

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

## BOARD OF DIRECTORS REGULAR MEETING AGENDA

MAY 22, 2009 (Fourth Friday of Each Month)

\*CAPITOLA CITY COUNCIL CHAMBERS\*

420 CAPITOLA AVENUE

CAPITOLA, CA 95010

9:00 a.m. – 12:00 noon

**THE BOARD AGENDA PACKET CAN BE FOUND ONLINE AT [WWW.SCMTD.COM](http://WWW.SCMTD.COM) OR AT METRO'S ADMINISTRATIVE OFFICES LOCATED AT 370 ENCINAL STREET, SUITE 100, SANTA CRUZ, CA**

**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. Congresswoman Anna Eshoo Re: Federal Funding
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 APRIL 2009
- 5-2. ACCEPT AND FILE MONTHLY BUDGET STATUS REPORT FOR MARCH 2009
- 5-3. CONSIDERATION OF TORT CLAIMS: None
- 5-4. ACCEPT AND FILE THE METRO ADVISORY COMMITTEE (MAC) AGENDA FOR MAY 20, 2009 AND MINUTES OF MARCH 18, 2009
- 5-5. ACCEPT AND FILE PARACRUZ OPERATIONS STATUS REPORT FOR THE MONTH OF FEBRUARY 2009
- 5-6. ACCEPT AND FILE HIGHWAY 17 STATUS REPORT FOR MARCH 2009
- 5-7. ACCEPT AND FILE MARCH 2009 RIDERSHIP REPORT

- 5-8. ACCEPT AND FILE UNIVERSITY OF CALIFORNIA, SANTA CRUZ SERVICE UPDATE FOR THE MONTH OF MARCH 2009
- 5-9. ACCEPT AND FILE UNIVERSITY OF CALIFORNIA, SANTA CRUZ WINTER QUARTER SERVICE UPDATE
- 5-10. CONSIDERATION OF THE FINANCIAL IMPACT OF LOST REVENUE BY THE REDUCTION OF STUDENT FARE RATES
- 5-11. CONSIDERATION OF AUTHORIZING THE GENERAL MANAGER TO EXECUTE A CONTRACT EXTENSION WITH PAT PIRAS CONSULTING FOR REVIEW OF THE ADA PATRANSIT ELIGIBILITY PROCESS THROUGH AUGUST 31, 2009
- 5-12. CONSIDERATION OF A RESOLUTION AUTHORIZING AN APPLICATION TO THE UNITED STATES DEPARTMENT OF ENERGY FOR FUNDING FROM THE AMERICAN RECOVERY AND REINVESTMENT ACT OF 2009 (ARRA) TO BUILD A SECOND L/CNG STORAGE TANK
- 5-13. CONSIDERATION OF A RESOLUTION AUTHORIZING AN APPLICATION TO THE FEDERAL TRANSIT ADMINISTRATION (FTA) FOR FUNDING FROM THE AMERICAN RECOVERY AND REINVESTMENT ACT OF 2009 (ARRA) TO INSTALL SOLAR PANELS ON METROBASE FACILITIES
- 5-14. CONSIDERATION OF REDUCED ALLOCATIONS TO METRO FROM THE SANTA CRUZ COUNTY REGIONAL TRANSPORTATION COMMISSION (SCCRTC) FOR FY09 AND FY10 TRANSPORTATION DEVELOPMENT ACT (TDA) CLAIMS
- 5-15. ACCEPT AND FILE METROBASE PROJECT STATUS REPORT
- 5-16. ACCEPT AND FILE MINUTES REFLECTING VOTING RESULTS FROM APPOINTEES TO THE SANTA CRUZ COUNTY REGIONAL TRANSPORTATION COMMISSION FOR THE APRIL 2009 MEETING(S)
- 5-17. APPROVE REGULAR BOARD MEETING MINUTES OF SEPTEMBER 12 & 26, OCTOBER 10 & 24, NOVEMBER 14 & 21, 2008 AND APRIL 24, 2009

#### **REGULAR AGENDA**

6. PRESENTATION OF EMPLOYEE LONGEVITY AWARDS  
Presented by: Chair Bustichi
7. **PUBLIC HEARING:** CONSIDERATION OF ADOPTING A RESOLUTION AUTHORIZING AN APPLICATION TO CALTRANS FOR FUNDING FROM THE AMERICAN RECOVERY AND REINVESTMENT ACT OF 2009 (ARRA) TO PURCHASE A SMARTCARD SYSTEM (FAREBOX) FOR THE SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
Presented by: Angela Aitken, Finance Manager  
**PUBLIC HEARING WILL TAKE PLACE AT 9:00 A.M.**

8. CONSIDERATION OF APPOINTING AN ALTERNATE TO THE SANTA CRUZ COUNTY REGIONAL TRANSPORTATION COMMISSION TO REPLACE DALE SKILLICORN  
Presented by: Leslie R. White, General Manager
9. CONSIDERATION OF THE APPOINTMENT OF THE CONSTRUCTION REVIEW COMMITTEE OF THE BOARD OF DIRECTORS OF THE SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
Presented by: Leslie R. White, General Manager
10. CONSIDERATION OF THE APPOINTMENT OF A COMMITTEE OF THE BOARD TO REVIEW THE WEBSITE REDESIGN PROJECT  
Presented by: Leslie R. White, General Manager
11. CONSIDERATION OF ACTION TAKEN BY THE STATE SENATE TRANSPORTATION COMMITTEE ON SENATE BILL 716  
Presented by: Leslie R. White, General Manager
12. CONSIDERATION OF ADOPTING A RESOLUTION AMENDING THE SANTA CRUZ METROPOLITAN TRANSIT DISTRICT RECORDS RETENTION SCHEDULE  
Presented By: Margaret Gallagher, District Counsel
13. CONSIDERATION OF ADOPTING A BUS STOP BENCH AND/OR SHELTER DONATION PROGRAM INCLUDING ALLOWING DONORS TO PLACE THEIR NAMES OR BUSINESS LOGOS ON THE DONATED FACILITIES FOR PUBLIC RECOGNITION  
Presented By: Margaret Gallagher, District Counsel

## **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 Capitola City Council Chambers is located in an accessible facility. Any person who

requires an accommodation or an auxiliary aid or service to participate in the meeting, please contact 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. A Spanish Language Interpreter will be available during "Oral Communications" and for any other agenda item for which these services are needed. This meeting will be cablecast live on Charter Communications on Channel 8 in the Capitola area. Community Television of Santa Cruz County will replay it *County-wide* on Friday, May 29<sup>th</sup> and Friday, June 5<sup>th</sup> at 7:00 p.m. on Comcast Channel 26 and also on Charter Channel 72.

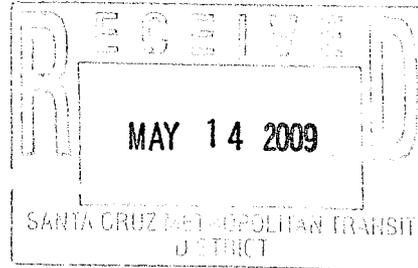


*Congress of the United States  
House of Representatives  
Washington, D. C. 20515*

*Anna G. Eshoo  
Fourteenth District  
California*

May 14, 2009

Mr. Dene Bustichi, Chair  
Santa Cruz Metropolitan Transit District  
307 Encinal Street, Suite 100  
Santa Cruz, California 95060-2162



Dear Dene,

This letter is to let you know that I have submitted a request of \$6.4 million for the procurement of Compressed Natural Gas busses to the House Transportation and Infrastructure Committee for their consideration on your behalf. This represents a preliminary stage in the process that is required for Congressional priorities to ultimately receive federal funding. There are several steps ahead:

- The first step is for the House Transportation and Infrastructure (T&I) Committee to evaluate all the requests it has received. The T&I Committee will also afford the U.S. Department of Transportation at least 20 days to review all project requests to ensure that the projects meet program eligibility criteria.
- The T&I Committee will likely include only a small number of requested projects in the bills it forwards to the full House. The House will vote on this bill over the next few months. During the same time period, the Senate will undertake a similar process to produce its versions of this bill.
- The second step is for a Conference Committee to resolve differences between the House and Senate bills and determine which requests will be included in the Conference Report on the bill.
- The fourth step is for the House and Senate to approve the Conference Report.
- The fifth and final step is the signature of the President on the legislation and distribution of the funding from the Department or Agency administering the program funds.

As this process continues through each step, I will keep you updated on the progress of your funding request. A list of all my project requests will be posted on my website. Should you have any questions, you can contact Casey Fromson of my staff at (202) 225-8104.

Sincerely,

Anna G. Eshoo  
Member of Congress

2-a.1

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

DATE: 04/01/09 THRU 04/30/09

CHECK NUMBER	CHECK DATE	CHECK AMOUNT	VENDOR	VENDOR NAME	VENDOR TYPE	TRANS. NUMBER	TRANSACTION DESCRIPTION	TRANSACTION AMOUNT	COMMENT
32363	04/06/09	56.03	001193	AA GLASS SHOP	7	26310	REPAIRS/MAINTENANCE	56.03	
32364	04/06/09	1,976.99	382	AIRTEC SERVICE		26217	MAR MAINT/REPAIRS	1,976.99	
32365	04/06/09	69.00	T187	ANDERSON, NORMA J.		26322	23 PT COUPONS	69.00	
32366	04/06/09	18,109.40	941	ASSURANT EMPLOYEE BENEFITS		26370	APR LTD INS	18,109.40	
32367	04/06/09	830.64	001	AT&T		26313	MAR PHONES/138 GOLF	772.76	
						26379	FEB PHONES/GOLF/MB	57.88	
32368	04/06/09	612.31	002189	BUS & EQUIPMENT		26268	REV VEH PARTS	612.31	
32369	04/06/09	126.69	002898	CEB		26167	CA TORT 09 UPDATE	126.69	
32370	04/06/09	55.77	667	CITY OF SCOTTS VALLEY		26309	11/15-1/15 KINGS VLG	55.77	
32371	04/06/09	125.00	001113	CLARKE, SUSAN	7	26224	EXT BUS ANNOUN/AUDIT	125.00	
32372	04/06/09	21,417.44	001124	CLEAN ENERGY		26257	3/14 LNG/FLT	7,231.73	
						26385	3/19 LNG/FLT	6,263.21	
						26386	3/17 LNG/FLT	7,922.50	
32373	04/06/09	87.89	075	COAST PAPER & SUPPLY INC.		26234	CLEANING SUPPLIES	87.89	
32374	04/06/09	184.00	367	COMMUNITY TELEVISION OF		26362	TV COVERAGE 2/27	184.00	
32375	04/06/09	14.63	002063	COSTCO		26226	PHOTO PROCESS/OPS	7.04	
						26227	PHOTO PROCESS/OPS	7.59	
32376	04/06/09	37,037.08	800	DELTA DENTAL PLAN		26371	APR DENTAL	37,037.08	
32377	04/06/09	561.91	085	DIXON & SON TIRE, INC.		26274	MAR TIRES & TUBES	561.91	
32378	04/06/09	990.00	432	EXPRESS EMPLOYMENT PROS		26317	TEMP/FAC W/E 3/22	990.00	
32379	04/06/09	6,148.85	001158	FRICKE PARKS PRESS INC		26347	HEADWAYS/MTC	6,148.85	
32380	04/06/09	3,633.44	001745	HARTFORD LIFE AND ACCIDENT INS		26372	APR LIFE/AD&D INS	3,633.44	
32381	04/06/09	228.57	166	HOSE SHOP, THE		26170	REPAIRS/MAINTENANCE	3.36	
						26171	REPAIRS/MAINTENANCE	23.92	
						26342	REPAIRS/MAINTENANCE	201.29	
32382	04/06/09	204.66	215	IKON OFFICE SOLUTIONS		26360	2/19-3/18 MAINT/ADM	204.66	
32383	04/06/09	850.00	001261	JC HEATING &		26266	REMOVE WALL FURNACE	850.00	
32384	04/06/09	28,384.83	001254	JOS. J. ALBANESE, INC.		26327	CONSTRUCT SVCS/MB	25,965.00	
						26328	CONSTRUCT SVCS/MB	2,419.83	
32385	04/06/09	233.86	039	KINKO'S INC.		26297	SOLAR PANEL BROCHURE	16.70	
						26343	SPRING BLOCK SHEETS	217.16	
32386	04/06/09	291.96	002240	KLEEN-RITE PRESSURE WASHERS	7	26381	OUT RPR EQUIP/MTC	291.96	
32387	04/06/09	75.00	E410	LONA, SERGIO GONZALEZ		26373	DMV FEES	75.00	
32388	04/06/09	832.00	001145	MANAGED HEALTH NETWORK		26320	APR EAP PREMIUM	832.00	
32389	04/06/09	339.84	041	MISSION UNIFORM		26116	UNIF/LAUNDRY/FLT	149.28	
						26117	UNIF/LAUNDRY/FLT	95.23	
						26118	UNIF/LAUNDRY/FLT	32.07	
						26119	UNIF/LAUNDRY/FLT	43.26	
						26369	FEB UNIF/LAUNDRY/FAC	20.00	
32390	04/06/09	100.00	905	MONTEREY SALINAS TRANSIT		26378	4/6-4/9 EMP TRAINING	100.00	
32391	04/06/09	550.02	001080	OCTAGON RISK SERVICES, INC.		26387	W/C ADMIN SVC FEE	550.02	
32392	04/06/09	410.00	481	PIED PIPER EXTERMINATORS, INC.		26329	PEST CONTROL/PT	410.00	
32393	04/06/09	25.46	107A	PROBUILD		26083	REPAIRS/MAINTENANCE	6.34	
						26221	PARTS & SUPPLIES	19.12	
32394	04/06/09	1,137.00	623	ROSSBRO ENGINEERING LTD.		26250	REV VEH PARTS	1,137.00	
32395	04/06/09	96.55	107	SAN LORENZO LUMBER		26248	CLEANING SUPPLIES	96.55	VOIDED
32395	04/06/09	-96.55	107	SAN LORENZO LUMBER		26248	CLEANING SUPPLIES	-96.55	**VOID
32396	04/06/09	463.03	135	SANTA CRUZ AUTO PARTS, INC.		26236	CLEANING SUPPLIES	212.66	
						26237	PARTS & SMALL TOOL	198.54	
						26252	OTHER MOBILE SUPP	44.98	

5-1.1

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32397	04/06/09	9,355.00	SANTA CRUZ MUNICIPAL UTILITIES		26258	OTHER MOBILE SUPP	6.85	
					26330	2/14-3/17 111 DUBOIS	122.14	
					26331	2/14-3/17 1200 RIVER	874.15	
					26332	2/14-3/17 111 DUBOIS	387.32	
					26333	2/14-3/17 138 GOLF	937.58	
					26334	2/14-3/17 1200 RIVER	2,676.19	
					26335	2/14-3/17 GOLF CLUB	116.33	
					26336	2/14-3/17 ENCINAL	183.13	
					26337	2/14-3/17 CEDAR	863.33	
					26338	2/18-3/17 PACIFIC	92.32	
					26339	2/18-3/17 PACIFIC	2,696.84	
					26340	2/14-3/17 VERNON	297.21	
					26341	2/14-3/17 VERNON	108.46	
32398	04/06/09	359.50	SCMTD PETTY CASH - FINANCE		26321	PETTY CASH/FINANCE	359.50	
32399	04/06/09	2,104.57	SPECIALIZED AUTO AND		26275	OUT RPR REV VEH	55.76	
					26276	OUT RPR REV VEH	308.98	
					26277	OUT RPR REV VEH	55.76	
					26278	OUT RPR REV VEH	55.76	
					26279	OUT RPR REV VEH	55.76	
					26280	CREDIT MEMO	-16.80	
					26281	OUT RPR REV VEH	38.87	
					26282	OUT RPR REV VEH	127.17	
					26283	OUT RPR REV VEH	496.94	
					26284	CREDIT MEMO	-16.80	
					26285	CREDIT MEMO	-16.80	
					26286	CREDIT MEMO	-16.96	
					26287	OUT RPR REV VEH	38.87	
					26288	OUT RPR REV VEH	38.87	
					26289	OUT RPR REV VEH	42.28	
					26290	OUT RPR REV VEH	42.28	
					26291	OUT RPR REV VEH	127.17	
					26292	OUT RPR REV VEH	161.08	
					26296	OUT RPR REV VEH	526.38	
32400	04/06/09	19,971.50	THE MECHANICS BANK		26365	DEC RETAINAGE/MB	19,971.50	VOIDED
32400	04/06/09	-19,971.50	THE MECHANICS BANK		26365	DEC RETAINAGE/MB	-19,971.50	**VOID
32401	04/06/09	10.00	TOVAR, DOMINGO		26307	DMV FEE	10.00	
32402	04/06/09	42.43	UNITED PARCEL SERVICE		26311	FRT OUT/FLT	42.43	
32403	04/06/09	54.08	VERIZON CALIFORNIA		26318	MT BIEWLASKI	54.08	
32404	04/06/09	14,859.14	WALD, RUHNKE & DOST ARCHITECTS		26363	FEB A&E SVCS/VERNON	14,859.14	
32405	04/06/09	845.47	WATSONVILLE CADILLAC, BUICK,		26091	REV VEH PARTS	180.21	
					26293	OUT RPR REV VEH	488.55	
					26299	REV VEH PARTS	176.71	
32406	04/06/09	179,743.50	WEST BAY BUILDERS, INC.		26364	CONST SVC MB 12/31	179,743.50	
32407	04/06/09	72.64	ZEE MEDICAL SERVICE CO.		26368	SAFETY SUPPLIES	72.64	
32408	04/13/09	266.45	AMERICAN MESSAGING SVCS, LLC		26391	APRIL PAGERS	266.45	
32409	04/13/09	4,566.11	AT&T/MCI		26394	MAR PHONES	4,566.11	
32410	04/13/09	26.88	BAY PHOTO LAB		26357	PHOTO PROCESS/PT	26.88	
32411	04/13/09	774.00	BEWLEYS CLEANING	7	26367	MAR JANITORIAL/PT	774.00	
32412	04/13/09	142.14	BRINKS AWARDS & SIGNS	7	26312	PLATE/PLAQUE/ADM	142.14	
32413	04/13/09	67.88	BUS & EQUIPMENT		26351	REV VEH PARTS	67.88	

5-1.2

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
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32414	04/13/09	100.00	B018	BUSTICHI, DENE	7	26417	MAR BOARD MTGS	100.00	
32415	04/13/09	850.00	001346	CITY OF SANTA CRUZ		26401	PARKING DEF FEES	212.50	
						26402	PARKING DEF FEES	637.50	
32416	04/13/09	100.00	B014	CITY OF WATSONVILLE		26426	MAR BOARD MTGS	100.00	
32417	04/13/09	125.00	001113	CLARKE, SUSAN	7	26319	EXT BUS ANNOUN/AUDIT	125.00	
32418	04/13/09	21,285.83	001124	CLEAN ENERGY		26383	3/24 LNG/FLT	7,760.93	
						26384	3/21 LNG/FLT	6,777.88	
						26414	3/26 LNG/FLT	6,747.02	
32419	04/13/09	55.00	001084	CLUTCH COURIERS		26323	PROF/TECH SVCS/RISK	55.00	
32420	04/13/09	17.47	002063	COSTCO		26222	PHOTO PROCESS/OPS	6.89	
						26223	PHOTO PROCESS/OPS	1.87	
						26344	PHOTO PROCESS/OPS	3.18	
						26345	PHOTO PROCESS/OPS	2.53	
						26346	PHOTO PROCESS/OPS	3.00	
32421	04/13/09	2,815.00	157	DELL MARKETING L.P.		26324	VOIP PROJECT/IT	2,815.00	
32422	04/13/09	1,666.39	085	DIXON & SON TIRE, INC.		26272	MAR TIRES & TUBES	1,079.25	
						26273	MAR TIRES & TUBES	368.38	
						26358	MAR TIRES & TUBES	218.76	
32423	04/13/09	35.00	916	DOCTORS ON DUTY	.	26403	MEDICAL EXAM	35.00	
32424	04/13/09	50.00	B023	GRAVES, RON		26418	MAR BOARD MTGS	50.00	
32425	04/13/09	100.00	B021	HAGEN, DONALD N.	7	26419	MAR BOARD MTGS	100.00	
32426	04/13/09	50.00	B006	HINKLE, MICHELLE	7	26420	MAR BOARD MTGS	50.00	
32427	04/13/09	506.45	215	IKON OFFICE SOLUTIONS		26416	12/30-3/29 MAINT/OPS	506.45	
32428	04/13/09	2.75	074	KENVILLE LOCKSMITHS	7	26314	PARTS & SUPPLIES	2.75	
32429	04/13/09	2,680.74	002240	KLEEN-RITE PRESSURE WASHERS	7	26380	OUT RPR EQUIP	2,680.74	
32430	04/13/09	196.00	001093	KROLL LABORATORY SPECIALISTS		26388	FEB/MAR DRUG TESTS	196.00	
32431	04/13/09	411.47	041	MISSION UNIFORM		26244	UNIF/LAUNDRY/FLT	31.98	
						26245	UNIF/LAUNDRY/FLT	43.26	
						26246	UNIF/LAUNDRY/FLT	148.88	
						26247	UNIF/LAUNDRY/FLT	95.23	
						26315	UNIF/LAUNDRY/FAC	56.70	
						26359	MAR UNIF/LAUNDRY/PT	35.42	
32432	04/13/09	44.00	E106	MUNGIOLI, LARRY		26409	DMV FEES	44.00	
32433	04/13/09	1,129.07	001627	NEW PIG CORPORATION		26316	REPAIRS/MAINTENANCE	1,129.07	
32434	04/13/09	2,139.96	009	PACIFIC GAS & ELECTRIC		26395	2/27-3/26 VERNON	719.72	
						26396	2/26-3/27 115 DUBOIS	14.24	
						26397	2/27-3/26 1200 RIVER	1,127.01	
						26398	2/27-3/26 1122 RIVER	71.55	
						26399	2/26-3/27 115 DUBOIS	2.26	
						26400	2/26-3/27 115 DUBOIS	205.18	
32435	04/13/09	837.16	043	PALACE ART & OFFICE SUPPLY		26308	OFFICE SUPPLY/LGL	279.93	
						26404	OFFICE SUPPLY/OPS	557.23	
						26405	OFFICE SUPPLY/OPS	22.00	
						26406	CREDIT MEMO	-22.00	
32436	04/13/09	505.66	001171	PENINSULA BUSINESS INTERIORS		26325	STEELCASE/MB	505.66	
32437	04/13/09	1.00	T188	PINEDO, DINA		26427	CHANGE MACHINE/WTC	1.00	
32438	04/13/09	50.00	B024	PIRIE, ELLEN	7	26421	MAR BOARD MTGS	50.00	
32439	04/13/09	96.55	107A	PROBUILD		26412	CLEANING SUPPLIES	96.55	
32440	04/13/09	333.78	001548	QUILL CORPORATION		26432	OFFICE SUPPLY/ADM	333.78	
32441	04/13/09	147.79	087	RECOGNITION SERVICES		26326	EMP INCENTIVE	147.79	

5-1.3

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
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32442	04/13/09	100.00	B022	ROBINSON, LYNN MARIE		26422	MAR BOARD MTGS	100.00	
32443	04/13/09	100.00	B015	ROTKIN, MIKE	7	26423	MAR BOARD MTGS	100.00	
32444	04/13/09	1,112.36	001379	SAFETY-KLEEN		26366	HAZ WASTE DISP	1,112.36	
32445	04/13/09	199.58	002713	SANTA CRUZ AUTO TECH, INC.		26352	OUT RPR REV VEH	199.58	
32446	04/13/09	167.91	135	SANTA CRUZ AUTO PARTS, INC.		26298	REV VEH PARTS	56.93	
						26300	REV VEH PARTS	110.98	
32447	04/13/09	2,500.00	002267	SHAW & YODER, INC.		26361	MAR LEGISLATIVE SVCS	2,500.00	
32448	04/13/09	50.00	B016	SKILLICORN, DALE	7	26424	MAR BOARD MTGS	50.00	
32449	04/13/09	1,873.80	001232	SPECIALIZED AUTO AND		26302	OUT RPR REV VEH	200.91	
						26303	OUT RPR REV VEH	206.01	
						26304	OUT RPR REV VEH	127.17	
						26305	OUT RPR REV VEH	725.07	
						26306	OUT RPR REV VEH	191.67	
						26353	OUT RPR REV VEH	422.97	
32450	04/13/09	100.00	B017	STONE, MARK	7	26425	MAR BOARD MTGS	100.00	
32451	04/13/09	207.73	001223	WATSONVILLE CADILLAC, BUICK,		26301	REV VEH PARTS	17.85	
						26349	REV VEH PARTS	189.88	
32452	04/13/09	123.28	E495	WHITE, LES		26428	3/24-3/25 EMP TRAVEL	12.03	
						26429	3/6-3/12 EMP TRAVEL	111.25	
32453	04/13/09	121.27	147	ZEE MEDICAL SERVICE CO.		26392	SAFETY SUPPLIES	86.01	
						26393	SAFETY SUPPLIES	35.26	
32454	04/20/09	61.90	020	ADT SECURITY SERVICES INC.		26550	FEB ALARMS	61.90	
32455	04/20/09	70.00	001088	ADVANCED MECHANICAL SERVICES	7	26544	BACKFLOW TEST	70.00	
32456	04/20/09	965.00	001278	AMERICAN SAFETY TRAINING, INC.		26573	EMP TRAINING/ NJAA,S	965.00	
32457	04/20/09	25,744.36	001264	ANDREWS INTERNATIONAL INC		26503	3/1-3/29 SECURITY	25,744.36	
32458	04/20/09	396.32	001	AT&T		26569	REPEATERS/OPS	396.32	
32459	04/20/09	117.00	876	ATCHISON, BARISONE, CONDOTTI &	7	26582	LEGAL SVCS/425 FRONT	117.00	
32460	04/20/09	155.75	001856	BAY COMMUNICATIONS	7	26515	REPAIRS/ ENC & DUB	155.75	
32461	04/20/09	5,000.00	001365	BORTNICK, ROBERT S. & ASSOC.	7	26434	CALL STOP SURVEY	5,000.00	
32462	04/20/09	36.15	R549	BOWLES, THOMAS		26495	DEPOSITION SUBPOENA	36.15	
32463	04/20/09	786.01	002189	BUS & EQUIPMENT		26460	REV VEH PARTS	786.01	
32464	04/20/09	5,000.00	002346	CHANEY, CAROLYN & ASSOC., INC.		26265	APR LEGISLATIVE SVCS	5,000.00	
32465	04/20/09	58.50	001113	CLARKE, SUSAN	7	26415	EXT BUS ANNOUN/AUDIT	58.50	
32466	04/20/09	6,757.00	001124	CLEAN ENERGY		26413	3/28 LNG/FLT	6,757.00	
32467	04/20/09	1,000.00	001084	CLUTCH COURIERS		26577	MAR MAIL DELIVERY	1,000.00	
32468	04/20/09	13,865.28	002569	COMERICA BANK		26389	WORK COMP FUND	13,865.28	
32469	04/20/09	15.40	002063	COSTCO		26407	PHOTO PROCESS/OPS	4.21	
						26408	PHOTO PROCESS/OPS	1.88	
						26410	PHOTO PROCESS/OPS	6.38	
						26411	PHOTO PROCESS/OPS	2.93	
32470	04/20/09	7.60	418	COUNTY OF SANTA CRUZ		26477	FEB CNG/FLT	7.60	
32471	04/20/09	847.96	001048	CRUZ CAR WASH		26457	MAR VEH WASH/PT	847.96	
32472	04/20/09	64.00	002567	DEPARTMENT OF JUSTICE		26508	MAR FINGERPRINTING	64.00	
32473	04/20/09	11,200.15	085	DIXON & SON TIRE, INC.		26465	MAR TIRES & TUBES	18.00	
						26466	MAR TIRES & TUBES	2,428.53	
						26467	MAR TIRES & TUBES	2,230.56	
						26468	MAR TIRES & TUBES	633.15	
						26469	MAR TIRES & TUBES	102.30	
						26470	MAR TIRES & TUBES	33.00	
						26471	MAR TIRES & TUBES	1,701.77	

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						26472	MAR TIRES & TUBES	464.50	
						26473	MAR TIRES & TUBES	243.43	
						26474	MAR TIRES & TUBES	1,625.75	
						26475	MAR TIRES & TUBES	428.54	
						26476	MAR TIRES & TUBES	1,290.62	
32474	04/20/09	101.00	002388	DOGHERRA'S	7	26462	OUT RPR REV VEH	101.00	
32475	04/20/09	1,980.00	432	EXPRESS EMPLOYMENT PROS		26540	TEMP/FAC W/E 3/29	990.00	
						26546	TEMP/FAC W/E 4/5	990.00	
32476	04/20/09	195.00	002295	FIRST ALARM		26458	MAR PROF SVCS/PT	180.00	
						26459	OCT PROF SVCS/PT	15.00	
32477	04/20/09	2,011.00	001273	GOVDOCS INC.		26578	4/09-6/09 MAINT/ADM	2,011.00	
32478	04/20/09	133.53	282	GRAINGER		26484	PARTS & SUPPLIES	133.53	
32479	04/20/09	1,053.85	001097	GREENWASTE RECOVERY, INC.		26522	MAR GARB/GREEN VLY	17.50	
						26523	MAR GARB/RESEARCH	210.52	
						26524	APR-JUN GARB/AIRPORT	105.00	
						26525	APR-JUN GARB/HWY 17	157.50	
						26526	MAR GARB/MT HERMON	70.45	
						26527	APR-JUNE/SOQUEL	52.50	
						26528	APR-JUNE/SOQUEL	52.50	
						26529	APR-JUN GARB/LOMOND	52.50	
						26536	APR-JUN GARB/FREEDOM	52.50	
						26537	APR-JUN GARB/FREEDOM	52.50	
						26538	APR-JUN GARB/BIG BSN	52.50	
						26539	MAR GARB/KINGS VLG	177.88	
32480	04/20/09	49.28	510A	HASLER, INC.		26575	5/1-5/31 RENTAL/ADM	49.28	
32481	04/20/09	113.48	166	HOSE SHOP, THE		26548	PARTS & SUPPLIES	112.67	
						26549	REPAIRS/MAINTENANCE	0.81	
32482	04/20/09	17.43	074	KENVILLE LOCKSMITHS	7	26511	PARTS & SUPPLIES	17.43	
32483	04/20/09	1.70	039	KINKO'S INC.		26498	OFFICE SUPPLY/LGL	1.70	
32484	04/20/09	4,204.82	002240	KLEEN-RITE PRESSURE WASHERS	7	26543	FILTRATION SYSTEM	3,928.47	
						26545	REPAIRS/MAINTENANCE	276.35	
32485	04/20/09	30.00	880	LEXISNEXIS		26497	PROF/TECH SVC/RISK	30.00	
32486	04/20/09	695.26	041	MISSION UNIFORM		26374	MAR UNIF/LAUNDRY/FLT	31.98	
						26375	MAR UNIF/LAUNDRY/FLT	43.26	
						26376	MAR UNIF/LAUNDRY/FLT	148.88	
						26377	MAR UNIF/LAUNDRY/FLT	95.23	
						26478	UNIF/LAUNDRY/FLT	43.26	
						26479	UNIF/LAUNDRY/FLT	31.98	
						26480	UNIF/LAUNDRY/FLT	150.42	
						26481	UNIF/LAUNDRY/FLT	95.23	
						26512	UNIF/LAUNDRY/FAC	55.02	
32487	04/20/09	201.48	001454	MONTEREY BAY OFFICE PRODUCTS		26433	1/1-3/31 MAINT/ADM	201.48	
32488	04/20/09	2,340.41	002721	NEXTEL COMMUNICATIONS		26496	2/26-3/25 PHONES	2,340.41	
32489	04/20/09	975.00	E645	OLANDER, JOY		26509	EMP TRAINING	975.00	
32490	04/20/09	5,823.48	009	PACIFIC GAS & ELECTRIC		26542	2/26-3/27 111 DUBOIS	3,892.58	
						26571	3/7-4/7 KING VLG	0.45	
						26572	3/3-4/1 PACIFIC	1,930.45	
32491	04/20/09	64.09	043	PALACE ART & OFFICE SUPPLY		26493	OFFICE SUPPLY/MTC	55.34	
						26499	OFFICE SUPPLY/LGL	8.75	
32492	04/20/09	887.00	950	PARADISE LANDSCAPE INC	0	26390	APRIL MAINTENANCE	887.00	

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32493	04/20/09	391.00	481	PIED PIPER EXTERMINATORS, INC.	26531	APR PEST CONTROL	53.00	
					26532	APR PEST CONTROL	48.50	
					26533	APR PEST CONTROL	241.00	
					26534	APR PEST CONTROL	48.50	
32494	04/20/09	28.97	107A	PROBUILD	26382	REPAIRS/MAINTENANCE	28.97	
32495	04/20/09	101.55	001548	QUILL CORPORATION	26510	OFFICE SUPPLIES/FLT	101.55	
32496	04/20/09	10.00	E484	RAMIREZ, MANUEL	26502	DMV FEE	10.00	
32497	04/20/09	56.57	135	SANTA CRUZ AUTO PARTS, INC.	26348	REV VEH PARTS	56.57	
32498	04/20/09	172.75	848	SANTA CRUZ ELECTRONICS, INC.	26505	OFFICE SUPPLY/IT	172.75	
32499	04/20/09	290.40	079	SANTA CRUZ MUNICIPAL UTILITIES	26574	1/24-3/23 RESEARCH	290.40	
32500	04/20/09	23.11	002447	SETON IDENTIFICATION PRODUCTS	26541	NAMEPLATE- B. COTTER	23.11	
32501	04/20/09	2,117.76	001281	SHERATON SEATTLE HOTEL &	26583	CONF:RBPC09213474792	1,058.88	
					26584	CONF:RBPC09921795220	1,058.88	
32502	04/20/09	165.00	001121	SILENT PARTNER SECURITY SYS.	26547	4/1-6/30 VERNON	165.00	
32503	04/20/09	1,344.34	001232	SPECIALIZED AUTO AND	26354	OUT RPR REV VEH	293.22	
					26355	OUT RPR REV VEH	321.25	
					26356	CREDIT MEMO	-186.73	
					26442	OUT RPR REV VEH	479.91	
					26453	OUT RPR REV VEH	245.02	
					26456	OUT RPR REV VEH	191.67	
32504	04/20/09	315.33	001234	SSI	26504	3/1-3/31 SVCS/IT	315.33	
32505	04/20/09	10,512.34	001648	STEVE'S UNION SERVICE	26461	MAR FUELS & LUBE/PT	10,512.34	
32506	04/20/09	190.17	002805	TELEPATH CORPORATION	26463	OUT RPR EQUIP	182.56	
					26464	OUT RPR EQUIP	7.61	
32507	04/20/09	784.32	001165	THANH N. VU MD	7	26485	MEDICAL EXAM	75.00
					7	26486	MEDICAL EXAM	75.00
					7	26487	MEDICAL EXAM	75.00
					7	26488	MEDICAL EXAM	75.00
					7	26489	MEDICAL EXAM	75.00
					7	26490	MEDICAL EXAM	75.00
					7	26491	MEDICAL EXAM	75.00
					7	26492	MEDICAL EXAM	75.00
					7	26506	MAR MEDICAL EXAM	92.16
					7	26507	MAR MEDICAL EXAM	92.16
32508	04/20/09	428.50	001752	THOMPSON PUBLISHING GROUP, INC.	26494	FAIR LABOR HANDBOOK	428.50	
32509	04/20/09	165.57	170	TOWNSEND'S AUTO PARTS	26482	REV VEH PARTS	165.57	
32510	04/20/09	9,163.73	057	U.S. BANK	26579	4246044555645971	8,570.10	
					26580	4246044555645971	-347.00	
					26581	4246044555645971	940.63	
32511	04/20/09	89.27	007	UNITED PARCEL SERVICE	26483	FRT OUT/FLT	89.27	
32512	04/20/09	205.36	001223	WATSONVILLE CADILLAC, BUICK,	26350	REV VEH PARTS	76.13	
					26441	REV VEH PARTS	129.23	
32513	04/20/09	70.00	682	WEISS, AMY L.	7	26576	MAR INTERPRETER	70.00
32514	04/20/09	293.14	436	WEST PAYMENT CENTER	26500	MAR ACCESS CHARGES	293.14	
32515	04/27/09	357.18	020	ADT SECURITY SERVICES INC.	26516	MAY ALARMS	49.23	
					26517	MAY ALARMS	49.23	
					26518	MAY ALARMS	45.05	
					26519	MAY ALARMS	61.90	
					26520	MAY ALARMS	83.77	
					26521	MAY ALARMS	68.00	

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32516	04/27/09	479.00	382	AIRTEC SERVICE		26669	SVC/111 DUBOIS	479.00	
32517	04/27/09	838.57	001	AT&T		26591	APR REPEATERS/OPS	85.08	
						26671	MAR 138 GOLF	753.49	
32518	04/27/09	56.06	M033	BAILEY, NEIL	0	26689	MED PYMT SUPP	56.06	
32519	04/27/09	640.00	001365	BORTNICK, ROBERT S. & ASSOC.	7	26501	CLAIMS INVESTIGATION	640.00	
32520	04/27/09	160.66	001268	BUDGET BLINDS OF SANTA CRUZ	7	26644	OFFICE SUPPLY/OPS	160.66	
32521	04/27/09	67.88	002189	BUS & EQUIPMENT		26638	REV VEH PARTS	67.88	
32522	04/27/09	458,125.99	502	CA PUBLIC EMPLOYEES'		26657	MAY MED INS	458,125.99	
32523	04/27/09	44.00	014	CABRILLO COLLEGE		26662	MARCH FINGERPRINTING	44.00	
32524	04/27/09	56.06	M022	CAPELLA, KATHLEEN	0	26703	MED PYMT SUPP	56.06	
32525	04/27/09	28.03	M073	CENTER, DOUG	0	26710	MED PYMT SUPP	28.03	
32526	04/27/09	549.08	002479	CENTRAL EQUIPMENT SERVICE CO.		26615	LIFT SVC/DUBOIS	549.08	
32527	04/27/09	44.81	172	CENTRAL WELDER'S SUPPLY, INC.		26611	PARTS & SUPPLIES	44.81	
32528	04/27/09	28.03	M036	CERVANTES, GLORIA	0	26690	MED PYMT SUPP	28.03	
32529	04/27/09	192.96	E312	CHENG, FRANK		26686	3/30-4/2 EMP TRAVEL	192.96	
32530	04/27/09	25.00	561	CITY OF SANTA CRUZ-POLICE DEPT		26654	ALARM REGISTRATION	25.00	
32531	04/27/09	10.63	130	CITY OF WATSONVILLE UTILITIES		26570	3/1-4/1 RODRIGUEZ	10.63	
32532	04/27/09	125.00	001113	CLARKE, SUSAN	7	26596	EXT BUS ANNOUN/AUDIT	125.00	
32533	04/27/09	30,073.38	001124	CLEAN ENERGY		26606	3/31 LNG/FLT	8,940.95	
						26607	4/2 LNG/FLT	6,054.82	
						26608	4/4 LNG/FLT	7,460.89	
						26609	4/7 LNG/FLT	7,616.72	
32534	04/27/09	338.36	002870	COLE SUPPLY COMPANY, INC.		26592	CLEANING SUPPLIES	338.36	
32535	04/27/09	146.59	001266	COMCAST		26721	DIGITAL VOICE/MB	146.59	
32536	04/27/09	184.00	367	COMMUNITY TELEVISION OF		26683	TV COVERAGE/3/27	184.00	
32537	04/27/09	201.29	002063	COSTCO		26430	OFFICE SUPPLY/OPS	119.75	
						26431	OFFICE SUPPLY/OPS	38.83	
						26435	PHOTO PROCESS/OPS	3.20	
						26436	PHOTO PROCESS/OPS	2.60	
						26437	PHOTO PROCESS/OPS	1.73	
						26438	PHOTO PROCESS/OPS	12.95	
						26439	PHOTO PROCESS/OPS	1.73	
						26440	PHOTO PROCESS/OPS	3.89	
						26593	PHOTO PROCESS/OPS	3.99	
						26594	PHOTO PROCESS/OPS	10.45	
						26595	PHOTO PROCESS/OPS	2.17	
32538	04/27/09	28.03	M092	CRAWFORD, TERRI	0	26711	MED PYMT SUPP	28.03	
32539	04/27/09	28.03	M039	DAVILA, ANA MARIA	0	26691	MED PYMT SUPP	28.03	
32540	04/27/09	110.27	085	DIXON & SON TIRE, INC.		26630	APR TIRES & TUBES	110.27	
32541	04/27/09	85.00	002388	DOGHERRA'S	7	26637	OUT RPR REV VEH	85.00	
32542	04/27/09	28.03	M096	DRAKE, JUDITH	0	26712	MED PYMT SUPP	28.03	
32543	04/27/09	500.00	002862	ECOLOGICAL CONCERNS INC.		26680	WATER DRAINAGE/MB	500.00	
32544	04/27/09	4,121.95	001492	EVERGREEN OIL INC.		26617	HAZ WASTE DISP	3,222.25	
						26618	HAZ WASTE DISP	839.70	
						26667	HAZ WASTE DISP	60.00	
32545	04/27/09	990.00	432	EXPRESS EMPLOYMENT PROS		26668	TEMP/FAC W/E 4/12	990.00	
32546	04/27/09	71.55	372	FEDERAL EXPRESS		26643	MAR-APR SHIPPING	71.55	
32547	04/27/09	200.00	E882	FERRICK, MARY		26586	5/14-5/21 EMP TRAVEL	200.00	
32548	04/27/09	28.03	M099	FIKE, LOUIS	0	26713	MED PYMT SUPP	28.03	
32549	04/27/09	200.00	E637	FRIEDRICH, ERICH		26589	5/17-5/21 EMP TRAVEL	200.00	

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32550	04/27/09	67.46	M074	GABRIELE, BERNARD	0	26714	MED PYMT SUPP	67.46	
32551	04/27/09	28.03	M040	GARBEZ, LINDA	0	26692	MED PYMT SUPP	28.03	
32552	04/27/09	56.06	M100	GARCIA, SANTIAGO	0	26693	MED PYMT SUPP	56.06	
32553	04/27/09	608.74	647	GFI GENFARE		26590	REV VEH PARTS	608.74	
32554	04/27/09	28.03	M101	GOES, ALAN	0	26715	MED PYMT SUPP	28.03	
32555	04/27/09	56.06	M041	GOUVEIA, ROBERT	0	26694	MED PYMT SUPP	56.06	
32556	04/27/09	55.44	282	GRAINGER		26616	REPAIRS/MAINTENANCE	55.44	
32557	04/27/09	72.94	M081	HALL, JAMES	0	26695	MED PYMT SUPP	72.94	
32558	04/27/09	62,206.50	001035	HARRIS & ASSOCIATES		26681	PROF SVCS THRU 3/31	62,206.50	
32559	04/27/09	1,753.50	002313	HARTSELL & OLIVIERI	7	26658	MAR TRANSCRIPTS/HRD	941.50	
						26659	MAR TRANSCRIPTS/HRD	812.00	
32560	04/27/09	41.42	510A	HASLER, INC.		26640	MAY EQUIP RENTAL/PT	41.42	
32561	04/27/09	16.00	T190	HAUGEPLASS, TOM		26622	FAREBOX REFUND	16.00	
32562	04/27/09	30,000.00	002116	HINSHAW, EDWARD & BARBARA	7	26678	370 ENCINAL RENT	30,000.00	
32563	04/27/09	825.13	215	IKON OFFICE SOLUTIONS		26602	OUT RPR EQUIP	825.13	
32564	04/27/09	16,784.10	002117	IULIANO	7	26672	115 DUBOIS	294.45	
						26673	115 DUBOIS RENT	3,369.76	
						26674	111 DUBOIS	722.20	
						26675	111 DUBOIS RENT	12,397.69	
32565	04/27/09	2,800.00	001262	JABICO ENTERPRISES, LLC	7	26687	PROF/TECH SVCS IT	2,800.00	
32566	04/27/09	2,820.54	110	JESSICA GROCERY STORE, INC.		26679	CUSTODIAL SVCS	2,820.54	
32567	04/27/09	28.03	M104	JUSSEL, PETE	0	26716	MED PYMT SUPP	28.03	
32568	04/27/09	246.99	M061	KAMEDA, TERRY	0	26704	MED PYMT SUPP	246.99	
32569	04/27/09	226.10	001283	KELLY, STEVE		26722	VERNON RELOCATION/MB	226.10	
32570	04/27/09	84.00	001401	KIPLINGER CALIFORNIA LETTER		26624	5/13-5/12 RENEWAL	84.00	
32571	04/27/09	225.00	852	LAW OFFICES OF MARIE F. SANG	7	26663	WORKERS COMP CLAIM	225.00	
32572	04/27/09	919.76	001280	LITTLE AMERICA HOTEL		26587	CONF:2742649	459.88	
						26588	CONF: 2742648	459.88	
32573	04/27/09	115.00	T189	LONG BEACH MEDICAL CLINIC		26623	MAR MEDICAL EXAM	115.00	
32574	04/27/09	1,407.05	001119	MACERICH PARTNERSHIP LP	7	26677	CAPITOLA MALL RENT	1,407.05	
32575	04/27/09	2.76	001936	MCI		26664	MAR PHONES	2.76	
32576	04/27/09	92.92	041	MISSION UNIFORM		26513	UNIF/LAUNDRY/FAC	56.73	
						26631	UNIF/LAUNDRY/PT	36.19	
32577	04/27/09	250.00	001454	MONTEREY BAY OFFICE PRODUCTS		26688	MOVE COPIER TO GOLF	250.00	
32578	04/27/09	884.72	288	MUNCIE TRANSIT SUPPLY		26551	BLDG IMP/MAINT	884.72	
32579	04/27/09	28.03	M050	O'MARA, KATHLEEN	0	26696	MED PYMT SUPP	28.03	
32580	04/27/09	1,020.56	009	PACIFIC GAS & ELECTRIC		26670	3/12-4/10 RESEARCH	924.34	
						26720	2/27-3/26 1217 RIVER	96.22	
32581	04/27/09	68.10	043	PALACE ART & OFFICE SUPPLY		26514	OFFICE SUPPLIES/FAC	17.51	
						26626	OFFICE SUPPLY/FIN	12.49	
						26632	OFFICE SUPPLY/PT	38.10	
						26641	CREDIT MEMO	-38.10	
						26642	OFFICE SUPPLY/PT	38.10	
32582	04/27/09	217.29	M057	PARHAM, WALLACE	0	26705	MED PYMT SUPP	217.29	
32583	04/27/09	28.03	M109	PEREZ, CHERYL		26697	MED PYMT SUPP	28.03	
32584	04/27/09	180.17	M064	PETERS, TERRIE	0	26706	MED PYMT SUPP	180.17	
32585	04/27/09	28.03	M070	PICARELLA, FRANCIS	0	26707	MED PYMT SUPP	28.03	
32586	04/27/09	221.50	481	PIED PIPER EXTERMINATORS, INC.		26530	APR PEST CONTROL	183.00	
						26535	APR PEST CONTROL	38.50	
32587	04/27/09	28.03	M117	POLANCO, ANDRES		26717	MED PYMT SUPP	28.03	

5-1.8

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

DATE: 04/01/09 THRU 04/30/09

CHECK NUMBER	CHECK DATE	CHECK AMOUNT	VENDOR	VENDOR NAME	VENDOR TYPE	TRANS. NUMBER	TRANSACTION DESCRIPTION	TRANSACTION AMOUNT	COMMENT
32588	04/27/09	217.29	M058	POTEETE, BEVERLY	0	26708	MED PYMT SUPP	217.29	
32589	04/27/09	12.03	107A	PROBUILD		26553	PARTS & SUPPLIES	12.03	
32590	04/27/09	42,434.60	904	RNL DESIGN		26684	SVCS THRU 1/31 MB	8,180.60	
						26685	SVCS THRU 1/31 MB	34,254.00	
32591	04/27/09	56.06	M085	ROSSI, DENISE	0	26698	MED PYMT SUPP	56.06	
32592	04/27/09	28.03	M030	ROWE, RUBY		26699	MED PYMT SUPP	28.03	
32593	04/27/09	662.85	001237	SAN JOSE BLUEPRINT		26682	MAR SPECS/MB	662.85	
32594	04/27/09	195.07	002713	SANTA CRUZ AUTO TECH, INC.		26639	OUT RPR REV VEH	195.07	
32595	04/27/09	199.31	135	SANTA CRUZ AUTO PARTS, INC.		26628	REV VEH PARTS	47.49	
						26629	REV VEH PARTS	151.82	
32596	04/27/09	236.84	079	SANTA CRUZ MUNICIPAL UTILITIES		26723	2/14-3/17 1217 RIVER	236.84	
32597	04/27/09	757.08	149	SANTA CRUZ SENTINEL	0	26649	CLASSIFIED ADS-FIN	202.68	
						26650	CLASSIFIED ADS-FIN	169.90	
						26651	CLASSIFIED ADS-FIN	196.72	
						26652	CLASSIFIED ADS-FIN	187.78	
32598	04/27/09	25.31	002447	SETON IDENTIFICATION PRODUCTS		26625	NAMEPLATE/FIN	25.31	
32599	04/27/09	156.17	M010	SHORT, SLOAN	0	26709	MED PYMT SUPP	156.17	
32600	04/27/09	28.03	M112	SILVA, EDUARDO	0	26718	MED PYMT SUPP	28.03	
32601	04/27/09	56.06	M054	SLOAN, FRANCIS	0	26700	MED PYMT SUPP	56.06	
32602	04/27/09	12,116.23	001075	SOQUEL III ASSOCIATES	7	26676	RESEARCH PARK RENT	12,116.23	
32603	04/27/09	2,059.99	001232	SPECIALIZED AUTO AND		26443	OUT RPR REV VEH	43.28	
						26444	OUT RPR REV VEH	43.28	
						26445	OUT RPR REV VEH	43.28	
						26446	OUT RPR REV VEH	43.28	
						26447	OUT RPR REV VEH	43.28	
						26448	OUT RPR REV VEH	43.28	
						26449	OUT RPR REV VEH	43.28	
						26450	OUT RPR REV VEH	43.28	
						26451	OUT RPR REV VEH	43.28	
						26452	OUT RPR REV VEH	480.14	
						26454	OUT RPR REV VEH	43.28	
						26455	OUT RPR REV VEH	43.28	
						26633	OUT RPR REV VEH	377.11	
						26634	OUT RPR REV VEH	162.84	
						26635	OUT RPR REV VEH	435.26	
						26636	OUT RPR REV VEH	128.56	
32604	04/27/09	1,680.00	080	STATE BOARD OF EQUALIZATION		26661	JAN-MAR USE TAX	1,680.00	
32605	04/27/09	458.64	080A	STATE BOARD OF EQUALIZATION		26653	JAN-MAR 09 FUEL TAX	458.64	
32606	04/27/09	431.75	002871	STATE ELECTRIC GENERATOR		26619	APR SVC/ENCINAL	431.75	
32607	04/27/09	935.00	002805	TELEPATH CORPORATION		26604	OUT RPR EQUIP	220.00	
						26605	OUT RPR EQUIP	220.00	
						26614	OUT RPR EQUIP	165.00	
						26620	OUT RPR EQUIP	330.00	
32608	04/27/09	300.00	001165	THANH N. VU MD	7	26610	MEDICAL EXAM	75.00	
						26645	MEDICAL EXAM	75.00	
						26646	MEDICAL EXAM	75.00	
						26647	MEDICAL EXAM	75.00	
32609	04/27/09	757.44	001282	THE WESTIN LA PALOMA RESORT		26585	CONF: 224406046	757.44	
32610	04/27/09	28.03	M086	TOLINE, DONALD	0	26701	MED PYMT SUPP	28.03	
32611	04/27/09	18.00	007	UNITED PARCEL SERVICE		26613	FRT OUT/FLT	18.00	

5-1.9

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

DATE: 04/01/09 THRU 04/30/09

CHECK NUMBER	CHECK DATE	CHECK AMOUNT	VENDOR	VENDOR NAME	VENDOR TYPE	TRANS. NUMBER	TRANSACTION DESCRIPTION	TRANSACTION AMOUNT	COMMENT
32612	04/27/09	10.96	946	UNITED SITE SERVICES		26597	APR FENCE RENT/DUB	10.96	
32613	04/27/09	220.49	001251	VERIZON BUSINESS SERVICES, INC.		26554	MARCH PHONES	0.40	
						26555	MARCH PHONES	7.31	
						26556	MARCH PHONES	0.43	
						26557	MARCH PHONES	34.64	
						26558	MARCH PHONES	0.21	
						26559	MARCH PHONES	1.26	
						26560	MARCH PHONES	0.83	
						26561	MARCH PHONES	0.94	
						26562	MARCH PHONES	0.63	
						26563	MARCH PHONES	24.17	
						26564	MARCH PHONES	132.94	
						26565	MARCH PHONES	0.06	
						26566	MARCH PHONES	14.36	
						26567	MARCH PHONES	1.43	
						26568	MARCH PHONES	0.88	
32614	04/27/09	100.82	434	VERIZON WIRELESS	0	26665	PC CARDS/ADMIN	100.82	
32615	04/27/09	217.29	M076	VONWAL, YVETTE	0	26719	MED PYMT SUPP	217.29	
32616	04/27/09	12,176.84	001083	WATSONVILLE TRANSPORTATION, INC		26621	MARCH PT SVCS	12,176.84	
32617	04/27/09	574.89	001223	WATSONVILLE CADILLAC, BUICK.		26627	REV VEH PARTS	574.89	
32618	04/27/09	28.03	M088	YAGI, RANDY	0	26702	MED PYMT SUPP	28.03	
32619M	04/24/09	40.00	T191	SECRETARY OF STATE EMP TRAINING		26724	EMP TRAINING	40.00	MANUAL
TOTAL		1,203,291.06		ACCOUNTS PAYABLE			TOTAL CHECKS	259	1,203,291.06

5-1.10

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

**DATE:** May 22, 2009

**TO:** Board of Directors

**FROM:** Angela Aitken, Finance Manager 

**SUBJECT:** MONTHLY BUDGET STATUS REPORTS FOR MARCH 2009.

## I. RECOMMENDED ACTION

**That the Board of Directors accept and file the budget status reports for the month of March 2009.**

## II. SUMMARY OF ISSUES

- **Operating Revenues** for the month of March 2009 were \$325K or 10% over the amount of revenue expected for March 2009.
- **Consolidated Operating Expenses** for the month of March 2009 were \$568K or 17% under budget.
- **Capital Budget** spending year to date through March 2009 was \$11,938K or 40% 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 75%.

