

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

BOARD OF DIRECTORS REGULAR MEETING AGENDA JUNE 9, 2000 (Second Friday of Each Month) SCMTD ENCINAL CONFERENCE ROOM *370 ENCINAL STREET, SUITE 100* SANTA CRUZ, CALIFORNIA

SECTION I: OPEN SESSION - 8:30a.m.

1. ROLL CALL
2. ORAL AND WRITTEN COMMUNICATIONS:
 - a. D. A. Clarke, Westside Resident - RE: MetroBase
 - b. Robert Blowers, Westside Resident - RE: MetroBase
 - c. Joan Carpenter, Westside Resident - RE: MetroBase
 - d. Thomas Brandow, RE: MetroBase
3. LABOR ORGANIZATION COMMUNICATIONS
4. METRO USERS GROUP (MUG) COMMUNICATIONS
5. METRO ACCESSIBLE SERVICES TRANSIT FORUM (MASTF) COMMUNICATIONS
6. ADDITIONAL DOCUMENTATION TO SUPPORT EXISTING AGENDA ITEMS

CONSENT AGENDA

- 7-1. APPROVE REGULAR BOARD MEETING MINUTES OF 5/12/00 AND 5/19/00
Minutes: Attached
- 7-2. ACCEPT AND FILE PRELIMINARY APPROVED CLAIMS
Report: Attached
- 7-3. ACCEPT AND FILE PASSENGER LIFT REPORT FOR MAY 2000
Report: To Be Included in Add-On Packet
- 7-4. CONSIDERATION OF TORT CLAIMS: Notice of Settlement of Shannon McCord Claim and Results of Closed Litigation Session
- 7-5. ACCEPT AND FILE MINUTES OF MASTF COMMITTEE MEETING OF 5/18/00
Minutes: Attached
- 7-6. ACCEPT AND FILE MINUTES OF MUG COMMITTEE MEETING OF 5/17/00
Minutes: Attached

* Please note: Location of Meeting Place

- 7-7. ACCEPT AND FILE MONTHLY BUDGET STATUS REPORT FOR APRIL 2000 AND APPROVE BUDGET TRANSFERS
Staff Report: Attached
- 7-8. ACCEPT AND FILE HIGHWAY 17 STATUS REPORT FOR APRIL 2000
Staff Report: Attached
- 7-9. ACCEPT AND FILE STATUS REPORT ON ADA PARATRANSIT PROGRAM FOR APRIL 2000
Staff Report: Attached
- 7-10. APPROVAL OF RENEWAL OF LIABILITY AND PHYSICAL DAMAGE INSURANCE COVERAGE FOR FY 2000-01
Staff Report: Attached
- 7-11. APPROVAL OF RENEWAL OF PROPERTY INSURANCE COVERAGE FOR FY 2000-01
Staff Report: Attached
- 7-12. APPROVAL OF CAPITALIZATION MINIMUM OF \$1,000
Staff Report: Attached
- 7-13. ACCEPT AND FILE REPORT REGARDING STATE OF CALIFORNIA CHALLENGE TO THE APPLICABILITY OF TITLE 2 OF THE AMERICANS WITH DISABILITIES ACT (ADA)
Staff Report: To Be Included in Add-On Packet
- 7-14. CONSIDERATION OF AUTHORIZATION TO RENEW CONTRACT WITH UNIVERSITY OF CALIFORNIA, SANTA CRUZ
Staff Report: Attached

REGULAR AGENDA

- 8. PUBLIC HEARING ON PROPOSED SCMTD DISADVANTAGED BUSINESS ENTERPRISE (DBE) PROGRAM FOR FEDERALLY-FUNDED PROCUREMENTS
Presented by: Mark Dorfman, Assistant General Manager
Staff Report: Attached
THERE WILL BE A PUBLIC HEARING HELD AT 9:00 A.M. AT THE JUNE 16 , 2000 BOARD MEETING
- 9. CONSIDERATION OF ACCEPTANCE OF FINAL RESOLUTION OF FEDERAL EMERGENCY MANAGEMENT ACT (FEMA) AND OFFICE OF EMERGENCY SERVICES (OES) CLAIMS AGAINST SCMTD AND AUTHORIZATION TO STORE FEMA AND OES FILES FOR THREE (3) YEARS
Presented by: Margaret Gallagher, District Counsel
Staff Report: To Be Included in Add-On Packet
- 10. CONSIDERATION OF ADOPTION OF FY 2000-01 FINAL BUDGET

Presented by: Elisabeth Ross, Finance Manager
Staff Report: Attached

11. CONSIDERATION AND RECEIPT OF STATUS REPORT ON CABRILLO COLLEGE CONTRACT

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

12. CONSIDERATION OF AUTHORIZATION FOR GENERAL MANAGER TO EXTEND THE BREW BAR LEASE UNTIL AUGUST 31, 2000 WHILE NEW LEASE NEGOTIATIONS CONTINUE

