

**REVISED  
AGENDA  
SANTA CRUZ METRO BOARD OF DIRECTORS  
SPECIAL MEETING OF MARCH 9, 2012  
9:00 AM**



*Mission Statement: "To provide a public transportation service that enhances personal mobility and creates a sustainable transportation option in Santa Cruz County through a cost-effective, reliable, accessible, safe, clean and courteous transit service."*

**THE BOARD MEETING AGENDA PACKET CAN BE FOUND ONLINE AT  
[WWW.SCMTD.COM](http://WWW.SCMTD.COM) AND IS AVAILABLE FOR INSPECTION AT SANTA CRUZ METRO'S  
ADMINISTRATIVE OFFICES LOCATED AT 110 VERNON STREET, SANTA CRUZ, CA**

***Director Lynn Robinson, City of Santa Cruz – Chair  
Director Daniel Dodge, City of Watsonville – Vice Chair  
Director Margarita Alejo, City of Watsonville  
Director Hilary Bryant, City of Santa Cruz  
Director Dene Bustichi, City of Scotts Valley  
Director Ron Graves, City of Capitola  
Director Michelle Hinkle, County of Santa Cruz  
Director Deborah Lane, County of Santa Cruz  
Director John Leopold, County of Santa Cruz  
Director Ellen Pirie, County of Santa Cruz  
Director Mark Stone, County of Santa Cruz  
Ex-Officio Director Donna Blitzer, UC Santa Cruz***

***Leslie R. White, General Manager / Secretary of the Board  
Margaret Gallagher, District Counsel***

**WATSONVILLE CITY COUNCIL CHAMBERS  
275 MAIN STREET  
WATSONVILLE, CALIFORNIA**

---

***INTERPRETATION SERVICES / SERVICIOS DE TRADUCCIÓN***

*Spanish language translation is available on an as needed basis. Please make advance arrangements with Tony Tapiz, Administrative Services Coordinator at 831-426-6080. Traducción al español está disponible de forma según sea necesario. Por favor, hacer arreglos por adelantado con Tony Tapiz, Coordinador de Servicios Administrativos al numero 831-426-6080.*

---

***AMERICANS WITH DISABILITIES ACT***

 *The City Council Chambers are located in an accessible facility. Any person who requires an accommodation or an auxiliary aid or service to participate in the meeting, or to access the agenda and the agenda packet, should contact Tony Tapiz, Administrative Services Coordinator, 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 Santa Cruz METRO regarding special requirements to participate in the Board meeting. For information regarding this agenda or interpretation services, please call Santa Cruz METRO at 831-426-6080.*

**REVISED  
AGENDA  
SANTA CRUZ METRO BOARD OF DIRECTORS  
SPECIAL MEETING OF MARCH 9, 2012  
PAGE 2 OF 5**

**WATSONVILLE CITY  
COUNCIL CHAMBERS  
275 MAIN STREET  
WATSONVILLE, CA**

**9:00 A.M.**

**NOTE: THE BOARD CHAIR MAY TAKE ITEMS OUT OF ORDER**

**SECTION I: OPEN SESSION**

**1. ROLL CALL**

**2. ORAL ANNOUNCEMENT: TODAY'S SPECIAL MEETING IS BEING BROADCAST BY COMMUNITY TELEVISION OF SANTA CRUZ.**

**3. ORAL AND WRITTEN COMMUNICATIONS**

*This time is set aside for Directors and members of the general public to address any item not on the Agenda which is within the subject matter jurisdiction of the Board. No action or discussion shall be taken on any item presented except that any Director may respond to statements made or questions asked, or may ask questions for clarification. All matters of an administrative nature will be referred to staff. All matters relating to Santa Cruz METRO will be noted in the minutes and may be scheduled for discussion at a future meeting or referred to staff for clarification and report. Any Director may place matters brought up under Oral and Written Communications on a future agenda. In accordance with District Resolution 69-2-1, speakers appearing at a Board meeting shall be limited to three minutes in his or her presentation, unless the Board Chair, at his or her discretion, permits further remarks to be made. Any person addressing the Board may submit written statements, petitions or other documents to complement his or her presentation. 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.*

- a. Naomi Gunther, MAC RE: Q-pod Restraint Device System in METRO buses
- b. Michael Mallon RE: Night service to the Rio Del Mar Flats area

**4. LABOR ORGANIZATION COMMUNICATIONS**

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

**CONSENT AGENDA**

*All items appearing on the Consent Agenda are recommended actions which are considered to be routine and will be acted upon as one motion. All items removed will be considered later in the agenda. The Board Chair will allow public input prior to the approval of the Consent Agenda items.*

**6-1. ACCEPT AND FILE PRELIMINARILY APPROVED CLAIMS FOR THE MONTH OF DECEMBER 2011**

Submitted by: Angela Aitken, Finance Manager

**6-2. MONTHLY BUDGET STATUS REPORTS YEAR TO DATE AS OF DECEMBER 31, 2011**

Submitted by: Angela Aitken, Finance Manager

**REVISED  
AGENDA  
SANTA CRUZ METRO BOARD OF DIRECTORS  
SPECIAL MEETING OF MARCH 9, 2012  
PAGE 3 OF 5**

**6-3. NOTICE OF ACTIONS TAKEN IN CLOSED SESSION**

Submitted by: Margaret Gallagher, District Counsel

Settlement – Chad Ellis, Claim #11-0029; Notification of Action – Santa Martha

**6-4. CONSIDERATION OF TORT CLAIMS: REJECT THE CLAIM OF LISA DOMBROSE, CLAIM #12-0005**

Submitted by: Margaret Gallagher, District Counsel

**6-5. ACCEPT AND FILE MINUTES REFLECTING VOTING RESULTS FROM APPOINTEES TO THE SANTA CRUZ COUNTY REGIONAL TRANSPORTATION COMMISSION FOR PREVIOUS MEETINGS**

Submitted by: Sherri Escobedo, Administrative Assistant

**6-6. CONSIDERATION OF ADOPTING A RESOLUTION AMENDING THE SANTA CRUZ METROPOLITAN TRANSIT DISTRICT RECORDS RETENTION SCHEDULE**

Submitted by: Margaret Gallagher, District Counsel

**6-7. CONSIDER AUTHORIZING THE GENERAL MANAGER TO EXECUTE THE AMBAG ENERGY WATCH ACCESS AGREEMENT TO ASSESS SANTA CRUZ METRO'S SECURITY LIGHTING NEEDS**

Submitted by: Thomas Hiltner, Grants/Legislative Analyst

**6-8. CONSIDERATION OF AUTHORIZING THE GENERAL MANAGER TO EXECUTE AN AMENDMENT TO THE MEMORANDUM OF UNDERSTANDING BETWEEN SANTA CRUZ METROPOLITAN TRANSIT DISTRICT AND THE SANTA CRUZ COUNTY REGIONAL TRANSPORTATION COMMISSION REGARDING PLANNING AND IMPLEMENTING AN ON BOARD TRANSIT RIDERSHIP STUDY IN ORDER TO ADDRESS ADDITIONAL FUNDING NEEDS TO COMPLETE THE PROJECT**

Submitted by: Tove Beatty, Grants/Legislative Analyst

**6-9. CONSIDERATION OF AUTHORIZING THE GENERAL MANAGER TO EXECUTE AN ASSIGNMENT OF LEASE TO NEW OWNERS OF TAQUERIA EL DANDY LEASING SPACE AT PACIFIC STATION**

Submitted by: Margaret Gallagher, District Counsel

**6-10. CONSIDERATION OF RATIFICATION OF THE ACTIONS OF THE MAINTENANCE MANAGER AND AUTHORIZING THE GENERAL MANAGER TO EXECUTE A CONTRACT AMENDMENT WITH STATE ELECTRIC GENERATOR IN AN AMOUNT NOT TO EXCEED \$2,919.98**

Submitted by: Erron Alvey, Purchasing Agent

**6-11. CONSIDERATION OF AUTHORIZING THE GENERAL MANAGER TO EXECUTE A CONTRACT EXTENSION WITH ATHENS ADMINISTRATORS FOR WORKERS' COMPENSATION CLAIMS SERVICES THROUGH APRIL 18, 2013 IN AN AMOUNT NOT TO EXCEED \$103,000**

Submitted by: Erron Alvey, Purchasing Agent

**REVISED  
AGENDA  
SANTA CRUZ METRO BOARD OF DIRECTORS  
SPECIAL MEETING OF MARCH 9, 2012  
PAGE 4 OF 5**

**REGULAR AGENDA**

7. **CONSIDERATION OF PROPOSED SMART CARD PROGRAM INCLUDING A NEW SMART CARD POLICY AND UPDATE TO FARE RESOLUTION 97-3-1**  
Presented by:       Ciro Aguirre, Operations Manager / Erich Friedrich, Junior Transit Planner
8. **CONSIDERATION OF ACCEPTING A GIFT OF SANTA CRUZ METRO ROADEO MEMORABILIA FROM RETIRED TRANSIT SUPERVISOR DENISE ROSSI**  
Presented by:       Margaret Gallagher, District Counsel
9. **CONSIDERATION OF ADOPTING SANTA CRUZ METRO'S "IMPROVING ACCESS FOR PEOPLE WITH LIMITED ENGLISH PROFICIENCY (LEP) IMPLEMENTATION PLAN"**  
Presented by:       Margaret Gallagher, District Counsel
10. **PRESENTATION ON WATSONVILLE TRANSIT PLANNING STUDY**  
Presented by:       Jim Moore, Moore & Associates
11. **ACCEPT AND FILE THE FY11 CALTRAN'S 5304 SMALL URBAN PLANNING GRANT FUNDED WATSONVILLE TRANSIT PLANNING STUDY**  
Presented by:       Erich Friedrich, Junior Transit Planner
12. **CONSIDERATION OF ISSUING A REQUEST FOR PROPOSAL FOR AN ARCHITECTURE/ENGINEERING FIRM TO CREATE A RE-DESIGN CONCEPT FOR RENOVATIONS OF THE WATSONVILLE TRANSIT CENTER**  
Presented by:       Liseth Guizar, Claims Investigator
13. **ORAL ANNOUNCEMENT: THE NEXT REGULARLY SCHEDULED BOARD MEETING WILL BE HELD FRIDAY, MARCH 23, 2012 AT 9:00 A.M. AT THE SANTA CRUZ CITY COUNCIL CHAMBERS LOCATED AT 809 CENTER STREET, IN SANTA CRUZ**  
Presented by:       Daniel Dodge, Vice Chair
14. **REVIEW OF ITEMS TO BE DISCUSSED IN CLOSED SESSION:** District Counsel
15. **ORAL AND WRITTEN COMMUNICATIONS REGARDING CLOSED SESSION**

**SECTION II: CLOSED SESSION**

1. **CONFERENCE WITH LEGAL COUNSEL**  
(Pursuant to Government Code Section 54957.6)

Name of Case:       Claim of Stephen Abbene, Claim #12-0004

**REVISED  
AGENDA  
SANTA CRUZ METRO BOARD OF DIRECTORS  
SPECIAL MEETING OF MARCH 9, 2012  
PAGE 5 OF 5**

**SECTION III: RECONVENE TO OPEN SESSION**

**16. REPORT OF CLOSED SESSION**

**17. ADJOURNMENT**

ADJOURN TO THE NEXT REGULARLY SCHEDULED BOARD MEETING ON FRIDAY, MARCH 23, 2012 AT 8:30 A.M. AT THE SANTA CRUZ CITY COUNCIL CHAMBERS LOCATED AT 809 CENTER STREET, SANTA CRUZ.

---

*Pursuant to Section 54954.2(a)(1) of the Government Code of the State of California, this agenda was posted at least 72 hours in advance of the scheduled meeting at a public place freely accessible to the public 24 hours a day.*

*The agenda packet and materials related to an item on this Agenda submitted to the Board of Directors after distribution of the agenda packet are available for public inspection in the Santa Cruz METRO Administrative Office (110 Vernon Street, Santa Cruz) during normal business hours. Such documents are also available on the Santa Cruz METRO website at [www.scmtd.com](http://www.scmtd.com) subject to staff's ability to post the document before the meeting.*



**METRO ADVISORY COMMITTEE**  
920 Pacific Avenue  
Santa Cruz, California 95060  
831-426-6080

Lynn Robinson, Chair  
METRO Board of Directors  
Santa Cruz Metropolitan Transit District  
110 Vernon St.  
Santa Cruz, CA 95060

February 15, 2012

**RE: Q'STRAIT – Q'POD Mobility Securement System**

Dear Board of Directors and Chair Robinson:

During the February 15, 2012 MAC meeting, MAC members had the opportunity to view a demonstration bus provided by the Gillig Corporation. METRO's Manager of Operations, Ciro Aguirre and Fleet Manager, Robert Cotter arranged the visit with Mr. Norman Reynolds, Gillig Corporation Sales Representative to have the bus brought to the Pacific Station Transit Center for review by the MAC members, with Mr. Reynolds providing an overview of this new bus product line from Gillig.

Part of the presentation was the newest innovation in mobility device securement systems manufactured by Q'Strait called the Q'POD that were on the bus. Mr. Aguirre, in a previous MAC meeting requested that the MAC members consider removal of the Santa Cruz Arm for future bus builds in favor of advanced technology for mobility securement citing that improvements in securement systems make the Santa Cruz Arm obsolete.

All seven members of MAC reviewed the bus and two members using mobility devices volunteered to be placed in the securement stations. The stations provided a very quick means of securing a mobility device, improved operator accessibility to the mobility device, and once both devices were secured provided greater aisle space between the two mobility devices for other passengers to move through the aisle. Both devices were properly secured in a very short time period.

The METRO Advisory Committee would like to convey to the METRO Board of Directors its full endorsement and support of this securement system for future bus builds and understands that the Santa Cruz Arm will not be a component of future buses equipped with the Q'POD restraint system manufactured by Q'Strait.

Respectfully,

Naomi Gunther, Chair  
METRO Advisory Committee

Cc: Les White, General Manager  
Ciro Aguirre, Manager of Operations  
Robert Cotter, Fleet Maintenance Manager

RECEIVED

02/16/12

2012 FEB 21 PM 8 53 SAFTEY PLEASE

District Supervisor Elle Pirie

SANTA CRUZ METRO  
ADMIN DEPARTMENT

Karena Pushnik

Aptos Chamber of Commerce

Les White or current Santa Cruz Metro Manager.

Dear Ladies and Sirs,

I feel it is necessary to alert the afore mentioned individuals of a serious safety concern regarding the elimination of night bus service to the Rio Del Mar flats area of Aptos. Specifically, Bus 55. Please be aware that as a pedestrian, one is faced with a fairly dangerous situation when facing the necessity of walking from Soquel Dr to the flats of Rio Del Mar.

My Grand Daughter, a 17 year old student at Cabrillo has tripped and fallen along the road known as Spreckles Dr attempting this walk after dark. In addition to total darkness, there is absolutely no path or lane in which to walk and one is within inches of passing traffic with very little warning of an on coming car. I can't stress this enough and it should be seen for the danger that it is.

With her current school schedule and work, she has to walk to our home each week day after dark from Soquel Dr and Spreckles to Sand Street which is near the Rio Sand Motel on Aptos Beach Blvd.

Spreckles and Seacliff Dr. East are both pitch dark and treacherous from tripping and steep grade circumstances, and, the safety concerns any young women might face walking alone in the dark, a bus to our neighborhood would easily correct this problem. Or, proper lighting and a sidewalk.

This neighborhood has these special problems and really should not be ignored or abandoned.

These roads are the only two ways into the flats and to our home from the nearest bus stop that bus 71 services at night.

I realize that the Metro needed to cut costs when they did, but in my mind, we should not abandon one of our neighborhoods that has the serious safety concerns

3.b1

and logistical problems as Rio Del Mar.

Please realize that there are many students and other citizens in this area that are facing the same concerns

. I hope and pray that a reduction of night bus service down here is a far better idea than the current situation of total elimination of night time service.

Kindest Regards

A handwritten signature in black ink, appearing to read 'mjm', written in a cursive style.

Michael Mallon  
215 Sand St  
Aptos, Ca 95003

email [mjmjammer@yahoo.com](mailto:mjmjammer@yahoo.com)

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

DATE: 12/01/11 THRU 12/31/11

CHECK NUMBER	CHECK DATE	CHECK VENDOR	CHECK VENDOR NAME	CHECK VENDOR NUMBER	CHECK AMOUNT	VENDOR TYPE	TRANS. NUMBER	TRANSACTION DESCRIPTION	TRANSACTION AMOUNT	COMMENT
41048	12/05/11	1,312.23 020	ADT SECURITY SERVICES INC.				43290	SMOKE TEST/OPS	399.00	
							43291	DEC ALARMS	71.74	
							43292	DEC ALARMS	47.53	
							43293	DEC ALARMS	72.68	
							43294	DEC ALARMS	51.94	
							43295	DEC ALARMS	98.36	
							43296	DEC ALARMS	107.57	
41049	12/05/11	93.10 002689	B & B SMALL ENGINE				43297	12/1-2/29 1200B RVR	463.41	
							43237	RPRS & MAINT/FAC	90.85	
							43238	RPRS & MAINT/FAC	2.25	
41050	12/05/11	192.37 002189	BUS & EQUIPMENT				43239	REV VEH PARTS/PT	192.37	
41051	12/05/11	1,050.00 002109	CITY OF SANTA CRUZ/PARKING				43241	1/12-6/12 PARKING	1,050.00	
41052	12/05/11	26,924.46 001124	CLEAN ENERGY				43298	LNG 11/8/11	8,786.80	
							43299	LNG 11/11/11	10,032.57	
							43300	LNG 11/14/11	8,105.09	
41053	12/05/11	3,106.32 504	CUMMINS WEST, INC.				43240	REV VEH PARTS/FL	3,106.32	
41054	12/05/11	45.00 T217	DESOUZA, CATHERINE				43242	REFUND PT CONV COUP	45.00	
41055	12/05/11	442.12 001329	DOC AUTO LLC				43243	OUT RPR REV VEH/PT	39.95	
							43244	OUT RPR REV VEH/PT	39.95	
							43245	OUT RPR REV VEH/PT	59.95	
							43246	OUT RPR REV VEH/PT	59.95	
							43247	OUT RPR REV VEH/PT	71.40	
							43248	OUT RPR REV VEH/PT	71.40	
							43249	OUT RPR REV VEH/PT	99.52	
41056	12/05/11	395.00 002388	DOGHERRA'S			7	43250	TOW #2406	195.00	
							43251	OUT RPR REV VEH/PT	90.00	
							43252	OUT RPR REV VEH/PT	55.00	
							43254	OUT RPR REV VEH/PT	55.00	
41057	12/05/11	34.26 372	FEDERAL EXPRESS				43346	POSTAGE/MAIL/ADM	34.26	
41058	12/05/11	313.75 447	FERRIS HOIST & REPAIR, INC.				43302	LIFT RPR/BAY 9 MMF	313.75	
41059	12/05/11	906.70 002962	FIS				43255	OCT 11 MERCHANT FEE	906.70	
41060	12/05/11	13,089.25 002952	FLYERS ENERGY LLC				43256	PROPANE/FLT	26.17	
							43257	11/1-11/15 FUEL/PT	10,432.17	
							43301	11/1-11/15 FUEL/FL	2,630.91	
41061	12/05/11	432.49 282	GRAINGER				43258	RPRS & MAINT/FAC	35.65	
							43259	RPRS & MAINT/FAC	10.42	
							43303	RPRS & MAINT/FAC	255.47	
							43304	RPRS & MAINT/FAC	130.95	
41062	12/05/11	1,214.25 E530	GUIZAR, LISETH				43260	EDUCATION EXP	1,214.25	
41063	12/05/11	7,296.05 002979	HUNT & SONS, INC.				43305	OIL/LUBE FL	7,296.05	
41064	12/05/11	1,014.48 878	KELLY SERVICES, INC.				43261	TEMP/PA W/E 11/6	1,014.48	
41065	12/05/11	367.50 002986	LUNA, SUZANNE				43262	TEMP/FIN W/E 11/25	367.50	
41066	12/05/11	1,825.00 001330	MAXIM HEALTH SYSTEMS, LLC			7	43306	PROF SVCS/OPS	1,825.00	
41067	12/05/11	3,330.84 001052	MID VALLEY SUPPLY				43264	CLEAN SUPPLY/FAC	2,895.91	
							43265	CLEAN SUPPLY/FAC	434.93	
41068	12/05/11	99.99 001711	MOHAWK MFG. & SUPPLY CO.				43263	REV VEH PARTS/FL	99.99	

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

DATE: 12/01/11 THRU 12/31/11

CHECK NUMBER	CHECK DATE	CHECK VENDOR	CHECK AMOUNT	VENDOR NAME	VENDOR TYPE	TRANS. NUMBER	TRANSACTION DESCRIPTION	TRANSACTION AMOUNT	COMMENT
41069	12/05/11	391.00 481	PIED PIPER EXTERMINATORS, INC.			43266	NOV PEST CTRL	48.50	
						43267	NOV PEST CTRL	53.00	
						43268	NOV PEST CTRL	48.50	
						43269	NOV PEST CTRL	241.00	
41070	12/05/11	61.00 002999	PPS-PROFESSIONAL PROCESS		7	43317	PROF SVCS/RISK	61.00	
41071	12/05/11	59.83 002927	PRAXAIR DISTRIBUTION, INC.			43277	WTC/RESTAURANT	59.83	
41072	12/05/11	1,249.65 107A	PROBUILD			43270	RPRS & MAINT/FAC	58.58	
						43271	RPRS & MAINT/FAC	19.42	
						43272	RPRS & MAINT/FAC	3.70	
						43273	WTC RENOVATIONS	50.14	
						43274	WTC RENOVATIONS	82.44	
						43275	WTC RENOVATIONS	45.67	
						43276	RPRS & MAINT/FAC	52.69	
						43307	WTC PROJECT	563.20	
						43308	RPRS & MAINT/FAC	26.71	
						43309	RPRS & MAINT/FAC	5.03	
						43310	RPRS & MAINT/FAC	41.00	
						43311	RPRS & MAINT/FAC	30.37	
						43312	RPRS & MAINT/FAC	20.52	
						43313	WTC PROJECT	110.75	
						43314	WTC PROJECT	45.39	
						43315	WTC PROJECT	59.10	
						43316	REV VEH PARTS/FL	34.94	
41073	12/05/11	275.00 001153	REPUBLIC ELEVATOR COMPANY			43278	PRESSURE TEST/MMF	275.00	
41074	12/05/11	94.91 001098	ROBERT HALF MANAGEMENT RESOURCE			43318	TEMP/ADM W/E 11/11	94.91	
41075	12/05/11	750.74 002896	ROGER'S REFRIGERATION, INC.			43279	REFRIDGE RPR/WTC	750.74	
41076	12/05/11	41,592.33 002917	SANTA CRUZ METRO TRANSIT DIST			43328	11/15-11/25 WC FUND	41,592.33	
41077	12/05/11	7,786.24 079	SANTA CRUZ MUNICIPAL UTILITIES			43319	10/14-11/10 1200B RV	930.46	
						43320	10/14-11/10 MMF	293.83	
						43321	BUS STOP BINS	502.56	
						43322	10/14-11/10 MMF	1,226.45	
						43323	10/14-11/10 1200A RV	2,270.15	
						43324	10/14-11/10 VERNON	454.46	
						43325	10/14-11/10 VERNON	48.53	
						43326	10/14-11/10 PACIFIC	86.09	
						43327	10/14-11/10 PACIFIC	1,973.71	
41078	12/05/11	34.37 002245	STAPLES ADVANTAGE			43280	OFFICE SUPPLY/FL	34.37	
41079	12/05/11	375.00 001165	THANH N. VU MD		7	43281	EMPLOY EXAM/FL	75.00	
						43282	EMPLOY EXAM/PT	75.00	
						43335	EMPLOY EXAM/OPS	75.00	
						43336	EMPLOY EXAM/OPS	75.00	
						43337	EMPLOY EXAM/OPS	75.00	
41080	12/05/11	3,245.00 002943	THE DON CHAPIN COMPANY, INC.			43338	SEAL/STRIPE-DUBOIS	3,245.00	
41081	12/05/11	8,147.02 002954	TIRE DISTRIBUTION SYSTEMS, LLC		7	43283	NOV TIRES & TUBES/FL	410.20	
						43284	NOV TIRES & TUBES/FL	383.08	
						43285	NOV TIRES & TUBES/FL	640.31	

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

DATE: 12/01/11 THRU 12/31/11

CHECK NUMBER	CHECK DATE	CHECK VENDOR	CHECK AMOUNT	VENDOR NAME	VENDOR TYPE	TRANS. NUMBER	TRANSACTION DESCRIPTION	TRANSACTION AMOUNT	COMMENT
41082	12/05/11	3,830.55	057	U.S. BANK		43286	NOV TIRES & TUBES/FL	3,566.83	
41083	12/05/11	34.78	007	UNITED PARCEL SERVICE		43287	NOV TIRES & TUBES/FL	697.19	
41084	12/05/11	10.86	946	UNITED SITE SERVICES		43288	NOV TIRES & TUBES/PT	12.00	
41085	12/05/11	54.50	434B	VERIZON CALIFORNIA		43329	NOV TIRES & TUBES/FL	392.14	
41086	12/05/11	90.02	434	VERIZON WIRELESS	0	43330	NOV TIRES & TUBES/FL	348.59	
41087	12/05/11	204.43	002028	WESTCOAST LEGAL SERVICE	0	43331	NOV TIRES & TUBES/FL	342.08	
						43332	NOV TIRES & TUBES/FL	60.76	
						43333	NOV TIRES & TUBES/FL	509.55	
						43334	NOV TIRES & TUBES/FL	784.29	
						43343	NOV TIRES & TUBES/FL	2,869.13	
						43344	4246044555645971	961.42	
						43340	FRT OUT/FLT	34.78	
						43339	11/9-12/6 RENTAL	10.86	
						43341	MT. BIEWLASKI	54.50	
						43342	PC CARDS/ADM	90.02	
						43289	PROF SVCS/RISK	111.38	
						43345	PROF SVCS/RISK	93.05	
						43382	GLASS/WTC PROJECT	156.04	
						43385	SETTLEMENT/RISK	2,542.69	
						43383	DEC PAGERS	249.97	
						43384	10/19-11/18/11 PHONE	4,226.21	
						43381	DEC 11 WORK COMP FEE	8,416.67	
						43386	FY11 AUDIT	11,000.00	
						43387	DEC 11 LEG SVCS	5,000.00	
						43347	CA WK DAM PRAC 2D UP	123.43	
						43397	9/26-10/25 VERIZON	42.58	
						43488	NOV LANDFILL	26.11	
						43487	9/15-11/15 SVTC	55.90	
						43395	LNG 11/17/11	9,925.99	
						43396	LNG 11/20/11	9,540.90	
						43489	LNG 11/23/11	8,954.71	
						43348	CLEAN SUPPLY/FAC	49.15	
						43389	CLEAN SUPPLY/FAC	49.15	
						43390	CLEAN SUPPLY/FAC	49.15	
						43391	CLEAN SUPPLY/FAC	63.74	
						43392	CLEAN SUPPLY/FAC	63.74	
						43393	CLEAN SUPPLY/FAC	49.15	
						43388	10/1-5 APTA CONFER	543.30	
						43394	REV VEH PARTS/FL	1,191.15	
						43486	OUT RPR #2601	21,451.13	
						43349	REV VEH PARTS/FL	530.54	
						43350	OUT RPR REV VEH/PT	110.31	
						43351	SMOG #302	59.95	
						43352	SMOG #003	39.95	
						43353	SMOG #202	39.95	
						43354	SMOG #304	59.95	
41100	12/12/11	324.08	075	COAST PAPER & SUPPLY INC.					
41101	12/12/11	543.30	E638	COTTER, ROBERT					
41102	12/12/11	22,642.28	504	CUMMINS WEST, INC.					
41103	12/12/11	530.54	001000	DAIMLER BUSES N. AMERICA INC.					
41104	12/12/11	469.96	001329	DOC AUTO LLC					

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

DATE: 12/01/11 THRU 12/31/11

CHECK NUMBER	CHECK DATE	CHECK VENDOR	CHECK AMOUNT	VENDOR NAME	VENDOR TYPE	TRANS. NUMBER	TRANSACTION DESCRIPTION	TRANSACTION AMOUNT	COMMENT
41105	12/12/11	898.92 001492		EVERGREEN OIL INC.		43355	SMOG #9950	59.95	
41106	12/12/11	9,255.00 432		EXPRESS EMPLOYMENT PROS		43356	SMOG #103	39.95	
						43398	SMOG #2406	59.95	
						43399	HAZ WASTE DISP	898.92	
						43357	TEMP/OPS W/E 11/11	1,500.00	
						43358	TEMP/OPS W/E 11/18	1,500.00	
						43400	TEMP/FAC W/E 11/11	459.00	
						43401	TEMP/FAC W/E 11/11	928.00	
						43402	TEMP/FAC W/E 11/18	1,160.00	
						43403	TEMP/FAC W/E 11/18	900.00	
						43404	TEMP/FAC W/E 11/18	972.00	
						43405	TEMP/MC W/E 11/11	876.00	
						43406	TEMP/MC W/E 11/18	960.00	
41107	12/12/11	204.03 001172		FERGUSON ENTERPRISES INC.		43407	RPRS & MAINT/FAC	204.03	
41108	12/12/11	2,320.26 002952		FLYERS ENERGY LLC		43490	PROPANE/FLT	27.99	
						43491	PROPANE/FLT	29.81	
						43492	11/15-11/30 FUEL/FL	2,262.46	
41109	12/12/11	294.00 001212		GOVSTOR, INC.		43408	9/1/11-8/31/12 SUPRT	294.00	
41110	12/12/11	1,700.22 282		GRAINGER		43409	RPRS & MAINT/FAC	419.29	
						43410	SAFETY SUPPLY/FAC	512.46	
						43411	CR SAFETY SUPPLY/FL	-263.31	
						43493	CR SAFETY SUPPLY/FAC	-512.46	
41111	12/12/11	155.72 981		HANDI-MAN MARINE		43493	CLEAN/SAFETY/RPR/FAC	1,544.24	
41112	12/12/11	7,824.00 001144		HARTFORD INSURANCE CO		43359	REV VEH PARTS/FL	155.72	
41113	12/12/11	188.20 166		HOSE SHOP, THE		43414	1/12-1/13 FLOOD INS	7,824.00	
						43414	REV VEH PARTS/FL	171.14	
						43415	REV VEH PARTS/FL	17.06	
41114	12/12/11	568.35 001209		IKON FINANCIAL SERVICES		43495	11/18-12/17 LEASE/OP	260.00	
41115	12/12/11	163.46 215		IKON OFFICE SOLUTIONS		43496	11/18-12/17 MNT/OPS	308.35	
41116	12/12/11	3,794.85 002117		IULIANO	7	43416	10/19-11/18 ADD'L/AD	163.46	
						43494	115 DUBOIS RENT	3,470.85	
41117	12/12/11	2,974.89 110		JESSICA GROCERY STORE, INC.		43502	2011 ELECTRICITY	324.00	
41118	12/12/11	1,686.40 878		KELLY SERVICES, INC.		43498	CUSTODIAL SERVICES	2,974.89	
						43417	TEMP/PA W/E 11/13	632.40	
41119	12/12/11	185.81 036		KELLY-MOORE PAINT CO., INC.		43497	TEMP/PA W/E 11/20	1,054.00	
41120	12/12/11	2,002.21 167		KEYSTON BROTHERS		43361	PAINT/WTC	185.81	
						43418	REV VEH PARTS/FL	456.35	
						43419	REV VEH PARTS/FL	30.24	
						43420	REV VEH PARTS/FL	725.15	
						43421	REV VEH PARTS/FL	96.56	
						43422	REV VEH PARTS/FL	318.47	
						43423	REV VEH PARTS/FL	375.44	
41121	12/12/11	300.00 002990		KISMET	7	43360	PROF SVCS/PT	300.00	
41122	12/12/11	3,384.75 852		LAW OFFICES OF MARIE F. SANG	7	43426	WORK COMP FEE/ADM	224.00	
						43427	WORK COMP FEE/OPS	80.00	
						43428	WORK COMP FEE/OPS	440.75	

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

DATE: 12/01/11 THRU 12/31/11

CHECK NUMBER	CHECK DATE	CHECK VENDOR	CHECK AMOUNT	VENDOR NAME	VENDOR TYPE	TRANS. NUMBER	TRANSACTION DESCRIPTION	TRANSACTION AMOUNT	COMMENT
41123	12/12/11	699.99 511	LUMINATOR HOLDING LP	7	43429	WORK COMP FEE/PT	1,296.00		
41124	12/12/11	960.00 002986	LUNA, SUZANNE	7	43430	WORK COMP FEE/OPS	1,072.00		
41125	12/12/11	1,710.38 001119	MACHERICH PARTNERSHIP LP	7	43431	WORK COMP FEE/FAC	272.00		
41126	12/12/11	723.45 001145	MANAGED HEALTH NETWORK	7	43424	REV VEH PARTS/FL	699.99		
41127	12/12/11	257.73 R614	MANSON, LLOYD		43425	TEMP/FIN W/E 12/2	960.00		
41128	12/12/11	237.18 001296	MATTHEW BENDER & CO., INC.		43440	CAPITOLA MALL RENT	1,710.38		
41129	12/12/11	200.00 002994	MATTIOLI, MARIA ESTER	7	43432	DEC 11 EAP	723.45		
41130	12/12/11	1,400.00 794	MCBRIDE & ASSOCIATES		43435	SETTLEMENT/RISK	257.73		
41131	12/12/11	300.37 013	MCI SERVICE PARTS, INC.		43462	EMP LAW REL #25	237.18		
41132	12/12/11	1,196.48 764	MERCURY METALS		43433	10/27/11 TRAINING	200.00		
41133	12/12/11	539.74 041	MISSION UNIFORM		43438	TRANSCRIPTS/RISK	800.00		
41134	12/12/11	5,486.64 001063	NEW FLYER INDUSTRIES LIMITED		43439	TRANSCRIPTS/RISK	600.00		
41135	12/12/11	444.79 002721	NEXTEL COMMUNICATIONS/SPRINT		43470	REV VEH PARTS/FL	300.37		
41136	12/12/11	14,842.00 001176	NORTHSTAR, INC.		43434	LATCH RPR/MMF	294.11		
41137	12/12/11	58.09 E294	OWENS, ROLAND		43499	ALUM BRACKETS/FL	902.37		
41138	12/12/11	16,441.66 009	PACIFIC GAS & ELECTRIC		43464	UNIF & LAUNDRY/FAC	8.99		
41139	12/12/11	838.00 002947	PEDALERS EXPRESS	7	43365	UNIF & LAUNDRY/PT	33.41		
41140	12/12/11	183.00 481	PIED PIPER EXTERMINATORS, INC.		43366	UNIF & LAUNDRY/FL	59.25		
41141	12/12/11	38,529.73 002939	PREFERRED BENEFIT		43367	UNIF & LAUNDRY/FL	166.69		
41142	12/12/11	53.17 882	PRINT SHOP SANTA CRUZ	7	43368	UNIF & LAUNDRY/FL	59.25		
41143	12/12/11	87.40 019	RAYNE OF SANTA CRUZ, INC.		43371	REV VEH PARTS/FL	1.37		
41144	12/12/11	396.95 001153	REPUBLIC ELEVATOR COMPANY		43372	REV VEH PARTS/FL	290.03		
41145	12/12/11	239.76 001098	ROBERT HALF MANAGEMENT RESOURCE		43373	REV VEH PARTS/FL	57.25		
					43436	REV VEH PARTS/FL	455.42		
					43437	REV VEH PARTS/FL	4,682.57		
					43442	10/26-11/25 DIRECTCO	360.25		
					43443	TVM WIRELESS	84.54		
					43441	NOV MAINT	14,842.00		
					43444	SUPERVISE SEMINAR	58.09		
					43447	JAN 2012 1122 RVR ST	1,153.00		
					43448	10/26-11/23 1122 RVR	1,467.76		
					43449	10/26-11/23 1122 RVR	137.11		
					43450	10/26-11/23 VERNON	4,933.27		
					43451	10/26-11/23 1200 RVR	1,131.82		
					43452	10/26-11/23 MMF	5,109.90		
					43453	10/26-11/23 1217 RVR	65.96		
					43501	10/29-11/30 PACIFIC	2,442.84		
					43445	DEC 11 MAIL P/U	838.00		
					43500	NOV PEST CTRL	183.00		
					43446	DEC 11 DENTAL	38,529.73		
					43374	BUSINESS CARDS/FIN	53.17		
					43455	NOV 11 SALT SVCE	87.40		
					43456	NOV MAINT	396.95		
					43454	TEMP/ADM W/E 11/25	239.76		

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

DATE: 12/01/11 THRU 12/31/11

CHECK NUMBER	CHECK DATE	CHECK VENDOR	CHECK AMOUNT	VENDOR NAME	VENDOR TYPE	TRANS. NUMBER	TRANSACTION DESCRIPTION	TRANSACTION AMOUNT	COMMENT
41146	12/12/11	26,476.94 966	S.C. FUELS	0	43459	DIESEL 11/22/11	26,476.94		
41147	12/12/11	2,171.74 001379	SAFETY-KLEEN		43460	HAZ WASTE DISP	2,171.74		
41148	12/12/11	443.24 135	SANTA CRUZ AUTO PARTS, INC.		43375	REV VEH PARTS/PT	104.95		
					43376	REV VEH PARTS/FL	244.39		
					43377	REV VEH PARTS/FL	93.90		
41149	12/12/11	36,394.28 002917	SANTA CRUZ METRO TRANSIT DIST		43458	11/28 PREFND REQ	36,394.28		
41150	12/12/11	2,250.00 001277	SJB GLOBALNET, INC.		43461	WIRELESS INSTL, STUP	2,250.00		
41151	12/12/11	12,474.97 001075	SOQUEL III ASSOCIATES	7	43462	RESEARCH PARK RENT	12,474.97		
41152	12/12/11	264.00 001976	SPORTWORKS NORTHWEST, INC.		43378	REV VEH PARTS/FL	264.00		
41153	12/12/11	1,835.33 002871	STATE ELECTRIC GENERATOR		43457	LIGHT POLE/SBF	1,835.33		
41154	12/12/11	4,075.00 002943	THE DON CHAPIN COMPANY, INC.		43463	BAY & KING CONCT PAD	4,075.00		
41155	12/12/11	2,782.89 002954	TIRE DISTRIBUTION SYSTEMS, LLC	7	43464	NOV TIRES & TUBES/FL	410.20		
					43465	NOV TIRES & TUBES/FL	392.14		
					43466	NOV TIRES & TUBES/FL	509.55		
					43467	NOV TIRES & TUBES/FL	766.16		
					43468	NOV TIRES & TUBES/FL	704.84		
41156	12/12/11	991.96 001038	TWINVISION NA INC.		43379	REV VEH PARTS/FL	991.96		
41157	12/12/11	3,666.00 057	U.S. BANK		43469	424604455645971	249.97		
					43470	424604455645971	483.95		
					43471	424604455645971	11.81		
					43472	424604455645971	78.00		
					43473	424604455645971	414.86		
					43474	424604455645971	23.53		
					43475	424604455645971	199.00		
					43476	424604455645971	1,796.93		
					43477	424604455645971	227.95		
					43478	424604455645971	180.00		
41158	12/12/11	58.28 E483	VALDEZ, DAVID		43483	SUPERVISE SEMINAR	58.28		
41159	12/12/11	153.14 002829	VALLEY POWER SYSTEMS, INC.		43480	REV VEH PARTS/FL	57.95		
					43481	REV VEH PARTS/FL	95.19		
41160	12/12/11	1,595.00 001353	VISION COMMUNICATIONS		43479	NOV MAINT	1,595.00		
41161	12/12/11	10,890.00 001043	VISION SERVICE PLAN		43482	DEC 11 VSP	10,890.00		
41162	12/12/11	543.77 001223	WATSONVILLE CADILLAC, BUICK,	7	43380	REV VEH PARTS/PT	543.77		
41163	12/12/11	70.00 682	WEISS, AMY L.		43484	11/18 BOD MTG	70.00		
41164	12/12/11	315.00 915	WORKIN.COM, INC.		43485	JOB AD/PA	315.00		
41165	12/08/11	200.00 001101	UTU LOCAL 23		43503	SUPPLIES	200.00		
41166	12/19/11	24,098.98 001264	ANDREWS INTERNATIONAL INC		43619	10/31-11/27 SECURITY	24,098.98		
41167	12/19/11	368.28 294	ANDY'S AUTO SUPPLY	0	43504	REV VEH PARTS/FL	87.05		
					43505	REV VEH PARTS/FL	15.57		
					43506	REV VEH PARTS/FL	265.66		
41168	12/19/11	488.61 001G	AT&T		43568	OPS PHONE	97.90		
					43569	REPEATERS/OPS	305.76		
					43618	REPEATER	84.95		
41169	12/19/11	116.63 002363	BATTERIES PLUS		43570	RPRS & MAINT/EAC	116.63		
41170	12/19/11	1,789.65 059	BATTERIES USA, INC.		43507	REV VEH PARTS/FL	1,789.65		
41171	12/19/11	6,279.30 001844	BRINKS INCORPORATED		43508	NOV 1200B SERVICE	2,500.80		

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

DATE: 12/01/11 THRU 12/31/11

CHECK NUMBER	CHECK DATE	CHECK VENDOR	CHECK AMOUNT	VENDOR NAME	VENDOR TYPE	TRANS. NUMBER	TRANSACTION DESCRIPTION	TRANSACTION AMOUNT	COMMENT
41172	12/19/11	2,500.00 616	BROWN ARMSTRONG	43509	NOV 1200B SERVICE	3,778.50			
41173	12/19/11	66.00 E651	BUSHNELL, RONALD JR.	43510	FY11 AUDIT	2,500.00			
41174	12/19/11	2,207.60 002034	CARLON'S FIRE EXTINGUISHER	43650	DMV FEE/OPS	66.00			
				43572	SPRINKLER SVCE/METRO	393.49			
				43573	EXTINGUISHER/VERNON	419.11			
				43574	EXTINGUISHER/OPS	168.00			
				43575	EXTINGUISHER/MMF	228.00			
				43576	EXTINGUISHER/METRO	96.00			
				43577	EXTINGUISHER/WTC	12.00			
				43578	EXTINGUISHER/WTC	26.00			
				43579	KITCHEN RPR/WTC	865.00			
41175	12/19/11	128.86 002898	CEB	43586	CA TORT GUIDE 3RD UP	128.86			
41176	12/19/11	277.00 003000	CENTRAL EQUIPMENT SERVICE CO.	43571	BAY 9 SVCE/MMF	277.00			
41177	12/19/11	928.83 001272	CITY OF SANTA CRUZ - PLANNING	43649	LANE 4 PROJECT/MC	928.83			
41178	12/19/11	25.00 001911	CITY OF SANTA CRUZ	43648	FIRE ALARM REG	25.00			
41179	12/19/11	1,222.13 130	CITY OF WATSONVILLE UTILITIES	43580	CONTAINER/WTC	841.60			
				43581	10/25-11/25 WTC	226.95			
				43582	10/25-11/25 WTC	36.46			
				43583	10/25-11/25 WTC	21.81			
				43584	11/1-12/1 WTC	44.89			
				43585	FINAL/LIDIA'S WTC	50.42			
41180	12/19/11	27,049.24 001124	CLEAN ENERGY	43511	LNG 11/27/11	8,317.24			
				43512	LNG 11/30/11	9,619.33			
				43620	LNG 10/5/11	9,112.67			
41181	12/19/11	68.51 001000	DAIMLER BUSES N. AMERICA INC.	43513	REV VEH PARTS/FL	68.51			
41182	12/19/11	100.36 002389	DARCO PRINTING	43514	OFFICE SUPPLY/OPS	100.36			
41183	12/19/11	3,116.12 480	DIESEL MARINE ELECTRIC, INC.	43515	REV VEH PARTS/FL	3,116.12			
41184	12/19/11	500.00 002862	ECOLOGICAL CONCERNS INC.	43523	WATER DRAIN/NOV MB	500.00			
41185	12/19/11	66.00 E652	ESKINDER, BENYME	43651	DMV FEE/OPS	66.00			
41186	12/19/11	241.84 002307	EWING IRRIGATION PRODUCTS	43516	PIPING REPAIRS	230.19			
				43517	PIPING REPAIRS	11.65			
41187	12/19/11	3,438.00 432	EXPRESS EMPLOYMENT PROS	43518	TEMP/FAC W/E 11/11	900.00			
				43519	TEMP/FAC W/E 11/27	696.00			
				43520	TEMP/FAC W/E 11/27	675.00			
				43521	TEMP/FAC W/E 11/27	567.00			
				43522	TEMP/OPS W/E 11/27	600.00			
41188	12/19/11	8,580.08 002952	FLYERS ENERGY LLC	43524	11/16-11/30 FUEL/PT	8,580.08			
41189	12/19/11	10.00 784	FRANCHISE TAX BOARD	43587	SCCIC-2010 CA EXEMPT	10.00			
41190	12/19/11	212.00 001302	GARDA CL WEST, INC.	43525	DEC ARMORED CAR SVC	212.00			
41191	12/19/11	584.68 001189	GARY KENVILLE LOCKSMITH	43588	OUT RPR EQUIP/FL	155.81			
				43621	DOOR RPR/METRO	195.00			
				43622	DOOR RPR/METRO	233.87			
41192	12/19/11	337.89 282	GRAINGER	43589	SAFETY SUPPLY/FAC	256.23			
				43590	RPRS & MAINT/FAC	81.66			
41193	12/19/11	230.01 001097	GREENWASTE RECOVERY, INC.	43591	NOV GARB/SVTC	230.01			
41194	12/19/11	12,961.20 001745	HARTFORD LIFE AND ACCIDENT INS	43624	DEC 11 LIFE/AD&D	3,375.84			

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

DATE: 12/01/11 THRU 12/31/11

CHECK NUMBER	CHECK DATE	CHECK VENDOR	CHECK AMOUNT	VENDOR NAME	VENDOR TYPE	TRANS. NUMBER	TRANSACTION DESCRIPTION	TRANSACTION AMOUNT	COMMENT
41195	12/19/11	305.48 166		HOSE SHOP, THE		43625	DEC 11 LTD	9,585.36	
41196	12/19/11	66.00 E653		JAMES, HOWARD III		43592	REV VEH PARTS/FL	11.80	
41197	12/19/11	566.53 878		KELLY SERVICES, INC.		43623	REV VEH PARTS/FL	293.68	
41198	12/19/11	3,048.80 001233		KIMBALL MIDWEST		43652	DMV FEE/OPS	66.00	
41199	12/19/11	120.00 002990		KISMET	7	43528	TEMP/PA W/E 11/27	566.53	
41200	12/19/11	33.80 001050		LADD INDUSTRIES		43526	REV VEH PARTS/FL	1,224.93	
41201	12/19/11	50.00 880		LEXISNEXIS		43593	REV VEH PARTS/FL	1,823.87	
41202	12/19/11	360.00 002976		LONGNECKER, LLOYD	7	43527	PROF SVCS/PT	120.00	
41203	12/19/11	930.00 002986		LUNA, SUZANNE		43594	PARTS & SUPPLY/FL	33.80	
41204	12/19/11	160.25 001052		MID VALLEY SUPPLY		43531	NOV 11 ACCESS CHG	50.00	
41205	12/19/11	504.10 041		MISSION UNIFORM		43529	TEMP/FIN W/E 12/9	360.00	
						43530	TEMP/FIN W/E 12/9	930.00	
						43536	CLEAN SUPPLY/FAC	160.25	
						43532	UNIF & LAUNDRY/FAC	45.09	
						43533	UNIF & LAUNDRY/FL	4.18	
						43534	UNIF & LAUNDRY/FL	59.25	
						43535	UNIF & LAUNDRY/FL	165.96	
						43595	UNIF & LAUNDRY/FAC	6.03	
						43596	UNIF & LAUNDRY/FL	59.25	
						43597	UNIF & LAUNDRY/FL	164.34	
41206	12/19/11	3,532.08 001063		NEW FLYER INDUSTRIES LIMITED		43537	REV VEH PARTS/FL	3,135.62	
						43538	REV VEH PARTS/FL	219.13	
						43539	REV VEH PARTS/FL	30.49	
						43600	CR REV VEH PARTS/FL	-15.20	
						43601	REV VEH PARTS/FL	21.49	
						43626	REV VEH PARTS/FL	140.55	
41207	12/19/11	1,434.16 002721		NEXTEL COMMUNICATIONS/SPRINT		43598	11/4-12/3/PT	1,434.16	
41208	12/19/11	75.82 004		NORTH BAY FORD LINC-MERCURY		43599	REV VEH PARTS/FL	75.82	
41209	12/19/11	820.00 364		OVERHEAD DOOR CO. OF SALINAS		43602	DOOR SVCE/MMF	820.00	
41210	12/19/11	296.55 009		PACIFIC GAS & ELECTRIC		43603	10/28-11/22 LIDIA'S	281.79	
						43630	11/4-12/5/SVTC	14.76	
41211	12/19/11	1,406.45 043		PALACE ART & OFFICE SUPPLY		43540	OFFICE SUPPLY/FL	15.50	
						43541	OFFICE SUPPLY/OPS	275.37	
						43542	OFFICE SUPPLY/OPS	773.06	
						43604	OFFICE SUPPLY/FL	223.37	
						43605	OFFICE SUPPLY/FL	62.63	
						43606	CR OFFICE SUPPLY/FL	-62.33	
41212	12/19/11	938.50 950		PARADISE LANDSCAPE INC	0	43631	OFFICE SUPPLY/FAC	118.85	
						43607	NOV MAINT/FINAL	443.50	
						43608	RMV TREE LIMB/VERNON	495.00	
41213	12/19/11	146.48 050		PITNEY BOWES INC.		43543	1/1-3/31 RNTL/MC	146.48	
41214	12/19/11	912.01 107A		PROBUILD		43544	PIPING REPAIRS	7.55	
						43545	PIPING REPAIRS	7.77	
						43546	RPRS & MAINT/FAC	23.80	
						43547	RPRS & MAINT/FAC	20.10	
						43548	RPRS & MAINT/FAC	71.26	

