

**REVISED AGENDA**  
**SANTA CRUZ METRO BOARD OF DIRECTORS**  
**REGULAR MEETING OF NOVEMBER 30, 2012**  
**9:00 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](http://WWW.SCMTD.COM) AND IS AVAILABLE FOR INSPECTION AT SANTA CRUZ METRO'S  
ADMINISTRATIVE OFFICES LOCATED AT 110 VERNON STREET, SANTA CRUZ, CALIFORNIA**

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

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


---

**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 Board of Directors meeting is held 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.*

**REVISED AGENDA**  
**SANTA CRUZ METRO BOARD OF DIRECTORS**  
**REGULAR MEETING OF NOVEMBER 30, 2012**  
**PAGE 2 OF 4**

MEETING LOCATION:  
SANTA CRUZ METRO, 110 VERNON STREET, SANTA CRUZ

9:00 A.M.

**THIS METRO BOARD MEETING WILL BE INTERRUPTED BRIEFLY AT 10:00 A.M. TO HOLD THE ANNUAL MEETING OF THE SANTA CRUZ CIVIC IMPROVEMENT CORPORATION**

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

**SECTION I: OPEN SESSION**

1. CALL TO ORDER & ROLL CALL
2. **ORAL ANNOUNCEMENTS**
  - 2-1. Amy Weiss will be available for Spanish language interpretation during "Communications to the Board of Directors" and for any other agenda item for which these services are needed.
  - 2-2. **We'd like to thank Café Lena for our refreshments today. Café Lena is located in the Pacific Station Transit Center in downtown Santa Cruz, and offers a variety of fresh sandwiches and salads.**
3. COMMUNICATIONS TO THE BOARD OF DIRECTORS  
*This time is set aside for Directors and members of the general public to address any item not on the Agenda which is within the subject matter jurisdiction of the Board. No action or discussion shall be taken on any item presented except that any Director may respond to statements made or questions asked, or may ask questions for clarification. All matters of an administrative nature will be referred to staff. All matters relating to Santa Cruz METRO will be noted in the minutes and may be scheduled for discussion at a future meeting or referred to staff for clarification and report. Any Director may place matters brought up under Oral and Written Communications on a future agenda. In accordance with District Resolution 69-2-1, speakers appearing at a Board meeting shall be limited to three minutes in his or her presentation. Any person addressing the Board may submit written statements, petitions or other documents to complement his or her presentation. When addressing the Board, the individual may, but is not required to, provide his/her name and address in an audible tone for the record.*
- 3-1. CORRESPONDENCE REGARDING RTC HAZARD REPORT FORM OUTREACH ON METRO BUSES  
Veronica Elsea, Pedestrian Safety Work Group, SCCRTC, Santa Cruz, California
- 3-2. CORRESPONDENCE REGARDING EXEMPLARY METRO BUS OPERATOR  
Anne Spoon, Santa Cruz County Office of Education, Santa Cruz, California
4. LABOR ORGANIZATION COMMUNICATIONS
5. ADDITIONAL DOCUMENTATION TO SUPPORT EXISTING AGENDA ITEMS

**CONSENT AGENDA**

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

**REVISED AGENDA**  
**SANTA CRUZ METRO BOARD OF DIRECTORS**  
**REGULAR MEETING OF NOVEMBER 30, 2012**  
**PAGE 3 OF 4**

- 6-1. CONSIDERATION OF TORT CLAIMS: REJECT THE CLAIM OF MILTON LITVIN, CLAIM #12-0022  
Submitted by Margaret Gallagher, District Counsel
- 6-2. ACCEPT & FILE STATUS REPORT OF ACTIVE GRANTS AND SUBMITTED GRANT PROPOSALS FOR NOVEMBER 2012  
Submitted by Tom Hiltner, Grants & Legislative Analyst
- 6-3. ACCEPT & FILE PRELIMINARILY APPROVED CLAIMS FOR JULY 2012  
Submitted by Angela Aitken, Finance Manager
- 6-4. ACCEPT & FILE PRELIMINARILY APPROVED CLAIMS FOR AUGUST 2012  
Submitted by Angela Aitken, Finance Manager
- 6-5. ACCEPT & FILE ACCESSIBLE SERVICES REPORT FOR SEPTEMBER 2012  
Submitted by John Daugherty, Accessible Services Coordinator
- 6-6. MONTHLY BUDGET STATUS REPORTS YEAR TO DATE AS OF JULY 31, 2012  
Submitted by Angela Aitken, Finance Manager
- 6-7. MONTHLY BUDGET STATUS REPORTS YEAR TO DATE AS OF AUGUST 31, 2012  
Submitted by Angela Aitken, Finance Manager
- 6-8. REVIEW OF SERVICE CHANGES FROM FY 2011 TO FY 2013  
Submitted by Erich Friedrich, Senior Transportation Planner
- 6-9. ACCEPT & FILE METRO PARACRUZ OPERATIONS STATUS REPORT FOR SEPTEMBER 2012  
Submitted by April Warnock, Paratransit Superintendent
- 6-10. ACCEPT & FILE STATUS REPORTS OF FEDERAL AND STATE LEGISLATION AND CURRENT LEGISLATIVE ISSUES  
Submitted by Tove Beatty, Grants & Legislative Analyst
- 6-11. CONSIDERATION OF AUTHORIZING PAYMENT TO WALDORF CONSTRUCTION FOR REPAIRS AT CAFÉ LENA (PACIFIC STATION) IN AN AMOUNT NOT TO EXCEED \$4,130  
Submitted by Erron Alvey, Purchasing Agent

**REGULAR AGENDA**

- 7. CONSIDER ADOPTION OF AN UPDATE TO SANTA CRUZ METRO'S TITLE VI PROGRAM REGULATION & COMPLAINT PROCEDURE, ADMINISTRATIVE REGULATION 1029; CONSIDER ACCEPTANCE OF A NEW DRAFT ADMINISTRATIVE REGULATION 1033 FOR SYSTEM-WIDE SERVICE STANDARDS AND POLICIES TO CIRCULATE FOR PUBLIC COMMENTS  
Presented by Tom Hiltner, Grants & Legislative Analyst
- 8. ORAL PROGRESS REPORT OF THE RECRUITMENT TASK FORCE  
Presented by Lynn Robinson, Chair

**REVISED AGENDA**  
**SANTA CRUZ METRO BOARD OF DIRECTORS**  
**REGULAR MEETING OF NOVEMBER 30, 2012**  
**PAGE 4 OF 4**

9. CONSIDERATION OF SPECIAL MEETING ON DECEMBER 7, 2012; CONSIDERATION OF CANCELLING REGULAR MEETING ON DECEMBER 21, 2012  
Presented by Lynn Robinson, Chair
10. ORAL ANNOUNCEMENT - The next Board of Directors meeting will be held Friday, December 7, 2012 at 8:30 a.m. at the Santa Cruz METRO Administration Offices at 110 Vernon Street, Santa Cruz, California.
11. REVIEW OF ITEMS TO BE DISCUSSED IN CLOSED SESSION  
Presented by Margaret Gallagher, District Counsel
12. ORAL AND WRITTEN COMMUNICATIONS REGARDING CLOSED SESSION

**SECTION II: CLOSED SESSION**

1. CONFERENCE WITH REAL PROPERTY NEGOTIATORS  
(Pursuant to Government Code Section 54956.8)
  - a. Property: Pacific Station, Santa Cruz, CA
  - Negotiating parties: Margaret Gallagher, District Counsel, SCMTD  
Randall Livingston, Greyhound Lines, Inc.
  - Under Negotiation: Price and Terms of Payment
2. PUBLIC EMPLOYEE APPOINTMENT  
(Pursuant to Government Code Section 54957e)  
  
TITLE: DISTRICT COUNSEL

**SECTION III: RECONVENE TO OPEN SESSION**

13. REPORT OF CLOSED SESSION
14. ADJOURNMENT

Adjourn to the next meeting of the Santa Cruz METRO Board of Directors.

---

*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](http://www.scmttd.com) subject to staff's ability to post the document before the meeting.*

Veronica Elsea, Chair  
Pedestrian Safety Work Group

Board of Directors  
Santa Cruz Metropolitan Transit District

November 14, 2012

Re: RTC hazard report form outreach on Metro Buses

Dear Directors,

The Pedestrian Safety Work Group is a sub-committee of the Regional Transportation Commission's Elderly & Disabled Transportation Advisory Committee. The mission of the work group is to ensure safe and accessible pedestrian travel throughout the county for the benefit of all residents.

In 2011 we presented to you our sidewalk maintenance outreach campaign. It seeks to educate the public in four key areas: the value of a good sidewalk network, the definition of a good sidewalk network, a property owner's responsibility for sidewalk maintenance and how to report problems with sidewalks.

One of the most exciting tools which members of the public can use to report problems is the RTC's new interactive online hazard report form. We are contacting you because we are interested in placing ads on metro busses, introducing the riders to the hazard report form and the benefits of using it. Bus operators and passengers can serve as very important observers of sidewalk conditions they encounter while getting to and from bus stops. Given that the potential for improved access to fixed route busses can mean a decrease in reliance on more costly use of specialized transit such as Paracruz, we hope that you will consider our request to assist in this important effort. We would need to know: How many posters to produce; Cost, if any to place posters on busses; How long such ads or posters could remain on busses; and Any size, formatting or other requirements for such posters. If you have any questions, we would be more than happy to speak with you or attend a future board meeting.

Please feel free to contact us as follows:

RTC staff: Karena Pushnik email: [kpushnik@scrtc.org](mailto:kpushnik@scrtc.org) Phone: 831-460-3210  
Chair: Veronica Elsea email: [veronica@laurelcreekmusic.com](mailto:veronica@laurelcreekmusic.com) Phone: 831-429-6148

Thank you for your response to our inquiry. We very much look forward to hearing from you.

Pedestrian Safety Work Group  
Veronica Elsea, Chair

**3-1.1**

**From:** [Anne Spoon](#)  
**To:** [Tony Tapiz](#)  
**Subject:** thank you  
**Date:** Tuesday, November 20, 2012 10:18:30 AM

---

Hi, My name is Anne Spoon. I am a special education teacher with the Santa Cruz County Office of Education.

I have a class of nine students with multiple disabilities. We go into the community several times a week and use the Metro buses.

I want to let you know that you have an exemplary employee named Mike that is frequently our driver. He is kind, courteous, patient and understanding our special needs students. We sometimes take longer, require more help (wheelchairs etc) and patience and overall are quite an impact on the bus. He is the best bus driver we have had in our travels with the Metro. I don't have his last name or badge number but he drives the 66 and picks us up at Merrill and 17th or on Portola. If you are not able to identify him by this description, please let me know and I will get his badge number the next time we ride the bus.

He should be commended for his excellent community service.

Anne Spoon  
Special Day Class Teacher K-5 Del Mar Elem  
1959 Merrill St  
Santa Cruz, Ca 95062  
831-475-1279

Santa Cruz County Office of Education  
Special Education Department  
400 Encinal St  
Santa Cruz, CA 95060  
831-466-5600

# GOVERNMENT TORT CLAIM

## RECOMMENDED ACTION

TO: Board of Directors

FROM: District Counsel

RE: Claim of: Litvin, Milton  
Date of Incident: 5/15/2012

Received: 10/30/2012 Claim #: 12-0022  
Occurrence Report No.: PC 05-12-01

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: 11.09.12

---

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 November 30, 2012.

By \_\_\_\_\_  
Anthony Tapiz  
RECORDING SECRETARY

Date: \_\_\_\_\_

MG/lg  
Attachment(s)

**CLAIM AGAINST GOVERNMENTAL AGENCY**

**NAME OF GOVERNMENTAL ENTITY:**

Santa Cruz County Metropolitan Transit District

**CLAIMANT:**

Milton Litvin

**ADDRESS TO WHICH NOTICES ARE TO BE SENT:**

c/o John P. Hannon II  
716 Capitola Avenue  
Suite F  
Capitola, CA 95010  
(831) 476-8005

**INCIDENT INFORMATION:**

**a. Date of Incident:**

May 2, 2012

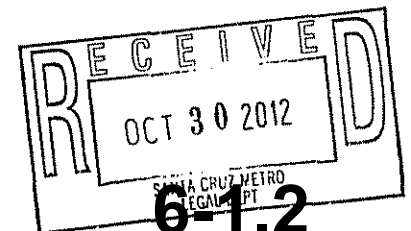
**b. Location of Incident:**

On a paracruz bus while parked at 100 Lockwood Lane, Scotts Valley, CA

**c. Circumstances of Incident:**

Due to negligence on the part of an employee of Paracruz, a seat belt was left on the area of the paracruz bus in the area where wheel chairs are fastened down. These seatbelts are used to secure the wheelchairs while the bus is moving. As a result, they are in an area in which people are likely to step. Reasonable caution would require the bus driver to place these seatbelts in a safe area after use and to assure that they are safely stored prior to allowing elderly and infirm persons use the area.

Claimant stepped on the seat belt and fell and broke his elbow. Contributing to this injury was the statement by the driver to Claimant that he should watch for an overhead obstruction. This comment diverted Claimant's attention.





**DESCRIPTION OF DAMAGE OR INJURY:**

Claimant suffered a broken elbow. During the healing process, Claimant suffered a fall on July 1, 2012. Due to the weakened condition of his elbow, this subsequent fall resulted in a rebreaking of Claimant's elbow.

Claimant has seen \_\_\_\_\_ for his injuries.

Claimant has suffered pain and disability to his elbow. He has had to hire a personal assistant at the rate of \$550.00 per month since the incident. He has incurred approximately \$3,500.00 in additional fees at his assisted living home for extra care due to his injuries.

**NAME OF PUBLIC EMPLOYEES CAUSING INJURY OR DAMAGE:**

Unknown at this time.

**ITEMIZATION OF CLAIM:**

Pursuant to Government Code section 910, subdivision (f), the claim exceeds \$10,000.00 and is not a matter that is a limited civil case.

Dated: 10/29/12

BY: \_\_\_\_\_  
JOHN P. HANNON II  
Attorney for Claimant:  
MILTON LITVIN

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

**DATE:** November 30, 2012

**TO:** Board of Directors

**FROM:** Tove Beatty, Grants/Legislative Analyst  
Thomas Hiltner, Grants/Legislative Analyst

**SUBJECT: STATUS REPORT OF ACTIVE GRANTS AND SUBMITTED GRANT PROPOSALS FOR NOVEMBER 2012**

## I. RECOMMENDED ACTION

**This report is for informational purposes only. Active grants and grant proposals are current as of November 21, 2012. No action is required.**

## II. SUMMARY OF ISSUES

- Santa Cruz METRO relies upon grant funding from other agencies for more than 25% of its FY13 operating revenue and more than 90% of its FY13 capital funding.
- A list of Santa Cruz METRO's active grants (Attachment A) and a list of grant proposals for new funds (Attachment B) are provided monthly in order to apprise the Board of the status of grants funding.
- Items in **bold** on Attachments A and B depict changes from last month's report.
- Santa Cruz METRO has active grant awards totaling \$46,774,476.
- Santa Cruz METRO staff is developing new applications totaling \$250,000 for new capital projects.

## III. DISCUSSION

Santa Cruz METRO relies upon grants from a number of other entities throughout the year for more than 25% of its FY13 operating revenue and over 90% of its FY13 capital funding. Programs such as the Transportation Development Act (TDA) and the Federal Transit Administration (FTA) urbanized area program annually allocate funds by formula while others such as the Monterey Bay Unified Air Pollution Control District's AB2766 Motor Vehicle Emissions Reduction Program and the California Department of Transportation (Caltrans) discretionary planning grants are competitively awarded based on merit. Santa Cruz METRO relies on both formula and discretionary grant revenue to support its operating and capital budgets.

This staff report is to apprise the Board of Directors of active grants funding current projects and proposed grants for new projects and ongoing operating costs. **Attachment A** lists all of Santa Cruz METRO's active grants with the award amount, the remaining balance and the status of the

projects funded by the grant. **Attachment B** lists Santa Cruz METRO's open grant applications with a brief description, source and status of proposed funds. Items in **bold** on Attachments A and B depict changes from last month's report.

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

Active grant awards for operating and capital projects total \$46,774,476 with an unspent balance of \$31,013,736. The total amount of active grant awards increased by approximately \$10.5 million due to the award of the FY12 FTA 5307 application (\$4,753,073) and award of the Proposition 1B State and Local Partnership Planning grant (\$5,812,000). The unspent balance of grant funds increased by the same amount because none of the newly active grant funds have been spent yet.

Current grant applications request \$250,000 in new funds, a decrease of approximately \$10.5 as previous applications have been awarded and moved into the active grants list. Staff continues to seek new grant opportunities.

#### **V. ATTACHMENTS**

**Attachment A:** Santa Cruz METRO Active Grants Status Report as of November 21, 2012

**Attachment B:** Santa Cruz METRO Grant Applications as of November 21, 2012

Santa Cruz METRO  
Active Grants as of November 21, 2012

#	Grant	Description	\$ Grant Awarded	\$ Grant Balance	Funding Source	Grant Status
1	FFY10 5309 Bus/Facilities SGR Program	Purchase 11 new CNG replacement buses from FTA discretionary grant program.	\$ 4,830,600	\$ 7,566	FTA 5309 SGR	9/30/12: Remaining \$7,566 (grant + match) is under contract and grant will close by 12/31/12.
2	FFY11 5309 Bus/Facilities SGR Program	Discretionary, competitive grant program.	\$ 2,814,538	\$ 2,814,538	FTA 5309 SGR	Going ahead with MDC order; bus order to proceed by 12/31/12.
3	Bus Stop Improvements	Improve bus stops in Santa Cruz METRO service area	\$ 500,000	\$ 243,998	Caltrans from State Transportation Improvement Program (STIP)	Procurement/Legal is holding award of contract until electrical licensing issues are worked out. To be worked out ASAP or grant funds related to this specific work may have to remain unused.
4	MBUAPCD AB2766 FY12 Grant	Discretionary Grant	\$ 160,000	\$ 110,473	MBUAPCD (Air District)	Cars received and accepted; research re: piggybacking on a contract for CNG trucks is being researched.
5	SCCRTC Caltrans Small Urban Transit Planning Grant	Discretionary grant.	\$ 8,204	\$ -	Caltrans/SCCRTC	Closed 9/30/12.

# Attachment A

## Santa Cruz METRO Active Grants as of November 21, 2012

#	Grant	Description	\$ Grant Awarded	\$ Grant Balance	Funding Source	Grant Status
6	County of Santa Cruz Prop 84 Challenge Grant	Discretionary grant proposals for planning/zoning of unincorporated areas (Live Oak, Soquel Dr. corridor) w/ County of Santa Cruz; and sustainable growth communities grant w/ AMBAG. All need METRO as a partner.	\$ 10,000	\$ 10,000	Funding from Proposition 84 Planning Grants from the State of California Strategic Growth Council.	County received \$500K for Prop. 84 Sustainable Communities Planning Grant Program for a project entitled "The Santa Cruz County Sustainable Community and Transit Corridors Plan" on December 6, 2010. Notification of award 6/3/11. Discussion of an RFP for a consultant will begin in November and the selection process complete by December 2012.
7	AMBAG Sustainable Communities Planning Grant	Discretionary grant sub-award.	\$ 10,000	\$ 10,000	AMBAG sub-award.	Participating in development of Sustainable Communities Strategies, awaiting letter of award from AMBAG at 10/14/11, expect MOU in 2012 per AMBAG.
8	FY 11/12 Proposition 1B - State and Local Partnership Program	CTC	\$ 5,812,000	\$ 5,812,000	CTC - SLPP	\$5,812,000 allocation approved at 8/22/12 CTC meeting; awaiting Program Supplement Contract from CTC to arrive 10/17/12. Quarterly report filed.
9	FY10 Comprehensive Security & Surveillance; CCTV; LMR; EG	Continue video surveillance, LMR upgrade and install emergency generator.	\$ 440,505	\$ 420,505	FY10 CTSGP funds from Cal EMA	Ojo and METRO staff finalized video surveillance system scope and schedule for video surveillance installation. Expires 3/31/13. \$ Grant Balance as of 11/8/12.

6-2.a2

# Attachment A

## Santa Cruz METRO Active Grants as of November 21, 2012

#	Grant	Description	\$ Grant Awarded	\$ Grant Balance	Funding Source	Grant Status
10	FY11 Transit Security Project	Santa Cruz METRO video surveillance projects	\$ 440,505	\$ 440,505	FY11 CTSGP funds from Cal EMA	Ojo and METRO staff finalized video surveillance system scope and schedule for video surveillance installation. Expires 3/31/14. \$ Grant Balance as of 11/8/12.
11	FY12 Transit Security Projects	Video Surveillance and Lighting at remaining METRO Facilities	\$ 440,505	\$ 440,505	FY12 CTSGP funds from Cal EMA	Ojo and METRO staff finalized video surveillance system scope and schedule for video surveillance installation. Project expires 3/31/15. \$ Grant Balance as of 11/8/12
12	FY12 Rural Operating Assistance	Operating assistance for public transit service in rural areas of Santa Cruz County.	\$ 156,312	\$ 156,312	Caltrans (FTA 5311)	METRO invoiced Caltrans for reimbursement of \$156,312 on 10/12/12. Upon payment from Caltrans, the grant will be closed and removed from this project list. \$ Grant Balance 11/8/12.
13	FY12 Urban Operating Assistance	Operating assistance for fixed route and ParaCruz service in urbanized areas of Santa Cruz County.	\$ 4,753,073	\$ 4,753,073	FTA 5307	<b>METRO executed this grant on 11/15/12. Funds are ready for draw-down and the grant will be closed before 12/31/12.</b>
14	FY09 Operating & MetroBase	Urban operating assistance and MetroBase construction funding. CA-90-Y751	\$ 4,753,504	\$ 1,108,062	FTA 5307. The Small Transit Intensive Cities (STIC) funding component are in the MetroBase Operations Building project. No expiration date. \$ Grant balance as of 11/8/12.	FY09 transit operations are complete. METRO will use the STIC funds for Operations Building construction. No expiration. \$ Grant Balance 11/8/12.

6-2.a3

# Attachment A

## Santa Cruz METRO Active Grants as of November 21, 2012

#	Grant	Description	\$ Grant Awarded	\$ Grant Balance	Funding Source	Grant Status
15	FY11 AB2766	MetroBase construction of second L/CNG storage tank.	\$ 200,000	\$ 101,000	AB2766 Monterey Bay Unified Air Pollution Control District (Air District) AB 2766 Motor Vehicle Emissions Reduction Program	The Air District reimbursed Santa Cruz METRO \$99,000 for United Technologies' first invoice. LNG tank #2 delivery anticipated by 12/31/12. Grant expires 2/11/13. \$ Grant Balance as of 11/8/12.
16	FY08,09,10,11 PTMISEA funds	MetroBase development.	\$ 20,558,730	\$ 13,699,199	FY08, FY09, FY10, FY11 Prop. 1B Public Transportation Modernization and Service Enhancement Account (PTMISEA) through Caltrans	<b>METRO awarded a construction management bid to TRC Solutions for \$1,495,440 on 9/14/12. Construction contract award to be considered @ 12/7/12 BOD meeting. Caltrans approved extension with continued progress. \$ Grant Balance as of 11/8/12.</b>
17	Pacific Station Design Engineering	Contract architectural and engineering services for Pacific Station expansion and renovation	\$ 396,000	\$ 396,000	CA-03-0730-03 FY06 FTA 5309 Bus and Bus Facilities program - legislative earmark.	<b>An RFP is under legal review prior to release for a conceptual design consultant. A pre-proposal meeting is scheduled for 12/11/12 with proposals due on 1/15/13. \$ Grant Balance as of 11/8/12. No expiration.</b>
18	Pacific Station Design Engineering	Contract architectural and engineering services for Pacific Station expansion and renovation	\$ 490,000	\$ 490,000	FY08 FTA 5309 Bus and Bus Facilities program - legislative earmark.	<b>An RFP is under legal review prior to release for a conceptual design consultant. A pre-proposal meeting is scheduled for 12/11/12 with proposals due on 1/15/13. \$ Grant Balance as of 11/8/12. No expiration.</b>
		Total	\$ 46,774,476	\$ 31,013,736		

6-2.a4

Santa Cruz METRO  
Grant Applications as of November 21, 2012

#	Application Date	Grant	Description	\$ Grant	Funding Source	Status of Award
1	12/14/2012	Regional Surface Transportation Program	SCCRTC	\$ 250,000	SCCRTC-RSTP	Considering application to partially meet Information Technology and data-collection needs required by new legislation such as MAP-21, AB1706, etc.
			Total	\$ 250,000		

6-2.b1



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

DATE: 07/01/12 THRU 07/31/12

CHECK NUMBER	CHECK DATE	CHECK VENDOR	CHECK AMOUNT	VENDOR NAME	VENDOR TYPE	TRANS. NUMBER	TRANSACTION DESCRIPTION	TRANSACTION AMOUNT	COMMENT
42078	07/18/12	-71.40 001329	DOC AUTO LLC		45574	OUT RPR REV VEH/PT		-71.40	**VOID
42910	07/02/12	375.74 001088	ADVANCED MECHANICAL SERVICES		47307	BACKFLOW TESTING		375.74	
42911	07/02/12	57.03 E438	AVILES, PATRICIA		47360	6/20 EMPLOY TRAINING		57.03	
42912	07/02/12	17.80 002689	B & B SMALL ENGINE		47359	RPRS & MAINT/FAC		17.80	
42913	07/02/12	71.11 M033	BAILEY, NEIL		47420	JUL 12 RET SUPP		71.11	
42914	07/02/12	968.75 538	BARCO PRODUCTS COMPANY		47308	RPRS & MAINT/FAC		968.75	
42915	07/02/12	35.53 002363	BATTERIES PLUS		47361	RPRS & MAINT/FAC		35.53	
42916	07/02/12	566,692.45 502	CA PUBLIC EMPLOYEES'		47309	JUL 12 MEDICAL INS		566,692.45	
42917	07/02/12	71.11 M022	CAPELLA, KATHLEEN		47431	JUL 12 RET SUPP		71.11	
42918	07/02/12	269.63 002898	CEB		47310	MECH LIEN 4TH ED BK		269.63	
42919	07/02/12	41.90 E312	CHENG, FRANK		47357	HOTSPOT INTERNET SVC		41.90	
42920	07/02/12	2,293.68 909	CLASSIC GRAPHICS		47311	OUT RPR #9803		2,293.68	
42921	07/02/12	18,160.71 001124	CLEAN ENERGY		47362	LNG 6/17/12		9,044.46	
42922	07/02/12	31.80 002063	COSTCO		47363	LNG 6/14/12		9,116.25	
42923	07/02/12	1,644.95 504	CUMMINS WEST, INC.		47312	6/22 BOD MTG		31.80	
42924	07/02/12	136.84 001000	DAIMLER BUSES N. AMERICA INC.		47313	REV VEH PTS/FL		409.33	
42925	07/02/12	35.55 M039	DAVILA, ANA MARIA		47364	OUT RPR #1002		1,235.62	
42926	07/02/12	5,202.50 900	DEPARTMENT OF TOXIC SUBSTANCE		47314	REV VEH PTS/FL		32.68	
42927	07/02/12	5,263.88 480	DIESEL MARINE ELECTRIC, INC.		47365	REV VEH PTS/FL		104.16	
42928	07/02/12	927.38 001329	DOC AUTO LLC		47421	JUL 12 RET SUPP		35.55	
42929	07/02/12	2,934.00 432	EXPRESS EMPLOYMENT PROS		47358	EPA FEES 7/11-6/12		5,202.50	
42930	07/02/12	43.89 001172	FERGUSON ENTERPRISES INC. #795		47315	REV VEH PTS/FL		5,263.88	
42931	07/02/12	10,073.63 002952	FLYERS ENERGY LLC		47316	OUT RPR REV VEH/PT		296.33	
42932	07/02/12	35.55 M100	GARCIA, HELEN		47317	OUT RPR REV VEH/PT		338.15	
42933	07/02/12	7.10 001199	GHARAHGOZLOO, ALI		47318	OUT RPR REV VEH/PT		65.00	
42934	07/02/12	45.12 117	GILLIG LLC		47319	OUT RPR REV VEH/PT		113.95	
42935	07/02/12	585.00 002123	GIRO, INC.		47366	TEMP/MC W/E 6/10		113.95	
42936	07/02/12	27,000.00 R623	GOODWILL INDUSTRIES OF SANTA		47367	TEMP/MC W/E 6/17		876.00	
42937	07/18/12	-27,000.00 R623	GOODWILL INDUSTRIES OF SANTA		47321	RPRS & MAINT/FAC		1,080.00	
42938	07/02/12	71.11 M041	GOUVEIA, ROBERT		47322	FUEL & LOBE REV VEH		43.89	
42939	07/02/12	195.94 282	GRAINGER		47422	JUL 12 RET SUPP		35.55	
42940	07/02/12	557.01 166	HOSE SHOP, THE		47438	CHANGE FUND		7.10	
42941	07/02/12	1,109.02 001355	ITT SHARED SERVICES/ENDLINE		47369	REV VEH PTS/FL		117.68	
42942	07/02/12	326.98 M061	KAMEDA, TERRY		47370	CM REV VEH PTS		-72.56	
42943	07/02/12	1,116.00 878	KELLY SERVICES, INC.		47371	HASTUS USER GRP CONF		585.00	VOIDED
					47323	SETTLEMENT/RISK		27,000.00	VOIDED
					47323	SETTLEMENT/RISK		-27,000.00	**VOID
					47423	JUL 12 RET SUPP		71.11	
					47324	RPRS & MAINT/FAC		140.81	
					47372	RPRS & MAINT/FAC		55.13	
					47373	PARTS & SUPP/FL		18.90	
					47374	RPRS & MAINT/FAC		277.97	
					47375	PARTS & SUPP/FL		168.08	
					47376	PARTS & SUPP/FL		80.93	
					47377	PARTS & SUPP/FL		11.13	
					47326	REV VEH PTS/FL		1,109.02	
					47432	JUL 12 RET SUPP		326.98	
					47378	TEMP/FIN W/E 6/17		1,116.00	

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

DATE: 07/01/12 THRU 07/31/12

CHECK NUMBER	CHECK DATE	CHECK VENDOR	CHECK AMOUNT	VENDOR NAME	VENDOR TYPE	TRANS. NUMBER	TRANSACTION DESCRIPTION	TRANSACTION AMOUNT	COMMENT
42943	07/02/12	206.58 001233	KIMBALL MIDWEST	47327	REV VEH PTS/FL	206.58			
42944	07/02/12	249.27 880	LEXISNEXIS	47328	EMPLOY LAW DESKKB	249.27			
42945	07/02/12	773.80 001145	MANAGED HEALTH NETWORK	47329	JULY 12 MHN	773.80			
42946	07/02/12	51,868.32 003017	MANSFIELD OIL COMPANY	47305	DIESEL 5/17/12	27,957.26			
42947	07/02/12	270.15 041	MISSION UNIFORM	47330	DIESEL 6/2/12	23,911.06			
42948	07/02/12	948.63 288	MUNCIE TRANSIT SUPPLY	47331	UNIF & LAUNDRY/PT	33.41			
42949	07/02/12	7,633.97 001063	NEW FLYER INDUSTRIES LIMITED	47332	UNIF & LAUNDRY/FL	177.49			
				47333	UNIF & LAUNDRY/FL	59.25			
				47379	RPRS & MAINT/FAC	948.63			
				47380	REV VEH PTS/FL	64.17			
				47381	REV VEH PTS/FL	353.83			
				47382	RV VEH PTS/FL	384.73			
				47383	REV VEH PTS/FL	49.34			
				47384	REV VEH PTS/FL	5,791.08			
				47385	REV VEH PTS/FL	990.82			
				47386	CM REV VEH PTS	763.87			
				47387	REV VEH PTS/FL	-763.87			
				47388	CM REV VEH PTS/FL	56.41			
				47389	REV VEH PTS/FL	-56.41			
				47390	CM REV VEH PTS/FL	1,523.81			
				47424	JUL 12 RET SUPP	-1,523.81			
42950	07/02/12	35.55 M050	O'MARA, KATHLEEN	47390	CM REV VEH PTS/FL	35.55			
42951	07/02/12	315.74 043	PALACE ART & OFFICE SUPPLY	47335	OFFICE SUPPLIES/OPS	315.74			
42952	07/02/12	353.68 M057	PARHAM, WALLACE	47433	JUL 12 RET SUPP	353.68			
42953	07/02/12	35.55 M109	PEREZ, CHERYL	47425	JUL 12 RET SUPP	35.55			
42954	07/02/12	267.71 M064	PETERS, TERRIE	47434	JUL 12 RET SUPP	267.71			
42955	07/02/12	353.68 M058	POTEETE, BEVERLY	47435	JUL 12 RET SUPP	353.68			
42956	07/02/12	49.70 107A	PROBUILD	47336	REV VEH PTS/FL	14.72			
42957	07/02/12	186.51 215	RICOH USA, INC.	47337	RPRS & MAINT/FAC	34.98			
42958	07/02/12	1,148.40 001098	ROBERT HALF MANAGEMENT RESOURCE	47338	STAPLES/PT	47.52			
42959	07/02/12	71.11 M085	ROSSI, DENISE	47391	5/19-6/18 ADD'L/ADM	138.99			
42960	07/02/12	35.55 M030	ROWE, RUBY	47339	TEMP/FIN W/E 6/15	1,148.40			
42961	07/02/12	734.07 135	SANTA CRUZ AUTO PARTS, INC.	47426	JUL 12 RET SUPP	71.11			
				47427	JUL 12 RET SUPP	35.55			
				47341	SMALL TOOLS/PT	681.87			
				47342	REV VEH PTS/PT	44.40			
				47343	CM INV# 14508-99353	-84.74			
				47344	PARTS & SUPP/FL	92.54			
				47345	REV VEH PTS/FL	188.39			
42962	07/02/12	188.39 848	SANTA CRUZ ELECTRONICS, INC.	47392	PREFUND 6/21	29,906.24			
42963	07/02/12	29,906.24 002917	SANTA CRUZ METRO TRANSIT W/C	47346	5/11-6/11 PACIFIC	112.25			
42964	07/02/12	8,210.06 079	SANTA CRUZ MUNICIPAL UTILITIES	47347	5/11-6/11 PACIFIC	2,646.02			
				47348	5/11-6/11BUS STP BIN	527.00			
				47349	5/11-6/11 1200B RVR	1,034.28			
				47350	5/11-6/11 MMF	1,219.03			
				47351	5/11-6/11 MMF	110.97			
				47352	5/11-6/11 VERNON	52.99			
				47353	5/11-6/11 1200A RVR	2,031.18			
				47354	5/11-6/11 VERNON	476.34			
42965	07/02/12	85.63 122	SCMTD PETTY CASH - OPS	47340	PETTY CASH/OPS	85.63			

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

DATE: 07/01/12 THRU 07/31/12

CHECK NUMBER	CHECK DATE	CHECK VENDOR	CHECK AMOUNT	VENDOR NAME	VENDOR TYPE	TRANS. NUMBER	TRANSACTION DESCRIPTION	TRANSACTION AMOUNT	COMMENT
42966	07/02/12	254.04 M010		SHORT, SLOAN	0	47436	JUL 12 RET SUPP	254.04	
42967	07/02/12	4,087.50 001277		SUB GLOBALNET, INC.		47415	TIME & MAT-VOICEMAIL	3,900.00	
						47416	TIME & MAT-VOICEMAIL	37.50	
						47417	TIME & MAT-VOICEMAIL	150.00	
42968	07/02/12	35.55 M054		SLOAN, SUZANNE	0	47428	JUL 12 RET SUPP	35.55	
42969	07/02/12	118.81 003026		SPORTS DESIGN		47393	OFFICE SUPP/SAMPLES	118.81	VOIDED
42969	07/18/12	-118.81 003026		SPORTS DESIGN		47393	OFFICE SUPP/SAMPLES	-118.81	**VOID
42970	07/02/12	9,352.29 002954		TIRE DISTRIBUTION SYSTEMS, LLC	7	47394	TIRES & TUBES/FL	27.50	
						47395	TIRES & TUBES/FL	587.49	
						47396	TIRES & TUBES/FL	855.74	
						47397	TIRES & TUBES/FL	2,349.93	
						47398	TIRES & TUBES/FL	1,461.60	
						47399	TIRES & TUBES/FL	655.06	
						47400	TIRES & TUBES/FL	627.94	
						47401	TIRES & TUBES/FL	975.61	
						47402	TIRES & TUBES/FL	964.20	
						47403	TIRES & TUBES/FL	847.22	
42971	07/02/12	35.55 M086		TOLINE, DONALD	0	47429	JUL 12 RET SUPP	35.55	
42972	07/02/12	2,595.30 351		ULTRABAC SOFTWARE		47414	8/1/12-7/30/13 MAINT	2,595.30	
42973	07/02/12	39.05 007		UNITED PARCEL SERVICE		47404	FRT OUT/FL	39.05	
42974	07/02/12	2,396.85 002829		VALLEY POWER SYSTEMS, INC.		47405	REV VEH PTS/FL	2,345.68	
						47406	REV VEH PTS/FL	38.65	
						47407	REV VEH PTS/FL	12.52	
42975	07/02/12	54.50 434B		VERIZON CALIFORNIA		47408	MT BIEWLASKI	54.50	
42976	07/02/12	90.02 434		VERIZON WIRELESS		47409	PC CARDS/ADMIN	90.02	
42977	07/02/12	621.15 001353		VISION COMMUNICATIONS	0	47410	REV VEH PTS/FL	621.15	
42978	07/02/12	11,082.50 001043		VISION SERVICE PLAN		47411	JUL 12 VSP	11,082.50	
42979	07/02/12	326.98 M076		VONWAL, YVETTE	0	47437	JUL 12 RET SUPP	326.98	
42980	07/02/12	346.12 436		WEST PAYMENT CENTER		47355	SUBSCRIPT/LEGAL	346.12	
42981	07/02/12	186.87 002028		WESTCOAST LEGAL SERVICE	7	47418	PROF SVCS/RISK	93.72	
						47419	PROF SVCS/RISK	93.15	
42982	07/02/12	690.00 186		WILSON, GEORGE H., INC.		47356	PARTS WASH SVCE CALL	690.00	
42983	07/02/12	1,000.00 002989		WORK IN PROGRESS COACHING	7	47413	JUN 12 PROF SVCS	1,000.00	
42984	07/02/12	35.55 M088		YAGI, RANDY	0	47430	JUL 12 RET SUPP	35.55	
42985	07/02/12	93.68 570		SCMTD PETTY CASH - CUST SVC		47439	PETTY CASH/CUST SVC	93.68	
42986	07/09/12	218.00 382		AIRTEC SERVICE		47469	HVAC SVC/PT	218.00	
42987	07/09/12	4,243.57 001D		AT&T		47440	5/19-6/18 PHONES/FAC	4,243.57	
42988	07/09/12	5,500.00 003013		BARTEL ASSOCIATES, LLC		47470	MAY12 GASB ACTUARIAL	5,500.00	
42989	07/09/12	5,000.00 001365		BORTNICK, ROBERT S. & ASSOC.	7	47464	4/12-6/12ADA CALL ST	5,000.00	
42990	07/09/12	206.09 002189		BUS & EQUIPMENT		47441	REV VEH PTS/PT	206.09	
42991	07/09/12	424,019.00 588		CALTIP		47442	12/13 LIABILITY INS	343,767.00	
						47443	12/13 PHYS DAMAGE	80,252.00	
42992	07/09/12	26,089.81 001124		CLEAN ENERGY		47444	LNG 6/20/12	9,233.12	
						47445	LNG 6/11/12	7,694.43	
						47446	LNG 6/8/12	9,162.26	
42993	07/09/12	1,678.00 003003		COMMERCIAL ENVIRONMENT		47447	JUNE 12 MAINT	1,678.00	
42994	07/09/12	267.38 002063		COSTCO		47448	OFFICE SUPPLY/IT	267.38	
42995	07/09/12	41.23 001000		DAIMLER BUSES N. AMERICA INC.		47449	REV VEH PTS/FL	41.23	
42996	07/09/12	5,509.14 002624		DIGITAL RECORDERS, INC		47450	NEW BUS PURCH	5,509.14	
42997	07/09/12	90.50 001329		DOC AUTO LLC		47451	OUT RPR REV VEH/PT	90.50	

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

DATE: 07/01/12 THRU 07/31/12

CHECK NUMBER	CHECK DATE	CHECK VENDOR	CHECK AMOUNT	VENDOR NAME	VENDOR TYPE	TRANS. NUMBER	TRANSACTION DESCRIPTION	TRANSACTION AMOUNT	COMMENT
42998	07/09/12	58.69 001172	FERGUSON ENTERPRISES INC. #795	47452			RPRS & MAINT/FAC	58.69	
42999	07/09/12	212.00 001302	GARDA CL WEST, INC.	47471			JULY LIABILITY	212.00	
43000	07/09/12	142.75 166	HOSE SHOP, THE	47453			PARTS & SUPP/FL	142.75	
43001	07/09/12	1,116.00 878	KELLY SERVICES, INC.	47472			TEMP/FIN W/E 6/24	1,116.00	
43002	07/09/12	156.00 T223	MIGUEL SANDOVAL-VARGAS	47475			COUPON REND/DECEASED	156.00	
43003	07/09/12	33.41 041	MISSION UNIFORM	47473			UNIF & LAUNDRY/PT	33.41	
43004	07/09/12	554.56 001454	MONTEREY BAY SYSTEMS	47454			4/1-6/30 COPY MNT/FL	554.56	
43005	07/09/12	972.88 001063	NEW FLYER INDUSTRIES LIMITED	47455			CUMMINS KIT/SR1594	972.88	
43006	07/09/12	1,961.21 043	PALACE ART & OFFICE SUPPLY	47456			OFFICE SUPPLIES/IT	1,503.16	
		43,259.76 002939	PREFERRED BENEFIT	47457			RPRS & MAINT/FAC	43,259.76	
43007	07/09/12	194.22 882	PRINT SHOP SANTA CRUZ	47487			JUL 12 DENTAL	194.22	
43008	07/09/12	15.55 107A	PROBUILD	47458	7		JR BUS OP STICKERS	15.55	
43010	07/09/12	9,481.00 002195	PROVANTAGE	47459			RPRS & MAINT/FAC	15.55	
		396.95 001153	REPUBLIC ELEVATOR COMPANY	47460			POE SWITCH (5)	5,500.00	
43011	07/09/12	412.30 215	RICOH USA, INC.	47461			WIFI THIN CLIENT(15)	3,981.00	
43012	07/09/12	1,148.40 001098	ROBERT HALF MANAGMENT RESOURCE	47463			JUNE 12 MAINT	396.95	
43013	07/09/12	1,148.40 001098	SANTA CRUZ AUTO PARTS, INC.	47465			6/18-7/17MAINT/LEASE	412.30	
43014	07/09/12	1,148.40 001098	SANTA CRUZ AUTO PARTS, INC.	47474			TEMP/FIN W/E 6/22	1,148.40	
		11.99 848	SANTA CRUZ ELECTRONICS, INC.	47476			REV VEH PTS/PT	101.01	
43015	07/09/12	11.99 848	SANTA CRUZ ELECTRONICS, INC.	47477			REV VEH PTS/PT	20.60	
		2,995.11 001232	SPECIALIZED AUTO AND	47466			OFFICE SUPPLY/IT	10.37	
43016	07/09/12	75.00 001165	THANH N. VU MD	47467			OFFICE SUPPLY/IT	1.62	
43017	07/09/12	1,579.76 002954	TIRE DISTRIBUTION SYSTEMS, LLC	47468			OUT RPR REV VEH	2,995.11	
		48.54 007	UNITED PARCEL SERVICE	47478	7		EMPLOY EXAM/FL	75.00	
43020	07/09/12	10.86 946	UNITED SITE SERVICES	47479			TIRES & TUBES/PT	499.09	
43021	07/09/12	1,595.00 001353	VISION COMMUNICATIONS	47480			TIRES & TUBES/PT	166.37	
43022	07/09/12	28.75 186	WILSON, GEORGE H., INC.	47481			TIRES & TUBES/PT	581.58	
43023	07/16/12	174.00 382	AIRTEC SERVICE	47482			TIRES & TUBES/PT	332.72	
43024	07/16/12	150.00 B030	ALEJO, MARGARITA	47483			FRT OUT/FLT	48.54	
		6,852.15 003019	AMERICAN REPROGRAPHICS CO, LLC	47484			6/20-7/17 FENCE RENT	10.86	
43025	07/16/12	6,852.15 003019	AMERICAN REPROGRAPHICS CO, LLC	47485			JUNE 12 MAINT/FL	1,595.00	
43026	07/16/12	137.00 002861	AMERICAN MESSAGING SVCS, LLC	47486			RPRS & MAINT/FAC	28.75	
43027	07/16/12	33,522.00 497B	APTA	47545			A/C SVCE/PACIFIC	174.00	
43028	07/16/12	30.00 003035	ATKINSON-BAKER, INC.	47593			6/8-6/22 BOD MTG	100.00	
43029	07/16/12	774.00 011	BEWLEYS CLEANING	47603			7/6 BOD MTG	50.00	
43030	07/16/12	105.00 685	BROOKS INTERNET SOFTWARE, INC.	47488			PERMIT SET PRINTING	244.86	
43031	07/16/12	2,700.00 616	BROWN ARMSTRONG	47489			PERMIT SET PRINT BID	6,607.29	
43032	07/16/12	150.00 B028	BRYANT, HILARY	47546			JULY PAGERS	137.00	
		8.24 002189	BUS & EQUIPMENT	47490			DUES 7/1/12-6/30/13	33,522.00	
43033	07/16/12	8.24 002189	BUS & EQUIPMENT	47525			TRANSCRIPTS/LGL	30.00	
43034	07/16/12	100.00 B018	BUSTICHI, DENE	47494	7		CUSTODIAL/PT	774.00	
		1,143.88 001346	CITY OF SANTA CRUZ	47495			7/12-6/13 RPM ELITE	105.00	
43035	07/16/12	1,143.88 001346	CITY OF SANTA CRUZ	47497			FY12 AUDIT	2,700.00	
				47594	7		6/8-6/22 BOD MTG	100.00	
				47604			7/6 BOD MTG	50.00	
				47496			REV VEH PTS/PT	8.24	
				47595	7		6/8-6/22 BOD MTG	50.00	
				47605			7/6 BOD MTG	50.00	
				47547			PARKING DEF FEES	563.63	
				47548			PARKING DEF FEES	510.00	

