

AGENDA
SANTA CRUZ METRO BOARD OF DIRECTORS
REGULAR MEETING OF JANUARY 13, 2012
8:30 AM



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

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

***Chair Ellen Pirie, County of Santa Cruz**
Vice-Chair Lynn Robinson, City of Santa Cruz*

***Director Margarita Alejo, City of Watsonville**
Director Hilary Bryant, City of Santa Cruz
Director Dean Bustichi, City of Scotts Valley
Director Daniel Dodge, City of Watsonville
Director Ron Graves, City of Capitola
Director Michelle Hinkle, County of Santa Cruz
Director Deborah Lane, County of Santa Cruz
Director John Leopold, County of Santa Cruz
Director Mark Stone, County of Santa Cruz
Ex-Officio Director Donna Blitzer, UC Santa Cruz*


***Leslie R. White, General Manager / Secretary of the Board**
Margaret Gallagher, District Counsel*

SANTA CRUZ METRO ADMINISTRATIVE OFFICES
110 VERNON STREET
SANTA CRUZ, CALIFORNIA

INTERPRETATION SERVICES / SERVICIOS DE TRADUCCIÓN

Spanish language translation is available on an as needed basis. Please make advance arrangements with Tony Tapiz, Administrative Services Coordinator at 831-426-6080. Traducción al español está disponible de forma según sea necesario. Por favor, hacer arreglos por adelantado con Tony Tapiz, Coordinador de Servicios Administrativos al numero 831-426-6080.

AMERICANS WITH DISABILITIES ACT

 *The METRO Administrative Offices are located in an accessible facility. Any person who requires an accommodation or an auxiliary aid or service to participate in the meeting, or to access the agenda and the agenda packet, should contact Tony Tapiz, Administrative Services Coordinator, at 831-426-6080 as soon as possible in advance of the Board of Directors meeting. Hearing impaired individuals should call 711 for assistance in contacting Santa Cruz METRO regarding special requirements to participate in the Board meeting. For information regarding this agenda or interpretation services, please call Santa Cruz METRO at 831-426-6080.*

**AGENDA
SANTA CRUZ METRO BOARD OF DIRECTORS
REGULAR MEETING OF JANUARY 13, 2012
PAGE 2 OF 4**

**SANTA CRUZ METRO
ADMINISTRATIVE OFFICES
110 VERNON STREET
SANTA CRUZ, CA**

8:30 A.M.

NOTE: THE BOARD CHAIR MAY TAKE ITEMS OUT OF ORDER

SECTION I: OPEN SESSION

1.0 ROLL CALL

2.0 ORAL AND WRITTEN COMMUNICATIONS

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

- a. Satellite Dialysis Santa Cruz Re: ParaCruz-Letter of Thanks
- b. Denise Morgan Re: Service to Big Basin

3.0 LABOR ORGANIZATION COMMUNICATIONS

4.0 ADDITIONAL DOCUMENTATION TO SUPPORT EXISTING AGENDA ITEMS

CONSENT AGENDA

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

- 5-1. ACCEPT AND FILE MONTHLY BUDGET STATUS REPORTS YEAR TO DATE AS OF OCTOBER 31, 2011 AND APPROVAL OF BUDGET TRANSFERS FOR OCTOBER 2011**
Submitted by: Angela Aitken, Acting Assistant General Manager and Finance Manager
- 5-2. CONSIDERATION OF TORT CLAIMS: REJECT THE CLAIM OF RUDOLPH GARCIA, CLAIM #11-0031**
Submitted by: Margaret Gallagher, District Counsel
- 5-3. APPROVE MINUTES OF PREVIOUS BOARD MEETINGS**
Submitted by: Tony Tapiz, Administrative Services Coordinator

**AGENDA
SANTA CRUZ METRO BOARD OF DIRECTORS
REGULAR MEETING OF JANUARY 13, 2012
PAGE 3 OF 4**

- 5-4. CONSIDERATION OF ADOPTING A RESOLUTION AUTHORIZING THE GENERAL MANAGER TO SUBMIT A GRANT APPLICATION AND SIGN NECESSARY AGREEMENTS TO OBTAIN PROPOSITION 1B FUNDING FROM THE FY12 CALIFORNIA TRANSIT SECURITY GRANT PROGRAM**
Submitted by: Tom Hiltner, Grants/Legislative Analyst
- 5-5. ACCEPT AND FILE REPORT ON SAVINGS ACHIEVED FROM OUTSOURCING THE REVENUE ROOM IN CALENDAR YEAR 2011**
Submitted by: Angela Aitken, Acting Assistant General Manager and Finance Manager
- 5-6. CONSIDERATION OF ADOPTING A RESOLUTION AMENDING THE SANTA CRUZ METROPOLITAN TRANSIT DISTRICT RECORDS RETENTION SCHEDULE**
Submitted by: Margaret Gallagher, District Counsel
- 5-7. CONSIDERATION OF CONTRACT DATE EXTENSION WITH RNL DESIGN FOR ARCHITECT AND ENGINEERING SERVICES FOR THE METROBASE PROJECT**
Submitted by: Frank Cheng, IT Manager and MetroBase Project Manager

REGULAR AGENDA

- 6.0 CONSIDERATION OF RESOLUTION APPROVING THE FY12 REVISED BUDGET AS OF JANUARY 2012; DESIGNATION OF EXCESS REVENUES FROM THE FY11 BUDGET IN THE AMOUNT OF \$2,354,770 FOR CARRYOVER INTO THE FY12 OPERATING BUDGET; AND ADOPTION OF THE SCHEDULE OF RESERVE ACCOUNT BALANCES**
Presented by: Angela Aitken, Acting Assistant General Manager and Finance Manager
- 7.0 CONSIDERATION OF THE APPOINTMENT OF DONALD NORMAN HAGEN THE METRO ADVISORY COMMITTEE (MAC)**
Presented by: Leslie R. White, General Manager
- 8.0 CONSIDERATION OF:**
- A. NOMINATION OF DIRECTORS TO SERVE AS BOARD OFFICERS**
 - B. NOMINATIONS FOR APPOINTMENTS TO THE SANTA CRUZ COUNTY REGIONAL TRANSPORTATION COMMISSION**
 - C. ELIMINATION OF THE NOMINATION FOR A REPRESENTATIVE AND ALTERNATE TO THE HIGHWAY 1 CONSTRUCTION AUTHORITY**
- Presented by: Leslie R. White, General Manager
- 9.0 CONSIDERATION OF MODIFICATION TO SANTA CRUZ METROPOLITAN TRANSIT DISTRICT'S BYLAWS TO ALLOW TELECONFERENCING FOR DIRECTORS WHO ARE OUT OF TOWN AND/OR UNABLE TO PERSONALLY ATTEND BOARD MEETINGS**
Presented by: Margaret Gallagher, District Counsel
- 10.0 ORAL ANNOUNCEMENT: THE NEXT REGULARLY SCHEDULED BOARD MEETING WILL BE HELD FRIDAY, JANUARY 27, 2012 AT 9:00 A.M. AT THE SANTA CRUZ CITY COUNCIL CHAMBERS, 809 CENTER STREET, SANTA CRUZ**
Presented by: Ellen Pirie, Chair

**AGENDA
SANTA CRUZ METRO BOARD OF DIRECTORS
REGULAR MEETING OF JANUARY 13, 2012
PAGE 4 OF 4**

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

12.0 ORAL AND WRITTEN COMMUNICATIONS REGARDING CLOSED SESSION

SECTION II: CLOSED SESSION

1. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION

(Pursuant to Government Code Section 54956.9)

- a. Existing Litigation: Tort Claim of the Heirs of Salvador Chipres for Wrongful Death and by the Estate of Salvador Chipres

2. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION

(Pursuant to Government Code Section 54956.9(c))

- a. Two cases

SECTION III: RECONVENE TO OPEN SESSION

13.0 REPORT OF CLOSED SESSION

14.0 ADJOURNMENT

ADJOURN TO THE NEXT REGULARLY SCHEDULED BOARD MEETING ON FRIDAY, JANUARY 27, 2012 AT 9:00 A.M. AT THE SANTA CRUZ CITY COUNCIL CHAMBERS, 809 CENTER STREET, SANTA CRUZ

Pursuant to Section 54954.2(a)(1) of the Government Code of the State of California, this agenda was posted at least 72 hours in advance of the scheduled meeting at a public place freely accessible to the public 24 hours a day.

The agenda packet and materials related to an item on this Agenda submitted to the Board of Directors after distribution of the agenda packet are available for public inspection in the Santa Cruz METRO Administrative Office (110 Vernon Street, Santa Cruz) during normal business hours. Such documents are also available on the Santa Cruz METRO website at www.scmttd.com subject to staff's ability to post the document before the meeting.

January 4, 2012

METRO Paracruz
28809 Research Park Drive STE 160
Santa Cruz, CA 95060

Dear April Warnock,

Happy New Year! With that same enthusiasm, we are writing to thank you and your team for all of your hard work and your support all year long. We know we rely greatly on your service for our patients' safety and attendance to their dialysis treatments, week in and week out. We want to offer a personal thank you the drivers, the dispatchers and the reservationists for their unending help with our constantly changing and complicated schedules.

In particular we wish to thank all those who helped out so greatly with the changes in scheduling over the last Thanksgiving Holiday, most especially Melody, who did much of the work entering all the changes. Thank you very much.

We know our partnership works so well because of your hardworking staff. Thank you again and again for your dedication and support. We truly appreciate your work. As we transition to our new facility (possibly the end of January), we most assuredly will keep you informed so as to have a seamless move. Please feel free to call and speak with any one of us at any time for more information.

Most sincerely,



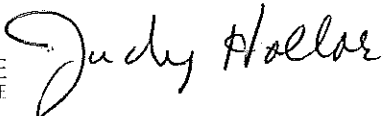
Robynn Collins, RN
Clinical Manger
Satellite Dialysis Santa Cruz

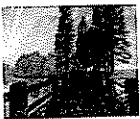


Emily Watson, MSW
Social Worker
Satellite Dialysis Santa Cruz

Judy Hollar
Administrative Supervisor
Satellite Dialysis Santa Cruz

A service brand of
SATELLITE
HEALTHCARE





Ms. Denise Morgan
 226 Riverview Dr.
 Boulder Creek, CA 95006

Denise Morgan

1/5/2012

To the Board of Directors ~

I am a member of the Sierra Club and received the dismaying news that you have decided to discontinue the bus to Big Basin. As you are aware, this is an extremely popular route for those of us who wish to do the Big Basin to the Sea hike with the Waddell Creek bus being the transportation back. I know budget cuts are a constant concern & how to make ends meet is difficult for us all, but I sincerely hope that you will heed our plea for reinstatement of this important route in the spring & summer at least.

Thank you for your consideration.

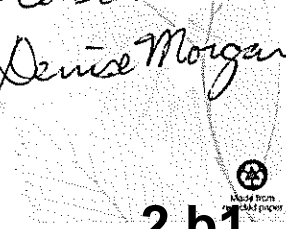
Denise Morgan



HUMANE SOCIETY
 LEGISLATIVE FUND™

www.hslf.org

Big Basin Photo courtesy of
 Sierra Club Photo Service



2.b1

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: January 13, 2012
TO: Board of Directors
FROM: Angela Aitken, Finance Manager and Acting Assistant General Manager
SUBJECT: MONTHLY BUDGET STATUS REPORTS YEAR TO DATE AS OF OCTOBER 31, 2011 AND APPROVAL OF BUDGET TRANSFERS FOR OCTOBER 2011

I. RECOMMENDED ACTION

That the Board of Directors accept and file the monthly budget status reports year to date as of October 31, 2011 and approve the budget transfers for October 2011

II. SUMMARY OF ISSUES

- **Operating Revenues** year to date as of October 31, 2011 were \$376K or 4 % over the amount of revenue expected for the same period year to date.
- **Consolidated Operating Expenses** year to date as of October 31, 2011 were \$980K or 7 % under budget.
- **Capital Budget** spending year to date through October 2011 was \$350K or 3 % of the Capital budget.

III. DISCUSSION

An analysis of Santa Cruz METRO's budget status is prepared monthly in order to apprise the Board of Directors of Santa Cruz METRO's actual revenues, expenses and capital in relation to the adopted operating and capital budgets for the fiscal year. The attached revenue, expense and capital reports represent the status of Santa Cruz METRO's FY12 operating and capital budgets versus actual expenditures year to date.

The fiscal year has elapsed **33%**.

A. Operating Revenue

Operating Revenues year to date as of October 31, 2011 were \$376K or 4 % over the amount budgeted. Revenue variances are due to lower than anticipated Passenger Fares and higher than anticipated Other Revenue (primarily Advertising Income and Rent Income – SC Pacific Station) and Sales Tax Revenue.

- **Passenger Fares** are under budget due to a decrease in ridership. Total ridership was down 1.8 % vs. the same period last year.
- **Other Revenue** is over budget due to Advertising Income and Rent Income – SC Pacific Station:
 - Advertising Income is over budget due to more advertising than expected year to date as of October 31, 2011.
 - Rent Income - SC Pacific Station is over budget due to additional rent revenue from Greyhound (\$2K/month).
- **Sales Tax Revenue** is over budget due to higher than anticipated receipts year to date through October 2011. The 6 % growth in Sales Tax year over year, as of October 2011, primarily reflects continuing improvement in consumer spending.

B. Consolidated Operating Expenses

Consolidated Operating Expenses year to date as of October 31, 2011 were \$980K or 7 % under budget. Personnel Expenses, Services, Mobile Materials & Supplies, Utilities, Casualty & Liability, and Miscellaneous Expenses all contributed to the variance.

- **Labor and Fringe Benefits** are below budget due to vacant funded positions and extended leaves.
- The majority of the variance in **Services** is due to **Prof & Tech Fees, Repair – Equipment, and Repair – Rev Vehicle** costs.
 - Prof & Tech Fees are under budget due to straight lining of the budget throughout the fiscal year and actual activity, primarily labor negotiations and recruitments, which will happen later in the year.
 - Repair – Equipment and Repair – Rev Vehicle are under budget due to inability to anticipate when repair costs will be incurred and straight lining of the budget.
- **Mobile Materials & Supplies** are under budget due to lower than anticipated prices of fuel, inability to anticipate when vehicle parts will be needed and the cyclical nature of tire and tube replacements, while the budget is straight lined.

- **Utilities** are under budget due to lower than anticipated expenses for **Telecommunications**, reflecting the efficiencies achieved with the use of the new phone system.
- **Casualty & Liability** is under budget due to less than anticipated settlement costs year to date, as well as additional reimbursements for repairs to district property.
- **Miscellaneous** expenses are under budget due to cost cutting measures in all departments.

C. Capital Budget

Capital Budget spending year to date through October 2011 was \$350K or 3 % of the Capital budget. Of this, \$11K or 2 % has been spent on the Bus Stop Improvements project, \$274K or 33 % has been spent on the Transit Management Information Technology project and \$67K or 58 % has been spent on the Replacement of Fleet & Facilities Maintenance Software.

IV. FINANCIAL CONSIDERATIONS

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

Attachment A: FY12 Operating Revenue & Expenses Year to Date as of 10/31/11

Attachment B: FY12 Capital Budget Reports for the month ending – 10/31/11

Attachment C: FY12 Budget Transfers for the month ending – 10/31/11

Prepared by: Kristina Mihaylova, Financial Analyst

Date Prepared: December 20, 2011

Attachment A

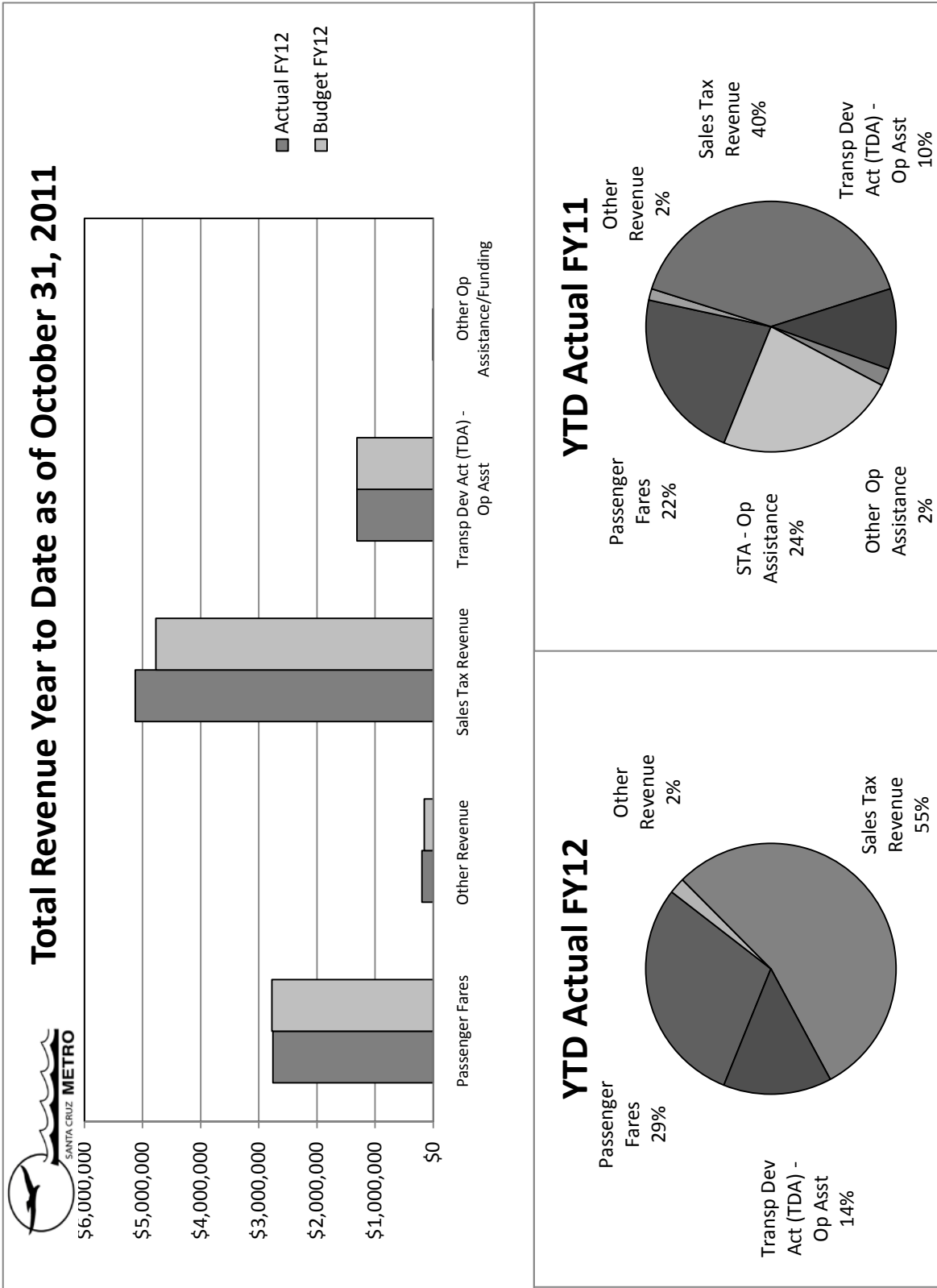


FY12

Operating Revenue & Expenses Year to Date as of October 31, 2011

	Year to Date				YTD Year Over Year Comparison			
	Actual	Budget	\$ Var	% Var	Actual FY11	\$ Var	% Var	
Revenue:								
Passenger Fares	\$ 2,757,158	\$ 2,776,871	\$ (19,713)	-1%	\$ 2,673,479	\$ 83,679	3%	
Other Revenue	\$ 194,651	\$ 156,233	\$ 38,418	25%	\$ 176,622	\$ 18,029	10%	
Sales Tax Revenue	\$ 5,125,432	\$ 4,770,551	\$ 354,881	7%	\$ 4,825,044	\$ 300,388	6%	
Transp Dev Act (TDA) - Op Asst	\$ 1,311,241	\$ 1,311,241	\$ -	0%	\$ 1,243,620	\$ 67,621	5%	
Federal Op Assistance	\$ -	\$ -	\$ -	0%	\$ -	\$ -	0%	
Other Op Assistance/Funding	\$ 2,043	\$ -	\$ 2,043	100%	\$ 270,000	\$ (267,957)	-99%	
STA - Op Assistance	\$ -	\$ -	\$ -	0%	\$ 2,801,550	\$ (2,801,550)	-100%	
STIC - Op Assistance	\$ -	\$ -	\$ -	0%	\$ -	\$ -	0%	
Fuel Tax Credit	\$ -	\$ -	\$ -	0%	\$ -	\$ -	0%	
Transfers (to)/ from Reserves	\$ -	\$ -	\$ -	0%	\$ -	\$ -	0%	
Total Revenue	\$ 9,390,525	\$ 9,014,896	\$ 375,628	4%	\$ 11,990,315	\$ (2,599,790)	-22%	
Expenses:								
Labor	\$ 5,033,955	\$ 5,248,847	\$ (214,892)	-4%	\$ 5,207,702	\$ (173,747)	-3%	
Fringe Benefits	\$ 4,730,422	\$ 4,934,964	\$ (204,542)	-4%	\$ 4,194,583	\$ 535,839	13%	
Services	\$ 727,235	\$ 915,890	\$ (188,655)	-21%	\$ 692,915	\$ 34,320	5%	
Mobile Materials & Supplies	\$ 916,881	\$ 1,070,000	\$ (153,119)	-14%	\$ 890,389	\$ 26,492	3%	
Other Materials & Supplies	\$ 95,462	\$ 97,846	\$ (2,384)	-2%	\$ 77,001	\$ 18,461	24%	
Utilities	\$ 157,305	\$ 184,533	\$ (27,228)	-15%	\$ 148,126	\$ 9,179	6%	
Casualty & Liability	\$ 236,077	\$ 365,100	\$ (129,023)	-35%	\$ 198,520	\$ 37,557	19%	
Taxes	\$ 11,326	\$ 16,833	\$ (5,507)	-33%	\$ 14,230	\$ (2,904)	-20%	
Purchased Transportation	\$ 86,828	\$ 83,333	\$ 3,495	4%	\$ 61,333	\$ 25,495	42%	
Miscellaneous	\$ 41,238	\$ 95,365	\$ (54,127)	-57%	\$ 51,073	\$ (9,835)	-19%	
Leases & Rentals	\$ 76,641	\$ 80,737	\$ (4,096)	-5%	\$ 127,625	\$ (50,984)	-40%	
Total Expenses	\$ 12,113,370	\$ 13,093,447	\$ (980,077)	-7%	\$ 11,663,497	\$ 449,873	4%	
Operating Income (Loss)	\$ (2,722,845)				\$ 326,818			