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

DATE: 12/01/11 THRU 12/31/11

CHECK NUMBER	CHECK DATE	CHECK VENDOR	CHECK AMOUNT	VENDOR NAME	VENDOR TYPE	TRANS. NUMBER	TRANSACTION DESCRIPTION	TRANSACTION AMOUNT	COMMENT
41215	12/19/11	66.00 E654		PYKA, MATTHEW		43549	WTC PROJECT	19.70	
41216	12/19/11	838.25 002910		SAGE SOFTWARE, INC.		43550	REV VEH PARTS/FL	7.20	
41217	12/19/11	802.13 018		SALINAS VALLEY FORD SALES		43551	WTC PROJECT	38.52	
41218	12/19/11	747.40 135		SANTA CRUZ AUTO PARTS, INC.		43552	REV VEH PARTS/FL	29.53	
						43553	RPRS & MAINT/FAC	6.82	
						43554	WTC PROJECT	8.96	
						43555	WTC PROJECT	82.03	
						43556	WTC PROJECT	43.39	
						43557	RPRS & MAINT/FAC	29.27	
						43609	RPRS & MAINT/FAC	49.58	
						43610	RPRS & MAINT/FAC	37.11	
						43611	RPRS & MAINT/FAC	19.51	
						43612	RPRS & MAINT/FAC	13.59	
						43613	RPRS & MAINT/FAC	26.33	
						43614	RPRS & MAINT/FAC	104.75	
						43615	RPRS & MAINT/FAC	134.24	
						43616	RPRS & MAINT/FAC	14.11	
						43627	RPRS & MAINT/FAC	52.71	
						43628	RPRS & MAINT/FAC	12.68	
						43629	RPRS & MAINT/FAC	51.50	
						43653	DMV FEE/OPS	66.00	
41215	12/19/11	66.00 E654		PYKA, MATTHEW		43653	DMV FEE/OPS	66.00	
41216	12/19/11	838.25 002910		SAGE SOFTWARE, INC.		43650	1/4/12-1/3/13 MAINT	838.25	
41217	12/19/11	802.13 018		SALINAS VALLEY FORD SALES		43633	REV VEH PARTS/FL	802.13	
41218	12/19/11	747.40 135		SANTA CRUZ AUTO PARTS, INC.		43661	REV VEH PARTS/FL	23.53	
						43662	REV VEH PARTS/FL	48.77	
						43663	REV VEH PARTS/FL	77.35	
						43664	REV VEH PARTS/FL	135.33	
						43634	REV VEH PARTS/FL	176.97	
						43635	REV VEH PARTS/FL	242.70	
						43636	REV VEH PART/FL	42.75	
41219	12/19/11	68.26 848		SANTA CRUZ ELECTRONICS, INC.		43632	SRF MNT MOD, COVERS	68.26	
41220	12/19/11	339.34 001976		SPORTWORKS NORTHWEST, INC.		43637	REV VEH PARTS/FL	339.34	
41221	12/19/11	702.85 002812		STRONGHOLD SECURITY INC.		43559	FORTINET THR 6/30/12	702.85	
41222	12/19/11	150.00 001165		THANH N. VU MD	7	43565	EMPLOY EXAM/OPS	75.00	
						43642	EMPLOY EXAM/OPS	75.00	
41223	12/19/11	66.00 E655		THOMPSON, ELIZABETH		43654	DMV FEE/OPS	66.00	
41224	12/19/11	3,775.69 002954		TIRE DISTRIBUTION SYSTEMS, LLC	7	43638	NOV TIRES & TUBES/FL	784.29	
						43639	NOV TIRES & TUBES/FL	766.16	
						43640	DEC TIRES & TUBES/FL	2,225.24	
						43655	DMV FEE/OPS	66.00	
41225	12/19/11	66.00 E656		TOLINE, LYLE		43655	DMV FEE/OPS	66.00	
41226	12/19/11	96.70 946		UNITED SITE SERVICES		43641	11/25-12/22 PACIFIC	96.70	
41227	12/19/11	105.59 002829		VALLEY POWER SYSTEMS, INC.		43644	REV VEH PARTS/FL	57.09	
						43645	REV VEH PARTS/FL	48.50	
41228	12/19/11	2,222.72 221		VEHICLE MAINTENANCE PROGRAM		43643	REV VEH PARTS/FL	2,222.72	
41229	12/19/11	66.00 E657		VILLALOBOS, EDGARDO		43656	DMV FEE/OPS	66.00	
41230	12/19/11	323.19 436		WEST PAYMENT CENTER		43647	NOV INFO CHARGES	323.19	

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

DATE: 12/01/11 THRU 12/31/11

CHECK NUMBER	CHECK DATE	CHECK VENDOR	CHECK AMOUNT	VENDOR NAME	VENDOR TYPE	TRANS. NUMBER	TRANSACTION DESCRIPTION	TRANSACTION AMOUNT	COMMENT
41231	12/19/11	2,319.24 001506	2,319.24	WESTERN STATES OIL CO., INC.		43617	LUBE/FLT	2,319.24	
41232	12/19/11	43.50 186	43.50	WILSON, GEORGE H., INC.		43646	STEEL TRAY/FAC	43.50	
41233	12/19/11	102.54 147	102.54	ZEE MEDICAL SERVICE CO.		43666	SAFETY SUPPLY/VERNON	12.88	
						43667	SAFETY SUPPLY/FAC	89.66	
41234	12/16/11	14,504.69 R616	14,504.69	ELLIS, CHAD		43657	SETTLEMENT/RISK	14,504.69	
41235	12/23/11	4,358.71 002876	1,560.37	AA AUTO COLLISION CENTER		43706	OUT RPR TRK# 2403/PT	1,560.37	
						43850	OUT RPR TRK #1104	1,399.17	
						43851	OUT RPR TRK #1112	1,399.17	
41236	12/23/11	14.45 002941	14.45	AA SAFE & LOCK CO		43667	RPRS & MAINT/FAC	14.45	
41237	12/23/11	584.80 020	584.80	ADT SECURITY SERVICES INC.		43766	JAN ALARMS	134.98	
						43767	JAN ALARMS	71.74	
						43768	JAN ALARMS	47.53	
						43769	JAN ALARMS	72.68	
						43770	JAN ALARMS	107.57	
						43771	JAN ALARMS	98.36	
						43772	JAN ALARMS	51.94	
41238	12/23/11	154.62 001088	154.62	ADVANCED MECHANICAL SERVICES	7	43668	BACKFLOW TEST/PT	154.62	
41239	12/23/11	353.50 001093	353.50	ALERE TOXICOLOGY SERVICES, INC		43773	PROF SVCS/HR	353.50	
41240	12/23/11	56.40 E659	56.40	BAYER, LORRAINE		43774	EMPLOYEE TRAINING	56.40	
41241	12/23/11	1,159.00 011	774.00	BEWLEYS CLEANING	7	43669	NOV JANITORIAL	774.00	
						43670	SVCE/WTC PROJECT	385.00	
41242	12/23/11	50.00 B028	50.00	BRYANT, HILARY	7	43658	11/18 BOD MTG	50.00	
41243	12/23/11	1,244.53 002189	1,244.53	BUS & EQUIPMENT		43671	REV VEH PARTS/PT	28.59	
						43672	REV VEH PARTS/PT	585.25	
						43673	REV VEH PARTS/PT	111.78	
						43775	REV VEH PARTS/PT	134.43	
						43776	REV VEH PARTS/PT	137.02	
						43777	REV VEH PARTS/PT	247.46	
41244	12/23/11	50.00 B018	50.00	BUSTICHI, DENE	7	43659	11/18 BOD MTG	50.00	
41245	12/23/11	542,993.75 502	542,993.75	CA PUBLIC EMPLOYEES'		43783	JAN 12 MEDICAL	542,993.75	
41246	12/23/11	72.00 002034	72.00	CARLON'S FIRE EXTINGUISHER		43707	OUT RPR EQUIP/PT	72.00	
41247	12/23/11	5,537.98 001159	5,537.98	CATTO'S GRAPHICS, INC.		43779	BUS STOP STICKERS	5,537.98	
41248	12/23/11	28,972.36 001124	28,972.36	CLEAN ENERGY		43780	LNG 12/3/11	9,507.58	
						43781	LNG 12/6/11	9,417.46	
						43782	LNG 12/9/11	10,047.32	
41249	12/23/11	184.00 367	184.00	COMMUNITY TELEVISION OF		43778	11/18 BOD MTG	184.00	
41250	12/23/11	26.36 002063	26.36	COSTCO		43675	12/16 BOD MTG	26.36	
41251	12/23/11	630.94 504	630.94	CUMMINS WEST, INC.		43674	OUT RPR #2804	630.94	
41252	12/23/11	20,349.75 002104	20,349.75	DEPT OF INDUSTRIAL RELATIONS-SIP		43811	CA W/C FEE ASSESSMNT	20,349.75	
41253	12/23/11	5,014.63 001329	5,014.63	DOC AUTO LLC		43676	OUT RPR REV VEH/PT	71.40	
						43677	OUT RPR REV VEH/PT	35.00	
						43678	OUT RPR REV VEH/PT	176.70	
						43679	OUT RPR REV VEH/PT	848.98	
						43680	OUT RPR REV VEH/PT	432.26	
						43681	OUT RPR REV VEH/PT	1,640.33	
						43708	OUT RPR REV VEH/PT	46.75	

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

DATE: 12/01/11 THRU 12/31/11

CHECK NUMBER	CHECK DATE	CHECK VENDOR	CHECK AMOUNT	VENDOR NAME	VENDOR TYPE	TRANS. NUMBER	TRANSACTION DESCRIPTION	TRANSACTION AMOUNT	COMMENT
41254	12/23/11	905.00 916	DOCTORS ON DUTY MEDICAL CLINIC			43709	OUT RPR REV VEH/PT	601.21	
						43710	OUT RPR REV VEH/PT	1,162.00	
						43784	EMPLOY EXAM	30.00	
						43785	EMPLOY EXAM	30.00	
						43786	EMPLOY EXAM	30.00	
						43787	EMPLOY EXAM	30.00	
						43788	EMPLOY EXAM	35.00	
						43789	EMPLOY EXAM	35.00	
						43790	EMPLOY EXAM	35.00	
						43791	EMPLOY EXAM	120.00	
						43792	EMPLOY EXAM	30.00	
						43793	EMPLOY EXAM	30.00	
						43794	EMPLOY EXAM	30.00	
						43795	EMPLOY EXAM	20.00	
						43796	EMPLOY EXAM	35.00	
						43797	EMPLOY EXAM	30.00	
						43798	EMPLOY EXAM	30.00	
						43799	EMPLOY EXAM	30.00	
						43800	EMPLOY EXAM	20.00	
						43801	EMPLOY EXAM	30.00	
						43802	EMPLOY EXAM	30.00	
						43803	EMPLOY EXAM	30.00	
						43804	EMPLOY EXAM	30.00	
						43805	EMPLOY EXAM	35.00	
						43806	EMPLOY EXAM	30.00	
						43807	EMPLOY EXAM	30.00	
						43808	EMPLOY EXAM	30.00	
						43809	EMPLOY EXAM	30.00	
						43810	EMPLOY EXAM	30.00	
41255	12/23/11	50.00 B029	DODGE, DANIEL		7	43660	11/18 BOD MTG	50.00	
41256	12/23/11	90.00 002388	DOGHERRA'S		7	43682	OUT RPR REV VEH/PT	45.00	
						43683	OUT RPR REV VEH/PT	45.00	
41257	12/23/11	188.36 298	ERGOMETRICS			43812	TEST MATERIALS	188.36	
41258	12/23/11	850.00 432	EXPRESS EMPLOYMENT PROS			43684	TEMP/CS W/E 11/25	850.00	
41259	12/23/11	90.58 372	FEDERAL EXPRESS			43844	LN 4 NATL GAS SENSORS	24.91	
						43845	LNG TANK CONTRACTS	31.81	
						43846	11 BUS INSPCT SVCS	33.86	
41260	12/23/11	1,449.38 447	FERRIS HOIST & REPAIR, INC.			43816	BAY 9 RPR/MMF	1,449.38	
41261	12/23/11	153.31 959	FIRST ADVANTAGE CORPORATION			43813	EMPLOY EXAM	43.12	
						43814	EMPLOY EXAM	67.57	
						43815	EMPLOY EXAM	42.62	
41262	12/23/11	75.00 002295	FIRST ALARM			43712	NOV DISPATCH	75.00	
41263	12/23/11	781.34 002962	FIS			43711	NOV 11 MERCHANT FEES	781.34	
41264	12/23/11	383.66 282	GRAINGER			43685	SAFETY SUPPLY/FL	383.66	
41265	12/23/11	50.00 B023	GRAVES, RON			43661	11/18 BOD MTG	50.00	
41266	12/23/11	219.75 001097	GREENWASTE RECOVERY, INC.		7	43686	NOV GARB/RES PARK	219.75	

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

DATE: 12/01/11 THRU 12/31/11

CHECK NUMBER	CHECK DATE	CHECK VENDOR	CHECK AMOUNT	VENDOR NAME	VENDOR TYPE	TRANS. NUMBER	TRANSACTION DESCRIPTION	TRANSACTION AMOUNT	COMMENT
41267	12/23/11	50.00 B021		HAGEN, DONALD N.	7	43662	11/18 BOD MTG	50.00	
41268	12/23/11	122.40 510A		HASLER, INC.		43687	1/1-1/31/12 ADM	78.12	
						43688	1/1-1/31/12 PT	44.28	
41269	12/23/11	50.00 B006		HINKLE, MICHELLE	7	43663	11/18 BOD MTG	50.00	
41270	12/23/11	387.72 001209		IKON FINANCIAL SERVICES		43689	11/18-12/17 LS/MT PT	387.72	
41271	12/23/11	265.82 215		IKON OFFICE SOLUTIONS		43713	11/26-12/25 METRO	265.82	
41272	12/23/11	2,638.11 878		KELLY SERVICES, INC.		43690	TEMP/PA W/E 12/4	1,054.00	
						43847	TEMP/HR W/E 12/4	602.18	
						43848	TEMP/HR W/E 11/20	683.55	
						43849	TEMP/HR W/E 11/27	298.38	
41273	12/23/11	1,135.30 852		LAW OFFICES OF MARIE F. SANG	7	43818	WORK COMP FEE/OPS	48.00	
						43819	WORK COMP FEE/OPS	64.00	
						43820	WORK COMP FEE/PT	415.30	
						43821	WORK COMP FEE/OPS	608.00	
41274	12/23/11	922.50 002986		LUNA, SUZANNE	7	43694	TEMP/FIN W/E 12/16	922.50	
41275	12/23/11	734.05 001145		MANAGED HEALTH NETWORK		43715	JAN 12 EAP	734.05	
41276	12/23/11	86.05 980		MCMMASTER-CARR SUPPLY CO		43826	RPRS & MAINT/FAC	86.05	
41277	12/23/11	49.00 E423		MILLER, MICHAEL		43825	DMV/VTT FEES OPS	49.00	
41278	12/23/11	206.92 041		MISSION UNIFORM		43695	UNIF & LAUNDRY/PT	33.41	
						43696	UNIF & LAUNDRY/PT	33.41	
						43822	UNIF & LAUNDRY/FAC	125.00	
						43823	UNIF & LAUNDRY/FL	4.18	
						43824	UNIF & LAUNDRY/FL	10.92	
41279	12/23/11	250.00 747		MONTEREY REGIONAL COMPLIANCE	7	43714	SAP KICKS/HR	250.00	
41280	12/23/11	39.00 E658		NABOR, CLINT		43703	DMV FEE/PT	39.00	
41281	12/23/11	7,241.02 001063		NEW FLYER INDUSTRIES LIMITED		43697	REV VEH PARTS/FL	1,450.29	
						43698	REV VEH PARTS/FL	2,900.86	
						43699	REV VEH PARTS/FL	163.47	
						43827	REV VEH PARTS/FL	2,196.96	
41282	12/23/11	62.55 002950		NEW HAVEN MOVING EQUIPMENT		43828	SMALL TOOLS/FL	529.44	
41283	12/23/11	673.55 004		NORTH BAY FORD LINC-MERCURY		43700	REST REV VEH PRTS/OP	62.55	
						43701	OUT RPR REV VEH/PT	156.46	
						43702	OUT RPR REV VEH /PT	211.56	
						43829	OUT RPR REV VEH/PT	234.00	
						43852	OUT RPR REV VEH/PT	71.53	
41284	12/23/11	1,805.00 E645		OLANDER, JOY		43716	EDUCATION EXP	1,710.00	
						43717	EDUCATION EXP	95.00	
41285	12/23/11	3,354.79 009		PACIFIC GAS & ELECTRIC		43704	10/25-12/5 SVTC	2,223.32	
						43718	11/9-12/8 RES PARK	1,131.47	
41286	12/23/11	223.76 043		PALACE ART & OFFICE SUPPLY		43719	OFFICE SUPPLY/PT	229.14	
						43720	OFFICE SUPPLY/PT	59.60	
						43721	OFFICE SUPPLY/PT	62.63	
						43722	OFFICE SUPPLY/PT	10.93	
						43723	OFFICE SUPPLY/PT	10.70	
						43724	CR OFFICE SUPPLY/PT	-21.86	
						43725	CR OFFICE SUPPLY/PT	-20.12	

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

DATE: 12/01/11 THRU 12/31/11

CHECK NUMBER	CHECK DATE	CHECK VENDOR	CHECK AMOUNT	VENDOR NAME	VENDOR TYPE	TRANS. NUMBER	TRANSACTION DESCRIPTION	TRANSACTION AMOUNT	COMMENT
41287	12/23/11	50.00 B024	50.00	PIRIE, ELLEN	7	43726	CR OFFICE SUPPLY/PT	-62.63	
41288	12/23/11	66.00 E660	66.00	PRESTON, NATHANIEL		43727	CR OFFICE SUPPLY/PT	-44.63	
41289	12/23/11	50.00 B022	50.00	ROBINSON, LYNN MARIE	7	43664	11/18 BOD MTG	50.00	
41290	12/23/11	25,488.84 966	25,488.84	S.C. FUELS	0	43830	DMV FEE/FL	66.00	
41291	12/23/11	94.78 001286	94.78	SAFE-CARD ID SERVICES, INC		43665	11/18 BOD MTG	50.00	
41292	12/23/11	444.38 135	444.38	SANTA CRUZ AUTO PARTS, INC.		43831	DIESEL 12/13/11	25,488.84	
41293	12/23/11	180.00 345	180.00	SANTA CRUZ COUNTY OFFICE OF		43735	PVC CARDS/PT	67.54	
41294	12/23/11	48.55 848	48.55	SANTA CRUZ ELECTRONICS, INC.		43738	REV VEH PARTS/FL	64.94	
41295	12/23/11	36,204.89 002917	36,204.89	SANTA CRUZ METRO TRANSIT DIST		43739	REV VEH PARTS/FL	224.89	
41296	12/23/11	192.60 079	192.60	SANTA CRUZ MUNICIPAL UTILITIES	0	43740	REV VEH PARTS/PT	67.64	
41297	12/23/11	381.44 149	381.44	SANTA CRUZ SENTINEL		43741	REV VEH PARTS/PT	19.37	
41298	12/23/11	12,832.25 977	12,832.25	SANTA CRUZ TRANSPORTATION, LLC		43832	REV VEH PARTS/FL	180.00	
41299	12/23/11	2,500.00 002267	2,500.00	SHAW / YODER / ANTIWIH, INC.		43733	EMPLOY FINGERPRINTS	48.55	
41300	12/23/11	2,381.00 001232	2,381.00	SPECIALIZED AUTO AND		43729	PWR SUP SEC CAMERA	23,561.32	
41301	12/23/11	97.06 001345	97.06	SPECIALTY MANUFACTURING, INC.		43705	11/26-12/9 WC FUND	12,643.57	
41302	12/23/11	24.30 002998	24.30	ST. CLAIR TECHNOLOGIES, INC.		43734	9/20-11/17 RES PARK	192.60	
41303	12/23/11	65.70 002245	65.70	STAPLES ADVANTAGE		43731	NOV ADS/ADM	187.74	
41304	12/23/11	475.00 001930	475.00	STATE BAR OF CALIFORNIA		43835	NOV 11 PT SVCS	12,832.25	
41305	12/23/11	32.71 104	32.71	STATE STEEL COMPANY	0	43728	DEC 11 LEG SVCS	2,500.00	
41306	12/23/11	50.00 B017	50.00	STONE, MARK	7	43742	OUT RPR REV VEH/PT	977.98	
41307	12/23/11	1,371.60 001165	1,371.60	THANH N. VU MD	7	43743	OUT RPR REV VEH/PT	664.22	
						43744	OUT RPR REV VEH/PT	163.02	
						43745	OUT RPR REV VEH/PT	163.02	
						43746	OUT RPR REV VEH/PT	86.72	
						43747	OUT RPR REV VEH/PT	188.45	
						43748	OUT RPR REV VEH/PT	137.59	
						43833	REV VEH PARTS/FL	97.06	
						43736	REV VEH PARTS/FL	24.30	
						43730	OFFICE SUPPLY/FL	65.70	
						43853	2012 MEMBERSHIP	475.00	
						43737	REV VEH PARTS/FL	32.71	
						43666	11/18 BOD MTG	50.00	
						43750	EMPLOY EXAM/PT	75.00	
						43751	EMPLOY EXAM/HR	92.16	
						43752	EMPLOY EXAM/HR	92.16	
						43753	EMPLOY EXAM/HR	92.16	
						43754	EMPLOY EXAM/HR	92.16	
						43755	EMPLOY EXAM/HR	92.16	
						43756	EMPLOY EXAM/HR	92.16	
						43757	EMPLOY EXAM/HR	92.16	
						43758	EMPLOY EXAM/HR	92.16	
						43759	EMPLOY EXAM/HR	92.16	
						43760	EMPLOY EXAM/HR	92.16	
						43836	EMPLOY EXAM/OPS	75.00	

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

DATE: 12/01/11 THRU 12/31/11

CHECK NUMBER	CHECK DATE	CHECK AMOUNT	VENDOR NAME	VENDOR TYPE	TRANS. NUMBER	TRANSACTION DESCRIPTION	TRANSACTION AMOUNT	COMMENT
41308	12/23/11	354.85	TIRE DISTRIBUTION SYSTEMS, LLC	7	43749	NOV TIRES & TUBES/PT	354.85	
41309	12/23/11	69.30	U.S. BANK		43854	424604455645971	41.30	
41310	12/23/11	149.21	UNITED PARCEL SERVICE		43761	FRT OUT/FLT	149.21	
41311	12/23/11	10.86	UNITED SITE SERVICES		43841	12/7-1/3 RENTAL	10.86	
41312	12/23/11	542.50	VISION COMMUNICATIONS		43762	REV VEH PARTS/FL	542.50	
41313	12/23/11	10,501.00	WATSONVILLE TRANSPORTATION, INC		43842	NOV 11 PT SVCS	10,501.00	
41314	12/23/11	1,087.54	WATSONVILLE CADILLAC, BUICK,		43763	REV VEH PARTS/PT	543.77	
41315	12/23/11	58.60	WEST PAYMENT CENTER		43764	REV VEH PARTS/PT	543.77	
41316	12/23/11	1,800.00	WILKINSON, WILLY S. MPH	7	43843	SUBSCRIPT/LEGAL	58.60	
TOTAL		1,324,025.43	ACCOUNTS PAYABLE		43765	EMPLOYEE TRAINING	1,800.00	
						TOTAL CHECKS	269	1,324,025.43

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

**DATE:** March 9, 2012  
**TO:** Board of Directors  
**FROM:** Angela Aitken, Finance Manager  
**SUBJECT: MONTHLY BUDGET STATUS REPORTS YEAR TO DATE AS OF  
DECEMBER 31, 2011**

## I. RECOMMENDED ACTION

**That the Board of Directors accept and file the monthly budget status reports year to date as of December 31, 2011**

## II. SUMMARY OF ISSUES

- **Operating Revenues** year to date as of December 31, 2011 were \$122K or 1 % under the amount of revenue expected for the same period year to date.
- **Consolidated Operating Expenses** year to date as of December 31, 2011 were \$1,768K or 9 % under budget.
- **Capital Budget** spending year to date through December 2011 was \$620K or 3 % of the Capital budget.

## III. DISCUSSION

An analysis of Santa Cruz METRO's budget status is prepared monthly in order to apprise the Board of Directors of Santa Cruz METRO's actual revenues, expenses and capital in relation to the adopted operating and capital budgets for the fiscal year. The attached revenue, expense and capital reports represent the status of Santa Cruz METRO's FY12 operating and capital budgets versus actual expenditures year to date.

The fiscal year has elapsed **50%**.

**A. Operating Revenue**

Operating Revenues year to date as of December 31, 2011 were \$122K or 1 % under the amount budgeted. Revenue variances are due to lower than anticipated Passenger Fares and Other Op Assistance/Funding and higher than anticipated Other Revenue (primarily Advertising Income) and Sales Tax Revenue.

- **Passenger Fares** are under budget due to a decrease in ridership and increased sales of Discount Senior and Youth passes. Total ridership was down 3.06 % vs. the same period last year and the sales of discounted passes have more than doubled year-over-year.
- **Other Revenue** is over budget primarily due to more advertising than expected year to date as of December 31, 2011
- **Sales Tax Revenue** is over budget due to higher than anticipated receipts year to date through December 31, 2011. The 5 % growth in Sales Tax year over year, as of December 31, 2011 reflects continuing improvement in consumer spending.
- **Other Op Assistance/Funding** is under budget due to grants funds that will be received later in the year.

**B. Consolidated Operating Expenses**

Consolidated Operating Expenses year to date as of December 31, 2011 were \$1,768K or 9 % under budget. Labor and Fringe Benefits, Services, Mobile Materials & Supplies, Casualty & Liability, and Miscellaneous Expenses all contributed to the variance.

- **Labor and Fringe Benefits** are below budget due to vacant funded positions and extended leaves.
- The majority of the variance in **Services** is due to **Prof & Tech Fees** and **Repair – Equipment**.
  - Prof & Tech Fees are under budget due to straight lining of the budget throughout the fiscal year and actual activity, primarily labor negotiations and recruitments, which will happen later in the year.
  - Repair – Equipment is under budget due to inability to anticipate when repair costs will be incurred and straight lining of the budget.
- **Mobile Materials & Supplies** are under budget due to lower than anticipated prices of fuel, inability to anticipate when vehicle parts will be needed and the cyclical nature of tire and tube replacements, while the budget is straight lined.

- **Casualty & Liability** is under budget due to less than anticipated settlement costs year to date.
- **Miscellaneous** expenses are under budget due to less than anticipated travel expenses year to date, as well as cost cutting measures in all departments.

**C. Capital Budget**

Capital Budget spending year to date through December 2012 was \$620K or 3 % of the Capital budget. Of this, \$119K or 24 % has been spent on the Bus Stop Improvements project, \$322K or 62 % has been spent on the Transit Management Information Technology project, \$70K or 35 % has been spent on the MetroBase project and \$67K or 58 % has been spent on the Replacement of Fleet & Facilities Maintenance Software.

**IV. FINANCIAL CONSIDERATIONS.**

Funds from Carryover from Previous Years, STIC, STA, and Operating Reserves will be used in the listed order to bridge the budget gap at the end of the fiscal year, when the amount of the operating income/loss for the year is determined. In the meantime, the amount of operating income/loss year to date is reported in the monthly budget status reports.

**Attachment A:** FY12 Operating Revenue & Expenses Year to Date as of 12/31/11

**Attachment B:** FY12 Capital Budget Reports for the month ending – 12/31/11

Prepared by: Kristina Mihaylova, Financial Analyst

Date Prepared: March 01, 2012

# Attachment A



## FY12

### Operating Revenue & Expenses

Year to Date as of December 31, 2011

Revenue:	Year to Date			YTD Year Over Year Comparison			
	Actual	Budget	\$ Var	% Var	Actual FY11	\$ Var	% Var
Passenger Fares	\$ 4,092,913	\$ 4,214,499	\$ (121,586)	-3%	\$ 4,018,336	\$ 74,577	2%
Other Revenue	\$ 272,484	\$ 244,850	\$ 27,634	11%	\$ 269,653	\$ 2,831	1%
Sales Tax Revenue	\$ 8,166,719	\$ 8,132,315	\$ 34,405	0%	\$ 7,759,630	\$ 407,090	5%
Transp Dev Act (TDA) - Op Asst	\$ 2,622,482	\$ 2,622,482	\$ -	0%	\$ 2,496,326	\$ 126,157	5%
Federal Op Assistance	\$ -	\$ -	\$ -	0%	\$ -	\$ -	0%
Other Op Assistance/Funding	\$ 11,702	\$ 82,200	\$ (70,498)	-86%	\$ 274,886	\$ (263,184)	-96%
STA - Op Assistance	\$ -	\$ -	\$ -	0%	\$ 2,801,550	\$ (2,801,550)	-100%
STIC - Op Assistance	\$ -	\$ -	\$ -	0%	\$ -	\$ -	0%
Fuel Tax Credit	\$ 133,096	\$ 125,000	\$ 8,096	6%	\$ -	\$ 133,096	100%
Transfers (to)/ from Reserves	\$ -	\$ -	\$ -	0%	\$ -	\$ -	0%
<b>Total Revenue</b>	<b>\$ 15,299,396</b>	<b>\$ 15,421,345</b>	<b>\$ (121,949)</b>	<b>-1%</b>	<b>\$ 17,620,380</b>	<b>\$ (2,320,984)</b>	<b>-13%</b>

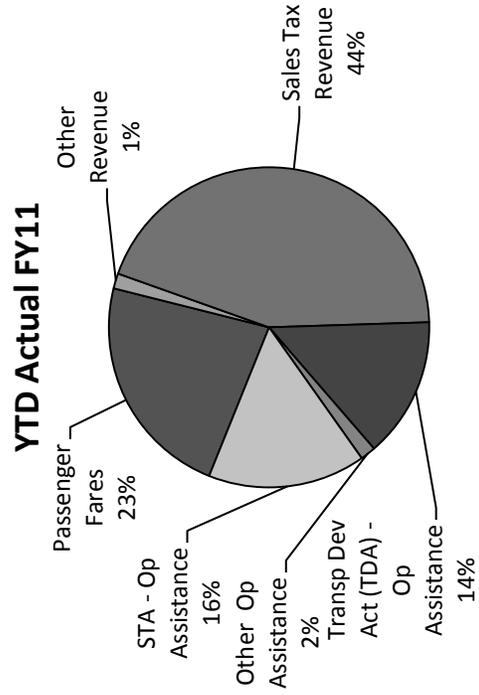
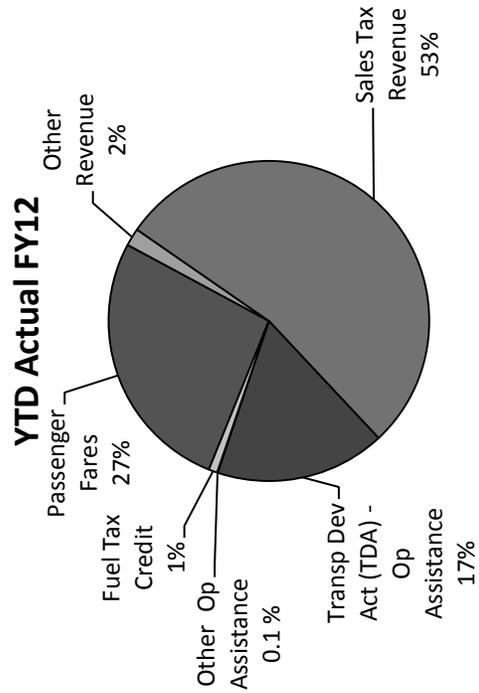
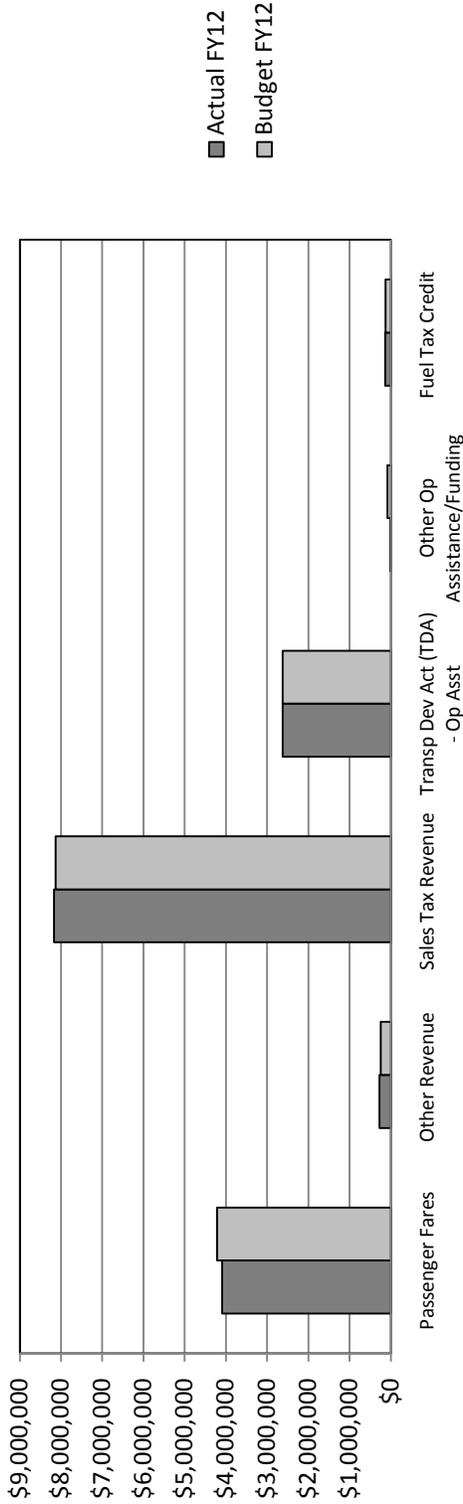
#### Expenses:

Labor	\$ 7,502,072	\$ 8,024,308	\$ (522,237)	-7%	\$ 7,861,919	\$ (359,847)	-5%
Fringe Benefits	\$ 7,252,502	\$ 7,704,093	\$ (451,590)	-6%	\$ 6,438,278	\$ 814,224	13%
Services	\$ 1,094,114	\$ 1,339,450	\$ (245,336)	-18%	\$ 1,067,867	\$ 26,247	2%
Mobile Materials & Supplies	\$ 1,360,970	\$ 1,605,000	\$ (244,030)	-15%	\$ 1,347,803	\$ 13,167	1%
Other Materials & Supplies	\$ 141,899	\$ 151,956	\$ (10,057)	-7%	\$ 113,786	\$ 28,113	25%
Utilities	\$ 234,226	\$ 270,600	\$ (36,374)	-13%	\$ 231,647	\$ 2,579	1%
Casualty & Liability	\$ 372,900	\$ 548,400	\$ (175,500)	-32%	\$ 281,349	\$ 91,551	33%
Taxes	\$ 19,256	\$ 26,650	\$ (7,394)	-28%	\$ 20,663	\$ (1,407)	-7%
Purchased Transportation	\$ 138,805	\$ 125,000	\$ 13,805	11%	\$ 89,023	\$ 49,782	56%
Miscellaneous	\$ 67,590	\$ 147,638	\$ (80,048)	-54%	\$ 71,940	\$ (4,350)	-6%
Leases & Rentals	\$ 111,534	\$ 120,745	\$ (9,211)	-8%	\$ 178,371	\$ (66,837)	-37%
<b>Total Expenses</b>	<b>\$ 18,295,867</b>	<b>\$ 20,063,840</b>	<b>\$ (1,767,973)</b>	<b>-9%</b>	<b>\$ 17,702,646</b>	<b>\$ 593,221</b>	<b>3%</b>
<b>Operating Income (Loss)</b>	<b>\$ (2,996,471)</b>				<b>\$ (82,266)</b>		

# Attachment A

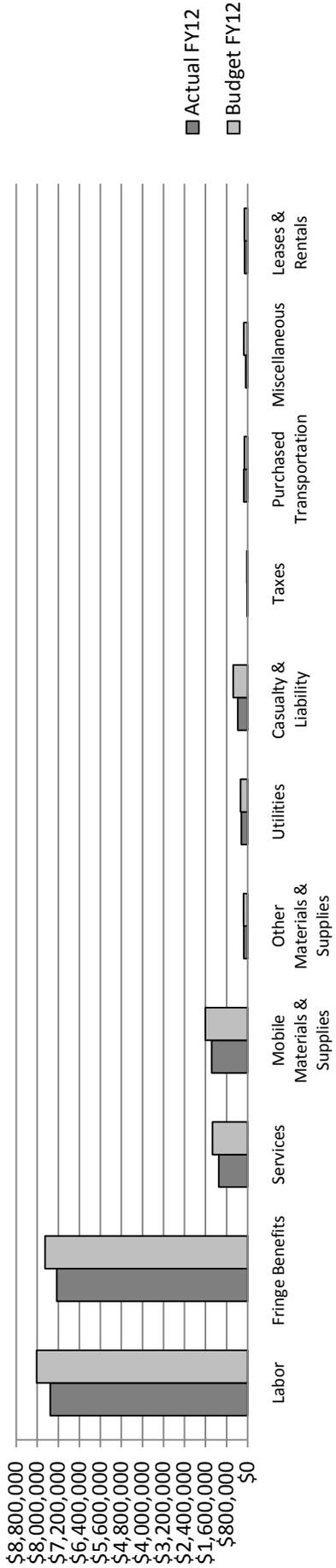


## Total Revenue Year to Date as of December 31, 2011

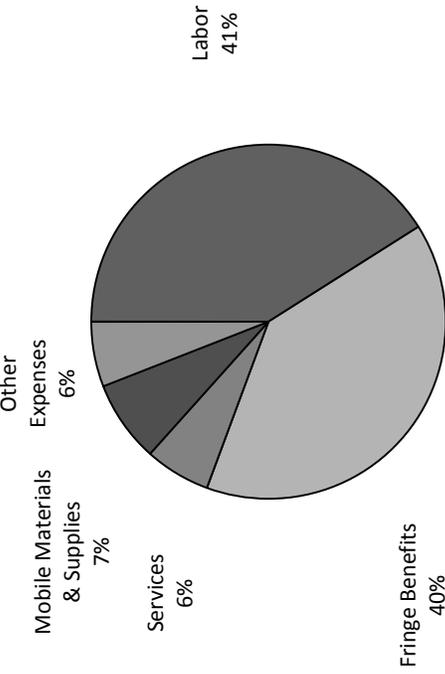




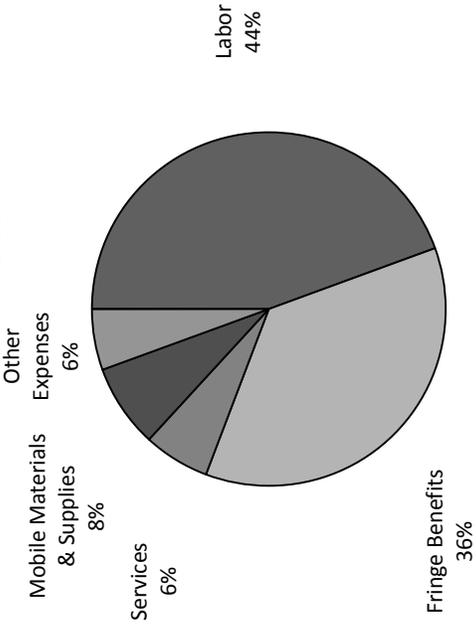
### Total Expenses Year to Date as of December 31, 2011



#### YTD Actual FY12



#### YTD Actual FY11





SANTA CRUZ **METRO**

**FY12**

**Operating Revenue**

**Year to Date as of December 31, 2011**

Percent of Year Elapsed - 50%

	Year to Date			YTD Year Over Year Comparison		
	Actual	Budget	% Var	Actual FY11	\$ Var	% Var
<b>Passenger Fares</b>						
Passenger Fares	\$ 1,879,071	\$ 1,926,306	-2%	\$ 1,770,122	\$ 108,949	6%
Paratransit Fares	\$ 149,991	\$ 131,787	14%	\$ 119,154	\$ 30,837	26%
Special Transit Fares - Contract	\$ 1,215,315	\$ 1,285,277	-5%	\$ 1,406,849	\$ (191,534)	-14%
Highway 17 Fares	\$ 714,818	\$ 603,083	19%	\$ 483,041	\$ 231,777	48%
Highway 17 Payments	\$ 133,718	\$ 268,047	-50%	\$ 239,169	\$ (105,452)	-44%
<b>Subtotal Passenger Revenue</b>	<b>\$ 4,092,913</b>	<b>\$ 4,214,499</b>	<b>-3%</b>	<b>\$ 4,018,336</b>	<b>\$ 74,577</b>	<b>2%</b>

	Actual	Budget	% Var	Actual FY11	\$ Var	% Var
<b>Other Revenue</b>						
Commissions	\$ 1,913	\$ 2,800	-32%	\$ 2,365	\$ (452)	-19%
Advertising Income	\$ 130,825	\$ 100,000	31%	\$ 122,849	\$ 7,976	6%
Rent Income - SC Pacific Station	\$ 54,082	\$ 53,000	2%	\$ 42,410	\$ 11,672	28%
Rent Income - Watsonville TC	\$ 22,391	\$ 20,000	12%	\$ 19,892	\$ 2,499	13%
Interest Income	\$ 60,221	\$ 60,000	0%	\$ 75,288	\$ (15,067)	-20%
Other Non-Transp Revenue	\$ 3,052	\$ 9,050	-66%	\$ 6,849	\$ (3,797)	-55%
<b>Subtotal Other Revenue</b>	<b>\$ 272,484</b>	<b>\$ 244,850</b>	<b>11%</b>	<b>\$ 269,653</b>	<b>\$ 2,831</b>	<b>1%</b>

<b>Sales Tax Revenue</b>	\$ 8,166,719	\$ 8,132,315	0%	\$ 7,759,630	\$ 407,090	5%
--------------------------	--------------	--------------	----	--------------	------------	----

<b>Transp Dev Act (TDA) - Op Asst</b>	\$ 2,622,482	\$ 2,622,482	0%	\$ 2,496,326	\$ 126,157	5%
---------------------------------------	--------------	--------------	----	--------------	------------	----

	Actual	Budget	% Var	Actual FY11	\$ Var	% Var
<b>Federal Op Assistance</b>						
FTA Sec 5307 - Op Asst	\$ -	\$ -	0%	\$ -	\$ -	0%
FTA Sec 5311 - Rural Op Asst	\$ -	\$ -	0%	\$ -	\$ -	0%
<b>Subtotal Federal Op Assistance</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0%</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0%</b>

	Actual	Budget	% Var	Actual FY11	\$ Var	% Var
<b>Other Op Assistance/Funding</b>						
AMBAG Funding	\$ -	\$ -	0%	\$ 4,886	\$ (4,886)	-100%
Other Op Assistance/Funding	\$ 11,702	\$ 82,200	-86%	\$ -	\$ 11,702	100%
FTA Sec 5309 - ARRA Op Asst	\$ -	\$ -	0%	\$ 270,000	\$ (270,000)	-100%
<b>Subtotal Other Op Assistance/Funding</b>	<b>\$ 11,702</b>	<b>\$ 82,200</b>	<b>-86%</b>	<b>\$ 274,886</b>	<b>\$ (263,184)</b>	<b>-96%</b>



**FY12**

**Operating Revenue**

**Year to Date as of December 31, 2011**

Percent of Year Elapsed - 50%

	Year to Date			YTD Year Over Year Comparison		
	Actual	Budget	% Var	Actual FY11	\$ Var	% Var
<b>STA - Op Assistance</b>	\$ -	\$ -	0%	\$ 2,801,550	\$ (2,801,550)	-100%
<b>STIC - Op Assistance</b>	\$ -	\$ -	0%	\$ -	\$ -	0%
<b>Fuel Tax Credit</b>	\$ 133,096	\$ 125,000	6%	\$ -	\$ 133,096	100%
<b>Transfers (to)/ from Reserves</b>	\$ -	\$ -	0%	\$ -	\$ -	0%
<b>Total Revenue</b>	<u>\$ 15,299,396</u>	<u>\$ 15,421,345</u>	<u>-1%</u>	<u>\$ 17,620,380</u>	<u>\$ (2,320,984)</u>	<u>-13%</u>
<b>Total Operating Expenses</b>	<u>\$ 18,295,867</u>			<u>\$ 17,702,646</u>		
<b>Variance</b>	<u>\$ (2,996,471)</u>			<u>\$ (82,266)</u>		



**FY12**  
**Consolidated Operating Expenses**  
**Year to Date as of December 31, 2011**

	Year to Date		YTD Year Over Year Comparison				
	Actual	Budget	\$ Var	% Var	Actual FY11	\$ Var	% Var
<b>Labor</b>							
501011 Bus Operator Pay	\$ 3,434,815	\$ 3,870,756	\$ (435,941)	-11%	\$ 3,699,609	\$ (264,794)	-7%
501013 Bus Operator Overtime	\$ 809,237	\$ 767,795	\$ 41,442	5%	\$ 787,932	\$ 21,305	3%
501021 Other Salaries	\$ 3,019,161	\$ 3,210,919	\$ (191,759)	-6%	\$ 3,219,079	\$ (199,919)	-6%
501023 Other Overtime	\$ 238,859	\$ 174,838	\$ 64,021	37%	\$ 155,298	\$ 83,561	54%
<b>Total Labor -</b>	<b>\$ 7,502,072</b>	<b>\$ 8,024,308</b>	<b>\$ (522,237)</b>	<b>-7%</b>	<b>\$ 7,861,919</b>	<b>\$ (359,847)</b>	<b>-5%</b>
<b>Fringe Benefits</b>							
502011 Medicare/Soc. Sec.	\$ 112,211	\$ 139,510	\$ (27,300)	-20%	\$ 116,375	\$ (4,164)	-4%
502021 Retirement	\$ 1,310,230	\$ 1,489,054	\$ (178,824)	-12%	\$ 1,097,186	\$ 213,044	19%
502031 Medical Insurance	\$ 3,121,897	\$ 3,387,089	\$ (265,192)	-8%	\$ 2,703,679	\$ 418,218	15%
502041 Dental Insurance	\$ 221,599	\$ 252,927	\$ (31,328)	-12%	\$ 208,620	\$ 12,978	6%
502045 Vision Insurance	\$ 62,657	\$ 65,388	\$ (2,732)	-4%	\$ 66,111	\$ (3,454)	-5%
502051 Life Insurance	\$ 20,127	\$ 22,662	\$ (2,535)	-11%	\$ 21,480	\$ (1,353)	-6%
502060 State Disability	\$ 96,032	\$ 103,071	\$ (7,039)	-7%	\$ 96,278	\$ (246)	0%
502061 Disability Insurance	\$ 58,524	\$ 113,430	\$ (54,905)	-48%	\$ 105,289	\$ (46,764)	-44%
502071 State Unemp. Ins	\$ 20,747	\$ 41,523	\$ (20,776)	-50%	\$ 20,551	\$ 197	1%
502081 Worker's Comp Ins	\$ 700,088	\$ 449,999	\$ 250,089	56%	\$ 480,607	\$ 219,481	46%
502083 Worker's Comp IBNR	\$ -	\$ -	\$ -	0%	\$ -	\$ -	0%
502101 Holiday Pay	\$ 173,814	\$ 207,701	\$ (33,886)	-16%	\$ 185,691	\$ (11,876)	-6%
502103 Floating Holiday	\$ 20,259	\$ 39,208	\$ (18,949)	-48%	\$ 11,403	\$ 8,855	78%
502109 Sick Leave	\$ 286,352	\$ 443,476	\$ (157,124)	-35%	\$ 276,105	\$ 10,247	4%
502111 Annual Leave	\$ 930,104	\$ 845,083	\$ 85,021	10%	\$ 933,876	\$ (3,772)	0%
502121 Other Paid Absence	\$ 79,854	\$ 61,625	\$ 18,229	30%	\$ 72,372	\$ 7,483	10%
502251 Physical Exams	\$ 4,256	\$ 7,055	\$ (2,799)	-40%	\$ 2,700	\$ 1,556	58%
502253 Driver Lic Renewal	\$ 1,236	\$ 2,334	\$ (1,098)	-47%	\$ 1,089	\$ 147	13%
502999 Other Fringe Benefits	\$ 32,516	\$ 32,956	\$ (440)	-1%	\$ 38,867	\$ (6,351)	-16%
<b>Total Fringe Benefits -</b>	<b>\$ 7,252,502</b>	<b>\$ 7,704,093</b>	<b>\$ (451,590)</b>	<b>-6%</b>	<b>\$ 6,438,278</b>	<b>\$ 814,224</b>	<b>13%</b>
<b>Total Personnel Expenses -</b>	<b>\$ 14,754,574</b>	<b>\$ 15,728,401</b>	<b>\$ (973,827)</b>	<b>-6%</b>	<b>\$ 14,300,197</b>	<b>\$ 454,377</b>	<b>3%</b>



**FY12**  
**Consolidated Operating Expenses**  
**Year to Date as of December 31, 2011**

	Year to Date			YTD Year Over Year Comparison		
	Actual	Budget	% Var	Actual FY11	\$ Var	% Var
<b>Services</b>						
503011 Acctg & Audit Fees	\$ 37,000	\$ 45,000	(8,000) -18%	\$ 34,350	\$ 2,650	8%
503012 Admin & Bank Fees	\$ 142,593	\$ 147,012	(4,419) -3%	\$ 100,689	\$ 41,904	42%
503031 Prof & Tech Fees	\$ 61,052	\$ 124,009	(62,957) -51%	\$ 77,859	\$ (16,806)	-22%
503032 Legislative Services	\$ 45,000	\$ 45,000	- 0%	\$ 45,000	\$ -	0%
503033 Legal Services	\$ -	\$ 27,500	(27,500) -100%	\$ 863	\$ (863)	-100%
503034 Pre-Employ Exams	\$ 2,931	\$ 3,759	(828) -22%	\$ 1,157	\$ 1,774	153%
503041 Temp Help	\$ 157,130	\$ 78,600	78,530 100%	\$ 78,307	\$ 78,823	101%
503161 Custodial Services	\$ 28,849	\$ 36,350	(7,501) -21%	\$ 31,252	\$ (2,402)	-8%
503162 Uniform & Laundry	\$ 9,121	\$ 11,143	(2,022) -18%	\$ 9,982	\$ (861)	-9%
503171 Security Services	\$ 161,547	\$ 199,500	(37,953) -19%	\$ 189,972	\$ (28,426)	-15%
503221 Classified/Legal Ads	\$ 4,949	\$ 11,172	(6,222) -56%	\$ 3,793	\$ 1,156	30%
503222 Legal Advertising	\$ -	\$ -	- 0%	\$ -	\$ -	0%
503225 Graphic Services	\$ -	\$ 850	(850) -100%	\$ -	\$ -	0%
503351 Repair - Bldg & Impr	\$ 22,377	\$ 50,000	(27,623) -55%	\$ 41,148	\$ (18,771)	-46%
503352 Repair - Equipment	\$ 200,559	\$ 310,155	(109,596) -35%	\$ 223,689	\$ (23,130)	-10%
503353 Repair - Rev Vehicle	\$ 186,920	\$ 211,900	(24,980) -12%	\$ 205,958	\$ (19,038)	-9%
503354 Repair - Non Rev Vehic	\$ 16,417	\$ 12,500	3,917 31%	\$ 5,879	\$ 10,538	179%
503363 Haz Mat Disposal	\$ 17,668	\$ 25,000	(7,332) -29%	\$ 17,969	\$ (301)	-2%
<b>Total Services -</b>	<b>\$ 1,094,114</b>	<b>\$ 1,339,450</b>	<b>(245,336) -18%</b>	<b>\$ 1,067,867</b>	<b>\$ 26,247</b>	<b>2%</b>

<b>Mobile Materials &amp; Supplies</b>						
	Actual	Budget	% Var	Actual FY11	\$ Var	% Var
504011 Fuels & Lube Non Rev ^	\$ 31,411	\$ 35,000	(3,589) -10%	\$ 28,850	\$ 2,560	9%
504012 Fuels & Lube Rev Veh	\$ 984,313	\$ 1,127,500	(143,187) -13%	\$ 957,142	\$ 27,170	3%
504021 Tires & Tubes	\$ 70,245	\$ 125,000	(54,755) -44%	\$ 99,310	\$ (29,066)	-29%
504161 Other Mobile Supplies	\$ -	\$ -	- 0%	\$ 38	\$ (38)	-100%
504191 Rev Vehicle Parts	\$ 275,002	\$ 317,500	(42,499) -13%	\$ 262,462	\$ 12,539	5%
<b>Total Mobile Materials &amp; Supplies -</b>	<b>\$ 1,360,970</b>	<b>\$ 1,605,000</b>	<b>(244,031) -15%</b>	<b>\$ 1,347,803</b>	<b>\$ 13,167</b>	<b>1%</b>



