTALS</b>   | <u><u>388,251</u></u> | <u><u>408,671</u></u> | 5.3%                         |

7.917

Risk Management

SANTA CRUZ METRO FY 05-06 OPERATING BUDGET  
Risk Management - 1800

| ACCOUNT                               | FY 04-05<br>REVISED | FY 05-06<br>DRAFT FIN | % CHANGE<br>FROM<br>FY 04-05 |
|---------------------------------------|---------------------|-----------------------|------------------------------|
| <b>SERVICES</b>                       |                     |                       |                              |
| 503031 Prof/Technical & Fees          | 52,000              | 54,560                | 4.9%                         |
| 503033 Legal Services                 | 52,070              | 53,632                | 3.0%                         |
| Totals                                | 104,070             | 108,192               | 4.0%                         |
| <b>OTHER MATERIALS &amp; SUPPLIES</b> |                     |                       |                              |
| 504211 Postage & Mailing              | 50                  | 52                    | 4.0%                         |
| 504215 Printing                       | 200                 | 206                   | 3.0%                         |
| 504217 Photo Supp/Process             | 250                 | 258                   | 3.2%                         |
| 504311 Office Supplies                | 275                 | 237                   | -13.8%                       |
| Totals                                | 775                 | 753                   | -2.8%                        |
| <b>CASUALTY &amp; LIABILITY COSTS</b> |                     |                       |                              |
| 506123 Settlement Costs               | 150,000             | 150,000               | 0.0%                         |
| 506999 Other Casualty Expense         | -                   | -                     | 0.0%                         |
| Totals                                | 150,000             | 150,000               | 0.0%                         |
| <b>MISC EXPENSE</b>                   |                     |                       |                              |
| 509011 Dues/Subscriptions             | 50                  | 50                    | 0.0%                         |
| 509123 Travel                         | 20                  | 20                    | 0.0%                         |
| Totals                                | 70                  | 70                    | 0.0%                         |
| PERSONNEL TOTAL                       | -                   | -                     | 0.0%                         |
| NON-PERSONNEL TOTAL                   | 254,915             | 259,015               | 1.6%                         |
| DEPARTMENT TOTALS                     | 254,915             | 259,015               | 1.6%                         |

7.918

**FACILITIES MAINTENANCE**

**SANTA CRUZ METRO FY 05-06 OPERATING BUDGET**  
**Facilities Maintenance - 2200**

| ACCOUNT                               | FY 04-05<br>REVISED | FY 05-06<br>DRAFT FIN | % CHANGE<br>FROM<br>FY 04-05 |
|---------------------------------------|---------------------|-----------------------|------------------------------|
| <b>LABOR</b>                          |                     |                       |                              |
| 501021 Other Salaries                 | 600,095             | 538,985               | -10.2%                       |
| 501023 Other OT                       | 19,000              | 19,000                | 0.0%                         |
| Totals                                | 619,095             | 557,985               | -9.9%                        |
| <b>FRINGE BENEFITS</b>                |                     |                       |                              |
| 502011 Medicare/SS                    | 6,163               | 6,106                 | -0.9%                        |
| 502021 Retirement                     | 73,828              | 66,304                | -10.2%                       |
| 502031 Medical Ins                    | 134,021             | 134,152               | 0.1%                         |
| 502041 Dental Ins                     | 24,062              | 20,883                | -13.2%                       |
| 502045 Vision Ins                     | 5,220               | 4,546                 | -12.9%                       |
| 502051 Life Ins                       | 2,620               | 1,521                 | -41.9%                       |
| 502060 State Disability (SDI)         | 11,082              | 13,209                | 19.2%                        |
| 502061 Long Term Disability Ins       | 9,233               | 10,665                | 15.5%                        |
| 502071 State Unemployment (SUI)       | 3,623               | 3,381                 | -6.7%                        |
| 502081 Worker's Comp                  | 40,200              | 35,416                | -11.9%                       |
| 502101 Holiday Pay                    | 7,442               | 6,772                 | -9.0%                        |
| 502103 Floating Holiday               | 3,647               | -                     | -100.0%                      |
| 502109 Sick Leave                     | 30,226              | 27,089                | -10.4%                       |
| 502111 Vacation                       | 71,922              | 66,966                | -6.9%                        |
| 502121 Other Paid Absence             | 8,000               | 8,000                 | 0.0%                         |
| 502999 Other Fringe Benefits          | 518                 | 600                   | 15.8%                        |
| Totals                                | 431,806             | 405,610               | -6.1%                        |
| <b>SERVICES</b>                       |                     |                       |                              |
| 503031 Prof/Technical & Fees          | 16,000              | 16,000                | 0.0%                         |
| 503161 Custodial Services             | 95,800              | 107,800               | 12.5%                        |
| 503162 Uniforms/Laundry               | 7,000               | 9,000                 | 28.6%                        |
| 503171 Security Services              | 7,500               | 7,500                 | 0.0%                         |
| 503351 Building Repair - Out          | 35,000              | 35,000                | 0.0%                         |
| 503352 Equip Repair - Out             | 17,136              | 20,000                | 16.7%                        |
| 503363 Haz Waste Disposal             | 31,000              | 31,000                | 0.0%                         |
| Totals                                | 209,436             | 226,300               | 8.1%                         |
| <b>OTHER MATERIALS &amp; SUPPLIES</b> |                     |                       |                              |
| 504205 Freight Out                    | -                   | -                     | 0.0%                         |
| 504215 Printing                       | 1,530               | 1,000                 | -34.6%                       |
| 504217 Photo Supp/Process             | 120                 | 200                   | 66.7%                        |
| 504311 Office Supplies                | 1,500               | 1,500                 | 0.0%                         |
| 504315 Safety Supplies                | 8,184               | 8,000                 | -2.2%                        |
| 504317 Cleaning Supplies              | 35,000              | 35,000                | 0.0%                         |
| 504409 Repair/Maint Supply            | 67,781              | 55,000                | -18.9%                       |
| 504511 Small Tools                    | 3,000               | 3,000                 | 0.0%                         |
| Totals                                | 117,115             | 103,700               | -11.5%                       |

7.219

**SANTA CRUZ METRO FY 05-06 OPERATING BUDGET**  
**Facilities Maintenance - 2200**

| ACCOUNT                     | FY 04-05<br>REVISED     | FY 05-06<br>DRAFT FIN   | % CHANGE<br>FROM<br>FY 04-05 |
|-----------------------------|-------------------------|-------------------------|------------------------------|
| <b>UTILITIES</b>            |                         |                         |                              |
| 505011 Gas & Electric       | 50,330                  | 35,000                  | -30.5%                       |
| 505021 Water & Garbage      | 45,900                  | 38,000                  | -17.2%                       |
| 505031 Telecommunications   | 1,000                   | 1,000                   | 0.0%                         |
| Totals                      | <u>97,230</u>           | <u>74,000</u>           | <u>-23.9%</u>                |
| <b>TAXES</b>                |                         |                         |                              |
| 507201 Licenses & Permits   | 9,890                   | 9,100                   | -8.0%                        |
| 507999 Other Taxes          | 25,200                  | 25,000                  | -0.8%                        |
| Totals                      | <u>35,090</u>           | <u>34,100</u>           | <u>-2.8%</u>                 |
| <b>MISC EXPENSE</b>         |                         |                         |                              |
| 509123 Travel               | 50                      | 50                      | 0.0%                         |
| Totals                      | <u>50</u>               | <u>50</u>               | <u>0.0%</u>                  |
| <b>LEASES &amp; RENTALS</b> |                         |                         |                              |
| 512061 Equipment Rental     | 6,240                   | 6,100                   | -2.2%                        |
| Totals                      | <u>6,240</u>            | <u>6,100</u>            | <u>-2.2%</u>                 |
| <br>                        |                         |                         |                              |
| PERSONNEL TOTAL             | 1,050,901               | 963,595                 | -8.3%                        |
| NON-PERSONNEL TOTAL         | 465,161                 | 444,250                 | -4.5%                        |
| <br>                        |                         |                         |                              |
| DEPARTMENT TOTALS           | <u><u>1,516,062</u></u> | <u><u>1,407,845</u></u> | <u><u>-7.1%</u></u>          |