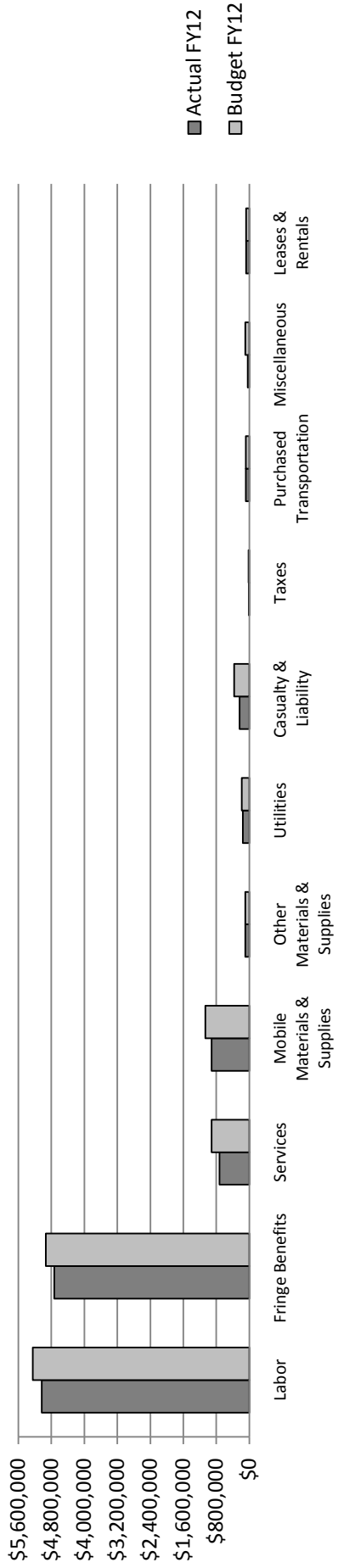
Attachment A



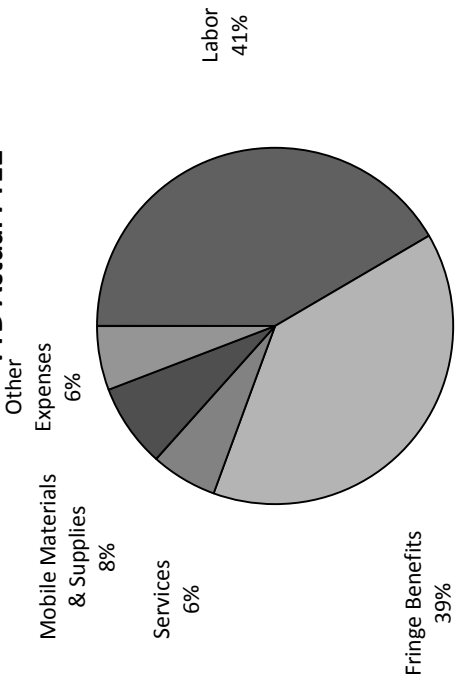
Attachment A



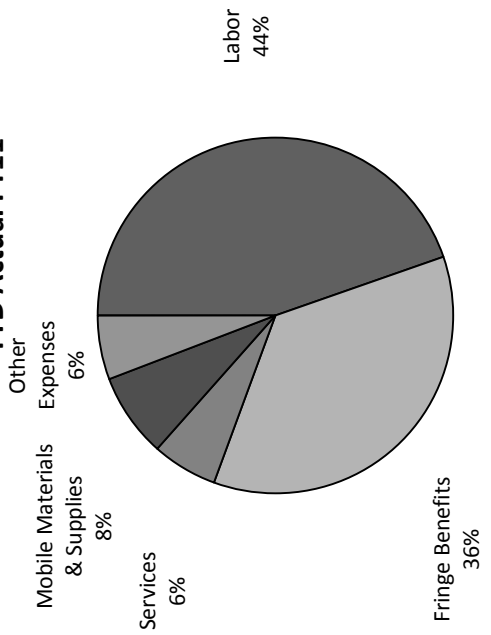
Total Expenses Year to Date as of October 31, 2011



YTD Actual FY12



YTD Actual FY11





Percent of Year Elapsed - 33%

FY12
Operating Revenue
Year to Date as of October 31, 2011

	Year to Date			YTD Year Over Year Comparison		
	Actual	Budget	% Var	Actual FY11	\$ Var	% Var
Passenger Fares						
Passenger Fares	\$ 1,293,094	\$ 1,379,384	-6%	\$ 1,226,933	\$ 66,161	5%
Paratransit Fares	\$ 105,604	\$ 83,237	27%	\$ 80,499	\$ 25,105	31%
Special Transit Fares	\$ 779,448	\$ 827,902	-6%	\$ 880,624	\$ (101,176)	-11%
Highway 17 Fares	\$ 507,971	\$ 298,143	70%	\$ 317,494	\$ 190,478	60%
Highway 17 Payments	\$ 71,040	\$ 188,206	-62%	\$ 167,930	\$ (96,889)	-58%
Subtotal Passenger Revenue	\$ 2,757,158	\$ 2,776,871	-1%	\$ 2,673,479	\$ 83,679	3%

Other Revenue						
Commissions	\$ 954	\$ 1,867	-49%	\$ 1,304	\$ (351)	-27%
Advertising Income	\$ 98,300	\$ 66,667	47%	\$ 77,162	\$ 21,138	27%
Rent Income - SC Pacific Station	\$ 36,210	\$ 28,333	28%	\$ 28,449	\$ 7,761	27%
Rent Income - Watsonville TC	\$ 14,852	\$ 13,333	11%	\$ 12,506	\$ 2,346	19%
Interest Income	\$ 42,101	\$ 40,000	5%	\$ 53,539	\$ (11,438)	-21%
Other Non-Transp Revenue	\$ 2,234	\$ 6,033	-63%	\$ 3,662	\$ (1,428)	-39%
Subtotal Other Revenue	\$ 194,651	\$ 156,233	25%	\$ 176,622	\$ 18,028	10%

Sales Tax Revenue	\$ 5,125,432	\$ 4,770,551	7%	\$ 4,825,044	\$ 300,388	6%
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Transp Dev Act (TDA) - Op Asst	\$ 1,311,241	\$ 1,311,241	0%	\$ 1,243,620	\$ 67,622	5%
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Federal Op Assistance						
FTA Sec 5307 - Op Asst	\$ -	\$ -	0%	\$ -	\$ -	0%
FTA Sec 5311 - Rural Op Asst	\$ -	\$ -	0%	\$ -	\$ -	0%
Subtotal Federal Op Assistance	\$ -	\$ -	0%	\$ -	\$ -	0%

Other Op Assistance/Funding						
AMBAG Funding	\$ -	\$ -	0%	\$ -	\$ -	0%
Other Op Assistance/Funding	\$ 2,043	\$ -	100%	\$ -	\$ 2,043	100%
FTA Sec 5309 - ARRA Op Asst	\$ -	\$ -	0%	\$ 270,000	\$ (270,000)	-100%
Subtotal Other Op Assistance/Funding	\$ 2,043	\$ 2,043	100%	\$ 270,000	\$ (267,957)	-99%



Percent of Year Elapsed - 33%

FY12
Operating Revenue
Year to Date as of October 31, 2011

	Year to Date			YTD Year Over Year Comparison		
	Actual	Budget	% Var	Actual FY11	\$ Var	% Var
STA - Op Assistance	\$ -	\$ -	0%	\$ 2,801,550	\$ (2,801,550)	-100%
STIC - Op Assistance	\$ -	\$ -	0%	\$ -	\$ -	0%
Fuel Tax Credit	\$ -	\$ -	0%	\$ -	\$ -	0%
Transfers (to)/ from Reserves	\$ -	\$ -	0%	\$ -	\$ -	0%
Total Revenue	<u>\$ 9,390,525</u>	<u>\$ 9,014,896</u>	<u>4%</u>	<u>\$ 11,990,315</u>	<u>\$ (2,599,790)</u>	<u>-22%</u>
Total Operating Expenses	<u>\$ 12,113,370</u>			<u>\$ 11,663,497</u>		
Variance	<u>\$ (2,722,845)</u>			<u>\$ 326,818</u>		



FY12
Consolidated Operating Expenses
Year to Date as of October 31, 2011

	Year to Date			YTD Year Over Year Comparison		
	Actual	Budget	% Var	Actual FY11	\$ Var	% Var
Labor						
501011 Bus Operator Pay	\$ 2,288,799	\$ 2,552,479	-10%	\$ 2,465,444	\$ (176,645)	-7%
501013 Bus Operator Overtime	\$ 571,433	\$ 506,337	13%	\$ 483,497	\$ 87,937	18%
501021 Other Salaries	\$ 2,022,924	\$ 2,073,967	-2%	\$ 2,163,634	\$ (140,710)	-7%
501023 Other Overtime	\$ 150,798	\$ 116,063	30%	\$ 95,128	\$ 55,671	59%
Total Labor -	\$ 5,033,955	\$ 5,248,847	-4%	\$ 5,207,702	\$ (173,747)	-3%
Fringe Benefits						
502011 Medicare/Soc. Sec.	\$ 73,650	\$ 81,759	-10%	\$ 76,172	\$ (2,521)	-3%
502021 Retirement	\$ 865,055	\$ 967,065	-11%	\$ 728,307	\$ 136,748	19%
502031 Medical Insurance	\$ 2,090,643	\$ 2,235,832	-6%	\$ 1,809,881	\$ 280,762	16%
502041 Dental Insurance	\$ 147,068	\$ 157,204	-6%	\$ 132,515	\$ 14,554	11%
502045 Vision Insurance	\$ 41,656	\$ 43,267	-4%	\$ 44,220	\$ (2,564)	-6%
502051 Life Insurance	\$ 13,335	\$ 14,854	-10%	\$ 14,587	\$ (1,253)	-9%
502060 State Disability	\$ 65,844	\$ 63,083	4%	\$ 64,152	\$ 1,692	3%
502061 Disability Insurance	\$ 39,277	\$ 76,100	-48%	\$ 70,041	\$ (30,764)	-44%
502071 State Unemp. Ins	\$ 837	\$ 25,939	-97%	\$ 479	\$ 358	75%
502081 Worker's Comp Ins	\$ 469,441	\$ 300,000	56%	\$ 309,745	\$ 159,696	52%
502083 Worker's Comp IBNR	\$ -	\$ -	0%	\$ -	\$ -	0%
502101 Holiday Pay	\$ 46,178	\$ 99,425	-54%	\$ 50,890	\$ (4,713)	-9%
502103 Floating Holiday	\$ 8,338	\$ 23,767	-65%	\$ 7,202	\$ 1,136	16%
502109 Sick Leave	\$ 185,164	\$ 288,583	-36%	\$ 184,665	\$ 499	0%
502111 Annual Leave	\$ 600,451	\$ 489,546	23%	\$ 626,036	\$ (25,585)	-4%
502121 Other Paid Absence	\$ 58,537	\$ 39,990	46%	\$ 46,484	\$ 12,053	26%
502251 Physical Exams	\$ 2,606	\$ 4,703	-45%	\$ 1,875	\$ 731	39%
502253 Driver Lic Renewal	\$ 431	\$ 1,556	-72%	\$ 727	\$ (296)	-41%
502999 Other Fringe Benefits	\$ 21,911	\$ 22,291	-2%	\$ 26,606	\$ (4,695)	-18%
Total Fringe Benefits -	\$ 4,730,422	\$ 4,934,964	-4%	\$ 4,194,583	\$ 535,838	13%
Total Personnel Expenses -	\$ 9,764,376	\$ 10,183,810	-4%	\$ 9,402,285	\$ 362,091	4%



FY12
Consolidated Operating Expenses
Year to Date as of October 31, 2011

	Year to Date			YTD Year Over Year Comparison		
	Actual	Budget	% Var	Actual	\$ Var	% Var
	FY11	FY11		FY11		
Services						
503011 Acctg & Audit Fees	\$ 28,900	\$ 35,500	-19%	\$ 31,000	\$ (2,100)	-7%
503012 Admin & Bank Fees	\$ 80,460	\$ 76,918	5%	\$ 52,738	\$ 27,722	53%
503031 Prof & Tech Fees	\$ 37,348	\$ 80,224	-53%	\$ 51,028	\$ (13,680)	-27%
503032 Legislative Services	\$ 30,000	\$ 30,000	0%	\$ 30,000	\$ -	0%
503033 Legal Services	\$ -	\$ 18,333	-100%	\$ 863	\$ (863)	-100%
503034 Pre-Employ Exams	\$ 750	\$ 2,506	-70%	\$ 709	\$ 41	6%
503041 Temp Help	\$ 97,729	\$ 98,723	-1%	\$ 53,395	\$ 44,334	83%
503161 Custodial Services	\$ 18,114	\$ 24,167	-25%	\$ 21,104	\$ (2,990)	-14%
503162 Uniform & Laundry	\$ 5,989	\$ 7,500	-20%	\$ 6,908	\$ (919)	-13%
503171 Security Services	\$ 110,352	\$ 133,000	-17%	\$ 125,576	\$ (15,225)	-12%
503221 Classified/Legal Ads	\$ 4,440	\$ 7,448	-40%	\$ 2,938	\$ 1,502	51%
503222 Legal Advertising	\$ -	\$ -	0%	\$ -	\$ -	0%
503225 Graphic Services	\$ -	\$ -	0%	\$ -	\$ -	0%
503351 Repair - Bldg & Impr	\$ 16,790	\$ 33,333	-50%	\$ 15,614	\$ 1,175	8%
503352 Repair - Equipment	\$ 135,943	\$ 206,103	-34%	\$ 135,494	\$ 449	0%
503353 Repair - Rev Vehicle	\$ 131,883	\$ 137,133	-4%	\$ 153,052	\$ (21,170)	-14%
503354 Repair - Non Rev Vehic	\$ 14,760	\$ 8,333	77%	\$ 153	\$ 14,607	9526%
503363 Haz Mat Disposal	\$ 13,777	\$ 16,667	-17%	\$ 12,341	\$ 1,437	12%
Total Services -	\$ 727,235	\$ 915,890	-21%	\$ 692,915	\$ 34,321	5%

Mobile Materials & Supplies						
	Actual	Budget	% Var	Actual	\$ Var	% Var
	FY11	FY11		FY11		
504011 Fuels & Lube Non Rev	\$ 21,348	\$ 23,333	-9%	\$ 19,299	\$ 2,049	11%
504012 Fuels & Lube Rev Veh	\$ 661,497	\$ 751,667	-12%	\$ 618,513	\$ 42,984	7%
504021 Tires & Tubes	\$ 50,977	\$ 83,333	-39%	\$ 76,270	\$ (25,293)	-33%
504161 Other Mobile Supplies	\$ -	\$ -	0%	\$ -	\$ -	0%
504191 Rev Vehicle Parts	\$ 183,059	\$ 211,667	-14%	\$ 176,306	\$ 6,753	4%
Total Mobile Materials & Supplies -	\$ 916,881	\$ 1,070,000	-14%	\$ 890,389	\$ 26,493	3%



FY12
Consolidated Operating Expenses
Year to Date as of October 31, 2011

	Year to Date				YTD Year Over Year Comparison			
	Actual	Budget	\$ Var	% Var	Actual	\$ Var	% Var	
					FY11			
Other Materials & Supplies								
504205 Freight Out	\$ 679	\$ 833	\$ (155)	-19%	\$ 793	\$ (114)	-14%	
504211 Postage & Mailing	\$ 5,936	\$ 6,778	\$ (842)	-12%	\$ 5,767	\$ 170	3%	
504214 Promotional Items	\$ -	\$ -	\$ -	0%	\$ -	\$ -	0%	
504215 Printing	\$ 25,418	\$ 22,763	\$ 2,655	12%	\$ 16,372	\$ 9,045	55%	
504217 Photo Supply/Processing	\$ 3	\$ 1,300	\$ (1,297)	-100%	\$ (25)	\$ 28	-113%	
504311 Office Supplies	\$ 23,508	\$ 23,138	\$ 369	2%	\$ 18,835	\$ 4,673	25%	
504315 Safety Supplies	\$ 4,965	\$ 6,767	\$ (1,802)	-27%	\$ 4,179	\$ 786	19%	
504317 Cleaning Supplies	\$ 14,380	\$ 12,700	\$ 1,680	13%	\$ 13,824	\$ 556	4%	
504409 Repair/Maint Supplies	\$ 17,412	\$ 13,333	\$ 4,079	31%	\$ 12,634	\$ 4,778	38%	
504421 Non-Inventory Parts	\$ 2,456	\$ 6,333	\$ (3,877)	-61%	\$ 3,439	\$ (983)	-29%	
504511 Small Tools	\$ 282	\$ 2,900	\$ (2,618)	-90%	\$ 931	\$ (649)	-70%	
504515 Employee Tool Rplcmt	\$ 423	\$ 1,000	\$ (577)	-58%	\$ 252	\$ 171	68%	
Total Other Materials & Supplies -	\$ 95,462	\$ 97,846	\$ (2,384)	-2%	\$ 77,001	\$ 18,461	24%	
Utilities								
505011 Gas & Electric	\$ 84,507	\$ 78,000	\$ 6,507	8%	\$ 74,828	\$ 9,679	13%	
505021 Water & Garbage	\$ 41,856	\$ 50,000	\$ (8,144)	-16%	\$ 43,793	\$ (1,937)	-4%	
505031 Telecommunications	\$ 30,941	\$ 56,533	\$ (25,592)	-45%	\$ 29,505	\$ 1,437	5%	
Total Utilities -	\$ 157,305	\$ 184,533	\$ (27,229)	-15%	\$ 148,126	\$ 9,179	6%	
Casualty & Liability								
506011 Insurance - Property	\$ 33,250	\$ 38,333	\$ (5,083)	-13%	\$ 31,889	\$ 1,361	4%	
506015 Insurance - PL & PD	\$ 158,441	\$ 175,100	\$ (16,659)	-10%	\$ 146,123	\$ 12,318	8%	
506021 Insurance - Other	\$ -	\$ -	\$ -	0%	\$ -	\$ -	0%	
506123 Settlement Costs	\$ 61,565	\$ 151,667	\$ (90,102)	-59%	\$ 82,199	\$ (20,635)	-25%	
506127 Repairs - Dist Prop	\$ (17,178)	\$ -	\$ (17,178)	100%	\$ (61,691)	\$ 44,513	-72%	
Total Casualty & Liability -	\$ 236,077	\$ 365,100	\$ (129,023)	-35%	\$ 198,520	\$ 37,557	19%	
Taxes								
507051 Fuel Tax	\$ 4,263	\$ 4,667	\$ (404)	-9%	\$ 4,348	\$ (85)	-2%	
507201 Licenses & permits	\$ 2,663	\$ 5,500	\$ (2,837)	-52%	\$ 1,126	\$ 1,537	137%	
507999 Other Taxes	\$ 4,400	\$ 6,667	\$ (2,267)	-34%	\$ 8,756	\$ (4,356)	-50%	
Total Taxes -	\$ 11,326	\$ 16,833	\$ (5,507)	-33%	\$ 14,230	\$ (2,904)	-20%	



FY12
Consolidated Operating Expenses
Year to Date as of October 31, 2011

	Year to Date				YTD Year Over Year Comparison			
	Actual	Budget	\$ Var	% Var	Actual FY11	\$ Var	% Var	
Purchased Transportation								
503406 Contr/Paratrans	\$ 86,828	\$ 83,333	\$ 3,495	4%	\$ 61,333	\$ 25,495	42%	
Total Purchased Transportation -	\$ 86,828	\$ 83,333	\$ 3,495	4%	\$ 61,333	\$ 25,495	42%	
Miscellaneous								
509011 Dues & Subscriptions	\$ 22,057	\$ 24,048	\$ (1,991)	-8%	\$ 22,389	\$ (332)	-1%	
509085 Advertising - Rev Produ	-	-	-	0%	-	-	0%	
509101 Emp Incentive Prog	\$ 11,844	\$ 11,844	\$ (11,844)	-100%	\$ 2,422	\$ (2,422)	-100%	
509121 Employee Training	\$ 11,621	\$ 22,076	\$ (10,454)	-47%	\$ 7,222	\$ 4,399	61%	
509123 Travel	\$ 4,199	\$ 31,148	\$ (26,949)	-87%	\$ 16,373	\$ (12,174)	-74%	
509125 Local Meeting Exp	\$ 1,091	\$ 1,967	\$ (875)	-45%	\$ 807	\$ 284	35%	
509127 Board Director Fees	\$ 1,850	\$ 4,200	\$ (2,350)	-56%	\$ 1,850	\$ -	0%	
509150 Contributions	\$ -	\$ 83	\$ (83)	-100%	\$ -	\$ -	0%	
509197 Sales Tax Expense	\$ -	\$ -	\$ -	0%	\$ -	\$ -	0%	
509198 Cash Over/Short	\$ 419	\$ -	\$ 419	100%	\$ 9	\$ 410	4339%	
Total Misc -	\$ 41,238	\$ 95,365	\$ (54,128)	-57%	\$ 51,073	\$ (9,835)	-19%	
Leases & Rentals								
512011 Facility Rentals	\$ 71,297	\$ 74,500	\$ (3,203)	-4%	\$ 124,163	\$ (52,866)	-43%	
512061 Equipment Rentals	\$ 5,344	\$ 6,237	\$ (893)	-14%	\$ 3,462	\$ 1,882	54%	
Total Leases & Rentals -	\$ 76,641	\$ 80,737	\$ (4,096)	-5%	\$ 127,625	\$ (50,984)	-40%	
Total Non-Personnel Expenses -	\$ 2,348,993	\$ 2,909,638	\$ (560,645)	-19%	\$ 2,261,211	\$ 87,782	4%	
TOTAL OPERATING EXPENSE -	\$ 12,113,370	\$ 13,093,447	\$ (980,077)	-7%	\$ 11,663,497	\$ 449,873	4%	

** does not include depreciation



FY12
CAPITAL BUDGET
For the month ending - October 31, 2011

	<u>YTD Actual</u>	<u>FY12 Budget</u>	<u>Remaining Budget</u>	<u>% Spent YTD</u>
<u>Grant-Funded Projects</u>				
State of Good Repair (FTA, RES. RET. EARN.)	\$ -	\$ 5,820,000	\$ 5,820,000	0%
2nd CNG Tank (STIC, MBUAPCD, RES. RET. EARN.)	\$ 29	\$ 1,561,070	\$ 1,561,041	0%
MetroBase Maintenance Facility (PTMISEA, SAKATA) *	\$ (4,815)	\$ 400,000	\$ 404,815	-1%
Purchase 27 ParaCruz Vehicles (FTA-ARRA)	\$ -	\$ 975,000	\$ 975,000	0%
Transit Mgmt. Info. Technology (FTA-ARRA)	\$ 274,629	\$ 845,000	\$ 570,371	33%
Bus Stop Improvements (STIP)	\$ 10,569	\$ 500,000	\$ 489,431	2%
425 Front Street Purchase (FTA, STA)	\$ 2,280	\$ 40,000	\$ 37,720	6%
Land Mobile Radio Project - (LMR) (STATE-1B)	\$ -	\$ 790,000	\$ 790,000	0%
Video Surveillance Project - (CCTV) (STATE-1B)	\$ -	\$ 150,000	\$ 150,000	0%
Emergency Generator Relocation (OHS-1B)	\$ -	\$ 20,000	\$ 20,000	0%
Subtotal Grant Funded Projects	\$ 282,692	\$ 11,101,070	\$ 10,818,378	3%
<u>IT Projects</u>				
HR Software Upgrade (STA)	\$ 555	\$ 125,000	\$ 124,445	0%
Replace Fleet & Facilities Maintenance Software (STA)	\$ 66,799	\$ 115,000	\$ 48,201	58%
Automated Purchasing System Software (STA)	\$ -	\$ 40,000	\$ 40,000	0%
Subtotal IT Projects	\$ 67,354	\$ 280,000	\$ 212,646	24%
<u>Facilities Repair & Improvements</u>				
Operations Bldg. Repairs (RES. RET. EARN.)	\$ -	\$ 200,000	\$ 200,000	0%
MetroCenter Repairs (RES. RET. EARN.)	\$ -	\$ 200,000	\$ 200,000	0%
MTC Lane Four Shelter Replacement (STA)	\$ -	\$ 75,000	\$ 75,000	0%
Repair, Reseal, Restripe (Sinkholes) - Ops (STA)	\$ -	\$ 10,000	\$ 10,000	0%
Subtotal Facilities Repairs & Improvements Projects	\$ -	\$ 485,000	\$ 485,000	0%