Presented by: David Konno, Facilities Maintenance Manager
Staff Report: Attached

ACTION ITEM FOR JUNE 9, 2000 BOARD MEETING

13. CONSIDERATION OF AUTHORIZATION TO RENEW AGREEMENT WITH SANTA CRUZ COUNTY FOR ACQUISITION AND RELOCATION ASSISTANCE SERVICE

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

14. CONSIDERATION OF AWARD OF RFP 99-17 FOR ADA PARATRANSIT RECERTIFICATION

Presented by: Tom Stickel, Fleet Maintenance Manager
Prepared by: Lloyd Longnecker, District Buyer/Kim Chin, Planning & Marketing Manager
Staff Report: Attached

15. CONSIDERATION OF AWARD OF RFP 99-18 FOR COMPREHENSIBLE OPERATIONAL AUDIT OF ADA PARATRANSIT SERVICE

Presented by: Tom Stickel, Fleet Maintenance Manager
Prepared by: Lloyd Longnecker, District Buyer/Kim Chin, Planning & Marketing Manager
Staff Report: To Be Included in Add-On Packet

16. CONSIDERATION OF RFP 99-25 FOR GRAPHIC DESIGN SERVICES

Presented by: Tom Stickel, Fleet Maintenance Manager
Prepared by: Lloyd Longnecker, District Buyer/Kim Chin, Planning & Marketing Manager
Staff Report: To Be Included in Add-On Packet

17. CONSIDERATION OF AUTHORIZATION FOR STAFF TO APPLY FOR MOYER GRANT FUNDS

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

18. CONSIDERATION OF THE SANTA CRUZ METROPOLITAN TRANSIT DISTRICT BYLAWS AND DETERMINE WHETHER ANY SECTION OF THE BYLAWS NEEDS TO BE UPDATED OR REVISED
Presented by: Margaret Gallagher, District Counsel
Staff Report: Attached
19. CONSIDERATION OF DIRECTING STAFF TO PREPARE A SITE ALTERNATIVES ASSESSMENT FOR THE METROBASE ENVIRONMENTAL IMPACT REPORT
Presented by: Les White, General Manager
Staff Report: Attached
20. CONSIDERATION OF SETTING DATE AND TIME FOR COMMUNITY MEETING REGARDING HARVEY WEST SITE ALTERNATIVES
Presented by: Les White
Staff Report: Attached

ADJOURN

NOTICE TO PUBLIC

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

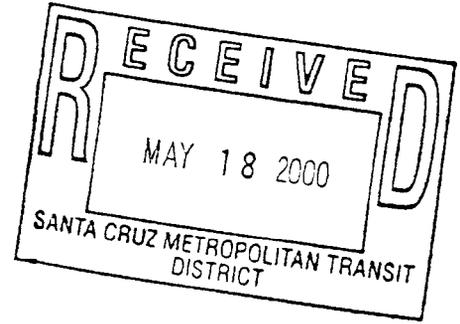
Members of the public may address the Board of Directors on a topic on the agenda by approaching the podium immediately after presentation of the staff report but before the Board of Directors' deliberation on the topic to be addressed. Presentations will be limited in time in accordance with District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

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

The Santa Cruz Metropolitan Transit District does not discriminate on the basis of disability. The Santa Cruz City Council Chambers is located in an accessible facility. If you wish to attend this meeting and require special assistance in order to participate, please Dale Carr at 426-6080 at least 72 hours in advance of the Board of Directors meeting.

To:
Santa Cruz City Council

From:
D. A. Clarke
151 Dufour St
Santa Cruz
CA 95060



Dear City Council Members:

I am a long time Westside resident (almost 20 years) and have owned my own home in the Circles neighbourhood for over a decade. I have been following the public fuss made by a few Westside residents over the proposed Metrobase location. at a distance and with some surprise. I don't feel that this handful of very vocal people represents the entire Westside or even the average person, and I am disturbed by what I perceive as exaggerated and even misleading rhetoric on their part. I would like to remind you that they do not represent the entire Westside population.

While there are certainly many valid concerns to raise and to investigate when any major new facility is proposed, particularly one in close proximity to such valuable civic and natural amenities as a popular beach and a Monarch breeding ground, the Metrobase opponents seem to be going overboard in their efforts to kill the project before a complete EIR is available. Much of the reasoning I have heard from them, or from persons whose only information comes from their campaign, doesn't strike me as sound or fact-based.