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

DATE: 07/01/12 THRU 07/31/12

CHECK NUMBER	CHECK DATE	CHECK VENDOR	CHECK AMOUNT	VENDOR NAME	VENDOR TYPE	TRANS. NUMBER	TRANSACTION DESCRIPTION	TRANSACTION AMOUNT	COMMENT
43036	07/16/12	1,170.07	130	CITY OF WATSONVILLE UTILITIES		47549	JUNE LANDFILL	70.25	
						47550	5/29-6/26 WTC	226.95	
						47551	5/29-6/26 WTC	20.17	
						47552	5/29-6/26 WTC	36.46	
						47553	6/1-7/1 WTC	44.89	
						47554	CONTAINER/WTC	841.60	
						47518	LNG 6/26/12	9,197.23	
						47519	LNG 6/23/12	9,197.23	
						47520	LNG 6/29/12	8,850.29	
						47521	6/22 BOD MTG	200.00	
						47522	6/17-6/20 FLEET CONF	214.22	
						47523	OUT RPR# 2801	1,399.32	
					7	47596	6/8-6/22 BOD MTG	50.00	
						47606	7/6 BOD MTG	50.00	
						47526	TEMP/FL W/E 6/30	1,080.00	
						47527	TEMP/FL W/E 6/24/12	1,080.00	
						47528	TEMP/FAC W/E 6/27	225.00	
						47498	APR 12 DISPATCH	120.00	
						47499	JUN 12 DISPATCH	45.00	
						47588	6/26-6/28 EMP TRAIN	134.01	
						47500	FUEL & LBE 6/16-6/30	8,564.77	
						47589	6/16-6/30 FUEL/FL	2,550.42	
					7	47597	6/8-6/22 BOD MTG	50.00	
						47501	JUN 12 GARB/PT	219.75	
						47590	JUL 12 LTD	9,789.67	
						47591	JUL 12 LIFE/AD&D	3,499.99	
						47608	DMV FEES/FL	75.00	
						47598	6/8-6/22 BOD MTG	100.00	
					7	47607	7/6 BOD MTG	50.00	
						47502	SETTLEMENT/11-42201	44,576.21	
						47493	TEMP/FIN W/E 6/30	1,116.00	
					7	47599	6/8-6/22 BOD MTG	100.00	
						47504	JUN 12 ACCESS CHG	50.00	
						47592	DIESEL 6/19/12	22,534.11	
						47503	CA PUB LAB REL R#23	243.84	
						47529	UNIF & LAUNDRY/FL	59.25	
						47530	UNIF & LAUNDRY/FAC	42.24	
						47531	UNIF & LAUNDRY/FL	177.49	
						47532	REV VEH PTS/FL	313.46	
						47533	NEW BUS PURCH	1,114.09	
						47534	REV VEH PTS/FL	3,231.04	
						47535	REV VEH PTS/FL	140.91	
						47536	REV VEH PTS/FL	257.12	
						47537	REV VEH PTS/FL	562.20	
						47538	REV VEH PTS/FL	830.72	
						47539	REV VEH PTS/FL	235.10	
						47540	REV VEH PTS/FL	278.54	
						47541	REV VEH PTS/FL	413.03	
						47542	REV VEH PTS/FL	334.11	
						47543	REV VEH PTS/FL	91.14	
43058	07/16/12	7,710.32	001063	NEW FLYER INDUSTRIES LIMITED					

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

DATE: 07/01/12 THRU 07/31/12

CHECK NUMBER	CHECK DATE	CHECK VENDOR	CHECK AMOUNT	VENDOR NAME	VENDOR TYPE	TRANS. NUMBER	TRANSACTION DESCRIPTION	TRANSACTION AMOUNT	COMMENT
43059	07/16/12	525.86 002721	NEXTEL COMMUNICATIONS/SPRINT	47544	CM INV# 9082563			-91.14	
43060	07/16/12	490.10 004	NORTH BAY FORD LINC-MERCURY	47511	TVM WIRELESS/OPS			84.54	
43061	07/16/12	14,842.00 001176	NORTHSTAR, INC.	47582	5/26-6/25 DIRECT CON			441.32	
43062	07/16/12	19,694.20 009	PACIFIC GAS & ELECTRIC	47555	OUT RPR #711			360.10	
				47556	OUT RPR #807			130.00	
				47557	JUNE MAINT			14,842.00	
				47558	6/6-6/26 SVTC			241.11	
				47559	5/25-6/25 MMF			6,386.72	
				47560	5/25-6/25 1217 RIVER			55.72	
				47561	5/25-6/25 VERNON			6,901.03	
				47562	5/25-6/25 1122 RIVER			78.45	
				47563	5/25-6/25 1200 RIVER			1,336.69	
				47564	5/25-6/25 1122 RIVER			2,091.82	
				47565	6/1-6/28 PACIFIC			2,602.66	
43063	07/16/12	2,100.00 002987	PAUL J. MILLS, M.D.	47492	PROF SVCS/RISK			2,100.00	
43064	07/16/12	948.00 002947	PEDALERS EXPRESS	47496	JUN 12 COURIER SVC			948.00	
43065	07/16/12	403.00 481	PIED PIPER EXTERMINATORS, INC.	47567	JUNE PEST CTRL			48.50	
				47568	JUNE PEST CTRL			70.00	
				47569	JUNE PEST CTRL			183.00	
				47570	JUNE PEST CTRL			53.00	
43066	07/16/12	100.00 B024	PIRIE, ELLEN	47571	JUNE PEST CTRL			48.50	
43067	07/16/12	315.52 107A	PROBUILD	47600	6/8-6/22 BOD MTG			100.00	
				47572	RPRS & MAINT/FAC			274.73	
43068	07/16/12	43.40 019	RAYNE OF SANTA CRUZ, INC.	47573	RPRS & MAINT/FAC			15.61	
43069	07/16/12	289.88 061	REGISTER PAJARONIAN	47574	RPRS & MAINT/FAC			15.61	
				47575	SALT SERVICE			43.40	
43070	07/16/12	669.02 215	RICOH USA, INC.	47576	6/19 PUBLIC NOTICE#9			148.29	
				47577	6/19 PUBLIC NOTICE#6			141.59	
				47505	6/26-7/25LSE&LATE/MC			281.30	
				47506	6/18-7/17 LSE&RPR/PT			387.72	
43071	07/16/12	1,266.83 001098	ROBERT HALF MANAGEMENT RESOURCE	47491	TEMP/FIN W/E 6/29			1,266.83	
43072	07/16/12	100.00 B022	ROBINSON, LYNN MARIE	47601	6/8-6/22 BOD MTG			100.00	
43073	07/16/12	21.47 135	SANTA CRUZ AUTO PARTS, INC.	47578	REV VEH PTS/FL			21.47	
43074	07/16/12	15.00 001944	SANTA CRUZ COUNTY LAW LIBRARY	47507	QUARTERLY COPY CHRGE			15.00	
43075	07/16/12	34,801.95 002917	SANTA CRUZ METRO TRANSIT W/C	47579	6/16-6/30 W/C FUND			34,801.95	
43076	07/16/12	18,574.42 977	SANTA CRUZ TRANSPORTATION, LLC	47508	JUN 12 PT SVCS			18,574.42	
43077	07/16/12	189.93 002459	SCOTT'S VALLEY WATER DISTRICT	47580	4/4-6/5 SVTC			189.93	
43078	07/16/12	210.00 001121	SILENT PARTNER SECURITY SYS.	47581	7/1-9/30 VERNON			210.00	
43079	07/16/12	637.04 001232	SPECIALIZED AUTO AND	47509	OUT RPR REV VEH/PT			151.63	
				47510	OUT RPR REV VEH/PT			485.41	
43080	07/16/12	100.00 B017	STONE, MARK	47602	6/8-6/22 BOD MTG			100.00	
43081	07/16/12	459.85 001800	THERMO KING OF SALINAS, INC	47583	REV VEH PTS/FL			459.85	
43082	07/16/12	434.13 002954	TIRE DISTRIBUTION SYSTEMS, LLC	47584	TIRES & TUBES/FL			434.13	
43083	07/16/12	33,662.12 003010	TOYOTA MATERIAL HANDLING	47512	3WHEEL ELEC FORKLIFT			33,662.12	
43084	07/16/12	57.16 007	UNITED PARCEL SERVICE	47585	FRT OUT/FLT			57.16	
43085	07/16/12	648.35 002829	VALLEY POWER SYSTEMS, INC.	47586	SMALL TOOLS/FL			611.79	
				47587	SMALL TOOLS/FL			36.56	
43086	07/16/12	33,750.00 R624	WALDON, ZONIA & HER ATTORNEY	47513	SETTLEMENT/CV 167503			33,750.00	
43087	07/16/12	140.00 682	WEISS, AMY L.	47514	5/25 BOD MTG			70.00	
				47515	6/25 BOD MTG			70.00	

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

DATE: 07/01/12 THRU 07/31/12

CHECK NUMBER	CHECK DATE	CHECK VENDOR	CHECK AMOUNT	VENDOR NAME	VENDOR TYPE	TRANS. NUMBER	TRANSACTION DESCRIPTION	TRANSACTION AMOUNT	COMMENT
43088	07/16/12	339.34 436	WEST PAYMENT CENTER	47517	JUN 12 INFO CHGS	339.34			
43089	07/16/12	93.72 002028	WESTCOAST LEGAL SERVICE	47516	PC 04-09-03	93.72			
43093	07/23/12	138.26 294	ANDY'S AUTO SUPPLY	47644	REV VEH PTS	22.22			
43094	07/23/12	502.04 001G	AT&T	47661	REV VEH PTS	116.04			
				47720	REPEATERS	306.96			
				47721	OPS PHONE	109.80			
				47722	REPEATER	85.28			
43095	07/23/12	97.61 002689	B & B SMALL ENGINE	47645	RPRS & MAINT	63.67			
				47649	RPRS & MAINT	33.94			
43096	07/23/12	71.11 M033	BAILEY, NEIL	47676	AUG 12 RET SUPP	71.11			
43097	07/23/12	56.14 002363	BATTERIES PLUS	47662	RPRS & MAINT	56.14			
43098	07/23/12	2,720.42 001356	BRENCO OPERATING-TEXAS, LP	47609	FLEET MAINT SPK PLGS	2,720.42			
43099	07/23/12	6,409.87 001844	BRINKS INCORPORATED	47694	JUNE 1200B SERVICE	3,753.75			
				47695	JUN 1200B SERVICE	2,656.12			
43100	07/23/12	168.18 003031	BRPRINTS INC	47712	TANK STICKERS	168.18			
43101	07/23/12	566,327.91 502	CA PUBLIC EMPLOYEES'	47664	AUG 12 MEDICAL	566,327.91			
43102	07/23/12	2,974.89 003022	CAFE AMIGO	47723	CUSTODIALSVCS JULY12	2,974.89			VOIDED
43102	07/24/12	-2,974.89 003022	CAFE AMIGO	47723	CUSTODIALSVCS JULY12	-2,974.89			**VOID
43103	07/23/12	71.11 M022	CAPELLA, KATHLEEN	47687	AUG 12 MED SUPP	71.11			
43104	07/23/12	1,656.04 001346	CITY OF SANTA CRUZ	47710	COOP MGMT FEES	1,656.04			
43105	07/23/12	26,904.45 001124	CLEAN ENERGY	47746	LNG 7/8/12	9,245.67			
				47746	LNG 7/2/12	9,292.76			
				47747	LNG 7/5/12	8,366.02			
43106	07/23/12	141.00 E885	COLLINS, JOHN JC	47701	DMV CDL & EXAM	141.00			
43107	07/23/12	35.55 M039	DAVILA, ANA MARIA	47677	AUG 12 MED SUPP	35.55			
43108	07/23/12	3,787.26 002624	DIGITAL RECORDERS, INC	47618	PARA CRUZ DIG REC	3,787.26			
43109	07/23/12	71.40 001329	DOC AUTO LLC	45574	OUT RPR REV VEH/PT	71.40			
43110	07/23/12	1,956.00 432	EXPRESS EMPLOYMENT PROS	47614	WE-6/29	960.00			
				47615	WE-6/22	996.00			
43111	07/23/12	2,216.65 002952	FLYERS ENERGY LLC	47711	FLT FUEL 7/1-7/15/12	2,216.65			
43112	07/23/12	27,000.00 R627	GALLAGHER BASSETT SERVICES INC	47748	SETTLEMENT RISK	27,000.00			
43113	07/23/12	35.55 M100	GARCIA, HELEN	47678	AUG 12 MED SUPP	35.55			
43114	07/23/12	72.56 117	GILLIG LLC	47639	REV VEH PTS	72.56			
43115	07/23/12	113.75 003014	GOODEX SERVICES, INC.	47611	DOC DESTRUCT 6/2012	81.25			
				47612	DOCDEST RESCHEK 6/12	32.50			
43116	07/23/12	71.11 M041	GOUVEIA, ROBERT	47679	AUG 12 MED SUPP	71.11			
43117	07/23/12	953.07 001097	GREENWASTE RECOVERY, INC.	47629	JUN GARB/SVTC	230.01			
				47650	HWY 17 JULY-SEPT	167.31			
				47651	JULY-SEPT/AIRPORT	111.54			
				47652	JULY-SEPT/SOQUEL	55.77			
				47653	JULY-SEPT/GRN VALLEY	55.77			
				47654	JULY-SEPT/SOQUEL	55.77			
				47655	JULY-SEPT/FREEDOM	55.77			
				47656	JULY-SEPT/FREEDOM	55.77			
				47657	JULY-SEPT/LOMOND	55.77			
				47658	JULY-SEPT/BIG BASIN	55.77			
				47659	JULY-SPET/MT. HERMON	53.82			
43118	07/23/12	4,582.50 002313	HARTSELL & OLIVIERI	47675	COURT CASE CV170254	72.00			
				47737	TRANSCRIPTS	890.00			
				47738	TRANSCRIPTS	1,148.00			

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

DATE: 07/01/12 THRU 07/31/12

CHECK NUMBER	CHECK DATE	CHECK VENDOR	CHECK AMOUNT	VENDOR NAME	VENDOR TYPE	TRANS. NUMBER	TRANSACTION DESCRIPTION	TRANSACTION AMOUNT	COMMENT
43119	07/23/12	668.58 510A	HASLER, INC.			47739	TRANSCRIPTS	835.25	
43120	07/23/12	3,574.98 002117	IULIANO		7	47740	TRANSCRIPTS	740.25	
43121	07/23/12	2,974.89 110	JESSICA GROCERY STORE, INC.			47741	TRANSCRIPTS	897.00	
43122	07/23/12	247.31 R625	JONES, COURTNEY			47631	POSTAGE 6/11	503.00	
43123	07/23/12	326.98 M061	KAMEDA, TERRY			47633	POSTAL MTR RENT JULY	85.29	
43124	07/23/12	889.97 036	KELLY-MOORE PAINT CO., INC.			47634	POSTAGE MTR RENT AUG	80.29	
43125	07/23/12	3,143.25 852	LAW OFFICES OF MARIE F. SANG		7	47726	AUG 12 RENT	3,574.98	
43126	07/23/12	1,758.04 001119	MACERICH PARTNERSHIP LP		7	47724	CUSTODIAL SVS JULY12	2,974.89	
43127	07/23/12	66.00 E884	MANDAPAT, ESTHER			47635	CLAIM 12-0009	247.31	
43128	07/23/12	3,306.09 001052	MID VALLEY SUPPLY			47688	AUG 12 MED SUPP	326.98	
43129	07/23/12	122.55 041	MISSION UNIFORM			47646	RPRS & MAINT	889.97	
43130	07/23/12	771.09 001454	MONTEREY BAY SYSTEMS			47730	CLAIM 2004103558	192.00	
43131	07/23/12	71.00 E886	NEGRETE, ERIC			47731	CLAIM 2007180907	176.00	
43132	07/23/12	1,035.18 887	NEOPOST, INC			47732	CM 11002953,12000055	1,568.00	
43133	07/23/12	68.28 001063	NEW FLYER INDUSTRIES LIMITED			47733	CM 2009210149,218396	176.00	
43134	07/23/12	1,436.99 002721	NEXTEL COMMUNICATIONS/SPRINT			47734	CM 11004751	256.00	
43135	07/23/12	2,955.82 R626	NORTH BAY FORD			47735	CM 11000452,11001281	551.25	
43136	07/23/12	35.55 M050	O'MARA, KATHLEEN			47736	CM 2007171384,200693	224.00	
43137	07/23/12	4,121.63 009	PACIFIC GAS & ELECTRIC			47727	CAPTOLAWALL AUGRENT	1,758.04	
43138	07/23/12	1,107.81 043	PALACE ART & OFFICE SUPPLY			47637	CDL DMV REIMBURSE	66.00	
43139	07/23/12	353.68 M057	PARHAM, WALLACE		0	47638	CLEANING SUPP	497.36	
43140	07/23/12	35.55 M109	PEREZ, CHERYL			47665	CLEANING SUPP	2,808.73	
43141	07/23/12	267.71 M064	PETERS, TERRIE			47619	UNIFORM & LAUNDRY	20.00	
43142	07/23/12	241.00 481	PIED PIPER EXTERMINATORS, INC.			47620	UNIFORM & LAUNDRY	102.55	
43143	07/23/12	146.48 050	PITNEY BOWES INC.			47616	CNT OVERG 4/12-6/12	443.93	
43144	07/23/12	353.68 M058	POTEETE, BEVERLY			47660	CONTR 7/1-9/30	327.16	
43145	07/23/12	784.50 001149	PREFERRED PLUMBING, INC.			47702	DMV CDL & VTT	71.00	
43146	07/23/12	553.28 107A	PROBUILD			47699	METER MAIN 7/12-6/13	244.08	
						47700	METER MAIN 7/12-6/13	68.28	
						47640	REV VEH PTS	1,436.99	
						47613	SVC 6/4-7/3 PT	2,955.82	
						47636	CLAIM 12-0009	35.55	
						47680	AUG 12 MED SUPP	2,968.63	
						47610	5/24-7/5 SVTC	1,153.00	
						47725	1122 RIVER JULY 12	221.77	
						47630	OFFICE SUPP ADMIN	4.01	
						47666	OFFICE SUPP	435.69	
						47667	OFFICE SUPPLIES	518.35	
						47669	OFFICE SUPP	12.37	
						47670	OFFICE SUPP	-84.38	
						47696	OFFICE SUPPLIES	353.68	
						47689	AUG 12 MED SUPP	35.55	
						47681	AUG 12 MED SUPP	267.71	
						47690	AUG 12 MED SUPP	241.00	
						47642	JULY PEST CTRL	146.48	
						47713	POSTAL MTR 6/12-5/13	353.68	
						47691	AUG 12 MED SUPP	784.50	
						47621	SVCE/METRO CTR	53.43	
						47622	RPRS & MAINT	35.41	
						47623	RPRS & MAINT		



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

DATE: 07/01/12 THRU 07/31/12

CHECK NUMBER	CHECK DATE	CHECK VENDOR	CHECK AMOUNT	VENDOR NAME	VENDOR TYPE	TRANS. NUMBER	TRANSACTION DESCRIPTION	TRANSACTION AMOUNT	COMMENT
43147	07/23/12					47624	RPRS & MAINT	9.40	
43148	07/23/12					47625	RPRS & MAINT	104.72	
43149	07/23/12					47626	RPRS & MAINT	21.61	
43150	07/23/12					47627	RPRS & MAINT	113.91	
43151	07/23/12					47628	RPRS & MAINT	3.41	
43152	07/23/12					47647	RPRS & MAINT	89.45	
						47648	RPRS & MAINT	96.42	
						47668	RPRS & MAINT	19.87	
						47673	RPRS & MAINT	5.65	
						47632	MAINT 4/1-6/30	75.56	
						47672	W/E 7/6/12	861.30	
						47682	AUG 12 MED SUPP	71.11	
						47683	AUG 12 MED SUPP	35.55	
						47641	REV VEH PTS	667.71	
						47617	RTN CHG PAINT UNUSED	7.80	
						47663	SMALL TOOLS	17.78	
						47697	IFB NO 12-38	199.66	
						47698	RPF 12-34	189.20	
						47729	SCCIC FILING FEE	20.00	
						47692	AUG 12 MED SUPP	254.04	
						47684	AUG 12 MED SUPP	35.55	
						47728	RESEARCH PARK AUG	12,439.73	
						47685	AUG 12 MED SUPP	35.55	
						47714	AUG ALARMS	50.15	
						47715	AUG ALARMS	76.68	
						47716	AUG ALARMS	54.79	
						47717	AUG ALARMS	98.36	
						47718	AUG ALARMS	111.01	
						47719	AUG ALARMS	75.69	
						47742	4246040013714946	3,575.32	
						47743	4246-0400-1371-4961	101.73	
						47744	4246-0441-0112-5056	6,526.93	
						47671	FRT OUT/FLT	32.21	
						47674	5/21-5/31 SECURITY	11,748.79	
						47693	AUG 12 MED SUPP	326.98	
						47686	AUG 12 MED SUPP	35.55	
						47819	CUSTODIAL SERVICES	600.00	MANUAL
						47799	REV VEH PTS	54.79	
						47842	REV VEH PTS	90.52	
						47778	SAFETY SUPP	107.99	
						47838	CARPET CLEAN/OPS	195.00	
						47833	INSTALL BLINDS 138GC	670.53	
						47822	JULY 12 LEG SVCS	5,000.00	
						47767	METRO SIGN	1,312.85	
						47792	VINYL DECALS	198.99	
						47791	CLEANING SUPP	184.12	
						47751	MICROWAVE/MMF	143.84	
						47755	REV VEH PTS	3,508.59	
						47756	OUT RPR #2803	7,540.87	

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

DATE: 07/01/12 THRU 07/31/12

CHECK NUMBER	CHECK DATE	CHECK VENDOR	CHECK AMOUNT	VENDOR NAME	VENDOR TYPE	TRANS. NUMBER	TRANSACTION DESCRIPTION	TRANSACTION AMOUNT	COMMENT
43230	07/30/12	002624	1,289.09	DIGITAL RECORDERS, INC		47847	OUT RPR #2801	1,820.92	
43231	07/30/12	00432	2,664.00	EXPRESS EMPLOYMENT PROS		47789	REV VEH PTS	1,289.09	
						47776	TEMP MC W/E 7/8	720.00	
						47787	TEMP FLT W/E 7/8/12	864.00	
						47856	TEMP FLT W/E 7/15/12	1,080.00	
43232	07/30/12	002962	2,315.75	FERRIS HOIST & REPAIR, INC.		47758	ANNUAL INSP/MMF	2,315.75	
43233	07/30/12	E293	682.37	FIS		47763	JUN 12 MERCHANT FEES	682.37	
43234	07/30/12	001189	28.19	GARCIA, DANIEL		47831	IWC VIOLATION 6/7/12	28.19	
43235	07/30/12	001189	198.37	GARY KENVILLE LOCKSMITH	7	47817	MAILBOX/WTC	198.37	
43236	07/30/12	647	48.14	GFI GENFARE		47846	REV VEH PTS	48.14	
43237	07/30/12	117	257.28	GILLIG LLC		47841	REV VEH PTS	257.28	
43238	07/30/12	001273	8,043.96	GOVDOCS INC.		47766	7/12-6/13 MAINT ADM	8,043.96	
43239	07/30/12	001039	623.42	GRAFFITI REMOVAL, INC.		47783	REV VEH PTS	623.42	
43240	07/30/12	282	100.63	GRAINGER		47840	RPRS & MAINT	36.92	
						47857	RPRS & MAINT	63.71	
43241	07/30/12	166	301.56	HOSE SHOP, THE		47786	REV VEH PTS	204.17	
43242	07/30/12	878	892.80	KELLY SERVICES, INC.		47835	RPRS & MAINT	97.39	
43243	07/30/12	852	160.00	LAW OFFICES OF MARIE F. SANG	7	47834	TMP METRO W/E 7/8/12	892.80	
						47774	CLAIM 1999103213	112.00	
						47775	CLAIM 2007180907	48.00	
43244	07/30/12	E309	28.19	LEGARD, GEOFFREY		47829	IWC VIOLATION 6/7/12	28.19	
43245	07/30/12	002912	1,685.00	LINDSKOG, P.E., ROBERT	7	47824	CV 170254	1,685.00	
43246	07/30/12	E410	28.19	LONA, SERGIO GONZALEZ		47830	IWC VIOLATIO 6/16/12	28.19	
43247	07/30/12	794	1,500.00	MCBRIDE & ASSOCIATES		47826	CV 170254	1,500.00	
43248	07/30/12	001052	128.46	MID VALLEY SUPPLY		47843	CLEANING SUPP	128.46	
43249	07/30/12	003038	350.00	MILLS, PAUL J M.D.		47825	CV 170254	350.00	
43250	07/30/12	041	868.42	MISSION UNIFORM		47750	UNIF & LAUNDRY	40.65	
						47793	UNIF LAUNDRY	59.25	
						47794	UNIF LAUNDRY	177.49	
						47795	UNIF LAUNDRY	21.00	
						47796	UNIF LAUNDRY	96.55	
						47797	UNIF & LAUNDRY	177.49	
						47798	UNIF & LAUNDRY	59.25	
						47844	UNIF & LAUNDRY	59.25	
						47845	UNIF & LAUNDRY	177.49	
43251	07/30/12	288	18.23	MUNCIE TRANSIT SUPPLY		47858	REV VEH PTS	18.23	
43252	07/30/12	001063	12,908.99	NEW FLYER INDUSTRIES LIMITED		47749	REV VEH PTS	130.09	
						47757	REV VEH PTS	35.93	
						47761	NEW BUS PURCH	10,937.02	
						47762	NEW BUS PURCH	1,788.95	
						47785	REV VEH PTS	17.00	
43253	07/30/12	004	956.38	NORTH BAY FORD LINC-MERCURY		47752	OUTRPR #807	956.38	
43254	07/30/12	023	2,388.89	PACIFIC TRUCK PARTS, INC.		47836	REV VEH PTS	2,388.89	
43255	07/30/12	107A	1,377.45	PROBUILD		47753	RPRS & MAINT	21.94	
						47779	RPRS & MAINT	10.24	
						47780	RPRS & MAINT	76.25	
						47781	RPRS & MAINT	27.33	
						47782	RPRS & MAINT	17.07	
						47784	RPRS & MAINT	20.47	
						47800	CREDIT NOTE	-106.91	

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

DATE: 07/01/12 THRU 07/31/12

CHECK NUMBER	CHECK DATE	CHECK VENDOR	CHECK AMOUNT	VENDOR NAME	VENDOR TYPE	TRANS. NUMBER	TRANSACTION DESCRIPTION	TRANSACTION AMOUNT	COMMENT
43256	07/30/12	1,148.40 001098		ROBERT HALF MANAGEMENT RESOURCE		47801	RPRS & MAINT	106.91	
43257	07/30/12	135.00 E533		RODRIGUEZ, SENAIDA		47802	RPRS & MAINT	28.64	
43258	07/30/12	37.76 045		ROYAL WHOLESALE ELECTRIC		47803	RPRS & MAINT	25.34	
43259	07/30/12	314.32 018		SALINAS VALLEY FORD SALES		47807	RPRS & MAINT	266.95	
43260	07/30/12	10,705.09 079		SANTA CRUZ MUNICIPAL UTILITIES		47808	RPRS & MAINT	10.33	
						47809	RPRS & MAINT	31.03	
						47810	RPRS & MAINT	201.43	
						47811	RPRS & MAINT	36.71	
						47812	RPRS & MAINT	234.80	
						47813	RPRS & MAINT	25.34	
						47814	RPRS & MAINT	200.51	
						47865	RPRS & MAINT	78.33	
						47867	RPRS & MAINT	64.74	
43256	07/30/12	1,148.40 001098		ROBERT HALF MANAGEMENT RESOURCE		47768	TEMP FIN W/E 7/13/12	1,148.40	
43257	07/30/12	135.00 E533		RODRIGUEZ, SENAIDA		47828	POSTAGE	135.00	
43258	07/30/12	37.76 045		ROYAL WHOLESALE ELECTRIC		47777	PARTS/RPRS	37.76	
43259	07/30/12	314.32 018		SALINAS VALLEY FORD SALES		47790	REV VEH PTS	314.32	
43260	07/30/12	10,705.09 079		SANTA CRUZ MUNICIPAL UTILITIES		47848	6/12-7/11 PACIFIC	2,949.32	
						47849	6/12-7/11 PACIFIC	100.16	
						47850	6/12-7/11 MMF	1,213.94	
						47851	6/12-7/11 BUSSTOPPIN	624.30	
						47852	6/12-7/11 MMF	133.27	
						47853	6/12-7/11 VERNON	52.99	
						47854	6/12-7/11 VERNON	462.86	
						47855	6/12-7/11 1200ARIVER	2,033.27	
						47866	6/12-7/11 1200B RIVE	3,134.98	
43261	07/30/12	430.61 149		SANTA CRUZ SENTINEL	0	47764	12-23 LEGAL AD	233.93	
						47765	12-31 LEGAL AD	196.68	
43262	07/30/12	25.53 E622		SELLS, MARY		47832	IWC VIOLATION 6/7/12	25.53	
43263	07/30/12	2,500.00 002267		SHAW / YODER / ANTWIH, INC.		47821	JULY LEGISLATIVE SVC	2,500.00	
43264	07/30/12	306.75 001976		SPORTWORKS NORTHWEST, INC.		47760	REV VEH PTS	306.75	
43265	07/30/12	3,549.00 080		STATE BOARD OF EQUALIZATION		47827	APR-JUNE 12 USE TAX	3,549.00	
43266	07/30/12	745.21 104		STATE STEEL COMPANY	0	47859	RPRS & MAINT	466.39	
						47860	RPRS & MAINT	278.82	
43267	07/30/12	39.95 001008		SWAGELOK NORTHERN CALIFORNIA		47837	REV VEH PTS	39.95	
43268	07/30/12	1,105.92 001165		THANH N. VU MD	7	47770	MEDICAL EXAM HR	92.16	VOIDED
						47771	MEDICAL EXAM HR	276.48	
						47772	MEDICAL EXAM HR	92.16	
						47773	MEDICAL EXAM HR	645.12	
43268	07/30/12	-1,105.92 001165		THANH N. VU MD	7	47770	MEDICAL EXAM HR	-92.16	**VOID
						47771	MEDICAL EXAM HR	-276.48	
						47772	MEDICAL EXAM HR	-92.16	
						47773	MEDICAL EXAM HR	-645.12	
43269	07/30/12	8,726.17 002954		TIRE DISTRIBUTION SYSTEMS, LLC	7	47804	TIRES & TUBES	486.38	
						47805	TIRES & TUBES	432.13	
						47815	TIRES & TUBES	1,668.93	
						47816	TIRES & TUBES	1,310.11	
						47861	TIRES & TUBES	972.71	
						47862	TIRES & TUBES	2,225.24	
							TIRES & TUBES	975.61	

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

DATE: 07/01/12 THRU 07/31/12

CHECK NUMBER	CHECK DATE	CHECK AMOUNT	VENDOR NAME	VENDOR TYPE	TRANS. NUMBER	TRANSACTION DESCRIPTION	TRANSACTION AMOUNT	COMMENT
43270	07/30/12	841.42	UNITED LABORATORIES		47863	TIRES & TUBES	655.06	
43271	07/30/12	38.45	UNITED PARCEL SERVICE		47864	SAFETY SUPP	841.42	
43272	07/30/12	928.85	VALLEY POWER SYSTEMS, INC.		47818	FRT OUT/FLT	38.45	
					47754	REV VEH PTS	536.43	
					47759	REV VEH PTS	392.42	
43273	07/30/12	2,108.08	WESTERN STATES OIL CO., INC.		47788	FLT FUEL LUBE	2,108.08	
43274	07/30/12	84.33	ZEE MEDICAL SERVICE CO.		47839	SAFETY SUPP	84.33	
43276M07/15/12		8,862.99	FLYERS ENERGY LLC		47873	FUEL &	8,862.99	MANUAL
TOTAL		2,460,416.91	ACCOUNTS PAYABLE		313	TOTAL CHECKS	2,460,416.91	

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

DATE: 08/01/12 THRU 08/31/12

CHECK NUMBER	CHECK DATE	CHECK VENDOR	CHECK AMOUNT	VENDOR NAME	VENDOR TYPE	TRANS. NUMBER	TRANSACTION DESCRIPTION	TRANSACTION AMOUNT	COMMENT
43278	08/06/12	001128	700.00	ALWAYS TOWING & RECOVERY, INC		47931	TOW# 2802	700.00	
43279	08/06/12	294	468.20	ANDY'S AUTO SUPPLY	0	47898	REV VEH PTS	468.20	
43280	08/06/12	001D	4,227.75	AT&T		47938	6/19-7/18 PHONES	4,227.75	
43281	08/06/12	002689	107.99	B & B SMALL ENGINE		47894	RPRS & MAINT	107.99	
43282	08/06/12	003013	5,250.00	BARTEL ASSOCIATES, LLC		47949	JUN 12 GASB ACTUARIA	5,250.00	
43283	08/06/12	002189	90.29	BUS & EQUIPMENT		47872	REV VEH PTS	90.29	
43284	08/06/12	001324	5,000.00	CAPITALEGE ADVOCACY, INC.		47888	PROF SVCS JULY 12	5,000.00	
43285	08/06/12	002627	1,446.57	CDW GOVERNMENT, INC.		47950	LEXMARK/TONER	1,446.57	
43286	08/06/12	909	8,881.24	CLASSIC GRAPHICS		47890	OUT RPR #2235	2,503.83	
						47891	OUT RPR # 2224	1,549.68	
						47892	OUT RPR # 2803	2,166.85	
						47893	OUT RPR # 2234	582.40	
43287	08/06/12	001124	36,856.46	CLEAN ENERGY		47939	OUT RPR # 2803	2,078.48	
						47889	LNG 7/14/12	9,078.02	
						47895	LNG 7/17/12	9,470.76	
						47981	LNG 7/20/12	9,434.03	
						47982	LNG 07/23/12	8,873.65	
43288	08/06/12	075	13.35	COAST PAPER & SUPPLY INC.		47956	CLEANING SUPP	13.35	
43289	08/06/12	003034	1,780.00	COASTAL LANDSCAPING INC.		47896	IRRIG RPR/VERNON	1,780.00	
43290	08/06/12	002063	1,979.95	COSTCO		47952	COMPUTER/IT	976.11	
43291	08/06/12	504	1,626.44	CUMMINS WEST, INC.		47953	MONITOR/IT	1,003.84	
43292	08/06/12	001000	1,213.77	DAIMLER BUSES N. AMERICA INC.		47951	OUT RPR #2805	1,626.44	
						47524	CM SLD/30434797	-104.16	
						47987	REV VEH PTS	1,079.58	
43293	08/06/12	002224	710.00	DOCTORS ON DUTY		47988	REV VEH PTS	238.35	
43294	08/06/12	001492	5,832.50	EVERGREEN OIL INC.		47883	DOT DRUG PANEL	710.00	
						47993	HAZ WASTE DISP	2,047.50	
						47994	HAZ WASTE DISP	3,785.00	
43295	08/06/12	432	3,540.60	EXPRESS EMPLOYMENT PROS		47881	TEMP W/E 7/13/12	960.00	
						47948	TEMP W/E 7/22	882.00	
						47976	FLT TEMP W/E 7/22/12	618.60	
						47977	FLT TEMP W/E 7/22/12	1,080.00	
43296	08/06/12	968	23.73	FEDEX FREIGHT		47885	SHIPPING TO CALTRANS	23.73	
43297	08/06/12	002295	31,285.03	FIRST ALARM		47978	SECURITY JUNE 12	31,285.03	
43298	08/06/12	002952	46.89	FLYERS ENERGY LLC		47940	PROPANE/FLT	46.89	
43299	08/06/12	001189	75.00	GARY KENVILLE LOCKSMITH	7	47946	SVCE METRO/GATE	75.00	
43300	08/06/12	117	503.77	GILLIG LLC		47903	SAFETY/REV VEH PTS	503.77	
43301	08/06/12	E887	66.00	GONZALES, JESUS		47868	DMV CDL REIMBURSEMENT	66.00	
43302	08/06/12	282	4,489.61	GRAINGER		47897	SAFETY SUP/RPRS MAIN	1,501.43	
						47911	CLEANING SUPP	245.23	
						47933	RPRS & MAINT	35.55	
						47986	SAFETY/RPRS MAINT	2,707.40	
43303	08/06/12	510A	45.36	HASLER, INC.		47882	EQUIP RENT	45.36	
43304	08/06/12	E021	120.00	HILTNER, THOMAS		47954	TRAVEL REIMB	120.00	
43305	08/06/12	002979	3,707.07	HUNT & SONS, INC.		47899	FLT FUEL/LUBE	3,707.07	
43306	08/06/12	878	3,338.55	KELLY SERVICES, INC.		47924	TEMP W/E 7/22	2,222.55	
						47926	TEMP W/E 7/15	1,116.00	
43307	08/06/12	036	86.58	KELLY-MOORE PAINT CO., INC.		47943	RPRS & MAINT	86.58	
43308	08/06/12	001052	1,502.53	MID VALLEY SUPPLY		47985	CLEANING SUPP	1,502.53	
43309	08/06/12	041	283.16	MISSION UNIFORM		47934	UNIF & LAUNDRY	177.49	

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

DATE: 08/01/12 THRU 08/31/12

CHECK NUMBER	CHECK DATE	CHECK VENDOR	CHECK AMOUNT	VENDOR NAME	VENDOR TYPE	TRANS. NUMBER	TRANSACTION DESCRIPTION	TRANSACTION AMOUNT	COMMENT
43310	08/06/12	288	420.11	MUNCIE TRANSIT SUPPLY		47935	UNIF & LAUNDRY	59.25	
43311	08/06/12	001063	7,913.32	NEW FLYER INDUSTRIES LIMITED		47990	UNIF & LAUNDRY	42.24	
43312	08/06/12	002721	525.58	NEXTEL COMMUNICATIONS/SPRINT		47991	UNIF & LAUNDRY	4.18	
43313	08/06/12	002940	1,629.01	OJO TECHNOLOGY, INC.		47947	REV VEH PTS	73.78	
43314	08/06/12	009	47.23	PACIFIC GAS & ELECTRIC		47960	REV VEH PTS	346.33	
43315	08/06/12	002809	50.00	PACIFIC PROPANE		47900	REV VEH PTS	431.77	
43316	08/06/12	043	841.60	PALACE ART & OFFICE SUPPLY		47944	REV VEH PTS	602.38	
43317	08/06/12	481	333.00	PIED PIPER EXTERMINATORS, INC.		47945	REV VEH PTS	17.20	
43318	08/06/12	107A	1,788.14	PROBUILD		47958	REV VEH PTS	27.88	
43319	08/06/12	003020	125.25	QUEST DIAGNOSTIC		47959	CREDIT NOTE	3,324.91	
43320	08/06/12	019	226.50	RAYNE OF SANTA CRUZ, INC.		47979	REV VEH PTS	441.04	
43321	08/06/12	003024	191.06	RICOH USA, INC		47980	6/26-7/25 DIRECT CON	84.54	
43322	08/06/12	215	260.00	RICOH USA, INC.		47989	TVM WIRELESS	50.00	
						47992	6/26-7/25 1122 RIVER	-105.46	
						47875	EQUIP RENTAL	-49.36	
						47769	OFFICE SUPPLY	8.44	
						47820	OFFICE SUPPLIERS	983.69	
						47823	OFFICE SUPP	4.29	
						47936	OFFICE SUPPLY	53.00	
						47937	OFFICE SUPPLY	48.50	
						47906	JULY PEST CTRL	183.00	
						47907	JULY PEST CTRL	3.34	
						47908	JULY PEST CTRL	121.96	
						47909	JULY PEST CTRL	92.65	
						47928	RPRS & MAINT	111.32	
						47929	RPRS & MAINT	23.14	
						47930	RPRS & MAINT	40.10	
						47942	REV VEH PTS	181.05	
						47961	BUS STOP RPRS	60.27	
						47962	BUS STOP RPRS	206.91	
						47963	BUS STOP RPRS	151.83	
						47964	BUS SSTOP RPRS	60.27	
						47965	BUS STOP RPRS	4.58	
						47966	BUS STOP RPRS	189.78	
						47967	BUS STOP RPRS	174.37	
						47968	BUS STOP RPRS	6.82	
						47969	BUS STOP RPRS	6.74	
						47971	BUS STOP RPRS	225.82	
						47972	BUS STOP RPRS	93.31	
						47973	BUS STOP RPRS	12.13	
						47974	BUS STOP RPRS	21.75	
						47975	BUS STOP RPRS	125.25	
						47983	RPRS & MAINT	226.50	
						47984	RPRS & MAINT	191.06	
						47880	DOT DRUG PANEL	260.00	
						47955	QUART SVCE/SBF		
						47887	IMAGES 6/19-7/18/12		
						47995	SERVICES 7/18-8/17		

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

DATE: 08/01/12 THRU 08/31/12

CHECK NUMBER	CHECK DATE	CHECK VENDOR	CHECK AMOUNT	VENDOR NAME	VENDOR TYPE	TRANS. NUMBER	TRANSACTION DESCRIPTION	TRANSACTION AMOUNT	COMMENT
43323	08/06/12	301.31 001098	ROBERT HALF MANAGEMENT RESOURCE	47925	TEMP W/E 7/12			301.31	
43324	08/06/12	500.00 E334	ROCHA, LUIS	47869	TOOL ALLOWANCE			500.00	
43325	08/06/12	2,301.07 001379	SAFETY-KLEEN	47932	HAZ WASTE DISP			2,301.07	
43326	08/06/12	161.90 135	SANTA CRUZ AUTO PARTS, INC.	47870	REV VEH PTS			122.17	
				47871	REV VEH PTS			39.73	
43327	08/06/12	77,508.36 002917	SANTA CRUZ METRO TRANSIT W/C	47884	W/C RESERVE			77,508.36	
43328	08/06/12	1,800.00 002871	STATE ELECTRIC GENERATOR	47901	FORKLIFT SERVICE			1,800.00	
43329	08/06/12	1,163.76 001165	THANH N. VU MD	47877	MED EXAM NEW HIRE			92.16	
				47914	MED EXAM NEW HIRE			92.16	
				47915	MED EXAM NEW HIRE			92.16	
				47916	MED EXAM NEW HIRE			92.16	
				47917	MED EXAM NEW HIRE			92.16	
				47918	MED EXAM NEW HIRE			92.16	
				47919	MED EXAM NEW HIRE			92.16	
				47920	MED EXAM NEW HIRE			92.16	
				47921	MED EXAM NEW HIRE			92.16	
				47922	MED EXAM NEW HIRE			92.16	
				47923	MED EXAM NEW HIRE			92.16	
				47997	MED EXAM			75.00	
				47998	MED EXAM			75.00	
43330	08/06/12	1,646.79 R628	TRACEY, DOUGLAS	48000	SC 05-12-11			1,646.79	
43331	08/06/12	95.00 001190	TRANSIT TALENT.COM LLC	47879	AD/MECHANIC I OR II			95.00	
43332	08/06/12	10.86 946	UNITED SITE SERVICES	47996	FENCE RENT 7/18-8/14			10.86	
43333	08/06/12	5,812.94 002829	VALLEY POWER SYSTEMS, INC.	47902	REV VEH PTS			1.88	
				47904	REV VEH PTS			221.01	
				47905	REV VEH PTS			209.05	
				47912	REV VEH PTS			1,069.65	
				47913	REV VEH PTS			1,296.24	
				47927	REV VEH PTS			3,015.11	
43334	08/06/12	54.72 434B	VERIZON CALIFORNIA	47886	MT BIEWLASKI			54.72	
43335	08/06/12	82.37 434	VERIZON WIRELESS	47970	PC CARDS/ADMIN			82.37	
43336	08/06/12	2,709.97 001353	VISION COMMUNICATIONS	47941	REV VEH PTS			1,594.97	
				47957	CONSOLE REPAIR			1,115.00	
43337M08/10/12		92,653.00 858	CSAC EXCESS INSURANCE AUTHORITY	48103	EXCESS W/C 7/12-7/13			92,653.00	MANUAL
43338M08/10/12		10,000.00 1114	EXCESS W/C 7/12-7/13	48104	BROKER FEE 7/12-7/13			10,000.00	MANUAL
			ALLIANT INSURANCE SERVICES						
			BROKER FEE 7/12-7/13						
43339	08/13/12	530.00 002069	A TOOL SHED, INC.	48060	PLANNER RENTAL			530.00	
43340	08/13/12	74.35 001193	AA GLASS SHOP	48062	GLASS REPLACE METRO			74.35	
43341	08/13/12	110.61 E636	AGUIRRE, CIRO	48081	REIMBURSEMENT			110.61	
43342	08/13/12	232.70 E437	AITKEN, ANGELA	48099	TRAINING BOOKS			232.70	
43343	08/13/12	100.00 001016	ALLARD'S SEPTIC SERVICE	48010	HAZ WASTE/SVTC			100.00	
43344	08/13/12	29.00 002861	AMERICAN MESSAGING SVCS, LLC	48032	AUG PAGERS			29.00	
43345	08/13/12	256.87 854	AMERICAN SEATING COMPANY	48007	REV VEH PTS			256.87	
43346	08/13/12	33.69 002689	B & B SMALL ENGINE	48002	RPRS & MAINT			33.69	
43347	08/13/12	10.66 002363	BATTERIES PLUS #314	48036	RPRS & MAINT			10.66	
43348	08/13/12	774.00 011	BEWLEYS CLEANING	48023	CUSTODIAL SERVICE			774.00	
43349	08/13/12	699.53 002189	BUS & EQUIPMENT	48083	REV VEH RP			699.53	
43350	08/13/12	91,469.54 003040	CALTIP C/O YORK INSURANCE	48097	CLAIM #11-0009			91,469.54	
43351	08/13/12	330.67 002898	CEB	48078	LAW HANDBOOK			330.67	

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

DATE: 08/01/12 THRU 08/31/12

CHECK NUMBER	CHECK DATE	CHECK VENDOR	CHECK AMOUNT	VENDOR NAME	VENDOR TYPE	TRANS. NUMBER	TRANSACTION DESCRIPTION	TRANSACTION AMOUNT	COMMENT
43352	08/13/12	001346	166.02	CITY OF SANTA CRUZ		48065	JULY LANDFILL	166.02	
43353	08/13/12	130	1,249.13	CITY OF WATSONVILLE UTILITIES		48054	6/26-7/26 WTC	252.48	
						48055	CONTAINER/WTC	892.10	
						48056	6/26-7/26 WTC	18.52	
						48057	6/26-7/26 WTC	40.21	
						48058	7/1-8/1 WTC	45.82	
43354	08/13/12	909	595.80	CLASSIC GRAPHICS		48012	OUT RPR #2303	595.80	
43355	08/13/12	001124	9,407.65	CLEAN ENERGY		48030	LNG 7/26/12	9,407.65	
43356	08/13/12	003003	1,678.00	COMMERCIAL ENVIRONMENT		48061	JULY MAINT	1,678.00	
43357	08/13/12	480	1,784.83	DIESEL MARINE ELECTRIC, INC.		48039	REV VEH PTS	1,784.83	
43358	08/13/12	002388	113.00	DOGHERRA'S INC.		48087	REV VEH RPRS #1106	113.00	
43359	08/13/12	001172	6.67	FERGUSON ENTERPRISES INC. #795		48035	RPRS & MAINT	6.67	
43360	08/13/12	002952	12,774.51	FLYERS ENERGY LLC		48031	FLT FUEL 7/15-7/31	2,734.66	
						48088	FUEL & LUBE	10,039.85	
43361	08/13/12	001302	216.60	GARDA CL WEST, INC.		48092	JULY 12 LIABILITY	216.30	
						48093	JUNE 12 EXCESS LIAB	0.30	
43362	08/13/12	117	260.92	GILLIG LLC		48006	REV VEH PTS	260.92	
43363	08/13/12	546	234.27	GRANITEROCK COMPANY		48009	RPRS & MAINT	234.27	
43364	08/13/12	001097	234.78	GREENWASTE RECOVERY, INC.		48059	JULY GARB/SVTC	234.78	
43365	08/13/12	002313	2,078.25	HARTSELL & OLIVIERI	7	48076	NEGOT. PARACRUZ	2,078.25	
43366	08/13/12	629	491.00	HUGHES & ASSOCIATES	7	48072	CV 170254	491.00	
43367	08/13/12	878	2,264.40	KELLY SERVICES, INC.		48077	TEMP W/E 7/29	2,264.40	
43368	08/13/12	001145	802.95	MANAGED HEALTH NETWORK		48095	AUG 12 MEN	802.95	
43369	08/13/12	T224	123.00	MANUELA M. RAZO FOR		48080	REFUND 41@ \$3.00/EA	123.00	
43370	08/13/12	003038	5,000.00	MILLS, PAUL J M.D.		48073	CV 170254	5,000.00	
43371	08/13/12	041	464.48	MISSION UNIFORM		48003	UNIF & LAUNDRY	160.92	
						48004	UNIF & LAUNDRY	59.25	
						48005	UNIF & LAUNDRY	177.49	
						48022	UNIF & LAUNDRY	33.41	
						48085	UNIF & LAUNDRY	33.41	
43372	08/13/12	001063	23,893.18	NEW FLYER INDUSTRIES LIMITED		48014	NEW BUS PURCH	307.66	
						48015	NEW BUS PURCH	58.70	
						48017	NEW BUS PURCH	3,495.03	
						48018	NEW BUS PURCH	703.63	
						48019	NEW BUS PURCH	1,907.86	
						48029	REV VEH PTS	4.11	
						48040	REV VEH PTS	537.99	
						48079	NEW BUS PURCH	66.40	
						48090	CREDIT NOTE	-66.40	
						48091	NEW BUS PURCH	14,940.97	
						48101	NEW BUS PURCH	1,937.23	
						48008	6/26-7/25 MMF	6,070.09	
						48020	GAS & ELEC PC	1,191.29	
43373	08/13/12	009	20,001.48	PACIFIC GAS & ELECTRIC		48025	6/26-7/25 1217 RIVER	53.77	
						48026	6/26-7/25 1200 RIVER	1,248.30	
						48027	6/26-7/25 VERNON	6,408.82	
						48064	6/26-7/25 1122 RIVER	1,945.62	
						48071	6/29-7/30 PACIFIC	3,083.59	
						48067	METROBASE	449.94	
43374	08/13/12	043	726.04	PALACE ART & OFFICE SUPPLY		48068	OFFICE SUPPLY	30.90	



