

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

BOARD OF DIRECTORS REGULAR MEETING AGENDA OCTOBER 12, 2001 (Second Friday of Each Month) SCMTD ENCINAL CONFERENCE ROOM *370 ENCINAL STREET, SUITE 100* SANTA CRUZ, CALIFORNIA

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

1. ROLL CALL
2. ORAL AND WRITTEN COMMUNICATION
 - a. Supervisor Tony Campos RE: Accessibility at Capitola Mall Transit Center
 - b. Daniel J. Kostelec RE: Accessibility at Capitola Mall Transit Center
 - c. James D. Liedtke RE: Holiday Bus Service
3. LABOR ORGANIZATION COMMUNICATIONS
4. METRO USERS GROUP (MUG) COMMUNICATIONS
5. METRO ACCESSIBLE SERVICES TRANSIT FORUM (MASTF) COMMUNICATIONS
6. ADDITIONAL DOCUMENTATION TO SUPPORT EXISTING AGENDA ITEMS

CONSENT AGENDA

- 7-1. APPROVE REGULAR BOARD MEETING MINUTES OF 9/14/01 and 9/21/01
Minutes: Attached
- 7-2. ACCEPT AND FILE PRELIMINARILY APPROVED CLAIMS
Report: Attached
- 7-3. ACCEPT AND FILE SEPTEMBER 2001 RIDERSHIP REPORT
Report: Attached
- 7-4. CONSIDERATION OF TORT CLAIMS: Deny the claim of: Mary E. McDonald
Claims: Attached
- 7-5. ACCEPT AND FILE MINUTES OF MASTF COMMITTEE MEETING OF 9/20/01
Minutes: To be included in the Add-On Packet
- 7-6. ACCEPT AND FILE MINUTES OF MUG COMMITTEE MEETING OF 9/19/01

* Please note: Location of Meeting Place

Minutes: Attached

- 7-7. ACCEPT AND FILE MONTHLY BUDGET STATUS REPORT FOR AUGUST 2001,
APPROVAL OF BUDGET TRANSFERS
Staff Report: Attached
- 7-8. ACCEPT AND FILE STATUS REPORT ON ADA PARATRANSIT PROGRAM FOR
AUGUST 2001
Staff Report: Attached
- 7-9. ACCEPT AND FILE HIGHWAY 17 STATUS REPORT FOR AUGUST 2001
Staff Report: Attached
- 7-10. ACCEPT AND FILE UNIVERSITY OF CALIFORNIA, SANTA CRUZ SERVICE UPDATE
Staff Report: Attached
- 7-11. ACCEPT AND FILE STATUS REPORT ON CALL STOP ISSUE PROGRESS
Staff Report: Attached
- 7-12. ACCEPT AND FILE STAFF REPORT ON THE INVESTIGATION OF BIO-DIESEL AS AN
INTERIM FUEL
Staff Report: Attached
- 7-13. ACCEPT AND FILE DRAFT REPORT ON FTA FY 2000 TRIENNIAL REVIEW
Staff Report: Attached
- 7-14. CONSIDERATION OF CONTRACT RENEWALS FOR WORKERS' COMPENSATION
ADMINISTRATOR AND EXCESS INSURANCE
Presented by: Paul Chandley, Human Resources Manager
Staff Report: Attached

REGULAR AGENDA

8. CONSIDERATION OF 2001 WINTER SERVICE CHANGES
Presented by: Kim Chin, Planning and Marketing Manager
Staff Report: Attached
PUBLIC HEARING SCHEDULED FOR 9:00 A.M. AT THE 10/19/01 BOARD MEETING
9. CONSIDERATION OF ADOPTION OF RESOLUTION REVISING THE FY 01-02 BUDGET
Presented by: Elisabeth Ross, Finance Manager
Staff Report: Attached

10. CONSIDERATION OF APPROVAL OF RESOLUTION AND CAL PERS CONTRACT AMENDMENT TO PROVIDE ONE-YEAR FINAL COMPENSATION AND MILITARY SERVICE CREDIT AS PUBLIC SERVICE
Presented by: Paul Chandley, Human Resources Manager
Staff Report: Attached
11. CONSIDERATION OF AWARD OF CONTRACTS FOR BUS STOP IMPROVEMENTS AT VARIOUS LOCATIONS
Presented by: Tom Stickel, Fleet Maintenance Manager
Staff Report: Attached
12. CONSIDERATION OF AWARD OF CONTRACT FOR PAINTING OF THE METRO CENTER AT 920 PACIFIC AVENUE
Presented by: Tom Stickel, Fleet Maintenance Manager
Staff Report: Attached
13. CONSIDERATION OF AWARD OF CONTRACT FOR DESIGN AND CONSTRUCTION MANAGEMENT SERVICES FOR NEW COMPRESSED NATURAL GAS (CNG) FUEL STATION
Presented by: Tom Stickel, Fleet Maintenance Manager
Staff Report: To be included in the Add-On Packet
14. CONSIDERATION OF AWARD OF CONTRACTS FOR GENERAL ENGINEERING SERVICES, WHEN REQUIRED
Presented by: Tom Stickel, Fleet Maintenance Manager
Staff Report: Attached
15. CONSIDERATION OF AGREEMENT WITH CABRILLO COLLEGE FOR TRANSPORTATION SERVICES
Presented by: Mark Dorfman, Assistant General Manager
Staff Report: To be distributed at the 10/19/01 Board Meeting
16. CONSIDERATION OF PROPOSAL FOR FIRST NIGHT SANTA CRUZ BUS SERVICE
Presented by: Mark Dorfman, Assistant General Manager
Staff Report: To be distributed at the 10/12/01 Board Meeting
17. CONSIDERATION OF CHANGE ORDER WITH NEW FLYER FOR THE PURCHASE OF EIGHT COMPRESSED NATURAL GAS (CNG) LOW-FLOOR BUSES
Presented by: Mark Dorfman, Assistant General Manager
Staff Report: To be distributed at the 10/19/01 Board Meeting
18. CONSIDERATION OF ISSUES RELATED TO TRANSIT ADVERTISING
Presented by: Kim Chin, Planning and Marketing Manager
Staff Report: Attached

19. CONSIDERATION OF ACCESSIBILITY IMPROVEMENTS FOR CAPITOLA MALL
TRANSIT CENTER

Presented by: Kim Chin, Planning and Marketing Manager
Staff Report: Attached

ADJOURN

NOTICE TO PUBLIC

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

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

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 Encinal Conference Room is located in an accessible facility. If you wish to attend this meeting and require special assistance in order to participate, please contact Dale Carr at 426-6080 at least 72 hours in advance of the Board of Directors meeting.

Regular Board Meeting Agenda
October 12, 2001
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BOARD OF SUPERVISORS

701 OCEAN STREET, SUITE 500, SANTA CRUZ, CA 95060-4069

(831) 454-2200 FAX: (831) 454-3262 TDD: (831) 454-2123

JANET K. BEAUTZ
FIRST DISTRICT

ELLEN PIRIE
SECOND DISTRICT

MARDI WORMHOUDT
THIRD DISTRICT

TONY CAMPOS
FOURTH DISTRICT

JEFF ALMQUIST
FIFTH DISTRICT

September 25, 2001

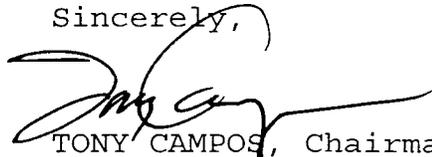
Les White, General Manager
Santa Cruz Metropolitan Transit
District
370 Encinal Street, #100
Santa Cruz, CA 95060

Dear Mr.  White:

Attached is a copy of a letter the Board recently received from the County Commission on Disabilities relaying concerns about difficulties the Commission indicates are being experienced by persons with disabilities with regard to access to the Santa Cruz Metropolitan Transit District's terminal at the Capitola Mall. I would appreciate it if you would ask District staff to review this situation and provide the Board with your response and recommendations for any corrective actions which may be deemed appropriate.

Thank you for your attention to this matter.

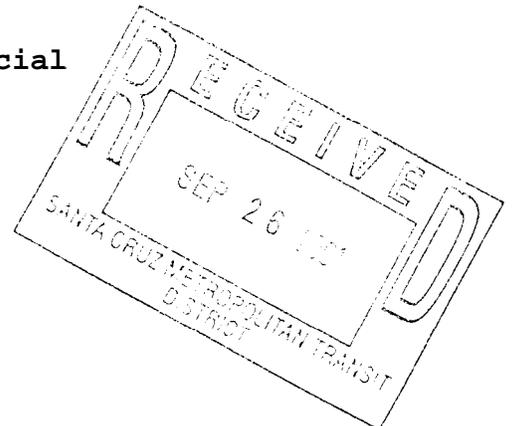
Sincerely,


TONY CAMPOS, Chairman
Board of Supervisors

TC:ted
Attachment

cc: Commission on Disabilities
Marc Letendre, Manager, Capitola Mall
Daniel Kostelec, Capitola Building Official
Supervisor Jan Beautz
Supervisor Jeff Almquist

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COMMISSION ON DISABILITIES



COUNTY OF SANTA CRUZ

701 Ocean Skeet, Rm 30 Santa Cruz, CA 95060
ph# 454-2355 fax# 454-2433
commissions@co.santa-cruz.ca.us

September 13, 2001

Chair Tony Campos
Board of Supervisors
701 Ocean Street

Santa Cruz, CA 95060

SUBJECT: Disabled access to Metro Terminal at Capitola Mall

Dear Chair Campos:

It has been brought to our attention that there are accessibility problems for persons with disabilities at the Santa Cruz Metropolitan Transit District (SCMTD) bus terminal in front of the Capitola Mall.

The path of travel to the Mall entrance for passengers arriving on northbound buses is difficult and dangerous for persons using a wheelchair or persons with walking difficulties. The intended path of travel is by way of the crosswalk from the north end of the raised boarding platform to the sidewalk in front of the Mall entrance. The curb ramp at the platform end has a dangerous amount of cross slope that can be difficult for a person using a wheelchair or a person with a walking disability. In addition, this route has excessive cross slope and no curb ramp at the Mall end.

The path of travel from the platform normally used by most pedestrians and all those using wheelchairs, or those with children in strollers, is from the north end of the platform, directly across the bus lanes to a curb ramp up to the Mall sidewalk. However, this route is not marked as a crosswalk, and has a more dangerous cross slope than the other. In addition, the curb ramp at the Mall end has excessive running slope that could cause a person in a wheelchair to tip over backward.

The Commission recommends that your Board bring this to the attention of the SCMTD governing board for consideration and correction.

Thank you for your consideration in this matter and for your continued support in making Santa Cruz County accessible to all people.

Sincerely,

Robert Freiler, Chair
Commission on Disabilities

cc: Leslie White, SCMTD Manager
Marc Letendre, Capitola Mall-Manager
Daniel Kostelec, Capitola Building Official



County of Santa Cruz

BOARD OF SUPERVISORS

701 OCEAN STREET, SUITE 500, SANTA CRUZ, CA 95060-4069

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JANET K. BEAUTZ
FIRST DISTRICT

ELLEN PIRIE
SECOND DISTRICT

MARDI WORMHOUDT
THIRD DISTRICT

TONY CAMPOS
FOURTH DISTRICT

JEFF ALMQUIST
FIFTH DISTRICT

September 25, 2001

Robert Freiler, Chair
Commission on Disabilities
701 Ocean Street
Santa Cruz, CA 95060

Dear Mr. Freiler:

I was distressed to learn of the difficulties that the Commission indicates are being experienced with regard to access to the Santa Cruz Metropolitan Transit District's terminal at the Capitola Mall by persons with disabilities. As you can see from the attached, I have asked that Les White, General Manager of the Transit District, review the Commission's concerns with appropriate staff and will provide you with a copy of his response.

I appreciate the Commission alerting the Board to this situation and hope to be back in touch shortly.

Sincerely,

TONY CAMPOS, Chairman
Board of Supervisors

TC:ted
Attachment

cc: Clerk of the Board
Marc Letendre, Manager, Capitola Mall
Daniel Kostelec, Capitola Building Official
Supervisor Jan Beutz
Supervisor Jeff Almquist

2773A6



CITY OF CAPITOLA
420 CAPITOLA AVENUE
CAPITOLA CALIFORNIA 95010
TELEPHONE/ TDD 831 475-7300
FAX 831 479-8879

October 4, 2001

Leslie White, General Manager
Santa Cruz Metropolitan Transit District
370 Encinal Street, Suite 100
Santa Cruz CA 95060

Re: Disabled access at **Capitola** Mall Transit Center

Dear Mr. White,

This letter is in response to your request for information regarding disabled access deficiencies at the **Capitola** Mall Transit Center and the procedures to correct them. Before I begin, I want to clarify that the responsibilities and authority of the **Capitola** Building Department is found in the California Building Code, Title 24. The **Capitola** Building Department does not enforce the federal Americans with Disabilities Act.

When a building permit is issued for a commercial alteration, the California Building Code, Title 24 requires that a complying, accessible path of travel be provided from the public way and transit facilities to the area of commercial alteration. On March 5, 2001, the City of **Capitola** Building Department notified the **Macerich** Company, the owners of the **Capitola** Mall, that there appeared to be significant non-complying aspects to the walkways and ramps in and around the **Capitola** Mall Transit Center. We recommended that a comprehensive analysis and solution be developed. Subsequently, I have met with you, your staff and representatives of the **Macerich** Company. At this point in time there appears to be a reticence on the part of the **Macerich** Company to move forward in a cooperative manner to find a solution to the access problem described above.

It is my intention to reiterate to the **Macerich** Company the importance of proceeding with modifications to the Transit Center area, so as not to jeopardize the timely processing of future alteration permits in the areas of the **Capitola** Mall that are directly served by the Transit Center.

I will keep you and your staff regularly updated on our progress. If I can be of further assistance do not hesitate to contact me.

Sincerely,

Daniel J. Kostelec
Building Official

Chairperson of Board of Directors for SC Metro Service
370 Encinal St. Suite 100
Santa Cruz, CA 95060

October 1, 2001

Subject: No busses on Holidays

Dear Chairperson:

It is a disgraceful act for Santa Cruz county to not provide bus service on all holidays. The lack of such service sends a wretched message to folks who rely on public transportation: "too bad your travel is restricted, but have a happy holiday anyway!"

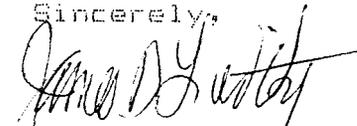
You know as well as I do that there are many people who fall into the category of reliance on public transportation to get around on holidays as well as any other time.

I have a personal anecdote about my holiday experience with SC-Metro. I left Aptos to travel out of town for the Labor Day weekend. I used the route-71 bus and the "17 Express" as part of my transportation to reach the San Jose airport. VTA in Santa Clara County makes the connection to the airport relatively easy from the SJ Train station where the 17 Express stops. At my Park City (Utah) destination I remarked to friends how well public transportation worked for me. So far, so good.

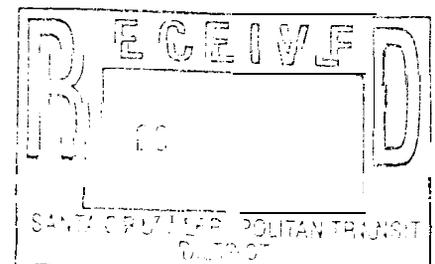
I had to return on Labor Day. VTA's public system was operating on a Sunday schedule. Albert a reduced frequency of service, it wasn't a terrible inconvenience. At the SJ Train Station, I was dismayed that there wasn't even minimal operation of the 17 Express, but I was able to use Greyhound to reach Santa Cruz. There I had a dreadful realization that Metro service was shut down for the holiday. I walked the 8 miles from Santa Cruz to Aptos with my luggage, thinking sarcastically of an SCMTD message: "Happy Holiday from Santa Cruz (County)." I was lucky that I was strong enough to handle the occasion, and that it was a nice day to walk.

Notwithstanding the horrific events of September 11th, my effective use of public transportation in many cities while traveling this summer made my Labor Day experience with Santa Cruz a stark reminder that it is a transportation district with comparatively limited funds. However, is it too much to ask for some kind of bus service for holidays? I think such service would brighten a lot of folks' lives, not to mention ameliorating the conditions caused by automobiles.

Sincerely,


James D. Liedtke
PO Box 1423
Capitola CA 95010-1423

cc: scartc
1523 Pacific Ave
Santa Cruz CA 95060



SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

Minutes- Board of Directors

September 14, 2001

A Regular Meeting of the Board of Directors of the Santa Cruz Metropolitan Transit District met on Friday, September 14, 2001 at the District's Administrative Office, 370 Encinal Street, Santa Cruz, CA.

Vice-Chairperson Reilly called the meeting to order at 9:12 a.m.

SECTION 1: OPEN SESSION

1. ROLL CALL:

DIRECTORS PRESENT

Sheryl Ainsworth
Bruce Gabriel
Michelle Hinkle
Mike Keogh
Emily Reilly

DIRECTORS ABSENT

Jeff Almquist (arrived at 9:11 a.m.)
Jan Beautz (arrived at 9:22 a.m.)
Tim Fitzmaurice
Christopher Krohn (arrived at 9:13 a.m.)
Rafael Lopez
Dennis Norton
Ex-Officio Mike Rotkin

STAFF PRESENT

Bryant Baehr, Operations Manager
Paul Chandley, Human Resources Mgr.
Kim Chin, Planning & Marketing Manager
John Daugherty, Access. Svcs. Coord.
Mark Dorfman, Asst. General Manager
Marilyn Fenn, Asst. Finance Manager

Terry Gale, IT Manager
Tom Hiltner, Grants/Legis. Analyst
David Konno, Fac. Maint. Manager
Ian McFadden, Transit Planner
Elisabeth Ross, Finance Manager
Tom Stickel, Fleet Maintenance Manager
Leslie R. White, General Manager

EMPLOYEES AND MEMBERS OF THE PUBLIC WHO INDICATED THEY WERE PRESENT

Jim Bosso, S. C. Transportation
Wally Brondstatter, UTU
Mary Ferrick, PSA
Kasandra Fox, MASTF
Mark Hartunian, Lift Line
Patti Korba, SEA

John Mellon, VMU
David Moreau, UTU
Karena Pushnik, SCCRTC
Patricia Spence, MASTF
Marian Taylor, League of Women Voters
Linda Wilshusen, SCCRTC

2. ORAL AND WRITTEN COMMUNICATION

Mr. Fahmey Ma'Awad called the Administrative Services Coordinator and asked that his concerns regarding the lawsuit being brought against the District regarding the

Call Stop Announcements be read aloud. He wanted to emphasize the fact that the lawsuit was filed by two individuals only. A copy of this statement will be attached to the Minutes.

3. LABOR ORGANIZATION COMMUNICATIONS

No questions or comments.

4. METRO USERS GROUP (MUG) COMMUNICATIONS

Bruce Gabriel, Chair of MUG, restated MUG's recommendation to the Board of a few months ago in which MUG requested that the Board meetings be at a central location, i.e. County building or City Council Chambers.

5. METRO ACCESSIBLE SERVICES TRANSIT FORUM (MASTF) COMMUNICATIONS

No questions or comments.

6. ADDITIONAL DOCUMENTATION TO SUPPORT EXISTING AGENDA ITEMS

The following documentation was distributed: "The Paratransit Experience – Issues and Answers" and "Living the Paratransit Experience Statistics". A letter from U.S. President George Bush was also distributed. The President declared September 14, 2001 as a National Day of Prayer and Remembrance for the Victims of the Terrorist Attacks on September 11, 2001. Based on this declaration Vice Chairperson Reilly stated that only Items 9, 10 and 23 would be addressed at today's meeting.

CONSENT AGENDA

- 7-1. **APPROVE REGULAR BOARD MEETING MINUTES OF 8/10/01 & 8/17/01**
- 7-2. **ACCEPT AND FILE PRELIMINARILY APPROVED CLAIMS**
- 7-3. **ACCEPT AND FILE AUGUST 2001 RIDERSHIP REPORT**
- 7-4. **CONSIDERATION OF TORT CLAIMS: Deny the claims of: Pamela Lee Spires, Vickie Ruelas, James C. Goates, Isabel M. Carrasco; Deny the application to file a late claim and Reject the claim of Pamela Lee Spires as untimely filed**
- 7-5. **ACCEPT AND FILE MINUTES OF MASTF COMMITTEE MEETING OF 8/16/01**
- 7-6. **ACCEPT AND FILE MINUTES OF MUG COMMITTEE MEETING OF 8/15/01**
- 7-7. **ACCEPT AND FILE MONTHLY BUDGET STATUS REPORT FOR JULY 2001, APPROVAL OF BUDGET TRANSFERS**
- 7-8. **ACCEPT AND FILE STATUS REPORT ON ADA PARATRANSIT PROGRAM FOR JULY 2001**
- 7-9. **ACCEPT AND FILE HIGHWAY 17 STATUS REPORT FOR JULY 2001**
- 7-10. **ACCEPT AND FILE UNIVERSITY OF CALIFORNIA, SANTA CRUZ SERVICE UPDATE**
- 7-11. **ACCEPT AND FILE STATUS REPORT ON CALL STOP ISSUE PROGRESS**
- 7-12. **ACCEPT AND FILE STAFF REPORT ON THE INVESTIGATION OF BIO-DIESEL AS AN INTERIM FUEL**

- 7-13. **CONSIDERATION OF RECALCULATION OF TRASH COST FOR METRO CENTER TENANTS AND AMENDMENTS OF SANTA CRUZ METRO CENTER LEASE AGREEMENTS TO REFLECT RECALCULATION**
- 7-14. **ACCEPT AND FILE STATUS REPORT ON BEACHFEST EVENT**
- 7-15. **NOTIFICATION OF ACTION TAKEN IN CLOSED SESSION OF JULY 20, 2001, REGARDING MCDONALD'S CORPORATION'S REQUEST FOR RENT REDUCTION**
- 7-16. **CONSIDERATION OF APPROVAL OF CUSTODIAL SERVICE WORKER II RECLASSIFICATION**

ACTION: MOTION: DIRECTOR KEOGH SECOND: DIRECTOR GABRIEL

Move Items 13, 15, 16, 17, 18, 19, 20 and 21 to the Consent Agenda.

Motion passed unanimously with Directors Beautz, Fitzmaurice, Lopez and Norton absent.

REGULAR AGENDA

- 9. **CONSIDERATION OF ISSUES RELATING TO THE SERVICE AREA SERVED BY ADA PARATRANSIT PUBLIC HEARING AT 9:30 A.M. AT THE 9/21/01 BOARD MEETING**

Summary:

Kim Chin discussed paratransit service which is complimentary to the fixed route service in times and location. The current paratransit service area is identified as $\frac{3}{4}$ of a mile outside the fixed route and 1 $\frac{1}{2}$ miles outside of fixed route in five (5) exception areas.

DIRECTOR BEAUTZ ARRIVED.

The Comprehensive Operational and Financial Audit (COFA) identified numerous trips that were made outside of the normal paratransit service area. Mr. Chin added that 80% of the county's population lives within $\frac{3}{4}$ of a mile of the fixed route service areas. Twenty-two registered ADA passengers took 984 trips in FY 00/01. Eleven percent (11%) of these rides were provided by Lift Line; eighty-nine percent (89%) were provided by sub-contractors (taxicabs). METRO pays \$22.97 per trip to Lift Line per contract specifications. The taxicab subcontractors are paid by the mileage rate and flag drop fee. Lift Line has begun a reconciliation process whereby they utilize the Trapeze software to compare the calculated mileage of a trip to the actual mileage. METRO's Request for Proposal (RFP) for dispatch and paratransit services will contain specific requirements for trip reconciliations.

Discussion:

John Daugherty suggested that Transportation Demonstration Act (TDA) funds from the Transportation Commission be used to pay for programs not covered by the Americans with Disabilities Act (ADA). Pat Spence commented that there is no conformity in the standards of the various paratransit rides, i.e. Lift Line, taxicabs. Ms. Spence was asked to be the Cabrillo

Stroke Center's representative and in that capacity, her main focus is reliability and uniformity of the paratransit service. Mark Dorfman added that the Consolidated Transportation Services Agencies (CTSA's) are allocated a specific percentage of the TDA funds. In Santa Cruz the CTSA receives a greater share. At the time the ADA Plan was adopted, a decision was made not to utilize the TDA funds going to the CTSA. The District ran this service within the existing confines of its operating budget. The Transportation Commission could change the amount of TDA funds that go to the CTSA. Mark Hartunian stated that CTSA expects \$566,000 from the Transportation Commission this year. These funds will be used to supplement the Cabrillo Stroke Center, coupons, administration, and other service provided, including taxi script of which \$15 buys \$30 worth of coupons. Any remaining funds would be used towards their purchase of additional ADA vehicles. Director Beautz requested a breakdown of how CTSA uses their TDA allocation each year. The District's RFP for paratransit service operations will be issued approximately October 19, 2001.

There was a brief discussion of Mr. Whiteagle's situation and it was stated that he has other options available to him; however, these options are not as financially beneficial to him as using ADA service. Director Almquist noted that seven people use 71% of the rides outside of the $\frac{3}{4}$ mile service area. He suggested that Commission staff be approached to see if they would direct Lift Line to handle these rides. It was clarified that taxi script covers an immediate need and is not for longer trips, whereas paratransit service is for next day trips. Director Beautz stated that the $\frac{3}{4}$ mile parameter and grandfathering in the current customers who utilize the 1 1/2-mile parameter is a good compromise. However, she would like to look into the TDA issue for the rest of the financing. Mr. Chin stated that the final program for the paratransit system will be communicated consistently and that all information in this regard would be easily accessible and consistent. Patti Korba asked that instead of grandfathering individuals into the program, could these customers be given a specific timeframe in which to make other arrangements?

10. CONSIDERATION OF ISSUES RELATING TO THE PARATRANSIT CUSTOMER'S GUIDE/POLICIES AND PROCEDURES FOR PARATRANSIT OPERATIONS

Summary:

Kim Chin reported that as part of the paratransit process, a "how to" customer's guide would be developed for paratransit applicants and customers. Currently, a brochure is given to new riders in the system. The Policies and Procedures Manual is a "how to" for the operators and outlines the District's expectations as to how the service will be provided. This manual will be a key document for the RFP for dispatch and paratransit services which will be sent out. Both the Customer's Guide and the Policies and Procedures Manual were developed with a consultant and with input from MUG, MASTF and E&D TAC. MUG and MASTF have recommended approval of the Customer's Guide by the Board. A number of meetings and open house functions were held to receive input as well as mailing working drafts to over eighty different agencies. Mr. Chin further reported that the name "Metro ParaCruz" would be presented to the Board for consideration.

After holding an informal conference with bidders to receive their input, the RFP will be released on October 8, 2001. Proposals are due back to District staff by November 8, 2001. The contract would begin on July 1, 2002.

Discussion:

Pat Spence commended Lynn Everett-Lee for her part in implementing the Customer's Guide. She stated that the "ready window" is an important element and would give the provider the flexibility to "group" riders together and to make multiple trips. Mr. Chin added that presentations would be made to all providers and social service agencies and groups so they all have a better understanding of how paratransit works. Kasandra Fox volunteered to design, typeset and print the original Customer's Guide.

Chairperson Ainsworth suggested that the items "Personal Attendants" to "Pets", and possibly "Packages and Personal Items", be categorized and alphabetized for easier reference.

23. CONSIDERATION OF PARATRANSIT SENSITIVITY TRAINING OF DIRECTORS AND MANAGERS AND RECOMMENDATIONS THEREFROM

Summary:

Les White reported that the "Living with the Paratransit Experience" involved both Directors and staff who entered into the paratransit system under different identities. Participants were encouraged to take three round trips and one group trip. Mr. White stated that Ms. Spence's coordination of the aliases and equipment was tremendous. Lynn Everett-Lee composed an "Issues and Answers" document which outlined specific issues and cross-referenced these with the Customer's Guide and/or Policies and Procedures manuals. Ms. Spence submitted a document outlining the specific problems experienced during the sensitivity training and details of each trip taken.

Discussion:

Individual participants in the "Sensitivity Training" session spoke of their experiences. Areas of improvement were discussed. Mark Hartunian stated that he should have been notified when drivers made inappropriate comments. Mr. White added that with the willingness of the providers, a meeting to discuss these comments would be more constructive. Pat Spence recommended that the training be conducted for each paratransit driver so that the service is standardized. There was a discussion regarding customer profiles and landmarks. Kim Chin discussed certification software and how there would be a seamless connection between the database and the providers' database of the information collected. Information is currently being sent to Lift Line.

ADJOURN

There being no further business, Vice-Chairperson Reilly adjourned the meeting at 11:28 a.m.

Respectfully submitted,

DALE CARR
Administrative Services Coordinator

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

Minutes- Board of Directors

September 21, 2001

A Regular Meeting of the Board of Directors of the Santa Cruz Metropolitan Transit District met on Friday, September 21, 2001 at the City Hall Council Chambers, 809 Center Street, Santa Cruz, California.

Chairperson Ainsworth called the meeting to order at 9:05 a.m.

SECTION 1: OPEN SESSION

1. ROLL CALL:

DIRECTORS PRESENT

Sheryl Ainsworth
Tim Fitzmaurice
Bruce Gabriel
Michelle Hinkle
Mike Keogh
Christopher Krohn
Dennis Norton
Emily Reilly

DIRECTORS ABSENT

Jeff Almquist (arrived at 9:10 a.m.)
Jan Beautz (arrived at 9:15 a.m.)
Rafael Lopez (arrived at 9:50 a.m.)
Ex-Officio Mike Rotkin

STAFF PRESENT

Bryant Baehr, Operations Manager
Paul Chandley, Human Resources Mgr.
Kim Chin, Planning & Marketing Manager
John Daugherty, Access. Svcs. Coord.
Mark Dorfman, Asst. General Manager
Marilyn Fenn, Asst. Finance Manager
Terry Gale, IT Manager

Peggy Gallagher, District Counsel
Eileen Hiltner, Admin Secretary
Tom Hiltner, Grants/Legis. Analyst
David Konno, Fac. Maint. Manager
Ian McFadden, Transit Planner
Tom Stickel, Fleet Maintenance Manager
Leslie R. White, General Manager

EMPLOYEES AND MEMBERS OF THE PUBLIC WHO INDICATED THEY WERE PRESENT

April Axton, LiftLine
Fahmy Ma'Awad, MASTF
Jim Bosso, S. C. Transportation
Wally Brondstatter, UTU
Scott Bugental, E&D TAC
Dianna Dunn, SEIU
Ed Kramer, MASTF
Lynn Everett Lee, Multisystems

Kasandra Fox, MASTF
Patti Korba, SEA
Carmen Magdaleno, Spanish Interpreter
Tom Onan, CCCIL
Steve Paulsen, UTU
Patricia Spence, MASTF
Marian Taylor, League of Women Voters
Linda Wilshusen, SCCRTC

2. ORAL AND WRITTEN COMMUNICATION

Oral Communications:

Pat Spence, acting as the Paratransit Chairperson for the Disability Awareness program, thanked all participants involved in the recent Paratransit Awareness training.

Fahmy Ma'Awad inquired about the status of the talking buses/call stops. Les White pointed out that this issue is on the agenda as Item #7-11, but went on to explain that the District is currently working on identifying funding and that a letter from the Board Chair has been sent to the SCCRTC requesting consideration that the District receives the CMAQ \$1.5million Broadway-Brommer Bike Path funds if they become available. This amount would be sufficient to retrofit the entire fleet with the Talking Bus technology. The SCCRTC has deferred this decision until their November meeting. Staff is aggressively exploring other funding sources, to bring to the Board in October, in the event the SCCRTC does not allocate the CMAQ funds to the District. Staff has been directed to prepare the specifications to issue a bid for retrofitting the entire fleet. This will allow the District to move forward with the technology and get bids while pursuing funding sources. The awarding of contracts and retrofitting can be done in phases as funding becomes available.

3. LABOR ORGANIZATION COMMUNICATIONS

None

4. METRO USERS GROUP (MUG) COMMUNICATIONS

None

5. METRO ACCESSIBLE SERVICES TRANSIT FORUM (MASTF) COMMUNICATIONS

Kassandra Fox, MASTF Chair, read the following motions which were made at the MASTF meeting of September 20, 2001:

- a. MASTF recommends approval of the ParaCruz Policies and Procedures Manual.
- b. For the Paratransit service area, MASTF approves of $\frac{3}{4}$ mile for the entire system, and the evaluation of the feasibility of using Transportation Development Act (TDA) funds for out-of-service area trips.
- c. MASTF recommends that the 22 people who are presently in the $\frac{3}{4}$ to 1 $\frac{1}{2}$ mile Paratransit service area who are recertified as ADA eligible be considered for TDA funding.

6. ADDITIONAL DOCUMENTATION TO SUPPORT EXISTING AGENDA ITEMS

SECTION 1:

- ADD TO ITEM #2** ORAL AND WRITTEN COMMUNICATIONS:
- a. J.R. Whiteagle RE: Paratransit Boundaries
(Add written communication)

CONSENT AGENDA:

- ADD TO ITEM #7-3** ACCEPT AND FILE AUGUST 2001 RIDERSHIP REPORT
**(Ridership Report will be distributed at Meeting,
Insert Service Interruption Report)**

REGULAR AGENDA:

- ADD TO ITEM #10** CONSIDERATION OF ISSUES RELATING TO THE PARATRANSIT
CUSTOMER'S GUIDE/POLICIES AND PROCEDURES FOR
PARATRANSIT OPERATIONS
(Replace Pages 10-1, 10-2, 10-3)

- DELETE ITEM #23** CONSIDERATION OF PARATRANSIT SENSITIVITY TRAINING OF
DIRECTORS AND MANAGERS AND RECOMMENDATIONS
THEREFROM
(Discussed at 9/14/01 meeting)

CONSENT AGENDA

- 7-1. **APPROVE REGULAR BOARD MEETING MINUTES OF 8/10/01 & 8/17/01**
7-2. **ACCEPT AND FILE PRELIMINARILY APPROVED CLAIMS**
7-3. **ACCEPT AND FILE AUGUST 2001 RIDERSHIP REPORT**
7-4. **CONSIDERATION OF TORT CLAIMS: Deny the claims of: Pamela Lee Spires,
Vickie Ruelas, James C. Goates, Isabel M. Carrasco; Deny the application to file a
late claim and Reject the claim of Pamela Lee Spires as untimely filed**
7-5. **ACCEPT AND FILE MINUTES OF MASTF COMMITTEE MEETING OF 8/16/01**
7-6. **ACCEPT AND FILE MINUTES OF MUG COMMITTEE MEETING OF 8/15/01**
7-7. **ACCEPT AND FILE MONTHLY BUDGET STATUS REPORT FOR JULY 2001,
APPROVAL OF BUDGET TRANSFERS**
7-8. **ACCEPT AND FILE STATUS REPORT ON ADA PARATRANSIT PROGRAM FOR
JULY 2001**
7-9. **ACCEPT AND FILE HIGHWAY 17 STATUS REPORT FOR JULY 2001**
7-10. **ACCEPT AND FILE UNIVERSITY OF CALIFORNIA, SANTA CRUZ SERVICE UPDATE**
7-11. **ACCEPT AND FILE STATUS REPORT ON CALL STOP ISSUE PROGRESS**
7-12. **ACCEPT AND FILE STAFF REPORT ON THE INVESTIGATION OF BIO-DIESEL AS
AN INTERIM FUEL**

- 7-13. CONSIDERATION OF RECALCULATION OF TRASH COST FOR METRO CENTER TENANTS AND AMENDMENTS OF SANTA CRUZ METRO CENTER LEASE AGREEMENTS TO REFLECT RECALCULATION
- 7-14. ACCEPT AND FILE STATUS REPORT ON BEACHFEST EVENT
- 7-15. NOTIFICATION OF ACTION TAKEN IN CLOSED SESSION OF JULY 20, 2001, REGARDING MCDONALD'S CORPORATION'S REQUEST FOR RENT REDUCTION
- 7-16. CONSIDERATION OF APPROVAL OF CUSTODIAL SERVICE WORKER II RECLASSIFICATION
- 7-17. a. CONSIDERATION OF ASSIGNING THE METRO MARKET LEASE AT THE SANTA CRUZ METRO CENTER FROM BOB TOTT TO ALI GHARAHGOZLOO AND JESSICA HSU
b. CONSIDERATION OF ASSIGNING THE TRANSMART LEASE AT THE WATSONVILLE TRANSIT CENTER FROM ALI GHARAHGOZLOO AND JESSICA HSU TO KEANG LEE AND MEE T. DIEH-LEE
(Moved to Consent Agenda at 9/14/01 Board Meeting. Staff Report retained original numbering as Item #13)
- 7-18. CONSIDERATION OF CONTRACT EXTENSION WITH CAROLYN C. CHANEY & ASSOCIATES, INC. FOR FEDERAL LEGISLATIVE SERVICES
(Moved to Consent Agenda at 9/14/01 Board Meeting. Staff Report retained original numbering as Item #15)
- 7-19. CONSIDERATION OF CONTRACT EXTENSION WITH SHAW/YODER, INC. FOR STATE LEGISLATIVE SERVICES
(Moved to Consent Agenda at 9/14/01 Board Meeting. Staff Report retained original numbering as Item #16)
- 7-20. CONSIDERATION OF AWARD OF CONTRACT FOR DIESEL AND GASOLINE FUEL
(Moved to Consent Agenda at 9/14/01 Board Meeting. Staff Report retained original numbering as Item #17)
- 7-21. CONSIDERATION OF AWARD OF CONTRACT FOR FURNISHING HEAVY DUTY BRAKE DRUMS
(Moved to Consent Agenda at 9/14/01 Board Meeting. Staff Report retained original numbering as Item #18)
- 7-22. CONSIDERATION OF AWARD OF CONTRACT FOR FURNISHING HEAVY DUTY BATTERIES
(Moved to Consent Agenda at 9/14/01 Board Meeting. Staff Report retained original numbering as Item #19)
- 7-23. CONSIDERATION OF AWARD OF CONTRACT FOR DESIGN AND CONSTRUCTION MANAGEMENT SERVICES FOR RETROFITTING DISTRICT FACILITY FOR COMPRESSED NATURAL GAS (CNG) VEHICLE MAINTENANCE
(Moved to Consent Agenda at 9/14/01 Board Meeting. Staff Report retained original numbering as Item #20)
- 7-24. CONSIDERATION OF AWARD OF CONTRACT FOR FURNISHING ONE HYBRID VEHICLE
(Moved to Consent Agenda at 9/14/01 Board Meeting. Staff Report retained original numbering as Item #21)

ACTION: MOTION: DIRECTOR REILLY SECOND: DIRECTOR NORTON

Approve Consent Agenda.

Motion passed unanimously with Director Lopez absent.

REGULAR AGENDA

8. **Item #8 will be considered when the employee arrives**
9. **Item #9 will be taken after 9:30 A.M. for public input.**
10. **CONSIDERATION OF ISSUES RELATING TO THE PARATRANSIT CUSTOMER'S GUIDE/POLICIES AND PROCEDURES FOR PARATRANSIT OPERATIONS**

Summary:

Kim Chin reported that two documents have been developed with input from MASTF, E&D TAC, and system users: the Paratransit Customer's guide, which is a "How To" for users and the Paratransit Policy & Procedure Manual, which is a "How To" manual for the service provider. Both are key documents to be used in the Request for Proposals (RFP) for Paratransit Operators, due to be released in October 2001. "METRO ParaCruz" is also being proposed as the new name for the Paratransit program. After the Board's approval of the documents and the new name, the RFP will be released, and come back for the Board's approval of the Staff recommended contractor in January 2002.

Discussion:

DIERCTOR LOPEZ ARRIVED AT 9:47 A.M.

A 'Quick Facts' version of the Customer's Guide will be available in large print and Braille. Mr. Chin explained that orientation will be done by METRO through presentations given to different agencies. Also, users will be oriented to the material during ADA certification. The Board expressed concerns including: clarity, accuracy and consistency of information, ease of use, vehicles being identified with decals/logos, and insisted that the Policy & Procedure manual be clear and have exact definitions of what is expected, leaving no room for misunderstanding or misinterpretation by the contracted service provider.

ACTION: MOTION: DIRECTOR GABRIEL SECOND: DIRECTOR BEAUTZ

Approve the Paratransit Customer's Guide, the Paratransit Policy & Procedure Manual and adopt METRO "ParaCruz" as the new name for the Paratransit program.

Motion passed unanimously.

Chairperson Ainsworth returned to Item #8 at this time.

8. **PRESENTATION OF EMPLOYEE LONGEVITY AWARDS**

The Board of Directors formally recognized the following employees for their years of service.

TWENTY-FIVE YEARS

Miguel Urizarri, Bus Operator

Chairperson Ainsworth returned to Item #9 at this time.

**9. CONSIDERATION OF ISSUES RELATING TO THE SERVICE AREA SERVED BY
ADA PARATRANSIT
PUBLIC HEARING AT 9:30 A.M.**

Summary:

Kim Chin reviewed the five (5) different options for the Paratransit Service Area boundaries being presented, noting there is no staff recommendation on this item. Mr. Chin reported that there had been several opportunities for public input including advertised public notices and input from MUG, MASTF and E&D TAC. Mr. Chin reported there are 22 individuals currently receiving Paratransit service in the exception areas. During the last fiscal year these people took 984 trips at a cost of \$19,794.05

Discussion:

The Public Hearing opened at 10:25 a.m.

Scott Bugental reported that E&D TAC's recommendation is to maintain the boundaries as they are with no grandfathering clause and no TDA funds usage, because he believes the \$20,000 per year it costs to serve the people in the 1-½ mile exception areas is insignificant to the District. This would require the District to provide Paratransit service to all current or future ADA certified person in the 1-½ mile exception areas. Wally Brondstatter, UTU, and Linda Wilshusen, SCCRTC, recommended a ¾ mile boundary with no grandfathering. April Axton, LiftLine, submitted a letter from a person whose mother currently receives Paratransit service in an exception area. It was pointed out by the Board that ADA Paratransit service is a totally unfunded federal mandate, and that contrary to popular belief, there are transportation alternatives available such as Taxi Script, Stroke Center Support, Medical Vouchers and the Volunteer Center. Tom Onan, CCCIL, read his enclosed letter and believes the ADA regulations are absolute minimums and the District should provide more service than is required. The Board then discussed cost to the District, TDA funds and alternative transportation. It was also pointed out that the implementation of the exception areas 10 years ago was a result of requests by LiftLine and CCCIL.

Chairperson Ainsworth closed the Public Hearing at 11:15 A.M.

ACTION: MOTION: DIRECTOR GABRIEL SECOND: DIRECTOR FITZMAURICE

Approve a ¾ mile Paratransit Service Area boundary, with no Grandfathering. Staff is directed to pursue alternative transportation for the 22 people currently receiving

Paratransit service in the 5 exception areas that will be eliminated by this motion. Staff is also directed to re-evaluate this issue as the District’s financial position improves.

Motion passed with opposition from Directors Fitzmaurice and Krohn.

Director Keogh left the meeting at 11:45 A.M

11. CONSIDERATION OF APPROVAL OF RESOLUTION OF INTENTION TO AMEND CALPERS CONTRACT TO PROVIDE ONE-YEAR FINAL COMPENSATION AND MILITARY SERVICE CREDIT AS PUBLIC SERVICE

Summary:

Paul Chandley recommended that the Board of Directors approve the attached Resolution of Intention to approve two amendments to the California Public Employees' Retirement System (CalPERS) contract. First, changing the formula from three years final service to one-year final service. Secondly, to add military service credit as public service for the purposes of retirement. CalPERS requires this be done in two steps. First the “Resolution of Intention” needs to be approved, then the final adoption of the amendment will be brought before the Board next month.

Discussion:

Director Fitzmaurice would like to talk about adding other classifications to this resolution at some point in the future.

ACTION: MOTION: DIRECTOR FITZMAURICE SECOND: DIRECTOR NORTON

Approve the Resolution of Intention to amend CalPERS contract to provide one-year final compensation and military service credit as public service

AYES: Directors – Ainsworth, Almquist, Beutz, Fitzmaurice, Gabriel, Hinkle, Krohn, Lopez, Norton, Reilly

NOES: None

ABSTAIN: None

ABSENT: Director Keogh

Motion passed unanimously with Director Keogh absent.

12. CONSIDERATION OF AMENDING DISTRICT BYLAWS TO SET ALTERNATE MEETING LOCATIONS FOR THE REGULAR BOARD MEETINGS TO INCLUDE ONE ANNUAL MEETING AT CITY COUNCIL CHAMBERS FOR WATSONVILLE, CAPITOLA AND SCOTTS VALLEY

Summary:

Margaret Gallagher reported that the memo attached would bring the bylaws into compliance with the Board's direction. It is recommended that the meetings to be held at these alternate cities coincide with the SCCRTC meetings in the same cities so the two meetings can be advertised together.

Discussion:

Concern was expressed about ADA accessibility at the alternative locations.

ACTION: MOTION: DIRECTOR NORTON SECOND: DIRECTOR FITZMAURICE

Approve Staff recommendation to amend District bylaws to set alternate meeting locations for the regular Board meetings to include one annual meeting at City Council Chambers for Watsonville, Capitola and Scotts Valley, with the following amendment: that the alternate sites be fully accessible.

