

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

## BOARD OF DIRECTORS REGULAR MEETING AGENDA

March 28, 2003 (Fourth Friday of Each Month)

\* CITY HALL COUNCIL CHAMBERS\*

\*809 CENTER STREET\*

SANTA CRUZ, CALIFORNIA

9:00 a.m. - Noon

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

1. ROLL CALL
2. ORAL AND WRITTEN COMMUNICATION
  - a. Paul Marcelin, MUG Member RE: Hwy 17 Buses  
Laptop Computer Outlets
  - b. William Spence, BT Commercial Real Estate RE: Sakata Lane property
  - c. Jan Beautz, Chair, SCCRTC RE: Hwy. 1
  - d. Scott Bugental, Chair, E&D TAC RE: Paratransit Efficiencies
  - e. Scott Bugental, Chair, E&D TAC RE: ADA Paratransit Fares
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 FEBRUARY 14 AND FEBRUARY 28, 2003  
Minutes: Attached
- 7-2. ACCEPT AND FILE PRELIMINARILY APPROVED CLAIMS  
Report: Attached
- 7-3. ACCEPT AND FILE FEBRUARY 2003 RIDERSHIP REPORT  
Report: **Page One is included in the Add-On Packet**

\* Please note: Location of Meeting Place

- 7-4. CONSIDERATION OF TORT CLAIMS: **Deny the Claims of: Roxie Pagen, Claim #03-0006; Robin Hilliard, Claim #03-0007; Miroslava Morelund, Claim #03-0008.**  
Claims: **Materials are included in the Add-On Packet**
- 7-5. ACCEPT AND FILE AGENDA FOR THE MASTF COMMITTEE MEETING OF MARCH 20, 2003 AND THE MINUTES OF THE FEBRUARY 20, 2003 MEETING  
Agenda/Minutes: Attached
- 7-6. ACCEPT AND FILE AGENDA FOR THE MUG COMMITTEE MEETING OF MARCH 19, 2003 AND THE MINUTES OF THE FEBRUARY 19, 2003 MEETING  
Agenda/Minutes: Attached
- 7-7. ACCEPT AND FILE MONTHLY BUDGET STATUS REPORT FOR JANUARY 2003;  
APPROVAL OF BUDGET TRANSFERS  
Staff Report: Attached
- 7-8. ACCEPT AND FILE PARACRUZ STATUS REPORT FOR DECEMBER 2002  
Staff Report: Attached
- 7-9. ACCEPT AND FILE HIGHWAY 17 STATUS REPORT FOR JANUARY 2003  
Staff Report: Attached
- 7-10. ACCEPT AND FILE UNIVERSITY OF CALIFORNIA, SANTA CRUZ SERVICE  
UPDATE  
Staff Report: Attached
- 7-11. ACCEPT AND FILE METROBASE STATUS REPORT  
Staff Report: Attached
- 7-12. CONSIDERATION OF AUTHORIZATION OF DISPOSAL OF FOOTHILL BUS PARTS  
INVENTORY  
Staff Report: Attached
- 7-13. CONSIDERATION OF OWNED AND LEASED PROPERTY INVENTORIES TO  
DETERMINE IF THERE IS ANY PROPERTY IN EXCESS OF SANTA CRUZ  
METROPOLITAN TRANSIT DISTRICT'S FORESEEABLE NEEDS  
Staff Report: Attached
- 7-14. CONSIDERATION OF INCLUSION OF HISTORY OF PRIOR AMERICANS WITH  
DISABILITIES ACT (ADA) PROCEDURES  
Staff Report: Attached
- 7-15. CONSIDERATION OF APPROVAL OF AGREEMENT WITH DELTA DENTAL  
REGARDING PRIVACY RIGHTS PURSUANT TO HEALTH INSURANCE  
PORTABILITY AND ACCOUNTABILITY ACT OF 1996 (HIPAA); REVIEW NOTICE OF  
PRIVACY RIGHTS TO ENROLLEES AND REVIEW NEW GRIEVANCE  
PROCEDURES

- Staff Report: **Materials are included in the Add-On Packet**
- 7-16. CONSIDERATION OF RENEWAL OF CONTRACT WITH BROWN, ARMSTRONG, PAULDEN, MCCOWN, STARBUCK & KEETER ACCOUNTANCY CORPORATION FOR FINANCIAL AUDIT AND TAX SERVICES  
**(Moved to Consent Agenda at the March 14, 2003 Board Meeting. Staff report retained original numbering as Item #9)**
- 7-17. CONSIDERATION OF RENEWAL OF CONTRACT WITH MISSION LINEN AND UNIFORM SERVICE FOR UNIFORM AND LAUNDRY SERVICES  
**(Moved to Consent Agenda at the March 14, 2003 Board Meeting. Staff report retained original numbering as Item #10)**
- 7-18. CONSIDERATION OF AMENDING AWARD OF CONTRACT FOR FURNISHING BUS AIR, FUEL AND OIL FILTERS  
**(Moved to Consent Agenda at the March 14, 2003 Board Meeting. Staff report retained original numbering as Item #11)**
- 7-19. CONSIDERATION OF AMENDING CONTRACT WITH AMPAC BUILDING MAINTENANCE FOR CUSTODIAL SERVICES AT SCOTTS VALLEY TRANSIT CENTER  
**(Moved to Consent Agenda at the March 14, 2003 Board Meeting. Staff report retained original numbering as Item #12)**
- 7-20. CONSIDERATION OF AMENDING CONTRACT WITH GFI GENFARE TO PURCHASE ADDITIONAL FARE BOX EQUIPMENT  
**(Moved to Consent Agenda at the March 14, 2003 Board Meeting. Staff report retained original numbering as Item #14)**

#### REGULAR AGENDA

8. PRESENTATION OF EMPLOYEE LONGEVITY AWARDS  
Presented by: Chairperson Reilly  
Staff Report: Attached
9. **MOVED TO CONSENT AGENDA AS ITEM #7-16**
10. **MOVED TO CONSENT AGENDA AS ITEM #7-17**
11. **MOVED TO CONSENT AGENDA AS ITEM #7-18**
12. **MOVED TO CONSENT AGENDA AS ITEM #7-19**
13. **DELETED**
14. **MOVED TO CONSENT AGENDA AS ITEM #7-20**

15. PUBLIC HEARING TO RECEIVE INPUT REGARDING ALTERNATIVE SUGGESTIONS TO PROPOSED SERVICE CUTS  
Presented by: Mark Dorfman, Assistant General Manager  
Staff Report: Attached  
**PUBLIC HEARING TO BE HELD AT 9:00 a.m.**
16. CONSIDERATION OF AUTHORIZING THE ESTABLISHMENT OF A PROPERTY ACQUISITION NEGOTIATING TEAM USING THE SERVICES OF SANTA CRUZ COUNTY AND METRO STAFF AND AUTHORIZING THE TRANSMITTING OF A LETTER TO THE CITY COUNCIL OF SANTA CRUZ REQUESTING CONSENT FOR METRO TO USE ITS POWER OF EMINENT DOMAIN TO ACQUIRE THE SURF CITY AND TOOL SHED PROPERTIES  
Presented by: Les White, General Manager  
Staff Report: Attached
17. CONSIDERATION OF AUTHORIZING THE GENERAL MANAGER TO SIGN AND TRANSMIT A NOTIFICATION OF CONTRACT TERMINATION LETTER TO WATERLEAF INTERIORS, INC., PORTLAND, OREGON, FOR DESIGN SERVICES FOR THE METROBASE PROJECT  
Presented by: Les White, General Manager  
Staff Report: Attached
18. CONSIDERATION OF AUTHORIZING THE GENERAL MANAGER TO ISSUE A REQUEST FOR PROPOSALS FOR DESIGN SERVICES FOR PHASE 1 OF THE METROBASE PROJECT  
Presented by: Les White, General Manager  
Staff Report: Attached
19. **CONSIDERATION OF ESTABLISHING THE MANAGEMENT POSITION OF PROJECT MANAGER FOR THE METROBASE PROJECT**  
Presented by: Les White, General Manager  
Staff Report: **Materials are included in the Add-On Packet**
20. CONSIDERATION OF APPROVAL OF FY 03-04 PRELIMINARY LINE ITEM BUDGET FOR REVIEW AND CLAIMS PURPOSES  
Presented by: Elisabeth Ross, Finance Manager  
Staff Report: Attached
21. CONSIDERATION OF RESOLUTIONS AUTHORIZING THE TRANSMITTAL OF FY 2004 STATE TRANSIT ASSISTANCE (STA) AND TRANSPORTATION DEVELOPMENT ACT (TDA) CLAIMS  
Presented by: Mark Dorfman, Finance Manager

Staff Report: Attached

22. CONSIDERATION OF ADOPTION OF RESOLUTION AMENDING FY 02-03 BUDGET  
Presented by: Elisabeth Ross, Finance Manager  
Staff Report: Attached

23. **REPORT ON AMERICAN PUBLIC TRANSPORTATION ASSOCIATION'S (APTA) LEGISLATIVE CONFERENCE AND MEETINGS WITH MEMBERS OF CONGRESS AND THEIR STAFF**  
Presented by: Chairperson Reilly, Vice Chair Keogh, Les White  
Staff Report: Oral Presentation

24. **CONSIDERATION OF AMENDING AWARD OF CONTRACT FOR RESIDENT BUS INSPECTOR SERVICES**  
Presented by: Tom Stickel, Fleet Maintenance Manager  
Staff Report: **Materials are included in the Add-On Packet**

25. **CONSIDERATION OF AUTHORIZATION TO OPERATE A SHUTTLE FOR THE UNITED TRANSPORTATION UNION (UTU) SENIOR DINNER**  
Presented by: Bryant Baehr, Operations Manager  
Staff Report: **Materials are included in the Add-On Packet**

26. **CONSIDERATION OF AUTHORIZING THE GENERAL MANAGER TO REPRESENT METRO AT MEETINGS HELD TO DEVELOP A FORMATION AGREEMENT FOR A HIGHWAY 1 JOINT POWERS AUTHORITY**  
Presented by: Les White, General Manager  
Staff Report: **Materials are included in the Add-On Packet**

27. **CONSIDERATION OF APPOINTING A MEMBER OF THE BOARD OF DIRECTORS TO SERVE ON THE BOARD OF THE HIGHWAY 1 JOINT POWERS AUTHORITY**  
Presented by: Les White, General Manager  
Staff Report: **Materials are included in the Add-On Packet**

28. **CONSIDERATION OF APPOINTMENT OF MATTHEW JAMES MELZER TO THE METRO USERS GROUP UNDER THE MEMBERSHIP CATEGORY OF "TRANSIT USERS"**  
Presented by: Mark Dorfman, Assistant General Manager  
Staff Report: **Materials are included in the Add-On Packet**

29. **CONSIDERATION OF OPTIONS FOR BUS ADVERTISING**  
Presented by: Mark Dorfman, Assistant General Manager

Staff Report: **Materials are included in the Add-On Packet**

30. **CONSIDERATION OF MODIFYING THE REGULAR MEETING SCHEDULE OF THE BOARD OF DIRECTORS TO HOLD THE APRIL 11, 2003 REGULAR MEETING AT THE SANTA CRUZ CITY COUNCIL CHAMBERS**

Presented by: Les White, General Manager

Staff Report: **Oral Presentation**

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

32. ORAL AND WRITTEN COMMUNICATIONS REGARDING CLOSED SESSION

**SECTION II: CLOSED SESSION**

1. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION  
(Pursuant to Subdivision (a) of Section 54956.9)

a. Name of Case: Dorothy Parker v. Santa Cruz Metropolitan Transit District

2. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION  
(Initiation of Litigation Pursuant to Government Code Section 54956.9)

a. Number of Cases: One

**SECTION III: RECONVENE TO OPEN SESSION**

33. REPORT OF CLOSED SESSION

**ADJOURN**

**NOTICE TO PUBLIC**

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

When addressing the Board, the individual may, but is not required to, provide his/her name and address in an audible tone for the record.

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

The Santa Cruz Metropolitan Transit District does not discriminate on the basis of disability. The City Council Chambers is located in an accessible facility. Any person who requires an accommodation or an auxiliary aid or service to participate in the meeting, please contact Dale Carr at 831-426-6080 as soon as possible in advance of the Board of Directors meeting. Hearing impaired individuals should call 711 for assistance in contacting METRO regarding special requirements to participate in the Board meeting. A Spanish Language Interpreter will be available during "Oral Communications" and for any other agenda item for which these services are needed. This meeting will be broadcast live by Community Television of Santa Cruz on Channel 26.

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

**DATE:** March 28, 2003

**TO:** Board of Directors

**FROM:** General Manager

**SUBJECT: ADDITIONAL MATERIAL TO THE MARCH 28, 2003 BOARD MEETING AGENDA**

## SECTION I:

### **ADD TO ITEM #2**

ORAL AND WRITTEN COMMUNICATION

- c. Jan Beautz, Chair, SCCRTC RE: Hwy. 1
  - d. Scott Bugental, Chair, E&D TAC RE: Paratransit Efficiencies
  - e. Scott Bugental, Chair, E&D TAC RE: ADA Paratransit Fare
- (Insert Correspondence)**

## CONSENT AGENDA:

### **ADD TO ITEM #7-3**

February 2003 Ridership Report (Page 1)  
**(Insert Page 1 of Ridership Report)**

### **ADD TO ITEM #7-4**

CONSIDERATION OF TORT CLAIMS: Deny the claims of: Roxie Pagen, Claim #03-0006; Robin Hilliard, Claim #-3-0007; Miroslava Morelund, Claim #03-0008  
**(Insert Claims)**

### **ADD TO ITEM #7-15**

CONSIDERATION OF APPROVAL OF AGREEMENT WITH DELTA DENTAL REGARDING PRIVACY RIGHTS PURSUANT TO HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT OF 1996 (HIPAA); REVIEW NOTICE OF PRIVACY RIGHTS TO ENROLLEES AND REVIEW NEW GRIEVANCE PROCEDURES.  
**(Insert Staff Report)**

## REGULAR AGENDA:

### **DELETE ITEM #13**

CONSIDERATION OF APPROVAL TO AMEND CONTRACT FOR CONSTRUCTION OF THE COMPRESSED NATURAL GAS (CNG) FUEL STATION TO ADD ADDITIONAL CONSTRUCTION REQUIREMENTS  
**(Action was taken at the 3/14/03 Board meeting)**

### **DELETE ITEM #19**

CONSIDERATION OF RENEWAL OF EMPLOYMENT PRACTICES LIABILITY INSURANCE  
**(Action was taken at the 3/14/03 Board meeting)**

## AND....

### **ADD NEW ITEM #19**

CONSIDERATION OF ESTABLISHING THE MANAGEMENT POSITION OF PROJECT MANAGER FOR THE METROBASE PROJECT

**(Add Staff Report)**

- ADD TO ITEM #23** REPORT ON AMERICAN PUBLIC TRANSPORTATION ASSOCIATION'S (APTA) LEGISLATIVE CONFERENCE AND MEETINGS WITH MEMBERS OF CONGRESS AND THEIR STAFF  
**(New Agenda Item but report will be given orally)**
- ADD TO ITEM #24** CONSIDERATION OF AMENDING AWARD OF CONTRACT FOR RESIDENT BUS INSPECTOR SERVICES  
**(Add Staff Report)**
- ADD TO ITEM #25** CONSIDERATION OF AUTHORIZATION TO OPERATE A SHUTTLE FOR THE UNITED TRANSPORTATION UNION (UTU) SENIOR DINNER  
**(Add Staff Report)**
- ADD TO ITEM #26** CONSIDERATION OF AUTHORIZING THE GENERAL MANAGER TO REPRESENT METRO AT MEETINGS HELD TO DEVELOP A FORMATION AGREEMENT FOR A HIGHWAY 1 JOINT POWERS AUTHORITY  
**(Add Staff Report)**
- ADD TO ITEM #27** CONSIDERATION OF APPOINTING A MEMBER OF THE BOARD OF DIRECTORS TO SERVE ON THE BOARD OF THE HIGHWAY 1 JOINT POWERS AUTHORITY  
**(Add Staff Report)**
- ADD TO ITEM #28** CONSIDERATION OF APPOINTMENT OF MATTHEW JAMES MELZER TO THE METRO USERS GROUP UNDER THE MEMBERSHIP CATEGORY OF "TRANSIT USER"  
**(Add Staff Report)**
- ADD TO ITEM #29** CONSIDERATION OF OPTIONS FOR BUS ADVERTISING  
**(Add Staff Report)**
- ADD TO ITEM #30** CONSIDERATION OF MODIFYING THE REGULAR MEETING SCHEDULE OF THE BOARD OF DIRECTORS TO HOLD THE APRIL 11, 2003 REGULAR MEETING AT THE SANTA CRUZ CITY COUNCIL CHAMBERS  
**(New Agenda Item but report will be given orally)**

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

## BOARD OF DIRECTORS REGULAR MEETING AGENDA

March 14, 2003 (Second Friday of Each Month)

\*SCMTD ENCINAL CONFERENCE ROOM

\*370 ENCINAL STREET, SUITE 100\*

SANTA CRUZ, CALIFORNIA

9:00 a.m. – 11:00 a.m.

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

1. ROLL CALL
2. ORAL AND WRITTEN COMMUNICATION
  - a. Paul Marcelin, MUG Member RE: Hwy 17 Buses  
Laptop Computer Outlets
  - b. William Spence, BT Commercial Real Estate RE: Sakata Lane property
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 FEBRUARY 14 AND FEBRUARY 28, 2003  
Minutes: Attached
- 7-2. ACCEPT AND FILE PRELIMINARILY APPROVED CLAIMS  
Report: Attached
- 7-3. ACCEPT AND FILE FEBRUARY 2003 RIDERSHIP REPORT  
Report: **PAGE ONE WILL BE PRESENTED FOR CONSIDERATION AT THE MARCH 28, 2003 BOARD MEETING**
- 7-4. CONSIDERATION OF TORT CLAIMS: None

\* Please note: Location of Meeting Place

- 7-5. ACCEPT AND FILE AGENDA FOR THE MASTF COMMITTEE MEETING OF MARCH 20, 2003 AND THE MINUTES OF THE FEBRUARY 20, 2003 MEETING  
Agenda/Minutes: Attached
- 7-6. ACCEPT AND FILE AGENDA FOR THE MUG COMMITTEE MEETING OF MARCH 19, 2003 AND THE MINUTES OF THE FEBRUARY 19, 2003 MEETING  
Agenda/Minutes: Attached
- 7-7. ACCEPT AND FILE MONTHLY BUDGET STATUS REPORT FOR JANUARY 2003;  
APPROVAL OF BUDGET TRANSFERS  
Staff Report: Attached
- 7-8. ACCEPT AND FILE PARACRUZ STATUS REPORT FOR DECEMBER 2002  
Staff Report: Attached
- 7-9. ACCEPT AND FILE HIGHWAY 17 STATUS REPORT FOR JANUARY 2003  
Staff Report: Attached
- 7-10. ACCEPT AND FILE UNIVERSITY OF CALIFORNIA, SANTA CRUZ SERVICE  
UPDATE  
Staff Report: Attached
- 7-11. ACCEPT AND FILE METROBASE STATUS REPORT  
Staff Report: ATTACHED
- 7-12. CONSIDERATION OF AUTHORIZATION OF DISPOSAL OF FOOTHILL BUS PARTS  
INVENTORY  
Staff Report: Attached
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DETERMINE IF THERE IS ANY PROPERTY IN EXCESS OF SANTA CRUZ  
METROPOLITAN TRANSIT DISTRICT'S FORESEEABLE NEEDS  
Staff Report: Attached
- 7-14. CONSIDERATION OF INCLUSION OF HISTORY OF PRIOR AMERICANS WITH  
DISABILITIES ACT (ADA) PROCEDURES  
Staff Report: Attached
- 7-15. CONSIDERATION OF APPROVAL OF AGREEMENT WITH DELTA DENTAL  
REGARDING PRIVACY RIGHTS  
Staff Report: **WILL BE PRESENTED FOR CONSIDERATION AT THE  
MARCH 28, 2003 BOARD MEETING**

#### REGULAR AGENDA

8. PRESENTATION OF EMPLOYEE LONGEVITY AWARDS

Presented by: Chairperson Reilly  
Staff Report: Attached

**THIS PRESENTATION WILL TAKE PLACE AT THE MARCH 28, 2003 BOARD MEETING**

9. CONSIDERATION OF RENEWAL OF CONTRACT WITH BROWN, ARMSTRONG, PAULDEN, MCCOWN, STARBUCK & KEETER ACCOUNTANCY CORPORATION FOR FINANCIAL AUDIT AND TAX SERVICES

Presented by: Tom Stickel, Fleet Maintenance Manager  
Staff Report: Attached

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Presented by: Tom Stickel, Fleet Maintenance Manager  
Staff Report: Attached

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Presented by: Tom Stickel, Fleet Maintenance Manager  
Staff Report: Attached

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Presented by: Tom Stickel, Fleet Maintenance Manager  
Staff Report: Attached

13. CONSIDERATION OF APPROVAL TO AMEND CONTRACT FOR CONSTRUCTION OF THE COMPRESSED NATURAL GAS (CNG) FUEL STATION TO ADD ADDITIONAL CONSTRUCTION REQUIREMENTS

Presented by: Tom Stickel, Fleet Maintenance Manager  
Staff Report: Attached

**ACTION REQUIRED AT THE MARCH 14, 2003 BOARD MEETING**

14. CONSIDERATION OF AMENDING CONTRACT WITH GFI GENFARE TO PURCHASE ADDITIONAL FARE BOX EQUIPMENT

Presented by: Tom Stickel, Fleet Maintenance Manager  
Staff Report: Attached

15. PUBLIC HEARING TO RECEIVE INPUT REGARDING ALTERNATIVE SUGGESTIONS TO PROPOSED SERVICE CUTS

Presented by: Mark Dorfman, Assistant General Manager  
Staff Report: Attached

**PUBLIC HEARING TO BE HELD AT MARCH 14, 2003 BOARD MEETING**

16. CONSIDERATION OF AUTHORIZING THE ESTABLISHMENT OF A PROPERTY ACQUISITION NEGOTIATING TEAM USING THE SERVICES OF SANTA CRUZ COUNTY AND METRO STAFF AND AUTHORIZING THE TRANSMITTING OF A LETTER TO THE CITY COUNCIL OF SANTA CRUZ REQUESTING CONSENT FOR METRO TO USE ITS POWER OF EMINENT DOMAIN TO ACQUIRE THE SURF CITY AND TOOL SHED PROPERTIES  
Presented by: Les White, General Manager  
Staff Report: Attached
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Presented by: Les White, General Manager  
Staff Report: Attached
18. CONSIDERATION OF AUTHORIZING THE GENERAL MANAGER TO ISSUE A REQUEST FOR PROPOSALS FOR DESIGN SERVICES FOR PHASE 1 OF THE METROBASE PROJECT  
Presented by: Les White, General Manager  
Staff Report: Attached
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Presented by: Elizabeth Ross, Finance Manager  
Staff Report: Attached  
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Presented by: Elizabeth Ross, Finance Manager  
Staff Report: Attached
21. CONSIDERATION OF RESOLUTIONS AUTHORIZING THE TRANSMITTAL OF FY 2004 STATE TRANSIT ASSISTANCE (STA) AND TRANSPORTATION DEVELOPMENT ACT (TDA) CLAIMS  
Presented by: Mark Dorfman, Finance Manager  
Staff Report: Attached

22. CONSIDERATION OF ADOPTION OF RESOLUTION AMENDING FY 02-03 BUDGET  
Presented by: Elizabeth Ross, Finance Manager  
Staff Report: Attached
23. REVIEW OF ITEMS TO BE DISCUSSED IN CLOSED SESSION: District Counsel
24. ORAL AND WRITTEN COMMUNICATIONS REGARDING CLOSED SESSION

## **SECTION II: CLOSED SESSION**

1. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION  
(Pursuant to Subdivision (a) of Section 54956.9)
  - a. Name of Case: Soretta Chatman v. Santa Cruz Metropolitan Transit District

## **SECTION III: RECONVENE TO OPEN SESSION**

25. REPORT OF CLOSED SESSION

### **ADJOURN**

### **NOTICE TO PUBLIC**

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## Please, Inform Your Riders

*A Memo for the Board of Directors*

Caltrain riders are already enjoying the convenience of laptop computer outlets on the 45-minute ride from Redwood City to San Jose. Though the longest trip lasts just 90 minutes,<sup>1</sup> Caltrain recognizes the importance of attracting young, hip riders. They'll be paying full-fare for years.

Metro, on the other hand, has chosen to remain in the dark ages. Laptop outlets are history on the Highway 17 Express, a 1-hour ride to San Jose.

Metro's decision to delete laptop outlets from the suburban bus procurement is understandable, now that riders know the context. As Assistant General Manager Mark Dorfman explained at the last board meeting, the state's Traffic Congestion Relief Program (TCRP) may go away, so it's essential to complete the bus order without delay. If only this overriding concern had been mentioned in the staff report.

Now, some suggestions for the Board:

1. Require staff to notify MUG<sup>2</sup> before modifying or canceling passenger amenities. Attachment A to the staff report shows that *someone* "[a]pproved" the elimination of laptop outlets on "Jan.03/03". Weeks later, MUG had still not been informed.
2. Require staff to state, in every staff report, the *real* reason(s) for staff's recommendation(s). Had staff mentioned the TCRP timing constraint, riders might have suggested: ordering fewer outlets; having conduit installed so that wiring could be added later; or negotiating a refund commensurate with the cost of a future retrofit.

— Paul Marcelin-Sampson  
Member, Metro Users Group  
2003 March 04

<sup>1</sup> For service from San Francisco to San Jose. A very small number of trains continue to Gilroy.

<sup>2</sup> And MASTF, where applicable

March 7, 2003

Emily Reilly  
Chairperson  
Santa Cruz Metropolitan Transit District  
370 Encinal Street, Suite 100  
Santa Cruz, CA 95060

RE: 25 Sakata Lane, Watsonville, CA (APN: 17-23 1-05)

Dear Ms. Reilly

We are currently working with a Fortune 500 company that wishes to open a facility in the Watsonville area. Unfortunately, they require a minimum of 5 acres of land for their operation and there are few remaining sites in Watsonville that are of this size and have the correct zoning for their intended use. After touring the area, their first choice is the Metro's property located at the end of Sakata Lane in Watsonville. They are very interested in pursuing the purchase of this property if it is available.

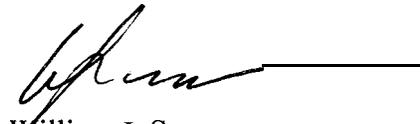
The reason for our letter is to inquire as to whether the Metro is willing to sell the property at this time and, if so, the parameters along which you would entertain an offer.

We feel that this company would be an asset to Watsonville and provide jobs to the community.

Thank you for your attention to this matter. A prompt response would be greatly appreciated as this is a time sensitive requirement.

Please feel free to contact us with any questions.

Sincerely,  
BT Commercial Real Estate



William J. Spence  
Partner



Jim Wiseman, CCIM  
Managing Partner



SANTA CRUZ COUNTY REGIONAL TRANSPORTATION COMMISSION

1523 PACIFIC AVENUE, SANTA CRUZ, CALIFORNIA 95060-3911 • 831/ 460-3200 • FAX 831/ 460-3215

March 21, 2003

Handwritten note: M... ..

MAR 24 2003

SERVICE AUTHORITY  
FOK FREEWAY  
EMERGENCIES  
(SAFE)

Chairperson Emily Reilly  
SCMTD  
370 Encinal Street, Suite 100  
Santa Cruz CA 95060

RAIL/TRAIL  
AUTHORITY

Dear Chairperson Reilly:

**RE: Kick-Off Meeting on Formation of Joint Powers Authority for Highway 1 Widening/HOV Project**

COMMUTE  
SOLUTIONS

At its March 20, 2003 meeting, the Santa Cruz County Regional Transportation Commission (SCCRTC) decided that a Joint Powers Authority should be formed as soon as possible to be the lead agency for the Highway 1 Widening/High Occupancy Vehicle (HOV) project. The County of Santa Cruz, the four cities and the Santa Cruz Metro Transit District are requested to work together to form the Joint Powers Authority (JPA). The SCCRTC has determined that there will be a seven-member governing board as shown on the enclosure.

TRANSPORTATION  
POLICY WORKSHOP

BUDGET &  
ADMINISTRATION  
PERSONNEL  
COMMITTEE

Your input and assistance with the formation of the JPA is required. **A policy representative from the SCMTD and a management staff representative from the SCMTD are invited to attend the kick-off meeting for the formation of the Highway 1 Joint Powers Authority.** An agenda and packet of information will be distributed to your representatives prior to the meeting, including background information on the project and a preliminary workplan to form the Joint Powers Authority. It is expected that a representative of your staff will be asked to participate in future meetings and assist further in this collaborative effort.

INTERAGENCY  
TECHNICAL  
ADVISORY  
COMMITTEE

BICYCLE COMMITTEE

**The kick-off meeting will be held:**

ELDERLY & DISABLED  
TRANSPORTATION  
ADVISORY COMMITTEE

Friday, April 4, 2002  
8:00 am to 10:00 am  
SCCRTC Offices  
1523 Pacific Avenue  
Santa Cruz, CA

Light refreshments will be served.

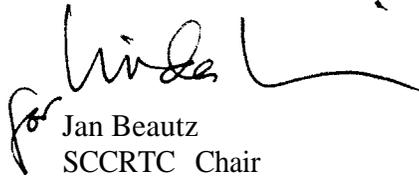
WWW.SCCRTC.ORG  
EMAIL:INFO@SCCRTC.ORG

MEMBER AGENCIES: SANTA CRUZ METROPOLITAN TRANSIT DISTRICT, COUNTY OF SANTA CRUZ, CALTAKANS, CITIES OF CAPITOLA, SANTA CRUZ, SCOTTSVALLEY, WATSONVILLE

**Please contact Gini Pineda of the SCCRTC staff at 460-3200 or [gini.pineda@co.santa-cruz.ca.us](mailto:gini.pineda@co.santa-cruz.ca.us) by March 28<sup>th</sup> with the names and contact information (phone number and email address) of the representatives your agency plans to send to the kick-off meeting.**

Thank you very much for your attention to this matter.

Sincerely,

A handwritten signature in black ink, appearing to read "Jan Beutz". The signature is written in a cursive style with a long horizontal stroke at the end. To the left of the signature, there is a small, stylized mark that looks like "for".

Jan Beutz  
SCCRTC Chair

Enclosure

cc: SCCRTC  
Les White, General Manager

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# Joint Powers Authority for the Highway I Construction Authority

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Fact Sheet  
March 2003

## The Joint Powers Authority for the Highway 1 Widening/HOV Project

The purpose of the JPA will be to oversee, manage and expedite the Highway 1 Widening/High Occupancy Vehicle (HOV) Lane Project from environmental review through construction. Assemblymember John Laird has introduced AB 1590 pertaining to authorities for the JPA.

The Santa Cruz County Regional Transportation Commission (SCCRTC) has determined the following membership for the JPA's seven-member governing board:

<b>Members</b>	<b>Appointing Body</b>
1 – District 1 County Supervisor	N/A
1 – District 2 County Supervisor	N/A
1 – North County Representative	Board of Supervisors
1 – South County Representative	Board of Supervisors
1 – City of Capitola	Capitola City Council
1 – City of Santa Cruz	Santa Cruz City Council
1 – Santa Cruz Metro	Santa Cruz Metro

## The Project

The SCCRTC has identified widening Highway 1 between Highway 17 and Aptos as a high priority project since as early as 1986. In the 1990's, the SCCRTC worked with Caltrans to secure funding for a project to add merge lanes in the Highway 1/17 interchange area; construction is expected to start on that project in 2004.

Caltrans completed a Project Study Report in 2002 for widening options and operational improvements for Highway 1 south of the Highway 1/17 Merge Lanes Project. At that time, the SCCRTC and Caltrans determined that the project would add a lane in each direction for High Occupancy Vehicles (HOVs -car-pools, vanpools and buses) and the project limits would extend to Larkin Valley Road/ San Andreas Road.

The SCCRTC has secured funding and selected a consultant team to undertake the next phase of project development work for the Highway 1 Widening/HOV project: preparation of a Project Approval/Environmental Document (PA/ED). Funding is currently available for operation of the Joint Powers Authority in so far as it will oversee the PA/ED contract. To fund construction of the project, the SCCRTC is working with the County of Santa Cruz on a local transportation sales tax ballot measure for the November 2004 ballot.

## For More Information

Contact the Santa Cruz County Regional Transportation Commission at (83 1) 460-3200, e-mail [info@sccrtc.org](mailto:info@sccrtc.org) or visit the Commission's website at [www.sccrtc.org](http://www.sccrtc.org).

March 19, 2003

SERVICE AUTHORITY  
FOR FREEWAY  
EMERGENCIES  
(SAFE)



Sheryl Ainsworth, Chair  
Santa Cruz Metropolitan Transit District  
370 Encinal St, Suite 100  
Santa Cruz, CA 95060

MAR 24 2003

RAIL/TRAIL  
AUTHORITY



**RE: Paratransit Efficiencies**

Dear Chair Ainsworth:

COMMUTE  
SOLUTIONS



At the February 11, 2003 meeting of the Elderly & Disabled Transportation Advisory Committee (E/D TAC), members unanimously approved the following motion with John Daugherty and Link Spooner abstaining.

TRANSPORTATION  
POLICY WORKSHOP



**The E/D TAC requests that the Santa Cruz Metropolitan Transit District work to develop a cost-efficient, user-friendly solution for the declining paratransit productivity (both ADA and other) and increasing cost issues related to the prohibition of co-mingling of ADA Paratransit rides with other rides on vehicles provided by the Consolidated Transportation Services Agency and their subcontractors.**

BUDGET &  
ADMINISTRATION  
PERSONNEL  
COMMITTEE



With a projected decrease in available public funding and an increase in the population of older Americans, transportation dollar expenditures need to be scrutinized more closely than ever. Reports from the CTSA indicate the current policies prohibiting riders funded by other sources, such as TDA funds, from sharing vans with ADA riders has significantly increased costs for all programs.

INTERAGENCY  
TECHNICAL  
ADVISORY  
COMMITTEE



We believe that it is in everyone's interest to work out a written agreement, as SCMTD staff indicated is allowed in the contract, that allows rides on vehicles to be shared between ADA and non-ADA paratransit users.

BICYCLE COMMITTEE

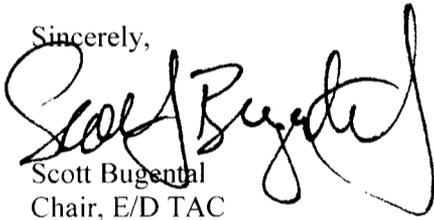


Thank you for your consideration of these important issues.

ELDERLY & DISABLED  
TRANSPORTATION  
ADVISORY COMMITTEE



Sincerely,



Scott Bugental  
Chair, E/D TAC

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

MEMBER AGENCIES SANTA CRUZ METROPOLITAN TRANSIT DISTRICT, COUNTY OF SANTA CRUZ, CALTRANS,  
CITIES OF CAPITOLA, SANTA CRUZ, SCOTTSVALLEY, WATSONVILLE

SERVICE AUTHORITY  
FOR FREEWAY  
EMERGENCIES  
(SAFE)



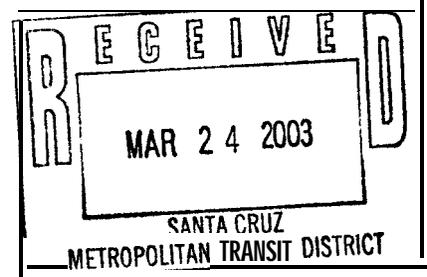
March 19, 2003

Sheryl Ainsworth, Chair  
Santa Cruz Metropolitan Transit District  
370 Encinal St, Suite 100  
Santa Cruz, CA 95060

RAIL/TRAIL  
AUTHORITY



**RE: ADA Paratransit Fares**



Dear Chair Ainsworth:

COMMUTE  
SOLUTIONS



At the February 11, 2003 meeting of the Elderly & Disabled Transportation Advisory Committee (E/D TAC), members unanimously approved the following motion with John Daugherty and Link Spooner abstaining.

**The E/D TAC opposes the use of premium fares for Americans with Disabilities Act-mandated paratransit service.**

TRANSPORTATION  
POLICY WORKSHOP



Since the passage of the ADA, our community as a whole has been committed providing paratransit services that truly meet the needs people with disabilities. Implementing premium fares for services such as door-to-door service would negatively impact our community's most frail individuals, the majority of whom already face severe economic hardships. For many, even the current \$2.00 fare is a financial burden. Additional charges would put people in the position of having to choose between what safely meets their needs and what they can afford.

BUDGET &  
ADMINISTRATION  
PERSONNEL  
COMMITTEE



INTERAGENCY  
TECHNICAL  
ADVISORY  
COMMITTEE



We urge you not to enact any premium fares, but instead continue Metro's commitment to meeting the real needs of disabled residents of Santa Cruz County in a compassionate manner.

BICYCLE COMMITTEE

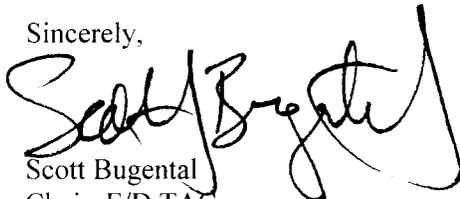


Thank you for your consideration of these important issues.

ELDERLY & DISABLED  
TRANSPORTATION  
ADVISORY COMMITTEE



Sincerely,

  
Scott Bugental  
Chair, E/D TAC

I:\E&DTAC\OUTREACH\2003\SCMTD\_ADA\_Premium Mar.doc

WWW.SCCRTC.ORG  
EMAIL INFO@SCCRTC.ORG

MEMBER AGENCIES: SANTA CRUZ METROPOLITAN TRANSIT DISTRICT, COUNTY OF SANTA CRUZ, CALTRANS,  
CITIES OF CAPITOLA, SANTA CRUZ, SCOTTSVALLEY, WATSONVILLE

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

Minutes- Board of Directors

February 14, 2003

---

A Regular Meeting of the Board of Directors of the Santa Cruz Metropolitan Transit District met on Friday, February 14, 2003 at the District's Administrative Office, 370 Encinal Street, Santa Cruz, CA.

Chairperson Reilly called the meeting to order at 9:09 a.m.

## SECTION 1: OPEN SESSION

---

### 1. ROLL CALL:

#### DIRECTORS PRESENT

Jeff Almquist (arrived after roll call)  
Jan Beautz  
Michelle Hinkle  
Dennis Norton  
Emily Reilly  
Mike Rotkin (arrived after roll call)  
Ex-Officio Wes Scott  
Pat Spence  
Marcela Tavantzis

#### DIRECTORS ABSENT

Sheryl Ainsworth  
Mike Keogh  
Ana Ventura Phares

#### STAFF PRESENT

Bryant Baehr, Operations Manager  
Mark Dorfman, Asst. General Manager  
Margaret Gallagher, District Counsel  
Elisabeth Ross, Finance Manager

Robyn Slater, Interim H.R. Manager  
Tom Stickel, Fleet Maint. Manager  
Les White, General Manager

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

Ted Chatterton, MUG  
Jim Dong, Raymundo Engineering  
Ed Kramer, MASTF  
Spence Erickson, PG&E  
Leianne Humble, Denise Duffy & Asso.  
Jake Hurley, SEIU  
Jim Larson, PG&E  
Martin Mahaley, NexGen Fueling

Manny Martinez, PSA  
Bonnie Morr, UTU  
Jeff North, UTU  
Karena Pushnik, SCCRTC  
Celia Scott, Consultant  
Peter Scott, Campaign for Sensible Transpo.  
Jeff Waller, Higgins & Associates

### 2. ORAL AND WRITTEN COMMUNICATION

None

**3. LABOR ORGANIZATION COMMUNICATIONS**

None

**4. METRO USERS GROUP (MUG) COMMUNICATIONS**

Director Hinkle, Chair of the MUG Committee, is working to put together a joint meeting with MASTF to discuss issues that affect both committees.

**5. METRO ACCESSIBLE SERVICES TRANSIT FORUM (MASTF) COMMUNICATIONS**

None

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

None

**ITEMS #17 AND #18 FROM THE REGULAR AGENDA WERE TAKEN OUT OF ORDER.**

**17. CONSIDERATION OF RESOLUTION CERTIFYING THE FINAL ENVIRONMENTAL IMPACT REPORT (EIR) FOR THE METROBASE PROJECT, AND ADOPTION OF LEGAL FINDINGS AND MITIGATION MEASURES AND MITIGATION MONITORING AND REPORTING PROGRAM**

**Summary:**

Les White outlined the actions that the Board will consider at its February 28<sup>th</sup> meeting. He gave the background of the MetroBase project from the point when the Harvey West Cluster 1 was made the preferred alternative. He discussed the interim Compressed Natural Gas (CNG) fueling station at the Operations Dept. and mentioned the dedication ceremony that will be held on Tuesday, February 18, at 11:30 a.m. Mr. White reiterated that by the year 2010, the entire bus fleet would be entirely CNG.

**DIRECTOR ALMQUIST ARRIVED.**

Mr. White further discussed the expansion into the Surf City Produce site when building a multi-story maintenance building. With Board approval at the February 28<sup>th</sup> meeting, staff would move forward with final development and design of this Phase and would solicit bids for construction. Staff's goal is to be operating in the MetroBase Phase I by the year 2005.

Leianne Humble outlined the Draft and Final Environmental Impact Report (EIR) process that was conducted for this project. Les White reiterated that the Board will be asked at their February 28<sup>th</sup> meeting to certify the EIR and adopt a resolution which includes the Mitigation Monitoring and Reporting Program.

**Discussion:**

Director Spence inquired about the water line that would need to be relocated at the Golf Club Drive site and was informed that discussions would be held with the City of Santa Cruz regarding where it would be moved to (i.e. maintenance building location or to River Street). Costs for the relocation of the water line are included in the project costs. Mr. White discussed \$7.8 million in STIP (State Transportation Improvement Funds) funds that have resorted back to the Regional Transportation Commission (RTC) but that, hopefully, will be reallocated to METRO if the State of California permits. Staff will work with the RTC in this regard. METRO currently has \$20.1 million in funds for the MetroBase project. He added that if staff is successful with the High Intensity Transit Tier, he would recommend to the Board that \$7 million be programmed in for this project.

Peter Scott, on behalf of The Campaign for Sensible Transportation, submitted a letter in support of the certification of the Final EIR and to approve the MetroBase project.

**DIRECTOR ROTKIN ARRIVED**

**18. CONSIDERATION OF APPROVAL OF THE METROBASE PROJECT**

**Summary:**

Les White outlined the steps the Board is being asked to take at their February 28, 2003 meeting. Once the EIR is approved, the MetroBase project is ready to be approved by the Board. This approval would authorize staff to move forward with the next steps in the process.

**Discussion:**

Mr. White added that staff reports on the design services and schedule would be brought to the Board in March as well as information on the right-of-way acquisition. Mr. White added that, at a minimum, METRO would have the permanent CNG fueling station in place by 2005. Temporary facilities may be necessary during the construction phase. Construction documents should be on the street by the Fall of 2003. Chairperson Reilly advised the Board and audience that any questions or concerns prior to the February 28, 2003 Board meeting should be addressed to Les White.

**ITEM #16 WAS TAKEN OUT OF ORDER.**

**16. CONSIDERATION OF APPROVAL OF INITIATING A LOCAL PLANNING PROCESS TO ACHIEVE PUBLIC PARTICIPATION IN REVISING THE CALL STOP LIST**

**ACTION IS REQUIRED AT THE FEBRUARY 14, 2003 BOARD MEETING**

**Summary:**

Bryant Baehr reported that at its November 2002 meeting, the Board requested several items from staff. One being that when the Call Stop electronic system has stabilized, that staff return to the Board with a public participation process. Staff is requesting that the Board appoint a Call Stop Committee for public participation in revising the call stop list. The objective of the Committee would be to review the existing list, make improvements and return to the Board at the April 11<sup>th</sup> Board meeting with an implementation schedule. District Counsel is assisting in this process. At their February 12<sup>th</sup> meeting, MASTF passed two motions:

- 1) Recommendation to add one representative from Watsonville
- 2) All participants on the Call Stop Committee should use the bus at least periodically.

Bryant Baehr added that the public would be encouraged to attend and advertising of the public meetings would take place in newspapers, and with bus cards. Mr. Baehr will work with Director Tavantzis regarding where the best places to advertise in the Watsonville area would be. Director Reilly stated that an announcement could be made at the Santa Cruz City Council meetings as well. Director Rotkin suggested placing the meeting schedules in the "This Week's Meetings" section of the *Santa Cruz Sentinel* free of charge. Karena Pushnik of the Regional Transportation Commission also has lists of community organizations which would be helpful. She also suggested that the E&D TAC committee be contacted.

**ACTION: MOTION: DIRECTOR BEAUTZ SECOND: DIRECTOR TAVANTZIS**

**Appoint a call stop advisory committee consisting of the following participants: Two (2) MASTF representatives, two (2) MUG representatives, two (2) UTU representatives, two (2) staff representatives, one (1) Cabrillo College representative, one (1) UCSC representative, one (1) Doran Center for the Blind, one (1) PSA Transit Supervisor representative, one (1) Seniors Commission representative and one (1) Commission on Disabilities (appointed by the Board of Supervisors) representatives. This committee will formulate recommendations concerning the frequency of call stops and develop an implementation schedule for the Board of Directors consideration.**

**Motion passed unanimously with Directors Ainsworth, Keogh and Phares being absent.**

**CONSENT AGENDA**

**7-1. APPROVE REGULAR BOARD MEETING MINUTES OF JANUARY 10 AND JANUARY 24, 2003**

No questions or comments.

**7-2. ACCEPT AND FILE PRELIMINARILY APPROVED CLAIMS**

No questions or comments.

**7-3. ACCEPT AND FILE JANUARY 2003 RIDERSHIP REPORT**

Director Tavantzis mentioned the low ridership figures for the Highway 17 route and suggested that this route be discussed during the service reduction meetings. She added that the San Jose State University student body should be aware of the public meetings when this discussion will take place. Mark Dorfman stated that the meetings for the fare increase and those for the service reductions would be held separately. He further stated that these meetings would be publicized on the buses, especially Highway 17 buses. Polling of the Highway 17 riders would take place as to the need for service on Martin Luther King Day and the day after Thanksgiving. VTA would need to concur with any changes made to the Highway 17 service.

**7-4. CONSIDERATION OF TORT CLAIMS: Deny the Claims of: Jason Joseffer, Claim #03-0003, Kevin Dysle, Claim #03-0004**

No questions or comments.

**7-5. ACCEPT AND FILE AGENDA FOR THE MASTF COMMITTEE MEETING OF FEBRUARY 20, 2003 AND MINUTES OF THE JANUARY 16, 2003 MEETING**

No questions or comments.

**7-6. ACCEPT AND FILE AGENDA FOR THE MUG COMMITTEE MEETING OF FEBRUARY 19, 2003 AND MINUTES OF THE JANUARY 15, 2003 MEETING**

No questions or comments.

**7-7. ACCEPT AND FILE MONTHLY BUDGET STATUS REPORT FOR DECEMBER 2002**

No questions or comments.

**7-8. ACCEPT AND FILE PARACRUZ STATUS REPORT FOR NOVEMBER 2002**

Director Tavantzis mentioned the high "failure rate" (i.e. areas of non-compliance with the contract). Mr. Baehr stated that staff is currently working on these problems since they are from November. He added that Lift Line is not fully utilizing their software and that METRO staff is inspecting Lift Line's vehicles and facilities regularly. Director Spence stated that Steve Paulson is doing a fantastic job as Paratransit Administrator.

**7-9. ACCEPT AND FILE HIGHWAY 17 STATUS REPORT FOR DECEMBER 2002**

No questions or comments.

**7-10. ACCEPT AND FILE UNIVERSITY OF CALIFORNIA, SANTA CRUZ SERVICE UPDATE**

Director Rotkin reported that classes ended on December 1, 2002, which explains why the ridership is so low.

**7-11. CONSIDERATION OF AUTHORIZATION OF DISPOSAL OF VEHICLE #893**

No questions or comments.

**REGULAR AGENDA**

**8. CONSIDERATION OF PRESENTATION OF EMPLOYEE LONGEVITY AWARDS  
PRESENTATION WILL BE MADE AT THE FEBRUARY 28, 2003 BOARD MEETING**

No questions or comments.

**9. CONSIDERATION OF APPROVING THE UPDATE TO THE EQUAL EMPLOYEE  
OPPORTUNITY PLAN (EEO)**

**Summary:**

Robyn Slater reported that every three (3) years METRO is required to present the Equal Employee Opportunity (EEO) Plan to the Federal Transit Administration (FTA). Ms. Slater updated this report utilizing information from the 2000 census data which was available to her. She met with both the unions and management and received input. This EEO Plan is due by March 3, 2003.

**Discussion:**

Director Tavantzis thanked Ms. Slater for such a comprehensive report and asked how efforts could be improved to hire more females and minorities. Ms. Slater responded that there are now organizations available to us for recruiting minorities.

**10. CONSIDERATION OF AMENDING CONTRACT FOR THE CONSTRUCTION OF A  
COMPRESSED NATURAL GAS (CNG) FUEL STATION  
WILL BE PRESENTED FOR CONSIDERATION AT THE FEBRUARY 28, 2003 BOARD  
MEETING**

**Summary:**

Tom Stickel reported that figures are being finalized for the February 28<sup>th</sup> Board meeting on this issue. Les White discussed the dedication ceremony that will be held on February 18<sup>th</sup>. Amending this contract will close out this project.

**11. CONSIDERATION OF AMENDMENT TO CONTRACT WITH ORION BUS INDUSTRIES  
FOR THE PURCHASE OF DIESEL, HIGH-FLOOR SUBURBAN BUSES THAT CAN BE  
CONVERTED TO COMPRESSED NATURAL GAS (CNG)**

**ACTION: MOTION: DIRECTOR ALMQUIST SECOND: DIRECTOR ROTKIN**

**Move this item to the Consent Agenda.**

Tom Stickel pointed out an error in the staff report whereby the amount of reduction for each bus is listed as \$151 and should be \$565. Mark Dorfman added that the 12V power outlet at each seat for laptops has been deleted and this credit has been applied as a result of Orion informing the District that it would result in a 24-week delay.

**Motion passed unanimously with Directors Ainsworth, Keogh and Phares being absent.**

**ACTION: MOTION: DIRECTOR ALMQUIST SECOND: DIRECTOR NORTON**

**Move Items 12 through 15 to the Consent Agenda.**

Tom Stickel corrected his staff report on the Day Wireless Systems Contract stating that the funds are available from Fleet Maintenance instead of Facilities Maintenance as stated in the staff report.

**Motion passed unanimously with Directors Ainsworth, Keogh and Phares being absent.**

12. **CONSIDERATION OF AMENDING DAY WIRELESS SYSTEMS CONTRACT**
13. **CONSIDERATION OF APPROVAL TO PAY FOR ADDITIONAL WORK PERFORMED ON CONTRACT FOR RETROFITTING THE MINOR MAINTENANCE FACILITY**
14. **RECONSIDERATION OF BOARD OF DIRECTORS' DIRECTION TO ISSUE A REQUEST FOR PROPOSALS FOR CONSTRUCTION, OPERATION AND MAINTENANCE OF A KIOSK FOR THE OPERATION OF A NEW RESTAURANT BUSINESS AT THE WATSONVILLE TRANSIT CENTER**
15. **CONSIDERATION OF AUTHORIZATION TO PURCHASE PARATRANSIT AND FIXED ROUTE MID-SIZE BUSES USING STATE CONTRACT**
19. **REVIEW OF ITEMS TO BE DISCUSSED IN CLOSED SESSION: District Counsel**

Margaret Gallagher requested that the Board add to the Closed Session Agenda the Chavez vs. METRO case that is currently in litigation in Santa Cruz Superior court. Action is required prior to the next Board meeting on this matter.

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

**Make the necessary findings to declare this an emergency item and place it on the Closed Session agenda for today's meeting.**

**Motion passed unanimously with Directors Ainsworth, Keogh and Phares being absent.**

Ms. Gallagher further noted that there would be a conference with Labor Negotiator, Bryant Baehr, a conference with Legal Counsel on existing litigation regarding the Martinez vs. METRO case and a conference with Legal Counsel on anticipated litigation on one case.

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

Mr. Dorfman distributed one handout regarding the anticipated litigation.

**SECTION II: CLOSED SESSION**

Vice-Chairperson Reilly adjourned to Closed Session at 10:09 a.m. Chairperson Reilly reconvened to Open Session at 10:50 a.m.

**DIRECTOR NORTON LEFT THE MEETING.**

**SECTION III: RECONVENE TO OPEN SESSION**

**21. REPORT OF CLOSED SESSION**

Margaret Gallagher reported that the Board settled the Martinez vs. METRO case for \$30,000 with a unanimous vote of all Board members present.

**ADJOURN**

There being no further business, Chairperson Reilly adjourned the meeting at 10:51 a.m.

Respectfully submitted.

Dale Carr  
Administrative Services Coordinator

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

Minutes- Board of Directors

February 28, 2003

---

A Regular Meeting of the Board of Directors of the Santa Cruz Metropolitan Transit District met on Friday, February 28, 2003 at the City Hall Council Chambers, 809 Center Street, Santa Cruz, California.

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

## SECTION 1: OPEN SESSION

### 1. ROLL CALL:

#### DIRECTORS PRESENT

Sheryl Ainsworth  
Jeff Almquist  
Jan Beautz  
Michelle Hinkle  
Mike Keogh  
Dennis Norton  
Ana Ventura Phares  
Emily Reilly  
Mike Rotkin  
Ex-Officio Wes Scott  
Pat Spence  
Marcela Tavantzis

#### DIRECTORS ABSENT

None

#### STAFF PRESENT

Bryant Baehr, Operations Manager  
Mark Dorfman, Asst. General Manager  
Margaret Gallagher, District Counsel  
Marilyn Fenn, Asst. Finance Manager

Elisabeth Ross, Finance Manager  
Robyn Slater, Interim H.R. Manager  
Tom Stickel, Fleet Maint. Manager  
Les White, General Manager

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

Jim Dong, Raymundo Engineering  
Ed Kramer, MASTF  
Spence Erickson, PG&E  
Tom Hiltner, SEA  
Leianne Humble, Denise Duffy & Asso.  
Pete Jussel, Metro Retiree  
Jeff Leblanc, Rider  
Fahmey Ma'Awad, MASTF  
Paul Marcelin, MUG  
Manny Martinez, PSA

Bonnie Morr, UTU  
Will Regan, VMU  
Barbie Schaller, MASTF  
Bob Scott, Consultant  
Celia Scott, Consultant  
Peter Scott, Campaign for Sensible  
Transpo.  
Marion Taylor, League of Women Voters  
Amy Weiss, Interpreter

### 2. ORAL AND WRITTEN COMMUNICATION

- a. A. M. Stickel                      RE: MetroBase Project
- b. R. Paul Marcelin, MUG        RE: Metro Users Group Committee

Chairperson Reilly requested a report from Margaret Gallagher at the next Board meeting regarding Mr. Marcelin's comments concerning the MUG Committee.

Paul Marcelin spoke regarding his memo to the Board, specifically, the fact that the MUG meetings are held during the day and his concerns that this limits the amount of interest in the committee. He stated that the culture of METRO needs to be changed in order to be more receptive to the riders. He welcomed a discussion with the individual Board members or with the Board as a group in the future in this regard.

Mr. Marcelin also spoke to Consent Agenda Item #7-12 regarding the deletion of the laptop computer port on the new Highway 17 buses that are on order. He stated that no one spoke with the riders regarding this and expressed concern that it wasn't brought before the Board prior to notifying the manufacturer. Mark Dorfman responded by explaining that the vendor was having a problem working this option into the electrical system and including the ports would create a 24-week delay in delivery. Due to the TCRP (Traffic Congestion Relief Program) funding mechanism used to purchase these buses, staff's goal was to accelerate their delivery so as not to jeopardize the TCRP funds. Mr. Dorfman added that since the Highway 17 Express service is only one hour long, laptop computers should have ample battery power to handle the trip.

**3. LABOR ORGANIZATION COMMUNICATIONS**

None

**4. METRO USERS GROUP (MUG) COMMUNICATIONS**

Director Hinkle reported that nominations were taken for the Call Stop Committee and that Barbie Schaller and Ted Chatterton were nominated. Ms. Schaller agreed to represent the Seniors Commission on that committee so another MUG member is needed to complete their representation.

**5. METRO ACCESSIBLE SERVICES TRANSIT FORUM (MASTF) COMMUNICATIONS**

Ed Kramer reported that in April 2001 MASTF directed its Chair to send a letter to the Board that it approves of the MetroBase project.

At its February 20, 2003 meeting, MASTF confirmed the appointments of Connie Day and Ed Kramer as MASTF representatives to the METRO Call Stop Advisory Committee.

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

**SECTION I:**

**ADD TO ITEM #2**

ORAL AND WRITTEN COMMUNICATION

- a. A. M. Stickel RE: MetroBase Project
- b. R. Paul Marcelin, MUG RE: Metro Users Group  
Committee

- c. Ceil Cirillo, Dir. of Redevelop. RE: MetroBase  
City of Santa Cruz

**(Insert written communications)**

**CONSENT AGENDA:**

**ADD TO ITEM #7-4**

CONSIDERATION OF TORT CLAIMS: Deny the claims of: Ethan Miller, Claim #03-0005

**(Insert Claim)**

**ADD TO ITEM #7-11**

CONSIDERATION OF AUTHORIZATION OF DISPOSAL OF VEHICLE #893, AND TWENTY (20) FOOTHILL BUSES

**(Insert Revised Staff Report and Attachment)**

**ADD TO ITEM #7-12**

CONSIDERATION OF AMENDMENT TO CONTRACT WITH ORION BUS INDUSTRIES FOR THE PURCHASE OF DIESEL, HIGH-FLOOR SUBURBAN BUSES THAT CAN BE CONVERTED TO COMPRESSED NATURAL GAS (CNG)

**(Insert Revised Page 11-B-5 – This item was moved from Regular Agenda to Consent Agenda. Staff Report retained original numbering as Item #11)**

**ADD TO ITEM #7-13**

CONSIDERATION OF AMENDING DAY WIRELESS SYSTEM CONTRACT

**(Insert Revised Page 12-1 – This item was moved from Regular Agenda to Consent Agenda. Staff Report retained original numbering as Item #12)**

**ADD TO ITEM #7-17**

CONSIDERATION OF BUS ADVERTISING STATUS REPORT

**(Insert Staff Report)**

**REGULAR AGENDA:**

**DELETE ITEM #10**

CONSIDERATION OF AMENDING CONTRACT FOR THE CONSTRUCTION OF A COMPRESSED NATURAL GAS (CNG) FUEL STATION

**(Information pending – Will be brought back to Board in March)**

**DELETE ITEM #16**

CONSIDERATION OF APPROVAL OF INITIATING A LOCAL

- AND....** PLANNING PROCESS TO ACHIEVE PUBLIC PARTICIPATION  
IN REVISING THE CALL STOP LIST  
**(Action was taken at the 2/14/03 meeting)**
- REPLACE WITH NEW  
STAFF REPORT** CONSIDERATION OF RESOLUTION OF APPRECIATION FOR TIM  
FITZMAURICE  
**(Replace deleted Call Stop List staff report with Resolution of  
Appreciation as Item #16 for 2/28/03 Board meeting)**
- ADD TO ITEM #19** CONSIDERATION OF REMOVAL OF OWNER FROM LEASE FOR  
TENANT’S BUSINESS AT WATSONVILLE TRANSIT CENTER  
**(Add Staff Report)**
- ADD TO ITEM #20** CONSIDERATION OF AUTHORIZING THE GENERAL MANAGER  
TO EXECUTE AN EXTENSION TO THE CURRENT LEASE FOR  
THE PROPERTY LOCATED AT 111 DUBOIS STREET FOR AN  
ADDITIONAL ONE-YEAR PERIOD  
**(Add Staff Report)**
- ADD TO ITEM #21** CONSIDERATION OF AUTHORIZING THE GENERAL MANAGER  
TO EXECUTE AN ADDENDUM TO THE SANTA CRUZ  
METROPOLITAN TRANSIT DISTRICT’S LEASE WITH  
FREDERICK ELECTRONICS CORPORATION, DATED  
DECEMBER 1, 2000 TO LEASE AN ADDITIONAL 1,000 SQUARE  
FEET OF SPACE  
**(Add Staff Report)**
- ADD TO ITEM #22** CONSIDERATION OF AUTHORIZING THE BOARD CHAIR TO  
TRANSMIT A LETTER TO THE CONGRESSIONAL DELEGATION  
EXPRESSING THE BOARD’S DISAPPROVAL OF THE BUSH  
ADMINISTRATION’S PROPOSED CHANGES IN THE  
STRUCTURE OF THE FEDERAL TRANSIT PROGRAM  
**(Add Staff Report)**
- ADD TO ITEM #23** CONSIDERATION OF AMENDING MEMORANDUM OF  
UNDERSTANDING BETWEEN THE SANTA CRUZ  
METROPOLITAN TRANSIT DISTRICT AND THE SERVICE  
EMPLOYEES INTERNATIONAL UNION (SEIU) LOCAL 415  
**(Add Staff Report)**
- ADD TO ITEM #24** CONSIDERATION OF AWARD OF CONTRACT FOR LEGAL  
SERVICES IN THE AREA OF WORKER’S COMPENSATION  
**(Add Staff Report)**

Margaret Gallagher requested approval from the Board to add one item as follows:  
Consideration of authorizing the General Manager to execute lease agreement for 120 DuBois.  
She explained that the current lease agreement expired on February 14 and due to a computer  
error in the notification procedure, staff was not notified of the expiration until after the agenda

was posted. Action needs to be taken at today's meeting on this lease. Staff has set up a manual system to avoid this occurring in the future.