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

DATE: 08/01/12 THRU 08/31/12

CHECK NUMBER	CHECK DATE	CHECK VENDOR	CHECK AMOUNT	VENDOR NAME	VENDOR TYPE	TRANS. NUMBER	TRANSACTION DESCRIPTION	TRANSACTION AMOUNT	COMMENT
43375	08/13/12	44,120.10 002939		PREFERRED BENEFIT		48098	OFFICE SUPPLY	29.28	
43376	08/13/12	986.90 107A		PROBUILD		48098	OFFICE SUPPLY	215.92	
						48094	AUG 12 DENTAL	44,120.10	
						48001	RPRS & MAINT	44.19	
						48011	RPRS & MAINT	23.12	
						48041	BUS STOP RPRS	195.23	
						48042	BUS STOP RPRS	60.27	
						48043	BUS STOP RPRS	22.33	
						48044	BUS STOP RPRS	188.31	
						48045	BUS STOP RPRS	213.42	
						48046	BUS STOP RPRS	14.64	
						48047	BUS STOP RPRS	225.39	
						48013	DOT DRUG PANEL	601.20	
						48024	JUNE 2ND DELIVERY	75.95	
						48063	JULY MAINT	396.95	
						48102	PC 06-12-10	1,338.02	
						48084	RENTAL EQUIP	387.72	
						48100	TEMP W/E 7/29	960.00	
						48037	REV VEH PTS	114.08	
						48086	REV VEH PTS	64.68	
						48075	7/16-7/31 W/C RESV	68,282.26	
						48021	WATER & GARBAGE PC	376.20	
						48016	AD PROP NO 12-35	196.68	
						48089	JULY 12 PT SVCS	19,532.35	
						48028	RPRS & MAINT	20.18	
						48066	REV VEH PTS	2,615.72	
						48048	TIRES & TUBES	1,255.86	
						48049	TIRES & TUBES	432.13	
						48050	TIRES & TUBES	716.77	
						48051	TIRES & TUBES	1,310.11	
						48052	TIRES & TUBES	1,118.05	
						48034	FRT OUT/FLT	52.52	
						48033	JULY MAINT	1,595.00	
						48096	AUG 12 VSP	11,110.00	
						48074	CV 170254	93.15	
						48070	JULY COACHING	750.00	
						48038	SUPPLIES/MMF	41.11	
						48105	MAILBOX KEY	3.84	
						48106	CUSTOM KEY	57.68	
						48199	MEETING REIMBURSMENT	93.74	
						48208	DOT LAB	101.00	
						48113	REV VEH PTS	31.14	
						48207	JUNE 12 SVCS	8,416.67	
						48186	DOOR RPR/METRO	1,315.00	
						48187	DOOR RPR/METRO CTR	4,010.00	
						48142	REV VEH PTS	3,359.16	
						48171	REV VEH PTS	2,720.36	
						48191	OFFICE SUPPLY	34.50	
						48214	JUL 1200B SERVICE	3,729.00	
						48215	JUL 1200B SERVICE	2,703.48	

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

DATE: 08/01/12 THRU 08/31/12

CHECK NUMBER	CHECK DATE	CHECK VENDOR	CHECK AMOUNT	VENDOR NAME	VENDOR TYPE	TRANS. NUMBER	TRANSACTION DESCRIPTION	TRANSACTION AMOUNT	COMMENT
43407	08/20/12	30.02 002189	BUS & EQUIPMENT		48195	REV VEH PTS	30.02		
43408	08/20/12	600.00 003022	CAFE AMIGO		48259	AUG 12 CUSTODIAL SVC	600.00		
43409	08/20/12	149.19 001159	CATTO'S GRAPHICS, INC.		48128	REV VEH PTS	149.19		
43410	08/20/12	25.00 001911	CITY OF SANTA CRUZ		48121	ALARM REG/OPS	25.00		
43411	08/20/12	1,915.90 909	CLASSIC GRAPHICS		48140	OUT RPR #9820	1,915.90		
43412	08/20/12	9,444.38 001124	CLEAN ENERGY		48122	LNG 7/29/12	9,444.38		
43413	08/20/12	22.30 002063	COSTCO		48200	BOD MTG 8/10/12	22.30		
43414	08/20/12	109.79 001000	DAIMLER BUSES N. AMERICA INC.		48159	REV VEH PTS	34.50		
					48179	REV VEH PTS	75.29		
43415	08/20/12	120.00 E420	DERWING, CAROLYN		48137	TRAVEL ADV HASTUS	120.00		
43416	08/20/12	3,749.77 001329	DOC AUTO LLC		48232	REV VEH OUT RPR	113.95		
					48233	REV VEH OUT RPR	92.50		
					48234	REV VEH OUT RPR	271.09		
					48236	REV VEH OUT RPR	225.04		
					48237	REV VEH OUT RPR	113.95		
					48238	REV VEH OUT RPR	236.44		
					48239	REV VEH OUT RPR	207.45		
					48240	REV VEH OUT RPR	299.08		
					48241	REV VEH OUT RPR	290.64		
					48242	REV VEH OUT RPR	257.13		
					48243	REV VEH OUT RPR	350.26		
					48244	REV VEH OUT RPR	81.03		
					48245	REV VEH OUT RPR	222.53		
					48246	REV VEH OUT RPR	656.50		
					48247	REV VEH OUT RPR	332.18		
43417	08/20/12	6,919.82 002953	EPICOR SOFTWARE CORP		48228	JUNE 12 SVCS	569.82		
					48229	JULY 12 SVCS	3,000.00		
					48230	JULY 12 SVCS	2,700.00		
					48231	JULY 12 SVCS	650.00		
43418	08/20/12	5,212.79 432	EXPRESS EMPLOYMENT PROS		48129	FAC TEMP W/E 7/22/12	900.00		
					48130	FAC TEMP W/E 7/29/12	900.00		
					48131	FAC TEMP W/E 7/8/12	675.00		
					48132	FAC TEMP W/E 7/15/12	900.00		
					48173	FLT TEMP W/E 7/29/12	1,080.00		
					48184	FLT TEMP W/E 7/29/12	757.79		
43419	08/20/12	340.49 959	FIRST ADVANTAGE CORPORATION		48209	DOT DRUG TESTING	147.92		
					48210	DOT DRUG TESTING	125.00		
					48211	DOT DRUG TESTING	9.78		
					48212	DOT DRUG TESTING	15.17		
					48213	DOT DRUG TESTING	42.62		
43420	08/20/12	537.08 001189	GARY KENVILLE LOCKSMITH	7	48157	RPRS & MAINT	537.08		
43421	08/20/12	705.56 647	GFI GENFARE		48146	REV VEH PTS	523.57		
43422	08/20/12	16.25 003014	GOODEX SERVICES, INC.		48193	PROF/TECH SERVICE	16.25		
43423	08/20/12	1,227.96 282	GRAINGER		48147	RPRS & MAINT	7.77		
					48175	RPRS & MAINT	247.21		
43424	08/20/12	42.58 546	GRANITEROCK COMPANY		48176	RPRS & MAINT	972.98		
43425	08/20/12	224.40 001097	GREENWASTE RECOVERY, INC.		48174	RPRS & MAINT	42.58		
43426	08/20/12	500.00 510A	HASLER, INC.		48194	JULY 12 GARBAGE	224.40		
					48203	JULY 12 POSTAGE	500.00		

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

DATE: 08/01/12 THRU 08/31/12

CHECK NUMBER	CHECK DATE	CHECK VENDOR	CHECK AMOUNT	VENDOR NAME	VENDOR TYPE	TRANS. NUMBER	TRANSACTION DESCRIPTION	TRANSACTION AMOUNT	COMMENT
43427	08/20/12	166	294.29	HOSE SHOP, THE		48148	RPRS & MAINT	22.19	
						48149	REV VEH PTS	71.98	
						48177	REV VEH PTS	171.61	
						48178	REV VEH PTS	28.51	
43428	08/20/12	002117	3,574.98	IULIANO	7	48262	SEPT 12 RENT 115 DUB	3,574.98	
43429	08/20/12	110	2,974.89	JESSICA GROCERY STORE, INC.		48258	AUG 12 CUSTODIAL SVC	2,974.89	
43430	08/20/12	878	2,257.22	KELLY SERVICES, INC.		48189	TEMP W/E 8/5/12	2,257.22	
43431	08/20/12	167	704.73	KEYSTON BROTHERS		48143	REV VEH PTS	704.73	
43432	08/20/12	001233	1,510.15	KIMBALL MIDWEST		48114	REV VEH PTS	1,510.15	
43433	08/20/12	852	1,728.00	LAW OFFICES OF MARIE F. SANG	7	48216	CLAIM 2007180907	48.00	
						48217	CLAIM 1999103213	64.00	
						48218	CLAIM 2010227273	208.00	
						48219	CLAIM 2010227273	64.00	
						48220	C#11002953;12000055	96.00	
						48221	C#11002953;12000055	640.00	
						48222	CLAIM 2004103551	128.00	
						48223	CLAIM 2010226708	48.00	
						48224	CLAIM 2010226708	112.00	
						48225	09210149,218396,2083	128.00	
						48226	09210149,218396,2083	96.00	
						48227	CLAIM 11004751	96.00	
43434	08/20/12	002893	349.00	LETTER PUBLICATIONS		48204	1YR SUBSCRIPTION	349.00	
43435	08/20/12	001119	1,758.04	MACRICH PARTNERSHIP LP	7	48261	CAP MALL SEPT RENT	1,758.04	
43436	08/20/12	003017	24,870.31	MANSFIELD OIL COMPANY		48158	DIESEL 7/25/12	24,870.31	
43437	08/20/12	E303	160.00	MCGLAZE, GILLIAN		48136	TRAVEL ADV HAUSTUS	160.00	
43438	08/20/12	764	650.00	MERCURY METALS		48192	REV VEH OUT/RPR	650.00	
43439	08/20/12	041	302.33	MISSION UNIFORM		48152	UNIF & LAUNDRY	32.18	
						48153	UNIF & LAUNDRY	59.25	
						48154	UNIF & LAUNDRY	177.49	
						48198	UNIF & LAUNDRY	33.41	
43440	08/20/12	001063	4,027.55	NEW FLYER INDUSTRIES LIMITED		48107	REV VEH PTS	505.24	
						48115	REV VEH PTS	351.75	
						48169	REV VEH PTS	2,678.69	
						48180	REV VEH PTS	30.38	
						48185	NEW BUS PURCH	461.49	
43441	08/20/12	002721	1,444.53	NEXTEL COMMUNICATIONS/SPRINT		48188	SVCS 7/04-8/03/12	1,444.53	
43442	08/20/12	001176	14,842.00	NORTHSTAR, INC.		48139	JULY MAINT	14,842.00	
43443	08/20/12	009	4,053.91	PACIFIC GAS & ELECTRIC		48150	6/23-8/3 SVTC	2,900.91	
						48260	SEPT 12 1122 RIVER	1,153.00	
43444	08/20/12	043	1,607.51	PALACE ART & OFFICE SUPPLY		48141	OFFICE SUPPLY	68.22	
						48163	OFFICE SUPPLY	6.26	
						48164	OFFICE SUPPLY	342.83	
						48165	OFFICE SUPPLY	911.14	
						48206	OFFICE SUPPLY	279.06	
43445	08/20/12	002947	748.00	PEDALERS EXPRESS	7	48190	JULY 12 SVCS	748.00	
43446	08/20/12	107A	118.82	PROBUILD		48117	RPRS & MAINT	7.80	
						48118	RPRS & MAINT	6.23	
						48119	RPRS & MAINT	40.63	
						48156	RPRS & MAINT	64.16	
43447	08/20/12	003024	11.50	RICOH USA, INC		48201	FRT TONER	11.50	

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

DATE: 08/01/12 THRU 08/31/12

CHECK NUMBER	CHECK DATE	CHECK VENDOR	CHECK AMOUNT	VENDOR NAME	VENDOR TYPE	TRANS. NUMBER	TRANSACTION DESCRIPTION	TRANSACTION AMOUNT	COMMENT
43448	08/20/12	580.68 215		RICOH USA, INC.		48166	MAINT COPY 4/12-7/12	314.86	
						48167	JULY LEASE PMT	265.82	
43449	08/20/12	301.31 001098		ROBERT HALF MANAGEMENT RESOURCE		48202	TEMP W/E 7/27/12	301.31	
43450	08/20/12	4,521.97 018		SALINAS VALLEY FORD SALES		48108	REV VEH PTS	60.98	
						48109	REV VEH PTS	4,460.99	
43451	08/20/12	506.74 135		SANTA CRUZ AUTO PARTS, INC.		48110	REV VEH PTS	50.00	
						48120	REV VEH PTS	71.45	
						48127	REV VEH PTS	7.22	
						48151	REV VEH PTS	5.07	
						48155	REV VEH PTS	11.40	
						48182	REV VEH PTS	55.43	
						48196	REV VEH PTS	253.18	
43452	08/20/12	2,500.00 002267		SHAW / YODER / ANTWIH, INC.		48205	AUG 12 STATE LEG SVC	2,500.00	
43453	08/20/12	180.00 001817		SOCIETY FOR HUMAN RESOURCE		48135	MEMBERSHIP 7/12-6/13	180.00	
43454	08/20/12	12,439.73 001075		SOQUEL III ASSOCIATES	7	48263	SEPT12 RENT RESEARCH	12,439.73	
43455	08/20/12	4,286.00 001232		SPECIALIZED AUTO AND		48235	REV VEH OUT RPR	140.81	
						48248	REV VEH OUT RPR	141.45	
						48249	REV VEH OUT RPR	94.36	
						48250	REV VEH OUT RPR	306.48	
						48251	REV VEH OUT RPR	215.90	
						48252	REV VEH OUT RPR	43.33	
						48253	REV VEH OUT RPR	1,450.31	
						48254	REV VEH OUT RPR	183.34	
						48255	REV VEH OUT RPR	405.51	
						48256	REV VEH OUT RPR	1,016.63	
						48257	REV VEH OUT RPR	287.88	
43456	08/20/12	268.94 001976		SPORTWORKS NORTHWEST, INC.		48172	REV VEH PTS	268.94	
43457	08/20/12	810.43 002954		TIRE DISTRIBUTION SYSTEMS, LLC	7	48160	TIRES & TUBES	122.44	
						48161	TIRES & TUBES	32.93	
						48162	TIRES & TUBES	655.06	
43458	08/20/12	442.30 170		TOWNSEND'S AUTO PARTS		48116	REV VEH PTS	442.30	
43459	08/20/12	44.02 007		UNITED PARCEL SERVICE		48112	FRT OUT/FLT	44.02	
43460	08/20/12	6,338.16 002829		VALLEY POWER SYSTEMS, INC.		48123	REV VEH PTS	7.54	
						48124	REV VEH PTS	6,326.14	
						48125	CREDIT MEMO	-6,326.14	
						48126	REV VEH PTS	4,943.34	
						48144	CORE CREDIT	-108.50	
						48145	REV VEH PTS	3.48	
						48170	REV VEH PTS	741.37	
						48181	REV VEH PTS	750.93	
43461	08/20/12	160.00 E888		WAGLEY, EILEEN		48138	TRAVEL ADV CALACT	160.00	
43462	08/20/12	35.69 E495A		WHITE, LRS		48168	TRAVEL REIMB APTA	35.69	
43463	08/20/12	15.44 147		ZEE MEDICAL SERVICE CO.		48197	SAFETY SUPP	15.44	
43464	08/27/12	33.58 294		ANDY'S AUTO SUPPLY	0	48318	PARTS & SUPP	33.58	
43465	08/27/12	546.73 001G		AT&T		48296	REPEATERS 8/5-9/4	306.96	
						48297	REPEATERS 8/7-9/6	85.28	
						48298	OPS PHONE 8/5-9/4	154.49	
43466	08/27/12	16,833.34 001348		ATHENS INSURANCE SERVICE, INC.		48311	JUL 12 WORK COMP FEE	8,416.67	
						48312	AUG 12 WORK COMP FEE	8,416.67	

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

DATE: 08/01/12 THRU 08/31/12

CHECK NUMBER	CHECK DATE	CHECK VENDOR	CHECK AMOUNT	VENDOR NAME	VENDOR TYPE	TRANS. NUMBER	TRANSACTION DESCRIPTION	TRANSACTION AMOUNT	COMMENT
43467	08/27/12	71.11 M033	71.11	BAILEY, NEIL	0	48401	SEPT 12 RET SUPP	71.11	
43468	08/27/12	2,000.00 616	2,000.00	BROWN ARMSTRONG		48264	FY12 AUDIT	2,000.00	
43469	08/27/12	584,117.39 502	584,117.39	CA PUBLIC EMPLOYEES'		48396	SEPT 12 MEDICAL INS	584,117.39	
43470	08/27/12	71.11 M022	71.11	CAPELLA, KATHLEEN	0	48412	SEPT 12 RET SUPP	71.11	
43471	08/27/12	57.50 002929	57.50	CHEVROLET OF WATSONVILLE	7	48302	OUT RPR #803	57.50	
43472	08/27/12	82.55 667	82.55	CITY OF SCOTT'S VALLEY		48299	5/15-7/15 SVTC	82.55	
43473	08/27/12	1,416.45 909	1,416.45	CLASSIC GRAPHICS		48320	OUT RPR #2232	1,416.45	
43474	08/27/12	38,290.10 001124	38,290.10	CLEAN ENERGY		48336	LNG 7/11/12	9,397.30	
						48337	LNG 8/4/12	10,335.86	
						48338	LNG 8/1/12	9,908.18	
						48339	LNG 8/7/12	8,648.76	
43475	08/27/12	15.46 075	15.46	COAST PAPER & SUPPLY INC.		48325	CLEANING SUPP	15.46	VOIDED
43476	08/27/12	4,678.20 504	4,678.20	CUMMINS WEST, INC.		48277	REV VEH PTS	3,386.19	
						48368	REV VEH PTS	1,292.01	
43477	08/27/12	133.78 002389	133.78	DARCO PRINTING	7	48365	OFFICE SUPP	133.78	
43478	08/27/12	35.55 M039	35.55	DAVILA, ANA MARIA		48402	SEPT 12 RET SUPP	35.55	
43479	08/27/12	384.00 002567	384.00	DEPARTMENT OF JUSTICE	0	48306	JULY 12 FINGERPRINT	384.00	
43480	08/27/12	431.84 001329	431.84	DOC AUTO LLC		48290	REV VEH OUT RPR	385.09	
						48393	REV VEH/OUT RPR	46.75	
43481	08/27/12	375.00 916	375.00	DOCTORS ON DUTY MEDICAL CLINIC		48307	EMPLOYEE EXAMS	375.00	
43482	08/27/12	90.00 002388	90.00	DOGHERRA'S INC.		48394	REV VEH/OUT RPR	90.00	
43483	08/27/12	1,315.00 001492	1,315.00	EVERGREEN OIL INC.		48335	HAZ WASTE DIS	1,315.00	
43484	08/27/12	4,616.81 432	4,616.81	EXPRESS EMPLOYMENT PROS		48265	TEMP W/E 8/5/12	783.56	
						48266	TEMP W/E 8/5/12	1,080.00	
						48376	FLT TEMP W/E 8/12/12	1,080.00	
						48377	FAC TEMP W/E 8/5/12	900.00	
						48378	FLT TEMP W/E 8/12/12	773.25	
43485	08/27/12	119.32 372	119.32	FEDERAL EXPRESS		48400	POSTAGE MAIL	119.32	
43486	08/27/12	390.00 447	390.00	FERRIS HOIST & REPAIR, INC.		48373	SVCE-BAY9 MMF	195.00	
						48374	SVCE BAY 7 MMF	195.00	
43487	08/27/12	60.00 002295	60.00	FIRST ALARM		48287	JULY 12 DISPATCH	60.00	
43488	08/27/12	13,270.30 002952	13,270.30	FLYERS ENERGY LLC		48340	FLT FUEL 8/1-8/15	2,401.72	
						48395	FUEL & LUBE 8/1-8/15	10,868.58	
43489	08/27/12	66.00 E890	66.00	FOSTER, PAULA		48292	DMV REIMBURSEMENT	66.00	
43490	08/27/12	35.55 M100	35.55	GARCIA, HELEN	0	48403	SEPT 12 RET SUPP	35.55	
43491	08/27/12	368.44 001189	368.44	GARY KENVILLE LOCKSMITH	7	48300	SVCE FINANCE STORAGE	135.41	
						48301	REKEY FINANCE STORAGE	233.03	
43492	08/27/12	71.11 M041	71.11	GOUVEIA, ROBERT	0	48404	SEPT 12 RET SUPP	71.11	
43493	08/27/12	6.73 282	6.73	GRAINGER		48271	RPRS & MAINT	6.73	
43494	08/27/12	194.49 546	194.49	GRANTEROCK COMPANY		48333	RPRS & MAINT	194.49	
43495	08/27/12	12,889.85 001745	12,889.85	HARTFORD LIFE AND ACCIDENT INS		48397	AUG 12 LTD	9,789.67	
						48398	AUG 12 LIFE/AD&D	3,100.18	
43496	08/27/12	41.04 510A	41.04	HASLER, INC.		48286	9/1-9/30 RENTAL PT	41.04	
43497	08/27/12	66.00 E892	66.00	HEREDIA, JESUS		48294	DMV REIMBURSEMENT	66.00	
43498	08/27/12	326.98 M061	326.98	KAMEDA, TERRY	0	48413	SEPT 12 RET SUPP	326.98	
43499	08/27/12	698.15 878	698.15	KELLY SERVICES, INC.		48346	TEMP W/E 8/12/12	689.04	
						48361	BACKGROUND CHECK	9.11	
43500	08/27/12	1,344.00 852	1,344.00	LAW OFFICES OF MARIE F. SANG	7	48341	WORK COMP ATTNY FEE	80.00	
						48342	WORK COMP ATTNY FEE	352.00	
						48343	WORK COMP ATTNY FEE	352.00	

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

DATE: 08/01/12 THRU 08/31/12

CHECK NUMBER	CHECK DATE	CHECK VENDOR	CHECK AMOUNT	VENDOR NAME	VENDOR TYPE	TRANS. NUMBER	TRANSACTION DESCRIPTION	TRANSACTION AMOUNT	COMMENT
43501	08/27/12	797.65 001145		MANAGED HEALTH NETWORK		48344	WORK COMP ATTNY FEE	160.00	
43502	08/27/12	66.00 E889		MARSHALL, ANDRE		48345	WORK COMP ATTNY FEE	400.00	
43503	08/27/12	3,340.00 001052		MID VALLEY SUPPLY		48399	SEPT 12 RAP	797.65	
						48291	DMV REIMBURSEMENT	66.00	
						48278	CLEANING SUPPLIES	3,172.39	
						48369	CLEANING SUPP	64.23	
						48370	CLEANING SUPP	103.38	
43504	08/27/12	283.16 041		MISSION UNIFORM		48305	UNIF & LAUNDRY	4.18	
						48316	UNIF & LAUNDRY	59.25	
						48317	UNIF & LAUNDRY	177.49	
						48362	UNIF & LAUNDRY	42.24	
43505	08/27/12	948.63 288		MUNCIE TRANSIT SUPPLY		48304	RPRS & MAINT	948.63	
43506	08/27/12	2,740.37 001178		N/S CORPORATION		48375	RPRS & MAINT	2,740.37	
43507	08/27/12	626.90 887		NEOPOST, INC		48388	POSTAGE & MAILING PT	242.96	
						48389	POSTAGE & MAILING PT	383.94	
43508	08/27/12	938.53 001063		NEW FLYER INDUSTRIES LIMITED		48275	REV VEH PTS	93.70	
						48334	REV VEH PTS	55.94	
						48353	REV VEH PTS	17.71	
						48367	REV VEH PTS	771.18	
43509	08/27/12	35.55 M050		O'MARA, KATHLEEN	0	48405	SEPT 12 RET SUPP	35.55	
43510	08/27/12	66.00 E891		OLIN, MAUREEN		48293	DMV REIMBURSEMENT	66.00	VOIDED
43511	08/27/12	2,343.85 009		PACIFIC GAS & ELECTRIC		48285	7/11-8/8 RESEARCH PK	2,343.85	
43512	08/27/12	360.12 043		PALACE ART & OFFICE SUPPLY		48280	OFFICE SUPPLIES	54.15	
						48295	OFFICE SUPPLY	111.46	
						48313	OFFICE SUPPLY	21.92	
						48314	OFFICE SUPPLY	182.18	
						48351	CREDIT MEMO	-27.11	
						48352	OFFICE SUPP	17.52	
43513	08/27/12	353.68 M057		PARHAM, WALLACE	0	48414	SEPT 12 RET SUPP	353.68	
43514	08/27/12	35.55 M109		PEREZ, CHERYL		48406	SEPT 12 RET SUPP	35.55	
43515	08/27/12	267.71 M064		PETERS, TERRIE	0	48415	SEPT 12 RET SUPP	267.71	
43516	08/27/12	333.00 481		PIED PIPER EXTERMINATORS, INC.		48321	AUG 12 PEST CTRL	48.50	
						48322	AUG 12 PEST CTRL	48.50	
						48323	AUG 12 PEST CTRL	183.00	
						48324	AUG 12 PEST CTRL	53.00	
43517	08/27/12	353.68 M058		POTEETE, BEVERLY	0	48416	SEPT 12 RET SUPP	353.68	
43518	08/27/12	1,448.41 107A		PROBUILD		48281	RPRS & MAINT	62.81	
						48282	RPRS & MAINT	11.02	
						48283	RPRS & MAINT	2.80	
						48284	CREDIT NOTE	-55.99	
						48319	RPRS & MAINT	5.26	
						48326	RPRS & MAINT	4.87	
						48327	RPRS & MAINT	3.70	
						48328	RPRS & MAINT	51.83	
						48331	RPRS & MAINT	27.08	
						48379	BUS STOP RPRS	296.76	
						48380	BUS STOP RPRS	242.69	
						48381	BUS STOP RPRS	292.06	
						48382	BUS STOP RPRS	59.92	
						48383	BUS STOP RPRS	172.96	

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

DATE: 08/01/12 THRU 08/31/12

CHECK NUMBER	CHECK DATE	CHECK VENDOR	CHECK AMOUNT	VENDOR NAME	VENDOR TYPE	TRANS. NUMBER	TRANSACTION DESCRIPTION	TRANSACTION AMOUNT	COMMENT
43519	08/27/12	71.11 M085		ROSSI, DENISE	0	48384	BUS STOP RPRS	189.78	
43520	08/27/12	35.55 M030		ROWE, RUBY		48385	BUS STOP RPRS	71.70	
43521	08/27/12	92.79 001286		SAFE-CARD ID SERVICES, INC		48386	BUS STOP RPRS	9.16	
43522	08/27/12	435.27 135		SANTA CRUZ AUTO PARTS, INC.		48407	SEPT 12 RET SUPP	71.11	
						48408	SEPT 12 RET SUPP	35.55	
						48315	PHOTO SUPPLY EQUIP	92.79	
						48279	REV VEH PTS	105.19	
						48288	REV VEH PTS	60.00	
						48289	REV VEH PTS	42.03	
						48329	PARTS & SUPP	72.30	
						48330	REV VEH PTS	2.37	
						48387	REV VEH PTS	153.38	
43523	08/27/12	18,539.36 002917		SANTA CRUZ METRO TRANSIT W/C		48349	W/C RESERVE	18,539.36	
43524	08/27/12	254.04 M010		SHORT, SLOAN	0	48417	SEPT 12 RET SUPP	254.04	
43525	08/27/12	35.55 M054		SLOAN, SUZANNE	0	48409	SEPT 12 RET SUPP	35.55	
43526	08/27/12	342.86 001232		SPECIALIZED AUTO AND		48390	REV VEH/OUT RPR	142.37	
						48391	REV VEH/OUT RPR	107.23	
						48392	REV VEH/OUT RPR	93.26	
43527	08/27/12	300.00 001165		THANH N. VU MD	7	48347	DMV EXAM	75.00	
						48348	DMV EXAMS	75.00	
						48371	DMV EXAM	75.00	
						48372	DMV EXAM	75.00	
43528	08/27/12	6,905.59 002954		TIRE DISTRIBUTION SYSTEMS, LLC 7		48267	TIRES & TUBES	722.81	
						48268	TIRES & TUBES	3,894.17	
						48269	TIRES & TUBES	326.08	
						48270	TIRES & TUBES	1,310.11	
						48276	TIRES & TUBES	652.42	
43529	08/27/12	35.55 M086		TOLINE, DONALD	0	48410	SEPT 12 RET SUPP	35.55	VOIDED
43530	08/27/12	726.61 001038		TWINVISION A DIVISION OF		48303	REV VEH PTS	726.61	
43531	08/27/12	947.87 003037		TYCO INTEGRATED SECURITY LLC		48354	SEPT 12 ALARMS	111.01	
						48355	SEPT 12 ALARMS	98.36	
						48356	SEPT 12 ALARMS	54.79	
						48357	SEPT 12 ALARMS	76.68	
						48358	SEPT 12 ALARMS	75.69	
						48359	SEPT 12 ALARMS	50.15	
43532	08/27/12	3,483.01 057		U.S. BANK		48360	9/1-11/30 RIVER ALAR	481.19	
43533	08/27/12	87.56 007		UNITED PARCEL SERVICE		48363	4246-0441-0112-5056	1,289.32	
43534	08/27/12	22.07 002829		VALLEY POWER SYSTEMS, INC.		48364	4246-0400-1371-4946	2,193.69	
						48332	FRT OUT/FLT	29.38	
						48350	FRT OUT/FLT	58.18	
						48273	REV VEH PTS	1.86	
						48274	REV VEH PTS	20.21	
43535	08/27/12	326.98 M076		VONWAL, YVETTE	0	48418	SEPT 12 RET SUPP	326.98	
43536	08/27/12	35.55 M088		YAGI, RANDY	0	48411	SEPT 12 RET SUPP	35.55	
43537	08/27/12	443.70 148		ZEP MANUFACTURING COMPANY		48272	RPRS & MAINT	443.70	
TOTAL		1,568,104.80		ACCOUNTS PAYABLE		TOTAL CHECKS	260	1,568,104.80	

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

**DATE:** November 30, 2012  
**TO:** Board of Directors  
**FROM:** John Daugherty, METRO Accessible Services Coordinator  
**SUBJECT:** ACCESSIBLE SERVICES REPORT FOR SEPTEMBER 2012

## I. RECOMMENDED ACTION

**This report is informational only. No action required.**

## II. SUMMARY OF ISSUES

- After a demonstration project, the Accessible Services Coordinator (ASC) position became a full time position to organize and provide METRO services to the senior/older adult and disability communities.
- Services include the METRO Mobility Training program and ongoing public outreach promoting METRO's accessibility. The ASC also participates in METRO's staff training and policy review regarding accessibility.
- Two persons have served in the ASC position from 1988 to today. In 2002 the ASC position was moved into the newly created Paratransit Department. On May 27, 2011 the Board approved the staff recommendation to receive monthly reports on the activity of the ASC.

## III. DISCUSSION

The creation of the Accessible Services Coordinator (ASC) position was the result of a successful demonstration project funded through the Santa Cruz County Regional Transportation Commission. Two persons have served in the ASC position from 1988 to today. Both hiring panels for the ASC included public agency representatives serving older adults and persons with disabilities.

The first ASC, Dr. Pat Cavataio, served from April 1988 through December 1998. The second ASC, John Daugherty, began serving in December 1998.

Under direction, the Accessible Services Coordinator: 1) Organizes, supervises, coordinates and provides METRO services to the older adult and disability communities; 2) Organizes, directs and coordinates the activities and operation of METRO's Mobility Training function; 3) Promotes and provides Mobility Training and outreach services; 4) Acts as information source to staff, Management, funding sources, clients, community agencies and organizations, and the general public



regarding Mobility Training and accessibility; 5) Works with Department Managers to ensure compliance with METRO's accessibility program and policies.

During 2002 the ASC position was moved from Customer Service to the newly created Paratransit Department. Mr. Daugherty was the first employee. His placement was followed by hiring of the first Paratransit Superintendent, Steve Paulson and the current Eligibility Coordinator, Eileen Wagley.

On May 27, 2011 the Board approved the following recommendation: "Staff recommends that this position be reinstated in FY 12 budget with the requirement that this position be evaluated during FY12 to make sure the service items that are being requested by the Community are being carried out by this position. Additionally, staff recommends that this position be required to provide a monthly activity report to the Board of Directors during FY12."

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

None

#### **V. ATTACHMENTS**

**Attachment A.1:** Accessible Services Coordinator (ASC) Activity Tracking Report for September 2012

Prepared by: John Daugherty, METRO Accessible Services Coordinator  
Date Prepared: November 20, 2012

# Attachment A

Accessible Services Coordinator (ASC) Activity Tracking Report for September 2012

What is Mobility Training?

Mobility Training is customized support to allow access to METRO services. It can include:

- **An Assessment:** The ASC meets the trainee to assess the trainee's capabilities to use METRO services. They discuss the trainee's experience using public transit and set goals for training sessions.
- **Trip Planning:** Practice to use bus route schedules, maps, online resources and other tools to plan ahead for trips on METRO fixed route and METRO ParaCruz services. All Mobility Training includes some trip planning.
- **Boarding/Disembarking Training:** Practice to board, be secured, and then disembark (get off) METRO buses. This training has been requested by persons using walkers, wheelchairs, scooters and service animals. The training session includes work with an operator and out of service bus and lasts three to five hours.
- **Route Training:** Practice using METRO buses to travel to destinations chosen by trainees. The training session includes practice on handling fares, bus riding rules and emergency situations. One training session can take two to eight hours. One or two sessions to learn one destination is typical. The number of training sessions varies with each trainee.

During September 2012 there was progress with 14 trainees:

- One person apparently successfully completed his Boarding/Disembarking training. He declined a second training session to practice boarding the bus ramp backwards. He told the ASC that he was riding buses with his scooter.
- One trainee, who referred herself for training, was assessed and completed her first route training.
- One trainee completed her next two route training sessions.
- Another trainee cancelled a route training session due to health setbacks. Another trainee exchanged phone messages regarding the set up of his next training session.
- Training with nine persons is almost complete: September activity included checking on whether further training is needed and preparation to close their files or complete their referral sheets.

# Attachment A

## Training Overview for September 2012:

- Amount of time dedicated to training sessions and follow up activity: At least 39 hours
- Tracking of scheduled appointments vs. cancelled:  
Seven appointments scheduled, three appointments cancelled

## Highlights of Other Activity – Outreach/orientation performed in the community:

- September 11 Santa Cruz County Fair outreach
- September 13 Commission on Disabilities meeting

Meetings are usually scheduled for two hours. Total ASC time spent includes preparation for the meeting, the meeting itself and follow up activity. ASC activity for each meeting can take four to nine hours.

The total audience for September outreach/orientation was at least 80 persons. Information was provided during meetings and follow up phone calls and emails.

## Requests from the community and METRO staff:

- There were at least 22 individual contacts in person and/or over the phone. Contacts advanced training, handled trip planning requests and helped preparation for the Cal Act Conference described below.
- The ASC participated in securement testing of new operators September 6. The ASC arranged assistance of public participant Lesley Wright and observed operators practice securement procedures on ASC and his wheelchair.
- For the first time the ASC attended the California Association for Coordinated Transportation (Cal Act) Conference. During September 18 and 19 of the Fall Conference & Expo held in Monterey, the ASC met colleagues, gathered information and participated in workshops on Americans with Disabilities (ADA) regulations, Mobility Training, Mobility Management and the new “if it fits, it ships” wheelchair and scooter standards inside transit vehicles. The ASC also used the MST Rides – Monterey County Paratransit – service.

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

**DATE:** November 30, 2012  
**TO:** Board of Directors  
**FROM:** Angela Aitken, Finance Manager  
**SUBJECT: MONTHLY BUDGET STATUS REPORTS YEAR TO DATE AS OF  
JULY 31, 2012**

## I. RECOMMENDED ACTION

**That the Board of Directors accept and file the monthly budget status reports year to date as of July 31, 2012**

## II. SUMMARY OF ISSUES

- **Operating Revenues** year to date as of July 31, 2012 were \$53K or 3 % over the amount of revenue expected for the same period year to date.
- **Consolidated Operating Expenses** year to date as of July 31, 2012 were \$32K or 1% under budget.
- **Capital Budget** spending year to date through July 31, 2012 was \$54K or 0.2% 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 FY13 operating and capital budgets versus actual expenditures year to date.

The fiscal year has elapsed **8%**.

**A. Operating Revenue**

Operating Revenues year to date as of July 31, 2012 were \$53K or 3 % over the amount budgeted. Revenue variances are primarily due to higher than anticipated Passenger Fares and Sales Tax Revenue and lower than anticipated Other Revenue (Advertising Income and Rent Income – SC Pacific Station).

- **Passenger Fares** are over budget due to higher than anticipated sales of tickets in bulk.
- **Sales Tax Revenue** is over budget due to higher than anticipated receipts year to date through July 2012.
- **Advertising Income** is under budget due to less advertising than expected year to date through July 2012.
- **Rent Income - SC Pacific Station** is under budget due to a rent credit for leasehold renovations.

**B. Consolidated Operating Expenses**

Consolidated Operating Expenses year to date as of July 31, 2012 were \$32K or 1 % under budget. Personnel Expenses, Services, Mobile Materials & Supplies, Casualty & Liability and Miscellaneous Expenses all contributed to the variance.

- **Total Personnel Expenses** are over budget due to contractual supplemental cash payments made to SEIU employees.
- The majority of the variance in **Services** is due to **Repair – Equipment** costs. Repair - Equipment is under budget due to the inability to anticipate the need for equipment repairs, while the budget is straight lined.
- **Mobile Materials & Supplies** are under budget due to lower than anticipated prices of fuel and service enhancements that will happen later in the year.
- **Casualty & Liability** is under budget mostly due to less than anticipated settlement costs year to date as of July 31, 2012.
- **Miscellaneous** expenses are under budget due variances in **Employee Training and Travel**. These expenses will be incurred later in the year, while the budget is straight lined.

**C. Capital Budget**

Capital Budget spending year to date through July 2012 was \$54K or 0.2% of the Capital Budget. Of this, \$36K has been spent on parts for new buses, and \$7K or 33 % has been spent on HR software upgrades.

**IV. FINANCIAL CONSIDERATIONS**

Funds from Carryover from Previous Years, STIC, STA, and Operating Reserves will be used in the listed order to bridge the budget gap at the end of the fiscal year, when the amount of the operating income/loss for the year is determined. In the meantime, the amount of operating income/loss year to date is reported in the monthly budget status reports.