Motion passed unanimously with Director Keogh absent

13. **MOVED TO CONSENT AS ITEM #7-17**

14. **CONSIDERATION OF REQUEST OF SANTA CRUZ TRANSPORTATION FOR RATE ADJUSTMENT**

Director Keogh returned at 11:50 a.m.

Summary:

Mark Dorfman explained Staff is recommending to the Board to reject Santa Cruz Transportation's request because the District has a contract with Community Bridges, and Community Bridges has their own contractual relationship with Santa Cruz Transportation. The District is awaiting a proposal from Community Bridges for the provision of Paratransit rides going forward. As soon as the District receives the proposal and the contract for services is awarded, Community Bridges should then discuss this issue with their subcontractor. If the request were accepted, the impact on the District would be \$116,352.

ACTION: MOTION: DIRECTOR ALMQUIST SECOND: DIRECTOR NORTON

Adopt Staff recommendation to reject rate adjustment request from Santa Cruz Transportation and to encourage LiftLine to continue working on proposal. Chair will send a letter to LiftLine urging them to submit their proposal by the end of this month as they promised. It was further recommended that LiftLine treat their subcontractors in a way that allows the subcontractors to remain viable.

Discussion:

Jim Bosso, Santa Cruz Transportation, explained that in June 2000, they requested an increase in the 1996 rates. This was delayed due to contract re-negotiations with LiftLine (Community Bridges). Santa Cruz Transportation and their attorney approached Community Bridges again in July 2000 and were told the District's Board was whom they should be talking to. Letters were sent periodically to Les White explaining the situation, however no change has taken place. Santa Cruz Transportation operating costs have increased since 1996, but contracted rates have not, causing Santa Cruz Transportation to be unable to keep up. The Board is being asked to recommend to Community Bridges that they raise their contracted rates with Santa Cruz Transportation.

Les White replied that a condition for extending the contract with Community Bridges was to address changes in costs. The District has repeatedly and will continue to ask LiftLine for a comprehensive proposal to extend its contract through June 30, 2002. Both Mark Hartunian and Sam Storey assured the District they would have the proposal, which includes rate increases, completed by the end of this month.

Motion passed unanimously.

15. **MOVED TO CONSENT AS ITEM #7-18**

16. **MOVED TO CONSENT AS ITEM #7-19**

17. **MOVED TO CONSENT AS ITEM #7-20**

18. **MOVED TO CONSENT AS ITEM #7-21**

19. **MOVED TO CONSENT AS ITEM #7-22**

20. **MOVED TO CONSENT AS ITEM #7-23**

21. **MOVED TO CONSENT AS ITEM #7-24**

22. **CONSIDERATION OF RESOLUTIONS AUTHORIZING AMENDED STATE TRANSIT ASSISTANCE (STA) AND TRANSIT DEVELOPMENT ACT (TDA) CLAIMS FOR FY 2002**

ACTION: MOTION: DIRECTOR ALMQUIST SECOND: DIRECTOR FITZMAURICE

Approve Staff recommendation to authorize Staff to submit an amended claim to the Santa Cruz County Regional Transportation Commission for FY2002 State Transit Assistance (STA) funds and Transportation Development Act (TDA) funds.

Motion passed unanimously.

ACTION: MOTION: DIRECTOR FITZMAURICE SECOND: DIRECTOR REILLY

Extend meeting for 15 minutes.

Motion passed unanimously

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

Margaret Gallagher reported that there would be discussion of the claim of Deborah Lane & Joshua Loya, which has significant exposure to litigation. There will be a conference with Real Property Negotiator regarding Lucy's Beauty Shop, regarding the price and term of her lease. Also there will be discussion with legal counsel regarding consideration of Initiation of Litigation on 2 separate cases, and also current litigation of SCMTD v. Bruce Gabriel.

24. ORAL AND WRITTEN COMMUNICATIONS REGARDING CLOSED SESSION

None

SECTION II: CLOSED SESSION

Chairperson Ainsworth adjourned to Closed Session at 12:05 P.M. and reconvened to Open Session at 12:45 P.M.

SECTION III: RECONVENE TO OPEN SESSION

25. REPORT OF CLOSED SESSION

Margaret Gallagher stated that there is nothing to report at this time.

ADJOURN

There being no further business, Chairperson Ainsworth adjourned the meeting at 12:47 p.m.

Respectfully submitted,

CINDI THOMAS
Administrative Secretary

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

DATE: 09/01/01 THRU 09/30/01

CHECK NUMBER	CHECK DATE	CHECK AMOUNT	CHECK VENDOR	VENDOR NAME	VENDOR TYPE	TRANS. NUMBER	TRANSACTION DESCRIPTION	TRANSACTION AMOUNT	TRANSACTION COMMENT
4524	09/19/01	-172.00	309	GOOD TIMES		75497	VOID CHECK	-172.00	FRE-PAID
				VOID CHECK					
4583	09/07/01	9,252.36	001043	VISION SERVICE PLAN		75169	SEPT VISION INS.	9,252.36	
4584	09/07/01	6,125.32	001063	NEW FLYER INDUSTRIES LIMITED		75170	REV VEH PARTS 275	275.38	
						75171	REV VEH PARTS 3276	3,275.72	
						75172	REV VEH PARTS 1949	1,948.86	
						75173	REV VEH PARTS 525	625.36	
4585	09/07/01	80.81	001112	BRINK'S TROPHY SHOPPE		75174	80 RESOLUTION PLAQUE	80.81	
4565	09/07/01	600.28	001230	CAPITOL CLUTCH AND DRAKE, I NC		75175	REV VEH PARTS	600.28	
4587	09/07/01	342.00	001257	DOMINICAN HOSPITAL OF S C		75304	JULY DRUG TESTING	342.00	
4588	09/07/01	415.71	001263	ABBOTT STREET RADIATOR		75176	OUT REPAIR REV VEH	415.71	
4589	09/07/01	111.95	001315	WASTE MRNAGEMENT OF S G		75177	AUG KINGS VLG RD	111.95	
4590	09/07/01	82,377.19	001316	DEVCO OIL		75170	AUGUST FUEL	82,377.19	
4591	09/07/01	1,279.78	001711	MOHAWK MFG. & SUPPLY CO.		75179	REV VEH PARTS 130	129.54	
						75180	REV VEH PARTS 97	96.72	
						75181	REV VEH PARTS 990	989.72	
						75182	REV VEH PARTS 64	63.80	
4592	09/07/01	53.35	001733	STOODLEY'S SMALL ENGINE SERVIC		75183	REPAIRS & HAINT,	53.35	
4593	09/07/01	147.59	061737	UNITED STATES PLASTIC CORP.		75184	REPAIRS & HAINT,	147.59	
4594	09/07/01	4,496.13	001745	ITT HARTFORD		75185	SEPT LIFE INSURANCE	4,496.13	
4595	09/07/01	192,608.08	001762	COMMUNITY BRIDGES		75186	JULY ADA PARATRANSIT	148,898.08	
						75187	AUGUST DISPATCH	43,710.00	
4595	09/07/01	437.50	001931	LITTLER MENDELSON		75188	PROF SVCS TO 7/31	437.50	
4592	09/07/01	8,420.13	001991	BAY STAFFING		75189	TEMPS W/E 8112 HR	443.63	
						75190	TEHFS W/E 8/19 FLEET	6,484.80	
						75191	TEMPS U/E 0/5 HRD	1,491.70	
4599	09/07/01	199.50	001992	LRP PUBLICATIONS		75192	DISABILITY COMPL.	199.50	
4599	09/07/01	70.46	001996	JAMES PUBLISHING, INC		75193	DEPOSITION SUPPLEMNT	70.46	
4600	09/07/01	514.08	002005	TRANSIT RESOURCES, INC.		75194	REV VEH PARTS	514.08	
4601	09/07/01	125.00	002017	NATIONAL EMPLOYMENT LAW INST.		75195	EEO & LAW MANUAL	125.00	
4602	09/07/01	86.65	002028	WESTCOAST LEGAL SERVICE		75196	PROF SVCS 8/3/01	85.55	
4603	09/07/01	262.59	002035	BOWMAN & WILLIAMS		75197	ENGINEERING SVC	262.59	
4604	09/07/01	13.75	002063	COSTCO		75198	PHOTO PROCESSING	13.75	
4605	09/07/01	96.80	002069	A TOOL SHED, INC.		75199	SOCIABLE LIFT - FAC	96.80	
4606	09/07/01	134.10	002161	APPLIED INDUSTRIAL TECH		75200	REPAIRS & HAINT,	57.59	
						75201	REPAIRS/MAINT.	65.51	
4607	09/07/01	10,344.12	902192	DAY EQUIPMENT & REPAIR		75202	OUT REPAIR OTHER VEH	3,258.05	
						75203	OUT REPAIR REV VEH	7,086.07	
4608	09/07/01	5,997.88	002287	CALIFORNIA SERVICE EMPLOYEE		75204	SEPT MEDICAL INS.	5,997.88	
4609	09/07/01	3,344.25	002313	HARTSELL & OLIVIERI		75205	TRANSCRIPTS	2,788.25	
						75206	TRANSCRIPTS	556.00	
4610	09/07/01	134.69	002380	MOBILE STORAGE GROUP, INC.		75305	7/30-8/27 EQUIP RENT	134.59	
4511	09/07/01	500.00	002399	FREEDOM SHEET HETAL, INC.		75207	JULY-SEPT HTNC SVC	500.90	
4512	09/07/01	285.55	002413	ERIK'S DELICAFE, INC.		75208	EMPLOYEE INCENTIVE	285.55	
4513	09/07/01	28.55	002459	SCOTT'S VALLEY WATER DISTRICT		75215	6/11-8/8KINGS VLG	28.56	
4614	09/07/01	142.40	002482	AMERICAN VAN EQUIPMENT INC.		75209	REV VEH PARTS 112	142.40	
4615	09/07/01	32.00	002567	DEPARTMENT OF JUSTICE		75210	JULY FINGERPRINTS	32.00	
4516	09/07/01	2,964.78	002626	NELSON NYGAARD		75211	ADA CERT TO 7/27	2,964.78	
4617	09/07/01	14,914.04	002627	CDW GOVERNMENT, I NC.		75212	COHPUTER SUPPLIES	404.29	
						75213	COHPUTER SUPPLIES	14,509.75	

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

DATE: 09/01/01 THRU 09/30/01

CHECK NUMBER	CHECK DATE	CHECK VENDOR AMOUNT	VENDOR NAME	VENDOR TRANS TYPE	TRANSAC NUMBER	TRANSACTION DESCRIPTION	TRANSACTION AMOUNT	COMMENT
4618	09/07/01	1,190.05	002686 WATERLEAF ARCHITECTURE	75214		PROF SVCS T O 7/27	1,190.05	
4619	09/07/01	333.55	002713 SANTA CRUZ AUTO TECH, INC	75216		OUT REPAIR OTHER VEH	46.40	
				75217		OUT REPAIR OTHER VEH	143.49	
				75218		OUT REPAIR OTHER VEH	143.66	
4620	09/07/01	217.45	007 UNITED PARCEL SERVICE	75219		FREIGHT OUT	217.45	
4621	09/07/01	10.50	009 PACIFIC GAS & ELECTRIC	75226		7/30-8/28 SAKATA LN	10.50	
4522	09/07/01	244.52	013 MCI SERVICE PARTS, INC.	75221		REV VEH PARTS	244.52	
4523	09/07/01	5,970.86	018 SALINAS VALLEY FORD SALES	75222		SMALL TOOLS	146.50	
				75223		REV VEH PARTS	4,294.65	
				75224		REV VEH PARTS	1,044.83	
				75225		REV VEH PARTS	484.88	
4524	09/07/01	321.03	020 ADT SECURITY SYSTEMS,	75225		SEFT ALARMS	321.03	
4525	09/07/01	4,006.02	043 PALACE ART & OFFICE SUPPLY	75308		OFFICE SUPPLIES	4,006.02	
4626	09/07/01	5,114.24	957 U.S. BANK	75305		4251-2400-0574-2697	2,126.78	
				75307		4251-2400-0554-7229	2,987.46	
4626P	09/07/01	-5,114.24	057 U.S. BANK	75316		VOID CHECK	-2,126.78	PRE-PAID
				75317		VOID CHECK	-2,987.46	
						VOID CHECK		
4527	09/07/01	30.00	060 CITY OF SANTA CRUZ	75227		JUL-SEP LOCKER RENT	30.00	
4628	09/07/01	80.00	067 ROTO-ROOTER SEWER/PLUMBING	75228		OUT REPAIR BLDG/IMP	80.00	
4629	09/07/01	243.13	974 KENVILLE & SONS LOCKSMITH	75309		REPAIRS/MAINT	243.13	
4630	09/07/01	1,040.53	107 SAN LORENZO LUMBER CO., INC.	75229		AU6 PARTS/SUPPLIES	999.07	
				75230		JULY /AUG PARTS	40.65	
4631	09/07/01	2,659.98	117 GILLIG CORPORATION	75231		REV VEH PARTS	42.93	
				75232		REV VEH PARTS	205.32	
				75233		REV VEH PARTS	2,411.73	
4532	09/07/01	250.00	135 DANCING MAN IMAGERY	75234		PHOTO PROCESS/SUPPLY	250.00	
4533	09/07/01	512.09	147 ZEE HEDICAL SERVICE	75235		SAFETY SUPPLIES	512.99	
4534	09/07/01	623.32	148 ZEP MANUFACTURING COMPANY	75236		CLEANING SUPPLY	623.32	
4535	09/07/01	2,313.67	149 SANTA CRUZ SENTINEL	75237		JULY ADVERTISING	2,313.67	
4636	09/07/01	159.00	150 U.C. REGENTS	75238		JULY ROOM RENTAL	150.00	
4637	09/07/01	3,111.45	180 MANPOWER TEMPORARY SERVICE INC	75241		TEHPS W/E 8/5	1,513.45	
				75242		TEMPS W/E 7/29	1,598.00	
4536	09/07/01	2,112.79	183 BAYSHORE TRUCK EQUIPMENT CO.	75310		REV VEH PARTS	2,112.79	
4639	09/07/01	104.73	186 WILSON, GEORGE H., INC.	75311		REPAIRS/MAINT	104.73	
4640	09/07/01	94.26	210 HOLIDAY MUFFLER SERVICE	75243		OUT REPAIR OTHER VEH	94.26	
4641	09/07/01	973.22	211 BOWMAN DISTRIBUTION	75244		PARTS & SUPPLIES	973.22	
4641P	09/07/01	-973.22	211 BOWMAN DISTRIBUTION	75320		VOID CHECK	-973.22	PRE-PAID
						VOID CHECK		
4642	09/07/01	1,196.00	215 LABOR READY, INC.	75245		TEMPS W/E 8/17 FAC	598.00	
				75246		TEHFS W/E 8/24 FAC	598.00	
4543	09/07/01	297.46	260 SANTA CRUZ GLASS CO., INC.	75247		OUT REPAIR BLDG/IMP	297.45	
4544	09/07/01	3,212.94	282 GRAINGER INC., W. W.	75249		CLEANING SUPPLIES	940.26	
				75249		CLEANING SUPPLIES	713.73	
				75250		REPAIRS/MAINT	208.02	
				75251		REPAIRS & MAINT	1,350.93	
4645	09/07/01	533.68	288 MUNCIE RECLAMATION & SUPPLY	75252		REV VEH PARTS	533.68	
4546	09/07/01	406.50	315 JB ASSOCIATES	75253		JULY CONSULTING SVC	406.50	
4547	09/07/01	215.50	318 WALLACE ENTERPRISES	75254		ANNUAL FIRE EXT TEST	215.60	
4647P	09/07/01	-215.60	318 WALLACE ENTERPRISES	75322		VOID CHECK	-215.60	PRE-PAID

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CHECK NUMBER	CHECK DATE	CHECK AMOUNT	VENDOR NAME	VENDOR TRANS. TYPE	TRANSACTION DESCRIPTION	TRANSACTION AMOUNT	COHENT
			VOID CHECK				
4548	09/07/01	115.32	FEDERAL EXPRESS	75239	POSTAGE & HAILING	39.99	
				75240	POSTAGE & HAILING	35.58	
				75312	JULY MAILINGS	49.64	
4649	09/07/01	14,979.14	STEWART & STEVENSON	75255	REV VEH PARTS	991.58	
				75256	OUT REPAIR REV VEH	5,625.58	
				75257	REV VEH PARTS	1,118.39	
				75258	OUT REPAIR REV VEH	6,104.24	
				75259	PARTS & SUPPLIES	746.91	
				75260	REV VEH PARTS	393.34	
4659	09/07/01	356.99	AIRTEC SERVICE	75261	OUT REPAIR BLDG/IMP	356.00	
4551	09/07/01	355.35	KENS AUTO PARTS, INC.	75253	REV VEH PARTS/SUPPLY	355.35	
4652	09/07/01	332.98	APPLIED GRAPHICS, INC.	75262	PRINTING - PLANNING	332.98	
4553	09/07/01	602.32	MULTIWAVE DIRECT	75264	COMPUTER SUPPLIES	692.32	
4654	09/07/01	3,156.80	EXPRESS PERSONNEL SERVICES	75265	TEHPS W/E 8/5 HRD	476.00	
				75265	TEHPS W/E 7/25 PLANG	549.99	
				25267	TEHPS W/E 7/29	1,601.60	
				75256	TEHPS W/E 7/8	539.20	
4655	09/07/01	105.68	VERIZON HIRELESS-PAGERS	75269	SEPTEMBER PAGERS	105.58	
4656	09/07/01	140.66	VERIZON WIRELESS	75279	SEPT EQUIP RACK	149.66	
4657	09/07/01	91.09	NEST GROUP PAYMENT CTR	75271	JULY ACCESS CHARGES	91.09	
4558	09/07/01	644.09	SAFETY ENVIRONMENTAL CONTROL	75272	CLEANING SUPPLIES	386.32	
				75273	SAFETY SUPPLIES	257.77	
4659	09/07/01	467.76	VULTRON INC.	75274	OUT REPAIR REV VEH	467.76	
4669	09/07/01	159.99	PIED PIPER EXTERMINATORS, INC.	75275	AUG PEST CONTROL	160.00	
4651	09/07/01	155,800.18	PUBLIC EMPLOYEES'	75276	SEPT MEDICAL INS.	155,800.18	
4652	09/07/01	1,955.00	KION TV	75313	JULY COMMERCIALS	1,955.00	
4553	09/07/01	399.99	KSCD	75277	ANNOUNCEMENTS	399.99	
4564	09/07/01	82.67	CALISTOGA SPRING WATER CO.	75270	JULY WATER	02.67	
4565	09/07/01	294.75	TARANTELLA	75279	BOD MTG 9/114	294.75	
4665	09/07/01	-294.75	TARANTELLA	75490	VOID CHECK	-294.75	PRE-PAID
			VOID CHECK				
4555	09/07/01	2,700.00	ADVANCED RISK MANAGEMENT	75314	W/C ACTUARIAL SVCS	2,700.00	
4567	09/07/01	3,903.00	BROWN ARCSTRONG	75289	AUDIT FEES (7/31/01)	3,903.00	
4668	09/07/01	6,000.00	WOOD'S FAINTING & DECORATING	75281	PAINTING - WTC	6,000.00	
4569	09/07/01	233.62	ASPEN PUBLISHERS, INC.	75282	CA PAYROLL REPORT	233.62	
4579	09/07/01	371.29	ATLAS COLLISION INVESTIGATION	75293	PROF SVCS T O 7/25	371.29	
4671	09/07/01	49.99	A PROFESSIONAL SERVICE COMPANY	75284	PROF SVCS 8/13/01	40.00	
4172	09/07/01	73.97	NOB HILL	75285	FALL BID LUNCH	73.97	
4673	09/07/01	59.98	SAFEWAY	75287	FALL BID LUNCH	59.98	
4674	09/07/01	59.99	MARLOW, GERALDINE	75286	REFUND-UNUSED TICKET	50.00	
4575	09/07/01	37,539.33	PRUDENTIAL HEALTHCARE	75288	SEPT DENTAL INS.	37,539.33	
4675	09/07/01	172.25	SPENCE, PAT	75289	PARATRANSIT EXPERINC	172.25	
4677	09/07/01	559.34	DIRECT MIDRANGE SYSTEMS	75290	COMPUTER SUPPLY	650.34	
4578	09/07/01	659.34	AMERICAN SEATING COMPANY	75291	REV VEH PARTS	850.34	
4679	09/07/01	78.32	SANTA CRUZ DODGE	75292	REV VEH PARTS	78.32	
4680	09/07/01	39.51	HCMASER-CARR SUPPLY CO	75293	PARTS & SUPPLIES	39.51	
4681	09/07/01	249.99	REILLY, EMILY	75294	APTA ANNUAL HTG	249.99	
4582	09/07/01	77.56	STICKEL, TOH	75295	VMU TRAINING	77.56	
4683	09/07/01	45.79	ASPESI, JOHN	75295	GFIFAREBOX TRAINING	46.79	

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CHECK NUMBER	CHECK DATE	CHECK VENDOR AMOUNT	VENDOR NAME	VENDOR TYPE	TRANS. NUMBER	TRANSACTION DESCRIPTION	TRANSACTION AMOUNT	COMMENT
4584	09/07/01	10.98 E088	O'DONNELL, SHAWN		75297	TRAINING REFRESHMENT	10.98	
4585	09/07/01	54.00 E220	CARRASCO, ISABEL		75299	DMV/VTT FEES - OPS	64.00	
4686	09/07/01	31.24 E323	GALE, TERRY		75299	INK CARTRIDGE	31.24	
4687	09/07/01	190.00 E404	WILSON, BONNIE		75309	FALL EID LUNCH	190.00	
4688	09/07/01	151.00 E495	WHITE, LES		75301	CTA LEG COHHITTEE	4.98	
					75392	APTA MALL SYS HTG	119.03	
					75393	CALTRANSHEETING	27.89	
4589	09/07/01	4,364.24 057	U.S. BANK		75318	4251-2400-0574-2697	1,376.78	
					75319	4251-2400-0554-7229	2,987.46	
4690	09/07/01	994.26 211	BOWMANDISTRIBUTION		75321	PARTS & SUPPLIES	904.25	
4691	09/07/01	215.60 319	SIX COUNTIES FIRE AND SAFETY		75323	ANNUAL FIRE EXT TEST	215.60	
4593	09/14/01	13,888.37 999	PACIFIC GAS & ELECTRIC		75324	8/4-9/5 PACIFIC AVE	1,598.30	
					75325	8/4-9/5 PACIFIC AVE	1,226.96	
					75325	8/4-9/5 PACIFIC AVE	388.76	
					75327	8/4-9/5 PACIFIC AVE	660.73	
					75323	8/2-8/30 HARVEY WEST	32.41	
					75329	8/2-8/30 111 DUBOIS	924.22	
					75330	8/2-8/30 111 DUBOIS	206.10	
					75331	8/2-8/30 ENCINAL ST	43.60	
					75332	8/2-8/30 ENCINAL ST	3,050.65	
					75333	7/31-8/29 REACH ST	91.14	
					75334	7/31-8/30 RODRIGUEZ	27.25	
					75335	7/31-8/30 RODRIGUEZ	1,461.32	
					75336	a/1-d/29 GOLF CLUB	1,859.06	
					75337	8/1-8/29 GOLF CLUB	177.10	
					75338	8/1-8/29 RIVER ST	2,148.19	
					75339	8/1-8/29 RIVER ST	43.93	
					75340	7/30-8/28 SAKATA LN	8.64	
4694	09/14/01	2,823.00 134	DAY WIRELESS SYSTEM		75341	OUT REPAIR EQUIP/VEH	2,823.00	
4695	09/21/01	4,177.11 001	PACIFIC BELL/SAC		75342	SEPT SUMMARY PHONES	2,498.23	
					75499	HIS PHONE LINE	342.79	
					75500	MIS PHONE LINE	1,336.09	
4595	09/21/01	495.65 001052	MID VALLEY SUPPLY		75343	CLEANING SUPPLIES	495.65	
4597	09/21/01	4,210.41 901053	NEW FLYER INDUSTRIES LIMITED		75344	REV VEH PARTS 573	573.30	
					75345	REV VEH PARTS 398	398.34	
					75345	REV VEH PARTS 3239	3,238.77	
4698	09/21/01	1,326.28 001119	MACERICH PARTNERSHIP, LP, THE		75347	OCT - CAPITOLA HALL	1,326.28	
4699	09/21/01	941.51 001253	ABBOTT STREET RADIATOR		75348	OUT REPAIR REV VEH	941.51	
4700	09/21/01	2,648.22 001407	RED WING SHOE STORE		75349	SAFETY SUPPLIES	2,648.22	
4791	09/21/01	890.00 001492	EVERGREEN		75501	HAZWASTE DISF	890.00	
4702	09/21/01	15.90 091648	STEVE'S UNION		75350	AUGUST FUEL	15.00	
4703	09/21/01	383.48 901704	SURTEC SYSTEM, INC		75351	CLEANING SUPPLIES	383.49	
4794	09/21/01	133.26 001711	MOHAWK MFG. & SUPPLY CO.		75352	REV VEH PARTS 133	133.25	
4705	09/21/01	1,385.43 001800	THERMO KING OF SALINAS, INC		75353	OUT REPAIR REV VEH	1,385.43	
4706	09/21/01	12,758.61 001812	GARDEN STATE INT'L TRUCK INC.		75354	REPLACE ENGINES	12,653.41	
					75355	REV VEH PARTS	105.20	
4707	09/21/01	107.47 001837	VIKING OFFICE PRODUCTS		75355	OFFICE SUPPLIES-HRD	107.47	
4708	09/21/01	455.00 001844	BRINKS INCORPORATED		75502	SEPT SECURITY	455.00	
4709	09/21/01	348.19 001856	EAY COMMUNICATIONS		75503	OUT REPAIR EQUIPT	348.19	
4710	09/21/01	900.00 001887	HUHFHREY, YVONNE A.		75357	OCT - VERNON ST LOT	900.00	

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CHECK NUMBER	CHECK DATE	CHECK AMOUNT	VENDOR NAME	VENDOR TRANS. TYPE	TRANSACTION DESCRIPTION	TRANSACTION AMOUNT	COMMENT	
4711	09/21/01	696.43	901935	WORLD	COM TECHNOLOGIES, INC.	75358	AUGUST LUNG DISTANCE	595.43
4712	09/21/01	19.38	002063	COSTCO		75359	PHOTO PROCESS - OPS	19.38
4713	09/21/01	28,761.47	902115	HINSHAW, EDWARD & FAREARA		75350	OCT - 120 DUBOIS	5,861.19
						75351	OCT - 370 ENCINAL ST	22,900.28
4714	09/21/01	10,173.30	002117	IULIANO, NICK		75362	OCT - 111 DUBOIS	10,173.30
4715	09/21/01	30.63	092151	APPLIED INDUSTRIAL TECH		75363	PARTS & SUPPLIES	30.63
4716	09/21/01	2,909.25	002196	STOKES SIGNS		75594	SIGNS-UCSC ROUTES	2,909.25
4717	09/21/01	2,000.00	002267	SHAW & YODER		75354	JULY LEGISLATIVE REP	2,000.00
4718	09/21/01	175.75	002323	NORTHERN SAFETY CO., INC.		75355	SAFETY SUPPLIES	175.75
4719	09/21/01	3,750.00	002346	CHANEY, CAROLYN & ASSOC., INC.		75355	SEPT LEGISLATIVE REP	3,750.00
4720	09/21/01	134.69	002380	MOBILE STORAGE GROUP, INC.		75595	8/27-9/24 EQUIPT	134.69
4721	09/21/01	47.50	0023aa	DOGHERRA'S		75367	OUT REPAIR OTHER VEH	47.50
4722	09/21/01	15.11	002447	SETON IDENTIFICATION PRODUCTS		75381	NAHEFLATES	16.11
4723	09/21/01	243.73	902458	EASTERDAY JANITORIAL SUPPLY GO		75368	CLEANING SUPPLIES	243.73
4724	09/21/01	593.15	002459	SCOTTS VALLEY WATER DISTRICT		75369	6/11-8/8 KINGS VLG	593.15
4725	09/21/01	58.86	092514	APE4 MELDING SUPPLIES, INC.		75379	REPAIRS&MAINT.	58.86
4726	09/21/01	2,769.27	002609	CLEANSOURCE		75371	CLEANING SUPPLIES	2,769.27
4727	09/21/01	2,217.30	902510	FREDERICK ELECTRONICS CORP.		75372	OCT - 375 ENCINAL	2,217.30
4728	09/21/01	32.52	002527	CDW GOVERNRENT, INC.		75373	SERVER UPGRADE	32.52
4729	09/21/01	742.65	002639	NERTEICOMMUNICATIONS		75374	7/26-8/25 PHONES	742.65
4730	09/21/01	253.80	002643	IDS CAPITAL		75375	COPIER RENTAL-PLANNG	253.80
4731	09/21/01	265.00	002687	PACIFIC PUBLISHING		75377	CHAMBER COMMERCE DIR	255.09
4732	09/21/01	584.65	002713	SANTACRUZ AUTO TECH, INC		75378	OUT REPAIR OTHER VEH	94.05
						75379	OUT REPAIR REV VEH	292.75
						75380	OUT REPAIR OTHER VEH	197.85
4733	09/21/01	366.45	904	NORTH BAY FORD LINC-HERCURY		75382	OUT REPAIR OTHER VEH	21.95
						75383	REV VEH PARTS	344.50
4734	09/21/01	998.98	009	PACIFIC GAS & ELECTRIC		75384	8/11-9/11 KINGSVLG	13.01
						75385	8/11-9/11 KINGSVLG	9.07
						75386	8/11-9/11 KINGSVLG	838.52
						75387	8/4-9/5 PACIFIC AVE	124.96
						75388	6/30-7/31 CNG	13.42
4735	09/21/01	1,621.18	939	KINKO'S INC.		75389	AUGUST PRINTING	1,621.18
4736	09/21/01	3,166.84	941	MISSION UNIFORM		75390	AUG UNIFORMS/LAUNDRY	2,665.58
						75391	AUG UNIFORMS/LAUNDRY	591.26
4737	09/21/01	33.19	042	ORCHARD SUPPLY HARDWARE		75392	REPAIRS/MAINT	33.19
4738	09/21/01	664.82	059	BATTERIES U.S.A. INC.		75393	REV VEH PARTS	554.82
4739	09/21/01	1,065.15	061	REGISTER PAJARONIAN		75506	AUGUST ADS-ADMIN	1,065.15
4740	09/21/01	65.00	067	ROTO-ROOTER SEWER/PLUMPING		75394	OUT REPAIR BLDG/IMPR	65.00
4741	09/21/01	3,174.43	068	UNITED LABORATORIES		75395	REPAIRS/MAINT	3,174.43
4742	09/21/01	259.07	075	COAST PAPER & SUPPLY INC.		75396	CLEANING SUPPLIES	259.07
4743	09/21/01	15,293.88	079	SANTA CRUZ MUNICIPAL UTILITY		75397	6/29-8/31 PACIFIC AV	950.89
						75398	6/29-8/30 ENCINAL ST	1,394.50
						75399	6/29-8/30 GOLF CLUB	1,416.31
						75409	6/29-8/30 RIVER ST	3,321.44
						75401	5/29-a/30 DUBOIS	1,183.60
						75402	6/29-8/30 ENCINAL ST	175.44
						75403	6/29-8/31 PACIFIC	6,744.67
						75404	6/29-8/31 PACIFIC	56.29
						75507	AUG LANDFILL	29.74

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CHECK NUMBER	CHECK DATE	CHECK AMOUNT	VENDOR NAME	VENDOR TRANS. TYPE	TRANSACTION NUMBER	TRANSACTION DESCRIPTION	TRANSACTION AMOUNT	COMMENT
4744	09/21/01	1,472.00	080 STATE BOARD OF EQUALIZATION		75598	AU6 PREPAY USE TAX	1,472.00	
4745	09/21/01	117.13	083 THYSSENKRUPP ELEVATOR -942		75495	ELEVATOR MAINT	117.13	
4746	09/21/01	161.92	087 RECOGNITION SERVICES LTD.		75496	EMPLOYEE INCENT 145	161.92	
4747	09/21/01	262.25	999 CRYSTAL SPRINGS WATER CO.		75599	AUGUST HATER FLEET	262.25	
4748	09/21/01	69,092.18	101 EOS CLAIMS SERVICES, INC.		75519	AUGUST TRUST ACCT	69,092.18	
4749	09/21/01	30.58	104 STATE STEEL COMPANY		75498	PARTS & SUPPLIES	39.58	
4750	09/21/01	2,238.60	119 TRANSMART		75525	OCT CUSTODIAL SVC	2,238.60	
4751	09/21/01	2,153.63	117 GILLIG CORPORATION		75409	REV VEH PARTS	1,502.27	
					75410	REV VEH PARTS	220.60	
					75411	REV VEH PARTS	430.76	
4752	09/21/01	92.84	130 WATSONVILLE CITY WATER DEPT.		75511	8/1-8/31 SAKATA L N	79.98	
					75512	8/1-9/1 SAKATA LN	12.89	
					75513	8/1-9/1 RODRIGUEZ	9.06	
4754	09/21/01	2,480.80	135 SANTA CRUZ AUTO PARTS, INC.		75412	REV VEH PARTS/SUPPLY	2,480.80	
4754	09/21/01	56.00	136 DANCING MAN IMAGERY		75413	PHOTO PROCESSING	56.99	
4755	09/21/01	383.48	147 ZEE MEDICAL SERVICE		75514	SAFETY SUPPLIES	383.44	
4755	09/21/01	604.95	149 SANTA CRUZ SENTINEL		75515	AUGUST ADS	694.95	
4757	09/21/01	110.36	161 OCEAN CHEVROLET INC		75415	REV VEH PARTS	104.13	
					75516	REV VEH PARTS	6.23	
4758	09/21/01	672.46	162 WASHINGTON LETTER ON TRANSPORT		75417	ANNUAL RENEWAL	672.46	
4759	09/21/01	1,081.37	166 HDSE SHOP: INC., THE		75418	REPAIRS/MAINT	199.32	
					75517	REV VEH PARTS/SUPPLY	972.95	
4760	09/21/01	549.95	179 TOWNSEND'S AUTO PARTS		75419	REV VEH PARTS/SUPPLY	549.95	
4751	09/21/01	3,191.77	180 MANPOWER TEMPORARY SERVICE INC		75429	TEMPS W/E 8/19 PLANG	1,348.57	
					75421	TENPS W/E 8/12 HRD	921.69	
					75422	TENPS W/E 8/11 HRD	921.69	
4762	09/21/01	2,288.01	183 BAYSHORE TRUCK EQUIPMENT CO.		75423	OUT REPAIR REV VEH	2,288.01	
4753	09/21/01	80.00	219 HOLIDAY MUFFLER SERVICE		75424	OUT REPAIR REV VEH	45.90	
					75425	OUT REPAIR REV VEH	35.90	
4764	09/21/01	1,136.20	216 LABOR READY, INC.		75426	TEMPS W/E 8/30 FAC	478.49	
					75518	TENPS W/E 9/b FAC	657.80	
4755	09/21/01	1,796.04	221 VEHICLE MAINTENANCE PROGRAM		75427	REV VEH PARTS 1441	1,441.40	
					75428	REV VEH PARTS 355	354.64	
4766	09/21/01	2,310.16	227 USSC GROUP, INC.		75429	OTHER MOBILE 2269	2,310.16	
4767	09/21/01	45.76	269 SANTA CRUZ GLASS CO., INC.		75439	OUT REPAIR BLDG/IMP	45.76	
4768	09/21/01	421.17	282 GRAINGER I N C . W. W.		75432	PARTS/SUPPLIES	386.99	
					75433	REPAIRS/MAINT	35.98	
4769	09/21/01	484.56	288 MUNCIE RECLAMATION & SUPPLY		75431	REV VEH PARTS	484.56	
4770	09/21/01	562.59	292 NORTH COUNTY RECOVERY & TOWING		75434	RUT REPAIR REV VEH	562.59	
4771	99121191	1,428.85	294 ANDY'S AUTO SUPPLY		75519	AU6 PARTS/SUPPLIES	1,428.85	
4772	09/21/01	17.00	345 SANTA CRUZ COUNTY OFFICE OF		75435	AU6 FINGERPRINTING	17.90	
4772P09/01/01		-17.00	345 SANTA CRUZ COUNTY OFFICE OF		75532	VOID CHECK	-17.90	FRE-PAID
						VOID CHECK		
4773	09/21/01	959.99	351 BEI CORPORATION		75436	SOFTWARE MAINT	859.99	
4774	09/21/01	139.99	367 COMMUNITY TELEVISION OF		75437	TV COVERAGE 8/17 NT6	139.90	
4775	09/21/01	2,142.29	378 STEWART & STEVENSON		75438	REV VEH PARTS	686.69	
					75439	REV VEH PARTS	47.45	
					75449	REV VEH PARTS	516.70	
					75441	REV VEH PARTS	349.15	
					75442	REV VEH PARTS	676.99	

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

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CHECK NUMBER	CHECK DATE	CHECK AMOUNT	VENDOR NAME	VENDOR TRANS. TYPE	TRANSACTION NUMBER	TRANSACTION DESCRIPTION	TRANSACTION AMOUNT	COMMENT
					75443	REV VEH PARTS	-134.69	
4776	09/21/01	202.00	394 APPLIED DIGITAL SOLUTIONS		75520	PRINTER MAINT.	202.00	
4777	09/21/01	90.08	395 APPLIED GRAPHICS, INC.		75444	PRINTING - PLANNING	99.08	
4778	09/21/01	64.53	399 SEARS		75445	SMALL TOOLS 65	64.53	
4779	09/21/01	237.16	405 JOHN'S ELECTRIC MOTOR		75446	OUT REPAIR EQUIPT	237.16	
4780	09/21/01	3,046.40	432 EXPRESS PERSONNEL SERVICES		75447	TEMPS W/E 8/12 HRD	1,344.00	
					75521	TEMPS W/E 9/2 HRD	1,702.40	
4781	09/21/01	2,062.00	433 AMPAC BUILDING MAINTENANCE		75448	AUG SVTC SERVICE	2,062.00	
4782	09/21/01	550.00	451 VULTRON INC.		15449	OUT REPAIR EQUIPT	550.00	
4783	09/21/01	3,076.26	480 DIESEL MARINE ELECTRIC		75450	REV VEH PARTS	3,076.26	
4784	09/21/01	21,296.96	500 PAIGE'S SECURITY SERVICES, INC		75522	AUGUST SECURITY	21,296.96	
4785	09/21/01	201,829.50	598 COMPLETE COACH WORKS		75451	OUT REPAIR REV VEH	201,829.50	
4786	09/21/01	194.87	510 ASCOM HASLER LEASING		75452	POSTAGE METER RENTAL	194.87	
4787	09/21/01	266.44	511 LUMINATOR		75453	REV VEH PARTS 262	266.44	
4788	09/21/01	932.68	521 NECX DIRECT		75454	COMPUTER SUPPLIES	834.99	
					75455	OFFICE SUPPLIES	98.59	
4749	09/21/01	1,055.00	525 KION TV		75523	7/30-8/26 AIRTIME	1,055.00	
4790	09/21/01	1,180.00	533 LINDSKOG P. E., ROBERT		75524	6/18-8/9 PROF SVCS	1,180.00	
4791	09/21/01	94,117.50	550 EARTHWORKS		75456	UPS PAVING PROJECT	94,117.50	
4792	09/21/01	1,500.00	563 AMBAG		75457	CENTRAL COAST REPORT	1,500.00	
4793	09/21/01	179.18	566 CALISTOGA SPRING WATER CO.		75458	HATER ADHIN	179.18	
4794	09/21/01	105.59	582 TOYOTA OF SANTA CRUZ		75459	OUT REPAIR OTHER VEH	105.59	
4795	09/21/01	1,300.00	584 NETWORK COMPUTING DEVICES, INC		75460	TECH SUPPORT 1 YEAR	1,300.00	
4796	09/21/01	845.00	586 AMERICAN FLAGPOLE & FLAG CO.		75461	FLAG POLE 670	845.00	
4797	09/21/01	233.62	625 ASPEN PUBLISHERS, INC.		75462	PAYROLL MNGR LETTER	233.62	
4798	09/21/01	921.95	629 HUGHES & ASSOCIATES		75463	INVESTIGATIVE SVCS	921.95	
4799	09/21/01	13,670.00	536 SCHARRENBERG LAW OFFICES		75527	PROF SVCS	13,670.00	
4800	09/21/01	1.00	649 EURICH, CECELIA G. & JOHN P.		75528	500 SEABRIGHT AVE	1.99	
4691	09/21/01	1,175.00	b59 CENTRAL COAST LANDSCAPE		75464	AUG LANDSCAPING	1,175.00	
4802	09/21/01	182.77	788 SCMTD PETTY CASH - FINANCE		75525	AUG/SEPT PETTY CASH	182.77	
4803	09/21/01	194.87	932 A.L. LEASE COMPANY, INC.		75465	REPAIRS/MAINT	94.42	
					75466	REPAIRS/MAINT	10.45	
4804	09/21/01	49.91	E984 RODRIGUEZ, VAL		75467	TRAINING EXPENSES	49.01	
4805	09/21/01	48.30	E103 LONENECKER, LLOYD		75468	CAL TRAMS MEETING	48.39	
4806	09/21/01	10.00	E188 NIETO, MANUEL		75469	DMV/VTT FEES	10.00	
4807	09/21/01	10.00	E191 #ALE, RICKEY		75479	DMV/VTT FEES OPS	19.09	
4808	09/21/01	10.00	E197 TICHENDOR, KENNETH		75471	DMV/VTT FEES	10.00	
4809	09/21/01	10.00	E199 LEVESQUE, ARMAND		75529	DMV/VTT FEES OPS	10.99	
4810	09/21/01	10.00	E299 MATTOS, RAYMOND		75472	DMV/VTT FEES	19.90	
4811	09/21/01	10.00	E203 JOHNSON, LISA		75473	DMV/VTT FEES QFS	19.99	
4812	09/21/01	10.00	E214 ATWELL, DONALD		75474	DMV/VTT FEES OPS	10.00	
4813	09/21/01	10.00	E219 BOOTON, MICHAEL		75475	DMV/VTT FEES OPS	19.99	
4814	09/21/01	10.99	E220 CARRASCO, ISABEL		75476	DMV/VTT FEES QFS	19.99	
4815	09/21/01	10.00	E222 CHILDERS, TIMOTHY		75477	DMV/VTT FEES OPS	19.99	
4816	09/21/01	10.00	E230 ZENKER, JEFFREY		75478	DMV/VTT FEES OPS	19.99	
4817	09/21/01	10.00	E232 GARCIA SUMANO, PEDRO		75479	DMV/VTT FEES OPS	19.99	
4818	09/21/01	82.30	E236 DEVILLIRES, FRANCISCO		75480	OFFICE SUPPLIES	82.39	
4819	09/21/01	19.99	E237 NORMAN, GORDON		75481	DMV/VTT FEES OPS	10.00	
4820	09/21/01	76.39	E501 BAEHR, BRYANT		75483	LUNCH MEET 1%	76.39	
4821	09/21/01	84.82	E522 CARR, DALE		75484	OFFICE SUPPLIES	84.82	

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

DATE: 09/01 0 THRU 09/30/0

CHECK NUMBER	CHECK DATE	CHECK AMOUNT	VENDOR NAME	VENDOR TRANS. TYPE NUMBER	TRANSACTION DESCRIPTION	TRANSACTION AMOUNT	TRANSACTION COMMENT
4822	09/21/01	130.00	M001 HORTON, JOSEPH	75485	OCT MEDICAL PREMIUM	130.00	
4823	09/21/01	130.00	M002 RACKLEY, EARL	75486	OCT MEDICAL PREMIUM	130.00	
4824	09/21/01	65.00	M003 WYANT, JUDI	75487	OCT MEDICAL PREMIUM	65.00	
4825	09/21/01	65.00	M005 ROSS, EMERY	75488	OCT MEDICAL PREMIUM	65.00	
4826	09/21/01	169.00	M006 VAN DER ZANDE, ED	75489	OCT MEDICAL PREMIUM	169.00	
4827	09/21/01	122.00	M007 BLAIR-ALWARD, GREGORY	75490	OCT MEDICAL PREMIUM	122.00	
4828	09/21/01	122.00	M008 CAMPOS, ARVILLA	75491	OCT MEDICAL PREMIUM	122.00	
4829	09/21/01	339.00	M009 FREEMAN, MARY	75492	OCT MEDICAL PREMIUM	339.00	
4830	09/21/01	122.00	M010 SHORT, SLOAN	75493	OCT MEDICAL PREMIUM	122.00	
4831	09/21/01	46.00	M011 LAWSON, LOIS	75494	OCT MEDICAL PREMIUM	46.00	
4832	09/21/01	46.00	M012 ROSE, JACK	75495	OCT MEDICAL PREMIUM	46.00	
4833	09/21/01	38.00	M013 JAHNKE, EILEEN	75496	OCT MEDICAL PREMIUM	38.00	
4834	09/21/01	40.00	R359 POTTER, VELMA	75530	SETTLEMENT	40.00	
4835M	09/25/01	2,750.00	R360 SMITH, MATHEW SETTLEMENT OF CLAIM	75531	SETTLEMENT OF CLAIM	2,750.00	MANUA
TOTAL		1,201,230.11	COAST COMMERCIAL BANK		TOTAL CHECKS	258	1,201,230.11