5-2.1

**A. Operating Revenue**

For the month of March 2009 revenue was \$325K or 10 % over 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 March 2009 were \$568K or 17 % under budget; 1 % over where we were in FY08. Majority of the variance is due to lower than anticipated Personnel expenses in Bus Operators and Paratransit Program, and Fuel & Lube Rev Vehicles expenses in Fleet.

**C. Consolidated Operating Expenses**

Consolidated Operating Expenses for the month of March 2009 were \$568K or 17 % under budget. Personnel Expenses, Rev Vehicle Parts and Fuels & Lube Rev Veh 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 March 2009 was \$11,938K or 40 % of the Capital budget. Of this, \$3,948K has been spent of the MetroBase Maintenance Facility project, \$3,567K has been spent on the Local Bus Replacement , \$1,383K has been spent on the CNG Bus Conversions, and \$2,359K has been spent on the H17 Bus Replacement project.

**IV. FINANCIAL CONSIDERATIONS**

At this time, our Operating and Capital Budget are within tolerable variances.

**IV. ATTACHMENTS**

- Attachment A:** FY09 Operating Revenue for the month ending – 03/31/09  
FY09 Operating Expenses by Department for the month ending – 03/31/09  
FY09 Consolidated Operating Expenses for the month ending – 03/31/09  
FY09 Capital Budget Reports for the month ending – 03/31/09

Prepared by: Kristina Mihaylova

5-2.2



**FY09**  
**Operating Revenue**  
**For the month ending - March 31, 2009**

Percent of Year Elapsed - 75%

Revenue Source	Current Period					Year to Date				YTD Year Over Year Comparison			
	Actual	Budget	\$ Var	% Var	Notes	Actual	Budget	\$ Var	% Var	Actual	FY08	\$ Var	% Var
Passenger Fares	\$ 275,882	\$ 288,157	\$ (12,275)	-4%		\$ 2,503,993	\$ 2,614,601	\$ (110,608)	-4%	\$ 2,503,993	\$ 2,603,133	\$ (99,140)	-4%
Paratransit Fares	\$ 23,179	\$ 16,576	\$ 6,603	40%		\$ 259,036	\$ 228,148	\$ 30,888	14%	\$ 259,036	\$ 168,767	\$ 90,269	53%
Special Transit Fares	\$ 347,310	\$ 240,879	\$ 106,431	44%		\$ 2,603,433	\$ 2,455,812	\$ 147,621	6%	\$ 2,603,433	\$ 2,133,036	\$ 470,397	22%
Highway 17 Fares	\$ 90,329	\$ 74,107	\$ 16,222	22%		\$ 787,407	\$ 697,769	\$ 89,638	13%	\$ 787,407	\$ 630,497	\$ 156,910	25%
Highway 17 Payments	\$ 35,691	\$ 50,912	\$ (15,221)	-30%		\$ 320,003	\$ 386,483	\$ (66,480)	-17%	\$ 320,003	\$ 376,790	\$ (56,787)	-15%
<b>Subtotal Passenger Revenue</b>	<b>\$ 772,391</b>	<b>\$ 670,631</b>	<b>\$ 101,760</b>	<b>15%</b>	<b>1</b>	<b>\$ 6,473,872</b>	<b>\$ 6,382,813</b>	<b>\$ 91,059</b>	<b>1%</b>	<b>\$ 6,473,872</b>	<b>\$ 5,912,223</b>	<b>\$ 561,649</b>	<b>9%</b>
Commissions	\$ -	\$ 413	\$ (413)	-100%		\$ 4,522	\$ 3,712	\$ 810	22%	\$ 4,522	\$ 3,516	\$ 1,006	29%
Advertising Income	\$ 27,396	\$ 7,105	\$ 20,291	286%	2	\$ 122,255	\$ 63,945	\$ 58,310	91%	\$ 122,255	\$ 197,887	\$ (75,632)	-38%
Rent Income - SC Pacific Station	\$ 7,598	\$ 7,512	\$ 86	1%		\$ 67,594	\$ 67,422	\$ 172	0%	\$ 67,594	\$ 59,668	\$ 7,926	13%
Rent Income - Watsonville, TC	\$ 2,855	\$ 2,821	\$ 34	1%		\$ 28,151	\$ 28,021	\$ 130	0%	\$ 28,151	\$ 33,259	\$ (5,108)	-15%
Rent Income - General	\$ -	\$ -	\$ -	0%		\$ 12,659	\$ -	\$ 12,659	100%	\$ 12,659	\$ 5,090	\$ 7,569	149%
Interest Income	\$ 24,848	\$ 23,583	\$ 1,265	5%		\$ 328,121	\$ 236,670	\$ 89,451	38%	\$ 328,121	\$ 789,931	\$ (463,810)	-59%
Other Non-Transp Revenue	\$ 450	\$ 416	\$ 34	8%		\$ 5,194	\$ 3,751	\$ 1,443	38%	\$ 5,194	\$ 127,801	\$ (122,607)	-96%
Sales Tax Revenue	\$ 1,183,503	\$ 1,130,685	\$ 52,818	5%	3	\$ 12,343,599	\$ 12,889,122	\$ (345,523)	-3%	\$ 12,343,599	\$ 13,062,633	\$ (709,034)	-5%
Transp Dev Act (TDA) - Op Asst	\$ 1,494,616	\$ 1,345,053	\$ 149,563	11%	4	\$ 4,483,848	\$ 4,334,285	\$ 149,563	3%	\$ 4,483,848	\$ 4,771,527	\$ (287,679)	-6%
<b>Subtotal Other Revenue</b>	<b>\$ 2,741,266</b>	<b>\$ 2,517,588</b>	<b>\$ 223,678</b>	<b>9%</b>		<b>\$ 17,393,943</b>	<b>\$ 17,426,928</b>	<b>\$ (32,985)</b>	<b>0%</b>	<b>\$ 17,393,943</b>	<b>\$ 19,041,312</b>	<b>\$ (1,647,369)</b>	<b>-9%</b>
FTA Sec 5307 - Op Asst	\$ -	\$ -	\$ -	0%		\$ 3,426,293	\$ 3,426,293	\$ -	0%	\$ 3,426,293	\$ 3,153,552	\$ 272,741	9%
Repay FTA Advance	\$ -	\$ -	\$ -	0%		\$ -	\$ -	\$ -	0%	\$ -	\$ -	\$ -	0%
FTA Sec 5311 - Rural Op Asst	\$ -	\$ -	\$ -	0%		\$ 161,615	\$ 161,615	\$ -	0%	\$ 161,615	\$ 149,335	\$ 12,280	8%
Sec 5303 - AMBAG Funding	\$ -	\$ -	\$ -	0%		\$ 13,259	\$ -	\$ 13,259	100%	\$ 13,259	\$ 40,578	\$ (27,319)	-67%
FTA Sec 5317 - Op Assistance	\$ -	\$ -	\$ -	0%		\$ -	\$ -	\$ -	0%	\$ -	\$ 17,785	\$ (17,785)	-100%
<b>Subtotal Grant Revenue</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0%</b>		<b>\$ 3,601,167</b>	<b>\$ 3,587,908</b>	<b>\$ 13,259</b>	<b>0%</b>	<b>\$ 3,601,167</b>	<b>\$ 3,361,250</b>	<b>\$ 239,917</b>	<b>7%</b>
<b>Subtotal Operating Revenue</b>	<b>\$ 3,513,657</b>	<b>\$ 3,188,219</b>	<b>\$ 325,438</b>	<b>10%</b>		<b>\$ 27,468,982</b>	<b>\$ 27,397,649</b>	<b>\$ 71,333</b>	<b>0%</b>	<b>\$ 27,468,982</b>	<b>\$ 28,314,785</b>	<b>\$ (845,803)</b>	<b>-3%</b>
<b>Total Operating Expenses</b>	<b>\$ 2,773,146</b>					<b>\$ 25,905,543</b>				<b>\$ 25,905,543</b>	<b>\$ 25,715,856</b>		
<b>Variance</b>	<b>\$ 740,511</b>					<b>\$ 1,563,440</b>				<b>\$ 1,563,440</b>	<b>\$ 2,598,929</b>		
<b>One-Time Revenue</b>													
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 Liab lns Res	\$ -	\$ -	\$ -	0%		\$ -	\$ -	\$ -	0%	\$ -	\$ -	\$ -	0%
Carryover from Previous Year	\$ -	\$ -	\$ -	0%		\$ -	\$ -	\$ -	0%	\$ -	\$ -	\$ -	0%
<b>Subtotal One-Time Revenue</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0%</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0%</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0%</b>
<b>Total Revenue</b>	<b>\$ 3,513,657</b>	<b>\$ 3,188,219</b>	<b>\$ 325,438</b>	<b>10%</b>		<b>\$ 27,468,982</b>	<b>\$ 27,397,649</b>	<b>\$ 71,333</b>	<b>0%</b>	<b>\$ 27,468,982</b>	<b>\$ 28,314,785</b>	<b>\$ (845,803)</b>	<b>-3%</b>
<b>Total Operating Expenses</b>	<b>\$ 2,773,146</b>					<b>\$ 25,905,543</b>				<b>\$ 25,905,543</b>	<b>\$ 25,715,856</b>		
<b>Variance</b>	<b>\$ 740,511</b>					<b>\$ 1,563,440</b>				<b>\$ 1,563,440</b>	<b>\$ 2,598,929</b>		

5-2.91

Attachment A



**FY09**  
**Operating Revenue**  
*For the month ending - March 31, 2009*

Percent of Year Elapsed - 75%

<u>Revenue Source</u>	<u>Current Period</u>					<u>Year to Date</u>				<u>YTD Year Over Year Comparison</u>			
	<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>

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) **Sales Tax Revenue** is slightly over budget for the month due to higher than anticipated receipts in March 2009.
- 4) **Transp Dev Act (TDA) - Op Assist** is over budget due to the December 2008 budget revision. TDA revenue projection was reduced 5 % to \$5,679,338 by RTC, while in March they paid according to the original TDA claim of \$5,978,464. We expect a reduced payment in June based on actual TDA receipts by RTC.

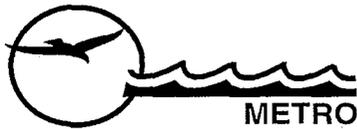
5-27-09



**FY09**  
**Operating Expenses by Department**  
**For the month ending - March 31, 2009**

	Current Period				Notes	Year to Date				YTD Year Over Year Comparison			
	Actual	Budget	\$ Var	% Var		Actual	Budget	\$ Var	% Var	FY09 Actual	FY08	\$ Var	% Var
<b>Departmental Personnel Expenses</b>													
700 - SCCIC	\$ -	\$ -	\$ -	0%		\$ -	\$ -	\$ -	0%	\$ -	\$ -	\$ -	0%
1100 - Administration	\$ 65,196	\$ 87,059	\$ (21,863)	-3%		\$ 664,918	\$ 668,747	\$ (3,829)	-1%	\$ 664,918	\$ 679,676	\$ (14,758)	-2%
1200 - Finance	\$ 93,925	\$ 94,150	\$ (225)	0%		\$ 625,817	\$ 655,309	\$ (29,492)	-5%	\$ 625,817	\$ 398,642	\$ 227,175	57%
1300 - Customer Service	\$ 43,733	\$ 37,820	\$ 5,913	16%		\$ 332,649	\$ 337,980	\$ (5,331)	-2%	\$ 332,649	\$ 298,927	\$ 33,722	11%
1400 - Human Resources	\$ 41,757	\$ 48,084	\$ (6,327)	-13%		\$ 401,359	\$ 432,755	\$ (31,396)	-7%	\$ 401,359	\$ 382,353	\$ 19,006	5%
1500 - Information Technology	\$ 43,758	\$ 41,752	\$ 2,006	5%		\$ 370,174	\$ 375,766	\$ (5,592)	-1%	\$ 370,174	\$ 361,378	\$ 8,796	2%
1700 - District Counsel	\$ 37,078	\$ 37,703	\$ (625)	-2%		\$ 317,067	\$ 339,327	\$ (22,260)	-7%	\$ 317,067	\$ 297,021	\$ 20,046	7%
1800 - Risk Management	\$ -	\$ -	\$ -	0%		\$ -	\$ -	\$ -	0%	\$ -	\$ -	\$ -	0%
2200 - Facilities Maintenance	\$ 80,827	\$ 82,896	\$ (2,069)	-2%		\$ 713,630	\$ 746,065	\$ (32,435)	-4%	\$ 713,630	\$ 646,834	\$ 66,796	10%
3100 - Paratransit Program	\$ 289,322	\$ 293,714	\$ (4,392)	-2%		\$ 2,271,589	\$ 2,643,426	\$ (371,837)	-14%	\$ 2,271,589	\$ 2,066,416	\$ 205,173	10%
3200 - Operations	\$ 165,411	\$ 174,870	\$ (9,459)	-5%		\$ 1,449,587	\$ 1,639,489	\$ (189,902)	-12%	\$ 1,449,587	\$ 1,428,325	\$ 21,262	1%
3300 - Bus Operators	\$ 1,105,720	\$ 1,162,881	\$ (57,161)	-5%		\$ 9,862,574	\$ 10,465,930	\$ (603,356)	-6%	\$ 9,862,574	\$ 9,469,954	\$ 392,620	4%
4100 - Fleet Maintenance	\$ 313,747	\$ 320,343	\$ (6,596)	-2%		\$ 2,779,770	\$ 2,942,400	\$ (162,630)	-6%	\$ 2,779,770	\$ 2,882,276	\$ (102,506)	-4%
9001 - Cobra Benefits	\$ (215)	\$ -	\$ (215)	100%		\$ 2,421	\$ -	\$ 2,421	100%	\$ 2,421	\$ (3,312)	\$ 5,733	-173%
9005 - Retired Employee Benefits	\$ 141,593	\$ 143,457	\$ (1,864)	-1%		\$ 1,193,931	\$ 1,291,111	\$ (97,180)	-8%	\$ 1,193,931	\$ 1,105,235	\$ 88,696	8%
9014 - Operating Grants	\$ -	\$ -	\$ -	0%		\$ -	\$ -	\$ -	0%	\$ -	\$ -	\$ -	0%
110020 - Operating Grants	\$ -	\$ -	\$ -	0%		\$ -	\$ -	\$ -	0%	\$ -	\$ -	\$ -	0%
100 - New Flyer Parts Credit	\$ -	\$ -	\$ -	0%		\$ -	\$ -	\$ -	0%	\$ -	\$ -	\$ -	0%
<b>Subtotal Personnel Expenses</b>	<b>\$ 2,401,852</b>	<b>\$ 2,504,729</b>	<b>\$ (102,877)</b>	<b>-4%</b>		<b>\$ 20,985,486</b>	<b>\$ 22,538,304</b>	<b>\$ (1,552,818)</b>	<b>-7%</b>	<b>\$ 20,985,486</b>	<b>\$ 20,015,724</b>	<b>\$ 969,762</b>	<b>5%</b>
<b>Departmental Non-Personnel Expenses</b>													
700 - SCCIC	\$ -	\$ -	\$ -	0%		\$ 270	\$ 300	\$ (30)	-10%	\$ 270	\$ 260	\$ 10	4%
1100 - Administration	\$ 17,981	\$ 28,411	\$ (10,430)	-37%		\$ 175,893	\$ 272,592	\$ (96,699)	-35%	\$ 175,893	\$ 504,523	\$ (328,630)	-65%
1200 - Finance	\$ 95,789	\$ 103,575	\$ (7,786)	-8%		\$ 651,478	\$ 748,425	\$ (96,947)	-13%	\$ 651,478	\$ 558,869	\$ 92,609	17%
1300 - Customer Service	\$ 10,024	\$ 15,499	\$ (5,475)	-35%		\$ 66,261	\$ 84,542	\$ (18,281)	-22%	\$ 66,261	\$ 62,714	\$ 3,547	6%
1400 - Human Resources	\$ 4,474	\$ 11,115	\$ (6,641)	-60%		\$ 26,349	\$ 100,041	\$ (73,692)	-74%	\$ 26,349	\$ 27,176	\$ (827)	-3%
1500 - Information Technology	\$ 3,822	\$ 9,588	\$ (5,766)	-60%		\$ 71,535	\$ 92,295	\$ (20,760)	-22%	\$ 71,535	\$ 192,059	\$ (120,524)	-63%
1700 - District Counsel	\$ 1,819	\$ 1,692	\$ 127	8%		\$ 11,315	\$ 15,227	\$ (3,912)	-26%	\$ 11,315	\$ 17,209	\$ (5,894)	-34%
1800 - Risk Management	\$ 1,409	\$ 20,833	\$ (19,424)	-93%		\$ 35,889	\$ 187,497	\$ (151,608)	-81%	\$ 35,889	\$ 44,701	\$ (8,812)	-20%
2200 - Facilities Maintenance	\$ 121,425	\$ 141,702	\$ (20,277)	-14%		\$ 1,239,575	\$ 1,312,816	\$ (73,241)	-6%	\$ 1,239,575	\$ 371,346	\$ 868,229	234%
3100 - Paratransit Program	\$ 45,026	\$ 72,526	\$ (27,500)	-38%		\$ 466,794	\$ 652,734	\$ (185,940)	-28%	\$ 466,794	\$ 567,493	\$ (100,699)	-18%
3200 - Operations	\$ 39,119	\$ 47,789	\$ (8,670)	-18%		\$ 418,604	\$ 392,601	\$ 26,003	7%	\$ 418,604	\$ 410,780	\$ 7,824	2%
3300 - Bus Operators	\$ -	\$ 334	\$ (334)	-100%		\$ 4,164	\$ 6,504	\$ (2,340)	-36%	\$ 4,164	\$ 4,793	\$ (629)	-13%
4100 - Fleet Maintenance	\$ 28,964	\$ 383,422	\$ (354,458)	-92%		\$ 1,738,645	\$ 3,292,919	\$ (1,554,274)	-47%	\$ 1,738,645	\$ 2,937,686	\$ (1,199,041)	-41%
9001 - Cobra Benefits	\$ -	\$ -	\$ -	0%		\$ -	\$ -	\$ -	0%	\$ -	\$ 1,094	\$ (1,094)	-100%
9005 - Retired Employee Benefits	\$ -	\$ -	\$ -	0%		\$ -	\$ 1	\$ (1)	-100%	\$ -	\$ -	\$ -	0%
9014 - Operating Grants	\$ 1,442	\$ -	\$ 1,442	100%		\$ 13,290	\$ -	\$ 13,290	100%	\$ 13,290	\$ (575)	\$ 13,865	-241.1%
110020 - Operating Grants	\$ -	\$ -	\$ -	0%		\$ -	\$ -	\$ -	0%	\$ -	\$ -	\$ -	0%
100 - New Flyer Parts Credit	\$ -	\$ -	\$ -	0%		\$ 0	\$ -	\$ 0	100%	\$ 0	\$ -	\$ 0	100%
<b>Subtotal Non-Personnel Expenses</b>	<b>\$ 371,294</b>	<b>\$ 836,486</b>	<b>\$ (465,192)</b>	<b>-56%</b>		<b>\$ 4,920,062</b>	<b>\$ 7,158,494</b>	<b>\$ (2,238,432)</b>	<b>-31%</b>	<b>\$ 4,920,062</b>	<b>\$ 5,700,128</b>	<b>\$ (780,066)</b>	<b>-14%</b>

5-2-a3



**FY09**  
**Operating Expenses by Department**  
**For the month ending - March 31, 2009**

	Current Period					Year to Date				YTD Year Over Year Comparison			
	Actual	Budget	\$ Var	% Var	Notes	Actual	Budget	\$ Var	% Var	FY09 Actual	FY08	\$ Var	% Var
<b>Total Departmental Expenses</b>													
700 - SCCIC	\$ -	\$ -	\$ -	0%		\$ 270	\$ 300	\$ (30)	-10%	\$ 270	\$ 260	\$ 10	4%
1100 - Administration	\$ 83,177	\$ 95,470	\$ (12,293)	-13%		\$ 840,811	\$ 941,338	\$ (100,527)	-11%	\$ 840,811	\$ 1,184,199	\$ (343,388)	-29%
1200 - Finance	\$ 189,714	\$ 197,725	\$ (8,011)	-4%		\$ 1,277,295	\$ 1,403,734	\$ (126,439)	-9%	\$ 1,277,295	\$ 957,511	\$ 319,784	33%
1300 - Customer Service	\$ 53,757	\$ 53,319	\$ 438	1%		\$ 398,910	\$ 422,522	\$ (23,612)	-6%	\$ 398,910	\$ 361,641	\$ 37,269	10%
1400 - Human Resources	\$ 46,231	\$ 59,199	\$ (12,968)	-22%		\$ 427,708	\$ 532,796	\$ (105,088)	-20%	\$ 427,708	\$ 409,529	\$ 18,179	4%
1500 - Information Technology	\$ 47,580	\$ 51,340	\$ (3,760)	-7%		\$ 441,709	\$ 466,061	\$ (24,352)	-6%	\$ 441,709	\$ 553,437	\$ (111,728)	-20%
1700 - District Counsel	\$ 38,897	\$ 39,395	\$ (498)	-1%		\$ 328,382	\$ 354,554	\$ (26,172)	-7%	\$ 328,382	\$ 314,230	\$ 14,152	5%
1800 - Risk Management	\$ 1,409	\$ 20,833	\$ (19,424)	-93%	1	\$ 35,899	\$ 187,497	\$ (151,608)	-81%	\$ 35,899	\$ 44,701	\$ (8,812)	-20%
2200 - Facilities Maintenance	\$ 202,252	\$ 224,598	\$ (22,346)	-10%	2	\$ 1,953,205	\$ 2,058,881	\$ (105,676)	-5%	\$ 1,953,205	\$ 1,018,180	\$ 935,025	92%
3100 - Paratransit Program	\$ 314,348	\$ 366,240	\$ (51,892)	-14%	3	\$ 2,738,383	\$ 3,296,160	\$ (557,777)	-17%	\$ 2,738,383	\$ 2,635,908	\$ 102,475	4%
3200 - Operations	\$ 204,530	\$ 222,659	\$ (18,129)	-8%	4	\$ 1,868,191	\$ 2,032,090	\$ (163,899)	-8%	\$ 1,868,191	\$ 1,839,105	\$ 29,086	2%
3300 - Bus Operators	\$ 1,105,720	\$ 1,153,215	\$ (57,495)	-5%	5	\$ 9,866,738	\$ 10,472,434	\$ (605,696)	-6%	\$ 9,866,738	\$ 9,474,747	\$ 391,991	4%
4100 - Fleet Maintenance	\$ 342,711	\$ 703,765	\$ (361,054)	-51%	6	\$ 4,518,415	\$ 6,235,319	\$ (1,716,904)	-28%	\$ 4,518,415	\$ 5,819,962	\$ (1,301,547)	-22%
9001 - Cobra Benefits	\$ (215)	\$ -	\$ (215)	100%		\$ 2,421	\$ -	\$ 2,421	100%	\$ 2,421	\$ (2,218)	\$ 4,639	-209%
9005 - Retired Employee Benefits	\$ 141,593	\$ 143,457	\$ (1,864)	-1%		\$ 1,193,931	\$ 1,291,112	\$ (97,181)	-8%	\$ 1,193,931	\$ 1,105,235	\$ 88,696	8%
9014 - Operating Grants	\$ 1,442	\$ -	\$ 1,442	100%		\$ 13,290	\$ -	\$ 13,290	100%	\$ 13,290	\$ (575)	\$ 13,865	-2411%
110020 - Operating Grants	\$ -	\$ -	\$ -	0%		\$ -	\$ -	\$ -	0%	\$ -	\$ -	\$ -	0%
100 - New Flyer Parts Credit	\$ -	\$ -	\$ -	0%		\$ 0	\$ -	\$ 0	100%	\$ 0	\$ -	\$ 0	100%
<b>Total Operating Expenses</b>	<b>\$ 2,773,146</b>	<b>\$ 3,341,215</b>	<b>\$ (568,069)</b>	<b>-17%</b>		<b>\$ 25,905,548</b>	<b>\$ 29,696,797</b>	<b>\$ (3,791,249)</b>	<b>-13%</b>	<b>\$ 25,905,548</b>	<b>\$ 25,715,852</b>	<b>\$ 189,696</b>	<b>1%</b>

\*\* does not include depreciation

**Current Period Notes:**

- 1) Risk Management is under budget due to below budgeted settlement costs paid in March 2009.
- 2) Facilities Maintenance is under budget due to cost cutting measures in place.
- 3) Paratransit Program is under budget due to not being at full complement and less than anticipated fuel and purchased transportation costs.
- 4) Operations is under budget due to not being at full complement.
- 5) Bus Operators is under budget due to not being at full complement.
- 6) Fleet is under budget due to not being at full complement and less than anticipated fuel costs.

5-2.04



**FY09**  
**Consolidated Operating Expenses**  
**For the month ending - March 31, 2009**

	Current Period				Notes	Year to Date				YTD Year Over Year Comparison			
	Actual	Budget	\$ Var	% Var		Actual	Budget	\$ Var	% Var	FY09 Actual	FY08	\$ Var	% Var
<b>LABOR</b>													
501011 Bus Operator Pay	\$ 644,736	\$ 703,961	\$ (59,225)	-8%		\$ 5,755,198	\$ 6,335,648	\$ (580,450)	-9%	\$ 5,755,198	\$ 5,521,236	\$ 233,962	4%
501013 Bus Operator Overtime	\$ 135,602	\$ 131,653	\$ 3,949	3%		\$ 1,025,152	\$ 1,184,880	\$ (159,728)	-13%	\$ 1,025,152	\$ 1,031,304	\$ (6,152)	-1%
501021 Other Salaries	\$ 565,139	\$ 497,698	\$ 67,441	14%		\$ 4,641,809	\$ 4,525,471	\$ 116,338	3%	\$ 4,641,809	\$ 4,441,461	\$ 200,348	5%
501023 Other Overtime	\$ 21,122	\$ 27,472	\$ (6,350)	-23%		\$ 193,242	\$ 247,245	\$ (54,003)	-22%	\$ 193,242	\$ 224,384	\$ (31,142)	-14%
<b>Total Labor -</b>	<b>\$ 1,366,599</b>	<b>\$ 1,360,784</b>	<b>\$ 5,815</b>	<b>0%</b>		<b>\$ 11,615,401</b>	<b>\$ 12,293,244</b>	<b>\$ (677,844)</b>	<b>-6%</b>	<b>\$ 11,615,401</b>	<b>\$ 11,218,385</b>	<b>\$ 397,016</b>	<b>4%</b>
<b>FRINGE BENEFITS</b>													
502011 Medicare/Soc. Sec.	\$ 18,549	\$ 17,887	\$ 662	4%		\$ 163,233	\$ 160,981	\$ 2,253	1%	\$ 163,233	\$ 153,677	\$ 9,556	6%
502021 Retirement	\$ 188,999	\$ 199,817	\$ (10,818)	-5%		\$ 1,674,626	\$ 1,798,353	\$ (123,727)	-7%	\$ 1,674,626	\$ 1,499,421	\$ 175,205	12%
502031 Medical Insurance	\$ 454,480	\$ 461,945	\$ (7,465)	-2%		\$ 3,846,238	\$ 4,157,449	\$ (311,210)	-7%	\$ 3,846,238	\$ 3,484,044	\$ 362,194	10%
502041 Dental Insurance	\$ 39,249	\$ 41,935	\$ (2,686)	-6%		\$ 354,102	\$ 377,408	\$ (23,307)	-6%	\$ 354,102	\$ 351,667	\$ 2,435	1%
502045 Vision Insurance	\$ 11,077	\$ 11,619	\$ (542)	-5%		\$ 100,174	\$ 104,571	\$ (4,397)	-4%	\$ 100,174	\$ 97,608	\$ 2,566	3%
502051 Life Insurance	\$ 3,571	\$ 4,181	\$ (610)	-15%		\$ 32,479	\$ 37,629	\$ (5,150)	-14%	\$ 32,479	\$ 30,698	\$ 1,781	6%
502060 State Disability	\$ 17,209	\$ 23,174	\$ (5,965)	-26%		\$ 122,579	\$ 208,561	\$ (85,982)	-41%	\$ 122,579	\$ 92,733	\$ 29,846	32%
502061 Disability Insurance	\$ 18,116	\$ 19,189	\$ (1,074)	-6%		\$ 160,384	\$ 172,704	\$ (12,320)	-7%	\$ 160,384	\$ 163,728	\$ (3,344)	-2%
502071 State Unemp. Ins	\$ 315	\$ 4,461	\$ (4,146)	-93%		\$ 51,601	\$ 40,151	\$ 11,450	29%	\$ 51,601	\$ 53,227	\$ (1,626)	-3%
502081 Worker's Comp Ins	\$ 70,582	\$ 83,349	\$ (12,767)	-15%		\$ 641,793	\$ 749,055	\$ (107,262)	-14%	\$ 641,793	\$ 809,628	\$ (167,835)	-21%
502083 Worker's Comp IBNR	\$ -	\$ -	\$ -	0%		\$ -	\$ -	\$ -	0%	\$ -	\$ -	\$ -	0%
502101 Holiday Pay	\$ 4,446	\$ 32,676	\$ (28,230)	-86%		\$ 275,501	\$ 294,068	\$ (18,567)	-6%	\$ 275,501	\$ 254,352	\$ 21,149	8%
502103 Floating Holiday	\$ 522	\$ 5,817	\$ (5,295)	-91%		\$ 18,164	\$ 52,351	\$ (34,187)	-65%	\$ 18,164	\$ 17,889	\$ 275	2%
502109 Sick Leave	\$ 67,687	\$ 80,035	\$ (12,348)	-15%		\$ 480,059	\$ 666,091	\$ (186,032)	-28%	\$ 480,059	\$ 421,352	\$ 58,707	14%
502111 Annual Leave	\$ 122,440	\$ 135,141	\$ (12,701)	-9%		\$ 1,291,917	\$ 1,223,278	\$ 68,639	6%	\$ 1,291,917	\$ 1,208,155	\$ 83,762	7%
502121 Other Paid Absence	\$ 12,041	\$ 10,357	\$ 1,684	16%		\$ 97,284	\$ 93,204	\$ 4,080	4%	\$ 97,284	\$ 85,184	\$ 12,100	14%
502251 Physical Exams	\$ 1,275	\$ 1,107	\$ 168	15%		\$ 5,510	\$ 9,961	\$ (4,451)	-45%	\$ 5,510	\$ 5,704	\$ (194)	-3%
502253 Driver Lic Renewal	\$ 89	\$ 363	\$ (274)	-75%		\$ 967	\$ 3,264	\$ (2,297)	-70%	\$ 967	\$ 1,360	\$ (393)	-29%
502999 Other Fringe Benefits	\$ 4,605	\$ 10,591	\$ (5,986)	-57%		\$ 53,472	\$ 95,674	\$ (42,201)	-44%	\$ 53,472	\$ 76,909	\$ (23,437)	-30%
<b>Total Fringe Benefits -</b>	<b>\$ 1,035,254</b>	<b>\$ 1,143,644</b>	<b>\$ (108,390)</b>	<b>-9%</b>		<b>\$ 9,370,085</b>	<b>\$ 10,244,754</b>	<b>\$ (874,670)</b>	<b>-9%</b>	<b>\$ 9,370,085</b>	<b>\$ 8,797,336</b>	<b>\$ 572,749</b>	<b>7%</b>
<b>Total Personnel Expenses -</b>	<b>\$ 2,401,853</b>	<b>\$ 2,504,428</b>	<b>\$ (102,575)</b>	<b>-4%</b>	<b>1</b>	<b>\$ 20,985,485</b>	<b>\$ 22,537,999</b>	<b>\$ (1,552,513)</b>	<b>-7%</b>	<b>\$ 20,985,485</b>	<b>\$ 20,015,721</b>	<b>\$ 969,764</b>	<b>5%</b>

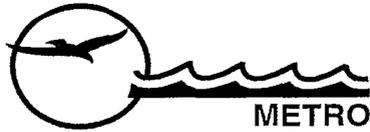
5-2.05



**FY09**  
**Consolidated Operating Expenses**  
**For the month ending - March 31, 2009**

	Current Period					Year to Date				YTD Year Over Year Comparison				
	Actual	Budget	\$ Var	% Var	Notes	Actual	Budget	\$ Var	% Var	FY09 Actual	FY08	\$ Var	% Var	
<b>SERVICES</b>														
503011 Acctg & Audit Fees	\$ -	\$ -	\$ -	0%		\$ 81,015	\$ 90,250	\$ (9,235)	-10%		\$ 81,015	\$ 38,665	\$ 42,350	110%
503012 Admin & Bank Fees	\$ 47,636	\$ 49,350	\$ (1,714)	-3%		\$ 146,963	\$ 166,200	\$ (19,237)	-6%		\$ 146,963	\$ 131,290	\$ 15,673	12%
503031 Prof & Tech Fees	\$ 13,073	\$ 25,786	\$ (12,713)	-49%		\$ 79,880	\$ 212,572	\$ (132,692)	-62%		\$ 79,880	\$ 109,047	\$ (29,167)	-27%
503032 Legislative Services	\$ 7,500	\$ 8,367	\$ (867)	-10%		\$ 67,500	\$ 75,301	\$ (7,801)	-10%		\$ 67,500	\$ 67,970	\$ (470)	-1%
503033 Legal Services	\$ -	\$ 4,583	\$ (4,583)	-100%		\$ -	\$ 41,249	\$ (41,249)	-100%		\$ -	\$ 1,259	\$ (1,259)	-100%
503034 Pre-Employ. Exams	\$ 446	\$ 1,288	\$ (842)	-65%		\$ 8,912	\$ 11,594	\$ (2,682)	-23%		\$ 8,912	\$ 7,653	\$ 1,259	16%
503041 Temp Help	\$ 3,960	\$ -	\$ 3,960	100%		\$ 86,430	\$ -	\$ 86,430	100%		\$ 86,430	\$ 83,595	\$ 2,835	3%
503161 Custodial Services	\$ 5,372	\$ 4,900	\$ 472	10%		\$ 51,064	\$ 44,100	\$ 6,964	16%		\$ 51,064	\$ 51,114	\$ (50)	0%
503162 Uniform & Laundry	\$ 1,551	\$ 3,546	\$ (1,995)	-56%		\$ 24,950	\$ 31,913	\$ (6,963)	-22%		\$ 24,950	\$ 29,515	\$ (4,565)	-15%
503171 Security Services	\$ 27,869	\$ 33,375	\$ (5,506)	-16%		\$ 267,743	\$ 300,375	\$ (32,632)	-11%		\$ 267,743	\$ 248,224	\$ 19,519	8%
503221 Classified/Legal Ads	\$ 1,283	\$ 2,763	\$ (1,480)	-54%		\$ 11,444	\$ 21,415	\$ (9,970)	-47%		\$ 11,444	\$ 10,861	\$ 583	5%
503222 Legal Advertising	\$ -	\$ -	\$ -	0%		\$ -	\$ -	\$ -	0%		\$ -	\$ -	\$ -	0%
503225 Graphic Services	\$ -	\$ 416	\$ (416)	-100%		\$ -	\$ 3,749	\$ (3,749)	-100%		\$ -	\$ -	\$ -	0%
503351 Repair - Bldg & Impr	\$ 4,398	\$ 7,500	\$ (3,102)	-41%		\$ 63,834	\$ 67,500	\$ (3,666)	-6%		\$ 63,834	\$ 65,343	\$ (1,709)	-3%
503352 Repair - Equipment	\$ 14,114	\$ 34,985	\$ (20,871)	-60%	2	\$ 249,142	\$ 316,865	\$ (67,723)	-21%		\$ 249,142	\$ 127,101	\$ 122,041	96%
503353 Repair - Rev Vehicle	\$ 18,015	\$ 32,449	\$ (14,434)	-51%	3	\$ 330,355	\$ 292,041	\$ 38,314	13%		\$ 330,355	\$ 210,443	\$ 119,912	57%
503354 Repair - Non Rev Vehicle	\$ 156	\$ 2,500	\$ (2,344)	-94%		\$ 13,889	\$ 22,500	\$ (8,611)	-38%		\$ 13,889	\$ 24,064	\$ (10,175)	-42%
503363 Haz Mat Disposal	\$ 5,234	\$ 3,722	\$ 1,512	41%		\$ 41,594	\$ 68,500	\$ (26,906)	-39%		\$ 41,594	\$ 23,320	\$ 18,274	78%
<b>Total Services -</b>	<b>\$ 148,607</b>	<b>\$ 215,530</b>	<b>\$ (66,923)</b>	<b>-31%</b>		<b>\$ 1,524,516</b>	<b>\$ 1,756,123</b>	<b>\$ (231,607)</b>	<b>-13%</b>		<b>\$ 1,524,516</b>	<b>\$ 1,229,464</b>	<b>\$ 295,052</b>	<b>24%</b>
<b>MOBILE MATERIALS AND SUPPLIES</b>														
504011 Fuels & Lube Non Rev Veh	\$ 22,019	\$ 16,775	\$ 5,244	31%		\$ 127,645	\$ 150,975	\$ (23,330)	-15%		\$ 127,645	\$ 109,964	\$ 17,681	16%
504012 Fuels & Lube Rev Veh	\$ (18,357)	\$ 269,860	\$ (288,217)	-107%	4	\$ 1,053,660	\$ 2,393,740	\$ (1,340,080)	-56%		\$ 1,053,660	\$ 1,741,800	\$ (688,140)	-40%
504021 Tires & Tubes	\$ 14,262	\$ 17,083	\$ (2,821)	-17%		\$ 157,172	\$ 153,747	\$ 3,425	2%		\$ 157,172	\$ 137,181	\$ 19,991	15%
504161 Other Mobile Supplies	\$ 94	\$ 833	\$ (739)	-89%		\$ 6,578	\$ 7,497	\$ (919)	-12%		\$ 6,578	\$ 5,363	\$ 1,215	23%
504191 Rev Vehicle Parts	\$ 23,891	\$ 51,275	\$ (27,384)	-53%	5	\$ 220,118	\$ 461,475	\$ (241,357)	-52%		\$ 220,118	\$ 550,263	\$ (330,145)	-60%
<b>Total Mobile Materials &amp; Supplies -</b>	<b>\$ 41,909</b>	<b>\$ 355,826</b>	<b>\$ (313,917)</b>	<b>-88%</b>		<b>\$ 1,565,174</b>	<b>\$ 3,167,435</b>	<b>\$ (1,602,261)</b>	<b>-51%</b>		<b>\$ 1,565,174</b>	<b>\$ 2,544,571</b>	<b>\$ (979,397)</b>	<b>-38%</b>

5-2.06



**FY09**  
**Consolidated Operating Expenses**  
**For the month ending - March 31, 2009**

	Current Period					Year to Date				YTD Year Over Year Comparison			
	Actual	Budget	\$ Var	% Var	Notes	Actual	Budget	\$ Var	% Var	FY09 Actual	FY08	\$ Var	% Var
<b>OTHER MATERIALS &amp; SUPPLIES</b>													
504205 Freight Out	\$ 132	\$ 292	\$ (160)	-55%		\$ 1,688	\$ 2,627	\$ (939)	-36%	\$ 1,688	\$ 3,354	\$ (1,666)	-50%
504211 Postage & Mailing	\$ 1,855	\$ 1,887	\$ (32)	-2%		\$ 8,772	\$ 23,981	\$ (15,209)	-63%	\$ 8,772	\$ 12,272	\$ (3,500)	-29%
504214 Promotional Items	\$ -	\$ -	\$ -	0%		\$ -	\$ -	\$ -	0%	\$ -	\$ -	\$ -	0%
504215 Printing	\$ 7,398	\$ 15,733	\$ (8,335)	-53%		\$ 60,989	\$ 76,599	\$ (15,609)	-20%	\$ 60,989	\$ 53,479	\$ 7,510	14%
504217 Photo Supply/Processing	\$ 75	\$ 808	\$ (733)	-91%		\$ 4,503	\$ 7,274	\$ (2,770)	-38%	\$ 4,503	\$ 3,088	\$ 1,415	46%
504311 Office Supplies	\$ 2,120	\$ 7,297	\$ (5,177)	-71%		\$ 49,014	\$ 64,571	\$ (15,557)	-24%	\$ 49,014	\$ 62,329	\$ (13,315)	-21%
504315 Safety Supplies	\$ 331	\$ 2,275	\$ (1,944)	-85%		\$ 10,728	\$ 20,475	\$ (9,747)	-48%	\$ 10,728	\$ 20,456	\$ (9,728)	-48%
504317 Cleaning Supplies	\$ 609	\$ 4,417	\$ (3,808)	-86%		\$ 22,439	\$ 39,751	\$ (17,312)	-44%	\$ 22,439	\$ 36,675	\$ (14,236)	-39%
504409 Repair/Maint Supplies	\$ 2,515	\$ 4,583	\$ (2,068)	-45%		\$ 39,692	\$ 41,249	\$ (1,558)	-4%	\$ 39,692	\$ 54,863	\$ (15,171)	-28%
504421 Non-Inventory Parts	\$ 269	\$ 3,917	\$ (3,648)	-93%		\$ 45,530	\$ 37,751	\$ 7,779	21%	\$ 45,530	\$ 36,706	\$ 8,824	24%
504511 Small Tools	\$ 22	\$ 833	\$ (811)	-97%		\$ 3,337	\$ 7,499	\$ (4,162)	-56%	\$ 3,337	\$ 7,034	\$ (3,697)	-53%
504515 Employee Tool Rplcmt	\$ -	\$ 216	\$ (216)	-100%		\$ 1,135	\$ 1,949	\$ (814)	-42%	\$ 1,135	\$ 1,019	\$ 116	11%
<b>Total Other Materials &amp; Supplies -</b>	<b>\$ 15,326</b>	<b>\$ 42,258</b>	<b>\$ (26,932)</b>	<b>-64%</b>	<b>6</b>	<b>\$ 247,827</b>	<b>\$ 323,725</b>	<b>\$ (75,897)</b>	<b>-23%</b>	<b>\$ 247,827</b>	<b>\$ 291,275</b>	<b>\$ (43,448)</b>	<b>-15%</b>
<b>UTILITIES</b>													
505011 Gas & Electric	\$ 17,320	\$ 18,417	\$ (1,097)	-6%		\$ 146,891	\$ 165,760	\$ (18,869)	-11%	\$ 146,891	\$ 158,769	\$ (11,878)	-7%
505021 Water & Garbage	\$ 10,986	\$ 10,313	\$ 673	7%		\$ 99,969	\$ 92,817	\$ 7,152	8%	\$ 99,969	\$ 88,922	\$ 11,047	12%
505031 Telecommunications	\$ 9,355	\$ 25,386	\$ (16,031)	-63%		\$ 82,367	\$ 105,588	\$ (23,221)	-22%	\$ 82,367	\$ 71,171	\$ 11,196	16%
<b>Total Utilities -</b>	<b>\$ 37,661</b>	<b>\$ 54,116</b>	<b>\$ (16,455)</b>	<b>-30%</b>		<b>\$ 329,227</b>	<b>\$ 364,165</b>	<b>\$ (34,938)</b>	<b>-10%</b>	<b>\$ 329,227</b>	<b>\$ 318,862</b>	<b>\$ 10,365</b>	<b>3%</b>
<b>CASUALTY &amp; LIABILITY</b>													
506011 Insurance - Property	\$ 6,228	\$ 9,862	\$ (3,634)	-37%		\$ 50,301	\$ 88,758	\$ (38,457)	-43%	\$ 50,301	\$ 35,411	\$ 14,890	42%
506015 Insurance - PL & PD	\$ 40,526	\$ 42,500	\$ (1,974)	-5%		\$ 364,734	\$ 382,500	\$ (17,766)	-5%	\$ 364,734	\$ 309,257	\$ 55,477	18%
506021 Insurance - Other	\$ -	\$ -	\$ -	0%		\$ 711	\$ 801	\$ (90)	-11%	\$ 711	\$ 1,007	\$ (296)	-29%
506123 Settlement Cbsts	\$ 565	\$ 12,500	\$ (11,935)	-95%		\$ 32,681	\$ 112,500	\$ (79,819)	-71%	\$ 32,681	\$ 44,006	\$ (11,325)	-26%
506127 Repairs - Dist Prop	\$ (4,096)	\$ -	\$ (4,096)	100%		\$ (27,744)	\$ -	\$ (27,744)	100%	\$ (27,744)	\$ (7,928)	\$ (19,816)	250%
<b>Total Casualty &amp; Liability -</b>	<b>\$ 43,223</b>	<b>\$ 64,862</b>	<b>\$ (21,639)</b>	<b>-33%</b>		<b>\$ 420,683</b>	<b>\$ 584,559</b>	<b>\$ (163,876)</b>	<b>-28%</b>	<b>\$ 420,683</b>	<b>\$ 381,753</b>	<b>\$ 38,930</b>	<b>10%</b>
<b>TAXES</b>													
507051 Fuel Tax	\$ 1,242	\$ 1,025	\$ 217	21%		\$ 7,301	\$ 9,225	\$ (1,924)	-21%	\$ 7,301	\$ 3,801	\$ 3,500	92%
507201 Licenses & permits	\$ 655	\$ 1,113	\$ (458)	-41%		\$ 8,869	\$ 10,915	\$ (2,046)	-19%	\$ 8,869	\$ 11,793	\$ (2,924)	-25%
507999 Other Taxes	\$ (1,545)	\$ 2,183	\$ (3,728)	-171%		\$ 20,163	\$ 19,647	\$ 515	3%	\$ 20,163	\$ 13,315	\$ 6,848	51%
<b>Total Utilities -</b>	<b>\$ 352</b>	<b>\$ 4,321</b>	<b>\$ (3,969)</b>	<b>-92%</b>		<b>\$ 36,333</b>	<b>\$ 39,787</b>	<b>\$ (3,454)</b>	<b>-9%</b>	<b>\$ 36,333</b>	<b>\$ 28,909</b>	<b>\$ 7,424</b>	<b>26%</b>