Some of the rhetoric thht is being used is out of scale with the situation. I have heard stirring phrases like "sacrifice zone," "tragedy," "defending our homes," and so forth used in recent email. I have heard the Metrobase described as a major polluter, a fire hazard, and a major traffic load. I am not convinced it would be, by our semi-urban standards, any such thing. Admittedly the location is sub-optimal, not being central to the service area; but real estate in a more central area is hard to come by at this time.

To hear some of the opposition rhetoric, you would think that SCMTD proposed to bulldoze several private homes in order to construct a toxic waste dump, or that the Westside was a pristine rural area about to be colonized by a paper mill or chloralkali plant. Not so. I would like to note, and respond to, some of the strange assertions I have actually heard, in person, from people afraid of the Metrobase project.

"It will ruin our neighbourhood. Hundreds of buses will be driving through the Westside. The site will pollute the Natural Bridges area with diesel fumes. Traffic on Mission Street will be blocked."

Any business occupying the Lipton site would introduce a couple of hundred or so employees, give or take, most of whom would drive to work (given the sadly low utilization of public transit in our area). The buses themselves would be restricted to travelling on Mission Street and the service roads around the site. A Metrobase at the Lipton site would not produce any more traffic through neighbourhood streets than any other business.

The Westside is already crowded with private automobiles, and noisy with the roar of commute traffic (starting earlier in the morning with every passing year). There are already between 20 and 50 thousand vehicles on Mission Street every day (varies widely from one intersection to another-). A couple of hundred buses making two trips a day would not represent a large percentage change in congestion. As a cyclist, I certainly notice the stink and noise of all these automobiles; the toxicity of the air on Mission St. would not be meaningfully affected by a couple of hundred bus trips.

Admittedly buses are larger than cars, but their drivers are better trained and better behaved than the average private driver. Despite their size and lack of manoeuvrability they are very seldom involved in accidents. They are noisier than cars, but we have plenty of noisy trucks already on Mission Street; and bus drivers don't get their jollies burning rubber through residential neighbourhoods as all too many private drivers do on the Westside. The Westside, and all of Santa Cruz City proper, has already been "sacrificed" to the automobile; our streets are parking lots, and the din of car engines is our wake-up call every morning.

Diesel pollution is an issue, although it is not necessarily any more toxic than conventional gas engine pollution; certainly a couple of hundred buses pollute less than the 20 thousand cars already on our "main drag". If the Metro replaces part of the fleet with CNG-fueled vehicles, much of the visual and olfactory offense of diesel exhaust is eliminated. CNG is still petroleum, and burning petroleum is always dirty and has to be phased out; but CNG is an interim alternative fuel producing less toxic byproduct at the tailpipe than gasoline or diesel. In particular, it produces less of the greenhouse-gas precursors that make gasoline-powered cars a major contributor to global warming.

No one should be naive enough to believe that CNG is an ultimate solution to petroleum dependence and the degradation of air quality; but it is a workable near-term bandaid, and addresses concerns about traditional "dirty diesel" power. Unfortunately, the scare-mongers have been busy building myths about CNG.

"If the buses are fueled with CNG it will be terribly dangerous. We will all be at risk from explosions and fires."

Assertions that a CNG refueling facility (or a CNG bus) poses an enormous safety hazard are in my opinion either uninformed or intentionally deceptive. While the handling of any compressed gas poses training and procedural issues, so does the handling of gasoline, which is in many ways more dangerous. (Diesel is a safer fuel than either gasoline or CNG, in terms of handling and storage.) The amount of CNG usually cached in holding tanks on site for a fleet operation at a piped site (which I understand the Lipton property to be) is considered a low risk by USDoT, a lesser hazard than the large storage tanks at gas stations and other "truck delivery" fuel depots. Also, while gasoline and diesel handling pose serious risk of compromising water quality and damaging local marine life if there is any substantial leak, CNG leaks (if not ignited) are virtually harmless: to quote DoT, "There are no significant environmental impacts associated with the accidental discharge of CNG."

The chemical compounds in CNG are listed by safety authorities as "simple asphyxiants," not toxics. That is to say, their only harmful effect is the displacement of oxygen in enclosed spaces. This is in direct contrast with the many pounds of carbon monoxide being generated by the several tens of thousands of gas engines using Mission Street each day; carbon monoxide is a major toxic hazard

accounting for about 1500 deaths per year. CNG engines generate 74 percent less carbon monoxide than gas engines, when running.

Long experience with CNG use in industrial applications means that there are well known safety standards and practises which SCMTD would be legally required to adopt and with which compliance would have to be proven before stare regulatory agencies. The Gas Research Institute claims that in 430 million miles of CNG powered vehicle operation there have been no explosions, burn injuries, or fatalities associated specifically with the fuel being used. This is a better safety record than that of gasoline engines. In the US there have been only six tank ruptures in CNG powered vehicles since 1994, all of them associated with composite rather than all-metal cylinders: the solution to this risk is obvious.