7.920

ADA

**SANTA CRUZ METRO FY 05-06 OPERATING BUDGET**  
**Paratransit Program - 3100**

| ACCOUNT                                | FY 04-05<br>REVISED | FY 05-06<br>DRAFT FIN | % CHANGE<br>FROM<br>FY 04-05 |
|--|---------------------|-----------------------|------------------------------|
| <b>LABOR</b>                           |                     |                       |                              |
| 501011 Bus Operator Pay                | 676,972             | 1,199,546             | 77.2%                        |
| 501013 Bus Operator OT                 | 90,000              | 58,000                | -35.6%                       |
| 501021 Other Salaries                  | 216,688             | 221,600               | 2.3%                         |
| 501023 Other OT                        | 1,200               | 200                   | -83.3%                       |
| <b>Totals</b>                          | <b>984,860</b>      | <b>1,479,346</b>      | <b>50.2%</b>                 |
| <b>FRINGE BENEFITS</b>                 |                     |                       |                              |
| 502011 Medicare/SS                     | 17,802              | 23,283                | 30.8%                        |
| 502021 Retirement                      | 109,389             | 156,371               | 42.9%                        |
| 502031 Medical Ins                     | 353,833             | 516,057               | 45.8%                        |
| 502041 Dental Ins                      | 55,290              | 72,479                | 31.1%                        |
| 502045 Vision Ins                      | 14,070              | 18,883                | 34.2%                        |
| 502051 Life Ins                        | 6,531               | 6,504                 | -0.4%                        |
| 502060 State Disability (SDI)          | 44,894              | 56,609                | 26.1%                        |
| 502061 Long Term Disability Ins        | 15,635              | 23,326                | 49.2%                        |
| 502071 State Unemployment (SUI)        | 21,231              | 14,490                | -31.8%                       |
| 502081 Worker's Comp                   | 18,000              | 100,000               | 455.6%                       |
| 502101 Holiday Pay                     | 17,453              | 44,898                | 157.3%                       |
| 502103 Floating Holiday                | 5,800               | 6,000                 | 3.4%                         |
| 502109 Sick Leave                      | 71,079              | 77,581                | 9.1%                         |
| 502111 Vacation                        | 82,717              | 89,752                | 8.5%                         |
| 502121 Other Paid Absence              | 5,000               | 25,000                | 400.0%                       |
| 502251 Phys. Exam - Renewal            | 1,650               | 3,000                 | 81.8%                        |
| 502253 Driver Lic Renewal              | 1,100               | 720                   | -34.5%                       |
| 502999 Other Fringe Benefits           | 2,573               | 3,100                 | 20.5%                        |
| <b>Totals</b>                          | <b>844,046</b>      | <b>1,238,053</b>      | <b>46.7%</b>                 |
| <b>SERVICES</b>                        |                     |                       |                              |
| 503031 Prof/Technical & Fees           | 89,818              | 120,000               | 33.6%                        |
| 503162 Uniforms/Laundry                | 16,808              | 16,808                | 0.0%                         |
| 503352 Equip Repair - Out              | 855                 | 2,000                 | 133.9%                       |
| 503353 Rev Veh Repair - Out            | 41,320              | 65,000                | 57.3%                        |
| <b>Totals</b>                          | <b>148,801</b>      | <b>203,808</b>        | <b>37.0%</b>                 |
| <b>PURCHASED TRANS.</b>                |                     |                       |                              |
| 503406 Contract/Paratransit            | 1,064,000           | 309,600               | -70.9%                       |
| <b>Totals</b>                          | <b>1,064,000</b>    | <b>309,600</b>        | <b>-70.9%</b>                |
| <b>MOBILE MATERIALS &amp; SUPPLIES</b> |                     |                       |                              |
| 504011 Fuels & Lubricants              | 2,500               | 2,000                 | -20.0%                       |
| 504012 Fuels & Lubricants - Rev Veh    | 95,940              | 120,000               | 25.1%                        |
| 504021 Tires & Tubes                   | 6,000               | 8,000                 | 33.3%                        |
| 504161 Other Mobile Supplies           | 1,500               | 1,500                 | 0.0%                         |
| 504191 Rev Vehicle Parts               | 15,000              | 20,000                | 33.3%                        |
| <b>Totals</b>                          | <b>120,940</b>      | <b>151,500</b>        | <b>25.3%</b>                 |

7.924

**SANTA CRUZ METRO FY 05-06 OPERATING BUDGET**  
**Paratransit Program - 3100**

| ACCOUNT                               | FY 04-05<br>REVISED     | FY 05-06<br>DRAFT FIN   | % CHANGE<br>FROM<br>FY 04-05 |
|---------------------------------------|-------------------------|-------------------------|------------------------------|
| <b>OTHER MATERIALS &amp; SUPPLIES</b> |                         |                         |                              |
| 504205 Freight Out                    | 150                     | 800                     | 433.3%                       |
| 504211 Postage & Mailing              | 12,000                  | 2,500                   | -79.2%                       |
| 504215 Printing                       | 11,000                  | 3,000                   | -72.7%                       |
| 504217 Photo Supp/Process             | 950                     | 1,500                   | 57.9%                        |
| 504311 Office Supplies                | 35,769                  | 6,528                   | -81.7%                       |
| 504315 Safety Supplies                | 2,459                   | 3,500                   | 42.3%                        |
| 504317 Cleaning Supplies              | 1,170                   | 2,000                   | 70.9%                        |
| 504409 Repair/Maint Supply            | 100                     | -                       | -100.0%                      |
| 504421 Non-Inventory Parts            | 1,000                   | 500                     | -50.0%                       |
| 504511 Small Tools                    | 5,700                   | 1,000                   | -82.5%                       |
| 504515 Employee Tools                 | 300                     | 1,000                   | 233.3%                       |
| Totals                                | <u>70,598</u>           | <u>22,328</u>           | -68.4%                       |
| <b>UTILITIES</b>                      |                         |                         |                              |
| 505011 Gas & Electric                 | 12,000                  | 11,100                  | -7.5%                        |
| 505021 Water & Garbage                | 4,000                   | 3,500                   | -12.5%                       |
| 505031 Telecommunications             | 21,800                  | 33,000                  | 51.4%                        |
| Totals                                | <u>37,800</u>           | <u>47,600</u>           | 25.9%                        |
| <b>TAXES</b>                          |                         |                         |                              |
| 507201 Licenses & Permits             | 625                     | -                       | -100.0%                      |
| Totals                                | <u>625</u>              | <u>-</u>                | -100.0%                      |
| <b>MISC EXPENSE</b>                   |                         |                         |                              |
| 509011 Dues/Subscriptions             | 590                     | 250                     | -57.6%                       |
| 509123 Travel                         | 150                     | 50                      | -66.7%                       |
| 509125 Other Misc Expense             | 200                     | -                       | -100.0%                      |
| Totals                                | <u>940</u>              | <u>300</u>              | -68.1%                       |
| <b>LEASES &amp; RENTALS</b>           |                         |                         |                              |
| 512011 Facility Lease                 | 98,931                  | 132,625                 | 34.1%                        |
| 512061 Equipment Rental               | 800                     | -                       | -100.0%                      |
| Totals                                | <u>99,731</u>           | <u>132,625</u>          | 33.0%                        |
| PERSONNEL TOTAL                       | 1,828,906               | 2,717,399               | 48.6%                        |
| NON-PERSONNEL TOTAL                   | 1,543,435               | 867,761                 | -43.8%                       |
| DEPARTMENT TOTALS                     | <u><u>3,372,341</u></u> | <u><u>3,585,160</u></u> | 6.3%                         |

7.922

OPERATIONS

SANTA CRUZ METRO FY 05-06 OPERATING BUDGET  
Operations - 3200

| ACCOUNT                               | FY 04-05<br>REVISED | FY 05-06<br>DRAFT FIN | % CHANGE<br>FROM<br>FY 04-05 |
|---------------------------------------|---------------------|-----------------------|------------------------------|
| <b>LABOR</b>                          |                     |                       |                              |
| 501021 Other Salaries                 | 1,126,070           | 1,150,593             | 2.2%                         |
| 501023 Other OT                       | 74,500              | 49,500                | -33.6%                       |
| Totals                                | 1,200,570           | 1,200,093             | 0.0%                         |
| <b>FRINGE BENEFITS</b>                |                     |                       |                              |
| 502011 Medicare/SS                    | 6,313               | 8,638                 | 36.8%                        |
| 502021 Retirement                     | 144,227             | 142,804               | -1.0%                        |
| 502031 Medical Ins                    | 174,294             | 184,301               | 5.7%                         |
| 502041 Dental Ins                     | 30,220              | 29,706                | -1.7%                        |
| 502045 Vision Ins                     | 7,200               | 6,994                 | -2.9%                        |
| 502051 Life Ins                       | 3,716               | 2,526                 | -32.0%                       |
| 502060 State Disability (SDI)         | 14,775              | 18,870                | 27.7%                        |
| 502061 Long Term Disability Ins       | 18,037              | 19,584                | 8.6%                         |
| 502071 State Unemployment (SUI)       | 4,830               | 4,830                 | 0.0%                         |
| 502081 Worker's Comp                  | 53,296              | 46,954                | -11.9%                       |
| 502101 Holiday Pay                    | 14,819              | 14,698                | -0.8%                        |
| 502103 Floating Holiday               | 8,300               | 8,500                 | 2.4%                         |
| 502109 Sick Leave                     | 59,276              | 58,794                | -0.8%                        |
| 502111 Vacation                       | 154,244             | 150,667               | -2.3%                        |
| 502121 Other Paid Absence             | 12,000              | 12,000                | 0.0%                         |
| 502251 Phys. Exam - Renewal           | 396                 | 396                   | 0.0%                         |
| 502253 Driver Lic Renewal             | 216                 | 216                   | 0.0%                         |
| 502999 Other Fringe Benefits          | 1,673               | 1,700                 | 1.6%                         |
| Totals                                | 707,833             | 712,177               | 0.6%                         |
| <b>SERVICES</b>                       |                     |                       |                              |
| 503031 Prof/Technical & Fees          | 25,000              | 25,750                | 3.0%                         |
| 503162 Uniforms/Laundry               | 670                 | 515                   | -23.1%                       |
| 503171 Security Services              | 385,055             | 417,199               | 8.3%                         |
| 503352 Equip Repair - Out             | 1,800               | 2,575                 | 43.1%                        |
| Totals                                | 412,525             | 446,039               | 8.1%                         |
| <b>PURCHASED TRANS.</b>               |                     |                       |                              |
| 503405 Contract Transp                | -                   | -                     | 0.0%                         |
| Totals                                | -                   | -                     | 0.0%                         |
| <b>OTHER MATERIALS &amp; SUPPLIES</b> |                     |                       |                              |
| 504211 Postage & Mailing              | 700                 | 515                   | -26.4%                       |
| 504214 Promotional Items              | 25                  | 26                    | 4.0%                         |
| 504215 Printing                       | 15,000              | 15,450                | 3.0%                         |
| 504217 Photo Supp/Process             | 6,000               | 6,180                 | 3.0%                         |
| 504311 Office Supplies                | 11,844              | 12,360                | 4.4%                         |
| 504317 Cleaning Supplies              | -                   | 100                   | 0.0%                         |
| 504511 Small Tools                    | -                   | 100                   | 0.0%                         |
| Totals                                | 33,569              | 34,731                | 3.5%                         |

