

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

**BOARD OF DIRECTORS REGULAR MEETING AGENDA
NOVEMBER 14, 2008 (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.**

THE BOARD AGENDA PACKET CAN BE FOUND ONLINE AT WWW.SCMTD.COM

NOTE: THE BOARD CHAIR MAY TAKE ITEMS OUT OF ORDER

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

1. ROLL CALL
2. ORAL AND WRITTEN COMMUNICATION TO THE BOARD OF DIRECTORS
 - a. None
3. LABOR ORGANIZATION COMMUNICATIONS
4. ADDITIONAL DOCUMENTATION TO SUPPORT EXISTING AGENDA ITEMS

CONSENT AGENDA

- 5-1. ACCEPT AND FILE PRELIMINARILY APPROVED CLAIMS FOR THE MONTH OF OCTOBER 2008
- 5-2. ACCEPT AND FILE MONTHLY BUDGET STATUS REPORT FOR SEPTEMBER 2008
- 5-3. CONSIDERATION OF TORT CLAIMS:
DENY THE CLAIM OF MARILYN M. GRAVES, CLAIM #08-0028
DENY THE CLAIM OF LORRAINE MEDRANO, CLAIM #08-0029
- 5-4. ACCEPT AND FILE THE METRO ADVISORY COMMITTEE (MAC) AGENDA FOR NOVEMBER 19, 2008 AND MINUTES OF SEPTEMBER 17, 2008
- 5-5. ACCEPT AND FILE PARACRUZ OPERATIONS STATUS REPORT FOR THE MONTH OF AUGUST 2008
- 5-6. ACCEPT AND FILE SEPTEMBER 2008 RIDERSHIP REPORT
- 5-7. ACCEPT AND FILE UNIVERSITY OF CALIFORNIA, SANTA CRUZ SERVICE UPDATE FOR THE MONTH OF SEPTEMBER 2008

- 5-8. CONSIDERATION OF AUTHORIZATION FOR DISPOSAL OF THIRTEEN (13) 1988 NEW FLYER BUSES AND ONE (1) LOT OF SUPPORT PARTS FOR THE ABOVE LISTED VEHICLES
- 5-9. CONSIDERATION OF AUTHORIZING THE GENERAL MANAGER TO EXTEND THE CONTRACT WITH PAT PIRAS CONSULTING FOR REVIEW OF ADA PARATRANSIT ELIGIBILITY PROCESS

REGULAR AGENDA

- 6. PRESENTATION OF EMPLOYEE LONGEVITY AWARDS
Presented by: Chair Beutz
THIS PRESENTATION WILL TAKE PLACE AT THE NOVEMBER 21, 2008 BOARD MEETING
- 7. **PUBLIC HEARING** TO RECEIVE INPUT ON PROPOSED CHANGES TO SANTA CRUZ METRO'S CONFLICT OF INTEREST CODE
Presented By: Margaret Gallagher, District Counsel
PUBLIC HEARING WILL TAKE PLACE AT THE NOVEMBER 21, 2008 BOARD MEETING
- 8. ACCEPT AND FILE PARACRUZ OPERATIONS STATUS REPORT FOR THE MONTH OF JULY 2008 (Continued from October)
Presented By: April Warnock, Paratransit Superintendent
- 9. CONSIDERATION OF REASSIGNMENT OF SUPERVISOR OF REVENUE COLLECTION FROM THE OPERATIONS DEPARTMENT TO THE FINANCE DEPARTMENT
Presented By: Leslie R. White, General Manager
- 10. CONSIDERATION OF APPROVAL OF CLASS SPECIFICATION AND WAGE RANGE CHANGES FOR THE SAFETY AND TRAINING COORDINATOR POSITION
Presented By: Pat Aviles, Assistant Human Resources Manager
- 11. ORAL ANNOUNCEMENT: NOTIFICATION OF MEETING LOCATION FOR NOVEMBER 21, 2008 – WATSONVILLE CITY COUNCIL CHAMBERS, 275 MAIN STREET, WATSONVILLE, CA
Presented By: Vice Chair Bustichi
ACTION REQUESTED AT THE NOVEMBER 14, 2008 BOARD MEETING
- 12. REVIEW OF ITEMS TO BE DISCUSSED IN CLOSED SESSION: District Counsel
- 13. ORAL AND WRITTEN COMMUNICATIONS REGARDING CLOSED SESSION

SECTION II: CLOSED SESSION

1. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION
(Pursuant to Government Code Section 54956.9)
 - a. Name of Case: Carol Moore vs. Santa Cruz Metropolitan Transit District
(Before the Workers' Compensation Appeals Board)

2. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION
(Significant exposure to litigation exists pursuant to Government Code Section 54956.9 (b) (1))
 - a. Number of Cases: One

3. CONFERENCE WITH REAL PROPERTY NEGOTIATORS
(Pursuant to Government Code Section 54956.8)
 - a. Property: Felton Faire Shopping Center, 6255 Graham Hill Road, Felton, CA
Negotiating Parties: Margaret Gallagher and Leslie R. White for SCMTD
Robert Marin for Robert Marin and Celeste De Schulthess, Trustees, Property Owners
Under Negotiation: License Agreement Terms

SECTION III: RECONVENE TO OPEN SESSION

14. REPORT OF CLOSED SESSION

15. CONSIDERATION OF AUTHORIZING THE GENERAL MANAGER TO EXECUTE A TWO-YEAR IRREVOCABLE LICENSE AGREEMENT IN FAVOR OF SANTA CRUZ METRO WITH ROBERT MARIN AND CELESTE DE SCHULTHESS, TRUSTEES, FOR BUS STOP ACCESS ON THE FELTON FAIRE SHOPPING CENTER PROPERTY

Presented By: Margaret Gallagher, District Counsel

ACTION REQUESTED AT THE NOVEMBER 14, 2008 BOARD MEETING

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 Encinal Conference Room 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 Cindi Thomas 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.

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

DATE: 10/01/08 THRU 10/31/08

CHECK NUMBER	CHECK DATE	CHECK AMOUNT	VENDOR	VENDOR NAME	VENDOR TYPE	TRANS. NUMBER	TRANSACTION DESCRIPTION	TRANSACTION AMOUNT	COMMENT
30549	10/02/08	-1,163.99	017	SUN MICROSYSTEMS, INC.		22372	OUT RPR EQUIP/IT	-1,163.99	**VOID
30561	10/03/08	221.00	002069	A TOOL SHED, INC.		22675	EQUIP RENTAL	221.00	
30562	10/03/08	475.04	001263	ABBOTT STREET RADIATOR, INC.		22521	OUT RPR #2203	475.04	
30563	10/03/08	3,444.30	002509	ACCOMTEMS		22733	TEMP/PT/OPS W/E 9/12	1,687.44	
						22734	TEMP/PT/OPS W/E 9/19	1,756.86	
30564	10/03/08	45.00	001088	ADVANCED MECHANICAL SERVICES	7	22540	BACKFLOW TESTING	45.00	
30565	10/03/08	515.70	382	AIRTEC SERVICE		22701	SERVICE/PACIFIC	515.70	
30566	10/03/08	125.00	001062	ALLTERRA ENVIRONMENTAL INC.		22400	INSPECTION/GOLF CLB	125.00	
30567	10/03/08	210.00	001128	ALWAYS TOWING & RECOVERY, INC		22453	TOW # 2306	210.00	
30568	10/03/08	775.78	854	AMERICAN SEATING COMPANY		22530	OTH MOB SUPPLIES	775.78	
30569	10/03/08	46.13	001A	AT&T		22700	SEPT PHONES/RIVER	46.13	
30570	10/03/08	375.00	478	BEE CLENE	0	22510	CARPET/RIVER	375.00	
30571	10/03/08	1,527.95	001112	BRINKS AWARDS & SIGNS	7	22674	UNIF/LAUNDRY/PT	1,527.95	
30572	10/03/08	20,000.00	616	BROWN ARMSTRONG		22603	08 AUDIT SERVICES	20,000.00	
30573	10/03/08	395.89	002627	CDW GOVERNMENT, INC.		22667	COMPUTER SUPPLIES/IT	351.77	
						22668	COMPUTER SUPPLIES/IT	44.12	
30574	10/03/08	50.70	667	CITY OF SCOTTS VALLEY		22731	7/15-9/15 KINGS VLG	50.70	
30575	10/03/08	750.00	001113	CLARKE, SUSAN	7	22622	EXT BUS ANNOUN/AUDIT	750.00	
30576	10/03/08	13,890.95	001124	CLEAN ENERGY		22505	LNG/FLT	6,418.31	
						22682	LNG/FLT	7,472.64	
30577	10/03/08	184.00	367	COMMUNITY TELEVISION OF		22604	TV COVERAGE 8/22	184.00	
30578	10/03/08	29.85	002063	COSTCO		22395	LOCAL MTG EXP	21.28	
						22482	PHOTO PROCESS/OPS	3.84	
						22483	PHOTO PROCESS/OPS	4.73	
30579	10/03/08	10.41	418	COUNTY OF SANTA CRUZ		22506	AUG CNG/FLT	10.41	
30580	10/03/08	18.00	T169	CRESS, CATHY		22657	6 UNUSED PT COUPONS	18.00	
30581	10/03/08	1,208.00	001219	D&B POWER ASSOCIATES, INC		22384	UPS WARRANTY SVC	1,208.00	
30582	10/03/08	39,391.25	800	DELTA DENTAL PLAN		22720	OCT DENTAL	39,391.25	
30583	10/03/08	15.00	085	DIXON & SON TIRE, INC.		22544	TIRES & TUBES	15.00	
30584	10/03/08	610.00	916	DOCTORS ON DUTY		22627	DRUG TEST	30.00	
						22628	DRUG TEST	35.00	
						22629	DRUG TEST	5.00	
						22630	DRUG TEST	30.00	
						22631	DRUG TEST	5.00	
						22632	DRUG TEST	120.00	
						22633	DRUG TEST	5.00	
						22634	DRUG TEST	30.00	
						22635	DRUG TEST	35.00	
						22636	DRUG TEST	5.00	
						22637	DRUG TEST	30.00	
						22638	DRUG TEST	5.00	
						22639	DRUG TEST	30.00	
						22640	DRUG TEST	5.00	
						22641	DRUG TEST	30.00	
						22642	DRUG TEST	5.00	
						22643	DRUG TEST	30.00	
						22644	DRUG TEST	35.00	
						22645	DRUG TEST	5.00	
						22646	DRUG TEST	35.00	
						22647	DRUG TEST	30.00	

5-1.1

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

DATE: 10/01/08 THRU 10/31/08

CHECK NUMBER	CHECK DATE	CHECK AMOUNT	VENDOR	VENDOR NAME	TRANS. TYPE	TRANS. NUMBER	TRANSACTION DESCRIPTION	TRANSACTION AMOUNT	COMMENT
						22648	DRUG TEST	5.00	
						22649	DRUG TEST	30.00	
						22650	DRUG TEST	35.00	
30585	10/03/08	204.55	647	GFI GENFARE		22522	REV VEH PARTS	103.26	
						22611	REV VEH PARTS	101.29	
30586	10/03/08	34,850.77	001212	GOVSTOR INC.		22498	COMPUTER SUPPLIES/IT	34,850.77	
30587	10/03/08	440.38	282	GRAINGER		22608	REPAIRS/MAINTENANCE	36.59	
						22609	REPAIRS/MAINTENANCE	232.41	
						22610	REPAIRS/MAINTENANCE	171.38	
30588	10/03/08	500.00	799	GREAT WEST		22719	457 DEDUCTION	500.00	
30589	10/03/08	100.39	001198	HARLAND		22499	OFFICE SUPPLY/FIN	100.39	
30590	10/03/08	10.00	E026	HARTE, ANDRE		22618	DMV FEES	10.00	
30591	10/03/08	10,672.55	001745	HARTFORD LIFE AND ACCIDENT INS		22669	AUG LIFE/AD&D INS	3,730.45	
						22670	SEPT LIFE/AD&D INS	3,257.55	
						22671	OCT LIFE/AD&D INS	3,684.55	
30592	10/03/08	2,815.58	001215	HEWLETT PACKARD COMPANY		22386	COMPUTER SUPPLIES/IT	2,815.58	
30593	10/03/08	72.72	166	HOSE SHOP, THE		22525	REPAIRS/MAINTENANCE	9.41	
						22526	REPAIRS/MAINTENANCE	63.31	
30594	10/03/08	267.94	215	IKON OFFICE SOLUTIONS		22729	8/19-9/19 COPIER/ADM	267.94	
30595	10/03/08	535.99	493	IMAGING PRODUCTS INTERNATIONAL		22471	PHOTO SUPPLIES/OPS	535.99	
30596	10/03/08	1,560.00	852	LAW OFFICES OF MARIE F. SANG	7	22651	WORKERS COMP CLAIM	1,020.00	
						22652	WORKERS COMP CLAIM	255.00	
						22653	WORKERS COMP CLAIM	30.00	
						22654	WORKERS COMP CLAIM	255.00	
30597	10/03/08	824.20	001145	MANAGED HEALTH NETWORK		22672	OCT EAP PREMIUM	824.20	
30598	10/03/08	650.00	764	MERCURY METALS		22713	RAMP REPAIR # 315	650.00	
30599	10/03/08	899.67	041	MISSION UNIFORM		22287	UNIF/LAUNDRY/FAC	70.46	
						22338	UNIF/LAUNDRY/FLT	76.64	
						22339	UNIF/LAUNDRY/FLT	262.09	
						22340	UNIF/LAUNDRY/FLT	99.45	
						22341	UNIF/LAUNDRY/FLT	50.60	
						22401	UNIF/LAUNDRY/PT	33.42	
						22619	UNIF/LAUNDRY/FLT	202.82	
						22620	UNIF/LAUNDRY/FLT	40.09	
						22621	UNIF/LAUNDRY/FLT	64.10	
30600	10/03/08	279.00	469	MONTEREY BAY UNIFIED AIR		22730	PERMIT/1200B RIVER	279.00	
30601	10/03/08	2,634,820.46	001063	NEW FLYER INDUSTRIES LIMITED		22615	REV VEH PARTS	397.50	
						22721	COACH # 2809	329,302.87	
						22722	COACH # 2806	329,302.87	
						22723	COACH # 2808	329,302.87	
						22724	COACH # 2811	329,302.87	
						22725	COACH # 2807	329,302.87	
						22726	COACH # 2810	329,302.87	
						22727	COACH # 2812	329,302.87	
						22728	COACH # 2813	329,302.87	
30602	10/03/08	14,842.00	001176	NORTHSTAR, INC.		22459	AUG MAINTENANCE	14,842.00	
30603	10/03/08	46,943.25	001080	OCTAGON RISK SERVICES, INC.		22655	SEPT-NOV ADM FEE	46,943.25	
30604	10/03/08	3,243.87	009	PACIFIC GAS & ELECTRIC		22715	8/26-9/24 115 DUBOIS	14.24	
						22716	8/26-9/24 115 DUBOIS	16.74	
						22717	8/26-9/24 115 DUBOIS	337.23	

5-1.2

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

DATE: 10/01/08 THRU 10/31/08

CHECK NUMBER	CHECK DATE	CHECK AMOUNT	VENDOR	VENDOR NAME	VENDOR TRANS. TYPE	TRANS. NUMBER	TRANSACTION DESCRIPTION	TRANSACTION AMOUNT	COMMENT
30605	10/03/08	1,935.53	043	PALACE ART & OFFICE SUPPLY		22732	8/26-9/24 ENCINAL	2,875.66	
						22306	OFFICE SUPPLIES/FAC	26.44	
						22397	OFFICE SUPPLIES/FIN	488.66	
						22398	OFFICE SUPPLY/FIN	44.43	
						22448	OFFICE SUPPLIES/MTC	11.34	
						22467	OFFICE SUPPLY/ADM	15.60	
						22472	OFFICE SUPPLY/OPS	505.55	
						22473	OFFICE SUPPLY/OPS	162.73	
						22474	OFFICE SUPPLY/OPS	566.37	
						22616	OFFICE SUPPLIES/OPS	114.41	
30606	10/03/08	424.00	481	PIED PIPER EXTERMINATORS, INC.		22302	SEPT PEST CONTROL	183.00	
						22303	SEPT PEST CONTROL	241.00	
30607	10/03/08	25.00	001226	PINHEIRO, CECE		22659	PROF SERVICES/PT	25.00	
30608	10/03/08	1,800.67	156	PRINT GALLERY, THE		22451	PRINTING/MTC	1,800.67	
30609	10/03/08	1,082.02	001120	PRO-PAK INDUSTRIES, INC		22523	SAFETY SUPPLIES	1,082.02	
30610	10/03/08	112.20	107A	PROBUILD		22343	PARTS & SUPPLIES	50.94	
						22387	REPAIRS/MAINTENANCE	53.66	
						22680	REPAIRS/MAINTENANCE	7.60	
30611	10/03/08	909.82	002713	SANTA CRUZ AUTO TECH, INC.		22431	OUT RPR # 9950	298.71	
						22543	OUT RPR # 315	611.11	
30612	10/03/08	233.58	135	SANTA CRUZ AUTO PARTS, INC.		22289	PARTS & SUPPLIES	38.99	
						22433	PARTS & SUPPLIES	4.05	
						22468	REV VEH PARTS	38.17	
						22469	REV VEH PARTS	152.37	
30613	10/03/08	111.21	973	SANTA CRUZ DODGE		22290	REV VEH PARTS	111.21	
30614	10/03/08	166.30	149	SANTA CRUZ SENTINEL	0	22656	10/08-10/09 RENEWAL	166.30	
30615	10/03/08	460.71	001976	SPORTWORKS NORTHWEST, INC.		22464	REV VEH PARTS	460.71	
30616	10/03/08	1,163.99	001234	SSI		22735	OUT RPR EQUIP/IT	1,163.99	
30617	10/03/08	356.79	002504	TIFCO INDUSTRIES		22665	PARTS & SUPPLIES	59.20	
						22683	PARTS & SUPPLIES	297.59	
						22710	CREDIT MEMO	-48.62	
						22711	PARTS & SUPPLIES	48.62	
30618	10/03/08	100.00	001227	TRANSIT MUTUAL INSURANCE CO		22658	TMI DRIVER TRAINING	100.00	
30619	10/03/08	51.45	007	UNITED PARCEL SERVICE		22688	FRT OUT/FLT	51.45	
30620	10/03/08	50,525.47	002829	VALLEY POWER SYSTEMS, INC.		21996	REV VEH PARTS	286.98	VOIDED
						21997	REV VEH PARTS	222.72	
						22077	REV VEH PARTS	30.54	
						22250	REV VEH PARTS	64.44	
						22251	REV VEH PARTS	528.13	
						22274	REV VEH PARTS	146.07	
						22378	PARTS & SUPPLIES	37.14	
						22390	PARTS & SUPPLIES	582.91	
						22420	REV VEH PARTS	64.52	
						22484	REV VEH PARTS	42.28	
						22485	CORE CREDIT	-10,488.70	
						22486	OUT RPR TRANSMISSION	7,665.63	
						22487	SMALL TOOL	25.71	
						22488	REV VEH PARTS	519.01	
						22489	REV VEH PARTS	286.98	
						22490	REV VEH PARTS	222.72	

5-1.3

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

DATE: 10/01/08 THRU 10/31/08

CHECK NUMBER	CHECK DATE	CHECK AMOUNT	VENDOR	VENDOR NAME	VENDOR TYPE	TRANS. NUMBER	TRANSACTION DESCRIPTION	TRANSACTION AMOUNT	COMMENT
						22491	REV VEH PARTS	30.54	
						22492	PARTS & SUPPLIES	37.14	
						22493	ENG KIT/ENG # 138	29,116.96	
						22494	ENG KIT/ ENG # 139	31,446.38	
						22497	REV VEH PARTS	146.07	
30620	10/03/08	-50,525.47	002829	VALLEY POWER SYSTEMS, INC.		22699	CORE CREDIT/ENG 138	-10,488.70	
						21996	REV VEH PARTS	-286.98	**VOID
						21997	REV VEH PARTS	-222.72	
						22077	REV VEH PARTS	-30.54	
						22250	REV VEH PARTS	-64.44	
						22251	REV VEH PARTS	-528.13	
						22274	REV VEH PARTS	-146.07	
						22378	PARTS & SUPPLIES	-37.14	
						22390	PARTS & SUPPLIES	-582.91	
						22420	REV VEH PARTS	-64.52	
						22484	REV VEH PARTS	-42.28	
						22485	CORE CREDIT	10,488.70	
						22486	OUT RPR TRANSMISSION	-7,665.63	
						22487	SMALL TOOL	-25.71	
						22488	REV VEH PARTS	-519.01	
						22489	REV VEH PARTS	-286.98	
						22490	REV VEH PARTS	-222.72	
						22491	REV VEH PARTS	-30.54	
						22492	PARTS & SUPPLIES	-37.14	
						22493	ENG KIT/ENG # 138	-29,116.96	
						22494	ENG KIT/ ENG # 139	-31,446.38	
						22497	REV VEH PARTS	-146.07	
30621	10/03/08	53.63	434B	VERIZON CALIFORNIA		22699	CORE CREDIT/ENG 138	10,488.70	
30622	10/03/08	11,247.50	001043	VISION SERVICE PLAN		22718	MT BIEWLASKI	53.63	
30624	10/03/08	49,802.02	002829	VALLEY POWER SYSTEMS, INC.		22623	OCT VISION INS	11,247.50	
						22736	REV VEH PARTS	286.98	
						22737	REV VEH PARTS	222.72	
						22738	REV VEH PARTS	30.54	
						22739	REV VEH PARTS	146.07	
						22740	PARTS & SUPPLIES	37.14	
						22741	REV VEH PARTS	64.44	
						22742	REV VEH PARTS	528.13	
						22743	REV VEH PARTS	64.52	
						22744	REV VEH PARTS	42.28	
						22745	CORE CREDIT	-10,488.70	
						22746	OUT RPR TRANSMISSION	7,665.63	
						22747	SMALL TOOL	25.71	
						22748	REV VEH PARTS	519.01	
						22749	PARTS & SUPPLIES	582.91	
						22750	ENG KIT/EN # 138	29,116.96	
						22751	ENG KIT/EN # 139	31,446.38	
						22752	CORE CREDIT ENG 138	-10,488.70	
30625	10/10/08	585.00	963	4 LESS TERMITE	7	22956	INSPECTION/VERNON	585.00	
30626	10/10/08	1,962.99	002876	AA AUTO COLLISION CENTER		22714	OUT RPR # 317	1,962.99	
30627	10/10/08	475.04	001263	ABBOTT STREET RADIATOR, INC.		22696	OUT RPR # 9812	475.04	

5-1.4

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

DATE: 10/01/08 THRU 10/31/08

CHECK NUMBER	CHECK DATE	CHECK AMOUNT	VENDOR	VENDOR NAME	VENDOR TYPE	TRANS. NUMBER	TRANSACTION DESCRIPTION	TRANSACTION AMOUNT	COMMENT
30628	10/10/08	3,465.66	002509	ACCOMTEMP		22873	TEMP/OPS/PT W/E 8/29	1,591.32	
						22874	ADJUSTMENT	-10.68	
						22875	TEMP/OPS/PT W/E 9/26	1,885.02	
30629	10/10/08	193.44	002861	AMERICAN MESSAGING SVCS, LLC		22859	OCT PAGERS	193.44	
30630	10/10/08	18,402.38	941	ASSURANT EMPLOYEE BENEFITS		22936	OCT LTD INS	18,402.38	
30631	10/10/08	4,144.64	001B	AT&T/MCI		22858	SEPT PHONES	4,144.64	
30632	10/10/08	81.59	002689	B & B SMALL ENGINE		22511	REPAIRS/MAINTENANCE	18.76	
						22512	REPAIRS/MAINTENANCE	62.83	
30633	10/10/08	155.75	001856	BAY COMMUNICATIONS	7	22846	SERVICE/ENCINAL	89.00	
						22847	SERVICE/PACIFIC	66.75	
30634	10/10/08	12.73	123	BAY PHOTO LAB		22541	PHOTO PROCESS/PT	12.73	
30635	10/10/08	100.00	B003	BEAUTZ, JAN	7	22817	SEPT BOARD MTGS	100.00	
30636	10/10/08	375.00	478	BEE CLENE	0	22697	CARPET-PACIFIC	375.00	
30637	10/10/08	468.19	002189	BUS & EQUIPMENT		22765	REV VEH PARTS	436.85	
						22766	REV VEH PARTS	31.34	
30638	10/10/08	100.00	B018	BUSTICHI, DENE	7	22818	SEPT BOARD MTGS	100.00	
30639	10/10/08	850.00	001346	CITY OF SANTA CRUZ		22835	PARKING DEF FEES	212.50	
						22836	PARKING DEF FEES	637.50	
30640	10/10/08	25.00	001911	CITY OF SANTA CRUZ		22880	FIRE ALARM REG	25.00	
30641	10/10/08	50.00	B014	CITY OF WATSONVILLE		22826	SEPT BOARD MTGS	50.00	
30642	10/10/08	12,132.96	909	CLASSIC GRAPHICS		22535	OUT RPR # 2308	7,324.40	
						22612	OUT RPR # 9819	4,808.56	
30643	10/10/08	14,370.67	001124	CLEAN ENERGY		22681	LNG/FLT	14,370.67	
30644	10/10/08	284.42	075	COAST PAPER & SUPPLY INC.		22536	CLEANING SUPPLIES	167.89	
						22539	CLEANING SUPPLIES	116.53	
30645	10/10/08	139.28	002063	COSTCO		22501	OFFICE SUPPLY/OPS	98.99	
						22617	PHOTO PROCESS/OPS	4.39	
						22702	PHOTO PROCESS/OPS	8.25	
						22703	PHOTO PROCESS/OPS	4.84	
						22704	PHOTO PROCESS/OPS	3.55	
						22705	PHOTO PROCESS/OPS	2.81	
						22706	PHOTO PROCESS/OPS	1.68	
						22707	PHOTO PROCESS/OPS	5.61	
						22708	PHOTO PROCESS/OPS	7.48	
						22709	PHOTO PROCESS/OPS	1.68	
30646	10/10/08	1,520.38	001048	CRUZ CAR WASH		22878	SEPT VEH WASH/PT	901.98	
						22879	AUG VEH WASH/PT	618.40	
30647	10/10/08	1,683.52	504	CUMMINS WEST, INC.		22626	REV VEH PARTS	1,683.52	
30648	10/10/08	723.21	001000	DAIMLER BUSES N. AMERICA INC.		22684	REV VEH PARTS	215.48	
						22695	REV VEH PARTS	507.73	
30649	10/10/08	279,907.44	154	DEPARTMENT OF MOTOR VEHICLES		22927	SALES TAX	34,988.43	
						22928	SALES TAX	34,988.43	
						22929	SALES TAX	34,988.43	
						22930	SALES TAX	34,988.43	
						22931	SALES TAX	34,988.43	
						22932	SALES TAX	34,988.43	
						22933	SALES TAX	34,988.43	
						22934	SALES TAX	34,988.43	
30650	10/10/08	13,653.65	085	DIXON & SON TIRE, INC.		22764	TIRES & TUBES	437.52	
						22767	TIRES & TUBES	15.00	

5-1.5

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

DATE: 10/01/08 THRU 10/31/08

CHECK NUMBER	CHECK DATE	CHECK AMOUNT	VENDOR	VENDOR NAME	VENDOR TYPE	TRANS. NUMBER	TRANSACTION DESCRIPTION	TRANSACTION AMOUNT	COMMENT
						22768	TIRES & TUBES	15.00	
						22769	TIRES & TUBES	421.71	
						22770	TIRES & TUBES	978.86	
						22771	TIRES & TUBES	1,678.68	
						22772	TIRES & TUBES	422.89	
						22860	TIRES & TUBES	2,114.47	
						22861	TIRES & TUBES	422.10	
						22862	TIRES & TUBES	326.29	
						22863	TIRES & TUBES	845.79	
						22864	TIRES & TUBES	2,110.49	
						22865	TIRES & TUBES	92.35	
						22866	TIRES & TUBES	421.71	
						22867	TIRES & TUBES	215.10	
						22868	TIRES & TUBES	1,625.75	
						22869	TIRES & TUBES	329.51	
						22870	TIRES & TUBES	652.57	
						22871	TIRES & TUBES	419.67	
						22908	TIRES & TUBES	108.19	
30651	10/10/08	2,562.03	001492	EVERGREEN OIL INC.		22613	HAZ WASTE DISP	919.08	
						22614	HAZ WASTE DISP	1,642.95	
30652	10/10/08	278.28	117	GILLIG LLC		22625	REV VEH PARTS	125.43	
						22694	REV VEH PARTS	152.85	
30653	10/10/08	179.93	282	GRAINGER		22755	CLEANING SUPPLY/FLT	179.93	
30654	10/10/08	100.00	B021	HAGEN, DONALD N.	7	22819	SEPT BOARD MTGS	100.00	
30655	10/10/08	60,472.19	001035	HARRIS & ASSOCIATES		22798	PROF SVCS THRU 8/31	60,472.19	
30656	10/10/08	261.81	E021	HILTNER, THOMAS		22795	EMPLOYEE TRAVEL	261.81	
30657	10/10/08	50.00	B006	HINKLE, MICHELLE	7	22820	SEPT BOARD MTGS	50.00	
30658	10/10/08	469.38	166	HOSE SHOP, THE		22779	REPAIRS/MAINTENANCE	40.20	
						22780	REPAIRS/MAINTENANCE	276.48	
						22781	REV VEH PARTS	75.19	
						22783	REV VEH PARTS	24.25	
						22784	PARTS & SUPPLIES	53.26	
30659	10/10/08	468.81	215	IKON OFFICE SOLUTIONS		22937	6/20-9/22 MAINT/OPS	468.81	
30660	10/10/08	1,920.00	878	KELLY SERVICES, INC.		22876	TEMP/OPS W/E 9/21	960.00	
						22960	TEMP/OPS W/E 9/28	960.00	
30661	10/10/08	771.42	074	KENVILLE LOCKSMITHS	7	22606	SERVICE/METRO CENTER	753.95	
						22607	REPAIRS/MAINTENANCE	17.47	
30662	10/10/08	900.00	852	LAW OFFICES OF MARIE F. SANG	7	22791	WORK COMP FUND	135.00	
						22792	WORK COMP FUND	285.00	
						22793	WORK COMP FUND	300.00	
						22794	WORK COMP FUND	180.00	
30663	10/10/08	650.00	764	MERCURY METALS		22712	RAMP REPAIR # 104	650.00	
30664	10/10/08	119.26	001052	MID VALLEY SUPPLY		22692	CLEANING SUPPLIES	119.26	
30665	10/10/08	707.26	041	MISSION UNIFORM		22460	UNIF/LAUNDRY/FAC	67.89	
						22517	UNIF/LAUNDRY/FLT	50.60	
						22518	UNIF/LAUNDRY/FLT	43.26	
						22519	UNIF/LAUNDRY/FLT	280.63	
						22520	UNIF/LAUNDRY/FLT	127.26	
						22660	UNIF/LAUNDRY/FAC	10.36	
						22678	UNIF/LAUNDRY/FLT	127.26	

5-1.6

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

DATE: 10/01/08 THRU 10/31/08

CHECK NUMBER	CHECK DATE	CHECK AMOUNT	VENDOR	VENDOR NAME	VENDOR TYPE	TRANS. NUMBER	TRANSACTION DESCRIPTION	TRANSACTION AMOUNT	COMMENT
30666	10/10/08	203.40	001063	NEW FLYER INDUSTRIES LIMITED		22811	REV VEH PARTS	203.40	
30667	10/10/08	1,694.01	002721	NEXTEL COMMUNICATIONS		22786	8/26-9/25 PHONES/OPS	1,694.01	
30668	10/10/08	50.00	B020	NICOL, KIRBY	7	22821	SEPT BOARD MTGS	50.00	
30669	10/10/08	239.38	004	NORTH BAY FORD LINC-MERCURY		22529	OUT RPR # 715	239.38	
30670	10/10/08	6,976.23	009	PACIFIC GAS & ELECTRIC		22799	8/27-9/24 110 VERNON	1,780.77	
						22800	8/27-9/24 1217 RIVER	63.88	
						22801	8/27-9/25 1122 RIVER	53.43	
						22802	8/27-9/24 1200 RIVER	1,294.99	
						22938	8/26-9/24 111 DUBOIS	3,783.16	
30671	10/10/08	887.00	950	PARADISE LANDSCAPE INC	0	22842	OCT MAINTENANCE	887.00	
30672	10/10/08	150.00	481	PIED PIPER EXTERMINATORS, INC.		22662	SEPT PEST CONTROL	48.50	
						22663	SEPT PEST CONTROL	48.50	
						22664	SEPT PEST CONTROL	53.00	
30673	10/10/08	1,583.67	156	PRINT GALLERY, THE		22925	PRINTING/MTC	1,583.67	
30674	10/10/08	118.20	061A	REGISTER PAJARONIAN		22508	CLASS ADV-PURCHASING	118.20	
30675	10/10/08	100.00	B011	REILLY, EMILY	7	22822	SEPT BOARD MTGS	100.00	
30676	10/10/08	30,551.84	904	RNL DESIGN		22957	SVCS THRU 6/30 MB	23,738.52	
						22958	SVCS THRU 6/30 MB	2,155.92	
						22959	SVCS THRU 6/30 MB	4,657.40	
30677	10/10/08	100.00	B015	ROTKIN, MIKE	7	22823	SEPT BOARD MTGS	100.00	
30678	10/10/08	24,738.98	966	S.C. FUELS	0	22698	DEISEL/FLT	24,738.98	
30679	10/10/08	1,083.82	018	SALINAS VALLEY FORD SALES		22528	REV VEH PARTS	1,083.82	
30680	10/10/08	1,403.36	002713	SANTA CRUZ AUTO TECH, INC.		22909	OUT RPR # 319	1,403.36	
30681	10/10/08	140.44	135	SANTA CRUZ AUTO PARTS, INC.		22513	REV VEH PARTS	9.82	
						22515	PARTS & SUPPLIES	39.79	
						22516	PARTS & SUPPLIES	33.65	
						22534	PARTS & SUPPLIES	57.18	
30682	10/10/08	9,672.58	079	SANTA CRUZ MUNICIPAL UTILITIES		22942	8/22-9/18 ENCINAL	863.33	
						22943	8/22-9/18 ENCINAL	183.13	
						22944	8/22-9/18 GOLF CLUB	988.06	
						22945	8/23-9/18 PACIFIC	92.32	
						22946	8/23-9/18 PACIFIC	2,536.68	
						22947	8/22-9/18 1200 RIVER	2,777.15	
						22948	8/22-9/18 VERNON	403.34	
						22949	8/22-9/18 VERNON	95.89	
						22950	8/22-9/18 111 DUBOIS	128.90	
						22951	8/22-9/18 RIVER	825.56	
						22952	8/22-9/18 GOLF CLUB	99.58	
						22953	8/22-9/18 1217 RIVER	291.32	
						22954	8/22-9/18 111 DUBOIS	387.32	
30683	10/10/08	711.00	174	SAYLOR & HILL COMPANY		22828	11/08-11/09 RENEWAL	711.00	
30684	10/10/08	2,500.00	002267	SHAW & YODER, INC.		22787	SEPT LEGISLATIVE SVC	2,500.00	
30685	10/10/08	100.00	B012	SPENCE, PAT	7	22824	SEPT BOARD MTGS	100.00	
30686	10/10/08	50.00	B017	STONE, MARK	7	22825	SEPT BOARD MTGS	50.00	
30687	10/10/08	844.35	001800	THERMO KING OF SALINAS, INC		22897	PARTS & SUPPLIES	844.35	
30688	10/10/08	470.46	002504	TIFCO INDUSTRIES		22848	PARTS & SUPPLIES	376.22	
						22849	PARTS & SUPPLIES	94.24	
30689	10/10/08	29.33	007	UNITED PARCEL SERVICE		22939	FRT OUT/FLT	29.33	
30690	10/10/08	10.83	946	UNITED SITE SERVICES		22785	FENCE RENT/DUBOIS	10.83	
30691	10/10/08	1,558.36	002829	VALLEY POWER SYSTEMS, INC.		22537	REV VEH PARTS	23.58	