**Attachment A:** FY13 Operating Revenue & Expenses Year to Date as of 07/31/12

**Attachment B:** FY13 Capital Budget Report for the month ending – 07/31/12

Prepared by: Lorraine N. Bayer, Accountant II

Date Prepared: November 20, 2012

# Attachment A

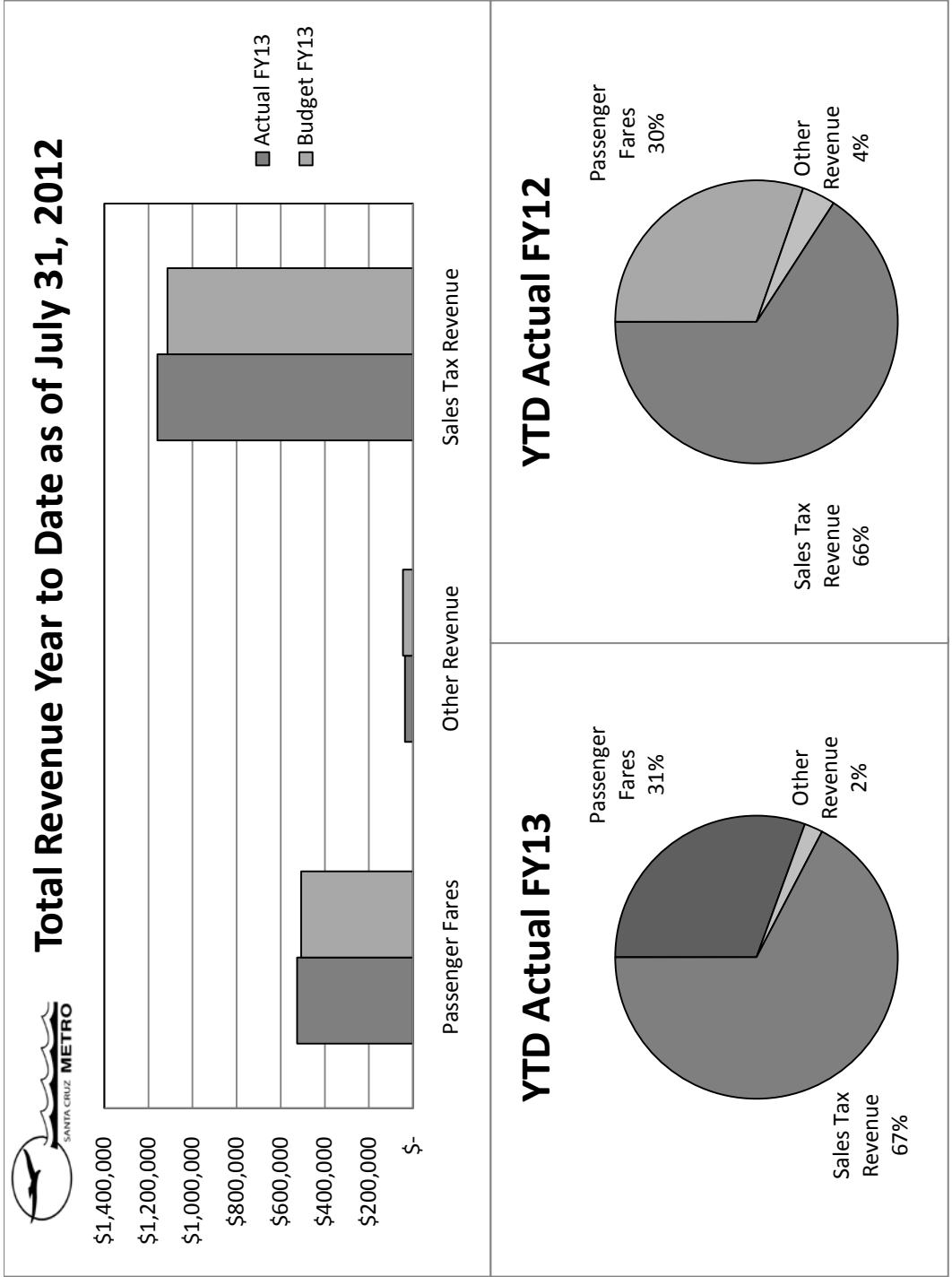


## FY13 Operating Revenue & Expenses Year to Date as of July 31, 2012

	Year to Date			YTD Year Over Year Comparison		
	Actual	Budget	\$ Var	FY12 Actual	\$ Var	% Var
<b>Revenue:</b>						
Passenger Fares	\$ 525,813	\$ 507,488	\$ 18,324	\$ 502,770	\$ 23,043	5%
Other Revenue	\$ 36,414	\$ 45,713	\$ (9,299)	\$ 63,253	\$ (26,838)	-42%
Sales Tax Revenue	\$ 1,158,800	\$ 1,114,427	\$ 44,373	\$ 1,090,400	\$ 68,400	6%
Transp Dev Act (TDA) - Op Asst	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Federal Op Assistance	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Other Op Assistance/Funding	\$ -	\$ 833	\$ (833)	\$ -	\$ -	0%
STA - Op Assistance	\$ -	\$ -	\$ -	\$ -	\$ -	0%
STIC - Op Assistance	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Fuel Tax Credit	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Transfers (to)/ from Reserves	\$ -	\$ -	\$ -	\$ -	\$ -	0%
<b>Total Revenue</b>	<b>\$ 1,721,027</b>	<b>\$ 1,668,462</b>	<b>\$ 52,565</b>	<b>\$ 1,656,423</b>	<b>\$ 64,604</b>	<b>4%</b>
<b>Expenses:</b>						
Labor	\$ 1,606,251	\$ 1,416,908	\$ 189,342	\$ 1,170,053	\$ 436,197	37%
Fringe Benefits	\$ 1,349,219	\$ 1,366,157	\$ (16,938)	\$ 1,262,503	\$ 86,715	7%
Services	\$ 193,865	\$ 216,803	\$ (22,938)	\$ 178,323	\$ 15,543	9%
Mobile Materials & Supplies	\$ 204,310	\$ 293,604	\$ (89,294)	\$ 219,057	\$ (14,747)	-7%
Other Materials & Supplies	\$ 22,749	\$ 25,770	\$ (3,022)	\$ 17,685	\$ 5,064	29%
Utilities	\$ 39,805	\$ 44,901	\$ (5,096)	\$ 34,822	\$ 4,983	14%
Casualty & Liability	\$ 19,588	\$ 83,333	\$ (63,745)	\$ 56,343	\$ (36,754)	-65%
Taxes	\$ 4,792	\$ 4,125	\$ 667	\$ 3,834	\$ 958	25%
Purchased Transportation	\$ 21,176	\$ 20,833	\$ 343	\$ 13,656	\$ 7,520	55%
Miscellaneous	\$ 7,669	\$ 27,107	\$ (19,438)	\$ 7,516	\$ 154	2%
Leases & Rentals	\$ 19,590	\$ 21,150	\$ (1,560)	\$ 19,673	\$ (83)	0%
<b>Total Expenses</b>	<b>\$ 3,489,014</b>	<b>\$ 3,520,693</b>	<b>\$ (31,678)</b>	<b>\$ 2,983,465</b>	<b>\$ 505,550</b>	<b>17%</b>
<b>Operating Income (Loss)</b>	<b>\$ (1,767,987)</b>			<b>\$ (1,327,042)</b>		

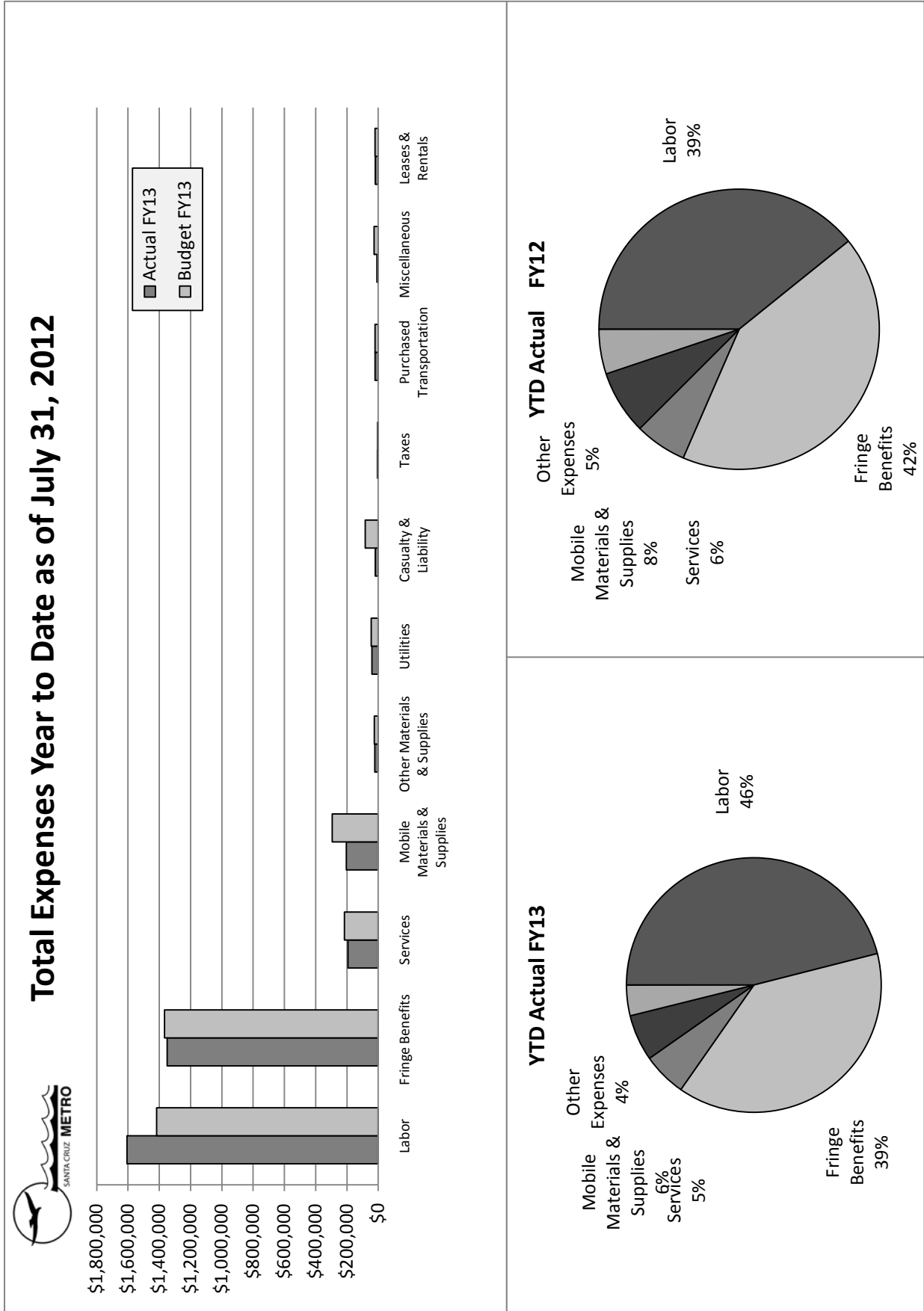
6-6.a1

# Attachment A





# Attachment A





Percent of Year Elapsed - 8%

**FY13**  
**Operating Revenue**  
**Year to Date as of July 31, 2012**

	Year to Date			YTD Year Over Year Comparison		
	Actual	Budget	% Var	FY12	\$ Var	% Var
<b>Passenger Fares</b>						
Passenger Fares	\$ 291,120	\$ 281,273	4%	\$ 280,976	\$ 10,144	4%
Paratransit Fares	\$ 23,848	\$ 16,884	41%	\$ 18,033	\$ 5,815	32%
Special Transit Fares - Contract	\$ 76,468	\$ 75,733	1%	\$ 74,313	\$ 2,155	3%
Highway 17 Fares	\$ 104,506	\$ 108,546	-4%	\$ 102,838	\$ 1,669	2%
Highway 17 Payments	\$ 29,870	\$ 25,053	19%	\$ 26,611	\$ 3,260	12%
<b>Subtotal Passenger Revenue</b>	<b>\$ 525,813</b>	<b>\$ 507,488</b>	<b>4%</b>	<b>\$ 502,770</b>	<b>\$ 23,043</b>	<b>5%</b>

<b>Other Revenue</b>						
Commissions	\$ -	\$ 467	-100%	\$ -	\$ -	0%
Advertising Income	\$ 16,292	\$ 21,458	-24%	\$ 38,619	\$ (22,327)	-58%
Rent Income - SC Pacific Station	\$ 6,529	\$ 8,922	-27%	\$ 9,056	\$ (2,527)	-28%
Rent Income - Watsonville TC	\$ 3,469	\$ 3,367	3%	\$ 3,698	\$ (229)	-6%
Interest Income	\$ 8,367	\$ 10,000	-16%	\$ 11,067	\$ (2,700)	-24%
Other Non-Transp Revenue	\$ 1,758	\$ 1,500	17%	\$ 813	\$ 945	116%
<b>Subtotal Other Revenue</b>	<b>\$ 36,414</b>	<b>\$ 45,713</b>	<b>-20%</b>	<b>\$ 63,253</b>	<b>\$ (26,838)</b>	<b>-42%</b>

<b>Sales Tax Revenue</b>	\$ 1,158,800	\$ 1,114,427	4%	\$ 1,090,400	\$ 68,400	6%
--------------------------	--------------	--------------	----	--------------	-----------	----

<b>Transp Dev Act (TDA) - Op Asst</b>	\$ -	\$ -	0%	\$ -	\$ -	0%
---------------------------------------	------	------	----	------	------	----

<b>Federal Op Assistance</b>						
FTA Sec 5307 - Op Asst	\$ -	\$ -	0%	\$ -	\$ -	0%
FTA Sec 5311 - Rural Op Asst	\$ -	\$ -	0%	\$ -	\$ -	0%
<b>Subtotal Federal Op Assistance</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0%</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0%</b>



Percent of Year Elapsed - 8%

**FY13**  
**Operating Revenue**  
**Year to Date as of July 31, 2012**

	Year to Date			YTD Year Over Year Comparison		
	Actual	Budget	% Var	FY12	\$ Var	% Var
<b>Other Op Assistance/Funding</b>						
AMBAG Funding	\$ -	\$ -	0%	\$ -	\$ -	0%
Other Op Assistance/Funding	\$ -	\$ 833	-100%	\$ -	\$ -	0%
FTA Sec 5309 - ARRA Op Asst	\$ -	\$ -	0%	\$ -	\$ -	0%
<b>Subtotal Other Op Assistance/Funding</b>	<b>\$ -</b>	<b>\$ 833</b>	<b>-100%</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0%</b>
<b>STA - Op Assistance</b>	\$ -	\$ -	0%	\$ -	\$ -	0%
<b>STIC -Op Assistance</b>	\$ -	\$ -	0%	\$ -	\$ -	0%
<b>Fuel Tax Credit</b>	\$ -	\$ -	0%	\$ -	\$ -	0%
<b>Transfers (to)/from Reserves</b>	\$ -	\$ -	0%	\$ -	\$ -	0%
<b>Total Revenue</b>	<b>\$ 1,721,027</b>	<b>\$ 1,668,462</b>	<b>3%</b>	<b>\$ 1,656,423</b>	<b>\$ 64,604</b>	<b>4%</b>
<b>Total Operating Expenses</b>	<b>\$ 3,489,014</b>			<b>\$ 2,983,465</b>		
<b>Variance</b>	<b>\$ (1,767,987)</b>			<b>\$ (1,327,042)</b>		



**FY13**  
**Consolidated Operating Expenses**  
**Year to Date as of July 31, 2012**

	Year to Date			YTD Year Over Year Comparison		
	Actual	Budget	% Var	FY12	\$ Var	% Var
<b>Labor</b>						
501011 Bus Operator Pay	\$ 624,546	\$ 669,058	-7%	\$ 540,836	\$ 83,710	15%
501013 Bus Operator Overtime	\$ 99,126	\$ 132,718	-25%	\$ 132,170	\$ (33,045)	-25%
501021 Other Salaries	\$ 844,185	\$ 583,770	45%	\$ 469,345	\$ 374,839	80%
501023 Other Overtime	\$ 38,395	\$ 31,362	22%	\$ 27,702	\$ 10,693	39%
<b>Total Labor -</b>	<b>\$ 1,606,251</b>	<b>\$ 1,416,908</b>	<b>13%</b>	<b>\$ 1,170,053</b>	<b>\$ 436,197</b>	<b>37%</b>
<b>Fringe Benefits</b>						
502011 Medicare/Soc. Sec.	\$ 23,772	\$ 24,445	-3%	\$ 17,741	\$ 6,031	34%
502021 Retirement	\$ 250,300	\$ 268,256	-7%	\$ 210,469	\$ 39,831	19%
502031 Medical Insurance	\$ 564,598	\$ 617,010	-8%	\$ 531,089	\$ 33,509	6%
502041 Dental Insurance	\$ 41,153	\$ 47,502	-13%	\$ 37,928	\$ 3,225	9%
502045 Vision Insurance	\$ 10,570	\$ 11,557	-9%	\$ 10,914	\$ (344)	-3%
502051 Life Insurance	\$ 3,500	\$ 3,993	-12%	\$ 3,508	\$ (8)	0%
502060 State Disability	\$ 16,298	\$ 18,612	-12%	\$ 16,367	\$ (70)	0%
502061 Disability Insurance	\$ 9,790	\$ 12,023	-19%	\$ 10,025	\$ (235)	-2%
502071 State Unemp. Ins	\$ 722	\$ 7,410	-90%	\$ (51)	\$ 774	-1506%
502081 Worker's Comp Ins	\$ 165,375	\$ 77,250	114%	\$ 150,259	\$ 15,116	10%
502083 Worker's Comp IBNR	\$ -	\$ -	0%	\$ -	\$ -	0%
502101 Holiday Pay	\$ 17,121	\$ 33,815	-49%	\$ 12,311	\$ 4,810	39%
502103 Floating Holiday	\$ 986	\$ 6,267	-84%	\$ 3,607	\$ (2,620)	-73%
502109 Sick Leave	\$ 47,460	\$ 73,608	-36%	\$ 44,360	\$ 3,100	7%
502111 Annual Leave	\$ 180,707	\$ 145,610	24%	\$ 193,106	\$ (12,399)	-6%
502121 Other Paid Absence	\$ 9,516	\$ 10,866	-12%	\$ 12,536	\$ (3,020)	-24%
502251 Physical Exams	\$ 300	\$ 1,176	-74%	\$ 675	\$ (375)	-56%
502253 Driver Lic Renewal	\$ 269	\$ 388	-31%	\$ 147	\$ 122	83%
502999 Other Fringe Benefits	\$ 6,783	\$ 6,370	6%	\$ 7,513	\$ (730)	-10%
<b>Total Fringe Benefits -</b>	<b>\$ 1,349,219</b>	<b>\$ 1,366,157</b>	<b>-1%</b>	<b>\$ 1,262,503</b>	<b>\$ 86,715</b>	<b>7%</b>
<b>Total Personnel Expenses -</b>	<b>\$ 2,955,469</b>	<b>\$ 2,783,065</b>	<b>6%</b>	<b>\$ 2,432,557</b>	<b>\$ 522,913</b>	<b>21%</b>



**FY13**  
**Consolidated Operating Expenses**  
**Year to Date as of July 31, 2012**

	Year to Date			YTD Year Over Year Comparison		
	Actual	Budget	% Var	FY12	\$ Var	% Var
<b>Services</b>						
503011 Acctg & Audit Fees	\$ 2,000	\$ 2,500	(500) -20%	\$ 2,400	\$ (400)	-17%
503012 Admin & Bank Fees	\$ 10,381	\$ 10,167	\$ 214 2%	\$ 8,765	\$ 1,615	18%
503031 Prof & Tech Fees	\$ 21,580	\$ 17,830	\$ 3,750 21%	\$ 7,784	\$ 13,797	177%
503032 Legislative Services	\$ 7,500	\$ 8,750	\$ (1,250) -14%	\$ 7,500	\$ -	0%
503033 Legal Services	\$ 117	\$ 4,583	\$ (4,466) -97%	\$ -	\$ 117	100%
503034 Pre-Employ Exams	\$ 1,213	\$ 873	\$ 341 39%	\$ 370	\$ 843	228%
503041 Temp Help	\$ 21,485	\$ 15,600	\$ 5,885 38%	\$ 21,827	\$ (341)	-2%
503161 Custodial Services	\$ 6,102	\$ 8,267	\$ (2,165) -26%	\$ 4,427	\$ 1,675	38%
503162 Uniform & Laundry	\$ 1,299	\$ 1,917	\$ (618) -32%	\$ 1,655	\$ (356)	-21%
503171 Security Services	\$ 37,711	\$ 39,095	\$ (1,384) -4%	\$ 28,749	\$ 8,961	31%
503221 Classified/Legal Ads	\$ 1,436	\$ 1,875	\$ (439) -23%	\$ 1,458	\$ (21)	-1%
503222 Legal Advertising	\$ -	\$ -	\$ - 0%	\$ -	\$ -	0%
503225 Graphic Services	\$ -	\$ 417	\$ (417) -100%	\$ -	\$ -	0%
503351 Repair - Bldg & Impr	\$ 11,403	\$ 8,417	\$ 2,987 35%	\$ 1,660	\$ 9,744	587%
503352 Repair - Equipment	\$ 33,091	\$ 54,160	\$ (21,069) -39%	\$ 36,165	\$ (3,074)	-8%
503353 Repair - Rev Vehicle	\$ 28,996	\$ 36,000	\$ (7,004) -19%	\$ 54,139	\$ (25,142)	-46%
503354 Repair - Non Rev Vehic	\$ 1,316	\$ 2,146	\$ (829) -39%	\$ -	\$ 1,316	100%
503363 Haz Mat Disposal	\$ 8,234	\$ 4,208	\$ 4,025 96%	\$ 1,425	\$ 6,809	478%
<b>Total Services -</b>	<b>\$ 193,865</b>	<b>\$ 216,803</b>	<b>\$ (22,938) -11%</b>	<b>\$ 178,323</b>	<b>\$ 15,543</b>	<b>9%</b>
<b>Mobile Materials &amp; Supplies</b>						
504011 Fuels & Lube Non Rev	\$ 4,998	\$ 6,750	\$ (1,752) -26%	\$ 4,674	\$ 324	7%
504012 Fuels & Lube Rev Veh	\$ 141,599	\$ 211,104	\$ (69,506) -33%	\$ 168,190	\$ (26,591)	-16%
504021 Tires & Tubes	\$ 14,375	\$ 21,396	\$ (7,021) -33%	\$ 11,977	\$ 2,398	20%
504161 Other Mobile Supplies	\$ -	\$ -	\$ - 0%	\$ -	\$ -	0%
504191 Rev Vehicle Parts	\$ 43,339	\$ 54,354	\$ (11,015) -20%	\$ 34,217	\$ 9,122	27%
<b>Total Mobile Materials &amp; Supplies -</b>	<b>\$ 204,310</b>	<b>\$ 293,604</b>	<b>\$ (89,294) -30%</b>	<b>\$ 219,057</b>	<b>\$ (14,747)</b>	<b>-7%</b>



**FY13**  
**Consolidated Operating Expenses**  
**Year to Date as of July 31, 2012**

	Year to Date			YTD Year Over Year Comparison		
	Actual	Budget	% Var	FY12	\$ Var	% Var
<b>Other Materials &amp; Supplies</b>						
504205 Freight Out	\$ 123	\$ 213	(89) -42%	\$ 186	\$ (63)	-34%
504211 Postage & Mailing	\$ 1,381	\$ 1,292	\$ 89 7%	\$ 334	\$ 1,047	313%
504214 Promotional Items	\$ -	\$ -	\$ - 0%	\$ -	\$ -	0%
504215 Printing	\$ -	\$ 6,416	(6,416) -100%	\$ -	\$ -	0%
504217 Photo Supply/Processin	\$ -	\$ 492	(492) -100%	\$ -	\$ -	0%
504311 Office Supplies	\$ 4,744	\$ 6,630	(1,886) -28%	\$ 9,161	\$ (4,418)	-48%
504315 Safety Supplies	\$ 5,467	\$ 1,708	\$ 3,759 220%	\$ 561	\$ 4,906	875%
504317 Cleaning Supplies	\$ 5,621	\$ 4,067	\$ 1,555 38%	\$ 2,312	\$ 3,309	143%
504409 Repair/Maint Supplies	\$ 4,894	\$ 3,500	\$ 1,394 40%	\$ 2,567	\$ 2,328	91%
504421 Non-Inventory Parts	\$ -	\$ 462	(462) -100%	\$ 2,386	\$ (2,386)	-100%
504511 Small Tools	\$ 18	\$ 742	(724) -98%	\$ 178	\$ (160)	-90%
504515 Employee Tool Rplcmt	\$ 500	\$ 250	\$ 250 100%	\$ -	\$ 500	100%
<b>Total Other Materials &amp; Supplies -</b>	<b>\$ 22,749</b>	<b>\$ 25,770</b>	<b>(3,022) -12%</b>	<b>\$ 17,685</b>	<b>\$ 5,064</b>	<b>29%</b>
<b>Utilities</b>						
505011 Gas & Electric	\$ 23,324	\$ 20,417	\$ 2,907 14%	\$ 17,293	\$ 6,031	35%
505021 Water & Garbage	\$ 12,112	\$ 12,500	(388) -3%	\$ 10,672	\$ 1,440	13%
505031 Telecommunications	\$ 4,369	\$ 11,984	(7,615) -64%	\$ 6,857	\$ (2,488)	-36%
<b>Total Utilities -</b>	<b>\$ 39,805</b>	<b>\$ 44,901</b>	<b>(5,096) -11%</b>	<b>\$ 34,822</b>	<b>\$ 4,983</b>	<b>14%</b>
<b>Casualty &amp; Liability</b>						
506011 Insurance - Property	\$ 8,006	\$ 7,917	\$ 90 1%	\$ 6,095	\$ 1,912	31%
506015 Insurance - PL & PD	\$ 35,335	\$ 40,000	(4,665) -12%	\$ 39,515	\$ (4,180)	-11%
506021 Insurance - Other	\$ -	\$ -	\$ - 0%	\$ -	\$ -	0%
506123 Settlement Costs	\$ (22,150)	\$ 35,417	(57,567) -163%	\$ 10,808	\$ (32,958)	-305%
506127 Repairs - Dist Prop	\$ (1,603)	\$ -	(1,603) 100%	\$ (75)	\$ (1,528)	2037%
<b>Total Casualty &amp; Liability -</b>	<b>\$ 19,588</b>	<b>\$ 83,333</b>	<b>(63,745) -76%</b>	<b>\$ 56,343</b>	<b>\$ (36,754)</b>	<b>-65%</b>
<b>Taxes</b>						
507051 Fuel Tax	\$ 1,012	\$ 1,167	(155) -13%	\$ 956	\$ 56	6%
507201 Licenses & permits	\$ 1,050	\$ 1,542	(492) -32%	\$ -	\$ 1,050	100%
507999 Other Taxes	\$ 2,730	\$ 1,417	\$ 1,313 93%	\$ 2,878	\$ (148)	-5%
<b>Total Taxes -</b>	<b>\$ 4,792</b>	<b>\$ 4,125</b>	<b>\$ 667 16%</b>	<b>\$ 3,834</b>	<b>\$ 958</b>	<b>25%</b>



**FY13**  
**Consolidated Operating Expenses**  
**Year to Date as of July 31, 2012**

	Year to Date			YTD Year Over Year Comparison		
	Actual	Budget	% Var	FY12	\$ Var	% Var
<b>Purchased Transportation</b>						
503406 Contr/Paratrans	\$ 21,176	\$ 20,833	343 2%	\$ 13,656	\$ 7,520	55%
<b>Total Purchased Transportation -</b>	<b>\$ 21,176</b>	<b>\$ 20,833</b>	<b>343 2%</b>	<b>\$ 13,656</b>	<b>\$ 7,520</b>	<b>55%</b>
<b>Miscellaneous</b>						
509011 Dues & Subscriptions	\$ 5,122	\$ 5,673	(551) -10%	\$ 5,249	\$ (127)	-2%
509085 Advertising - Rev Produ	-	-	- 0%	-	-	0%
509101 Emp Incentive Prog	-	2,958	(2,958) -100%	-	-	0%
509121 Employee Training	\$ 272	\$ 8,758	(8,487) -97%	\$ 2,057	\$ (1,785)	-87%
509123 Travel	\$ 1,876	\$ 8,197	(6,321) -77%	\$ 100	\$ 1,776	1777%
509125 Local Meeting Exp	-	450	(450) -100%	107	(107)	-100%
509127 Board Director Fees	\$ 250	\$ 1,050	(800) -76%	-	\$ 250	100%
509150 Contributions	-	21	(21) -100%	-	-	0%
509197 Sales Tax Expense	-	-	- 0%	-	-	0%
509198 Cash Over/Short	\$ 150	-	150 100%	\$ 3	\$ 147	4614%
<b>Total Misc -</b>	<b>\$ 7,669</b>	<b>\$ 27,107</b>	<b>(19,438) -72%</b>	<b>\$ 7,516</b>	<b>\$ 154</b>	<b>2%</b>
<b>Leases &amp; Rentals</b>						
512011 Facility Rentals	\$ 17,773	\$ 19,000	(1,227) -6%	\$ 17,643	\$ 130	1%
512061 Equipment Rentals	\$ 1,817	\$ 2,150	(333) -15%	\$ 2,030	\$ (212)	-10%
<b>Total Leases &amp; Rentals -</b>	<b>\$ 19,590</b>	<b>\$ 21,150</b>	<b>(1,560) -7%</b>	<b>\$ 19,673</b>	<b>\$ (83)</b>	<b>0%</b>
<b>Total Non-Personnel Expenses -</b>	<b>\$ 533,545</b>	<b>\$ 737,627</b>	<b>(204,082) -28%</b>	<b>\$ 550,908</b>	<b>\$ (17,363)</b>	<b>-3%</b>
<b>TOTAL OPERATING EXPENSE -</b>	<b>\$ 3,489,014</b>	<b>\$ 3,520,693</b>	<b>(31,678) -1%</b>	<b>\$ 2,983,465</b>	<b>\$ 505,550</b>	<b>17%</b>

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

# Attachment B



## FY13 CAPITAL BUDGET For the month ending - July 31, 2012

	YTD Actual	FY13 Budget	Remaining Budget	% Spent YTD
<b><u>Grant-Funded Projects</u></b>				
MetroBase Project - FY11 Allocation Operations Bldg. (STIC, SAKATA, STA, PTMISEA)	\$ 6,631	\$ 19,051,491	\$ 19,044,860	0%
MetroBase Project - Operations Bldg. / Other (SLPP)	-	\$ 5,800,000	\$ 5,800,000	0%
MetroBase Project - FY10 Allocation (PTMISEA)	\$ 1,983	\$ 2,333,111	\$ 2,331,128	0%
2nd LNG Tank (MBUAPCD, PTMISEA)	-	\$ 1,183,961	\$ 1,183,961	0%
State of Good Repair (FTA) <sup>(1)</sup>	\$ 36,077	-	\$ (36,077)	n/a
Video Surveillance Project - CCTV (STATE-1B)	-	\$ 980,000	\$ 980,000	0%
Land Mobile Radio Project - LMR (STATE-1B)	-	\$ 788,500	\$ 788,500	0%
Bus Stop Improvements (STIP)	-	\$ 355,000	\$ 355,000	0%
Non-Revenue Vehicle Replacement (MBUAPCD, STA)	-	\$ 192,105	\$ 192,105	0%
Pacific Station/MetroCenter - Conceptual Design (FTA, STA)	-	\$ 60,000	\$ 60,000	0%
Watsonville Transit Center - Conceptual Design (STA)	-	\$ 30,000	\$ 30,000	0%
<b>Subtotal Grant Funded Projects</b>	<b>\$ 44,691</b>	<b>\$ 30,774,168</b>	<b>\$ 30,729,477</b>	<b>0%</b>
<b><u>IT Projects</u></b>				
Automated Purchasing System Software - Puridom (STA)	-	\$ 40,000	\$ 40,000	0%
HR Software Upgrade - iVantage (STA)	\$ 6,691	\$ 20,000	\$ 13,309	33%
Replace "Plant" - Informix Database - Bus Stop Tracking System (STA)	-	\$ 10,000	\$ 10,000	0%
<b>Subtotal IT Projects</b>	<b>\$ 6,691</b>	<b>\$ 70,000</b>	<b>\$ 63,309</b>	<b>10%</b>
<b><u>Facilities Repair &amp; Improvements</u></b>				
MetroCenter Repairs (RES. RET. EARN., STA)	-	\$ 225,000	\$ 225,000	0%
Bus Stop Repairs / Improvements (RES. RET. EARN.)	\$ 2,645	\$ 175,000	\$ 172,355	2%
WTC Renovations & Repairs (STA)	-	\$ 45,000	\$ 45,000	0%
Repaint SVT (STA)	-	\$ 45,000	\$ 45,000	0%
Replace Portable Steam & Sidewalk Cleaner WTC (STA)	-	\$ 25,000	\$ 25,000	0%
Heaters for Maintenance Facility (3) (STA)	-	\$ 10,000	\$ 10,000	0%
Interactive White Board - ParaCruz (STA)	-	\$ 3,500	\$ 3,500	0%
<b>Subtotal Facilities Repairs &amp; Improvements Projects</b>	<b>\$ 2,645</b>	<b>\$ 528,500</b>	<b>\$ 525,855</b>	<b>1%</b>

# 6-6.b1





**FY13**  
**CAPITAL BUDGET**  
*For the month ending - July 31, 2012*

	<u>YTD Actual</u>	<u>FY13 Budget</u>	<u>Remaining Budget</u>	<u>% Spent YTD</u>
<b><u>Revenue Vehicle Replacement</u></b>				
Replace WiFi on Highway 17 buses (STA)	\$ -	\$ 100,000	\$ 100,000	0%
Replace Supervisor Vehicle-SUV (STA)	\$ -	\$ 40,000	\$ 40,000	0%
<b>Subtotal Revenue Vehicle Replacements</b>	\$ -	\$ 140,000	\$ 140,000	0%
<b><u>Non-Revenue Vehicle Replacement</u></b>				
See above	\$ -	\$ -	\$ -	0%
<b>Subtotal Non-Revenue Vehicle Replacements</b>	\$ -	\$ -	\$ -	0%
<b><u>Fleet &amp; Maintenance Equipment</u></b>				
Small Vehicle Lift - Fleet (STA)	\$ -	\$ 25,000	\$ 25,000	0%
Vehicle Diagnostic Code Scanner Program & PC - PC (STA)	\$ -	\$ 3,500	\$ 3,500	0%
Industrial Auto Upholstery Cleaning Machine - Fleet (STA)	\$ -	\$ 2,500	\$ 2,500	0%
<b>Subtotal Fleet &amp; Maintenance Equipment</b>	\$ -	\$ 31,000	\$ 31,000	0%
<b><u>Office Equipment</u></b>				
None	\$ -	\$ -	\$ -	0%
<b>Subtotal Office Equipment</b>	\$ -	\$ -	\$ -	0%
<b><u>Misc</u></b>				
Ticket Vending Machine (1) (STA)	\$ -	\$ 100,000	\$ 100,000	0%
<b>Subtotal Misc.</b>	\$ -	\$ 100,000	\$ 100,000	0%
<b>TOTAL CAPITAL PROJECTS</b>	<b>\$ 54,027</b>	<b>\$ 31,643,668</b>	<b>\$ 31,589,641</b>	<b>0%</b>

**6-6.b2**



**FY13**  
**CAPITAL BUDGET**  
*For the month ending - July 31, 2012*

	<u>YTD Actual</u>	<u>FY13 Budget</u>	<u>Remaining Budget</u>	<u>% Spent YTD</u>
<b><u>CAPITAL FUNDING</u></b>				
Federal Capital Grants	\$ 36,077	\$ 1,156,062	\$ 1,119,985	3%
Other Fed - Sakata / Lawsuit proceeds	\$ -	\$ 1,333,382	\$ 1,333,382	0%
State - PTMISEA (1B)	\$ 8,614	\$ 14,426,119	\$ 14,417,505	0%
State - Security Bond Funds (1B)	\$ -	\$ 1,768,500	\$ 1,768,500	0%
State Transit Assistance (STA) Carryover-Prior Yrs	\$ 6,691	\$ 572,000	\$ 565,309	1%
State Transit Assistance (STA) Future (Estimated)	\$ -	\$ 5,600,000	\$ 5,600,000	0%
State - MBUAPCD	\$ -	\$ 261,000	\$ 261,000	0%
State - STIP	\$ -	\$ 355,000	\$ 355,000	0%
State - SLPP	\$ -	\$ 5,800,000	\$ 5,800,000	0%
Local - Reserved Retained Earnings	\$ 2,645	\$ 360,000	\$ 357,355	1%
Local Operating Match	\$ -	\$ 11,605	\$ 11,605	0%
<b>TOTAL CAPITAL FUNDING</b>	<b>\$ 54,027</b>	<b>\$ 31,643,668</b>	<b>\$ 31,589,641</b>	<b>0%</b>

(1) Grant budget erroneously deleted from capital budget in anticipation of grant closure in September. Budget will be reinstated in subsequent budget revision.

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

**DATE:** November 30, 2012  
**TO:** Board of Directors  
**FROM:** Angela Aitken, Finance Manager  
**SUBJECT: MONTHLY BUDGET STATUS REPORTS YEAR TO DATE AS OF AUGUST 31, 2012**

## I. RECOMMENDED ACTION

**That the Board of Directors accept and file the monthly budget status reports year to date as of August 31, 2012**

## II. SUMMARY OF ISSUES

- **Operating Revenues** year to date as of August 31, 2012 were \$148K or 4 % over the amount of revenue expected for the same period year to date.
- **Consolidated Operating Expenses** year to date as of August 31, 2012 were \$276K or 4 % under budget.
- **Capital Budget** spending year to date through August 31, 2012 was \$61K or 0.2 % 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 FY13 operating and capital budgets versus actual expenditures year to date.

The fiscal year has elapsed **17%**.

**A. Operating Revenue**

Operating Revenues year to date as of August 31, 2012 were \$148K or 4 % over the amount budgeted. Revenue variances are primarily due to higher than anticipated Passenger Fares and Sales Tax Revenue and lower than anticipated Other Revenue (Advertising Income).

- **Passenger Fares** are over budget due to increased sales of Discount Students passes in August 2012.
- **Sales Tax Revenue** is over budget due to higher than anticipated receipts year to date through August 2012.
- **Advertising Income** is under budget due to less advertising than expected year to date through August 2012.

**B. Consolidated Operating Expenses**

Consolidated Operating Expenses year to date as of August 31, 2012 were \$276K or 4 % under budget. Personnel Expenses, Services, Mobile Materials & Supplies, Casualty & Liability and Miscellaneous Expenses all contributed to the variance.

- **Total Personnel Expenses** are over budget due to contractual supplemental cash payments made to SEIU employees.
- The majority of the variance in **Services** is due to **Repair – Equipment and Repair-Rev Vehicle** costs. Repair – Equipment and Repair – Rev Vehicle are under budget due to the inability to anticipate when repair costs will be incurred, while the budget is straight lined.
- **Mobile Materials & Supplies** are under budget due to lower than anticipated prices of fuel and service enhancements that will happen later in the year.
- **Casualty & Liability** is under budget mostly due to less than anticipated settlement costs year to date as of August 31, 2012.
- **Miscellaneous** expenses are under budget primarily due to **Employee Training**. Training expenses will be incurred later in the year, while the budget is straight lined.

**C. Capital Budget**

Capital Budget spending year to date through August 2012 was \$61K or 0.2 % of the Capital Budget. Of this, \$38K has been spent on the State of Good Repair project, \$9K has been spent on the MetroBase Project – FY11 Allocation, and \$7K or 33 % has been spent on HR software upgrades.

**IV. FINANCIAL CONSIDERATIONS**

Funds from Carryover from Previous Years, STIC, STA, and Operating Reserves will be used in the listed order to bridge the budget gap at the end of the fiscal year, when the amount of the operating income/loss for the year is determined. In the meantime, the amount of operating income/loss year to date is reported in the monthly budget status reports.

**Attachment A:** FY13 Operating Revenue & Expenses Year to Date as of 08/31/12

**Attachment B:** FY13 Capital Budget Report for the month ending – 08/31/12

Prepared by: Kristina Mihaylova, Sr. Financial Analyst

Date Prepared: November 20, 2012

# Attachment A



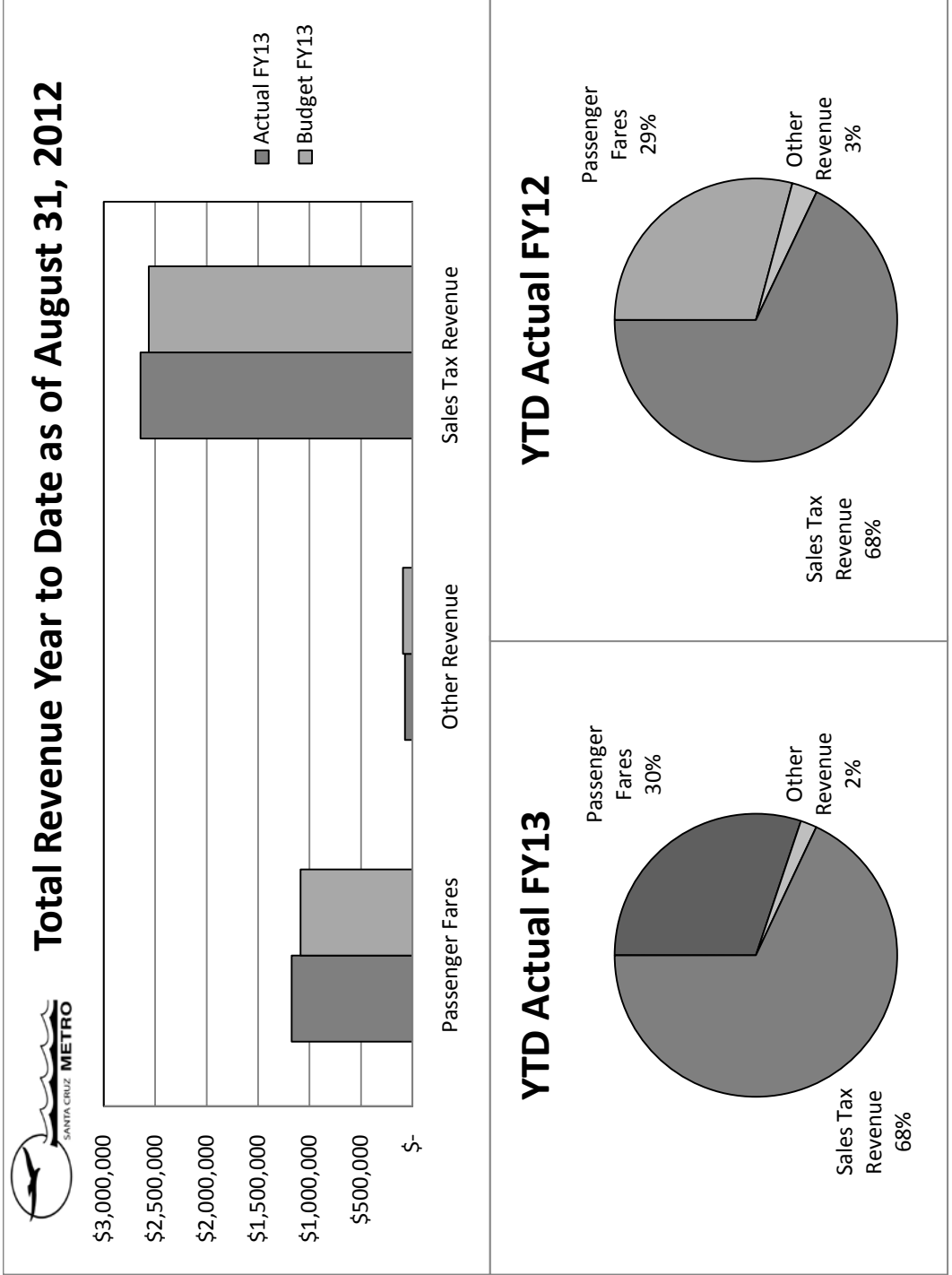
## FY13

### Operating Revenue & Expenses Year to Date as of August 31, 2012

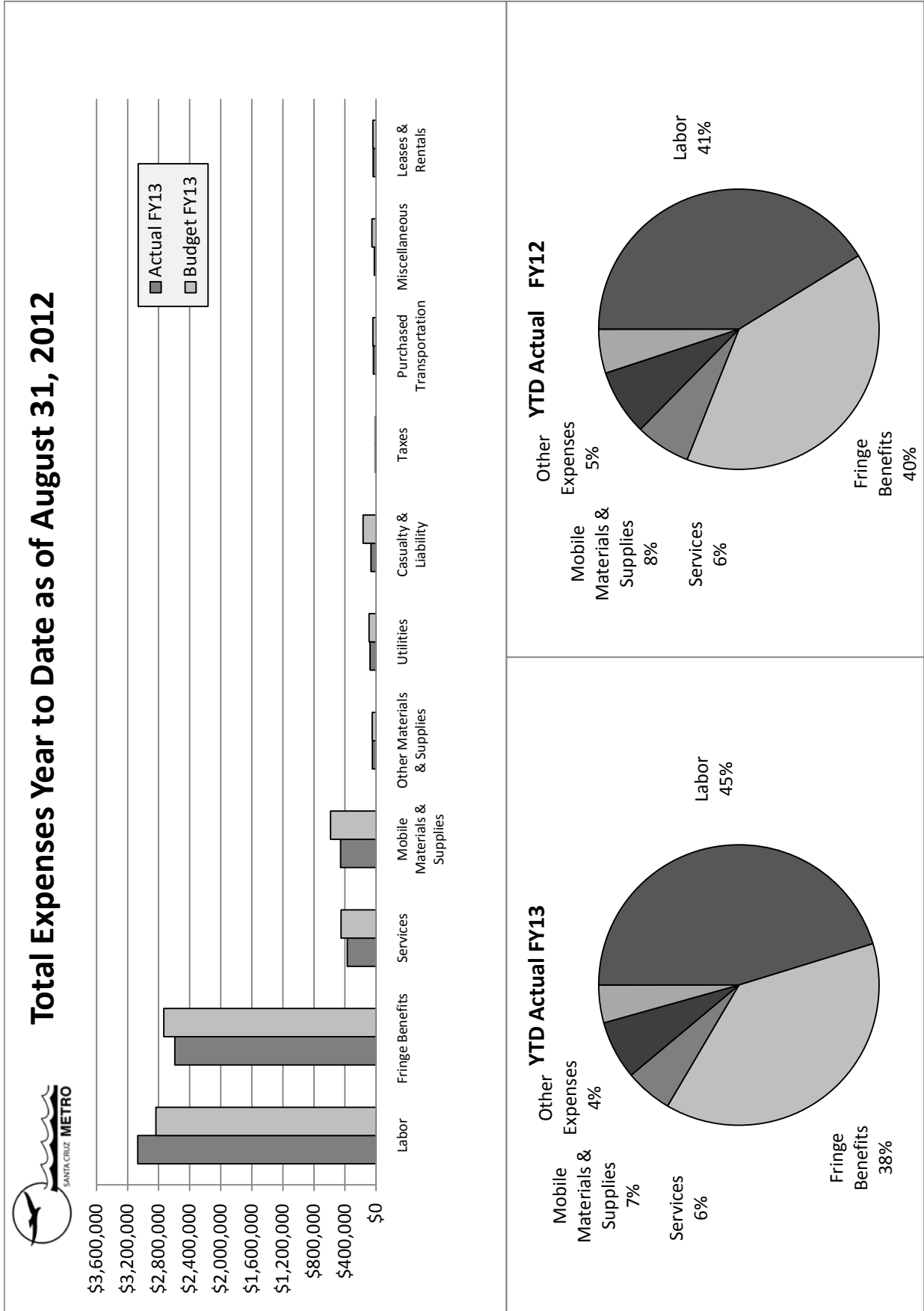
	Year to Date			YTD Year Over Year Comparison		
	Actual	Budget	\$ Var	FY12	\$ Var	% Var
<b>Revenue:</b>						
Passenger Fares	\$ 1,172,812	\$ 1,086,837	\$ 85,975	\$ 1,075,239	\$ 97,572	9%
Other Revenue	\$ 72,825	\$ 91,427	\$ (18,602)	\$ 107,098	\$ (34,273)	-32%
Sales Tax Revenue	\$ 2,644,200	\$ 2,561,425	\$ 82,775	\$ 2,506,200	\$ 138,000	6%
Transp Dev Act (TDA) - Op Asst	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Federal Op Assistance	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Other Op Assistance/Funding	\$ -	\$ 1,667	\$ (1,667)	\$ -	\$ -	0%
STA - Op Assistance	\$ -	\$ -	\$ -	\$ -	\$ -	0%
STIC - Op Assistance	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Fuel Tax Credit	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Transfers (to)/ from Reserves	\$ -	\$ -	\$ -	\$ -	\$ -	0%
<b>Total Revenue</b>	<b>\$ 3,889,836</b>	<b>\$ 3,741,355</b>	<b>\$ 148,482</b>	<b>\$ 3,688,537</b>	<b>\$ 201,299</b>	<b>5%</b>
<b>Expenses:</b>						
Labor	\$ 3,069,138	\$ 2,833,817	\$ 235,322	\$ 2,497,607	\$ 571,531	23%
Fringe Benefits	\$ 2,592,954	\$ 2,732,314	\$ (139,360)	\$ 2,410,842	\$ 182,112	8%
Services	\$ 369,452	\$ 451,107	\$ (81,655)	\$ 385,315	\$ (15,863)	-4%
Mobile Materials & Supplies	\$ 456,535	\$ 587,208	\$ (130,673)	\$ 457,176	\$ (641)	0%
Other Materials & Supplies	\$ 48,689	\$ 51,541	\$ (2,852)	\$ 30,673	\$ 18,016	59%
Utilities	\$ 78,276	\$ 89,802	\$ (11,526)	\$ 78,411	\$ (135)	0%
Casualty & Liability	\$ 66,429	\$ 166,667	\$ (100,238)	\$ 113,993	\$ (47,564)	-42%
Taxes	\$ 5,829	\$ 8,250	\$ (2,421)	\$ 4,815	\$ 1,014	21%
Purchased Transportation	\$ 33,537	\$ 41,667	\$ (8,130)	\$ 23,933	\$ 9,604	40%
Miscellaneous	\$ 23,391	\$ 54,214	\$ (30,823)	\$ 17,228	\$ 6,164	36%
Leases & Rentals	\$ 38,405	\$ 42,300	\$ (3,895)	\$ 38,136	\$ 269	1%
<b>Total Expenses</b>	<b>\$ 6,782,634</b>	<b>\$ 7,058,885</b>	<b>\$ (276,252)</b>	<b>\$ 6,058,127</b>	<b>\$ 724,507</b>	<b>12%</b>
<b>Operating Income (Loss)</b>	<b>\$ (2,892,797)</b>			<b>\$ (2,369,590)</b>		

6-7.a1

# Attachment A



# Attachment A







Percent of Year Elapsed - 17%

**FY13**  
**Operating Revenue**  
**Year to Date as of August 31, 2012**

	Year to Date			YTD Year Over Year Comparison		
	Actual	Budget	% Var	FY12	\$ Var	% Var
<b>Passenger Fares</b>						
Passenger Fares	\$ 678,607	\$ 613,212	11%	\$ 612,566	\$ 66,041	11%
Paratransit Fares	\$ 48,307	\$ 35,095	38%	\$ 37,483	\$ 10,824	29%
Special Transit Fares - Contract	\$ 152,275	\$ 147,763	3%	\$ 144,991	\$ 7,284	5%
Highway 17 Fares	\$ 250,167	\$ 249,621	0%	\$ 236,494	\$ 13,673	6%
Highway 17 Payments	\$ 43,455	\$ 41,147	6%	\$ 43,705	\$ (250)	-1%
<b>Subtotal Passenger Revenue</b>	<b>\$ 1,172,812</b>	<b>\$ 1,086,837</b>	<b>8%</b>	<b>\$ 1,075,239</b>	<b>\$ 97,572</b>	<b>9%</b>
<b>Other Revenue</b>						
Commissions	\$ 816	\$ 933	-13%	\$ 954	\$ (138)	-14%
Advertising Income	\$ 31,534	\$ 42,917	-27%	\$ 57,091	\$ (25,557)	-45%
Rent Income - SC Pacific Station	\$ 15,369	\$ 17,843	-14%	\$ 18,165	\$ (2,796)	-15%
Rent Income - Watsonville TC	\$ 6,938	\$ 6,733	3%	\$ 7,395	\$ (457)	-6%
Interest Income	\$ 16,034	\$ 20,000	-20%	\$ 21,965	\$ (5,931)	-27%
Other Non-Transp Revenue	\$ 2,134	\$ 3,000	-29%	\$ 1,528	\$ 606	40%
<b>Subtotal Other Revenue</b>	<b>\$ 72,825</b>	<b>\$ 91,427</b>	<b>-20%</b>	<b>\$ 107,098</b>	<b>\$ (34,273)</b>	<b>-32%</b>
<b>Sales Tax Revenue</b>	<b>\$ 2,644,200</b>	<b>\$ 2,561,425</b>	<b>3%</b>	<b>\$ 2,506,200</b>	<b>\$ 138,000</b>	<b>6%</b>
<b>Transp Dev Act (TDA) - Op Asst</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0%</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0%</b>
<b>Federal Op Assistance</b>						
FTA Sec 5307 - Op Asst	\$ -	\$ -	0%	\$ -	\$ -	0%
FTA Sec 5311 - Rural Op Asst	\$ -	\$ -	0%	\$ -	\$ -	0%
<b>Subtotal Federal Op Assistance</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0%</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0%</b>