CNG powered buses, though more expensive to purchase and to maintain, and requiring a more expensive fueling station and procedure which offsets the savings in fuel costs, are less toxic at the tailpipe than diesel, and safer than the gasoline engines which we all take for granted. There is still controversy between the engine building industry and CARB over the relative merits of "low emissions diesel" vs CNG, and any serious transit plan for Santa Cruz should review this debate and try to determine which is the better investment for the long term. CNG is not some kind of silver bullet that will solve all our problems; but there's no factual evidence that it's too dangerous for use in a properly certified industrial setting.

I should note in passing that toxic chemicals and compounds are always involved in any garage or vehicle maintenance yard. Fear of spills affecting the Natural Bridges beach or monarch grove area are not completely unfounded. However, as the Monterey and Santa Cruz small craft harbours have demonstrated, it is possible to trap effluents, prevent spills, and recycle potential toxins like diesel and engine oil. It's simply a matter-of being willing to spend the time and money to operate the yard in a clean and responsible manner, rather than as another industrial pigsty. I think we have enough public interest and scrutiny to keep Metrobase honest in this area.

I don't yet understand all the reasons for the strong opposition to the Metrobase project. Some reasons which I have discussed above seem to me clearly invalid, and others should be resolvable by a thorough EIR.

As a long-time Westside resident and homeowner, I personally don't feel any fear that my health will be threatened (increased public transit use could only improve our air quality and benefit everyone's health), or that my property value will plummet. I am not afraid that buses will parade past my house in the wee hours of the morning.

But there is something going on that does worry me. A self-appointed group of what seem at first glance to be rather wealthy Westside residents has, without informing or consulting ordinary people like myself, taken it upon itself to represent "all" Westsiders. This group is conducting what I would call an over-zealous and premature campaign against the Metrobase project. It appears that in this "good cause," as they no doubt see it, irresponsible rumours have been spread to stir up panic and upset gullible people. This is a subversion of democratic process: public debate should be centred in a rational assessment of the pros and cons of the project and an attempt to determine what is best for the entire community, not in mudslinging or urban legends.

I wanted to take the time to point out that not every Westside resident regards the project with other than ordinary caution and curiosity. I request the City Council not to abandon the project merely because of the dramatic but unrealistic propaganda of this "nimby" group. I also request the City to make a concerted effort, in the Santa Cruz press and radio, to present cold facts and real numbers to offset the FUD that has been very successfully stirred up. The project plan is not perfect, but its defects don't justify a political brushwar that may permanently compromise the quality of our future transit system.

We are not talking about a pristine rural area, but a city struggling with increasing population, increasingly dense housing, and a transport model that's breaking down. If improvements to Metro service can be made as a result of better maintenance infrastructure, and these improvements can lure any more people out of their cars, then the Metrobase investment could potentially relieve congestion, and reduce pollution, far more than it would exacerbate either of these problems.

I feel we need a better Metro with wider and more attractive services, to accommodate UCSC's aggressive growth plan and to encourage Santa Cruz residents out of their cars and into a cleaner and safer future. If an expanded and consolidated operations centre will bring this about, I am all for it -- given the completion of a satisfactory EIR. I think quite a lot of other Westside people feel the same way; but since our point of view is not very dramatic or very loudly expressed, it's not getting much attention.

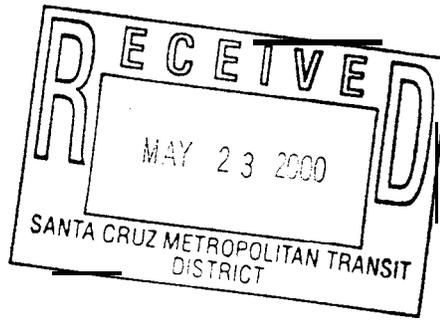
Yours sincerely

De Clarke



May 12 2000

SCMTD Board of Directors
370 Encinal Street, Suite 100
Santa Cruz, CA 95060



Page 1
5-22-00

I am writing to express my opposition to the Lipton site, for MetroBase.

It is sheer lunacy to locate MetroBase in such an environmentally sensitive area.

What were the instructions for Gannet Flemings studies?

1. Find a site that makes the **least possible environmental sense**.
2. Make sure there are at least **three public schools** within a block.
3. Must be **within a half mile of Antonelli's Pond**.
(A protected habitat that kept the city schools bus yard out of the area).
4. Ideally it should be within shouting distance of the **artists' studios and workshops**, clustered in the area. (Maybe we can drive the artists out)?
5. Must be within **1000ft of a state park**.
6. Must be within **1000ft of a Monarch Butterfly Preserve**.
(When the butterflies leave what can you do to get them back)?
7. Must be down the street from **Seymour Marine Discovery Center** and marine and environmental research labs.
8. Must also be surrounded by **dense residential neighborhoods**.
9. Must **turn Mission Street into a bus driveway**.
10. Since the Watsonville area is the fastest growing area in the county the MetroBase **must be located as far from this area as possible**.