**FY12**  
**Consolidated Operating Expenses**  
**Year to Date as of December 31, 2011**

	Year to Date		YTD Year Over Year Comparison				
	Actual	Budget	\$ Var	% Var	Actual FY11	\$ Var	% Var
<b>Other Materials &amp; Supplies</b>							
504205 Freight Out	\$ 1,060	\$ 1,250	\$ (190)	-15%	\$ 1,227	\$ (167)	-14%
504211 Postage & Mailing	\$ 6,036	\$ 9,417	\$ (3,381)	-36%	\$ 5,910	\$ 126	2%
504214 Promotional Items	\$ -	\$ -	\$ -	0%	\$ -	\$ -	0%
504215 Printing	\$ 34,438	\$ 37,582	\$ (3,143)	-8%	\$ 28,574	\$ 5,864	21%
504217 Photo Supply/Processin	\$ 3	\$ 1,950	\$ (1,947)	-100%	\$ 171	\$ (168)	-98%
504311 Office Supplies	\$ 32,200	\$ 33,707	\$ (1,508)	-4%	\$ 24,956	\$ 7,244	29%
504315 Safety Supplies	\$ 6,763	\$ 10,150	\$ (3,387)	-33%	\$ 7,635	\$ (872)	-11%
504317 Cleaning Supplies	\$ 22,340	\$ 22,550	\$ (210)	-1%	\$ 17,255	\$ 5,085	29%
504409 Repair/Maint Supplies	\$ 32,604	\$ 20,000	\$ 12,604	63%	\$ 18,424	\$ 14,180	77%
504421 Non-Inventory Parts	\$ 2,634	\$ 9,500	\$ (6,866)	-72%	\$ 7,438	\$ (4,805)	-65%
504511 Small Tools	\$ 3,351	\$ 4,350	\$ (999)	-23%	\$ 1,807	\$ 1,545	85%
504515 Employee Tool Rplcmt	\$ 470	\$ 1,500	\$ (1,030)	-69%	\$ 390	\$ 80	21%
<b>Total Other Materials &amp; Supplies -</b>	<b>\$ 141,899</b>	<b>\$ 151,956</b>	<b>\$ (10,057)</b>	<b>-7%</b>	<b>\$ 113,786</b>	<b>\$ 28,113</b>	<b>25%</b>
<b>Utilities</b>							
505011 Gas & Electric	\$ 125,791	\$ 117,000	\$ 8,791	8%	\$ 116,419	\$ 9,372	8%
505021 Water & Garbage	\$ 59,943	\$ 75,000	\$ (15,057)	-20%	\$ 63,631	\$ (3,687)	-6%
505031 Telecommunications	\$ 48,491	\$ 78,600	\$ (30,109)	-38%	\$ 51,597	\$ (3,106)	-6%
<b>Total Utilities -</b>	<b>\$ 234,226</b>	<b>\$ 270,600</b>	<b>\$ (36,374)</b>	<b>-13%</b>	<b>\$ 231,647</b>	<b>\$ 2,579</b>	<b>1%</b>
<b>Casualty &amp; Liability</b>							
506011 Insurance - Property	\$ 53,726	\$ 57,500	\$ (3,774)	-7%	\$ 47,834	\$ 5,892	12%
506015 Insurance - PL & PD	\$ 237,725	\$ 262,650	\$ (24,925)	-9%	\$ 219,184	\$ 18,541	8%
506021 Insurance - Other	\$ 711	\$ 750	\$ (39)	-5%	\$ 711	\$ -	0%
506123 Settlement Costs	\$ 98,571	\$ 227,500	\$ (128,929)	-57%	\$ 86,151	\$ 12,420	14%
506127 Repairs - Dist Prop	\$ (17,832)	\$ -	\$ (17,832)	100%	\$ (72,530)	\$ 54,698	-75%
<b>Total Casualty &amp; Liability -</b>	<b>\$ 372,900</b>	<b>\$ 548,400</b>	<b>\$ (175,500)</b>	<b>-32%</b>	<b>\$ 281,349</b>	<b>\$ 91,551</b>	<b>33%</b>
<b>Taxes</b>							
507051 Fuel Tax	\$ 6,671	\$ 7,000	\$ (329)	-5%	\$ 6,881	\$ (210)	-3%
507201 Licenses & permits	\$ 4,228	\$ 9,650	\$ (5,422)	-56%	\$ 5,026	\$ (797)	-16%
507999 Other Taxes	\$ 8,357	\$ 10,000	\$ (1,643)	-16%	\$ 8,756	\$ (399)	-5%
<b>Total Taxes -</b>	<b>\$ 19,256</b>	<b>\$ 26,650</b>	<b>\$ (7,394)</b>	<b>-28%</b>	<b>\$ 20,663</b>	<b>\$ (1,407)</b>	<b>-7%</b>



**FY12**  
**Consolidated Operating Expenses**  
**Year to Date as of December 31, 2011**

	Year to Date			YTD Year Over Year Comparison		
	Actual	Budget	% Var	Actual FY11	\$ Var	% Var
<b>Purchased Transportation</b>						
503406 Contr/Paratrans	\$ 138,805	\$ 125,000	11%	\$ 89,023	\$ 49,782	56%
<b>Total Purchased Transportation -</b>	<b>\$ 138,805</b>	<b>\$ 125,000</b>	<b>11%</b>	<b>\$ 89,023</b>	<b>\$ 49,782</b>	<b>56%</b>
<b>Miscellaneous</b>						
509011 Dues & Subscriptions	\$ 33,012	\$ 35,572	-7%	\$ 33,841	\$ (828)	-2%
509085 Advertising - Rev Produ	-	-	0%	-	-	0%
509101 Emp Incentive Prog	-	17,767	-100%	4,401	(4,401)	-100%
509121 Employee Training	\$ 20,597	\$ 38,504	-47%	\$ 11,095	\$ 9,501	86%
509123 Travel	\$ 8,923	\$ 46,722	-81%	\$ 18,573	\$ (9,650)	-52%
509125 Local Meeting Exp	\$ 1,711	\$ 2,650	-35%	\$ 1,195	\$ 515	43%
509127 Board Director Fees	\$ 2,800	\$ 6,300	-56%	\$ 2,650	\$ 150	6%
509150 Contributions	-	125	-100%	-	-	0%
509197 Sales Tax Expense	-	-	0%	-	-	0%
509198 Cash Over/Short	\$ 547	-	100%	\$ 185	\$ 362	196%
<b>Total Misc -</b>	<b>\$ 67,590</b>	<b>\$ 147,638</b>	<b>-54%</b>	<b>\$ 71,940</b>	<b>\$ (4,350)</b>	<b>-6%</b>
<b>Leases &amp; Rentals</b>						
512011 Facility Rentals	\$ 101,354	\$ 111,750	-9%	\$ 173,373	\$ (72,019)	-42%
512061 Equipment Rentals	\$ 10,181	\$ 8,995	13%	\$ 4,998	\$ 5,182	104%
<b>Total Leases &amp; Rentals -</b>	<b>\$ 111,534</b>	<b>\$ 120,745</b>	<b>-8%</b>	<b>\$ 178,371</b>	<b>\$ (66,837)</b>	<b>-37%</b>
<b>Total Non-Personnel Expenses -</b>	<b>\$ 3,541,293</b>	<b>\$ 4,335,439</b>	<b>-18%</b>	<b>\$ 3,402,449</b>	<b>\$ 138,844</b>	<b>4%</b>
<b>TOTAL OPERATING EXPENSE -</b>	<b>\$ 18,295,867</b>	<b>\$ 20,063,840</b>	<b>-9%</b>	<b>\$ 17,702,646</b>	<b>\$ 593,221</b>	<b>3%</b>

\*\* does not include depreciation



**FY12**  
**CAPITAL BUDGET**  
*For the month ending - December 31, 2011*

	<u>YTD Actual</u>	<u>FY12 Budget</u>	<u>Remaining Budget</u>	<u>% Spent YTD</u>
<b><u>Grant-Funded Projects</u></b>				
MetroBase Project- Operations Building (PTMISEA)	\$ -	\$ 11,010,047	\$ 11,010,047	0%
State of Good Repair (FTA, RES. RET. EARN.)	\$ 222	\$ 5,820,000	\$ 5,819,778	0%
MetroBase Project - FY10 Allocation (PTMISEA)	\$ 13,803	\$ 2,491,923	\$ 2,478,120	1%
2nd CNG Tank (STIC, MBUAPCD, RES. RET. EARN.)	\$ 61	\$ 1,561,070	\$ 1,561,009	0%
MetroBase Project - FY09 Allocation (PTMISEA)	\$ 69,988	\$ 200,000	\$ 130,012	35%
Transit Mgmt. Info. Technology (FTA-ARRA)	\$ 321,776	\$ 520,000	\$ 198,224	62%
Bus Stop Improvements (STIP)	\$ 118,873	\$ 500,000	\$ 381,127	24%
425 Front Street Purchase (FTA, STA)	\$ 2,280	\$ 40,000	\$ 37,720	6%
Land Mobile Radio Project - (LMR) (STATE-1B)	\$ -	\$ 790,000	\$ 790,000	0%
Non-Revenue Vehicle Replacement (MBUAPCD, FTA)	\$ -	\$ 192,105	\$ 192,105	0%
Video Surveillance Project - (CCTV) (STATE-1B)	\$ -	\$ 80,000	\$ 80,000	0%
Emergency Generator Relocation (OHS-1B)	\$ -	\$ 20,000	\$ 20,000	0%
<b>Subtotal Grant Funded Projects</b>	<b>\$ 527,003</b>	<b>\$ 23,225,145</b>	<b>\$ 22,698,142</b>	<b>2%</b>
<b><u>IT Projects</u></b>				
HR Software Upgrade (STA)	\$ 555	\$ 125,000	\$ 124,445	0%
Replace Fleet & Facilities Maintenance Software (STA)	\$ 66,799	\$ 115,000	\$ 48,201	58%
Automated Purchasing System Software (STA)	\$ -	\$ 40,000	\$ 40,000	0%
<b>Subtotal IT Projects</b>	<b>\$ 67,354</b>	<b>\$ 280,000</b>	<b>\$ 212,646</b>	<b>24%</b>
<b><u>Facilities Repair &amp; Improvements</u></b>				
Operations Bldg. Repairs (RES. RET. EARN.)	\$ 17,151	\$ 150,000	\$ 132,849	11%
MetroCenter Repairs (RES. RET. EARN.)	\$ -	\$ 200,000	\$ 200,000	0%
MTC Lane Four Shelter Replacement (STA)	\$ 954	\$ 40,000	\$ 39,046	2%
WTC Renovations & Repairs (STA)	\$ 7,901	\$ 85,000	\$ 77,099	9%
Repair, Reseal, Restripe (Sinkholes) - Ops (STA)	\$ -	\$ 10,000	\$ 10,000	0%
<b>Subtotal Facilities Repairs &amp; Improvements Projects</b>	<b>\$ 26,006</b>	<b>\$ 485,000</b>	<b>\$ 458,994</b>	<b>5%</b>

# Attachment B



SANTA CRUZ  
**METRO**

**FY12**  
**CAPITAL BUDGET**  
*For the month ending - December 31, 2011*

	<u>YTD Actual</u>	<u>FY12 Budget</u>	<u>Remaining Budget</u>	<u>% Spent YTD</u>
<b><u>Revenue Vehicle Replacement</u></b>				
Replace WiFi on Highway 17 buses	\$ -	\$ 60,000	\$ 60,000	0%
Subtotal Revenue Vehicle Replacements	\$ -	\$ 60,000	\$ 60,000	0%
<b><u>Non-Revenue Vehicle Replacement</u></b>				
See above	\$ -	\$ -	\$ -	0%
Subtotal Non-Revenue Vehicle Replacements	\$ -	\$ -	\$ -	0%
<b><u>Office Equipment</u></b>				
Fire Safe Filing Cabinets (STA)	\$ -	\$ 8,000	\$ 8,000	0%
Subtotal Office Equipment	\$ -	\$ 8,000	\$ 8,000	0%
<b><u>Misc</u></b>				
Use of Reserves to balance Operating Budget	\$ -	\$ -	\$ -	0%
Subtotal Misc.	\$ -	\$ -	\$ -	0%
<b>TOTAL CAPITAL PROJECTS</b>	<b>\$ 620,363</b>	<b>\$ 24,058,145</b>	<b>\$ 23,437,782</b>	<b>3%</b>



**FY12**  
**CAPITAL BUDGET**  
*For the month ending - December 31, 2011*

	<u>YTD Actual</u>	<u>FY12 Budget</u>	<u>Remaining Budget</u>	<u>% Spent YTD</u>
<b>CAPITAL FUNDING</b>				
Federal Capital Grants	\$ 324,278	\$ 6,514,162	\$ 6,189,884	5%
Other Fed - Sakata / Lawsuit proceeds	\$ -	\$ -	\$ -	-
State - PTMISEA (1B)	\$ 83,791	\$ 13,701,970	\$ 13,618,179	1%
State - Security Bond Funds (1B)	\$ -	\$ 890,000	\$ 890,000	0%
State Transit Assistance (STA) Carryover-Prior Yrs	\$ 76,209	\$ 488,000	\$ 411,791	16%
State - MBUAPCD	\$ 61	\$ 360,000	\$ 359,939	0%
State - STIP	\$ 118,873	\$ 500,000	\$ 381,127	24%
Local - Reserved Retained Earnings	\$ 17,151	\$ 1,457,873	\$ 1,440,722	1%
Local Operating Match	\$ -	\$ 146,140	\$ 146,140	0%
<b>TOTAL CAPITAL FUNDING</b>	<b>\$ 620,363</b>	<b>\$ 24,058,145</b>	<b>\$ 23,437,782</b>	<b>3%</b>

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

## NOTICE OF ACTION TAKEN IN CLOSED SESSION MEMORANDUM

DATE: March 9, 2012

TO: Board of Directors

FROM: Margaret Gallagher, District Counsel

SUBJECT: Notification of Action Taken In Closed Session Regarding the Property Damage Settlement with Chad Ellis; Claim # 11-0029

---

### Settlements of Chad Ellis; Claim # 11-0029

On December 16, 2011, in closed session the Board of Directors authorized a settlement for the incident that occurred on November 14, 2011 in Santa Cruz, California, in which a METRO bus collided with Chad Ellis' parked and unoccupied vehicle outside of Marianne's Ice Cream, resulting in the vehicle being totaled. The Board of Directors authorized a settlement in the amount of Fourteen Thousand, Five Hundred Four and 69/100 Dollars (\$14,504.69) to Chad Ellis for the property damage incurred his vehicle and other costs related to this incident.

The following directors authorized the settlement: Bryant, Bustichi, Dodge, Graves, Hagen, Hinkle, Leopold, Neighbors, Pirie, and Robinson. There were no Directors that opposed the settlement. Directors Stone was absent.

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

## NOTICE OF ACTION TAKEN IN CLOSED SESSION MEMORANDUM

DATE: March 9, 2012

TO: Board of Directors

FROM: Margaret Gallagher, District Counsel

SUBJECT: Notification Of Actions Taken In Closed Session Regarding The Following  
Matter: Anticipated Litigation

---

### Request of Tenant at the Watsonville Transit Center for Termination of Lease

On January 13, 2012, in closed session you authorized METRO's staff to cancel Romualdo Palacio's Lease agreement at the Watsonville Transit Center dba Santa Martha, due to financial difficulties. The following directors authorized the settlement: Directors Alejo, Bustichi, Dodge, Graves, Lane, Leopold and Pirie. Directors Bryant, Hinkle Robinson and Stone were absent. Pursuant to this direction, both METRO and Palacios executed a Novation of Lease and the Lease Agreement was terminated on January 31, 2012.

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
OFFICE OF THE DISTRICT COUNSEL**

DATE: March 1, 2012  
TO: Anthony Tapiz, Administrative Services Coordinator  
FROM: Margaret Gallagher, District Counsel  
SUBJECT: Item for the March 9, 2012, Board of Directors Meeting

Enclosed you will find the following unstapled attachments:

1. Recommended action to the Board of Directors regarding the Claim of Dombrose, Lisa, # 12-0005; and
2. A copy of the claim submitted to the Santa Cruz Metropolitan Transit District.

Please put the attached item on the Board's agenda for March 9, 2012.

Thank you for your attention to this matter.

MG/lg  
Attachments

# GOVERNMENT TORT CLAIM

## RECOMMENDED ACTION

TO: Board of Directors

FROM: District Counsel

RE: Claim of: Dombrose, Lisa  
Date of Incident: 9/1/2011

Received: 2/9/2012 Claim #: 12-0005  
Occurrence Report No.: SC 09-11-01

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

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

By Margaret Gallagher  
Margaret Gallagher  
DISTRICT COUNSEL

Date: 3.01.12

---

I, Anthony Tapiz, do hereby attest that the above Claim was duly presented to and the recommendations were approved by the Santa Cruz Metropolitan Transit District's Board of Directors at the meeting of March 9, 2012.

By \_\_\_\_\_  
Anthony Tapiz  
RECORDING SECRETARY

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

MG/lg  
Attachment(s)



Santa Cruz Metropolitan Transit District  
110 Vernon Street  
Santa Cruz, CA 95060

### CLAIM FOR DAMAGES

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

Claim # 12-0005  
(To be completed by METRO staff)

Please Print or Type:

The name and post office address of the claimant:

Claimant's Legal First Name: Lisa

Claimant's Legal Last Name: Dombrose

Address to which notices are to be sent: 55 River Street, Ste 100, Santa Cruz, CA 95060

Telephone (Home): ~~831 454 0405~~

Telephone (Business/Cell): Same

Section 111 of the Medicare, Medicaid and SCHIP Extension Act of 2007 (MMSEA), a new federal law that became effective January 1, 2009, requires that the Santa Cruz Metropolitan Transit District report specific information about Medicare beneficiaries who have other insurance coverage. This reporting is to assist Centers for Medicare and Medicaid Services and other insurance plans to properly coordinate payment of benefits among plans so that (your) claims are paid promptly and correctly. We are asking you to answer the following questions so that we may comply with this law.

Are you presently, or have you ever been, enrolled in Medicare Part A or B? Yes  or No

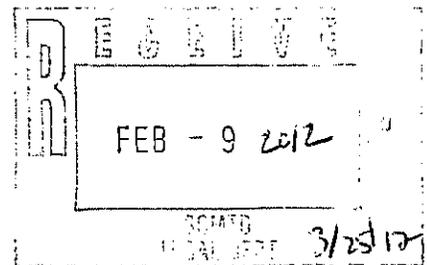
IF YES, please provide the following information:

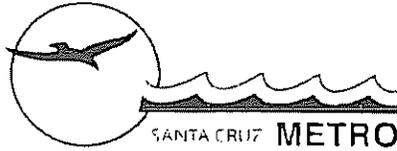
Medicare Claim Number: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Social Security Number: \_\_\_\_\_

Gender: M  or F





Claimant Name: Lisa Dombrose

### CLAIM FOR DAMAGES

The date, place and other circumstances of the occurrence or transaction that gave rise to the claim asserted:

Date of Incident/Accident: 09/01/11

Time of Incident/Accident: 09:23  AM  PM

Location of Incident/Accident

Street/City: Soquel Avenue and Ocean Street, Santa Cruz

A general description of the indebtedness, obligation, injury, damage or loss incurred so far as it may be known at the at the time of presentation of the claim. Please state the known facts surrounding the loss and use additional paper if needed.

See Attached Traffic Collion Report incorporated herein and made a part of this claim. (Ex.A).

Ms. Dombrose suffered cervical and lumbar injuries as noted in the attached MRI Report dated 01/18/12. (Ex. B). Her total economic and non-economic losses are unknown at this time.



Claimant Name: Lisa Dombrose

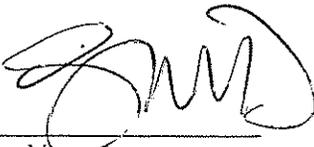
### CLAIM FOR DAMAGES

The name or names of the METRO employee or employees causing the injury, damage, or loss, if known:

If the claim totals less than \$10,000, the amount claimed as of the date of the presentation of the claim: \$ \_\_\_\_\_

If the amount exceeds \$10,000.00, this claim would be:  Less than \$25,000 (Limited Civil Case)  More than \$25,000

Claimant: Lisa Dombrose

  
Signature/Print Name

Date: Feb. 7<sup>th</sup> 2012

Attorney or

Representative: Edison Jensen

  
Signature/Print Name

Date: 2/7/12



**Santa Cruz County Regional  
Transportation Commission**

---

**MINUTES**

**Thursday, February 2, 2012  
9:00 a.m.**

**City of Watsonville City Council Chambers  
Watsonville, CA**

1. Roll call

The meeting was called to order at 9:08 a.m.

Members present:

Aileen Loe	Kirby Nicol
Don Lane	Robin Musitelli (Alt.)
Eduardo Montesino	Ron Graves
John Leopold	Mark Stone
Dene Bustichi	Lynn Robinson
Greg Caput	Randy Johnson
Neal Coonerty	

Staff present:

George Dondero	Yesenia Parra
Luis Mendez	Kim Shultz
Karena Pushnik	Tegan Speiser
Elena Loya	Nathan Luedtke
Ginger Dykaar	Matt Leal

2. Oral communications

None

3. Additions or deletions to consent and regular agendas

Executive Director George Dondero informed the Commissioners that add-on pages for items 15, 16 and 17; a written director's report and a confidential memorandum were distributed. Mr. Dondero added that there would be no close session.

**CONSENT AGENDA  
(Leopold, Lane) unanimous**

**MINUTES**

4. Approved draft minutes of the January 5, 2012 SCCRTC special meeting
5. Approved draft minutes of the January 12, 2012 SCCRTC meeting
6. Approved draft minutes of the September 14, 2011 Santa Cruz County Traffic Operations System Oversight Committee and Safe on 17 Task Force meeting

**POLICY ITEMS**

*No consent items*

**PROJECTS and PLANNING ITEMS**

*No consent items*

**BUDGET AND EXPENDITURES ITEMS**

7. Accepted status report on Transportation Development Act (TDA) revenues
8. Accepted fiscal year (FY) 2010-11 fiscal audit for SCCRTC (enclosed separately for Commissioners)

**ADMINISTRATION ITEMS**

*No consent items*

**INFORMATION/OTHER ITEMS**

9. Accepted monthly meeting schedule
10. Accepted correspondence log
11. Accepted letters from SCCRTC committees and staff to other agencies - *none*
12. Accept miscellaneous written comments from the public on SCCRTC projects and transportation issues
13. Accepted information items-*none*

**REGULAR AGENDA**

14. Commissioner reports -*None*
15. Director's report

Executive Director George Dondero gave a brief report on the House version of federal transportation funding legislation, his attendance at the Transportation Research Board Conference (TRB) in Washington DC, his participation at the California Councils of Governments (CalCOG) meeting and the "Aspiring 'Self-Help' Counties" meeting, the most recent Transportation Café episode focused on the Regional Transportation Plan and sustainability and the public kick-off meeting for Highway 1 Soquel to Morrissey Auxiliary Lanes construction.

Commissioner Johnson arrived

Commissioners asked about the timeline for the Santa Cruz Branch Rail Line Acquisition project. Mr. Dondero said that the draft request for proposals (RFP) to secure a new operator for the rail line will be presented to the RTC at their Transportation Policy Workshop (TPW) meeting in two weeks along with additional information on the project.

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

Aileen Loe announced that Caltrans will conduct a household travel survey within the next 12 months. Data collected will be used for the statewide and AMBAG travel models.

Ms. Loe gave a brief update on projects funded by the State Highway Operations and Protection Program (SHOPP) and the requirements that accompany these funds. She noted that no new projects will be added due to lack of funding.

Commissioner Coonerty asked about the status of the Scott Creek and Waddell Creek bridges project. He asked if eliminating the channeling was included. Ms. Loe said that the project has been delayed due to the complexity of protecting the habitat. Ms. Loe will inform Commissioner Coonerty of the scheduled outreach meetings regarding this project.

#### 17. 2012 Commissioners and committee appointments

Executive Director George Dondero welcomed Commissioner Graves. He also congratulated Commissioners Robinson and Bustichi for their reappointments. Mr. Dondero said that if new or continuing Commissioner were interested in a one-on-one orientation to please contact staff.

He asked Commissioners to contact Chair Nicol or himself if they wanted to serve or continue to serve on the Budget and Administration/ Personnel committee.

#### 18. Highway 1 Soquel/Morrissey Auxiliary Lanes project update (Kim Schultz, Senior Transportation Planner)

Senior Transportation Planner Kim Schultz said that about 70 people attended the kick off meeting for the Highway 1 Soquel to Morrissey Auxiliary Lanes

project. Mr. Schultz thanked Commissioner Nicol for attending, and Senior Planner Karena Pushnik and Desiree Douville of Parsons Brinkerhoff for their assistance with the public meeting. Information shared at the meeting is available on the RTC website. RTC staff will meet with City of Santa Cruz staff to discuss suggestions to address impacts, particularly for westbound bicycle traffic, and the replacement ratio for vegetation removal will be 3:1.

Bruce Shewchuk of Parsons Brinkerhoff reported that construction began on Monday. The next steps include posting of construction signs, preparation for vegetation and tree clearing, restriping lanes, and installation of k-rail barriers.

Commissioners commended staff for a well prepared kick-off meeting and asked that regular updates be brought to the RTC. Commissioners also discussed responsibility for tree replacement and asked for an update on the funding for this project. Staff noted that updates will be distributed to the community and Commissioners as often as possible and that the funding will be presented at the Budget and Administration/Personnel Committee.

#### 19. Monterey Bay 511 Traveler Information System Feasibility Study

Senior Transportation Planner Tegan Speiser gave a brief summary of the feasibility study on developing a 511 Traveler Information Service for the Monterey Bay Area that would provide travelers with real-time information about traffic conditions and other transportation options. This project is a joint effort with the Transportation Agency for Monterey County and is funded by a Caltrans Partnership Planning Grant.

Michael Berman from ICx Transportation Group presented a power point presentation that included specific information on the various existing 511 information system models that were evaluated in Part I of the study. The study findings that he reported are that a 511 system is feasible for the region and that partnering with an existing 511 system, either the one in the San Francisco Bay Area or the Sacramento region, or developing a regional web hub is the best approach for providing traveler information services in the Monterey Bay Area.

Commissioners discussed the benefits of a 511 system, the fact that traveler information is available through other means and the lack of funding for existing projects and new projects.

Commissioner Stone departed the meeting.

Commissioner Leopold moved and Commissioner Robinson second to approve the staff recommendation to proceed to the second part of the planning project which includes developing more detailed cost information, funding options and an implementation plan.

The motion passed with Commissioners Musitelli, Montesino, Leopold, Robinson, Coonerty and Lane voting yes and Commissioners Johnson, Nicol, Bustichi, Caput and Graves voting no.

20. RTC website update

Senior Transportation Planner Tegan Speiser and Transportation Planning Technician Nathan Luedtke gave a demonstration of the redesigned RTC and Commute Solutions websites. The redesigned websites were launched in July 2011 and offer easier navigation to users, expanded topics, increased search functions and enhanced graphics.

Executive Director George Dondero thanked the website team, Tegan Speiser, Yesenia Parra and Nathan Luedtke for their work.

Commissioners commended staff for the new website and agreed that it was a much better system.

21. Social Media update

Senior Transportation Planner Karena Pushnik gave a demonstration of the new RTC Facebook page. She said that the RTC Facebook page was developed in an effort to modernize outreach mechanisms, reach a broader audience and drive traffic to the RTC website where detailed project and program information can be found. Ms. Pushnik noted that the required staff time to maintain the Facebook page is less than anticipated.

Commissioners thanked staff and agreed that it has been a good tool for community outreach for all of the recent workshops.

22. Review of items to be discussed in closed session-no closed session.

**CLOSED SESSION**

23. Conference with Real Property Negotiator Pursuant to Government Code 54956.8 for acquisition of the Santa Cruz Branch Rail Line Property: Santa Cruz Branch Rail Line from Watsonville Junction to Davenport

Agency Negotiator: Paul Chrisman, Miller & Owen

Negotiation Parties: SCCRTC, Union Pacific

Under Negotiation: Price and Terms

**OPEN SESSION**

24. Report on closed session

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

*No agenda items this month*

26. Next Meetings

Meeting adjourned at 11:45 am

The next SCCRTC meeting is scheduled for Thursday, March 1, 2012 at 9:00 a.m. at the County Board of Supervisors Chambers, 701 Ocean St., Santa Cruz, CA.

The next Transportation Policy Workshop meeting is scheduled for Thursday, February 16, 2012 at 9:00 a.m. at the SCCRTC Offices, 1523 Pacific Avenue, Santa Cruz, CA.

Respectfully submitted,

Yesenia Parra, Staff

**ATTENDEES**

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

## STAFF REPORT

**DATE:** March 9, 2012

**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 May of 2009.
- 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, Santa Cruz 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 was added to the resolution adopted on May 22, 2009 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 with attached Regulation AR-1019 - Records Retention Schedule\*

\*This Resolution was inadvertently omitted from the Amended Records Retention Schedule (Regulation AR-1019) when this matter was brought before the Board at the January 13, 2012 Board of Directors meeting.

# 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: March 9, 2012

### **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 March 9, 2012, by the following vote:

AYES: Directors –

NOES: Directors –

ABSENT: Directors –

ABSTAIN: Directors –

APPROVED:

\_\_\_\_\_  
LYNN ROBINSON

Board Chair

ATTEST:

APPROVED AS TO FORM:

\_\_\_\_\_  
LESLIE R. WHITE

General Manager

\_\_\_\_\_  
MARGARET GALLAGHER

District Counsel

# ATTACHMENT A

## SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

Regulation Number: AR- 1019

Computer Title: Recrtsdl.doc

Effective Date: August 21, 1998

Pages: 16

**TITLE: RECORDS RETENTION SCHEDULE**

---

### Procedure History

<b>REVISION DATE</b>	<b>SUMMARY OF REVISION</b>	<b>APPROVED</b>
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.
May 22, 2009	Add ParaCruz records; Revise records and retention periods	D.B.
<u>March 9, 2012</u>	<u>Add and revise records and retention periods</u>	

---

## **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 or when it is in the best interest of METRO to do so.
- 1.02 Attached is 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 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 METRO employee so that METRO will have a consistent policy and procedure for managing its records.
- 2.02 Specific categories control over the general categories.

# ATTACHMENT A

## SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

### 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.

# ATTACHMENT A

## 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	
EMPLOYEE FIELD FILE	ACT	02	APPLICABLE GENERATING DEPT	ACT +02	
GENERAL (DEPARTMENT FILES)	03	02	APPLICABLE GENERATING DEPT	05	
PROJECT FILES	ACT	06	APPLICABLE GENERATING DEPT	ACT+06	PA,GR
SUBJECT AND REFERENCE MATERIALS	ACT	NA	APPLICABLE GENERATING DEPT	ACT	
<b>ADMINISTRATION RECORDS:</b>					
AGENDA PACKETS/MINUTES – OTHER AGENCIES & ORGANIZATIONS	ACT	03	ADM	ACT+03	
BOARD OF DIRECTOR AGENDA PACKETS (METRO)	02	IND	ADM	IND	V, PA
BOARD OF DIRECTOR MEETING AUDIO AND VIDEO TAPE RECORDINGS (METRO)	ACT	IND	ADM	IND	
CONFLICT OF INTEREST (BOARD/STAFF)	02	05	ADM	07	
CONTRACT COMPLIANCE FILE	ACT	06	ADM	ACT+06	GR
CONTRACT PAYMENT/PERF ADMIN DOCUMENTS	ACT	IND	ADM	IND	
CONTRACTED SERVICE RECORDS	04	03	ADM	07	
CONTRACTS/AGREEMENTS	ACT	IND	ADM	IND	V
CONTRACTS – REAL PROPERTY IMPROVEMENTS	ACT	IND	ADM	IND	
COPYRIGHT/TRADEMARK PATENT RECORDS	ACT	IND	ADM	IND	

# ATTACHMENT A

## 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>					
CORRESPONDENCE FILES	ACT	IND	ADM	IND	
DISTRICT-WIDE REGULATIONS	ACT	IND	ADM	IND	
ENGINEERING/CONSTRUCTION TECH DOCUMENTS (MOVED FROM OLD PLANNING/MARKETING ENTRY)	ACT	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	03	ADM (Grants)	ACT+03	GR
GRANT RECORDS (GRANT-FUNDED PROJECTS)	ACT	03	ADM (Grants)	ACT+03	GR
INSURANCE – CAL TIP STUDY SESSION PACKETS, AUDIT REPORTS, AGENDA PACKETS	ACT	03	ADM	ACT+03	
INTERNAL AUDITS	03	IND	ADM	IND	
INVESTIGATION FILES (INSPECTOR GENERAL)	ACT	IND	ADM	IND	
JOINT DEVELOPMENT PROJECT FILES	ACT	IND	ADM	IND	
LEASE FILES (INCLUDES PROPERTY MGMT )	ACT	06	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	IND	ADM	IND	PA - To be stored on CD or zip disk
PROPERTY ACQUISITION (APPRAISAL)	ACT	IND	ADM	IND	
PROTEST FILE (CONTRACTS)	ACT	03	ADM	ACT+03	GR

# ATTACHMENT A

## 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	
PUBLIC COMMENT LETTERS	01	IND	ADM	IND	PA,GR
PUBLIC MEETING FILES	01	IND	ADM	IND	PA,GR
PURCHASE ORDERS (REGULAR/YEARLY)	03	03	ADM/PURCH	06	GR
PURCHASING (UNSUCCESSFUL BIDS & PROPOSALS)	03	NA	ADM/PURCH	03	GR
REAL ESTATE GENERAL FILES	ACT	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	
TRAINING/TRAVEL PACKETS (EMPLOYEE)	ACT	03	ADM	ACT+03	
TRAINING ANNOUNCEMENT	ACT	0	ADM	ACT	
UNIONS – GRIEVANCES, CORRESPONDENCE, ARBITRATION PROCEEDINGS, LABOR AGREEMENTS	ACT	IND	ADM	IND	
VEHICLE REHAB & PURCHASE	ACT	04	ADM	ACT + 04	
WARRANTIES	ACT	IND	ADM	IND	

# ATTACHMENT A

## 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	MAINT	06	
BUILDING BLUEPRINTS AS BUILTS	ACT	01	MAINT	ACT +01	GR
BUILDING SPECS	ACT	01	MAINT	ACT +01	GR
BUILDING WARRANTIES	ACT	01	MAINT	ACT +01	GR
BUS STOP BLUEPRINTS AS BUILTS	ACT	01	MAINT	ACT +01	GR
CONSTRUCTION/ENCROACHMENT PERMITS/RIDERS	ACT	LOS + 10	MAINT	LOS + 10	LOS
EMPLOYEE MEDICAL RECORDS – HAZARD EXPOSURE	ACT	IND	MAINT	IND	
ENVIRON/ TESTING/ EXPOSURE/ MONITORING REPORT	01	29	MAINT	30	
EQUIPMENT WARRANTIES	ACT	LOS	MAINT	LOS	GR
HAZARDOUS MAT. CHEM INV FORMS (HCS-88)	ACT	IND	MAINT	IND	
HAZARDOUS WASTE MANIFEST FORMS	03	IND	MAINT	IND	
HAZCOM TRAINING RECORDS	IND	IND	MAINT	IND	
MATERIAL SAFETY DATA SHEETS	ACT	IND	MAINT	IND	
NOISE EXPOSURE/AUDIOMETRIC TESTING	02	IND	MAINT	IND	
RELEASE REPORT	03	01	MAINT	04	
UNDERGROUND STORAGE TANK PERMITS	ACT	LOS	MAINT	LOS	

# ATTACHMENT A

## 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>					
ACCOUNTING INFORMATION RPTS	01	06	FINANCE	07	
ACCOUNTING JOURNAL/ LEDGERS	01	06	FINANCE	07	V
ACCOUNTS PAYABLE & RECEIV VOUCHERS/ INVOICES	01	06	FINANCE	07	GR
ACCRUAL ADJUSTMENT REPORTS	01	06	FINANCE	07	
ADMIN COMP TIME, FLOATING HOLIDAY BALANCE REPORT	01	06	FINANCE	07	
ANNUAL LEAVE, SICK LEAVE, PERSONAL LEAVE BALANCE REPORT	01	06	FINANCE	07	
ASSETS RECONCILIATION TO PHYSICAL COUNT	ACT	03	FINANCE	ACT +03	GR
ATTENDANCE REGISTER/PAYROLL	02	05	FINANCE	07	
ATTRIBUTABLE INCOME REPORTS	02	05	FINANCE	07	
BAD DEBTS/UNCOLLECTABLE ACCT RECORDS	01	06	FINANCE	07	
BANK STATEMENTS	01	06	FINANCE	07	
BANKING (DEPOSITS/CANCELLED CHECKS)	01	06	FINANCE	07	
BOND/DEBENTURE/INVESTMENT RECORDS	ACT	IND	FINANCE	IND	V
BUDGET (ANNUAL)	02	IND	FINANCE	IND	PA
BUDGET (ANNUAL) SUPPORT DOCUMENTS	02	08	FINANCE	10	
CASH RECEIPT LEDGER	01	06	FINANCE	07	
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
DEDUCTIONS LIST	02	05	FINANCE	07	
DEDUCTIONS MASTER LOG FILE SUMMARY	01	01	FINANCE	02	
DEEDS OF TRUST	IND	NA	FINANCE	IND	LOS
DEPOSIT SLIP BOOKS	02	05	FINANCE	07	

# ATTACHMENT A

## 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>					
EARNINGS HISTORY	02	05	FINANCE	07	
EARNINGS LIST	02	05	FINANCE	07	
EMPLOYEE MASTER LOG FILE SUMMARY	01	01	FINANCE	02	
EMPLOYEE PAYROLL DATA	02	05	FINANCE	07	
EMPLOYEE PAYROLL FILE	ACT	07	FINANCE	ACT+07	
FINANCE GENERAL	01	02	FINANCE	03	
FINANCIAL AUDITS (EXTERNAL)	01	IND	FINANCE	IND	V
FIXED ASSET INVENTORY LISTING	ACT	03	FINANCE	ACT +03	GR
FIXED ASSET RECORDS – PERMANENT	ACT	IND	FINANCE	IND	
GFI REPORTS	02	05	FINANCE	07	
HOURS ACCUMULATOR REPORT	02	05	FINANCE	07	
INSURANCE (POLICIES/AMENDMENTS)	ACT	IND	FINANCE	IND	V
LOBBYIST REPORTS (QUARTERLY)	02	05	FINANCE	07	
MASTER FILE	02	05	FINANCE	07	
METRO HOURS REPORT	02	05	FINANCE	07	
NOTICE – PAY RATE FOR BUS OPERATORS	ACT	07	FINANCE	ACT+07	SEE EMPLOYEE FILE
NOTICE – PAY RATE FOR MANAGEMENT	ACT	07	FINANCE	ACT+07	SEE EMPLOYEE FILE
NOTICE – PAY RATE FOR PSA	ACT	07	FINANCE	ACT+07	SEE EMPLOYEE FILE
NOTICE – PAY RATE FOR SEA	ACT	07	FINANCE	ACT+07	SEE EMPLOYEE FILE
NOTICE – PAY RATE FOR VMU	ACT	07	FINANCE	ACT+07	SEE EMPLOYEE FILE
PAYROLL ADJUSTMENTS REPORTS	02	05	FINANCE	07	
PAYROLL INTERFACE	02	05	FINANCE	07	
PAYROLL REGISTER	02	05	FINANCE	07	

**ATTACHMENT A**  
**Santa Cruz Metropolitan Transit District**  
**Records Retention Schedule**

<b>Record Series Title</b>	<b>Years Active</b>	<b>Years Inactive</b>	<b>Office of Record</b>	<b>Total Yrs. Retention</b>	<b>Comment</b>
<b>FINANCE RECORDS (CONTINUED):</b>					
PURCHASING (IFB/RFP/SUCCESS BIDS & PROPS)	03	IND	FINANCE/ PURCH	IND	MOVED FROM ADM
SALES TAX ALLOCATION	01	IND	FINANCE	IND	
SIGNATURE LOG FOR PAY WARRANTS	01	01	FINANCE	02	
SUPPLEMENTAL LIFE DEDUCTIONS RECORDS	02	05	FINANCE	07	
TIME BANK RECORDS	02	05	FINANCE	07	
TIME SHEETS	03	04	FINANCE	07	GR
TIME SHEETS – DUBOIS	ACT	07	FINANCE	ACT+07	
TRUST WARRANT CLAIMS	02	05	FINANCE	07	
UNION BILL BACKS RECORDS	01	01	FINANCE	02	
UNION COPE DEDUCTIONS	02	05	FINANCE	07	
UNION CORRESPONDENCE	02	05	FINANCE	07	
UNION DUES NOTICES	ACT	07	FINANCE	ACT+07	SEE EMPLOYEE FILE
UNION INSURANCE NOTICES	02	05	FINANCE	07	
UNION TPEL NOTICES	02	05	FINANCE	07	
VAULT ROOM DAILY DATA BALANCE SHEETS	02	05	FINANCE	07	
VEHICLE TITLES	IND	NA	FINANCE	IND	LOV
WIRE TRANSFER BOOKS	02	05	FINANCE	07	V

# ATTACHMENT A

## 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	MAINT	18 MO	
AIR COMPRESSOR CERTIFICATION	05	01	MAINT	06	
BLUE FUEL CARDS	03 MO	10 MO	MAINT	13 MO	
BUS MAINTENANCE AND REPAIR RECORDS (BUS #2210-2238 AND BUS #2301-2311)	IND	IND	MAINT	IND	
CALLSTOP MAINTENANCE REQUEST FORMS	ACT	02	MAINT	ACT+02	
DAILY FUEL/SERVICING	03 MO	10 MO	MAINT	13 MO	
DAILY SHIFT ATTENDANCE RECORD (DSAR'S) ORIGINALS IN FLEET	01-MO02	01-05	MAINT	13-MO07	
DRIVER'S LICENSE PULL NOTICE & DMV RECORDS	ACT	01	OPS, MAINT	ACT+01	
DRIVER VEHICLE CHECK SHEET ORIGINALS	0306 MO	NA	MAINT	0306 MO	
EMPLOYEE ATTENDANCE RECORDS	01	07	MAINT	08	
FLEET MAINTENANCE PLAN ONLY	05	IND	MAINT	IND	
INSPECTION FORMS (A-E) ORIGINALS	03 MO	02	MAINT	27 MO	
INVENTORY COUNTS	01	07	MAINT	08	
INVENTORY VALUATIONS (MO END/YR END)	01	07	MAINT	08	
LICENSES/PERMITS (VEHICLES)	ACT	03	MAINT	ACT+03	
MONTH END REPORTS	01	07	MAINT	08	
REQUESTS FOR TIME OFF (RTO'S)	03-MO02	01+05	MAINT	13-MO07	
UNDERGROUND STORAGE TANK REPORTS	01	IND	MAINT	IND	
VEHICLE HISTORIES	ACT	05	MAINT	ACT +05	
VEHICLE OPACITY READINGS	01	01	MAINT	02	
VEHICLE REGISTRATION	ACT	N/A	MAINT	ACT	
VEHICLE WARRANTIES IN VEHICLE FILES	ACT	05	MAINT	ACT + 05	
WORK ORDERS	03 MO	03	MAINT	03+03 MO	DISCARDED

# ATTACHMENT A

## 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	
I-9 FORMS	ACT	03	HR	ACT +0 3	
JOB FLYERS	02	02	HR	04	
LABOR CONTRACTS	ACT	IND	HR	IND	V
LABOR NEGOTIATION FILES	ACT	IND	HR	IND	
OSHA 300 LOG & SUMMARY	06	NA	HR	06	

# ATTACHMENT A

## 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 (CONTINUED):</b>					
PERS FILES INCLUDING VARIOUS MEMBER STATEMENT DATA	ACT	10	HR	ACT+10	
SALARY SCHEDULE RECORDS	03	03	HR	06	
STATUS CHANGE REPORTS	ACT	07	HR	ACT+07	
TRAINING/EMPLOYEE DEVELOPMENT FILES	ACT	03	HR	ACT+03	
<b>IT RECORDS:</b>					
BART CAVALLARO TRANSIT CENTER SURVEILLANCE VIDEO	30DAYS	11MO	Cavallaro Station	01	
ELECTRONIC BUILDING ACCESS RECORDS	30 DAYS	11 MO	Fueling Facility	01	
EMAIL MESSAGES ON SERVERS	01 MO	NA	IT	01 MO	
PACIFIC STATION SURVEILLANCE VIDEO	20DAYS	00	Pacific Station	20 DAYS	Stored on DVR until overwritten
VAULT ROOM/VIDEO SURVEILLANCE FUELING FACILITY	30 DAYS	11MO	Fueling Facility	01	MOVED FROM OPS
<b>LEGAL RECORDS:</b>					
ADA/504 COMPLAINTS	03	07	LEGAL	10	
ACTUARIAL REPORTS	03	07	LEGAL	10	
AUDITOR REPORTS	03	07	LEGAL	10	
BOARD OF DIRECTORS REPORTS ON OPEN/CLOSED CASE FILES	03	07	LEGAL	10	
CLAIM/LITIGATION CASE FILES	ACT	10	LEGAL	ACT+10	
COLLECTION FILES	ACT	05	LEGAL	ACT +05	
COURT ORDER/AGENCY COMPLIANCE DOCUMENTS	ACT	09	LEGAL	ACT+09	
FMLA/CFRA/PDL DOCUMENTS & NOTICES	ACT	10	LEGAL	ACT+10	
KINCARE DOCUMENTATION	ACT	10	LEGAL	ACT+10	

# ATTACHMENT A

## Santa Cruz Metropolitan Transit District

### Records Retention Schedule

Record Series Title	Years Active	Years Inactive	Office of Record	Total Yrs. Retention	Comment
<b>LEGAL RECORDS (CONTINUED):</b>					
LEGAL BEAGLE	ACT	03	LEGAL	ACT+03	
LEGAL OPINIONS	IND	IND	LEGAL	IND	
LEGAL SERVICE COPIES (SUBPOENAS; DECLARATIONS; RECORDS REQUESTS)	ACT	03	LEGAL	ACT +03	
NATIONAL TRANSIT DATABASE REPORTING	02	03	LEGAL	05	
OCCURRENCE REPORT LOGGING PROCEDURES FORM	03	N/A	LEGAL	03	
OCCURRENCE REPORTS/INCIDENT REPORTS	03	N/A	LEGAL	03	
ORIGINAL DISPOSITIONAL SUMMARY MEMORANDUMS/SETTLEMENT AGREEMENTS AND RELEASES	IND	IND	LEGAL	IND	
PUBLIC RECORDS REQUESTS	03	07	LEGAL	10	
RECORDS RETENTION SCHEDULE	ACT	IND	LEGAL	IND	
Record Series Title	Years Active	Years Inactive	Office of Record	Total Yrs. Retention	Comment
<b>OPERATIONS RECORDS:</b>					
ACCIDENT REVIEW DATABASE	01	N/A	OPS	01	
BASE RADIO RECORDINGS (DISPATCH & TELEPHONE LINES)	60 DAYS	02	OPS	02+60 DAYS	
BSAC COMMITTEE RECORDS	01	N/A	OPS	01	
COPY OF DRIVER'S LICENSE, MEDICAL CARDS, VTT TRAINING RECORDS & PULL NOTICES	ACT	NA	OPS	ACT	
CUSTOMER SERVICE COMPLAINT	ACT	03	OPS	ACT+03	
CUSTOMER SERVICE COMPLAINT DATABASE	ACT	05	OPS	ACT+05	
DISCOUNT FARE POLICY DATABASE	ACT	05	OPS	ACT+05	
DISCOUNT FARE POLICY RECORDS	ACT	NA	OPS	ACT	
HEADWAYS-	ACT	IND	OPS	IND	
IIPP COMMITTEE RECORDS	01	N/A	OPS	01	
LABOR MANAGEMENT COMMITTEE RECORDS	01	N/A	OPS	01	
METRO CENTER BICYCLE ABATEMENT	30 DAYS	11 MO	OPS	01	

# ATTACHMENT A

## 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 (CONTINUED):</b>					
OPERATIONS NEWSLETTERS / OPS STAFF MEMOS	ACT	03	OPS	ACT+03	
OPERATIONS PULLOUT SHEETS	01 MO	03	OPS	03+01MO	
OPERATIONS SAFETY & TRAINING RECORDS	05	NA	OPS	05	
OPERATIONS SCHEDULING RECORDS	02	05	OPS	07	
OPERATIONS YARD VIDEO SURVEILLANCE TAPES	31 DAYS	0	OPS	31 DAYS	
OPERATORS DAILY TIME RECORDS & PAYROLL	ACT	05	OPS	ACT+05	
PASS SELLERS RECORDS	01	02	OPS	03	To be stored on CD or zip disk
QUALITY OF WORK COMMITTEE RECORDS	01	N/A	OPS	01	
SAFETY AND HEALTH COMMITTEE RECORDS	01	N/A	OPS	01	
SECURITY – OFFICER DAILY LOGS	30 DAYS	30 DAYS	OPS	60 DAYS	
SECURITY – INCIDENT REPORTS	30 DAYS	11 MO	OPS	01	
SPARC COMMITTEE RECORDS	01	N/A	OPS	01	
VEHICLE ACCIDENT / INCIDENT REPORT PACKETS	ACT/N/A	06	OPS	ACT+06	
<b>Record Series Title</b>	<b>Years Active</b>	<b>Years Inactive</b>	<b>Office of Record</b>	<b>Total Yrs. Retention</b>	<b>Comment</b>
<b>PARACRUZ RECORDS:</b>					
ACCIDENT REPORTS	04 MON/A	06	OPS	06+04MO/06	
ADA FILES	03	02	OPS	05	
ALPHA LISTS OF ELIGIBLE PASSENGERS	01	02	OPS	03	
APPEALS RECORDS	ACT	04	OPS	ACT+04	
CUSTOMER SERVICE REPORTS	01	IND	OPS	IND	
DAILY ASSESSMENT CALENDAR	01	02	OPS	03	
DAILY PASSENGER LISTS	01	05	OPS	06	
EMPLOYEE PERSONNEL FILES	ACT	07	PARACRUZ	ACT+07	

**ATTACHMENT A**  
**Santa Cruz Metropolitan Transit District**  
**Records Retention Schedule**

<b>Record Series Title</b>	<b>Years Active</b>	<b>Years Inactive</b>	<b>Office of Record</b>	<b>Total Yrs. Retention</b>	<b>Comment</b>
<b>PARACRUZ RECORDS (CONTINUED):</b>					
IMMEDIATE NEED REQUESTS	01	02	OPS	03	
MANIFESTS	01	05	OPS	06	
MONTHLY RECERTIFICATION NOTICES	01	02	OPS	03	
PAYROLL RECORDS	ACT	IND	PARACRUZ	IND	
PROCESSED CERTIFICATIONS AND RECERTIFICATIONS	01	02	OPS	03	
SUBSCRIPTION RIDE RECORDS	02	06	OPS	08	STORED IN TRAPEZE
TELEPHONE RECORDINGS	01	01	OPS	02	
VIDEO RECORDINGS	03 DAYS	00	OPS	03 DAYS	Stored on DVR- until overwritten
VISITOR STATUS REQUESTS	01	02	OPS	03	

# ATTACHMENT A

## 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
CFRA	CALIFORNIA FAMILY RIGHTS ACT
DEPT	DEPARTMENT
FINANCE	FINANCE DEPARTMENT
FMLA	FAMILY MEDICAL LEAVE ACT
GR	IF GRANT-FUNDED (KEEP FOR MINIMUM OF 3 YEARS 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
MAINT	MAINTENANCE DEPARTMENT
MO	MONTH
NA	NOT APPLICABLE
OPS	OPERATIONS DEPARTMENT
PA	POTENTIALLY ARCHIVAL
PDL	PREGNANCY DISABILITY LEAVE
PURCH	PURCHASING
UC	UPON COMPLETION
V	VITAL RECORD
WC	WHEN CREATED
WU	WHEN USEFUL
YRS	YEARS

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

**DATE:** March 9, 2012

**TO:** Board of Directors

**FROM:** Thomas Hiltner, Grants/Legislative Analyst

**SUBJECT: CONSIDERATION OF AUTHORIZING THE GENERAL MANAGER TO EXECUTE THE AMBAG ENERGY WATCH SITE ACCESS AGREEMENT TO ASSESS SANTA CRUZ METRO'S SECURITY LIGHTING NEEDS.**

## I. RECOMMENDED ACTION

**Authorize the General Manager to execute the AMBAG Energy Watch Site Access Agreement to assess Santa Cruz METRO security lighting needs.**

## II. SUMMARY OF ISSUES

- The California Transit Security Grant Program (CTSGP) approved a project for Santa Cruz METRO to upgrade its video surveillance and lighting equipment.
- Santa Cruz METRO staff contacted PG&E and AMBAG's Energy Watch (Energy Watch) for guidance on a rebate program for specific lighting installations.
- Energy Watch personnel will assess Santa Cruz METRO's current lighting and its security lighting needs in order to recommend a cost-effective lighting solution.
- Energy Watch personnel will need access to all Santa Cruz METRO facilities in order to conduct the assessment.
- Staff recommends that the Board of Directors authorize the General Manager to execute the attached Site Access Agreement to enable Energy Watch personnel to assess Santa Cruz METRO's security lighting needs.