**ACTION: MOTION: DIRECTOR ALMQUIST SECOND: DIRECTOR KEOGH**

**Make the necessary findings to declare that there is a need to take action before the next Board meeting and place it on the regular agenda to be taken with Item #20.**

**Motion passed unanimously.**

### **CONSENT AGENDA**

- 7-1. APPROVE REGULAR BOARD MEETING MINUTES OF JANUARY 10 AND JANUARY 24, 2003
- 7-2. ACCEPT AND FILE PRELIMINARILY APPROVED CLAIMS
- 7-3. ACCEPT AND FILE JANUARY 2003 RIDERSHIP REPORT
- 7-4. CONSIDERATION OF TORT CLAIMS: Deny the Claims of: Jason Joseffer, Claim #03-0003, Kevin Dysle, Claim #03-0004, Ethan Miller, Claim #03-0005
- 7-5. ACCEPT AND FILE AGENDA FOR THE MASTF COMMITTEE MEETING OF FEBRUARY 20, 2003 AND MINUTES OF THE JANUARY 16, 2003 MEETING
- 7-6. ACCEPT AND FILE AGENDA FOR THE MUG COMMITTEE MEETING OF FEBRUARY 19, 2003 AND MINUTES OF THE JANUARY 15, 2003 MEETING
- 7-7. ACCEPT AND FILE MONTHLY BUDGET STATUS REPORT FOR DECEMBER 2002
- 7-8. ACCEPT AND FILE PARACRUZ STATUS REPORT FOR NOVEMBER 2002
- 7-9. ACCEPT AND FILE HIGHWAY 17 STATUS REPORT FOR DECEMBER 2002
- 7-10. ACCEPT AND FILE UNIVERSITY OF CALIFORNIA, SANTA CRUZ SERVICE UPDATE
- 7-11. CONSIDERATION OF AUTHORIZATION OF DISPOSAL OF VEHICLE #893, AND TWENTY (20) FOOTHILL BUSES
- 7-12. CONSIDERATION OF AMENDMENT TO CONTRACT WITH ORION BUS INDUSTRIES FOR THE PURCHASE OF DIESEL, HIGH-FLOOR SUBURBAN BUSES THAT CAN BE CONVERTED TO COMPRESSED NATURAL GAS (CNG)  
(Moved to Consent Agenda at the February 14, 2003 Board Meeting. Staff report retained original numbering as Item #11)
- 7-13. CONSIDERATION OF AMENDING DAY WIRELESS SYSTEMS CONTRACT  
(Moved to Consent Agenda at the February 14, 2003 Board Meeting. Staff report retained original numbering as Item #12)
- 7-14. CONSIDERATION OF APPROVAL TO PAY FOR ADDITIONAL WORK PERFORMED ON CONTRACT FOR RETROFITTING THE MINOR MAINTENANCE FACILITY  
(Moved to Consent Agenda at the February 14, 2003 Board Meeting. Staff report retained original numbering as Item #13)
- 7-15. RECONSIDERATION OF BOARD OF DIRECTORS' DIRECTION TO ISSUE A REQUEST FOR PROPOSALS FOR CONSTRUCTION, OPERATION AND MAINTENANCE OF A KIOSK FOR THE OPERATION OF A NEW RESTAURANT BUSINESS AT THE WATSONVILLE TRANSIT CENTER  
(Moved to Consent Agenda at the February 14, 2003 Board Meeting. Staff report retained original numbering as Item #14)
- 7-16. CONSIDERATION OF AUTHORIZATION TO PURCHASE PARATRANSIT AND FIXED ROUTE MID-SIZE BUSES USING STATE CONTRACT

**(Moved to Consent Agenda at the February 14, 2003 Board Meeting. Staff report retained original numbering as Item #15)**

**7-17. CONSIDERATION OF BUS ADVERTISING STATUS REPORT**

**ACTION: MOTION: DIRECTOR ALMQUIST SECOND: DIRECTOR REILLY**

**Approve the Consent Agenda, including Item #7-12 which was previously pulled for discussion.**

**Motion passed unanimously.**

**REGULAR AGENDA**

**8. CONSIDERATION OF PRESENTATION OF EMPLOYEE LONGEVITY AWARDS**

**Discussion:**

Director Rotkin requested that when a 25-year employee cannot attend the Board meeting to accept his/her Certification of Appreciation, that the presentation be postponed until the next Board meeting to give the employee the opportunity to attend.

The following employee was acknowledged with a longevity certificate for his years of service:

**FIFTEEN YEARS**

Pete Legorretta, Bus Operator

**TWENTY-FIVE YEARS**

Henry Lee, Lead Mechanic

It was noted that Pete Legorretta was just promoted to the supervisory position and Henry Lee has been a lead mechanic for the past two years. Mr. Lee was not in attendance and will, therefore, be invited to the March Board meeting.

**9. CONSIDERATION OF APPROVING THE UPDATE TO THE EQUAL EMPLOYEE OPPORTUNITY PLAN (EEOP)**

**Summary:**

Robyn Slater reported that this plan has to be recertified every three years and sent to FTA (Federal Transit Administration). Staff is requesting approval so the plan can be submitted to the FTA as required by March 3, 2003.

**ACTION: MOTION: DIRECTOR ROTKIN SECOND: DIRECTOR PHARES**

**Approve the Equal Employee Opportunity Plan.**

Director Rotkin acknowledged how valuable this information is to the Board so they can ensure that METRO has an effective affirmative action plan in place. Staff is making decisions that reflect our community. He thanked the staff for their efforts.

**Motion passed unanimously.**

10. **DELETED**
11. **MOVED TO CONSENT AGENDA AS ITEM #7-12**
12. **MOVED TO CONSENT AGENDA AS ITEM #7-13**
13. **MOVED TO CONSENT AGENDA AS ITEM #7-14**
14. **MOVED TO CONSENT AGENDA AS ITEM #7-15**
15. **MOVED TO CONSENT AGENDA AS ITEM #7-16**
16. **CONSIDERATION OF RESOLUTION OF APPRECIATION FOR TIM FITZMAURICE**

**Summary:**

Les White reported that this is a Resolution of Appreciation for Ex-Director Tim Fitzmaurice recognizing his service on the METRO Board. Chairperson Reilly read the Resolution aloud.

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

**Approve Resolution of Appreciation**

**AYES:** Ainsworth, Almquist, Beautz, Hinkle, Keogh, Norton, Phares, Reilly, Rotkin, Spence, Tavantzis

**NOES:** None

**ABSTAIN:** None

**ABSENT:** None

It was pointed out that Mr. Fitzmaurice rode the bus every day and how important it is to have a Board member who has this intimate connection to the transit system.

17. **CONSIDERATION OF RESOLUTION CERTIFYING THE FINAL ENVIRONMENTAL IMPACT REPORT (EIR) FOR THE METROBASE PROJECT, AND ADOPTION OF**

**LEGAL FINDINGS AND MITIGATION MEASURES AND MITIGATION MONITORING  
AND REPORTING PROGRAM**

**Summary:**

Les White reported that the EIR of the Harvey West Cluster #1 is before the Board for certification at today's meeting. A map was shown that reflects the sites included in the EIR, which are the River Street Operating facility, the Tool Shed property, the Golf Club minor maintenance facility and the Surf City Produce property. The scope of this component of the project would support conversion of the fleet to CNG in the timeframe necessary by 2005. This would support a fleet of approximately 98 buses for fleet maintenance and operations functions only.

Lianne Humble of Denise Duffy & Associates authored the EIR and summarized the EIR process beginning with the Notice of Preparation on April 30, 2002 to the final EIR being completed and ready for review on February 7, 2003. There were no questions from the Board and discussion was opened up to the public.

**Discussion:**

Ed Davidson of 200 Button Street stated that he submitted a letter during the scoping period but did not see it in the final EIR report. His letter was regarding the eastern access to the University of California, Santa Cruz. He stated that this access would occur during the life of the MetroBase project. He added that to ignore the eastern access is not consistent with the requirements of the California Environmental Quality Act (CEQA). He asked that the Board not certify the EIR because it is in conflict with the requirements of CEQA.

Barbie Schaller, a Blackbird Street resident, spoke regarding her extensive bus riding experience and the fact that there are 74 projects in which seniors are involved. Seniors comprise more than 15% of the volunteers in Santa Cruz and they need the bus to get around. Lack of bus service would mean lack of volunteers in Santa Cruz County. Ms. Schaller is in support of the Board approving the MetroBase EIR and project.

Jeff LeBlanc, a resident of Santa Cruz, has been riding the buses for sixteen years as a matter of necessity. The bus system has enabled him to be a part of the community to an extent that otherwise would not have been possible. He is in support of the Board approving both the MetroBase project and the EIR so METRO can move forward with this project, which is so vital to the preservation of the transit district. He pointed out that delays cost money and service cuts could have been avoided if the MetroBase facility had been in place.

Peter Scott spoke on behalf of the Campaign for Sensible Transportation. He came before the Board to express his support two weeks ago and to again today give the support of his group for the approval of the MetroBase EIR and project.

Larry Pederson, President and CEO of A Tool Shed Equipment Tools and Rentals, addressed the Board. His business is a 60-year old family business and serves four counties. He stated that he has had no correspondence with anyone concerning what METRO's plans are for the future of the Tool Shed property. As plans move forward, he requested that communication

take place with him and his company officers. He expressed that he would like to stay at the location where the business is currently located.

Fahmey Ma'Awad spoke on behalf of the Doran Center for the Blind. He expressed the need for MetroBase in order to get people out of their cars and onto buses. He is in support of the MetroBase EIR and project.

Bonnie Morr, Chairperson of the UTU, Local 23. She spoke to encourage the Board to move quickly and get past the EIR so METRO can move on to other issues and onto the next step in the MetroBase process.

John Barthomew, bus operator, spoke in support of MetroBase and reiterated that METRO has two years in which to do this project (i.e. in order to have the entire fleet converted to alternative fuel). He added that he appreciates the concerns of the Tool Shed, however, it is easier to move one business than to move a bus terminal.

Tom Hiltner, President of SEA, spoke on behalf of 67 METRO employees and members of the union who strongly support the MetroBase project. He asked that the Board pass the resolution approving the EIR. He reiterated that in 1999 there were \$32 million available for the MetroBase project, however, \$12 million of these funds were lost due to delays. "If MetroBase were in existence now, the upcoming service reductions would not be necessary since METRO's operating costs would be lower." He urged the Board to approve the EIR and project and to move to the next steps quickly to build MetroBase.

Brent Bouchard, representing the Asa family, spoke regarding the Golf Club Drive property. He is the owner and operator of the Surf City Produce business. He explained his family's history with this business and location and expressed how difficult it will be to leave that location. Even though his business will continue running once they are relocated, he told the Board that a part of his family will always be with the original location.

Chairperson Reilly took this opportunity to thank those people in attendance who will be adversely affected by the MetroBase project for the generosity and graciousness with which they spoke to the Board during this difficult time for them.

Manny Martinez, Transit Supervisor and Chairperson of PSA, spoke regarding his personal experience with relocating a family business on the East Coast and his understanding of what the Tool Shed and Surf City Produce owners are going through. He added that METRO staff has already been working under challenging conditions on a daily basis just to keep the buses on the streets. He stated that PSA is 100% behind the MetroBase project and Mr. Martinez encouraged the Board to do whatever possible to make this project happen.

Will Regan of VMU fully supports the building of MetroBase along with the 20+ VMU members he represents. He stated that it is a hard decision no matter where the project is built as it will affect someone and he understands the comments and feelings of others who spoke today. He supports the approval of the EIR and project and hopes it will move forward quickly.

Paul Marcelin, MUG member and transit rider, spoke in favor of approving the MetroBase project and stated that he feels METRO and its consultant have done a stellar job on the EIR and on responding to comments made. He urged the Board to accept the EIR.

Mr. White concluded the discussion by stating that METRO has a responsibility to provide relocation and to make those businesses affected whole. He added that relocation does not mean replication, however, METRO would do everything possible to handle these issues with sensitivity and to minimize the disruptions associated with that kind of relocation. He assured the Board that staff would be communicating with those affected business owners going forward. He further added that communication with the property owners has been minimal to date, except for what was necessary for the EIR. Since this was the third preferred alternative, staff delayed extensive conversations with business owners until it was determined that this site would be approved. With recommendations from the Board regarding property acquisition, staff will provide relocation assistance to the Tool Shed and Surf City Produce within the next two months.

**ACTION: MOTION: DIRECTOR ROTKIN SECOND: DIRECTOR HINKLE**

**Moved passage of the Resolution to certify the final Environmental Impact Report (EIR) for the MetroBase project and adopt Legal Findings and Mitigation Measures and Mitigation Monitoring and Reporting Program by a unanimous voice vote in lieu of a roll call.**

Director Rotkin added that the eastern access to the university was taken out of the City's Master Plan and that there is no legal obligation that METRO should study something just because someone thinks it is a good idea. Mr. White reiterated that staff is on schedule with the MetroBase project as outlined in the monthly status report, which will be in next month's agenda packet.

**Motion passed unanimously. No dissents were registered.**

## **18. CONSIDERATION OF APPROVAL OF THE METROBASE PROJECT**

### **Summary:**

Les White reported that now that the EIR and the Mitigation Plan have been approved by the Board for the MetroBase project, the next step is for the Board to approve the project itself as outlined in the EIR. Once the project is approved, staff can begin on the design/construction documentation.

**ACTION: MOTION: DIRECTOR BEAUTZ SECOND: DIRECTOR AINSWORTH**

**Move approval of the MetroBase project.**

### **Discussion:**

Jim Larson of PG&E's Cleaner Transportation Program thanked the staff for choosing the CNG alternative fuel for the fleet, which exceeds emissions requirements, and the Board for

supporting the vision and commitment from PG&E. PG&E will continue to support the MetroBase project through the transition over to natural gas.

Will Regan of VMU stated that he is looking forward to working with management during the design phase. He reiterated the tight constraints imposed by the California Air Resources Board to have alternative-fueled buses on the road. Bonnie Morr thanked the Board on behalf of all the drivers for approving the EIR and project today. Director Phares, as one of the newest Board members, thanked METRO employees and the bus riding public for their incredible patience during this process. Celia Scott congratulated the METRO Board and staff that this day of approval finally arrived. Director Norton expressed his feelings with "It's a wonderful day in the neighborhood".

**Motion passed unanimously.**

**19. CONSIDERATION OF REMOVAL OF OWNER FROM LEASE FOR TENANT'S BUSINESS AT WATSONVILLE TRANSIT CENTER**

**Summary:**

Margaret Gallagher reported that the Taqueria El Torito currently has three people on the lease. It was requested that Maria Uribe be deleted from the lease so she can direct her efforts to a new business. The business has been in the Watsonville Transit Center for over five years and they have maintained the terms and conditions of their lease.

**ACTION: MOTION: DIRECTOR ALMQUIST SECOND: DIRECTOR ROTKIN**

**Authorize the General Manager to execute an Amendment to the Lease allowing Juan Valdivia and Maria de Lourdes Valdivia to take their mother's name, Maria Uribe, off the lease for Taqueria El Torito, currently doing business at the Watsonville Transit Center.**

Director Keogh confirmed that METRO is not losing a financial guarantee by deleting this partner from the lease.

**Motion passed unanimously.**

**20. CONSIDERATION OF AUTHORIZING THE GENERAL MANAGER TO EXECUTE AN EXTENSION TO THE CURRENT LEASE FOR THE PROPERTY LOCATED AT 111 DUBOIS STREET FOR AN ADDITIONAL ONE-YEAR PERIOD**

**Summary:**

Margaret Gallagher reported that this is the lease that involves the Fleet Maintenance facility with the bays. The lease extension would be for one year. The current lease expires today. A CPI adjustment would be made on the rent.

This item will include the emergency add-on item as specified under Item #6 as follows:

**CONSIDERATION OF AUTHORIZING THE GENERAL MANAGER TO EXECUTE LEASE AGREEMENT FOR 120 DUBOIS**

**Summary:**

This lease expired on February 14, 2003. Staff is requesting a three-year lease with two one-year extensions. This lease would also contain a CPI adjustment on the rent.

**Discussion:**

There was concern that there might be interest in leasing it to someone else since the lease has lapsed. Ms. Gallagher confirmed that the facility landlord missed the deadline as well and that they are not interested in leasing to anyone else.

**ACTION: MOTION: DIRECTOR ALMQUIST SECOND: DIRECTOR AINSWORTH**

**Authorize the General Manager to execute an extension to the current lease between the METRO and the 1977 Juliano Trust for the properties located at 111 Dubois Street as indicated above. Authorize the General Manager to execute a three-year lease with two one-year extensions for the property located at 120 Dubois Street with the Hinshaw landlord.**

**Motion passed unanimously.**

**21. CONSIDERATION OF AUTHORIZING THE GENERAL MANAGER TO EXECUTE AN ADDENDUM TO THE SANTA CRUZ METROPOLITAN TRANSIT DISTRICT'S LEASE WITH FREDERICK ELECTRONICS CORPORATION, DATED DECEMBER 1, 2000 TO LEASE AN ADDITIONAL 1,000 SQUARE FEET OF SPACE**

**Summary:**

Ms. Gallagher reported that the staff report is erroneous and should state 9,600 sq. ft. instead of 1,000 sq. ft.

**Discussion:**

Director Ainsworth questioned that cost of this with the new information of 9,600 sq. ft. and was informed that Ms. Gallagher would speak with the landlord and return to the Board with the correct price changes.

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

**Approve space up to 10,000 sq. ft. at \$.06 per sq. ft. and authorize Counsel to develop an amendment in this regard. Modify the terms of the agreement to read “up to” six months.**

It was confirmed that the timeframe of six months for which this additional space is needed might be shortened by working on a quick disposal of the excess vehicles that are awaiting auction.

**Motion passed unanimously.**

**22. CONSIDERATION OF AUTHORIZING THE BOARD CHAIR TO TRANSMIT A LETTER TO THE CONGRESSIONAL DELEGATION EXPRESSING THE BOARD'S DISAPPROVAL OF THE BUSH ADMINISTRATION'S PROPOSED CHANGES IN THE STRUCTURE OF THE FEDERAL TRANSIT PROGRAM**

**Summary:**

Les White reported that during their trip to Washington, DC for the APTA Legislative Conference next week, he and Directors Reilly and Keogh will encourage the Bay Area members of the delegation to support earmarking of \$8.6 million over five years for the Metro Center Redevelopment project. The current administration's budget would eliminate the "discretionary bus money" which would be a major structural change in the program. If this occurred, the funds would be redirected to "rail systems" and METRO would not be a viable candidate for these funds. Staff recommends that he and Directors Reilly and Keogh communicate to key members of the transportation and infrastructure committees that elimination of this program would create a hardship for the District.

**ACTION: MOTION: DIRECTOR AINSWORTH SECOND: DIRECTOR ALMQUIST**

**Authorize the Chair to transmit a letter to members of Congress from the Bay Area expressing disapproval of the structural changes in the Federal Transit Program proposed by the Bush Administration.**

**Discussion:**

Director Almquist asked if METRO's efficiency tier proposal made it into the Administration's proposal and was told that an efficiency tier was utilized but it was different from the one proposed by METRO – the Office of Management and Budget and the White House did not use METRO's criteria. The criteria utilized was strictly contingent on ridership growth.

**Motion passed unanimously.**

**23. CONSIDERATION OF AMENDING MEMORANDUM OF UNDERSTANDING BETWEEN THE SANTA CRUZ METROPOLITAN TRANSIT DISTRICT AND THE SERVICE EMPLOYEES INTERNATIONAL UNION (SEIU) LOCAL 415**

**Summary:**

Bryant Baehr reported that staff came to a tentative agreement with SEIU Local 415 and PSA regarding the Transit Supervisor/Scheduler position. The basic language is included in the staff report. It was specified that this is a "meet and confer" on this particular issue only.

**ACTION: MOTION: DIRECTOR ALMQUIST SECOND: DIRECTOR NORTON**

**Authorize the General Manager to enter into a side agreement with the SEIU Local 415 modifying the MOU between METRO and SEIU Local 415.**

**Motion passed unanimously.**

**24. CONSIDERATION OF AWARD OF CONTRACT FOR LEGAL SERVICES IN THE AREA OF WORKER'S COMPENSATION**

**Summary:**

Tom Stickel reported that last year METRO had over \$1 million in Workers' Compensation claims. To assist in processing these claims, staff has completed and sent out a Request for Proposal for legal assistance. Staff ranked each respondent and this ranking is included in the staff report. Staff recommends that the Board authorize execution of a contract with the law offices of Marie Sang in Campbell, California.

**ACTION: MOTION: DIRECTOR ALMQUIST SECOND: DIRECTOR ROTKIN**

**Authorize the General Manager to execute a contract for legal services in the area of Workers' Compensation with the law offices of Marie F. Sang. Request that Ms. Sang's office use laymen's terms when corresponding with METRO.**

**Motion passed unanimously.**

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

Margaret Gallagher stated that the existing litigation cases of Frank Cousins, Steve Davidson and Soretta Chatman vs. METRO would be discussed in Closed Session. Ms. Gallagher asked that the existing litigation case of Carrie Weech Rose vs. METRO be removed from the Closed Session agenda at this time.

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

None

**SECTION II: CLOSED SESSION**

Chairperson Reilly adjourned to Closed Session at 10:33 a.m. Chairperson Reilly reconvened to Open Session at 11:50 a.m.

**SECTION III: RECONVENE TO OPEN SESSION**

**21. REPORT OF CLOSED SESSION**

There was nothing to report at this time.

**ADJOURN**

There being no further business, Chairperson Reilly adjourned the meeting at 11:50 a.m.

Respectfully submitted.

Dale Carr  
Administrative Services Coordinator

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

DATE: 02/01/03 THRU 02/28/03

CHECK NUMBER	CHECK DATE	CHECK AMOUNT	VENDOR NAME	VENDOR TRANS. TYPE	TRANS. NUMBER	TRANSACTION DESCRIPTION	TRANSACTION AMOUNT	TRANSACTION COMMENT
8947	02/07/03	85.08	001 SEC CALIFORNIA	81365		JAN PHONE LINES	85.08	
8948	02/07/03	219.39	001012 CUSTOM LABEL & DECAL, LLC	81366		REV VEH PARTS	219.39	
8949	02/07/03	9,941.66	001043 VISION SERVICE PLAN	81367		FEB VISION INSURANCE	9,941.66	
8950	02/07/03	9,759.62	001063 NEW FLYER INDUSTRIES LIMITED	81368		REV VEH PARTS 374	374.80	
				81369		REV VEH PARTS 12	12.36	
				81370		REV VEH PARTS 4248	4,247.97	
				81371		REV VEH PARTS 202	201.85	
				81372		REV VEH PARTS 4923	4,923.14	
8951	02/07/03	1,274.40	001230 CAPITOL CLUTCH AND BRAKE, INC	81373		REV VEH PARTS	1,274.40	
8952	02/07/03	432.00	001263 ABBOTT STREET RADIATOR	81374		REPAIR RADIATOR/8303	432.00	
8953	02/07/03	201.33	001315 WASTE MANAGEMENT OF S C	81375		JAN MT HERMON/KINGS	65.91	
				81376		JAN KINGS VIL, LA	135.42	
8954	02/07/03	92,957.85	001316 DEVCO OIL	81377		JAN FUEL	92,957.85	
8955	02/07/03	330.00	001523 SANTA CRUZ MEDICAL CLINIC	81378		DEC MEDICAL EXAMS	330.00	
8956	02/07/03	4,450.82	001745 HARTFORD LIFE	81379		FEB LIFE/AD&D INS	4,450.82	
8957	02/07/03	189,505.65	001762 COMMUNITY BRIDGES	81380		DEC ADA PARATRANSIT	189,505.65	
8958	02/07/03	51.00	001944 SANTA CRUZ COUNTY LAW LIBRARY	81381		COPIES/CARDKEY-LEGAL	51.00	
8959	02/07/03	1,105.20	002005 TRANSIT RESOURCES, INC.	81382		REV VEH PARTS	368.40	
				81383		REV VEH PARTS	736.80	
8960	02/07/03	63.07	002028 WESTCOAST LEGAL SERVICE	81385		PROF/TECH SVCS	63.07	
8961	02/07/03	101.96	002063 COSTCO	81386		LOCAL MEETING EXP	12.67	
				81387		PHOTO PROCESS/OPS	16.63	
				81388		PHOTO PROCESS/OPS	24.45	
				81389		PHOTO PROCESS/OPS	29.10	
				81390		PHOTO PROCESS/OPS	19.11	
8962	02/07/03	9,400.34	002116 HINSHAW, EDWARD & BARBARA	81391		120 DUBDIS 7/1-12/31	9,400.34	
8963	02/07/03	10,165.00	002123 GIRO, INC.	81392		HASTUS SW MAINT	10,165.00	
8964	02/07/03	308.50	002130 AUTOMOTIVE ENVIRONMENTAL &	81393		SAFETY SUPPLIES 297	308.50	
8965	02/07/03	173.34	002189 BUS & EQUIPMENT	81394		REV VEH PARTS	173.34	
8966	02/07/03	1,767.75	002607 CTC ANALYTICAL SERVICES INC.	81395		OUT REPAIR REV VEH	1,767.75	
8967	02/07/03	977.70	002626 NELSON\NYGAARD	81396		PROF/TECH SVCS	977.70	
8968	02/07/03	150.13	002627 CDW GOVERNMENT, INC.	81397		LOGITECH MOUSE/IT	150.13	
8969	02/07/03	152.32	002639 NEXTEL COMMUNICATIONS	81398		12/26-1/25 PHONES	152.32	
8970	02/07/03	17,175.16	002686 WATERLEAF ARCHITECTURE	81399		PROF SVCS TO 12/27	17,175.16	
8971	02/07/03	140.88	002689 B & B SMALL ENGINE REPAIR	81400		MISC SUPPLIES	140.88	
8972	02/07/03	424.46	002713 SANTA CRUZ AUTO TECH, INC	81401		OUT REPAIR/#003	78.02	
				81402		OUT REPAIR/#9700	346.44	
8973	02/07/03	190.18	007 UNITED PARCEL SERVICE	81403		FREIGHT OUT	190.18	
8974	02/07/03	39.38	009 PACIFIC GAS & ELECTRIC	81404		1/1-1/27 SAKATA LN	11.13	
				81405		12/9-1/29 RODRIGUEZ	16.90	
				81406		12/27-1/27 SAKATA LN	11.35	
8975	02/07/03	803.86	013 MCI SERVICE PARTS INC	81407		REV VEH PARTS	135.43	
				81408		REV VEH PARTS	668.43	
8976	02/07/03	2,504.27	018 SALINAS VALLEY FORD SALES	81409		OUT REPAIR/#002	1,166.85	
				81410		REV VEH PARTS	1,337.42	
8977	02/07/03	50.65	021 WHOLY WATER PURIFICATION SERV.	81411		OUT REPAIR EQUIPMENT	50.65	
8978	02/07/03	54.70	023 PACIFIC TRUCK PARTS, INC.	81412		REV VEH PARTS	54.70	
8979	02/07/03	1,490.59	043 PALACE ART & OFFICE SUPPLY	81413		OFFICE SUPPLIES	1,490.59	
8980	02/07/03	207.50	067 ROTO-ROOTER SEWER/PLUMBING	81414		OUT REPAIR BLDGS/IMP	207.50	
8981	02/07/03	158.36	104 STATE STEEL COMPANY	81415		REV VEH PARTS	158.36	

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8982	02/07/03	808.10	117 GILLIG CORPORATION		81416	REV VEH PARTS	426.59	
					81417	REV VEH PARTS	221.05	
					81418	REV VEH PARTS	160.46	
8983	02/07/03	1,684.74	130 WATSONVILLE CITY WATER DEPT.		81419	CONTAINER RODRIGUEZ	1,255.04	
					81420	11/4-1/2 RODRIGUEZ	528.24	
					81421	11/4-1/2 RODRIGUEZ	58.71	
					81422	11/4-1/2 RODRIGUEZ	42.15	
8984	02/07/03	152.06	147 ZEE MEDICAL SERVICE		81423	SAFETY SUPPLIES	152.06	
8985	02/07/03	380.91	143 ZEP MANUFACTURING COMPANY		81424	REV VEH PARTS	380.91	
8986	02/07/03	965.95	156 PRINT GALLERY, THE		81425	PRINT ROUTE STICKERS	965.95	
8987	02/07/03	269.25	157 DELL MARKETING L.P.		81426	COMPUTER SUPPLIES/IT	269.25	
8988	02/07/03	22.88	166 HOSE SHOP, INC.,THE		81427	REPAIRS/MAINTENANCE	22.88	
8989	02/07/03	59.71	172 CENTRAL WELDER'S SUPPLY, INC.		81428	MO CYLINDER LEASE	14.00	
					81429	PARTS & SUPPLIES	45.71	
8990	02/07/03	309.49	175 CROWN TOOL AND SUPPLY INC.		81430	PARTS & SUPPLIES	309.49	
8991	02/07/03	3,731.09	191 GOLDEN GATE PETROLEUM		81431	JAN FUEL - FLEET	1,475.22	
					81432	JAN FUEL - FLEET	2,255.87	
8992	02/07/03	5,323.94	221 VEHICLE MAINTENANCE PROGRAM		81433	REV VEH PARTS 3324	5,323.94	
8993	02/07/03	135.00	271 CARLSON, BRENT D., M.D., INC.		81434	DEC/JAN DRUG TESTING	135.00	
8994	02/07/03	1,381.29	282 BRAINGER INC, W.W.		81435	LAMPS/MAINTENANCE	950.32	
					81436	PALLET HAND TRUCK	430.97	
8995	02/07/03	294.41	288 MUNCIE TRANSIT SUPPLY		81437	REV VEH PARTS	294.41	
8996	02/07/03	350.69	291 STANLEY ACCESS TECHNOLOGIES		81440	OUT REPAIR BLDGS/IMP	350.69	
8997	02/07/03	1,650.00	351 BEI CORPORATION		81441	SOFTWARE/MAINTENANCE	1,650.00	
8998	02/07/03	178.46	372 FEDERAL EXPRESS		81442	DEC/JAN MAILINGS	156.88	
					81443	DEC MAILING/FLT	21.58	
8999	02/07/03	10,040.74	378 STEWART & STEVENSON		81444	OUT REPAIR/88097	667.01	
					81445	OUT REPAIR/TRANSMISN	6,246.57	
					81446	REV VEH PARTS	3,127.16	
9000	02/07/03	77.50	389 KEN'S AUTO PARTS, INC.		81447	CLEANING SUPPLIES	77.50	
9001	02/07/03	163.70	434 VERIZON WIRELESS-PAGERS		81448	FEB PAGERS	163.70	
9002	02/07/03	52.50	434B VERIZON CALIFORNIA		81449	MT. BIEWLASKI	52.50	
9003	02/07/03	311.92	447 FERRIS HOIST & REPAIR INC.		81450	OUT REPAIR EQUIPMENT	311.92	
9004	02/07/03	29.97	494 PC MAGAZINE		81451	PC MAGAZINE/IT	29.97	
9005	02/07/03	199,874.84	502 CA PUBLIC EMPLOYEES'		81452	FEB MEDICAL INS	199,874.84	
9006	02/07/03	1,154.00	504 CUMMINS WEST, INC.		81453	OUT REPAIR/TROLLEY	1,154.00	
9007	02/07/03	503.22	542 CAIG LABORATORIES INC.		81454	REV VEH PARTS	503.22	
9008	02/07/03	27.54	546 GRANITE ROCK COMPANY		81455	REPAIRS/MAINTENANCE	27.54	
9009	02/07/03	221.00	592 R & S ERECTION OF		81456	REPAIR WINDOW MMF	221.00	
9010	02/07/03	6,264.00	599 SOUTHWEST OFFSET PRINTING		81457	PRINTING HEADWAYS	6,264.00	
9011	02/07/03	4,800.00	639 72 DEGREES		81458	EXHAUST FAN/111 DUS	4,800.00	
9012	02/07/03	453.66	647 GFI BENFARE		81459	REV VEH PARTS	392.07	
					81480	REV VEH PARTS	61.59	
9013	02/07/03	4,327.99	664 BAY COUNTIES PITCOCK PETROLEUM		81461	FUEL - FLEET	583.59	
					81462	FUEL - FLEET	4,244.40	
9014	02/01/03	144.30	667 CITY OF SCOTTS VALLEY		81463	11/15-1/15 KINGS VL6	144.30	
9015	02/07/03	2,485.00	674 LIEBERT CASSIDY WHITMORE		81464	TRAIN/CONSULT SVCS	2,485.00	
9016	02/07/03	8,750.00	683 TRISTAR RISK MANAGEMENT		81465	FEB WC SVC FEE	8,750.00	
9017	02/01/03	150.00	688 SALDANA, ERNESTINA		81466	PARACRUZ HEARINGS	150.00	
9018	02/07/03	150.00	689 WOOD, JOHN		81467	PARACRUZ HEARINGS	150.00	

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9019	02/07/03	73.14 729	BROWNDOR INTERNATIONAL	81468	PARTS/SUPPLIES 53	73.14
9020	02/07/03	270.00 733	CLAREMONT BEHAVIORAL SERVICES	81469	FEB EAP PREMIUM	270.00
9021	02/07/03	918.92 737	POWER QUALITY, INC.	81470	BATTERIES/UT. 824	918.92
9022	02/07/03	1,130.51 741	VISCOT INDUSTRIES, INC.	81471	CONTAINER 985	1,130.51
9023	02/07/03	538.90 794	MCBRIDE & ASSOCIATES	81472	TRANSCRIPT	538.90
9024	02/07/03	33,956.22 800	DELTA DENTAL PLAN	81473	FEB DENTAL	33,956.22
9025	02/07/03	14,164.00 804	ORTHOPAEDIC HOSPITAL	81474	DEC PROF/TECH SVCS	14,164.00
9026	02/07/03	139.34 806	OPTIMA BUS CORP	81475	REV VEH PARTS 139	139.34
9027	02/07/03	2,472.81 851	I.M.P.A.C. GOVERNMENT SERVICES	81476	4055019201230122	2,472.81
9028	02/07/03	2,500.00 904	RNL DESIGN	81477	PROF SVCS THRU 12/31	2,500.00
9029	02/07/03	215.95 911	NNT, INC.	81478	OUT REPAIR EQUIPMENT	215.95
9030	02/07/03	100.00 B001	AINSWORTH, SHERYL	81486	JAN BOARD MEETING	100.00
9031	02/07/03	100.00 B003	BEAUTZ, JAN	81487	JAN BOARD MEETING	100.00
9032	02/07/03	50.00 B004	FITZMAURICE, TIM	81488	JAN BOARD MEETING	50.00
9033	02/07/03	50.00 B006	HINKLE, MICHELLE	81489	JAN BOARD MEETING	50.00
9034	02/07/03	100.00 B007	KEOSH, MICHAEL	81490	JAN BOARD MEETING	100.00
9035	02/07/03	100.00 B010	NORTON, DENNIS	81491	JAN BOARD MEETING	100.00
9036	02/07/03	100.00 B011	REILLY, EMILY	81493	JAN BOARD MEETING	100.00
9037	02/07/03	100.00 B012	SPENCE, PAT	81495	JAN BOARD MEETING	100.00
9038	02/07/03	50.00 B013	VENTURA PHARES, ANA	81492	JAN BOARD MEETING	50.00
9039	02/07/03	100.00 B014	CITY OF WATSONVILLE	81496	JAN BOARD MEETING	100.00
9040	02/07/03	50.00 B015	ROJIKIN, MIKE	81494	JAN BOARD MEETING	50.00
9041	02/07/03	22.21 E002	STICKEL, TOM	81479	FILM/EMP INCENTIVE	22.21
9042	02/07/03	38.70 E194	LAWSON, MARJORIE	81481	SUPP LIFE INS	38.70
9043	02/07/03	44.00 E272	GARCIA, ELEUTERIO	81482	DMV/VJT FEES	44.00
9044	02/07/03	34.00 E326	CONKLIN, CAROLYN	81483	DMV FEES	34.00
9045	02/07/03	73.00 E495	WHITE, LES	81484	EMPLOYEE TRAVEL	73.00
9046	02/10/03	531.33 001627	NEW PIG CORPORATION	81465	CTC MTG 1/16-1/18	531.33
9047	02/10/03	1,400.00 001857	SWRCB	81498	REPAIRS/MAINT 509	1,400.00
9048	02/10/03	253.80 002643	IOS CAPITAL	81499	STORM WATER PERMIT	253.80
9049	02/10/03	332.00 036	KELLY-MOORE PAINT CO INC.	81497	2/22-3/21 CANON RENT	332.00
9050	02/21/03	1,064.49 001	SBC CALIFORNIA	81500	MISC PAINT/SUPPLIES	1,064.49
9051	02/21/03	637.25 001003	ROY MILLER FREIGHT LINES	81509	FEB LINE - IT	637.25
9052	02/21/03	149.61 001063	NEW FLYER INDUSTRIES LIMITED	81510	FEB PHONE LINES	149.61
9053	02/21/03	1,407.05 001119	MACERICH PARTNERSHIP LP	81511	FEB PHONE LINES	1,407.05
9054	02/21/03	476.58 001230	CAPITOL CLUTCH AND BRAKE, INC	81512	FREIGHT/BUS ENG CORE	476.58
9055	02/21/03	570.00 001257	DOMINICAN HOSPITAL OF S C	81513	REV VEH PARTS 150	570.00
9056	02/21/03	864.00 001263	ABBOTT STREET RADIATOR	81514	MAR - CARLOTOLA MALL	864.00
9057	02/21/03	2,222.25 001345	BORTNICK, ROBERT S. & ASSOC.	81515	REV VEH PARTS	2,222.25
9058	02/21/03	626.50 001492	EVERGREEN OIL INC.	81516	DEC DRUG TRFJ LING	626.50
9059	02/21/03	198.00 001523	SANTA CRUZ MEDICAL CLINIC	81517	REPAIR RADIATOR/B031	198.00
9060	02/21/03	134.33 001627	NEW PIG CORPORATION	81518	REPAIR RADIATOR/B304	134.33
9061	02/21/03	26.15 001648	STEVE'S UNION	81522	INVESTIGATIVE SVCS	26.15
9062	02/21/03	128.31 001711	MOHAWK MFG. & SUPPLY CO.	81519	HAZ WASTE DISPOSAL	128.31
9063	02/21/03	94.45 001733	STODDLEY'S SMALL ENGINE SERVICE	81520	HAZ WASTE DISPOSAL	94.45
				81521	JAN MEDICAL EXAMS	
				81522	PARTS/SUPPLIES 126	
				81523	JAN FUEL	
				81524	REV VEH PARTS 128	
				81525	REPAIRS/MAINTENANCE	

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9064	02/21/03	3,461.07	001900	THFRMO KING OF SALINAS, INC	81526	OUT REPAIR/REV PARTS	3,461.07	
9065	02/21/03	466.61	001936	WORLDCOM TECHNOLOGIES, INC.	81527	JAN LONG DISTANCE	466.61	
9066	02/21/03	466.93	001976	SPORTWORKS NORTHWEST, INC.	81528	REV VEH PARTS 490	466.93	
9067	02/21/03	1,966.36	001A	PACIFIC BELL/WORLDCOM	81529	JAN PHONE LINE	90.45	
					81530	JAN PHONES	1,675.91	
9068	02/21/03	2,405.40	002005	TRANSIT RESOURCES, INC.	81531	REV VEH PARTS	2,405.40	
9069	02/21/03	217.32	002028	WESTCOAST LEGAL SERVICE	81532	PROF/TECH SVCS	217.32	
9070	02/21/03	26.97	002063	COSTCO	81533	PHOTO PROCESS/DPS	26.97	
9071	02/21/03	82.50	002069	A TOOL SHED INC.	81534	EQUIPMENT RENTAL	82.50	
9072	02/21/03	736.34	002094	TRANSIT CARE, INC.	81535	REV VEH PARTS	736.34	
9073	02/21/03	30,041.10	002116	HINSHAW, EDWARD & BARBARA	81536	MAR - 120 DUBOIS	6,339.31	
					81537	MAR - 370 ENCINAL	23,701.79	
9074	02/21/03	10,529.37	002117	JULIANO, NICK	81538	MAR - 111 DUBOIS	10,529.37	
9075	02/21/03	130.54	002161	APPLIED INDUSTRIAL TECH	81539	CLEANING SUPPLIES	30.88	
					81540	REPAIRS/MAINTENANCE	99.66	
9076	02/21/03	212.97	002240	KLEEN-RITE	81541	OUT REPAIR EQUIPMENT	212.97	
9077	02/21/03	2,000.00	002267	SHAW & YODER, INC.	81542	DEC LEGISLATIVE SVCS	2,000.00	
9078	02/21/03	569.89	002278	CHEMSEARCH	81543	PUREWASH SYSTEMS	569.89	
9079	02/21/03	10,423.14	002287	CALIFORNIA SERVICE EMPLOYEES	81544	FEB MEDICAL	10,423.14	
9080	02/21/03	3,750.00	002346	CHANEY, CAROLYN & ASSOC., INC	81545	FEB LEGISLATIVE SVCS	3,750.00	
					81546	JUL-DEC EXPENSES	96.99	
9081	02/21/03	1,716.94	002363	BATTERIES PLUS	81547	PARTS & SUPPLIES	1,716.94	
9082	02/21/03	2,565.01	002380	MOBILE STORAGE GROUP, INC.	81548	1/13-2/10 CONTAINER	135.00	
					81549	20' STORAGE CONTAINER	2,430.01	
9083	02/21/03	57.50	002388	DOGHERRA'S	81550	TOWING/#8029	57.50	
9084	02/21/03	2,549.22	002607	CLEANSOURCE	81551	CLEANING SUPPLIES	2,452.99	
					81552	CLEANING SUPPLIES	137.16	
					81553	CLEANING SUPPLIES	-18.25	
					81554	CLEANING SUPPLIES	-22.68	
9085	02/21/03	2,375.72	002610	FREDERICK ELSTROMWIGS CORP.	81555	MAR - 375 ENCINAL	2,375.72	
9086	02/21/03	959.10	002713	SANTA CRUZ AUTO TECH, INC	81556	OUT REPAIR/#8029	959.10	
9087	02/21/03	17.20	004	NORTH BAY FORD LINC-MERCURY	81557	REV VEH PARTS	6.10	
					81558	REV VEH PARTS	9.10	
9089	02/21/03	12,285.35	009	PACIFIC GAS & ELECTRIC	81559	12/31-1/31 HARVEY	37.49	
					81560	1/1-1/30 GOLF CLUB	1,149.75	
					81561	1/1-1/31 GOLF CLUB	1,615.52	
					81562	1/1-1/31 RIVER ST	1,645.67	
					81563	12/31-1/31 111 DUBOIS	631.32	
					81564	12/31-1/31 111 DUBOIS	1,324.71	
					81565	1/1-1/31 RIVER ST	179.72	
					81566	12/31-1/31 370 ENC	1,913.57	
					81567	12/31-1/31 370 ENC	665.43	
					81568	1/5-2/4 PACIFIC AVE	1,255.56	
					81569	1/5-2/4 PACIFIC AVE	513.30	
					81570	1/5-2/4 PACIFIC AVE	230.85	
					81571	1/10-2/10 KINGS VLG	568.36	
					81572	1/10-2/10 KINGS VLG	172.01	
					81573	1/10-2/10 KINGS VLG	69.19	
					81574	1/14-2/12 PAUL SNT	73.77	
					81575	12/31-1/31 ENG	179.09	

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9090	02/21/03	456.01 013	MCI SERVICE PARTS, INC.	81576	REV VEH PARTS	216.25
				81577	REV VEH PARTS	229.45
				81578	REV VEH PARTS	6.27
9091	02/21/03	365.48 020	ADT SECURITY SYSTEMS	81579	SEP ALARMS	365.48
9092	02/21/03	60.59 023	PACIFIC TRUCK PARTS, INC.	81580	REV VEH PARTS	60.59
9093	02/21/03	14.77 034	BLUEPRINT EXPRESS	81581	PRINTING/FACIL MAINT	14.77
9094	02/21/03	77.17 036	KELLY-MOORE PAINT CO INC.	81582	PAINT SUPPLIES	77.17
9095	02/21/03	350.88 039	KINKO'S INC.	81583	JAN PRINTING	350.88
9096	02/21/03	9.82 040	LENZ ARTS, INC.	81584	OFFICE SUPPLIES	9.82
9097	02/21/03	2,971.76 041	MISSION UNIFORM	81585	JAN UNIFORMS/LAUNDRY	637.06
				81586	JAN UNIFORMS/LAUNDRY	2,334.70
9098	02/21/03	534.53 042	ORCHARD SUPPLY HARDWARE	81587	REPAIRS/MAINTENANCE	534.53
9099	02/21/03	92.47 045	ROYAL WHOLESALE ELECTRIC	81588	REPAIRS/MAINTENANCE	92.47
9100	02/21/03	86.00 051	SANTA CRUZ FIRE EQUIPMENT	81589	INDF EXT RECHARGE	86.00
9101	02/21/03	410.50 056	GREEN LINE	81590	HAZ WASTE DISPOSAL	410.50
9102	02/21/03	126.12 068	UNITED LABORATORIES	81591	CLEANING SUPPLIES	126.12
9103	02/21/03	240.60 074	KENVILLE & SONS LOCKSMITH	81592	JAN LOCKS/KEYS	240.60
9104	02/21/03	23.60 079	SANTA CRUZ MUNICIPAL UTILITY	81593	JAN LANDFILL	23.60
9105	02/21/03	2,057.00 080	STATE BOARD OF EQUALIZATION	81594	JAN USE TAX PREPAY	2,057.00
9106	02/21/03	513.92 081	KAR PRODUCTS	81595	REV VEH PARTS /SUPPLY	513.92
9107	02/21/03	7,120.43 085	DIXON & SON TIRE, INC.	81596	OUT REPAIR REV VEH	185.16
				81597	JAN TIRES/TUBES	6,935.27
9108	02/21/03	261.75 090	CRYSTAL SPRINGS WATER CO.	81598	JAN WATER FLEET	261.75
9109	02/21/03	1,021.75 107	SAN LORENZO LUMBER CO., INC.	81599	REPAIRS/MAINTENANCE	1,021.75
9110	02/21/03	2,305.76 110	JESSICA GROCERY STORE, INC.	81600	MAR CUSTODIAN SVCS	2,305.76
9111	02/21/03	1,591.86 117	GILLIG CORPORATION	81601	REV VEH PARTS	119.19
				81602	REV VEH PARTS	428.10
				81603	REV VEH PARTS	1,044.57
9112	02/21/03	93.63 130	WATSONVILLE CITY WATER DEPT.	81604	1/1-2/1 SAKATA LN	13.09
				81605	1/1-2/1 RODRIGUEZ	9.23
				81606	1/2-2/3 SAKATA LN	71.29
9113	02/21/03	4,055.70 134	DAY WIRELESS SYSTEMS	81607	OUT REPAIR EQUIPMENT	4,055.70
9114	02/21/03	1,277.30 135	SANTA CRUZ AUTO PARTS, INC.	81608	REV VEH PARTS/SUPPLY	1,277.30
9115	02/21/03	264.11 147	ZEE MEDICAL SERVICE	81609	SAFETY SUPPLIES	264.11
9116	02/21/03	49.06 161	OCEAN CHEVROLET INC	81610	REV VEH PARTS	49.06
9117	02/21/03	1,002.16 166	HOSE SHOP, INC.,THE	81611	REPAIRS/MAINTENANCE	58.19
				81612	REPAIRS/MAINTENANCE	49.77
				81613	PARTS & SUPPLIES	894.20
9118	02/21/03	636.22 170	TOWNSEND'S AUTO PARTS	81614	REV VEH PARTS/SUPPLY	636.22
9119	02/21/03	43.86 192	ALWAYS UNDER PRESSURE	81615	REPAIRS/MAINTENANCE	43.86
9120	02/21/03	178.00 210	HOLIDAY MUFFLER SERVICE	81616	OUT REPAIR/#8024	178.00
9121	02/21/03	40.00 271	CARLSON, BRENT D., M.D., INC.	81617	FEB DRUG TESTING	40.00
9122	02/21/03	1,545.45 282	GRAINGER INC, W.W.	81618	CLEANING SUPPLIES	886.47
				81619	PARTS & SUPPLIES	83.82
				81620	REV VEH PARTS	575.16
9123	02/21/03	74.52 288	WINNIE, TRANSIT SUPPLY	81621	REV VEH PARTS	74.52
9124	02/21/03	323.72 294	ANDY'S AUTO SUPPLY	81622	REV VEH PARTS/SUPPLY	323.72
9125	02/21/03	927.00 378	STEWART & STEVENSON	81623	REMAN ECU/#8905	729.00
				81624	OUT REPAIR/#8024	206.00
9126	02/21/03	610.00 384	DIRECT SAFFELY COMPANY	81625	PARTS/SUPPLIES 610	610.00

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

DATE: 02/01/03 THRU 02/23/03

CHECK REF	CHECK DATE	CHECK AMOUNT	VENDOR NAME	VENDOR TRANS. TYPE	TRANS. NUMBER	TRANSACTION DESCRIPTION	TRANSACTION AMOUNT	COMMENT
9127	02/21/03	295.32	395 APPLIED GRAPHICS, INC.	81626		ENVELOPES/PARACRUZ	295.32	
9128	02/21/03	164.75	422 IMAGE SALES INC.	81627		REPAIR CAMERA/MFTRO	164.75	
9129	02/21/03	2,171.24	433 AMPAC BUILDING MAINTENANCE	81628		JAN JUDICIAL SVCS	2,171.24	
9130	02/21/03	45.00	440 RUNFROFFICE.COM	81629		JAN-MAR LOBBY REPDAT	45.00	
9131	02/21/03	4,752.54	480 DIESEL MARINE ELECTRIC	81630		REV VEH PARTS	4,752.54	
9132	02/21/03	160.00	481 FIED PIPER EXTERMINATORS, INC.	81631		JAN PEST CONTROL	160.00	
9133	02/21/03	21,716.24	500 PAISE'S SECURITY SERVICES, INC	81632		JAN SECURITY	21,716.24	
9134	02/21/03	2,283.00	508 COMPLETE COACH WORKS	81633		REV VEH PARTS	2,283.00	
9135	02/21/03	191.92	510 ASCOM HASLER LEASING	81634		MAR EQUIP RENTAL	191.92	
9136	02/21/03	2,037.00	531 KATHY'S LIFT TRUCK AND	81635		OUT REPAIR LIGHTING	2,037.00	
9137	02/21/03	139.10	546 GRANITE ROCK COMPANY	81636		REPAIRS/MAINTENANCE	139.10	
9138	02/21/03	88.98	566 ARROWHEAD MTN SPRING WATER	81637		JAN WATER ADMIN	88.98	
9139	02/21/03	199.40	580 BLOCK AND COMPANY, INC.	81638		PROPERTY BAGS/DPS	199.40	
9140	02/21/03	941.25	629 HUGHES & ASSOCIATES	81639		INVESTIGATIVE SVCS	941.25	
9141	02/21/03	103.14	664 BAY COUNTIES PITCOCK PETROLEUM	81640		FUEL - FLEET	103.14	
9142	02/21/03	3,418.16	675 RIVKIN RADLER LLP	81641		LEGAL SERVICES	3,418.16	
9143	02/21/03	9,405.00	694 CALIFORNIA TRANSIT ASSOC.	81642		MEMBERSHIP DUES 2003	9,405.00	
9144	02/21/03	292.62	711 DELTA AUTO GLASS	81643		OUT REPAIR/#903	292.62	
9145	02/21/03	112.64	716 ROSE PRINTING	81644		EXHIBIT TABS/LEGAL	112.64	
9146	02/21/03	3,355.75	718 BOOSTER, KOBAYASHI & ASSOC. INC	81645		PRDF SVCS	3,355.75	
9147	02/21/03	608.36	724 NAPA AUTO PARTS	81646		REV VEH PARTS	608.36	
9148	02/21/03	13,703.04	732 NSTC	81647		STEAM CLEANER	13,703.04	
9149	02/21/03	1,320.76	806 OPTIMA BUS CORP	81648		REV VEH PARTS 1321	1,320.76	
9150	02/21/03	900.00	840 BOUCHARD, BRENT	81649		MAR - VERNON LDT	900.00	
9151	02/21/03	92.52	910 ALL CHEM SUPPLY CO.	81650		CLEANING SUPPLIES	92.52	
9152	02/21/03	114.30	932 A.L. LEASE COMPANY, INC.	81651		REPAIRS/MAINTENANCE	114.30	
9153	02/21/03	570.00	950 PARADISE LANDSCAPE	81652		JAN MAINTENANCE	570.00	
9154	02/21/03	40,006.46	975 TRISTAR RISK MANAGEMENT NO. 2	81653		LOSS REPLENISHMENT	40,006.46	
9155	02/21/03	200.00	B007 KEOGH, MICHAEL	81680		APTA CONF/WASH DC	200.00	
9156	02/21/03	200.00	B011 REILLY EMILY	81681		APTA CONF/WASH DC	200.00	
9157	02/21/03	245.87	F030, FENN, MARILYN	81654		EMP TRAIN/MILEAGE	245.87	
9158	02/21/03	35.50	E227 MCFADDEN, IAN	81655		OFFICE SUPPLIES	35.50	
9159	02/21/03	9.18	E263 BIONDI, KATHY	81656		EMPLOYEE TRAVEL	9.18	
9160	02/21/03	100.00	E404 WILSON, BONNIE	81657		SPRING BID CHANGE	100.00	
9161	02/21/03	280.00	E495 WHITE, LES	81658		APTA CONF/WASH DC	280.00	
9162	02/21/03	34.00	E513 LEON, RAFAEL	81659		DMV FEES	34.00	
9163	02/21/03	296.00	M001 HORTON, JOSEPH	81661		MAR MEDICAL PREMIUM	296.00	
9164	02/21/03	504.00	M002 RACKLEY, EARL	81662		MAR MEDICAL PREMIUM	504.00	
9165	02/21/03	252.00	M003 NYANT, JUDI	81663		MAR MEDICAL PREMIUM	252.00	
9166	02/21/03	252.00	M005 ROSS, EMERY	81664		MAR MEDICAL PREMIUM	252.00	
9167	02/21/03	655.00	M006 VAN DER ZANDE, ED	81665		MAR MEDICAL PREMIUM	655.00	
9168	02/21/03	496.00	M007 BLAIR-ALWARD, GREGORY	81666		MAR MEDICAL PREMIUM	496.00	
9169	02/21/03	496.00	M008 CAMPOS, ARVILLA	81667		MAR MEDICAL PREMIUM	496.00	
9170	02/21/03	825.00	M009 FREEMAN, MARY	81668		MAR MEDICAL PREMIUM	825.00	
9171	02/21/03	288.00	M010 SHORT, SLOAN	81669		MAR MEDICAL PREMIUM	288.00	
9172	02/21/03	88.00	M011 LAWSON, LOIS	81670		MAR MEDICAL PREMIUM	88.00	
9173	02/21/03	88.00	M012 RUSSET, JACK	81671		MAR MEDICAL PREMIUM	88.00	
9174	02/21/03	288.00	M013 JANNKE, EILEEN	81672		MAR MEDICAL PREMIUM	288.00	
9175	02/21/03	88.00	M015 WETH, KATHRYN	81673		MAR MEDICAL PREMIUM	88.00	
9176	02/21/03	44.00	M016 HICKLIN, DONALD KENT	81674		MAR MEDICAL PREMIUM	44.00	

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

DATE: 02/01/03 THRU 02/28/03

CHECK NUMBER	CHECK DATE	CHECK AMOUNT	VENDOR NAME	VENDOR TRANS. TYPE	TRANS. NUMBER	TRANSACTION DESCRIPTION	TRANSACTION AMOUNT	COMMENT
9177	02/21/03	44.00	M017 PORTILLA, EARLENE		81675	MAR MEDICAL PREMIUM	44.00	
9178	02/21/03	44.00	M018 SANDRETTI, ALFRED		81676	MAR MEDICAL PREMIUM	44.00	
9179	02/21/03	80.00	M019 WILLIAMS, ROBERT		81677	MAR MEDICAL PREMIUM	80.00	
9180	02/21/03	28.00	M021 BAKER, DALE		81678	MAR MEDICAL PREMIUM	28.00	
9181	02/21/03	94.86	M022 CAPELLA, KATHLEEN		81679	MAR MEDICAL PREMIUM	94.86	
9182	02/21/03	30,000.00	R337 MARTINEZ, RAMON AND		81660	SETTLEMENT CLAIM	30,000.00	
TOTAL		951,516.78	COAST COMMERCIAL BANK			TOTAL CHECKS	235	951,516.78

**Santa Cruz METRO  
February 2003 Ridership Report**

FAREBOX REVENUE AND RIDERSHIP SUMMARY BY ROUTE

ROUTE	REVENUE	RIDERSHIP	UC Student	UC Staff Faculty	Day Pass	S/D Riders	W/C	S/D Day Pass	Cabrillo	Bike	Monthly Pass
10	\$ 1,720.97	27,817	22,268	2,015	35	49	12	11	262	525	1,549
13	\$ 582.91	13,688	11,876	754	6	11	1	3	89	268	398
15	\$ 1,947.38	37,226	31,866	2,067	35	31	5	16	297	702	1,101
16	\$ 5,303.75	81,781	69,282	3,637	86	97	25	13	636	1,759	3,016
19	\$ 1,667.45	24,598	20,320	1,077	35	74	12	34	205	557	1,341
2	\$ 1,779.35	5,788	1,678	293	78	50	14	26	218	138	1,939
3A	\$ 1,084.95	3,276	302	141	57	68	8	72	159	43	1,639
3B	\$ 1,957.27	5,188	743	300	128	134	6	36	202	92	2,095
3N	\$ 117.77	451	117	26	-	8	-	-	36	8	145
4	\$ 805.78	4,150	163	10	19	118	29	36	96	33	2,810
7	\$ 582.72	2,300	119	16	40	67	8	47	72	19	1,509
7N	\$ 1,458.71	3,484	748	82	3	33	7	3	177	119	1,004
8	\$ 1,056.08	4,110	658	110	42	76	6	44	141	38	2,047
9	\$ 35.10	110	4	3	2	-	1	1	7	2	66
12A	\$ 404.00	5,193	4,239	445	25	6	-	-	30	119	130
12B	\$ 294.30	3,991	3,252	292	4	3	1	-	25	58	132
20	\$ 279.82	7,814	6,576	680	5	4	1	2	68	131	217
22	\$ 205.41	4,706	4,110	230	5	3	-	1	24	110	143
31	\$ 2,235.25	4,496	176	24	61	55	5	42	232	163	1,916
32	\$ 626.04	1,031	15	13	2	18	12	1	64	16	298
33	\$ 323.94	562	4	-	8	-	-	-	11	4	225
34	\$ 308.18	748	2	-	4	-	-	-	5	4	422
35	\$ 23,299.81	44,247	1,081	567	820	835	62	253	1,472	1,486	18,005
36	\$ 316.12	674	46	82	31	16	-	1	31	15	248
40	\$ 1,076.26	2,121	87	21	39	12	5	44	48	41	980
41	\$ 947.31	1,816	230	33	26	10	-	14	78	154	534
42	\$ 511.14	979	108	19	14	8	-	3	40	56	322
52	\$ 793.91	1,875	25	17	10	88	31	46	147	23	864
54	\$ 2,318.47	5,229	51	37	106	153	38	63	1,072	208	1,879
55	\$ 583.10	1,796	17	4	12	34	18	14	483	44	721
58	\$ 169.80	434	5	-	-	2	-	-	10	3	249
59	\$ 81.70	290	12	5	2	15	1	3	16	12	171
60	\$ 200.79	419	2	2	7	7	10	2	25	24	202
63	\$ 625.42	1,466	1	11	17	83	82	31	85	16	732
65	\$ 3,431.67	8,111	594	146	102	174	81	95	326	188	3,676
66	\$ 9,228.10	17,830	925	311	361	293	109	151	836	402	7,053
67	\$ 4,828.92	10,413	971	308	236	195	70	76	588	280	4,011
69	\$ 7,229.92	16,090	1,492	432	283	315	89	132	767	430	6,449
69A	\$ 10,865.72	20,976	1,317	370	315	353	80	164	758	559	7,811
69N	\$ 1,601.98	3,557	415	84	15	38	24	9	408	149	1,066
69W	\$ 14,188.57	28,442	1,308	326	308	408	168	149	3,414	659	9,200
70	\$ 2,934.56	8,668	296	78	85	66	30	53	2,805	236	2,590
71	\$ 44,041.80	82,275	2,497	775	844	1,503	344	680	8,636	2,361	26,125
72	\$ 4,488.19	7,233	4	41	160	178	12	104	170	68	2,742
73	\$ 4,268.58	6,427	7	21	86	249	28	122	154	40	1,987
75	\$ 5,634.09	8,617	23	44	131	201	6	100	232	86	2,758
78	\$ 115.63	174	1	-	-	10	2	2	-	-	53
79	\$ 1,758.01	2,872	5	3	94	163	23	82	62	20	1,150
91	\$ 416.105	8,598	819	289	159	51	9	33	1,238	303	2,152
Unknown	67.69	4448	141	4	-	2	22	2	6	10	295
<b>TOTAL</b>	<b>\$ 174,545.44</b>	<b>538,585</b>	<b>191,007</b>	<b>16,217</b>	<b>4,933</b>	<b>6,367</b>	<b>1,497</b>	<b>2,816</b>	<b>26,963</b>	<b>12,781</b>	<b>128,167</b>

ROUTE	REVENUE	RIDERSHIP	VTA/SC Day Pass	CalTrain	17 Day Pass	S/D Riders	W/C	None	ECO Pass	Bike	Monthly Pass
17	\$ 11,481.03	13,377	9	33	160	419	2	59	269	349	9,842

RIDERSHIP	
Night Owl	2,573
Holiday Shuttle	-
<b>TOTAL</b>	<b>2,573</b>

<b>February Ridership</b>	<b>554,535</b>
<b>February Revenue</b>	<b>\$ 186,227.10</b>

**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/HIGHWAY 17 - 40'	7	2	5	4	1	4	100%
FLYER/LOW FLOOR - 40'	12	1	11	10	1	10	100%
FLYER/LW FLOOR - 35'	18	3	15	15	0	15	100%
FLYER/HIGH FLOOR - 35'	25	3	22	20	2	20	100%
GILLIG/SAM TRANS - 40'	10	3	7	5	2	5	100%
GILLIG/FOOTHILL - 40'	20	5	15	8	7	8	100%
GMC/HIGHWAY 17 - 40'	8	1	7	3	4	3	100%
CHAMPION	4	1	3	1	2	1	100%
TROLLEY	1	0	1	1	0	1	100%

Service Interruption Summary Report  
Lift Problems  
02/01/2003 to 02128103

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

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

PASSENGER LIFT PROBLEMS

MONTH OF FEBRUARY, 2003

BUS #	DATE	DAY	REASON
8077F	02/14/03	FRIDAY	lift will not stow
8085F	02/22/03	SATURDAY	lift stuck out
8085F	02/25/03	TUESDAY	lift not operable
8090F	02/03/03	MONDAY	knivel pops up by itself
8091 F	02/01/03	SATURDAY	lift won't stow
8091 F	02/19/03	WEDNESDAY	lift must be hand stowed
8091 F	02/20/03	THURSDAY	Wheelchair arm on right side missing
8096F	02/10/03	MONDAY	fluid leaks out of passenger lift
8911G	02/05/03	WEDNESDAY	lift will not go to the ground with chair loaded
891 1G	02/11/03	TUESDAY	problem with the barrier
89126	02/04/03	TUESDAY	knivel not working
89156	02/26/03	WEDNESDAY	outer barrier will not go down
8920G	02/18/03	TUESDAY	securements will not retract enough to hold a wheelchair securely
9823LF	02/13/03	THURSDAY	platform stuck, wouldn't stow
9823LF	02/18/03	TUESDAY	lift platform needs to be lubricated, creaks a little
98366	02/23/03	SUNDAY	lift has problems stowing from lower position
98376	02/05/03	WEDNESDAY	lift will not stow

F New Flyer  
 G Gillig  
 C Champion  
 LF Low Floor Flyer  
 GM GMC  
 CG CNG  
 CN SR855 & SR854

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

**GOVERNMENT TORT CLAIM**



**RECOMMENDED ACTION**

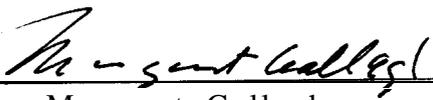
TO: Board of Directors

FROM: District Counsel

RE: Claim of: Roxie Pagen Received: 03/14/03 Claim #: 03-0006  
Date of Incident: 11/07/03 Occurrence Report No. : SC 11-02-05

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

By   
Margaret Gallagher  
DISTRICT COUNSEL

Date: March 24, 2003

I, Cindi Thomas, 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 March 28, 2003.