5-2.07



**FY09**  
**Consolidated Operating Expenses**  
**For the month ending - March 31, 2009**

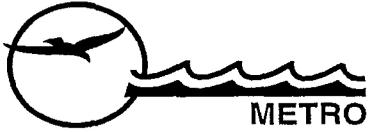
	Current Period					Year to Date				YTD Year Over Year Comparison			
	Actual	Budget	\$ Var	% Var	Notes	Actual	Budget	\$ Var	% Var	FY09 Actual	FY08	\$ Var	% Var
<b><u>PURCHASED TRANSPORTATION</u></b>													
503406 Contr/Paratrans	\$ 13,227	\$ 20,833	\$ (7,606)	-37%		\$ 134,355	\$ 187,497	\$ (53,142)	-28%	\$ 134,355	\$ 207,771	\$ (73,416)	-35%
Total Purchased Transportation -	\$ 13,227	\$ 20,833	\$ (7,606)	-37%		\$ 134,355	\$ 187,497	\$ (53,142)	-28%	\$ 134,355	\$ 207,771	\$ (73,416)	-35%
<b><u>MISC</u></b>													
509011 Dues & Subscriptions	\$ 5,483	\$ 5,409	\$ 74	1%		\$ 45,843	\$ 48,681	\$ (2,838)	-6%	\$ 45,843	\$ 14,696	\$ 31,147	212%
509085 Advertising - Rev Product	\$ -	\$ -	\$ -	0%		\$ -	\$ -	\$ -	0%	\$ -	\$ -	\$ -	0%
509101 Emp Incentive Prog	\$ (3,828)	\$ 1,109	\$ (4,937)	-445%	8	\$ 7,807	\$ 30,372	\$ (22,565)	-74%	\$ 7,807	\$ 13,910	\$ (6,103)	-44%
509121 Employee Training	\$ 1,881	\$ 3,111	\$ (1,230)	-40%		\$ 19,581	\$ 33,999	\$ (14,418)	-42%	\$ 19,581	\$ 83,780	\$ (64,199)	-77%
509123 Travel	\$ 5,977	\$ 6,011	\$ (34)	-1%		\$ 29,827	\$ 54,099	\$ (24,272)	-45%	\$ 29,827	\$ 30,342	\$ (515)	-2%
509125 Local Meeting Exp	\$ 698	\$ 390	\$ 308	79%		\$ 3,655	\$ 3,510	\$ 145	4%	\$ 3,655	\$ 3,420	\$ 235	7%
509127 Board Director Fees	\$ 800	\$ 1,100	\$ (300)	-27%		\$ 8,300	\$ 9,900	\$ (1,600)	-16%	\$ 8,300	\$ 8,900	\$ (600)	-7%
509150 Contributions	\$ -	\$ 54	\$ (54)	-100%		\$ -	\$ 486	\$ (486)	-100%	\$ -	\$ 248	\$ (248)	-100%
509197 Sales Tax Expense	\$ -	\$ -	\$ -	0%		\$ (22)	\$ -	\$ (22)	100%	\$ (22)	\$ (52)	\$ 30	-58%
509198 Cash Over/Short	\$ 18	\$ 42	\$ (24)	-57%		\$ (232)	\$ 378	\$ (609)	-161%	\$ (232)	\$ 1,544	\$ (1,776)	-115%
Total Misc -	\$ 11,029	\$ 17,226	\$ (6,197)	-36%		\$ 114,759	\$ 181,425	\$ (66,665)	-37%	\$ 114,759	\$ 156,788	\$ (42,029)	-27%
<b><u>LEASES &amp; RENTALS</u></b>													
512011 Facility Rentals	\$ 59,533	\$ 59,138	\$ 395	1%		\$ 535,844	\$ 532,242	\$ 3,602	1%	\$ 535,844	\$ 523,547	\$ 12,297	2%
512061 Equipment Rentals	\$ 426	\$ 2,676	\$ (2,250)	-84%		\$ 11,338	\$ 21,834	\$ (10,496)	-48%	\$ 11,338	\$ 17,195	\$ (5,857)	-34%
Total Leases & Rentals -	\$ 59,959	\$ 61,814	\$ (1,855)	-3%		\$ 547,182	\$ 554,076	\$ (6,894)	-1%	\$ 547,182	\$ 540,742	\$ 6,440	1%
<b>Total Non-Personnel Expenses -</b>	<b>\$ 371,293</b>	<b>\$ 836,786</b>	<b>\$ (465,493)</b>	<b>-56%</b>		<b>\$ 4,920,056</b>	<b>\$ 7,158,792</b>	<b>\$ (2,238,735)</b>	<b>-31%</b>	<b>\$ 4,920,056</b>	<b>\$ 6,700,135</b>	<b>\$ (780,079)</b>	<b>-14%</b>
<b>TOTAL OPERATING EXPENSE -</b>	<b>\$ 2,773,146</b>	<b>\$ 3,341,215</b>	<b>\$ (568,069)</b>	<b>-17%</b>		<b>\$ 25,905,542</b>	<b>\$ 29,696,790</b>	<b>\$ (3,791,249)</b>	<b>-13%</b>	<b>\$ 25,905,542</b>	<b>\$ 25,715,856</b>	<b>\$ 189,686</b>	<b>1%</b>

\*\* does not include depreciation

**Current Period Notes:**

- 1) Total Personnel Expenses are below budget due to not being at full complement.
- 2) Repair - Equipment is under budget due to periodic payments made for annual maintenance contracts.
- 3) Repair - Rev Vehicle is under budget due to cost cutting measures in place.
- 4) Fuels & Lube Rev Veh is under budget due to the CNG conversion and the resulting economies in fuel consumption.
- 5) Rev Veh Parts is under budget due to the use of the New Flyer Parts Credit.
- 6) Other Materials and Supplies is under budget due to cost cutting measures in place.
- 7) Settlement costs are under budget due to less than anticipated settlement costs for the month.

5-2-08

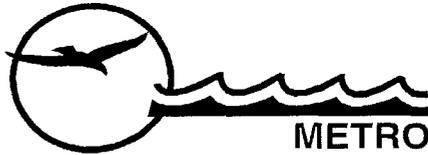


**FY09**  
**Consolidated Operating Expenses**  
*For the month ending - March 31, 2009*

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

8) Emp Incentive Program is under budget due to the credit of \$4,000 for employee, board and retiree holiday party reimbursement.

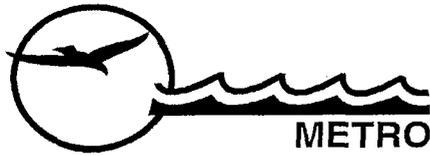
5-2.09



**FY2009**  
**CAPITAL BUDGET**  
*For the month ending - March 31, 2009*

	<u>YTD Actual</u>	<u>FY09 Budget</u>	<u>Remaining Budget</u>	<u>% Spent YTD</u>
<b><u>Grant-Funded Projects</u></b>				
MetroBase Maintenance Facility	\$ 3,948,109	\$ 3,605,404	\$ (342,705)	110%
MetroBase Operations Facility	\$ 2,737	\$ 9,404,019	\$ 9,401,282	0%
Local Bus Replacement	\$ 3,566,858	\$ 3,572,932	\$ 6,074	100%
CNG Bus Conversions	\$ 1,382,989	\$ 3,410,000	\$ 2,027,011	41%
Pacific Station Project	\$ 154,551	\$ 3,176,077	\$ 3,021,526	5%
H17 Bus Replacement	\$ 2,358,396	\$ 2,359,050	\$ 654	100%
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%
<b>Subtotal Grant Funded Projects</b>	<b>\$ 11,431,688</b>	<b>\$ 26,068,623</b>	<b>\$ 14,636,935</b>	<b>44%</b>
<b><u>District Funded Projects</u></b>				
<b><u>IT Projects</u></b>				
Replace Fleet & Facilities Maintenance Software	\$ -	\$ 470,000	\$ 470,000	0%
Upgrade District Phone System	\$ 26,175	\$ 100,000	\$ 73,825	26%
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	\$ 4,416	\$ 17,000	\$ 12,584	26%
(2) Laptops (1) IT (1) Financial Analyst	\$ 3,551	\$ 4,500	\$ 949	79%
FMLA Tracking Software	\$ -	\$ 4,000	\$ 4,000	0%
Portable Projector w/case	\$ 1,955	\$ 2,000	\$ 45	98%
<b><u>Facilities Repair &amp; Improvements</u></b>				
Bus Stop Improvements	\$ 11,670	\$ 100,000	\$ 88,330	12%
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%
HVAC - WTC	\$ 13,200	\$ 1	\$ (13,200)	100%
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	\$ 1	100%
Add Alarm Audio/Visual - OPS Bldg	\$ 1,744	\$ -	\$ (1,744)	100%

5-2.910

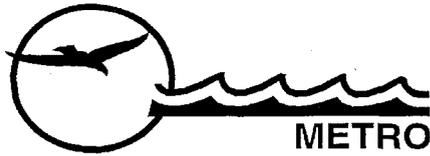


**FY2009  
CAPITAL BUDGET**

*For the month ending - March 31, 2009*

	<u>YTD Actual</u>	<u>FY09 Budget</u>	<u>Remaining Budget</u>	<u>% Spent YTD</u>
<b><u>Revenue Vehicle Replacement</u></b>				
Rebuild Bus Engines - 1998 Fleet	\$ 136,650	\$ 129,302	\$ (7,348)	106%
Trilogy Bike Racks (7) w/assembly kits	\$ 13,380	\$ 15,000	\$ 1,620	89%
<b><u>Non-Revenue Vehicle Replacement</u></b>				
DGS Fees - Last FY Purchase	\$ 1,651	\$ -	\$ (1,651)	100%
<b><u>Maint Equipment</u></b>				
Replace Repeater for Davenport	\$ -	\$ 15,000	\$ 15,000	0%
Portable Steam Cleaner - Transit Center cleaning	\$ 10,081	\$ 11,207	\$ 1,126	90%
Battery Powered Walk Behind Sweeper - Pacific Station	\$ 5,285	\$ 5,500	\$ 215	96%
Wet/Dry Vac - Pacific Station, & other Metro facilities	\$ 3,928	\$ 4,200	\$ 272	94%
Decelerometer w/Printer	\$ 1,242	\$ 1,323	\$ 81	94%
2000 Watt Generator	\$ 1,095	\$ 1,200	\$ 105	91%
<b><u>Office Equipment</u></b>				
NONE	\$ -	\$ -	\$ -	0%
<b><u>Admin</u></b>				
Purchase & Renovation of Vernon Bldg	\$ 199,595	\$ 2,962,139	\$ 2,762,544	7%
<b>Subtotal District Funded Projects</b>	<b>\$ 506,471</b>	<b>\$ 4,126,889</b>	<b>\$ 3,620,417</b>	<b>12%</b>
<b>TOTAL CAPITAL PROJECTS</b>	<b>\$ 11,938,159</b>	<b>\$ 30,195,511</b>	<b>\$ 18,257,353</b>	<b>40%</b>

5-2.2.11



**FY2009**  
**CAPITAL BUDGET**  
*For the month ending - March 31, 2009*

	<u>YTD Actual</u>	<u>FY09 Budget</u>	<u>Remaining Budget</u>	<u>% Spent YTD</u>
<b><u>CAPITAL FUNDING</u></b>				
Federal Capital Grants	\$ 765,019	\$ 3,158,343	\$ 2,393,323	24%
State/Other Capital Grants (STIP)	\$ 6,582,989	\$ 8,610,000	\$ 2,027,011	76%
State/Other Capital Grants (1B PTMISEA)	\$ 2,922,429	\$ 4,404,019	\$ 1,481,590	66%
State/Other Capital Grants (TCRP)	\$ 154,551	\$ 832,410	\$ 677,859	19%
State Security Bond Funds (1B)	\$ 18,048	\$ 440,505	\$ 422,457	4%
STA Funding (Current Year)	\$ -	\$ 528,833	\$ 528,833	0%
STA Funding (Prior Year)	\$ 756,791	\$ 2,066,267	\$ 1,309,476	37%
Alternative Fuel Conversion Fund	\$ 462,000	\$ 462,000	\$ -	100%
District Reserves (Lawsuit & Sakata Proceeds)	\$ 276,332	\$ 6,440,577	\$ 6,164,245	4%
Capital Reserves	\$ -	\$ 3,252,557	\$ 3,252,557	0%
<b>TOTAL CAPITAL FUNDING</b>	<b>\$ 11,938,159</b>	<b>\$ 30,195,511</b>	<b>\$ 18,257,351</b>	<b>40%</b>

5-2.912



## **AGENDA**

**MAY 20, 2009 - 6:00 PM**

**PACIFIC STATION CONFERENCE ROOM  
920 PACIFIC AVENUE, SANTA CRUZ, CALIFORNIA**

- 1. ROLL CALL**
- 2. AGENDA ADDITIONS/DELETIONS**
- 3. ORAL/WRITTEN COMMUNICATION**
  - a. Santa Cruz Metropolitan Transit District Re: Discount Fare Policy**
  - b. E & D TAC Re: Federal Funding**
- 4. CONSIDERATION OF APPROVAL OF MINUTES OF APRIL 15, 2009**
- 5. ACCEPT AND FILE RIDERSHIP REPORT FOR FEBRUARY 2009**
- 6. ACCEPT AND FILE PARACRUZ OPERATIONS STATUS REPORT FOR JANUARY 2009**
- 7. REPORT BY MAC REPRESENTATIVE TO OTHER TRANSIT RELATED MEETINGS**
- 8. DISCUSSION OF "GOT HEADWAYS" AS AN ADVERTISING ITEM**
- 9. DISCUSSION OF CUSTOMER SERVICE REPRESENTATIVES AND BUS OPERATORS**
- 10. DISTRIBUTION OF MAC VOUCHERS**
- 11. COMMUNICATIONS TO METRO GENERAL MANAGER**
- 12. COMMUNICATIONS TO METRO BOARD OF DIRECTORS**
- 13. ITEMS FOR NEXT MEETING AGENDA**
- 14. ADJOURNMENT**

*NEXT MEETING: WEDNESDAY, JUNE 17, 2009, AT 6:00 PM  
PACIFIC STATION CONFERENCE ROOM*

5-4.1

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT**

**Minutes - METRO Advisory Committee (MAC)**

**March 18, 2009**

The METRO Advisory Committee (MAC) met on Wednesday, March 18, 2009 in the Pacific Station Conference Room located at 920 Pacific Avenue in Santa Cruz, California.

Chair Naomi Gunther called the meeting to order at 6:06 p.m.

**1. ROLL CALL:**

**MEMBERS PRESENT**

Naomi Gunther, Chair  
Dennis "Pop" Papadopulo  
Stuart Rosenstein  
Dave Williams

**MEMBERS ABSENT**

Mara Murphy  
Robert Yount, Vice Chair

**VISITORS PRESENT**

Peter Scott, SCCRTC Bicycle Committee  
Rick Hyman

**STAFF PRESENT**

Ciro Aguirre, Operations Manager  
Margaret Gallagher, District Counsel  
April Warnock, Paratransit Superint.

**2. AGENDA ADDITIONS/DELETIONS**

Margaret Gallagher asked that item 9 be moved to next month.

**3. ORAL/WRITTEN COMMUNICATION**

Written:

None.

Oral:

Dave Williams notified MAC members that Watsonville City Council member, Dale Skillicorn, passed away last week. Mr. Skillicorn was the METRO Board Member that appointed him to MAC.

**4. CONSIDERATION OF APPROVAL OF MINUTES OF FEBRUARY 18, 2009**

**ACTION: MOTION: DAVE WILLIAMS SECOND: STUART ROSENSTEIN**

**ACCEPT AND FILE MINUTES OF THE FEBRUARY 18, 2009 MEETING AS PRESENTED.**

**Motion passed with Mara Murphy and Vice Chair Robert Yount being absent.**

5-4.2

**ITEM #10 WAS TAKEN OUT OF ORDER**

**10. REVIEW OF BICYCLES ON FIXED ROUTE BUSES POLICY**

Margaret Gallagher distributed an updated draft of the policy, which is attached to the file copy of these minutes. She explained that METRO's intent is to make one comprehensive policy and to accommodate as many bicycles as possible on the bus without disrupting passenger service. She explained the modifications to the policy in items 4.09 (f) and (g) were to avoid conflict.

After discussion of items 4.09 (f) and (g) Margaret Gallagher stated these items should apply to all bikes not just the standard size bicycles and should be under 4.10 and 4.11.

There was discussion regarding the criteria of size and placement of the folding bicycles, mobility devices having priority over bicycles in the securement area, the determination and reasoning of the routes that allow standard size bicycles inside the bus under certain circumstances, locations of Highway 17 Express bicycle boarding, the outside luggage bin area and putting this information on the redesigned web site.

Margaret Gallagher said METRO staff met with someone from the SCCRTC Bicycle Committee and tested the folding bike on the bus. She would like any comments or input for the policy. It was suggested that UCSC, Cabrillo College and High School students be contacted as a resource for input as they use bicycles as a means of transportation.

**11. CONSIDERATION OF FIXED ROUTE HOLIDAY SERVICE**

Ciro Aguirre distributed copies of AB2766 Grant Application for Holiday Service, Memorandum of Unmet Needs Recommendations, Draft 2007 Unmet Transit/Paratransit Needs-METRO and Staff Report Public Hearing: Consideration of Adoption of the List of Unmet Transit and Paratransit Needs to be Submitted to the Santa Cruz County Regional Transportation Commission, which is attached to the file copy of these minutes.

At the request of Stuart Rosenstein the above documentation was distributed and explained by Ciro Aguirre in regards to Holiday Service.

METRO's Grant/Legislative Analyst did research at this time there aren't any grants available for this service.

**12. DISTRIBUTION OF MAC VOUCHERS**

Ciro Aguirre distributed METRO MAC vouchers to the MAC members at this time.

**ITEM #8 WAS TAKEN OUT OF ORDER**

**8. DISCUSSION OF METRO'S WEB SITE**

April Warnock stated Jabico, Inc. is the web site consultant that was awarded the contract for the redesign of METRO's web site. There have been meetings with each department within METRO to go over the concept and get feedback and input to relay to Jabico, Inc.

Volunteers have come forward to help with ADA compliance requirements and beta task.

METRO is very concerned that the web site be user friendly. The web site will be compartmentalized for each department to post their own information.

**5. ACCEPT AND FILE RIDERSHIP REPORT FOR NOVEMBER AND DECEMBER 2008**

No comments.

**6. ACCEPT AND FILE PARACRUZ OPERATIONS STATUS REPORT FOR NOVEMBER 2008**

There was some discussion of the drop in service from October to November and what the Eligibility Charts are comprised of.

**7. REPORT BY MAC REPRESENTATIVE TO OTHER TRANSIT RELATED MEETINGS**

None.

**9. REVIEW OF SERVICE ANIMALS ON FIXED ROUTE, PARATRANSIT VEHICLES AND METRO'S FACILITIES POLICY**

This item was moved to next month at the request of Margaret Gallagher.

**13. COMMUNICATIONS TO METRO GENERAL MANAGER**

None.

**14. COMMUNICATIONS TO METRO BOARD OF DIRECTORS**

None.

**15. ITEMS FOR NEXT MEETING AGENDA**

- Review of Service Animals on Fixed Route, Paratransit Vehicles and METRO's Facilities Policy

**ADJOURN**

There being no further business, Chair Naomi Gunther thanked everyone for participating and adjourned the meeting at 7:26 p.m.

Respectfully submitted,



KAREN BLIGHT  
Administrative Assistant

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

**DATE:** May 22<sup>nd</sup>, 2009  
**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.
- Operating Statistics and customer feedback information reported are for the month of February 2009.
- 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.
- At the January 23<sup>rd</sup>, 2008 METRO Board of Directors meeting, Staff was requested to provide additional information on the number of ParaCruz in-person eligibility assessments in comparison to past years, since implementation.

## 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.

At the January 23<sup>rd</sup>, 2008 METRO Board of Directors meeting Staff was requested to provide additional information on the number of ParaCruz eligibility assessments conducted each year since in-person eligibility assessments started August 2002. In person Eligibility assessments

were initiated while METRO's ADA Paratransit was a service contracted with Community Bridges. METRO ParaCruz has been administered in-house since October 2004. Attachment G illustrates the differences of the number of assessments conducted each year, separated into each category of Eligibility determinations.

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".

	<b>February 2008</b>	<b>February 2009</b>
Total pick ups	6777	7150
<b>Percent in "ready window"</b>	<b>94.57%</b>	<b>94.36%</b>
1 to 5 minutes late	.44%	2.41%
6 to 10 minutes late	.35%	1.52%
11 to 15 minutes late	.21%	.94%
16 to 20 minutes late	.18%	.42%
21 to 25 minutes late	.04%	.10%
26 to 30 minutes late	.04%	.14%
31 to 35 minutes late	.01%	.06%
36 to 40 minutes late	.03%	.03%
41 or more minutes late (excessively late/missed trips)	.09%	.03%
Total beyond "ready window"	<b>5.43%</b>	<b>5.64%</b>

During the month of February 2009, ParaCruz received two (2) compliments, and three (3) Customer Service complaints. Two (2) of the complaints were valid, and one (1) were not valid.

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.

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

NONE

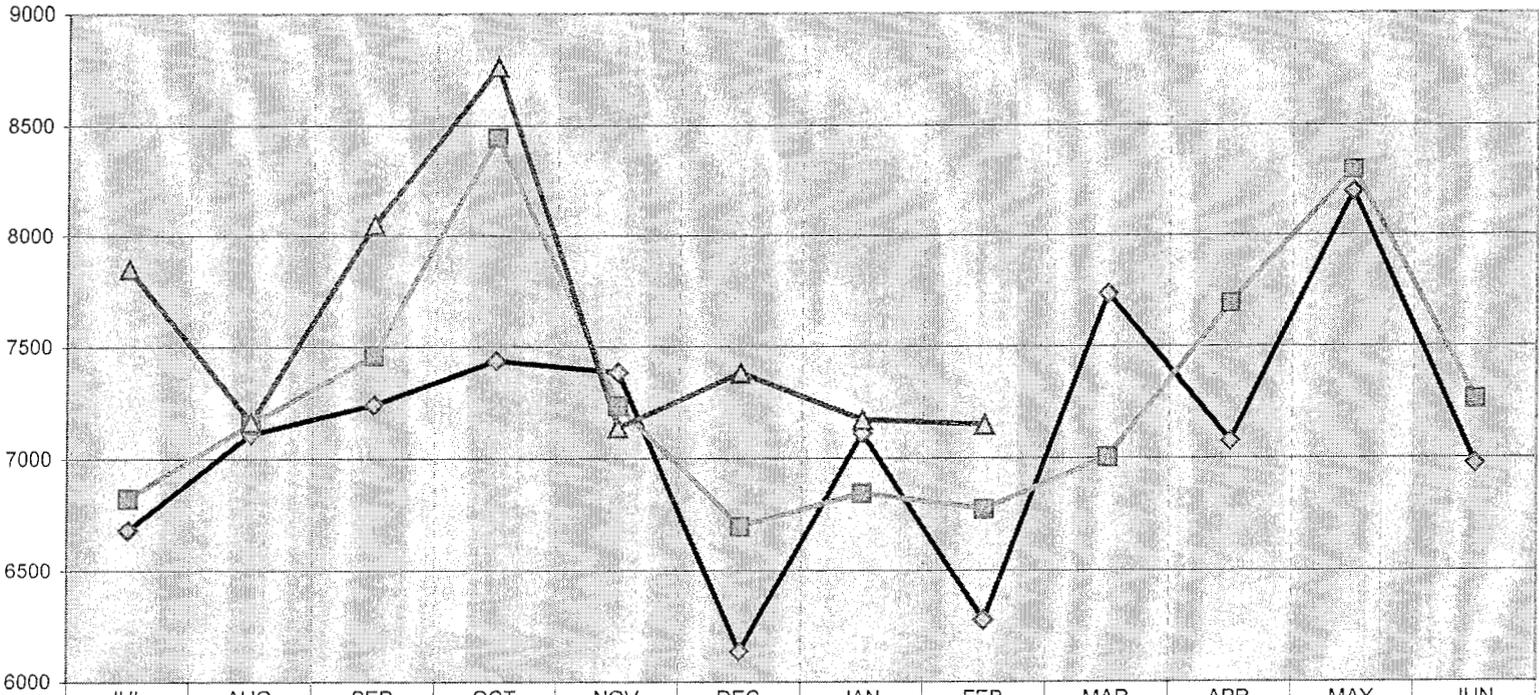
**V. ATTACHMENTS**

- Attachment A:** Comparative Operating Statistics Table for February 2009.
- Attachment B:** Number of Rides Comparison Chart
- Attachment C:** Shared vs. Total Rides Chart
- Attachment D:** Mileage Comparison Chart
- Attachment E:** Year To Date Mileage Chart
- Attachment F:** Daily Drivers vs. Subcontractor Chart
- Attachment G:** Eligibility Charts

**Comparative Operating Statistics This Fiscal Year, Last Fiscal Year through February 2009.**

	Feb 08	Feb 09	Fiscal 07-08	Fiscal 08-09	Performance Averages	Performance Goals
Requested	7281	7677	61,989	65,373	8197	
Performed	6777	7150	57,452	60,569	7569	
Cancels	17.35%	16.11%	16.68%	18.03%	17.95%	
No Shows	2.38%	2.92%	2.44%	2.82%	2.79%	Less than 3%
Total miles	44,106	50,584	378,263	410,771	50,406	
Av trip miles	4.83	5.40	5.10	5.12	5.04	
Within ready window	94.57%	94.36%	93.79%	93.96%	94.30%	92.00% or better
Excessively late/missed trips	2	2	24	27	2.92	Zero (0)
Call center volume	5837	6166	49,823	47,040	6334	
Call average seconds to answer	27	31	29	33	30.17 seconds	Less than 2 minutes
Hold times less than 2 minutes	96%	96%	96%	96%	96%	Greater than 90%
Distinct riders	769	796	1,546	1,543	795	
Most frequent rider	41 rides	52 rides	342 rides	273 rides	56 rides	
Shared rides	72.5%	61.5%	65.7%	63.8%	67.00%	Greater than 60%
Passengers per rev hour	2.09	2.08	2.44	2.10	2.13	Greater than 1.6 passengers/hour
Rides by supplemental providers	8.25%	4.78%	15.30%	8.61%	10.02%	No more than 25%
Vendor cost per ride	\$21.19	\$21.74	\$22.79	\$23.04	\$22.77	
ParaCruz driver cost per ride (estimated)	\$23.15	\$23.41	\$23.96	\$24.68	\$25.54	
Rides < 10 miles	70.74%	72.04%	71.95%	70.92%	71.1%	
Rides > 10	29.26%	27.96%	28.05%	29.08%	28.9%	

NUMBER OF RIDES COMPARISON CHART

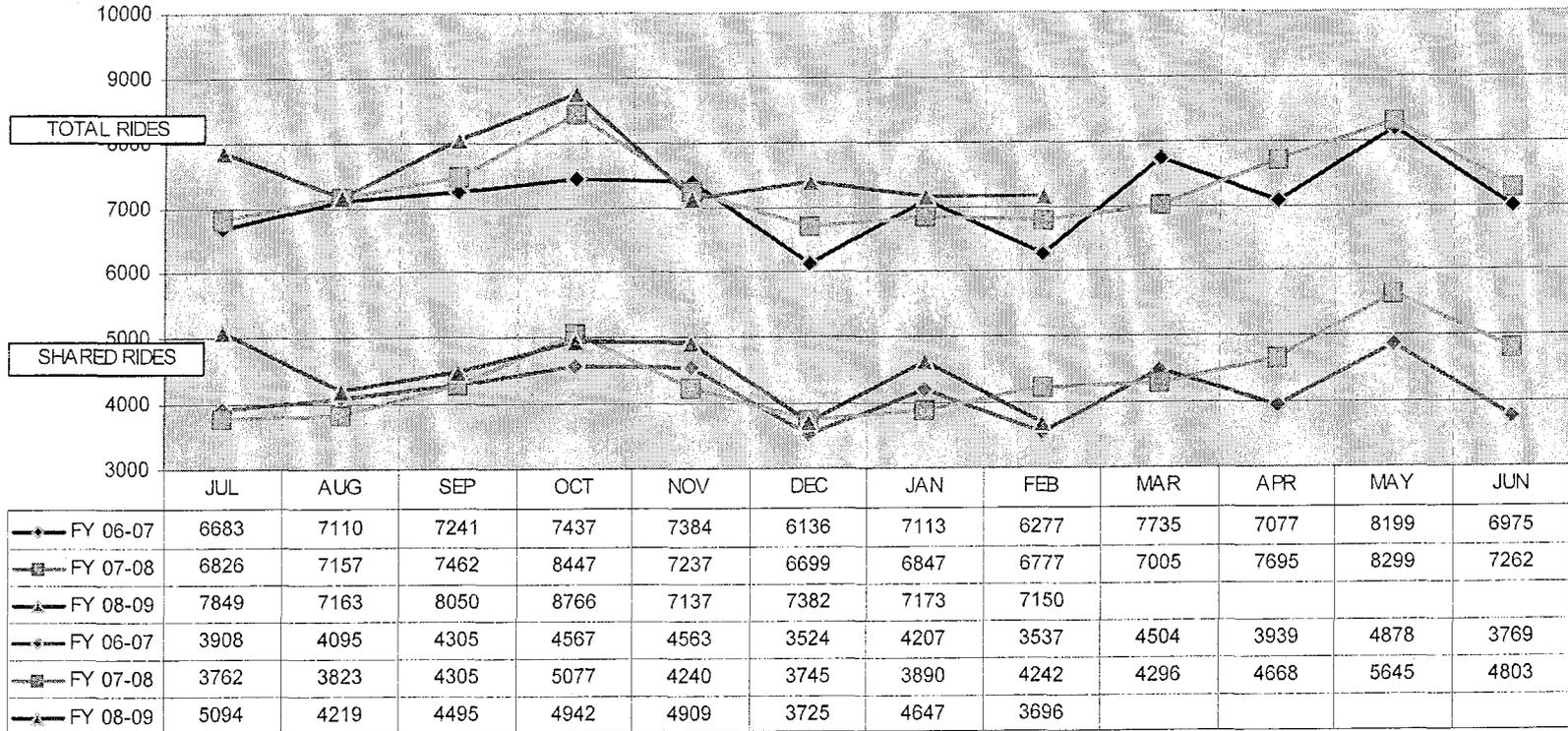


	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
◆ FY 06-07	6683	7110	7241	7437	7384	6136	7113	6277	7735	7077	8199	6975
■ FY 07-08	6826	7157	7462	8447	7237	6699	6847	6777	7005	7695	8299	7262
▲ FY 08-09	7849	7163	8050	8766	7137	7382	7173	7150				

5-5. b1

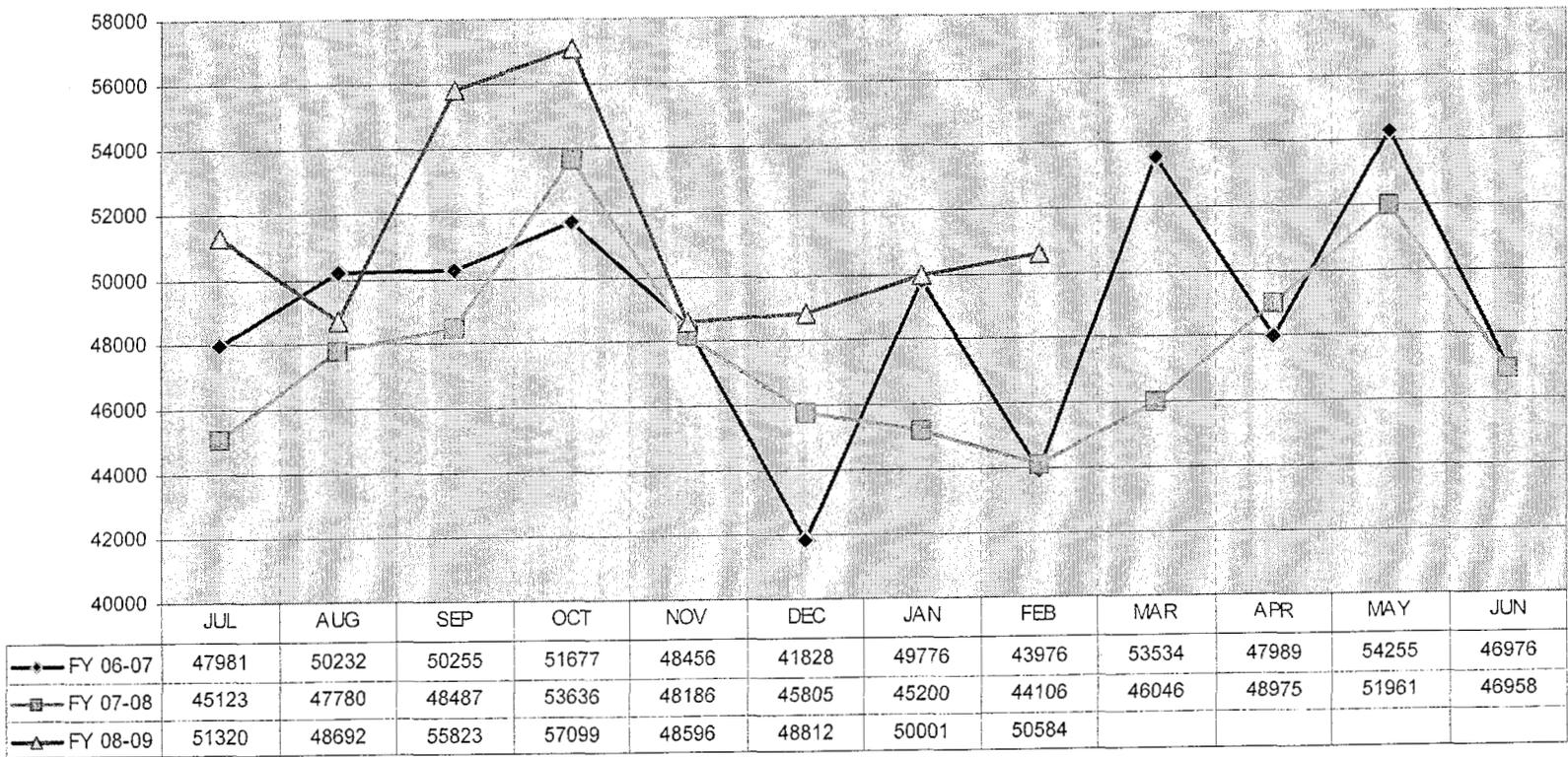
Attachment B

TOTAL vs. SHARED RIDES



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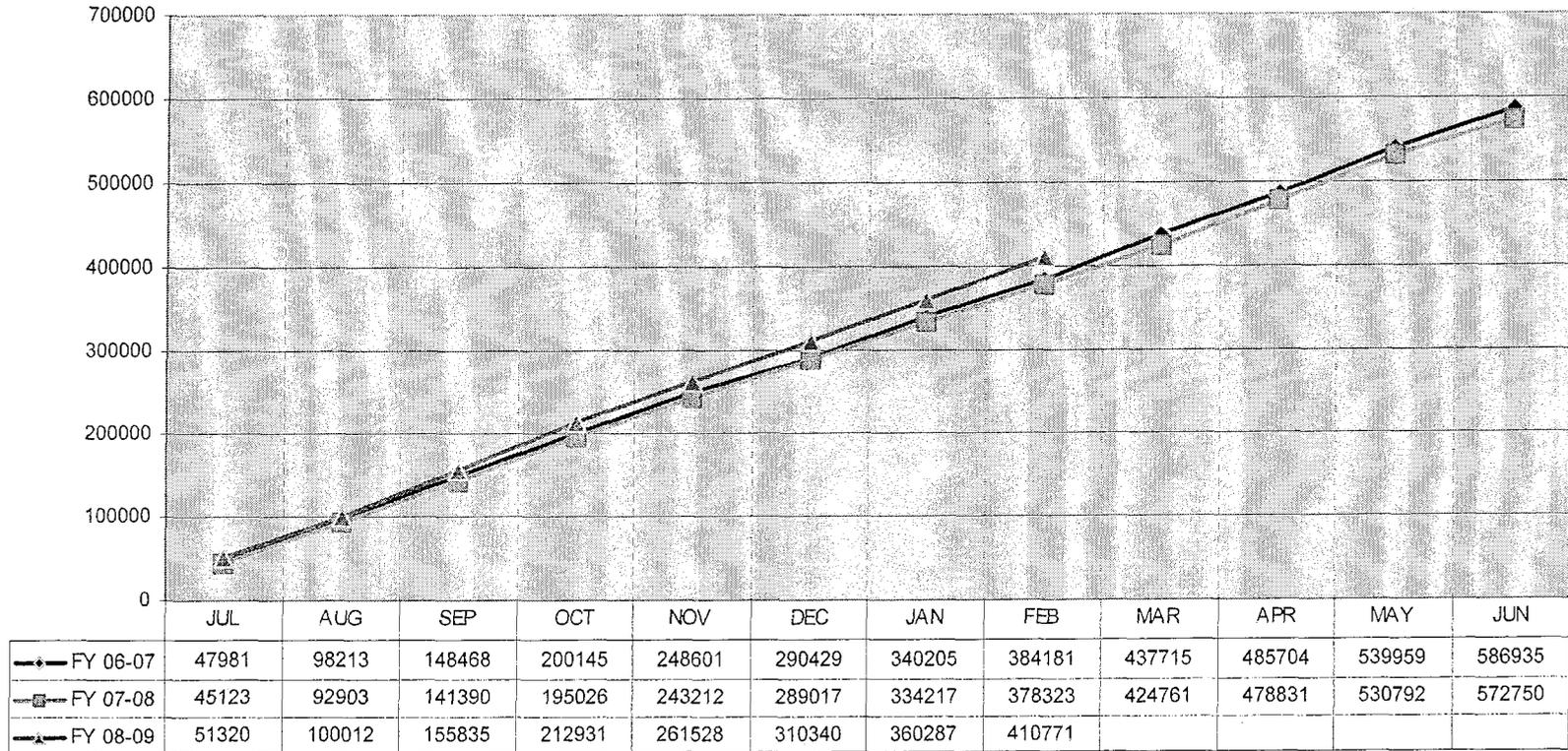
MILEAGE COMPARISON



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Attachment D

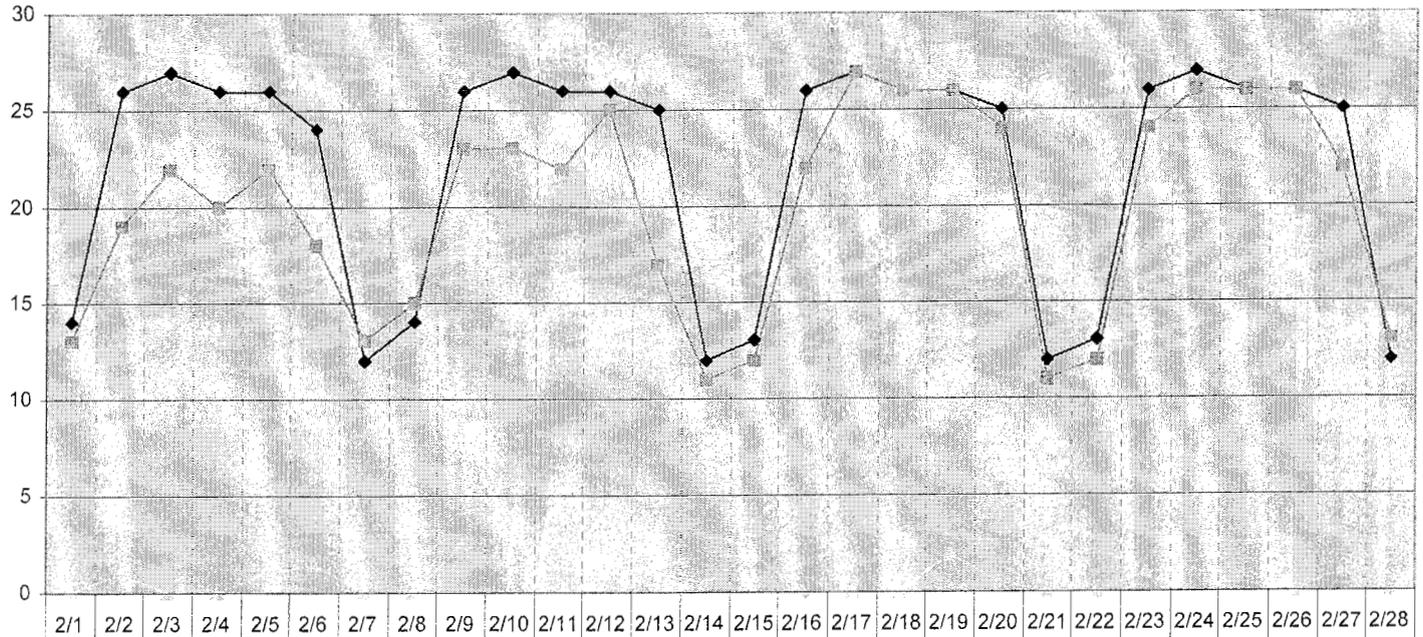
YEAR TO DATE MILEAGE COMPARISON



Attachment E

5-5.e1

DAILY DRIVER vs. SUBCONTRACTORS



◆ #PC SCHEDULE	14	26	27	26	26	24	12	14	26	27	26	26	25	12	13	26	27	26	26	25	12	13	26	27	26	26	26	26	25	12
■ #PC ACTUAL	13	19	22	20	22	18	13	15	23	23	22	25	17	11	12	22	27	26	26	24	11	12	24	26	26	26	26	22	13	
▲ #SUBCON	0.0	1.0	0.0	0.0	1.0	1.5	0.0	0.0	2.5	2.0	1.0	1.0	1.0	0.5	2.0	0.0	0.0	0.0	2.0	0.5	0.0	0.0	1.0	1.0	1.0	0.0	1.0	0.0		

5-5.41

Attachment F

OUT OF DATABASE	UNRESTRICTED	RESTRICTED CONDITIONAL	RESTRICTED TRIP BY TRIP	TEMPORARY	VISITOR	DCSD	TOTAL
1/1/2005 to 12/31/2005	189	30	12	33	6	283	<b>553</b>
1/1/2006 to 12/31/2006	466	39	24	47	17	384	<b>977</b>
1/1/2007 to 12/31/2007	264	26	19	53	22	173	<b>557</b>
1/1/2008 to 12/31/2008	308	17	19	57	18	58	<b>477</b>

INTO DATABASE	UNRESTRICTED	RESTRICTED CONDITIONAL	RESTRICTED TRIP BY TRIP	TEMPORARY	VISITOR	TOTAL	DENIED
1/1/2005 to 12/31/2005	428	16	34	48	6	532	28
1/1/2006 to 12/31/2006	356	13	47	49	17	482	4
1/1/2007 to 12/31/2007	442	29	93	46	22	632	6
1/1/2008 to 12/31/2008	400	59	57	23	18	557	12

MONTHLY ASSESSMENTS - 2009						
	UNRESTRICTED	RESTRICTED CONDITIONAL	RESTRICTED TRIP BY TRIP	TEMPORARY	DENIED	TOTAL
JANUARY	30	5	0	9	2	46
FEBRUARY	28	2	0	5	1	36

NUMBER OF ELIGIBLE RIDERS	
YEAR	ACTIVE
2005	5336
2006	5315
2007	4820
2008	4895

# HIGHWAY 17 EXPRESS OPERATING STATISTICS SUMMARY

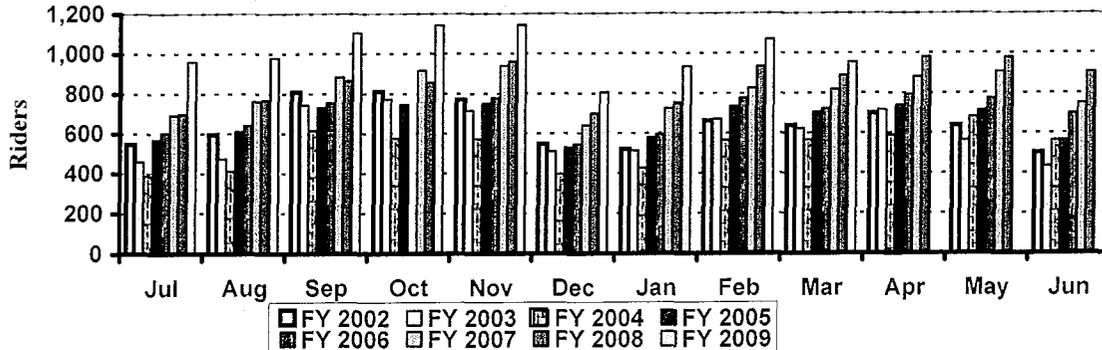
FISCAL YEAR 2009

MONTHLY	Jul-2008	Aug-2008	Sep-2008	Oct-2008	Nov-2008	Dec-2008	Jan-2009	Feb-2009	Mar-2009	Apr-2009	May-2009	Jun-2009
Total Ridership	25,909	26,183	27,827	31,546	28,009	21,008	24,835	25,969	26,615			
Avg. Weekday Ridership	959	977	1,101	1,142	1,142	805	933	1,066	955			
Avg. Saturday Ridership	540	566	550	625	567	422	559	580	590			
Avg. Sunday Ridership	531	565	500	697	660	324	488	584	649			
Total Service Days	31	31	30	31	30	31	31	28	31			
Number of Weekdays	22	21	21	23	18	22	21	20	22			
Number of Saturdays	4	5	4	4	5	4	5	4	4			
Numbers of Sundays	5	5	5	4	7	5	5	4	5			
Revenue Hours	1,485	1,451	1,468	1,633	1,456	1,592	1,562	1,453	1,625			