Attachment B



FY12
CAPITAL BUDGET
For the month ending - October 31, 2011

YTD Actual FY12 Budget Remaining Budget % Spent YTD

<u>Revenue Vehicle Replacement</u>	YTD Actual	FY12 Budget	Remaining Budget	% Spent YTD
Replace WiFi on Highway 17 buses	\$ -	\$ 60,000	\$ 60,000	0%
Subtotal Revenue Vehicle Replacements	\$ -	\$ 60,000	\$ 60,000	0%
<u>Non-Revenue Vehicle Replacement</u>				
NONE	\$ -	\$ -	\$ -	0%
Subtotal Non-Revenue Vehicle Replacements	\$ -	\$ -	\$ -	0%
<u>Maint Equipment</u>				
Automatic Refrigerant Recovery Recycling & Re-Charging Unit	\$ -	\$ 4,000	\$ 4,000	0%
Subtotal Non-Revenue Vehicle Replacements	\$ -	\$ 4,000	\$ 4,000	0%
<u>Office Equipment</u>				
Fire Safe Filing Cabinets (STA)	\$ -	\$ 8,000	\$ 8,000	0%
Subtotal Office Equipment	\$ -	\$ 8,000	\$ 8,000	0%
<u>Misc</u>				
Use of Reserves to balance Operating Budget in FY12	\$ -	\$ 1,000,000	\$ 1,000,000	0%
Subtotal Misc.	\$ -	\$ 1,000,000	\$ 1,000,000	0%
TOTAL CAPITAL PROJECTS	\$ 350,046	\$ 12,938,070	\$ 12,588,024	3%



**FY12
CAPITAL BUDGET
For the month ending - October 31, 2011**

	<u>YTD Actual</u>	<u>FY12 Budget</u>	<u>Remaining Budget</u>	<u>% Spent YTD</u>
<u>CAPITAL FUNDING</u>				
Federal Capital Grants	\$ 274,629	\$ 7,793,662	\$ 7,519,033	4%
Other Fed - Sakata / Lawsuit proceeds	\$ -	\$ 25,000	\$ 25,000	0%
State - PTMISEA (1B)	\$ (4,815)	\$ 375,000	\$ 379,815	-1%
State - Security Bond Funds (1B)	\$ -	\$ 960,000	\$ 960,000	0%
State Transit Assistance (STA) Carryover-Prior Yrs	\$ 69,634	\$ 442,000	\$ 372,366	16%
State - MBUAPCD **	\$ 29	\$ 200,000	\$ 199,971	0%
State - STIP **	\$ 10,569	\$ 500,000	\$ 489,431	2%
Local - Reserved Retained Earnings	\$ -	\$ 2,507,873	\$ 2,507,873	0%
Local Operating Match	\$ -	\$ 134,535	\$ 134,535	0%
TOTAL CAPITAL FUNDING	\$ 350,046	\$ 12,938,070	\$ 12,588,024	3%

* Credit balance of \$4,815 is due to settlement check received from DMC Construction in August 2011

Attachment C

FY 12 BUDGET LINE ITEM TRANSFERS For the month ending - October 31, 2011

	ACCOUNT #	ACCOUNT TITLE	AMOUNT
TRANSFER # FY12-16			
TRANSFER FROM:	501021-3200	Other Salaries	\$ (34,500)
TRANSFER TO:	503041-3200	Temp Help	\$ 34,500
REASON:	To cover costs of temp. employee.		
TRANSFER # FY12-17			
TRANSFER FROM:	501021-2200	Other Salaries	\$ (14,500)
TRANSFER TO:	503041-2200	Temp Help	\$ 14,500
REASON:	To cover the custodial temp. employee until the end of calendar 2011.		
TRANSFER # FY12-18			
TRANSFER FROM:	501021-2200	Other Salaries	\$ (13,000)
TRANSFER TO:	503041-2200	Temp Help	\$ 13,000
REASON:	To cover facilities administrative specialist position for a period of 3 months.		
TRANSFER # FY12-22			
TRANSFER FROM:	503353-4100	Repair - Rev. Vehicle	\$ (6,200)
TRANSFER TO:	505031-4100	Telecommunications	\$ 6,200
REASON:	Extra funds needed to cover WiFi services for FY12.		
TRANSFER # FY12-23			
TRANSFER FROM:	501021-1100	Other Salaries	\$ (1,538)
TRANSFER TO:	503041-1100	Temp Help	\$ 1,538
REASON:	To cover temp. help expenses in Admin due to employee being out on a medical leave of absence.		

Attachment C

FY 12 BUDGET LINE ITEM TRANSFERS For the month ending - October 31, 2011

	ACCOUNT #	ACCOUNT TITLE	AMOUNT
<hr/> <hr/>			
TRANSFER # FY12-25			
TRANSFER FROM:	501021-1100	Other Salaries	\$ (335)
TRANSFER TO:	503041-1100	Temp Help	\$ 335
REASON:	To cover temp. help expenses in Admin due to employee being out on a medical leave of absence.		
<hr/> <hr/>			
TRANSFER # FY12-26			
TRANSFER FROM:	501021-1200	Other Salaries	\$ (9,350)
TRANSFER TO:	503041-1200	Temp Help	\$ 9,350
REASON:	To cover temp help expenses due to vacant positions in Finance (accounting tech and purchasing assistant).		
<hr/> <hr/>			

GOVERNMENT TORT CLAIM

RECOMMENDED ACTION

TO: Board of Directors

FROM: District Counsel

RE: Claim of: Garcia, Rudolph
Date of Incident: 11/27/2011

Received: 12/6/2011 Claim #: 11-0031
Occurrence Report No.: SC 11-11-18

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

- 1. Reject the claim entirely.
- 2. Deny the application to file a late claim.
- 3. Grant the application to file a late claim.
- 4. Reject the claim as untimely filed.
- 5. Reject the claim as insufficient.
- 6. Allow the claim in full.
- 7. Allow the claim in part, in the amount of \$_____ and reject the balance.

By Margaret Gallagher
Margaret Gallagher
DISTRICT COUNSEL

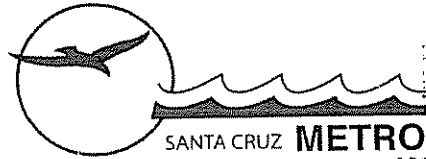
Date: 1.03.12

I, Anthony Tapiz, do hereby attest that the above Claim was duly presented to and the recommendations were approved by the Santa Cruz Metropolitan Transit District's Board of Directors at the meeting of January 13, 2012.

By _____
Anthony Tapiz
RECORDING SECRETARY

Date: _____

MG/lg
Attachment(s)



2011 DEC 6 AM 11 07

SANTA CRUZ METRO
ADMINISTRATIVE DEPARTMENT

Santa Cruz Metropolitan Transit District
110 Vernon Street
Santa Cruz, CA 95060

CLAIM FOR DAMAGES

(Pursuant to Section 910 et Seq., Government Code)

Claim # SC 111178
(To be completed by METRO staff)

Please Print or Type:

The name and post office address of the claimant:

Claimant's Legal First Name: Rudolph

Claimant's Legal Last Name: Garcia

Address to which notices are to be sent. _____

Telephone (Home): _____

Telephone (Business/Cell): _____

Section 111 of the Medicare, Medicaid and SCHIP Extension Act of 2007 (MMSEA), a new federal law that became effective January 1, 2009, requires that the Santa Cruz Metropolitan Transit District report specific information about Medicare beneficiaries who have other insurance coverage. This reporting is to assist Centers for Medicare and Medicaid Services and other insurance plans to properly coordinate payment of benefits among plans so that (your) claims are paid promptly and correctly. We are asking you to answer the following questions so that we may comply with this law.

Are you presently, or have you ever been, enrolled in Medicare Part A or B? Yes or No

IF YES, please provide the following information:

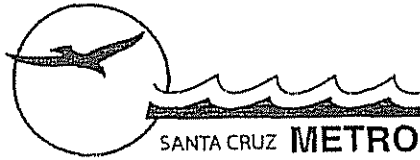
Medicare Claim Number: _____

Date of Birth: _____

Social Security Number: _____

Gender: M or F

DEC - 6 2011
1/2/11



Claimant Name: Rudolph Garcia

CLAIM FOR DAMAGES

The date, place and other circumstances of the occurrence or transaction that gave rise to the claim asserted:

Date of Incident/Accident: 11-27-2011

Time of Incident/Accident: approx. 7:00 pm AM PM

Location of Incident/Accident

Street/City: Los Gatos, CA - Highway 17

A general description of the indebtedness, obligation, injury, damage or loss incurred so far as it may be known at the at the time of presentation of the claim. Please state the known facts surrounding the loss and use additional paper if needed.

Loss of wages

Medical expenses to date

Future medical expenses

Pain and suffering for broken nose

Pain and suffering for concussion



A Regular Meeting of the Board of Directors of the Santa Cruz Metropolitan Transit District met on Friday, November 18, 2011 at the Watsonville City Council Chambers, located at 275 Main Street in Watsonville, California.

Chair Pirie called the meeting to order at 9:11 a.m.

SECTION 1: OPEN SESSION

1. ROLL CALL:

DIRECTORS PRESENT

Hilary Bryant
Dene Bustichi
Daniel Dodge
Ron Graves
Donald Hagen
Michelle Hinkle
Ellen Pirie
Lynn Robinson
Mark Stone
Ex-Officio Donna Blitzer

DIRECTORS ABSENT

Margarita Alejo
John Leopold

STAFF PRESENT

Angela Aitken, Acting AGM/Finance Mgr.

Frank Cheng, IT & MB Project Manager
Bob Cotter, Maintenance Manager
Margaret Gallagher, District Counsel

Debbie Kinslow, Asst Finance Manager
Robyn Slater, Human Resources Manager
Leslie R. White, General Manager
Anthony Tapiz, Administrative Svcs
Coordinator

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

Will Regan, VMU
John Daugherty, SEA
Bonnie Morr, UTU
Eduardo Montesino, UTU
Brent Fouse, PSA

2. ORAL ANNOUNCEMENT: SPANISH LANGUAGE INTERPRETATION

Amy Weiss announced that she was available for Spanish language interpretation.

3. ORAL AND WRITTEN COMMUNICATION TO THE BOARD OF DIRECTORS

WRITTEN:

A. Bill Delaney RE: Routing of Buses on 41st Ave. Northbound

ORAL:

None.

DIRECTOR DODGE ARRIVED

4. LABOR ORGANIZATION COMMUNICATIONS

John Daugherty, SEA, noted that Customer Service Department has been understaffed and has not been keeping the established Customer Service Booth schedule, and he suggested that staffing needs be shored up.

5. ADDITIONAL DOCUMENTATION TO SUPPORT EXISTING AGENDA ITEMS

None.

EX-OFFICIO DIRECTOR BLITZER ARRIVED.

CONSENT AGENDA

6-1. ACCEPT AND FILE PRELIMINARILY APPROVED CLAIMS FOR THE MONTH OF JULY 2011

Submitted by: Angela Aitken, Acting Asst. General Manager & Finance Manager

6-2. ACCEPT AND FILE ACCESSIBLE SERVICES REPORT FOR MONTH OF AUGUST & SEPTEMBER 2011

Submitted by: John A. Daugherty, Accessible Services Coordinator

6-3. ACCEPT AND FILE PARACRUZ OPERATIONS STATUS REPORT FOR THE MONTH OF SEPTEMBER 2011

Submitted by: April Warnock, Paratransit Superintendent

6-4. ACCEPT AND FILE RIDERSHIP AND PERFORMANCE REPORT FOR SEPTEMBER 2011

Submitted by: Angela Aitken, Acting Asst. General Manager & Finance Manager

- 6-5. ACCEPT AND FILE STATUS REPORT OF ACTIVE GRANTS AND SUBMITTED GRANT PROPOSALS FOR NOVEMBER 2011**
Submitted by: Tom Hiltner, Grants/Legislative Analyst
- 6-6. ACCEPT AND FILE STATUS REPORT OF FEDERAL AND STATE LEGISLATION AND CURRENT LEGISLATIVE ISSUES**
Submitted by: Tove Beatty, Grants/Legislative Analyst
- 6-7. CONSIDERATION OF AUTHORIZING THE GENERAL MANAGER TO EXECUTE A CONTRACT AMENDMENT WITH CLASSIC GRAPHICS**
Submitted by: Erron Alvey, Acting Purchasing Agent
- 6-8. CONSIDERATION OF AUTHORIZING THE GENERAL MANAGER TO EXECUTE A CONTRACT AMENDMENT WITH DOC AUTO**
Submitted by: Erron Alvey, Acting Purchasing Agent
- 6-9. CONSIDERATION OF AUTHORIZING THE GENERAL MANAGER TO EXECUTE A CONTRACT AMENDMENT WITH SPECIALIZED AUTO**
Submitted by: Erron Alvey, Acting Purchasing Agent
- 6-10. CONSIDERATION OF AUTHORIZING THE GENERAL MANAGER TO EXECUTE A CONTRACT AMENDMENT WITH FRICKE PARKS PRESS**
Submitted by: Erron Alvey, Acting Purchasing Agent

ACTION: MOTION: DIRECTOR GRAVES SECOND: DIRECTOR HINKLE

Approve Consent Agenda as presented.

Motion passed unanimously with Directors Alejo and Leopold being absent.

REGULAR AGENDA

7. PRESENTATION OF EMPLOYEE LONGEVITY AWARDS

Chair Ellen Pirie noted that Bus Operator Dorice Ann was unable to attend, but was being recognized with a Certificate of Appreciation for thirty years of service.

ACTION: MOTION: DIRECTOR DODGE SECOND: DIRECTOR BRYANT

Approve Certificate of Appreciation for Bus Operator Dorice Ann in recognition of thirty years of service.

Motion passed unanimously with Directors Alejo and Leopold being absent.

8. CONSIDERATION OF ESTABLISHING A MINIMUM AGE LIMIT OF 6 YEARS OLD FOR CHILDREN TO RIDE METRO SERVICE UNACCOMPANIED

Ciro Aguirre, Operations Manager, presented the Staff Report on the establishment of a minimum age for unaccompanied minors. There was a discussion about the risks and concerns involved with establishing a minimum age for unaccompanied minors. The Board requested additional information or feedback on unaccompanied minors.

ACTION: MOTION: DIRECTOR GRAVES SECOND: DIRECTOR BUSTICHI

Defer discussion to meeting of January 27, 2012.

Motion passed unanimously with Directors Alejo and Leopold being absent.

9. ACCEPT THE PROPOSED CHANGES TO THE TITLE VI REGULATIONS (49 CFR PART 21) AS SUBMITTED ON THE TITLE VI CIRCULAR AND ABSTAIN FROM COMMENTING ON SAID CHANGES

Leslie R. White, General Manager, presented the Staff Report on Title VI Regulations. There was a discussion about the proposed changes. Director Dodge acknowledged that METRO would simply be accepting and implementing the proposed changes.

ACTION: MOTION: DIRECTOR BUSTICHI SECOND: DIRECTOR BRYANT

Accept the proposed changes to the Title VI Regulations (49 CFR Part 21) as submitted on the Title Vi Circular and abstain from commenting on said changes

Motion passed unanimously with Directors Alejo and Leopold being absent.

10. CONSIDERATION OF TERM EXPIRATIONS AND VACANCIES ON THE METRO ADVISORY COMMITTEE (MAC)

Leslie R. White, General Manager, reported that there were three nominees for appointment or reappointment to the Metro Advisory Committee.

ACTION: MOTION: DIRECTOR BUSTICHI SECOND: DIRECTOR HAGEN

Nominate Steve Johnson for appointment to the Metro Advisory Committee for a term beginning January 1, 2012 and ending December 31, 2013; nominate Naomi Gunther and Dennis Papadopulo for reappointment to the Metro Advisory Committee terms beginning January 1, 2012 and ending December 31, 2013.

Motion passed unanimously with Directors Alejo and Leopold being absent.

11. MONTHLY BUDGET STATUS REPORTS FOR JULY 2011 AND APPROVAL OF BUDGET TRANSFERS

Angela Aitken, Acting Asst. General Manager & Finance Manager, presented the Staff Report for the month of July and said that she would be presenting a revised budget in January 2012. Director Dodge asked why fringe benefits were higher. Angela Aitken said that the increase was due to medical expenses.

ACTION: MOTION: DIRECTOR BUSTICHI SECOND: DIRECTOR DODGE

Accept and file Monthly Budget Status Reports for July 2011 and approval of budget transfers.

Motion passed unanimously with Directors Alejo and Leopold being absent.

12. CONSIDERATION OF APPROVAL OF THE 2012 FEDERAL LEGISLATIVE ADVOCACY PROGRAM

Leslie R. White, General Manager, presented his Staff Report on the 2012 Federal Legislative Advocacy Program for METRO.

ACTION: MOTION: DIRECTOR GRAVES SECOND: DIRECTOR HINKLE

Approve the 2012 Federal Legislative Advocacy Program.

Motion passed unanimously with Directors Alejo and Leopold being absent.

CHAIR PIRIE ADJOURNED TO THE ANNUAL MEETING OF THE SANTA CRUZ CIVIC IMPROVEMENT CORPORATION AT 10:17 AM.

CHAIR PIRIE RE-CONVENED THE METRO BOARD OF DIRECTORS MEETING AT 10:20 AM.

DIRECTORS BUSITCHI AND DODGE LEFT THE ROOM.

13. CONSIDERATION OF CONTRACT RENEWAL WITH CAPITALEDGE ADVOCACY, LLC FOR FEDERAL LEGISLATIVE REPRESENTATIVE SERVICES FOR AN AMOUNT NOT TO EXCEED \$64,000

Erron Alvey, Acting Purchasing Agent, presented the staff report on renewing the contract with Capitaledge Advocacy, LLC for Federal Legislative Representative Services.

ACTION: MOTION: DIRECTOR STONE SECOND: DIRECTOR HAGEN

Authorize the General Manager to sign a contract renewal with CapitalEdge Advocacy, LLC for Federal Legislative Representative Services for an amount not to exceed \$64,000.

Motion passed unanimously with Directors Alejo, Bustichi, Dodge and Leopold being absent.

DIRECTORS BUSITCHI AND DODGE RETURNED.

14. CONSIDERATION OF APPROVAL OF 2012 STATE LEGISLATIVE ADVOCACY PROGRAM

Leslie R. White, General Manager, presented his staff report on the 2012 State Legislative Advocacy Program for METRO.

DIRECTOR ROBINSON LEFT THE ROOM.

There was a discussion about soliciting letters of support from the governing bodies of the jurisdictions that METRO serves, as well as a letter signed by all METRO Directors, to be submitted to state legislators.

DIRECTOR ROBINSON RETURNED.

ACTION: MOTION: DIRECTOR GRAVES SECOND: DIRECTOR BRYANT

Approve the 2012 State Legislative Advocacy Program and direct staff to solicit letters of support from all jurisdictions in METRO.

Motion passed unanimously with Directors Alejo and Leopold being absent.

15. CONSIDERATION OF AUTHORIZING THE GENERAL MANAGER TO EXECUTE A CONTRACT WITH SHAW YODER ANTWIH FOR STATE LEGISLATIVE SERVICES

Erron Alvey, Acting Purchasing Agent, presented the staff report on renewing the contract with Capitaledge Advocacy, LLC for Federal Legislative Representative Services.

ACTION: MOTION: DIRECTOR ROBINSON SECOND: DIRECTOR HINKLE

Authorize the General Manager to sign a contract with Shaw Yoder Antwih for State Legislative Representative Services.

16. CONSIDERATION OF INCREASING FLEET MAINTENANCE STAFFING LEVELS BY TWO MECHANICS TO ADDRESS BUS WARRANTY EXPIRATION AND LARGER FLEET DEPLOYMENT

Leslie R. White, General Manager, presented the staff report on increasing the Fleet Maintenance staffing levels by two mechanics. There was a discussion about the need for more mechanics. Will Regan thanked the Board for their consideration and detailed the difficulties faced by mechanics. Director Graves asked that the Board be notified when the two mechanic positions have been filled.

ACTION: MOTION: DIRECTOR ROBINSON SECOND: DIRECTOR GRAVES

Approve increasing the authorized level of mechanics to 18 effective March 1, 2012.

Motion passed unanimously with Directors Alejo and Leopold being absent.

17. CONSIDERATION OF AUTHORIZING THE GENERAL MANAGER TO EXECUTE A CONTRACT FOR 2ND LNG TANK PURCHASE

Frank Cheng, IT and MetroBase Project Manager, presented the staff report on the contract for the purchase of a second Liquefied Natural Gas tank. Chair Pirie asked why the second bid was so much higher, and noted a math error.

ACTION: MOTION: DIRECTOR GRAVES SECOND: DIRECTOR DODGE

Authorize the General Manager to execute a contract for the purchase of a second LNG tank.

Motion passed unanimously with Directors Alejo and Leopold being absent.

18. ORAL ANNOUNCEMENT:

Ellen Pirie, Chair, announced that the next regularly scheduled Board Meeting will be held Friday, December 16, 2011 at 9:00 a.m. at the Santa Cruz City Council Chambers located at 809 Center Street, Santa Cruz

19. REVIEW OF ITEMS TO BE DISCUSSED IN CLOSED SESSION

Margaret Gallagher, District Counsel, said that the Board would have a discussion regarding the claim of the estate of Salvador Chipres, et al, and Joe Costanza.

20. ORAL AND WRITTEN COMMUNICATIONS REGARDING CLOSED SESSION

None.

SECTION II: CLOSED SESSION

Chair Pirie adjourned to Closed Session at 11:03 a.m. and reconvened to Open Session at 11:17 a.m.

SECTION III: RECONVENE TO OPEN SESSION

21. REPORT OF CLOSED SESSION

Margaret Gallagher stated that there were no reportable actions taken in Closed Session.

22. ADJOURNMENT

There being no further business, Chair Pirie adjourned the meeting at 11:03 a.m.

Respectfully submitted,

ANTHONY TAPIZ
Administrative Services Coordinator

DRAFT



A Regular Meeting of the Board of Directors of the Santa Cruz Metropolitan Transit District met on Friday, December 16, 2011 at the Santa Cruz City Council Chambers, located at 809 Center Street in Santa Cruz, California.

Chair Pirie called the meeting to order at 9:03 a.m.

SECTION 1: OPEN SESSION

1. ROLL CALL:

DIRECTORS PRESENT

Margarita Alejo
Hilary Bryant
Dene Bustichi
Daniel Dodge
Ron Graves
Donald Hagen
Michelle Hinkle
John Leopold
Ellen Pirie
Lynn Robinson
Ex-Officio Donna Blitzer

DIRECTORS ABSENT

Mark Stone

STAFF PRESENT

April Warnock, Paratransit Superintendent
Tom Hiltner, Grants Analyst
Frank Cheng, IT & MB Project Manager
Bob Cotter, Maintenance Manager
Margaret Gallagher, District Counsel
Angela Aitken, Acting AGM/Finance Mgr.

Mary Ferrick, Fixed Route Superintendent
Debbie Kinslow, Asst Finance Manager
Robyn Slater, Human Resources Manager
Leslie R. White, General Manager
Tove Beatty, Grants Analyst
Anthony Tapiz, Administrative Svcs Coordinator

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

Will Regan, VMU
John Daugherty, SEA
Bonnie Morr, UTU

Brent Fouse, PSA
Eduardo Montesino, UTU
Ron Gordon

2. ORAL ANNOUNCEMENT: SPANISH LANGUAGE INTERPRETATION

Amy Weiss announced that she was available for Spanish language interpretation.

3. ORAL AND WRITTEN COMMUNICATION TO THE BOARD OF DIRECTORS

WRITTEN:

- a. P. Skiadas RE: Letter of Compliment
- b. Mary Miller RE: Letter of Thanks
- c. Barbara Jongewaard RE: Letter of Compliment

ORAL:

Chair Pirie announced that this would be the last meeting for Director Hagen. Director Hagen addressed the Board and thanked everyone for their friendship. Director Robinson, Bonnie Morr (UTU), John Daugherty (SEIU), Will Regan (VMU), Director Bustichi, and Director Dodge thanked Director Hagen for his service.

4. LABOR ORGANIZATION COMMUNICATIONS

None.

5. ADDITIONAL DOCUMENTATION TO SUPPORT EXISTING AGENDA ITEMS

None.

CONSENT AGENDA

6-1. CONSIDERATION OF TORT CLAIMS: REJECT THE CLAIM OF WILLIE THOMAS, CLAIM #11-0026; REJECT THE CLAIM OF CHAD ELLIS, CLAIM #11-0029; REJECT THE CLAIM OF RONALD GORDAN, CLAIM #11-0030

Submitted By: Margaret Gallagher, District Counsel

Ronald Gordan addressed the Board about his claim.