5-1.7

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

DATE: 10/01/08 THRU 10/31/08

CHECK NUMBER	CHECK DATE	CHECK AMOUNT	VENDOR	VENDOR NAME	VENDOR TYPE	TRANS. NUMBER	TRANSACTION DESCRIPTION	TRANSACTION AMOUNT	COMMENT
						22605	REV VEH PARTS	1,534.78	
30692	10/10/08	25.00	T170	VASSEUR, AIMEE		22961	S&D MONTH PASS (OCT)	25.00	
30693	10/10/08	91.68	436	WEST PAYMENT CENTER		22753	CA 08 CIVIL TRIAL	91.68	
30694	10/10/08	2,662.50	001160	WESTERN ROOFING SERVICE		22624	OPS/ROOF	2,662.50	
30695	10/10/08	108.67	042	WFCB-OSH COMMERCIAL SERVICES		22851	REPAIRS/MAINTENANCE	48.51	
						22852	REPAIRS/MAINTENANCE	6.20	
						22853	REPAIRS/MAINTENANCE	20.55	
						22854	REPAIRS/MAINTENANCE	34.24	
						22855	CASH BACK CREDIT	-0.83	
30696	10/10/08	194.06	186	WILSON, GEORGE H., INC.		22514	REPAIRS/MAINTENANCE	194.06	
30697	10/10/08	116.69	147	ZEE MEDICAL SERVICE CO.		22894	SAFETY SUPPLIES	116.69	
30698	10/17/08	365.00	001016	ALLARD'S SEPTIC SERVICE	7	22971	HAZ WASTE DISP	365.00	
30699	10/17/08	166.59	001	AT&T		23033	SEPT PHONES/ OPS	166.59	
30700	10/17/08	510.66	876	ATCHISON, BARILSONE, CONDOTTI &	7	23093	LEGAL SVCS/425 FRONT	510.66	
30701	10/17/08	513.33	247	AUTOMATIC DOOR SYSTEMS, INC.		23100	SERVICE/PACIFIC	523.81	
							DISCOUNT TAKEN	-10.48	
30702	10/17/08	120.00	E438	AVILES, PATRICIA		23095	TRAVEL ADVANCE	120.00	
30703	10/17/08	575.00	478	BEE CLENE	0	22843	CARPET/VERNON	575.00	
30704	10/17/08	774.00	011	BEWLEYS CLEANING	7	22816	JANITORIAL/PT	774.00	
30705	10/17/08	800.00	616	BROWN ARMSTRONG		23085	08 AUDIT SERVICES	800.00	
30706	10/17/08	475.00	002034	CARLON'S FIRE EXTINGUISHER		22759	CERT SPRINKLER/MTC	475.00	
30707	10/17/08	1,610.00	002627	CDW GOVERNMENT, INC.		22829	ADOBE LICENSE	1,610.00	
30708	10/17/08	10.80	172	CENTRAL WELDER'S SUPPLY, INC.		22893	CYLINDER/FLT	10.80	
30709	10/17/08	862.76	001346	CITY OF SANTA CRUZ		22962	SEPT LANDFILL	27.38	
						23094	INSP SVCS/MB	835.38	
30710	10/17/08	1,802.38	909	CLASSIC GRAPHICS		22687	OUT RPR # 2305	1,802.38	
30711	10/17/08	17,102.26	001124	CLEAN ENERGY		22887	9/27 LNG/FLT	8,671.06	
						22888	9/24 LNG/FLT	8,431.20	
30712	10/17/08	70.00	001084	CLUTCH COURIERS		23083	PROF SVCS/RISK	70.00	
30713	10/17/08	502.90	002870	COLE SUPPLY COMPANY, INC.		22850	CLEANING SUPPLIES	502.90	
30714	10/17/08	36,073.72	002569	COMERICA BANK		22790	WORK COMP FUND	36,073.72	
30715	10/17/08	4.31	002063	COSTCO		22872	PHOTO PROCESS/OPS	4.31	
30716	10/17/08	1.14	504	CUMMINS WEST, INC.		22760	PARTS & SUPPLIES	1.14	
30717	10/17/08	4,559.35	085	DIXON & SON TIRE, INC.		22881	TIRES & TUBES	224.71	
						22882	TIRES & TUBES	326.29	
						22883	TIRES & TUBES	643.93	
						22884	TIRES & TUBES	828.34	
						22885	TIRES & TUBES	1,267.57	
						22886	TIRES & TUBES	192.51	
						22889	TIRES & TUBES	422.10	
						22907	TIRES & TUBES	653.90	
30718	10/17/08	500.00	002862	ECOLOGICAL CONCERNS INC.		23091	WATER DRAINAGE/MB	500.00	
30719	10/17/08	88.40	298	ERGOMETRICS		22673	SCORING SERVICES	88.40	
30720	10/17/08	93.75	001492	EVERGREEN OIL INC.		22757	HAZ WASTE DISP	93.75	
30721	10/17/08	69.18	001172	FERGUSON ENTERPRISES INC.		22777	REPAIRS/MAINTENANCE	12.01	
						22778	REPAIRS/MAINTENANCE	57.17	
30722	10/17/08	930.35	647	GFI GENFARE		22803	REV VEH PARTS	101.29	
						22857	REV VEH PARTS	142.37	
						22989	REV VEH PARTS	686.69	
30723	10/17/08	2,007.43	117	GILLIG LLC		22810	REV VEH PARTS	2,007.43	

5-1.8

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

DATE: 10/01/08 THRU 10/31/08

CHECK NUMBER	CHECK DATE	CHECK AMOUNT	VENDOR	VENDOR NAME	VENDOR TYPE	TRANS. NUMBER	TRANSACTION DESCRIPTION	TRANSACTION AMOUNT	COMMENT
30724	10/17/08	874.12	001029	GOLDEN GATE SYSTEMS	0	22830	OFFICE SUPPLY/IT	874.12	
30725	10/17/08	1,059.27	001097	GREENWASTE RECOVERY, INC.		23054	SEPT GARB/KINS VLG	174.55	
						23057	OCT-DEC GARB/BIG BSN	52.50	
						23058	OCT-DEC GARB/FREEDOM	52.50	
						23059	OCT-DEC GARB/FREEDOM	52.50	
						23060	OCT-DEC GARB/LOMOND	52.50	
						23061	SEPT GARB/MT HERMON	70.45	
						23062	OCT-DEC GARB/SOQUEL	52.50	
						23063	OCT-DEC GARB/SOQUEL	52.50	
						23064	SEPT GARB/GREEN VLY	26.25	
						23065	OCT-DEC GARB/HWY 17	157.50	
						23066	OCT-DEC GARB/FREEDOM	105.00	
						23067	SEPT GARB/RESEARCH	210.52	
30726	10/17/08	474.42	001198	HARLAND		23010	AP CHECKS/FINANCE	474.42	
30727	10/17/08	89.87	510A	HASLER, INC.		23069	11/1-11/30 RENTAL	41.04	
						23092	11/1-11/30 RENTL/ADM	48.83	
30728	10/17/08	43.73	166	HOSE SHOP, THE		22782	PARTS & SUPPLIES	18.67	
						22970	REV VEH PARTS	25.06	
30729	10/17/08	189.73	001163	INNERWORKINGS, INC		22987	FUEL CARDS	189.73	
30730	10/17/08	122.50	001093	KROLL LABORATORY SPECIALISTS		23002	DRUG TESTS	122.50	
30731	10/17/08	30.00	880	LEXISNEXIS		23013	PROF/TECH SVC/RISK	30.00	
30732	10/17/08	1,148.42	001052	MID VALLEY SUPPLY		22691	CLEANING SUPPLIES	665.86	
						22805	CLEANING SUPPLIES	422.93	
						22856	CLEANING SUPPLIES	59.63	
30733	10/17/08	496.05	041	MISSION UNIFORM		22661	UNIF/LAUNDRY/FAC	69.60	
						22676	UNIF/LAUNDRY/FLT	299.17	
						22677	UNIF/LAUNDRY/FLT	50.60	
						22679	UNIF/LAUNDRY/FLT	43.26	
						22898	UNIF/LAUNDRY/PT	33.42	
30734	10/17/08	14,300.82	002891	NCLN20, INC.		23078	SEPT SECURITY/OPS	14,300.82	
30735	10/17/08	1,378.33	002721	NEXTEL COMMUNICATIONS		23077	9/4-10/3 PHONES/PT	1,378.33	
30736	10/17/08	25.37	004	NORTH BAY FORD LINC-MERCURY		22689	REV VEH PARTS	25.37	
30737	10/17/08	4,983.50	009	PACIFIC GAS & ELECTRIC		22977	8/29-9/29 PACIFIC	2,286.45	
						23048	8/23-10/3 KINGS VLG	2,697.05	
30738	10/17/08	1,658.82	043	PALACE ART & OFFICE SUPPLY		22666	OFFICE SUPPLIES/FIN	111.01	
						22754	OFFICE SUPPLY/LGL	9.37	
						22796	OFFICE SUPPLY/ADM	37.95	
						22797	OFFICE SUPPLY	455.57	
						22841	OFFICE SUPPLIES/FAC	28.16	
						22877	OFFICE SUPPLY/OPS	99.80	
						22926	OFFICE SUPPLIES/MTC	3.43	
						22941	OFFICE SUPPLIES/FLT	596.49	
						22955	CREDIT MEMO	-5.01	
						23003	OFFICE SUPPLY/HRD	46.07	
						23012	OFFICE SUPPLY-LGL	45.01	
						23044	OFFICE SUPPLIES/PT	230.97	
30739	10/17/08	70.00	481	PIED PIPER EXTERMINATORS, INC.		22993	SEPT PEST CONTROL	70.00	
30740	10/17/08	86.85	107A	PROBUILD		22685	REPAIRS/MAINTENANCE	58.58	
						22761	REPAIRS/MAINTENANCE	10.73	
						22807	REPAIRS/MAINTENANCE	17.54	

5-1.9

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

DATE: 10/01/08 THRU 10/31/08

CHECK NUMBER	CHECK DATE	CHECK AMOUNT	VENDOR	VENDOR NAME	VENDOR TYPE	TRANS. NUMBER	TRANSACTION DESCRIPTION	TRANSACTION AMOUNT	COMMENT
30741	10/17/08	640.01	001236	RENAISSANCE ESMERALDA RESORT		23089	10/27-10/29/AVILES	426.67	VOIDED
						23090	10/27-10/29/SLATER	213.34	
30741	10/17/08	-640.01	001236	RENAISSANCE ESMERALDA RESORT		23089	10/27-10/29/AVILES	-426.67	**VOID
						23090	10/27-10/29/SLATER	-213.34	
30742	10/17/08	24,122.50	966	S.C. FUELS	0	22775	09/26 LNG/FLT	24,122.50	
30743	10/17/08	3,011.10	018	SALINAS VALLEY FORD SALES		22690	REV VEH PARTS	3,011.10	
30744	10/17/08	1,091.05	002713	SANTA CRUZ AUTO TECH, INC.		22905	OUT RPR # 205	285.76	
						22910	OIL CHANGE	59.20	
						22911	OIL CHANGE	59.20	
						22912	OIL CHANGE	59.20	
						22913	OIL CHANGE	59.20	
						22914	OIL CHANGE	59.20	
						22915	OIL CHANGE	59.20	
						22916	OIL CHANGE	50.01	
						22917	OIL CHANGE	50.01	
						22918	OIL CHANGE	50.01	
						22919	OIL CHANGE	50.01	
						22920	OIL CHANGE	50.01	
						22921	OIL CHANGE	50.01	
						22922	OIL CHANGE	50.01	
						22923	OIL CHANGE	50.01	
						22924	OIL CHANGE	50.01	
30745	10/17/08	428.85	135	SANTA CRUZ AUTO PARTS, INC.		22693	PARTS & SUPPLIES	17.22	
						22762	REV VEH PARTS	134.42	
						22763	REV VEH PARTS	120.00	
						22808	OTH MOB SUPPLIES	25.11	
						22809	OTH MOB SUPPLIES	12.55	
						22837	EMP TOOLS	108.48	
						22900	REV VEH PARTS	11.07	
30746	10/17/08	227.22	079	SANTA CRUZ MUNICIPAL UTILITIES		22972	7/26-9/23 RESEARCH	227.22	
30747	10/17/08	3,413.00	001976	SPORTWORKS NORTHWEST, INC.		22756	REV VEH PARTS	3,413.00	
30748	10/17/08	686.22	080A	STATE BOARD OF EQUALIZATION		23084	JUL-SEPT 08 FUEL TAX	686.22	
30749	10/17/08	17,055.82	001648	STEVE'S UNION SERVICE		22903	SEPT FUEL/PT	17,055.82	
30750	10/17/08	3,012.41	002805	TELEPATH CORPORATION		22686	VCR INSTALL/OPS	305.00	
						22804	OCT MAINT/RPRS	2,707.41	
30751	10/17/08	1,533.69	001800	THERMO KING OF SALINAS, INC		22896	REV VEH PARTS	1,533.69	
30752	10/17/08	443.76	170	TOWNSEND'S AUTO PARTS		22983	CLEANING SUPPLIES	215.52	
						22996	REV VEH PARTS	170.30	
						22997	REV VEH PARTS	57.94	
30753	10/17/08	11,484.39	057	U.S. BANK		23096	4246044555645971	5,096.42	
						23097	4246044555645971	2,352.90	
						23098	4246044555645971	3,496.00	
						23099	4246044555645971	539.07	
30754	10/17/08	52.29	007	UNITED PARCEL SERVICE		23025	FRT OUT/FLT	52.29	
30755	10/17/08	295,717.45	002829	VALLEY POWER SYSTEMS, INC.		22812	REV VEH PARTS	33.70	
						22813	REV VEH PARTS	150.12	
						22815	REV VEH PARTS	74.82	
						22969	REV VEH PARTS	3,494.39	
						23080	95% BUS 2305	145,982.21	
						23081	95% BUS 2301	145,982.21	

5-1.10

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

DATE: 10/01/08 THRU 10/31/08

CHECK NUMBER	CHECK DATE	CHECK AMOUNT	VENDOR	VENDOR NAME	VENDOR TYPE	TRANS. NUMBER	TRANSACTION DESCRIPTION	TRANSACTION AMOUNT	COMMENT
30756	10/17/08	695.98	001986	WAGER CO., INC. ROBERT		22758	OUT RPR EQUIP	695.98	
30757	10/17/08	2,571.99	001223	WATSONVILLE CADILLAC, BUICK,		22901	REV VEH PARTS	4,467.29	
						22902	REV VEH PARTS	52.61	
						23036	CREDIT NOTE	-1,947.91	
30758	10/17/08	70.00	682	WEISS, AMY L.	7	22788	SEPT INTERPRETER	70.00	
30759	10/17/08	8,536.34	001506	WESTERN STATES OIL CO., INC.		22895	9/29 FUEL/LUB/FLT	8,536.34	
30760	10/17/08	260.30	147	ZEE MEDICAL SERVICE CO.		22994	SAFETY SUPPLIES	79.37	
						23027	SAFETY SUPPLIES	82.30	
						23055	SAFETY SUPPLIES	98.63	
30761M	10/16/08	55.00	R535	MERCED ATTORNEY SERVICES		23101	PROF SVCS/RISK	55.00	MANUAL
				PROF SVCS/RISK					
30762M	10/15/08	426.67	001236	RENAISSANCE ESMERALDA RESORT		23102	10/27-10/29/AVILES	426.67	MANUAL
				10/27-10/29/AVILES					
30763M	10/15/08	213.34	001236	RENAISSANCE ESMERALDA RESORT		23103	10/27-10/29/SLATER	213.34	MANUAL
				10/27-10/29/SLATER					
30764	10/24/08	3,572.46	002509	ACCONTEMP		23197	TEMP/OPS W/E 10/3	1,949.10	
						23224	TEMP/OPS W/E 10/3	1,623.36	
30765	10/24/08	346.16	020	ADT SECURITY SERVICES INC.		23141	NOV ALARMS	64.46	
						23145	NOV ALARMS	83.77	
						23146	NOV ALARMS	46.66	
						23147	NOV ALARMS	46.66	
						23148	NOV ALARMS	61.90	
						23149	NOV ALARMS	42.71	
30766	10/24/08	183.09	294	ANDY'S AUTO SUPPLY	0	22985	PARTS & SUPPLIES	140.77	
						22986	PARTS & SUPPLIES	42.32	
30767	10/24/08	481.52	001	AT&T		23126	REPEATERS/OPS	396.42	
						23178	REPEATER/OPS	85.10	
30768	10/24/08	15,877.34	664	BAY COUNTIES PITCOCK PETROLEUM		23121	NEW TANK FILL/GOLF	11,917.84	
						23123	FUEL & LUBE	3,959.50	
30769	10/24/08	31.68	123	BAY PHOTO LAB		23045	PHOTO PROCESS/PT	18.48	
						23046	PHOTO PROCESS/PT	13.20	
30770	10/24/08	435.00	478	BEE CLENE	0	22844	CARPET/RESEARCH PARK	435.00	
30771	10/24/08	5,000.00	001365	BORTNICK, ROBERT S. & ASSOC.	7	23196	CALL STOP SURVEY	5,000.00	
30772	10/24/08	304.12	002189	BUS & EQUIPMENT		23074	REV VEH PARTS	304.12	
30773	10/24/08	436,286.53	502	CA PUBLIC EMPLOYEES'		23212	NOV MEDICAL INS	436,286.53	
30774	10/24/08	5,000.00	002346	CHANEY, CAROLYN & ASSOC., INC.		22789	OCT LEGISLATIVE SVC	5,000.00	
30775	10/24/08	10.63	130	CITY OF WATSONVILLE UTILITIES		23151	9/1-10/1 RODRIGUEZ	10.63	
30776	10/24/08	4,806.28	909	CLASSIC GRAPHICS		22995	OUT RPR # 9804	4,806.28	
30777	10/24/08	7.80	002063	COSTCO		22999	PHOTO PROCESS/OPS	3.88	
						23000	PHOTO PROCESS/OPS	2.24	
						23001	PHOTO PROCESS/OPS	1.68	
30778	10/24/08	7.50	418	COUNTY OF SANTA CRUZ		23127	CNG/FLT	7.50	
30779	10/24/08	7,025.23	001316	DEVCO OIL		23222	9/16-9/30 FUEL/FLT	3,521.24	
						23223	9/30-10/15 FUEL/FLT	3,503.99	
30780	10/24/08	4,116.54	085	DIXON & SON TIRE, INC.		22978	TIRES & TUBES	15.00	
						22979	TIRES & TUBES	421.71	
						22980	TIRES & TUBES	464.50	
						22981	TIRES & TUBES	419.67	
						22982	TIRES & TUBES	2,112.62	
						23072	TIRES & TUBES	109.38	

5-1.11

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

DATE: 10/01/08 THRU 10/31/08

CHECK NUMBER	CHECK DATE	CHECK AMOUNT	VENDOR	VENDOR NAME	TRANS. TYPE	TRANS. NUMBER	TRANSACTION DESCRIPTION	TRANSACTION AMOUNT	COMMENT
						23073	TIRES & TUBES	573.66	
30781	10/24/08	120.00	T171	FAMBRINI, ERNESTINE		23161	40 UNUSED PT COUPONS	120.00	
30782	10/24/08	89.75	372	FEDERAL EXPRESS		23210	SHIPPING	89.75	
30783	10/24/08	60.00	002295	FIRST ALARM		23213	SEPT SERVICES	60.00	
30784	10/24/08	44.00	E508	GILBERT, MARTIN		23195	DMV FEES	44.00	
30785	10/24/08	78.56	711	GLASS DOCTOR	7	23128	REV VEH PARTS	78.56	
30786	10/24/08	29,000.00	002116	HINSHAW, EDWARD & BARBARA	7	23218	370 ENCINAL RENT	29,000.00	
30787	10/24/08	231.11	166	HOSE SHOP, THE		22964	REPAIRS/MAINTENANCE	140.62	
						22965	REPAIRS/MAINTENANCE	21.24	
						22966	REPAIRS/MAINTENANCE	54.95	
						22967	PARTS & SUPPLIES	14.30	
30788	10/24/08	80.07	001209	IKON FINANCIAL SERVICES		23226	PROPERTY TAX/01/08	80.07	
30789	10/24/08	729.29	215	IKON OFFICE SOLUTIONS		23214	6/26-10/7 MAINT/PT	729.29	
30790	10/24/08	15,308.20	002117	IULIANO	7	23219	111 DUBOIS RENT	12,036.59	
						23220	115 DUBOIS RENT	3,271.61	
30791	10/24/08	2,820.54	110	JESSICA GROCERY STORE, INC.		23215	CUSTODIAL SERVICES	2,820.54	
30792	10/24/08	1,558.86	878	KELLY SERVICES, INC.		23193	TEMP/OPS W/E 10/5	768.00	
						23194	BACKGROUND CHECK	22.86	
						23225	TEMP/OPS W/E 10/12	768.00	
30793	10/24/08	51.43	036	KELLY-MOORE PAINT CO., INC.		22935	REPAIRS/MAINTENANCE	51.43	
30794	10/24/08	1,781.14	039	KINKO'S INC.		23155	PRINTING/MTC	1,781.14	
30795	10/24/08	1,407.05	001119	MACERICH PARTNERSHIP LP	7	23217	CAPITOLA MALL RENT	1,407.05	
30796	10/24/08	650.00	764	MERCURY METALS		23047	RAMP REPAIR # 321	650.00	
30797	10/24/08	701.13	001052	MID VALLEY SUPPLY		22890	CLEANING SUPPLIES	405.08	
						22891	CLEANING SUPPLIES	296.05	
30798	10/24/08	521.44	041	MISSION UNIFORM		22806	UNIF/LAUNDRY/FAC	67.89	
						22831	UNIF/LAUNDRY/FLT	45.97	
						22832	UNIF/LAUNDRY/FLT	43.26	
						22833	UNIF/LAUNDRY/FLT	264.87	
						22834	UNIF/LAUNDRY/FLT	99.45	
30799	10/24/08	283.65	001454	MONTEREY BAY OFFICE PRODUCTS		22973	5/15-8/14 MAINT/FLT	159.67	
						22974	8/15-11/14 MAINT/FLT	123.98	
30800	10/24/08	25.00	188	PACIFIC BUS MUSEUM		23227	SUBSCRIPTION	25.00	
30801	10/24/08	1,063.62	009	PACIFIC GAS & ELECTRIC		23179	9/10-10/9 RESEARCH	1,063.62	
30802	10/24/08	450.58	043	PALACE ART & OFFICE SUPPLY		23011	OFFICE SUPPLY/FIN	166.69	
						23107	OFFICE SUPPLY/OPS	40.55	
						23108	OFFICE SUPPLY/OPS	-20.27	
						23109	OFFICE SUPPLY/OPS	-20.80	
						23157	OFFICE SUPPLY/MTC	19.40	
						23180	OFFICE SUPPLIES/FLT	265.01	
30803	10/24/08	107.42	882	PRINT SHOP SANTA CRUZ	7	23111	PRINTING/MTC	107.42	
30804	10/24/08	165.28	107A	PROBUILD		22776	PARTS & SUPPLIES	69.74	
						22839	REPAIRS/MAINTENANCE	31.55	
						22990	REPAIRS/MAINTENANCE	63.79	
						22991	REPAIRS/MAINTENANCE	0.20	
30805	10/24/08	248.08	087	RECOGNITION SERVICES		23087	EMP INCENTIVE	248.08	
30806	10/24/08	26,101.24	966	S.C. FUELS	0	23049	DIESEL/FLT	26,101.24	
30807	10/24/08	577.37	002713	SANTA CRUZ AUTO TECH, INC.		22904	OUT RPR # 109	577.37	
30808	10/24/08	189.15	135	SANTA CRUZ AUTO PARTS, INC.		22838	REV VEH PARTS	162.10	
						23034	REV VEH PARTS	27.05	

5-1.12

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

DATE: 10/01/08 THRU 10/31/08

CHECK NUMBER	CHECK DATE	CHECK AMOUNT	VENDOR NUMBER	VENDOR NAME	VENDOR TYPE	TRANS. NUMBER	TRANSACTION DESCRIPTION	TRANSACTION AMOUNT	COMMENT
30809	10/24/08	40.00	960	SANTA CRUZ COUNTY EAC		23160	MEMBERSHIP RENEWAL	40.00	
30810	10/24/08	24.99	002447	SETON IDENTIFICATION PRODUCTS		23086	OFFICE SUPPLY/ADM	24.99	
30811	10/24/08	165.00	001121	SILENT PARTNER SECURITY SYS.		22845	10/1-12/31 VERNON	165.00	
30812	10/24/08	100.00	B016	SKILLICORN, DALE	7	23228	OCT BOARD MTGS	100.00	
30813	10/24/08	12,116.23	001075	SOQUEL III ASSOCIATES	7	23216	RESEARCH PARK RENT	12,116.23	
30814	10/24/08	1,233.17	001232	SPECIALIZED AUTO AND		22906	OUT RPR # 309	127.17	
						23040	OUT RPR # 313	280.95	
						23041	OUT RPR # 207	327.87	
						23042	OUT RPR # 321	59.35	
						23043	OUT RPR # 314	437.83	
30815	10/24/08	3,313.15	002207	T.Y. CUSTOM DESIGN	0	23209	EMP INCENTIVE	3,313.15	
30816	10/24/08	135.00	002805	TELEPATH CORPORATION		22940	SVC/ INSTALL AMP	135.00	
30817	10/24/08	90,983.12	970	THE MECHANICS BANK		23230	JULY RETAINAGE/MB	90,983.12	
30818	10/24/08	516.05	083	THYSSENKRUPP ELEVATOR		22892	OCT-DEC MAINTENANCE	516.05	
30819	10/24/08	947.93	002504	TIFCO INDUSTRIES		22984	PARTS & SUPPLIES	24.64	
						23136	PARTS & SUPPLIES	923.29	
30820	10/24/08	248.03	582	TOYOTA OF SANTA CRUZ		23190	OUT RPR # 804	248.03	
30821	10/24/08	139.89	007	UNITED PARCEL SERVICE		23189	FRT OUT/FLT	139.89	
30822	10/24/08	1,029,991.13	002829	VALLEY POWER SYSTEMS, INC.		22814	OUT RPR REV VEH	8,082.09	
						22998	REV VEH PARTS	33.57	
						23162	95% BUS 2238	145,982.21	
						23163	95% BUS 2219	145,982.21	
						23164	95% BUS 2221	145,982.21	
						23165	95% BUS 2224	145,982.21	
						23166	95% BUS 2231	145,982.21	
						23167	95% BUS 2229	145,982.21	
						23168	95% BUS 2309	145,982.21	
30823	10/24/08	333.60	221	VEHICLE MAINTENANCE PROGRAM		23028	REV VEH PARTS	333.60	
30824	10/24/08	100.82	434B	VERIZON CALIFORNIA		23221	2 PC CARDS/ADMIN	100.82	
30825	10/24/08	1,464.75	001223	WATSONVILLE CADILLAC, BUICK,		22899	REV VEH PARTS	1,464.75	
30826	10/24/08	818,848.08	002887	WEST BAY BUILDERS, INC.		23229	CONST SVC MB TO 7/31	818,848.08	
30827	10/24/08	70.29	186	WILSON, GEORGE H., INC.		22840	REPAIRS/MAINTENANCE	70.29	
30828	10/31/08	75.08	932	A.L. LEASE COMPANY, INC.		23404	REPAIRS/MAINTENANCE	76.61	
							DISCOUNT TAKEN	-1.53	
30829	10/31/08	239.91	001193	AA GLASS SHOP	7	23331	REPAIR/1217 RIVER	239.91	
30830	10/31/08	2,317.56	002509	ACCOMTEMP		23348	TEMP/OPS W/E 10/17	2,317.56	
30831	10/31/08	2,098.73	382	AIRTEC SERVICE		22963	SEPT MAINT/REPAIRS	2,098.73	
30832	10/31/08	98.63	E437	AITKEN, ANGELA		23398	OFFICE SUPPLIES/FIN	98.63	
30833	10/31/08	125.00	001062	ALLTERRA ENVIRONMENTAL INC.		23150	INSPECTION/GOLF CLB	125.00	
30834	10/31/08	53.29	M033	BAILEY, NEIL	0	23351	MED PYMT SUPP	53.29	
30835	10/31/08	6,614.16	059	BATTERIES USA, INC.		23133	REV VEH PARTS	6,614.16	
30836	10/31/08	100.00	B003	BEAUTZ, JAN	7	23420	OCT BOARD MTGS	100.00	
30837	10/31/08	49.88	M077	BRADFORD, THOMAS	0	23352	MED PYMT SUPP	49.88	
30838	10/31/08	19.19	M072	BRIDINGER, CHRIS	0	23380	MED PYMT SUPP	19.19	
30839	10/31/08	38.37	M078	BRIDINGER, DENISE	0	23353	MED PYMT SUPP	38.37	
30840	10/31/08	38.37	M079	BROGDON, ROY		23354	MED PYMT SUPP	38.37	
30841	10/31/08	789.57	002189	BUS & EQUIPMENT		23239	REV VEH PARTS	177.83	
						23243	REV VEH PARTS	414.86	
						23320	REV VEH PARTS	196.88	
30842	10/31/08	100.00	B018	BUSTICHI, DENE	7	23421	OCT BOARD MTGS	100.00	

5-1.13

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

DATE: 10/01/08 THRU 10/31/08

CHECK NUMBER	CHECK DATE	CHECK AMOUNT	VENDOR	VENDOR NAME	VENDOR TYPE	TRANS. NUMBER	TRANSACTION DESCRIPTION	TRANSACTION AMOUNT	COMMENT
30843	10/31/08	53.28	M022	CAPELLA, KATHLEEN	0	23372	MED PYMT SUPP	53.28	
30844	10/31/08	19.19	M080	CARR, DALE	0	23355	MED PYMT SUPP	19.19	
30845	10/31/08	26.65	M073	CENTER, DOUG	0	23381	MED PYMT SUPP	26.65	
30846	10/31/08	26.65	M036	CERVANTES, GLORIA	0	23356	MED PYMT SUPP	26.65	
30847	10/31/08	100.00	B014	CITY OF WATSONVILLE		23429	OCT BOARD MTGS	100.00	
30848	10/31/08	3,788.44	909	CLASSIC GRAPHICS		22976	OUT RPR # 2232	1,658.88	
						23129	OUT RPR # 2210	2,129.56	
30849	10/31/08	46,702.47	001124	CLEAN ENERGY		23245	10/1-10/10 LNG/FLT	38,534.63	
						23250	10/13 LNG/FLT	8,167.84	
30850	10/31/08	184.00	367	COMMUNITY TELEVISION OF		23399	TAPING 9/26 BOD MTG	184.00	
30851	10/31/08	319.83	002063	COSTCO		23038	OFFICE SUPPLIES	109.99	
						23088	LOCAL MTG EXP	31.42	
						23104	PHOTO PROCESS/OPS	6.59	
						23105	PHOTO PROCESS/OPS	5.50	
						23106	PHOTO PROCESS/OPS	2.24	
						23110	OFFICE SUPPLY/OPS	153.99	
						23203	PHOTO PROCESS/OPS	2.24	
						23204	PHOTO PROCESS/OPS	2.53	
						23205	PHOTO PROCESS/OPS	5.33	
30852	10/31/08	19.19	M116	CRAMBLETT, LAWRENCE		23382	MED PYMT SUPP	19.19	
30853	10/31/08	26.65	M092	CRAWFORD, TERRI	0	23383	MED PYMT SUPP	26.65	
30854	10/31/08	471.19	001000	DAIMLER BUSES N. AMERICA INC.		23234	REV VEH PARTS	471.19	
30855	10/31/08	150.00	R536	DAMINO JR., ROBERT		23301	SETTLEMENT/RISK	150.00	
30856	10/31/08	26.65	M039	DAVILA, ANA MARIA	0	23357	MED PYMT SUPP	26.65	
30857	10/31/08	41,248.07	800	DELTA DENTAL PLAN		23402	NOV DENTAL	41,248.07	
30858	10/31/08	32.00	002567	DEPARTMENT OF JUSTICE		23158	SEPT FINGERPRINTS	32.00	
30859	10/31/08	5,429.56	085	DIXON & SON TIRE, INC.		23181	TIRES & TUBES	214.27	
						23182	TIRES & TUBES	659.02	
						23183	TIRES & TUBES	652.57	
						23184	TIRES & TUBES	422.89	
						23185	TIRES & TUBES	215.10	
						23186	TIRES & TUBES	1,161.24	
						23187	TIRES & TUBES	839.34	
						23188	TIRES & TUBES	1,265.13	
30860	10/31/08	450.00	916	DOCTORS ON DUTY		23288	9/16 DRUG TEST	120.00	
						23289	9/16 DRUG TEST	120.00	
						23290	9/16 DRUG TEST	5.00	
						23291	9/18 DRUG TEST	30.00	
						23292	9/18 DRUG TEST	35.00	
						23293	9/18 DRUG TEST	5.00	
						23294	9/20 DRUG TEST	30.00	
						23295	9/20 DRUG TEST	5.00	
						23296	9/24 DRUG TEST	30.00	
						23297	9/24 DRUG TEST	35.00	
						23298	9/24 DRUG TEST	5.00	
						23299	10/09 DRUG TEST	30.00	
30861	10/31/08	26.65	M096	DRAKE, JUDITH	0	23384	MED PYMT SUPP	26.65	
30862	10/31/08	130.99	001172	FERGUSON ENTERPRISES INC.		23135	REPAIRS/MAINTENANCE	130.99	
30863	10/31/08	26.65	M099	FIKE, LOUIS	0	23385	MED PYMT SUPP	26.65	
30864	10/31/08	42.68	M074	GABRIELE, BERNARD	0	23386	MED PYMT SUPP	42.68	