Santa Cruz METRO September Ridership Report

REVENUE AND RIDERSHIP SUMMARY BY ROUTE

ROUTE	REVENUE	RIDERSHIP	Revenue/ Passenger	UC Student	UC Staff Faculty	Day Pass	S/D Riders	W/C	S/D Day Pass	Cabrillo	Bike	Monthly Pass
10	\$ 1,394.70	18,273	\$ 0.08	14,336	1,287	24	40	6	20	224	418	1,106
13	\$ 516.66	9,027	\$ 0.06	7,889	423	7	6	-	8	55	151	163
15	\$ 3,397.32	30,653	\$ 0.11	22,563	2,749	63	53	19	25	362	971	1,734
16	\$ 3,557.96	49,274	\$ 0.07	41,274	1,970	57	56	57	10	468	1,065	2,139
18	\$ 716.70	2,443	\$ 0.29	702	492	17	12	4	14	47	140	528
19	\$ 1,134.51	14,616	\$ 0.08	11,803	811	15	30	7	22	153	448	748
2	\$ 2,219.51	7,867	\$ 0.28	2,970	250	66	75	16	24	301	185	2,276
3A	\$ 1,661.59	4,141	\$ 0.40	329	140	72	112	7	28	246	91	1,899
3B	\$ 1,982.12	4,843	\$ 0.41	470	122	86	96	14	34	276	175	2,165
3N	\$ 197.04	601	\$ 0.33	113	16	1	9	-	-	51	32	225
4	\$ 977.71	3,712	\$ 0.26	147	43	31	98	70	52	170	58	2,430
6	\$ 1,068.67	2,649	\$ 0.40	504	94	70	51	18	28	94	63	1,028
7	\$ 991.07	2,709	\$ 0.37	223	27	54	58	19	49	162	35	1,525
7N	\$ 1,486.83	2,886	\$ 0.52	232	40	18	25	9	3	184	155	982
8	\$ 1,164.68	3,936	\$ 0.30	274	35	49	97	17	62	204	42	2,360
9	\$ 31.76	117	\$ 0.27	5	15	-	4	-	1	7	5	57
12A	\$ 184.21	3,487	\$ 0.05	2,992	258	5	1	-	-	20	81	43
12B	\$ 123.17	2,817	\$ 0.04	2,531	100	-	2	-	2	10	31	55
20	\$ 124.01	2,723	\$ 0.05	2,271	218	1	1	-	2	12	68	100
22	\$ 167.12	3,506	\$ 0.05	3,053	153	3	6	1	2	44	84	97
25	\$ 49.03	1,101	\$ 0.04	995	16	-	-	1	-	9	98	33
30	\$ 2,723.16	5,504	\$ 0.49	92	44	55	72	33	27	239	202	2,522
31	\$ 713.78	1,365	\$ 0.52	64	29	27	19	8	19	68	65	557
33	\$ 633.32	1,040	\$ 0.61	12	2	7	3	2	-	6	35	412
34	\$ 377.27	767	\$ 0.49	6	1	4	3	1	2	8	12	386
35	\$ 25,053.74	46,544	\$ 0.54	819	281	660	574	48	251	2,041	1,620	19,803
36	\$ 369.80	849	\$ 0.44	29	41	28	17	-	1	130	67	332
40	\$ 1,768.05	2,759	\$ 0.64	50	22	61	12	2	9	73	147	1,010
41	\$ 1,311.78	2,251	\$ 0.58	177	48	24	17	2	8	165	222	610
42	\$ 684.80	1,097	\$ 0.62	67	12	4	13	1	1	81	118	263
51	\$ 43.05	162	\$ 0.27	3	1	-	4	2	-	24	3	90
52	\$ 828.21	2,407	\$ 0.34	36	28	14	110	25	61	151	27	1,354
54	\$ 3,221.90	8,613	\$ 0.37	75	28	132	200	79	94	2,321	266	3,189
58	\$ 37.96	110	\$ 0.35	-	-	1	-	-	-	11	-	64
59	\$ 233.29	799	\$ 0.29	15	4	6	24	1	11	75	12	478
60	\$ 168.06	325	\$ 0.52	1	2	7	13	-	1	21	1	141
61	\$ 57.50	126	\$ 0.46	9	-	3	-	-	4	7	-	59
63	\$ 724.15	1,672	\$ 0.43	22	6	29	100	83	72	145	36	813
65	\$ 4,989.01	10,798	\$ 0.46	440	120	181	288	100	102	587	340	5,038
66	\$ 8,859.99	17,134	\$ 0.52	892	227	344	296	117	171	931	470	6,975
67	\$ 5,123.02	10,707	\$ 0.48	912	173	182	133	93	54	555	342	4,342
69	\$ 7,290.41	15,651	\$ 0.47	1,292	372	243	286	57	84	799	482	6,385
69A	\$ 7,959.70	14,512	\$ 0.55	788	172	201	310	64	126	674	458	5,335
69N	\$ 1,682.24	3,904	\$ 0.43	400	81	12	43	19	2	582	170	1,179
69W	\$ 15,944.66	30,975	\$ 0.51	1,028	284	288	423	155	143	4,384	816	10,010
69L	\$ 807.70	1,566	\$ 0.52	17	26	22	50	12	7	87	55	663
70	\$ 2,307.78	6,277	\$ 0.37	149	45	75	85	50	56	2,216	243	1,718
71	\$ 54,412.61	94,380	\$ 0.58	1,725	734	948	1,435	412	629	11,748	2,718	27,895
72	\$ 6,525.56	9,481	\$ 0.69	31	31	135	209	19	97	298	111	2,921
73	\$ 6,059.14	8,286	\$ 0.73	9	34	110	229	29	137	252	92	2,242
75	\$ 9,175.20	11,820	\$ 0.78	10	55	179	242	17	139	226	121	2,831
78	\$ 230.25	317	\$ 0.73	2	-	9	9	2	4	2	10	111
79	\$ 2,065.31	3,645	\$ 0.57	9	2	48	148	26	95	115	59	1,556
81	\$ 954.96	2,039	\$ 0.47	12	7	19	35	11	17	460	41	646
91	\$ 4,766.01	9,255	\$ 0.51	448	289	162	93	4	45	1,672	397	2,447
Unknown	\$ 1,110.96	4,682	\$ 0.24	1,748	1,023	27	31	14	10	118	274	747
TOTAL	\$ 202,360.70	503,200	\$ 0.40	127,065	13,483	4,886	6,358	1,753	2,865	34,371	14,428	136,817

ROUTE	REVENUE	RIDERSHIP	Revenue/ Passenger	VTA/SC Day Pass	17 CalTrain	17 Day Pass	S/D Riders	W/C	None	ECO Pass	Bike	Monthly Pass
17	\$ 13,214.56	1,679	\$ 1,407.00	3,518	7	123	-	10,755	15,324	3,518	10	47

RIDERSHIP	
UC Shuttle	3,682
Art/Wine	3,748
Beach Shuttle	2,435

September Ridership	514,744
September Revenue	\$ 215,575.26

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

VEHICLE CATEGORY	TOTAL BUSES	AVG # DEAD IN GARAGE	AVG # AVAIL. FOR SERVICE	AVG # IN SERVICE	AVG # SPARE BUSES	AVG # LIFTS OPERATING	% LIFTS WORKING ON PULL-OUT BUSES
FLYER	63	16	47	45	2	45	100%
GILLIG	48	13	35	24	11	24	100%
GMC	8	1	7	3	4	3	100%
CHAMPION	4	1	3	1	2	1	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
FLYER	63	N/A	N/A	43	N/A	43	100%
GILLIG	48	N/A	N/A	11	N/A	11	100%
GMC	8	N/A	N/A	4	N/A	4	100%
CHAMPION	4	N/A	N/A	1	N/A	1	100%

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

PASSENGER LIFT PROBLEMS

MONTH OF SEPTEMBER, 2001

DATE	DAY	BUS #	REASON
09/02/01	SUNDAY	9813LF	Kneel switch upside down
09/05/01	WEDNESDAY	89096	Lift stows at an angle, doesn't lift heavy chairs
09/06/01	THURSDAY	8078F	Lift will not stow
09/06/01	THURSDAY	8107GR	Lift is broken
09/07/01	FRIDAY	8106GR	Lift doesn't always go all the way down
09/07/01	FRIDAY	89076	Doesn't kneel
09/10/01	MONDAY	80626	Lift will not stow by itself
09/10/01	MONDAY	891 OG	Problem with lift
09/11/01	TUESDAY	80656	No lift power
09/12/01	WEDNESDAY	8060G	Lift will not lower barrier & has clunking sound under driver
09/13/01	THURSDAY	98356	Kneel is very slow to come up
09/13/01	THURSDAY	8077F	Bus will not kneel when in neutral (bikes at the transit center)
09/14/01	FRIDAY	8916G	Passenger lift no power/no function
09/14/01	FRIDAY	98126	Power comes on but the lift does not function
09/14/01	FRIDAY	8308GM	Lift will not deploy up and out
09/14/01	FRIDAY	8050G	Lift barrier will not go down
09/14/01	FRIDAY	8903G	Lift inoperable
09/15/01	SATURDAY	9802LF	Ramp very slow to deploy
09/17/01	MONDAY	8058G	Rear barrier goes too far forward hitting rear tires & won't go down
09/17/01	MONDAY	8076F	No power to lift
09/17/01	MONDAY	89126	Lift does not stow, consistently hangs up half way through stow
09/20/01	THURSDAY	8093F	Barrier does not stow all the way down, pops up about an inch
09/24/01	MONDAY	8920LF	W/C kneel beeper extremely loud, passengers are complaining
09/25/01	TUESDAY	8915G	Barrier will not go down
09/25/01	TUESDAY	9829LF	Problem with lift
09/27/01	WEDNESDAY	8080F	W/C ramp won't deploy/retract with any weight on it.
09/27/01	WEDNESDAY	8308GM	Lift does not deploy using deploy switch after hitting power switch
09/27/01	WEDNESDAY	8090F	Passenger lift barrier will not go down
09/27/01	WEDNESDAY	80626	Problem with lift
09/28/01	FRIDAY	8308G M	Cannot get lift to deploy after hitting power switch
09/28/01	FRIDAY	891 OG	Lift inoperable
09/28/01	FRIDAY	8919G	Broken lift
09/28/01	FRIDAY	80656	Lift safety barrier broken

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.

SEPTEMBER 200 1

printed 10/01/2001

SERVICE INTERRUPTION SUMMARY REPORT
L I F T P R O B L E M S
09/01/2001 T O 09/30/2001

DATE	BLOCK	ROUTE	TIME	DIRBUS	REASON	N:BUS	A:BUS	HR:MN	MILE	LOST	DELRY
09/14/2001	17103	71	1245P	088903	LIFT DOWN			00:45	14.05	0045	0000
								00:45	14.05		
						AM Peak		00:00	00.00		
						Midday		00:45	14.05		
						PM Peak		00:00	00.00		
						Other		00:00	00.00		
						Weekday		00:45	14.05		
						Saturday		00: 00	00.00		
						Sunday		00:00	00.00		

GOVERNMENT TORT CLAIM



RECOMMENDED ACTION

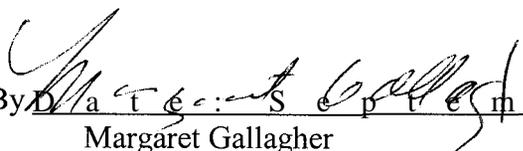
TO: Board of Directors

FROM: District Counsel

RE: Claim of: Mary E. McDonald Received: 09/14/01 Claim #: 01-0026
Date of Incident: 04/09/01 Occurrence Report No.: SC 04-01-02

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

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

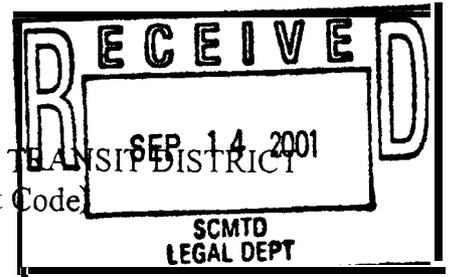

By Margaret Gallagher District Counsel
Date: September 18, 2001

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 October 19, 2001.

Dale Carr
Recording Secretary

Date

MG/hp



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

Claim # NEC 040102
01-0020

TO: BOARD OF DIRECTORS, Santa Cruz Metropolitan Transit District

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

1. Claimant's Name: MARY E. MCDONALD

Claimant's Address/Post Office Box: P.O. Box 1022, Aptos, CA 95001-1022

Claimant's Phone Number: (831) 685-2258

2. Address to which notices are to be sent: C/O Robert H. Darrow, 149 Josephine Street, Suite A, Santa Cruz, CA 95060

3. Occurrence: Metro Bus struck the car I was driving in the left rear causing damage to my 1986 Toyota Celica automobile

Date: 04-09-01 Time: 12:15 p.m. Place: Pacific Garden Mall and Cathcart St.

Circumstances of occurrence or transaction giving rise to claim: I stopped for a pedestrian crossing Cathcart Street when a Metro bus struck my car in the left rear.

4. General description of indebtedness, obligation, injury, damage, or loss incurred so far as is known: I was iniured in the neck and lower back as a result of the collision. To date, I have incurred medical costs of about \$2,500.00. The cost of repairing my car is about \$500.00 +.

5. Name or names of public employees or employees causing injury, damage, or loss, if known: Darryl Sanford Juan, 7555 Sunset Way, #2, Aptos, CA 95003
Calif. Driver License No. 06N215046

6. Amount claimed now	\$ <u>5,000.00</u>
Estimated amount of future loss, if known	\$ <u>20,000.00</u>
TOTAL	\$ <u>25,000.00</u>

7. Basis of above computations: Based upon costs to date and estimated treatment, including pain and suffering,

Mary E. McDonald
CLAIMANT'S SIGNATURE OR
COMPANY REPRESENTATIVE'S SIGNATURE OR
PARENT OF MINOR CLAIMANT'S SIGNATURE

September 12, 2001
DATE

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

Santa Cruz Metropolitan Transit District

Minutes-Metro Users Group

September 19, 2001

The Santa Cruz Metropolitan Transit District Metro Users Group met at 2:16 p.m., Wednesday, September 19, 2001, at the District's Encinal Conference Room, 370 Encinal Street, Suite 100, Santa Cruz.

MEMBERS PRESENT

Bruce Gabriel, Chair
G. Ted Chatterton, Transit User
Sandra Coley, Pajaro TMA
Connie Day, Transit User
Ron Goodman, Bicycle/Transit User
Michelle Hinkle, Alternate Board Member
Carolyn O'Donnell, SC TMA
Barbie Schaller, Seniors Council

VISITORS PRESENT

Shelley Day
Cam Pierce

SCMTD STAFF PRESENT

Ian McFadden, Transit Planner
Bryant Baehr, Operations Manager
Kim Chin, Planning & Marketing Mgr.
David Konno, Fac. Maint. Manager
Tom Stickel, Fleet Maint. Manager

MUG MOTIONS TO METRO BOARD OF DIRECTORS

None.

MUG MOTIONS TO METRO MANAGEMENT

None.

1. CALL TO ORDER AND INTRODUCTION

2. ORAL AND WRITTEN COMMUNICATIONS AND ANNOUNCEMENTS

Sandra Coley announced that on Thursday, September 20, 2001 at 11:30 a.m. at the Green Valley Grill a panel including Kim Chin, Karena Pushnik of SCCRTC, and Tony Campos, Chair of the Board of Supervisors would address south county transportation issues. The cost of the luncheon is \$15.

Bryant Baehr reported that Capitola Mall Management was invited to attend this MUG meeting, but declined.

3. ADDITIONS AND DELETIONS TO THE AGENDA

None.

4. CONSENT AGENDA

- a) Receive and Accept August Meeting Minutes:
(Attached)
- b) Monthly Attendance Report
(Attached)
- c) Review of Minutes of Board of Directors Meeting
(Attached)
- d) Review Monthly Ridership Report for July
(Handed out at meeting and attached as part of these minutes)

RON GOODMAN ARRIVED AT 2:25 P.M.

Chair Bruce Gabriel announced that Sharon Barbour recently got a job and will no longer be attending MUG meetings.

ACTION: MOTION: Michelle Hinkle
SECOND: Bruce Gabriel

APPROVE CONSENT AGENDA

Motion passed unanimously.

5. ON-GOING ITEMS

5a) Review of Board Agenda Items

Kim Chin reported there are two ADA issues, on which MUG has made recommendations, going before the Board of Directors on September 21, 2001:

- 1. The ADA Paratransit Service Area – with the recommendation that the service area boundary be $\frac{3}{4}$ of a mile of fixed routes and 1 $\frac{1}{2}$ miles in the 5 exception areas and also to evaluate the feasibility of TDA funding for trips not covered under ADA.

2. The Paratransit Customers Guide and the Policy and Procedures Manual Agenda - Kim explained that after the Board approves these items, they would be included in the Request For Proposals (RFP) that Staff will develop. The RFP is scheduled to be out in October with proposals due in November, and then Staff will bring the recommended firm to the Board in January 2002.

5b) Review of *Headways* Redesign Issues

Kim reported there is currently nothing new, although design changes are planned to start with the Winter issue.

1. Ted Chatterton suggested that the map for Route 1B be more clear, specifically that Center Street be labeled. Kim replied it would be fixed.

5c) Service and Planning Update

Kim reported that Bi-Directional Service has started at UCSC. To support this program, a handout was developed and 20,000 were printed with 15,000 distributed on campus and 5,000 distributed through METRO Customer Service. This was passed out at the meeting and a copy is attached as part of these minutes. The District has had several Customer Service representatives on campus this week, and will for the next two weeks, to help educate people on the new system. Kim then went on to report that there has been positive feedback regarding the new large color-coded route signs on campus. Ron Goodman was concerned about the bold colors of the signs, which are generally not in keeping with the campus' inconspicuous redwood signs. Kim explained that a lot of research, planning and numerous meetings went into the development of this program. Campus representatives, students, bus operators and the Doran Center had approved the signs regarding size and color. The goal was to make the signs clear and visible and eliminate confusion. Kim reported that each new and returning student receives a copy of the handout and a letter from the Chancellor that explains the program and how the routes work. Also, the METRO website has information available. Kim went on to explain that the program will be improved as needed according to feedback received.

David reported that in addition to the new service, 24 bus stops on campus have been upgraded to meet ADA requirements. This was a joint effort between UCSC, the SCCRTC and the District.

5d) Marketing

Kim reported that the District is moving towards the 2nd phase of the TV commercials. The first of these commercials will be "Yield to Bus" which is expected to be completed soon. Related to the phase 2 TV commercials are two

jingles developed for METRO that will be played in the next couple of weeks. The fixed route system and METRO ParaCruz each have their own jingle. Kim reported that the District used a company who has developed jingles for well-known big-name companies and feels that it received a good product at a good price.

5e) Cabrillo College

Kim reported that the District is working with Cabrillo to develop informational material and encourage ridership at the college. He stated that over the last 3 months, Cabrillo ridership has dropped, possibly due to the parking garage and the choice people have between purchasing a parking pass or a transit pass. The District is trying to develop a "Value Added Program" which would include incentives to purchase a transit pass. Also, the District is working with the marketing representative at Cabrillo and Carolyn O'Donnell to develop a campus route informational handout, similar to the one at UCSC.

CAROLYN O'DONNELL ARRIVED AT 3:00 P.M.

5f) Bus Procurement

Bryant reported that Fleet Maintenance Manager, Tom Stickel and Assistant General Manager, Mark Dorfman just returned from Winnipeg, Canada for a pre-production meeting on the 8 CNG buses. It is projected that the buses will arrive between March and April 2002. Tom Stickel and Bryant Baehr are finishing the specifications for the Hwy 17 buses and are waiting for responses on the main buses. The District is receiving a total of 50 new buses; 10 for Hwy 17, 8 CNG and the remaining will be fixed route buses. Bryant predicted that Staff should be able to go to the Board by December with a bid, which could take anywhere from 9-18 months to receive responses and that it may be 18-24 months before the new main buses arrive. Meanwhile, the District is running buses made in 1981, which are 20 years old.

Bryant went on to report that currently, the District has no CNG fueling station and that Tom Stickel is currently working on setting up a temporary site at Golf Club Drive or River Street. Ted Chatterton suggested that since Costco is planning to have a gas station, could they be a commercial supplier of CNG? Bryant went on to explain the expense and what is involved in a CNG station including special electrical wiring to prevent sparks, bomb-proof doors, sensors, etc. Also, the District would be the only customer and does not want to be dependent on an outside company like Costco or Union 76 because if their station closed or became inoperable, the District's fleet would be out of service.

IAN McFADDEN ARRIVED AT 3:05 P.M.

5c) Service and Planning Update – Continued

Ian reviewed the Winter Bid proposals, a copy of which is attached as part of these minutes. Ian went on to explain that the service from Cabrillo College to Watsonville is being put on hold for the time being while Cabrillo surveys the students to determine their needs. The Hwy 17 reverse commute, 35A, in the afternoon from Scotts Valley Drive to the Valley will not be implemented.

CONNIE DAY AND SHELLEY DAY ARRIVED AT 3:08 P.M.

Ian addressed the request that the evening Route 35 have uniform departures, brought up at the last MUG meeting. The problem is that people come in off the Hwy 17 buses and need to make connections without having to wait an hour for the next 35. Ian explained that this may resolve itself if and when the District takes over the Amtrak service, as the frequency of service will be greater, allowing the local service to be adjusted to match up with it.

For the benefit of the new faces at the meeting, Bryant explained that any new service improvements need to be non-cost items, as the District has borrowed \$150,000 of next year's budget for this year's service improvements. The new fareboxes provide valuable data that allows Staff to determine which routes are productive and where service could be moved around to become more efficient. Ron Goodman suggested using small buses for lesser-used and outlying routes to cut costs. Bryant explained that although the fuel expense would be less for a small bus, the fixed costs, such as payroll and maintenance, are the same as for the full size buses. The District does have 4 Champion 15 passenger mini-buses that are used for some of the routes in Lompico and Felton, but that's all they can do and then the driver needs to come back to the yard and transition to a bigger bus to finish the route.

6. UPDATES

6a) Paratransit Issues

Nothing new to report

6b) Bus Stop Signs

David Konno reported that the District is continuing to install no smoking signs at bus stops and that feedback has been positive. UCSC has been notified of the District's intention to put up the no smoking signs at campus stops. Coincidentally, UCSC is involved in a lawsuit requiring that no smoking signs be posted at campus stops. Staff is also working with John Woods from the Doran Center to ensure the signage is in compliance with ADA regulations.

Barbara Schaller reported that the signs posted at the stops are too high to read. David replied that the current signage criteria is being reviewed and that if the District was in compliance with state and local ordinances, the signs would actually be 10 feet in the air. The District has lowered signs at the stops that have shelters. The ADA requires signs be 7 feet high from the ground to the bottom and 10 feet from the ground to the top and that there are no obstructions. The District is lowering signage to an ADA-compliant height. Kim reported that any new signage would be presented to MUG for approval.

6c) MetroBase

Bruce Gabriel inquired about the status of the Salz site. Bryant replied that there are three concerns the District's General Manager has that currently exist with that site. First, its location to the river and potential flooding; second, its historic value; and third, the soil. Bryant reported that the site is officially in the EIR/Feasibility phase.

7. NEW BUSINESS

7a) Call Stop Committee Report

Nothing new to report

7b) Members in MUG

Bryant explained that this is the process in which the MUG Agenda distribution list, at the bottom of the agenda, is generated. He noted that in the interest of saving paper, there are several MUG members who do not attend meetings – ever or rarely, and that these people could be taken off the distribution list. It was decided that Bryant would prepare a letter from the MUG Chair to be sent out with next month's agenda to those being considered for removal from the list. The letter would instruct those who want to continue to receive MUG agendas to call to confirm this; otherwise they will be removed. It was suggested that email addresses be obtained for those who are able to have their agendas emailed to them.

7c) Children on Buses

Nothing to report

7d) Capitola Mall

Nothing to report

8. **OPEN DISCUSSION**

9. **ADJOURNMENT**

The meeting adjourned at 3:50 p.m.

Respectfully submitted,

Cindi Thomas
Administrative Secretary

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: October 19, 2001
TO: Board of Directors
FROM: Elisabeth Ross, Manager of Finance
SUBJECT: MONTHLY BUDGET STATUS REPORT FOR AUGUST 2001, AND APPROVAL OF BUDGET TRANSFERS

I. RECOMMENDED ACTION

Staff recommends that the Board of Directors approve the budget transfers for the period of September 1 - 30, 2001.

II. SUMMARY OF ISSUES

- Operating revenue for the year to date totals \$4,187,534 or \$192,303 over the amount of revenue expected to be received during the first two months of the fiscal year, based on the final budget.
- Total operating expenses for the year to date, in the amount of \$4,283,476, are at 13.5% of the final budget.
- A total of \$276,066 has been expended through August 31st for the FY 01-02 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 01-02 budget as of August 31, 2001. The fiscal year is 16.7% elapsed.

A. Operating Revenues

Revenues are \$192,303 over the amount projected to be received for the period. Sales tax revenue is \$221,900 ahead of budget projections as of August 31, 2001, due to higher advances than projected. However, the September wrap-up payment was very low and is not reflected in this report since it was received after August 31st. 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 \$4,187,534 or 13.6% of the final budget, with 16.7% 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 \$276,066 has been expended on the Capital Improvement Program. The largest expenditure was for the Engine Repower Project in the amount of \$161,426.

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 August 2001, and Budget Transfers

MONTHLY REVENUE AND EXPENSE REPORT
 OPERATING REVENUE - AUGUST 2001

ATTACHMENT A

Operating Revenue	FY 01-02 Budgeted for Month	FY 01-02 Actual for Month	FY 01-02 Budgeted YTC	FY 00-01 Actual YTD	FY 01-02 Actual YTD	YTD Variance from Budgetec	
Passenger Fares	\$ 286,747	\$ 282,691	\$ 571,275	\$ 549,303	\$ 566,046	\$ (5,229)	
Paratransit Fares	\$ 19,476	\$ 17,780	\$ 19,476	\$ -	\$ 18,304	\$ (1,172)	
Special Transit Fares	\$ 38,374	\$ 31,864	\$ 81,876	\$ 79,484	\$ 70,053	\$ (11,823)	
Highway 17 Revenue	\$ 70,900	\$ 76,039	\$ 136,790	\$ 137,921	\$ 144,518	\$ 7,728	
Subtotal Passenger Rev	\$ 415,497	\$ 408,374	\$ 809,417	\$ 766,708	\$ 798,921	\$ (10,496)	See Note 1
Advertising Income	\$ 14,000	\$ 14,000	\$ 28,000	\$ 24,000	\$ 28,000	\$ -	
Other Aux Transp Rev	\$ 1,000	\$ 909	\$ 2,000	\$ 2,240	\$ 2,135	\$ 135	
Rent Income	\$ 11,345	\$ 10,940	\$ 22,574	\$ 22,058	\$ 24,671	\$ 2,097	
Interest - General Fund	\$ 97,357	\$ 89,289	\$ 194,829	\$ 206,158	\$ 183,304	\$ (11,525)	See Note 2
Non-Transportation Rev	\$ 150	\$ 189	\$ 300	\$ 941	\$ 989	\$ 689	
Sales Tax Income	\$ 1,384,000	\$ 1,510,800	\$ 2,422,000	\$ 2,306,700	\$ 2,643,900	\$ 221,900	See Note 3
TDA Funds	\$ -	\$ -	\$ -	\$ 1,249,303	\$ -	\$ -	
MBUAPCD Funding							
Other Local Funding	\$ -		\$ -			\$ -	
State Guideway Funding	\$ -		\$ -			\$ -	
Other State Funding							
FTA Op Asst - Sec 5303	\$ -		\$ -			\$ -	
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	\$ 2,428,963	\$ 2,540,115	\$ 3,984,734	\$ 4,578,108	\$ 4,187,534	\$ 192,303	

MONTHLY REVENUE AND EXPENSE REPORT
OPERATING EXPENSE SUMMARY - AUGUST 2001

	FY 01-02 Final Budget	FY 01-02 Revised Budget	FY 00-01 Expended YTD	FY 01-02 Expended YTD	Percent Expended of Budget	
PERSONNEL ACCOUNTS						
Administration	\$ 590,330	\$ 590,330	\$ 81,230	\$ 85,150	14.4%	
Finance	\$ 544,423	\$ 544,423	\$ 72,973	\$ 79,438	14.6%	
Planning & Marketing	\$ 928,464	\$ 928,464	\$ 120,041	\$ 126,834	13.7%	
Human Resources	\$ 472,659	\$ 450,659	\$ 51,481	\$ 47,178	10.5%	
Information Technology	\$ 355,728	\$ 355,728	\$ 47,933	\$ 55,224	15.5%	
District Counsel	\$ 317,568	\$ 317,568	\$ 31,023	\$ 44,413	14.0%	
Facilities Maintenance	\$ 1,033,696	\$ 1,023,696	\$ 141,105	\$ 156,018	15.2%	
Paratransit Program	\$ 147,345	\$ 147,345	\$ -	\$ -	0.0%	See Note 4
Operations	\$ 1,883,433	\$ 1,883,433	\$ 267,642	\$ 306,795	16.3%	
Bus Operators	\$ 11,273,632	\$ 11,273,632	\$ 1,611,386	\$ 1,846,145	16.4%	
Fleet Maintenance	\$ 3,883,760	\$ 3,870,760	\$ 464,980	\$ 579,546	15.0%	
Retired Employees Benefits	\$ 433,892	\$ 433,892	\$ 54,600	\$ 67,788	15.6%	
Total Personnel	\$ 21,864,930	\$ 21,819,930	\$ 2,944,394	\$ 3,394,529	15.6%	
NON-PERSONNEL ACCOUNTS						
Administration	\$ 604,207	\$ 604,207	\$ 84,573	\$ 99,187	16.4%	
Finance	\$ 524,400	\$ 524,400	\$ 121,203	\$ 148,561	28.3%	See Note 5
Planning & Marketing	\$ 219,901	\$ 219,901	\$ 9,437	\$ 30,532	13.9%	
Human Resources	\$ 105,117	\$ 126,617	\$ 18,475	\$ 26,935	21.3%	See Note 6
Information Technology	\$ 122,125	\$ 122,625	\$ 13,984	\$ 13,318	10.9%	
District Counsel	\$ 159,405	\$ 159,405	\$ 18,885	\$ 10,007	6.3%	
Facilities Maintenance	\$ 489,234	\$ 499,234	\$ 57,428	\$ 47,013	9.4%	
Paratransit Program	\$ 3,445,805	\$ 3,445,805	\$ 87,814	\$ 259,088	7.5%	See Note 7
Operations	\$ 435,240	\$ 435,240	\$ 25,081	\$ 45,843	10.5%	
Bus Operators	\$ 6,040	\$ 6,040	\$ -	\$ 183	3.0%	
Fleet Maintenance	\$ 3,633,153	\$ 3,646,153	\$ 320,350	\$ 333,318	9.1%	
Op Prog/SCCIC	\$ 2,445	\$ 2,445	\$ 2,375	\$ 150	6.1%	
Prepaid Expense	\$ -	\$ -	\$ (110,191)	\$ (125,188)	0.0%	See Note 8
Total Non-Personnel	\$ 9,747,070	\$ 9,792,070	\$ 649,414	\$ 888,947	9.1%	
Subtotal Operating Expense	\$ 31,612,000	\$ 31,612,000	\$ 3,593,808	\$ 4,283,476	13.6%	
Grant Funded Studies/Programs	\$ 70,000	\$ 70,000	\$ 8,350	\$ -	0.0%	
Transfer to/from Cap Program	\$ -	\$ -	\$ -	\$ -	0.0%	
Pass Through Programs	\$ -	\$ -	\$ -	\$ -	0.0%	
Total Operating Expense	\$ 31,682,000	\$ 31,682,000	\$ 3,602,159	\$ 4,283,476	13.5%	
YTD Operating Revenue Over YTD Expense				\$ (95,942)		

CONSOLIDATED OPERATING EXPENSE
AUGUST 2001

	FY 01-02 Final Budget	FY 01-02 Revised Budget	FY 00-01 Expended YTD	FY 01-02 Expended YTD	YTD of Budget	
LABOR						
Operators Wages	\$ 5,838,840	\$ 5,838,840	\$ 863,814	\$ 1,009,580	17.3%	See Note 9
Operators Overtime	\$ 1,001,812	\$ 1,001,812	\$ 111,286	\$ 150,587	15.0%	
Other Salaries & Wages	\$ 6,297,182	\$ 6,252,182	\$ 766,315	\$ 906,874	14.5%	
Other Overtime	\$ 254,900	\$ 254,900	\$ 41,199	\$ 70,903	27.8%	See Note 10
	\$ 13,392,734	\$ 13,347,734	\$ 1,782,615	\$ 2,137,944	16.0%	
FRINGE BENEFITS						
Medicare/Soc Sec	\$ 124,935	\$ 124,935	\$ 16,638	\$ 21,239	17.0%	See Note 11
PERS Retirement	\$ 954,700	\$ 954,700	\$ 128,637	\$ 146,159	15.3%	
Medical Insurance	\$ 2,056,360	\$ 2,056,360	\$ 288,041	\$ 306,834	14.9%	
Dental Plan	\$ 507,311	\$ 507,311	\$ 70,924	\$ 79,950	15.8%	
Vision Insurance	\$ 114,499	\$ 114,499	\$ 17,277	\$ 18,644	16.3%	
Life Insurance	\$ 60,639	\$ 60,639	\$ 8,529	\$ 8,614	14.2%	
State Disability Ins	\$ 137,494	\$ 137,494	\$ 14,217	\$ 20,909	15.2%	
Long Term Disability Ins	\$ 499,190	\$ 499,190	\$ 61,457	\$ 103,983	20.8%	See Note 12
Unemployment Insurance	\$ 27,692	\$ 27,692	\$ 726	\$ 1,049	3.8%	
Workers Comp	\$ 1,438,541	\$ 1,438,541	\$ 154,179	\$ 146,171	10.2%	
Absence w/Pay	\$ 2,522,426	\$ 2,522,426	\$ 396,650	\$ 399,970	15.9%	
Other Fringe Benefits	\$ 28,408	\$ 28,408	\$ 4,503	\$ 3,051	10.8%	
	\$ 8,472,195	\$ 8,472,195	\$ 1,161,779	\$ 1,256,584	14.8%	
SERVICES						
Acctng/Admin/Bank Fees	\$ 325,220	\$ 325,220	\$ 9,687	\$ 4,347	1.3%	
Prof/Legis/Legal Services	\$ 376,400	\$ 357,600	\$ 23,307	\$ 21,745	6.1%	
Temporary Help	\$ 19,340	\$ 64,340	\$ 23,970	\$ 34,501	53.6%	See Note 13
Uniforms & Laundry	\$ 34,496	\$ 34,496	\$ 3,214	\$ 2,482	7.2%	
Security Services	\$ 277,438	\$ 277,438	\$ 23,500	\$ 22,495	8.1%	
Outside Repair - Bldgs/Eqmt	\$ 195,261	\$ 195,261	\$ 11,520	\$ 13,693	7.0%	
Outside Repair - Vehicles	\$ 272,600	\$ 272,600	\$ 35,743	\$ 38,367	14.1%	
Waste Disp/Ads/Other	\$ 168,947	\$ 181,747	\$ 12,772	\$ 20,528	11.3%	
	\$ 1,669,702	\$ 1,708,702	\$ 143,713	\$ 158,157	9.3%	
CONTRACT TRANSPORTATION						
Contract Transportation	\$ 300	\$ 300	\$ -	\$ -	0.0%	
Paratransit Service	\$ 3,297,605	\$ 3,297,605	\$ 78,300	\$ 253,196	7.7%	See Note 7
	\$ 3,297,905	\$ 3,297,905	\$ 78,300	\$ 253,196	7.7%	
MOBILE MATERIALS						
Fuels & Lubricants	\$ 1,881,130	\$ 1,881,130	\$ 186,321	\$ 155,686	8.3%	
Tires & Tubes	\$ 160,000	\$ 160,000	\$ 9,546	\$ 10,964	6.9%	
Other Mobile Supplies	\$ 8,500	\$ 8,500	\$ 87	\$ 115	1.4%	
Revenue Vehicle Parts	\$ 745,000	\$ 745,000	\$ 61,892	\$ 61,321	8.2%	
Inventory Adjustment			\$ (46,875)			
	\$ 2,794,630	\$ 2,794,630	\$ 210,970	\$ 228,086	8.2%	

CONSOLIDATED OPERATING EXPENSE
AUGUST 2001

	FY 01-02 Final Budget	FY 01-02 Revised Budget	FY 00-01 Expended YTD	FY 01-02 Expended YTD	YTD of Budget	
OTHER MATERIALS						
Postage & Mailing/Freight	\$ 19,522	\$ 19,522	\$ 3,260	\$ 3,535	18.1%	See Note 14
Printing	\$ 113,031	\$ 113,031	\$ 2,895	\$ 3,245	2.9%	
Office/Computer Supplies	\$ 76,495	\$ 76,495	\$ 9,821	\$ 11,698	15.3%	
Safety Supplies	\$ 31,713	\$ 31,713	\$ 1,313	\$ 1,314	4.1%	
Cleaning Supplies	\$ 86,556	\$ 86,556	\$ 5,492	\$ 4,595	5.3%	
Repair/Maint Supplies	\$ 77,404	\$ 77,404	\$ 10,032	\$ 7,065	9.1%	
Parts, Non-Inventory	\$ 58,000	\$ 58,000	\$ 4,747	\$ 5,909	10.2%	
Tools/Tool Allowance	\$ 23,467	\$ 23,467	\$ 787	\$ 2,696	11.5%	
Promo/Photo Supplies	\$ 19,355	\$ 19,355	\$ 2,698	\$ 385	2.0%	
	\$ 505,543	\$ 505,543	\$ 41,044	\$ 40,443	8.0%	
UTILITIES	\$ 335,310	\$ 341,310	\$ 23,655	\$ 36,492	10.7%	
CASUALTY & LIABILITY						
Insurance - Prop/PL & PD	\$ 215,200	\$ 215,200	\$ 22,593	\$ 27,866	12.9%	
Settlement Costs	\$ 100,000	\$ 100,000	\$ 11,362	\$ 4,544	4.5%	
Repairs to Prop	\$ 11,750	\$ 11,750	\$ 733	\$ (145)	0.0%	See Note 15
Prof/Other Services	\$ 30,000	\$ 30,000	\$ 6,055	\$ 4,252	14.2%	
	\$ 356,950	\$ 356,950	\$ 40,743	\$ 36,506	10.2%	
TAXES	\$ 45,280	\$ 45,280	\$ 4,987	\$ 2,456	5.4%	
MISC EXPENSES						
Dues & Subscriptions	\$ 46,093	\$ 58,593	\$ 7,577	\$ 16,568	28.3%	See Note 16
Media Advertising	\$ 50,000	\$ 37,500	\$ 846	\$ 6,315	16.8%	See Note 17
Employee Incentive Program	\$ 15,892	\$ 15,892	\$ 429	\$ 647	4.1%	
Training	\$ 45,615	\$ 45,615	\$ 2,692	\$ 2,775	6.1%	
Travel & Local Meetings	\$ 74,354	\$ 74,354	\$ 5,013	\$ 8,679	11.7%	
Other Misc Expenses	\$ 13,500	\$ 13,500	\$ 1,612	\$ 1,613	11.9%	
	\$ 245,454	\$ 245,454	\$ 18,168	\$ 36,598	14.9%	
OTHER EXPENSES						
Leases & Rentals	\$ 566,298	\$ 566,298	\$ 96,186	\$ 97,015	17.1%	See Note 18
Transfer to Capital	\$ -	\$ -	\$ -	\$ -	0.0%	
Pass Through Programs	\$ -	\$ -	\$ -	\$ -	0.0%	
	\$ 566,298	\$ 566,298	\$ 96,186	\$ 97,015	17.1%	
Total Operating Expense	\$ 31,682,000	\$ 31,682,000	\$ 3,602,159	\$ 4,283,476	13.5%	

MONTHLY REVENUE AND EXPENSE REPORT
FY 00-01 CAPITAL IMPROVEMENT PROGRAM

CAPITAL PROJECTS	Program Budget	Expended in August	YTD Expended
Grant Funded Projects			
Consolidated Operating Facility	\$ 7,948,083	\$ 1,597	\$ 18,414
Urban Bus Replacement	\$ 7,439,939	\$ 23,020	\$ 23,020
Engine Repower Project	\$ 3,037,000		\$ 161,426
ADA Paratransit Vehicles	\$ 149,000		
Computer System	\$ 135,000		
CNG Facilities for SCM, Ops	\$ 400,000		
Farebox Replacement (CO)	\$ -	\$ 10,428	\$ 10,428
	\$ 19,109,022		
District Funded Projects			
Bus Stop Improvements	\$ 379,000		\$ 444
ADA Recertification Program	\$ 65,000		
Ridecheck Upgrade Project	\$ 40,000		
Facilities Repair & Improvements	\$ 84,000	\$ 8,861	\$ 11,940
Machinery/Equipment Repair/Impr	\$ 67,700		
Non-Revenue Vehicle Replacement	\$ 219,000	\$ 22,141	\$ 22,141
Office Equipment	\$ 5,000		
IT Projects	\$ 225,000	\$ 14,720	\$ 28,253
Automated Telephone Info System	\$ 35,000		
Foothill Bus Improvements	\$ 171,000		
SVTC Tenant Improvements	\$ 9,000		
Metro Center Improvements	\$ 20,000		
Reserve for CNG Conversion	\$ 462,000		
Contingency for District Funded Projects	\$ 1,070		
	\$ 1,782,770		
TOTAL CAPITAL PROJECTS	\$ 20,891,792	\$ 80,767	\$ 276,066
CAPITAL FUNDING SOURCES			
	Budget	Received in August	YTD Received
Federal Capital Grants	\$ 13,382,417		
State Capital Grants	\$ -		
STA Funding	\$ 1,401,134		
Local Capital Grants	\$ 100,000		
District Reserves	\$ 5,759,740	\$ 80,767	\$ 276,066
Transfer from Bus Stop Improvement Reserve	\$ 248,500		
TOTAL CAPITAL FUNDING	\$ 20,891,791	\$ 80,767	\$ 276,066

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

1. Passenger fares (farebox and pass sales) are \$5,229 or 0.9% under the final budget amount for the year to date. Paratransit fares are \$1,172 or 6% under budget for the period due to fewer rides for July than projected. Special transit fares (contracts) are \$11,823 or 14% under the budgeted amount. UCSC contract revenue is \$4,442 or 8.5% below budget and \$1,956 less than one year ago. Cabrillo College contract revenue is \$6,034 or 45% below budget and \$6,749 less than last July. Employer bus pass program revenue is \$1,347 below budget and \$726 less than one year ago. Highway 17 Express revenue is \$7,728 or 6% over the year to date budgeted amount. Together, all four passenger revenue accounts are under the budgeted amount for the first two months of the fiscal year by a net \$10,496 or 1.3%.
2. Interest income is \$11,525 or 6% under the final budget amount due to lower interest rates. The funds earned interest at a rate of 4.9% in July and 4.7% in August, while a rate of 5.5% was projected, down from the average rate of 6.3% in FY 00-01.
3. Sales tax income is \$221,900 or 9% over budget for the first two months of the fiscal year due to higher monthly advances than projected. However, the September wrap-up payment was very low and is not reflected here since it was received after August 31st.
4. Paratransit program personnel expense is at zero for the year-to-date since program staff has not yet been hired.
5. Finance non-personnel expense is at 28.3% of the budget due to the annual payment of insurance premiums.
6. Human Resources non-personnel expenses are at 21.3% of the budget due to payments for temporary help to cover vacant staff positions.
7. Paratransit program expense is only at 7.5% of the budget because the August billing information was not available by the report deadline and no paratransit personnel costs have been incurred to date. If the August contractor payment was included, year-to-date expense would be at approximately 12% of the budget.
8. 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.
9. Operators wages are at 17.3% of the budget due to the hiring of extra Bus Operator trainees to provide for later attrition.
10. Other overtime is at 27.8% of the budget due to high overtime costs in Facilities Maintenance (to cover employee absences), Operations (due to assignment of an extra Transit Supervisor to the Bus Operator training class), and Fleet Maintenance (to cover employee absences, to complete campaigns, to bring the Foothill buses on line and to cover parts staffing on weekends).