6-2. ACCEPT AND FILE PRELIMINARILY APPROVED CLAIMS FOR THE MONTH OF AUGUST 2011

Submitted by: Angela Aitken, Acting Asst. General Manager & Finance Manager

6-3. ACCEPT AND FILE PRELIMINARILY APPROVED CLAIMS FOR THE MONTH OF SEPTEMBER 2011

Submitted by: Angela Aitken, Acting Asst. General Manager & Finance Manager

6-4. MONTHLY BUDGET STATUS REPORTS FOR AUGUST 2011 AND APPROVAL OF BUDGET TRANSFERS

Presented by: Angela Aitken, Acting Asst. General Manager & Finance Manager

- 6-5. MONTHLY BUDGET STATUS REPORTS FOR SEPTEMBER 2011 AND APPROVAL OF BUDGET TRANSFERS**
Presented by: Angela Aitken, Acting Asst. General Manager & Finance Manager
- 6-6. APPROVE MINUTES OF PREVIOUS BOARD MEETINGS**
Presented by: Tony Tapiz, Administrative Services Coordinator
- 6-7. ACCEPT AND FILE ACCESSIBLE SERVICES REPORT FOR MONTH OF OCTOBER 2011**
Submitted by: John A. Daugherty, Accessible Services Coordinator
- 6-8. ACCEPT AND FILE PARACRUZ OPERATIONS STATUS REPORT FOR THE MONTH OF OCTOBER 2011**
Submitted by: April Warnock, Paratransit Superintendent
- 6-9. ACCEPT AND FILE RIDERSHIP AND PERFORMANCE REPORT FOR OCTOBER 2011**
Submitted by: Angela Aitken, Acting Asst. General Manager & Finance Manager
- 6-10. ACCEPT AND FILE STATUS REPORT OF ACTIVE GRANTS AND SUBMITTED GRANT PROPOSALS FOR DECEMBER 2011**
Submitted by: Tom Hiltner, Grants/Legislative Analyst
- 6-11. ACCEPT AND FILE STATUS REPORT OF FEDERAL AND STATE LEGISLATION AND CURRENT LEGISLATIVE ISSUES**
Submitted by: Tove Beatty, Grants/Legislative Analyst
- 6-12. CONSIDERATION OF AUTHORIZING THE GENERAL MANAGER TO SIGN A MEMORANDUM OF UNDERSTANDING BETWEEN SANTA CRUZ METROPOLITAN TRANSIT DISTRICT AND THE SANTA CRUZ COUNTY REGIONAL TRANSPORTATION COMMISSION TO PARTICIPATE IN THE PLANNING AND IMPLEMENTATION OF THE ON-BOARD TRANSIT RIDERSHIP STUDY FUNDED BY CALTRANS**
Submitted by: Tove Beatty, Grants/Legislative Analyst
- Director Hagen said that the Ridership study was invaluable.
- This item was moved to the Regular Agenda as item #7.a
- 6-13. ITEM DELETED**
- 6-14. CONSIDERATION OF ADOPTING A RESOLUTION AUTHORIZING THE GENERAL MANAGER TO REQUEST A LETTER OF NO PREJUDICE (LONP) FROM CALTRANS, SUBMIT AN ALLOCATION REQUEST FOR THE BALANCE OF PTMISEA FUNDS, AND SIGN NECESSARY AGREEMENTS IN ORDER TO BEGIN CONSTRUCTION OF THE METROBASE OPERATIONS FACILITY**
Submitted by: Tom Hiltner, Grants/Legislative Analyst

6-15. CONSIDERATION OF DECLARING TWO (2) CHEVROLET VENTURES AS EXCESS FOR PURPOSES OF DISPOSAL OR AUCTION

Submitted by: Angela Aitken, Acting Asst. General Manager & Finance Manager

6-16. CONSIDERATION OF OWNED AND LEASED PROPERTY INVENTORIES TO DETERMINE IF THERE IS ANY PROPERTY IN EXCESS OF SANTA CRUZ METROPOLITAN TRANSIT DISTRICT'S FORESEEABLE NEEDS

Submitted by: Margaret Gallagher, District Counsel

6-17. ACCEPT AND FILE VOTING RESULTS FROM APPOINTEES TO THE SANTA CRUZ COUNTY REGIONAL TRANSPORTATION COMMISSION FOR PREVIOUS MEETINGS

Submitted by: Tony Tapiz, Administrative Services Coordinator

6-18. ACCEPT AND FILE THE AGENDA AND MINUTES FROM THE METRO ADVISORY COMMITTEE MEETINGS

Submitted by: Tony Tapiz, Administrative Services Coordinator

ACTION: MOTION: DIRECTOR GRAVES SECOND: DIRECTOR LEOPOLD

Approve Consent Agenda as amended.

Motion passed unanimously with Director Stone being absent.

REGULAR AGENDA

7.a CONSIDERATION OF AUTHORIZING THE GENERAL MANAGER TO SIGN A MEMORANDUM OF UNDERSTANDING BETWEEN SANTA CRUZ METROPOLITAN TRANSIT DISTRICT AND THE SANTA CRUZ COUNTY REGIONAL TRANSPORTATION COMMISSION TO PARTICIPATE IN THE PLANNING AND IMPLEMENTATION OF THE ON-BOARD TRANSIT RIDERSHIP STUDY FUNDED BY CALTRANS

There was a discussion about the Limited English Proficiency measures the study would employ. Director Dodge said that he would like to be involved in reviewing the questions to be asked in the study. Director Leopold said that the concern for LEP issues be noted in the RFP.

ACTION: MOTION: DIRECTOR ROBINSON SECOND: DIRECTOR LEOPOLD

Authorize the General Manager to sign a Memorandum of Understanding between Santa Cruz Metropolitan Transit District and the Santa Cruz County Regional Transportation Commission to participate in the planning and implementation of the On-board Transit Ridership Study funded by CalTrans.

Motion passed unanimously with Director Stone being absent.

7. CONSIDERATION OF APPOINTMENTS THE METRO ADVISORY COMMITTEE (MAC)

Leslie R. White, General Manager, presented the Staff Report on appointments to the Metro Advisory Committee. Director Bustichi asked if nominees were limited to jurisdictions. Mr. White said that there were no limitations. Director Bustichi suggested that Donald Hagen would be a good nominee for MAC, and expressed his thanks for the efforts of all the members of MAC.

ACTION: MOTION: DIRECTOR BUSTICHI SECOND: DIRECTOR BRYANT

Approve appointment of Steve Johnson to the Metro Advisory Committee (MAC) and consideration of reappointment of Naomi Gunther and Dennis Papadopulo to the Metro Advisory Committee (MAC) for terms of office ending December 31, 2013.

Motion passed unanimously with Director Stone being absent.

8. CONSIDERATION OF AMENDING ARTICLE V, SECTION 5.1 OF THE METRO ADVISORY COMMITTEE (MAC) BYLAWS TO MODIFY THE FREQUENCY OF MAC MEETINGS TO NOT LESS THAN ONCE PER CALENDAR QUARTER

Leslie R. White, General Manager, presented the Staff Report on the MAC bylaws.

ACTION: MOTION: DIRECTOR BUSTICHI SECOND: DIRECTOR HAGEN

Approve amending Article V, Section 5.1 of the Metro Advisory Committee (MAC) bylaws to modify the frequency of MAC meetings to not less than once per calendar quarter.

Motion passed unanimously with Director Stone being absent.

9. CONSIDERATION OF AUTHORIZING THE GENERAL MANAGER TO EXECUTE A LETTER OF AGREEMENT WITH THE ASSOCIATION OF MONTEREY BAY AREA GOVERNMENTS (AMBAG) THAT RESTRICTS CALVANS, A VANPOOL OPERATOR BASED IN KINGS COUNTY, FROM COMPETING FOR FUNDS THAT METRO IS ELIGIBLE TO RECEIVE

Leslie R. White, General Manager, presented the Staff Report on CalVans. Mr. White said that AMBAG had agreed to a letter of non-competition restricting CalVans from competing with METRO for like funds. Director Dodge noted that the agreement could be revisited in a year, and said that it was an important issue in the agriculture industry. Mr. White said that services for ag workers hasn't even been addressed yet, but that METRO would now have time to explore the potential for vanpool programs.

ACTION: MOTION: DIRECTOR LEOPOLD SECOND: DIRECTOR ROBINSON

Authorize the General Manager to execute a letter of agreement with the Association of Monterey Bay Area Governments (AMBAG) that restricts Calvans, a vanpool operator based in Kings County, from competing for funds that METRO is eligible to receive.

Motion passed unanimously with Director Stone being absent.

10. CONSIDERATION OF ADOPTING A RESOLUTION AMENDING THE SANTA CRUZ METROPOLITAN TRANSIT DISTRICT RECORDS RETENTION SCHEDULE

Margaret Gallagher, District Counsel, requested that item #10 be pulled from the Agenda and revisited at the first Board of Directors meeting in January, 2012.

ACTION: MOTION: DIRECTOR LEOPOLD SECOND: DIRECTOR DODGE

Remove item #10 from Agenda and revisit at the first Board of Directors meeting in January, 2012.

Motion passed unanimously with Director Stone being absent.

11. CONSIDERATION OF CANCELLATION OF SELECTION OF CHART INC. AND SUBSTITUTE IN ITS PLACE PRENTEX ALLOY FABRICATORS AS THE CONTRACTOR FOR THE PURCHASE OF A 15,000 GALLON VERTICAL LNG FUEL STORAGE TANK IN AN AMOUNT NOT TO EXCEED \$657,975

This item will be considered after CLOSED SESSION.

12. ORAL ANNOUNCEMENT

Ellen Pirie, Chair, announced that the next regularly scheduled board meeting will be held Friday, January 13, 2012 at 8:30 a.m. at the Administrative Offices of Santa Cruz METRO, 110 Vernon Street, Santa Cruz.

13. REVIEW OF ITEMS TO BE DISCUSSED IN CLOSED SESSION

Margaret Gallagher, District Counsel, said that the Board would have a conference with Legal Counsel regarding the claims of Manny Garbez and Chad Ellis, a conference regarding the real property negotiations with Greyhound, and one potential case of litigation involving a contractor and bid.

14. ORAL AND WRITTEN COMMUNICATIONS REGARDING CLOSED SESSION

None.

SECTION II: CLOSED SESSION

Chair Pirie adjourned to Closed Session at 9:40 a.m. and reconvened to Open Session at 9:57 a.m.

SECTION III: RECONVENE TO OPEN SESSION

15. REPORT OF CLOSED SESSION

Margaret Gallagher stated that there were no reportable actions taken in Closed Session.

**11.0 CONSIDERATION OF CANCELLATION OF SELECTION OF CHART INC. AND
SUBSTITUTE IN ITS PLACE PRENTEX ALLOY FABRICATORS AS THE
CONTRACTOR FOR THE PURCHASE OF A 15,000 GALLON VERTICAL LNG FUEL
STORAGE TANK IN AN AMOUNT NOT TO EXCEED \$657,975**

Margaret Gallagher, District Counsel, recommended that all proposals be rejected and be put out to bid again.

ACTION: MOTION: DIRECTOR GRAVES SECOND: DIRECTOR BUSTICHI

Reject all proposals received for the purchase of a 15,000 gallon vertical LNG fuel storage tank and issue a new Request for Proposals.

Motion passed unanimously with Director Stone being absent.

16. ADJOURNMENT

There being no further business, Chair Pirie adjourned the meeting at 10:01 a.m.

Respectfully submitted,

ANTHONY TAPIZ
Administrative Services Coordinator

DRAFT

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: January 13, 2012

TO: Board of Directors

FROM: Thomas Hiltner, Grants/Legislative Analyst

SUBJECT: CONSIDER ADOPTING A RESOLUTION AUTHORIZING THE GENERAL MANAGER TO SUBMIT AN APPLICATION AND SIGN NECESSARY AGREEMENTS TO OBTAIN PROPOSITION 1B FUNDING FROM THE FY12 CALIFORNIA TRANSIT SECURITY GRANT PROGRAM

I. RECOMMENDED ACTION

Adopt a resolution authorizing the General Manager to submit an application and sign necessary agreements to obtain financial assistance from the FY12 California Transit Security Grant Program.

II. SUMMARY OF ISSUES

- In November 2006, Proposition 1B established \$1 billion for the California Transit System Safety, Security and Disaster Response Account, 60% of which is designated for the California Transit Security Grant Program (CTSGBP).
- For FY12, the State Controller's Office allocated \$440,505 in CTSGBP funds to Santa Cruz METRO and the Santa Cruz County Regional Transportation Commission (RTC).
- Santa Cruz METRO proposes to submit applications for transit security projects that will enhance safety and security at multiple facilities by installing video surveillance cameras and lighting.
- Applications for the FY12 CTSGBP allocation must be submitted through the Santa Cruz County Regional Transportation Commission and are due to the California Emergency Management Agency by February 1, 2012.
- Adopting the attached resolution designates an Authorized Agent and authorizes an application to the California Emergency Management Agency to obtain the FY12 CTSGBP allocation for Santa Cruz METRO transit security projects.

III. DISCUSSION

On November 7, 2006, California voters approved the Highway Safety, Traffic Reduction, Air Quality and Port Security Bond Act of 2006 (Proposition 1B) to finance public transportation infrastructure projects in California. Proposition 1B and its implementing legislation, SB 88, established the Transit System Safety, Security and Disaster Response Account with \$1 billion. SB 88 designated that 60% of this account be allocated to the California Transit Security Grant

Program (CTSGP) for transit system safety and security projects. In FY12, the California Legislature appropriated \$60 million in CTSGP funds to eligible agencies and transit operators.

The State Controller's Office determines the amount of CTSGP funds available to eligible Regional Transportation Planning Agencies (RTPAs) and Public Transit Operators by applying the same formula used to allocate State Transit Assistance (STA) funds. In Santa Cruz County, the Santa Cruz County Regional Transportation Commission (RTC) is the eligible RTPA and Santa Cruz METRO is the eligible transit operator. For FY12, the State Controller's Office allocated \$212,337 to the RTC and \$228,168 to Santa Cruz METRO, the same amount as in each of the four years from FY08 through FY11.

In the previous four years, the RTC delegated its share of CTSGP funds to Santa Cruz METRO's transit security projects. Santa Cruz METRO will request that the RTC again delegate its share of CTSGP funds to Santa Cruz METRO for transit security projects in FY12.

Santa Cruz METRO needs to enhance security and safety at all of its facilities. If approved by the Board of Directors, staff will submit an Investment Justification (application) for financial assistance to upgrade video surveillance and lighting at all of Santa Cruz METRO facilities including the Park & Ride lots at the Cavallaro Transit Center in Scotts Valley and on Soquel Avenue at Paul Sweet Drive. Grant funds will pay 100% of equipment costs, consultant design and staff costs exclusive of management and administration up to a maximum of \$440,505 for this project.

The California Emergency Management Agency (Cal-EMA) administers the CTSGP. CTSGP Guidelines require the RTC to approve and submit the application from Santa Cruz METRO. In accordance with the Guidelines, Santa Cruz METRO will prepare an application for the RTC to approve and submit to Cal-EMA.

Adopting the attached resolution will designate the General Manager or the Assistant General Manager as Authorized Agents to submit applications for Santa Cruz METRO's security projects and to execute necessary agreements with the Cal-EMA for the FY12 allocation of CTSGP funds. The Board Chair must sign the Authorized Agent Form (Attachment B) for submission with the application.

IV. FINANCIAL CONSIDERATIONS

FY12 CTSGP grant funds will provide \$440,505 to Santa Cruz METRO in capital funds for video surveillance and lighting. No local funds are required.

V. ATTACHMENTS

Attachment A: Resolution Authorizing Submission of Applications and Execution of Agreements for FY12 CTSGP funds.

Attachment B: Authorized Agent Form

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

Resolution No. _____

On the Motion of Director: _____

Duly Seconded by Director: _____

The Following Resolution is Adopted:

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE
SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
AUTHORIZING AN APPLICATION TO THE CALIFORNIA EMERGENCY
MANAGEMENT AGENCY'S FY12 CALIFORNIA TRANSIT SYSTEM GRANT
PROGRAM**

WHEREAS, California voters approved Proposition 1B, the Highway Safety, Traffic Reduction, Air Quality and Port Security Bond Act in November 2006; and

WHEREAS, Proposition 1B and its implementing legislation in Senate Bill 88 created the California Transit Security Grant Program (CTSGP) within the Transit System Safety, Security & Disaster Response Account to be funded with \$600 million from the sale of bonds; and

WHEREAS, the State Controller's Office is authorized under Sections 8879.55 and 8879.56 of the Government Code to allocate CTSGP funds to eligible Regional Transportation Planning Agencies and Public Transit Operators; and

WHEREAS, in accordance with Sections 99313 and 99314 of the Public Utilities Code, the Santa Cruz County Regional Transportation Commission and the Santa Cruz Metropolitan Transit District are eligible recipients of CTSGP funds; and

WHEREAS, CTSGP funds are allocated to eligible agencies for projects to increase protection from security and safety threats against public transit stations, facilities and equipment; and

WHEREAS, the Santa Cruz Metropolitan Transit District requests that the Santa Cruz County Regional Transportation Commission designate its allocation of CTGSP funds for the Santa Cruz Metropolitan Transit District's transit security projects; and

WHEREAS, the Santa Cruz Metropolitan Transit District proposes to use CTSGP funds allocated in FY 2011-12 Proposition 1B Grant #6461-0002 for transit security projects in conformance with the CTSGP Guidelines.

NOW, THEREFORE, BE IT RESOLVED, that the General Manager of the Santa Cruz Metropolitan Transit District is authorized to submit applications, provide

Resolution No. _____

Page 2

certifications and assurances and execute for and on behalf of the Santa Cruz Metropolitan Transit District any and all agreements necessary to obtain financial assistance provided to Santa Cruz County by the California Emergency Management Agency through the FY12 CTS GP Program.

PASSED AND ADOPTED this 13th Day of January 2012 by the following vote:

AYES: Directors -

NOES: Directors -

ABSTAIN: Directors -

ABSENT: Directors -

APPROVED _____
LYNN ROBINSON
Board Chair

ATTEST _____
LESLIE R. WHITE
General Manager

APPROVED AS TO FORM:

MARGARET GALLAGHER
District Counsel

Authorized Agent Signature Authority

**FY 2011-12 Transit System Safety, Security and
Disaster Response Account Program**

AS THE Board Chair
(Chief Executive Officer / Director / President / Secretary)

OF THE Santa Cruz Metropolitan Transit District
(Name of State Organization)

I hereby authorize the following individual(s) to execute for and on behalf of the named state organization, any actions necessary for the purpose of obtaining state financial assistance provided by the California Emergency Management Agency:

Leslie R. White, General Manager , OR
(Name or Title of Authorized Agent)

Angela Aitken, Finance Manager and Acting Assistant General Manager , OR
(Name or Title of Authorized Agent)

(Name or Title of Authorized Agent)

Signed and approved this 13th day of January _____, 2012

(Signature)

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: January 13, 2012
TO: Board of Directors
FROM: Angela Aitken, Finance Manager and Acting Assistant General Manager
**SUBJECT: SAVINGS ACHIEVED FROM OUTSOURCING THE REVENUE ROOM
IN CALENDAR YEAR 2011**

I. RECOMMENDED ACTION

This report is informational only. No action required.

II. SUMMARY OF ISSUES

- The transition to a contracted service for mobile cash vault pick up and revenue counting services, along with the elimination of the Vault Room Coordinator position was proposed and accepted at the March 12, 2010 Board meeting.
- Savings of approximately \$ 64,500 were achieved in calendar 2011 due to the outsourcing of the Revenue room.

III. DISCUSSION

The transition to a contracted service for mobile cash vault pick up and revenue counting services, along with the elimination of the Vault Room Coordinator position was proposed and accepted at the March 12, 2010 Board meeting.

At the December 17, 2010 Board Meeting, the Board authorized the General Manager to execute a contract with Brinks to pick up the farebox revenue mobile cash vaults two times per week, and provide coin and currency processing services to count the revenue received in the farebox revenue cash vaults.

The expense incurred in calendar year 2011 for services provided by Brinks is approximately \$ 70,000. Funding for the vault room coordinator position, the two security guards counting the revenue received, as well as miscellaneous bank charges would normally amount to \$ 134,500, for the same one year period. As the services are currently provided by Brinks alone, the savings achieved in calendar year 2011 are approximately \$ 64,500.

IV. FINANCIAL CONSIDERATIONS

It was estimated in the Dec. 17, 2010 Staff report that the annual savings from outsourcing the revenue room duties would be approximately \$55,000. Actual savings in calendar year 2011 are approximately \$64,500.

Prepared by: Kristina Mihaylova, Financial Analyst
Date Prepared: December 21, 2011

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

STAFF REPORT

DATE: January 13, 2012

TO: Board of Directors

FROM: Margaret Gallagher, District Counsel

SUBJECT: CONSIDERATION OF ADOPTING A RESOLUTION AMENDING THE SANTA CRUZ METROPOLITAN TRANSIT DISTRICT RECORDS RETENTION SCHEDULE

I. RECOMMENDED ACTION

Adopt the attached Resolution, which sets forth the Amended Records Retention Schedule.

II. SUMMARY OF ISSUES

- Authority for the disposition of the Santa Cruz Metropolitan Transit District's (METRO) records rests with the Board of Directors by statute.
- METRO has had a Records Retention Schedule since 1998.
- A consistent approach to the disposition of records is necessary for legal compliance and is a good business practice.
- From time to time, the Records Retention Schedule is reviewed and updated to reflect the current needs of METRO. The last time the schedule was updated was in May of 2009.
- METRO managers and staff have reviewed and modified the schedule and are requesting Board approval of those modifications.

III. DISCUSSION

Public Utilities Code Section 98234 vests authority with the METRO Board of Directors to determine if and when a record, map, book or paper in the possession of the METRO or any officer or employee thereof is of no further value to the METRO. When a METRO record is of no further value, the Board of Directors may authorize by resolution its sale, destruction or other disposition. In August 1998, the Board of Directors adopted the METRO's first Records Retention Schedule. Since that time, Santa Cruz METRO managers have determined that additional records should be added to or substituted from the schedule and have brought amendments to the attention of the Board of Directors for appropriate action. METRO's Records Retention Schedule specifically identifies the record at issue, the department that is designated as responsible for the record and the length of time that the record is to be maintained.

Numerous federal and state statutes require that employers retain certain employment records for various periods of time. California law requires that the bulk of personnel records be kept for a minimum of 4 years except that pension and welfare plan information must be kept for 6 years, first-aid records of job injuries causing loss of work time must be kept for 5 years and safety and toxic/chemical exposure records including material safety data sheets must be kept for the duration of employment plus 30 years.

It is important to note that, irrespective of any legal requirement to retain employment records, a public agency may have a particularized need to do so. Certain records relating to the governance of the METRO and the ownership of real property are kept indefinitely. Other records are kept for the periods of time set forth in various federal and state statutes, which specifically require that certain records be retained for defined periods of time. For records in general, good business practices recommend that they be maintained for a minimum of two years. Another consideration in the establishment of the period of time records should be retained is the statute of limitations for legal actions, which may be impacted by the documents, especially employees' claims and contracts. Each METRO Manager, with input from their staff, has closely reviewed the records retention schedule for their departments to insure it accurately reflects the records they maintain and to insure that METRO is in compliance with its requirements for retention and disposal of records.

An additional issue, which bears on the retention and disposition of records, are that certain records must be kept in a confidential manner and must be disposed of in a confidential manner. Therefore, language was added to the resolution adopted on May 22, 2009 to require that confidential records be kept in a protected manner.

Through adoption of the attached Resolution, METRO records will be maintained and destroyed in accordance with federal and state law, in a consistent manner, in accordance with good business practices and as authorized by the Board of Directors.

IV. FINANCIAL CONSIDERATIONS

None.