7.923



**SANTA CRUZ METRO FY 05-06 OPERATING BUDGET**  
**Operations - 3200**

| ACCOUNT                     | FY 04-05<br>REVISED     | FY 05-06<br>DRAFT FIN   | % CHANGE<br>FROM<br>FY 04-05 |
|-----------------------------|-------------------------|-------------------------|------------------------------|
| <b>UTILITIES</b>            |                         |                         |                              |
| 505011 Gas & Electric       | 28,350                  | 27,000                  | -4.8%                        |
| 505021 Water & Garbage      | 20,000                  | 29,000                  | 45.0%                        |
| 505031 Telecommunications   | 11,000                  | 11,000                  | 0.0%                         |
| Totals                      | <u>59,350</u>           | <u>67,000</u>           | <u>12.9%</u>                 |
| <b>TAXES</b>                |                         |                         |                              |
| 507201 Licenses & Permits   | 30                      | -                       | -100.0%                      |
| Totals                      | <u>30</u>               | <u>-</u>                | <u>-100.0%</u>               |
| <b>MISC EXPENSE</b>         |                         |                         |                              |
| 509011 Dues/Subscriptions   | 70                      | 70                      | 0.0%                         |
| 509123 Travel               | 50                      | 50                      | 0.0%                         |
| 509125 Other Misc Expense   | 100                     | -                       | -100.0%                      |
| Totals                      | <u>220</u>              | <u>120</u>              | <u>-45.5%</u>                |
| <b>LEASES &amp; RENTALS</b> |                         |                         |                              |
| 512011 Facility Lease       | 65,880                  | 62,328                  | -5.4%                        |
| 512061 Equipment Rental     | 7,200                   | 7,200                   | 0.0%                         |
| Totals                      | <u>73,080</u>           | <u>69,528</u>           | <u>-4.9%</u>                 |
| <b>PERSONNEL TOTAL</b>      | 1,908,403               | 1,912,270               | 0.2%                         |
| <b>NON-PERSONNEL TOTAL</b>  | 578,774                 | 617,418                 | 6.7%                         |
| <b>DEPARTMENT TOTALS</b>    | <u><u>2,487,177</u></u> | <u><u>2,529,688</u></u> | <u><u>1.7%</u></u>           |

7.924

**BUS OPERATORS**

**SANTA CRUZ METRO FY 05-06 OPERATING BUDGET**  
**Bus Operators - 3300**

| ACCOUNT                         | FY 04-05<br>REVISED | FY 05-06<br>DRAFT FIN | % CHANGE<br>FROM<br>FY 04-05 |
|---------------------------------|---------------------|-----------------------|------------------------------|
| <b>LABOR</b>                    |                     |                       |                              |
| 501011 Bus Operator Pay         | 6,753,430           | 6,697,601             | -0.8%                        |
| 501013 Bus Operator OT          | 1,020,350           | 1,096,109             | 7.4%                         |
| <b>Totals</b>                   | <b>7,773,780</b>    | <b>7,793,710</b>      | <b>0.3%</b>                  |
| <b>FRINGE BENEFITS</b>          |                     |                       |                              |
| 502011 Medicare/SS              | 92,964              | 133,946               | 44.1%                        |
| 502021 Retirement               | 751,603             | 833,285               | 10.9%                        |
| 502031 Medical Ins              | 1,037,182           | 1,062,733             | 2.5%                         |
| 502041 Dental Ins               | 205,558             | 199,666               | -2.9%                        |
| 502045 Vision Ins               | 58,320              | 56,298                | -3.5%                        |
| 502051 Life Ins                 | 27,913              | 18,720                | -32.9%                       |
| 502060 State Disability (SDI)   | 125,591             | 160,392               | 27.7%                        |
| 502061 Long Term Disability Ins | 142,426             | 74,546                | -47.7%                       |
| 502071 State Unemployment (SUI) | 41,055              | 41,055                | 0.0%                         |
| 502081 Worker's Comp            | 1,006,948           | 887,121               | -11.9%                       |
| 502101 Holiday Pay              | 219,249             | 228,280               | 4.1%                         |
| 502109 Sick Leave               | 365,414             | 380,467               | 4.1%                         |
| 502111 Vacation                 | 722,040             | 754,671               | 4.5%                         |
| 502121 Other Paid Absence       | 78,507              | 80,503                | 2.5%                         |
| 502251 Phys. Exam - Renewal     | 10,000              | 10,000                | 0.0%                         |
| 502253 Driver Lic Renewal       | 2,480               | 2,480                 | 0.0%                         |
| 502999 Other Fringe Benefits    | 5,917               | 6,000                 | 1.4%                         |
| <b>Totals</b>                   | <b>4,893,167</b>    | <b>4,930,162</b>      | <b>0.8%</b>                  |
| <b>SERVICES</b>                 |                     |                       |                              |
| 503162 Uniforms/Laundry         | 4,000               | 4,120                 | 3.0%                         |
| <b>Totals</b>                   | <b>4,000</b>        | <b>4,120</b>          | <b>3.0%</b>                  |
| <b>MISC EXPENSE</b>             |                     |                       |                              |
| 509101 Incentive Program        | 3,000               | 3,000                 | 0.0%                         |
| <b>Totals</b>                   | <b>3,000</b>        | <b>3,000</b>          | <b>0.0%</b>                  |
| <b>PERSONNEL TOTAL</b>          | <b>12,666,947</b>   | <b>12,723,872</b>     | <b>0.4%</b>                  |
| <b>NON-PERSONNEL TOTAL</b>      | <b>7,000</b>        | <b>7,120</b>          | <b>1.7%</b>                  |
| <b>DEPARTMENT TOTALS</b>        | <b>12,673,947</b>   | <b>12,730,992</b>     | <b>0.5%</b>                  |

7.925

**FLEET MAINTENANCE**

**SANTA CRUZ METRO FY 05-06 OPERATING BUDGET**  
**Fleet Maintenance - 4100**

| ACCOUNT                                | FY 04-05<br>REVISED | FY 05-06<br>DRAFT FIN | % CHANGE<br>FROM<br>FY 04-05 |
|--|---------------------|-----------------------|------------------------------|
| <b>LABOR</b>                           |                     |                       |                              |
| 501021 Other Salaries                  | 2,280,763           | 2,326,483             | 2.0%                         |
| 501023 Other OT                        | 92,000              | 92,000                | 0.0%                         |
| <b>Totals</b>                          | <b>2,372,763</b>    | <b>2,418,483</b>      | <b>1.9%</b>                  |
| <b>FRINGE BENEFITS</b>                 |                     |                       |                              |
| 502011 Medicare/SS                     | 27,865              | 26,965                | -3.2%                        |
| 502021 Retirement                      | 287,513             | 287,931               | 0.1%                         |
| 502031 Medical Ins                     | 422,061             | 485,496               | 15.0%                        |
| 502041 Dental Ins                      | 75,622              | 73,942                | -2.2%                        |
| 502045 Vision Ins                      | 17,820              | 17,134                | -3.8%                        |
| 502051 Life Ins                        | 8,694               | 5,826                 | -33.0%                       |
| 502060 State Disability (SDI)          | 39,894              | 50,948                | 27.7%                        |
| 502061 Long Term Disability Ins        | 35,957              | 35,189                | -2.1%                        |
| 502071 State Unemployment (SUI)        | 13,041              | 13,041                | 0.0%                         |
| 502081 Worker's Comp                   | 200,533             | 176,670               | -11.9%                       |
| 502101 Holiday Pay                     | 29,206              | 29,826                | 2.1%                         |
| 502103 Floating Holiday                | 4,495               | 5,100                 | 13.5%                        |
| 502109 Sick Leave                      | 117,813             | 119,305               | 1.3%                         |
| 502111 Vacation                        | 277,943             | 292,485               | 5.2%                         |
| 502121 Other Paid Absence              | 42,000              | 40,000                | -4.8%                        |
| 502251 Phys. Exam - Renewal            | 1,452               | 1,782                 | 22.7%                        |
| 502253 Driver Lic Renewal              | 735                 | 525                   | -28.6%                       |
| 502999 Other Fringe Benefits           | 2,718               | 2,800                 | 3.0%                         |
| <b>Totals</b>                          | <b>1,605,362</b>    | <b>1,664,964</b>      | <b>3.7%</b>                  |
| <b>SERVICES</b>                        |                     |                       |                              |
| 503031 Prof/Technical & Fees           | 4,000               | 4,000                 | 0.0%                         |
| 503041 Temp Help                       | 19,800              | -                     | -100.0%                      |
| 503162 Uniforms/Laundry                | 26,000              | 26,780                | 3.0%                         |
| 503221 Classified/Legal Ads            | 5,500               | 5,500                 | 0.0%                         |
| 503352 Equip Repair - Out              | 57,896              | 61,075                | 5.5%                         |
| 503353 Rev Veh Repair - Out            | 218,222             | 224,769               | 3.0%                         |
| 503354 Other Veh Repair - Out          | 56,341              | 58,031                | 3.0%                         |
| <b>Totals</b>                          | <b>387,759</b>      | <b>380,155</b>        | <b>-2.0%</b>                 |
| <b>MOBILE MATERIALS &amp; SUPPLIES</b> |                     |                       |                              |
| 504011 Fuels & Lubricants              | 87,780              | 83,148                | -5.3%                        |
| 504012 Fuels & Lubricants - Rev Veh    | 1,469,534           | 1,889,299             | 28.6%                        |
| 504021 Tires & Tubes                   | 164,000             | 170,560               | 4.0%                         |
| 504161 Other Mobile Supplies           | 12,000              | 6,240                 | -48.0%                       |
| 504191 Rev Vehicle Parts               | 344,000             | 387,510               | 12.6%                        |
| <b>Totals</b>                          | <b>2,077,314</b>    | <b>2,536,757</b>      | <b>22.1%</b>                 |