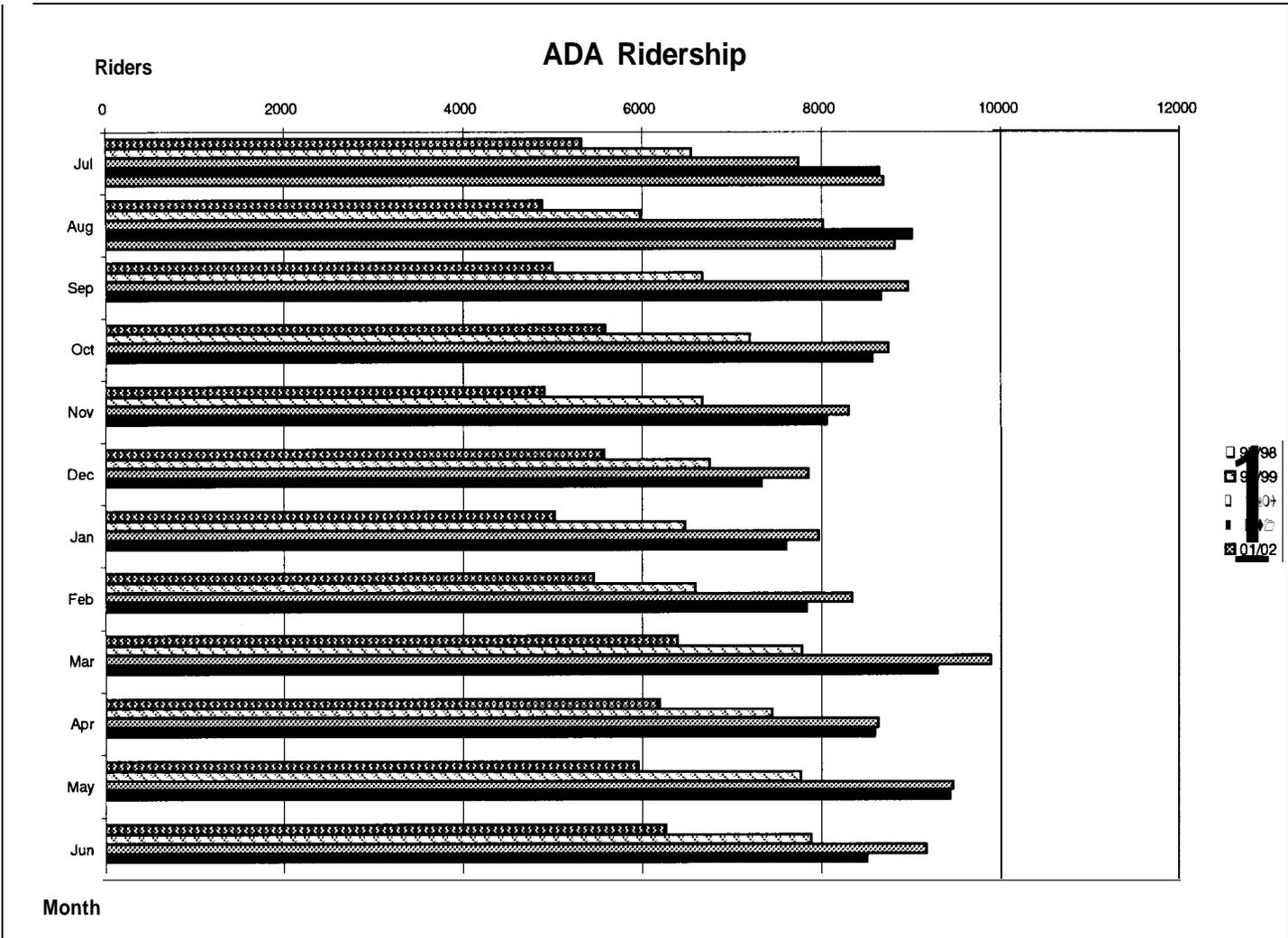
11. Medicare/social security expense is at 17.0% of the budget due to the hire of temporary workers who require social security contributions greater than the projected amount.
12. Long-term disability insurance is at 20.8% of the budget due to the payment of September premiums in August.
13. Temporary help is at 53.6% of the budget due to hire of temporary workers during recruitment of new employees in the departments of Human Resources and Facilities Maintenance.
14. Postage/mailing and freight expense is at 18.1% of the budget due to volume purchases of postage and shipping charges.
15. 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.
16. Dues and subscriptions are at 28.3% of the budget due to the annual payment for the APTA PT2 program.
17. Media advertising is at 16.8% of the budget due to payment for production of TV spots.
18. Leases and rentals are at 17.1% of the budget due to the annual payment of the Greyhound lease at Metro Center.

**FY 00-01 BUDGET TRANSFERS
9/1/01 - 9/30/01**

	ACCOUNT #	ACCOUNT TITLE	AMOUNT
TRANSFER # 02-008			
TRANSFER FROM:		VOID	
TRANSFER TO:			
REASON:			
TRANSFER # 02-009			
TRANSFER FROM:	503031-I 500	Professional/Technical & Fees	\$ (6,000)
TRANSFER TO:	505031-I 500	Telecommunications	\$ 6,000
REASON:	To allocate funds for monthly internet service to proper account.		
TRANSFER # 02-010			
TRANSFER FROM:	501021-1400	Other Salaries	\$ (6,000)
TRANSFER TO:	503041-I 400	Temporary Help	\$ 6,000
REASON:	To cover costs for temporary help in the Human Resources Department.		

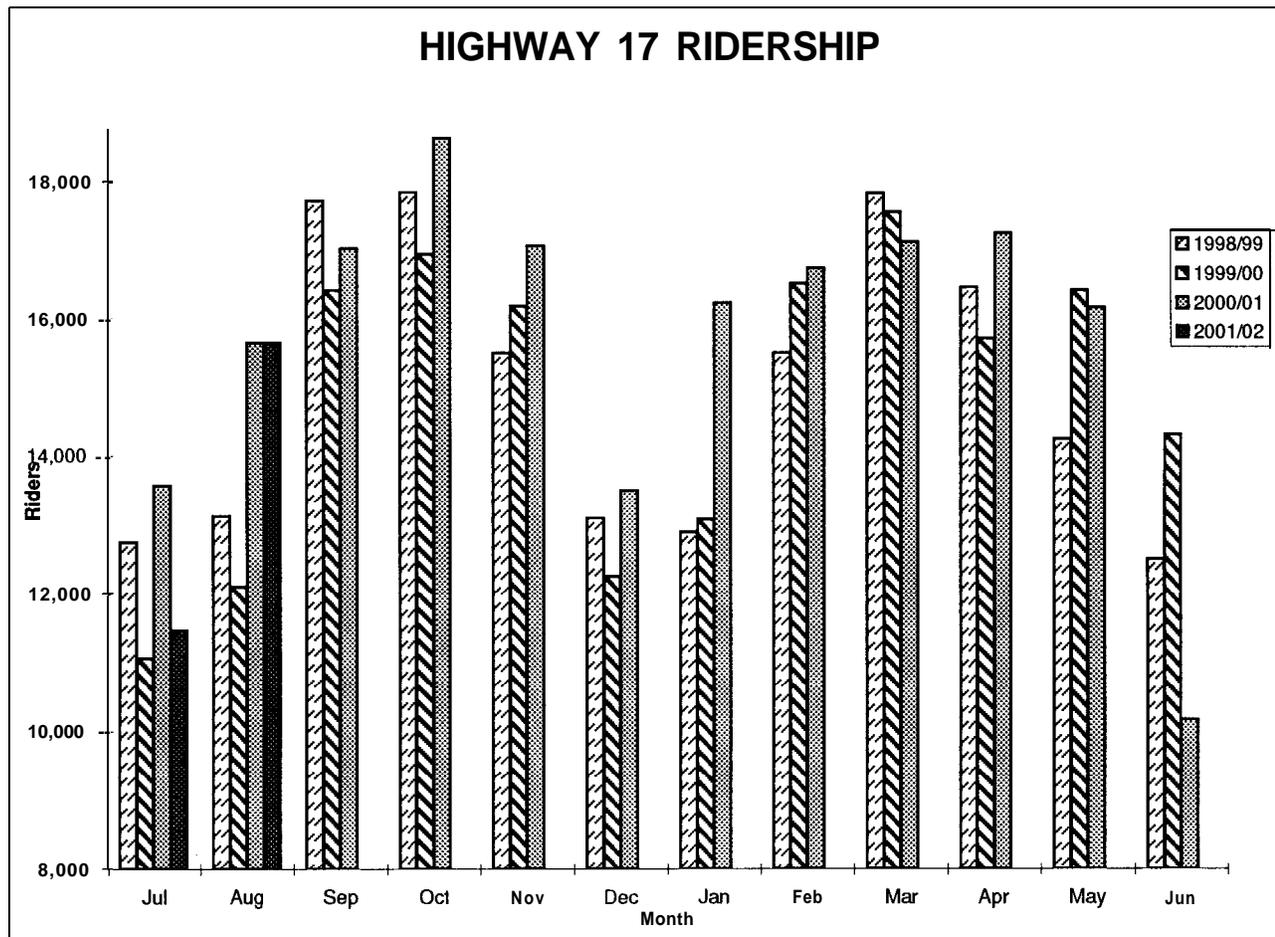
**ADA Paratransit Program
Monthly Status Report**

	This August	Last August	% Change	This YTD	Last YTD	% Change
Cost	\$ 211,271	\$ 206,031	2.5%	\$ 420,757	\$ 402,790	4.5%
Revenue	\$17,628	\$18,018	-2.2%	\$35,002	\$35,306	-0.9%
Subsidy	\$193,643	\$188,013	3.0%	\$385,755	\$367,484	5.0%
Passengers	8,814	9,009	-2.2%	17,501	17,653	-0.9%
Cost/Ride	\$23.97	\$22.87	5.3%	\$24.04	\$ 22.82	5.9%
Subsidy/Ride	\$21.97	\$20.87	5.3%	\$22.04	\$20.82	5.9%
Operating Ratio	8.3%	8.7%	-4.6%	8.3%	8.8%	-5.1%
% Rides on Taxi	67.8%	68.3%	-0.7%	68.0%	68.4%	-0.6%
Program Registrants	8,977	7,725	16.2%	8,977	7,725	16.2%
Rides/Registrant	1.0	1.2	-15.8%	1.9	2.3	-14.7%



HIGHWAY 17 - AUGUST 2001

	August			YTD		
	2000/01	1999/00	%	2000/01	1999/00	%
FINANCIAL						
Cost	\$ 121,803	\$ 114,676	6.2%	\$ 233,014	\$ 214,394	8.7%
Farebox	\$ 29,613	\$ 32,669	(9.4%)	\$ 55,361	\$ 60,522	(8.5%)
Operating Deficit	\$ 91,477	\$ 81,080	12.8%	\$ 176,941	\$ 152,945	15.7%
Santa Clara Subsidy	\$ 45,739	\$ 40,540	12.8%	\$ 88,470	\$ 76,472	15.7%
METRO Subsidy	\$ 45,739	\$ 40,540	12.8%	\$ 88,470	\$ 76,472	15.7%
San Jose State Subsidy	\$ 712	\$ 927	(23.2%)	\$ 712	\$ 927	(23.2%)
STATISTICS						
Passengers	13,698	15,639	(12.4%)	25,158	29,207	(13.9%)
Revenue Miles	34,414	34,414	0.0%	65,835	64,339	2.3%
Revenue Hours	1,338	1,338	0.0%	2,560	2,502	2.3%
PRODUCTIVITY						
Cost/Passenger	\$ 8.89	\$ 7.33	21.3%	\$ 9.26	\$ 14.68	(36.9%)
Revenue/Passenger	\$ 2.16	\$ 2.09	3.5%	\$ 2.20	\$ 4.14	(46.9%)
Subsidy/Passenger	\$ 6.73	\$ 5.24	28.3%	\$ 7.06	\$ 10.54	(33.0%)
Passengers/Mile	0.40	0.45	(12.4%)	0.38	0.91	(57.9%)
Passengers/Hour	10.23	11.69	(12.4%)	9.83	23.34	(57.9%)
Recovery Ratio	24.3%	28.5%	(14.7%)	23.8%	28.2%	(15.8%)



SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: October 19, 2001
TO: Board of Directors
FROM: Bryant J. Baehr, Manager of Operations
SUBJECT: UNIVERSITY OF CALIFORNIA - SANTA CRUZ SERVICE UPDATE

I. RECOMMENDED ACTION

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

II. SUMMARY OF ISSUES

- Student billable trips for August 2001 decreased by (20.2%) versus August 2000. Year to date student billable trips have decreased by (18.7%).
- Faculty / staff billable trips for August 2001 increased by 42.4% versus August 2000. Year to date faculty / staff billable trips have increased by 41.9% .

III. DISCUSSION

Full school-term transit service to the University of California – Santa Cruz started on September 19, 2001. Attached are charts detailing student and faculty / staff billable trips. A summary of the results is as follows:

- Student billable trips for the month of August 2001 were 15,575 vs. 19,511 for August 2000 a decrease of (20.2%).
- Faculty / staff billable trips for the month of August 2001 were 11,014 vs. 7,735 for August 2000 an increase of 42.4%.
- Year to date Student billable trips decreased by (18.7%) and faculty / staff billable trips increased by 41.9%.

A study of the farebox system revealed that the information generated was accurate. Conversations with TAPS at UCSC led to the following possible reasons as to why billable trips decreased in July and August 2001.

- UCSC Bike Shuttle usage was up an average of 25.6% per day in July and August
- Fifty (50) to seventy-five (50-75) additional core west parking permits were made available to students in July and August 2001
- For the month of August UCSC Shuttle ridership decreased by 12-16%

District and TAPS staff are working to identify travel patterns in an effort to attract additional ridership.

Bi-directional service started on September 17, 2001. Bus stop issues have been resolved and the service is being operated. Initial results are positive.

The Mission Street Widening Project Stage 2 - from Otis to Bay Street construction is nearing completion. Minor delays will occur in September but should be resolved by mid-October 2001.

IV. FINANCIAL CONSIDERATIONS

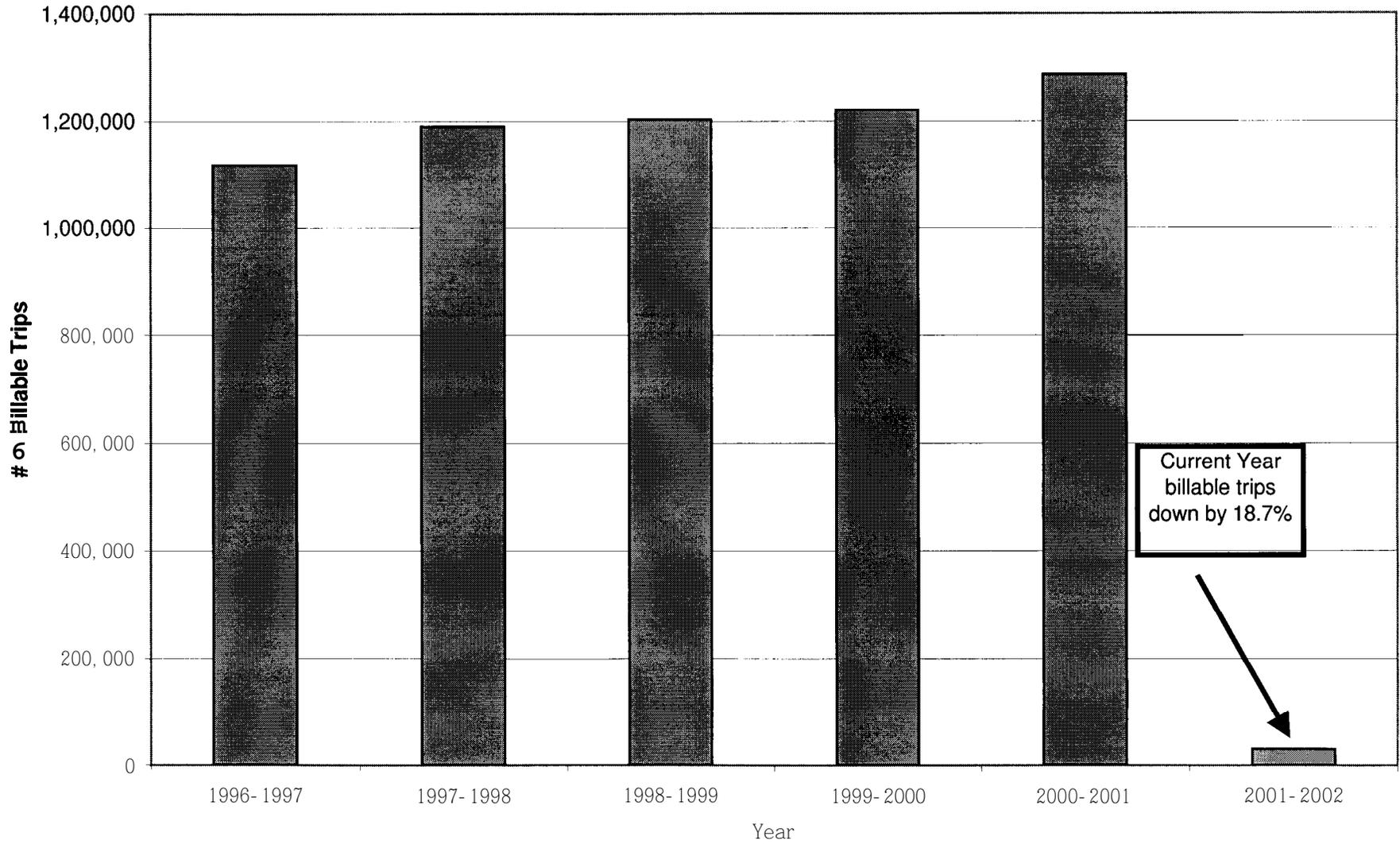
NONE

V. ATTACHMENTS

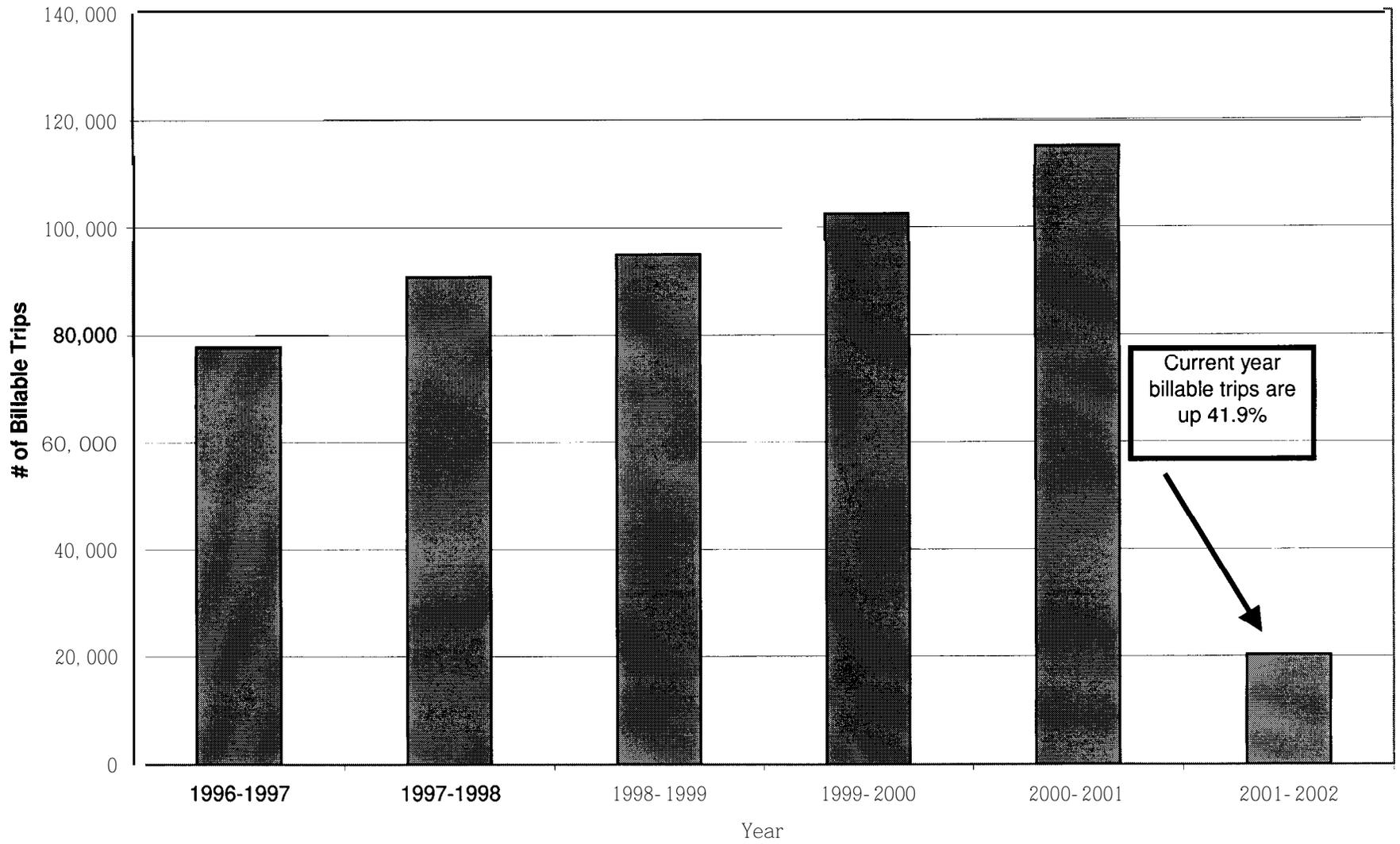
Attachment A: UCSC Student Billable Trips

Attachment B: UCSC Faculty / Staff Billable Trips

UCSC Student Billable Trips



UCSC Faculty / Staff Billable Trips



SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: October 19, 2001
TO: Board of Directors
FROM: Bryant J. Baehr, Manager of Operations
SUBJECT: ACCEPT AND FILE STATUS ON CALL STOP ISSUE PROGRESS

I. RECOMMENDED ACTION

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

II. SUMMARY OF ISSUES

- On August 17, 2001 the Board of Directors adopted a series of action items relating to call stops.
- Listed below is an update on each of the action items.

III. DISCUSSION

On August 17, 2001 the Board of Director adopted a series of action items relating to call stops. This report will detail the status of those items.

Action items:

Recommend that the Board of Directors move to obtain funding for and arrange for the purchase of the "Talking Buses" technology as soon as possible and provide a timeline for when the technology might be in place.

- The General Manager and Assistant General Manager are working on obtaining the funding. Several potential sources have been identified. Staff will report to the Board of Directors on a monthly basis and MASTF Executive Committee on a bi-monthly basis concerning funding progress and implementation schedule. Specifications for the "Taking Bus" are being developed and it is anticipated that a bid will be distributed by the end of October.

Recommend that the expanded list of call stops be implemented as soon as possible, and that an assessment be arranged through FTA, or some other source, to ensure that the list meets the ADA requirements.

- The call stop list adopted by the Board of Directors on August 17, 2001 has been distributed to the bus operators with instructions on ADA compliance. District Counsel was advised by Easter Seals to send the call stop list to the Office of Civil Rights for a compliance review. A letter was sent and District Counsel is awaiting a response.

Recommend that the public be informed of the changes to call stops and that the changes be advertised as soon as possible through Headways and other sources of advertising.

- The Marketing Department is currently working on internal posters, notification of the press and information for the public. It is anticipated that this will be completed by mid-October.

Recommend that the bus stop signage be delegated to the Bus Stop Advisory Committee with the request for participation from John Wood (Doran Center for the Blind) for input.

- Completed. The Bus Stop Advisory Committee has been advised to address is issue.

Recommend that a bus operator training program be implemented as soon as possible in order to create awareness of the need for ADA compliance.

- A meeting was held on September 5, 2001 with several members of the call stop committee to discuss training techniques. Research is also being conducted with national consultants, other transit systems and local / internal resources. It is anticipated that the training will start in mid to late October and be completed by the end of December.

IV. FINANCIAL CONSIDERATIONS

NONE

V. ATTACHMENTS

NONE

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: October 19, 2001

TO: Board of Directors

FROM: Tom Stickel, Manager of Fleet Maintenance

SUBJECT: ACCEPT AND FILE STATUS REPORT ON THE INVESTIGATION OF BIODIESEL AS AN INTERIM FUEL

I. RECOMMENDED ACTION

This is a status report only, no action required at this time.

II. SUMMARY OF ISSUES

- In January 2001, the Board of Directors selected the alternate fuel path in compliance with regulations issued by the California Air Resources Board (CARB).
- On May 23, 2001, the Board of Directors instructed staff to investigate the feasibility of using biodiesel as an interim fuel to meet CARB requirements.
- In June 2001, District staff reported to the Board of Directors their initial findings regarding using biodiesel as an interim fuel.
- Cummins engine company recently issued a Field Announcement, stating the company's position on the use of biodiesel.

III. DISCUSSION

The January, 2001 decision by the METRO Board of Directors to pursue an alternate fuel path is an irrevocable choice to comply with CARB regulations related to transit fleets. One of the requirements of these regulations is the July 1, 2002 implementation deadline for the use of 15 parts per million (ppm) ultra low sulfur diesel fuel, "green diesel". Use of "green diesel" helps reduce exhaust emissions. The Board of Directors instructed staff to investigate the use of biodiesel as a possible interim fuel to meet CARB regulations. Biodiesel is a blend of methyl/ethyl ester-based oxygenates, derived from a variety of sources, primarily soy, and mixed with petroleum diesel fuel.

A Field Announcement dated August 30, 2001, from Cummins Engine Company indicates that biodiesel fuels should be considered experimental at this time. Their report shows that tests of a 20% biofuel and 80% diesel (B20) can yield percent reductions in particulates (PM), Carbon Monoxide (CO), and Hydrocarbon (HC). The same fuel blend causes an increase in Oxides of Nitrogen (Nox). There is also an overall decrease in fuel economy of 5-7%.

One of the areas of concern is that there is not a uniform specification that encompasses the concentrations of various biodiesel blends. This is further complicated by a lack of standards for the biofuel content, that is, what parameters the differently sourced biofuel must meet. Issues of biodiesel that are currently under study are the effects of fuel on seals, gaskets, tank linings, filters, and other components of fuel storage and using systems.

While Cummins neither approves nor disapproves of the use of biodiesel, they clearly state that failures caused by the use of biodiesel or other fuel additives will not be compensated under Cummins' warranty.

Staff is recommending that investigation continue regarding the use of biodiesel as an interim fuel, including its potential for acceptable compliance with CARB regulations.

IV. FINANCIAL CONSIDERATIONS

Pricing for 80/20 biodiesel locally remains at the same level as the June, 2001 report, with an acquisition cost of approximately thirty to forty percent more per gallon than METRO pays for regular diesel.

V. ATTACHMENTS

NONE

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: October 19, 2001
TO: Board of Directors
FROM: Mark J. Dorfman, Assistant General Manager
SUBJECT: ACCEPT AND FILE DRAFT REPORT ON FY 2000 TRIENNIAL REVIEW

I. RECOMMENDED ACTION

The purpose of this communication is provide a copy of the Federal Transit Administration (FTA) FY 2000 Triennial Review Report to the Board of Directors.

II. SUMMARY OF ISSUES

- FTA performs Triennial Reviews of grantees every three years.
- SCMTD recently underwent this review in September of this year.
- As a result of the review the District was found to be full compliance on 20 of 22 Review areas.
- The two deficiencies were a minor one in Financial, and in the Drug and Alcohol Area for LiftLine.

III. DISCUSSION

The United States Code, Chapter 53 of Title 49 requires that the Federal Transit Administration perform reviews and evaluations of urbanized area formula grant activities at least every three years. The District provided information to the FTA consultant in July of this year, in advance of the Triennial Review. In September of this year, the Santa Cruz Metropolitan Transit District was visited by representatives from the DMP Group, Inc. and FTA to assess grantee management practices, program implementation and an evaluation of compliance with Federal requirements.

As part of the exit interview, the FTA provided district staff with the draft final report. There are 22 compliance areas that were examined as part of the review. The District was in full compliance in 20 areas. There were two areas where the District was found to be deficient. The first was in the Financial Review Area. The deficiency was that the District did not complete Line D of the Financial Status Report. The District reported the information in narrative format, but did not transfer this information into the appropriate place on the form. This deficiency will be corrected with the filing of the next Financial Status Reports.

The second deficiency was in the Drug and Alcohol Program Area. While the District's Drug and Alcohol Program was found to be in full compliance, the program of Lift Line, our contractor was not found to be in compliance. The District will have 60 Days to submit documentation to the Regional FTA Office that a monitoring plan is in place for Lift Line.

IV. FINANCIAL CONSIDERATIONS

There are no financial impacts from the Triennial Review.

V. ATTACHMENTS

Attachment A: DRAFT FY 2000 Triennial Report



U.S. Department
of Transportation
**Federal Transit
Administration**

ATTACHMENT A

REGION IX
Arizona, California
Hawaii, Nevada, Guam
American Samoa
Northern Mariana Islands

201 Mission Street
Suite 2210
San Francisco, CA 94105-1839
415-744-3133
415-744-2726 (fax)

September 26, 2001

Mr. Leslie White
General Manager
Santa Cruz Metropolitan Transit District
370 Encinal Street, Suite 100
Santa Cruz, CA 95060

Re: Federal Transit Administration FY 2000 Triennial Review Program

Dear Mr. White:

Enclosed are two copies of the Triennial Review draft Report conducted of the Santa Cruz Metropolitan Transit District (SCMTD) as required by the United States Code, Volume 49, Section 5307(i). This Draft Report is the result of the review of Federal Transit Administration (FTA) Region IX files on July 19, 2001 and a visit by representatives of the DMP Group, Inc., subcontractor to Milligan & Company, LLC, to your offices on September 26, 2001. Triennial Reviews assess grantee management practices and program implementation and are important in establishing eligibility for Federal funds.

Based upon this Triennial Review of SCMTD, no deficiencies were found in 20 of 22 Triennial Review areas. Deficiencies were found in two areas: Financial and Drug and Alcohol Program. Corrective action is required by the dates disclosed in Section V Summary of Findings and Corrective Actions.

We appreciate the cooperation and assistance provided during the Review. If you have questions, please contact the Triennial Review Coordinator, Mr. John Hunt, at (415) 744-3118.

Sincerely,

Leslie T. Rogers
Regional Administrator

Enclosure

DRAFT REPORT

FY 2001 TRIENNIAL REVIEW
of the
Santa Cruz Metropolitan Transit District
(SCMTD)
Santa Cruz, California

Region IX

Desk Review: July 19, 2001

Site Visit: September 26, 2001

September 2001

Prepared for the
Federal Transit Administration
San Francisco, California

By:

DMP Group, Inc.
2423 Killdeer Street
New Orleans, LA 70122

Under subcontract to:

Milligan & Company, LLC
105 North 22nd Street
Philadelphia, PA 19103

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I. TRIENNIAL REVIEW BACKGROUND

The United States Code, chapter 53 of title 49, requires the Federal Transit Administration (FTA) of the United States Department of Transportation (USDOT) to perform reviews and evaluations of Urbanized Area Formula Grant activities at least every three years. This requirement is contained in 49 U.S.C. 5307(i).

- “(2) At least once every 3 years, the Secretary shall review and evaluate completely the performance of a recipient in carrying out the recipient’s program, specifically referring to compliance with statutory and administrative requirements and the extent to which actual program activities are consistent with the activities proposed under subsection (d) of this section and the planning process required under sections 5303-5306 of this title.”
- “(3) The Secretary may take appropriate action consistent with the review, audit and evaluation under this subsection, including making an appropriate adjustment in the amount of a grant or withdrawing the grant.”

The Triennial Review includes a review of the grantee’s compliance in 22 different areas. The basic requirements for each of these areas are summarized below.

This report presents the findings from the triennial review of Santa Cruz Metropolitan Transit District (SCMTD) of Santa Cruz, California. This review was performed in accordance with FTA procedures (published in FTA Order 9010.1B, April 5, 1993) and included preliminary reviews of documents on file at the Region IX Office in San Francisco, California, and on-site discussions and review of the procedures, practices, and records of SCMTD, as deemed necessary. The review concentrated primarily on procedures and practices employed during the past three years, however, coverage was extended to earlier periods as needed to assess the policies in place and the management of grants. During the visit, administrative and statutory requirements were discussed, documents were reviewed, and facilities were toured. Specific documents examined during the Triennial Review are available in FTA’s and SCMTD’s files.

II. REVIEW PROCESS

The desk review was conducted in the Region IX Office on July 19, 2001. Following the desk review, an agenda package was sent to SCMTD advising it of the site visit and indicating additional information that would be needed and issues that would be discussed.

The site visit to SCMTD occurred on September 26, 2001. The individuals participating in the review are listed in Section VI of this report.

At the entrance conference, the purpose of the Triennial Review and the review process were discussed. During the site visit, urbanized area formula grant program administrative and statutory requirements were discussed and documents were reviewed. SCMTD’s facilities were toured to provide an overview of activities related to FTA-funded projects. A sample of FTA-funded vehicles was inspected during the site visit.

On completion of the review, an exit conference was held with SCMTD staff to discuss findings as well as corrective actions and schedules. A copy of this report was provided to the SCMTD at the exit conference.

III. DESCRIPTION OF THE GRANTEE

The Santa Cruz Metropolitan Transit District (SCMTD) provides public transit service in Santa Cruz County, California. SCMTD is a Transit District formed under the State of California Public Utilities Code, Section 98000. SCMTD operates its fixed route transit service in-house and contracts for the operation of its complementary ADA paratransit service.

SCMTD serves all of the Cities of Capitola, Santa Cruz, Scotts Valley and Watsonville and Santa Cruz County. The population of its service area is approximately 255,600. SCMTD operates a network of 40 fixed routes. Service is provided on weekdays, Saturdays and Sundays from 5:40 A.M. to 00:15 A.M. SCMTD also provides door-to-door complementary paratransit service within ¾ mile of fixed routes.

The basic adult fare for bus service is \$1.00. A reduced fare of 40¢ is offered on fixed route service to senior citizens and persons with disabilities all day. The fare for Highway 17 Express Service is \$2.25 and seniors and disabled riders are offered a fare of \$1.00 all day. The fare for ADA paratransit service is \$2.00.

SCMTD operates a fleet of 123 buses for directly operated fixed route service. Eight of these vehicles were operated in fixed route service by a contractor until October 1999 when the operation of the service was brought in-house. SCMTD's bus fleet consists of standard 40-foot transit coaches and some 35-foot transit coaches. The current peak requirement is for 83 vehicles. SCMTD also has a fleet of 59 vans that are operated by its contractor for ADA paratransit service. SCMTD has 310 employees as of September, 2001.

SCMTD's administrative headquarters is in Santa Cruz and operates five other maintenance and operating facilities located throughout Santa Cruz County. SMTD provides service to six transit centers and customer parking facilities located throughout its operating area. Two are located in Santa Cruz, two in Watsonville, and one each in Capitola and Scotts Valley.

SCMTD's National Transit Database Report for FY2000 provided the following financial and operating statistics for its fixed route and paratransit service:

	Fixed Route Service		Paratransit Service
	Directly Operated	Contractor Operated	Contractor Operated
Unlinked Passengers	6,289,348	44,101	103,074
Revenue Hours	231,461	3,296	55,536
Operating Expenses	\$20,816,251	\$412,827	\$2,261,725

Over the past three years, SCMTD completed the following noteworthy projects:

- 1) Purchased 30 replacement low-floor buses.
- 2) Rehabilitated (rebuilt) 10, 1984 Gillig buses purchased from Sam Trans.
- 3) Purchased 11 Paratransit Vans.
- 4) Completed Comprehensive Bus System Evaluation Study.
- 5) Opened the Scotts Valley Transit Center.
- 6) Assumed direct operation of the Highway 17 Express Service which had previously been a contracted service
- 7) Consolidated the District's administrative offices and maintenance shops at Encinal Street which had been previously located in two separate locations.
- 8) Purchased the District's first bi-fuel support vehicles in 1998.

- 9) Installed new electronic validating fareboxes.

SCMTD reports that the following important projects are currently in process of being completed:

- 1) Environmental Impact Study/EIR for the alternative consolidated operating facility (MetroBase) at Harvey West Park in Santa Cruz.
- 2) Perform preliminary engineering for MetroBase.
- 3) Commence retrofit of existing minor maintenance facility to perform maintenance on CNG fueled vehicles.
- 4) Procurement of up to 50 "convertible" diesel buses that will be rebuilt with CNG fueled engines
- 5) Construction of a CNG fuel station.
- 6) Increase service by 10% ongoing over current and previous 2 years.
- 7) Comprehensive Audit of ADA Paratransit Service
- 8) Expand service to meet demand at the University of California, Watsonville and San Lorenzo Valley.
- 9) Establish bi-directional service on the UCSC Campus.
- 10) Procure first eight CNG buses.
- 11) Design Service Implementation Plan.
- 12) Design Customer Service Plan.
- 13) Implement new Accounting Software.
- 14) Repower 42 buses to meet California Air Resources Board requirements for reduced emissions.
- 15) Install automated bus stop annunciators on all buses.

IV. RESULTS OF THE REVIEW

The Triennial Review focused on SCMTD's compliance in 22 different areas. This section provides a discussion of the basic requirements and findings in each area. No deficiencies were found with the FTA requirements in 20 of the 22 areas. Deficiencies were found in the other two areas: Financial and Drug and Alcohol Program.

1. Legal

Basic Requirement: The grantee must be eligible and authorized under state and local law to request, receive, and dispense FTA funds and to execute and administer FTA funded projects. The authority to take all necessary action and responsibility on behalf of the grantee must be properly delegated and executed.

Findings: During this triennial review of the SCMTD, no deficiencies were found with the FTA requirements for legal.

2. Financial

Basic Requirement: The grantee must demonstrate the ability to match and manage FTA grant funds, to cover cost overruns, to cover operating deficits through long-term stable and reliable sources of revenue, to maintain and operate federally funded facilities and equipment, and to conduct an annual independent organization-wide audit in accordance with the provisions of OMB C A-133.

Findings: During this triennial review of the SCMTD, deficiencies were found with the FTA requirements for financial. SCMTD is not reporting unliquidated obligations (Line D) for capital projects included in its Financial Status Reports (FSRs).

Corrective Action and Schedule: Beginning with the Quarter ending September 30, 2001, SCMTD must report unliquidated obligations (Line D) for capital projects included in its FSRs.

3. Technical

Basic Requirement: The grantee must be able to implement the Urbanized Area Formula Grant Program of Projects in accordance with the grant application, Master Agreement, and all applicable laws and regulations, using sound management practices.

Findings: During this triennial review of the SCMTD, no deficiencies were found with the FTA requirements for technical.

4. Satisfactory Continuing Control

Basic Requirement: The grantee must maintain control over real property, facilities and equipment and ensure that they are used in transit service.

Findings: During this triennial review of the SCMTD, no deficiencies were found with the FTA requirements for satisfactory continuing control.

5. Maintenance

Basic Requirement: The grantee must keep federally funded equipment and facilities in good operating order.

Findings: During this triennial review of the SCMTD, no deficiencies were found with the FTA requirements for maintenance.

6. Procurement

Basic Requirement: FTA grantees will use their own procurement procedures that reflect applicable state and local laws and regulations, provided that the process ensures competitive procurement and that the procedures conform to applicable federal law including 49 CFR Part 18, specifically Section 18.36 and FTA C 4220.1D, "Third Party Contracting Requirements." Grantees will maintain a contract administration system that ensures that contractors perform in accordance with terms, conditions, and specifications of their contracts or purchase orders.

Findings: During this triennial review of the SCMTD, no deficiencies were found with the FTA requirements for procurement.

7. Disadvantaged Business Enterprise (DBE)

Basic Requirement: The grantee must comply with the policy of USDOT that DBEs, as defined in 49 CFR Part 26, are ensured nondiscrimination in the award and administration of USDOT-assisted contracts. Grantees also must create a level playing field on which DBEs can compete fairly for USDOT-assisted contracts; ensure that only firms that fully meet eligibility standards are permitted to participate as DBEs; help remove barriers to the participation of DBEs; and assist the development of firms that can compete successfully in the marketplace outside the DBE program.

Findings: During this triennial review of the SCMTD, no deficiencies were found with USDOT requirements for DBE.

8. Buy America

Basic Requirement: Per Buy America law, federal funds may not be obligated unless steel, iron, and manufactured products used in FTA-funded projects are produced in the United States, unless a waiver has been granted by FTA, or the product is subject to a general waiver. Rolling stock must be manufactured in the United States and have a 60 percent domestic content.

Findings: During this triennial review of the SCMTD, no deficiencies were found with the FTA requirements for Buy America.

9. Suspension/Debarment

Basic Requirement: To prevent fraud, waste, and abuse in federal transactions, persons or entities, which by defined events or behavior, potentially threaten the integrity of federally administered programs are excluded from participating in FTA-assisted programs. FTA grantees not only are required to certify that they are not excluded from federally assisted transactions, they also are required to ensure that none of the grantee's "principals" (as defined in the governing regulation 49 CFR Part 29), subrecipients, and third-party contractors and subcontractors is debarred, suspended, ineligible or voluntarily excluded from participation in federally assisted transactions.

Findings: During this triennial review of the SCMTD, no deficiencies were found with the FTA requirements for suspension/debarment.

10. Lobbying

Basic Requirement: Recipients of federal grants and contracts exceeding \$100,000 must certify compliance with P.L. 101-121, Section 319, Restrictions on Lobbying, before they can receive funds. In addition, grantees are required to impose the lobbying restriction provisions on their contractors.

Findings: During this triennial review of the SCMTD, no deficiencies were found with the FTA requirements for lobbying.

11. Planning/Program of Projects

Basic Requirement: The grantee must participate in the transportation planning process in accordance with FTA requirements. Each recipient of a grant shall have complied with the public participation requirements of Section 5307(c)(1) through (7). Each recipient is required to develop, publish, afford an opportunity for a public hearing on, and submit for approval a Program of Projects (POP).

Findings: During this triennial review of the SCMTD, no deficiencies were found with the FTA requirements for planning/POP.

12. Title VI

Basic Requirement: The grantee must ensure that no person in the United States shall, on the ground of race, color, or national origin, be excluded from participating in, or denied the benefits of, or be subject to discrimination under any program or activity receiving federal financial

assistance. The grantee must ensure that federally supported transit service and related benefits are distributed in an equitable manner.

Findings: During this triennial review of the SCMTD, no deficiencies were found with the FTA requirements for Title VI.

13. Public Comment Process for Fare and Service Changes

Basic Requirement: The grantee must have a locally developed process to solicit and consider public comment before raising a fare or carrying out a major reduction of transit service.

Findings: During this triennial review of the SCMTD, no deficiencies were found with the FTA requirements for public comment process for fare and service changes.

14. Half Fare

Basic Requirement: Grantees must ensure that elderly persons and persons with disabilities, or an individual presenting a Medicare card, will be charged during non-peak hours for transportation using or involving a facility or equipment of a project financed under Section 5307 not more than 50 percent of the peak hour fare.

Findings: During this triennial review of the SCMTD, no deficiencies were found with the FTA requirements for half fare.

15. ADA

Basic Requirement: Titles II and III of the Americans with Disabilities Act of 1990 provide that no entity shall discriminate against an individual with a disability in connection with the provision of transportation service. The law sets forth specific requirements for vehicle and facility accessibility and the provision of complementary paratransit service.

Findings: During this triennial review of the SCMTD, no deficiencies were found with the FTA requirements for ADA.

16. Charter Bus

Basic Requirement: Grantees are prohibited from using federally funded equipment and facilities to provide charter service except on an incidental basis and when one or more of applicable exceptions for urban areas set forth in the charter service regulation at 49 CFR 604.9 (b) applies.

Findings: During this triennial review of the SCMTD, no deficiencies were found with the FTA requirements for charter bus.

17. School Bus

Basic Requirement: Grantees are prohibited from providing exclusive school bus service unless the grantee qualifies under specified exceptions. In no case can federally funded equipment or facilities be used.

Findings: During this triennial review of the SCMTD, no deficiencies were found with the FTA requirements for school bus.

18. National Transit Database (NTD)

Basic Requirement: The grantee must collect, record, and report financial and non-financial data in accordance with the Uniform System of Accounts (USOA) and updated with the *National Transit Database (NTD) Reporting Manual* as required by 49 USC 5335(a).

Findings: During this triennial review of the SCMTD, no deficiencies were found with the FTA requirements for National Transit Database.

19. Safety and Security

Basic Requirement: Under the safety authority provisions in the federal transit laws, the Secretary has the authority to investigate the operations of the grantee for any conditions that appear to create a serious hazard of death or injury especially to patrons of the transit service. However, FTA has no specific requirements for transit safety. States are required to oversee the safety of rail fixed guideway systems through a designated oversight agency.

Any recipient of Urbanized Area Formula Grant Program funds must annually certify that it is spending one percent of such funds for transit security projects or that such expenditures for security systems are not necessary.

Findings: During this triennial review of the SCMTD, no deficiencies were found with the FTA requirements for safety and security.

20. Drug-Free Workplace

Basic Requirement: Grantees are required to maintain a drug-free workplace for all employees and to have an ongoing drug-free awareness program.

Findings: During this triennial review of the SCMTD, no deficiencies were found with the FTA requirements for drug-free workplace.

21. Drug and Alcohol Program

Basic Requirement: Grantees receiving FTA funds under Capital Grant, Urbanized Area Formula Grant, or Non-Urbanized Area Formula Grant Programs must have a drug and alcohol testing program in place for all safety-sensitive employees.

Findings: During this triennial review of the SCMTD, deficiencies were found with the FTA requirements for the drug and alcohol program. SCMTD has a contract operator that has safety-sensitive employees (Community Bridges, formally known as Food & Nutrition Services, Inc., operates ADA paratransit service). SCMTD has not sufficiently monitored this contractor. The written Drug and Alcohol Policy for Community Bridges is incomplete, e.g., the policy does not contain sufficient information about the contact person, the policy does not contain all the periods of the workday employees are required to be in compliance, does not contain testing procedures, and does not contain consequences for an employee found to have an alcohol concentration of 0.02 or greater, but less than 0.04.

Corrective Action and Schedule: Within 60 days, SCMTD must submit documentation to the FTA Region IX Office that it has a drug and alcohol testing program monitoring plan for its contractor.