## III. DISCUSSION

The California Emergency Management Agency has approved grant-funded projects in multiple years to install new video surveillance and lighting equipment at all Santa Cruz METRO facilities. The Board of Directors recently approved a contract with Ojo Technology to complete the video surveillance installations recommended in its 2010 Video Surveillance Solution. Approximately \$286,000 in grant funding will remain for security lighting after completing the video surveillance installations.

Santa Cruz METRO can install and upgrade critically needed lighting at numerous facilities with CTSGP funding. Priority projects include Pacific Station, Vernon Street Administration Facility, the Maintenance Building and Park and Ride lots at the Cavallaro Transit in Scotts Valley and on

Soquel Drive. As funds permit, additional sites from a prioritized list will be equipped with security lighting.

As part of the preliminary, background research for this project, Santa Cruz METRO staff contacted PG&E about an electricity demand-reduction program which offers rebates for installation of energy-efficient lighting. PG&E referred Santa Cruz METRO to AMBAG's Energy Watch program (Energy Watch), which provides higher rebates, recommends equipment and assists with contracting installation of the proposed solution, all of which further reduce Santa Cruz METRO's cost because staff would otherwise perform these project tasks. Because all grant funds must be expended on video surveillance and lighting, these combined cost savings will enable a greater number of installations than initially projected. In addition to the equipment rebates, Energy Watch expertise enables Santa Cruz METRO to obtain low-maintenance, long life lighting (above 100,000 hours) using approximately 50% less electricity than current lighting, contributing to "greener" facilities with lower operating costs.

Energy Watch requires that Santa Cruz METRO execute the Site Access Agreement in Attachment A. This agreement grants permission to Energy Watch to access Santa Cruz METRO facilities. The Access Agreement also grants PG&E immunity from losses or damages incurred as a result of the execution of the agreement with Energy Watch to access the facilities. PG&E and its staff will not come onto any Santa Cruz METRO facilities. Energy Watch carries adequate liability insurance for the project as certified in Attachment B.

Staff recommends that the Board of Directors authorize the General Manager to execute the AMBAG Energy Watch Site Access Agreement to assess security lighting needs. The Energy Watch assessment is a significant contribution to Santa Cruz METRO's security lighting project; it does not obligate Santa Cruz METRO to use any of Energy Watch's recommended solutions, equipment or contractors.

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

CTSGP grants pay 100% of project costs with no local match required. Energy Watch assistance has no cost to Santa Cruz METRO.

#### **V. ATTACHMENTS**

**Attachment A:** Energy Watch Site Access Agreement

**Attachment B:** Energy Watch Certificate of Liability Insurance

# Attachment A

Master Site Access Agreement  
Allows Access to all facilities



## Site Access Agreement

\_\_\_\_\_  
Property Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
City / Zip Code

1. **Permission for Access:** I agree to allow the Association of Monterey Bay Area Governments (AMBAG) Energy Watch program staff or subcontractors access to my facility to evaluate possible energy efficiency measures. I realize that this may require AMBAG Energy Watch staff to extend ladders, and to open fixtures and service hatches throughout the property.
2. **Confidentiality:** I understand that any items designated below as sensitive or confidential will remain so within AMBAG Energy Watch, Pacific Gas & Electric Company, and the California Public Utilities Commission.

- \_\_\_\_\_
3. **Liability:** I understand that AMBAG and Ecology Action are receiving funds from PG&E for the AMBAG Energy Watch program, but the parties agree that PG&E is not liable to any party for any losses or damages, including incidental or consequential damages, arising from this Agreement.
  4. **I understand that receiving this free evaluation does not obligate me in any way,** nor does it guarantee that program benefits will be extended to my property.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Phone

\_\_\_\_\_  
PG&E Account #

\_\_\_\_\_  
PG&E Electric Service Agreement ID #

\_\_\_\_\_  
PG&E Gas Service Agreement ID #

\_\_\_\_\_  
PG&E Electric Rate Schedule

California consumers are not obligated to purchase any full-fee service or other service not funded by this program. The AMBAG Energy Watch program is implemented by AMBAG and Ecology Action and is funded by California ratepayers under the auspices of the California Public Utilities Commission.

Los consumidores en California no están obligados a comprar servicios completos o adicionales que no esten cubiertos bajo este programa. Este programa está financiado por los usuarios de servicios públicos en California bajo la jurisdicción de la Comisión de Servicios Públicos de California (CPUC).

**6-7.a1**

# Attachment A



## Eligibility

The AMBAG Energy Watch program provides energy efficiency consulting, rebates, and turn-key installation of efficient equipment to municipal, special district, non-profit, and commercial PG&E electricity customers in Santa Cruz, Monterey, and San Benito counties. Multi-family buildings are eligible for assistance in their common areas only. Some very large businesses and grocery stores may have additional requirements to participate, so be sure to confirm eligibility with your AMBAG Energy Watch Energy Specialist.

## Process

1. Qualifying customers receive a free energy audit and report detailing recommended energy-saving measures, expected installation costs, estimated energy savings and rebate amount.
2. When the customer has reviewed the report and decided to implement the AMBAG Energy Watch recommendations, the program will make pre-screened contractors available to perform the work at a time that is convenient to the customer.
3. Finally, AMBAG Energy Watch will perform a follow-up inspection to confirm the quality of installation. After a successful installation, the customer is responsible to the contractor(s) for the portion of installation costs not covered by the rebate, if any.

## Restrictions

This program is available until all program funds have been allocated. Funds will be distributed on a first-come, first-serve basis.

---

**AMBAG Energy Watch**  
211 River Street  
Santa Cruz, CA 95060  
(831) 426-5925  
Fax (831) 427-1368

(888) 846-5050

# Attachment B



ECOLO-1      OP ID: MP

## CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) <b>09/06/11</b>
--------------------------------------

**THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.**

**IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).**

<b>PRODUCER</b> RMI-Santa Cruz 24481 Ridge Route, #A-220 Laguna Hills, CA 92653 House Account	<b>949-701-4800</b>  <b>949-701-4801</b>	<b>CONTACT NAME:</b> PHONE (A/C, No, Ext): E-MAIL ADDRESS: FAX (A/C, No):														
<b>INSURED</b> Ecology Action of Santa Cruz 877 Cedar Street, #240 Santa Cruz, CA 95060		<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="text-align: center;">INSURER(S) AFFORDING COVERAGE</th> <th style="text-align: center;">NAIC #</th> </tr> <tr> <td>INSURER A : <b>Sentinel Insurance Company</b></td> <td style="text-align: center;"><b>11000</b></td> </tr> <tr> <td>INSURER B : <b>Nonprofits Insurance Alliance</b></td> <td></td> </tr> <tr> <td>INSURER C :</td> <td></td> </tr> <tr> <td>INSURER D :</td> <td></td> </tr> <tr> <td>INSURER E :</td> <td></td> </tr> <tr> <td>INSURER F :</td> <td></td> </tr> </table>	INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A : <b>Sentinel Insurance Company</b>	<b>11000</b>	INSURER B : <b>Nonprofits Insurance Alliance</b>		INSURER C :		INSURER D :		INSURER E :		INSURER F :	
INSURER(S) AFFORDING COVERAGE	NAIC #															
INSURER A : <b>Sentinel Insurance Company</b>	<b>11000</b>															
INSURER B : <b>Nonprofits Insurance Alliance</b>																
INSURER C :																
INSURER D :																
INSURER E :																
INSURER F :																

**COVERAGES      CERTIFICATE NUMBER:      REVISION NUMBER:**

**THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.**

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
<b>B</b>	<b>GENERAL LIABILITY</b>			<b>201010071</b>	<b>09/15/11</b>	<b>09/15/12</b>	EACH OCCURRENCE \$ <b>1,000,000</b>
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC						DAMAGE TO RENTED PREMISES (Ea occurrence) \$ <b>100,000</b> MED EXP (Any one person) \$ <b>5,000</b> PERSONAL & ADV INJURY \$ <b>1,000,000</b> GENERAL AGGREGATE \$ <b>2,000,000</b> PRODUCTS - COMP/OP AGG \$ <b>2,000,000</b>
<b>B</b>	<b>AUTOMOBILE LIABILITY</b>			<b>201010071</b>	<b>09/15/11</b>	<b>09/15/12</b>	COMBINED SINGLE LIMIT (Ea accident) \$ <b>1,000,000</b>
	<input type="checkbox"/> ANY AUTO ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS						BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
<b>B</b>	<b>UMBRELLA LIAB</b>			<b>20111007UMBNPO</b>	<b>09/15/11</b>	<b>09/15/12</b>	EACH OCCURRENCE \$ <b>2,000,000</b>
	<input type="checkbox"/> EXCESS LIAB <input checked="" type="checkbox"/> RETENTION \$	<input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE					AGGREGATE \$ \$
<b>A</b>	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b>			<b>72WEDF6768</b>	<b>06/08/11</b>	<b>06/08/12</b>	<input checked="" type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTH-ER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory In NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input type="checkbox"/>	N/A				E.L. EACH ACCIDENT \$ <b>1,000,000</b> E.L. DISEASE - EA EMPLOYEE \$ <b>1,000,000</b> E.L. DISEASE - POLICY LIMIT \$ <b>1,000,000</b>

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

<b>CERTIFICATE HOLDER</b>  <div style="text-align: center;"> <b>PROOF OF</b>   <b>Proof of Insurance</b> </div>	<b>CANCELLATION</b>  SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE 
---	--

© 1988-2010 ACORD CORPORATION. All rights reserved.

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

**DATE:** March 9, 2012

**TO:** Board of Directors

**FROM:** Tove Beatty, Grants Analyst

**SUBJECT: CONSIDERATION OF AUTHORIZING THE GENERAL MANAGER TO EXECUTE AN AMENDMENT TO THE MEMORANDUM OF UNDERSTANDING BETWEEN SANTA CRUZ METROPOLITAN TRANSIT DISTRICT AND THE SANTA CRUZ COUNTY REGIONAL TRANSPORTATION COMMISSION REGARDING PLANNING AND IMPLEMENTING AN ON BOARD TRANSIT RIDERSHIP STUDY IN ORDER TO ADDRESS ADDITIONAL FUNDING NEEDS TO COMPLETE THE PROJECT**

## I. RECOMMENDED ACTION

Authorize the General Manager to execute an amendment to the MOU between Santa Cruz Metropolitan Transit District and the Santa Cruz County Regional Transportation Commission regarding planning and implementing an on board transit ridership study in order to address additional funding needs to complete the project.

## II. SUMMARY OF ISSUES

- On November 1, 2011 the Santa Cruz Metropolitan Transit District (Santa Cruz METRO) and the Santa Cruz County Regional Transportation Commission (SCCRTC) entered into a Memorandum of Understanding (MOU) for the participation in the planning and implementation of the On-Board Transit Ridership Study funded by Caltrans.
- Santa Cruz METRO and SCCRTC received a Transit Planning Study grant from the California Department of Transportation to conduct an on-board transit ridership study. Santa Cruz METRO and SCCRTC are coordinating with the Association of Monterey Bay Area Governments (AMBAG) on this project.
- Three proposals were received to conduct the necessary on-board transit ridership survey for Santa Cruz County by the February 10<sup>th</sup> deadline. Santa Cruz METRO Staff and SCCRTC Staff put together an evaluation team who reviewed the proposals and interviewed all the firms for which proposals were submitted. The evaluation team determined that Moore & Associates is the firm to be the most advantageous based on the evaluation criteria.
- The grant funds currently budgeted for the transit ridership survey total \$21,540.00, and incorporated this amount in funding provided for in Article 3 of the MOU. Now, however, the projected funding has been increased to \$29,812.00 to accomplish all of

the project objectives, which is \$8,272.00 more than the currently identified grant amount.

- Santa Cruz METRO's staff is recommending that an Amendment to the MOU be executed by METRO's General Manager to provide that Santa Cruz METRO and SCCRTC will share in the additional cost for these services as detailed below.

### **III. DISCUSSION**

The Santa Cruz County Regional Transportation Commission (SCCRTC) and the Santa Cruz Metropolitan Transit District (Santa Cruz METRO) received a Transit Planning Studies Grant from the California Department of Transportation to conduct an on-board transit ridership study. SCCRTC and Santa Cruz METRO are coordinating with the Association of Monterey Bay Area Governments (AMBAG) on this project.

An on-board transit ridership survey is needed to collect recent and accurate Santa Cruz county transit ridership data. The primary purpose of the project is to collect the data needed to support the transit function of the regional travel demand model (RTDM) managed by AMBAG and to support future transit planning efforts. Santa Cruz METRO has also requested that questions to identify the limited English proficiency of transit riders be included in the survey.

Three proposals were received to conduct an on-board transit ridership survey for Santa Cruz County by the February 10<sup>th</sup> deadline. An evaluation team composed of SCCRTC Staff and Santa Cruz METRO Staff reviewed the proposals and interviewed all the firms for which proposals were submitted. The evaluation team identified Moore & Associates as the firm to be the most advantageous to SCCRTC and Santa Cruz METRO for conducting the survey based on the evaluation criteria.

Twenty-one thousand five hundred and forty dollars (\$21,540) of the grant funds are currently budgeted for the transit ridership survey. In order to accomplish all of the project objectives, Santa Cruz METRO staff recommends awarding a contract of \$29,812 which is \$8,272 more than the currently identified grant amount. The additional expenditures to complete the project can be attributed to the following:

- Cost to include counts for boardings and alightings by stop and document transit route run times, in addition to surveying passengers. The additional cost for these tasks is a direct result of the need for two surveyors to be present on high ridership routes to collect all of the data needed. These counts are critically important inputs to the RTDM and transit planning efforts. This work accounts for the majority of the additional project cost.
- Cost to design a survey to include Limited English Proficiency questions. This element was not included in the grant project scope. However, the cost of incorporating questions which address Title VI Limited English Proficiency requirements into the on-board transit ridership survey is significantly less than conducting a separate survey and reduces the overall cost to Santa Cruz METRO to collect this information.

- Cost for presentations by the consultant on the survey findings to both the Santa Cruz METRO and SCCRTC Boards. This element was not included in the grant project scope; however, the project team has determined that both boards and the public will benefit from receiving a presentation on the survey results directly from the consultant due to the nature of the data collection efforts and analysis.

SCCRTC has proposed that SCCRTC and Santa Cruz METRO share the additional cost for these services (\$8,272) with METRO paying an additional \$4,136.00 to complete this project. A draft Amendment to the MOU between Santa Cruz METRO and SCCRTC is attached to propose revisions to Articles 2, 3, 4 and 9 so that the changes are included in the Agreement between the two agencies regarding planning and implementing an on board transit ridership study and to address additional funding needs to complete the project.

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

Santa Cruz METRO will share with SCCRTC the extra cost of \$8,272 to fund the project. This will mean that Santa Cruz METRO will increase its funding by \$4,136.00 for this project.

#### **V. ATTACHMENTS**

**Attachment A: (Draft)** Amendment No. 1 – Memorandum of Understanding between the Santa Cruz Metropolitan Transit District and the Santa Cruz County Regional Transportation Commission Regarding Planning and Implementation of the On-Board Transit Ridership Study (showing revisions)

# ATTACHMENT A

## AMENDMENT NO. 1

**MEMORANDUM OF UNDERSTANDING  
BETWEEN THE  
SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
AND  
THE SANTA CRUZ COUNTY REGIONAL TRANSPORTATION COMMISSION  
REGARDING , PLANNING, AND IMPLEMENTATION of the  
ON-BOARD TRANSIT RIDERSHIP STUDY**

This Amendment No. 1 to Memorandum of Understanding between and the Santa Cruz County Regional Transportation Commission (SCCRTC) and Santa Cruz County Metropolitan Transit District (Santa Cruz METRO) Regarding Planning and Implementation of the On-Board Transit Ridership Study is made and entered into as of March 2, 2012, by and between SCCRTC and Santa Cruz METRO.

### W I T N E S S E T H:

WHEREAS, the parties hereto have previously entered into a Memorandum of Understanding effective on November 1 , 2011, whereby the outlining the roles and responsibilities of the RTC and the Santa Cruz METRO in this on-board transit ridership study effort;

NOW, the Santa Cruz County Regional Transportation Commission and the Transportation Agency for Monterey County do hereby mutually agree as follows:

1. Revise Article 2 of the Memorandum regarding the term of the agreement to read: "This Memorandum of Understanding is effective on November 1, 2011 and shall remain in force until ~~August 31, 2012~~ September 30, 2012, unless extended by mutual consent of both parties in a written agreement. Either party hereto may terminate this Memorandum of Understanding at any time by giving 90 days written notice to the other party."
2. Revise Article 3 of the Memorandum regarding the consulting firm contract to read: "Santa Cruz METRO and SCCRTC will select a consulting firm to conduct the On-Board Transit Ridership Survey at a cost of up to ~~\$21,540~~ \$29,812. Activities within the consultant's Scope of Work include, but are not limited to the following: evaluate data collection methods, review historical transit ridership data, develop data collection plan, schedule and implementation data collection, ~~and~~ produce draft and final report, and provide presentations on survey findings to SCCRTC and Santa Cruz METRO boards. Selection of a consultant shall be through full, open competition and in accordance with applicable federal and state laws and regulations."
3. Revise Article 4 of the Memorandum regarding the grant funds to be distributed amongst agencies to read: "~~The remaining~~ Grant funds in the amount of \$28,165 will be distributed amongst the agencies as follows: \$19,961 allocated to SCCRTC and \$8,204 to Santa Cruz METRO for project activities. Based on the distribution of work tasks, SCCRTC will provide \$4,743 and Santa Cruz METRO \$1,740 in local in-kind match required by the California Department of Transportation."

# ATTACHMENT A

4. Revise Article 9 of the Memorandum regarding the SCCRTC invoices to Santa Cruz METRO to read: "If applicable, Upon approval of the final deliverable from the consultant, SCCRTC will invoice Santa Cruz METRO for the amount \$4,136 for the cost associated with conducting boarding and alighting counts by transit stop, documenting transit route run times, providing presentations to the Santa Cruz METRO board on the survey findings, and integrating Limited English Proficiency survey questions into the Project Integrating the LED survey questions into the Project during the quarter in which the work is complete."

Except as expressly amended herein, all other provisions of the Memorandum of Understanding shall remain in full force and effect.

IN WITNESS WHEREOF, the Santa Cruz METRO and SCCRTC have executed this Amendment No. 1 to the Memorandum of Understanding as of the date first above written.

## **Santa Cruz County Regional Transportation Commission**

\_\_\_\_\_  
George Dondero  
Executive Director

\_\_\_\_\_  
Date

Approved as to Form

\_\_\_\_\_  
Rahn Garcia  
RTC Legal Counsel

\_\_\_\_\_  
Date

## **Santa Cruz Metropolitan Transit District**

\_\_\_\_\_  
Lesle White  
General Manager

\_\_\_\_\_  
Date

Approved as to form:

\_\_\_\_\_  
Margaret Gallagher  
Santa Cruz METRO Legal Counsel

\_\_\_\_\_  
Date

# ATTACHMENT A

Distribution: RTC Fiscal  
Santa Cruz METRO Fiscal  
RTC Transportation Planner  
Santa Cruz METRO Grant/Legislative Analyst

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

**DATE:** March 9, 2012

**TO:** Board of Directors

**FROM:** Margaret Gallagher, District Counsel

**SUBJECT: CONSIDERATION OF AUTHORIZING THE GENERAL MANAGER TO EXECUTE AN ASSIGNMENT OF THE LEASE AGREEMENT WITH LUCIANA ABREGO, DBA TAQUERIA EL DANDY TO CYNTHIA AGUADO AND EVA AVALOS, DBA TAQUERIA EL DANDY FOR THE KIOSK SPACE AT PACIFIC STATION EFFECTIVE APRIL 1, 2012, AND THE CONSENT TO TRANSFER LEASE TO FACILITATE THE TRANSFER**

## I. RECOMMENDED ACTION

Authorize the General Manager to execute the Assignment of Lease with Luciana Abrego, dba Taqueria El Dandy to Cynthia Aguado and Eva Avalos dba Taqueria El Dandy for the kiosk space at Pacific Station effective April 1, 2012, and the Consent To Transfer Lease to facilitate the transfer.

## II. SUMMARY OF ISSUES

- On March 1, 2006 Luciana Abrego was approved by the Santa Cruz Metropolitan Transit District (Santa Cruz METRO) Board of Directors as an additional lessee on an existing Lease Agreement between Eulalio Abrego dba Taqueria El Dandy at Pacific Station and has been doing business at Pacific Station since that time..
- In February of 2010, Ms. Abrego entered into a new five-year Lease Agreement with Santa Cruz METRO at Pacific Station for Taqueria El Dandy.
- Ms. Abrego has recently found a buyer for her business and would like Santa Cruz METRO to accept the new buyers/owners of Taqueria El Dandy as new tenants at Pacific Station.
- The prospective new buyers have submitted financial information to Santa Cruz METRO staff to provide an overview of the business as well as their personal financial situation. The new buyers have been helping run the business and have previous and current experience in running a Taqueria.
- If the Lease Assignment is approved by Santa Cruz METRO, the new buyers will accept the assignment of Lease under the same terms and conditions, including the option of extending the current Lease for an additional five years after the initial term has ended on January 31, 2015.

### **III. DISCUSSION**

Luciana Abrego began managing and running Taqueria El Dandy at Pacific Station with her brother-in-law Eulalio Abrego, a Santa Cruz METRO bus operator in February of 2005. Santa Cruz METRO authorized adding Ms. Abrego's name as a lessee to the Lease Agreement in 2006 pursuant to Mr. Abrego's request. In February 2010, Ms. Abrego began a new Lease as the only lessee on the Agreement and has been solely running the taqueria since that time.

Ms. Abrego and her husband have recently sold their business to Cynthia Aguado and Eva Avalos, also training them to run the Taqueria and take over the business at Pacific Station for the last several months. Ms. Aguado and Ms. Avalos have submitted financial information for Santa Cruz METRO's Property and Leasing Committee to review as well as a business plan, financial projections and a menu. Additionally, Ms. Abrego has worked out an agreement with the new owners to sell the necessary business equipment for their immediate use in the business.

If accepted, Ms. Aguado and Ms. Avalos would begin a Lease Assignment under the same terms and conditions of the taqueria's current Lease. The initial term of the lease will terminate on 1/31/15, but includes an option to extend the Lease by an additional five years, with the mutual agreement of both Landlord and Tenant. Ms. Abrego would remain on the Lease through the initial term.

It is recommended that the Board allow and accept the Assignment of Lease as set forth above.

### **IV. FINANCIAL CONSIDERATIONS**

Rent for the restaurant space is currently \$522.22 per month with annual CPI adjustments.

### **V. ATTACHMENTS**

**Attachment A:** Assignment of Lease

**Attachment B:** Consent to Transfer Lease

# ATTACHMENT A

## ASSIGNMENT OF THE SANTA CRUZ METROPOLITAN TRANSIT DISTRICT TRANSIT CENTER LEASE AGREEMENT DATED FEBRUARY 1, 2010

THIS IS AN ASSIGNMENT of Lease by and among Santa Cruz Metropolitan Transit District ("**Landlord**"), Luciana Abrego, ("**Tenant**"), and Cynthia Aguado and Eva Avalos, ("**Assignees**").

For good consideration, it is agreed by and among the parties that:

1. The Tenants hereby assign, transfer and deliver to the Assignees all of the Tenant's rights in and to a certain lease between the Tenants and the Landlord for certain premises which consist generally of approximately 400 Square feet of kiosk space in the island concession area of the Center commonly called Pacific Station, located at 920 Pacific Avenue, Santa Cruz, California under a lease dated February 1, 2010, (the "**Lease**"). Notwithstanding the foregoing, Tenants agree that this Assignment shall not discharge the Tenants of its obligations to Landlord under the Lease in the event of the breach of same by the Assignees. A copy of the Lease is attached hereto as Exhibit A and made a part hereof by reference.
2. The Assignees agree to accept the said Lease, to pay all rents and punctually perform all of the Tenant's obligations under the said Lease accruing on and after the date of delivery of possession to the Assignees as contained herein. The Assignees further agree to indemnify and save harmless the Tenants from any breach of the Assignees' obligations hereunder.
3. The parties acknowledge that the Tenants shall deliver possession of the leased premises to the Assignees on or about April 1, 2012, and that time is of the essence. All rents and other charges accrued under the Lease prior to said date shall be fully paid by the Tenants, and thereafter by the Assignees.
4. Furthermore, Assignees shall reimburse Tenants for the amount of the Security Deposit upon signing this Agreement. If Assignees do not fulfill any of its obligations under the Lease, Landlord may apply the Security Deposit on account of such obligation or to reimburse Landlord for any sum that Landlord may expend due to Tenant's or Assignees' default. If Landlord applies any part of the Security Deposit, Assignees (and Tenants upon failure of Assignees), immediately after notice from Landlord, shall deposit with Landlord the amount so applied so that Landlord shall have the full Security Deposit available at all times during the term of the lease.

# ATTACHMENT A

5. The Landlord hereby consents to the assignment of lease, provided that:
  - a) Consent to the assignment shall not discharge the Tenants of its obligations under the Lease in the event of the breach of same by the Assignees.
  - b) All monies due and owing to Landlord by Tenants and previous Assignees are paid in full at the time of Assignment.
  - c) In the event of breach by the Assignees, the Landlord shall provide the Tenants with written notice of same and the Tenants shall have full rights to commence all actions to recover possession of the leased premises (in the name of Landlord, if necessary) and retain all rights for the duration of the said Lease provided it shall immediately upon notification, pay all outstanding and unpaid rents and cure any other default.
  - d) There shall be no further assignment of lease without the prior written consent of Landlord.
6. Any notice, demand, request, consent, approval, or communication that either party desires or is required to give to the other party or any other person shall be in writing and either served personally by depositing the same in the United States Postal Service, registered or certified mail, return receipt requested with the postage prepaid, addressed to the other party at the address set forth below. Either party may change its address by notifying the other party of the change of address by compliance with this section. Notice shall be deemed communicated within forty-eight (48) hours from the time of mailing if mailed as provided in this paragraph.

Landlord:

Santa Cruz Metropolitan Transit District  
110 Vernon Street  
Santa Cruz, CA 95060  
ATTN: Secretary/General Manager

Tenant:

Luciana Abrego  
7141 Soquel Drive  
Aptos, CA 95003

Assignees:

Cynthia Aguado and Eva Avalos  
1040 Nueva Vista Avenue  
Watsonville, CA 95076

# ATTACHMENT A

7. This agreement shall be binding upon and inure to the benefit of the parties, their successors, assigns and personal representatives.

Signed this \_\_\_\_\_ day of March 2012

**SANTA CRUZ METROPOLITAN  
TRANSIT DISTRICT (LANDLORD)**

**DBA TAQUERIA EL DANDY  
(TENANT)**

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

\_\_\_\_\_  
Luciana Abrego

**DBA TAQUERIA EL DANDY  
(ASSIGNEES)**

\_\_\_\_\_  
Cynthia Aguado

\_\_\_\_\_  
Eva Avalos

# ATTACHMENT A

## EXHIBIT A

**LEASE ON FILE AT METRO'S ADMINISTRATIVE OFFICES**

# ATTACHMENT B

## SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

### CONSENT TO TRANSFER LEASE

THE SANTA CRUZ METROPOLITAN TRANSIT DISTRICT HEREBY CONSENTS TO THE LEASE ASSIGNMENT FOR THE KIOSK SPACE IN THE ISLAND CONCESSION AREA OF THE CENTER COMMONLY KNOWN AS PACIFIC STATION FROM THE LEASE AGREEMENT WITH LUCIANA ABREGO, DBA TAQUERIA EL DANDY TO CYNTHIA AGUADO AND EVA AVALOS, DBA TAQUERIA EL DANDY EFFECTIVE APRIL 1, 2012 IN ACCORDANCE WITH PURCHASE AGREEMENT BETWEEN TENANT LUCIANA ABREGO AND ASSIGNEES CYNTHIA AGUADO AND EVA AVALOS.

Dated: March \_\_\_\_\_, 2012

---

Leslie White  
General Manager

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

**DATE:** March 9, 2012

**TO:** Board of Directors

**FROM:** Erron Alvey, Purchasing Agent

**SUBJECT: CONSIDERATION OF RATIFICATION OF THE ACTIONS OF THE MAINTENANCE MANAGER AND AUTHORIZING THE GENERAL MANAGER TO EXECUTE A CONTRACT AMENDMENT WITH STATE ELECTRIC GENERATOR IN AN AMOUNT NOT TO EXCEED \$2,919.98**

## I. RECOMMENDED ACTION

**That the Board of Directors ratify the actions of the Maintenance Manager and authorize the General Manager to execute an amendment to the contract with State Electric Generator to authorize additional funding.**

## II. SUMMARY OF ISSUES

- Santa Cruz METRO Board of Directors approved entering into a contract with State Electric Generator for removal of an existing roof-top generator, installation of two transfer switches and a Santa Cruz METRO supplied generator on October 14, 2011. The contract indicated that if the Contractor exceeded \$17, 412.05, that they did so at their own risk and Santa Cruz METRO would not be responsible for payment.
- During the installation phase of the project, it was determined that an additional product was required to meet the electrical needs of the generator and switches being installed. Santa Cruz METRO's Maintenance Manager authorized State Electric to make the purchase in order to complete the project. State Electric was guaranteed payment for this purchase.
- Staff recommends ratifying the Maintenance Managers actions and authorizing the General Manager to execute a first amendment to the contract to cover the purchase of a three (3) pole, 200 amp, 600 volt contactor for an amount not to exceed \$2,919.98.

## III. DISCUSSION

Santa Cruz METRO entered into a contract with State Electric Generator for removal of an existing roof-top generator, installation of two transfer switches and a Santa Cruz METRO supplied generator on October 14, 2011. During the installation phase of the project, it was determined that an additional product was required to meet the electrical needs of the new generator and transfer switch configuration. Sheldon Njaa, Facilities Supervisor determined that the product indicated was in fact needed and that the price proposal from State Electric Generator was fair and reasonable. Robert Cotter, Maintenance Manager and Contract

Administrator approved the addition of the product due to the time constraints of the project. The project has been completed, invoiced and paid at this time.

Staff recommends that the Board of Directors ratify of the actions of the Maintenance Manager and authorization of the General Manager to execute an amendment with State Electric Generator for purchase of a three (3) pole, 200 amp, 600 volt contactor for an amount not to exceed \$2,919.98.

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

The original contract total not to exceed was \$17,412.05. Upon approval of the first amendment, the new contract total not exceed will be \$20,332.03

Funds to support this contract are included in the fiscal year 2010 Prop 1B California Transit Security Program grant and the FY12 Facilities Maintenance Operating Budget.

#### **V. ATTACHMENTS**

**Attachment A:** First Amendment to the Contract with State Alexander Electric

# ATTACHMENT A

## **SANTA CRUZ METROPOLITAN TRANSIT DISTRICT FIRST AMENDMENT TO CONTRACT NO. 12-11 FOR REMOVAL OF AN EXISTING ROOF-TOP GENERATOR, INSTALLATION OF TWO TRANSFER SWITCHES AND A SANTA CRUZ METRO SUPPLIED GENERATOR**

This First Amendment to Contract No. 12-11 for Removal of An Existing Roof-Top Generator, Installation of Two Transfer Switches and a Santa Cruz METRO supplied generator is made effective March 9, 2012 between the Santa Cruz Metropolitan Transit District, a political subdivision of the State of California (“Santa Cruz METRO”) and New Flyer of America, Inc. (“Contractor”).

### I. RECITALS

- 1.1 Santa Cruz METRO and Contractor entered into a Contract for Removal of an Existing Roof-top Generator, Installation of Two Transfer Switches and a Santa Cruz METRO supplied generator (“Contract”) on October 14, 2011.
- 1.2 During the installation phase of the project, it was determined that an additional product was required to meet the electrical needs of the generator and switches being installed.
- 1.3 Contractor proposed purchase and installation of a Three Pole, 200 amp, 600 volt Contactor in the amount of \$2,919.98 dated January 5, 2012 (Attachment A to the 1<sup>st</sup> Amendment). These funds are in addition to the original \$17,412.05.

Therefore, Santa Cruz METRO and Contractor amend the Contract as follows:

### II. COMPENSATION

- 3.1 Article 5.01 is amended to include the following language:

Upon written acceptance, Santa Cruz METRO agrees to pay Contractor as identified in the Bid Form, Exhibit B, a total not to exceed \$20,332.03 for satisfactory completion of all work, including all costs for labor, materials, tools, equipment, services, freight, insurance, overhead, profit and all other costs incidental to the performance of the services specified under this contract, under the terms and provisions of this Contract within forty-five (45) days thereof. Contractor understands and agrees that if he/she exceeds the \$20,332.03 maximum amount payable under this contract, that it does so at its own risk.

### 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.

# ATTACHMENT A

## IV. AUTHORITY

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

### SIGNATURES ON NEXT PAGE

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

Santa Cruz METRO  
SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

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

### CONTRACTOR – STATE ELECTRIC GENERATOR

By \_\_\_\_\_  
Ernest Alexander  
President

Approved as to Form:

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



# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

**DATE:** March 9, 2012

**TO:** Board of Directors

**FROM:** Erron Alvey, Purchasing Agent

**SUBJECT: CONSIDERATION OF AUTHORIZING THE GENERAL MANAGER TO EXECUTE A CONTRACT EXTENSION WITH ATHENS ADMINISTRATORS FOR WORKERS' COMPENSATION CLAIMS SERVICES THROUGH APRIL 18, 2013 IN AN AMOUNT NOT TO EXCEED \$103,000**

## I. RECOMMENDED ACTION

**That the Board of Directors authorize the General Manager to execute an amendment to the contract with Athens Administrators to extend the contract for Workers' Compensation Claims Services through April 18, 2013 in an amount not to exceed \$103,000.**

## II. SUMMARY OF ISSUES

- Santa Cruz METRO entered into a contract with Athens Administrators for Workers' Compensation Claims Services on April 19, 2010.
- Athens Administrators has indicated that they are interested in extending the contract for Worker's Compensation Claims Services for one additional year at the service fee of \$103,000 for the new contract period.
- This contract will expire on April 18, 2012. Staff recommends extending the contract by one year and accepting the proposed service fee increase.

## III. DISCUSSION

Santa Cruz METRO entered into a contract with Athens Administrators for Workers' Compensation Claims Services on April 19, 2010. The contract will expire on April 18, 2012. Robyn Slater, Human Resources Manager and Contract Administrator, stated that Athens Administrators have done "an excellent job" and have been effective at reducing the costs that Santa Cruz METRO expends in the area Workers' Compensation claims.

Staff recommends that the Board of Directors authorize the General Manager to execute an amendment to the contract with Athens Administrators for Workers' Compensation Claims Services to extend the term of the contract to April 18, 2013 for an amount not to exceed \$103,000, with Robyn Slater, Human Resources Manager, continuing to serve as the Contract Administrator.

**IV. FINANCIAL CONSIDERATIONS**

Contract costs are covered in the FY12 Human Resources, Workers Compensation operating budget.

**V. ATTACHMENTS**

**Attachment A:** First Amendment to the Contract with Athens Administrators

# REVISED - ATTACHMENT A

## **SANTA CRUZ METROPOLITAN TRANSIT DISTRICT FIRST AMENDMENT TO CONTRACT NO. 10-14 FOR WORKERS' COMPENSATION CLAIMS SERVICES**

This First Amendment to Contract No. 10-14 for Workers' Compensation Claims Services is made effective April 19, 2012 between the Santa Cruz Metropolitan Transit District, a political subdivision of the State of California ("Santa Cruz METRO") and Athens Administrators ("Contractor").

### I. RECITALS

1.1 Santa Cruz METRO and Contractor entered into a Contract for Y qtngtuø'Ego r gpurvqp'Ercko u Services ("Contract") on April 19, 2010.

1.2 The Contract allows for the extension upon mutual written consent.

Therefore, Santa Cruz 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 April 18, 2013. This Contract may be mutually extended by agreement of both parties.

### III. COMPENSATION

#### 5.01 Terms of Payment

Santa Cruz METRO selects Option 2 (\$99,000 in Program year one and \$101,000 in Program year two) as provided in Contractor's proposal (Exhibit B). For Program year three, Santa Cruz METRO agrees to a fee in the amount of \$103,000.00, per Contractor's proposal letter dated February 24, 2012 (Attachment A to the First Amendment). Santa Cruz METRO shall compensate Contractor in an amount not to exceed the amounts/rates set forth in the cost/price proposal. Santa Cruz METRO shall reasonably determine whether work has been successfully performed for purposes of payment. Compensation shall be made within thirty (30) days of Santa Cruz METRO written approval of Contractor's written invoice for said work.

### IV. REMAINING TERMS AND CONDITIONS

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

# REVISED - ATTACHMENT A

## V. AUTHORITY

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

SIGNATURES ON NEXT PAGE

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

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

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

CONTRACTOR – ATHENS ADMINISTRATORS

By \_\_\_\_\_  
James R. Jenkins  
President

Approved as to Form:

\_\_\_\_\_  
Margaret R. Gallagher  
Santa Cruz METRO Counsel

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

**DATE:** March 9, 2012

**TO:** Board of Directors

**FROM:** Ciro Aguirre, Manager of Operations

**SUBJECT: CONSIDERATION OF PROPOSED SMART CARD PROGRAM INCLUDING A NEW SMART CARD POLICY AND UPDATE TO FARE RESOLUTION 97-3-1**

## I. RECOMMENDED ACTION

**That the Board of Directors consider a presentation on the functionality and design of the proposed Smart Card program, approve a new Smart Card Policy, and introduce a first reading of an update to Santa Cruz METRO's Fare Resolution 97-3-1.**

## II. SUMMARY OF ISSUES

- With the procurement of GFI Odyssey Fareboxes through federal appropriations and stimulus funds, Santa Cruz METRO had the opportunity to expand its fare collection media to include Smart Card technology.
- Smart Cards are pocket sized, hard plastic cards with an embedded microchip that can be encoded with transit fares and passes which can then be used as a form of payment when boarding a fixed route bus.
- Santa Cruz METRO staff proposes that Santa Cruz METRO offer two distinct categories of Smart Cards named "Cruz Pass" and "Cruz Cash."
- Santa Cruz METRO staff will give a presentation on the functionality and design of the proposed Smart Cards.
- A new regulation named AR – 1031 "Smart Card Policy" has been drafted and will govern the Smart Card Program.
- This report will introduce the first reading of an update to Section X of Resolution 97-3-1 so that Santa Cruz METRO can proceed with a public comment period.
- Santa Cruz METRO staff is recommending that the Board of Directors consider the functionality and design of the Smart Card program, approve a new regulation named "Smart Card Policy", and begin the necessary public comment period.

## III. DISCUSSION

As background, the recent availability of federal appropriations and stimulus funds allowed Santa Cruz METRO to procure new GFI Odyssey Fareboxes. This new revenue collection equipment was ordered with built in SMART Card technology which can allow Santa Cruz METRO to expand its fare media options that are available to the public. The new GFI Odyssey

Fareboxes were installed and began operation on December 6<sup>th</sup>, 2010. On August 26<sup>th</sup> 2011, the Board of Directors adopted a revamped fare structure which allowed Santa Cruz METRO staff to begin designing a Smart Card fare media system.

At the February 10, 2012 Board meeting introduced Smart Cards as a reusable plastic card approximately the same size and shape as a credit card with an embedded microchip that holds memory. For transit purposes, Smart Cards hold either:

- Monetary value (Stored Value) for paying fares;
- Validated Period Passes (i.e. Day Pass, 5 Day Pass, 31 Day Pass);
- Ride Passes (i.e. 15 Ride Pass).

Smart Cards allow passengers to board without the need for cash or a valid paper pass. They can be reloaded with different fare types and are very durable so they will not be easily damaged. Santa Cruz METRO staff proposes that Santa Cruz METRO offer two distinct categories of Smart Cards named “Cruz Pass” and “Cruz Cash.”

The purpose of this report is to provide:

- A recap of the functionality and design of Santa Cruz METRO’s Smart Card program (Attachment A).
- Introduce the draft AR - 1031 Smart Card Policy which will govern the Smart Card program (Attachment B).
- In act a first reading of Santa Cruz METRO’s Fare Ordinance 84-2-1 and Resolution 97-3-1 which now includes the Smart Card program (Attachment C).

**Attachment A** is a print out of the presentation that provides details as to the functionality and design of the proposed Smart Cards. Santa Cruz METRO staff is recommending that the Board of Directors consider the presentation on the proposed Smart Card program.

**Attachment B** is a new regulation named AR - 1031 “Smart Card Policy” which includes definitions, procedures, rules, and regulations to govern the Smart Card program. Santa Cruz METRO is recommending that the Board of Directors approve the Smart Card Policy.

**Attachments C** is Santa Cruz METRO’s Fare Resolution 97-3-1 which has been updated to include the Smart Card program (Section X). Since this is a modification to the Fare Resolution, Santa Cruz must allow a minimum of 30 days of public comments to allow the public to provide input, ask questions, and voice any concerns. This report will act as a first reading of the Fare Resolution 97-3-1 changes which will in act a public comment period. After the public comment

period, Santa Cruz METRO will hold a public hearing at the April 20<sup>th</sup> Board of Directors meeting to adopt the Fare Resolution 97-3-1 with the Smart Card program included.

**.IV. FINANCIAL CONSIDERATIONS**

None.

**V. ATTACHMENTS**

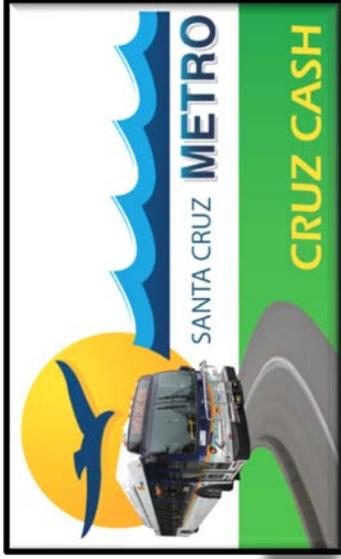
Attachment A: Introduction of Santa Cruz METRO Smart Cards (Presentation)

Attachment B: AR – 1031 Smart Card Policy

Attachment C: Fare Resolution 97-3-1 (Updated)

Prepared By: Erich R. Friedrich, Jr. Transportation Planner  
Date Prepared: March 1, 2012

# Introduction of Santa Cruz METRO Smart Cards



7.a1

Board of Directors Meeting  
February 10, 2012

# Background

- Santa Cruz METRO upgraded the fare collection system using American Recovery and Reinvestment Act funds.
- New Fareboxes were installed and began operation December 6<sup>th</sup> 2010.
- On August 26<sup>th</sup> 2011, The Board of Directors adopted a revamped fare structure which allowed Santa Cruz METRO staff to pursue development of a Smart Card fare media system.

# What are Smart Cards?

- Reusable plastic cards approximately the same size and shape as a credit card with an embedded microchip that holds memory.
  - For transit purposes, Smart Cards hold either monetary value (Stored Value) for paying fares, hold validated Period Passes (i.e. Day Pass, 5 Day Pass, 31 Day Pass), or hold Ride Passes (i.e. 15 Ride Pass).
- 7.23
- Smart Cards allow passengers to board without the need for cash or a valid paper pass.

# Examples of Smart Cards

Seattle



Boston



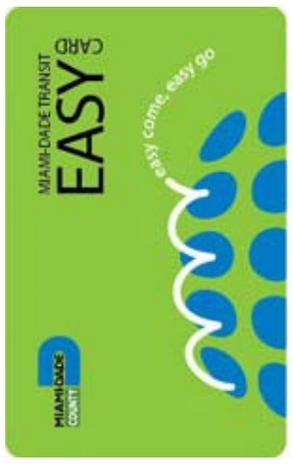
San Francisco Bay Area



San Diego



Miami-Dade



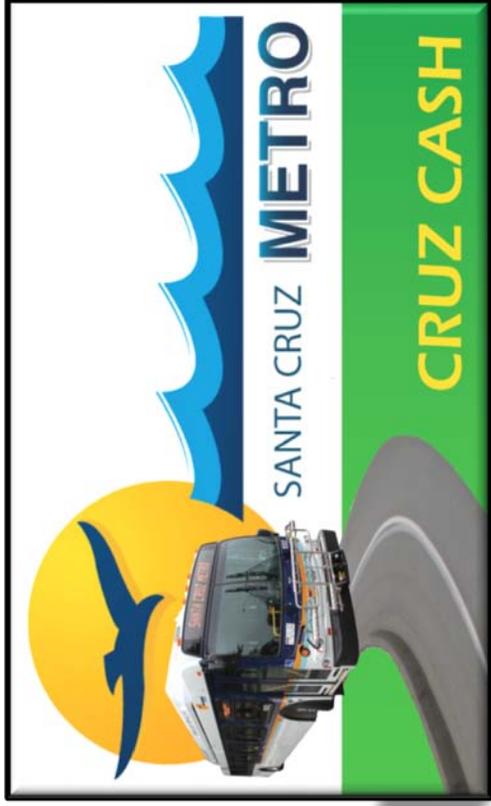
7.a4

# What do these cards have in common?

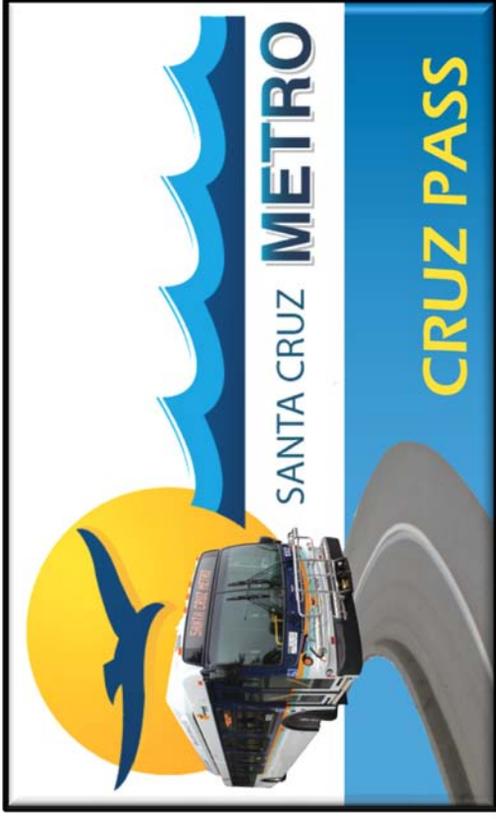
- Branded
  - Multifunctional; can hold Stored Value or Period Passes
  - Durable hard plastic card
- 7.a5 • Cards are inter-regional

# Introducing Smart Cards

**Cruz Cash**

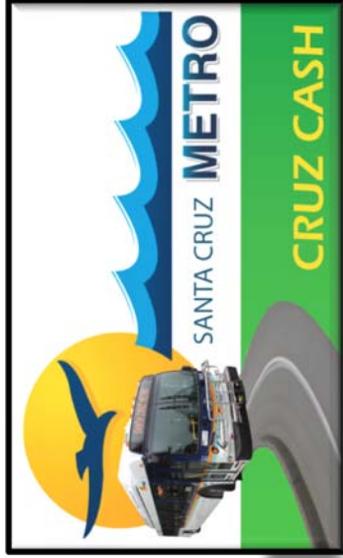


**Cruz Pass**



7.a6

# Cruz Cash



- Holds monetary value
- Deducts fare automatically when boarding.
- Reloadable at any Santa Cruz METRO Ticket Vending Machine or at Customer Service.

**\$10**



**\$20**



**\$30**



**\$50**

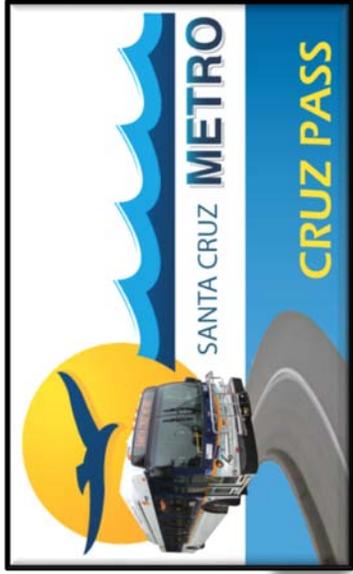


# How does a **Cruz Cash** card work?

1. The Customer loads the desired increments of cash value onto a **Cruz Cash** card.
2. The Customer taps their **Cruz Cash** card over the card reader on the farebox.
3. The proper fare is deducted electronically by the farebox.



# Cruz Pass



• Holds various Period Passes and Ride Passes.

• Pass validates automatically when boarding

• Reloadable at any Santa Cruz METRO Ticket Vending Machine or at Customer Service

## Local 1, 3, & 7 Day Passes

**BUS PASS**

- Pass expires at the end of service day.
- Pass is valid for use on all routes.
- Santa Cruz METRO pass valid for regularly scheduled fixed route services.
- Additional payment may be required for Highway 17 Express service.
- Santa Cruz METRO assumes no responsibility for lost, misused or stolen passes.
- Not valid if torn or obscured.
- Value discount ID will be required for use when applicable.
- Pass is subject to Santa Cruz METRO regulations and may be confiscated for misuse.
- Unauthorized sale or use violates Penal Code SEC. 640 (A) & (B).

## Local 31 Day Passes

**31 DAY PASS**

- Valid for 31 consecutive days from first use.
- Not transferable, refundable or exchangeable.
- Santa Cruz METRO pass valid for regularly scheduled fixed route services.
- Additional payment may be required for Highway 17 Express service.
- Santa Cruz METRO assumes no responsibility for lost, misused or stolen passes.
- Not valid if torn or obscured.
- Value discount ID will be required for use when applicable.
- Pass is subject to Santa Cruz METRO regulations and may be confiscated for misuse.
- Unauthorized sale or use violates Penal Code SEC. 640 (A) & (B).

## Highway 17 1 & 5 Day Passes

**BUS PASS**

- Pass expires at the end of service day.
- Pass is valid for use on all routes.
- Santa Cruz METRO pass valid for regularly scheduled fixed route services.
- Additional payment may be required for Highway 17 Express service.
- Santa Cruz METRO assumes no responsibility for lost, misused or stolen passes.
- Not valid if torn or obscured.
- Value discount ID will be required for use when applicable.
- Pass is subject to Santa Cruz METRO regulations and may be confiscated for misuse.
- Unauthorized sale or use violates Penal Code SEC. 640 (A) & (B).