7.926

**SANTA CRUZ METRO FY 05-06 OPERATING BUDGET**  
**Fleet Maintenance - 4100**

| ACCOUNT                               | FY 04-05<br>REVISED     | FY 05-06<br>DRAFT FIN   | % CHANGE<br>FROM<br>FY 04-05 |
|---------------------------------------|-------------------------|-------------------------|------------------------------|
| <b>OTHER MATERIALS &amp; SUPPLIES</b> |                         |                         |                              |
| 504205 Freight Out                    | 4,574                   | 4,711                   | 3.0%                         |
| 504211 Postage & Mailing              | 800                     | 800                     | 0.0%                         |
| 504215 Printing                       | 5,200                   | 5,356                   | 3.0%                         |
| 504217 Photo Supp/Process             | 100                     | 100                     | 0.0%                         |
| 504311 Office Supplies                | 7,824                   | 6,131                   | -21.6%                       |
| 504315 Safety Supplies                | 10,375                  | 10,375                  | 0.0%                         |
| 504317 Cleaning Supplies              | 18,000                  | 21,630                  | 20.2%                        |
| 504421 Non-Inventory Parts            | 42,000                  | 40,000                  | -4.8%                        |
| 504511 Small Tools                    | 5,000                   | 4,000                   | -20.0%                       |
| 504515 Employee Tools                 | 1,500                   | 1,500                   | 0.0%                         |
| Totals                                | <u>95,373</u>           | <u>94,603</u>           | -0.8%                        |
| <b>UTILITIES</b>                      |                         |                         |                              |
| 505011 Gas & Electric                 | 60,920                  | 50,000                  | -17.9%                       |
| 505021 Water & Garbage                | 20,662                  | 20,000                  | -3.2%                        |
| 505031 Telecommunications             | 8,000                   | 8,320                   | 4.0%                         |
| Totals                                | <u>89,582</u>           | <u>78,320</u>           | -12.6%                       |
| 507051 Fuel Tax                       | 10,544                  | 10,661                  | 1.1%                         |
| 507201 Licenses & Permits             | 540                     | 190                     | -64.8%                       |
| 507999 Other Taxes                    | -                       | -                       | 0.0%                         |
| Totals                                | <u>11,084</u>           | <u>10,851</u>           | -2.1%                        |
| <b>MISC EXPENSE</b>                   |                         |                         |                              |
| 509011 Dues/Subscriptions             | 629                     | 564                     | -10.3%                       |
| 509123 Travel                         | 50                      | 50                      | 0.0%                         |
| Totals                                | <u>679</u>              | <u>614</u>              | -9.6%                        |
| <b>LEASES &amp; RENTALS</b>           |                         |                         |                              |
| 512011 Facility Lease                 | 223,324                 | 228,043                 | 2.1%                         |
| 512061 Equipment Rental               | 800                     | 1,092                   | 36.5%                        |
| Totals                                | <u>224,124</u>          | <u>229,135</u>          | 2.2%                         |
| PERSONNEL TOTAL                       | 3,978,125               | 4,083,447               | 2.6%                         |
| NON-PERSONNEL TOTAL                   | 2,885,915               | 3,330,435               | 15.4%                        |
| DEPARTMENT TOTALS                     | <u><u>6,864,040</u></u> | <u><u>7,413,882</u></u> | 8.0%                         |

7.927

COBRA

SANTA CRUZ METRO FY 05-06 OPERATING BUDGET  
COBRA Benefits - 9001

| ACCOUNT             | FY 04-05<br>REVISED | FY 05-06<br>DRAFT FIN | % CHANGE<br>FROM<br>FY 04-05 |
|---------------------|---------------------|-----------------------|------------------------------|
| FRINGE BENEFITS     |                     |                       |                              |
| 502031 Medical Ins  | -                   | -                     | 0.0%                         |
| 502041 Dental Ins   | -                   | -                     | 0.0%                         |
| 502045 Vision Ins   | -                   | -                     | 0.0%                         |
| Totals              | -                   | -                     | 0.0%                         |
| PERSONNEL TOTAL     | -                   | -                     | 0.0%                         |
| NON-PERSONNEL TOTAL | -                   | -                     | 0.0%                         |
| DEPARTMENT TOTALS   | -                   | -                     | 0.0%                         |

7.028

Retirees

SANTA CRUZ METRO FY 05-06 OPERATING BUDGET  
Retired Employee Benefits - 9005

| ACCOUNT             | FY 04-05<br>REVISED | FY 05-06<br>DRAFT FIN | % CHANGE<br>FROM<br>FY 04-05 |
|---------------------|---------------------|-----------------------|------------------------------|
| FRINGE BENEFITS     |                     |                       |                              |
| 502031 Medical Ins  | 901,271             | 1,032,113             | 14.5%                        |
| 502041 Dental Ins   | 81,664              | 86,719                | 6.2%                         |
| 502045 Vision Ins   | 25,920              | 28,440                | 9.7%                         |
| 502051 Life Ins     | 11,824              | 8,541                 | -27.8%                       |
| Totals              | 1,020,679           | 1,155,813             | 13.2%                        |
| PERSONNEL TOTAL     | 1,020,679           | 1,155,813             | 13.2%                        |
| NON-PERSONNEL TOTAL | -                   | -                     | 0.0%                         |
| DEPARTMENT TOTALS   | 1,020,679           | 1,155,813             | 13.2%                        |

7.929

SCCIC

SANTA CRUZ METRO FY 05-06 OPERATING BUDGET  
 SCCIC/COPS - 700

| ACCOUNT                               | FY 04-05<br>REVISED | FY 05-06<br>DRAFT FIN | % CHANGE<br>FROM<br>FY 04-05 |
|---------------------------------------|---------------------|-----------------------|------------------------------|
| <b>SERVICES</b>                       |                     |                       |                              |
| 503011 Accting/Audit Fees             | 250                 | 250                   | 0.0%                         |
| 503012 Admin/Bank Fees                | 50                  | -                     | -100.0%                      |
| Totals                                | 300                 | 250                   | -16.7%                       |
| <b>OTHER MATERIALS &amp; SUPPLIES</b> |                     |                       |                              |
| 504211 Postage & Mailing              | -                   | -                     | 0.0%                         |
| Totals                                | -                   | -                     | 0.0%                         |
| <b>MISC EXPENSE</b>                   |                     |                       |                              |
| 509123 Travel                         | -                   | 200                   | 100.0%                       |
| Totals                                | -                   | 200                   | 100.0%                       |
| PERSONNEL TOTAL                       | -                   | -                     | 0.0%                         |
| NON-PERSONNEL TOTAL                   | 300                 | 450                   | 50.0%                        |
| DEPARTMENT TOTALS                     | 300                 | 450                   | 50.0%                        |