\_\_\_\_\_  
Cindi Thomas  
Recording Secretary

\_\_\_\_\_  
Date

MG/hp

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

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: Roxie Pagan
- Claimant's Address/Post Office Box: 2735 Sequel Ave.  
Apt. #10 S.C. CA 95062
- Claimant's Phone Number: no phone Message Ph. 728-5944
2. Address to which notices are to be sent: 5000 a (Dobbie Road)  
2735 Sequel Ave #10 S.C. CA 95062
3. Occurrence: Roxie's wheelchair entangled off  
the bus with her in the wheelchair  
Date: Nov. 7 2002 Time: ? P.M. Place: Ocean St. & uel Ave.  
Circumstances of occurrence or transaction giving rise to claim: The fall broke  
the wheelchair & bent the frame. Roxie landed on  
her left side & is undergoing treatment with  
pain killers for her left arm & her neck.
4. General description of indebtedness, obligation, injury, damage, or loss incurred so far as is known: Wheelchair is probably totaled, if not  
will need serious repairs. Roxie has medical  
that is currently covering her medical  
expenses as of right now.
5. Name or names of public employees or employees causing injury, damage, or loss, if known:  
? Metro bus driver
6. Amount claimed now ..... \$ 1901<sup>57</sup>  
Estimated amount of future loss, if known ..... \$ 1000<sup>00</sup> wheelchair  
TOTAL ..... \$ 2901<sup>57</sup> rental
7. Basis of above computations: wheelchair repair or replacement  
estimates + maybe a little cash for  
or pain & suffering.

Roxie Pagan  
CLAIMANT'S SIGNATURE OR  
COMPANY REPRESENTATIVE'S SIGNATURE OR  
PARENT OF MINOR CLAIMANT'S SIGNATURE

1-29-03  
DATE

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



**GOVERNMENT TORT CLAIM**



**RECOMMENDED ACTION**

TO: Board of Directors

FROM: District Counsel

RE: Claim of: Robin Hilliard Received: 03/10/03 Claim #: 03-0007  
Date of Incident: 03/04/03 Occurrence Report No.: MISC 03-04

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

By Margaret Gallagher  
Margaret Gallagher  
DISTRICT COUNSEL

Date: March 24, 2003

I, Cindi Thomas, 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 March 28, 2003.

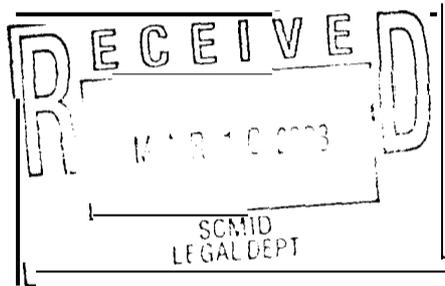
\_\_\_\_\_  
Cindi Thomas  
Recording Secretary

\_\_\_\_\_  
Date

MG/hp

ATTEN  
HERBERT PALACIOS

Frank  
Doris Huertas



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

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: Robin Hilliard

Claimant's Address/Post Office Box: 636 SWANTON RD  
DAVENPORT CA 95017

Claimant's Phone Number: 408.3096

2. Address to which notices are to be sent: Above Address

3. Occurrence: \_\_\_\_\_

Date: 3.4.2003 Time: 6:55 AM Place: Highway - 1 between Highway 17 and  
Municipal

Circumstances of occurrence or transaction giving rise to claim: TRAVELING SOUTH ON 1 PASSENGER METRO BUS - SOMEONE CAME  
OUT OF LEFT FRONT WHEEL WELL AND HIT RT FRONT WHEEL  
AREA - FRONT AND TOP OF CAR

4. General description of indebtedness, obligation, injury, damage, or loss incurred so far as is known: \$1778 + RENTAL OF CAR

5. Name or names of public employees or employees causing injury, damage, or loss, if known: \_\_\_\_\_

6. Amount claimed now ..... \$ \_\_\_\_\_

Estimated amount of future loss, if known ..... \$ \_\_\_\_\_

TOTAL ..... \$ \_\_\_\_\_

7. Basis of above computations: \_\_\_\_\_

Robin Hilliard  
\_\_\_\_\_

3.10.2003  
DATE

CLAIMANT'S SIGNATURE OR  
COMPANY REPRESENTATIVE'S SIGNATURE OR  
PARENT OF MINOR CLAIMANT'S SIGNATURE

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

BORDNER AUTO BLDG

3110105 10:35 AM  
 Date: 3/7/03 10:36AM  
 Estimate ID: 05-4889-47601  
 Estimate Version: 0  
 Committed  
 Profile ID: STATE FARM  
 PAGE 02/03  
 Parts

## CHRIS BORDNER AUTO BODY

130 CENTER STREET SANTA CRUZ, CA 95060  
 (831) 423-1301  
 Fax: (831) 423-3460  
 Tax ID: 770536741

5 days

Damage Assessed By: BORDNER

Condition Code: Good  
 Date of Loss: 3/4/03  
 Payer: Insurance  
 Claim Number: 05-4889-47601

Type of Loss: Comprehensive

Deductible: 100.00

Insured: ROBIN HILLIARD  
 Address: 636 SWANTON RD DAVENPORT, CA 95017-9723  
 Telephone: Home Phone: (831) 423-6937

Mitchell Service: 913224

Description: 1988 BMW 736 I  
 Body Style: 4D Sed  
 VIN: WBAGB4312J3200721  
 Mileage: 177,463  
 OEM/ALT: 0  
 Color: BLK C/C

Drive Train: 3.6L Inj 6 Cyl 4A  
 License: 2GLP767 C A

Search Code: None

"All Crash parts on this estimate are "new" original equipment manufacturer parts, unless otherwise specified. Parts described as rechromed, recored, remanufactured or, reconditioned are considered "rebuilt" parts. Crash parts described as "quality replacement part" are non-original equipment manufacturer aftermarket new parts."

Line entry	Labor		Line Item	Part Type/	Dollar	Labor
Run	Number	Type	Description	Part Number	Amount	Units
1	301150	BDY	REMOVE/INSTALL	FRT BUMPER ASSY		xii---
2	302670	BDY	REMOVE/INSTALL	CTR GRILLE	Existing	02-#
3	302830	M Y	REMOVE/REPLACE	R OTR GRILLE	61 13 1 338 426	83.25 0.3 #
4	302840	BDY	REMOVE/INSTALL	L OTR GRILLE	Existing	0.3*#
5	302940	BDY	REMOVE/REPLACE	R HLAMP BODY	63 12 1 378 326	41.76 as #
6	A U T O	BDY	CHECK/ADJUST	HEADLAMPS		0.6
7	303000	BDY	REMOVE/REPLACE	R INR HLAMP RETAINING RING	63 12 8 369 493	29.25 0.3 #
8	303050	BDY	REMOVE/REPLACE	R INR HLAMP LENS & HOUSING	63 12 1 382 400	62.76 INC #
9	303180	BDY	REMOVE/REPLACE	R HLAMP BUSHING	63 12 1 378 369	1.98 *
10				(3 @ .65 EA)		
11	304010	BDY	REMOVE/REPLACE	R PARK/SIGNAL LAMP ASSEMBLY	63 13 1 378 822	39.80 D.3 #
12	304870	BDY	REPAIR	HOOD PANEL	Existing	1.6'
13	A U T O	R E P	REFINISH	HOOD OUTSIDE		c 2.9
14	304890	BDY	REMOVE/REPLACE	HOOD EMBLEM	61148112375	11.90 0.2
15	308260	BDY	REPAIR	R FENDER PANEL	Existing	1.5*#
16	A U T O	REF	REFINISH	R FENDER OUTSIDE		c 2.1
17	308800	BDY	REPAIR	FRONT BODY VALANCE PANEL	Existing	0.3*#

ESTIMATE RECALL NUMBER: 3/7/03 10:36:31 05-4889-47601

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Page 1 of 3



# HP LaserJet 3200



HP LASERJET 3200

MAR-10-2003 3:17PM

## Fax Call Report

Job	Date	Time	Type	Identification	Duration	Pages	Result
233	3/10/2003	3:16:02PM	Receive	831 624 3096	1:09	4	OK

MAR-10-2003 02:00P FROM:HOWERTON CONSTRUCTION 831 624 3096

TO:4693658

P:1/4

ATTEN  
HERBERT PALACIOS

From  
Dora Herrera

**GOVERNMENT TORT CLAIM**



**RECOMMENDED ACTION**

TO: Board of Directors

FROM: District Counsel

RE: Claim of: Miroslava Morelund      Received: 03/19/03      Claim #: 03-0008  
Date of Incident: 03/03/03      Occurrence Report No.: SC 03-03-03

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

BY Margaret Gallagher  
Margaret Gallagher  
DISTRICT COUNSEL

Date: March 24, 2003

I, Cindi Thomas, 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 March 28, 2003.

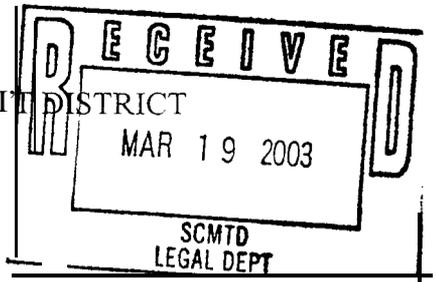
\_\_\_\_\_  
Cindi Thomas  
Recording Secretary

\_\_\_\_\_  
Date

MG/hp

370 Encinal Street, Suite 100, Santa Cruz, CA 95060 (831) 426-6080 FAX (831) 426-6117  
METRO OnLine at <http://www.scmttd.com>

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



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: MIROSLAVA MORELUND

Claimant's Address/Post Office Box: 127 May Ave  
Santa Cruz CA 95062

Claimant's Phone Number: 831-4271837

2. Address to which notices are to be sent: above.

3. Occurrence: My Mercury Sa 6 car was hit by SCMTD bus.

Date: 03/10/03 Time: ~ 5 PM Place: Parking lot behind building,  
Circumstances of occurrence or transaction giving rise to claim:

Bus driver came to me (I was working at Stork's Pizzeria) and told me that she hit my car. Driver showed me damage, JJ Perez (S-24) came later made photos of damage. Herbert Palacios confirmed damage later.

4. General description of indebtedness, obligation, injury, damage, or loss incurred so far as is known: Front, right bumper broken, and other - e. etc.

5. Name or names of public employees or employees causing injury, damage, or loss, if known: don't know.

6. Amount claimed now.....	\$1,212.17
Estimated amount of future loss, if known.....	\$ 200.00
TOTAL.....	\$1,412.17

7. Basis of above computations: Estimate costs of repair plus my ex, used to rent a car for 3 days during repairs.

Miroslava Morelund 03-18-03  
CLAIMANTS SIGNATURE OR DATE  
COMPANY REPRESENTATIVE'S SIGNATURE OR  
PARENT OF MINOR CLAIMANT'S SIGNATURE

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

North Bay Ford Lincoln Mercury  
 1999 Soquel Ave. Santa Cruz, CA 95062  
 (831) 458-6152  
 Fax: (831) 426-2265

Damage Assessed By: Gary George

Deductible: UNKNOWN

Insured: KAROL MORELUND  
 Address: 127 MAY AVE. SANTA CRUZ, CA 95062  
 Telephone: Home Phone: (831) 427-1837

Mitchell Service: 918618

Description: 1991 Mercury Sable GS  
 Body Style: 4D Wgn  
 VIN: 1 MECM55U9MG608346  
 Mileage: 103,960  
 OEMIALT: 0  
 Color: YG

Vehicle Production Date: 10190  
 Drive Train: 3.0L Inj 6 Cyl AO  
 License: RUZN189 CA  
 Search Code: None

Line Item	Entry Number	Labor Type	Operation	Line Item Description	Part Type/ Part Number	Dollar Amount	Labor Units
1	801660	BDY	REMOVE/INSTALL	FRT BUMPER ASSY			INC
2	AUTO	BDY	OVERHAUL	FRT COVER ASSY			1.2
3	801740	BDY	REMOVE/REPLACE	FRT BUMPER COVER	E94Y 17757 D	d476.38	INC
4	AUTO	REF	REFINISH	FRT BUMPER COVER			C 2.3
5	801860	BDY	REPAIR	FRT BUMPER STONE DEFLECTOR	Existing		0.5*#
6	AUTO	REF	REFINISH	FRT STONE DEFLECTOR			1.2
7	801900	BDY	REMOVE/REPLACE	FRT BUMPER IMPACT STRIP	E94Y 17C829 A	52.87	INC
8	936012		ADD'L COST	HAZARDOUS WASTE DISPOSAL		3.00	
9	AUTO	REF	ADD'L OPR	TWO TONE			1.2
10	AUTO	REF	ADD'L OPR	CLEAR COAT			0.9
11	933003	BDY *	ADD'L OPR	TINT COLOR			0.5'
12	AUTO		ADD'L COST	PAINT/MATERIALS		156.80	*

\* - Judgement Item  
 # - Labor Note Applies  
 d - Discontinued by the Manufacturer  
 C - Included in Two Tone / Clear Coat Calc

I. Labor Subtotals	Units	Rate	Add'l Labor Amount	Sublet Amount	Totals	II. Part Replacement Summary	Amount
Body	2.2	60.00	0.00	0.00	132.00 T	Taxable Parts	529.25
Refinish	5.6	60.00	0.00	0.00	336.00 T	Sales Tax @ 8.000%	42.34
<b>Taxable Labor</b>					<b>468.00</b>	<b>Total Replacement Parts Amount</b>	<b>571.59</b>
<b>Labor Summary</b>	<b>7.8</b>				<b>468.00</b>		

ESTIMATE RECALL NUMBER: 3/17/03 15:57:10 818

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III. Additional Costs	Amount	IV. Adjustments	Amount
Taxable Costs	159.80	Customer Responsibility	0.00
Sales Tax @ 8.000%	12.78		
<b>Total Additional Costs</b>	<b>172.58</b>		
		I. Total Labor:	468.00
		II. Total Replacement Parts:	571.59
		III. Total Additional Costs:	172.58
		Gross Total:	1,212.17
		IV. Total Adjustments:	0.00
		Net Total:	1,212.17

This is a preliminary estimate.  
Additional changes to the estimate may be required for the actual repair.

WARNING: Accidental air bag deployment is possible. Personal injury may result. Avoid area near steering wheel and instrument panel even if air bags have deployed. Dual-stage air bag modules may be present that could contain an undeployed stage. When disposing of a deployed dual-stage air bag, always treat it as a "live" module. See appropriate MITCHELL@ AIR BAG SERVICE & REPAIR MANUAL, or OEM information.

ESTIMATE RECALL NUMBER: 3/17/03 15:57:10 818

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**Metro Accessible Services Transit Forum (MASTF)\***  
(\*An official Advisory group to the Metro Board of Directors  
and the ADA Paratransit Program)  
**Thursday March 20, 2003 2:00-4:00 p.m.**  
**The NIAC Building in the Board Room**  
**333 Front Street, Santa Cruz, CA.**

**“AGENDA”**

**ELIGIBLE VOTING MEMBERS FOR THIS MEETING:**

April Axton, Sharon Barbour, Ted Chatterton, Connie Day, Shelley Day, Kanoa Dynek, Kasandra Fox, Norm Hagen, Ed Kramer, Fahmy Ma’Awad, Midge Morrison, Thom Onan, Camille Pierce, Barbie Schaller, Patricia Spence, Link Spooner, Edith Steward, David Taylor, Adam Tomaszewski, John Wood and Lesley Wright.

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

- I. Call to Order and Introductions
- II. Approval of the February 20, 2003 MASTF Minutes
- III. Amendments to this Agenda
- IV. Oral Communication and Correspondence

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

- V. Ongoing Business
  - 5.1 Metro Fare Structure Changes (Mark Dorfman)
  - 5.2 Metro Bus Service Changes (Ian McFadden)

## MASTF Agenda

March 20, 2003

Page Two

- 5.3 Transportation Access for Destinations Outside the Metro ParaCruz Service Area (Edith Steward)
- 5.4 Metro Call Stop Advisory Committee (Connie Day and Ed Kramer)
- 5.5 Metro Base: How Can We Help? (Sharon Barbour)

## VI. New Business

- 6.1 Eligibility of Metro ParaCruz Appeals Panel Members to Vote at MASTF Meetings (Fahmy Ma'Awad)
  - 6.2 Reinstatement of Transfers as Part of Bus Fare (Fahmy Ma'Awad)
- MASTF COMMITTEE REPORTS

- 6.3 Training and Procedures Committee Report (Lesley Wright)
  - a) Wheelchair Securement
- 6.4 Bus Service Committee Report (Connie Day)
  - a) Metro Users Group (MUG) Report
- 6.5 Bus Stop Improvement Committee Report (Ed Kramer)
  - a) Location and Accessibility of Outbound Daubenbiss Bus Stop
- 6.6 Paratransit Services Committee Report (Kasandra Fox)

### OTHER REPORTS

- 6.7 Paratransit Update
  - a) Paratransit Report (April Axton or Link Spooner)
  - b) CCCIL Transportation Advocacy (Thom Onan)
- 6.8 UTU Report (Pete Legorreta)
- 6.9 SEIU/SEA Report (Eileen Pavlik)
- 6.10 Next Month's Agenda Items

## VII. Adjournment

Note: This meeting is held at a location that is accessible to persons using wheelchairs. If you have questions about MASTF, please phone John Daugherty at (831) 423-3868.

METRO ACCESSIBLE SERVICES TRANSIT FORUM (MASTF)\*

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

MINUTES

The Metro Accessible Services Transit Forum met for its monthly meeting on February 20, 2003 in the Board Room of the NIAC Building, 333 Front Street, Santa Cruz CA.

MASTF MEMBERS PRESENT: April Axton, Sharon Barbour, Ted Chatterton, Connie Day, Shelley Day, Kanoa Dynek, Kasandra Fox, Ed Kramer, Fahmy Ma'Awad, Midge Morrison, Thom Onan, Barbie Schaller, Link Spooner, Edith Steward, David Taylor, Adam Tomaszewski, John Wood and Lesley Wright.

METRO STAFF PRESENT:

Bryant Baehr, Operations Department Manager  
A. John Daugherty, Accessible Services Coordinator  
Ian McFadden, Transit Planner  
Steve Paulson, Paratransit Administrator  
Eileen Pavlik, SEIU/SEA Representative

BOARD MEMBERS PRESENT:

None

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

To confirm the appointments of Connie Day and Ed Kramer as MASTF Representatives to the METRO Call Stop Advisory Committee.

RELEVANT ATTACHMENTS FORWARDED TO THE BOARD: None.

**\*MASTF MOTIONS RELATED TO METRO MANAGEMENT**

None.

I. CALL TO ORDER AND INTRODUCTIONS

Chairperson Sharon Barbour called the meeting to order at 2:07 p.m.

II. APPROVAL OF THE JANUARY 16, 2003 MASTF MINUTES

John Daugherty offered two corrections for the January 16, 2003 MASTF Minutes:

- 1) On Page Three, the date noted as part of a Motion is incorrect. The MASTF Motion "To approve the December 19, 2003 MASTF Minutes as corrected" should be changed to show "December 19, 2002" as the correct date for the Minutes.
- 2) On Page Five, the date noted for a Santa Cruz County Regional Transportation Commission (SCCRTC) Agenda is incorrect. The "Agenda for the January 9, 2002 meeting" should be changed to show "January 9, 2003 meeting..."

Mr. Daugherty also offered one clarification for the Minutes:

During discussion of the December 19, 2002 MASTF Minutes (noted on Pages Two and Three of the January 16, 2003 MASTF Minutes) Patricia Spence offered written clarification for the December 19, 2002 Minutes. Her clarification added to and changed the following excerpt from Page Two of the December 19, 2002 Minutes:

"Patricia Spence requested clarification on whether the "committee" noted in the section on "MASTF Review and Vote on Metro ADA/504 Policy" was created by MASTF or Metro. Ms. Spence noted that previous MASTF Minutes had not shown MASTF taking action to create a committee. John Daugherty noted that Bryant Baehr had asked him to join the committee."

Mr. Daugherty shared that he had listened again to the audiotape recording of the December 19, 2002 MASTF meeting. He shared that the information added to the Minutes by Ms. Spence – her citation from *Robert's Rules of Order* on committee formation – was on the audiotape. The information that he wrote into the Minutes – including “that Bryant Baehr had asked him to join the committee” – also matched what was recorded on the audiotape.

**MASTF Motion: To approve the January 16, 2003 MASTF Minutes as corrected.**

**M/S/PU: Fox, C. Day (By affirmative voice vote)**

### III. AMENDMENTS TO THE AGENDA

Mr. Daugherty described the following revisions to the Agenda approved by the Executive Committee last week:

- 1) One item deleted: The name next to Ongoing Business Agenda item 5.2 “Metro Fare Structure Changes”, Mark Dorfman, was deleted.
- 2) One item moved: New Business Agenda Item 6.2 “Location and Accessibility of Outbound Daubenbiss Bus Stop” was moved and become a subhead under New Business Agenda Item 6.6 “Bus Stop Improvement Committee Report.”
- 3) Three items added:
  - A) New Business Agenda item 6.2 “Call Stop Committee”
  - B) New Business Agenda item 6.4 a) “Wheelchair Securement”
  - C) New Business Agenda item 6.8 “Elderly and Disabled Transportation Advisory Committee (E&D TAC) Report

Ian McFadden asked Ms. Barbour if his presentation of proposed bus service changes could be moved up on the Agenda today. After discussion, the presentation was placed on the Agenda after Oral Communication and Correspondence.

The following Motion concluded this Agenda item:

**MASTF Motion: To have the presentation of proposed service changes follow Oral Communication and Correspondence.**

**M/S/PU: Fox, Chatterton (By affirmative voice vote)**

#### IV. ORAL COMMUNICATION AND CORRESPONDENCE

Ms. Barbour circulated the first section of the Thursday February 13, 2003 edition of the *Santa Cruz Sentinel*. She suggested that people look over one front-page article, "Rough road for bus service." She noted that the article describes the \$2, 400, 000 deficit METRO faces in the next fiscal year budget. She placed the article in a folder circulated to the group.

Ms. Barbour announced that the Boulder Creek Recreation and Park District (BCRPD) is forming an Accessibility Task Force. The Accessibility Task Force will look for alternative ways to access the stage and bathrooms at the Recreation Hall in Boulder Creek. Interested persons can phone BCRPD General Manager Barbara Day at 338-4144 for more information. Ms. Barbour placed a flyer that describes the Task Force into the folder circulated to the group.

Mr. Daugherty described the following correspondence received since the last MASTF meeting:

- 1) One Agenda and a second Revised Agenda for a Transportation Policy Workshop on January 23, 2003. The Santa Cruz County Regional Transportation Commission (SCCRTC) conducts the Workshop.
- 2) The Agenda for the SCCRTC meeting on February 5, 2003.
- 3) The Agenda for the SCCRTC Transportation Policy Workshop on February 20, 2003.

- 4) The February 2003 edition of the *Central Coast Reporter*, a resource newsletter published by the Association of Monterey Bay Area Governments (AMBAG).
- 5) Mr. Daugherty described three draft versions of a new MASTF Calendar. The new Calendar shows when MASTF, the METRO Board and the Metro Users Group (MUG) meet during 2003. He noted the draft Calendars would be discussed later during the meeting.

Mr. Daugherty placed the correspondence and calendars in the folder circulated to the group.

John Wood asked if this Agenda item was the place to describe resources for Federal funding that he had located. Ms. Barbour and Mr. Daugherty noted that the resources could be shared now or later on the Agenda under the "METRO Fare Structure Changes" item.

Edith Steward asked if this Agenda item was the place to describe her concerns with Lift Line. Ms. Barbour noted that Ms. Steward could discuss those experiences under the "Paratransit Services Committee Report" section of the Agenda.

Fahmy Ma'Awad shared that it was not appropriate for persons paid wages by METRO to serve on the METRO ParaCruz Appeals Panel to have voting rights in MASTF. Ms. Barbour suggested that the issue be placed on the Agenda for the MASTF meeting next month.

## V. ONGOING BUSINESS

### 5.0 First Look at Proposed Bus Service Changes to Take Effect During Summer 2003 (Ian McFadden)

Mr. McFadden reported that the estimate for the next METRO budget (beginning July 1, 2003) was \$2, 400. 000 "in the red." The proposed service

reductions for summer could counter \$350, 000 of that budget deficit. Mr. McFadden estimated that these service reductions were one third of the amount of the service reductions carried out last year.

Mr. McFadden explained that last year METRO “cut around the edges” and trimmed under performing bus routes. The service reductions proposed to begin this summer would reorganize routes. Mr. McFadden noted that planners were looking at what options passengers have.

Highlights of proposals and discussion included:

- 1) Combining the current routes serving Harvey West, Prospect Heights and the Emeline Complex was discussed. The combination would bring together the current Route 4 and Route 8.
- 2) Replacing the current Route 3N (Mission Night) bus with a new Route 3C was discussed. Mr. McFadden also described the proposal that the new Route 3C would replace the current Routes 3A and 3B on weekends.
- 3) The frequency of Highway 17 Express bus service would be cut back. The service would also not operate on Martin Luther King Day and Presidents’ Day next year.
- 4) Routes 33 and 34 serving South Felton and Lompico would be cut back and run only during school term.
- 5) Mr. McFadden shared: “The message we got loud and clear this year is there can be no sacred routes.”
- 6) Current Routes 36 and 63 would be eliminated. Mr. McFadden noted that a new Route 53 would be created to serve Capitola Mall, Soquel Drive and Pleasant Care. The current Routes 55 and Route 52 would be reorganized to cover service in the Capitola area.

- 7) Adam Tomaszewski and Fahmy Ma'Awad raised questions about travel between the Via Pacifica Gardens, Cabrillo College and Capitola Mall. Mr. McFadden noted that persons traveling to the Mall might have to transfer at Cabrillo College.
- 8) Route 69 service would be less frequent in the morning.
- 9) Route 60 would be eliminated.
- 10) Service to the University would be less frequent on weekends.
- 11) Mr. Ma'Awad asked if the use of transfers was being considered to provide incentive to ride and generate revenue. Bryant Baehr responded that transfers were not being considered right now. Discussion of this topic concluded after Ms. Barbour suggested that the issue be placed on the Agenda for the next MASTF meeting.
- 12) Ms. Barbour asked if a list of potential service changes (Attachment A) could be made available for the next MASTF packet. Mr. McFadden noted that could be arranged. He also noted that proposals would be presented again to MASTF.

#### 5.1 Weekend Bus Service in South County (Bryant Baehr)

Mr. Baehr reported that there were no new developments to share on this topic. He added that Mr. McFadden was studying the Route 79 proposal presented by Norm Hagen and supported by MASTF.

#### 5.2 Metro Fare Structure Changes

Ms. Barbour announced that a joint MASTF and Metro Users Group (MUG) presentation on proposed fare structure changes is scheduled during March 19, 2003. The presentation will be part of the MUG meeting beginning at 2 PM at the Santa Cruz Metro Center conference room, 920 Pacific Avenue in Santa

MASTF Minutes  
February 20, 2003  
Page Eight

Cruz. Ms. Barbour estimated that the presentation by METRO Assistant General Manager Mark Dorfman could take an hour. That estimate did not include time for questions.

John Wood distributed a few copies of a free booklet, *Building Mobility Partnerships for People with Disabilities: Opportunities for Federal Funding and Promising Practices*. He also described the booklet, published by Project ACTION and the Community Transportation Association of America during June 2002. Mr. Wood noted that the booklet listed resources and described promising practices (including a case study carried out in Santa Clara County) that could benefit people with disabilities.

Mr. Wood shared: "... Everybody's going through what we're going through. That's the harsh reality. What we want to do is make sure people don't fall through the cracks..."

During discussion of the booklet, Mr. Wood pointed out that it was available on line ([www.projectaction.org](http://www.projectaction.org)). Information on the back cover page states:

"If you are interested in ordering this publication or want more information on Project ACTION, contact:

Project ACTION  
700 Thirteenth St., NW  
Suite 200  
Washington, DC 20005

(800) 659.6428 or (202) 347.3066 (Voice)  
(202) 347.7385 (TTY)  
Fax: (202) 737.7914

E-mail: [project\\_action@opa.easter-seals.org](mailto:project_action@opa.easter-seals.org)  
Website: [www.projectaction.org](http://www.projectaction.org)  
..."

Mr. Wood also offered his phone number (426-6236) so that interested persons could contact him with questions about resources listed in the booklet.

### 5.3 MASTF Calendar Layout (John Daugherty)

The order of this Agenda item and the following Agenda item were switched from the original Agenda. Mr. Daugherty described the three sample calendars he placed into the folder circulated to the group.

Discussion of this topic included the request from Ms Barbour to Mr. Daugherty that the calendar design be finalized and presented to the group next month. Ms. Barbour and Link Spooner suggested that information about the time and place for meetings be placed on the back page of the calendar. Kasandra Fix offered to help with the calendar layout.

### 5.4 Use of Convenience Cards for Paratransit Fare (Bryant Baehr)

Mr. Baehr shared that the problem with using punch cards (such as METRO's Convenience Cards) for paratransit fare is that the METRO ParaCruz driver has no receipt after a hole is punched. The driver has nothing to give Lift Line; Lift Line then faces difficulty with reimbursement from METRO. Mr. Baehr noted that prepaid tickets are available for passengers to use for METRO ParaCruz rides

Discussion of this topic included the suggestion from Ms. Barbour that METRO publicize the prepaid tickets. Steve Paulson noted that an order form for prepaid tickets is included with each letter that informs a customer of his or her METRO ParaCruz eligibility determination. Mr. Spooner suggested that the tickets become available in booklet form. Mr. Baehr noted that both suggestions would be reviewed.

## VI. NEW BUSINESS

6.1 Available Bus Seating for Persons with Disabilities and Seniors (Camille Pierce and Lesley Wright)

There was no report on this Agenda item.

6.2 Call Stop Committee (Sharon Barbour)

Ms. Barbour reported that unexpected developments had occurred on this topic since the MASTF meeting last month. She read excerpts from a staff recommendation that had been accepted by the METRO Board last Friday. The staff report recommended that a Call Stop Advisory Committee be created. Participants in the Committee included two representatives from MASTF.

Ms. Barbour also read aloud a letter from METRO District Counsel Peggy Gallagher (Attachment B) that was sent to her. Ms. Barbour noted that the MASTF Executive Committee had approved the staff recommendation during its meeting last week. She also reported that Connie Day and Ed Kramer had agreed to serve as MASTF representatives on the Committee. Ms. Barbour sought confirmation or change of that representation from the group today.

During discussion of this topic, Mr. Baehr shared: "... So, the mandate for this group is, "The technology is here. It's sound. It's working. What do we want to do with it? Because we are under utilizing the technology we have"

"So the group's mandate is to take a look at the list and make recommendations to the Board on how to maximize the use of the system."

The following Motion to the Board concluded discussion:

**MASTF Motion: To confirm the appointments of Connie Day and Ed Kramer as MASTF Representatives to the METRO Call Stop Advisory Committee.**

**M/S/PU: Fox, Chatterton (By affirmative voice vote)**

### 6.3 Metro Base: How Can We Help?

Mr. Daugherty read aloud excerpts from a letter (Attachment C) from METRO General Manager Leslie White that was sent to MASTF.

The letter, addressed “To Whom It May Concern” noted: “Please be advised that the Santa Cruz Metropolitan Transit District (Santa Cruz METRO) received agency and public comments to the Draft Environmental Impact Report (DEIR) for the MetroBase Project... Please also be advised that the Board of Directors will consider whether to adopt a resolution to certify the Final EIR at its regular meeting scheduled for February 28, 2003 at the Santa Cruz City Council Chambers, 809 Center Street, Santa Cruz, at 9:00 a.m....”

Discussion of this topic included the encouragement from Ms. Barbour to everyone to attend the meeting in support of the Metro Base project. She also suggested that everyone consider other groups that might be willing to give support to Metro Base. She noted that a “groundswell” of support for Metro Base was possible.

#### MASTF COMMITTEE REPORTS

### 6.4 Training and Procedures Committee Report (Lesley Wright)

#### a) Wheelchair Securement

### 6.5 Bus Service Committee Report

#### a) Metro Users Group (MUG) Report

#### b) Service Planning and Review Committee (SPARC) Report – Action Item

### 6.6 Bus Stop Improvement Committee Report (Ed Kramer)

#### a) Location and Accessibility of Outbound Daubenbiss Bus Stop

Ms. Barbour asked if there were any MASTF Committee Reports that were urgent. Since no reports were presented, the Agenda items above were tabled until next month.

### 6.7 Paratransit Services Committee Report (Kasandra Fox)

Ms. Steward noted that she had several concerns to share about Lift Line. She noted that members of the Santa Cruz County Commission on Disabilities had recommended that she come to the MASTF meeting. She also shared that she expected MASTF to receive a letter from the Commission.

She explained that she has participated in the *Dragonslayers* program in Aptos for 20 years. The program uses interaction between people with disabilities and animals as a means of physical therapy. She drove to *Dragonslayers* activities until last August. After she chose to stop driving she applied for paratransit service in both Santa Cruz and Monterey Counties. She lives in a part of Watsonville that exists in Monterey County and became part of Aromas recently.

During last September and October she received Monterey County paratransit and METRO ParaCruz rides to *Dragonslayers* activities. “Everything worked out fine,” Ms. Steward stated, “There was no objection whatsoever. Until one morning I got a call from Monterey County saying, “We don’t know what’s going on, but Santa Cruz called and said we will no longer take you to the *Dragonslayers*.””

When Ms. Steward asked “Why?” the caller responded, “We don’t know.” From follow up phone calls, Ms. Steward shared she received “four different excuses from four different people.”

The information she received included:

- 1) The activities of *Dragonslayers* take place more than  $\frac{3}{4}$  of a mile from a bus stop.
- 2) Some people could continue to use Lift Line to get to *Dragonslayers* activities because they had been using Lift Line for a longer period of time than Ms. Steward had.

- 3) The Lift Line trips to *Dragonslayers* were funded by TDA funds that had to be cut off. Someone suggested to Ms. Steward that she join a waiting list for funding from Santa Cruz County.
- 4) Someone told Ms. Steward that she could go on visitors' status for paratransit service that lasts for 21 days a year. Ms. Steward shared that she considered that advice a "misinterpretation of the ADA rules."

Ms. Steward emphasized that she did not object to persons using Lift Line service to reach the activities of *Dragonslayers*. She stated: "Whatever standard allowed them to stay there and be transported by Lift Line ought to be applied to any other physically handicapped person that is eligible for that physical therapy program."

Responses to the testimony of Ms. Steward included:

- 1) Mr. Baehr shared that two pieces of information were "correct" and two pieces were "incorrect." The correct information was description of the  $\frac{3}{4}$  of a mile METRO ParaCruz service area boundary and that those Transit Development Act (TDA) funds utilized by Lift Line were separate from METRO funds. The other information appeared incorrect "from a METRO perspective."
- 2) April Axton shared that several persons filed grievances with Lift Line after METRO changed the METRO ParaCruz service area boundary over one year ago. Those persons who filed grievances who were long time users had trips paid for by TDA funds controlled by Lift Line. Ms. Axton pointed out that those funds are intended to assist Santa Cruz County residents.

She stated: "That was our error. We probably never should have taken you up there in the first place on Lift Line."

- 3) Ms. Axton also shared that she has tried to coordinate transportation with the organizer of *Dragonslayers*, Joseph Rivers. Mr. Rivers has access to a van, but not to enough drivers.
- 4) Ms. Steward shared concern that transportation problems could “cause the death of *Dragonslayers*.” She noted that she was concerned for other people.
- 5) Ms. Steward offered a possible solution. Based on watching what happens over time, she stated: “What happens is, we have three people who come from Santa Cruz. What happens is... They go at the same time; they go at the same place. And they live relatively close together... One Lift Line vehicle, a big one, comes in and lets one person off. A couple of minutes later, another Lift Line vehicle comes in, a big one, and lets one person off. Then two minutes later, the third one comes in, lets one person off. And the reverse is exactly the same.”

Ms. Steward suggested that Lift Line could “trim” and “look at certain tendencies.” She believed that dispatchers might not have all available information.

- 6) Ms. Axton noted that the visits of customers might overlap but not their pick up times.
- 7) Mr. Baehr suggested that Ms. Steward confer with the “resources” here today: Mr. Paulson, Ms. Axton and Mr. Spooner. Mr. Paulson noted that he had spoken with Ms. Steward on the phone. Mr. Spooner noted he had spoken with Ms. Steward’s attorney.
- 8) Ms. Barbour suggested that this issue be placed on the Agenda for the MASTF meeting next month.

6.8 Elderly and Disabled Transportation Advisory Committee (E&D TAC) Report

This Agenda item was tabled due to time constraints.

OTHER REPORTS

6.9 Paratransit Update

a) Paratransit Update (April Axton or Link Spooner)

Ms. Axton shared that there was no report for this Agenda item.

b) CCCIL Transportation Advocacy (Thom Onan)

6.10 UTU Report

6.11 SEIU/SEA Report (Eileen Pavlik)

6.12 Next Month's Agenda Items

The Agenda items above were tabled due to time constraints. Before Adjournment, Thom Onan confirmed with Ms. Barbour that members of the MASTF Ad Hoc By Laws Review and Revision Committee would meet after the meeting.

VII. ADJOURNMENT

**The meeting was adjourned at 4:21 p.m.**

**M/S/PU: Schaller, C. Day (By affirmative voice vote)**

Respectfully submitted by: A. John Daugherty, Accessible Services  
Coordinator

**NOTE: THE SPECIAL JOINT MASTF AND MUG PRESENTATION  
ON METRO FARE STRUCTURE CHANGES IS: Wednesday March 19,  
2003 from 2:00 p.m. to 4:00 p.m. in the conference room of the Santa  
Cruz Metro Center, 920 Pacific Avenue, Santa Cruz, CA.**

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**NOTE: NEXT REGULAR MASTF MEETING IS: Thursday March 20, 2003 from 2:00-4:00 p.m., in the Board Room of the NIAC Building, 333 Front Street, Santa Cruz, CA.**

**NOTE: NEXT S.C.M.T.D. BOARD OF DIRECTORS MEETING IS: Friday March 14, 2003 at 9:00 a.m. at the S.C.M.T.D. Administrative Offices, 370 Encinal Street, Santa Cruz, CA.**

**NOTE: THE FOLLOWING S.C.M.T.D. BOARD OF DIRECTORS MEETING IS: Friday March 28, 2003 at 9:00 a.m. in the Santa Cruz City Council Chambers, 809 Center Street, Santa Cruz, CA.**

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

**Agenda-Metro Users Group**

**March 19, 2003**

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The METRO Users Group will meet on Wednesday, March 19, 2003 from 2:10 p.m. to 4:00 p.m. The meeting will be held in the Conference Room at the Metro Center, 920 Pacific Avenue, Santa Cruz.

The following topics will be discussed:

1. **CALL TO ORDER AND INTRODUCTION**
2. **ORAL AND WRITTEN COMMUNICATIONS AND ANNOUNCEMENTS**
  - a) Paul Marcelin re: Communication to Board of Directors:  
"Metro and the Charade of Rider Representation"
  - b) Paul Marcelin re: Communication to Board of Directors:  
"Hwy 17 Buses Laptop Computer Outlets"
3. **ADDITIONS AND DELETIONS TO THE AGENDA**

**MEMBERS ARE ASKED TO RESTRICT COMMENTS ON ITEMS NOT ON THE AGENDA TO TWO (2) MINUTES.**

4. **CONSENT AGENDA**

Receive and Accept:

  - a) Minutes of February MUG Meeting  
(Attached)
  - b) Monthly Attendance Report  
(Attached)
  - c) Minutes of February Board Meeting  
(Attached)
  - d) January Ridership Report  
(Attached)
5. **STAFF PRESENTATION ON FARE ALTERNATIVES**

MUG has invited MASTF to attend this presentation.
6. **MUG MEMBERSHIP COMPENSATION**
7. **ITEMS FOR NEXT AGENDA**
8. **OPEN DISCUSSION**

## 9. ADJOURNMENT

### Distribution:

Marc Adato, *City of SC Public Works Dept.*  
Bryant Baehr, *Operations Manager* – by email  
Sharon Barbour, *MASTF* – by email  
Ted Chatterton, *Transit User*  
Sandra Coley, *Pajaro TMA*  
Connie & Shelley Day, *Transit Users*  
Mark Dorfman, *Assistant General Manager*  
Ron Goodman, *Bicycle/Transit User* – by email  
Tom Hiltner, *SEA* – by email  
Michelle Hinkle, *Chair, Board Member*  
Virginia Kirby, *Transit User*  
David Konno, *Facilities Maint Manager* – by email  
Ian McFadden, *Transit Planner* – by email

Paul Marcelin, *Transit User* – by email  
Bonnie Morr, *UTU* – by email  
Carolyn O'Donnell, *Santa Cruz TMA*  
Manuel Osorio, *Cabrillo Student Services*  
Steve Paulson, *ParaCruz Administrator* – by email  
Karena Pushnik, *SCCRTC* – by email  
Stuart Rosenstein, *Transit User* – by email  
Barbara Schaller, *Seniors Commission*  
Michael & Janet Singer, *Transit Users* – by email  
Tom Stickel, *Fleet Maint Manager* – by email  
Jim Taylor, *UTU* – by email  
Candice Ward, *UCSC* – by email  
Leslie White, *General Manager*

If you would like to apply for membership to be on the Metro Users Group (MUG) Committee, please contact Dale Carr, Administrative Services Coordinator at 426-6080 for an application for membership.

# Santa Cruz Metropolitan Transit District

**Minutes-METRO Users Group**

**February 19, 2003**

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The METRO Users Group met at 2:10 p.m., Wednesday, February 19, 2003, in the METRO Center Conference Room, 920 Pacific Avenue, Santa Cruz.

## **MEMBERS PRESENT**

Ted Chatterton, Transit User  
Sandra Coley, Pajaro TMA  
Connie Day, Transit User  
Shelley Day, Transit User  
Michelle Hinkle, Chair, Board Member  
Virginia Kirby, Transit User  
Paul Marcelin, Transit User  
Barbie Schaller, Seniors Commission

## **SCMTD STAFF PRESENT**

Bryant Baehr, Operations Manager  
Ian McFadden, Transit Planner

## **VISITORS PRESENT**

Jim Taylor, Vice Chair, UTU Local 23

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## **MUG MOTIONS TO METRO BOARD OF DIRECTORS**

1. MUG NOMINATES BARBIE SCHALLER AND TED CHATTERTON TO PARTICIPATE IN THE CALL STOP COMMITTEE

## **MUG MOTIONS TO METRO MANAGEMENT**

None

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## 1. **CALL TO ORDER AND INTRODUCTION**

Chair Michelle Hinkle called the meeting to order at 2:12 p.m.

## 2. **ORAL AND WRITTEN COMMUNICATIONS AND ANNOUNCEMENTS**

Chair Michelle Hinkle announced that next month's MUG meeting would be a special joint MUG/MASTF meeting. Mark Dorfman, Assistant General Manager, will give a fare increase presentation to both groups at the same time.

## 3. **ADDITIONS AND DELETIONS TO THE AGENDA**

None.

## 4. **CONSENT AGENDA**

Receive and Accept:

- a) Minutes of January MUG Meeting
- b) Monthly Attendance Report
- c) Minutes of January Board of Directors Meeting
- d) December Ridership Report

**ACTION: MOTION: Connie Day**  
**APPROVE CONSENT AGENDA**

**SECOND: Sandra Coley**

**Motion passed unanimously with Paul Marcelin being absent**

## 5. **ON-GOING ITEMS**

### **5a) Review of Current Board Agenda Items**

Bryant Baehr reported that at the February 28, 2003 Board meeting, the Board will review and consider adopting the final EIR for the MetroBase Harvey West Cluster 1 Project. Bryant encouraged MUG members to attend and show their support. The meeting starts at 9:00 a.m. at the Santa Cruz City Hall Council Chambers.

Connie Day asked about the purchase of the Greyhound property. Bryant Baehr explained that the State put a freeze on funding any new projects, so the State allocation needed to purchase the Greyhound property is no longer available. Bryant went on to say that the District has submitted receipts and is currently trying to get the State to follow through with reimbursement to the District for the new buses that have already arrived. Bryant also reported that the new Hwy 17 buses would arrive in August.

### **5b) Review of Headways Redesign Issues**

Bryant Baehr reported that since there is no budget for any redesign of the next *Headways*, which is only being printed twice this year, the only changes in the next edition would be mainly route related.

### **5c) Service & Planning Update**

Ian McFadden reported that Staff was directed to form a subcommittee to cut approximately \$350,000 in service, with as little impact to riders as possible, to help offset the \$2.4 million budget deficit. Mr. McFadden explained that farebox data indicates how each route performs and that low ridership was used as criteria for cutting trips and cutting, combining and/or reorganizing routes. Mr. McFadden explained the proposed changes in detail using 2 large maps of the area. With Board approval, the proposed service changes will be implemented June 5, 2003 and will appear in the next edition of *Headways*.

### **5d) Bus Procurement**

Bryant Baehr reported that the District is in the process of receiving 29 new buses. The 8 new CNG buses are on the road and have received positive feedback. Bryant explained that they can go 400 – 450 miles between fill ups. Bryant said that it takes approximately 6-7 hours to fuel each bus at the District's new slow-fill CNG fueling facility, which has only 10 nozzles. Bryant also explained that when the 29 new convertible buses arrive, they will have to be converted to CNG in three years, as required by CARB. The MetroBase project includes a fast-fill CNG fueling facility. Without MetroBase, there will be no place to fuel the entire fleet and buses will have to be parked. Bryant reiterated the importance of the MetroBase project moving forward and urged MUG to attend the next Board meeting to show their support.

**Paul Marcelin arrived**

## 6. **UPDATES**

**6a) MetroBase**

This item was addressed under items # 5a and 5d.

**6b) Night Meeting**

Bryant Baehr reported that according to District Counsel, it would be impossible for the District to provide transportation for a night meeting of the MUG committee. Bryant explained that the meeting would be open to the public, the attendance would be unpredictable and transportation would have to be provided for everyone who chose to attend, not just current MUG members. Providing that kind of transportation is costly and would be considered a gift of public funds.

Virginia Kirby suggested carpooling. Paul Marcelin suggested "piggybacking" a night meeting with the upcoming public hearings on fare increases.

**6c) Fare Increase**

Bryant reported that Staff would be presenting fare increase information at the joint MUG/MASTF meeting next month.

Paul Marcelin urged the group to be a real advisory group and discuss their views at today's meeting rather than just listen to the Staff presentation next month. Ted Chatterton announced that MASTF had made a motion to the Board approving a \$2 increase to the monthly seniors/disabled pass, but no more than \$2. Connie Day agreed that they should not have to pay more.

Mr. Marcelin pointed out that the MUG Committee is virtually made up of MASTF members and does not represent all – or even the majority of Metro users. Mr. Marcelin explained that the District is making policy for 250,000 riders – not just the small group that attends MUG & MASTF meetings. Mr. Marcelin questioned the point of having two advisory groups consisting of the same members.

Mr. Marcelin reminded that the District has not raised fares in 10 years and that the senior discount will always be 50% under federal law. Ted Chatterton again stated that MASTF agreed to bear the brunt of a \$2 increase to the senior/disabled monthly pass, raising it from \$14 to \$16, but no more. Paul then reiterated the need to hold meetings at accessible times so more of the ridership could attend, voice their concerns and have input on transit related issues.

Paul urged the committee to take a broader look at statistical economic reality, rather than their own personal situations.

**Ted Chatterton left the meeting at this point of the discussion.**

Paul questioned the effectiveness of a joint MUG/MASTF meeting, since MUG is primarily made up of MASTF members.

Paul stated that as an advisory group, MUG should bring ideas, proposals and input to the Board, and not just listen to Staff. He added that he had all the figures and solid numbers for MUG to work with.

Discussion continued and it was decided to hear what Staff has to say at next month's joint meeting, and then proceed.

**7. NEW BUSINESS**

**7a) Talking Bus**

Chair Michelle Hinkle announced that the Board has asked for two volunteers from MUG to participate in new Call Stop Committee. Bryant Baehr explained that the committee will consist of 2 MUG members, 2 MASTF members, 2 Staff members, 2 UTU members, 1 Transit Supervisor and 1 representative from each of the following: Cabrillo College, UCSC, the Doran Center for the Blind and the Commission on Disabilities. The goal of the committee is to review the current call stop list and look at how it can be improved. The group will meet every Wednesday during the month of March and the 1<sup>st</sup> Wednesday in April from 1:30 – 3:30 p.m. at various locations. Barbie Schaller volunteered and pointed out that it would interfere with the March MUG meeting. Bryant said any conflicts could be taken care of at the first meeting and Chair Michelle Hinkle asked for another volunteer. Paul asked why 4 of the 8 riders groups chosen to participate represented seniors and disabled and only 2 representatives would be something other than Staff or seniors/disabled. Bryant explained that the ADA requires public participation; the meetings are open to the public, MUG is seen by the Board as the Metro Users Group and not a seniors/disabled group and the groups asked to participate represent a good cross section of all parties interested.

**ACTION: MOTION: Paul Marcelin SECOND: Barbie Schaller  
EXTEND MEETING TO SELECT 2 VOLUNTEERS FOR THE CALL STOP COMMITTEE  
Motion passed unanimously with Ted Chatterton being absent**

Barbie Schaller agreed to represent MUG and Connie Day said she would volunteer for MASTF tomorrow – so she would not volunteer for MUG, and with no one else available, Bryant said he would call Ted Chatterton and ask if he would like to participate and report back to the Chair.

**ACTION: MOTION: Paul Marcelin SECOND: Sandra Coley  
MUG NOMINATES BARBIE SCHALLER AND TED CHATTERTON TO PARTICIPATE IN  
THE CALL STOP COMMITTEE  
Motion passed unanimously with Ted Chatterton being absent**

**7b) MUG Membership Incentives**

This item was tabled until the April or May MUG meeting.

**7c) Joint MUG/MASTF Meeting**

This item was already discussed under item # 6c

**8. ITEMS FOR NEXT AGENDA**

Nothing to report

9. **OPEN DISCUSSION**

Nothing to report

10. **ADJOURMENT**

Chair Michelle Hinkle adjourned the meeting at 4:10 p.m.

Respectfully submitted,

Cindi Thomas

Administrative Secretary

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

**DATE:** March 28, 2003  
**TO:** Board of Directors  
**FROM:** Elisabeth Ross, Finance Manager  
**SUBJECT: MONTHLY BUDGET STATUS REPORT FOR JANUARY 2003, AND APPROVAL OF BUDGET TRANSFERS**

## I. RECOMMENDED ACTION

**Staff recommends that the Board of Directors approve the budget transfers for the period February 1 – 28, 2003.**

## II. SUMMARY OF ISSUES

- Operating revenue for the year to date totals \$16,715,145 or \$21,496 under the amount of revenue expected to be received during the first seven months of the fiscal year, based on the budget revised in October.
- Total operating expenses for the year to date, in the amount of \$16,385,823, are at 52.7% of the revised budget.
- A total of \$8,109,353 has been expended through January 31<sup>st</sup> for the FY 02-03 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 02-03 budget as of January 31, 2003. The fiscal year is 58.3% elapsed.

### A. Operating Revenues

Revenues are \$21,496 under the amount projected to be received for the period. Passenger revenue is \$43,308 below budget projections due to lower ridership on the Highway 17 Express and paratransit program. Sales tax revenue is \$44,820 over the budgeted amount since the expected revenue amount was reduced in the October budget revision and the December wrap-up payment was higher than projected. Variances are explained in the notes following the report.

### B. Operating Expenses

Operating expenses for the year to date total \$16,385,823 or 52.7% of the revised budget, with 58.3% 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 \$8,109,353 has been expended on the Capital Improvement Program. The largest expenditure was for the purchase of buses in the amount of \$6,403,530.