V. ATTACHMENTS

Attachment A: Resolution Adopting an Amended Records Retention Schedule for the Santa Cruz Metropolitan Transit District (red-lined showing changes)

Attachment B: Chart showing specific changes, additions and deletions in policy

ATTACHMENT A

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

Regulation Number: AR- 1019

Computer Title: Recrtsdl.doc

Effective Date: August 21, 1998

Pages: 16

TITLE: RECORDS RETENTION SCHEDULE

Procedure History

REVISION DATE	SUMMARY OF REVISION	APPROVED
August 21, 1998	Implementation of Policy	J. A.
September 17, 1999	Add Amendments to Schedule	J. B.
January 18, 2002	Add Amendments to Schedule	S. A.
March 25, 2005	Add Amendments to Schedule, including title change	M.K.
May 22, 2009	Add ParaCruz records; Revise records and retention periods	D.B.

I. POLICY

- 1.01 It is the policy of the Santa Cruz Metropolitan Transit District (METRO) that records be retained in accordance with federal and state requirements or when it is in the best interest of METRO to do so.
- 1.02 Attached is METRO's Records Retention Schedule which details the length of time each record series is to be maintained in department files; how long it is to be maintained in inactive status, if and when such record can be destroyed and the department which is the keeper of the official copy of the record.
- 1.03 In accordance with California State law, the Board of Directors is solely vested with the power and authority to authorize destruction of METRO's records, maps, books or paper that is of no further value to the District.

II. APPLICABILITY

- 2.01 The Records Retention Schedule shall be followed by every METRO employee so that METRO will have a consistent policy and procedure for managing its records.
- 2.02 Specific categories control over the general categories.

ATTACHMENT A

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

III. STANDARDS

3.01 Employee personnel files, employee medical files and other similar files or records in the possession of the METRO that contain confidential information will be kept and maintained in a confidential manner, on a need to know basis only and in accordance with Federal and California laws and regulations and sound business practices. Confidential files and records may not be disclosed except:

- a) To METRO Directors, officers, and employees as required in the ordinary course of business (including disclosure during the grievance and/or disciplinary process);
- b) Upon written consent by the affected employee or other proper written authorization; or
- c) Where compelled by law, such as by subpoena, court order or search warrant.

ATTACHMENT A

Santa Cruz Metropolitan Transit District Records Retention Schedule

Record Series Title	Years Active	Years Inactive	Office of Record	Total Yrs. Retention	Comment
APPLICABLE TO ALL DEPARTMENTS:					
DEPARTMENT WORKING PAPERS & DRAFTS	ACT	NA	APPLICABLE GENERATING DEPT.	ACT	
E-MAIL MESSAGES ON SERVERS	WU	NA	APPLICABLE GENERATING/ RECEIVING DEPT.	WU	
EMPLOYEE FIELD FILE	ACT	02	APPLICABLE GENERATING DEPT.	ACT +02	
GENERAL (DEPARTMENT FILES)	03	02	APPLICABLE GENERATING DEPT.	05	
PROJECT FILES	ACT	06	APPLICABLE GENERATING DEPT.	ACT+06	PA,GR
SUBJECT AND REFERENCE MATERIALS	ACT	NA	APPLICABLE GENERATING DEPT.	ACT	
ADMINISTRATION RECORDS:					
AGENDA PACKETS/MINUTES – OTHER AGENCIES & ORGANIZATIONS	ACT	03	ADM	ACT+03	
BOARD OF DIRECTOR AGENDA PACKETS (METRO)	02	IND	ADM	IND	V, PA
BOARD OF DIRECTOR MEETING AUDIO AND VIDEO TAPE RECORDINGS (METRO)	ACT	IND	ADM	IND	
CONFLICT OF INTEREST (BOARD/STAFF)	02	05	ADM	07	
CONTRACT COMPLIANCE FILE	ACT	06	ADM	ACT+06	GR
CONTRACT PAYMENT/PERF ADMIN DOCUMENTS	ACT	IND	ADM	IND	
CONTRACTED SERVICE RECORDS	04	03	ADM	07	
CONTRACTS/AGREEMENTS	ACT	IND	ADM	IND	V
CONTRACTS – REAL PROPERTY IMPROVEMENTS	ACT	IND	ADM	IND	
COPYRIGHT/TRADEMARK PATENT RECORDS	ACT	IND	ADM	IND	

ATTACHMENT A

Santa Cruz Metropolitan Transit District Records Retention Schedule

Record Series Title	Years Active	Years Inactive	Office of Record	Total Yrs. Retention	Comment
ADMINISTRATION RECORDS (CONTINUED):					
CORRESPONDENCE FILES	ACT	IND	ADM	IND	
DISTRICT-WIDE REGULATIONS	ACT	IND	ADM	IND	
ENGINEERING/CONSTRUCTION TECH DOCUMENTS (MOVED FROM OLD PLANNING/MARKETING ENTRY)	ACT	LOS+10	ADM	LOS+10	To be stored on CD or zip disk
ETHICS TRAINING PARTICIPATION CERTIFICATES	ACT	05	ADM	ACT+05	
GENERAL SVCS (MAIL/ SUPPLIES/ GRAPHICS)	03	NA	ADM	03	
GRANT MANAGEMENT FILES	ACT	03	ADM (Grants)	ACT+03	GR
GRANT RECORDS (GRANT-FUNDED PROJECTS)	ACT	03	ADM (Grants)	ACT+03	GR
INSURANCE – CALTIP STUDY SESSION PACKETS, AUDIT REPORTS, AGENDA PACKETS	ACT	03	ADM	ACT+03	
INTERNAL AUDITS	03	IND	ADM	IND	
INVESTIGATION FILES (INSPECTOR GENERAL)	ACT	IND	ADM	IND	
JOINT DEVELOPMENT PROJECT FILES	ACT	IND	ADM	IND	
LEASE FILES (INCLUDES PROPERTY MGMT.)	ACT	06	ADM	ACT+06	
LEGAL COMPLIANCE DOCS (FTA)	06	IND	ADM (GRANTS)	IND	GR
MARKETING ACTIVITY RECORDS MOVED FROM OLD PLANNING/MARKETING ENTRY	03	NA	ADM	03	GR - To be stored on CD or zip disk
PUBLIC HEARING NOTICES	ACT	IND	ADM	IND	
RTC TRIENNIAL REVIEWS, FTA TRIENNIAL REVIEWS, CUSTOMER SERVICE COMPLAINTS	ACT	IND	ADM	IND	
PLANNING/FORECASTING (5-YR/30-YR,)-MOVED FROM OLD PLANNING/MARKETING ENTRY	ACT	IND	ADM	IND	PA - To be stored on CD or zip disk
PROPERTY ACQUISITION (APPRAISAL)	ACT	IND	ADM	IND	
PROTEST FILE (CONTRACTS)	ACT	03	ADM	ACT+03	GR

ATTACHMENT A

Santa Cruz Metropolitan Transit District Records Retention Schedule

Record Series Title	Years Active	Years Inactive	Office of Record	Total Yrs. Retention	Comment
ADMINISTRATION RECORDS (CONTINUED):					
PUBLIC AFFAIRS (PRESS RELEASES, PHOTOS)	05	IND	ADM	IND	
PUBLIC COMMENT LETTERS	01	IND	ADM	IND	PA,GR
PUBLIC MEETING FILES	01	IND	ADM	IND	PA,GR
PURCHASE ORDERS (REGULAR/YEARLY)	03	03	ADM/PURCH	06	GR
PURCHASING (UNSUCCESSFUL BIDS & PROPOSALS)	03	NA	ADM/PURCH	03	GR
REAL ESTATE GENERAL FILES	ACT	IND	ADM	IND	
SRTP MOVED FROM PREVIOUS PLANNING/MARKETING ENTRY	IND	IND	ADM	IND	PA - To be stored on CD or zip disk
TAPE RECORDINGS OF PUBLIC HEARINGS, COMMITTEE MEETINGS AND OTHER MEETINGS OTHER THAN BOARD OF DIRECTORS' MEETINGS (IF RECORDED)	60 DAYS	0	ADM	60 DAYS	
TRAINING/TRAVEL PACKETS (EMPLOYEE)	ACT	03	ADM	ACT+03	
TRAINING ANNOUNCEMENT	ACT	0	ADM	ACT	
UNIONS – GRIEVANCES, CORRESPONDENCE, ARBITRATION PROCEEDINGS, LABOR AGREEMENTS	ACT	IND	ADM	IND	
VEHICLE REHAB & PURCHASE	ACT	04	ADM	ACT + 04	
WARRANTIES	ACT	IND	ADM	IND	

ATTACHMENT A

Santa Cruz Metropolitan Transit District Records Retention Schedule

Record Series Title	Years Active	Years Inactive	Office of Record	Total Yrs. Retention	Comment
FACILITY MAINTENANCE RECORDS:					
AIR COMPRESSOR CERTIFICATION	05	01	MAINT	06	
BUILDING BLUEPRINTS AS BUILTS	ACT	01	MAINT	ACT +01	GR
BUILDING SPECS	ACT	01	MAINT	ACT +01	GR
BUILDING WARRANTIES	ACT	01	MAINT	ACT +01	GR
BUS STOP BLUEPRINTS AS BUILTS	ACT	01	MAINT	ACT +01	GR
CONSTRUCTION/ENCROACHMENT PERMITS/RIDERS	ACT	LOS + 10	MAINT	LOS + 10	LOS
EMPLOYEE MEDICAL RECORDS – HAZARD EXPOSURE	ACT	IND	MAINT	IND	
ENVIRON/ TESTING/ EXPOSURE/ MONITORING REPORT	01	29	MAINT	30	
EQUIPMENT WARRANTIES	ACT	LOS	MAINT	LOS	GR
HAZARDOUS MAT. CHEM INV. FORMS (HCS-88)	ACT	IND	MAINT	IND	
HAZARDOUS WASTE MANIFEST FORMS	03	IND	MAINT	IND	
HAZCOM TRAINING RECORDS	IND	IND	MAINT	IND	
MATERIAL SAFETY DATA SHEETS	ACT	IND	MAINT	IND	
NOISE EXPOSURE/AUDIOMETRIC TESTING	02	IND	MAINT	IND	
RELEASE REPORT	03	01	MAINT	04	
UNDERGROUND STORAGE TANK PERMITS	ACT	LOS	MAINT	LOS	

ATTACHMENT A

Santa Cruz Metropolitan Transit District

Records Retention Schedule

Record Series Title	Years Active	Years Inactive	Office of Record	Total Yrs. Retention	Comment
FINANCE RECORDS:					
ACCOUNTING INFORMATION RPTS	01	06	FINANCE	07	
ACCOUNTING JOURNAL/ LEDGERS	01	06	FINANCE	07	V
ACCOUNTS PAYABLE & RECEIV VOUCHERS/ INVOICES	01	06	FINANCE	07	GR
ACCRUAL ADJUSTMENT REPORTS	01	06	FINANCE	07	
ADMIN COMP TIME, FLOATING HOLIDAY BALANCE REPORT	01	06	FINANCE	07	
ANNUAL LEAVE, SICK LEAVE, PERSONAL LEAVE BALANCE REPORT	01	06	FINANCE	07	
ASSETS RECONCILIATION TO PHYSICAL COUNT	ACT	03	FINANCE	ACT +03	GR
ATTENDANCE REGISTER/PAYROLL	02	05	FINANCE	07	
ATTRIBUTABLE INCOME REPORTS	02	05	FINANCE	07	
BAD DEBTS/UNCOLLECTABLE ACCT RECORDS	01	06	FINANCE	07	
BANK STATEMENTS	01	06	FINANCE	07	
BANKING (DEPOSITS/CANCELLED CHECKS)	01	06	FINANCE	07	
BOND/DEBENTURE/INVESTMENT RECORDS	ACT	IND	FINANCE	IND	V
BUDGET (ANNUAL)	02	IND	FINANCE	IND	PA
BUDGET (ANNUAL) SUPPORT DOCUMENTS	02	08	FINANCE	10	
CASH RECEIPT LEDGER	01	06	FINANCE	07	
DBE CERTIFICATION RECORDS – APPROVED	ACT	06	FINANCE/ PURCH	ACT+06	MOVED FROM ADM
DBE CERTIFICATION RECORDS – DENIED	02	01	FINANCE/ PURCH	03	MOVED FROM ADM
DEDUCTIONS LIST	02	05	FINANCE	07	
DEDUCTIONS MASTER LOG FILE SUMMARY	01	01	FINANCE	02	
DEEDS OF TRUST	IND	NA	FINANCE	IND	LOS
DEPOSIT SLIP BOOKS	02	05	FINANCE	07	

ATTACHMENT A

Santa Cruz Metropolitan Transit District Records Retention Schedule

Record Series Title	Years Active	Years Inactive	Office of Record	Total Yrs. Retention	Comment
FINANCE RECORDS (CONTINUED):					
EARNINGS HISTORY	02	05	FINANCE	07	
EARNINGS LIST	02	05	FINANCE	07	
EMPLOYEE MASTER LOG FILE SUMMARY	01	01	FINANCE	02	
EMPLOYEE PAYROLL DATA	02	05	FINANCE	07	
EMPLOYEE PAYROLL FILE	ACT	07	FINANCE	ACT+07	
FINANCE GENERAL	01	02	FINANCE	03	
FINANCIAL AUDITS (EXTERNAL)	01	IND	FINANCE	IND	V
FIXED ASSET INVENTORY LISTING	ACT	03	FINANCE	ACT +03	GR
FIXED ASSET RECORDS – PERMANENT	ACT	IND	FINANCE	IND	
GFI REPORTS	02	05	FINANCE	07	
HOURS ACCUMULATOR REPORT	02	05	FINANCE	07	
INSURANCE (POLICIES/AMENDMENTS)	ACT	IND	FINANCE	IND	V
LOBBYIST REPORTS (QUARTERLY)	02	05	FINANCE	07	
MASTER FILE	02	05	FINANCE	07	
METRO HOURS REPORT	02	05	FINANCE	07	
NOTICE – PAY RATE FOR BUS OPERATORS	ACT	07	FINANCE	ACT+07	SEE EMPLOYEE FILE
NOTICE – PAY RATE FOR MANAGEMENT	ACT	07	FINANCE	ACT+07	SEE EMPLOYEE FILE
NOTICE – PAY RATE FOR PSA	ACT	07	FINANCE	ACT+07	SEE EMPLOYEE FILE
NOTICE – PAY RATE FOR SEA	ACT	07	FINANCE	ACT+07	SEE EMPLOYEE FILE
NOTICE – PAY RATE FOR VMU	ACT	07	FINANCE	ACT+07	SEE EMPLOYEE FILE
PAYROLL ADJUSTMENTS REPORTS	02	05	FINANCE	07	
PAYROLL INTERFACE	02	05	FINANCE	07	
PAYROLL REGISTER	02	05	FINANCE	07	

ATTACHMENT A

Santa Cruz Metropolitan Transit District Records Retention Schedule

Record Series Title	Years Active	Years Inactive	Office of Record	Total Yrs. Retention	Comment
FINANCE RECORDS (CONTINUED):					
PURCHASING (IFB/RFP/SUCCESS BIDS & PROPS)	03	IND	FINANCE/ PURCH	IND	MOVED FROM ADM
SALES TAX ALLOCATION	01	IND	FINANCE	IND	
SIGNATURE LOG FOR PAY WARRANTS	01	01	FINANCE	02	
SUPPLEMENTAL LIFE DEDUCTIONS RECORDS	02	05	FINANCE	07	
TIME BANK RECORDS	02	05	FINANCE	07	
TIME SHEETS	03	04	FINANCE	07	GR
TIME SHEETS – DUBOIS	ACT	07	FINANCE	ACT+07	
TRUST WARRANT CLAIMS	02	05	FINANCE	07	
UNION BILL BACKS RECORDS	01	01	FINANCE	02	
UNION COPE DEDUCTIONS	02	05	FINANCE	07	
UNION CORRESPONDENCE	02	05	FINANCE	07	
UNION DUES NOTICES	ACT	07	FINANCE	ACT+07	SEE EMPLOYEE FILE
UNION INSURANCE NOTICES	02	05	FINANCE	07	
UNION TPEL NOTICES	02	05	FINANCE	07	
VAULT ROOM DAILY DATA BALANCE SHEETS	02	05	FINANCE	07	
VEHICLE TITLES	IND	NA	FINANCE	IND	LOV
WIRE TRANSFER BOOKS	02	05	FINANCE	07	V

ATTACHMENT A

Santa Cruz Metropolitan Transit District Records Retention Schedule

Record Series Title	Years Active	Years Inactive	Office of Record	Total Yrs. Retention	Comment
FLEET MAINTENANCE RECORDS:					
ACCIDENT APPRAISAL REPORTS (COPIES)	01	06 MO	MAINT	18 MO	
AIR COMPRESSOR CERTIFICATION	05	01	MAINT	06	
BLUE FUEL CARDS	03 MO	10 MO	MAINT	13 MO	
BUS MAINTENANCE AND REPAIR RECORDS (BUS #2210-2238 AND BUS #2301-2311)	IND	IND	MAINT	IND	
CALLSTOP MAINTENANCE REQUEST FORMS	ACT	02	MAINT	ACT+02	
DAILY FUEL/SERVICING	03 MO	10 MO	MAINT	13 MO	
DAILY SHIFT ATTENDANCE RECORD (DSAR'S) ORIGINALS IN FLEET	01-02	04-05	MAINT	13-07	
DRIVER'S LICENSE PULL NOTICE & DMV RECORDS	ACT	01	OPS, MAINT	ACT+01	
DRIVER VEHICLE CHECK SHEET ORIGINALS	0306 MO	NA	MAINT	0306 MO	
EMPLOYEE ATTENDANCE RECORDS	01	07	MAINT	08	
FLEET MAINTENANCE PLAN ONLY	05	IND	MAINT	IND	
INSPECTION FORMS (A-E) ORIGINALS	03 MO	02	MAINT	27 MO	
INVENTORY COUNTS	01	07	MAINT	08	
INVENTORY VALUATIONS (MO END/YR END)	01	07	MAINT	08	
LICENSES/PERMITS (VEHICLES)	ACT	03	MAINT	ACT+03	
MONTH END REPORTS	01	07	MAINT	08	
REQUESTS FOR TIME OFF (RTO'S)	03-02	0405	MAINT	15-07	
UNDERGROUND STORAGE TANK REPORTS	01	IND	MAINT	IND	
VEHICLE HISTORIES	ACT	05	MAINT	ACT +05	
VEHCILE OPACITY READINGS	01	01	MAINT	02	
VEHICLE REGISTRATION	ACT	N/A	MAINT	ACT	
VEHICLE WARRANTIES IN VEHICLE FILES	ACT	05	MAINT	ACT + 05	
WORK ORDERS	03 MO	03	MAINT	03+03 MO	DISCARDED

ATTACHMENT A

Santa Cruz Metropolitan Transit District Records Retention Schedule

Record Series Title	Years Active	Years Inactive	Office of Record	Total Yrs. Retention	Comment
HUMAN RESOURCES RECORDS:					
BENEFITS/INSURANCE PLANS	ACT	10	HR	ACT+10	V
COMPLAINT FILES EEOC/DFEH	ACT	05	HR	ACT+05	
DISCIPLINARY APPEALS/GRIEVANCES (LEVELS 1 AND 2; ARBITRATION)	ACT	04	HR	ACT+04	
DOCUMENTATION OF REFUSALS OF REQUIRED ALCOHOL/DRUG TESTS	05	01	HR	06	
DRUG & ALCOHOL COLLECTION & EMPLOYEE TRAINING	02	01	HR	03	
DRUG & ALCOHOL FOLLOW-UP TEST RESULTS AND SCHEDULES	05	01	HR	06	
DRUG & ALCOHOL INSPECTION, MAINTENANCE AND CALIBRATION OF EBTS	02	01	HR	03	
DRUG & ALCOHOL NEGATIVE TEST RESULTS	01	01	HR	02	V
DRUG & ALCOHOL POSITIVE TEST RESULTS	05	01	HR	06	
DRUG & ALCOHOL SAP & MIS REPORTS SUBMITTED TO FTA	05	01	HR	06	
DRUG & ALCOHOL TEST RESULTS FROM PREVIOUS EMPLOYERS	03	01	HR	04	
EEO/AA PLAN	ACT	05	HR	ACT+05	
EMPLOYEE ACCIDENT/INJURY (W/C)	ACT	05	HR	ACT+05	
EMPLOYEE BENEFIT FILES	ACT	10	HR	ACT+10	
EMPLOYEE PERSONNEL FILES	ACT	07	HR	ACT +07	
EMPLOYEE SELECTION LISTS	03	07	HR	10	
HEALTH DEDUCTIONS RECORDS	ACT	10	HR	ACT+10	
I-9 FORMS	ACT	03	HR	ACT +0 3	
JOB FLYERS	02	02	HR	04	
LABOR CONTRACTS	ACT	IND	HR	IND	V
LABOR NEGOTIATION FILES	ACT	IND	HR	IND	
OSHA 300 LOG & SUMMARY	06	NA	HR	06	

ATTACHMENT A

Santa Cruz Metropolitan Transit District Records Retention Schedule

Record Series Title	Years Active	Years Inactive	Office of Record	Total Yrs. Retention	Comment
HUMAN RESOURCES RECORDS (CONTINUED):					
PERS FILES INCLUDING VARIOUS MEMBER STATEMENT DATA	ACT	10	HR	ACT+10	
SALARY SCHEDULE RECORDS	03	03	HR	06	
STATUS CHANGE REPORTS	ACT	07	HR	ACT+07	
TRAINING/EMPLOYEE DEVELOPMENT FILES	ACT	03	HR	ACT+03	
Record Series Title	Years Active	Years Inactive	Office of Record	Total Yrs. Retention	Comment
IT RECORDS:					
BART CAVALLARO TRANSIT CENTER SURVEILLANCE VIDEO	30DAYS	11MO	Cavallaro Station	01	
ELECTRONIC BUILDING ACCESS RECORDS	30 DAYS	11 MO	Fueling Facility	01	
EMAIL MESSAGES ON SERVERS	01 MO	NA	IT	01 MO	
PACIFIC STATION SURVEILLANCE VIDEO	20DAYS	00	Pacific Station	20 DAYS	Stored on DVR until overwritten
VAULT ROOM/VIDEO SURVEILLANCE FUELING FACILITY	30 DAYS	11MO	Fueling Facility	01	MOVED FROM OPS
Record Series Title	Years Active	Years Inactive	Office of Record	Total Yrs. Retention	Comment
LEGAL RECORDS:					
ADA/504 COMPLAINTS	03	07	LEGAL	10	
ACTUARIAL REPORTS	03	07	LEGAL	10	
AUDITOR REPORTS	03	07	LEGAL	10	
BOARD OF DIRECTORS REPORTS ON OPEN/CLOSED CASE FILES	03	07	LEGAL	10	
CLAIM/LITIGATION CASE FILES	ACT	10	LEGAL	ACT+10	
COLLECTION FILES	ACT	05	LEGAL	ACT +05	
COURT ORDER/AGENCY COMPLIANCE DOCUMENTS	ACT	09	LEGAL	ACT+09	
FMLA/CFRA/PDL DOCUMENTS & NOTICES	ACT	10	LEGAL	ACT+10	
KINCARE DOCUMENTATION	ACT	10	LEGAL	ACT+10	