If these were the instructions given to Gannet Fleming, then congratulations, Gannet Fleming has found the site for you.

I find it hard to believe that our elected councilmen/SCMTD members could even consider the proposed site.

If you can do anything, to make sure this disaster doesn't happen, PLEASE DO SO.



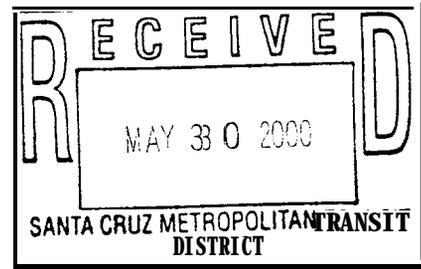
Robert J. Blowers

110 Coalinga Way

Santa Cruz, CA

bblowers@pacbell.net A register voter, and homeowner.

Joan Carpenter
3 11 Ingalls Street
Santa Cruz, Ca 95060



SUBJECT: PROPOSED METRO BASE FACILITY

To SCMTD Board of Directors,

May 15, 2000

As a concerned nearby resident to the proposed Metrobase project I attended the March 29, 2000 meeting regarding the project. I was unable to make my comments and ask questions at the meeting due to the lack of time for everyone to speak.

At the meeting I learned some things about the SCMTD that helped me to understand why you are looking to construct a new maintenance facility. However, I became concerned about your methods for selecting a location for the proposed Metrobase.

I am a registered civil engineer in California with a B.S. in Environmental Resource Engineering. I have ten years experience with large public works projects in this County. As a part of my education and experience I have participated in the required CEQA and NEPA processes many times.

I do not believe that the SCMTD has properly followed CEQA guidelines for the proposed Metrobase project. You have not properly scoped alternatives, identified and compared impacts, or made conclusions. The CEQA process is a method to compare alternatives for a project and weigh impacts so that the best project for the community and the environment can be identified. It is to be expected that that each alternative will have different strengths and weaknesses.

In the case of the proposed Metrobase it appears that several critical mistakes were made in following the CEQA process.

To start with, the selection of alternatives was arbitrarily limited to sites without existing development. I would have liked to ask you and the SCMTD staff why this was done. It seems that this project would be a good opportunity to possibly redevelop some underutilized industrial property, yet all consideration was limited to undeveloped land. As a community, we are long past the time when we can "plan" on just developing new sites. The funds that will be spent to investigate impacts on the Delaware Street site could be directed toward purchasing a property that is currently developed, that is not near residential uses. Also, you stated the property had to be flat. Now I understand the need for flat areas to run a bus maintenance facility, but certainly with thoughtful design many sites could be graded to accommodate some change in grade. I also take exception to your idea that the south county facility damaged in 1989 earthquake cannot be reused. Your first facility at this site was not properly designed for the soils on which it was situated. This is your own fault. That hardly means you can't make it work with design modifications. Many major structures throughout the Bay Area are constructed on less than desirable soils, This is what civil, structural, and geotechnical engineers are for. I strongly recommend that you hire a qualified and experienced engineering firm to evaluate the feasibility of sites you are considering.

Secondly, you did not compare merits and weaknesses of the selected sites correctly. In the presentation several factors were compared (i.e. dead time, labor, etc.). These factors are easily quantified. However, they are not the only factors of importance. You should have added to your comparison impacts on nearby residential property, impacts to natural areas, traffic impacts to streets, etc. This would have provided a more complete evaluation of each alternative site. You have arbitrarily limited the aspects of the project that were investigated.

Thirdly, you did not complete your Initial Study of the Delaware property completely and objectively. I have done this task for public projects as part of my work. It consists of answering numerous specific questions regarding the proposed project's impacts on a variety of subjects. Questions such as: Does the projects result in localized exceedances in National Ambient Air Quality standards? Will

the project involve hazardous waste sites including underground fuel tanks? Will the project modify or alter the channel of a stream? Will the project involve large structures resulting in visual impacts? Will the project produce light, glare, or shadows? Will the project disrupt an established community? Will the project change local traffic patterns? Will the project generate public controversy based on environmental effects? Each question is answered by checking one of three categories. Yes, No, or to be determined. In order for a project to warrant a negative declaration the Initial Study must not result in any "yes" answers. I do not understand how the District arrived at the conclusion that the proposed Metrobase project sited at Delaware Street warranted a negative declaration.

