

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

**BOARD OF DIRECTORS REGULAR MEETING AGENDA
JANUARY 14, 2000 (Second Friday of Each Month)
SCMTD ENCINAL CONFERENCE ROOM
370 ENCINAL STREET, SUITE 100
SANTA CRUZ, CALIFORNIA**

SECTION I: OPEN SESSION - 8:30a.m.

1. ROLL CALL
2. ORAL AND WRITTEN COMMUNICATION REGARDING CLOSED SESSION
3. ORAL AND WRITTEN COMMUNICATIONS

City of Santa Cruz – City Council Representative to SCMTD Board of Directors
4. LABOR ORGANIZATION COMMUNICATIONS
5. METRO USERS GROUP (MUG) COMMUNICATIONS
6. METRO ACCESSIBLE SERVICES TRANSIT FORUM (MASTF) COMMUNICATIONS
7. ADDITIONAL DOCUMENTATION TO SUPPORT EXISTING AGENDA ITEMS

CONSENT AGENDA

- 8-1. Approve Minutes of Regular Board of Directors Meeting of 12-10-99 and Regular Board of Directors Meeting of 12-17-99.
Minutes: 12-10-99 and 12-17-99 Minutes Attached
- 8-2. Accept and File Preliminary Approved Claims
Report: Attached
- 8-3. Accept and File Passenger Lift Report for December 1999
Report: Attached
- 8-4. Consideration of Tort Claims: Deny the Claim of: Jill Diehl
Claim: Attached
- 8-5. Accept and File Minutes of MASTF Committee Meeting of 12-16-99
Minutes: Attached
- 8-6. Accept and File Minutes of MUG Committee Meeting of 12/15/99
Minutes: Attached

* Please note: Location of Meeting Place

- 8-7. Accept and File Monthly Budget Status Report for November 1999 and Approve Budget Transfers
Presented by: Elisabeth Ross, Finance Manager
Staff Report: Attached
- 8-8. Accept and File Highway 17 Status Report for November
Presented by: Mark Dorfman, Assistant General Manager
Staff Report: Attached
- 8-9. Accept and File Status Report on ADA Paratransit Program for November
Presented by: Mark Dorfman, Assistant General Manager
Staff Report: Attached
- 8-10. Authorization for Disposal of Assets
Presented by: Elisabeth Ross, Finance Manager
Staff Report: Attached

REGULAR AGENDA

- 9. Presentation of Employee Longevity Awards
Presented by: Jan Beautz, Chairperson
Staff Report: Attached
- 10. Consideration of Participation in Yield-to-Bus Demonstration Program
Presented by: Margaret Gallagher, District Counsel
Staff Report: Attached
(PUBLIC HEARING SCHEDULED FOR 9:00 A.M.)
- 11. Consider Presentation and Support for the California Transit Association's Transit for the 21st Century Project
Presented by: Leslie R. White, General Manager
Staff Report: Attached
- 12. Consider Approval of Paratransit Comprehensive Operational and Financial Audit Work Scope
Presented by: Kim Chin, Planning & Marketing Manager
Staff Report: Attached
- 13. Consider Approval of CalPERS Medical Insurance Resolution to Include Domestic Partners
Presented by: Paul Chandley, Human Resources Manager
Staff Report: Attached
- 14. Consideration of Revising Bikes Inside Buses Policy to Address Highway 17 Concerns
Presented by: Bryant Baehr, Manager of Operations
Staff Report: Attached

15. Consider Approval of Service Changes for Spring 2000
Presented by: Kim Chin, Planning & Marketing Manager
Staff Report: Attached
16. Determination of Sole Source Contract with MultiSystems for Bid/Dispatch Software
Presented by: Mark Dorfman, Assistant General Manager
Staff Report: Attached
17. Consider a Resolution Authorizing an Application and Claim to the SCCRTC for TDA Demonstration Program Funds
Presented by: Mark Dorfman, Assistant General Manager
Staff Report: Attached
18. Consider A Resolution Authorizing Staff to Request an Extension from the California Transportation Commission for Allocating \$6 million STIP Funds for MetroBase Construction
Presented by: Mark Dorfman, Assistant General Manager
Staff Report: Attached
19. Consider Application for FTA 5311 Rural Operating Assistance for FY 99-00
Presented by: Mark Dorfman, Assistant General Manager
Staff Report: To be Included in Add-On Packet
20. Adoption of Proposed SCMTD DBE Program Update and the Annual DBE Participation Rate of 14% for Federally-Funded Procurements in FY 1999-2000.
Presented by: Mark Dorfman, Assistant General Manager
Staff Report: To be Included in Add-On Packet

ADJOURN

NOTICE TO PUBLIC

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

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

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.

The Santa Cruz Metropolitan Transit District does not discriminate on the basis of disability. The Santa Cruz City Council Chambers is located in an accessible facility. If you wish to attend this meeting and require special assistance in order to participate, please Dale Carr at 426-6080 at least 72 hours in advance of the Board of Directors meeting.



RECEIVED

DEC 30 1999

MAYOR AND CITY COUNCIL

809 Center Street, Room 10, Santa Cruz, CA 95060 • (831) 420-5020 • Fax: (831) 420-5011 • citycouncil@ci.santa-cruz.ca.us

December 22, 1999

Mr. Leslie White
General Manager
Santa Cruz Metropolitan Transit District
230 Walnut Avenue
Santa Cruz, CA 95060

Dear Mr. White:

As Mayor of the City of Santa Cruz, I am writing to inform you that at its meeting on December 14, 1999 the City Council appointed Councilmembers Mike Rotkin and Katherine Beiers and Vice Mayor Tim Fitzmaurice to serve as Council's representatives to the Santa Cruz Metropolitan Transit District during 2000.

Sincerely,

Keith Sugar
Mayor

cc: City Clerk

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

Minutes- Board of Directors

December 17, 1999

The Regular Meeting of the Board of Directors of the Santa Cruz Metropolitan Transit District met on Friday, December 17, 1999, at the City Hall Council Chambers, 809 Center Street, Santa Cruz, California.

Chairperson Beautz called the meeting to order at 8:36 a.m.

SECTION 1: OPEN SESSION

STAFF PRESENT

Mark Dorfman, Assistant General Manager
Margaret Gallagher, District Council
Leslie White, General Manager

1. ROLL CALL:

DIRECTORS PRESENT

Jeff Almquist
Bruce Arthur
Jan Beautz
Tim Fitzmaurice
Michelle Hinkle
Mike Keogh
Oscar Rios
Mike Rotkin

DIRECTORS ABSENT

Katherine Beiers
Kenneth Burch, Ex Officio
Bart Cavallaro
Bruce Gabriel

2. ORAL AND WRITTEN COMMUNICATION REGARDING CLOSED SESSION

None

DIRECTOR GABRIEL ARRIVED AT 8:37 A.M.

SECTION II: CLOSED SESSION

Chairperson Beautz adjourned to Closed Session at 8:40 a.m. and reconvened to Open Session at 9:52 a.m.

DIRECTOR CAVALLARO ARRIVED AT 8:41 A.M.

DIRECTOR BEIERS ARRIVED AT 9:06 A.M.

SECTION III: RECONVENE TO OPEN SESSION

Chairperson Beautz reported that during Closed Session Minutes of the Closed Session Meeting of November 19, 1999, were approved; two claims were discussed: Jay Rehor and Julie Willhite; and, a performance evaluation was conducted for the General Manager.

DIRECTORS PRESENT

Jeff Almquist
Bruce Arthur
Jan Beautz

DIRECTORS ABSENT

Kenneth Burch, Ex Officio

DIRECTORS PRESENT

Katherine Beiers
Bart Cavallaro
Tim Fitzmaurice
Bruce Gabriel
Michelle Hinkle
Mike Keogh
Oscar Rios
Mike Rotkin

STAFF PRESENT

Bryant Baehr, Operations Manager
Paul Chandley, Human Resources Manager
Kim Chin, Planning & Marketing Manager
Mark Dorfman, Assistant General Manager
Marilyn Fenn, Supervising Accountant
Terry Gale, MIS Manager

Margaret Gallagher, District Council
David Konno, Facilities Maint. Manager
LeAna Olson, Human Resource Analyst
Elisabeth Ross, Finance Manager
Tom Stickel, Acting Fleet Maint. Mgr.
Leslie White, General Manager

3. **ORAL AND WRITTEN COMMUNICATIONS**

- a. City of Santa Cruz – Office of Mayor Beiers
RE: City Arts Commission/MetroBase
- b. Cam Pierce, bus rider, formally thanked all District Staff for their hard work and expressed her hope that in the future we can continue to work together.

4. **LABOR ORGANIZATION COMMUNICATIONS**

- a. Ian McFadden, UTU Chairperson, presented a Service Plan Proposal to the Board which was developed by Mr. McFadden, Wally Brondstatter, David Boron and Jeff North with input from staff as well. This plan takes transit service into Year 2015 and utilizes 408,000 service hours. This plan can be found on-line at "local23.org". Mr. McFadden pointed out that there is an attitude within the District wherein management and staff are very supportive of the union. Les White complimented the union and its representatives for this plan and recommended that it be referred to the Service Review Committee who should include members of the Board, Staff and Commission as an outreach process to provide input.

The Board directed staff to refer this Service Plan to the Service Review Committee.

5. METRO USERS GROUP (MUG) COMMUNICATIONS

DIRECTION ALMQUIST LEFT THE MEETING AT 10:12 A.M.

Director Gabriel reported that a recommendation was made at the recent MUG meeting that the Board direct staff to work together with Cabrillo College staff to work out the problems they are experiencing. Director Fitzmaurice commented that he was discussed at the last MUG meeting and would like to know how this was agendized. A copy of the Minutes from the MUG meeting of December 15th will be supplied to Director Fitzmaurice.

DIRECTOR ALMQUIST RETURNED TO THE MEETING AT 10:14 A.M.

6. METRO ACCESSIBLE SERVICES TRANSIT FORUM (MASTF) COMMUNICATIONS

Jeff LeBlanc, Chairperson of MASTF, reported that he was directed by MASTF members to write letters to the City Council supporting MetroBase and explaining to them how service would be improved to their clientele. A second letter will be written to John Hird, President of Cabrillo College, Assemblymember Fred Keeley, and to Congressman McPhearson relative to the funding of transportation for their BOG waiver students, which was one of the primary reasons Cabrillo dropped the mandatory bus pass parking. The purpose of this correspondence would be to see if the State would provide funding to offset the cost to Cabrillo so that they could reinstate the bus pass parking. Mr. LeBlanc also commented on the level of involvement of the union and drivers in route planning.

7. ADDITIONAL DOCUMENTATION TO SUPPORT EXISTING AGENDA ITEMS

Director Beautz reported the additional documentation as follows:

CONSENT AGENDA:

- ADD TO ITEM #8-1 :** Minutes of the Special Meeting of December 3, 1999
(Add Minutes)
- ADD TO ITEM #8-8:** Accept and File Highway 17 Status Report for October
(Add Staff Report)
- ADD TO ITEM #8-10:** Accept and File Quarterly Performance Report, First Quarter
1999/00
(Add Performance Report)
- ADD TO ITEM #8-1 1:** Accept and File Quarter Ridership Report, First Quarter 1999/00
(Add Ridership Report)

REGULAR AGENDA:

- ADD TO ITEM #9:** Consider Approval of 2000 State and Federal Legislative Program
(Replace Pages 9-A-1 and 9-B-1)
- DELETE ITEM #10:** Clarification of Board Action Regarding District Share of Costs for
First Night Santa Cruz
- ADD TO ITEM #12:** Accept and File Status Report on Paratransit Comprehensive
Operational and Financial Audit

- Presented by: Kim Chin, Planning & Marketing Manager
(Replace Pages 12-A-1 through 12-A-6)
- DELETE ITEM #13:** Consideration of Revising Bikes Inside Buses Policy to Address Highway 17 Concerns
(Continued to January Board Meeting)
- ADD TO ITEM #14:** Consideration of Adoption of Equal Employment Opportunity Plan for the Santa Cruz Metro Transit District
(Replace Page 14-B-34 with revised page)
- DELETE ITEM #17:** Consideration of Award for Contract for Bus Inspection Services
- ADD TO ITEM #18:** Nomination of Board of Directors for Year 2000
(Oral Report will be given by Chairperson Beautz)

CONSENT AGENDA

- 8-1. APPROVE MINUTES OF SPECIAL BOARD OF DIRECTORS MEETING OF 1 1/12/99, REGULAR BOARD OF DIRECTORS MEETING OF 11/19/99, AND SPECIAL BOARD OF DIRECTORS MEETING OF 12/3/99;
- 8-2. ACCEPT AND FILE PRELIMINARY APPROVED CLAIMS;
- 8-3. ACCEPT AND FILE PASSENGER LIFT REPORTS FOR NOVEMBER 1999;
- 8-4. CONSIDERATION OF TORT CLAIMS: DENY THE CLAIMS OF: JAY REHOR; SHORA, STEVE CURTIS, REP.: STATE FARM INSURANCE FOR TEIXEIRA; JULIE WILLHITE; MELBA JOHNSON
- 8-5. ACCEPT AND FILE MINUTES OF MASTF COMMITTEE MEETING OF 1 1/18/99;
- 8-6. ACCEPT AND FILE MINUTES OF MUG COMMITTEE MEETING OF 1 1/17/99;
- 8-7. ACCEPT AND FILE MONTHLY BUDGET STATUS REPORT FOR OCTOBER 1999 AND APPROVE BUDGET TRANSFER;
- 8-8. ACCEPT AND FILE AUGUST STATUS REPORT ON HIGHWAY 17 EXPRESS BUS SERVICE FOR OCTOBER;
- 8-9. ACCEPT AND FILE REPORT ON ADA PARATRANSIT PROGRAM FOR SEPTEMBER;
- 8-10. ACCEPT AND FILE QUARTERLY PERFORMANCE REPORT, FIRST QUARTER 99/00.
- 8-11. ACCEPT AND FILE QUARTERLY RIDERSHIP REPORT, FIRST QUARTER 99/00
- 8-12. CONSIDER AUTHORIZATION TO EXTEND THE DATES OF OPERATION FOR THE WATSONVILLE HOLIDAY SHUTTLE.
- 8-13. CLARIFICATIONS REGARDING SCOPE OF WORK AND BUDGET FOR BUS REHABILITATION.

ACTION: **MOTION:** Director Rotkin **SECOND:** Director Cavallaro

That the Board accept and file the Consent Agenda reports.

Motion passed unanimously.

REGULAR AGENDA

9. CONSIDER APPROVAL OF 2000 STATE AND FEDERAL LEGISLATIVE PROGRAM

DIRECTOR FITZMAURICE LEFT THE MEETING AT 10:20 A.M.

Summary:

Les White reported that the heart of the agenda at the Federal level is requesting an additional \$3.1 million in the 2001 Transportation Appropriations Bill, which will be considered in the first quarter of 2000, and asking that this fund be earmarked to the MetroBase project. Mr. White reviewed the Proposed 2000 State Legislative Program in which the District is requesting general funds be earmarked this year in the amount of \$5.2 million for expansion of the Santa Cruz Metro Center. The District requires a minimum of \$1 million for conceptual design and property acquisition for this project. Staff anticipates that there will be some attacks on transit funding this year both in the budget caps imposed in the 5-year budget deal and in the context of Senator Shelby believing California gets a disproportionately large share of Federal program dollars. Mr. White brought to the Board's attention that Attachment A - Proposed 2000 State Legislative Program has been revised in response to issues raised at the December 10th meeting. Attachment B - Proposed 2000 Federal Legislative Program has also been revised. Mr. White reiterated that staff would continue to advocate for support of full funding of the Transportation Equity Act of the 21st Century (TEA-21) and protection of TEA-21 guaranteed funding levels. Regarding No. 3, Mr. White commented that there is not an alternate fuel of mass choice yet. Staff is concerned with the Clean Bus Program that the regulations state natural gas as the only alternative. No. 5 was added to the Proposed Federal Legislative Program and staff recommends that the Board adopt Attachments A and B as State and Federal Legislative Programs recognizing that these may be modified.

ACTION: MOTION: Director Rotkin SECOND: Director Almquist

That the Board adopt Attachments A and B as State and Federal Legislative Programs recognizing that these may be modified.

Motion passed with Director Fitzmaurice absent.

10. DELETED

11. CONSIDERATION OF LEASE APPROVAL FOR METRO CENTER RESTAURANT SPACES

Summary:

David Konno, Facilities Maintenance Manager, reported that 3 proposals were received for the two restaurant vacancies at the Santa Cruz Metro Center. Staff recommends that the Board of Directors enter into lease agreements with Broken Egg Enterprises, Inc. for the main restaurant space and with La Mission for the vacant space on the Concession Island. Mr. Konno further

commented that there is a problem with the rental fixtures. The District is still in litigation with Seal Rock Café; however, this would be settled prior to lease signing.

ACTION: MOTION: Director Rotkin SECOND: Director Oscar

That the Board adopt the Staff recommendation.

Motion passed with Director Fitzmaurice absent.

12. **ACCEPT AND FILE STATUS REPORT ON PARATRANSIT COMPREHENSIVE OPERATIONAL AND FINANCIAL AUDIT**

Summary:

At the request of the Board at the December 10th meeting, a modification has been made to Task 6 of the Scope of Work. This now states: Review initial hire and on-going operator sensitivity training programs for Lift Line and taxi subcontractors. This has been incorporated into the Scope of Work and will be sent to the consultants. The Scope of Work is currently circulating for agency review. The final Scope of Work will be brought back to the Board for approval in January. Staff needs a selection committee comprised of agency and Board members and believe that a lot of economies can be attained by looking at what other committees are doing.

ACTION: MOTION: Director Rotkin SECOND: Director Gabriel

That the Board accept and file this report.

Motion passed with Director Fitzmaurice absent.

13. **DELETED**

14. **Consideration of Adoption of Equal Opportunity Plan for the Santa Cruz Metro Transit District**

Summary:

Paul Chandley discussed the updated Equal Employment Opportunity Plan. The District is required by FTA to submit an updated plan every three years. A new plan will be submitted by March 2000. The goal of the District's EEO Plan is to achieve a workforce that is representative of all occupational areas consistent with the protected classes in the workforce. The new plan will focus on the under-utilization of females in the skilled craft of management positions and service maintenance positions. Mr. Chandley commented that revised activity is provided in the add-on packet in which Staff is committing to contacting at least 50 community organizations to attain their assistance in the District outreach program. Staff recommends that the Board adopt the updated EEO Program.

commented that there is a problem with the rental fixtures. The District is still in litigation with Seal Rock Café; however, this would be settled prior to lease signing.

ACTION: MOTION: Director Rotkin SECOND: Director Oscar

That the Board adopt the Staff recommendation.

Motion passed with Director Fitzmaurice absent.

12. **ACCEPT AND FILE STATUS REPORT ON PARATRANSIT COMPREHENSIVE OPERATIONAL AND FINANCIAL AUDIT**

Summary:

At the request of the Board at the December 10th meeting, a modification has been made to Task 6 of the Scope of Work. This now states: Review initial hire and on-going operator sensitivity training programs for Lift Line and taxi subcontractors. This has been incorporated into the Scope of Work and will be sent to the consultants. The Scope of Work is currently circulating for agency review. The final Scope of Work will be brought back to the Board for approval in January. Staff needs a selection committee comprised of agency and Board members and believe that a lot of economies can be attained by looking at what other committees are doing.

ACTION: MOTION: Director Rotkin SECOND: Director Gabriel

That the Board accept and file this report.

Motion passed with Director Fitzmaurice absent.

13. **DELETED**

14. **Consideration of Adoption of Equal Opportunity Plan for the Santa Cruz Metro Transit District**

Summary:

Paul Chandley discussed the updated Equal Employment Opportunity Plan. The District is required by FTA to submit an updated plan every three years. A new plan will be submitted by March 2000. The goal of the District's EEO Plan is to achieve a workforce that is representative of all occupational areas consistent with the protected classes in the workforce. The new plan will focus on the under-utilization of females in the skilled craft of management positions and service maintenance positions. Mr. Chandley commented that revised activity is provided in the add-on packet in which Staff is committing to contacting at least 50 community organizations to attain their assistance in the District outreach program. Staff recommends that the Board adopt the updated EEO Program.

Discussion:

Mr. Chandley explained that the term under-utilized refers to job categories in which the District is under represented in the local workforce. Director Rios inquired if the District workforce were asked if promotions and opportunities are available within the District, how would they respond? Mr. Chandley feels the District surpasses most public agencies in Santa Cruz County and stated that the challenge is that 65% of the work force is service maintenance, which is a traditionally male dominated occupation. There have been 34 appointments made in the last six months and one-half of these were from minority members. The staff report does not reflect these appointments. Cam Pierce expressed her appreciation to the District for making this a specific policy and hopes that the public will be made more aware of this. Director Rios asked why the appointment percentages for Blacks and Hispanics for the years 1993-1995 were so low. Mr. Chandley responded that these were lean years and staff was using recall lists to bring people back who had been laid off.

ACTION: MOTION: Director Rotkin SECOND: Director Beiers

That the Board adopt the updated EEO Program.

Motion passed with Director Fitzmaurice absent.

15. Consideration of Renewal of Employee Insurance Contracts

Summary:

Paul Chandley commented that both the Prudential employee dental plan and the UNUM long-term disability insurance contracts are expiring at the end of 1999. Staff recommends one-year extension renewals for both insurance plans even though there are significant increases in the rates. Staff will solicit other companies to give bids based on the RFP and will approach the Board to request authorization for Staff to cancel the existing contracts and award new contracts to the low bidders.

ACTION: MOTION: Director Rotkin SECOND: Director Hinkle

That the Board adopt Staff's recommendation for one-year extension renewals on the Prudential and UNUM contracts.

Motion passed with Director Fitzmaurice absent.

16. Consideration of Bid Award for Annual Purchase of Tires

Summary:

Mark Dorfman, Assistant General Manager, reported that this is the annual purchase of tires for the District and added that the estimated amount of the project is \$112,350. Staff is recommending the contract be awarded to the low bidder, Dixon & Son Tires of Watsonville.

The remaining companies were from San Jose, Salinas and Akron, Ohio. In the future, addresses will be shown on the bid tab.

Discussion:

Director Keogh expressed his concern about how low the Dixon & Son bid is. Mr. Dorfman responded that this is a very competitive number and that the District received a letter from Dixon and Son certifying that they are providing the model and specification tire Staff is requesting. Dixon & Son Tires is utilizing the State contract price and therefore, can offer these prices. However, staff will keep a close watch on this contract and if variances occur, Staff will ask that the contract be terminated.

ACTION: MOTION: Director Gabriel SECOND: Director Rotkin

That the Bid be awarded to Dixon & Son Tires for the annual purchase of tires.

Motion passed with Director Fitzmaurice absent.

17. DELETED

18. Nomination of Board of Director Officers for Year 2000

Summary:

Director Beautz commented that in the past the Personnel Committee nominated the Board of Director Officers. It is recommended that the nominating committee for next year be comprised of Director Keogh, Director Rotkin and Director Cavallaro.

ACTION: MOTION: Director Almquist SECOND: Director Rios

That the nominating committee for next year be comprised of Directors Keogh, Rotkin and Cavallaro.

Motion passed with Director Fitzmaurice absent.

ADJOURN

There being no further business, Chairperson Beautz adjourned the meeting at 10:45 a.m.

Respectfully submitted,



DALE CARR
Administrative Services Coordinator

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

Minutes- Board of Directors

December 10, 1999

The Regular Meeting of the Board of Directors of the Santa Cruz Metropolitan Transit District met on Friday, December 10, 1999, at the District Administrative Office, 370 Encinal Street, Santa Cruz, CA.

Chairperson Rotkin called the meeting to order at 8:35 a.m.

SECTION 1: OPEN SESSION

1. ROLL CALL:

DIRECTORS PRESENT

Bruce Arthur
Katherine Beiers
Bruce Gabriel
Michelle Hinkle
Mike Keogh
Mike Rotkin

DIRECTORS ABSENT

Jeff Almquist
Jan Beautz
Kenneth Burch
Bart Cavallaro
Tim Fitzmaurice
Oscar Rios

STAFFPRESENT

Bryant Baehr, Operations Manager
Paul Chandley, Human Resources Manager
Mark Dorfman, Assistant General Manager
Marilyn Fenn, Supervising Accountant
Margaret Gallagher, District Counsel

Terry Gale, MIS Manager
David Konno, Facilities Maint. Manager
LeAna Olson, H. R. Analyst
Elisabeth Ross, Finance Manager
Tom Stickel, Acting Fleet Maint. Manager
Leslie R. White, General Manager

2. ORAL AND WRITTEN COMMUNICATION REGARDING CLOSED SESSION

DIRECTOR FITZMAURICE ARRIVED AT 8:38 A.M.

3. ORAL AND WRITTEN COMMUNICATIONS

- a. City of Santa Cruz – Office of Mayor Beiers
RE: City Arts Commission/MetroBase

4. LABOR ORGANIZATION COMMUNICATIONS

None

5. METRO USERS GROUP (MUG) COMMUNICATIONS

None

6. METRO ACCESSIBLE SERVICES TRANSIT FORUM (MASTF) COMMUNICATIONS

None

7. ADDITIONAL DOCUMENTATION TO SUPPORT EXISTING AGENDA ITEMS

None

CONSENT AGENDA

8-1. APPROVE MINUTES OF SPECIAL BOARD OF DIRECTORS MEETING OF 11/12/99, REGULAR BOARD OF DIRECTORS MEETING OF 11/19/99, AND SPECIAL BOARD OF DIRECTORS MEETING OF 12/3/99;

The Minutes will be reviewed for approval at the Regular Board of Directors Meeting on 12/17/99. Scott Bugental of Lift Line commented on the Minutes that stated he never met with Director Gabriel regarding the issue of double charging for Dominican paratransit rides. Mr. Bugental commented that he had to leave after the Board meeting in question and apologized to Director Gabriel. Mr. Bugental and Director Gabriel agreed that they no longer need to meet on this issue.

8-2. ACCEPT AND FILE PRELIMINARY APPROVED CLAIMS;

DIRECTOR ALMQUIST ARRIVED AT 8:40 A.M.

8-3. ACCEPT AND FILE PASSENGER LIFT REPORTS FOR NOVEMBER 1999;

8-4. CONSIDERATION OF TORT CLAIMS: DENY THE CLAIMS OF: JAY REHOR; SHORA, STEVE CURTIS, REP.: STATE FARM INSURANCE FOR TEIXEIRA; JULIE WILLHITE; MELBA JOHNSON

Director Rotkin requested that the claims of Jay Rehor and Julie Willhite be agendaized under Closed Session for the Regular Board Meeting of 12/17/99.

8-5. ACCEPT AND FILE MINUTES OF MASTF COMMITTEE MEETING OF 11/18/99;

8-6. ACCEPT AND FILE MINUTES OF MUG COMMITTEE MEETING OF 11/17/99;

8-7. ACCEPT AND FILE MONTHLY BUDGET STATUS REPORT FOR OCTOBER 1999 AND APPROVE BUDGET TRANSFER;

8-8. ACCEPT AND FILE AUGUST STATUS REPORT ON HIGHWAY 17 EXPRESS BUS SERVICE FOR OCTOBER;

8-9. ACCEPT AND FILE REPORT ON ADA PARATRANSIT PROGRAM FOR SEPTEMBER;

Summary:

Les White reported on the re-certification process and that he is still receiving comments from the various advisory groups regarding their concerns. When these concerns are resolved, the RFP will go forward. Staff will return to the Board with the contract for implementation. Staff is working with Liz Sparks to communicate back to their clients that the rules have not changed. However, client status will be audited to ensure on-going eligibility. The audit will determine whether Food & Nutrition and sub-contractors (taxi companies) adhere to the guidelines they receive from District Staff. Les confirmed that regulations for eligibility are set by ADA.

Discussion:

Director Gabriel expressed concern regarding who certifies the eligibility lists. Mr. White responded that a third party certifier would be utilized to review the status of those on the list to determine if they still qualify for eligibility.

8-10. ACCEPT AND FILE QUARTERLY PERFORMANCE REPORT, FIRST QUARTER 99/00.

8-11. ACCEPT AND FILE QUARTERLY RIDERSHIP REPORT, FIRST QUARTER 99/00

8-12. CONSIDER AUTHORIZATION TO EXTEND THE DATES OF OPERATION FOR THE WATSONVILLE HOLIDAY SHUTTLE.

Summary:

At the Board Meeting of November 17, a Motion was approved for the District to operate the Watsonville Holiday Shuttle through December 26th. Bryant Baehr, Operations Manager, reported that the Watsonville City Council asked that the shuttle be extended through December 30th. The City of Watsonville will pay for the extension of transit service with no expenditures by the District.

8-13. CLARIFICATIONS REGARDING SCOPE OF WORK AND BUDGET FOR BUS REHABILITATION.

Summary:

Mark Dorfman, Assistant General Manager, reported that the first three (3) buses went to Michigan for rehabilitation after the last Board Meeting on November 17, 1999, when the bid was awarded. Staff is requesting approval to utilize funds in other areas of rehabilitation in the

event that certain repairs are not needed, such as replacing an entire floor when it is not necessary. If the District has credit in other areas, repairs may be made to other items in need.

REGULAR AGENDA

9. CONSIDER APPROVAL OF 2000 STATE AND FEDERAL LEGISLATIVE PROGRAM

Summary:

Les White reported that the Legislative Program for next year is the direction the Board provides to Staff and our contractors, Joshua Shaw in Sacramento, and Carolyn Chaney in Washington, DC, as far as what we would like to achieve in the second session of the 106th Congress and the 2nd session of the California State Legislature. Mr. White included the \$3.1 M earmark request for the 2001 Transit Appropriations Bill that will be considered by Congress in February '00 with a deadline for getting that passed being September 30, 2000. Also included is a repeat of last year's request to begin moving towards renovation and expansion of the Santa Cruz Metro Center. This project is estimated at \$5.2M; a portion of this is for acquisition of the Greyhound property adjacent to the Metro Center. Staff would ask the State for \$1 M in funding for the initial phase of property acquisition and conceptual design. The transit funding structure is anticipated to be discussed at both the State and Federal levels. A Transportation Financing Measure may be put forward next year in which general funds would be utilized rather than bonds. Staff would want to ensure that public transit financing is a part of that measure and anything that would reduce public financing in its current form is opposed. Staff also anticipates another measure in the form of either a minimum or maximum allocation to every State, or a measure seeking to enhance the funds going to Alabama and decrease the funds coming to California. Senator Shelby wants to limit California funding.

DIRECTOR BURCH ARRIVED AT 8:53 A.M.

Staff recommends both State and Federal Legislative Programs which are outlined as attachments to the Staff Report.

Discussion:

Director Rotkin commented that Staff should develop a clear and consistent way to get all the agencies which Board Members belong to involved in this process and to systematically target each jurisdiction in the County. Director Fitzmaurice inquired where the \$5.2M figures came from for the funding to expand the Metro Center. Les White reported that this is a 2-year old estimate. Funds in the amount of \$1 M would be acceptable this year for property acquisition and a refined design estimate. Les reported that Staff did not request a second tier level of earmark for bus acquisition since MetroBase is the Transit District's number one priority.

DIRECTORS BEAUTZ AND CAVALLARO ARRIVED AT 9:02 A.M.

Director Rotkin suggested that Staff develop a more aggressive strategy to have the local press run stories on the national transit picture and how we fit into it. Staff was directed to report to the Board in the next few months how this will be carried out in order to inform the public as to the

issues the District is facing. Scott Bugental reported that the Transportation Commission put on their Legislative Agenda to lobby State and Federal government to fund paratransit more aggressively and that we may want to consider including this. Director Rotkin requested that Mr. Bugental bring something in writing to the Board in terms of formal adoptions of a policy regarding advocacy for their consideration. Director Fitzmaurice stated that through a Legislative Program, he would like to encourage the District to work more closely with school districts in order to serve them more efficiently. Les White stated that this would be for the State Legislative Agenda as opposed to the Federal. The District would want to incorporate school transportation into its open door fixed route service. Legally, we cannot run "school only" trips. Ian McFadden, UTU Chairperson, commented that the District spends over \$50,000 on service to SLV High School and that regular passengers will not ride on a bus in which students ride. He stated that the Staff does not want massive amounts of students on regular buses as it would discourage ridership. Ian further stated that the biggest problem that they found with Scotts Valley High School is that they have different schedules on different days. SLV and Santa Cruz High Schools change their bell times without contacting the District. Lack of communication from the schools to the District is a big problem and Mr. McFadden encouraged communication with the school districts.

Jeff LeBlanc referred to Senator Shelby's assault on California transportation funds and asked how aggressively Staff is lobbying other California representatives, including the Republicans. Mr. White responded that Staff would be lobbying aggressively in the future.

Cam Pierce spoke regarding university bus service in which she had to board the bus 40-50 minutes early for her class at noon. Ms. Pierce and Bryant Baehr will discuss the specifics so a resolution can be found.

Director Fitzmaurice asked about the clean bus program and what Staff's assertions are. He was informed that Staff is asserting that it should be a choice at the State and local level whether the propulsion source is CNG, LNG or fuel cell. Diesel fuel is excluded.

Director Gabriel asked if bicycle lockers would be included in either the State or Federal Legislative Program. Les White commented that this could come from either State or Federal with a request for discretionary earmarked funds, however, with our request for MetroBase coming from discretionary funds, additions may send a mixed message on District priorities. There are, however, other funding sources for bike lockers, such as STP/CMAQ funding and possibly the TEA program.

Director Burch commented on the Proposition 12 bond measure for EPA and on educating the public regarding this. Les White stated that he could bring back a bullet item as No. 6 which would encourage us to interact with the members of the legislature to facilitate discussions regarding coordination between fixed route transit and school service. Director Rotkin asked that it be brought back as it may be an item of discussion for the meeting on December 17, 1999.

10. **CLARIFICATION OF BOARD ACTION REGARDING DISTRICT SHARE OF COSTS FOR FIRST NIGHT SANTA CRUZ**

Summary:

Mark Dorfman reported that First Night has offered \$4,500 for transit service. Staff has a bill of \$6,252 to cover the service we are projecting to operate. The Motion taken by the Board at the meeting of November 19th was to adopt the Staff recommendation of establishing additional transit service not to exceed \$6,252. The second issue was the ADA issue. First Night would be capped at \$6,252. Staff is suggesting that the First Night button be used for ADA rides for the same dollar fare as on the regular bus system. It will be made clear to First Night organizers that in future years they should work out a budget that covers the cost of the transit service needed. Director Cavallaro commented that the additional funding for the ADA transit service could be very high; the ADA service will be paid for by the District.

ACTION: MOTION: Director Beautz SECOND: Director Cavallaro

That the Board supports Staff's recommendation to establish additional transit services not to exceed \$6,252, that First Night will only pay \$4,500 for this service and that this is a one-time additional expenditure which will not set a precedent for the future.

The Motion passed unanimously with Director Rios absent.

Discussion:

Cam Pierce, member of the Logistics Committee for First Night, asked if there would be a committee to work with First Night in order to organize transportation needs for next year. The issues to be addressed next year are: 1) Not all transit riders on New Year's Eve are First Night attendees; 2) Supplemental service needs may be greater due to New Year's Eve falling on a weekend when transit service is less; 3) How many people does First Night feel they will draw and how many of these people would normally use transit.

11. **CONSIDERATION OF LEASE APPROVAL FOR METRO CENTER RESTAURANT SPACES**

Summary:

David Konno, Facilities and Maintenance Manager, reviewed the matrix of the proposals received from La Mission and Broken Egg Enterprises. There are minor changes but no major financial implications. There are, however, financial gains on one of the proposals.

Discussion:

Director Keogh asked about the rent fixtures and equipment. La Mission would like this equipment included in their monthly rent while Broken Egg Enterprises elected to rent the equipment and use it as part of their lease purchase at the end of two years. Therefore, for the first two years Broken Egg Enterprises will be paying \$3,000 a month.

12. **ACCEPT AND FILE STATUS REPORT ON PARATRANSIT COMPREHENSIVE OPERATIONAL AND FINANCIAL AUDIT**

Summary:

Bryant Baehr reported that Kim Chin expects to have a full scope of work for the Paratransit Comprehensive Operational and Financial Audit for Board review and recommendation at the January Board meeting. Mr. Chin is currently waiting for the last segment to come in. Mr. Baehr explained that the audit would cover from the moment Lift Line receives a call for service, how it is dispatched, and so on.

Discussion:

Jeff LeBlanc commented that MASTF members have expressed concerns over the sensitivity training issues regarding taxi drivers where the quality of care has been much less. MASTF would like to incorporate training elements within the development of the next contract with Lift Line and taxi companies. Mr. Dorfman stated that this is covered under No. 6 in the RFP – “On-going Training”. It was reported that Task 14 will consider recommendations and best practices. The consultant will make recommendations and inform Staff what the industry standard is. Mr. White stated that Staff would call out sensitivity training specifically in the RFP to show that this is a critical point. Scott Bugental expressed that Lift Line is already in the process of working with the taxi companies in order to bring up the quality of their service. Lift Line will renew their contracts with the taxi companies and will clarify with their subcontractors that the same level of training should be provided. Director Gabriel expressed concern about some of the expenses and commented that the audit will show where the money is going and how it is managed.

13. **CONSIDERATION OF REVISING BIKES INSIDE BUSES POLICY TO ADDRESS HIGHWAY 17 CONCERNS**

Summary:

Staff is recommending that the Board allow bicycle customers to place their bicycles inside the Highway 17 buses when the exterior bicycle rack is full.

Discussion:

Director Arthur asked if there are trailers available for buses, or a way to accommodate more bicycles on the exterior or the bus. Les White responded experiments have been made with rear-mounted bicycle racks and that generally those have failed. There is currently no commercial manufacturer that makes a trailer that can hook onto a bus. However, the University had constructed a trailer some time ago for the purpose of carrying bikes.

Bryant Baehr commented that Staff has been talking with Sport Works on different ideas. Wes Scott of UCSC was looking at the logistics of a bike trailer but he is still a year away from anything that will work. Director Burch commented that three trailers are being started up from Marcello's next month so apparently someone has figured out how to make this work.

Jeff LeBlanc reported that this issue was placed on MASTF's agenda as an emergency item, however, there was insufficient time for the committee to discuss it fully. The gentleman who brought this to the Board last month will attend the MASTF meeting this month to present his case for bikes on buses. Due to MASTF's anniversary/Christmas party and the inappropriateness of discussing this issue at that time, Mr. LeBlanc requested that this issue be continued for one month for Board consideration.

Director Beautz asked how much of a problem this has created on the Highway 17 service. Mr. Baehr has received approximately ten complaints since October 11. People are currently working their way around it. Director Cavallaro stated that he feels the complaints are not major, as he hasn't heard a complaint that a bike was taking up space when someone needed assistance.

ACTION: MOTION: Director Fitzmaurice SECOND: Director Hinkle

That this item is continued to the January meeting.

Motion was passed with Director Rios absent and Directors Gabriel and Cavallaro opposed. Director Beautz requested that Ian McFadden obtain input from the bus operators as to how controversial this issue is and directed Mr. McFadden to submit a written report to the Board for consideration at the January meeting.

14. Consideration of Adoption of Equal Opportunity Plan for the Santa Cruz Metro Transit District

Summary:

Paul Chandley, Human Resources Manager, reported that every three years the District is required to submit an updated Equal Opportunity Plan for review and approval as part of Federal funding requirements. The District has not matched all under-utilized occupational categories and will continue to focus on the under-utilization of females in skilled craft and management positions. Mr. Chandley's report does not include the 34 most recent appointments made in the last five months.

Discussion:

Director Rotkin requested that the report include how the District is conducting the outreach in order to fulfill the EEO requirements. Director Beiers asked if the District has a policy requiring employees to go through diversity and sexual harassment training and was informed that there is no District policy, however, supervisors do attend this type of training. At the request of Directors Fitzmaurice and Arthur, Les White reported that any reports of sexual harassment would be addressed in closed session.

15. Consideration of Renewal of Employee Insurance Contracts

Summary:

Paul Chandley reported that the District has two employer insurance programs up for renewal at the end of the year. Both programs have significant rate increases. Mr. Chandley worked with a broker to reduce these rates, however, to date, no reduction has been realized in either of these insurance programs. Both insurance programs have a 30-day cancellation clause. Staff will send out RFPs and if lower quotes are obtained, this issue will be brought back for Board consideration. Mr. Chandley presented slides showing cost and benefit comparisons with Santa Cruz County and Santa Cruz City employers. Regarding long-term disability, Mr. Chandley reported that the District currently has 15 open claims.

Discussion:

Ian McFadden stated that the District is seeing residual effects of many years of trading capital funds to upgrade buses for operating funds to keep the District afloat. Mr. McFadden urged that in the future when bus capital funds are reallocated, Staff should be aware that the wellness of bus operators is affected. He further noted that because technology in bus construction grows so much each year, the District needs to keep up with the new technology. Patti Korba, SEA President, inquired as to how this relates to other transit injuries and was informed that the number of injuries in the bus industry in general is very high. The District's workers' compensation cost is the same as the City's which is three time larger than our District.

Director Keogh left the meeting at 10:19 a.m.

16. Consideration of Bid Award for Annual Purchase of Tires

Summary:

Staff recommends that the Board authorize the General Manager to execute a contract with Dixon & Son Tires for the purchase of tires.

Discussion:

Director Beiers requested that addresses of the bidders be supplied in the Staff Report going forward. Mark Dorfman reported that Dixon and Son is the low bidder and they have confirmed in writing that they will deliver the specified tires.

17. Consideration of Award for Contract for Bus Inspection Services

Summary:

Mark Dorfman reported that at the last Board meeting a contract was awarded for rehabilitation of old buses. Staff previously attempted to obtain bus line inspection services, however, no bids were received due to the fact that vendors needed to know where the buses would be rehabilitated. Another bid was put forth and Staff received three proposals: McLean Consulting

of Michigan, Ryder/ATE out of Chicago, and Transit Maintenance Consultants of Ohio. Staff recommends that McLean Consulting be awarded the bid in the amount of \$41,190.00. Mr. Dorfman is requesting Board approval of this award today as three buses are already in the rehabilitation process.

ACTION: MOTION: Director Almquist SECOND: Director Beautz

That McLean Consulting be awarded the contract for bus inspection services.