ATTACHMENT A

Santa Cruz Metropolitan Transit District Records Retention Schedule

Record Series Title	Years Active	Years Inactive	Office of Record	Total Yrs. Retention	Comment
LEGAL RECORDS (CONTINUED):					
LEGAL BEAGLE	ACT	03	LEGAL	ACT+03	
LEGAL OPINIONS	IND	IND	LEGAL	IND	
LEGAL SERVICE COPIES (SUBPOENAS; DECLARATIONS; RECORDS REQUESTS)	ACT	03	LEGAL	ACT +03	
NATIONAL TRANSIT DATABASE REPORTING	02	03	LEGAL	05	
<u>OCCURRENCE REPORT LOGGING PROCEDURES FORM</u>	<u>03</u>	<u>N/A</u>	<u>LEGAL</u>	<u>03</u>	
<u>OCCURRENCE REPORTS/INCIDENT REPORTS</u>	<u>03</u>	<u>N/A</u>	<u>LEGAL</u>	<u>03</u>	
ORIGINAL DISPOSITIONAL SUMMARY MEMORANDUMS/SETTLEMENT AGREEMENTS AND RELEASES	IND	IND	LEGAL	IND	
PUBLIC RECORDS REQUESTS	03	07	LEGAL	10	
RECORDS RETENTION SCHEDULE	ACT	IND	LEGAL	IND	
Record Series Title	Years Active	Years Inactive	Office of Record	Total Yrs. Retention	Comment
OPERATIONS RECORDS:					
ACCIDENT REVIEW DATABASE	01	N/A	OPS	01	
BASE RADIO RECORDINGS (DISPATCH & TELEPHONE LINES)	60 DAYS	02	OPS	02+60 DAYS	
BSAC COMMITTEE RECORDS	01	N/A	OPS	01	
COPY OF DRIVER'S LICENSE, MEDICAL CARDS, VTT TRAINING RECORDS & PULL NOTICES	ACT	NA	OPS	ACT	
CUSTOMER SERVICE COMPLAINT	ACT	03	OPS	ACT+03	
CUSTOMER SERVICE COMPLAINT DATABASE	ACT	05	OPS	ACT+05	
DISCOUNT FARE POLICY DATABASE	ACT	05	OPS	ACT+05	
DISCOUNT FARE POLICY RECORDS	ACT	NA	OPS	ACT	
HEADWAYS-	ACT	IND	OPS	IND	
IIPP COMMITTEE RECORDS	01	N/A	OPS	01	
LABOR MANAGEMENT COMMITTEE RECORDS	01	N/A	OPS	01	
METRO CENTER BICYCLE ABATEMENT	30 DAYS	11 MO	OPS	01	

ATTACHMENT A

Santa Cruz Metropolitan Transit District

Records Retention Schedule

Record Series Title	Years Active	Years Inactive	Office of Record	Total Yrs. Retention	Comment
OPERATIONS RECORDS (CONTINUED):					
OPERATIONS NEWSLETTERS / OPS STAFF MEMOS	ACT	03	OPS	ACT+03	
OPERATIONS PULLOUT SHEETS	01 MO	03	OPS	03+01MO	
OPERATIONS SAFETY & TRAINING RECORDS	05	NA	OPS	05	
OPERATIONS SCHEDULING RECORDS	02	05	OPS	07	
OPERATIONS YARD VIDEO SURVEILLANCE TAPES	31 DAYS	0	OPS	31 DAYS	
OPERATORS DAILY TIME RECORDS & PAYROLL	ACT	05	OPS	ACT+05	
PASS SELLERS RECORDS	01	02	OPS	03	To be stored on CD or zip disk
QUALITY OF WORK COMMITTEE RECORDS	01	N/A	OPS	01	
SAFETY AND HEALTH COMMITTEE RECORDS	01	N/A	OPS	01	
SECURITY – OFFICER DAILY LOGS	30 DAYS	30 DAYS	OPS	60 DAYS	
SECURITY – INCIDENT REPORTS	30 DAYS	11 MO	OPS	01	
SPARC COMMITTEE RECORDS	01	N/A	OPS	01	
VEHICLE ACCIDENT / INCIDENT REPORT PACKETS	ACT NA	06	OPS	ACT +06	
Record Series Title					
Years Active					
Years Inactive					
Office of Record					
Total Yrs. Retention					
Comment					
PARACRUZ RECORDS:					
ACCIDENT REPORTS	01 MON/A	06	OPS	06+01MO 06	
ADA FILES	03	02	OPS	05	
ALPHA LISTS OF ELIGIBLE PASSENGERS	01	02	OPS	03	
APPEALS RECORDS	ACT	04	OPS	ACT+04	
CUSTOMER SERVICE REPORTS	01	IND	OPS	IND	
DAILY ASSESSMENT CALENDAR	01	02	OPS	03	
DAILY PASSENGER LISTS	01	05	OPS	06	
EMPLOYEE PERSONNEL FILES	ACT	07	PARACRUZ	ACT+07	

ATTACHMENT A

Santa Cruz Metropolitan Transit District Records Retention Schedule

Record Series Title	Years Active	Years Inactive	Office of Record	Total Yrs. Retention	Comment
PARACRUZ RECORDS (CONTINUED):					
IMMEDIATE NEED REQUESTS	01	02	OPS	03	
MANIFESTS	01	05	OPS	06	
MONTHLY RECERTIFICATION NOTICES	01	02	OPS	03	
PAYROLL RECORDS	ACT	IND	PARACRUZ	IND	
PROCESSED CERTIFICATIONS AND RECERTIFICATIONS	01	02	OPS	03	
SUBSCRIPTION RIDE RECORDS	02	06	OPS	08	STORED IN TRAPEZE
TELEPHONE RECORDINGS	01	01	OPS	02	
VIDEO RECORDINGS	03 DAYS	00	OPS	03 DAYS	Stored on DVR- until overwritten
VISITOR STATUS REQUESTS	01	02	OPS	03	

ATTACHMENT A

Santa Cruz Metropolitan Transit District Records Retention Schedule

<u>CODES:</u>	<u>DEFINITIONS:</u>
ACT	WHILE ACTIVE (INCLUDES "VEHICLE LIFE"; "EMPLOYMENT PERIOD")
ADM	ADMINISTRATION DEPARTMENT
CFRA	CALIFORNIA FAMILY RIGHTS ACT
DEPT	DEPARTMENT
FINANCE	FINANCE DEPARTMENT
FMLA	FAMILY MEDICAL LEAVE ACT
GR	IF GRANT-FUNDED (KEEP FOR MINIMUM OF 3 YEARS AFTER CLOSE OF GRANT AND 3 YEARS AFTER CLOSE OF ANY LITIGATION ON PROJECT)
HR	HUMAN RESOURCES DEPARTMENT
IND	INDEFINITE
LEGAL	LEGAL DEPARTMENT
LOS	LIFE OF SYSTEM
LOV	LIFE OF VEHICLE
IT	INFORMATION TECHNOLOGY
MAINT	MAINTENANCE DEPARTMENT
MO	MONTH
NA	NOT APPLICABLE
OPS	OPERATIONS DEPARTMENT
PA	POTENTIALLY ARCHIVAL
PDL	PREGNANCY DISABILITY LEAVE
PURCH	PURCHASING
UC	UPON COMPLETION
V	VITAL RECORD
WC	WHEN CREATED
WU	WHEN USEFUL
YRS	YEARS

ATTACHMENT B

Table showing proposed changes in Records Retention Regulation

DEPT/ TITLE OF RECORD	OLD LANGUAGE	NEW LANGUAGE	Reason
<u>FLEET MAINTENANCE RECORDS:</u>			
1. CALLSTOP MAINTENANCE REQUEST FORMS	NONE	Years Active: ACT Years Inactive: 02 Total Yrs. Retention: ACT+02	New record to be included in current policy
2. DAILY SHIFT ATTENDANCE RECORD (DSAR'S) ORIGINALS IN FLEET	Years Active: 01 MO Years Inactive: 01 Total Yrs. Retention: 13 MO	Years Active: 02 Years Inactive: 05 Total Yrs. Retention: 07	Align policy with current retention practice
3. DRIVER VEHICLE CHECK SHEET ORIGINALS	Years Active: 03 Years Inactive: N/A Total Yrs. Retention: 03	Years Active: 06 MO Years Inactive: N/A Total Yrs. Retention: 06 MO	Align policy with current retention practice
4. REQUESTS FOR TIME OFF (RTOs)	Years Active: 03 MO Years Inactive: 01 Total Yrs. Retention: 15 MO	Years Active: 02 Years Inactive: 05 Total Yrs. Retention: 07	Align policy with current retention practice
<u>LEGAL RECORDS:</u>			
5. OCCURRENCE REPORT LOGGING PROCEDURES FORM	NONE	Years Active: 03 Years Inactive: N/A Total Yrs. Retention: 03	Align policy with current retention practice – record was inadvertently omitted from policy
6. OCCURRENCE REPORTS/ NCIDENT REPORTS	NONE	Years Active: 03 Years Inactive: N/A Total Yrs. Retention: 03	Align policy with current retention practice – record was inadvertently omitted from policy
<u>OPERATIONS RECORDS:</u>			
7. VEHICLE ACCIDENT/ INCIDENT REPORT PACKETS	Years Active: ACT Years Inactive: 06 Total Yrs. Retention: ACT+06	Years Active: N/A Years Inactive: 06 Total Yrs. Retention: 06	Align policy with current retention practice
<u>PARACRUZ RECORDS:</u>			
8. ACCIDENT REPORTS	Years Active: 01 MO Years Inactive: 06 Total Yrs. Retention: 06+01 MO	Years Active: N/A Years Inactive: 06 Total Yrs. Retention: 06	Align policy with current retention practice

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: January 13, 2012

TO: Board of Directors

FROM: Frank L. Cheng, Project Manager & IT Manager

SUBJECT: CONSIDERATION OF CONTRACT DATE EXTENSION WITH RNL DESIGN FOR ARCHITECT AND ENGINEERING SERVICES FOR THE METROBASE PROJECT

I. RECOMMENDED ACTION

Staff recommends that the Board of Directors authorize the General Manager to execute a contract amendment to extend the contract date for architect and engineering services for the MetroBase project with RNL Design through June 30, 2015.

II. SUMMARY OF ISSUES

- On August 8, 2003, METRO entered into a contract with RNL Design for architect and engineering services for the MetroBase project.
- METRO has completed the Fuel & Service Building, and the Maintenance Building.
- The current contract requires a date extension to June 30, 2015 to encapsulate the timeframe for the Operations Building component of the MetroBase project.

III. DISCUSSION

On August 8, 2003, METRO entered into a contract with RNL Design for architect and engineering services for the MetroBase project. After amendments the contract was effective until December 31, 2010. The scope of work for RNL Design included architect and engineering services for the Fuel & Service Building, Maintenance Building, and Operations Building. METRO has completed the Fuel & Service Building and the Maintenance Building. The remaining balance in the contract is \$595,889.07. The current contract amendment has no increase in cost and will extend the contract date for architect and engineering services for the Operations Building through June 30, 2015. The time extension will encapsulate the timeframe for the Operations Building component of the MetroBase project.

Staff recommends that the Board of Directors authorize the General Manager to execute a contract amendment to extend the contract date with RNL Design for architect and engineering services for the MetroBase project through June 30, 2015.

IV. FINANCIAL CONSIDERATIONS

Funding for this contract is contained in the MetroBase Project Budget which is funded by state Proposition 1B PTMISEA Funds.

V. ATTACHMENTS

NONE

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: January 13, 2012

TO: Board of Directors

FROM: Angela Aitken, Finance Manager and Acting Assistant General Manager

SUBJECT: CONSIDERATION OF RESOLUTION APPROVING THE FY12 REVISED BUDGET AS OF JANUARY 2012; DESIGNATION OF EXCESS REVENUES FROM THE FY11 BUDGET IN THE AMOUNT OF \$2,354,770 FOR CARRYOVER INTO THE FY12 OPERATING BUDGET; AND ADOPTION OF THE SCHEDULE OF RESERVE ACCOUNT BALANCES

I. RECOMMENDED ACTION

Staff recommends that the Board of Directors adopt a resolution approving the FY12 Revised Budget as of January 2012, as presented; designate excess revenues from the FY11 budget in the amount of \$2,354,770 for carryover into the FY12 Operating budget; and adopt the attached Schedule of Reserve Account Balances.

II. SUMMARY OF ISSUES

- The FY12 Revised Budget as of January 2012 is a revised one-year budget. The Board of Directors adopted the previous FY12 Final one-year budget in June of 2011.
- The proposed **FY12 Revised Operating Budget as of January 2012's** Total Revenue is \$40,133,350. The corresponding Total Expense is \$40,133,350.
- Major **Operating Revenue** assumptions in the FY12 Revised Operating Budget as of January 2012 and variances from the FY12 Final budget include:
 - Decrease in Passenger Fares and Special Transit Fares, 6.1 % and 2.8 %, respectively
 - Increase in Paratransit Fares and Highway 17 Fares, 7 % and 15.9 %, respectively
 - 24.7 % increase in Rent Income – SC Pacific Station
 - 6 % increase in Sales Tax revenue
 - 100 % increase in Fuel Tax Credit
 - 100 % decrease in Transfers from Insurance Reserves – Legal Settlements
 - 146.5 % increase in the use of Carryover from Previous Year and resulting 48.9 % decrease in the use of STIC, 100 % decrease in the use of STA, as well as 90.8 % decrease in the use of Operating Reserves

- Major variances in **Operating Expenses** in the FY12 Revised Operating Budget as of January 2012 from the FY12 Final Operating Budget include:
 - Restoring the following Fixed Route, Paratransit, Finance and Human Resources positions:
 - 10 Fixed Route Bus Operators
 - 2 Paratransit Van Operators
 - Paratransit Clerk III
 - Purchasing Assistant
 - Assistant Human Resources Manager (currently partially funded – 60 %)
 - Human Resources Clerk (will be partially funded – 60 %)
 - Increasing Fleet Maintenance staffing levels by two Mechanics (I)
 - Reviewing and updating pay rates and accruals rates for all Santa Cruz METRO employees
 - Updating Medical and Dental Insurance premiums rates and coverage for all active Santa Cruz METRO employees and benefited retirees
 - Revising State Disability Insurance (SDI) and State Unemployment Insurance (SUI) rates
 - Reviewing and updating non-personnel budget accounts to incorporate budget transfers from the first six months of the fiscal year, as well as reflect funding needs for the second half of the fiscal year
- The FY12 Revised **Capital Budget** as of January 2012 totals \$24,058,145, which is an increase of 85.9 % from the FY12 Final Capital Budget, adopted in June of 2011. Major revisions include PTMISEA allocation for the Operations building of \$ 13.5M.
- The Schedule of Reserve Account Balances for fiscal year ending 06/30/11 is attached. (Attachment D) \$ 2.3M of net excess revenue from prior years is being proposed to be used to balance future operating budgets.

III. DISCUSSION

The proposed FY12 Revised Operating Budget as of January 2012 is a revised one-year budget. The Board of Directors adopted the previous FY12 Final one-year budget in June of 2011.

A. Operating Revenues

The proposed **FY12 Revised Operating Budget as of January 2012's** Total Revenue is \$40,133,350, which is an increase of 2.2 % from the FY12 Final Operating Budget's Revenue. The Increase in Revenue is primarily due to continuing improvement in consumer spending as the economic recovery strengthens, reflected in higher Sales Tax Revenues, as well as the expectation that the Alternative Fuel Tax Credit will be extended for another year. Variances in Total Revenue between FY12 Final Budget and FY12 Revised Operating Budget as of January 2012 are depicted below:

- **Fare Revenue** accounts have been projected based on actual ridership and revenue data for the first four months of the fiscal year, as well as regression models employing time as the single independent variable and expressing and forecasting annual fare revenue as a function of time. The models were built using actual revenue information from seven to five prior fiscal years. The analysis of actual local fixed route ridership and collected passenger fares in FY12, year to date as of October 31, 2011, and the quadratic regression model both suggested a decrease of 6.1 % in Passenger Fares. Special Transit Fares are projected to decrease by 2.8 % mainly due to less transit service available to UCSC and dropped Night Owl service. Paratransit Fares and Highway 17 Fares are projected to increase by 7 % and 15.9 %, respectively. The increase in Paratransit Fares is due to aging population in the County and current economic conditions. The increase in Highway 17 Fares is due to increased ridership.
- **Rent Income** – SC Pacific Station is projected to increase by 24.7 % due to additional rent revenue from Greyhound.
- **Sales Tax** revenue is projected to increase by 6 % due to higher than anticipated receipts for the first six months of the fiscal year, reflecting continuing improvement in consumer spending and economic growth.
- **Fuel Tax Credit** is projected to increase by 100% due to the expectation that the tax incentive will be extended beyond 2011. Under current law, the Alternative Fuel Tax Credit expires December 2011.
- **Transfers from Insurance Reserves – Legal Settlements** is projected to decrease by 100 %, as the practice of transferring funds from reserves to cover legal settlements has been discontinued.
- The use of **Carryover from Previous Years** is projected to increase by 146.5 % leading to a corresponding decrease in the use of STIC (48.9%), STA (100%) and Operating Reserves (90.8%) to balance the FY12 Revised Budget. When needed to bridge the budget gap, Staff recommends using funds from Carryover from Previous Years first, followed by STIC, STA, and Operating Reserves.

B. Operating Expenses - Consolidated

The proposed **FY12 Revised Operating Budget as of January 2012's** Total Expenses are estimated at \$40,133,350, which is an increase of 2.2 % from the FY12 Final Operating Budget's Expenses. Variances in Total Expenses between FY12 Final Budget and FY12 Revised Operating Budget as of January 2012 are depicted below:

- **Personnel Expenses (Labor and Fringe Benefits)** are projected to increase overall by 2.3 % due to the following:
 - Restoring the following Fixed Route, Paratransit, Finance and Human Resources positions necessary to meet passenger volumes and provide administrative support:
 - 10 Fixed Route Bus Operators, effective December 2011
 - 2 Paratransit Van Operators, effective January 2012
 - Paratransit Clerk III, effective September 2011
 - Purchasing Assistant, effective September 2011
 - Assistant Human Resources Manager (currently partially funded - 60%), effective October 2011
 - Human Resources Clerk (will be partially funded - 60%), effective January 2012
 - Increasing Fleet Maintenance staffing levels by two Mechanics (I) to address bus warranty expiration and larger fleet deployment, effective March 2012.
 - Reviewing and updating pay rates and accruals rates for all Santa Cruz METRO employees, as well as adjusting formulas for Medicare and SDI Taxable wages to include both regular and overtime pay in order to guarantee accurate up-to-date information reflected in the FY12 Final Revised Budget as of January 2012.
 - Updating Medical and Dental Insurance premiums rates, effective January 2012, as well as incorporating changes in coverage requested during open enrollment last year for all active Santa Cruz METRO employees and updating the number and coverage of benefited retirees. Effective January 2012, there is an increase in both Medical and Dental Insurance rates, approximately 5.3 % and 13.4 %, respectively.
 - Revising State Disability Insurance (SDI) and State Unemployment Insurance (SUI) rates, as per Notice of Contribution rates from Employment Development Department (EDD) for Calendar 2012. The new SDI and SUI rates are 1.0 % and 3.9 %, respectively. The Annual Taxable wage limit per employee is \$ 95,585 for SDI and \$ 7,000 for SUI.

- **Non - Personnel Expenses** are projected to increase overall by 2.1 % due to the following:
 - **Admin and Bank Fees** is anticipated to increase by 6.5 % due to funds added for TVM processing
 - **Temp Help** is projected to increase by 100 % primarily due to temp help expense related to the Bus Improvement Project. This line item is generally funded by transfers from budgeted labor expenses not incurred due to leaves and vacant positions
 - **Employee Training** is projected to increase by 16.3 % due to additional training expenses for tuitions and NTI training for staff
 - Reviewing and updating non-personnel budget accounts to incorporate budget transfers from the first six months of the fiscal year, as well as reflect funding needs for the second half of the fiscal year

C. Capital Budget

- The FY12 Revised Capital Budget as of January 2012 totals \$24,058,145, which is an increase of 85.9 % from the FY12 Final Capital Budget, adopted in June of 2011. Significant proposed revisions in the FY12 Revised Budget as of January 2012 are listed below, as well as in more details in Attachment C:
 - Added Metro Base Project - Operations Bldg.: \$ 11,010,047. The FY11 Allocation request was included in the list of projects on the PTMISEA Proposed Allocation List dated 12/09/2011.
 - Added Metro Base Project - FY10 Allocation: \$ 2,491,923. The allocation for FY10 was received 10/26/2011.
 - Removed the amount of \$1,000,000 from the FY12 Final Revised Budget as of January 2012 as the funds from Reserved Retained Earnings are no longer needed to balance the budget.

D. Schedule of Reserve Account Balances

In years past, the Board of Directors has designated excess revenues at fiscal year – end for various reserves and carryovers. At the end of FY11, revenues (cash) exceeded expenses (cash) by approximately \$ 2.3M.

Staff recommends the above budget revisions and the use of excess revenues to balance the FY12 Revised budget as of January 2012, if needed.

IV. FINANCIAL CONSIDERATIONS

The proposed **FY12 Revised Operating Budget as of January 2012's** Total Revenue is \$40,133,350. The corresponding Total Expense is \$40,133,350, which is an increase of approximately \$ 872K in revenue and corresponding expense.

The **FY12 Revised Capital Budget as of January 2012** totals \$24,058,145, which is an increase of \$ 11.1M. The increase will allow funding for the Operations building.

V. ATTACHMENTS

- Attachment A:** FY12 Budget Resolution
- Attachment B:** FY12 Revised Operating Budget as of January 2012
- Attachment C:** FY12 Revised Capital Budget as of January 2012 with Budget Revisions listing
- Attachment D:** Schedule of Reserve Account Balances

Prepared by: Kristina Mihaylova, Financial Analyst

Date Prepared: December 20, 2011

Attachment A

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

Resolution No. _____

On the Motion of Director _____

Duly Seconded by Director _____

The following Resolution is adopted:

A RESOLUTION OF THE SANTA CRUZ METROPOLITAN TRANSIT DISTRICT AUTHORIZING A REVISION TO THE FY12 OPERATING AND CAPITAL BUDGET

WHEREAS, it is necessary to revise the adopted FY12 Operating and Capital Budget of the Santa Cruz Metropolitan Transit District to provide for revisions in the operating revenue and expense budget.

NOW, THEREFORE, BE IT RESOLVED, the budget is hereby amended per the attached Attachments B – D.