It is human nature to be somewhat biased by our experiences. The Initial Study will reflect the bias of the person completing the study. To avoid this problem, when the County performs these studies for their own construction projects, especially when Federal funds are involved they are done by a team. A group of qualified and concerned people, CalTrans staff, funding agency staff, maintenance staff, a civil engineer, an environmental planner, Fish and Game staff, a local resident, etc. meet at the site and complete one study of the site together. In this way the bias of any one person will not affect the study. Who did your Initial Study of the Delaware property and how were they qualified?

I believe the CEQA guidelines were not followed. Otherwise it would not have been concluded that this project warranted a negative declaration. Metrobase will obviously have some potentially significant impacts that are not fully mitigated.

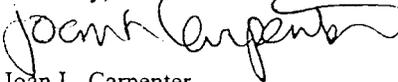
The idea behind CEQA is not to prevent development, but to carefully and truthfully study the alternatives so that the best choice is made for the community and the environment. Rarely does CEQA result in the denial of the project.

By proceeding as you have the CEQA process has been defeated and the confidence of the public has been undermined. Public agencies should set a good example by willingly upholding the same. regulations imposed on private development. Most importantly, defeating the CEQA process may expose the project to unnecessary legal challenges. A legal battle and the associated problems will not help meet the District's goal of improved transit in the near future or necessarily help produce a good project.

It was stated at the March 29th meeting that you intend to complete a full EIR. My understanding is that the EIR process will require an evaluation of alternatives. However, based on your presentation I believe you intend to only evaluate the project at the Delaware site. In order to uphold the CEQA process it will be necessary for the EIR to include consideration of alternate project sites and the possibility of having more than one facility. You will also need to employ professional help that does not let your desired goal bias your environmental study.

I believe the best course of action for both the SCMTD and the community is to reevaluate all decisions made thus far regarding the proposed site and the details of the project and carefully consider if the CEQA process has been properly followed. I would strongly advise the SCMTD to hire professional consultants with a proven track record and sufficient engineering expertise to advise the District in these matters. I also advise that members of the community, selected by concerned citizens, be included in the CEQA process. A few extra dollars and days spent now could prevent complete derailment of the project.

Sincerely,



Joan L. Carpenter
CE No. 50756

Copy to: Mardi Wormhoudt, 3rd District Supervisor
Santa Cruz City Council
Richard Anderson

SCMTD BOARD OF DIRECTORS
ADMINISTRATIVE SERVICES COORDINATOR

LOCATING THE METROBASE ON THE WESTSIDE OF SANTA CRUZ WOULD BE THE ULTIMATE TESTAMENT TO POOR PLANNING. THIS PROPOSAL IS VERY BAD FOR THE NEIGHBORHOOD AND IT DOESN'T EVEN MAKE SENSE FOR THE SCMTD. THESE ARE SOME OF MY CONCERNS:

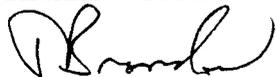
THE SURROUNDING NEIGHBORHOOD WILL BE SUBJECTED TO INCREASED NOISE AND TRAFFIC. THREE HUNDRED EMPLOYEES AND ONE HUNDRED SEVENTY FIVE PLUS FULL SIZE BUSES (320 RETURNS AND DEPARTURES PER DAY) COMING AND GOING AS EARLY AS 4 A.M. AND RETURNING AFTER MIDNIGHT. NOISE FROM ON SITE ACTIVITIES WILL CONTINUE AFTER BUSES RETURN FROM THEIR ROUTES AT NIGHT AND INTO THE EARLY MORNING HOURS.

MISSION STREET WILL BE TURNED INTO A BUS DRIVEWAY. THIS ROAD IS ALREADY OVERTAXED AND EVEN WITH THE WIDENING PROJECT A PROCESSION OF BUSES WILL CREATE GRIDLOCK.

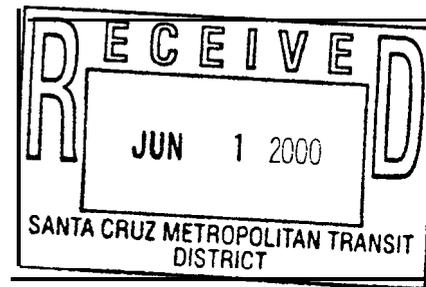
THERE ARE NUMEROUS POLLUTION AND SAFETY HAZARDS. DIESEL EXHAUST IS A CARCINOGENIC, TOXIC AIR CONTAMINANT. COMPRESSED NATURAL GAS NEEDS EXTENSIVE TRAINING AND ELABORATE SAFETY AND HAZARD PREVENTION SYSTEMS. RECENT CNG ACCIDENTS IN TRANSIT FACILITIES HAVE RESULTED IN FIRE, EXPLOSION, AND INJURY.