The Motion passed unanimously with Directors Keogh and Rios absent.

18. Nomination of Board of Director Officers for Year 2000

Summary:

Director Beautz proposed that a nominating committee be appointed at the Board meeting of December 17, 1999.

ADJOURN

There being no further business, Chairperson Beautz adjourned the meeting at 10:26 a.m.

Respectfully submitted,



DALE CARR
Administrative Services Coordinator

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
CHECK JOURNAL DETAIL & CHECK NUMBER
ALL CHECKS FOR PACIFIC WESTERN BANK

DATE: 12/01/99 THRU 12/31/99

CHECK NUMBER	CHECK DATE	CHECK AMOUNT	VENDOR NAME	VENDOR TRANS. TYPE	TRANS. NUMBER	TRANSACTION DESCRIPTION	TRANSACTION AMOUNT	COMMENT
47610712	12/01/99	-50.00	FOTENAUROSE, TIM VOID CHECK # 47617	2731		VOID CHECK # 47617	-50.00	PRE-PAID
48162212	12/02/99	-50.00	FITZKUBROSE, TIM VOID CHECK # 48122	2732		VOID CHECK # 48122	-50.00	PRE-PAID
48224912	12/01/99	-52.02	CHIN, KIM VOID CHECK # 48224	2731		VOID CHECK # 48224	-52.02	PRE-PAID
50024912	12/01/99	-699.00	CITY OF SANTA MONICA VOID CHECK	2732		VOID CHECK	-699.00	PRE-PAID
50162	12/15/99	404.75	PACIFIC BELL/990	66985		PHONE - OPS NOV	14.85	
				66986		PHONE - OPS NOV	50.00	
				66987		66987	51.95	
				66988		PHONE - OPS NOV	51.95	
				66989		PHONE - OPS NOV	145.43	
				66990		PHONE - FLEET NOV	16.65	
50163	12/01/99	225.00	BION OPTICAL PLAN	67120		VISION INSURANCE	2,756.46	
50164	12/01/99	5,350.00	WESTERN MACHINERY LIMITED	66991		REV VEH PARTS 149	1,264.03	
				66992		REV VEH PARTS 75	1,256.31	
				66993		REV VEH PARTS 4	50.33	
				66994		REV VEH PARTS 212	3,597.37	
				66995		REV VEH PARTS 349	4,257.43	
				66996		REV VEH PARTS 160	2,265.44	
				66997		REV VEH PARTS 23	266.60	
50165	12/02/99	52.95	SAFEGUARD BUSINESS SYSTEM	66992		CASH REC LOG BOARD	52.95	
50166	12/01/99	313.43	CAPITOL CLUTCH AND SHRE, INC	66993		REV VEH PARTS	313.43	
50167	12/03/99	100.00	RICE, OSCAR	67122		NOV REIMBURSEMENT	100.00	
50168	12/03/99	1,067.36	BAY CITISS DIESEL ENG. (NO. ATX)	67000		OUT REPAIR REV VEH	1,067.36	
50169	12/03/99	7.95		67001		LONG DIST- ADMIN NOV	7.95	
50170	12/03/99	155.00	SANTA CRUZ SOCIETY FOR UNDM	67002		ANNUAL RENEWAL	155.00	
50171	12/03/99	17,070.29		67121		LONG TERM DISABILITY	17,070.29	
50172	12/03/99	50.00	CELENS, CATHERINE	67122		NOV REIMBURSEMENT	50.00	
50173	12/03/99	4,289.75	CTT HARTFORD	67003		LIFE I ADD INS.	4,289.75	
50174	12/03/99	177,547.24	FOOD & NUTRITION SERVICES, INC	67004		SEPT ADA TRANSPORT,	143,717.34	
				67005		DISPATCH FEE	33,830.00	
50175	12/03/99	45.82	TRAMPOLINE E PLAZA, INC	67016		REV VEH PARTS	45.82	
50176	12/03/99	100.00	DUP-EL, EARLE	67123		NOV REIMBURSEMENT	100.00	
50177	12/03/99	100.00	STYLL, MICHAEL	67129		NOV REIMBURSEMENT	100.00	
50178	12/03/99	395.00	TRANSFERRIBLE PRODUCTS	67017		OFFICE SUPPLY - OPS	394.78	
				67008		OFFICE SUPPLY - OPS	10.22	
50179	12/03/99	576.40	BAY COMMUNICATIONS	67009		SEPT/OCT BEAVIDE	576.40	
50180	12/03/99	500.00	SWRBS/5W FEES	67010		STORM WATER PERMIT	500.00	
50181	12/03/99	499.75	GLOBAL EQUIPMENT CO.	67124		FREIGHT COST	499.75	
50182	12/03/99	100.00	HINALE, MICHELLE	67124		NOV REIMBURSEMENT	100.00	
50183	12/03/99	105.70	SPORTSWEAR NORTHWEST, INC.	67011		REV VEH PARTS 3	105.70	
50184	12/03/99	38.46	LIBRARY OF COMPUTER AND	67012		OFFICE SUPPLY - MIS	38.46	
50185	12/03/99	1,516.11	TRANSIT RESOURCES, INC.	67013		REV VEH PARTS	744.47	
				67014		REV VEH PARTS	771.71	
50186	12/01/99	6,128.50	PRQMSA INC	67015		CONSULTING SERVICES	6,090.00	
				67016		CONSULTING SERVICES	3,038.50	
50187	12/02/99	914.84	22700	67017		PHOTO SUPPLIES-OPS	169.55	
				67018		FILM PROCESSING-OPS	745.29	

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
 CHECK JOURNAL DETAIL BY CHECK NUMBER
 ALL CHECKS FOR PACIFIC WESTERN BANK

(DATE 12/01/99 THRU 12/31/99)

CHECK NUMBER	CHECK DATE	CHECK AMOUNT	VENDOR NAME	VENDOR TRANS. TYPE	TRANS. NUMBER	TRANSACTION DESCRIPTION	TRANSACTION AMOUNT	COMMENT
					67019	FILM PROCESSING- OPS	4.44	
					67020	FILM PROCESSING- OPS	16.27	
50186	12/03/99	66.00	002075 TERMINIX INTERNATIONAL		67021	PEST CONTROL/RMO/NOV	66.00	
50189	12/03/99	94.00	002084 510 30L BOTTLED WATER, INC		67022	WATER - ADMIN	94.00	
50190	12/03/99	1,699.26	002136 COAST LOCK & SAFE INC		67022	INSTALL CYBER LOCK	1,699.26	
50191	12/03/99	50.00	002147 SERVICE, JAN		67021	NOV REIMBURSEMENT	50.00	
50192	12/03/99	0,268.87	002192 EAT EQUIPMENT & REPAIR		67024	OUT REPAIR, REV VEH	0,268.87	
50193	12/03/99	6,010.70	002267 CALIFORNIA BRVDE EMPLOYEE		67188	MEDICAL INSURANCE	6,010.70	
50194	12/03/99	306.92	002293 NORTHERN SAFETY CO., INC.		67025	SAFETY SUPPLIES 17	306.92	
50195	12/03/99	1,428.00	002330 TRANSPARENT GLASS COATINGS		67026	INSTALL WINDOW FILM	1,428.00	
50196	12/03/99	125.00	002350 MOBILE STORAGE GROUP, INC.		67027	EQUIPMENT RENTAL	125.00	
50197	12/03/99	159.32	002412 BODEN DETAIL CO., INC.		67028	PARTS/SUPPLIES	159.32	
50198	12/03/99	50.00	002452 ALBUQUISIT, JEFF		67019	NOV REIMBURSEMENT	50.00	
50199	12/03/99	2,259.25	002452 EASTERN JANITORIAL SUPPLY CO		67029	CUSTODIAL SUPPLIES	2,259.25	
50200	12/03/99	42.00	002567 DEPARTMENT OF JUSTICE		67030	FINGERPRINT FEES	42.00	
50201	12/03/99	456.39	002532 LEYMAR		67031	OFFICE SUPPLY - MGR	456.39	
50202	12/03/99	79.79	002509 CLEANSOURCE		67032	STREET BROOMS- FAC	79.79	
50203	12/03/99	7,202.70	002626 NELSON-SCARB		67032	BUS EVALUATION	7,202.70	
50204	12/03/99	78.82	002635 NEXTEL COMMUNICATIONS		67034	PHONE SERVICE	78.82	
					67035	CASE FOR PHONE	547.01	
50205	12/03/99	552.00	002641 ENTERTAINMENT PUBLICATIONS, INC		67036	ENTERTAINMENT BOOKS	552.00	
50206	12/03/99	122.19	002642 POST TOOL		67037	DRILL SET - FAC	122.19	
50207	12/03/99	507.60	002642 102 CAPITAL		67038	EQUIPMENT RENTAL	507.60	
50208	12/03/99	24.00	002644 MERRIS TRANSPORTATION		67039	SHUTTLE - 9, GABRIEL	24.00	
50209	12/03/99	80.00	002644 TRANSPORTATION SAFETY		67040	CLASS REGISTRATION	80.00	
50210	12/03/99	194.12	002647 CALIFORNIA LIGHTING CO, INC		67041	TRACK LIGHTING-OPS	194.12	
50211	12/03/99	200.00	002649 KING CRANE SERVICE, INC.		67042	CRANE RENTAL	200.00	
50212	12/03/99	299.00	002650 AIR FILTER CONTROL		67042	REPAIRS AND MAINT.	299.00	
50213	12/03/99	205.43	002652 THOMAS MAPS COMPANY		67044	LOANER MAPS 4	205.43	
50214	12/03/99	900.00	002653 TERRY HANDS 9440		67045	MUSIC- SCNTD HOLIDAY	900.00	
50215	12/03/99	1,092.00	002654 VNA OF SANTA CRUZ		67042	FLU IMMUNIZATIONS	1,092.00	
50216	12/03/99	1,309.00	002655 BEERS CANDY		67134	QUANTITY DISCOUNT	1,309.00	
50217	12/03/99	18.80	002658 SANTA CRUZ COUNTY PAR 15500		67032	SEMINAR	18.80	
50218	12/03/99	746.11	009 PACIFIC GAS & ELECTRIC		67047	10/11-11/10 KINGB VG	11.23	
					67048	10/11-10/10 KINGB VG	642.26	
					67049	10/11-10/10 KINGB VG	15.00	
					67050	10/12-11/15 PAUL BR	76.55	
50219	12/03/99	349.30	018 541 20 5-11-11 11-11-11		67051	RE-ALIGN BUS	349.30	
50220	12/03/99	403.17	050 407 530071 11-11-11		67052	FIRE ALARM-REIN/DEC	152.16	
					67053	FIRE ALARM/WTC/DEC	25.32	
					67054	FIRE ALARM/DUB/DEC	22.82	
					67055	FIRE ALARM/OPS/DEC	55.32	
					67056	FIRE ALARM/NOF/DEC	25.95	
					67057	FIRE ALARM/DEC	45.78	
					67058	FIRE ALARM/ECTI/DEC	22.35	
50221	12/03/99	1,790.32	023 411-11-11 11-11-11		67059	REV VEH PARTS	1,790.32	
50222	12/03/99	27.22	054 BLUEPRINT EXPRESS		67060	COPIES 24X36 - FAC	27.22	
50223	12/03/99	24.54	066 222 11-11-11 11-11-11		67061	TRAFFIC PAINT - RED	24.54	
50224	12/03/99	50.60	040 LEAD ARTS, INC.		67062	VINYL LETTERING	50.60	
50225	12/03/99	142.91	042 OROHARE SUPPLY HARDWARE		67063	PARTS & SUPPLIES-FAC	142.91	

DATE: 12/01/99 THRU 12/31/99

CHECK NUMBER	CHECK DATE	CHECK AMOUNT	VENDOR NAME	VENDOR TYPE	TRANS. NUMBER	TRANSACTION DESCRIPTION	TRANSACTION AMOUNT	COMMENT
50222	12/08/99	908.56	043 PALACE ART & OFFICE SUPPLY		67021	OFFICE SUPPLIES-ADMIN	99.95	
					67024	OFFICE SUPPLY - OFF	83.28	
					67025	OFFICE SUPPLY - FAC	49.88	
					67026	OFFICE SUPPLY - FLEET	150.81	
					67027	OFFICE SUPPLY - FLEET	89.18	
					67028	OFFICE SUPPLY - FIM	121.44	
					67029	OFFICE SUPPLY - FPC	159.35	
					67071	OFFICE SUPPLY - FIM	74.07	
50227	12/08/99	1,051.15	027 U.S. BANK		67071	4251-2400-0374-2697	166.75	
					67072	4251-2400-0354-7829	1,054.69	
50228	12/08/99	76.98	061 REGISTER PATRONIAN		67073	LEGAL ADVERTISING	76.98	
50229	12/08/99	100.00	064 KEOGH, MICHAEL		67027	NOV REIMBURSEMENT	100.00	
50230	12/08/99	100.00	070 CAVALLARO, BART		67023	NOV REIMBURSEMENT	100.00	
50231	12/08/99	115.83	074 KEMVILLE & SONS LOCKSMITH		67074	OUT REPAIR - EQUIPT	115.83	
50232	12/08/99	195.85	075 COAST PAPER & SUPPLY INC.		67075	CLEANING SUPPLY - FAC	195.85	
50233	12/08/99	60.00	076 ALBA-BREYER, CONSUERO		67076	TRANSLATION SERVICES	60.00	
50234	12/08/99	3,794.50	079 SANTA CRUZ MUNICIPAL UTILIT		67077	9/1-10/99 PACIFIC AV	48.49	
					67078	9/1-10/99 PACIFIC AV	3,614.87	
					67079	9/1-10/99 PACIFIC AV	107.54	
50235	12/08/99	32.87	105 SHIELDS, HARRIS & CO., INC.		67080	OFFICE SUPPLY - FLEET	52.87	
50236	12/08/99	67.35	115 SNAP-ON TOOLS CORPORATION		67031	TOOLS - FLEET	67.35	
50237	12/08/99	77.25	121 WATSONVILLE CITY WATER DEPT.		67082	9/9-11/91 SAKATA LANE	12.00	
					67083	10/1-11/91 SAKATA LN	65.43	
50238	12/08/99	2,264.52	143 SE MANUFACTURING CORP		67084	REV VEH PARTS	1,166.72	
					67085	VEH CLEANING SUPPLY	699.84	
50239	12/08/99	108.00	156 PRINT GALLERY, THE		67026	PRINTING - OFF	108.00	
50240	12/08/99	1,213.54	161 OCEAN CHEVROLET INC		67087	OUT REPAIR-OTHER VEH	1,213.54	
50241	12/08/99	206.32	173 CHOWN TOOL AND SUPPLY INC.		67089	PARTS & SUPPLIES	206.32	
50242	12/08/99	386.54	152 WILSON, GEORGE H., INC.		67090	PLUMBING SUPPLY - FAC	386.54	
50243	12/08/99	194.40	187 FOUR RADIATOR SERVICE INC		67091	OUT REPAIR REV VEH	194.40	
50244	12/08/99	15,913.50	152 ALWAYS UNDER PRESSURE		67092	PARTS WASHER	15,913.50	
50245	12/08/99	3,127.55	178 NEOPART		67093	REV VEH PARTS	26.68	
					67094	CYLINDER LIFT - FLEET	904.82	
					67095	REV VEH PARTS - FLEET	219.79	
					67096	REV VEH PARTS	916.85	
50246	12/08/99	30,200.00	151 ACTION BROADCASTING SERVICES		67097	BLOOD DONATION CAMP	1,233.00	
50247	12/08/99	77,000.00	140 MOBLEY PROPERTY MAINT. SERV.		67098	OUT SVCS SVCS/ADM	2,722.50	
50248	12/08/99	100.00	194 FITZMAURICE, TIM		67024	NOV REIMBURSEMENT	100.00	
50249	12/08/99	555.20	031 BOWMAN DISTRIBUTION		67099	PARTS & SUPPLIES	555.20	
50250	12/08/99	100.00	022 ARTHUR, BRUCE		67100	NOV REIMBURSEMENT	100.00	
50251	12/08/99	99.40	027 MISSION PRINTERS		67101	PRINTING - LEGAL	99.40	
50252	12/08/99	393.00	071 CARLSON, BRENT D., M.D., INC.		67101	DRUG TESTING SERVICE	393.00	
50253	12/08/99	1,768.50	014 BODWIN, BILLY		67102	PROFESSIONAL SVCS	1,768.50	
50254	12/08/99	1,453.50	012 DE ASSOCIATES		67103	PROFESSIONAL SVCS	1,453.50	
50255	12/08/99	2,674.04	015 QUALITY AUTOMOTIVE		67104	OUT REPAIR OTHER VEH	1,284.04	
					67105	OUT REPAIR OTHER VEH	995.26	
					67106	OUT REPAIR OTHER VEH	382.50	
					67107	OUT REPAIR OTHER VEH	811.87	
					67108	OUT REPAIR OTHER VEH	450.99	
					67109	OUT REPAIR OTHER VEH	1,030.25	

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
 CHECK JOURNAL DETAIL BY CHECK NUMBER
 ALL CHECKS FOR PACIFIC WESTERN BANK

DATE: 12/01/99 THRU 12/31/99

CHECK NUMBER	CHECK DATE	CHECK AMOUNT	CHECK NUMBER	VENDOR NAME	VENDOR TYPE	TRANS. NUMBER	TRANSACTION DESCRIPTION	TRANSACTION AMOUNT	COMMENT
50256	12/03/99	121,169.11	518	PUBLIC EMPLOYEES			MEDICAL INSURANCE	121,169.11	
50257	12/03/99	500.58	546	SEALITE ROCK COMPANY		67111	CALLING METHO CENTR	500.58	
50258	12/03/99	939.00	575	JAGUAR OF CALIFORNIA		67	REPAIRS & MAINT -FAC	939.00	
50259	12/03/99	31,429.19	688	PRUDENTIAL HEALTHCARE		67112	DENTAL INSURANCE	31,429.19	
50260	12/03/99	58.50	667	CITY OF SCOTTS VALLEY		67112	110-1626-00-00	58.50	
50261	12/03/99	36.00	8902	STICKEL, TOM			DMV FEE -8 BUSES	36.00	
50262	12/03/99	25.54	8181	HOLLNER, THOMAS		67114	TRAVEL EXPENSES	25.54	
50263	12/03/99	38.08	8151	CHIA, KIM		67141	FE-ISSUE CHECK 49326	38.08	
50264	12/03/99	34.00	2269	CHESA, ROBERTO		67115	DMV FEES	34.00	
50265	12/03/99	318.14	8382	GALE, TERRY		67116	TRAVEL EXPENSES	318.14	
50266	12/03/99	700.00	6404	WILSON, BONNIE		67117	WINTER BID CHANGE	700.00	
50267	12/03/99	178.46	8313	FEETLER WHEELCHAIR SERVICES		67118	MICROWAVE-OPENER LUG CLAIM (C. ADAMS)	178.46	
50268	12/03/99	1,258.78	001117	MCDERICH PARTNERSHIP, LP, THE		67145	RENT-CAPITOLA BLDG	1,258.78	
50269	12/03/99	900.00	001687	HUMPHREY, YVONNE A.		67144	RENT-HERNOM ST LOT	900.00	
50270	12/03/99	26,153.31	002116	HIGSHAW, EDWARD J BARBARA		67146	RENT- 370 ENCINAL ST	26,153.31	
50271	12/03/99	5,120.58	002117	JULIANO, NICK		67142	RENT- 120 DUBOIS	5,120.58	
50272	12/03/99	1,520.00	002610	FREESTON ELECTRONICS CORP.		67147	RENT- 111 DUBOIS	1,520.00	
50273	12/03/99	339.81	002659	NETEL COMMUNICATIONS		67143	RENT - 275 ENCINAL	339.81	
50274	12/03/99	240.00	002659	NETEL WEEKDAY ACCESSORIES		67147	PHONE SERVICE	240.00	
50275	12/03/99	1,400.00	110	TRANSWART		67150	COPE FOR 1500 PLUS	1,400.00	
50276	12/14/99	5,277.99	002659	HOLIDAY INN HOLIDAY PARTY		67222	CUSTODIAN SERVICES	5,277.99	MANUAL
50277	12/17/99	66.91	001	PACIFIC BELL/SBC		67154	PHONE - FLEET	66.91	
						67155	PHONE - HRD	19.91	
						67156	PHONE -	50.09	
50278	12/17/99	41.50	001026	EMED COMPANY		67157	TWO PARKING" SIGNS	41.50	
50279	12/17/99	5,898.14	001053	NEW FLYER INDUSTRIES LIMITED		67158	REV VEH PARTS 384	4,802.82	
						67159	REV VEH PARTS 87	1,095.32	
50280	12/17/99	27,515.59	001177	ROSS'S TIRE AND AUTO SERVICE		67160	TIRES & TUBES FLEET	27,515.59	
50281	12/17/99	1,500.00	001350	DOMINICAN HOSPITAL OF S C		67161	PRE-EMPLOYMENT ASMT	1,500.00	
50282	12/17/99	432.00	001262	4880TT STREET RADIATOR		67162	OUT REPAIR REV VEH	432.00	
50283	12/17/99	68.95	001815	WASTE MANAGEMENT OF S C		67163	NON SERVICE/MAINTS VC	68.95	
50284	12/17/99	72,899.09	001316	DEVCO SOL		67164	FUELS & LUBRICANTS	72,899.09	
50285	12/17/99	336.00	001346	CITY OF SANTA CRUZ		67165	PARKING PERMITS	336.00	
50286	12/17/99	290.99	001365	BOATWICK, ROBERT S. C ASSOC.		67166	ROOF SVCS/CLIMBE MNG	290.99	
50287	12/17/99	687.81	001279	SAFETY-HLESH CORP		67167	HAZ WASTE DISP	687.81	
50288	12/17/99	239.91	001491	TRI-COUNTY FIRE PROTECTION INC		67168	OUT REPAIR BLIB/EGRT	239.91	
50289	12/17/99	8,413.31	001575	SCOTT P.L., ROBERT W.		67169	NOVEMBER SERVICES	8,413.31	
50290	12/17/99	5,032.00	001774	PIRK SOLUTIONS, INC.		67170	WORKERS COMP SVC FEE	5,032.00	
50291	12/17/99	3,247.50	001813	GARDEN STATE INTERNATIONAL		67171	OUT REPAIR REV VEH	3,247.50	
50292	12/17/99	455.00	001920	STATE BAR OF CALIFORNIA		67172	MEMBERSHIP FEE 2000	455.00	
50293	12/17/99	256.17	001936	WORLDWIDE TECHNOLOGIES, INC.		67173	LONG DISTANCE	256.17	
50294	12/17/99	100.00	001945	SANTA CRUZ COUNTY BAR ASSN		67174	MEMBERSHIP FEE 2000	100.00	
50295	12/17/99	5,695.86	001951	CROSSROADS TEMPORARY PERSONNEL		67175	TEMPS W/E 11-14 & 21	1,305.26	
						67176	TEMPS W/E 11/21	470.40	
						67177	TEMPS W/E 11-07 & 14	1,225.72	
						67178	TEMPS W/E 11/7	1,267.60	
						67179	TEMPS W/E 11/7	926.88	

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
 CHECK JOURNAL DETAIL BY CHECK NUMBER
 ALL CHECKS FOR PACIFIC WESTERN BANK

DATE 12/01/99 THRU 12/31/99

CHECK NUMBER	CHECK DATE	CHECK AMOUNT	VENDOR NAME	VENDOR TRF. TYPE	TRF. NUMBER	TRANSACTION DESCRIPTION	TRANSACTION AMOUNT	COMMENT
50296	12/17/99	360.76	STAMPA J WILLIAMS		67180	CONSULTING SVCS	360.76	
50297	12/17/99	332.85	QUB LLC		67181	HEPA FILTER - OPE	148.84	
					67182	FILM PROCESSING-OPE	40.91	
					67183	PHOTO PROCESSING-OPE	4.78	
					67184	FILM PROCESSING-OPE	7.24	
					67185	35MM CAMERA	136.97	
50298	12/17/99	52.50	AIG SUP BOTTLED WATER, INC		67186	WATER - METRO CENTER	52.50	
50299	12/17/99	3,141.88	HINSHAW, EDWARD J BARBARA		67187	LANDSCAPE/UTILIT/PTY	3,141.88	
50300	12/17/99	505.00	TECHO NETWORKS, INC.		67188	CENTREX LINE	505.00	
50301	12/17/99	413.54	STAPLES CREDIT PLAN		67189	OFFICE SUPPLY - M/C	165.01	
					67190	OFFICE SUPPLY- M/C	86.89	
					67191	OFFICE SUPPLY - M/C	142.14	
50302	12/17/99	26.08	BOUNDO AFFAIR BOOKS		67192	GUIDE TO OGBA-1999	26.08	
50303	12/17/99	1,250.00	BERBER, ERAN J YODER		67193	LEGISLATIVE REP	1,250.00	
50304	12/17/99	275.00	SOOTI, CELIA		67194	PROP SVCS/METROBASE	275.00	
50305	12/17/99	1,250.00	CHANEY, CAROLYN S ASSOC., INC		67195	PROP SERVICES	1,250.00	
50306	12/17/99	24.47	SIG O TIPS		67196	TIPES & TUBES	24.47	
50307	12/17/99	125.98	4 BETTER BEEP		67197	DECEMBER PAPERS	125.98	
50308	12/17/99	130,634.75	STATE OF CALIFORNIA		67198	SETTLEMENT AGREEMENT	130,634.75	
50309	12/17/99	520.00	SOLAR DESIGN		67199	DEC/NOV LANDSCAPE	520.00	
50310	12/17/99	44.48	CLEANSOURCE		67200	CUSTODIAL SUPPLIES	47.48	
					67201	CUSTODIAL SUPPLIES	47.48	
50311	12/17/99	246.75	CDM GOVERNMENT, INC.		67202	OFFICE SUPPLY- M/C	246.75	
50312	12/17/99	320.00	FITNEY WORKS		67203	POSTAGE - M/C	320.00	
50313	12/17/99	644.87	HEYTEL COMMUNICATIONS		67204	MONTHLY SVC CHARGES	644.87	
50314	12/17/99	433.60	EXHIBTE CORPORATION		67205	REPAIR TAPE DRIVE	433.60	
50315	12/17/99	2,250.00	SAGACITY PROJECTS, INC.		67206	PROFESSIONAL FECH	2,250.00	
50316	12/17/99	100.71	NORTHERN TOOL & EQUIPMENT CO.		67207	SMALL TOOLS - SAC	100.71	
50317	12/17/99	1,952.00	SURE SOFTWARE LLC		67208	PROP/TECH SERVICES	1,952.00	
50318	12/17/99	307.20	SHERATON AT FISHERMAN'S WHARF		67209	ROOM FOR TOM HILTNER	307.20	
50319	12/17/99	1,243.20	LOEWS		67210	LEB WHITE/M.DORFMAN	1,243.20	
50320	12/17/99	7.00	CENTRAL FIRE PROTECTION DIST.		67211	REPORT# 99-016355	7.00	
50321	12/17/99	1,366.59	NETWORK ASSOCIATES, INC.		67212	WIRUB DEFENSE SUITE	1,366.59	
50322	12/17/99	293.00	RUTGERS UNIVERSITY - NTU		67213	TRANSIT WORKSHOP	293.00	
50323	12/17/99	286.10	UNITED PARCEL SERVICE		67214	FREIGHT OUT	286.10	
50325	12/17/99	3,996.92	PACIFIC GAS & ELECTRIC		67215	GOLF CLUB 11/1-12/2	1,072.42	
					67216	GOLF CLUB 11/1-12/2	446.00	
					67217	1200 RIVER 11/1-12/2	1,038.93	
					67218	ENCINAL 11/1-12/2	353.61	
					67219	111 DUBOIS 11/1-12/2	426.71	
					67220	111 DUBOIS 11/1-12/2	940.81	
					67221	SANATA 10/29-11/22	12.42	
					67222	PERCH 07/19/99-12/1	62.46	
					67223	RODRIGO 10/29-12/1	122.69	
					67224	RODRIGO 10/29-12/1	1,009.10	
					67225	ENCINAL 11/01-12/2	1,166.07	
					67226	PACIFIC 11/04-12/7	13.60	
					67227	PACIFIC 11/04-12/7	12.45	
					67228	PACIFIC 11/04-12/7	672.77	

CHECK JOURNAL DETAIL BY CHECK NUMBER

ALL CHECKS FOR PACIFIC WESTERN BANK

DATE: 12/01/99 THRU 12/31/99

CHECK NUMBER	DATE	CHECK NUMBER	ENDORSEMENT	AMOUNT	CHECK TYPE	ACCOUNT NUMBER	TRANSACTION DESCRIPTION	AMOUNT	COMMENT
50255	12/17/99	50255	566 71 44		67259	67259	ADVERTISING	1,075.98	
50256	12/17/99	50256	566 71 44		67259	67259	PRINTING & UTI MGL	2,948.46	
50257	12/17/99	50257	566 71 44		67259	67259	PLUMBING SUPPLY- F&O	61.00	
50258	12/17/99	50258	566 71 44		67259	67259	PARTS & SUPPLIES	302.12	
50259	12/17/99	50259	566 71 44		67259	67259	PARTS & SUPPLIES	60.50	
50260	12/17/99	50260	566 71 44		67259	67259	FUELS & LUBRICANTS	1,117.15	
50261	12/17/99	50261	566 71 44		67259	67259	EQUIPMENT RENT	150.00	
50262	12/17/99	50262	566 71 44		67259	67259	REIMBURSE CHARGES	50.00	
50263	12/17/99	50263	566 71 44		67259	67259	REIMBURSE FEES	50.00	
50264	12/17/99	50264	566 71 44		67259	67259	EQUIPMENT RENTAL	255.50	
50265	12/17/99	50265	566 71 44		67259	67259	RENTAL SPACE	195.00	
50266	12/17/99	50266	566 71 44		67259	67259	PARTITION CONNECTORS	38.88	
50267	12/17/99	50267	566 71 44		67259	67259	PARTS & SUPPLIES	952.51	
50268	12/17/99	50268	566 71 44		67259	67259	MEMBERSHIP DUES	985.00	
50269	12/17/99	50269	566 71 44		67259	67259	REV VEH PARTS	257.81	
50270	12/17/99	50270	566 71 44		67259	67259	PROP SERVICES/CLAIMS	249.60	
50271	12/17/99	50271	566 71 44		67259	67259	REV VEH PARTS	27.80	
50272	12/17/99	50272	566 71 44		67259	67259	REV VEH PARTS	199.80	
50273	12/17/99	50273	566 71 44		67259	67259	REV VEH PARTS	611.15	
50274	12/17/99	50274	566 71 44		67259	67259	REV VEH PARTS	3,040.80	
50275	12/17/99	50275	566 71 44		67259	67259	APTA SEMINAR	1,050.00	
50276	12/17/99	50276	566 71 44		67259	67259	LEGAL AFFAIRS SEMINA	275.00	
50277	12/17/99	50277	566 71 44		67259	67259	CLEANING SUPPLIES	668.96	
50278	12/17/99	50278	566 71 44		67259	67259	PARTS & SUPPLIES	522.87	
50279	12/17/99	50279	566 71 44		67259	67259	REPLENISH FIFTY CASH	147.94	
50280	12/17/99	50280	566 71 44		67259	67259	PLUMBING SUPPLIES	86.12	
50281	12/17/99	50281	566 71 44		67259	67259	REV VEH PARTS	257.70	
50282	12/17/99	50282	566 71 44		67259	67259	REIMBURSE TRAVEL EXP	32.07	
50283	12/17/99	50283	566 71 44		67259	67259	REIMBURSE DMV FEES	10.00	
50284	12/17/99	50284	566 71 44		67259	67259	REIMBURSE DMV FEES	10.00	
50285	12/17/99	50285	566 71 44		67259	67259	REIMBURSE DMV FEES	34.00	
50286	12/17/99	50286	566 71 44		67259	67259	REIMBURSE DMV FEES	34.00	
50287	12/17/99	50287	566 71 44		67259	67259	REIMBURSE DMV FEES	34.00	
50288	12/17/99	50288	566 71 44		67259	67259	REIMBURSE DMV FEES	34.00	
50289	12/17/99	50289	566 71 44		67259	67259	REIMBURSE DMV FEES	34.00	
50290	12/17/99	50290	566 71 44		67259	67259	REIMBURSE DMV FEES	34.00	
50291	12/17/99	50291	566 71 44		67259	67259	REIMBURSE DMV FEES	34.00	
50292	12/17/99	50292	566 71 44		67259	67259	REIMBURSE DMV FEES	34.00	
50293	12/17/99	50293	566 71 44		67259	67259	REIMBURSE DMV FEES	34.00	
50294	12/17/99	50294	566 71 44		67259	67259	REIMBURSE DMV FEES	34.00	
50295	12/17/99	50295	566 71 44		67259	67259	REIMBURSE DMV FEES	34.00	
50296	12/17/99	50296	566 71 44		67259	67259	REIMBURSE DMV FEES	34.00	
50297	12/17/99	50297	566 71 44		67259	67259	SUMMARY PHONE BILL	3,014.61	
50298	12/17/99	50298	566 71 44		67259	67259	REV VEH PARTS 2497	2,497.47	
50299	12/17/99	50299	566 71 44		67259	67259	REV VEH PARTS 322	321.54	
50300	12/17/99	50300	566 71 44		67259	67259	REV VEH PARTS 425	425.10	
50301	12/17/99	50301	566 71 44		67259	67259	REV VEH PARTS 449	446.66	
50302	12/17/99	50302	566 71 44		67259	67259	REV VEH PARTS 25	25.32	
50303	12/17/99	50303	566 71 44		67259	67259	REV VEH PARTS 2040	2,040.34	
50304	12/17/99	50304	566 71 44		67259	67259	RENT-CAPITOLA MALL	1,272.22	

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
 CHECK JOURNAL DETAILS BY CHECK NUMBER
 ALL CHECKS FOR PACIFIC WESTERN BANK

DATE: 12/01/99 THRU 12/31/99

CHECK NUMBER	CHECK DATE	CHECK AMOUNT	VENDOR NAME	VENDOR TRANS. TYPE	TRANSACTION DESCRIPTION	TRANSACTION AMOUNT	COMMENT
50401	12/30/99	50.00	RODE, OSCAR	67447	DECEMBER MEETINGS	50.00	
50402	12/30/99	384.00	E E PAPER	67338	HAD WASTE DISPOSAL	384.00	
50403	12/30/99	100.00	BEYERS, KATHERINE	67441	DECEMBER MEETINGS	100.00	
50404	12/30/99	84.61	MARFACON & BONINI, INC.	67336	MECHANICAL SUPPLIES	84.61	
50405	12/30/99	347.84	FOVALLEY & STEIN, INC.	67334	TRAFFIC PAINT- FRO	347.84	
50406	12/30/99	33,930.00	FOOD & HOTEL TOUR SERVICES INC	67335	DISPATCH FEE	33,930.00	
50407	12/30/99	40,951.79		67336	ADA TRANSPORTATION	40,951.79	
50408	12/30/99	46.90	NATIONAL INFORMATION DATA CTR	67337	CIF CODE DIRECTORY	46.90	
50409	12/30/99	100.00	SABRIS, DUB	67444	DECEMBER MEETINGS	100.00	
50410	12/30/99	100.00	FLYNN, MARCEL	67445	DECEMBER MEETINGS	100.00	
50411	12/30/99	900.00	ALPHEEY, YVONNE A	67333	RENT VERNON ST LDG	900.00	
50412	12/30/99	100.00	MCNALLY, MARCOLE	67446	DECEMBER MEETINGS	100.00	
50413	12/30/99	6,788.13	TAZARD PRINTING INC	67339	PRINTING C/S	6,788.13	
50414	12/30/99	1,550.40	CRUISER/408 TEMPORARY PERSONNEL	67340	TEMP HELP W/E 11-14	1,550.40	
50415	12/30/99	673.00		67341	TEMP HELP W/E 12-12	673.00	
50416	12/30/99	388.95	TRANSIT RESOURCES, INC.	67342	REV VEH PARTS	388.95	
50417	12/30/99	314.48		67343	REV VEH PARTS	314.48	
50418	12/30/99	71.70		67344	PHOTO PROCESSING	71.70	
50419	12/30/99	9.28		67345	PHOTO PROCESSING	9.28	
50420	12/30/99	148.43		67346	EMPLOYEE INCENTIVE	148.43	
50421	12/30/99	94.00	ENCLOSURE/LETTER WATERMARK	67447	WATER - ADMIN BLDG	94.00	
50422	12/30/99	20,331.81	HINDSHAW, EDWARD BARBARA	67347	RENT 375 ENDINAL	20,331.81	
50423	12/30/99	5,551.70		67348	RENT 100 DUBOIS	5,551.70	
50424	12/30/99	3,124.82		67349	RENT 111 DUBOIS	3,124.82	
50425	12/30/99	1,825.01		67350	TREE TRIM-METRO CNTR	1,825.01	
50426	12/30/99	1,910.00		67351	TREE TRIM-SCM	1,910.00	
50427	12/30/99	100.00	SEALIZ, JAY	67440	DECEMBER MEETINGS	100.00	
50428	12/30/99	5,000.00	FRANK THORNTON LLP	67352	ADDD & AUDIT FEES	5,000.00	
50429	12/30/99	113.50	THORNTON LLP	67353	SEBB-300190-2708	113.50	
50430	12/30/99	615.66	BULLITT H. COMPANY	67354	MACHINERY & EQUIPT	615.66	
50431	12/30/99	1,651.66	BATTERIES PLUS	67355	PARTS & SUPPLIES	1,651.66	
50432	12/30/99	2,000.00	MILLER-KIT PAVLICHAK, JIM M.D.	67356	APPRAISAL REPORT	2,000.00	
50433	12/30/99	185.00	MUSCLE SHAFER EQUIPMENT CO.	67357	EQUIPT RENTAL-FLEET	185.00	
50434	12/30/99	98.79	BORGAN JOHN COMPANY	67358	PARTS & SUPPLIES	98.79	
50435	12/30/99	41.87	SETON IDENTIFICATION PRODUCTS	67359	ENGRAVE NAME PLATES	41.87	
50436	12/30/99	100.00	ALMO, JEFF REE	67438	DECEMBER MEETINGS	100.00	
50437	12/30/99	28.81	P.O. KASANDRA	67360	WASTE - SUPPLIES	28.81	
50438	12/30/99	1,580.00	PERFECTION COPY/REPRODUCTION	67361	RENT- 375 ENDINAL	1,580.00	
50439	12/30/99	15,687.05	WELSONMAN, GERALD	67362	PROP TECH BUS EVAL	15,687.05	
50440	12/30/99	169.90	LOW EQUIPMENT, INC.	67363	OFFICE SUPPLIES LTD	169.90	
50441	12/30/99	92.79	NETEL NEXTDAY ACCESSORIES	67364	BATTERIES -RADIO	92.79	
50442	12/30/99	130.00	PATYERS OF UNIVERSITY - NT	67365	PRE-NORASHOP SEMINAR	130.00	
50443	12/30/99	645.83	QUALCOMM INC OPERATED	67366	OFFICE SUPPLIES -MIS	645.83	
50444	12/30/99	66.92	CHIDEBROOK CORPORATION	67367	OFFICE SUPPLIES-MIS	66.92	
50445	12/30/99	2,574.16	PAN-PANOC	67368	FAX MACHINES- ADMIN	2,574.16	
50446	12/30/99	276.25	ALAMEDA, MARGARET A.	67369	NO PAINT COLORS PROJ	276.25	
50447	12/30/99	75.00	WEST COAST MEDIANET	67370	PR NEWSLETTER - C/S	75.00	
50448	12/30/99	2,882.57	THIN CLIENT COMPUTING	67372	OFFICE SUPPLIES	2,882.57	
50449	12/30/99	75.00	SANTOR, MRS. COMPANY	67370	QUOTIDIAN SUPPLIES	75.00	
50450	12/30/99	3,770.00	AMERICAN RELIABLE INSURANCE CO	67450	FLOOD INSURANCE	3,770.00	