7.930

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
FY 05-06 DRAFT FINAL BUDGET  
CAPITAL IMPROVEMENT PROGRAM**

| <b>PROJECT</b>   | <b>FEDERAL</b>      | <b>STATE/<br/>LOCAL</b> | <b>DISTRICT</b>      | <b>TOTAL</b>         |
|--|---------------------|-------------------------|----------------------|----------------------|
| <b><u>Grant-Funded Projects</u></b>                    |                     |                         |                      |                      |
| MetroBase  | \$ 8,409,246        | \$ 7,500,000            | \$ 13,713,463        | \$ 29,622,709        |
| Revenue Vehicle Replacement                            | \$ 736,000          | \$ -                    | \$ 184,000           | \$ 920,000           |
| Short Range Transit Plan                               | \$ 85,000           | \$ -                    | \$ 15,000            | \$ 100,000           |
| Subtotal   |                     |                         |                      | \$ 30,642,709        |
| <b><u>District-Funded Projects</u></b>                 |                     |                         |                      |                      |
| China Grade Turnout (Carryover)                        |                     |                         | \$ 10,000            | \$ 10,000            |
| Revenue Vehicle Replacement (2 ParaCruz Vans)          |                     |                         | \$ 90,000            | \$ 90,000            |
| <b>IT Projects</b>                                     |                     |                         |                      |                      |
| Gigabit Backbone for Server                            |                     |                         | \$ 2,000             | \$ 2,000             |
| File Server Replacement                                |                     |                         | \$ 5,500             | \$ 5,500             |
| Additional Multipurpose Application Server             |                     |                         | \$ 3,500             | \$ 3,500             |
| Talking Bus Cards                                      |                     |                         | \$ 7,200             | \$ 7,200             |
| <b>Facilities Repair &amp; Improvements</b>            |                     |                         |                      |                      |
| Slurry Coat Parking Lots (Soquel P&R, Greyhound)       |                     |                         | \$ 10,000            | \$ 10,000            |
| Replace Sunshade (Pacific Station)                     |                     |                         | \$ 2,500             | \$ 2,500             |
| Repair Sidewalks & Bus Lanes (Pacific Station)         |                     |                         | \$ 10,000            | \$ 10,000            |
| Repair Lane Designation Signs at Pacific Station & WTC |                     |                         | \$ 7,000             | \$ 7,000             |
| Non-Revenue Vehicle Replacement (4)                    |                     |                         | \$ 175,000           | \$ 175,000           |
| Office Equipment - Shredder for Encinal                |                     |                         | \$ 2,000             | \$ 2,000             |
| Office Equipment - Digital Copier for Fleet            |                     |                         | \$ 10,100            | \$ 10,100            |
| PM Filters For Fleet Maint (4)                         |                     |                         | \$ 33,320            | \$ 33,320            |
| Replace Repeater for Mt. Biewlaski                     |                     |                         | \$ 15,000            | \$ 15,000            |
| Transfer to Operating Budget                           |                     |                         | \$ 335,000           | \$ 335,000           |
| Subtotal   |                     |                         |                      | \$ 718,120           |
| <b>TOTAL CAPITAL PROJECTS</b>                          | <b>\$ 9,230,246</b> | <b>\$ 7,500,000</b>     | <b>\$ 14,630,583</b> | <b>\$ 31,360,829</b> |

**CAPITAL PROGRAM FUNDING**

|  |                      |
|--|----------------------|
| Federal Grants                         | \$ 9,230,246         |
| State/Local Grants                     | \$ 7,500,000         |
| State Transit Assistance (STA) Funding | \$ 1,101,716         |
| Bus Stop Improvement Reserves          | \$ 10,000            |
| District Reserves                      | \$ 13,518,867        |
| <b>TOTAL CAPITAL FUNDING</b>           | <b>\$ 31,360,829</b> |

7.931



FY 05-06 DRAFT FINAL BUDGET  
Funded Personnel  
Summary

| Department                         | Authorized<br>FY 03-04 | Funded<br>FY 03-04 | Authorized<br>FY 04-05 | Funded<br>FY 04-05 | Authorized<br>FY 05-06 | Funded<br>FY 05-06 |
|------------------------------------|------------------------|--------------------|------------------------|--------------------|------------------------|--------------------|
| Administration                     | 9.25                   | 9.25               | 9.00                   | 9.00               | 9.00                   | 9.00               |
| Finance                            | 7.50                   | 6.00               | 7.50                   | 6.00               | 7.50                   | 7.00               |
| Customer Service                   | 10.25                  | 6.75               | 10.25                  | 5.75               | 10.25                  | 5.75               |
| Human Resources                    | 6.00                   | 4.00               | 6.00                   | 4.00               | 6.00                   | 5.00               |
| Information Technology             | 4.00                   | 4.00               | 4.00                   | 4.00               | 4.00                   | 4.00               |
| District Counsel                   | 3.50                   | 3.50               | 3.50                   | 3.50               | 3.50                   | 3.50               |
| Facilities Maintenance             | 17.00                  | 15.00              | 17.00                  | 14.00              | 17.00                  | 13.00              |
| Paratransit                        | 3.00                   | 3.00               | 54.00                  | 54.00              | 54.00                  | 54.00              |
| Operations                         | 207.00                 | 190.00             | 207.00                 | 180.00             | 207.00                 | 180.00             |
| Fleet Maintenance                  | 56.00                  | 53.00              | 56.00                  | 49.00              | 56.00                  | 49.00              |
| <b>Total Full-Time Equivalents</b> | <b>323.50</b>          | <b>294.50</b>      | <b>374.25</b>          | <b>329.25</b>      | <b>374.25</b>          | <b>330.25</b>      |

7.61

Attachment B

FY 05-06 DRAFT FINAL BUDGET  
 Funded Personnel  
 Administration - 1100

| Position                           | Authorized<br>FY 03-04 | Funded<br>FY 03-04 | Authorized<br>FY 04-05 | Funded<br>FY 04-05 | Authorized<br>FY 05-06 | Funded<br>FY 05-06 |
|------------------------------------|------------------------|--------------------|------------------------|--------------------|------------------------|--------------------|
| General Manager                    | 1                      | 1                  | 1                      | 1                  | 1                      | 1                  |
| Assistant General Manager          | 1                      | 1                  | 1                      | 1                  | 1                      | 1                  |
| Project Manager*                   | 1                      | 1                  | 1                      | 1                  | 1                      | 1                  |
| Admin Services Coordinator         | 1                      | 1                  | 1                      | 1                  | 1                      | 1                  |
| Administrative Secretary           | 2                      | 2                  | 2                      | 2                  | 2                      | 2                  |
| Grants/Legislative Analyst         | 1                      | 1                  | 1                      | 1                  | 1                      | 1                  |
| Transit Planner                    | 1                      | 1                  | 1                      | 1                  | 1                      | 1                  |
| Transit Surveyor                   | 1.25                   | 1.25               | 1                      | 1                  | 1                      | 1                  |
| <b>Total Full-Time Equivalents</b> | <b>9.25</b>            | <b>9.25</b>        | <b>9.00</b>            | <b>9.00</b>        | <b>9.00</b>            | <b>9.00</b>        |

\* Funded by capital grant

7.62

FY 05-06 DRAFT FINAL BUDGET  
 Funded Personnel  
 Finance - 1200

| Position                           | Authorized<br>FY 03-04 | Funded<br>FY 03-04 | Authorized<br>FY 04-05 | Funded<br>FY 04-05 | Authorized<br>FY 05-06 | Funded<br>FY 05-06 |
|------------------------------------|------------------------|--------------------|------------------------|--------------------|------------------------|--------------------|
| Finance Manager                    | 1                      | 1                  | 1                      | 1                  | 1                      | 1                  |
| Assistant Finance Manager          | 1                      | 1                  | 1                      | 1                  | 1                      | 1                  |
| Senior Accountant                  | 0.5                    | 0                  | 0.5                    | 0                  | 0.5                    | 0                  |
| Accounting Specialist              | 1                      | 1                  | 1                      | 1                  | 1                      | 1                  |
| Accounting Tech/Sr Acctng Tech     | 3                      | 2                  | 3                      | 2                  | 3                      | 3                  |
| Payroll & Benefits Coordinator     | 1                      | 1                  | 1                      | 1                  | 1                      | 1                  |
| Administrative Secretary           | 0                      | 0                  | 0                      | 0                  | 0                      | 0                  |
| <b>Total Full-Time Equivalents</b> | <b>7.50</b>            | <b>6.00</b>        | <b>7.50</b>            | <b>6.00</b>        | <b>7.50</b>            | <b>7.00</b>        |

7.63

FY 05-06 DRAFT FINAL BUDGET  
 Funded Personnel  
 Customer Service - 1300

| Position                           | Authorized<br>FY 03-04 | Funded<br>FY 03-04 | Authorized<br>FY 04-05 | Funded<br>FY 04-05 | Authorized<br>FY 05-06 | Funded<br>FY 05-06 |
|------------------------------------|------------------------|--------------------|------------------------|--------------------|------------------------|--------------------|
| Planning & Marketing Manager       | 1                      | 0                  | 1                      | 0                  | 1                      | 0                  |
| Service Planning Supervisor        | 1                      | 0                  | 1                      | 0                  | 1                      | 0                  |
| Customer Service Coordinator       | 1                      | 1                  | 1                      | 1                  | 1                      | 1                  |
| Senior CSR/CSR                     | 5                      | 4                  | 5                      | 3                  | 5                      | 3                  |
| Ticket & Pass Program Specialist   | 1                      | 1                  | 1                      | 1                  | 1                      | 1                  |
| Administrative Secretary           | 1.25                   | 0.75               | 1.25                   | 0.75               | 1.25                   | 0.75               |
| <b>Total Full-Time Equivalents</b> | <b>10.25</b>           | <b>6.75</b>        | <b>10.25</b>           | <b>5.75</b>        | <b>10.25</b>           | <b>5.75</b>        |