QUARTERLY	Q1	Q2	Q3	Q4
Total Ridership	79,919	80,563	77,419	
Avg. Weekday Ridership	1,012	1,024	983	
Avg. Saturday Ridership	553	540	575	
Avg. Sunday Ridership	532	564	573	
Revenue Hours	4,403	4,681	4,639	

FYTD	Jul-2008	Aug-2008	Sep-2008	Oct-2008	Nov-2008	Dec-2008	Jan-2009	Feb-2009	Mar-2009	Apr-2009	May-2009	Jun-2009
Total Ridership	25,909	52,092	79,919	111,465	139,474	160,482	185,317	211,286	237,901			
Avg. Weekday Ridership	959	968	1,012	1,046	1,063	1,018	1,006	1,013	1,006			
Avg. Saturday Ridership	540	554	553	570	569	547	549	552	556			
Avg. Sunday Ridership	531	548	532	567	592	549	540	545	556			
Revenue Hours	1,485	2,936	4,403	6,037	7,492	9,084	10,646	12,098	13,723			

**HIGHWAY 17 EXPRESS**  
Average Weekday Ridership History



**FYTD COMPARISON**  
2009 vs. 2008

	FY 2009	FY 2008	Percent Change
	Jul '08 to Mar '09	Jul '07 to Mar '08	
# of Weekdays	190	190	0.0%
Total Ridership	237,901	191,901	24.0%
Avg. Wkday Ridership	1,006	822	22.4%
Avg Sat Ridership	556	414	34.4%
Avg Sun Ridership	556	427	30.4%
Revenue Hours	13,723	12,937	6.1%
Riders Per Rev. Hour	17.34	14.83	16.9%

5-6.1

**Santa Cruz METRO  
March 2009 Ridership Report**

ROUTE	Miles	Hours	UC Student	UC Staff Faculty	Cabrillo	Full Fare	Tickets	Cash S/D Riders	Day Pass	S/D Day Pass	Passes/ Free Rides	P. Shores/ Other Fares	Total Ridership	Passengers Per Mile	Passengers Per Hour	Wheelchair	Bike
10	5,332.67	447.33	27,214	1,718	242	818	30	66	17	6	1,075	19	31,205	5.85	69.76	25	958
13	1,868.64	159.80	10,706	506	92	272	3	18	2	1	340	17	11,957	6.40	74.82	2	408
15	6,490.12	545.10	34,963	1,403	296	738	8	46	10	4	945	28	38,441	5.92	70.52	18	1,295
16	14,865.36	1,225.75	79,210	3,374	880	2,918	45	191	24	11	3,036	75	89,764	6.04	73.23	32	2,295
19	5,545.53	410.94	22,505	1,214	309	833	8	92	10	9	1,225	29	26,234	4.73	63.84	11	721
3	2,499.64	181.13	579	80	413	568	20	154	19	38	1,307	89	3,267	1.31	18.04	10	62
4	1,556.61	161.33	224	61	219	431	91	307	10	32	3,598	175	5,148	3.31	31.91	46	131
7	1,146.20	102.67	160	38	113	130	9	15	12	18	749	20	1,264	1.10	12.31	7	10
9	477.00	25.30	36	17	4	134	10	0	1	0	204	16	422	0.88	16.68	0	2
12A	223.79	16.15	926	54	6	23	1	1	0	0	14	1	1,026	4.58	63.53	0	39
20	5,921.76	394.59	18,601	730	485	1,041	28	126	19	15	1,771	143	22,959	3.88	58.18	9	542
27x	1,194.76	102.00	3,484	213	22	63	0	3	2	0	83	0	3,870	3.24	37.94	0	259
31	2,344.80	121.73	57	75	207	612	15	23	6	4	838	13	1,850	0.79	15.20	10	102
32	786.32	46.57	34	8	38	230	5	10	1	2	379	16	723	0.92	15.53	1	14
33	523.53	24.15	0	12	6	100	11	2	0	0	308	14	453	0.87	18.76	0	4
34	293.16	18.54	0	0	2	99	0	0	0	0	167	1	269	0.92	14.51	0	0
35	37,850.47	1,898.15	1,355	442	3,432	12,557	365	1,306	258	110	22,822	656	43,303	1.14	22.81	17	1,475
40	2,406.04	97.56	31	12	31	623	6	56	7	14	827	15	1,622	0.67	16.63	0	37
41	3,136.19	130.33	397	120	127	589	9	30	17	5	578	15	1,887	0.60	14.48	3	127
42	3,276.97	121.42	184	26	82	450	3	60	2	4	317	8	1,136	0.35	9.36	1	86
53	1,224.96	86.53	5	20	55	210	5	56	7	2	428	10	798	0.65	9.22	19	17
54	1,775.49	103.33	17	17	238	239	2	61	3	4	440	6	1,027	0.58	9.94	7	21
55	2,966.92	201.67	41	44	2,340	575	25	117	12	35	1,746	34	4,969	1.67	24.64	61	93
56	2,316.38	102.30	3	10	431	273	9	83	5	1	532	17	1,364	0.59	13.33	6	23
66	6,342.23	548.64	1,443	307	1,198	6,096	135	671	106	71	8,233	203	18,463	2.91	33.65	129	383
68	4,909.78	402.23	1,370	312	679	2,557	82	364	46	27	5,336	105	10,878	2.22	27.04	71	260
68N	1,784.95	128.56	430	59	254	805	13	59	0	0	954	15	2,589	1.45	20.14	3	97
69	3,628.61	328.46	1,238	357	742	2,724	110	393	49	37	5,168	153	10,971	3.02	33.40	61	273
69A	14,153.92	763.58	1,276	472	1,273	8,896	329	1,324	102	128	9,615	471	23,886	1.69	31.28	185	695
69N	1,825.89	146.65	488	69	591	829	23	76	2	4	1,153	16	3,251	1.78	22.17	17	141
69W	13,835.68	774.07	1,422	471	6,032	8,510	213	975	107	70	10,256	316	28,372	2.05	36.65	142	847
70	3,165.91	260.33	350	113	4,583	1,519	68	233	34	27	3,017	121	10,065	3.18	38.66	30	205
71	48,200.28	2,758.56	2,792	1,158	17,156	26,278	850	3,195	333	254	27,947	1,357	81,320	1.69	29.48	432	3,001
72	5,786.09	279.77	6	14	351	1,708	30	345	37	28	1,419	47	3,985	0.69	14.24	15	58
74	3,538.68	207.17	7	37	141	1,623	59	288	11	30	1,088	94	3,378	0.95	16.31	19	12
75	6,378.84	384.25	18	45	426	3,734	61	588	54	72	2,448	0	7,446	1.17	19.38	41	153
76	1,471.74	77.58	11	12	29	384	9	73	4	7	409	0	938	0.64	12.09	6	19
79	1,726.19	100.83	10	9	171	609	34	224	27	41	906	0	2,031	1.18	20.14	52	7
88	771.85	77.34	10	0	2	13	4,402	7	0	1	1,356	0	5,791	7.50	74.88	43	3
91x	6,082.92	261.64	148	128	1,543	1,318	117	97	56	17	1,756	0	5,180	0.85	19.80	5	206
UC Supp.	1,528.20	94.35	6,091	307	12	52	1	4	2	0	49	10	6,528	4.27	69.19	1	112
Night Owl	1,609.39	129.84	3,800	53	38	202	0	3	0	0	119	1	4,216	2.62	32.47	0	112
TOTAL	232,764.44	14,448.22	221,642	14,117	45,291	92,383	7,244	11,742	1,414	1,129	124,958	4,326	524,246	2.25	36.28	1,537	15,305
ROUTE	VTA/SC		ECO	Full	S/D	17	Passes/	RIDERSHIP		Passengers	Passengers	Wheelchair	Bike				
17	47,572.09	1,529.48	43	95	270	11,515	571	1,413	135	11,960	26,002	0.55	17.00	47	840		

**March Ridership 550,248**

5-7.1

**Santa Cruz METRO  
March 2008 Ridership Report**

ROUTE	Miles	Hours	Passes/ Free Rides	UC Student	UC Staff Faculty	Full Fare	Day Pass	Cash S/D Riders	S/D Day Pass	Cabrillo	Total Ridership	Passengers Per Mile	Passengers Per Hour	W/C	Bike
10	5,376.02	450.33	978	21,692	2,161	796	12	49	33	123	25,878	4.81	57.46	32	830
13	1,758.72	150.40	384	9,342	667	201	1	12	2	60	10,653	6.06	70.83	3	345
15	6,108.08	512.80	926	31,596	1,585	894	13	22	3	222	35,305	5.78	68.85	-	1,072
16	15,312.91	1,261.69	2,721	70,948	3,843	3,196	27	104	25	641	81,612	5.33	64.68	24	2,580
19	5,753.24	426.39	1,228	19,519	1,225	852	15	78	15	142	23,121	4.02	54.23	4	717
3	2,386.02	172.89	1,446	645	160	690	25	137	37	336	3,626	1.52	20.97	11	54
4	1,485.86	153.99	3,334	267	58	497	13	275	29	150	4,929	3.32	32.01	56	116
7	1,094.10	98.01	776	188	37	174	8	45	13	108	1,383	1.26	14.11	12	35
9	455.32	24.15	194	53	32	67	1	9	1	16	376	0.83	15.57	-	7
12A	210.62	15.20	13	660	122	39	-	3	-	4	852	4.05	56.05	-	41
20	6,261.48	417.29	1,331	16,699	900	1,102	22	115	14	486	20,905	3.34	50.10	8	620
27	1,124.48	96.00	46	3,190	239	71	1	3	-	16	3,570	3.17	37.19	1	165
31	2,238.22	115.14	894	62	107	635	23	23	2	74	1,868	0.83	16.22	14	112
32	750.58	44.46	213	12	11	275	2	7	-	39	575	0.77	12.93	5	11
33	398.88	18.40	101	1	-	92	-	-	-	3	215	0.54	11.68	-	3
34	223.36	14.13	148	-	-	98	-	-	-	2	248	1.11	17.55	-	4
35	39,261.09	1,968.70	21,318	1,308	587	14,688	334	1,209	141	1,662	42,023	1.07	21.35	103	1,897
40	2,521.78	102.52	555	20	5	650	4	31	6	32	1,343	0.53	13.10	-	34
41	3,103.38	128.83	696	307	70	602	8	40	3	92	1,869	0.60	14.51	1	180
42	3,501.81	130.01	326	138	15	354	1	56	1	94	1,018	0.29	7.83	1	63
53	1,169.28	82.59	644	5	11	266	10	85	8	41	1,077	0.92	13.04	37	39
54	2,217.30	128.49	348	40	14	222	4	46	2	103	787	0.35	6.12	7	21
55	2,832.06	192.51	1,543	24	29	670	18	142	20	1,057	3,553	1.25	18.46	68	86
56	2,211.09	97.65	575	17	11	323	21	34	4	348	1,346	0.61	13.78	13	25
66	6,742.09	580.29	7,291	1,169	470	5,744	150	736	61	597	16,601	2.46	28.61	188	484
68	5,177.50	423.04	5,046	1,277	344	3,083	73	448	64	449	10,995	2.12	25.99	108	300
68N	1,914.25	137.42	1,001	333	45	986	-	67	1	99	2,552	1.33	18.57	13	137
69	3,507.44	316.79	4,186	1,004	372	3,130	52	407	35	402	9,777	2.79	30.86	63	305
69A	15,029.86	807.34	9,281	1,118	618	10,507	139	1,107	114	741	24,495	1.63	30.34	255	867
69N	1,742.90	139.99	941	366	81	926	1	75	-	356	2,780	1.60	19.86	19	153
69W	14,596.18	812.77	10,101	1,138	517	9,854	115	958	95	3,450	26,808	1.84	32.98	217	972
70	2,302.48	189.33	2,059	334	91	1,097	21	123	12	2,715	6,594	2.86	34.83	31	231
71	50,343.92	2,878.99	26,408	2,316	1,438	28,696	346	3,341	254	10,350	75,591	1.50	26.26	461	3,433
72	5,523.08	267.06	1,246	10	34	1,731	38	279	17	151	3,592	0.65	13.45	22	28
74	3,402.08	197.76	753	9	25	1,738	7	250	23	123	3,032	0.89	15.33	29	36
75	6,805.74	410.75	2,132	12	64	3,726	77	531	49	206	6,986	1.03	17.01	66	122
76	2,102.48	110.83	403	74	23	493	8	79	10	6	1,122	0.53	10.12	9	20
79	1,647.72	96.24	817	3	22	702	14	192	37	111	1,966	1.19	20.43	69	18
88	825.10	82.68	367	11	3	4	-	-	1	3	3,892	4.72	47.07	-	3
91	5,659.16	234.47	1,617	101	193	1,581	63	97	25	996	4,885	0.86	20.83	9	233
UC Supplemental	1,257.75	78.71	43	3,379	150	47	2	4	-	15	3,642	2.90	46.27	-	79
Unknown			118	17	1	3	3	6	10	35	379			-	-
<b>TOTAL</b>	<b>236,335.42</b>	<b>14,567.03</b>	<b>114,528</b>	<b>189,404</b>	<b>16,380</b>	<b>101,502</b>	<b>1,672</b>	<b>11,225</b>	<b>1,167</b>	<b>26,656</b>	<b>473,819</b>	<b>2.00</b>	<b>32.53</b>	<b>1,959</b>	<b>16,478</b>

ROUTE	Monthly Pass	VTA/SC Day Pass	CalTrain	Full Fare	17 Day Pass	S/D Riders	METRO	ECO Pass	RIDERSHIP	Passengers Per Mile	Passengers Per Hour	W/C	Bike		
17	44,733.08	1,448.73	10,705	44	56	10,436	117	1,372	7,980	187	24,034	0.54	16.59	41	1,282

Night Owl	4,647.00
<b>TOTAL</b>	<b>4,647.00</b>

<b>March Ridership</b>	502,500
<b>March Revenue</b>	\$ 238,262.90

5-7.2

BUS OPERATOR LIFT TEST \*PULL-OUT\*

MARCH 2009

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/LOW FLOOR - 35'	18	2	16	10	6	10	100%
FLYER/LOW FLOOR - 40'	12	2	10	6	4	6	100%
FLYER/HIGHWAY 17 - 40'	7	0	7	0	7	0	100%
ORION/HIGHWAY 17 - 40'	11	3	8	6	2	6	100%
CNG/HIGHWAY 17 - 40'	5	0	5	4	1	4	100%
CNG NEW FLYER - 40'	18	2	16	14	2	14	100%
DIESEL CONVERSION - 35'	15	4	11	11	0	11	100%
DIESEL CONVERSION - 40'	14	3	11	9	2	9	100%
GILLIG/SAM TRANS - 40'	10	3	7	3	4	3	0%
GOSHEN	1	0	1	1	0	1	100%
TROLLEY	1	0	1	0	1	0	100%

5-7.3

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

## PASSENGER LIFT PROBLEMS

MONTH OF MARCH 2009

BUS #	DATE	DAY	REASON
9804 LFF 35	2-Mar	Monday	Curb side securement bar not bolted to post.
2202 CNG LFF 40	2-Mar	Monday	No warning sound on ramp deployment - does not always deploy.
9820 LFF 40	3-Mar	Tuesday	Kneel switch loose.
9808 LFF 35	3-Mar	Tuesday	When lifting the bus from it's kneel position it does not beep.
9816 LFF 35	9-Mar	Monday	Curbside restraining bar is broken.
9830 LFF 40	9-Mar	Monday	Ramp will not deploy automatically.
9818 LFF 35	10-Mar	Tuesday	Ramp switch does not always work.
2802 17 CNG 40	10-Mar	Tuesday	Kneel having problems coming back up.
2305 17 ORI 40	11-Mar	Wednesday	Kneel not working well.
2311 17 ORI 40	12-Mar	Thursday	No alarm beeps when kneeling or deploying lift.
9810 LFF 35	13-Mar	Friday	Wheel chair ramp will not deploy, have to lift by hand
2220 D/C LF 35	17-Mar	Tuesday	Ramp will not deploy.
2802 17 CNG 40	17-Mar	Tuesday	Kneeling button will not raise bus.
2305 17 ORI 40	18-Mar	Wednesday	Lift has no beeping and takes a long time to raise up.
2813 LF	22-Mar	Sunday	To raise seat for wheel chairs street side area, very difficult, both side facing seats actually.
2202 CNG LFF 40	24-Mar	Tuesday	Kneel switch needs to be flipped to "RaSe"?? Before the bus will kneel when switched to kneel.
9801 LFF 35	30-Mar	Monday	Ramp deploys does not rise back into bus.
2205 CNG LFF 40	31-Mar	Tuesday	Ramp is not stowing properly.

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

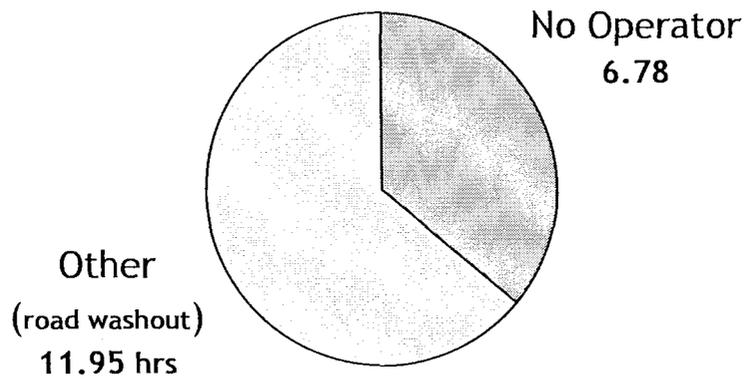
Note: Lift operating problems that cause delays of less than 30 minutes.

5-7.4

### Dropped Service for FY09

	FY07		FY08		FY09	
	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	29.75	555.98
November	37.55	477.48	3.32	45.89	11.60	59.92
December	6.08	143.84	18.97	241.87	1.58	26.64
January	12.24	188.23	49.20	453.86	0.97	10.95
February	13.07	188.23	53.53	717.31	25.18	488.75
March	7.13	133.30	22.50	315.63	18.73	452.08
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		
<b>TOTAL</b>	<b>227.96</b>	<b>3,292.71</b>	<b>285.70</b>	<b>4,004.99</b>	<b>181.99</b>	<b>3,295.58</b>

#### Dropped Service Breakdown for March 2009



# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

**DATE:** May 22, 2009  
**TO:** Board of Directors  
**FROM:** Angela Aitken, Finance Manager *AA*  
**SUBJECT:** UNIVERSITY OF CALIFORNIA – SANTA CRUZ  
MONTHLY SERVICE-MARCH 2009 VERSUS MARCH 2008

## I. RECOMMENDED ACTION

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

## II. SUMMARY OF ISSUES

- There were sixteen (16) school-term days in both 2009 and 2008.
  - Revenue received from UCSC was \$281,990.96 versus \$248,308.68; an increase of 13.6%
  - System-wide UCSC ridership increased by 12.2%
    - Total student ridership increased by 14.4%
    - Total Faculty/Staff ridership decreased by 14.0%
  - Average Student ridership per school-term day increased by 14.4%
  - Average Faculty/Staff ridership per weekday decreased by 5.4%

## III. DISCUSSION

For the month of March 2009, there were sixteen (16) school-term days. Winter school-term service concluded on March 19 at the end of the Winter Quarter. School-term service began for Spring Quarter on March 30.

UCSC Revenue increased a total of \$33,682.28; or 13.6%. UCSC ridership for all METRO service was up 12.2% compared to March 2008. This includes an 14.4% increase in student ridership and a 14.0% decrease in Faculty/ Staff ridership.

Please see attached graphs that will depict average UCSC Student and Faculty/Staff ridership increasing by 14.4% and decreasing by 5.4% respectively.

## IV. FINANCIAL CONSIDERATIONS.

Overall UCSC revenue is over budget by 6.2% as of March 2009.

5-8.1

**V. ATTACHMENTS**

- Attachment A: Total UCSC Monthly Revenue**
- Attachment B: Total UCSC Ridership**
- Attachment C: Monthly UCSC Ridership**
- Attachment D: Total UCSC Student Ridership**
- Attachment E: Total UCSC Faculty/Staff Ridership**

Prepared by: Erich Friedrich

## Total UCSC Monthly Revenue

<b>FY 08 UCSC Revenue</b>									
Date	Regular Student Bill	Regular Staff Bill	Night Owl Bill	Supplemental Bill	27x	TOTAL	Last Year	% Change	\$ Change
Jul-07	\$ 33,024.00	\$ 15,920.00				\$ 48,944.00	\$ 46,696.41	4.8%	\$ 2,247.59
Aug-07	\$ 38,130.53	\$ 17,149.80				\$ 55,280.33	\$ 54,014.10	2.3%	\$ 1,266.23
Sep-07	\$ 101,639.55	\$ 16,690.11	\$ 2,433.63	\$ 4,176.42	\$ 1,501.57	\$ 126,441.28	\$ 170,754.64	-26.0%	\$ (44,313.36)
Oct-07	\$ 331,758.64	\$ 20,061.49	\$ 7,658.98	\$ 8,740.07	\$ 5,020.67	\$ 373,239.85	\$ 314,022.57	18.9%	\$ 59,217.28
Nov-07	\$ 247,552.14	\$ 16,527.66	\$ 6,321.47	\$ 3,205.48	\$ 5,018.58	\$ 278,625.33	\$ 253,496.74	9.9%	\$ 25,128.59
Dec-07	\$ 119,753.81	\$ 12,320.21	\$ 4,731.24	\$ 4,824.85	\$ 2,820.60	\$ 144,450.71	\$ 76,128.86	89.7%	\$ 68,321.85
Jan-08	\$ 256,740.31	\$ 17,162.30	\$ 10,939.02	\$ 2,683.50	\$ 3,671.21	\$ 291,196.34	\$ 277,066.89	5.1%	\$ 14,129.45
Feb-08	\$ 276,028.54	\$ 18,729.40	\$ 13,041.41	\$ 4,439.97	\$ 4,601.84	\$ 316,841.16	\$ 256,817.50	23.4%	\$ 60,023.66
Mar-08	\$ 209,758.69	\$ 17,772.03	\$ 8,550.08	\$ 7,601.47	\$ 4,626.41	\$ 248,308.68	\$ 210,515.59	18.0%	\$ 37,793.09
Apr-08	\$ 297,663.63	\$ 20,042.00	\$ 13,705.06	\$ 7,208.57	\$ 5,651.21	\$ 344,270.47	\$ 272,972.83	26.1%	\$ 71,297.64
May-08	\$ 275,379.83	\$ 19,473.42	\$ 12,965.34	\$ 9,079.77	\$ 6,163.16	\$ 323,061.52	\$ 294,166.80	9.8%	\$ 28,894.72
Jun-08	\$ 127,125.79	\$ 16,138.87	\$ 4,122.59	\$ 4,842.39	\$ 3,027.40	\$ 155,257.04	\$ 148,913.76	4.3%	\$ 6,343.28
<b>FY 2008 Totals</b>	<b>\$ 2,314,555.46</b>	<b>\$ 207,987.30</b>	<b>\$ 84,468.82</b>	<b>\$ 56,802.49</b>	<b>\$ 42,102.65</b>	<b>\$ 2,705,916.71</b>	<b>\$ 2,375,566.69</b>	<b>13.9%</b>	<b>\$330,350.02</b>
<b>FY 09 UCSC Revenue</b>									
Date	Regular Student Bill	Regular Staff Bill	Night Owl Bill	Supplemental Bill	27x	TOTAL	Last Year	% Change	\$ Change
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	\$ 408,791.24	\$ 21,030.79	\$ 13,538.41	\$ 1,999.52	\$ 5,435.42	\$ 450,795.38	\$ 373,239.85	20.8%	\$ 77,555.53
Nov-08	\$ 274,825.68	\$ 15,381.16	\$ 10,512.74	\$ 5,500.47	\$ 3,989.36	\$ 306,220.05	\$ 278,625.33	9.9%	\$ 27,594.72
Dec-08	\$ 129,527.31	\$ 11,581.57	\$ 4,892.43	\$ 3,560.21	\$ 2,118.85	\$ 149,561.52	\$ 144,450.71	3.5%	\$ 5,110.81
Jan-09	\$ 324,761.80	\$ 15,605.62	\$ 11,679.83	\$ 297.04	\$ 3,803.13	\$ 356,147.42	\$ 291,196.34	22.3%	\$ 64,951.08
Feb-09	\$ 313,712.45	\$ 16,053.38	\$ 12,788.37	\$ 893.73	\$ 4,582.22	\$ 348,030.15	\$ 316,841.16	9.8%	\$ 31,188.99
Mar-09	\$ 256,439.79	\$ 16,335.68	\$ 7,795.60	\$ 1,419.89	\$ 4,529.94	\$ 281,990.96	\$ 248,308.68	13.6%	\$ 33,682.28
Apr-09						\$ -			\$ -
May-09						\$ -			\$ -
Jun-09						\$ -			\$ -
	<b>\$ 1,944,491.29</b>	<b>\$ 144,791.03</b>	<b>\$ 64,971.34</b>	<b>\$ 36,928.29</b>	<b>\$ 26,466.38</b>	<b>\$ 2,207,010.18</b>	<b>\$ 1,883,327.68</b>	<b>17.2%</b>	<b>\$323,682.50</b>

5-8.91

Attachment A



Monthly UCSC Ridership

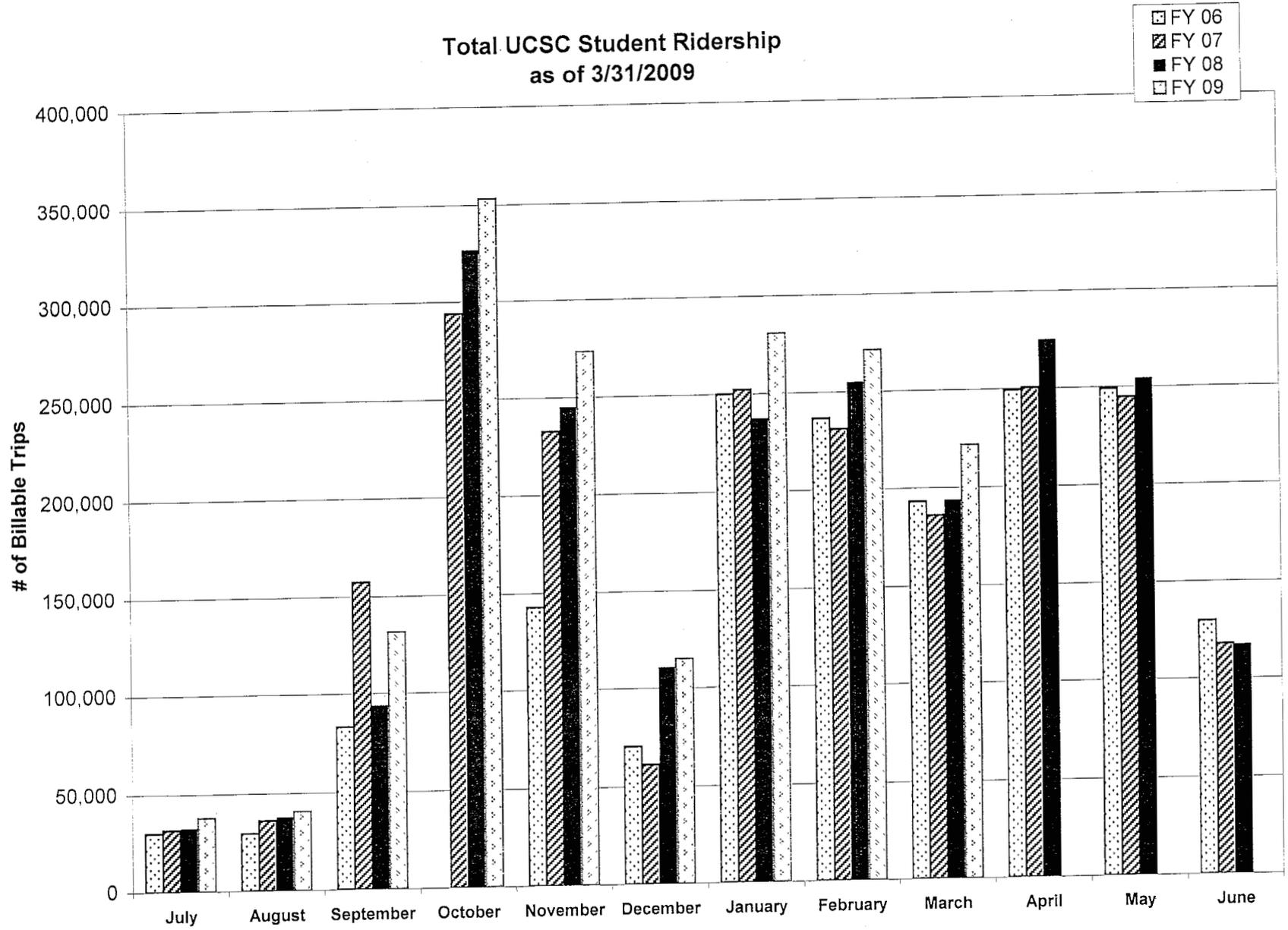
March 2009	Student Ridership			Faculty/ Staff Ridership			Average Student Ridership Per School Term Day			Average Faculty/Staff Ridership Per Weekday		
	FY 09	FY 08	%	FY 09	FY 08	%	FY 09	FY 08	%	FY 09	FY 08	%
Regular Service	208,267	182,791	13.9%	13,546	15,990	-15.3%	13,016.7	11,424.4	13.9%	677.3	726.8	-6.8%
Supplemental	6,091	3,379	80.3%	307	150	104.7%	380.7	211.2	80.3%	15.4	6.8	125.1%
Night Owl	3,800	4,323	-12.1%	53	31	71.0%	237.5	270.2	-12.1%	2.7	1.4	88.1%
27x	3,484	3,190	9.2%	213	239	-10.9%	217.8	199.4	9.2%	10.7	10.9	-2.0%
<b>TOTAL</b>	<b>221,642</b>	<b>193,683</b>	<b>14.4%</b>	<b>14,119</b>	<b>16,410</b>	<b>-14.0%</b>	<b>13,852.6</b>	<b>12,105.2</b>	<b>14.4%</b>	<b>706.0</b>	<b>745.9</b>	<b>-5.4%</b>

5-8.c1

Attachment C

5-8.D1

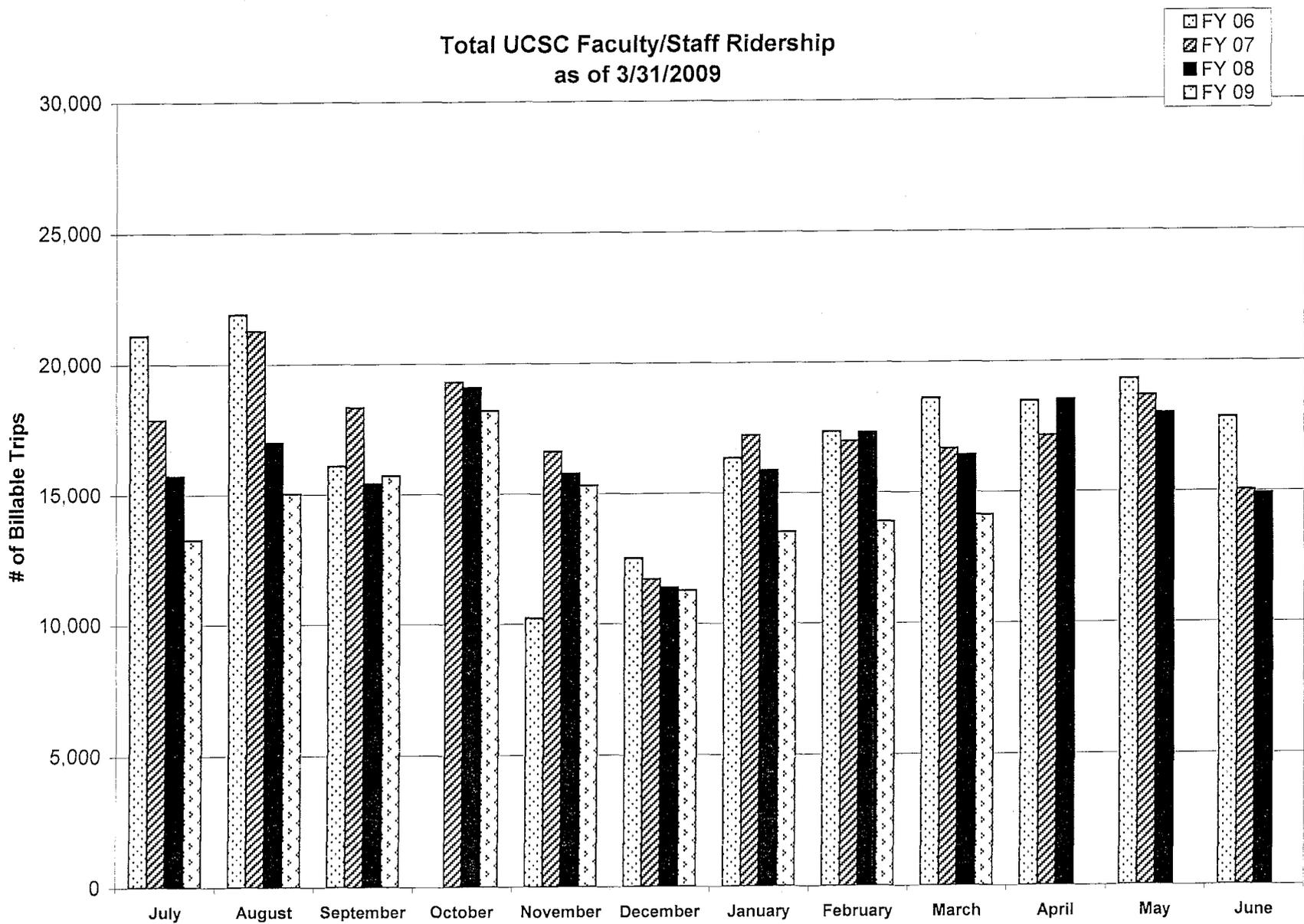
### Total UCSC Student Ridership as of 3/31/2009



Attachment D

5-8.21

### Total UCSC Faculty/Staff Ridership as of 3/31/2009



Attachment E

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

**DATE:** May 22, 2009  
**TO:** Board of Directors  
**FROM:** Angela Aitken, Finance Manager   
**SUBJECT:** UNIVERSITY OF CALIFORNIA – SANTA CRUZ  
WINTER QUARTER 2009 SERVICE UPDATE

## I. RECOMMENDED ACTION

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

## II. SUMMARY OF ISSUES

- UCSC Winter service began on January 5, 2009 and ended on March 20, 2009
- There were fifty-four (54) school-term days for Winter service 2009 versus fifty-two (52) school-term days for Winter service 2008.
- Overall UCSC ridership increased by 8.82%
- Student trips for Winter 2009 increased by 10.7% versus Winter 2008.
- Faculty/staff trips for Winter decreased by 17.9% versus Winter 2008.

## III. DISCUSSION

UCSC's Winter Quarter started January 5, 2009 and ended on March 20, 2009 showing an 8.82% increase in overall ridership versus Winter Quarter 2008. The ridership data reiterates the current trend of double digit percent increases (10.7%) in student ridership that coincides with double digit percent decreases (17.9%) in faculty/staff ridership. The data shows that student and faculty/staff ridership figures are becoming more inversely related meaning that as student ridership continues to increase, faculty/staff ridership will decrease. This inverse relationship is most likely due to faculty and staff opting out of riding mass transit because most UCSC service is at capacity with students already.

West side service (Route 20 and Route 20D Supplemental) to the University continues to maintain a demand growth that is approaching current service capacity. Please see Attachments A through C for statistical and graphical evidence regarding Routes 20 and 20D. The 27x express route has dropped in every ridership category since Winter Quarter 2008. Also Night Owl service has stagnated in ridership among students but has seen significant ridership increases among UC faculty and staff.

## IV. FINANCIAL CONSIDERATIONS

Revenue from UCSC service is reflected in the FY09 & FY10 Budget. As of February 2009 UCSC service revenue is 1.9% over budget.

5-9.1

**V. ATTACHMENTS**

**Attachment A: UC Ridership Chart**

**Attachment B: UC Percent Change in Ridership**

**Attachment C: UC Ridership by University Routes**

Prepared By: Erich R. Friedrich

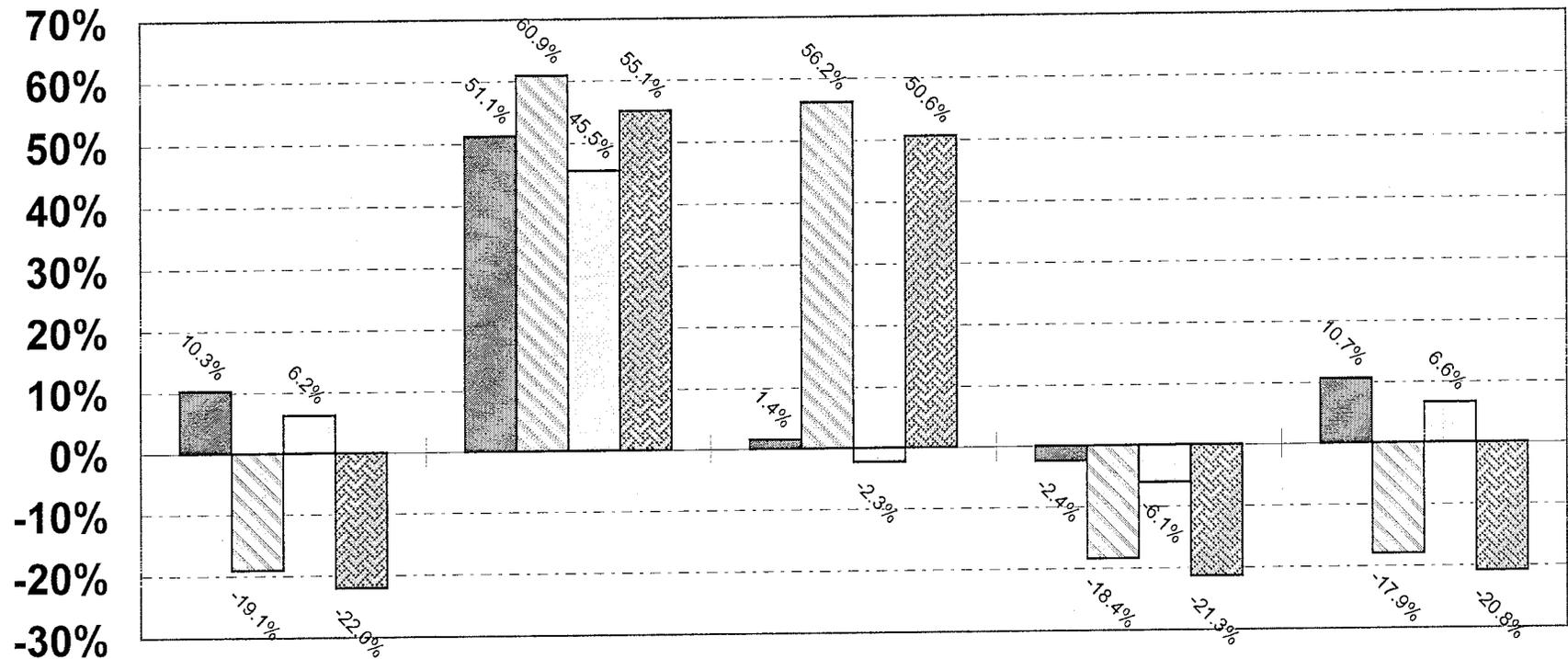
Winter 2009	Student Ridership			Faculty/ Staff Ridership			Average Student Ridership Per School Term Day			Average Faculty/Staff Ridership Per Weekday		
	FY 09	FY 08	%	FY 09	FY 08	%	FY 09	FY 08	%	FY 09	FY 08	%
Regular Service	690,091	625,897	10.3%	35,888	44,356	-19.1%	12,779.5	12,036.5	6.2%	640.9	821.4	-22.0%
Supplemental	20,294	13,429	51.1%	933	580	60.9%	375.8	258.3	45.5%	16.7	10.7	55.1%
Night Owl	13,072	12,886	1.4%	164	105	56.2%	242.1	247.8	-2.3%	2.9	1.9	50.6%
27x	12,670	12,988	-2.4%	625	766	-18.4%	234.6	249.8	-6.1%	11.2	14.2	-21.3%
TOTAL	736,127	665,200	10.7%	37,610	45,807	-17.9%	13,632.0	12,792.3	6.6%	671.6	848.3	-20.8%

	FY 09	FY 08	%
Grand Total	773,737	711,007	8.82%

5-9.91

Attachment A

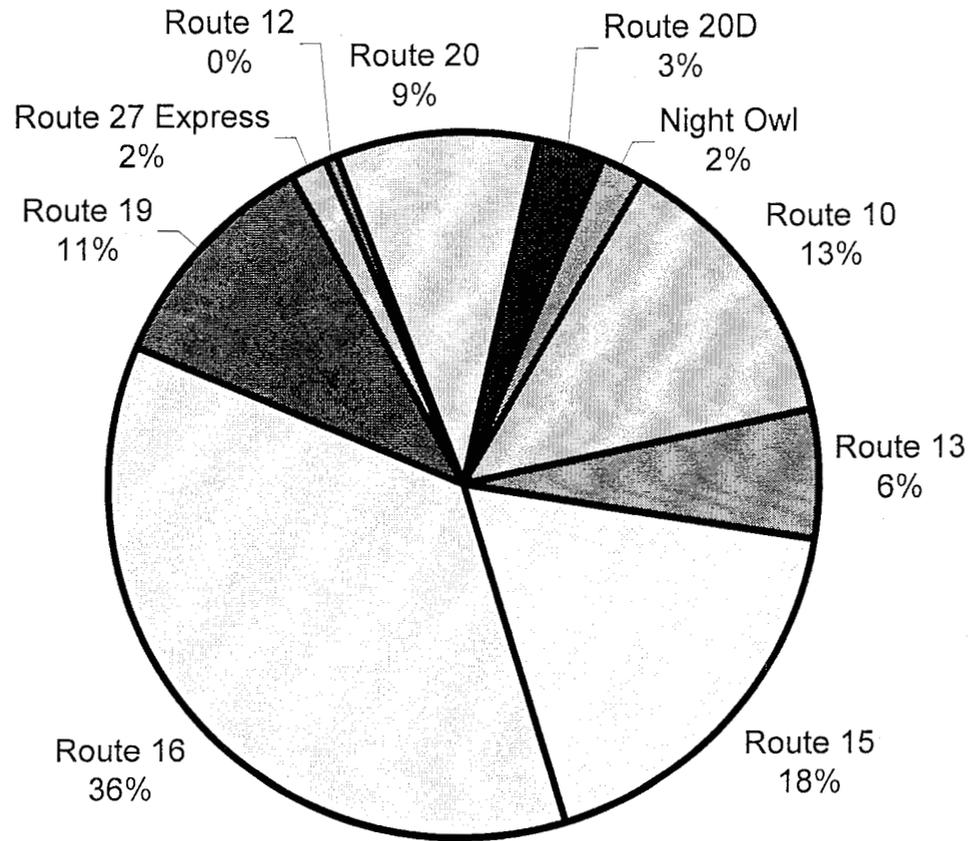
## % Change in Ridership



- Student Ridership
- ▨ Faculty/ Staff Ridership
- Average Student Ridership Per School Term Day
- ▩ Average Faculty/Staff Ridership Per Weekday

5-9.61

# UC Ridership by University Routes



Attachment C

5-9.c1

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

**DATE:** May 22, 2009  
**TO:** Board of Directors  
**FROM:** Ciro F. Aguirre, Manager of Operations  
**SUBJECT: CONSIDERATION OF THE FINANCIAL IMPACT OF LOST REVENUE BY THE REDUCTION OF STUDENT FARE RATES.**

## I. RECOMMENDED ACTION

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

## II. SUMMARY OF ISSUES

- On March 26, 2009 METRO received a letter dated March 24, 2009 from the California Rural Legal Assistance, Inc. (CRLAI) written on behalf of the parents located in the Stewart Avenue area of Watsonville.
- School bus service to Pajaro Valley High is unavailable to the students from Stewart Avenue due to school budget constraints.
- CRLAI letter requests that the METRO Board of Directors consider a more affordable fare of \$0.50 - \$0.75 per ride to assist parents with transportation needs for their children.
- METRO currently offers four discounts for children and youths 17 years of age and under.
- California State Budget Act signed into law February 20, 2009 eliminates State Transit Assistance (STA) funding through 2013. Reduction in local economy tax receipts further impacts METRO's Operating budget, reducing METRO's ability to implement further fare discounts beyond what is currently available.
- This report is for information purposes only. No action is requested

## III. DISCUSSION

On March 26, 2009 METRO received a letter from the California Rural Legal Assistance, Inc. (CRLAI) on behalf of the parents located in the Stewart Avenue area of Watsonville. The CRLAI assisted the parents in petitioning the Pajaro Valley Unified School District to provide school bus service for their children attending Pajaro Valley High School. The School District responded stating they could not provide school bus service because of drastic budget cuts, service reductions, and that the students resided within a three mile radius from the school.

The CRLAI letter is requesting that the METRO Board of Directors consider a discounted bus fare during weekdays of \$0.50 - \$0.75 per ride. This discount would

5-10.1

assist parents with the transportation needs of their children at a more affordable rate than the current \$1.50 fare per ride.

Currently, METRO offers four discounts for children and youths:

1. **Children (less than 46 inches tall)**

A limit of three children can ride free with fare-paying adult. All buses have this height marked at the entrance.

2. **Children of Metro riders using Metro Discount Photo ID Cards**

(Older Adults, 62 years or older, Persons with Disabilities) can ride at the Discount fare rate (\$0.75) when accompanying their parents. Parents must complete a Registration Form available at the Santa Cruz Metro Center (Pacific Station) to qualify for this extended coverage.

3. **Convenience Card (15 rides or 5 Day Passes)**

Cards may be purchased for \$22. This is a \$0.50 per card savings over the cash fare or day pass cost.

4. **Monthly Pass: Youth (through age 17)**

Pass is available for \$35. and provides unlimited rides each day for the entire month (*excluding Highway 17 Express Service*). With this pass a youth riding twice a day to and from school for 20 days, within the month issued, would spend \$.88 per ride. Further savings may be realized if the rider was to increase Youth Pass usage to 2 rides on each weekend day, for a total of 30 days, cost per ride would be \$0.58.

Savings could increase exponentially if the pass was used more frequently over the course of 30 days than the examples given.

METRO's farebox technology currently cannot track the specific use of all passes, but the sales of **Convenience Cards**, and **Monthly Youth Passes** are tracked. For the period of *July 2008 through March 2009 (9 months)* the number of **Convenience Cards** and **Monthly Youth Monthly Passes** sold are as follows:

**Convenience Card (15 ride/5 Day Pass)**

- Total sold *July 2008 – March 2009* = **2,165**
- Price per card - **\$22.00**
- 15 rides at cash fare of \$1.50 – **\$22.50**
- Discount per convenience card - **\$.50**
- Total revenue discounted over 9-month period - **\$1,082**
  - 2,165 cards x \$22 = \$47,630
  - 2,165 cards x \$22.50 (15 rides at cash fare of \$1.50) = \$48,712
- Convenience card discounted fare assumed cost per ride is \$1.47

5-10.2

**Monthly Pass: Youth**

- Total passes sold *July 2008 – March 2009 (9 months)* – **5,676**
- Average number of passes sold per month – **630**
  - 5,676 passes divided by 9 months
- Price per Pass - **\$35.00**
- Average Youth Monthly Pass Revenue (9months) - **\$22,050**
  - Average number of passes sold per month divided by Price per Pass
    - 630 passes/\$35
- Average rides per month – **37,800**
  - Average of 2 rides per day, per month – 60 rides
  - Average number of passes sold per month 630
- Average cost per ride - **\$.58 per ride**
  - Average Youth Monthly Pass Revenue (9 months) - \$22,050
  - Average rides per month – 37,800

If the same equation was to be made using the regular fare of \$1.50 times 37,800 rides, total cost would be \$56,700:

$$37,800 \times \$1.50 = \$56,700 \times 9\text{mo.} = \$510,300$$

$$37,800 \times \$0.58 = \$21,924 \times 9\text{mo.} = \$197,316$$

$$\text{Youth Monthly Pass Discount given} = \$312,984$$

**Total Current Discounts given (past 9 months)**

Youth Monthly Pass	-	\$312,984
Convenience Card	-	<u>\$ 1,082</u>
 Total		 <b>\$314,066</b>

California State Budget Act signed into law February 20, 2009 has eliminated State Transit Assistance (STA) funding through 2013. Reduction in local economy tax receipts further impacts METRO's Operating budget, reducing METRO's ability to implement further fare discounts beyond what is currently available.