DATE: 12/01/99 THRU 12/31/99

CHECK NUMBER	CHECK DATE	CHECK AMOUNT	VENDOR NAME	VENDOR TYPE	TRANS. NUMBER	TRANSACTION DESCRIPTION	TRANSACTION AMOUNT	COMMENT
50443	12/01/99	744.27	PACIFIC GAS & ELECTRIC		67875	11/10-12/10 KINGS VL	261.76	
					67876	11/10-12/10 KINGS VB	11.23	
					67875	11/10-12/10 KINGS VB	105.02	
					67876	11/10-12/10 PAUL BWT	51.33	
					67877	11/30-12/30 NAT GAS	34.36	
50444	12/01/99	1,798.81	UNIVERSAL QUACK PARTS		67878	REV VEH PARTS- FLEET	398.37	
					67879	REV VEH PARTS- FLEET	602.11	
					67880	REV VEH PARTS- FLEET	301.33	
50445	12/01/99	2,988.99	PACIFIC TRUCK PARTS, INC.		67881	PARTS & SUPPLIES	2,388.46	
50446	12/01/99	10.00	SANTA CRUZ LOCAL		67882	EMPLOYEE INCENTIVE	68.67	
50447	12/01/99	1,361.92	MARKER TAC		67883	EMP BUS STICKERS	68.64	
					67884	PRINTING - ADMIN	775.49	
					67885	PRINTING - ADMIN	34.01	
					67886	PRINTING - ADMIN	79.39	
50448	12/01/99	895.44	PAUL-DEKORTE OFFICE SUPPLY		67887	OFFICE SUPPLIES-RR	279.39	
					67888	OFFICE SUPPLY-FLEET	178.45	
					67889	OFFICE SUPPLY - OPS	340.60	
50449	12/01/99	196.88	FITNEY BOWEN INC.		67890	EQUIPT RENTAL-OPS	342.66	
50450	12/01/99	1,520.15	U.S. BANK		67451	4251-2400-0554-2229	344.71	
					67452	4251-2400-0574-2297	670.31	
50451	12/30/99	100.00	KEDER, MICHAEL		67446	DECEMBER MEETINGS	100.00	
50452	12/30/99	100.00	PREMIER COMPUTER SERVICES		67891	REPAIR PRINTER-MIS	100.00	
50453	12/30/99	58.00	ROTO-ROOTER SEWER/PLUMBING		67892	OUT REPAIR - FAC	58.00	
50454	12/30/99	100.00	CAVALLARO, BART		67442	DECEMBER MEETINGS	100.00	
50455	12/30/99	88.78	HEWVILLE & SONS LOCKSMITH		67893	#7 MASTER PADLOCKS	88.78	
50456	12/30/99	118.50	ALBA-SPEYER, CONQUERO		67894	PROF/TECH SERVICES	118.50	
50457	12/30/99	117.12	THYSEN LOWER ELEVATOR		67895	ELEVATOR OMC DEC	117.12	
50458	12/30/99	261.80	RECOGNITION SERVICES LTD.		67896	EMPLOYEE INCENTIVE	261.80	
50459	12/30/99	8.00	SANTA CRUZ SAW WORKS		67897	OUT REPAIR EQUIPT	8.00	
50460	12/30/99	1,400.00	TRANSNART		67898	CUSTODIAN SVCS	1,400.00	
50461	12/30/99	1,204.07	GILLIS CORPORATION		67899	REV VEH PARTS -FLEET	313.95	
					67400	REV VEH PARTS-FLEET	890.11	
50462	12/30/99	2,421.62	OFFICE DYNAMICS INC.		67401	DEVELOPER-COPY MACH	21.50	
50463	12/30/99	1,199.22	SOMD BETTY OPER - OPS		67402	REIMBURSE BETTY WASH	150.99	
50464	12/30/99	77.98	WATSONVILLE CITY WATER DEPT		67403	11/01-12/02 BAKATA	65.96	
					67404	11/01-12/01 BAKATA	12.00	
50465	12/30/99	4,073.77	MOBILE RADIO ENGINEERS		67405	RELOCATE PLUS MODULE	95.00	
					67406	MACHINERY & EQUIPT	2,398.00	
					67407	DECEMBER BILLING	1,828.00	
					67408	INSTALL FACID- FLEET	155.22	
50466	12/30/99	1,170.12	DANNDING MAN (HABERY)		67409	PHOTO PROCESSING	107.00	
50467	12/30/99	671.90	BOSS MANUFACTURING CO.		67410	SAFETY SUPPLIES	271.02	
50468	12/30/99	50.12	BALOWIN BOOKS		67411	UNTABBED PLANNER	50.12	
50469	12/30/99	4.94	MOLES ISD, INC.		67412	OFFICE SUPPLIES-MIS	479.04	
50470	12/30/99	5,429.44	HANNAN SPECIALTIES, INC		67414	MACHINERY & EQUIPT	5,429.40	
50471	12/30/99	100.00	FOLZMAURICE, TIM		67413	DECEMBER MEETINGS	100.00	
50472	12/30/99	582.75	LARBER REAMY, INC.		67415	TEMP HELP 11/30-99	582.75	
50473	12/30/99	2,599.99	VEHICLE MAINTENANCE PROGRAM		67416	REV VEH PARTS -RR	2,599.99	
50474	12/30/99		KATHUR, BRUCE		67429	DECEMBER MEETINGS	100.00	
50475	12/30/99	13.51	SCOTTIE VALLEY SPRINKLER		67417	SPRINKLER - FAC	13.51	

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
 CHECK JOURNAL SET-UP BY CHECK NUMBER
 ALL CHECKS FORWADTED WESTERN BANK

DATE: 08/17/99 TIME: 2:31 PM

CHECK NUMBER	CHECK DATE	CHECK VENDOR AMOUNT	VENDOR NAME	VENDOR TRANS. TYPE	TRANS. NUMBER	TRANSACTION DESCRIPTION	TRANSACTION AMOUNT	COMMENT
50461	12/30/99	5,170.00	STANLEY HILLARD	67418		REPAIR TYRE/ARTERS	50.00	
50462	12/30/99	1,937.50	TS ASSOCIATES	67419		CONSULTING SERVICES	1,937.50	
50463	12/30/99	60.77	POSSES HARDWARE SUPPL	67420		MECHANICAL SUPPLIES	60.77	
50464	12/30/99	256.75	FEDERAL EXPRESS	67421		OCTOBER SHIPPING	256.75	
				67422		NOVEMBER SHIPPING	119.00	
50465	12/30/99	4,819.29	BILLYMARTIN OPTICAL SUPPLY CO	67423		REV VEH PARTS- FLEET	1,055.08	
				67424		REV VEH PARTS- FLEET	2,208.75	
				67425		REV VEH PARTS- FLEET	1,059.11	
50466	12/30/99		KONAGSTE-HARR SUPPLY CO	67426		PARTS & SUPPLIES	136.19	
50467	12/30/99	34.99	PLASS, HAROLD H.	67427		PARTS SUPPLIES	34.99	
50468	12/30/99	34.00	LEE, HEARF	67428		DMV RENEWAL- FLEET	34.00	
50469	12/30/99	34.00	DEWANTES, PEDRO	67429		DMV RENEWAL - FLEET	34.00	
50470	12/30/99	21.56	PAURHERTY, JOHN	67430		PARTS SUPPLIES	21.56	
50471	12/30/99	10.00	DAVIDSON, JAMES	67431		DMV FEES - OPS	10.00	
50472	12/30/99	34.00	HYMAN, JOSEPH	67432		DMV RENEWAL - FLEET	34.00	
50473	12/30/99	44.00	DEMPSEY, FREDERICK	67433		DMV FEES - OPS	44.00	
50474	12/30/99	35.00	WILSON, BONNIE	67434		UNIFORMS & LAUNDRY	35.00	
50475	12/30/99	101.62	WHITE, LEE	67435		TRAVEL EXPENSE	101.62	
50476	12/30/99	40.00	WILLHITE, JULIE	67436		SETTLEMENT - CLAIM	40.00	
50477	12/30/99	70.00	REOR, JAY	67437		SETTLEMENT - CLAIM	70.00	
TOTAL		1,259,690.80	PARTIAL WESTERN BANK			TOTAL CHECKS	294	1,259,690.80

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
 OPERATIONS DIVISION - PASSENGER LIFT USAGE REPORT
DECEMBER 1999

<u>ACCESSIBLE ROUTES:</u>	<u>CURRENT MO.</u>	<u>LAST MO.</u>
ROUTE #1/7 UCSC/BEACH	___13___	___37___
ROUTE #1/3B/4/7 - UCSC/MISSION/HARVEY WEST/ BEACH - WEEKENDS	___7___	- - - -
ROUTE #8/1 EMELINE/UCSC - WEEKDAYS	___33___	- 3 1___
ROUTE 12A/12B/UCSC/EASTSIDE "DIRECT" - WEEKDAYS	___0___	- 6 -
ROUTE #30/31/6/36 SCOTTS VALLEY/SEABRIGHT - WEEKDAYS	___53___	- 4 4 -
ROUTE #30/6/2/3A/4/6 WESTERN/MISSION ST/HARVEY WEST/SEABRIGHT - WEEKENDS	___17___	- 1 0 -
ROUTE #33/34 FELTON/LOMPICO/ZAYANTE - WEEKDAYS	___0___	- 0 -
ROUTE #35/35A/36 SANTA CRUZ/BOULDER CREEK	___7 7 -	___55___
ROUTE #40/41 DAVENPORT/BONNY DOON - WEEKDAYS	___7___	- 1 -
ROUTE #40/41/42 DAVENPORT/BONNY DOON - WEEKENDS	___3___	- 1 -
ROUTE #51/52/60/63/81/42 CAPITOLA/SOQUEL/ DOMINICAN - WEEKDAYS	___126___	___124___
ROUTE #54/59/60 LA SELVA/CAPITOLA/SOQUEL - WEEKENDS	___8___	- 6 -
ROUTE #2/3A/3B/4/7/65/66/67 MISSION/WESTERN/ HARVEY WEST/BEACH/LIVE OAK - WEEKDAYS	___293___	___286___
ROUTE #65/66/67 LIVE OAK - WEEKENDS	___55___	___44___
ROUTE #1/3N/54/69/69N/69W UCSC/APTOS/CABRILLO - WEEKDAYS	___313___	___282___
ROUTE #69A/69W SANTA CRUZ/WATSONVILLE - WEEKENDS	___32___	___41___
ROUTE #70/81/36 CABRILLO/SANTA CRUZ/CAPITOLA MALL/ WATSONVILLE - WEEKDAYS	- 4 6 -	- 4 9 -
ROUTE #71 SANTA CRUZ/WATSONVILLE	___301___	- 2 8 9 - e
ROUTE #72/73/75/78/79 WATSONVILLE/LOCAL	___128___	- 1 0 4 -

ROUTE #91/81 COMMUTER EXPRESS/CAPITOLA MALL/
WATSONVILLE - WEEKDAYS

44 55

FIRST NIGHT

5

TOTAL LIFT PASSENGERS

1561 1476

NO. OF MECHANICAL FAILURES OF LIFTS IN-SERVICE

2 0

TOTAL NO. OF HOURS DROPPED DUE TO LIFT FAILURE

1:33 0:00

NO. OF PASSENGERS PASSED UP DUE TO NON-FUNCTIONING
LIFT ON ACCESSIBLE ROUTES

0 0

NO. OF TIMES DISTRICT BACK-UP LIFT VAN UTILIZED

0 0

REVISED 12/09/99

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

VEHICLE CATEGORY	TOTAL BUSES	AVG# DEAD IN GARAGE	AVG# AVAIL. FOR SERVICE	AVG# IN SERVICE	AVG# SPARE BUSES	AVG# LIFTS OPERATING	% LIFTS WORKING ON PULL-OUT BUSES
FLXIBLE	7	2	5	1	4	1	100%
FLYER	63	14	49	44	5	44	100%
GMC	8	0	8	4	4	4	100%
GILLIG	19	3	16	10	6	10	100%
CHAMPION	4	1	3	2	1	2	100%

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

VEHICLE CATEGORY	TOTAL BUSES	AVG# DEAD IN GARAGE	AVG# AVAIL. FOR SERVICE	AVG# IN SERVICE	AVG# SPARE BUSES	AVG# LIFTS OPERATING	% LIFTS WORKING ON PULL-OUT BUSES
FLXIBLE	7	n/a	n/a	1	n/a	1	100%
FLYER	63	n/a	n/a	44	n/a	44	100%
GMC	8	n/a	n/a	0	n/a	0	100%
GILLIG	19	n/a	n/a	5	n/a	5	100%
CHAMPION	4	n/a	n/a	1	n/a	1	100%

BIKE AND RIDE REPORT

	<u>THIS MONTH</u>	<u>LAST MONTH</u>
TOTAL BICYCLES CARRIED	<u>13.940</u>	<u>15049</u>
*TOTAL BICYCLES CARRIED INSIDE OF BUS	<u>0</u>	<u>1</u>

This total is included in the total bicycles carried above.

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

LIFT REPORT
(Passenger Lift Problems)

MONTH OF DECEMBER, 1999

DATE	DAY	BUS #	REASON
12/02/99	THURSDAY	8052G	P/L MARES A LOT OF NOISE
12/03/99	FRIDAY	8050G	LIFT WON'T HANDLE ELEC. CHAIRS/TOO HEAVY
12/06/99	MONDAY	880GR	LIFT WON'T STOW OR DEPLOY
12/07/99	TUESDAY	8088F	LIFT PROBLEM
12/07/99	TUESDAY	8109C	POWER CORD PULLED OUT
12/09/99	THURSDAY	8062G	LIFT VERY LOOSE
12/14/99	TUESDAY	9833G	NO LIFT
12/15/99	WEDNESDAY	9833G	NO LIFT
12/17/99	FRIDAY	8080F	LIFT PROBLEM
12/22/99	WEDNESDAY	8098F	W/C LIFT WOULDN'T STOW
12/26/99	SUNDAY	8112GR	LIFT DOESN'T DEPLOY
12/28/99	TUESDAY	8105GR	PROBLEM W/KNEEL
12/31/99	FRIDAY	8083F	NO POWER TO LIFT

F - New Flyer
 G - Gillig
 GR - Grumman
 C - Champion
 LF - Low Floor Flyer
 GM - GMC

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

GOVERNMENT TORT CLAIM *Santa Cruz Metropolitan
Transit District*

RECOMMENDED ACTION



TO: Board of Directors

FROM: District Counsel

RE: Claim of Jill Diehl
Claim # 99-0030

Received December 29, 1999
Date of Incident September 22, 1999

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

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

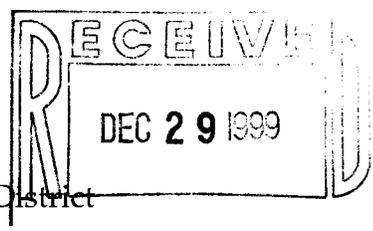
By *Margaret Gallagher*
Margaret Gallagher
DISTRICT COUNSEL

Date: January 5, 2000

I, Dale Carr, do hereby attest that the above claim was duly presented to and the recommendations were approved by the Santa Cruz Metropolitan Transit District's Board of Directors at the meeting of January 14, 2000.

Dale Carr
Administrative Services Coordinator

Date



TO: BOARD OF DIRECTORS, Santa Cruz Metropolitan Transit District

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

1. Company Representative's Name/Claimant's Name: JILL Diehl

Claimant's Address/Post Office Box: 960 Victoria in Campos
Attorney at Law, P.O. Box 977, Santa Cruz, Calif., 95061

Claimant's Phone Number: (831) 425-7400

2. Address to which notices are to be sent: P.O. Box 977, Santa Cruz,
Calif. 95061

3. Occurrence: Arm caught in bus door as bus drove away

Date: 9-22-99 Time: 4:40^{1:45} p.m. Place: Bus stop in front of Walgreens
corner of equal Avenue and
Frederon

4. General description of indebtedness, obligation, injury, damage, or loss incurred so far as is known: injury to arm medical bills
pain and suffering emotional distress

5. Name or names of public employees or employees causing injury, damage, or loss, if known: UNKNOWN female bus driver. white,
early 40's, mid length brown hair

6. Amount claimed now..... \$ 2,500.00
Estimated amount of future loss, if known..... \$ 0-
TOTAL..... \$ 2,500.00

7. Basis of above computations: medical bills \$ 422.00, pain
and suffering e emotional distress; punitive damages \$ 1,078.00

L - & i - M. Carson, Attorney-in-Fact for 12-27-99
PARENT'S/CLAIMANT'S SIGNATURE or Jill DATE
COMPANY REPRESENTATIVE'S SIGNATURE Diehl

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

Proof of Service

I am a citizen of the United States and a resident of the County of Santa Cruz; I am over the age of eighteen (18) years and not a party to the within action; my business address is 916A Soquel Avenue, Santa Cruz, California. Phone (831) 425-7400.

On December 27, 1999, I served with-in **Claim Form to Board of Directors, Santa Cruz Metropolitan Transit District** on each person named below, by placing a true copy thereof enclosed in a sealed envelope with postage thereon fully prepaid and

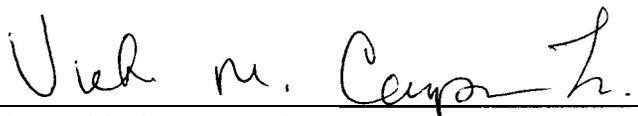
- a. _____ depositing the sealed envelope with the United States Postal Service.

The envelope(s) was/were addressed as follows:

Margaret Gallegher
District Counsel
Santa Cruz Metropolitan Transit District
370 Encinal Street, Suite 100
Santa Cruz, CA 95060

I, Victor M. Campos, Jr., declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Executed on December 27, 1999 at Santa Cruz, California.



Victor M. Campos, Jr.

Metro Accessible Services Transit Forum (MASTF)*
(* An official Advisory group to the Metro Board of Directors
and the ADA Paratransit Program)
Thursday January 20, 2000, 2-4 p.m.
Louden Nelson Community Center
301 Center Street, Santa Cruz CA

“AGENDA”

ELIGIBLE VOTING MEMBERS FOR THIS MEETING:

Sharon Barbour, Jim Bosso, Jennifer Bragar, Ted Chatterton, Connie Day, Shelly Day, Michael Doern, Mike Edwards, Glen Eldred, Kasandra Fox, Will Hogan, Lynne Klein, Ed Kramer, Deborah Lane, Jeff Le Blanc, Yolanda Lennon, Brad Neily, Thorn Onan, Dennis Papadopulo, Camille Pierce, Laura Scribner, Janet Singer, Michael Singer, Lesley Wright

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

- I. Call to Order and Introductions
- II. Approval of the December 16, 1999 MASTF Minutes
- III. Amendments to this Agenda
- IV. Oral Communication and Correspondence

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

- V. Ongoing Business
 - 5.1 Paratransit Update
 - a) ADA Paratransit Report (Scott Bugental)
 - b) Transportation Advocacy (Thorn Onan)

COMMITTEE REPORTS

- 5.2 Training and Procedures Committee Report (Dennis Papadopulo)
- 5.3 Bus Service Committee Report (Sharon Barbour)
 - a.) Metro Users Group (MUG)
 - b.) Bikes Inside Buses
- 5.4 Bus Stop Improvement Committee Report (Mike Edwards)
 - a.) Bus Stop Advisory Committee (BSAC)

-
- 5.5 U.T.U. Report (Steve Paulson)
 - 5.6 S.E.I.U. Report (Jim Hobbs)
 - 5.7 Commission on Disabilities Report (Jeff LeBlanc)
 - 5.8 Elderly and Disabled Transportation Advisory Committee Report
 - 5.9 Board Working Group Session & Board Meeting Reports (Jeff LeBlanc)

VI. New Business

6.1 Next Month's Agenda Items

VII. Adjournment

METRO ACCESSIBLE SERVICES TRANSIT FORUM (MASTF)

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

MINUTES

The Metro Accessible Services Transit Forum met for its monthly meeting on Thursday December 16, 1999 at the Loudon Nelson Community Center, 301 Center Street, Santa Cruz CA.

MASTF MEMBERS PRESENT: Sharon Barbour, Ted Chatterton, Connie Day, Shelly Day, Michael Doern, Mike Edwards, Kasandra Fox, Will Hogan, Lynne Klein, Ed Kramer, Deborah Lane, Jeff LeBlanc, Yolanda Lennon, Thorn Onan, Dennis Papadopulo, Laura Scribner, Janet Singer, Michael Singer, Lesley Wright.

METRO STAFF PRESENT:

Kim Chin, Manager of Planning and Marketing
John Daugherty, Accessible Services Coordinator
Mark Dorfman, Assistant General Manager
Jim Hobbs, SEIU Representative
David Konno, Facilities Maintenance Department Manager
Tom Stickel, Acting Fleet Maintenance Manager
Les White, General Manager

BOARD MEMBERS PRESENT:

Bruce Gabriel
Michelle Hinkle

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

MASTF directs the Chairperson to write a letter in support of the paratransit service audit with emphasis on MASTF's concern about the training of taxi drivers.

MASTF directs the Chairperson to write a letter to the Santa Cruz City Council to support Metro Base. The letter will include detail on the effect on METRO revenue and the impact on bus service for persons with disabilities.

MASTF directs the Chairperson to write a letter to Assemblyman Fred Keeley, State Senator Bruce McPherson and Cabrillo Board President John Hurd to encourage the State legislature to fund the transportation needs of Board of Governors (BOG) fee waiver students. MASTF also requests that the mandatory purchase by Cabrillo students of bus passes or parking permits be reinstated.

RELEVANT ATTACHMENTS: None

***MASTF MOTIONS RELATED TO METRO MANAGEMENT**

MASTF directs the Chairperson to write a letter in support of the paratransit service audit with emphasis on MASTF's concern about the training of taxi drivers.

MASTF directs the Chairperson to write a letter to the Santa Cruz City Council to support Metro Base. The letter will include detail on the effect on METRO revenue and the impact on bus service for persons with disabilities.

I. CALL TO ORDER AND INTRODUCTIONS

Chairperson Jeff LeBlanc called the meeting to order at 2: 15 p.m.

II. APPROVAL OF THE NOVEMBER 18,1999 MASTF MINUTES

MASTF MOTION: That the November 18, 1999 MASTF Minutes be approved.
M/S/PU: Fox, C. Day

III. AMENDMENTS TO THE REVISED AGENDA

Chairperson LeBlanc deleted two items from the Revised Agenda: “5.3b Bikes Inside Buses” and “5.4b Inaccessible Bus Stop on Capitola Road”. He noted that the METRO Board had deferred action on the bikes inside buses issue until January and that the bus stop on Capitola Road is a temporary one that Cal Trans will replace during next year.

IV. ORAL COMMUNICATION AND CORRESPONDENCE

Sharon **Barbour** read the following excerpt from the packet of information sent to METRO Board members this month:

“ . . . The Santa Cruz Metropolitan Transit District (District) Board of Directors hereby reaffirms the Equal Employment Opportunity Policy and practices of planning, implementing and administering its employment policies, procedures and programs without regard to race, color, ancestry, national origin, religious creed, sex, medical condition or disability, age, marital status, veteran status, and sexual orientation. This policy applies to all employees and applicants for employment and to all aspects of employment including recruitment, appointment, training, promotion, transfer, termination, layoff, recall, compensation and discipline. . .

The District realizes that a prohibition of discriminatory employment practices alone will neither achieve this goal nor insure equal employment opportunity, but that the District must take affirmative action in order to overcome the effects of discrimination. Such affirmative action steps are designed to remove and prevent artificial barriers to employment and the benefits of employment and to correct the effects of any past practices that may have created such barriers.”

Ms. **Barbour** asked that the excerpt above be placed in the Minutes and stated that she wanted to “thank the District for their positive attitude toward those of us who are not standard issue.”

John Daugherty noted that copies of the new *Headways* were available next to the refreshments. Mr. Daugherty also noted that two Rider Alert bulletins announcing new Route 91 bus service and correcting a misprint in the Route 33 bus schedule *were* next to the *Headways*.

Kim Chin expressed thanks on behalf of METRO staff for the “good year” MASTF and METRO have had working together. He noted that the issues being faced next year include creation of multi year service plans. He added that METRO looks forward to the participation of MASTF on these issues.

Lynne Klein asked if the Kudo Cards discussed during MASTF meetings earlier this year were available to the public. Mr. Chin responded that Kudo Cards should be available at the Metro Center Information Booth. Ms. Klein also shared with the group that her METRO Discount Photo Identification Card had been honored for discount fare while she visited the Lompoc area during the Thanksgiving holiday.

Michael Doern suggested that MASTF pass along a “Welcome” to new bus operators. He also offered praise for the “ongoing excellent job” of current bus operators.

Kasandra Fox stated, “Happy holidays everybody!”

V. ONGOING BUSINESS

a) Paratransit Service Audit Request for Proposal (Kim Chin)

Mr. Daugherty noted that the upcoming audit of paratransit service would review aspects of the service including finances, trip scheduling and the ongoing training of drivers. Mr. Chin explained that METRO is seeking feedback on the audit proposal from MASTF, the Metro Users Group (MUG), the Central Coast Center for Independent Living (CCCIL), Lift Line, the Elderly and Disabled Transportation Advisory Committee and the Santa Cruz County Regional Transportation Commission.

Several issues were raised during discussion of the audit proposal. Thorn Onan noted that CCCIL had submitted comments on the need for schedulers and drivers to improve the transfer of information on accommodation for the disabilities that paratransit users live with. Mr. Chin noted that it was important that the preferences of each customer be captured when paratransit rides are scheduled. For example, Mr. Chin noted that a person using a wheelchair is not well served when a vehicle that is not lift equipped is dispatched to pick the person up.

Mr. Onan also asked what the current **timeline** was for the paratransit recertification program. Mr. Chin responded that the scope of work for the recertification proposal was completed and that distribution of the proposal would happen next year. Dennis Papadopulo and Ms. Klein expressed concerns about the expense and use of paratransit services. Mr. Papadopulo noted that paratransit rides were more expensive for than rides on fixed route service for passengers and METRO. Ms. Klein shared that she knew of one woman who had “abused paratransit service”. Mr. Chin emphasized that METRO works to provide transportation options to customers and plans to maximize the paratransit trips available to eligible persons. Ms. **Barbour**, Mike Edwards and Laura **Scribner** also pointed out that the impact of disabilities could vary over time for individuals. They noted that paratransit will continue to provide vital service to many people.

Ed Kramer asked if the audit would effect bus service. He wondered if the return of Route 68 would be considered. Bruce Gabriel suggested that Mr. Kramer present his service request to MUG.

Mr. **LeBlanc** noted that the training of taxi drivers was another concern brought out during MASTF meetings. Mr. Chin noted that the scope of the work for the audit includes review of the ongoing training of drivers.

The following Motion concluded discussion:

MASTF Motion: MASTF directs the Chairperson to write a letter in support of the paratransit service audit with emphasis on MASTF's concern about the training of taxi drivers.

M/S/PU: Barbour, Papadopulo

b.) ADA Paratransit Report (Yolanda Lennon)

Yolanda Lennon reported that Scott Bugental was in Los Angeles to share information on the Connection Shuttle operated by Lift Line that helps people to travel between home and a work site.

c) Transportation Advocacy (Thorn Onan)

Mr. Onan reported that no complaints about Lift Line service were received during the last month. He noted that he was "pleased" with the responses he has received when he has contacted Lift Line recently.

Mr. Gabriel reported that he spoke to members of the Elderly and Disabled Transportation Advisory Committee (E&D TAC) earlier this week about the need to build Metro Base. E&D TAC members agreed to send a letter to the Santa Cruz City Council that emphasizes support for Metro Base. Mr. Gabriel said that he believes MASTF should also approve and send a letter.

The following Motion emerged from discussion:

MASTF Motion: MASTF directs the Chairperson to write a letter to the Santa Cruz City Council to support Metro Base. The letter will include detail on the effect on METRO revenue and the impact on bus service for persons with disabilities.

M/S/PU: Gabriel, Kramer

COMMITTEE REPORTS

5.2 Training and Procedures Committee Report (Dennis Panadopulo)

Mr. Papadopulo reported that he had participated in sensitivity training sessions with 13 new bus operators earlier this week.

5.3 Bus Service Committee Report (Sharon Barbour)

a) Metro Users Group (MUG)

Ms. Barbour reported that a gentleman with work experience in graphic design made several suggestions to improve *Headways* during the MUG meeting yesterday. He suggested that all text in English be accompanied by Spanish translation and that the Weekday/Weekend designations in schedules be revised. Ms. Barbour also reported that the bus evaluation study was almost completed.

Ms. Barbour and Les White reported that changes in the transportation arrangements between Cabrillo College and METRO had been discussed during the MUG meeting. Mr. White noted that as the number of students granted fee waivers by Cabrillo's Board of Governors (BOG) increased, Cabrillo's reimbursement for paying for METRO transportation declined. This situation led to the decision by Cabrillo officials over one year ago to end the long standing practice of having Cabrillo students pay for either a bus pass or a parking permit and replacing that choice by making the bus pass or parking permit

optional. Consequences of the decision included a drop in METRO pass sales and a visible increase in the number of vehicles parked along streets near Cabrillo College. Mr. White also noted that the students eligible for fee waivers by the BOG – who live with low incomes – lost low cost access to transportation that assisted them. Discussion on this topic also revealed that members of the State legislature were making plans to allocate a large surplus in the State budget.

The following Motion concluded discussion:

MASTF Motion: MASTF directs the Chairperson to write a letter to Assemblyman Fred Keeley, State Senator Bruce McPherson and Cabrillo Board President John Hurd to encourage the state legislature to fund the transportation needs of Board of Governors (BOG) fee waiver students. MASTF also requests that the mandatory purchase by Cabrillo students of bus passes or parking permits be reinstated.

M/S/PU: Papadopulo, Edwards

5.4 Bus Stop Improvement Committee Report (Mike Edwards)

a) Bus Stop Advisory Committee (BSAC)

Mike Edwards reported that the BSAC meeting was scheduled for December had been cancelled.

5.5 U.T.U. Report

No report.

5.6 S.E.I.U. Report (Jim Hobbs)

No report.

5.7 Commission on Disabilities Report (Jeff LeBlanc)

No report.

5.8 Elderly and Disabled Transportation Advisory Committee Report

Ms. Barbour reported on issues discussed during the December 14th E&D TAC meeting. The issues included: Air Quality grants and Transportation Development Act funds for special projects that are available now and early next year, a program to distribute subsidized electric bicycles to commuters and the formation of a sub committee to report on issues from pedestrians.

5.9 Board Working Group Session & Board Meeting Reports (Jeff LeBlanc)

Mr. LeBlanc reported that issues discussed at the Board meeting had been covered earlier during the MASTF meeting today. Mr. White offered more background information on the Metro Base project, “a big public works investment in Santa Cruz.” He described the trade offs for the westside residents and listed bus service improvements that construction of Metro Base makes financially feasible. Mr. White asked, “Can the people of the westside assume some of the hardships – and there will be some – to accommodate Metro Base for the betterment of transportation throughout the entire community?” Mr.

White noted that the next step in the development of Metro Base is the “critical” decision expected early next year by the Santa Cruz City Council on whether a ditch on the proposed Metro Base site can be moved. If the ditch can not be moved on the Lipton property, METRO can not use the site.

Mr. Onan, following up on a comment earlier in the meeting from Ms. Barbour, asked for the status of METRO’s Talking Signs project. Mark Dorfman stated that all hardware has been delivered. He said that installation of the equipment on buses serving Routes 71 and 35 is forthcoming. Mr. Dorfman and Mr. White noted that bringing the Highway 17 Express Service in house has been the number one priority for the fall and that other projects have been set aside until now.

VI. NEW BUSINESS

6.1 Presentation of MASTF Certificates of Appreciation (Jeff LeBlanc)

Mr. LeBlanc presented Certificates of Appreciation to the following individuals on behalf of MASTF:

Sharon Barbour	MASTF member
Fred Codd	Bus Operator
Mary Ferrick	Transit Supervisor
Sharon Hightower	Bus Operator
Marcus Maduro	Bus Operator
Brad Neily	MASTF member
Lesley Wright	MASTF member

6.2 Next Month’s Agenda Items

Noted during the meeting: Bikes Inside Buses

VII. ADJOURNMENT

Meeting adjourned at 3:45 p.m. M/S/PU: Papadopulo, LeBlanc

NOTE: NEXT MAST MEETING IS: Thursday, January 20, 2000,
2:00-4:00 p.m., at the Loudon Nelson Community Center, 301 Center Street, Santa Cruz, CA.

NOTE: NEXT S.C.M.T.D. SPECIAL BOARD MEETING/WORKSHOP IS: Friday January 14, 2000
at 8:30 a.m. at the SCMTD Administrative Offices, 370 Encinal Street, Santa Cruz, CA.

NOTE: NEXT S.C.M.T.D. BOARD OF DIRECTORS MEETING IS: Friday, January 21, 2000 at 9:00
a.m., at the Santa Cruz City Council Chambers, 809 Center Street, Santa Cruz, CA.

Santa Cruz Metropolitan Transit District

Minutes-Metro Users Group

December 15.1999

The Santa Cruz Metropolitan Transit District Metro Users Group met at 2:23 p.m. on Wednesday, December 15, 1999 at the District's Encinal Conference Room, 370 Encinal Street, Suite 100, Santa Cruz.

MEMBERS PRESENT

Bruce Gabriel, Chair
Sharon Barbour
G. Ted Chatterton
Connie Day
Carolyn O'Donnell
Janet Singer
Michael Singer
Candice Ward

VISITORS PRESENT

Michael Clark
Shelley Day
Natalie Gunter

SCMTD STAFF PRESENT

Bryant Baehr, Operations Manager
Kim Chin, Manager of Planning/Marketing
David Konno, Manager of Facilities Maintenance
Tom Stickel, Acting Fleet Maintenance Manager

MUG RESOLUTIONS TO METRO BOARD OF DIRECTORS

MUG recommends that the Board of Directors direct staff to work with Cabrillo College staff regarding the bus pass program.

.....
MUG RESOLUTIONS TO METRO MANAGEMENT

None.

1. **CALL TO ORDER AND INTRODUCTION**

2. **ADDITIONS AND DELETIONS TO THE AGENDA**

ACTION: **MOTION:** Sharon Barbour **SECOND:** Ted Chatterton

Chairperson Gabriel added Presentation of Award to Michael and Janet Singer.

Kim Chin asked that item 5c be deferred until next month. There is nothing new to report at this time.

3. ORAL AND WRITTEN COMMUNICATIONS AND ANNOUNCEMENTS

Michael Clark stated that he has concerns with the layout of the Headways. He noted that Headways is not fully bilingual. Chairperson Gabriel stated that this item be discussed under item #5a.

4. CONSENT AGENDA

ACTION: MOTION: Sharon Barbour SECOND: Carolyn O'Donnell

Approve the following items accepted by the Committee:

- a) Receive and Accept November Meeting Minutes
- b) Monthly Attendance Report
- c) Review of Minutes of Board of Directors Meeting
- d) Review of Board Meeting Agenda Items:
 - 1. Quarterly Performance Report
 - 2. Quarterly Ridership Report

The committee voted unanimously.

5. ON-GOING ITEMS

a) Review of Headways and Redesign Issues

Michael Clark stated that the Headways schedule is very confusing to the passengers who only speak Spanish. He also stated that under the schedules where it indicates that buses are 'lift equipped and/or school term only' are not translated in Spanish. He indicated that he had wrote a letter to the District regarding his concerns over a year ago and did not receive a response.

Kim Chin stated that he has received a lot of input from the public, MASTF and MUG on how to make Headways more user friendly over the last year. It was decided that the information in Headways stay the same, but that a few design changes were made to make it more user friendly.

Janet Singer asked if there was a subcommittee that discusses issues related to redesigning Headways.

Chairperson Gabriel stated that Headways issues are discussed at MUG meetings.

Michael Clark stated that in Southern California he has seen bus schedule information where the front of the booklet is in English and the back of the booklet is translated in Spanish and the route maps in the middle of the booklet.

Sharon Barbour asked about the possibility of the Information booth staying open longer at Metro Center.

Kim Chin reported that they will be hiring two more Customer Service Representatives and that the Information Booth will be open between the hours of 6:00 a.m. to 7:00 p.m., Monday through Friday. He also stated that the District will be looking at having Customer Service Representatives at Capitola Mall, Watsonville Transit Center and Scotts Valley Transit Center in the future and will also be looking at an automated scheduling system.

Natalie Gunter stated that when riders see the "ST", a lot of them do not understand what it means. It also does not define which school they are referring to. She also stated that she has a difficult time reading the schedule on the Web page.

Kim Chin stated that an Evaluation Study is currently in progress. This study will look at which routes are doing well and which ones need improvement, connections between routes, etc. Surveys were conducted on buses to receive input from passengers. Once the report is completed, it will go to the Board of Directors sometime early next year.

Cam Pierce asked if the Information Booth will be open on the weekends.

Mr. Chin reported that the District will be looking at having one weekend day open soon.

Chairperson Gabriel urged MUG members to attend the City Council meeting in January regarding MetroBase. He stated that City Council Members Tim Fitzmaurice and Christopher Krohn have not formally endorsed the MetroBase Project yet.

Kim Chin reported that the District is negotiating with the Lipton Company to purchase the property. He will report back to the Committee next month with an update.

b) Service and Planning Update

Kim Chin reported that Nelson Nygaard, the consultants who are conducting the Evaluation Study should have the survey completed by the end of December. Preliminary results will be presented to MUG, MASTF and the Service Review Committee before going to the Board of Directors for final approval.

c) Marketing -Ticket/Advertising

Kim Chin stated that there is nothing to report this month.

Chairperson Gabriel presented an award to Janet and Michael Singer. He thanked the Singers for their tireless efforts on the MTIS project and MetroBase. MUG has presented four awards in the past.

Janet Singer stated that a meeting was held yesterday with John Laird to discuss the bus pass program at Cabrillo. There was discussion by the group that a letter also be written to Assembly Member Fred Keeley regarding the BOG Waivers.

Chairperson Gabriel stated that John Laird attended a MUG meeting a few months ago. He talked about the issue of bus passes, the parking problems and the Master Plan project that will be starting at Cabrillo College in the next few months.

Kim Chin stated that Cabrillo offers students the option of purchasing a parking pass, a bus pass, or neither during registration.

MUG recommends that the Board of Directors direct staff to work with Cabrillo College staff regarding the bus pass program.

ACTION: MOTION: Janet Singer SECOND: Carolyn O'Donnell

The committee voted unanimously.

d) COF - MetroBase

This item was discussed in 5a.

6. UPDATES

- a) New Service**
- **Holiday**
- **Late Night 7N**

Kim Chin reported that the Service Review Committee will reconvene in January and has nothing new to report at this time.

b) ADA Recertification

Kim Chin reported that the draft scope of work has been completed. The RFP will be mailed out early next year. Once a consultant is hired, the consultant will meet with MASTF, MUG and other committees to receive input and make recommendations to the Board.

Sharon Barbour asked if those that are already ADA certified need to be recertified or does it apply to new applicants only.

Chairperson Gabriel stated that applicants should be screened carefully and determine who is eligible to be certified and who is not or whether on a temporary or permanent basis.

c) Courtesy Stop Policy

Kim Chin stated that there is nothing new to report at this time.

d) Highway 17 - Bikes on Buses

Chairperson Gabriel stated that MASTF does not want to see bikes inside the buses of the Highway 17 service. There was discussion whether a disabled person in a wheelchair boards the bus, does that person have priority over the bike in the wheelchair securement area.

7. NEW BUSINESS

8. OPEN DISCUSSION

Ted Chatterton stated that he took the Highway 17 Express service over to San Jose and was quite pleased with the service.

Candice Ward stated that she has seen District staff installing bike benches and would like to see more of those bike benches around the campus at UCSC.

9. ADJOURNMENT

The meeting adjourned at 3:45 p.m.

Respectfully submitted,



DEBBIE GUERRERO
Administrative Secretary

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: January 21, 2000
TO: Board of Directors
FROM: Elisabeth Ross, Manager of Finance
**SUBJECT: MONTHLY BUDGET STATUS REPORT FOR NOVEMBER 1999
AND APPROVAL OF BUDGET TRANSFERS**

I. RECOMMENDED ACTION

Staff recommends that the Board of Directors approve the budget transfers for the period of December 1 – 31, 1999.

II. SUMMARY OF ISSUES

- Operating revenue for the year to date totals \$11,423,760 or \$392,576 over the amount of revenue expected to be received during the first five months of the fiscal year.
- Total operating expenses for the year to date, including pass through grant programs, in the amount of \$9,174,326, are at 35.5% of the budget. Day to day operating expenses total \$9,144,836 or 36.6% of the budget.
- A total of \$192,962 has been expended through November 30th for the FY 99-00 Capital Improvement Program.

III. DISCUSSION

An analysis of the District's budget status is prepared monthly in order to apprise the Board of Directors of the District's actual revenues and expenses in relation to the adopted operating and capital budgets for the fiscal year. The attached monthly revenue and expense report represents the status of the District's FY 99-00 budget as of November 30, 1999. The fiscal year is 41.7% elapsed.

A. Operating Revenues.

Revenues are \$392,576 over the amount expected to be received for the period. Sales tax revenue is \$266,192 ahead of budget projections as of November 30 due to a high quarterly wrap-up payment. Sales tax revenue for the first quarter has increased 5.6% over the same period one year ago, while the budget projected a 4.0% increase. General fund interest income is \$67,215 ahead of budget projections due to a delay in capital spending. Variances are explained in the notes following the report.

B. Operating Expenses.

Day to day operating expenses for the year to date (excluding grant-funded programs, capital transfers and pass-through programs) total \$9,144,836 or 36.6% of the budget, with 41.7% of the year elapsed. Variances are explained in the notes following the report.

C. Capital Improvement Program.

For the year to date, a total of \$192,962 has been expended on the Capital Improvement Program.