SANTA CRUZ **METRO**  
 Percent of Year Elapsed - 17%

**FY13**  
 Operating Revenue  
 Year to Date as of August 31, 2012

	Year to Date			YTD Year Over Year Comparison		
	Actual	Budget	% Var	FY12	\$ Var	% Var
<b>Other Op Assistance/Funding</b>						
AMBAG Funding	\$ -	\$ -	0%	\$ -	\$ -	0%
Other Op Assistance/Funding	\$ -	\$ 1,667	-100%	\$ -	\$ -	0%
FTA Sec 5309 - ARRA Op Asst	\$ -	\$ -	0%	\$ -	\$ -	0%
<b>Subtotal Other Op Assistance/Funding</b>	<b>\$ -</b>	<b>\$ 1,667</b>	<b>-100%</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0%</b>
<b>STA - Op Assistance</b>	\$ -	\$ -	0%	\$ -	\$ -	0%
<b>STIC - Op Assistance</b>	\$ -	\$ -	0%	\$ -	\$ -	0%
<b>Fuel Tax Credit</b>	\$ -	\$ -	0%	\$ -	\$ -	0%
<b>Transfers (to)/ from Reserves</b>	\$ -	\$ -	0%	\$ -	\$ -	0%
<b>Total Revenue</b>	<b>\$ 3,889,836</b>	<b>\$ 3,741,355</b>	<b>4%</b>	<b>\$ 3,688,537</b>	<b>\$ 201,299</b>	<b>5%</b>
<b>Total Operating Expenses</b>	<b>\$ 6,782,634</b>			<b>\$ 6,058,127</b>		
<b>Variance</b>	<b>\$ (2,892,797)</b>			<b>\$ (2,369,590)</b>		

6-7.a5



**FY13**  
**Consolidated Operating Expenses**  
**Year to Date as of August 31, 2012**

	Year to Date			YTD Year Over Year Comparison		
	Actual	Budget	% Var	FY12	\$ Var	% Var
<b>Labor</b>						
501011 Bus Operator Pay	\$ 1,322,456	\$ 1,338,116	-1%	\$ 1,148,051	\$ 174,405	15%
501013 Bus Operator Overtime	\$ 191,680	\$ 265,436	-28%	\$ 284,253	\$ (92,573)	-33%
501021 Other Salaries	\$ 1,466,938	\$ 1,167,539	26%	\$ 995,985	\$ 470,952	47%
501023 Other Overtime	\$ 88,064	\$ 62,725	40%	\$ 69,317	\$ 18,747	27%
<b>Total Labor -</b>	<b>\$ 3,069,138</b>	<b>\$ 2,833,817</b>	<b>8%</b>	<b>\$ 2,497,607</b>	<b>\$ 571,531</b>	<b>23%</b>
<b>Fringe Benefits</b>						
502011 Medicare/Soc. Sec.	\$ 45,919	\$ 48,890	-6%	\$ 37,047	\$ 8,872	24%
502021 Retirement	\$ 516,791	\$ 536,511	-4%	\$ 437,115	\$ 79,676	18%
502031 Medical Insurance	\$ 1,111,278	\$ 1,234,020	-10%	\$ 1,050,667	\$ 60,611	6%
502041 Dental Insurance	\$ 83,924	\$ 95,003	-12%	\$ 75,095	\$ 8,829	12%
502045 Vision Insurance	\$ 21,347	\$ 23,114	-8%	\$ 21,521	\$ (174)	-1%
502051 Life Insurance	\$ 6,600	\$ 7,986	-17%	\$ 6,718	\$ (118)	-2%
502060 State Disability	\$ 32,536	\$ 37,225	-13%	\$ 34,071	\$ (1,536)	-5%
502061 Disability Insurance	\$ 19,579	\$ 24,046	-19%	\$ 19,876	\$ (296)	-1%
502071 State Unemp. Ins	\$ 1,623	\$ 14,819	-89%	\$ 162	\$ 1,461	904%
502081 Worker's Comp Ins	\$ 202,823	\$ 154,500	31%	\$ 212,895	\$ (10,072)	-5%
502083 Worker's Comp IBNR	\$ -	\$ -	0%	\$ -	\$ -	0%
502101 Holiday Pay	\$ 31,401	\$ 67,631	-54%	\$ 14,679	\$ 16,722	114%
502103 Floating Holiday	\$ 976	\$ 12,534	-92%	\$ 5,153	\$ (4,177)	-81%
502109 Sick Leave	\$ 92,112	\$ 147,217	-37%	\$ 95,825	\$ (3,713)	-4%
502111 Annual Leave	\$ 390,183	\$ 291,220	34%	\$ 356,599	\$ 33,585	9%
502121 Other Paid Absence	\$ 21,797	\$ 21,733	0%	\$ 30,914	\$ (9,117)	-29%
502251 Physical Exams	\$ 1,050	\$ 2,352	-55%	\$ 1,425	\$ (375)	-26%
502253 Driver Lic Renewal	\$ 648	\$ 776	-16%	\$ 245	\$ 403	164%
502999 Other Fringe Benefits	\$ 12,368	\$ 12,739	-3%	\$ 10,837	\$ 1,532	14%
<b>Total Fringe Benefits -</b>	<b>\$ 2,592,954</b>	<b>\$ 2,732,314</b>	<b>-5%</b>	<b>\$ 2,410,842</b>	<b>\$ 182,112</b>	<b>8%</b>
<b>Total Personnel Expenses -</b>	<b>\$ 5,662,092</b>	<b>\$ 5,566,131</b>	<b>2%</b>	<b>\$ 4,908,449</b>	<b>\$ 753,644</b>	<b>15%</b>



**FY13**  
**Consolidated Operating Expenses**  
**Year to Date as of August 31, 2012**

	Year to Date			YTD Year Over Year Comparison		
	Actual	Budget	% Var	FY12	\$ Var	% Var
<b>Services</b>						
503011 Acctg & Audit Fees	\$ 19,000	\$ 22,500	-16%	\$ 15,400	\$ 3,600	23%
503012 Admin & Bank Fees	\$ 21,140	\$ 20,334	4%	\$ 18,060	\$ 3,080	17%
503031 Prof & Tech Fees	\$ 28,075	\$ 35,660	-21%	\$ 20,280	\$ 7,795	38%
503032 Legislative Services	\$ 15,000	\$ 17,500	-14%	\$ 15,000	\$ -	0%
503033 Legal Services	\$ 117	\$ 9,167	-99%	\$ -	\$ 117	100%
503034 Pre-Employ Exams	\$ 1,824	\$ 1,746	4%	\$ 370	\$ 1,454	393%
503041 Temp Help	\$ 43,530	\$ 31,200	40%	\$ 47,676	\$ (4,146)	-9%
503161 Custodial Services	\$ 13,383	\$ 16,533	-19%	\$ 8,854	\$ 4,530	51%
503162 Uniform & Laundry	\$ 3,319	\$ 3,833	-13%	\$ 3,134	\$ 185	6%
503171 Security Services	\$ 72,758	\$ 78,189	-7%	\$ 58,429	\$ 14,328	25%
503221 Classified/Legal Ads	\$ 2,939	\$ 3,750	-22%	\$ 1,555	\$ 1,384	89%
503222 Legal Advertising	\$ -	\$ -	0%	\$ 727	\$ (727)	-100%
503225 Graphic Services	\$ -	\$ 833	-100%	\$ -	\$ -	0%
503351 Repair - Bldg & Impr	\$ 15,925	\$ 16,833	-5%	\$ 5,000	\$ 10,925	218%
503352 Repair - Equipment	\$ 63,393	\$ 108,320	-41%	\$ 69,216	\$ (5,822)	-8%
503353 Repair - Rev Vehicle	\$ 55,825	\$ 72,000	-22%	\$ 100,907	\$ (45,082)	-45%
503354 Repair - Non Rev Vehic	\$ 1,374	\$ 4,292	-68%	\$ 10,025	\$ (8,651)	-86%
503363 Haz Mat Disposal	\$ 11,849	\$ 8,417	41%	\$ 10,682	\$ 1,167	11%
<b>Total Services -</b>	<b>\$ 369,452</b>	<b>\$ 451,107</b>	<b>-18%</b>	<b>\$ 385,315</b>	<b>\$ (15,863)</b>	<b>-4%</b>

<b>Mobile Materials &amp; Supplies</b>						
504011 Fuels & Lube Non Rev <sup>1</sup>	\$ 10,864	\$ 13,500	-20%	\$ 10,187	\$ 678	7%
504012 Fuels & Lube Rev Veh	\$ 316,299	\$ 422,208	-25%	\$ 330,394	\$ (14,096)	-4%
504021 Tires & Tubes	\$ 32,402	\$ 42,792	-24%	\$ 23,221	\$ 9,181	40%
504161 Other Mobile Supplies	\$ -	\$ -	0%	\$ -	\$ -	0%
504191 Rev Vehicle Parts	\$ 96,970	\$ 108,708	-11%	\$ 93,374	\$ 3,596	4%
<b>Total Mobile Materials &amp; Supplies -</b>	<b>\$ 456,535</b>	<b>\$ 587,208</b>	<b>-22%</b>	<b>\$ 457,176</b>	<b>\$ (641)</b>	<b>0%</b>

**6-7.a7**



**FY13**  
**Consolidated Operating Expenses**  
**Year to Date as of August 31, 2012**

	Year to Date				YTD Year Over Year Comparison			
	Actual	Budget	\$ Var	% Var	FY12	\$ Var	% Var	
<b>Other Materials &amp; Supplies</b>								
504205 Freight Out	\$ 286	\$ 425	\$ (139)	-33%	\$ 315	\$ (29)	-9%	
504211 Postage & Mailing	\$ 1,565	\$ 2,584	\$ (1,019)	-39%	\$ 2,334	\$ (769)	-33%	
504214 Promotional Items	\$ 2,149	\$ -	\$ 2,149	100%	\$ -	\$ 2,149	100%	
504215 Printing	\$ 194	\$ 12,833	\$ (12,638)	-98%	\$ 386	\$ (192)	-50%	
504217 Photo Supply/Processin	\$ 620	\$ 983	\$ (363)	-37%	\$ 3	\$ 617	19589%	
504311 Office Supplies	\$ 11,537	\$ 13,259	\$ (1,722)	-13%	\$ 11,952	\$ (415)	-3%	
504315 Safety Supplies	\$ 6,974	\$ 3,417	\$ 3,557	104%	\$ 2,076	\$ 4,898	236%	
504317 Cleaning Supplies	\$ 9,946	\$ 8,133	\$ 1,813	22%	\$ 5,035	\$ 4,911	98%	
504409 Repair/Maint Supplies	\$ 14,515	\$ 7,000	\$ 7,515	107%	\$ 5,557	\$ 8,958	161%	
504421 Non-Inventory Parts	\$ 306	\$ 923	\$ (618)	-67%	\$ 2,456	\$ (2,151)	-88%	
504511 Small Tools	\$ 97	\$ 1,483	\$ (1,387)	-93%	\$ 259	\$ (162)	-63%	
504515 Employee Tool Rplcmt	\$ 500	\$ 500	\$ -	0%	\$ 300	\$ 200	67%	
<b>Total Other Materials &amp; Supplies -</b>	<b>\$ 48,689</b>	<b>\$ 51,541</b>	<b>\$ (2,852)</b>	<b>-6%</b>	<b>\$ 30,673</b>	<b>\$ 18,016</b>	<b>59%</b>	
<b>Utilities</b>								
505011 Gas & Electric	\$ 41,205	\$ 40,833	\$ 372	1%	\$ 42,477	\$ (1,272)	-3%	
505021 Water & Garbage	\$ 24,083	\$ 25,000	\$ (917)	-4%	\$ 21,670	\$ 2,413	11%	
505031 Telecommunications	\$ 12,987	\$ 23,968	\$ (10,981)	-46%	\$ 14,263	\$ (1,276)	-9%	
<b>Total Utilities -</b>	<b>\$ 78,276</b>	<b>\$ 89,802</b>	<b>\$ (11,526)</b>	<b>-13%</b>	<b>\$ 78,411</b>	<b>\$ (135)</b>	<b>0%</b>	
<b>Casualty &amp; Liability</b>								
506011 Insurance - Property	\$ 16,013	\$ 15,833	\$ 179	1%	\$ 12,189	\$ 3,823	31%	
506015 Insurance - PL & PD	\$ 70,670	\$ 80,000	\$ (9,330)	-12%	\$ 79,157	\$ (8,487)	-11%	
506021 Insurance - Other	\$ -	\$ -	\$ -	0%	\$ -	\$ -	0%	
506123 Settlement Costs	\$ (18,653)	\$ 70,833	\$ (89,487)	-126%	\$ 36,695	\$ (55,349)	-151%	
506127 Repairs - Dist Prop	\$ (1,601)	\$ -	\$ (1,601)	100%	\$ (14,049)	\$ 12,448	-89%	
<b>Total Casualty &amp; Liability -</b>	<b>\$ 66,429</b>	<b>\$ 166,667</b>	<b>\$ (100,238)</b>	<b>-60%</b>	<b>\$ 113,993</b>	<b>\$ (47,564)</b>	<b>-42%</b>	
<b>Taxes</b>								
507051 Fuel Tax	\$ 2,024	\$ 2,333	\$ (309)	-13%	\$ 1,912	\$ 112	6%	
507201 Licenses & permits	\$ 1,075	\$ 3,083	\$ (2,008)	-65%	\$ 25	\$ 1,050	4200%	
507999 Other Taxes	\$ 2,730	\$ 2,833	\$ (104)	-4%	\$ 2,878	\$ (148)	-5%	
<b>Total Taxes -</b>	<b>\$ 5,829</b>	<b>\$ 8,250</b>	<b>\$ (2,421)</b>	<b>-29%</b>	<b>\$ 4,815</b>	<b>\$ 1,014</b>	<b>21%</b>	



**FY13**  
**Consolidated Operating Expenses**  
**Year to Date as of August 31, 2012**

	Year to Date			YTD Year Over Year Comparison		
	Actual	Budget	% Var	FY12	\$ Var	% Var
<b>Purchased Transportation</b>						
503406 Contr/Paratrans	\$ 33,537	\$ 41,667	(8,130) -20%	\$ 23,933	\$ 9,604	40%
<b>Total Purchased Transportation -</b>	<b>\$ 33,537</b>	<b>\$ 41,667</b>	<b>(8,130) -20%</b>	<b>\$ 23,933</b>	<b>\$ 9,604</b>	<b>40%</b>
<b>Miscellaneous</b>						
509011 Dues & Subscriptions	\$ 10,280	\$ 11,346	(1,066) -9%	\$ 10,737	\$ (457)	-4%
509085 Advertising - Rev Produ	\$ 423	\$ 2,958	(2,535) -86%	\$ -	\$ 423	100%
509101 Emp Incentive Prog	\$ -	\$ 2,958	(2,958) -100%	\$ -	\$ -	0%
509121 Employee Training	\$ 950	\$ 17,517	(16,566) -95%	\$ 4,718	\$ (3,768)	-80%
509123 Travel	\$ 10,146	\$ 16,393	(6,247) -38%	\$ 543	\$ 9,603	1769%
509125 Local Meeting Exp	\$ 314	\$ 900	(586) -65%	\$ 291	\$ 23	8%
509127 Board Director Fees	\$ 1,100	\$ 2,100	(1,000) -48%	\$ 500	\$ 600	120%
509150 Contributions	\$ -	\$ 42	(42) -100%	\$ -	\$ -	0%
509197 Sales Tax Expense	\$ -	\$ -	- 0%	\$ -	\$ -	0%
509198 Cash Over/Short	\$ 178	\$ -	178 100%	\$ 439	\$ (261)	-59%
<b>Total Misc -</b>	<b>\$ 23,391</b>	<b>\$ 54,214</b>	<b>(30,823) -57%</b>	<b>\$ 17,228</b>	<b>\$ 6,164</b>	<b>36%</b>
<b>Leases &amp; Rentals</b>						
512011 Facility Rentals	\$ 35,546	\$ 38,000	(2,455) -6%	\$ 35,286	\$ 260	1%
512061 Equipment Rentals	\$ 2,859	\$ 4,300	(1,441) -34%	\$ 2,850	\$ 9	0%
<b>Total Leases &amp; Rentals -</b>	<b>\$ 38,405</b>	<b>\$ 42,300</b>	<b>(3,895) -9%</b>	<b>\$ 38,136</b>	<b>\$ 269</b>	<b>1%</b>
<b>Total Non-Personnel Expenses -</b>	<b>\$ 1,120,541</b>	<b>\$ 1,492,755</b>	<b>(372,213) -25%</b>	<b>\$ 1,149,678</b>	<b>\$ (29,137)</b>	<b>-3%</b>
<b>TOTAL OPERATING EXPENSE -</b>	<b>\$ 6,782,634</b>	<b>\$ 7,058,885</b>	<b>(276,252) -4%</b>	<b>\$ 6,058,127</b>	<b>\$ 724,507</b>	<b>12%</b>

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

# Attachment B



## FY13 CAPITAL BUDGET For the month ending - August 31, 2012

	YTD Actual	FY13 Budget	Remaining Budget	% Spent YTD
<b>Grant-Funded Projects</b>				
MetroBase Project - FY11 Allocation Operations Bldg. (STIC, SAKATA, STA, PTMISEA)	\$ 9,233	\$ 19,051,491	\$ 19,042,258	0%
MetroBase Project - Operations Bldg. / Other (SLPP)	\$ -	\$ 5,800,000	\$ 5,800,000	0%
MetroBase Project - FY10 Allocation (PTMISEA)	\$ 1,983	\$ 2,333,111	\$ 2,331,128	0%
2nd LNG Tank (MBUAPCD, PTMISEA)	\$ -	\$ 1,183,961	\$ 1,183,961	0%
State of Good Repair (FTA) <sup>(1)</sup>	\$ 37,642	\$ -	\$ (37,642)	n/a
Video Surveillance Project - CCTV (STATE-1B)	\$ -	\$ 980,000	\$ 980,000	0%
Land Mobile Radio Project - LMR (STATE-1B)	\$ -	\$ 788,500	\$ 788,500	0%
Bus Stop Improvements (STIP)	\$ -	\$ 355,000	\$ 355,000	0%
Non-Revenue Vehicle Replacement (MBUAPCD, STA)	\$ -	\$ 192,105	\$ 192,105	0%
Pacific Station/MetroCenter - Conceptual Design (FTA, STA)	\$ -	\$ 60,000	\$ 60,000	0%
Watsonville Transit Center - Conceptual Design (STA)	\$ -	\$ 30,000	\$ 30,000	0%
<b>Subtotal Grant Funded Projects</b>	\$ 48,858	\$ 30,774,168	\$ 30,725,310	0%
<b>IT Projects</b>				
Automated Purchasing System Software - Puridium (STA)	\$ -	\$ 40,000	\$ 40,000	0%
HR Software Upgrade - iVantage (STA)	\$ 6,691	\$ 20,000	\$ 13,309	33%
Replace "Plant" - Informix Database - Bus Stop Tracking System (STA)	\$ -	\$ 10,000	\$ 10,000	0%
<b>Subtotal IT Projects</b>	\$ 6,691	\$ 70,000	\$ 63,309	10%
<b>Facilities Repair &amp; Improvements</b>				
MetroCenter Repairs (RES. RET. EARN., STA)	\$ -	\$ 225,000	\$ 225,000	0%
Bus Stop Repairs / Improvements (RES. RET. EARN.)	\$ 4,963	\$ 175,000	\$ 170,037	3%
WTC Renovations & Repairs (STA)	\$ -	\$ 45,000	\$ 45,000	0%
Repaint SVT (STA)	\$ -	\$ 45,000	\$ 45,000	0%
Replace Portable Steam & Sidewalk Cleaner WTC (STA)	\$ -	\$ 25,000	\$ 25,000	0%
Heaters for Maintenance Facility (3) (STA)	\$ -	\$ 10,000	\$ 10,000	0%
Interactive White Board - ParaCruz (STA)	\$ -	\$ 3,500	\$ 3,500	0%
<b>Subtotal Facilities Repairs &amp; Improvements Projects</b>	\$ 4,963	\$ 528,500	\$ 523,537	1%

# 6-7.b1



**FY13**  
**CAPITAL BUDGET**  
*For the month ending - August 31, 2012*

	<u>YTD Actual</u>	<u>FY13 Budget</u>	<u>Remaining Budget</u>	<u>% Spent YTD</u>
<b><u>Revenue Vehicle Replacement</u></b>				
Replace WiFi on Highway 17 buses (STA)	\$ -	\$ 100,000	\$ 100,000	0%
Replace Supervisor Vehicle-SUV (STA)	\$ -	\$ 40,000	\$ 40,000	0%
<b>Subtotal Revenue Vehicle Replacements</b>	<b>\$ -</b>	<b>\$ 140,000</b>	<b>\$ 140,000</b>	<b>0%</b>
<b><u>Non-Revenue Vehicle Replacement</u></b>				
See above	\$ -	\$ -	\$ -	0%
<b>Subtotal Non-Revenue Vehicle Replacements</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0%</b>
<b><u>Fleet &amp; Maintenance Equipment</u></b>				
Small Vehicle Lift - Fleet (STA)	\$ -	\$ 25,000	\$ 25,000	0%
Vehicle Diagnostic Code Scanner Program & PC - PC (STA)	\$ -	\$ 3,500	\$ 3,500	0%
Industrial Auto Upholstery Cleaning Machine - Fleet (STA)	\$ -	\$ 2,500	\$ 2,500	0%
<b>Subtotal Fleet &amp; Maintenance Equipment</b>	<b>\$ -</b>	<b>\$ 31,000</b>	<b>\$ 31,000</b>	<b>0%</b>
<b><u>Office Equipment</u></b>				
None	\$ -	\$ -	\$ -	0%
<b>Subtotal Office Equipment</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0%</b>
<b><u>Misc</u></b>				
Ticket Vending Machine (1) (STA)	\$ -	\$ 100,000	\$ 100,000	0%
<b>Subtotal Misc.</b>	<b>\$ -</b>	<b>\$ 100,000</b>	<b>\$ 100,000</b>	<b>0%</b>
<b>TOTAL CAPITAL PROJECTS</b>	<b>\$ 60,512</b>	<b>\$ 31,643,668</b>	<b>\$ 31,583,156</b>	<b>0%</b>

**6-7.b2**





**FY13**  
**CAPITAL BUDGET**  
*For the month ending - August 31, 2012*

	<u>YTD Actual</u>	<u>FY13 Budget</u>	<u>Remaining Budget</u>	<u>% Spent YTD</u>
Federal Capital Grants	\$ 37,642	\$ 1,156,062	\$ 1,118,420	3%
Other Fed - Sakata / Lawsuit proceeds	\$ -	\$ 1,333,382	\$ 1,333,382	0%
State - PTMISEA (1B)	\$ 11,216	\$ 14,426,119	\$ 14,414,903	0%
State - Security Bond Funds (1B)	\$ -	\$ 1,768,500	\$ 1,768,500	0%
State Transit Assistance (STA) Carryover-Prior Yrs	\$ 6,691	\$ 572,000	\$ 565,309	1%
State Transit Assistance (STA) Future (Estimated)	\$ -	\$ 5,600,000	\$ 5,600,000	0%
State - MBUAPCD	\$ -	\$ 261,000	\$ 261,000	0%
State - STIP	\$ -	\$ 355,000	\$ 355,000	0%
State - SLPP	\$ -	\$ 5,800,000	\$ 5,800,000	0%
Local - Reserved Retained Earnings	\$ 4,963	\$ 360,000	\$ 355,037	1%
Local Operating Match	\$ -	\$ 11,605	\$ 11,605	0%
<b>TOTAL CAPITAL FUNDING</b>	<b>\$ 60,512</b>	<b>\$ 31,643,668</b>	<b>\$ 31,583,156</b>	<b>0%</b>

(1) Grant budget erroneously deleted from capital budget in anticipation of grant closure in September. Budget will be reinstated in subsequent budget revision.

**6-7.b3**

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

**DATE:** November 30, 2012  
**TO:** Board of Directors  
**FROM:** Erich R. Friedrich, Sr. Transportation Planner  
**SUBJECT: REVIEW OF SERVICE CHANGES FROM FY 2011 TO FY 2013**

## I. RECOMMENDED ACTION

**This is an informational report. No action is required.**

## II. SUMMARY OF ISSUES

- Santa Cruz METRO's budget volatility from the last recession caused service fluctuations in fixed route transit service.
- Service reductions in the Fall of 2010 and 2011 were designed based on extensive community involvement and to increase operational efficiency.
- Service restorations and enhancements in the Spring of 2012 and Fall of 2012 were designed to address service deficits on highly used routes and/or corridors; as well as implement recommendations from the Watsonville Transit Planning Study.
- Santa Cruz METRO Staff is currently brainstorming future service plans that include improvements to the Highway 17 Express, Live Oak service, and Mid-County service.

## III. DISCUSSION

Shortly after the economic recession of 2008, Santa Cruz METRO's budgetary situation became very volatile and transit service had to be adjusted to match various funding levels. In the Fall of 2010, Santa Cruz METRO reduced service as a result of downturns in Sales Tax revenue and other operational funding sources. Then in the Fall of 2011, service levels were further reduced because economic conditions had not recovered at a reasonable pace. These service reductions, by design, reflected the community's priorities as heard through an extensive public outreach process and maximized operational efficiencies. Attachments A and B outline the service changes for Fall 2010 and Fall 2011.

Shortly after the Fall 2011 reduction in service, Santa Cruz METRO's operational revenues increased beyond expectations which freed resources to address service deficits along highly used routes and/or corridors. These deficits occurred because of service reductions in previous years as well as changes in the transit needs of the community. In the Spring of 2012, service was increased to fill these service deficits and address the present day transit needs of the community. As the new service for Spring 2012 was rolled out, the Board of Directors accepted

the Watsonville Transit Planning Study, a comprehensive review of transit service and community needs in and around the city of Watsonville. That study provided Santa Cruz METRO staff with data driven insights as to how to improve the local transit system after previous years of service reductions. From that study, increased service in the local Watsonville area was rolled out in the Fall of 2012. It is important to know that the service increases did not restore all transit service back to the same manner of which they were reduced, meaning that service was not “put back” the same way it existed when it was reduced. This was intentional as Santa Cruz METRO staff was receptive to changes in the transit needs of community as expressed through public correspondence, planning studies and analysis, and suggestions offered by bus operators. Attachments C and D outline the service changes for Spring 2012 and Fall 2012

Preliminary planning efforts are underway for service changes and enhancements for the remainder of FY13. Santa Cruz METRO staff is collating public input, ridership data, and brainstorming with the bus operators of UTU Local 23 in order to deliver effective changes that will increase operational efficiency and satisfaction of the riding public. Specifically targeted are the transit services in the Live Oak and Mid-County areas as well as enhancements to the Highway 17 Express. Changes may include:

- New Highway 17 trips focused in the evening hours
- Live Oak departure time and runtime adjustments
- Restoring the “short Route 69” (Santa Cruz/Capitola via Capitola Rd)
- Mid-County scheduling refinements and possible route consolidation
- New connector route between the Capitola Mall and Cabrillo College via 41<sup>st</sup> Ave & Soquel Ave.

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

#### **V. ATTACHMENTS**

- Attachment A:** Fall 2010 Service Changes  
**Attachment B:** Fall 2011 Service Changes  
**Attachment C:** Spring 2012 Service Changes  
**Attachment D:** Fall 2012 Service Changes

Prepared By: Erich R. Friedrich, Sr. Transportation Planner  
Date Prepared: November 19, 2012



## Fall 2010 Service Changes (September 16<sup>th</sup> – December 8<sup>th</sup>, 2010)

### **Route 3 Mission/Beach:**

The Route 3 and the Route 7 have been combined into a new Route 3 Mission/Beach. The Route 3 Mission/Beach will continue to depart at :50 but will have different routing. The 6:50 PM trip will be deleted.

### **Route 7 Beach/Lighthouse:**

This route has been deleted. Some of the area that this route used to serve will now be served by the new Route 3 Mission/Beach.

### **Route 8 Emeline:**

The 7:35AM trip of the Route 9 will now be renamed the Route 8 Emeline. This route will run between the Santa Cruz Metro Center and the County Emeline Complex only and will not serve the Prospect Heights area.

### **Route 9 Prospect Heights:**

The 7:35AM trip has been renamed the Route 8 Emeline and has been shortened to only serve the area between the Santa Cruz Metro Center and the County Emeline Complex and will not serve the Prospect Heights area. The 2:35PM trip will be deleted entirely.

### **Route 16N UCSC Night Owl – Laurel East:**

Some trips of the 16N UCSC Night Owl service have been deleted and some trip departures have been changed.

### **Route 19 University via Lower Bay – Weekends:**

Weekend trips departing from 11:50am to 4:50pm will return to regular routing and will once again serve the Beach Street loop. The weekday evening trips (starting at 6:30PM) and all weekend trips will have their routing changed in order to provide service to the Beach Street and 2<sup>nd</sup> Street area. The 7:30AM trip of the Route 19 will no longer serve the Beach Street area. The new routing for the Route 3 will now serve this area.

### **Route 19N UCSC Night Owl – Lower Bay:**

Some trips of the 19N UCSC Night Owl service have been deleted and some trip departures have been changed. The routing for the 19N will be the same as the routing for the weekend and evening Route 19.

### **UCSC Night Owl Dial-a-Ride:**

This service has been deleted.

### **Route 20D:**

The departures from Bay & Laguna will all be moved 5 minutes earlier. These trips will now depart Bay & Laguna at :20 after the hour (the same time as the Route 20 leaves the Metro Center). Check the footnotes on the Route 20 schedule.

**Route 27X UCSC Express:**

This route has been deleted

**Route 30 Graham Hill/Scotts Valley:**

A new Route 30 Graham Hill/Scotts Valley will serve the area along Graham Hill Road, Scotts Valley and Scotts Valley Drive. This route will replace the Route 31 and Route 32.

**Route 31 Scotts Valley/Santa Cruz via Hwy 17:**

This route has been deleted. (See Route 30 Graham Hill/Scotts Valley on page xx for more information regarding service in Scotts Valley.)

**Route 32 Graham Hill:**

This route has been deleted. (See Route 30 Graham Hill/Scotts Valley on page xx for more information regarding service in Scotts Valley.)

**Route 35/35A Santa Cruz/San Lorenzo Valley:** The current Route 35 trips departing the Santa Cruz Metro Center at 1:00PM, 1:30PM, 3:00PM, 3:30PM, 4:00PM, 4:30PM and 5:00PM will now become Route 35A serving Scotts Valley Drive. The weekday 10:45PM trip of the Route 35 from Boulder Creek to Santa Cruz has been deleted.

**Route 40 Davenport:**

A weekday 12:30PM trip has been added. This trip will serve Davenport and Cement Plant Road but it will not serve Waddell Creek.

**Route 42 Davenport/Bonny Doon:**

The 12:30PM, 7:15PM and 10:00PM weekday trips have been deleted. An 8:30PM weekday trip has been added. The weekend 10:00PM trip has been deleted.

**Route 53 Capitola/Dominican:**

This route has been deleted.

**Route 54 Capitola/Aptos/La Selva Beach:**

**Weekday:** The weekday 5:30PM trip will continue in service from Cabrillo College to the Capitola Mall. From La Selva Beach inbound to the Capitola Mall this trip will only make the following stops: Soquel at State Park Drive, Cabrillo College and the Capitola Mall. See map below.

**Weekend:** The current weekend trips will be deleted. These trips will be replaced with weekend trips departing Capitola Mall at 8:20AM, 10:55AM and 6:40PM. These new trips will use the same routing as the weekday 5:30PM Route 54 with the same limited stops inbound from La Selva Beach to the Capitola Mall. See schedule and map on page xx.

**Route 56 La Selva:**

The current five weekday trips will be replaced with trips departing the Capitola Mall at 8:45AM and 1:55PM.

**Route 66 Live Oak via 17th:**

The weekday and weekend departure times of the Route 66 have been changed.

**Route 68 Live Oak via Broadway/Portola:**

**Weekday:** The weekday and weekend departure times of the Route 68 have been changed. A weekday and weekend trip departing the Santa Cruz Metro Center at 6:30PM to the Capitola Mall has been added. The weekend trip that currently departs the Capitola Mall for the Santa Cruz Metro Center at 6:45PM has been deleted.

**Weekend** The weekend trips of the Route 68 will resume regular weekend routing using San Lorenzo Blvd. to Ocean St. instead of the summer routing from Broadway to Ocean.

**Route 68N Night Beach:**

This route has been deleted.

**Route 69 Capitola Road:**

**Weekday:** The weekday trip that departs the Capitola Mall at 6:00AM to the Santa Cruz Metro Center has been deleted. The weekday trips that depart the Santa Cruz Metro Center at 9:52AM and 10:22AM to the Capitola Mall have been deleted. See schedule and map on page 30

**Weekend:** The weekend trip that departs the Santa Cruz Metro Center at 7:37AM to the Capitola Mall has been deleted. The weekend trip that departs the Capitola Mall for the Santa Cruz Metro Center at 8:00AM has been deleted.

**Route 69A/69W Capitola Road/Cabrillo:**

The weekend trip that departs Watsonville at 7:50AM to Santa Cruz will be changed to a 69W.

**Route 69N Cabrillo Capitola Road:**

The weekday trip that departs Cabrillo College at 9:40PM to the Santa Cruz Metro Center has been deleted.

**Route 70 Cabrillo:**

This route has been deleted.

**Route 71 Santa Cruz to Watsonville:**

The daily 11:35 PM trip between the Boardwalk and the Santa Cruz Metro Center will end. The last Route 71 to Watsonville will now begin at the Santa Cruz Metro Center at 11:45 PM.

**Route 75 Green Valley:**

The weekday and weekend trips departing the Watsonville Transit Center at 7:09AM, 9:09AM, 11:09AM, 1:09PM, 3:09PM, 5:09PM and 7:09PM will not serve the loop on Wheelock Road and Green Valley Road. The weekend trip departing the Watsonville Transit Center at 8:09PM has been deleted.

**Route 76 Corralitos/Buena Vista:**

This route has been deleted.

**Route 91X Commuter Express:**

The *weekday* trip that departs Watsonville at 6:25AM to Santa Cruz has been deleted. The *weekend* trip that departs Watsonville at 7:15AM to Santa Cruz has been deleted.

**Highway 17 Express:**

The weekday trips that depart the Soquel Park and Ride at 4:35AM and 5:15AM will now depart the Santa Cruz Metro Center at 4:45AM and 5:25AM respectively and will not serve the Soquel Park and Ride. The weekday trips that depart San Jose at 5:15PM and 6:15PM will now end at the Santa Cruz Metro Center at 6:30PM and 7:30PM respectively and will not continue to the Soquel Park and Ride.



## Fall 2011 Service Changes

(September 15, 2011 to December 21, 2011)

### **Route 3 Mission/Beach:**

The Route 3 has been rerouted to serve Mission St. in both directions, see map below. This route will continue to depart at :50 every hour from 6:50am to 5:50pm.

### **Route 4 Harvey West - Weekends:**

A partial Route 4 has been added on the weekends and will serve the Harvey West area only. The first trip will begin service at 8:40am at Encinal & Hwy 9 after pulling out of the yard and will end at Metro Center, Pacific Station. Then the Route 4 will run every other hour beginning at Metro Center, Pacific Station from 10:30am till 4:30pm. Please see the timetable and routing in the map below.

### **Route 10 UCSC via High St.:**

**Weekdays:** The weekday departures have moved from :25 and :55 to :20 and :50. The departures at :50 are regular service and will operate from 6:50am to 6:20pm. The departures at :20 are now school-term ("ST") only trips.

**Weekends:** The weekend departures have moved from :25 to :50. These trips will operate hourly from 8:50am to 5:50pm

### **Route 13 UCSC via Walnut:**

This route has been deleted

### **Route 16 UCSC via Laurel:**

**Weekday:** The 11:45pm trip was moved to 12:00 midnight

**Weekends:** The following trips have been deleted:

12:55pm	1:55pm	2:55pm
3:55pm	4:55pm	5:55pm
8:15pm		

The following trips have been moved:

10:05am to 10:40am	11:05am to 11:10am	11:55am to 11:40am
6:25pm to 6:40pm	7:00pm to 7:10pm	7:45pm to 7:40pm
8:45pm to 8:40pm	9:15pm to 9:20pm	9:45pm to 9:40pm
10:40pm to 10:30pm	11:20pm to 11:00pm	

### **Route 16N UCSC Night Owl – Laurel East:**

This service has been deleted.

### **Route 19 University via Lower Bay – Weekends:**

**Weekdays:** Trips departing at :00 have been converted from "ST" trips to regular service.

**Weekends:** Trips departing at :50 have been moved to :00. Trips departing at :30 have been added and will operate hourly from 10:30am to 6:30pm.

**6-8.b1**



**Route 19N UCSC Night Owl – Lower Bay:**

This service has been deleted.

**Route 34 South Felton:**

The 2:35pm trip has been moved to 3:20pm.

**Route 35/35A Santa Cruz / San Lorenzo Valley :**

**Weekdays:** The 6:30pm outbound (35A), 7:25pm outbound (35A), and 8:20pm inbound (35) trips have been deleted. The following trips have had departure changes and/or adjustments:

8:25pm (ob) to 8:15pm	9:45pm (ob) to 9:35pm	6:42pm (ib) to 6:35pm – <i>depart at Country Club</i>	7:10pm (ib) to 7:05pm – <i>depart at Sylvan</i>
8:20pm (ib) to 8:10pm	5:30pm (ob) – <i>serves Country Club</i>	6:00pm (ob) – <i>serves Sylvan</i>	

**Weekends:** The Route 35/35A will no longer serve Big Basin. The 6:00pm outbound trip has been deleted. The 11:00pm outbound trip has been moved to 10:40pm. The following trips have had departure changes and/or adjustments:

5:30pm (ob) – <i>serves Sylvan</i>	6:30pm (ob) – <i>serves Country Club</i>	6:55pm (ib) to 6:34pm – <i>depart at Sylvan (then departs Boulder Creek at 6:55pm)</i>	7:07pm (ib) to 7:32pm – <i>depart at Country Club (ends at Metro Center, Pacific Station)</i>
---------------------------------------	---	---	--

**School Term (“ST”):** “ST” trips of the Route 35 have been reduced from 6 trips to 4 trips. The 7:04am and 2:20pm trips have been deleted. The 2:35pm outbound trip has been moved to 2:30pm. The 2:46pm outbound trip has been moved to 2:35pm.

**Route 40 Davenport:**

**Weekdays:** The Route 40 will no longer serve Waddell Creek. The Route 40 will turn around at the north end of Cement Plant Road. The 6:15am trip has been moved to 6:40am.

**Weekends:** The Route 40 will no longer serve Waddell Creek. The Route 40 will turn around at the north end of Cement Plant Road. The 4:30pm trip has been deleted.

**Route 42 Davenport / Bonny Doon - Weekends:**

The 12:30pm trip on the *Weekends* has been deleted. Also the 5:30pm *Weekend* trip has been moved to 6:00pm.

**Route 54 Capitola / Aptos / La Selva:**

**Weekdays:** The Route 54 has been rerouted to no longer serve the “Mar Vista Loop” which runs off State Park Drive to the Searidge/Mar Vista/McGregor area. Now the Route 54 will continue on State Park Drive to Center Ave. Please see the map below. The 5:30pm trip has been moved to 5:35pm.

**Weekends:** The Route 54 has been rerouted to no longer serve the “Mar Vista Loop” which runs off State Park Drive to the Searidge/Mar Vista/McGregor area. Now the Route 54 will continue on State Park Drive to Center Ave. Please see map below. The 8:20am trip has been moved to 8:00am.

**Route 55 Rio Del Mar:**

The Route 55 has been rerouted to no longer serve the “Mar Vista Loop” which runs off State Park Drive to the Searidge/Mar Vista/McGregor area. Now the Route 55 will continue on State Park Drive to Center Ave. Please see the map below.

**Route 56 La Selva:**

The *Weekday* 8:45am trip has been moved to 8:00am.

**Route 66 Live Oak via 17<sup>th</sup> Ave.:**

**Weekdays:** The follow trips have been deleted.

8:00am inbound	6:55pm outbound	7:55pm outbound
9:00pm outbound	10:00pm outbound	7:10pm inbound
8:25pm inbound	9:40pm inbound	10:40pm inbound

Some trips of the Route 66 have been re-purposed into the new Route 66N (see below)

**Weekends:** Outbound trips will now depart at :30 every hour between 6:30am and 6:30pm. There will also be an 8:00pm outbound trip. All inbound trips will now depart at :15 every hour between 9:15am and 7:15pm. There will also be 7:30am and 8:25am inbound trips.

Some trips of the Route 66 have been re-purposed into the new Route 66N (see below)

**Route 66N Live Oak via 17<sup>th</sup> Ave. – Night:**

The Route 66N is a new night route between Metro Center, Pacific Station and the Capitola Mall. The routing of the Route 66N is much like a Route 66 except the Route 66N will travel along Soquel Ave. between Front St. and Morrissey Blvd. instead of Water St. Please see map for exact routing. The departures of the Route 66N are as follows:

<b>Weekdays:</b>	7:00pm outbound	8:30pm outbound	10:00pm outbound
	7:40pm inbound	9:10pm inbound	10:40pm inbound
<b>Weekends:</b>	9:30pm outbound	8:45pm inbound	10:15pm inbound

**Route 68 Live Oak via Broadway:**

**Weekdays:** The Route 68 will no longer serve the 26<sup>th</sup> Ave. – East Cliff – 30<sup>th</sup> Ave. loop. The Route 68 will continue on Portola between 41<sup>st</sup> Ave and 17<sup>th</sup> Ave. Please see map below for routing.

**Weekends:** The Route 68 will now have 5 outbound trips departing the Metro Center, Pacific Station at :00 which will operate every other hour from 9:00am to 5:00pm. The Route 68 will now have 5 inbound trips departing the Capitola Mall at :45 which will operate every other hour from 9:45am till 5:45pm. The Weekend routing will match the new Weekday routing.

**Route 69 Capitola Road:**

This route has been deleted.

**Route 69A Capitola Road / Santa Cruz / Watsonville - Weekends:**

*Weekend* outbound trips will now depart Metro Center, Pacific Station at :00 and operate every other hour from 9:00am to 7:00pm. *Weekend* inbound trips will now depart Watsonville Transit Center at :20 and operate every other hour from 8:20am to 6:20pm

**Route 69N Capitola Road - Night:**

This route has been deleted.

**Route 69W Capitola Road / Santa Cruz / Watsonville - Weekends:**

*Weekend* outbound trips will now depart Metro Center, Pacific Station at :00 and operate every other hour from 8:00am to 8:00pm. *Weekend* inbound trips will now depart Watsonville Transit Center at :20 and operate every other hour from 7:20am to 5:20pm

**Route 71 Santa Cruz / Watsonville:**

**Weekdays:** The following trips have been deleted:

6:55am inbound	3:55pm inbound	4:25pm inbound	4:55pm inbound
5:25pm inbound	9:00pm inbound	9:15pm outbound	

The 10:30pm inbound trip has been moved to 10:50pm.

**Weekends:** The 9:00pm inbound trip has been deleted.

**Route 72 Corralitos:**

The following trips have been deleted:

6:40am	8:40am	10:40am
12:40pm	2:40pm	4:40pm

All remaining departures have been moved from :40 to :50.

**Route 74 Ohlone / Rolling Hills:**

The following trips have been deleted:

7:50am	9:50am	11:50am
1:50pm	3:50pm	5:50pm

The 12:50 and 4:50 trips will now serve the Social Security Office at Westgate & Technology Drive. The 2:50pm trip will serve PVHS at the end of the trip, during the inbound portion of the route, to accommodate the new 3:15pm ending bell time.

**Route 75 Green Valley:**

The 8:09pm trip has been deleted.



## Spring 2012 Service Changes

(March 29, 2012 to June 6, 2012)

### **Route 3W – Mission Weekends:**

**Weekends Only:** The Route 3W is a new route that will serve Mission Street and west side Santa Cruz on weekends only. This route will depart every other hour at :50 starting at **9:50 AM** and ending at **5:50 PM**. The routing is below:

### **Route 4W – Harvey West:**

**Weekends:** The weekend departures have been moved from :30 to :45.

### **Route 10 – UCSC via High St.:**

**Weekdays:** Two new weekday trips of the Route 10 have been added. These trips will depart from Metro Center, Pacific Station at **6:50 PM** and **7:20 PM**. The new **7:20 PM** trip will be ST service only.

### **Route 15 – UCSC via Laurel West:**

**Weekdays:** Three new weekday trips of the Route 15 have been added. These trips will depart from Metro Center, Pacific Station at **6:40 AM**, **8:20 PM** and **8:50 PM**. All new trips will be ST service only.

### **Route 16 – UCSC via Laurel East:**

**Weekdays:** Two new weekday trips of the Route 16 have been added. These trips will depart from Metro Center, Pacific Station at **7:00 AM** and **7:30 PM**. The new **7:30 PM** trip will be ST service only. The **9:05 AM** trip has been moved to **9:10 AM**.

### **Route 20D – UCSC via Western Delaware Only:**

**Weekdays:** Three new weekday trips of the Route 20D have been added. These trips will be supplemental to the Route 20 at the following times: **12:20 PM**, **1:20 PM**, and **2:20 PM**.

### **Route 35/35A – Santa Cruz/San Lorenzo Valley:**

**Weekdays:** Four new weekday trips of the Route 35/35A have been added. These trips include:

- **2:20 PM** Outbound from Felton Faire (ST service only)
- **6:30 PM** Outbound to Country Club
- **7:25 PM** Outbound to Mountain Store
- **8:20 PM** Inbound from Mountain Store

Also the **7:18 AM** inbound ST trip will now depart Bear Creek & Deerwood at **7:08 AM**.

### **Route 66 Live Oak via 17<sup>th</sup>:**

**Weekends:** trips were restored to pre-Fall service levels on the Route 66. Please see timetable below:

### **Route 66N Live Oak via 17<sup>th</sup> Night:**

**Weekends:** The weekend trips have changed departure times and new trips have been added to the Route 66N. In the outbound direction trips will depart the Metro Center, Pacific Station at **9:00 PM** and **10:10 PM**. In the inbound direction trips will depart the Capitola Mall at **8:25 PM**, **9:35 PM**, and **10:40 PM**.

### **Route 68 – Live Oak via Portola:**

**Weekends:** trips were restored to pre-Fall Bid levels on the Route 68. Please see timetable below:

**Route 69A – Capitola Rd./Watsonville via Airport:**

*Weekends:* The Route 69A will have restored weekend trips bringing back hourly service in each direction. In the outbound direction the Route 69A will depart hourly from Metro Center, Pacific Station at **:07** from **8:07 AM** to **6:07 PM**. In the inbound direction, the Route 69A will depart hourly from the Watsonville Transit Center at **:50** from **8:50 AM** to **6:50 PM**.

**Route 69W – Capitola Rd./Cabrillo/Watsonville:**

*Weekends:* The Route 69W will have restored weekend trips bringing back hourly service in each direction. In the outbound direction the Route 69W will depart hourly from Metro Center, Pacific Station at **:37** from **8:37 AM** to **8:37 PM**. In the inbound direction, the Route 69A will depart hourly from the Watsonville Transit Center at **:20** from **10:20 AM** to **6:20 PM**. An additional inbound trip of the 69W will depart from the Watsonville Transit Center at **7:50 AM**.

**Route 91X – Santa Cruz/Watsonville Express:**

*Weekdays:* The Route 91X will have new trips operating every half hour in both directions. The current morning trips between **5:55 AM** and **8:30 AM** will remain the same. Starting at **9:15 AM** the Route 91X will have departures every half hour at **:15** and **:45** in the outbound direction ending at **5:45 PM**. The outbound routing will no longer serve Civic Plaza. All Inbound trips starting at **9:40 AM** will have departures every half hour at **:10** and **:40** ending at **5:40 PM**. The inbound routing will serve the 41<sup>st</sup> Avenue to Dominican Hospital. The **9:30 AM** inbound trip and all the current afternoon trips will be replaced by the new trips.