22. Equal Employment Opportunity (EEO)

Basic Requirement: The grantee must ensure that no person in the United States shall, on the ground of race, color, creed, national origin, sex, age, or disability be excluded from participating in, denied the benefits of, or be subject to discrimination in employment under any project, program or activity receiving federal financial assistance from the federal transit laws.

Findings: During this triennial review of the SCMTD, no deficiencies were found with the FTA requirements for EEO.

V. SUMMARY OF FINDINGS AND CORRECTIVE ACTIONS

Review Area	Finding	Deficiency	Corrective Action	Response Days/Date	Date Closed
1. Legal	ND				
2. Financial	D	07- Incorrect reporting of unliquidated obligations	SCMTD must report unliquidated obligations (Line D) for capital projects included in its FSRs.	Quarterly, beginning with the Quarter ending September 30, 2001	
3. Technical	ND				
4. Satisfactory Continuing Control	ND				
5. Maintenance	ND				
6. Procurement	ND				
7. Disadvantaged Business Enterprise	ND				
8. Buy America	ND				
9. Suspension/ Debarment	ND				
10. Lobbying	ND				
11. Planning/POP	ND				
12. Title VI	ND				
13. Public Comment for Fare and Service Changes	ND				
14. Half Fare	ND				
15. ADA	ND				
16. Charter Bus	ND				
17. School Bus	ND				
18. National Transit Database	ND				
19. Safety and Security	ND				
20. Drug-Free Workplace	ND				
21. Drug and Alcohol Program	D	12: Contractors, subrecipients, and/or lessees not properly monitored	SCMTD must submit documentation to the FTA Region IX Office that it has a drug and alcohol testing program monitoring plan for its contractor.	60 Days	

Review Area	Finding	Deficiency	Corrective Action	Response Days/Date	Date Closed
22. Equal Employment Opportunity	ND				

Findings: ND = No Deficiencies; D = Deficient; NA = Not Applicable; NR = Not Reviewed

VI. ATTENDEES

Name	Title/Organization	Phone Number	FAX Number	e-mail address
Leslie R. White	General Manager, SCMTD	831-426-6080	831-426-6117	lwhite@scmttd.com
Mark Dorfman	Assistant General Manager, SCMTD	831-426-6080	831-426-6117	mdorfman@scmttd.com
Kim Chin	Manager, Planning & Marketing, SCMTD	831-423-0613	831-423-1024	kchin@scmttd.com
David Konno	Manager, Facilities & Maintenance, SCMTD	831-426-6080	831-426-6117	dkonno@scmttd.com
Elisabeth Ross	Manager, Finance, SCMTD	831-426-6143	831-426-6117	eross@scmttd.com
Bryand J. Baehr	Manager, Operations, SCMTD	831-423-8151	831-426-6117	bbahr@scmttd.com
Marilyn Fenn	Assistant Finance Manager, SCMTD	831-423-6143 X131	831-426-6117	mfenn@scmttd.com
Terry Gale	Manager, Information Technology, SCMTD	831-426-4663	831-426-6117	tgale@scmttd.com
Thomas Hiltner	Analyst, Grants & Legislation, SCMTD	831-426-6080	831-426-6117	thiltner@scmttd.com
Tom Stickel	Manager, Fleet Maintenance, SCMTD	813-469-1954	831-469-1958	tstickel@scmttd.com
Margaret Gallagher	District Counsel, SCMTD	831-426-6080	831-426-6117	mgallagher@scmttd.com
Paul C. Chandley	Manager, Human Resources, SCMTD	831-423-5582	831-469-1962	pchandley@scmttd.com
Lloyd Longnecker	District Buyer, SCMTD	831-426-0199	831-469-1958	Llongnecker@scmttd.com
Khuong Luu	General Engineer, FTA Region IX	415-744-2594	415-744-2726	Khuong.Luu@fta.dot.gov
John F. Potts	The DMP Group	504-283-7661	504-283-0791	johnpotts@thedmpgroup
Arthur W. Mergner	FTA Contract Reviewer	859-586-2881	859-586-2881	ArthurWMergner@cs.com

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: October 19, 2001

TO: Board of Directors

FROM: Paul C. Chandley, Human Resources Manager

SUBJECT: CONSIDER CONTRACT RENEWALS FOR WORKERS' COMPENSATION ADMINISTRATOR AND EXCESS INSURANCE

I. RECOMMENDED ACTION

It is recommended that the Board of Directors authorize the General Manager to execute one-year contract amendments with Employer & Occupational Services (EOS) as the District's workers' compensation administrator and a one-year contract amendment with Employers Reinsurance Corporation for worker's compensation excess insurance.

II. SUMMARY OF ISSUES

- The District's contracts for the administration of its workers' compensation program and workers' compensation excess insurance will expire on October 24, 2001.
- The District awarded a contract in October 1997 with Employers Reinsurance Corporation for excess workers' compensation insurance and awarded a two-year contract with EOS in October 1999 with three allowable one-year extensions.
- Both carriers are offering to extend their contract services for an additional year.

III. DISCUSSION

The District contracts with a third party administrator for its self-insured workers' compensation program. Over the past seven years the District has contracted with EOS to provide these services. In October 1999, the District awarded a new two-year contract to EOS. EOS has proposed a monthly fee increase from \$5,949.50 to \$7,333. EOS continues to reduce District program expenses through its preferred provider and bill review programs, which totaled over \$160,000 in the past fiscal year.

The District purchases insurance for individual workers' compensation claims exceeding \$350,000. The District awarded a contract to Employers Reinsurance Corporation in October 1997 for excess insurance. Employers Reinsurance Corporation has proposed a one-year rate renewal of 0.324 per \$100 of payroll. Based on the District's projected payroll, the annual cost is expected to be \$41,795. This is the last one-year extension allowed under the contract.

IV. FINANCIAL CONSIDERATIONS

The costs are included in the FY 2001-2002 budget.

V. ATTACHMENTS

Attachment A: EOS renewal notice



10/3/01

Paul Chandley
Human Resources Manager
Santa Cruz Metro Transit District
370 Encinal St. #100
Santa Cruz, Ca. 95060

Dear Paul:

It was a pleasure speaking with you today. To confirm our conversation, I am proposing a claims administration fee of \$73.33 per month for the period 10/24/01 to 10/23/02.

When we took over the administration of the District's program in 1994 the monthly fee was \$6163. The difference between the proposed fee and the original fee is an increase of 2.58 per year for the last seven years.

In addition to the claims administration fees, I have secured the quote for a renewal Excess Insurance policy with Employers Reinsurance Company for your program. The premium for the renewal is .324 per \$100 of payroll. The premium for the 1995/96 policy year was .2825 per \$100. This represents an annual increase of just over 2.25% per year.

I appreciate the continuing opportunity to serve the District. Should you need anything further or you have any questions, do not hesitate to give me a call.

Sincerely,

A handwritten signature in black ink, appearing to read 'Jim Kerr', is written over the typed name and title.

Jim Kerr
Claims Manager

cc: Client file

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: October 19, 2001

TO: Board of Directors

FROM: Kim Chin, Manager of Planning and Marketing

SUBJECT: CONSIDER APPROVAL OF 2001 WINTER SERVICE CHANGES

PUBLIC HEARING SCHEDULED FOR 9:00 A.M.

I. RECOMMENDED ACTION

Staff recommends that the Board approve the service changes described in this staff report for winter 2001 (effective December 6, 2001).

II. SUMMARY OF ISSUES

- All available funding for service improvements for FY 2002 (the current fiscal year) was allocated to service improvements implemented in September and in previous service changes.
- Staff and the Service Planning and Review Committee (SPARC) are seeking ways of reconfiguring existing service to improve it without incurring additional cost. (Recommended changes are listed in the discussion section below.)
- Staff will return to the Board prior to the implementation of the Spring service change with a more complete discussion of route performance, focusing on routes that do not meet performance standards. However, as promised at the September Board meeting, charts and tables showing current route performance are found in Attachment D.
- MASTF and MUG reviewed these service change proposals at their September and October meetings.

III. DISCUSSION

Staff and Service Planning and Review Committee propose several modest changes that will provide additional capacity on overcrowded routes, improve ontime performance, and increase the consistency of schedules.

A. Improve Service to Scotts Valley High School

1. Last year, it was difficult for the special bus from Metro Center to Scotts Valley High School to reach the school on time, because the bus had to wait for transfers from the inbound (from Boulder Creek) Route 35 bus. This new plan provides direct service from the San Lorenzo Valley to Scotts Valley High, using a trip that formerly ended at

Scotts Valley Drive and Granite Creek Road. This trip will be moved to depart 12 minutes earlier, in order to get students to school on time, and will be extended to serve Scotts Valley High at the end of its run.

2. Currently, there are two trips departing Metro Center within five minutes of each other, following the same routing, up Graham Hill Road to Mount Hermon Road to Scotts Valley Drive. One of the trips is a special school-term only trip of Route 30 serving the High School. The other is a regular trip of Route 31. By moving the regular Route 31 trip to depart five minutes earlier, and extending the trip to the High School, we can eliminate the duplication of service by eliminating the special 6:55 a.m. run of Route 30. In the past, we were afraid to make this change because of capacity concerns on buses to the High School. However, with the addition of another bus from the San Lorenzo Valley direct to the High School (mentioned above), we feel that we can safely eliminate this duplication of service.
3. The third change that completes the coordination of service to the High School is to move the 7:00 a.m. departure of Route 35 inbound from Bear Creek Estates to 6:48 a.m. This will allow students to reach the High School on time. This trip does not serve Scotts Valley Transit Center or Metro Center, so there are no transfer time issues with existing passengers. (The trip now ends at Scotts Valley Drive and Granite Creek Road, and the proposal will simply extend the end of the route to Scotts Valley High on Granite Creek Road.)

B. Improve Ontime Performance and Consistency of Santa Cruz Local Routes

1. Route 4 Harvey West

This route experiences ontime problems throughout the day.

The majority of the riders on this route are on the Metro Center to Harvey West route segment. Few passengers board or deboard at the end of the route at Paradise Park. (Paradise Park averages fewer than one boarding or alighting per trip.) Eliminating the last segment of the route that serves Paradise Park reduces the trip by approximately two miles, and saves several minutes, thus restoring the route to its scheduled running-times. Some commuters who are departing from businesses in the Harvey West area complain that they are not arriving at Metro Center in time to make connections with other routes, and this change will help them.

The proposal is to serve Paradise Park on four trips per day, at 6:55 a.m., 9:55 a.m., 3:00 p.m., and 6:00 p.m. This schedule will now be consistent with the weekend schedule. (See Attachment A for a proposed schedule.)

2. Route 3B Mission/Natural Bridges (Weekend)

Currently, this route goes up Cedar to Mission on weekend mornings, rather than using its regular routing via Laurel. The original purpose of this special routing was to provide direct

service from Natural Bridges Mobile Home Park to Holy Cross Church, at the request of residents. However, in recent years, ridership on this entire route segment from Metro Center to Mission and Rigg averages only 1.2 passengers per trip. The longer routing adds several minutes to the running time, and with increased traffic the route cannot maintain ontime performance consistently on weekend mornings. Therefore, the proposal is to return the route to its regular routing on Laurel on weekends. This change will provide consistent routing seven days a week, and will restore ontime performance. Passengers from Natural Bridges can still reach Holy Cross by transferring to Route 10 University via High at Metro Center, although connections are not ideal.

3. Route 3N Mission Night

Currently, Route 3N has departures at 7:40 p.m., 8:40 p.m. and 9:35 p.m. This proposal moves the 9:35 p.m. departure to 9:40 p.m. for consistency. (The 9:35 p.m. time was set years ago for a shift at Wrigley's that no longer exists.)

C. Improve Ontime Performance in A.M. Peak Watsonville Inbound Service

On weekend mornings during the school year, the inbound Route 69A and 69W buses are running up to 30 minutes late by the time they get from Watsonville to Capitola Mall. (This lateness is due to consistently heavy traffic.) Staff tested alternative routings, but in order to pick up passengers where they need to be picked up, no other routing that saves time could be found.

Therefore, this change would do two things. First, the timepoints shown in "Headways" would be adjusted to reflect real arrival times, so that passengers can better plan their trips to arrive on time. (See proposed schedules in Attachments B and C.)

Second, new buses will be moved into position to do the routes that used to follow the late arriving trips at Metro Center. These runs were either dropped or were covered by "point" relief drivers in the past, when the regular buses arrived so late that they missed their next trip.

The provision of new buses on a regular basis to cover the next run of the late buses will be largely transparent to the public. The only difference will be that the next run will depart on time consistently.

D. Highway 17 Express Service

A number of passengers on the 8:30 a.m. inbound trip have requested that this run serve Scotts Valley Drive, rather than taking the freeway to Mount Hermon Road. Diverting the run to Scotts Valley Drive was found to add only a minute or two to the running time, and is therefore do-able within the current schedule. Staff recommends this change because it will serve a number of passengers, and encourages the use of "reverse commute" service. The Valley Transportation Authority has already agreed to this change.

IV. FINANCIAL CONSIDERATIONS

Some of the proposed changes slightly increase costs, and some provide a slight cost savings. Therefore, the proposal is essentially revenue-neutral.

V. ATTACHMENTS

Attachment A: Proposed Route 4 Harvey West Schedule

Attachment B: Proposed Route 69A Schedule

Attachment C: Proposed Route 69W Schedule

Attachment D: Route Performance Tables and Charts

Prepared by: Linda Fry

Attachment A
 Timetable Rt. 4

Route 4 - Harvey West Park Weekdays

METRO CENTER	Harvey West Park	Paradise Park*	Encinal & Hwy 9	Harvey West Park	METRO CENTER
6:45 AM	6:53 AM	6:55 AM	---	---	7:14 AM
7:45 AM	---	---	7:53 AM	7:55 AM	8:14 AM
8:16 AM	8:24 AM	---	8:26 AM	---	---
8:45 AM	---	---	8:53 AM	8:55 AM	9:14 AM
9:45 AM	---	9:55 AM	10:00 AM	10:02 AM	10:14 AM
10:45 AM	---	---	10:53 AM	10:55 AM	11:14 AM
11:45 AM	---	---	11:53 AM	11:55 AM	12:14 PM
12:50 PM	---	---	1:00 PM	1:02 PM	1:14 PM
1:50 PM	---	---	2:00 PM	2:02 PM	2:14 PM
2:50 PM	---	3:00 PM	3:05 PM	3:07 PM	3:19 PM
3:50 PM	---	---	4:00 PM	4:02 PM	4:14 PM
4:50 PM	---	---	5:00 PM	5:02 PM	5:14 PM
5:50 PM	---	6:00 PM	6:05 PM	6:07 PM	6:19 PM

*Shaded area shows proposed changes

Route 4 - Harvey West Park Weekends

METRO CENTER	Harvey West Park	Paradise Park	Encinal & Hwy 9	Harvey West Park	METRO CENTER
9:45 AM	---	9:55 AM	10:00 AM	10:02 AM	10:14 AM
10:45 AM	---	---	10:53 AM	10:55 AM	11:10 AM
11:45 AM	---	---	11:53 AM	11:55 AM	12:10 PM
12:50 PM	---	---	1:00 PM	1:02 PM	1:14 PM
1:50 PM	---	---	2:00 PM	2:02 PM	2:14 PM
2:50 PM	---	3:00 PM	3:05 PM	3:07 PM	3:19 PM
3:50 PM	---	---	4:00 PM	4:02 PM	4:14 PM
4:50 PM	---	---	5:00 PM	5:02 PM	5:14 PM
5:50 PM	---	6:00 PM	6:05 PM	6:07 PM	6:19 PM

TIMETABLE - WEEKDAY ROUTE 69A OUTBOUND

SCMC	Capitola Road/ 7th Ave	Capitola Mall	Wats. Hosp./ Nielson	Airport/ Freedom	Watsonville Transit Center
7:07 AM	7:16 AM	7:30 AM	7:47 AM	7:50 AM	8:10 AM
8:07 AM	8:16 AM	8:30 AM	8:47 AM	8:50 AM	9:10 AM
9:07 AM	9:16 AM	9:30 AM	9:47 AM	9:50 AM	10:10 AM
10:07 AM	10:16 AM	10:30 AM	10:47 AM	10:50 AM	11:10 AM
11:07 AM	11:16 AM	11:30 AM	11:47 AM	11:50 AM	12:10 PM
12:00 PM	12:11 PM	12:30 PM	12:47 PM	12:50 PM	1:10 PM
1:00 PM	1:11 PM	1:30 PM	1:47 PM	1:50 PM	2:10 PM
2:00 PM	2:11 P M	2:30 PM	2:47 PM	2:50 PM	3:10 PM
3:00 PM	3:11 PM	3:30 PM	3:47 PM	3:50 PM	4:10 PM
4:00 PM	4:11 P M	4:30 PM	4:47 PM	4:50 PM	5:10 PM
5:00 PM	5:11 PM	5:30 PM	5:47 PM	5:50 PM	6:10 PM
6:00 PM	6:11 PM	6:30 PM	6:47 PM	6:50 PM	7:10 PM

TIMETABLE - WEEKDAY ROUTE 69A INBOUND

Watsonville Transit Center	Airport/ Freedom	Wats. Hosp./ Nielson	Capitola M a l l	Capitola Road/ 7th Ave	SCMC
6:20 AM	6:30 AM	6:35 AM	7:00 AM	7:05 AM	7:21 AM
7:20 AM	7:30 AM	7:35 AM	8:30 AM	8:35 AM	8:51 AM
8:20 AM	8:30 AM	8:35 AM	9:07 AM	9:12 AM	9:28 AM
9:20 AM	9:30 AM	9:35 AM	10:00 AM	10:05 AM	10:21 AM
10:20 AM	10:30 AM	10:35 AM	11:00 AM	11:05 AM	11:21 AM
11:20 AM	11:30 AM	11:35 AM	12:00 PM	12:07 PM	12:30 PM
12:20 PM	12:30 PM	12:35 PM	1:00 PM	1:07 PM	1:30 PM
1:20 PM	1:30 PM	1:35 PM	2:00 PM	2:07 PM	2:30 PM
2:20 PM	2:30 PM	2:35 PM	3:00 PM	3:07 PM	3:30 PM
3:20 PM	3:30 PM	3:35 PM	4:00 PM	4:07 PM	4:30 PM
4:20 PM	4:30 PM	4:35 PM	5:00 PM	5:07 PM	5:30 PM
5:20 PM	5:30 PM	5:35 PM	6:00 PM	6:07 PM	6:30 PM
6:20 PM	6:30 PM	6:35 PM	7:00 PM	7:05 PM	7:21 PM

Shaded area shows changes

Attachment C Route 69W

TIMETABLE - WEEKDAY ROUTE 69W OUTBOUND

	Capitola Road/ 7th Ave	Capitola Mall	Cabrillo College	Main & Green Valley	Watsonville Transit Center
6:37 AM	6:46 AM	7:00 AM	7:15 AM	7:27 AM	7:37 AM
7:37 AM	7:46 AM	8:00 AM	8:15 AM	8:27 AM	8:37 AM
8:37 AM	8:46 AM	9:00 AM	9:15 AM	9:27 AM	9:37 AM
9:37 AM	9:46 AM	10:00 AM	10:15 AM	10:27 AM	10:37 AM
10:37 AM	10:46 AM	11:00 AM	11:15 AM	11:27 AM	11:37 AM
11:37 AM	11:46 AM	12:00 PM	12:15 AM	12:27 AM	12:37 AM
12:30 PM	12:41 PM	1:00 PM	1:15 PM	1:27 PM	1:37 PM
1:30 PM	1:41 PM	2:00 PM	2:15 PM	2:27 PM	2:37 PM
2:30 PM	2:41 PM	3:00 PM	3:15 PM	3:27 PM	3:37 PM
3:30 PM	3:41 PM	4:00 PM	4:15 PM	4:27 PM	4:37 PM
4:30 PM	4:41 PM	5:00 PM	5:15 PM	5:27 PM	5:37 PM
5:30 PM	5:41 PM	6:00 PM	6:15 PM	6:27 PM	6:37 PM
6:30 PM	6:41 PM	7:00 PM	7:15 PM	7:27 PM	7:37 PM

TIMETABLE - WEEKDAY ROUTE 69W INBOUND

Watsonville Transit Center	Main & Green Valley	Cabrillo College	Capitola Mall	Capitola Road/ 7th Ave	SCMC
6:43 AM	6:55 AM	7:10 AM	7:30 AM	7:35 AM	7:53 AM
7:50 AM	7:55 AM	8:10 AM	8:37 AM	8:42 AM	8:55 AM
8:50 AM	8:55 AM	9:10 AM	9:30 AM	9:35 AM	9:48 AM
9:50 AM	9:55 AM	10:10 AM	10:30 AM	10:35 AM	10:48 AM
10:50 AM	10:55 AM	11:10 AM	11:30 AM	11:35 AM	11:48 AM
11:50 AM	11:55 AM	12:10 PM	12:30 PM	12:37 PM	1:00 PM
12:50 PM	12:55 PM	1:10 PM	1:30 PM	1:37 PM	2:00 PM
1:50 PM	1:55 PM	2:10 PM	2:30 PM	2:37 PM	3:00 PM
2:50 PM	2:55 PM	3:10 PM	3:30 PM	3:37 PM	4:00 PM
3:50 PM	3:55 PM	4:10 PM	4:30 PM	4:37 PM	5:00 PM
4:50 PM	4:55 PM	5:10 PM	5:30 PM	5:37 PM	6:00 PM
5:50 PM	5:55 PM	6:10 PM	6:30 PM	6:35 PM	6:48 PM

Shaded areas show proposed changes

Attachment D

The following pages present weekday and weekend ridership in the District's three route categories: Urban Collector, Urban Local, and Rural. The tables are followed by charts that show the minimum ridership standard for routes in that category.

It should be noted that routes that operate at night (denoted by an "N" in the route title) should not be held to the same standard as routes that operate during the day. Therefore, although they may not seem to meet the route performance standard, allowances should be made for those routes.

PASSENGERS PER SERVICE HOUR 2000-2001 -WEEKDAY

URBAN COLLECTOR ROUTES - - STANDARD 30

<u>RT NO.</u>	<u>ROUTE</u>	<u>PASS.1 HOUR</u>	<u>SVC HOURS</u>	<u>PASS./ DAY</u>
01B	UNIVERSITY via LOWER BAY	77.4	10.1	780
01H	UNIVERSITY via HIGH	69.1	17.3	1,197
01L	UNIVERSITY via LAUREL	79.0	51.4	4,060
01W	UNIVERSITY via WALNUT	92.4	8.0	739
01Y	UNIVERSITY SPECIAL	60.4	31.4	1,900
03B	MISSION/NATURAL BRIDGES	35.3	5.5	194
03N	MISSION NIGHT	9.4	1.1	10
07	BEACH	32.3	3.0	97
07N	BEACH NIGHT	20.6	3.3	67
12A	UCSC/EAST SIDE DIRECT	48.6	5.4	264
12B	UCSC/EAST SIDE DIRECT	21.0	4.9	102
35	SAN LORENZO VALLEY	27.3	53.0	1,446
35A	SAN LORENZO VALLEY	30.4	18.3	554
36	VALLEY EXPRESS	18.6	2.1	39
65	LIVE OAK via 30TH	29.7	16.3	485
66	LIVE OAK via 17TH	34.7	20.2	702
67	LIVE OAK via EAST CLIFF	27.6	15.8	436
69	CAPITOLA ROAD	36.1	32.1	1,161
69N	CABRILLO NIGHT	19.5	7.6	148
69W	CAPITOLA RD/SANTA CRUZ	39.7	26.2	1,041
70	CABRILLO	30.3	17.5	531
71	WATSONVILLE	33.3	85.6	2,845
81	81 WATSONVILLE	27.7	11.3	314
91	COMMUTER EXPRESS	36.0	14.7	527

URBAN LOCAL ROUTES - - STANDARD 20

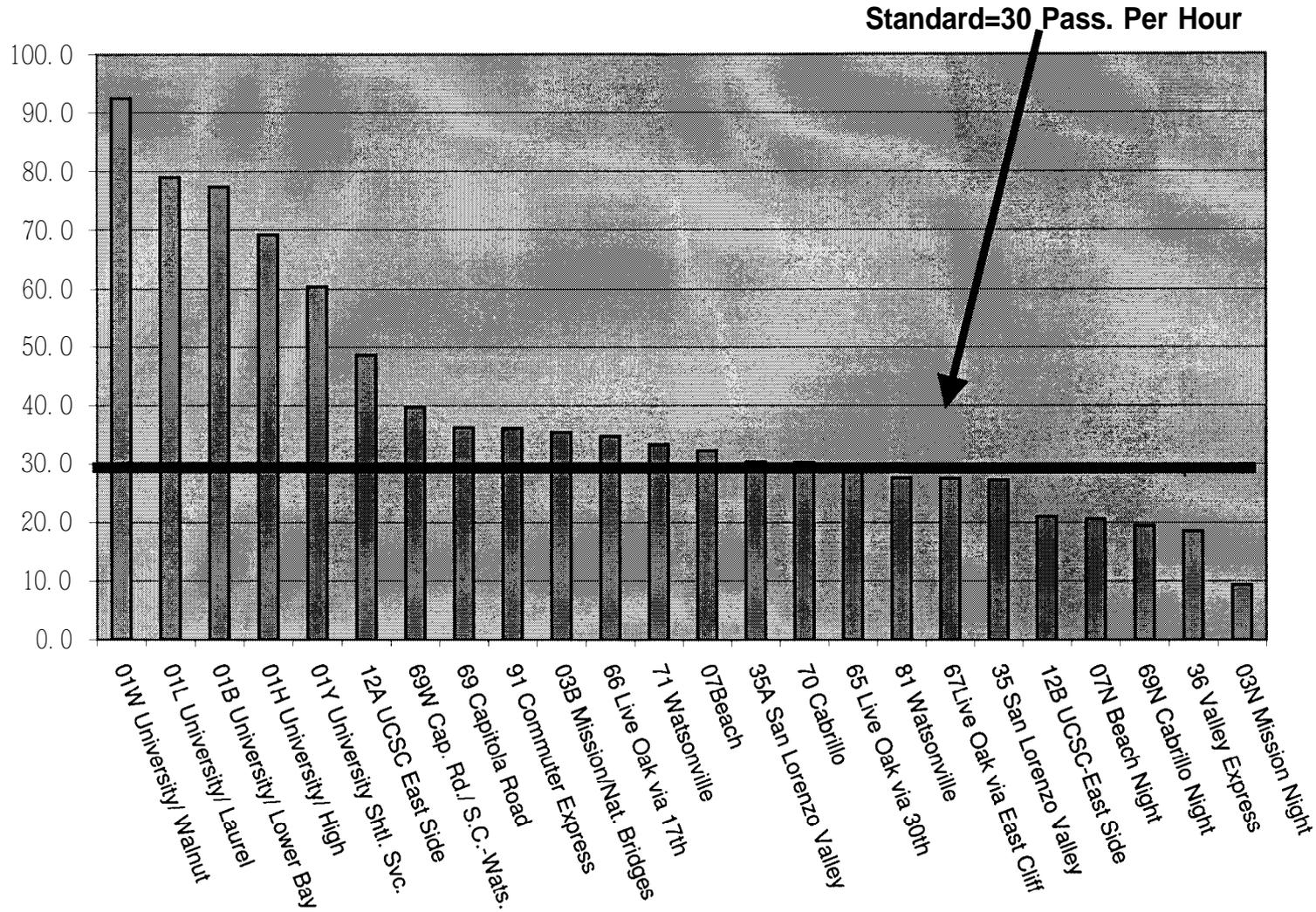
<u>RT NO.</u>	<u>ROUTE</u>	<u>PASS./ HOUR</u>	<u>SVC HOURS</u>	<u>PASS./ DAY</u>
02	MISSION/WESTERN	35.9	7.7	277
03A	MISSION/LIGHTHOUSE	24.5	6.6	162
04	HARVEY WEST PARK	36.2	5.2	187
06	SEABRIGHT	19.6	6.1	119
08	EMELINE/MORRISSEY	21.8	9.4	204
09	STROKE CENTER	17.6	0.9	15
30	SCOTTS VALLEY/GRAHAM HILL	25.2	10.7	270
31	SCOTTS VALLEY/HIGHWAY 17	14.1	6.1	86
34	SOUTH FELTON	21.7	2.4	52
51	SOQUEL/CLARES	12.9	3.3	43
52	CAPITOLA/SOQUEL	20.2	7.6	153
54	APTOS/LA SELVA BEACH	18.0	18.5	333
63	DOMINICAN	16.9	6.8	115
73	AIRPORT/BUENA VISTA	37.4	9.3	348
75	GREEN VALLEY	38.9	13.3	515
79	EAST LAKE	18.3	10.0	182

PASSENGERS PER SERVICE HOUR 2000-2001 -WEEKDAY

RURAL ROUTES - - STANDARD 15

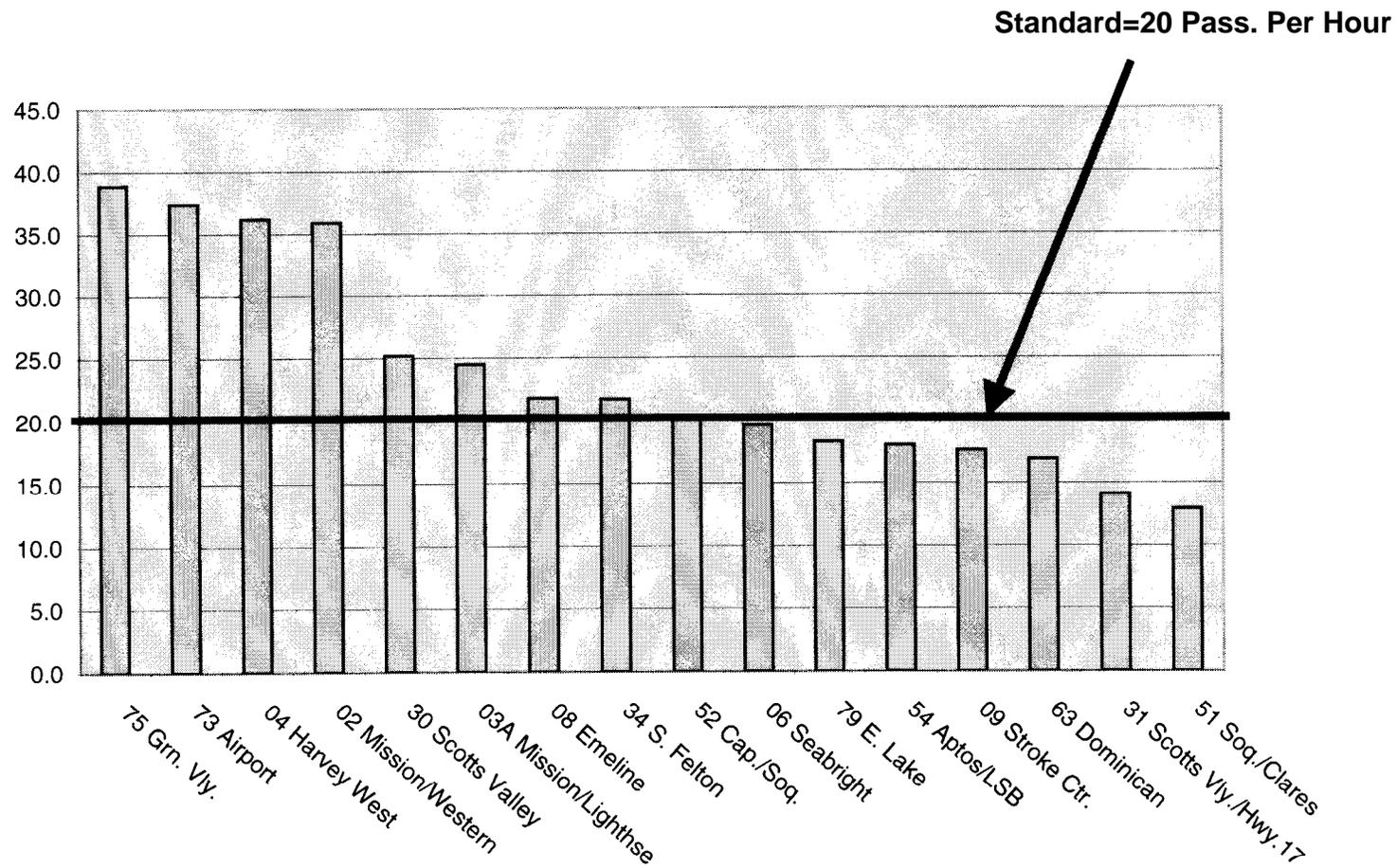
<u>RT NO.</u>	<u>ROUTE</u>	<u>PASS.1 HOUR</u>	<u>SVC HOURS</u>	<u>PASS.1 DAY</u>
33	LOMPICO SLV/FELTON FAIRE	10.8	3.3	36
40	DAVENPORT/NORTH COAST BEACH	19.6	5.3	103
41	BONNY DOON	15.8	5.5	87
42	DAVENPORT/BONNY DOON	10.8	4.1	44
60	SOQUEL	10.0	1.5	15
72	CORRALITOS	30.7	12.8	394

Weekday Passengers Per Hour 2001 Urban Collector Routes



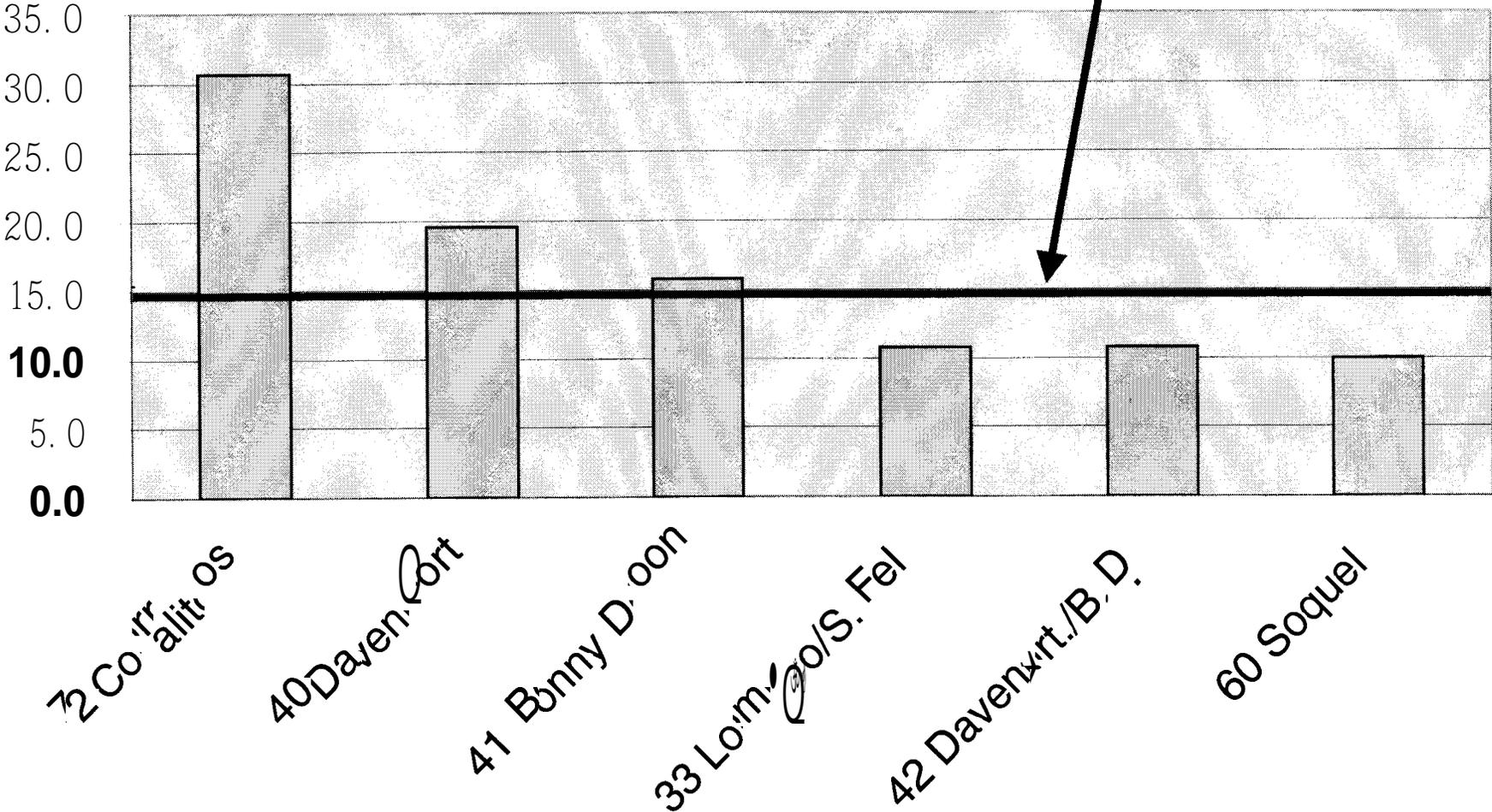
8-D-4

Weekday Passengers Per Hour 2001 Urban Local Routes



Weekday Passengers Per Hour 2001 Rural Routes

Standard=15 Pass. Per Hour



PASSENGERS PER SERVICE HOUR 2000-2001 - WEEKEND

URBAN COLLECTOR ROUTES - - STANDARD 15

<u>RT NO.</u>	<u>ROUTE</u>	<u>PASS.1 HOUR</u>	<u>SVC HOURS</u>	<u>PASS.1 DAY</u>
01B	UNIVERSITY via LOWER BAY	76.3	a.2	623
01H	UNIVERSITY via HIGH	79.5	4.7	371
01L	UNIVERSITY via LAUREL	81.4	22.0	1,791
03B	MISSION/NATURAL BRIDGES	23.8	6.6	157
03N	MISSION NIGHT	16.3	1.6	26
07	BEACH	24.5	1.6	40
07N	BEACH NIGHT	21 .a	2.7	58
35	SAN LORENZO VALLEY	15.8	30.0	473
35A	SAN LORENZO VALLEY	19.2	25.6	491
65	LIVE OAK via 30TH	23.5	13.1	308
66	LIVE OAK via 17TH	32.8	16.4	538
67	LIVE OAK via EAST CLIFF	29.4	11.7	344
69A	CAPITOLA ROAD	34.9	23.4	818
69W	CAPITOLA RD/WATSONVILLE	39.7	20.9	828
71	WATSONVILLE	28.9	75.1	2,173
91	SANTA CRUZ	47.0	0.8	36

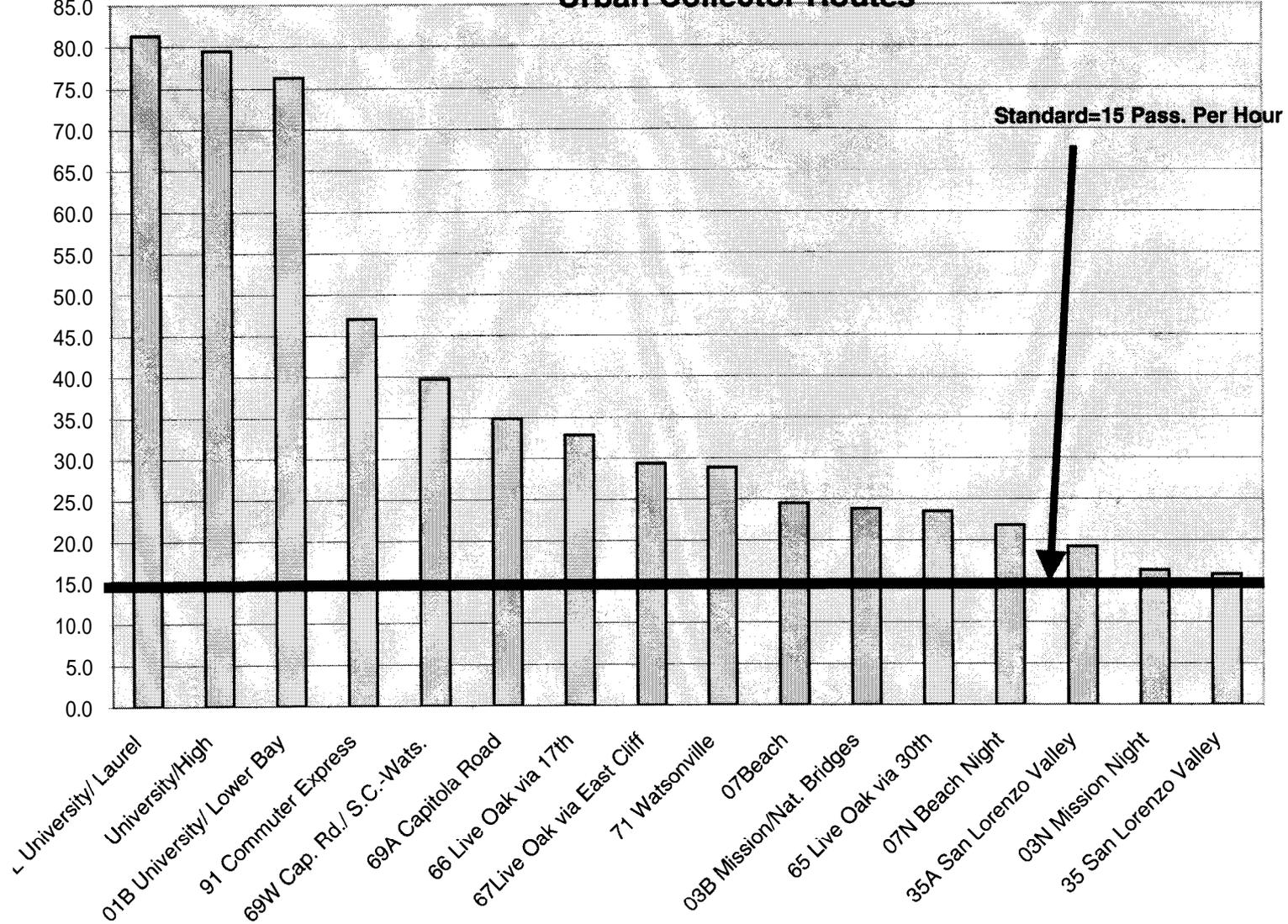
URBAN LOCAL ROUTES - - STANDARD 10

<u>RT NO.</u>	<u>ROUTE</u>	<u>PASS.1 HOUR</u>	<u>SVC HOURS</u>	<u>PASS./ DAY</u>
02	MISSION/WESTERN	17.5	6.4	112
03A	MISSION/LIGHTHOUSE	13.7	5.0	68
04	HARVEY WEST PARK	30.2	2.9	86
06	SEABRIGHT	10.7	2.8	30
30	SCOTTS VALLEY/GRAHAM HILL	8.1	9.8	79
34	SOUTH FELTON	4.1	1.7	7
54	APTOS/LA SELVA BEACH	11.2	17.8	200
59	CAPITOLA/SOQUEL	14.9	3.8	56
73	AIRPORT/BUENA VISTA	32.0	7.9	252
75	GREEN VALLEY	33.9	13.3	449
78	EAST LAKE/FAIRGROUNDS	15.0	2.2	33

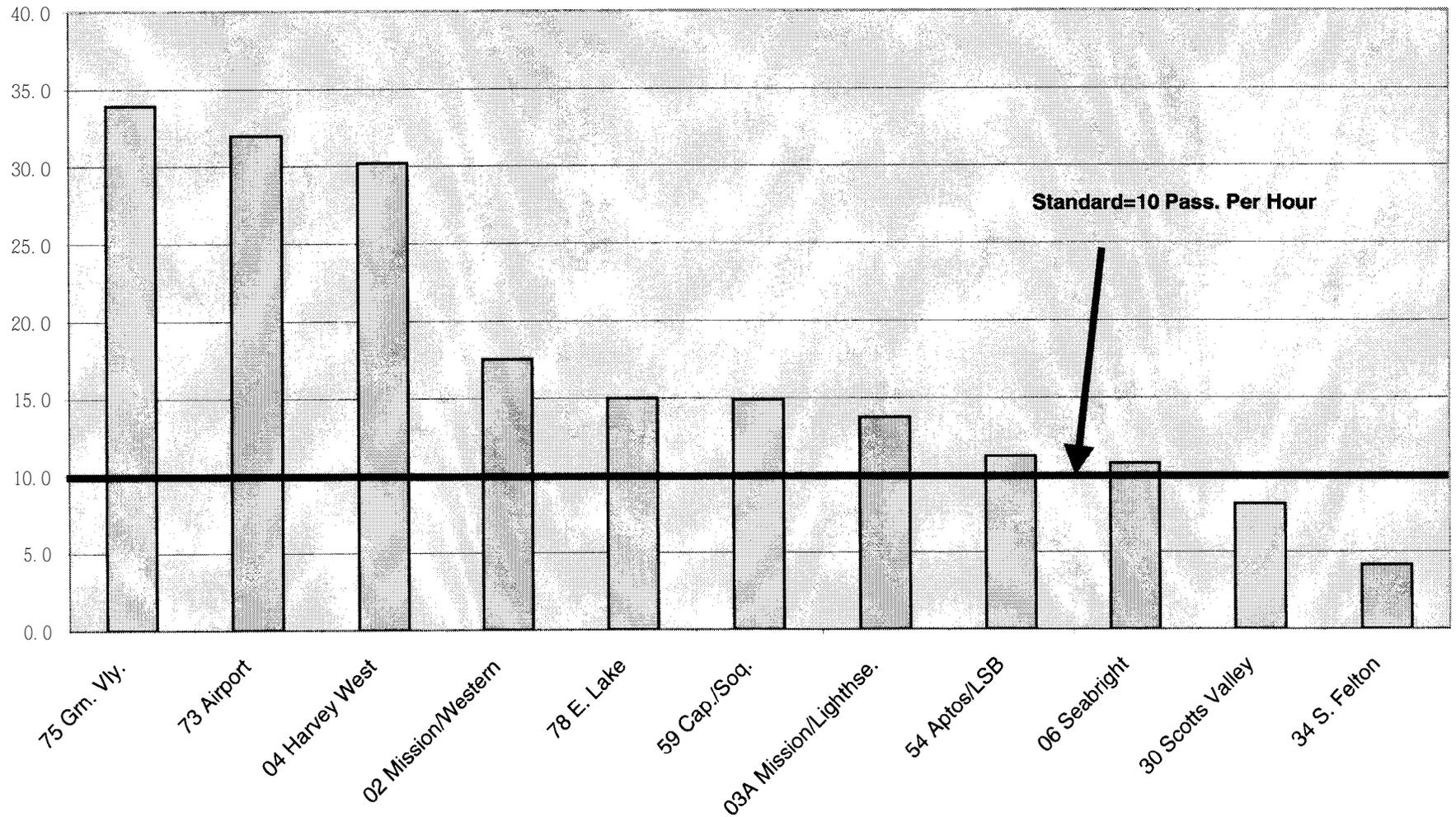
RURAL ROUTES - - STANDARD 7.5

<u>RTNO.</u>	<u>ROUTE</u>	<u>PASS.1 HOUR</u>	<u>svc U R S</u>	<u>PASS./ DAY</u>
33	LOMPICO SLV/FELTON FAIRE	1.7	2.3	4
40	DAVENPORT/NORTH COAST BEACH	17.1	7.9	136
41	BONNY DOON	7.1	6.7	47
42	DAVEPORT/BONNY DOON	13.5	2.7	36
60	SOQUEL	10.3	1.0	10
72	CORRALITOS	18.8	9.2	172

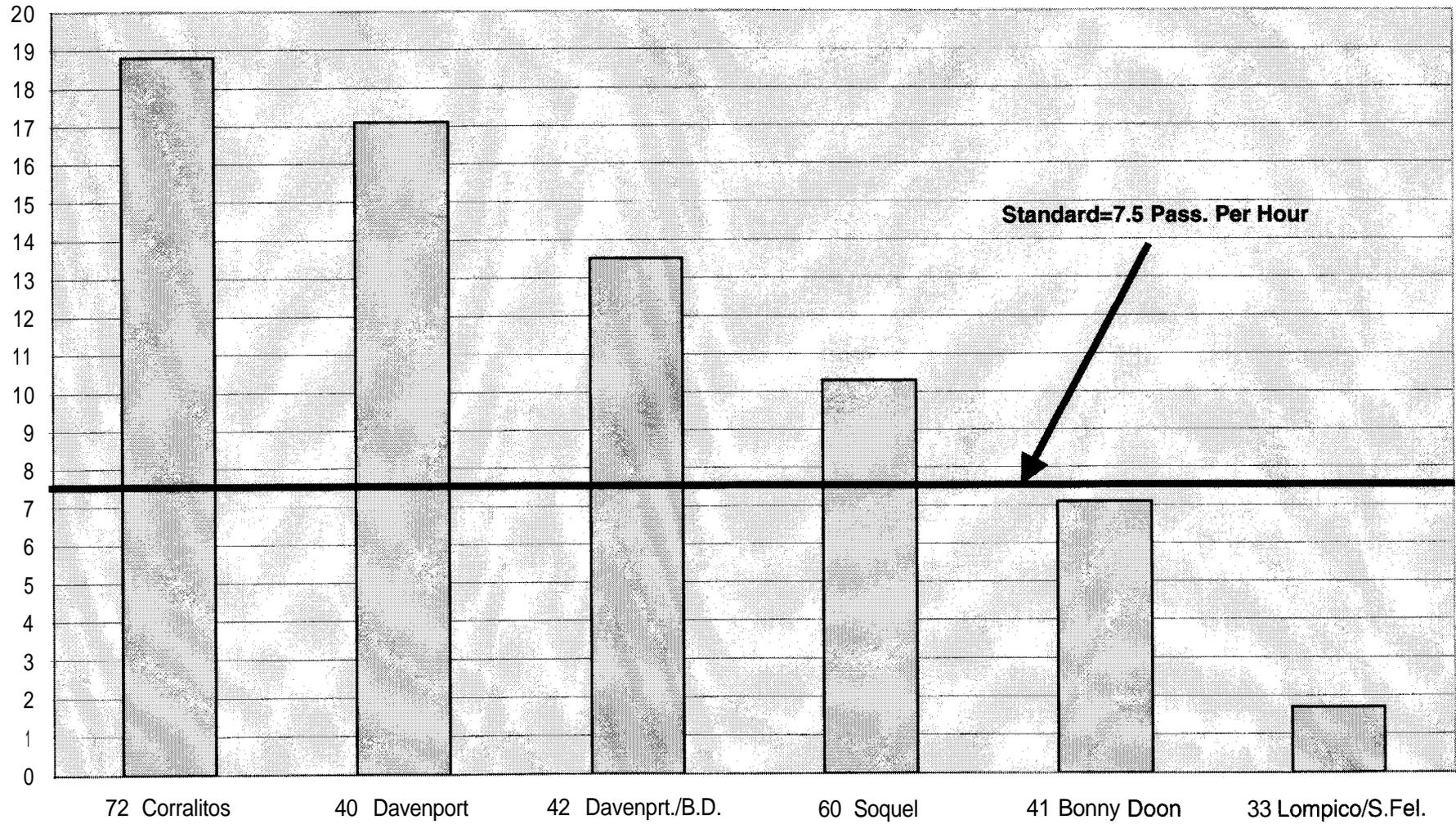
Weekend Passengers Per Hour 2001 Urban Collector Routes



Weekend Passengers Per Hour 2001 Urban Local Routes



Weekend Passengers Per Hour 2001 Rural Routes



SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: October 19, 2001
TO: Board of Directors
FROM: Elisabeth Ross, Finance Manager
SUBJECT: RESOLUTION REVISING FY 01-02 BUDGET

I. RECOMMENDED ACTION

Staff recommends that the Board of Directors adopt the attached resolution revising the FY 01-02 budget in accordance with Exhibit A, rescind the earlier Board action to revise the exterior advertising contract with OBIE to provide for framed advertisements and direct staff to proceed with fare ordinance revisions to increase the Highway 17 Express fare structure.