**IV. FINANCIAL CONSIDERATIONS**

\$314,066.50 is estimated revenue that METRO is currently discounting between Convenience Cards and Monthly Youth Passes sold from July 2008 through March 2009. Further discount increases would reduce availability of Operating funds.

**V. ATTACHMENTS**

**Attachment A:** Letter from the California Rural Legal Assistance, Inc. (CRLAI)

5-10.4

## California Rural Legal Assistance, Inc.



March 24, 2009

### WATSONVILLE

21 Carr Street  
Watsonville, CA 95076  
Telephone: (831) 724-2253  
Fax: (831) 724-7530  
Watsonville@CRLA.org

### Basic Unit

**Gretchen Regenhardt**  
*Directing Attorney*  
**Phyllis Shafton Katz**  
*Staff Attorney*  
**Judy M. Vasquez**  
*Community Worker*  
**Shirley Conner**  
*Directing Legal Secretary*  
**Janet Dollar**  
*Receptionist*

**José R. Padilla**  
*Executive Director*

**Luis C. Jaramillo**  
*Deputy Director*

**Ralph Santiago Abascal**  
*General Counsel*  
(1934-1997)

### Regional Offices

Coachella  
Delano  
El Centro  
Fresno  
Gilroy  
Lamont  
Madera  
Marysville  
Modesto  
Monterey  
Oceanside  
Oxnard  
Paso Robles  
Salinas  
San Luis Obispo  
Santa Barbara  
Santa Cruz  
Santa Maria  
Santa Rosa  
Stockton  
Watsonville

Administrative Services Coordinator and  
Board of Directors  
Santa Cruz Metropolitan Transit District  
370 Encinal St. Suite 100  
Santa Cruz, CA 95060

MAR 26 2009

Re: Transportation for Stewart Ave. Freedom CA Students

Dear Administrative Services Coordinator and Board Members:

I am writing on behalf of the parents on Stewart Avenue in Freedom CA, 95019. There is currently no school-provided transportation for their students to Pajaro Valley High.

Many parents have become increasingly concerned, not only because of the distance from the school, but for their children's safety. The children must cross Freedom Boulevard and travel along Green Valley Road, cross Main Street near the freeway access for the Hwy 152 on ramp and over to the new overpass and highway ramps adjacent to Pajaro Valley High School.

We have assisted the parents of Stewart Avenue in expressing their concerns to the Transportation Director for the Pajaro Valley Unified School District, Jim Miller. Unfortunately, Mr. Miller has responded by stating that because of drastic budget cuts and service reductions, they cannot provide bus service for students within the The district refuses to provide transportation because the students live within a three-mile radius of the school.

We request your assistance to resolve the parent's concern. We request that you consider a discounted bus fare during weekdays. An more affordable fare of perhaps \$0.50 - \$0.75 per ride would assist parents in providing safe transportation for their children. We are informed that the fare of \$1.50 each way is hard for parents of these students to justify.

Please let me know who we can contact in order to follow up on this matter. We appreciate your time and attention.

Sincerely,

  
Susan Lopez  
Intern

Phyllis Katz  
Attorney at Law

LSC

5-10.a1

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

**DATE:** May 22, 2009

**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

**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 August 31, 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 June 30, 2009.
- METRO has purchased 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 August 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 June 30, 2009. METRO recently purchased the Trapeze PASS-CERT module which is to be 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

5-11-1

eligibility process to extend the term of the contract to August 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

Prepared By: Lloyd Longnecker, Purchasing Agent

5-11.2

# Attachment A

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

This Fourth Amendment to Contract No. 08-22 for review of ADA paratransit eligibility process is made effective July 1, 2009 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 On November 21, 2008, METRO extended the contract term to March 31, 2009.
- 1.4 On April 1, 2009, METRO extended the contract term to June 30, 2009.
- 1.5 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 August 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 Fourth Amendment to the Contract and the person signing this Fourth Amendment on behalf of each has been properly authorized and empowered to enter into it. Each party further acknowledges that it has read this Fourth 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

5-11. a2<sup>2</sup>

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

**DATE:** May 22, 2009

**TO:** Board of Directors

**FROM:** Angela Aitken, Finance Manager 

**SUBJECT: CONSIDERATION OF A RESOLUTION AUTHORIZING AN APPLICATION TO THE U.S. DEPARTMENT OF ENERGY FOR FUNDING FROM THE AMERICAN RECOVERY AND REINVESTMENT ACT OF 2009 TO BUILD A SECOND L/CNG STORAGE TANK.**

## I. RECOMMENDED ACTION

**That the Board of Directors adopt a Resolution authorizing an application to the U.S. Department of Energy for funding from the American Recovery and Reinvestment Act of 2009 to build a second L/CNG Storage tank.**

## II. SUMMARY OF ISSUES

- President Obama signed into law the American Recovery and Reinvestment Act of 2009 (*ARRA*) on February 17, 2009 which appropriated \$787 Billion in federal funds for economic stimulus.
- The *ARRA* appropriated funds to the U.S. Department of Energy Clean Cities Program for grants to expand the use of alternative fuel vehicles and necessary support infrastructure.
- METRO has partnered with the Central Coast Clean Cities Coalition of San Luis Obispo to apply for funding from the Clean Cities Program for alternative fuel vehicles and support infrastructure.
- METRO has a need to build a second L/CNG fuel storage tank to increase bus refueling capacity.
- A grant from the Clean Cities Program would fund up to fifty percent (50%) of the estimated \$1.2 Million cost to install a second L/CNG storage tank.
- Adopting the attached resolution authorizes the General Manager to apply to the U.S. Department of Energy through the Central Coast Clean Cities Coalition for funding to build a second L/CNG storage tank.

## III. DISCUSSION

President Obama signed the *American Recovery and Reinvestment Act of 2009 (ARRA)* on February 17, 2009. The *ARRA* appropriates \$787 Billion in federal funds for job

5-12.1

creation, unemployment relief, infrastructure investment, and renewable energy development.

The *ARRA* appropriated funds to the U.S. Department of Energy Clean Cities Program for grants to expand the use of alternative fuel vehicles and necessary support infrastructure. This is a nationwide competitive grant program limited to government jurisdictions and metropolitan transit authorities in partnership with an active, designated Clean Cities Coalition.

METRO has partnered with the Central Coast Clean Cities Coalition (C5) of San Luis Obispo to apply for funding from the Clean Cities Program for alternative fuel vehicles and support infrastructure. The C5 is compiling project proposals from jurisdictions throughout the Central Coast region for a single, significant grant application to the U.S. Department of Energy for funds to acquire alternative fuel vehicles and build necessary support infrastructure.

METRO has a need to build a second L/CNG fuel storage tank to expand CNG bus refueling capacity. The Board adopted an alternative fuel path to meet air quality standards of the California Air Resources Board in 2001, and METRO now operates 53 CNG buses. The new Service & Fueling Building at MetroBase has one (1) L/CNG storage tank replenished every other day from trucked shipments of LNG. In order to replace the last fleet of thirty (30) diesel buses with CNG buses by December 2012, METRO will need to increase L/CNG storage capacity with a second storage tank. The second L/CNG storage tank for MetroBase would be included in the aggregate application from C5.

A grant from the Clean Cities Program would fund up to fifty percent (50%) of the estimated \$1.2 Million cost to install a second L/CNG storage tank. METRO requests \$600,000 from the U.S. Department of Energy and seeks matching grant funds from the California Energy Commission (\$400,000) and the Monterey Bay Unified Air Pollution Control District (\$200,000) to fully fund this project.

Adopting the attached resolution authorizes the General Manager to apply to the U.S. Department of Energy through the Central Coast Clean Cities Coalition in San Luis Obispo for funding from the Clean Cities Program to build a second L/CNG storage tank and to execute necessary agreements if a grant is awarded.

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

A grant award from the U.S. Department of Energy for this project would provide up to \$600,000 in capital funds to build a second L/CNG Storage Tank.

5-12-2

**V. ATTACHMENTS**

**Attachment A:** Resolution authorizing an application to the U.S. Department of Energy for *ARRA* funds in the Clean Cities Program.

5-12.3

# Attachment **A**

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

Resolution No. \_\_\_\_\_

On the Motion of Director: \_\_\_\_\_

Duly Seconded by Director: \_\_\_\_\_

The Following Resolution is Adopted:

### **A RESOLUTION OF THE SANTA CRUZ METROPOLITAN TRANSIT DISTRICT AUTHORIZING AN APPLICATION TO THE U.S. DEPARTMENT OF ENERGY FOR CLEAN CITIES TRANSPORTATION SECTOR PETROLEUM REDUCTION TECHNOLOGIES PROGRAM FUNDS**

**WHEREAS**, on February 17, 2009, President Obama signed into law the American Recovery and Reinvestment Act of 2009; and

**WHEREAS**, American Recovery and Reinvestment Act of 2009 provides federal funding to create jobs and stimulate economic development; and

**WHEREAS**, the U.S. Department of Energy received supplemental appropriations from the American Recovery and Reinvestment Act of 2009 for the Energy Policy Act of 2005, Section 721 to fund a competitive grant pilot program for metropolitan transportation authorities in partnership with a designated Clean Cities Coalition; and

**WHEREAS**, the Santa Cruz Metropolitan Transit District has partnered with the Central Coast Clean Cities Coalition in San Luis Obispo to obtain funding from the U.S. Department of Energy for infrastructure projects which support alternative fueled vehicles; and

**WHEREAS**, the Santa Cruz Metropolitan Transit District committed to an alternative fuel path for its public transit fleet in 2001 and, if funding is received, commits to building a second LNG storage tank at MetroBase to support refueling additional CNG buses; and

**WHEREAS**, all applications for financial assistance impose certain obligations upon the applicant, including the provision of local share costs of the project.

**NOW, THEREFORE, BE IT RESOLVED AND ORDERED BY THE SANTA CRUZ METROPOLITAN TRANSIT DISTRICT:**

1. That the General Manager is authorized to apply for grant funds through the Central Coast Clean Cities Coalition in San Luis Obispo to the United States Department of Energy on behalf of the Santa Cruz Metropolitan Transit District for capital funds appropriated, in part,

5-12.91

from the American Recovery and Reinvestment Act of 2009 to the Clean Cities Program for infrastructure necessary to directly support alternative fueled vehicles.

- 2. That the General Manager is authorized to submit and file with this application all assurances and supplemental information as required by the U.S. Department of Energy and the Central Coast Clean Cities Coalition.
- 3. That the General Manager is designated to execute standard grant agreements with the Central Coast Clean Cities Coalition and/or the U.S. Department of Energy on behalf of the Santa Cruz Metropolitan Transit District for grant funds to install a second LNG storage tank at MetroBase.

**PASSED AND ADOPTED** this 22<sup>nd</sup> day of May 2009 by the following vote:

**AYES:** Directors -

**NOES:** Directors -

**ABSTAIN:** Directors -

**ABSENT:** Directors -

**APPROVED** \_\_\_\_\_  
DENE BUSTICHI  
Board Chair

**ATTEST** \_\_\_\_\_  
LESLIE R. WHITE  
General Manager

**APPROVED AS TO FORM:**

\_\_\_\_\_  
MARGARET GALLAGHER  
District Counsel

5-12.02

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

**DATE:** May 22, 2009

**TO:** Board of Directors

**FROM:** Angela Aitken, Finance Manager 

**SUBJECT: CONSIDERATION OF A RESOLUTION AUTHORIZING AN APPLICATION TO THE FEDERAL TRANSIT ADMINISTRATION FOR FUNDING FROM THE AMERICAN RECOVERY AND REINVESTMENT ACT OF 2009 TO INSTALL SOLAR PANELS ON METROBASE FACILITIES.**

## I. RECOMMENDED ACTION

**That the Board of Directors adopt a Resolution authorizing an application to the Federal Transit Administration for funding from the American Recovery and Reinvestment Act of 2009 to install solar panels on MetroBase facilities.**

## II. SUMMARY OF ISSUES

- President Obama signed into law the American Recovery and Reinvestment Act of 2009 (*ARRA*) on February 17, 2009 which appropriated \$787 Billion in federal funds for economic stimulus.
- The *ARRA* appropriated \$100 million to the Federal Transit Administration for Transit Investments for Greenhouse Gas and Energy Reduction (TIGGER) grants to fund projects which reduce greenhouse gas emissions and reduce energy consumption in the public transit industry.
- METRO desires to install solar photovoltaic panels on its new MetroBase facilities.
- A grant from the TIGGER Program would fund up to 100 percent of the estimated \$2 Million cost to install solar panels on MetroBase facilities.
- Adopting the attached resolution authorizes the General Manager to apply to the Federal Transit Administration for TIGGER funds to install solar panels on the MetroBase facilities.

## III. DISCUSSION

President Obama signed the *American Recovery and Reinvestment Act of 2009 (ARRA)* on February 17, 2009. The *ARRA* appropriates \$787 Billion in federal funds for job creation, unemployment relief, infrastructure investment, and renewable energy development.

5-13.1

The *ARRA* appropriated \$100 million to the Federal Transit Administration for Transit Investments for Greenhouse Gas and Energy Reduction (TIGGER) grants to fund projects which reduce greenhouse gas emissions and reduce energy consumption in the public transit industry. Only public transit agencies can receive TIGGER funds for eligible projects with quantifiable energy and/or greenhouse gas reductions.

METRO desires to install solar photovoltaic panels on its MetroBase facilities to reduce utility costs. Preliminary estimates indicate that solar panels on MetroBase facilities could supplant more than 80% of the electricity currently purchased from PG & E for the existing MetroBase facilities. In addition to reduced utility costs over the 25-year life of the project, the solar voltaic panels would reduce greenhouse gas emissions and energy consumption associated with METRO transit operations.

A grant from the TIGGER Program would fund up to 100 percent of the estimated \$2 Million cost to install solar panels on the MetroBase facilities. This is a nationwide, competitive grant program with proposals evaluated according to project readiness and cost effectiveness. MetroBase facilities currently under construction or renovation may enhance the project's cost effectiveness and readiness since the installation would tie into efficient new or upgraded utilities.

Adopting the attached resolution authorizes the General Manager to apply to the Federal Transit Administration for TIGGER funds to install solar panels on the MetroBase facilities.

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

A grant award from the Federal Transit Administration for this project would provide up to \$2,000,000 in capital funds to install photovoltaic panels on MetroBase facilities.

#### **V. ATTACHMENTS**

**Attachment A:** Resolution authorizing an application to the Federal Transit Administration for Transit Investments for Greenhouse Gas and Energy Reduction funds.

5-13.2

# Attachment A

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

Resolution No. \_\_\_\_\_

On the Motion of Director: \_\_\_\_\_

Duly Seconded by Director: \_\_\_\_\_

The Following Resolution is Adopted:

**A RESOLUTION OF THE  
SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
AUTHORIZING AN APPLICATION  
TO THE FEDERAL TRANSIT ADMINISTRATION  
FOR  
TRANSIT INVESTMENTS FOR GREENHOUSE GAS AND ENERGY REDUCTION  
FUNDS**

**WHEREAS**, on February 17, 2009, President Obama signed into law the American Recovery and Reinvestment Act of 2009; and

**WHEREAS**, American Recovery and Reinvestment Act of 2009 provides federal funding to create jobs and stimulate economic development; and

**WHEREAS**, the American Recovery and Reinvestment Act of 2009 appropriated \$100 million to a competitive grant program to fund projects which reduce greenhouse gas emissions and energy use in public transit systems; and

**WHEREAS**, the Santa Cruz Metropolitan Transit District desires to install solar power generating panels on its MetroBase facilities in order to reduce overall utility costs, energy use and greenhouse gas emissions, and

**WHEREAS**, all applications for financial assistance impose certain obligations upon the applicant, including the provision of local share costs of the project.

**NOW, THEREFORE, BE IT RESOLVED AND ORDERED BY THE SANTA CRUZ METROPOLITAN TRANSIT DISTRICT:**

1. That the General Manager is authorized to apply to the Federal Transit Administration on behalf of the Santa Cruz Metropolitan Transit District for capital funds appropriated by the American Recovery and Reinvestment Act of 2009 to the Transit Investments for Greenhouse Gas and Energy Reduction Grants program for the purpose of installing solar power generating panels on its MetroBase facilities.
2. That the General Manager is authorized to submit and file with this application all assurances and supplemental information as required by the Federal Transit Administration.

5-13.91

3. That the General Manager is designated to execute standard grant agreements with the Federal Transit Administration on behalf of the Santa Cruz Metropolitan Transit District for grant funds to install solar power panels on MetroBase facilities.

**PASSED AND ADOPTED** this 22<sup>nd</sup> day of May 2009 by the following vote:

**AYES:** Directors -

**NOES:** Directors -

**ABSTAIN:** Directors -

**ABSENT:** Directors -

**APPROVED** \_\_\_\_\_

DENE BUSTICHI  
Board Chair

**ATTEST** \_\_\_\_\_

LESLIE R. WHITE  
General Manager

**APPROVED AS TO FORM:**

\_\_\_\_\_  
MARGARET GALLAGHER  
District Counsel

5-13.02

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

**DATE:** May 22, 2009

**TO:** Board of Directors

**FROM:** Angela Aitken, Finance Manager 

**SUBJECT: CONSIDERATION OF REDUCED ALLOCATIONS TO METRO FROM THE SANTA CRUZ COUNTY REGIONAL TRANSPORTATION COMMISSION FOR FY09 AND FY10 TRANSPORTATION DEVELOPMENT ACT (TDA) CLAIMS.**

## I. RECOMMENDED ACTION

**That the Board consider reductions in the amounts of FY09 and FY10 TDA revenue allocated to METRO by the Santa Cruz County Regional Transportation Commission.**

## II. SUMMARY OF ISSUES

- At its May 2009 meeting, the Santa Cruz County Regional Transportation Commission (SCCRTC) approved amendments to their FY09 and FY10 Budgets which reduced the allocation of TDA Revenue available to METRO for FY09 and FY10.
- For FY09, the SCCRTC decreased the TDA allocation to METRO from \$5,811,622 to \$5,696,249, a reduction of \$115,373 in operating revenue.
- For FY10, the SCCRTC decreased the TDA allocation to METRO from \$5,666,625 to \$5,551,220, a reduction of \$115,405 in operating revenue.
- The SCCRTC will adjust the final FY09 quarterly payment and the FY10 quarterly disbursements to effect the reductions.

## III. DISCUSSION

At its May 2009 meeting, the Santa Cruz County Regional Transportation Commission (SCCRTC) approved amendments to their FY09 and FY10 Budgets which reduced the allocation of TDA Revenue available to METRO for FY09 and FY10. Transit Development Act (TDA) funds are derived from ¼ cent of the state sales tax collected in Santa Cruz County and allocated by the County Auditor-Controller to the SCCRTC. Due to the economic recession, sales tax revenue in the County continues to decline, and the Auditor-Controller has reduced the TDA revenue projection for FY09 five times. The revenue estimate for FY10 has been reduced to match the combined actual plus projected revenue collection for FY09.

5-14.1

For FY09, the SCCRTC decreased the TDA allocation to METRO from \$5,811,622 to \$5,696,249, a reduction of \$115,373 in operating revenue. Due to uncertainty about future TDA revenues, however, METRO had already budgeted a lower amount for FY09 TDA revenue in April of 2009.

For FY10, the SCCRTC decreased the TDA allocation to METRO from \$5,666,625 to \$5,551,220, a reduction of \$115,404 in operating revenue. METRO had submitted its FY10 claim to the SCCRTC in April 2009 based upon the SCCRTC's March TDA allocation estimate. METRO will reduce the amount of TDA revenue in the June revision to the FY10 budget.

The SCCRTC will adjust the final FY09 quarterly payment and the FY10 quarterly disbursements to effect the reductions. The SCCRTC will adjust the TDA payments to match the budgeted amounts without further action by METRO.

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

The reduced FY09 TDA allocation has already been adjusted in METRO's FY09 budget. METRO's FY10 Budget will be revised to reduce TDA revenue from \$5,666,625 to \$5,551,220.

#### **V. ATTACHMENTS**

None.

5-14.2

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

**DATE:** May 22, 2009  
**TO:** Board of Directors  
**FROM:** Frank L. Cheng, Project Manager  
**SUBJECT:** CONSIDERATION OF METROBASE STATUS REPORT

## I. RECOMMENDED ACTION

**That the Board of Directors accept and file the MetroBase Status Report.**

## II. SUMMARY OF ISSUES

- Maintenance Building
  - West Bay Builders working on punch-list items for the first phase of building.
  - West Bay is continuing with site work on 2<sup>nd</sup> half of site.
- Operations Building
  - RNL has repackaged the Operations Building.
  - Invitation For Bids is pending State release of Proposition 1B Bond Funds.
- Vernon Administration Building
  - On February 20, 2009, notice of Invitation for Bid No. 09-10 was sent out.
  - On March 24, 2009, bids were received and opened from five firms.
  - On April 24, 2009, the Board of Directors approved a contract with DMC Construction, Inc. for the construction remodel of the building located at 110 Vernon Street, Santa Cruz for an amount not to exceed \$1,833,141.
  - DMC Construction has begun demolition of the interior walls and site layout for exterior work.

## III. DISCUSSION

West Bay Builders is continuing to work on punch-list items for the first phase of the Maintenance Building. Currently, West Bay Builders is continuing site work on the 2<sup>nd</sup> half of site. West Bay is continuing work on underground storm drain and sewer, concrete pour for footings and foundation slab, and form retaining walls. The included attachment shows the current project cost. Original contract cost was \$15,195,000.00 and has been adjusted to a contract amount of \$15,111,795.51. This change modifies the contingency amount from \$355,000.00 to \$423,204.49.

In regards to the Operations Building, RNL Design has completed the re-package of the Operations Building. The plans have been reviewed by the City of Santa Cruz, and plan checked by Bureau Veritas. Invitation for Bids is pending State release of Proposition 1B Bond Funds.

5-15.1

On February 20, 2009, notice of Invitation for Bid No. 09-10 Vernon Administration Remodel was sent out. On March 24, 2009, bids were received and opened from five firms. On April 24, 2009, the Board of Directors approved a contract with DMC Construction, Inc. for the construction remodel of the building located at 110 Vernon Street, Santa Cruz for an amount not to exceed \$1,833,141. The Notice-to-Proceed for Vernon project is May 6, 2009. METRO has already vacated the 110 Vernon Street site and DMC Construction has begun interior demolition and exterior site layout work. The interior work consists of demolishing walls, carpets, ceiling tiles, and other items. The exterior work includes elevator work, access ramps, and generator concrete pad.

Information for the MetroBase Project can be viewed at <http://www.scmtd.com/metrobase>. Information on the project, contact information, and MetroBase Hotline number (831) 621-9568 can be viewed on the website.

New updates on the MetroBase Project:

- Board of Directors approved contract with DMC Construction, Inc for Vernon Administration Building.

Previous information regarding the MetroBase Project:

- A. Maintenance Building (IFB 06-01)
  - West Bay working on 2<sup>nd</sup> half site work, and punch-list items for 1<sup>st</sup> half.
  - IFB 06-01 Maintenance Building awarded to West Bay Builders.
  - Weekly Construction Meetings.
- B. Operations Building
  - RNL Design Operations Building re-package complete.
  - Invitation For Bids is pending State release of Proposition 1B Bond Funds.
- C. Vernon Administration Building (IFB 09-10)
  - Wald, Ruhnke & Dost Architects completed bid set.
  - Invitation For Bids 09-10 due March 24, 2009.

#### IV. FINANCIAL CONSIDERATIONS

Funds for the construction of the Maintenance Building, Operations Building, and Vernon Administration Building Components of the MetroBase Project are available within the funds the METRO has secured for the Project.

#### V. ATTACHMENTS

**Attachment A: Maintenance Building Project Budget**

5-15.2

METROBASE MAINTENANCE BUILDING  
SANTA CRUZ MTD

**CONTRACT CHANGE ORDER LOG** CHANGE ORDERS Nos. 1 through 19

CCO NO.	DESCRIPTION	WESTBAY PROPOSAL	HARRIS VALUATION	STATUS	CPE #	RFQ FD No.	RFI No.	CCO AMOUNT
1	Remove Soil/Metro Items/Add 21 CD	\$2,591.00	\$2,591.00	Executed	001			\$2,591.00
2	Removal of Unknown Spoils/Soil	\$16,021.00	\$8,400.00	Executed	002		02	\$8,400.00
3	Add Reinf at Drain Pan Pockets	\$3,753.00	\$4,097.00	Executed	005	FD-1		\$4,097.00
4	Wet Soil/Steel Detailing/Pit Duct	\$20,963.00	\$15,742.00	Executed	4.1, 13.1, 7.1		06, 24	\$15,742.00
5	Conc Hardener/Slip-Resist Mtrl	\$19,472.00	\$3,650.00	Executed	12.2			\$3,650.00
6	Reinforcing Changes/Deletions	\$19,240.00	(\$8,143.00)	Executed	3.1, 10, 11, 17		53	-\$8,143.00
7	Elec Primary Service & Telecom	\$61,921.00	\$45,000.00	Executed	16.1	RFQ-1		\$45,000.00
8	Generator Enclosure/Steel Detailing	\$17,814.00	\$11,935.00	Executed	14, 15, 21		81,94	\$11,935.00
9	Delete Bus Platform/	\$ (25,064.00)	\$ (40,680.00)	Executed	22	RFQ-4	122	\$ (40,680.00)
10	Add SDMH	\$ 8,626.00	\$ 8,626.00	Executed	23			\$ 8,626.00
11	CPE 32, Light Switches, CPE 33.2 Stormwater System	\$ 40,623.00	\$ 40,623.00	Executed	32, 33.2	13R2	170 light switches)	\$ 40,623.00
12	8 items, see attached detail sheet	\$ 44,449.00	\$ 35,743.45	Executed		Various	Various	\$ 35,743.45
13	Sound wall & reel credits	\$ (185,681.00)	\$ (287,648.64)	Executed	26, 35	3, 7		\$ (287,648.64)
14	Credit for primary power work not done	\$ (45,000.00)	\$ (45,000.00)	Executed	16.1	RFQ-1		\$ (45,000.00)
15	Add Precast Sound Wall	\$ 24,902.00	\$ 23,996.00	Executed	74	13		\$ 23,996.00
16	Remove UGT	\$ 34,898.40	\$ 34,898.40	Executed	71.01	58.1	236.0	\$ 34,898.40
17	Abate Vehicle Lifts	\$ 29,249.40	\$ 29,249.40	Executed	71.01	58.1	236.0	\$ 29,249.40
18	Provide epoxy flooring at Parts Rm.	\$ 14,450.00	\$ 14,450.00	Executed	75	54		\$ 14,450.00
19	Miscellaneous Changes (see detail sheet)	\$ 21,298.70	\$ 19,265.90	Executed	63, 72, 64, 62, 47		162	\$ 19,265.90
	Total Changes to Date	\$ 124,526.50	\$ (83,204.49)					\$ (83,204.49)

<b>ORIGINAL CONTINGENCY AMOUNT:</b>	<b>\$ 355,000.00</b>	(2.3% of contract sum)	\$ 15,195,000.00
<b>CUMULATIVE CCO TOTALS TO DATE:</b>	<b>\$ (83,204.49)</b>		\$ (83,204.49)
<b>CURRENT CONTINGENCY BALANCE:</b>	<b>\$ 438,204.49</b>		
<b>PERCENT CHANGE ORDERS:</b>		<b>-0.5%</b> (percent of contract sum)	
			<b>Adjusted Contract Amount \$ 15,111,795.51</b>

5-15.91

Attachment A

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

**DATE:** May 22, 2009

**TO:** Board of Directors

**FROM:** Leslie R. White, General Manager

**SUBJECT: ACCEPT AND FILE VOTING RESULTS FROM APPOINTEES TO THE SANTA CRUZ COUNTY REGIONAL TRANSPORTATION COMMISSION FOR PREVIOUS MEETINGS**

## I. RECOMMENDED ACTION

**That the Board of Directors accept and file the voting results from appointees to the Santa Cruz County Regional Transportation Commission.**

## II. SUMMARY OF ISSUES

- Per the action taken by the Board of Directors, staff is providing the minutes from the most recent meetings of the Santa Cruz County Regional Transportation Commission.
- Each month staff will provide the minutes from the previous month's SCCRTC meetings.

## III. DISCUSSION

The Board requested that staff include in the Board Packet information relating to the voting results from the appointees to the Santa Cruz County Regional Transportation Commission. Staff is enclosing the minutes from these meetings as a mechanism of complying with this request.

## IV. FINANCIAL CONSIDERATIONS

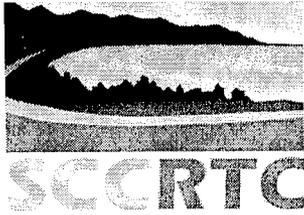
There is no cost impact from this action.

## V. ATTACHMENTS

**Attachment A:** Minutes of the April 2, 2009 Regular SCCRTC Meeting

5-16.1

# Attachment **A**



## Santa Cruz County Regional Transportation Commission

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### MINUTES

Thursday  
April 2, 2009  
9:00 a.m.

Board of Supervisors Chambers  
701 Ocean St Street, 5th Floor  
Santa Cruz, CA

1. Roll call

The meeting was called to order at 9:08 am.

Members Present:

Dene Bustichi	Kirby Nicol
Gustavo Gonzalez (Alt.)	Michelle Hinkle (Alt.)
Neal Coonerty	Antonio Rivas
Randy Johnson	Marcela Tavantzis
Don Lane	Donna Ziel (Alt.)
John Leopold	Aileen Loe (ex officio)

Member Absent:

Ellen Pirie

Staff Present:

George Dondero	Gini Pineda
Luis Mendez	Yesenia Parra
Rachel Moriconi	Kim Shultz
Cory Caletti	

Chair Johnson directed all to the revised agenda and indicated that Item 10 was moved from the Consent to the Regular Agenda.

2. Oral communications

Jack Nelson expressed concern about a letter from the SCCRTC to the California Office of Planning and Research (OPR) that, in his opinion, calls for relaxing CEQA standards at the project level.

3. Additions or deletions to consent and regular agendas

Executive Director George Dondero noted a handout for Item 24 (Director's Report) and the amended agenda.

5-16.91

Commissioner Coonerty asked that staff submit a report on the implementation of Advanced Enrollment for Voluntary Time Off with Accrual (AVTO) at the January 2010 RTC meeting.

**CONSENT AGENDA** (Coonerty/Lane approved unanimously as amended)

#### **MINUTES**

4. Approved draft minutes of the March 5, 2009 regular SCCRTC meeting
5. Accepted draft minutes of the March 9, 2009 Bicycle Committee meeting
6. Accepted draft minutes of the March 12, 2009 Budget and Administration/Personnel Committee meeting
7. Accepted draft minutes of the March 5, 2009 Service Authority for Freeway Emergencies meeting
8. Accepted draft minutes of the February 18, 2009 Joint meeting of the Santa Cruz County Traffic Operations (TOS) oversight committee and Safe on 17 Task Force

#### **POLICY ITEMS**

*No consent items*

#### **PROJECTS and PLANNING ITEMS**

9. Accepted Budget and Administration/Personnel Committee and staff recommendation regarding State Transportation Improvement Program Funds for planning, programming and monitoring (PPM)
10. **THIS ITEM MOVED TO REGULAR AGENDA**-Approve Bicycle Committee and staff recommendations regarding FY09-10 Transportation Development Act (TDA) funding requests from the Community Traffic Safety Coalition, the Ride 'n Stride Programs, and the Bike to Work Program (Resolution)

#### **BUDGET AND EXPENDITURE ITEMS**

11. Accepted status report on Transportation Development Act (TDA) revenues
12. Accepted FY07-08 audited financial statements (enclosed separately for commissioners)
13. Accepted FY2007-08 Fiscal Audit (enclosed separately for commissioners)

5-16.92

14. Approved Regional Surface Transportation Exchange Program (RSTPX) funds for the Highway 1 Soquel-Morrissey Auxiliary Lanes project and amend the FY08/09 Budget (Resolution 28-09)

#### **ADMINISTRATION ITEMS**

15. Accepted staff recommendation regarding Bicycle Committee Membership appointments
16. Accepted staff recommendation for the reappointment of delegate and representative to the California Association of Councils of Governments (CalCOG) and the Coast Rail Coordinating Council (CRCC)
17. Accepted Budget and Administration/Personnel Committee and staff recommendation regarding implementation of Voluntary Time Off Without Pay

#### **INFORMATION/OTHER ITEMS**

18. Accepted monthly meeting schedule
19. Accepted correspondence log
20. Accepted letters from SCCRTC committees and staff to other agencies
  - a. Letter to John Presleigh, Assistant Public Works Director, County of Santa Cruz Public Works Department regarding support for bicycle route signage program from Daniel Kostelec, Chair of RTC Bicycle Committee
  - b. Letter to Chairman Douglas Bosco, California State Coastal Conservancy regarding support for the Monterey Bay Sanctuary Scenic Trail Network from Daniel Kostelec, RTC Bicycle Committee Chair
  - c. Letter to Senator Loni Hancock, Senate 9<sup>th</sup> District regarding notice of support and request to amend SB205 - *Traffic Congestion: Motor Vehicle Registration Fees*
  - d. Letter to Assembly member Jared Huffman regarding support for ACA 9 - *Local government bonds: special taxes: voter approval*
21. Accepted miscellaneous written comments from the public on SCCRTC projects and transportation issues
22. Accepted information items
  - a. Informational flyer for the Elderly and Disabled Transit Program FTA section 5310 FY2009 application workshop schedule

5-16.a3

- b. Article: Everybody's Business: Gas tax? Don't bet on it by Jeffrey R. Scharf
- c. Letter from Senator S. Joseph Simitian announcing the winner of the "Oughta be a law" contest winners.

### REGULAR AGENDA

#### 23. Commissioner reports-oral reports

Commissioner Rivas extended an invitation to a celebration of the late Dale Skillicorn's life at 6:00 pm at the Watsonville Community room.

Commissioner Johnson said that Mr. Skillicorn possessed a great love for the Pajaro Valley and for public service and expressed sympathy to the Skillicorn family on behalf of the Commission. He said that Dale would be sorely missed.

#### 24. Director's report – oral report

Executive Director George Dondero reported on his presentation at a hearing at the state Assembly Committees on Local Government and Housing and Community Development titled "How Cities, Counties and COGs are using American Recovery and Reinvestment Act Funds for Local Projects." Projects receiving funds in Santa Cruz County were described to the Committees and it was emphasized that there is a \$250M backlog of local road repair work waiting for funding and a \$2B shortfall for all transportation needs in the county over the next 20 years.

Mr. Dondero said that the Safe on 17 10-Year Anniversary Event is scheduled for April 6 at 9:30 am. Participants will gather at the Roadhouse restaurant on the southbound side of the Summit.

Director Dondero also reviewed some new transportation related bills being introduced at the state level and said that he would be attending the annual CalCOG Regional Issues Forum to be held April 29-May 1 in Monterey.

#### 25. Caltrans report and consider action items

Aileen Loe, Caltrans District 5, said that District Director Rich Krumholz will be attending the Safe on 17 Anniversary Event. Ms. Loe said that staff is busy working to facilitate stimulus funding and that the state sold \$6.5B in general obligation bonds signaling a glimmer of hope amidst economic woes. She referred to a letter in the packet regarding the Highway 1/17 Merge Lanes project landscaping saying that the needs for water will decline over time and that it will take approximately three years to get the plants established.

5-16.a4

Responding to questions from Commissioners, Ms. Loe said that the landscaping project faces both water supply challenges due to the drought and funding challenges due to the State's financial problems, reiterated Caltrans' strong commitment to deliver the landscaping project and stated that federal stimulus are helping to fund a severely underfunded State Highway Operations and Protection (SHOPP) program. Director Dondero added that thanks to the efforts of Caltrans Director Will Kempton, a lot of the federal stimulus funds are going directly to the local agencies and not to the State's SHOPP program.

26. Approve Bicycle Committee and staff recommendations regarding FY09-10 Transportation Development Act (TDA) funding requests from the Community Traffic Safety Coalition, the Ride 'n Stride Programs, and the Bike to Work Program (Resolution)

Senior Planner Cory Caletti said that the annual TDA claim before the Commission represents a 2.49% reduction in allocation requests because of reduced TDA revenues. Ms. Caletti introduced representatives from the three programs.

Teresa Rogerson from the Community Traffic Safety Coalition gave an overview of the program highlighting bike traffic school, the Share the Road campaign, Safe Routes to School, motorist education and mobility education.

Commissioners discussed which schools participated in these programs and recommended some methods for increasing participation.

Katie LeBaron, Health Services Agency, expressed appreciation to the RTC for its continued support of these programs and described the Ride 'n Stride Program, saying it focuses on elementary students and promotes safe modes of alternative transportation.

Commissioners discussed concerns with helmet law enforcement in the southern part of the county and outreach to some local schools. One commissioner suggested a small grant to help purchase helmets for children throughout the county.

Piet Canin, Bike to Work, gave a PowerPoint presentation saying that benefits to biking include a healthy lifestyle, lower transportation costs and greenhouse gas reduction.

Commissioners discussed areas and schools that need increased or continued outreach and commissioners offered their assistance to increase participation.

**Chuck Huddleston** recommended advocating for a law requiring bicycle helmets for adults as well as children.

5-16-a5

Commissioner Leopold moved and Commission Alternate Gonzalez seconded to approve the Bicycle Committee and staff recommendations that the Regional Transportation Commission:

1. Review the proposed FY 09-10 work plans and budgets for the County of Santa Cruz Health Services Agency's Community Traffic Safety Coalition (CTSC) and Ride 'n Stride Programs, and for Bike to Work (BTW); and
2. Adopt resolutions approving claims for FY 09/10 funds for the CTSC, Ride 'n Stride and BTW Programs.

The motion (Resolutions 29-09, 30-09) passed unanimously.

27. Programming Process for Additional Economic Stimulus and Regional Surface Transportation Program (RSTP) Funds

Senior Planner Rachel Moriconi presented the staff report saying that provisions of the federal economic stimulus plan require that ½ of the funds be used within 120 days. She said that the final bill guarantees approximately \$12.1 million for Santa Cruz County which is \$5.6 million over what was previously programmed by the Regional Transportation Commission. Ms. Moriconi said that staff recommends a call for projects and to initiate the process to select projects to receive the additional \$5.6 million in stimulus funds. Ms. Moriconi added that this process should combine selecting projects eligible to be programmed to receive \$5.8 million in Regional Surface Transportation Program funds. She also said that the deadline for project sponsors to submit proposals is extended to May 5, 2009.

Commissioners discussed whether the landscaping for the Highway 1/17 Merge Lanes project would be a good candidate to receive stimulus funds. Replying to a question from Commissioner Coonerty, Mark Dettle, City of Santa Cruz Public Works, said that the City of Santa Cruz would prefer to hold off on the landscaping until the fall due to drought concerns.

Commissioner Leopold asked the Commission to sponsor a bike signage project. Ms. Moriconi said that the Commission can evaluate that project along with other nominations in June. Executive Director George Dondero said that since there is direction from the Commission, staff will add it to the list of nominations. Ms. Moriconi said that the draft list of proposed projects will be presented for review at the May Transportation Policy Workshop (TPW) meeting.

**Chuck Huddleston** asked the Commission to not cut back on transit saying that transit is the future.

Commissioner Bustichi noted that the purpose of these funds is economic stimulus and recommended applying this criterion to choose projects.

5-16-06

Commissioner Rivas moved and Commissioner Lane seconded to approve the staff recommendations that the Regional Transportation Commission (RTC):

1. Approve a process for programming additional funds from the American Recovery and Reinvestment Act (ARRA) and FY09/10-10/11 Regional Surface Transportation Program (RSTP) funds; and
2. Issue a call for projects for \$5.6 million in ARRA and \$5.5 million in RSTP funds.

with the deadline for project submissions extended to 5/5/09.

The motion passed unanimously.

28. Review of items to be discussed in closed session

The Commission adjourned into closed session at 10:55 am.

#### **CLOSED SESSION**

29. Conference with Real Property Negotiator for acquisition of the Santa Cruz Branch Rail Line Property: Santa Cruz Branch Rail Line from Watsonville Junction to Davenport

Agency Negotiator: Kirk Trost, Miller Owen & Trost

Negotiation Parties: SCCRTC, Union Pacific

Under Negotiation: Price and Terms

#### **OPEN SESSION**

30. Report on closed session

The Commission reconvened to open session at 11:22 am. There was no report on the closed session.

31. Santa Cruz Branch Rail Line Acquisition Project – Status Report & Timeline

Deputy Director Luis Mendez presented the staff report and provided updates on the status of the Phase II Environmental Site Assessment, track and roadbed inspection, lease investigation, business and management plan, appraisals and the title report.

Commissioner Bustichi requested that a future agenda include a discussion on changing the 30-day review period to a 60-day review period when information is released to the public.

**Chuck Huddleston** encouraged the Commission to buy the right of way.

5-16.97

Responding to a question from **Jack Nelson**, Mr. Mendez said that Proposition 116 funds must be allocated by end of June 2010.

32. Adjourn to special meeting of the Service Authority for Freeway Emergencies

a. No agenda items this month

33. Next Meetings

The meeting adjourned at 11:28 am.

The next Transportation Policy Workshop meeting scheduled for Thursday, April 16, 2009 at 9:00 a.m. at the SCCRTC office, 1523 Pacific Ave, Santa Cruz, CA **HAS BEEN CANCELLED.**

The next SCCRTC meeting is scheduled for Thursday, May 7 at 9:00 a.m. at the Capitola City Council Chambers, 420 Capitola Ave, Capitola, CA

Respectfully submitted,

Gini Pineda, Staff

**ATTENDEES**

Piet Canin  
David Wright  
Patrick Mulhearn  
Cliff Walters  
Chuck Huddleston  
Jack Nelson  
Les White  
Katie LeBaron  
Teresia Rogerson  
Peter Scott  
Mark Dettle  
John Presleigh  
Bill Comfort  
Ramona Turner  
Jennifer Calate

Ecology Action  
Friends of the Rail Trail  
Assemblymember Monning  
Sierra Railroad

SCMTD  
HSA  
HAS/CTSC  
CFST  
City of Santa Cruz  
County of Santa Cruz

*Sentinel*  
Caltrans

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

Minutes- Board of Directors

September 12, 2008

A Regular Meeting of the Board of Directors of the Santa Cruz Metropolitan Transit District met on Friday, September 12, 2008 at the District's Administrative Office located at 370 Encinal Street in Santa Cruz, California.

Vice Chair Bustichi called the meeting to order at 9:02 a.m. and welcomed Les White back after his recent surgery.

## SECTION 1: OPEN SESSION

### 1. ROLL CALL:

#### DIRECTORS PRESENT

Jan Beautz (arrived after roll call)  
Dene Bustichi  
Donald Hagen  
Michelle Hinkle  
Kirby Nicol  
Emily Reilly  
Mike Rotkin  
Dale Skillicorn  
Pat Spence  
Marcela Tavantzis

#### DIRECTORS ABSENT

Mark Stone  
Ex-Officio Donna Blitzer

#### STAFF PRESENT

Ciro Aguirre, Operations Manager  
Angela Aitken, Finance Manager  
Pat Aviles, Asst. Human Resources Manager  
Frank Cheng, MB Project Manager  
Mark Dorfman, Assistant General Manager  
Mary Ferrick, Fixed Route Superintendent

Margaret Gallagher, District Counsel  
Debbie Kinslow, Asst. Finance Manager  
Robyn Slater, Human Resources Manager  
Tom Stickel, Maintenance Manger  
April Warnock, Paratransit Superintendent  
Les White, General Manager

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

Ian McFadden, Transit Planner  
Bonnie Morr, UTU

Bob Yount, MAC

### 2. ORAL AND WRITTEN COMMUNICATION TO THE BOARD OF DIRECTORS

Written:

- a. Kathryn Handforth Re: Service Request

5-17.1

- |    |                                 |     |                                  |
|----|---------------------------------|-----|----------------------------------|
| b. | E/D TAC                         | Re: | METRO's Discount Bus Pass Policy |
| c. | CA Rural Legal Assistance, Inc. | Re: | ParaCruz Service Complaint       |
| d. | SCCRTC                          | Re: | ParaCruz Service Complaint       |
| e. | K. Bach                         | Re: | Service Request                  |

Oral:

Director Tavantzis reported that she has received positive feedback from City of Watsonville employees that use METRO's service.

**CHAIR BEAUTZ ARRIVED**

Regarding Written Communications #2-c and #2-d, Director Spence stated that she personally knew Kurtis Lemke and suggested that METRO staff contact Social Services at Santa Cruz Health Center to provide him assistance with ParaCruz ride scheduling. Ciro Aguirre replied that staff had already made these arrangements and Mr. Lemke had refused them. Mr. Aguirre added that a full report regarding Mr. Lemke's letter had been forwarded to METRO's Legal department and staff will respond appropriately.

**3. LABOR ORGANIZATION COMMUNICATIONS**

None.

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

An Attachment for Item #10 was distributed and is attached to the file copy of these minutes.

**CONSENT AGENDA**

**5-1. APPROVE REGULAR BOARD MEETING MINUTES OF JUNE 13 & 27, 2008 AND SPECIAL BOARD MEETING MINUTES OF JUNE 19, 25 & 29, 2008**

No questions or comments.

**5-2. ACCEPT AND FILE PRELIMINARILY APPROVED CLAIMS FOR THE MONTH OF AUGUST 2008**

No questions or comments.

**5-3. CONSIDERATION OF TORT CLAIMS:  
DENY THE CLAIM OF WESLEY ALLEN, CLAIM #08-0026**

No questions or comments.

**5-4. ACCEPT AND FILE THE METRO ADVISORY COMMITTEE (MAC) AGENDA FOR SEPTEMBER 17, 2008**

No questions or comments.

**5-5. ACCEPT AND FILE PARACRUZ OPERATIONS STATUS REPORT FOR THE MONTH OF JUNE 2008**

Director Hagen noted the increase in Shared Rides and decrease in Cost Per Ride.

**5-6. ACCEPT AND FILE JUNE 2008 RIDERSHIP REPORT**

Director Rotkin asked why the pie chart on page #5-6.5 did not add up to 100% and what “Other” meant. Mary Ferrick explained that rather than percentages, the pie chart is labeled by number of hours per category, which add up to the total Dropped Hours and that “Other” is road construction, closures, and traffic congestion.

**5-7. ACCEPT AND FILE HIGHWAY 17 STATUS REPORT FOR MAY 2008**

No questions or comments.

**5-8. ACCEPT AND FILE UNIVERSITY OF CALIFORNIA, SANTA CRUZ SERVICE UPDATE FOR THE MONTH OF JULY 2008**

No questions or comments.

**5-9. CONSIDERATION OF AUTHORIZING THE GENERAL MANAGER TO EXECUTE A CONTRACT RENEWAL WITH DELTA DENTAL FOR EMPLOYEE DENTAL INSURANCE FOR A TWO-YEAR PERIOD**

No questions or comments.

**5-10. CONSIDERATION OF AUTHORIZING THE GENERAL MANAGER TO EXECUTE A CONTRACT RENEWAL WITH ASSURANT FOR EMPLOYEE LONG TERM DISABILITY INSURANCE FOR A TWO-YEAR PERIOD**

No questions or comments.

**5-11. CONSIDERATION OF FIXED-ROUTE RIDERSHIP REPORT FOR FY 2008**

Director Hagen expressed concern about the wording of the first sentence of the Staff Report under “Discussion”. Les White agreed that it was misstated and Vice Chair Bustichi suggested that it be changed to read: “As a result of the completion of recommendations contained in the Draft of the Short Range Transit Plan ...”

**5-12. RECEIVE STATUS REPORT REGARDING PARACRUZ SAME DAY SERVICE CHANGE POLICY REVISION IN RESPONSE TO INCIDENT ON JANUARY 7, 2008**

Director Spence gave staff a complaint letter regarding a similar incident.

**5-13. RECEIVE STATUS REPORT REGARDING CUSTOMER COMPLAINT RECEIVED ON AUGUST 19, 2008**

**Summary:**

Les White reported that this person has written to METRO numerous times over the years, usually with inappropriate language so staff did not respond. Currently, staff is looking at the connection between Routes 35 & 71 at Ocean & Water and is also actively engaged in establishing a ticket outlet in Scotts Valley.

**REGULAR AGENDA**

**6. PRESENTATION OF EMPLOYEE LONGEVITY AWARDS:**

This presentation will take place at the September 26, 2008 Board Meeting.

**7. CONSIDERATION OF APPROVAL OF RESOLUTION OF APPRECIATION FOR THE SERVICES OF SORETTA CHATMAN AS BUS OPERATOR FOR THE SANTA CRUZ METROPOLITAN TRANSIT DISTRICT**

This presentation will take place at the September 26, 2008 Board Meeting.