## Fall 2012 Service Changes

(September 13, 2012 to December 5, 2012)

### **Route 72 - Corralitos:**

**Weekdays:** The Route 72 departures have been moved to :45 and the route has been given more running time. This route will now operate hourly from 5:45AM till 6:45PM.

### **Route 74 - Ohlone Parkway / Rolling Hills:**

**Weekdays:** The Route 74 has been rerouted to better serve the Watsonville Community Hospital, Social Security Office, Pajaro Valley High School, and Rolling Hills Jr. High School. Along with the routing change, the Route 74 departure times have been moved to :10 and will operate hourly from 6:10AM till 6:10PM. The Route 74 has also been given more running time.

**Weekends:** The Route 74 will now operate on the weekends. This route will depart at :45 and operate hourly from 6:45AM till 6:45PM.

### **Route 75 – Green Valley:**

**Weekdays:** The Route 75 departures have been moved to :15 and the route has been given more running time. This route will now serve Wheelock & Monte Vista every trip.

**Weekends:** The weekend Route 75 departures have been moved to :15 and the route has been given more running time. The weekend timetable matches the weekday timetable above.

### **Route 77 – Civic Plaza/Pajaro:**

**Weekdays:** This is a new route that will serve the Pajaro community on the southern edge of Watsonville. This route will depart at :30 and operate hourly from 6:30AM till 6:30PM.

### **Route 79 – East Lake:**

**Weekdays:** The Route 79 has been rerouted to better serve Beach St. Along with the routing change, the Route 79 departure times have moved to :00 and will remain operating hourly from 7:00AM till 6:00PM. The Route 79 has also been given more running time.

**Weekends:** The Route 79 will now operate on the weekends. This route will depart at :30 and operate hourly from 7:30AM till 6:30PM. See timetable below:

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

**DATE:** November 30, 2012  
**TO:** Board of Directors  
**FROM:** April Warnock, Paratransit Superintendent  
**SUBJECT: METRO PARACRUZ OPERATIONS STATUS REPORT–SEPTEMBER 2012**

## I. RECOMMENDED ACTION

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

## II. SUMMARY OF ISSUES

- METRO ParaCruz is the federally mandated ADA complementary paratransit program of the Transit District, providing shared ride, door-to-door demand-response transportation to customers certified as having disabilities that prevent them from independently using the fixed route bus.
- METRO assumed direct operation of paratransit services November 1, 2004. This service had been delivered under contract since 1992.
- Discussion of ParaCruz Operations Status Report.
- Attachment A: On-time Performance Chart displays the percentage of pick-ups within the “ready window” and a breakdown in 5-minute increments for pick-ups beyond the “ready window”. The monthly Customer Service Reports summary is included.
- Attachment B: Report of ParaCruz’ operating statistics. Performance Averages and Performance Goals are reflected in the Comparative Operating Statistics Table in order to establish and compare actual performance measures, as performance is a critical indicator as to ParaCruz’ efficiency.
- Attachments C and D: ParaCruz Performance Charts displaying trends in rider-ship and mileage spanning a period of three years.
- Attachment E: Current calendar year’s statistical information on the number of ParaCruz in-person eligibility assessments, including a comparison to past years, since implementation in August of 2002.

### **III. DISCUSSION**

From August 2012 to September 2012, ParaCruz rides increased by 111 rides. The increase in rides does trend typically with the previous year.

The number of rides performed in September 2012 was 1064 less than the number of rides performed in September 2011.

### **IV. FINANCIAL CONSIDERATIONS**

NONE

### **V. ATTACHMENTS**

- Attachment A:** ParaCruz On-time Performance Chart
- Attachment B:** Comparative Operating Statistics Table
- Attachment C:** Number of Rides Comparison Chart and Shared vs. Total Rides Chart
- Attachment D:** Mileage Comparison Chart and Year to Date Mileage Chart
- Attachment E:** Eligibility Chart



# ATTACHMENT A

Board of Directors  
Board Meeting November 30, 2012

<b>ParaCruz On-time Performance Report</b>		
	<b>Sept 2011</b>	<b>Sept 2012</b>
Total pick ups	8699	7635
<b>Percent in “ready window”</b>	<b>94.29%</b>	<b>95.44%</b>
1 to 5 minutes late	2.13%	1.81%
6 to 10 minutes late	1.59%	1.03%
11 to 15 minutes late	.77%	.76%
16 to 20 minutes late	.51%	.45%
21 to 25 minutes late	.30%	.26%
26 to 30 minutes late	.20%	.09%
31 to 35 minutes late	.10%	.08%
36 to 40 minutes late	.09%	.05%
41 or more minutes late (excessively late/missed trips)	.02%	.05%
<b>Total beyond “ready window”</b>	<b>5.71%</b>	<b>4.56%</b>

During the month of September 2012, ParaCruz received seven (7) Customer Service Reports. One (1) of the reports was valid. Three (3) of the reports were unverifiable, and three (3) of the reports were compliments.

# ATTACHMENT B

Board of Directors  
Board Meeting November 30, 2012

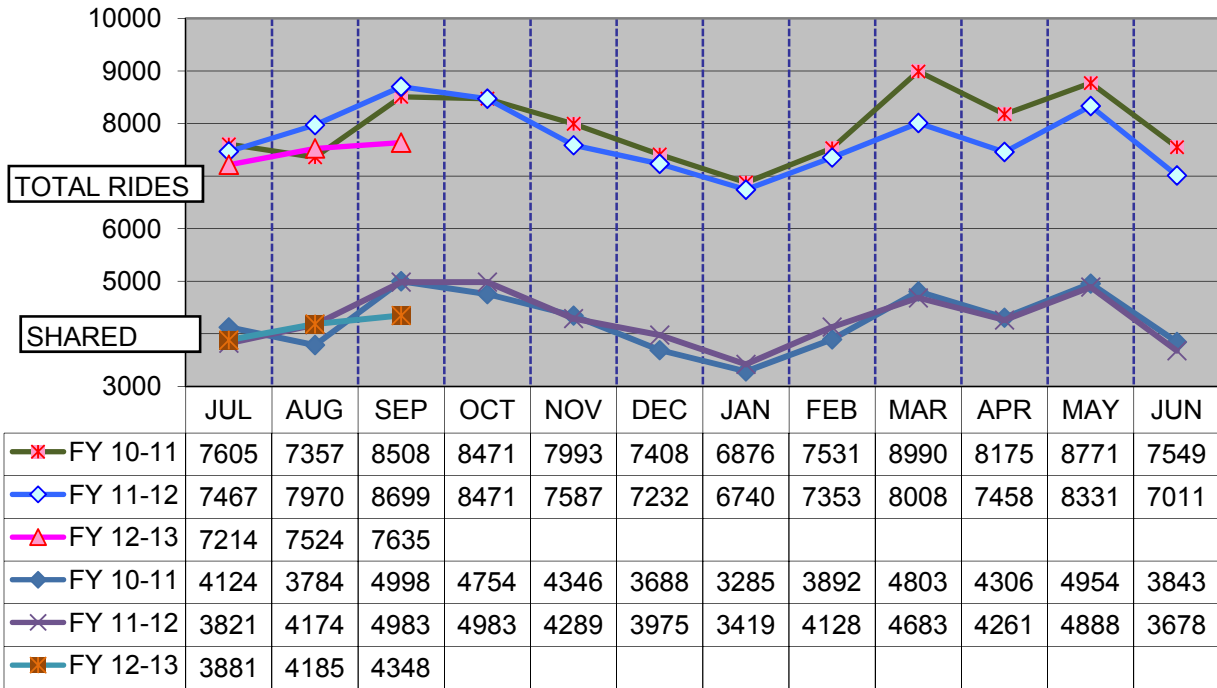
## Comparative Operating Statistics This Fiscal Year, Last Fiscal Year through September 2012.

	<b>Sept 11</b>	<b>Sept 12</b>	<b>Fiscal 11-12</b>	<b>Fiscal 12-13</b>	<b>Performance Averages</b>	<b>Performance Goals</b>
Requested	9153	8131	25,039	23,673	8157	
Performed	8699	7635	24,136	22,373	7547	
Cancels	17.39%	18.12%	16.82%	17.85%	18.32%	
No Shows	3.2%	3.39%	3.0%	3.18%	3.21%	Less than 3%
Total miles	57,774	51,532	163,395	152,001	51,197	
Av trip miles	4.88	4.57	4.88	4.68	4.81	
Within ready window	94.29%	95.44%	94.79%	95.34%	95.23%	92.00% or better
Excessively late/missed trips	3	2	10	4	1.75	Zero (0)
Call center volume	6461	6387	18,053	17,483	N/A	
Call average seconds to answer	27.8 secs	20.2 Secs	27.52 Secs	19.83 Secs	N/A	Less than 2 minutes
Hold times less than 2 minutes	94.88%	96.8%	95.38%	96.92%	N/A	Greater than 90%
Distinct riders	799	789	1083	1117	742	
Most frequent rider	52 rides	39 rides	141 rides	113 rides	52 rides	
Shared rides	68.3%	67.9%	64.3%	66.2%	65.7%	Greater than 60%
Passengers per rev hour	2.07	2.01	2.03	1.99	1.98	Greater than 1.6 passengers/hour
Rides by supplemental providers	17.96%	9.99%	10.89%	10.21%	12.46%	No more than 25%
Vendor cost per ride	\$21.02	\$22.35	\$20.38	\$21.65	\$22.18	
ParaCruz driver cost per ride (estimated)	\$23.91	\$28.52	\$23.67	\$27.37	\$26.82	
Rides < 10 miles	67.01%	68.81%	69.15%	67.71%	68.70%	
Rides > 10	32.99%	31.19%	30.85%	32.29%	31.30%	

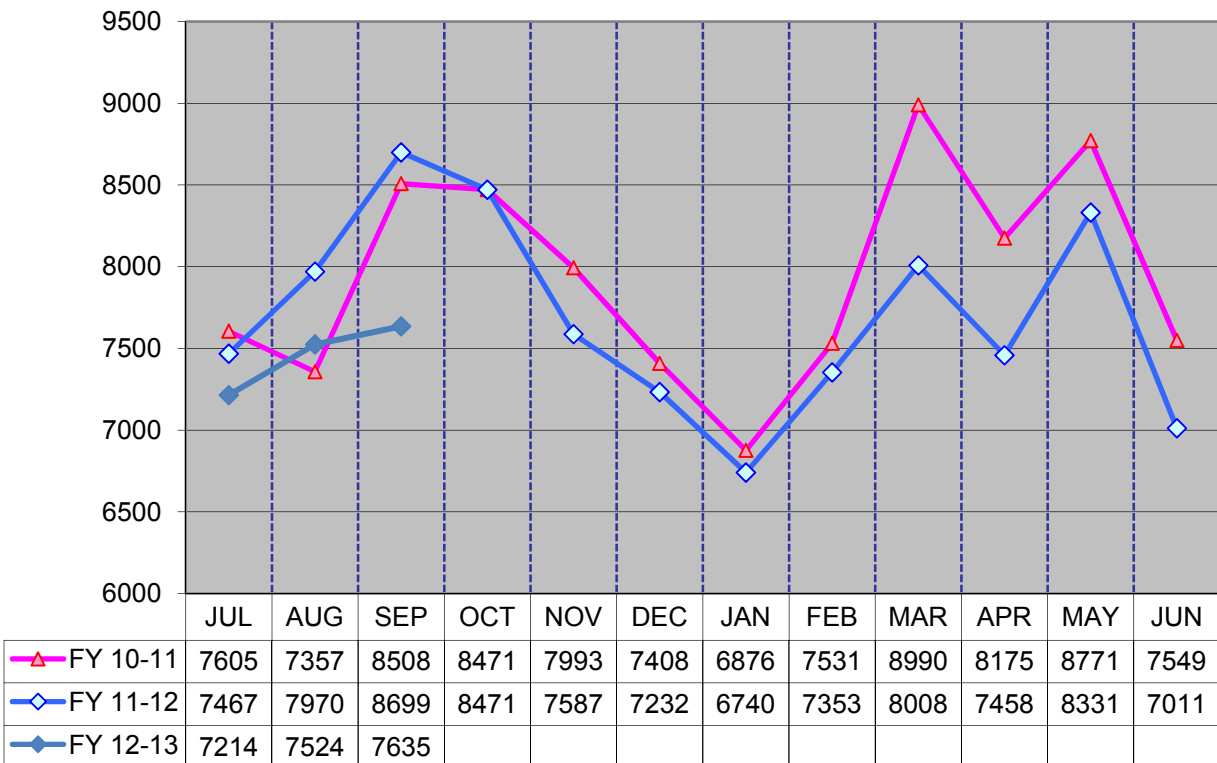
**6-9.b1**

# ATTACHMENT C

## TOTAL RIDES vs. SHARED RIDES

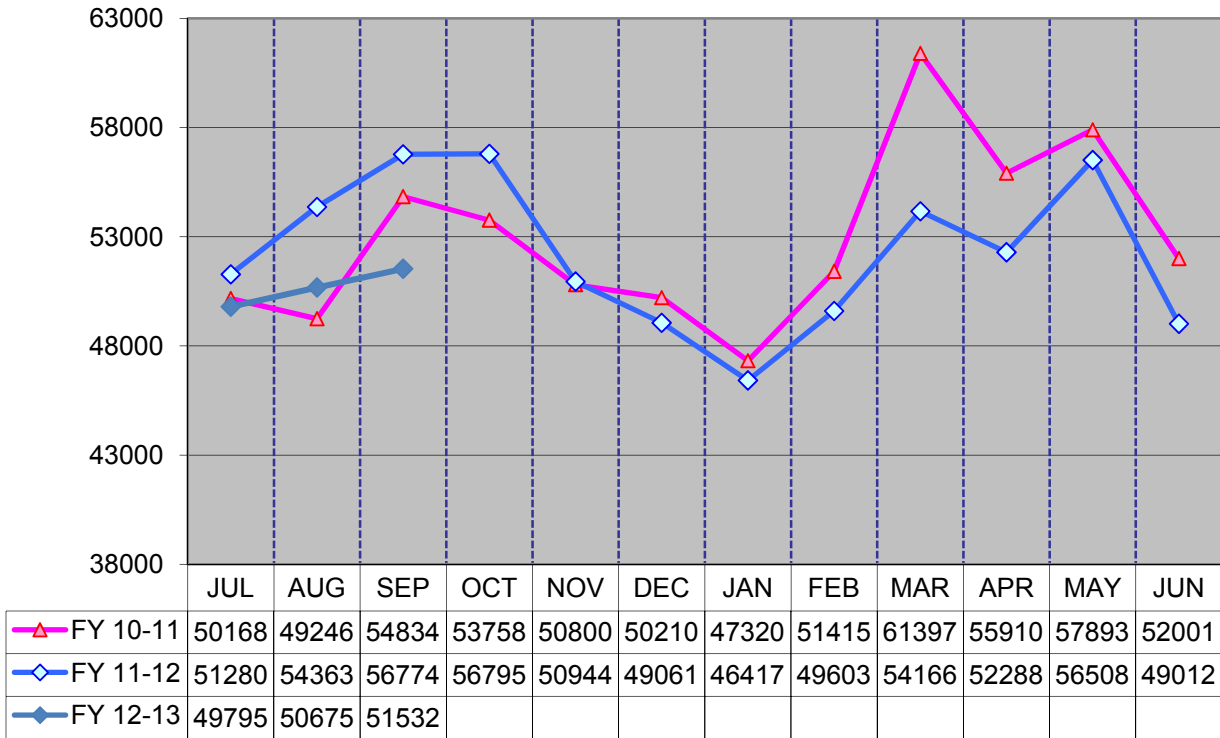


## NUMBER OF RIDES COMPARISON CHART

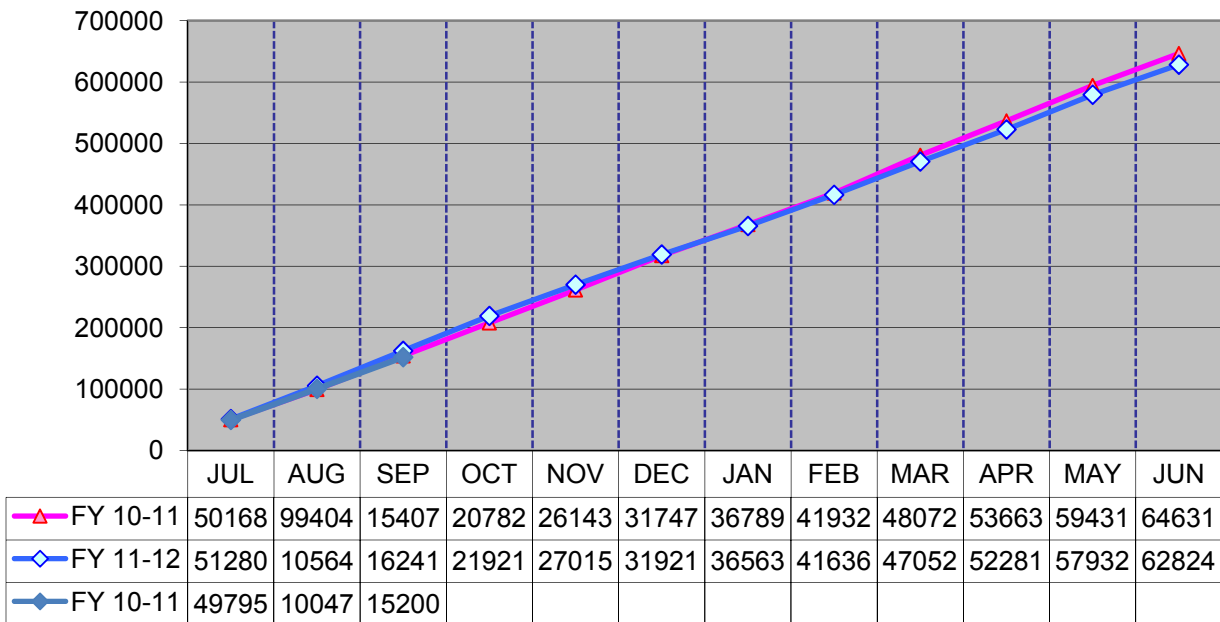


# ATTACHMENT D

## MILEAGE COMPARISON



## YEAR TO DATE MILEAGE COMPARISON CHART



## ATTACHMENT E

MONTHLY ASSESSMENTS						
	UNRESTRICTED	RESTRICTED	RESTRICTED	TEMPORARY	DENIED	TOTAL
		CONDITIONAL	TRIP BY TRIP			
SEPTEMBER 2011	48	0	7	2	0	57
OCTOBER 2011	59	0	4	0	0	63
NOVEMBER 2011	64	0	3	6	1	74
DECEMBER 2011	49	0	1	3	0	53
JANUARY 2012	31	0	2	3	0	36
FEBRUARY 2012	45	0	1	3	0	49
MARCH 2012	52	1	4	0	0	57
APRIL 2012	32	1	3	3	0	39
MAY 2012	50	0	3	1	0	54
JUNE 2012	47	0	2	0	0	49
JULY 2012	57	1	2	6	0	66
AUGUST 2012	42	0	4	5	0	51
SEPTEMBER 2012	38	0	3	11	0	52

Number of Eligible Riders for the month of September 2012 = 3182

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

**DATE:** November 30, 2012  
**TO:** Board of Directors  
**FROM:** Tove Beatty, Grants/Legislative Analyst  
**SUBJECT: STATUS REPORTS OF FEDERAL AND STATE LEGISLATION AND CURRENT LEGISLATIVE ISSUES**

## I. RECOMMENDED ACTION

**That the Board of Directors accept and file the status reports of Federal and State legislation and current legislative issues through November 20 2012.**

## II. SUMMARY OF ISSUES

- Status reports on Congress's, the State Assembly's and Senate's legislative issues are provided monthly to inform the Board of the status of Federal and State legislation of interest to Santa Cruz METRO.
- This month's Federal and State reports reflect pertinent legislative activities which occurred October 19, 2012 – November 20, 2012.
- On November 6<sup>th</sup>, the country reelected President Obama. Though final results are not completely certified, it appears the GOP lost eight seats in the House and two in the Senate, not enough for a Democratic majority in the House, but a drubbing nonetheless.
- Election results and the devastating impact of Hurricane Sandy are expected to drive up infrastructure funding either in the lame-duck session or early in the 113th Congress.
- Up first are the "fiscal cliff" discussions set by the conference committee in regard to the last raising of the debt ceiling. GOPers are trying to kick the can down the road, while Democrats are set on a solution by December 31, 2012, which includes expiration of Bush-era tax cuts on the wealthiest Americans.
- Other matters high on the President's agenda (i.e. immigration, infrastructure) will then take center stage. Discussion of another, longer-term Surface Transportation Act has already begun and includes increased funding to the Highway Trust Fund (otherwise running out in 2013).
- The current Surface Transportation Act, MAP-21 will be implemented inasmuch as possible under the Continuing Budget Resolution in effect.
- The "Tax Extenders" package passed by the Senate Finance Committee and including the alternative fuel tax credit worth up to \$750,000/year to Santa Cruz METRO is not expected to be heard again until after the 113<sup>th</sup> Congress is sworn-in.
- Santa Cruz METRO staff will monitor new House Rules as they are set in order to continue to assess potential impacts to funding.

- Please see **Attachments A and B** for all federal legislation and issues being monitored, including running mates and the federal budget.
- The passage of the Governor's highly touted tax measure, Proposition 30, set the state on a three-year path to revenue surplus, according to the Legislative Analyst's Office.
- In California, the Democrats achieved the first two-thirds supermajority in both houses in the last 80 years, giving the Governor and his party the best-case scenario for achieving the party's goals.
- Proposition 38, the counter-measure to Proposition 30, lost in a landslide, and Proposition 32, to curtail labor unions' powers, also lost.
- On August 22, 2012, Santa Cruz METRO received a \$5.812 million State and Local Partnership Program (SLPP) allocation from the California Transportation Commission (to be matched with local funds). The contract is now in place after a successful groundbreaking ceremony.
- AB1706, the legislation regarding bus axle weight, has been signed. This, along with the proposal to create a single transportation agency, and the results of the first AB-32-mandated Cap and Trade carbon credit auction (which raised \$233 million) are discussed further herein. **Please see Attachments C and D.**

### III. DISCUSSION

Status reports on Congress's, the State Assembly's and Senate's legislative issues are provided monthly to inform the Board of the status of Federal and State legislation of interest to Santa Cruz METRO. This month's Federal and State reports reflect pertinent legislative activities which occurred October 19, 2012 – November 20, 2012.

On November 6<sup>th</sup>, the country reelected President Obama. Though final results are not completely certified and Allen West refuses to concede, it appears the GOP lost eight seats in the House and two in the Senate, not enough for a Democratic majority in the House, but a rubbing nonetheless. Initially, GOPers seem willing to reach across the aisle to get things done, saying that they "got the country's message" that the gridlock in Washington has reached critical mass. It is predicted that election results and the devastating impact of Hurricane Sandy on the East Coast (along with the impact of the President's one-on-one assistance to GOP NJ Governor Chris Christie during the disaster) will drive up infrastructure funding in the lame-duck session or early in the 113th Congress.

Up first are the "fiscal cliff" discussions set by the conference committee in regard to the last raising of the debt ceiling. Though the official deadline is December 31<sup>st</sup> for these discussions to reach a conclusion before more cuts kick in, GOPers are trying to kick the can down the road. Democrats are sounding firm on reaching a solution by December 31, 2012, which will include expiration of Bush-era tax cuts on the wealthiest Americans, according to the President at the time of this report.

Other matters high on the President's agenda (i.e. immigration, infrastructure, selection and nomination of new team and Cabinet members) will then take center stage. Discussion of another, longer-term Surface Transportation Act has already begun among transportation insiders in D.C. and must include a mechanism (such as a tax) to provide increased funding to the Highway Trust Fund, which will otherwise run out next year. This would appear to be an issue of bipartisan concern.

Whether or not the seeming cooperation of the GOP post-election lasts remains to be seen. Meanwhile, the current Surface Transportation Act, MAP-21, will be implemented inasmuch as possible under the Continuing Budget Resolution in effect. Finally, the “Tax Extenders” package passed by the Senate Finance Committee and including the alternative fuel tax credit worth up to \$750,000/year to Santa Cruz METRO is not expected to be heard again until after the 113<sup>th</sup> Congress is sworn-in. Santa Cruz METRO staff will monitor the impact of any new House Rules as they are set in order to continue to assess potential impacts to funding.

Please see **Attachments A and B** for all federal legislation and issues being monitored.

The passage of the Governor’s highly touted tax measure, Proposition 30, set the state on a three-year path to revenue surplus, according to the Legislative Analyst’s Office. Much was sacrificed in order to get GOP buy-in and support from conservative groups such as the Chamber of Commerce (namely Workers’ Compensation and State Pension reforms). Many other bond and tax measures passed state-wide, somewhat of a surprise in this election.

In California, the Democrats achieved the first two-thirds supermajority in both houses in the last 80 years, giving the Governor and his party the best-case scenario for achieving the party’s goals. Proposition 38, the counter-measure to Proposition 30, lost in a landslide, and Proposition 32, to curtail labor unions’ powers, also lost, both significant to Democrats.

On August 22, 2012, Santa Cruz METRO received a \$5.812 million State and Local Partnership Program (SLPP) allocation from the California Transportation Commission (to be matched with local funds). The contract with Caltrans is signed, and a construction management contract will be presented to the board for approval. A successful groundbreaking ceremony was held on October 26<sup>th</sup>, with U.S. Representative Sam Farr, State Senator-Elect Bill Monning, Assemblymember-Elect (and METRO Board member) Mark Stone, the Souza family and many other local dignitaries, retirees and Santa Cruz METRO staff in attendance. (Board members have each been provided with a CD of photos from the event.)

AB1706, the legislation regarding bus axle weight, has been signed. This, along with the proposal to create a single transportation agency, and the results of the first AB-32-mandated Cap and Trade carbon credit auction (which raised \$233 million from the sale of 23 million carbon credits at an average of \$10.09 per ton of emissions) are discussed further herein. **Please see Attachments C and D for further information on state legislation and issues.**

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

As most potential legislation carries a fiscal impact, staff will report on a monthly basis of newly implemented federal and/or State legislation which financially impacts Santa Cruz METRO.

Santa Cruz METRO still anticipates that MAP-21 will result in approximately \$5.7 million in formula funding in FY13. In FY14, approximately \$5.82 million in formula funding is expected. Santa Cruz METRO is slated to receive formula Bus and Bus Facilities funding in the amounts of ~\$561,000 in FY13 and ~\$588,000 in FY14. Finally, this still does not represent any funding available in the few remaining, discretionary, competitive grant programs in MAP-21. The impact of the election, potential increased infrastructure funding and the Continuing Budget Resolution are still being assessed.



At the state level, Santa Cruz METRO is positioned with the California Transit Association to make a strong case for transit to receive a significant portion of cap-and-trade auction revenues, still to be determined (the first auction grossed \$233 million).. In addition, transit insiders are discussing another state bond issue on the 2014 ballot to supplant the running-out of Proposition 1B funding, sunseting in FY15. Santa Cruz METRO received an allocation of \$5.812 million in SLPP funding from this source on August 22, 2012. The agency also anticipates increased State Transit Assistance revenue in FY13. In regard to the state budget, more to come.

## **V. ATTACHMENTS**

- Attachment A:** Federal Legislative Issues and Status Report, November 20, 2012
- Attachment B:** Federal House and Senate Bills Status Report, November 20, 2012
- Attachment C:** State of California Legislative Issues and Status Report, November 20, 2012
- Attachment D:** State of California Assembly and Senate Bills Status Report, November 20, 2012

# ATTACHMENT A

## Federal Legislative Issues and Status Report November 20, 2012

### Current Legislative Issues

#### Continuing Budget Resolution and Surface Transportation Act (MAP-21)

**Update at 11/20/12:** Though final results are not certified, it appears the GOP lost eight seats in the House and two in the Senate, not enough for a Democratic majority in both but, along with the White House, somewhat of a drubbing. Many sources report that GOP party insiders are already looking ahead to 2016, as opposed to 2014. These election results and the devastating impact of Hurricane Sandy are likely to drive up infrastructure funding either in the lame-duck session (which has not begun at the time of this report) or early in the 113th Congress.

Once the “fiscal cliff” discussions are settled, other matters high on the President’s agenda (immigration, infrastructure, filling some Cabinet posts, etc.) will take center stage. Discussion of another, longer-term Surface Transportation Act has already begun and includes increased funding to the Highway Trust Fund (otherwise running out of money next year or sooner). MAP-21’s (first) expiration date is in 2014. In other words, the time is now to discuss sensible funding mechanisms (such as the restoration of certain types of infrastructure earmarks) and ways to ensure ongoing resources for the nation’s need for green(er) transportation—including transit, trains, roads, bike-ways, ports and air travel. In regard to MAP-21’s implementation, much is still not resolved, so systems are fundamentally operating as they did under SAFETEA-LU as more and more guidance is released. Stay tuned.

**Background:** On September 13<sup>th</sup>, The House passed a Continuing Resolution (H.J. Res. 117) that continues government funding at roughly FY12 levels through March 27<sup>th</sup>, 2013. This CR allows the program changes included in MAP-21, but does not allow for the increase in authorized funding. The President penned MAP-21 into law on July 6, 2012. MAP-21 goes into effect on October 1, 2012, sunseting at September 30, 2104.

#### Small Transit Intensive Cities (STIC) Funding in MAP-21

**Current Status and Background:** Monterey-Salinas Transit (MST) was amenable to a change in the Memorandum of Understanding (MOU) regarding FTA 5307 and STIC (FTA 5340) funding as Santa Cruz METRO has taken over some of their service area in Pajaro. This dropped their share from 6.34% to 3.05% (and with the elimination of STIC funding from the formula calculation in the MOU starting in FY13). The FY12 STIC funding to Santa Cruz METRO for Watsonville and Santa Cruz urbanized areas is \$1,044,441 based on performance variables.

#### FY13 Federal Budget

**Updates at 11/20/12:** With the President successful in securing a second term, much of his budget agenda is up for dicussion as the “fiscal cliff” talks begin prior to the 12/31/12 deadline for severe cuts to kick-in unless something is done. The President has promised Americans who voted for him to tax the wealthiest and relieve some of the middle-to-lower-class tax burden as

# ATTACHMENT A

“job one.” At the time of this report, “fiscal cliff” negotiations were beginning, with all parties optimistic, but the GOP grumbling about kicking the can down the road. It would be a mistake to let them do this, as they have demonstrated in the past two years that this is one of their favorite stalling and obstructionist tactics. The Democrats have promised a solution by the official deadline of year-end.

**Background:** Congress passed a six-month Continuing Resolution in August in order to avoid budget showdowns prior to the election and lame-duck session. Some spending bills were being passed, and some were appropriated at less than authorized levels, showing the impact of HR 5. The CR transportation budget bottom line is at less than MAP-21 levels. On 3/23/12, Rep. Ryan (R-WI) introduced the “Path to Prosperity” budget (HCR 112), which passed the House, but with Obama in a second term and Ryan the VP loser, it is basically DOA. The Senate’s FY13 proposed budget (SCR 39) comes in at \$3.1 trillion. The President’s \$3.8 trillion proposal, including cuts to defense and tax loopholes and rates on the richest Americans, which was his campaign material, may now see some measure of enactment, depending on “fiscal cliff” discussions prior to the 12/31/12 deadline. More to come.

## **The NAT GAS (New Alternative Transportation to Give Americans Solutions) Act (HR 1380 and S 1863) and Senate “Tax Extenders Package”**

**Current Status and Background:** Technically, the above bills are most likely DOA, but the Senate recently passed a Tax Extenders package out of the Finance Committee and then went on August break. APTA states that this is “unlikely to move before the November elections” but may be taken up in the post-election session, which remains to be seen.

The package includes the 50-cent per gallon-equivalent tax credit for alternative fuels (i.e. CNG), retroactive to 1/1/12 and good through 12/31/13, potentially worth an estimated \$750,000 per year to METRO as the CNG fleet expands. In May, the Administration tightened regulations on hydraulic fracturing (“fracking”), requiring the disclosure of ingredients in “fracking fluids.” Santa Cruz METRO gets its natural gas supplies from non-fracked sources.

## **House Resolution 5 (HR 5)**

**Update at 11/20/12:** In the absence of any additional finalized appropriations bills for FY13, Congress passed a Continuing Budget Resolution (CR) through March 27, 2013, which will undermine some programming and possibly appropriations contained in MAP-21. Since the GOP lost eight (8) House seats and a lot of steam in regard to their enthusiasm for obstructionism as a legislative tactic, much remains to be seen when new House Rules are set for the 113<sup>th</sup> Congress in January. Right now, the six-months’ funding levels for transportation are lower than MAP-21 overall, as have been some appropriations, but infrastructure funding may soon receive a post-election bump due to Democratic victories and the impact of Hurricane Sandy. Staff will continue to monitor House Rules.

**Background:** In a secret caucus held on January, GOP members held an unrecorded vote on a Rules package including HR 5, a separation of the authorization and appropriations processes in regard to infrastructure funding. How funds are appropriated indicate its impact.

**Santa Cruz METRO**  
**Federal House and Senate Bills**  
**Status Report**  
**November 20, 2012**

# ATTACHMENT B

Federal Bills House	Subject	Introduced/ Amended	Status
<b>MAP-21, HR 4348 Conference Bill</b>	<p>The current Continuing Budget Resolution to continue the federal budget into March 2013 will likely impact the full implementation of MAP-21 as it will not contain some of the programmatic funding that MAP-21 contains. Word from DC is that MAP-21 will be implemented inasmuch as is possible with slightly increased FY12 SAFTEA-LU appropriations amounts. S 1813 (MAP-21) passed the Senate and House after a Joint Conference Committee convened and streamlined the Senate's version and added or subtracted some House provisions. No longer is MAP-21 linked to the Keystone pipeline or Arctic Refuge, for example, but Transportation Enhancements' funding was stripped (bicycles, paths of travel, etc.). The bill was signed into law on 7/6/12.</p>	7/6/12	<p>11/20/12: A Continuing Budget Resolution (CR) was passed to continue FY12 budget through March 2013. The President's reelection and Democratic gains in Congress will positively impact infrastructure funding, as will the devastation of Hurricane Sandy. Discussions of the "fiscal cliff" looming (automatic budget cuts at 1/1/13) predominate the DC conversation post-election. Much remains to be seen as the lame-duck session begins. Will continue to monitor. MAP-21 was signed into law on 7/6/12, but six-month funding levels were at lower levels.</p>
<b>Federal Budget FY13</b>	<p>A Continuing Resolution through March 27th, 2013 is on its way to President at the time of this report, expected to pass the Senate today (9/18/12) and to continue the FY12 budget past the election and other looming budgetary show-downs. On 3/23/12 Rep. Ryan (R-KY) introduced the "Path to Prosperity" FY13 proposed budget in the House (HCR 112) and the Senate proposed SCR 39. There are significant differences in the two and the President's budget, which is seen as more of a campaign tool.</p>	Ongoing (CR)	<p>11/20/12: See above for the impact of a CR on MAP-21, much of it unknown until the FTA passes new rules. This could span the period of the legislation. The President introduced his \$3.8 trillion FY13 budget as a campaign piece, and now that he has won reelection, will attempt to put much of it in place. The House passed the FY 13 "Ryan Budget" (VP candidate Paul Ryan, authored the budget), now basically DOA considering the GOP losses. The proposed Senate FY13 budget comes in at \$3.1 trillion. Will continue to monitor "fiscal cliff" negotiations.</p>

Santa Cruz METRO  
Federal House and Senate Bills  
Status Report  
November 20, 2012

# ATTACHMENT B

Federal Bills	Subject	Introduced/ Amended	Status
Senate "Tax Extenders" Legislation (including Transit Commuter Benefits and Alternative Fuels (CNG) Tax Credit)	Promotes parity between transit and parking benefits and the use of natural gas as fuel by continuing the 50-cent per gallon-equivalent tax credit through 12/31/13 and retroactive to 1/1/12. The package has passed out of the Senate Finance Committee. Congress has adjourned for home districts, and it is hoped that this package will be considered by the full Senate and then the House in the lame-duck session or new Congress.	8/2/12	11/20/12: Is expected to not be taken up again until after the election. Will continue to monitor. 11/20/12: This is the President's "Jobs Bill," which has lost momentum but was a platform piece for the President's reelection campaign. Leader Reid wants to reconsider at a later date after a successful election. It may be chopped into smaller bits of legislation. Will continue to monitor.
S.1660: American Jobs Act of 2011 (Reid, D-NV)	The legislation includes many moving targets of job-creating provisions. For transportation, the bill includes almost \$20 billion. The bill is financed by various IRS code adjustments and changes, tightened standards and credits for biofuels; some basically incomprehensible changes to the Economic Substance Doctrine and a reduction in the Medicare Improvement Fund.	10/11/11	

# ATTACHMENT C

## State of California Legislative Issues and Status Report November 20, 2012

### Proposition 30 and Statewide Election Results (Supermajority)

**Update at 11/20/12:** The passage of the Governor's highly touted tax measure, Proposition 30, passed on election day, setting the state on a three-year path to revenue surplus, according to the Legislative Analyst's Office. In addition, the Democrats achieved the first two-thirds supermajority in both houses in the last 80 years, giving the Governor and his party the best-case scenario for achieving their goals. Proposition 38, the counter-measure to Proposition 30, lost in a landslide, and Proposition 32, to curtail labor unions' powers, also lost.

### FY12 State Budget and Proposition 1B Bond Programs

**Update at 11/20/12:** As a result of the November election and as noted above, the State is predicted to recover economically within three years with new revenues from Proposition 30 and the likely-to-be-used powers of a Democratic supermajority to review other funding/taxation mechanisms for education and at-risk safety-net programs, among others. Talk is also a buzz in Sacramento regarding a new bond program to fund public transportation, as Proposition 1B heads towards its final years and this is an opportune time (the best in 80 years) to lock-in future funding for capital activities such as replacement of fleet vehicles with clean buses, since federal legislation (MAP-21) contains minimal dollars for this essential asset management.

**Background:** Santa Cruz METRO has fully executed the contract for State and Local Partnership Program (SLPP, funded through Proposition 1B) funds in the amount of \$5,812,000. The execution of the contract preceded the execution of any construction-related contract for the Operations Facility. The \$5.812 million will be matched with an equal amount in locally generated sales tax.

### The California Legislature: Bills of Interest

**Current Status and Background:** AB 1706, the legislation regarding bus axle weight, passed both Houses and was signed by the Governor. Most important to Santa Cruz METRO at this time is that this legislation requires that transit agencies have a Short-Range Transit Plan adopted by the Board, a proposal which will be covered in another report at a later date. The new law provides that the weight of the heaviest bus(es) acquired before 12/31/12 will determine the maximum weight of additional replacement fleet vehicles purchased between 2013-2015, among other provisions. This law will buy time to come up with a real solution.

# ATTACHMENT C

## Governor's Proposal to Create a Single Transportation Agency

**Update at 11/20/12:** Considering the election results, chances are that this will come up for serious consideration in the new legislative session. Staff is continuing to monitor this issue, as it is a priority of the Governor's which may be, in part, driven by the streamlining measures in the federal legislation, MAP-21. The FTA does not have many answers at this time about what those measures might be, which may slow the state process. In fact, some answers may not be forthcoming until near the end of MAP-21 (2014).

**Background:** In January, Governor Brown proposed a single agency comprised of: Caltrans, the Department of Motor Vehicles (DMV), High Speed Rail Authority (HSRA), California Highway Patrol (CHP), California Transportation Commission (CTC) and the Board of Pilot Commissioners (as in pilot boats).

## California Air Resources' Board Cap and Trade Program (AB 32-mandated)

**Current Status and Background:** The first cap and trade auction was held the week of November 19<sup>th</sup>, yielding \$233 million, or \$10.09 per ton of carbon emissions, calming fears in the state that the total of 23 million credits would not sell. The fact that there were three times as many bidders as buyers indicate that California will be successful in future auctions of carbon credits. However, the question of where the revenue will land continues to be an object of much discussion. CTA continues to try and position transit to receive auction benefits to further goals of greenhouse gas reduction. CTA was able to advocate for public transportation agencies to be added to the State Budget Act (SB 1018) to receive credits for rate increases in electrical costs.

This is a hot-button issue and amendments to the Budget Act (SB 1018) were proposed which support CTA and many other statewide entities in advocating for California Air Resources Board (CARB) to allocate auction revenues from the sale of carbon credits to fund the mandates of AB 32, the "Greenhouse Gas Law." As a reminder, the Governor's budget incorporates \$1 billion in expected revenue from the new Cap and Trade regulation.

## Statewide Elimination/Liquidation of Redevelopment Agencies (RDAs)

**Current Status and Background:** This process continues, with the State continuing to reject all appeals for any sort of exemption regarding former RDA funds. This item will be removed from this report next month, unless its status changes in such a manner as impacts Santa Cruz METRO.

**Santa Cruz METRO**  
**State of California**  
**Assembly and Senate Bills Status Report**  
**November 20, 2012**

# Attachment D

State Bills Senate/Assembly	Subject	Last Amended	Status
<p><b>SB 1018 (Budget Bill):</b>  <b>PUC Section 748.5:</b>  <b>Linking Categories of Customers</b></p>	<p>The California Air Resources Board's (CARB) allocation of cap-and-trade allowances supports the return of allowance auction revenue to the utility and municipal customers (such as transit districts) for mitigation of AB 32 (the "Greenhouse Gas Bill") costs. This is a call to amend the Budget Act, which is pending the Governor's line item veto pen, to make sure that high users receive revenue allocations to balance implementation and sustainability costs of AB 32, including necessary transportation investments and Sustainable Communities Strategies.</p>	<p>9/19/2012</p>	<p>11/20/12: CTA was able to get an amendment including transit. The first carbon credit auction is scheduled for late November. This is the state budget bill, chaptered 6/27/12.</p>
<p><b>AB 1706: Vehicles:</b>  <b>Unladen Weight (Eng - D)</b></p>	<p>This bill has been amended and, after much push-back from cities and other municipalities and coalitions, now grandfathered in all buses purchased by 12/31/12, even if overweight under current law, and allows transit providers to continue to replace fleet vehicles as necessary below the weight of the heaviest similar fleet vehicle in operation. This measure sunsets in 2015, and during the two-year period, the issue will be examined by transportation agencies, bus manufacturers (urged to engineer lighter alternatively-fueled vehicles with less impact on pavement, etc.), and Cities/Counties and Departments of Public Works, among many other stakeholders in the issue of transit bus axle weight.</p>	<p>9/10/2012</p>	<p>11/20/12: Signed into law; staff is monitoring impacts.</p>



# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

**DATE:** November 30, 2012

**TO:** Board of Directors

**FROM:** Robert Cotter, Maintenance Manager

**SUBJECT: CONSIDERATION OF AUTHORIZING PAYMENT TO WALDORF CONSTRUCTION FOR REPAIRS AT CAFÉ LENA (PACIFIC STATION) IN AN AMOUNT NOT TO EXCEED \$4,130**

## I. RECOMMENDED ACTION

**Authorize the General Manager to approve payment to Waldorf Construction for repairs performed at Café Lena (Pacific Station) in an amount not to exceed \$4,130.**

## II. SUMMARY OF ISSUES

- Santa Cruz METRO contracted informally with Waldorf Construction to repair a leak in the roof above Café Lena at Pacific Station, as well as the resulting damage to the surrounding ceiling and wall areas.
- Initially the leak and potential damage appeared to be minimal. The job was bid informally and the contractor was issued a purchase order in the amount of \$9,478.
- After the contractor opened up the area and began work, more extensive damage was discovered.
- The contractor notified Santa Cruz METRO and provided an additional estimate, however, did not wait for written approval to proceed, and began performing the additional work.
- This additional estimate exceeded the \$10,000 cap for informal construction, and the job was halted in order to put the remainder of the job out to bid formally.
- The contractor did perform additional work before understanding that the work had to stop. This work was a benefit to Santa Cruz METRO and the price was determined to be fair and reasonable through the informal bidding process. Contractor is seeking \$4,130 for the additional work performed.

## III. DISCUSSION

Santa Cruz METRO contracted informally with Waldorf Construction to repair a leak in the roof above Café Lena at Pacific Station, as well as the resulting damage to the surrounding ceiling and wall areas. Initially the leak and potential damage appeared to be minimal. The job was bid competitively, but informally, and the contractor was issued a purchase order in the amount of \$9,478. Approximately six weeks after the job was started, the contractor reported more extensive damage and provided a revised estimate to perform the work. This estimate was far

above the \$10,000 cap for informal construction and work was halted in order to put the remainder of the job out to bid formally.

Staff recommends that the Board of Directors authorize the General Manager to approve payment to John Waldorf Construction on behalf of Santa Cruz METRO.

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

Before receiving the request to stop work, the contractor performed additional work that was a benefit to Santa Cruz METRO. The cost was determined to be fair and reasonable through the original informal bidding process. Contractor is seeking \$4,130 for the additional work performed.

Funds to support this contract are included in the Facilities Maintenance FY13 Out Repair budget.

#### **V. ATTACHMENTS**

**Attachment A:** Revised Estimate from John Waldorf Construction

Prepared By: Erron Alvey, Purchasing Agent  
Date Prepared: November 26, 2012

# Attachment A

## JOHN WALDORF CONSTRUCTION, INC.

LICENSE # 571025  
322 PACHECO AVENUE  
SANTA CRUZ, CA 95062  
PHONE (831) 4571570

Statement: Progress Payment #1  
Date: 10 26 12

Job: Metro Center Roof Replacement  
Submitted to:  
Alex Strudley  
Santa Cruz Metropolitan Transit District  
138 Golf Club Drive  
Santa Cruz, Ca 95060  
Phone 426 6080 Ex 1702 fax 469.1958  
Job Location: 920 Pacific Ave Santa Cruz Suite 11 Deck above Café Lena

The following has been completed:

Original Scope of work Demolition and carpentry	\$ 3,080 00
Materials and Disposal fees	\$ 560 00
Water testing/leak investigation and additional stucco tear off	\$ 2,422 50
Additional Disposal \$ 195 and Material Costs	\$ 474.92
Door replacement, wall infill, sub floor repairs, sheetrock patching	\$ 2,380 00
Termite Damaged Beam replacement: shoring , tear out and replacement	\$ 1,140 00
Updated Additional Sheet metal Flashing	\$ 2,313 00
Administrative changes and Overhead 10%	\$ 1,236.99
Total Due this payment	\$ 13,607 46

Thank you,



John Waldorf

6-11.a1

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

**DATE:** November 30, 2012

**TO:** Board of Directors

**FROM:** Thomas Hiltner, Grants/Legislative Analyst

**SUBJECT: 1. CONSIDER ADOPTION OF AN UPDATE TO SANTA CRUZ METRO'S TITLE VI PROGRAM REGULATION & COMPLAINT PROCEDURE, ADMINISTRATIVE REGULATION 1029.**

**2. CONSIDER ACCEPTANCE OF A NEW DRAFT ADMINISTRATIVE REGULATION 1033 FOR SYSTEM-WIDE SERVICE STANDARDS AND POLICIES TO CIRCULATE FOR PUBLIC COMMENTS.**

## **I. RECOMMENDED ACTION**

**Adopt the revised Title VI Administrative Regulation 1029. Accept a new draft Administrative Regulation 1033 for System-Wide Service Standards and Policies to circulate for public comment.**

## **II. SUMMARY OF ISSUES**

- Title VI of the Civil Rights Act of 1964 applies to recipients of Federal financial assistance and bans discrimination against any individual or group on the basis of race, color or national origin.
- The FTA requires that Santa Cruz METRO establish a Title VI Program incorporating the guidance provided to recipients of FTA financial assistance.
- In August 2012, the FTA updated its Title VI guidance to recipients by changing some Program requirements and adding new ones.
- Santa Cruz METRO administers its Title VI Policy and Complaint Procedures through Administrative Regulation AR-1029 (Attachment A), which must be revised to comply with the updated FTA guidance.
- Santa Cruz METRO has drafted a new Administrative Regulation AR-1033 (Attachment B) to implement the new transit service standards and policies required by the updated guidance.
- Staff recommends that the Board of Directors adopt AR-1029 and accept the draft AR-1033 for public comment.