II. SUMMARY OF ISSUES

- As a result of projected major decreases in operating funding and required adjustments to operating expenses, the operating budget is recommended to be decreased by a net \$72,000 for a new total of \$31,610,000.
- The projected operating revenue shortfall is primarily a result of decreases in four revenue sources: passenger revenue, interest income, sales tax revenue and Transportation Development Act (TDA) funding.
- Farebox revenue is not recovering from its downward trend started last spring, necessitating a change in the projected revenue increase from 4% to 3%. UCSC contract revenue is also lower than projected for FY 01-02 year to date, so the revenue increase for UCSC bi-directional service is recommended to be changed from 22% to 15%.
- The District's interest rate at the County has dropped significantly, and is anticipated to drop further as a result of the current economic conditions, requiring a decrease in expected interest income.
- The District's sales tax revenue was flat for the first quarter of the fiscal year. Staff had projected a 5% increase. The State Board of Equalization is now revising its projections from 4.8% to negative 0.5% for the next quarter. Based on the current economy the District's sales tax revenue projections must be reduced. Since TDA funding is based on sales tax revenue, staff recommends that TDA funding projections also be reduced at this time for budget planning purposes.
- Advertising income remains at \$174,000 for the year, as provided for in the current contract with OBIE Media. The Board had taken action earlier in the year to ask Staff to renegotiate the contract with OBIE to provide for framed advertisements. OBIE's response has been that this revision would reduce the District's revenue to \$16,000

annually. Therefore, staff is proposing to keep the existing contract language at this time since the full \$174,000 in revenue is required to keep the budget in balance.

- The Board had expressed interest in increasing Highway 17 Express fares. Staff is recommending increasing the base fare, day pass and monthly pass rates effective January 1, 2002. If the Board approves the budget revisions including the increase in Highway 17 Express revenue, staff will return to the Board in November with the first reading of the revised fare ordinance, and contact Valley Transportation Authority (VTA) for their concurrence. The last fare increase for this service was in 1993.
- In order to meet the revenue shortfall, staff is proposing that, as a one-time action, the District's Federal formula funding be fully utilized for operating assistance in FY 01-02. Normally, part of the funding is allocated to capital programs to provide the District's share of projects such as bus replacement.
- A number of expense adjustments are required at this time, as delineated in Attachment A. Several large increases are the result of higher personnel costs. To fund these additional costs and assist with the revenue shortfall, a number of expense reductions have been identified. However, no staffing reductions are proposed.
- Updating the capital improvement program results in a net increase of \$1,156,328. The major changes consist of adding additional grant funding for several projects, adding carryover projects that were not completed in FY 00-01, suspension of funding for several District funded projects to assist with the operating revenue shortfall and deletion of the annual allocation to the CNG reserve fund. The revised capital improvement program totals \$22,048,119.

III. DISCUSSION

A. Operating Revenue

The detailed list of changes to the FY 01-02 operating revenues is shown on Attachment A, Exhibit A, following the budget resolution. The revised operating budget totals \$31,610,000.

I. Operating Revenue Shortfall

The projected operating revenue shortfall is primarily a result of decreases in four revenue sources: passenger revenue, interest income, sales tax revenue and Transportation Development Act (TDA) funding.

Passenger Revenue

For the first two months of the fiscal year, farebox revenue is not achieving the 4% revenue increase projected in the final budget. This source of revenue started a downward trend last spring, which staff is still researching. Staff is proposing only a 3% increase from last year, for a reduction of \$72,656. UCSC contract revenue is also lower than projected for FY 01-02 year to date. For the first week of UC bi-directional service, ridership was up only 14% while a 22% increase in contract revenue was expected by both SCMTD staff and UC staff. Therefore, staff is recommending decreasing UC

contract revenue to reflect only a 15% increase, for a reduction of \$84,124. Employer bus pass revenue is also down from a year ago for each employer. Staff is proposing that this revenue source be decreased to show no increase over last year, for a reduction of \$5,189. Cabrillo College revenue is also down for the first two months of the year. However, with school back in session and meetings with Cabrillo representatives indicating that the billing method may be revised, staff is proposed a slight increase in this revenue source in the amount of \$10,695.

Interest Income

Under State law, the District's investments are handled by the County Treasurer. The funds are pooled to maximize interest income. Staff budgeted interest income at an interest rate of 5.5% for FY 01-02, down from the average rate of 6.3% for FY 00-01. However, the interest rate dropped to 4.9% in July, 4.7% in August and 4.5% in September. The rate is anticipated to drop further as a result of the current economic conditions, requiring a decrease in expected interest income. Staff is now projecting an interest rate of 4% for the next six months, and 4.5% for the last quarter of the fiscal year, for a reduction of \$199,000.

Sales Tax Revenue

The District's sales tax revenue was flat for the first quarter of the fiscal year. Staff had projected a 5% increase for FY 01-02. As shown in Attachment B, the State Board of Equalization is now revising its growth projections from a 4.8% increase to negative 0.5% for the next quarter. Further, the press release in Attachment C states that the State Board of Equalization will be granting tax relief for business owners impacted by the September 11th terrorist attacks by extending the tax payment deadlines by one month. This will delay some payments into the next quarter, thereby reducing the revenue for this quarter. In light of all this and the current economic conditions, the District's sales tax revenue projections must be reduced. Staff is proposing that sales tax revenue for the fiscal year be budgeted with no increase over the previous year, for a reduction of \$915,505.

TDA Funding

Since TDA funding is based on sales tax revenue, staff recommends that TDA funding projections also be reduced at this time for budget planning purposes. Staff estimates a possible reduction in TDA funding of \$230,713, if there is no increase over last year. This is in addition to the decrease in the September TDA allocation in the amount of \$56,598.

2. Other Revenue Changes

Rent income for McDonald's at the Watsonville Transit Center must be decreased by \$4,700 to reflect the new lease agreement. Also, kiosk rent income at Watsonville Transit Center is expected to fall by \$2,700.

3. Balancing Actions

Staff is proposing four revenue-related actions to assist with balancing the operating budget as follows.

Retain Existing Advertising Income

In the revised budget proposed by staff, advertising income remains at \$174,000 for the year, as provided for in the current contract with OBIE Media. The Board took action in May to direct staff to negotiate with OBIE in order to immediately move to framed advertisements. OBIE has just notified staff that this change would reduce the District's revenue to \$16,000 annually. Therefore, staff is proposing to keep the existing contract language at this time, and not move to framed advertisements, since the full \$174,000 in revenue is required to keep the budget in balance.

Increase Highway 17 Express Fares

The Board has recently expressed interest in increasing Highway 17 Express fares. Staff is recommending increasing the base fare, day pass and monthly pass rates effective January 1, 2002, as follows:

	Existing	Proposed
Regular Express Bus Fare (One Way)	\$ 2.25	\$ 3.00
Discount Bus Fare*	\$ 1.00	\$ 1.50
Regular Day Pass	\$ 4.50	\$ 6.00
Regular Day Pass with SCMTD/VTA Day Pass	\$ 3.50	\$ 3.50
Regular Day Pass with CalTrain Ticket	\$ 2.50	\$ 2.50
Monthly Pass	\$65.00	\$80.00

*Senior Passenger/Individual with Disability

The original Highway 17 Express base fare was \$2.00, which was increased to \$2.25 in 1993. Since the District operates the service jointly with Valley Transportation Authority (VTA), any additional revenue generated would be shared equally with VTA. If no ridership is lost as a result of the fare increases, staff projects additional revenue in FY 01-02 in the amount of \$28,890.

If the Board approves the budget revisions including the increase in Highway 17 Express revenue, staff will return to the Board in November with the first reading of the revised fare ordinance, and contact VTA for their concurrence. The second reading of the ordinance would occur in December, with an implementation date of January 2, 2002.

Utilize Full FTA Formula Funding for Operating Assistance

In order to meet the revenue shortfall, staff is proposing that, as a one-time action, the District's Federal formula funding be fully utilized for operating assistance in FY 01-02.

Normally, the District claims only part of the funding for operating assistance with the remainder allocated to capital programs to provide the District's share of projects such as bus replacement. The District's Federal allocation for FY 01-02 is not known yet, but is estimated at \$1,229,934. Staff proposes to use the full amount for operating assistance, for an increase of \$724,320 in operating funding.

Add Transfer from Capital Program

District managers have reviewed the existing capital improvement program and identified several projects that can be delayed in order to reallocate funding to the operating budget as well as some cost reductions. These projects are listed on the last page of Attachment A. In addition, staff is proposing that the \$462,000 annual allocation to the CNG Conversion Reserve be deleted from the current budget.

B. Operating Expense

1. Required Expense Adjustments

Detailed expense adjustments are listed in Attachment A, Exhibit A. The expense changes required, which total \$356,962, are as follows:

- Bus Operator pay is higher to reflect the actual cost for the new service improvements.
- Facilities Maintenance and Fleet Maintenance overtime is being increased to reflect the current needs of the departments.
- Medicare/Social Security expense is higher to cover increased Bus Operator costs, overtime expenses and temporary help.
- The State has increased their administrative fees for collecting the District's sales tax by \$7,000 over their estimated fees.
- Professional/technical services are increasing to provide for interpreter services at monthly Board meetings, a meeting facilitator at the Call Stop Committee meetings this summer, conflict resolution services for the Planning & Marketing Department, and Information Technology services required for the unanticipated Internet changeover.
- Security services are higher to pull the new farebox vaults since the Vehicle Service Workers did not agree to the work being added for the proposed pay increase.
- Custodial service expense is being increased for Watsonville Transit Center and Scotts Valley Transit Center, since the amount budgeted does not meet the contracted price.

- Bus stop stickers for the new service improvements were not paid for in FY 00-01, the year in which they were budgeted, due to vendor problems.
- Water and garbage expense for Metro Center is higher since the District's share is increasing as a result of a utility evaluation.
- Fees for casualty and liability expense are increasing due to additional costs associated with legal actions.
- Diversity training for employees has been added to this year's training program.

2. Balancing Actions

A total of \$428,962 in expense reductions has been identified to assist with meeting the revenue shortfall.

- Personnel accounts for pay and benefits have been reduced in all departments to reflect staff vacancies and some delays in hiring. No changes are being proposed to current authorized staffing levels.
- Financial audit fees have been reduced to reflect the actual bid price.
- The indirect cost allocation study has been deleted from this year's budget.
- Diesel fuel expense has been reduced based on the lower fuel prices for the year to date.
- Travel expense has been reduced by 10%

C. Capital Improvement Program

1. Program Update

Updating the capital improvement program results in a net increase of \$1,156,328. The major changes consist of adding additional grant funding for several projects and adding carryover projects that were not completed in FY 00-01. Federal grant funding is being increased for purchase of new buses. Monterey Bay Unified Air Pollution Control District (MBUAPCD) funding is being added for new buses and CNG facilities. The District's State Transit Assistance (STA) allocation has been increased by \$139,332, although this may decline again based on economic conditions. A number of carryover projects have been added and/or revised to reflect actual balances at June 30, 2001. Use of District reserves is decreased due to the additional grant funding.

2. Balancing Actions

In order to assist with the operating revenue shortfall, several District-funded projects have been identified by District managers for suspension of funding. Expenses for two other projects have also been reduced. These projects are listed on the last page of Attachment A. In addition, staff proposes to delete Installment #2 to the CNG Conversion Reserve Fund. These actions total \$735,280 which is being transferred to the operating budget, since the funding consists of excess sales tax monies retired to reserves in previous years.

The revised capital improvement program totals \$22,048,119.

IV. FINANCIAL CONSIDERATIONS

Adoption of the resolution with the budget revisions as presented will decrease the total FY 01-02 operating budget by \$72,000, and increase the capital improvement program by \$1,156,328.

V. ATTACHMENTS

- Attachment A:** Resolution Authorizing a Revision to the FY 01-02 Budget, followed by a list of specific changes (Exhibit A).
- Attachment B:** Letter from State Board of Equalization dated September 14, 2001, regarding revised sales tax growth rates.
- Attachment C:** News release from State Board of Equalization dated September 25, 2001, regarding extension for filing tax returns.

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

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

**A RESOLUTION OF THE
SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
AUTHORIZING A REVISION TO THE FY 01-02 BUDGET**

WHEREAS, it is necessary to revise the adopted FY 01-02 budget of the Santa Cruz Metropolitan Transit District to provide for changes in operating revenue, operating expense, and the capital improvement program.

NOW, THEREFORE, BE IT RESOLVED, the budget is hereby amended per the attached Exhibit A.

PASSED AND ADOPTED this 19th day of October, 2001, by the following vote:

- AYES: Directors -
- NOES: Directors -
- ABSENT: Directors -
- ABSTAIN: Directors -

Approved _____
Chairperson

Attest _____
LESLIE R. WHITE
General Manager

APPROVED AS TO FORM:

Margaret Gallagher
District Counsel

EXHIBIT A
RECOMMENDED BUDGET REVISIONS
FY 01-02
October 2001

	AMOUNT	TOTALS
<u>OPERATING REVENUE</u>		
Decrease passenger fares from 4% increase to 3%	\$ (72,656)	
Decrease UCSC contract revenue from 22% increase to 15%	\$ (84,124)	
Increase Cabrillo College contract revenue	\$ 10,695	
Decrease employer bus pass revenue from 4% increase to 0%	\$ (5,189)	
Decrease rent income for McDonalds at Wats TC	\$ (4,700)	
Decrease kiosk rent at Wats TC	\$ (2,700)	
Decrease interest income to reflect lower rates	\$ (199,000)	
Decrease sales tax revenue based on revised State estimates	\$ (915,505)	
Decrease TDA allocation based on revised State estimates	\$ (230,713)	
Decrease September TDA allocation to \$417,878	\$ (56,598)	
<u>Balancing Actions:</u>		
Increase Highway 17 Express fares effective 1/1/02	\$ 28,890	
Increase FTA Section 5307 operating assistance	\$ 724,320	
Add transfer from capital program	<u>\$ 735,280</u>	
TOTAL		\$ (72,000)

EXHIBIT A
RECOMMENDED BUDGET REVISIONS
FY 01-02
October 2001

	DEPT	ACCOUNT	AMOUNT	TOTALS
<u>OPERATING EXPENSE</u>				
Increase Bus Operator pay to reflect actual	3300	501011	\$ 200,000	
Increase Facilities overtime to reflect actual	2200	501023	\$ 4,000	
Increase Fleet Maint overtime to reflect actual	4100	501023	\$ 26,000	
Increase Medicare to reflect actual	all	502011	\$ 7,000	
Increase State BOE admin fees	1200	503012	\$ 7,000	
Add interpreter services for Board meetings	1100	503031	\$ 1,200	
Add meeting facilitator for Call Stop Committee	1100	503031	\$ 770	
Add conflict resolution services for Plng &Mktg	1300	503031	\$ 2,500	
Increase IT professional services for Internet change	1500	50303 1	\$ 3,500	
Add security services to pull farebox vaults	3200	503171	\$ 50,000	
Reduce Vehicle Service Worker salaries & wages	4100	501021	\$ (8,200)	
Increase custodial services for Wats TC, SVTC	2200	503161	\$ 20,100	
Increase cost of bus stop stickers for new service	2200	504215	\$ 5,000	
Increase water & garbage for Metro Center	2200	505021	\$ 7,092	
Increase fees for casualty/liability expense	1700	506999	\$ 25,000	
Add diversity training for employees	1400	509121	\$ 6,000	\$ 356,962
<u>Balancing Actions:</u>				
Adjust personnel accounts to reflect staff vacancies:				
- Administration	1100		\$ (10,700)	
- Finance	1200		\$ (18,068)	
- Planning & Marketing	1300		\$ (1,819)	
- Paratransit	3100		\$ (48,336)	
- Human Resources	1400		\$ (29,896)	
- Information Technology	1500		\$ (4,093)	
- Legal	1700		\$ (8,755)	
- Facilities Maintenance	2200		\$ (5,350)	
- Operations	3200		\$ (8,239)	
- Fleet Maintenance	4100		\$ (19,426)	
Decrease financial audit fees	1200	503011	\$ (3,280)	
Delete indirect cost allocation study	1200	503031	\$ (15,000)	
Reduce diesel fuel expense based on YTD trend	4100	504012	\$ (250,000)	
Decrease travel by 10%	1100	509123	\$ (6,000)	\$ (428,962)
TOTAL			\$ 0	\$ (72,000)

EXHIBIT A
RECOMMENDED BUDGET REVISIONS
FY 01-02
October 2001

	DEPT	AMOUNT	TOTALS
<u>CAPITAL FUNDING</u>			
Increase Federal funding for new buses		\$ 1,143,522	
Add Federal funding for completion of farebox project		\$ 36,000	
Add MBUAPCD grant for new buses		\$ 314,631	
Increase MBUAPCD funding for CNG facilities		\$ 305,000	
Increase STA allocation to \$1,540,466		\$ 139,332	
Reduce use of District reserves for new buses		\$ (651,620)	
Increase use of District reserves for carryover projects		\$ (173,000) 42,463	
Reduce use of District reserves for CNG facilities project			
TOTAL			\$ 1,156,328
<u>CAPITAL PROJECTS</u>			
Increase Urban Bus Replacement Project		\$ 806,533	
Increase CNG Facility		\$ 232,000	
Add Farebox Replacement (carryover)		\$ 60,000	
Reduce carryover projects to reflect June 30 balance:			
- Computer System Upgrade		\$ (20,000)	
- Foothill Bus Project		\$ (40,077)	
- Bus Stop Improvements		\$ (3,378)	
- IT Projects (Upgrade for Servers/Windows 2000)		\$ (60,000)	
Delete SVTC Tenant Improvements		\$ (9,000)	
Adjust Facilities Repair & Improvements:			
- Increase Air Conditioning Project at SVTC		\$ 9,000	
- Increase Metro Center Repainting Project		\$ 7,300	
- Delete Security System Upgrade at 1200 River (completed)		\$ (5,000)	
- Delete Metro Center Stucco Repair		\$ (2,300)	
- Add Installation of Three Flagpoles		\$ 5,000	
Add carryover projects from FY 00-01 for Facilities Repair & Improvements:			
- Pave Parking Lot at 1200 River		\$ 100,000	
- Replace Public Restroom Partition at Metro Center		\$ 7,500	
- HVAC Replacement at Metro Center		\$ 38,000	
- Repaint Building at Watsonville TC		\$ 18,250	
- Engineering Costs for Mercado at Wats TC		\$ 5,000	
- Replace Two Roll-Up Doors at 111 DuBois		\$ 3,000	
- Tint Windows at 370 Encinal		\$ 4,500	

EXHIBIT A
RECOMMENDED BUDGET REVISIONS
FY 01-02
October 2001

	DEPT	AMOUNT	TOTALS
<u>Balancing Actions:</u>			
Delete Installment #2 to Reserve for CNG Conversion		\$ (462,000)	
Reduce Foothill Bus Project expenses		\$ (45,780)	
Adjust Machinery/Equipment Repair & Improvements:			
- Reduce cost of Engine/Trans Assy for Lowfloor Buses		\$ (7,000)	
Suspend funding for local projects:			
- Software for HR, Fac Mt, Fleet Mt		\$ (75,000)	
- Ridecheck Upgrade Project		\$ (40,000)	
- A/C Equipment for SVTC		\$ (29,000)	
- Tint Windows at 370 Encinal		\$ (4,500)	
- Staff Car #8014 Replacement		\$ (24,000)	
- Staff Car #8015 Replacement		\$ (24,000)	
- Staff Car #8016 Replacement		\$ (24,000)	\$ (735,280)
Transfer to operating budget		<u>\$ 735,280</u>	
TOTAL			\$ 1 ,156,328
			\$ -



STATE BOARD OF EQUALIZATION

LOCAL REVENUE ALLOCATION SECTION
450 N STREET MIC 27 SACRAMENTO, CA 95814
(PO BOX 942679, SACRAMENTO, CA 94279-0027)
TELEPHONE (916) 324-3000
FAX (916) 324-3001
www.boe.ca.gov

JOHAN KLEHS
First District Haywards

DEAN ANOAL
Second District Stockton

CLAUDIE PARRISH
Third District San Diego

JOHN CHIANG
Fourth District Los Angeles

KATHLEEN CONNELL
State Controller Sacramento

JAMES E SPEED
Executive Director

September 14, 2001

370 E

Dear Finance Director:

Information recently received from the State Department of Finance (DOF) supports a reduction of the sales and use tax growth factor for the Third Quarter 2001 allocation period from 4.8% to zero.

The DOF establishes the statewide estimated growth rate used by the State Board of Equalization (Board) in calculating the advances. The amended growth rate for the Third Quarter 2001 is now projected at a negative 0.5%. The Board's letter dated February 14, 2001 notified local jurisdictions of the projected growth rates. This letter supercedes the previous notice. In order to avoid overpayments to local jurisdictions, the growth factor for the Third Quarter 2001 advances will be adjusted to zero to reflect the downward trend.

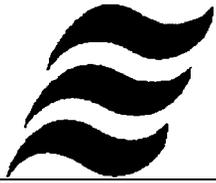
If you have any information to demonstrate that your jurisdiction will exceed the projected growth rate of zero, and therefore should receive larger advances, please send it at your earliest opportunity to the attention of Ms. Sonia Calistro at the address shown above so that it may be considered in the advance calculation for your jurisdiction.

If you have any other questions regarding this matter, please contact Ms. Calistro, Mr. Jim Kendrick, or Ms. Debby Nelson, at (916) 324 3000.

Sincerely,

L.D. Micheli, Supervisor
Local Revenue Allocation Section

cc: Ms. Sonia Calistro
Mr. Jim Kendrick
Ms. Debby Nelson

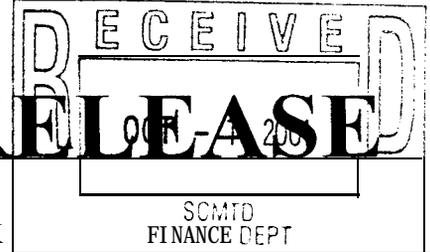


**STATE BOARD
OF EQUALIZATION**

450 N Street
Sacramento
California 958 14

JOHAN KLEHS
Hayward
First District

NEWS RELEASE



NR# 46-K

Date September 25, 2001

Contact: Sherilyn Larsen

Customer & Taxpayer Services Division
(916) 445-3 192

Web Site: <http://www.boe.ca.gov>

TAX RELIEF FOR BUSINESS OWNERS FOLLOWING THE SEPTEMBER 11 TERRORIST ATTACKS

Johan Klehs, Member, State Board of Equalization announced today that emergency tax relief is available for business owners and fee payers directly affected by the recent terrorist attacks in New York, Pennsylvania, and Washington, D.C.

EXTENSION FOR FILING RETURNS

Special relief in the form of a **one-month extension of time to file and pay taxes or fees** is available in all of the following Board administered programs:

Sales and use taxes, gasoline tax, use fuel tax, alcoholic beverage taxes, cigarette and tobacco products taxes, jet fuel tax, diesel fuel tax, interstate user tax, as well as the integrated waste management fee, tire recycling fee, occupational lead poisoning prevention fee, childhood lead poisoning prevention fee, underground storage tank maintenance fee, oil spill prevention and response and administration fees, energy resources and emergency telephone surcharges, natural gas surcharge program, and hazardous waste fees.

This relief is afforded to any taxpayer or fee payer who was afflicted by the horrific occurrences at the World Trade Center, at the Pentagon, and in western Pennsylvania and who as a result cannot meet tax filing and payment deadlines. The Board has also extended the deadline for filings that were delayed by disruption of the normal activities of the United States Postal Service or private mail and freight companies. Taxpayers and fee payers must include with their return, a statement signed under penalty of perjury, stating the cause for the late filing.

RELIEF OF INTEREST AND PENALTIES

Relief from interest and penalties may be provided for those persons who are unable to file their returns and pay taxes and fees due in a timely manner. This relief may be provided in the following programs:

Sales and use taxes, use fuel tax, alcoholic beverage taxes, cigarette and tobacco products taxes, gasoline tax, energy resources and emergency telephone surcharges, and hazardous waste fees, as well as the integrated waste management, occupational lead poisoning, and underground storage tank fees, jet fuel tax, diesel fuel taxes, interstate user tax, childhood lead poisoning prevention fee, insurance tax, and oil spill fees.

(more)

Taxpayers and fee payers must include with their returns, a statement signed under penalty of perjury, stating the cause for the late filing. Relief from penalties, but not interest, is also available with respect to the tire-recycling fee, natural gas surcharge, and the ballast water management fee. Fee payers must send their returns, along with a statement signed under penalty of perjury, stating the cause for late filing.

Please note the relief program for interstate user tax under International Fuel Tax Agreement (IFTA) applies to California tax only. To waive interest and penalties for another jurisdiction, the Board of Equalization must receive written approval from the other jurisdiction. For information regarding IFTA, please call the Fuel Taxes Division at (916) 322-9669, or 1-800-400-7115 and follow the prompts to Fuel Taxes.

Questions regarding the information contained in this news release should be directed to the Board of Equalization's Customer and Taxpayer Services toll free number, **1-800-400-7115**. The Board has several forms that may be of assistance. BOE 468, *Request for Extension*, and BOE 27, *Penalty and Interest Relief for Disaster Victims*, are both on the internet as fill-in forms. Copies of these forms may be requested by calling our toll free number or you may download the forms by visiting the Board's website at <http://www.boe.ca.gov/miscpam.htm>.

COPIES OF BOARD OF EQUALIZATION TAX RECORDS AVAILABLE

Business owners and fee payers needing to obtain copies of Board of Equalization tax records will be able to receive replacements free of charge. To obtain copies of critically needed tax records on file with the Board, including prior tax returns filed with the Board, copies of audits, and permit application forms, please call us toll free at **1-800-400-7115**.

The entire staff of California's State Board of Equalization extends its sympathies to all those affected by this tragedy.

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SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: October 19, 2001

TO: Board of Directors

FROM: Paul C. Chandley, Human Resources Manager

SUBJECT: CONSIDER APPROVAL OF RESOLUTION AND CALPERS CONTRACT AMENDMENT TO PROVIDE ONE-YEAR FINAL COMPENSATION AND MILITARY SERVICE CREDIT AS PUBLIC SERVICE

I. RECOMMENDED ACTION

It is recommended that the Board of Directors approve the attached Resolution and the California Public Employees' Retirement System (CalPERS) contract amendment to provide Section 20042 – One Year Final Compensation, and Section 21024 – Military Service Credit as Public Service.

II. SUMMARY OF ISSUES

- CalPERS allows local public agencies to change their employee retirement formula from three- years final compensation to one-year final compensation and to add military service credit as public service.
- On October 21, 2001, the Board of Directors adopted a Resolution of Intention to amend the CalPERS retirement contract to provide one-year final compensation and to add military service credit as public service.
- Attached are the resolution and contract amendment necessary to be executed in order to make the changes to the District's retirement contract with CalPERS.

III. DISCUSSION

The California Public Employees' Retirement System allows local public agencies to amend their contracts to change the retirement formula from three-year final compensation to one-year final compensation and to add military service credit as public service. The Board agreed to make the changes to the CalPERS retirement contract as a result of labor negotiations. CalPERS will be requested to make the contract amendment effective October 20, 2001.

IV. FISCAL IMPACT

The contract amendment will not change the District's current employer rate.

V. ATTACHMENTS

- A. Authorizing Resolution
- B. Amendment to the CalPERS Contract

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

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

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE
SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
AUTHORIZING AN AMENDMENT TO THE CONTRACT**

WHEREAS, the Board of Administration of the California Public Employees' Retirement System and the Board of Directors of the Santa Cruz Metropolitan Transit District entered into a contract effective on March 1, 1976 providing for the participation of said public agency in the California Public Employees' Retirement System; and

WHEREAS, it is now desirable to take advantage of certain benefits provided under said Retirement System and not included in said contract;

NOW, THEREFORE, BE IT RESOLVED, that said governing body authorized, and it does hereby authorize, an amendment to said contract, a copy of said amendment attached hereto and by such reference made a part hereof as though herein set out in full; and

NOW, THEREFORE, BE IT RESOLVED, that the presiding officer of said governing body is hereby authorized, empowered and directed to execute said amendment for and on behalf of said public agency.

PASSED AND ADOPTED this 19th day of October 2001, by the following vote:

AYES: Directors-

NOES: Directors-

ABSTAIN: Directors-

ABSENT: Directors-

APPROVED _____
SHERYL AINSWORTH
Chairperson

Resolution No. _____

Page 2

ATTEST _____

LESLIE R. WHITE
General Manager

APPROVED AS TO FORM:

MARGARET GALLAGHER
District Counsel



California
Public Employees' Retirement System



AMENDMENT TO CONTRACT

Between the
Board of Administration
California Public Employees' Retirement System
and the
Board of Directors
Santa Cruz Metropolitan Transit District



The Board of Administration, California Public Employees' Retirement System, hereinafter referred to as Board, and the governing body of the above public agency, hereinafter referred to as Public Agency, having entered into a contract effective March 1, 1976, and witnessed February 20, 1976, and as amended effective September 18, 1976, August 25, 1984, October 28, 1989, December 15, 1990, December 5, 1992 and December 1, 1995 which provides for participation of Public Agency in said System, Board and Public Agency hereby agree as follows:

- A. Paragraphs 1 through 12 are hereby stricken from said contract as executed effective December 1, 1995, and hereby replaced by the following paragraphs numbered 1 through 12 inclusive:
1. All words and terms used herein which are defined in the Public Employees' Retirement Law shall have the meaning as defined therein unless otherwise specifically provided. "Normal retirement age" shall mean age 55 for local miscellaneous members.
 2. Public Agency shall participate in the Public Employees' Retirement System from and after March 1, 1976 making its employees as hereinafter provided, members of said System subject to all provisions of the Public Employees' Retirement Law except such as apply only on election of a contracting agency and are not provided for herein and to all amendments to said Law hereafter enacted except those, which by express provisions thereof, apply only on the election of a contracting agency.

3. Employees of Public Agency in the following classes shall become members of said Retirement System except such in each such class as are excluded by law or this agreement:
 - a. Employees other than local safety members (herein referred to as local miscellaneous members).
4. In addition to the classes of employees excluded from membership by said Retirement Law, the following classes of employees shall not become members of said Retirement System:
 - a. **FIRE FIGHTERS;**
 - b. **POLICE OFFICERS; AND**
 - c. **ELECTIVE OFFICIALS.**
5. The percentage of final compensation to be provided for local miscellaneous members for each year of credited prior service is 0% and the percentage of final compensation to be provided for each year of credited current service is 100% and determined in accordance with Section 21354 of said Retirement Law (2% at age 55 Full).
6. No benefit or credit is provided for service of any type rendered prior to March 1, 1976. No benefit or credit is provided for service of any type rendered with Allen Transportation.
7. Public Agency elected and elects 'to be subject to the following optional provisions:
 - a. Section 20965 (Credit for Unused Sick Leave).
 - b. Section 21573 (Third Level of 1959 Survivor Benefits).
 - c. Section 20903 (Two Years Additional Service Credit).
 - d. Section 20042 (One-Year Final Compensation).
 - e. Section 21024 (Military Service Credit as Public Service), Statutes of 1976.
8. Public Agency, in accordance with Government Code Section 20834, shall not be considered an "employer" for purposes of the Public Employees' Retirement Law. Contributions of the Public Agency shall be fixed and determined as provided in Government Code Section 20834, and such contributions hereafter made shall be held by the Board as provided in Government Code Section 20834.
9. Public Agency shall contribute to said Retirement System the contributions determined by actuarial valuations of prior and future service liability with respect to local miscellaneous members of said Retirement System.

10. Public Agency shall also contribute to said Retirement System as follows:
- a. Contributions required per covered member on account of the 1959 Survivor Benefits provided under Section 21573 of said Retirement Law. (Subject to annual change.) In addition, all assets and liabilities of Public Agency and its employees shall be pooled in a single account, based on term insurance rates, for survivors of all local miscellaneous members.
 - b. A reasonable amount, as fixed by the Board, payable in one installment within 60 days of date of contract to cover the costs of administering said System as it affects the employees of Public Agency, not including the costs of special valuations or of the periodic investigation and valuations required by law.
 - c. A reasonable amount, as fixed by the Board, payable in one installment as the occasions arise, to cover the costs of special valuations on account of employees of Public Agency, and costs of the periodic investigation and valuations required by law.
11. Contributions required of Public Agency and its employees shall be subject to adjustment by Board on account of amendments to the Public Employees' Retirement Law, and on account of the experience under the Retirement System as determined by the periodic investigation and valuation required by said Retirement Law.
12. Contributions required of Public Agency and its employees shall be paid by Public Agency to the Retirement System within fifteen days after the end of the period to which said contributions refer or as may be prescribed by Board regulation. If more or less than the correct amount of contributions is paid for any period, proper adjustment shall be made in connection with subsequent remittances. Adjustments on account of errors in contributions required of any employee may be made by direct payments between the employee and the Board.

B. This amendment shall be effective on 20th day of October, 2001

BOARD OF ADMINISTRATION
PUBLIC EMPLOYEES' RETIREMENT SYSTEM

BY _____
KENNETH W. MARZION, CHIEF
ACTUARIAL & EMPLOYER SERVICES DIVISION
PUBLIC EMPLOYEES' RETIREMENT SYSTEM

BOARD OF DIRECTORS
SANTA CRUZ METROPOLITAN
TRANSIT DISTRICT
BY _____
PRESIDING OFFICER

Witness Date
Attest:

Clerk

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: October 19, 2001
TO: Board of Directors
FROM: Tom Stickel, Manager of Fleet Maintenance
SUBJECT: CONSIDERATION OF AWARD OF CONTRACTS FOR BUS STOP IMPROVEMENTS AT VARIOUS LOCATIONS

I. RECOMMENDED ACTION

District staff is recommending that the Board of Directors authorize the General Manager to enter into contracts with Granite Construction and Bustichi Construction for bus stop improvements at various locations.

II. SUMMARY OF ISSUES

- The District has a need to make construction improvements to six (6) bus stop locations.
- The Purchasing Office mailed out an Invitation for Bid 01-04 to several concrete construction firms and to the local builders exchange. The bid was legally advertised.
- The District received responses from two firms to provide bus stop construction improvements.
- It will be more advantageous to the District to split the award between the two bids received. It is requested that the Board of Directors approve this request and authorize the General Manager to execute the necessary contract documents to proceed with the construction improvements.

III. DISCUSSION

The District has a need to make construction improvements to six bus stop locations throughout the County. On July 16, 2001, an Invitation for Bid, 01-04, was released for improvements that included concrete and curb construction. Several bids were mailed out to concrete contractors and the local builders exchange. The bid was legally advertised.

On September 19, 2001, bids were received and opened from two responsive bidders. They are: Granite Construction and Bustichi Construction. District reserves the right to award bid items separately or as a package. Splitting the award will save the District \$ 6,811.00. A summary of the awards is enclosed as Attachment A.

District Staff recommends that the Board of Directors approve a split award as follows:

1. A contract with Granite Construction for bid item numbers 1, 2, 5, and 6 for a total amount not to exceed \$ 27,540.00.

2. A contract with Bustichi Construction for bid item numbers 3 and 4 for a total amount not to exceed \$ 14,722.00.

IV. FINANCIAL CONSIDERATIONS

Funds were budgeted for this procurement under Facilities Repairs & Improvements, budget department #150010, budget account #514020.

V. ATTACHMENTS

Attachment A: Summary of bids received for IFB 01-04

ATTACHMENT A

Award summary for IFB 01-04 Bus Stop Improvements.

Item No.	Job Location	Contractor	Total Contract Amount
1	Santa Cruz Metro Center, 920 Pacific Ave, Santa Cruz – Repair Bus Lane #3	Granite Construction Co.	\$ 8,582.00 (Includes Item 6 Below)
2	Bus Stop located at Brommer Street and Darlene, Santa Cruz	Granite Construction Co.	\$ 9,663.00
3	Bus Stop located at 2500 Freedom Blvd., Watsonville	Bustichi Construction, Inc.	\$ 7,361.00
4	Bus Stop located at 2729 Freedom Blvd., Watsonville	Bustichi Construction, Inc.	\$ 7,361.00
5	Bus Stop located at Swanton Blvd. And W. Cliff Drive, Santa Cruz	Granite Construction Co.	\$ 9,295.00
6	Santa Cruz Metro Center, 920 Pacific Ave, Santa Cruz Dumpster Enclosure Concrete Addition	Granite Construction Co.	(Included in item 1 above)
	GRAND TOTAL FOR AWARDED LOCATIONS	Granite Construction Co. \$ 27,540.00	Bustichi Construction, Inc. \$ 14,722.00

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: October 19, 2001
TO: Board of Directors
FROM: Tom Stickel, Manager of Fleet Maintenance
SUBJECT: CONSIDERATION OF AWARD OF CONTRACT FOR PAINTING OF THE METRO CENTER AT 920 PACIFIC AVE

I. RECOMMENDED ACTION

District staff is recommending that the Board of Directors authorize the General Manager to enter into a contract with Renaissance Painting and Decorating for painting the Metro Center located at 920 Pacific Ave.

II. SUMMARY OF ISSUES

- The District has budgeted for the painting of the Metro Center.
- The Purchasing Office sent out an Invitation for Bid 00-22, and received responses from four firms to paint the buildings.
- It is requested that the Board of Directors approve this request and authorize the General Manager to execute the necessary contract documents to proceed with painting the buildings.

III. DISCUSSION

The Metro Center was built in 1985. In 1990 the building was repainted. The District is interested in keeping up with the downtown's changing streetscape and a designer was hired who is familiar with the City's redevelopment plans to develop a new paint scheme for the Center.

On June 6, 2001, an Invitation for Bid, 00-23, was released for the painting of the Metro Center. Bids were mailed out to several contractors and the bid was legally advertised. Bids were requested on three specific buildings.

On July 6, 2001, bids were received and opened from four responsive bidders. They are: Renaissance Painting & Decorating, J.J. Meyer Painting, Bruce Sanchez Painting, and AIC Painting. A summary of the bids received is enclosed as Attachment A. District Staff recommends that the Board of Directors approve a contract with Renaissance Painting & Decorating for the painting of the Metro Center for a total amount not to exceed \$ 44,400.00.

IV. FINANCIAL CONSIDERATIONS

Funds were budgeted for this procurement under Facilities Repairs & Improvements, budget department #110007, budget account #503351.

V. ATTACHMENTS

Attachment A: Summary of bids received for IFB 00-23

ATTACHMENT A

Bid results for IFB 00-23 Painting of Metro Center at 920 Pacific Ave.

Total	Company
\$ 44,400	Renaissance Painting & Decorating, Watsonville, CA
\$ 47,162	J.J. Meyer Painting, Santa Cruz, CA
\$ 53,400	Bruce Sanchez Painting, Santa Cruz, CA
\$ 57,500	AIC Painting, Felton, CA

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: October 19, 2001

TO: Board of Directors

FROM: Tom Stickel, Manager of Fleet Maintenance

SUBJECT: CONSIDERATION OF AWARD OF CONTRACTS FOR GENERAL ENGINEERING SERVICES WHEN REQUIRED

I. RECOMMENDED ACTION

Staff recommends that the Board authorize the General Manager to execute contracts for general engineering services when required by the District's Facilities Maintenance Department with Mesiti-Miller Engineering Inc., Sandis Humber Jones and Bowman & Williams.