IV. FINANCIAL CONSIDERATIONS

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

V. ATTACHMENTS

Attachment A: Revenue and Expense Report for November, and Budget Transfers

**MONTHLY REVENUE AND EXPENSE REPORT
OPERATING REVENUE - NOVEMBER 1999**

Operating Revenue	FY 99-00 Budgeted for Month	FY 99-00 Actual for Month	FY 99-00 Budgeted YTD	FY 98-99 Actual YTD	FY 99-00 Actual YTD	YTD Variance from Budgetec	
Passenger Fares	\$ 236,050	\$ 234,044	\$ 1,272,623	\$ 1,247,671	\$ 1,298,377	\$ 25,754	See Note 1
Paratransit Fares	\$ 16,667	\$ 17,924	\$ 66,667	\$ 38,390	\$ 49,436	\$ (17,231)	See Note 1
Special Transit Fares	\$ 183,261	\$ 176,511	\$ 538,396	\$ 538,394	\$ 608,509	\$ 70,113	See Note 1
Purchased Transp Rev	\$ 67,793	\$ 75,266	\$ 334,948	\$ 290,964	\$ 308,922	\$ (26,026)	See Note 1
Advertising Income	\$ 10,000	\$ 10,000	\$ 50,000	\$ 41,667	\$ 50,000	\$ -	
Other Aux Transp Rev	\$ 958	\$ 78	\$ 4,792	\$ 3,981	\$ 3,934	\$ (858)	
Rent Income	\$ 10,449	\$ 13,679	\$ 37,365	\$ 54,875	\$ 44,995	\$ 7,630	
Interest - General Func	\$ 53,260	\$ 72,689	\$ 262,455	\$ 276,007	\$ 329,670	\$ 67,215	See Note 2
Non-Transportation Rev	\$ 200	\$ 154	\$ 1,000	\$ 1,190	\$ 785	\$ (215)	
Sales Tax Income	\$ 1,260,500	\$ 1,303,200	\$ 5,620,294	\$ 5,404,140	\$ 5,886,486	\$ 266,192	See Note 3
TDA Funds	\$ 1,168,516	\$ 1,168,515	\$ 2,337,031	\$ 1,113,782	\$ 2,337,032	\$ 1	
MBUAPCD Funding	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Other Local Funding	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
State Transit Assistance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
State Guideway Funding	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Other State Grants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
FTA Op Asst - Planning	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
FTA Op Asst - Sec 5307	\$ 505,614	\$ 505,614	\$ 505,614	\$ -	\$ 505,614	\$ -	
FTA Op Asst - Sec 5311	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Other Federal Grants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Other Revenue	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Total Operating Revenue	\$ 3,513,267	\$ 3,577,674	\$ 11,031,184	\$ 9,011,061	\$ 11,423,760	\$ 392,576	

MONTHLY REVENUE AND EXPENSE REPORT
OPERATING EXPENSE SUMMARY - NOVEMBER 1999

	FY 99-00 Final Budget	FY 99-00 Revised Budget	FY 98-99 Expended YTD	FY 99-00 Expended YTD	Percent Expended of Budget	
PERSONNEL ACCOUNTS						
Administration	\$ 561,863	\$ 542,452	\$ 222,548	\$ 157,404	29.0%	
Finance	\$ 519,039	\$ 519,039	\$ 163,024	\$ 154,387	29.7%	
Planning & Marketing	\$ 783,679	\$ 770,582	\$ 248,166	\$ 279,450	36.3%	
Human Resources	\$ 369,946	\$ 368,446	\$ 142,482	\$ 132,028	35.8%	
MIS	\$ 214,991	\$ 214,991	\$ 67,007	\$ 82,132	38.2%	
District Counsel	\$ 289,116	\$ 283,116	\$ 84,567	\$ 76,034	26.9%	
Facilities Maintenance	\$ 900,719	\$ 900,719	\$ 277,715	\$ 316,690	35.2%	
Operations	\$ 1,520,903	\$ 1,554,666	\$ 558,087	\$ 611,841	39.4%	
Bus Operators	\$ 8,723,228	\$ 8,685,815	\$ 3,206,946	\$ 3,599,896	41.4%	
Fleet Maintenance	\$ 2,850,147	\$ 2,832,647	\$ 987,907	\$ 1,048,977	37.0%	
Retired Employees Benefits	\$ 296,711	\$ 296,711	\$ 105,462	\$ 88,877	30.0%	
Total Personnel	\$ 17,030,342	\$ 16,969,184	\$ 6,063,911	\$ 6,547,716	38.6%	
NON-PERSONNEL ACCOUNTS						
Administration	\$ 507,498	\$ 512,656	\$ 171,856	\$ 101,872	35.5%	
Finance	\$ 432,310	\$ 428,068	\$ 160,127	\$ 170,063	39.7%	
Planning & Marketing	\$ 200,458	\$ 213,458	\$ 45,571	\$ 56,575	26.5%	
Human Resources	\$ 84,265	\$ 85,701	\$ 22,731	\$ 38,557	45.0%	See Note 4
MIS	\$ 94,510	\$ 119,510	\$ 31,866	\$ 37,776	31.6%	
District Counsel	131,605	\$ 137,605	\$ 33,963	\$ 47,698	34.7%	
Facilities Maintenance	\$ 189,287	\$ 197,029	\$ 98,609	\$ 75,617	38.4%	
Wats TC Operation	\$ 76,013	\$ 76,013	\$ 29,334	\$ 25,849	34.0%	
Santa Cruz Metro Center	\$ 205,488	\$ 204,488	\$ 46,837	\$ 75,121	36.7%	
Scotts Valley TC	116,493	\$ 115,493	\$ 21,560	\$ 46,626	40.4%	
Paratransit Program	\$ 2,231,632	\$ 2,231,632	\$ 369,708	\$ 609,373	27.3%	See Note 5
Operations	\$ 1,321,600	\$ 1,325,250	\$ 443,507	\$ 496,980	37.5%	
Bus Operators	\$ 2,250	\$ 2,250	\$ -	\$ -	0.0%	
Fleet Maintenance	\$ 2,215,809	\$ 2,222,198	\$ 617,699	\$ 803,104	36.1%	
Op_Prog/SCCIC	\$ 21,100	\$ 31,100	\$ 17,735	\$ 10	0.0%	
Reserve for Service Additions	\$ 150,000	\$ 150,000	\$ -	\$ -	0.0%	
Pre-Paid Expense Adjustment	\$ -	\$ -	\$ (62,358)	\$ (68,101)		See Note 6
Total Non-Personnel	\$ 7,980,318	\$ 8,042,651	\$ 2,048,745	\$ 2,597,120	32.3%	
Subtotal Operating Expense	\$ 25,010,660	\$ 25,011,835	\$ 8,112,656	\$ 9,144,836	36.6%	
Grant Funded Studies/Programs	\$ 106,340	\$ 106,340	\$ -	\$ 25,248	23.7%	
Transfer to/from Cap Program	\$ 300,000	\$ 298,825	\$ 6,948	\$ 4,242	1.4%	
Retirement to Reserves	\$ -	\$ -	\$ -	\$ -		
Pass Through Programs	\$ 450,000	\$ 450,000	\$ 13,873	\$ -	0.0%	
Total Operating Expense	\$ 25,867,000	\$ 25,867,000	\$ 8,133,477	\$ 9,174,326	35.5%	
YTD Operating Revenue Over YTD Expense				\$ 2,249,434		

CONSOLIDATED OPERATING EXPENSE
NOVEMBER 1999

	FY 99-00 Final Budget	FY 99-00 Revised Budget	FY 98-99 Expended YTD	FY 99-00 Expended YTD	% Exp YTD of Budget	
LABOR						
Operators Wages	\$ 4,670,670	\$ 4,670,670	\$ 1,742,865	\$ 1,956,265	41.9%	See Note 7
Operators Overtime	\$ 469,521	\$ 469,521	\$ 162,823	\$ 290,841	61.9%	See Note 8
Other Salaries & Wages	\$ 4,949,627	\$ 4,881,019	\$ 1,671,304	\$ 1,759,632	36.1%	
Other Overtime	\$ 109,600	\$ 151,013	\$ 75,026	\$ 110,832	73.4%	See Note 9
	\$ 10,199,418	\$ 10,172,223	\$ 3,652,018	\$ 4,117,570	40.5%	
FRINGE BENEFITS						
Medicare/Soc Sec	\$ 83,925	\$ 83,925	\$ 27,425	\$ 33,783	40.3%	
PERS Retirement	\$ 765,023	\$ 765,023	\$ 396,799	\$ 282,098	36.9%	
Medical Insurance	\$ 1,639,232	\$ 1,639,232	\$ 566,545	\$ 580,125	35.4%	
Dental Plan	\$ 387,494	\$ 387,494	\$ 82,842	\$ 145,888	37.6%	
Vision Insurance	\$ 101,322	\$ 101,322	\$ 31,795	\$ 39,625	39.1%	
Life Insurance	\$ 56,010	\$ 56,610	\$ 22,013	\$ 19,821	35.4%	
State Disability Ins	\$ 26,261	\$ 26,261	\$ 11,663	\$ 12,658	48.2%	See Note 10
Long Term Disability Ins	\$ 239,540	\$ 239,540	\$ 75,623	\$ 81,299	33.9%	
Unemployment Insurance	\$ 49,707	\$ 49,707	\$ 1,642	\$ 2,239	4.5%	
Workers Comp/Incurred WC	\$ 1,291,048	\$ 1,291,048	\$ 418,404	\$ 452,823	35.1%	
Absence w/Pay	\$ 2,130,594	\$ 2,130,594	\$ 752,189	\$ 773,417	36.3%	
Other Fringe Benefits	\$ 60,769	\$ 26,806	\$ 24,955	\$ 6,370	23.8%	
	\$ 6,830,924	\$ 6,796,961	\$ 2,411,895	\$ 2,430,146	35.8%	
SERVICES						
Acctng/Admin/Bank Fees	\$ 261,550	\$ 261,550	\$ 56,998	\$ 62,956	24.1%	
Prof/Legis/Legal Services	\$ 306,448	\$ 327,206	\$ 83,433	\$ 57,205	17.5%	
Temporary Help	\$ 42,862	\$ 85,220	\$ 44,753	\$ 51,716	60.7%	See Note 11
Uniforms & Laundry	\$ 46,652	\$ 47,482	\$ 11,553	\$ 11,533	24.3%	
Security Services	\$ 274,244	\$ 274,244	\$ 51,246	\$ 87,179	31.8%	
Outside Repair - Bldgs/Eqmt	\$ 146,157	\$ 145,943	\$ 49,261	\$ 53,426	36.6%	
Outside Repair - Vehicles	\$ 243,762	\$ 243,762	\$ 65,211	\$ 90,301	37.0%	
Waste Disp/Ads/Other	\$ 150,609	\$ 150,895	\$ 32,334	\$ 48,200	31.9%	
	\$ 1,472,284	\$ 1,536,302	\$ 394,789	\$ 462,514	30.1%	
CONTRACT TRANSPORTATION						
Contract Transportation	\$ 400	\$ 400	\$ 1,488	\$ -	0.0%	
Paratransit Service	\$ 2,230,032	\$ 2,230,032	\$ 368,825	\$ 609,373	27.3%	See Note 5
Hwy 17 Service	\$ 1,100,000	\$ 1,100,000	\$ 378,259	\$ 412,827	37.5%	See Note 12
	\$ 3,330,432	\$ 3,330,432	\$ 748,572	\$ 1,022,200	30.7%	
MOBILE MATERIALS						
Fuels & Lubricants	\$ 835,509	\$ 823,384	\$ 205,981	\$ 326,661	39.7%	
Tires & Tubes	\$ 130,000	\$ 129,192	\$ 34,567	\$ 85,870	66.5%	See Note 13
Body/Upholstery Supplies	\$ 7,500	\$ 7,500	\$ 1,158	\$ 986	13.1%	
Revenue Vehicle Parts	\$ 533,885	\$ 533,885	\$ 170,570	\$ 182,136	34.1%	
Inventory Adjustment	\$ -	\$ -	\$ (22,239)	\$ (51,677)		See Note 14
	\$ 1,506,894	\$ 1,493,961	\$ 390,037	\$ 543,976	36.4%	

CONSOLIDATED OPERATING EXPENSE
NOVEMBER 1999

	FY 99-00 Final Budget	FY 99-00 Revised Budget	FY 98-99 Expended YTD	FY 99-00 Expended YTD	YTD % of Budget	
OTHER MATERIALS						
Postage & Mailing/Freight	\$ 16,267	\$ 17,567	\$ 7,266	\$ 5,802	33.0%	
Printing	\$ 94,880	\$ 93,894	\$ 20,589	\$ 21,450	22.8%	
Office/Computer Supplies	\$ 56,009	\$ 56,009	\$ 22,087	\$ 26,889	48.0%	See Note 15
Safety Supplies	\$ 14,462	\$ 13,632	\$ 6,018	\$ 5,222	38.3%	
Cleaning Supplies	\$ 58,166	\$ 58,166	\$ 16,492	\$ 31,332	53.9%	See Note 16
Repair & Maint Supplies	\$ 58,896	\$ 58,896	\$ 17,781	\$ 26,604	45.2%	See Note 17
Parts, Non-Inventory	\$ 50,000	\$ 50,000	\$ 28,638	\$ 17,624	35.2%	
Tools/Tool Allowance	\$ 20,324	\$ 20,324	\$ 3,159	\$ 3,391	16.7%	
Photos/Mktg/Other Supplies	\$ 17,447	\$ 17,557	\$ 6,380	\$ 3,821	21.8%	
	\$ 386,451	\$ 386,045	\$ 128,410	\$ 142,135	36.8%	
UTILITIES	\$ 244,245	\$ 244,245	\$ 101,790	\$ 116,172	47.6%	See Note 18
CASUALTY & LIABILITY						
Insurance - Prop/PL & PD	\$ 137,000	\$ 137,000	\$ 42,903	\$ 43,972	32.1%	
Settlement Costs	\$ 100,000	\$ 100,000	\$ 26,787	\$ 27,976	28.0%	
Repairs to Prop	\$ 11,750	\$ 11,750	\$ (6,135)	\$ (3,632)		See Note 19
Prof/Other Services	\$ 10,500	\$ 16,500	\$ 3,987	\$ 13,396	81.2%	See Note 20
	\$ 259,250	\$ 265,250	\$ 67,542	\$ 81,712	30.8%	
TAXES	\$ 36,601	\$ 36,601	\$ 20,660	\$ 20,237	55.3%	See Note 21
MISC EXPENSES						
Dues & Subscriptions	\$ 44,389	\$ 44,389	\$ 17,249	\$ 12,200	27.5%	
Media Advertising	\$ 46,200	\$ 46,200	\$ 3,536	\$ 7,969	17.2%	
Employee Incentive Program	\$ 12,000	\$ 12,000	\$ 6,577	\$ 5,000	41.7%	
Training	\$ 43,500	\$ 42,050	\$ 10,173	\$ 14,006	33.3%	
Travel & Local Meetings	\$ 57,825	\$ 56,687	\$ 13,915	\$ 21,438	37.8%	
Other Misc Expenses	\$ 13,400	\$ 13,400	\$ 3,823	\$ 5,056	37.7%	
	\$ 217,314	\$ 214,726	\$ 55,273	\$ 65,669	30.6%	
OTHER EXPENSES						
Interest Expense	\$ -	\$ -	\$ -	\$ -	0.0%	
Leases & Rentals	\$ 483,187	\$ 487,187	\$ 141,670	\$ 164,399	33.7%	
Service Reserve	\$ 150,000	\$ 150,000	\$ -	\$ -	0.0%	
Transfer to Capital	\$ 300,000	\$ 303,067	\$ 6,948	\$ 7,599	2.5%	
Pass Through Programs	\$ 450,000	\$ 450,000	\$ 13,873	\$ -	0.0%	
	\$ 1,383,187	\$ 1,390,254	\$ 162,491	\$ 171,998	12.4%	
Total Operating Expense	\$ 25,867,000	\$ 25,867,000	\$ 8,133,477	\$ 9,174,326	35.5%	

MONTHLY REVENUE AND EXPENSE REPORT
FY 99-00 CAPITAL IMPROVEMENT PROGRAM

	Final Program Budget	Expended in November	YTD Expended
CAPITAL PROJECTS			
Consolidated Operating Facility	\$ 6,690,000	\$ 3,392	\$ 39,107
Urban Bus Replacement (CO)	\$ 220,771	\$ -	\$ 15,048
Urban Bus Replacement (1 0)	\$ 3,290,694	\$ -	\$ -
Highway 17 Buses	\$ -	\$ 48,876	\$ 48,876
ADA Paratransit Vehicles (7)	\$ 300,000	\$ -	\$ -
Bus Rehabilitation Project-(10)	\$ 1,340,453	\$ -	\$ -
Bus Stop Improvement Program	\$ 193,400	\$ 5,825	\$ 7,921
Farebox Replacement	\$ 1,000,000	\$ -	\$ -
MIS Computer System (CO)	\$ 400,000	\$ 1,867	\$ 17,587
Talking Bus - TDA	\$ 8,000	\$ -	\$ -
Benches with Bike Rack - UCSC	\$ -16,000	\$ -	\$ -
Benches with Bike Rack - MBUAPCD	\$ 15,000	\$ -	\$ -
Radio Replacement	\$ 12,000	\$ -	\$ -
SVTC Construction (CO)	\$ 28,000	\$ (2,292)	\$ 395
Metro Center Repairs (CO)	\$ 32,900	\$ -	\$ 1,669
Facilities Repairs & Improvements	\$ 22,475	\$ -	\$ -
Facilities Repairs & Imp (CO)	\$ 73,840	\$ 1,935	\$ 13,842
Machinery/Equipment Repair/Impr	\$ 71,025	\$ 15,914	\$ 588
Non-Rev Vehicle Replacement (3)	\$ 85,000	\$ -	\$ 46,235
Non-Rev Vehicle Repl - Bi-fuel (5)	\$ 155,000	\$ -	\$ -
Office Equipment	\$ 9,000	\$ -	\$ 1,694
Total Capital Program Expense	\$ 13,963,558	\$ 75,517	\$ 192,962
	Final Budget	Received in November	YTD Received
CAPITAL FUNDING SOURCES			
Federal Capital Grants	\$ 9,889,469	\$ 14,910	\$ 14,910
State Capital Grants	\$ 350,000	\$ 41,612	\$ 41,612
STA Funding	\$ 827,077	\$ -	\$ 195,352
Local Capital Grants	\$ 99,000	\$ -	\$ -
Transfer from Operating Budget	\$ 300,000	\$ -	\$ -
District Reserves	\$ 2,498,012	\$ -	\$ -
Total Capital Funding	\$ 13,963,558	\$ 56,522	\$ 251,874

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

1. Passenger fares (farebox and pass sales) are \$25,754 or 2% over the budgeted amount for the year to date. Paratransit fares are \$17,231 or 26% under the budgeted amount for the year to date, because only three months of fares are reflected in the report. Special transit fares (contracts) are \$70,113 or 13% over the budgeted amount. For the year to date, UCSC revenue is \$32,197 ahead of budget projections and Cabrillo College revenue is \$5,066 over budget projections. Purchased transportation revenue (Highway 17 Express) is \$26,026 or 8% under the year-to-date budgeted amount. Together, all four passenger revenue accounts are over the budgeted amount for the first five months of the fiscal year by a net \$52,610 or 2.4%.
2. Interest income is \$67,215 or 25% over the budgeted amount for the year to date, due to a higher treasury balance than projected.
3. Sales tax income is \$266,192 or 4.7% over budget for the first five months of the fiscal year due to a high quarterly wrap-up payment and high advance payments. Sales tax receipts are 9.6% over the same period one year ago, compared with a projected increase of 4.0% in the final budget.
4. Human Resources non-personnel expenses are at 45% of the budget due to use of temporary help during recruitment of an Administrative Clerk I.
5. Paratransit program expense is only at 27.3% of the budget because the October and November billings were not submitted by Food & Nutrition by the report deadline. If these two months were included, the program expense would be at approximately 41% of the budget.
6. Pre-paid expense adjustment provides for allocating large annual payments, such as casualty and liability insurance, over the entire year so that the total expenses District-wide for the month and year to date are not skewed.
7. Operator wages are at 41.9% of the budget since the District is now operating Highway 17 service in-house. A budget transfer from the contract transportation expense account is being prepared.
8. Operator overtime is at 61.9% of the budget due to Bus Operator vacancies. Newly hired Operators are currently in training, so overtime will continue to be high until training is completed.
9. Other overtime is at 73.4% of the budget due to high overtime in Operations as a result of Transit Supervisor absences. Total payroll for non-Operators is within budget.
10. State disability insurance is at 48.2% of the budget due to payment for new hires. Most employees have reached their cap by this point in the calendar year.

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

1. Passenger fares (farebox and pass sales) are \$25,754 or 2% over the budgeted amount for the year to date. Paratransit fares are \$17,231 or 26% under the budgeted amount for the year to date, because only three months of fares are reflected in the report. Special transit fares (contracts) are \$70,113 or 13% over the budgeted amount. For the year to date, UCSC revenue is \$32,197 ahead of budget projections and Cabrillo College revenue is \$5,066 over budget projections. Purchased transportation revenue (Highway 17 Express) is \$26,026 or 8% under the year-to-date budgeted amount. Together, all four passenger revenue accounts are over the budgeted amount for the first five months of the fiscal year by a net \$52,610 or 2.4%.
2. Interest income is \$67,215 or 25% over the budgeted amount for the year to date, due to a higher treasury balance than projected.
3. Sales tax income is \$266,192 or 4.7% over budget for the first five months of the fiscal year due to a high quarterly wrap-up payment and high advance payments. Sales tax receipts are 9.6% over the same period one year ago, compared with a projected increase of 4.0% in the final budget.
4. Human Resources non-personnel expenses are at 45% of the budget due to use of temporary help during recruitment of an Administrative Clerk I.
5. Paratransit program expense is only at 27.3% of the budget because the October and November billings were not submitted by Food & Nutrition by the report deadline. If these two months were included, the program expense would be at approximately 41% of the budget.
6. Pre-paid expense adjustment provides for allocating large annual payments, such as casualty and liability insurance, over the entire year so that the total expenses District-wide for the month and year to date are not skewed.
7. Operator wages are at 41.9% of the budget since the District is now operating Highway 17 service in-house. A budget transfer from the contract transportation expense account is being prepared.
8. Operator overtime is at 61.9% of the budget due to Bus Operator vacancies. Newly hired Operators are currently in training, so overtime will continue to be high until training is completed.
9. Other overtime is at 73.4% of the budget due to high overtime in Operations as a result of Transit Supervisor absences. Total payroll for non-Operators is within budget.
10. State disability insurance is at 48.2% of the budget due to payment for new hires. Most employees have reached their cap by this point in the calendar year.

11. Temporary help is at 60.7% of the budget due to hire of temporary workers during recruitment of new employees in the departments of Administration, Human Resources, Operations and Fleet Maintenance.
12. Highway 17 contract transportation expense is at 37.5% of the final budget for the year to date due to the substantial rate increase for Discovery Tours. This represents payment to Discovery through October 15, 1999. The balance of funds in the account will be transferred to District personnel and fuel accounts.
13. Tires and tubes are at 66.5% of the budget due to purchase of tires for the buses to be rehabilitated.
14. Each month, the change in the Fleet Maintenance inventory value is recorded as either an expense or credit depending on whether the inventory increased or decreased.
15. Office supplies are at 48% of the budget due to volume purchase of supplies and equipment.
16. Cleaning supply expense is at 53.9% of the budget due to bulk purchase of custodial supplies for District facilities.
17. Repair and maintenance supplies are at 45.2% of the budget due to repairs at transit centers and purchase of bus stop supplies.
18. Utility expense is at 47.6% of the budget since the District is not being reimbursed by a tenant for utility costs at the Scotts Valley Transit Center.
19. Repairs to property is a casualty and liability account to which repairs to District vehicles and property are charged when another party is liable for the damage. All collections made from other parties for property repair are applied to this account to offset the District's repair costs. Collections have been applied for the year to date, but some repairs have yet to be charged to the account.
20. Professional services for the casualty/liability program are at 8 1.2% of the budget due to staff vacancies in Counsel's office and costs associated with an upcoming court trial.
21. Taxes are at 55.3% of the budget due to the annual payment of property assessments on the Scotts Valley Transit Center.

FY 99-00 BUDGET TRANSFERS

12-1-99 - 12-31-99

	ACCOUNT #	ACCOUNT TITLE	AMOUNT
TRANSFER # 00-023			
TRANSFER FROM:	1100-509125	Local Meeting Expense	\$ (1,000)
TRANSFER TO:	1100-503352	Equipment Repair - Out	\$ 1,000
REASON:	To cover account overruns in Administration.		
TRANSFER # 00-024			
TRANSFER FROM:	4100-504012	Revenue Vehicle Fuel	\$ (10,825)
TRANSFER TO:	100001-514020	Tire Gun	\$ 225
	903500-514020	Radios	\$ 3,600
	903500-514020	Bike Racks	\$ 7,000
			\$ 10,825
REASON:	For capital purchases for Fleet Maintenance.		
TRANSFER # 00-025			
TRANSFER FROM:	4100-504012	Revenue Vehicle Fuel	\$ (1,300)
TRANSFER TO:	4100-504205	Freight - Out	\$ 1,300
REASON:	To pay for freight on rehab bus tires.		
TRANSFER # 00-026			
TRANSFER FROM:	3200-504315	Safety Supplies	\$ (830)
TRANSFER TO:	3200-503162	Uniforms & Laundry	\$ 830
REASON:	To cover the cost of T-shirts with logos for Transit Supervisors.		
TRANSFER # 00-027			
TRANSFER FROM:	2500-504319	Custodial Supplies	\$ (2,200)
	2600-504319	Custodial Supplies	\$ (1,000)
			\$ (3,200)
TRANSFER TO:	2200-504319	Custodial Supplies	\$ 3,200
REASON:	To reallocate costs to the appropriate department.		

FY 99-00 BUDGET TRANSFERS

12-1 -99 - 12-31-99

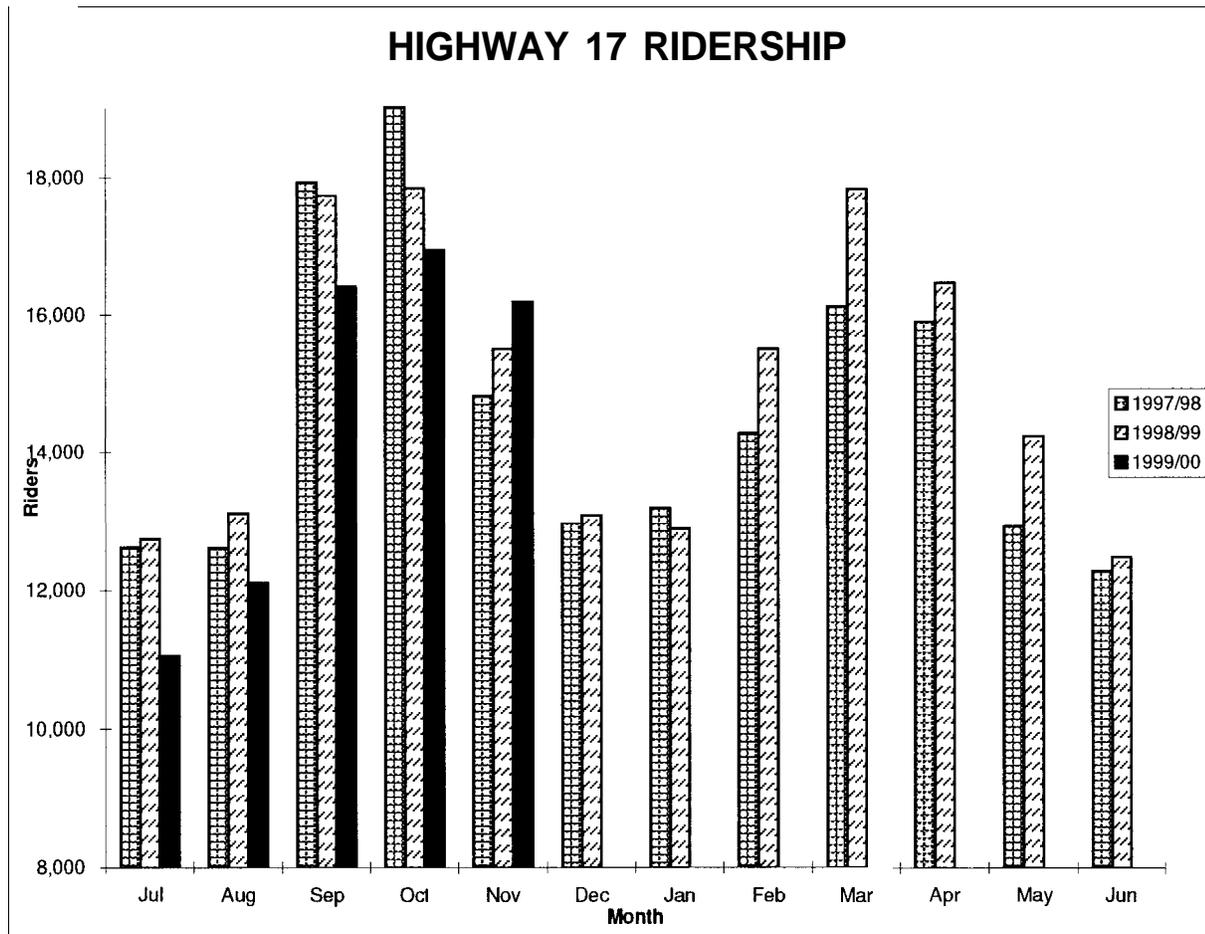
	ACCOUNT #	ACCOUNT TITLE	AMOUNT
TRANSFER # 00-028			
TRANSFER FROM:	2500-504413	Electrical Supplies	\$ (800)
TRANSFER TO:	2500-504415	Plumbing Supplies	\$ 400
	2500-504417	Mechanical Supplies	\$ 400
			<u>\$ 800</u>
REASON:	To reallocate costs for Santa Cruz Metro Center.		

TRANSFER#00-029			
TRANSFER FROM:	4100-501021	Other Salaries	\$ (10,000)
TRANSFER TO:	4100-503041	Temporary Help	\$ 10,000
REASON:	To cover costs for temporary VS sweepers through January 2000.		

TRANSFER # 00-030			
TRANSFER FROM:	1100-509125	Local Meeting Expense	\$ (500)
TRANSFER TO:	1100-503352	Equipment Repair - Out	\$ 500
REASON:	To cover account overruns in Administration.		

HIGHWAY 17 - NOVEMBER 1999

	NOVEMBER			YTD		
	1999/00	1998/99	%	99/00	1998/99	%
FINANCIAL						
cost	\$ 98,289	\$ 74,863	31.3%	\$ 580,733	\$ 393,738	47.5%
Farebox	\$ 38,143	\$ 36,210	5.3%	\$ 173,206	\$ 177,034	(2.2%)
Operating Deficit	\$ 56,792	\$ 35,219	61.3%	\$ 396,497	\$ 205,548	92.9%
Santa Clara Subsidy	\$ 23,162	\$ 17,609	31.5%	\$ 187,781	\$ 102,774	82.7%
METRO Subsidy	\$ 33,630	\$ 17,609	91.0%	\$ 330,237	\$ 102,774	221.3%
San Jose State Subsidy	\$ 3,355	\$ 3,434	(2.3%)	\$ 11,030	\$ 11,156	(1.1%)
STATISTICS						
Passengers	16,184	15,492	4.5%	72,686	76,908	(5.5%)
Revenue Miles	31,421	29,925	5.0%	157,106	161,595	(2.8%)
Revenue Hours	1,222	1,164	5.0%	6,110	6,285	(2.8%)
PRODUCTIVITY						
Cost/Passenger	\$ 6.07	\$ 4.83	25.7%	\$ 7.99	\$ 5.12	56.1%
Revenue/Passenger	\$ 2.36	\$ 2.34	0.8%	\$ 2.38	\$ 2.30	3.5%
Subsidy/Passenger	\$ 3.72	\$ 2.50	49.0%	\$ 5.61	\$ 2.82	99.0%
Passengers/Mile	0.52	0.52	(0.5%)	0.46	0.48	(2.8%)
Passengers/Hour	13.24	13.31	(0.5%)	11.90	12.24	(2.8%)
Recovery Ratio	38.8%	48.4%	(19.8%)	29.8%	45.0%	(33.7%)

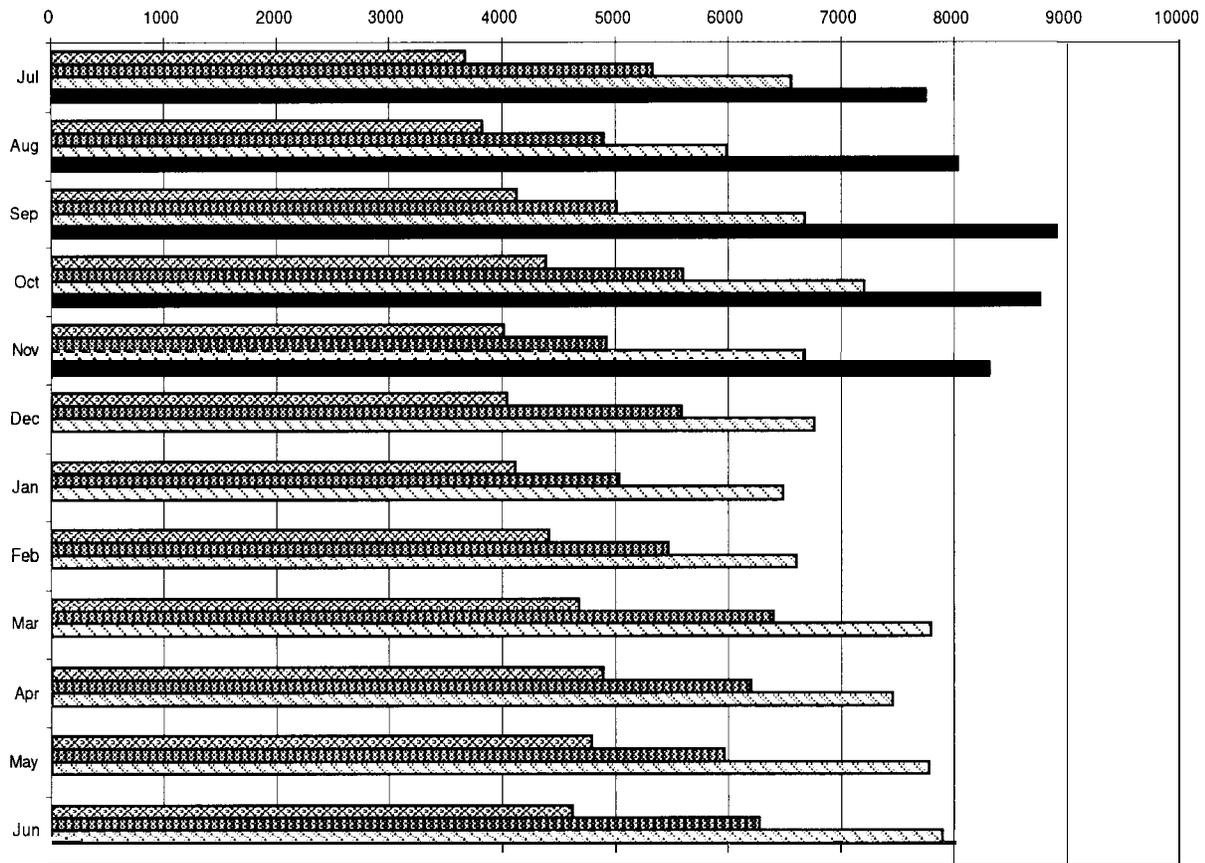


ADA Paratransit Program
Monthly Status Report

	This November	Last November	% Change	This YTD	Last YTD	% Change
Cost	\$ 181,292	\$ 141,399	28.2%	\$ 915,173	\$ 703,482	30.1%
Revenue	\$16,600	\$13,340	24.4%	\$83,522	\$66,124	26.3%
Subsidy	\$164,692	\$128,059	28.6%	\$831,651	\$637,358	30.5%
Passengers	8,300	6,670	24.4%	41,761	34,808	20.0%
Cost/Ride	\$21.84	\$21.20	3.3%	\$21.91	\$ 20.21	8.8%
Subsidy/Ride	\$19.84	\$19.20	3.3%	\$19.91	\$18.31	8.8%
Operating Ratio	9.2%	9.4%	-2.9%	9.1%	9.4%	-2.9%
% Rides on Taxi	70.2%	76.7%	-8.5%	71.7%	68.3%	5.0%
Program Registrants	6,602	5,265	25.4%	6,602	5,265	25.4%
Rides/Registrant	1.3	1.3	-0.8%	6.3	6.6	-4.3%

Riders

ADA Ridership



Month

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: January 21, 2000
TO: Board of Directors
FROM: Elisabeth Ross, Manager of Finance
SUBJECT: AUTHORIZATION FOR DISPOSAL OF ASSETS

I. RECOMMENDED ACTION

Staff recommends that the Board of Directors declare Vehicles # 892 and #8011 as excess and authorize disposal.

II. SUMMARY OF ISSUES

- In accordance with the District's policy on disposal of fixed assets and inventoriable items, at least once per year the Finance Manager shall recommend to the Board of Directors a list of items to be declared excess with appropriate action for disposal.
- Non-revenue vehicles #892 and #8011 are fully depreciated, not economically repairable and are of no useful value to the District.

III. DISCUSSION

The estimated current market value of the two vehicles recommended for disposal is \$500.00 each. Vehicle #892 is a 1980 Ford van and #8011 is a 1981 Dodge van. The vehicles were used by Facilities Maintenance and have been replaced by the two new bi-fuel vans. They have no remaining book value.

Upon the Board's declaration of the vehicles as excess, they will be offered for sale by the District.

IV. FINANCIAL CONSIDERATIONS

The current net book value of the two vehicles is zero. Any sale proceeds will be considered non-transportation revenue.

V. ATTACHMENTS

None.

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: January 21, 2000
TO: Board of Directors
FROM: Paul Chandley, Human Resources Manager
SUBJECT: PRESENTATION OF ANNIVERSARY AWARDS

I. RECOMMENDED ACTION

Staff recommends that the Board of Directors recognize the anniversaries of those District employees named on the attached list and that the Chairperson present them with awards.

II. SUMMARY OF ISSUES

- None.

III. DISCUSSION

Many employees have provided dedicated and valuable years to the Santa Cruz Metropolitan Transit District. In order to recognize these employees, anniversary awards are presented at five year increments beginning with the tenth year. In an effort to accommodate those employees that are to be recognized, a limited number will be invited to attend Board meetings from time to time to receive their awards.

IV. FINANCIAL CONSIDERATIONS

None.

V. ATTACHMENTS

Attachment A: Employee Recognition List

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

EMPLOYEE RECOGNITION

TEN YEAR

None.

FIFTEEN YEARS

**Loni Day, Bus Operator
Ronald Dean, Bus Operator
Joseph Florez, Bus Operator
Alan Goes, Bus Operator
Gilberto Limas, Bus Operator
Jeffrey North, Bus Operator
Kenneth Rilling, Bus Operator
Ray Scargill, Supervisor/Parts & Materials**

TWENTY YEARS

**Cheryl Brondstatter, Bus Operator
William DeVivo, Bus Operator
Judith Drake, Bus Operator
Mary Ferrick, Transit Supervisor
Bernard Gabriele, Bus Operator
Forest Miller, Bus Operator
Peter Prince, Bus Operator**

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: January 21, 2000
TO: Board of Directors
FROM: Margaret Gallagher, District Counsel
SUBJECT: YIELD-TO-BUSES DEMONSTRATION PROGRAM

I. RECOMMENDED ACTION

Adopt a resolution in indicating that the Santa Cruz Metropolitan Transit District agrees to participate in the yield-to-buses demonstration program established under AB 1218 (Keeley), Chapter 482, Statutes of 1999.

II. SUMMARY OF ISSUES

- AB 12 18 (Keeley) was approved by the California Legislature and signed into law by Governor Gray Davis having been sponsored by Santa Cruz Metropolitan Transit District.
- AB 12 18 enacts a yield-to-buses demonstration program involving four public transit systems including Santa Cruz Metropolitan Transit District.
- A motorist would be required to yield the right-of-way to a public transit bus when the bus is attempting to merge with traffic under certain circumstances.
- After a public hearing on the matter, the Board of Directors must adopt a resolution in order to implement the yield-to-buses.
- If the resolution is adopted the Commissioner of the California Highway Patrol must be so advised.

III. DISCUSSIONS

AB 1218 was approved by the California State Legislature and signed into law by Governor Gray Davis earlier this year. The measure enacts a yield-to-buses

certain circumstances, would be required to yield the right-of-way to a public transit bus when the bus is attempting to merge with traffic. AB 1218 was sponsored by the Santa Cruz Metropolitan Transit District, the United Transportation Union, Local 23, and the Amalgamated Transit Union (ATU). The California Transit Association and Valley Transportation Authority (VTA) were among the bill's supporters.

Specifically, AB 1218 requires the driver of a motor vehicle to yield the right-of-way to a public transit bus. A base fine of \$35 has been set by the legislation, if a motorist does not yield the right-of-way. Drivers of motor vehicles within the service areas of the four transit systems eligible to participate in the demonstration program are required to yield the right-of-way to a public transit bus is and only if:

1. The public transit bus has entirely exited an active traffic lane to board and deboard passengers at a designated stop, and is attempting to re-enter the lane from which it exited.
2. Directional signals on the public transit bus are flashing to indicate that it is preparing to merge with traffic.
3. The public transit bus is equipped with an illuminated, rear-mounted, yield right-of-way sign that has been activated by the operator.

Under the framework established by AB 1218, the four public transit systems that are eligible for demonstration could choose to limit their participation to particular bus routes where operators are experiencing substantial delays trying to re-enter traffic after dropping off and picking up passengers, or they could decide to install the yield right-of-way signs on their entire fleet and have the yield-to-buses requirement apply to all of their routes. At this point, all four systems are planning to install the signs on their entire fleets.

Yield-to-buses laws currently exist in the states of Oregon and Washington. AB 1218 was enacted to test the viability of this concept in California by having several public transit systems participate in a demonstration program until January 1, 2003. The bill also requires the California Highway Patrol (CHP) to evaluate the effectiveness of the demonstration program and to report to the Legislature on whether a yield-to-buses law should be implemented statewide. In addition, AB 1218 requires the transit systems participating in the demonstration program to undertake a public education effort to inform motorists of the yield-to-buses requirement, and to provide certain information to the CHP for its report to the Legislature.

The bill does not require these four public transit systems to participate in the program. Instead, it provides that the governing boards of these systems must adopt a resolution requesting to be involved in the program. AC Transit, the Orange County Transportation Authority (OCTA), and the VTA have indicated that they are planning to seek Board adoption of such a resolution.

Consistent with the Board of Director's sponsorship of AB 1218, the Santa Cruz Metropolitan Transit District staff recommends that the Board adopt the attached resolution to allow the Santa Cruz Metropolitan Transit District to participate in the yield-to-buses program. It is believed that the yield-to-buses concept has the potential to reduce the number of collisions between cars and public transit buses resulting from right-of-way conflicts, and to enhance on-time performance of urban and suburban public transit operators to the benefit of their customers.

IV. FINANCIAL CONSIDERATIONS

There are some costs associated with participation in the yield-to-buses demonstration program. These costs primarily involve purchasing and installing the yield-to-buses signs at a cost of approximately \$33,000 (\$300 per bus), conducting the public education effort, and reporting various data to the CHP. It is believed that these costs can be absorbed within the Santa Cruz Metropolitan Transit District's existing operating budget. The four public transit systems that are eligible for the program have met and have decided to do a joint procurement for the signs and a joint public education campaign in order to minimize the costs. AC Transit has agreed to take the lead on procuring the signs for the four operators, and Valley Transportation Authority will coordinate the public education campaign.

V. ATTACHMENTS

Attachment A: Yield-to-buses Resolution

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

Resolution No. _____

On the Motion of Director: _____

Duly Seconded by Director: _____

The Following Resolution is Adopted: _____

WHEREAS, AB 12 18 (Keeley) was enacted by the California Legislature as Chapter 482, Stats. 1999, adding California Vehicle Code Section 2 18 10 pertaining to a yield-to-buses demonstration program; and

WHEREAS, yield-to-buses laws currently exist in the states of Oregon and Washington; and AB 12 18 has been enacted to test the viability of this concept in California by having several public transit systems participate in a demonstration program until January 1, 2003; and

WHEREAS, the provisions of Vehicle Code Section 2 18 10 are applicable to the Santa Cruz Metropolitan Transit District only if the Board of Directors approves a resolution, after a public hearing on the issue, requesting that this section be made applicable to it, and transmits a copy of the resolution to the Commissioner of the California Highway Patrol; and

WHEREAS, the Santa Cruz Metropolitan Transit District Board of Directors has held a public hearing on January 21, 2000, to receive public input on the issues involved in a yield-to-buses program, and has determined thereafter, that it is in the public interest for the Santa Cruz Metropolitan Transit District to participate in the yield-to-buses demonstration program and to install yield right of way signs on its entire fleet;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE SANTA CRUZ METROPOLITAN TRANSIT DISTRICT, that it is hereby requested that Section 2 18 10 of the California Vehicle Code be made applicable to the Santa Cruz Metropolitan Transit District;

BE IT FURTHER RESOLVED, that a copy of this Resolution shall be transmitted to the Commissioner of the Highway Patrol;

BE IT FURTHER RESOLVED, that the Santa Cruz Metropolitan Transit District agrees to participate in the yield-to-buses demonstration program;

BE IT FURTHER RESOLVED, that the Santa Cruz Metropolitan Transit District will undertake a public education effort to inform motorists of the yield-to-buses requirement.