**8. CONSIDERATION OF AUTHORIZING THE GENERAL MANAGER TO EXECUTE A THREE-YEAR CONTRACT WITH DEVCO OIL, INC. FOR OFF-SITE FUELING OF METRO'S NON-REVENUE VEHICLES**

**ACTION: MOTION: DIRECTOR TAVANTZIS SECOND: DIRECTOR ROTKIN**

**Authorize the General Manager to execute a three-year contract with Devco Oil, Inc. for off-site fueling of METRO's non-revenue vehicles for an amount not to exceed \$260,000.00**

**Motion passed unanimously with Director Stone being absent.**

**9. CONSIDERATION OF TORT CLAIMS:  
REJECT THE CLAIM OF BRUCE INMAN, CLAIM #08-0025**

**Summary:**

Margaret Gallagher reported that staff is requesting action on this item today due to the 45-day deadline. Staff recommends denying the claim because it is not a valid claim.

5-17.4

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

**Deny the claim of Bruce Inman, Claim #08-0025**

**Motion passed unanimously with Director Stone being absent.**

**10. CONSIDERATION OF REQUEST FROM SECOND HARVEST FOOD BANK FOR BUSES TO BE USED IN FOOD DRIVE**

**Summary:**

Mark Dorfman reported that METRO has participated in various promotions with Second Harvest Food Bank over the years and this year they are requesting that METRO provide three buses for four hours each to carry business leaders for a tour of the Food Bank as part of the 2008 Holiday Food Drive.

**ACTION: MOTION: DIRECTOR ROTKIN SECOND: DIRECTOR SKILLICORN**

**Approve the request from the Second Harvest Food Bank for the use of METRO buses as part of the 2008 Holiday Food Drive**

**Motion passed unanimously with Director Stone being absent.**

**11. REVIEW OF ITEMS TO BE DISCUSSED IN CLOSED SESSION:**

Margaret Gallagher reported that the Board would have a conference with its Legal Counsel regarding the Existing Litigation claim of Martin Gilbert and the workers compensation cases of Martin Gilbert and Carol Moore.

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

None.

**SECTION II: CLOSED SESSION**

Vice Chair Bustichi adjourned to Closed Session at 10:03 a.m. and reconvened to Open Session at 10:11 a.m.

**SECTION III: RECONVENE TO OPEN SESSION**

**13. REPORT OF CLOSED SESSION**

Vice Chair Bustichi reported that the Board gave direction to its Legal Counsel and took no other reportable action in Closed Session.

**ADJOURN**

There being no further business, Vice Chair Bustichi adjourned the meeting at 10:11 a.m.

Respectfully submitted,

CINDI THOMAS  
Administrative Services Coordinator

DRAFT

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT**

**Minutes- Board of Directors**

**September 26, 2008**

A Regular Meeting of the Board of Directors of the Santa Cruz Metropolitan Transit District met on Friday, September 26, 2008 at the Santa Cruz City Council Chambers, 809 Center Street, Santa Cruz, California.

Chair Beautz called the meeting to order at 9:04 a.m.

**SECTION 1: OPEN SESSION**

**1. ROLL CALL:**

**DIRECTORS PRESENT**

Jan Beautz  
Dene Bustichi  
Donald Hagen  
Michelle Hinkle  
Emily Reilly  
Mike Rotkin  
Dale Skillicorn  
Pat Spence  
Mark Stone  
Ex-Officio Donna Blitzer

**DIRECTORS ABSENT**

Kirby Nicol  
Marcela Tavantzis

**STAFF PRESENT**

Ciro Aguirre, Operations Manager  
Angela Aitken, Finance Manager  
Pat Aviles, Asst. Human Resources Manager  
Frank Cheng, MB Project Manager  
Mary Ferrick, Fixed Route Superintendent  
Margaret Gallagher, District Counsel

Shona Harper, Asst. Paratransit Superintendent  
Debbie Kinslow, Asst. Finance Manager  
Robyn Slater, Human Resources Manager  
Tom Stickel, Maintenance Manger  
April Warnock, Paratransit Superintendent  
Les White, General Manager

**EMPLOYEES AND MEMBERS OF THE PUBLIC WHO VOLUNTARILY INDICATED THEY WERE PRESENT**

George Dondero, SCCRTC  
Bonnie Morr, UTU  
Karena Pushnik, SCCRTC  
Reed Rylander, Lead Mechanic

Kim Shultz, SCCRTC  
Amy Weiss, Spanish Interpreter  
Bob Yount, MAC

**2. ORAL AND WRITTEN COMMUNICATION TO THE BOARD OF DIRECTORS**

Written:

- |    |                                 |     |                                  |
|----|---------------------------------|-----|----------------------------------|
| a. | Kathryn Handforth               | Re: | Service Request                  |
| b. | E/D TAC                         | Re: | METRO's Discount Bus Pass Policy |
| c. | CA Rural Legal Assistance, Inc. | Re: | ParaCruz Service Complaint       |
| d. | SCCRTC                          | Re: | ParaCruz Service Complaint       |
| e. | K. Bach                         | Re: | Service Request                  |
| f. | CA Rural Legal Assistance, Inc. | Re: | Passenger Complaint              |

Oral:

None

**3. LABOR ORGANIZATION COMMUNICATIONS**

None.

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

None.

**CONSENT AGENDA**

- 5-1. APPROVE REGULAR BOARD MEETING MINUTES OF JUNE 13 & 27, 2008 AND SPECIAL BOARD MEETING MINUTES OF JUNE 19, 25 & 29, 2008
- 5-2. ACCEPT AND FILE PRELIMINARILY APPROVED CLAIMS FOR THE MONTH OF AUGUST 2008
- 5-3. CONSIDERATION OF TORT CLAIMS:  
DENY THE CLAIM OF WESLEY ALLEN, CLAIM #08-0026
- 5-4. ACCEPT AND FILE THE METRO ADVISORY COMMITTEE (MAC) AGENDA FOR SEPTEMBER 17, 2008
- 5-5. ACCEPT AND FILE PARACRUZ OPERATIONS STATUS REPORT FOR THE MONTH OF JUNE 2008
- 5-6. ACCEPT AND FILE JUNE & JULY 2008 RIDERSHIP REPORT
- 5-7. ACCEPT AND FILE HIGHWAY 17 STATUS REPORT FOR MAY 2008
- 5-8. ACCEPT AND FILE UNIVERSITY OF CALIFORNIA, SANTA CRUZ SERVICE UPDATE FOR THE MONTH OF JULY 2008
- 5-9. CONSIDERATION OF AUTHORIZING THE GENERAL MANAGER TO EXECUTE A CONTRACT RENEWAL WITH DELTA DENTAL FOR EMPLOYEE DENTAL INSURANCE FOR A TWO-YEAR PERIOD
- 5-10. CONSIDERATION OF AUTHORIZING THE GENERAL MANAGER TO EXECUTE A CONTRACT RENEWAL WITH ASSURANT FOR EMPLOYEE LONG TERM DISABILITY INSURANCE FOR A TWO-YEAR PERIOD
- 5-11. CONSIDERATION OF FIXED-ROUTE RIDERSHIP REPORT FOR FY 2008

5-17.8

- 5-12. RECEIVE STATUS REPORT REGARDING PARACRUZ SAME DAY SERVICE CHANGE POLICY REVISION IN RESPONSE TO INCIDENT ON JANUARY 7, 2008
- 5-13. RECEIVE STATUS REPORT REGARDING CUSTOMER COMPLAINT RECEIVED ON AUGUST 19, 2008
- 5-14. ACCEPT AND FILE METROBASE PROJECT STATUS REPORT
- 5-15. ACCEPT AND FILE MINUTES REFLECTING VOTING RESULTS FOR APPOINTEES TO THE SANTA CRUZ COUNTY REGIONAL TRANSPORTATION COMMISSION FOR THE AUGUST 2008 MEETING(S)
- 5-16. CONSIDERATION OF NOTICE OF INTENTION TO AMEND SANTA CRUZ METRO'S CONFLICT OF INTEREST CODE AND SCHEDULING A 45-DAY COMMENT PERIOD
- 5-17. CONSIDERATION OF AUTHORIZATION FOR DISPOSAL OF THE WATSONVILLE TEMPORARY TRANSIT CENTER AND MAINTENANCE SHOP

Margaret Gallagher noted that a correction would be made on page #5-16.4 to delete the words "Department Only" under the Senior Account Technician position.

**ACTION: MOTION: DIRECTOR ROTKIN SECOND: DIRECTOR SKILLICORN**

**Approve the Consent Agenda with the correction to page #5-16.4**

**Motion passed unanimously with Directors Nicol and Tavantzis being absent.**

**REGULAR AGENDA**

**6. PRESENTATION OF EMPLOYEE LONGEVITY AWARDS:**

The following employees were presented with longevity awards for their years of service:

**TEN YEARS**

Eleuterio S. Garcia-Sumano, Bus Operator  
Daniel Stevenson, Bus Operator (Continued from August)

**TWENTY-FIVE YEARS**

James L. Lorenzano, Bus Operator

**THIRTY YEARS**

Donna A. Canales, Customer Service Coordinator

The Board continued Donna Canales and Daniel Stevenson's awards to next month.

**7. CONSIDERATION OF APPROVAL OF RESOLUTION OF APPRECIATION FOR THE SERVICES OF SORETTA CHATMAN AS BUS OPERATOR FOR THE SANTA CRUZ METROPOLITAN TRANSIT DISTRICT**

5-17.9

**ACTION: MOTION: DIRECTOR ROTKIN SECOND: DIRECTOR BUSTICHI**

**Adopt Resolution of Appreciation for the services of Soretta Chatman as Bus Operator for the Santa Cruz Metropolitan Transit District**

**Motion passed unanimously with Directors Nicol and Tavantzis being absent.**

**8. CONSIDERATION OF APPROVAL OF CLASS SPECIFICATION CHANGES FOR THE ADMINISTRATIVE ASSISTANT/SUPERVISOR POSITION**

**Summary:**

Robyn Slater reported that the incumbent retired in July 2008 after many years in the position. The class specification was reviewed and updated to modernize it and provide more details about the duties and responsibilities. SEIU Local 521 has reviewed and accepted the revisions.

**ACTION: MOTION: DIRECTOR BUSTICHI SECOND: DIRECTOR HAGEN**

**Approve the revised class specification (job description) for the Administrative Assistant/Supervisor position**

**Motion passed unanimously with Directors Nicol and Tavantzis being absent.**

**9. CONSIDERATION OF AUTHORIZING THE GENERAL MANAGER TO EXECUTE A MONTH-TO-MONTH AGREEMENT WITH NATIONAL SECURITY SERVICES, INC. FOR SECURITY SERVICES**

**Summary:**

Angela Aitken reported that in December 2006 METRO awarded a three-year security contract to NCLN20. On September 16, 2008, no NCLN20 officer reported to perform revenue collection duties. METRO found NCLN20 in default and exercised its right to terminate the contract at 5:00 p.m. that same day. Also on September 16<sup>th</sup>, METRO staff met with James Clark from National Security Services by phone to discuss a seamless transition of security services from NCLN20 to National Security Services.

Ms. Aitken said that National Security Services became responsible for all security effective 5:00 p.m. on September 16, 2008 in accordance with the previous NCLN20 contract on a month-to-month basis as an emergency stopgap measure until METRO is able to go through a formal RFP process during the next 90 days. There was no disruption of service or displacement of NCLN20 employees.

Les White explained that NCLN20 is a national company that is struggling financially and in default of numerous contracts throughout the country.

5-17.10

**ACTION: MOTION: DIRECTOR BUSTICHI SECOND: DIRECTOR SKILLICORN**

**Authorize the General Manager to execute a month-to-month agreement with National Security Services, Inc. for security services until a new contract can be established**

**Motion passed unanimously with Directors Nicol and Tavantzis being absent.**

**10. RECEIVE PRESENTATION BY SCCRTC STAFF ON “PLANNING FOR MOBILITY IN THE HIGHWAY 1 CORRIDOR”**

**Summary:**

George Dondero, SCCRTC Executive Director, introduced Kim Shultz and Karena Pushnik and distributed a copy of the presentation, which is attached to the file copy of these minutes.

SCCRTC staff has identified the addition of HOV lanes on Highway 1 from Santa Cruz to Watsonville as the highest priority transportation project in Santa Cruz County. Today’s presentation provided information regarding the Highway 1 HOV Project and SCCRTC staff requested METRO’s endorsement of the project.

**ACTION: MOTION: DIRECTOR ROTKIN SECOND: DIRECTOR HAGEN**

**Commend SCCRTC staff for the excellent presentation on an important subject. Direct METRO staff to bring an analysis of the options and an endorsement recommendation back to the Board at the earliest meeting possible**

**Motion passed unanimously with Directors Nicol and Tavantzis being absent.**

**11. REVIEW OF ITEMS TO BE DISCUSSED IN CLOSED SESSION:**

Margaret Gallagher reported that the Board would have a conference with its Legal Counsel regarding the workers compensation case of Christopher Lanagan and conduct a Public Employee Performance Evaluation of the District Counsel. Ms. Gallagher said that Item #1-b would be deleted from today’s Closed Session Agenda and continued to October.

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

None.

**SECTION II: CLOSED SESSION**

Chair Beautz adjourned to Closed Session at 10:40 a.m. and reconvened to Open Session at 10:55 a.m.

5-17.11

**SECTION III: RECONVENE TO OPEN SESSION**

**13. REPORT OF CLOSED SESSION**

Margaret Gallagher reported that the Board took no reportable action in Closed Session.

**ADJOURN**

There being no further business, Chair Beautz adjourned the meeting at 10:55 a.m.

Respectfully submitted,

CINDI THOMAS  
Administrative Services Coordinator

DRAFT

5-17.12

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT**

**Minutes- Board of Directors**

**October 10, 2008**

A Regular Meeting of the Board of Directors of the Santa Cruz Metropolitan Transit District met on Friday, October 10, 2008 at the District's Administrative Office located at 370 Encinal Street in Santa Cruz, California.

Vice Chair Bustichi called the meeting to order at 9:04 a.m.

**SECTION 1: OPEN SESSION**

**1. ROLL CALL:**

**DIRECTORS PRESENT**

Jan Beautz  
Dene Bustichi  
Donald Hagen  
Michelle Hinkle  
Kirby Nicol  
Emily Reilly  
Mike Rotkin  
Dale Skillicorn  
Mark Stone  
Marcela Tavantzis

**DIRECTORS ABSENT**

Pat Spence  
Ex-Officio Donna Blitzer

**STAFF PRESENT**

Angela Aitken, Finance Manager  
Frank Cheng, MB Project Manager  
Mark Dorfman, Assistant General Manager  
Mary Ferrick, Fixed Route Superintendent  
Margaret Gallagher, District Counsel  
Shona Harper, Asst. Paratransit Superintendent

Debbie Kinslow, Asst. Finance Manager  
Robyn Slater, Human Resources Manager  
Tom Stickel, Maintenance Manger  
April Warnock, Paratransit Superintendent  
Les White, General Manager

**EMPLOYEES AND MEMBERS OF THE PUBLIC WHO VOLUNTARILY INDICATED THEY WERE PRESENT**

Ian McFadden, Transit Planner  
Eduardo Montesino, UTU

Steve Prince, UTU  
Bob Yount, MAC

**2. ORAL AND WRITTEN COMMUNICATION TO THE BOARD OF DIRECTORS**

Written:

None.

5-17.13

Oral:

None.

**3. LABOR ORGANIZATION COMMUNICATIONS**

None.

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

None.

**CONSENT AGENDA**

**5-1. ACCEPT AND FILE PRELIMINARILY APPROVED CLAIMS FOR THE MONTH OF SEPTEMBER 2008**

No questions or comments.

**5-2. CONSIDERATION OF TORT CLAIMS: None**

No questions or comments.

**5-3. ACCEPT AND FILE THE METRO ADVISORY COMMITTEE (MAC) AGENDA FOR OCTOBER 15, 2008 AND MINUTES OF JULY 16, 2008**

No questions or comments.

**5-4. ACCEPT AND FILE PARACRUZ OPERATIONS STATUS REPORT FOR THE MONTH OF JULY 2008**

Les White reported that "Performance Goals" has been added to the chart on page #5-4.4 as previously requested by the Board.

**5-5. ACCEPT AND FILE AUGUST 2008 RIDERSHIP REPORT**

No questions or comments.

**5-6. ACCEPT AND FILE HIGHWAY 17 STATUS REPORT FOR JUNE 2008**

No questions or comments.

**5-7. ACCEPT AND FILE UNIVERSITY OF CALIFORNIA, SANTA CRUZ SERVICE UPDATE FOR THE MONTH OF AUGUST 2008**

No questions or comments.

5-17.14

**5-8. ACCEPT AND FILE METROBASE PROJECT STATUS REPORT**

No questions or comments.

**5-9. CONSIDERATION OF CONNECTION OPTIONS BETWEEN ROUTE 35 & 71**

Ian McFadden explained that the first inbound Route 35 was never intended to connect with Route 71 at Ocean Street. Staff monitored this trip for nineteen days and the connection was made only twice, which was attributed both times to the Route 71 departing late from Pacific Station.

Les White said that a new Staff Report would be on the October 24, 2008 Regular Agenda for action that would list the options and associated costs required to insure this connection was made.

**REGULAR AGENDA**

**6. PRESENTATION OF EMPLOYEE LONGEVITY AWARDS:**

This presentation will take place at the October 24, 2008 Board Meeting.

**7. CONSIDERATION OF BOARD OF DIRECTORS MEETING SCHEDULE AND LOCATIONS FOR 2009**

Director Tavantzis commented that she appreciates METRO holding 3 meetings per year in Watsonville.

**8. CONSIDERATION OF SERVICE REVISIONS FOR WINTER 2008**

No questions or comments.

**9. CONSIDERATION OF MONTHLY BUDGET STATUS REPORT FOR JUNE 2008; DESIGNATION OF EXCESS REVENUE IN THE AMOUNT OF \$2,039,950 FOR CARRYOVER INTO THE FY09 BUDGET AND ADOPTION OF SCHEDULE OF RESERVE ACCOUNTS**

No questions or comments.

**10. CONSIDERATION OF APPOINTMENT OF DIRECTORS TO THE SANTA CRUZ CIVIC IMPROVEMENT CORPORATION**

**Summary:**

Angela Aitken reported that the two-year terms of the current SCCIC Board Members are expiring and appointment of new Directors is required at this time.

5-17-15

**Discussion:**

Chair Beautz reported that Director Spence had informed her that she would like to be reappointed to another term. Director Rotkin stated he was interested in continuing as well, while Director Hinkle stated that she would like to step down.

**ACTION: MOTION: DIRECTOR ROTKIN SECOND: DIRECTOR STONE**

**Appoint Mark Stone, Mike Rotkin, Dene Bustichi, Donald Hagen, and Pat Spence to the Santa Cruz Civic Improvement Corporation (SCCIC) Board of Directors, each for a two-year term**

**Motion passed unanimously with Director Spence being absent.**

**11. CONSIDERATION OF AUTHORIZING THE GENERAL MANAGER TO EXECUTE A CONTRACT WITH WALD, RUHNKE & DOST ARCHITECTS FOR ARCHITECT AND ENGINEERING SERVICES FOR THE REMODEL/CONSTRUCTION OF 110 VERNON STREET, SANTA CRUZ, CA**

**Summary:**

Frank Cheng reported that these services are needed to perform the architectural and engineering services in connection with the design and remodel construction of the future Administration building located at 110 Vernon Street.

**ACTION: MOTION: DIRECTOR ROTKIN SECOND: DIRECTOR SKILLICORN**

**Authorize the General Manager to execute a contract with Wald, Ruhnke and Dost Architects, LLP for architect and engineering services for the remodel of the building located at 110 Vernon Street**

**Motion passed unanimously with Director Spence being absent.**

**12. REVIEW OF ITEMS TO BE DISCUSSED IN CLOSED SESSION:**

Margaret Gallagher reported that the Board would have a conference with its Legal Counsel regarding the workers compensation case of Martin Gilbert; a conference with its Real Property Negotiators regarding property located at 425 Front Street; and a conference with its Labor Negotiators regarding UTU, Local 23 Fixed Route.

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

None.

5-17.16

**SECTION II: CLOSED SESSION**

Vice Chair Bustichi adjourned to Closed Session at 10:13 a.m. and reconvened to Open Session at 10:47 a.m.

**SECTION III: RECONVENE TO OPEN SESSION**

**13. REPORT OF CLOSED SESSION**

Margaret Gallagher reported that with regard to Item #3, all Board members present unanimously approved revisions to Article 14, and took no other reportable action in Closed Session.

**ADJOURN**

There being no further business, Vice Chair Bustichi adjourned the meeting at 10:48 a.m.

Respectfully submitted,

CINDI THOMAS  
Administrative Services Coordinator

DRAFT

5-17.17

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT**

**Minutes- Board of Directors**

**October 24, 2008**

A Regular Meeting of the Board of Directors of the Santa Cruz Metropolitan Transit District met on Friday, October 24, 2008 at the Santa Cruz City Council Chambers, 809 Center Street, Santa Cruz, California.

Chair Beautz called the meeting to order at 9:05 a.m.

**SECTION 1: OPEN SESSION**

**1. ROLL CALL:**

**DIRECTORS PRESENT**

Jan Beautz  
Dene Bustichi  
Donald Hagen  
Michelle Hinkle  
Kirby Nicol  
Pat Spence  
Mike Rotkin  
Dale Skillicorn  
Mark Stone  
Marcela Tavantzis  
Ex-Officio Donna Blitzer

**DIRECTORS ABSENT**

Emily Reilly

**STAFF PRESENT**

Ciro Aguirre, Operations Manager  
Angela Aitken, Finance Manager  
Pat Aviles, Asst. Human Resources Manager  
Mark Dorfman, Assistant General Manager  
Mary Ferrick, Fixed Route Superintendent  
Margaret Gallagher, District Counsel

Shona Harper, Asst. Paratransit Superintendent  
Debbie Kinslow, Asst. Finance Manager  
Robyn Slater, Human Resources Manager  
Tom Stickel, Maintenance Manger  
April Warnock, Paratransit Superintendent  
Les White, General Manager

**EMPLOYEES AND MEMBERS OF THE PUBLIC WHO VOLUNTARILY INDICATED THEY WERE PRESENT**

Tony Campos, SCCRTC  
Donna A. Canales, Customer Svc. Coord  
Major B. Cummins, Bus Operator  
George Dondero, SCCRTC  
Ian McFadden, Transit Planner

Bonnie Morr, UTU  
Kim Shultz, SCCRTC  
Daniel Stevenson, Bus Operator  
Amy Weiss, Spanish Interpreter  
Bob Yount, MAC

5-17.18

**2. ORAL AND WRITTEN COMMUNICATION TO THE BOARD OF DIRECTORS**

Written:

None.

Oral:

None.

**3. LABOR ORGANIZATION COMMUNICATIONS**

None.

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

A REVISED Staff Report for Item #12 was distributed and is attached to the file copy of these minutes.

Chair Beautz moved Item #17 to follow Item #11.

**CONSENT AGENDA**

- 5-1. ACCEPT AND FILE PRELIMINARILY APPROVED CLAIMS FOR THE MONTH OF SEPTEMBER 2008
- 5-2. CONSIDERATION OF TORT CLAIMS: None
- 5-3. ACCEPT AND FILE THE METRO ADVISORY COMMITTEE (MAC) AGENDA FOR OCTOBER 15, 2008 AND MINUTES OF JULY 16, 2008
- 5-5. ACCEPT AND FILE AUGUST 2008 RIDERSHIP REPORT
- 5-6. ACCEPT AND FILE HIGHWAY 17 STATUS REPORT FOR JUNE 2008
- 5-7. ACCEPT AND FILE UNIVERSITY OF CALIFORNIA, SANTA CRUZ SERVICE UPDATE FOR THE MONTH OF AUGUST 2008
- 5-8. ACCEPT AND FILE METROBASE PROJECT STATUS REPORT
- 5-9. ACCEPT AND FILE MONTHLY BUDGET STATUS REPORT FOR JULY & AUGUST 2008
- 5-10. ACCEPT AND FILE MINUTES REFLECTING VOTING RESULTS FOR APPOINTEES TO THE SANTA CRUZ COUNTY REGIONAL TRANSPORTATION COMMISSION FOR THE SEPTEMBER 2008 MEETING(S)
- 5-11. APPROVE REGULAR BOARD MEETING MINUTES OF JULY 11 & 25, 2008

Director Spence requested that Item #5-4 be pulled.

**ACTION: MOTION: DIRECTOR ROTKIN SECOND: DIRECTOR SKILLICORN**

**Approve the remainder of the Consent Agenda**

**Motion passed unanimously with Director Reilly being absent.**

5-17.19

**REGULAR AGENDA**

**6. PRESENTATION OF EMPLOYEE LONGEVITY AWARDS:**

The following employees were presented with longevity awards for their years of service:

**TEN YEARS**

Daniel Stevenson, Bus Operator (Continued from August)

**TWENTY YEARS**

Angel Valdez, Jr., Bus Operator  
Major B. Cummins, Bus Operator

**THIRTY YEARS**

Donna A. Canales, Customer Service Coordinator (Continued from September)

**7. CONSIDERATION OF BOARD OF DIRECTORS MEETING SCHEDULE AND LOCATIONS FOR 2009**

**ACTION: MOTION: DIRECTOR TAVANTZIS SECOND: DIRECTOR BUSTICHI**

**Approve the meeting date and location schedule for 2009 as presented**

**Motion passed unanimously with Director Reilly being absent.**

**8. CONSIDERATION OF SERVICE REVISIONS FOR WINTER 2008**

**Summary:**

Mark Dorfman reported that the only revision is to adjust the Route 31 by a few minutes to coordinate with the Scotts Valley High School afternoon bell.

**ACTION: MOTION: DIRECTOR NICOL SECOND: DIRECTOR ROTKIN**

**Approve the proposed service revision for Winter 2008**

**Motion passed unanimously with Director Reilly being absent.**

**9. CONSIDERATION OF MONTHLY BUDGET STATUS REPORT FOR JUNE 2008; DESIGNATION OF EXCESS REVENUE IN THE AMOUNT OF \$2,039,950 FOR CARRYOVER INTO THE FY09 BUDGET AND ADOPTION OF SCHEDULE OF RESERVE ACCOUNTS**

5-17.20

**Summary:**

Angela Aitken gave a brief summary of the status of the year end FY08 budget as of June 30, 2008.

**ACTION: MOTION: DIRECTOR ROTKIN SECOND: DIRECTOR SKILLICORN**

Accept the year end monthly budget status report for June 2008, designate net excess revenue and reductions to fund FY08 incurred expenses related to Capital reserves in the amount of (\$625,154), Cash Flow reserves in the amount of (\$165,978), Workers' Compensation reserves in the amount of (\$50,723), Liability Insurance reserves in the amount of (\$49,243); designate \$2,039,950 from net excess revenue from FY08 for carryover into FY09 budget; and designate the remainder of available net excess revenue, if any, for allocation to the Capital Reserves; and adopt the attached Schedule of Reserve Account Balances adopt the attached Schedule of Reserve Account Balances

Motion passed unanimously with Director Reilly being absent.

**10. CONSIDERATION OF APPROVAL OF RESOLUTION OF APPRECIATION FOR THE SERVICES OF WILLIAM D. DEVIVO AS BUS OPERATOR FOR THE SANTA CRUZ METROPOLITAN TRANSIT DISTRICT**

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

Adopt Resolution of Appreciation for the services of William D. Devivo as Bus Operator for the Santa Cruz Metropolitan Transit District

Motion passed unanimously with Director Reilly being absent.

**11. CONSIDERATION OF APPROVAL OF RESOLUTION OF APPRECIATION FOR THE SERVICES OF BEVERLY A. EDWARDS AS BUS OPERATOR FOR THE SANTA CRUZ METROPOLITAN TRANSIT DISTRICT**

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

Adopt Resolution of Appreciation for the services of Beverly A. Edwards as Bus Operator for the Santa Cruz Metropolitan Transit District

Motion passed unanimously with Director Reilly being absent.

**ITEM #17 WAS TAKEN OUT OF ORDER**

**17. CONSIDERATION OF SUPPORTING THE ACTIONS NECESSARY FOR THE SANTA CRUZ COUNTY REGIONAL TRANSPORTATION COMMISSION TO OBTAIN APPROVAL OF AND FUNDING FOR THE CONSTRUCTION OF THE ADDITION OF HIGH OCCUPANCY VEHICLE LANES ON HIGHWAY 1 FROM SANTA CRUZ TO WATSONVILLE**

5-17.21

**Summary:**

Les White reported that SCCRTC staff gave a presentation to the Board last month on the Highway 1 Corridor and asked METRO to support the HOV Lanes project from Santa Cruz to Watsonville. Mr. White said that staff recommends that METRO endorse the project because it is a transit project as much as it is a highway project that would benefit METRO by improving travel time by approximately 30%, increase ridership by approximately 40%, and increase the level of service reliability.

**Discussion:**

George Dondero, Kim Shultz, and Tony Campos thanked the Board for supporting this project which needs this kind of collaboration to make it possible.

**ACTION: MOTION: DIRECTOR TAVANTZIS SECOND: DIRECTOR BUSTICHI**

**Support the actions of the Santa Cruz County Regional Transportation Commission in pursuing and obtaining approval of funding for the construction of High Occupancy Vehicle Lanes on Highway 1 from Santa Cruz to Watsonville**

**Motion passed unanimously with Director Reilly being absent.**

**12. CONSIDERATION OF A RESOLUTION DESIGNATING THE GENERAL MANAGER AS THE AUTHORIZED AGENT TO EXECUTE AGREEMENTS FOR PTMISEA FUNDS ON BEHALF OF SANTA CRUZ METRO**

**Summary:**

Mark Dorfman reported that last year, California appropriated the first \$600 million in PTMISEA funds, with Santa Cruz METRO receiving \$4.4 Million for MetroBase. The FY 2009 California Budget appropriated \$350 million in PTMISEA funds, which will provide approximately \$2.5 Million more for MetroBase. The Guidelines for this year's Allocation Request require that the Recipient Agency, METRO, designate an Authorized Agent to execute agreements with Caltrans.

**ACTION: MOTION: DIRECTOR ROTKIN SECOND: DIRECTOR TAVANTZIS**

**Adopt a resolution authorizing the General Manager to execute any actions and agreements necessary to obtain Public Transportation Modernization, Improvement and Service Enhancement Account (PTMISEA) funds for MetroBase**

**Motion passed unanimously with Director Reilly being absent.**

**13. ACCEPT & FILE REPORT ON 2008 APTA ANNUAL CONFERENCE**

Angela Aitken, Ciro Aguirre, and Vice Chair Bustichi reported that they attended the 2008 APTA Annual Conference held October 4 – 9, 2008 in San Diego and found the program content and topics to be very relevant and well presented.

5-17.22

**ACTION: MOTION: DIRECTOR TAVANTZIS SECOND: DIRECTOR ROTKIN**

**Accept and file report on 2008 APTA Annual Conference**

**Motion passed unanimously with Director Reilly being absent.**

**14. CONSIDERATION OF CONNECTION OPTIONS BETWEEN ROUTE 35 & 71**

**Summary:**

Ian McFadden and Ciro Aguirre reported that this report was in response to a Customer Complaint Investigation regarding a perceived connection between Routes 35 and 71. Ian McFadden explained that the first inbound Route 35 was never intended to connect with Route 71 at Ocean Street. Staff monitored this trip for nineteen days and the connection was made only twice, which was attributed both times to the Route 71 departing late from Pacific Station.

Staff presented five service options and associated costs required to insure this connection was made.

**ACTION: MOTION: DIRECTOR ROTKIN SECOND: DIRECTOR BUSTICHI**

**Take no action at this time to modify routes to improve connection between Routes 35 & 71**

**Motion passed unanimously with Director Reilly being absent.**

**15. CONSIDERATION OF REQUEST TO OPERATE THE HOMELESS SHELTER SHUTTLE**

**ACTION: MOTION: DIRECTOR ROTKIN SECOND: DIRECTOR BUSTICHI**

**Authorize the General Manager to execute a contract with the Santa Cruz Homeless Services Center for the operation of the Homeless/Armory Shuttle from November 15, 2008 through April 15, 2009 contingent on available funding for the duration of the service and the statement by the Homeless Services Center is a Qualified Human Services Organization under the FTA regulations**

**Motion passed unanimously with Director Reilly being absent.**

**16. CONSIDERATION OF IMPACTS ON SANTA CRUZ METRO FROM THE CALIFORNIA STATE BUDGET**

**Summary:**

Les White gave a brief summary of the FY 2009 State Budget that includes the diversion of \$1.667 billion in funds that were supposed to go into the State Public Transportation Account and placed those funds into the State General Fund. Mr. White explained that \$1.259 billion in funds

5-17.23

were diverted last in FY 2008 which has resulted in a loss of approximately \$6 million in capital funds to METRO over the past two fiscal years.

The lack of payment of funds to reimburse METRO for expenditures that have already been made has resulted in a severe cash shortage that is having a negative effect on METRO and is impeding progress on construction projects, which will result in increased future costs.

**18. CONSIDERATION OF MODIFICATIONS IN METRO ORGANIZATIONAL STRUCTURE AND STAFF REPORTING TO REFLECT CHANGE IN MANAGERIAL STAFFING CONTAINED IN ADOPTED FY 2009 OPERATING BUDGET; AND RECLASSIFICATION OF THE POSITION OF FINANCE MANAGER TO REFLECT ASSUMPTION OF ADDITIONAL RESPONSIBILITIES**

**Summary:**

Les White reported that the Assistant General Manager and the Maintenance Manager are both retiring on December 31, 2008 and the AGM position is not being funded after that date. Mr. White recommended that the Transit Planner, Transit Surveyor and Grants/Legislative Analyst, who previously reported to the AGM, and the Purchasing Agent and Senior Accounting Technician assigned to the Purchasing Function, who previously reported to the Maintenance Manager, all be assigned to the Finance Manger.

**ACTION: MOTION: DIRECTOR ROTKIN SECOND: DIRECTOR HAGEN**

**Approve modifications to the organizational structure to reflect the changes in managerial staff contained in the FY 2009 Operating Budget and approve the reclassification of the Finance Manager to reflect the assumption of additional duties. Direct staff to report back to the Board regarding the impact on the Finance Manager six months after implementing the reorganization**

**Motion passed unanimously with Director Reilly being absent.**

**19. CONSIDERATION OF APPROVAL OF CLASS SPECIFICATION CHANGES FOR THE TRANSIT PLANNER POSITION**

**ACTION: MOTION: DIRECTOR ROTKIN SECOND: DIRECTOR BUSTICHI**

**Approve the revised class specification (job description) for the Transit Planner position**

**Motion passed unanimously with Director Reilly being absent.**

**20. ORAL ANNOUNCEMENT: NOTIFICATION OF MEETING LOCATION FOR NOVEMBER 21, 2008 – WATSONVILLE CITY COUNCIL CHAMBERS, 275 MAIN STREET, WATSONVILLE**

Chair Beautz announced that the November 21, 2008 Board Meeting would be held at the Watsonville City Council Chambers, 275 Main Street, Watsonville, CA.

5-17.24

Chair Beautz recessed to the annual meeting of the Santa Cruz Civic Improvement Corporation at 11:00 a.m. and reconvened to Open Session at 11:05 a.m.

**21. REVIEW OF ITEMS TO BE DISCUSSED IN CLOSED SESSION:**

Margaret Gallagher reported that the Board would have a conference with its Legal Counsel regarding one case of Anticipated Litigation.

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

None.

**SECTION II: CLOSED SESSION**

Chair Beautz adjourned to Closed Session at 11:06 a.m. and reconvened to Open Session at 11:12 a.m.

**SECTION III: RECONVENE TO OPEN SESSION**

**13. REPORT OF CLOSED SESSION**

Margaret Gallagher reported that the Board took no reportable action in Closed Session.

**ADJOURN**

There being no further business, Chair Beautz adjourned the meeting at 11:12 a.m.

Respectfully submitted,

CINDI THOMAS  
Administrative Services Coordinator

5-17.25

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

Minutes- Board of Directors

November 14, 2008

A Regular Meeting of the Board of Directors of the Santa Cruz Metropolitan Transit District met on Friday, November 14, 2008 at the District's Administrative Office located at 370 Encinal Street in Santa Cruz, California.

Vice Chair Bustichi called the meeting to order at 9:01 a.m.

## SECTION 1: OPEN SESSION

### 1. ROLL CALL:

#### DIRECTORS PRESENT

Jan Beautz (arrived after roll call)  
Dene Bustichi  
Donald Hagen  
Michelle Hinkle  
Kirby Nicol  
Pat Spence  
Emily Reilly  
Mike Rotkin (arrived after roll call)  
Dale Skillicorn  
Marcela Tavantzis  
Ex-Officio Donna Blitzer

#### DIRECTORS ABSENT

Mark Stone

#### STAFF PRESENT

Ciro Aguirre, Operations Manager  
Frank Cheng, MB Project Manager  
Mark Dorfman, Assistant General Manager  
Mary Ferrick, Fixed Route Superintendent  
Margaret Gallagher, District Counsel

Debbie Kinslow, Asst. Finance Manager  
Tom Stickel, Maintenance Manger  
April Warnock, Paratransit Superintendent  
Les White, General Manager

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

Bonnie Morr, UTU

Bob Yount, MAC

### 2. ORAL AND WRITTEN COMMUNICATION TO THE BOARD OF DIRECTORS

Written:

None.

5-17.26

Oral:

None.

**3. LABOR ORGANIZATION COMMUNICATIONS**

Bonnie Morr, UTU, congratulated the Directors that will be reappointed to the Board for another term.

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

A REVISED Staff Report for Item #10 was distributed and is attached to the file copy of these minutes.

**CONSENT AGENDA**

**5-1. ACCEPT AND FILE PRELIMINARILY APPROVED CLAIMS FOR THE MONTH OF OCTOBER 2008**

No questions or comments.

**5-2. ACCEPT AND FILE MONTHLY BUDGET STATUS REPORT FOR SEPTEMBER 2008**

No questions or comments.

**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**

No questions or comments.

**DIRECTOR ROTKIN ARRIVED**

**5-4. ACCEPT AND FILE THE METRO ADVISORY COMMITTEE (MAC) AGENDA FOR NOVEMBER 19, 2008 AND MINUTES OF SEPTEMBER 17, 2008**

Director Spence asked about the status of recruiting new MAC members. Les White replied that signs were posted in the buses, the MAC brochures are out, and there is a link on METRO's website for people to submit their application online, but no applications have been submitted.

**5-5. ACCEPT AND FILE PARACRUZ OPERATIONS STATUS REPORT FOR THE MONTH OF AUGUST 2008**

Director Hagen suggested increasing the "Shared Rides" Performance Goal on page #5-5.3.

**CHAIR BEAUTZ ARRIVED**

5-17.27

**5-6. ACCEPT AND FILE SEPTEMBER 2008 RIDERSHIP REPORT**

No questions or comments.

**5-7. ACCEPT AND FILE UNIVERSITY OF CALIFORNIA, SANTA CRUZ SERVICE UPDATE FOR THE MONTH OF SEPTEMBER 2008**

No questions or comments.

**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**

No questions or comments.

**5-9. CONSIDERATION OF AUTHORIZING THE GENERAL MANAGER TO EXTEND THE CONTRACT WITH PAT PIRAS CONSULTING FOR REVIEW OF ADA PARATRANSIT ELIGIBILITY PROCESS**

No questions or comments.

**REGULAR AGENDA**

**6. PRESENTATION OF EMPLOYEE LONGEVITY AWARDS:**

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**

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)**

There was a discussion about the "five-minute wait" procedure.

**9. CONSIDERATION OF REASSIGNMENT OF SUPERVISOR OF REVENUE COLLECTION FROM THE OPERATIONS DEPARTMENT TO THE FINANCE DEPARTMENT**

No questions or comments.

5-17.28

**10. CONSIDERATION OF APPROVAL OF CLASS SPECIFICATION AND WAGE RANGE CHANGES FOR THE SAFETY AND TRAINING COORDINATOR POSITION**

No questions or comments.

**11. ORAL ANNOUNCEMENT: NOTIFICATION OF MEETING LOCATION FOR NOVEMBER 21, 2008 – WATSONVILLE CITY COUNCIL CHAMBERS, 275 MAIN STREET, WATSONVILLE, CA**

Vice Chair Bustichi announced that the November 21, 2008 Board Meeting would be held at the Watsonville City Council Chambers, 275 Main Street, Watsonville, CA.

**12. REVIEW OF ITEMS TO BE DISCUSSED IN CLOSED SESSION:**

Margaret Gallagher reported that Items #1 and #2 were being deleted and that the Board would have a conference with its Real Property Negotiators regarding property located at Felton Faire.

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

None.

**SECTION II: CLOSED SESSION**

Vice Chair Bustichi adjourned to Closed Session at 9:55 a.m. and reconvened to Open Session at 10:01 a.m.

**SECTION III: RECONVENE TO OPEN SESSION**

**14. REPORT OF CLOSED SESSION**

Margaret Gallagher reported that the Board took no reportable action in 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**

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

**Continue to November 21, 2008**

**Motion passed unanimously with Director Stone being absent.**

**ADJOURN**

There being no further business, Vice Chair Bustichi adjourned the meeting at 10:01 a.m.

**5-17.29**

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November 14, 2008  
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Respectfully submitted,

CINDI THOMAS  
Administrative Services Coordinator

DRAFT

5-17.30

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT**

**Minutes- Board of Directors**

**November 21, 2008**

A Regular Meeting of the Board of Directors of the Santa Cruz Metropolitan Transit District met on Friday, November 14, 2008 at the Watsonville City Council Chambers, 275 Main Street, Watsonville, CA.

Chair Beautz called the meeting to order at 9:09 a.m.

**SECTION 1: OPEN SESSION**

**1. ROLL CALL:**

**DIRECTORS PRESENT**

Jan Beautz (arrived after roll call)  
Dene Bustichi  
Donald Hagen  
Michelle Hinkle  
Kirby Nicol  
Pat Spence  
Emily Reilly  
Mike Rotkin (arrived after roll call)  
Dale Skillicorn  
Mark Stone  
Marcela Tavantzis  
Ex-Officio Donna Blitzer

**DIRECTORS ABSENT**

None

**STAFF PRESENT**

Angela Aitken, Finance Manager  
Frank Cheng, MB Project Manager  
Mark Dorfman, Assistant General Manager  
Mary Ferrick, Fixed Route Superintendent

Debbie Kinslow, Asst. Finance Manager  
Tom Stichel, Maintenance Manger  
April Warnock, Paratransit Superintendent  
Les White, General Manager

**EMPLOYEES AND MEMBERS OF THE PUBLIC WHO VOLUNTARILY INDICATED THEY WERE PRESENT**

Roberto Ojeda, Fleet Maint Mechanic II

Amy Weiss, Spanish Interpreter

**2. ORAL AND WRITTEN COMMUNICATION TO THE BOARD OF DIRECTORS**

Written:

- a. Scott Shults                      Re:    Scotts Valley Bus Bench

**5-17.31**

Oral:

None.

3. LABOR ORGANIZATION COMMUNICATIONS

None.

4. ADDITIONAL DOCUMENTATION TO SUPPORT EXISTING AGENDA ITEMS

None.

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) REVISED 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
- 5-10. ACCEPT AND FILE METROBASE PROJECT STATUS REPORT
- 5-11. ACCEPT AND FILE MINUTES REFLECTING VOTING RESULTS FOR APPOINTEES TO THE SANTA CRUZ COUNTY REGIONAL TRANSPORTATION COMMISSION FOR THE OCTOBER 2008 MEETING(S)

ACTION: MOTION: DIRECTOR SKILLICORN SECOND: DIRECTOR BUSTICHI

Approve the Consent Agenda

Motion passed unanimously with all Directors present.

5-17.32

**REGULAR AGENDA**

**6. PRESENTATION OF EMPLOYEE LONGEVITY AWARDS:**

The following employees were presented with longevity awards for their years of service:

**TWENTY YEARS**

Roberto Ojeda, Fleet Maintenance Mechanic II

**7. PUBLIC HEARING TO RECEIVE INPUT ON PROPOSED CHANGES TO SANTA CRUZ METRO'S CONFLICT OF INTEREST CODE**

**Summary:**

Les White reported that the proposed amendments include updating position titles and adding designated consultants. The 45-day public comment period began on October 28, 2008 and will conclude on December 11, 2008. This item will come back to the Board for adoption at the December 19, 2008 meeting after consideration of any public comments received.

**CHAIR BEAUTZ OPENED THE PUBLIC HEARING AT 9:16 A.M.**

There were no public comments.

**CHAIR BEAUTZ CLOSED THE PUBLIC HEARING AT 9:16 A.M.**

**ACTION: MOTION: DIRECTOR ROTKIN SECOND: DIRECTOR BUSTICHI**

**Continue to December 19, 2008 meeting for action**

**Motion passed unanimously with all Directors present.**

**8. ACCEPT AND FILE PARACRUZ OPERATIONS STATUS REPORT FOR THE MONTH OF JULY 2008 (Continued from October)**

There was a discussion about the "five-minute wait" procedure and April Warnock reported that a memo explaining the proper procedure would be issued to all paratransit operators and dispatchers and it will also be addressed in refresher training.

**9. CONSIDERATION OF REASSIGNMENT OF SUPERVISOR OF REVENUE COLLECTION FROM THE OPERATIONS DEPARTMENT TO THE FINANCE DEPARTMENT**

**Summary:**

Les White reported that this change would move the Revenue Collections Supervisor to the Finance Department, which is responsible for all funding sources for METRO, including fare box revenue.

**5-17.33**

**ACTION: MOTION: DIRECTOR BUSTICHI SECOND: DIRECTOR HAGEN**

**Approve modifications to the organizational structure to transfer the supervision of the Revenue Collections Supervisor from the Operations Department to the Finance Department effective November 27, 2008**

**Motion passed unanimously with all Directors present.**

**10. CONSIDERATION OF APPROVAL OF CLASS SPECIFICATION AND WAGE RANGE CHANGES FOR THE SAFETY AND TRAINING COORDINATOR POSITION**

**Summary:**

Mary Ferrick reported that this class specification has not been updated since 1991 and the responsibilities of the position have changed significantly over the past 17 years.

**ACTION: MOTION: DIRECTOR ROTKIN SECOND: DIRECTOR HAGEN**

**Approve the revised class specification (job description) and wage range for the Safety and Training Coordinator position with the 7% wage increase effective on the pay period beginning January 10, 2008.**

**Motion passed unanimously with all Directors present.**

**11. DELETED (Oral Announcement of Today's meeting date and location)**

**12. REVIEW OF ITEMS TO BE DISCUSSED IN CLOSED SESSION:**

Les White reported that the Board would have a conference with its Real Property Negotiators regarding properties located at Felton Faire and 425 Front Street.

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

None.

**SECTION II: CLOSED SESSION**

Chair Beautz adjourned to Closed Session at 9:30 a.m. and reconvened to Open Session at 10:28 a.m.

**SECTION III: RECONVENE TO OPEN SESSION**

**14. REPORT OF CLOSED SESSION**

Les White reported that the Board took no reportable action in Closed Session.

5-17.34

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**

**ACTION: MOTION: DIRECTOR REILLY SECOND: DIRECTOR BUSTICHI**

**Continue to December**

**Motion passed unanimously with all Directors present.**

**ADJOURN**

There being no further business, Chair Beautz adjourned the meeting at 10:29 a.m.

Respectfully submitted,

CINDI THOMAS  
Administrative Services Coordinator

DRAFT

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT**

**Minutes- Board of Directors**

**April 24, 2009**

A Regular Meeting of the Board of Directors of the Santa Cruz Metropolitan Transit District met on Friday, April 24, 2009 at the Santa Cruz City Council Chambers, 809 Center Street, Santa Cruz, California.

Chair Bustichi called the meeting to order at 9:01 a.m.

**SECTION 1: OPEN SESSION**

**1. ROLL CALL:**

**DIRECTORS PRESENT**

Dene Bustichi  
Ron Graves  
Donald Hagen  
Michelle Hinkle  
Emilio Martinez  
Lynn Robinson  
Mike Rotkin (arrived after roll call)  
Mark Stone  
Ex-Officio Donna Blitzer

**DIRECTORS ABSENT**

Ellen Pirie  
Pat Spence  
Marcela Tavantzis

**STAFF PRESENT**

Ciro Aguirre, Operations Manager  
Angela Aitken, Finance Manager  
Pat Aviles, Asst Human Resources Manager  
Frank Cheng, MetroBase Project Manager  
Bob Cotter, Maintenance Manager  
Mary Ferrick, Fixed Route Superintendent

Margaret Gallagher, District Counsel  
Shona Harper, Asst Paratransit Superintendent  
Debbie Kinslow, Asst Finance Manager  
Robyn Slater, Human Resources Manager  
April Warnock, Paratransit Superintendent  
Les White, General Manager

**EMPLOYEES AND MEMBERS OF THE PUBLIC WHO VOLUNTARILY INDICATED THEY WERE PRESENT**

Carolyn Hamm, SEA  
Isaac Holly, Sr Systems Administrator  
Gary Klemz, SEIU, Local 521  
Manny Martinez, PSA

Will Regan, VMU  
Elmer Torres, Facilities Maintenance Wrkr I  
Amy Weiss, Spanish Interpreter  
Bob Yount, MAC

**2. ORAL AND WRITTEN COMMUNICATION TO THE BOARD OF DIRECTORS**

Written:

a. CA Rural Legal Assistance, Inc.