II. SUMMARY OF ISSUES

- Engineering services are required for the on-going development of new facilities, repair and reconstruction of existing facilities for the District.
- A competitive procurement was conducted to solicit proposals from qualified engineering firms. Three firms would be qualified to provide engineering services as required by the Facilities Maintenance Department.
- Four firms submitted proposals for the District's review.
- A four-member evaluation committee comprised of District staff reviewed and evaluated the proposals.
- The evaluation committee is recommending that contracts be established with Mesiti-Miller Engineering Inc., Sandis Humber Jones and Bowman & Williams for engineering services when required.

III. DISCUSSION

Engineering services are required for the development of new facilities and ongoing repair and reconstruction of existing facilities for the Santa Cruz Metropolitan Transit District (District). State and Federal grants as well as local funds may fund this work.

To support this countywide transit service, the District maintains four operations and maintenance facilities; an administrative facility and three intermodal transfer facilities. In addition, the District uses an assortment of smaller transfer centers, park-and-ride facilities and temporary operating facilities. The bus service requires on-street bus stop improvements, such as bus turnouts, shelters, and passenger waiting pads.

On July 16, 2001, a Request for Proposal, 01-02, was mailed to thirty-seven engineering firms and was legally advertised. The purpose of this request for proposals is to establish a list of up to

three qualified engineering firms to perform the needed engineering work when required. The District intends to use the list for the next three years with an option to extend the list for up to additional two years. The list will provide the District with three qualified engineering firms to contact for engineering design of bus stop developments and repairs/modifications to District's facilities when requested. As Facilities Maintenance requests specific projects, all three firms will be contacted with specifications and work requirements. Based on the response received, District Staff will select the most qualified firm. Budget estimates will be requested. Purchasing will negotiate a final contract amount. For any contract over \$25,000, the Board will be requested to approve the contract for that specific project. For any contract under \$25,000 the General Manager will approve the contract for that specific project.

On August 16, 2001, proposals were received and opened from four responsive engineering firms. They are Ifland Engineers, Inc., Mesiti-Miller Engineering, Inc., Sandis Humber Jones, and Bowman & Williams. A four-member evaluation committee comprised of District staff have reviewed and evaluated the proposals based on Federal legal requirements of the Brooks Act as defined in 40 U.S.C. §541.

The evaluation committee used the following criteria as contained in the Request for Proposals:

Criteria	Priority
Qualifications of Firm	1
Qualifications of Proposed Staff	2
Compliance with RFP Requirements, Terms and Conditions	3
DBE Participation	4

Based on the above criteria, the evaluation committee selected Mesiti-Miller Engineering Inc., Sandis Humber Jones and Bowman & Williams as the most qualified firms to contract with for upcoming general engineering projects.

IV. FINANCIAL CONSIDERATIONS

Funding for specific projects will be contained in capital and operating budgets.

V. LIST OF FIRMS THAT SUBMITTED PROPOSALS

Sandis Humber Jones of Salinas, California

Mesiti-Miller Engineering Inc. of Santa Cruz, California

Ifland Engineers, Inc. of Santa Cruz, California

Bowman & Williams of Santa Cruz, California

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: October 19, 2001

TO: Board of Directors

FROM: Kim Chin, Manager of Planning and Marketing

SUBJECT: CONSIDERATION OF ISSUES RELATED TO TRANSIT ADVERTISING

I. RECOMMENDED ACTION

Staff recommends that the Board consider issues related to transitioning from the current decal system to a frame system in transit advertising.

II. SUMMARY OF ISSUES

- In reviewing the quality of transit advertising, the Board directed staff to explore the feasibility of transitioning from the current decal system to a frame system.
- METRO has contacted its advertising contractor, Obie Media to provide a response to the financial impacts of frame advertising.
- Obie Media's has indicated that the frame system would reduce it's ability to sell transit advertising and that the projected decline in sales would result in a potential loss in revenue to the District of \$152,000 from the current minimum annual guarantee of \$168,000. Net proceeds to the District would be \$16,000.

III. DISCUSSION

METRO contracts with Obie Media to provide transit advertising sales on its fleet of fixed-route buses. The majority of sales are for advertisements that are placed on the exteriors of the buses. The advertisements are displayed on decal material and applied to the surface of the bus. Obie Media is responsible for ensuring that the decals do not damage the paint or impede the buses to operate in a safe manner.

The Board has observed several quality control problems with the installation and removal of the advertisements, as well as with the quality of the graphics and message of some of the advertisements. METRO staff has met with Obie management and explained the quality control problems, and also requested that Obie provide a response to the financial impact of transitioning from decal to frame advertising.

Obie has responded that the result of frame advertising would reduce the minimum annual guarantee for the current contract year from \$168,000 to \$152,000, or a 90 % loss. Obie has indicated that if the Board desires to transition to frame advertising, that it would be interested in re-negotiating the contract terms involving revenues due to the District.

In addition, Obie has indicated that it has begun to develop strategies to address the Board's concerns about customer service and service quality.

IV. FINANCIAL CONSIDERATIONS

The financial impacts would be a potential loss in revenue to the District of \$152,000 in the current contract year.

V. ATTACHMENTS

- A. Obie letter (October 3, 2001) and email (9/11/01)
- B. Minimum Annual Guarantee



Out-of-home advertising

BY FAX 831/423-0613

Page one of two

October 3, 2001

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

Dear Mr. Chin,

As a follow up to my e-mail (attached) of September 10th, the budgeted business plan that reflects a framed only contract does not allow for sufficient profits for Obie Media or, in my view, Metro.

The sales numbers are between \$150,000 net and \$180,000 gross revenues. Obie may earn \$15,000 - \$20,000 in production income if we could successfully keep production in-house. Santa Cruz Metropolitan Transit District could earn between \$15,000 and \$20,000 in annual occupancy payments. The above figures would leave \$0 for net operating income to Obie, something our Board of Directors are not interested in.

We would be interested in re-negotiating our current agreement to serve both parties better but a framed only approach, is not profitable. Further, we are working on policies and strategies to create more customer service opportunities and serve our current contract more efficiently. As you know, we are not producing profits in Santa Cruz beyond our minimum guaranteed payment to afford additional personnel, but are intent on serving you to the best of our ability,

Sincerely,

A handwritten signature in black ink, appearing to read "Sandy L. Trahan".

Sandy L. Trahan
 Vice President, Sales / Western North America

cb/st

4211 West 11th Avenue

Eugene, Oregon

97402

.....

P (541) 686-8400

F (541) 683-3212

Sandy Trahan

From: Sandy Trahan [strahan@obie.com]
Sent: Tuesday, September 11, 2001 9:45 AM
To: 'Kim Chin'
Subject: RE: Santa Cruz Framed Revenue Feasibility

Kim--- I have tried to contact by phone this morning and the lines are busy. I will try again this afternoon. As we have offices throughout North America and people travelling, due to this morning's terrorist acts, I have decided to stay in Eugene this week and postpone my trip to California until next week. I will again try to contact you by telephone today. Thank you.

-----Original Message-----

From: Kim Chin: SMTP:kchin@scmttd.com
Sent: Monday, September 10, 2001 8:04 AM
To: strahan@obie.com
Cc: mdorfman@scmttd.com
Subject: Re: Santa Cruz Framed Revenue Feasibility

Sandy -- Let's plan on talking this week. Please call me. Thanks,

At 08:06 AM 9/3/01 -0700, you wrote:

>Mr. Chin,
 >I have developed a preliminary budget from a business plan that would
 >provide for only framed advertising on the Santa Cruz transit vehicles.
 >As this is not a common practice for us I have estimated the sales figures
 >on interviews with customers, sales people in Santa Cruz and other similar
 >markets as well as our production and creative staff here in Eugene. It is
 >possible that at 100% sold out that this could be a more lucrative business
 >plan, however, experience tells me that we could not expect such results.
 >Instead, I believe that framed only advertisements may generate gross
 >revenue around \$150,000 to \$180,000 annually.
 >After operational expenses to meet your requirements the income would not
 >be significant for either party, Obie Media might make \$15,000 annually
 >from the sale of production and would not achieve any profits from media
 >space sold. Santa Cruz Metro Transit District could make \$15,000 annually
 >from 10% of net income from the sale of media space. Any percentage share
 >larger than 10% would have us operating at a loss.
 > I would like to work with you more on the appropriate solutions and as
 >this may not see enough income to interests either party I would like to
 >continue looking for a mutually acceptable and viable business plan. My
 >travels will take me to Ohio and Ontario this week and in Stockton and
 >Sacramento the following week. It seems that neither party is satisfied
 >with our current arrangements, and I would welcome the opportunity to
 >continue problem solving during this week of September 10th if you are
 >available.
 >
 >

Kim Chin
 Manager, Planning and Marketing
 Santa Cruz Metropolitan Transit District
 920 Pacific Avenue
 Santa Cruz, CA 95060
 (831) 423-0613
 Fax (831) 423-1024
 kchin@scmttd.com

ATTACHMENT B

Minimum Annual Guarantees for Remaining Contract Years (Obie Media)

Period	Minimum Annual Guarantee
Dec 00 - Nov 01	\$14,000/mo = \$168,000/yr
Dec 01 - Nov 02	\$15,000/mo = \$180,000/yr

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: October 19, 2001
TO: Board of Directors
FROM: Kim Chin, Manager of Planning and Marketing
SUBJECT: **CONSIDERATION OF ISSUES RELATED TO CAPITOLA MALL
TRANSIT CENTER**

I. RECOMMENDED ACTION

Staff recommends that the Board consider issues related to access issues related to the Capitola Mall Transit Center.

II. SUMMARY OF ISSUES

- The City of Capitola has identified non-complying pathways from the transit center to Capitola Mall.
- METRO does not own any land, facilities or amenities of the transit center at Capitola Mall.
- METRO operates public transit service at Capitola Mall under conditions identified in an easement agreement with the Mall.
- The easement agreement and the Conditional Use Permit for the Mall required the construction, maintenance and repair of transit facilities by the owners of the Mall.
- METRO has met with the City of Capitola and Capitola Mall management in an attempt to resolve access issues from the transit center to and from the Mall for persons with disabilities.
- METRO has contracted with a consultant to conduct a site evaluation and develop recommendations. This work is complete and has been conveyed to the City of Capitola which is responsible for ensuring compliance with California Building Code, Title 24, which addresses access issues.
- The City of Capitola has provided a response. Their letter is attached to this staff report.

III. DISCUSSION

On July 24, 2001, METRO was invited by the City of Capitola to attend a meeting with Capitola Mall to discuss access issues at the transit center for persons with disabilities. At that meeting, the Mall did not indicate a high level of support for public transportation and appeared reticent to make physical improvements to become compliant with Title 24 of the California Building Code.

METRO indicated its concern for all patrons using the transit center and Mall facilities and agreed to contract with a consultant to evaluate site conditions and to develop appropriate recommendations. METRO also agreed to submit this evaluation and any recommendations to the City of Capitola for further action.

On September 25, 2001, METRO received a letter from Chairman Tony Campos of the Board of Supervisors requesting the District to evaluate access issues and provide the Board of Supervisors with a response on corrective actions.

METRO staff subsequently submitted the consultant findings to the City of Capitola with a request for what actions should follow under Title 24 of the California Building Code. A copy of METRO's October 3, 2001 letter to Daniel Kostelec, Building Official at the City of Capitola, and the City's October 4 response is attached for the Board's review.

The City of Capitola issued a conditional use permit to the Mall on November 24, 1986 for expansion activities. Condition 11 a. required the Mall to construct a transit center that include bus shelters, safe turning radiuses for the buses, safe access for pedestrians and disabled access. A copy of these conditions is attached for your review.

All land, facilities or amenities at the Capitola Mall Transit Center are the property of the Macerich Company, owners of the Mall. The District operates the Transit Center at Capitola Mall as a grantee to an easement agreement with the Macerich Company. The easement agreement signed on August 21, 1987 also required the Mall to construct the transit center and all amenities. Exhibit D " Site and Janitorial Maintenance Agreement" of the easement requires the District to pay the Mall an annual fee for undertaking and completing issues related to the physical structures and passenger access. The applicable sections are as follows:

- Section 2.3 "Repair and Maintenance of Other Improvements" requires the Mall to repair and maintain all structures and improvements at the Transit Center.
- Section 3.1 "Prompt Reporting and Repair of Deficiencies - General" requires the Mall to provide preventative maintenance and repair of deficiencies in an expeditious manner, and references the Mall's understanding that the correction of these deficiencies directly impacts the District's ability to provide public transit services in a safe, consistent and effective manner.

District staff has informed the Metro Accessible Services Transit Forum (MASTF) and the Metro User's Group (MUG) of the access issues at the Capitola Mall Transit Center. Both MASTF and MUG invited Capitola Mall management to attend their monthly meeting in September to have dialogue on the access issues and to jointly develop appropriate solutions. Unfortunately, Capitola Mall management indicated that they were unable to attend both meetings. MASTF and MUG have extended another invitation to the Mall to attend their October meetings.

IV. FINANCIAL CONSIDERATIONS

The annual cost of the Maintenance Agreement with the Mall amounts to \$15,915.36 for the current year. In addition, the District has underwritten the full cost of the site evaluation for \$5,445. The District has indicated an interest in partially funding the transit center improvements that are estimated at \$14,127.

V. ATTACHMENTS

- A. September 25, 2001 Letter and Attachments from Supervisor Tony Campos
- B. October 3, 2001 Letter from METRO to City of Capitola
- C. October 4, 2001 Letter from City of Capitola to METRO
- D. Bowman and Williams Site Drawings and Cost Estimate
- E. Capitola Mall Expansion Conditions -- November 24, 1986
- F. Grant of Easements and Agreement between Santa Cruz Metropolitan Transit District and Capitola Mall Associates, August 21, 1987



COPY ATTACHMENT A
County of Santa Cruz

BOARD OF SUPERVISORS

701 OCEAN STREET, SUITE 500, SANTA CRUZ, CA 95060-4069

(831) 454-2200 FAX: (831) 454-3262 TDD: (831) 454-2123

JANET K. BEAUTZ
FIRST DISTRICT

ELLEN PIRIE
SECOND DISTRICT

MARDI WORMHOUDT
THIRD DISTRICT

TONY CAMPOS
FOURTH DISTRICT

JEFF ALMQUIST
FIFTH DISTRICT

September 25, 2001

Les White, General Manager
Santa Cruz Metropolitan Transit
District
370 Encinal Street, #100
Santa Cruz, CA 95060

Dear Mr. White:

Attached is a copy of a letter the Board recently received from the County Commission on Disabilities relaying concerns about difficulties the Commission indicates are being experienced by persons with disabilities with regard to access to the Santa Cruz Metropolitan Transit District's terminal at the Capitola Mall. I would appreciate it if you would ask District staff to review this situation and provide the Board with your response and recommendations for any corrective actions which may be deemed appropriate.

Thank you for your attention to this matter.

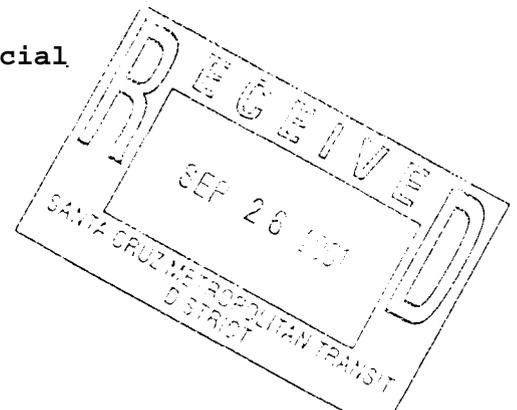
Sincerely,


TONY CAMPOS, Chairman
Board of Supervisors

TC:ted
Attachment

cc: Commission on Disabilities
Marc Letendre, Manager, Capitola Mall
Daniel Kostelec, Capitola Building Official
Supervisor Jan Beautz
Supervisor Jeff Almquist

2774A6



COMMISSION ON DISABILITIES



COUNTY OF SANTA CRUZ

701 Ocean Street, Rm 30 Santa Cruz, CA 95060
ph# 454-2355 fax# 454-2433
commissions@co.santa-cruz.ca.us

September 13, 2001

Chair Tony Campos
Board of Supervisors
701 Ocean Street

Santa Cruz, CA 95060

SUBJECT: Disabled access to Metro Terminal at Capitola Mall

Dear Chair Campos:

It has been brought to our attention that there are accessibility problems for persons with disabilities at the Santa Cruz Metropolitan Transit District (SCMTD) bus terminal in front of the Capitola Mall.

The path of travel to the Mall entrance for passengers arriving on northbound buses is difficult and dangerous for persons using a wheelchair or persons with walking difficulties. The intended path of travel is by way of the crosswalk from the north end of the raised boarding platform to the sidewalk in front of the Mall entrance. The curb ramp at the platform end has a dangerous amount of cross slope that can be difficult for a person using a wheelchair or a person with a walking disability. In addition, this route has excessive cross slope and no curb ramp at the Mall end.

The path of travel from the platform normally used by most pedestrians and all those using wheelchairs, or those with children in strollers, is from the north end of the platform, directly across the bus lanes to a curb ramp up to the Mall sidewalk. However, this route is not marked as a crosswalk, and has a more dangerous cross slope than the other. In addition, the curb ramp at the Mall end has excessive running slope that could cause a person in a wheelchair to tip over backward.

The Commission recommends that your Board bring this to the attention of the SCMTD governing board for consideration and correction.

Thank you for your consideration in this matter and for your continued support in making Santa Cruz County accessible to all people.

Sincerely,

A handwritten signature in cursive script, appearing to read "R. Freiler".

Robert Freiler, Chair
Commission on Disabilities

cc: Leslie White, SCMTD Manager
-Marc Letendre, Capitola Mall Manager
Daniel Kostelec, Capitola Building Official



County of Santa Cruz

BOARD OF SUPERVISORS

701 OCEAN STREET, SUITE 500, SANTA CRUZ, CA 95060-4069

(831) 454-2200 FAX: (831) 454-3262 T D (831) 454-2123

JANET K. BEAUTZ
FIRST DISTRICT

ELLEN PIRIE
SECOND DISTRICT

MARDI WORMHOUDT
THIRD DISTRICT

TONY CAMPOS
FOURTH DISTRICT

JEFF ALMQUIST
FIFTH DISTRICT

September 25, 2001

Robert Freiler, Chair
Commission on Disabilities
701 Ocean Street
Santa Cruz, CA 95060

Dear Mr. Freiler:

I was distressed to learn of the difficulties that the Commission indicates are being experienced with regard to access to the Santa Cruz Metropolitan Transit District's terminal at the Capitola Mall by persons with disabilities. As you can see from the attached, I have asked that Les White, General Manager of the Transit District, review the Commission's concerns with appropriate staff and will provide you with a copy of his response.

I appreciate the Commission alerting the Board to this situation and hope to be back in touch shortly.

Sincerely,

TONY CAMPOS, Chairman
Board of Supervisors

TC:ted
Attachment

c c: Clerk of the Board
Marc Letendre, Manager, Capitola Mall
Daniel Kostelec, Capitola Building Official
Supervisor Jan Beautz
Supervisor Jeff Almquist

2773A6



October 3, 2001

Mr. Daniel Kostelec, Building Official
CITY OF CAPITOLA
420 Capitola Avenue
Capitola, CA 95010

Dear Mr. Kostelec:

We recently received a letter from Supervisor Tony Campos requesting that the Transit District review the access of persons with disabilities to the transit center at Capitola Mall. Attached to Supervisor Campos' letter is a letter from Robert Freiler, Chair of the County Commission on Disabilities. Mr. Freiler points out that the path of travel from the transit center to the front entrance of the mall has excessive cross slopes and ramp deficiencies. Mr. Freiler believes that these physical characteristics pose safety issues for persons with disabilities and for children in strollers. Mr. Freiler has requested a response and corrective action from the District.

As you are aware, the District does not own any of the transit boarding facilities at Capitola Mall. It is our understanding that the establishment and location of the transit center was a condition imposed by the City of Capitola on Capitola Mall as part of the building permit for its construction. While we do not have ownership of the transit center facilities, the District is vitally interested in the safe and convenient access for all transit patrons and others to Capitola Mall. We participated in a meeting with the City of Capitola and Mall management several weeks ago to cooperatively resolve some of these access issues. At that meeting, we indicated that we would engage a consultant at the District's cost to conduct a site evaluation and to develop recommendations for safe access.

The site evaluation conducted by the engineering firm of Bowman and Williams is now complete. Bowman and Williams have recommended that the safe primary path of travel for persons with disabilities is for passengers to travel down the transit center island in a westerly direction and access the Mall using the doors located next to the Sears store. Bowman & Williams recommend that directional signage be installed, and that improvements be made to the ramps at the western end of the transit island and the Sears entrance. They also recommend that the concrete planter by the Sears entrance be modified to provide a sufficient turning radius for persons using wheelchairs and mobility aids. From our previous meeting, it appears that the Mall is supportive of this approach utilizing the entrance next to Sears for persons with disabilities.

Since the District does not own any of the transit facilities, ramps or sidewalks at Capitola Mall, we would not be the entity to implement the physical improvements recommended by Bowman and Williams. The District however supports safe access for all patrons, and would be willing to

Mr. Daniel Kostelec

October 3, 2001

Page Two

fund part of the cost of the improvements from the transit center island to the entrance next to Sears.

As you know, the District has already underwritten the site evaluation completed by Bowman and Williams at a cost of \$5,445. In addition, we have an annual maintenance agreement with Capitola Mall for \$15,915.36 for the upkeep of the transit facilities and amenities in calendar 2001. The Bowman and Williams estimate for implementing the physical improvements is \$14,127. Copies of the Bowman and Williams site evaluation and drawings, recommendations for physical improvements, cost estimate and the District's maintenance agreement with Capitola Mall are attached for your review.

As the Building Official for the City of Capitola, please indicate what should occur under Title 24 of the California Building Code relative to physical access for persons with disabilities between the Transit Center and Capitola Mall. We look forward to working closely with the City of Capitola and Capitola Mall to complete this important project.

Sincerely,



LESLIE R. WHITE

General Manager

LRW:dc

cc: Kim Chin, Planning & Marketing Manager
David Konno, Facilities Maintenance Manager



ATTACHMENT C
CITY OF CAPITOLA
420 CAPITOLA AVENUE
CAPITOLA CALIFORNIA 95010
TELEPHONE/ TDD 831 475-7300
FAX 831479-8879

October 4, 2001

Leslie White, General Manager
Santa Cruz Metropolitan Transit District
370 Encinal Street, Suite 100
Santa Cruz CA 95060

Re: Disabled access at Capitola Mall Transit Center

Dear Mr. White,

This letter is in response to your request for information regarding disabled access deficiencies at the Capitola Mall Transit Center and the procedures to correct them. Before I begin, I want to clarify that the responsibilities and authority of the Capitola Building Department is found in the California Building Code, Title 24. The Capitola Building Department does not enforce the federal Americans with Disabilities Act.

When a building permit is issued for a commercial alteration, the California Building Code, Title 24 requires that a complying, accessible path of travel be provided from the public way and transit facilities to the area of commercial alteration. On March 5, 2001, the City of Capitola Building Department notified the Macerich Company, the owners of the Capitola Mall, that there appeared to be significant non-complying aspects to the walkways and ramps in and around the Capitola Mall Transit Center. We recommended that a comprehensive analysis and solution be developed. Subsequently, I have met with you, your staff and representatives of the Macerich Company. At this point in time there appears to be a reticence on the part of the Macerich Company to move forward in a cooperative manner to find a solution to the access problem described above.

It is my intention to reiterate to the Macerich Company the importance of proceeding with modifications to the Transit Center area, so as not to jeopardize the timely processing of future alteration permits in the areas of the Capitola Mall that are directly served by the Transit Center.

I will keep you and your staff regularly updated on our progress. If I can be of further assistance do not hesitate to contact me.

Sincerely,

Daniel J. Kostelec
Building Official



BOWMAN & WILLIAMS
CONSULTING CIVIL ENGINEERS
 A CALIFORNIA CORPORATION

1011 CEDAR . P.O. BOX 1621 . SANTA CRUZ, CA 95061-1621
 (831) 426-3560 . Fax (831) 426-9182
 www.bowmanandwilliams.com

ENGINEER'S PRELIMINARY ESTIMATE OF CONSTRUCTION COSTS
 CAPITOLA MALL BUS STATION ALTERNATE ACCESS ROUTE

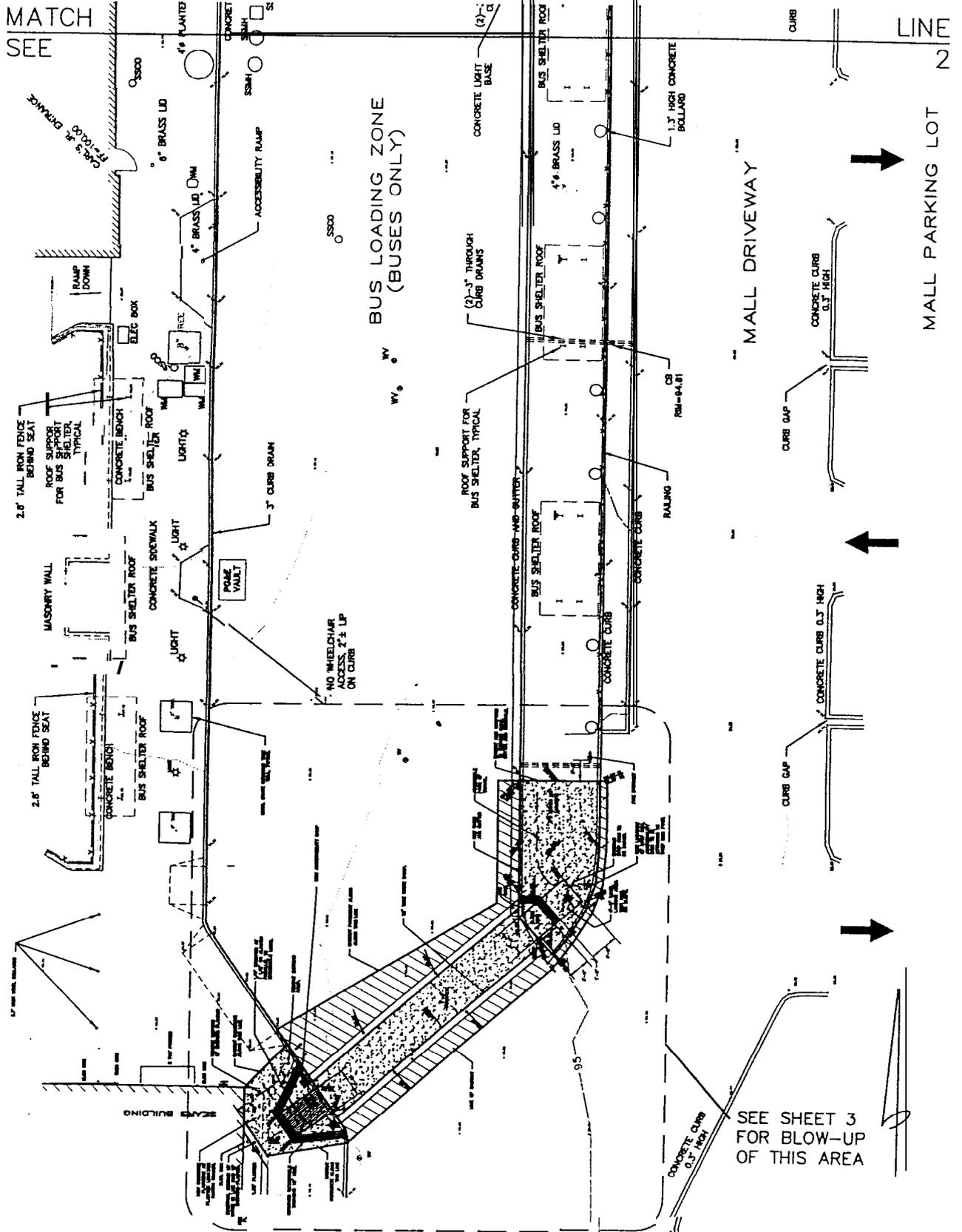
3 October 200 1
 JOB NO 22251-1

SITE WORK

ITEM	QUANTITY	UNIT	DESCRIPTION	UNIT PRICE	COST
1	149	L.F.	SAWCUT EXISTING ASPHALT CONCRETE/CONCRETE	\$3	\$447
2	635	S.F.	REMOVE EXISTING ASPHALT CONCRETE	\$3	\$1,905
3	363	S.F.	REMOVE EXISTING CONCRETE	\$4	\$1,452
4	15	L.F.	REMOVE EXISTING PLANTER WALL	\$2	\$30
5	583	S.F.	CONSTRUCT NEW SIDEWALK/RAMPS & CONCRETE CROSSWALK	\$10	\$5,830
6	415	S.F.	CONSTRUCT NEW ASPHALT CONCRETE	\$6	\$2,490
7	6.5	L.F.	CONSTRUCT NEW PLANTER WALL	\$20	\$130
				SUBTOTAL	\$12,284
				15% CONTINGENCY	\$1,842.60
				TOTAL ONSITE COST	\$14,127

MATCH
SEE

LINE
2



SITE MAP

SCALE: 1"=20'

SEE SHEET 3
FOR BLOW-UP
OF THIS AREA

SHEET
1
OF 3

BOWMAN & WILLIAMS
CONSULTING CIVIL ENGINEERS

SCALE 1"=20'

JOB NO. 22251

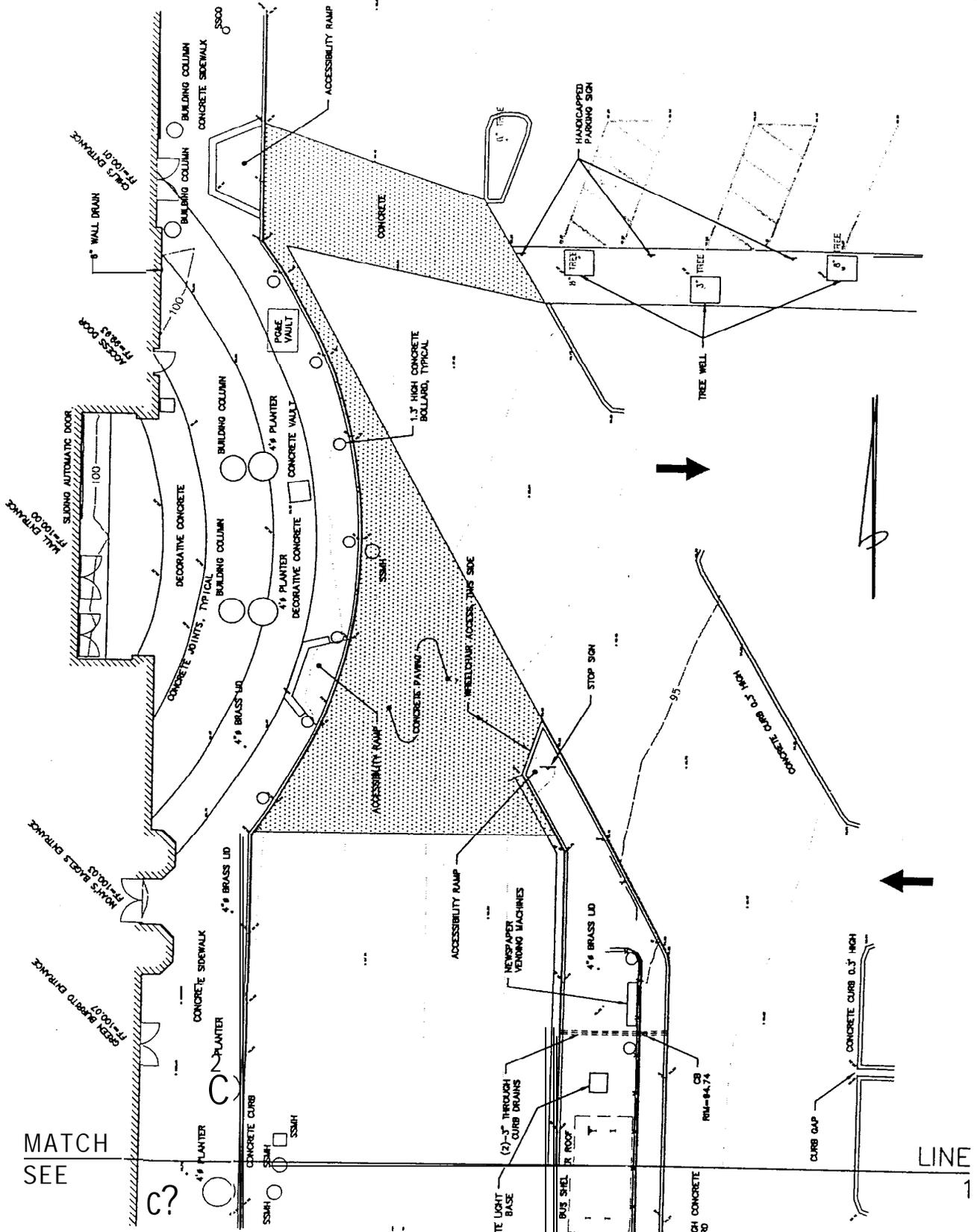
DATE 10-Z-01

DWG NAME 22251LET

011 CEDAR STREET SANTA CRUZ CA 426-3560

DRAWN BCS

FILE NO. 22251



MATCH
SEE

LINE
1

SITE MAP

SCALE: 1" = 20'

SHEET
2
OF 3

BOWMAN & WILLIAMS

CONSULTING CIVIL ENGINEERS

1011 CEDAR STREET SANTA CRUZ CA 426-3560

SCALE 1" = 20'

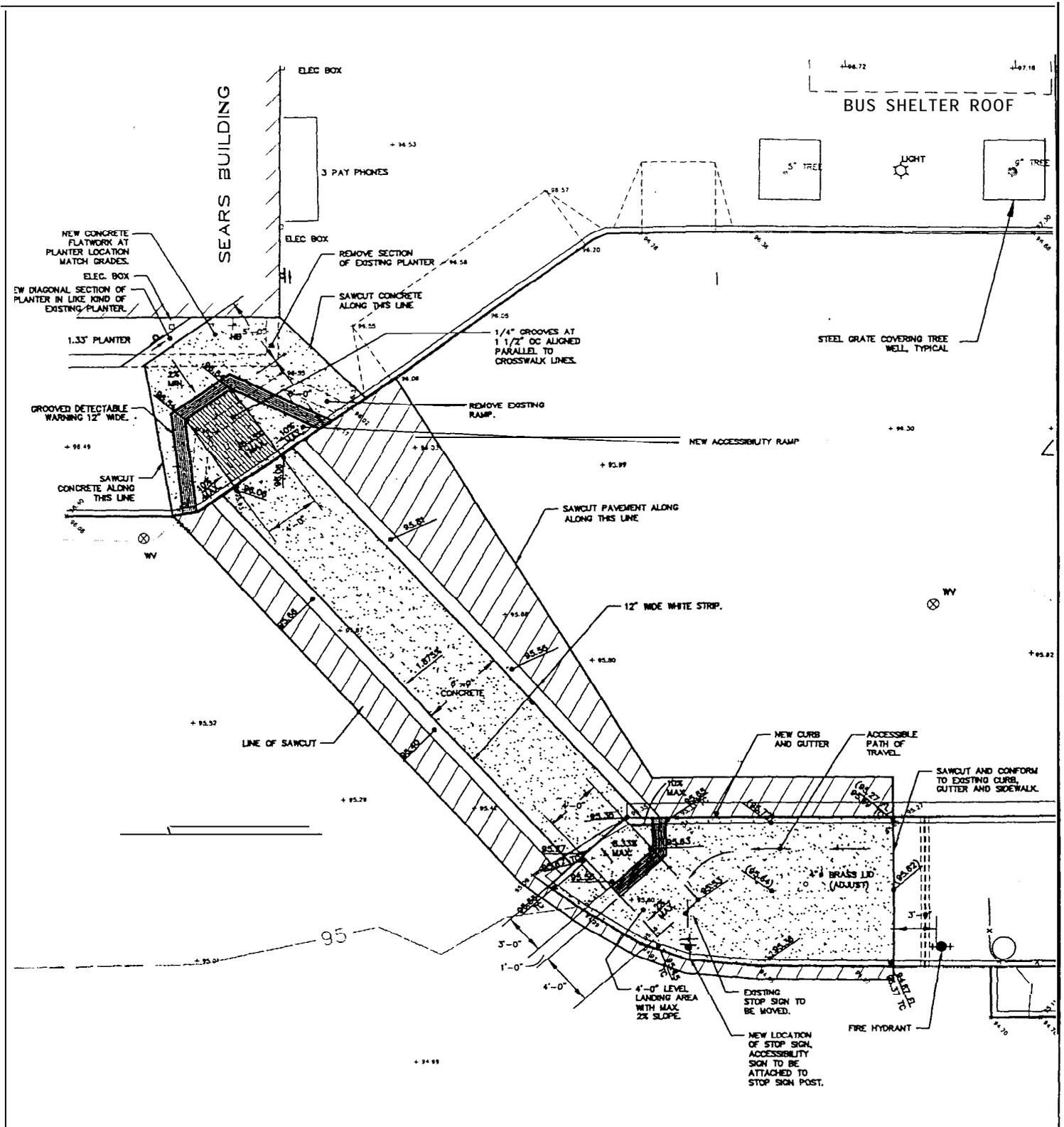
DATE 1 0-2-01

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JOB NO. 22251

DWG NAME 22251LET

FILE NO. 22251



NEW ACCESS RAMP PLAN

SCALE: 1"=10'

SHEET
3
OF 3

BOWMAN & WILLIAMS CONSULTING CIVIL ENGINEERS 1011 CEDAR STREET SANTA CRUZ CA 426-3560	SCALE 1"=10'	JOB NO. 22251
	DATE 10-2-01	DWG NAME 22251LET
	DRAWN BCS	FILE NO. 22251

Capitola Mall Expansion Conditions
Revised - November 24, 1986

1. Traffic Conditions:

- A. The **Capitola Road/41st** Avenue Intersection has **been** changed to **allow for a right turn lane** on **41st** Avenue, east on **Capitola** Road. Signals will be **coordinated with the new mall entrance** signals and the **38th Avenue/Capitola** Road signal. (Responsibility of the City of Capitola).
- B. The **necessary** land acquisitions have been made to widen **Clares Street** between 40th and **41st** Avenues. (Responsibility of the City of Capitola).
- C. **Clares Street will be extended** to **Capitola** Road; acquisition of the **street right-of-way** and construction of the **street** will be done by the **Capitola** Redevelopment Agency. (Responsibility of Redevelopment Agency).
- D. A signal will be installed **at the intersection** of **Capitola** Road and 38th Avenue. (Responsibility of the City of **Capitola**). The **mall entrance** at 38th Avenue must be **redesigned as a street intersection, rather than a driveway, with the width** of the **intersection** must match 38th Avenue. Detailed design plans must be submitted and approved **prior** to the issuance of a building **permit**. (Responsibility of the applicant).
- E. **Overpass** improvements, including the **Gross Road intersection, are** being accomplished by **Caltrans**. (Responsibility of **Caltrans**).

2. Noise Reduction:

- A. No **construction shall take** place until a **noise** study has been **performed** by a licensed noise **engineer to determine the height, location, design and length of the masonry wall**. The design shall **protect any residential area affected by noise from the road**. The sound wall shall be **constructed prior to issuance** of any foundation (building) **permit. No construction shall be permitted on Sunday.** (Responsibility of the applicant).
- B. No **deliveries shall** be made **before 7:00 a.m. or after 7:00 p.m.** if such **deliveries create a noise problem for the residential area**. (Responsibility of the applicant).
- C. **Construction vehicles** and equipment shall not **operate prior to 8:00 a.m. or after 7:00 p.m., per the City of Capitola noise ordinance.** (Responsibility of **the applicant**).
- D. **No parking lot cleaning shall** take place between the **hours of 10:00 p.m. to 8:00 a.m.** if equipment would **create a noise problem for the adjacent residential area**. (Responsibility of the applicant).

- E. Design details of the sound wall must be submitted and **approved** by the Planning Commission **prior** to the issuance of any **permits**. Design plans must be at least in compliance with the noise study. (**Responsibility of the applicant**).

3. Drainage:

- A. Detailed **drainage** plans must be submitted and **approved** by Public Works and **Zone 5 Drainage**, **prior to the issuance of any permits**. **Any improvements required to existing storm drain facilities are the applicant's responsibility**. (Responsibility of the applicant).
- B. Santa **Cruz County Flood Control, Zone 5**, shall determine the design and **size** of **retention basin(s)**, if **required**. (Responsibility of the applicant).
- C. Any abandoned wells shall be sealed in **accordance with City and County ordinances**. (Responsibility of the applicant).
- D. Abandoned gasoline **storage** tanks shall be **removed** and inspected by County **Environmental Health in accordance** with the **Hazardous Materials Ordinance**. (Responsibility of the applicant).
- E. A **grease trap system** shall be included in the **drainage** plan for the **entire Capitola Mall drainage** system to deal with all gasoline and oil spills in **parking lot areas**. (Responsibility of the applicant).
- F. A detailed **grading, erosion control** and dust **control** plan shall be submitted and approved by the **City prior** to issuance of any **permits**. **Grading** shall take place between **April 15th and October 15th in compliance with the City's erosion control ordinance**. (Responsibility of the applicant).
- G. A plan showing the **relationship** of the **proposed grades and the existing residential** units shall be **provided prior** to final **approval**. (Responsibility of the applicant).

4. Water and Sewer:

- A. A **new water** line and **sewer** line shall be installed **under the new loop road**. **Fire hydrants will be installed to** meet the **requirements** of the **Capitola Fire District**. (Responsibility of the **Capitola** Redevelopment Agency).
- B. **Sanitary sewer service** on the mall **project shall** conform to Santa Cruz County Sanitation **District requirements**, including **wastewater pretreatment standards**. All **sewer connection fees** and **water meter connection fees** are the **responsibility of** the applicant and must meet minimum **requirements**. (Responsibility of the applicant).

5. Landscaping:

- A. Detailed landscape plans, including options for plants to be used, shall be submitted and **approved** by the Planning Commission **in** conformance with conceptual landscape plans. If the **41st Avenue Design Guidelines** are not met **for size and number of trees, a chart showing relationships to numbers** and sizes must be **approved** by the Planning Commission **prior** to the issuance of any permits. (Responsibility of the applicant).
- B. All landscaping shall have an adequate **irrigation** system. A detailed **irrigation** plan shall be **approved** by the Planning Commission **prior** to the issuance of any **permits**. (Responsibility of the applicant).
- C. Plant **materials** shall be inspected **prior to** installation. Planting details and **standards** shall be **provided** and **approved** by the City of Capitola. (Responsibility of the City of Capitola).
- D. A landscape deposit of \$10,000 shall be held by the City of **Capitola for a period of five years and a standard City landscape maintenance agreement shall be entered into prior to the issuance of any permits.** (Responsibility of the applicant).
- E. The City shall maintain median **strips** on the loop **road and** shall **provide** planted medians with **appropriate irrigation systems** and plant **materials**. (Responsibility of the City of **Capitola**).
- F. A sidewalk along the 41st Avenue **street frontage shall be constructed as part of the project approval.** The design is to be **approved** in the final landscape plan. (Responsibility of the applicant).
- G. The applicant shall **submit a more detailed landscape and building plan for Leask's department store, to be approved by the Planning Commission.** (Responsibility of the applicant).

6. Operations:

- A. **Operating agreements for the entire mall shall be completed and submitted to the City of Capitola for approval prior to the issuance of any permits.** The developer must enter into a development **agreement** with the City of **Capitola** in accordance with Government Code Section 65864 - 65869.5, prior to the issuance of any permits.
- B. **Street landscaping, parking lot landscaping and all exterior building site improvements must be completed prior to the issuance of any occupancy permits.** (Responsibility of the applicant).
- C. **Prior to issuance of any permits, the applicant must provide the City of Capitola with proof of cooperation between all parties involved, including those owning existing parcels.** (Responsibility of the applicant).

7. Design:

- A. All new utilities shall be **undergrounded, including all transformers.** **Underground utility** vaults shall not be located in landscaped **areas.** (Responsibility of the applicant).
- B. Details of all signing, including **entryway** signs, shall be **provided** and **approved** by the Planning Commission. (Responsibility of the applicant).
- C. All mechanical equipment, including **roof top,** **must** be **screened from** public view. Detailed plans showing loading **areas** and **proposed screening shall** be approved by the Planning Commission. (Responsibility of the applicant).
- D. All **gutters, downspouts and** flashings shall be designed to be a **part** of the **building** design details, as **approved** by the City of Capitola. (Responsibility of the applicant).
- E. A **permanent location for the International Year of the Child sculpture** shall be found within the mall. (Responsibility of the applicant).
- F. Designs for **"Future Buildings U and V"** are not approved as part of this application and the **areas** shown on the plans must be landscaped. The applicant shall have the **right at a future date,** to make applications for these buildings. A landscape plan for the **area** shall be **approved as part** of the detailed landscape **submittal.** (Responsibility of the applicant).
- G. **Color** and **material** samples for all **construction shall** be **provided to** and **approved** by the Planning Commission. (Responsibility of the applicant).