STUDIES DONE BY TERRATECH, INC. AND GANNET FLEMING SHOW THAT A 20 ACRE SITE IS NOT NECESSARY, FULL CONSOLIDATION COULD BE ACHIEVED ON 12 TO 13 ACRES. WHY DOES THE SCMTD WANT TO DRAG ALL OF IT'S BUSES TO A ISOLATED CORNER OF THE COUNTY THAT IS HARD TO GET TO AND NOT IN THE NEW GROWTH AREA OF SANTA CRUZ COUNTY?

THOMAS BRANDOW



219 SEASIDE ST.
SANTA CRUZ, CA 95060



SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

Minutes- Board of Directors

May 12, 2000

A Regular Meeting of the Board of Directors of the Santa Cruz Metropolitan Transit District met on Friday, May 12, 2000 at the District Administrative Office, 370 Encinal Street, Santa Cruz, CA.

Vice-Chairperson Rotkin called the meeting to order at 8:35 a.m.

SECTION 1: OPEN SESSION

1. ROLL CALL:

DIRECTORS PRESENT

Sheryl Ainsworth
Kenneth Burch
Tim Fitzmaurice
Bruce Gabriel
Michelle Hinkle
Mike Keogh
Mike Rotkin

DIRECTORS ABSENT

Jeff Almquist (arrived at 8:36 a.m.)
Bruce Arthur
Jan Beautz (arrived at 9:00 a.m.)
Katherine Beiers (arrived at 8:36 a.m.)
Oscar Rios (arrived at 8:52 a.m.)

STAFF PRESENT

Bryant Baehr, Operations Manager
Kim Chin, Planning & Marketing Manager
Mark Dorfman, Asst. General Manager
Marilyn Fenn, Asst. Finance Manager
Terry Gale, IT Manager
Margaret Gallagher, District Counsel

David Konno, Facilities Maint. Manager
Lloyd Longnecker, Buyer
Elisabeth Ross, Finance Manager
Judy Souza, Base Superintendent
Tom Stickel, Fleet Maint. Manager
Leslie R. White, General Manager

EMPLOYEES AND MEMBERS OF THE PUBLIC

Wally Brondstatter, UTU
Mike Dempsey, Obie Advertising
Cal Horton, First Alarm
Patti Korba, SEA
Jeff LeBlanc, MASTF
Manny Martinez, PSA

John Mellon, VMU
Ian McFadden, UTU
Tim Perrin, First Alarm
Marion Taylor, League of Women Voters
Candace Ward, UCSC
Linda Wilshusen, SCCRTC

2. ORAL AND WRITTEN COMMUNICATIONS

- a. Petition from Casserly Road Residents in Watsonville for Service

Staff was directed to put this request into the process of the Service Review Committee.

- b. Les White commented on the current bylaws which state that the Oral Communications portion of the Agenda should not begin until 9:00 a.m. At the first meeting of the Board of Directors each month there is no Closed Session. Therefore, the meeting has been starting at 8:30. The bylaws need to be revised to reflect this change. The Board decided by consensus to direct staff to bring this issue in front of the Board for discussion.

3. LABOR ORGANIZATION COMMUNICATIONS

None

4. METRO USERS GROUP (MUG) COMMUNICATIONS

None

5. METRO ACCESSIBLE SERVICES TRANSIT FORUM (MASTF) COMMUNICATIONS

None

6. ADDITIONAL DOCUMENTATION TO SUPPORT EXISTING AGENDA ITEMS

CONSENT AGENDA

Review Consent Agenda Items 7-1 through 7-10

7-1. APPROVE REGULAR BOARD MEETING MINUTES OF 4/14/00 AND 4/21/00 AND SPECIAL BOARD MEETING MINUTES OF 4/14/00

No comments or questions.

7-2. ACCEPT AND FILE PRELIMINARY APPROVED CLAIMS

No comments or questions.

7-3. ACCEPT AND FILE PASSENGER LIFT REPORT FOR APRIL 2000

No comments or questions.

7-4. CONSIDERATION OF TORT CLAIMS: Deny the Claims of: Larry Mungoli; Mark Stevens & Skill Center Inc.; Sherry Sanstede; Vernon Dixon. Deny the Application to File a Late Claim and Reject the Claim as Untimely Filed: Margarita Rocha

Director Rotkin requested that the claim of Vernon Dixon be moved to Closed Session for the 5/19/00 Board meeting.

7-5. ACCEPT AND FILE MINUTES OF MASTF COMMITTEE MEETING OF 4/20/00

No comments or questions.

7-6. ACCEPT AND FILE MINUTES OF MUG COMMITTEE MEETING OF 4/19/00

No comments or questions.