PASSED AND ADOPTED by the Board of Directors of the Santa Cruz Metropolitan Transit District on January 21, 2000, by the following vote:

AYES: DIRECTORS —

NOES: DIRECTORS —

ABSENT: DIRECTORS —

JAN BEAUTZ
Chairperson

ATTEST:

LESLIE WHITE
General Manager

APPROVED AS TO FORM:

MARGARET GALLAGHER
District Counsel

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: January 21, 2000
TO: Board of Directors
FROM: Kim Chin, Planning and Marketing Manager
SUBJECT: Paratransit Comprehensive Operational and Financial Audit – Approval of Work Scope

I. RECOMMENDED ACTION

The purpose of this staff report is to obtain approval of the work scope for the Request for Proposals (RFP) for the Paratransit Comprehensive Operational and Financial Audit, and the creation of a Consultant Selection Committee to evaluate proposals and recommend to the Board a qualified firm.

II. SUMMARY OF ISSUES

- METRO's contract with the Consolidated Transportation Services Agency (CTSA) for the operation of paratransit services by Lift Line provides for a mid-contract operational and financial audit
- METRO has developed a Scope of Work to conduct a comprehensive operational and financial audit of ADA paratransit services provided by Lift Line.
- The Scope of Work has been reviewed by the Metro Accessible Services Transit Forum (MASTF), the Metro User's Group (MUG), the Central Coast Center for Independent Living (CCCIL), the Elderly and Disabled Technical Advisory Committee (E&D TAC) and Lift Line.
- Comments from the different agencies and citizen groups have been incorporated into the scope of work.

III. DISCUSSION

METRO distributed the Scope of Work for agency and citizen group review in November and December 1999. Formal letters were received from MUG, CCCIL, E&D TAC and Lift Line. MASTF at its December 1999 meeting indicated that it concurred with comments raised by METRO and the other agency groups, and did not have additional issues to add. METRO has reviewed submitted comments and incorporated them in the scope of work.

If approved by the Board, METRO will issue a Request for Proposals and conduct a competitive procurement to select a consultant to carry out the audit. METRO recommends that a Consultant Selection Committee with representatives from the following group's review submitted proposals and recommend a qualified firm for approval by the Board of Directors:

- Metro Accessible Services Transit Forum (MASTF) – 1
- Metro User’s Group (MUG) – 1
- Elderly and Disabled Technical Advisory Committee (E&D TAC) – 1
- Central Coast Center for Independent Living (CCCIL) – 1
- METRO Board of Directors – 1
- METRO staff – 2

Lift Line has requested a voting or non-voting seat on the selection committee. METRO believes that this may be a conflict of interest since the paratransit services operated by Lift Line and its subcontractors are the subject of the audit. METRO has taken an inclusive approach in the development of the scope of work by providing Lift Line and other agencies the opportunity to provide comments.

IV. FINANCIAL CONSIDERATIONS

The cost of consultant services is estimated to range from \$100,000 to \$150,000.

V. ATTACHMENTS

Attachment A: Scope of Work and related attachments

Section III: Work Scope

1. History of Service Provided

The Santa Cruz Metropolitan Transit District (METRO) is the sole public transit operator in Santa Cruz County. Its service area is the entire county, an area of 441 square miles with a population of 236,909 (according to 1993 estimates by the State Department of Finance). After several years of fixed route service cuts necessitated by recession and funding setbacks, METRO anticipates gradual expansion of bus service to meet the demands of ridership that has increased 25% since 1992. Currently METRO provides fixed route bus service along 40 routes that serve both the urban and rural areas of the community.

METRO conducted a competitive procurement process and began providing paratransit service in 1992 through a subcontract to Food and Nutrition Services (F&N), the agency that coordinates specialized transportation in Santa Cruz County. F&N in turn operates Lift Line which handles passenger intake, reservations, scheduling as well as direct operations through a fleet of accessible vans, and subcontracted operations through two taxi companies located in Watsonville and Santa Cruz. In addition to ADA service, Lift Line also provides transportation services to variety of other programs including: Meals On Wheels, Elderday, the Cabrillo Stroke Center, Dominican Hospital, and free transportation to medically necessary destinations under a Medical Voucher program and through MediCal/Central Coast Alliance for Health. There are two taxi scrip programs, one for low-income individuals with disabilities, and the other operated for the County's Multipurpose Senior Services Program (MSSP). METRO is issuing this Request for Proposal to obtain the assistance of a consultant to conduct a comprehensive operations and financial audit of the ADA service provided by Lift Line and its taxi subcontractors, Santa Cruz Transportation and Courtesy Cab.

Under the terms of the contract between METRO and Food and Nutrition Services, 70% of the rides scheduled by Lift Line must be subcontracted to private providers, which currently are Santa Cruz Transportation Company (Yellow Cab) and Courtesy Cab Company of Watsonville. The subcontracting goal of 70% is based on the assumption that provision of ambulatory rides by taxi operators is less expensive than lift equipped vehicles operated by Lift Line directly. Both the number of rides provided and the cost per ride have increased over the last several years. Paratransit ridership doubled (from 28, 516 to 66, 578 customers transported) between 1994 and 1995. Ridership figures are expected to double again between fiscal year 1997/1998 and fiscal year 2003/2004 based on past trends. Additionally, the expected increase in demand is based on an increasing population of senior citizens. Overall cost to METRO for paratransit service has increased steadily. This fiscal year (1999-2000) it is expected that the overall cost will reach 2.2 million dollars, approximately 10% of METRO's budget.

As of August 31, 1999 there were 6,253 persons with disabilities registered for paratransit service. Approximately two thirds of these individuals are at least 70 years old. In order for METRO to provide the maximum trip availability to ADA eligible riders and fixed route passengers, it is essential for METRO to manage expenditures while securing new sources of funding.

There are four main components to Lift Line's cost of operation:

- **Lift Line Per Ride Rate:** This is the rate charged for rides provided by a Lift Line van. Currently, this is approximately \$14.71. This covers driver's wages and benefits, fuel, maintenance and insurance.
- **Taxi Charges:** This is a direct reimbursement to the taxi subcontractors based on the meter charge.

- Dispatch Costs: This is the Lift Line “office” rate (currently \$4.60 per ride). This covers the cost of Lift Line staff (intake, scheduling, dispatch, and trainers), and includes wages and benefits.
- FNS Grantee Allocated/Administrative Cost: This is approximately 14.6 1% and covers the overhead costs for FNS to administer the program. This covers wages and benefits for fiscal and administrative staff.

2. Community Input on Work Scope Development

This work scope was developed with input from the Metro Accessible Transit Services Forum (MASTF), the Elderly and Disabled Technical Advisory Committee (E&D TAC), the Central Coast Center For Independent Living (CCCIL), and Lift Line.

3. Tasks to be completed By the Consultant/Deliverables

The tasks shown below are the required tasks for the project to conduct a comprehensive operational and financial audit of ADA paratransit services provided under contract to METRO by LiftLine and its subcontractors. METRO reserves the right through the negotiation process to revise these tasks to fit within METRO’s budget.

Task 1:

Passenger Intake and Customer Service

- Review service requests and application procedures to determine convenience to customer and compliance with ADA requirements.
- Review procedures for eligibility determinations, certification and appeal process presently being undertaken by METRO.
- Review passenger database management, passenger identification numbers, passenger records and communication with contract provider.
- Review paratransit customer service contact and problem resolution procedures for METRO, Lift Line and taxi subcontractors.
- Review Ombudsman role of Central Coast Center for Independent Living (CCCIL) in problem resolution and passenger representation.

Task 2:

Trip Booking

- Review advance/current trip reservation procedures.
- Review advance, same-day and late trip cancellation, trip confirmation and will-call procedures.
- Review trip denial parameters and alternative ride provision.
- Review implementation of late cancellation policy.
- Review passenger handling and quality assurance procedures used by trip reservationists and Lift Line personnel.

Task 3:

Trip Scheduling

- Review use of Trapeze software for trip reservation and automated scheduling efficiencies.
- Review use of real-time trip booking/scheduling/vehicle manifest procedures.
- Review use of Trapeze in assigning ambulatory and non-ambulatory trips to Lift Line and taxi subcontractor fleets.
- Review how missed trips, vehicle no-shows are handled and alternative trips accommodated.

- Review distribution of subcontracted trips to taxi providers and how 70% subcontracted goal is maintained and monitored.
- Review pick up, drop off and return trip procedures for taxi subcontractors using sedans and vans in transporting ambulatory and non-ambulatory passengers between Watsonville and Santa Cruz.
- Review City of Santa Cruz and City of Watsonville taxi regulations and licensing requirements as they apply to pick-ups and drop-offs of ADA passengers (ambulatory and non-ambulatory) by taxi subcontractors in non-home jurisdictions.

Task 4:

Dispatch Procedures

- Review dispatch procedures for Lift Line vehicles.
- Review dispatch communications and radio monitoring between Lift Line and taxi subcontractors.
- Review dispatch procedures for taxi subcontractors.
- Review emergency communications and coordination efforts for/between Lift Line and taxi subcontractors.
- Review use of Mobile Display Terminals (MDT) in Lift Line vehicles and taxi subcontractor dispatch.

Task 5:

Paratransit Vehicle Operations

- Review management and maintenance of vehicle standards for Lift Line and taxi subcontractors.
- Review management and provision of vehicle spare ratio for Lift Line and taxi subcontractors.
- Review preventative maintenance, vehicle repair, vehicle quality assurance programs and records for Lift Line and taxi subcontractors.
- Review pre and post trip inspection procedures and record for Lift Line and taxi subcontractors.

Task 6:

Paratransit Operator Standards

- Review uniform and professional appearance standards for Lift Line and taxi subcontractors.
- Review initial hire and on-going operator sensitivity training programs for Lift Line and taxi subcontractors.
- Review operator licensing and DMV records for Lift Line and taxi subcontractors.
- Review pre-employment, post-accident drug testing and procedures for Lift Line and taxi subcontractors.
- Review post-accident investigative procedures for Lift Line and taxi subcontractors.
- Review operator safety and accident prevention programs for Lift Line and taxi subcontractors.
- Review operator training for monitoring of wheelchair securement and release procedures.

Task 7:

Paratransit Service Delivery

- Review efficiency measures for: on-time, trip completion, maximum trip time, passenger productivity and other service delivery indicators.

- Review on-street supervision and communication procedures for Lift Line and taxi subcontractors.
- Review vehicle breakdown/replacement procedure for Lift Line and taxi subcontractors.

Task 8: Administration and Project Management

- Review project management and service coordination procedures between Lift Line and taxi subcontractors.
- Review administrative, personnel management and staffing procedures for Lift Line.
- Review performance reporting and accountability procedures of Lift Line to METRO.
- Review National Transit Database (NTD) Reporting procedures and records.

Task 9: Subcontractor Management and Monitoring Financial Records and Controls

- Verify that Lift Line's financial statements are audited annually by an independent firm with preparation of the appropriate reports.
- Review Lift Line's internal control system to determine if proper segregation of duties is present and if generally accepted accounting procedures are followed.
- Review procedures for computing ride costs for trips provided by Liftline and its taxi subcontractors.

Task 10: Fare Accounting

- Review Lift Line's fare collection activities to measure integrity, efficiency and ease for client of fare collection system.

Task 11: Billings and Reconciliation

- Review Lift Line's procedures for auditing and billing contract taxi trips to the District.
- Review Lift Line's procedures for billing directly operated trips to the District.
- Review Lift Line's required documentation from taxicab operators to support billed trips to the District.
- Review Lift Line's billing format and spreadsheets submitted to the District to ensure proper reconciliation with back-up documentation.
- Review Lift Line's timelines for submitting billings to the District to determine if they can be shortened.
- Determine if Lift Line's billing procedures meet District's contract requirements.

Task 12: Insurance Coverage

- Review Lift Line's insurance coverage to determine if scope and limits meet contract requirements.
- Review District's contractual insurance requirements to determine if they are sufficient.
- Review certificates of insurance from Lift Line's contract taxicab operators to determine if they meet contract requirement.

Task 13: Computerized Scheduling and Management Information System

- Evaluate feasibility, mechanisms and cost for METRO to have access to Lift Line's data such as 1) daily downloads of vehicle manifests and trip assignments and 2) real-time read/write access by METRO.
- Review management and maintenance of ADA passenger database, trip histories, landmarks, disability status, eligibility status, eligibility period, special requirements.

- Review efficiency of Lift Line’s application of Trapeze software in scheduling, trip booking and management reports.
- Review computerized/automated links between Lift Line and taxi subcontractors.

Task 14:

Recommendations/Best Practices

- Review and assess existing services to make recommendations for: fare payment options, cost effectiveness, service quality, service delivery, compliance with ADA mandates, and service responsiveness.
- Review and prepare ridership demand estimates, fare and service cost projections for paratransit services for FY 2000 -FY 2005.
- Review “Best Practices” in paratransit and comment on applicability of various service delivery models including but not limited to: directly operated, brokerage, **broker-operator**, broker-operator-subcontracted.
- Review and make recommendations for cost allocation strategies – cost per trip, cost per hour.
- Assess and review current technology to recommend applicability to paratransit services in Santa Cruz County.
- Develop **draft** and final comprehensive operational and financial audit report with recommendations for staff and board review and approval.

All deliverables and communications must be directed to the Project Manager:

Mr. Kim Chin
 Santa Cruz Metropolitan Transit District
 Manager, Planning and Marketing
 920 Pacific Avenue, Suite 21
 Santa Cruz, CA. 95060

4. Evaluation Criteria and Selection of Successful Offeror

A. Proposal Evaluation Criteria

<u>Criteria</u>	<u>Priority</u>
Qualifications of Project Team and Proposed Workslope	1
Project Understanding, Familiarity with Area and Approach	2
Previous Work in this Field (References)	3
Quality of Submittal	4
Ability to Meet Project Timelines	5
Project Cost	6

B. Selection

Oral interviews may be conducted to assist in the final selection.

1. METRO reserves the right to make the selection within ninety (90) calendar days from the date proposals are opened, during which period proposals shall not be withdrawn.
2. METRO reserves the right to delay making a selection in order to permit proper study and analysis of all proposals received and/or reject any or all proposals received.

3. METRO reserves the right to investigate the qualifications of all firms under consideration, or confirm any part of the information furnished by the firm, and to require further evidence of managerial, financial or professional capabilities, which are considered necessary for the successful performance of the contract.
4. METRO reserves the right to enter negotiations based on Initial Proposals, without regard to Oral Presentations. Officers should submit their best proposal to METRO, with this in mind.

5. Attachments

- A. Lift Line Units of Service (1992 – 2003)*
- B. Rate of Growth of Lift Line Services 1993 – 2003*
- C. Lift Line's ADA Service Cost Per Ride 1993 –1999*
- D. Units of Service January by Provider, January 1998 – June 1999*
- E. Percentage Units of Service by Provider, January 1998 – June 1999*
- F. ADA Cost Per Ride by Provider, January 1998 – June 1999*
- G. Reported Delayed Trips, August 1998 – June 1999*
- H. Lift Line ADA Service: Missed Trips per 1000 Rides, May 1998 – June 1999*
- I. No-Shows, April 1998 – June 1999*
- J. Cancellations*
- K. ADA Complaints per 1000 Rides, April 1998 – June 1999*
- L. Lift Line Ridership by Jurisdiction, 1998 –19999*
- M. Quarterly Report (Fourth Quarter 1998 –1999)*
- N. Lift Line Proposal to SCMTD for Paratransit Services, Attachment C: Cost Proposal, November 3, 1997,
- O. Letters from METRO to agencies and citizen groups inviting comment on scope of work
- P. Letters from agencies and citizen groups responding to scope of work

***Provided by Lift Line.**

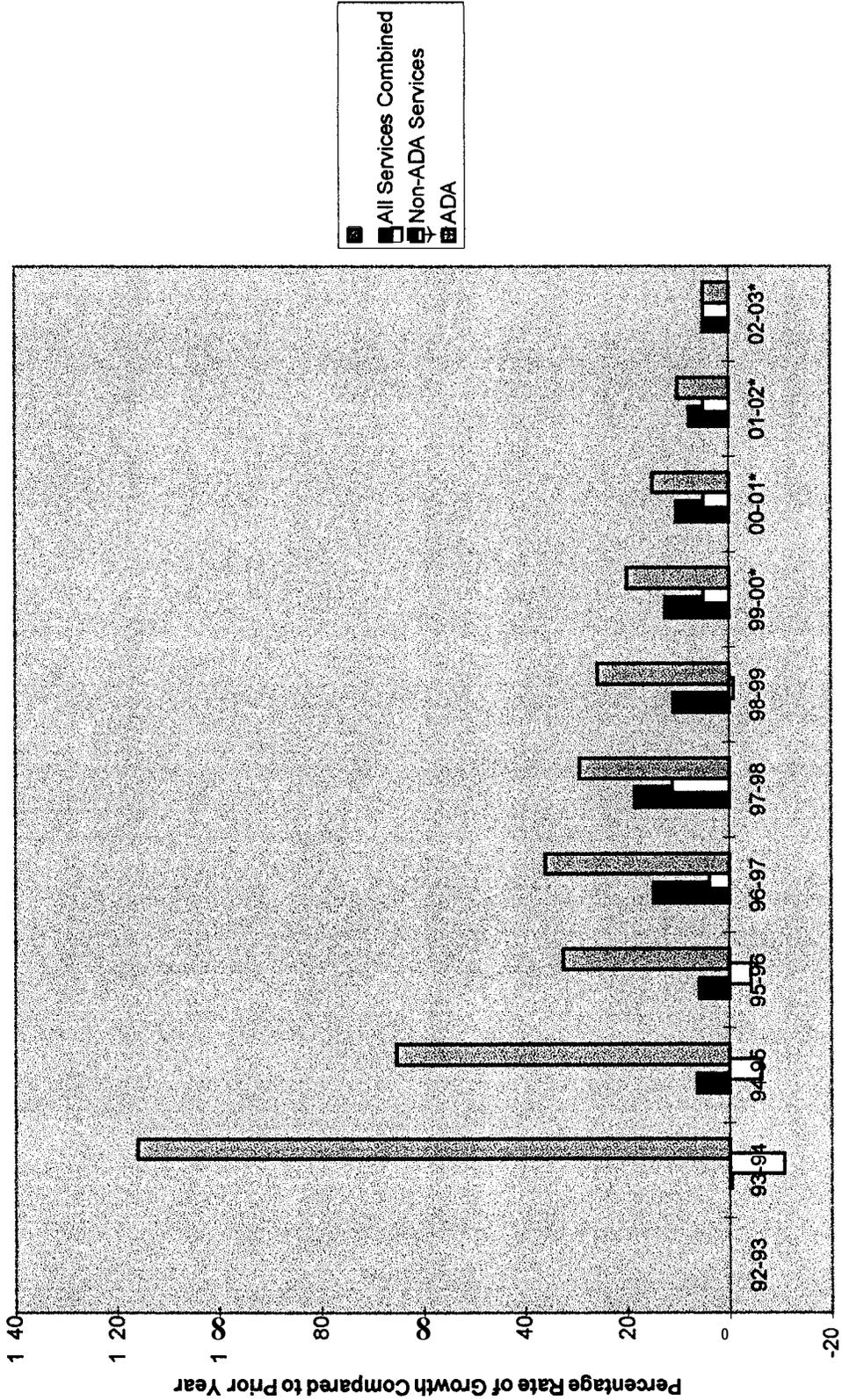
6. Pre-Proposal Meeting

A pre-proposal meeting will be held on _____ at the METRO Administrative Offices, 370 Encinal Street, Suite 100, Santa Cruz, CA 95060 to answer questions from interested proposers. Attendance is not mandatory, but proposers are strongly encouraged to participate.

7. Timeline

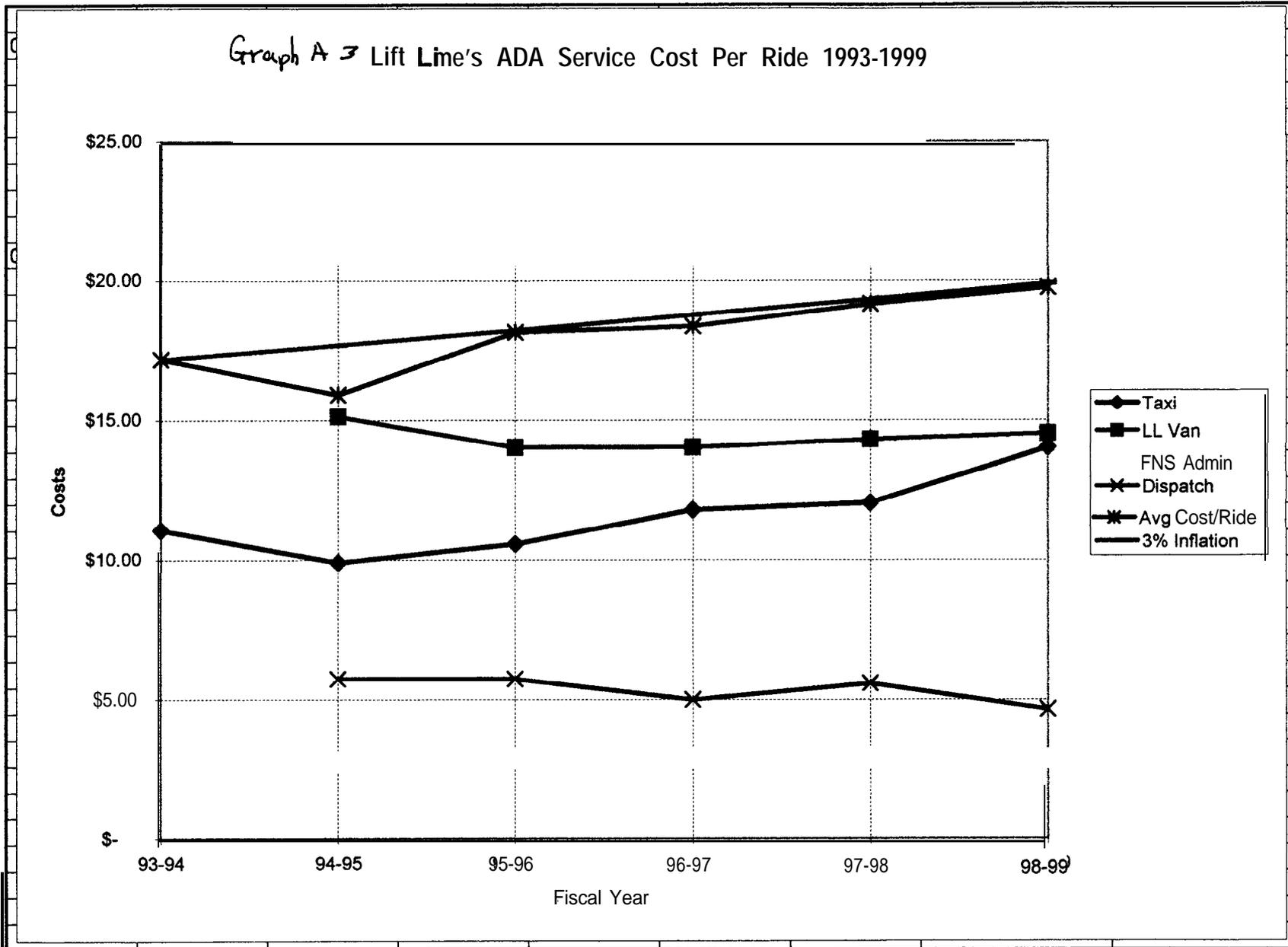
All proposers must include a comprehensive project **timeline** in their submissions that identifies the beginning and ending dates for each of the required tasks, together with an hourly and cost breakdown of each task by project team member.

Graph A2 Rate of Growth in Lift Line Services 1993-2003

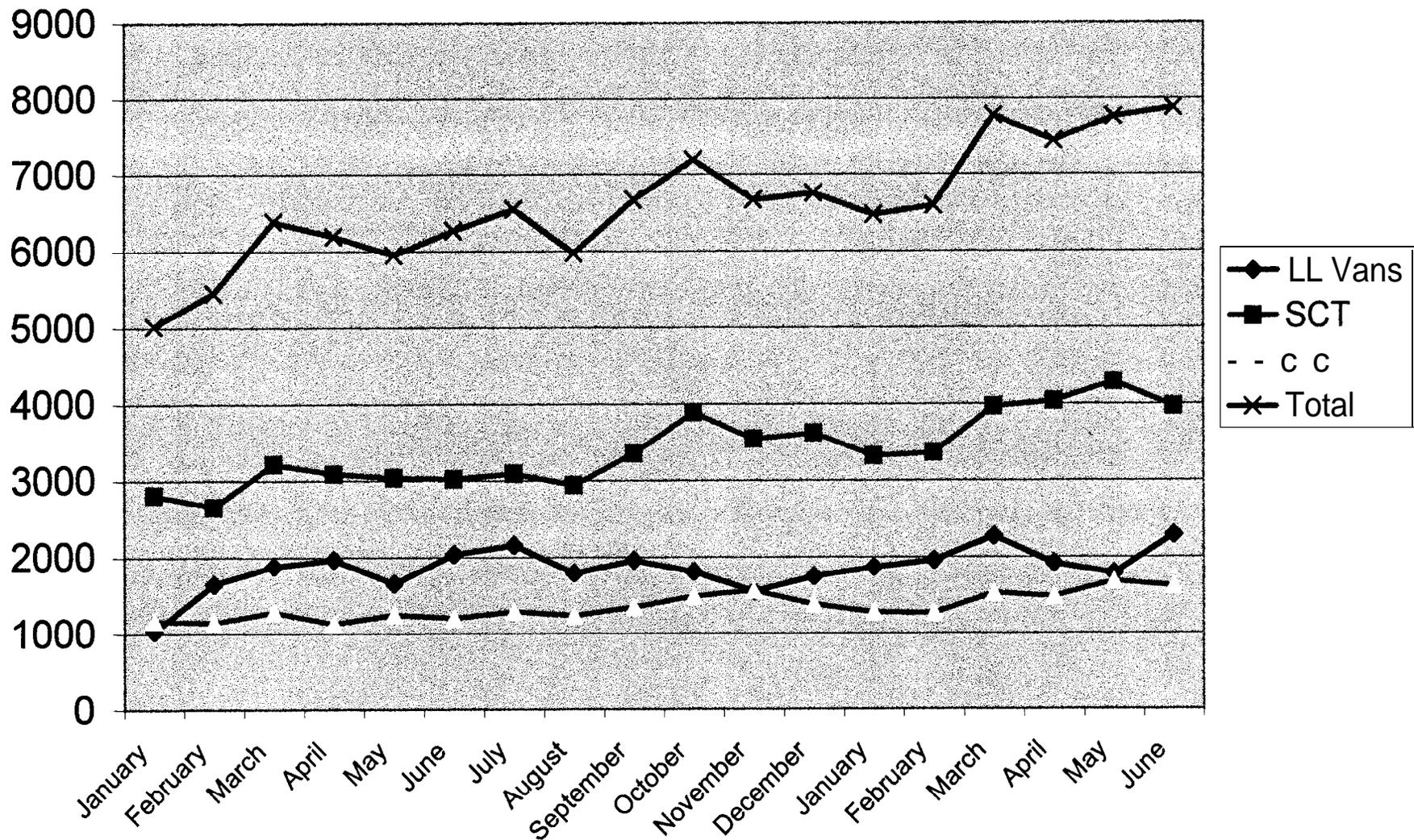


Fiscal Years (*Estimates)

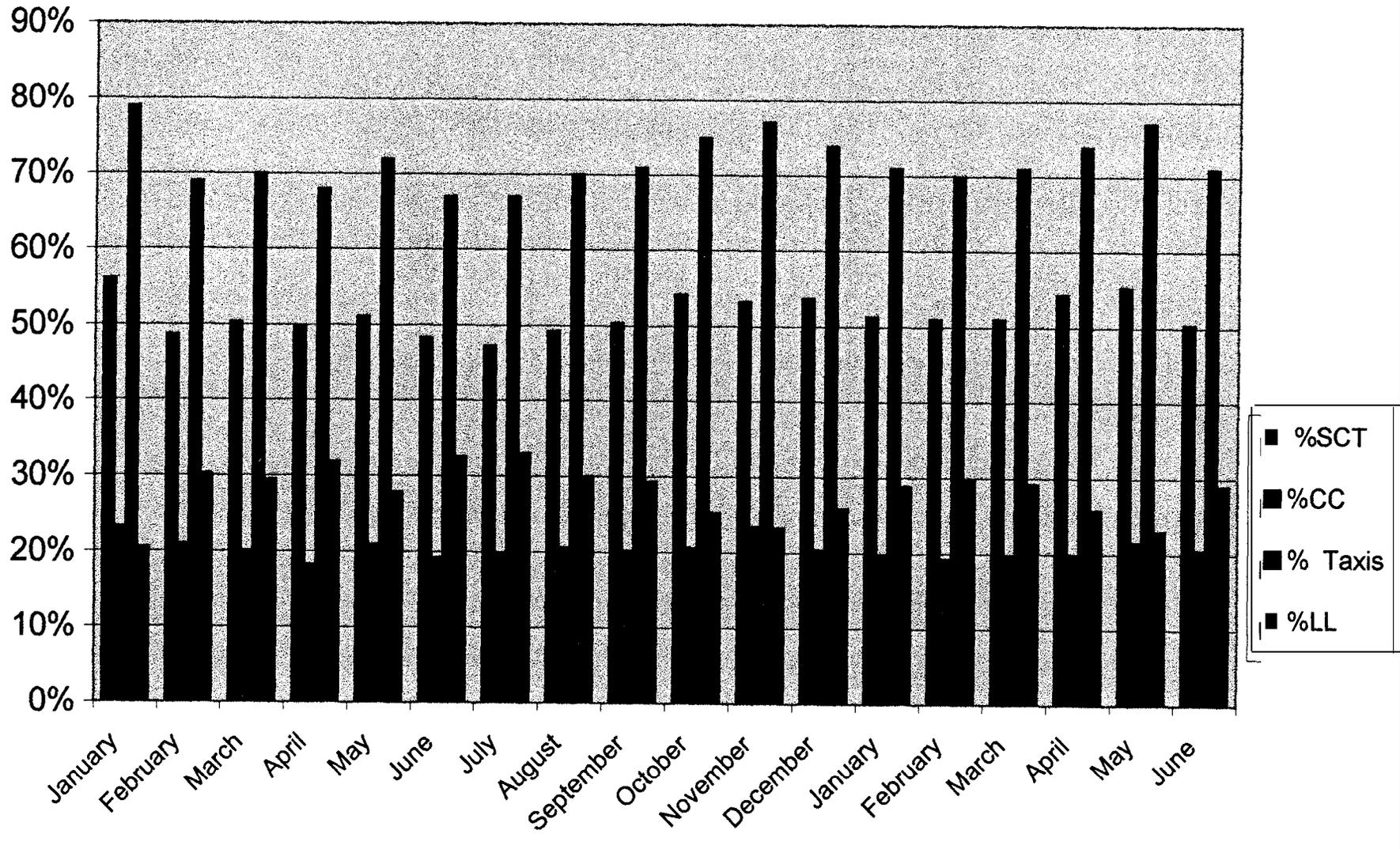
Graph A 3 Lift Line's ADA Service Cost Per Ride 1993-1999



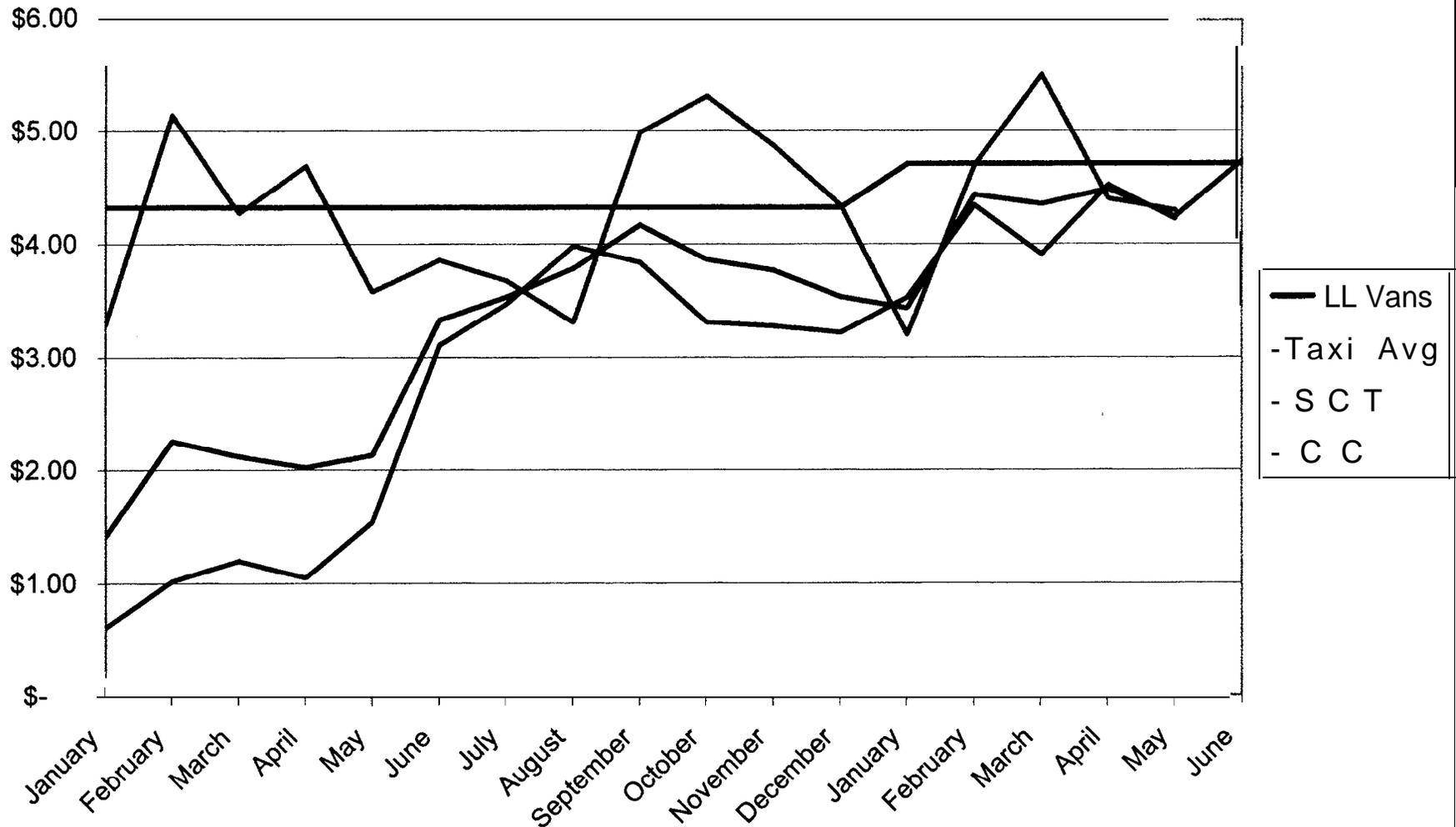
**Graph B1b - Units of Service by Provider
January 1998 - June 1999**



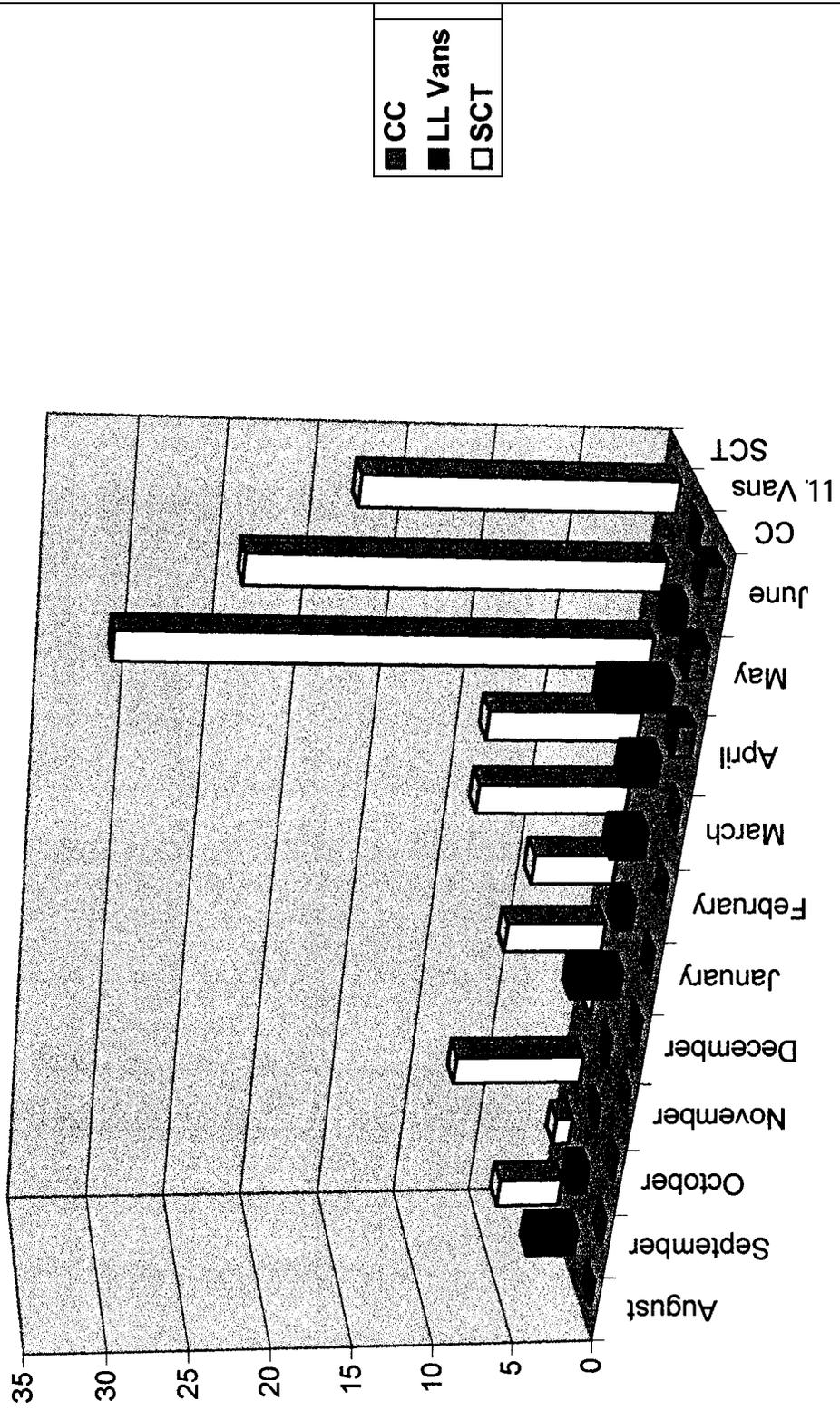
**Graph B1b - Percentage Units of Service by Provider
January 1998 - June 1999**



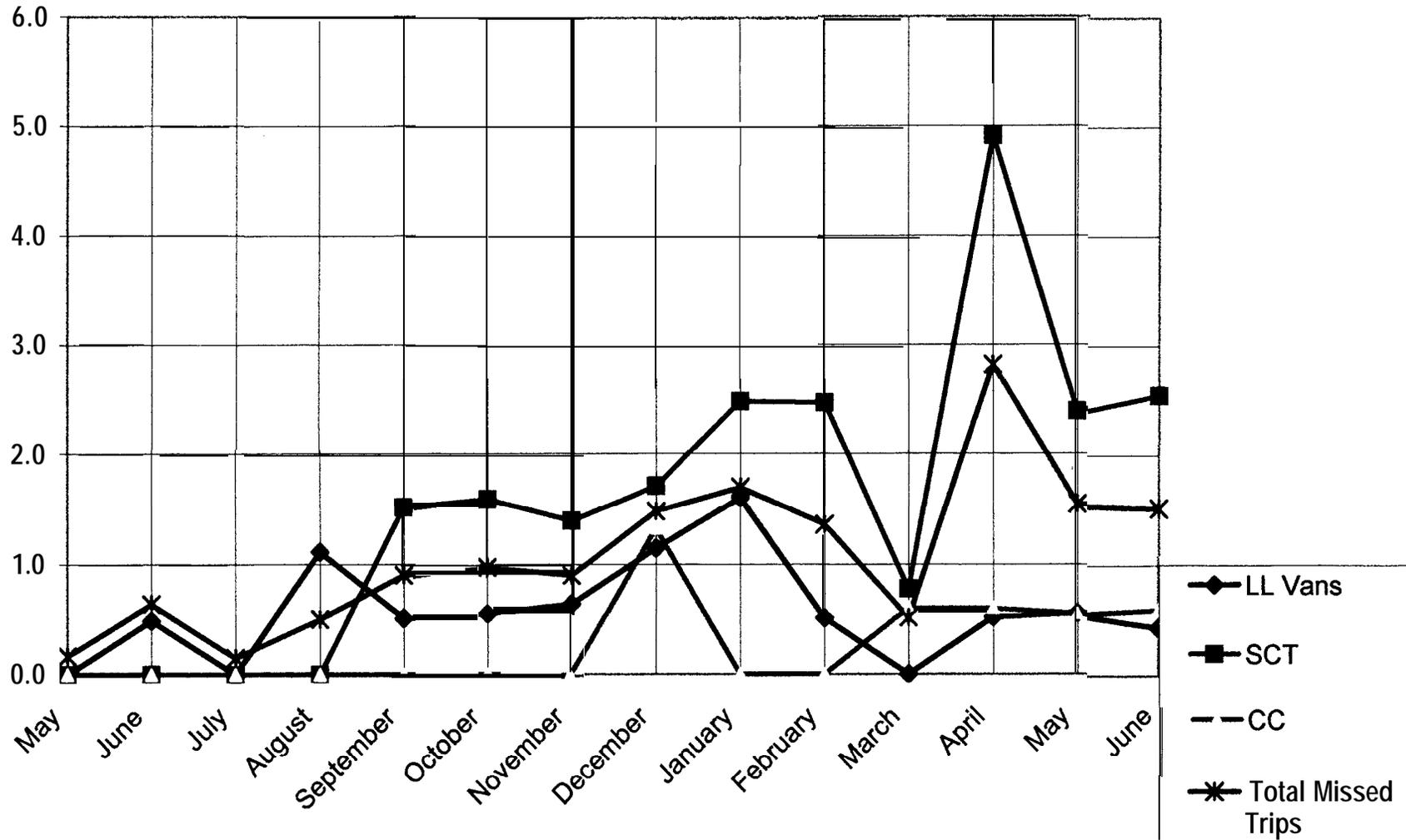
**Graph B2 - ADA Cost Per Ride by Provider
January 1998 -June 1999**