## Highway 17 31 Day Passes

**31 DAY PASS**

- Valid for 31 consecutive days from first use.
- Not transferable, refundable or exchangeable.
- Santa Cruz METRO pass valid for regularly scheduled fixed route services.
- Additional payment may be required for Highway 17 Express service.
- Santa Cruz METRO assumes no responsibility for lost, misused or stolen passes.
- Not valid if torn or obscured.
- Value discount ID will be required for use when applicable.
- Pass is subject to Santa Cruz METRO regulations and may be confiscated for misuse.
- Unauthorized sale or use violates Penal Code SEC. 640 (A) & (B).

## Local 15 Ride Passes

**BUS PASS**

- Pass expires at the end of service day.
- Pass is valid for use on all routes.
- Santa Cruz METRO pass valid for regularly scheduled fixed route services.
- Additional payment may be required for Highway 17 Express service.
- Santa Cruz METRO assumes no responsibility for lost, misused or stolen passes.
- Not valid if torn or obscured.
- Value discount ID will be required for use when applicable.
- Pass is subject to Santa Cruz METRO regulations and may be confiscated for misuse.
- Unauthorized sale or use violates Penal Code SEC. 640 (A) & (B).

# How does a **Cruz Pass** card work?

1. The Customer loads their desired period pass or ride pass onto a **Cruz Pass** card.
2. The Customer taps their **Cruz Pass** card over the card reader on the farebox.
3. The **Cruz Pass** card is validated electronically by the farebox.



# Advantages to Smart Cards

- Faster boarding times
- Rider convenience
- Extremely durable long lasting fare media
- Higher revenue recovery
- Future Inter-agency connectivity

**7.a11**

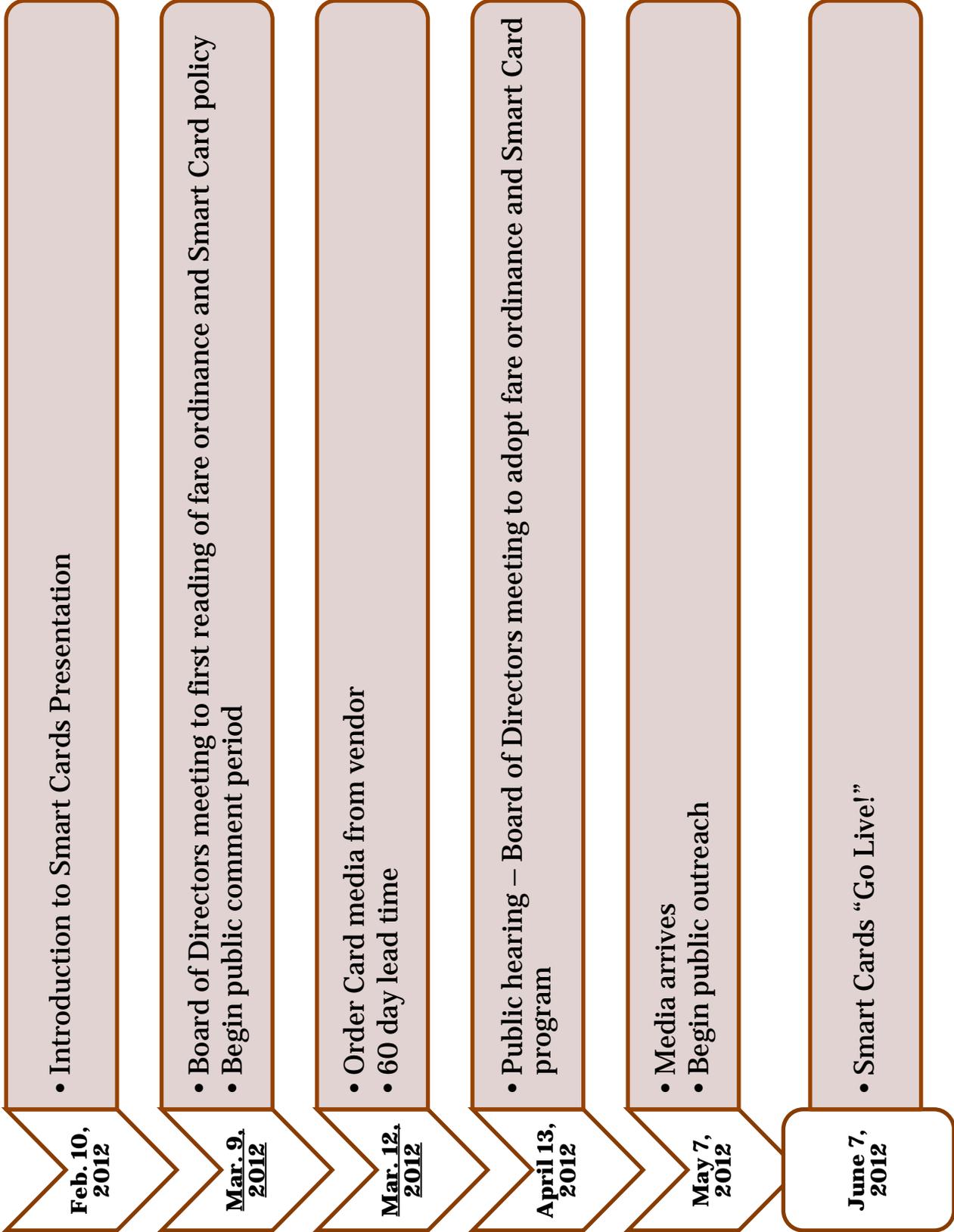
# FAQ

- Where can riders get a Smart Card?
  - Riders can purchase their Smart Card at Santa Cruz METRO Customer Service Center.
- How much does a Smart Card cost?
  - For the first 60 days after the roll out, the Smart Card is free. After this introductory period, the cost is \$3.00 per card.
- Can a Smart Card be reloaded?
  - Yes. Smart Cards can be reloaded at any Ticket Vending Machine or at the Santa Cruz METRO Customer Service Center.
- How can a rider determine how much value/rides they have left on their Smart Card?
  - Riders can check the status on their Smart Card at customer service, by using a Ticket Vending Machine or by using the “read-only” feature on the farebox with assistance from a bus operator.
- Are Cruz Passes and Cruz Cash Cards interchangeable?
  - No. It is not possible to load period passes onto a Cruz Cash card or load monetary value onto a Cruz Pass card.

# FAQ

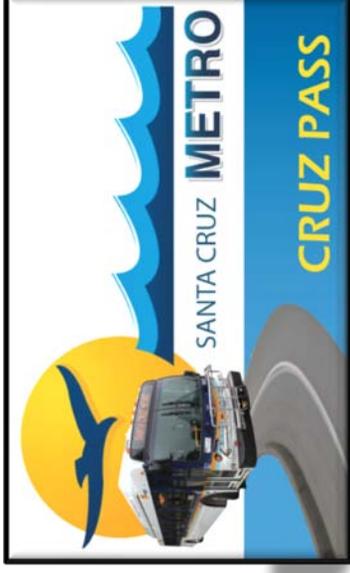
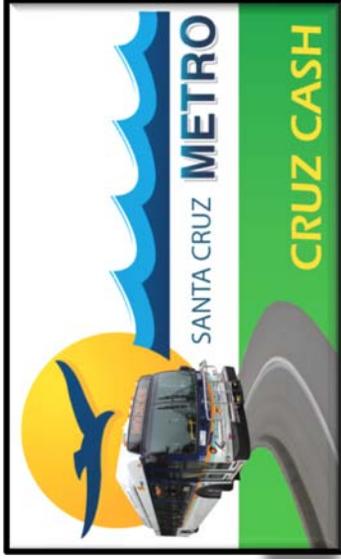
- What is the maximum that a Cruz Pass card or Cruz Cash card holds?
  - Cruz Pass cards can hold up to 62 consecutive days. The Cruz Cash card can hold up to \$50 of monetary value.
- Do riders register their Smart Cards?
  - No. The system will not hold personal information.
- Can more than one rider use a single Cruz Pass card or Cruz Cash card?
  - Each rider is encouraged to have his/her own Cruz Pass card or Cruz Cash card to use the fixed route system.
  - It is possible to "pass back" a Cruz Pass card loaded with a 15 Ride Pass or any Cruz Cash card may deduct additional ride for accompanying riders on the same Cruz Pass card or Cruz Cash card.
  - Cruz Passes loaded with any period pass are not permitted to be "passed back."
- What if a rider loses his/her Cruz Pass card or Cruz Cash card?
  - Santa Cruz METRO is not responsible for lost, stolen, or damaged cards.

# Timeline for Implementation of Smart Cards



# Santa Cruz METRO

## Smart Cards



7.a15

Board of Directors Meeting  
February 10, 2012

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

Regulation Number: AR-1031

Computer Title: smtcard

Effective Date:

Pages: 5

**TITLE: SMART CARD POLICY**

---

## Procedure History

REVISION DATE	SUMMARY OF REVISION	APPROVED
March 09, 2012	New Policy	

---

## I. POLICY

- 1.01 To further its commitment to public service, the Santa Cruz Metropolitan Transit District (Santa Cruz METRO) has designed this Regulation to assist Santa Cruz METRO passengers who wish to purchase a Smart Card for use on Santa Cruz METRO's fixed route buses.
- 1.02 This Regulation sets forth the terms and conditions for the purchase, loading, and use of the Smart Card.
- 1.03 Santa Cruz METRO reserves the right to amend this Regulation at any time, including any rights or obligations the customer or Santa Cruz METRO may have. As permitted by applicable law, any change, addition or deletion will become effective at the time Santa Cruz METRO posts the revised Regulation on its website (www.scmttd.com). Customers are deemed to accept the changes, additions or deletions if (1) the Customer does not notify Santa Cruz METRO to the contrary in writing within 20 days of the date of the posting, or (2) the Customer uses his/her Smart Card (Cruz Pass Card/Cruz Cash Card) after the posting. If the Customer does not accept the changes, additions or deletions, his/her Smart Card will be cancelled and any amounts remaining on their Smart Card will be refunded to the Customer.

## II. APPLICABILITY

- 2.01 This policy is applicable to all Santa Cruz METRO Employees, Passengers, and Customers.

## III. DEFINITIONS

- 3.01 **"Smart Card"** is a paperless transit fare payment system specific to Santa Cruz METRO and similar in size to a credit/debit card with an embedded microchip that when loaded with monetary value, can be used on Santa Cruz METRO's fixed route system, in lieu of using currency. The Smart Card will allow customers to "load" value onto two fare options: Cruz Cash Card or Cruz Pass Card.
- 3.02 **"Cruz Cash Card"** is a fare payment option that allows a customer to purchase a Smart Card and load it with fare value in \$10 increments up to a maximum of \$50. The Cruz

Cash Card is scanned in front of the Smart Card Reader located on the farebox in order to pay for the fare which is deducted from the card electronically.

- 3.03 **“Cruz Pass Card”** is a fare payment option that allows a customer to purchase one of the various Period Passes or Ride Passes offered by Santa Cruz METRO. At the time of purchase the Customer selects a specific type of Period Pass or Ride Pass and pays the appropriate fare. The Cruz Pass Card is then scanned in front of the Smart Card Reader located on the farebox in order to validate the card electronically and deduct the fare.
- 3.04 **“Expiration Date”** The Smart Cards have no expiration date. This means that the Smart Cards will never expire, as long as there is fare value remaining on the card.
- 3.05 **“Period Passes”** are fare payment options based on consecutive days of passenger travel. At the time of purchase, the customer chooses a specific Santa Cruz METRO period pass which meets their travel demands. Santa Cruz METRO offers various options for the Period Pass as follows:

- **Youth and Adult Local: 1, 3, and 7 day passes**
- **Older Adult/Individual with a disability Local: 1, 3 and 7 day passes**
- **Highway 17 Express: 1 and 5 day passes**
- **Adult Local: 31 Day Consecutive Pass**
- **Older Adult/Individual with a disability: 31 Day Consecutive Pass**
- **Youth: 31 Day Consecutive Pass**
- **Highway 17 Express: 31 Day Consecutive Pass**

A 31 Day Consecutive Pass may also be loaded with an additional 31 days of fare value for a maximum of 62 Consecutive days.

- 3.06 **“Ride Pass”** is a fare payment option in which the customer purchases rides to be used at any time; the rides are not restricted by a date range. Santa Cruz METRO offers:
- **Youth and Adult Local: 15 ride Convenient Pass**
  - **Older Adult/Individual with a disability Local: 15 Ride Convenient Pass**

#### **IV. PROCEDURES TO PURCHASE AND RELOAD A SMART CARD**

- 4.01 Customers can purchase a Smart Card (Cruz Cash Card/Cruz Pass Card) at the Santa Cruz METRO Center (Pacific Station) Information Booth for a \$3.00 non-refundable fee and at the Watsonville Transit Center. At the time of purchase, the Customer will select either a Cruz Cash Card or a Cruz Pass Card. A customer can then load the particular card with the desired value up to the maximum amount allowed.

## Policy and Procedures

## Page 3

- 4.02 Smart Cards may be purchased by mail using the order form provided inside the *Headways* bus schedule.
- 4.03 Generally, it will take seven (7) business days from the date the order is received to process the order. Customers may call Customer Service at (831) 425-8600, regarding any order.
- 4.04 Smart Cards are also available for purchase on Santa Cruz METRO's website **www.scmtd.com**.
- 4.05 Customers cannot register their Smart Cards, and the system has no personal information about the cardholder.
- 4.06 A customer can load a dollar value on the Smart Card by using a credit card, debit card or cash at the following locations:
- Santa Cruz METRO Center (Pacific Station), 920 Pacific Avenue, Santa Cruz, CA 95060 or ticket vending machine (TVM).
  - Watsonville Transit Center, 475 Rodriguez, Watsonville, CA 95076 or ticket vending machine (TVM).
  - Cabrillo College, 6500 Soquel Drive, Aptos, CA 95003 ticket vending machine (TVM)
  - Capitola Mall Transit Center Lane #1 1855 41<sup>st</sup> Avenue, Capitola, CA 95010 ticket vending machine (TVM).

## V. HOW THE SMART CARD SYSTEM WORKS

- 5.01 A customer scans his/her Smart Card (Cruz Cash Card/Cruz Pass Card) in front of the card reader on the farebox. The card reader will display the fare deducted and what amount is left on the Card.
- 5.02 Each customer will be required to have their own Smart Card. Holders of 15 Ride Passes and Cash Cards may deduct rides for accompanying passengers.
- 5.03 If a ride costs more than the remaining value on a Smart Card, Santa Cruz METRO will allow the customer to complete that trip. If a card has no value left, the card must be reloaded with value before boarding the bus or a cash fare must be paid.
- 5.04 Discount Fare Smart Cards are specially encoded to automatically calculate the discounted pass fare each time a qualified customer uses the card. When the card is scanned in front of the card reader, the farebox will then indicate that identification is required upon presentation. Once the identification is presented, the Operator will press the appropriate button acknowledging validity.

## VI. RULES FOR USE OF THE SMART CARD

- 6.01 Unless otherwise required by law or permitted by this regulation, any amount on the Smart Card (Cruz Cash Card/Cruz Pass Card) is nonrefundable and may not be redeemed for cash.

- 6.02 No interest, dividends or any other earnings on funds deposited to a Smart Card will accrue or be paid or credited to a Customer by Santa Cruz METRO.
- 6.03 The value associated with a Smart Card is not insured by the Federal Deposit Insurance Corporation (FDIC) or by Santa Cruz METRO.
- 6.04 Santa Cruz METRO reserves the right not to accept any Smart Card (Cruz Cash Card/Cruz Pass Card) or otherwise limit use of a Smart Card if Santa Cruz METRO reasonably believes that the use is unauthorized, fraudulent or otherwise unlawful.
- 6.05 A Customer can check the status of his/ her Smart Card by visiting Customer Service, by using a TVM or by using the “read-only” feature on the farebox with assistance from a bus operator.
- 6.07 Customers are responsible for all transactions associated with the Smart Card, including unauthorized transactions.

## **VII. LOST, STOLEN OR DAMAGED SMART CARDS**

- 7.01 Santa Cruz METRO is not responsible for lost, stolen or damaged Smart Cards (Cruz Cash Card/Cruz Pass Card) or the stored value on the card.
- 7.02 If a Smart Card is defective, the Customer must present the Smart Card in person to Customer Service at the Santa Cruz METRO Center (Pacific Station) Information Booth. If the card is inoperable or defective through no fault of the Customer, Santa Cruz METRO will replace the defective card and restore the current remaining balance free of charge. If the card is damaged, however, the customer will be responsible for any fees associated with a replacement card and restoration of the balance onto the new card. The damaged/defective card must be presented when requesting a replacement card.

## **VIII. ADMINISTRATION OF REGULATION**

- 8.01 The Manager of Operations or his/her designee is responsible for the following:
- a. Ensuring that this regulation is disseminated to all existing fixed route operators, transit supervisors and trainees.
  - b. Ensuring that this regulation is disseminated to all new fixed route operators, transit supervisors and trainees
  - c. Providing guidance, training and assistance to all operators, customer service representatives, and other employees who are responsible for implementing this policy.
- 8.02 Santa Cruz METRO will integrate the Smart Card Policy into its Policies and Procedures.

ATTACHMENT C  
**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  
REVISING RULES AND REGULATIONS GOVERNING APPLICATION  
OF FARE ORDINANCE NO. 84-2-1 REGARDING BUS FARES**

**WHEREAS**, it is beneficial to the SANTA CRUZ METROPOLITAN TRANSIT DISTRICT, herein after referred to as - "Santa Cruz METRO", to maintain a bus fare schedule to facilitate efficient and economical transit service to the public; and

**WHEREAS**, -Santa Cruz METRO Board of Directors adopted Fare Ordinance No. 84-2-1; and

**WHEREAS**, it is necessary to adopt a Resolution to govern the application of Fare Ordinance 84-2-1 to insure similar treatment for those who ride Santa Cruz METRO buses,

**NOW, THEREFORE, BE IT RESOLVED**, that the Rules and Regulations set forth in this Resolution supersede all previous Fare Resolutions and amended versions thereof and are hereby adopted by Santa Cruz METRO Board of Directors and govern the application of Ordinance No. 84-2-1:

**SECTION I: DEFINITIONS**

For the purpose of these Rules and Regulations and the Fare Ordinance 84-2-1 certain terms are defined as follows:

1. **YOUTH**: Under the age of 18.
2. **VTA**: Santa Clara Valley Transportation Authority.
3. **MST**: Monterey Salinas Transit
4. **AMTRAK/HIGHWAY 17 EXPRESS SERVICE**: Express bus service between Santa Cruz County and the City of San Jose operated jointly between VTA, Caltrans, Capitol Corridor Joint Powers Authority (CCJA), AMTRAK and Santa Cruz METRO.
5. **LOCAL FIXED ROUTE SERVICE**: All Santa Cruz METRO fixed routes other than AMTRAK/Highway 17 Express service

# ATTACHMENT C

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

Page 2

- 6. TRANSIT DAY:** The hours of Local Fixed Route and AMTRAK/Highway 17 Express Service beginning at 4:00am and ending the following morning at 3:00am.

## **SECTION II: OLDER ADULT AND PERSONS WITH DISABILITIES FIXED ROUTE DISCOUNT FARE PROGRAM**

It is the policy of Santa Cruz METRO that older adult persons and persons with disabilities or an individual presenting a Medicare card, will be charged a discounted fare for transportation on Santa Cruz METRO's fixed route service. For more information regarding: Definitions, Eligibility, Purchasing of Discount Photo I.D. Cards, Personal Care Attendants, or how to order a Discount Fare Card, and other discount fare information, please refer to Regulation AR-1028.

## **SECTION III: AMENDMENTS**

These Rules and Regulations may be amended by the affirmative votes of six (6) members of the Santa Cruz METRO Board of Directors at any regular or special meeting of the Board of Directors.

## **SECTION IV: NO REFUNDS**

Sales of all bus fares and bus passes are by final action. No refunds shall be made to any passenger. Bus fares and bus passes shall be paid with United States currency. Bus fares and bus passes are non-transferable, non-refundable and non-exchangeable.

## **SECTION V: CHILD FARES (LESS THAN 46 INCHES TALL)**

A child, when accompanied by a fare paying passenger, shall not be charged a fare. No more than three (3) children per paying passenger may ride free. All buses have the height marked at the entrance of the door.

## **SECTION VI: PERSONAL CARE ATTENDANTS & ACCOMPANYING YOUTH**

- 1. PERSONAL CARE ATTENDANTS:** One Attendant may ride for free while accompanying a qualifying passenger who has a Santa Cruz METRO Discount Photo I.D. card indicating the need for an attendant. See Regulation AR-1028 for more information.
- 2. ACCOMPANYING YOUTH:** Youth passenger may receive a discount fare when accompanying a discount qualifying parent. Parents must complete a Reduced Children Fare form to qualify their Youth(s). See Regulation AR-1028 for more information.

**SECTION VII: LOCAL FIXED ROUTE SERVICE**

**A. CASH FARE**

Exact fares shall be deposited into fare box by the passenger upon boarding the bus unless assistance by a bus operator is requested. The amount of the fare shall be determined by the rates set forth in Fare Ordinance 84-2-1. The bus operator is prohibited from making change. No checks shall be accepted by the bus operator. The fare rates used on Santa Cruz METRO buses shall include the following:

- 1) Regular Cash Fare **\$2.00**
- 2) Discount Cash Fare (see Regulation AR-1028) **\$1.00**

**B. DAY PASS**

A Day Pass is issued at a specified rate as set forth in Fare Ordinance 84-2-1 and allows an individual to ride any Santa Cruz METRO bus on any regularly scheduled Santa Cruz METRO route for one whole transit day. Day passes are non-transferable, non-refundable and non-exchangeable. The bus operator is prohibited from making change. Types of day passes include the following:

- 1) Youth and Adult Local Day Pass **\$6.00**
- 2) Discount Local Day Pass (must also produce at time of purchase and use any qualifying I.D., see Regulation AR-1028) **\$3.00**

There is a 20% discount for purchases exceeding 100 Youth and Adult Local Day Passes. Discounts can be obtained at Santa Cruz Metro Center Information Booth or requested by phone (831-425-8600) CRS Hearing/Speech Impaired 711.

**C. LOCAL 3 CONSECUTIVE DAY PASS (3 Day Pass)**

A Local 3 Consecutive Day pass is valid for 3 consecutive transit days from *first use* on all regularly scheduled Santa Cruz METRO local routes.

- 1) Youth and Adult Local 3 Consecutive Day Pass **\$15.00**
- 2) Discount Local 3 Consecutive Day Pass (must also produce at time of purchase and use any qualifying I.D., see Regulation AR-1028) **\$7.50**

**D. LOCAL 7 CONSECUTIVE DAY PASS (7 Day Pass)**

A Local 7 Consecutive Day pass is valid for 7 consecutive transit days from *first use* on all regularly scheduled Santa Cruz METRO local routes.

- 1) Youth and Adult Local 7 Consecutive Day Pass **\$32.00**

# ATTACHMENT C

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

Page 4

- 2) Discount Local 7 Consecutive Day Pass (must also produce at time of purchase and use any qualifying I.D., see Regulation AR-1028) **\$16.00**

## **E. LOCAL 31 CONSECUTIVE DAY PASS (31 Day Pass)**

A Local 31 Consecutive Day pass is valid for 31 consecutive transit days from *first use* on all regularly scheduled Santa Cruz METRO local routes. Quantity discounts are available through the Customer Service Department.

Types of Local 31 Consecutive Day Passes include:

- 1) Local 31 Consecutive Day Pass **\$65.00**
- 2) Discount Local 31 Consecutive Day Pass (must also produce at time of purchase and use any qualifying I.D., see Regulation AR-1028) **\$32.00**
- 3) Youth 31 Consecutive Day Pass **\$48.00**

## **F. LOCAL 15 RIDE PASS**

A Local 15 Ride Pass is valid for 15 one-way rides on board any Santa Cruz METRO local route.

- 1) Youth and Adult Local 15 Ride Pass **\$27.00**
- 2) Discount Local 15 Ride Pass (must also produce at time of purchase and use any qualifying I.D., see Regulation AR-1028). **\$13.50**

## **G. PREPAID SCHOOL FIELD TRIPS**

Santa Cruz METRO offers a flat rate for K-12 school groups wishing to use Local Fixed Route service. The procedure to schedule a field trip is as follows:

- A request form is submitted 2 weeks in advance for a specific date, time and trip start location and destination.
- Pay the appropriate Field Trip Rate
- Once both the request form and Field Trip Rate are submitted, an itinerary will be faxed to the group representative who will show the itinerary to the bus operator upon boarding.

Prepaid School Field Trip Rate (35 persons, including chaperones, maximum): **\$35.00**

***Trips are not guaranteed.***

# ATTACHMENT C

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

Page 5

## SECTION VIII: AMTRAK/HIGHWAY 17 EXPRESS SERVICE

- |           |   |                 |
|-----------|---|-----------------|
| <b>A.</b> | Regular Cash Fare (One Way)   | <b>\$5.00</b>   |
|           | Discount Cash Fare (One Way) (Must also produce at time of purchase any qualifying I.D., see Regulation AR-1028). | <b>\$2.50</b>   |
|           | Day Pass:   | <b>\$10.00</b>  |
|           | ▪ with exchange of Santa Cruz METRO Day Pass  | <b>\$4.00</b>   |
|           | ▪ with exchange of Santa Cruz METRO Disc. Day Pass  | <b>\$7.00</b>   |
|           | ▪ with exchange of VTA Day Pass   | <b>\$4.00</b>   |
|           | ▪ with exchange of VTA Disc. Day Pass   | <b>\$7.50</b>   |
|           | ▪ with display of VTA Express Day Pass  | <b>\$2.00</b>   |
|           | ▪ with exchange of VTA Youth Day Pass   | <b>\$5.00</b>   |
|           | Amtrak/Highway 17 Express - 5 Consecutive Day Pass  | <b>\$42.00</b>  |
|           | Amtrak/Highway 17 Express - 31 Consecutive Day Pass   | <b>\$113.00</b> |
|           | Display of Receipt and Pass of CalTrain Monthly Pass 2 Zone minimum   | <b>\$4.00</b>   |
- B.** Day Passes issued for the Amtrak/Highway 17 Express will be honored on all Santa Cruz METRO buses and local VTA Services for unlimited rides on the transit day specified.
- C.** The Amtrak/Highway 17 Express – Consecutive Day Passes (5 Day or 31 Day) will be honored on all Santa Cruz METRO and local VTA Services for unlimited rides within the validated consecutive transit days on the back of the ticket.
- D.** Passengers boarding northbound buses at the Santa Cruz Pacific Station or southbound buses at the San Jose Diridon Station may present a valid AMTRAK boarding-pass as one way fare.

## SECTION IX: METRO CASH CARDS

Stored value “METRO Cash Cards” are available for persons wanting to ride Local Fixed Route or Highway 17 Express service with the convenience of not carrying dollar currency or coins. Persons can purchase a METRO Cash Card with a fixed U.S. Dollar amount that can be used like normal currency to pay for regular cash fares, discounted cash fares (see Regulation AR-1028 for eligibility), or Day Passes onboard both Local Fixed Route and AMTRAK/Highway 17 Express service.

METRO Cash Cards are available in the following fixed denominations:

- |                           |                           |
|---------------------------|---------------------------|
| ▪ \$10.00 METRO Cash Card | ▪ \$20.00 METRO Cash Card |
| ▪ \$30.00 METRO Cash Card | ▪ \$50.00 METRO Cash Card |

**SECTION X: SMART CARDS**

Smart Cards are a paperless transit fare payment system specific to Santa Cruz METRO. The cards are similar in size to a credit/debit card with an embedded microchip that when loaded with monetary value, can be used on Santa Cruz METRO's fixed route system, in lieu of using currency. The Smart Card will allow customers to "load" value onto two fare options: Cruz Cash Card or Cruz Pass Card.

- **Cruz Cash Card:** is a fare payment option that allows a customer to purchase a Smart Card and load it with fare value in \$10 increments up to a maximum of \$50. The Cruz Cash Card is scanned in front of the Smart Card Reader located on the farebox in order to pay for the fare which is deducted from the card electronically.
- **Cruz Pass Card:** is a fare payment option that allows a customer to purchase one of the various Period Passes or Ride Passes offered by Santa Cruz METRO. At the time of purchase the Customer selects a specific type of Period Pass or Ride Pass and pays the appropriate fare. The Cruz Pass Card is then scanned in front of the Smart Card Reader located on the farebox in order to validate the card electronically and deduct the fare.

For more information regarding Smart Cards, please see Regulation AR – 1031.

**SECTION XI: PARATRANSIT SERVICE (PARACRUZ)**

The fare for a one way trip on a Paratransit vehicle is \$4.00.

**SECTION XII: GROUP PASS CONTRACT**

A reduced rides rate is available to members of a group only upon execution of an agreement between the group and Santa Cruz METRO. The Group shall provide identification cards for members which shall be satisfactory to Santa Cruz METRO and shall be responsible for fee collection. Group shall pay Santa Cruz METRO for tickets in response to delivery of tickets and or billing by Santa Cruz METRO.

The agreement shall include as a minimum the following items:

1. Definition of people included in group.
2. Dates during which reduced rides rate is valid.
3. Method of billing.

**SECTION XIII: BULK BUS PASS AGREEMENTS & DISCOUNT RATES**

Santa Cruz METRO may enter into an agreement with a group to provide bulk bus pass purchases to that group at an agreed upon per pass rate. The Group must specify type of bus pass and the quantity desired so they can be invoiced properly. Bus Passes will be issued upon appropriate

ATTACHMENT C

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

Page 7

payment and will be eligible to use onboard Santa Cruz METRO buses at their own discretion. Bulk bus passes will function like normal bus passes, needing to be validated when first used onboard a Santa Cruz METRO bus and will expire from the set time after first use.

The agreement shall include as a minimum the following items

- 1. Definition of the people included in the group.
- 2. A per bus pass rate.
- 3. Method of billing.

Discount Rates: The following discounts shall apply to quantity purchases of the Local 31 Consecutive Day Pass only:

12-50 passes	10% Discount
51-100 passes	15% Discount
More than 100 passes	20% Discount

**PASSED AND ADOPTED** this 26th day of August, 2011, by the following vote:

**AYES:** Directors -

**NOES:** Directors -

**ABSENT:** Directors -

**ABSTAIN:** Directors -

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

Lynn Robinson  
Chairperson

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

Leslie R. White  
General Manager

**APPROVED AS TO FORM:**

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

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

**DATE:** March 9, 2012

**TO:** Board of Directors

**FROM:** Margaret Gallagher, District Counsel

**SUBJECT: CONSIDERATION OF ACCEPTING A GIFT OF SANTA CRUZ METRO  
ROADEO MEMORABILIA FROM RETIRED TRANSIT SUPERVISOR  
DENISE ROSSI**

## I. RECOMMENDED ACTION

**Accept a gift of Santa Cruz METRO Roadeo Memorabilia from Retired Transit Supervisor Denise Rossi**

## II. SUMMARY OF ISSUES

- Denise Rossi began working for the Santa Cruz Metropolitan Transit District as a Bus Operator on December 18, 1976. Approximately three years later she was promoted to the position of Transit Supervisor and held that position until her retirement on August 11, 2004.
- Bus Roadeo competitions are contests that test the skills and knowledge of bus operators. The contests challenge bus operators to keep their skills current, encourage continued mastery of all aspects of equipment operation, while setting an example for the best safety practices. Bus Roadeos encourage excellence and professionalism and salute the men and women who are the heart of our transit systems and who keep communities moving.
- Ms. Rossi wishes to give to Santa Cruz METRO for its enjoyment and historical significance, various local and Northern California Regional Bus Roadeo pins, buttons and patches which Ms. Rossi acquired during her years of service with Santa Cruz METRO.
- The framed shadowbox display depicts a rich history of involvement by Santa Cruz METRO employees with Bus Roadeos.
- California Public Utilities Code Section 98233 allows Santa Cruz METRO to acquire personal property by gift.
- Denise Rossi is to be commended for preserving a part of Santa Cruz METRO's history and for her generosity in donating this gift to Santa Cruz METRO.

### **III. DISCUSSION**

Bus Operators and Mechanics from transit systems across North America participate in separate competitions which showcase their skills in safe driving and vehicle maintenance. Denise Rossi also provided materials and information from the 1989 Santa Cruz METRO's Bus Roadeo (Attachment A). According to Denise Rossi, Santa Cruz METRO began participating in Bus Roadeos in 1977 at the Santa Cruz County Fair in the center ring. At that time, Santa Cruz METRO competed against bus operators from Salinas and Monterey. In 1978, the first year that Santa Cruz METRO won the competition, Judy Souza and Denise Rossi tied for second place in the bus operator's competition. In 1984, the local Bus Roadeo was held for the first time at the recently opened Watsonville Maintenance and Operations Facility on Sakata Lane. Santa Cruz METRO Bus Operators Bob Meylink, Rex Clark and Larry Elia took first, second and third place, respectively, in the competition and went on to win the regional competition! (These bus operators, clad in their best uniform, made a special appearance at the next month's Board Meeting and were given special recognition for their achievements.) Bob Meylink went on to the APTA Roadeo to represent Santa Cruz METRO in Washington D.C. Santa Cruz METRO again took the team trophy in 1985 at the local contest and won at the regional level as well. Larry Elia competed at the APTA International Roadeo in Los Angeles. In 1986, while the Bus Operators took second place in the local competition, Santa Cruz METRO Instructors, Shelton Crutch and Judy Souza won first place! The Instructors also won the regional competition. From 1987 through 1989, Santa Cruz METRO's bus operators continued to compete in the local, regional and international Bus Roadeo competitions.

During these years, Denise Rossi assisted with the promotion and coordination of the roadeos at the local level. Santa Cruz METRO is grateful for her active participation on the Northern California Regional Bus Roadeo Committee for many years.

The shadowbox display being given to Santa Cruz METRO by Denise Rossi is a generous donation to Santa Cruz METRO's rich history. Denise Rossi's generosity is to be commended.

### **IV. FINANCIAL CONSIDERATIONS**

NONE

**V. ATTACHMENTS**

**ATTACHMENT A: 1989 Bus Rodeo Materials**



# ATTACHMENT A

## S.C.M.T.D. BUS ROADEO HISTORY

This is the 13th year that SCMTD has held a Bus Roadeo for its drivers.

In 1977, the very first Bus Roadeo was held as a center ring attraction as part of the Santa Cruz County Fair. That year, as in the following three years, the SCMTD Drivers competed against Salinas Transit Drivers and Monterey Transit Drivers. The winners of the Roadeo that year were Rosario Iniquez, First Place, Judy Souza, Second Place, and Vince Mendez, Third Place.

In 1978, the Second Roadeo was hosted by Salinas Transit and was held in Salinas. Winners that year were Rosario Iniquez, First Place, Judy Souza and Denise Rossi tied for Second Place, and Sloan Short, Third Place.

In 1979, the Third Roadeo once again took place in conjunction with the County Fair at the Santa Cruz County Fairgrounds. Winners that year were Rosario Iniquez, First Place, David Davis, Second Place, and Shelton Crutch, Third.

In 1980, the Fourth Roadeo was hosted by Salinas Transit and took place at the Northridge Shopping Center. That year marked the first time Grumman Flexibles were used by SCMTD and Monterey Transit in competition. In a surprise finish, Fred Dempsey swept past the incumbent champion and took First Place, with Shelton Crutch taking Second, and Rosario Iniquez, with no prior experience on a Grumman, placing Third.

All of the four Roadeos to that point were won in overall competition by:

1st Year . . . . . Monterey  
2nd Year . . . . . Santa Cruz  
3rd Year . . . . . Monterey  
4th Year . . . . . Santa Cruz

By the Fifth Year, Salinas Transit had merged with Monterey Transit, and competition hosted by SCMTD was held once again at the Santa Cruz County Fairgrounds in August. Rosario Iniquez took first place, newcomer Larry Elia took Second, and Shelton Crutch took Third. Rosario tied with Salinas/Monterey driver Fidel Damasco for overall points, and in a thrilling tiebreaker, Damasco won by a narrow margin of less than 15 points to give the total championship that year to Salinas/Monterey Transit.

The 1982 Roadeo was held in August at the Fairgrounds and was an in-house competition held in conjunction with the annual SCMTD picnic. Larry Elia was the First Place finisher, with Rex Clark taking Second Place and Frank Bauer placing Third.

The 1983 Bus Roadeo was an in-house event held on a large lot off 17th Avenue. Frank Bauer was our First Place winner, Rex Clark again took Second Place with Tom Natrass placing Third. These three top winners went on to compete in the Regional Roadeo (for the first time) at Great America in Santa Clara. Our driver's placed 8th, 11th, and 12th, out of 21 drivers competing.

The 1984 Bus Roadeo was held for the first time at our brand new Watsonville Major Maintenance Facility on Sakata Lance. Having our own course on a nice new paved lot sure made everything a lot nicer. The First Place winner was Bob Meylink, Second Place went to Rex Clark, and Third Place to Larry Elia. With these three winners, on Saturday, September 8th we won the 1st place Team Trophy at the Regional Roadeo and brought home the BIG Trophy. We were very honored! San Francisco Muni had won it for two years in a row and tradition has it if you win three years in a row you get to keep the trophy in perpetuity. Needless to say San Francisco was very disappointed and Santa Cruz were considered the "Dark Horses" and someone to keep an eye on in the years to come. The drivers, clad in their best Uniforms, made a special appearance at the next month's board meeting and were given special recognition for their achievements. Also, Bob Meylink went on to the APTA Roadeo to represent us in Washington D.C. 1984 was definitely a VERY GOOD YEAR!

# ATTACHMENT A

In 1985, the Roadeo again was held at the Sakata Lane Facility. The Spirit was very high due to last year's big win. The First place winner was Larry Elia, Second place went to Fred Dempsey, and Third to Doug Grosjean. Again at the Regional Roadeo, held in Sacramento this year, our three top winners got the TEAM TROPHY AGAIN AND BROUGHT IT BACK HOME! And for two years in a row, all the other teams worried about next year. Larry Elia went on to the APTA International Roadeo in Los Angeles.

1986. The pressure was on. First place winner was Doug Grosjean, Second place went to Larry Elia, and Third to Aurelio Preciado. They tried their hardest at the Regional Roadeo, which by the way was hosted by SCMTD, but Sacramento took first place on the Team Trophy and SCMTD came in second.

This was a very good year for our instructors. In the local Roadeo, Shelton Crutch placed First, and Judy Souza placed Second. With this winning combination at the Regional, we did bring home the Instructor Team Trophy. Doug Grosjean went to the APTA International Roadeo in Detroit, Michigan. Oh yes, and Shelton Crutch brought home the 1st place Regional Instructor Trophy and Judy Souza brought home the Third Place Trophy.

In 1987, we again held the Roadeo at the Watsonville Facility. First place went to Larry Elia, Second Place went to Aurelio Preciado, and Third place to Fred Dempsey. First Place Instructor was Shelton Crutch and Second Place was Judy Souza. The Regional Roadeo was hosted by A.C. Transit in Hayward and their drivers took First Place in the team trophy this year. Larry went on to represent us in San Francisco at the APTA International Roadeo.

1988 was an exciting year for Metro Roadeo champs. Doug Grosjean came in first in the local competition. Aurelio Preciado and Larry Elia came in Second. Seven points separated the first and second place winners! Since Aurelio's elapsed time on the course was 7 seconds faster than Larry's, Aurelio was awarded the Second Place trophy. Doug, Aurelio, and Larry went on to compete at the Regional Roadeo at Contra Costa County Transit Roadeo at Contra Costa County Transit Facility in Concord. Larry came in 6th out of 33 competitors. Due to his highest combined score in Local and Regional, Larry went on to compete in the APTA International Competition held in Montreal, Canada. Shelton Crutch and Rex Clark placed third in Supervisor//Instructor team competition at the Regionals.

It's 1989. We are once again having the Roadeo at the Watsonville facility. The top three drivers and two instructors will go on to compete in the Regional Roadeo hosted by San Francisco Muni on September 9th. Once again the driver who gets top combined score in Local and Regional Roadeo will represent Metro at APTA International Roadeo on September 26th in Atlanta, Georgia.

We are delighted to see all of you who are here today to celebrate the 13th Metro Roadeo. We are proud of the Operators, Supervisors, and Judges who are participating in this year's event. We hope Roadeo history gets made today. A personal note of thanks to Denise Rossi who wrote the SCMTD Roadeo history and spent many years of effort in promoting and coordinating Roadeos at the Local level. We are grateful to Denise for her active participation on the Northern California Regional Bus Roadeo Committee for many years.

I thank each and every one of you for being a part of the 1989 SCMTD Roadeo on behalf of the Roadeo Committee.

Sincerely



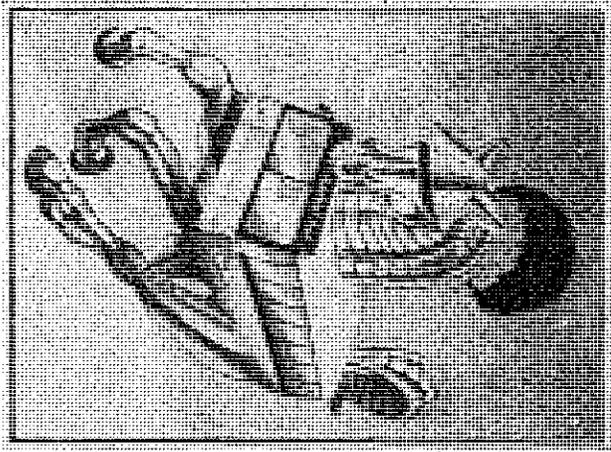
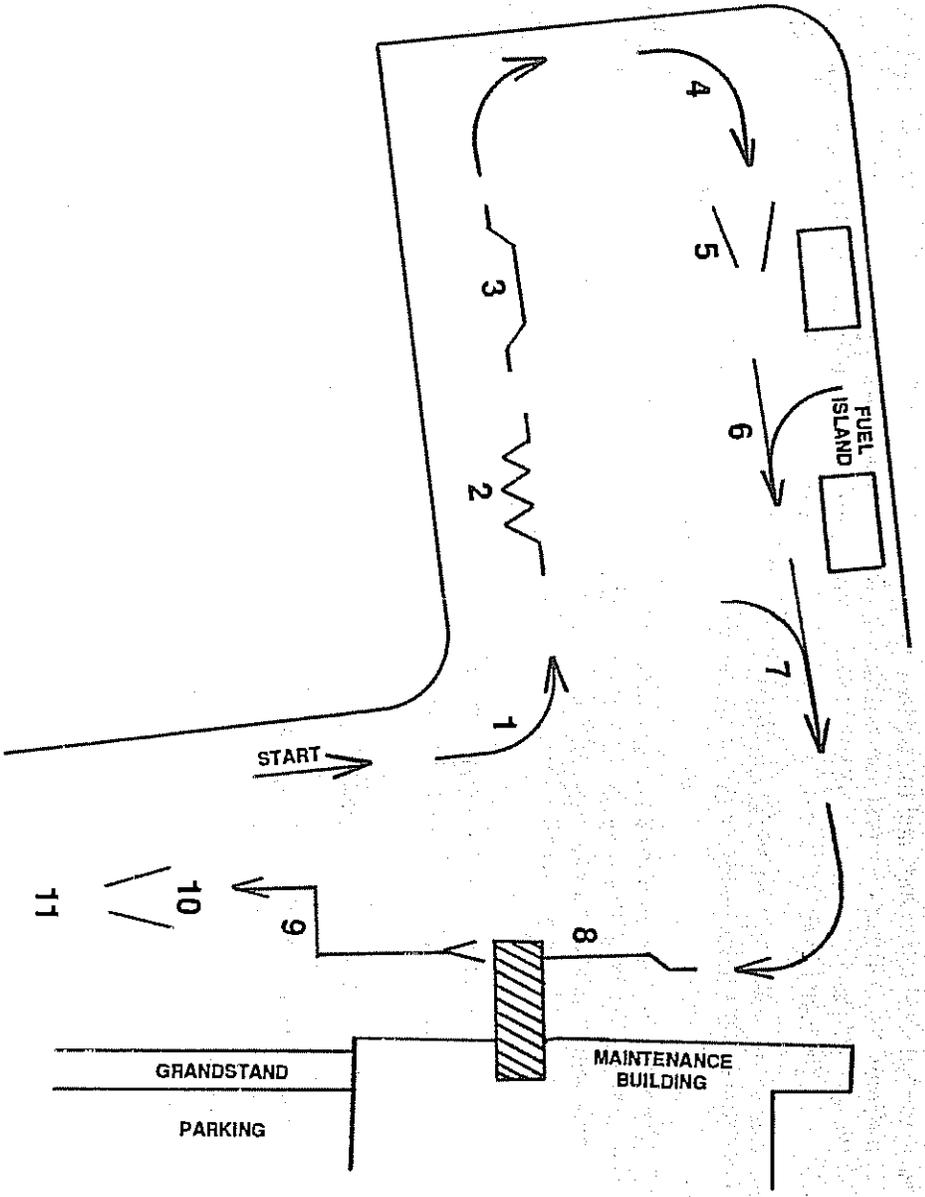
Peter Varga  
Supervisor of Safety and Training

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
 1989 BUS ROADEO COURSE

**METRO**

13TH ANNUAL

8.a3



ATTACHMENT A

ORDER OF EVENTS

1. Left Hand Turn
2. Serpentine
3. First Passenger Stop
4. Right Hand Turn
5. Rear Dual Clearance
6. Left Hand Reverse
7. Right Hand Reverse
8. Second Passenger Stop
9. Off-Set Street
10. Diminishing Clearance
11. Judgement Stop

**ROADEO**

**BUS**

AUGUST 5, 1989

## SCHEDULE OF EVENTS

9:00 AM

Qualified Participants Competition

9:30 AM

Sign-up for Non-Qualified Participants,

1st come, 1st serve basis

11:00 AM

Intermission

11:30 AM

Non-Qualified Participants Competition

Immediately Following:

Portluck Lunch

Awards Presentation

## ATTACHMENT

### 1989 ROADEO COMMITTEE

A THANK YOU  
TO THE

*Annabelle Cambier*  
Marketing Department

*Shelton Crutch*  
Operations, Santa Cruz Division

*Alina Hammer*  
UTU Union Representative

*Mike Boyd*  
Facilities Maintenance Department

*Joe Porilla/Tom Sichel*  
Fleet Maintenance Department

*Denise Rossi*  
Operations, Watsonville Division

*Peter Varga*  
Safety and Training Division

## NON-QUALIFYING CATEGORY

- There will be a limit of 35 total drivers, the first priority being the Qualifying Drivers, and the balance being the Non-Qualifying Drivers on a first come, first serve basis the day of the Roadeo. Non-Qualifying Drivers will be on their own time.
- A Non-Qualifying Driver is a SCMTD Employee with a Valid Class I or II License with a valid Medical Certificate.
- The day of the Roadeo the Qualified Drivers will compete first, and the Non-Qualified Drivers will compete after. There will be a designated registration area for the sign-up and it will be on a first come, first serve basis.
- During practice times, a Non-Qualified Driver will give up his/her practice bus to a Qualified Driver, if there is a bus shortage.
- There will be first, second, and third place trophies and monetary prizes as in the past, for the Qualified Drivers. There will also be smaller first, second, and third place plaques for Non-Qualified Drivers.
- Non-Qualified Drivers will not take the written test, do the defect bus, or have the uniform inspection.
- ONLY Qualified Drivers are allowed to go on to compete at the Regional and APTA International Roadeos.

NORTHERN CALIFORNIA  
REGIONAL BUS ROADEO  
WILL BE HELD IN SAN FRANCISCO  
AT CANDLESTICK PARK  
SATURDAY, SEPTEMBER 9  
A.P.T.A. INTERNATIONAL ROADEO  
WILL BE HELD THIS YEAR  
IN ATLANTA, GEORGIA  
SEPTEMBER 25-26  
OUR FIRST PLACE WINNER  
WILL BE ATTENDING!

## ROADEO, WHAT IS IT?

The Roadeo is designed to be a competitive test and measure of a bus driver's skill behind the wheel, knowledge of safety regulations, and knowledge of bus equipment used. As part of the measure of professionalism, the driver's personal appearance and past driving record should be reviewed.

### DRIVING COURSE

The Roadeo course is designed to test every phase of operation that a bus driver will encounter in normal driving situations.

The course contains eleven problems that test a driver's ability to negotiate left and right forward turns, left and right backing turns, passenger stops, and judgement problems.

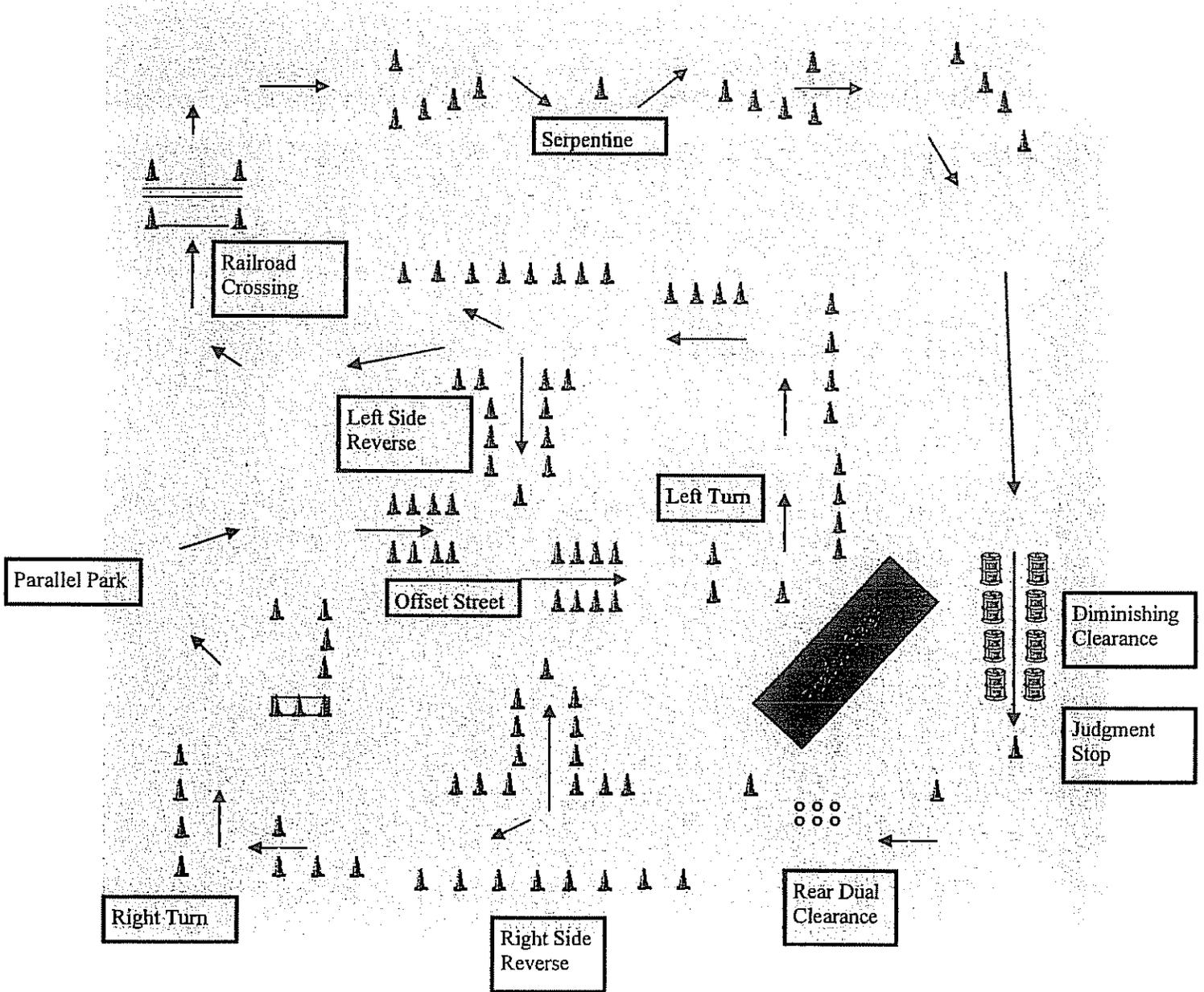
### TESTS

Penalty points as indicated on scoring sheets will be assessed for any portion of any course cone touched by any part of the bus. There will be a penalty of five points for each time the transmission is shifted into reverse other than right-hand or left-hand reverse. The course consists of the following test problems (see Roadeo Course and Individual Course Problems section for detailed description of test problems and penalties):

ROADEO COURSE PROBLEMS 1-11

PROBLEM # 1	Left Hand Turn
PROBLEM # 2	Serpentine
PROBLEM # 3	First Passenger Stop
PROBLEM # 4	Right Hand Turn
PROBLEM # 5	Rear Dual Clearance
PROBLEM # 6	Left Hand Reverse
PROBLEM # 7	Right Hand Reverse
PROBLEM # 8	Second Passenger Stop
PROBLEM # 9	Off-Set Street
PROBLEM #10	Diminishing Clearance
PROBLEM #11	Judgement Stop

# WILD WEST BUS ROADEO COURSE FOOTPRINT



# ATTACHMENT A

## D. COMPETITION EVENTS

### 1. Pre-Trip Inspection

#### a. Defects

1. Eight (8) equipment-related defects and one (1) security hazard are planted on or in a bus. These defects would make a bus operationally unready or unsafe.
2. Defects are of a type that an operator would find when performing a pre-trip inspection.
3. Identification of defects does not require starting the bus or crawling under the bus.
4. Operators will not be allowed to have a checklist of defects to refer to during the competition.
5. Eligible defects might include broken, loose, bad, missing, or incorrect:
  - seats
  - any type of lights
  - windows
  - stanchions
  - flooring
  - fire extinguisher
  - windshield
  - wipers
  - mirrors
  - number
  - doors
  - license plate
  - bell cord
  - and a security hazard such as an abandoned package or briefcase.
6. Ineligible defects include:
  - defects under the bus
  - exterior body damage
  - paint problems
  - wheelchair operations
  - kneeling functions
  - radios
  - fare boxes
  - destination signs
  - battery compartment
7. Equipment where multiple defects are possible will be counted only once, i.e., seats, windows, lights.
8. Front and rear windows, headlights, tail lights, brake lights, mirrors, and turn signals will each count as separate defects.