Re: Discounted Fare Request

5-17.36

**DIRECTOR ROTKIN ARRIVED**

Oral:

Chair Bustichi introduced and welcomed Emilio Martinez who was recently appointed to METRO's Board of Directors by the Watsonville City Council.

**3. LABOR ORGANIZATION COMMUNICATIONS**

None.

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

None.

**CONSENT AGENDA**

- 5-1. ACCEPT AND FILE PRELIMINARILY APPROVED CLAIMS FOR THE MONTH OF MARCH 2009
- 5-2. ACCEPT AND FILE MONTHLY BUDGET STATUS REPORT FOR FEBRUARY 2009
- 5-3. CONSIDERATION OF TORT CLAIMS:  
DENY THE CLAIM OF ALLSTATE (SUBROGATING FOR BARAJAS, CLAIM #09-0009:  
DENY THE CLAIM OF MARIA MARTINEZ, CLAIM #09-0010
- 5-4. ACCEPT AND FILE THE METRO ADVISORY COMMITTEE (MAC) AGENDA FOR APRIL 15, 2009 AND MINUTES OF FEBRUARY 18, 2009
- 5-5. ACCEPT AND FILE PARACRUZ OPERATIONS STATUS REPORT FOR THE MONTH OF JANUARY 2009
- 5-6. ACCEPT AND FILE HIGHWAY 17 STATUS REPORT FOR FEBRUARY 2009
- 5-7. ACCEPT AND FILE FEBRUARY 2009 RIDERSHIP REPORT
- 5-8. ACCEPT AND FILE UNIVERSITY OF CALIFORNIA, SANTA CRUZ SERVICE UPDATE FOR THE MONTH OF FEBRUARY 2009
- 5-9. CONSIDERATION OF AUTHORIZING THE GENERAL MANAGER TO TRANSFER EXCESS ASSETS TO HARTNELL COLLEGE FOR THE PURPOSES OF SUPPORTING A HEAVY DUTY MECHANICS TRAINING PROGRAM
- 5-10. CONSIDERATION OF APPROVAL OF A RESOLUTION AUTHORIZING SUBMITTAL OF FY 2010 TDA CLAIM
- 5-11. NOTIFICATION OF ACTION TAKEN IN CLOSED SESSION REGARDING: SETTLEMENT WITH TENANTS, ASIA EXPRESS AT THE WATSONVILLE TRANSIT CENTER
- 5-12. ACCEPT AND FILE METROBASE PROJECT STATUS REPORT
- 5-15. CONSIDERATION OF AUTHORIZING THE GENERAL MANAGER TO EXECUTE A CONTRACT WITH EVERGREEN OIL, INC. FOR INDUSTRIAL WASTE DISPOSAL AND INDUSTRIAL WASTE EMERGENCY RESPONSE SERVICES
- 5-16. CONSIDERATION OF AUTHORIZING THE GENERAL MANAGER TO EXECUTE A CONTRACT WITH BATTERIES USA FOR HEAVY DUTY COACH AND AUTOMOTIVE BATTERIES

5-17.37

- 5-18. ACCEPT AND FILE MINUTES REFLECTING VOTING RESULTS FROM APPOINTEES TO THE SANTA CRUZ COUNTY REGIONAL TRANSPORTATION COMMISSION FOR THE MARCH 2009 MEETING(S)**  
**5-19. APPROVE REGULAR BOARD MEETING MINUTES OF MARCH 13 & 27, 2009**

Items #5-13, #5-14, and #5-17 were pulled from the Consent Agenda for discussion and Chair Bustichi renumbered them as #A.1, #B.1, and #C.1, respectively, to be taken immediately following approval of the remainder of the Consent Agenda.

**ACTION: MOTION: DIRECTOR STONE SECOND: DIRECTOR ROTKIN**

**Approve the remainder of the Consent Agenda**

**Motion passed unanimously with Directors Pirie, Spence, and Tavantzis being absent.**

- A.1 (Previously #5-13) CONSIDERATION OF AUTHORIZING THE GENERAL MANAGER TO EXECUTE A CONTRACT AMENDMENT WITH TRAPEZE SOFTWARE GROUP, INC. FOR THE PURCHASE OF THE TRAPEZE PASS-CERT ENHANCEMENT MODULE**

Chair Bustichi asked for clarification on this purchase including how it is budgeted and if it would be an ongoing process.

Angela Aitken replied that the Trapeze PASS-CERT enhancement module of the software will support the certification process of ParaCruz clients and it has been included in the Capital budget under IT Projects since July 1, 2008.

Les White added that this module will replace the current eligibility certification software that has been in place since 2002 when METRO began in-house certification. The current software is outdated and unsupported because the manufacturer no longer exists. The new Trapeze PASS-CERT software module will standardize the ParaCruz dispatch, scheduling, and eligibility certification functions, enabling them to share the same data thereby eliminating the current need to manually import and export data between the functions.

Mr. White said that other pieces of the system would be upgraded over the next year with full system upgrades anticipated every three to four years as new software becomes available.

**ACTION: MOTION: DIRECTOR STONE SECOND: DIRECTOR ROBINSON**

**Authorize the General Manager to execute a contract amendment with Trapeze Software Group, Inc. for the purchase, installation and training of the Trapeze PASS-CERT enhancement module for an amount not to exceed \$43,316.00**

**Motion passed unanimously with Directors Pirie, Spence, and Tavantzis being absent.**

5-17.38

**B.1 (Previously #5-14) CONSIDERATION OF AUTHORIZATION FOR DISPOSAL OF THREE FORTY FOOT STORAGE CONTAINERS, ONE BRAKE LATHE, AND ONE GENERATOR**

Chair Bustichi asked how the forty foot storage containers were determined to have a market value of only \$100 each because he had purchased two used twenty foot containers for \$2,500 each.

Angela Aitken replied that the containers are very old and if they bring more than \$100 at auction, METRO will receive the total sale price minus auction fees.

**ACTION: MOTION: DIRECTOR STONE SECOND: DIRECTOR ROBINSON**

**Declare as excess three (3) – forty foot (40') storage containers, one (1) brake lathe, and one (1) gas generator and direct staff to use appropriate action for disposal**

**Motion passed unanimously with Directors Pirie, Spence, and Tavantzis being absent.**

**C.1 (Previously #5-17) CONSIDERATION OF ADOPTING A RESOLUTION AUTHORIZING FY09 & FY10 BUDGET BALANCING ACTIONS**

Director Hagen asked if METRO would be able to maintain its current service level with the decreased sales tax revenues.

Angela Aitken replied that no service cuts are planned through FY10 and that operating expenses are decreasing through diligent cost saving measures being implemented in all departments.

**ACTION: MOTION: DIRECTOR ROTKIN SECOND: DIRECTOR ROBINSON**

**Adopt Resolution authorizing FY09 & FY10 Budget Balancing Actions as presented**

**Motion passed unanimously with Directors Pirie, Spence, and Tavantzis being absent.**

**REGULAR AGENDA**

**6. PRESENTATION OF EMPLOYEE LONGEVITY AWARDS:**

The following employees were presented with longevity awards for their years of service:

**TEN YEARS**

Elmer Torres, Facilities Maintenance Worker I  
Isaac Holly, Senior System Administrator

5-17.39

7. CONSIDERATION OF APPROVAL OF RESOLUTION OF APPRECIATION FOR THE SERVICES OF DONNA A. CANALES AS CUSTOMER SERVICE COORDINATOR FOR THE SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

**ACTION: MOTION: DIRECTOR ROTKIN SECOND: DIRECTOR HAGEN**

**Adopt Resolution of Appreciation for the services of Donna A. Canales as Customer Service Coordinator for the Santa Cruz Metropolitan Transit District**

**Motion passed unanimously with Directors Pirie, Spence, and Tavantzis being absent.**

Les White added that since Donna Canales had been with METRO for over thirty years, her name had been added to the 30-Year Employee Plaque that is displayed in the lobby of the Administration building.

8. CONSIDERATION OF APPROVAL OF RESOLUTION OF APPRECIATION FOR THE SERVICES OF PETER B. LEWIS AS BUS OPERATOR FOR THE SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

**ACTION: MOTION: DIRECTOR ROTKIN SECOND: DIRECTOR ROBINSON**

**Adopt Resolution of Appreciation for the services of Peter B. Lewis as Bus Operator for the Santa Cruz Metropolitan Transit District**

**Motion passed unanimously with Directors Pirie, Spence, and Tavantzis being absent.**

9. CONSIDERATION OF ADOPTION OF A RESOLUTION AUTHORIZING AN APPLICATION TO THE MONTEREY BAY UNIFIED AIR POLLUTION CONTROL DISTRICT (AIR DISTRICT) FOR GRANT FUNDS TO BUILD A SECOND L/CNG STORAGE TANK

**Summary:**

Angela Aitken reported that by applying for AB 2766 funds, METRO is requesting the maximum amount of \$200,000 towards the project which has a total cost estimate of approximately \$1m.

Ms. Aitken said that METRO's Grants Analyst has been very busy researching grants to apply for, so the Board will see several grant application authorizations coming through for approval.

**ACTION: MOTION: DIRECTOR ROTKIN SECOND: DIRECTOR ROBINSON**

**Adopt Resolution authorizing staff to submit an application for \$200,000 to the Monterey Bay Unified Air Pollution Control District for a second L/CNG fuel storage tank**

**Motion passed unanimously with Directors Pirie, Spence, and Tavantzis being absent.**

5-17.40

**10. CONSIDERATION OF COMMENCEMENT OF THE PUBLIC COMMENT PERIOD LEADING TO ADOPTION OF THE SHORT RANGE TRANSIT PLAN**

**Summary:**

Angela Aitken reported that the Board held a Public Hearing on February 27, 2009 for consideration of adopting the final SRTP and deferred action at that time to allow for a 30-day public comment period. Staff recommends beginning a 30-day public comment period on April 27, 2009 and will present comments and METRO's responses to the Board on August 28, 2009 at a Public Hearing for consideration of adopting the SRTP. Comments and responses as well as a recording of the Public Hearing will become a permanent part of the SRTP documentation.

**Discussion:**

Director Rotkin explained that an SRTP is usually a very important planning document, but this one has little value due to the numerous quality issues and there are no funds to implement the recommendations contained in it. Director Rotkin said that although he approves opening the required comment period, he feels people should not waste any time on making comments.

Les White explained that the drastic changes required to implement the Trunk and Feeder Service Concept recommended in the SRTP, which had mixed reviews at best, is not feasible within the 5-year plan and Chapter 7 has been added to reflect this.

Bob Yount stated that he wanted the record to reflect his position that the document is crap.

**ACTION: MOTION: DIRECTOR ROTKIN SECOND: DIRECTOR STONE**

**Open the required 30-Day Public Comment Period to commence on April 27, 2009 through May 27, 2009 leading to adoption of the final Short Range Transit Plan**

**Motion passed unanimously with Directors Pirie, Spence, and Tavantzis being absent.**

**11. CONSIDERATION OF AUTHORIZING THE GENERAL MANAGER TO EXECUTE A CONTRACT WITH DMC CONSTRUCTION FOR THE CONSTRUCTION REMODEL OF THE BUILDING LOCATED AT 110 VERNON STREET, SANTA CRUZ**

**Summary:**

Frank Cheng reported that METRO purchased the building at 110 Vernon Street for the purpose of relocating the current Administration offices on Encinal Street which will save \$360,000 per year in lease costs.

Mr. Cheng explained that funds in the amount of \$2,400,000 (Engineer's Estimate for this project) shall be set aside for payments made on this contract. The difference from the Engineer's Estimate and the Contractor's bid of \$1,833,141 shall be used for change orders against this contract. If additional funding is required, staff will return to the Board of Directors for approval.

5-17.41

**Discussion:**

Chair Bustichi requested a future Agenda item to create a sub-committee of the Board to review bid construction documents prior to and after issuing RFPs.

**ACTION: MOTION: DIRECTOR ROTKIN SECOND: DIRECTOR HAGEN**

**Authorize the General Manager to execute a contract with DMC Construction, Inc. for the construction remodel of the building located at 110 Vernon Street for an amount not to exceed \$1,833,141 and approve the following contract Change Order procedures:**

- 1. For any change order request from the contractor that exceeds \$50,000, staff will review and present such request to the METRO's Board of Directors for approval.**
- 2. For any change order request from the contractor that is \$50,000 or less, approval of the change order will require review and approval from the following three personnel:  
METRO's Construction Manager (Harris and Associates);  
METRO's Project Manager Frank Cheng; and  
Either the METRO's General Manager or the Finance Manager.**

**Motion passed unanimously with Directors Pirie, Spence, and Tavantzis being absent.**

**12. NOTIFICATION OF ACTION TAKEN IN CLOSED SESSION ON MARCH 27, 2009 REGARDING NEGOTIATIONS WITH THE SERVICE EMPLOYEES INTERNATIONAL UNION, LOCAL 521**

**Summary:**

Robyn Slater reported that the parties agreed to limited scope negotiations and a tentative agreement was made after only two negotiating sessions that was within the authority provided by METRO's Board on March 27, 2009. On April 16, 2009, SEIU members voted to ratify the terms of the tentative three-year agreement which includes a 3% salary increase each year, non-economic language changes, and the inclusion of Side Agreements developed during the term of the current MOU.

**Discussion:**

Gary Klemz, SEIU Local 521, reported that there had been an excellent relationship at the negotiating table this year and thanked the METRO negotiating team, staff and the Board. Mr. Klemz invited everyone to the SEIU, Local 521 bash on May 21<sup>st</sup> at 5:21 p.m.

Will Regan, VMU, Carolyn Hamm, SEA, and Manny Martinez, PSA each expressed thanks to the Board.

5-17.42

13. **NOTIFICATION OF ACTION TAKEN IN CLOSED SESSION ON MARCH 27, 2009 REGARDING NEGOTIATIONS WITH THE UNITED TRANSPORTATION UNION, LOCAL 23, COVERING PARACRUZ OPERATIONS**

**Summary:**

Robyn Slater reported that the parties agreed to limited scope negotiations and a tentative agreement was reached extremely quickly that was within the authority provided by METRO's Board on March 27, 2009. On April 16, 2009, UTU ParaCruz members voted to ratify the terms of the tentative three-year agreement which includes a 3% salary increase each year.

14. **ORAL ANNOUNCEMENT: NOTIFICATION OF MEETING LOCATION FOR MAY 22, 2009 – CAPITOLA CITY COUNCIL CHAMBERS, 420 CAPITOLA AVE, CAPITOLA**

Chair Bustichi announced that the May 22, 2009 Board Meeting would be held at the Capitola City Council Chambers, 420 Capitola Avenue.

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

Margaret Gallagher reported that Board would have a conference with its Legal Counsel regarding the Existing Litigation claims of Martin Gilbert.

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

None.

**SECTION II: CLOSED SESSION**

Chair Bustichi adjourned to Closed Session at 9:58 a.m. and reconvened to Open Session at 10:05 a.m.

**SECTION III: RECONVENE TO OPEN SESSION**

17. **REPORT OF CLOSED SESSION**

Chair Bustichi reported that the Board took no reportable action in Closed Session.

**ADJOURN**

There being no further business, Chair Bustichi adjourned the meeting at 10:05 a.m.

Respectfully submitted,

CINDI THOMAS  
Administrative Services Coordinator

5-17.43

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

**DATE:** May 22, 2009  
**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**

Rafael Leon, Vehicle Service Worker II

**FIFTEEN YEARS**

None

**TWENTY YEARS**

None

**TWENTY-FIVE YEARS**

None

**THIRTY YEARS**

None

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

**DATE:** May 22, 2009

**TO:** Board of Directors

**FROM:** Angela Aitken, Finance Manager 

**SUBJECT: PUBLIC HEARING: CONSIDERATION OF A RESOLUTION AUTHORIZING AN APPLICATION TO CALTRANS FOR FUNDING FROM THE AMERICAN RECOVERY AND REINVESTMENT ACT OF 2009 TO PURCHASE A SMARTCARD SYSTEM (FAREBOX).**

## I. RECOMMENDED ACTION

**That the Board of Directors receive public comments and adopt a Resolution authorizing an application to Caltrans for funding from the American Recovery and Reinvestment Act of 2009 to purchase a Smartcard System (Farebox).**

## II. SUMMARY OF ISSUES

- President Obama signed into law the American Recovery and Reinvestment Act of 2009 (*ARRA*) on February 17, 2009 which appropriated \$787 Billion in federal funds for economic stimulus.
- METRO will receive a total of \$5,281,873 in federal funds from the *ARRA* with \$5,014,409 from the Federal Transit Administration (FTA) and \$267,464 from Caltrans.
- On March 13, 2009, the Board of Directors approved the METRO Projects Programmed for American Recovery and Reinvestment Act Funds (Attachment A).
- The Board will be conducting a public hearing in consideration of adopting a resolution (Attachment B) which will enable METRO staff to submit an application to Caltrans to receive \$267,464 in federal funds provided for in the *ARRA* to purchase a portion of a Smartcard System (Farebox).

## III. DISCUSSION

President Obama signed the *American Recovery and Reinvestment Act of 2009 (ARRA)* on February 17, 2009. The *ARRA* appropriates \$787 Billion in federal funds for job creation, unemployment relief, infrastructure investment, and renewable energy development.

METRO will receive a total of \$5,281,873 in federal funds from the *ARRA* with \$5,014,409 from the Federal Transit Administration (FTA) and \$267,464 from Caltrans.

different procedures for public review of projects, and Caltrans requires a public hearing on applications for 5311 capital projects.

On March 13, 2009, the Board of Directors approved the METRO Projects Programmed for American Recovery and Reinvestment Act Funds (Attachment A). METRO will use \$5,014,409 in FTA funds to purchase 27 ParaCruz vehicles, Transit Management Information Technology and to fund the majority of the Smartcard System (Farebox) purchase. METRO will use the \$267,464 from Caltrans to provide the remaining funds needed to purchase the Smartcard System (Farebox).

Conducting a public hearing in consideration of adopting a resolution (Attachment B) will enable METRO staff to submit an application to Caltrans to receive \$267,464 in federal funds provided in the *ARRA* to purchase a portion of a Smartcard System (Farebox). Caltrans requires grant applicants to hold a public hearing on a specific project with known funding when applying for capital funds. Minutes of this meeting including any comments from the public hearing will be submitted to Caltrans as part of the grant application.

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

METRO will receive a total of \$5,281,873 in federal funds from the *ARRA* with \$267,464 coming from Caltrans to fund a portion of the Smartcard System (Farebox).

#### **V. ATTACHMENTS**

**Attachment A:** METRO Projects Programmed for American Recovery and Reinvestment Act Funds

**Attachment B:** Resolution authorizing an application to Caltrans for *ARRA* funds

# Attachment **A**

## METRO Projects Programmed for American Recovery and Reinvestment Act Funds

Priority	Project Description	Project Cost (est.)	Appropriations Programmed 2/24/2009
1	MetroBase Facilities	\$ 68,865,055	\$ -
2	Purchase 27 Paracruz vehicles	2,025,000	1,750,000
3	Purchase Smartcard System (Farebox)	2,000,000	2,267,000
4	Transit Management Information Technology*	1,775,000	1,264,873
5	Purchase 30 replacement CNG buses	15,000,000	-
		<i>FTA 5307</i>	<b>\$ 5,281,873</b>
		<i>FTA 5311</i>	5,014,409
		<i>ARRA Total</i>	267,464
			<u>\$ 5,281,873</u>

\* Includes:

Hastus Dispatch, Scheduling, GEO and Customer Information

7. a1

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

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

**A RESOLUTION OF THE  
SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
AUTHORIZING AN APPLICATION  
TO CALTRANS  
FOR  
AMERICAN RECOVERY AND REINVESTMENT FUNDS**

**WHEREAS**, on February 17, 2009, President Obama signed into law the American Recovery and Reinvestment Act of 2009; and

**WHEREAS**, American Recovery and Reinvestment Act of 2009 provides federal funding to create jobs and stimulate economic development, in part through the United States Department of Transportation; and

**WHEREAS**, the Federal Transit Administration appropriates funds from the American Recovery and Reinvestment Act of 2009 by formula directly to public transit operators and to the States through formulas established in 49 USC 5336; and

**WHEREAS**, the Santa Cruz Metropolitan Transit District operates urban and rural public transit in Santa Cruz County and is the only agency in the County designated to receive Federal Transit Administration funds appropriated by 49 USC 5336; and

**WHEREAS**, all applications for financial assistance impose certain obligations upon the applicant, including the provision of local share costs of the project.

**NOW, THEREFORE, BE IT RESOLVED AND ORDERED BY THE SANTA CRUZ METROPOLITAN TRANSIT DISTRICT:**

1. That the General Manager is authorized to submit an application to the State of California Department of Transportation on behalf of the Santa Cruz Metropolitan Transit District for capital funding allocated from the American Recovery and Reinvestment Act of 2009 to the State in the rural assistance program under 49 USC §5311.
2. That the General Manager is authorized to submit and file with this application all assurances and supplemental information as required by the FTA and the California Department of Transportation.

3. That the General Manager is designated to execute standard grant agreements with the California Department of Transportation on behalf of the Santa Cruz Metropolitan Transit District to obtain \$267,464 in FTA Section 5311 funds to purchase a portion of a Smartcard System (Farebox).

**PASSED AND ADOPTED** this 22<sup>nd</sup> day of May 2009 by the following vote:

**AYES:** Directors -

**NOES:** Directors -

**ABSTAIN:** Directors -

**ABSENT:** Directors -

**APPROVED** \_\_\_\_\_

DENE BUSTICHI  
Board Chair

**ATTEST** \_\_\_\_\_

LESLIE R. WHITE  
General Manager

**APPROVED AS TO FORM:**

\_\_\_\_\_  
MARGARET GALLAGHER  
District Counsel

7.62

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

**DATE:** May 22, 2009

**TO:** Board of Directors

**FROM:** Leslie R. White, General Manager

**SUBJECT: CONSIDERATION OF THE APPOINTMENT OF A BOARD MEMBER TO SERVE AS AN ALTERNATE REPRESENTATIVE TO THE SANTA CRUZ COUNTY REGIONAL TRANSPORTATION COMMISSION.**

## I. RECOMMENDED ACTION

**That the Board of Directors select a Board Member to serve as an Alternate Representative to the Santa Cruz County Regional Transportation Commission.**

## II. SUMMARY OF ISSUES

- The Santa Cruz County Regional Transportation Commission (SCCRTC) contains is comprised of twelve (12) members, three (3) of which are appointed by the Board of Directors of the Santa Cruz Metropolitan Transit District (METRO).
- In addition to the three (3) positions on the SCCRTC that are appointed by METRO there are three alternate representative seats that the Board appoints each year.
- In January 2009 the Board of Directors appointed Dale Skillicorn to serve as the first alternate to the SCCRTC representing METRO.
- On March 14, 2009 Dale Skillicorn passed away.
- The position of First Alternate representing METRO at the SCCRTC is now vacant.
- Staff recommends that the Board of Directors elect a Member of the Board to serve as the First Alternate to the SCCRTC.

## III. DISCUSSION

The Santa Cruz County Regional Transportation Commission (SCCRTC) contains is comprised of twelve (12) members, three (3) of which are appointed by the Board of Directors of the Santa Cruz Metropolitan Transit District (METRO). In addition to the three (3) positions on the SCCRTC that are appointed by METRO there are three alternate representative seats that the Board appoints each year.

In January 2009 the Board of Directors appointed Dale Skillicorn to serve as the first alternate to the SCCRTC representing METRO. On March 14, 2009 Dale Skillicorn passed away. The position of First Alternate representing METRO at the SCCRTC is now vacant.

Staff recommends that the Board of Directors elect a Member of the Board to serve as the First Alternate to the SCCRTC.

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

The appointment of a Director to serve as the First Alternate Representative to the SCCRTC will not impact the METRO Operating Budget.

#### **V. ATTACHMENTS**

**Attachment A:** Roster of 2009 Board Officer and Appointments

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT**

**Attachment A**

**2009 Board Officers and Appointments**

**Chair**

**Dene Bustichi**

**Vice Chair**

**Ellen Pirie**

**HCA Representative**

**Marcela Tavantzis**

**HCA Alternate**

**Mike Rotkin**

**SCCRTC Representatives**

**Pat Spence**

**Marcela Tavantzis**

**Dene Bustichi**

**SCCRTC Alternates (in order)**

**Vacant**

**Donald Hagen**

**Michelle Hinkle**

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

**DATE:** May 22, 2009  
**TO:** Board of Directors  
**FROM:** Leslie R. White, General Manager  
**SUBJECT:** **CONSIDERATION OF THE APPOINTMENT OF A COMMITTEE OF THE BOARD TO REVIEW CONSTRUCTION SPECIFICATIONS AND CHANGE ORDERS ABOVE ADMINISTRATIVE AUTHORITY.**

## I. RECOMMENDED ACTION

**That the Board of Directors approve the appointment, by the Chair, of a Committee of Board Members to review construction specifications and Change Orders above the administrative authority amount.**

## II. SUMMARY OF ISSUES

- METRO is currently involved with a number of construction projects designed to replace leased facilities with owned facilities.
- Previously, the Board of Directors has had a Committee of Board Members to review construction specifications and Change Orders above the administrative authority level.
- Recent changes in Members of the Board of Directors necessitate a new appointment process for the Construction Committee Membership.
- Staff recommends that the Chair of the Board appoint 3-4 Members to serve on the Construction Committee.

## III. DISCUSSION

METRO is currently involved with a number of construction projects designed to replace leased facilities with owned facilities this providing lease cost savings to the METRO Operating Budget. Currently METRO is constructing a new Fleet Maintenance Building and renovating the building at 110 Vernon St. to serve as a new Administration and Facilities Maintenance Building. METRO hopes to receive the funding necessary to construct the Operations and Parking Facility later this year. Previously, the Board of Directors has had a Committee of Board Members to review construction specifications and Change Orders above the administrative authority level. The recent changes in the Membership of the Board of Directors necessitate a new appointment process for the Construction Committee Membership.

Staff recommends that the Chair of the Board appoint 3-4 Members to serve on the Construction Committee.

**IV. FINANCIAL CONSIDERATIONS**

The appointment of a Construction Committee comprised of Members of the Board of Directors will not have an impact on the FY 2009 METRO Operating Budget.

**V. ATTACHMENTS**

None

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

**DATE:** May 22, 2009  
**TO:** Board of Directors  
**FROM:** Leslie R. White, General Manager  
**SUBJECT: CONSIDERATION OF THE APPOINTMENT OF A COMMITTEE OF THE BOARD TO REVIEW THE WEB PAGE REDESIGN PROJECT.**

## I. RECOMMENDED ACTION

**That the Board of Directors approve the appointment, by the Chair, of a Committee of Board Members to review the progress of the Web Page Redesign project.**

## II. SUMMARY OF ISSUES

- On February 13, 2009 the Board of Directors approved a contract with Jobico to redesign the Web Page in order to make it current with technology and to achieve a more “user friendly” web page.
- On May 8, 2009 METRO staff members presented a progress report to the Board of Directors seeking advice on various options that could be incorporated into the redesign of the web page.
- At the May 8, 2009 Board of Directors Meeting it was suggested that a Board Committee be established to provide advice to the Web Page Redesign Team.
- Staff recommends that the Chair of the Board appoint 3-4 Members to serve on the Web Page Redesign Committee.

## III. DISCUSSION

METRO is currently involved with a project designed to replace the current web page with a more up-to date and “user friendly” page. On February 13, 2009 the Board of Directors approved a contract with Jobico for the redesign of the web page. On may 8, 2009 METRO staff members presented information to the Board of Directors to update them regarding the progress of the web page redesign project. The presentation was also designed to solicit comments form the Board regarding the layout and key features that should be incorporated into the web page design.

During the discussion of the web page redesign project it was suggested that the Chair of the Board should consider appointing a Committee of the Board to meet with the staff and the consultants on the web page project on an on-going basis.

Staff recommends that the Chair of the Board appoint 3-4 Members to serve on the Web Page Redesign Committee.

**IV. FINANCIAL CONSIDERATIONS**

The appointment of a Web Page Redesign Committee comprised of Members of the Board of Directors will not have an impact on the FY 2009 METRO Operating Budget.

**V. ATTACHMENTS**

None

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

**DATE:** May 22, 2009  
**TO:** Board of Directors  
**FROM:** Leslie R. White, General Manager  
**SUBJECT:** **CONSIDERATION OF ACTION TAKEN BY THE STATE SENATE  
TRANSPORTATION COMMITTEE ON SENATE BILL 716.**

## I. RECOMMENDED ACTION

**That the Board of Directors review the action taken by the California State Senate Transportation Committee on May 12, 2009 regarding SB 716.**

## II. SUMMARY OF ISSUES

- On February 27, 2009 State Senator Lois Wolk (D-Linden) introduced Senate Bill 716 (SB716).
- The purpose of SB 716 was to authorize the use of local Transportation Development Act (TDA) funds for the acquisition of vans for a Farm Worker Van Pool Program.
- Prior to 2009 the Farm Worker Van Pool Program was funded, through Caltrans, with gasoline sales tax funds that would have normally gone to the State Public Transportation Account, but were diverted by the Legislature for this program.
- The California budget Act of 2009 diverted all transit funding to the State General Fund for five years. Therefore, the Farm Worker Van Pool program was unfunded by the passage of the Budget Act.
- When the California Rural Legal Assistance Foundation outlined the problem of the unfunded Farm Worker Van Pool Program to Senator Wolk she developed SB 716 which would allow local TDA funds to be used to restore funding.
- The majority of TDA funds at the local level are used to fund transit operations, paratransit operations, and bike/pedestrian projects.
- The California Transit Association (CTA) opposed SB 716 due the concern over the potential loss of transit operating funds, and concern over the precedent of permitting the State to dictate what projects would be programmed for funding by the local Regional Transportation Planning Agencies (RTPA), such as the Santa Cruz Regional Transportation Commission (SCCRTC).
- The State Senate Transportation Committee heard SB 716 on May 12, 2009. Representatives of the CTA, including myself, spoke in opposition to the passage of the Bill.

- In order to make the Bill less objectionable to transit systems Senator Wolk and the Senate Transportation Committee amended the Bill to focus it on Counties, under 500,000 in population, where there is a determination made that there are no unmet transit needs and therefore TDA funds are used for road projects.
- Additionally, if there are any unmet transit or paratransit needs the TDA must be used for that prior to using funds for the Farm Worker Van Pool Program.
- On May 12, 2009 the Senate Transportation Committee passed SB 716 to the Senate Floor for consideration by the full Senate with a “do pass” recommendation.

### III. DISCUSSION

Prior to 2009 the State of California provided funds for the implementation of van pool programs for farm workers in certain counties. The motivation for creating the Farm Worker Van Pool Program was based in an incident that occurred in 1999 where a van transporting agricultural workers collided with a tractor semi-trailer at Five Points in Fresno County. The accident resulted in 13 people being killed. Subsequent to the Five Points accident the State of California enacted reforms regarding van pools, including using federal funds to establish a few demonstration programs. In 2006 SB 1135 established the Agricultural Worker Transportation Program (AWTP) with an appropriation of \$20 million in funds from the State Public Transportation Account. Over the subsequent fiscal years the \$20 million in funds was exhausted.

In 2009 funding for the AWTP was scheduled to be renewed. However, the California State Budget Act of 2009 had diverted all public transit funds into the State General Fund for five years. To address this issue State Senator Lois Wolk (D-Linden) introduced Senate Bill 716 (SB716) on February 27, 2009. The purpose of SB 716 was to authorize the use of local Transportation Development Act (TDA) funds for the acquisition of vans for the Farm Worker Van Pool Program. The majority of TDA funds at the local level are used to fund transit operations, paratransit operations, and bike/pedestrian projects.

The California Transit Association (CTA) opposed SB 716 due the concern over the potential loss of transit operating funds, and concern over the precedent of permitting the State to dictate what projects would be programmed for funding by the local Regional Transportation Planning Agencies (RTPA), such as the Santa Cruz Regional Transportation Commission (SCCRTC). The State Senate Transportation Committee heard SB 716 on May 12, 2009. Representatives of the CTA, including myself, spoke in opposition to the passage of the Bill.

In order to make the Bill less objectionable to transit systems Senator Wolk and the Senate Transportation Committee amended the Bill to focus it on Counties, under 500,000 in population, where there is a determination made that there are no unmet transit needs and therefore, TDA funds are used for road projects. Additionally, if there are any unmet transit or

paratransit needs the TDA must be used for that prior to using funds for the Farm Worker Van Pool Program.

On May 12, 2009 the Senate Transportation Committee on a vote of 6-3 passed SB 716 to the Senate Floor for consideration by the full Senate with a "do pass" recommendation.

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

In the current amended form SB 716 would not impact METRO unless the SCCRTC were to determine that there were no unmet transit or paratransit needs in Santa Cruz County, which would then allow TDA funds to be redirected to the Farm Worker Van Pool Program.

#### **V. ATTACHMENTS**

**Attachment A:** SB 716 as amended as of April 30, 2009.

**Attachment B:** Senate Transportation Committee Vote May 12, 2009.

BILL NUMBER: SB 716 AMENDED

BILL TEXT

AMENDED IN SENATE APRIL 30, 2009

INTRODUCED BY Senator Wolk

FEBRUARY 27, 2009

An act to ~~add Section 99233.6 to~~ amend  
Sections 99400 and 99401.6 of the Public Utilities Code,  
relating to transportation.

LEGISLATIVE COUNSEL'S DIGEST

SB 716, as amended, Wolk. Local transportation funds.

Existing law requires that 1/4% of the local sales and use tax be transferred to the local transportation fund of the county and be allocated, as directed by the transportation planning agency, for various transportation purposes. *Existing law specifies the allowable uses for local transportation funds, and generally requires these funds to be used for transit purposes in urban counties, while in counties with a population under 500,000 as of the 1970 census and certain other counties, these funds may also be used for local streets and roads if the transportation planning agency finds that there are no unmet transit needs or no unmet transit needs that are reasonable to meet.*

This bill ~~would authorize a county, city, county transportation commission, or transit operator to file a claim for an allocation of funds for vanpool service operation expenditures and capital improvement expenditures, including for vanpool services for purposes of farmworker transportation to and from work~~  
, *in those counties where local transportation funds may be allocated to local streets and roads, would also authorize use of*

*those funds for specified farmworker vanpool purposes upon a finding by the transportation planning agency that there are no unmet transit needs or no unmet transit needs that are reasonable to meet .*

Vote: majority. Appropriation: no. Fiscal committee: no.  
State-mandated local program: no.

THE PEOPLE OF THE STATE OF CALIFORNIA DO ENACT AS FOLLOWS:

*SECTION 1. Section 99400 of the Public Utilities Code is amended to read:*

99400. Claims may be filed under this article with the transportation planning agency by counties and cities for the following purposes and by transit districts for the purposes specified in subdivisions (c) to ~~(e)~~ (f), inclusive:

(a) Local streets and roads, and projects which are provided for use by pedestrians and bicycles.

(b) Passenger rail service operations and capital improvements.

(c) Payment to any entity which is under contract with a county, city, or transit district for public transportation or for transportation services for any group, as determined by the transportation planning agency, requiring special transportation assistance.

If the county, city, or transit district is being served by an operator, the contract entered into by the county, city, or transit district shall specify the level of service to be provided, the operating plan to implement that service, and how that service is to be coordinated with the public transportation service provided by the operator. Prior to approving any claim filed under this section, the transportation planning agency, or the county transportation commission in a county with such a commission, shall make a finding that the transportation services contracted for under subdivision (c) are responding to a transportation need not otherwise being met within the community or jurisdiction of the claimant and that, where appropriate, the services are coordinated with the existing

11.02

transportation service.

(d) Payments to counties, cities, and transit districts for their administrative and planning cost with respect to transportation services under subdivision (c).

(e) Notwithstanding any other provision of this chapter, a claimant for funds pursuant to subdivision (c) may also receive payments for capital expenditures to acquire vehicles and related equipment, bus shelters, bus benches, and communication equipment for the transportation services.

*(f) Acquisition or lease of vans and related equipment, but not for operating costs, for a farmworker vanpool program for purposes of farmworker transportation to and from work.*

*SEC. 2. Section 99401.6 of the Public Utilities Code is amended to read:*

99401.6. Upon adoption of a finding, pursuant to subdivision (d) of Section 99401.5 that there are no unmet transit needs or that there are no unmet transit needs that are reasonable to meet, the transportation planning agency may allocate funds for local streets and roads *or for a vanpool program as specified in subdivision (f) of Section 99400* . The allocation shall not become effective until 20 days after acknowledgment of receipt by the Department of Transportation of documents of the agency's finding. The transportation planning agency shall, in any case, submit the documentation before August 15 of the fiscal year of the allocation or within 10 days after the adoption of the finding, whichever is later. The documentation shall include all of the following:

(a) A copy of the notice of hearing and proof of publication and a description of the actions taken to solicit citizen participation pursuant to Section 99238. 5.

(b) A copy of the resolution or minutes documenting the transportation planning agency's definitions of "unmet transit needs" and "reasonable to meet," as determined pursuant to subdivision (c) of Section 99401.5.

(c) A copy of the resolution adopting the unmet needs finding described in subdivision (d) of Section 99401.5.

~~SECTION 1. Section 99233.6 is added to the Public Utilities Code, to read:~~

11.a3

~~99233.6. Any county, city, county transportation commission, or operator may file claims with the transportation planning agency for vanpool service operation expenditures and capital improvement expenditures, including for vanpool services for purposes of farmworker transportation to and from work.~~

11.94

BILL NUMBER: SB 716      AMENDED  
BILL TEXT

Attachment **B**

AMENDED IN SENATE APRIL 30, 2009

INTRODUCED BY Senator Wolk

FEBRUARY 27, 2009

An act to ~~add Section 99233.6 to~~ *amend*  
*Sections 99400 and 99401.6 of the Public Utilities Code,*  
relating to transportation.

LEGISLATIVE COUNSEL'S DIGEST

SB 716, as amended, Wolk. Local transportation funds.

Existing law requires that 1/4% of the local sales and use tax be transferred to the local transportation fund of the county and be allocated, as directed by the transportation planning agency, for various transportation purposes. *Existing law specifies the allowable uses for local transportation funds, and generally requires these funds to be used for transit purposes in urban counties, while in counties with a population under 500,000 as of the 1970 census and certain other counties, these funds may also be used for local streets and roads if the transportation planning agency finds that there are no unmet transit needs or no unmet transit needs that are reasonable to meet.*

This bill ~~would authorize a county, city, county transportation commission, or transit operator to file a claim for an allocation of funds for vanpool service operation expenditures and capital improvement expenditures, including for vanpool services for purposes of farmworker transportation to and from work~~  
*, in those counties where local transportation funds may be allocated to local streets and roads, would also authorize use of*

11.61

*those funds for specified farmworker vanpool purposes upon a finding by the transportation planning agency that there are no unmet transit needs or no unmet transit needs that are reasonable to meet .*

Vote: majority. Appropriation: no. Fiscal committee: no.  
State-mandated local program: no.

THE PEOPLE OF THE STATE OF CALIFORNIA DO ENACT AS FOLLOWS:

*SECTION 1. Section 99400 of the Public Utilities Code is amended to read:*

99400. Claims may be filed under this article with the transportation planning agency by counties and cities for the following purposes and by transit districts for the purposes specified in subdivisions (c) to ~~(e)~~ (f)

, inclusive:

(a) Local streets and roads, and projects which are provided for use by pedestrians and bicycles.

(b) Passenger rail service operations and capital improvements.

(c) Payment to any entity which is under contract with a county, city, or transit district for public transportation or for transportation services for any group, as determined by the transportation planning agency, requiring special transportation assistance.

If the county, city, or transit district is being served by an operator, the contract entered into by the county, city, or transit district shall specify the level of service to be provided, the operating plan to implement that service, and how that service is to be coordinated with the public transportation service provided by the operator. Prior to approving any claim filed under this section, the transportation planning agency, or the county transportation commission in a county with such a commission, shall make a finding that the transportation services contracted for under subdivision (c) are responding to a transportation need not otherwise being met within the community or jurisdiction of the claimant and that, where appropriate, the services are coordinated with the existing

11.62

transportation service.

(d) Payments to counties, cities, and transit districts for their administrative and planning cost with respect to transportation services under subdivision (c).

(e) Notwithstanding any other provision of this chapter, a claimant for funds pursuant to subdivision (c) may also receive payments for capital expenditures to acquire vehicles and related equipment, bus shelters, bus benches, and communication equipment for the transportation services.

*(f) Acquisition or lease of vans and related equipment, but not for operating costs, for a farmworker vanpool program for purposes of farmworker transportation to and from work.*

*SEC. 2. Section 99401.6 of the Public Utilities Code is amended to read:*

99401.6. Upon adoption of a finding, pursuant to subdivision (d) of Section 99401.5 that there are no unmet transit needs or that there are no unmet transit needs that are reasonable to meet, the transportation planning agency may allocate funds for local streets and roads *or for a vanpool program as specified in subdivision (f) of Section 99400* . The allocation shall not become effective until 20 days after acknowledgment of receipt by the Department of Transportation of documents of the agency's finding. The transportation planning agency shall, in any case, submit the documentation before August 15 of the fiscal year of the allocation or within 10 days after the adoption of the finding, whichever is later. The documentation shall include all of the following:

(a) A copy of the notice of hearing and proof of publication and a description of the actions taken to solicit citizen participation pursuant to Section 99238. 5.

(b) A copy of the resolution or minutes documenting the transportation planning agency's definitions of "unmet transit needs" and "reasonable to meet," as determined pursuant to subdivision (c) of Section 99401.5.

(c) A copy of the resolution adopting the unmet needs finding described in subdivision (d) of Section 99401.5.

~~SECTION 1.~~ Section 99233.6 is added to the Public Utilities Code, to read:

11. b3

~~99233.6. Any county, city, county transportation commission, or operator may file claims with the transportation planning agency for vanpool service operation expenditures and capital improvement expenditures, including for vanpool services for purposes of farmworker transportation to and from work.~~

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

## STAFF REPORT

**DATE:** May 22, 2009

**TO:** Board of Directors

**FROM:** Margaret Gallagher, District Counsel

**SUBJECT:** **CONSIDERATION OF ADOPTING A RESOLUTION AMENDING THE SANTA CRUZ METROPOLITAN TRANSIT DISTRICT RECORDS RETENTION SCHEDULE**

### I. RECOMMENDED ACTION

Adopt the attached Resolution, which sets forth the Amended Records Retention Schedule.

### II. SUMMARY OF ISSUES

- Authority for the disposition of the Santa Cruz Metropolitan Transit District's (METRO) records rests with the Board of Directors by statute.
- METRO has had a Records Retention Schedule since 1998.
- A consistent approach to the disposition of records is necessary for legal compliance and is a good business practice.
- From time to time, the Records Retention Schedule is reviewed and updated to reflect the current needs of METRO. The last time the schedule was updated was in 2005.
- METRO managers and staff have reviewed and modified the schedule and are requesting Board approval of those modifications.

### III. DISCUSSION

Public Utilities Code Section 98234 vests authority with the METRO Board of Directors to determine if and when a record, map, book or paper in the possession of the METRO or any officer or employee thereof is of no further value to the METRO. When a METRO record is of no further value, the Board of Directors may authorize by resolution its sale, destruction or other disposition. In August 1998, the Board of Directors adopted the METRO's first Records Retention Schedule. Since that time, metro managers have determined that additional records should be added to or substituted from the schedule and have brought amendments to the attention of the Board of Directors for appropriate action. METRO's Records Retention Schedule specifically identifies the record at issue, the department that is designated as responsible for the record and the length of time that the record is to be maintained.

Numerous federal and state statutes require that employers retain certain employment records for various periods of time. California law requires that the bulk of personnel records be kept for a minimum of 4 years except that pension and welfare plan information must be kept for 6 years, first-aid records of job injuries causing loss of work time must be kept for 5 years and safety and toxic/ chemical exposure records including material safety data sheets must be kept for the duration of employment plus 30 years.

It is important to note that, irrespective of any legal requirement to retain employment records, a public agency may have a particularized need to do so. Certain records relating to the governance of the METRO and the ownership of real property are kept indefinitely. Other records are kept for the periods of time set forth in various federal and state statutes, which specifically require that certain records be retained for defined periods of time. For records in general, good business practices recommend that they be maintained for a minimum of two years. Another consideration in the establishment of the period of time records should be retained is the statute of limitations for legal actions, which may be impacted by the documents, especially employees' claims and contracts. Each METRO Manager, with input from their staff, has closely reviewed the records retention schedule for their departments to insure it accurately reflects the records they maintain and to insure that METRO is in compliance with its requirements for retention and disposal of records.

An additional issue, which bears on the retention and disposition of records, are that certain records must be kept in a confidential manner and must be disposed of in a confidential manner. Therefore, language has been added to the resolution to require that confidential records be kept in a protected manner.

Through adoption of the attached Resolution, METRO records will be maintained and destroyed in accordance with federal and state law, in a consistent manner, in accordance with good business practices and as authorized by the Board of Directors.

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

None.

#### **V. ATTACHMENTS**

**Attachment A:** Resolution Adopting an Amended Records Retention Schedule for the Santa Cruz Metropolitan Transit District

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

Resolution No. \_\_\_\_\_

On the Motion of Director: \_\_\_\_\_

Duly Seconded by Director: \_\_\_\_\_

The Following Resolution is Adopted:

**RESOLUTION ADOPTING AN AMENDED RECORDS RETENTION SCHEDULE  
FOR THE SANTA CRUZ METROPOLITAN TRANSIT DISTRICT**

**WHEREAS**, the Santa Cruz Metropolitan Transit District implemented a Records Retention Schedule on August 21, 1998.

**WHEREAS**, through adoption of a Records Retention Schedule, District records are managed in a consistent manner; and

**WHEREAS**, the Public Utilities Code vests authority with the Board of Directors to determine if and when a record, map, book or paper in the possession of the Santa Cruz Metropolitan Transit District is of no further value; and

**WHEREAS**, management staff has found it necessary to propose amendments to the Records Retention Schedule detailing the disposition of all records of the Santa Cruz Metropolitan Transit District considering relevant federal and state law.

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Directors of the Santa Cruz Metropolitan Transit District does hereby adopt the attached amended Records Retention Schedule and that such amended Records Retention Schedule shall become effective upon adoption of this resolution.

**PASSED AND ADOPTED** by the Board of Directors of the Santa Cruz Metropolitan Transit District on May 22, 2009, by the following vote:

AYES: Directors –

NOES: Directors –

ABSENT: Directors –

ABSTAIN: Directors –

APPROVED: \_\_\_\_\_

DENE BUSTICHI

Board Chair

ATTEST:

APPROVED AS TO FORM:

\_\_\_\_\_  
LESLIE R. WHITE

General Manager

\_\_\_\_\_  
MARGARET GALLAGHER

District Counsel

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

Regulation Number: AR- 1019B

Computer Title: Recrtsdl.doc

Effective Date: August 21, 1998

Pages: ~~12~~ 16

**TITLE: RECORDS RETENTION SCHEDULE**

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## Procedure History

REVISION DATE	SUMMARY OF REVISION	APPROVED
August 21, 1998	Implementation of Policy	J. A.
September 17, 1999	Add Amendments to Schedule	J. B.
January 18, 2002	Add Amendments to Schedule	S. A.
March 25, 2005	Add Amendments to Schedule, including title change	M.K.
<u>May 22, 2009</u>	Add ParaCruz records; Revise Finance records and retention periods	

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## I. POLICY

**1.01** It is the policy of the Santa Cruz Metropolitan Transit District (METRO) that records be retained in accordance with federal and state requirements ~~and or~~ when it is in the best interest of the ~~Santa Cruz Metropolitan Transit District~~ METRO to do so.

**1.02** Attached is the ~~Santa Cruz Metropolitan Transit District~~ METRO's Records Retention Schedule which details the length of time each record series is to be maintained in department files; how long it is to be maintained in inactive status, if and when such record can be destroyed and the department which is the keeper of the official copy of the record.

**1.03** In accordance with California State law, the Board of Directors is solely vested with the power and authority to authorize destruction of ~~Santa Cruz Metropolitan Transit District~~ METRO's records, maps, books or paper that is of no further value to the District.