5-1.14

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

DATE: 10/01/08 THRU 10/31/08

CHECK NUMBER	CHECK DATE	CHECK AMOUNT	VENDOR	VENDOR NAME	VENDOR TYPE	TRANS. NUMBER	TRANSACTION DESCRIPTION	TRANSACTION AMOUNT	COMMENT
30865	10/31/08	26.65	M040	GARBEZ, LINDA	0	23358	MED PYMT SUPP	26.65	
30866	10/31/08	53.29	M100	GARCIA, SANTIAGO	0	23359	MED PYMT SUPP	53.29	
30867	10/31/08	293.52	117	GILLIG LLC		23120	REV VEH PARTS/SUPPLY	293.52	
30868	10/31/08	26.65	M101	GOES, ALAN	0	23387	MED PYMT SUPP	26.65	
30869	10/31/08	53.29	M041	GOUVEIA, ROBERT	0	23360	MED PYMT SUPP	53.29	
30870	10/31/08	871.04	282	GRAINGER		23247	REPAIRS/MAINTENANCE	871.04	
30871	10/31/08	100.00	B021	HAGEN, DONALD N.	7	23422	OCT BOARD MTGS	100.00	
30872	10/31/08	53.29	M081	HALL, JAMES	0	23361	MED PYMT SUPP	53.29	
30873	10/31/08	55,246.76	001035	HARRIS & ASSOCIATES		23400	PROF SVC THRU 9/30	55,246.76	
30874	10/31/08	50.00	B006	HINKLE, MICHELLE	7	23423	OCT BOARD MTGS	50.00	
30875	10/31/08	49.88	M043	HOLODNICK, JAMES	0	23362	MED PYMT SUPP	49.88	
30876	10/31/08	1,765.65	166	HOSE SHOP, THE		23117	PARTS & SUPPLIES	484.61	
						23118	PARTS & SUPPLIES	88.36	
						23119	PARTS & SUPPLIES	1,122.22	
						23267	PARTS & SUPPLIES	45.40	
						23268	REV VEH PARTS	25.06	
30877	10/31/08	19.19	M075	HOWARD, CAROL	0	23388	MED PYMT SUPP	19.19	
30878	10/31/08	199.35	215	IKON OFFICE SOLUTIONS		23401	9/19-10/17 MAINT/ADM	199.35	
30879	10/31/08	103.30	001163	INNERWORKINGS, INC		23257	PRINTING/OPS	103.30	
30880	10/31/08	26.65	M069	JACOBS, KENNETH	0	23373	MED PYMT SUPP	26.65	
30881	10/31/08	26.65	M104	JUSSEL, PETE	0	23389	MED PYMT SUPP	26.65	
30882	10/31/08	273.25	M061	KAMEDA, TERRY	0	23374	MED PYMT SUPP	273.25	
30883	10/31/08	242.15	036	KELLY-MOORE PAINT CO., INC.		23015	REPAIRS/MAINTENANCE	156.51	
						23016	REPAIRS/MAINTENANCE	19.17	
						23132	REPAIRS/MAINTENANCE	66.47	
30884	10/31/08	45.00	074	KENVILLE LOCKSMITHS	7	23014	REPAIRS/MAINTENANCE	45.00	
30885	10/31/08	44.00	E309	LEGARD, GEOFFREY		23300	DMV FEES	44.00	
30886	10/31/08	819.00	001145	MANAGED HEALTH NETWORK		23403	NOV EAP PREMIUM	819.00	
30887	10/31/08	650.00	764	MERCURY METALS		23068	RAMP RPR # 314	650.00	
30888	10/31/08	338.35	001052	MID VALLEY SUPPLY		23022	CLEANING SUPPLIES	338.35	
30889	10/31/08	812.96	225	MISSION PRINTERS	7	23156	PRINT BUS PASSES	812.96	
30890	10/31/08	618.84	041	MISSION UNIFORM		23019	UNIF/LAUNDRY/FAC	69.60	
						23029	UNIF/LAUNDRY/FLT	80.89	
						23030	UNIF/LAUNDRY/FLT	127.26	
						23031	UNIF/LAUNDRY/FLT	43.26	
						23032	UNIF/LAUNDRY/FLT	264.41	
						23071	UNIF/LAUNDRY/PT	33.42	
30891	10/31/08	300.00	819	MONEY SYSTEMS TECHNOLOGY, INC.		23232	COIN COUNTER MAINT	300.00	
30892	10/31/08	100.00	B020	NICOL, KIRBY	7	23424	OCT BOARD MTGS	100.00	
30893	10/31/08	89.04	004	NORTH BAY FORD LINC-MERCURY		22988	REV VEH PARTS	89.04	
30894	10/31/08	14,842.00	001176	NORTHSTAR, INC.		23153	SEPT MAINTENANCE	14,842.00	
30895	10/31/08	26.65	M050	O'MARA, KATHLEEN	0	23363	MED PYMT SUPP	26.65	
30896	10/31/08	276.68	043	PALACE ART & OFFICE SUPPLY		23017	OFFICE SUPPLIES/FAC	118.55	
						23039	OFFICE SUPPLIES	75.18	
						23082	OFFICE SUPPLY/FIN	26.63	
						23159	OFFICE SUPPLY/HRD	56.32	
30897	10/31/08	243.55	M057	PARHAM, WALLACE	0	23375	MED PYMT SUPP	243.55	
30898	10/31/08	3,111.25	002823	PAT PIRAS CONSULTING	7	23311	SEPT PROF SVCS	3,111.25	
30899	10/31/08	38.37	M051	PENDRAGON, LINDA	0	23364	MED PYMT SUPP	38.37	
30900	10/31/08	26.65	M109	PEREZ, CHERYL		23365	MED PYMT SUPP	26.65	

5-1.15

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

DATE: 10/01/08 THRU 10/31/08

CHECK NUMBER	CHECK DATE	CHECK AMOUNT	VENDOR	VENDOR NAME	TRANS. TYPE	TRANS. NUMBER	TRANSACTION DESCRIPTION	TRANSACTION AMOUNT	COMMENT
30901	10/31/08	206.43	M064	PETERS, TERRIE	0	23376	MED PYMT SUPP	206.43	
30902	10/31/08	26.65	M070	PICARELLA, FRANCIS	0	23377	MED PYMT SUPP	26.65	
30903	10/31/08	494.00	481	PIED PIPER EXTERMINATORS, INC.		23051	OCT PEST CONTROL	183.00	
						23052	OCT PEST CONTROL	241.00	
						23053	OCT PEST CONTROL	70.00	
30904	10/31/08	26.65	M117	POLANCO, ANDRES		23390	MED PYMT SUPP	26.65	
30905	10/31/08	243.55	M058	POTEETE, BEVERLY	0	23378	MED PYMT SUPP	243.55	
30906	10/31/08	1,525.00	001149	PREFERRED PLUMBING, INC.		23330	ON SITE SVC/MTC	1,525.00	
30907	10/31/08	57.43	107A	PROBUILD		23020	REPAIRS/MAINTENANCE	3.41	
						23021	REPAIRS/MAINTENANCE	16.60	
						23138	REPAIRS/MAINTENANCE	7.62	
						23139	REPAIRS/MAINTENANCE	29.80	
30908	10/31/08	2,930.00	001071	QQUEST SOFTWARE SYSTEMS, INC.		23315	EXT SVC AGRMT/QQUEST	2,930.00	
30909	10/31/08	40.00	001241	RAMIREZ, LUIS	7	23432	AUD/VIS SVC 8/22 MTG	40.00	
30910	10/31/08	50.00	B011	REILLY, EMILY	7	23425	OCT BOARD MTGS	50.00	
30911	10/31/08	31,932.01	904	RNL DESIGN		23394	SVCS THRU 8/31 MB	22,422.34	
						23395	SVCS THRU 8/31 MB	7,397.50	
						23396	SVCS THRU 8/31 MB	2,112.17	
30912	10/31/08	246.60	M005	ROSS, EMERY	0	23371	MED PYMT SUPP	246.60	
30913	10/31/08	53.29	M085	ROSSI, DENISE	0	23366	MED PYMT SUPP	53.29	
30914	10/31/08	100.00	B015	ROTKIN, MIKE	7	23426	OCT BOARD MTGS	100.00	
30915	10/31/08	26.65	M030	ROWE, RUBY		23367	MED PYMT SUPP	26.65	
30916	10/31/08	21,699.48	966	S.C. FUELS	0	23235	10/13 DIESEL/FLT	21,699.48	
30917	10/31/08	1,120.22	001379	SAFETY-KLEEN		23134	HAZ WASTE DISP	1,120.22	
30918	10/31/08	749.13	018	SALINAS VALLEY FORD SALES		23018	REV VEH PARTS	749.13	
30919	10/31/08	2,544.58	002713	SANTA CRUZ AUTO TECH, INC.		23143	OUT RPR # 202	104.50	
						23321	OUT RPR # 206	2,440.08	
30920	10/31/08	287.01	135	SANTA CRUZ AUTO PARTS, INC.		22968	PARTS & SUPPLIES	39.10	
						23023	REV VEH PARTS	13.02	
						23024	PARTS & SUPPLIES	38.99	
						23035	REV VEH PARTS	19.81	
						23050	SMALL TOOLS	8.95	
						23070	SMALL TOOLS	8.43	
						23131	PARTS & SUPPLIES	158.71	
30921	10/31/08	859.81	149	SANTA CRUZ SENTINEL	0	23282	8/1-8/31 CLASS ADV	859.81	
30922	10/31/08	12,205.62	977	SANTA CRUZ TRANSPORTATION, LLC	7	23325	SEPT PT SERVICES	12,205.62	
30923	10/31/08	73.56	276	SCOTT'S VALLEY SPRINKLER		22992	REPAIRS/MAINTENANCE	56.80	
						23137	REPAIRS/MAINTENANCE	16.76	
30924	10/31/08	246.00	957	SECURITY SHORING & STEEL PLT		23026	8/28-9/27 RENTAL	246.00	
30925	10/31/08	208.68	M010	SHORT, SLOAN	0	23379	MED PYMT SUPP	208.68	
30926	10/31/08	26.65	M112	SILVA, EDUARDO	0	23391	MED PYMT SUPP	26.65	
30927	10/31/08	53.29	M054	SLOAN, FRANCIS	0	23368	MED PYMT SUPP	53.29	
30928	10/31/08	671.41	001232	SPECIALIZED AUTO AND		23075	OUT RPR # 208	318.25	
						23076	OUT RPR # 318	161.08	
						23237	OUT RPR # 306	192.08	
30929	10/31/08	50.00	B012	SPENCE, PAT	7	23427	OCT BOARD MTGS	50.00	
30930	10/31/08	3,467.00	080	STATE BOARD OF EQUALIZATION		23433	JUL-SEP USE TAX	3,467.00	
30931	10/31/08	515.00	002871	STATE ELECTRIC GENERATOR		23248	OCT LOAD TEST	515.00	
30932	10/31/08	100.00	B017	STONE, MARK	7	23428	OCT BOARD MTGS	100.00	
30933	10/31/08	617.16	001165	THANH N. VU MD	7	22975	MEDICAL EXAM	75.00	

5-1.16

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

DATE: 10/01/08 THRU 10/31/08

CHECK NUMBER	CHECK DATE	CHECK AMOUNT	VENDOR	VENDOR NAME	VENDOR TYPE	TRANS. NUMBER	TRANSACTION DESCRIPTION	TRANSACTION AMOUNT	COMMENT
						23007	MEDICAL EXAM/HR	92.16	
						23037	MEDICAL EXAM	75.00	
						23198	MEDICAL EXAM	75.00	
						23199	MEDICAL EXAM	75.00	
						23200	MEDICAL EXAM	75.00	
						23201	MEDICAL EXAM	75.00	
						23202	MEDICAL EXAM	75.00	
30934	10/31/08	26.65	M086	TOLINE, DONALD	0	23369	MED PYMT SUPP	26.65	
30935	10/31/08	12,792.00	475	TRAPEZE SOFTWARE GROUP, INC.		23316	11/08-10/09 MAINT	12,792.00	
30936	10/31/08	45.31	007	UNITED PARCEL SERVICE		23274	FRT OUT/FLT	45.31	
30937	10/31/08	10.83	946	UNITED SITE SERVICES		23349	FENCE RENT/DUBOIS	10.83	
30938	10/31/08	53.63	434B	VERIZON CALIFORNIA		23406	MT BIEWLASKI	53.63	
30939	10/31/08	11,275.00	001043	VISION SERVICE PLAN		23313	NOV VISION INS	11,275.00	
30940	10/31/08	93.72	M076	VONWAL, YVETTE	0	23392	MED PYMT SUPP	93.72	
30941	10/31/08	8,788.54	001083	WATSONVILLE TRANSPORTATION, INC		23312	SEPT PT SERVICES	8,788.54	
30942	10/31/08	740.12	001223	WATSONVILLE CADILLAC, BUICK,		23240	OUT RPR # 319	740.12	
30943	10/31/08	2,890.97	001506	WESTERN STATES OIL CO., INC.		23122	FUEL & LUBE	2,890.97	
30944	10/31/08	2,257.80	001214	WIECKS ASSOCIATES, INC.		23431	ROOF CONSULTING SVCS	2,257.80	
30945	10/31/08	19.19	M115	WILLIAMS, CHRIS	0	23393	MED PYMT SUPP	19.19	
30946	10/31/08	26.65	M088	YAGI, RANDY	0	23370	MED PYMT SUPP	26.65	
30947	10/31/08	150.11	147	ZEE MEDICAL SERVICE CO.		23154	SAFETY SUPPLIES	150.11	
TOTAL		6,740,641.21		ACCOUNTS PAYABLE			TOTAL CHECKS	389	6,740,641.21
							DISCOUNT		12.01
							A/P TOTAL		6,740,653.22

5-1.17

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: November 21, 2008

TO: Board of Directors

FROM: Angela Aitken, Finance Manager

SUBJECT: MONTHLY BUDGET STATUS REPORTS FOR SEPTEMBER 2008.

I. RECOMMENDED ACTION

Staff recommends that the Board of Directors accept and file the budget status reports for September 2008.

II. SUMMARY OF ISSUES

- **Operating Revenues** for the month of September 2008 were \$95K or 2 % under the amount of revenue expected for September 2008.
- **Consolidated Operating Expenses** for the month of September 2008 were \$423K or 13 % under budget.
- **Capital Budget** spending year to date through September 2008 was \$5,738K or 17 % of the Capital budget.

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, expenses and capital in relation to the adopted operating and capital budgets for the fiscal year. The attached monthly revenue, expense and capital reports represent the status of the District's FY09 operating and capital budgets versus actual expenditures for the month.

The fiscal year has elapsed 25%.

5-2.1

A. Operating Revenue

For the month of September 2008 revenue was \$95K or 2 % under the amount of revenue expected for the month. Revenue variances are explained in the notes at the end of the revenue report.

B. Operating Expense by Department

Total Operating Expenses by Department for the month of September 2008 were \$423K or 13 % under budget; 5 % over where we were in FY08. Majority of the variance is due to lower than anticipated Personnel and Prof & Tech Fees overall, Settlement costs in Risk Management, and Fuel & Lube Rev Vehicles expenses in Fleet.

C. Consolidated Operating Expenses

Consolidated Operating Expenses for the month of September 2008 were \$423K or 13 % under budget. Personnel Expenses, Prof & Tech Fees, Fuels & Lube Rev Veh, and Contr/Paratransit all contributed to the variance. Further explanation of these accounts is contained in the notes following the report.

D. Capital Budget

Capital Budget spending year to date through September 2008 was \$5,738K or 17 % of the Capital budget. Of this, \$1,009K or 28 % has been spent of the MetroBase Maintenance Facility line item, \$2,914K or 82 % has been spent on the Local Bus Replacement and \$1,621K or 48 % has been spent on the CNG Bus Conversions. Major Capital purchases have been delayed due to AB3090 funds being postponed to January 2009.

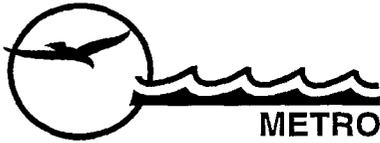
IV. FINANCIAL CONSIDERATIONS

None

IV. ATTACHMENTS

Attachment A: FY08 Operating Revenue for the month ending – 09/30/08
FY08 Operating Expenses by Department for the month ending – 09/30/08
FY08 Consolidated Operating Expenses for the month ending – 09/30/08
FY08 Capital Budget Reports for the month ending – 09/30/08

5-2.2



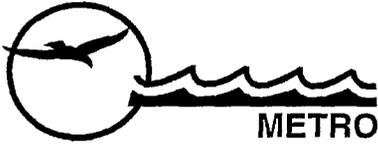
FY09
Operating Revenue
For the month ending - September 30, 2008

Percent of Year Elapsed - 25%

Revenue Source	Current Period					Year to Date				YTD Year Over Year Comparison			
	Actual	Budget	\$ Var	% Var	Notes	Actual	Budget	\$ Var	% Var	FY09 Actual	FY08 Actual	\$ Var	% Var
Passenger Fares	\$ 314,620	\$ 290,323	\$ 24,297	8%		\$ 934,064	\$ 901,642	\$ 32,422	4%	\$ 934,064	\$ 919,150	\$ 14,914	2%
Paratransit Fares	\$ 38,723	\$ 17,641	\$ 21,082	120%		\$ 78,672	\$ 57,405	\$ 19,267	34%	\$ 78,672	\$ 54,453	\$ 22,219	41%
Special Transit Fares	\$ 234,459	\$ 225,226	\$ 9,233	4%		\$ 405,878	\$ 380,296	\$ 25,582	7%	\$ 405,878	\$ 291,506	\$ 114,372	39%
Highway 17 Fares	\$ 92,776	\$ 73,054	\$ 19,722	27%		\$ 257,242	\$ 197,744	\$ 59,498	30%	\$ 257,242	\$ 186,788	\$ 70,454	38%
Highway 17 Payments	\$ 32,176	\$ 40,508	\$ (8,332)	-21%		\$ 110,225	\$ 140,677	\$ (30,452)	-22%	\$ 110,225	\$ 126,180	\$ (15,955)	-13%
Subtotal Passenger Revenue	\$ 712,754	\$ 646,752	\$ 66,002	10%	1	\$ 1,784,081	\$ 1,677,764	\$ 106,317	6%	\$ 1,784,081	\$ 1,578,077	\$ 206,004	13%
Commissions	\$ 1,630	\$ 457	\$ 1,173	257%		\$ 1,677	\$ 1,371	\$ 306	22%	\$ 1,677	\$ 1,461	\$ 216	15%
Advertising Income	\$ 16,230	\$ 7,700	\$ 8,530	111%	2	\$ 42,085	\$ 23,100	\$ 18,985	82%	\$ 42,085	\$ 65,169	\$ (23,084)	-35%
Rent Income - SC Pacific Station	\$ 7,486	\$ 6,919	\$ 567	8%		\$ 22,350	\$ 20,757	\$ 1,593	8%	\$ 22,350	\$ 16,032	\$ 6,318	39%
Rent Income - Watsonville.TC	\$ 2,761	\$ 3,651	\$ (1,090)	-28%		\$ 11,095	\$ 11,553	\$ (458)	-4%	\$ 11,095	\$ 12,409	\$ (1,314)	-11%
Rent Income - General	\$ 1,819	\$ -	\$ 1,819	100%		\$ 10,274	\$ -	\$ 10,274	100%	\$ 10,274	\$ -	\$ 10,274	100%
Interest Income	\$ 45,063	\$ 28,738	\$ 16,325	57%	3	\$ 135,438	\$ 83,180	\$ 52,258	63%	\$ 135,438	\$ 287,137	\$ (151,699)	-53%
Other Non-Transp Revenue	\$ 699	\$ 33,000	\$ (32,301)	-98%	4	\$ 1,247	\$ 33,000	\$ (31,753)	-96%	\$ 1,247	\$ 50,908	\$ (49,659)	-98%
Sales Tax Revenue	\$ 1,502,105	\$ 1,658,511	\$ (156,406)	-9%	5	\$ 4,320,505	\$ 4,476,911	\$ (156,406)	-3%	\$ 4,320,505	\$ 4,447,440	\$ (126,935)	-3%
Transp Dev Act (TDA) - Op Asst	\$ 1,494,616	\$ 1,494,616	\$ -	0%		\$ 1,494,616	\$ 1,494,616	\$ -	0%	\$ 1,494,616	\$ 1,590,509	\$ (95,893)	-6%
Subtotal Other Revenue	\$ 3,072,409	\$ 3,233,792	\$ (161,383)	-5%		\$ 6,039,287	\$ 6,144,488	\$ (105,201)	-2%	\$ 6,039,287	\$ 6,471,063	\$ (431,776)	-7%
FTA Sec 5307 - Op Asst	\$ -	\$ -	\$ -	0%		\$ -	\$ -	\$ -	0%	\$ -	\$ -	\$ -	0%
Repay FTA Advance	\$ -	\$ -	\$ -	0%		\$ -	\$ -	\$ -	0%	\$ -	\$ -	\$ -	0%
FTA Sec 5311 - Rural Op Asst	\$ 161,615	\$ 161,615	\$ -	0%		\$ 161,615	\$ 161,615	\$ -	0%	\$ 161,615	\$ -	\$ 161,615	100%
Sec 5303 - AMBAG Funding	\$ -	\$ -	\$ -	0%		\$ -	\$ -	\$ -	0%	\$ -	\$ -	\$ -	0%
FTA Sec 5317 - Op Assistance	\$ -	\$ -	\$ -	0%		\$ -	\$ -	\$ -	0%	\$ -	\$ -	\$ -	0%
Subtotal Grant Revenue	\$ 161,615	\$ 161,615	\$ -	0%		\$ 161,615	\$ 161,615	\$ -	0%	\$ 161,615	\$ -	\$ 161,615	100%
Subtotal Operating Revenue	\$ 3,946,778	\$ 4,042,159	\$ (95,381)	-2%		\$ 7,984,983	\$ 7,983,867	\$ 1,116	0%	\$ 7,984,983	\$ 8,049,140	\$ (64,157)	-1%
Total Operating Expenses	\$ 2,869,150					\$ 8,486,856				\$ 8,486,856	\$ 8,048,780		
Variance	\$ 1,077,628					\$ (501,873)				\$ (501,873)	\$ 360		
One-Time Revenue													
Transfer (to)/from Capital Reserves	\$ -	\$ -	\$ -	0%		\$ -	\$ -	\$ -	0%	\$ -	\$ -	\$ -	0%
Transfer (to)/from Cash Flow Res	\$ -	\$ -	\$ -	0%		\$ -	\$ -	\$ -	0%	\$ -	\$ -	\$ -	0%
Transfer (to)/from W/C Reserve	\$ -	\$ -	\$ -	0%		\$ -	\$ -	\$ -	0%	\$ -	\$ -	\$ -	0%
Transfer (to)/from Ljab Ins Res	\$ -	\$ -	\$ -	0%		\$ -	\$ -	\$ -	0%	\$ -	\$ -	\$ -	0%
Carryover from Previous Year	\$ -	\$ -	\$ -	0%		\$ -	\$ -	\$ -	0%	\$ -	\$ -	\$ -	0%
Subtotal One-Time Revenue	\$ -	\$ -	\$ -	0%		\$ -	\$ -	\$ -	0%	\$ -	\$ -	\$ -	0%
Total Revenue	\$ 3,946,778	\$ 4,042,159	\$ (95,381)	-2%		\$ 7,984,983	\$ 7,983,867	\$ 1,116	0%	\$ 7,984,983	\$ 8,049,140	\$ (64,157)	-1%
Total Operating Expenses	\$ 2,869,150					\$ 8,486,856				\$ 8,486,856	\$ 8,048,780		
Variance	\$ 1,077,628					\$ (501,873)				\$ (501,873)	\$ 360		

5-2.a1

Attachment A



FY09
Operating Revenue
For the month ending - September 30, 2008

Percent of Year Elapsed - 25%

Revenue Source	Actual	Current Period				Notes	Year to Date				YTD Year Over Year Comparison			
		Budget	\$ Var	% Var	Actual		Budget	\$ Var	% Var	FY09 Actual	FY08	\$ Var	% Var	

Current Period Notes:

- 1) **Passenger Revenue** is over budget due to an increase in ridership.
- 2) **Advertising Income** is over budget due to more advertising than expected.
- 3) **Interest Income** is over budget due to revenue budgeted using County Treasury estimates, while a significantly higher interest was actually paid.
- 4) **Other Non-Transp Revenue** is under budget due to UTU Fixed Route Contractual Changes of the PERS reimbursement received from the County Treasury.
- 5) **Sales Tax Revenue** is under budget due to less consumer discretionary spending and current economic conditions.

5-2.02



FY09
Operating Expenses by Department
For the month ending - September 30, 2008

	Current Period				Notes	Year to Date				YTD Year Over Year Comparison			
	Actual	Budget	\$ Var	% Var		Actual	Budget	\$ Var	% Var	Actual FY09	FY08	\$ Var	% Var
Departmental Personnel Expenses													
700 - SCCIC	\$ -	\$ -	\$ -	0%		\$ -	\$ -	\$ -	0%	\$ -	\$ -	\$ -	0%
1100 - Administration	\$ 86,675	\$ 90,327	\$ (3,652)	-4%		\$ 260,088	\$ 271,672	\$ (11,584)	-4%	\$ 260,088	\$ 216,516	\$ 43,572	20%
1200 - Finance	\$ 45,906	\$ 46,374	\$ (468)	-1%		\$ 136,596	\$ 139,390	\$ (2,794)	-2%	\$ 136,596	\$ 131,491	\$ 5,105	4%
1300 - Customer Service	\$ 36,486	\$ 37,326	\$ (840)	-2%		\$ 107,776	\$ 111,966	\$ (4,190)	-4%	\$ 107,776	\$ 100,797	\$ 6,979	7%
1400 - Human Resources	\$ 46,527	\$ 47,093	\$ (566)	-1%		\$ 140,567	\$ 141,551	\$ (984)	-1%	\$ 140,567	\$ 115,543	\$ 25,024	22%
1500 - Information Technology	\$ 40,498	\$ 41,214	\$ (716)	-2%		\$ 121,364	\$ 123,944	\$ (2,580)	-2%	\$ 121,364	\$ 119,975	\$ 1,389	1%
1700 - District Counsel	\$ 32,680	\$ 36,242	\$ (3,562)	-10%		\$ 101,492	\$ 108,949	\$ (7,457)	-7%	\$ 101,492	\$ 91,179	\$ 10,313	11%
1800 - Risk Management	\$ -	\$ -	\$ -	0%		\$ -	\$ -	\$ -	0%	\$ -	\$ -	\$ -	0%
2200 - Facilities Maintenance	\$ 79,402	\$ 82,027	\$ (2,625)	-3%		\$ 225,469	\$ 246,054	\$ (20,585)	-8%	\$ 225,469	\$ 207,510	\$ 17,959	9%
3100 - Paratransit Program	\$ 231,677	\$ 285,802	\$ (54,125)	-19%		\$ 745,348	\$ 857,502	\$ (112,154)	-13%	\$ 745,348	\$ 648,546	\$ 96,802	15%
3200 - Operations	\$ 157,257	\$ 177,859	\$ (20,602)	-12%		\$ 497,011	\$ 533,837	\$ (36,826)	-7%	\$ 497,011	\$ 479,968	\$ 17,043	4%
3300 - Bus Operators	\$ 1,084,507	\$ 1,122,935	\$ (38,428)	-3%		\$ 3,180,514	\$ 3,368,463	\$ (187,949)	-6%	\$ 3,180,514	\$ 2,909,328	\$ 271,186	9%
4100 - Fleet Maintenance	\$ 318,627	\$ 339,801	\$ (21,174)	-6%		\$ 941,817	\$ 1,019,659	\$ (77,842)	-8%	\$ 941,817	\$ 929,575	\$ 12,242	1%
9001 - Cobra Benefits	\$ 151	\$ -	\$ 151	100%		\$ 987	\$ -	\$ 987	100%	\$ 987	\$ 3,010	\$ (2,023)	-67%
9005 - Retired Employee Benefits	\$ 138,864	\$ 143,363	\$ (4,499)	-3%		\$ 348,730	\$ 430,089	\$ (81,359)	-19%	\$ 348,730	\$ 358,093	\$ (9,363)	-3%
9014 - Operating Grants	\$ -	\$ -	\$ -	0%		\$ -	\$ -	\$ -	0%	\$ -	\$ -	\$ -	0%
110020 - Operating Grants	\$ -	\$ -	\$ -	0%		\$ -	\$ -	\$ -	0%	\$ -	\$ -	\$ -	0%
100 - New Flyer Parts Credit	\$ -	\$ -	\$ -	0%		\$ -	\$ -	\$ -	0%	\$ -	\$ -	\$ -	0%
Subtotal Personnel Expenses	\$ 2,299,257	\$ 2,450,363	\$ (151,106)	-6%		\$ 6,807,759	\$ 7,353,076	\$ (545,317)	-7%	\$ 6,807,759	\$ 6,311,531	\$ 496,228	8%
Departmental Non-Personnel Expenses													
700 - SCCIC	\$ -	\$ -	\$ -	0%		\$ 20	\$ 20	\$ -	0%	\$ 20	\$ 260	\$ (240)	-92%
1100 - Administration	\$ 20,080	\$ 33,461	\$ (13,401)	-40%		\$ 52,472	\$ 100,383	\$ (47,911)	-48%	\$ 52,472	\$ 164,834	\$ (112,362)	-68%
1200 - Finance	\$ 99,171	\$ 126,000	\$ (26,829)	-21%		\$ 215,534	\$ 257,008	\$ (41,474)	-16%	\$ 215,534	\$ 176,402	\$ 39,132	22%
1300 - Customer Service	\$ 16,069	\$ 9,799	\$ 6,270	64%		\$ 24,880	\$ 21,647	\$ 3,233	15%	\$ 24,880	\$ 18,961	\$ 5,919	31%
1400 - Human Resources	\$ 3,774	\$ 7,056	\$ (3,282)	-47%		\$ 7,962	\$ 21,168	\$ (13,206)	-62%	\$ 7,962	\$ 10,972	\$ (3,010)	-27%
1500 - Information Technology	\$ 9,099	\$ 9,222	\$ (123)	-1%		\$ 26,530	\$ 33,666	\$ (7,136)	-21%	\$ 26,530	\$ 33,129	\$ (6,599)	-20%
1700 - District Counsel	\$ 457	\$ 1,691	\$ (1,234)	-73%		\$ 2,355	\$ 5,073	\$ (2,718)	-54%	\$ 2,355	\$ 6,575	\$ (4,220)	-64%
1800 - Risk Management	\$ 228	\$ 20,833	\$ (20,605)	-99%		\$ 22,103	\$ 62,499	\$ (40,396)	-65%	\$ 22,103	\$ 11,186	\$ 10,917	98%
2200 - Facilities Maintenance	\$ 149,576	\$ 134,812	\$ 14,764	11%		\$ 387,370	\$ 406,936	\$ (19,566)	-5%	\$ 387,370	\$ 101,584	\$ 285,786	281%
3100 - Paratransit Program	\$ 46,947	\$ 65,910	\$ (18,963)	-29%		\$ 145,414	\$ 197,730	\$ (52,316)	-26%	\$ 145,414	\$ 210,156	\$ (64,742)	-31%
3200 - Operations	\$ 58,217	\$ 48,497	\$ 9,720	20%		\$ 154,410	\$ 131,991	\$ 22,419	17%	\$ 154,410	\$ 122,096	\$ 32,314	26%
3300 - Bus Operators	\$ -	\$ 334	\$ (334)	-100%		\$ -	\$ 1,002	\$ (1,002)	-100%	\$ -	\$ 1,353	\$ (1,353)	-100%
4100 - Fleet Maintenance	\$ 5,456	\$ 383,620	\$ (378,164)	-99%		\$ 628,203	\$ 1,150,860	\$ (522,657)	-45%	\$ 628,203	\$ 879,740	\$ (251,537)	-29%
9001 - Cobra Benefits	\$ -	\$ -	\$ -	0%		\$ -	\$ -	\$ -	0%	\$ -	\$ -	\$ -	0%
9005 - Retired Employee Benefits	\$ -	\$ -	\$ -	0%		\$ -	\$ -	\$ -	0%	\$ -	\$ -	\$ -	0%
9014 - Operating Grants	\$ 305	\$ -	\$ 305	100%		\$ 11,848	\$ -	\$ 11,848	100%	\$ 11,848	\$ -	\$ 11,848	100%
110020 - Operating Grants	\$ -	\$ -	\$ -	0%		\$ -	\$ -	\$ -	0%	\$ -	\$ -	\$ -	0%
100 - New Flyer Parts Credit	\$ 160,536	\$ -	\$ 160,536	100%		\$ 0	\$ -	\$ 0	100%	\$ 0	\$ -	\$ 0	100%
Subtotal Non-Personnel Expenses	\$ 569,895	\$ 841,235	\$ (271,340)	-32%		\$ 1,679,101	\$ 2,389,983	\$ (710,882)	-30%	\$ 1,679,101	\$ 1,737,248	\$ (58,147)	-3%

5-2-03



FY09
Operating Expenses by Department
For the month ending - September 30, 2008

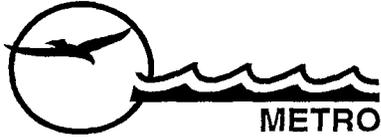
	Current Period				Notes	Year to Date				YTD Year Over Year Comparison			
	Actual	Budget	\$ Var	% Var		Actual	Budget	\$ Var	% Var	FY09	FY08	\$ Var	% Var
Total Departmental Expenses													
700 - SCCIC	\$ -	\$ -	\$ -	0%		\$ 20	\$ 20	\$ -	0%	\$ 20	\$ 260	\$ (240)	-92%
1100 - Administration	\$ 106,735	\$ 123,788	\$ (17,053)	-14%	1	\$ 312,580	\$ 372,055	\$ (59,495)	-16%	\$ 312,580	\$ 381,350	\$ (68,790)	-18%
1200 - Finance	\$ 145,077	\$ 172,374	\$ (27,297)	-16%	2	\$ 352,130	\$ 396,398	\$ (44,268)	-11%	\$ 352,130	\$ 307,893	\$ 44,237	14%
1300 - Customer Service	\$ 52,555	\$ 47,125	\$ 5,430	12%	3	\$ 132,656	\$ 133,613	\$ (957)	-1%	\$ 132,656	\$ 119,758	\$ 12,898	11%
1400 - Human Resources	\$ 50,301	\$ 54,149	\$ (3,848)	-7%		\$ 148,529	\$ 162,719	\$ (14,190)	-9%	\$ 148,529	\$ 126,515	\$ 22,014	17%
1500 - Information Technology	\$ 49,597	\$ 50,436	\$ (839)	-2%	4	\$ 147,894	\$ 157,610	\$ (9,716)	-6%	\$ 147,894	\$ 153,104	\$ (5,210)	-3%
1700 - District Counsel	\$ 33,137	\$ 37,933	\$ (4,796)	-13%		\$ 103,847	\$ 114,022	\$ (10,175)	-9%	\$ 103,847	\$ 97,754	\$ 6,093	6%
1800 - Risk Management	\$ 228	\$ 20,833	\$ (20,605)	-99%		\$ 22,103	\$ 62,499	\$ (40,396)	-65%	\$ 22,103	\$ 11,186	\$ 10,917	98%
2200 - Facilities Maintenance	\$ 228,978	\$ 216,839	\$ 12,139	6%	5	\$ 612,839	\$ 652,990	\$ (40,151)	-6%	\$ 612,839	\$ 309,094	\$ 303,745	98%
3100 - Paratransit Program	\$ 278,624	\$ 351,712	\$ (73,088)	-21%	6	\$ 890,762	\$ 1,055,232	\$ (164,470)	-16%	\$ 890,762	\$ 856,702	\$ 32,060	4%
3200 - Operations	\$ 215,474	\$ 226,356	\$ (10,882)	-5%	7	\$ 651,421	\$ 665,828	\$ (14,407)	-2%	\$ 651,421	\$ 602,064	\$ 49,357	8%
3300 - Bus Operators	\$ 1,064,507	\$ 1,123,289	\$ (58,782)	-5%	8	\$ 3,180,514	\$ 3,369,465	\$ (188,951)	-6%	\$ 3,180,514	\$ 2,910,681	\$ 269,833	9%
4100 - Fleet Maintenance	\$ 324,083	\$ 723,421	\$ (399,338)	-55%	9	\$ 1,570,020	\$ 2,170,519	\$ (600,499)	-28%	\$ 1,570,020	\$ 1,809,315	\$ (239,295)	-13%
9001 - Cobra Benefits	\$ 151	\$ -	\$ 151	100%		\$ 987	\$ -	\$ 987	100%	\$ 987	\$ 3,010	\$ (2,023)	-67%
9005 - Retired Employee Benefits	\$ 138,864	\$ 143,363	\$ (4,499)	-3%		\$ 348,730	\$ 430,089	\$ (81,359)	-19%	\$ 348,730	\$ 358,093	\$ (9,363)	-3%
9014 - Operating Grants	\$ 305	\$ -	\$ 305	100%		\$ 11,848	\$ -	\$ 11,848	100%	\$ 11,848	\$ -	\$ 11,848	100%
110020 - Operating Grants	\$ -	\$ -	\$ -	0%		\$ -	\$ -	\$ -	0%	\$ -	\$ -	\$ -	0%
100 - New Flyer Parts Credit	\$ 160,536	\$ -	\$ 160,536	100%		\$ 0	\$ -	\$ 0	100%	\$ 0	\$ -	\$ 0	100%
Total Operating Expenses	\$ 2,869,152	\$ 3,291,598	\$ (422,446)	-13%		\$ 8,486,860	\$ 9,743,059	\$ (1,256,199)	-13%	\$ 8,486,860	\$ 8,048,779	\$ 438,081	5%

** does not include depreciation

Current Period Notes:

- 1) Administration is under budget due to less than anticipated Prof & Tech Fees (web site redesign).
- 2) Finance is under budget due to funds for GASB 43 & 45 Actuarial not spent in September 2008 and less than anticipated insurance - property expenses.
- 3) Customer service is over budget due to the printing of route stickers in September 2008.
- 4) Risk Management is under budget due to below budgeted settlement costs paid in September 2008.
- 5) Facilities Maint is over budget due to higher than anticipated Custodial services, Repair Bldg & Impr, and Repair equipment expenses for the month.
- 6) Paratransit Program is under budget due to not beng at full complement and less than anticipated purchased transportation expense.
- 7) Operations is under budget due to not being at full complement.
- 8) Bus Operators is under budget due to not being at full complement.
- 9) Fleet is under budget due to less than anticipated fuel costs.