Graph 3 - Reported Delayed Trips August 98 - June 99

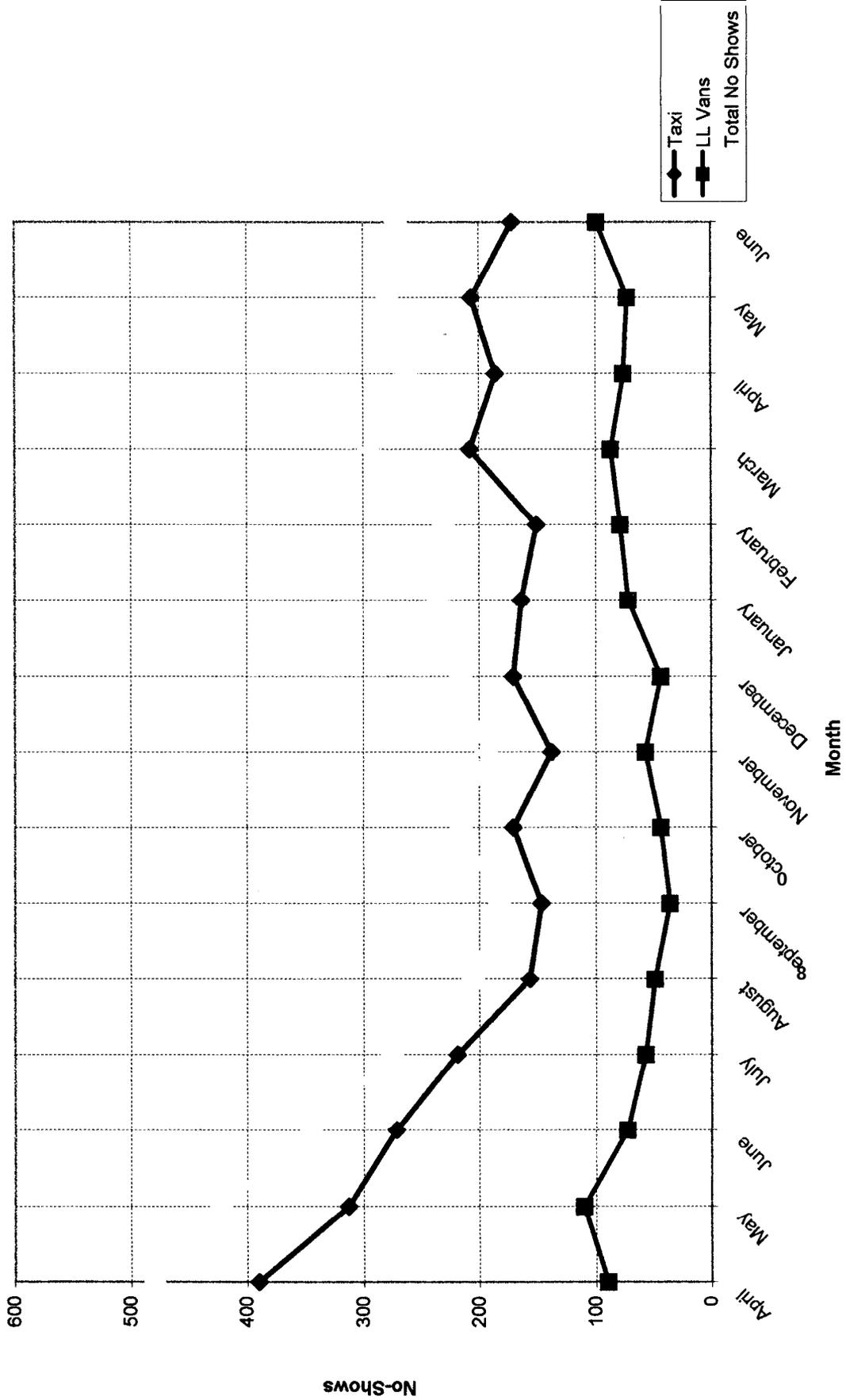


Graph 4 - Missed Trips per 1000 Rides May 1998 - June 1999

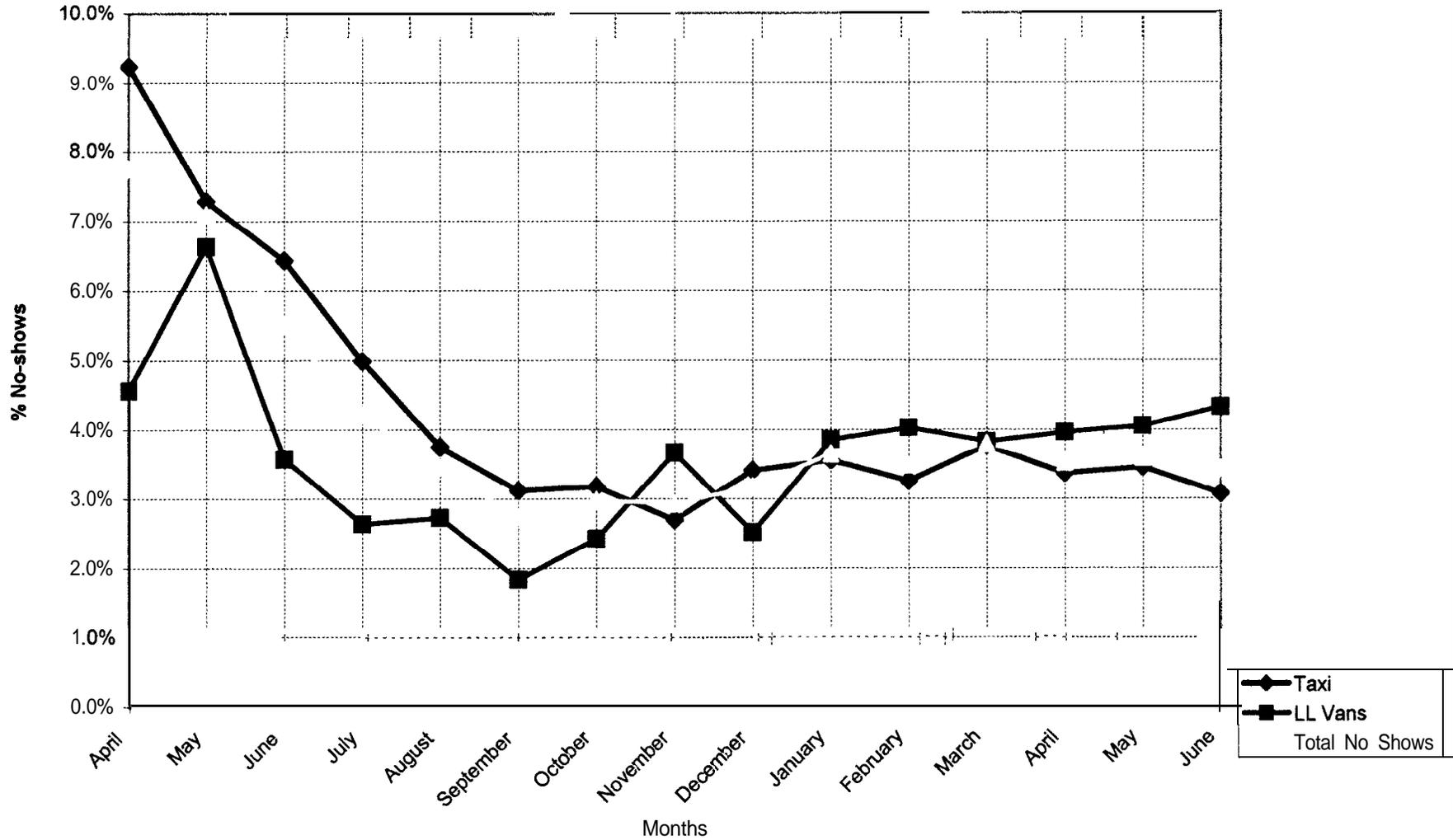


Lift Line Mid-Contract Report
to SCMTD 8/20/99

Graph B5a - No Shows April 98 - June 99

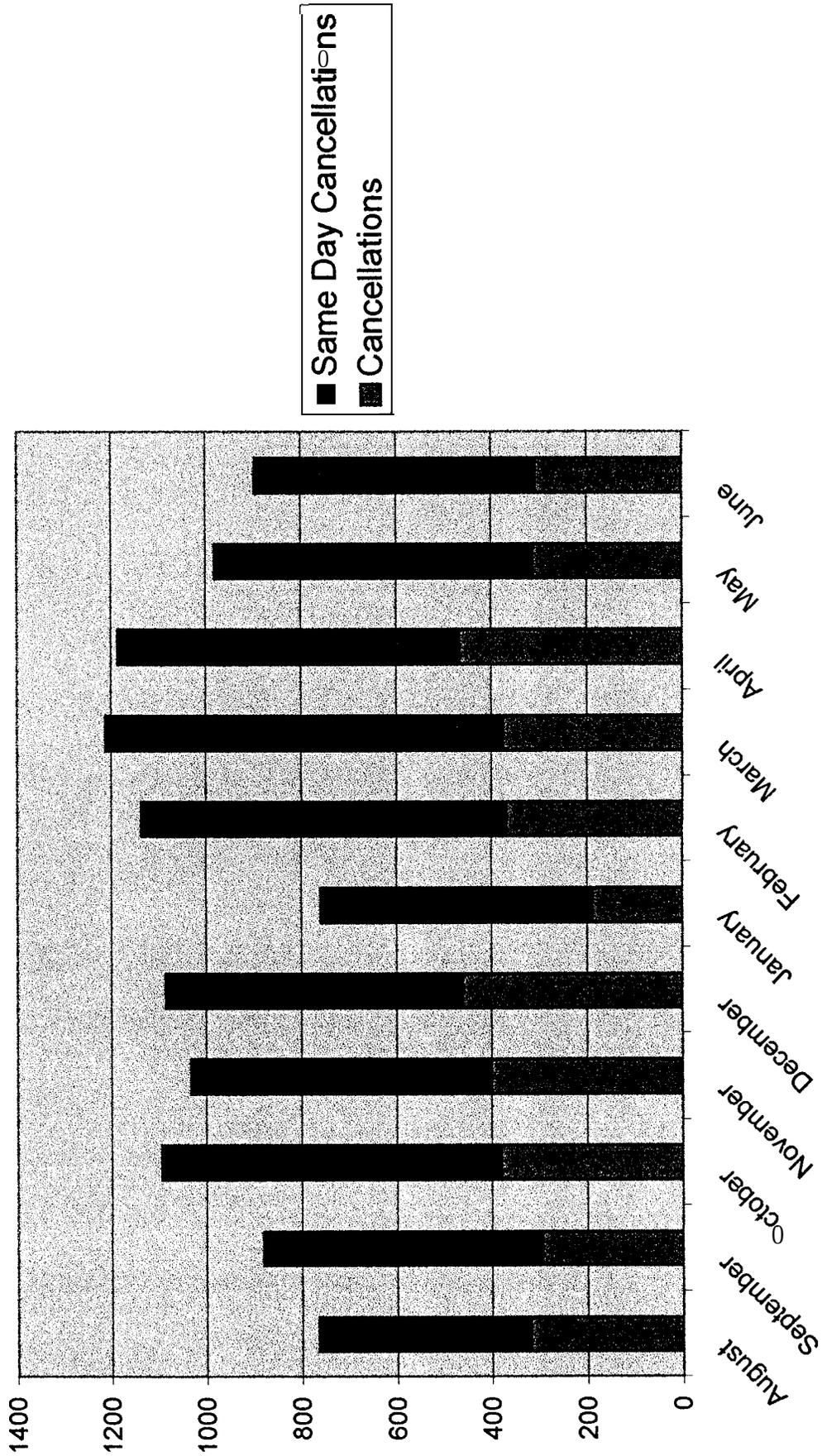


Graph B5b - No Shows as Percent of Ridership April 98 - June 99

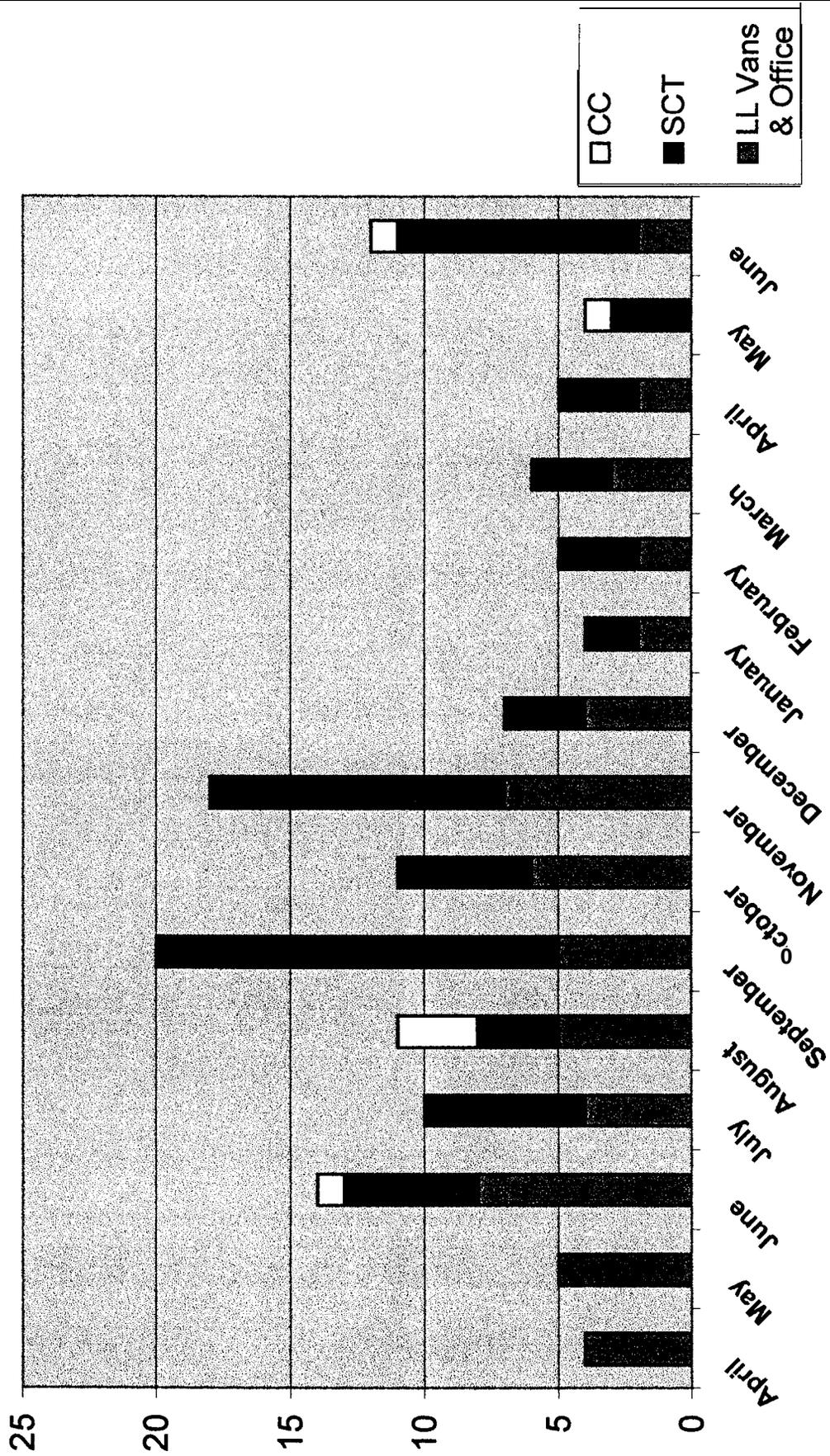


Attachment - Continued

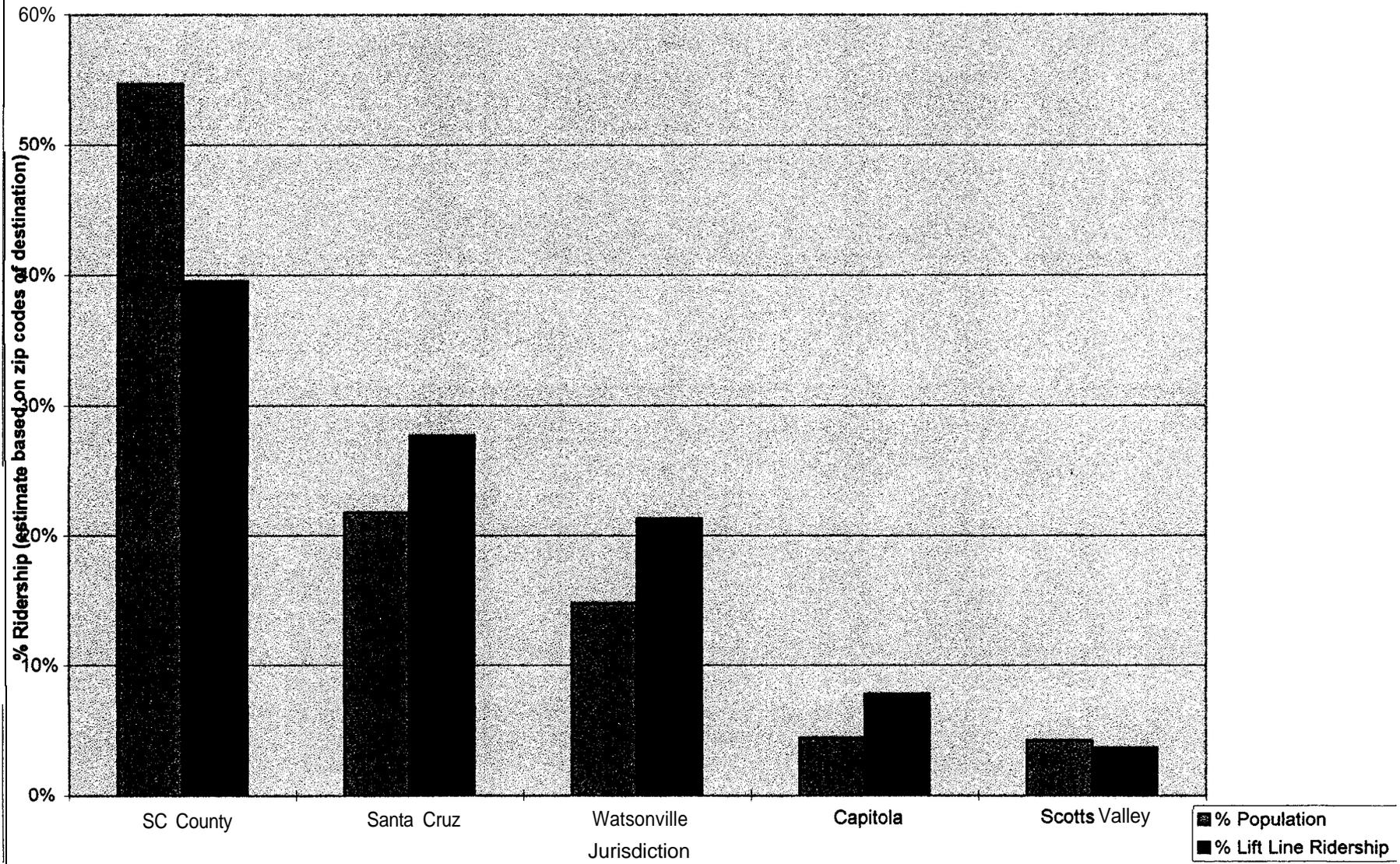
**Graph B6 - Lift ADA Cancellations
August 1998 - June 1999**



Graph B7 - Lift Line ADA Client Complaints April 98 - June 99

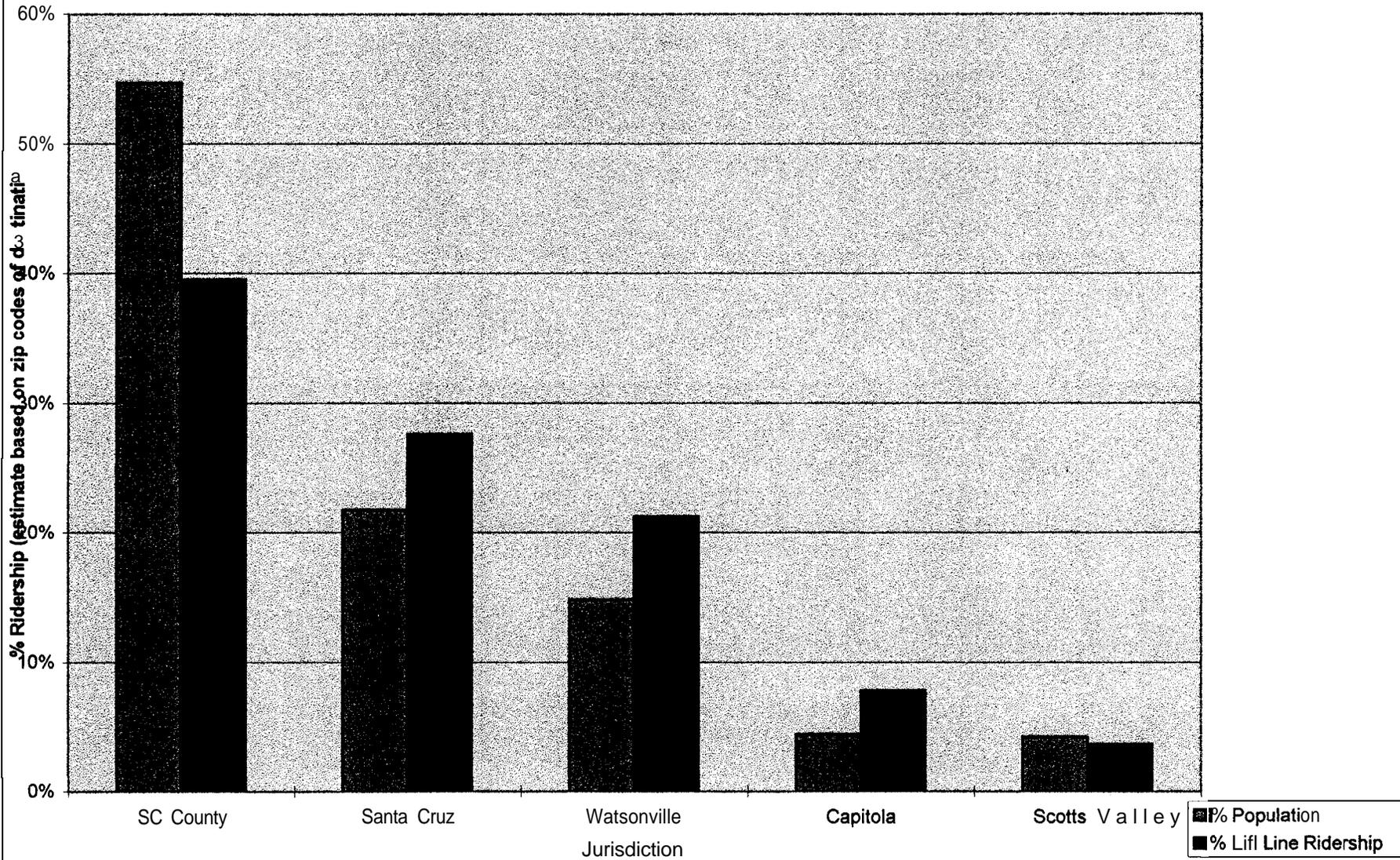


Graph B8 - Lift Line Ridership by Jurisdiction 1998-99



Attachment L

Graph B8 - Lift Line Ridership by Jurisdiction 1998-99



Attachment L

**CTSA Report to SCMTD:
4th Quarter 98-99**

	April	May	June	Total for Quarter
Units of Service				
Taxi	5524	5974	5594	17092
LL Vans	1919	1790	2289	5998
Total Units of Service	7443	7764	7883	23090
% Rides Taxis	74%	77%	71%	
No-shows				
Taxi	186	206	172	564
LL Vans	76	73	99	248
Total No Shows	262	279	271	812
Missed Trips				
Taxi	20	11	12	43
LL Vans	1	1	1	3
Total Missed Trips	21	12	13	46
Complaints				
Taxi	3	4	10	17
LL Vans & Office	2	0	2	4
Total Complaints	5	4	12	21
Compliments				
Taxi	1	1	2	4
LL Vans	3	4	2	9
Total Compliments	4	5	4	13
Costs				
Per Unit (LL Vans)	\$ 14.71	\$ 14.71	\$ 14.71	
Costs (LL Vans)	\$ 28,228.49	\$ 26,330.90	\$ 33,671.19	\$ 88,230.58
Per Unit (Taxi)	\$ 14.49	\$ 14.24	\$ 14.73	
Costs (Taxi)	\$ 80,025.72	\$ 85,069.00	\$ 82,409.79	\$ 247,504.51
Dispatch	\$ 35,130.96	\$ 36,646.08	\$ 37,207.76	\$ 108,984.80
Grantee Allocated	\$ 20,934.23	\$ 21,614.72	\$ 22,380.15	\$ 64,929.10
minus \$2.00 fares	\$ (14,886.00)	\$ (15,528.00)	\$ (15,766.00)	\$ (46,180.00)
Total Costs	\$ 149,433.40	\$ 154,132.70	\$ 159,902.89	\$ 463,468.99

Attachment N

Lift Line

**CONSOLIDATED TRANSPORTATION
SERVICES** AGENCY OF SANTA CRUZ

A PROGRAM OF **Food** AND NUTRITION SERVICES



PROPOSAL FOR PROVISION OF PARATRANSIT SERVICES FOR
THE COUNTY OF SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
NOVEMBER 3, 1997

ATTACHMENT **C: COST PROPOSAL**

236 SANTA CRUZ AVENUE, APTOS, CA T--408.688.8840 FAXLINE 408.688.8302

Attachment N Continued

Food & Nutrition Services ADA Paratransit Cost Proposal

A. DIRECTLY PROVIDED RIDES

Rides provided by CTSA vans **will** be charged to the district at the rate of \$12.32 per one-way trip. A \$2 fare will also be collected from the passenger.

Our grantee allocated rate is 13.7% of total expenditures. Excluding grantee allocated expenses, it is 16.2% of all operating expenses. Grantee allocated provides for fiscal management, legal support, personnel, independent audit, AP/AR, contracts management, etc., in support of the services provided. A complete list of services provided by grantee allocated charges is attached at the back of the cost proposal.

Costs will be adjusted annually by the Consumer Price Index for the previous year. It is anticipated this will be approximately 3% per year. The CTSA recommends SCMTD & the CTSA adjust the rate by actual changes, for the mutual benefit of each agency. A set figure will be chosen during contract negotiations if the District prefers.

In evaluating the cost of trips directly provided, it is important to remember the level of training provided to FNS vehicle operators is substantially greater than that provided by subcontractors, even including the requirements FNS establishes for each subcontractor. Consequently, the more "challenging" rider is usually assigned to an FNS vehicle. A review of the percentage of wheelchair rides provided by FNS vehicles in fiscal year 1996-97 compared to those provided by sub-contractors is only one example of the higher level of service available to a client riding in an FNS van. When comparing costs of various operators, it is essential that the quality of the service being compared, or the technical nature of the service provided, is equal. Cost comparisons involving a different providers is not always meaningful because of the different levels of service provided (e.g. % of wheelchair passengers transported).

Attachments N Continued
Food & Nutrition Services (M) Paratransit Cost Proposal

B. MONTHLY DISPATCH FEE

Dispatch rates, based on minimum and maximum ridership, are as follows:

- Up to 33,000 annual rides:
\$ 0.00 per ride, or \$135,000, whichever is greater
- Greater than 33,000 total rides, and up to 43,000 annual rides:
\$ 5.60 per ride, or \$198,000, whichever is greater
- Greater than 43,000 total rides, and up to 53,000 annual rides:
\$5.25 per ride, or \$240,800 whichever is greater
- Greater than 53,000 total rides, and up to 70,000 annual rides:
\$ 4.90 per ride, or \$278,250, whichever is greater
- Greater than 70,000 total rides, and up to 85,000 annual rides:
\$ 4.60 per ride, or \$343,000, whichever is greater
- Greater than 85,000 total rides, and up to 100,000 annual rides:
\$ 4.35 per ride, or \$369,750, whichever is greater

If ridership is projected to exceed 100,000 annual rides, the CTSA & SCMTD will develop an expansion of this schedule.

Our grantee allocated rate is 13.7% of total expenditures. Excluding grantee allocated expenses, it is 16.2% of all operating expenses. Grantee allocated provides for fiscal management, legal support, personnel, independent audit, AP/AR, contracts management, etc., in support of the services provided. A complete list of services provided by grantee allocated charges is attached at the back of the cost proposal.

Costs will be adjusted annually by the Consumer Price Index for the previous year. It is anticipated this will be approximately 3% per year. The CTSA recommends SCMTD & the CTSA adjust the rate by actual changes, for the mutual benefit of each agency. A set figure will be chosen during contract negotiations if the District prefers.

Attachment N Continued
Food & Nutrition Services ADA Paratransit Cost Proposal

C. SUB-CONTRACTED TRIPS

Taxi rates will be at the rate established by the jurisdiction in which the taxi company operates, minus any senior or disabled discount. Rates established by the City of Santa Cruz are slightly lower than those of the City of Watsonville.

Santa Cruz offers a 25% senior or disabled discount. Watsonville's discount for senior or disabled riders has been set at \$1 per ride.

Adjustments to taxi rates are subject to the discretion of the local jurisdictions.

During fiscal year 1996-97, the average fare for an ADA passenger aboard a taxi vehicle was \$11.81, including discounts.

Rates for additional sub-contractors will be at the lowest rate negotiated. SCMTD will reserve the right to not accept new service providers which do not meet SCMTD standards.

Our grantee allocated rate is 13.7% of total expenditures. Excluding grantee allocated expenses, it is 16.2% of all operating expenses. Grantee allocated provides for fiscal management, legal support, personnel, independent audit, AP/AR, contracts management, etc., in support of the services provided. A complete list of services provided by grantee allocated charges is attached at the back of the cost proposal.

Attachment N Continued
 Food & Nutrition Services ADA Paratransit Cost Proposal

**ASSESSMENT OF FINANCIAL BENEFIT OF CONTINUING TO COMBINE
 EXISTING CTSA FUNDING WITH ADA PARATRANSIT PROGRAM**
 (As proposed in this application)

Utilizing the model included in the ADA Paratransit Plan (30% of rides directly provided; 70% sub-contracted), and using SCMTD's estimate of a 10-15% growth rate (page 6 of the RFP), annual costs are projected as follows:

Year	10% Growth			15% Growth		
	Total Rides	cost per Ride	Total cost	Total Rides	cost per Ride	Total cost
1998	56,602	\$17.97	\$1,017,025	59,176	\$17.97	\$1,063,275
1999	62,263	\$17.97	\$1,118,742	68,052	\$17.97	\$1,222,759
\$17.97			\$1,230,611	78,260	\$17.62	\$1,378,895

Actual costs to SCMTD per ADA passenger transported are considerably lower. As discussed in Part 5 of the Technical Proposal, the number of rides provided in the CTSA's Lift Line/ADA Paratransit Program (remember, Lift Line is but ONE of many programs the CTSA operates) to SCMTD certified clients is far greater than those SCMTD is charged for. If supplemental ADA service is merely maintained (every effort will be made to continue with expansion of services), 16,000 annual trips to ADA clients will be provided at no expense to the district. Including the costs provided by the CTSA, but not charged to SCMTD, the True Costs are shown in the following table:

Year	10% Growth			15% Growth		
	Total Rides	SCMTD Cost per Ride	Total Cost	Total Rides	SCMTD Cost per Ride	Total Cost
1998	72,602	\$14.01	\$1,023,602	75,176	\$14.14	\$1,070,151
1999	78,263	\$14.29	\$1,125,977	84,052	\$14.55	\$1,230,666
2000	84,489	\$14.57	\$1,238,569	94,260	\$14.63	\$1,392,535

By providing ADA paratransit under the plan adopted, SCMTD has wisely taken advantage of existing services and the funds leveraged by those services. ADA Paratransit has been implemented in Santa Cruz County by

Attachment N Continued
Food & Nutrition Services ADA Paratransit Cost Proposal

merging the Lift Line component of the CTSA's transportation programs with new revenue from SCMTD. The result has been greater than the sum of the individual services. The chart on the bottom of the previous page illustrates the financial benefit the SCMTD has experienced as a result of this combining of services. It further enhances the continued success and operation of a Consolidated Transportation Services Agency, in that Santa Cruz County specialized transportation services continue to be provided in the most cost effective, service efficient manner possible.

ADA paratransit costs, by the nature of the service provided, are labor intensive and relatively expensive when compared on a trip by trip basis to fixed route. The passengers need a far great level of care to be provided for.

Comparing a sampling of ADA Paratransit trips throughout the state shows the Santa Cruz County model to be extremely competitive with other systems. Paratransit Inc., one of the model paratransit systems in the nation, has an average cost of \$23.19 per one-way ADA ride. Nearby San Mateo County is above \$20 per one-way ride. Access Services, the ADA provider in LOS Angeles County, experiences a cost of \$38.47 per ride provided.

Utilizing the CTSA as the ADA Paratransit Provider has resulted in annual district costs being much iower than anticipated in SCMTD contracts and budgets. Contracted amounts, and funds actually expended, is shown in the table below.

Fiscal Year	Amount in CTSA Contract	Amount Expended	Annual Savings	% of Contract Saved
92-93	\$283,344.00	\$190,712.79	\$92,631.21	32.69%
93-93	\$378,052.00	\$296,353.11	\$81,698.89	21.61%
94-95	\$492,628.00	\$453,519.85	\$39,108.15	7.94%
95-96	\$821,886.00	\$684,171.11	\$137,714.89	16.76%
96-97	\$1,200,000.00	\$944,958.30	\$255,041.70	21.25%
Total	\$3,175,910.00	\$2,569,715.16	\$606,194.84	19.09%

Amounts set forth in contract agreements between the CTSA and SCMTD have often been less than the amount actually included in the SCMTD annual budget. For example, SCMTD's 1996-97 budget had over \$1,450,000 in the line item for ADA Paratransit.

Attachment N Continued

Food & Nutrition Services ADA Paratransit Cost Proposal

We are confident the reviewer will find the CTSA's proposal to meet all the **requirements** of the SCMTD's Request for Proposals. Our quality of service is outstanding. Our cost effectiveness exceeds that of other paratransit providers in the state. Our ability to coordinate with other service providers in Santa Cruz County is unparalleled.

We look forward to continuing our delivery of ADA Paratransit Services in Santa Cruz County. Working cooperatively with the Santa **Cruz** Metropolitan Transit District to deliver **these** services is a prospect that seems to us to be a natural continuation of the existing relationship between the two agencies.

Attachment N Continued

SERVICES PAID FOR BY GRANTEE ALLOCATED CHARGES**PERSONNEL**

Recruitment/hiring
Benefits administration
Personnel **Policies updating**, enforcement & technical assistance
Records and files maintenance
Legal updates and compliance
Employee status change processing
EEO/AA review and compliance

FISCAL

Banking/cash flow management
Accounting systems monitoring.
Liaison **wi**th auditors
IRS, other Federal, State and **local** reports
Funding regulation updates and **compliance**
Budget development, monitoring and reports
Accounts payable
Accounts receivable
Claims/reports to funding sources
Payroll
Computer systems management
Hardware maintenance and repair - labor
Purchasing
Leasehold improvement management
Inventory tracking and control

OTHER

Contracts and Leases: preparation, **review**, negotiation, renewal
Grant applications - preparation and **coordination**
Insurance administration
Legal counsel/assistance on various issues
Audit appeals
Clerical support to Management Team and **Worker's Council**
Inter-program liaison
Management Team and Worker's Council communication
Writing/editing technical assistance
Program and funding development
Community/political liaison
Board of Directors liaison
Supervision

Attachment N Continued

EXHIBIT C

Attachment N Continued

EXHIBIT C
ADA Paratransit

- I. Compensation -The rate for directly provided CONTRACTOR rides and Dispatch fees the second and third years of the contract shall be capped to an increase of not more than 4 % based upon **the** current CPI from the Bay Area Urban Wage Earners and conversely, there shall be a minimum increase of 2 % should there be **an** increase of less than 2 % in the current CPI from the Bay Area Urban Wage Earners.
2. The Grantee Allocated Rate used in this contract shall **be the** approved and audited cost allocation plan, a copy of **which** shall be provided to **the** DISTRICT within 10 days of a written request and whenever the rate is modified or changed by CONTRACTOR. The Grantee Allocated Rate shall be prepared in accordance with **applicable** Federal and State law. DISTRICT shall **have** the opportunity to meet and **discuss** the Grantee Allocated Rate with CONTRACTOR upon request.
3. Any penalties received by CONTRACTOR from **any** of the subcontractors shall be passed on to the DISTRICT. Additionally, any penalties included in subcontracts administered by CONTRACTOR shall **similarly** be applied to directly provided service by CONTRACTOR. Penalties assessed shall be credited against the current billing. CONTRACTOR shall provide DISTRICT with all necessary documentation in order for the DISTRICT to be able to enforce the penalty requirements.
4. The DISTRICT shall work with CONTRACTOR to provide **signage** for inside of vehicles to inform the public that "ADA Service is funded in part by Santa Cruz Metro." CONTRACTOR will post **these** signs in its vehicles and ensure that all private providers who participate in the ADA Paratransit Program carry similar **signage**.
5. The installation and operation of the computerized dispatch service (**PASS**) shall be no later than April **3, 1998**. Failure to adhere to this deadline shall result in contractor providing DISTRICT with a full report of explanation for such failure. Failure to install and operate the PASS System by May **3, 1998** shall result in penalties of \$50 per day the system is not operational. Demonstration of good faith efforts by CONTRACTOR or factors beyond CONTRACTOR's control (e.g. delays by vendors) may cause the penalties to be waived by the DISTRICT.
6. It is **the** intent of the parties to do a comprehensive operational analysis of the ADA Service provided under this contract after the implementation of **the** **PASS** system to determine its impact **on the** system and to determine if any

Attachment N Continued

W

EXHIBIT C
ADA Paratransit

changes are warranted in the ADA Paratransit program. CONTRACTOR shall reasonably cooperate with DISTRICT.

7. The parties shall meet at a minimum on a quarterly basis to discuss contractual and operational issues. No subcontractors shall be in attendance at these meetings.
8. Contractor shall be compensated for services in accordance with the Cost Proposal which is set forth in Section 16 of this exhibit. The Monthly Dispatch Fee is payable on a **monthly** basis and shall be automatically paid by DISTRICT within 5 days after the last day of each month. CONTRACTOR shall notify DISTRICT by the fifteenth of **each** month of the estimated **ridership** count level to be used by DISTRICT for **the** Monthly Dispatch Fee calculation (**CONTRACTOR's** Attachment C: Cost Proposal dated November 3, 1997). Any **necessary** adjustment shall occur in the payment following the notification of the adjustment.
9. The DISTRICT's maximum liability under this Agreement in the aggregate shall be **\$1,300,000**, the total amount payable under this Agreement for the period January **1, 1998** through December **31, 1998**. Thereafter, no later than January 31, of the **second** and third years of this Agreement, DISTRICT shall notify CONTRACTOR of the District's maximum liability in the aggregate payable under this Agreement for the second and third **years** of the Agreement.
10. Article 11.1 of the General Contract Terms **shall** be amended as follows:

ARTICLE 14 -OWNERSHIP OF DOCUMENTS

14.1 All reports and **other** data developed by CONTRACTOR pursuant to this Agreement, its assigned employees or subcontractors, shall remain **the** property of **CONTRACTOR**. All such data shall be delivered or electronically transferred to DISTRICT or its designate upon completion of the Services or at such times as DISTRICT or its designate may request **at CONTRACTOR's** expense.

11. Page 12 of the Request for Proposals, item (d) shall be amended as follows:

d) Licensing and Other Requirements

All drivers will be properly licensed by **the** State of California. A written DMV record from the State Department of Motor Vehicles must be

Attachment N Continued

EXHIBIT C
ADA Paratransit

submitted by the CONTRACTOR to the DISTRICT semiannually for each driver, beginning at the start of the contract period. CONTRACTOR will be responsible for insuring that its vendors in the paratransit services submit to DISTRICT and CONTRACTOR a written DMV record for each of its paratransit drivers semiannually beginning at the start of the contract period. Drivers must possess licenses appropriate to the class of vehicle they are operating with applicable endorsements for the type of vehicle operated. All drivers must be in compliance with all applicable federal and State of California codes, regulations and standards.

12. Page 12 of the Request for Proposals, item (g) shall be amended as follows:

g) Criminal Conviction Disclosure

The Broker will be required to provide a disclosure of vendors' drivers' criminal conviction records, if in Broker's possession, for those drivers assigned to operate vehicles under this contract. Failure to disclose will disqualify the driver from operating a vehicle under this contract, and may result in liquidated damages and/or termination of contract. In addition, the Broker will be required to report to the District any drivers operating under this contract who are arrested for public offenses during the course of their employment, including being cited for traffic violations.

Any disclosures required herein must be in compliance with Federal and State law and Broker's Food and Nutrition personnel rules.

13. Page 13 of the Request for Proposals, item (j) shall be amended as follows:

j) Driver Suitability Requirements

A driver will be disqualified from operating a vehicle under this contract for criminal misconduct if he/she has **been** convicted upon a charge of a disqualifying public offense listed as follows:

1. Operating a motor **vehicle** while under **the** influence of **alcohol**, an amphetamine, a narcotic drug, a formulation of amphetamine or a derivative of a narcotic drug.
2. A crime involving the transportation, possession, sale or possession for sale, or unlawful use of amphetamines, narcotic drugs, formulations of an. amphetamine or derivatives of narcotic drugs.