### III. DISCUSSION

Section 601 of Title VI of the Civil Rights Act of 1964 (Title VI) prohibits discrimination against any individual or group on the basis of race, color or national origin under any program or activity receiving Federal financial assistance. The Federal Transit Administration (FTA) regulates implementation of Title VI by all recipients of FTA financial assistance through Chapter 49, Section 21 of the Code of Federal regulations and provides guidance to recipients of FTA financial assistance through an FTA Circular, *Title VI Requirements and Guidelines for Federal Transit Administration Recipients* which it updates from time to time. This Circular requires that Santa Cruz METRO implement a Title VI Program, which it has done since 1987. Santa Cruz METRO specifies and administers its Title VI Program through Administrative Regulation AR-1029.

The FTA most recently updated its Title VI guidance through Circular 4702.1B (C-4702.1B) in August 2012. The update changes Title VI Program requirements and adds new ones. Because of FTA's C-4702.1B update, Santa Cruz METRO must revise AR-1029 as well as create a new AR-1033 for the additional transit service standards and policies required by Circular 4702.1B.

In response to an advisory in last year's Title VI compliance review, Santa Cruz METRO updated AR-1029 in March 2012 to add language on its process for assessing the service area population with Limited English Proficiency. With the FTA's August update to C-4702.1B, Santa Cruz METRO must again revise AR-1029. This revision reduces a mandated service change or fare change impact assessment to an evolution that should be performed by small operators such as Santa Cruz METRO only with major service changes. The Complaint Form and Policy Statement at the end of Attachment A have modifications to incorporate content suggested in C-4702.1B. Changes are indicated with ~~strike-out~~ and underline fonts.

Santa Cruz METRO staff also created new Administrative Regulation AR-1033 (Attachment B), to comply with a new requirement to set four service standards and two service policies to assess objectively the delivery of service and distribution of amenities. Directing service improvements to routes that fall short of any of the four service standards removes intentional or unintentional bias in providing public transit service. Two new service policies regulate how buses are assigned and how transit amenities are distributed without regard to areas inhabited by groups identifiable by race, color or national origin. AR-1033 specifies the four service standards and two service policies and prescribes their implementation.

The FTA's Title VI Program requires that Santa Cruz METRO submit a Title VI Report update every three years to the FTA for compliance monitoring. The Title VI Program Report update includes Santa Cruz METRO's history of Title VI complaints, a public participation plan, its history of public outreach efforts to engage minority and low-income populations and the policy statements, complaint procedures, service standards and service policies contained in AR-1029 and AR-1033. The next update is due April 1, 2013, and staff will bring the full draft Report to the Board for consideration on 12/21/12.

Because AR-1029 is a minor revision to FTA mandated policy statements and complaint procedures, staff is presenting it for adoption today. AR-1033, on the other hand, is a new

Administrative Regulation with service standards determined by Santa Cruz METRO, which will affect the passengers. Staff will separately circulate AR-1033 for public comments until the end of the comment period (1/25/13) for the entire draft Title VI Report update.

AR-1029 and AR-1033 establish the overarching policies and procedures to implement Santa Cruz METRO's Title VI Program. Staff recommends that the Board of Directors adopt AR-1029 and accept the new draft AR-1033 for additional public comments.

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

Costs associated with the Title VI Program are minor and vary with the extent of public outreach activities and legal actions stemming from Title VI complaints. Santa Cruz METRO has paid no settlements for Title VI complainants in the previous three years. Failure to maintain an active, approved Title VI Program, however, will result in grant denials and suspension of payments from the Federal Transit Administration.

#### **V. ATTACHMENTS**

**Attachment A:** AR-1029, *Title VI Program Regulation & Complaint Procedure* in English and Spanish

**Attachment B:** AR-1033 draft, *System-Wide Service Standards and Policies* in English and Spanish

# Attachment A

## SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

Regulation Number: AR-1029 (E)

Computer Title: Title VI English.doc

Effective Date: December 18, 2009

Pages: 13

**TITLE: TITLE VI PROGRAM REGULATION & COMPLAINT PROCEDURE**

---

Procedure History

<b>NEW POLICY</b>	<b>SUMMARY OF POLICY</b>	<b>APPROVED</b>
December 18, 2009	New Regulation	D.B.
May 25, 2012	Revised to include new language assistance measures and updates to the appeals process	L.W.
<u>November 30, 2012</u>	<u>Revised to incorporate changes effected by FTA Circular 4702.1B of August 2012.</u>	<u>L.W.</u>

---

### I. POLICY

- 1.01 The Santa Cruz Metropolitan Transit District (METRO) is committed to ensuring that no person is excluded from participation in, denied the benefits of, or otherwise subjected to discrimination under any of its programs, activities, or services on the basis of race, color, national origin, age, sex, sexual orientation, or gender identity. All persons, regardless of their citizenship, are covered under this regulation. In addition, METRO prohibits discrimination on the basis of race, color, national origin, age, sex, sexual orientation, or gender identity in its employment and business opportunities.
- 1.02 METRO will not condone retaliation against an individual for his/her involvement in asserting his/her rights pursuant to Title VI or because he/she filed a complaint or participated in an investigation under Title VI, and/or this regulation.
- 1.03 As a Federal Transit Administration (FTA) fund recipient, METRO will ensure that its programs, policies and activities comply with the Department of Transportation (DOT) Title VI Regulations of the Civil Rights Act of 1964.
- 1.04 METRO will ensure that the level and quality of its transportation service is provided without regard to race, color, national origin, age, sex, sexual orientation, or gender identity.
- 1.05 METRO will promote the full and fair participation of all affected populations in the transportation decision-making process.
- 1.06 METRO will prevent the denial, reduction or delay in benefits related to programs and activities that benefit minority populations or low-income populations.

# Attachment A

- 1.07 METRO will make good faith efforts to achieve environmental justice as part of its mission by identifying and addressing, as appropriate, disproportionately high and adverse human health or environmental effects of its programs, activities, and services on minority populations and low-income populations within METRO's service area.
- 1.08 METRO will ensure that Limited English Proficient (LEP) individuals have access to METRO's programs, activities, and services.
- 1.09 This Regulation shall be maintained in English and Spanish.

## II. APPLICABILITY

- 2.01 This policy is applicable to all METRO employees, members of the public and all contractors hired by METRO.
- 2.02 Failure of a METRO employee to follow this policy and procedure shall subject such employee to disciplinary action up to and including employment termination.

## III. DEFINITIONS:

- 3.01 **“Adverse Effect”** means having a harmful or undesired effect.
- 3.02 **“Discrimination”** refers to any act or inaction, whether intentional or unintentional, in any program or activity of a Federal aid recipient, sub recipient, or contractor that results in disparate treatment, disparate impact, or perpetuates the effects of prior discrimination based on race, color, national origin, age, sex, sexual orientation, or gender identity.
- 3.03 **“Gender Identity”** refers to an individual's gender, or lack thereof, a person self identifies with. It is not necessarily based on biological fact, either real or perceived, nor is it always based on sexual orientation. The gender identities one may choose from include male, female, both, somewhere in between (third gender) or neither.
- 3.04 **“Limited English Proficient (LEP) Persons”** are individuals for whom English is not their primary language and who have a limited ability to speak, understand, read, or write English. It includes people who reported to the U.S. Census that they do not speak English well or do not speak English at all.
- 3.05 **“Low-Income Population”** means any readily identifiable groups of low-income individuals who live in geographic proximity, and if circumstances warrant, geographically dispersed transient persons (such as migrant workers or Native Americans) who will be similarly affected by a proposed DOT program, policy, or activity.
- 3.06 **“Minority Individuals”** include the following:
  - a) American Indian and Alaska Native, which refers to people having origins in any of the original peoples of North and South America (including Central America), and who maintain tribal affiliation or community attachment.



# Attachment A

- b) Asian, which refers to people having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent.
  - c) Black or African American, which refers to people having origins in any of the Black racial groups of Africa.
  - d) Hispanic or Latino, which includes people of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.
  - e) Native Hawaiian and Other Pacific Islanders, which refers to people having origins in any of the original people of Hawaii, Guam, Samoa, or other Pacific Islands.
- 3.07 **“National Origin”** means the particular nation in which a person was born, or where the person’s parents or ancestors were born.
- 3.08 **“Race”** means a group of people united or classified together on the basis of common history, nationality, or geographic distribution.
- 3.09 **“Recipient”** means one that has received or is receiving Federal financial assistance under the Acts. The term includes subrecipients of a recipient and subrecipients in FTA’s State administered programs.
- 3.10 **“Retaliation”** Any adverse action taken against another individual because of his/her participation in the complaint, investigation, or hearing relating to this policy or the provision of federal or state law.
- 3.11 **“Sex”** refers to the classification of an individual’s gender as either male, or female.
- 3.12 **“Sexual orientation”** refers to an individual’s preference in terms of sexual relationship with others, whether the individual is homosexual, heterosexual, or bisexual.
- 3.13 **“Vital Documents”** are documents that convey information that critically affects the ability of the customer to make informed decisions about his/her participation in the program. (e.g., public notices, consent forms, complaint forms, eligibility rules, notices pertaining to the reduction, denial or termination of services or benefits, right to appeal, and notices informing customers of the availability of free language assistance).

## IV. GENERAL REQUIREMENTS AND GUIDELINES

- 4.01 METRO will carry out its programs, activities, and services in compliance with Title VI of the Civil Rights Act of 1964. METRO or any of its employees will not, on the grounds of race, color, national origin, age, sex, sexual orientation, or gender identity, exclude any person from participating in, deny the benefits of, or subject him/her to discrimination under any of METRO’s programs, services, or activities.
- 4.02 METRO or any of its employees will not, on the grounds of race, color, national origin, age, sex, sexual orientation, or gender identity:

# Attachment A

- a) Provide any service, financial aid, or benefit that is different from that provided to others;
  - b) Subject an individual to segregation or separate treatment;
  - c) Restrict an individual in the enjoyment of any advantage or privilege enjoyed by others;
  - d) Deny any individual service, financial aid, or benefits under any of METRO's programs, services, or activities;
  - e) Treat individuals differently in terms of whether they satisfy admission or eligibility requirements; and
  - f) Deny an individual the opportunity to participate as a member of a planning or advisory body.
- 4.03 METRO ~~shall~~should evaluate significant system-wide service and fare changes and proposed improvements at the planning and programming stages to determine whether these changes have a discriminatory impact on low-income and Limited English Proficient individuals. This applies to major service changes that affect more than 25% of service hours of a route.
- 4.04 METRO holds at least one Board Meeting every month at a varying location throughout its geographic boundaries (e.g., Capitola, Scotts Valley, Watsonville and downtown Santa Cruz) to ensure that all individuals are afforded an opportunity to participate in METRO's transportation decisions.
- a) There will not be any Board Meetings conducted in the month of July.
  - b) Board Meetings may be cancelled for business reasons by METRO's Board Chair or designee.
- 4.05 In addition to all Title VI requirements, METRO provides a bilingual (Spanish-speaking) interpreter at the second Board Meeting every month, to ensure meaningful participation by persons with Limited English Proficiency. A Spanish-speaking interpreter can be obtained for any of its regular Board Meetings by contacting METRO's Administrative Services Coordinator at (831) 426-6080.
- 4.06 METRO's District Counsel or his/her designee will maintain a list (a minimum of four years in active status) of any Title VI investigations, complaints, or lawsuits filed which allege METRO discriminated against a person or group on the basis of race, color, national origin, age, sex, sexual orientation, or gender identity. This list will include:
- a) The date the investigation, complaint, or lawsuit was filed;
  - b) A summary of the allegation(s);
  - c) The status of the investigation, complaint, or lawsuit; and

# Attachment A

- d) Any actions, or corrective actions taken by METRO in response to the investigation, complaint, or lawsuit.
- 4.07 METRO will keep the public informed of the protections against discrimination afforded to them by Title VI and METRO's obligations under Title VI by posting this policy, or a *Title VI Policy Statement* (Attachment A), on METRO's website at [www.scmtd.com](http://www.scmtd.com), on transit center bulletin boards and on the official METRO bulletin board, located at METRO's Administrative offices. METRO's *Title VI Policy Statement* (Attachment A) will be posted in English and Spanish at all designated METRO facility locations.
- 4.08 METRO will take responsible steps to ensure meaningful access to the benefits, services, information and other important portions of its programs, activities and services for individuals who are Limited English Proficient (LEP).
- 4.09 METRO will provide information, upon request from FTA, in order to investigate Complaints of discrimination, or to resolve concerns about possible noncompliance with Title VI.
- 4.10 METRO will submit its Title VI Program to the FTA's regional civil rights officer once every three years to ensure compliance with Title VI Requirements.
- 4.11 METRO will ensure that minority and low-income individuals have meaningful access to METRO's programs, activities and services.

## V. ENVIRONMENTAL JUSTICE REQUIREMENTS

- 5.01 METRO shall integrate an environmental justice analysis into its National Environmental Protection Act (NEPA) documentation of construction projects. METRO is not required to conduct environmental justice analyses of projects where NEPA documentation is not required. METRO will prepare and submit FTA's Categorical Exclusion (CE) checklist for those construction projects that do not require an environmental justice analyses. FTA's CE checklist includes a review of community disruption and environmental justice. METRO will consider preparing an environmental assessment (EA) or environmental impact statement (EIS) to integrate into its documents the following components:
  - a) A description of the low-income and minority population within the study area affected by the project, and a discussion of the method used to identify this population (e.g., analysis of Census data, direct observation, or a public involvement process);
  - b) A discussion of all adverse effects of the project both during and after construction that would affect the identified minority and low-income populations;
  - c) A discussion of all positive effects of the project that would affect the identified minority and low-income populations, such as improvements in transit service, mobility, or accessibility;
  - d) A description of all mitigation and environmental enhancement actions incorporated into the project to address the adverse effects, including, but not limited to, any

# Attachment A

special features of the relocation program that go beyond the requirements of the Uniform Relocation Act and address adverse community effects such as separation or cohesion issues; and the replacement of the community resources destroyed by the project;

- e) A discussion of the remaining effects, if any, and why further mitigation is not proposed; and
- f) For projects that traverse predominantly minority and low-income and predominantly non-minority and non-low-income areas, a comparison of mitigation and environmental enhancement actions that affect predominantly low-income and minority areas with mitigation implemented in predominantly non-minority or non-low-income areas.

## **VI. LIMITED ENGLISH PROFICIENT (LEP) INDIVIDUALS AND PUBLIC PARTICIPATION REQUIREMENTS**

6.01 METRO will seek out and consider the viewpoints of minority, low-income and Limited English Proficient (LEP) populations in the course of conducting public outreach and involvement activities. METRO's public participation strategy will offer early and continuous opportunities for the public to be involved in the identification of social, economic and environmental impacts of proposed transportation decisions.

6.02 METRO will ensure that individuals have access to its programs, activities and services by developing and carrying out the language plan herein. METRO will continually assess the language assistance needs of the population to be served.

6.03 METRO will use the following four factors to determine what measures must be undertaken to provide reasonable and meaningful access to LEP individuals.

- a) Languages likely to be encountered and the number or proportion of LEP persons in the eligible service population likely to be affected by the program, activity, or service.
- b) Frequency with which LEP individuals come into contact with METRO's programs, activities, and services.
- c) Importance of the program, activity, or service provided by METRO to LEP individual's lives.
- d) Resources needed to provide effective language assistance and costs.

### **6.04 ORAL LANGUAGE ASSISTANCE**

- a) METRO maintains bilingual staff to provide Spanish-speaking interpretation at its Administrative offices and within its Customer Service facility for basic transit questions and trip planning assistance.

# Attachment A

- b) METRO's paratransit service provides Spanish-speaking reservationists to assist paratransit customers when scheduling a trip.
- c) A bilingual (Spanish) interpreter is present for translation services at the second Board of Directors' Meeting every month.
- d) Upon notification 24-hours in advance, METRO will provide an interpreter at the first Board Meeting, if requested.
- e) METRO's Ticket Vending Machines provide assistance with ticket purchases in English and Spanish.

## 6.05 NOTIFY LEP CUSTOMERS OF AVAILABILITY OF LANGUAGE ASSISTANCE SERVICES

- a) METRO will post on its official bulletin board at its Administrative offices, at the Metro Center, Scotts Valley and at the Watsonville Transit Center, signs, which notify customers of the Language Assistance program and that free language assistance is available, if requested in a timely manner.
- b) METRO's fixed route buses and Paracruz vans have language assistance cards informing passengers that language assistance is available in Spanish, if needed.

## 6.06 TRANSLATION OF VITAL DOCUMENTS/WRITTEN LANGUAGE ASSISTANCE

- a) All public hearings that require notification to the public are posted in English and Spanish throughout METRO's service area and in local newspapers..
- b) METRO's Title VI Policy Statement (Attachment A) and Complaint Form (Attachment B) will be available in Spanish on METRO's website at [www.scmtd.com](http://www.scmtd.com), at Transit Centers, and on METRO's official bulletin board.
- c) METRO's Title VI Policy Statement (Attachment A) and Title VI Complaint Form (Attachment B) have been translated into Spanish and will be posted at transit centers, in transit vehicles, and on the official METRO bulletin board at METRO's Administrative offices.
- d) METRO's fixed route buses have Bus Cards (English/Spanish) informing passengers of their rights under Title VI of the Civil Rights Act of 1964.
- e) METRO's Headways is provided in English and Spanish.
- f) METRO will post a copy of the Board of Directors Agenda in Spanish on the official METRO bulletin board, located at METRO's Administrative offices.
- g) METRO's ParaCruz Guide is provided on the website in Spanish.

- 6.07 METRO will provide written translations of vital documents for each LEP group that constitutes a minimum of 5% of the service area population or consists of at least 1,000 people.

# Attachment A

- 6.08 METRO's Board Meetings are held at varying locations throughout Santa Cruz County to ensure that low-income, minority and LEP individuals have meaningful access to these meetings. These locations include Capitola, Santa Cruz, Scotts Valley and Watsonville.

## VII. COMPLAINTS/LAWSUITS AND APPEALS

- 7.01 **How to File a Title VI Complaint with METRO:** Any person who believes that he/she, or as a member of any specific class of individuals, has been subjected to discrimination on the basis of race, color, national origin, age, sex, sexual orientation, or gender identity with respect to METRO's programs, activities, services, or other transit related benefits, may file a written Complaint with METRO. A Complaint may be filed by the individual or by a representative. Customers are encouraged to file a Complaint with METRO after the alleged discrimination, and complainants are encouraged to submit complaints as soon as possible. METRO will promptly investigate all Complaints filed under Title VI, pursuant to this Regulation.

- 7.02 **Complaint must include the following information:**

- a) A Complaint must be in writing and signed and dated by the Complainant or his/her representative before any action can be taken.
- b) A Complaint shall state, as fully as possible, the facts and circumstances surrounding the alleged discrimination, including the name and address of the complainant, the date, time and location of the incident. The Complaint shall include a description of the program, activity or service on which the alleged discrimination occurred.

- 7.03 ***A Complaint Form*** (Attachment B) can be used to file a Title VI complaint with METRO. A *Complaint Form* will be made in an accessible format upon request. A *Complaint Form* can be obtained at the following locations:

- a) At the Santa Cruz METRO website, [www.scmtd.com](http://www.scmtd.com);
- b) By calling Santa Cruz METRO's Administrative Services Coordinator, or his/her designee at (831) 426-6080, (TDD 711 (TTY/voice)) a complaint form can be mailed.
- c) By picking up a Complaint Form at Customer Service, Pacific Station (formerly METRO Center), 920 Pacific Avenue, Santa Cruz, CA 95060 or Santa Cruz METRO Administrative offices, 110 Vernon Street, Santa Cruz, CA 95060.

- 7.04 If the Complaint is received by anyone besides METRO's General Manager, the individual in receipt of the Complaint shall forward it to the General Manager or his/her designee as soon as practicable but no later than 2 working days of receipt. The General Manager shall immediately provide a copy of the Complaint to the Chair of the Board of Directors and the METRO Manager responsible for the program, activity, or service that is identified as being out of compliance.

- 7.05 **METRO's Procedures For Investigating Complaints:** The METRO Manager responsible for the program, activity or service which is alleged to be out of compliance shall promptly investigate the alleged complaint and shall prepare a written response as

# Attachment A

soon as practicable, but no later than 10 working days of his/her receipt of the complaint. The Manager may consult with appropriate METRO Staff in the preparation of his/her response to the complaint. The Manager shall forward his/her written response to the General Manager or his/her designee within the designated time frame.

- 7.06 **Efforts to Contact Complainant:** The General Manager or his/her designee shall make efforts to speak (meeting or telephone conversation) with the complainant, at which time the complainant may give written or oral evidence supporting the allegation that his/her rights under Title VI have been violated. The General Manager or his/her designee shall review and consider the response prepared by the Manager identified in Section 7.05, all the information provided by the complainant, if any, and any other evidence available regarding the allegations of the complaint. The General Manager or his/her designee shall prepare a written report of his/her findings and if corrective action is required, a timetable for the completion of such action.
- 7.07 **Completion of Investigation:** As soon as is practicable, but no later than 20 working days following receipt of the initial complaint, the General Manager or his/her designee shall inform the complainant of his/her findings and any corrective action to be taken as a result of the complaint together with the timetable for completion of such action.
- 7.08 **Appeal to Chair:** If the complainant is not satisfied with the findings and/or action of METRO's General Manager or his/her designee, then the complainant may file his/her Complaint with the Chair of the Board of Directors (see Section 7.09 below), or with the FTA's Office of Civil Rights (see Section 7.11 below).
- 7.09 **Appeal Process:** If the complainant chooses to file his/her Complaint with the Chair of the Board of Directors, then the complaint and any supporting documentation should be submitted within 15 working days of his/her receipt of the results of the General Manager's investigation, with the Chair of the Board of Directors by providing it to the Administrative Services Coordinator, or his/her designee, 110 Vernon Street, Santa Cruz, CA 95060. If an accommodation is needed, additional time may be provided to submit the appeal. Upon review of the file, the Chair of the Board shall notify the complainant of what actions, if any, will be taken as a result of the review by the Chair within 10 working days of the Chair's notification that the complainant is not satisfied with the results of the General Manager's investigation. The decision of the Chair of METRO's Board of Directors shall be final.
- 7.10 **Timeline Waiver:** Any timeline set forth herein may be extended by the General Manager as an accommodation (if needed), or upon a showing of good cause.
- 7.11 **How to File a Title VI Complaint with the FTA:** Any person who believes that he/she, or as a member of any specific class of individuals, has been subjected to discrimination on the basis of race, color, national origin, age, sex, sexual orientation, or gender identity, with respect to METRO's programs, activities, or services, or other transit related benefits, may file a written Complaint with FTA. A Complaint may be filed by the individual or by a representative. FTA will promptly investigate all Complaints filed under Title VI in accordance with DOT regulations *49 CFR §§21.11(b) and 21.11(c)*.

# Attachment A

a) A Complaint must include the following information:

A Complaint must be in writing and signed and dated by the Complainant or his/her representative before any action can be taken. In cases where a Complainant is unable or incapable of providing a written statement, but wishes FTA or DOT to investigate alleged discrimination, a verbal Complaint of discrimination may be made to the FTA Director, Office of Civil Rights. If necessary, the Civil Rights Official will assist the person in converting the verbal Complaint into writing. All Complaints must, however, be signed by the Complainant or his/her representative.

FTA Civil Rights Office Address:

Federal Transit Administration Office of Civil Rights  
Attn: Title VI Program Coordinator  
East Building, 5<sup>th</sup> Floor - TCR  
1200 New Jersey Avenue, S.E.  
Washington, DC 20590

TTY: 1-800-877-8339

Voice: 1-866-377-8642

[FTA.ADAAssistance@dot.gov](mailto:FTA.ADAAssistance@dot.gov)

b) A Complaint shall state, as fully as possible, the facts and circumstances surrounding the alleged discrimination, including the date, time and location of the incident. The Complaint shall include a description of the program, activity or service on which the alleged discrimination occurred.

7.12 **Complaint Acceptance:** Once a Complaint has been accepted, FTA will notify METRO that it has been subject to a Title VI Complaint and ask METRO to respond in writing to the Complainant's allegations. Once the Complainant agrees to release the Complaint to METRO, FTA will provide METRO with the Complaint. FTA may choose to close a Complaint if the Complainant does not agree to release the Complaint to METRO. FTA strives to promptly investigate all Title VI Complaints.

7.13 **Investigations:** FTA will make a prompt investigation whenever a compliance review, report, Complaint or any other information indicates a possible failure to comply with Title VI Regulations. FTA's investigation will include a review of the pertinent practices and policies of METRO, the circumstances under which the possible noncompliance occurred, and other factors relevant to a determination as to whether METRO has failed to comply with Title VI regulations.

7.14 Following the investigation, FTA's Office of Civil Rights will transmit to the Complainant and METRO one of the following three letters based on its findings:

a) **Letter of Resolution:** which explains the steps that METRO has taken or promises to take to come into compliance with Title VI.

b) **Letter of Finding (Compliance):** which explains that METRO is found to be in compliance with Title VI. This letter will include an explanation of why METRO



# Attachment A

was found to be in compliance, and provide notification of the Complainant's appeal rights.

- c) Letter of Finding (Noncompliance): which explains that METRO is found to be in noncompliance. This letter will include each violation referenced, the applicable regulations, a brief description of proposed remedies, notice of the time limit on the conciliation process, the consequences for failure to achieve voluntary compliance, and an offer of assistance to METRO in devising a remedial plan for compliance.

- 7.15 **Appeals Process:** The letters of finding and resolution will offer the Complainant and METRO the opportunity to provide additional information that would lead FTA to reconsider its conclusions. FTA requests that the parties in the Complaint provide this additional information within 60 days of the date of the FTA letter of finding. FTA's Office of Civil Rights will respond to an appeal either by issuing a revised letter of resolution or finding to the appealing party, or by informing the appealing party that the original letter of resolution or finding remains in force.

## VIII. DEFICIENCIES WITH TITLE VI COMPLIANCE

- 8.01 Compliance Reviews will be conducted periodically by FTA, as part of its ongoing responsibility pursuant to its authority under *49 CFR §21.11(a)*.
- 8.02 If FTA determines that METRO is in noncompliance with Title VI, it will transmit a *Letter of Finding* that describes FTA's determination and requests that METRO voluntarily take corrective action(s) which FTA deems necessary and appropriate.
- 8.03 METRO will submit a remedial action plan including a list of planned corrective actions and, if necessary, sufficient reasons and justification for FTA to reconsider any of its findings or recommendations within 30 days of receipt of FTA's *Letter of Finding*.

## IX. ADMINISTRATION OF REGULATION

- 9.01 METRO will integrate the provisions within its Title VI Program into all programs, activities, and services provided by METRO's Fixed Route service, Paratransit service and METRO facilities.
- 9.02 METRO will integrate the Title VI Program into its policies and procedures.

# Attachment A

## SANTA CRUZ METROPOLITAN TRANSIT DISTRICT



### **TITLE VI POLICY STATEMENT**

The Santa Cruz Metropolitan Transit District (METRO) is committed to providing public transportation in an environment that is free from discrimination on the basis of race, color, national origin, age, sex, sexual orientation, or gender identity. METRO operates its programs, activities and services without regard to race, color, national origin, age, sex, sexual orientation, or gender identity.

As a Federal Transit Administration (FTA) fund recipient, METRO will ensure that its programs, policies and activities comply with Title VI of the Civil Rights Act of 1964, as amended, and Department of Transportation regulations.

Any person who believes that he/she, has been subjected to discrimination on the basis of race, color, national origin, age, sex, sexual orientation, or gender identity, with respect to METRO's programs, activities, services, or other transit related benefits, may file a Title VI complaint. Complaints must be filed in writing and signed by the complainant, or a representative, and should include the complainants name, address, and telephone number or other means by which the complainant can be contacted. Complaint forms are available at Santa Cruz METRO Administration, 110 Vernon St., Santa Cruz, 831-426-6080; Customer Service, 920 Pacific Avenue (Pacific Station); and on the web at [www.scmtd.com](http://www.scmtd.com). Customers are encouraged to submit Complaints as soon as possible and can call the Administrative Coordinator at (831) 426-6080 for assistance.

To request additional information on METRO's non-discrimination obligations or to file a Title VI Complaint, please submit your request or complaint in writing to:

**Santa Cruz Metropolitan Transit District**  
Attn: General Manager  
110 Vernon Street  
Santa Cruz, CA 95060

\*Complaint Forms can also be obtained on METRO's website [www.scmtd.com](http://www.scmtd.com)

Federal Transit Administration (FTA) Title VI Complaints may be filed directly to:

Federal Transit Administration Office of Civil Rights  
Title VI Program Coordinator  
East Building, 5<sup>th</sup> Floor – TCR  
1200 New Jersey Avenue, SE  
Washington, DC 20590

**Attachment A**  
**Santa Cruz Metropolitan Transit District**  
**TITLE VI DISCRIMINATION COMPLAINT FORM**  
**110 Vernon Street, Santa Cruz, CA 95060**

Complainant's Name or Authorized 3<sup>rd</sup> Party: \_\_\_\_\_

Street Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Date/Time of Violation: \_\_\_\_\_ Date of Complaint: \_\_\_\_\_

Place of Violation: \_\_\_\_\_

Bus Number: **\*\*** \_\_\_\_\_ Bus Route: **\*\*** \_\_\_\_\_

**Please indicate Discrimination-discrimination in this complaint because of any of the following, which are prohibited by Title VI of the Civil Rights Act of 1964:**

Race       Color       National Origin

**Please indicate discrimination in this complaint because of any of the following, which are strictly prohibited by Santa Cruz METRO:**

Age       Sex       Sexual Orientation       Gender Identity

Please provide the name(s) of the METRO Directors, employees, and/or agents who allegedly discriminated against you, including their job titles (if known):

\_\_\_\_\_  
\_\_\_\_\_

Identify what METRO service, program, or activity (e.g. fixed route service, ParaCruz, etc.) **did not comply with Title VI of the Civil Rights Act of 1964, resulted in discrimination against you:**

\_\_\_\_\_  
\_\_\_\_\_

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

\_\_\_\_\_  
\_\_\_\_\_

Explain as clearly as possible what happened, how you feel you were discriminated against and who was involved. **Please include how other individuals were treated differently from you. Describe how you were treated differently:**\*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature of Complainant: \_\_\_\_\_ Date: \_\_\_\_\_

*\*You may use additional sheets of paper, if necessary*

# Attachment A

## SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

Número de Reglamento: AR-1029 (S)  
Título de Computadora: Title VI Spanish.doc  
Fecha Efectiva: 18 de diciembre de 2009  
Páginas: 14

**TÍTULO: REGLAMENTO DEL PROGRAMA Y DEL PROCEDIMIENTO DE QUEJAS DE TÍTULO VI**

---

Historia de Procedimiento

<b>NUEVA POLÍTICA</b>	<b>RESUMEN DE LA POLÍTICA</b>	<b>APROBADO</b>
18 de diciembre, 2009	Nuevo Reglamento	D.B.
25 de mayo, 2012	Revisado para incluir nuevas medidas de asistencia lingüística y actualizaciones en el proceso de apelación	L.W.
30 de noviembre de 2012	Revisado para incorporar cambios efectuados por el Circular FTA 4702.1B de agosto, 2012	L.W.

---

### **I. POLÍTICA**

- 1.01 El Distrito de Tránsito Metropolitano de Santa Cruz (METRO) se compromete a garantizar que ninguna persona sea excluida de participar en, negársele los beneficios de, o sujeto a discriminación bajo cualquiera de sus programas, actividades o servicios sobre la base de raza, color, origen nacional, edad, sexo, orientación sexual o identidad de género. Todas las personas, independientemente de su nacionalidad, están cubiertas por el presente Reglamento. Además, METRO prohíbe la discriminación por motivos de raza, color, origen nacional, edad, sexo, orientación sexual o identidad de género en su empleo y oportunidades de negocio.
- 1.02 METRO no tolerará represalias contra un individuo por su participación en la afirmación de sus derechos conforme con el Título VI, o porque él / ella presentó una queja o participo en una investigación en virtud del Título VI, y / o el presente Reglamento.
- 1.03 Como recipientes de fondos de la Administración Federal de Tránsito (FTA), METRO asegurará que sus programas, políticas y actividades cumplan con los Reglamentos del Departamento de Transporte (DOT) del Título VI del Acta de Derechos Civiles de 1964.
- 1.04 METRO asegurará que el nivel y la calidad de su servicio de transporte se ofrezca sin distinción de raza, color, origen nacional, edad, sexo, orientación sexual o identidad de género.

# Attachment A

Política y el Reglamento

Página 2 de 14

- 1.05 METRO promoverá la participación plena y equitativa de todas las poblaciones afectadas en el proceso de decisiones de transporte.
- 1.06 METRO impedirá la denegación, reducción o retraso en los beneficios relacionados con los programas y actividades que son de beneficio a las poblaciones minoritarias o de las poblaciones de bajos ingresos.
- 1.07 METRO hará esfuerzos de buena fe para lograr la justicia ambiental como parte de su misión identificando y abordando, según correspondan, efectos adversos desproporcionadamente altos a la salud humana o al ambiente resultando de sus programas, actividades y servicios en las poblaciones minoritarias y poblaciones de bajos ingresos dentro del área de servicio de METRO.
- 1.08 METRO asegurará que individuos con Proficiencia Limitada en Inglés (LEP) tengan acceso a los programas, actividades y servicios de METRO.
- 1.09 El presente Reglamento se mantendrán en inglés y español.

## II. APLICABILIDAD

- 2.01 Esta política es aplicable a todos los empleados de METRO, los miembros del público y de todos los contratistas empleados por METRO.
- 2.02 Falta de seguir esta política y procedimiento de un empleado de METRO objetará a dicho empleado a acción disciplinaria hasta e incluyendo terminación de empleo.

## III. DEFINICIONES:

- 3.01 **“Efecto Adverso”** significa tener un efecto perjudicial o no deseado.
- 3.02 **“Discriminación”** se refiere a cualquier acto u omisión, intencional o no intencional, en cualquier programa o actividad de un recipiente de ayuda federal, sub-receptor, o contratista, que resulte en el trato desigual, impacto desigual, o que perpetúa los efectos de previa discriminación basada en la raza, color, origen nacional, edad, sexo, orientación sexual o identidad de género.
- 3.03 **“Identidad de género”** se refiere al género de un individuo, o su ausencia, con el que una persona se identifica. No es necesariamente basado en hechos biológicos, ya sea real o percibido, ni tampoco es siempre basado en la orientación sexual. Las identidades de género que se puede elegir incluyen hombres, mujeres, ambas, en algún punto intermedio (tercer género) o ninguno.
- 3.04 **“Personas de Proficiencia Limitada en Inglés (LEP)”** son personas para las que inglés no es su lengua materna y que tienen una capacidad limitada para hablar, entender, leer o escribir en inglés. Incluye a las personas que reportaron el Censo de EE.UU. que no hablan bien el idioma Inglés, o no hablan inglés en total.
- 3.05 **“Población de Bajos Ingresos”** se refiere a cualquier grupo fácilmente identificable de personas de bajos ingresos que viven en la proximidad geográfica, y si las circunstancias lo justifican, personas transeúntes dispersas geográficamente (como trabajadores

# Attachment A

emigrantes o Nativos Americanos) que serán igualmente afectados por una propuesta de programa, política, o actividad del DOT.

3.06 **“Individuos de las Minorías”** incluyen las siguientes:

- 1) Indios Americanos y Nativos de Alaska, que se refiere a las personas con orígenes en cualquiera de los pueblos originarios de América del Norte y América del Sur (incluyendo América Central), y que mantiene afiliación tribal o de comunidad.
- 2) Asiáticos, que se refiere a las personas con orígenes en cualquiera de los pueblos originales del Lejano Oriente, el sudeste Asiático o el subcontinente Indio.
- 3) Afro-Americanos, que se refiere a las personas con orígenes en cualquiera de los grupos raciales Negros de África.
- 4) Hispanos o Latinos, que incluyen a personas de Cuba, México, Puerto Rico, Sudamérica o Centroamérica, o de cualquier otra cultura u origen española, independientemente de la raza.
- 5) Nativos de Hawai y otras Islas del Pacífico, que se refiere a las personas con orígenes en cualquiera de las personas originarias de Hawai, Guam, Samoa u otras Islas del Pacífico.

3.07 **“Origen Nacional”** se refiere a la nación en particular en el que una persona nació o donde nacieron los padres o antecesores de la persona.

3.08 **“Raza”** es un grupo de personas unidas o clasificadas juntas en base de la historia común, la nacionalidad, o la distribución geográfica.

3.09 **“Recipiente”** es uno que ha recibido o está recibiendo asistencia financiera federal en virtud de las leyes. El término incluye a los sub-beneficiarios de un recipiente y los sub-beneficiarios en los programas administrados del Estado de FTA.

3.10 **“Represalia”** Cualquier acción adversa en contra de otro individuo a causa de su participación en la denuncia, la investigación, o audiencia relacionada con esta política o la disposición de la ley federal o estatal.

3.11 **“Sexo”** se refiere a la clasificación de género de un individuo ya sea masculino o femenino.

3.12 **“Orientación Sexual”** se refiere a la preferencia de un individuo en términos de relación sexual con otros, si la persona es homosexual, heterosexual o bisexual.

3.13 **“Documentos Vitales”** son documentos que transmiten la información que afecta gravemente la capacidad de los clientes al tomar decisiones informadas sobre su participación en el programa. (por ejemplo, avisos públicos, formularios de consentimiento, formularios de quejas, normas de elegibilidad, los anuncios relativos a la reducción, la denegación o cancelación de servicios o beneficios, el derecho a apelar, y las comunicaciones informando a los clientes de la disponibilidad de la asistencia lingüística gratuita).

# Attachment A

## IV. REQUISITOS Y DIRECTRICES GENERALES

- 4.01 METRO llevará a cabo sus programas, actividades y servicios de conformidad con el Título VI del Acta de Derechos Civiles de 1964. METRO o cualquiera de sus empleados no excluirá a ninguna persona de participar en, negar los beneficios de, ni sujetar a él / ella a discriminación en cualquiera de los programas, servicios o actividades de METRO por motivos de raza, color, origen nacional, edad, sexo, orientación sexual o identidad de género.
- 4.02 METRO o cualquiera de sus empleados, no harán lo siguiente por motivos de raza, color, origen nacional, edad, sexo, orientación sexual o identidad de género:
- a) Proporcionar cualquier servicio, ayuda financiera, o beneficio que es diferente de lo previsto para los demás;
  - b) Someter a una persona a segregación o tratamiento separado;
  - c) Limitar a un individuo en el disfrute de cualquier ventaja o privilegio disfrutado por los demás;
  - d) Negar cualquier servicio individual, ayuda financiera, o beneficios en virtud de cualquiera de los programas, servicios o actividades de METRO;
  - e) Tratar a las personas de manera diferente en función de si cumplen los requisitos de admisión o de elegibilidad; y
  - f) Negar a una persona la oportunidad de participar como miembro de un órgano de planificación o consultivo.
- 4.03 METRO deberá evaluar el sistema de servicio a escala significativa y cambios en las tarifas y las mejoras propuestas en las etapas de planificación y programación para determinar si estos cambios tienen un efecto discriminatorio sobre los bajos ingresos y personas de Proficiencia Limitada en Inglés. Esto se aplica a cambios en los servicios principales que afectan a 25% de las horas de servicio de una ruta.
- 4.04 METRO celebra al menos una reunión de la Junta cada mes en lugares distintos a lo largo de sus fronteras geográficas (por ejemplo, Capitola, Scotts Valley, Watsonville y el centro de Santa Cruz) para garantizar que todas las personas tengan la oportunidad de participar en las decisiones de transporte de METRO.
- A. No habrá ninguna reunión de la Junta Directiva en el mes de julio.
  - B. Reuniones de la Junta Directiva podrán ser canceladas por motivos de negocios por el Presidente de la Junta del METRO o la persona designada.
- 4.05 Además de todos los requisitos del Título VI, METRO proporciona un intérprete de español en la segunda reunión de la Junta cada mes, para asegurar una participación significativa de las personas con Proficiencia Limitada en Inglés. Puede obtener un intérprete de español para cualquiera de sus reuniones periódicas de la Junta poniéndose en contacto con el Coordinador de Servicios en la Administración de METRO al (831) 426-6080.

# Attachment A

- 4.06 La Abogada del Distrito de METRO o su designado, mantendrá una lista (un mínimo de cuatro años en estado activo) de las investigaciones del Título VI, quejas o demandas presentadas que alegan que METRO discriminó contra una persona o grupo sobre la base de raza, color, origen nacional, edad, sexo, orientación sexual o identidad de género. Esta lista incluye:
- a) La fecha que fue presentada la investigación, denuncia o querrela;
  - b) Un resumen de la denuncia (s);
  - c) El estado de la investigación, denuncia o querrela, y
  - d) Cualesquiera medidas o acciones correctivas adoptadas por METRO en respuesta a la investigación, denuncia o demanda.
- 4.07 METRO mantendrá informado al público de las protecciones contra la discriminación que les ofrece el Título VI y las obligaciones de METRO en el Título VI mediante la publicación de esta política, o Aviso de Título VI (Anexo A), en la página web de METRO, [www.scmttd.com](http://www.scmttd.com), sobre los tableros de anuncios del Centro de Tránsito y en el tablón de anuncios oficial de METRO ubicado en las oficinas de Administración de METRO. Aviso de Título VI de METRO (Anexo A) será publicada en inglés y español en todos los lugares de instalación designados de METRO.
- 4.08 METRO tomará las medidas responsables para garantizar un acceso significativo a los beneficios, servicios, información y otras partes importantes de sus programas, actividades y servicios para personas que son de Proficiencia Limitada en Inglés (LEP).
- 4.09 METRO proporcionará la información, a petición del FTA, a fin de investigar las denuncias de discriminación, o para resolver las preocupaciones acerca de posibles incumplimientos con el Título VI.
- 4.10 METRO presentará su Programa de Título VI al oficial de la región de derechos civiles del FTA, una vez cada tres años para garantizar el cumplimiento con los Requisitos de Título VI.
- 4.11 METRO asegurará que las minorías y las personas de bajos ingresos tengan acceso significativo a los programas, actividades y servicios METRO.

## V. REQUISITOS DE JUSTICIA AMBIENTAL

- 5.01 METRO deberá integrar un análisis de justicia ambiental en su documentación del Programa Nacional de Protección Ambiental (NEPA) de los proyectos de construcción. METRO no está obligado a realizar análisis de justicia ambiental en los proyectos donde la documentación de NEPA no es necesaria. METRO preparará y presentará la lista de Exclusión Categórica (CE) del FTA para los proyectos de construcción que no requieren un análisis de justicia ambiental. La lista CE del FTA incluye una revisión de la interrupción de la comunidad y de justicia ambiental. METRO considerará la preparación de una evaluación ambiental (EA) o la declaración de impacto ambiental (EIS) para integrar en sus documentos los siguientes componentes:



# Attachment A

- a) Una descripción de la población minoritaria y de bajos ingresos dentro de las áreas de estudio afectadas por el proyecto, y una discusión sobre el método utilizado para identificar a esta población (por ejemplo, el análisis de los datos del Censo, la observación directa, o un proceso de participación pública);
- b) Una discusión de todos los efectos adversos del proyecto, tanto durante como después de la construcción que afecte a las poblaciones minoritarias y de bajos ingresos identificados;
- c) Una discusión de todos los efectos positivos del proyecto que afectaría a las poblaciones minoritarias y de bajos ingresos identificados, tales como mejoras en el servicio de tránsito, la movilidad o accesibilidad;
- d) Una descripción de todas las acciones de mitigación y mejoramiento ambiental incorporado en el proyecto para abordar los efectos adversos, incluyendo pero no limitado a, todas las características especiales del programa de reubicación que van más allá de los requisitos de la Ley Uniforme de Reubicación y abordar los efectos adversos de la comunidad tales como el tema de separación o de la cohesión, y la sustitución de los recursos de la comunidad destruidos por el proyecto;
- e) Una discusión de los efectos restantes, si los hubiere, y por qué no es propuesta más mitigación, y
- f) Para los proyectos que atraviesan zonas predominantemente de minorías y de bajos ingresos y proyectos en zonas de predominantemente no-minorías y no-bajos ingresos, una comparación de las acciones de mitigación y mejoramiento del medio ambiente que afectan a zonas predominantemente de bajos ingresos y de minorías con las mitigaciones aplicadas en zonas predominantemente de no-minorías y de no-bajos ingresos.

## **VI. PERSONAS DE PROFICIENCIA LIMITADA EN INGLES (LEP) Y REQUISITOS DE PARTICIPACIÓN PÚBLICA**

- 6.01 METRO buscará y examinará los puntos de vista de la población de minorías, de bajos ingresos y de Proficiencia Limitada en Inglés (LEP) en el curso de la realización de actividades de divulgación y actividades de participación. La estrategia de participación pública de METRO ofrecerá oportunidades tempranas y continuas para que el público participe en la identificación de los impactos sociales, económicos y ambientales de las decisiones de transporte propuestas.
- 6.02 METRO asegurará que las personas tengan acceso a sus programas, actividades y servicios mediante el desarrollo y ejecución del plan de idioma en el mismo. METRO continuamente evaluará la necesidad de la asistencia lingüística de la población servida.
- 6.03 METRO utilizará los siguientes cuatro factores para determinar qué medidas deben llevarse a cabo para proporcionar un acceso razonable y significativo para las personas LEP.

# Attachment A

- a) Idiomas susceptibles de ser encontrados y el número o la proporción de personas LEP en la población de servicios elegibles que podrían verse afectados por el programa, actividad o servicio.
- b) Frecuencia con la que los individuos con LEP entran en contacto con los programas, actividades y servicios de METRO.
- c) Importancia del programa, actividad o servicio prestado por METRO a las vidas individuales de los LEP.
- d) Los recursos necesarios para prestar asistencia eficaz de las lenguas y los costos.

## 6.04 ASISTENCIA DE LENGUAJE ORAL

- a) METRO mantiene personal bilingüe para proporcionar interpretación a español en sus oficinas administrativas y en sus facilidades de Servicio al Cliente para las preguntas básicas de tránsito y asistencia para la planificación del viaje.
- b) Servicio de paratransito de METRO ofrece reservacionistas de habla hispana para ayudar a los clientes de paratransito al programar un viaje.
- c) Un intérprete bilingüe (español) está presente para servicios de traducción en la segunda reunión de la Junta Directiva de cada mes.
- d) Tras la notificación de 24 horas de antelación, METRO proporcionará un intérprete en la primera reunión de la Junta, si así lo solicita.
- e) Las Máquinas Exendedoras de Boletos del METRO proporcionan asistencia con la compra de boletos en inglés y español

## 6.05 NOTIFICAR A CLIENTES LEP DE LA DISPONIBILIDAD DE SERVICIOS DE ASISTENCIA DE LENGUAJE

- a) METRO publicará en su tablón oficial de anuncios en sus oficinas administrativas, en el Centro del METRO, y en el Centro de Tránsito de Watsonville, un cartel indicando que la asistencia lingüística gratuita está disponible, si lo solicita en forma oportuna.
- b) Los autobuses de rutas fija del METRO y vehículos de ParaCruz tienen tarjetas de Asistencia Lingüística que informan a los pasajeros que hay ayuda disponible en el idioma español, si es necesario.