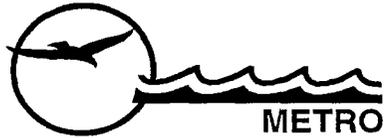
5-2.04



FY09
Consolidated Operating Expenses
For the month ending - September 30, 2008

	Current Period					Year to Date				YTD Year Over Year Comparison			
	Actual	Budget	\$ Var	% Var	Notes	Actual	Budget	\$ Var	% Var	FY09 Actual	FY08	\$ Var	% Var
LABOR													
501011 Bus Operator Pay	\$ 672,625	\$ 677,566	\$ (4,941)	-1%		\$ 1,936,047	\$ 2,032,698	\$ (96,651)	-5%	\$ 1,936,047	\$ 1,748,864	\$ 187,183	11%
501013 Bus Operator Overtime	\$ 80,270	\$ 114,459	\$ (34,189)	-30%		\$ 188,885	\$ 343,377	\$ (154,492)	-45%	\$ 188,885	\$ 247,718	\$ (58,833)	-24%
501021 Other Salaries	\$ 521,642	\$ 511,197	\$ 10,445	2%		\$ 1,514,568	\$ 1,533,591	\$ (19,023)	-1%	\$ 1,514,568	\$ 1,449,916	\$ 64,652	4%
501023 Other Overtime	\$ 19,194	\$ 24,661	\$ (5,467)	-22%		\$ 65,164	\$ 73,983	\$ (8,819)	-12%	\$ 65,164	\$ 71,187	\$ (6,023)	-8%
Total Labor -	\$ 1,293,731	\$ 1,327,883	\$ (34,152)	-3%		\$ 3,704,664	\$ 3,983,649	\$ (278,985)	-7%	\$ 3,704,664	\$ 3,517,685	\$ 186,979	5%
FRINGE BENEFITS													
502011 Medicare/Soc. Sec.	\$ 17,800	\$ 17,160	\$ 640	4%		\$ 52,655	\$ 51,480	\$ 1,175	2%	\$ 52,655	\$ 48,587	\$ 4,068	8%
502021 Retirement	\$ 187,786	\$ 189,461	\$ (1,675)	-1%		\$ 558,192	\$ 568,383	\$ (10,191)	-2%	\$ 558,192	\$ 489,912	\$ 68,280	14%
502031 Medical Insurance	\$ 419,658	\$ 461,116	\$ (41,458)	-9%		\$ 1,202,625	\$ 1,383,348	\$ (180,723)	-13%	\$ 1,202,625	\$ 1,123,893	\$ 78,732	7%
502041 Dental Insurance	\$ 39,037	\$ 41,270	\$ (2,233)	-5%		\$ 118,703	\$ 123,810	\$ (5,107)	-4%	\$ 118,703	\$ 112,604	\$ 6,099	5%
502045 Vision Insurance	\$ 11,128	\$ 11,591	\$ (463)	-4%		\$ 33,320	\$ 34,773	\$ (1,453)	-4%	\$ 33,320	\$ 32,303	\$ 1,017	3%
502051 Life Insurance	\$ 3,232	\$ 4,163	\$ (931)	-22%		\$ 14,354	\$ 12,491	\$ 1,863	15%	\$ 14,354	\$ 7,817	\$ 6,537	84%
502060 State Disability	\$ 11,267	\$ 14,921	\$ (3,654)	-24%		\$ 33,668	\$ 44,763	\$ (11,095)	-25%	\$ 33,668	\$ 25,835	\$ 7,833	30%
502061 Disability Insurance	\$ 16,722	\$ 17,183	\$ (461)	-3%		\$ 52,258	\$ 51,549	\$ 709	1%	\$ 52,258	\$ 50,548	\$ 1,710	3%
502071 State Unemp. Ins	\$ 127	\$ 689	\$ (562)	-82%		\$ 458	\$ 1,363	\$ (905)	-66%	\$ 458	\$ 1,483	\$ (1,025)	-69%
502081 Worker's Comp. Ins.	\$ 92,695	\$ 91,592	\$ 1,103	1%		\$ 256,175	\$ 274,776	\$ (18,601)	-7%	\$ 256,175	\$ 197,550	\$ 58,625	30%
502083 Worker's Comp IBNR	\$ -	\$ -	\$ -	0%		\$ -	\$ -	\$ -	0%	\$ -	\$ -	\$ -	0%
502101 Holiday Pay	\$ 11,327	\$ 32,290	\$ (20,963)	-65%		\$ 58,608	\$ 96,872	\$ (38,264)	-39%	\$ 58,608	\$ 52,181	\$ 6,427	12%
502103 Floating Holiday	\$ 792	\$ 1,853	\$ (1,061)	-57%		\$ 2,845	\$ 8,250	\$ (5,405)	-66%	\$ 2,845	\$ 8,977	\$ (6,132)	-68%
502109 Sick Leave	\$ 44,299	\$ 72,390	\$ (28,091)	-39%		\$ 148,773	\$ 217,169	\$ (68,396)	-31%	\$ 148,773	\$ 149,611	\$ (838)	-1%
502111 Annual Leave	\$ 131,375	\$ 142,987	\$ (11,612)	-8%		\$ 520,739	\$ 428,961	\$ 91,778	21%	\$ 520,739	\$ 439,942	\$ 80,797	18%
502121 Other Paid Absence	\$ 12,397	\$ 11,824	\$ 573	5%		\$ 29,463	\$ 35,472	\$ (6,009)	-17%	\$ 29,463	\$ 23,245	\$ 6,218	27%
502251 Physical Exams	\$ 375	\$ 1,107	\$ (732)	-66%		\$ 1,145	\$ 3,320	\$ (2,175)	-66%	\$ 1,145	\$ 990	\$ 155	16%
502253 Driver Lic Renewal	\$ 182	\$ 363	\$ (181)	-50%		\$ 310	\$ 1,089	\$ (779)	-72%	\$ 310	\$ 356	\$ (46)	-13%
502999 Other Fringe Benefits	\$ 5,326	\$ 10,519	\$ (5,193)	-49%		\$ 18,803	\$ 31,557	\$ (12,754)	-40%	\$ 18,803	\$ 28,015	\$ (9,212)	-33%
Total Fringe Benefits -	\$ 1,005,525	\$ 1,122,479	\$ (116,954)	-10%		\$ 3,103,094	\$ 3,369,426	\$ (266,332)	-8%	\$ 3,103,094	\$ 2,793,849	\$ 309,245	11%
Total Personnel Expenses -	\$ 2,299,256	\$ 2,450,362	\$ (151,106)	-6%	1	\$ 6,807,758	\$ 7,353,075	\$ (545,317)	-7%	\$ 6,807,758	\$ 6,311,534	\$ 496,224	8%

5-2.05



FY09
Consolidated Operating Expenses
For the month ending - September 30, 2008

	Current Period					Year to Date				YTD Year Over Year Comparison			
	Actual	Budget	\$ Var	% Var	Notes	Actual	Budget	\$ Var	% Var	FY09 Actual	FY08	\$ Var	% Var
SERVICES													
503011 Acctg & Audit Fees	\$ 3,600	\$ 5,500	\$ (1,900)	-35%		\$ 25,600	\$ 27,500	\$ (1,900)	-7%	\$ 25,600	\$ 21,486	\$ 4,114	19%
503012 Admin & Bank Fees	\$ 47,855	\$ 49,350	\$ (1,495)	-3%		\$ 48,996	\$ 52,070	\$ (3,074)	-6%	\$ 48,996	\$ 42,858	\$ 6,138	14%
503031 Prof & Tech Fees	\$ 10,136	\$ 42,711	\$ (32,575)	-76%	2	\$ 33,297	\$ 78,641	\$ (45,344)	-58%	\$ 33,297	\$ 31,998	\$ 1,299	4%
503032 Legislative Services	\$ 7,500	\$ 8,367	\$ (867)	-10%		\$ 22,500	\$ 25,101	\$ (2,601)	-10%	\$ 22,500	\$ 22,970	\$ (470)	-2%
503033 Legal Services	\$ -	\$ 4,583	\$ (4,583)	-100%		\$ -	\$ 13,749	\$ (13,749)	-100%	\$ -	\$ 74	\$ (74)	-100%
503034 Pre-Employ Exams	\$ 343	\$ 1,180	\$ (837)	-71%		\$ 1,848	\$ 3,540	\$ (1,692)	-48%	\$ 1,848	\$ 3,682	\$ (1,834)	-50%
503041 Temp Help	\$ 15,922	\$ -	\$ 15,922	100%	3	\$ 39,787	\$ -	\$ 39,787	100%	\$ 39,787	\$ 37,012	\$ 2,775	7%
503161 Custodial Services	\$ 7,269	\$ 5,642	\$ 1,627	29%		\$ 17,677	\$ 16,926	\$ 751	4%	\$ 17,677	\$ 15,878	\$ 1,799	11%
503162 Uniform & Laundry	\$ 3,889	\$ 3,629	\$ 260	7%		\$ 9,680	\$ 10,887	\$ (1,207)	-11%	\$ 9,680	\$ 10,669	\$ (989)	-9%
503171 Security Services	\$ 28,948	\$ 34,083	\$ (5,135)	-15%		\$ 87,812	\$ 102,249	\$ (14,437)	-14%	\$ 87,812	\$ 81,094	\$ 6,718	8%
503221 Classified/Legal Ads	\$ 921	\$ 2,475	\$ (1,554)	-63%		\$ 4,565	\$ 7,425	\$ (2,860)	-39%	\$ 4,565	\$ 3,680	\$ 885	24%
503222 Legal Advertising	\$ -	\$ -	\$ -	0%		\$ -	\$ -	\$ -	0%	\$ -	\$ -	\$ -	0%
503225 Graphic Services	\$ -	\$ 417	\$ (417)	-100%		\$ -	\$ 1,251	\$ (1,251)	-100%	\$ -	\$ -	\$ -	0%
503351 Repair - Bldg & Impr	\$ 10,096	\$ 7,500	\$ 2,596	35%		\$ 20,750	\$ 22,500	\$ (1,750)	-8%	\$ 20,750	\$ 12,977	\$ 7,773	60%
503352 Repair - Equipment	\$ 40,498	\$ 39,037	\$ 1,461	4%		\$ 74,571	\$ 117,111	\$ (42,540)	-36%	\$ 74,571	\$ 33,909	\$ 40,662	120%
503353 Repair - Rev Vehicle	\$ 34,250	\$ 30,000	\$ 4,250	14%		\$ 137,111	\$ 90,000	\$ 47,111	52%	\$ 137,111	\$ 76,815	\$ 60,296	78%
503354 Repair - Non Rev Vehicle	\$ 1,446	\$ 2,500	\$ (1,054)	-42%		\$ 9,367	\$ 7,500	\$ 1,867	25%	\$ 9,367	\$ 4,133	\$ 5,234	127%
503363 Haz Mat Disposal	\$ 3,021	\$ 2,516	\$ 505	20%		\$ 8,952	\$ 7,549	\$ 1,403	19%	\$ 8,952	\$ 9,090	\$ (138)	-2%
Total Services -	\$ 215,694	\$ 239,490	\$ (23,796)	-10%		\$ 542,513	\$ 583,999	\$ (41,486)	-7%	\$ 542,513	\$ 408,325	\$ 134,188	33%
MOBILE MATERIALS AND SUPPLIES													
504011 Fuels & Lube Non Rev Veh	\$ 19,485	\$ 16,417	\$ 3,068	19%		\$ 43,726	\$ 49,251	\$ (5,525)	-11%	\$ 43,726	\$ 38,194	\$ 5,532	14%
504012 Fuels & Lube Rev Veh	\$ 61,022	\$ 262,500	\$ (201,478)	-77%	4	\$ 450,956	\$ 787,500	\$ (336,544)	-43%	\$ 450,956	\$ 485,973	\$ (35,017)	-7%
504021 Tires & Tubes	\$ 15,091	\$ 17,083	\$ (1,992)	-12%		\$ 55,028	\$ 51,249	\$ 3,779	7%	\$ 55,028	\$ 51,864	\$ 3,164	6%
504161 Other Mobile Supplies	\$ 813	\$ 833	\$ (20)	-2%		\$ 2,487	\$ 2,499	\$ (12)	0%	\$ 2,487	\$ 1,339	\$ 1,148	86%
504191 Rev Vehicle Parts	\$ 57,330	\$ 64,750	\$ (7,420)	-11%		\$ (17,853)	\$ 194,250	\$ (212,103)	-109%	\$ (17,853)	\$ 191,214	\$ (209,067)	-109%
Total Mobile Materials & Supplies -	\$ 153,741	\$ 361,583	\$ (207,842)	-57%		\$ 534,344	\$ 1,084,749	\$ (550,405)	-51%	\$ 534,344	\$ 768,584	\$ (234,240)	-30%

5-2.06



FY09
Consolidated Operating Expenses
For the month ending - September 30, 2008

	Current Period					Year to Date				YTD Year Over Year Comparison			
	Actual	Budget	\$ Var	% Var	Notes	Actual	Budget	\$ Var	% Var	FY09 Actual	FY08	\$ Var	% Var
<u>OTHER MATERIALS & SUPPLIES</u>													
504205 Freight Out	\$ 194	\$ 292	\$ (98)	-34%		\$ 729	\$ 876	\$ (147)	-17%	\$ 729	\$ 645	\$ 84	13%
504211 Postage & Mailing	\$ 3,615	\$ 1,720	\$ 1,895	110%		\$ 3,931	\$ 5,160	\$ (1,229)	-24%	\$ 3,931	\$ 4,509	\$ (578)	-13%
504214 Promotional Items	\$ -	\$ -	\$ -	0%		\$ -	\$ -	\$ -	0%	\$ -	\$ -	\$ -	0%
504215 Printing	\$ 14,049	\$ 9,400	\$ 4,649	49%	5	\$ 24,259	\$ 21,200	\$ 3,059	14%	\$ 24,259	\$ 16,455	\$ 7,804	47%
504217 Photo Supply/Processing	\$ 637	\$ 808	\$ (171)	-21%		\$ 906	\$ 2,424	\$ (1,518)	-63%	\$ 906	\$ 191	\$ 715	374%
504311 Office Supplies	\$ 8,601	\$ 7,455	\$ 1,146	15%		\$ 22,488	\$ 22,365	\$ 123	1%	\$ 22,488	\$ 30,356	\$ (7,868)	-26%
504315 Safety Supplies	\$ 1,446	\$ 2,692	\$ (1,246)	-46%		\$ 5,987	\$ 8,076	\$ (2,089)	-26%	\$ 5,987	\$ 7,955	\$ (1,968)	-25%
504317 Cleaning Supplies	\$ 2,149	\$ 4,500	\$ (2,351)	-52%		\$ 10,397	\$ 13,500	\$ (3,103)	-23%	\$ 10,397	\$ 11,209	\$ (812)	-7%
504409 Repair/Maint Supplies	\$ 2,895	\$ 3,833	\$ (938)	-24%		\$ 15,058	\$ 11,499	\$ 3,559	31%	\$ 15,058	\$ 9,368	\$ 5,690	61%
504421 Non-Inventory Parts	\$ 3,580	\$ 3,500	\$ 80	2%		\$ 11,704	\$ 13,000	\$ (1,296)	-10%	\$ 11,704	\$ 10,751	\$ 953	9%
504511 Small Tools	\$ 217	\$ 833	\$ (616)	-74%		\$ 1,878	\$ 2,499	\$ (621)	-25%	\$ 1,878	\$ 980	\$ 898	92%
504515 Employee Tool Rplcmt	\$ 108	\$ 217	\$ (109)	-50%		\$ 505	\$ 651	\$ (146)	-22%	\$ 505	\$ 108	\$ 397	368%
Total Other Materials & Supplies -	\$ 37,491	\$ 35,250	\$ 2,241	6%		\$ 97,842	\$ 101,250	\$ (3,408)	-3%	\$ 97,842	\$ 92,527	\$ 5,315	6%
<u>UTILITIES</u>													
505011 Gas & Electric	\$ 15,309	\$ 18,417	\$ (3,108)	-17%		\$ 41,443	\$ 55,253	\$ (13,810)	-25%	\$ 41,443	\$ 39,998	\$ 1,445	4%
505021 Water & Garbage	\$ 13,807	\$ 10,313	\$ 3,494	34%		\$ 34,144	\$ 30,939	\$ 3,205	10%	\$ 34,144	\$ 32,963	\$ 1,181	4%
505031 Telecommunications	\$ 9,564	\$ 10,026	\$ (462)	-5%		\$ 24,181	\$ 30,076	\$ (5,895)	-20%	\$ 24,181	\$ 21,225	\$ 2,956	14%
Total Utilities -	\$ 38,680	\$ 38,756	\$ (76)	0%		\$ 99,768	\$ 116,268	\$ (16,500)	-14%	\$ 99,768	\$ 94,186	\$ 5,582	6%
<u>CASUALTY & LIABILITY</u>													
506011 Insurance - Property	\$ 5,912	\$ 9,862	\$ (3,950)	-40%		\$ 17,736	\$ 29,586	\$ (11,850)	-40%	\$ 17,736	\$ 4,536	\$ 13,200	291%
506015 Insurance - PL & PD	\$ 40,526	\$ 42,500	\$ (1,974)	-5%		\$ 121,578	\$ 127,500	\$ (5,922)	-5%	\$ 121,578	\$ 68,724	\$ 52,854	77%
506021 Insurance - Other	\$ -	\$ 67	\$ (67)	-100%		\$ -	\$ 201	\$ (201)	-100%	\$ -	\$ 829	\$ (829)	-100%
506123 Settlement Costs	\$ 43	\$ 12,500	\$ (12,457)	-100%	6	\$ 21,748	\$ 37,500	\$ (15,752)	-42%	\$ 21,748	\$ 10,997	\$ 10,751	98%
506127 Repairs - Dist Prop	\$ (3,620)	\$ -	\$ (3,620)	100%		\$ (3,087)	\$ -	\$ (3,087)	100%	\$ (3,087)	\$ (3,466)	\$ 379	-11%
Total Casualty & Liability -	\$ 42,861	\$ 64,929	\$ (22,068)	-34%		\$ 157,975	\$ 194,787	\$ (36,812)	-19%	\$ 157,975	\$ 81,620	\$ 76,355	94%
<u>TAXES</u>													
507051 Fuel Tax	\$ 223	\$ 917	\$ (694)	-76%		\$ 10,065	\$ 2,750	\$ 7,315	266%	\$ 10,065	\$ 1,671	\$ 8,394	502%
507201 Licenses & permits	\$ 279	\$ 1,113	\$ (834)	-75%		\$ 279	\$ 3,339	\$ (3,060)	-92%	\$ 279	\$ 1,279	\$ (1,000)	-78%
507999 Other Taxes	\$ -	\$ 500	\$ (500)	-100%		\$ 2,485	\$ 1,500	\$ 985	66%	\$ 2,485	\$ 1,211	\$ 1,274	105%
Total Utilities -	\$ 502	\$ 2,530	\$ (2,028)	-80%		\$ 12,829	\$ 7,589	\$ 5,240	69%	\$ 12,829	\$ 4,161	\$ 8,668	208%

5-2.07



FY09
Consolidated Operating Expenses
For the month ending - September 30, 2008

	Current Period					Year to Date				YTD Year Over Year Comparison			
	Actual	Budget	\$ Var	% Var	Notes	Actual	Budget	\$ Var	% Var	FY09 Actual	FY08	\$ Var	% Var
<u>PURCHASED TRANSPORTATION</u>													
503406 Contr/Paratrans	\$ 7,367	\$ 20,833	\$ (13,466)	-65%	7	\$ 16,439	\$ 62,499	\$ (46,060)	-74%	\$ 16,439	\$ 87,810	\$ (71,371)	-81%
Total Purchased Transportation -	\$ 7,367	\$ 20,833	\$ (13,466)	-65%		\$ 16,439	\$ 62,499	\$ (46,060)	-74%	\$ 16,439	\$ 87,810	\$ (71,371)	-81%
<u>MISC</u>													
509011 Dues & Subscriptions	\$ 4,400	\$ 5,355	\$ (955)	-18%		\$ 15,985	\$ 16,065	\$ (80)	0%	\$ 15,985	\$ 5,762	\$ 10,223	177%
509085 Advertising - Rev Product	\$ -	\$ -	\$ -	0%		\$ -	\$ -	\$ -	0%	\$ -	\$ -	\$ -	0%
509101 Emp Incentive Prog	\$ -	\$ 1,109	\$ (1,109)	-100%		\$ 106	\$ 3,327	\$ (3,221)	-97%	\$ 106	\$ 213	\$ (107)	-50%
509121 Employee Training	\$ 2,432	\$ 2,492	\$ (60)	-2%		\$ 8,787	\$ 13,476	\$ (4,689)	-35%	\$ 8,787	\$ 4,974	\$ 3,813	77%
509123 Travel	\$ 4,347	\$ 6,002	\$ (1,655)	-28%		\$ 8,553	\$ 18,007	\$ (9,454)	-53%	\$ 8,553	\$ 9,040	\$ (487)	-5%
509125 Local Meeting Exp	\$ 132	\$ 390	\$ (258)	-66%		\$ 554	\$ 1,170	\$ (616)	-53%	\$ 554	\$ 931	\$ (377)	-40%
509127 Board Director Fees	\$ 900	\$ 1,100	\$ (200)	-18%		\$ 2,600	\$ 3,300	\$ (700)	-21%	\$ 2,600	\$ 3,800	\$ (1,200)	-32%
509150 Contributions	\$ -	\$ 54	\$ (54)	-100%		\$ -	\$ 162	\$ (162)	-100%	\$ -	\$ 98	\$ (98)	-100%
509197 Sales Tax Expense	\$ -	\$ -	\$ -	0%		\$ -	\$ -	\$ -	0%	\$ -	\$ -	\$ -	0%
509198 Cash Over/Short	\$ 31	\$ 42	\$ (11)	-26%		\$ (227)	\$ 126	\$ (353)	-280%	\$ (227)	\$ 52	\$ (279)	-537%
Total Misc -	\$ 12,242	\$ 16,544	\$ (4,302)	-26%		\$ 36,358	\$ 55,633	\$ (19,275)	-35%	\$ 36,358	\$ 24,870	\$ 11,488	46%
<u>LEASES & RENTALS</u>													
512011 Facility Rentals	\$ 59,306	\$ 58,721	\$ 585	1%		\$ 175,598	\$ 176,163	\$ (565)	0%	\$ 175,598	\$ 167,565	\$ 8,033	5%
512061 Equipment Rentals	\$ 2,010	\$ 2,600	\$ (590)	-23%		\$ 5,432	\$ 7,050	\$ (1,618)	-23%	\$ 5,432	\$ 7,598	\$ (2,166)	-29%
Total Leases & Rentals -	\$ 61,316	\$ 61,321	\$ (5)	0%		\$ 181,030	\$ 183,213	\$ (2,183)	-1%	\$ 181,030	\$ 175,163	\$ 5,867	3%
Total Non-Personnel Expenses -	\$ 569,894	\$ 841,236	\$ (271,342)	-32%		\$ 1,679,098	\$ 2,389,987	\$ (710,889)	-30%	\$ 1,679,098	\$ 1,737,246	\$ (58,148)	-3%
TOTAL OPERATING EXPENSE -	\$ 2,869,150	\$ 3,291,598	\$ (422,448)	-13%		\$ 8,486,856	\$ 9,743,062	\$ (1,256,206)	-13%	\$ 8,486,856	\$ 8,048,780	\$ 438,076	5%

** does not include depreciation

Current Period Notes:

- 1) Total Personnel Expenses are below budget due to not being at full complement.
- 2) Prof & Tech Fees are below budget due to website redesign straight-lined and GASB 43&45 Actuarial funds not spent in September FY09.
- 3) Temp Help is over budget due to vacancies and work loads. (Expense is offset by savings in personnel expense.)

5-2-08



FY09
Consolidated Operating Expenses
For the month ending - September 30, 2008

	Current Period					Year to Date				YTD Year Over Year Comparison			
	<u>Actual</u>	<u>Budget</u>	<u>\$ Var</u>	<u>% Var</u>	<u>Notes</u>	<u>Actual</u>	<u>Budget</u>	<u>\$ Var</u>	<u>% Var</u>	<u>FY09</u>	<u>FY08</u>	<u>\$ Var</u>	<u>% Var</u>
4) Fuels & Lube Rev Veh					is under budget due to the CNG conversion and the resulting economies in fuel consumption.								
5) Printing					is over budget due to the printing of route stickers in Customer Service.								
6) Settlement costs					are under budget due to less than anticipated settlement costs for the month.								
7) Contr/Paratrans					is under budget. Less than budgeted rides were needed for the month.								

5-2-09



**FY2009
CAPITAL BUDGET**

For the month ending - September 30, 2008

	<u>YTD Actual</u>	<u>FY09 Budget</u>	<u>Remaining Budget</u>	<u>% Spent YTD</u>
<u>Grant-Funded Projects</u>				
MetroBase Maintenance Facility	\$ 1,009,300	\$ 3,605,404	\$ 2,596,104	28%
MetroBase Operations Facility	\$ -	\$ 9,404,019	\$ 9,404,019	0%
Local Bus Replacement	\$ 2,914,330	\$ 3,572,932	\$ 658,601	82%
CNG Bus Conversions	\$ 1,621,171	\$ 3,410,000	\$ 1,788,829	48%
Pacific Station Project	\$ 1,061	\$ 3,190,300	\$ 3,189,239	0%
H17 Bus Replacement	\$ -	\$ 2,359,050	\$ 2,359,050	0%
Advanced Traveller Information System	\$ -	\$ 500,000	\$ 500,000	0%
Facility Camera Security System	\$ -	\$ 220,000	\$ 220,000	0%
Bus Camera Project	\$ -	\$ 205,000	\$ 205,000	0%
Trapeze Pass Interactive Voice Response System	\$ -	\$ 91,141	\$ 91,141	0%
Replace Dispatch Console	\$ 18,048	\$ 25,000	\$ 6,952	72%
Subtotal Grant Funded Projects	\$ 5,563,911	\$ 26,582,846	\$ 21,018,935	21%
<u>District Funded Projects</u>				
<u>IT Projects</u>				
Replace Fleet & Facilities Maintenance Software	\$ -	\$ 470,000	\$ 470,000	0%
Upgrade District Phone System	\$ -	\$ 100,000	\$ 100,000	0%
GFI Data Warehouse Project: Phase I	\$ -	\$ 65,000	\$ 65,000	0%
Replace 4 Windows and 1 Sun Server	\$ 49,496	\$ 50,000	\$ 504	99%
Trapeze Pass Customer Certification Software	\$ -	\$ 46,000	\$ 46,000	0%
ATP - Hastus Run Time Analysis Program - IT/OPS	\$ 18,695	\$ 19,264	\$ 569	97%
Upgrade GFI software to System 7 Version 2	\$ -	\$ 17,000	\$ 17,000	0%
(2) Laptops (1) IT (1) Financial Analyst	\$ -	\$ 4,500	\$ 4,500	0%
FMLA Tracking Software	\$ -	\$ 4,000	\$ 4,000	0%
Portable Projector w/case	\$ -	\$ 2,000	\$ 2,000	0%
T1 Paracruz	\$ 410	\$ -	\$ (410)	100%
<u>Facilities Repair & Improvements</u>				
Bus Stop Improvements	\$ -	\$ 179,900	\$ 179,900	0%
Passenger Waiting Shelters - LNI (10)	\$ -	\$ 70,000	\$ 70,000	0%
Replace Roof - Watsonville Transit Center Main Building	\$ -	\$ 50,000	\$ 50,000	0%
Patch, Reseal, and Restripe - Greyhound Lot	\$ -	\$ 21,390	\$ 21,390	0%
Digital ID Card Processing Equipment	\$ -	\$ 17,000	\$ 17,000	0%
Fencing - Service Bldg. 1200B River St.	\$ -	\$ 16,000	\$ 16,000	0%
Patch, Reseal, Restripe - Cavallaro Transit Center (SVT)	\$ -	\$ 7,550	\$ 7,550	0%
Patch, Reseal, Restripe - Soquel Park & Ride Lot	\$ -	\$ 5,650	\$ 5,650	0%
Reseal Operations Facility Roof-FY08 - Retention Invoice	\$ 2,663	\$ -	\$ (2,663)	100%
Add Alarm Audio/Visual - OPS Bldg	\$ 1,744	\$ -	\$ (1,744)	100%
Spare Posi/Lock - 105 Nozzle Assembly	\$ -	\$ 1,208	\$ 1,208	0%

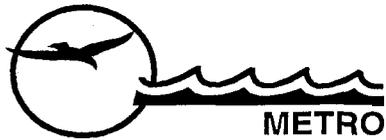
5-2. a 10



**FY2009
CAPITAL BUDGET**
For the month ending - September 30, 2008

	<u>YTD Actual</u>	<u>FY09 Budget</u>	<u>Remaining Budget</u>	<u>% Spent YTD</u>
<u>Revenue Vehicle Replacement</u>				
ParaCruz Van - Replacements (27)	\$ -	\$ 2,840,804	\$ 2,840,804	0%
ParaCruz Van - Expansion (3)	\$ -	\$ 300,000	\$ 300,000	0%
Rebuild Bus Engines - 1998 Fleet	\$ 100,347	\$ 106,302	\$ 5,955	94%
<u>Non-Revenue Vehicle Replacement</u>				
Supervisor Vehicle - Hybrid	\$ -	\$ 29,500	\$ 29,500	0%
<u>Maint Equipment</u>				
Replace Repeater for Davenport	\$ -	\$ 15,000	\$ 15,000	0%
Portable Steam Cleaner - Transit Center cleaning	\$ -	\$ 11,207	\$ 11,207	0%
Battery Powered Walk Behind Sweeper - Pacific Station	\$ -	\$ 5,500	\$ 5,500	0%
Wet/Dry Vac - Pacific Station, & other Metro facilities	\$ -	\$ 1,400	\$ 1,400	0%
Decelerometer w/Printer	\$ -	\$ 1,323	\$ 1,323	0%
2000 Watt Generator	\$ -	\$ 1,200	\$ 1,200	0%
<u>Office Equipment</u>				
Digital Cameras - Supervisors (12)	\$ -	\$ 3,500	\$ 3,500	100%
<u>Admin</u>				
Purchase & Renovation of Vernon Bldg	\$ 786	\$ 2,962,139	\$ 2,961,353	0%
Subtotal District Funded Projects	\$ 174,141	\$ 7,424,337	\$ 7,250,196	2%
TOTAL CAPITAL PROJECTS	\$ 5,738,051	\$ 34,007,183	\$ 28,269,131	17%

5-2.a11



**FY2009
CAPITAL BUDGET**

For the month ending - September 30, 2008

	<u>YTD Actual</u>	<u>FY09 Budget</u>	<u>Remaining Budget</u>	<u>% Spent YTD</u>
<u>CAPITAL FUNDING</u>				
Federal Capital Grants	\$ 752,084	\$ 2,668,343	\$ 1,916,258	28%
State/Other Capital Grants (STIP)	\$ 4,535,501	\$ 8,610,000	\$ 4,074,499	53%
State/Other Capital Grants (1B PTMISEA)	\$ -	\$ 4,404,019	\$ 4,404,019	0%
State/Other Capital Grants (TCRP)	\$ 1,061	\$ 873,216	\$ 872,155	0%
State/Other Capital Grants	\$ -	\$ 500,000	\$ 500,000	0%
State Security Bond Funds (1B)	\$ 18,048	\$ 440,505	\$ 422,457	4%
STA Funding (Current Year) *	\$ -	\$ 4,918,675	\$ 4,918,675	0%
STA Funding (Prior Year)	\$ 174,141	\$ 574,325	\$ 400,184	30%
Alternative Fuel Conversion Fund	\$ -	\$ 462,000	\$ 462,000	0%
District Reserves (Lawsuit & Sakata Proceeds)	\$ 257,216	\$ 6,440,577	\$ 6,183,361	4%
Capital Reserves	\$ -	\$ 4,115,523	\$ 4,115,523	0%
TOTAL CAPITAL FUNDING	\$ 5,738,051	\$ 34,007,183	\$ 28,269,131	17%

* Based on FY09 STA Claim of \$5,340,804

5-2.2.12

GOVERNMENT TORT CLAIM

RECOMMENDED ACTION

TO: Board of Directors

FROM: District Counsel

RE: Claim of: Graves, Marilyn M.
Date of Incident: 09/02/08

Received: 10/16/08 Claim #: 08-0028
Occurrence Report No.: PC 09-08-01

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

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

By Margaret Gallagher
Margaret Gallagher
DISTRICT COUNSEL

Date: 10-16-08

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 November 21, 2008.