**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 January 2003, and Budget Transfers

MONTHLY REVENUE AND EXPENSE REPORT  
 OPERATING REVENUE - JANUARY 2003

Operating Revenue	FY 02-03		FY 01-02		FY 02-03 Actual MD	YTD Variance from Budgeted	
	Budgeted for Month	Actual for Month	Budgeted MD	Actual MD			
Passenger Fares	\$ 2,271,135	\$ 2,656,000	\$ 7,753,109	\$ 8,027,630	\$ 7,900,660	\$ 513,141	
Paratransit Fares	5 17,983	5 16,010	5 116,946	5 106,579	5 109,864	5 (7,082)	
Special Transit Fares, Highway 17 Revenue	5 201,656	5 210,916	5 941,002	5 949,377	5 959,629	5 8,627	
	5 72,527	5 65,984	5 529,630	5 511,841	5 469,630	5 (60,000)	
<b>Subtotal Passenger Rev</b>	<b>\$ 554,879</b>	<b>\$ 556,576</b>	<b>\$ 3,362,697</b>	<b>\$ 3,395,416</b>	<b>\$ 3,319,389</b>	<b>\$ (43,308)</b>	See Note 1
Advertising Income	\$ -	\$ -	\$ 90,000	5 99,000	\$ 175,000	\$ (15,000)	See Note 2
Other Aux Transp Rev	\$ 833	\$ 667	\$ 5,833	5 6,303	\$ 5,747	\$ (86)	
Rent Income	\$ 12,275	\$ 12,206	5 85,191	5 83,821	\$ 87,580	5 2,389	
Interest - General Fund	\$ 42,466	\$ 29,855	\$ 289,109	\$ 506,503	\$ 266,461	\$ (22,648)	See Note 3
Non-Transportation Rev	\$ 175	\$ 184	5 1,225	5 45,548	5 13,562	5 12,337	See Note 4
Sales Tax Income	5 1,108,100	5 1,111,300	\$ 8,998,129	5 9,162,628	\$ 9,042,949	\$ 44,820	See Note 5
TDA Funds	5 1,253,350	\$ -	\$ 2,627,822	\$ 3,023,206	5 2,627,822	\$ -	
Other Local Funding							
Other State Funding							
FTA Op Asst - Sec 5307	5 -	5 -	\$ 1,229,934	5 -	5 1,229,934	\$ -	
FTA Op Asst - Sec 5311	\$ -	5 -	\$ 46,701	5 -	46,701	5 -	
Other Federal Grants							
Other Revenue							
<b>Total Operating Revenue</b>	<b>\$ 2,972,078</b>	<b>\$ 1,710,788</b>	<b>\$ 16,736,641</b>	<b>\$ 16,322,425</b>	<b>\$ 16,715,145</b>	<b>\$ (21,496)</b>	

MONTHLY REVENUE AND EXPENSE REPORT  
OPERATING EXPENSE SUMMARY - JANUARY 2003

	FY 02-03 Final Budget	FY 02-03 Revised Budget	FY 01-02 Expended YTD	FY 02-03 Expended YTD	Percent Expended of Budget	
<b>PERSONNEL ACCOUNTS</b>						
Administration	\$ 617,973	\$ 618,414	\$ 303,880	\$ 333,938	54.0%	
Finance	\$ 526,788	\$ 526,479	\$ 275,664	\$ 276,108	52.4%	
Planning & Marketing	\$ 710,601	\$ 688,996	\$ 477,250	\$ 351,077	51.0%	
Human Resources	\$ 325,478	\$ 312,111	\$ 221,847	\$ 167,057	53.5%	
Information Technology	\$ 382,753	\$ 383,370	\$ 190,773	\$ 221,616	57.8%	
District Counsel	\$ 307,569	\$ 338,053	\$ 154,249	\$ 177,345	52.5%	
Risk Management	\$	\$	\$	\$	0.0%	
Facilities Maintenance	\$ 1,020,801	\$ 982,981	\$ 552,270	\$ 537,335	54.7%	
Paratransit Program	\$ 224,893	\$ 224,981	\$	\$ 106,239	47.2%	
Operations	\$ 1,873,101	\$ 1,864,430	\$ 1,037,458	\$ 1,024,839	55.0%	
Bus Operators	\$ 11,615,995	\$ 11,538,432	\$ 6,441,825	\$ 6,755,880	58.6%	See Note 6
Fleet Maintenance	\$ 3,935,369	\$ 3,884,577	\$ 1,952,638	\$ 2,039,744	52.5%	
Retired Employees/COBRA	\$ 518,615	\$ 626,788	\$ 234,964	\$ 369,462	58.9%	See Note 7
<b>Total Personnel</b>	<b>\$ 22,059,937</b>	<b>\$ 21,989,613</b>	<b>\$ 11,842,818</b>	<b>\$ 12,360,642</b>	<b>56.2%</b>	
<b>NON-PERSONNEL ACCOUNTS</b>						
Administration	\$ 546,487	\$ 539,527	\$ 304,027	\$ 288,494	53.5%	
Finance	\$ 728,785	\$ 707,015	\$ 288,036	\$ 325,396	46.0%	
Planning & Marketing	\$ 174,080	\$ 146,676	\$ 149,306	\$ 74,886	51.3%	
Human Resources	\$ 97,500	\$ 90,500	\$ 85,904	\$ 12,752	14.1%	See Note 8
Information Technology	\$ 113,025	\$ 106,875	\$ 85,988	\$ 38,167	35.7%	
District Counsel	\$ 26,007	\$ 24,707	\$ 85,834	\$ 5,810	23.5%	
Risk Management	\$ 269,455	\$ 255,982	\$	\$ 90,794	35.5%	
Facilities Maintenance, Paratransit Program	\$ 464,382	\$ 448,177	\$ 250,129	\$ 21,027	46.9%	
Operations	\$ 3,704,585	\$ 3,519,356	\$ 1,396,042	\$ 1,457,941	41.4%	See Note 9
Bus Operators	\$ 470,079	\$ 459,779	\$ 222,841	\$ 235,222	51.2%	
Fleet Maintenance	\$ 6,400	\$ 6,080	\$ 2,363	\$ 2,772	45.6%	
Op Prog/SCCIC	\$ 2,936,353	\$ 2,789,535	\$ 1,350,860	\$ 1,282,602	46.0%	
Prepaid Expense	\$ 2,925	\$ 2,778	\$ 597	\$ 117	4.2%	
Total Non-Personnel	\$ 9,540,063	\$ 9,096,387	\$ 4,154,476	\$ 4,025,181	44.3%	
<b>Subtotal Operating Expense</b>	<b>\$ 31,600,000</b>	<b>\$ 31,086,000</b>	<b>\$ 15,997,294</b>	<b>\$ 16,385,823</b>	<b>52.7%</b>	
Grant Funded Studies/Programs	\$ -	\$ -	\$ -	\$ -	0.0%	
Transfer to/from Cap Program	\$ -	\$ -	\$ -	\$ -	0.0%	
Pass Through Programs	\$ -	\$ -	\$ -	\$ -	0.0%	
<b>Total Operating Expense</b>	<b>\$ 31,600,000</b>	<b>\$ 31,086,000</b>	<b>\$ 15,997,294</b>	<b>\$ 16,385,823</b>	<b>52.7%</b>	
<b>YTD Operating Revenue Over YTD Expense</b>				<b>\$ 329,322</b>		

CONSOLIDATED OPERATING EXPENSE  
JANUARY 2003

	FY 02-03 Final Budget	FY 02-03 Revised Budget	FY 01-02 Expended YTD	FY 02-03 Expended YTD	% Exp YTD of Budget	
<b>LABOR</b>						
Operators Wages	62598731	\$ 6,211,208	\$ 3,444,762	\$ 3,322,670	53.5%	
Operators Overtime	\$ 968,512	\$ 968,512	\$ 641,826	\$ 611,977	63.2%	See Note 10
Other Salaries & Wages	\$ 6,153,470	\$ 6,052,082	\$ 3,100,561	\$ 3,034,976	50.1%	
Other Overtime	\$ 245,893	\$ 250,893	\$ 187,720	\$ 131,953	52.6%	
	\$ 13,627,748	\$ 13,482,695	\$ 7,374,869	\$ 7,101,576	52.7%	
<b>FRINGE BENEFITS</b>						
Medicare/Soc Sec	\$ 130,765	\$ 135,062	\$ 74,772	\$ 75,865	56.2%	
PERS Retirement	\$ 970,685	\$ 958,135	\$ 499,994	\$ 500,982	52.3%	
Medical Insurance	\$ 2,270,455	\$ 2,360,163	\$ 1,127,174	\$ 1,235,217	52.3%	
Dental Plan	\$ 414,391	\$ 431,387	\$ 234,230	\$ 238,431	55.3%	
Vision Insurance	\$ 113,077	\$ 128,401	\$ 65,335	\$ 69,202	53.9%	
Life Insurance	\$ 56,570	\$ 59,726	\$ 31,069	\$ 30,752	51.5%	
State Disability Ins	\$ 131,089	\$ 131,516	\$ 76,647	\$ 59,969	45.6%	
Long Term Disability Ins	\$ 509,251	\$ 508,264	\$ 248,101	\$ 254,851	50.1%	
Unemployment Insurance	\$ 26,316	\$ 26,402	\$ 1,886	\$ 23,130	87.6%	See Note 11
Workers Comp	\$ 1,248,362	\$ 1,248,434	\$ 662,387	\$ 1,064,869	85.3%	See Note 12
Absence w/ Pay	\$ 2,532,354	\$ 2,488,830	\$ 1,433,257	\$ 1,696,170	68.2%	See Note 13
Other Fringe Benefits	\$ 28,874	\$ 30,598	\$ 12,895	\$ 9,627	31.5%	
	\$ 8,432,189	\$ 8,506,918	\$ 4,467,948	\$ 5,259,065	61.8%	
<b>SERVICES</b>						
Acctng/Admin/Bank Fees	\$ 289,500	\$ 285,500	\$ 131,545	\$ 134,581	47.1%	
Prof/Legis/Legal Services	\$ 479,720	\$ 459,970	\$ 116,198	\$ 209,133	45.5%	
Temporary Help	\$ -	\$ -	\$ 100,529	\$ -	0.0%	
Uniforms & Laundry	\$ 35,300	\$ 34,980	\$ 18,957	\$ 17,309	49.5%	
Security Services	\$ 283,419	\$ 283,119	\$ 143,847	\$ 149,963	53.0%	
Outside Repair - Bldgs/Eqmt	\$ 174,450	\$ 167,495	\$ 103,544	\$ 92,123	55.0%	
Outside Repair - Vehicles	\$ 270,140	\$ 270,140	\$ 135,071	\$ 144,822	53.6%	
Waste Disp/Ads/Other	\$ 226,240	\$ 213,740	\$ 101,381	\$ 70,086	32.8%	
	\$ 1,758,769	\$ 1,714,944	\$ 851,072	\$ 818,017	47.7%	
<b>CONTRACT TRANSPORTATION</b>						
Contract Transportation	\$ 50	\$ 50	\$ -	\$ -	0.0%	
Paratransit Service	3,474,485	\$ 3,289,256	\$ 1,342,572	\$ 1,354,853	41.2%	See Note 9
	\$ 3,474,535	\$ 3,289,306	\$ 1,342,572	\$ 1,354,853	41.2%	
<b>MOBILE MATERIALS</b>						
Fuels & Lubricants	\$ 1,357,168	\$ 1,321,283	\$ 522,416	\$ 626,397	47.4%	
Tires & Tubes	\$ 150,000	\$ 113,182	\$ 91,530	\$ 70,161	62.0%	See Note 14
Other Mobile Supplies	\$ 6,500	\$ 6,500	\$ 3,339	\$ 722	11.1%	
Revenue Vehicle Parts	\$ 645,000	\$ 569,000	\$ 307,781	\$ 161,132	28.3%	See Note 15
	\$ 2,158,668	\$ 2,009,965	\$ 925,066	\$ 858,412	42.7%	

**CONSOLIDATED OPERATING EXPENSE  
JANUARY 2003**

	FY 02-03 Final Budget	FY 02-03 Revised Budget	FY 01-02 Expended YTD	FY 02-03 Expended YTD	% Exp YTD of Budget	
<b>OTHER MATERIALS</b>						
Postage & Mailing/Freight	\$ 21,990	\$ 25,447	\$ 11,317	\$ 10,390	40.8%	
Printing	\$ 130,729	\$ 95,352	\$ 53,422	\$ 41,239	43.2%	
Office/Computer Supplies	\$ 66,686	\$ 68,732	\$ 41,050	\$ 27,460	40.0%	
Safety Supplies	\$ 23,175	\$ 20,175	\$ 14,072	\$ 5,737	28.4%	
Cleaning Supplies	\$ 65,000	\$ 62,000	\$ 28,375	\$ 23,588	38.0%	
Repair/Maint Supplies	\$ 37,700	\$ 34,700	\$ 35,714	\$ 26,209	75.5%	See Note 16
Parts, Non-Inventory	\$ 50,000	\$ 50,000	\$ 28,901	\$ 24,911	49.8%	
Tools/Tool Allowance	\$ 11,207	\$ 11,207	\$ 8,384	\$ 3,309	29.5%	
Promo/Photo Supplies	\$ 22,247	\$ 22,647	\$ 9,057	\$ 1,043	4.6%	
	\$ 428,734	\$ 390,260	\$ 230,291	\$ 163,885	42.0%	
<b>UTILITIES</b>	\$ 328,084	\$ 328,084	\$ 178,548	\$ 177,209	54.0%	
<b>CASUALTY &amp; LIABILITY</b>						
Insurance - Prop/PL & PD	\$ 429,000	\$ 415,000	\$ 104,730	\$ 189,682	45.7%	
Settlement Costs	\$ 100,000	\$ 100,000	\$ 19,323	\$ 45,040	45.0%	
Repairs to Prop	\$ -	\$ -	\$ (1,406)	\$ (13,797)	0.0%	See Note 17
Prof/Other Services	\$ 55,000	\$ 49,527	\$ 55,151	\$ 36	0.1%	
	\$ 584,000	\$ 564,527	\$ 177,799	\$ 220,961	39.1%	
<b>TAXES</b>	\$ 44,667	\$ 44,667	\$ 26,148	\$ 27,013	60.5%	See Note 18
<b>MISC EXPENSES</b>						
Dues & Subscriptions	\$ 55,505	\$ 54,720	\$ 33,633	\$ 37,633	68.8%	See Note 19
Media Advertising	\$ 5,000	\$ 5,000	\$ 21,356	\$ 129	2.6%	
Employee Incentive Program	\$ 11,450	\$ 11,450	\$ 5,878	\$ 5,484	47.9%	
Training	\$ 45,290	\$ 41,590	\$ 13,212	\$ 5,602	13.5%	
Travel & Local Meetings	\$ 42,225	\$ 40,888	\$ 19,986	\$ 10,840	26.5%	
Other Misc Expenses	\$ 13,500	\$ 12,850	\$ 5,271	\$ 5,847	45.5%	
	\$ 172,970	\$ 166,498	\$ 99,336	\$ 65,536	39.4%	
<b>OTHER EXPENSES</b>						
Leases & Rentals	\$ 589,636	\$ 588,136	\$ 323,644	\$ 339,296	57.7%	
Repower Project Reserve	\$ -	\$ -	\$ -	\$ -	0.0%	
Transfer to Capital	\$ -	\$ -	\$ -	\$ -	0.0%	
Pass Through Programs	\$ -	\$ -	\$ -	\$ -	0.0%	
	\$ 589,636	\$ 588,136	\$ 323,644	\$ 339,296	57.7%	
<b>Total Operating Expense</b>	\$ 31,600,000	\$ 31,086,000	\$ 15,997,294	\$ 16,385,823	52.7%	

**MONTHLY REVENUE AND EXPENSE REPORT  
FY 02-03 CAPITAL IMPROVEMENT PROGRAM**

<b>CAPITAL PROJECTS</b>	<b>Program Budget</b>	<b>Expended in January</b>	<b>YTD Expended</b>
<b>Grant Funded Projects</b>			
Consolidated Operating Facility	\$ 7,948,083	\$ 19,675	\$ 206,759
Urban Bus Replacement	\$ 7,546,472	\$ 3,177,210	\$ 6,403,530
Talking Bus Equipment	\$ 700,000		\$ 562,796
CNG Facilities for SCM, Ops	\$ 814,874	\$ 393,589	\$ 672,452
Metro Center Renovation Project	\$ 200,000	\$ 12,285	\$ 78,285
Engine Repower Project (carryover)	\$ 125,000	\$ 81,821	\$ 102,276
ADA Paratransit Vehicle (carryover)	\$ 35,809		\$ 35,809
USL Financials Software (carryover)	\$ -		\$ 6,250
	\$ 17,370,238		
<b>District Funded Projects</b>			
Bus Stop Improvements	\$ 475,750		\$ 13,890
ADA Recertification Program	\$ 5,000		
IT - Giro Rostering Module	\$ 61,000		
IT - Servers	\$ 16,000		\$ 14,296
Automated Telephone Info System	\$ 35,000		
Facilities Repairs & Improvements	\$ 84,712	\$ 4,800	\$ 12,012
Machinery/Equip Repair & Improvements	\$ 16,700		
Non-revenue Vehicle Replacement	\$ 145,000		
Office Equipment	\$ 30,000		\$ 999
Transfer to Operating Budget	\$ 1,200,000		
	\$ 2,069,162		
<b>TOTAL CAPITAL PROJECTS</b>	<b>\$ 19,439,400</b>	<b>\$ 3,689,381</b>	<b>\$ 8,109,353</b>
<b>CAPITAL FUNDING SOURCES</b>			
	<b>Budget</b>	<b>Received in January</b>	<b>YTD Received</b>
Federal Capital Grants	\$ 13,553,939	\$ 428,769	\$ 3,410,118
State/Local Capital Grants	\$ 907,631	\$ 3,464,510	\$ 3,879,947
STA Funding	\$ 807,150	\$ 28,786	\$ 419,019
District Reserves	\$ 3,770,680	\$ -	\$ 400,269
Transfer from Bus Stop Imp Reserve	\$ 400,000	\$ -	\$ -
<b>TOTAL CAPITAL FUNDING</b>	<b>\$ 19,439,400</b>	<b>\$ 3,922,065</b>	<b>\$ 8,109,353</b>

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

1. Passenger fares (farebox and pass sales) are \$5,147 or 0.3% over the revised budget amount for the year to date. Paratransit fares are \$7,082 under budget for the period since ridership is lower than expected. Special transit fares (contracts) are \$18,627 or 2% over the budgeted amount. Highway 17 Express revenue is \$60,000 or 11.3% under the year to date budgeted amount. Together, all four passenger revenue accounts are under the budgeted amount for the first seven months of the fiscal year by a net \$43,308 or 1.3%.
2. Advertising income is \$15,000 below budget because OBIE Media did not make its final contractual guarantee payment for the month of November 2002 by the report deadline.
3. Interest income is \$22,648 below budget for the year-to-date due to continued low interest rates. This will be addressed in the budget revision.
4. Non-transportation revenue is \$12,337 over budget primarily due to the one time annual adjustment from Community Bridges in the amount of \$10,870.
5. Sales tax income is \$44,820 over budget for the first seven months since the budgeted revenue was reduced in the October budget revision, and the December wrap-up payment was higher than anticipated.
6. Bus Operator personnel expense is at 58.6% of the budget due to high workers compensation expenses. This will be addressed in the budget revision.
7. Retired employee/COBRA expense is at 58.9% of the budget due to the unbudgeted payment of COBRA benefits to survivors of a deceased employee. This will be addressed in the budget revision.
8. Human Resources non-personnel expense is only at 14.1% of the budget due to minimal employee training expense for the year to date, which is a significant part of the budget.
9. Paratransit program expense is only at 41.4% of the budget because the January billing was not submitted by the contractor by the report deadline.
10. Operators overtime is at 63.2% of the budget due to more operators than anticipated on medical leaves of absence.
11. Unemployment insurance expense is at 87.6% of the budget because the tax rate changed effective January 1, 2003, and is higher than projected. This will be addressed in the budget revision.
12. Workers Compensation insurance is at 85.3% of the budget due to higher claims paid out than projected. The claims amount varies from month to month because the District is self-insured and there is no set premium amount. This high expense level is addressed in the budget revision.

13. Absence with pay is at 68.2% of the budget since more vacation time is taken in the summer months and many retirees were paid off for their accrued time when they separated from the District. Total payroll is within budget.
14. Tires and tubes expense is at 62.0% of the budget due to volume purchases.
15. Revenue vehicle parts expense is only at 28.3% of the budget due to an October credit in the amount of \$124,777 for sale of excess inventory for the Gillig buses.
16. Repair and maintenance supplies are at 75.5% of the budget due to purchase of supplies for bus stop repairs.
17. 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.
18. Taxes are at 60.5% of the budget due to the annual payment of assessments on the Scotts Valley Transit Center property.
19. Dues and subscriptions are at 68.8% of the budget due to the annual payment of APTA dues, and other subscription renewals.

**FY 02-03 BUDGET TRANSFERS  
1/1/03-1/31/03**

	ACCOUNT #	ACCOUNT TITLE	AMOUNT
<b>TRANSFER # 03-012</b>			
TRANSFER FROM:	503363-2200	Hazardous Waste Disposal	\$ (4,000)
TRANSFER TO:	503351-2200	Building Repair - Out	\$ 4,000
REASON:	To allocate funds for the well closure in Felton.		
<b>TRANSFER # 03-013</b>			
TRANSFER FROM:	504191-4100	Revenue Vehicle Parts	\$ (46,000)
TRANSFER TO:	504011-4100	Fuels & Lubricants	\$ 46,000
REASON:	To cover expected expenditures in the Fleet Maintenance Department for the remainder of FY 02-03.		
<b>TRANSFER # 03-014</b>			
TRANSFER FROM:	509121-1500	Employee Training	\$ (3,500)
TRANSFER TO:	504311-1500	Office Supplies	\$ 3,500
REASON:	To cover expected expenditures in the IT Department for the remainder of FY 02-03.		
<b>TRANSFER # 03-015</b>			
TRANSFER FROM:	501021-2200	Other Salaries & Wages	\$ (5,000)
TRANSFER TO:	501023-2200	Other Overtime	\$ 5,000
REASON:	To cover CSW shifts at Metro Center and on-call pay for Facilities Maintenance workers.		
<b>TRANSFER # 03-016</b>			
TRANSFER FROM:	503351-220022	Tank Piping Upgrades	\$ (5,000)
	514020-220045	Security Cameras	\$ (7,300)
			\$ (12,300)
TRANSFER TO:	514010-901100	CNG Facilities	\$ 12,300
REASON:	To cover cost overruns for CNG facilities.		
<b>TRANSFER # 03-017</b>			
TRANSFER FROM:	503031-I 800	Prof/Tech Services & Fees	\$ (550)
TRANSFER TO:	50431 I-I 800	Office Supplies	\$ 550
REASON:	To cover account overruns and expected expenditures in the Risk Dept. for the remainder of FY 02-03.		

**FY 02-03 BUDGET TRANSFERS**  
**1/1/03-1/31/03**

	ACCOUNT #	ACCOUNT TITLE	AMOUNT
<hr/> <b>TRANSFER # 03-018</b> <hr/>			
TRANSFER FROM:	503031-11800	Prof/Tech Services & Fees	\$ (400)
TRANSFER TO:	504217-11800	Photo Supp/Processing	\$ 400
REASON:	To cover account overruns and expected expenditures in the Risk Dept. for the remainder of FY 02-03.		

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

**DATE:** March 28, 2003  
**TO:** Board of Directors  
**FROM:** Steve Paulson, Paratransit Administrator  
**SUBJECT: METRO PARACRUZ PROGRAM STATUS MONTHLY UPDATE**

## I. RECOMMENDED ACTION

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

## II. SUMMARY OF ISSUES

- The Board receives monthly reports on the state of the paratransit program
- Eligibility/Recertification statistics reported are through February 28, 2003
- Operating Statistics reported are for the month of December, 2002

## III. DISCUSSION

The Board directed that the paratransit eligibility recertification process should be prioritized by frequency of use. Staff has been documenting monthly use for all riders whose frequency of use reached a threshold of 6 one-way trips in any calendar month, beginning with July 2002. To date, 1250 riders have been included on that list. Staff expects that all of those riders will have been contacted and requested to come in for a recertification assessment before the end of April.

As of the end of February, 120 frequent riders who have been requested to come in for an assessment have chosen not to do so.

Number of recertification assessments completed: 854

Number of new applicants assessed since August 1, 2002: 651. Of those, 574 have been approved for some level of eligibility. During the same period last year, 664 people applications were filed and all were approved for unrestricted eligibility.

**Operating Statistics for the Month of December 2002**

	<b>This Dec</b>	<b>Last Dec</b>	<b>% Change</b>	<b>YTD</b>	<b>Last YTD</b>	<b>% Change</b>
Cost	\$204,267.65	\$174,196.03	+ 17.26 %	\$1,354,852.73	\$1,087,432.92	+24.58 %
Revenue	\$15,808.00*	\$16,198.00	-2.41 %	\$107,030.00*	\$105,338.00	+1.61 %
Subsidy	\$188,456.65	\$157,998.03	+19.28 %	\$1,247,742.73	\$982,094.92	+27.05 %
Rides performed	8,103**	8,099	+ .05 %	54,833	52,669	+4.11%
Cost/ Ride	\$25.21	\$21.51	+17.21 %	\$24.71	\$20.65	+ 19.67 %
Program Registrants	7113	9334	-23.79 %	-2939	+ 477	
Productivity	1.69	Data not available	Data not available	1.87	Data not available	Data not available
On-time performance	94.0%	Data not available	Data not available	94.7 %	Data not available	Data not available

\* Revenue does not equal \$2.00/ride because no revenue is generated by rides to and from certification interviews.

\*\*includes 199 rides to/from certification assessments. These rides would not have occurred without the District's requirement.

**December 2002 areas of contract non-compliance**

- At least 6 non-ADA rides on District vehicles, including 5 out-of-service area trips.
- 4 co-mingled rides
- 33 missed trips – subject to penalty
- 42 excessively late scheduled trips – subject to penalty
- 19 excessively late will calls (over 100 minutes) – subject to penalty
- 255 pick ups earlier than contractually allowed

\$4,700.00 were assessed in penalties for December.

Invoices submitted this fiscal year to date have been reduced by a total of \$59,806.02 as a result of billing errors, non-compliant rides and penalties.

**IV. FINANCIAL CONSIDERATIONS**

None

**V. ATTACHMENTS**

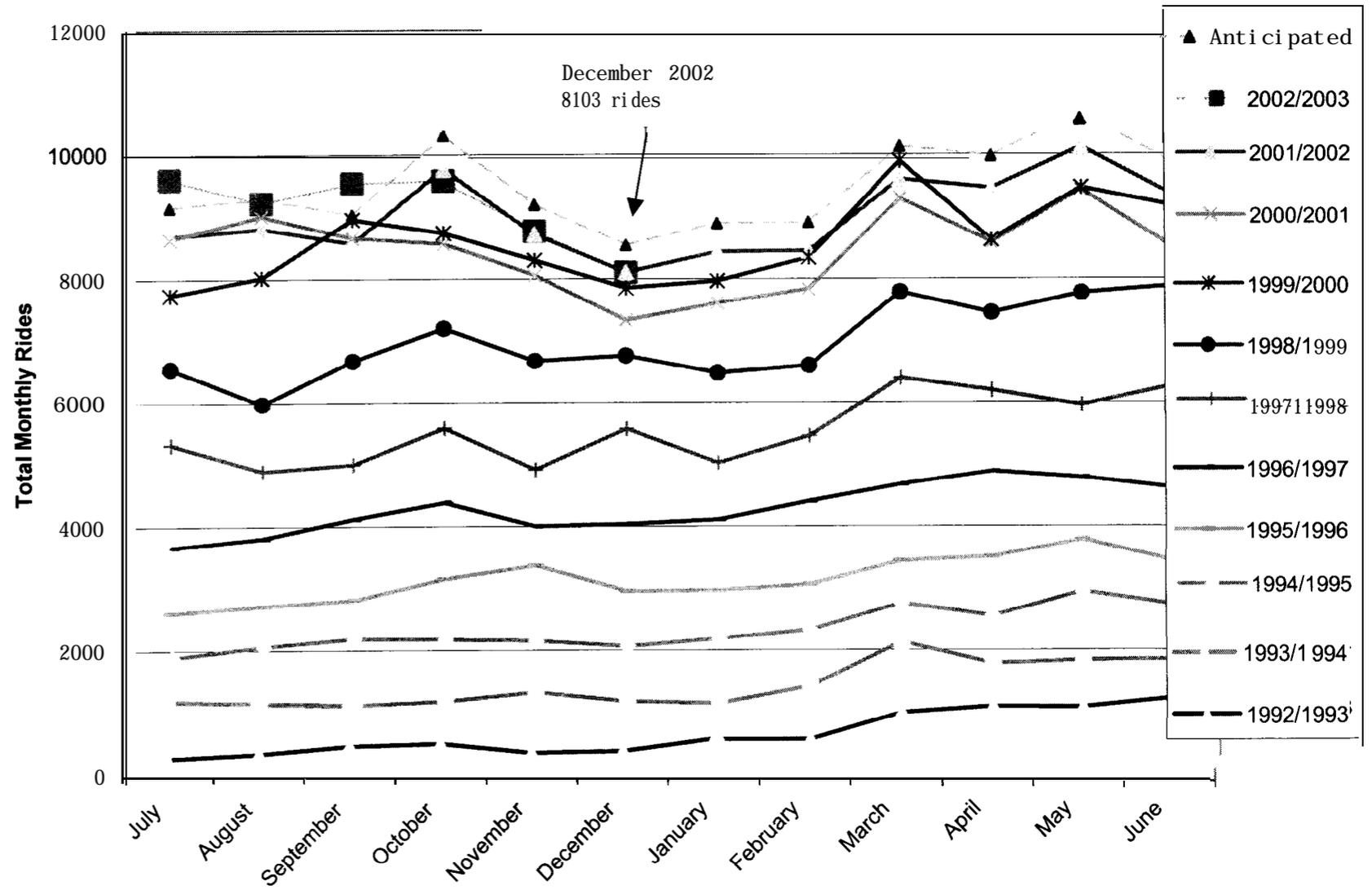
**Attachment A:** METRO ParaCruz Rides by Month

**Attachment B:** METRO ParaCruz Cost by Month

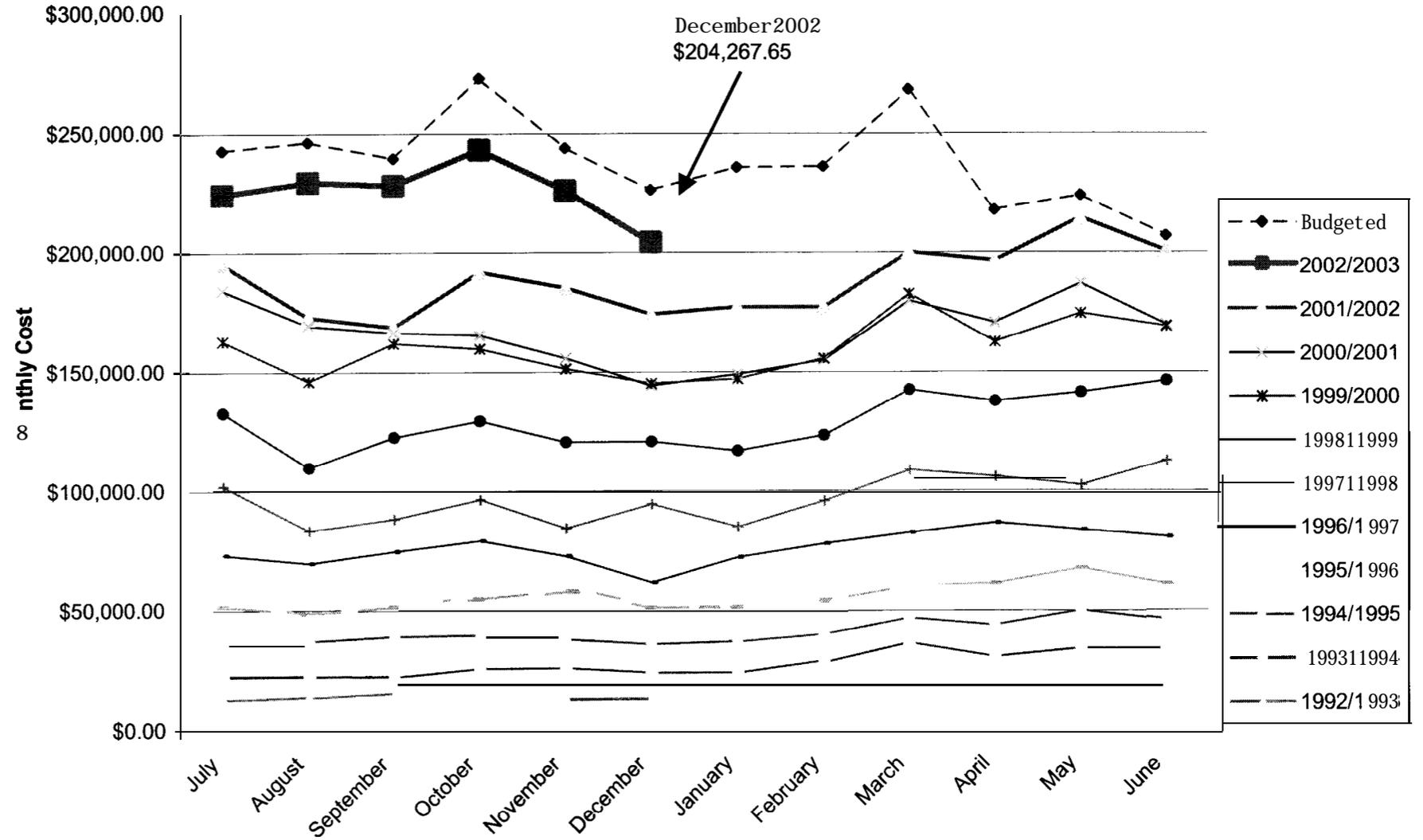
**Attachment C:** Recertification and New Applicant Eligibility Determinations

**Attachment D:** METRO ParaCruz Registrants by Month

### METRO ParaCruz Rides by Month

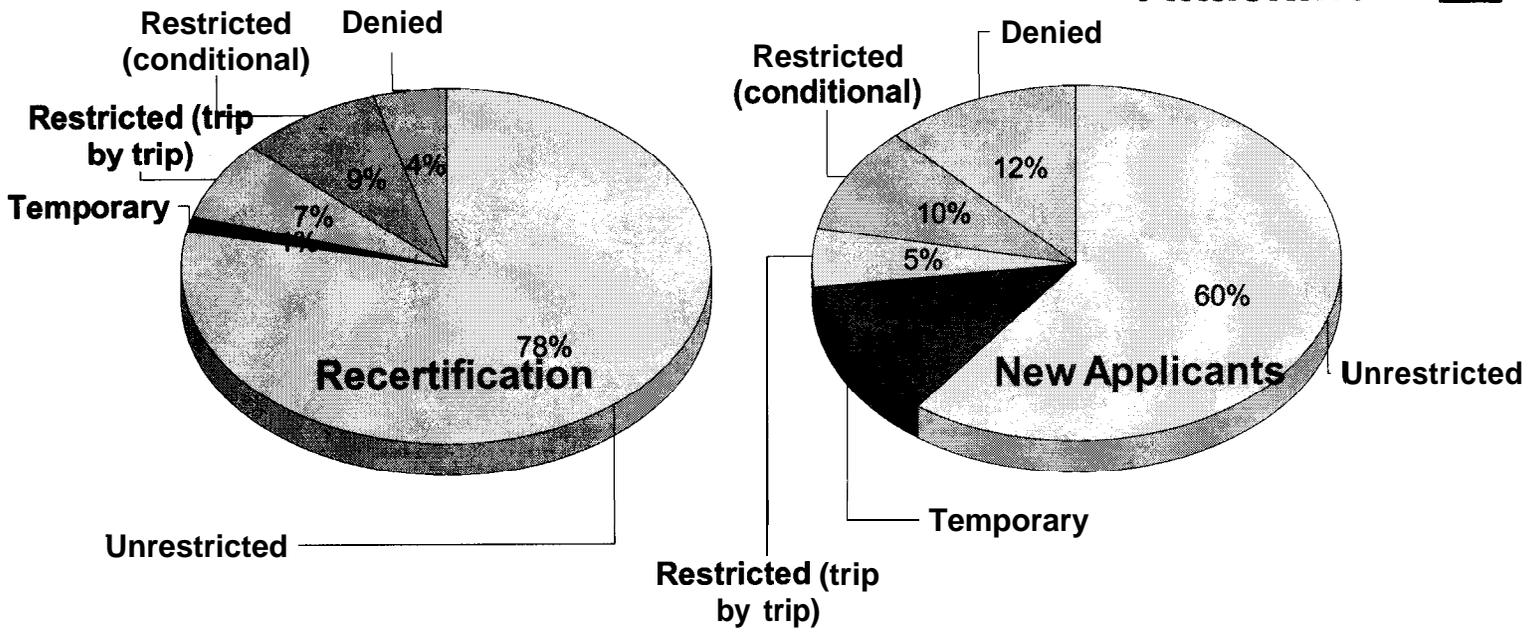


### METRO ParaCruz Cost By Month



# METRO ParaCruz Eligibility Determinations - Aug 1 02 through Feb 28 03

**Attachment C**



### Recertification

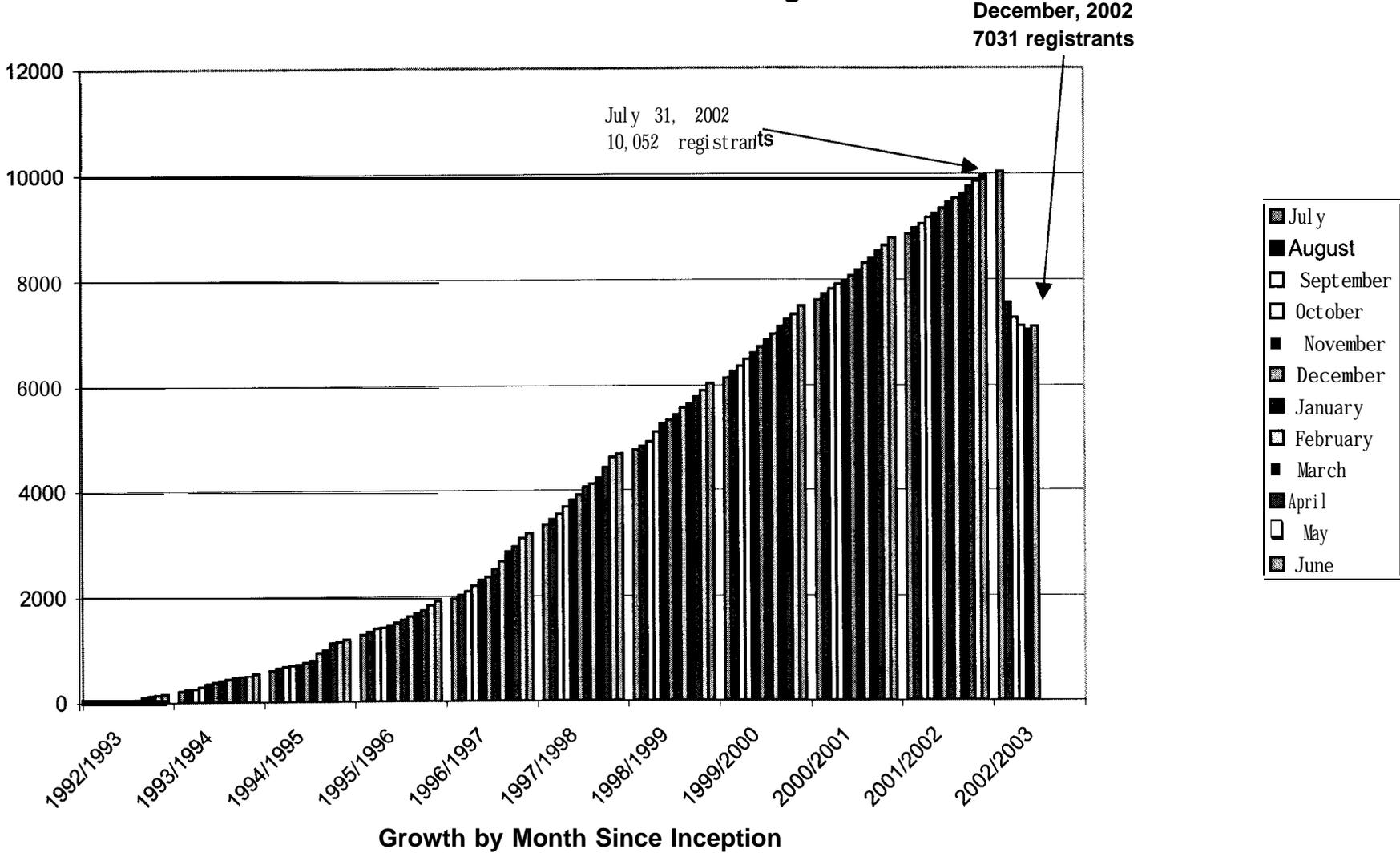
Unrestricted	669
Temporary	12
Restricted (trip by trip)	61
Restricted (conditional)	75
Denied	37
<b>Group Total:</b>	<b>854</b>

### New Applicant

Unrestricted	392
Temporary	83
Restricted (trip by trip)	35
Restricted (conditional)	63
Denied	77
<b>Group Total:</b>	<b>651</b>

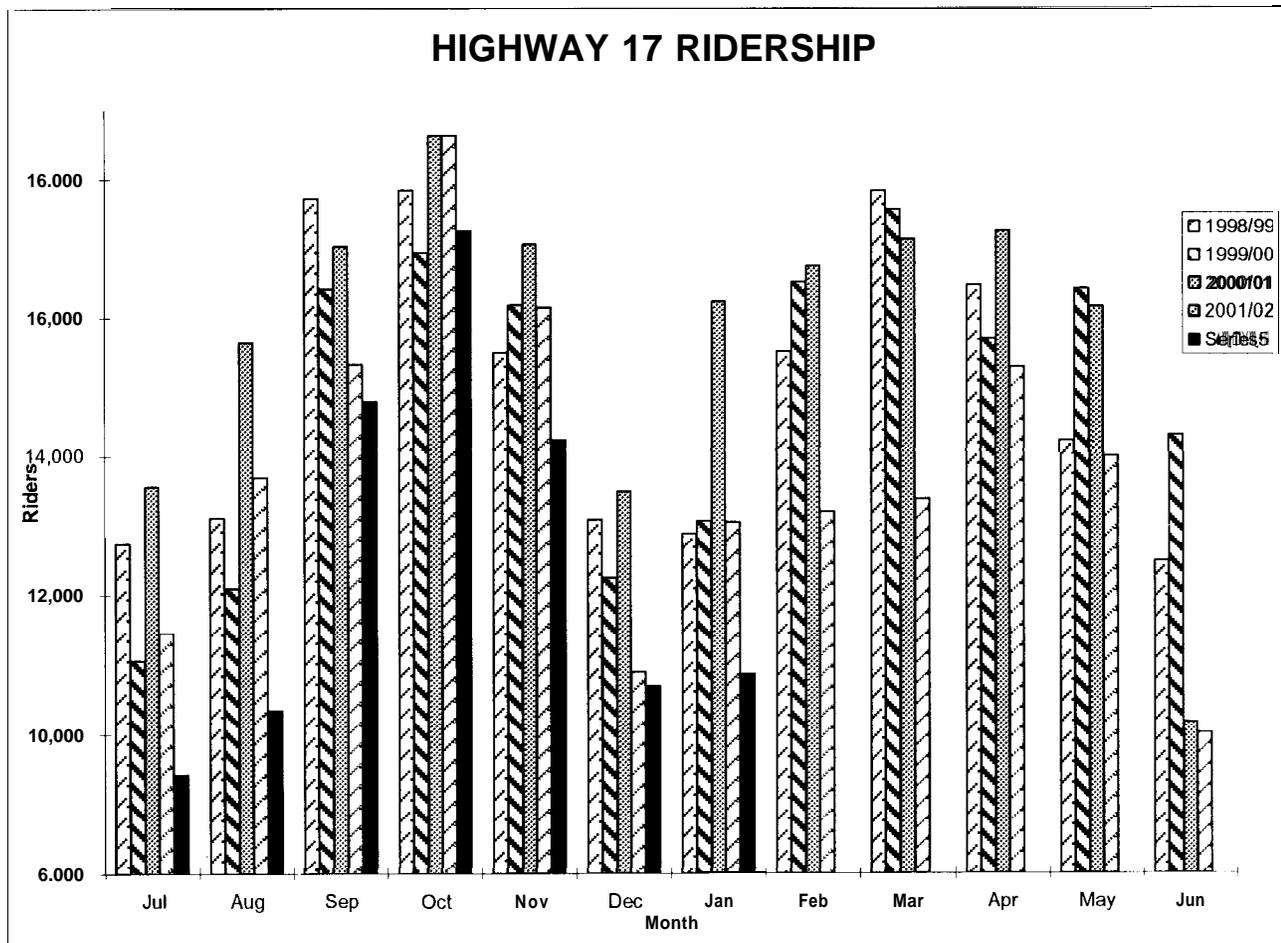
**Grand Total:** 1504

# METRO ParaCruz Registrants



# HIGHWAY 17 - JANUARY 2003

	January			YTD		
	2002/03	2001/02	%	2002/03	2001/02	%
<b>FINANCIAL</b>						
Cost	\$ 100,449	\$ 111,211	(9.7%)	\$ 712,710	\$ 783,773	(9.1%)
Farebox	\$ 26,603	\$ 29,290	(9.2%)	\$ 211,493	\$ 224,947	(6.0%)
Operating Deficit	\$ 68,931	\$ 80,725	(14.6%)	\$ 477,449	\$ 543,815	(12.2%)
Santa Clara Subsidy	\$ 34,466	\$ 40,362	(14.6%)	\$ 238,724	\$ 271,907	(12.2%)
METRO Subsidy	\$ 34,466	\$ 40,362	(14.6%)	\$ 238,724	\$ 271,907	(12.2%)
San Jose State Subsidy	\$ 4,915	\$ 1,196	311.0%	\$ 23,768	\$ 15,011	58.3%
<b>STATISTICS</b>						
Passengers	10,864	13,043	(16.7%)	87,606	99,200	(11.7%)
Revenue Miles	34,201	32,918	3.9%	242,663	224,438	8.1%
Revenue Hours	1,361	1,280	6.3%	9,655	8,729	10.6%
<b>PRODUCTIVITY</b>						
Cost/Passenger	\$ 9.25	\$ 8.53	8.4%	\$ 8.14	\$ 7.90	3.0%
Revenue/Passenger	\$ 2.45	\$ 2.25	9.0%	\$ 2.41	\$ 2.27	6.5%
Subsidy/Passenger	\$ 6.80	\$ 6.28	8.2%	\$ 5.72	\$ 5.63	1.6%
Passengers/Mile	0.32	0.40	(19.8%)	0.36	0.44	(18.3%)
Passengers/Hour	7.98	10.19	(21.6%)	9.07	11.37	(20.2%)
Recovery Ratio	26.5%	26.3%	0.6%	29.7%	28.7%	3.4%



# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

**DATE:** March 28, 2003  
**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 January 2003 decreased by (2.8%) versus January 2002. Year to date student billable trips have decreased by (2.0%).
- Faculty / staff billable trips for January 2003 increased by .87% versus January 2002. Year to date faculty / staff billable trips have increased by 5.6%.
- Revenue received from UCSC for January 2003 was \$188,620.96 versus \$193,399.05 a decrease of (2.5%).

## III. DISCUSSION

Full school-term transit service to the University of California – Santa Cruz started on September 16, 2002. Attached are charts detailing student and faculty / staff billable trips. A summary of the results is:

- Student billable trips for the month of January 2003 were 186,562 vs. 191,678 for January 2002 a decrease of (2.8%).
- Faculty / staff billable trips for the month of January 2003 were 11,490 vs. 11,391 for January 2002 a increase of .87%.
- Year to date Student billable trips decreased by (2.8%) and faculty / staff billable trips increased by 5.6%.
- In January 2003 the charge for service was \$188,620.96. The charge for January 2002 was \$193,399.05. This represents a (2.5%) decrease in revenue for January 2003 versus January 2002.

## IV. FINANCIAL CONSIDERATIONS

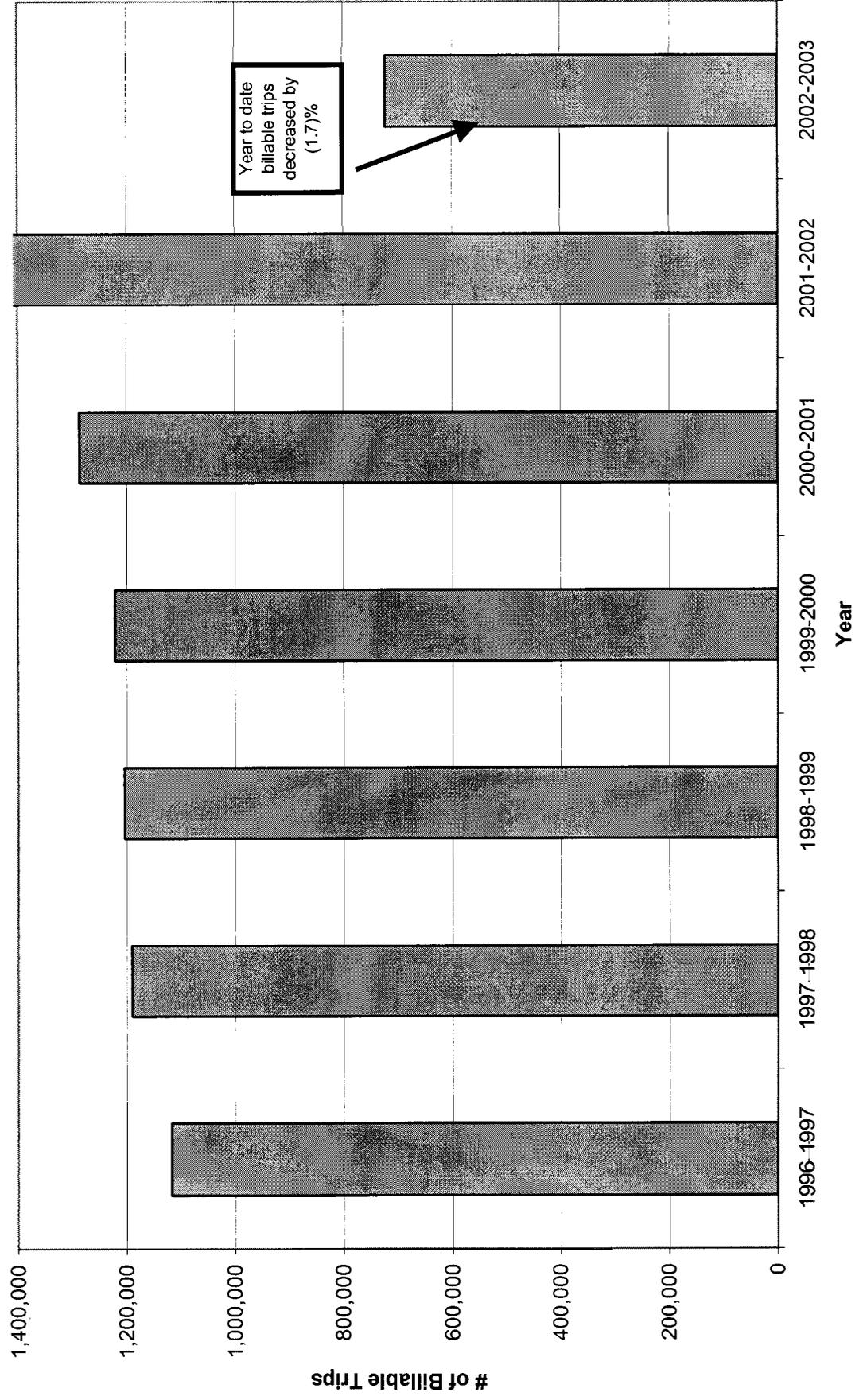
NONE

**V. ATTACHMENTS**

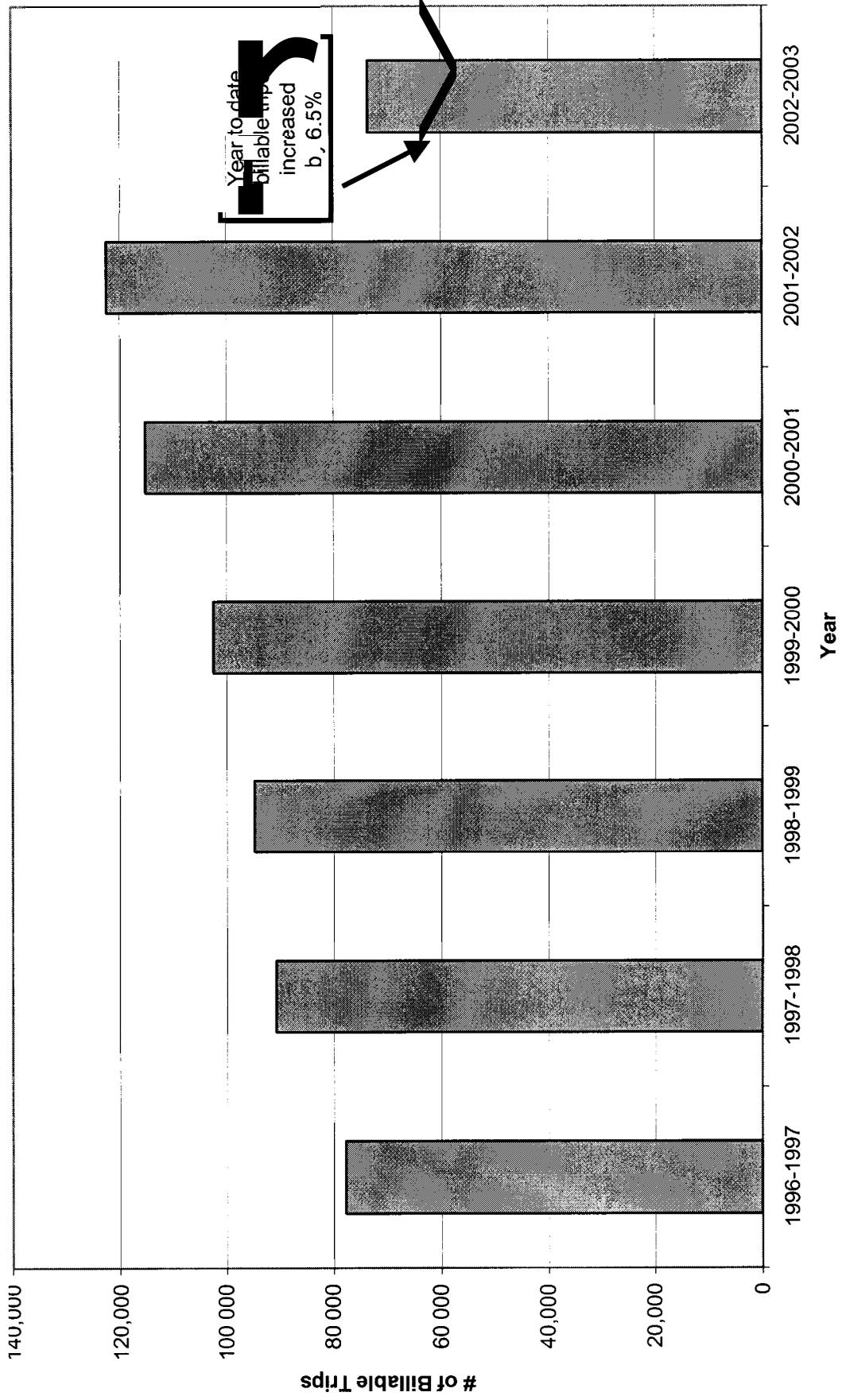
**Attachment A: UCSC Student Billable Trips**

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

**UCSC Student Billable Trips**



**UCSC Faculty / Staff Billable Trips**



# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

**DATE:** March 28, 2003  
**TO:** Board of Directors  
**FROM:** Leslie R. White, General Manager  
**SUBJECT: METROBASE PROJECT STATUS REPORT**

## I. RECOMMENDED ACTION

**That the Board of Directors accept the status report on the MetroBase project.**

## II. SUMMARY OF ISSUES

- The MetroBase project is currently approximately seven (7) years behind schedule for implementation.
- On April 19, 2002, the Board of Directors selected the Harvey West Cluster No. 1 Option as the preferred alternative for the Environmental Impact Report. This was the third site to receive such designation.
- On May 17, 2002, the Board of Directors adopted a revised project schedule and requested that the project status report be included in the Board packet each month.
- The project schedule has been revised three times to allow additional time for the completion and circulation of the Draft EIR.
- On February 28, 2003 the Board of Directors certified the Environmental Impact Report and accepted the MetroBase Project.
- The MetroBase Project schedule has slipped thirty days as a result of the cumulative delays.

## III. DISCUSSION

The 1989 Loma Prieta earthquake severely damaged the operating facilities at METRO. The Watsonville operating base was damaged to the degree that it became inoperable and the Santa Cruz operating base lost all fueling capabilities. From that time to the present, METRO has pursued the goal of constructing replacement facilities, which would restore cost effective maintenance and operations functions. METRO has pursued a consolidated facility approach in order to achieve the maximum amount of operating efficiency on a long-term basis. The use of a consolidated or closely clustered approach will achieve significant savings for METRO which can be used to restore service levels. The original schedule, developed for the construction of replacement facilities, identified 1995 as the target year for implementation. Unfortunately, the MetroBase project has suffered a number of setbacks over the past few years and is currently approximately seven (7) years behind schedule.

On April 19, 2002, the Board of Directors adopted a designation of the Harvey West Cluster No. 1 Option as the preferred alternative for the purposes of continuing the Environmental Impact Report process on the MetroBase project. This is the third site to be designated as the preferred alternative.

On May 17, 2002, the Board of Directors adopted a revised project schedule (Attachment A) and requested that a status report be provided to the Board at each meeting so that any schedule slippage would be apparent immediately.

During the reference period certain tasks which were to be completed have been delayed and a revised schedule has been developed. The revised schedule is attached to this Staff Report. The Notice of Preparation/Notice of Intent was circulated on April 30, 2002 and the comment period concluded on May 30, 2002. On May 22, 2002, the scoping meeting was held to solicit comments from the public with regard to the revised project scope. In order to proceed with the Environmental Impact Report process, it was necessary to receive a revised site plan as well as other information from both METRO and Waterleaf Interiors, Inc. The information required to be submitted to Duffy & Associates on June 1, 2002 was delivered. The Administrative Draft EIR was received by METRO staff on August 5, 2002. Comments from METRO staff and consultants were transmitted to Denise Duffy and Associates on September 4, 2002. The next time point on the schedule was the delivery of the Screen-Check of the EIR to METRO by September 27, 2002. This date was modified for a third time to reflect a new date of October 17, 2002. The attached schedule was been adjusted to reflect the delay. The impact of this action was to delay the certification of the EIR to February 28, 2002. The most recent revision of the schedule adjusted the beginning of ROW acquisition and design activities to March 31, 2003. During the current reporting period the EIR was certified by the Board of Directors. The Board of Directors also formally approved the MetroBase Project based upon the EIR. On March 28, 2003 actions necessary to begin ROW acquisition and design activities will be presented to the Board of Directors for consideration.

As a result of the three previous revisions to the project schedule and these changes, the entire project has slipped thirty days and is shown as Attachment A. METRO staff will continue to monitor the progress of the MetroBase project with regard to the items contained on the project schedule that address the Harvey West Cluster No. 1 Option.

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

No actions have taken place during the reporting period that change the financial status of the MetroBase project.

#### **V. ATTACHMENTS**

**Attachment A:** MetroBase Project Schedule

# MetroBase Project Schedule

<b>MetroBase HW 1 Cluster Alternative Revised Schedule</b>					
Task	Adopted Schedule	Revision #1	Revision #2	Revision #3	Revision #4
FFIR Completed and Accepted by Board of Directors	04/19/02				
Board of Directors Amends Preferred Alternative Designation	04/19/02				
Circulate Notice of Preparation/Notice of Intent (30 days)	04/30/02				
Scoping Meeting	05/22/02				
NOP/NOI Circulation Period Ends	05/30/02				
Receive All Project Information from SCMTD & Architect	05/01/02				
Submit Administrative Draft EIR/EIS	07/15/02	08/05/02			
Review of ADEIR/EIS by SCMTD Complete	08/09/02	08/30/02			
Submit Screen-Check ADEIR/EIS to SCMTD	08/16/02	09/27/02	10/11/02	10/17/02	
Review of Screen-Check ADEIR/EIS Complete	08/19/02	10/04/02	10/18/02	10/25/02	
Start 45-Day Review Period	08/20/02	10/07/02	10/21/02	10/31/02	
DEIR Review Period Ends	10/11/02	11/20/02	12/06/02	12/15/02	
Submit Administrative Responses to Comments to SCMTD	11/04/02	12/13/02	12/27/02	01/13/03	
Review of Admin Responses Complete	11/25/02	01/03/03	01/17/03	01/31/03	
Circulate Responses (10 days)	12/09/02	01/13/03	01/31/03	02/07/03	
End Circulation Period	12/19/02	01/23/03	02/10/03	02/19/03	
Certify Final EIR	12/20/02	01/24/03	02/14/03	02/28/03	
ROW Acquisition Actions Commence	01/01/03	01/27/03	02/17/03	03/03/03	03/31/03
Final Design and Engineering Activities Commence	01/01/03	01/27/03	02/17/03	03/03/03	03/31/03
Draft Construction Specifications Circulated	05/01/03		06/01/03		07/01/03
Board of Directors Approves Construction Specifications	06/20/03				07/18/03
Request for Construction Bids Issued	06/20/03				07/18/03
Pre Bid Meeting Held	07/15/03				08/15/03
Final Bid Documents Issued	08/01/03				09/01/03
Construction Bid Received	10/01/03				11/01/03
Construction Bids Evaluated	10/01/03 thru 11/01/03				11/1/2003 thru 12/01/03
ROW Acquisition Completed	11/01/03				11/31/03

# MetroBase Project Schedule

MetroBase HW 1 Cluster Alternative Revised Schedule					
Task	Adopted Schedule	Revision #1	Revision #2	Revision #3	Revision #4
Board of Directors Award Construction Contracts	11/21/03				12/19/03
Groundbreaking	01/09/04				02/13/04
Construction Begins	01/12/04				02/16/04
Fueling System Operational and online	07/01/05				08/01/05
Fleet Maintenance Function Complete and online	09/30/05				10/30/05
Operations Function Complete and online	11/30/05				12/31/05
Facility Maintenance Complete and online	12/31/05				12/31/05
Phase I Construction Complete	02/28/06				03/31/06
Grand Opening & Celebration	03/15/06				04/15/06

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

**DATE:** March 28, 2003  
**TO:** Board of Directors  
**FROM:** Elisabeth Ross, Finance Manager  
**SUBJECT: AUTHORIZATION FOR DISPOSAL OF FOOTHILL PARTS INVENTORY**

## I. RECOMMENDED ACTION

**Staff recommends that the Board of Directors declare the Foothill parts inventory as excess and authorize disposal.**

## II. SUMMARY OF ISSUES

- The Foothill parts inventory is of no useful value to the District, since all of the Foothill buses were declared excess last month.
- The parts inventory must be sold with the Foothill buses in order to attract prospective buyers.