7.54

FY 05-06 DRAFT FINAL BUDGET  
 Funded Personnel  
 Human Resources - 1400

| Position                           | Authorized<br>FY 03-04 | Funded<br>FY 03-04 | Authorized<br>FY 04-05 | Funded<br>FY 04-05 | Authorized<br>FY 05-06 | Funded<br>FY 05-06 |
|------------------------------------|------------------------|--------------------|------------------------|--------------------|------------------------|--------------------|
| Human Resources Manager            | 1                      | 1                  | 1                      | 1                  | 1                      | 1                  |
| Asst Human Resources Manager       | 1                      | 0                  | 1                      | 0                  | 1                      | 1                  |
| Personnel Technician               | 1                      | 1                  | 1                      | 1                  | 1                      | 1                  |
| Benefits Coordinator               | 1                      | 1                  | 1                      | 1                  | 1                      | 1                  |
| Human Resources Specialist         | 1                      | 1                  | 1                      | 1                  | 1                      | 1                  |
| Admin Secretary                    | 1                      | 0                  | 1                      | 0                  | 1                      | 0                  |
| <b>Total Full-Time Equivalents</b> | <b>6.00</b>            | <b>4.00</b>        | <b>6.00</b>            | <b>4.00</b>        | <b>6.00</b>            | <b>5.00</b>        |

7.65

FY 05-06 DRAFT FINAL BUDGET  
 Funded Personnel  
 Information Technology - 1500

| Position                           | Authorized<br>FY 03-04 | Funded<br>FY 03-04 | Authorized<br>FY 04-05 | Funded<br>FY 04-05 | Authorized<br>FY 05-06 | Funded<br>FY 05-06 |
|------------------------------------|------------------------|--------------------|------------------------|--------------------|------------------------|--------------------|
| Information Technology Manager     | 1                      | 1                  | 1                      | 1                  | 1                      | 1                  |
| Database Administrator/Sr          | 1                      | 1                  | 1                      | 1                  | 1                      | 1                  |
| Systems Administrator/Sr           | 1                      | 1                  | 1                      | 1                  | 1                      | 1                  |
| IT Technician/Sr IT Tech           | 1                      | 1                  | 1                      | 1                  | 1                      | 1                  |
| <b>Total Full-Time Equivalents</b> | <b>4.00</b>            | <b>4.00</b>        | <b>4.00</b>            | <b>4.00</b>        | <b>4.00</b>            | <b>4.00</b>        |

7.66

FY 05-06 DRAFT FINAL BUDGET  
 Funded Personnel  
 District Counsel - 1700

| Position                           | Authorized<br>FY 03-04 | Funded<br>FY 03-04 | Authorized<br>FY 04-05 | Funded<br>FY 04-05 | Authorized<br>FY 05-06 | Funded<br>FY 05-06 |
|------------------------------------|------------------------|--------------------|------------------------|--------------------|------------------------|--------------------|
| District Counsel                   | 1                      | 1                  | 1                      | 1                  | 1                      | 1                  |
| Claims Investigator I-II           | 1                      | 1                  | 1                      | 1                  | 1                      | 1                  |
| Paralegal                          | 0                      | 0                  | 1                      | 1                  | 1                      | 1                  |
| Legal Secretary                    | 1.5                    | 1.5                | 0.5                    | 0.5                | 0.5                    | 0.5                |
| <b>Total Full-Time Equivalents</b> | <b>3.50</b>            | <b>3.50</b>        | <b>3.50</b>            | <b>3.50</b>        | <b>3.50</b>            | <b>3.50</b>        |

7.67

FY 05-06 DRAFT FINAL BUDGET  
 Funded Personnel  
 Facilities Maintenance - 2200

| Position                           | Authorized<br>FY 03-04 | Funded<br>FY 03-04 | Authorized<br>FY 04-05 | Funded<br>FY 04-05 | Authorized<br>FY 05-06 | Funded<br>FY 05-06 |
|------------------------------------|------------------------|--------------------|------------------------|--------------------|------------------------|--------------------|
| Facilities Maintenance Manager     | 1                      | 1                  | 1                      | 1                  | 1                      | 0                  |
| Facilities Maintenance Supervisor  | 1                      | 1                  | 1                      | 1                  | 1                      | 1                  |
| Senior Facilities Maint Worker     | 1                      | 1                  | 1                      | 1                  | 1                      | 1                  |
| Facilities Maint Worker II         | 4                      | 3                  | 4                      | 3                  | 4                      | 3                  |
| Facilities Maint Worker I          | 3                      | 3                  | 3                      | 2                  | 3                      | 2                  |
| Custodial Services Worker II       | 1                      | 1                  | 1                      | 1                  | 1                      | 1                  |
| Custodial Services Worker I        | 5                      | 5                  | 5                      | 5                  | 5                      | 5                  |
| Administrative Secretary           | 1                      | 0                  | 1                      | 0                  | 1                      | 0                  |
| <b>Total Full-Time Equivalents</b> | <b>17.00</b>           | <b>15.00</b>       | <b>17.00</b>           | <b>14.00</b>       | <b>17.00</b>           | <b>13.00</b>       |

7.68



FY 05-06 DRAFT FINAL BUDGET  
 Funded Personnel  
 Paratransit - 3100

| Position                            | Authorized<br>FY 03-04 | Funded<br>FY 03-04 | Authorized<br>FY 04-05 | Funded<br>FY 04-05 | Authorized<br>FY 05-06 | Funded<br>FY 05-06 |
|-------------------------------------|------------------------|--------------------|------------------------|--------------------|------------------------|--------------------|
| Paratransit Administrator           | 1                      | 1                  | 1                      | 1                  | 1                      | 1                  |
| Paratransit Eligibility Coordinator | 1                      | 1                  | 1                      | 1                  | 1                      | 1                  |
| Accessible Services Coordinator*    | 1                      | 1                  | 1                      | 1                  | 1                      | 1                  |
| Paratransit Superintendent          |                        |                    | 1                      | 1                  | 1                      | 1                  |
| Reservation & Scheduling Coord      |                        |                    | 1                      | 1                  | 1                      | 1                  |
| Safety & Training Coordinator       |                        |                    | 1                      | 1                  | 1                      | 1                  |
| Dispatch/Scheduler                  |                        |                    | 9                      | 9                  | 9                      | 9                  |
| Clerk I-II-III                      |                        |                    | 1                      | 1                  | 1                      | 1                  |
| Van Operator                        |                        |                    | 29                     | 29                 | 29                     | 29                 |
| Reservationist                      |                        |                    | 7                      | 7                  | 7                      | 7                  |
| Mechanic I-II                       |                        |                    | 2                      | 2                  | 2                      | 2                  |
| <b>Total Full-Time Equivalent</b>   | <b>3.00</b>            | <b>3.00</b>        | <b>54.00</b>           | <b>54.00</b>       | <b>54.00</b>           | <b>54.00</b>       |

7.69

FY 05-06 DRAFT FINAL BUDGET  
 Funded Personnel  
 Operations - 3200/3300

| Position                           | Authorized<br>FY 03-04 | Funded<br>FY 03-04 | Authorized<br>FY 04-05 | Funded<br>FY 04-05 | Authorized<br>FY 05-06 | Funded<br>FY 05-06 |
|------------------------------------|------------------------|--------------------|------------------------|--------------------|------------------------|--------------------|
| Operations Manager                 | 1                      | 1                  | 1                      | 1                  | 1                      | 1                  |
| Base Superintendent                | 1                      | 1                  | 1                      | 1                  | 1                      | 1                  |
| Transit Supervisor                 | 14                     | 13                 | 14                     | 12                 | 14                     | 12                 |
| Schedule Analyst                   | 1                      | 1                  | 1                      | 1                  | 1                      | 1                  |
| Supervisor of Revenue Collection*  | 1                      | 1                  | 1                      | 1                  | 1                      | 1                  |
| Safety & Training Coordinator      | 1                      | 1                  | 1                      | 1                  | 1                      | 1                  |
| Admin Secretary/Supervisor         | 1                      | 1                  | 1                      | 1                  | 1                      | 1                  |
| Administrative Clerk I             | 1                      | 1                  | 1                      | 1                  | 1                      | 1                  |
| Payroll Specialist                 | 1                      | 1                  | 1                      | 1                  | 1                      | 1                  |
| Revenue Specialist                 | 1                      | 0                  | 1                      | 0                  | 1                      | 0                  |
| Bus Operator (total on payroll)    | 184                    | 169                | 184                    | 160                | 184                    | 160                |
| <b>Total Full-Time Equivalents</b> | <b>207.00</b>          | <b>190.00</b>      | <b>207.00</b>          | <b>180.00</b>      | <b>207.00</b>          | <b>180.00</b>      |