Attachment N Continued

EXHIBIT C
ADA Paratransit

3. A felony or misdemeanor involving violence and/or theft.
4. Leaving the scene of a traffic accident that resulted in personal injury or death (Hit and Run).
5. A felony involving the use of a motor vehicle.
6. Failure to meet Broker's driving requirements.

Further, a driver is disqualified from operating a vehicle under this contract for conduct resulting in the following:

1. Any person determined to be a mentally disordered sex offender under the provisions of Article I (commencing with Section 6300), Chapter 2, Part 2, Division 6 of the Welfare and Institutions Code or under similar provisions of law of any other state.
2. Any person required to register as a sex offender under the provisions of Section 290 of the Penal Code or under similar provisions of law of any other state.

Drivers must also meet the following minimum criteria to participate in this program:

- No more than three (3) moving violations within the last three years prior to application to this program;
- drivers with a suspended or revoked license may not participate;

14. Page 34 of the General Contract Terms Article 6.3 is amended as follows:

CONTRACTOR's invoices are due on or before the thirtieth day from the last day of the month for which billing is submitted. Invoice shall include all trip information or late charges will be incurred.

DISTRICT will process payment within 30 days of receipt of invoice. If payment is not processed within 45 days it will be considered late.

15. Prior to the DISTRICT Terminating this Agreement in accordance with Article 9, the DISTRICT shall meet and discuss the potential termination with CONTRACTOR.

Attachment N Continued

16

	Contract Rate
Cost of Van Ride	\$ 14.32 Rate includes \$2.00 Fare
Subcontracted Ride Cost	Taxi Meter less discounts
Food & Nutrition Overhead	16.2% (the cost of the van ride, the Lift Line office support. and subcontractor costs)
Lift Line Office Support (per ride)	
< 33,000 rides \$	6.00 or \$135,000 whichever is greater
33,001 to 43,000 rides \$	5.60 or \$198,000 whichever is greater
43,001 to 53,000 rides \$	5.25 or \$240,800 whichever is greater
53,001 to 70,000 rides \$	4.90 or \$278,250 whichever is greater
70,001 to 85,000 rides \$	4.60 or \$343,000 whichever is greater
85,001 to 100,000 rides \$	4.35 or \$369,750 whichever is greater

The above costs with the exception of Overhead and Taxi Rides are subject to adjustments pursuant to Sections 1 of this exhibit Overhead is subject to Section 2 and Taxi rates are controlled through City Ordinances.

Attachment N continued

Food & Nutrition Services
Statement of **Insurability**

Food & Nutrition Services carries the following insurance policies:

<u>Type of Insurance</u>	<u>Carrier</u>	<u>Limit</u>
General Liability	Philadelphia Ins. Co.	\$1,000,000
Auto Liability	Paratransit Ins. Corp.	\$1,000,000
Directors & Officers	Executive Risk Indemnity	\$1,000,000
Fidelity Bond	Hartford Ins. Company	\$225,000
Worker's Comp.	Allianz Ins. Company	\$1,000,000
Volunteer Ins.	CIMA Companies	\$25,000
Health Care	Pacific Care Plan	100% w/co-pay

Certificates with additional insured endorsements provided upon contract execution.

*Santa Cruz Metropolitan
Transit District*



November 17, 1999

Karena Pushnik
Santa Cruz County Regional Transportation Commission
1523 Pacific Avenue
Santa Cruz CA 95060

Dear Ms. Pushnik:

The Santa Cruz Metropolitan Transit District (METRO) is in the process of issuing a Request For Proposals for qualified consultants to conduct a Comprehensive Operational and Financial Audit (COFA) of paratransit services provided under contract by Lift Line and its subcontractors. Attached is the draft Scope of Work that we would like you to comment on and review.

Staff is preparing to present the Scope of Work to the METRO Board of Directors for approval at the December 17, 1999 meeting. The Board will also review the Scope at their work session on December 10, 1999. Please submit your comments by Wednesday, December 1, 1999.

Thank you for your assistance.

Sincerely,

A handwritten signature in cursive script that reads "Kim Chin" with a stylized flourish below it.

Kim Chin
Planning and Marketing Manager

*Santa Cruz Metropolitan
Transit District*



November 17, 1999

Scott Bugental, Transportation Director
Lifeline
236 Santa Cruz Avenue
Aptos CA 95003

Dear Mr. Bugental:

The Santa Cruz Metropolitan Transit District (METRO) is in the process of issuing a Request For Proposals for qualified consultants to conduct a Comprehensive Operational and Financial Audit (COFA) of paratransit services provided under contract by Lift Line and its subcontractors. Attached is the draft Scope of Work that we would like you to comment on and review.

Staff is preparing to present the Scope of Work to the METRO Board of Directors for approval at the December 17, 1999 meeting. The Board will also review the Scope at their work session on December 10, 1999. Please submit your comments by Wednesday, December 1, 1999.

Thank you for your assistance.

Sincerely,

A handwritten signature in cursive script that reads "Kim Chin" followed by a small, stylized flourish or initials.

Kim Chin
Planning and Marketing Manager

*Santa Cruz Metropolitan
Transit District*



November 17, 1999

Liz Sparks
Central Coast Center for Independent Living
1395 41st Avenue, Suite B
Capitola CA 950 10

Dear Ms. Sparks:

The Santa Cruz Metropolitan Transit District (METRO) is in the process of issuing a Request For Proposals for qualified consultants to conduct a Comprehensive Operational and Financial Audit (COFA) of paratransit services provided under contract by Lift Line and its subcontractors. Attached is the draft Scope of Work that we would like you to comment on and review.

Staff is preparing to present the Scope of Work to the METRO Board of Directors for approval at the December 17, 1999 meeting. The Board will also review the Scope at their work session on December 10, 1999. Please submit your comments by Wednesday, December 1, 1999.

Thank you for your assistance.

Sincerely,

A handwritten signature in black ink that reads "Kim Chin" in a cursive style. Below the name, there are some initials, possibly "KJ", also written in cursive.

Kim Chin
Planning and Marketing Manager

*Santa Cruz Metropolitan
Transit District*



November 17, 1999

Bruce Gabriel, Chair
Metro Users' Group
116 Ocean Street
Santa Cruz CA 95060

Dear Mr. Gabriel:

The Santa Cruz Metropolitan Transit District (METRO) is in the process of issuing a Request For Proposals for qualified consultants to conduct a Comprehensive Operational and Financial Audit (COFA) of paratransit services provided under contract by Lift Line and its subcontractors. Attached is the draft Scope of Work that we would like you to comment on and review.

Staff is preparing to present the Scope of Work to the METRO Board of Directors for approval at the December 17, 1999 meeting. The Board will also review the Scope at their work session on December 10, 1999. Please submit your comments by Wednesday, December 1, 1999.

Thank you for your assistance.

Sincerely,

Kim Chin
pk

Kim Chin
Planning and Marketing Manager

Santa Cruz *Metropolitan*
Transit District



November 17, 1999

Brad Neily, Chair
Metro Accessible Services Transit Forum
300 Plum Street, Space 18
Capitola CA 950 10

Dear Mr. Neily:

The Santa Cruz Metropolitan Transit District (METRO) is in the process of issuing a Request For Proposals for qualified consultants to conduct a Comprehensive Operational and Financial Audit (COFA) of paratransit services provided under contract by Lift Line and its subcontractors. Attached is the **draft** Scope of Work that we would like you to comment on and review.

Staff is preparing to present the Scope of Work to the METRO Board of Directors for approval at the December 17, 1999 meeting. The Board will also review the Scope at their work session on December 10, 1999. Please submit your comments by Wednesday, December 1, 1999.

Thank you for your assistance.

Sincerely,

Kim Chin
pt

Kim Chin
Planning and Marketing Manager

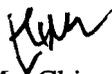
L I F T

LINE

Santa Cruz County's Consolidated Transportation Service Agency

12/30/1999

Kim Chin
 Planning and Marketing Manager
 Santa Cruz Metropolitan Transit District
 920 Pacific Avenue, Suite 21
 Santa Cruz, CA 95060



Dear Mr. Chin,

Thank you for the giving Food and Nutrition Services (FNS) the opportunity to comment on the Scope of Work section of the draft RFP for a comprehensive audit of the ADA Paratransit system. We view this audit as an opportunity for us to review Lift Line's systems and how the program interfaces with Metro, our subcontractors, and our clientele, with an eye toward identifying both areas of success and areas that could be improved.

We have three comments on Part 3 (Tasks) of the RFP:

- 1) Under Task 1, reviewing ADA eligibility procedures is mentioned. However, eligibility is determined by Metro, not Lift Line. We would still welcome this being part of the audit, as it is an important element of the ADA Paratransit program, but it should be noted this would require the auditor reviewing Metro's procedures, not Lift Line's.
- 2) Under Task 2, reviewing same-day trip reservation procedures is mentioned. Same day reservations are not allowed under our contract for ADA rides and are therefore not part of this program. We would suggest removing this from the audit as unnecessary.
- 3) References to the procedures or actions of the subcontractors are mentioned in several places. Obviously, the subcontractors themselves need to answer many of these questions directly.

There also three comments we would like to make on Part 4 (Evaluation and Selection of Auditor), which are not specifically addressed in the RFP as written:

- 1) We believe that it is important that the auditor chosen not only have the credentials to conduct the financial portions of the audit and a background in transportation, but



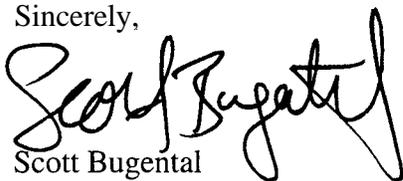
also pragmatic experience working for or closely with a paratransit provider. The issues faced in our service are complex and unique. Given the comprehensive nature of the audit and its focus on programmatic issues, we believe it is imperative that the auditor have “hands on” experience. Such qualifications are implied, but not specifically stated, under the first three criteria listed.

- 2) We strongly support the District’s stated position that a selection committee be created to choose the auditor, and that such a committee be made up of representatives of various local organizations involved with paratransit issues. The creation of such a committee is not specifically mentioned in the RFP. We would suggest representatives of the following groups and agencies be included: SCMTD Board of Directors, Metro staff, Metro Accessible Services Forum (MASTF), Elderly and Disabled Transportation Advisory Committee (E&DTAC), Central Coast Center for Independent Living (CCCIL), and the Santa Cruz County Regional Transportation Commission (SCCRTC). Additionally, we request that a representative of Lift Line be either a voting or non-voting member of the selection committee. We recommend that all members of the selection committee be present at any and all pre-proposal meetings.
- 3) While it is not explicitly stated in the RFP, we assume that the audit would be conducted in the customary manner. That is to say, there will be a pre-audit interview with Lift Line and FNS management, a post audit interview with the same, and a draft audit submitted to us to comment on before the final audit is completed. We also would assume that the RFP will be widely distributed and publicized in order to solicit the best possible candidates.

We note that under Part 7 (Timeline), no specific time frame for completion of the RFP is suggested, but instead timelines will be proposed by the respondents. We would request that the timeline in a successful RFP be mutually agreeable to both Metro and FNS. We also believe it is important that the audit be conducted in such a manner as to be compatible with the continuing smooth delivery of services by Lift Line.

We look forward to working with Metro staff and the community we serve as this project moves forward. If you require any further information, please feel free to contact me.

Sincerely,



Scott Bugental
Director of Transportation
Food & Nutrition Services, Inc.

cc: Les White, General Manager, SCMTD
Jeff Almquist, Chair, SCMTD Board of Directors
Sam Storey, Executive Director, Food & Nutrition Services, Inc.



SANTA CRUZ COUNTY REGIONAL TRANSPORTATION COMMISSION

1523 PACIFIC AVENUE, SANTA CRUZ, CALIFORNIA 95060-3911 (831) 460-3200 FAX (831) 460-3215 OR (831) 471-1 290

December 10, 1999

SERVICE AUTHORITY
FOR FREEWAY
EMERGENCIES
(SAFE)

Kim Chin, Planning & Marketing Director
Santa Cruz Metropolitan Transit District
920 Pacific Avenue
Santa Cruz, CA 95060

CONGESTION
MANAGEMENT
AGENCY

RE: Comments on the Request for Proposals ADA Paratransit service review

COMMUTE
SOLUTIONS c1

Dear Mr. Chin:

We received the letter dated November 17 requesting review of the Santa Cruz County Metropolitan Transit District's Request for Proposals for qualified consultants to conduct a comprehensive operation and financial audit of the contracted Americans with Disabilities Act mandated Paratransit Services.

TRANSPORTATION
POLICY COMMITTEE

Overall, the RFP appears to be well thought out and comprehensive. Our comments are shown on Attachment 1 and primarily apply to the History of Service Provided section. Also, on behalf of the Regional Transportation Commission's Elderly & Disabled Transportation Advisory Committee (E/D TAC), we would like to request that the results of the audit be provided to the committee for their review and input so that their comments can be incorporated into the final report/presentation.

RAIL OVERSIGHT
COMMITTEE

BUDGET &
ADMINISTRATION
PERSONNEL
COMMITTEE

Thank you for the opportunity to review this document.

INTERAGENCY
TECHNICAL
ADVISORY
COMMITTEE

Sincerely,

Karena Pushnik
Senior Transportation Planner

BICYCLE COMMITTEE

S:\E&DTAC\ADA\RFPADAPT.WPD

ELDERLY & DISABLED
TRANSPORTATION
ADVISORY COMMITTEE

WWW.SCCRTC.ORG
EMAIL:INFO@SCCRTC.ORG

Attachment I
Comments from E&D TAC/ SCCRTC Staff

Suggested changes are in an underline (addition) and ~~strikeout~~ (deletion) format.

General

- ▶ Make clear throughout the RFP that you are referring only to Lift Line's ADA paratransit operations/contract, since they operate a number of specialized transportation services.
- ▶ Would recommend that the consultants be available to meet with groups such as MASTF and the E/D TAC to present the results and answer questions. The RFP could specify the number of meetings that the consultants will be asked to attend to present the findings.

Section 1. History of Service Provided

General - Mention that the Lift Line contract was awarded through a competitive bid process ✓
beginning in 1997 (or correct date.)

2nd paragraph, 1 st sentence - Suggest adding the following: "METRO began providing paratransit service as mandated by the Americans with Disabilities Act (ADA) in 1992 through a subcontract to Food and Nutrition Services (F&N), the agency that coordinates specialized transportation in Santa Cruz County."

2nd paragraph, last sentence - Suggest adding the following: "METRO is issuing this Request for Proposal to obtain the assistance of a consultant to conduct a comprehensive operations and financial audit of the ADA paratransit service operated by Lift Line and its taxi subcontractors, Santa Cruz Transportation and Courtesy Cab." ✓

3rd paragraph, 1 st sentence - Please add information stating why 70% of the rides scheduled by Lift Line must be subcontracted to private contractors. ✓

3rd paragraph, 3rd paragraph - Rather than using 1994 and 1995 information, use more current statistics that relate to current trends in paratransit ridership. In the early years, demand was adjusting to the "newness" of the service and rides-per-week restrictions.

3rd paragraph, 4th paragraph - Suggest adding the following: "Ridership figures are expected to double again between fiscal year 1997/1998 and fiscal year 2003/2004 based on past trends *and the expected increase in demand based on an increasing population of senior citizens.*" ✓

Task 7: Paratransit Service Delivery

2nd Bullet - Suggest adding the following: “Review on-street supervision *and communication* procedures for Lift Line and taxi subcontractors.”

Task 10: Fare Accounting

1 st Bullet - Suggest adding the following: “Review Lift Line’s fare collection activities to measure integrity, *efficiency and ease for client* of fare collection system.”

Task 14: Recommendations/Best Practices

General - May want to include an assessment of the applicability of fare collection and/or prepayment (pass) options.

Attachment P Continued



December 1, 1999

■

□ Salinas

Central Office
234 Capitol Street
Suite A & B
Salinas, CA 93901
(831) 757-2968 Voice
(831) 757-3949 TDD
(831) 757-5549 FAX
email:cccil@cccil.org

Kim Chin, Planning and Marketing Manager
SCMTD
920 Pacific Avenue, Suite 21
Santa Cruz, CA 95060

Dear Kim:

Thanks for asking CCCIL for our feedback on Metro's draft Scope of Work for an audit of paratransit services.

Under tasks to be completed, I suggest adding a review of how much information sharing there is about passengers' disabilities between Metro's intake/ADA Paratransit application department and Lift Line that would help the ADA paratransit schedulers and drivers better accommodate the passengers' disabilities. For instance, passenger has memory problems and will not know correct destination, even though he/she will give plausible sounding answers. If you don't know what I mean, please give me a call and I'll try to explain better.

What is the proposed timeline now for recertifying passengers for ADA Paratransit?

Good luck on this continuing effort to improve ADA Paratransit Services.

Sincerely,

Elizabeth Sparks, Director
New Options Traumatic Brain Injury Project

•

▲ Capitola
1395 41st Avenue
Suite B
Capitola, CA 95010
(831) 4628720 Voice
(831) 462.8729 TDD
(831) 462-8727 FAX
email:cccilcap@cccil.org

Thorn Onan

From: Liz Sparks
Sent: Tuesday, December 07, 1999 4:07 PM
To: Thorn Onan
Subject: MASTF stuff

Hi. Joh Daugherty would like you to bring up my letter, paragraph 2, at the next MASTF meeting when Kim Chin talks about the Scope of Work. Another example: passenger needs assistance while walking to car/van. Juggling the need for privacy with the need for appropriate accommodation is a thorny issue. Once again, it's the taxi drivers who most often don't seem to know (or care) about the disability-related needs that may not be immediately obvious.

Thanks. A copy of my December 1 letter is in your box, for you to take to MASTF and to give to John if that is wanted.

Kim Chin
Planning and Marketing Manager
Santa Cruz Metropolitan Transit District
920 Pacific Avenue
Santa Cruz, CA 95010

November 18, 1999

Dear Kim,

Thank you for the opportunity to comment on the Scope of Work for consultants to conduct a Comprehensive Operational and Financial Audit of Paratransit Services. The Scope of Work adequately covers several areas of concern that the Metro User's Group (MUG) has previously expressed:

Concern

Reference In Scope of Work

Assignment of ambulatory/non-ambulatory trips

Task 3: Trip Scheduling

Pick Ups/Drops offs by subcontractors in Santa Cruz and Watsonville

Task 3: Trip Scheduling

Computation of Lift Line and taxi ride costs

Task 9: Subcontractor Management and Monitoring Financial Records and Controls

Billings to METRO

Task 11: Billings and Reconciliation

Passenger Securement

Task 6: Paratransit Operator Standards

Operator Conduct

Task 7: Paratransit Service Delivery

Lift Line Staff Responsiveness

Task 8: Administration and Project Management

The Metro User's Group (MUG) is supportive of this project and encourages the Board of Directors to approve this Scope of Work to conduct the Comprehensive Operational and Financial Audit of Paratransit Services.

Sincerely,


Bruce Gabriel
Chair, Metro User's Group (MUG)

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: January 14, 2000

TO: Board of Directors

FROM: Paul C. Chandley, Human Resources Manager

**SUBJECT: CONSIDER APPROVAL OF CALPERS MEDICAL INSURANCE
RESOLUTION TO INCLUDE DOMESTIC PARTNERS**

I. RECOMMENDED ACTION

It is recommended that the Board of Directors approve the attached Resolution to provide medical coverage to eligible domestic partners of employees and retirees under the California Public Employees' Retirement System (CalPERS) medical insurance program.

II. SUMMARY OF ISSUES

- The District contracts with CalPERS to provide employee/retiree medical insurance coverage.
- California has passed legislation, effective January 1, 2000, to allow CalPERS contracting public agencies to provide medical coverage to eligible domestic partners of employees and retirees.
- The Board is requested to approve the attached resolution on January 14, 2000, in order to provide the earliest possible opportunity to participate in this new CalPERS program.

III. DISCUSSION

California legislation now allows local public agencies contracting with CalPERS to offer domestic partners medical insurance coverage. The District has been a leader in extending health insurance coverage to domestic partners beginning with employees represented by UTU Local 23 in 1985. Eligible domestic partners have been defined by the State as same-sex domestic partnerships, both persons over the age of 18, and opposite sex domestic partnerships, both persons over the age of 62. Eligibility of domestic partnership is determined and certified through the California Office of the Secretary of State.

Upon approval of the attached resolution and receipt by CalPERS, employees will immediately be given the opportunity to enroll eligible domestic partners in the CalPERS medical program. Domestic partners that do not meet the State's eligibility criteria, but meet the District's eligibility criteria will continue to receive coverage as provided in the labor contracts.

V. FISCAL IMPACT

Fiscal impact is not expected to add any significant impact to the District's medical insurance program.

V. ATTACHMENTS

- A. Resolution electing to be subject to section 22873 of the CalPERS Medical and Hospital Care Act

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

Resolution No. 00-01-1

On the Motion of Director: _____

Duly Seconded by Director: _____

The Following Resolution is Adopted:

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE
SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
ELECTING TO BE SUBJECT TO SECTION 22873
OF THE PUBLIC EMPLOYEES' MEDICAL AND HOSPITAL CARE ACT**

WHEREAS, Government Code Section 22850 and/or 22850.3 provides the benefits of the Public Employees' Medical and Hospital Care Act to the employees of local agencies contracting with the Public Employees Retirement System; and

WHEREAS, The Santa Cruz Metropolitan Transit District, hereinafter referred to as Contracting Agency, is a local agency contracting with the Public Employees' Retirement System under the Act; and

WHEREAS, Government Code Section 22873 allows a Contracting Agency to provide benefits to the domestic partners of employees and annuitants of local agencies contracting under the Act upon proper application; and

WHEREAS, The Contracting Agency desires to obtain for its employees and annuitants the benefit of Section 22873 and to accept the liabilities and obligations of a contacting agency under the Section;

NOW, THEREFORE, BE IT RESOLVED, That the Contracting Agency elect, and it does hereby elect, to be subject to the provisions of Section 22873 of the Government Code.

PASSED AND ADOPTED this 14th day of January 2000, by the following vote:

AYES: Directors -

NOES: Directors -

ABSTAIN: Directors -

ABSENT: Directors -

Resolution No. _____
Page 2

APPROVED _____
JAN BEAUTZ
Chairperson

ATTEST _____
LESLIE R. WHITE
General Manager

APPROVED AS TO FORM:

MARGARET GALLAGHER
District Counsel

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: January 21, 2000

TO: Board of Directors

FROM: Bryant J. Baehr, Manager of Operations

SUBJECT: CONSIDERATION OF REVISING BIKES INSIDE BUSES POLICY TO ADDRESS HIGHWAY 17 CONCERNS

I. RECOMMENDED ACTION

Staff is recommending that the Board of Directors allow bicycle customers to place their bicycles inside the Highway 17 buses when the exterior bicycle rack is full

II. SUMMARY OF ISSUES

- Each transit coach used by the Transit District is equipped with an exterior bicycle rack capable of holding two (2) bicycles.
- Highway 17 customers have asked that when the exterior bicycle rack is full that they be allowed to bring their bicycle on board the bus storing it in the wheelchair securement area. Wheelchair customer use on Highway 17 is averaging 10 rides per month.
- Bicycle customers are not allowed to bring bicycles on board the bus unless they are traveling on Routes 40,41,42. These routes are considered lifeline service and not allowing bicycles on the bus would create a hardship for our customers.
- A survey was conducted of Transit Agencies in close proximity to SCMTD and the results show that most allow bicycles on board the bus.
- MASTF has taken the position of not supporting the concept of allowing bicycles on board on the bus in the wheelchair securement area.

III. DISCUSSION

The Transit District has equipped each bus with a bicycle rack that can hold a maximum of two (2) bicycles on the front bumper. The customers bring their bicycles to the bus stop, lower the bicycle rack, place their bicycle in the holder and board the vehicle. Once the bicycle rack is full, customers that arrive with their bicycles must wait for the next bus.

Bicycle customers who use the Highway 17 express service provided by the Santa Cruz Metropolitan Transit District and the Valley Transportation Authority have asked that they be allowed to bring their bicycles on board the bus when the external bicycle rack is full since the

Bicycle Rack program was started. These bicycles would be stored in the wheelchair securement area. This issue recently resurfaced due to Discovery Charters, the previous operator of the Highway 17 service, allowing bicycles on board the Highway 17 buses. This action was in violation of Transit District policy and the contract between the Transit District and Discovery Charters. When the Transit District began directly operating the service, the practice of allowing bicycles on the bus came to light, and was stopped.

According to the current bicycle rack program, customers are not allowed to bring bicycles on board the bus when the bicycle rack is full unless they are riding routes 40,41,42. These routes are considered lifeline service and run infrequently which would have created a hardship for our bicycle customers if not allowed to bring their bicycle inside the bus. They would not have had the option of waiting for another bus.

On November 15, 1999 a survey of Transit Agencies in close proximity to the Transit District was conducted. The results of this survey showed that most of the more local transit agencies do allow bicycles on bus when the bicycle rack is full. Normally this is allowed only when the bus is not crowded and at the bus operators discretion. No unusual lawsuits or claims have been filled by a bicycle user against any of the surveyed Transit Agencies. A copy of the survey results is attached for your review.

The Transit District is required by the Americans with Disabilities Act (ADA) to provide for a wheelchair securement area on each transit vehicle. This space must be made available for wheelchair users upon request. The Metro Accessible Service Transit Forum (MASTF), the official advisory body to the Board of Directors on disability issues, has taken the position of not supporting bicycles on the bus. The bicycles on buses issue has been discussed at the last several MASTF meetings. Several of the conversations centered on the fact that the wheelchair securement area is reserved for wheelchair users. Should a bicycle user be allowed to use the wheelchair area when not in use by a wheelchair, once a wheelchair user approached, a confrontation could result between the bicycle user and the wheelchair user. MASTF members have voiced their opposition to allowing bicycle users access to this area. Wheelchair customer use on Highway 17 is averaging 10 rides per month (5 users - round trips).

Conversations have been conducted between Transit District staff and Sportworks Inc., the company that manufactures the bicycle racks currently in use by a majority of the Transit Agencies in the United States. Sportworks is working on an in-door bicycle securement system for buses. This in-bus securement system is being designed for use in the wheelchair securement area or along the back wall of the bus. They are approximately 6 months away from a working prototype. The Transit District has expressed interest in being included in the prototype testing.

The question has been raised concerning the placement of bicycle racks on the rear of the bus. There are several issues with this type of securement. The issues are:

- The bus operator is unable to ensure that the bicycle has been properly secured (bicycles have been know to fall off while the bus is traveling on the road)

- The bicycle user is unable to see their bicycle (someone could exit the bus and take the bicycle without anyone seeing)
- Bicycles can get extremely dirty being placed on the rear of the bus
- Rear bicycle racks present a safety hazard for service personnel and mechanics that need to gain access to the rear engine compartment

The above listed reasons detail why the Transit District did not expand its rear mounted Bicycle Rack Program.

Wheelchair use is infrequent on the Highway 17 service and strict rules and procedures can be developed to ensure that the wheelchair area is kept clear for wheelchair customers. A proposed set of rules could entail:

Bicycle on Bus Rules (Highway 17 customers only):

1. When the exterior bike rack is full, up to two (2) bicycles will be allowed inside the bus.
2. When loading / unloading your bike please use the front door and exercise extreme caution. Please be aware that other customers need to board / deboard the bus and / or may be sitting in adjoining seats.
3. The bicycle must be secured in the wheelchair area using the straps provided by the bus operator.
4. Should a wheelchair user wish to board the vehicle, you must immediately remove your bicycle from the bus. The wheelchair positions are for wheelchair customers.
5. If the bus is crowded and the additional seating is needed, you may be asked to remove your bicycle from the bus to board more passengers.
6. SCMTD is not responsible for loss or damages to or by bicycles on transit system property or buses.

The staff recommendation is to allow Highway 17 bicycle customers use of the wheelchair securement area when not being occupied by a wheelchair customer.

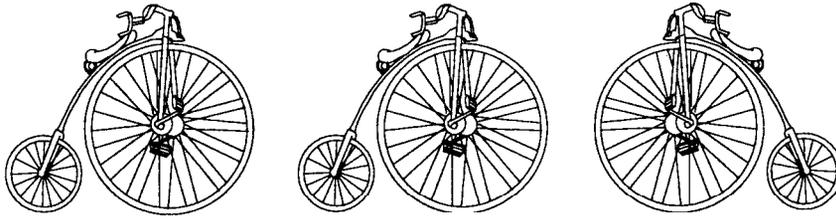
III. FINANCIAL CONSIDERATIONS

None.

IV. ATTACHMENTS

Attachment A: NOVEMBER 15, 1999 BICYCLES ON BUSES SURVEY

Attachment B: CURRENT SCMTD BICYCLE POLICY



Ron Goodman
226 Jeter Street
Santa Cruz, CA 95060
(831)425-885 1, rong@emu.com

December 8, 1999

RECEIVED
DEC 10 1999

Dear Mr. White,

It has come to my attention that with the SCMTD taking over direct operation of the Hwy 17 Service that there has been a change in bicycle policy aboard those buses to more closely match SCMTD policy.

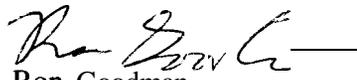
With the past operator, bicyclists could put bikes on the front mounted racks of Hwy 17 buses. If the racks were full and there was space on the bus, they could also bring a bike on the bus.

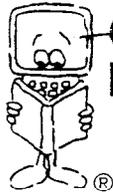
When I sat on the now defunct Metro Bicycle Committee, we supported an experiment with bikes inside the 40, 41 & 42 bus. As you know, that experiment was successful.

The Hwy 17 route, which is long with infrequent stops, should allow bikes inside the bus. Not only because infrequent stops makes it practical to do so, but also because the stranding of a bicyclist on longer journeys is a much greater inconvenience.

Please consider using the previous operator's policy with respect to bicycles inside buses. I would be happy to discuss this issue further if you have questions.

Sincerely,


Ron Goodman
Bicyclist representative, MUG



**Computer Literacy
Bookshops Inc.
RECEIVED**

Virginia: Vienna
California: San Jose
Sunnyvale
Cupertino

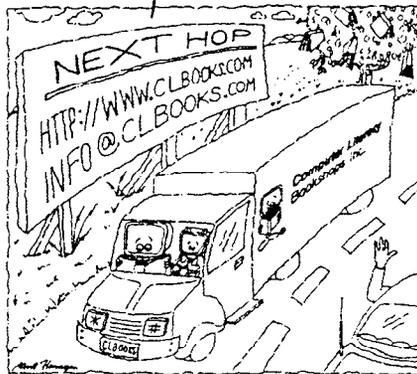
DEC 08 1999

12/7/99

Dear Sir or Madam,

I would request that bikes will be allowed inside your buses on Hwy 17 and elsewhere. It happened to me that I had to wait a while for next but because there was no room on the rack for my bike and in the bus there was plenty room.

Thanks, Yosi Almog
620 Almar Ave.
S. Cruz CA 95060



Traveling the Internet

World Wide Web: <http://www.clbooks.com/>

East Coast Order Desk

Phone: (703) 734-7772
Fax: (703) 734-7773

West Coast Order Desk

Phone: (408) 435-0744
Fax: (408) 435-1623
E-mail: info@clbooks.com

Yosi

Bikes on Buses Survey

<i>Transit Property</i>	<i>Bikes allowed on the bus</i>	<i>Lawsuits</i>
Sam Trans	Yes , Operator discretion, if bus is less that 50% full. – Secured in wheelchair area	NO
A/C Transit	Yes , System not fully equipped with Bike Racks, Operator discretion – Lifeline and non-peak service only. Bus must be close to empty	NO
VTA	Yes , 2 additional bikes, Back Door entry and held by passenger	NO
MST	Yes , secured in wheelchair area	NO
San Francisco (Muni)	Yes , Operator discretion – bus must not be crowded.	NO
Golden Gate	Yes , 1 Route only – Lifeline service – passenger must supply restraint	NO
Sacramento	Yes , 1-bike only – non-peak times.	NO
Stockton	Yes . Lifeline service – Last trip of the dav	NO
CCCTA – Concord	Yes , Operator discretion, bus must not be crowed. Placed in W/C area	NO
Tri Delta – Antioch	Yes , 2 bikes at operator discretion – Off peak service	NO
Golden Empire – Bakersfield	Yes , Operator discretion – back of bus – held in-between seats	NO
Long Beach	No, bikes racks – only allow folding bikes	NO
Santa Barbara	No, only allowed on bike racks	NO
Santa Monica	No bike racks	NO
Foothill	No, Not allowed at all inside bus	NO

Bike Rack Program Update

The Santa Cruz Metropolitan Transit District has a front-mounted bike rack program. The whole fleet is equipped with front-loading racks. A few of our buses on Route 1 - University are not able to support the bike racks due to turning radius issues; we apologize for any difficulties this may cause.

In order to handle bike overloads on Routes 40, 41, and 42, bicyclists are allowed to bring their bicycles inside the bus and to secure them in the wheelchair area of the bus. This will only be allowed if there is not a fully seated load on the bus. There will be a limit of no more than two (2) bikes brought inside, and people in wheelchairs have priority over bicycles, and if necessary, the bicyclist will have to leave the bus. This program has been established due to the fact that these routes have infrequent service, causing a hardship to bicyclists.

The following policies and procedures are in effect:

1. Usage of bicycle racks is free, one bike per person.
2. Bike loading is on a first come, first served basis.
3. No bicycles are allowed inside the bus; except as described above.
4. Bicycles may be loaded/unloaded on front racks on all posted stops in the system except those marked with a symbol indicating that loading and unloading is NOT permitted.

The following bus stops are restricted and not available for loading or unloading of bikes:

Ocean Street Extension @ Felker (Outbound)	Water Street @ Market (Outbound)
Granite Creek @ N. Navarra (Inbound)	Water Street @ N. Branciforte (Outbound)
Mission Street @ King (Outbound)	Water Street @ Poplar (Outbound)
Mission Street @ Peyton (Outbound)	Freedom Blvd. @ La Vida (Outbound)
Mission Street @ Chestnut (Inbound)	Freedom Blvd. @ Davis (Outbound)
Mission Street @ Towne Terrace (Inbound)	Freedom Blvd. @ Blanca Lone (Inbound)
Soquel Avenue @ N. Branciforte (Outbound)	State Park @ Seoridge (Inbound)

Future issues of **Headways** will announce any changes to these stops, as the District will continue to evaluate its bike stops to see if any of the above stops can safely be used.

LOADING YOUR BIKE

As the bus approaches, have your bike ready to load. Remove water bottles, pumps or any loose items that might fall off.

1. Tell the bus driver you're loading your bike. Load from the curbside only. For your safety, do not step beyond the driver's side of the bus into the traffic lane when loading your bike.

2. Pull down to release the folded bike rack.
3. Lift your bike onto the rack, fitting wheels into the slots. Each slot is labeled for front and rear wheels. Bike must fit securely in the rack to be transported.
4. Raise and release the support arm over the top of the front tire. Make sure the support arm is resting on the tire and not on the fender or frame.

UNLOADING YOUR BIKE

1. Tell the driver you need to unload your bike when you approach your stop.
2. Raise the support arm off the tire. Move the support arm down, out of your way.
3. Lift your bike out of the rack, being careful not to step beyond the driver's side of the bus into the traffic lane when unloading your bike.
4. Fold up the bike rack if there is no other bike in the rack.
5. Return to the curb with your bike and wait for bus to leave before entering traffic.

Disclaimer

SCMTD is not responsible for loss or damages to or by bicycles on transit system property. Customers may claim lost bicycles through METRO Security during the hours of 7:00 am to 3:00 pm weekdays. Customers must have proper identification to claim their bicycles. Bikes must be secured at the METRO CENTER bike racks. Bikes secured onto other District property will be removed by SCMTD.

For Bike Information in Santa Cruz County call the Santa Cruz Cycling Club at 423-0829.



SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: January 21, 2000
TO: Board of Directors
FROM: Kim Chin, Manager of Planning and Marketing
SUBJECT: CONSIDER SERVICE CHANGES FOR SPRING 2000

I. RECOMMENDED ACTION

Staff recommends that the Board approve the service changes listed in Attachment A for the Spring 2000 service change.

II. SUMMARY OF ISSUES

- Final approval of spring service changes is needed in January in order to meet deadline for the March 16 service change.
- In September, the Board approved the service changes for March in advance.
- Some service changes approved in September were not completely identified, and staff is returning now for approval of specific proposals.

III. DISCUSSION

In September, when the Board approved service changes for both the Winter and Spring “bids” for this fiscal year, a few of the proposals for spring 2000 were not completely identified. In the September report, staff promised to return to the Board for final approval of specific changes.

Attachment A identifies specific proposals for two projects which have already been approved in concept. The two projects involve the addition of five hours of weekend service and one hour of weekday service to Watsonville local routes.

One project discussed in September, the substitution of Route 59 for Route 5 1 on weekdays, has been postponed due to the need for further research on this item.

The complete list of service additions approved in September for the March 16, 2000 service change are shown in Attachment B. A program for publicity for the changes will be developed, with information in Spanish and English.

IV. FINANCIAL CONSIDERATIONS

These service improvements were previously budgeted and approved.

V. ATTACHMENTS

- Attachment A: Service Change Proposals for Watsonville-area Routes
- Attachment B: Service Changes for Spring 2000 (approved September 1999)
- Attachment C: Current Schedules and Maps for Routes 72, 73, and 75

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

Attachment A

Service Change Proposals for Watsonville-Area Routes Implementation March 16, 2000

This service change was approved in concept by the Board in September 1999:

Add four hours of service to Watsonville local routes on weekend days, and one hour on weekdays.

The specific proposals listed below were developed by the Service Review subgroup, composed of Metro staff, PSA (Operations Supervisors) representatives, and UTU.

1. Route 72 Corralitos:

Add a 6:40 a.m. trip on weekends, to make the schedule consistent in the early mornings with the weekday schedule.

Ridership on the earliest trip of Route 72 on weekends is 14 passengers per hour. This level of ridership is nearly double the weekend standard, and is unusually high for early-morning service.

Early-morning weekend service in the Watsonville area generally has high ridership levels. Therefore, much of the service being added is on weekend mornings.

2. Route 72 Corralitos:

Add an earlier trip at 5:40 a.m. seven days a week.

Analysis: As noted above, ridership on early-morning weekend service on Route 72 is high. Early morning weekday ridership is also very high, at 32 passengers per hour on the first weekday trip. The addition of a 5:40 a.m. trip is experimental in that such early service has not been tried before. However, a very popular destination from Watsonville on weekend days is the Skyview Flea Market, and this trip will connect at Airport and Freedom with the first Route 71 Santa Cruz trip, arriving at 7:00 a.m. at the Flea Market.

Staff believes that at least six months of service should be provided to establish a ridership base. Ridership levels will be monitored, and if ridership fails to develop, this service will be reevaluated.

3. Route 73 Airport/Buena Vista:

Add an 8:15 a.m. and 6:15 p.m. trip on weekend days, to add consistency to the weekday/weekend schedules.

Attachment A Continued

Analysis: In terms of passengers per service hour, Route 73 carries the highest ridership of the Watsonville local routes on weekends, at 22.4 passengers per hour. The 8:15 a.m. trip will add earlier service on weekends, and will allow riders on Route 73 to connect at 8:55 a.m. at Main Street and Green Valley Road with Route 69W to Capitola Mall and Santa Cruz.

The addition of the 6:15 p.m. trip on weekends will provide consistency with the weekday service, and will provide those who work or pursue other activities on weekends with a later option to return home.

4. Route 75 Green Valley:

Add a 6:09 a.m. trip on weekend days.

Analysis: The addition of a 6:09 a.m. weekend trip will make the Route 75 schedule the same seven days a week. Passengers find a consistent schedule easier to use and remember.

The first trip that operates now at 7:09 a.m. has extremely high ridership, at 25 passengers per hour. This high level of ridership indicates the probability that an earlier trip would do well also. The inbound portion of the trip will connect with the 6:40 a.m. departure of Route 71 Santa Cruz at Airport/Freedom.