## III. DISCUSSION

Upon the Board's declaration of the parts inventory as excess, it will be offered for sale by the District's Purchasing Office along with the buses declared excess last month.

## IV. FINANCIAL CONSIDERATIONS

The value of the parts inventory is \$53,392. If revenue generated from the sale does not meet this value, the difference will be recorded as a loss.

## V. ATTACHMENTS

None.

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

## STAFF REPORT

**DATE:** March 28, 2003

**TO:** Board of Directors

**FROM:** Margaret Gallagher, District Counsel

**SUBJECT: CONSIDERATION OF OWNED AND LEASED PROPERTY INVENTORIES TO DETERMINE IF THERE IS ANY PROPERTY IN EXCESS OF SANTA CRUZ METROPOLITAN TRANSIT DISTRICT'S FORESEEABLE NEEDS**

### I. RECOMMENDED ACTION

**Accept and File Santa Cruz METRO's Property Inventories of Leased and Owned Property, which sets forth, those properties in excess of METRO's foreseeable needs.**

### II. SUMMARY OF ISSUES

- Santa Cruz Metropolitan Transit District is required on an annual basis to prepare inventories of properties it holds, owns and controls to determine if any properties are in excess of its foreseeable needs.
- The only properties that Santa Cruz METRO owns that are not in transit use are the Redwood Drive bus stop and the Watsonville Maintenance and Operations Facility (MOF). These properties are scheduled for transfer and sale respectively.
- All properties leased by Santa Cruz METRO are currently being used in transit operation for bus maintenance, bus parking, administration and facilities maintenance activities.

### III. DISCUSSION

Government Code Section 50569 requires that on or before December 31<sup>st</sup> of each year, Santa Cruz METRO, a local agency as defined in Government Code Section 54951, make an inventory of all lands held, owned or controlled by it or any of its departments, agencies or authorities to determine what land, including air rights, if any, is in excess of its foreseeable needs. A description of each parcel found to be in excess of its needs should be made a matter of public record.

The Finance Department in conjunction with the Administration Department has prepared an inventory of all the properties owned by Santa Cruz Metro which is set forth in Attachment A. This inventory shows that the Watsonville Maintenance and Operations Facility located at 25 Sakata Lane in Watsonville, California is currently not in transit use. This property is scheduled to be sold with the proceeds being used for the MetroBase Project. Further, the bus

stop located at 617 Redwood Lane, Felton, California is in the process of being transferred to the Land Trust as open space once the well on that property is capped.

The Legal Department prepared an inventory of properties that Santa Cruz METRO leases from others which is set forth in Attachment B. All of the leased property is currently being used for transit operation and support.

Any citizen, limited dividend corporation, housing corporation or nonprofit corporation, shall upon request be provided with a list of the parcels without charge.

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

None

#### **V. ATTACHMENTS**

**Attachment A:** SCMTD Deeds

**Attachment B:** Properties Leased by Santa Cruz Metropolitan Transit District

# SCMTD DEEDS

APN NO.	PARCEL LOCATION	DATE OF ACQUISITION BY SCMTD	ACQUIRED FROM	DESCRIPTION	STATUS OF USE
065-291-01	Felton, CA 617 Redwood Ln. Felton	12/16/81	Jun Lee Carol Ann Lee	20x40 parcel of land donated to District for Bus Stop Location	Board authorized transfer as open space to Land Trust at their 12/13/02 Board Meeting
5-152-05	Santa Cruz, CA 912 Pacific Ave. Santa Cruz	7/16/80	Peerless Stages, Inc.	Metro Center location (formerly Santa Cruz Transit)	Active transit center
5-152-31	Santa Cruz, CA 920 Pacific Avenue Santa Cruz	9/22/80	Reward Enterprises	Metro Center location (formerly Penny's)	Active transit center
8-013-5	Santa Cruz, CA 138 Golf Club Dr. Santa Cruz	5/19/71	Cecil E. Woolsey Minnie M. Woolsey	Minor Maintenance Shop Location	Active Maintenance Facility being retrofitted for CNG repairs
8-013-6	Santa Cruz, CA 140 Golf Club Dr. Santa Cruz	7/7/71	Sally Anne Smith	Minor Maintenance Shop Location	Same as above
8-032-06	Santa Cruz, CA 1200 River St. Santa Cruz	6/15/77	Warren R. French Mabel L. French	Operations Dept. Location	Active Operations Dept.
Bus Stop #2551. No APN # listed	Santa Cruz, CA 17 <sup>th</sup> Ave./Tremont Santa Cruz	9/5/89	No. Calif. VOE Elderly Housing, Inc.	17 <sup>th</sup> & Tremont Bus Stop Donation Live Oak Location	Active bus stop with shelter

# SCMTD DEEDS

APN NO.	PARCEL LOCATION	DATE OF ACQUISITION BY SCMTD	ACQUIRED FROM	DESCRIPTION	STATUS OF USE
22-211-90	Scotts Valley, CA 425 King's Village SVTC	11/15/96	Church of Latter-Day Saints	Transit Center Park and Ride Lot	Active Transit Center 13.87% ownership by Scotts Valley Redevelop. Agency
No APN # listed	Soquel	3/29/88	State of California, Dept. of Transportation	Director's Deed #DD-47160-1 for 1.312 acres and .037 of an acre for Soquel Park & Ride Lot	Active Park and Ride Lot
017-011-51 and 017-011-52 (APN Nos. changed to -57 & -58)	Watsonville, CA Watsonville Transit Center	10/06/88	Allan Louis Alexander Ann Alexander Rando John M. Batistich Joan M. Batistich Janet F. Ryan	Child Care Center/Mixed Use Facility	99-year lease with City of Watsonville for transit- oriented housing and child care facility
017-011-54	Watsonville, CA Watsonville Transit Center	5/9/86	Crocker National Bank	Borders West Lake Ave. & Rodriguez St.	Throughway for buses entering and leaving Watsonville Transit Center
017-231-05	Watsonville, CA Sakata Lane	2/16/82	L & W Land Company	Original maintenance facility. Not used since 1990s.	Inactive pending sale. Proceeds to be transferred into MetroBase Project.

**PROPERTIES LEASED  
BY  
SANTA CRUZ METROPOLITAN TRANSIT DISTRICT**

<b>PROPERTY ADDRESS/ LESSOR</b>	<b>TERM/ NOTICE/ BOARD ACTION</b>	<b>MONTHLY LEASE AMT.</b>	<b>USE OF PROPERTY</b>
111 Dubois  IULIANO 1977 TRUST	03/01/03- Beginning 02/28/04- Ending 08/28/03- Notice due <b>07/03- Board Action</b>	\$10,676.73	Maintenance
120 Dubois  Edward and Barbara Hinshaw	02/15/03- Beginning 02/14/06- Ending 08/14/05- Notice due <b>07/05- Board Action</b>	\$ 6,248.32	Administration Offices/Maintenance
Vernon Lot  Yvonne Alice Humphrey	07/01/01- Beginning 06/30/04- Ending 12/30/03- Notice due <b>11/03- Board Action</b>	\$ 927.00	Bus parking
375 Encinal  Frederick Electronics Corporation	12/1/00- Beginning 11/30/05- Ending 5/30/05- Notice due <b>04/05- Board Action</b>	\$ 2,434.72	Bus parking
370 Encinal  Edward and Barbara Hinshaw	01/15/99- Beginning 01/14/06- Ending 07/14/05- Notice due <b>06/05- Board Action</b>	\$23,701.79	Administration Offices/ Facilities Maintenance
425 Front  Greyhound Lines, Inc.	07/01/98- Beginning 06/30/03- Ending 3/30/03- Notice due <b>03/03- Board Action</b>	\$40.00/per bus	Bus parking

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

## STAFF REPORT

**DATE:** March 28, 2003  
**TO:** Board of Directors  
**FROM:** Margaret Gallagher, District Counsel  
**SUBJECT:** **CONSIDERATION OF INCLUSION OF HISTORY OF PRIOR AMERICANS WITH DISABILITIES ACT (ADA) PROCEDURES**

### I. RECOMMENDED ACTION

**Consider including the history of prior Americans with Disabilities Act (ADA) Procedures.**

### II. SUMMARY OF ISSUES

- There is a need to include the history of the ADA/504 Complaint Procedure in adopting the new regulation, to reflect the origination date of the policy, as well as to show all revisions made to the Regulation to date.

### III. DISCUSSION

On January 24, 2003 the Board of Directors approved a new Regulation for the ADA/504 Complaint Procedure after many months of review and input by the Unions and other groups, including MASTF and MUG.

At the time the Regulation was drafted in early 2002, it was not clear whether or not there was a current procedure in place. Therefore, it was created as a “new” Regulation. In reviewing the District’s Regulation binder, there is a simple one-page ADA Complaint procedure that was approved in 1992, directly following the passage of the Americans with Disabilities Act (ADA).

The current revisions to the regulation should include the history and not be considered a “new” regulation. Attached is the current draft of the policy with the revisions approved by the Board of Directors. The first page has been revised to reflect the history of this regulation, to reflect its origination date as well as all other revision dates.

### IV. FINANCIAL CONSIDERATIONS

None.

**V. ATTACHMENTS**

**Attachment A:** Revised ADA/504 Regulation

**Attachment B:** ADA/504 Regulation adopted in 1992

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

Regulation Number: AR-1002

Computer Title: adacmplt.doc

Effective Date: August 1992

Pages: 10

**TITLE: ADA Complaint Procedure**

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## Procedure History

<b>REVISION DATE</b>	<b>SUMMARY OF REVISION</b>	<b>APPROVED</b>
September 7, 1995	Revise format without content change	General Manager (SG)
January 28, 2002	Change of Address only	General Manager (LW)
December 13, 2002	Revise complaint procedure, replaces regulation	Board Chair (SA)
January 24, 2003	Revision to change date of program evaluation	Board Chair (SA)

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## I. POLICY

- 1.01 It is the policy of the Santa Cruz Metropolitan Transit District (hereinafter Santa Cruz METRO) that all its services, programs, and activities when viewed in their entirety, are readily accessible in accordance with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973 (hereinafter ADA/504).
- 1.02 It is the policy of the Santa Cruz METRO that in accordance with ADA/504, no qualified individual with a disability shall, on the basis of disability be excluded from participation in or be denied the benefits of the services, programs, or activities of Santa Cruz METRO or be subjected to discrimination. A qualified individual with a disability shall be afforded an opportunity to participate in or benefit from the aid, benefit or service that is equal to and as effective as that afforded to others.
- 1.03 Santa Cruz METRO is adopting this policy in order to affirm its commitment to the ADA/504 statutes and regulations with regard to its services, programs, and activities.
- 1.04 Neither Santa Cruz METRO nor its employees or contractors shall retaliate, coerce, intimidate, threaten or interfere with any individual in the exercise of his/her rights pursuant to ADA/504 statutes and regulations or because that individual aided or encouraged any other individual in the exercise or enjoyment of any right granted or protected by the ADA/504 statutes and regulations.
- 1.05 Neither Santa Cruz METRO nor its employees or contractors shall discriminate against any individual because that individual has opposed any act or practice made unlawful by the ADA/504 statutes or regulations or because that individual made a charge, testified,

# **SANTA CRUZ METROPOLITAN TRANSIT DISTRICT**

assisted, or participated in any manner in an investigation, proceeding or hearing under the ADA/504 statutes or regulations.

## **II. APPLICABILITY**

- 2.01 Every Santa Cruz METRO employee and contractor must adhere to this policy and procedures.
- 2.02 Following this policy and procedures does not relieve a Santa Cruz METRO employee or contractor of complying with applicable Federal and California laws and regulations.
- 2.03 Members of the public may utilize this policy and procedures.

## **III. DESIGNATION OF RESPONSIBLE EMPLOYEE, COMMUNICATION AND AUXILIARY AIDS**

- 3.01 The General Manager or his/her designee shall coordinate Santa Cruz METRO's efforts to comply with and carry out its responsibilities pursuant to the ADA/504, including any investigation of any complaint alleging Santa Cruz METRO's noncompliance with the ADA/504 or actions on the part of Santa Cruz METRO that are prohibited by the ADA/504.
- 3.02 The General Manager or his/her designee shall ensure that all Santa Cruz METRO's services, programs, and activities when viewed in their entirety, are readily accessible to those individuals with disabilities as defined in the ADA/504 statutes and regulations.
- 3.03 Should an employee become aware that a Santa Cruz METRO service, program, or activity is out of compliance with the ADA/504, he/she is strongly encouraged to immediately inform his/her supervisor, manager, the General Manager or the Chair of the Board of Directors of the noncompliance. Upon receipt of such notification, the investigative procedure set forth in Section VI shall be followed.
- 3.04 The General Manager or his/her designee shall make information available to individuals including individuals with disabilities, concerning Santa Cruz Metro's duties under the ADA/504 and how the ADA/504 applies to Santa Cruz METRO's services, programs and activities.
- 3.05 The General Manager or his/her designee shall take steps to ensure that Santa Cruz METRO can effectively communicate with individuals with disabilities (including applicants, participants and members of the public) as it does with others. Auxiliary aids and services where necessary to afford an individual with a disability an equal opportunity to participate in and enjoy the benefits of a service, program or activity conducted by Santa Cruz METRO shall be provided in accordance with the ADA/504 statutes and regulations. In determining the type of auxiliary aid and service necessary,

# **SANTA CRUZ METROPOLITAN TRANSIT DISTRICT**

Santa Cruz METRO will give primary consideration to the requests of the individual with disabilities.

- 3.06 The General Manager or his/her designee shall ensure that when Santa Cruz METRO employees communicate with individuals with impaired hearing or speech by telephone that telecommunication devices for the deaf or equally effective telecommunications systems are in place in accordance with ADA/504.
- 3.07 The General Manager or his/her designee shall ensure that interested persons including persons with impaired vision or hearing can obtain information as to the existence and location of accessible services, activities and facilities in accordance with ADA/504.
- 3.08 Santa Cruz METRO shall provide signage at all inaccessible entrances to each of its facilities, directing users to an accessible entrance or to a location at which they can obtain information about accessible facilities. The international symbol for accessibility shall be used at each accessible entrance of a facility.
- 3.09 The General Manager or his/her designee shall ensure that information concerning Santa Cruz METRO's services, programs and activities are made available to individuals with disabilities.
- 3.10 The General Manager or his/her designee shall utilize appropriate Santa Cruz Metro employees or consultants necessary to fulfill Santa Cruz METRO responsibilities pursuant to this policy/procedure.
- 3.11 The General Manager or his/her designee shall ensure that Santa Cruz Metro employees are trained on this policy/procedure in order to ensure compliance.

## **IV. TRANSPORTATION SERVICE**

- 4.01 Neither Santa Cruz METRO nor its employees will discriminate against an individual with a disability in connection with the provision of transportation service.
- 4.02 Neither Santa Cruz METRO nor its employees will on the basis of disability, deny to any individual with a disability the opportunity to use its public transportation service if the individual is capable of using that service.
- 4.03 The General Manager or his/her designee shall ensure that its public transportation service meets the standards and requirements set forth in the ADA/504 statutes and regulations.

## **V. EVALUATION OF SERVICES, PROGRAMS AND ACTIVITIES**

# **SANTA CRUZ METROPOLITAN TRANSIT DISTRICT**

- 5.01 The General Manager or his/her designee shall within 36 months of the implementation of this policy conduct an evaluation of Santa Cruz METRO's current services, programs, and activities and the effects thereof, that may or may not meet the requirements of the ADA/504 statutes and regulations.
- 5.02 The General Manager or his/her designee shall review the Santa Cruz METRO's services, programs and activities and prepare an evaluation report for the Board of Directors' review.
- 5.03 The General Manager or his/her designee shall provide an opportunity to interested persons, including MASTF, individuals with disabilities and other organizations representing individuals with disabilities, to participate in the self-evaluation process by submitting comments, to a draft evaluation report.
- 5.04 The Evaluation Report for the Board of Directors shall include the following:
1. A list of the interested persons consulted;
  2. A description of areas examined and any problems identified;
  3. If problems are identified, a description of the proposed modification; and
  4. An implementation schedule to ensure that the modifications are made in a timely fashion.
- 5.05 Once the Board of Directors has accepted the Evaluation Report, the General Manager or his/her designee shall ensure that the implementation schedule for the necessary modifications is followed in accordance with the adopted schedule.
- 5.06 Upon completion of the modifications, the General Manager or his/her designee shall on a 24 month cycle review all services, programs, and activities of the Santa Cruz METRO in order to ensure that they meet ADA/504 statutes and regulations.
- 5.07 This policy/procedure does not require Santa Cruz METRO to take any action that it can demonstrate would result in a fundamental alteration in the nature of its service, program, or activity or in undue financial and administrative burdens. The General Manager or his/her designee shall make the decision that compliance would result in such alteration or burdens after considering all resources available for use in the funding and operation of the service, program, or activity and such decision must be accompanied by a written statement of the reasons for reaching that conclusion. If an action would result in such an alteration or such burdens, Santa Cruz METRO shall take any other action that would not result in such an alteration or such burdens but would nevertheless ensure that, to the maximum extent possible, individuals with disabilities receive the benefits or services provided by the Santa Cruz METRO.

## **VI. GRIEVANCE PROCEDURE**

- 6.01 Any person with a disability or his/her authorized representative (family member, caregiver, disability advocate, or disability organization, i.e. Central Coast Center for

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

Independent Living, Community Bridges, Senior Network Services, or the like) who believes that Santa Cruz METRO's programs, activities or services are not in compliance with the ADA/504 statutes or regulations shall put his/her concerns in writing, with the complainant signing the document to attest to the accuracy of the complaint (if possible)<sup>1</sup>. The complaint can then be directed to any of the following individuals who are required to keep the information contained in the complaint confidential:

1. Santa Cruz METRO  
370 Encinal Street, Suite 100  
Santa Cruz, California 95060  
Attention: General Manager/Assistant General Manager  
(831) 426-6080-phone (TDD 711 (TTY/Voice))  
(831) 426-6117-facsimile  
mdorfman@scmttd.com
2. Santa Cruz Metro Center  
920 Pacific Avenue, Suite 21  
Santa Cruz, California 95060  
Attention: Accessible Services Coordinator  
(831) 423-3868-phone (TDD 711 (TTY/Voice))  
(831) 423-1024-facsimile  
[jdaugher@scmttd.com](mailto:jdaugher@scmttd.com)
3. Customer Service  
Santa Cruz Metro Center  
920 Pacific Avenue  
Santa Cruz, CA 95060  
Attention: Customer Services Coordinator  
(831) 425-8600-phone (TDD 711 (TTY/Voice))  
(831) 423-1024-facsimile  
dcanales@scmttd.com

- 6.02 If an individual is unable to utilize a written complaint format, because of a disability, he/she may contact Santa Cruz Metro's Claims Investigator at (831) 426-6080 extension 120, who will tape record the conversation with the individual's knowledge and consent. The individual making the complaint must identify himself/herself (for verification purposes only) and provide all other necessary information in order for the complaint to be processed. The complaint will be mailed to the individual for verification and signature (if possible). The complaint will not be processed until the complaint is received back by Santa Cruz Metro, signed by the individual or, if unable because of a disability to sign the form, by the representative, as verification of its accuracy.

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<sup>1</sup> Representative may sign on behalf of a complainant whose disabilities prevent him/her from being able to execute the document.

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

- 6.03 The complaint shall identify the service, program or activity, which is alleged to be out of compliance with ADA/504 statutes or regulations. The complaint shall set forth the time, date, place and the circumstances giving rise to the alleged violation and shall identify those individuals who are believed to have information regarding the alleged violation. . A complaint must be filed no later than 90 days from the date of the alleged discrimination unless the time for filing is extended by the General Manager or his/her designee for good cause.
- 6.04 A complaint form<sup>2</sup>, which is attached to this policy and procedure, can be used for this grievance procedure. Complaint forms shall be made available in accessible formats upon request. A complaint form can be obtained under the following circumstances:
- a. At the Santa Cruz METRO Website, [www.scmtd.com](http://www.scmtd.com);
  - b. By calling Santa Cruz METRO's Administrative Services Coordinator at (831) 426-6080, (TDD 711 (TTY/ voice)) a complaint form can be mailed;
  - c. By calling Santa Cruz METRO's Accessible Services Coordinator at (831) 423-3868, (TDD 711 (TTY/voice)) a complaint form can be mailed;
  - d. Complaint forms can be picked up at the Information Windows/Booths/Counters at each of Santa Cruz METRO's Centers (Santa Cruz, Watsonville and Scotts Valley), the Administrative Offices, 370 Encinal, Suite 100, Santa Cruz, California 95060 or from the Accessible Services Coordinator, Santa Cruz Metro Center, 920 Front Street, Suite 21, Santa Cruz, California, 95060.
- 6.05 If the complaint is received by anyone besides the General Manager, the individual in receipt of the complaint shall forward it to the General Manager or his/her designee within 2 working days of receipt. The General Manager shall immediately provide a copy to the Chair of the Board of Directors and the Santa Cruz METRO Manager who is responsible for the program, service or activity that is identified as being out of compliance.
- 6.06 The identity of complainants shall be kept confidential, at their election, during the conduct of an investigation, hearing or proceeding conducted pursuant to this grievance procedure. However, when such confidentiality is likely to hinder the grievance investigation, or proceeding, the complainant will be advised for the purpose of waiving the privilege.
- 6.07 The Santa Cruz METRO Manager who is responsible for the program, service or activity that is alleged to be out of compliance shall promptly investigate the alleged complaint and shall prepare a written response within 10 working days of his/her receipt of the

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<sup>2</sup> The form is not required to process a complaint. Any written format is acceptable or tape recording as provided in Section 6.02.

# **SANTA CRUZ METROPOLITAN TRANSIT DISTRICT**

complaint. The Manager may consult with appropriate Santa Cruz METRO staff in the preparation of his/her response to the complaint.

- 6.08 The General Manager or his/her designee shall then speak (meeting or telephone conversation) with the complainant, at which time the complainant may give written or oral evidence supporting the allegation that provisions of the ADA/504 have been violated. The General Manager shall review and consider the response prepared by the Manager identified in Section 6.07, all the information provided by the complainant and any other evidence available regarding the allegations in the complaint. The General Manager shall prepare a written report of his/her findings and if corrective action is required a timetable for the completion of such action.
- 6.09 Within 15 working days following receipt of the initial complaint, the General Manager shall inform the complainant of his/her findings and any corrective action to be taken as a result of the complaint together with the timetable for completion of such action.
- 6.10 If the complainant is not satisfied with the findings and/or action of the General Manager or his/her designee, then the complainant may file his/her complaint together with any other supporting documentation within 5 working days of his/her receipt of the results of the General Manager's investigation, with the Chair of the Board of Directors by providing it to the Administrative Services Coordinator, 370 Encinal Street, Suite 100, Santa Cruz, CA, 95060. The Chair of the Board of Directors upon review of the entire file, shall take appropriate action in order to insure ADA/504 compliance. The Complainant shall be notified of what actions, if any, will be taken as a result of the review by the Chair within 10 working days of the Chair's notification that the complainant is not satisfied with the results of the general manager's investigation.
- 6.11 The timelines applicable to this procedure may be waived by the general manager if he/she finds that there is good cause for a waiver.
- 6.12 Santa Cruz METRO shall retain documents arising out of the grievance procedure for at least three (3) years and the General Manager or his/her designee shall maintain relevant information in a database in a confidential manner.
- 6.13 Participation in this Grievance Procedure is voluntary. Nothing contained herein shall preclude a complainant from taking any other appropriate legal or administrative action against Santa Cruz Metro, should its programs, services or activities be out of compliance with the ADA/504.

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

## COMPLAINT FORM (FOR AMERICANS WITH DISABILITIES ACT (ADA) REHABILITATION ACT OF 1973 (504) COMPLAINTS)

Please indicate by checking the box, if you wish to have your identity kept confidential

Name of Complainant: \_\_\_\_\_

Address of Complainant: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

E-mail Address: \* \_\_\_\_\_

Date of Complaint: \_\_\_\_\_

Date of Violation: \_\_\_\_\_

Time of Violation: \_\_\_\_\_

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

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

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

General physical description of bus operator\*\* \_\_\_\_\_

Identify service, program or activity out of ADA/504 compliance: \_\_\_\_\_

\_\_\_\_\_

Summary of violation: (attach additional sheets as necessary) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Signature of Complainant/Representative

\_\_\_\_\_  
Date

\*Optional

\*\* if applicable

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

## GRIEVANCE PROCEDURE

1. Return completed Grievance form within 90 days of the alleged violation to any of the following:

<b>1. Santa Cruz METRO</b> 370 Encinal Street, Suite 100 Santa Cruz, CA 95060 Attention: General Manager /Assistant General Manager (831) 426-6080-phone (TDD 711 (TTY/Voice)) (831) 426-6117-facsimile <a href="mailto:mdorfman@scmtd.com">mdorfman@scmtd.com</a>	<b>2. Santa Cruz Metro Center</b> 920 Pacific Avenue, Suite 21 Santa Cruz, CA 95060 Attn: Accessible Services Coordinator (831) 423-3868-phone (TDD 711 (TTY/Voice)) (831) 423-1024-facsimile <a href="mailto:jdaugher@scmtd.com">jdaugher@scmtd.com</a>	<b>3. Customer Service Coordinator</b> Santa Cruz Metro Center 920 Pacific Avenue Santa Cruz, CA 95060 Attn: Customer Services (831) 425-8600-phone (TDD 711 (TTY/Voice)) (831)423-1024-facsimile <a href="mailto:dcanales@scmtd.com">dcanales@scmtd.com</a>
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2. The General Manager/designee shall conduct an investigation into the alleged violation. The complainant may be contacted during the course of the investigation;
3. The General Manager/designee shall notify the complainant of the results of the investigation within 15 working days;
4. If the Complainant is not satisfied with the response from the General Manager/designee, the complainant may file the complaint together with any supporting documentation with the Chair of the Board of Directors by providing it to the Administrative Services Coordinator, 370 Encinal Street, Suite 100, Santa Cruz, California 95060 within 5 working days of receipt of the response from the General Manager/designee; and
5. The Chair shall have 10 working days to review the complaint and the investigation and report prepared by the General Manager/designee and to determine if any additional action needs to occur to ensure compliance with the ADA/504.

# **SANTA CRUZ METROPOLITAN TRANSIT DISTRICT**

## **NOTICE UNDER THE AMERICANS WITH DISABILITIES ACT**

In accordance with the requirements of Title II of the Americans with Disabilities Act of 1990 (ADA), and Section 504 of the Rehabilitation Act of 1973 (504) the Santa Cruz Metropolitan Transit District (Santa Cruz METRO) will not discriminate against qualified individuals with disabilities on the basis of disability in the Santa Cruz METRO's services, programs, or activities. Santa Cruz Metro will not tolerate acts of retaliation against anyone exercising his/her rights under the ADA/504.

Santa Cruz METRO does not discriminate on the basis of disability in its hiring or employment practices. Santa Cruz METRO will not ask a job applicant about the existence, nature, or severity of a disability. Applicants may be asked about their ability to perform specific job functions. Medical examinations or inquiries may be made, but only after a conditional offer of employment is made and only if required of all applicants for the position. Santa Cruz METRO will make reasonable accommodations for the known physical or mental limitations of a qualified applicant or employee with a disability upon request unless the accommodation would cause an undue hardship on the operation of Santa Cruz METRO's business. Santa Cruz METRO will make an individualized assessment of whether a qualified individual with a disability meets selection criteria for employment decisions. To the extent its selection criteria for employment decisions have the effect of disqualifying an individual because of disability, those criteria will be job-related and consistent with business necessity.

Santa Cruz METRO will provide transportation services in accordance with the ADA/504 statutes and regulations. Santa Cruz METRO will provide appropriate auxiliary aids and services, including qualified sign language interpreters and assistive listening devices, whenever necessary to ensure effective communication with members of the public who have hearing, sight, or speech impediments, unless to do so would result in a fundamental alteration of its programs or an undue administrative or financial burden. A person who requires an accommodation or an auxiliary aid or service to participate in a Santa Cruz METRO program, service, or activity, should contact Dale Carr, Administrative Services Coordinator, at (831) 426-6080 (TDD 711 (TTY/voice)) for assistance as far in advance as possible but not later than 48 hours before the scheduled event.

Santa Cruz METRO will not place a surcharge on a particular individual with a disability or any group of individuals with disabilities to cover the cost of providing auxiliary aids/services or reasonable modifications of policy.

In order to satisfy itself that it is meeting its obligations under the ADA/504, Santa Cruz METRO has established a grievance procedure for persons with disability who allege that METRO's services, programs or activities are out of compliance. Should you wish a complaint form, to file a grievance or if you have questions or concerns regarding METRO's compliance with the Americans with Disabilities Act or Section 504 of the Rehabilitation Act of 1973 please contact Leslie White, General Manager, at (831) 426-6080 (TDD 711 (TTY/voice)).

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT**

Regulation Number: AR- 1002

Computer Title: adacmplt.doc

Effective Date: August 1992

Pages: 1

**TITLE: ADA COMPLAINT PROCEDURE**

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**Procedure History**

<b>REVISION DATE</b>	<b>SUMMARY OF REVISION</b>	<b>APPROVED</b>
September 7, 1995	Revise format without content change	
January 28, 2002	Change of address only	

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**I. POLICY**

- 1.01 All 504/ADA Complaints are received by the District Administrative Office. Complaints should be sent to SCMTD, 370 Encinal St., Suite 100, Santa Cruz, CA 95060. ATTENTION: GENERAL MANAGER
- 1.02 The General Manager shall review the complaint and provide a response in writing within sixty (60) days.
- 1.03 If the complainant wishes to have their complaint heard by the Board of Directors, the complainant may do so at the regular meeting of the Board of Directors by notifying the District thirty (30) days in advance of a regularly scheduled Board of Directors meeting.

**II. APPLICABILITY**

- 2.01 This regulation applies to all District employees.

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

## STAFF REPORT

**DATE:** March 28, 2003

**TO:** Board of Directors

**FROM:** Margaret Gallagher, District Counsel

**SUBJECT:** **CONSIDERATION OF APPROVAL OF AGREEMENT WITH DELTA DENTAL REGARDING PRIVACY RIGHTS PURSUANT TO HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT OF 1996 (HIPAA); REVIEW NOTICE OF PRIVACY RIGHTS TO ENROLLEES AND REVIEW NEW GRIEVANCE PROCEDURES**

### I. RECOMMENDED ACTION

**Approve the Agreement with Delta Dental regarding privacy rights of HIPAA, Authorize the release of a Notice of Privacy Rights for Enrollees and Approve New Grievance Procedures.**

### II. SUMMARY OF ISSUES

- METRO's Delta Dental Insurance Company is required to conform to the requirements of HIPAA relating to privacy of health information. New privacy rules pursuant to HIPAA are scheduled for implementation on April 14, 2003.
- The attached Agreement sets forth under what circumstances medical information can be released either by Delta Dental or METRO.
- The attached Notice of Privacy Rights re Medical Information is required to be provided to each enrollee in the dental plan.
- New grievance procedures were prepared because of new requirements mandated by various federal statutes.

### III. DISCUSSION

The Health Insurance Portability and Accountability Act of 1996 (HIPAA), an amendment to ERISA, was intended to improve portability and continuity of health insurance. The law has a relatively simple and limited purpose, that is, to prevent individuals changing jobs from being excluded from insurance based on preexisting conditions. HIPAA is applicable to medical plans, including self insured and insured plans, subject to ERISA. It does not apply to accident and disability plans and workers' compensation insurance. Dental and vision coverage and medicare supplements are excluded if they are offered as part of a separate plan, not included with the medical plan.

April 14, 2003 is the deadline for compliance with new privacy rules under HIPAA. HIPAA authorized the U.S. Department of Health and Human Services (HHS) to implement and enforce privacy regulations to protect personal health information (PHI) maintained by a covered health plan. Congress considered the privacy rules essential to prevent confidentiality breaches under administrative simplification standards it authorized HHS to implement, aimed at streamlining electronic claims transmission and other transactions between health plans, insurers, doctors, hospitals, pharmacies, and other health care providers. Most covered entities are expected to meet the electronic transaction standards by October 16, 2003. HHS is authorized to implement a third rule, data security regulations, which were finalized in February 2003.

The privacy regulations limit the use and disclosure of individually identifiable health information; give patients the right to access their medical records; restrict most disclosure of health information to the minimum needed for the intended purpose; and establish safeguards and restrictions regarding disclosure of records for certain public responsibilities, such as public health, research, and law enforcement.

Group health plans must take specific measures to preserve the confidentiality of PHI—whether written, oral, or electronic—about an individual’s physical or mental health, or demographic data that could be used to identify the individual, such as name, address, Social Security number, and telephone number.

HHS broadened the impact of the rules by compelling health plans to include certain contractual requirements in arrangements they have with many vendors, dubbed business associates, that assist the plan with plan administration.

Delta Dental Plan of California (DDPC) provides dental coverage to METRO employees. On February 14, 2003, DDPC advised METRO that it is required by HIPAA to execute a Business Associate Agreement to continue to administer dental programs that are considered covered entities under HIPAA. According to DDPC, it provides various administration duties for the dental plan which include processing of enrollment, claims and appeals information and client receipt, if applicable, of claims information for billing or other purposes. DDPC is asking METRO to approve the agreement set forth in Attachment A that, according to DDPC, is based upon a sample agreement released by the U.S. Department of Health and Human Services (HHS) in August 2002. The Agreement itself limits the interpretation of the agreement to allow only, that which is allowed by HIPAA or other laws. The Human Resources Department is responsible for the administration of the dental plan on behalf of METRO. The Interim Human Resources Manager and the Finance Manager have reviewed Attachment A, are familiar with its contents, understand the departments’ responsibilities in connection with the agreement if the Board of Directors’ adopts it and believe that their departments have adequate staff to carry out the administration requirements and METRO’s responsibilities set forth in the agreement on behalf of METRO. METRO will identify the Interim Human Resources Manager and her staff as the persons to whom DDPC may disclose PHI when and if appropriate.

DDPC's Notice of Privacy Practices is set forth in Attachment B which details the rights of each health plan enrollee and explains DDPC's uses and disclosure of PHI. This notification will be distributed directly to each current enrollee and each new enrollee upon enrollment.

In a separate matter, DDPC's grievance procedures were modified on January 1, 2003, to reflect new requirements mandated by the Employee Retirement Income security Act of 1974 (ERISA) and the Department of Managed Health Care (DMHC). The Grievance Procedures are set forth in Attachment C and replaces the procedure that had been in place.

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

None

#### **V. ATTACHMENTS**

**Attachment A: HIPAA Business Associate Addendum: Group Health Plan**

**Attachment B: Notice of Privacy Practices; Confidentiality of Your Health Care Information**

**Attachment C Modified Grievance Procedure**

## **HIPAA BUSINESS ASSOCIATE ADDENDUM: GROUP HEALTH PLAN**

This HIPAA Business Associate Addendum (“Business Associate Addendum”) supplements and is made a part of the group dental contract (“Agreement”) by and between the employer identified on the signatory page (“Employer”) on behalf of the group health plan identified in the Agreement (“Group Health Plan”) and Delta Dental Plan of California (“Delta”). This Business Associate Addendum is effective on April 14, 2003.

### **RECITALS**

Whereas, the administrative simplification provisions of the Health Insurance Portability and Accountability Act of 1996 and related regulations require that contracts between covered entities and entities known as business associates comply with enumerated standards and requirements;

Whereas, the Employer is the sponsor of the Group Health Plan; and in such capacity, the Employer executes this Business Associate Addendum on behalf of and in accordance with the Group Health Plan;

Whereas, Delta’s interaction with the Group Health Plan, its business associates, the Employer and their agents makes Delta a business associate of the Group Health Plan as described or defined under HIPAA;

Whereas, the purpose of this Business Associate Addendum is to satisfy the HIPAA standards and requirements;

Now therefore, in consideration of the mutual promises below, the Employer, the Group Health Plan and Delta agree as follows:

### **SECTION 1 - DEFINITIONS**

- 1.1 “HIPAA” shall mean the administrative simplification provisions of the Health Insurance Portability and Accountability Act of 1996 and related regulations, Title 45 Parts 160 and 164 of the Code of Federal Regulations, as amended from time to time.
- 1.2 “Protected Health Information” (PHI) shall have the same meaning as defined in HIPAA and shall apply to those individuals who are eligible and/or enrolled in the Group Health Plan’s dental benefit program administered by Delta.
- 1.3 Terms used, but not otherwise defined, in this Business Associate Addendum shall have the same meaning as those terms have in HIPAA.

## SECTION 2 - BUSINESS ASSOCIATE AGREEMENT

- 2.1 The provisions of this Section 2 control over any provision in the Agreement that conflicts with this Section 2.
- 2.2 Permitted Uses and Disclosures.
- a. Delta shall use and/or disclose PHI received by Delta in accordance with the uses and disclosures described in Exhibit A.
  - b. Delta shall not use or further disclose PHI other than as permitted or required by this Business Associate Addendum, any law or regulation.
  - c. Except as otherwise limited by this Business Associate Addendum, Delta may use and disclose PHI for the proper management and administration of Delta or to carry out Delta's legal responsibilities if: (a) the disclosure is required by law or (b) Delta obtains reasonable assurances from the recipient that the PHI will be held confidentially and used or further disclosed only as required by law or for the purpose for which it was disclosed to the recipient. In addition, the recipient must agree to notify Delta of any instances of which the recipient is aware in which the confidentiality of the PHI has been breached.
- 2.3 Appropriate Safeguards. Delta agrees to use appropriate safeguards to prevent its use or disclosure of PHI other than as provided for by this Business Associate Addendum.
- 2.4 Mitigation. Delta agrees to mitigate, to the extent practicable, any harmful effect that is known to Delta of a use or disclosure of PHI by Delta in violation of the requirements of this Business Associate Addendum.
- 2.5 Reporting of Disclosures of PHI. Delta shall report to the Group Health Plan, or its designated business associate, any use or disclosure of PHI by Delta not provided for in this Business Associate Addendum of which Delta becomes aware.
- 2.6 Agents and Contractors. Delta shall ensure that any Delta agent or subcontractor to whom Delta discloses PHI agrees, in writing, to be bound by the same restrictions and conditions that apply to Delta through this Business Associate Addendum.
- 2.7 Access to and Availability of PHI. Delta shall, in accordance with HIPAA and as appropriate:
- a. Provide access to the requested PHI within Delta's possession. The Group Health Plan shall within three (3) days forward to Delta any requests the Group Health Plan receives from the individual. Delta shall be responsible for responding to all individual requests for access to the PHI within Delta's possession.
  - b. Amend, notify appropriate recipients of any amendment, and incorporate any amendment to the requested PHI within Delta's possession. The Group Health Plan shall within three (3) days forward to Delta any requests the Group Health Plan receives from the individual. Delta shall be responsible for responding to all

individual requests for amendment to the PHI within Delta's, or its business associate's, possession.

- c. Provide an accounting of disclosures of PHI as required by HIPAA. The Group Health Plan shall within three (3) days forward to Delta any requests the Group Health Plan receives from the individual. Delta shall be responsible for responding to all individual requests for accounting of disclosures made by Delta or its business associates. Delta agrees to track all such disclosures of PHI that would be required to respond to a request for accounting of disclosures of PHI as required by HIPAA.
- 2.s Availability of Delta's Internal Practices, Books and Records. Delta agrees to make its internal practices, books and records, including policies and procedures and PHI, relating to its use and disclosure of PHI available to the Secretary of Health and Human Services for purposes of determining Group Health Plan's and Delta's compliance with this Business Associate Addendum and the HIPAA privacy standards.
- 2.9 Employer Responsibilities. Employer and/or Group Health Plan, as appropriate, shall be responsible for their compliance with HIPAA's administrative requirements resulting from the Employer's and/or Group Health Plan's activities, if applicable, including but not limited to, privacy officer designation, training, etc. Employer agrees to timely:
- a. Forward any request it receives to the appropriate party as set forth in section 2.7 above,
  - b. Provide Delta with the notice of any limitation(s) in its notice of privacy practices in accordance with 45 CFR 164.520, to the extent that **such** limitation(s) may affect Delta's use or disclosure of PHI.
  - c. Notify Delta of any restriction to the use or disclosure of PHI that the Group Health Plan has agreed to in accordance with 45 CFR 164.522, to the extent that such limitation(s) may affect Delta's use or disclosure of PHI; and
  - d. Notify Delta, in writing, of any arrangement permitted or required of the Group Health Plan under HIPAA that may impact in any manner Delta's use or disclosure of PHI under the Agreement or this Business Associate Addendum, including, but not limited to, any agreement by the Group Health Plan to restrict the use or disclosure of any PHI as permitted by HIPAA. Unless otherwise specifically provided in this Business Associate Addendum, Delta shall only be responsible to comply with limitations conveyed by the Employer in accordance with this Section 2.9. The Employer will notify Delta of changes in the notice or other relevant material.
  - e. Distribute Delta's notice of privacy practices to all enrollees within the time frames required by HIPAA if the group dental program is an insured or risk program.

2.10 Term and Termination of the Agreement and this Business Associate Addendum.

- a. Term. The term of this Business Associate Addendum shall be effective on the date set forth in the first paragraph and shall continue until the Agreement is terminated.
- b. Termination for Cause. The Employer may terminate this Business Associate Addendum and the Agreement upon the Employer's knowledge that Delta has materially breached this Business Associate Addendum if, within sixty (60) days after receipt of written notice of such material breach, Delta fails to take action to cure the breach or end the violation.
- c. In the event of any termination of this Business Associate Addendum, Delta shall return or destroy all PHI that Delta still maintains in any form and shall retain no copies. If return or destruction is not feasible because such PHI is necessary to fulfill Delta's legal responsibilities or other management and administrative purposes, Delta shall retain the PHI and shall continue to protect the confidentiality of PHI as required by this Business Associate Addendum. Delta shall limit any use or disclosure of PHI to those purposes that make the return or destruction of PHI infeasible. Delta agrees to require that any PHI in the possession of its agents or subcontractors retained, returned or destroyed, as applicable.
- d. The following sections shall survive termination of this Agreement: 2.7, 2.8, 5.2, and 5.3.

2.11 Notice of Privacy Practices. The Employer represents and warrants that the Group Health Plan's notice of privacy practices, if applicable, shall not, subject to HIPAA's requirement, limit or restrict Delta's use or disclosure of PHI as necessary for Delta to perform the services described in the Agreement.

**SECTION 3 – DISCLOSURE TO PLAN SPONSOR**

- 3.1 Amendment of the Agreement. Delta and Employer agree to amend the Agreement as set forth in this section to allow the Group Health Plan and/or Delta to disclose PHI to the Employer. Employer agrees to identify to Delta the Employer's employees, classes of employees or other persons to whom Delta shall disclose PHI.
- 3.2 Notice of Privacy Practices. If Delta will disclose PHI to the Employer pursuant to this section, the Employer represents and warrants that the Group Health Plan's notice of privacy practices, if applicable, shall advise the individual of such disclosure.
- 3.3 Disclosure of PHI to Plan Sponsor. The Employer represents and warrants that if the prior conditions in Sections 3.1 and 3.2 have been met, Delta may disclose PHI to the employees, classes of employees and other persons identified by Employer to carry out the plan administration functions. Delta shall not disclose PHI to such persons for the purpose of employment-related actions or decisions or in connection with any other benefit plan of the Employer.

- 3.4 Identification of Employees and Other Persons. The Employer agrees that Delta may rely upon the most recent list of employees or classes of employees (or update thereof) provided by the Employer.
- 3.5 Disclosure of Summary Health Information. Sections 3.1 and 3.2 do not apply to disclosures of summary information as defined in HIPAA. Delta may disclose to the Employer summary health information:
- a. To obtain premium bids for providing dental benefits coverage under the Group Health Plan;
  - b. To modify, amend or terminate the Group Health Plan; or
  - c. As otherwise permitted by HIPAA.
- 3.6 Amendment of Group Contract as Group Health Plan Documents. Employer and Delta acknowledge that the Agreement constitutes the group health plan document for the dental program administered by Delta. This section 3.6 shall serve as the amendment to the group health plan document as required by HIPAA to permit Delta to disclose PHI to the Employer. The provisions of this Section 3.6 control over any provision in the Agreement that conflicts with this section.
- a. Employer Certification. The following terms of this section incorporate the requirements of HIPAA to permit the Group Health Plan or Delta to lawfully disclose PHI to the Employer or its agents. This section shall serve as the Employer's certification as required by HIPAA.
  - b. Permitted Uses and Disclosures.
    - i. Employer, its directors, **officers**, employees, contractors and agents shall use and/or disclose PHI received by Employer solely in accordance with the uses and disclosures described in Exhibit B which is attached to and made a part of this Business Associate Addendum.
    - ii. Employer shall not, and shall ensure that its directors, officers, employees contractors and agents do not, use or further disclose PHI in any manner except as permitted or required by this Business Associate Addendum or as required by law or regulation.
  - c. Agents and Subcontractors. Employer shall ensure that any agent or subcontractor that will have access to PHI from Employer agrees to be bound by the same restrictions, terms and conditions that apply to Employer pursuant to this Business Associate Addendum.
  - d. Employment-Related Actions and Decisions. The Employer shall not use or disclose PHI for employment-related actions or decisions or in connection with any other benefit plan of the Employer.
  - e. Reporting of Disclosures of PHI. Employer shall, as soon as possible after becoming aware of an actual or suspected disclosure of PHI in violation of this Business Associate Addendum by Employer, its officers, directors, employees,

subcontractors or agents or by a third party to which Employer disclosed PHI pursuant to this Business Associate Addendum, report any such disclosure to the Group Health Plan.

- f. Access to and Availability of PHI. Employer shall in compliance with HIPAA requirements:
  - i. Make available to the Group Health Plan, its business associate, or Delta, as appropriate, the requested PHI to respond to an individual's request for access to PHI.
  - ii. Provide to the Group Health Plan, its designated business associate, or Delta, as appropriate, the requested PHI to respond to a request for amendment and shall incorporate any amendment received from the Group Health Plan, its designated business associate or Delta.
  - iii. Make available to the Group Health Plan, its designated business associate, or Delta, as appropriate, the requested PHI to respond to an individual's request for an accounting of disclosures of PHI. The Employer agrees to track all disclosures of PHI that would be required to respond to a request for accounting of disclosures of PHI as required by HIPAA.
- g. Availability of Business Associate's Internal Practices, Books and Records. Employer agrees to make its internal practices, books and records relating to the use and disclosure of PHI received from the Group Health Plan or Delta available to the Secretary of Health and Human Services for purposes of determining the Group Health Plan's and Employer's compliance with the HIPAA privacy standards.
- h. Return or Destruction of PHI. Employer shall return or destroy all PHI received from the Group Health Plan or its agent that the Employer maintains in any form and shall retain no copies when such PHI is no longer needed for the purpose for which the disclosure was made. If return or destruction is not feasible, Employer shall continue to protect the confidentiality of PHI as required by this Business Associate Addendum and limit any use or disclosure of PHI to those purposes that make the return or destruction of PHI infeasible.
  - i. Adequate Separation. Employer shall ensure adequate separation as required by HIPAA by doing the following:
    - i. Employer shall identify the Employer's employees, classes of employees or other persons to whom the Group Health Plan, its agent, or Delta shall disclose PHI.
    - ii. Employer shall restrict access to PHI and use of PHI by such employees or other persons to the plan administration functions that Employer performs for the Group Health Plan.

- iii. Employer shall implement an effective mechanism for resolving any issues of noncompliance by such employees or other persons, and such mechanism shall be consistent with the terms of this Business Associate Addendum.

#### **SECTION 4 – DISCLOSURE TO BUSINESS ASSOCIATE**

- 4.1 The Employer represents and warrants that prior to requesting Delta to disclose PHI to the Group Health Plan's business associate(s), the Group Health Plan, or the Employer on the Group Health Plan's behalf, shall have entered into a business associate contract or have other satisfactory arrangement with such business associate(s) that complies with the requirements of HIPAA.
- 4.2 Disclosure to a business associate pursuant to this Section 4 shall not include a disclosure to the Employer nor to its identified employees.

#### **SECTION 5 – GENERAL**

- 5.1 Amendment to Business Associate Addendum. Employer and Delta agree to amend this Business Associate Addendum as necessary to comply with federal or state laws or regulations relating to the administrative simplification provisions of HIPAA.
- 5.2 Indemnification by Delta. Delta agrees to indemnify, defend and hold harmless the Group Health Plan, or the Employer on the Group Health Plan's behalf, and their employees, directors, officers, subcontractors, agents or other members of its workforce, each of the foregoing hereinafter referred to as "Indemnified Party," against all actual and direct losses suffered by the Indemnified Party and all liability to third parties arising from or in connection with Delta's breach of sections 2 or 3 of this Business Associate Addendum. Accordingly, on demand, Delta shall reimburse any Indemnified Party for any and all actual and direct losses, liabilities, lost profits, fines, penalties, costs or expenses (including reasonable attorneys' fees) which may for any reason be imposed upon any Indemnified Party by reason of any suit, claim, action, proceeding or demand by any third party which results from Delta's breach hereunder. Delta's obligation to indemnify any Indemnified Party shall survive the expiration or termination of this Business Associate Addendum for any reason.
- 5.3 Indemnification by Group Health Plan or Emulover. The Group Health Plan, or the Employer on the Group Health Plan's behalf, agrees to indemnify, defend and hold harmless Delta and its employees, directors, officers, subcontractors, agents or other members of its workforce, each of the foregoing hereinafter referred to as "Indemnified Party," against all actual and direct losses suffered by the Indemnified Party and all liability to third parties arising from or in connection with the Group Health Plan's or Employer's breach of Sections 2, 3 or 4 of this Business Associate Addendum. Accordingly, on demand, the Group Health Plan or Employer shall reimburse any Indemnified Party for any and all actual and direct losses, liabilities, lost profits, fines, penalties, costs or expenses (including reasonable attorneys' fees) which may for any reason be imposed upon any Indemnified Party by reason of any suit, claim, action, proceeding or demand by any third party which results from the Group Health Plan's or Employer's breach hereunder. The obligation to indemnify any Indemnified Party shall survive the expiration or termination of this Business Associate Addendum for any reason.

5.4 Interpretation. This Business Associate Addendum shall be interpreted to allow the parties to comply with HIPAA, provided, however, that nothing herein shall be construed to grant rights beyond those provided under HIPAA or applicable law.

IN WITNESS WHEREOF, Employer and Delta have duly executed this Business Associate Addendum as of the date listed below.

Employer represents and warrants that it is signing this Agreement in its capacity as the sponsor of the Group Health Plan and not in a capacity of a business associate to the Group Health Plan.

Employer: \_\_\_\_\_  
(print entity's name)

Delta Dental Group Number: \_\_\_\_\_

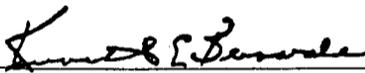
Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Print Title: \_\_\_\_\_

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

Delta Dental Plan of California

Signature: 

Print Name: Kenneth E. Bemardi

Print Title: Vice President, Underwriting & Actuarial Services

Date: February 14, 2003

**EXHIBIT A TO HIPAA BUSINESS ASSOCIATE ADDENDUM: GROUP HEALTH PLAN**

**Delta's Permitted Uses and Disclosures:**

Except as otherwise limited in this Business Associate Addendum, Delta shall use and disclose PHI:

- A. To perform the functions, activities, or services for, or on behalf of, the Group Health Plan as specified in the Agreement, provided that such use or disclosure would not violate HIPAA if done by the Group Health Plan.
- B. For the Group Health Plan's treatment, payment and health care operations as defined and permitted under HIPAA with respect to Delta's administration of the dental benefits program for the Group Health Plan as described in the group dental contract.
- C. For Delta's treatment, payment and health care operations as defined and permitted under HIPAA with respect to Delta's administration of the dental benefits program for the Group Health Plan as described in the group dental contract.
- D. To Delta's agents or subcontractors as necessary for Delta to perform the services described in the Agreement.
- E. To the Group Health Plan's or Employer's business associate, agent or subcontractor as requested by the Employer.
- F. To provide Data Aggregation services to the Group Health Plan if mutually agreed upon between Group Health Plan and Delta.
- G. To provide to or obtain de-identification services for the Group Health Plan if mutually agreed upon between Group Health Plan and Delta.
- H. As otherwise required or permitted by HIPAA or federal or state law.
- I. To report violations of law to appropriate federal or state authorities, consistent with 45 CFR § 164.502 (j) (1).
- J. As otherwise requested by the Employer or the Group Health Plan that is not in violation of HIPAA.

**EXHIBIT B TO HIPAA BUSINESS ASSOCIATE ADDENDUM:  
GROUP HEALTH PLAN**

**Employer's Uses and Disclosures**

Employer shall use and disclose PHI only in compliance with HIPAA and for the purpose of providing plan administration functions to the Group Health Plan. Plan administrative functions are defined as administration functions performed by the plan sponsor of a group health plan on behalf of the group health plan and excludes functions performed by the plan sponsor in connection with any other benefit or benefit plan of the plan sponsor.

**THIS NOTICE DESCRIBES HOW MEDICAL INFORMATION ABOUT YOU MAY BE USED AND DISCLOSED AND HOW YOU CAN GET ACCESS TO THIS INFORMATION. PLEASE REVIEW IT CAREFULLY.**

**Attachment B**

**NOTICE OF PRIVACY PRACTICES**

**CONFIDENTIALITY OF YOUR HEALTH CARE INFORMATION**

This notice is required by law to tell you how Delta and its affiliates (“Delta”) protect the confidentiality of your health care information in our possession. Protected Health Information (PHI) is defined as any individually identifiable information regarding a patient’s medical/dental history; mental or physical condition; or treatment. Some examples of PHI include your name, address, telephone and/or fax number, electronic mail address, social security number or other identification number, date of birth, date of treatment, treatment records, x-rays, enrollment and claims records. Delta receives PHI from you, your provider, your employer if the employer sponsors the dental program, a broker or other person involved in the administration of your program, or other persons listed in this notice. Delta receives, uses and discloses your PHI to administer your benefit plan or as permitted or required by law. Any other disclosure of your PHI without your authorization is prohibited.

We must follow the privacy practices that are described in this notice, but also comply with any stricter requirements under federal or state law that may apply to Delta’s administration of your benefits. However, we may change this notice and make the new notice effective for all of your PHI that we maintain. If we make any substantive changes to our privacy practices, we will promptly change this notice and redistribute to you within 60 days of the change to our practices.

You may also request a copy of this notice from the privacy official at the plan headquarters that provides your benefits (refer to the Contact section at the end of this notice). You should receive a copy of this notice at the time of enrollment in a Delta program, and we will notify you of how you can receive a copy of this notice every three years.

**Permitted Uses and Disclosures of Your PHI**

We are permitted to use or disclose your PHI without your prior authorization for the following purposes. These permitted uses and/or disclosures include disclosures to you, uses and/or disclosures for purposes of health care treatment, payment of claims, billing of premiums, and other health care operations. If your benefit program is sponsored by your employer, we may provide PHI to your employer for purposes of administering your benefits unless otherwise prohibited by law. We may disclose PHI to third parties that perform services for Delta in the administration of your benefits. These parties are required by law to sign a contract agreeing to protect the confidentiality of your PHI. Your PHI may be disclosed to an affiliate that performs services for Delta in the administration of your benefits. These affiliates have implemented privacy policies and procedures and comply with applicable federal and state law.

We are also permitted to use and/or disclose your PHI to comply with a valid authorization, to notify or assist in notifying a family member, another person, or a personal representative of your condition, to assist in disaster relief efforts, and to report victims of abuse, neglect, or domestic violence. Other permitted uses and/or disclosures are for purposes of health oversight by government agencies, judicial, administrative, or other law enforcement purposes, information about decedents to coroners, medical examiners and funeral directors, for research

**THIS NOTICE DESCRIBES HOW MEDICAL INFORMATION ABOUT YOU MAY BE USED AND DISCLOSED AND HOW YOU CAN GET ACCESS TO THIS INFORMATION. PLEASE REVIEW IT CAREFULLY.**

purposes, for organ donation purposes, to avert a serious threat to health or safety, for specialized government functions such as military and veterans activities, for workers compensation purposes, and for use in creating summary information that can no longer be traced to you. Additionally, with certain restrictions, we are permitted to use and/or disclose your PHI for fundraising and underwriting. We are also permitted to incidentally use and/or disclose your PHI during the course of a permitted use and/or disclosure, but we must attempt to keep incidental uses and/or disclosures to a minimum. We use administrative, technical, and physical safeguards to maintain the privacy of your PHI, and we must limit the use and/or disclosure of your PHI to the minimum amount necessary to accomplish the purpose of the use and/or disclosure.

**Examples of Uses and Disclosures of Your PHI for Treatment, Payment or Healthcare Operations**

Such activities may include but are not limited to: processing your claims, collecting enrollment information and premiums, reviewing the quality of health care you receive, providing customer service, resolving your grievances, and sharing payment information with other insurers. Additional examples include the following.

- Uses and/or disclosures of PHI in facilitating treatment.

*For example, Delta may use or disclose your PHI to determine eligibility for services requested by your dentist.*

- Uses and/or disclosures of PHI for payment.

*For example, Delta may use and disclose your PHI to bill you or your plan sponsor.*

- Uses and/or disclosures of PHI for health care operations.

*For example, Delta may use and disclose your PHI to review the quality of care provided by our network of dentists.*

**Disclosures Delta Must Make Without an Authorization**

We are required to disclose your PHI to you or your authorized personal representative (with certain exceptions), when required by the U. S. Secretary of Health and Human Services to investigate or determine our compliance with law, and when otherwise required by law. Delta must disclose your PHI without your prior authorization in response to the following:

- Court order;
- Order of a board, commission, or administrative agency for purposes of adjudication pursuant to its lawful authority;
- Subpoena in a civil action;
- Investigative subpoena of a government board, commission, or agency;
- Subpoena in an arbitration;

**THIS NOTICE DESCRIBES HOW MEDICAL INFORMATION ABOUT YOU MAY BE USED AND DISCLOSED AND HOW YOU CAN GET ACCESS TO THIS INFORMATION. PLEASE REVIEW IT CAREFULLY.**

- Law enforcement search warrant; or
- Coroner's request during investigations

**Disclosures Delta Makes With Your Authorization**

Delta will not use or disclose your PHI without your prior authorization if the law requires your authorization. You can later revoke that authorization in writing to stop any future use and disclosure. The authorization will be obtained from you by Delta or by a person requesting your PHI from Delta.

**Your Rights Regarding PHI**

**You have the right to request an inspection of and obtain a copy of your PHI.** You may access your PHI by contacting the appropriate Delta plan office from those listed below. You must include (1) your name, address, telephone number and identification number and (2) the PHI you are requesting. Delta may charge a reasonable fee for providing you copies of your PHI. Delta will only maintain that PHI that we obtain or utilize in providing your health care benefits. Most PHI, such as treatment records or X-rays, is returned by Delta to the dentist after we have completed our review of that information. You may need to contact your health care provider to obtain PHI that Delta does not possess.