## II. APPLICABILITY

**2.01** The Records Retention Schedule shall be followed by every ~~Santa Cruz Metropolitan Transit District~~ METRO employee so that ~~Santa Cruz Metropolitan Transit District~~ METRO will have a consistent policy and procedure for managing its records.

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# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

procedure for managing its records.

2.02 Specific categories control over the general categories.

## III. STANDARDS

3.01 Employee personnel files, employee medical files and other similar files or records in the possession of the METRO that contain confidential information will be kept and maintained in a confidential manner, on a need to know basis only and in accordance with Federal and California laws and regulations and sound business practices. Confidential files and records may not be disclosed except:

- a. To METRO Directors, officers, and employees as required in the ordinary course of business (including disclosure during the grievance and/or disciplinary process);
- b. Upon written consent by the affected employee or other proper written authorization; or
- c. Where compelled by law, such as by subpoena, court order or search warrant.

## Santa Cruz Metropolitan Transit District Records Retention Schedule

Record Series Title	Years Active	Years Inactive	Office of Record	Total Yrs. Retention	Comment
<b>APPLICABLE TO ALL DEPARTMENTS:</b>					
DEPARTMENT WORKING PAPERS & DRAFTS	ACT	NA	APPLICABLE GENERATING DEPT.	ACT	
E-MAIL MESSAGES ON SERVERS	WU	NA	APPLICABLE GENERATING /RECEIVING DEPT.	WU	
PROJECT FILES	ACT+04	0206	APPLICABLE GENERATING DEPT.	ACT+06	PA,GR
SUBJECT AND REFERENCE MATERIALS	ACT	NA	APPLICABLE GENERATING DEPT.	ACT	
EMPLOYEE FIELD FILE	ACT	02	APPLICABLE GENERATING DEPT.	ACT +02	
GENERAL (DEPARTMENT FILES)	03	02	APPLICABLE GENERATING DEPT.	05	
<b>ADMINISTRATION RECORDS:</b>					
AGENDA PACKETS/MINUTES - OTHER AGENCIES & ORGANIZATIONS	ACT	0503	ADM	ACT+0503	
BOARD OF DIRECTOR MEETING RECORDS (AGENDA, BOARD REPORTS, BOARD MINUTES)METRO BOARD OF DIRECTOR AGENDA PACKETS	02	IND	ADM	IND	V, PA
METRO BOARD OF DIRECTOR MEETING AUDIO AND VIDEO TAPE RECORDINGS	ACT	01IND	ADM	ACT+01 MOIND	
CONFLICT OF INTEREST (BOARD/STAFF)	02	05	ADM	07	
CONTRACT COMPLIANCE FILE	ACT+04	0206	ADM	ACT+06	GR
CONTRACTS/AGREEMENTS	ACT+04	IND	ADM	IND	V
CONTRACT PAYMENT/PERF ADMIN DOCUMENTS	ACT+04	IND	ADM	IND	
CONTRACTED SERVICE RECORDS	04	03	ADM	ACT+-07	
CONTRACTS - REAL PROPERTY IMPROVEMENTS	ACT+04	IND	ADM	IND	
COPYRIGHT/TRADEMARK PATENT RECORDS	ACT+01	IND	ADM	IND	
CORRESPONDENCE FILES	ACT	IND	ADM	IND	

## Santa Cruz Metropolitan Transit District Records Retention Schedule

Record Series Title	Years Active	Years Inactive	Office of Record	Total Yrs. Retention	Comment
<b>ADMINISTRATION RECORDS (CONTINUED):</b>					
DBE-CERTIFICATION RECORDS - APPROVED	ACT+02	04	ADM/PURCH	ACT+06	MOVED TO FINANCE
DBE-CERTIFICATION RECORDS - DENIED	02	01	ADM/PURCH	03	MOVED TO FINANCE
DISTRICT-WIDE REGULATIONS	ACT	IND	ADM	IND	
ENGINEERING/CONSTRUCTION TECH DOCUMENTS (MOVED FROM OLD PLANNING/MARKETING ENTRY)	ACT+03	LOS+10	ADM	LOS+10	To be stored on CD or zip disk
ETHICS TRAINING PARTICIPATION CERTIFICATES	ACT	05	ADM	ACT+05	
GENERAL SVCS (MAIL/ SUPPLIES/ GRAPHICS)	03	NA	ADM	03	
GRANT MANAGEMENT FILES	ACT+01	0203	ADM (Grants)	ACT+03	GR
GRANT RECORDS (GRANT-FUNDED PROJECTS)	ACT+01	0203	ADM (Grants)	ACT+03	GR
INSURANCE - CALTIP STUDY SESSION PACKETS, AUDIT REPORTS, AGENDA PACKETS	ACT	03	ADM	ACT+03	
INTERNAL AUDITS	03	IND	ADM	IND	
INVESTIGATION FILES (INSPECTOR GENERAL)	ACT+02	IND	ADM	IND	
JOINT DEVELOPMENT PROJECT FILES	ACT+01	IND	ADM	IND	
LEASE FILES (INCLUDES PROPERTY MGMT.)	ACT+01	0506	ADM	ACT+06	
LEGAL COMPLIANCE DOCS (FTA)	06	IND	ADM (GRANTS)	IND	GR
MARKETING ACTIVITY RECORDS MOVED FROM OLD PLANNING/MARKETING ENTRY	03	NA	ADM	03	GR - To be stored on CD or zip disk
PUBLIC HEARING NOTICES	ACT	IND	ADM	IND	
RTC TRIENNIAL REVIEWS, FTA TRIENNIAL REVIEWS, CUSTOMER SERVICE COMPLAINTS	ACT	IND	ADM	IND	
PLANNING/FORECASTING (5-YR/30-YR)- MOVED FROM OLD PLANNING/MARKETING ENTRY	ACT+01	IND	ADM	IND	PA - To be stored on CD or zip disk
PROPERTY ACQUISITION (APPRAISAL)	ACT+01	IND	ADM	IND	
PROTEST FILE (CONTRACTS)	ACT+01	0203	ADM	ACT+03	GR
PURCHASING (IFB/RFP/SUCCESS BIDS & PROPS)	03	IND	ADM/PURCH	IND	MOVED TO FINANCE

## Santa Cruz Metropolitan Transit District Records Retention Schedule

Record Series Title	Years Active	Years Inactive	Office of Record	Total Yrs. Retention	Comment
<b>ADMINISTRATION RECORDS (CONTINUED):</b>					
PUBLIC AFFAIRS (PRESS RELEASES, PHOTOS)	05	IND	ADM	IND	
PURCHASING (UNSUCCESSFUL BIDS & PROPOSALS)	03	NA	ADM/PURCH	03	GR
PURCHASE ORDERS (REGULAR/YEARLY)	03	03	ADM/PURCH	06	GR
PUBLIC MEETING FILES	01	IND	ADM	IND	PA,GR
PUBLIC COMMENT LETTERS	01	IND	ADM	IND	PA,GR
REAL ESTATE GENERAL FILES	ACT+04	IND	ADM	IND	
S RTP MOVED FROM PREVIOUS PLANNING/MARKETING ENTRY	IND	IND	ADM	IND	PA - To be stored on CD or zip disk
TAPE RECORDINGS OF PUBLIC HEARINGS, COMMITTEE MEETINGS AND OTHER MEETINGS OTHER THAN BOARD OF DIRECTORS' MEETINGS (IF RECORDED)	60 DAYS	0	ADM	60 DAYS	
TRAVEL DOCUMENTS/EMPLOYEE TRAINING/TRAVEL PACKETS	ACT	0103	ADM	ACT+0103	
TRAINING ANNOUNCEMENT	ACT	0	ADM	ACT	
UNIONS - GRIEVANCES, CORRESPONDENCE, ARBITRATION PROCEEDINGS, LABOR AGREEMENTS	ACT	IND	ADM	IND	
VEHICLE REHAB & PURCHASE	ACT+04	0204	ADM	ACT + 04	
WARRANTIES	ACT	IND	ADM	IND	

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## Santa Cruz Metropolitan Transit District Records Retention Schedule

Record Series Title	Years Active	Years Inactive	Office of Record	Total Yrs. Retention	Comment
<b>FACILITY MAINTENANCE RECORDS:</b>					
AIR COMPRESSOR CERTIFICATION	05	01	FAC./FLEET MAINT	LOS + 0106	
BUILDING BLUEPRINTS AS BUILTS	ACT	01	FAC. MAINT	ACT +01	GR
BUILDING SPECS	ACT	01	MAINTFAC.	ACT +01	GR
BUILDING WARRANTIES	ACT	01	MAINTFAC.	ACT +01	GR
BUS STOP BLUEPRINTS AS BUILTS	ACT	01	MAINTFAC.	ACT +01	GR
CONSTRUCTION/ENCROACHMENT PERMITS/RIDERS	ACT +01	LOS + 10	MAINTFAC	LOS + 10	LOS
EMPLOYEE MEDICAL RECORDS - HAZARD EXPOSURE	ACT	IND	MAINTFAC	IND	
ENVIRON/ TESTING/ EXPOSURE/ MONITORING REPORT	01	29	MAINTFAC	30	
EQUIPMENT WARRANTIES	ACT	01LOS	MAINTFAC.	LOS	GR
HAZCOM TRAINING RECORDS	IND	IND	MAINTFAC.	IND	
HAZARDOUS MAT. CHEM INV. FORMS (HCS-88)	ACT	IND	MAINTFAC	IND	
HAZARDOUS WASTE MANIFEST FORMS	03	IND	MAINTFAC	IND	
MATERIAL SAFETY DATA SHEETS	ACT	IND	MAINTFAC	IND	
NOISE EXPOSURE/ AUDIOMETRIC TESTING	02	IND	MAINTFAC	IND	
RELEASE REPORT	03	01	MAINTFAC	04	
UNDERGROUND STORAGE TANK PERMITS	ACT+01	LOS +01	MAINTFAC	INDLOS	

## Santa Cruz Metropolitan Transit District Records Retention Schedule

Record Series Title	Years Active	Years Inactive	Office of Record	Total Yrs. Retention	Comment
<b>FINANCE RECORDS:</b>					
ACCTS PAYABLE & RECEIV VOUCHERS/ INVOICES	0201	06	FINANCE	0807	GR
ACCT INFORMATION RPTS	02-01	0806	FINANCE	1007	
ACCT JOURNAL/ LEDGERS	0201	0806	FINANCE	1007	V
ACCRUAL ADJUSTMENT REPORTS	01	0406	FINANCE	0207	
ADMIN COMP TIME, FLOATING HOLIDAY BALANCE REPORT	02-01	0406	FINANCE	0607	
ANNUAL LEAVE, SICK LEAVE, PERSONAL LEAVE BALANCE REPORT	0201	0406	FINANCE	0607	
ASSETS RECONCILIATION TO PHYSICAL COUNT	ACT	03	FINANCE	ACT+03	GR
ATTENDANCE REGISTER/PAYROLL	02	0405	FINANCE	0607	
ATTRIBUTABLE INCOME REPORTS	0402	0405	FINANCE	0207	
BAD DEBTS/UNCOLLECTABLE ACCT RECORDS	ACT+03 01	0306	FINANCE	ACT+0607	
BANK STATEMENTS	0201	0406	FINANCE	0607	
BANKING (DEPOSITS/CANCELLED CHECKS)	0201	0406	FINANCE	0607	
BOND/DEBENTURE/INVESTMENT RECORDS	ACT+03	IND	FINANCE	IND	V
BUDGET (ANNUAL)	ACT+04 02	IND	FINANCE	IND	PA
BUDGET (ANNUAL) SUPPORT DOCUMENTS	ACT +0202	NA08	FINANCE	ACT+0210	
CASH RECEIPT LEDGER	0201	0406	FINANCE	0607	
DBE CERTIFICATION RECORDS - APPROVED	ACT	06	FINANCE/ PURCH	ACT+06	MOVED FROM ADM
DBE CERTIFICATION RECORDS - DENIED	02	01	FINANCE/ PURCH	03	MOVED FROM ADM
DEEDS OF TRUST	IND	NA	FINANCE	IND	LOS
DEDUCTIONS LIST FICHE	ACT02	IND05	FINANCE	ACT07	
DEDUCTIONS MASTER LOG FILE SUMMARY	01	01	FINANCE	02	
DEPOSIT SLIP BOOKS	02	05	FINANCE	07	
EARNINGS HISTORY FICHE	ACT02	IND05	FINANCE	IND07	
EARNINGS LIST FICHE	ACT02	IND05	FINANCE	IND07	
EMPLOYEE MASTER LOG FILE SUMMARY	01	01	FINANCE	02	

## Santa Cruz Metropolitan Transit District Records Retention Schedule

Record Series Title	Years Active	Years Inactive	Office of Record	Total Yrs. Retention	Comment
<b>FINANCE RECORDS (CONTINUED):</b>					
EMPLOYEE PAYROLL DATA (ON MICROFICHE)	ACT02	IND05	FINANCE	IND07	
EMPLOYEE PAYROLL FILE	ACT+01 ACT	IND07	FINANCE	INDACT+07	
FIXED ASSET INVENTORY LISTING	ACT	03	FINANCE	ACT +03	GR
FIXED ASSET RECORDS - PERMANENT	ACT+01	IND	FINANCE	IND	
FINANCE GENERAL	0301	NA02	FINANCE	03	
FINANCIAL AUDITS (EXTERNAL)	4001	IND	FINANCE	IND	V
GFI REPORTS	02	05	FINANCE	07	
HEALTH DEDUCTIONS RECORDS	01	01	FINANCE	02	MOVED TO HUMAN RESOURCES
HOURS ACCUMULATOR REPORT	0102	0105	FINANCE	0207	
INSURANCE (POLICIES/AMENDMENTS)	ACT+01	IND	FINANCE	IND	V
HARTFORD SUPPLEMENTAL LIFE DEDUCTIONS RECORDS	0102	0105	FINANCE	0207	
LOBBYIST REPORTS (QUARTERLY)	02	05	FINANCE	07	
MASTER FILE FICHE	ACT02	IND05	FINANCE	IND07	
METRO HOURS REPORT	0102	0305	FINANCE	0407	
NOTICE - PAY RATE FOR BUS OPERATORS	01ACT	0107	FINANCE	02ACT+07	SEE EMPLOYEE FILE
NOTICE - PAY RATE FOR MANAGEMENT	01ACT	0107	FINANCE	02 ACT+07	SEE EMPLOYEE FILE
NOTICE - PAY RATE FOR PSA	01ACT	0107	FINANCE	02 ACT+07	SEE EMPLOYEE FILE
NOTICE - PAY RATE FOR SEA	01ACT	0107	FINANCE	02 ACT+07	SEE EMPLOYEE FILE
NOTICE - PAY RATE FOR VMU	01ACT	0107	FINANCE	02ACT+07	SEE EMPLOYEE FILE
PAYROLL ADJUSTMENTS REPORTS	0102	0105	FINANCE	0207	
PAYROLL INTERFACE	02	0405	FINANCE	0607	
PAYROLL RECORDS-- DUBOIS/TIMESHEETS - DUBOIS	ACT	IND07	FINANCE	ACT+07IND	
PAYROLL REGISTER	02	0405	FINANCE	0607	
PENSION SUMMARY INFORMATION	ACT	IND	FINANCE	IND	DELETE ENTRY
PERS FILES INCLUDING VARIOUS MEMBER STATEMENT DATA	02	NA	FINANCE	02	MOVED TO HUMAN RESOURCES
PURCHASING (IFB/RFP/SUCCESS BIDS & PROPS)	03	IND	FINANCE/ PURCH	IND	MOVED FROM ADM

Santa Cruz Metropolitan Transit District  
Records Retention Schedule

Record Series Title	Years Active	Years Inactive	Office of Record	Total Yrs. Retention	Comment
<b>FINANCE RECORDS (CONTINUED):</b>					
PSA-UNION DUES NOTICES	01 ACT	0107	FINANCE	02 ACT+07	SEE EMPLOYEE FILE
SALES TAX ALLOCATION (ON MICROFICHE)	0301	IND	FINANCE	IND	
SEA-UNION DUES NOTICES	01	01	FINANCE	02	
SEIU-LOCAL 415 UNION COPE DEDUCTIONS	0102	0105	FINANCE	0207	
SIGNATURE LOG FOR PAY WARRANTS	01	01	FINANCE	02	
STATE DISABILITY INSURANCE RECORDS	01	01	FINANCE	02	FINANCE & HR DO NOT KEEP THESE RECORDS
STATUS CHANGE REPORTS	01	NA	FINANCE	01	MOVED ENTRY TO HUMAN RESOURCES
TIME BANK RECORDS	ACT02	IND05	FINANCE	ACT07	
TIME SHEETS	0203	IND04	FINANCE	IND07	GR
TRUST WARRANT CLAIMS	0102	0105	FINANCE	0207	
UTU-LOCAL 23 UNION BILL BACKS RECORDS	01	01	FINANCE	02	
UNION/UTU-LOCAL 23 CORRESPONDENCE	ACT02	0105	FINANCE	ACT+0107	
UNION/UTU-LOCAL 23 INSURANCE NOTICES	0102	0105	FINANCE	0207	
UNION/UTU-LOCAL 23 TPEL NOTICES	0102	0105	FINANCE	0207	
UTU-LOCAL 23-UNION DUES NOTICES	01	01	FINANCE	02	
VAULT ROOM DAILY DATA BALANCE SHEETS	02	05	FINANCE	07	
VEHICLE TITLES	IND	NA	FINANCE	IND	LOV
VMU-UNION DUES NOTICES	01	01	FINANCE	02	
WIRE TRANSFER BOOKS	0202	0205	FINANCE	0407	V

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## Santa Cruz Metropolitan Transit District Records Retention Schedule

Record Series Title	Years Active	Years Inactive	Office of Record	Total Yrs. Retention	Comment
<b>FLEET MAINTENANCE RECORDS:</b>					
ACCIDENT APPRAISAL REPORTS (COPIES)	01	06 MO	FLEETMAINT	18 MO	
AIR COMPRESSOR CERTIFICATION	05	01	FLEET/FAC MAINT	01-06	
BLUE FUEL CARDS	03 MO	10 MO	FLEETMAINT	01-YR/01-MO 13 MO	
BUS MAINTENANCE AND REPAIR RECORDS (BUS #2210-2238 AND BUS #2301-2311)	IND	IND	MAINT	IND	
DAILY FUEL/SERVICING	03 MO	10 MO	FLEETMAINT	01YR/ 01-MO-13 MO	
DAILY SHIFT ATTENDANCE RECORD (DSAR'S) ORIGINALS IN FLEET	01 MO	01	FLEETMAINT	01-13 MO	
DRIVER'S LICENSE PULL NOTICE & DMV RECORDS	ACT+01	01	OPS, FLEETMAINT	ACT+01	
DRIVER VEHICLE CHECK SHEET ORIGINALS	06-MO03	NA	FLEETMAINT	06-MO03	
EMPLOYEE ATTENDANCE RECORDS ORIGINALS IN FLEET MAINT.	01	07	FLEETMAINT	0708	
FLEET MAINTENANCE PLAN ONLY	05	IND	FLEETMAINT	05IND	
INSPECTION FORMS (A-E) ORIGINALS	03 MO	02	FLEETMAINT	0227 MO	
INVENTORY COUNTS	01	07	FLEETMAINT	0708	
INVENTORY VALUATIONS (MO END/YR END)	01	07	MAINT FLEET	0708	
LICENSES/PERMITS (VEHICLES)	ACT	03	MAINT FLEET	ACT+03	
MONTH END REPORTS	01	07	MAINT FLEET	ACT+-0708	
REQUESTS FOR TIME OFF (RTO'S)	03 MO	01	MAINT FLEET	01-15 MO	
UNDERGROUND STORAGE TANK REPORTS	01	IND	MAINT FLEET	IND	
VEHICLE HISTORIES	ACT	05	MAINT FLEET	ACT +0 5	
VEHICLE OPACITY READINGS	01	01	MAINT FLEET	02	
VEHICLE REGISTRATION	ACT	ACTFN/A	MAINT FLEET	ACT	
VEHICLE WARRANTIES IN VEHICLE FILES	ACT	05	MAINT FLEET	ACT + 05	
WORK ORDERS	03 MO	15-MO03	MAINT FLEET	18-MO03+03-MO	DISCARDED

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## Santa Cruz Metropolitan Transit District Records Retention Schedule

Record Series Title	Years Active	Years Inactive	Office of Record	Total Yrs. Retention	Comment
<b>HUMAN RESOURCES RECORDS:</b>					
BENEFITS/INSURANCE PLANS	ACT	10	HR	ACT+10	V
COMPLAINT FILES EEOC/DFEH	ACT	05	HR	ACT+05	
DISCIPLINARY APPEALS/GRIEVANCES (LEVELS 1 AND 2; ARBITRATION)	ACT	04	HR	ACT+04	
DOCUMENTATION OF REFUSALS OF REQUIRED ALCOHOL/DRUG TESTS	05	01	HR	06	
DRUG & ALCOHOL COLLECTION & EMPLOYEE TRAINING	02	01	HR	03	
DRUG & ALCOHOL FOLLOW-UP TEST RESULTS AND SCHEDULES	05	01	HR	06	
DRUG & ALCOHOL INSPECTION, MAINTENANCE AND CALIBRATION OF EBTS	02	01	HR	03	
DRUG & ALCOHOL NEGATIVE TEST RESULTS	01	01	HR	02	V
DRUG & ALCOHOL POSITIVE TEST RESULTS	05	01	HR	06	
DRUG & ALCOHOL SAP & MIS REPORTS SUBMITTED TO FTA	05	01	HR	06	
DRUG & ALCOHOL TEST RESULTS FROM PREVIOUS EMPLOYERS	03	01	HR	04	
EEO/AA PLAN	ACT	05	HR	ACT+05	
EMPLOYEE ACCIDENT/INJURY (W/C)	ACT	05	HR	ACT+05	
EMPLOYEE BENEFIT FILES	ACT	10	HR	ACT+10	
EMPLOYEE PERSONNEL FILES	ACT	07	HR	ACT +07	
EMPLOYEE SELECTION LISTS	03	07	HR	10	
HEALTH DEDUCTIONS RECORDS	ACT	10	HR	ACT+10	MOVED ENTRY FROM FINANCE
I-9 FORMS	ACT	03	HR	ACT +03	
JOB FLYERS	02	02	HR	04	
LABOR CONTRACTS	ACT	IND	HR	IND	V
LABOR NEGOTIATION FILES	ACT+03	IND	HR	IND	
OSHA 300 LOG & SUMMARY	06	NA	HR	06	
PERS FILES INCLUDING VARIOUS MEMBER STATEMENT DATA	ACT	10	HR	ACT+10	MOVED ENTRY FROM FINANCE
SALARY SCHEDULE RECORDS	03	03	HR	06	
STATUS CHANGE REPORTS	ACT	07	HR	ACT+07	MOVED ENTRY FROM FINANCE
TRAINING/EMPLOYEE DEVELOPMENT FILES	ACT	03	HR	ACT+03	

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## Santa Cruz Metropolitan Transit District Records Retention Schedule

Record Series Title	Years Active	Years Inactive	Office of Record	Total Yrs. Retention	Comment
<b>IT RECORDS:</b>					
<u>BART CAVALLARO TRANSIT CENTER SURVEILLANCE VIDEO</u>	<u>30DAYS</u>	<u>11MO</u>	<u>Cavallaro Station</u>	<u>01</u>	<u>MOVED FROM OPS</u>
<u>EMAIL MESSAGES ON SERVERS</u>	<u>01 MO</u>	<u>NA</u>	<u>IT</u>	<u>01 MO</u>	
<u>ELECTRONIC BUILDING ACCESS RECORDS</u>	<u>30 DAYS</u>	<u>11 MO</u>	<u>Fueling Facility</u>	<u>01</u>	<u>MOVED FROM OPS</u>
<u>PACIFIC STATION SURVEILLANCE VIDEO</u>	<u>20DAYS</u>	<u>00</u>	<u>Pacific Station</u>	<u>20 DAYS</u>	<u>Stored on DVR until overwritten</u> <u>MOVED FROM OPS</u>
<u>VAULT ROOM/VIDEO SURVEILLANCE FUELING FACILITY</u>	<u>30 DAYS</u>	<u>11MO</u>	<u>Fueling Facility</u>	<u>01</u>	<u>MOVED FROM OPS</u>
<b>LEGAL RECORDS:</b>					
<u>ADA/504 COMPLAINTS</u>	<u>03</u>	<u>07</u>	<u>LEGAL</u>	<u>10</u>	
<u>ACTUARIAL REPORTS</u>	<u>03</u>	<u>07</u>	<u>LEGAL</u>	<u>10</u>	
<u>AUDITOR REPORTS</u>	<u>03</u>	<u>07</u>	<u>LEGAL</u>	<u>10</u>	
<u>BOARD OF DIRECTORS REPORTS ON OPEN/CLOSED CASE FILES</u>	<u>03</u>	<u>07</u>	<u>LEGAL</u>	<u>10</u>	
<u>CLAIM/LITIGATION CASE FILES</u>	<u>ACT+01</u>	<u>0910</u>	<u>LEGAL</u>	<u>ACT+10</u>	
<u>COLLECTION FILES</u>	<u>ACT</u>	<u>05</u>	<u>LEGAL</u>	<u>ACT +05</u>	
<u>COURT ORDER/ AGENCY COMPLIANCE DOCUMENTS</u>	<u>ACT</u>	<u>09</u>	<u>LEGAL</u>	<u>ACT+1009</u>	
<u>FMLA/CFRA/PDL DOCUMENTS &amp; NOTICES</u>	<u>ACT</u>	<u>10</u>	<u>LEGAL</u>	<u>ACT+10</u>	
<u>KINCARE DOCUMENTATION</u>	<u>ACT</u>	<u>10</u>	<u>LEGAL</u>	<u>ACT+10</u>	
<u>LEGAL BEAGLE</u>	<u>ACT</u>	<u>03</u>	<u>LEGAL</u>	<u>ACT+03</u>	
<u>LEGAL OPINIONS</u>	<u>IND</u>	<u>IND</u>	<u>LEGAL</u>	<u>IND</u>	
<u>LEGAL SERVICE COPIES (SUBPOENAS; DECLARATIONS; RECORDS REQUESTS)</u>	<u>ACT</u>	<u>03-04</u>	<u>LEGAL</u>	<u>ACT +0-403</u>	
<u>NATIONAL TRANSIT DATABASE REPORTING</u>	<u>02</u>	<u>03</u>	<u>LEGAL</u>	<u>05</u>	
<u>ORIGINAL DISPOSITIONAL SUMMARY MEMORANDUMS/SETTLEMENT AGREEMENTS AND RELEASES</u>	<u>IND</u>	<u>IND</u>	<u>LEGAL</u>	<u>IND</u>	
<u>PUBLIC RECORDS REQUESTS</u>	<u>03</u>	<u>07</u>	<u>LEGAL</u>	<u>10</u>	
<u>RECORDS RETENTION SCHEDULE</u>	<u>ACT</u>	<u>IND</u>	<u>LEGAL</u>	<u>IND</u>	

## Santa Cruz Metropolitan Transit District Records Retention Schedule

Record Series Title	Years Active	Years Inactive	Office of Record	Total Yrs. Retention	Comment
<b>OPERATIONS RECORDS:</b>					
<u>ACCIDENT REVIEW DATABASE</u>	01	N/A	OPS	01	
<u>BSAC COMMITTEE RECORDS</u>	01	N/A	OPS	01	
<u>COPY OF DRIVER'S LICENSE, &amp; MEDICAL CARDS, VTT TRAINING RECORDS &amp; PULL NOTICES</u>	ACT	NA	OPS	INDACT	
<u>CUSTOMER SERVICE COMPLAINT</u>	ACT	03	OPS	ACT+03	
<u>CUSTOMER SERVICE COMPLAINT DATABASE</u>	ACT	05	OPS	ACT+05	
<u>DISCOUNT FARE POLICY DATABASE</u>	ACT	05	OPS	ACT+05	
<u>DISCOUNT FARE POLICY RECORDS</u>	ACT	NA	OPS	ACT	
<u>HEADWAYS-</u>	ACT+01	IND	OPS	IND	To be stored on CD or zip disk
<u>IIPP COMMITTEE RECORDS</u>	01	N/A	OPS	01	
<u>LABOR MANAGEMENT COMMITTEE RECORDS</u>	01	N/A	OPS	01	
<u>OPERATORS DAILY TIME RECORDS &amp; PAYROLL</u>	01ACT	05	OPS	06ACT+05	
<u>OPERATIONS CONTROL CENTER TAPES</u>	01	NA	OPS	01	
<u>OPERATIONS EQUIPMENT DAMAGE RPT.</u>	01	06	OPS	06	
<u>OPERATIONS PLANNING LINE FILES</u>	ACT	03	OPS	ACT+03	To be stored on CD or zip disk
<u>OPERATIONS SCHEDULING RECORDS</u>	02	05	OPS	1007	
<u>OPERATIONS PULLOUT SHEETS</u>	01 MO	0503	OPS	1003+01MO	
<u>OPS CTRL-CTR-DIV TELEPHONE TAPES</u>	03	IND	OPS	IND	
<u>OPS NEWSLETTERS/OPS STAFF MEMOS</u>	03ACT	IND03	OPS	INDACT+03	
<u>OPERATIONS SAFETY &amp; TRAINING RECORDS</u>	05	NA	OPS	05	
<u>PASS SELLERS RECORDS</u>	01	02	OPS	03	To be stored on CD or zip disk
<u>TELEPHONE AND RADIO RECORDINGS</u>	01	01	OPS	02	
<u>VEHICLE ACCIDENT/INCIDENT REPORTS PACKETS</u>	01 MOACT	1006	OPS	10ACT+06	
<u>OPERATIONS YARD VIDEO SURVEILLANCE TAPES VIDEO SECURITY RECORDINGS</u>	30-31 DAYS	0	OPS	30-31 DAYS	
<u>BASE RADIO RECORDINGS (DISPATCH &amp; TELEPHONE LINES)</u>	60 DAYS	02	OPS	02+60 DAYS	
<u>VAULT ROOM/VIDEO SURVEILLANCE FUELING FACILITY</u>	30-DAYS	11MO	Fueling Facility	01	MOVED TO IT
<u>ELECTRONIC BUILDING ACCESS RECORDS</u>	30-DAYS	11-MO	Fueling Facility	01	MOVED TO IT
<u>BART CAVALLARO TRANSIT CENTER SURVEILLANCE VIDEO</u>	30DAYS	11MO	Cavallaro Station	01	MOVED TO IT
<u>PACIFIC STATION SURVEILLANCE VIDEO</u>	20DAYS	00	Pacific Station	20-DAYS	Stored on DVR until overwritten MOVED TO IT

12.9.14

## Santa Cruz Metropolitan Transit District Records Retention Schedule

<u>QUALITY OF WORK COMMITTEE RECORDS</u>	<u>01</u>	<u>N/A</u>	<u>OPS</u>	<u>01</u>	
<u>SAFETY AND HEALTH COMMITTEE RECORDS</u>	<u>01</u>	<u>N/A</u>	<u>OPS</u>	<u>01</u>	
<u>SECURITY - OFFICER DAILY LOGS</u>	<u>30 DAYS</u>	<u>30 DAYS</u>	<u>OPS</u>	<u>60 DAYS</u>	
<u>SECURITY - INCIDENT REPORTS</u>	<u>30 DAYS</u>	<u>11 MO</u>	<u>OPS</u>	<u>01</u>	
<u>SPARC COMMITTEE RECORDS</u>	<u>01</u>	<u>N/A</u>	<u>OPS</u>	<u>01</u>	
<u>METRO CENTER BICYCLE ABATEMENT</u>	<u>30 DAYS</u>	<u>11 MO</u>	<u>OPS</u>	<u>01</u>	

12.9.15

## Santa Cruz Metropolitan Transit District Records Retention Schedule

Record Series Title	Years Active	Years Inactive	Office of Record	Total Yrs. Retention	Comment
<b>PARACRUZ RECORDS:</b>					
EMPLOYEE PERSONNEL FILES	ACT	07	PARACRUZ	ACT+07	
PAYROLL RECORDS	ACT	IND	PARACRUZ	IND	
ACCIDENT REPORTS	ACT01 MO	0506	ADM/ PARACRUZ OPS	ACT+05 06+01MO	
VIDEO RECORDINGS	30-03 DAYS	00	PARACRUZ OPS	30-03 DAYS	Stored on DVR- until overwritten
TELEPHONE RECORDINGS	01	01	PARACRUZ OPS	02	
MANIFESTS	01	05	OPSPARACR UZ	06	
DAILY PASSENGER LISTS	01	05	OPSPARACR UZ	06	
ALPHA LISTS OF ELIGIBLE PASSENGERS	01	02	OPSPARACR UZ	03	
CUSTOMER SERVICE REPORTS	01	IND	OPSPARACR UZ	IND	
SUBSCRIPTION RIDE RECORDS	02	06	OPSPARACR UZ	08	STORED IN TRAPEZE
ADA FILES	03	02	OPSPARACR UZ	05	
ADA files (1991-2003)	03	02	OPSPARACR UZ	05	
APPEALS RECORDS	ACT	04	OPSADMIN/ PARACRUZ	ACT+04	
DAILY ASSESSMENT CALENDAR	01	02	OPSADMIN/ PARACRUZ	03	
IMMEDIATE NEED REQUESTS	01	02	OPSADMIN/ PARACRUZ	03	
VISITOR STATUS REQUESTS	01	02	OPSADMIN/ PARACRUZ	03	
MONTHLY RECERTIFICATION NOTICES	01	02	OPSADMIN/ PARACRUZ	03	
PROCESSED CERTIFICATIONS AND RECERTIFICATIONS	01	02	OPSADMIN/ PARACRUZ	03	

## Santa Cruz Metropolitan Transit District Records Retention Schedule

<u>CODES:</u>	<u>DEFINITIONS:</u>
ACT	WHILE ACTIVE (INCLUDES "VEHICLE LIFE"; "EMPLOYMENT PERIOD")
ADM	ADMINISTRATION DEPARTMENT
<u>CFRA</u>	<u>CALIFORNIA FAMILY RIGHTS ACT</u>
DEPT	DEPARTMENT
FAC	FACILITIES MAINTENANCE DEPARTMENT
FINANCE	FINANCE DEPARTMENT
FLEET	FLEET MAINTENANCE DEPARTMENT
<u>FMLA</u>	<u>FAMILY MEDICAL LEAVE ACT</u>
GR	IF GRANT-FUNDED (KEEP FOR <u>MINIMUM OF 3 YEARS</u> AFTER CLOSE OF GRANT AND 3 YEARS AFTER CLOSE OF ANY LITIGATION ON PROJECT)
HR	HUMAN RESOURCES DEPARTMENT
IND	INDEFINITE
LEGAL	LEGAL DEPARTMENT
LOS	LIFE OF SYSTEM
LOV	LIFE OF VEHICLE
IT	INFORMATION TECHNOLOGY
<u>MAINT</u>	<u>MAINTENANCE DEPARTMENT</u>
MO	MONTH
NA	NOT APPLICABLE
OPS	OPERATIONS DEPARTMENT
PA	POTENTIALLY ARCHIVAL
<u>PDL</u>	<u>PREGNANCY DISABILITY LEAVE</u>
PURCH	PURCHASING
UC	UPON COMPLETION
V	VITAL RECORD
WC	WHEN CREATED
WU	WHEN USEFUL
YRS	YEARS

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

## STAFF REPORT

**DATE:** May 22, 2009

**TO:** Board of Directors

**FROM:** Margaret Gallagher, District Counsel

**SUBJECT:** **CONSIDERATION OF IMPLEMENTING AN ADOPT-A-STOP BUS STOP BENCH/SHELTER DONATION PROGRAM INCLUDING ALLOWING DONORS TO PLACE THEIR NAMES OR BUSINESS LOGOS ON THE DONATED FACILITIES FOR PUBLIC RECOGNITION**

### I. RECOMMENDED ACTION

**Approve the Regulation entitled, "Adopt-A-Stop Bus Stop Bench/Shelter Donation Program" which authorizes Individuals, Organizations and/or Businesses to pay for all or part of these Facilities and allows the Donors to have their Names or Business Logos on the Facility for Public Recognition of the Donation.**

### II. SUMMARY OF ISSUES

- Bus Benches and Shelters with seating are needed at various Bus Stops throughout METRO's fixed route service area to maintain a comfortable atmosphere at the bus stops and to protect METRO's passengers from inclement weather.
- A Bus Bench costs approximately \$500 plus installation costs. Bus Shelters generally cost approximately \$7,500 plus installation costs. Some Bus Stops require extensive renovations to the area in order to obtain compliance with the Americans With Disabilities Act (ADA) before a shelter or bench can be put into place.
- A member of the public inquired of METRO staff whether METRO had a program that would allow an organization that she is affiliated with to pay for a bus bench or shelter in exchange for the organization's Logo being placed on the facility during the life of the bus bench/shelter.
- The Board of Directors discussed the Adopt-A-Stop Bus Stop Bench/Shelter Donation Program (Adopt-A-Stop Program) at its February 13, 2009, regular meeting and provided direction with regard to the contents of a potential regulation formalizing the program.

### III. DISCUSSION

Bus benches and bus shelters with seating are needed at various bus stops for passenger comfort and to protect METRO's passengers from inclement weather. METRO's fixed route service utilizes approximately 1,100 bus stops throughout its fixed route system. Over the years METRO has used State Transit Assistance (STA) funds to pay for bus benches and the bus

shelters. With the state budget elimination of the STA Program, METRO is looking to other resources to promote its bus bench and bus shelter program.

METRO staff received an inquiry from a member of the public asking if an individual or organization paid the costs of a bus bench and/or shelter could their name or logo be placed on the facility to identify them as the donor. METRO staff informed the individual that METRO currently does not have such a program but that at a minimum the matter would have to be reviewed and approved by the METRO Board of Directors.

Public Utilities Code Section 98233 authorizes METRO to accept gifts as follows:

The district may take by grant, purchase, gift, devise or lease, or condemn in proceedings under eminent domain, or otherwise acquire, and hold and enjoy, real and personal property of every kind within or without the district necessary to the full or convenient exercise of its powers.

Through the adoption of an Adopt-A-Stop Program, the Board of Directors would authorize METRO staff to facilitate a donation by individuals and businesses including nonprofit organizations for bus benches and bus stop shelters at specific locations throughout METRO's fixed route service area. In exchange for the donation, METRO would allow the individual or organizations' name to be carved into the bus bench or place the individual's name, business or organization's name or logo on the bus shelter for the life of the facility. If an organization wants a particular stop to have their name on the shelter, as long as contribution for all or part of the cost of a shelter was provided to METRO, the Donor would be able to select whatever shelter they wanted to have their name/logo placed on it on a first come first serve basis. The name/logo on a bus bench would be limited in scope to the back portion of the bench and have to be carved into the wood frame of the bench. The name/logo placed on the bus stop shelter could be limited in size so as not to take up too much space on the shelter itself, for example, 6"x 6" in size.

METRO staff have prepared a regulation which is set forth in Attachment A for review and possible adoption.

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

Adoption of this program would facilitate the purchase of bus benches and shelters without costs to METRO.

#### **V. ATTACHMENTS**

**Attachment A:** Proposed Regulation entitled, "Adopt-A-Stop Bus Bench/Shelter Donation Program"

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

## Attachment A

Regulation Number: AR-[get from Cindy]

Computer Title: [get from Cindy]

Effective Date:

**DRAFT 5/15/09**

Pages: 6

**TITLE: ADOPT-A-STOP BUS BENCH/SHELTER DONATION PROGRAM**

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### Procedure History

#### **NEW POLICY**

May 22, 2009

#### **SUMMARY OF POLICY**

New Policy

#### **APPROVED**

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## **I. POLICY**

- 1.01 The Santa Cruz Metropolitan Transit District (METRO) is committed to providing its passengers with safe, efficient and comfortable public transportation services. Part of this service includes providing bus benches and bus shelters for the comfort, safety and protection of METRO's bus passengers. Through its Adopt-a-Stop Bus Bench/Shelter Donation Program (hereinafter Adopt-A-Stop Program), METRO is seeking general financial assistance for its bus benches and shelters.
- 1.02 METRO's Adopt-A-Stop Program encourages individuals, businesses, groups or organizations to provide funds for a bus bench or a bus shelter (with seats) at a bus stop located on one of METRO's fixed routes.
- 1.03 The METRO Board of Directors finds and declares that it is in METRO's best interests to initiate and promote the Adopt-A-Stop Program to allow individuals, businesses, groups and organizations to fund Bus Stop improvements as set forth in this regulation.

## **II. APPLICABILITY**

- 2.01 This policy applies to all individuals, businesses, groups and organizations who choose to participate in METRO's Adop-A-Stop Program.
- 2.02 METRO reserves the right to modify the terms and conditions of this regulation or to modify or terminate this program at any time.

## **III. DEFINITIONS:**

- 3.01 "Sponsor" refers to the individual, business, group or organization that chooses to participate in METRO's Adopt-A-Stop Program.

#### **IV. STANDARDS AND EXPECTATIONS**

- 4.01 The Adopt-A-Stop Program will allow METRO to continue to provide quality public transportation services while encouraging potential Sponsors to actively participate in funding bus stop and bus shelter improvements.
- 4.02 Sponsors can request a list of the current bus stop locations that are in need of a bus bench or shelter from METRO's Adopt-A-Stop Coordinator. The Sponsor may then select a bus stop location from the list. This selection is on a first come, first serve basis and is dependent on the needs of METRO, which is determined by METRO at its sole discretion.
- 4.03 If a Sponsor wants to select a location in which a bus bench/shelter is already present, but yet remains unclaimed by a sponsor, the Sponsor can pay for a bus bench/shelter at another location but have his/her name attached to the desired location.
- 4.04 Sponsors are responsible to provide all necessary funding for the bus bench or bus shelter at the sponsored stop, including the costs incurred by METRO for the installation of the bus bench/bus shelter if they wish to be the sole sponsor of the bus bench or shelter. Two or more Sponsors can fund a shelter. In that case, the Shelter will bear the name(s) and/or logo(s) of each Sponsor. Only one Sponsor may fund a bus bench. Allowance of the designated plaques, engravings or decals shall only take place after METRO has received all agreed upon costs.
- 4.05 If a Sponsor is willing to partially fund an existing shelter in the minimum amount of \$2500 plus the pro-rated cost of installation, he/she may have his/her name/logo placed on the shelter with the understanding that other Sponsors paying \$2500 plus their share of the installation costs, may also have their name/logo placed on that same shelter.
- 4.06 In exchange for the required donation, METRO will allow the Sponsor to have the name of the individual, business or organization engraved into the bus bench board. The engraving will remain for the life of the bench.
- 4.07 In exchange for the required donation, the Sponsor may have a his/her name, business or organization name or the business or organization logo or name, which will be installed on the approach side of the bus shelter for the life of the facility.
- 4.08 No other words or statements, other than the recognized name of the individual, business, or organization will be allowed. The name of the individual, business or organization on a shelter cannot exceed 2 feet in length and 1 foot in height. The business or organization logo will be limited in size to 6"x 6".
- 4.09 No Advertisements will be placed on the bus benches or shelters.
- 4.10 Sponsors are encouraged to check with their accountant or tax preparer regarding any tax deductions that may be available for their donation.

## V. HOW TO PARTICIPATE

- 5.01 Sponsors who wish to receive additional information about METRO's Adopt-A-Stop Program should:
1. Complete the *Adopt-A-Stop Bus Bench/Shelter Donation Program Application (Appendix A)*; or
  2. Contact the *Adopt-A-Stop Coordinator* at (831) 426-6080 ext. 108. to request a *Donation Program Application* and bus stop list for availability.
- 5.02 The completed *Application* should be returned to METRO for review and consideration.
- 5.03 A METRO Bus Stop Donation Agreement (*Appendix B*) must be completed and executed. METRO reserves the right to refuse to execute an Agreement if it determines it is not in METRO's best interests to do so.
- 5.04 Payment for engraving of the bus bench, plaque or decal to be installed on a bus shelter shall be paid directly to the engraver/creator by the Sponsor. METRO can provide the Sponsor with a list of possible engravers. Engraving and/or installation and/or placement of the plaque or decal shall be scheduled through METRO's Adopt-A-Stop Coordinator.
- 5.05 METRO shall not be responsible for the payment of any fees or charges related to the actual engraving or the creation and the installation or placement of a decal or plaque as provided herein. If the decal or plaque is damaged or destroyed, METRO will contact the Sponsor for replacement. Any replacement costs are the obligation of the Sponsor.
- 5.06 All required fees and charges pursuant to the Adopt-A-Stop Donation Agreement must be received before placement of a plaque, decal or engraving will be authorized and scheduled for installation.

## VI. ADMINISTRATION OF REGULATION

- 6.01 METRO will integrate the Adopt-A-Stop Bus Bench/Shelter Donation Program into its Policies and Procedures.

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT



## METRO BUS STOP DONATION APPLICATION

*Thank you very much for your interest in the Bus Stop Donation Program.*

<b>I would like to donate the cost for a:</b>	
<input type="checkbox"/>	<b>METRO Bus Stop Bench at \$500.00 + Installation Costs</b>
<input type="checkbox"/>	<b>METRO Bus Stop Shelter at \$7,500.00 + Installation Costs</b>
<input type="checkbox"/>	<b>METRO Bus Stop Shelter (Partial) \$2,500.00 + Installation Costs</b>

Please send me the Adopt-A-Stop Donation Agreement so I may adopt the stop on:

Street Name:	
Nearest Intersection:	
Street Name: (Second Choice)	

<b>I am interested in the <i>Bus Stop Donation Program.</i></b>
---

- Please send me more information.
- Please call me.

Name:	
Daytime Phone:	
Company or Organization:	
Address:	
City/Zip Code:	

\* **Submitting this Application:** Please submit your completed Application to:

Attn: **METRO Adopt-A-Stop Coordinator**  
Santa Cruz Metropolitan Transit District  
370 Encinal Street, Suite 100  
Santa Cruz, CA 95060

13.94

## SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

### METRO Adopt-A-Stop Donation Agreement

Santa Cruz Metropolitan Transit District (METRO) and \_\_\_\_\_  
(Name of Individual or business)

(“Sponsor”) agree to the terms and conditions set forth in METRO’s *Adopt-A-Stop Bus Bench/Shelter Donation Program* and those additional terms, as outlined below.

1. As a Sponsor, I agree to sponsor the bus stop at \_\_\_\_\_,  
which is located at the intersection of \_\_\_\_\_ & \_\_\_\_\_.
2. Sponsor agrees to pay \$500 plus the installation costs in the amount of \$\_\_\_\_\_ for a bus bench; or \$7,000 plus the installation costs in the amount of \$\_\_\_\_\_ for a bus shelter; or \$2500 for partial cost for a bus shelter plus the partial installation costs in the amount of \$\_\_\_\_\_ at the sponsored stop. All payments must be paid in full before the engraving, installation or placement of a plaque or decal on the facility. Upon receipt of the agreed upon costs, METRO will authorize and schedule the engraving or placement of a decal or plaque on the appropriate facility for the life of the facility. If the engraving, decal or plaque is destroyed or damaged, METRO, as soon as practicable, will notify the Sponsor for replacement at Sponsor’s sole cost.
3. Sponsor agrees that if this Agreement is terminated for any reason related to failure or neglect of the Sponsor to fulfill his/her obligations, the Sponsor will not be allowed to participate in the Bus Stop Donation program for at least six months from the date of termination in addition to any other civil remedies allowed by law.
4. Sponsor agrees this Agreement shall be effective from the date signed by METRO and continue for the life of the facility.
5. **Payment for engraving of the bus bench board, plaque, or decal to be installed on a bus shelter shall be paid directly to the engraver/installer/creator by the Sponsor.** Sponsor shall arrange through METRO’s Adopt-A-Stop Coordinator to schedule installation of the engraving on the designated bus bench, or the placement or installation of the plaque or decal on the designated bus shelter for the life of the facility.
6. METRO will maintain the facility. Sponsor shall contact METRO’s Adopt-A-Stop Coordinator at (831) 426-6080 ext. 108 to inform METRO of any graffiti, or other concerns with his/her adopted stop.
7. Notwithstanding any term or condition herein, METRO does not guarantee that its bus service will be maintained at the facility selected. To the best of its ability, it will notify the Sponsor if the Bus Stop is under consideration for removal or discontinuation of fixed route service.

\*(See reverse side for signature)

## SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

Sponsor and METRO agree that this Agreement may be terminated at the written request of the Sponsor or upon the determination by METRO that termination is in the best interest of METRO.

**Sponsor's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Individual/Organization Name: \_\_\_\_\_  
(Print Name)

**Approval of General Manager:** \_\_\_\_\_ **Date:** \_\_\_\_\_