PASSED AND ADOPTED this 13th day of January 2012, by the following vote:

AYES: Directors -

NOES: Directors -

ABSENT: Directors -

ABSTAIN: Directors -

Approved _____

ELLEN PIRIE

Board Chair

ATTEST _____

LESLIE R. WHITE

General Manager

APPROVED AS TO FORM:

MARGARET GALLAGHER

District Counsel

Attachment B

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT FY12 REVISED OPERATING BUDGET AS OF JANUARY 2012 REVENUE SOURCES

REVENUE SOURCE	FINAL BUDGET FY12	% CHANGE BUDG FY11 BUDG FY12	REVISED BUDGET FY12	% CHANGE BUDG FY12 REV BUDG FY12
Passenger Fares	4,021,814	28.6%	3,775,729	-6.1%
Special Transit Fares	3,230,414	0.6%	3,139,201	-2.8%
Paratransit Fares	251,843	2.5%	269,381	7.0%
Highway 17 Fares	1,110,852	-7.8%	1,287,715	15.9%
Highway 17 Payments	415,849	-4.5%	415,849	0.0%
Commissions	5,600	1.8%	5,600	0.0%
Advertising Income	200,000	-7.0%	200,000	0.0%
Rent Income - SC Pacific Station	85,000	-7.4%	106,000	24.7%
Rent Income - Watsonville TC	40,000	16.3%	40,000	0.0%
Interest Income	120,000	107.8%	120,000	0.0%
Other Non-Transp Revenue	18,100	126.3%	18,100	0.0%
Sales Tax (1/2 cent)	15,038,000	6.4%	15,940,280	6.0%
Transp Dev Act (TDA) Funds	5,244,963	5.4%	5,244,963	0.0%
* FTA Sec 5307 - Op Assistance	3,707,070	0.3%	3,707,070	0.0%
Prop 84 - TOD	10,000	0.0%	10,000	0.0%
FTA Sec 5311 - Rural Op Asst	156,312	-8.5%	156,312	0.0%
AMBAG/CTC/Miscellaneous Funding	154,400	517.6%	154,400	0.0%
STIC	1,020,417	-15.1%	521,425	-48.9%
STA	786,266	-71.9%	-	-100.0%
Fuel Tax Credit	250,000	100.0%	500,000	100.0%
Carryover from Previous Year	1,762,862	64.6%	4,344,632	146.5%
Xfr from Ins Res-Legal Settlement	455,000	203.3%	-	-100.0%
Transfer (to)/from Capital Reserves	75,631	-42.2%	75,631	0.0%
Transfer (to)/from Operating Reserves	1,101,062	100.0%	101,062	-90.8%
TOTAL REVENUE	39,261,455	5.3%	40,133,350	2.2%

* FTA funding is used solely to fund labor expense

Attachment B

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT FY12 REVISED OPERATING BUDGET AS OF JANUARY 2012

Consolidated Expenses

ACCOUNT	FINAL BUDGET FY12	% CHANGE BUDG FY11 BUDG FY12	REVISED BUDGET FY12	% CHANGE BUDG FY12 REV BUDG FY12
LABOR				
501011 Bus Operator Pay	7,657,437	-3.5%	7,741,510	1.1%
501013 Bus Operator OT	1,519,012	-1.5%	1,535,591	1.1%
501021 Other Salaries	6,299,635	-3.3%	6,448,835	2.4%
501023 Other OT	348,189	-2.5%	349,676	0.4%
Totals	15,824,273	-3.2%	16,075,613	1.6%
FRINGE BENEFITS				
502011 Medicare/Soc. Sec.	245,275	-2.0%	279,020	13.8%
502021 Retirement	2,901,196	25.1%	2,978,108	2.7%
502031 Medical Ins	6,707,496	25.0%	6,774,177	1.0%
502041 Dental Ins	471,613	-0.5%	505,854	7.3%
502045 Vision Ins	129,800	-3.8%	130,776	0.8%
502051 Life Ins/AD&D	44,563	2.8%	45,322	1.7%
502060 State Disability Ins (SDI)	189,248	2.2%	206,145	8.9%
502061 Long Term Disability Ins	228,299	1.3%	226,859	-0.6%
502071 State Unemployment Ins (SUI)	77,818	23.1%	83,047	6.7%
502081 Worker's Comp Ins	900,000	28.6%	900,000	0.0%
502101 Holiday Pay	377,784	-3.4%	388,393	2.8%
502103 Floating Holiday	71,302	2.5%	78,415	10.0%
502109 Sick Leave	865,747	6.5%	886,952	2.4%
502111 Annual Leave	1,523,643	0.1%	1,690,166	10.9%
502121 Other Paid Absence	119,969	-3.3%	123,249	2.7%
502251 Phys. Exams	14,110	3.0%	14,110	0.0%
502253 Driver Lic Renewal	4,668	3.0%	4,668	0.0%
502999 Other Fringe Benefits	66,872	-4.1%	65,915	-1.4%
Totals	14,939,402	17.0%	15,381,177	3.0%

Attachment B

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT FY12 REVISED OPERATING BUDGET AS OF JANUARY 2012

Consolidated Expenses

ACCOUNT	FINAL BUDGET FY12	% CHANGE BUDG FY11 BUDG FY12	REVISED BUDGET FY12	% CHANGE BUDG FY12 REV BUDG FY12
SERVICES				
503011 Accting/Audit Fees	95,250	0.0%	95,250	0.0%
503012 Admin/Bank Fees	276,050	6.4%	294,050	6.5%
503031 Prof/Technical Fees	249,210	10.7%	248,614	-0.2%
503032 Legislative Services	90,000	-13.0%	90,000	0.0%
503033 Legal Services	55,000	0.0%	55,000	0.0%
503034 Pre-Employment Exams	7,519	3.0%	7,519	0.0%
503041 Temp Help	-	0.0%	157,200	100.0%
503161 Custodial Services	86,900	73.8%	72,700	-16.3%
503162 Uniforms/Laundry	22,500	-33.0%	22,285	-1.0%
503171 Security Services	399,000	6.6%	399,000	0.0%
503221 Classified/Legal Ads	22,343	-23.2%	22,343	0.0%
503222 Legal Ads	-	0.0%	-	0.0%
503225 Graphic Services	4,000	0.0%	1,700	-57.5%
503351 Repair - Bldg & Impr	100,000	0.0%	100,000	0.0%
503352 Repair - Equipment	619,310	7.4%	620,310	0.2%
503353 Repair - Rev Vehicle	430,000	4.9%	423,800	-1.4%
503354 Repair - Non Rev Vehicle	25,000	0.0%	25,000	0.0%
503363 Haz Mat Disposal	50,000	1.0%	50,000	0.0%
Totals	2,532,082	5.6%	2,684,771	6.0%
MOBILE MATERIALS & SUPPLIES				
504011 Fuels & Lubricants - Non Rev Veh	70,000	-53.7%	70,000	0.0%
504012 Fuels & Lubricants - Rev Veh	2,255,000	7.6%	2,255,000	0.0%
504021 Tires & Tubes	250,000	2.9%	250,000	0.0%
504161 Other Mobile Supplies	-	0.0%	-	0.0%
504191 Rev Vehicle Parts	635,000	1.6%	635,000	0.0%
Totals	3,210,000	3.1%	3,210,000	0.0%

Attachment B

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT FY12 REVISED OPERATING BUDGET AS OF JANUARY 2012

Consolidated Expenses

ACCOUNT	FINAL BUDGET FY12	% CHANGE BUDG FY11 BUDG FY12	REVISED BUDGET FY12	% CHANGE BUDG FY12 REV BUDG FY12
OTHER MATERIALS & SUPPLIES				
504205 Freight Out	2,500	0.0%	2,500	0.0%
504211 Postage & Mailing	18,830	-19.5%	18,830	0.0%
504214 Promotional Items	-	0.0%	-	0.0%
504215 Printing	74,356	-27.4%	75,167	1.1%
504217 Photo Supp/Process	3,900	-35.0%	3,900	0.0%
504311 Office Supplies	66,415	-6.0%	67,415	1.5%
504315 Safety Supplies	20,300	24.5%	20,300	0.0%
504317 Cleaning Supplies	38,100	15.1%	45,100	18.4%
504409 Repair/Maint Supplies	40,000	0.0%	40,000	0.0%
504421 Non-Inventory Parts	19,000	-57.8%	19,000	0.0%
504511 Small Tools	8,700	0.0%	8,700	0.0%
504515 Employee Tool Replacement	3,000	0.0%	3,000	0.0%
Totals	295,101	-16.0%	303,912	3.0%
UTILITIES				
505011 Gas & Electric	234,000	4.0%	234,000	0.0%
505021 Water & Garbage	150,000	0.0%	150,000	0.0%
505031 Telecommunications	151,000	-10.7%	157,200	4.1%
Totals	535,000	-1.7%	541,200	1.2%
CASUALTY & LIABILITY				
506011 Insurance - Property	115,000	0.0%	115,000	0.0%
506015 Insurance - PL/PD	525,300	0.0%	525,300	0.0%
506021 Insurance - Other	750	0.0%	750	0.0%
506123 Settlement Costs	455,000	203.3%	455,000	0.0%
506127 Repairs - District Prop	-	0.0%	-	0.0%
Totals	1,096,050	38.6%	1,096,050	0.0%

Attachment B

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT FY12 REVISED OPERATING BUDGET AS OF JANUARY 2012

Consolidated Expenses

ACCOUNT	FINAL BUDGET FY12	% CHANGE BUDG FY11 BUDG FY12	REVISED BUDGET FY12	% CHANGE BUDG FY12 REV BUDG FY12
TAXES				
507051 Fuel Tax	14,000	0.0%	14,000	0.0%
507201 Licenses & Permits	19,300	-16.1%	19,300	0.0%
507999 Other Taxes	20,000	-33.3%	20,000	0.0%
Totals	53,300	-20.4%	53,300	0.0%
PURCHASED TRANS.				
503406 Contract/Paratransit	250,000	0.0%	250,000	0.0%
Totals	250,000	0.0%	250,000	0.0%
MISC EXPENSE				
509011 Dues/Subscriptions	70,147	6.2%	70,147	0.0%
509085 Advertising - Rev Prod	-	0.0%	-	0.0%
509101 Employee Incentive Program	35,533	2.7%	35,533	0.0%
509121 Employee Training	66,227	19.2%	77,007	16.3%
509123 Travel	93,443	2.9%	93,443	0.0%
509125 Local Meeting Expense	5,000	1.0%	5,300	6.0%
509127 Board Director Fees	12,600	-4.5%	12,600	0.0%
509150 Contributions	250	-61.5%	250	0.0%
509198 Cash Over/Short	-	-100.0%	-	0.0%
Totals	283,200	6.4%	294,280	3.9%
LEASES & RENTALS				
512011 Facility Lease	223,500	-37.7%	223,500	0.0%
512061 Equipment Rental	19,547	-13.9%	19,547	0.0%
Totals	243,047	-36.3%	243,047	0.0%
PERSONNEL TOTAL	30,763,675	5.7%	31,456,790	2.3%
NON-PERSONNEL TOTAL	8,497,780	4.1%	8,676,560	2.1%
TOTAL OPERATING EXPENSES	39,261,455	5.3%	40,133,350	2.2%

Attachment C

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT FY12 REVISED CAPITAL BUDGET AS OF JANUARY 2012

PROJECT/ACTIVITY	NON-RESERVED - RETAINED EARNINGS	RESTRICTED - SAKATA/LAW SUIT	RESTRICTED - STA	RESTRICTED - STATE SECURITY BOND FUNDS (1B)	RESTRICTED - FY09, 10 PTMISEA (1B)*	LOCAL OPERATING MATCH - SALARIES	TOTAL
Estimated Beginning Balance @ July 1, 2011:	\$ 12,600,000	\$ 1,300,000	\$ 1,000,000	\$ 890,000	\$ 200,000	\$ 134,535	\$ 16,124,535
Grant-Funded Projects							
MetroBase Project - Operations Bldg. (PTMISEA)	\$ -	\$ -	\$ -	\$ -	\$ 11,010,047**	\$ -	\$ 11,010,047
State of Good Repair (FTA, RES. RET. EARN.)	\$ 5,685,465					\$ 134,535	\$ 5,820,000
MetroBase Project - FY10 Allocation (PTMISEA)					\$ 2,491,923		\$ 2,491,923
2nd CNG Tank (STIC, MBUAPCD, RES. RET. EARN.)	\$ 1,561,070						\$ 1,561,070
MetroBase Project - FY09 Allocation (PTMISEA)					\$ 200,000		\$ 200,000
Transit Mgmt. Info. Technology (FTA-ARRA)	\$ 520,000						\$ 520,000
Bus Stop Improvements (STIP)	\$ 500,000						\$ 500,000
425 Front Street Purchase (FTA, STA)	\$ 35,000		\$ 5,000				\$ 40,000
Land Mobile Radio Project - (LMR) (STATE-1B)				\$ 790,000			\$ 790,000
Non-Revenue Vehicle Replacement (MBUAPCD, FTA)	\$ 180,500			\$ 80,000		\$ 11,605	\$ 192,105
Video Surveillance Project - (CCTV) (STATE-1B)				\$ 20,000			\$ 20,000
Emergency Generator Relocation (OHS-1B)				\$ 890,000			\$ 890,000
Subtotal	\$ 8,482,035	\$ -	\$ 5,000	\$ 890,000	\$ 13,701,970	\$ 146,140	\$ 23,225,145
IT Projects							
HR Software Upgrade (STA)			\$ 125,000				\$ 125,000
Replace Fleet & Facilities Maintenance Software (STA)			\$ 115,000				\$ 115,000
Automated Purchasing System Software (STA)			\$ 40,000				\$ 40,000
Subtotal	\$ -	\$ -	\$ 280,000	\$ -	\$ -	\$ -	\$ 280,000
Facilities Repair & Improvements							
Operations Bldg. Repairs (RES. RET. EARN.)	\$ 150,000						\$ 150,000
MetroCenter Repairs (RES. RET. EARN.)	\$ 200,000						\$ 200,000
MTC Lane Four Shelter Replacement (STA)			\$ 40,000				\$ 40,000
WTC Renovations & Repairs (STA)			\$ 85,000				\$ 85,000
Repair, Reseal, Restripe (Sinkholes) - Ops (STA)			\$ 10,000				\$ 10,000
Subtotal	\$ 350,000	\$ -	\$ 135,000	\$ -	\$ -	\$ -	\$ 485,000

Attachment C

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT FY12 REVISED CAPITAL BUDGET AS OF JANUARY 2012

PROJECT/ACTIVITY	NON-RESTRICTED - RESERVED RETAINED EARNINGS	RESTRICTED - SAKATA/LAW SUIT	RESTRICTED - STA	RESTRICTED - STATE SECURITY BOND FUNDS (1B)	RESTRICTED - FY09, 10 PTMISEA (1B)*	LOCAL OPERATING MATCH - SALARIES	TOTAL
Revenue Vehicle Replacement							
Replace WiFi on Highway 17 buses	\$ -	\$ -	\$ 60,000		\$ -		\$ 60,000
Subtotal			\$ 60,000				\$ 60,000
Non-Revenue Vehicle Replacement							
See above							
Subtotal	\$ -	\$ -	\$ -				\$ -
Maint Equipment							
None							
Subtotal	\$ -	\$ -	\$ -				\$ -
Office Equipment							
Fire Safe Filing Cabinets (STA)			\$ 8,000				\$ 8,000
Subtotal	\$ -	\$ -	\$ 8,000				\$ 8,000
Misc.							
Use of Reserved Retained Earnings to balance Operating Budget	\$ -	\$ -					\$ -
Subtotal	\$ -	\$ -					\$ -
TOTAL CAPITAL PROJECTS	\$ 8,832,035	\$ -	\$ 488,000	\$ 890,000	\$ 13,701,970	\$ 146,140	\$ 24,058,145
Estimated Ending Balance @ June 30, 2012:							
	\$ 3,767,965	\$ 1,300,000	\$ 512,000	\$ -	\$ -	\$ -	\$ 5,579,965

Attachment C

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT FY12 REVISED CAPITAL BUDGET AS OF JANUARY 2012

PROJECT/ACTIVITY	NON-RESTRICTED - RESERVED RETAINED EARNINGS	RESTRICTED - SAKATA/LAW SUIT	RESTRICTED - STA	RESTRICTED - STATE SECURITY BOND FUNDS (1B)	RESTRICTED - FY09, 10 PTMISEA (1B)*	LOCAL OPERATING MATCH - SALARIES	TOTAL
CAPITAL PROGRAM FUNDING							
PTMISEA (1B)					\$ 13,701,970		\$ 13,701,970
State Transit Assistance (STA)			\$ 488,000				\$ 488,000
Sakata / Lawsuit Proceeds		\$ -					\$ -
State Security Bond Funds (1B)				\$ 890,000			\$ 890,000
Federal Grants (FTA)	\$ 6,514,162						\$ 6,514,162
Statewide Transportation Improvement Program (STIP)	\$ 500,000						\$ 500,000
Monterey Bay Unified Air Pollution Control Dist (MBUAPCD)	\$ 360,000						\$ 360,000
Reserved Retained Earnings	\$ 1,457,873						\$ 1,457,873
Local Operating Match						\$ 146,140	\$ 146,140
TOTAL CAPITAL FUNDING	\$ 8,832,035	\$ -	\$ 488,000	\$ 890,000	\$ 13,701,970	\$ 146,140	\$ 24,058,145
Non-Restricted Funds	\$ 8,832,035						\$ 8,832,035
Restricted Funds		\$ -	\$ 488,000	\$ 890,000	\$ 13,701,970		\$ 15,079,970
Local Operating Match - provided by Salaries						\$ 146,140	\$ 146,140
TOTAL CAPITAL FUNDING	\$ 8,832,035	\$ -	\$ 488,000	\$ 890,000	\$ 13,701,970	\$ 146,140	\$ 24,058,145
* Original 1B PTMISEA Program Allocation Request:							
FY08 PTMISEA Allocation Received					\$ 4,404,019		
FY09 PTMISEA Allocation Received					\$ 2,480,910		
FY10 PTMISEA Allocation Received					\$ 2,491,923		
Subtotal PTMISEA Receipts thru 12/13/11					\$ 9,376,852		
Unpaid balance of remaining PTMISEA funds requested					\$ 16,886,025		
** FY11 PTMISEA Allocation of \$11,010,047 has not been received as of 12/13/11							
Funds will be reimbursed at a later date	\$ 7,374,162						

6.C3

Attachment C

FY12 REVISED CAPITAL BUDGET AS OF JANUARY 2012 PROPOSED BUDGET REVISIONS

CAPITAL PROJECT	SOURCE	AMOUNT	TOTAL
Add: MetroBase Project - Operations Bldg.	PTMISEA	\$ 11,010,047	
Reason: FY11 Allocation request included in the list of projects on the PTMISEA Proposed Allocation List dated 12/09/11			
Add: MetroBase Project - FY10 Allocation	PTMISEA	\$ 2,491,923	
Reason: FY10 Allocation received 10/26/11			
Reduce: MetroBase Project - FY09 Allocation	PMTISEA - SAKATA	\$ (200,000)	
Reason: Adjust project balance based on amount of funds remaining as of 7/1/11			
Eliminate: Purchase 27 ParaCruz Vehicles	FTA - ARRA	\$ (975,000)	
Reason: Project completed in FY11			
Reduce: Transit Mgmt. Info. Technology (Hastus)	FTA - ARRA	\$ (325,000)	
Reason: Adjust project balance based on amount of funds remaining as of 7/1/11			
Add: Non-Revenue Vehicle Replacement (MBUAPCD, FTA)	MBUAPCD / FTA	\$ 192,105	
Reason: MBUAPCD AB2766 grant awarded 9/16/11			
Reduce: Video Surveillance Project (CCTV)	STATE - 1B	\$ (70,000)	
Reason: Adjust project balance based on amount of funds remaining as of 7/1/11			

Attachment C

FY12 REVISED CAPITAL BUDGET AS OF JANUARY 2012 PROPOSED BUDGET REVISIONS

CAPITAL PROJECT	SOURCE	AMOUNT	TOTAL
Reduce: Operations Bldg. repairs	Reserved Retained Earnings	\$ (50,000)	
Reduce: MTC Lane Four Shelter Replacement	STA	\$ (35,000)	
Add: WTC Renovations & Repairs	Reserved Retained Earnings - STA	\$ 85,000	
Reason: Create new project line item for WTC Renovations & Repairs for \$85K. MTC Lane Four Shelter Replacement project is now funded in part by the Bus Stop Improvements project, therefore the \$75K originally budgeted is not needed; PTMISEA funding forthcoming - for Operations Bldg. replacement			
Eliminate: Automatic Refrigerant Recovery Recycling & Re-Charging Unit	STA	\$ (4,000)	
Reason: Project will be funded with FY10 PTMISEA			
Eliminate: Use of Reserved Retained Earnings to balance Operating Budget in FY12	Reserved Retained Earnings	\$ (1,000,000)	
Reason: Funds no longer needed			
TOTAL PROPOSED CAPITAL BUDGET REVISIONS			\$ 11,120,075

Attachment D

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT SCHEDULE OF RESERVE ACCOUNT BALANCES FY11 CLOSE 6/30/11 AS OF JANUARY 2012 (POST AUDIT)

	Reason / Board Adopted Minimum Balance	Balance at 6/30/10	Proposed Addition/ (Withdrawal)	Balance at 6/30/11	% Funded	Add'l. Comments:
Capital - Capital Funding Reserve	Capital projects require METRO to advance funds, for which reimbursement may not be received for months at a time, depending upon what agency is funding the project / \$17,141,000	\$ 14,025,636	\$ -	\$ 14,025,636	82%	
Operating - GASB 45 - OPEB Liability	Net OPEB obligation - per Actuarial Study from TCS, Inc. dated July 23,2010 / \$0	\$ -	\$ -	\$ -	0%	GASB 45 - Other Post Employment Benefits (OPEB) actuarial accrued liability = \$43,442,791
Operating - Cash Flow Reserve	To cover two month's cash flow for fiscal or natural disaster or emergency / \$5,225,000	\$ 2,511,102	\$ -	\$ 2,511,102	48%	Amount remaining after the Board approved use of \$2.5M to balance the FY11 operating budget.
Operating - Workers Compensation Reserve	Long term portion of workers compensation liability per 6/30/10 audit / \$3,234,889	\$ 2,091,581	\$ -	\$ 2,091,581	65%	Minimum balance updated for FY11 per workers' compensation audit
Operating - Liability Insurance Reserve	\$250,000 Self Insured Retention (SIR) plus estimated liability on outstanding cases / \$814,500	\$ 700,757	\$ -	\$ 700,757	97%	Minimum balance updated for FY11, claims outstanding = \$476,150 + \$250,000 SIR
Operating - Carryover from Previous Year	Excess revenue to support operating expenses in subsequent year(s)	\$ 1,989,862	\$ 2,354,770	\$ 4,344,632	N/A	Use net excess revenue from prior years to balance future operating budgets
		\$ 21,318,938	\$ 2,354,770	\$ 23,673,708	90%	

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: January 13, 2012

TO: Board of Directors

FROM: Leslie R. White, General Manager

SUBJECT: CONSIDERATION OF APPOINTMENT OF DONALD NORMAN HAGEN TO THE METRO ADVISORY COMMITTEE (MAC) FOR A TERM OF OFFICE ENDING DECEMBER 31, 2013.

I. RECOMMENDED ACTION

That the Board approve the appointment of Donald Norman Hagen to the Metro Advisory Committee (MAC) as the appointment of Director Mark Stone.

II. SUMMARY OF ISSUES

- There is currently a vacancy on the Metro Advisory Committee (MAC) for an appointment by Director Mark Stone.
- Director Stone is nominating Donald Norman Hagen for appointment to the MAC.
- Pursuant to Section 3.2 of the MAC Bylaws the appointment of Donald Norman Hagen would be eligible for a term that would commence immediately and end December 31, 2013.

III. DISCUSSION

On December 19, 2003, after a significant amount of discussion and multiple meetings, the Board approved the creation of a new Metro Advisory Committee (MAC) that replaced the METRO Users Group (MUG), and the Board approved the structure of the new committee. Application Forms were used to solicit interested persons to participate on MAC.

The Board of Directors appointed the individuals that they wanted to serve as members of the MAC. Each member of the Board provided the name of the individual that they wanted to nominate and the Board of Directors then confirmed the individuals. In the past few years there have been vacancies on the MAC that have resulted from the resignations of some Members. A committee such as the MAC is most effective when it is comprised of a full compliment of Members. One of the current vacancies is the position responsible to Director Mark Stone.

Director Stone has indicated that he would like the Board of Directors to consider the nomination of Donald Norman Hagen to serve as a Member of the MAC. The application of Donald Norman Hagen is attached to this report.

If approved by the Board of Directors, the term for Donald Norman Hagen would commence immediately and conclude on December 31, 2013.

IV. FINANCIAL CONSIDERATIONS

Funds to support the membership of Donald Norman Hagen on the MAC are provided for in the FY 2012 METRO Operating Budget.

V. ATTACHMENTS

Attachment A: MAC Application of Donald Norman Hagen

Attachment B: MAC Bylaws

Prepared by: Tony Tapiz, Administrative Services Coordinator
Date Prepared: January 5, 2012

Attachment A

From: Santa Cruz METRO Customer Service [mailto:customer_service@scmtd.com]

Sent: Wednesday, December 21, 2011 9:26 AM

To: Tony Tapiz

Subject: [MAC-000000005] Reach out to and communicate with our public

METRO Staff: Please do not reply to this email.

This is a new report from Donald N (Norm) Hagen.

To view and/or reply again to your reports, [click here to sign in to the website](#), with the user name and password above, then follow the link to Customer Service Reports, and choose either "Reports" or "My Reports" tab.