## 6.06 TRADUCCIÓN DE DOCUMENTOS DE VITALES / ASISTENCIA DE LENGUA ESCRITA

- a) Todas las audiencias públicas que requieren notificación al público están publicadas en inglés y español a través de las áreas de servicio del METRO y en periódicos locales.
- b) *Aviso de Título VI* de METRO (Anexo A) y *Formulario de Quejas* (Anexo B) estarán disponibles en español en el sitio web de METRO, [www.scmttd.com](http://www.scmttd.com), en los Centros de Tránsito y el tablón oficial de anuncios de METRO.

# Attachment A

- c) *Aviso de Título VI* de METRO (Anexo A) y *Formulario de Quejas* (Anexo B) han sido traducidos al español y se publicarán en los centros de tránsito, en los vehículos de tránsito, y en el tablón oficial de anuncios en las oficinas de Administración de METRO.
  - d) Autobuses de ruta fija tienen Tarjetas de Autobús (inglés/español) informado a pasajeros sobre sus derechos en virtud del Título VI de la Ley de Derechos Civiles de 1964.
  - e) Headways de METRO se ofrece en inglés y español.
  - f) METRO publicará una copia del Programa de la Junta de Directores en español en el tablón oficial de METRO, ubicado en las oficinas de Administración de METRO.
  - g) La Guía de Viajeros de ParaCruz se proporciona en el sitio web en español.
- 6.07 METRO proporcionará traducciones escritas de documentos vitales para cada grupo de LEP que constituye un mínimo del 5% de la población del área de servicio o se compone de al menos 1,000 personas.
- 6.08 Las reuniones de la Junta Directiva del METRO se llevan a cabo en diferentes lugares en el Condado de Santa Cruz para garantizar que personas de bajos recursos, minorías y LEP tengan acceso a estas juntas. Estos lugares incluyen Capitola, Santa Cruz, Scotts Valley y Watsonville.

## VII. QUEJAS / JUICIOS Y APELACIONES

- 7.01 **Cómo presentar una queja de Título VI con METRO:** Cualquier persona que cree que él / ella, o como miembro de cualquier categoría específica de personas, ha sido objeto de discriminación por motivos de raza, color, origen nacional, edad, sexo, orientación sexual o identidad de género, con respecto a los programas, actividades, servicios u otros beneficios de METRO relacionados con el tránsito, puede presentar una Queja por escrito con METRO. Una Queja puede ser presentada por el individuo o por un representante. Se anima a los clientes presentar una Queja con METRO después de la supuesta discriminación, y se les anima a los denunciantes presentar las quejas tan pronto como sea posible. METRO investigará de inmediato todas las Quejas presentadas en virtud del Título VI, conforme con el presente Reglamento
- 7.02 **La Queja debe incluir la siguiente información:**
- a) Una Queja debe ser por escrito y firmado y fechado por el Demandante o su representante antes de cualquier acción puede ser tomada.
  - c) Una Queja debe indicar por la medida posible, los hechos y circunstancias que rodearon la presunta discriminación, incluyendo el nombre y dirección del demandante, la fecha, hora y lugar del incidente. La Queja deberá incluir una descripción del programa, actividad o servicio en el que ocurrió la presunta discriminación.

# Attachment A

- 7.03 **El Formulario de Quejas** (Anexo B) se puede utilizar para presentar una Queja de Título VI de METRO. El *Formulario de Quejas* se hará en un formato accesible a petición. El *Formulario de Quejas* se puede obtener en los siguientes lugares:
- a) En la página web del METRO Santa Cruz, [www.scmtd.com](http://www.scmtd.com);
  - b) Llamando al Coordinador de Servicios Administrativos de Santa Cruz METRO, o su designado al (831) 426-6080, (TDD 711 (TTY / Voz)) un formulario de queja puede ser enviada por correo.
  - c) Al recoger un *Formulario de Quejas* del Servicio al Cliente, Estación Pacífico (anteriormente Centro de METRO), 920 Pacific Avenue, Santa Cruz, CA 95060 o en las Oficinas Administrativas de Santa Cruz METRO, 110 Vernon Street, Santa Cruz, CA 95060.
- 7.04 Si la Queja es recibida por alguien aparte del Gerente General de METRO, la persona en recepción de la Queja la remitirá al Gerente General o su designado tan pronto como sea posible pero a más tardar 2 días hábiles de su recepción. El Gerente General proporcionará inmediatamente una copia de la Queja al Presidente de la Junta de Directores y al Administrador del METRO responsable por el programa, actividad o servicio que se identifica como fuera de cumplimiento.
- 7.05 **Procedimientos de METRO Para Investigar las Quejas:** el Administrador del METRO responsable por el programa, actividad o servicio que se supone que esta fuera de cumplimiento investigará sin demora la supuesta queja y preparará una respuesta por escrito tan pronto como sea posible pero a más tardar 10 días hábiles de su recepción de la reclamación. El Administrador puede consultar con el personal de METRO adecuada en la preparación de su respuesta a la queja. El Administrador remitirá su respuesta por escrito al Gerente General o su designado dentro del marco de tiempo designado.
- 7.06 **Esfuerzos para Contactar al Demandante:** El Gerente General o su designado deberá hacer esfuerzos para hablar (en persona o conversación telefónica) con el demandante, en cuyo momento el demandante puede dar testimonio oral o por escrito en apoyo a la alegación de que sus derechos en virtud del Título VI han sido violados. El Gerente General o su designado deberá revisar y considerar la respuesta preparada por el Administrador identificado en la Sección 7.05, toda la información proporcionada por el demandante, si los hubiere, y cualquier otra evidencia disponible sobre los alegatos de la queja. El Gerente General o su designado deberá elaborar un informe escrito de sus conclusiones y si se requieren medidas correctivas, un calendario para la realización de dicha acción.
- 7.07 **Conclusión de la Investigación:** Tan pronto como sea posible, pero a más tardar, 20 días hábiles siguientes a la recepción de la denuncia inicial, el Gerente General o su designado deberán informar al demandante de sus conclusiones y las medidas correctivas que deben adoptarse como consecuencia de la denuncia junto con el calendario para la realización de dicha acción.
- 7.08 **Apelación al Presidente de la Junta:** Si el demandante no está satisfecho con los resultados y / o acción de Gerente General de METRO, o su designado, entonces el

# Attachment A

demandante puede presentar su Queja con el Presidente de la Junta Directiva (véase la sección 7.09 más adelante), o con la Oficina de Derechos Civiles del FTA (vea la sección 7.11 más adelante).

- 7.09 **Proceso de Apelación:** Si el demandante opta por presentar su Queja con el Presidente de la Junta de Directores, entonces la denuncia y la documentación justificativa debe presentarse dentro de los 5 días hábiles de su recepción de los resultados de la investigación del Gerente General, con el Presidente de la Junta de Directores, proporcionándole al Coordinador de Servicios Administrativos, o su designado, 110 Vernon Street, Santa Cruz, CA 95060. Si una acomodación es necesaria, un tiempo adicional puede ser proporcionado para presentar la apelación. Tras examinar el expediente, el Presidente de la Junta notificará al denunciante de las acciones que, en su caso, se tomará como resultado de la revisión por el Presidente dentro de 10 días hábiles de la notificación del Presidente de que el denunciante no está satisfecho con los resultados de la investigación del Gerente General. La decisión del Presidente de la Junta Directiva de METRO será definitiva.
- 7.10 **Extension de Plazo:** Cualquier plazo establecido en el presente documento podrá ser prorrogado por el Gerente General como una acomodación (si es necesario), o en una muestra de una buena causa.
- 7.11 **Cómo Presentar una Queja de Título VI con el FTA:** Cualquier persona que cree que él / ella, o como miembro de cualquier categoría específica de personas, ha sido objeto de discriminación por motivos de raza, color, origen nacional, edad, sexo, orientación sexual o identidad de género, con respecto a los programas, actividades o servicios de METRO, o de otros beneficios conexos de tránsito, puede presentar una Queja por escrito al FTA. Una Queja puede ser presentada por el individuo o por un representante. FTA investigará de inmediato todas las denuncias presentadas en virtud del Título VI, de conformidad con las regulaciones del DOT 49 CFR § § 21.11 (b) y 21.11 (c).

A. **La Queja debe incluir la siguiente información:**

- 1) Una Queja debe ser por escrito y firmado y fechado por el demandante o su representante antes de que cualquier acción puede ser tomada. En casos donde un Demandante no puede o no es capaz de proporcionar una declaración por escrito, pero desea que el FTA o el DOT investigue la supuesta discriminación, una Queja verbal de la discriminación puede ser introducida al Director del FTA, Oficina de Derechos Civiles. Si es necesario, el Oficial de Derechos Civiles ayudará a la persona a convertir la queja verbal en escrito. Todas las quejas tienen que ser firmadas por el demandante o su representante.

**Dirección de la Oficina de Derechos Civiles del FTA:**

Federal Transit Administration Office of Civil Rights

**Attn: Title VI Program Coordinator**

**East Building, 5<sup>th</sup> Floor - TCR**

**1200 New Jersey Avenue, S.E.**

**Washington, DC 20590**

# Attachment A

**TTY: 1-800-877-8339**

**Voice: 1-866-377-8642**

[FTA.ADAAssistance@dot.gov](mailto:FTA.ADAAssistance@dot.gov)

- 2) La Queja debe indicar, por la medida posible, los hechos y circunstancias que rodearon la presunta discriminación, incluyendo la fecha, hora y lugar del incidente. La Queja deberá incluir una descripción del programa, actividad o servicio en el que ocurrió la presunta discriminación.

- 7.12 **Aceptación de Quejas:** Una vez que una Queja ha sido aceptada, el FTA notificará a METRO que ha sido objeto de una Queja de Título VI y le pedirá a METRO que responda por escrito a las alegaciones del Demandante. Una vez que el Demandante este de acuerdo de liberar la Queja al METRO, el FTA le dará la Queja a METRO. El FTA puede optar por cerrar una Queja si el Demandante no está de acuerdo en liberar la demanda al METRO. El FTA se esfuerza por investigar con prontitud todas las Queja de Título VI.
- 7.13 **Investigaciones:** El FTA hará una investigación rápida cada vez que una revisión de cumplimiento, informe, denuncia o cualquier otra información que indique un posible fracaso de cumplimiento con los Reglamentos del Título VI. La investigación del FTA incluirá una revisión de las prácticas pertinentes y las políticas de METRO, las circunstancias en que ocurrió el posible incumplimiento, y otros factores relevantes para una determinación en cuanto a si METRO ha dejado de cumplir con las regulaciones del Título VI.
- 7.14 Tras la investigación, la Oficina de Derechos Civiles del FTA transmitirá al Demandante y a METRO una de las siguientes tres cartas basadas en sus conclusiones:
  - a) **Carta de Resolución:** explica los pasos que ha tomado METRO, o se compromete a tomar para entrar en cumplimiento con el Título VI.
  - b) **Carta de Encuentro (Cumplimiento):** explica que METRO se encuentra en cumplimiento con el Título VI. Esta carta incluirá una explicación de por qué METRO se encontró en el cumplimiento, y proporcionará una notificación al Demandante de sus derechos de apelación.
  - c) **Carta de Encuentro (Incumplimiento):** explica que METRO se encuentra en incumplimiento. Esta carta incluirá cada violación de referencia, la normativa aplicable, una breve descripción de las soluciones propuestas, conocimiento del límite de tiempo en el proceso de conciliación, las consecuencias para el fracaso de lograr el cumplimiento voluntario, y una oferta de asistencia a METRO en la elaboración de un plan de rehabilitación para su cumplimiento.
- 7.15 **Proceso de Apelación:** Las cartas de encuentro y resoluciones ofrecerán al Demandante y a METRO la oportunidad de proporcionar información adicional que llevaría al FTA reconsiderar su conclusión. El FTA pide que las partes en la Queja proporcionen esta información adicional dentro de 60 días de la fecha de la carta de encuentro. La Oficina de Derechos Civiles del FTA responderá a una apelación, ya sea mediante la emisión de

# Attachment A

una carta de revisión de la resolución o conclusión a la parte apelante, o informando a la parte apelante de que la carta original de la resolución o la búsqueda sigue en vigor.

## **VIII. DEFICIENCIAS DE CUMPLIMIENTO CON TÍTULO VI**

- 8.01 Revisiones de Cumplimiento se llevarán a cabo periódicamente por el FTA, como parte de su responsabilidad permanente conforme con su autoridad en virtud de *49 CFR § 21.11 (a)*.
- 8.02 Si el FTA determina que METRO se encuentra en incumplimiento con el Título VI, se remitirá una *Carta de Encuentro* que describe la determinación del FTA y pide que METRO adopte voluntariamente medidas correctivas (s) que el FTA considera necesarias y apropiadas.
- 8.03 METRO presentará un plan de medidas correctivas, incluso una lista de acciones correctivas planeadas y, de ser necesario, las razones suficientes y justificadas para que el FTA reconsidere cualquier de sus conclusiones o recomendaciones en un plazo de 30 días de recibo de la *Carta de Encuentro* del FTA.

## **IX. ADMINISTRACIÓN DEL REGLAMENTO**

- 9.01 METRO integrará las disposiciones dentro de su Programa de Título VI en todos los programas, actividades y servicios prestados por el servicio de ruta fija de METRO, servicio de Paratransito e instalaciones de METRO.
- 9.02 METRO integrará el programa del Título VI, en sus políticas y procedimientos.

# Attachment A

## SANTA CRUZ METROPOLITAN TRANSIT DISTRICT



### **DECLARACIÓN DE POLÍTICA DE TÍTULO VI**

El Distrito de Tránsito Metropolitano de Santa Cruz (METRO) se compromete a proporcionar medios de transporte público en un ambiente libre de discriminación por motivos de raza, color, origen nacional, edad, sexo, orientación sexual o identidad de género. METRO opera sus programas, actividades y servicios, sin distinción de raza, color, origen nacional, edad, sexo, orientación sexual o identidad de género.

Como recipientes de fondos de la Administración Federal de Tránsito (FTA), METRO asegurará que sus programas, políticas y actividades cumplan con el Título VI del Acta de Derechos Civiles de 1964, según enmendada, y las regulaciones del Departamento de Transporte.

Cualquier persona que cree que él / ella, ha sido objeto de discriminación por motivos de raza, color, origen nacional, edad, sexo, orientación sexual o identidad de género, con respecto a los programas, actividades, o servicios de METRO u otras prestaciones relacionadas con el tránsito, puede presentar una Queja de Título VI. Las quejas deberán presentarse por escrito y ser firmadas por el demandante, o un representante, y deberán incluir el nombre de los denunciantes, dirección y número de teléfono u otro medio por el cual el demandante puede ser contactado. Formularios de Quejas están disponibles en el edificio de Administración del Santa Cruz METRO, 110 Vernon St., Santa Cruz, 831-426-6080; Servicio al Cliente, 920 Pacific Avenue (Estación Pacifica); y en la página web del METRO en [www.scmttd.com](http://www.scmttd.com). Se les anima a los clientes presentar su Queja lo más pronto posible y pueden llamar al Coordinador de Administración al (831) 426-6080 para asistencia.

Para solicitar información adicional sobre las obligaciones sobre discriminación de METRO o para presentar una queja del Título VI, por favor envíe su solicitud o queja por escrito a:

**Santa Cruz Metropolitan Transit District**  
Attn: Gerente General  
110 Vernon Street  
Santa Cruz, CA 95060

Quejas de Título VI de la Administración Federal de Tránsito (FTA) pueden ser presentadas directamente a:

Federal Transit Administration Office of Civil Rights  
Title VI Program Coordinator  
East Building, 5<sup>th</sup> - TCR  
1200 New Jersey Avenue, SE  
Washington, DC 20590



**Attachment A**  
**Santa Cruz Metropolitan Transit District**  
**FORMULARIO DE QUEJAS DE DISCRIMINACIÓN DE TÍTULO VI**  
**110 Vernon Street, Santa Cruz, CA 95060**

Nombre del Demandante o Tercer Parte Autorizado: \_\_\_\_\_

Dirección: \_\_\_\_\_

Ciudad / Estado / Código Postal: \_\_\_\_\_

Teléfono: \_\_\_\_\_ Dirección de E-mail: \_\_\_\_\_

Fecha/hora de Violación: \_\_\_\_\_ Fecha de la Queja: \_\_\_\_\_

Lugar de Violación: \_\_\_\_\_

Número de Autobús: \_\_\_\_\_ Ruta de Autobús: \_\_\_\_\_

Por favor indique la discriminación en esta queja por cualquier de los siguientes motivos que son prohibidos por el Título VI del Acta de Derechos Civiles de 1964:

Raza       Color       Origen Nacional

Por favor indique la discriminación en esta queja por cualquier de los siguientes motivos que son prohibidos por el Santa Cruz METRO:

Edad       Sexo       Orientación Sexual       Identidad de Género

Por favor, indique el nombre(s) de Directores, empleados o agentes de METRO que presuntamente han discriminado contra usted, incluyendo sus títulos de trabajo (si se conoce).

\_\_\_\_\_  
\_\_\_\_\_

Identifique cual de los servicios, programas, o actividades (ejemplo: servicio de ruta fija, ParaCruz, etc.) que resultaron en discriminación contra usted:

\_\_\_\_\_  
\_\_\_\_\_

Identifique a las personas por su nombre, dirección y número de teléfono que disponen de información relativa a la violación.

\_\_\_\_\_  
\_\_\_\_\_

Explique lo más claramente posible lo que ocurrió, cómo siente que fue discriminado y quien estuvo involucrado. Describa cómo fue tratado de manera diferente:\*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Firma del Demandante: \_\_\_\_\_ Fecha: \_\_\_\_\_

# Attachment B

## SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

Regulation Number: AR-1033

Computer Title: System Standards

Effective Date: [date GM signs]

Pages: 7

**TITLE: SYSTEM-WIDE SERVICE STANDARDS AND POLICIES**

---

Procedure History

**NEW POLICY**

**SUMMARY OF POLICY**

**APPROVED**

---

### **I. POLICY**

- 1.01 It is the policy of the Santa Cruz METRO, as a recipient of Federal Transit Administration (FTA) funds, that it shall comply with Title VI of the Civil Rights Act of 1964 which provides that, “No person in the United States shall on the ground of race, color or national origin be excluded from participation or be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.”
- 1.02 Santa Cruz METRO ensures that the level and quality of its public transportation service are provided in a nondiscriminatory manner. Santa Cruz METRO promotes full and fair participation in public transportation decision-making without regard to race, color or national origin. Additionally, Santa Cruz METRO ensures meaningful access to transit-related programs and activities by persons with limited English proficiency (LEP).
- 1.03 Santa Cruz METRO shall not utilize criteria or methods of administration which have the effect of subjecting persons to discrimination because of their race, color or national origin. Santa Cruz METRO will implement these System-Wide Service Standards and Policies to ensure that service design and operation does not result in discrimination on the basis of race, color or national origin.
- 1.04 Santa Cruz METRO’s service standards and policies address how service and amenities are distributed throughout the transit system. Santa Cruz METRO created these service standards and policies to prevent discrimination in the routing, scheduling and quality of transportation service provided throughout its service area. Santa Cruz METRO ensures that the manner of distribution of its transit services affords all users equal access to these assets.
- 1.05 It is the policy of Santa Cruz METRO that the location of routes, level of service, quality and age of its vehicles and quality of transit amenities serving different area may not be determined on the basis of race, color or national origin.

# Attachment B

## II. APPLICABILITY

- 2.01 This policy and the system-wide service standards and service policies set forth herein apply to Santa Cruz METRO's employees in the creation of its transit service according to standards for the location of routes, headway between buses, passenger loads and on-time performance, and policies for assigning buses and installing transit amenities.

## III. DEFINITIONS

- 3.01 **CNG:** Compressed natural gas.
- 3.02 **Highway 17 Express:** A regional route which provides service between Santa Cruz County and Santa Clara County along SR-17.
- 3.03 **Intercity:** The primary trunk lines with better than hourly service on arterial roads linking transit centers or significant activity centers (Santa Cruz, Watsonville, Scotts Valley). An intercity route tends to have high frequency and a long span of service
- 3.04 **Local:** An urban route which connects residential areas or major trip generators with transit centers
- 3.05 **National Origin:** The particular nation in which a person was born, or where the person's parents or ancestors were born.
- 3.06 **Non-peak:** The times of a given day with lower travel demand.
- 3.07 **On-Time Performance:** A measure of transit runs completed as scheduled.
- 3.08 **Peak:** The highest level of daily travel demand generally between the hours of 7am – 9am and between the hours of 2pm – 7pm.
- 3.09 **Program or Activity:** A facet of service provided by Santa Cruz METRO.
- 3.10 **Race:** A group of people united or classified together on the basis of common history, nationality or geographic distribution.
- 3.11 **Recipient:** A transit agency or transportation agency that receives federal financial assistance from the Federal Transit Administration. The term includes subrecipients of a designated recipient.
- 3.12 **Rural:** A transit route that provides service to rural areas beyond the urbanized area boundaries within Santa Cruz County. A rural route which provides the only transportation available to the transit dependent is lifeline service. A rural route tends to have low frequency and a short span of service
- 3.13 **Service Area:** The geographic area in which Santa Cruz METRO operates public transit services.
- 3.14 **Service Availability:** A general measure of a person's access to public transit within Santa Cruz County.

# Attachment B

- 3.15 **Service Standard/Policy:** An established service performance measure or policy used by Santa Cruz METRO to plan or distribute services and amenities within its service area.
- 3.16 **Transit Amenities:** Items of comfort, convenience and safety that are available to the general riding public. Examples include bus stop signs, benches, shelters, trashcans and lighting.
- 3.17 **UCSC Routes:** A route serving the University of California Santa Cruz campus. Some UCSC routes operate only during the UCSC school term and are not in service during the summer months. The UCSC routes tend to have the greatest frequency and the longest span of service in Santa Cruz METRO's route categories.
- 3.18 **Vehicle Headway Standard:** The amount of time scheduled between two transit vehicles traveling in the same direction along the same street. A shorter headway corresponds to a higher level of service. Vehicle headway is one component of the amount of travel time expended by a passenger to reach his/her destination. Headway standards can impact vehicle load.
- 3.19 **Vehicle Load Standard:** Expressed as the ratio of passengers to the total number of seats on a vehicle. For example, on a 40-seat bus a vehicle load of 1.5 means all seats are filled and there are 20 standees. The intent of monitoring vehicle load standard is to provide commensurate safety, comfort and service levels throughout the system.

## IV. SERVICE STANDARDS

FTA requires all fixed route transit providers to develop quantitative standards for the following indicators: Vehicle Load, Vehicle Headway, On-Time Performance and Service Availability.

- 4.01 **Vehicle Load Standard.** Santa Cruz METRO's Vehicle Load Standard is based upon the factors listed below. The average of all loads on a route should not exceed the load factors shown below.

### Load Factors

Vehicle Type	Seated	Standing	Total	Load Factor
25' Mini Bus	19	9	28	1.5
40' Low Floor Bus	39	19	58	1.5
35' Bus	30	15	45	1.5
40' Highway 17 Bus*	36-43	12	48-55	1.2-1.3

Note: The last trip of the night on any given route may have a higher load factor in the effort not to leave passengers stranded.

\* Santa Cruz METRO operates a number of different 40' Highway 17 coaches which have different seating capacities

# Attachment B

If a route exceeds these standards, it will be monitored. In the event that an overload is documented on fifteen (15) days, over a six-month period, corrective action shall be considered to achieve a balanced vehicle load within the acceptable limits of these standards but dependent on the financial capability of Santa Cruz METRO.

4.02 **Vehicle Headway Standard:** Santa Cruz METRO strives to strike a balance between headways and span of service. Santa Cruz METRO uses the following five route categories to delineate different service characteristics and establishes different vehicle headway standards as shown in the table below to meet the trip characteristics in each category.

- a. **Rural:** Routes that serve sparsely populated unincorporated areas, although the routes may start within an incorporated city.
- b. **Intercity:** Routes that travel between incorporated cities and may travel through rural areas and/or unincorporated areas.
- c. **Local:** Routes that travel within and/or around an incorporated city.
- d. **UCSC:** Routes which enter the University of California Santa Cruz campus during the school term.
- e. **Highway 17 Express:** A single, intercounty commuter express route with limited stops between Santa Cruz and San Jose.

**Headway Standard**

<b>Routes</b>	<b>Weekday Peak</b>	<b>Weekday Base</b>	<b>Weekday Night</b>	<b>Weekend</b>
Rural	30	60	90	30
Intercity	15	30	60	60
Local	60	60	60	60
UCSC	10	30	30	30
Highway 17 Express	20	60	60	60

Note: Peak hours are 7:00am - 9:00am and 2:00pm - 7:00pm.  
Night service hours are 8:00pm - 12:00am. Not all routes in a route group will operate at all times of a day

Monitoring will be done prior to the beginning of each bid. Vehicle headways will be improved first on routes that exceed the load factor standard.

4.03 **On-Time Performance Standard:** The Santa Cruz METRO has a 72% on-time performance standard.

# Attachment B

- a. Santa Cruz METRO buses are considered on time if the actual departure is no earlier than zero seconds before and no later than five minutes after the scheduled departure time.
- b. Santa Cruz METRO buses are considered on time if the actual arrival is within five minutes of the scheduled arrival time.

Currently, Santa Cruz METRO does not have the technology or staffing to regularly track on-time performance. Santa Cruz METRO will collect on-time performance data twice a year using a point check with surveyors stationed at the three major transit centers (Santa Cruz, Capitola Mall and Watsonville) to record arrivals and departures. This policy is in place until Santa Cruz METRO is able to implement an Automatic Vehicle Locator system.

- 4.04 **Service Availability.** The Santa Cruz METRO Service Availability Standard considers the range of geographic variability within the service area.

Santa Cruz METRO serves the County of Santa Cruz, which encompasses 445.2 square miles with an average density of 589 persons per square mile and a total population of 262,382. Urban development in the county lies primarily within the incorporated cities of Capitola, Santa Cruz, Scotts Valley and Watsonville which serve as the predominant employment and residential centers in the service area. Numerous unincorporated places within the County separated by extensive rural areas lend for a generally low-density service area with medium densities within the incorporated cities. In addition, Santa Cruz METRO serves a non-urban university campus of approximately 20,000 students and staff which require a high level of transit service due to travel restrictions, even though the vast campus does not approach urban densities.

In consideration of the varied service area geography, Santa Cruz METRO will implement a service availability standard such that:

- a. Ninety percent (90%) of all residents living within the incorporated cities of Capitola, Santa Cruz, Scotts Valley and Watsonville are within a ½ mile of a bus stop.
- b. Ninety percent (90%) of all residents of Santa Cruz County are within 1 mile of a bus stop.

## V. SERVICE POLICIES

FTA requires all fixed route transit providers to develop policies to ensure that the assignment of buses and distribution of transit amenities do not result in discrimination. Service policies do not have a quantitative threshold; rather, they govern how service is implemented.

- 5.01 **Vehicle Assignment.** Vehicle assignment refers to the process by which transit vehicles are placed into service on routes throughout Santa Cruz METRO's service area.

- a. Santa Cruz METRO assigns buses to vehicle tasks and blocks based on the following criteria:

# Attachment B

1. Ridership/vehicle capacity;
  2. Whether the bus is being operated during peak periods;
  3. Whether there are topographical or geographical limitations that would prohibit a specific bus from being operated in that area;
  4. Availability.
- b. Santa Cruz METRO assigns suburban style buses with overhead bins to the Highway 17 Express.
- 5.02 **Transit Amenities.** Implementation of the following transit amenities will occur at bus stops and transit centers based on the objective criteria cited below:
- a. **Signs:** Bus stop information signs shall be installed at all Santa Cruz METRO bus stops. To promote accessibility and readability, the signs shall be located at a minimum of two (2) feet from the curb face; with the top of the information sign positioned no more than seven (7) feet from ground level.
  - b. **Benches/Shelters:**
    1. Proximity to hospitals, schools, senior centers, shopping centers, medical centers, transit transfer centers, and transit centers;
    2. Frequency of service (shorter headways, no bench; longer headways, benches);
    3. Adjacent land use compatibility (e.g. apartment complexes, senior and/or disabled communities/housing);
    4. Availability of space to construct shelters and waiting areas is required. The location must accommodate a concrete pad and is required to set back two feet from the roadway. The bench/shelter must not block the view of vehicular traffic and site must comply with all federal, state and local legal requirements;
    5. Passenger/Public requests;
    6. Existing bench or shelter locations will be considered for equity in distribution within the service area.
  - c. **Bike racks:** Bike racks will be installed at all transit center locations. Bike racks will be installed in bus stops located in major shopping centers.
  - d. **Trash Cans:** Santa Cruz METRO provides trash cans at all urban and inner city bus stops and upon request in interconnecting and rural routes.
  - e. **Lighting:** All new sheltered bus stops will receive solar lighting.
- 5.03 **Replacement of Existing Amenities.** Existing bus stops with vandalized, defective or damaged bus shelters or benches will receive priority for a new and/or repaired to a state of good repair bus shelter or bench.

# Attachment B

## **VI. REQUESTS FOR NEW SERVICE**

- 6.01 Requests for new bus service received from a resident when the request is supported by community organizations, a majority of the residents, and/or political representatives of the community will be considered and evaluated.

## **VII. USE OF SERVICE STANDARDS**

- 7.01 These system-wide service standards will be used by Santa Cruz METRO's Planning Department and Operations Department to ensure that service is distributed across the system in a nondiscriminatory manner which affords users equal access to public transit assets.
- 7.02 Santa Cruz METRO's Planning Department and Operations Department are responsible for monitoring Santa Cruz METRO's service standards and notifying the Board of Directors if changes are necessary.

## **VIII. ADMINISTRATION OF REGULATION**

- 8.01 The Operations Manager is responsible to administer and enforce this policy within the respective department.
- 8.02 This policy will be updated as needed as determined by the Operations Manager or the General Manager.
- 8.03 Santa Cruz METRO will integrate these System-Wide Service Standards and Policies into its Administrative Regulations and procedures.



# Attachment B

## SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

Número de Reglamento: AR-1033

Título de Computadora Normas del Sistema

Fecha Efectiva: [date GM signs]

Páginas: 8

### **TÍTULO:    NORMAS Y POLÍTICAS DE SERVICIO DE TODO EL SISTEMA**

---

Historia de Procedimiento

<b>NUEVA POLÍTICA</b>	<b>RESUMEN DE LA POLÍTICA</b>	<b>APROBADO</b>
-----------------------	-------------------------------	-----------------

---

### **I.    POLÍTICA**

- 1.01    Es la política del Santa Cruz METRO, como recipiente de fondos de la Administración Federal de Tránsito (FTA), que deberá cumplir con el Título VI de la Acta de Derechos Civiles de 1964, que establece que: "Ninguna persona en los Estados Unidos será, por motivos de raza, color u origen nacional, excluida de participar o ser negado los beneficios de, o ser sujeto a discriminación bajo cualquier programa o actividad que reciba asistencia financiera Federal. "
  
- 1.02    Santa Cruz METRO asegura que el nivel y la calidad de su servicio de transporte público se proporciona de manera no discriminatoria. Santa Cruz METRO promueve la participación plena y justa en el transporte público de tomar de decisiones, sin distinción de raza, color u origen nacional. Además, Santa Cruz METRO asegura acceso significativo a los programas relacionados con el tránsito y las actividades de las personas con Dominio Limitado del Inglés (LEP).
  
- 1.03    Santa Cruz METRO no utilizará los criterios o métodos de administración que tienen el efecto de someter a las personas a la discriminación por motivos de raza, color u origen nacional. Santa Cruz METRO aplicará estas Normas y Políticas de Servicio de Todo el Sistema para asegurar que el diseño de servicios y la operación no dé lugar a la discriminación por motivos de raza, color u origen nacional.
  
- 1.04    Normas y políticas de servicio del Santa Cruz METRO dirigen como el servicio y las instalaciones están distribuidas en todo el sistema de tránsito. Santa Cruz METRO creó estas normas y políticas de servicio para evitar la discriminación en el enrutamiento, la programación y la calidad del servicio de transporte proporcionado a través de su área de servicio. Santa Cruz METRO asegura que la forma de distribución de sus servicios de transporte brinda a todos los usuarios el mismo acceso a estos bienes.
  
- 1.05    Es la política del Santa Cruz METRO que la ubicación de las rutas, nivel de servicio, calidad y edad de sus vehículos y la calidad de los servicios de tránsito que sirven áreas diferentes no puede determinarse sobre la base de raza, color u origen nacional.

# Attachment B

## II. APLICABILIDAD

- 2.01 Esta política y las normas de servicio de todo el sistema y las políticas de servicios establecidas en este documento se aplican a los empleados del Santa Cruz METRO en la creación de su servicio de transporte de acuerdo con las normas para la ubicación de las rutas, progreso entre los autobuses, cargas de pasajeros y el rendimiento a tiempo, y las políticas para la asignación de los autobuses y la instalación de los servicios de tránsito.

## III. DEFINICIONES

- 3.01 **CNG:** Gas Natural Comprimido
- 3.02 **Highway 17 Express:** Una ruta regional que da servicio entre el Condado de Santa Cruz y el Condado de Santa Clara a lo largo de la ruta estatal SR-17.
- 3.03 **Interurbanos:** Las líneas troncales primarias con mejor servicio cada hora en las carreteras principales que unen los centros de tránsito o los centros importantes de actividad (Santa Cruz, Watsonville, Scotts Valley). Una ruta interurbana tiende a tener alta frecuencia y un largo período de servicio
- 3.04 **Local:** Una ruta urbana que conecta las zonas residenciales o generadores de viaje principales con los centros de tránsito
- 3.05 **Origen Nacional:** La nación particular en que nació una persona, o donde nacieron los padres o antepasados de la persona.
- 3.06 **No Pico:** Las horas de cualquier día con la demanda de viajes más baja.
- 3.07 **Rendimiento de Puntualidad:** Una medida de corridas de tránsito que se completan como programadas.
- 3.08 **Pico:** El nivel más alto de la demanda de viajes al día generalmente entre las horas de 7am-9a.m. y entre las horas de 2pm - 7pm.
- 3.09 **Programa o Actividad:** Una faceta del servicio proporcionado por Santa Cruz METRO.
- 3.10 **Raza:** Un grupo de personas unidas o clasificadas juntas sobre la base de la historia común, la nacionalidad o la distribución geográfica.
- 3.11 **Recipiente:** Una agencia de transporte o agencia de transporte que recibe asistencia financiera federal de la Administración Federal de Tránsito. El término incluye a los beneficiarios secundarios de un beneficiario designado.
- 3.12 **Rural:** Una ruta de tránsito que da servicio a las zonas rurales más allá de los límites de las áreas urbanizadas dentro del Condado de Santa Cruz. Una ruta rural que ofrece el único medio de transporte disponible para los dependientes de tránsito es un servicio de línea de vida. Una ruta rural tiende a tener baja frecuencia y un corto periodo de servicio
- 3.13 **Área de servicio:** El área geográfica en la que Santa Cruz METRO opera servicios de transporte público.

# Attachment B

- 3.14 **Disponibilidad del servicio:** Una medida general de acceso de las personas al transporte público en el Condado de Santa Cruz.
- 3.15 **Política/Norma de Servicio:** Una medida de rendimiento del servicio establecido o la política utilizada por el Santa Cruz METRO para planear o distribuir servicios y amenidades dentro de su área de servicio.
- 3.16 **Servicios de Tránsito:** Los artículos de comodidad, conveniencia y seguridad que están disponibles para el público viajero en general. Los ejemplos incluyen las señales de paradas de autobús, bancas, marquesinas, basureros e iluminación.
- 3.17 **Rutas UCSC:** Una ruta sirviendo al campus de la Universidad de California Santa Cruz. Algunas rutas UCSC operan solamente durante el período escolar UCSC y no están en servicio durante los meses de verano. Las rutas UCSC tienden a tener la mayor frecuencia y la distancia más larga de servicio en categorías de rutas del Santa Cruz METRO.
- 3.18 **Norma de Avance de Vehículo:** La cantidad de tiempo programado entre dos vehículos de tránsito que viajan en la misma dirección a lo largo de la misma calle. Un avance más corto corresponde a un nivel más alto de servicio. Avanzar vehículo es un componente de la cantidad de tiempo de viaje gastado por un pasajero para llegar a su destino. Normas de Avance pueden afectar la carga del vehículo.
- 3.19 **Norma de Carga de Vehículo:** Expresada como la relación de los pasajeros y el número total de asientos en el vehículo. Por ejemplo, en un autobús de 40-asientos, la carga de un vehículo de 1.5 significa que todos los asientos están ocupados y hay 20 pasajeros de pie. La intención de la norma de carga de vehículo es para proporcionar niveles de seguridad adecuados, confort y servicio en todo el sistema.

## IV. NORMAS DE SERVICIO

FTA requiere que todos los proveedores de transporte de ruta fija desarrollen normas cuantitativas para los siguientes indicadores: carga del vehículo, avances del vehículo, rendimiento de puntualidad y disponibilidad de servicios.

- 4.01 **Norma de Carga de Vehículo.** La Norma de Carga de Vehículos del Santa Cruz METRO se basa en los factores que se enumeran a continuación. El promedio de todas las cargas en una ruta no debe superar los factores de carga que se muestra a continuación.

### Factores de Carga

Tipo de Vehículo	Sentado	Parado	Total	Factor de Carga
25' Mini Autobús	19	9	28	1.5
40' Autobús de Piso Bajo	39	19	58	1.5
35' Autobus	30	15	45	1.5

# Attachment B

40' Autobús Highway 17*	36-43	12	48-55	1.2-1.3
-------------------------	-------	----	-------	---------

Nota: El último viaje de la noche en cualquier ruta puede tener un factor de carga mayor en el esfuerzo de no dejar a los pasajeros varados.

\* Santa Cruz METRO cuenta con un número de diferentes autobuses del Highway 17 de 40' que tienen diferentes capacidades de asientos

Si una ruta excede las normas mencionadas, será objeto de seguimiento. En el caso de que una sobrecarga está documentada en quince (15) días, durante un período de seis meses, la acción correctiva se considerará para lograr una carga de vehículo equilibrada dentro de los límites aceptables de estas normas, pero depende de la capacidad financiera de Santa Cruz METRO .

4.02 **Normas de Avance de Vehículo:** Santa Cruz METRO se esfuerza por lograr un equilibrio entre avances y palmos de servicio. Santa Cruz METRO utiliza las siguientes cinco categorías de ruta para delinear las diferentes características de servicio y establece las diferentes normas de avance de vehículo como se muestra en la tabla siguiente para cumplir con las características de actuación de cada categoría.

- a. **Rural:** Rutas que sirven áreas poco pobladas y no incorporadas, aunque las rutas pueden empezar dentro de una ciudad incorporada.
- b. **Interurbano:** Las rutas que viajan entre ciudades incorporadas y pueden viajar a través de zonas rurales y / o áreas no incorporadas.
- c. **Local:** Las rutas que viajan dentro y / o alrededor de una ciudad incorporada.
- d. **UCSC:** Las rutas que entran en la Universidad de California en Santa Cruz durante el término escolar.
- e. **Highway 17 Express:** Una sola ruta expresa entre condados con paradas limitadas entre Santa Cruz y San José.

## Norma de Avance

Rutas	Pico Día entre Semana	Base Día entre Semana	Noche Fin de Semana	Fin de Semana
Rural	30	60	90	30
Interurbano	15	30	60	60
Local	60	60	60	60
UCSC	10	30	30	30
Highway 17 Express	20	60	60	60

# Attachment B

---

Nota: Las horas pico son 7a.m.-9 a.m. y 2:00 pm - 7:00 pm. Horas de servicio nocturno son de 8:00 pm - 12:00 am. No todas las rutas en un grupo de ruta se operan durante todo el día.

El seguimiento se realizará antes del comienzo de cada oferta. Avances de vehículos serán mejorados primero en las rutas que exceden el factor de normas de carga.

4.03 **Norma de Rendimiento de Puntualidad:** El Santa Cruz METRO tiene un estándar de 72% de rendimiento de puntualidad.

- a. Autobuses del Santa Cruz METRO se consideran a tiempo si la salida real es no antes de cero segundos y no más tarde de cinco minutos después de la hora de salida programada.
- b. Autobuses del Santa Cruz METRO se consideran a tiempo si la llegada real está durante cinco minutos de la hora de llegada prevista.

Actualmente, Santa Cruz METRO no tiene la tecnología ni el personal para hacer un seguimiento con regularidad de rendimientos de puntualidad. Santa Cruz METRO recogerá los datos de rendimiento de puntualidad dos veces al año usando un punto de control con inspectores destacados en los tres principales centros de tránsito (Santa Cruz, Capitola Mall y Watsonville) para registrar las entradas y salidas. Esta política está en su lugar hasta que Santa Cruz METRO sea capaz de implementar un Sistema Automático de Localizador de Vehículos.

4.04 **Disponibilidad del servicio.** La Norma de Disponibilidad de Servicio del Santa Cruz METRO considera el alcance de variabilidad geográfica dentro del área de servicio.

Santa Cruz METRO sirve el condado de Santa Cruz, que abarca 445.2 millas cuadradas con una densidad media de 589 habitantes por milla cuadrada y una población total de 262,382. El desarrollo urbano en el condado se encuentra principalmente dentro de las ciudades incorporadas de Capitola, Santa Cruz, Scotts Valley y Watsonville que sirven como las áreas de empleo y centros residenciales predominantes en el área de servicio. Numerosos lugares no incorporados dentro del Condado son separados por amplias zonas rurales para prestar un área de servicio en general de baja densidad con densidades medias dentro de las ciudades incorporadas. Además, Santa Cruz METRO sirve un campus universitario no urbano de aproximadamente 20,000 estudiantes y personal que requieren un alto nivel de servicio de tránsito debido a las restricciones de viaje, a pesar de que el enorme campus no se acerca a la densidad urbana.

En consideración de la geografía de área de servicio variado, Santa Cruz METRO implementará una norma de disponibilidad de servicio de tal manera que:

- a. El noventa por ciento (90%) de todos los residentes que viven dentro de las ciudades incorporadas de Santa Cruz, Santa Cruz, Scotts Valley y Watsonville se encuentran a media milla de una parada de autobús.
- b. El noventa por ciento (90%) de todos los residentes del Condado de Santa Cruz están a 1 milla de una parada de autobús.

# Attachment B

## V. SERVICE POLICIES

FTA requiere que todos los proveedores de transporte de ruta fija desarrollen políticas para asegurar que la asignación de buses y la distribución de los servicios de tránsito no den lugar a la discriminación. Políticas de servicio no tienen un umbral cuantitativo, sino que gobiernan cómo el servicio del Santa Cruz METRO se lleva a cabo.

5.01 **Asignación de vehículos.** Asignación de vehículos se refiere al proceso por el cual los vehículos de transporte se ponen en servicio en las rutas a través del área de servicio

a. Santa Cruz METRO asigna autobuses para tareas de vehículos y bloques basado en los siguientes criterios:

1. El número de pasajeros / capacidad de vehículo;
2. Si el autobús está en funcionamiento durante las horas pico;
3. Si existen limitaciones topográficas o geográficas que prohíben a un autobús específico de ser operado en esa zona;
4. Disponibilidad

b. Santa Cruz METRO asigna autobuses estilo suburbano con compartimentos superiores al Highway 17 Express.

5.02 **Servicios de Tránsito.** Implementación de los servicios de tránsito siguientes ocurrirán en las paradas de autobuses y centros de tránsito en base a los criterios objetivos citados a continuación:

a. **Signos:** Los signos informativos de paradas se instalarán en todas las paradas de autobuses del Santa Cruz METRO. Para promover la accesibilidad y legibilidad, los signos, se colocarán en un mínimo de dos (2) pies del bordillo, con la parte superior del cartel informativo colocado no más de siete (7) metros desde el nivel del suelo.

b. **Bancas / Marquesinas:**

1. Proximidad a hospitales, escuelas, centros de ancianos, centros comerciales, centros médicos, centros de transferencia de tránsito y centros de tránsito;
2. Frecuencia del servicio (avances cortos, no hay bancas, avances largos, bancas);
3. Compatibilidad de uso de tierra adyacente (por ejemplo, complejos de apartamentos, viviendas de comunidades mayores y / o discapacitados);
4. Disponibilidad de espacio para construcción de marquesinas y áreas de espera es necesario. La localidad debe acomodar una base de concreto y es necesario retrasarla dos pies de la carretera. La banca / marquesina no deben bloquear la vista del tráfico vehicular y el sitio debe cumplir con todos los requisitos federales, estatales y locales legales;
5. Pasajeros / solicitudes públicas;

# Attachment B

6. Los actuales ubicaciones de bancas o marquesinas serán consideradas para la equidad en la distribución dentro del área de servicio.
  - c. **Bastidores de bicicletas:** Los portabicicletas se instalarán en todas las ubicaciones de los centros de tránsito. Bastidores de bicicletas se instalarán en las paradas de autobús ubicadas en centros comerciales importantes.
  - d. **Basureros:** Santa Cruz METRO ofrece basureros en todas las paradas de autobuses urbanos e interior de la ciudad y bajo petición en las rutas rurales interconexiónadas.
  - e. **Iluminación:** Todas las nuevas paradas de autobús protegidas recibirán iluminación solar.
- 5.03 **Sustitución de Servicios Existentes.** Paradas de autobús existentes con vandalismo, marquesinas o bancas defectuosas o dañadas tendrán prioridad para un nuevo y / o reparado a un estado de buen reparo de marquesinas de autobús y bancas.

## VI. SOLICITUDES DE NUEVO SERVICIO

- 6.01 Las solicitudes de nuevo servicio de autobús recibido de un residente, cuando la solicitud esté apoyada por organizaciones de la comunidad, la mayoría de los residentes, y / o representantes políticos de la comunidad serán considerados y evaluados.

## VII. UTILIZACIÓN DE LAS NORMAS DE SERVICIO

- 7.01 Estas normas de servicio de todo el sistema serán utilizados por el Departamento de Planificación y de Operaciones del Santa Cruz METRO para garantizar que el servicio se distribuya a través del sistema de una manera no discriminatoria, que ofrezca a los usuarios acceso igual a los bienes de transporte público.
- 7.02 El Departamento de Planificación y Operaciones del Santa Cruz METRO es responsable de supervisar las normas de servicio del Santa Cruz METRO e informar a la Junta Directiva si los cambios son necesarios.

## VIII. ADMINISTRACIÓN DEL REGLAMENTO

- 8.01 El Gerente de Operaciones es responsable de administrar y aplicar dicha política en el departamento respectivo
- 8.02 Esta política se actualizará cuando sea necesario según lo determine el Gerente de Operaciones o el Gerente General.
- 8.03 Santa Cruz METRO integrará estas normas y políticas de servicio de todo el sistema en su Reglamento y Procedimientos Administrativos.