By _____
Cindi Thomas
RECORDING SECRETARY

Date: _____

MG/lg
Attachment(s)

CLAIM AGAINST THE SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

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

Claim # 080028

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: Marilyn M. Graves

Claimant's Address/Post Office Box: 

Claimant's Phone Number: 

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

3. Occurrence: _____

Date: 9/2/08 Time: 2:30pm Place: Clares St., Capitola

Circumstances of occurrence or transaction giving rise to claim: I was a passenger

medical bill \$1239.00 and in a Para Cruz van all skateboard "flew" into the street in front of van. The driver slammed on the brakes & swerved to the right. I was thrown forward & back again (whiplash?) & injured my neck, back & knee.

4. General description of indebtedness, obligation, injury, damage, or loss incurred so far as is known: medical bill \$1239.00

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

6. Amount claimed now \$ 1,300 + 300

Estimated amount of future loss, if known \$ _____

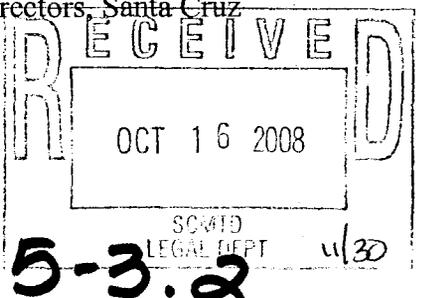
TOTAL \$ 1600.00

7. Basis of above computations: medical bills, cost of transportation pain & suffering, loss of my time

Marilyn M. Graves
CLAIMANT'S SIGNATURE (or Company Representative or Parent of Minor Claimant)

October 14, 2008
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: Medrano, Lorraine
Date of Incident: 05/08/08

Received: 10/28/08 Claim #: 08-0029
Occurrence Report No.: MISC 08-10

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

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

By Margaret Gallagher
Margaret Gallagher
DISTRICT COUNSEL

Date: 11-06-08

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 November 21, 2008.

By _____
Cindi Thomas
RECORDING SECRETARY

Date: _____

MG/lg
Attachment(s)

CLAIM AGAINST THE SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

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

Claim # MISC 08-10

08-0029

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: Lorraine Medrano

Claimant's Address/Post Office Box: _____

Claimant's Phone Number: _____

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

3. Occurrence: May 8, 2008 fall due to a

carpet/rug in doorway of metro

Date: 5/8/08 Time: 2:00 - 3:00pm Place: Santa Cruz Metropolitan

Circumstances of occurrence or transaction giving rise to claim: Stepped off Transit bus from Cabrillo College going to metro Center station and fell on my way into the metro due to tripping on the carpet in the entrance door. The carpet/rug was rolled up and fell forward.

4. General description of indebtedness, obligation, injury, damage, or loss incurred so far as is known: Due to the fall I spoke to security Mr. Espinoza agreed to have test done and the fire department/ambulance took me to hospital for testing and making sure there were no serious injuries due to fall.

5. Name or names of public employees or employees causing injury, damage, or loss, if known: Security Officer: Mr. Espinoza

6.	Amount claimed now	\$ <u>45,561.14</u>
	Estimated amount of future loss, if known	\$ <u>9,000.00</u>
	TOTAL	\$ <u>54,561.14</u>

7. Basis of above computations: These are calculated by the billing Department and Emergency Medical Response at Dominica

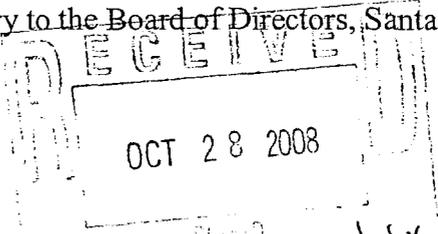
Lorraine Medrano

CLAIMANT'S SIGNATURE (or Company Representative or Parent of Minor Claimant)

10/28/08
DATE

Hospital for all service on 5/8/08 time also.

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



5-3.4



AGENDA

**NOVEMBER 19, 2008 - 6:00 PM
PACIFIC STATION CONFERENCE ROOM
920 PACIFIC AVENUE, SANTA CRUZ, CALIFORNIA**

- 1. ROLL CALL**
- 2. AGENDA ADDITIONS/DELETIONS**
- 3. ORAL/WRITTEN COMMUNICATION**
- 4. CONSIDERATION OF MINUTES OF OCTOBER 15, 2008**
- 5. RIDERSHIP REPORT FOR JULY 2008 AND AUGUST 2008**
- 6. PARACRUZ OPERATIONS STATUS REPORTS FOR JULY 2008**
- 7. CONSIDERATION OF WHETHER METRO SHOULD ALLOW PARACRUZ ELIGIBLE RIDERS FREE FARES ON METRO'S FIXED ROUTE**
- 8. REPORT BY MAC REPRESENTATIVE TO OTHER TRANSIT RELATED MEETINGS**
- 9. DISCUSS POSSIBILITY OF A WATSONVILLE MEETING AND ALTERNATE MEETING LOCATIONS**
- 10. HEADWAYS BUS SCHEDULE**
- 11. DISTRIBUTION OF MAC VOUCHERS**
- 12. COMMUNICATIONS TO METRO GENERAL MANAGER**
- 13. COMMUNICATIONS TO METRO BOARD OF DIRECTORS**
- 14. ITEMS FOR NEXT MEETING AGENDA**
- 15. ADJOURNMENT**

*NEXT MEETING: WEDNESDAY, DECEMBER 17, 2008, AT 6:00 PM
PACIFIC STATION CONFERENCE ROOM*

5-4.1

REVISED

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

Minutes - METRO Advisory Committee (MAC)

September 17, 2008

The METRO Advisory Committee (MAC) met on Wednesday, September 17, 2008 in the Pacific Station Conference Room located at 920 Pacific Avenue in Santa Cruz, California.

Chair Naomi Gunther called the meeting to order at 6:05 p.m.

1. ROLL CALL:

MEMBERS PRESENT

Naomi Gunther, Chair
Mara Murphy, Vice Chair
Dennis "Pop" Papadopulo
Stuart Rosenstein

MEMBERS ABSENT

Heidi Curry
Dave Williams
Robert Yount

VISITORS PRESENT

None

STAFF PRESENT

Mary Ferrick, Fixed Route Superintendent
Margaret Gallagher, District Counsel
Shona Harper, Asst. Paratransit Superint.
April Warnock, Paratransit Superintendent

2. AGENDA ADDITIONS/DELETIONS

None.

3. ORAL/WITTEN COMMUNICATION

Written:

Two written letters of communication were distributed at the meeting, which are attached to the file copy of these minutes and will be included in the October 15, 2008 MAC Agenda Packet.

Oral:

None.

4. CONSIDERATION OF MINUTES OF JULY 16, 2008

ACTION: MOTION: DENNIS "POP" PAPADOPULO SECOND: MARA MURPHY

ACCEPT AND FILE MINUTES OF THE JULY 16, 2008 MEETING AS PRESENTED.

Motion passed with Stuart Rosenstein abstaining and Heidi Curry, Dave Williams and Robert Yount being absent.

5-4.2

REVISED

Minutes – METRO Advisory Committee
September 17, 2008
Page 2 of 4

5. RIDERSHIP REPORT FOR APRIL 2008 AND MAY 2008

Chair Naomi Gunther noted that Route 27 has been added to the report. She wanted to know if it was to be continued for the next academic year or if it was an experiment? She thought it was really helpful at the beginning of the school year, due to the large population of riders who are new to the area and to riding the bus. With the upcoming school year she thought it would be helpful to have the same supplemental service.

Mary Ferrick pointed out it is a Limited Express and that they did reshape some of the service, but she thinks the 27 still exists. It is not in *Headways*, but it is on the web site.

Vice Chair Mara Murphy thinks it's great that the total ridership has increased from last year. Pop agreed and is glad more people are using the bus.

6. PARACRUZ OPERATIONS STATUS REPORT FOR APRIL 2008 AND MAY 2008

Pop asked how the state budget would impact METRO.

April Warnock replied that as it stands right now the state budget does have public transportation cuts in it and that there are other transit districts in California that are in the same situation as METRO: they are over capacity and have no money to increase service.

Chair Naomi Gunther requested comments on how the budget will impact METRO once it is finalized.

April Warnock introduced Shona Harper as the new Assistant Paratransit Superintendent.

7. DISCUSSION OF DISCOUNTED BUS PASS PROGRAM POLICY CHANGES

Margaret Gallagher distributed a draft, which is attached to the file copy of these minutes. She reviewed the answers of Questions from E & D TAC re: Discount Fare Policy. Some changes were made eliminating the requirement of Certification of Eligibility Status for Discounted Fare if a person is 62 years of age or older (attachment "A").

Mrs. Gallagher attended the August 12, 2008, E & D TAC meeting where it was suggested some of the language used in the disability 4.04 that outlines each of the categories could be improved. The policy is currently being amended and will be presented at the October MAC meeting for further discussion.

REVISED

Minutes – METRO Advisory Committee
September 17, 2008
Page 3 of 4

8. REPORT BY MAC REPRESENTATIVE TO OTHER TRANSIT RELATED MEETINGS

Dennis “Pop” Papadopulo reported that new drivers are being hired soon. He’d like Frank Bauer, METRO’s Safety and Training Coordinator, to contact him so he can be available for the Sensitivity Training of the new drivers.

Mary Ferrick informed the committee of the recruitment for new drivers which ends in November. There isn’t a set date for hiring or number that will be hired, but she’s assuming it will be 6 to 8 drivers. Ms. Ferrick said she will mention it to Mr. Bauer, but there is nothing eminent imminent at this time.

Ms. Ferrick also reminded everyone that September 18, 2008 is the new fall service bid and if they are riding the bus to make sure they pick up the new *Headways*. There are some additional Highway 17 services and some of the trip departure times have changed.

9. DISCUSSION OF ADVERTISING MAC MEETING

Chair Naomi Gunther advised that drafts of MAC meeting announcements would be distributed via email to group for any comments or changes and based on input for changes it may be added to the next MAC agenda.

Vice Chair Mara Murphy and Stuart Rosenstein suggested producing a video by Scotts Valley High School, Watsonville High School and Barrios Unidos video academies. Vice Chair Mara Murphy would like to see them come in and do a presentation on how they would present it to the community. Stuart Rosenstein will follow up on PSA’s and Community T. V. Stuart Rosenstein agreed to email Margaret Gallagher names of Watsonville community groups.

Chair Naomi Gunther suggested posting notices of MAC meetings at Cabrillo and UCSC bulletin boards as opposed to having it advertised. Vice Chair Mara Murphy suggested posting something big in the Watsonville Transit Center and also on the Watsonville bus for the November meeting in Watsonville.

Margaret Gallagher suggested an internet blog for information and communication and said that she will check to see if METRO’s Planning Intern is available to do the blog. She also mentioned that Highway 17 riders may be interested if they saw a notice posted at the Bart Cavallaro Transit Center.

Dennis Papadoupulo suggested it be in Spanish for the *Pajaronian*. Stuart Rosenstein agreed and said he doesn’t know if the Spanish community has a voice at the MAC meetings and would like to outreach in Spanish with a translator present at meetings and announcement literature to be in Spanish if affordable.

REVISED

Minutes – METRO Advisory Committee
September 17, 2008
Page 4 of 4

10. DISTRIBUTION OF MAC VOUCHERS

Mary Ferrick distributed METRO MAC vouchers to the MAC members at this time.

11. COMMUNICATIONS TO METRO GENERAL MANAGER

Vice Chair Mara Murphy and Chair Naomi Gunther both expressed that Ciro Aguirre did an excellent job of their tour of our facilities in August. It was very informative, enjoyable and helpful.

12. COMMUNICATIONS TO METRO BOARD OF DIRECTORS

None.

13. ITEMS FOR NEXT MEETING AGENDA

- Discuss Watsonville Meeting
- Written Communication distributed at today's meeting
- Discussion of Discount Fare Policy

ADJOURN

There being no further business, Chair Naomi Gunther thanked everyone for participating and adjourned the meeting at 7:19 p.m.

Respectfully submitted,



KAREN BLIGHT
Administrative Assistant

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: November 21st, 2008
TO: Board of Directors
FROM: April Warnock, Paratransit Superintendent
SUBJECT: METRO PARACRUZ OPERATIONS STATUS REPORT

I. RECOMMENDED ACTION

This report is for information only - no action requested

II. SUMMARY OF ISSUES

- METRO ParaCruz is the federally mandated ADA complementary paratransit program of the Transit District, providing shared ride, door-to-door demand-response transportation to customers certified as having disabilities that prevent them from independently using the fixed route bus.
- METRO assumed direct operation of paratransit services November 1, 2004. This November, 2008, marks the fourth anniversary of ParaCruz being administered in-house.
- Operating Statistics and customer feedback information reported are for the month of August 2008.
- ParaCruz Performance Goals are reflected in the Comparative Statistics Table in order to better compare actual performance.
- A breakdown of pick-up times beyond the ready window is included.

III. DISCUSSION

METRO ParaCruz is the federally mandated ADA complementary paratransit program of the Transit District, providing shared ride, door-to-door demand-response transportation to customers certified as having disabilities that prevent them from independently using the fixed route bus.

METRO began direct operation of ADA paratransit service (METRO ParaCruz) beginning November 1, 2004. This service had been delivered under contract since 1992.

5-5.1

There has been discussion regarding ParaCruz on-time performance. It was noted that most statistical data continues to show improvement, the reported percentage of pick ups performed within the “ready window” has remained relatively consistent, hovering at roughly 90%. Staff was requested to provide a break down reflecting pick-ups beyond the “ready window”.

The table below displays the percentage of pick-ups within the “ready window” and a breakdown in 5-minute increments for pick-ups beyond the “ready window”.

	August 2007	August 2008
Total pick ups	7157	7163
Percent in “ready window”	94.62%	92.91%
1 to 5 minutes late	2.26%	2.85%
6 to 10 minutes late	1.17%	2.02%
11 to 15 minutes late	.82%	1.13%
16 to 20 minutes late	.35%	.60%
21 to 25 minutes late	.18%	.21%
26 to 30 minutes late	.20%	.14%
31 to 35 minutes late	.06%	.04%
36 to 40 minutes late	.04%	.06%
41 or more minutes late (excessively late/missed trips)	.06%	.04%
Total beyond “ready window”	5.38%	7.09%

During the month of August 2008, ParaCruz received seventeen (17) Service Reports. One (1) was a valid service complaint related to a late pick-up. Six (6) complaints were not valid. Four (4) complaints were un-verifiable. Six (6) reports were compliments.

As a way to monitor performance for selected items, two new columns have been added to the Comparative Operating Statistics Table. They are titled, respectively, ‘Performance ‘ and ‘Performance Goals’. These new columns identify what the average is for the unpredictable factors, and performance goals that we have established for reported items where performance is a critical indicator to ParaCruz’ efficiency.

5-5.2

Comparative Operating Statistics This Fiscal Year, Last Fiscal Year through August.

	August 07	August 08	Fiscal 07-08	Fiscal 08-09	Performance Averages	Performance Goals
Requested	7459	7519	14622	15832	8017	
Performed	7157	7163	13983	15012	7395	
Cancels	14.63%	16.64%	15.11%	16.61%	17.32%	
No Shows	2.43%	3.36%	2.33%	3.41%	2.70%	Less than 3%
Total miles	47781	48692	92901	100,009	48277	
Av trip miles	5.15	5.25	5.17	5.06	5.00	
Within ready window	94.62%	92.91%	94.30%	93.79%	93.97%	92.00% or better
Excessively late/missed trips	4	3	9	7	2.5	Zero (0)
Call center volume	5945	6321	11813	12433	5716	
Call average seconds to answer	28	30	29	29	29 seconds	Less than 2 minutes
Hold times less than 2 minutes	95%	96%	95%	96%	96.34%	Greater than 90%
Distinct riders	782	769	979	799	785	
Most frequent rider	47 rides	66 rides	89 rides	77 rides	58 rides	
Shared rides	61.7%	58.9%	62.5%	61.9%	68.2%	Greater than 50%
Passengers per rev hour	2.17	2.22	2.24	2.15	2.29	Greater than 1.6 passengers/hour
Rides by supplemental providers	20.80%	4.34%	21.79%	5.10%	11.58%	No more than 25%
Vendor cost per ride	\$22.70	\$24.04	\$22.99	\$20.82	\$22.16	
ParaCruz driver cost per ride (estimated)	\$25.57	\$23.98	\$24.90	\$22.48	\$24.79	
Rides < 10 miles	78.24%	71.35%	83.24%	70.68%	74.00%	
Rides > 10 miles	21.76%	28.65%	16.76%	29.32%	26.00%	

5-5.3

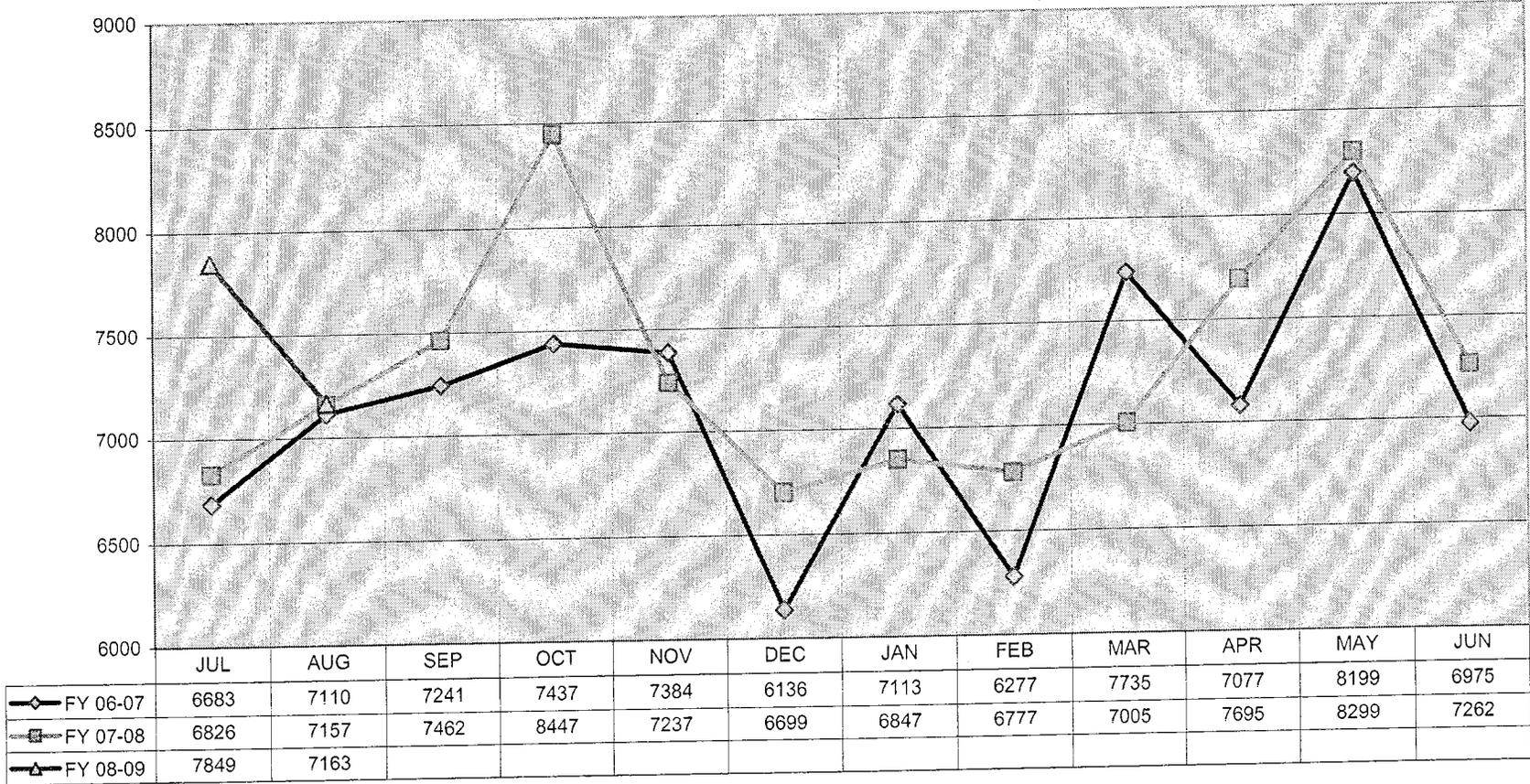
IV. FINANCIAL CONSIDERATIONS

NONE

V. ATTACHMENTS

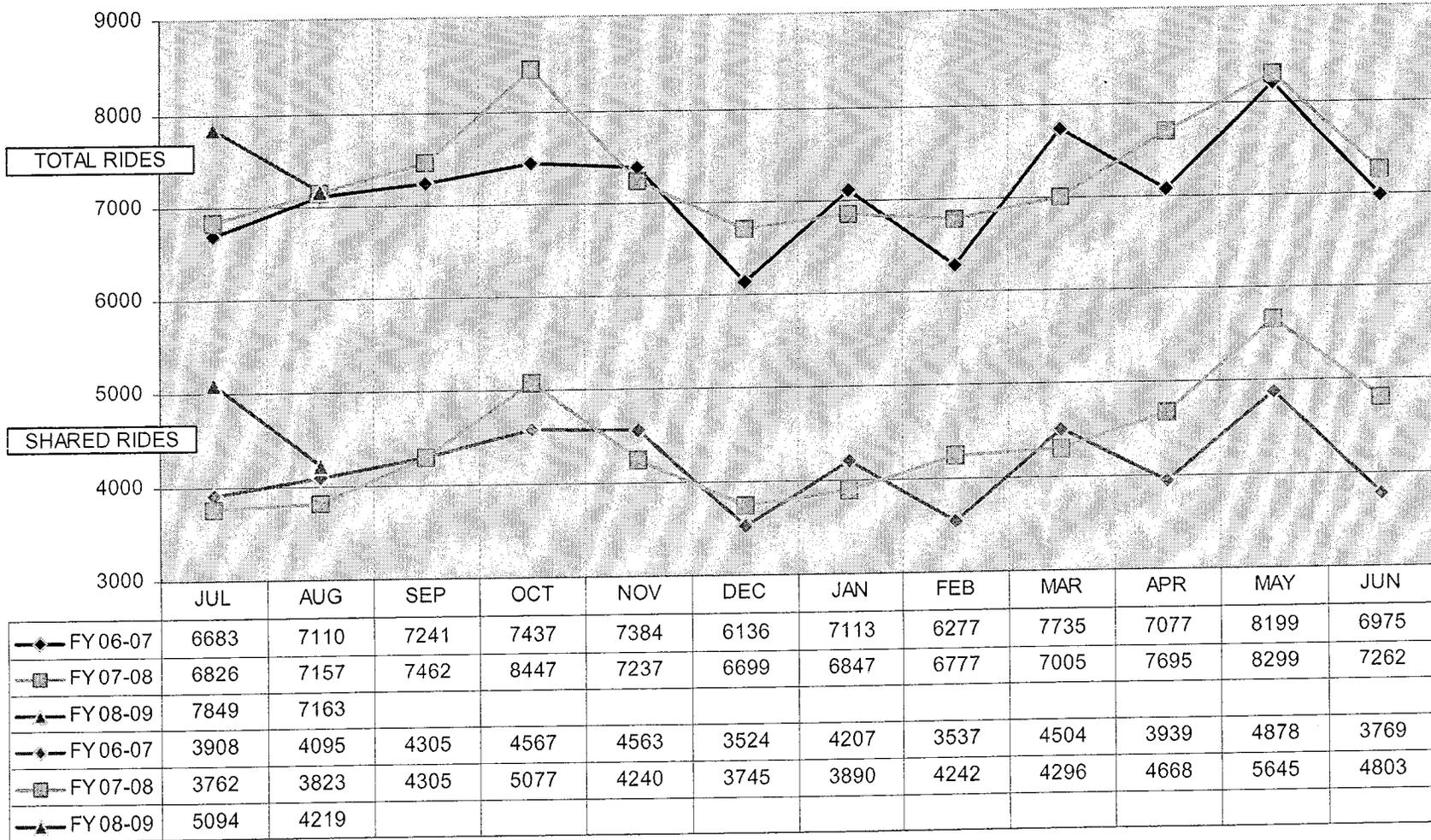
- Attachment A:** Number of Rides Comparison Chart
- Attachment B:** Shared vs. Total Rides Chart
- Attachment C:** Mileage Comparison Chart
- Attachment D:** Year To Date Mileage Chart
- Attachment E:** Daily Drivers vs. Subcontractor Chart