You may not inspect or copy PHI compiled in reasonable anticipation of, or use in, a civil, criminal, or administrative action or proceeding, or PHI that is otherwise not subject to disclosure under federal or state law. In some circumstances, you may have a right to have this decision reviewed. Please contact the appropriate privacy office as noted below if you have questions about access to your PHI.

**You have the right to request a restriction of your PHI.** You have the right to ask that we limit how we use and disclose your PHI. We will consider your request but are not legally required to accept it. If we accept your request, we will put any limits in writing and abide by them except in emergency situations. You may not limit the uses and disclosures that we are legally required or allowed to make.

**You have the right to correct or update your PHI.** This means that you may request an amendment of PHI about you for as long as we maintain this information. In certain cases we may deny your request for an amendment. If we deny your request for amendment, you have the right to file a statement of disagreement with us and we may prepare a rebuttal to your statement and will provide you with a copy of any such rebuttal. If your PHI was sent to us by another, we may refer you to that person to amend your PHI. For example, we may refer you to your dentist to amend your treatment chart or to your employer, if applicable, to amend your enrollment information. Please contact the appropriate privacy office as noted below if you have questions about amending your PHI.

**You have the right to request or receive confidential communications from us by alternative means or at a different address.** We will agree to a reasonable request if you tell us that disclosure of your PHI could endanger you. You may be required to provide us with a

**THIS NOTICE DESCRIBES HOW MEDICAL INFORMATION ABOUT YOU MAY BE USED AND DISCLOSED AND HOW YOU CAN GET ACCESS TO THIS INFORMATION. PLEASE REVIEW IT CAREFULLY.**

statement of possible danger, a different address, another method of contact or information as to how payment will be handled. Please make this request in writing to the appropriate privacy office as noted below.

**You have the right to receive an accounting of certain disclosures we have made, if any, of your PHI.** This right does not apply to disclosures for purposes of treatment, payment, or health care operations or for information we disclosed after we received a valid authorization from you. Additionally, we do not need to account for disclosures made to you, to family members or friends involved in your care, or for notification purposes. We do not need to account for disclosures made for national security reasons or certain law enforcement purposes, disclosures made as part of a limited data set, incidental disclosures, or disclosures made prior to April 14, 2003. Please contact the appropriate privacy office as noted below if you would like to receive an accounting of disclosures or if you have questions about this right.

**You have the right to get this notice by E-Mail.** You have the right to get a copy of this notice by e-mail. Even if you have agreed to receive notice via e-mail, you also have the right to request a paper copy of this notice.

### **Compiants**

You may complain to us or to the U. S. Secretary of Health and Human Services if you believe that Delta has violated your privacy rights. You may file a complaint with us by notifying the appropriate privacy office as noted below. We will not retaliate against you for filing a complaint.

### **Contact**

You may contact the appropriate Privacy Department at the addresses and telephone numbers listed below for further information about the complaint process or any of the information contained in this notice.

Subscriber Services  
P.O. Box 7736  
San Francisco, CA. 91420  
**(877) 335-8273**

This notice is effective on and after April 14, 2003.

## GRIEVANCE PROVISION

Article 7 is **AMENDED** effective January 1, 2003 to replace Contractholder's grievance provision with the following new grievance provision. All other provisions of Article 7 shall remain unchanged.

If an Enrollee has any questions about the services received from a Delta Dentist, Delta recommends that he or she first discuss the matter with the Dentist. If he or she continues to have concerns, the Enrollee may call or write Delta. Delta will provide notifications if any dental services or claims are denied, in whole or part, stating the specific reason or reasons for denial. Any questions of ineligibility should first be handled directly between the Enrollee and the group. If an Enrollee has any question or complaint regarding the denial of dental services or claims, the policies, procedures and operations of Delta, or the quality of dental services performed by a Delta Dentist, he or she may call Delta toll-free at 1-800-765-6003, contact Delta on the Internet through e-mail: [cms@delta.org](mailto:cms@delta.org) or through the web site: [www.deltadentalca.org](http://www.deltadentalca.org) or write Delta at P. O. Box 7736, San Francisco, CA 94120, Attention: Customer and Member Service Department.

If an Enrollee's claim has been denied or modified, the Enrollee may file a request for review (a grievance) with Delta within 180 days after receipt of the denial or modification. If in writing, the correspondence must include the group name and number, the Primary Enrollee's name and social security number, the inquirer's telephone number and any additional information that would support the claim for benefits. The correspondence should also include a copy of the treatment form, Notice of Payment and any other relevant information. Upon request and free of charge, Delta will provide the Enrollee with copies of any pertinent documents that are relevant to the claim, a copy of any internal rule, guideline, protocol, and/or explanation of the scientific or clinical judgment if relied upon in denying or modifying the claim.

Delta's review will take into account all information, regardless of whether such information was submitted or considered initially. Certain cases may be referred to one of Delta's regional consultants, to a review committee of the dental society or to the state dental association for evaluation. Delta's review shall be conducted by a person who is neither the individual who made the original claim denial, nor the subordinate of such individual, and Delta will not give deference to the initial decision. If the review of a claim denial is based in whole or in part on a lack of medical necessity, experimental treatment, or a clinical judgment in applying the terms of the contract terms, Delta shall consult with a dentist who has appropriate training and experience. The identity of such dental consultant is available upon request.

**The following paragraph applies only to Delta Dental Plan of California Contracts regulated by the California Department of Managed Health Care:**

Delta will provide the Enrollee a written acknowledgement within 5 days of receipt of the request for review. Delta will make a written decision within 30 days of receipt, or inform the Enrollee of the pending status if more information or time is needed to resolve the matter. Delta will respond, within 3 days of receipt, to complaints involving severe pain and imminent and serious threat to a patient's health.

An Enrollee may file a complaint with the Department of Managed Health Care after he or she has completed Delta's grievance procedure or after he or she has been involved in Delta's grievance procedure for 30 days. An Enrollee may file a complaint with the Department immediately in an emergency situation, which is one involving severe pain and/or imminent and serious threat to the Enrollee's health.

The California Department of Managed Health Care is responsible for regulating health care service plans. If an enrollee has a grievance against Delta, the health plan, the enrollee should first telephone Delta at 1-800-765-6003 and use Delta's grievance process before contacting the department. Utilizing this grievance procedure does not prohibit any potential legal rights or remedies that may be available to an enrollee. If help is needed with a grievance involving an emergency, a grievance that has not been satisfactorily resolved by this health plan, or a grievance that has remained unresolved for more than 30 days, the enrollee may call the department for assistance. An enrollee may also be eligible for an Independent Medical Review (IMR)\*. If eligible for an IMR, the IMR process will provide an impartial review of medical decisions made by a health plan related to the medical necessity of a proposed service or treatment, coverage decisions for treatments that are experimental or investigational in nature and payment disputes for emergency or urgent medical services. The department also has a toll-free telephone number (1-888-HMO-2219) and a TDD line (1-877-688-9891) for the hearing and speech impaired. The department's Internet Web site <http://www.hmohelp.ca.gov> has complaint forms, IMR application forms and instructions online.

\* IMR has limited application to a dental program. A request for an IMR is made only if the dental claim concerns a life-threatening or seriously debilitating condition(s) and is denied or modified because it was deemed an experimental procedure.

**The following paragraph applies only to health plans subject to ERISA:**

Delta will provide the Enrollee a written acknowledgement within 5 days of receipt of the request for review. Delta will render a decision and respond to the Enrollee within 60 days of receipt of the request for review. Delta will respond, within 72 hours to grievances involving severe pain and imminent and serious threat to a patient's health (urgent care grievance).

If the group health plan is subject to the Employee Retirement Income Security Act of 1974 (ERISA), the Enrollee may contact the U.S. Department of Labor, Pension and Welfare Benefits Administration for further review of the claim or if the Enrollee has questions about the rights under ERISA. The Enrollee may also bring a civil action under section 502(a) of ERISA. The address of the U.S. Department of Labor is: U.S. Department of Labor, Pension and Welfare Benefits Administration 200 Constitution Avenue, N.W. Washington, D.C. 20210.

Employer: \_\_\_\_\_  
(print entity's name)

Delta Dental Group Number: \_\_\_\_\_

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Print Title: \_\_\_\_\_

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

Delta Dental Plan of California

Signature: Kenneth E. Bernardi

Print Name: Kenneth E. Bernardi

Print Title: Vice President, Underwriting & Actuarial Services

Date: February 14, 2003

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

**DATE:** March 28, 2003  
**TO:** Board of Directors  
**FROM:** Robyn Slater, Interim Human Resources Manager  
**SUBJECT: PRESENTATION OF EMPLOYEE LONGEVITY AWARDS**

## **I. RECOMMENDED ACTION**

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

## **II. SUMMARY OF ISSUES**

- None.

## **III. DISCUSSION**

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

## **IV. FINANCIAL CONSIDERATIONS**

None.

## **V. ATTACHMENTS**

**Attachment A:** Employee Recognition List

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT**  
**EMPLOYEE RECOGNITION**

**TEN YEAR**

Samuel Garcia, Mechanic III

**FIFTEEN YEARS**

None

**TWENTY YEARS**

None

**TWENTY-FIVE YEARS**

Henry Lee, Lead Mechanic (carried over from 2/28/03 Board Meeting)  
Jeffrey Northon, Bus Operator

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

**DATE:** March 28, 2003

**TO:** Board of Directors

**FROM:** Tom Stickel, Manager of Fleet Maintenance

**SUBJECT: CONSIDER AMENDING BROWN ARMSTRONG PAULDEN MCCOWN  
STARBUCK & KEETER ACCOUNTANCY CORPORATION  
CONTRACT**

## I. RECOMMENDED ACTION

**District staff is recommending that the Board of Directors authorize the General Manager to execute an amendment to the contract with Brown Armstrong Paulden McCown Starbuck & Keeter Accountancy Corporation to extend the term of the contract for one (1) additional year.**

## II. SUMMARY OF ISSUES

- The District has a contract (#00-13) with Brown Armstrong Paulden McCown Starbuck & Keeter Accountancy Corporation for financial audit and tax services.
- At the option of the District, this contract may be renewed for two (2) additional one-year terms under the same terms and conditions.
- Brown Armstrong Paulden McCown Starbuck & Keeter Accountancy Corporation has indicated that they are interested in extending the contract for second additional year.

## III. DISCUSSION

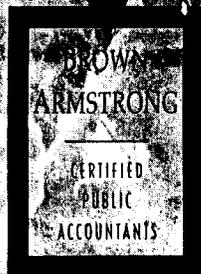
The District's current contract (#00-13) with Brown Armstrong Paulden McCown Starbuck & Keeter Accountancy Corporation (Contractor) for financial audit and tax services is due to expire on May 17, 2003. Contractor has provided good service under this contract. An extension of the contract would be advantageous to the District. Section 4.01 of the contract allows the District the option to renew the contract under the same terms and conditions for two (2) additional one-year terms. Contractor has also reviewed the contract and has indicated their desire to extend the contract. It is recommended that the Board of Directors authorize the General Manager to execute an amendment to the contract with Brown Armstrong Paulden McCown Starbuck & Keeter Accountancy Corporation to extend the contract one (1) additional year.

## IV. FINANCIAL CONSIDERATIONS

Funds are available in the Finance budget for this amendment.

**V. ATTACHMENTS**

- A- Letter from Brown Armstrong Paulden McCown Starbuck & Keeter Accountancy Corporation
- B- Contract Amendment



**BROWN ARMSTRONG  
PAULDEN McCOWN STARBUCK & KEETER  
CERTIFIED PUBLIC ACCOUNTANTS**

■ Main Office  
4200 Truxtun Ave., Suite 300  
Bakersfield, California 93309  
Tel: 661-324-4971 Fax: 661-324-4997  
e-mail: barrinfo@barrcpa.com  
■ Shafter Office  
560 Central Avenue  
Shafter, California 93263  
Tel: 661-746-2145 Fax: 661-746-1218

- Peter C. Brown, CPA
- Burton H. Armstrong, CPA, MST
- Andrew J Paulden, CPA
- Harvey J. McCown, CPA
- Steven R Starbuck, CPA
- Aileen K Keeter, CPA
- Chris M. Thornburgh, CPA
- Lynn R. Krause, CPA, MST
- Joan M. Anderson, CPA
- Bradley M. Hankins, CPA
- Eric H. Xin, CPA
- Melinda A. McDaniels, CPA
- Thomas M. Young, CPA
- Amanda H. Wilson, CPA
- Sharon Jones, CPA, MST
- Rebecca Thomas, CPA
- Rosalva Flores, CPA
- Bryan J. Lewis, CPA
- Debbie A. Rapp, CPA
- Julie A. Auviil, CPA
- Connie M. Perez, CPA

January 28, 2003

Attachment **A**

Lloyd Longnecker  
District Buyer  
Santa Cruz Metropolitan Transit District  
120 Du Bois Street  
Santa Cruz, California 95060

Dear Mr. Longnecker:

I have reviewed and considered an extension of the contract for the one-year period from May 18, 2003 through May 17, 2004 at the terms of reimbursement offered in my proposal. I wish to and agree to extend the contract with the Santa Cruz Metropolitan Transit District.

Please note that the legal name of our firm is Brown Armstrong Paulden McCown Starbuck & Keeter, Accountancy Corporation. Mr. Reyes left the firm on February 4, 2002, and as such, I am the engagement partner and the authorized representative of the firm to enter into this contract.

We look forward to working with Santa Cruz Metropolitan Transit District in the coming year and will contact Ms. Ross to discuss our work schedule in the near future.

Please call if you have any questions.

Sincerely,

**BROWN ARMSTRONG PAULDEN  
McCOWN STARBUCK & KEETER  
ACCOUNTANCY CORPORATION**

By: Steven R. Starbuck

SRS:lrn  
cc: Ms. Betsy Ross, Manager of Finance  
i:\174043\Contract Extension.doc

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
SECOND AMENDMENT TO PROFESSIONAL SERVICES CONTRACT FOR  
FINANCIAL AUDIT AND TAX SERVICES (00-13)**

This Second Amendment to Professional Services Contract for Financial Audit and Tax Services is made effective May 18, 2003 between the Santa Cruz Metropolitan Transit District, a political subdivision of the State of California (“District”) and BROWN ARMSTRONG PAULDEN MCCOWN STARBUCK & KEETER ACCOUNTANCY CORPORATION (“Contractor”).

**I. RECITALS**

1.1 District and Contractor entered into a Contract for Financial Audit and Tax Services (“Contract”) on May 18, 2001.

1.2 The purpose of this Second Amendment is to renew the one-year term and extend the agreement for a one-year period, pursuant to the provisions of paragraph 4 of the Contract, which allows for two additional one-year terms upon mutual written consent. This fully executed Amendment constitutes mutual written consent.

Therefore, District and Contractor amend the Contract as follows:

**II. SPECIFICATION CHANGES**

2.1 Paragraph 4.01 is amended to read as follows:

The term of this contract will be extended through May 17, 2004.

**III. COMPENSATION**

3.1 Contractor agrees to invoice the District for Financial Audit and Tax Services at the rates quoted for the second option year as provided in Contractor’s original proposal.

**IV. REMAINING TERMS AND CONDITIONS**

4.1 All other provisions of the Contract that are not affected by this amendment shall remain unchanged and in full force and effect.

**V. AUTHORITY**

5.1 Each party has full power to enter into and perform this Second Amendment to the Contract and the person signing this Second Amendment on behalf of each has been properly authorized and empowered to enter into it. Each party further acknowledges that it has read this Second Amendment to the Contract, understands it, and agrees to be bound by it.

SIGNATURES ON NEXT PAGE

Signed on \_\_\_\_\_

DISTRICT  
SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

\_\_\_\_\_  
Leslie R. White  
General Manager

CONTRACTOR  
BROWN ARMSTRONG PAULDEN MCCOWN STARBUCK & KEETER ACCOUNTANCY  
CORPORATION

By \_\_\_\_\_  
Steven R. Starbuck

Approved as to Form:

\_\_\_\_\_  
Margaret R. Gallagher  
District Counsel

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

**DATE:** March 28, 2003  
**TO:** Board of Directors  
**FROM:** Tom Stickel, Manager of Fleet Maintenance  
**SUBJECT: CONSIDER AMENDING CONTRACT WITH MISSION LINEN & UNIFORM SERVICE**

## I. RECOMMENDED ACTION

**District staff is recommending that the Board of Directors authorize the General Manager to execute an amendment to the contract with Mission Linen & Uniform Service to extend the term of the contract for one (1) additional year.**

## II. SUMMARY OF ISSUES

- The District has a contract (#99-19) with Mission Linen & Uniform Service for uniform and laundry service.
- At the option of the District, this contract may be renewed for four (4) additional one-year terms under the same terms and conditions.
- Mission Linen & Uniform Service has indicated that they are interested in extending the contract an additional year to April 20, 2004.

## III. DISCUSSION

The District's current contract (#99-19) with Mission Linen & Uniform Service for uniform and laundry service is due to expire on April 20, 2003. Mission Linen & Uniform Service has provided good service under this contract. An extension of the contract would be advantageous to the District. Section 3.02 of the contract allows the District the option to renew the contract under the same terms and conditions for four (4) additional one-year terms. Mission Linen & Uniform Service has also reviewed the contract and has indicated their desire to extend the contract. It is recommended that the Board of Directors authorize the General Manager to execute an amendment to the contract with Mission Linen & Uniform Service to extend the contract one (1) additional year.

## IV. FINANCIAL CONSIDERATIONS

Funds are available in the Fleet & Facilities Maintenance budgets for this amendment.

**V. ATTACHMENTS**

A-Letter from Mission Linen & Uniform Service

B- Contract Amendment

February 11, 2003

Lloyd Longnecker  
Santa Cruz Metropolitan Transit District  
120 Du Bois St.  
Santa Cruz, Ca 95060

Re: One-year extension (April 21, 2003 Through April 20, 2004)

Dear Mr. Longnecker,

Mission Linen Supply accepts your one-year contract extension, and we look forward to our continued partnership. Thanks for your business today, and all of our future business dealings. Please note that Dave Crider no longer works for Mission Linen Supply, and all future correspondence should be directed to myself.

Sincerely,



Troy Engelstad  
General Manager



**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
THIRD AMENDMENT TO CONTRACT NO. 99-19  
FOR UNIFORMS, FLAT GOODS, AND LAUNDRY SERVICES**

This third Amendment to Contract No. 99-19 for Uniforms, flat goods, and laundry services is made effective April 21, 2003 between the Santa Cruz Metropolitan Transit District, a political subdivision of the State of California ("District") and Mission Linen And Uniform Service ("Contractor").

**I. RECITALS**

- 1.1 District and Contractor entered into a Contract for Uniforms, flat goods, and laundry services ("Contract") on April 21, 2000.
- 1.2 The Contract allows for the extension upon mutual written consent.

Therefore, District and Contractor amend the Contract as follows:

**II. TERM**

- 2.1 Article 3.02 is amended to include the following language:

This Contract shall continue through April 20, 2004. This Contract may be mutually extended by agreement of both parties.

**III. REMAINING TERMS AND CONDITIONS**

- 3.1 All other provisions of the Contract that are not affected by this amendment shall remain unchanged and in full force and effect.

**IV. AUTHORITY**

- 4.1 Each party has full power to enter into and perform this third Amendment to the Contract and the person signing this third Amendment on behalf of each has been properly authorized and empowered to enter into it. Each party further acknowledges that it has read this third Amendment to the Contract, understands it, and agrees to be bound by it.

SIGNATURES ON NEXT PAGE

Signed on \_\_\_\_\_

DISTRICT  
SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

---

Leslie R. White  
General Manager

CONTRACTOR  
MISSION LINEN AND UNIFORM SERVICE

By \_\_\_\_\_  
Troy Engelstad  
General Manager

Approved as to Form:

---

Margaret R. Gallagher  
District Counsel

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

**DATE:** March 28, 2003  
**TO:** Board of Directors  
**FROM:** Tom Stickel, Manager of Fleet Maintenance  
**SUBJECT: CONSIDERATION OF AMENDING AWARD OF CONTRACT FOR FURNISHING BUS AIR, FUEL AND OIL FILTERS**

## I. RECOMMENDED ACTION

**District staff is recommending that the Board authorize the General Manager to execute an amendment to the contract with Vehicle Maintenance Program for the purchase of bus air, fuel and oil filters to extend the contract one additional year.**

## II. SUMMARY OF ISSUES

- At its August 15, 1997 board meeting, the Board of Directors authorized the District's participation in the Regional Transit Coordinating Council (RTCC) cooperative purchase agreements.
- The RTCC Procurement Committee released a bid for bus air, fuel and oil filters on January 16, 2001. The District is a participating transit agency in this bid.
- RTCC Contract No. 2001-RTCC-1 was awarded to Vehicle Maintenance Program for the purchase of bus air, fuel and oil filters.
- District staff recommends that the Board authorize the General Manager to extend the contract with Vehicle Maintenance Program for the purchase of bus air, fuel and oil filters in reference to the RTCC contract for one additional year.

## III. DISCUSSION

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

RTCC filter bid documents were prepared and mailed in January to prospective bidders. On February 27, 2001 eight bids were opened. Bids were evaluated and a recommendation was approved that the contract be awarded to Vehicle Maintenance Program.

On January 3, 2003, Golden Gate Bridge, Highway and Transit District (lead agency for this procurement contract) exercised an option to extend the RTCC contract one additional year at the same terms, conditions and prices. District staff recommends that the Board authorize the General Manager to execute an amendment to the contract with Vehicle Maintenance Program to extend the contract for one additional year.

**IV. FINANCIAL CONSIDERATIONS**

The necessary funds for the procurement of bus filters are contained within the Fleet Maintenance operating budget. Annual estimated budget for filters is \$18,000.

**V. ATTACHMENTS**

A – Letter from Golden Gate Bridge, Highway and Transit District

B – Amendment to Contract

Via Certified Mail & Facsimile (30 1-88 1-2345)



January 3, 2003

Penny M. Brooks, President  
Vehicle Maintenance Program, Inc.  
11744 Parklawn Drive  
Rockville, MD 20852

**Attachment A**

**SUBJECT: CONTRACT NO. 2001-RTCC-1, FURNISH BUS AIR, FUEL AND OIL FILTERS TO THE REGIONAL TRANSIT COORDINATING COUNCIL OF THE SAN FRANCISCO BAY AREA**

Dear Ms. Brooks:

This letter is to notify you that the Golden Gate Bridge, Highway and Transportation District is exercising its option to extend the above-referenced contract for the first of two one-year periods, from April 16, 2003, through April 15, 2004. In accordance with the provisions of the Contract, all terms, conditions, and prices set forth will remain the same.

We would also like to take this opportunity to thank you for your services.

Sincerely,

A handwritten signature in black ink that reads "Scott Blankenship". The signature is written in a cursive, flowing style.

Scott Blankenship  
Buyer

SB:YP:mr

c: Susan Chiaroni, Deputy General Manager, Bus Division  
Gene Walker, Maintenance Manager  
RTCC Committee  
H:\MAINTBID\Y\Letters\Contract Extension - Vehicle Maintenance.doc

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
FIRST AMENDMENT TO CONTRACT FOR BUS AIR, FUEL  
AND OIL FILTERS (2001-RTCC-01)**

This First Amendment to contract for bus air, fuel and oil filters is made effective April 10, 2003 between the SANTA CRUZ METROPOLITAN TRANSIT DISTRICT, a political subdivision of the State of California (“District”) and VEHICLE MAINTENANCE PROGRAM, INC. (“Contractor”).

**I. RECITALS**

1.1 District and Contractor entered into a Contract for bus air, fuel and oil filters on May 18, 2001.

1.2 The Contract allows for two additional one (1) year terms upon mutual written consent.

1.3 The purpose of this First Amendment is to renew the one-year term and extend the agreement for a one-year period, pursuant to the provisions of paragraph 3 of the Contract, which allows for two additional one-year terms upon mutual written consent. This fully executed Amendment constitutes mutual written consent.

Therefore, District and Contractor amend the Contract as follows:

**II. TERM**

2.1 Paragraph 3.02 is amended to include the following language:

This Contract shall continue through April 15, 2004. This Contract may be mutually extended by agreement of both parties.

**III. REMAINING TERMS AND CONDITIONS**

3.1 All other provisions of the Contract that are not affected by this amendment shall remain unchanged and in full force and effect.

**IV. AUTHORITY**

4.1 Each party has full power to enter into and perform this First Amendment to the Contract and the person signing this First Amendment on behalf of each has been properly authorized and empowered to enter into it. Each party further acknowledges that it has read this First Amendment to the Contract, understands it, and agrees to be bound by it.

SIGNATURES ON NEXT PAGE

Signed on \_\_\_\_\_

DISTRICT  
SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

---

Leslie R. White  
Secretary/General Manager

CONTRACTOR  
VEHICLE MAINTENANCE PROGRAM, INC.

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

Approved as to Form:

---

Margaret Rose Gallagher  
District Counsel

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

**DATE:** March 28, 2003  
**TO:** Board of Directors  
**FROM:** Tom Stickel, Manager of Fleet Maintenance  
**SUBJECT: CONSIDER AMENDING AMPAC BUILDING MAINTENANCE CONTRACT**

## I. RECOMMENDED ACTION

**District staff is recommending that the Board of Directors authorize the General Manager to execute an amendment to the contract with AMPAC Building Maintenance to extend the term of the contract for one (1) additional year and allow a cost of living increase equal to the annual percentage change of the Consumer Price Index (CPI).**

## II. SUMMARY OF ISSUES

- The District has a contract (#99-13) with AMPAC Building Maintenance for janitorial services at the Scotts Valley Transit Center.
- At the option of the District, this contract may be renewed for four (4) additional one-year terms.
- AMPAC Building Maintenance has indicated that they are interested in extending the contract an additional one-year period to April 30, 2004.

## III. DISCUSSION

The District's contract with AMPAC Building Maintenance for janitorial services at the Scotts Valley Transit Center is due to expire on April 30, 2003. AMPAC Building Maintenance has provided good service under this contract. An extension of the contract would be favorable to the District. Section 3.02 of the contract allows the District the option to renew the contract for four (4) additional one-year terms. AMPAC Building Maintenance has also reviewed the contract and has indicated their desire to extend the contract for one additional year with a cost of living increase to the monthly reimbursement rate equal to the annual percentage change of the CPI. It is recommended that the Board of Directors authorize the General Manager to execute an amendment to the contract with AMPAC Building Maintenance to extend the contract one (1) additional year and allow an increase of the reimbursement rate.

## IV. FINANCIAL CONSIDERATIONS

Funds are available in the Facilities Maintenance operating budget for this service.

**V. ATTACHMENTS**

A-Letter received from AMPAC Building Maintenance

B- Contract Amendment



**BUILDING  
MAINTENANCE**

A Full Service Janitorial Company P. O. Box 421 Monterey CA 93942 (408) 372-3728 Fax (408) 3733490

Santa Cruz Metropolitan  
Transit District  
120 Du Bois St.  
Santa Cruz, Ca. 95060

Lloyd Longnecker  
District Buyer

February 18, 2003  
Monterey, Ca. 93942

Mr. Longnecker,

# This letter comes in response to your letter dated February 13 regarding proposed third amendment to district contract 99-13 Janitorial services for the Scotts Valley transit center.

I wish to extend the contract from May?, 2003 to April 30, 2004. The contract would be the same as the prior, the only difference being the annual cost of living increase as per the year prior. This is at the discretion of the Transit District.

Sincerely,

Arnold Meltzer  
Owner  
Ampac Building Maintenance

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
THIRD AMENDMENT TO CONTRACT NO. 99-13  
FOR JANITORIAL SERVICES AT THE  
SCOTTS VALLEY TRANSIT CENTER**

This Third Amendment to Contract No. 99-13 for janitorial services at the Scotts Valley Transit Center is made effective May 1, 2003 between the Santa Cruz Metropolitan Transit District, a political subdivision of the State of California ("District") and AMPAC Building Maintenance ("Contractor").

**I. RECITALS**

- 1.1 District and Contractor entered into a Contract for janitorial services at the Scotts Valley Transit Center ("Contract") on May 1, 2000.
- 1.2 The Contract allows for the extension upon mutual written consent.
- 1.3 The Contract allows for a annual cost of living increase for services performed.

Therefore, District and Contractor amend the Contract as follows:

**II. TERM**

- 2.1 Article 3.02 is amended to include the following language:

This Contract shall continue through April 30, 2004. This Contract may be mutually extended by agreement of both parties.

**III. COMPENSATION**

- 3.1 Article 4.01 is amended to include the following language:

Effective May 1, 2003 through April 30, 2004 District agrees to increase the monthly compensation rate to Contractor for services provided to \$2,206.03 total per month.

**IV. REMAINING TERMS AND CONDITIONS**

- 4.1 All other provisions of the Contract that are not affected by this amendment shall remain unchanged and in full force and effect.

**V. AUTHORITY**

- 5.1 Each party has full power to enter into and perform this Third Amendment to the Contract and the person signing this Third Amendment on behalf of each has been properly authorized and

empowered to enter into it. Each party further acknowledges that it has read this Third Amendment to the Contract, understands it, and agrees to be bound by it.

SIGNATURES ON NEXT PAGE

Signed on \_\_\_\_\_

DISTRICT  
SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

\_\_\_\_\_  
Leslie R. White  
General Manager

CONTRACTOR  
AMPAC BUILDING MAINTENANCE

By \_\_\_\_\_  
Arnold Meltzer  
Owner

Approved as to Form:

\_\_\_\_\_  
Margaret R. Gallagher  
District Counsel

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

**DATE:** March 14, 2003

**TO:** Board of Directors

**FROM:** Tom Stickel, Manager of Fleet Maintenance

**SUBJECT: APPROVAL TO AMEND CONTRACT FOR CONSTRUCTION OF THE CNG FUEL STATION TO ADD ADDITIONAL CONSTRUCTION REQUIREMENTS**

## I. RECOMMENDED ACTION

**District staff is recommending that the Board of Directors authorize the General Manager to execute an amendment to the contract with Allsup Corporation to extend the contract and compensate contractor for additional work to be performed relating to the construction of the CNG fuel station at 1200 River Street, Santa Cruz.**

## II. SUMMARY OF ISSUES

- The District has a contract with Allsup Corporation for the construction of a CNG fuel station at the Operations Yard located at 1200 River Street.
- The District was informed of additional material and installation requirements from Pacific Bell to upgrade pull boxes and conduit on the telephone conduit system.
- An additional 20 amp, 480-volt circuit breaker was required to isolate the control panel for control power.
- District Staff requested for safety concerns that additional grounding of the fuel station be provided.
- District Staff requested for safety concerns that an alarm beacon be provided and installed on compressor #2.
- District Staff requested for safety concerns that an additional 46 linear feet of fencing and an additional gate be installed around the equipment enclosure.
- District Staff requested the installation of conduit and wire for a remote read-out of the gas meter by District and PG&E.
- Caltrans requires the removal and replacement of sidewalk, curb and gutter adjacent to the utility street crossing.
- It is requested that the Board authorize the General Manager to execute an amendment to the contract to extend the effective period of the contract and compensate the Contractor for these additional work requirements.

### **III. DISCUSSION**

On September 3, 2002, District entered into a contract with Allsup Corporation for the construction of CNG fueling station at the District's Operation Yard, 1200 River Street, Santa Cruz. Construction had been proceeding on schedule when a winter storm hit the Santa Cruz area and caused a two-week delay in construction. Further delays were encountered when a Pacific Bell inspector informed the District that the installed telephone monitoring system required upgrading of the pull-boxes and conduit in order to function properly. Approval for this additional work was given to the Contractor in order to keep construction schedule moving forward. Installation of a gas meter to the site was delayed approximately one week by PG & E who did not adhere to the installation schedule they had offered.

On the final walk through of the job, District staff provided to Contractor a list of additional work requirements for quotation that were not covered by the original contract specifications. Several safety items were needed such as the additional grounding of electrical components, installation of an alarm beacon on the number 2 compressor, and installation of an additional 46 linear feet of chain link fencing with a gate. District staff also requested the installation of conduit and wire for a remote wire read-out of the gas meter by District staff and PG&E. Caltrans engineers require the removal and replacement of sidewalk, curb and gutter adjacent to the area that was trenched for underground street crossing of utilities. Contractor provided a quotation to District in the amount of \$8,176.92 to perform all additional tasks.

District Staff requests that the Board of Directors authorize the General Manager to execute an amendment to the contract to extend the contract through April 30, 2003 and allow for an additional compensation of \$8,176.92 for additional labor and materials required to complete this project.

### **IV. FINANCIAL CONSIDERATIONS**

Additional funds are available from the repairs/maintenance supplies account 504409.

### **V. ATTACHMENTS**

A- Contract Amendment

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
FIRST AMENDMENT TO CONTRACT NO. 02-03  
FOR CONSTRUCTION OF A CNG FUEL STATION EQUIPMENT**

This First Amendment to Contract No. 02-03 for construction of a CNG fuel station is made effective March 14, 2003 between the Santa Cruz Metropolitan Transit District, a political subdivision of the State of California (“District”) and Allsup Corporation.(“Contractor”).

**I. RECITALS**

- 1.1 District and Contractor entered into a Contract for construction of a CNG fuel station (“Contract”) on September 3, 2002.
- 1.2 The District requires upgrading of pull boxes and conduit on the telephone conduit system.
- 1.3 The District requires an additional 20 amp, 480-volt circuit breaker to isolate the control panel for control power.
- 1.4 The District requires that additional grounding of the fuel station be provided.
- 1.5 The District requires that an alarm beacon be provided and installed on compressor #2.
- 1.6 The District requires that an additional 46 linear feet of fencing and an additional gate be installed around the equipment enclosure.
- 1.7 The District requires the installation of conduit and wire for a remote read-out of the gas meter by District and PG&E.
- 1.8 The District requires the removal and replacement of sidewalk, curb and gutter adjacent to the utility street crossing.

Therefore, District and Contractor amend the Contract as follows:

**II. ADDITIONAL WORK REQUIREMENTS**

- 2.1 District amends the Contract to add the work requirements as listed above.

**III. REIMBURSEMENT FOR ADDITIONAL WORK**

- 3.1 District requests Contractor to perform additional work to the contract as listed above. District agrees to compensate Contractor \$8,176.92 for this additional work. The new total contract amount shall not exceed \$211,426.92.

**IV. REMAINING TERMS AND CONDITIONS**

- 4.1 All other provisions of the Contract that are not affected by this amendment shall remain unchanged and in full force and effect.

**V. AUTHORITY**

5.1 Each party has full power to enter into and perform this First Amendment to the Contract and the person signing this First Amendment on behalf of each has been properly authorized and empowered to enter into it. Each party further acknowledges that it has read this First Amendment to the Contract, understands it, and agrees to be bound by it.

Signed on \_\_\_\_\_

DISTRICT  
SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

\_\_\_\_\_  
Leslie R. White  
General Manager

CONTRACTOR  
ALLSUP CORPORATION

By \_\_\_\_\_

Approved as to Form:

\_\_\_\_\_  
Margaret R. Gallagher  
District Counsel

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

**DATE:** March 28, 2003  
**TO:** Board of Directors  
**FROM:** Tom Stickel, Manager of Fleet Maintenance  
**SUBJECT: CONSIDER AMENDING CONTRACT WITH GFI GENFARE**

## I. RECOMMENDED ACTION

**District staff is recommending that the Board of Directors authorize the General Manager to execute an amendment to the contract with GFI Genfare to purchase an additional four (4) fareboxes with accessories.**

## II. SUMMARY OF ISSUES

- The District has a contract (#00-06) with GFI Genfare for a complete revenue collection system.
- The contract allows the District the option to purchase up to 75 additional fareboxes for a period of three (3) years after the effective date of the contract, at pre-designated prices.
- The District requests the procurement of four (4) additional fareboxes with accessories for the new high floor suburban buses currently in production at Orion Bus Industries.

## III. DISCUSSION

The District's current contract (#00-06) with GFI Genfare for a complete revenue collection system allows the District the option to purchase up to 75 additional fareboxes for a period of three (3) years after the effective date of the contract, at pre-designated prices. The District will need an additional four (4) each GFI Genfare CENTSaBILL electronic registering fareboxes with accessories in order to have enough fareboxes when the eleven high floor suburban buses are delivered by Orion Bus Industries in June of this year. It is recommended that the Board of Directors authorize the General Manager to execute an amendment to the contract with GFI Genfare to purchase four (4) additional fareboxes with accessories.

## IV. FINANCIAL CONSIDERATIONS

Funding for this procurement is available from a combination of Grants and the Fleet Maintenance operating budget.

**V. ATTACHMENTS**

**Attachment A:** Contract Amendment

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
THIRD AMENDMENT TO CONTRACT NO. 00-06  
FOR PROCUREMENT OF A COMPLETE REVENUE  
COLLECTION SYSTEM FOR A SINGLE SERVICE LOCATION**

This Third Amendment to Contract No. 00-06 for procurement of a complete revenue collection system for a single service location is made effective March 31, 2003 between the Santa Cruz Metropolitan Transit District, a political subdivision of the State of California (“District”) and GFI Genfare (“Contractor”).

**I. RECITALS**

- 1.1 District and Contractor entered into a Contract for the procurement of a complete revenue collection system for a single service location on October 31, 2000.
- 1.2 District has the option to purchase up to 75 additional fareboxes within a period of three (3) years after the effective date of the contract.
- 1.3 District desires to purchase four (4) additional fareboxes with accessories.

Therefore, District and Contractor amend the Contract as follows:

**II. COMPENSATION**

- 2.1 For the receipt of four (4) each GFI Genfare CENTSaBILL electronic registering fareboxes with accessories as described in attachment A, District will compensate Contractor an amount not to exceed \$30,916.80 including tax and shipping.

**III. REMAINING TERMS AND CONDITIONS**

- 3.1 All other provisions of the Contract that are not affected by this amendment shall remain unchanged and in full force and effect.

**IV. AUTHORITY**

- 4.1 Each party has full power to enter into and perform this Third Amendment to the Contract and the person signing this Third Amendment on behalf of each has been properly authorized and empowered to enter into it. Each party further acknowledges that it has read this Third Amendment to the Contract, understands it, and agrees to be bound by it.

SIGNATURES ON NEXT PAGE

Signed on \_\_\_\_\_

DISTRICT - SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

\_\_\_\_\_  
Leslie R. White  
Secretary/General Manager

CONTRACTOR - GFI GENFARE

By \_\_\_\_\_  
Kim R. Green  
Vice President Sales and Marketing

Approved as to Form:

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

ATTACHMENT A

ADDITIONAL EQUIPMENT REQUIREMENTS

ITEM	QTY	DESCRIPTION	UNIT PRICE	EXTENDED
1	4	CENTSABILL ELECTRONIC REGISTERING FAREBOX WITH ONE CASHBOX AND ROUTE/RUN SEGMENTER. (FLOOR MOUNT, 36" MODEL)	\$ 4,900.00	\$ 19,600.00
2	2	REMOTE KEYPAD (WITH ORIGINAL PURCHASE - INCLUDES DELETION OF CAB KEYPAD AND DISPLAY)	\$ 1,125.00	\$ 2,250.00
3	4	ELECTRONIC LOCK INSTALLED IN CAB	\$ 310.00	\$ 1,240.00
4	4	CASHBOX ID INSTALLED IN CAB	\$ 185.00	\$ 740.00
5	4	3 DIGIT PASSENGER DISPLAY	\$ 445.00	\$ 1,780.00
6	4	MAGNETIC CARD READER	\$ 650.00	\$ 2,600.00
		SUBTOTAL		\$ 28,210.00
		SALES TAX AT 8%		\$ 2,256.80
		FREIGHT CHARGES		\$ 450.00
		<b>TOTAL</b>		<b>\$ 30,916.80</b>

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

**DATE:** March 14, 2003  
**TO:** Board of Directors  
**FROM:** Mark Dorfman, Assistant General Manager  
**SUBJECT: PUBLIC HEARING TO RECEIVE INPUT REGARDING ALTERNATIVE SUGGESTIONS TO PROPOSED SERVICE CUTS**

## I. RECOMMENDED ACTION

**The purpose of this report is to have a public hearing to comply with CEQA requirements as they relate to the Proposed Service Cuts.**

## II. SUMMARY OF ISSUES

- This is a Public Hearing to solicit alternative suggestions from the public to cutting service.
- In the FY 2003/04 budget year, METRO has a projected \$2.4 million deficit.
- Part of the balancing actions call for a service reduction in the amount of \$350,000.
- No action on the service cuts is required at this time. The Board will get the opportunity to consider input and make a decision at the April 25, 2003 Board Meeting.
- Also at that time a finding of a fiscal emergency will be required.

## III. DISCUSSION

CEQA requirements require that a Public Hearing be held to implement budget reductions made by a publicly owned transit agency as a result of a fiscal emergency caused by the failure of agency revenues to adequately fund agency programs and facilities. As a result of this requirement, a Public Hearing has been scheduled to solicit public input regarding alternative suggestions to the proposed service cuts. This is the time for the public to provide alternative suggestions to making these proposed service cuts.

This hearing is in addition to the Public Meetings that are scheduled throughout the District to get public input on the service cuts. The schedule for these meetings is as follows:

March 11, 2003	4:00 pm & 6:30 pm	Watsonville City Hall
March 17, 2003	4:00 pm & 6:30 pm	Ben Lomond Fire Station
March 19, 2003	4:00 pm & 6:30 pm	Via Pacifica, Aptos
March 21, 2003	4:00 pm & 6:30 pm	Santa Cruz City Hall

At these Public Meetings, the public will have an opportunity to learn more about the proposed service cuts and to provide input to staff regarding these proposals. All information will be provided to the Board of Directors for their consideration at the April 25, 2003 Board Meeting.

In order for the public to understand the proposal, the following information is provided as background. In June of 2002 METRO reduced service by approximately 7%. Most of the reductions were for under-performing trips on routes, enabling METRO to keep its current route structure intact. Further declining sales tax and passenger fare revenues are resulting in a projected budget deficit of \$2.4 million for FY 2003/04. A service reduction of \$350,000 is required to balance the budget for fiscal year 2003/04. Through ridership research using farebox data and on-board transit surveys, staff has determined that the "under-performing trip" approach will be insufficient to garner the necessary \$350,000 savings in service. The bulk of this reduction consists of significant cuts in the Highway 17 service, and three route consolidation projects. The proposal is as follows:

#### **Consolidate Route 4 and Route 8.**

In 1997 Route 8 was created for two purposes: to serve the Emeline Complex twice an hour and to provide service to the Branciforte/Prospect Heights area that had been served by the eliminated Route 5. Under this proposal, this new route would serve the Harvey West area first for the first three trips in the morning, continuing the direct service that workers from the Harvey West area have enjoyed for years. The bus would then serve the Homeless Shelter and continue onto the Emeline Complex and then back to the Metro Center. Beginning at 9:45am the routing would be reversed serving Emeline first, then Harvey West, again allowing workers to continue direct service to downtown Santa Cruz.

The Branciforte/Prospect Heights area still suffers from low ridership. Service to this area will be reduced to 4 trips per day served by an enhanced Route 9. Service to the Stroke Center will be discontinued.

#### **Mid-County Realignment**

In June of 2002, service was reduced in Capitola and in the Seascap/La Selva area due to low ridership. Although there will be no reduction in service to the City of Capitola, there will be another slight reduction in the Seascap/La Selva area, including a re-organization of service. The Route 55 will run all day, complimented by Route 54 at the beginning (weekdays only) and end of the day (weekdays and weekends). A new Route 56 will be added. This express route will operate from Cabrillo to the Seascap/La Selva area via Highway 1 and Clubhouse, returning to Cabrillo in about 35 minutes. There, customers will have to transfer to another bus if they wish to continue to Capitola Mall or Santa Cruz. This bus will run weekdays and weekends at 8:45 A.M., 10:45 A.M., 12:45 P.M. and 2:45 P.M.

***Routes 60 & 63 have had low ridership for years and would be eliminated under this proposal.***

To provide some reduced service from Capitola Mall to Dominican Hospital and the Pleasant Care facility, there will be a new Route 53 running alternate hours with the Route 52. For the first time residents in the City of Capitola will have direct service to Dominican Hospital and other medical facilities in that area. Service to the Santa Cruz Gardens would be eliminated under this proposal.

**Santa Cruz Westside Weekend Service**

Weekend ridership on Routes 3A and 3B has been low for some time. The proposal is to combine these routes into one route on **weekends only**. This route will still serve lower Westside destinations such as Garfield Park Village, Safeway, De Anza Mobile Home Park and Natural Bridges State Park.

**Highway 17 Service**

Currently Highway 17 service runs four times an hour to San Jose in the morning peak and three to four times an hour to Santa Cruz in the afternoon peak. Service would be reduced to three times an hour peak service and mid-day service (currently running hourly in each direction) would be cut in half.

The remaining reductions are under performing trips of routes, or trips where service options are available to METRO riders.

**IV. FINANCIAL CONSIDERATIONS**

These proposed service reductions will save an estimated \$350,000 annually.

**V. ATTACHMENTS**

**Attachment A:** Weekday Proposed Service Reductions

**Attachment B:** Weekend Proposed Service Reductions

# ATTACHMENT A

## WEEKDAY PROPOSED SERVICE REDUCTIONS

<b>Weekdays</b>	<b>Description</b>	<b>Daily Hours</b>	<b>Annual Hours</b>
<b>4</b>	Add time for all trips	-3.00	-762.00
<b>7</b>	Delete 6:20 pm trip	0.25	63.50
<b>8</b>	Eliminate route	9.10	2,311.40
<b>9</b>	Add 4 trips-eliminate Stroke Center loop	-1.47	-373.38
<b>16</b>	Delete 12:15 am trip	0.58	147.32
<b>HWY 17</b>	<b>Outbound from Santa Cruz to San Jose</b>		
	Delete 6:25 am trip	1.08	274.32
	Delete 7:10 am trip	1.16	294.64
	Delete 10:00 am trip from Scotts Valley	0.83	210.82
	Delete 11:00 am trip	0.83	210.82
	Delete 1:00 pm trip	0.83	210.82
<b>HWY 17</b>	<b>Inbound from San Jose to Santa Cruz</b>		
	Delete 10:00 am trip	0.83	210.82
	Delete 12:00 pm trip	0.83	210.82
	Delete 4:40 pm trip	1.33	337.82
	Eliminate service on two holidays		129.60
<b>22</b>	Add 5:00 pm trip	-0.66	-121.44
<b>32</b>	Add 4:55 pm trip	-1.00	-254.00
<b>33</b>	Cut 6:45 am trip to operate ST only	0.48	35.52
	Cut 2:15 pm trip to operate ST only	0.55	40.70
	Cut 2:49 pm trip to operate ST only	0.61	45.14
	Cut 6:40 pm trip	0.61	154.94
<b>34</b>	Cut 7:14 am trip to operate ST only	1.43	105.82
	Cut 2:10 pm trip to operate ST only	1.43	105.82
	Cut 2:41 am trip to operate ST only	1.43	105.82
	Cut 6:10 pm trip	0.48	121.92
<b>35A</b>	<b>Outbound from Santa Cruz to Boulder Creek</b>		
	Add 7:00 pm trip	-1.16	-85.84
<b>35</b>	<b>Inbound from Boulder Creek to Santa Cruz</b>		
	Cut 6:48 am inbound trip to ST only	0.86	63.64
<b>36</b>	<b>Inbound from Boulder Creek to Santa Cruz</b>		
	Delete 7:00 am trip	0.58	147.32

<b>Weekdays</b>	<b>Description</b>	<b>Daily Hours</b>	<b>Annual Hours</b>
	Delete 8:00 am trip	0.58	147.32
<b>36</b>	<b>Outbound from Santa Cruz to Boulder Creek</b>		
	Delete 5:45 pm trip	0.58	147.32
	Delete 7:00 pm trip	0.58	147.32
<b>52</b>	Delete 9:50 am trip	0.58	147.32
	Delete 11:50 am trip	0.58	147.32
	Delete 1:50 pm trip	0.58	147.32
	Delete 3:50 pm trip	0.58	147.32
	Delete 5:50 pm trip	0.58	147.32
<b>53</b>	Add 7 trips	-5.25	-1,333.50
<b>54</b>	Delete 8:30 am trip	1.41	358.14
	Delete 10:30 am trip	1.41	358.14
	Delete 12:30 pm trip	1.41	358.14
	Delete 2:30 pm trip	1.41	358.14
	Delete 4:30 pm trip	1.41	358.14
<b>55</b>	Add 5 trips	-4.55	-1,155.70
<b>56</b>	Add 4 trips	-3.32	-843.28
<b>58</b>	Delete 2:37 pm trip	0.28	71.12
<b>60</b>	Eliminate route	1.23	312.42
<b>63</b>	Eliminate route	6.16	1,564.64
<b>69</b>	<b>Outbound from Santa Cruz to Capitola</b>		
	Delete 6:17 am outbound trip	0.38	96.52
	Delete 6:52 am outbound trip	0.38	96.52
	Delete 7:22 am outbound trip	0.38	96.52
<b>69</b>	<b>Inbound from Capitola to Santa Cruz</b>		
	Delete 6:40 am inbound trip	0.25	63.50
	Delete 8:30 am inbound trip	0.35	88.90
<b>71</b>	<b>Inbound from Watsonville to Santa Cruz</b>		
	Delete 8:25 am inbound trip.	1.25	317.50
<b>91</b>	<b>Outbound from Santa Cruz to Watsonville</b>		
	Delete outbound 2:30 pm trip	0.75	190.50
	Delete 5:05 pm trip	0.41	104.14
	Delete outbound 5:30 pm trip	0.70	177.80
<b>91</b>	<b>Inbound from Watsonville to Santa Cruz</b>		
	Delete UC loop on inbound 6:50 am trip	0.53	134.62
	<b>TOTAL WEEKDAY REDUCTIONS</b>	<b>27.56</b>	<b>6,472.24</b>

## ATTACHMENT B

### WEEKEND PROPOSED SERVICE REDUCTIONS

Weekends	Description	Daily Hours	Annual Hours
<b>3A</b>	Eliminate weekend route	5.94	617.76
<b>3B</b>	Eliminate weekend route	7.92	823.68
<b>3C</b>	Add 12 trips.	-9.00	-936.00
<b>7</b>	Eliminate weekend route	1.80	187.20
<b>16</b>	Delete 12:00 am trip	0.58	60.32
<b>19</b>	Delete 7:40 am trip	0.66	68.64
<b>42</b>	Delete 5:50 am trip	1.28	133.12
<b>52</b>	Add 10 trips	-5.80	-603.20
<b>54</b>	Delete 8:30 am trip	1.41	146.64
	Delete 10:30 am trip	1.41	146.64
	Delete 12:30 pm trip	1.41	146.64
	Delete 2:30 pm trip	1.41	146.64
	Delete 4:30 pm trip	1.41	146.64
<b>55</b>	Add 5 trips	-4.55	-473.20
<b>56</b>	Add 4 trips	-3.32	-345.28
<b>59</b>	Eliminate route	4.10	426.40
<b>60</b>	Eliminate route	1.23	127.92
<b>65</b>	<b>Outbound from Santa Cruz to Capitola</b>		
	Delete 8:40 am outbound trip	0.51	53.04
	<b>Weekend Total</b>	<b>6.38</b>	<b>663.52</b>

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

**DATE:** March 28, 2003

**TO:** Board of Directors

**FROM:** Leslie R. White, General Manager

**SUBJECT: CONSIDERATION OF AUTHORIZING STAFF TO ENTER INTO NEGOTIATIONS FOR THE PURCHASE OF PROPERTY OWNED BY SURF CITY PRODUCE AND THE TOOL SHED**

## I. RECOMMENDED ACTION

**That the Board of Directors Authorize the General Manager to commence negotiations with the owners of the Surf City Produce and Tool Shed properties for the purpose of acquiring land necessary for the Metrobase Project.**

## II. SUMMARY OF ISSUES

- On April 19, 2002 the Board of Directors adopted the Harvey West Cluster Option 1 as the Preferred Alternative for the Metrobase Project.
- The property currently owned by METRO is not sufficient to meet the space requirements of the Harvey West Cluster Option 1.
- The Harvey West Cluster Option 1 Site Plan used for the Environmental Impact Report identifies the inclusion of the Surf City Produce and Tool Shed properties as a part of the project.
- With the February 28, 2003 adoption and certification of the Environmental Impact Report and approval of the project staff recommends that negotiations with the Surf City and Tool Shed property owners commence.

## III. DISCUSSION

On February 28, 2003 the Board of Directors adopted and certified the EIR for the Harvey West Cluster Option 1 as the site for the Metrobase Operating Facility. The Board also approved the Project based upon the Certified EIR.

In order to implement the Metrobase Project it will be necessary to acquire the property owned by Surf City Produce and the property owned by the Tool Shed. METRO currently contracts with Santa Cruz County for real estate acquisition services. In order to have the authority to effectively negotiate to acquire the referenced property the City will need to give its consent for METRO to use its Eminent Domain power should it becomes necessary.

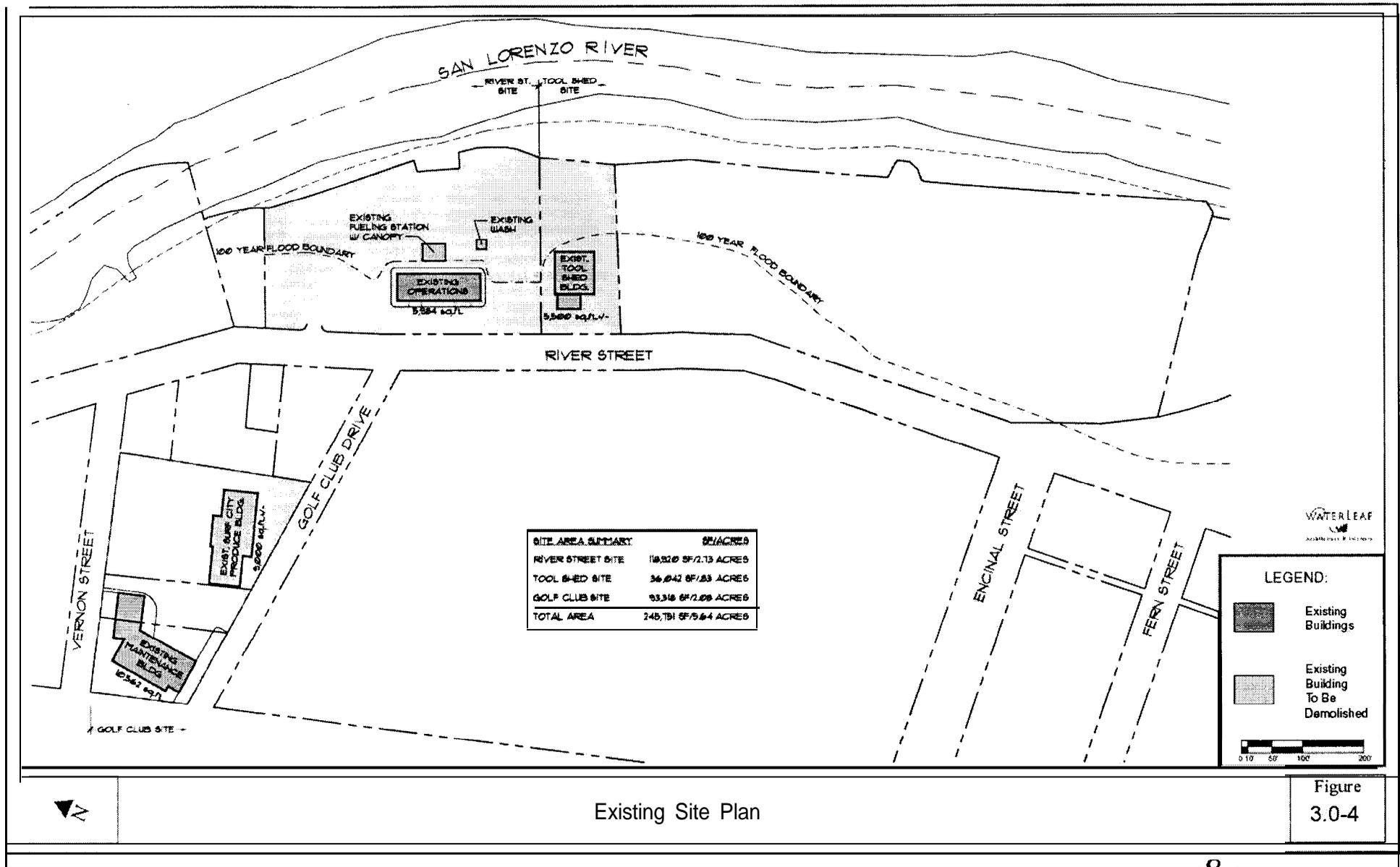
I am recommending that the Board of Directors authorize the establishment of a Property Acquisition Negotiating Team using the services of Santa Cruz County and METRO staff. I am also recommending that the Chair of the Board be authorized to transmit a letter to the City Council of Santa Cruz requesting consent for METRO to use its power of Eminent Domain to acquire the Surf City and Tool Shed properties should that become necessary.

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

Fund needed for property acquisition for the Metrobase Project are available in the project budget.

#### **V. ATTACHMENTS**

**Attachment A:** Site Map---Harvey West Cluster Option 1



DENISE DUFFY & ASSOCIATES, INC.

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

**DATE:** March 28, 2003

**TO:** Board of Directors

**FROM:** Leslie R. White, General Manager

**SUBJECT: CONSIDERATION OF AUTHORIZING THE GENERAL MANAGER TO SIGN AND TRANSMIT A NOTICE OF CONTRACT TERMINATION TO WATERLEAF INTERIORS INC. FOR DESIGN SERVICES FOR THE METROBASE PROJECT**

## I. RECOMMENDED ACTION

**That the Board of Directors authorize the General Manager to transmit a letter to Waterleaf Interiors Inc. terminating the contract for design services for the Metrobase Project.**

## II. SUMMARY OF ISSUES

- On December 3, 1999 METRO entered into a contract with Waterleaf Interiors Inc. for design services for the Metrobase Project.
- The project that Waterleaf proposed on was a consolidated facility on the Lipton Property on the Westside of Santa Cruz with capacity to serve a fleet of 175 buses.
- Subsequent events and decisions have dramatically altered the facility project to become a clustered set of facilities serving a fleet of 98 buses.
- Staff recommends that, given the change in scope, it is prudent to terminate the existing contract with Waterleaf Interiors Inc. and solicit new proposals.
- Staff recommends that the Letter of Termination be issued without causing prejudice to the ability of Waterleaf Interiors Inc. to submit a proposal on the Metrobase Project as current configured if they so chose.

## III. DISCUSSION

On December 3, 1999, METRO executed a contract with Waterleaf Interiors Inc. for design and engineering services for the Metrobase Project. Included in the scope of services was the development of the necessary environmental documents for the project. The scope of services was developed on the basis of a project that would produce a consolidated facility on the Westside of Santa Cruz on the Lipton Property site. The proposal submitted by Waterleaf Interiors Inc. was based upon the Westside site. The Consolidated Operating Facility Project would have resulted in a facility that would have supported all the functions for a 175 bus fleet. The facility would have also have been retrofittable for the support facilities necessary for the support of passenger rail operations. The presence of a major natural gas trunk line at the edge of

the Lipton Property would have allowed the expeditious implementation of CNG facilities and bus operations.

As a result of opposition from Westside Santa Cruz residents METRO discarded the Lipton Site and identified a site comprised of properties owned by Hinshaw, Goodwill, and Pinn (Harvey West A) as the preferred alternative. The Harvey West A site encountered strong local opposition led by Goodwill Industries and the Harvey West Area Association. A Financial Feasibility and Impact Report (FFIR) found that the Harvey West A site would cost approximately \$69 million to develop. The high cost combined with the local opposition resulted in the Harvey West A site being discarded as the Preferred Alternative.

The current project before the Board of Directors envisions developing the existing facilities at River Street and Golf Club Drive into a downsized cluster operation which will partially support a fleet of 98 buses. The administration, facility maintenance, and certain fleet functions will not be accommodated in the current plan. However the critical functions necessary to implement CNG operation will be accommodated. Therefore the ability of METRO to continue to operate as a viable service will be preserved.