8. Street Design:

- A. **Street** design shall be established by the City of Capitola. Locations shall **conform to the approved** plan, including **curb, gutter** and sidewalk on both sides of the **street.** (Responsibility of the City of Capitola).
- B. The **developer** shall **provide** the City of **Capitola** with a building pad site and **parking area** to accommodate a 7,000 **square** foot public facilities building. Location of the pad is to be determined by City Council. (Responsibility of the applicant).

9. Tentative Map:

- A. The **tentative** map shall be **modified to** account for street alignment with the existing **Clares Street** behind **Lucky's.** (Responsibility of the applicant).
- B. The applicant must **enter** into a development **agreement** with the City of **Capitola** prior to the **recording** of the final map. (Responsibility of the applicant).

10. Historical and Archeological:

- A. In the event that archeological resources are encountered during subsurface construction, land alteration work in the general vicinity shall be halted and a qualified archeologist shall be consulted. Prompt evaluation could then be made regarding the findings and a course of action acceptable to all parties could then be adopted. Local Native American organizations shall be consulted if human remains are encountered. (Responsibility of the applicant).
- B. Prior to demolition, the ranch house shall be documented through photographs, measurements, and analysis of construction using the methodology of the Federal Historical Architectural Building Survey. A commemorative plaque should be placed on site noting the role of the Brown Bulb Ranch in local history. (Responsibility of the applicant).

11. Public Access:

- A. Detailed plans, as well as a formal agreement for construction maintenance and operation of a transfer facility, shall be completed. Plans shall include a shelter for passengers, safe pedestrian access to the mall, safe turning and operating areas for the buses and handicapped access. All plans and agreements shall be approved by the City of Capitola. (Responsibility of the applicant).
- B. A plan to accommodate bicycles and provision for bicycle racks shall be provided and approved by the City of Capitola. (Responsibility of the applicant).
- C. ~~Pedestrian paths shall be added to the south side of the mall entrance driveway. Design details of this area, including landscaping, shall be approved by the City of Capitola.~~ DELETED
- D. Redesign of the mall entrance at 38th Avenue to conform to intersection standards shall include pedestrian walkways on both sides. Detailed design plans for entrance change and pedestrian walkways shall be approved by the City of Capitola. (Responsibility of the applicant).

12. Lighting Plans:

- A. Lighting fixtures in the existing mall area shall be remodeled using the existing 40' poles. All new fixtures shall be 30', unless it can be shown that a fixture up to 40' would not be visible to any of the residential areas. No direct light source shall be visible to the residential neighborhood. (Responsibility of the applicant).
- B. A detailed lighting plan showing light intensities shall be approved by the City of Capitola. The City of Capitola reserves the right to require the lowering or removal of any light source impacting on the residential area. (Responsibility of the applicant).

13. Parking:

- A. **Parking ratios** must **conform to** the City of **Capitola's** standards unless a **variance** is specifically **granted** by the Planning Commission. (Responsibility of the applicant).
- B. All 70 **degree parking stalls** must have a **19 foot driveway**, unless specifically exempted by the Planning Commission. All 60 **degree parking stalls** shall have an **18 foot driveway** when used in the new **area**. Existing **parking will be allowed to remain as it is**. All **standard parking stalls** shall be 9 feet by 20 feet. All compact spaces shall be **so marked** and shall be 8 feet by 16 feet. Compact spaces shall not exceed 30% of all **parking** spaces. (Responsibility of the applicant).
- C. All handicapped **parking requirements** shall be in **accordance with State law**. A handicapped **parking plan, providing good** handicapped access to the mall, shall be **approved** by the City of Capitola. (Responsibility of the applicant).
- D. **All striping of parking spaces** shall be double **striping**. The **striping** plan shall be **approved** by the City of Capitola. (Responsibility of the applicant).
- E. All **parking areas** and **driveways** shall be **resurfaced as part** of the mall expansion. The **resurfacing** plan shall be **approved** by the City of Capitola. (Responsibility of the applicant).
- F. All **curbing shall be concrete, not asphalt**. (Responsibility of the applicant).
- G. A **formal agreement for the construction of the Clares Street** extension shall **be entered into with the City of Capitola prior to the issuance of any permits for the project**. (This may be a **part** of the development **agreement**). (Responsibility of the applicant).

FINDINGS :

1. THE PLANNING COMMISSION HAS REVIEWED AND CONSIDERED THE SUPPLEMENTAL ENVIRONMENTAL IMPACT REPORT **SCH#** 85100813 AND THE FINAL ENVIRONMENTAL IMPACT REPORT **FOR** THE REDEVELOPMENT PLAN FOR THE CAPITOLA MALL/GRACE STREET NEIGHBORHOOD REDEVELOPMENT PROJECT IN MAKING ITS DECISION.
2. THE PROJECT WILL BENEFIT THE CITY OF **CAPITOLA** AND BENEFITS TO THE COMMUNITY AND ITS RESIDENTS OUTWEIGH ANY UNAVOIDABLE NEGATIVE IMPACTS.
3. THE USE WILL BE CONSISTENT WITH THE GENERAL PLAN AND LCP.
4. THE USE WILL NOT BE DETRIMENTAL TO THE HEALTH, SAFETY, PEACE, MORALS, COMFORT, OR GENERAL WELFARE OF PERSONS IN THE VICINITY OR CITY.
5. THE APPLICATION, SUBJECT TO THE CONDITIONS IMPOSED, WILL SECURE THE GENERAL PURPOSES OF THE ZONING ORDINANCE AND THE GENERAL PLAN.
6. THE MAP CONFORMS TO THE GENERAL PLAN AND ZONING ORDINANCE.

Recording requested by
Santa Cruz Metropolitan
Transit District

When recorded, mail to
Santa Cruz Metropolitan
Transit District
230 Walnut Avenue
Santa Cruz, CR 95060

RECEIVED

NOV 25 1991

FINANCE DEPT.
S.C. MET. TRANS. DIST.

RECORDED
AT THE OFFICE OF THE
SANTA CRUZ COUNTY
OFFICIAL RECORDER
RICHARD W. BEND
RECORDER
SEP 18 1 49 PM '81
S.C. Metro Dist
D/H

GRANT OF EASEMENTS AND AGREEMENT

This grant of easements and agreement is made and entered into this 21st day of August, 1907, by and between CAPITOLA MALL RSSOCIRTES, a California Limited Partner-ship (hereinafter "Grantor"), and the SANTA CRUZ METROPOLITAN TRANSIT DISTRICT (hereinafter "Grantee").

1. RECITRLS

Grantor is the owner- of a tract of land with commercial improvements thereon (hereinafter "Grantor's Property") consisting of a portion of the regional shopping center commonly known as Capitola Mall (hereinafter "the Center"), located in the City of Capitola, County of Santa Cruz, State of California, and more particularly described in Exhibit "A" attached hereto and incorporated by reference herein.

Grantee is a public agency engaged in providing transit services to member-s of the public including those traveling to and from the Center. In connection therewith, Grantor has agreed to grant Grantee easements over Grantor's Property and certain other rights, upon the terms and conditions set forth herein.

2. GRANT OF ERSEMENTS

Grantor- hereby grants to Grantee easements as hereinafter described.

3. CHARACTER OF ERSEMENTS

The easements granted herein is an easement in gross.

4. DESCRIPTION OF ERSEMENTS

The easements granted herein are a right-of-way, a right to build, maintain, and operate transit passenger- amenities, and a right to use such easement s for the purposes described herein.

5. GRANT OF EASEMENTS

5.1 General

Grantor hereby grants to Grantee the easements and rights-of-way described herein.

The location of the easements and rights-of-way granted herein is outlined on Exhibit B hereto, which is incorporated herein and by reference made a part hereof. Said location consists of "**Zone 1**" (location of Grantee Transit Center), "Zone 2" (area of overflow Grantee bus parking, loading and unloading for cause), "**Zone 3**" (location of restroom for use by Grantee personnel) and the circulation rights-of-way for vehicles utilized by Grantee.

5.2 Zone 1--Transit Center

It is intended by Grantor and Grantee that **Zone 1** shall be designated and reserved for Grantee's **exclusive** use, excepting normal pedestrian use of sidewalks and that said area shall not be used for vehicular parking or for passenger loading or unloading by other persons, provided that Grantor shall **not** be responsible for enforcement of such right of exclusive use of said area, other than provision of security services as delineated in Exhibit D. Grantee's right to use Zone 1 shall include, without limitation, the right of ingress and egress of **all** types of buses and support, supervisory, and other vehicles employed **in Grantee operations**; parking of said vehicles in the area designated for bus **parking**; the loading, unloading, **waiting**, and transferring of Grantee **passengers** and incidental baggage; and the construction, installation, maintenance, and repair of transit passenger amenities and safety improvements (including, without limitation, shelters; benches; trash receptacles; electrical and communications equipment, conduit and wiring and **signage** and incidental use of space for information booth as indicated **on** conceptual plan **C-1**).

5.3 Zone 2--Overflow Grantee Parking

Grantee shall have the limited right, as described **in** this paragraph, to expand use under the easements and agreement into the area designated as "Zone 2" in Exhibit B. Grantee may use **Zone 2** for cause. ,

Cause shall be defined as a need to Utilize **Zone 2** after a determination has been made by Grantee that additional buses need to be assigned to the Center and that reasonable good faith efforts have been made to accommodate said buses in Zone 1.

Grantee shall notify Grantor in writing when such cause is expected to exist for other than unscheduled incidental use.

Use under the easements and agreement may expand into Zone 2 for bus parking during those time periods in which Zone 1 is full and cannot reasonably physically accommodate an additional bus. Buses parked in Zone 2 shall immediately move to Zone 1 after discharging passengers whenever there is a vacancy in Zone 1 and there is room for an additional bus. No more than three buses may be parked at any one time in Zone 2, and only if Zone 1 is full and cannot accommodate additional buses.

Grantee shall place no permanent benches, mark no curbs, place no permanent signs, or otherwise permanently designate on Grantor's property that Zone 2 is a bus parking or passenger loading and unloading area.

Grantor shall enter into no agreement with any third party and shall take no action that would render Zone 2 potentially unfeasible for Grantee bus parking, loading or unloading during the time of scheduled Grantee operations, if and when cause for Grantee use of Zone 2 has been determined to exist.

At all times, Grantor shall be responsible for making any and all arrangements for keeping Zone 2 usable for Grantee bus parking, loading and unloading during the time of Grantee-scheduled operations when cause for Grantee use of Zone 2 has been determined to exist. Such arrangement shall include, without limitation, the provision of a red curb along the entire length of the curb space in Zone 2.

5.4 Zone 3--Rest rooms ; .

Such easements and agreement include easement and right-of-way over that portion of Grantor's Property designated as Zone 3, as shown on Exhibit "B," for the non-exclusive use by Grantee's personnel of the restroom facilities located thereon.

5.5 Circulation Rights-of-Way

Such easements and agreement include easement and right-of-way along the circulation routes shown in Exhibit A for the ingress and egress of vehicles utilized by Grantee to provide transit services to members of the public including those travelling to and from the Center.

Grantor understands that the circulation routes shown in Exhibit A reflect routes in effect as of the date of this Agreement. Grantor further understands that these circulation routes are subject to change. Grantee has the right to use other circulation routes at the Center, provided said circulation routes are along main circulation corridors on Grantor's property. Nothing herein shall limit or otherwise adversely affect any right of Grantee to use such routes as any other member of the public may use such routes.

5.6 Secondary Easements

The easements granted herein includes incidental rights of maintenance, repair, and replacement except to the extent these rights may be modified by any side agreement entered into in writing between Grantor and Grantee.

5.7 Rules and Regulations

At the request of Grantor, Grantor and Grantee shall meet and confer on the establishment by Grantee from time to time of reasonable rules and regulations governing the bus stop waiting area for the convenience and safety of (i) passengers of Grantee, (ii) customers of businesses on other parts of the Center, and (iii) other persons in or about the Center.

6. CONSTRUCTION OF TRANSIT RELATED IMPROVEMENTS

Grantor shall construct in Zone 1, at Grantor's sole cost and expense, the transit related improvements described in Exhibit "C" attached hereto and incorporated by reference herein.

7. MAINTENANCE

Grantor agrees to sweep, clean, repair, stock, and maintain the easements in accordance with the terms and conditions set forth at Exhibit D, which is attached hereto and incorporated herein by reference, except that Grantee shall promptly clean up and remove at Grantee's expense any **incidental** substantive fuel or oil spill caused by Grantee in the course of Grantee's public transit operations.

8. INSURANCE/INDEMNIFICATION BY GRANTEE

Grantee, at its sole cost and expense, for the duration of the easements, shall obtain and maintain at a minimum all of the following insurance or self-insurance coverage. Grantee shall provide Grantor with certificates of insurance or other evidence in writing of the existence of such **insurance** coverages annually.

a.1 Vehicle Insurance

Grantee shall have vehicle liability coverage in the minimum amount of **\$5,000,000.00** combined single limit each occurrence for bodily injury and property damage.

8.2 Liability Insurance

Grantee shall have Comprehensive General Liability Insurance coverage in the minimum **amount** of **\$5,000,000.00** combined single limit, including bodily injury, personal injury, and property damage.

Grantee shall exonerate, indemnify, defend, and hold harmless (1) Grantor and its general partners and limited partners and their respective successors and assigns and (2) Capitola Mall management and businesses (including all officers, agents, and employees thereof), hereinafter collectively called "Grantor Parties," from and against any and all claims, demands, losses, damages, defense costs, or liability of, any kind or nature that Grantor Parties may sustain or incur or which may be imposed upon them for injury to or death of persons, or damage to property as a result of, arising out of, or in any manner connected with Grantee's use of easements, or performance under the terms of these easements and agreement, and not arising out of the negligence or fault of the Grantor Parties. Such indemnification includes any damage to the person(s) or property(ies) of Grantor Parties and third persons.

3. INSURANCE/INDEMNIFICATION BY GRANTOR

Grantor, at its sole cost and expense, for the duration of the easements, shall obtain and maintain at minimum all of the following insurance or self-insurance coverage. Grantor shall provide Grantee with certificates of insurance or other evidence in writing of the existence of such insurance coverages annually.

3.1 Liability Insurance

Grantor shall have Comprehensive General Liability Insurance coverage in the minimum amount of ~~\$5,000,000.00~~ combined single -limit, including bodily injury, personal injury, and property damage.

Grantor shall exonerate, indemnify, defend, and hold harmless Grantee (**including** all officers, agents, and employees thereof), hereinafter collectively called "Grantee Parties," from and against any and all claims, demands, losses, damages, defense costs, or liability of any kind or nature that Grantee Parties may sustain or incur or which may be imposed upon them for injury to or death of persons, or damage to property as a result of, arising out of, or in any manner connected with Grantor's use of easements, or performance under the terms of these easements and agreement, and not arising out of the **negligence or** fault of the Grantee Parties. Such indemnification includes any damage to the person(s) or property(ies) of Grantee Parties and third persons.

10. ENTIRE AGREEMENT

This instrument contains the *entire* agreement between the parties relating to the rights herein granted and the obligations herein assumed. Any *oral* representations or modifications concerning this instrument shall be of no force or effect excepting subsequent modifications in **writing**, signed by the party to be charged.

11. BINDING EFFECT

This instrument shall bind and inure to the benefit of the respective heirs, personal representatives, successors, and assigns of the parties hereto and shall run with the Grantor's property.

12. NOTICES

All notices under these easements and agreement shall be deemed duly *given* upon delivery, if delivered by hand, or three (3) calendar days after mailing, if sent by registered mail, *return* receipt requested to a party *hereto* at the address hereunder set forth or to such other address as a **party** may designate by written notice:

Grantor:
General Partner
Capitola Mall Associates
3000 Sand Hill Road, 1-150
Menlo Park, Ca **94025**

Grantee
Secretary/General Manager
Santa Cruz. Metropolitan
Transit District
230 Walnut Avenue
Santa Cruz, CR 95060

13. TERM

Unless **sooner** terminated pursuant to Paragraph 14 hereof, these easements and agreement granted by Grantor to Grantee herein shall continue in effect indefinitely **so** long as the **Center** is open to the general public and is **being** operated, or is temporarily not open **for** business during any period of reconstruction or other interruption incidental to its operation, **or** other-wise temporarily suspended. These easements and agreement granted **herein** shall terminate when the foregoing conditions no longer exist. The then record owners of Grantor's Property and the **Grantee** shall execute, acknowledge, and cause to be recorded in the Office of the Santa Cruz County Recorder- an instrument *refer-ring* to this **Agreement** which confirms such termination.

14. AMENDMENT AND TERMINATION

These easements and agreement **may** be amended or **terminated**, in whole **or** in part, only by a written agreement

executed by the then **respective** record owners of Grantor's Property and by Grantee. No amended easements and agreement shall be effective until recorded in the Office of the Santa Cruz County Recorder.

15. SEVERABILITY -

Invalidation of any one of the covenants or provisions contained herein by judgment or court order shall obligate both parties to renegotiate in **good faith reasonable revisions** to these easements and agreements.

16. EFFECTIVE DATE

These easements and agreement executed as of the date hereof, shall take effect **only** upon, from, and after its recording in the Office of the Santa Cruz County Recorder. Grantor hereby war-rants that it shall be the owner of record as of the date of execution and the day of recordation of these easements and agreement.

IN WITNESS WHEREOF, the parties hereto have executed this instrument the day and year first above written.

"Grantor"

CAPITOLA MRLI ASSOCIATES
a California Limited Partnership

Date June 11, 1987

By *John F. deBenedictis*
General Partner

Date _____

By _____

"Grantee"

SANTA CRUZ METROPOLITAN
TRANSIT DISTRICT

Date August 21, 1987

By *[Signature]*

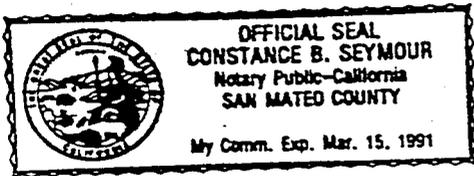
Assessor's Parcel Number: 34-261-8

Acknowledgment

State of California / .
County of San Mateo / ss

On June 11, 1987, before me, ~~Constance B. Seymour~~, a Notary Public for the State of California, personally appeared John L. deBenedetti known to me, or proved to me on the basis of satisfactory evidence to be the general partner of the partnership that executed the within instrument and acknowledged to me that such partnership executed the same.

IN WITNESS WHEREOF I have hereunto set my hand and affixed my official seal, in the _____, County of San Mateo, on the date set forth above in this certificate.



Constance B. Seymour
Notary Public, State of California
My commission expires 3/15/91

Acknowledgment

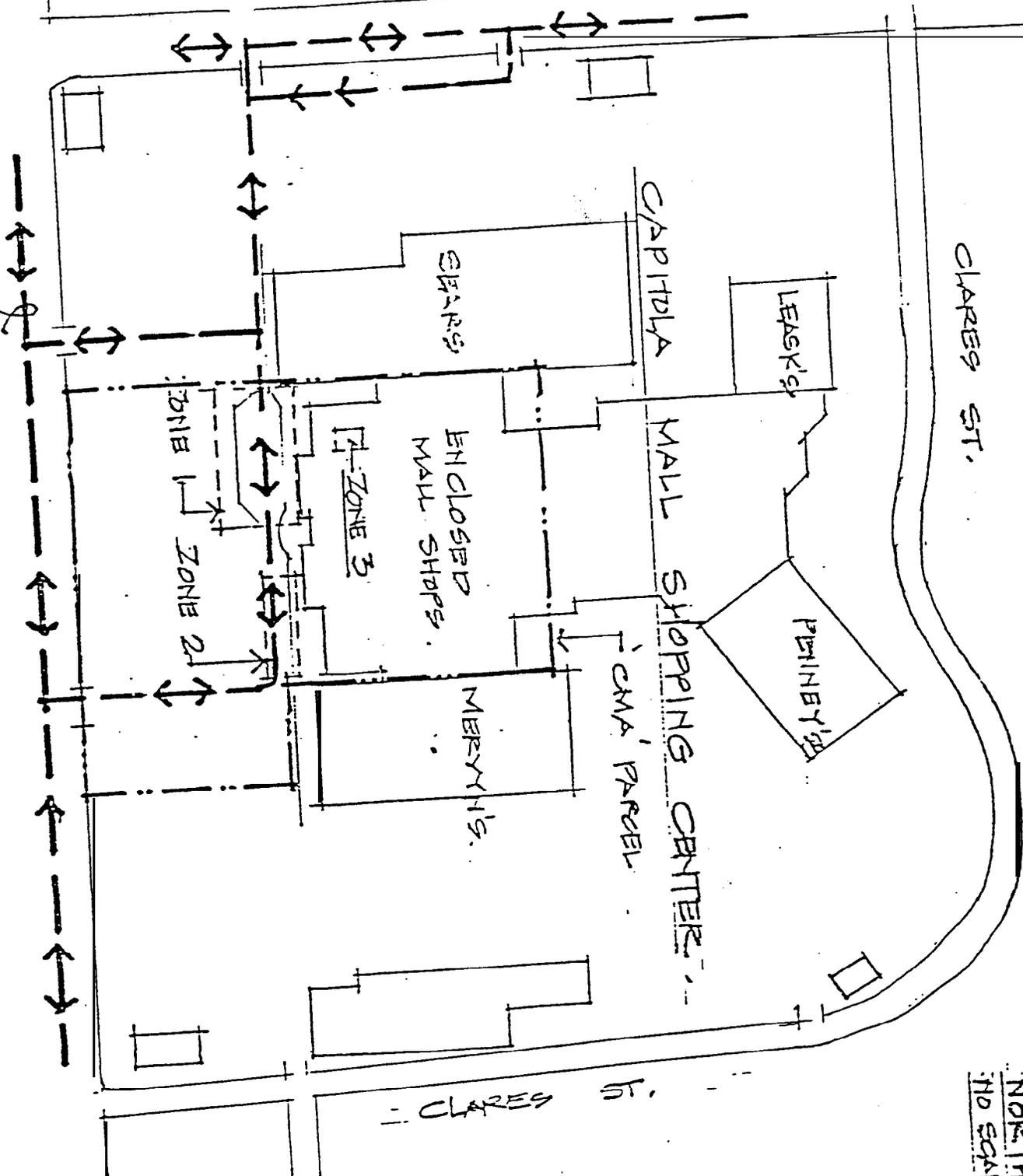
State of California I
County of Santa Cruz I ss

On August 21, 1987, 1397, before me, Jonathan Wittwer Chief Deputy County Counsel, personally appeared Scott L. Galloway known to me, or proved to me on the oath of nb to be the General Manager of the Santa Cruz Metropolitan Transit District that executed the within instrument and acknowledged to me that such District executed the same.

Jonathan Wittwer

= CAPITOLA RD.

CLARES ST.

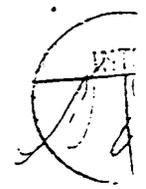


NORTH
NO SCALE

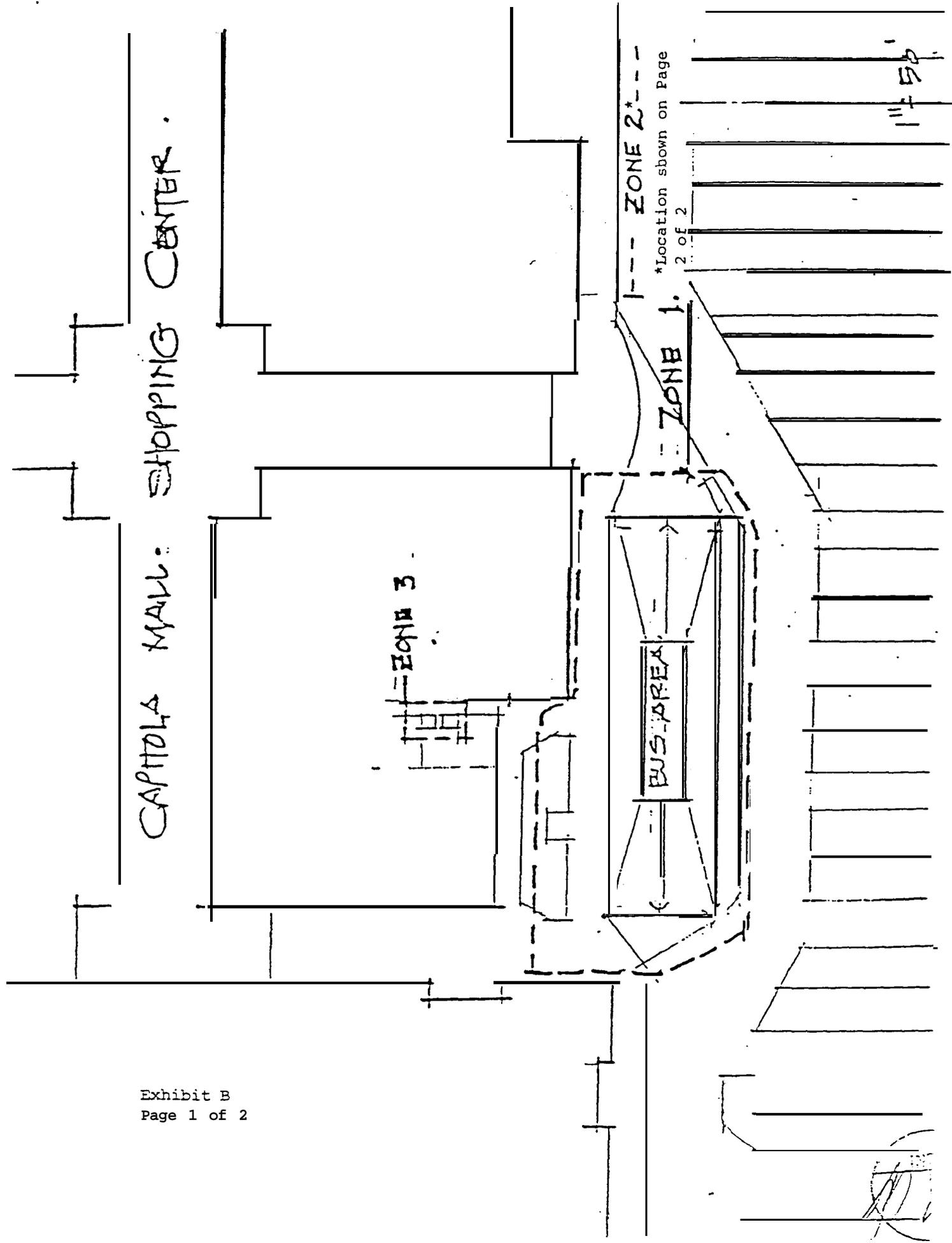
BUS CIRCULATION ROUTES (TYPICAL)
CAPITOLA MALL PLAN & BUS CIRCULATION ROUTE SCHEMATIC

PARCEL One as shown and designated on that certain Parcel Map recorded July 19, 1976, in Book 21 of Parcel Maps, Page 74, Santa Cruz County Records.

EXHIBIT X



CAPITOLA MALL: SHOPPING CENTER.



INCREASE RADIUS OF ISLAND

REMOVE 5' OF ISLAND

WHEELCHAIR RAMP

ELECT. JUNCTION BOX

ZONE 2

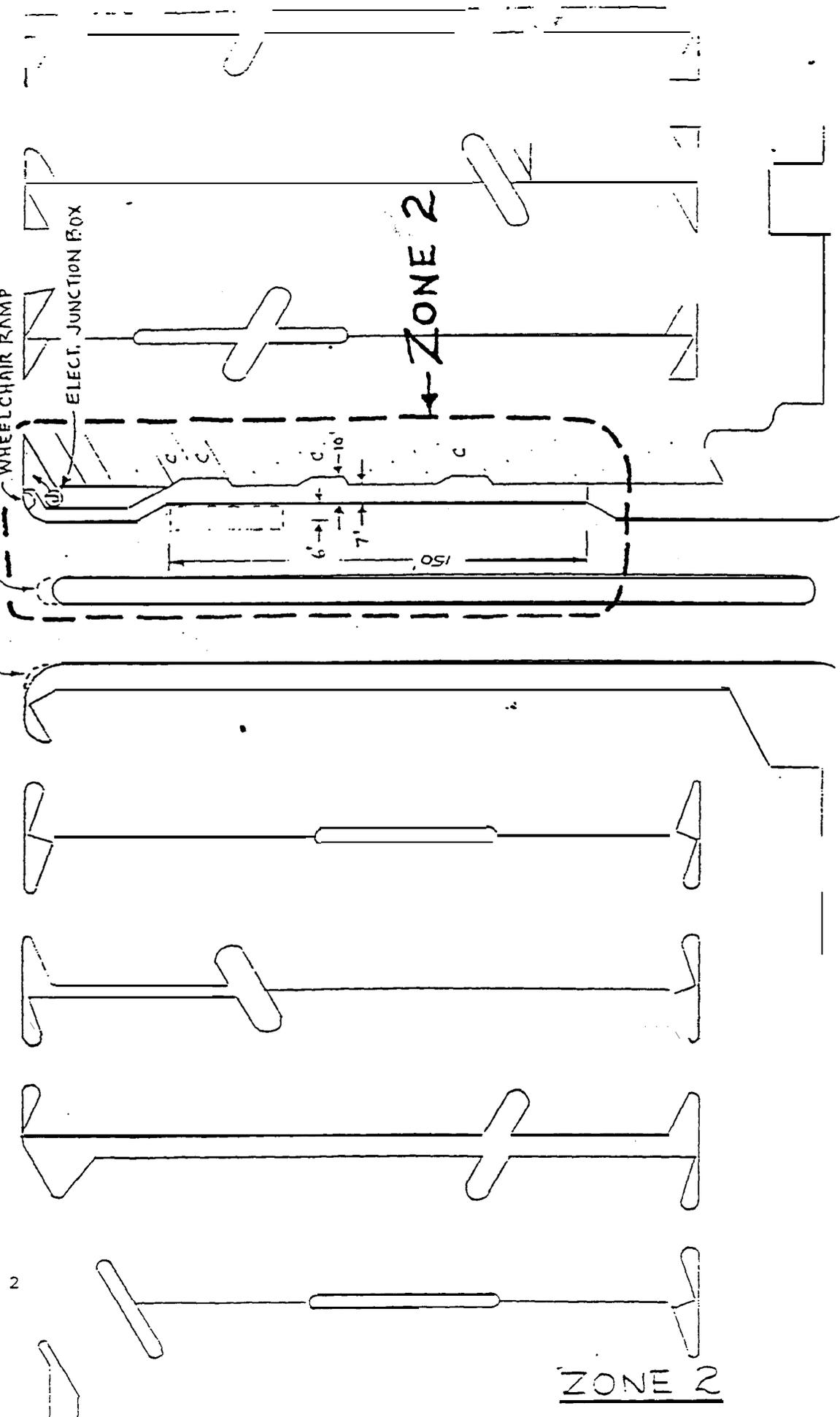


EXHIBIT "C" TO ERSEMENTS AND AGREEMENT
CONSTRUCTION AGREEMENT

1. GENERRL

Grantor agrees to improve the Grantor's property by construction of a transit center and related improvements in accordance with the conceptual plan attached hereto as Exhibit C-1 entitled

"Capitola Transit Center - Zone 1 Imorvements"

and, by reference, made a part hereof.

All materials, articles, and equipment incorporated into the work shall be new. The quality of all workmanship and materials shall be first class. Every part of the work shall be accomplished by workers, laborers, **mechanics**, or tradespersons especially skilled in the class of work required.

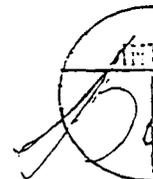
Where the conceptual plan describe portions of the work in general terms, but **not** in complete detail, it is understood that only the best general practice is to prevail and that only materials and workmanship of the first quality are to be used.

2. INCORPORRTION OF GRANTEE IMPROVEMENTS INTO PLRNS AND SPECIFICATIONS FOR CONSTRUCTION WORK

Grantee shall provide Grantor with functional specifications and design criteria for improvements to be included at Grantee's expense. Grantor shall include said improvements in applicable construction plans and specifications for Zone 1 and shall obtain all permits, licenses, and other governmental approvals authorizing their construction.

3. REVIEW FIND APPROVAL OF DESIGN RND CONSTRUCTION PLANS RND SPECIFICATIONS FOR GRANTOR IMPROVEMENTS

Grantee shall provide Grantor with functional specifications and design criteria for improvement-s to be constructed at Grantor's expense, **including**, without limitation, bus and passenger waiting areas, shelters, benches **signage** and various equipment and passenger amenities. Grantee shall review preliminary design and construction plans and specifications for consistency with Grantee requirements. Grantee shall also review other Grantor improvements affecting Zone 1, including, without limitation, site **plans**, elevations, drainage plans, electrical and mechanical drawings. Grantee has the right to approve final plans and specifications including quality standards for all Grantor and Grantee-funded improvements in Zone 1 prior to construction.



4. APPROVAL OF ATTACHMENTS TO SEARS' WALL

In the event improvements in Zone 1 are attached to or otherwise encroach on property owned by Sears, Grantor shall obtain approval for said encroachments or provide functional alternative subject to approval of Grantee, which approval shall not be unreasonably withheld.

5. COMPLIANCE WITH LAW

Construction shall comply with applicable statutes, ordinances, regulations, laws and codes, including, but not limited to, fire, safety, and health codes. Where conflicts exist, local and state codes and ordinances shall govern.

6. RESPONSIBILITY FOR EXPENSE

Grantor agrees that the work described in this Construction Agreement shall be performed at Grantor's sole expense, unless otherwise specified on the conceptual plan. Additional work required by any agency issuing permits, licenses and approvals shall be performed at Grantor's sole expense. Without exception or limitation, unless otherwise noted on the plans and specifications, Grantor understands that Grantor shall bear the complete expense of all work performed under this Construction agreement (including repairs and replacements as may be required herein), including, but not limited to expenses for labor, materials, tools, transportation, equipment, incidentals, and other items and services necessary to complete the work as specified herein. As part of its obligation, Grantor shall obtain, at its own expense, all permits and licenses necessary to perform and complete the work and shall pay all fees required by any governmental agency for any portion of the work.

7. TIMELINE FOR COMPLETION OF WORK

All work shall be completed no later than the completion date of the expansion of the Center.

Grantor shall take all steps necessary to ensure that the work is carried out with sufficient force, equipment, and resources to meet the specified deadline.

Grantor shall take all steps necessary to minimize disruption of Grantee's transit operations during construction and shall provide an alternative site with sufficient space for Grantee to conduct transit operations during the construction in Zone 1. Such temporary relocation of Grantee's operations shall not exceed a period of four (4) months.

8. RESPONSIBILITY FOR WORK/INSURANCE/INDEMNITY

Until the work is completed in accordance with this Construction Agreement, Grantor shall have the charge and care thereof and shall bear the risk of injury or damage to any part of the work by the action of the elements, the nature of the work, the public enemy, or from any other cause. Grantor shall assume all risk and liability of every description *connected* with the work and shall bear all expenses incurred by or in consequence of any suspension or discontinuance of the work. Grantor shall, at its own cost, rebuild, repair, restore, and make good all such damages to any portion of the work occasioned by any of such causes before its completion. Grantor shall hold harmless Grantee from and against any and all claims, demands, losses, damages, defense costs, or liability of any kind or nature that Grantor may *sustain* or incur as a result of actions under this 'construction agreement.

Grantor shall be responsible for any and all claims that may be a lien against the Grantor's property.

Grantee shall not be deemed a principal, partner, or Joint venturer in relation to Grantor or any of said work that may be performed by Grantor.

Grantor, its contractors, and the Capitola Mall management shall allow reasonable access to Zone 1 by Grantee's designated construction inspector at all times during the progress of the work and at any time prior to completion and final acceptance thereof. Should any portion of the work done or any materials, articles, or equipment delivered fail to comply with the requirements of this Construction Agreement such work, materials, articles, or equipment shall be rejected and shall immediately be made satisfactory to the Grantee by Grantor, at no expense to the Grantee, unless related to improvements made at Grantee's expense as noted on the *plans* and specifications.

10. GUARANTEE

Grantee shall enjoy the full benefit of a guarantee of the work by Grantor and of any guarantee included in any contract or understanding between Grantor and any contractor or subcontractor for work performed pursuant this Construction Agreement in Zone 1. Upon notification by Grantee of a defect in workmanship or materials, Grantor shall expeditiously repair or replace, or cause to have repaired or replaced, any work covered under said guarantees. Said repairs and replacements shall be completed within a reasonable amount of time.

EXHIBIT "D" TO EASEMENTS AND AGREEMENT
SITE AND JANITORIAL MAINTENANCE AGREEMENT

1. GENERAL

For the duration of the easements and agreement, Grantor shall sweep, clean, maintain, and repair Zone 1 and Zone 3 of the easement, and keep same in good repair and condition. Grantor's obligation shall, without limiting the generality thereof, include the responsibilities described in this Site and Janitorial Maintenance Agreement.

2. SITE AND JANITORIAL MAINTENANCE

Grantor shall perform or cause to have performed in an expeditious and diligent manner the maintenance, repair, and miscellaneous work described herein. Unless specified otherwise, all work shall be performed in accordance with the best applicable industry standards.

Grantor's minimum guaranteed levels of effort to perform said work are listed below.

A. General cleanup and area maintenance

2 hours/day x 360 days/year = 720 hours/year

B. Restroom maintenance

1 hour/day x 3.50 days/year = 350 hours/year

C. Steamcleaning

4 hours/month x 12 months/year = 48 hours/year

D. Security

1 hour/day x 360 days/year = 360 hours

2.1 Asphalt And Concrete Surfaces

Grantor shall provide for the repair and resurfacing of all asphalt and concrete surfaces. Such work shall include keeping the surfaces in a smooth, safe, and evenly covered condition with the same type, cross-section, and depth of surfacing and undersurfacing material specified or installed in accordance with the conceptual plans in the Construction Agreement, or such substitute as shall in all respects be equal in quality, use, safety, and durability. Notwithstanding, Grantor shall provide at least one complete asphalt overlay in Zone 1 during each ten (10) year period commencing at the date of completion and grantee acceptance

of the improvements described in the Construction Agreement for said zone. All overlays, concrete, asphalt, and site work shall meet or exceed industry standards.

2.2 Lighting

Grantor shall provide for the operation, maintenance, and repair of all light fixtures contributing substantive amounts of light to Zone 1 of the easement (defined as all light fixtures within a range of fifty [50] feet from any point along the perimeter of Zone 1) such that 95% of all such light fixtures are operating and fully functional at any given time from dusk to one hour after the last scheduled bus, and security lighting from that time until dawn, 365 days per year in accordance with original design and efficiency standards.

2.3 Repair and Maintenance of Other Improvements

Grantor shall provide for the repair and maintenance of all bus shelters, awnings, benches, waste receptacles, perimeter walls, and other structures and improvements constructed or installed by Grantor excepting improvements installed at Grantee's expense under the Construction Agreement portion of the easements and agreement.

2.4 Signs And Striping

Grantor shall provide for the maintenance, painting, and repair of all surface information and directional signs, markers, lines, and striping installed in accordance with the Construction Agreement. Grantor's level of effort and expense shall be sufficient to ensure that all such signs, markers, lines, and striping are at all times clearly functional, delineated, distinguishable, and safe to bus operators, the general public, and other interested parties. Grantor shall install no signs, markers, lines, or striping in Zone 1 not specified in the Construction Agreement without the written consent of Grantee.

2.5 Landscaped Areas

Grantor shall provide for the maintenance of all landscaped areas, including keeping said areas at all times adequately weeded, fertilized and watered, and replacing plants, shrubs, groundcover, and other landscaping as necessary to maintain a pleasing and fecund appearance in accordance with the best known landscaping practices.

2.6 General Site Cleaning

Grantor shall provide general site cleaning in Zone 1 of Grantor's property. Grantor's level of effort and expense shall be sufficient to maintain said zone at all times in a

clean, safe, orderly, and visually pleasing condition, including (1) sweeping; (2) removal of trash, rubbish, garbage, dirt and other refuse from shelters, awnings, benches, perimeter walls, signs and markers, concrete and asphalt surface areas, landscaped areas, and waste receptacles; and (3) steamcleaning. Steamcleaning shall be performed on all concrete surface areas in Zone 1 not less than once per month.

2.7 Janitorial Maintenance--Restroom Area

Grantor shall clean, maintain, and repair restroom facility in Zone 3 in accordance with the best industry practices. Restroom shall be restocked as often as necessary at no additional cost to Grantee to ensure an adequate and continuous supply of soap, paper goods, and other supplies required or otherwise advisable according to law, good sanitary practices, or good industry practices. Restroom fixtures, amenities, and condition shall at all times meet or exceed those in effect at the date of these easements and agreement.

2.8 Security .

Grantor shall provide security services for Zone 1 as needed, but no less than described under paragraph 2D of this Exhibit

3. PROMPT REPORTING AND REPAIR OF DEFICIENCIES

3.1 General

Grantor shall provide for preventive maintenance and repair to ensure prompt reporting and correction of all deficiencies of any nature in any of the above requirements. Notwithstanding, Grantee may, at its option, report such deficiencies directly to Grantor or Grantor's delegate. Regardless of reporting source, all such deficiencies shall be corrected by Grantor in an expeditious manner with due diligence in a reasonable amount of time. Grantor understands that Grantee is a common carrier providing transportation for the convenience, welfare, and safety of the public. Grantor further understands that the repair, maintenance, and overall condition of Grantor's property has a direct impact on the public's enjoyment of said services and on Grantee's ability to provide said services in a safe, consistent, and effective manner.

3.2 Grantee's Right to Maintain

Except in the case of emergency, in which Grantee may forthwith perform such maintenance and repair, if Grantor fails or refuses to adequately fulfill any of its obligations under this Site and Janitorial Maintenance

Agreement, within fifteen (15) calendar days after written demand by Grantee to do so, Grantee may so perform and Grantor shall pay to Grantee on demand the cost thereof plus interest on such costs at the highest legal rate until paid; or Grantee may at its option deduct the amount of such cost plus such interest thereon from the consideration otherwise due Grantor hereunder until said amount has been paid in full.

4. CONSIDERATION

4.1 General

In exchange for Grantor's covenant adherence to the provisions of this Site and Janitorial Maintenance Agreement, Grantee shall pay Grantor the sum ("Maintenance Sum") of \$10,000.00 per year. Payment of quarterly installments of the Maintenance sum will be made each quarter upon receipt of written demand from Grantor to Grantee at the address shown under the paragraph entitled "Notices" in these easements and agreement. The first quarterly payment for the first year of the Maintenance Sum shall be due ninety (90) days after the date of completion and Grantee acceptance of the Zone 1 improvements described in the Construction Agreement (the "Effective Date").

Grantee shall also pay to Grantor the sum of One Thousand Dollars (81,000) per year in quarterly installments ninety (90) days after the above described Effective Date for the first year and continuing thereafter on a quarterly basis as a contribution to a reserve fund to be maintained by Grantor and used by Grantor solely for the periodic repair and/or overlay of the circulation routes over Grantor's property shown on Exhibit A.

4.2 Periodic Cost-of-Living Adjustment

The Maintenance Sum is subject to adjustment at the commencement of one (1) year after the Effective Date (the "Adjustment Date").

The base of computing the adjustment is the Consumer price Index for All Urban Consumers for San Francisco-Oakland (base year = 1967) by the United States Department of Labor, Bureau of Labor Statistics ("Index"), which is in effect on the date of the Rent Effective Date ("Beginning Index"). The Index published most immediately preceding the adjustment date in question ("Extension Index") is to be used in determining the amount of the adjustment. If the Extension Index has increased over the Beginning Index, the Maintenance Sum due for the following year (until the next adjustment) shall be set by multiplying the Maintenance Sum by a fraction, the numerator of which is the Extension Index

and the denominator of which is the Beginning Index.

If the Index is changed so that the base year differs from that in effect when the Rent Effective Date commences, the Index shall be converted in accordance with the conversion factor published by the United States Department of Labor Statistics. If the Index is discontinued or revised during the term, such other government index or computation with which it is replaced shall be used in order to obtain substantially the same result as would be obtained if the Index had not been discontinued or revised.

Agreement

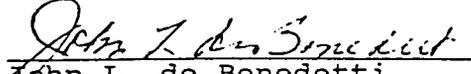
Concerning the agreement for Transit Facilities required by the conditions to approval of application AS/CUP/MLD/86-168: Capitola Mall Associates and Capitola Mall Associates II agree to be bound by whichever of the following is selected by City of Capitola: The agreement with the transit district submitted in July 1987 for City Council approval, that agreement as modified and approved by the City Council at its first July meeting, or any alternative approved by the City Council which is not more burdensome.

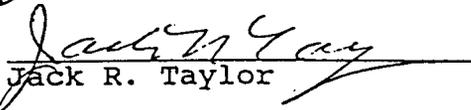
August 4 1987
date

City of Capitola, by


S. Burrell, city manager

CMA, by general partners


John L. de Benedetti


Jack R. Taylor

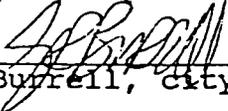
Timothy Sheehan

Agreement

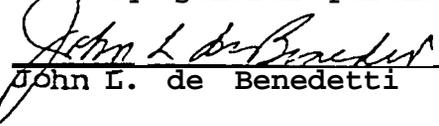
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8/6/87
date

City of Capitola, by


S. Burrell, city manager

CMA, by general partners


John L. de Benedetti

Jack R. Taylor,

~~Timothy Sheehan~~