Contact Name: Donald N (Norm) Hagen

Street Address:

City: Watsonville

State: CA

Zip Code: 95076

Day Phone:

1. Do you ride METRO fixed route or Paracruz Service: **Both**
2. How often do you use METRO/Paracruz Service: **Daily**
3. What are your particular transit interests?: **Maintain/Improving Service, given these difficult financial times, especially for the large & growing senior population in Santa Cruz County. Note: the working force, and College students using Fixed Route are growing rapidly and their needs must be serviced throughout the county.**
4. What do you think are the biggest challenges for METRO?: **Metro must provide service to ALL participants, improve and provide public awareness to these participants, and reach out to them.**
5. What do you believe that you will contribute to MAC & METRO if appointed?: **Help provide an Awareness of what Metro is and be able to provide needed energy to communicate rationally to all members of the Metro Family. (Board Members, Administration, Bus and Paracruz drivers, mechanics, and Union leaders). I am retired and can attend any meetings Metro wide, especially SPARC meetings, and board meetings in order to communicate & reach out between/to Metro's groups.**
6. Donald N (Norm) Hagen:
Metro must make our possible and present users know what we can and do provide. We and Mr. Dougherty should be attending and communicating with the Senior commission, the Senior Network Services, E&DTAC and the MANY other appropriate groups to make people aware of what Metro has to offer this county. IN SHORT --- COMMUNICATE WITH OUR PRESENT AND POSSIBLE FUTURE USERS!

Attachment B

Drafted for 9/26/03
Revised for 10/24/03
Revised for 12/19/03
Amended/Adopted 12/19/03
Amended/ Adopted 7/23/04
Amended/Adopted 6/23/06
Amended/Adopted 4/27/07
Amended/Adopted 5/25/07
Amended/Adopted 12/16/11

BYLAWS FOR THE METRO ADVISORY COMMITTEE

Article I GENERAL PROVISIONS

§1.1 Purpose

These Bylaws govern the proceedings of the METRO Advisory Committee (MAC), an advisory committee established by the Board of Directors of the Santa Cruz Metropolitan Transit District (METRO).

§1.2 Construction of Bylaws

As used in these Bylaws, “Committee” means the METRO Advisory Committee. These Bylaws shall govern the Committee’s proceedings to the extent they are not inconsistent with METRO Regulations or California or United States Statutes. These Bylaws become effective upon approval by the METRO Board of Directors

§1.3 Definitions

- a. As used in these Bylaws, “chair” means the Chair of the Committee.
- b. As used in these Bylaws, “vice chair” means the Vice Chair of the Committee.
- c. As used in these Bylaws “staff” means staff members that are assigned to support the Committee by the METRO Secretary/General Manager.

Attachment B

Article II DUTIES AND AUTHORITY

§2.1 Duties

It shall be the duty of the Committee to provide advice to the Board of Directors on matters of METRO policy and operations referred to the Committee by the Board or Secretary/General Manager and to perform such additional duties as assigned by the Board. The Committee may also address issues which members or the public raise with respect to the quantity and quality of services provided by METRO.

§2.2 Limitations on Authority

The sole jurisdiction and authority of the Committee is to serve in an advisory capacity to the Board of Directors. It shall not have any authority to take actions that bind METRO or the Board of Directors with the exception that the Committee may design informational signs to be placed on the inside of buses and that the Committee may design and distribute an informational brochure to increase the public's knowledge of the operation and existence of the Committee. Communications by the Committee shall be to and through the Board of Directors. No individual member of the Committee shall be entitled to compensation from METRO, with the exception that Members of the Committee shall receive three (3) system-wide day passes for each monthly meeting that they attend, and any reimbursement for travel or other expenses shall receive specific prior authorization by the Board of Directors.

Article III MEMBERSHIP

§3.1 Membership

The Committee shall be composed of 11 members appointed by the Board of Directors as follows:

Each member of the METRO Board of Directors shall nominate 1 individual to serve as members of the METRO Advisory Committee. Appointments to the METRO Advisory Committee shall be made by the METRO Board of Directors.

All members shall be residents of the County of Santa Cruz. When making its appointments, the Board shall strive to balance the membership to reflect the ethnic, gender, and geographic diversity of the County. At least 4 of the individuals appointed to

Attachment B

the Committee shall be persons with disabilities as evidenced by possession of a METRO Discount Photo Identification Card. No member of the Board of Directors or other elected public official shall be appointed to the Committee. No employee of METRO or any agency that provides funding to, or contracts with, METRO shall be appointed to the Committee. However, individuals that have been selected to participate on the ADA Appeals Panel, to participate in the Bus Operator Sensitivity Training, or who are employed by the University of California, Santa Cruz in departments other than the Transportation and Parking Services (TAPS), or in the offices that directly supervise TAPS, shall be exempt from the financial/contracting prohibition for Committee members outlined in this section.

§3.2 Members' Terms

The term of membership of each Committee member shall be two years, commencing with the date of appointment by the METRO Board. Members may be re-appointed for additional terms as approved by the METRO Board of Directors.

§3.3 Absences

If a member accumulates total absences from Committee Meetings of four, without excuse, and two, with excuse, in any twelve-month period, the position shall automatically be declared vacant. In the event of a known absence to an upcoming MAC Meeting it is expected of the MAC Member(s) that they will contact the Santa Cruz Metropolitan Transit District Front Office Administration Staff by telephone as soon as the occurring absence is known and no later than 12:00PM (noon) on the day of the meeting and that failure to make said contact will constitute an unexcused absence unless circumstances restrict such contact. The member of the Board of Directors that nominated such Committee member shall be notified of the vacancy so that they can nominate a successor to be appointed to fill the remainder of that Committee member's term.

§3.4 Vacancies

The member of the Board of Directors who nominated the original member shall nominate a replacement candidate to fill a position on the Committee that is declared vacant. The appointment of the replacement member shall be made by the Board of Directors.

Attachment B

Article IV OFFICERS

§4.1 Chair and Vice Chair

The Committee shall elect from its membership a Chair and a Vice Chair at its first meeting of the calendar year, to serve for a one-year term. The chair shall preside at all meetings of the Committee and represent the Committee before the Board of Directors. The Vice Chair shall perform the duties of the Chair when the Chair is absent. In the event of a vacancy in the chair's position, the vice chair shall succeed as chair for the balance of the Chair's term and the Committee shall elect a successor to fill the vacancy in the Vice Chair's position as provided below. In the event of a vacancy in the Vice Chair's position, the Committee shall elect a successor from its membership to fill the Vice Chair's position for the remainder of the vice chair's term.

§4.2 Staff Support

The Secretary/General Manager of METRO shall make arrangements to furnish clerical services to prepare and distribute the Committee's agendas, notices, minutes, correspondence and other materials. The METRO staff assigned to support the committee shall maintain a record of all proceedings of the Committee as required by law and shall perform other support duties to the committee as assigned by the Secretary/General Manager. The minutes of each meeting, when approved by the Committee, shall be transmitted to the METRO Board of Directors.

Article V MEETINGS

§5.1 Regular Meetings

Regular meetings of the Committee shall be held not less than once each calendar quarter, on the third Wednesday of the month that is selected for the meeting. Whenever a regular meeting falls on a holiday observed by METRO, the meeting shall be held on another day or canceled at the direction of the Committee. A rescheduled regular meeting shall be designated a regular meeting.

§5.2 Special Meetings

The Chair may call a special meeting. The meeting shall be called and noticed as provided in Section 5.3 below.

Attachment B

§5.3 Calling and Noticing of Meetings

All meetings shall be called, noticed and conducted in accordance with the applicable provisions of the Ralph M. Brown Act (commencing with Section 54950 of the Government Code). The Secretary/General Manager and METRO Counsel shall be given notice of all meetings.

§5.4 Quorum; Vote

The presence of 6 members shall constitute a quorum for the transaction of business. However, when there are vacancies on the Committee the quorum shall be reduced to a majority of the number of Members appointed to the Committee, with the provision that a quorum shall never be less than four (4) Members. All official acts of the Committee shall require the affirmative vote of the majority of members present, providing that a quorum is maintained at all times.

§5.5 Thirty Minute Rule

If a quorum has not been established within thirty minutes of the noticed starting time for the meeting the meeting shall be cancelled.

§5.6 Matters Not Listed On the Agenda Requiring Committee Action

Except as provided below, a matter requiring Committee action shall be listed on the posted agenda before the Committee may act upon it. The Committee may take action on items not appearing on the posted agenda under any of the following conditions:

- a. Upon a determination by an affirmative vote of the Committee that an emergency exists, as defined in Section 54956.5 of the Government Code.
- b. Upon a determination by a two-thirds vote of the Committee, or if less than two-thirds of the members are present, a unanimous vote of those members present, there is a need to take immediate action and the need to take action came to the attention of the Committee subsequent to the agenda being posted.

§5.7 Time Limits for Speakers

Each member of the public appearing at a Committee meeting shall be limited to three minutes in his or her presentation, unless the Chair, at his or her discretion, permits

Attachment B

further remarks to be made. Any person addressing the Committee may submit written statements, petitions or other documents to complement his or her presentation. Public presentations that have been scheduled prior to the meeting with the Committee Chair shall not be subject to the time limits contained in this section.

§5.8 Impertinence; Disturbance of Meeting

Any person making personal, impertinent or indecorous remarks while addressing the Committee may be barred by the chairperson from further appearance before the Committee at that meeting, unless permission to continue is granted by an affirmative vote of the Committee. The Chair may order any person removed from the Committee meeting who causes a disturbance or interferes with the conduct of the meeting, and the Chair may direct the meeting room cleared when deemed necessary to maintain order.

§5.9 Access to Public Records Distributed at Meeting

Writings which are public records and which are distributed during a Committee meeting shall be made available for public inspection at the meeting if prepared by the METRO staff or a member of the Committee, or after the meeting if prepared by some other person.

Article VI

AGENDAS AND MEETING NOTICES

§6.1 Agenda Format

The agenda shall specify the starting time and location of the meeting and shall contain a brief general description of each item of business to be transacted or discussed at the meeting. The description shall be reasonably calculated to adequately inform the public of the subject matter of each agenda item. The agenda may include recommendations for Committee action as appropriate.

§6.2 Public Communications

Each agenda for a regular meeting shall provide an opportunity for members of the public to address the Committee on matters of interest to the public either before or during the Committee's consideration of the item, if it is listed on the agenda, or, if it is not listed on the agenda but is within the jurisdiction of the Committee, under the agenda item heading "Oral/Written Communications". The Committee shall not act upon an item that is not listed on the agenda except as provided under Section 5.8. Each notice for a

Attachment B

special meeting shall provide an opportunity for members of the public to directly address the Committee concerning any item that has been described in the notice for the meeting before or during consideration of that item.

§6.3 Agenda Preparation

The METRO Staff assigned to the Committee shall prepare the agenda for each meeting in consultation with the Chair. Material intended for placement on the agenda shall be delivered to the secretary on or before 12:00 Noon on the date established as the agenda deadline for the forthcoming meeting. The METRO Staff, in consultation with the chair, may withhold placement on the agenda of any matter that is not timely received, lacks sufficient information or is in need of staff review and report prior to Committee consideration.

§6.4 Agenda Posting and Delivery

The written agenda for each regular meeting and each meeting continued for more than five calendar days shall be posted by the METRO Staff at least 72 hours before the meeting is scheduled to begin. The written agenda for every special meeting shall be posted by the METRO Staff at least 24 hours before the special meeting is scheduled to begin. The agenda shall be posted in a location that is freely accessible to members of the public. The agenda together with supporting documents shall be transmitted to each Committee member, the Secretary/General Manager and the METRO Counsel at least five days before each regular meeting and at least 24 hours before each special meeting.

§6.5 Meeting Notices

The METRO Staff shall transmit notices of every regular meeting at least one week prior to the date set for the meeting to each person who has filed a written request with METRO for such notice as provided in Section 54954.1 of the Government Code. The notice shall be mailed at least one week prior to the date set for the meeting. Notice of special meetings called less than seven days prior to the date set for the meeting shall be given as soon as is practical.

Article VII MISCELLANEOUS

§7.1 Adoption and Amendment of Bylaws

Attachment B

These Bylaws shall be effective upon approval by the METRO Board of Directors.

§7.2 Committee Process

The intent of the Committee shall be to provide consensus based advice and recommendations to the METRO Board of Directors.

Approved by Board of Directors: December 16, 2011

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: January 13, 2012

TO: Board of Directors

FROM: Leslie R. White, General Manager

SUBJECT: **CONSIDERATION OF NOMINATION OF DIRECTORS TO SERVE AS BOARD OFFICERS, NOMINATIONS FOR MEMBERSHIP ON THE SANTA CRUZ COUNTY REGIONAL TRANSPORTATION COMMISSION, AND ELIMINATION OF THE NOMINATION FOR A REPRESENTATIVE AND ALTERNATE TO THE HIGHWAY 1 CONSTRUCTION AUTHORITY,**

I. RECOMMENDED ACTION

That the Board of Directors identify nominees from the Board to be considered for election to the positions Board Chair, Vice Chair, Representatives and Alternates for the Santa Cruz County Regional Transportation Commission, and consider the elimination of the Representative and Alternate to the Highway 1 Construction Authority.

II. SUMMARY OF ISSUES

- Article 6 of the METRO Bylaws provides that the Board of Directors shall annually nominate members to be considered for election to the positions of Chair and Vice Chair.
- In the past the Board of Directors has nominated members to be considered for election to the positions of Representative and Alternate on the Board of Directors of the Highway 1 Construction Authority (HCA). However, the HCA has not met in over a year and the Board may want to consider the elimination of this appointment.
- In order to maintain representation on the Santa Cruz County Regional Transportation Commission (SCCRTC) it is necessary that the Board of Directors nominate members to be considered for election to the three positions and three alternate positions that are provided for METRO.
- Currently elections for the positions referenced in this Staff Report are scheduled to be held at the January 27, 2012 Board of Directors meeting.

III. DISCUSSION

The terms of the officers and appointees of the Board of Directors in the positions of Chair, Vice Chair, HCA appointee, and SCCRTC appointees expire in January 2012. The METRO Bylaws provide that the Board of Directors shall identify nominees to be considered for election to the positions herein referenced.

Staff recommends that the Board of Directors identify members to be nominees for the positions of Chair, Vice Chair, and SCCRTC appointees and alternates. Staff also recommends that the Board consider the elimination of the appointment of a Representative and Alternate to the Highway 1 Construction Authority (HCA) in light of the lack of meetings of the HCA. The election of nominees to the referenced offices is scheduled to be held on January 27, 2012.

IV. FINANCIAL CONSIDERATIONS

Funding support for the positions identified in this Staff Report is contained in the adopted METRO FY 2012 Operating Budget.

V. ATTACHMENTS

Attachment A: Current METRO Board Officers and Appointees

Attachment A



2011 BOARD OFFICERS AND APPOINTMENTS

Chair
Ellen Pirie

Vice Chair
Lynn Robinson

HCA Representative
Vacant

HCA Alternate
Vacant

SCCRTC Representatives
Dene Bustichi
Donald Hagen
Lynn Robinson

SCCRTC Alternates (in order)
Ron Graves
Daniel Dodge
Michelle Hinkle

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

STAFF REPORT

DATE: January 13, 2012

TO: Board of Directors

FROM: Margaret Gallagher, District Counsel

SUBJECT: CONSIDERATION OF MODIFICATION TO SANTA CRUZ METROPOLITAN TRANSIT DISTRICT'S BYLAWS TO ALLOW TELECONFERENCING FOR DIRECTORS WHO ARE OUT OF TOWN AND/OR UNABLE TO PERSONALLY ATTEND BOARD MEETINGS

I. RECOMMENDED ACTION

Approve the Resolution of METRO's Bylaws as set forth in Attachment A which will allow teleconferencing for Directors who are unable to personally attend a Board meeting of the Santa Cruz METRO Board of Directors.

II. SUMMARY OF ISSUES

- Generally on an annual basis, the METRO Board of Directors reviews its Bylaws in order to determine if modifications are necessary.
- At this time it is recommended that the Board of Directors modify the Bylaws to sanction the use of teleconferencing of the Board of Director's meetings.
- If the Board of Directors determines that it is in Santa Cruz METRO's best interest to authorize teleconferencing, then there is a need to establish rules and procedures for teleconferencing for METRO's Board of Directors' meetings, in the event that a Director needs to attend the meeting via audio or video telecommunication.

III. DISCUSSION

In reviewing the METRO's Bylaws it seems appropriate to determine whether a Santa Cruz METRO Board member could attend a Board meeting by audio or video, if out of town during a Board meeting. Santa Cruz METRO is a public agency and, therefore, is governed by the Ralph M. Brown Act (Govt. Code Section 54950-54963) regarding open and public meeting issues.

According to the Brown Act, teleconferencing, through either audio or video means of electronic transmission, or both, may be used to conduct a meeting of a legislative body if it elects to do so (Govt. Code Section 54953(b)). At least a quorum of the members of the legislative body must participate from locations within the local agency's jurisdictional boundaries (Govt. Code section 54953(b)(3)). Teleconferenced meetings must comply with all of the following requirements (Govt. Code Section 54953(b)-(c)):

1. The meeting must comply in all other respects with the Ralph M. Brown Act and is in all respects the same as a meeting where the members are all physically present;

2. All votes taken during a teleconferenced meeting must be by roll call and no action may be taken by secret ballot (whether preliminary or final);
3. Agendas must be posted at all teleconference locations, and the notice and agenda of the meeting must identify each teleconference location;
4. Each teleconference location must be accessible to the public and the public must have the same rights to address the body as if physically present;
5. Teleconferenced meetings must be conducted “in a manner that protects the statutory and constitutional rights of the parties or the public appearing before the legislative body” (Govt. Code Section 54953(b)(3)); and
6. A quorum of the body must participate from a location within the territorial boundaries of the jurisdiction.

The proposed Bylaws changes included in the attachment has a new Part I. entitled *Board Meetings: Open and Public* which includes new language to allow for teleconferencing and the rules and regulations for this specific issue, in the event Board Members need to utilize teleconferencing for Board meetings. There are no other modifications to the Bylaws proposed at this time to the current language other than those included in the attachment’s Part I.

IV. FINANCIAL CONSIDERATIONS

NONE.

V. ATTACHMENTS

Attachment A: Bylaws Resolution as modified, including all proposed modifications
(Attachment is limited to the section which has the added language)

Attachment A

RESOLUTION NO. 69-2-1
Amended 1-21-83, 6-16-89, 8-21-92,
4-15-94, 4-21-95, 4-27-97, 9-18-98,
4-16-99, 11-19-99, 6-16-00, 6-08-01,
6-15-01, 9-21-01, 02-15-02, 06-21-02,
09-27-02, 10-10-03, 12-19-03, 09-24-04,
12-17-04; 02-24-06; 02-23-07; 05-25-07;
05-23-08; 08-28-09; and 01-22-10, 6-25-10,
11-19-10, 05-13-11
On the Motion of Director: _____
Duly Seconded by Director: _____
Is Hereby Amended: 01-13-12

A RESOLUTION OF THE SANTA CRUZ METROPOLITAN TRANSIT DISTRICT BOARD OF DIRECTORS ESTABLISHING RULES, REGULATIONS, AND PROCEDURES FOR, AND THE TIME AND PLACE OF MEETINGS OF THE BOARD; AND CREATION OF OTHER OFFICES

I. OPEN AND PUBLIC MEETINGS

1.01 Meetings; Open and Public

Meetings of the Santa Cruz Metropolitan Transit District Board of Directors shall be open and public and all persons shall be permitted to attend except as otherwise allowed by law and these Bylaws or when a closed session is authorized pursuant to applicable law and properly noticed in accordance therewith.

1.02 Ralph M. Brown Act Applicability

All meetings of the METRO's Board of Directors shall be governed by the Ralph M. Brown Act (Government Code §§54950 et seq.)

1.03 Teleconferencing

Teleconferencing may be used for the benefit of the public and the Board of Directors in connection with any meeting or proceeding authorized by law. The teleconferenced meeting or proceeding shall comply with all applicable statutes, regulations and these Bylaws. The following procedures shall be followed for all teleconferenced meetings:

- (a) At least 10 days prior to a meeting in which a Director wants to utilize teleconferencing, the Director shall contact in writing the Chair of the Board and the General Manager. The Director shall inform them of the date and time of the meeting that he/she wishes to attend by teleconferencing and shall provide the specific location of the teleconference site. Additionally, the

Attachment A

Director shall advise whether the meeting will be teleconferenced by video or audio or both. The Director will provide assurances that the public will have access to the teleconferencing location.

- (b) Upon receipt of the Director's request for teleconferencing, the General Manager shall fix the agenda with each teleconferenced location identified and shall provide an opportunity for members of the public to address the Board of Directors directly and at each teleconference location.
- (c) It shall be the responsibility of the Directors at the teleconferenced site to post the Notice and Agenda and ensure full public access to the location.
- (d) At the commencement of the meeting which teleconferencing is taking place, the Chair of the Board/designee will announce that all votes taken during the teleconferenced meeting shall be by roll call.

II. REGULAR MEETINGS

2.01 Regular Meetings; Time

- (a) Regular meetings of the Santa Cruz Metropolitan Transit District (METRO) Board of Directors shall be held on the second Friday of each month (if needed) from 8:30 a.m. to not later than 11:30 a.m. and on the fourth Friday of each month from 9:00 a.m. to not later than noon. The Board of Directors may extend the meeting times as necessary through Board action. Notwithstanding the foregoing, no regular meetings will be scheduled during the month of July.
- (b) If a regular meeting falls within 5 working days of a recognized METRO holiday, i.e., Thanksgiving, Christmas or New Year's Day, the Board of Directors shall reschedule the meeting to a more convenient date. The regular meeting schedule shall be published for the upcoming year and approved by the Board of Directors during October of each year. This schedule shall include the date, location and commencement time for each regular meeting of the Board of Directors and shall be posted on METRO's website, and METRO's official Bulletin Board throughout the year.

2.02 Regular Meetings; Place

- (a) Regular meeting of the Board of Directors on the second Friday of the month shall be convened in the Santa Cruz Conference Room at Santa Cruz Metropolitan Transit District, 110 Vernon Street, Santa Cruz, CA 95060. The Regular meetings of the Board of Directors on the fourth Friday of the month shall be convened in the Santa Cruz City Council Chambers, City Hall, 809

Attachment A

Center Street, Santa Cruz, California, except when the Board of Directors' regular meeting schedule sets forth an alternate location.

- (b) If, by reason of fire, flood, earthquake or other emergency, it shall be unsafe to meet in the place designated above, the meeting shall be held for the duration of the emergency or unsafe condition at the place designated by the Chair of the Board of Directors in a notice to the local media that have requested notice in writing, by the most rapid means of communication available at the time. A notification advising the public of the changed meeting location during the emergency or unsafe condition shall be posted on the door of the regular meeting room by the Secretary/General Manager, unless circumstances prevent her/him from doing so.
- (c) The Board of Directors shall not conduct any meeting in any facility that prohibits the admittance of any person, or persons, on the basis of race, religious creed, color, national origin, ancestry, sex, gender, pregnancy or related medical condition, age, marital status, medical condition (cancer related or genetic characteristics), sexual orientation, veteran status, or which is inaccessible to persons with physical or mental disabilities, or where members of the public may not be present without making a payment or purchase.

2.03 Spanish-bilingual Interpreter

A Spanish-bilingual interpreter shall be present and available for translations at the Regular Board Meeting held on the fourth Friday of the month.

2.04 Closed Sessions: State Reasons and Legal Authority; Scope of Coverage; Notice; Reporting Out

- (a) Prior to holding any closed session, the Board of Directors shall disclose, in an open meeting, the item or items to be discussed in the closed session. The disclosures may take the form of a reference to the item or items as they are listed by number or letter on the agenda. In the closed session, the Board of Directors may consider only those matters covered in its statement. Nothing in this section shall require or authorize a disclosure of information prohibited by state or federal law.
- (b) After any closed session, the Board of Directors shall convene into open session prior to adjournment and shall make any disclosures required by state law of action taken in the closed session.