Attachment B

**Service Changes for Spring 2000
Approved September 1999**

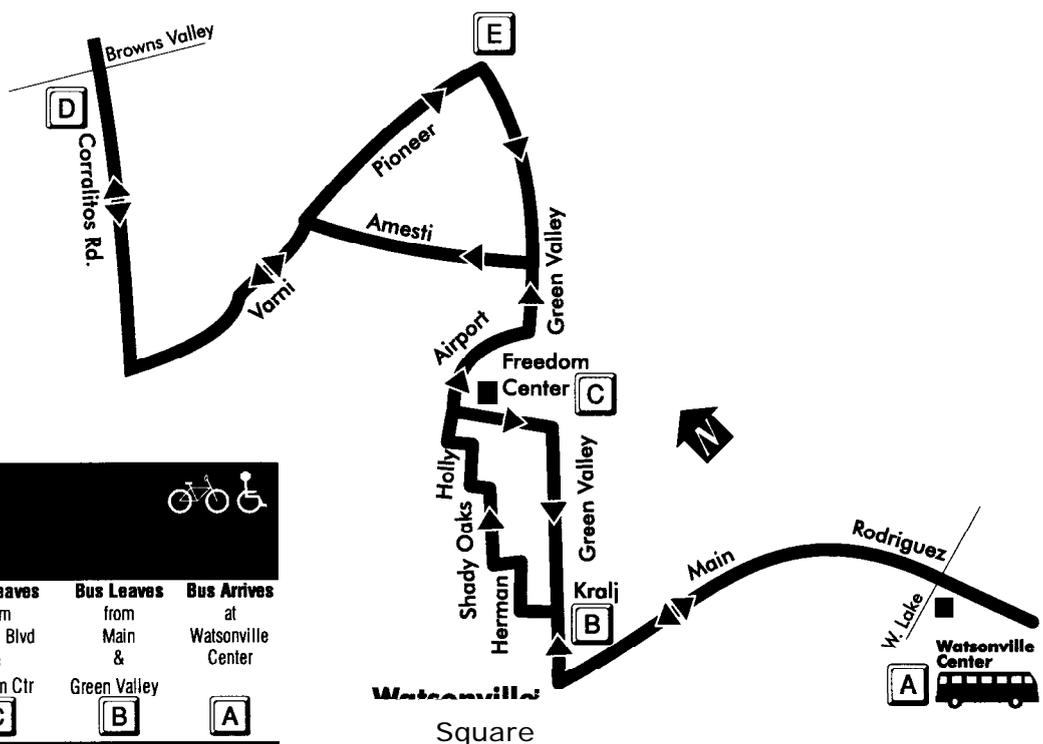
	<u>PROJECT</u>	<u>COST</u>	<u>STATUS</u>
1.	<u>Route 3N Mission Night:</u> Add weekend service on this route (three trips: at 7:40 p.m., 8:40 p.m. and 9:35 p.m.).	\$ 8,700	Implement 3/16/00
2.	<u>Route 3B Weekend:</u> Add one earlier trip (at 7:40 a.m.).	\$ 3,000	Implement 3/16/00
3.	<u>Watsonville Local Routes:</u> Add weekend service of up to five hours on both weekend days.	\$21,200	Final approval 1/21/00
4.	<u>Watsonville Local Routes:</u> Add one hour of weekday service.	\$ 9,700	Final approval 1/21/00
5.	<u>No-Cost Projects:</u>		
a.)	<u>UC Westside:</u> On the Route 1 Shuttle service (which is not shown in Headways, because the schedule may change during the bid according to need) a Westside shuttle trip will be substituted for other service at 5:00 p.m.	\$ 0	Implemented Winter 1999
b.)	<u>Route 51 Soquel/Clares:</u> The UTU has proposed substituting the routing of Route 59 Capitola/Soquel (which operates now only on weekends) for the less-used Route 51. Staff will return at a later date with more information on this proposal.	\$ 0	Postponed
c.)	<u>Holiday Service:</u> Service on Presidents' Day will be restored.	\$ 0	Implemented for 2/21/00. (Regular weekday service; No "ST" service)

72 Corralitos



When does it run?	Bus Leaves from Lane 1 Watsonville Center	Bus Leaves from Main & Green Valley	Bus Leaves from Airport Blvd & Freedom Blvd	Bus Leaves from Browns Valley & Corralitos	Bus Leaves from Pioneer & Green Valley	Bus Leaves from Airport Blvd & Freedom Ctr	Bus Leaves from Main & Green Valley	Bus Arrives at Watsonville Center
	A	B	C	D	E	C	B	A

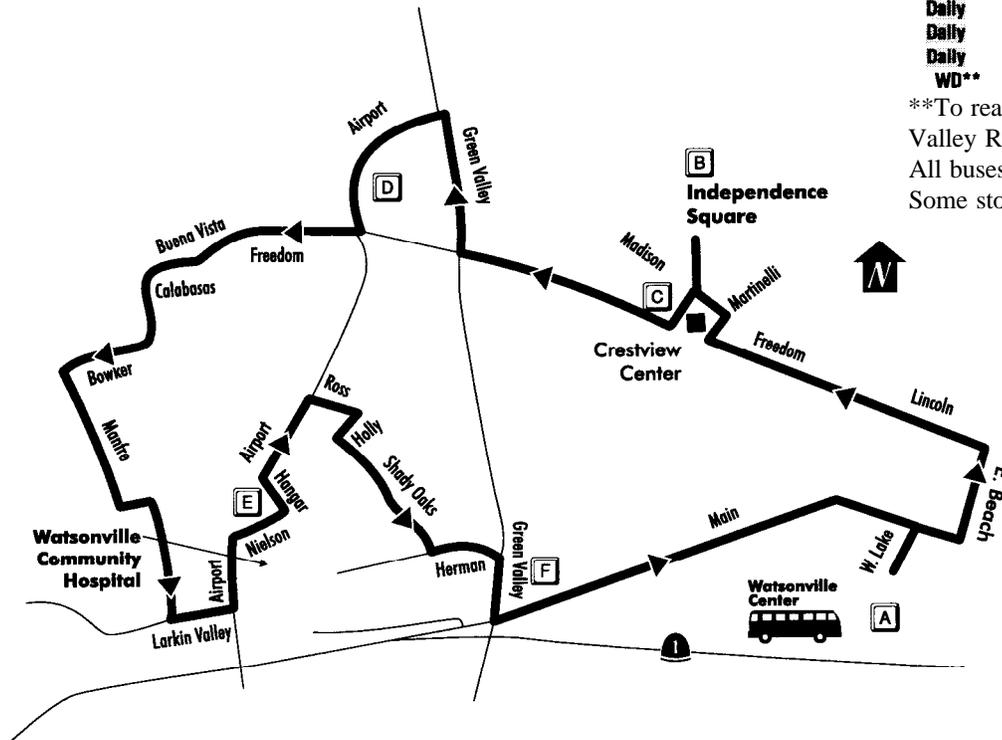
		W E E K D A Y / W E E K E N D							
WD	am	06:40	06:47	06:51	07:08	07:13	07:22	07:28	07:35
Daily		07:40	07:47	07:51	08:08	08:13	08:22	08:28	08:35
Daily		08:40	08:47	08:51	09:08	09:13	09:22	09:28	09:35
Daily		09:40	09:47	09:51	10:08	10:13	10:22	10:28	10:35
WD		10:40	10:47	10:51	11:08	11:13	11:22	11:28	11:35
Daily		11:40	11:47	11:51	12:08	12:13	12:22	12:28	12:35
WD	pm	12:40	12:47	12:51	01:08	01:13	01:22	01:28	01:35
Daily		01:40	01:47	01:51	02:08	02:13	02:22	02:28	02:35
WD		02:40	02:47	02:51	03:08	03:13	03:22	03:28	03:35
Daily		03:40	03:47	03:51	04:08	04:13	04:22	04:28	04:35
Daily		04:40	04:47	04:51	05:08	05:13	05:22	05:28	05:35
Daily		05:40	05:47	05:51	06:08	06:13	06:22	06:28	06:35
WD		06:40	06:47	06:51	07:08	07:13	07:22	07:28	07:35



72 Corralitos

Monday through Friday this bus begins service at 6:40 am; on weekends, this bus begins service at 7:40 am. This route uses Vami to Corralitos Rd in both directions until further notice.
 All buses on these routes are lift equipped.
 Some stops on this route may not be wheelchair accessible.

73 Airport/Buena Vista



73 Airport/Buena Vista

When does it run?	Bus Leaves from Lane 2 Watsonville Center	Bus Leaves from Independence Square	Bus Leaves from Crestview Dr. & Freedom Blvd.	Bus Leaves from Airport Blvd at Freedom Center	Bus Leaves from Watsonville Hospital@ Nielson	Bus Leaves from Green Valley & Main	Bus Arrives at Watsonville Center
	A	B	C	D	E	F	A
	WEEKDAY / WEEKEND						
WD am	06:15		06:24	06:31	06:36	06:48	06:58
WD	07:15		07:24	07:31	07:36	07:48	07:58
WD	08:15		08:24	08:31	08:36	08:48	08:58
Daily	09:15	09:21	09:24	09:31	09:36	09:48	09:58
Daily	10:15	—	10:24	10:31	10:36	10:48	10:58
Daily	11:15	11:21	11:24	11:31	11:36	11:48	11:58
Daily pm	12:15	—	12:24	12:31	12:36	12:48	12:58
Daily	01:15	—	01:24	01:31	01:36	01:48	01:58
Daily	02:15	02:21	02:24	02:31	02:36	02:48	02:58
Daily	03:15	—	03:24	03:31	03:36	03:48	03:58
Daily	04:15	—	04:24	04:31	04:36	04:48	04:58
Daily	05:15	—	05:24	05:31	05:36	05:48	05:58
WD**	06:15	—	06:24	06:31	06:36	06:48	—

**To reach Watsonville Center from the 6:15 pm trip, transfer to Route 75 on Green Valley Rd. See Route 79 for additional weekday service to Independence Square. All buses on this route are lift equipped. Some stops on this route may not be wheelchair accessible.

75 Green Valley



Bus Leaves from Lane 2 Watsonville Center **A**
Bus Leaves from Airport Blvd & Freedom Ctr. **B**
Bus Leaves from Wheelock Rd & Monte Vista School **C**
Bus Leaves from Airport Blvd & Freedom Ctr. **B**
Bus Leaves from Main & Green Valley **D**
Bus Arrives at Watsonville Center **A**

W E E K D A Y / W E E K E N D

	A	B	C	B	D	A
am	06:09*	06:22	06:34	06:47	06:53	07:02
	07:09	07:22	07:34	07:47	07:53	08:02
	08:09	08:22	08:34	08:47	08:53	09:02
	09:09	09:22	09:34	09:47	09:53	10:02
	10:09	10:22	10:34	10:47	10:53	11:02
	11:09	11:22	11:34	11:47	11:53	12:02
pm	12:09	12:22	12:34	12:47	12:53	01:02
	01:09	01:22	01:34	01:47	01:53	02:02
	02:09	02:22	02:34	02:47	02:53	03:02
	03:09	03:22	03:34	03:47	03:53	04:02
	04:09	04:22	04:34	04:47	04:53	05:02
	05:09	05:22	05:34	05:47	05:53	06:02
	06:09	06:22	06:34	06:47	06:53	07:02
	07:09	07:22	07:34	07:47	07:53	08:02
	08:09	08:22	08:34	08:47	08:53	09:02

*The 6:09 am trip runs weekdays only.

All buses on these routes are lift equipped.

Some stops on this route may not be wheelchair accessible.



75 Green Valley

NOTE: See Route 79 for additional weekday service to Independence Square.

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: January 14, 2000
TO: Board of Directors
FROM: Mark J. Dorfman, Assistant General Manager
SUBJECT: DETERMINATION OF SOLE SOURCE CONTRACT WITH MULTISYSTEMS FOR BID/DISPATCH SOFTWARE

I. RECOMMENDED ACTION

It is requested that the Board of Directors concur in the determination that the District shall procure Bid/Dispatch Software from MultiSystems of Boston, Massachusetts in accordance with Sole Source Procurement requirements under Federal Transit Administration Circular 4220.1D.

II. SUMMARY OF ISSUES

- For about 15 years the District has used the HASTUS Scheduling package to do its scheduling of routes and the Bid/Dispatch System from MultiSystems.
- Funds were budgeted to upgrade the scheduling software.
- The project was procured for less than was budgeted.
- The Bid/Dispatch System interacts closely with the scheduling package.
- Consideration was given to upgrading the Bid/Dispatch Program earlier, but estimated costs were excessive.
- The District has an offer to upgrade the Bid/Dispatch Software for \$19,000.
- An upgrade of the existing package has many benefits to the District.

III. DISCUSSION

The Bid/Dispatch system in use at the Transit District has been a product provided by MultiSystems. In 1983, the Transit District entered into a contract with MultiSystems to provide and customize this software for our needs. This system is used for the daily scheduling and timekeeping for the drivers.

In January, the Board approved a contract with Giro to upgrade the scheduling package. At that time, \$85,000 was budgeted for this project. The upgrade was offered at \$58,728. This left \$26,272 available in the Operations Software budget.

The Bid/Dispatch Software is tied very closely to the Scheduling package. Rather than go through the costs to make the new software work with our old software, and then to ultimately upgrade, staff approached MultiSystems for a price to upgrade the current Bid/Dispatch Software. Attached to this report is a letter from MultiSystems with a cost of \$19,000.

A new Bid/Dispatch System could cost as much as \$100,000 if we were to go out for competitive bids due to the complexity of the workrules in effect at the District. In addition, there would be extensive retraining costs to learn a new system. All of this work is already done if we upgrade the MultiSystems Bid/Dispatch Program.

As a result of the above, it is recommended by staff that the District upgrade the existing MultiSystems Bid/Dispatch Program. MultiSystems has submitted a proposal for \$19,000 to upgrade the software.

Staff is recommending that the District Board approve the request to upgrade the existing MultiSystems Bid/Dispatch software with MultiSystems, as they are the sole source of the existing program. This procurement can be made under the sole source regulations of FTA Circular 4220. 1D, since the item required is only available from a single source. It is therefore recommended that the Board concur with this recommendation.

IV. FINANCIAL CONSIDERATIONS

The necessary funds for the Bid/Dispatch Software are \$19,000 and are contained within the MIS Budget.

V. ATTACHMENTS

Attachment A: Proposal from MultiSystems

December 13, 1999

Mr. Mark J. Dorfman
Assistant General Manager
Santa Cruz Metropolitan Transit District
370 Encinal Street, Suite 100
Santa Cruz, CA 95060

Dear Mr. Dorfman:

Thank you again for taking time out to visit with Mike Bolton and me during our recent visit to Santa Cruz. As promised, the following details our proposed upgrade of your BID/DISPATCH system to our current MIDAS-BD product.

The total proposed cost to Santa Cruz MTD is \$19,000. This package price includes three trips by Multisystems staff for system design, installation, and training; an interface to pass data to the current payroll system; and new user documentation. Please note that this price is predicated on Santa Cruz MTD employing and supplying either an Oracle or Microsoft SQL Server database environment. A database other than Oracle or SQL Server (e.g., Informix), may require additional cost. SCMTD will also need to supply a HASTUS data load in the required format (see attached interface file formats).

The cost/task breakout is as follows:

2 days – On-site Design and Database Installation (Oracle or SQL Server)	\$2,000
5 days – Timekeeping and payroll customization	\$5,000
2 days – On-Site Code Training	\$2,000
1 days – On-site Loading of Employees	\$1,000
5 days – On-site Training	\$5,000
Travel Expenses	<u>\$4,000</u>
TOTAL	\$19,000*

*Cost does not include hardware, system software or database software

In addition to handling your current functionality, the new MIDAS-BD product will provide a number of new features for SCMTD to take advantage of as well. Additionally, the MIDAS-BD product installed at SCMTD will include your Drop-a-Day feature.

Mr. Mark J. Dorfman
December 13, 1999
Page Two

For your reference, I have also included a recommended hardware and system software specification for MIDAS-BD. It should be very similar to what you are currently running HASTUS on. If you have any questions, or require further information, please call me directly at 800-735-1669, ext. 203. We look forward to working with you and your staff on this upgrade project.

Sincerely,



Kurt D. Dossin
Director of Marketing

Cc: David Boardman, Principal, Multisystems
Mike Bolton, Principal, Multisystems
Sandi Schmidt, Western Regional Sales Manager, Multisystems
Terry Gale, MIS Manager, SCMTD

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: January 21, 2000

TO: Board of Directors

FROM: Mark J. Dorfman, Assistant General Manager

SUBJECT: CONSIDER A RESOLUTION AUTHORIZING AN APPLICATION AND CLAIM TO THE SCCRTC FOR TDA DEMONSTRATION PROGRAM FUNDS

I. RECOMMENDED ACTION

Adopt the attached resolution authorizing the Secretary/General Manager to submit an application and claim to the Santa Cruz County Regional Transportation Commission for Transportation Development Act Demonstration Program funds.

II. SUMMARY OF ISSUES

- The Transportation Development Act Demonstration (TDA Demonstration) Program provides funds for one-time “start-up” projects to demonstrate long-term feasibility.
- The Santa Cruz County Regional Transportation Commission solicited applications due in February to the SCCRTC for TDA Demonstration Program funds.
- The University of California at Santa Cruz (UCSC) Office of Parking and Traffic proposes the attached application to fund new transit service near UCSC.
- The SCMTD must submit the application as the eligible recipient for TDA funds. The UCSC will be the lead agency for project administration and reporting. The District will operate the new transit service if the project is approved.
- The proposed project requests \$25,000 in TDA Demonstration funds to operate a new transit service for one quarter on the West side of Santa Cruz to benefit UCSC.
- Beginning this year, the application will also serve as the claim for funds if the project is approved.

III. DISCUSSION

The State Transportation Development Act funds are generated by the State sales tax and allocated by a population-based formula to California counties. The Santa Cruz County Regional Transportation Commission developed a Demonstration Program to be funded with \$50,000 in TDA funds and selects local projects for funding based upon the relative merit.

The SCCRTC will consider applications at their February board meeting. The UCSC Transportation and Parking Services Department proposes this new transit service to serve

UCSC faculty, staff and students living in Westside Santa Cruz. The USCS/Westside Service application requests \$25,000 in TDA Demo funds to operate hourly weekday service between 7:00 a.m. and 6:00 p.m. from Metro Center, through Westside neighborhoods to the UCSC Campus for the Fall 2000 academic quarter.

As the eligible recipient for TDA Demonstration Program funds, the SCMTD Board would authorize the District to submit an application and claim the TDA Demonstration funds if the SCCRTC approves the project. The UCSC Office of Parking and Traffic will administer the project, and Metro will operate the service.

In previous years, the TDA Demonstration Program required Board action to submit a project application, and, if approved, another action to submit a claim for the TDA funds. This year, the approved application will also serve as the TDA Demonstration funds claim and no further Board action is required.

This new service augments morning and evening trips operated off-schedule during the 1999-2000 academic year. The two trips were highly productive with an average of 44 passengers per hour, suggesting that this proposed new service will be productive.

III. FINANCIAL CONSIDERATIONS

The new service proposed in the UCSC application will cost approximately \$42,900. The TDA Demonstration Program will fund \$25,000. The District will pay the remaining \$17,900 from the UCSC contract and local funds.

V. ATTACHMENTS

Attachment A: Board Resolution Authorizing Application and Claim for TDA Demonstration Program.

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

Resolution No. _____

On the Motion of Director: _____

Duly Seconded by Director: _____

The Following Resolution is Adopted:

**A RESOLUTION
AUTHORIZING AN APPLICATION AND CLAIM
TO
THE SANTA CRUZ COUNTY REGIONAL TRANSPORTATION COMMISSION
FOR
STATE TRANSIT DEVELOPMENT ACT DEMONSTRATION (TDA) FUNDS
[UCSC/WESTSIDE SHUTTLE]**

WHEREAS, in accordance with Article 1, Section 99210 of the Public Utilities Code the Santa Cruz Metropolitan Transit District is a transit operator; and

WHEREAS, in accordance with Article 1, Section 992 14 of the Public Utilities Code the Santa Cruz County Regional Transportation Commission is the Transportation Planning Agency for Santa Cruz County; and

WHEREAS, in accordance with Article 1, Section 99260(a) of the Public Utilities Code, claims may be filed with the transportation planning agency by transit operators for the support of public transportation systems;

NOW, THEREFORE, BE IT RESOLVED, that the Santa Cruz Metropolitan Transit District is authorized to submit an application and claim for funds to the Santa Cruz County Regional Transportation Commission for the support of public transit services in Santa Cruz County; and

BE IT FURTHER RESOLVED, that the General Manager of the Santa Cruz Metropolitan Transit District is authorized to submit an application and claim in the amount of \$25,000 for the new UCSC/Westside Service for the 1999-2000 fiscal year. The application is attached hereto as Exhibit A, and, if approved, shall serve as the Claim to the SCCRTC for TDA Demonstration Program funds. Both the application and the claim are incorporated as part of this resolution.

PASSED AND ADOPTED this 21st day of January 2000, by the following vote:

AYES: Directors -

NOES: Directors -

ABSTAIN: Directors -

ABSENT: Directors -

APPROVED _____

JAN BEAUTZ
Chairperson

ATTEST _____

LESLIE R. WHITE
General Manager

APPROVED AS TO FORM:

MARGARET GALLAGHER
District Counsel

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: January 21, 1999

TO: Board of Directors

FROM: Mark Dorfman, Assistant General Manager

SUBJECT: CONSIDER A RESOLUTION AUTHORIZING STAFF TO REQUEST AN EXTENSION FROM THE CALIFORNIA TRANSPORTATION COMMISSION FOR ALLOCATING \$6 MILLION STIP FUNDS FOR METROBASE CONSTRUCTION.

I. RECOMMENDED ACTION

Adopt the attached resolution authorizing an extension request to the California Transportation Commission for allocating STIP funds for MetroBase.

II. SUMMARY OF ISSUES

- The Santa Cruz County Regional Transportation Commission (SCCRTC) approved \$6 Million in FY 1998 State Transportation Improvement Program (STIP) funds for MetroBase construction.
- The “timely use” provision of SB45 requires that the District request the California Transportation Commission (CTC) to allocate these programmed funds prior to June, 2000 or request an extension to delay the allocation.
- Once the CTC allocates the STIP funds for MetroBase construction, the District must contract construction within the following 12 months. If not contracted by then, the \$6 Million will be lost from the MetroBase project.
- The District contracted Architectural and Engineering services in November as scheduled. Assuming that design proceeds as scheduled and that building permits can be obtained within the next year, construction documents would be ready to solicit contractor bids by March, 2001.
- Any delay by the City of Santa Cruz or the Coastal Commission in the environmental review or permit process would jeopardize Metro’s ability to contract construction before June, 2001, placing \$6 million at risk if the funds are allocated this year.
- At this time, an extension request to the CTC would preserve the \$6 Million construction funding for another 20 months before requesting the allocation. This would postpone the construction contracting requirement beyond the current June, 2001 deadline.

III. DISCUSSION

In March, 1998, the Santa Cruz County Regional Transportation Commission programmed \$6 million in State Transportation Improvement Program (STIP) funds for MetroBase construction in response to the District's 1997 request. The California Transportation Commission approved the award and scheduled the funds to be allocated to the District in FY 1999-2000. At that time, no potential delays existed which would have precluded Metro from requesting the allocation prior to June, 2000.

California Senate Bill 45 imposed strict deadlines on local jurisdictions for receiving and spending State transportation funds in an effort to expedite transportation project delivery. Funds in the State Transportation Improvement Program must now be spent, or encumbered by contract, within twelve months of the allocation date. With MetroBase construction funds programmed in FY 1999-2000, this means that the District would have to request the funding allocation prior to June, 2000 and execute a construction contract by June, 2001.

While MetroBase design is proceeding as scheduled, a prolonged environmental review or permitting approval at the City of Santa Cruz or at the California Coastal Commission could prevent completing the requisite construction documents prior to March, 2001. Given the 60 – 90 day bidding process required to award a contract, this could delay contract execution beyond June, 2001. Attachment A shows parallel time lines for the STIP grant process and for the MetroBase design and engineering tasks which must be completed prior to contract award.

As regulated by SB45, STIP funds allocated but not encumbered within 12 months would be rescinded from the project. This would seriously jeopardize Metro's ability to do MetroBase.

An option to allow an added margin of time for possible delay in external agencies approval processes would be to request an extension from the CTC for the allocation of the STIP funds. The CTC can consider an extension request of up to 20 months to postpone the allocation deadline until February, 2002. A construction contract could be let anytime after the funds are allocated and as late as February, 2003.

IV. FINANCIAL CONSIDERATIONS

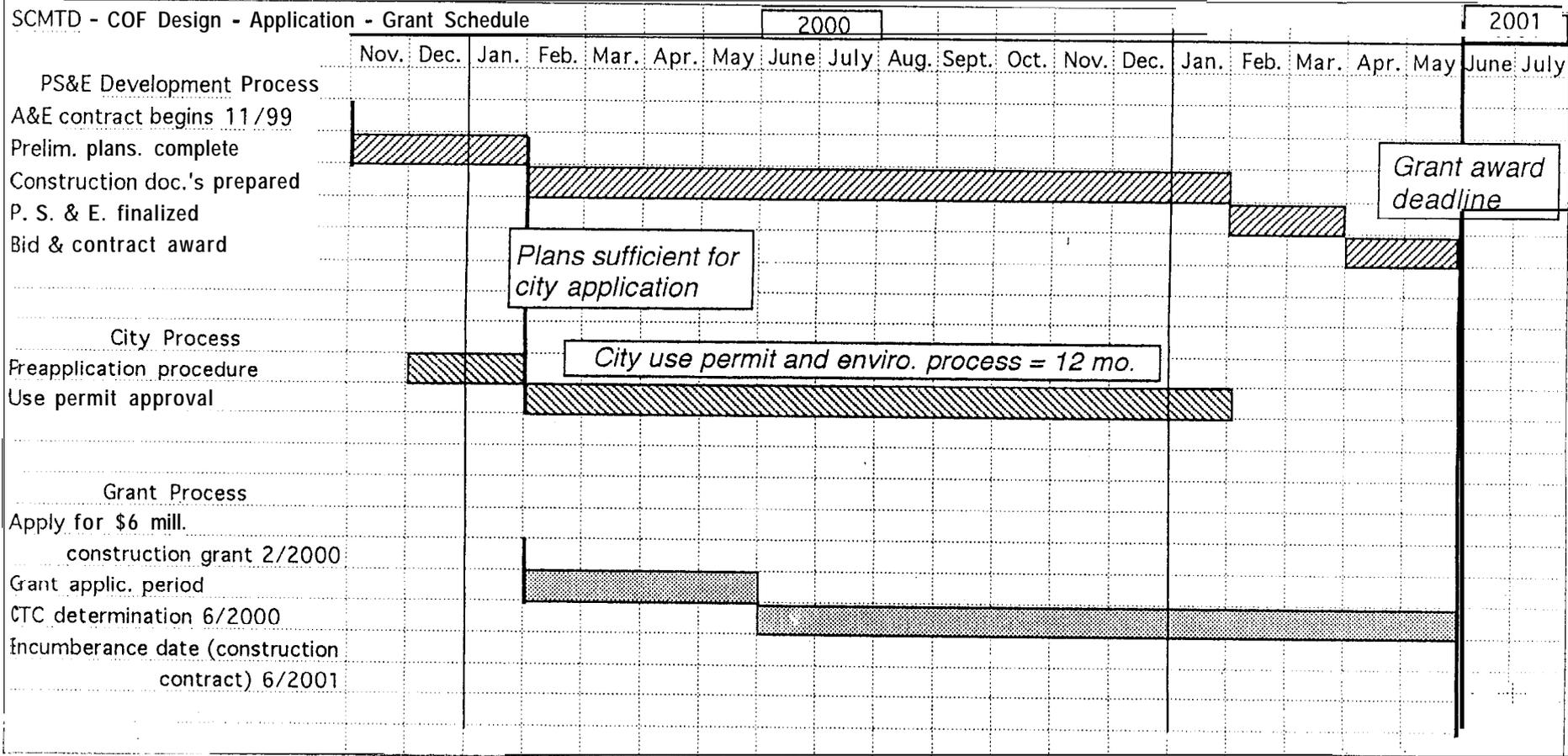
The \$6 Million STIP award constitutes over 30% of the grant funds for MetroBase construction and is the largest single revenue source for the project. Requesting the CTC to allocate the funds this year may place this construction money at risk if construction cannot be contracted by June, 2001. An extension request will allow construction to be contracted later than June, 2001 if any delays occur in the permitting process.

V. ATTACHMENTS

Attachment A: Concurrent timelines for MetroBase design and STIP grant schedule

Attachment B: Resolution Authorizing the General Manager to submit an extension request to the CTC for the STIP allocation.

SCMTD - COF Design - Application - Grant Schedule



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

Resolution No. _____

On the Motion of Director: _____

Duly Seconded by Director: _____

The Following Resolution is Adopted:

**A RESOLUTION AUTHORIZING A
REQUEST FOR EXTENSION TO THE CTC
FOR ALLOCATING
STATE TRANSPORTATION IMPROVEMENT FUNDS
FOR METROBASE**

WHEREAS, pursuant to Article XIX of the State Constitution, Section 199 and 199.2 of the Streets and Highway Code, and Section 993 12 and Section 993 15 of the Public Utilities Code, the California Legislature appropriated funds to the California Department of Transportation for the FY98-99 State Transit Improvement Program (STIP) program; and

WHEREAS, the Santa Cruz Metropolitan Transit District applied for and received FY98-99 STIP funds in the amount of \$6,000,000 for MetroBase construction to better serve and benefit the residents of the District; and

WHEREAS, the project is supported by the Santa Cruz County Regional Transportation Commission and is listed in the adopted Regional Transportation Improvement Plan; and

WHEREAS, the Santa Cruz Metropolitan Transit District has contracted for the design and management of MetroBase construction; and

WHEREAS, the California Transportation Commission will entertain an extension request from the Santa Cruz Metropolitan Transit District as presented through the California Department of Transportation.

NOW, THEREFORE, BE IT RESOLVED, that the General Manager is authorized to request an extension of up to 20 months for the \$6 Million STIP allocation on behalf of the Santa Cruz Metropolitan Transit District in order to extend the time available to contract MetroBase construction using STIP funds.

PASSED AND ADOPTED this 21st day of January 2000, by the following vote:

AYES: Directors -

NOES: Directors -

ABSTAIN: Directors -

ABSENT: Directors -

APPROVED _____
JAN BEAUTZ
Chairperson

ATTEST _____
LESLIE R. WHITE
General Manager

APPROVED AS TO FORM:

MARGARET GALLAGHER
District Counsel

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: January 15, 2000
TO: Board of Directors
FROM: Les White, General Manager
SUBJECT: CONSIDER PRESENTATION AND SUPPORT FOR THE CALIFORNIA TRANSIT ASSOCIATION'S TRANSIT FOR THE 21ST CENTURY PROJECT

I. RECOMMENDED ACTION

The purpose of this communication is to allow for a presentation from Josh Shaw of CTA and to approve the financial support required for the Transit for the 21st Century Project.

II. SUMMARY OF ISSUES

- At the January 14, 2000 Board Meeting, Josh Shaw from the California Transit Association will make a presentation on the Transit for the 21st Century Project.
- A new initiative developed over the past year is intended to strengthen the political effectiveness of public transit in California.
- Funding for this project will be a one-time assessment divided upon the membership of the CTA.
- The District share of this program totals \$1,237.

III. DISCUSSION

Mr. Josh Shaw, the Executive Director of the California Transit Association will attend the January 14, 2000 Board Meeting. At that meeting he will make a presentation on the Transit for the 21st Century Project recently adopted by the CTA Board of Directors. This initiative has been developed to strengthen the political effectiveness of public transit in California. The strategy is to cultivate the support and commitment of state residents to enhance the quality of life in and the economic development of the state through better public transit.

The intent is to leverage support from outside the transit industry. The strategies to achieve this are four-fold:

- Membership Education & Activation
- Coalition Building and Grassroots Education & Activation
- Image Marketing & Media Relations
- Policymaker Education & Support

Initially the program will require seed money to get started. The CTA Board has agreed to provide one-time start-up fees for the effort. The total cost is \$75,579. Based upon a cost-sharing arrangement, the District's share of the costs will total \$1,236. Additionally, the regular dues for next year are \$7,131.

IV. FINANCIAL CONSIDERATIONS

Should the Board approve the District's participation, there is a one-time assessment of \$1,236 to support the Transit for the 21st Century Project. Regular CTA dues for 2000 will total \$7,131.

V. ATTACHMENTS

Attachment A: Transit for the 21st Century Executive Summary

Attachment B: Year 2000 Transit System Dues Structure

2000 PUBLIC TRANSIT SYSTEM MEMBER DUES: PROPOSED INCREASE METHODS

[9] INCREASE 130%

ATTACHMENT 2.B.

[30% INCREASE APPLIED TO 1992-93 BASE OF 9 LARGEST, UNIFORMLY FOR ALL OTHERS + ONE-TIME ASSESSMENT]

[1]	[2]	[3]	[4]	[5]	[6]	[7]	[8]	[10]	[11]	[12]	[13]	[14]	[15]	[16]	[17]
CALIFORNIA TRANSIT ASSOCIATION MEMBER	ACTUAL 1999 DUES	CALCULATED 2000 DUES	BASE DUES: 1992.93	REMAINDER DUES [3]-[4]	INCREASE ON BASE [4]*[9]	FINAL 2000 [5]+[6]	FINAL 2000 [3]*[9]	% INCREASE OVER 1999 DUES	\$ INCREASE OVER 1999 DUES	PRO-RATA ASSESSMENT \$76,679	TOTAL PAID IN 2000	\$ INCREASE OVER 1999 DUES	% INCREASE OVER 1999 DUES	\$ INCREASE OVER 2000 DUES	% INCREASE OVER 2000 DUES
LOS ANGELES CO MTA	\$32,258	533,942	\$18,680	\$15,262	524,264	\$39,546		23%	\$7,288	\$6,857	\$46,404	\$14,146	44%	112,461	37%
OCTA	\$21,505	522,626	19,340	\$13,288	512,142	\$25,430		18%	\$3,925		529,040	\$8,335	39%	57,212	32%
SANTA CLARA CO. TD	\$21,505	522,626	59,340	\$13,288	\$12,142	525,430		16%	\$3,925	94,410	\$29,840	\$8,335	39%	\$7,212	32%
AC TRANSIT	\$21,204	522,311	19,340	\$12,971	512,142	\$25,113		16%	\$3,909	\$4,355	\$29,467	\$6,263	39%	\$7,157	32%
BART	\$21,204	\$22,311	19,340	512,971	512,142	\$25,113		16%	53,909	\$4,355	529,467	\$8,263	39%	57,157	32%
SAN MATEO CO. TD	\$17,935	116,672	\$7,790	311,062	510,127	\$21,209		16%	53,274	\$3,678	924,666	56,951	39%	\$6,015	32%
SACRAMENTO REGIONAL TD	313,279	\$13,972	\$5,767	\$8,205	\$7,497	\$15,702		16%	\$2,423	\$2,723	516,425	\$5,146	39%	\$4,453	32%
SAN DIEGO TRANSIT CORP.	513,279	\$13,972	55,767	\$6,205	57,497	\$15,702		16%	52,423	\$2,723	\$18,425	\$5,146	39%	\$4,453	32%
GOLDEN GATE BH&TD	113,093	\$13,776	\$5,767	58,009	\$7,497	\$15,508		18%	92,413	\$2,689	\$18,195	\$5,102	39%	\$4,419	32%
NO. SAN DIEGO CO. TDB	\$7,448	\$7,837				\$10,188		37%	\$2,740	\$1,767	\$11,954	\$4,506	61%	\$4,118	53%
LONG BEACH TRANSIT	57,420	\$7,837				\$10,188		37%	\$2,768	51,767	\$11,954	\$4,534	61%	54,116	53%
FOOTHILL TRANSIT	\$6,340	\$7,837				\$10,188		61%	\$3,848	\$1,767	\$11,954	\$5,614	69%	\$4,118	53%
OMNITRANS	\$6,044	\$6,596				\$8,575		42%	\$2,531	51,467	\$10,062	54,016	66%	\$3,466	53%
SAN DIEGO TROLLEY, INC	55,213	55,631				57,321		40%	\$2,108	\$1,269	\$8,590	\$3,377	65%	\$2,959	53%
SANTA MONICA MUNI BUS	15,005	\$5,485				\$7,131		42%	\$2,128	\$1,236	\$6,367	\$3,362	67%	52,662	53%
SANTA CRUZ MTD	\$5,213	\$5,485				57,131		37%	\$1,918	\$1,236	\$8,367	\$3,154	61%	52,662	53%
RIVERSIDE TRANSIT	\$5,213	\$5,485				\$7,131		37%	\$1,918	\$1,236	\$8,367	\$3,154	61%	\$2,882	53%
FRESNO AREA EXPRESS	\$5,213	\$5,485				\$7,131		37%	\$1,918	\$1,236	\$6,367	\$3,154	61%	\$2,882	53%
CCCTA	\$5,213	\$5,485				57,131		37%	\$1,918	\$1,236	\$8,367	\$3,154	61%	\$2,882	53%
SAN JOAQUIN REGIONAL TD	\$4,063	54,366				\$5,876		40%	\$1,613	\$984	\$6,660	\$2,597	64%	\$2,294	53%
SAN DIEGO MTDB	\$3,352	\$4,363				55,672		69%	\$2,320	\$983	\$6,655	13,303	99%	52,292	53%
CITY OF VALLEJO	\$3,352	\$3,986				55,162		55%	\$1,830	\$898	\$6,080	\$2,728	61%	St.094	53%
TORRANCE TRANSIT SYSTEM	53,709	53,914				\$5,088		37%	\$1,379	\$882	\$5,970	\$5,261	61%	\$2,058	53%
CITY OF LOS ANGELES DOT	\$3,514	\$3,885				\$5,050		44%	\$1,538	\$876	55,926	52,412	69%	52,041	53%
SUNLINE TRANSIT AGENCY	13,352	\$3,527				\$4,585		37%	\$1,233	\$795	\$5,380	\$2,028	61%	\$1,853	53%
SANTA CLARITA	\$3,304	53,527				54,565		39%	\$1,281	\$795	\$5,380	\$2,076	63%	\$1,653	53%
SANTA BARBARA MTD	\$3,352	53,527				\$4,585		37%	\$1,233	\$795	55,360	\$2,028	61%	\$1,853	53%
SAN DIEGO CO. TRANSIT	\$3,352	\$3,527				\$4,585		37%	\$1,233	\$795	\$5,380	\$2,028	61%	51,653	53%
MONTEREY-SALINAS TRANSIT	53,352	\$3,527				\$4,585		37%	\$1,233	\$795	\$5,380	\$2,026	61%	\$1,853	53%
MONTEBELLO BUS LINES	\$3,304	53,527				\$4,585		39%	\$1,281	\$795	\$5,380	\$2,076	63%	\$1,853	53%
GOLDEN EMPIRE TO	\$3,352	\$3,527				\$4,585		37%	\$1,233	\$795	\$5,380	\$2,028	61%	\$1,853	53%
GARDENA MUNI BUS	\$3,293	53,476				54,519		37%	\$1,226	\$784	\$5,303	\$2,010	61%	\$1,827	53%
ANTELOPE VALLEY TRANSIT AUTH	53,304	53,476				94,519		37%	\$1,215	\$784	\$5,303	51,999	61%	51,627	53%

ATTACHMENT 2
PART 1

This strategic plan aims to enhance the political effectiveness of the transit industry. Success depends on members of the Association politically engaging more, at both the state and local levels. The transit industry must catalyze a transformation, turning customers of various transportation services into constituents eager to increase transit funding. To elevate transit as a **political** priority in California, the industry must define a new modus operandi—one of leadership and vision.

It's different than what we've done in the past. Traditionally, our advocacy efforts have been mostly short-term and reactive, with the aim of securing votes in the Legislature. **It's** time to take our lobbying success to a new level.

It's bold to wake a sleeping giant. But, by reaching out to the California public, we tap an enormous resource. The political power of transit ultimately resides in creating a broad and vocal constituency to support transit's causes.

It's visionary for the transit industry to spearhead the charge towards a more balanced transportation system for California. With better political tools, we create the unprecedented opportunity to improve transit services to better provide choice and build community.

It's pragmatic to recognize our industry has to play hardball politics. With new political tools, like grassroots campaigns and a Political Action Committee, we step up to the plate.

It's a fact that grassroots campaigns have passed initiatives, that image campaigns have saved flailing industries, and that supporting policymakers encourages them to support us. Creating a pro-transit constituency in California is an investment that will pay out many times over.

The pay-offs are tremendous--

a political power base from which to write transit's vision on the future of California. In concrete terms, this means transit-friendly policy, a more balanced transportation system, and increased funding. In sum, the benefits to you are:

- ✓ Value-added member services
 - tailored trainings
 - benefits materials/ data
 - better activation of your peers
- ✓ Better access to policymakers
- ✓ Strong political champions of transit
- ✓ Lobbying's bark is backed by bite
- ✓ Broad and vocal power base of citizens
- ✓ Hostility against agencies is refocused
- ✓ Low-lying support becomes political base through branding
- ✓ Better print news results in better policy
- ✓ Bad press is short-circuited
- ✓ Increased marketshare for transit

To become a powerful team, the

Association must ramp up its role in educating and activating the members. Many members will only be able step more forcefully into the political arena if they are trained in political strategy, such as community outreach techniques or image marketing.

At the heart of the plan lies a roving internal strengthening team to provide "hands-on" local assistance. Additional **tools** of political effectiveness build on the internal strengthening team, and are specified in four distinct, but mutually reinforcing, political strategies. These strategies, listed on the next page, will help us win short-term victories, such as passing a funding bill, and realize long-term visions, such as shifting the modal split.

Recommended Actions

Strategy

Actions

Member education and activation is **critical** to the success of all the strategies. After all, an Association is ultimately only as strong as its members. The goal: generate stronger member response on action items.

The grassroots is our sleeping giant, and has rarely been activated by the transit industry. Moreover, coalition building leverages a powerful force in California—other strong organizations. Building coalitions augments our impact on the Legislature.

Marketing and media tools can brand transit in a way that catches the public's imagination. Right now, few citizens step forward to defend transit's causes, indicating that transit is not bright on the public's "radar screen".

Polycy ma ker education and **support** helps politicians when they are most vulnerable- and correspondingly most grateful and mindful of support. With term limits, legislators rely more on issue information than before, giving us an "in".

- Deploy roving "internal strengthening team" for tailored trainings
- Strategically mobilize members in key political districts
- Improve modes of communication
- Construct database of supporters
- Launch local campaigns around issues of community concern
- Use statewide coalitions to focus pressure on policy arena
- Reposition transit in the marketplace
- Launch statewide campaign to elevate transit's public image
- Provide data to agencies to enhance local marketing efforts
- Teach "Transit 101" to candidates
- Award Transit Legislator of the Year
- Establish Political Action Committee to financially support candidates

Making it happen requires a **stepped-up** effort by the Association, and efforts by new organizations which can leverage forces and funds from outside the industry. The industry has always worked as a team through the Association, and herein lies our power. The Association will significantly enhance member services and put the bite behind the bark of lobbying by creating the PAC.

A new transit "think tank" and activist center will provide the hard facts and training ground for our new advocacy and political efforts. This institute will take on many of the research, coalition building, grassroots, and branding tasks.

These strategies are a means to an end. The strategic plan focuses on fleshing out muscles, which are our power. But we also need a "head" to direct the use of the muscles. The critical questions are: "what exactly does the transit industry want for itself?" and "where should the industry head in the coming years?"

Vision is the end. The transit industry needs to define for itself a vision which is grander than increased funding. We found that, indeed, the industry has long been tacitly guided by policy principles which envision a more equitable, efficient, and environmentally-sound transportation system.

Moving into the millennium, we have the opportunity to be leaders and visionaries. Transit is on the cutting edge of many timely issues—ranging from "smart growth" to providing choice to the coming massive influx of population to California. Being leaders is our opportunity.

To achieve this vision, the Association is an important vehicle. Excellence in Association performance requires an empowered team of members, adequate human resources, a common vision, and a well thought out set of implementation strategies. The full plan not only details how to make transit relevant, but also how to write our vision on California's future.