The fact that the project has been completely revised has caused some difficulties with regard to the services anticipated to be provided by Waterleaf Interiors Inc. The Metrobase Project is now a "reuse and enhancement" endeavor rather than a "green field" construction activity. The change in project scope and the completion of the EIR provides a logical break point where it is possible to make changes. I am recommending that the Board of Directors use this point in the project schedule to rescope the design and engineering component. I am also recommending that the current contract with Waterleaf Interiors Inc. be terminated without prejudicing their ability to submit a proposal on the revised scope of work.

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

Funds are available for design and engineering services in the Metrobase Project Budget.

#### **V. ATTACHMENTS**

**Attachment A:** Excerpts from the METRO/Waterleaf Contract.

I. GENERAL PROVISIONS

1.01 Governing Law & Compliance with All Laws

This Contract is governed by and construed in accordance with the laws of California. Each party will perform its obligations hereunder in accordance with all applicable Federal, California and local Santa Cruz City and County laws, rules, and regulations now or hereafter in effect.

1.02 Right to Modify Contract

District may extend the term of this Contract, expand the Scope of Work, or otherwise amend the Contract. Any such extension, expansion or amendment shall be effective only upon written agreement of the parties in accordance with Section 13.14.

2. TERMINATION

2.01 Termination for Convenience

2.01.01 The performance of Work under this Contract may be terminated by the District upon fifteen (15) days' notice at any time without cause for any reason in whole or in part, whenever the District determines that such termination is in the District's best interest

2.01.02 Upon receipt of a notice of termination, and except as otherwise directed by the District, the Contractor shall: (1) stop work under the Contract on the date and to the extent specified in the notice of termination; (2) place no further orders or subcontracts for materials, services, or facilities, except as may be necessary for completion of such portion of the Work under the Contract that is not terminated; (3) terminate all orders and subcontracts to the extent that they relate to the performance of work terminated by the notice of termination; (4) assign to the District in the manner, at the time, and to the extent directed by the District all of the rights, title, and interest of the Contractor under the orders and subcontracts so terminated, in which case the District shall have the right, at its discretion, to settle or pay any or all claims arising out of the termination of such orders and subcontracts; (5) settle all outstanding liabilities and claims arising out of such termination or orders and subcontracts, with the approval or ratification of the District, to the extent the District may require, which approval or ratification shall be final for all the purposes of this clause; (6) transfer title to the District and deliver in the manner, at the time, and to the extent, if any, directed by District the fabricated or unfabricated parts, work in progress, completed work, supplies and other material produced as a part of, or acquired in connection with the

PART IV  
AMENDED GENERAL CONDITIONS TO THE CONTRACT  
October 15, 1999

performance of, the work terminated and the completed or partially completed plans, drawing, information and other property which, if the Contract had been completed, would have been required to be furnished to the District; (7) use its best efforts to sell, in the manner, at the time, to the extent, and at the price(s) directed or authorized by the District, any property of the types referred to above provided, however, that the Contract shall not be required to extend credit to any purchaser, and may acquire any such property under the conditions prescribed by and at a price(s) approved by the District, and provided further, that the proceeds of any such transfer or disposition shall be applied in reduction of any payments to be made to the District to the Contractor under this Contract or shall otherwise be credited to the price or cost of the Work covered by this Contract or paid in such other manner as the District may direct; (8) complete performance of such part of the Work as shall not have been terminated by the notice of termination; and (9) take such action as may be necessary, or as the District may direct, for the protection or preservation of the property related to this Contract which is in the possession of the Contractor and in which the District has or may acquire an interest.

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

**DATE:** March 28, 2003

**TO:** Board of Directors

**FROM:** Leslie R. White, General Manager

**SUBJECT: CONSIDERATION OF AUTHORIZING THE GENERAL MANAGER TO ISSUE A REQUEST FOR PROPOSALS FOR DESIGN SERVICES FOR THE METROBASE PROJECT.**

## I. RECOMMENDED ACTION

**That the Board of Directors authorize the General Manager to issue a Request For Proposals for design services for the Metrobase Project.**

## II. SUMMARY OF ISSUES

- On December 3, 1999 the Board of Directors entered into a contract with Waterleaf Interiors Inc. for design services for the Metrobase Project.
- On February 28, 2003 the Board of Directors authorized the General Manager to take the actions necessary to terminate contract with Waterleaf Interiors Inc.
- The next phase of the Metrobase Project will require the development of construction specifications.
- In order to move forward quickly staff recommends that the Board of Directors authorize the General Manager to issue a Request for Proposals for Architectural/Engineering Services for the Final Engineering and Construction Phase of the Project.

## III. DISCUSSION

On December 3, 1999 METRO executed a contract with Waterleaf Interiors Inc. for design and engineering service for the Metrobase Project. Included in the scope of services was the development of the necessary environmental documents for the project. The scope of services was developed on the basis of a project that would produce a consolidated facility on the Westside of Santa Cruz on the Lipton Property site. The proposal submitted by Waterleaf Interiors Inc. was based upon the Westside site. The Consolidated Operating Facility Project would have resulted in a facility that would have supported all the functions for a 175 bus fleet. The facility would have also have been retrofittable for the support facilities necessary for the support of passenger rail operations. The presence of a major natural gas trunk line at the edge of the Lipton Property would have allowed the expeditious implementation of CNG facilities and bus operations.

As a result of opposition from Westside Santa Cruz residents METRO discarded the Lipton Site and identified a site comprised of properties owned by Hinshaw, Goodwill, and Pinn (Harvey West A) as the preferred alternative. The Harvey West A site encountered strong local opposition led by Goodwill Industries and the Harvey West Area Association. A Financial Feasibility and Impact Report (FFIR) found that the Harvey West A site would cost approximately \$69 million to develop. The high cost combined with the local opposition resulted in the Harvey West A site being discarded as the Preferred Alternative.

The current project before the Board of Directors envisions developing the existing facilities at River Street and Golf Club Drive into a downsized cluster operation which will partially support a fleet of 98 buses. The administration, facility maintenance, and certain fleet functions will not be accommodated in the current plan. However the critical functions necessary to implement CNG operation will be accommodated. Therefore the ability of METRO to continue to operate as a viable service will be preserved.

In order to develop final design documents and construction specifications I am recommending that a Request for Proposals be issued based upon a revised Scope of Services. I am also recommending that the Scope of Services request the identification of construction segments that will expedite the implementation of CNG operations while preserving the ability of METRO to operate during the construction period. Additionally I am recommending that METRO use an abbreviated solicitation process to expedite the development of the necessary plans.

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

Funds are available in the Metrobase Project budget to support the cost of final design and engineering services.

#### **V. ATTACHMENTS**

**None**

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

**DATE:** March 14, 2003  
**TO:** Board of Directors  
**FROM:** Elisabeth Ross, Finance Manager  
**SUBJECT: APPROVAL OF RENEWAL OF EMPLOYMENT PRACTICES  
LIABILITY INSURANCE**

## I. RECOMMENDED ACTION

**Staff recommends that the Board of Directors authorize renewal of employment practices liability coverage with U.S. Risk Underwriters, Inc. at a premium not to exceed \$60,000.**

## II. SUMMARY OF ISSUES

- Last year, the District obtained employment practices liability coverage with U.S. Risk Underwriters, Inc. through CalTIP's excess insurance broker, Aon Risk Services.
- The coverage includes discrimination, sexual harassment and wrongful termination. It covers the District, directors and officers, employees and former employees.
- Aon is offering renewal of the same coverage.
- Staff will provide the exact quotation for the renewal at the Board meeting.

## III. DISCUSSION

The District's current policy for employment practices liability coverage is expiring on March 26, 2003. Aon is in the process of obtaining a quotation for renewal of the policy. U.S. Risk has expressed interest in renewing the policy, and staff has submitted the required application documents. As of January 1, 2003, Aon is no longer CalTIP's broker, so staff will be developing an RFP in the future for procurement of this insurance coverage.

## IV. FINANCIAL CONSIDERATIONS

The premium cost is included in the FY 02-03 budget.

## V. ATTACHMENTS

**None.**

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

**DATE:** March 28, 2003

**TO:** Board of Directors

**FROM:** Leslie R. White, General Manager

**SUBJECT: CONSIDERATION OF ESTABLISHING THE MANAGEMENT POSITION OF PROJECT MANAGER FOR THE METROBASE PROJECT**

## I. RECOMMENDED ACTION

**That the Board of Directors authorize the creation of the management level position of Project Manager for the MetroBase Project.**

## II. SUMMARY OF ISSUES

- On February 28, 2003 the Board of Directors certified the Environmental Impact Report for the Harvey West Cluster Option 1 as the Preferred Alternative for the Phase 1 MetroBase Project.
- On February 28, 2003 the Board of Directors formally approved the MetroBase Project based on the certified Environmental Impact Report.
- The next phases of the implementation of the MetroBase Project will require the full time attention of a Project Manager.
- It is anticipated that the phased approach being used to implement the MetroBase Project will require full time managerial oversight and direction for a number of years.
- Staff recommends that a management level position of Project Manager, reporting to the Office of the General Manager, be established.

## III. DISCUSSION

The necessity of completing the initial phases of the construction of the MetroBase Project is critical if METRO is to comply with the agreements that it has with the California Air Resources Board (CARB). On February 28, 2003 the Board of Directors certified the Environmental Impact Report (EIR) that had been developed and circulated for the Phase 1 MetroBase Project. Based upon the certified EIR the Board of Directors approved the Phase 1 MetroBase Project. Contained in the agenda for the March 28, 2003 Board of Directors meeting are actions which, if approved, will begin the implementation of the approved MetroBase Project. The majority of the oversight of the MetroBase Project is currently carried out by the General Manager, Assistant General Manager, and District Counsel. The MetroBase oversight actions are taken in addition to the other duties that the individuals in these offices are required to carry out. With new issues

emerging that include fare increases, service reductions, local and state budget issues, federal legislation, the SC Metro Center Project, and major litigation, as well as other items, it is impossible for the referenced individuals to devote the attention necessary to oversee the implementation of the MetroBase Project. Additionally, the next steps in project implementation will require full time focused attention in order to maintain the necessary schedule.

Attached to this Staff report is a position description that I am recommending be used for the Project Manager recruitment. I am recommending that the salary range used for recruitment be established at the Base Superintendent/ParaTransit Administrator level. The annual salary range for these positions is \$60,852-\$77,400.

Based on the information included in this Staff Report I am recommending that the Board of Directors authorize the establishment of a management level position of Project Manager for the MetroBase Project.

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

It is anticipated that the salary and benefits for the Project Manager position will be approximately \$18,000 for the remainder of fiscal year 2002/2003 and approximately \$108,000 for fiscal year 2003/2004. Funds necessary to support the costs of the Project Manager are contained in the MetroBase Project capital budget.

#### **V. ATTACHMENTS**

**Attachment A:** Project Manager Position Description

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

## PROJECT MANAGER

### DEFINITION

Under the direction of the Office of the General Manager, develops, manages, administers, coordinates, monitors and evaluates the actions, activities, and contracts necessary for the implementation of the MetroBase operating facility project and performs other related duties as assigned.

### EXAMPLE OF DUTIES

- Develops contract documents to secure final design and engineering services for Phase 1 of the MetroBase construction.
- Develops contract documents necessary to obtain Right of Way acquisition and relocation services.
- Oversees the relocation of existing occupants of property necessary to be acquired for the Phase 1 implementation.
- Develops progress reports and reporting procedures that are routine within the construction industry and are meaningful measures of performance of the contractors carrying out the project.
- Participates in the evaluation of bids and recommends contract awards in for actions necessary to implement the project.
- Monitors performance of contractors based on contractual requirements and policy changes made from time to time.
- Develops and monitors the SCMTD budget for various segments of implementation of the project.
- Monitors all contractors' budgets and expenses.
- Meets regularly with adjoining property owners, contractors, City of Santa Cruz staff, and other external agency staff members, necessary to facilitate the expeditious implementation of the project.
- Meets with management regularly to discuss performance issues, and develop approaches to addressing problems as they arise.
- Presents project reports, construction issues, and project implementation recommendations, and other pertinent information to the Board of Directors regularly.

### EMPLOYMENT STANDARDS

#### Knowledge of:

- Thorough knowledge of regulations regarding development and construction of facilities.
- Working knowledge of the zoning and building codes of the City of Santa Cruz.
- Knowledge of construction management practices.
- Excellent project management skills.

- Excellent public relations skills.
- Excellent written and oral communication skills.
- Working familiarity with office software packages such as Microsoft Office
- Working familiarity with the development and administration of contracts.
- Knowledge of the principles and practices of supervision.

**Ability to:**

- Prepare and present both oral and written comprehensive and concise reports and recommendations.
- Interpret and apply laws, regulations, policies and procedures.
- Plan and coordinate the implementation of new procedures and projects.
- Operate an office computer including word processing and applicable software.
- Establish and maintain effective working relationship with employees, contractors, and the public.

**Training and Experience:**

- Bachelors degree and 6 years professional experience in a relevant environment, with a minimum of four years in a project management position.
- Experience managing a major publicly funded construction project.
- Experience managing contracts in a public agency setting.
- Experience interacting with the public, agency employees, neighbors, property owners, contractors, and other public agencies effectively.
- Experience communicating with a Board of Directors in a context relevant to a public sector operation.
- Experience developing and managing a budget that must comply with local, state, and federal requirements to maintain funding eligibility.

**An equivalent combination of related education and experience may be substituted for the above stated minimums.**

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

**DATE:** March 28, 2003

**TO:** Board of Directors

**FROM:** Elisabeth Ross, Finance Manager

**SUBJECT: APPROVAL OF FY 03-04 PRELIMINARY LINE ITEM BUDGET FOR REVIEW AND CLAIMS PURPOSES**

## I. RECOMMENDED ACTION

**Staff recommends that the Board of Directors adopt the attached preliminary line item budget for FY 03-04, for review and TDA/STA claims purposes.**

## II. SUMMARY OF ISSUES

- The proposed FY 03-04 preliminary line item operating budget totals \$32,640,000.
- Major operating revenue assumptions in the budget include a 4% increase in sales tax revenue; a 24.7% increase in farebox revenue over current levels due to a new fare structure; and no advertising revenue.
- The projected amount for the TDA allocation reflects the amount adopted by the Santa Cruz County Regional Transportation Commission (SCCRTC).
- Balancing actions for the operating budget include the full use of Federal formula assistance for operating expenses, transfer of \$350,000 from reserves, and use of insurance reserves in the amount of \$60,000 to pay for increased liability insurance premiums.
- To reduce operating expenses, \$350,000 in net service reductions and/or cost reductions is proposed.
- The preliminary capital program is comprised of twelve projects totaling \$21,940,214, requiring a District share of \$4,922,872 from reserves and STA funding to fund local projects, as well as a \$350,000 transfer to the operating budget.
- A budget workshop with Union representatives is planned for early May to answer questions about the budget and obtain input from the employee organizations.
- During the budget process, staff will continue to refine revenue and expense projections as updated information becomes available. Staff will present a draft final budget to the Board in May, with specific information at that time regarding service reductions and any other budget balancing actions for FY 03-04.

### **III. DISCUSSION**

A preliminary line item budget must be adopted by the Board of Directors in March of each year in order to allow submittal of the District's Transportation Development Act (TDA) and State Transit Assistance (STA) claims to the Santa Cruz County Regional Transportation Commission (SCCRTC) by the April 1<sup>st</sup> deadline.

#### **A. Operating Revenues**

Operating revenues total \$32,640,000 including transfers from reserves. All fare revenue accounts have been projected based on data through January 2003 and will be updated prior to presentation of the draft final budget in May.

A fare increase is projected to yield \$750,000 in FY 03-04 in farebox and ticket revenue. Other fare revenue is budgeted at no increase over estimated FY 02-03 levels.

Since there is no new advertising contract in place at this time, no advertising income is budgeted.

Interest income is projected at 1.0% over the expected income in FY 02-03. This number will certainly be updated for the draft final budget in May.

Sales tax revenues have been projected at a 4% increase over FY 02-03 projected receipts. The sales tax projection will be updated for the draft final budget in May after receipt of the March report from the State Board of Equalization which will detail the sales tax performance during the October – December 2002 sales period. Preliminary estimates by the State Department of Finance show a 4.25% increase in sales tax revenue state-wide in FY 03-04.

TDA funding is budgeted in the amount of \$5,392,889 as adopted by the Santa Cruz County Regional Transportation Commission, a 5% increase over the FY 02-03 allocation.

In order to balance the preliminary budget, Federal operating assistance has been utilized to the maximum extent. Federal assistance allocations under Sections 5307 and 5311 are based on preliminary communications from the President and Congress. However, the actual allocations for FY 03-04 will not be determined by Congress until October 2003.

To increase funding for the FY 03-04 operating budget, staff proposes using excess sales tax monies from the capital reserve fund in the amount of \$350,000, as well as \$60,000 from the insurance reserve to fund increased liability premiums, and \$950,000 in projected carryover from FY 02-03, primarily due to staff vacancies and suspension of any non-essential purchases from the operating budget.

## **B. Operating Expenses**

Operating expenses by department are at or near FY 02-03 projected actual levels in most departments. Increases in personnel costs are based on contractual requirements only. Staffing levels are identical to FY 02-03.

The paratransit contract transportation expense has been budgeted to allow for 120,000 trips during the year. Paratransit fares are budgeted at \$240,000 to reflect the \$2.00 fare per trip. (Any fare increase is reflected in the \$750,000 increase in passenger fares.) Currently, the system is providing approximately 8,000 to 9,600 trips per month.

The preliminary budget amounts for casualty and liability insurance are estimates only, since the actual billings will not be received until May. The projected figures are substantially higher than current year figures based on preliminary estimates from CalTIP.

Since operating expenses exceed operating revenues (including transfers from reserves) in the amount of \$350,000, staff has added one balancing line item at the end of the operating expense summaries reflecting a reduction in service levels and/or expenses. These reductions will be detailed in the draft final budget in May.

## **C. Capital Improvement Program**

The FY 03-04 capital improvement program contains twelve projects as shown in the capital budget at the end of Attachment A. The largest capital project, consolidated operating facility, requires a District share of \$2,063,310 for the work estimated to be performed beginning in FY 03-04. The second largest project, purchase of replacement buses, requires \$2,142,262 in District funding. The capital program will be updated prior to submittal to the Board in May.

## **IV. FINANCIAL CONSIDERATIONS**

The preliminary line item budget must be approved this month in order for the District to submit claims for TDA and STA funding for FY 03-04 by the April 1<sup>st</sup> deadline.

## **V. ATTACHMENTS**

**Attachment A:** FY 03-04 Preliminary Line Item Budget

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT**

**FY 03-04**

**PRELIMINARY LINE ITEM BUDGET**

**MARCH 28, 2003**

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
FY 03-04 PRELIMINARY BUDGET  
OPERATING REVENUE**

<b>REVENUE SOURCE</b>	<b>REVISED BUDGET FY 02-03</b>	<b>ESTIMATED ACTUAL FY 02-03</b>	<b>PRELIM BUDGET FY 03-04</b>	<b>CHANGE FROM EST FY 02-03</b>
1 Passenger Fares	\$ 3,051,780	\$ 3,055,973	\$ 3,811,588	24.7%
2 Special Transit Fares	\$ 1,782,662	\$ 1,832,030	\$ 1,832,030	0.0%
3 Paratransit Fares	\$ 240,000	\$ 240,000	\$ 240,000	0.0%
4 Highway 17 Revenue	\$ 915,728	\$ 850,000	\$ 850,000	0.0%
5 Commissions	\$ 10,000	\$ 10,000	\$ 10,000	0.0%
6 Advertising Income	\$ 138,000	\$ 90,000	\$ -	-100.0%
7 Rent Income - SC Metro Center	\$ 92,000	\$ 92,000	\$ 93,840	2.0%
8 Rent Income - Watsonville TC	\$ 47,000	\$ 47,000	\$ 47,940	2.0%
9 Rent Income - General	\$ 7,200	\$ 7,200	\$ 7,200	0.0%
10 Interest Income	\$ 508,000	\$ 428,000	\$ 432,280	1.0%
11 Other Non-Transportation Revenue	\$ 2,100	\$ 2,100	\$ 2,100	0.0%
12 Sales Tax	\$ 15,154,578	\$ 15,200,000	\$ 15,808,000	4.0%
13 Transp Dev Act (TDA) Funds	\$ 5,134,522	\$ 5,134,522	\$ 5,392,889	5.0%
14 FTA Sec 5303 - Planning Grants	\$ -	\$ -	\$ -	0.0%
15 FTA Sec 5307 - Op Assistance	\$ 2,075,729	\$ 2,075,729	\$ 2,705,432	30.3%
16 FTA Sec 5311 - Rural Op Assistance	\$ 46,701	\$ 46,701	\$ 46,701	0.0%
17 Carryover of Paratransit Funding	\$ 100,000	\$ 100,000	\$ -	0.0%
18 Carryover from Previous Year	\$ 450,000	\$ 450,000	\$ 950,000	0.0%
19 Transfer from Reserves	\$ 1,200,000	\$ 249,000	\$ 350,000	0.0%
20 Transfer from Insurance Reserves	\$ 130,000	\$ 130,000	\$ 60,000	0.0%
<b>TOTAL OPERATING REVENUE</b>	<b>\$ 31,086,000</b>	<b>\$ 30,040,255</b>	<b>\$ 32,640,000</b>	<b>8.7%</b>

Updated 3/04/03

**'SANTA CRUZ METRO FY 03-04 OPERATING BUDGET  
DEPARTMENTALEXPENSES**

DEPARTMENT	FY 02-03 REVISED	FY 03-04 PRELIM	% CHANGE	
			FROM FY 02-03	% OF TOTAL FY 03-04
1100 Administration	1,157,941	1,402,900	21.2%	4.3%
1200 Finance	1,233,406	1,356,874	10.0%	4.2%
1300 Planning & Marketing	835,072	602,395	-27.9%	1.8%
1400 Human Resources	417,411	396,044	-5.1%	1.2%
1500 Information Technology	490,245	519,253	5.9%	1.6%
1700 District Counsel	362,760	384,172	5.9%	1.2%
1800 Risk Management	255,982	206,350	-19.4%	0.6%
2200 Facilities Maintenance	1,431,158	1,576,612	10.2%	4.8%
3100 Paratransit Program	3,744,337	3,738,848	-0.1%	11.5%
3200 Operations	2,324,297	2,433,628	4.7%	7.5%
3300 Bus Operators	11,529,712	12,225,151	6.0%	37.5%
4100 Fleet Maintenance	6,674,112	7,291,204	9.2%	22.3%
9001 Cobra Benefits		27,396	0.0%	0.1%
9005 Retired Employee Benefits	626,788	827,972	32.1%	2.5%
Additional Operating Programs	2,778	1,200	-56.8%	0.0%
<b>SUBTOTAL OPERATING EXPENSE</b>	<b>31,086,000</b>	<b>32,990,000</b>	<b>6.1%</b>	<b>101.1%</b>
Service/Expense Reductions		(350,000)	0.0%	-1.1%
<b>TOTAL OPERATING EXPENSES</b>	<b>31,086,000</b>	<b>32,640,000</b>	<b>5.0%</b>	<b>100.0%</b>

3/6/2003

**SANTA CRUZ METRO FY 03-04 OPERATING BUDGET  
CONSOLIDATED EXPENSES**

ACCOUNT	FY 02-03 REVISED	FY 03-04 PRELIM	% CHANGE FROM FY 02-03
<b>LABOR</b>			
501011 Bus Operator Pay	6,211,208	6,590,092	6.1%
501013 Bus Operator OT	968,512	1,027,591	6.1%
501021 Other Salaries	6,057,082	6,332,887	4.6%
501023 Other OT	245,893	187,031	-23.9%
Totals	13,482,695	14,137,601	4.9%
<b>FRINGE BENEFITS</b>			
502011 Medicare/SS	135,062	149,855	11.0%
502021 Retirement	958,136	1,180,500	23.2%
502031 Medical Ins	2,360,163	2,690,607	14.0%
502041 Dental Ins	431,387	451,601	4.7%
502045 Vision Ins	128,401	123,928	-3.5%
502051 Life Ins	59,726	60,014	0.5%
502060 State Disability	131,519	195,471	48.6%
502061 Disability Ins	508,263	224,993	-55.7%
502071 State Unemployment	26,402	34,280	29.8%
502081 Worker's Comp	1,248,434	1,420,718	13.8%
502101 Holiday Pay	285,264	299,898	5.1%
502103 Floating Holiday	53,800	56,197	4.5%
502109 Sick Leave	659,705	689,445	4.5%
502111 Vacation	1,348,926	1,433,943	6.3%
502121 Other Paid Absence	141,135	173,779	23.1%
502251 Phys. Exam - Renewal	4,950	10,758	117.3%
502253 Driver Lic Renewal	7,240	2,481	-65.7%
502999 Other Fringe Benefits	18,408	17,892	-2.8%
Totals	8,506,919	9,216,360	8.3%
<b>SERVICES</b>			
503011 Accting/Audit Fees	74,350	81,234	9.3%
503012 Admin/Bank Fees	211,150	218,200	3.3%
503031 Professional/Technical & Fees	327,340	359,000	9.7%
503032 Legislative Services	73,180	73,180	0.0%
503033 Legal Services	60,400	58,000	-4.0%
503034 Employment Exams	22,040	17,045	-22.7%
503161 Custodial Services	98,700	128,000	29.7%
503162 Uniforms/Laundry	34,980	47,500	35.8%
503171 Security Services	283,119	341,188	20.5%
503221 Classified/Legal Ads	25,250	16,800	-33.5%
503225 Graphics Services	30,500	30,000	-1.6%
503351 Building Repair - Out	25,495	35,000	37.3%
503352 Equip Repair - Out	138,000	156,186	13.2%
503353 Rev Veh Repair - Out	206,120	206,000	-0.1%
503354 Other Veh Repair - Out	64,020	65,570	2.4%
503363 Haz Waste Disposal	41,250	46,000	11.5%
Totals	1,715,894	1,878,903	9.5%

**SANTA CRUZ METRO FY 03-04 OPERATING BUDGET  
CONSOLIDATED EXPENSES**

ACCOUNT	FY 02-03 REVISED	FY 03-04 PRELIM	% CHANGE FROM FY 02-03
<b>PURCHASED TRANSPORTATION</b>			
503405 Contract Transp	50	100	100.0%
503406 Contract/Paratransit	3,289,256	3,289,256	0.0%
Totals	3,289,306	3,289,356	0.0%
<b>MOBILE MATERIALS &amp; SUPPLIES</b>			
504011 Fuels & Lubricants	52,643	91,477	73.8%
504012 Fuels & Lubricants - Rev Veh	1,222,640	1,462,821	19.6%
504021 Tires & Tubes	113,182	166,000	46.7%
504161 Other Mobile Supplies	6,500	6,500	0.0%
504191 Rev Vehicle Parts	615,000	615,000	0.0%
Totals	2,009,965	2,341,798	16.5%
<b>OTHER MATERIALS &amp; SUPPLIES</b>			
504205 Freight Out	2,600	2,500	-3.8%
504211 Postage & Mailing	22,847	19,860	-13.1%
504214 Promotional Items	7,025	450	-93.6%
504215 Printing	95,352	77,275	-19.0%
504217 Photo Supp/Process	15,222	13,950	-8.4%
504311 Office Supplies	64,682	64,250	-0.7%
504315 Safety Supplies	20,175	26,825	33.0%
504317 Cleaning Supplies	62,000	66,100	6.6%
504409 Repair/Maint Supply	34,700	65,000	87.3%
504421 Non-Inventory Parts	50,000	50,000	0.0%
504511 Small Tools	9,207	8,100	-12.0%
504515 Employee Tools	2,000	1,500	-25.0%
Totals	385,810	395,810	2.6%
<b>UTILITIES</b>			
505011 Gas & Electric	173,100	171,302	-1.0%
505021 Water & Garbage	90,520	74,451	-17.8%
505031 Telecommunications	64,464	57,055	-11.5%
Totals	328,084	302,808	-7.7%
<b>CASUALTY &amp; LIABILITY COSTS</b>			
506011 Insurance - Property	46,000	41,000	-10.9%
506015 Insurance - PL/PD	324,000	434,000	34.0%
506021 Insurance - Other	45,000	46,500	3.3%
506123 Settlement Costs	100,000	100,000	0.0%
506127 Repair - District Prop	-	-	0.0%
506999 Other Casualty Exp	49,527	-	-100.0%
Totals	564,527	621,500	10.1%

**SANTA CRUZ METRO FY 03-04 OPERATING BUDGET  
CONSOLIDATED EXPENSES**

ACCOUNT	FY 02-03 REVISED	FY 03-04 PRELIM	% CHANGE FROM FY 02-03
<b>TAXES</b>			
507051 Fuel Tax	9,910	10,933	10.3%
507201 Licenses & Permits	10,757	13,500	25.5%
507999 Other Taxes	24,000	25,000	4.2%
Totals	44,667	49,433	10.7%
<b>MISC EXPENSE</b>			
509011 Dues/Subscriptions	54,720	54,320	-0.7%
509081 Advertising-Promo	5,000	3,000	-40.0%
509101 Incentive Program	11,450	10,682	-6.7%
509121 Employee Training	45,090	28,775	-36.2%
509123 Travel	34,155	35,941	5.2%
509125 Other Misc Expense	6,733	4,614	-31.5%
509127 Board Fees	12,550	13,200	5.2%
509150 Contributions	300	500	66.7%
Totals	169,998	151,032	-11.2%
<b>LEASES &amp; RENTALS</b>			
512011 Facility Lease	565,663	579,902	2.5%
512061 Equipment Rental	22,473	25,497	13.5%
Totals	588,136	605,399	2.9%
PERSONNEL TOTAL	21,989,614	23,353,961	6.2%
NON-PERSONNEL TOTAL	9,096,386	9,636,039	5.9%
<b>DEPARTMENT TOTALS</b>	<b>31,086,000</b>	<b>32,990,000</b>	<b>6.1%</b>
SERVICE/EXPENSE REDUCTIONS	-	(350,000)	0.0%
<b>TOTAL OPERATING EXPENSE</b>	<b>31,086,000</b>	<b>32,640,000</b>	<b>5.0%</b>

**ADMINISTRATION**

**SANTA CRUZ METRO FY 03-04 OPERATING BUDGET**  
**Administration - 1100**

ACCOUNT	FY 02-03 REVISED	FY 03-04 PRELIM	% CHANGE FROM FY 02-03
<b>LABOR</b>			
501021 Other Salaries	403,926	529,890	31.2%
501023 Other OT	500	500	0.0%
<b>Totals</b>	<b>404,426</b>	<b>530,390</b>	<b>31.1%</b>
<b>FRINGE BENEFITS</b>			
502011 Medicare/SS	7,236	8,077	11.6%
502021 Retirement	33,619	51,653	53.6%
502031 Medical Ins	38,208	51,999	36.1%
502041 Dental Ins	7,622	9,178	20.4%
502045 Vision Ins	2,169	2,999	38.3%
502051 Life Ins	1,247	1,717	37.7%
502060 State Disability (SDI)	2,565	5,532	115.7%
502061 Long Term Disability Ins	12,535	7,790	-37.9%
502071 State Unemployment (SUI)	516	970	88.0%
502081 Worker's Comp	30,987	35,263	13.8%
502101 Holiday Pay	5,204	6,793	30.5%
502103 Floating Holiday	11,200	11,622	3.8%
502109 Sick Leave	20,814	27,172	30.5%
502111 Vacation	36,132	54,025	49.5%
502121 Other Paid Absence	3,000	9,057	201.9%
502999 Other Fringe Benefits	936	936	0.0%
<b>Totals</b>	<b>213,988</b>	<b>284,784</b>	<b>33.1%</b>
<b>SERVICES</b>			
503012 Admin/Bank Fees	1,100	1,100	0.0%
503031 Professional/Technical & Fees	1,920	26,580	1284.4%
503032 Legislative Services	73,180	73,180	0.0%
503221 Classified/Legal Ads	11,250	7,300	-35.1%
503352 Equip Repair - Out	6,900	7,800	13.0%
<b>Totals</b>	<b>94,350</b>	<b>115,960</b>	<b>22.9%</b>
<b>OTHER MATERIALS &amp; SUPPLIES</b>			
504211 Postage & Mailing	10,140	8,960	-11.6%
504215 Printing	8,762	9,300	6.1%
504217 Photo Supp/Process	-	100	0.0%
504311 Office Supplies	8,553	8,750	2.3%
<b>Totals</b>	<b>27,455</b>	<b>27,110</b>	<b>-1.3%</b>

**SANTA CRUZ METRO FY 03-04 OPERATING BUDGET**  
**Administration - 1100**

ACCOUNT	FY 02-03 REVISED	FY 03-04 PRELIM	% CHANGE FROM FY 02-03
<b>UTILITIES</b>			
505011 Gas & Electric	37,000	40,000	8.1%
505021 Water & Garbage	5,000	4,305	-13.9%
505031 Telecommunications	7,344	8,500	15.7%
Totals	49,344	52,805	7.0%
<b>MISC EXPENSE</b>			
509011 Dues/Subscriptions	28,286	43,033	52.1%
509101 Incentive Program	3,050	2,242	-26.5%
509123 Travel	30,020	31,606	5.3%
509125 Other Misc Expense	4,155	2,814	-32.3%
509127 Board Fees	12,550	13,200	5.2%
Totals	78,061	92,895	19.0%
<b>LEASES &amp; RENTALS</b>			
512011 Facility Lease	287,977	296,616	3.0%
512061 Equipment Rental	2,340	2,340	0.0%
Totals	290,317	298,956	3.0%
<b>PERSONNEL TOTAL</b>	618,414	815,174	31.8%
<b>NON-PERSONNEL TOTAL</b>	539,527	587,726	8.9%
<b>DEPARTMENT TOTALS</b>	<u>1,157,941</u>	<u>1,402,900</u>	<u>21.2%</u>

**FINANCE**

**SANTA CRUZ METRO FY 03-04 OPERATING BUDGET**

**Finance - 1200**

ACCOUNT	FY 02-03 REVISED	FY 03-04 PRELIM	% CHANGE FROM FY 02-03
<b>LABOR</b>			
501021 Other Salaries	352,994	351,864	-0.3%
501023 Other OT	500	500	0.0%
Totals	353,494	352,364	-0.3%
<b>FRINGE BENEFITS</b>			
502011 Medicare/SS	3,140	2,483	-20.9%
502021 Retirement	29,605	34,266	15.7%
502031 Medical Ins	32,755	33,934	3.6%
502041 Dental Ins	8,422	6,939	-17.6%
502045 Vision Ins	2,352	1,999	-15.0%
502051 Life Ins	1,409	1,235	-12.4%
502060 State Disability (SDI)	2,989	3,688	23.4%
502061 Long Term Disability Ins	10,955	5,168	-52.8%
502071 State Unemployment (SUI)	516	647	25.3%
502081 Worker's Comp	10,287	11,707	13.8%
502101 Holiday Pay	4,594	4,479	-2.5%
502103 Floating Holiday	7,500	7,909	5.5%
502109 Sick Leave	17,977	17,917	-0.3%
502111 Vacation	36,661	35,475	-3.2%
502121 Other Paid Absence	3,200	5,972	86.6%
502999 Other Fringe Benefits	624	624	0.0%
Totals	172,985	174,442	0.8%
<b>SERVICES</b>			
503011 Accting/Audit Fees	73,600	81,234	10.4%
503012 Admin/Bank Fees	210,000	217,100	3.4%
503031 Professional/Technical & Fees	-	150	0.0%
503352 Equip Repair - Out	600	586	-2.3%
Totals	284,200	299,070	5.2%
<b>OTHER MATERIALS &amp; SUPPLIES</b>			
504211 Postage & Mailing	150	200	33.3%
504215 Printing	750	1,500	100.0%
504311 Office Supplies	3,207	4,200	31.0%
Totals	4,107	5,900	43.7%
<b>UTILITIES</b>			
505031 Telecommunications	1,640	1,665	1.5%
Totals	1,640	1,665	1.5%

# SANTA CRUZ METRO FY 03-04 OPERATING BUDGET

## Finance - 1200

ACCOUNT	FY 02-03 REVISED	FY 03-04 PRELIM	% CHANGE FROM FY 02-03
<b>CASUALTY &amp; LIABILITY COSTS</b>			
506011 Insurance - Property	46,000	41,000	-10.9%
506015 Insurance - PL/PD	324,000	434,000	34.0%
506021 Insurance - Other	45,000	46,500	3.3%
Totals	415,000	521,500	25.7%
<b>TAXES</b>			
507201 Licenses & Permits	250	-	-100.0%
Totals	250	-	-100.0%
<b>MISC EXPENSE</b>			
509011 Dues/Subscriptions	1,170	1,333	13.9%
509101 Incentive Program	460	500	8.7%
509123 Travel	100	100	0.0%
Totals	1,730	1,933	11.7%
PERSONNEL TOTAL	526,479	526,806	0.1%
NON-PERSONNEL TOTAL	706,927	830,068	17.4%
DEPARTMENT TOTALS	1,233,406	1,356,874	10.0%

**PLANNING & MARKETING**

**SANTA CRUZ METRO FY 03-04 OPERATING BUDGET**  
**Planning & Marketing - 1300**

ACCOUNT	FY 02-03 REVISED	FY 03-04 PRELIM	% CHANGE FROM FY 02-03
<b>LABOR</b>			
501021 Other Salaries	413,055	279,263	-32.4%
501023 Other OT	2,000	2,200	10.0%
Totals	415,055	281,463	-32.2%
<b>FRINGE BENEFITS</b>			
502011 Medicare/SS	3,000	1,653	-44.9%
502021 Retirement	35,349	27,367	-22.6%
502031 Medical Ins	52,663	37,892	-28.0%
502041 Dental Ins	12,706	9,059	-28.7%
502045 Vision Ins	3,976	2,333	-41.3%
502051 Life Ins	1,783	1,125	-36.9%
502060 State Disability (SDI)	4,697	4,303	-8.4%
502061 Long Term Disability Ins	17,820	4,128	-76.8%
502071 State Unemployment (SUI)	946	755	-20.2%
502081 Worker's Comp	51,927	59,093	13.8%
502101 Holiday Pay	5,441	3,487	-35.9%
502103 Floating Holiday	-	-	0.0%
502109 Sick Leave	21,766	13,947	-35.9%
502111 Vacation	55,864	36,982	-33.8%
502121 Other Paid Absence	6,000	4,649	-22.5%
502999 Other Fringe Benefits	4	-	-100.0%
Totals	273,941	206,772	-24.5%
<b>SERVICES</b>			
503031 Professional/Technical & Fees	20,220	14,170	-29.9%
503225 Graphics Services	23,000	30,000	30.4%
503352 Equip Repair - Out	2,500	2,500	0.0%
Totals	45,720	46,670	2.1%
<b>OTHER MATERIALS &amp; SUPPLIES</b>			
504211 Postage & Mailing	5,300	6,000	13.2%
504214 Promotional Items	6,500	200	-96.9%
504215 Printing	42,300	30,000	-29.1%
504217 Photo Supp/Process	6,150	6,150	0.0%
504311 Office Supplies	6,596	7,700	16.7%
Totals	66,846	50,050	-25.1%
<b>UTILITIES</b>			
505031 Telecommunications	6,000	5,000	-16.7%
Totals	6,000	5,000	-16.7%
<b>TAXES</b>			
507201 Licenses & Permits	3,360	3,360	0.0%
Totals	3,360	3,360	0.0%

**SANTA CRUZ METRO FY 03-04 OPERATING BUDGET**  
**Planning & Marketing - 1300**

ACCOUNT	FY 02-03 REVISED	FY 03-04 PRELIM	% CHANGE FROM FY 02-03
<b>MISC EXPENSE</b>			
509011 Dues/Subscriptions	14,170	200	-98.6%
509081 Advertising-Promo	5,000	3,000	-40.0%
509101 Incentive Program	220	280	27.3%
509123 Travel	100	100	0.0%
509150 Contributions	300	500	66.7%
Totals	<u>19,790</u>	<u>4,080</u>	-79.4%
<b>LEASES &amp; RENTALS</b>			
512061 Equipment Rental	4,360	5,000	14.7%
Totals	<u>4,360</u>	<u>5,000</u>	14.7%
PERSONNEL TOTAL	688,996	488,235	-29.1%
NON-PERSONNEL TOTAL	146,076	114,160	-21.8%
DEPARTMENT TOTALS	<u><u>835,072</u></u>	<u><u>602,395</u></u>	-27.9%

HRD

**SANTA CRUZ METRO FY 03-04 OPERATING BUDGET**  
**Human Resources - 1400**

ACCOUNT	FY 02-03 REVISED	FY 03-04 PRELIM	% CHANGE FROM FY 02-03
<b>LABOR</b>			
501021 Other Salaries	178,020	188,810	6.1%
501023 Other OT	1,763	557	-68.4%
<b>Totals</b>	<b>179,783</b>	<b>189,367</b>	<b>5.3%</b>
<b>FRINGE BENEFITS</b>			
502011 Medicare/SS	3,051	3,026	-0.8%
502021 Retirement	14,889	17,943	20.5%
502031 Medical Ins	21,082	17,002	-19.4%
502041 Dental Ins	5,865	4,825	-17.7%
502045 Vision Ins	1,446	1,333	-7.8%
502051 Life Ins	812	778	-4.2%
502060 State Disability (SDI)	1,708	2,459	44.0%
502061 Long Term Disability Ins	7,579	2,706	-64.3%
502071 State Unemployment (SUI)	344	431	25.3%
502081 Worker's Comp	44,842	51,030	13.8%
502101 Holiday Pay	2,445	2,439	-0.2%
502103 Floating Holiday	3,500	3,585	2.4%
502109 Sick Leave	9,779	9,757	-0.2%
502111 Vacation	14,574	13,977	-4.1%
502121 Other Paid Absence	2,400	3,252	35.5%
502999 Other Fringe Benefits	12,812	12,812	0.0%
<b>Totals</b>	<b>147,128</b>	<b>147,355</b>	<b>0.2%</b>
<b>SERVICES</b>			
503031 Professional/Technical & Fees	12,950	10,700	-17.4%
503034 Employment Exams	22,040	17,045	-22.7%
503221 Classified/Legal Ads	9,000	4,000	-55.6%
503352 Equip Repair - Out	400	200	-50.0%
<b>Totals</b>	<b>44,390</b>	<b>31,945</b>	<b>-28.0%</b>
<b>OTHER MATERIALS &amp; SUPPLIES</b>			
504211 Postage & Mailing	400	300	-25.0%
504215 Printing	2,550	400	-84.3%
504217 Photo Supp/Process	600	200	-66.7%
504311 Office Supplies	4,150	2,100	-49.4%
<b>Totals</b>	<b>7,700</b>	<b>3,000</b>	<b>-61.0%</b>
<b>UTILITIES</b>			
505031 Telecommunications	750	1,012	34.9%
<b>Totals</b>	<b>750</b>	<b>1,012</b>	<b>34.9%</b>
<b>MISC EXPENSE</b>			
509011 Dues/Subscriptions	2,270	1,840	-18.9%
509121 Employee Training	34,490	20,675	-40.1%
509123 Travel	200	200	0.0%
509125 Other Misc Expense	700	650	-7.1%
<b>Totals</b>	<b>37,660</b>	<b>23,365</b>	<b>-38.0%</b>

**SANTA CRUZ METRO FY 03-04 OPERATING BUDGET**  
**Human Resources - 1400**

ACCOUNT	FY 02-03 REVISED	FY 03-04 PRELIM	% CHANGE FROM FY 02-03
PERSONNEL TOTAL	326,911	336,722	3.0%
NON-PERSONNEL TOTAL	90,500	59,322	-34.5%
DEPARTMENT TOTALS	<u>417,411</u>	<u>396,044</u>	<u>-5.1%</u>

**SANTA CRUZ METRO FY 03-04 OPERATING BUDGET**  
**Information Technology - 1500**

ACCOUNT	FY 02-03 REVISED	FY 03-04 PRELIM	% CHANGE FROM FY 02-03
<b>LABOR</b>			
501021 Other Salaries	265,790	282,770	6.4%
501023 Other OT	1,730	1,837	6.2%
<b>Totals</b>	<b>267,520</b>	<b>284,607</b>	<b>6.4%</b>
<b>FRINGE BENEFITS</b>			
502011 Medicare/SS	4,572	4,556	-0.3%
502021 Retirement	21,950	27,462	25.1%
502031 Medical Ins	22,093	25,258	14.3%
502041 Dental Ins	4,384	4,526	3.2%
502045 Vision Ins	1,446	1,333	-7.8%
502051 Life Ins	922	914	-0.9%
502060 State Disability (SDI)	1,708	2,459	44.0%
502061 Long Term Disability Ins	7,789	4,142	-46.8%
502071 State Unemployment (SUI)	344	431	25.3%
502081 Worker's Comp	2,239	2,548	13.8%
502101 Holiday Pay	3,457	3,648	5.5%
502103 Floating Holiday	7,200	7,616	5.8%
502109 Sick Leave	13,829	14,590	5.5%
502111 Vacation	21,293	26,007	22.1%
502121 Other Paid Absence	2,000	4,863	143.2%
502999 Other Fringe Benefits	624	624	0.0%
<b>Totals</b>	<b>115,850</b>	<b>130,976</b>	<b>13.1%</b>
<b>SERVICES</b>			
503031 Professional/Technical & Fees	3,000	3,000	0.0%
503171 Security Services	4,000	4,000	0.0%
503352 Equip Repair - Out	62,000	62,000	0.0%
<b>Totals</b>	<b>69,000</b>	<b>69,000</b>	<b>0.0%</b>
<b>OTHER MATERIALS &amp; SUPPLIES</b>			
504211 Postage & Mailing	200	200	0.0%
504215 Printing	500	500	0.0%
504311 Office Supplies	12,000	12,000	0.0%
<b>Totals</b>	<b>12,700</b>	<b>12,700</b>	<b>0.0%</b>
<b>UTILITIES</b>			
505031 Telecommunications	17,600	16,960	-3.6%
<b>Totals</b>	<b>17,600</b>	<b>16,960</b>	<b>-3.6%</b>
<b>MISC EXPENSE</b>			
509011 Dues/Subscriptions	150	85	-43.3%
509121 Employee Training	7,000	4,500	-35.7%
509123 Travel	425	425	0.0%
<b>Totals</b>	<b>7,575</b>	<b>5,010</b>	<b>-33.9%</b>
<b>PERSONNEL TOTAL</b>	<b>383,370</b>	<b>415,583</b>	<b>8.4%</b>
<b>NON-PERSONNEL TOTAL</b>	<b>106,875</b>	<b>103,670</b>	<b>-3.0%</b>
<b>DEPARTMENT TOTALS</b>	<b>490,245</b>	<b>519,253</b>	<b>5.9%</b>

**District Counsel**

**SANTA CRUZ METRO FY 03-04 OPERATING BUDGET**  
**District Counsel - 1700**

ACCOUNT	FY 02-03 REVISED	FY 03-04 PRELIM	% CHANGE FROM FY 02-03
<b>LABOR</b>			
501021 Other Salaries	216,520	233,359	7.8%
501023 Other OT	3,500	3,500	0.0%
<b>Totals</b>	<b>220,020</b>	<b>236,859</b>	<b>7.7%</b>
<b>FRINGE BENEFITS</b>			
502011 Medicare/SS	4,149	3,744	-9.8%
502021 Retirement	17,930	22,588	26.0%
502031 Medical Ins	37,558	34,938	-7.0%
502041 Dental Ins	6,288	7,286	15.9%
502045 Vision Ins	1,420	1,333	-6.1%
502051 Life Ins	779	778	-0.1%
502060 State Disability (SDI)	1,708	2,459	44.0%
502061 Long Term Disability Ins	5,799	3,407	-41.3%
502071 State Unemployment (SUI)	344	431	25.3%
502081 Worker's Comp	2,129	2,423	13.8%
502101 Holiday Pay	2,784	2,994	7.5%
502103 Floating Holiday	5,600	6,066	8.3%
502109 Sick Leave	11,138	11,976	7.5%
502111 Vacation	18,096	20,852	15.2%
502121 Other Paid Absence	2,000	3,992	99.6%
502999 Other Fringe Benefits	312	312	0.0%
<b>Totals</b>	<b>118,033</b>	<b>125,578</b>	<b>6.4%</b>
<b>SERVICES</b>			
503031 Professional/Technical & Fees	900	900	0.0%
503033 Legal Services	7,400	5,000	-32.4%
503352 Equip Repair - Out	100	100	0.0%
<b>Totals</b>	<b>8,400</b>	<b>6,000</b>	<b>-28.6%</b>
<b>OTHER MATERIALS &amp; SUPPLIES</b>			
504211 Postage & Mailing	100	100	0.0%
504215 Printing	175	175	0.0%
504217 Photo Supp/Process	72	100	38.9%
504311 Office Supplies	2,400	1,800	-25.0%
<b>Totals</b>	<b>2,747</b>	<b>2,175</b>	<b>-20.8%</b>
<b>UTILITIES</b>			
505031 Telecommunications	550	550	0.0%
<b>Totals</b>	<b>550</b>	<b>550</b>	<b>0.0%</b>

**SANTA CRUZ METRO FY 03-04 OPERATING BUDGET**  
**District Counsel - 1700**

ACCOUNT	FY 02-03 REVISED	FY 03-04 PRELIM	% CHANGE FROM FY 02-03
<b>MISC EXPENSE</b>			
509011 Dues/Subscriptions	7,000	7,000	0.0%
509121 Employee Training	3,600	3,600	0.0%
509123 Travel	2,410	2,410	0.0%
Totals	<u>13,010</u>	<u>13,010</u>	0.0%
 PERSONNEL TOTAL	 338,053	 362,437	 7.2%
 NON-PERSONNEL TOTAL	 24,707	 21,735	 -12.0%
 DEPARTMENT TOTALS	 <u><u>362,760</u></u>	 <u><u>384,172</u></u>	 <u><u>5.9%</u></u>

## Risk Management

### SANTA CRUZ METRO FY 03-04 OPERATING BUDGET Risk Management - 1800

ACCOUNT	FY 02-03 REVISED	FY 03-04 PRELIM	% CHANGE FROM FY 02-03
<b>SERVICES</b>			
503031 Professional/Technical & Fees	52,350	52,000	-0.7%
503033 Legal Services	53,000	53,000	0.0%
Totals	105,350	105,000	-0.3%
<b>OTHER MATERIALS &amp; SUPPLIES</b>			
504211 Postage & Mailing	100	100	0.0%
504215 Printing	375	200	-46.7%
504217 Photo Supp/Process	200	350	75.0%
504311 Office Supplies	230	500	117.4%
Totals	905	1,150	27.1%
<b>CASUALTY &amp; LIABILITY COSTS</b>			
506123 Settlement Costs	100,000	100,000	0.0%
506999 Other Casualty Expense	49,527	-	-100.0%
Totals	149,527	100,000	-33.1%
<b>MISC EXPENSE</b>			
509011 Dues/Subscriptions	100	100	0.0%
509123 Travel	100	100	0.0%
Totals	200	200	0.0%
PERSONNEL TOTAL	-	-	0.0%
NON-PERSONNEL TOTAL	255,982	206,350	-19.4%
DEPARTMENT TOTALS	255,982	206,350	-19.4%

## FACILITIES MAINTENANCE

### SANTA CRUZ METRO FY 03-04 OPERATING BUDGET

#### Facilities Maintenance - 2200

ACCOUNT	FY 02-03 REVISED	FY 03-04 PRELIM	% CHANGE FROM FY 02-03
<b>LABOR</b>			
501021 Other Salaries	578,083	611,938	5.9%
501023 Other OT	10,700	30,672	186.7%
Totals	588,783	642,610	9.1%
<b>FRINGE BENEFITS</b>			
502011 Medicare/SS	5,799	6,065	4.6%
502021 Retirement	49,225	59,529	20.9%
502031 Medical Ins	114,092	112,490	-1.4%
502041 Dental Ins	23,047	22,866	-0.8%
502045 Vision Ins	5,422	4,999	-7.8%
502051 Life Ins	2,588	2,545	-1.7%
502060 State Disability (SDI)	6,405	10,450	63.1%
502061 Long Term Disability Ins	19,218	8,978	-53.3%
502071 State Unemployment (SUI)	1,290	1,833	42.1%
502081 Worker's Comp	47,138	53,643	13.8%
502101 Holiday Pay	7,663	7,730	0.9%
502103 Floating Holiday	3,500	3,648	4.2%
502109 Sick Leave	30,652	30,918	0.9%
502111 Vacation	67,847	71,390	5.2%
502121 Other Paid Absence	10,000	10,306	3.1%
502999 Other Fringe Benefits	312	312	0.0%
Totals	394,198	407,702	3.4%
<b>SERVICES</b>			
503031 Professional/Technical & Fees	22,000	22,000	0.0%
503161 Custodial Services	98,700	128,000	29.7%
503162 Uniforms/Laundry	6,200	14,000	125.8%
503171 Security Services	6,000	7,000	16.7%
503351 Building Repair - Out	25,495	35,000	37.3%
503352 Equip Repair - Out	13,800	17,000	23.2%
503363 Haz Waste Disposal	41,250	46,000	11.5%
Totals	213,445	269,000	26.0%
<b>MOBILE MATERIALS &amp; SUPPLIES</b>			
504011 Fuels & Lubricants	200	-	-100.0%
Totals	200	-	-100.0%
<b>OTHER MATERIALS &amp; SUPPLIES</b>			
504205 Freight Out	100	-	-100.0%
504215 Printing	5,117	5,000	-2.3%
504217 Photo Supp/Process	200	200	0.0%
504311 Office Supplies	2,053	3,000	46.1%
504315 Safety Supplies	8,800	17,000	93.2%
504317 Cleaning Supplies	36,000	40,000	11.1%
504409 Repair/Maint Supply	34,700	65,000	87.3%
504511 Small Tools	4,107	3,000	-27.0%
Totals	91,077	133,200	46.2%

**SANTA CRUZ METRO FY 03-04 OPERATING BUDGET**  
**Facilities Maintenance - 2200**

ACCOUNT	FY 02-03 REVISED	FY 03-04 PRELIM	% CHANGE FROM FY 02-03
<b>UTILITIES</b>			
505011 Gas & Electric	60,100	47,200	-21.5%
505021 Water & Garbage	43,520	31,700	-27.2%
505031 Telecommunications	1,160	2,000	72.4%
Totals	104,780	80,900	-22.8%
<b>TAXES</b>			
507201 Licenses & Permits	6,607	9,600	45.3%
507999 Other Taxes	24,000	25,000	4.2%
Totals	30,607	34,600	13.0%
<b>MISC EXPENSE</b>			
509011 Dues/Subscriptions	300	-	-100.0%
509101 Incentive Program	300	300	0.0%
509123 Travel	200	200	0.0%
Totals	800	500	-37.5%
<b>LEASES &amp; RENTALS</b>			
512061 Equipment Rental	7,268	8,100	11.4%
Totals	7,268	8,100	11.4%
PERSONNEL TOTAL	982,981	1,050,312	6.8%
NON-PERSONNEL TOTAL	448,177	526,300	17.4%
DEPARTMENT TOTALS	1,431,158	1,576,612	10.2%

ADA

**SANTA CRUZ METRO FY 03-04 OPERATING BUDGET**  
**Paratransit Program - 3100**

ACCOUNT	FY 02-03 REVISED	FY 03-04 PRELIM	% CHANGE FROM FY 02-03
<b>LABOR</b>			
501021 Other Salaries	149,867	158,367	5.7%
501023 Other OT	200	200	0.0%
<b>Totals</b>	<b>150,067</b>	<b>158,567</b>	<b>5.7%</b>
<b>FRINGE BENEFITS</b>			
502011 Medicare/SS	2,415	2,551	5.6%
502021 Retirement	12,346	15,336	24.2%
502031 Medical Ins	19,167	13,587	-29.1%
502041 Dental Ins	4,101	2,239	-45.4%
502045 Vision Ins	1,084	1,000	-7.7%
502051 Life Ins	624	617	-1.1%
502060 State Disability (SDI)	1,281	1,844	44.0%
502061 Long Term Disability Ins	4,515	2,313	-48.8%
502071 State Unemployment (SUI)	258	323	25.3%
502081 Worker's Comp	2,306	2,624	13.8%
502101 Holiday Pay	1,930	2,057	6.6%
502103 Floating Holiday	3,300	3,413	3.4%
503109 Sick Leave	7,720	8,226	6.6%
502111 Vacation	12,555	14,790	17.8%
502121 Other Paid Absence	1,000	2,742	174.2%
502999 Other Fringe Benefits	312	312	0.0%
<b>Totals</b>	<b>74,914</b>	<b>73,975</b>	<b>-1.3%</b>
<b>SERVICES</b>			
503031 Professional/Technical & Fees	200,000	202,000	1.0%
503225 Graphics Services	7,500	-	-100.0%
<b>Totals</b>	<b>207,500</b>	<b>202,000</b>	<b>-2.7%</b>
<b>PURCHASED TRANS.</b>			
503406 Contract/Paratransit	3,289,256	3,289,256	0.0%
<b>Totals</b>	<b>3,289,256</b>	<b>3,289,256</b>	<b>0.0%</b>
<b>OTHER MATERIALS &amp; SUPPLIES</b>			
504211 Postage & Mailing	5,550	2,500	-55.0%
504215 Printing	14,623	10,000	-31.6%
504217 Photo Supp/Process	750	750	0.0%
504311 Office Supplies	1,100	1,600	45.5%
<b>Totals</b>	<b>22,023</b>	<b>14,850</b>	<b>-32.6%</b>
<b>MISC EXPENSE</b>			
509011 Dues/Subscriptions	295	-	0.0%
509123 Travel	200	200	-100.0%
509125 Other Misc Expense	82	-	0.0%
<b>Totals</b>	<b>577</b>	<b>200</b>	<b>-100.0%</b>
<b>PERSONNEL TOTAL</b>	<b>224,981</b>	<b>232,542</b>	<b>3.4%</b>
<b>NON-PERSONNEL TOTAL</b>	<b>3,519,356</b>	<b>3,506,306</b>	<b>-0.4%</b>
<b>DEPARTMENT TOTALS</b>	<b>3,744,337</b>	<b>3,738,848</b>	<b>-0.1%</b>

**OPERATIONS**

**SANTA CRUZ METRO FY 03-04 OPERATING BUDGET**

**Operations - 3200**

ACCOUNT	FY 02-03 REVISED	FY 03-04 PRELIM	% CHANGE FROM FY 02-03
<b>LABOR</b>			
501021 Other Salaries	1,148,062	1,198,535	4.4%
501023 Other OT	100,000	25,309	-74.7%
<b>Totals</b>	<b>1,248,062</b>	<b>1,223,844</b>	<b>-1.9%</b>
<b>FRINGE BENEFITS</b>			
502011 Medicare/SS	4,398	4,196	-4.6%
502021 Retirement	97,676	118,395	21.2%
502031 Medical Ins	128,375	158,154	23.2%
502041 Dental Ins	27,384	29,206	6.7%
502045 Vision Ins	7,592	6,998	-7.8%
502051 Life Ins	3,679	3,645	-0.9%
502060 State Disability (SDI)	8,967	12,908	44.0%
502061 Long Term Disability Ins	36,417	17,857	-51.0%
502071 State Unemployment (SUI)	1,806	2,264	25.3%
502081 Worker's Comp	50,771	57,777	13.8%
502101 Holiday Pay	14,776	15,351	3.9%
502103 Floating Holiday	7,600	7,842	3.2%
502109 Sick Leave	59,104	61,403	3.9%
502111 Vacation	152,683	160,054	4.8%
502121 Other Paid Absence	12,000	20,468	70.6%
502251 Phys. Exam - Renewal	924	792	-14.3%
502253 Driver Lic Renewal	768	256	-66.7%
502999 Other Fringe Benefits	1,448	936	-35.4%
<b>Totals</b>	<b>616,368</b>	<b>678,502</b>	<b>10.1%</b>
<b>SERVICES</b>			
503031 Professional/Technical & Fees	11,500	25,000	117.4%
503162 Uniforms/Laundry	100	1,000	900.0%
503171 Security Services	273,119	330,188	20.9%
503352 Equip Repair - Out	2,700	5,000	85.2%
<b>Totals</b>	<b>287,419</b>	<b>361,188</b>	<b>25.7%</b>
<b>PURCHASED TRANS.</b>			
503405 Contract Transp	50	100	100.0%
<b>Totals</b>	<b>50</b>	<b>100</b>	<b>100.0%</b>
<b>OTHER MATERIALS &amp; SUPPLIES</b>			
504211 Postage & Mailing	400	500	25.0%
504214 Promotional Items	400	-	-100.0%
504215 Printing	15,000	15,000	0.0%
504217 Photo Supp/Process	7,000	6,000	-14.3%
504311 Office Supplies	13,293	13,000	-2.2%
504315 Safety Supplies	100	-	-100.0%
504317 Cleaning Supplies	-	100	0.0%
504511 Small Tools	100	100	0.0%
<b>Totals</b>	<b>36,293</b>	<b>34,700</b>	<b>-4.4%</b>