NUMBER OF RIDES COMPARISON CHART



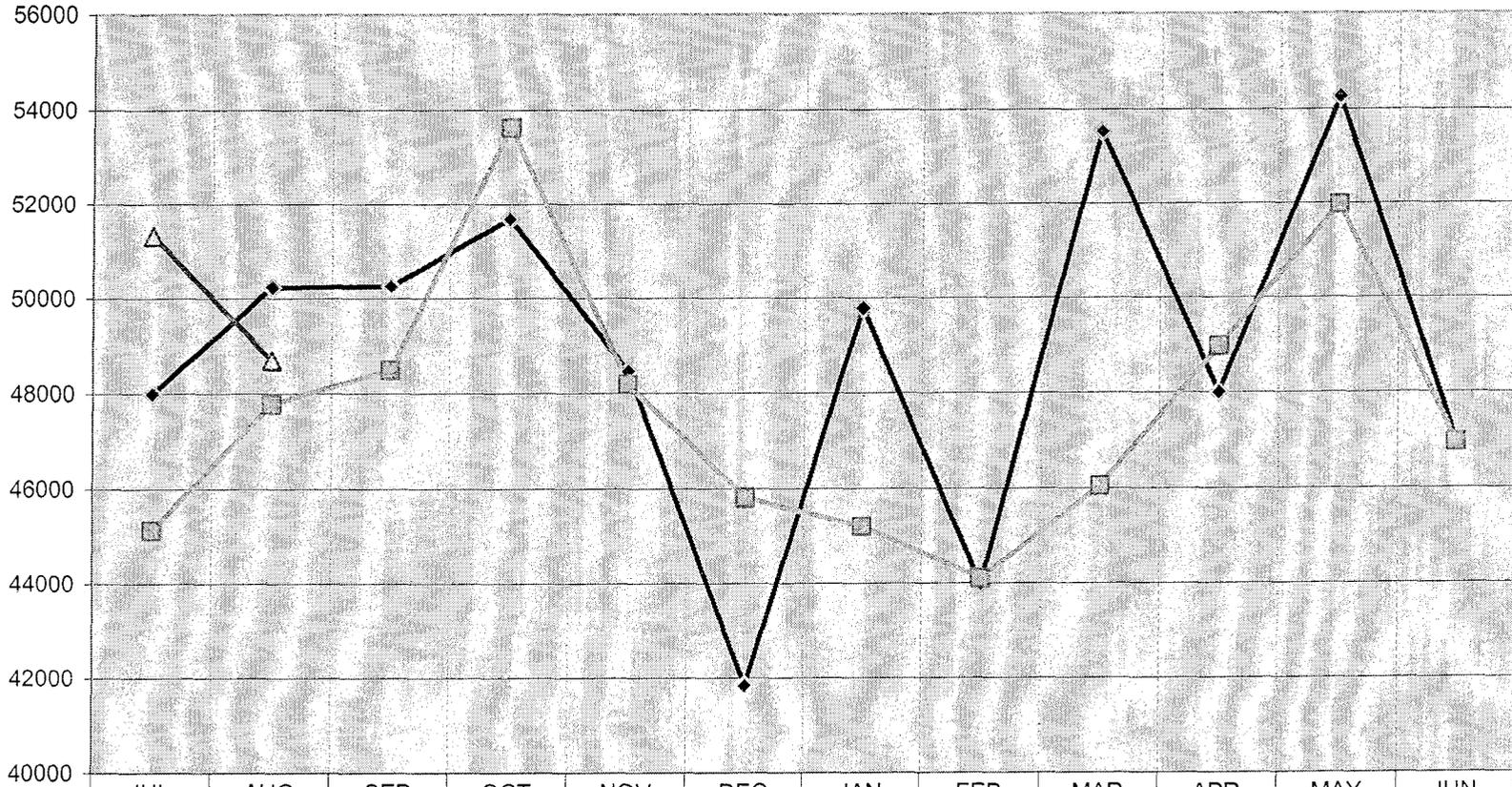
5-5.01

TOTAL vs. SHARED RIDES



5-5.61

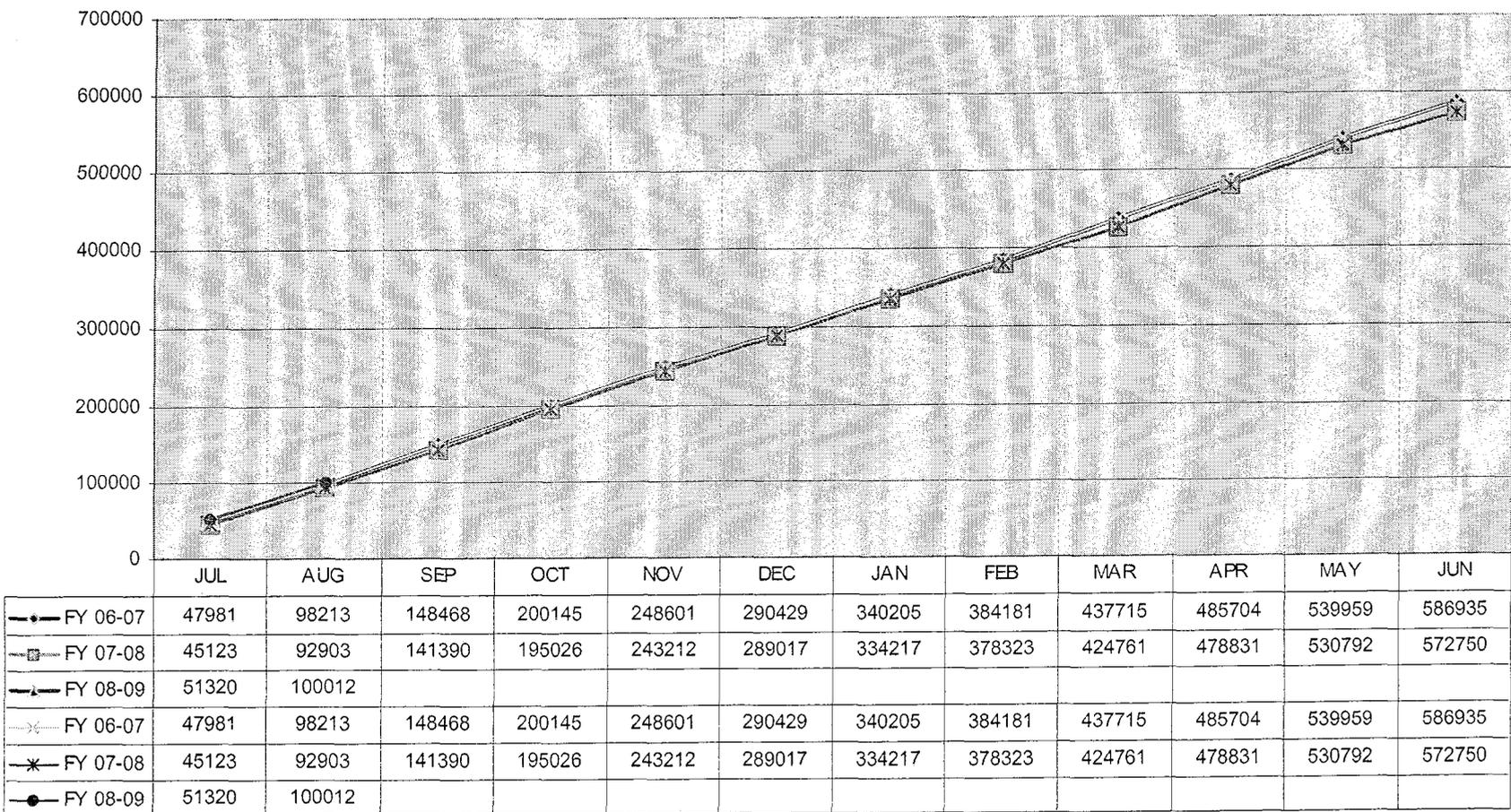
MILEAGE COMPARISON



5-5.01

Attachment C

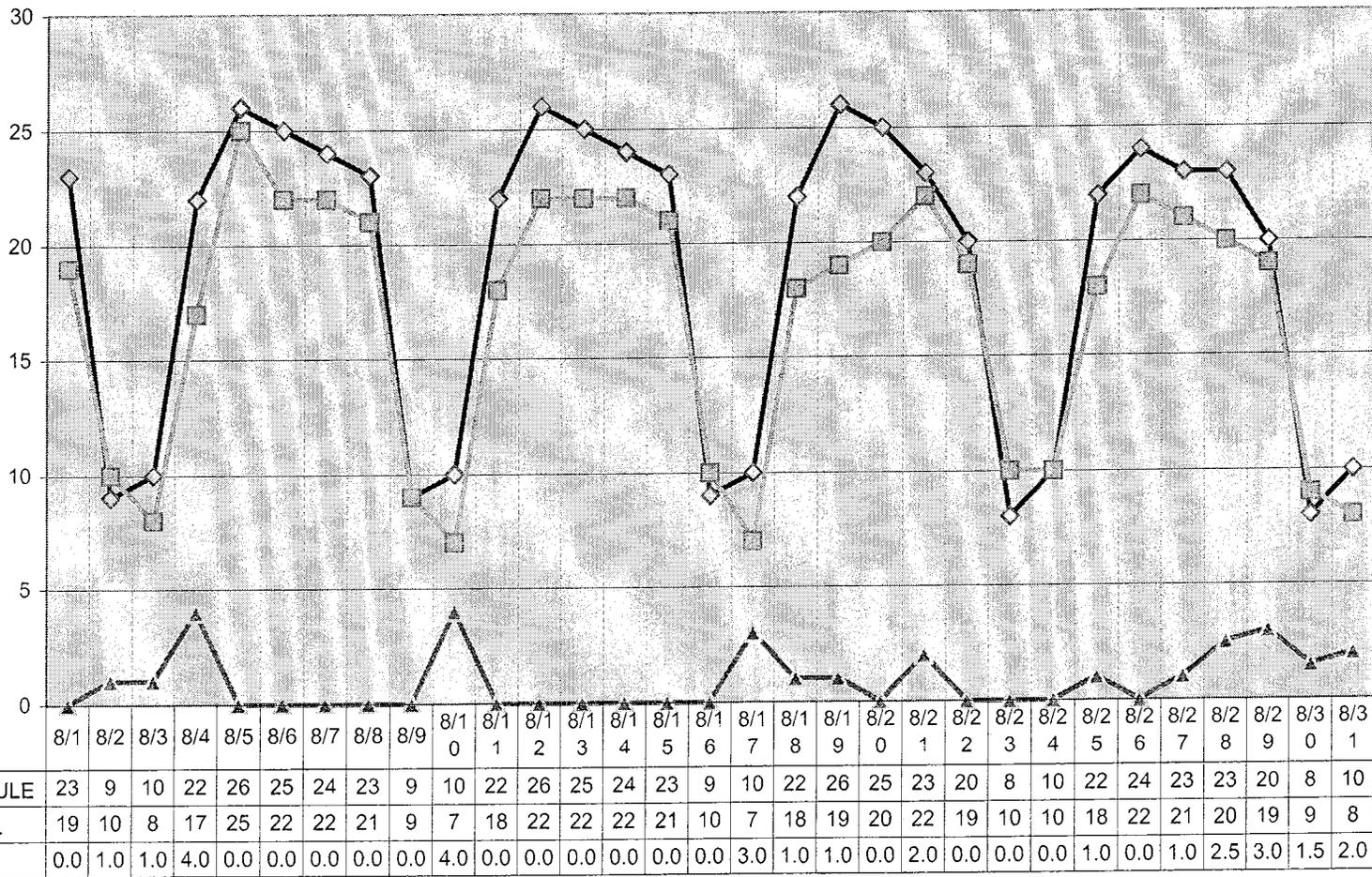
YEAR TO DATE MILEAGE COMPARISON



5-5.d1

Attachment D

DAILY DRIVER vs. SUBCONTRACTOR RIDES



5-5.01

Attachment E

**Santa Cruz METRO
September Ridership Report**

ROUTE	Miles	Hours	Revenue	UC Student	UC Staff Faculty	Cabrillo	Full Fare	Tickets	Cash S/D Riders	S/D Day Pass	S/D Day Pass	Passes/ Free Rides	Pacific Shores	Total Ridership	Passengers Per Mile	Passengers Per Hour	W/C	Bike
10	5,124.56	429.41	\$2,413.21	15,705	2,828	228	1,378	42	68	18	5	1,389	36	21,697	4.23	50.53	20	922
13	769.44	65.80	\$218.88	4,620	245	25	116	7	4	1	0	96	0	5,114	6.65	77.72	2	111
15	2,672.46	224.50	\$880.50	17,968	634	191	472	30	29	3	2	450	0	19,779	7.40	88.10	6	558
16	11,463.29	927.35	\$5,939.46	49,841	4,248	804	3,347	96	160	37	23	3,033	16	61,605	5.37	66.43	21	2,086
19	4,450.18	336.10	\$1,844.72	18,191	1,460	239	990	53	74	12	10	1,336	5	22,370	5.03	66.56	7	669
3	2,386.02	172.89	\$1,400.69	363	164	447	649	68	134	24	49	1,632	107	3,637	1.52	21.04	19	73
4	1,485.86	153.99	\$1,338.94	170	47	166	555	299	235	11	38	3,943	4	5,468	3.68	35.51	35	124
7	1,094.10	98.01	\$349.61	66	35	89	131	38	69	3	21	817	0	1,269	1.16	12.95	4	17
9	455.32	24.15	\$258.31	15	14	9	141	10	4	6	1	201	1	402	0.88	16.65	2	4
12A	92.15	6.65	\$31.75	352	0	3	15	1	2	0	2	13	0	388	4.21	58.35	0	17
20	5,629.53	375.30	\$2,091.31	10,042	1,159	398	1,140	66	98	16	11	1,533	176	14,639	2.60	39.01	15	582
27x	491.96	42.00	\$75.81	1,603	79	13	42	0	0	1	0	16	0	1,754	3.57	41.76	0	74
31	2,238.22	115.14	\$1,345.33	50	68	161	761	52	21	22	0	1,170	2	2,307	1.03	20.04	14	211
32	750.58	44.46	\$381.07	7	3	22	227	7	1	0	0	389	0	656	0.87	14.75	1	16
33	523.53	24.15	\$262.21	2	5	0	159	70	3	1	0	286	0	526	1.00	21.78	0	1
34	293.16	18.54	\$167.01	3	2	1	98	6	1	0	0	170	0	281	0.96	15.16	0	1
35	37,725.08	1,889.67	\$27,480.13	691	418	2,986	14,851	795	1,062	321	199	22,851	6	44,180	1.17	23.38	88	2,507
40	2,386.10	96.86	\$1,636.05	31	7	44	942	15	69	15	6	800	2	1,931	0.81	19.94	0	110
41	3,037.23	126.16	\$1,484.82	158	157	168	877	23	32	11	5	711	35	2,177	0.72	17.26	0	280
42	3,276.51	121.51	\$749.36	127	18	103	438	12	51	1	0	379	11	1,140	0.35	9.38	1	117
53	1,169.28	82.59	\$385.44	7	17	46	166	9	76	8	4	452	0	785	0.67	9.50	25	33
54	1,902.36	110.49	\$501.56	13	18	218	252	17	76	5	1	447	0	1,047	0.55	9.48	7	48
55	2,832.06	192.51	\$1,481.86	28	8	1,772	752	66	150	16	9	1,898	0	4,699	1.66	24.41	126	109
56	2,211.09	97.65	\$675.15	3	2	509	324	36	69	13	12	586	0	1,554	0.70	15.91	25	69
66	6,324.84	545.92	\$9,517.72	1,083	351	951	5,051	397	611	123	52	8,375	3	16,997	2.69	31.13	170	549
68	4,861.22	399.48	\$5,590.53	764	315	474	2,966	232	352	69	45	5,140	6	10,363	2.13	25.94	113	304
68N	1,790.75	128.56	\$1,433.33	274	84	161	850	24	61	1	2	975	0	2,432	1.36	18.92	16	129
69	3,481.06	314.82	\$5,367.73	1,013	367	457	2,964	215	336	32	39	4,295	7	9,725	2.79	30.89	62	409
69A	14,114.12	760.04	\$17,285.39	699	489	932	9,581	840	1,121	133	124	9,521	8	23,448	1.66	30.85	175	789
69N	1,742.90	139.99	\$1,339.99	247	59	400	795	35	57	0	1	878	1	2,473	1.42	17.67	15	147
69W	13,758.74	768.24	\$18,842.21	1,232	514	5,533	10,656	729	1,009	130	96	10,807	22	30,728	2.23	40.00	178	1,172
70	3,022.01	248.49	\$3,379.53	145	90	4,605	1,856	182	251	20	8	2,680	37	9,874	3.27	39.74	63	461
71	47,753.40	2,733.49	\$57,542.19	1,635	1,356	16,825	32,023	2,511	3,777	359	265	28,924	114	87,789	1.84	32.12	465	4,288
72	5,523.08	267.06	\$4,506.75	22	47	333	2,286	128	452	45	85	1,880	0	5,278	0.96	19.76	24	103
74	3,391.69	197.76	\$3,928.07	7	30	95	2,165	149	327	28	21	1,004	0	3,826	1.13	19.35	6	26
75	6,378.84	384.25	\$9,898.01	16	40	330	5,435	194	767	79	75	2,639	0	9,575	1.50	24.92	69	163
76	1,681.98	88.66	\$705.44	1	9	22	354	22	111	6	4	327	1	857	0.51	9.67	3	20
79	1,647.72	96.24	\$1,845.86	15	14	159	829	97	275	31	53	928	0	2,401	1.46	24.95	90	15
91x	5,832.00	251.24	\$3,173.84	118	168	1,359	1,674	238	158	56	28	1,829	16	5,644	0.97	22.46	14	325
UC Supp.	652.28	41.16	\$69.31	2,124	124	5	39	2	1	0	0	26	3	2,324	3.56	56.46	0	62
Night Owl	486.25	41.64	\$99.80	1,812	5	11	51	1	1	0	0	13	0	1,894	3.90	45.49	1	33
TOTAL	216,902.94	13,182.92	\$197,918.88	131,263	15,698	41,294	108,398	7,814	12,155	1,657	1,296	124,839	619	445,033	2.05	33.76	1,882	17,734
				VTA/SC		ECO	Full		S/D	17	Passes/				Passengers	Passengers		
ROUTE			REVENUE	Day Pass	CalTrain	Pass	Fare	Tickets	Riders	Day Pass	Free Rides			RIDERSHIP	Per Mile	Per Hour	W/C	Bike
17	45,575.76	1,468.26	\$52,680.15	28	103	265	10,093	1,052	1,561	175	14,546			27,823	0.61	18.95	69	1,824

5-6.1

September Ridership	472,856
September Revenue	\$250,599

BUS OPERATOR LIFT TEST *PULL-OUT*

	A	B	C	D	E	F	
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	1	6	2	4	2	100%
FLYER/LOW FLOOR - 40'	12	2	10	8	2	8	100%
FLYER/LOW FLOOR - 35'	18	4	14	10	4	10	100%
FLYER/HIGH FLOOR - 35'	13	2	11	4	7	4	100%
GILLIG/SAM TRANS - 40'	10	1	9	4	5	4	100%
DIESEL CONVERSION - 35'	15	6	9	9	0	9	100%
DIESEL CONVERSION - 40'	14	5	9	8	1	8	100%
ORION/HIGHWAY 17 - 40'	11	3	8	7	1	7	100%
GOSHEN	1	0	1	1	0	1	0%
TROLLEY	1	0	1	0	1	0	100%
CNG NEW FLYER - 40'	10	1	9	8	1	8	100%

Dead Available Lift Operating Spares Lift Operating

5-6.2

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

PASSENGER LIFT PROBLEMS

MONTH OF SEPTEMBER 2008

BUS #	DATE	DAY	REASON
2306OR	2-Sep	Tuesday	Kneel stuck in down position. This is the second time bus was put into service immediately after last occurrence. (Something illegible)
8083F	3-Sep	Wednesday	Lift dead.
9801LF	3-Sep	Wednesday	Lift will not open out.
9823LF	7-Sep	Sunday	Kneel works slow and/or doesn't kneel at all.
2213CN	9-Sep	Monday	Kneel switch shorting out. Down Yes. Up No.
9801G	9-Sep	Monday	Ramp will not extend out. Lift will not deploy, stow option works.
9839G	10-Sep	Tuesday	Lift won't work.
2213CN	10-Sep	Tuesday	Kneel toggle switch sputters. Need to hold toggle up to raise, sometimes have to close door to work.
9835G	15-Sep	Monday	Lift stuck out (garage responded)
2306OR	15-Sep	Monday	Works kneeling down, but it doesn't come up.
8083F	16-Sep	Tuesday	Lift stuck out
8083F	16-Sep	Tuesday	No lift
8078F	16-Sep	Tuesday	w/c straps don't hold w/c securely.
2406PG	16-Sep	Tuesday	Lift power panel switch is loose not working.
9838G	16-Sep	Tuesday	Ramp takes a long time to lift when boarding a w/c.
8100F	16-Sep	Tuesday	Doesn't stay kneeling.
9801LF	17-Sep	Wednesday	Wheelchair lift does not work.
2208CG	17-Sep	Wednesday	Kneel not working all the way.
8083F	18-Sep	Thursday	Kneel won't work unless door is pushed manually open.
2218CN	22-Sep	Monday	Street side Santa Cruz arm in w/c area... the mount is broken and sharp.
2602CN	22-Sep	Monday	Kneel is sporadic. Must hit switch several times.
8100F	23-Sep	Tuesday	Lift is low on raise, shakes on lower, coming out of kneel is very slow.
8082F	23-Sep	Tuesday	Bus will not kneel.
8079F	23-Sep	Tuesday	The bus will not remain in a kneel position.
2602CN	24-Sep	Wednesday	Kneel sputters, doesn't go down all the way.
8103F	26-Sep	Friday	Kneel releases on its own
2406PG	29-Sep	Monday	Wheelchair button popping out (panel below talking bus monitor)
9801LF	29-Sep	Monday	Lift will not deploy.
9836G	30-Sep	Tuesday	Kneel doesn't kneel (something illegible)
2206CG	30-Sep	Tuesday	W/C push pad for stop req not working.

F New Flyer
 G Gillig
 C Champion
 LF Low Floor Flyer
 GM GMC
 CG CNG
 CN SR855 & SR854
 OR Orion/Hwy 17

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

5-6.3

**Santa Cruz METRO
September 2007 Ridership Report**

ROUTE	REVENUE	RIDERSHIP	UC		UC Staff		S/D		S/D		Cabrillo	Bike	Passes/ Free Rides
			Student	Faculty	Day Pass	Riders	W/C	Day Pass					
10	\$ 2,235.07	16,538	10,905	2,715	11	75	31	14	188	653	1,303		
13	\$ 191.42	2,914	2,493	205	2	4	-	-	13	92	87		
15	\$ 694.01	12,631	11,115	707	1	18	4	1	101	299	283		
16	\$ 6,727.06	50,192	37,812	4,347	43	191	22	25	610	1,648	3,184		
19	\$ 1,676.92	13,218	9,458	1,446	9	62	14	9	162	420	1,086		
3	\$ 1,647.54	3,152	289	106	38	144	12	26	137	71	1,440		
4	\$ 1,159.98	4,053	126	49	15	206	52	48	129	106	2,770		
7	\$ 423.76	1,101	51	42	4	52	8	16	105	12	602		
9	\$ 168.93	276	8	31	5	4	-	3	5	1	135		
12A	\$ 9.75	137	85	42	-	1	-	-	1	5	2		
20	\$ 2,494.45	12,665	7,627	1,421	33	114	9	7	289	417	1,607		
27	\$ 36.17	1,002	931	42	-	-	-	-	5	25	2		
31	\$ 1,215.26	2,001	46	53	20	19	12	6	139	95	1,011		
32	\$ 377.21	546	4	8	-	6	-	-	29	19	251		
33	\$ 254.98	437	1	-	-	4	-	-	6	-	253		
34	\$ 92.34	240	1	-	-	-	-	-	-	-	178		
35	\$ 26,700.49	41,117	503	415	336	1,202	64	129	2,126	1,991	21,209		
40	\$ 1,855.63	2,145	62	37	55	45	1	14	29	108	924		
41	\$ 1,365.80	1,673	84	100	4	28	1	6	122	175	464		
42	\$ 854.32	1,198	77	16	5	72	-	9	94	135	422		
53	\$ 638.12	975	9	16	9	70	55	13	49	29	473		
54	\$ 536.36	914	12	9	1	64	4	6	103	31	418		
55	\$ 1,426.66	3,696	69	27	11	126	97	32	1,348	97	1,334		
56	\$ 379.96	1,035	10	8	1	34	28	8	335	40	434		
66	\$ 11,098.04	15,759	688	283	134	622	158	63	635	448	6,901		
68	\$ 5,666.08	9,567	602	288	85	317	76	47	390	240	4,701		
68N	\$ 1,502.78	2,540	278	49	-	42	23	1	147	96	1,092		
69	\$ 5,466.16	8,984	605	310	53	330	57	20	430	334	4,025		
69A	\$ 17,940.24	23,454	610	471	145	1,174	216	121	772	756	9,419		
69N	\$ 1,458.43	2,647	192	81	1	67	23	1	427	152	976		
69W	\$ 18,280.06	27,559	842	495	157	1,050	193	92	4,110	1,009	9,931		
70	\$ 2,988.88	7,367	162	111	23	187	40	28	2,708	213	2,308		
71	\$ 54,367.43	75,432	1,762	1,058	376	3,447	424	302	11,176	3,302	24,796		
72	\$ 3,704.40	4,444	14	30	33	261	21	22	196	108	1,786		
74	\$ 3,163.42	3,378	16	50	13	221	10	11	123	15	1,016		
75	\$ 8,777.78	11,774	2,855	88	78	729	54	67	373	193	2,696		
76	\$ 868.76	957	5	9	8	82	5	13	8	11	362		
79	\$ 1,310.14	2,035	2	18	21	185	72	40	140	9	959		
88	\$ -	-	-	-	-	-	-	-	-	-	-		
91	\$ 3,277.57	5,395	115	133	45	92	13	20	1,038	323	1,910		
UC Supplemental	\$ 35.95	864	757	64	-	-	-	-	2	20	18		
Unknown	\$ 359.88	625	21	7	1	12	6	1	90	17	276		
TOTAL	\$ 193,428.19	376,637	91,304	15,387	1,776	11,359	1,805	1,221	28,890	13,715	113,044		

ROUTE	REVENUE	RIDERSHIP	VTA/SC Day Pass	17 CalTrain	S/D Day Pass	Riders	W/C	METRO	ECO Pass	Bike	Monthly Pass
17	\$ 40,685.67	20,901	48	69	108	1,550	28	5,409	133	1,358	10,142

RIDERSHIP	
UCSC Fall Frolic	562
County Fair	560
TOTAL	1,122

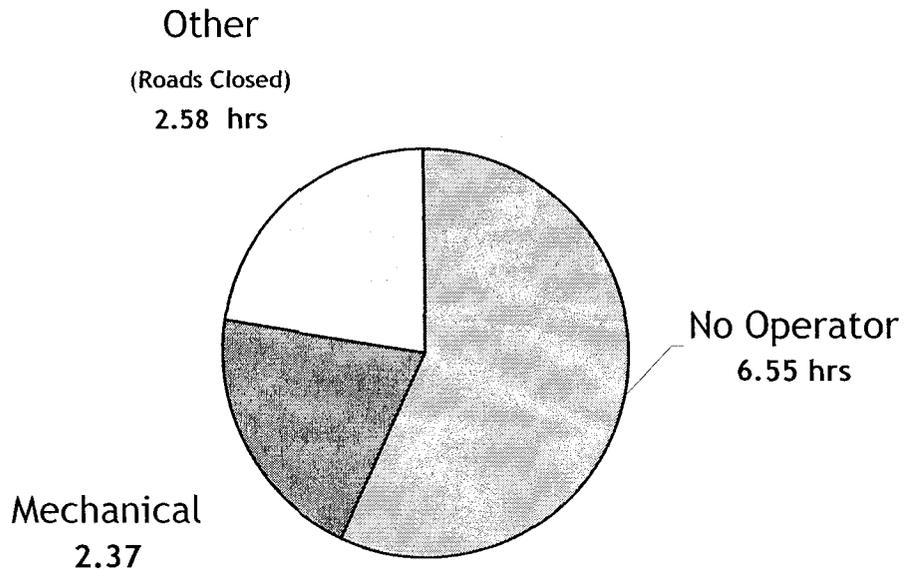
September Ridership	398,660
September Revenue	\$ 234,227.83

5-6.4

Dropped Service for FY 2009

	FY 2006/07		FY 2007/08		FY 2008/09	
	Dropped Hours	Dropped Miles	Dropped Hours	Dropped Miles	Dropped Hours	Dropped Miles
July	5.02	96.88	5.53	90.97	81.53	1482.81
August	15.02	276.46	4.93	110.45	1.13	23.95
September	11.30	160.72	9.00	191.05	11.50	194.51
October	37.52	540.19	9.52	122.24		
November	37.55	477.48	3.32	45.89		
December	6.08	143.84	18.97	241.87		
January	12.24	188.23	49.20	453.86		
February	13.07	188.23	53.53	717.31		
March	7.13	133.30	22.50	315.63		
April	4.85	43.67	40.75	586.55		
May	16.00	241.42	16.40	246.82		
June	62.19	802.29	52.05	882.35		
TOTAL	227.96	3,292.71	285.70	4,004.99	94.17	1,701.27

Dropped Service Breakdown for September 2008



5-6.5

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: November 21, 2008
TO: Board of Directors
FROM: Angela Aitken, Finance Manager
**SUBJECT: UNIVERSITY OF CALIFORNIA – SANTA CRUZ
SEPTEMBER 2008 SERVICE UPDATE**

I. RECOMMENDED ACTION

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

II. SUMMARY OF ISSUES

- UCSC Fall service began on September 22, 2008.
- There were seven (7) school-term days in September 2008 versus five (5) school-term days in September 2007; a 40% increase.
- Revenue received from UCSC for September 2008 was \$178,369 versus \$126,441 for September 2007; an increase of 41.1%.
- System wide UCSC trips for September 2008 increased by 34.5% versus September 2007.
- Total student trips for September 2008 increased by 39.9% versus September 2007.
- Total faculty/staff trips for September 2008 increased by 1.9% versus September 2007.
- Student trips per school-term day increased 16.0% versus 2007.
- Faculty-staff trips per weekday decreased by 3.1% versus 2007.

III. DISCUSSION

UCSC Fall service began on September 22, 2008 and will end on December 11, 2008. For the month of September, there were seven (7) school-term days this year as compared with 2007 when there were five (5) days.

Revenue increased a total of \$51,928 over 2007; a 41.1% increase. System wide UCSC ridership for all METRO routes was up 34.5% from September 2007. This includes a 39.9% increase in student trips and a 1.9% increase in staff/faculty trips over 2007. Although some of this increase is due to two (2) more school-term days this year than last, a look at student ridership per school-term day indicates a 16% increase over last year. Faculty-staff ridership per weekday decreased 3.1%; a trend that was prevalent in 2007.

5-7.1

IV. FINANCIAL CONSIDERATIONS.

NONE

V. ATTACHMENTS

- Attachment A: Total UCSC Ridership**
- Attachment B: UCSC Monthly Revenue**
- Attachment C: UCSC Ridership Chart**
- Attachment D: UCSC Student Billable Trips**
- Attachment E: UCSC Faculty/Staff Billable Trips**
- Attachment F: Annual UCSC Historical Ridership**

Total UCSC Ridership

FY 2009

FY 08 UCSC Ridership													
Year	July	August	September	October	November	December	January	February	March	April	May	June	Total
Student	32,666	37,753	93,856	326,808	244,940	110,576	237,057	254,874	193,683	274,851	254,275	117,383	2,178,722
Staff	15,702	16,980	15,412	19,072	15,761	11,376	15,846	17,292	16,410	18,506	17,981	14,902	195,240
Total	48,368	54,733	109,268	345,880	260,701	121,952	252,903	272,166	210,093	293,357	272,256	132,285	2,373,962
Percentage Difference Between This Year and Last Year													
Student	3.2%	4.8%	-40.3%	11.2%	5.4%	80.8%	-5.9%	10.3%	4.1%	9.8%	3.9%	-0.3%	4.0%
Staff	-12.1%	-20.1%	-15.9%	-1.1%	-5.2%	-2.9%	-7.9%	2.0%	-1.4%	7.9%	-3.6%	-0.8%	-5.5%
Total	-2.3%	-4.4%	-37.7%	10.4%	4.7%	67.4%	-6.0%	9.8%	3.7%	9.7%	3.4%	-0.3%	3.2%
FY 09 UCSC Ridership													
	July	August	September	October	November	December	January	February	March	April	May	June	Total
Student	37,662	40,419	131,263										209,344
Staff	13,266	15,026	15,698										43,990
Total	50,928	55,445	146,961	0	0	0	0	0	0	0	0	0	253,334
Percentage Difference Between This Year and Last Year													
Student	15.3%	7.1%	39.9%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-90.4%
Staff	-15.5%	-11.5%	1.9%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-77.5%
Total	5.3%	1.3%	34.5%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-89.3%
				Overall UC Trips		FY 2008	FY 2009						
				Student		164,275	209,344	27.4%					
				Staff		48,094	43,990	-8.5%					
				TOTAL		212,369	253,334	19.3%					

5-7. a1

Attachment A

UCSC Monthly Revenue

Date	Regular Student Bill	Regular Staff Bill	Night Owl Bill	Supplemental Bill	27x	TOTAL	Last Year	% Change	\$ Change
FY 08 UCSC Revenue									
						\$ 48,944.00	\$ 46,696.41	4.8%	\$ 2,247.59
Jul-07	\$ 33,024.00	\$ 15,920.00				\$ 55,280.33	\$ 54,014.10	2.3%	\$ 1,266.23
Aug-07	\$ 38,130.53	\$ 17,149.80				\$ 126,441.28	\$ 170,754.64	-26.0%	\$ (44,313.36)
Sep-07	\$ 101,639.55	\$ 16,690.11	\$ 2,433.63	\$ 4,176.42	\$ 1,501.57	\$ 373,239.85	\$ 314,022.57	18.9%	\$ 59,217.28
Oct-07	\$ 331,758.64	\$ 20,061.49	\$ 7,658.98	\$ 8,740.07	\$ 5,020.67	\$ 278,625.33	\$ 253,496.74	9.9%	\$ 25,128.59
Nov-07	\$ 247,552.14	\$ 16,527.66	\$ 6,321.47	\$ 3,205.48	\$ 5,018.58	\$ 144,450.71	\$ 76,128.86	89.7%	\$ 68,321.85
Dec-07	\$ 119,753.81	\$ 12,320.21	\$ 4,731.24	\$ 4,824.85	\$ 2,820.60	\$ 291,196.34	\$ 277,066.89	5.1%	\$ 14,129.45
Jan-08	\$ 256,740.31	\$ 17,162.30	\$ 10,939.02	\$ 2,683.50	\$ 3,671.21	\$ 316,841.16	\$ 256,817.50	23.4%	\$ 60,023.66
Feb-08	\$ 276,028.54	\$ 18,729.40	\$ 13,041.41	\$ 4,439.97	\$ 4,601.84	\$ 248,308.68	\$ 210,515.59	18.0%	\$ 37,793.09
Mar-08	\$ 209,758.69	\$ 17,772.03	\$ 8,550.08	\$ 7,601.47	\$ 4,626.41	\$ 344,270.47	\$ 272,972.83	26.1%	\$ 71,297.64
Apr-08	\$ 297,663.63	\$ 20,042.00	\$ 13,705.06	\$ 7,208.57	\$ 5,651.21	\$ 323,061.52	\$ 294,166.80	9.8%	\$ 28,894.72
May-08	\$ 275,379.83	\$ 19,473.42	\$ 12,965.34	\$ 9,079.77	\$ 6,163.16	\$ 155,257.04	\$ 148,913.76	4.3%	\$ 6,343.28
Jun-08	\$ 127,125.79	\$ 16,138.87	\$ 4,122.59	\$ 4,842.39	\$ 3,027.40	\$ 2,705,916.71	\$ 2,375,566.69	13.9%	\$ 330,350.02
FY 08 Totals	\$ 2,314,555.46	\$ 207,987.30	\$ 84,468.82	\$ 56,802.49	\$ 42,102.65				
FY 09 UCSC Revenue									
Jul-08	\$ 40,787.95	\$ 14,367.08	-	\$ 9,719.80	-	\$ 64,874.83	\$ 48,944.00	32.5%	\$ 15,930.83
Aug-08	\$ 43,773.78	\$ 16,273.16	-	\$ 10,973.81	-	\$ 71,020.75	\$ 55,280.33	28.5%	\$ 15,740.42
Sep-08	\$ 151,871.29	\$ 18,162.59	\$ 3,763.96	\$ 2,563.82	\$ 2,007.46	\$ 178,369.12	\$ 126,441.28	41.1%	\$ 51,927.84
Oct-08						\$ -			\$ -
Nov-08						\$ -			\$ -
Dec-08						\$ -			\$ -
Jan-09						\$ -			\$ -
Feb-09						\$ -			\$ -
Mar-09						\$ -			\$ -
Apr-09						\$ -			\$ -
May-09						\$ -			\$ -
Jun-09						\$ -			\$ -
FY 09 Totals	\$ 236,433.02	\$ 48,802.83	\$ 3,763.96	\$ 23,257.43	\$ 2,007.46	\$ 314,264.70	\$ 230,665.61	36.2%	\$ 83,599.09

5-7.61

Attachment B

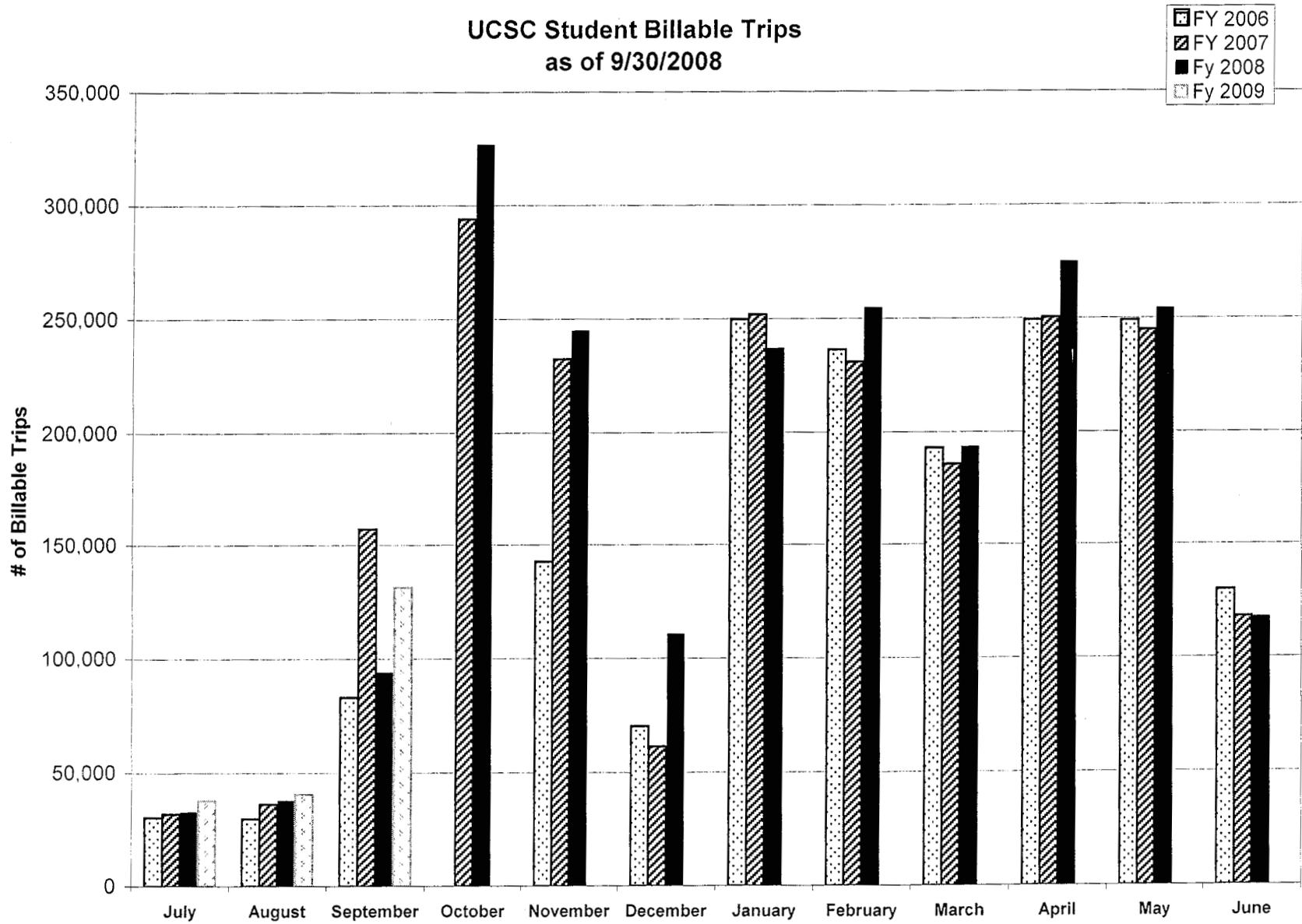
UCSC Ridership Chart

September 2008	Student Ridership			Faculty/ Staff Ridership			Average Student Ridership Per School Term Day			Average Faculty/Staff Ridership <i>Per Weekday</i>		
	FY 2008	FY 2007	%	FY 2008	FY 2007	%	FY 2008	FY 2007	%	FY 2008	FY 2007	%
Regular Service	125,724	90,083	39.6%	15,490	15,283	1.4%	13,405.4	11,529.4	16.3%	684.9	712.6	-3.9%
Supple- mental	2,124	757	180.6%	124	64	93.8%	303.4	151.4	100.4%	17.7	12.8	38.4%
Night Owl	1,812	1,987	-8.8%	5	18	-72.2%	81.3	201.0	-59.6%	0.4	2.4	-82.1%
27x	1,603	1,029	55.8%	79	47	68.1%	229.0	205.8	11.3%	11.3	9.4	20.1%
TOTAL	131,263	93,856	39.9%	15,698	15,412	1.9%	14,019.1	12,087.6	16.0%	714.3	737.2	-3.1%

5-7.c1

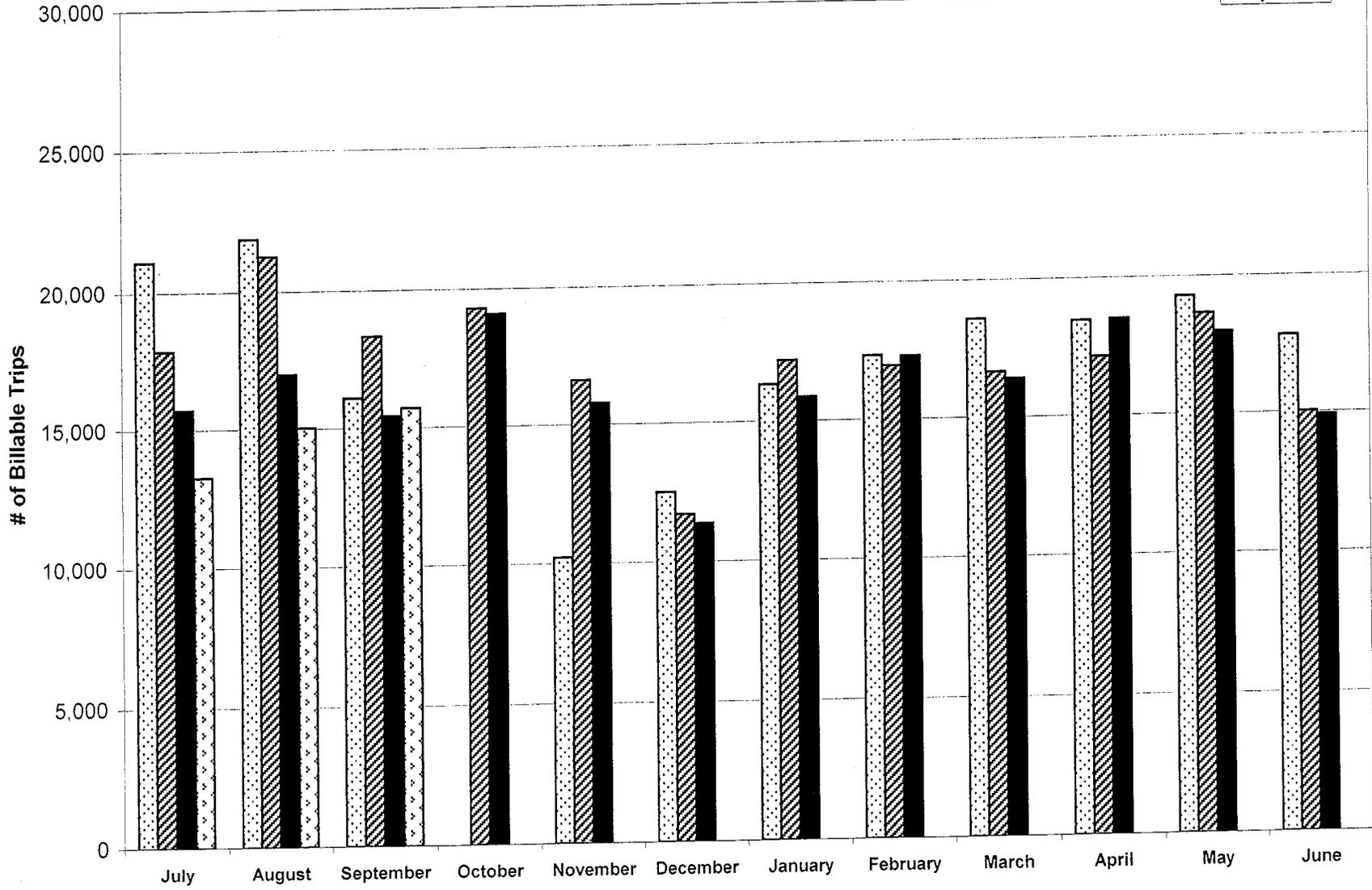
Attachment C

5-7.d1



UCSC Faculty/Staff Billable Trips
as of 9/30/2008

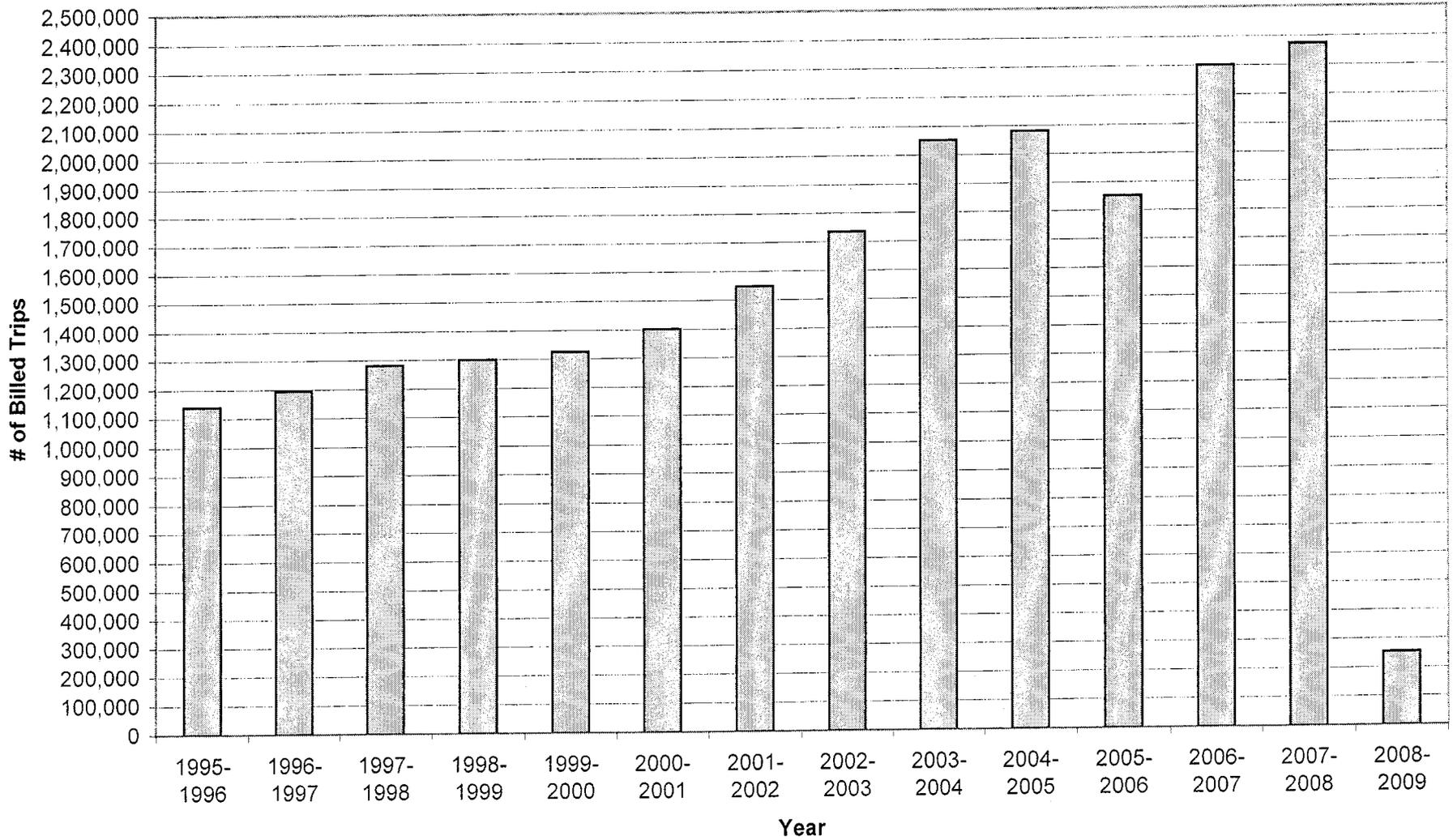
FY 2006
FY 2007
FY 2008
FY 2009



5-7.21

Attachment E

Annual UCSC Historical Ridership
as of 9/30/2008



5-7.41

Attachment E

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: November 21, 2008

TO: Board of Directors

FROM: Angela Aitken, Finance Manager

SUBJECT: AUTHORIZATION FOR DISPOSAL OF THIRTEEN (13) 1988 NEW FLYER BUSES AND ONE (1) LOT OF SUPPORT PARTS FOR THE ABOVE LISTED VEHICLES.