#### b. Time

1. Each operator will be allotted seven (7) minutes to inspect, locate, identify, and legibly record any defects found.
2. Time warnings will be given to the operator at the two (2) minute, one (1) minute, and 30 second time marks.
3. Recording defects and securing doors will not be allowed after time has elapsed.

#### c. Scoring

1. Five (5) points will be awarded for each of eight (8) planted defects found, and ten (10) points will be awarded for one (1) planted security challenge for a maximum of fifty (50) points.

# ATTACHMENT A

2. Points will be awarded only for those recorded defects that were planted by the judges. No points will be awarded for identification of defects which were not planted.
3. The operator will notify the judge when finished. Once notice is given, the operator may not list additional defects.
4. The judge will review the list of defects with each operator for clarification.
5. A penalty of one (1) point will be assessed for each instance where the bus is not returned to its original condition; for example, one (1) point assessed for lights left on, wipers left running, master switch on, windows open, and escape hatches open, etc.
6. **Starting the bus constitutes a safety violation and will result in the operator being disqualified from this event. The inspection bus will be supplied with necessary electrical power and air pressure.**

## 2. Operators' Obstacle Course:

The eleven driving obstacles are worth 50 points each. See Appendix 5 for obstacle drawings. **Reckless use of equipment and flagrant disregard for the safety of others may result in immediate disqualification.**

### a) **Serpentine**

- i. This problem tests the operator's ability to negotiate tight turns. The driver enters the course through a 'gate' weaves in and out through three (3) cones and exits the course through a 'gate.'
- ii. Points will be deducted for:
  - touching cones
  - shifting into reverse not completing course as designed.

### b) **Offset Street**

- i. This test requires the operator to drive through two separate narrow lanes that are offset to the right one full lane's width from each other.
- ii. Points will be deducted for:
  - touching cones
  - shifting into reverse
  - not completing course as designed

### c) **Rear Duals Clearance**

- i. This is a judgment problem where the operator must drive through a lane with the right dual tires. The lane is only slightly wider than the total outside width of a pair of rear duals and is marked with large flat washers and tennis balls. The lane diminishes in width from the entrance to the exit.
- ii. Points will be deducted for:
  - touching balls
  - shifting in reverse
  - not completing course as designed

### d) **Right Hand Turn**

- i. This problem tests the operator's ability to negotiate a tight 90° turn. The corner is marked with cones and the right rear tire of the bus is to pass within six (6) inches of the corner cone.

# ATTACHMENT A

- ii. Points will be deducted for:
    - touching cones
    - shifting into reverse
    - excessive right rear tire clearance
    - not completing course as designed
- e) First Customer Stop**
- i. This event simulates a customer stop. The operator should stop the vehicle with the front tires within six (6) inches of the simulated curb. Rear tires must be within 15 inches of the simulated curb. After stopping the vehicle, the operator is required to open the door to complete the test. An ADA stop announcement must be made prior to exiting the passenger stop.
  - ii. Points will be deducted for:
    - touching cones
    - touching 'curb'
    - front tire measurement over six (6) inches
    - rear tire measurement over 15 inches
    - shifting into reverse
    - not completing the course as designed
- f) Left Hand Reverse**
- i. This problem tests the operator's ability to back the vehicle between two obstacles which requires the vehicle to back up to the left.
  - ii. Points will be deducted for:
    - touching cones
    - shifting into reverse after the initial reverse
    - rear clearance beyond 36 inches
    - not completing the course as designed
- g) Left Hand Turn**
- i. This problem tests the operator's ability to make a tight left turn in a close situation. The contestant is required to steer the vehicle into a 90° turn without touching any of the cones.
  - ii. Points will be deducted for:
    - touching cones
    - shifting into reverse
    - not completing course as designed
- h) Second Customer Stop**
- i. This event simulates another customer stop. The operator should stop the vehicle with the front tires within (six) 6 inches of the simulated curb. Rear tires must be within 15 inches of the simulated curb. After stopping the vehicle, the operator is required to open the door to complete the test. An ADA stop announcement must be made prior to exiting the passenger stop.
  - ii. Points will be deducted for:
    - touching cones
    - touching 'curb'
    - front tire measurement over six (6) inches

# ATTACHMENT A

- rear tire measurement over 15 inches
- shifting into reverse
- not completing the course as designed

## **i) Right Hand Reverse**

- i. This problem tests the operator's ability to back up the vehicle between two obstacles which requires the vehicle to back up to the right.
- ii. Points will be deducted for:
  - touching cones
  - shifting into reverse after the initial reverse
  - rear clearance beyond 36 inches
  - not completing the course as designed

## **j) Diminishing Clearance**

- i. This problem tests the operator's ability to judge the position and speed of his/her vehicle. The contestant is required to drive through a narrowing, V-shaped channel outlined with barrels while maintaining a minimum speed of 20 miles per hour.
- ii. Points will be deducted for:
  - touching barrels
  - speed below 20 miles per hour
  - not completing the course as designed

## **k) Judgment Stop**

- i. This event tests the operator's ability to judge closing distances between the bus and a small object directly ahead. A small cone is placed on the final stop. The operator must stop with the front bumper or bike rack within six (6) inches of the cone.
- ii. Points will be deducted for:
  - touching cone
  - excessive total stops
  - excessive clearance beyond six (6) inch limit
  - not completing the course as designed

## **3. Other Scored Events**

### **a) Safety Habits**

- i. The operator's safety habits will be reviewed while operating the vehicle.
- ii. This event category is worth 25 points.
- iii. Points will be deducted for:
  - failure to use proper turn signals
  - failure to sound horn before backing up
  - failure to use flashers while backing up
  - moving vehicle with door open
  - poor posture
  - poor use of mirrors
  - poor use of hands
  - poor use of feet

# ATTACHMENT A

## **b) Smoothness of Operation**

- i. The operator's ability to deliver a smooth ride will be evaluated during the driving events.
- ii. This event category is worth 25 points.
- iii. Points will be deducted for:
  - failure to make ADA announcements
  - sudden stops
  - sudden starts
  - abrupt turns

## **c) Personal Appearance**

- i. The operator's personal appearance will be evaluated for neatness, cleanliness and professionalism. The contestant must report wearing the uniform appropriate for his/her transit system.
- ii. This event category is worth 50 points.
- iii. Points will be deducted for:
  - wrinkled, dirty, incomplete uniform
  - unpolished or dirty shoes
  - unkempt personal appearance
- iv. Operators who report wearing shoes with heels that exceed 1½ inches will not be allowed to compete unless the shoes are changed prior to competing. Shoe heels built up for medical/corrective purposes will be allowed based on approval by the course judge (chairman or vice chairman).

## **d) Total Course Time**

- i. Operators are timed for each driving course event. Timing begins when the operator begins the course and ends with the completion of the judgment stop.
- ii. Time is stopped for mechanical trouble, any type of course blockage that would impede the operator progress and where measurements are required for event scoring.
- iii. One point is deducted for each second over the seven (7) minutes allotted to complete the course. Maximum deduction is 180 points.
- iv. A maximum of 10 minutes will be allowed to complete the course. Operators will be required to vacate the course after 10 minutes.

## **G. OPERATOR SCORING** (Operator Score Sheets can be found in Appendix 6.)

### Driving Competition:

1. The 40+ and 35- competitions are two separate competitions.
2. There will be a first, second and third place award in each competition.
3. There are 700 maximum points for the driving portion of the competition.
4. Fifty (50) points will be deducted for obstacles attempted in the wrong order.
5. Ten (10) points will be deducted for any course marker not associated with an event (obstacle) touched.

# ATTACHMENT A

6. The full value of the event (obstacle) will be deducted for any event not attempted or completed as designed.
7. In case of tie, the tie breakers will be as follows
  - a. Lowest time on the course
  - b. Closest measurement to the Judgment Stop cone.
8. Judgment of events (obstacles) will be the responsibility of the Event Judges. All decisions made by Event Judges are final.
9. Procedural questions must be directed to appropriate On-field Rodeo Officials (Chairman or Vice Chairman).
10. Contestants are only allowed on the course when competing.
11. Contestants are not permitted to talk to Event Judges at any time during the competition.
12. Rodeo Officials will enforce all Rodeo 'Rules and Regulations', supervise of Event Judges, and provide on-the-spot procedural decisions. The Chair of the International Bus Rodeo Committee is the Chief Rodeo Official.

## Pre-Trip Inspection

1. There are a maximum of 50 points for the Pre-Trip Inspection.
2. The highest score for the Pre-Trip Inspection will be recognized by a separate award. If sponsored, the sponsor may also provide an award to the winner of this event.

## ATTACHMENT A

# History of the Metro Bus Horse

The original artwork was done by Emery Ross, who was the *Co-Manager* of Operations at the time. It was created about 1979 for a Marketing tool to promote the Bus Roadeo. It has been used for Bus Roadeo Patches, Safe Driving Award Certificates, Bus Roadeo Participant Certificates and graced covers of Bus Roadeo programs. There is a stained glass replica created by Denise Rossi in 1994 hanging in the front window of the Operations Facility at 1200 River Street.

*Denise Rossi*

# METRO MEMO

ATTACHMENT A

Santa Cruz Metro Employee Newsletter Vol. 4 No. 1 - September 1984

## Bus Roadeo Winners Bring Home The Trophy

It's time to toot our own horn. We're the winners, we've got the trophy to prove it, and we owe it all to Bus Operators Bob Meylink, Rex Clark and Larry Elia.

It all began at Santa Cruz Metro's eighth Annual 1984 Bus Roadeo held this year at the District's brand new Maintenance and Operations Facility on Sakata Lane in Watsonville.

A large, enthusiastic crowd came out to watch the show. Every competing bus operator displayed fine driving skills this year but when all the dust had settled, the finalists were Bob, Rex and Larry, first, second and third place winners respectively.

Soon after cash prizes and winning plaques were presented, people started talking about the Northern California Regional Roadeo. The event was just two weeks away and Santa Cruz Metro was looking forward to sending their winning team.

On September 8th, during one of the worst heat

waves in years, the three man team and a group of loyal supporters left for San Carlos. There, in team competition with other transit properties including Muni and Santa

Clara, Santa Cruz Metro drivers emerged as first place winners.

Generally referred to as "an unusual display of competitive driving,"

competing in a bus roadeo is actually much more involved. Essentially, drivers run their buses through a winding course while negotiating series of obstacles and maneuvers requiring excellent driving skills. In addition, judges are onboard evaluating smoothness and correct driving procedures from the passenger's point of view. Immediately following the road competition, drivers are asked to find and correct a number of common mechanical problems. Finally, they are judged on the appearance of their uniforms and their knowledge of public transit safety regulations. (In order to compete at all, drivers must have perfect safety records during the entire year preceding the event.)

First place winner Bob Meylink will travel to Washington, D.C. later this month to compete in the finals. He will be accompanied by his wife Candice, also a Santa Cruz Metro bus operator.



Number 1: Larry Elia, Bob Meylink, and Rex Clark tell it like it is at the California Regional Roadeo in San Carlos. For Bob, it's now on to Washington, D.C. to compete in the Nationals during the APTA Convention, October 1-3.

---

Watch for SCMTD Training Sessions (paid) on Affirmative Action and Sexual Harassment Policy in October. Sign-up sheets will be posted on work center bulletin boards.

---

# ATTACHMENT A

REGISTER - PAJARONIAN

Watsonville, Calif., Tuesday, September 24, 1985

---

## SC county boasts best bus drivers

Santa Cruz county boasts the three best bus drivers in the Bay Area along with the best driving instructor. And transit officials can prove it.

Santa Cruz Metropolitan Transit District officials said they swept the top awards at the eighth annual Regional Rodeo Roundup, a bus drivers competition between representatives from seven transit districts.

The competition, which was held in Sacramento Sept. 18, marked the second straight year drivers from the SCMT — which has just 200 drivers — have won the overall title. In doing so, the Santa Cruz County drivers bested their counterparts from the Bay Area's largest transit districts — including Santa Clara County and San Francisco Muni, which employ several thousand drivers.

Larry Ella of Live Oak maneuvered his bus through a labyrinthine course to take first place in the drivers division. The course simulated some of the more difficult tasks a bus driver faces each day, from picking up passengers at a small bus stop to driving through a tight street without knocking over any pylons.

Fred Dempsey of Aptos, who is a Watsonville-area driver, took second and Doug Grosjean of Aptos was third.

Shelton Crutch, a seven-year SCMT veteran and former Watsonville-area driver, won the supervisors competition by getting the best score in his division in the obstacle course.

ATTACHMENT A

S. C. M. T. D.  
BUS ROADEO  
CHAMPIONS

ROSARIO INIGUEZ  
-1977-

ROSARIO INIGUEZ  
-1978-

ROSARIO INIGUEZ  
-1979-

FRED DEMPSEY  
-1980-

ROSARIO INIGUEZ  
-1981-



LARRY ELIA  
-1982-

FRANK BAUER  
-1983-

BOB MEYLINK -  
-1984-

LARRY ELIA  
-1985-

ATTACHMENT A

In case of loss or stolen:

REGIONAL TRANSIT ASSOCIATION

BUS ROADEO

PERPETUAL AWARD

1978	1979	1980	1981
GOLDEN GATE TRANSIT	GOLDEN GATE	SANTA CLARA COUNTY TRANSIT	SAMTRANS
AL BREEDEN	AL BREEDEN	GREG SWIFT	GARY JOHNSON
RAY JOHNSON	TOM HUTT	JOHN GRIMALDI	MARK AMBUS
TOM HUTT	RAY JOHNSON	MIKE HANIGER	HARRY OLSON

1982	1984
S.F. MUNI RAILWAY	SANTA CRUZ METRO. TRAN. DIST.
JOHN KANTOR	REX CLARK
HARRY HARTIG	BOB MEYLINK
RON HAREN	LARRY ELIA

1983	1985
S.F. MUNI RAILWAY	SANTA CRUZ METRO. TRAN. DIST.
RON HAREN	FRED DEMPSEY
JOHN KANTOR	DOUG GROSJEAN
CLARENCE CHILES	LARRY ELIA

(over)

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

## STAFF REPORT

**DATE:** March 9, 2012

**TO:** Board of Directors

**FROM:** Margaret Gallagher, District Counsel

**SUBJECT: CONSIDERATION OF ADOPTING SANTA CRUZ METRO'S  
"IMPROVING ACCESS FOR PEOPLE WITH LIMITED ENGLISH  
PROFICIENCY (LEP) IMPLEMENTATION PLAN"**

### I. RECOMMENDED ACTION

**That the Board of Directors Adopt Santa Cruz METRO's "Improving Access for people with Limited English Proficiency (LEP) Implementation Plan" and forward it to the Federal Transit Administration.**

### II. SUMMARY OF ISSUES

- According to the U.S. Department of Transportation (DOT), Federal Transit Administration (FTA), individuals, who have a limited ability to read, write, speak or understand English are classified as limited English proficient, or "LEP."
- More than 24 million people reported in the American Community Survey (2006-2010) that they do not speak English at all or well. In Santa Cruz County, 35,022<sup>1</sup> people reported that they speak English "*less than very well.*"
- Among County of Santa Cruz LEP speakers, Spanish is the language most frequently spoken, followed by Asian/Pacific Island Languages.
- According to FTA, public transit is a key means of achieving mobility for many LEP persons. The 2000 U.S. Census indicated that 11 percent of LEP persons aged 16 years and over reported use of public transit compared with about 4 percent of English speakers.
- DOT maintains that public transit agencies can retain LEP ridership even after they become proficient in English if their experiences with public transportation are positive. Additionally, for transit agencies seeking to increase their "choice riders," it may be easier to retain riders who have past, positive impressions of the system than to attract those persons who have never or rarely used transit.
- Santa Cruz METRO's "*Improving Access for People with Limited English Proficiency (LEP) Implementation Plan*" is designed to meet Santa Cruz METRO's Title VI requirements and to demonstrate to LEP populations that their business is valued by Santa Cruz METRO. Through this process Santa Cruz METRO staff have identified and for the most part implemented appropriate language assistance measures to insure LEP customers have meaningful access to Santa Cruz METRO's transit services.

---

<sup>1</sup> 2010 American Community Survey of the U.S. Census Bureau (1-year Estimates) – \*See Attachment A, Appendix B.5.

- Santa Cruz METRO Staff is recommending that the Board of Directors adopt the “*Improving Access for People with Limited English Proficiency (LEP) Implementation Plan*” and authorize Staff to forward these documents to FTA.

### III. DISCUSSION

Title VI of the Civil Rights Act of 1964, *42 U.S.C. 2000d et seq.*, and its implementing regulations provide that no person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity that receives Federal financial assistance. The Supreme Court, in *Lau v. Nichols, (1974) 414 U.S. 563*, interpreted Title VI regulations promulgated by the former Department of Health, Education and Welfare to hold that Title VI prohibits conduct that has a disproportionate effect on LEP persons because such conduct constitutes national origin discrimination. Executive Order 13166, “Improving Access to Service for Persons with Limited English Proficiency,” directs that recipients of federal funding take reasonable steps to ensure meaningful access to their programs and activities by LEP persons. According to the Department of Transportation (DOT) public transit is a key means of achieving mobility for many LEP persons.

As an FTA funding recipient, Santa Cruz METRO is required to take reasonable steps to ensure meaningful access to its programs, services and activities by LEP persons. FTA has determined that conducting an LEP needs assessment based on a four-factor framework ensures that a transit agency can know and understand the LEP populations in its service area and be in a better position to implement a cost-effective mix of language assistance measures that target resources appropriately.

In September 2011, Santa Cruz METRO Staff participated in a Title VI Compliance Review, which focused on METRO’s compliance with the general reporting requirements and guidelines. One deficiency was found regarding Santa Cruz METRO’s compliance with FTA requirements for *Language Access to LEP Persons*. Santa Cruz METRO had not prepared an “*Improving Access for People with Limited English Proficiency (LEP) Implementation Plan*.” This Implementation Plan includes a *Four-Factor Analysis* and a *Language Assistance Plan*, as required by FTA Circular 4702.1A and DOT LEP Guidance. Although Santa Cruz METRO had not conducted the required analysis, it was noted that Santa Cruz METRO had implemented numerous measures to assist Spanish-speaking LEP persons with their transit needs. The auditors confirmed the availability of translated information, including Santa Cruz METRO’s Title VI Notice, complaint procedure, complaint form, *Bus Rider’s Guide* information, *Headways Magazine*, and website information.

The DOT LEP Guidance sets forth the following Four-Factor Analysis to assist with an LEP needs assessment:

- Factor 1:** The Number and Proportion of LEP Persons Served or Encountered in the Eligible Service Population.
- Factor 2:** The Frequency with which LEP Individuals come into Contact with your Programs, Activities and Services.
- Factor 3:** The Importance to LEP Persons of Your Programs, Activities and Services.
- Factor 4:** The Resources Available to the Recipient and the Costs.

Santa Cruz METRO Staff conducted and prepared the attached “*Improving Access for People with Limited English Proficiency (LEP) Implementation Plan*” (*Attachment A*), which includes a Four-Factor Analysis for LEP persons based on the DOT’s Guidance and a Language Assistance Plan..

Santa Cruz County has experienced a growing Latino population in the last decade. The City of Watsonville grew 15.7 percent from 2000 to 2010, increasing from 44,265 people to 51,199. Watsonville’s growth is largely attributable to an expansion of the city’s already strong Latino majority, who make up 81 percent of the population.<sup>2</sup> Santa Cruz METRO transit operators and customer service staff report daily interactions with LEP persons, predominantly persons speaking Spanish as their primary language. Within the City of Watsonville, approximately 69% of the population 5 years and over (or 31,556 people) speak Spanish/Spanish-Creole at home.<sup>3</sup>

Santa Cruz METRO Staff conducted a survey of community organizations in the Fall of 2011. Results of this survey are summarized in the Four-Factor Analysis (*Attachment A – Task 1, Step 4C - Survey Results*). Santa Cruz METRO Staff plan to maintain contact with these organizations to insure that their clients are aware of the types of language assistance METRO provides, to discuss which forms of communication are most helpful to LEP individuals and to hear how better Santa Cruz METRO could meet their clients’ needs. In addition, Santa Cruz METRO Staff has prepared questions which address the LEP community to be included on the Santa Cruz County Regional Transportation Commission’s (SCCRTC) survey, which will be conducted in the Spring of 2012.

Santa Cruz METRO staff is required to continue to monitor its outreach efforts to the LEP populations in its service area in order to insure that it is in compliance with the Title VI requirements. Additionally, it is believed that reaching out to the LEP populations will increase the likelihood that these riders will continue as “choice” riders in the future while Santa Cruz METRO is insuring that it provides accessible service to all of its customers and potential customers.

---

<sup>2</sup> Based on population totals received from the 2010 U.S. Census.

<sup>3</sup> American Community Survey of the U.S. Census Bureau (2006-2010) 5-year Estimates.

Preparing the “*Improving Access for People with Limited English Proficiency (LEP) Implementation Plan*” was a major effort and many Santa Cruz METRO employees worked on its preparation. Attachment B sets forth those Santa Cruz METRO employees who worked on this project.

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

Currently Santa Cruz METRO is spending less than \$10,000 on language assistance activities. Additional funding will be necessary in order to be able to implement additional translators.

#### **V. ATTACHMENTS**

**Attachment A:** Improving Access for People with Limited English Proficiency (LEP) Implementation Plan

**Attachment B:** Identification of Santa Cruz METRO Employees who assisted with this Project

*Rickie-Ann Kegley, Paralegal, assisted in the preparation of this Report*

*Date Prepared: February 29, 2012*

**Improving Access for People with  
Limited English Proficiency (LEP)**

**Implementation Plan**

---



**Santa Cruz Metropolitan Transit District**

110 Vernon Street  
Santa Cruz, CA 95060

[www.scmttd.com](http://www.scmttd.com)

(831) 426-6080



## **Improving Access for People with Limited English Proficiency (LEP)**

### **Four-Factor Analysis**

The Santa Cruz Metropolitan Transit District (Santa Cruz METRO) is a public transit agency that provides fixed route and paratransit services throughout the County of Santa Cruz and its regional area. Santa Cruz METRO conducted this analysis to meet its requirements under Title VI of the Civil Rights Act of 1964, which seeks to improve access to services for persons with Limited English Proficiency (LEP). The purpose is to ensure that no person shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance from the Federal Transit Administration (FTA). By conducting this analysis, Santa Cruz METRO is better able to determine the appropriate mix of language assistance necessary for its customers and potential customers to access its transportation services. This analysis is designed to comport with the Department of Transportation (DOT) LEP Guidance.

#### **Analysis Using Four Factor Framework:**

Santa Cruz METRO conducted the following analysis using the four factors identified in the DOT's LEP Guidance:

#### **I. Factor 1: The number and proportion of LEP persons served or encountered in the eligible service population.**

##### **Task 1, Step 1: Examine prior experiences with LEP individuals.**

The County of Santa Cruz's ethnic makeup continues to be dominated by whites and Latinos, who combine to make up more than 91 percent of the population.<sup>1</sup> Additionally, Santa Cruz County has experienced a growing Latino population in the last decade.<sup>2</sup> The City of Watsonville grew 15.7 percent from 2000 to 2010, increasing from 44,265 people to 51,199.<sup>3</sup> Watsonville's growth is largely attributable to an expansion of the city's already strong Latino majority, who make up 81 percent of its population.<sup>4</sup>

---

<sup>1</sup> 2010 U.S. Census.

<sup>2</sup> 2010 U.S. Census.

<sup>3</sup> 2010 U.S. Census.

<sup>4</sup> Based on population totals received from the 2010 U.S. Census.

## ATTACHMENT A

The University of California at Santa Cruz (UCSC) which Santa Cruz METRO serves brings people from all over California to Santa Cruz. A large majority of the 16,451 undergraduate and graduate students come from the San Francisco and Monterey Bay Areas and Southern California. UCSC also attracts students from the Central Valley and adjacent areas. According to UCSC Institutional Research Office (Student data from 2010-11 3rd Quarter Average) undergraduate and graduate students at UCSC, 45% identified themselves as white, 22% Asian/Pacific Islander, 19% Latino, 3% African American, 1% Native American and 9% Other /unknown. Less than 2% of the student population was International.<sup>5</sup>

Santa Cruz METRO Staff conducted a poll to obtain the number of LEP persons who come into contact with Santa Cruz METRO's services on a daily basis. This poll was conducted by Santa Cruz METRO's Customer Service personnel, Paratransit Reservationists, Accessible Services Coordinator, and the ADA Eligibility Coordinator. Individuals who contacted Santa Cruz METRO were counted for the four weeks of October 2011. In most cases, the information requested from Santa Cruz METRO related to the use of transit services including requests for route and schedule information, fare information and transfers (Survey Results; Appendix B.1).

The Administrative Services Coordinator indicated that he and his staff (Administration/ Reception) have a minimum of five contacts per week from LEP persons who generally are Spanish speakers (Survey Results; Appendix B.1). Santa Cruz METRO's poll confirms that approximately 89% of the LEP population served by Santa Cruz METRO speaks Spanish. English-speaking family members or friends are sometimes, but not always, available to help with translation when needed.

Santa Cruz METRO's fixed-route transit operators report daily interactions with LEP persons, who are primarily Spanish speakers. During 2011, Santa Cruz METRO conducted 592 paratransit eligibility assessments and, of those, 50 individuals required a Spanish/English translator (Santa Cruz METRO ParaCruz Records).

### **Task 1, Step 2: Become familiar with data from the U.S. Census.**

The 2010 American Community Survey of the U.S. Census Bureau<sup>6</sup> describes the languages spoken in Santa Cruz County and the number of individuals speaking each language as follows:

*\*(See chart on next page)*

---

<sup>5</sup> UCSC Office for Diversity, Equity and Inclusion (July 2011) website

<sup>6</sup> 2010 American Community Survey of the U.S. Census Bureau (1-year Estimates) – Appendix B-5.

# ATTACHMENT A

<u>Language Spoken</u>	<u>Number of Speakers</u>	<u>Speak English “less than very well”</u>
<b>Total population 5 years and over</b>	<b>248,383</b>	***
English only	171,633	***
Spanish/Spanish Creole	63,586	31,602
Asian/Pacific Island languages	6,210	1,428
Other Indo-European languages	5,464	929
Other languages	1,242	1,015
<b>Total:</b>	<b>248,383</b>	<b><u>35,022</u></b>

The most significant non-English language populations speak Spanish. More detailed information shown by Census tract is available on Appendix B.2 and B.3.

**Task 1, Step 2A: Identify the geographic boundaries of the area that your agency serves.**

Santa Cruz METRO’s service area is defined by the County of Santa Cruz boundaries, plus a regional commuter route (Highway 17) which extends into Santa Clara County. Appendix B.4 includes a map showing the boundary of Santa Cruz METRO’s taxing district with census tracts included.

**Task 1, Step 2B: Obtain Census data on the LEP population in your service area.**

Appendix B.5 contains census data on English proficiency in Santa Cruz County, listing population by language spoken at home and the percentage of those persons speaking English “less than very well.”

**Task 1, Step 2C: Analyze the data you have collected.**

Non-proficiency is determined by counting those who speak English in any category other than *very well*. According to the 2010 American Community Survey, in Santa Cruz County, 30.9% of the population (5 years and over) speaks a language other than English at home, and 14.1% of the population in the county (or 35,022 people 5 years and over) speak English *less than very*

# ATTACHMENT A

*well. Of these LEP persons, 61.6% are foreign-born (See page 2 of Appendix B.6). \*Please note that these figures apply to SC County. For information on the individual cities, see the chart on page 5.*

According to the data from the 2010 American Community Survey (1-year Estimates), 90% of LEP persons in Santa Cruz county speak Spanish. The next largest group of LEP persons speak Asian and Pacific Island languages, which make up 4.1% of the LEP population.<sup>7</sup>

**Task 1, Step 2D: Identify any concentrations of LEP persons within your service area.**

The chart below shows the language spoken at home by the population five years old and over in each of the four cities that Santa Cruz METRO serves. In the City of Watsonville, approximately 69.9% of the population 5 years and over (or 31,556 people) speak Spanish/Spanish-Creole at home.<sup>8</sup> In contrast, only 4.6% of the population 5 years and over (or 493 people) in Scotts Valley speak Spanish/Spanish-Creole at home.<sup>9</sup>

In the City of Santa Cruz, there is a pocket of low-income residents concentrated in the Beach Flats area, which also had the highest concentration of minority households.<sup>10</sup> According to data from the 2000 Census, 39% of the residents in the Beach Flats community are below poverty level. In addition, 82% of the individuals in this neighborhood are Spanish-speakers, and 40% are monolingual.<sup>11</sup>

<b>Language Spoken at home for the population 5 yrs. old and over<sup>12</sup></b>	<b><u>Santa Cruz</u></b>	<b><u>Scotts Valley</u></b>	<b><u>Capitola</u></b>	<b><u>Watsonville</u></b>
Total Population (5 years old and over)	55,880	10,728	9,177	45,145
People who speak <u>only</u> English at home	43,921	9,526	7,525	11,737
<b>People who speak Spanish/Spanish-Creole at home</b>	<b>7,543</b>	<b>493</b>	<b>963</b>	<b>31,556</b>
Other languages (non-English and non-Spanish)	4,416	709	689	6,852
Total population who speak a language other than English at home	11,959	1,202	1,652	33,408

<sup>7</sup> 2010 American Community Survey of the U.S. Census Bureau (1-year Estimates).

<sup>8</sup> American Community Survey of the U.S. Census Bureau (2006-2010) 5-year Estimates.

<sup>9</sup> American Community Survey of the U.S. Census Bureau (2006-2010) 5-year Estimates.

<sup>10</sup> City of Santa Cruz (2007-2014) Draft Housing Element.

<sup>11</sup> Beach Flats Community Center - <http://www.beachflatscommunitycenter.org/bfcc/Home.html>

<sup>12</sup> American Community Survey of the U.S. Census Bureau (2006-2010) 5-year Estimates.

# ATTACHMENT A

Language Spoken at home for the population 5 yrs. old and over. <sup>13</sup>	<u>Santa Cruz</u>	<u>Scotts Valley</u>	<u>Capitola</u>	<u>Watsonville</u>
Percent of population who speak Spanish/ Spanish-Creole at home	<b>13.5%</b>	<b>4.6%</b>	<b>10.5%</b>	<b>69.9%</b>

The chart above confirms that the majority of persons who speak Spanish at home live in the City of Watsonville. Although the percentage is much smaller in the City of Santa Cruz (13.5%),<sup>14</sup> the predominant language spoken, other than English, is the same. There is also a small percentage of individuals who speak Asian and Pacific Island languages at home.

**Task 1, Step 3: Consult State and local sources of data.**

Information received from the California Department of Education (CDE) supports the conclusion that larger concentrations of Spanish-speaking people live in Watsonville. During the 2010 – 11 school year, the CDE reported a total of 11,126 English Learners (EL) for grades K-12 in Santa Cruz County. Of those EL students, 10,754 were Spanish-speakers (see Appendix B.7). The second highest concentration of non-English speakers (115 students) for grades K-12 speak Mixteco (an indigenous language of the Aztecs).

Santa Cruz County reported a total of 919 teachers providing Specially Designed Academic Instruction in English (SDAIE), English language development (ELD), or primary language instruction to EL students in grades K-12. Pajaro Valley Unified School District reported 442 teachers providing these services to their students in Watsonville (See Appendices B.8 and B.9). The number of EL students in Santa Cruz County has increased every year since 2007, from 10,195 to 11,359 students, as illustrated on the graph in Appendix B.10.<sup>15</sup>

**Task 1, Step 4: Community Organizations that serve LEP persons.**

Santa Cruz METRO identified and contacted community organizations that serve LEP persons, including organizations that Santa Cruz METRO has associations with, such as, La Manzanita Community Resource Center in Watsonville, and Live Oak Family Resource Center. La Manzanita is a neighborhood and community-based center where families can receive a broad range of services, as well as information and referrals to other programs that may be of assistance to their specific needs. La Manzanita provides translation services for persons speaking

<sup>13</sup> American Community Survey of the U.S. Census Bureau (2006-2010) 5-year Estimates.

<sup>14</sup> American Community Survey of the U.S. Census Bureau (2006-2010) 5-year Estimates.

<sup>15</sup> California Dept. of Education, Educational Demographics Office – SC County 2010-11.

# ATTACHMENT A

limited English, as well as English classes for Spanish speakers. In recent years, Santa Cruz METRO has held focus groups at La Manzana to reach out to the minority, LEP community, and traditionally ride-dependent groups within the Watsonville community.

The Live Oak Family Resource Center provides health services, parenting classes and paraprofessional counseling to low-income and LEP persons. The Live Oak Resource Center is also a Santa Cruz METRO pass outlet.

## **Task 1, Step 4A: Identify community organizations.**

LEP persons are served by many organizations in the Santa Cruz County community. Santa Cruz METRO identified community organizations and churches that provide services to LEP individuals within Santa Cruz County (See list in Appendix B.11).

## **Task 1, Step 4B: Contact relevant community organizations.**

Santa Cruz METRO Staff created a list of community organizations that provide assistance and translation services to LEP, low-income and minority individuals. The following organizations are involved in serving LEP persons within the community, and were contacted by Santa Cruz METRO:

- Beach Flats Community Center
- Central California Alliance for Health
- Community Action Board of SC County – SC County Immigration Project
- Community Bridges
- Davenport Resource Center
- Familia Center
- First 5 Santa Cruz County
- La Manzana Community Resource Center
- Lift Line Transportation Services
- Live Oak Family Resource Center
- Mountain Community Resources
- Our Lady Help of Christians Parish
- Pajaro Valley Prevention and Student Assistance, Inc.
- Santa Cruz County Housing Authority
- Santa Cruz Zen Center
- St. Patrick Parish
- Valley Churches United

# ATTACHMENT A

- Volunteer Centers of Santa Cruz County, Literacy Program
- Watsonville Family YMCA

In October 2011, a letter and survey were sent to each of these organizations requesting information to assist Santa Cruz METRO on improving its LEP services that it provides. A sample letter and survey is provided in Appendix B.12.

## **Task 1, Step 4C: Obtain Information.**

### **Survey Results:**

*Live Oak Family Resource Center* provides health services, parenting classes and paraprofessional counseling to low-income and LEP persons. Most individuals in this group are high school graduates who speak English and/or Spanish. The most frequently traveled destinations are downtown Santa Cruz, Capitola Mall and local routes within the Live Oak area. The group stated that the prices to ride the bus are expensive. The group also expressed a need for transit service to Portola and East Cliff Drive.<sup>16</sup>

*Familia Center* is responsive to the needs of low-income Latinos and functions as a one-stop resource center that provides parenting classes, food and clothing assistance. The educational level of this group is 6<sup>th</sup> grade or less in Spanish, therefore, rendering the group as LEP. Frequently traveled destinations are Watsonville and the Palo Alto Medical Clinic in downtown Watsonville. The group expressed a need for transit service to the Santa Cruz City Schools Office on Old San Jose Road in Soquel. The Program Director at Familia Center indicated that the best way to deliver messages to this group would be to have Santa Cruz METRO Staff come to the Center and conduct outreach directly with the group.<sup>17</sup>

*Valley Churches United* is a coalition of community and church volunteers that provide humanitarian aide to San Lorenzo and Scotts Valley residents. The agency also provides Santa Cruz METRO bus passes to those who are in need, as the bus stops within one block of their mission. Most individuals who receive assistance speak English. The most frequently traveled destinations are San Lorenzo Valley, Scotts Valley and the adjacent unincorporated areas. Mountain Community Resources provides translation services when needed.<sup>18</sup>

*Mountain Community Resources* is a family resource center serving San Lorenzo and Scotts Valley residents. This organization assists individuals with housing, employment, counseling, domestic violence prevention and child care services. They also provide bilingual services to

---

<sup>16</sup> Survey received from Live Oak Family Resource Center.

<sup>17</sup> Survey received from Program Director at Familia Center.

<sup>18</sup> Survey received from Valley Churches United.

# ATTACHMENT A

LEP persons. The most frequently traveled destinations are the Emeline Clinic, the Santa Cruz County Courthouse, and the Watsonville Courthouse. The group expressed concern about the timing of bus service and the 2011 service cuts. The group would like to have service restored to Big Basin Way, China Grade, Graham Hill and Zayante/Lompico. According to their Community Advocate, the best means of communication with this group would be a community survey or a community forum to receive public input.<sup>19</sup>

*Santa Cruz County Immigration Project* is a resource center that provides free general information regarding immigration topics. They provide assistance with replacement green cards and citizenship papers, as well as offering workshops on immigrant topics. Most individuals in this group speak Spanish or one of the indigenous languages of Mexico. The educational level of this group is low and most of their clients have less than six years of formal education. Public transit is used by this group to attend medical appointments, access local schools, and the county court house. In addition, this group relies on public transit to get to/from work, school, shopping and appointments.<sup>20</sup>

## **II. Factor 2: The frequency with which LEP individuals come into contact with your programs, activities, and services.**

### **Task 2, Step 1: Review the relevant program, activities and services you provide.**

As identified in Task 1, LEP individuals inquire about, use, and are affected by the services that Santa Cruz METRO provides on a daily basis. Operational services include fixed route service and ADA Paratransit service (ParaCruz). LEP individuals also come into contact with Santa Cruz METRO Staff on a daily basis by calling Santa Cruz METRO's Customer Service Center, the Administrative Office, and the Reservationists at ParaCruz, as well as using Santa Cruz METRO's website, [www.scmtd.com](http://www.scmtd.com).

### **Task 2, Step 2: Review information obtained from community organizations.**

Individuals from the Live Oak Family Resource Center indicated that their most frequently traveled destinations are downtown Santa Cruz, Capitola Mall and local routes within the Live Oak area. The group stated that the prices to ride the bus are expensive. The group also expressed a need for service to Portola and East Cliff Drive.

Frequently traveled destinations for individuals at Familia Center are Watsonville and the Palo Alto Medical Clinic in downtown Watsonville. The group expressed a need for transit service to the Santa Cruz City Schools Office on Old San Jose Road in Soquel.

---

<sup>19</sup> Survey received from Mountain Community Resources.

<sup>20</sup> Survey received from Santa Cruz County Immigration Project.

# ATTACHMENT A

Santa Cruz METRO conducted a survey of community organizations in the Fall of 2011, with the results summarized above. In addition to its current efforts to reach the LEP community, Santa Cruz METRO plans to meet with some of these organizations by the end of the 2012 calendar year to ask LEP persons whether they are aware of the types of language assistance Santa Cruz METRO provides and to discuss which forms of communication are most helpful. Santa Cruz METRO would also like to find out which, if any, additional language assistance measures would be beneficial to LEP persons in the community. Santa Cruz METRO has submitted questions which address the LEP community in the Santa Cruz County Regional Transportation Commission's (SCCRTC) survey, which will be conducted in the Spring of 2012.

### **Task 2, Step 3: Consult directly with LEP persons.**

Santa Cruz METRO held focus groups from July 2010 through August 2011 in an effort to actively engage the Watsonville Community in the transit planning process and receive public input on Santa Cruz METRO's current services. The focus groups targeted seniors, low-income residents, LEP residents, youth, and recently-released prison inmates. Moore and Associates staff assisted Santa Cruz METRO in facilitating these meetings and translation services were available through the social service agency, if needed. In general, the issues raised by focus group attendees fell into four broad categories: (1) new areas to be served; (2) enhancements; (3) Capital/Technology; and (4) policy.

Focus group attendees indicated that the west side of Watsonville is growing faster than the rest of Watsonville. They also expressed a need for more frequent service on existing routes, and stated that Route 69 needs more capacity, as the bus is always full. Attendees suggested that there be more bike racks on buses and that all crosswalks near bus stops should be improved.

They also expressed a need for benches at the bus stops on Lincoln Street, and the bus stop in front of the Social Security office, which has no sidewalk, shelter, or bench. The focus groups indicated that the bus stops along Green Valley, Lincoln, Pennsylvania, Freedom, Clifford, and at Pajaro Valley High School need improvements.

Many LEP persons ride buses throughout Watsonville and requested that the bus stop announcements be in Spanish all the time. Some focus groups suggested that information packets be provided to schools and teachers to make sure students have information about Santa Cruz METRO's services. The most requested recommendation was for new service to Sunset Beach, the fairgrounds, and the labor camps. As predicted, lower fares were a universal request.<sup>21</sup>

---

<sup>21</sup> Santa Cruz Metro – Preliminary Results from Watsonville Transit Study conducted by Moore & Associates, Inc.

**III. Factor 3: The importance to LEP persons of your program, activities, and services.****Task 3, Step 1: Identify your agency's most critical services.**

Using public transportation is very important to LEP persons as indicated from survey results. Santa Cruz METRO's most critical services are:

- Fixed Route transit services.
- Paratransit services.
- UCSC service.
- Highway 17 Express service.

If limited English is a barrier to using these services then the consequences for the individual are serious, including limited access to obtain health care, education, or employment. Critical information from Santa Cruz METRO which can affect access includes:

- Route and schedule information
- Fare and payment information
- Information about how to ride and purchase tickets/passes
- Public hearing announcements
- Safety and security announcements
- Complaint Forms
- Information about Santa Cruz METRO's ParaCruz service & eligibility
- Information needed to correctly book daily paratransit rides

**Task 3, Step 2: Review input from community organizations and LEP persons**

Concentrations of LEP Spanish-speaking riders use Santa Cruz METRO fixed routes 71, 75 and 69W. In addition, routes 72, 74, 79 and 69A, which either begin or end in Watsonville, have high concentrations of Spanish-speaking riders.

**IV. Factor 4: The resources available to the recipient and costs****Task 4, Step 1: Inventory language assistance measures currently being provided, along with associated costs.**

Santa Cruz METRO provides the following language assistance measures:

- Santa Cruz METRO maintains bilingual staff to provide Spanish-speaking interpretation throughout its employment ranks. Bus operators, ParaCruz operators, Administrative

## ATTACHMENT A

staff, and Customer Service representatives are fluent in English and Spanish to provide assistance to Santa Cruz METRO's LEP population on an as needed basis with transit questions, route and scheduling information and trip planning assistance. Santa Cruz METRO provides a premium pay to those employees who qualify as able to speak/read/write Spanish.

- Santa Cruz METRO's Paratransit service provides Spanish-speaking reservationists to assist Paratransit customers when scheduling a trip.
- A bilingual (Spanish) interpreter is present for translation services at the second Board of Directors' Meeting every month. Upon notification 24-hours in advance, Santa Cruz METRO will provide an interpreter at the first Board Meeting, if requested.
- Santa Cruz METRO's fixed route buses have Bus Cards (English/Spanish) informing passengers of their rights under Title VI of the Civil Rights Act, and informing passengers that Language assistance is available in Spanish, if needed.
- Santa Cruz METRO's Ticket Vending Machines provide assistance with ticket purchases in English and Spanish.
- Santa Cruz METRO's ParaCruz Guide is provided in English and Spanish and is available on Santa Cruz METRO's website in both languages.
- Vital information on Santa Cruz METRO's website is translated into Spanish.
- Santa Cruz METRO has a sign on its bulletin board at the Administrative office and at Metro Center Pacific Station, which indicates that *free language assistance is available if requested in a timely manner*.
- All public hearings that require notification to the public are posted in English and Spanish throughout Santa Cruz METRO's service area and in local newspapers.
- Santa Cruz METRO's *Headways Magazine* is provided in English and Spanish. The *Headways Magazine* contains all transit-related information on transit routes and schedules.
- Bilingual services are available at the Customer Service Booth at the Santa Cruz METRO Center (Pacific Station).
- Security Officers at the Santa Cruz Metro Center (Pacific Station) and the Watsonville Transit Center are bilingual speakers (English/Spanish).
- Station Manager at the Watsonville Transit Center provides bilingual (English/Spanish) transit information.

# ATTACHMENT A

- Signage in Santa Cruz METRO's bus shelters is in English and Spanish.
- Most signage at Santa Cruz METRO's transit centers is in English and Spanish.
- Training of Santa Cruz METRO staff including bus operators and ParaCruz Operators for interactions with LEP speakers.

The cost of providing these services has been less than \$10,000 annually depending on the number of public hearings that are held each year.

### **Task 4, Step 2: Determine what, if any additional services are needed to provide meaningful access.**

Due to the small size of the agency, limited resources and consideration of the language assistance services already provided, Santa Cruz METRO should focus its language measures on areas that have not already been covered. The following measures will be implemented on an on-going basis as funds become available:

- Translation of safety and security related information at all transit centers.
- "I Speak" cards in Spanish for each reception area.
- Availability for Reception/Staff to Telephone translation services when necessary.
- Electronic translators for the Customer Service Booths at each transit center and the Administrative Reception areas in each Santa Cruz METRO facility.
- Encouraging advertisers with Santa Cruz METRO to provide their advertisements in both English and Spanish.

### **Task 4, Step 3: Analyze your budget.**

Like most public agencies, Santa Cruz METRO is constrained by several factors, including staff and funding resources. Santa Cruz METRO Grants/Legislative Analyst will be directed to seek monies which could pay for the electronic translators that would assist with translation in any language. "I Speak" cards will be created with administrative funds that are available. The Operations and Maintenance Departments will provide necessary funding for the translation of the safety and security information at the transit centers.

### **Task 4, Step 4: Consider cost effective practices for providing language services.**

Santa Cruz METRO may wish to collaborate with the community organizations identified in Task 1 to provide cost-effective practices. Santa Cruz METRO may wish to partner with these organizations to provide:

## ATTACHMENT A

LEP Implementation Plan  
Page 14 of 20

- Distribution channels for printed information.
- Translation assistance for LEP persons.
- Educational and outreach opportunities to help improve access for LEP persons.

In addition, Santa Cruz METRO may research and pursue language assistance products and translation services developed and paid for by local, regional, or state government agencies.



## Improving Access for People with Limited English Proficiency (LEP)

### Language Assistance Plan

The Santa Cruz Metropolitan Transit District (Santa Cruz METRO) has adopted the following implementation plan to meet requirements under Title VI of the Civil Rights Act of 1964, which seeks to improve access to services for persons with Limited English Proficiency (LEP). The purpose is to ensure that no person shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance from the FTA. Santa Cruz METRO prepared a Four-Factor Analysis to focus its attention on the needs of the LEP populations that it serves.

### Plan for Implementation

#### I. Identify LEP individuals who need language assistance.

Research and field work completed in the four-factor analysis establish that the ethnic make-up of the County of Santa Cruz, Santa Cruz METRO's service area, is dominated by whites and Latinos who combine to make up more than 91% of the County's total population of 262,382.<sup>22</sup> Of the county population, 29.9% speak a language other than English, and 14.4% or 36,993 are individuals with Limited English Proficiency (LEP).<sup>23</sup> Of this group, 90% speak Spanish or Spanish-Creole, 4.1% speak Asian/Pacific Island languages, and 2.7% speak other Indo-European languages.<sup>24</sup> A large proportion of the Spanish-speaking LEP persons, approximately 31,556 people reside within the City of Watsonville.<sup>25</sup>

Information collected from the United Transportation Union (UTU) Committee of Adjustments, the Union that represents Santa Cruz METRO's fixed-route coach operators, and paratransit drivers, reservationists and dispatchers, indicates that Santa Cruz METRO serves a multi lingual community in which staff comes into contact with LEP Spanish-speaking persons on a daily basis. Santa Cruz METRO's customer service

<sup>22</sup> 2010 American Community Survey of the U.S. Census Bureau (1-year Estimates).

<sup>23</sup> American Community Survey of the U.S. Census Bureau (2006-2010) 5-year Estimates).

<sup>24</sup> 2010 American Community Survey of the U.S. Census Bureau (1-year Estimates).

<sup>25</sup> American Community Survey of the U.S. Census Bureau (2006-2010) 5-year Estimates.

and administration staff has also indicated that they have contact with LEP persons speaking Spanish on a daily basis.

## II. **Language assistance measures.**

Santa Cruz METRO currently has in place numerous language assistance measures that are set forth in the Four-Factor Analysis for the Spanish-speaking LEP population. Santa Cruz METRO's intentions are to continue to utilize these measures. In addition, Santa Cruz METRO staff needs to be prepared to communicate orally and in writing with LEP Spanish-speakers. It is critical that Santa Cruz METRO connect in a consistent and positive way with the LEP population, which will also insure that Santa Cruz METRO transit services are readily accessible to them.

### **Written Language:**

Santa Cruz METRO staff receives written communications in different ways from LEP persons who write/read Spanish. Individuals write to the Santa Cruz METRO's Board of Directors about a concern, an interest, or to request additional transit services. They may also file a tort claim seeking compensation for injuries sustained while utilizing Santa Cruz METRO's transit services or file complaints regarding the transit service provided or what transit service was not provided.

When a written communication in Spanish is received at the Santa Cruz METRO's Administration Offices, 110 Vernon Street, Santa Cruz, CA, it is forwarded to the Administrative Services Coordinator or METRO's Claims Investigator for translation into English and translation of the response into the native Spanish language.