**SANTA CRUZ METRO FY 03-04 OPERATING BUDGET**  
**Operations - 3200**

ACCOUNT	FY 02-03 REVISED	FY 03-04 PRELIM	% CHANGE FROM FY 02-03
<b>UTILITIES</b>			
505011 Gas & Electric	27,000	28,350	5.0%
505021 Water & Garbage	24,000	20,000	-16.7%
505031 Telecommunications	11,000	11,000	0.0%
Totals	<u>62,000</u>	<u>59,350</u>	-4.3%
<b>MISC EXPENSE</b>			
509101 Incentive Program	3,960	3,900	-1.5%
509123 Travel	200	200	0.0%
509125 Other Misc Expense	100	500	400.0%
Totals	<u>4,260</u>	<u>4,600</u>	8.0%
<b>LEASES &amp; RENTALS</b>			
512011 Facility Lease	63,845	65,344	2.3%
512061 Equipment Rental	6,000	6,000	0.0%
Totals	<u>69,845</u>	<u>71,344</u>	2.1%
PERSONNEL TOTAL	1,864,430	1,902,346	2.0%
NON-PERSONNEL TOTAL	459,867	531,282	15.5%
DEPARTMENT TOTALS	<u><u>2,324,297</u></u>	<u><u>2,433,628</u></u>	4.7%

**BUS OPERATORS**

**SANTA CRUZ METRO FY 03-04 OPERATING BUDGET**

**Bus Operators - 3300**

ACCOUNT	FY 02-03 REVISED	FY 03-04 PRELIM	% CHANGE FROM FY 02-03
<b>LABOR</b>			
501011 Bus Operator Pay	6,211,208	6,590,092	6.1%
501013 Bus Operator OT	968,512	1,027,591	6.1%
Totals	7,179,720	7,617,683	6.1%
<b>FRINGE BENEFITS</b>			
502011 Medicare/SS	75,534	90,187	19.4%
502021 Retirement	447,087	563,306	26.0%
502031 Medical Ins	1,022,562	1,081,358	5.7%
502041 Dental Ins	205,446	213,351	3.8%
502045 Vision Ins	62,894	58,317	-7.3%
502051 Life Ins	28,473	28,114	-1.3%
502060 State Disability (SDI)	76,860	113,717	48.0%
502061 Long Term Disability Ins	317,233	131,907	-58.4%
502071 State Unemployment (SUI)	15,480	19,943	28.8%
502081 Worker's Comp	819,950	933,103	13.8%
502101 Holiday Pay	208,065	220,693	6.1%
502109 Sick Leave	346,775	367,822	6.1%
502111 Vacation	649,205	701,018	8.0%
502121 Other Paid Absence	59,535	66,572	11.8%
502251 Phys. Exam - Renewal	2,640	8,580	225.0%
502253 Driver Lic Renewal	6,072	1,980	-67.4%
502999 Other Fringe Benefits	100	100	0.0%
Totals	4,343,912	4,600,068	5.9%
<b>SERVICES</b>			
503162 Uniforms/Laundry	3,680	5,000	35.9%
Totals	3,680	5,000	35.9%
<b>MISC EXPENSE</b>			
509101 Incentive Program	2,400	2,400	0.0%
Totals	2,400	2,400	0.0%
<b>PERSONNEL TOTAL</b>	11,523,632	12,217,751	6.0%
<b>NON-PERSONNEL TOTAL</b>	6,080	7,400	21.7%
<b>DEPARTMENT TOTALS</b>	11,529,712	12,225,151	6.0%

# FLEET MAINTENANCE

## SANTA CRUZ METRO FY 03-04 OPERATING BUDGET Fleet Maintenance - 4100

ACCOUNT	FY 02-03 REVISED	FY 03-04 PRELIM	% CHANGE FROM FY 02-03
<b>LABOR</b>			
501021 Other Salaries	2,350,765	2,498,091	6.3%
501023 Other OT	125,000	121,756	-2.6%
<b>Totals</b>	<b>2,475,765</b>	<b>2,619,847</b>	<b>5.8%</b>
<b>FRINGE BENEFITS</b>			
502011 Medicare/SS	21,768	23,317	7.1%
502021 Retirement	198,460	242,655	22.3%
502031 Medical Ins	325,339	369,979	13.7%
502041 Dental Ins	73,722	74,292	0.8%
502045 Vision Ins	19,159	17,662	-7.8%
502051 Life Ins	8,732	8,650	-0.9%
502060 State Disability (SDI)	22,631	35,652	57.5%
502061 Long Term Disability Ins	68,403	36,598	-46.5%
502071 State Unemployment (SUI)	4,558	6,252	37.2%
502081 Worker's Comp	185,858	211,506	13.8%
502101 Holiday Pay	28,905	30,227	4.6%
502103 Floating Holiday	4,400	4,496	2.2%
502109 Sick Leave	120,151	125,717	4.6%
502111 Vacation	284,016	299,373	5.4%
502121 Other Paid Absence	40,000	41,906	4.8%
502251 Phys. Exam - Renewal	1,386	1,386	0.0%
502253 Driver Lic Renewal	400	245	-38.8%
502999 Other Fringe Benefits	924	924	0.0%
<b>Totals</b>	<b>1,408,812</b>	<b>1,530,837</b>	<b>8.7%</b>
<b>SERVICES</b>			
503031 Professional/Technical & Fees	2,500	2,500	0.0%
503162 Uniforms/Laundry	25,000	27,500	10.0%
503221 Classified/Legal Ads	5,000	5,500	10.0%
503352 Equip Repair - Out	49,000	61,000	24.5%
503353 Rev Veh Repair - Out	206,120	206,000	-0.1%
503354 Other Veh Repair - Out	64,020	65,570	2.4%
<b>Totals</b>	<b>351,640</b>	<b>368,070</b>	<b>4.7%</b>
<b>MOBILE MATERIALS &amp; SUPPLIES</b>			
504011 Fuels & Lubricants	52,443	91,477	74.4%
504012 Fuels & Lubricants - Rev Veh	1,222,640	1,462,821	19.6%
504021 Tires & Tubes	113,182	166,000	46.7%
504161 Other Mobile Supplies	6,500	6,500	0.0%
504191 Rev Vehicle Parts	615,000	615,000	0.0%
<b>Totals</b>	<b>2,009,765</b>	<b>2,341,798</b>	<b>16.5%</b>

**SANTA CRUZ METRO FY 03-04 OPERATING BUDGET**  
**Fleet Maintenance - 4100**

ACCOUNT	FY 02-03 REVISED	FY 03-04 PRELIM	% CHANGE FROM FY 02-03
<b>OTHER MATERIALS &amp; SUPPLIES</b>			
504205 Freight Out	2,500	2,500	0.0%
504211 Postage & Mailing	500	1,000	100.0%
504215 Printing	5,200	5,200	0.0%
504217 Photo Supp/Process	200	100	-50.0%
504311 Office Supplies	11,000	9,500	-13.6%
504315 Safety Supplies	11,275	9,825	-12.9%
504317 Cleaning Supplies	26,000	26,000	0.0%
504421 Non-Inventory Parts	50,000	50,000	0.0%
504511 Small Tools	5,000	5,000	0.0%
504515 Employee Tools	2,000	1,500	-25.0%
Totals	113,675	110,625	-2.7%
<b>UTILITIES</b>			
505011 Gas & Electric	49,000	55,752	13.8%
505021 Water & Garbage	18,000	18,446	2.5%
505031 Telecommunications	18,420	10,368	-43.7%
Totals	85,420	84,566	-1.0%
507051 Fuel Tax	9,910	10,933	10.3%
507201 Licenses & Permits	540	540	0.0%
Totals	10,450	11,473	9.8%
<b>MISC EXPENSE</b>			
509011 Dues/Subscriptions	979	729	-25.5%
509101 Incentive Program	1,060	1,060	0.0%
509123 Travel	200	200	0.0%
Totals	2,239	1,989	-11.2%
<b>LEASES &amp; RENTALS</b>			
512011 Facility Lease	213,841	217,942	1.9%
512061 Equipment Rental	2,505	4,057	62.0%
Totals	216,346	221,999	2.6%
PERSONNEL TOTAL	3,884,577	4,150,684	6.9%
NON-PERSONNEL TOTAL	2,789,535	3,140,520	12.6%
DEPARTMENT TOTALS	6,674,112	7,291,204	9.2%

**SANTA CRUZ METRO FY 03-04 OPERATING BUDGET**  
**COBRA Benefits - 9001**

ACCOUNT	FY 02-03 REVISED	FY 03-04 PRELIM	% CHANGE FROM FY 02-03
<b>FRINGE BENEFITS</b>			
502031 Medical Ins	-	22,934	100.0%
502041 Dental Ins	-	2,008	100.0%
502045 Vision Ins	-	2,454	100.0%
Totals	-	27,396	100.0%
PERSONNEL TOTAL	-	27,396	100.0%
NON-PERSONNEL TOTAL	-	-	0.0%
DEPARTMENT TOTALS	-	27,396	0.0%

Retirees

**SANTA CRUZ METRO FY 03-04 OPERATING BUDGET**  
**Retired Employee Benefits - 9005**

ACCOUNT	FY 02-03 REVISED	FY 03-04 PRELIM	% CHANGE FROM FY 02-03
FRINGE BENEFITS			
502031 Medical Ins	546,269	731,081	33.8%
502041 Dental Ins	52,400	65,826	25.6%
502045 Vision Ins	19,441	21,168	8.9%
502051 Life Ins	8,678	9,897	14.0%
Totals	626,788	827,972	32.1%
PERSONNEL TOTAL	626,788	827,972	32.1%
NON-PERSONNEL TOTAL	-	-	0.0%
DEPARTMENT TOTALS	626,788	827,972	32.1%

**SCCIC**

**SANTA CRUZ METRO FY 03-04 OPERATING BUDGET  
SCCIC/COPS - 700**

ACCOUNT	FY 02-03 REVISED	FY 03-04 PRELIM	% CHANGE FROM FY 02-03
<b>SERVICES</b>			
503011 Accting/Audit Fees	750	-	-100.0%
503012 Admin/Bank Fees	50	-	-100.0%
Totals	800	-	-100.0%
<b>OTHER MATERIALS &amp; SUPPLIES</b>			
504211 Postage & Mailing	7	-	-100.0%
Totals	7	-	-100.0%
<b>MISC EXPENSE</b>			
509123 Travel	-	200	0.0%
Totals	-	200	0.0%
PERSONNEL TOTAL	-	-	0.0%
NON-PERSONNEL TOTAL	807	200	-75.2%
DEPARTMENT TOTALS	807	200	-75.2%

**MASTF****SANTA CRUZ METRO FY 03-04 OPERATING BUDGET  
MASTF - 9021**

ACCOUNT	FY 02-03 REVISED	FY 03-04 PRELIM	% CHANGE FROM FY 02-03
<b>OTHER MATERIALS &amp; SUPPLIES</b>			
504211 Promotional Items	125	250	100.0%
504214 Photo Supp/Process	50	-	-100.0%
504215 Office Supplies	100	100	0.0%
Totals	<u>275</u>	<u>350</u>	<u>27.3%</u>
 <b>MISC EXPENSE</b>			
509125 Other Misc Expense	1,696	650	-61.7%
Totals	<u>1,696</u>	<u>650</u>	<u>-61.7%</u>
 <b>PERSONNEL TOTAL</b>			
	-	-	0.0%
 <b>NON-PERSONNEL TOTAL</b>			
	1,971	1,000	-49.3%
 <b>DEPARTMENT TOTALS</b>			
	<u>1,971</u>	<u>1,000</u>	<u>-49.3%</u>

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
 FY 03-04 PRELIMINARY BUDGET  
 CAPITAL IMPROVEMENT PROGRAM**

<b>PROJECT</b>	<b>FEDERAL</b>	<b>STATE/ LOCAL</b>	<b>DISTRICT</b>	<b>TOTAL</b>
<b><u>Grant-Funded Projects</u></b>				
Consolidated Operating Facility	\$ 8,253,238	\$ -	\$ 2,063,310	\$ 10,316,548
Urban Bus Replacement	\$ 8,569,473	\$ 344,631	\$ 2,142,262	\$ 11,056,366
Metro Center Renovation Project	\$ -	\$ 200,000	\$ -	\$ 200,000
Subtotal				\$ 21,572,914
<b><u>District-Funded Projects</u></b>				
Bus Stop Improvements			\$ 60,000	\$ 60,000
Digital Photo ID Machine			\$ 1,500	\$ 1,500
Paratransit Software License			\$ 15,000	\$ 15,000
IT Upgrades			\$ 15,000	\$ 15,000
Automated Telephone Info System			\$ 35,000	\$ 35,000
Storage Container for Fleet Maintenance			\$ 1,800	\$ 1,800
Facilities Repair & Improvements			\$ 64,000	\$ 64,000
Machinery/Equipment Repair & Improvements			\$ -	\$ -
Non-Revenue Vehicle Replacement			\$ 146,000	\$ 146,000
Office Equipment (carryover)			\$ 29,000	\$ 29,000
Transfer to Operating Budget			\$ 350,000	\$ 350,000
Subtotal				\$ 717,300
<b>TOTAL CAPITAL PROJECTS</b>	<b>\$ 16,822,711</b>	<b>\$ 544,631</b>	<b>\$ 4,922,872</b>	<b>\$ 22,290,214</b>

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
FY 03-04 PRELIMINARY BUDGET  
CAPITAL IMPROVEMENT PROGRAM**

**CAPITAL PROGRAM FUNDING**

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Federal Grants	\$ 16,822,711
State/Local Grants	\$ 544,631
STA Funding	\$ 821,414
District Reserves	\$ 4,101,458

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<b>TOTAL CAPITAL FUNDING</b>	<b>\$ 22,290,214</b>
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# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

**DATE:** March 28, 2003  
**TO:** Board of Directors  
**FROM:** Mark Dorfman, Assistant General Manager  
**SUBJECT: CONSIDERATION OF RESOLUTIONS AUTHORIZING SUBMITTAL OF FY 2004 STA AND TDA CLAIMS**

## I. RECOMMENDED ACTION

**Adopt resolutions authorizing staff to submit claims to the Santa Cruz County Regional Transportation Commission for FY 2004 State Transit Assistance (STA) and Transportation Development Act (TDA) funds.**

## II. SUMMARY OF ISSUES

- METRO will claim \$5,392,889 in TDA funds and \$821,414 in STA funds for Santa Cruz County transit operations and capital improvements for FY 2004 based upon TDA revenue estimates for FY 2004 from the SCCRTC and the State Controller's Office.
- The TDA funds will be used for operating costs. The STA funds can only be used for capital improvement projects.
- The amount of STA/TDA funds available may change upon adoption of the California FY 2004 budget in July. If the amount changes, SCMTD will submit an amended claim.

## III. DISCUSSION

The Santa Cruz County Regional Transportation Commission provided an apportionment summary of FY 2004 Santa Cruz County TDA revenue from the State sales tax. METRO's allocation of the estimated revenue is \$5,392,889 in TDA funds and \$821,414 in STA funds.

Under existing law (PUC Section 99314.6), STA funds cannot be allocated for operating purposes unless the operator meets a set of efficiency standards relating to cost per revenue mile or cost per revenue vehicle hour. The SCMTD will claim the funds for capital purposes since the District cannot meet the qualifying criteria to utilize the money for operations in FY 2004.

Since California's statewide budget for FY2004 will not be approved before July 2003, the actual amount of STA/TDA funds available for apportionment to transit operators may change. If the final budget amount of STA/TDA funds available for Santa Cruz County changes, the SCMTD will submit an amended claim to the SCCRTC.

**IV. FINANCIAL CONSIDERATIONS**

If the SCCRTC approves these claims, a total of \$6,214,303.00 in TDA and STA funds will be available to the SCMTD in FY 2004.

**V. ATTACHMENTS**

**Attachment A:** Resolution Authorizing Submittal of FY 2004 TDA Claim

**Attachment B:** Resolution Authorizing Submittal of FY 2004 STA Claim

**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:

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE  
SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
AUTHORIZING A CLAIM TO THE  
SANTA CRUZ COUNTY REGIONAL TRANSPORTATION COMMISSION  
FOR TRANSPORTATION DEVELOPMENT ACT FUNDS**

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

**WHEREAS**, in accordance with Article 1, Section 99214 of the Public Utilities Code the Santa Cruz County Regional Transportation Commission is the Transportation Planning Agency for Santa Cruz County; and

**WHEREAS**, in accordance with Article 4, Section 99260(a) of the Public Utilities Code, claims may be filed with the transportation planning agency by transit operators for the support of public transportation systems; and

**WHEREAS**, in accordance with 6655 of the California Code of Regulations, the Transportation Planning Agency issues instruction to the County Auditor for payment to claimants,

**NOW, THEREFORE, BE IT RESOLVED**, that the General Manager of the Santa Cruz Metropolitan Transit District is authorized to submit a claim of up to \$5,392,889.00 to the Santa Cruz County Regional Transportation Commission for Transit Operations for the fiscal year 2004.

**PASSED AND ADOPTED** this 28<sup>st</sup> day of March 2003, by the following vote:

**AYES:** Directors -

**NOES:** Directors -

**ABSTAIN:** Directors -

**ABSENT:** Directors -

**APPROVED** \_\_\_\_\_  
EMILY REILLY  
Chairperson

**ATTEST** \_\_\_\_\_  
LESLIE R. WHITE  
General Manager

**APPROVED AS TO FORM:**

\_\_\_\_\_  
MARGARET GALLAGHER  
District Counsel

# **SANTA CRUZ METROPOLITAN TRANSIT DISTRICT**

Resolution No. \_\_\_\_\_  
On the Motion of Director: \_\_\_\_\_  
Duly Seconded by Director: \_\_\_\_\_  
The Following Resolution is:

## **RESOLUTION OF THE BOARD OF DIRECTORS OF THE SANTA CRUZ METROPOLITAN TRANSIT DISTRICT AUTHORIZING A CLAIM TO THE SANTA CRUZ COUNTY REGIONAL TRANSPORTATION COMMISSION FOR STATE TRANSIT ASSISTANCE FUNDS**

**WHEREAS**, the State Controller is authorized under Section 99313 of the Public Utilities Code to allocate State Transit Assistance (STA) funds to regional transportation planning agencies and county transportation commissions; and

**WHEREAS**, in accordance with the Sections 99313 and 99314 et al of the Public Utilities Code, the Santa Cruz Metropolitan Transit District is authorized to submit a claim for STA operating funds to the Santa Cruz County Regional Transportation Commission; and

**WHEREAS**, the Santa Cruz Metropolitan Transit District's proposed expenditures are in conformity with the Regional Transportation Plan; and

**WHEREAS**, the level of passenger fares and charges is sufficient to enable the Santa Cruz Metropolitan Transit District to meet the fare revenue requirements of Public Utilities Code Section 99268.2(b); and

**WHEREAS**, the Santa Cruz Metropolitan Transit District is not precluded by any contract entered into on or after June 28, 1979, from employing part-time drivers or from contracting with common carriers of persons operating under a franchise or license; and

**WHEREAS**, the sum of the Santa Cruz Metropolitan Transit District's allocations from the State Transit Assistance fund and from the Local Transportation Fund does not exceed the amount the Santa Cruz Metropolitan Transit District is eligible to receive during fiscal year 2004. Such funding, however, shall not relieve the Santa Cruz Metropolitan Transit District of its responsibility pursuant to Section 6735 of the California Code of Regulations, Title 21, Chapter 3; and

**WHEREAS**, the Santa Cruz Metropolitan Transit District has made a reasonable effort to implement the productivity improvements recommended pursuant to Public Utilities Code Section 99244; and

**WHEREAS**, the Santa Cruz Metropolitan Transit District is making full use of federal funds available under the Intermodal Transportation Efficiency Act of the 21<sup>st</sup> Century, as amended:

**NOW, THEREFORE, BE IT RESOLVED**, that the General Manager of the Santa Cruz Metropolitan Transit District is authorized to submit a claim of up to \$821,414 in State Transit Assistance funds for FY 2004.

**PASSED AND ADOPTED** this 28<sup>st</sup> day of March 2003 by the following vote:

**AYES:** Directors -

**NOES:** Directors -

**ABSTAIN:** Directors -

**ABSENT:** Directors -

**APPROVED** \_\_\_\_\_

EMILY REILLY  
Chairperson

**ATTEST** \_\_\_\_\_

LESLIE R. WHITE  
General Manager

**APPROVED AS TO FORM:**

\_\_\_\_\_  
MARGARET GALLAGHER  
District Counsel

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

**DATE:** March 28, 2003  
**TO:** Board of Directors  
**FROM:** Elisabeth Ross, Finance Manager  
**SUBJECT: RESOLUTION AMENDING FY 02-03 BUDGET**

## I. RECOMMENDED ACTION

**Staff recommends that the Board of Directors adopt the attached resolution amending the FY 02-03 budget in accordance with Exhibit A.**

## II. SUMMARY OF ISSUES

- As a result of projected decreases in operating funding and required adjustments to operating expenses, the operating budget is recommended to be decreased by a net \$127,000 for a new total of \$30,959,000.
- The projected operating revenue shortfall is a result of decreases in three revenue sources: advertising income, interest income, and commission revenue.
- Special transit fares, especially UCSC revenue, are slightly over budget, resulting in an increase of \$15,300 which will assist in balancing the revised budget.
- With no new advertising contract in place following the expiration of the OBIE Media contract, advertising income has been decreased by \$48,000.
- The District's interest rate at the County has continued to fall and the treasury balance is below projected levels, requiring a decrease in expected interest income by \$80,000.
- Vending machine income in the amount of \$600 has been eliminated due to low sales.
- Due to the cancellation of First Night service and lower costs of several special shuttles which were 100% funded, the estimated revenue and expense for these services have been reduced, for a decrease in the amount of \$13,700.
- A number of expense adjustments are required at this time, as delineated in Attachment A. The largest increase is the addition of \$450,000 to the workers compensation program, based on a large number of claims being closed and paid off in the current fiscal year.
- Updating the capital improvement program to reflect the latest grant approvals results in a net increase of \$13,981,383. The revised capital improvement program totals \$33,420,783.

### **III. DISCUSSION**

#### **A. Operating Revenue**

The detailed list of changes to the FY 02-03 operating revenues is shown on Attachment A, Exhibit A, following the budget resolution. The revised operating budget totals \$30,959,000.

##### **1. Operating Revenue Shortfall**

The projected operating revenue shortfall is primarily a result of decreases in three revenue sources: advertising income, interest income, and commission revenue.

##### **Advertising Income**

Staff had projected advertising income in the amount of \$48,000 for the second half of the fiscal year following expiration of the contract with OBIE Media. However, since no new contract was executed, advertising income has been reduced by \$48,000.

##### **Interest Income**

Under State law, the District's investments are handled by the County Treasurer. The funds are pooled to maximize interest income. In the October budget revision, staff lowered interest rate projections to 2.4% through November, 2.5% for December through March, and 3.0% for the last quarter of the fiscal year, and lowered the projected general fund balance, for a reduction in interest income of \$75,000. However, interest rates have continued to decline to 1.8% in February 2003. Therefore, staff is again reducing interest income for FY 02-03 by another \$80,000. This assumes that interest rates will remain below 2% through the end of the fiscal year.

##### **Commission Revenue**

In the past, the District has received commissions from vending machines used by employees at District facilities. Due to low sales, the District will probably not realize any of the \$600 budgeted for commission revenue in FY 02-03.

##### **2. Other Revenue Changes**

Special transit fares are over budget for the year to date, allowing the District to increase this revenue source by \$15,300. Several 100% funded shuttles either did not operate, such as First Night, or came in under the projected cost, such as the Watsonville Holiday Shuttle. Therefore, the estimated shuttle revenue and corresponding expense have been reduced.

#### **B. Operating Expense**

Detailed expense adjustments are listed in Attachment A, Exhibit A. The expense changes required are as follows:

- Bus Operator pay is decreased to reflect the reduction in some 100% funded shuttles, and year-to-date actual expenses.

- Other salaries are decreased due to past and current staff vacancies in certain departments.
- Medical insurance is adjusted in several departments to reflect new projections based on rate changes effective January 1, 2003, and staff vacancies in some departments.
- Long term disability insurance is decreased by \$70,000 to reflect a new contract effective January 1, 2003.
- State unemployment insurance (SUI) is increased due to higher tax rates than projected effective January 1, 2003.
- Workers compensation expenses are increased by \$450,000 to cover many long term claims that are being settled during FY 02-03.
- COBRA coverage is being budgeted to cover health premium costs in the event that survivors qualify for coverage after the death of an active employee.
- Professional services are being increased by \$10,000 to restore the call stop audit program.
- Costs are being added for the new needle disposal program.
- Other casualty expense is being decreased based on year-to-date expenses.
- The District is now required to pay an annual fuel tax for CNG usage.
- The Bus Operator safety awards program exceeded the budgeted amount due to the number of Operators qualifying for the program this year.
- Additional lease expense is being incurred for a limited time for storage of excess buses awaiting resale.

**C. Capital Improvement Program**

Updating the capital improvement program results in a net increase of \$13,981,383. The major changes consist of increasing several projects to reflect recent grant approvals and activities to be completed in this fiscal year. Use of District reserves is increased due to the net increase in costs this fiscal year.

The revised capital improvement program totals \$33,420,783.

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

Adoption of the resolution with the budget revisions as presented will decrease the total FY 02-03 operating budget by \$127,000, and increase the capital improvement program by \$13,981,383.

#### **V. ATTACHMENTS**

**Attachment A:** Resolution Authorizing a Revision to the FY 02-03 Budget, followed by a list of specific changes (Exhibit A).

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

Resolution No. \_\_\_\_\_

On the Motion of Director \_\_\_\_\_

Duly Seconded by Director \_\_\_\_\_

The following Resolution is adopted:

**A RESOLUTION OF THE  
SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
AUTHORIZING A REVISION TO THE FY 02-03 BUDGET**

**WHEREAS**, it is necessary to revise the adopted FY 02-03 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 28<sup>th</sup> day of March, 2003, by the following vote:

AYES: Directors -

NOES: Directors -

ABSENT: Directors -

ABSTAIN: Directors -

Approved \_\_\_\_\_

EMILY REILLY  
Chairperson

Attest \_\_\_\_\_

LESLIE R. WHITE  
General Manager

APPROVED AS TO FORM:

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

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Margaret Gallagher  
District Counsel

**EXHIBIT A**  
**RECOMMENDED BUDGET REVISIONS**  
**FY 02-03**  
**MARCH 2003**

	<b>AMOUNT</b>	<b>TOTALS</b>
<b><u>OPERATING REVENUE</u></b>		
Increase special transit fares to reflect year to date actual	\$ 15,300	
Decrease special transit fares to delete certain 100% funded shuttles	\$ (13,700)	
Decrease advertising income to reflect no new contract	\$ (48,000)	
Decrease interest income to reflect lower interest rates and treasury balance	\$ (80,000)	
Decrease commission revenue to reflect elimination of vending machine income	\$ (600)	
	<hr/>	
<b>TOTAL</b>		<b>\$ (127,000)</b>

**EXHIBIT A  
RECOMMENDED BUDGET REVISIONS  
FY 02-03  
MARCH 2003**

	DEPT	ACCOUNT	AMOUNT	TOTALS
<b><u>OPERATING EXPENSE</u></b>				
Decrease Bus Op pay for certain funded shuttles	3300	501011	\$ (13,700)	
Decrease Bus Op pay based on YTD actual	3300	501011	\$ (75,000)	
Decrease other salaries due to vacancies:				
- Finance	1200	501021	\$ (8,458)	
- Planning & Marketing	1300	501021	\$ (81,376)	
- Operations	3200	501021	\$ (128,828)	
- Fleet Maintenance	4100	501021	\$ (167,947)	
Adjust medical insurance based on YTD actual:				
- Finance	1200	502031	\$ 3,000	
- IT	1500	502031	\$ 4,000	
- Facilities Maintenance	2200	502031	\$ (5,000)	
- Paratransit	3100	502031	\$ (5,000)	
- Bus Operators	3300	502031	\$ (92,000)	
- Fleet Maintenance	4100	502031	\$ (5,000)	
- Retired Employees	9005	502031	\$ 75,000	
Decrease LTD insurance to reflect new contract	all	502061	\$ (70,000)	
Increase State Unemployment Insurance (SUI) due to higher rates	all	502071	\$ 11,342	
Increase workers comp expenses based on YTD	all	502081	\$ 450,000	
Add COBRA coverage for employee survivors:				
- Add COBRA medical coverage expense	9001	502031	\$ 10,000	
- Add COBRA dental coverage expense	9001	502041	\$ 3,000	
- Add COBRA vision coverage expense	9001	502045	\$ 1,500	
Increase prof services to continue call stop audits	3200	503031	\$ 10,000	
Add needle disposal program	2200	503031	\$ 1,000	
Decrease other casualty expenses	1800	506999	\$ (49,000)	
Add annual CNG fuel tax	4100	507051	\$ 2,136	
Increase Bus Operator employee incentive program for safety award program overrun	3300	509101	\$ 331	
Increase lease expense for additional bus parking	3200	512011	<u>\$ 3,000</u>	
<b>TOTAL</b>				<b>\$ (127,000)</b>

**EXHIBIT A**  
**RECOMMENDED BUDGET REVISIONS**  
**FY 02-03**  
**MARCH 2003**

	DEPT	AMOUNT	TOTALS
<b><u>CAPITAL FUNDING</u></b>			
Increase Federal funding based on approval of grants		\$ 4,974,594	
Increase State/Local funding based on approval of grants		\$ 6,880,904	
Increase STA funding based on SCCRTC December revision		\$ 199,144	
Increase use of District reserves for carryover projects and new projects		<u>\$ 1,926,741</u>	
<b>TOTAL</b>			<b>\$ 13,981,383</b>
 <b><u>CAPITAL PROJECTS</u></b>			
Adjust MetroBase project to add phases and reflect fund transfer for vehicle purchases (see below)		\$ 2,368,465	
Add grant-funded purchase of seventeen (17) ADA paratransit vans		\$ 732,008	
Add grant-funded purchase of TCRP Convertible Buses		\$ 6,750,000	
Add grant-funded purchase of three (3) additional buses and five (5) paratransit vehicles		\$ 500,000	
Increase purchase of replacement buses to reflect final project amounts		\$ 3,509,894	
Reduce Talking Bus project to reflect fund transfer to GFI farebox project		\$ (55,000)	
Add grant-funded purchase of GFI farebox equipment		\$ 55,000	
Add carryover of USL IT project from FY 01-02		\$ 25,000	
Increase carryover project for engine repowering		\$ 75,000	
Add purchase of trolley cover		\$ 5,000	
Add purchase of one steam cleaner water vacuum unit		\$ 2,500	
Add Operations bus washer pad emergency improvements		\$ 5,716	
Add installation of exhaust fan at 111 Dubois		\$ 4,800	
Add purchase of laptop computer for General Manager		<u>\$ 3,000</u>	
<b>TOTAL</b>			<b>\$ 13,981,383</b>

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

**DATE:** March 28, 2003

**TO:** Board of Directors

**FROM:** Tom Stickel, Manager of Fleet Maintenance

**SUBJECT: CONSIDERATION OF SECOND AMENDMENT TO CONTRACT FOR RESIDENT BUS INSPECTOR SERVICES**

## I. RECOMMENDED ACTION

**District Staff recommends that the Board of Directors authorize the General Manager to amend the contract for resident bus inspection services with J & S Maintenance Professional Services, Inc. to increase the contract by an additional amount up to \$29,350.**

## II. SUMMARY OF ISSUES

- District has entered into a contract with J & S Maintenance Professional Services, Inc. (Contractor) for resident bus inspection services for the procurement of low floor buses with New Flyer of America.
- Due to production delays by New Flyer of America, J & S Maintenance Professional Services, Inc. has incurred an overrun of the time proposed in the original contract.
- The first amendment to the contract authorized a rate of \$365 per day.
- District staff is recommending that an amendment to the contract for resident bus inspection services with J & S Maintenance Professional Services, Inc. for the low floor transit buses being built by New Flyer of America be amended to increase the contract amount by up to \$29,350 to cover production overrun cost incurred.

## III. DISCUSSION

The District has established a contract with J & S Maintenance Professional Services, Inc. (J & S) to provide resident bus inspection services for twenty-nine (29) low floor transit coaches being purchased from New Flyer of America. Federal law requires production inspection and quality control assurance on coaches being manufactured for the District.

After the pre-production meeting, New Flyer announced that the final assembly of buses had changed and would occur at their St. Cloud, Minnesota facility and not the Crookston, Minnesota facility. The District informed J & S of the change in location of final assembly and was told that there would be additional costs to their contract since their proposal was based on the information given in the District's Request for Proposal that final assembly would occur at the Crookston facility. J & S stated that the reason their proposal was so low was that their inspector lived close to the Crookston plant and housing was not factored into their proposal for the day-to-day inspector assigned to this project. J & S had requested and was authorized under the first

amendment, compensation for the additional cost of transportation and lodging for the change in location of the final assembly.

Delays in production have resulted in incurred costs, based on the \$365 per day rate. The latest report from J & S indicates there are four (4) buses remaining to be inspected. New Flyer is making progress to complete their contract. District staff estimates completion by the end of March, which would bring the obligation to J&S Maintenance Professionals to an additional \$29,350.

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

Funding for this project is contained in the Capital budget.

#### **V. ATTACHMENTS**

**Attachment A:** Letter from J and S Maintenance Professional Services, Inc.

**Attachment B:** Second Amendment to the Contract

**J & S Maintenance Professional Services, Inc**  
14480 Highland Home Rd. Banning, California 92220 (909) 897-6704

## Attachment A

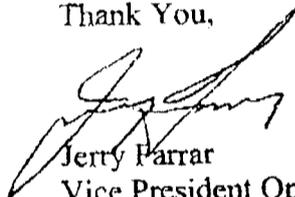
Tom Stickel  
**Manager of Fleet Maintenance**  
Santa Cruz MTD  
11/25/2002

Mr. Stickel,

As you know, the project at **New Flyer Industries** to build your 29 New Flyer Low Floor Transit Coaches has **exceeded** the amount of hours specified in J&S's proposal: your RFP Bid # 01-24. As stated in J&S's letter dated 11/25/2002, Should an overrun occur at the **factory, the** cost would not exceed \$365.00 **per** day based on a 7-Day Week. As of January 13, 2003 a factory overrun has **occurred** with a revised final completion date estimated to be March 28, 2003, thus **creating** an overrun of 74 days. The added cost of this project calculated at the rate of 365.00 **per** day is 29,350.00 providing the project does in fact end as projected.

J&S appreciates **your attention** to this matter and would like to take this time to thank you for **the opportunity to work with the Santa Cruz MTD. If you have any questions** concerning this estimate please feel free to contact us.

Thank You,



Jerry Farrar  
Vice President Operations  
J&S Maintenance Prof., Inc.  
(909) 897-6704

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
SECOND AMENDMENT TO PROFESSIONAL SERVICES CONTRACT FOR  
RESIDENT BUS INSPECTION SERVICES FOR QUALITY CONTROL  
ASSURANCE PROGRAM FOR LOW FLOOR TRANSIT BUSES THAT ARE TO BE  
BUILT BY NEW FLYER OF AMERICA (01-24-2)**

This Second Amendment to professional services contract for resident bus inspection services for quality control assurance program for low floor transit buses that are to be built by New Flyer of America is made effective March 28, 2003 between the Santa Cruz Metropolitan Transit District, a political subdivision of the State of California (“District”) and J & S Maintenance Professionals Inc. (“Contractor”).

**I. RECITALS**

- 1.1 District and Contractor entered into a Contract for resident bus inspection services for the acquisition of twenty-nine low floor transit buses that can be converted to CNG (“Contract”) on July 26, 2002.
- 1.2 New Flyer of America informed District of a change in location of the final assembly of the twenty-nine buses being procured.
- 1.3 District notified Contractor of the change in location of the final assembly of the twenty-nine buses being procured.
- 1.4 Contractor requested additional compensation due to the change of location of the final assembly of the twenty-nine buses being procured. The First Amendment to the Contract acknowledged an additional per day cost of \$365 if production is delayed by New Flyer of America.
- 1.5 Delays by New Flyer of America to the completion of this project will result in incurred costs for bus inspections of up to \$29,350.00

Therefore, District and Contractor amend the Contract as follows:

**II. COMPENSATION**

- 2.1 District agrees to compensate Contractor \$395.00 per day for an additional amount up to \$29,350.00 for a new total contract amount not to exceed \$52,960.

**III. REMAINING TERMS AND CONDITIONS**

- 3.1 All other provisions of the Contract that are not affected by this amendment shall remain unchanged and in full force and effect.

**IV. AUTHORITY**

- 4.1 Each party has full power to enter into and perform this Second Amendment to the Contract

and the person signing this Second Amendment on behalf of each has been properly authorized and empowered to enter into it. Each party further acknowledges that it has read this Second Amendment to the Contract, understands it, and agrees to be bound by it.

Signed on \_\_\_\_\_

DISTRICT  
SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

\_\_\_\_\_  
Leslie R. White  
General Manager

CONTRACTOR  
J AND S MAINTENANCE PROFESSIONALS, INC.

By \_\_\_\_\_  
Jerry Farrar  
Vice President of Operations

Approved as to Form:

\_\_\_\_\_  
Margaret R. Gallagher  
District Counsel

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

**DATE:** March 28, 2003

**TO:** Board of Directors

**FROM:** Bryant J. Baehr, Manager of Operations

**SUBJECT: CONSIDER AUTHORIZATION TO OPERATE A SHUTTLE FOR THE UNITED TRANSPORTATION UNION (UTU) SENIOR DINNER**

## I. RECOMMENDED ACTION

**Staff recommends that the Board of Directors authorize the operation of a shuttle for the United Transportation Union (UTU) senior dinner held in April 10, 2003.**

## II. SUMMARY OF ISSUES

- For the last seven (8) years the United Transportation Union (UTU) Local 23 has sponsored a Senior Dinner for our senior customers.
- This event provides approximately 250 dinners to our senior customers.
- The Transit District will provide one (1) bus and one (1) bus operator for this event.
- This event promotes team building between the staff-union members and provides a positive interaction with our senior customers.

## III. DISCUSSION

For the last seven (8) years the United Transportation Union (UTU) Local 23 has sponsored a Senior Dinner for senior citizens in the Santa Cruz County area. The union members and volunteers provide dinner and entertainment for a group of approximately 250 seniors. Food, plates and utensils are provided by local markets and/or purchased by the UTU. Union members and volunteers prepare the meals.

Each year the Transit District has allowed the use of one (1) bus and one (1) bus operator for the provision of shuttle services. The bus transports seniors from throughout the county to the dinner location and back. The Transit District provides the bus and operator so our insurance policies cover the trip.

The date for this year's event will be on April 10, 2003. This is a very positive event that not only brings the staff and union members together, but also provides a positive interaction with our customers.

Staff is recommending Board Approval for one (1) bus and one (1) paid bus operator for this event.

### **III. FINANCIAL CONSIDERATIONS**

The cost for one (1) bus and one (1) bus operator for this event is approximately \$175.00.

### **IV. ATTACHMENTS**

**Attachment A: Shuttle Policy adopted by the Board of Directors on April 16, 1996**

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

Regulation Number: AR- 1009

Attachment A

Computer Title: shuttle.doc

Effective Date: March 1, 1992

Pages: 2

**TITLE: POLICY ON SPECIAL SHUTTLES**

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## Procedure History

<b>REVISION DATE</b>	<b>SUMMARY OF REVISION</b>	<b>APPROVED</b>
April 16, 1996	Revise format without content change	

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## I. POLICY

- 1.01 The District may grant request for operation of special shuttles, provided that the following conditions are met:
- A. The District must be fully reimbursed for all costs of providing the service, and shall be paid in accordance with the Board-adopted pricing policy set forth herein.
  - B. The routing must conform to current District routing corridors and hours of operation.
  - C. Operation of the service by the District must not cause unfair competition with private sector providers.
  - D. The District must have sufficient number of bus operators and coaches available so that operation of the District's regular, fixed-route service is not compromised.
  - E. The service must be open-door and not "charter" service, because operation of charter service by the District is prohibited by the Public Utilities Code.
- 1.02 Any exception to the above conditions must be approved by the District's Board of Directors.

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

**DATE:** March 28, 2003

**TO:** Board of Directors

**FROM:** Leslie R. White, General Manager

**SUBJECT: CONSIDERATION OF AUTHORIZING THE GENERAL MANAGER TO REPRESENT METRO AT MEETINGS HELD TO DEVELOP A FORMATION AGREEMENT FOR A HIGHWAY 1 JOINT POWERS AUTHORITY**

## I. RECOMMENDED ACTION

**That the Board of Directors authorize the General Manager to represent METRO at meetings held to develop a Formation Agreement for a Highway 1 Joint Powers Authority.**

## II. SUMMARY OF ISSUES

- On March 20, 2003 the members of the Santa Cruz County Regional Transportation Commission voted to proceed to establish a Joint Powers Authority to over the Highway 1 Widening/HOV Project.
- The proposed Joint Powers Authority will require that a Formation Agreement be developed that can be signed by all of the participating agencies.
- The Santa Cruz County Regional Transportation Commission has indicated that having METRO as a member in the Highway 1 Joint Powers Authority would be desirable.
- The next step in developing a Joint Powers Authority is to draft a Formation Agreement to be signed by all of the participating agencies.
- Meetings held to draft a Joint Powers Authority Formation Agreement will require the participation of staff members from the agencies that will ultimately sign the Agreement.
- Staff recommends that the General Manager be authorized to represent METRO at the meetings held to draft a Joint Powers Agreement for the Highway 1 Widening/HOV Project.

## III. DISCUSSION

On March 20, 2003 the Members of the Santa Cruz County Regional Transportation Commission (SCCRTC) voted to proceed to form a Joint Powers Authority (JPA) to oversee the Highway 1 Widening /HOV Project. The action taken by the SCCRTC requires that the staff members and Policy Boards of the agencies that would participate in the proposed JPA take

actions necessary for implementation. One of the actions that will be necessary to implement the direction from the SCCRTC is the development of a JPA Formation Agreement. It is anticipated that staff members from the agencies that would participate in the JPA will hold meetings to draft a Formation Agreement for consideration by both the SCCRTC and the member agency Policy Boards. The Formation Agreement will be the document that outlines the responsibilities, duties, structure, and powers of the JPA.

The members of the SCCRTC have previously indicated that it is desirable for METRO to be a member of the Highway 1 Widening/HOV JPA. The SCCRTC has indicated that the membership by METRO would add the "Design Build" option to the powers conveyed to the JPA. As the Project is being developed as a High Occupancy Vehicle (HOV) lane addition it is anticipated the transit service would be an integral part of the project being effective and successful.

Staff recommends that the Board of Directors authorize the General Manager to represent METRO at the meetings that are held to draft a Formation Agreement for the establishment of a JPA to oversee the Highway 1 Widening/HOV Project.

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

There are funds available in the 2002/2003 Operating Budget to support the General Manager's participation in the Highway 1 Widening/HOV JPA Formation Agreement meetings.

#### **V. ATTACHMENTS**

**None**

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

**DATE:** March 28, 2003

**TO:** Board of Directors

**FROM:** Leslie R. White, General Manager

**SUBJECT: CONSIDERATION OF APPOINTING A MEMBER OF THE BOARD OF DIRECTORS TO SERVE ON THE BOARD OF THE HIGHWAY 1 JOINT POWERS AUTHORITY**

## I. RECOMMENDED ACTION

**That the Board of Directors appoint a Board member to serve as a member of the Board of Directors of the Highway 1 Joint Powers Authority.**

## II. SUMMARY OF ISSUES

- On March 20, 2003 the members of the Santa Cruz County Regional Transportation Commission voted to establish a Joint Powers Authority to oversee the Highway 1 Widening/HOV Project.
- The membership of the proposed Highway 1 Joint Powers Authority includes METRO.
- As a part of forming the Highway 1 Joint Powers Authority it will be necessary for the member agencies to appoint representatives to serve on the Board of Directors.
- Any member of the METRO Board, whether an elected official or appointed member, is eligible to be appointed to serve on the Joint Powers Authority Board of Directors.
- Currently the indication from the Santa Cruz County Regional Transportation Commission is that the terms of office on the Joint Powers Authority Board of Directors will be one year in duration.

## III. DISCUSSION

On March 20, 2003 the Santa Cruz County Regional Transportation Commission (SCCRTC) voted to proceed to establish a Joint Powers Authority (JPA) to oversee the Highway 1 Widening/High Occupancy Vehicle Lane (HOV) Project. One of the actions necessary to implement and activate a JPA is for each of the member agencies to appoint representatives to serve on the Board of Directors. In developing the framework for the proposed JPA the SCCRTC has indicated that the representatives of the member agencies must be elected officials. However in consideration of the composition of the METRO Board the SCCRTC has not applied the elected official requirement to the METRO representative. Therefore any member of the METRO Board of Directors is eligible to serve on the JPA Board. While a Formation Agreement has not been developed it is anticipated that the terms of office on the Highway 1 JPA Board of Directors will be of one year in duration.

Staff recommends that the Board of Directors identify a member to serve on the Highway 1 JPA Board of Directors.

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

At this time it is not anticipated that participation in the Highway 1 JPA will have a financial impact on the METRO Budget.

#### **V. ATTACHMENTS**

**None**

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

**DATE:** March 28, 2003  
**TO:** Board of Directors  
**FROM:** Mark Dorfman, Assistant General Manager  
**SUBJECT: CONSIDERATION OF APPOINTMENT OF MATTHEW JAMES MELZER TO THE METRO USERS GROUP UNDER THE MEMBERSHIP CATEGORY OF "TRANSIT USERS"**

## I. RECOMMENDED ACTION

**Staff recommends that the Board of Directors appoint Matthew James Melzer to the Metro Users Group.**

## II. SUMMARY OF ISSUES

- Twenty members are authorized to serve on MUG
- Five vacancies exist under the "Transit Users" category

## III. DISCUSSION

The composition of MUG was designed to provide representation for the entirety of Santa Cruz County. Matthew James Melzer would be included in the "Transit Users" category.

## IV. FINANCIAL CONSIDERATIONS

None

## V. ATTACHMENTS

**Attachment A:** Application of Matthew James Melzer  
**Attachment B:** MUG Membership Breakdown

Application for Participation  
in the Metro Users Group (MUG) Committee

Attachment **A**

Name Matthew James Melzer

Address (with zip code) UC SC, College Ten # 243,  
600 A , Laughlin Drive, Santa Cruz, CA 95064-1085

Day Time Phone 818-317-2247

Email Address (to receive Agenda Packets) mjmelzer@ucsc.edu

How often do you use the Metro? Several times weekly, usually between  
The UCSC campus and the Santa Cruz Metro Center.

What are your Particular Transit Interests? Life-long user of Los Angeles County  
Metropolitan Transportation Authority bus and rail. Frequent inter city  
rail traveler on Amtrak, with about 700 trips taken by rail. Member,  
Los Angeles Metrolink Rider Advisory Panel. Member, National Association of  
Railroad Passengers (NARP). Director, Rail Passenger Association of California  
(RailPAC). Employee, TrainWeb.com (world's largest rail industry web site).  
Additionally, representing transit interests in the UCSC College, Mine and Ten Senate.

Please return your completed application to:

SCMTD  
Attn: Dale Carr  
370 Encinal Street, Suite 100  
Santa Cruz, CA 95060

MAR 21 2003

**METRO USERS GROUP MEMBERSHIP BREAKDOWN**  
**As of 3/24/03**

<b>Category</b>	<b># of Positions</b>	<b># of Positions Filled</b>
<b>Transit Users</b>	<b>11</b>	<b>5</b>
<b>UCSC</b>	<b>1</b>	<b>1</b>
<b>Cabrillo College</b>	<b>1</b>	<b>1</b>
<b>MASTF</b>	<b>1</b>	<b>1</b>
<b>Seniors Commission</b>	<b>1</b>	<b>1</b>
<b>SCCRTC</b>	<b>1</b>	<b>1</b>
<b>TMA</b>	<b>2</b>	<b>1</b>
<b>Board Member &amp; Alternate</b>	<b>1</b>	<b>1</b>
<b>Bicycle/Transit User</b>	<b>1</b>	<b>1</b>
<b>TOTAL</b>	<b>20</b>	<b>13</b>

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

**DATE:** March 28, 2003  
**TO:** Board of Directors  
**FROM:** Mark J. Dorfman, Assistant General Manager  
**SUBJECT: CONSIDERATION OF OPTIONS FOR BUS ADVERTISING**

## I. RECOMMENDED ACTION

**The purpose of this staff report is to provide the Board of Directors with options for the Bus Advertising Program, and to recommend an option of working with MST for bus advertising.**

## II. SUMMARY OF ISSUES

- At the November 8, 2002 Board Meeting an award was made to Princeton Media, Inc. for Bus Advertising Services.
- A contract per the terms and conditions in the RFP was sent to Princeton Media and a request was made for a delay of the contract effective date to January 1, 2003 was made due to the time it took to finalize the contract.
- This request was scheduled to be acted upon by the Board at the December 13, 2002 Board Meeting.
- A letter was received on December 12, 2002 in which Princeton Media, Inc. indicated it wanted to change the terms and conditions in the contract including the amount to be guaranteed to the District for advertising.
- In January, the District rejected the counter proposal from Princeton Media for Bus Advertising Services.
- In January, Obie Media made an unsolicited proposal for a new five year contract
- Obie has been unwilling to this point to comply with the previous contract, which was a condition from the Board for consideration of any new agreement.
- Staff is proposing for Board consideration a one-year experiment to determine if an internally operated bus advertising program will be viable.
- Further, staff will continue to explore ways for this program to work in conjunction with MST.

## III. DISCUSSION

At the end of November 2002, the District was concluding a five (5) year contract with Obie Media for Bus Advertising. In preparation for this, the District issued an RFP for Bus

Advertising Services. Two proposals were received. One from the existing vendor, Obie Media of Eugene, Oregon and one from Princeton Media, Inc. from Princeton, New Jersey.

The District awarded the contract to Princeton Media based upon their proposal. After the award was made and the contracts were forwarded to Princeton Media, the firm revised their guarantee to the District and was unable to provide a Performance Bond or Letter of Credit. With these changes, their proposal was no longer responsive to the District's RFP. As a result, in January of 2003, the Board of Directors rejected the counter proposal from Princeton Media. Also, staff was directed to bring back some options to the Board for bus advertising.

The previous bus advertising firm, Obie Media has provided the Board with a proposal for a new five year period. The Board's position has been that all claims from the prior contract must be satisfied before the Board would consider a proposal from Obie Media, Inc. To date, Obie has shown no interest in complying with the terms of the previous contract and staff has not negotiated any further with them.

In developing these options staff conducted interviews with other transit agencies that perform their own direct sales of advertising. Two transit agencies that were contacted included Akron METRO and Greater RTA in Dayton. In Dayton, the program has been in existence since October 1997. They have 190 buses and sell about \$350,000 of ads each year. The Akron program has been in existence for about 8 ½ years. They have 140 full size buses and also about 50 Paratransit vehicles that can also have ads. They also do about \$350,000 in advertising sales each year. Both agencies report that they are very satisfied with their programs.

There are essentially four options that could be undertaken in the bus advertising area:

- no bus advertising on the buses, the current \$2.4 million projected operating deficit includes no revenue from bus advertising;
- the Board could consider the offer from Obie, but they have not complied with the previous contract making a new contract risky;
- Pool resources and efforts to work with MST to sell bus advertising; or
- Santa Cruz METRO could attempt to sell bus advertising directly on its own

### **No Advertising**

Not having bus advertising on the buses would be the easiest option for the District to take. During this time of fiscal uncertainty, there may be a desire to make all attempts to generate whatever revenues may be possible. The positive of eliminating advertising would be the "clean" image for the buses.

### **OBIE Offer**

The Obie offer to enter into a new five year contract would still have the problems of not settling the old contract issues. There is paint damage under the old contract as well as payment to the District for all of the labor to remove the advertising that was Obie's responsibility. This does

not appear to be a viable solution at this time. One major issue is that Obie is only interested in continuing to sell adhesive based advertising, and wants to continue to use its large, wrap style of advertising.

### **Joint Effort With MST**

Santa Cruz METRO could join with Monterey Salinas Transit to share the services of an employee/contractor who could jointly sell both systems to Monterey Bay Advertisers. Monterey Salinas Transit System is in a similar situation as the District, as their Board recently cancelled their contract with Princeton Media. Under this approach, MST could hire an employee or independent contractor who would have authority to represent both agencies with Bus Advertisements. In conversations with other agencies, the person or firm should have extensive experience in media sales. There would be a small base amount that was paid to the individual/firm, \$35,000, with the remaining compensation to come from commissions on sales of advertising space. The \$35,000 base amount would be split between MST and Santa Cruz METRO based upon the gross receipts sold in each county. Assuming a 50/50 split in advertising sales, the exposure to Santa Cruz METRO would be \$17,500. The only remaining cost would be for the posting of the signs on the buses. In the past that was done with an outside firm that serviced the buses on a regular basis in the evening. An amount of \$5,000 is budgeted for this work. This figure would of course increase if there were many signs to be posted or removed. In this case, the revenues from the advertising would cover any increases.

One last expense for the District would be cost for advertising frames. Staff is proposing a shift to advertising frames if there is any advertising program. This will make change-outs much easier and it will eliminate the paint damage that has incurred in the past. Further this will allow for quick removal of ads that are no longer current and will also allow for the District to make use of the advertising space to market the system and the advertising space. The estimated cost to equip a bus with advertising frames is \$224. Staff would only recommend equipping 20 buses to start and then as advertising is sold, purchase additional frames as needed. This would limit the hardware risk to \$4,480.

One last area of cost that would be needed would be the preparation of the marketing materials for conveying the program to advertisers. An amount of \$2,500 per system is estimated to cover these expenses.

As a last alternative, Santa Cruz METRO could attempt to sell advertisements on its own. This would be a little tougher to accomplish, as the economies of scale from two systems would not be there. Staff would only recommend pursuing this alternative if the combined MST/Santa Cruz METRO approach was not feasible.

One area that is critical to the sale of the advertising on the buses is the cost of the advertisements. Staff has always felt that for this size market, the cost of the advertisements was too high, and this is what made the selling of the advertisements difficult. Staff contacted other transit agencies that sell their own ad and was able to confirm that when transit systems sold their own space the cost was cheaper. To illustrate this point, the table below shows the 12

month contract rate for the various types of advertising available, and compares it with the rate that staff would recommend. As an incentive to get space sold, the 12 month rate might be used for shorter agreements at the start of the program. Normally the rates for shorter duration runs would of course be higher and over time, the rates could increase as space became sold out. The rates shown below were used for the revenue projections for the program.

Type of Ad	OBIE 2000 Rate <sup>1</sup>	Princeton MST Rate	Projected Rate
King	\$276	\$305	\$140
Queen	\$232	\$285	\$120
Tail	\$232	\$275	\$105

<sup>1</sup>Obie rate includes a 14% continuity discount

Based upon these rates and a shared program with MST, staff is estimating that the revenues to Santa Cruz METRO would amount to the following:

Percentage Sold	Gross Revenues	Less Program Costs	Net To District
20%	\$177,611	\$42,155	\$135,456
40%	\$222,013	\$46,595	\$175,418
60%	\$277,517	\$52,145	\$225,372
80%	\$346,896	\$59,083	\$287,813
100%	\$433,620	\$67,756	\$365,864

The production and printing of the ads would be separate from the above rate structure. Previously, OBIE provided these services and marked them up significantly. Advertisiers would be free to use whomever they would want to design and produce they ads, but they would have to be done to comply with District specifications and policies.

The numbers shown above are estimates only, and as the program is initiated there may be some unforeseen expenses that arise. It is clear, that even selling only 20% of the space the program could net to Santa Cruz METRO an amount approximating \$135,456. Based upon this, staff would recommend a trial program with MST be authorized, and that the final program developed with MST be brought back to the Board of Directors for their approval.

**Santa Cruz METRO Individual Sales**

Santa Cruz METRO could also try this same approach individually, but at this point the possibility for success does not appear to be as high as the combined approach with MST. There are shared expenses and work that would not have to be duplicated in a joint approach. Staff feels that if the joint approach with MST is not feasible, then this approach might be worth further examination.

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

The current deficit projection of \$2.4 million already includes the loss of all bus advertising revenue. Any revenues generated would have a beneficial impact on future budgets, but there is some risk of capital (\$30,000) involved.

#### **V. ATTACHMENTS**

**Attachment A:** Obie 2000 Rate Card – Santa Cruz METRO

**Attachment B:** Princeton Rate Card – Monterey Salinas Transit

# 2000 Rates

## Santa Cruz, CA

### Traditional Products

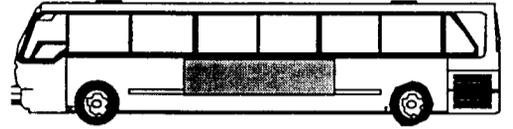
#### Details...

- Rates represent space only.
- Rates are based on 4 week billing periods.
- 14% continuity discount for 52 week contracts
- Please contact your Obie Media account executive to verify display size, availability, and art/production requirements.

#### King

30" x 144"

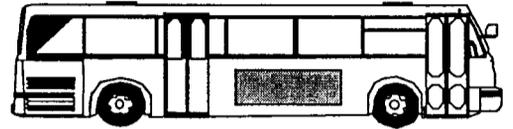
Showing	#	Units	Rate
Unit		1	\$320
25		20	6,400
50		30	9,600
100		50	16,000



#### Queen

30" x 88"

Showing	#	Units	Rate
Unit		1	\$270
25		20	5,400
50		30	8,100
100		50	13,500



#### Tailight

21" x 70"

Showing	#	Units	Rate
Unit		1	\$270
25		20	5,400
50		30	8,100
100		50	13,500



**OBIE MEDIA**  
out-of-home advertising

1362 Pacific Avenue, Suite 217  
Santa Cruz, California 95060

PHONE (831) 4257173  
(800) 233-6243  
FAX (831) 4257174

[www.obie.com](http://www.obie.com)

Icons are for reference only

# Attachment B

## Princeton Media Inc.

301 North Harrison Street - Suite 133 - Princeton, New Jersey 08540 Phone 609-514-8700 Fax 609-514-8787

### Monterey/Salinas Bus Rates

#### Exterior Kings 30"X144"

All rates are per month billing

Production not included

<u>Size Showing</u>	<u>Unit</u>	<u>1 Month</u>	<u>6 Months</u>	<u>12 Months</u>
100	45 \$	14,175 \$	13,950 \$	13,725
50	25 \$	7,875 \$	7,750 \$	7,625
25	15 \$	4,725 \$	4,650 \$	4,575
Unit	1 \$	315 \$	310 \$	305

#### Exterior Queens 30"X 88"

<u>Size Showing</u>	<u>Unit</u>	<u>1 Month</u>	<u>6 Months</u>	<u>12 Months</u>
100	45 \$	13,275 \$	13,050 \$	12,825
50	25 \$	7,375 \$	7,250 \$	7,125
25	15 \$	4,425 \$	4,350 \$	4,275
Unit	1 \$	295 \$	290 \$	285

#### Tail Display 21" X 72"

<u>Size Showing</u>	<u>Unit</u>	<u>1 Month</u>	<u>6 Months</u>	<u>12 Months</u>
100	45 \$	12,825 \$	12,600 \$	12,375
50	25 \$	7,125 \$	7,000 \$	6,875
26	15 \$	4,275 \$	4,200 \$	4,125
Unit	1 \$	285 \$	280 \$	275

#### Interior Cards 11" X 28"

\$30 per card

FOR FURTHER INFORMATION CALL: 888-985-8700