I. RECOMMENDED ACTION

Staff recommends that the Board of Directors declare as excess thirteen (13) 1988 New Flyer buses and one (1) lot of support parts for the above listed vehicles.

II. SUMMARY OF ISSUES

- In accordance with the District's policy on disposal of fixed assets and inventoriable items, at least once per year the Finance Manager shall recommend to the Board of Directors a list of items to be declared excess with appropriate action for disposal.
- The thirteen (13) 1988 buses have almost 1 million miles on them and are in poor condition.

III. DISCUSSION

The current market values of the buses are \$750 each. The parts for these buses have a market value of \$100. Upon the Board's declaration of the buses as excess, the District's Purchasing Office will proceed with disposal.

IV. FINANCIAL CONSIDERATIONS

None of the buses have any remaining book value. Any revenue generated from the sale of these items will be recorded as income in the current operating budget.

V. ATTACHMENTS

Attachment A: List of Assets Designated for Disposal as of November 21, 2008

5-8.1

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT EXCESS REVENUE VEHICLE LISTING								
Vehicle #	Manufacturer	LTD Miles	Year	VIN	License #	Model	Residual	Condition
							Value	
8077	NEW FLYER	825098	1988	3JU013219	E-431948	D35	\$750	POOR
8078	NEW FLYER	852978	1988	XJU013220	E-484800	D35	\$750	POOR
8079	NEW FLYER	814430	1988	1JU013221	E-484799	D35	\$750	POOR
8080	NEW FLYER	770576	1988	3JU013222	E-484798	D35	\$750	POOR
8081	NEW FLYER	653042	1988	5JU013223	E-484797	D35	\$750	POOR
8082	NEW FLYER	726902	1988	7JU013224	E-484796	D35	\$750	POOR
8083	NEW FLYER	739878	1988	9JU013225	E-484795	D35	\$750	POOR
8084	NEW FLYER	761546	1988	0JU013226	E-484794	D35	\$750	POOR
8085	NEW FLYER	746181	1988	2JU013227	E-484793	D35	\$750	POOR
8090	NEW FLYER	876485	1988	6JU013232	E-484789	D35	\$750	POOR
8091	NEW FLYER	867126	1988	8JU013233	E-484788	D35	\$750	POOR
8092	NEW FLYER	817858	1988	XJU013234	E-484787	D35	\$750	POOR
8095	NEW FLYER	896558	1988	5JU013237	E-484784	D35	\$750	POOR
	Miscellaneous Parts						\$100	

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: November 21, 2008

TO: Board of Directors

FROM: Angela Aitken, Finance Manager
Ciro Aguirre, Manager of Operations

SUBJECT: CONSIDERATION OF CONTRACT EXTENSION WITH PAT PIRAS CONSULTING FOR REVIEW OF THE ADA PARATRANSIT ELIGIBILITY PROCESS

I. RECOMMENDED ACTION

It is recommended that the Board of Directors authorize the General Manager to execute an amendment to the contract with Pat Piras Consulting to extend the contract for review of the ADA Paratransit eligibility process through February 28, 2009.

II. SUMMARY OF ISSUES

- METRO entered into a contract with Pat Piras Consulting for review of the ADA paratransit eligibility process on May 5, 2008.
- This contract will expire on November 30, 2008.
- METRO is planning to purchase the Trapeze CERT module and contractor has offered to provide new template forms necessary for the eligibility process.
- Staff recommends that the Board of Directors authorize the General Manager to execute an amendment to the contract with Pat Piras Consulting for review of ADA paratransit eligibility process to extend the term of the contract to March 31, 2009. This will be a time extension only and there will be no additional contract compensation.

III. DISCUSSION

METRO entered into a contract with Pat Piras Consulting for review of the ADA paratransit eligibility process on May 5, 2008. Contract was to expire on November 30, 2008. METRO is planning to purchase the Trapeze CERT module which is used in the eligibility certification process. The contractor has recommended extending the contract term in order to provide new template forms necessary for the eligibility process and to provide assistance in the implementation process.

Staff recommends that the Board of Directors authorize the General Manager to execute an amendment to the contract with Pat Piras Consulting for review of the ADA paratransit

5-9.1

eligibility process to extend the term of the contract to March 31, 2009. This will be a time extension only and there will be no additional contract compensation.

IV. FINANCIAL CONSIDERATIONS

No financial implications from this action.

V. ATTACHMENTS

Attachment A: Contract Amendment

5-9.2

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
SECOND AMENDMENT TO CONTRACT NO. 08-22
FOR REVIEW OF ADA PARATRANSIT ELIGIBILITY PROCESS**

This Second Amendment to Contract No. 08-22 for review of ADA paratransit eligibility process is made effective December 1, 2008 between the Santa Cruz Metropolitan Transit District, a political subdivision of the State of California ("METRO") and Pat Piras Consulting ("Contractor").

I. RECITALS

- 1.1 METRO and Contractor entered into a Contract for Review of ADA paratransit eligibility process ("Contract") on May 5, 2008.
- 1.2 On July 25, 2008, METRO extended the contract term to November 30, 2008.
- 1.3 The Contract allows for the extension upon mutual written consent.

Therefore, METRO and Contractor amend the Contract as follows:

II. TERM

- 2.1 Article 4.01 is amended to include the following language:

This Contract shall continue through March 31, 2009. 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 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 _____

METRO
SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

Leslie R. White
General Manager

CONTRACTOR
PAT PIRAS CONSULTING

By _____
Patrisha Piras
Principal/Director

Approved as to Form:

Margaret R. Gallagher
District Counsel

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: November 21, 2008
TO: Board of Directors
FROM: Robyn Slater, 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 Board Chair 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, they will be invited to attend the Board meetings to receive their awards.

IV. FINANCIAL CONSIDERATIONS

None.

V. ATTACHMENTS

Attachment A: Employee Recognition List

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
EMPLOYEE RECOGNITION**

TEN YEARS

None

FIFTEEN YEARS

None

TWENTY YEARS

Roberto Ojeda, Fleet Maintenance Mechanic II

TWENTY-FIVE YEARS

None

THIRTY YEARS

None

6.01

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

STAFF REPORT

DATE: November 21, 2008

TO: Board of Directors

FROM: Margaret Gallagher, District Counsel

SUBJECT: PUBLIC HEARING TO DISCUSS PROPOSED CHANGES TO SANTA CRUZ METRO'S CONFLICT OF INTEREST CODE AND ANY PUBLIC COMMENTS SUBMITTED TO DATE

I. RECOMMENDED ACTION

Discuss proposed amendments to METRO's Conflict of Interest Code, and any public comments submitted to date. The 45-day comment period began October 28, 2008 and will conclude December 11, 2008.

II. SUMMARY OF ISSUES

- Every agency, including all local government agencies and special districts are required by Government Code §87300 to adopt and promulgate a Conflict of Interest Code
- The Conflict of Interest Code must be reviewed every two years and amended when circumstances change, such as when new positions are created or duties of existing positions change.
- In December, 2006 the Board decided that METRO's Conflict of Interest Code be consolidated into one document and that it be updated and amended to include all appropriate designated positions.
- At this time, an Amendment is required as there are new positions, or titles to positions have changed. Additionally, consultants need to be designated, in order to ensure compliance.
- On September 26, 2008, the Board issued a Notice of Intention to Amend Santa Cruz METRO's Conflict of Interest Code, approved the 2008 Local Agency Biennial Notice and issued a 45-day comment period to begin October 28, 2008 and conclude on December 11, 2008.

III. DISCUSSION

The Political Reform Act (the PRA) controls conflicts of interests of public officials through disclosure of financial interests and prohibitions on participation in the making of decisions in which the official knows or has reasons to know he or she has a financial interest. The PRA's standards are found in California Government Code Sections 81000 et seq. The Fair Political Practices Commission (FPPC) has also adopted regulations implementing the PRA, see Title 2 of the California Code of Regulations Section 18109 et. seq., and issues formal opinions and advice

letters on the application of the PRA to particular situations. The FPPC maintains a website at www.fppc.ca.gov which contains the PRA regulations, opinions and advice letter summaries.

In accordance with the PRA, all government agencies must adopt and promulgate a Conflict of Interest Code. This code must be reviewed every two years and amended when circumstances change, such as when new positions are created or duties of existing positions change. The code must be consistent with the minimum requirements of the PRA. Such Conflict of Interest Code has the force of law and any violation of the Conflict of Interest Code by a designated employee is deemed a violation of Government Code §87300, et seq.

Designated officials, employees, members and consultants are required to file Statements of Economic Interests (Form 700) with the METRO. A Statement of Economic Interest must be filed upon assuming office, or a designated position, annually while holding office or a designated position, and upon leaving office or a designated position. The statement, must disclose the interests of the filer and of his or her immediate family, which includes the filer's spouse and dependent children. The Statements, depending on the designated disclosure category, must disclose specified types of investments, interests in real property and businesses, income, gifts and loans. Moreover, these statements must include the acquisition and disposition dates of investments in real property covered by the period of the statement.

The California Attorney General, the FPPC and local district attorneys are empowered to enforce the Political Reform Act through criminal sanctions, civil liability and civil penalties. Although the penalties for violations of various provisions of the PRA vary, civil penalties are generally based upon the amount of money or value of a gift or contribution not reported. Penalties can be as high as \$10,000 or three times the amount not reported, whichever is greater. Because good faith is relevant in determining criminal and civil liability, it is particularly important that affected individuals seek advice from the District's Counsel and/or the FPPC whenever a potential issue arises. However, only a formal written advice letter from the FPPC will confer immunity from liability under the PRA.

In December of 2006, METRO's Conflict of Interest Code was consolidated its policy from various formats and codes into one Conflict of Interest Code, ensuring that all California state law requirements are met with regard to designated positions and disclosure categories.

The Political Reform Act requires every local government agency to review its conflict of interest code biennially. Not later than October 1 of each even-numbered year, each agency must submit to the County Board of Supervisors a notice indicating whether or not an amendment is necessary.

At this time, an Amendment is necessary to METRO's Conflict of Interest Code, as there are new positions, including consultants that must be designated, as well as revisions of certain titles of existing positions. The required amendments are self-explanatory and are shown in Attachment A via bolding and cross-outs.

The 45-day comment period ends on December 11, 2008. The purpose of this public hearing is to discuss the proposed amendments to the Code and consider any public comments submitted to date.

IV. FINANCIAL CONSIDERATIONS

None

V. ATTACHMENTS

- Attachment A: Current Regulation—METRO’s Conflict of Interest Code (showing language to be added and deleted)
- Attachment B: 2008 Local Agency Biennial Notice
- Attachment C: Notice of Intention to Modify Santa Cruz METRO’s Conflict of Interest Code

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

Attachment **A**

Regulation Number: AR-1025

Computer Title: conflict.int

Effective Date: December 15, 2006

Pages: 4

TITLE: CONFLICT OF INTEREST CODE FOR DESIGNATED OFFICIALS, EMPLOYEES, MEMBERS AND CONSULTANTS

Procedure History

NEW POLICY	SUMMARY OF POLICY	APPROVED
12-15-06	Consolidation of Policies and requirements into regulation format and specific use of required language, including designated positions including Senior Account Technician, and disclosure categories.	M.R.
<u>11-21-08</u>	<u>Amending list of designated positions in Appendix A</u>	

I. POLICY

- 1.01 The Political Reform Act, Government Code Section 81000, *et seq.*, requires state and local government agencies to adopt and promulgate Conflict of Interest Codes. The Fair Political Practices Commission (FPPC) has adopted a regulation, Article 2 of the California Code of Regulations Section 18730, which contains the terms of a standard conflict of interest code. The terms of Article 2 of the California Code of Regulations Section 18730 and any amendments to it duly adopted by the Fair Political Practices Commission (FPPC) are hereby incorporated by reference and, all officials, employees, members and consultants designated herein and disclosure categories set forth herein, constitute the Conflict of Interest Code of the Santa Cruz Metropolitan Transit District (METRO).
- 1.02 Designated Officials, Employees, Members and Consultants shall file Statements of Economic Interests (Form 700) with the METRO at its Administrative Offices located at 370 Encinal Street, Suite 100, Santa Cruz, California 95060 on forms prescribed by the FPPC and supplied by the METRO at the times specified in Title 2 of the California Code of Regulations, Section 18730. Such forms can be obtained from METRO's Administrative Services Coordinator.
- 1.03 METRO will retain the completed Form 700s prepared by all designated officials, employees, members and consultants. METRO will make the For 700s available for public inspection and reproduction upon request.

- 1.04 Designated Officials, Employees, Members and Consultants violating any provision of this regulation are subject to the administrative, criminal and civil sanctions provided in the Political Reform Act, Government Code Sections 81000-91014. Additionally, any violation may subject a METRO employee to disciplinary action up to and including employment termination.

II. DESIGNATED POSITIONS

- 2.01 The persons holding positions listed in Appendix A are designated Officials, Employees, Members or Consultants for purposes of METRO's Conflict of Interest Code. It has been determined that these persons through their METRO employment position or their status as a METRO Official, Member or Consultant make or participate in the making of governmental decisions which may foreseeably have a material effect on economic or financial interests of their own or others.
- 2.02 METRO Officials, Employees and Members listed in Appendix A shall complete their Form 700s pursuant to the Disclosure Category set forth in Appendix A.
- 2.03 Consultants listed in Appendix A shall disclose pursuant to the broadest disclosure category (Category 1) unless METRO's General Manager determines in writing that a particular Consultant, although holding a "designated position," is hired to perform a range of duties that is limited in scope and thus is not required to comply fully with the disclosure requirements described in this section. Such determination shall include a description of the consultant's duties and, based upon that description, a statement of the extent of disclosure requirements. The General Manager's determination is a public record and shall be retained for public inspection in the same manner and location as this Conflict of Interest Code.
- 2.04 An individual holding one of the positions listed in Appendix A may contact the Fair Political Practices Commission for assistance or written advice regarding their filing obligations if he/she believes that their position has been categorized incorrectly. The Fair Political Practices Commission makes the final determination whether a position is covered by Government Code Section 87200 and as a result the individual holding such position is required to complete a Statement of Economic Interest (Form 700).

III. DISCLOSURE CATEGORIES (Form 700):

- 3.01 **Disclosure Categories are the following:**

Full Disclosure-Category 1:

All interests in real property located within the jurisdiction, as well as investments, business positions and sources of income, including gifts, loans and travel payments.

Full Disclosure (excluding interest in real property)-Category 2:

All investments, business positions in business entities, and sources of income, including gifts, loans and travel payments.

Interests in Real Property-Category 3

All interests in real property located in the jurisdiction.

General Contracting Categories-Category 4

- a) All investments, business positions and income, including gifts, loans and travel payments, from sources that provide leased facilities, goods, equipment, vehicles, machinery or services, including training or consulting services, of the type utilized by the METRO.
- b) All investments, business positions and income, including gifts, loans and travel payments, from sources that provide leased facilities, goods, equipment, vehicles, machinery or services, including training or consulting services, of the type utilized by the employee's department or area of authority.

Grant/Service Providers/Agencies that Oversee Programs-Category 5

- a) A designated employee in this category must report all investments, business positions and income, including gifts, loans and travel payments, or income from a nonprofit organization, if the source is of the type to receive grants or other monies from or through the METRO.
- b) All investments, business positions and income, including gifts, loans and travel payments, or income from a nonprofit organization, if the source is of the type to offer or provide consulting, rehabilitative or educational services concerning the prevention, treatment or rehabilitation of persons suffering from (alcohol related problems/drug abuse).

IV. DISQUALIFICATION

- 4.01 No designated individual shall make, participate in making, or in any way attempt to use his or her official position to influence the making of any governmental decision which he or she knows or has reason to know will have a reasonably foreseeable material financial effect, distinguishable from its effect on the public generally, on the official or a member of his or her immediate family in violation of 2 Cal. Code of Regs. Section 18730.
- 4.02 No designated employee shall be prevented from making or participating in making of any decision to the extent his or her participation is legally required for the decision to be made. The fact that the vote of a designated employee who is on a voting body is needed to break a tie does not make his or her participation legally required for purposes of this section.

Appendix A

Position	Assigned Disclosure Category
METRO Directors	Category 1
General Manager	Category 1
District Counsel	Category 1
Assistant General Manager	Category 1
Maintenance Manager	Category 1
Finance Manager	Category 1
Assistant Finance Manager	Category 1
Project Manager	Category 1
Purchasing Agent	Category 4a
Senior Account Technician <u>(Purchasing Department Only)</u>	Category 4a
Harris & Associates, Inc., Consultants	Category 1
Tom Dean, Consultant <u>Designated Consultants Who meet the Requirements Herein</u>	Category 1
Human Resources Manager	Category 4b
Assistant Human Resources Manager	Category 4b
Information Technology Manager	Category 4b
Senior Database Administrator	Category 4b
Paratransit Administrator <u>Superintendent</u>	Category 4b
<u>Assistant Paratransit Superintendent</u>	Category 4b

7.a4

Operations Manager	Category 4b
<u>Base-Fixed Route Superintendent</u>	Category 4b
<u>Facilities Maintenance Supervisor</u>	<u>Category 4b</u>

2008 Local Agency Biennial Notice

Name of Agency: Santa Cruz Metropolitan Transit District
 Mailing Address: 370 Encinal Street, Suite 100, Santa Cruz, CA 95060
 Contact Person: Margaret Gallagher Office Phone No. (831) 426-6080
 E-mail: mgallagher@scmtd.com Fax No: (831) 469-3658

This agency has reviewed its conflict-of-interest code and has determined that:

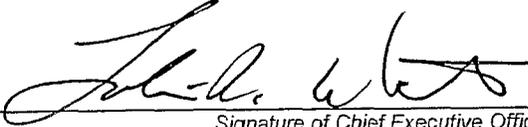
An amendment is required. The following amendments are necessary:
 (Check all that apply.)

- Include new positions (including consultants) that must be designated.
- Delete positions that manage public investments from the list of designated positions.
- Revise disclosure categories.
- Revise the titles of existing positions.
- Delete titles of positions that have been abolished.
- Other (describe) Eliminate specific consultants and add general "consultant category"

Code is currently under review by the code reviewing body.

No amendment is required.

The agency's code accurately designates all positions that make or participate in the making of governmental decisions; the disclosure categories assigned to those positions accurately require the disclosure of all investments, business positions, interests in real property, and sources of income that may foreseeably be affected materially by the decisions made by those holding the designated positions; and the code includes all other provisions required by Government Code Section 87302.


 Signature of Chief Executive Officer

9-29-08
 Date

Complete this notice regardless of how recently your code was approved or amended.
 Please return this notice no later than October 1, 2008 to:

Crystal Bertheau
 Santa Cruz County Clerk/Elections Department
 701 Ocean St., Room 210
 Santa Cruz, CA 95066

PLEASE DO NOT RETURN THIS FORM TO THE FPPC

Fair Political Practices Commission
 428 J Street, Suite 620, Sacramento, CA 95833
 For Technical Assistance: (866) ASK-FPPC

7.61

Santa Cruz Metropolitan Transit District
NOTICE OF INTENTION TO ADOPT OR AMEND A
CONFLICT-OF-INTEREST CODE

NOTICE IS HEREBY GIVEN that the Santa Cruz Metropolitan Transit District (METRO) intends to adopt or amend a conflict-of-interest code pursuant to Government Code Section 87300 and 87306. Pursuant to Government Code Section 87302, the code will designate employees who must disclose certain investments, income, interests in real property and business positions, and who must disqualify themselves from making or participating in the making of governmental decisions affecting those interests.

A written comment period has been established commencing on October 28, 2008 and terminating on December 11, 2008. Any interested person may present written comments concerning the proposed code no later than December 11, 2008 to METRO, 370 Encinal Street, Suite 100, Santa Cruz, CA 95060. A public hearing on this matter will be held on November 21, 2008. METRO's Board of Directors will review all public comments and consider whether to implement the amendments on December 12, 2008. METRO has prepared a written explanation of the reasons for the designations and the disclosure responsibilities and has available all of the information upon which its proposal is based.

METRO is amending its Conflict of Interest Code as there are new positions, including consultants that must be designated, as well as revisions to certain job titles of existing positions as follows:

1. The title of the existing Senior Accounting Technician is not being changed, however, because there are currently two Senior Accounting Technician positions, one in the Finance Department and one in the Purchasing Department, only the Senior Accounting Technician position in the Purchasing Department is designated as this position involves purchases of items by METRO.
2. Harris and Associates, Inc., Consultants are being deleted from the list of positions.

3. Tom Dean, Consultant, is being deleted from the list but “Designated Consultants who meet the requirements herein” is being added to the list to ensure that all designated consultants are included.
4. The title of “Paratransit Administrator” was re-titled “Paratransit Superintendent,” so the list was modified to reflect the new title.
5. The title of “Paratransit Superintendent” was re-titled “Assistant Paratransit Superintendent,” so the list was modified to reflect the new title.
6. The title of “Base Superintendent” was re-titled “Fixed Route Superintendent,” so the list was modified to reflect the new title.
7. The Facilities Maintenance Supervisor is being added to the list of positions that are designated in category 4b.

Copies of the proposed code and all of the information upon which it is based may be obtained from METRO, 370 Encinal Street, Suite 100, Santa Cruz, CA 95060. Any inquiries concerning the proposed code should be directed to Margaret Gallagher, at 831-426-6080, ext. 121.

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: October 24th, 2008
TO: Board of Directors
FROM: April Warnock, Paratransit Superintendent
SUBJECT: METRO PARACRUZ OPERATIONS STATUS REPORT

I. RECOMMENDED ACTION

This report is for information only - no action requested

II. SUMMARY OF ISSUES

- METRO ParaCruz is the federally mandated ADA complementary paratransit program of the Transit District, providing shared ride, door-to-door demand-response transportation to customers certified as having disabilities that prevent them from independently using the fixed route bus.
- METRO assumed direct operation of paratransit services November 1, 2004.
- At the September 26, 2008 METRO Board of Directors meeting, Staff was requested to provide additional information on the ParaCruz five-minute wait procedure.
- Operating Statistics and customer feedback information reported are for the month of July 2008.
- ParaCruz Performance Goals are reflected in the Comparative Statistics Table in order to better compare actual performance.
- A breakdown of pick-up times beyond the ready window is included.

III. DISCUSSION

METRO ParaCruz is the federally mandated ADA complementary paratransit program of the Transit District, providing shared ride, door-to-door demand-response transportation to customers certified as having disabilities that prevent them from independently using the fixed route bus.

METRO began direct operation of ADA paratransit service (METRO ParaCruz) beginning November 1, 2004. This service had been delivered under contract since 1992.

In the ParaCruz Customer Guide, the five-minute wait is defined as:

“A period of five minutes, beginning when the driver arrives at the specified pick up location, during which the driver will wait for the customer before departing. The vehicle may arrive at any time during the Ready Window for a particular trip; the driver will wait for the customer for up to five minutes after that time before leaving to pick up the next customer. The customer will be charged with a “no show” if the customer is not at the vehicle and ready to board by the end of the driver wait time.”

The five-minute wait was incorporated into the ParaCruz Operating procedures in order to maximize service delivery, maintain on-time performance, and reduce cost. Operationally, the five-minute wait is started once contact with the customer or a representative, if possible, is established.

Currently, with the customer’s first ride of the day from origin, if contact is made and the customer is not ready to board, the operator initiates the five-minute wait. If at the end of the five minutes the customer has not presented his or herself, the driver will notify dispatch of customer’s status then will leave and proceed to next ride on their manifest, after the dispatcher has acknowledged the driver’s call.

When contact is established for a pick-up from a customer’s destination (not the first ride of the day) and the customer is not ready to go, the driver notifies dispatch. Dispatch attempts to call the customer to determine how much more time the customer will need at that location. Dependent on how busy the daily operation is and the location of the ride, the dispatcher may reschedule the customer’s ride to a time when the customer believes he or she will be ready, or may have the driver stand by near the location for the customer to finish.

When the driver arrives and cannot establish contact with the customer or a representative, the driver radios dispatch, and dispatch will attempt to make contact with the customer or a representative by telephone. If dispatch is successful in making contact, they in turn contact the driver and instruct them to start the five-minute wait at that time.

When the driver arrives and notifies the customer or a representative of their arrival, the driver radios dispatch, and the five-minute wait is started. The driver calls in at the end of the five-minute wait if the customer is not ready to go, and dispatch will instruct the driver to leave and continue with the next ride on their manifest.

When the driver arrives and cannot establish contact with the customer or a representative, the driver radios dispatch, and dispatch will attempt to make contact with the customer or a representative by telephone. If dispatch is successful in making contact, they in turn contact the driver and instruct them to start the five-minute wait at that time.

In the referenced instances above, the “five-minute” wait exceeds an actual period of five-minute time by several minutes.

8.2

ParaCruz will reschedule a return pick-up twice, but no more than that, since rescheduled rides are predicated on the customer contacting the office with the needed pick-up time. At the time a customer contacts ParaCruz after missing the first rescheduled ride, they are informed that the second rescheduled ride will be the last ride sent to them by ParaCruz. If they are not ready to go, the customer is advised that they will need to find their own way home. Taxi referrals are provided

There has been discussion regarding ParaCruz on-time performance. It was noted that most statistical data continues to show improvement, the reported percentage of pick ups performed within the “ready window” has remained relatively consistent, hovering at roughly 90%. Staff was requested to provide a break down reflecting pick-ups beyond the “ready window”.

The table below displays the percentage of pick-ups within the “ready window” and a breakdown in 5-minute increments for pick-ups beyond the “ready window”.

	July 2007	July 2008
Total pick ups	6826	7849
Percent in “ready window”	93.96%	93.22%
1 to 5 minutes late	2.46%	.94%
6 to 10 minutes late	1.35%	.51%
11 to 15 minutes late	1.03%	.33%
16 to 20 minutes late	.51%	.13%
21 to 25 minutes late	.35%	.17%
26 to 30 minutes late	.13%	.06%
31 to 35 minutes late	.09%	.03%
36 to 40 minutes late	.10%	.03%
41 or more minutes late (excessively late/missed trips)	.07%	.05%
Total beyond “ready window”	6.04%	6.78%

During the month of July 2008, ParaCruz received eight (8) Service complaints. Two (2) valid service complaints were related to late pick-ups. Three (3) complaints were not valid. Three (3) complaints were un-verifiable.

As a way to monitor performance for selected items, two new columns have been added to the Comparative Operating Statistics Table. They are titled, respectively, ‘Performance ‘ and ‘Performance Goals’. These new columns identify what the average is for the unpredictable factors, and performance goals that we have established for reported items where performance is a critical indicator to ParaCruz’ efficiency.

Comparative Operating Statistics This Fiscal Year, Last Fiscal Year through July.