\* Classification under review

7.610

FY 05-06 DRAFT FINAL BUDGET  
 Funded Personnel  
 Fleet Maintenance - 4100

| Position                           | Authorized<br>FY 03-04 | Funded<br>FY 03-04 | Authorized<br>FY 04-05 | Funded<br>FY 04-05 | Authorized<br>FY 05-06 | Funded<br>FY 05-06 |
|------------------------------------|------------------------|--------------------|------------------------|--------------------|------------------------|--------------------|
| Fleet Maintenance Manager          | 1                      | 1                  | 1                      | 1                  | 1                      | 1                  |
| Fleet Maint Supervisor             | 2                      | 2                  | 2                      | 2                  | 2                      | 2                  |
| Lead Mechanic                      | 6                      | 6                  | 6                      | 6                  | 6                      | 6                  |
| Mechanic III                       | 4                      | 4                  | 4                      | 4                  | 4                      | 4                  |
| Mechanic I - II                    | 16                     | 15                 | 16                     | 13                 | 16                     | 13                 |
| Body Repair Mechanic               | 1                      | 1                  | 1                      | 1                  | 1                      | 1                  |
| Upholsterer I - II                 | 1                      | 1                  | 1                      | 1                  | 1                      | 1                  |
| Supervisor of Parts & Materials    | 1                      | 1                  | 1                      | 1                  | 1                      | 1                  |
| Lead Parts Clerk                   | 1                      | 1                  | 1                      | 1                  | 1                      | 1                  |
| Parts Clerk                        | 1                      | 1                  | 1                      | 1                  | 1                      | 1                  |
| Receiving Parts Clerk              | 1                      | 1                  | 1                      | 1                  | 1                      | 1                  |
| Buyer                              | 1                      | 1                  | 1                      | 1                  | 1                      | 1                  |
| Admin Secretary/Supervisor         | 1                      | 1                  | 1                      | 1                  | 1                      | 1                  |
| Accounting Tech/Sr Acctng Tech     | 2                      | 2                  | 2                      | 2                  | 2                      | 2                  |
| Administrative Clerk I             | 1                      | 0                  | 1                      | 0                  | 1                      | 0                  |
| Vehicle Service Technician         | 2                      | 2                  | 2                      | 2                  | 2                      | 2                  |
| Detailer                           | 2                      | 2                  | 2                      | 2                  | 2                      | 2                  |
| Vehicle Service Worker I - II      | 12                     | 11                 | 12                     | 9                  | 12                     | 9                  |
| <b>Total Full-Time Equivalents</b> | <b>56.00</b>           | <b>53.00</b>       | <b>56.00</b>           | <b>49.00</b>       | <b>56.00</b>           | <b>49.00</b>       |

7.511

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

**DATE:** May 27, 2005

**TO:** Board of Directors

**FROM:** Leslie R. White, General Manager

**SUBJECT: CONSIDERATION OF THE RECOMMENDATION FROM THE METRO ADVISORY COMMITTEE TO SUPPORT AN APPLICATION BY THE SANTA CRUZ AREA TRANSPORTATION MANAGEMENT ASSOCIATION TO THE MONTEREY BAY UNIFIED AIR POLLUTION CONTROL DISTRICT FOR FUNDS TO INITIATE A FOLDING BIKE/BUS PASS SUBSIDY PROGRAM, AND TO CLARIFY THAT FOLDING BIKES UNDER 5 FEET IN LENGTH ARE ALLOWED TO BE TRANSPORTED INSIDE OF METRO BUSES.**

## I. RECOMMENDED ACTION

**That the Board of Directors approve the recommendation of the METRO Advisory Committee and support the application of the Santa Cruz Area Transportation Management Association to the Monterey Bay Unified Air Pollution Control District for funds to initiate a folding bike/bus pass program, and to clarify that folding bikes under 5 feet in length are allowed to be transported inside of buses.**

## II. SUMMARY OF ISSUES

- Santa Cruz METRO has a very high utilization by passengers who use bikes to travel to and from bus stops and wish to transport their bikes with them.
- Currently the METRO fixed route fleet has racks mounted on the front of the buses that hold two bikes.
- There are many routes that typically experience a higher demand for transportation of bikes than the buses have capacity to carry on the external racks.
- In past years METRO has received requests to allow full-sized bikes inside of the buses and to allow the bikes to be secured in the area that is reserved for passengers that use wheelchairs.
- In the past the Metro Accessible Services Transit Forum (MASTF) Members have recommended against allowing bikes to be secured in the area reserved for people using wheelchairs.
- The Board of Directors has approved allowing bikes to be transported inside of buses on routes #40, #41, and #42 due to the infrequent level of service on these routes.
- The Board of Directors approved allowing bikes to be transported inside of buses on the Highway 17/Amtrak service from the Scotts Valley Transit Center to Diridon Station in San Jose.

8.1

- Recently there has been a considerable amount of discussion by the METRO Advisory Committee (MAC) regarding the policy of bikes inside of buses as it relates to folding bikes
- On April 20, 2005 the MAC voted to recommend that the Board of Directors clarify the policy with respect to transporting folding bikes that are under 5 feet in length inside of buses.
- The MAC voted to recommend that the Board treat folding bikes under 5 feet in length the same as strollers, shopping carts, and other carry-on items that meet the size criteria.
- The Santa Cruz Area Transportation Management Association (SCATMA) is currently submitting an application for funds from the Monterey Bay Unified Air Pollution Control District to create a folding bike subsidy program that includes a bus pass component.
- On April 20, 2005 the MAC voted to recommend that the Board of Directors formally support the SCATMA application.

### III. DISCUSSION

Santa Cruz County and the component cities have consistently invested funds to make it possible for individuals to use bikes to supplement their transportation needs. The use of bikes for transportation in Santa Cruz County and the component cities is very high. The use of bikes to travel to and from METRO stops is also very high. As a result of the high level of usage of bikes to get to METRO stops there is a high demand to transport bikes buses. Currently the fixed route fleet of buses at METRO is equipped with front mounted racks that hold two bikes. In the future, METRO plans to replace these racks with new ones that hold three bikes.

In past years individuals and groups have requested that the Board of Directors approve the transporting of bikes inside of buses and use the area that is reserved for people who use wheelchair as the location where the bikes would be secured. The members of the Metro Accessible Services Transit Forum (MASTF) have opposed using the area reserved for wheelchair securement for the transportation of bikes. The Board of Directors has approved the transportation of bikes inside of buses on routes #40, #41, and #42 due to the infrequent level of service that is operated on these routes. Additionally, the Board approved the transporting of bikes inside of the buses operating on the Highway 17/Amtrak route for the segment between the Scotts Valley Transit Center and the Diridon Station.

Recently the METRO Advisory Committee (MAC) received presentations from individuals who were advocating that folding bikes be allowed inside of the buses as long as the bikes were under 5 feet in length and could be held in the same seat as the passenger. The individuals indicated that they would like the folding bikes to be treated the same as the strollers, shopping carts, and other items that meet the size criteria. Additionally some of the individual advocating for the use of folding bikes indicated that they are currently being allowed to ride, as their bikes are smaller

8.2

than the 5-foot restriction. It was pointed out that the language in the HEADWAYS publication is not clear with regard to the use of folding bikes inside of buses.

On April 20, 2005 the MAC voted to recommend that the Board of Directors clarify the policy with regard to transporting folding bikes inside of buses to allow bikes under 5 feet in length to be carried inside of the bus in the same manner as strollers, shopping carts, and other items. The MAC further recommended that the language in HEADWAYS regarding the transportation of folding bikes be rewritten to reflect the recommended policy. The MAC transmitted a Memo to the Board of Directors on April 22, 2005 indicating their recommendation. The April 22, 2005 Memo to the Board of Directors is attached to this Staff Report.

The MAC also received a presentation from the Santa Cruz Area Transportation Management Association (SCATMA) regarding an application that they are submitting for funds from the Monterey Bay Unified Air Pollution Control District. The funds that the SCATMA is requesting would provide for the creation of a subsidy program that would encourage bike users to purchase folding bikes that meet the 5 foot criteria at METRO. Additionally the program would provide funding for the purchase of bus passes that would be granted as a part of the initial subsidy to encourage the use of METRO service.

On April 20, 2005 the MAC voted to recommend that the Board of Directors support the application for funds that is being submitted by the SCATMA.

Staff recommends that the Board of Directors approve the recommendations of the MAC with respect to the transportation of folding bikes inside of buses, rewriting the language in the HEADWAYS, and the support of the application for funds that the SCATMA is submitting to the Monterey Bay Unified Air Pollution Control District.

#### **IV. FINANCIAL CONSIDERATIONS**

Approval of the recommendations for the MAC would not require funds from either the METRO Operating or Capital Budgets.

#### **V. ATTACHMENTS**

- Attachment A:** April 22, 2005 Memo to the Board of Directors from the MAC.  
**Attachment B:** March 28, 2005 Letter from the SCCRTC Bicycle Committee.

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT**

## M E M O R A N D U M

**Date:** April 22, 2005  
**To:** Chair and Members, Board of Directors  
**From:** Paul Marcelin-Sampson, Chair, METRO Advisory Committee  
**Subject:** Committee Actions 4-20-04

The METRO Advisory Committee (MAC) held its regular meeting on Wednesday April 20, 2005. At the meeting the Committee took action to submit the following recommendations to the METRO Board of Directors for consideration:

- **Letter of Appreciation**

The MAC requests concurrence from the METRO Board of Directors to transmit a letter of appreciation to former Operations Manager Bryant Baehr. The MAC feels that Bryant made a significant contribution to the communication between METRO Management and the users of the system. Bryant was instrumental in providing the support necessary for the MAC from its inception. The proposed letter to Bryant Baehr is attached to this Memo.