- Santa Cruz Metropolitan Transit District  
Administrative Services Coordinator  
*\*(incumbent speaks/writes Spanish fluently)*  
110 Vernon Street  
Santa Cruz, CA 95060  
(831) 426-6080
- Santa Cruz Metropolitan Transit District  
Claims Investigator  
*\*(incumbent speaks/writes Spanish fluently)*  
110 Vernon Street  
Santa Cruz, CA 95060  
(831) 426-6080

## ATTACHMENT A

- When a written communication in Spanish is received at the Santa Cruz METRO's ParaCruz Offices, 2880 Research Park Drive #160, Santa Cruz, CA, it is forwarded to a bilingual Reservationist for translation into English and translation of the response into the native language. Santa Cruz METRO ParaCruz uses a translation service to translate eligibility letters from English to Spanish. Vital documents such as the ParaCruz Customer Guide and the Quick Guide have been translated and are available in Spanish.
- When a written communication in Spanish is received at the Santa Cruz METRO's Operations Department, Santa Cruz, CA, it is forwarded to the Claims Investigator for translation into English and translation of the response into the native language.
- When a written communication in Spanish is received at the Santa Cruz METRO's Customer Service Offices, Pacific Station, 920 Pacific Avenue, Santa Cruz, CA, it is forwarded to the Customer Service Supervisor for translation into English and translation of the response into the native language. Complex and legal documents received at the Customer Service Office are forwarded to the Claims Investigator for translation services.

### **Oral language:**

- Santa Cruz METRO Customer Service Staff (831) 425-8600, and the Administrative Services Coordinator (831) 426-6080 are available to provide Spanish translation services by telephone or in person to customers.
- Currently, 37% of the Fixed Route Operators are receiving bilingual pay to assist Spanish-speaking passengers. 23% of the ParaCruz Operators are bilingual and able to provide assistance to Spanish-speaking passengers. In addition, three of Santa Cruz METRO's transit supervisors are bilingual.

When a phone call from a Spanish-speaking LEP customer is received, or when the customer comes into the Administrative offices in person, the Administrative Services Coordinator (ASC) will be contacted. If the ASC is not available, then Santa Cruz METRO's Claims Investigator will be contacted. Some Santa Cruz METRO bus operators and Paratransit operators are bilingual (English/Spanish) to provide bilingual assistance to passengers.

**Bilingual Staff:** Santa Cruz METRO maintains bilingual staff to provide Spanish-speaking interpretation on its buses, at its Administrative offices, at its paratransit facility and within its Customer Service facility for basic transit questions, paratransit assessment

# ATTACHMENT A

appointments and trip planning assistance. For an employee to qualify for bilingual pay, he/she must take a test with an outside testing facility that tests for oral and written skills in Spanish. Upon the successful completion of the test, employees are paid bilingual pay in accordance with their labor agreement.

It may be difficult for a non-bilingual bus operator to provide assistance to an LEP person who boards the vehicle and requests information. In such circumstances, the bus operator has been instructed to ask if another passenger on the bus could serve as a translator, or the driver could provide the phone number for Customer Service (831) 425-8600 for translation assistance. If available, the bus operator could also direct the passenger to translated transit information in the Santa Cruz METRO *Headways Magazine*, such as printed schedules and routes. In the case of a non-bilingual paratransit operator, the operator may open one-on-one communication with a bi-lingual dispatcher or reservationist utilizing the operator's hand held radio.

It is important for Santa Cruz METRO to ensure the competency of its oral and written translation services. Santa Cruz METRO requires testing in order to be eligible for bilingual pay.

The competency of the translation providers listed above is assured. Each has demonstrated the ability to provide accurate oral and written translation and is familiar with terminology associated with public transit.

### **III. Training Staff**

Santa Cruz METRO Staff and Management are likely to come into contact with LEP persons. These include bus operators, paratransit personnel, dispatchers, transit supervisors, customer service personnel, coordinators, administrative staff and management.

Training on Santa Cruz METRO's responsibility to serve LEP persons is implemented by the following means:

- Orientation and initial training for new bus operators, Paratransit operators and ongoing training, will include information on serving LEP persons, *with retraining at least one time every three years.*
- Dispatchers, transit supervisors, customer service personnel, Paratransit reservationists, administrative staff, and management will take part in ongoing training, *with at least one training session every three years on the topic of serving LEP persons.*

**IV. Providing Notice to LEP Persons**

Santa Cruz METRO incorporates a variety of methods to communicate with transit users and the public. Route and printed schedule information is available in English and Spanish in the *Headways Magazine*, on Santa Cruz METRO's website and at the Customer Service Booth at METRO Center. In addition, Santa Cruz METRO's fixed route buses have bus cards (English/Spanish) informing passengers of their rights under Title VI of the Civil Rights Act, and informing passengers that language assistance is available, if needed. Santa Cruz METRO ParaCruz customer Guide is available in English and Spanish. Santa Cruz METRO has a sign on the bulletin board at the Administrative office and at METRO Center, which indicates that free language assistance is available if requested in a timely manner. All public hearings that require notification to the public are posted in English/Spanish throughout Santa Cruz METRO's service area, in local newspapers, and on Santa Cruz METRO's website.

Santa Cruz METRO will conduct outreach efforts beginning in March of 2012 to the organizations identified in Task 1 of the Four-Factor Analysis. The Operations Manager will conduct these efforts.

**V. New LEP Assistance Measures**

Dependent on funding resources and available staff, Santa Cruz METRO will be implementing five new measures to reach out to and connect with its LEP population. The first, will be translating all safety and security signage at the Santa Cruz METRO's transit centers currently only in English into Spanish. Taking this action will insure that the LEP persons who utilize Santa Cruz METRO's services will have the same access to safety and security measures as those who speak English. Additionally, Santa Cruz METRO will be obtaining "I Speak" cards for its Administrative and transit center receptionist areas so that as LEP customers seek transit information, Santa Cruz METRO employees who do not speak Spanish can respond adequately without having to send the person to someone else. Further, Santa Cruz METRO will authorize the use of telephone translation services when bilingual staff is not available. Additionally, Santa Cruz METRO will be encouraging its advertiser to provide bilingual advertisements. Finally, Santa Cruz METRO will be seeking to purchase electronic translators which can be located at each transit center and each Santa Cruz METRO administrative reception area so that if an individual needs transit-related information, no matter the language, Santa Cruz METRO staff can provide it.

**VI. Monitoring and Updating the LEP Plan**

Ongoing outreach efforts will include a process to obtain feedback on Santa Cruz METRO's language assistance measures. Monitoring of the program will be assigned to the Operations Manager. Specific tasks will include triennial contact with the

## ATTACHMENT A

organizations to measure results and discuss needs of LEP persons. These efforts will reveal any changes to the implementation plan that may be necessary, including any noticeable changes in demographics of the LEP population or the availability of new resources.

Santa Cruz METRO needs to determine whether any additional language assistance measures would be beneficial to LEP persons in the community. Santa Cruz METRO will be making outreach efforts to the community organizations that it identified and communicated with during this process. Additionally, Santa Cruz METRO prepared questions which address the LEP community that are being included in the Santa Cruz County Regional Transportation Commission's (SCCRTC) survey, which will be conducted in the Spring of 2012.

The Department of Transportation (DOT) guidance also recommends internal monitoring by performing ride checks, in which LEP persons are engaged to ride and report on their experience. It should be noted that this activity is designed to collect information on LEP implementation, not monitor the performance of any specific employees resulting in corrective or disciplinary action.

Based on the feedback received, Santa Cruz METRO may make incremental changes to the type of written and oral language assistance provided. Evaluation may result in expansion of language assistance measures that are effective, or the modification or elimination of measures that are proven to be ineffective for the LEP population.

If service is expanded into areas with high concentrations of LEP persons, Santa Cruz METRO should consider modifying the implementation plan as needed in order to ensure meaningful access by previously un-served LEP persons.

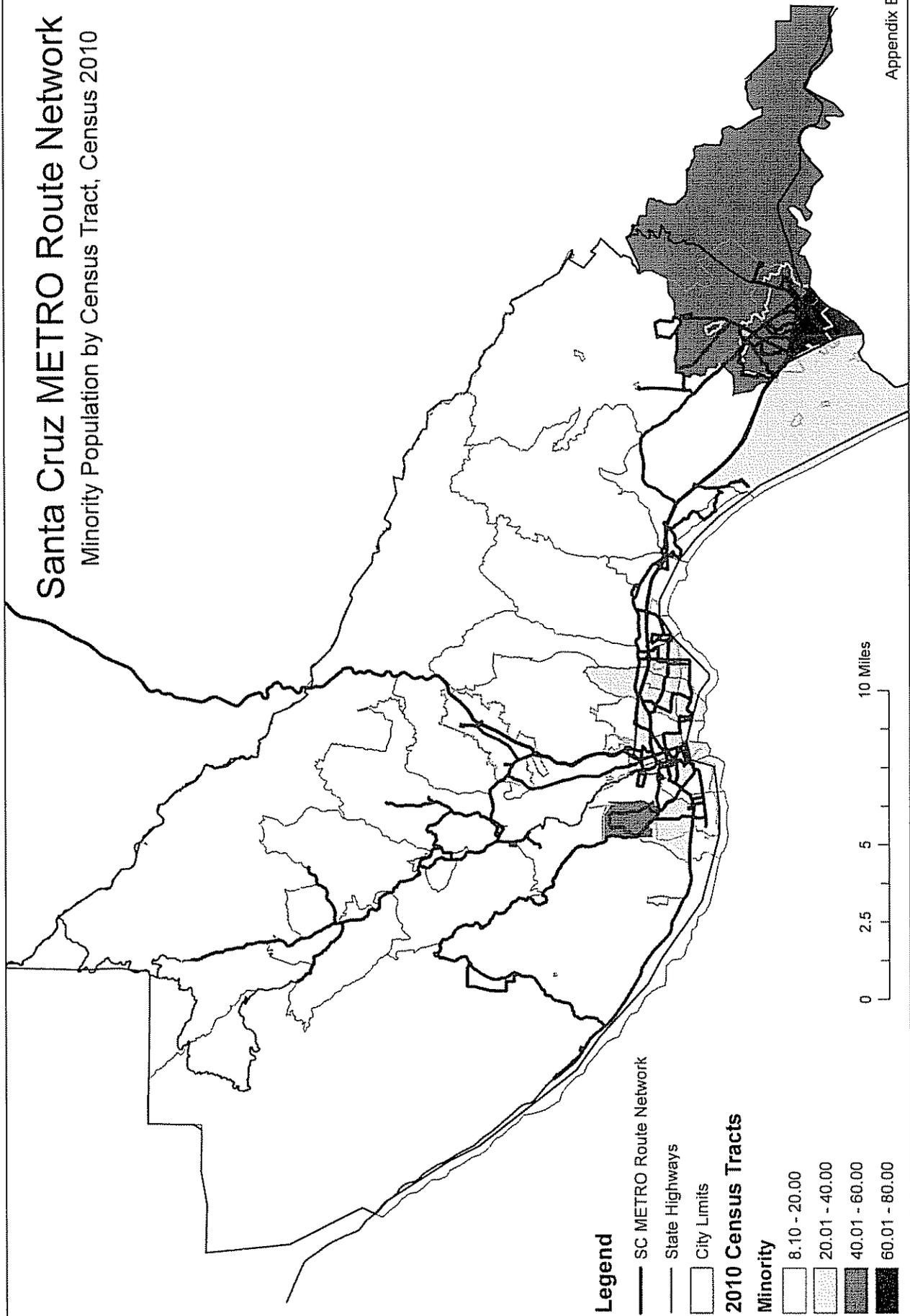
**Limited English Proficiency (LEP) Survey Results  
for LEP Implementation Plan (2011)**

Language Spoken by Individuals who speak English 'less than very well'	7th (Week 1) Oct. 1-	14th (Week 2) Oct. 8-	21st (Week 3) Oct. 15-	28th (Week 4) Oct. 22-
Spanish	245	160	157	134
Chinese	5	4	3	1
Portuguese	11	7	1	6
Japanese	8	4	5	1
Korean	5	1	0	0
Tagalog	0	0	0	0
German	5	0	0	0
Russian	2	0	0	0
Other: Specify Language	4 (French)	1 (Italian)	1 (Asian -unknown); 1 (sign language); 1 (French)	3 (Other)
	2 (Other)	4 (Other)	3 (Other)	
<b>TOTAL LEP</b>	<b>287</b>	<b>181</b>	<b>172</b>	<b>145</b>

Statistics:	85% of LEP are Spanish speakers	88% of LEP are Spanish speakers	91% of LEP are Spanish speakers	92% of LEP are Spanish speakers
				89% of the LEP population served by METRO speaks Spanish.

# Santa Cruz METRO Route Network

Minority Population by Census Tract, Census 2010



- Legend**
- SC METRO Route Network
  - State Highways
  - City Limits
- 2010 Census Tracts**
- Minority**
- 8.10 - 20.00
  - 20.01 - 40.00
  - 40.01 - 60.00
  - 60.01 - 80.00

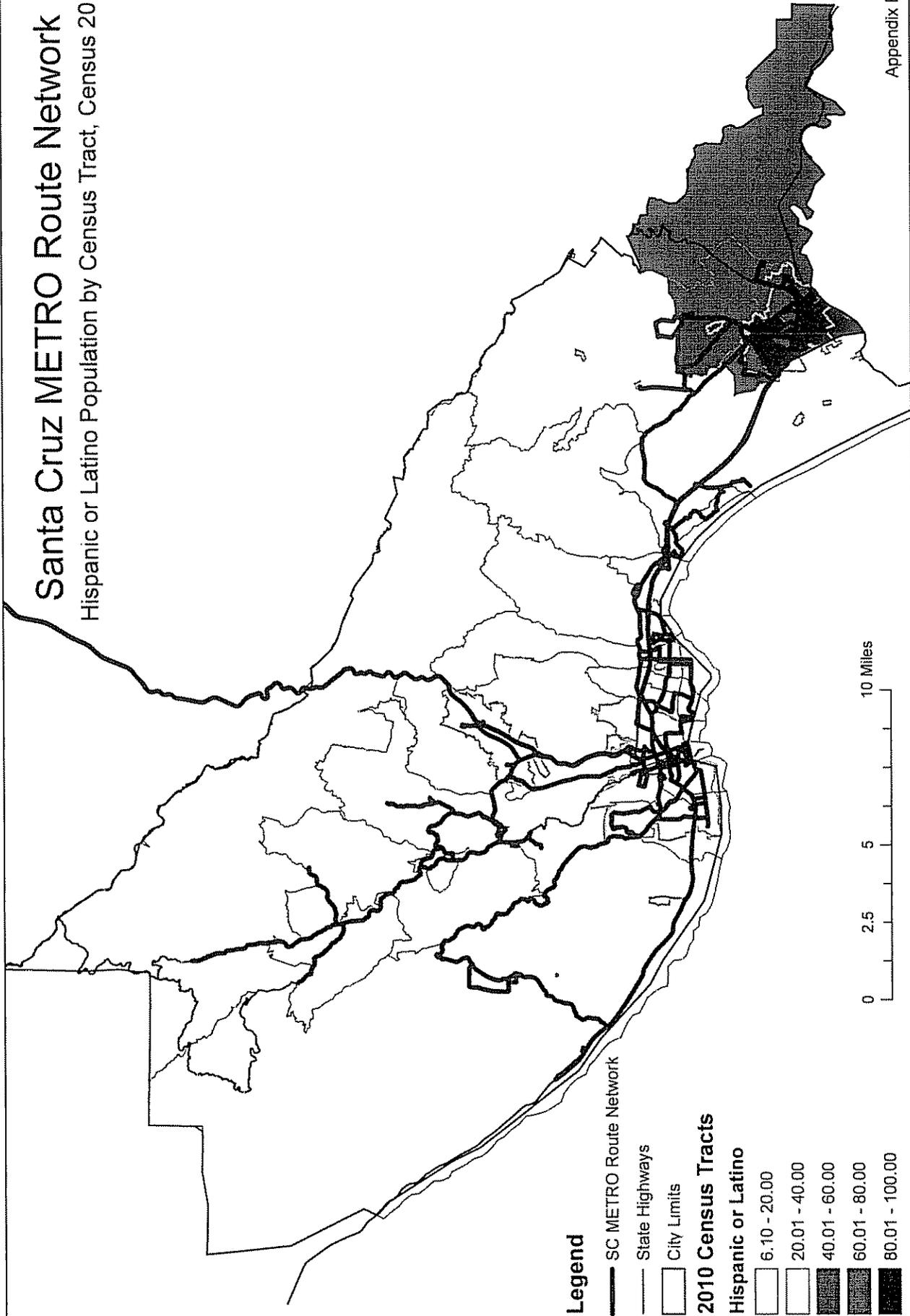
0 2.5 5 10 Miles



Appendix B.2

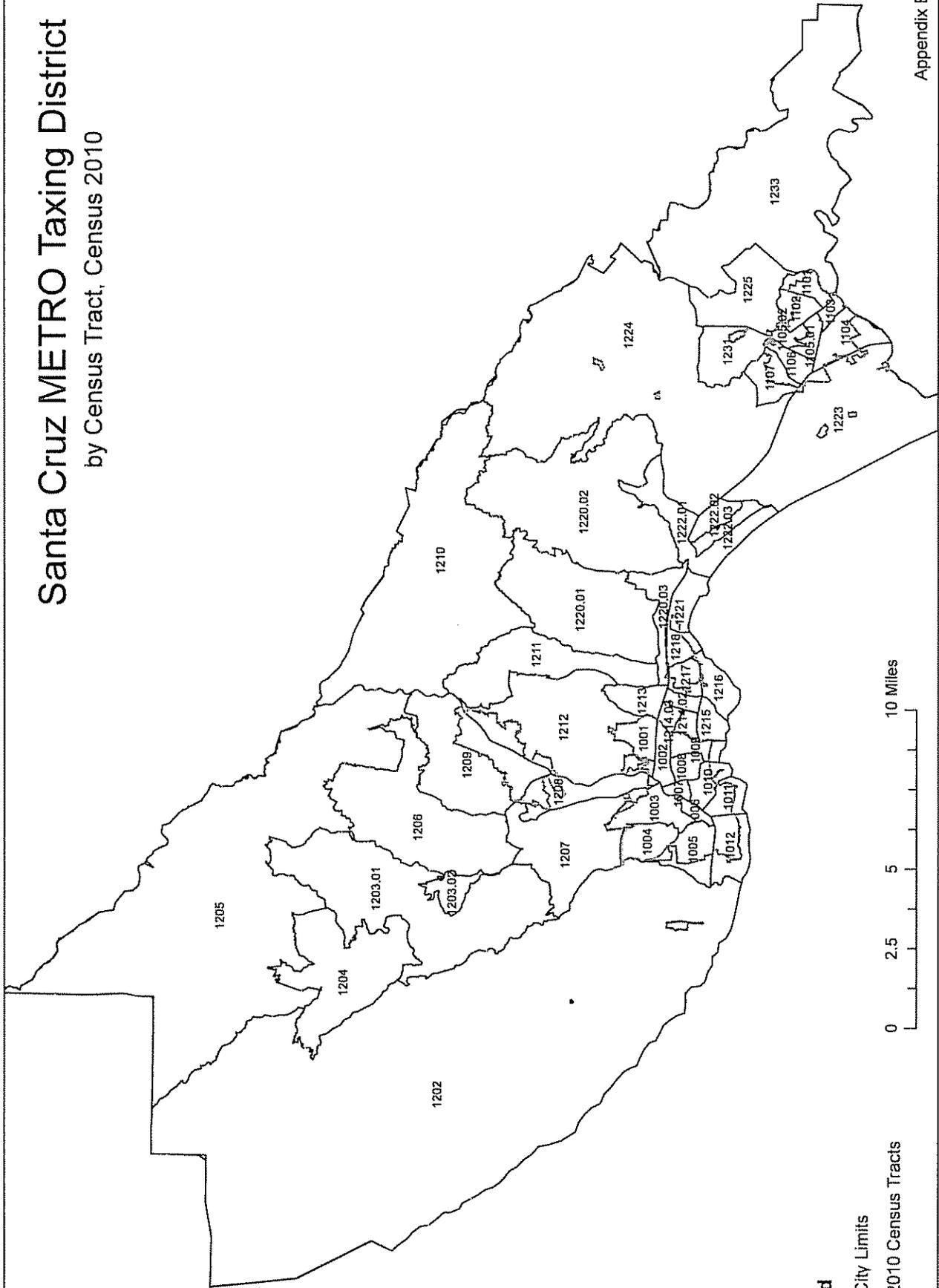
# Santa Cruz METRO Route Network

Hispanic or Latino Population by Census Tract, Census 2010

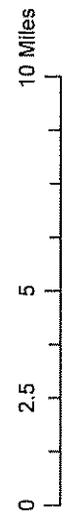


# Santa Cruz METRO Taxing District

by Census Tract, Census 2010



Legend  
City Limits  
2010 Census Tracts



Appendix B.4



S1601

LANGUAGE SPOKEN AT HOME

2010 American Community Survey 1-Year Estimates

Supporting documentation on code lists, subject definitions, data accuracy, and statistical testing can be found on the American Community Survey website in the Data and Documentation section

Sample size and data quality measures (including coverage rates, allocation rates, and response rates) can be found on the American Community Survey website in the Methodology section

Although the American Community Survey (ACS) produces population, demographic and housing unit estimates, for 2010, the 2010 Census provides the official counts of the population and housing units for the nation, states, counties, cities and towns

Subject	Santa Cruz County, California					
	Total		Percent of specified language speakers			
	Estimate	Margin of Error	Speak English "very well"		Speak English less than "very well"	
			Estimate	Margin of Error	Estimate	Margin of Error
Population 5 years and over	248,383	+/-3	85.9%	+/-1.5	14.1%	+/-1.5
Speak only English	69.1%	+/-1.5	(X)	(X)	(X)	(X)
Speak a language other than English	30.9%	+/-1.5	54.3%	+/-5.3	45.7%	+/-5.3
Spanish or Spanish Creole	25.6%	+/-1.4	50.3%	+/-5.6	49.7%	+/-5.6
Other Indo-European languages	2.2%	+/-0.6	83.0%	+/-9.8	17.0%	+/-9.8
Asian and Pacific Island languages	2.5%	+/-0.6	77.0%	+/-11.4	23.0%	+/-11.4
Other languages	0.5%	+/-0.5	18.3%	+/-28.4	81.7%	+/-28.4
<b>* SPEAK A LANGUAGE OTHER THAN ENGLISH</b>						
<b>* Spanish or Spanish Creole</b>	63,547	+/-3,411	50.3%	+/-5.6	49.7%	+/-5.6
5-17 years	14,907	+/-1,406	69.2%	+/-8.9	30.8%	+/-8.9
18-64 years	44,898	+/-2,830	45.9%	+/-6.7	54.1%	+/-6.7
65 years and over	3,742	+/-288	28.1%	+/-10.7	71.9%	+/-10.7
<b>* Other Indo-European languages</b>	5,562	+/-1,578	83.0%	+/-9.8	17.0%	+/-9.8
5-17 years	262	+/-223	100.0%	+/-45.4	0.0%	+/-45.4
18-64 years	4,062	+/-1,270	87.1%	+/-9.7	12.9%	+/-9.7
65 years and over	1,238	+/-641	66.0%	+/-25.4	34.0%	+/-25.4
<b>* Asian and Pacific Island languages</b>	6,288	+/-1,597	77.0%	+/-11.4	23.0%	+/-11.4
5-17 years	586	+/-413	100.0%	+/-28.2	0.0%	+/-28.2
18-64 years	5,206	+/-1,396	79.5%	+/-12.6	20.5%	+/-12.6
65 years and over	496	+/-275	23.2%	+/-29.3	76.8%	+/-29.3
<b>* Other languages</b>	1,346	+/-1,282	18.3%	+/-28.4	81.7%	+/-28.4
5-17 years	122	+/-213	0.0%	+/-66.6	100.0%	+/-66.6
18-64 years	1,168	+/-1,218	21.1%	+/-35.5	78.9%	+/-35.5
65 years and over	56	+/-94	0.0%	+/-98.3	100.0%	+/-98.3
<b>PERCENT IMPUTED</b>						
Language status	2.9%	(X)	(X)	(X)	(X)	(X)
Language status (speak a language other than English)	3.9%	(X)	(X)	(X)	(X)	(X)
Ability to speak English	4.4%	(X)	(X)	(X)	(X)	(X)

Data are based on a sample and are subject to sampling variability. The degree of uncertainty for an estimate arising from sampling variability is represented through the use of a margin of error. The value shown here is the 90 percent margin of error. The margin of error can be interpreted roughly as providing a 90 percent probability that the interval defined by the estimate minus the margin of error and the estimate plus the margin of error (the lower and upper confidence bounds) contains the true value. In addition to sampling variability, the ACS estimates are subject to nonsampling error (for a discussion of nonsampling variability, see Accuracy of the Data)

The effect of nonsampling error is not represented in these tables

While the 2010 American Community Survey (ACS) data generally reflect the December 2009 Office of Management and Budget (OMB) definitions of metropolitan and micropolitan statistical areas; in certain instances the names, codes, and boundaries of the principal cities shown in ACS tables may differ from the OMB definitions due to differences in the effective dates of the geographic entities

Estimates of urban and rural population, housing units, and characteristics reflect boundaries of urban areas defined based on Census 2000 data. Boundaries for urban areas have not been updated since Census 2000. As a result, data for urban and rural areas from the ACS do not necessarily reflect the results of ongoing urbanization

Source: U.S. Census Bureau, 2010 American Community Survey

Explanation of Symbols:

1. An '\*\*\*' entry in the margin of error column indicates that either no sample observations or too few sample observations were available to compute a standard error and thus the margin of error. A statistical test is not appropriate.
2. An '-' entry in the estimate column indicates that either no sample observations or too few sample observations were available to compute an estimate, or a ratio of medians cannot be calculated because one or both of the median estimates falls in the lowest interval or upper interval of an open-ended distribution.
3. An '-' following a median estimate means the median falls in the lowest interval of an open-ended distribution.
4. An '+' following a median estimate means the median falls in the upper interval of an open-ended distribution.
5. An '\*\*\*\*' entry in the margin of error column indicates that the median falls in the lowest interval or upper interval of an open-ended distribution. A statistical test is not appropriate.
6. An '\*\*\*\*\*' entry in the margin of error column indicates that the estimate is controlled. A statistical test for sampling variability is not appropriate.
7. An 'N' entry in the estimate and margin of error columns indicates that data for this geographic area cannot be displayed because the number of sample cases is too small.
8. An '(X)' means that the estimate is not applicable or not available.



S0501

SELECTED CHARACTERISTICS OF THE NATIVE AND FOREIGN-BORN POPULATIONS

2006-2010 American Community Survey 5-Year Estimates

Supporting documentation on code lists, subject definitions, data accuracy, and statistical testing can be found on the American Community Survey website in the Data and Documentation section.

Sample size and data quality measures (including coverage rates, allocation rates, and response rates) can be found on the American Community Survey website in the Methodology section.

Although the American Community Survey (ACS) produces population, demographic, and housing unit estimates, for 2010, the 2010 Census provides the official counts of the population and housing units for the nation, states, counties, cities, and towns. For 2006 to 2009, the Population Estimates Program provides intercensal estimates of the population for the nation, states, and counties.

Subject	Santa Cruz County, California					
	Total		Native		Foreign born	
	Estimate	Margin of Error	Estimate	Margin of Error	Estimate	Margin of Error
Total population	256 901	*****	209 644	+/-1 641	47 257	+/-1 641
<b>SEX AND AGE</b>						
Male	49.9%	+/-0.1	49.9%	+/-0.3	50.0%	+/-1.2
Female	50.1%	+/-0.1	50.1%	+/-0.3	50.0%	+/-1.2
Under 5 years	5.8%	+/-0.1	7.0%	+/-0.1	0.6%	+/-0.2
5 to 17 years	15.7%	+/-0.1	17.6%	+/-0.3	6.9%	+/-1.2
18 to 24 years	14.2%	+/-0.1	14.7%	+/-0.3	11.7%	+/-1.1
25 to 44 years	25.6%	+/-0.1	21.6%	+/-0.3	43.0%	+/-1.2
45 to 54 years	15.3%	+/-0.1	15.0%	+/-0.2	16.9%	+/-0.9
55 to 64 years	12.7%	+/-0.1	13.2%	+/-0.2	10.5%	+/-0.9
65 to 74 years	5.5%	+/-0.1	5.5%	+/-0.1	5.7%	+/-0.5
75 to 84 years	3.6%	+/-0.1	3.7%	+/-0.2	3.4%	+/-0.5
85 years and over	1.5%	+/-0.1	1.6%	+/-0.1	1.2%	+/-0.3
Median age (years)	36.6	+/-0.2	35.0	+/-0.3	39.5	+/-0.8
<b>RACE AND HISPANIC OR LATINO ORIGIN</b>						
One race	95.2%	+/-0.3	95.6%	+/-0.3	98.7%	+/-0.4
White	83.4%	+/-0.8	86.7%	+/-0.7	69.0%	+/-2.3
Black or African American	0.9%	+/-0.1	1.1%	+/-0.1	0.5%	+/-0.3
American Indian and Alaska Native	0.4%	+/-0.1	0.5%	+/-0.1	0.3%	+/-0.3
Asian	4.1%	+/-0.2	2.6%	+/-0.2	10.7%	+/-0.9
Native Hawaiian and Other Pacific Islander	0.2%	+/-0.1	0.1%	+/-0.1	0.3%	+/-0.1
Some other race	7.1%	+/-0.7	4.6%	+/-0.5	18.0%	+/-2.2
Two or more races	3.8%	+/-0.3	4.4%	+/-0.3	1.3%	+/-0.4
Hispanic or Latino origin (of any race)	30.8%	*****	21.6%	+/-0.5	71.6%	+/-1.6
White alone, not Hispanic or Latino	61.0%	+/-0.1	71.0%	+/-0.5	16.6%	+/-1.2
<b>HOUSEHOLD TYPE</b>						
In married-couple family	57.5%	+/-1.4	55.5%	+/-1.3	66.0%	+/-2.8
In other households	38.5%	+/-1.3	40.0%	+/-1.3	32.1%	+/-2.8
Average household size	2.63	+/-0.02	2.37	+/-0.03	3.78	+/-0.09
Average family size	3.17	+/-0.03	2.89	+/-0.04	4.06	+/-0.12
<b>MARITAL STATUS</b>						
Population 15 years and over	212 129	+/-27	167 252	+/-1 486	44 877	+/-1 483
Never married	37.0%	+/-0.8	39.7%	+/-0.9	27.0%	+/-1.7
Now married, except separated	46	+/-0.9	42.6%	+/-0.9	59.3%	+/-2.0
Divorced or separated	12.4%	+/-0.6	13.2%	+/-0.6	9.4%	+/-1.1

Subject	Santa Cruz County, California					
	Total		Native		Foreign born	
	Estimate	Margin of Error	Estimate	Margin of Error	Estimate	Margin of Error
Widowed	4.4%	+/-0.3	4.5%	+/-0.3	4.3%	+/-0.6
<b>SCHOOL ENROLLMENT</b>						
Population 3 years and over enrolled in school	77,558	+/-1,136	70,823	+/-1,267	6,735	+/-731
Nursery school, preschool	5.0%	+/-0.5	5.3%	+/-0.5	1.7%	+/-1.0
Elementary school (grades K-8)	35.8%	+/-0.8	36.5%	+/-0.8	28.1%	+/-4.5
High school (grades 9-12)	17.2%	+/-0.7	16.5%	+/-0.8	24.3%	+/-4.3
College or graduate school	42.0%	+/-1.0	41.7%	+/-1.2	45.9%	+/-5.3
<b>EDUCATIONAL ATTAINMENT</b>						
Population 25 years and over	165,318	+/-153	127,155	+/-1,183	38,163	+/-1,171
Less than high school graduate	15.9%	+/-0.6	5.6%	+/-0.4	50.0%	+/-2.0
High school graduate (includes equivalency)	16.8%	+/-0.9	16.9%	+/-1.0	16.6%	+/-1.6
Some college or associate's degree	30.0%	+/-0.8	34.9%	+/-1.0	13.8%	+/-1.3
Bachelor's degree	23.3%	+/-0.7	26.9%	+/-0.8	11.4%	+/-1.2
Graduate or professional degree	13.9%	+/-0.7	15.7%	+/-0.8	8.2%	+/-1.0
<b>LANGUAGE SPOKEN AT HOME AND ABILITY TO SPEAK ENGLISH</b>						
Population 5 years and over	242,015	+/-149	195,054	+/-1,627	46,961	+/-1,640
English only	70.1%	+/-0.8	83.8%	+/-0.8	13.1%	+/-1.4
Language other than English	29.9%	+/-0.8	16.2%	+/-0.8	86.9%	+/-1.4
* Speak English less than "very well"	14.4%	+/-0.6	3.0%	+/-0.3	61.6%	* +/-2.0
<b>EMPLOYMENT STATUS</b>						
Population 16 years and over	208,634	+/-287	164,168	+/-1,448	44,466	+/-1,486
In labor force	66.1%	+/-1.1	64.9%	+/-1.2	70.8%	+/-1.4
Civilian labor force	66.1%	+/-1.1	64.8%	+/-1.2	70.8%	+/-1.4
Employed	60.6%	+/-1.0	59.5%	+/-1.2	64.7%	+/-1.6
Unemployed	5.5%	+/-0.4	5.4%	+/-0.4	6.0%	+/-0.8
Percent of civilian labor force	8.3%	+/-0.6	8.3%	+/-0.7	8.5%	+/-1.1
Armed Forces	0.0%	+/-0.1	0.0%	+/-0.1	0.0%	+/-0.1
Not in labor force	33.9%	+/-1.1	35.1%	+/-1.2	29.2%	+/-1.4
Civilian employed population 16 years and over	126,380	+/-2,179	97,603	+/-2,114	28,777	+/-1,310
<b>CLASS OF WORKER</b>						
Private wage and salary workers	71.0%	+/-1.0	67.6%	+/-1.1	82.6%	+/-1.8
Government workers	16.0%	+/-0.7	18.4%	+/-0.9	7.8%	+/-1.1
Self-employed workers in own not incorporated business	12.7%	+/-0.6	13.8%	+/-0.7	9.2%	+/-1.4
Unpaid family workers	0.2%	+/-0.1	0.2%	+/-0.1	0.5%	+/-0.3
<b>OCCUPATION</b>						
Management, business, science, and arts occupations	40.9%	+/-1.0	46.4%	+/-1.2	22.2%	+/-1.9
Service occupations	17.4%	+/-0.9	15.7%	+/-0.9	23.2%	+/-2.3
Sales and office occupations	21.1%	+/-0.8	23.8%	+/-0.9	12.0%	+/-1.5
Natural resources, construction, and maintenance occupations	12.7%	+/-0.9	8.7%	+/-0.5	26.3%	+/-2.9
Production, transportation, and material moving occupations	7.9%	+/-0.7	5.4%	+/-0.6	16.3%	+/-2.1
<b>INDUSTRY</b>						
Agriculture, forestry, fishing, and hunting, and mining	5.7%	+/-0.8	1.4%	+/-0.3	20.3%	+/-3.0
Construction	7.8%	+/-0.6	8.0%	+/-0.6	7.2%	+/-1.4
Manufacturing	9.2%	+/-0.7	8.3%	+/-0.6	12.4%	+/-1.8
Wholesale trade	3.2%	+/-0.3	3.1%	+/-0.4	3.3%	+/-0.7
Retail trade	10.3%	+/-0.7	11.2%	+/-0.8	7.2%	+/-1.2
Transportation and warehousing, and utilities	2.6%	+/-0.3	2.6%	+/-0.4	2.3%	+/-0.6
Information	2.3%	+/-0.3	2.7%	+/-0.4	0.8%	+/-0.4
Finance and insurance, and real estate and rental and leasing	4.8%	+/-0.4	5.7%	+/-0.5	1.9%	+/-0.6
Professional, scientific, and management, and administrative and waste management services	11.8%	+/-0.7	12.3%	+/-0.7	10.1%	+/-1.6
Educational services, and health care and social assistance	23.3%	+/-0.8	25.6%	+/-0.9	15.5%	+/-1.8
Arts, entertainment, and recreation, and accommodation and food services	9.7%	+/-0.7	9.0%	+/-0.7	12.0%	+/-2.2
Other services (except public administration)	5.7%	+/-0.6	5.7%	+/-0.6	5.5%	+/-1.1

Subject	Santa Cruz County, California					
	Total		Native		Foreign born	
	Estimate	Margin of Error	Estimate	Margin of Error	Estimate	Margin of Error
Public administration	3.7%	+/-0.5	4.4%	+/-0.5	1.4%	+/-0.6
<b>EARNINGS IN THE PAST 12 MONTHS (IN 2010 INFLATION-ADJUSTED DOLLARS) FOR FULL-TIME YEAR-ROUND WORKERS</b>						
Population 16 years and over with earnings	69,680	+/-1,487	53,132	+/-1,384	16,548	+/-1,036
\$1 to \$9,999 or less	2.7%	+/-1.7	2.7%	+/-2.1	2.9%	+/-1.0
\$10,000 to \$14,999	2.5%	+/-0.4	1.5%	+/-0.4	5.7%	+/-1.4
\$15,000 to \$24,999	12.7%	+/-1.1	8.4%	+/-0.9	26.7%	+/-3.0
\$25,000 to \$34,999	12.9%	+/-0.9	11.1%	+/-0.9	18.8%	+/-2.4
\$35,000 to \$49,999	17.6%	+/-0.9	17.9%	+/-1.2	16.8%	+/-2.1
\$50,000 to \$74,999	19.8%	+/-0.9	22.2%	+/-1.1	12.0%	+/-1.8
\$75,000 or more	31.8%	+/-1.2	36.4%	+/-1.6	17.0%	+/-1.6
<b>Median earnings (dollars) for full-time year-round workers:</b>						
Male	56,560	+/-2,587	66,916	+/-3,502	32,094	+/-1,627
Female	44,693	+/-1,443	48,890	+/-1,810	30,005	+/-3,274
<b>INCOME IN THE PAST 12 MONTHS (IN 2010 INFLATION-ADJUSTED DOLLARS)</b>						
Households	93,802	+/-1,223	76,377	+/-1,186	17,425	+/-709
With earnings	81.7%	+/-0.6	80.4%	+/-0.8	87.4%	+/-1.6
Mean earnings (dollars)	85,799	+/-1,489	89,663	+/-1,966	70,219	+/-3,270
With Social Security income	24.0%	+/-0.6	24.9%	+/-0.8	20.5%	+/-1.8
Mean Social Security income (dollars)	14,855	+/-358	15,161	+/-389	13,230	+/-921
With Supplemental Security Income	4.0%	+/-0.4	3.9%	+/-0.5	4.5%	+/-1.1
Mean Supplemental Security Income (dollars)	8,506	+/-651	8,691	+/-708	7,803	+/-1,205
With cash public assistance income	2.1%	+/-0.3	2.0%	+/-0.4	2.7%	+/-1.0
Mean cash public assistance income (dollars)	5,129	+/-713	5,162	+/-856	5,026	+/-1,253
With retirement income	15.4%	+/-0.7	16.7%	+/-0.8	9.6%	+/-1.4
Mean retirement income (dollars)	25,487	+/-1,413	27,040	+/-1,545	13,601	+/-2,163
With Food Stamp/SNAP benefits	4.4%	+/-0.5	2.8%	+/-0.5	11.2%	+/-2.1
Median Household income (dollars)	65,253	+/-1,187	68,696	+/-1,470	49,608	+/-2,622
Average number of workers per household	1.28	+/-0.02	1.19	+/-0.02	1.68	+/-0.06
<b>POVERTY STATUS IN THE PAST 12 MONTHS</b>						
Population for whom poverty status is determined	247,377	+/-2,664	200,941	+/-2,909	46,436	+/-1,667
Below 100 percent of the poverty level	12.7%	+/-0.8	12.2%	+/-0.7	14.9%	+/-1.8
100 to 199 percent of the poverty level	18.0%	+/-1.0	15.0%	+/-1.0	31.0%	+/-2.8
At or above 200 percent of the poverty level	69.3%	+/-1.0	72.7%	+/-1.0	54.2%	+/-2.7
<b>POVERTY RATES FOR FAMILIES FOR WHOM POVERTY STATUS IS DETERMINED</b>						
All families	7.7%	+/-0.7	5.0%	+/-0.7	16.1%	+/-2.3
With related children under 18 years	12.5%	+/-1.2	8.2%	+/-1.4	21.3%	+/-3.3
With related children under 5 years only	11.6%	+/-2.8	6.4%	+/-3.0	25.2%	+/-8.8
Married-couple family	3.7%	+/-0.7	1.7%	+/-0.4	10.3%	+/-2.3
With related children under 18 years	5.9%	+/-1.2	1.9%	+/-0.8	14.0%	+/-3.2
With related children under 5 years only	4.1%	+/-2.8	1.2%	+/-1.2	13.1%	+/-10.1
Female householder no husband present family	23.7%	+/-3.1	18.4%	+/-3.6	38.0%	+/-7.5
With related children under 18 years	30.9%	+/-3.7	24.8%	+/-5.0	44.4%	+/-8.4
With related children under 5 years only	29.4%	+/-7.3	20.4%	+/-10.4	48.6%	+/-22.5
Occupied housing units	93,802	+/-1,223	76,377	+/-1,186	17,425	+/-709
<b>HOUSING TENURE</b>						
Owner-occupied housing units	59.6%	+/-1.0	62.2%	+/-1.2	48.2%	+/-2.2
Renter-occupied housing units	40.4%	+/-1.0	37.8%	+/-1.2	51.8%	+/-2.2
Average household size of owner-occupied unit	2.65	+/-0.03	2.45	+/-0.03	3.75	+/-0.15
Average household size of renter-occupied unit	2.60	+/-0.05	2.22	+/-0.05	3.80	+/-0.16
<b>ROOMS</b>						
1 room	2.7%	+/-0.4	2.7%	+/-0.5	2.7%	+/-1.0
2 or 3 rooms	15.4%	+/-0.6	14.4%	+/-0.9	19.7%	+/-2.3
4 or 5 rooms	44.7%	+/-1.3	43.3%	+/-1.4	50.8%	+/-3.0
6 or 7 rooms	26.8%	+/-1.0	28.2%	+/-1.1	20.6%	+/-2.2
8 or more rooms	10.5%	+/-0.6	11.4%	+/-0.7	6.2%	+/-1.1

Subject	Santa Cruz County, California					
	Total		Native		Foreign born	
	Estimate	Margin of Error	Estimate	Margin of Error	Estimate	Margin of Error
Median number of rooms	4.9	+/-0.2	5.0	+/-0.1	4.6	+/-0.1
1.01 or more occupants per room	5.9%	+/-0.6	2.1%	+/-0.3	22.6%	+/-2.5
VEHICLES AVAILABLE						
None	5.5%	+/-0.5	5.0%	+/-0.5	7.8%	+/-1.5
1 or more	94.5%	+/-0.5	95.0%	+/-0.5	92.2%	+/-1.5
SELECTED CHARACTERISTICS						
No telephone service available	2.0%	+/-0.3	1.9%	+/-0.3	2.4%	+/-1.1
Linguistically isolated households	6.5%	+/-0.5	0.7%	+/-0.2	31.9%	+/-2.6
Owner-occupied housing units	55,878	+/-890	47,477	+/-894	8,401	+/-483
SELECTED MONTHLY OWNER COSTS AS A PERCENTAGE OF HOUSEHOLD INCOME IN THE PAST 12 MONTHS						
Less than 30 percent	54.3%	+/-1.3	56.0%	+/-1.4	44.8%	+/-3.3
30 percent or more	45.7%	+/-1.3	44.0%	+/-1.4	55.2%	+/-3.3
Renter-occupied housing units	37,924	+/-1,269	28,900	+/-1,204	9,024	+/-559
GROSS RENT AS A PERCENTAGE OF HOUSEHOLD INCOME IN THE PAST 12 MONTHS						
Less than 30 percent	44.7%	+/-1.8	44.9%	+/-2.1	44.1%	+/-4.1
30 percent or more	55.3%	+/-1.8	55.1%	+/-2.1	55.9%	+/-4.1



California Department of Education  
 Educational Demographics Office  
 Prepared: 10/17/2011 2:23:47 PM

English Learners by Language and Grade

Santa^cruz County, 2010-11

Select Year

Select Report

Select County

EL/LEP definition

Rank/Language Name	Kdgn	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5	Grade 6	Grade 7	Grade 8	Grade 9	Grade 10	Grade 11	Grade 12	Ungr	Total	% of Total
1 Spanish	1,324	1,367	1,358	1,199	1,024	672	652	621	562	519	450	409	397	0	10,754	96.7
2 Mixteco	15	18	10	18	11	11	9	5	9	3	1	4	1	0	115	1.0
3 Filipino (Pilipino or Tagalog)	1	5	5	8	4	5	3	2	4	6	0	1	3	0	47	0.4
4 Arabic	6	7	2	9	4	5	2	2	1	1	0	0	0	0	39	0.4
5 Other non-English languages	4	2	2	4	2	6	4	3	4	0	2	0	1	0	34	0.3
6 Korean	0	4	2	0	2	0	0	1	3	0	1	3	2	0	18	0.2
7 Mandarin (Putonghua)	1	4	1	0	0	0	0	1	0	0	2	3	2	0	14	0.1
8 Ilocano	1	2	2	0	2	2	2	0	1	2	0	0	0	0	14	0.1
9 Portuguese	1	2	0	2	1	0	1	1	0	1	1	1	0	0	11	0.1
10 Cantonese	2	1	1	1	0	0	0	0	0	2	1	0	2	0	10	0.1
11 German	3	0	2	0	2	0	0	0	0	0	0	1	0	0	8	0.1
12 Japanese	3	2	1	2	0	0	0	0	0	0	0	0	0	0	8	0.1
13 Punjabi	3	0	1	2	0	0	0	0	0	1	0	0	1	0	8	0.1
14 Russian	1	0	1	0	0	0	0	0	0	1	0	2	1	0	6	0.1
15 Thai	1	0	1	0	1	0	0	1	1	0	0	1	0	0	6	0.1
16 French	0	1	0	1	0	0	0	0	0	0	1	2	0	0	5	0.0
17 Khmer (Cambodian)	0	1	0	0	0	0	1	0	0	0	0	1	0	0	3	0.0
18 Italian	0	0	1	0	0	1	0	0	0	0	0	1	0	0	3	0.0
19 Gujarati	0	0	2	0	0	0	0	0	0	1	0	0	0	0	3	0.0
20 Vietnamese	2	0	1	0	0	0	0	0	0	0	0	0	0	0	3	0.0
21 Lao	0	0	0	0	1	0	1	0	1	0	0	0	0	0	3	0.0
22 Hebrew	0	1	1	0	0	0	0	0	0	0	0	0	0	0	2	0.0
23 Farsi (Persian)	0	0	0	1	0	1	0	0	0	0	0	0	0	0	2	0.0
24 Indonesian	0	1	0	0	0	0	0	0	0	0	0	0	0	0	1	0.0
25 Hmong	0	0	0	0	0	0	0	0	0	0	0	1	0	0	1	0.0
26 Dutch	1	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0.0
27 Bengali	0	0	0	1	0	0	0	0	0	0	0	0	0	0	1	0.0
28 Polish	0	1	0	0	0	0	0	0	0	0	0	0	0	0	1	0.0
29 Rumanian	0	0	0	0	0	0	0	0	0	1	0	0	0	0	1	0.0
30 Tigrinya	0	0	0	0	0	0	0	0	0	1	0	0	0	0	1	0.0
31 Turkish	0	0	0	0	0	0	0	0	1	0	0	0	0	0	1	0.0
32 Ukrainian	0	0	0	0	0	0	0	0	1	0	0	0	0	0	1	0.0
33 Urdu	0	0	0	0	0	0	0	0	0	0	1	0	0	0	1	0.0
<b>EL Totals</b>	<b>1,369</b>	<b>1,419</b>	<b>1,394</b>	<b>1,248</b>	<b>1,054</b>	<b>603</b>	<b>675</b>	<b>637</b>	<b>568</b>	<b>538</b>	<b>461</b>	<b>430</b>	<b>410</b>	<b>0</b>	<b>11,126</b>	<b>100.0</b>
% of Total	12.3	12.8	12.5	11.2	9.5	8.1	6.1	5.7	5.3	4.8	4.1	3.9	3.7	0.0	100.0	
<u>State EL Totals</u>	134,275	136,108	129,027	111,693	96,330	78,417	63,776	55,693	53,394	56,162	51,083	46,349	42,380	1,514	1,056,201	100.0
% of State Total	12.7	12.9	12.2	10.6	9.1	7.4	6.0	5.3	5.1	5.3	4.8	4.4	4.0	0.1	100.0	

Web Policy



California Department of Education  
 Educational Demographics Unit  
 Prepared: 10/17/2011 2:33:34 PM

2010-11 Language Census Teachers  
 Santa^cruz County

Select Report Teachers Providing Services to English Learners(with district data)

Select Year 2010-11

County 44 SANTA CRUZ

Glossary

District	District Code	Teachers providing primary language instruction to EL students	Teachers providing SDAIE & ELD	Teachers providing SDAIE only	Teachers providing ELD only	Total number of teachers providing SDAIE, ELD, or primary language instruction to EL students
SANTA CRUZ COUNTY OFFICE OF ED	4410447	7	0	0	11	18
BONNY DOON UNION ELEMENTARY	4469732	0	1	0	0	1
HAPPY VALLEY ELEMENTARY	4469757	0	0	0	0	0
LIVE OAK ELEMENTARY	4469765	0	64	30	0	94
MOUNTAIN ELEMENTARY	4469773	0	0	3	0	3
PACIFIC ELEMENTARY	4469781	0	2	0	2	4
PAJARO VALLEY UNIFIED	4469799	124	304	1	13	442 *
SAN LORENZO VALLEY UNIFIED	4469807	0	33	0	11	44
SANTA CRUZ CITY ELEMENTARY	4469815	24	28	45	2	99
SANTA CRUZ CITY HIGH	4469823	3	6	56	4	69
SOQUEL UNION ELEMENTARY	4469849	0	79	0	0	79
SCOTTS VALLEY UNIFIED	4475432	0	55	6	5	66
* SANTA CRUZ COUNTY		158	572	141	48	919 *
STATE TOTAL		4.793	135 824	49.039	12 820	202.476

Web Policy



## Bilingual Paraprofessionals Providing Services to English Learners

### Results for Santa Cruz County in 2010-11

Select a Report

Select a Year

Select a District

Name	Code	Number of Bilingual Paraprofessionals
Santa Cruz County Office of Education	4410447	14
Pacific Elementary	4469781	1
Pajaro Valley Unified	4469799	129
Santa Cruz City Elementary	4469815	7
Santa Cruz City High	4469823	6
Soquel Union Elementary	4469849	1
County Total		158
State Total		13,671

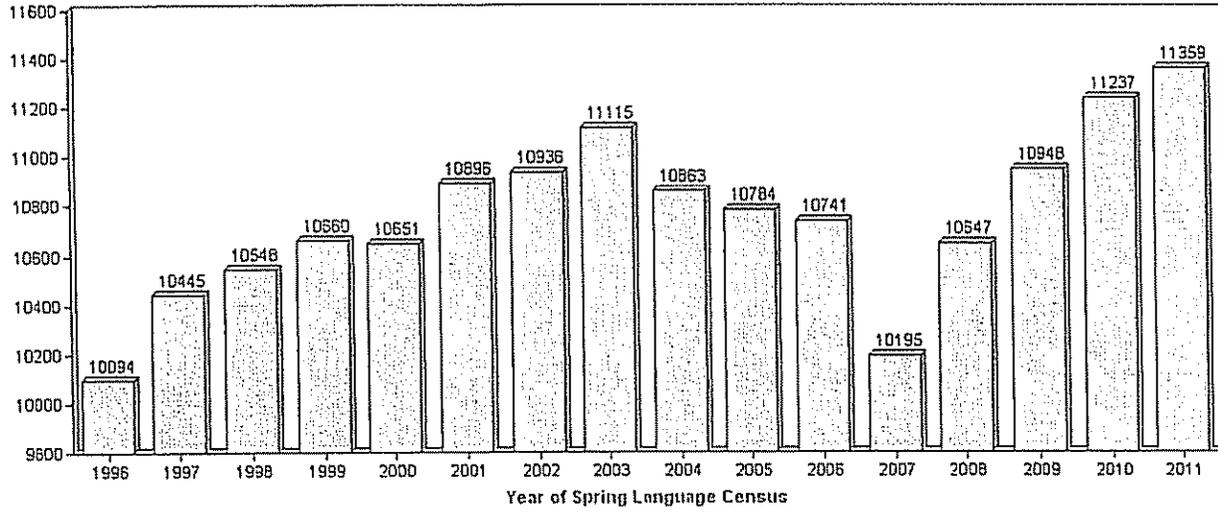
[Web Policy](#)



California Department of Education  
Educational Demographics Unit  
Prepared: 10/17/2011 2:32:44 PM

Select Report

Number of English Learners for Santa Cruz County



Web Policy

**Organizations Serving the Minority  
and Low-Income Community in Santa Cruz County**

Name	Address	City	State	Zip	Phone	Contact	Mail Date	Response Rec'd
Beach Flats Community Center	133 Liebrandt Ave.	Santa Cruz	CA	95060	(831) 426-2322	Reyna Ruiz	10/11/2011	
Central California Alliance for Health Community Action	1600 Green Hills Road, Suite 101	Scotts Valley	CA	95066	(800) 700-3874 (831) 430-5500	Alan McKay, Executive Director Imeter@cccah-alliance.org; etsuei@cccah-alliance.org	10/11/2011	
Board of SC County - SC County Immigration Project	406 Main St. #207	Watsonville	CA	95076	(831) 724-5667	Doug Keegan, Prog. Director SC County Immigration Project	10/26/2011	X
Community Bridges	236 Santa Cruz Ave.	Aptos	CA	95003	(831) 688-8840	Sam Storey, CEO	10/11/2011	
Davenport Resource Center	P.O. Box 97	Davenport	CA	95017	(831) 425-8115	Erika Hearon	10/11/2011	
Familia Center	711 E. Cliff Drive 4450 Capitola Road,	Santa Cruz	CA	95060	(831) 423-5747	Yolanda Henry, Executive Director	10/26/2011	X
First 5 Santa Cruz County	Suite 106, P.O. Box 1457	Capitola	CA	95010	(831) 465-2217	Stephanie Bluford, Program Coordinator	10/18/2011	
La Manzana Community Resource Center	521 Main Street, Suite Y	Watsonville	CA	95067	(831) 724-2997	Celia Organista	10/11/2011	
Lift Line Transportation Services	236 Santa Cruz Ave.	Aptos	CA	95003	(831) 425-1558	Kirk Ance, Interim Program Director	10/11/2011	
Live Oak Family Resource Center	1740 17th Avenue	Santa Cruz	CA	95062	(831) 476-7284	Elizabeth Schilling	10/11/2011	X
Mountain Community Resources	P.O. Box 105	Ben Lomond	CA	95005	(831) 335-6600	Jennifer Anderson- Bahr, Exec. Director	10/26/2011	X

**Organizations Serving the Minority  
and Low-Income Community in Santa Cruz County**

Name	Address	City	State	Zip	Phone	Contact	Mail Date	Response Rec'd
Our Lady Help of Christians Parish	2401 East Lake Ave.	Watsonville	CA	95076	(831) 722-2665	Rev. Albert Mengon	10/17/2011	
Pajaro Valley Prevention and Student Assistance, Inc.	335 E. Lake Avenue	Watsonville	CA	95076	(831) 728-6445 x.303	Jenny Sarmiento, CEO	10/27/2011	
Santa Cruz County Housing Authority	2931 Mission St.	Santa Cruz	CA	95060	(831) 454-9455	Ken Cole, Executive Director	10/26/2011	
Santa Cruz Zen Center	115 School Street	Santa Cruz	CA	95060	(831) 457-0206	Sobun Katherine Thanas	10/26/2011	
Saint Patrick Parish	721 Main Street	Watsonville	CA	95076	(831) 724-1317	Rev. Miguel A. Grajeda	10/17/2011	
Valley Churches United Volunteer Centers of Santa Cruz County, Literacy Program	P.O. Box 367 1740 17th Avenue, St	Ben Lomond Santa Cruz	CA CA	95005 95062	(831) 336-8258 (831) 427-5070	Linda Lovelace Gisela Soto	10/26/2011 10/11/2011	X
Watsonville Family YMCA	27 Sudden Street	Watsonville	CA	95076	(831) 728-9622	Robert Wollenzien, Center Director	10/26/2011	

Santa Cruz Metropolitan  
Transit District



October 00, 2011

Attn: Name  
Name of Organization  
Address  
City, State Zip

Re: Survey of Limited English Proficient (LEP) Persons

Dear Mr /Ms Name:

The Santa Cruz Metropolitan Transit District (Santa Cruz METRO) is in the process of developing an Implementation Plan to improve access for people who are *Limited English Proficient (LEP)* within Santa Cruz County. Santa Cruz METRO is conducting this survey to help identify ways in which oral or written language assistance may be provided to LEP persons.