	July 07	July 08	Fiscal 07-08	Fiscal 08-09	Performance Averages	Performance Goals
Requested	7163	8312	7163	8312	7814	
Performed	6826	7849	6826	7849	7200	
Cancels	15.61%	16.55%	15.61%	16.55%	17.31%	
No Shows	2.22%	3.46%	2.22%	3.46%	2.50%	Less than 3%
Total miles	45120	51320	45120	51320	47,164	
Av trip miles	5.20	4.89	5.20	4.89	5.03	
Within ready window	93.96%	93.22%	93.96%	93.22%	94.20%	92.00% or better
Excessively late/missed trips	5	4	5	4	3	Zero (0)
Call center volume	5868	Not Avail	5868	Not Avail	6112	
Call average seconds to answer	30	28	30	29	29 seconds	Less than 2 minutes
Hold times less than 2 minutes	95%	Not Avail	95%	Not Avail	96.1%	Greater than 90%
Distinct riders	746	829	746	829	773	
Most frequent rider	46 rides	87 rides	46 rides	87 rides	52 rides	
Shared rides	63.4%	64.9%	63.4%	64.9%	60%	Greater than 50%
Passengers per rev hour	2.32	2.09	2.32	2.09	2.31	Greater than 1.6 passengers/hour
Rides by supplemental providers	22.78%	4.17%	22.78%	4.17%	12.53%	No more than 25%
Vendor cost per ride	\$23.22	\$19.84	\$23.22	\$19.84	\$21.99	
ParaCruz driver cost per ride (estimated)	\$24.17	\$20.97	\$24.17	\$20.97	\$24.54	
Rides < 10 miles	83.16%	70.06%	83.16%	70.06%	75.42%	
Rides > 10	16.84%	29.94%	16.84%	29.94%	24.58%	

8.4

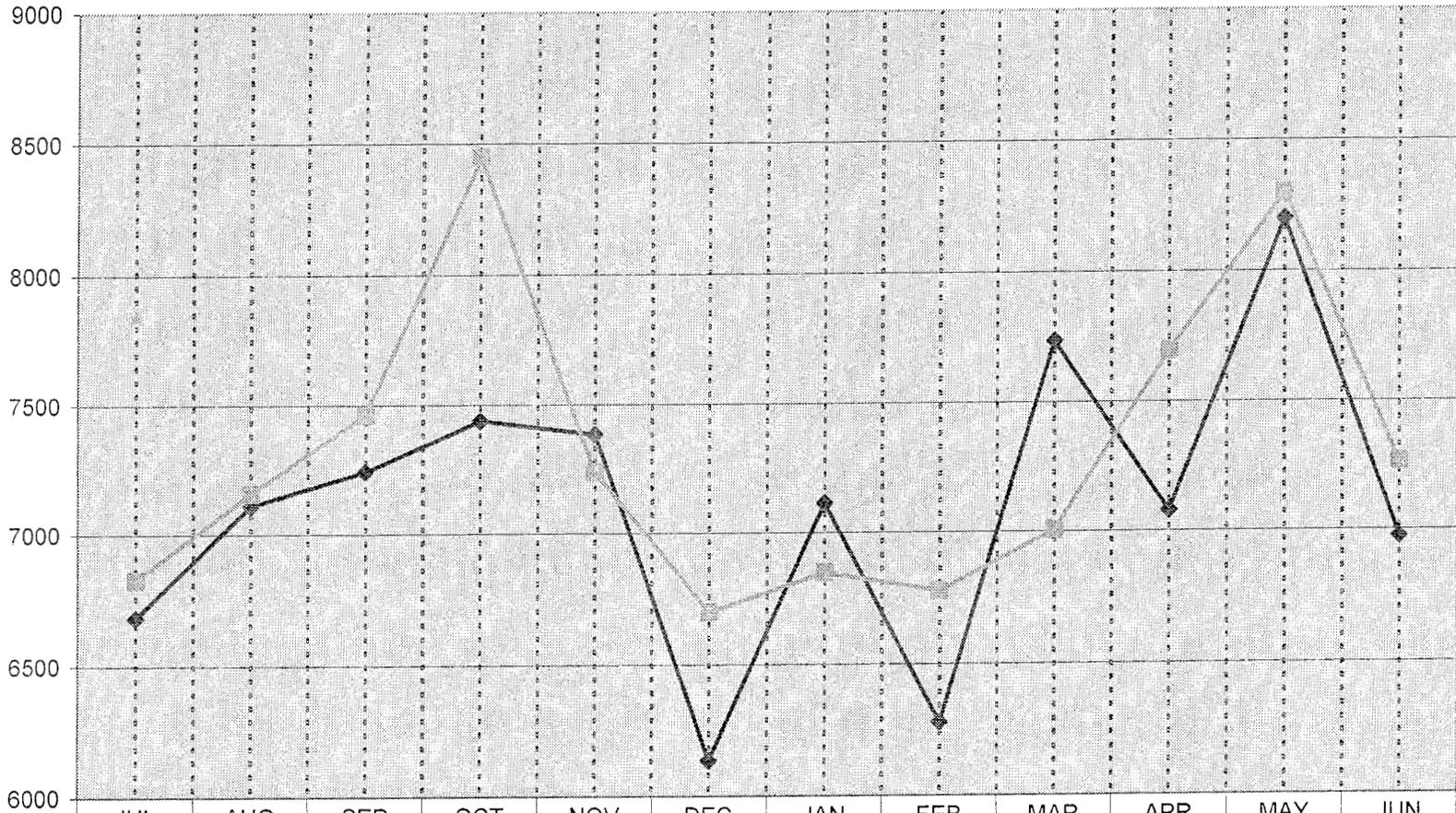
IV. FINANCIAL CONSIDERATIONS

NONE

V. ATTACHMENTS

- Attachment A:** Number of Rides Comparison Chart
- Attachment B:** Shared vs. Total Rides Chart
- Attachment C:** Mileage Comparison Chart
- Attachment D:** Year To Date Mileage Chart
- Attachment E:** Daily Drivers vs. Subcontractor Chart

NUMBER OF RIDES COMPARISON

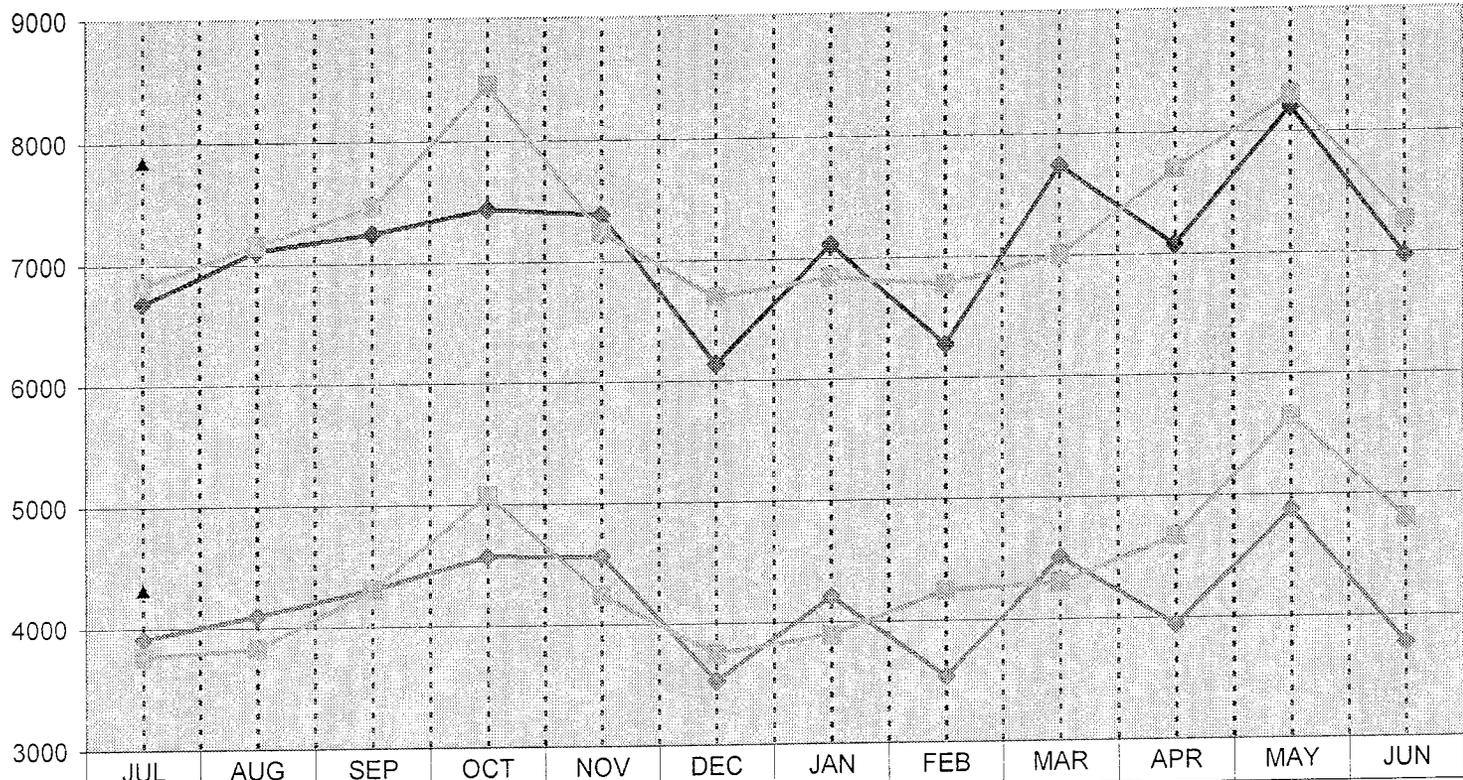


	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
◆ FY 06-07	6683	7110	7241	7437	7384	6136	7113	6277	7735	7077	8199	6975
■ FY 07-08	6826	7157	7462	8447	7237	6699	6847	6777	7005	7695	8299	7262
▲ FY 08-09	7849											

8.a1

Attachment A

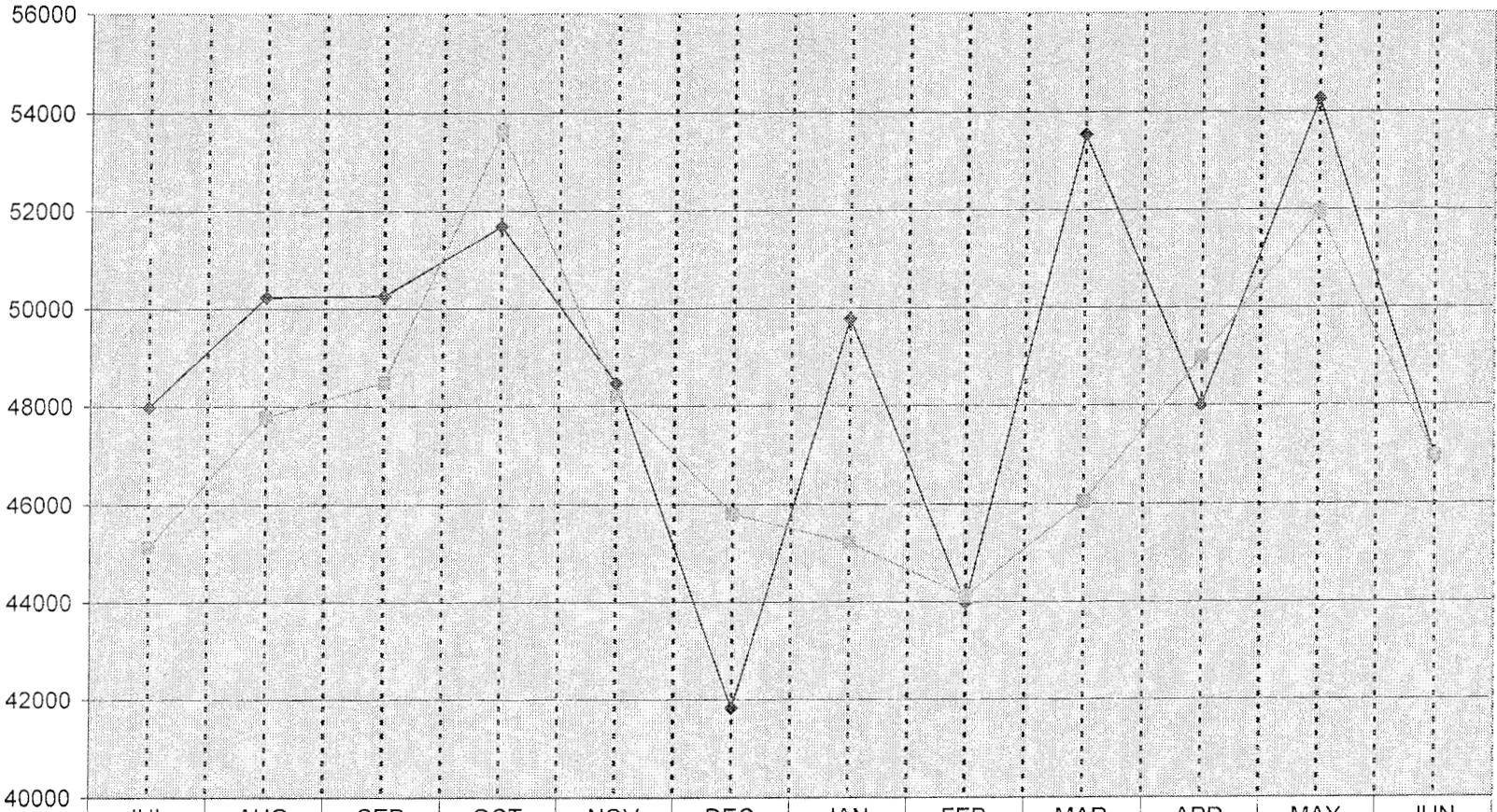
SHARED vs. TOTAL RIDES



	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
TOTAL FY 06-07	6683	7110	7241	7437	7384	6136	7113	6277	7735	7077	8199	6975
RIDES FY 07-08	6826	7157	7462	8447	7237	6699	6847	6777	7005	7695	8299	7262
RIDES FY 08-09	7849											
SHARED FY 06-07	3908	4095	4305	4567	4563	3524	4207	3537	4504	3939	4878	3769
RIDES FY 07-08	3762	3823	4305	5077	4240	3745	3890	4242	4296	4668	5645	4803
RIDES FY 08-09	4326											

8.61

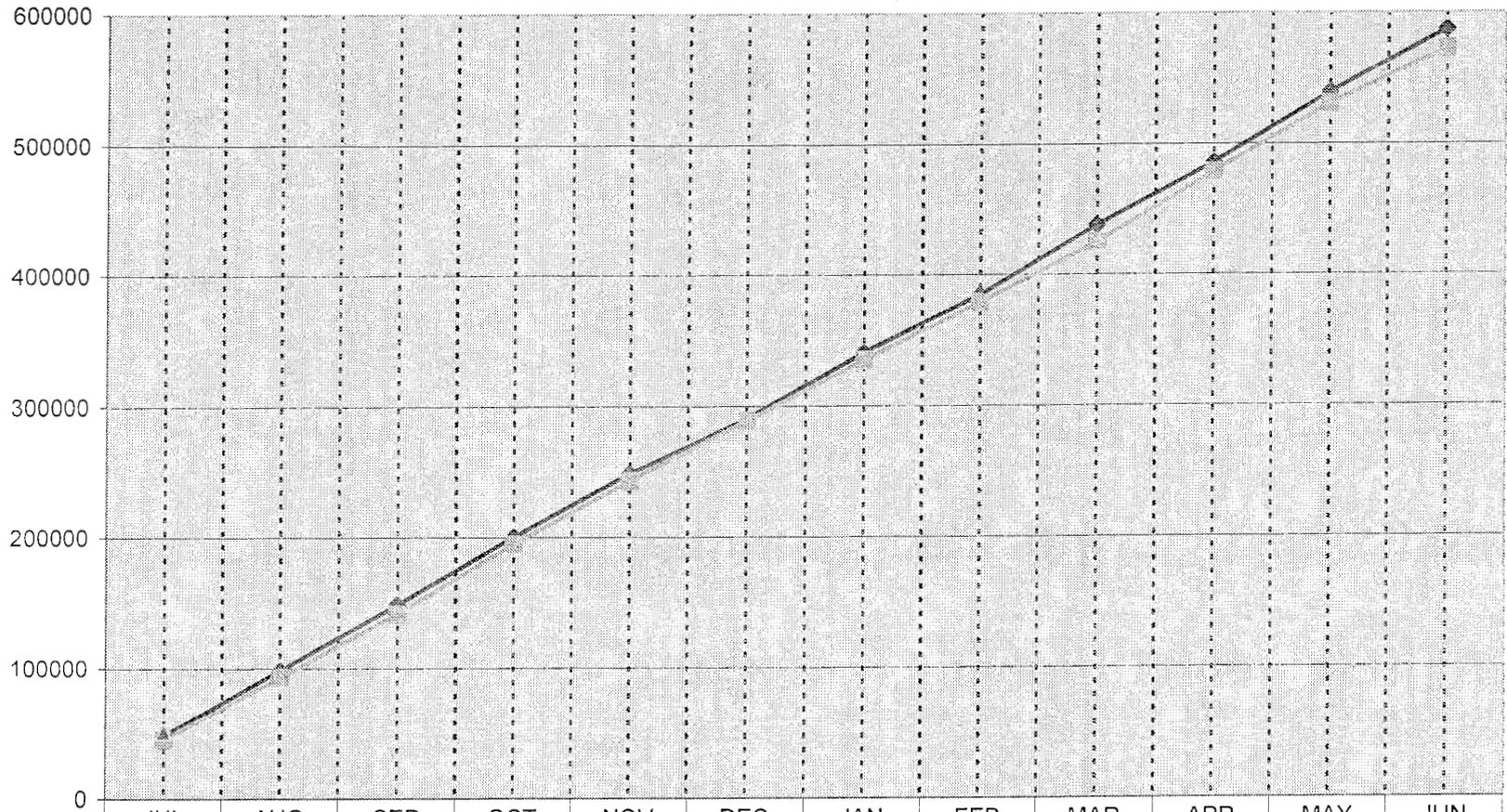
MILEAGE COMPARISON



8.21

Attachment C

YEAR TO DATE MILEAGE

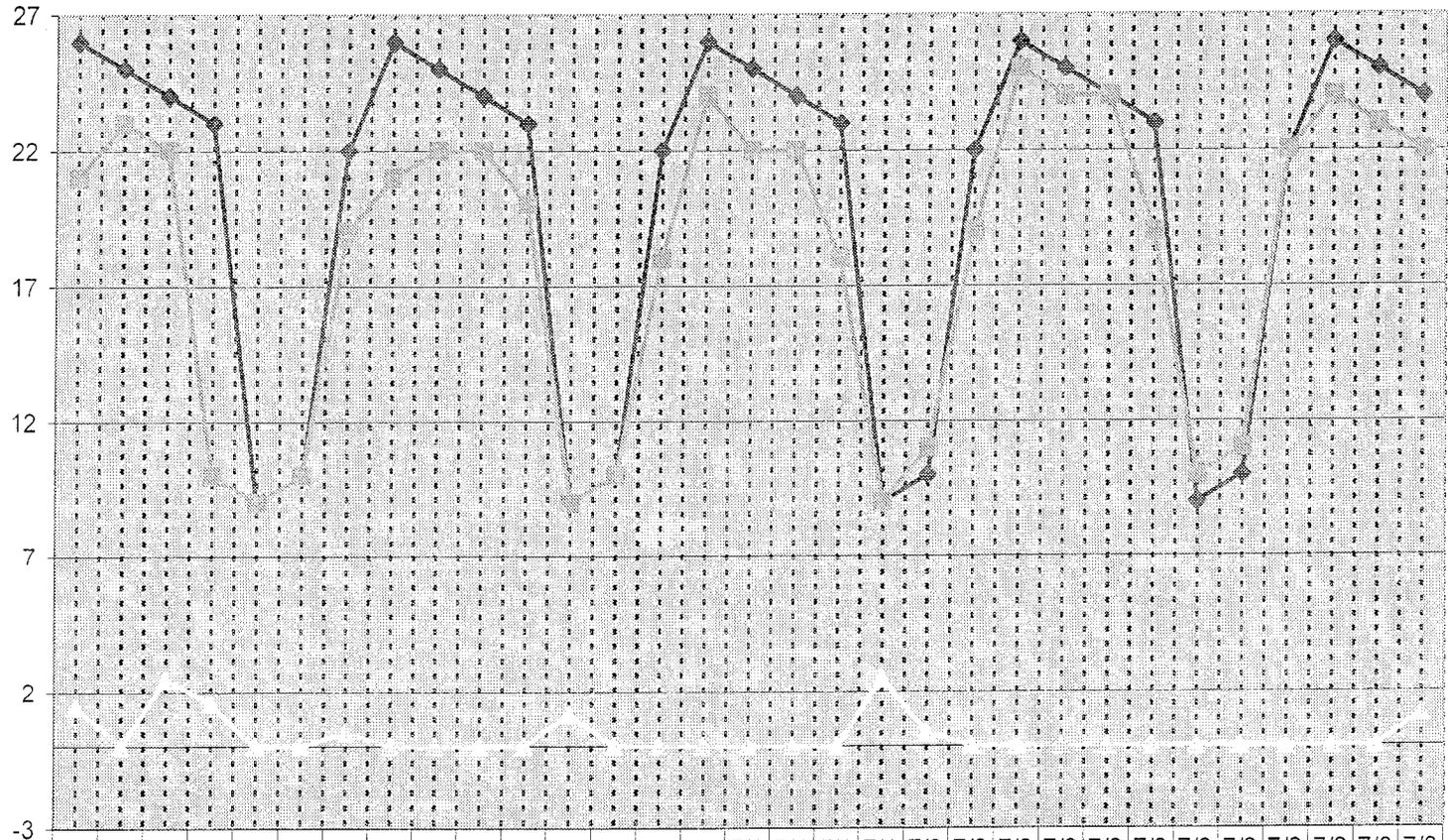


	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
◆ FY 06-07	47981	98213	148468	200145	248601	290429	340205	384181	437715	485704	539959	586935
■ FY 07-08	45123	92903	141390	195026	243212	289017	334217	378323	424761	478831	530792	572750
▲ FY 08-09	51320											

8.1

Attachment D

DAILY DRIVERS vs. SUBCONS



	7/1 0	7/1 1	7/1 2	7/1 3	7/1 4	7/1 5	7/1 6	7/1 7	7/1 8	7/1 9	7/1 0	7/1 1	7/1 2	7/1 3	7/1 4	7/1 5	7/1 6	7/1 7	7/1 8	7/1 9	7/2 0	7/2 1	7/2 2	7/2 3	7/2 4	7/2 5	7/2 6	7/2 7	7/2 8	7/2 9	7/3 0	7/3 1
#PC SCHEDULE	26	25	24	23	9	10	22	26	25	24	23	9	10	22	26	25	24	23	9	10	22	26	25	24	23	9	10	22	26	25	24	
#PC ACTUAL	21	23	22	10	9	10	19	21	22	22	20	9	10	18	24	22	22	18	9	11	19	25	24	24	19	10	11	22	24	23	22	
# SUBCON	1.5	0.0	2.5	1.6	0.0	0.0	0.5	0.0	0.0	0.0	0.0	1.2	0.0	0.0	0.0	0.0	0.0	0.0	2.5	0.5	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	1.2	

8.e1

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: November 21, 2008

TO: Board of Directors

FROM: Leslie R. White, General Manager

SUBJECT: CONSIDERATION OF MODIFICATIONS IN METRO ORGANIZATIONAL STRUCTURE AND STAFF REPORTING TO ASSIGN THE REVENUE COLLECTIONS SUPERVISOR TO THE DEPARTMENT THAT IS RESPONSIBLE FOR THE CASH COLLECTIONS FUNCTION

I. RECOMMENDED ACTION

That the Board of Directors approve modifications to the organizational structure to transfer the supervision of the Revenue Collections Supervisor from the Operations Department to the Finance Department.

II. SUMMARY OF ISSUES

- Prior to the initiation of the MetroBase Construction Project the physical location of the fare box collections function was located at the Operations building on River Street. That function recently moved to the new Fueling Facility, also located on River Street.
- The collection of fare box revenue and the position(s) associated with the cash collection has been assigned to the Operations Manager and included in the Operations department in the past. The decision to place this function in the Operations department was based on the physical location of the fare box revenue activity.
- The Finance Department is responsible for all funding sources for METRO, including the fare box revenue. Since the Revenue Collections Supervisor must adhere to procedures as directed by the Finance Manager to insure compliance with recognized accounting practices, it is recommended that the reporting structure be reassigned to reflect the function of the area rather than the location.
- I am recommending that the Revenue Collections Supervisor be assigned to report to the Finance Manager and included in the Finance Department effective with the pay period beginning November 27, 2008.

III. DISCUSSION

Prior to the initiation of the MetroBase Construction Project the physical location of the fare box collections function was located at the Operations building on River Street. That function

recently moved to the new Fueling Facility; also located on River Street. As part of the transition from its original location in the Operations department building to the new facility on River Street, the functions performed by the Revenue Collections Supervisor and the contracted employees were reviewed by the Finance Manager. As part of the transition the procedures used in handling cash were reviewed and the Finance Manager was instrumental in making changes to the procedures that improved the timeliness of reports and financial accountability.

All financial activities are the responsibility of the Finance Manager. In reviewing the reporting assignment of the Revenue Collections Supervisor, I determined that continuing to include the cash handling function in the Operations Department would be inconsistent with sound accounting practices. Therefore, I am recommending that the staffing and cash collections function be reassigned to the Finance Department in order to manage and supervise this function on sound financial management principles rather than physical proximity.

I am recommending that the Revenue Collections Supervisor be assigned to report to the Finance Manager and included in the Finance Department effective with the pay period beginning November 27, 2008.

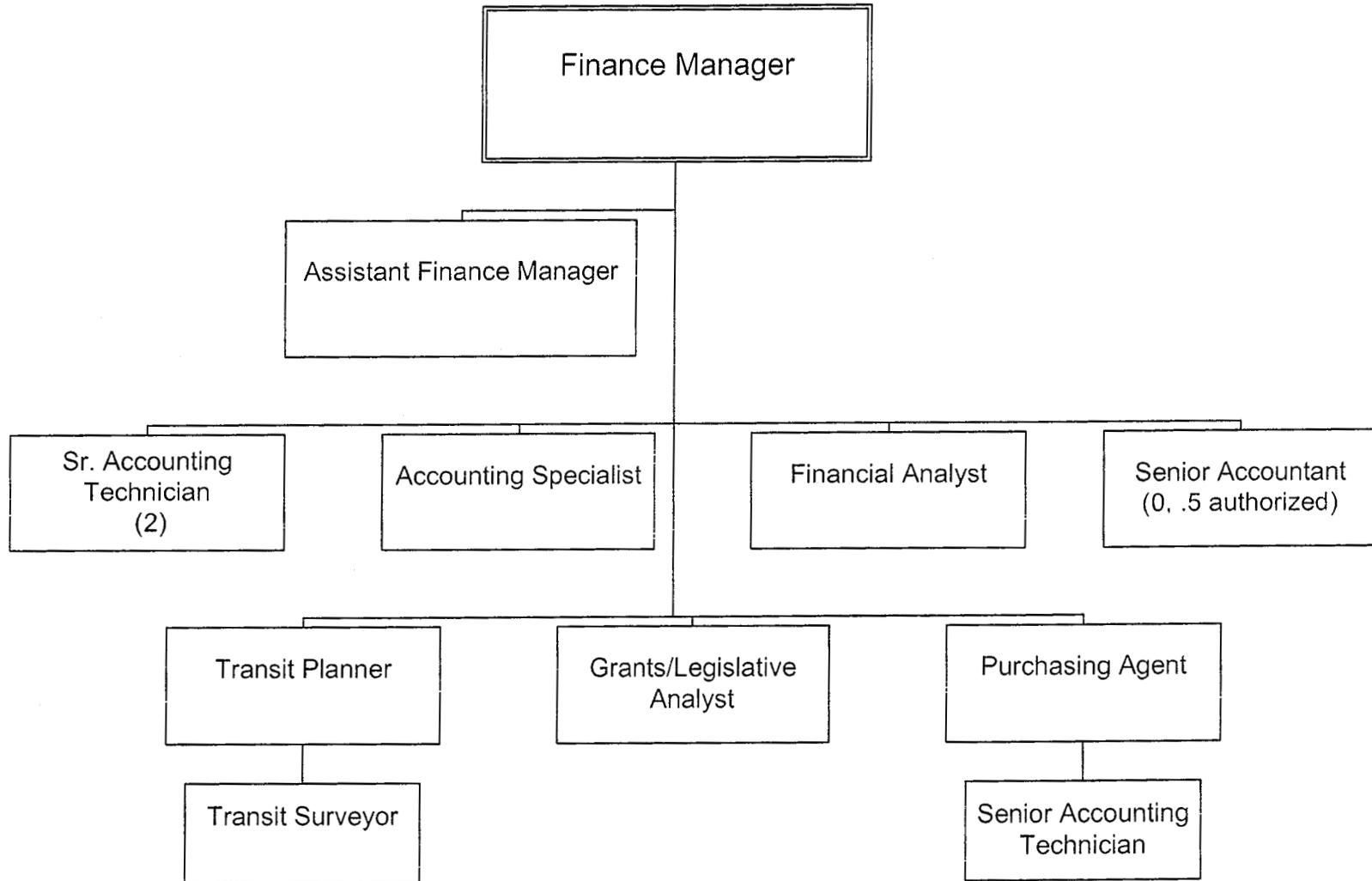
IV. FINANCIAL CONSIDERATIONS

There is no financial impact.

V. ATTACHMENTS

- Attachment A:** Existing Finance Department Chart
Attachment B: Proposed Finance Department Chart

Finance Department
1200



9.21

Attachment A

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: November 21, 2008

TO: Board of Directors

FROM: Pat Aviles, Assistant Human Resources Manager

SUBJECT: CONSIDERATION OF APPROVAL OF CLASS SPECIFICATION AND WAGE RANGE CHANGES FOR THE SAFETY AND TRAINING COORDINATOR POSITION

I. RECOMMENDED ACTION

Staff recommends the Board of Directors approve the revised class specification (job description) and wage range for the Safety and Training Coordinator position.

II. SUMMARY OF ISSUES

- The class specification has not been updated since September 1991.
- Over the past seventeen years the responsibilities of the position have changed significantly.
- The class specification also needed to be updated to reflect modern training methods and to incorporate changes to the position as a result of the addition of the Paracruz department and recently introduced technology.
- A change in the wage range is being recommended based on a wage survey of local governmental bodies and other Transit organization. The suggested change will also reestablish the wage differential between the Safety and Training Coordinator class specification and the Transit Supervisor class specification.

III. DISCUSSION

Since the class specification was last revised changes have occurred within METRO and at the State and Federal level which have changed many of the duties of the Safety and Training Coordinator.

As a result of the addition of the Paracruz Division, Mr. Bauer is now responsible for the random review of Drivers' Licenses for both the Fixed Route and Paracruz Divisions.

The Safety and Training Coordinator has also become more involved in disciplinary hearings, and legal proceedings.

New responsibilities were added to the Safety and Training Coordinator position due to the introduction of call stop technology. The Safety and Training Coordinator is now required to train the auditors, monitor and document call stop compliance.

10.1

A wage survey was conducted. Eight of the thirteen organizations contacted had positions that were similar to the revised class specification. The suggested wage range change took into account the wage range of the eight organizations.

In 2007, as a result of a union initiated wage survey, the wage range of the Transit Supervisors class specification was adjusted. The Transit Supervisor and the Safety and Training Coordinator are part of the same

The revised class specifications and wage scale modifications were reviewed and approved by SEIU Local 521.

IV. FINANCIAL CONSIDERATIONS

Staff recommends a 7% increase to the current wage range. The reclassification was originally submitted in June 2007. Section 8.7.1 of the SEIU Local 521 Memorandum of Understanding requires that any wage changes would be effective "...not later than the first day of the first pay period of the following July 1 (December request) or January 1 (June request) of each year." Therefore any change to the wage scale would be effective on the pay period starting January 10, 2008.

The cost of this change for the 2008 fiscal year is expected to be approximately \$5,000 for regular wages.

V. ATTACHMENTS

- Attachment A: Safety and Training Coordinator class specification**
- Attachment B: Revised wage scale**

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

(METRO)

SAFETY & TRAINING COORDINATOR

DEFINITION

Under direction, plans, develops, updates, coordinates, and conducts bus operator training and retraining programs; may assist in other Operations department trainings; maintains, updates, and complies with state and federal mandated bus operator programs, and METRO policies and procedures; participates in the development and update of District accident investigation procedures and processes, and departmental safety procedures; performs other related duties as assigned.

EXAMPLES OF DUTIES

Develops and updates curriculum, lesson plans, training and reference materials for Bus Operators, Transit Supervisors and other METRO employees, as needed, in conformance with State and Federal guidelines and regulations, and with METRO policies and procedures; maintains all training records and documentation.

Coordinates, plans and conducts training, and retraining of Bus Operators; Trains and coordinates with Transit Supervisors who assist in training and retraining of Bus Operators.

Develops manual of training procedures, documentation, materials, and processes, and revises/updates as needed.

Observes driving skills and evaluates Trainee Operators; recommends corrective action; may perform retraining with fully qualified Bus Operators as directed or needed.

Assists Base Superintendent with administration of the DMV Employer Testing Program, maintenance of examiner credentials, and performs related duties as assigned; monitors DMV "pull program" and licensing requirements for Operations department, and other employees, who are required to maintain a Class B license; coordinates with Transit Supervisors who are certified to perform DMV exams; maintains related records; participates in CHP/DMV and other audits.

Participates in selection of new Bus Operators, evaluates new Operators during training, and provides recommendations regarding new Bus Operator retention based on training information.

Enforces METRO rules, policies, and procedures; applies provisions of Labor agreements within the scope of duties.

May represent METRO at disciplinary hearings, legal proceedings, and other meetings, as required.

10.a1

Responsible for the development and implementation of ongoing line-instruction program, including training line instructors on monitoring, grading, reporting, and program compliance criteria.

Conducts VTT classes as required; and provides customized training as requested by Fixed Route Superintendent, and Operations Manager; Participates in development, revision and update of incident and accident investigation procedures, and safety procedures; reviews completed accident reports and identifies patterns; documents and reports on recommendations for improvements; maintains records of District accidents; prepares summary reports of accidents; and coordinates the accident review process.

May conduct surveys of other organizations to compile, and analyze data, prepare reports and perform calculations, as needed.

May evaluate efficiency and cost effectiveness of training and retraining program content, and methods of instruction; prepares documents and reports, and develops recommendations for improvements.

Provides information for the Operator Training Budget, as requested.

Communicates with Operations, and other departments and agencies.

Develops, maintains, and updates training material for Bus Operators to comply with "Talking Bus" requirements (Call stops and announcements); develops training and audit criteria; trains Call Stop auditors and serves as liaison with auditors; monitors and tracks Operator compliance; provides retraining and recommends corrective action including discipline.

Assists Base Superintendent with data collection and archiving of phone and radio recording system information, and other equipment, as needed.

Incorporates information into training curriculum on new equipment, and changes in existing equipment;

May serve as liaison with local emergency responders, such as police and fire, by providing information and orientation regarding METRO vehicle fleet, fuels utilized, emergency access, and other public safety related information.

May participate on committees and project teams, may make recommendations related to safety, training, licensing requirements, accident investigations, and other position related topics as assigned; serves as hazardous materials trainer for the Operations department.

May assist with development of departmental policies, procedures, programs, and budget on safety related issues.

EMPLOYMENT STANDARDS

Knowledge of:

Federal, state, and local laws and regulations regarding transit buses, Department of Motor Vehicle and Federal Highway Administration laws, Operator training and retraining.

Principles of supervision, training, and employee development.

Effective curriculum development, current teaching theory, methods, and practices.

Principles of organization and administration, fiscal and program management.

Office computers and software programs such as Word, Excel, PowerPoint, etc; knowledgeable about audio / visual equipment.

Manual and automated record-keeping systems.

METRO policies and procedures, labor contract language for METRO and other transit agencies, and defensive driving techniques.

Safety and health related regulations.

Ability to:

- Develop, organize, and coordinate an effective bus operator training program
- Formulate specific objectives against which to compare and evaluate training results
- Research, analyze, and evaluate new training methods and techniques
- Review and apply laws, regulations, and labor contract provisions
- Define problem areas and evaluate, recommend, and implement alternative solutions to complex issues and problems
- Instruct others in the safe operation of METRO vehicles, and adapt training procedures to the needs of the individual.
- Establish and maintain cooperative working relationships with the public, METRO employees, and others.
- Act as liaison with community groups, transit districts, and regulatory agencies.
- Communicate effectively in oral and written form.
- Develop and write plans, procedures, reports, forms, and tests.
- Conduct field investigations to identify patterns and problem areas, and make recommendations.

- Motivate, train, and evaluate staff, as directed
- Exercise tact and discretion in dealing with the public, and in handling confidential or sensitive information.
- Perform mathematical calculations including ratios and percentages.
- Maintains individual certification credential as DOT Instructor

Training and Experience

Any combination of training and experience equivalent to:

Bachelor's degree from an accredited college.

AND

Two years experience in development and presentation of driver safety and training programs, preferably with a public bus transportation system.

OR

Five years experience as a transit supervisor for a medium to large agency that provides public bus transportation, including responsibility for driver training and VTT training.

Additional experience may be substituted for the required education on a year-for-year basis.

Special Requirements

Possession of a valid class 'B' commercial driver's license with Passenger endorsement, and verification of Transit Training (VTT) at time of appointment; and an acceptable, safe driving record/history.

AND

Possession of a California State Bus Driver Training Instructor Certificate from the Department of Education.

OR

Possession of DOT Instructor Credential to conduct VTT classes.

10.24

Attachment B

Suggested Wage Range for Safety and Training Coordinator

Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
26.88	28.22	29.63	31.11	32.67	34.3

November 21, 2008

10.61

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

STAFF REPORT

DATE: November 14, 2008

TO: Board of Directors

FROM: Margaret Gallagher, District Counsel

SUBJECT: **CONSIDERATION OF AUTHORIZING THE GENERAL MANAGER TO EXECUTE A TWO-YEAR IRREVOCABLE LICENSE AGREEMENT IN FAVOR OF SANTA CRUZ METRO WITH ROBERT MARIN AND CELESTE DE SCHULTHESS, TRUSTEES, FOR BUS STOP ACCESS ON THE FELTON FAIRE SHOPPING CENTER PROPERTY**

ACTION REQUESTED ON NOVEMBER 14, 2008

I. RECOMMENDED ACTION

Review the Two-Year Irrevocable License Agreement in Favor of Santa Cruz METRO with Robert Marin and Celeste De Schulthess, Trustees, for Placement of a Bus Stop Shelter and Usage by METRO Passengers on the Felton Faire Shopping Center Property

II. SUMMARY OF ISSUES

- There is a need for Santa Cruz METRO to maintain bus stop passenger access to the Felton Faire Shopping Center and for the erection and maintenance of a bus shelter for the bus stop located on the property.
- In 2004, the bus shelter located at the bus stop in the shopping center was demolished when a transit bus operator accidentally hit the shelter while maneuvering the bus into the stop.
- METRO has attempted to work with Robert Marin, the owner of Felton Faire to erect another bus shelter at the stop for the use by METRO's passengers.
- METRO has drafted a License Agreement for Mr. Marin's review, in which his attorney made redlined suggested changes. The redlined version is attached for the Board's review.

III. DISCUSSION

METRO has an existing bus stop located at the Felton Faire Shopping Center on Graham Hill Road in Felton. In 2004, the bus shelter was demolished by a transit bus operator who accidentally hit the shelter while trying to maneuver into the bus stop. Since that time, no bus shelter exists at the stop. Based on current discussions and negotiations with Mr. Marin, a

License Agreement has been drafted to provide the owner protections from any damages, for METRO's construction and maintenance of the bus shelter.

The payments and terms of payment will be reviewed in closed session by the Board of Directors and thereafter the matter will be discussed in open session.

IV. FINANCIAL CONSIDERATIONS

To be reviewed in Closed Session

V. ATTACHMENTS

Attachment A: None