- **Folding Bikes In Buses**

The MAC heard presentations, in previous meetings, regarding the feasibility of allowing passengers to bring folding bikes inside of fixed route buses. The MAC also received information regarding a program that is being developed by the Santa Cruz Transportation Management Association that would request grant funds to subsidize the purchase of folding bikes. Over the course of several meetings the MAC discussed the issues relating to allowing folding bikes to be transported inside of fixed route buses. On April 20, 2005 the MAC voted to recommend that the METRO Board of Directors revise the policy with respect to transporting bikes inside of buses to allow interior bus transportation of folding bikes that meet the current criteria that is applied to

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baggage, strollers, and shopping carts (not exceeding 5' in length). The MAC also voted to recommend that the Board of Directors support the application from the Santa Cruz Transportation Management Association to the Monterey Bay Unified Air Pollution Control District for grant funds to support the creation of a subsidy program for the purchase of folding bikes.

- **Rail/Trail Day**

The MAC discussed the demonstration train service that was proposed for the Rail/Trail Day that was scheduled and then cancelled. The MAC also discussed the potential of providing special bus service to support demonstration train service if the Rail/Trail Day were to be rescheduled. The MAC voted to recommend that the METRO Board of Directors support the rescheduling of a demonstration train service and the Rail/Trail Day. The MAC also voted to recommend that the Board of Directors seek to identify funding sources outside of the current METRO Budget to provide funding to support the provision of the bus service to support access to the demonstration train.

The members of the MAC and I are hopeful that the Board of Directors will consider and support the recommendations that are outlined in this memo.

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*Santa Cruz Metropolitan  
Transit District*



April 22, 2005

Mr. Bryant J. Baehr  
P.O. Box 1117  
Ocean Park, WA 98640

Dear Mr. Baehr:

Warm greetings from the METRO Advisory Committee.

Though we spent a few minutes honoring you at our meeting in February, there was consensus in March that talk was not enough, and that we should follow up with a letter.

None of us can picture another government agency of METRO's size, where a senior manager would maintain direct and ongoing involvement with customer advisory groups. You participated in all of METRO's official advisory groups. You cared about what we had to say. You made changes, where possible, to make our lives as transit riders a bit easier. We are profoundly thankful.

As much as we miss you, we know that the citizens of your new community are fortunate to have you there. We wish you well in your future endeavors.

Yours truly,

Paul Marcelin-Sampson, Chair  
METRO Advisory Committee

Cc: Michael W. Keogh, Chair, Board of Directors  
Leslie R. White, General Manager

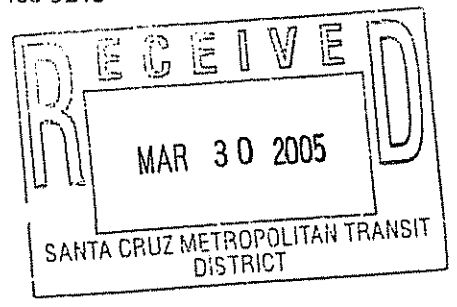
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SANTA CRUZ COUNTY REGIONAL TRANSPORTATION COMMISSION  
1523 PACIFIC AVENUE, SANTA CRUZ, CALIFORNIA 95060-3911 • 831/ 460-3200 • FAX 831/ 460-3215

March 28, 2005



Mike Keogh, Chair  
Santa Cruz Metro Transit District Board of Directors  
370 Encinal Street, Suite 100  
Santa Cruz, CA 95060

SERVICE AUTHORITY  
FOR FREEWAY  
EMERGENCIES  
(SAFE)

RE: Proposed Folding Bikes on Buses Incentive Program

RAIL/TRAIL  
AUTHORITY

Dear Chairman Keogh:

COMMUTE  
SOLUTIONS

I am writing on behalf of the Bicycle Committee of the Santa Cruz County Regional Transportation Commission to convey the Committee's support of the proposed Folding Bikes on Buses Program.

TRANSPORTATION  
POLICY WORKSHOP

The Bicycle Committee, at its March meeting, reviewed and approved a proposal submitted by the Santa Cruz Area Transportation Management Association (SCATMA) to develop a program that would provide price discounts for Santa Cruz County residents purchasing a folding bicycle to be used on Metro Transit District buses. SCATMA staff sees this program as enhancing multi-modal transportation in the county by expanding the bike carrying capacity of the Metro buses without additional expense to the District. Currently many of the bike racks on buses are filled.

BUDGET &  
ADMINISTRATION  
PERSONNEL  
COMMITTEE

The Bicycle Committee encourages the Metro Board to modify the current "carry-on" policy to allow folding bikes inside Metro buses. From SCATMA staff understanding, Metro staff is currently working on modifying the language of this policy.

INTERAGENCY  
TECHNICAL  
ADVISORY  
COMMITTEE

The Metro Advisory Committee reviewed the proposed program and was receptive to the proposal pending review of guidelines for the folding bikes on buses program at the April meeting. While the RTC has yet to review the proposal and grant SCATMA public agency sponsorship, the Bicycle Committee is supportive of the program's forward progress and encourages the Metro Transit District's support.

BICYCLE COMMITTEE

Thank you for your attention in this matter and your continued efforts to provide viable transportation options to Santa Cruz County residents and/or commuters.

ELDERLY & DISABLED  
TRANSPORTATION  
ADVISORY COMMITTEE

Sincerely,  
  
Kem Akol,  
Chair, SCCRTC Bicycle Committee

cc: SCCRTC  
Metro Advisory Committee  
Santa Cruz TMA

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**DATE:** May 27, 2005  
**TO:** Board of Directors  
**FROM:** Mark J. Dorfman, Assistant General Manager  
**SUBJECT:** CONSIDER AUTHORIZING A JOINT GRANT APPLICATION WITH MONTEREY-SALINAS TRANSIT TO THE AIR DISTRICT FOR AB 2766 FUNDS

**I. RECOMMENDED ACTION**

**Authorize staff to work with Monterey-Salinas Transit as the lead agency to develop and submit to the Air District a joint grant application requesting AB2766 funds for a Bus Rapid Transit feasibility study.**

**II. SUMMARY OF ISSUES**

- The Air District is soliciting grant applications for the FY2006 AB 2766 Motor Vehicle Emission Reduction Grant Program.
- The proposed project would be a joint effort between Santa Cruz METRO and Monterey-Salinas Transit to conduct a feasibility study of Bus Rapid Transit corridors in the Central Coast region.
- If awarded, METRO and MST together could obtain financial assistance up to \$80,000 to evaluate Bus Rapid Transit corridors serving Monterey and Santa Cruz Counties. No local match is required.
- FY 2006 AB 2766 applications are due to the Air District by June 1, 2005.

**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 revenues collected by the California Department of Motor Vehicles from the \$4.00 annual vehicle registration surcharge in the Monterey Bay region. This program awards financial assistance to local agencies within the Monterey Bay Air Basin for projects which will reduce harmful exhaust emissions to improve air quality.

In previous years, Santa Cruz METRO received funds to initiate new routes such as the 12 A & B and the Route 20 which, because of demonstrated success, became part of the established transit network when the AB2766 funding ended. Other grant-funded projects from the Air District included the CNG time fill station on River Street and video conferencing equipment.

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The proposed project would conduct a feasibility study of corridors in the Monterey Bay region which could support Bus Rapid Transit (BRT) service. Bus Rapid Transit uses customized buses that facilitate rapid on/off operations as a limited-stop, express type service enhanced with advanced technology such as traffic signal pre-emption together with prioritized queuing lanes at intersections and grade-separated right of ways to gain a travel-time advantage over private automobiles in congested corridors. Using high-capacity buses, many more people could be transported on BRT in a given amount of time through a congested area than by private automobiles, resulting in reduced exhaust emissions.

MST and METRO will each identify local corridors for the BRT feasibility analysis within their respective service areas, and both agencies will collaboratively identify a joint corridor of regional significance linking the two service areas. METRO will suggest evaluating Soquel Avenue between downtown Santa Cruz and Cabrillo College and/or Bay Street to UCSC as local corridors with potential for BRT service. MST will propose East Alisal and North Main Street in Salinas and/or Freemont St. through Seaside and Monterey for local BRT corridors. Highway 1 between Monterey and Santa Cruz is the most likely regional, inter-county corridor serving both areas with BRT potential.

Monterey-Salinas Transit would be the lead agency on this AB 2766 grant application. The application requests \$80,000 for a consultant contractor to evaluate corridor feasibility for BRT. AB2766 grants do not require matching funds from the recipient agencies. If the Air District awards this grant, METRO and MST would cooperatively manage a consultant contract.

The grant application is due to the Air District by June 1, 2005. Air District staff will rank each application based upon its contribution to emissions reduction or regional significance, and the Air District Board will award grants at its regular Board Meeting on August 17, 2005.

#### **IV. FINANCIAL CONSIDERATIONS**

If awarded, this grant would fund a consultant contract. No local match is required.

#### **V. ATTACHMENTS**

None.

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