LEP persons are individuals for whom English is not their primary language and who have a limited ability to speak, understand, read or write English. It includes people who reported to the U.S. Census that they "*do not speak English well*" or "*do not speak English at all*". At this time, Santa Cruz METRO is conducting a survey of community organizations that serve people who are LEP.

Attached is a short survey regarding the LEP population that your organization serves. Please take a few minutes to complete the survey and return it in the self-addressed stamped envelope. Your response would be appreciated by December 23, 2011.

If you have any questions regarding the survey, please contact Rickie-Ann Kegley at (831) 426-6080.

Very truly yours,

Margaret Gallagher  
District Counsel

MG/rk

Enc

cc: Leslie White, General Manager

110 Vernon Street, Santa Cruz, CA 95060 (831) 426-6080, FAX (831) 426-6117  
Santa Cruz METRO OnLine at <http://www.scmtd.com>

Appendix B.12

**9a.37**

Survey of Community Organizations serving LEP Persons

1	What are the languages spoken by the population you serve?
2	What needs for public transit services has your population expressed?
3	Has the population inquired about how to access public transit or expressed a need for public transit services?
4	What are the most frequently traveled destinations by the population that you serve?
5	Are there locations that the population has expressed difficulty accessing through the public transit system?
6	What is the best way to obtain input from the population?
7	Who would the population trust most in delivering language appropriate messages?
8	What is the education and literacy level of the population you serve?

Organization: \_\_\_\_\_

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

Address: \_\_\_\_\_

Your Name: \_\_\_\_\_

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

## ATTACHMENT B

### Employees Who Assisted with the Preparation of Santa Cruz METRO's "Improving Access for People with Limited English Proficiency (LEP) Implementation Plan"

<b>Department</b>	<b>Employee Name</b>
<b>Administration</b>	Tove Beatty, Grants/Legislative Analyst
	Sherri Escobedo, Administrative Assistant
	Tom Hiltner, Grants/Legislative Analyst
	Tony Tapiz, Administrative Services Coordinator
	Leslie White, General Manager
<b>Customer Service</b>	Karen Blight, Administrative Assistant
	John Daugherty, Accessible Services Coordinator
	Olivia Diaz, Ticket/Pass Specialist
	Maria Granados-Boyce, Customer Service Supervisor
	Maria Hernandez, Customer Service Representative
	Angel Jara, Temporary Customer Service Representative
	Vickie Sanchez, Customer Service Representative
<b>Finance</b>	Angela Aitken Finance Manager
<b>Legal</b>	Margaret Gallagher District Counsel
	Rickie-Ann Kegley, Paralegal
<b>Operations</b>	Ciro Aguirre, Operations Manager
	Andrea Espinosa, Payroll Specialist
	Mary Ferrick, Fixed Route Superintendent

## ATTACHMENT B

### **Employees Who Assisted with the Preparation of Santa Cruz METRO's "Improving Access for People with Limited English Proficiency (LEP) Implementation Plan"**

<b>Department</b>	<b>Employee Name</b>
<b>Operations</b>	Senaida Rodriguez, Admin Assistant/Supervisor
<b>ParaCruz</b>	Esmeralda Arias, Reservationist
	Delia Carlon, Reservationist
	Sandra Howard, Reservationist
	Melody Martin, Reservationist
	David Moreau, Assistant Paratransit Superintendent
	Lupe Sanchez, Reservationist
	Eileen Wagley, ADA Eligibility Coordinator
	April Warnock, Paratransit Superintendent
<b>Planning</b>	Claire Fliesler, Transit Surveyor
	Erich Friedrich, Transit Planner

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

**DATE:** March 9, 2012

**TO:** Board of Directors

**FROM:** Erich R. Friedrich, Jr. Transportation Planner

**SUBJECT: ACCEPT AND FILE THE FY11 CALTRAN'S 5304 SMALL URBAN PLANNING GRANT FUNDED WATSONVILLE TRANSIT PLANNING STUDY**

## I. RECOMMENDED ACTION

**That the Board of Directors accept and file the FY11 Caltrans' 5304 Small Urban Planning Grant Funded Watsonville Transit Planning Study.**

## II. SUMMARY OF ISSUES

- A transit planning study for the Watsonville area has not been conducted since approximately 1978, when bus service was initially extended to south county.
- Santa Cruz METRO applied for and was awarded a grant of \$100,000 through Caltrans on August 16, 2010 to complete the Watsonville Transit Planning Study and awarded a contract to Moore & Associates to lead the study. The required local match of \$13,000 was met with Santa Cruz METRO staff time.
- The project had three core goals:
  - Identify and assess current demand for public transit service in Watsonville;
  - Forecast demand for future transit service in Watsonville, and objectively assess the effectiveness and efficiency of current transit services; and,
  - Make recommendations regarding of those public transit services operating in and/or through Watsonville.
- Moore & Associates, along with Santa Cruz METRO staff, collected 354 bilingual intercept surveys both on board buses and at major transit destinations and facilitated six (6) focus group discussions in conjunction with community-based organizations serving Watsonville and transit-dependent populations.
- Survey results and findings are included in Chapter 5 of the study.
- Chapter 6 of the report features detailed discussion of administrative, capital, infrastructure, and operational recommendations to serve as a roadmap for the continuing enhancement of Santa Cruz METRO's services within Watsonville and surrounding regions.

### III. DISCUSSION

A transit planning study for the Watsonville area has not been conducted since approximately 1978, when bus service was initially extended to south county. Santa Cruz METRO applied for and was awarded a grant of \$100,000 through Caltrans on August 16, 2010 to complete the Watsonville Transit Planning Study and awarded a contract in January 2011 to Moore & Associates to lead the study. The required local match of \$13,000 was met with Santa Cruz METRO staff time.

The project had three core goals:

- identify and assess current demand for public transit service in Watsonville,
- forecast demand for future transit service in Watsonville, and objectively assess the effectiveness and efficiency of current transit services; and,
- make recommendations regarding those public transit services operating in and/or through Watsonville.

Santa Cruz METRO Staff and the Moore & Associates team worked closely together to provide numerous opportunities for public involvement throughout the study. These activities included 354 bilingual combination community intercept surveys and bilingual onboard/rider surveys, along with six (6) focus groups working in conjunction with community-based organizations in Watsonville. A summary of the survey findings can be found in Chapter 5 of the study.

Chapter 6 (Recommendations) of the study features detailed discussion of administrative, capital, infrastructure, and operational recommendations which resulted from information collected during the study. Among the ideas presented therein are bus stop improvements, changes to several Santa Cruz METRO route alignments, marketing and technological enhancements, and improved on-time performance, some of which are already beginning to be implemented. For example, the county-wide bus stop improvement project was initiated in late 2011, and the enhanced 91X service was approved by the Board of Directors in January of 2012.

The Watsonville Transit Study provides Santa Cruz METRO and its partner agencies with valuable insight into the current and future transit landscape in the fastest growing part of the county, Watsonville and the surrounding area. The data contained in the study will have applications well beyond the immediate impact. While many of the findings and recommendations presented in the report may be addressed within the course of normal Santa Cruz METRO operations/budgeting, others will require project-specific funding as well as a larger implementation horizon.

Santa Cruz METRO staff is requesting that the Board of Directors accept and file the Watsonville Transit Planning Study. Santa Cruz METRO staff will then develop a specific service proposal based on the Watsonville Transit Planning Study that will be brought to the Board of Directors this summer.

The full Watsonville Transit Planning Study can be found online:

Chapters 1-3:

[http://www.scmttd.com/images/department/planning/wats\\_plan\\_metro\\_final\\_report\\_chapters1-3.pdf](http://www.scmttd.com/images/department/planning/wats_plan_metro_final_report_chapters1-3.pdf)

Chapters 4-5:

[http://www.scmttd.com/images/department/planning/wats\\_plan\\_metro\\_final\\_report\\_chapters4-5.pdf](http://www.scmttd.com/images/department/planning/wats_plan_metro_final_report_chapters4-5.pdf)

Chapters 6-Appendix:

[http://www.scmttd.com/images/department/planning/wats\\_plan\\_metro\\_final\\_report\\_chapters6-apx.pdf](http://www.scmttd.com/images/department/planning/wats_plan_metro_final_report_chapters6-apx.pdf)

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

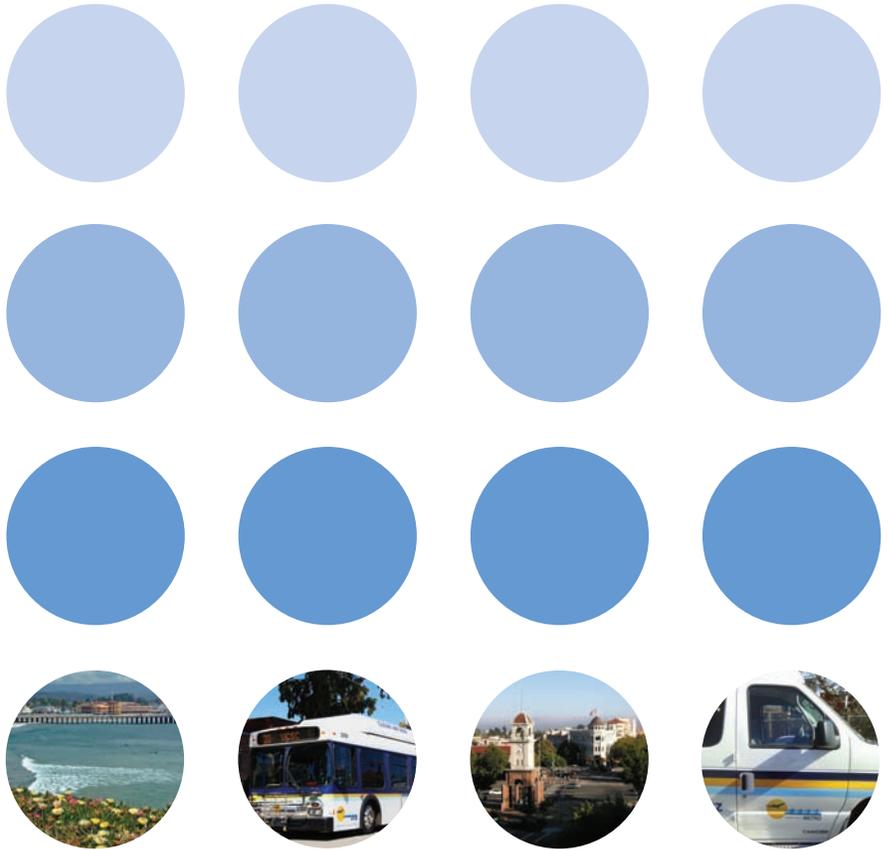
Implementation of all the recommendations discussed in the Watsonville Transit Planning Study would result in an increase of operating expenses by \$580,000. A detailed table breaks down the costs and can be viewed in Exhibit 7.11.

#### **V. ATTACHMENTS**

**Attachment A:** Watsonville Transit Planning Study – Executive Summary

Prepared By: Erich R. Friedrich, Jr. Transportation Planner  
Claire Fliesler, Transit Surveyor  
Tove Beatty, Grants/Legislative Analyst

Date Prepared: February 29, 2012



# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

WATSONVILLE TRANSIT PLANNING STUDY  
FINAL REPORT

FEBRUARY 2012



# Santa Cruz Metropolitan Transit District Watsonville Transit Study

## FINAL REPORT

February 2012

*Prepared for*

Santa Cruz Metropolitan Transit District  
110 Vernon Street  
Santa Cruz, CA 95060

*Prepared by*

Moore & Associates, Inc.  
28159 Avenue Stanford, Suite 110,  
Valencia, CA 91355

# 1

EXECUTIVE  
SUMMARY

*Page intentionally blank.*

## CHAPTER 1 – EXECUTIVE SUMMARY

Moore & Associates was retained by the Santa Cruz Metropolitan Transit District (Santa Cruz METRO) to prepare a Transit Study for the Watsonville community. The cornerstone goal of the project was to assess the efficiency of transit services provided within the city of Watsonville. As with many other California transit operators, Santa Cruz METRO faces the challenge of providing adequate and efficient service provision despite budget shortfalls and future funding uncertainties. Santa Cruz METRO and the consultant team conducted a comprehensive assessment of existing transit services within Watsonville, and from said assessment crafted a set of recommendations for service enhancement. The primary recommendations focus on enhancing efficiency while maintaining fair and balanced geographic coverage within Watsonville.

Eight Santa Cruz METRO routes operate within the city of Watsonville, including four intra-city routes, three inter-city routes, and a commuter express route. Local service routes include Route 72 (Corralitos), Route 74 (Ohlone Parkway/Rolling Hills), Route 75 (Green Valley), and Route 79 (Eastlake). The inter-city service is positioned within the South County area and includes Route 69A (Capitola Rd/Watsonville via Airport B), Route 69W (Capitola Rd/Cabrillo/Watsonville), and Route 71 (Santa Cruz/Watsonville). The commuter service (i.e., Route 91X) functions as a link between Santa Cruz and Watsonville. Monterey-Salinas Transit (MST) operates three routes to/in Watsonville (Line 27 Watsonville-Marina, Line 28 Salinas-Watsonville via Castroville, and Line 29 Salinas-Watsonville via Prunedale). All routes terminate at the Watsonville Transit Center where connections can be made to Santa Cruz METRO services.

### Transit Study Process

A project initiation meeting was held on March 29, 2011 at the Santa Cruz METRO administrative offices. Topics discussed included the project timeline, data needs, proposed project completion strategy, inclusion of other entities (i.e., local non-profits), and data collection methodologies.

### Report Structure

The Watsonville Transit Study report is divided into eight chapters including an Executive Summary. Each chapter provides analysis of findings generated from the specific or individual project component. Chapters include: Executive Summary, Service Evaluation, Demand Analysis, Public Involvement, Ride Check, Public Involvement, Recommendations, Capital and Financial Plans, and Marketing. Presented herein is a summary of each and the associated findings.

A key goal of the Study was to identify strategies for optimizing service within the framework of immediate and near-term budget realities. The [Service Evaluation](#) chapter (Chapter 2) details the performance of those transit services operated by Santa Cruz METRO within Watsonville for the period Fiscal Year (FY) 2009 through FY 2011. The Service Evaluation chapter is divided into three sections. The first is an overview of combined service (i.e., fixed-route and paratransit) metrics, including operating hours and fare structure. The second discusses performance specific to fixed-

route services within Watsonville. The third details the performance of paratransit (ParaCruz) services within the entire Santa Cruz METRO service area (given Watsonville-specific ParaCruz data was unavailable at the time of this study).

#### Summary Points:

- Exhibit 1.1 presents the combined (fixed-route and paratransit) performance indicators for transit services in Watsonville for FY 2009 through FY 2011.
- Fixed-route ridership increased across the evaluation period by nearly 15,000 unlinked-rides translating to approximately one-percent growth.
- The combined Watsonville services posted an average farebox ratio of 19.9 percent, just shy of the TDA standard of 20 percent for urbanized operators.
- Those fixed-routes with the lowest annual ridership (i.e., below 100,000 unlinked trips) were Routes 79 and 74.
- ParaCruz productivity (Passengers/Vehicle Service Hour) improved from 2.09 to 2.15, although farebox recovery declined from 8.9 percent to 5.5 percent.

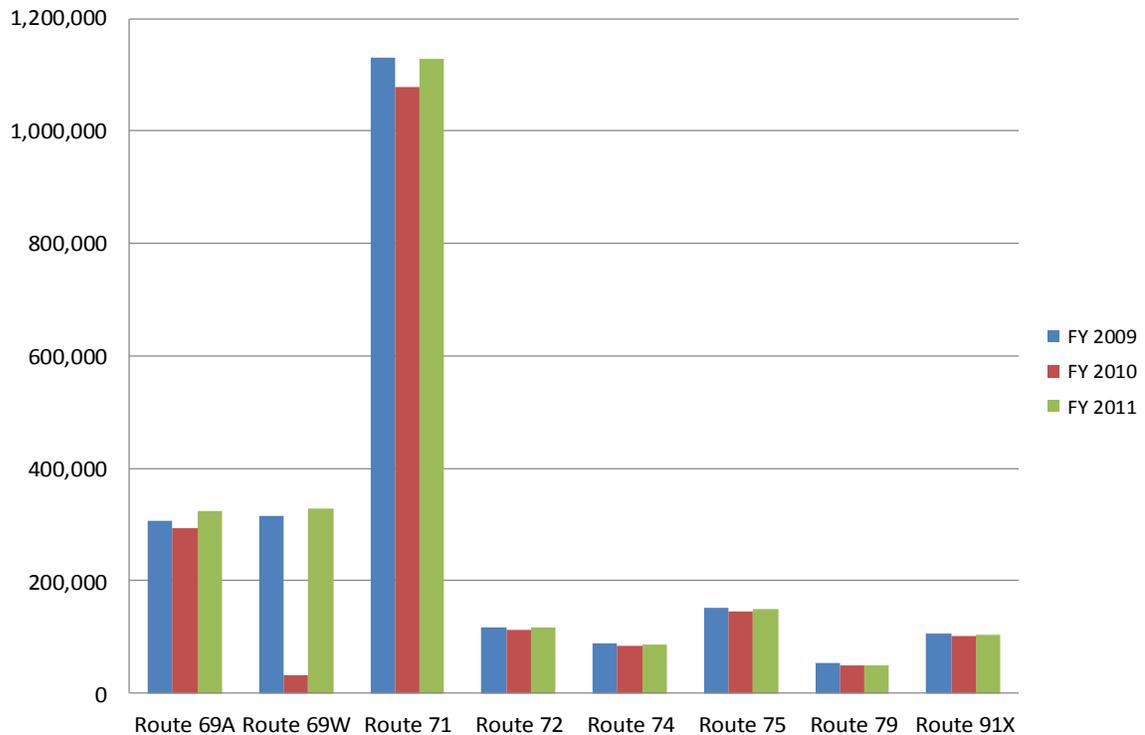
Exhibit 1.1 Combined Performance Indicators

**Performance Measure	**FY 2009	**FY 2010	**FY 2011
Operating Cost	\$14,569,697	\$14,995,663	\$16,251,261
<i>percent change</i>	0.0%	2.9%	8.4%
Fare Revenue	\$3,094,128	\$2,920,178	\$3,102,160
<i>percent change</i>	0.0%	-5.6%	6.2%
Vehicle Service Hours	125,004	124,393	125,318
<i>percent change</i>	0.0%	-0.5%	0.7%
Vehicle Service Miles	1,845,533	1,822,879	1,842,089
<i>percent change</i>	0.0%	-1.2%	1.1%
Ridership	2,365,414	2,274,216	2,381,391
<i>percent change</i>	0.0%	-3.9%	4.7%
<b>Performance Indicator</b>			
Operating Cost/VSH	\$116.55	\$120.55	\$129.68
<i>percent change</i>	0.0%	3.4%	7.6%
Operating Cost/VSM	\$7.89	\$8.23	\$8.82
<i>percent change</i>	0.0%	4.2%	7.2%
Operating Cost/Passenger	\$6.16	\$6.59	\$6.82
<i>percent change</i>	0.0%	7.1%	3.5%
Passengers/VSH	18.92	18.28	19.00
<i>percent change</i>	0.0%	-3.4%	3.9%
Passengers/VSM	1.28	1.25	1.29
<i>percent change</i>	0.0%	-2.7%	3.6%
Farebox Recovery	21.2%	19.5%	19.1%
<i>percent change</i>	0.0%	-8.3%	-2.0%
Fare/Passenger	\$1.31	\$1.28	\$1.30
<i>percent change</i>	0.0%	-1.8%	1.5%

\*\*Data reflects Routes 69A, 69W, 71, 72, 74, 75, 79, 91X, and ParaCruz.

- Route 71 functions as the “backbone” of transit service to and from Watsonville, accounting for the majority of riders and fare revenue.

Exhibit 1.2 Fixed-Route Ridership by Route



The primary goal of the [Demand Analysis](#) (Chapter 3) was to identify and analyze an array of actual and potential contributors influencing transit demand for residents, workers, and visitors within Watsonville. The analysis considers factors such as transportation options, trip generators, key demographics, economic indicators, recent and proposed land-use changes, and home-to-work travel behavior. The analysis seeks to provide a basis for future service recommendations intended to enhance fixed-route and ParaCruz services throughout the Watsonville community by assessing reported demand and observed mobility trends while also seeking to identify temporal and spatial gaps.

#### Summary Points:

- The primary transportation corridor through Watsonville is Highway 1.
- The primary transfer point between local, inter-city, and regional transit services operating in Watsonville is the Watsonville Transit Center located at West Lake Boulevard and Rodriguez Street.
- The Atkinson Lane Specific Plan and Manabe-Ow Business Park Specific Plan are projected to result in a substantial increase in residents and jobs within Watsonville.
- Exhibit 1.3 presents transit-dependent population growth projections for Watsonville through 2020.

Exhibit 1.3 Transit-Dependent Population Growth

Population Group	2000		2010		2020 Forecast		Percent Change	
	Number	Share of Population	Number	Share of Population	Number	Share of Population	2000-2010	2010-2020
Youth (ages 6 to 17)	10,937	24.70%	10,298	20.10%	12,025	20.10%	-5.80%	16.80%
Seniors (60 and over)	3,802	8.60%	4,239	8.30%	4,726	7.90%	11.50%	11.50%
Persons with a disabilities*	8,350	18.90%	5,629	12.90%	7,718	17.70%	-32.60%	37.10%
Low-Income Individuals*	8,361	18.90%	9,488	19.20%	11,052	22.40%	13.50%	16.50%
Persons with no vehicle access*	1,184	2.70%	1,124	2.30%	1,376	2.80%	-5.10%	22.40%

\*Census 2010 data not available. Data reflects 2007 ACS data (disabilities, total population = 43,725) and 2009 ACS data (low-income, no-vehicle, total population = 49,418). 2020 population based on 1.57 percent increase/year.

Exhibit 1.4 Summary of Watsonville Economic Characteristics

	Percentage Unemployed	Commute			Income				
		Drive Alone	Public Transit	Walked	Median Household Income	Social Security Income	Public Assistance Income	Median Family Income	Per Capita Income
City of Watsonville	10.5%	70.3%	1.2%	4.2%	\$47,526.00	\$12,563.00	\$5,911.00	\$49,458.00	\$16,227.00
Santa Cruz County	7.5%	71.3%	2.9%	4.0%	\$64,349.00	\$14,631.00	\$5,694.00	\$81,709.00	\$33,532.00
California	7.9%	73.0%	5.1%	2.8%	\$60,392.00	\$14,722.00	\$5,455.00	\$68,909.00	\$29,020.00
Nationally	7.2%	75.9%	5.0%	2.9%	\$51,425.00	\$14,966.00	\$3,363.00	\$62,363.00	\$27,041.00

Source: 2009 American Community Survey

The [Ride Check Analysis](#) (Chapter 4) presents a thorough assessment of those transit services operating in Watsonville under actual operating conditions. In doing so, a snapshot results illustrating system activity as well as service quality. Moore & Associates conducted a ride check of trips operated by Santa Cruz METRO along Routes 69A, 69W, 71, 72, 74, 75, 79, and 91X. Ride checks were conducted during the summer season from June 8 to June 13, 2011. Supplemental ride checks were conducted by Santa Cruz METRO staff during fall and winter (October 24 through December 9, 2011) on the same routes as the June 2011 ride check. The fall/winter ride check data and detailed route-by-route assessment are presented in the Appendix.

The [Ride Check Analysis](#) includes two elements: system on-time performance and productivity (i.e., boarding and alighting activity) by stop, route, and day-part. Following a summary of ride check data are key findings as well as recommendations for improvement.

The following criteria were used to evaluate on-time performance:

- **On-time:** defined as trip departure occurring up to five minutes after the published schedule time.
- **Early:** defined as any departure from an established time-point occurring in advance of the published schedule time.

- **Late:** defined as any departure from an established time-point occurring five or more minutes after the published schedule time.
- **Missed:** defined as any departure from an established time-point occurring more than 10 minutes after the published schedule time.

Ride checks were also segregated into specific day-parts and by trip segments. The day-parts are:

- **AM Other** (3:01 a.m. to 6:00 a.m.)
- **AM Peak** (6:01 a.m. to 9:00 a.m.)
- **Midday** (9:01 a.m. to 3:30 p.m.)
- **PM Peak** (3:31 p.m. to 7:00 p.m.)
- **PM Other** (7:01 p.m. to 3:00 a.m.)

Detailed route-by-route performance and graphic representations of boarding and alighting activity for the June 2011 ride checks is presented in Chapter 4.

**Summary Points (summer ride checks):**

- The most significant issue in terms of on-time performance was the incidence of late departures during the PM day-parts. This suggests inadequate “run time” in the current operating schedule.
- While the incidence of early departures were an issue throughout the operating day for all observed routes it was particularly acute during the *AM Peak* day-part (20.3 percent).
- 17.8 percent of surveyed trips during the *PM Peak* departed early from published time points.

Exhibit 1.5 Overall On-Time Performance by Day-Part

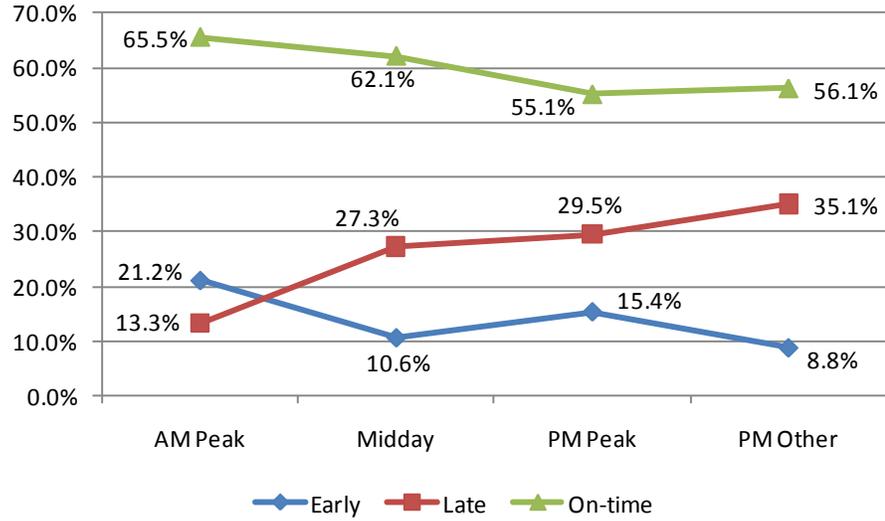


Exhibit 1.6 Overall Boardings by Route and Day-Part

Boarding Averages						
Route	AM Other	AM Peak	Midday	PM Peak	PM Other	Route Average
Route 69A Inbound	-	32.7	37.8	29.8	-	32.9
Route 69A Outbound	-	22.0	30.0	39.3	-	32.2
Route 69W Inbound	-	24.0	39.6	24.0	-	31.8
Route 69W Outbound	-	-	43.7	29.3	20.0	36.9
Route 71 Inbound	-	32.5	46.3	20.3	22.0	36.7
Route 71 Outbound	-	19.3	33.5	31.8	26.3	30.0
Route 72	-	10.0	11.0	15.0	-	11.2
Route 74	-	5.0	15.0	10.7	-	10.3
Route 75	-	14.6	23.3	17.8	8.5	18.0
Route 79	-	2.0	-	9.0	-	5.5
Route 91X Inbound	-	6.0	7.0	-	-	6.5
Route 91X Outbound	-	7.0	-	-	-	7.0
<b>Total</b>	-	<b>19.4</b>	<b>34.8</b>	<b>25.3</b>	<b>19.7</b>	<b>28.0</b>

Exhibit 1.7 Overall Alightings by Route and Day-Part

Alighting Averages						
Route	AM Other	AM Peak	Midday	PM Peak	PM Other	Route Average
Route 69A Inbound	-	29.7	35.3	29.7	-	31.4
Route 69A Outbound	-	22.0	30.6	40.3	-	32.9
Route 69W Inbound	-	24.0	39.6	23.8	-	31.7
Route 69W Outbound	-	-	43.1	32.8	20.0	37.8
Route 71 Inbound	-	32.3	45.9	18.8	17.0	36.0
Route 71 Outbound	-	19.3	33.4	31.0	25.3	29.6
Route 72	-	9.3	11.0	15.0	-	10.8
Route 74	-	5.0	14.0	10.7	-	10.0
Route 75	-	14.6	23.1	17.8	8.0	17.9
Route 79	-	2.0	-	9.0	-	5.5
Route 91X Inbound	-	6.0	7.0	-	-	6.5
Route 91X Outbound	-	9.0	-	-	-	9.0
<b>Total</b>	-	<b>19.1</b>	<b>34.5</b>	<b>25.5</b>	<b>18.4</b>	<b>27.7</b>

#### Summary Points (fall/winter ride checks):

- The most significant issue in terms of on-time performance was the incidence of late departures during the PM Other day-part (30 percent). This suggests inadequate “run time” in the operating schedule.
- The observance of missed trips resulted in a decrease in overall on-time performance. Missed trips imply severely inadequate “run time” in the operating schedules.
- The incidents of early departures decreased from the summer ride checks. Early departures remain a concern during the AM Other day-part (12.5-percent).
- Exhibit 1.9 presents overall boarding by route and day-part for Fall/Winter 2011 ride checks.

Exhibit 1.8 Overall On-Time Performance by Day-Part

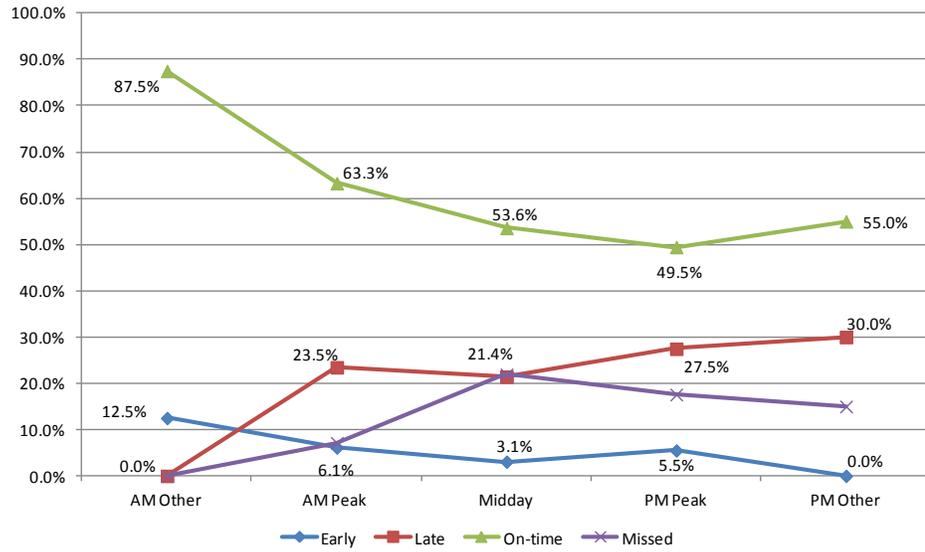


Exhibit 1.9 Overall Boardings by Route and Day-Part

Weekday Boarding Averages						
Route	AM Other	AM Peak	Midday	PM Peak	PM Other	Route Average
Route 69A Inbound	-	32.0	58.0	31.0	-	44.8
Route 69A Outbound	-	-	27.5	-	-	27.5
Route 69W Inbound	-	-	44.0	-	-	44.0
Route 69W Outbound	-	20.0	58.5	-	-	50.8
Route 71 Inbound	-	39.0	55.3	30.5	23.5	37.5
Route 71 Outbound	-	24.0	41.0	21.0	-	32.5
Route 72	5.0	22.0	20.5	14.5	-	16.2
Route 74	-	18.0	8.3	11.0	-	12.0
Route 75	-	15.0	20.3	34.5	-	21.5
Route 79	-	10.5	9.8	8.0	-	9.8
Route 91X Inbound	-	10.0	12.0	1.0	-	6.0
Route 91X Outbound	-	20.0	12.0	-	-	17.3
<b>Total</b>	<b>5.0</b>	<b>20.7</b>	<b>30.9</b>	<b>20.9</b>	<b>23.5</b>	<b>25.9</b>

The most successful transit plans include active community involvement. To encourage public involvement the project plan included a bilingual community survey and six community workshops within Watsonville.

**Public Involvement** (Chapter 5): Outreach efforts focused on soliciting feedback from riders and non-riders alike regarding perception of current transit offerings throughout the study area. The community survey had three objectives: identify and quantify mobility needs, gauge perception of existing services, and identify opportunities for attracting “choice riders”. The approach quantified travel patterns, identified barriers to use of transit, and identified mobility preferences of persons residing within the study area who had not patronized public transit within 90 days of the survey contact.

**Summary Points:**

- A community survey was employed using two distinct methodologies: intercept survey throughout Watsonville, and onboard survey for those Santa Cruz METRO fixed-routes serving Watsonville.
- 354 surveys were collected, reflecting a statistically-valid sample size (95-percent confidence level).
- 38.7 percent of respondents stated they live in a household with an annual income of less than \$35,000, which suggests potential sensitivity to fare increases.
- 37.9 percent indicated speaking a language other than English (primarily Spanish) at home.
- 24 percent indicated they were employed. Of these, more than 80 percent stated they work in Watsonville or adjoining areas.
- 35 percent of respondents indicated they had a difficult time accessing healthcare and employment due to the absence of affordable transportation.
- Generally, riders were satisfied with all six service attributes. Riders were particularly satisfied with the safety of transit service in Watsonville.
- “Having access to a personal vehicle” is the greatest barrier to transit usage (cited by 58 percent of total respondents).
- There is little consensus amongst rider groups regarding preferred service enhancement.
- More than 52 percent cited they would not support any fare increase, even if it would result in the desired service enhancement. More than 70 percent of non-riders indicated they would not support any fare increase.

To achieve effective outreach with the community at-large, Moore & Associates facilitated six focus groups between July 20 and August 24, 2011. Exhibit 1.10 presents the location and attendance at each session.

Exhibit 1.10 Focus Groups

Location	Attendance
La Manzana Community Resource Center (Focus Group 1)	25
La Manzana Community Resource Center (Focus Group 2)	13
Watsonville Senior Center (Focus Group 1)	25
Watsonville Senior Center (Focus Group 2)	21
Volunteer Center - Friends Outside (Focus Group 1)	15
Volunteer Center - Community Connection (Focus Group 2)	18

Focus group comments were segregated into the following four categories: new/additional service area(s), enhancements to existing service, capital/technology, and policy.

- New areas where service was requested included the county jail off Buena Vista, county employment offices, and Santa Cruz public beaches.
- Requested enhancements to existing services included more frequency to local businesses (groceries, hardware), extended evening service hours on local routes, and additional service to healthcare centers.
- Capital and technology requests included additional bicycle capacity, internet service on vehicles, and additional infrastructure (bus shelters and benches) along current alignments.
- Policy enhancements requested included easing the bus transfer process for customers, increased availability of bus passes, enhanced distribution of service information to local schools, reduction in fares, and additional multi-use pass options.

The [Recommendations](#) chapter (Chapter 6) presents a "roadmap" for the continuing enhancement of Santa Cruz METRO services within Watsonville across the study horizon. The recommendations reflect the findings presented within the Service Evaluation, Demand Analysis, Ride Check, and Public Involvement chapters specific to current service offerings.

The consultant's recommendations are segregated into distinct program segments:

- Administrative,
- Capital, and
- Operational.

Administrative recommendations include:

- Santa Cruz METRO staff should actively participate in driver training and safety meetings.
- Marketing within Watsonville should focus on direct outreach to the community versus traditional/historic marketing methods.

- Focus on increasing ridership versus modifying fare structures.
- Consider “uncoupling” the interlined routes to enhance system flexibility resulting in improved on-time performance.

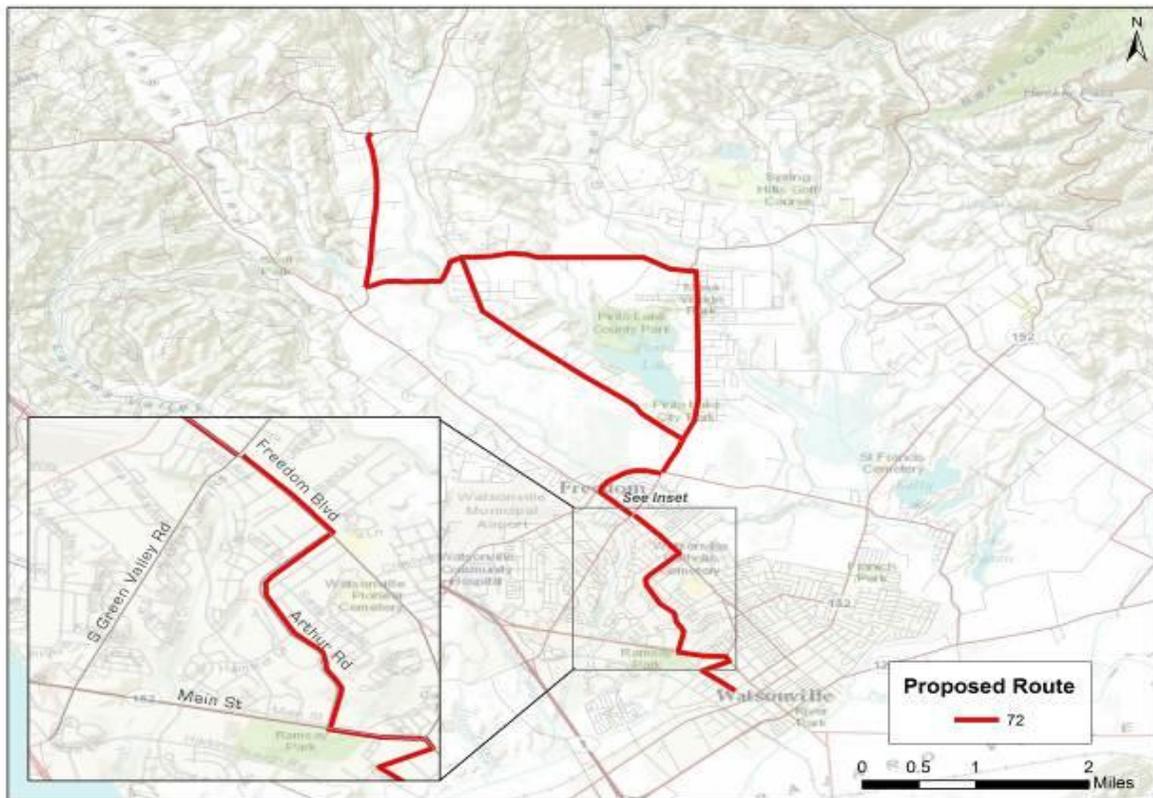
Capital recommendations include:

- Identify funding for internet access onboard vehicles.
- Bicycle capacity should be a consideration when procuring new service vehicles.
- Involve the community directly with regard to the enhancement and development of new infrastructure projects. Can be accomplished as part of recurring public hearings such as the annual TDA Article 8 “Unmet Needs” public hearings.

Operational recommendations include:

- System shakeups (schedule modifications) should be limited to twice annually to reduce customer confusion and increase confidence in the schedules.
- Route nomenclature should be revised to reduce confusion and redundancy. For example, renaming Routes 69A and 69W to unique identifiers such as Route 68 and Route 69.
- Maintain regular communication and coordination with regional operators, in particular Monterey-Salinas Transit, to streamline regional travel for transit riders.
- Increase run time for Routes 69A and 69W to improve on-time performance.
- Eliminate or revise unproductive trips on Route 71.
- Increase run time on Route 71 to improve on-time performance.
- Introduce a new limited-stop express route (Route 71X) to address vehicle crowding.
- Extend Route 91X service span into the early evening by adding another outbound trip to Watsonville.
- Increase run time on Route 74 to improve on-time performance.
- Increase run time (trip mid-segment) on Route 79 to improve on-time performance.
- Reduce alignment duplication on Routes 72 and 75 by modifying the current Route 72 alignment so as to travel along a different path (Exhibit 1.11).

Exhibit 1.11 Revised Route 72 Alignment



In addition to presenting service and policy recommendations, the Study includes [Capital and Financial Plans](#) (Chapter 7) forecasting fiscal impact across a twenty-year horizon. The Capital Plan presents a framework for the ongoing development of the infrastructure needed to support the efficient provision of public transit service throughout the Study area focusing on transit fleet and facilities. The Financial Plan identifies those expenditures needed to implement the recommendations included within the operational recommendations within [Recommendations](#) (Chapter 6).

The [Marketing](#) chapter (Chapter 8) presents marketing tactics intended to support implementation of the service/operational recommendations presented in the Recommendations chapter. The marketing strategies focus on short and mid-range recommendations (a 12- to 18-month horizon). Three primary strategies are identified:

- Service information,
- Online resources, and
- Service marketing.

Each of the strategies presents specific and detailed suggestions for achieving the Study goals of improving mobility for persons residing and working in Watsonville, while also ensuring reasonable access to public transit.

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

## STAFF REPORT

**DATE:** March 9, 2012

**TO:** Board of Directors

**FROM:** Liseth Guizar, Claims Investigator

**SUBJECT: CONSIDERATION OF ISSUING A REQUEST FOR PROPOSAL FOR AN ARCHITECTURE/ENGINEERING FIRM TO CREATE A RE-DESIGN CONCEPT FOR RENOVATIONS OF THE WATSONVILLE TRANSIT CENTER**

### I. RECOMMENDED ACTION

**Consideration of Issuing a Request for Proposal for the Services of an Architecture/Engineering Firm to Create a Re-Design Concept for Renovations of the Watsonville Transit Center which will include community input and cost-effective measures.**

### II. SUMMARY OF ISSUES

- Santa Cruz METRO's Watsonville Transit Center (WTC), located at 425 Rodriguez Street, Watsonville, CA, is an intermodal transfer facility which has been in operation since 1995. Buses operated by Santa Cruz METRO, Monterey-Salinas-Transit and Greyhound utilize the facility to meet the transportation needs of South County residents and visitors. Taxis and ParaCruz vehicles also frequent the facility.
- In addition to facilitating ground transportation, the WTC consists of a main terminal building, kiosks designed for vendor sales and passenger waiting areas. The facility also has an area for bicycle storage.
- WTC is a heavily trafficked area, and is now showing signs of wear and tear. METRO staff recently made improvements to the lobby area of the terminal building but the exterior area was left undone.
- Santa Cruz METRO staff will make a presentation at the March 9, 2012 Special Meeting which will demonstrate that refurbishment of the exterior of the WTC is necessary and warranted and will introduce Antonea Colon, Urban Planner, who will illustrate at least one possibility for such refurbishment.

- Santa Cruz METRO staff is recommending that the WTC be refurbished and is requesting Santa Cruz METRO Board of Directors approval to issue a Request for Proposal for an architecture/engineering firm to render a re-design concept for the WTC which would include community input and participation and would include cost effective measures.

### **III. DISCUSSION**

The Watsonville Transit Center (WTC) was remodeled and made operational in 1995. In addition to facilitating ground transportation of buses and taxis, the WTC also includes a restaurant, Taqueria Lidia, and a convenience store, Jessica's Grocery Store, located inside the large terminal building. The store manager, Ali Gharaghozloo, provides janitorial services, maintenance services and on-site management, ticket sales and transportation information services.

The exterior area of the WTC has 4 kiosks along an island next to the terminal. The intention of the original designers of the WTC was to provide a "Mercado" area with kiosks which would serve as small business incubators for the local community. There is currently one vendor leasing a kiosk: Don Quixote de La Mancha, a sandwich, hot dog and juice vendor. Two kiosks were recently vacated, one of which is equipped with a kitchen. The fourth kiosk is used as a storage unit for the restaurant.

Santa Cruz METRO staff have discussed concepts related to the extent of the refurbishment project and would like the Board's approval to pursue the concepts with the assistance of an architecture/engineering design firm. The firm would be entrusted to facilitate a multi-faceted project approach. The project would include a community outreach phase in order to incorporate ideas from the community and local agencies into the re-design concept. If grant funding is required for the project, the firm will be asked to preserve the grant milestones necessary to secure funding for the project and to anticipate the details of the local approval process.

Alternatives to pursuing the re-design concept idea described above include the following:

#### **Alternative Option I: Beautification with Minimal Construction**

These changes would require minimal construction, some of which can be done in-house by the Maintenance Department.

- Painting: The transit center has not been painted since 1995 and is due for a paint restoration. The exterior of the terminal is discolored and the paint on the kiosks and wooden shading in the Mercado area is peeling. The Maintenance Department estimates that hiring a contractor to paint the transit center will cost \$35,000 to \$40,000. Because the Maintenance Department has staff experienced in painting, METRO can also hire

provisional employees to take care of the regular duties of the Facilities Maintenance Workers while the improvements are taking place.

- Re-skinning of the kiosks: The vendor kiosks are gray rectangular shaped units ranging in size from 220-240 square feet which resemble standard storage units. Robert Cotter, Maintenance Manager, indicated that the exterior of the kiosks can be re-skinned and painted by METRO's Facilities Maintenance staff to add texture and color.
- Landscaping: The landscaping at the WTC is a mix of plants disbursed by tenants and remnants of the original landscaping from 1995. METRO's current landscape vendor, Paradise Landscaping, provided METRO with a variety of landscaping ideas and an estimate of the costs. The estimate provided a detailed proposal for low maintenance, drought tolerant landscaping. Paradise Landscaping estimates that the cost for plants, materials, demolition, installation and irrigation will be approximately \$10,290.
- Removal of Planters: There are 4 large planters located in the middle of the Mercado. The planters can be removed in-house by METRO's Facilities workers. Removal of the planters will provide a more aesthetic and open area. In its place, METRO staff recommends the following:
  - Benches. This will provide patrons with more comfortable seating options and will be more aesthetically pleasing.
  - Outdoor Dining Furniture – The Mercado is currently littered with mismatched tables, chairs, and umbrellas brought in by the vendors. The equipment is worn and unsightly. METRO staff recommends the installation of matching tables, chairs and umbrellas to provide a uniform look. Approximate price per set of table, 4 chairs, umbrella and base: \$1,060.
  - Chess tables – A game of chess or checkers while patrons wait for the bus will make the wait more enjoyable and the tables will increase the beauty of the walkway.

### **Alternative Option II: Beautification with Moderate Construction-Demolition of Kiosks**

Due to the recent vacancy of the two kiosks, there is only one tenant remaining in the exterior kiosks (although Santa Cruz METRO staff has received inquiries from potential tenants who wish to lease these premises). METRO has the option to terminate the tenant's lease and demolish the kiosks. In its place, METRO could install wider awnings for protection from the elements as well as all the beautification options delineated in Option I.

**V. FINANCIAL CONSIDERATIONS**

Funding for the Architecture/Engineering Firm contract would be provided from the FY13 METRO Capital Budget.

**V. ATTACHMENTS**

**None**