7-7. ACCEPT AND FILE MONTHLY BUDGET STATUS REPORT FOR MARCH 2000 AND APPROVE BUDGET TRANSFERS

No comments or questions.

7-8. ACCEPT AND FILE HIGHWAY 17 STATUS REPORT FOR MARCH

No comments or questions.

7-9. ACCEPT AND FILE STATUS REPORT ON ADA PARATRANSIT PROGRAM FOR MARCH

No comments or questions.

7-10. CONSIDER APPROVAL OF SENIOR CUSTOMER SERVICE REPRESENTATIVE RECLASSIFICATION

Director Beiers asked if there is currently a person in this position and was informed that there is.

REGULAR AGENDA

8. PRESENTATION OF EMPLOYEE LONGEVITY AWARDS

No comments or questions.

9. CONSIDERATION OF A RESOLUTION AUTHORIZING STAFF TO SUBMIT AN APPLICATION TO CALTRANS FOR BUS STOP IMPROVEMENTS

Summary:

Mark Dorfman reported that upon authorization by the Board, the General Manager would request \$20,000 in Federal funding through Caltrans, which will be used to install solar powered lighting at up to ten rural bus stops. This funding is usable only in rural areas. The project cost is \$25,000 and the District will provide \$5,000 in funds in addition to the \$20,000 from Caltrans. Mr. Dorfman will supply Director Fitzmaurice with a list of the areas that qualify as "rural".

**10. CONSIDERATION OF APPROVAL OF FY 00-01 DRAFT FINAL BUDGET
PUBLIC HEARING scheduled for 5/19/00 Board Meeting**

Summary:

Elisabeth Ross reported that this item should have been entitled "Public Hearing on FY 2000-2001 Draft Final Budget". This change will be made on the 5/19/00 agenda. It was further reported that the Board approved the preliminary final budget in March and Staff will come back to the Board for final approval in June, at which time travel will also be approved. There is a meeting scheduled with UTU/SEIU representatives on Monday, 5/15/00, to review the budget. The proposed operating budget is \$28,437,000, including \$450,000 in pass-through program funding. This is seven percent over the current year's budget with a \$150,000 discretionary increase for service improvements and no staff increases. Ms. Ross commented that the paratransit ridership has increased very quickly and this will need to be looked at for June. Funds for capital projects will come out of service as there are no funds set aside for capital projects in this budget. There is a need to fund eight engine re-builds, however, there are currently only enough funds to do four re-builds. If there are excess TDA funds in September, Staff would like to use them for the additional four re-builds. Ian McFadden interjected that the Union would like customer service to be open 14 hours a day, 7 days a week. Les White reported that UCSC and the Watsonville City Council also have requests for additional service.

Discussion:

Director Fitzmaurice asked about the original budget requests. Ms. Ross will include a column showing this information. The District Counsel departmental expenses have increased by 1/3 in this proposed budget due to anticipated settlement costs for next year. Mr. White reported that this is a one-time cost only. The Highway 17 service cost vs. revenue will not be broken down in the budget; however, there will be a separate monthly report on this item. Ms. Ross will provide the Board with a more detailed report on special transit fares. Mark Dorfman stated that Staff would attempt to work with the university to obtain figures on registration increases from which Staff can project revenue numbers.

Director Ainsworth inquired about the State Disability increase of 175% and was informed that the cap increased substantially. Les White responded to Director Ainsworth's concern regarding the paratransit program by stating that every dollar saved in a line item is being redirected to the paratransit line item. Director Beutz requested a report on the cost of the door-to-door service vs. curb-to-curb and also a report on all services that exceed the ADA standards that the District currently offers. Kim Chin informed the Board on the status of the recertification and stated that three firms who submitted bids regarding this audit will be interviewed this afternoon and Staff will return to the Board for action in June. Completion of the audit is anticipated to be in the November or December timeframe.

Director Fitzmaurice asked if the audit will address the predicted increase in taxi fares that has been requested by the taxi owners to the City of Santa Cruz and how it will affect paratransit and directed Staff to look into what the request is by the taxi companies. Mark Dorfman will contact Martine Bernal of the City of Santa Cruz to obtain a copy of their proposal. This issue is on the May 23rd agenda of the City Council and Director Beutz noted that a District representative should attend this meeting to voice the District's objections.

Director Burch requested information on what the Board can do to obtain additional State funding. Les White informed the Board that Staff is approaching Assemblyman Fred Keeley on this issue; Mr. White will give Director Burch a report on this issue.

After hearing that group home residents receive reduced fares, Director Beutz requested that the Board be provided with the policy on who receives reduced fares.

11. CONSIDERATION OF RECOMMENDATION TO APPROVE ASSESSMENT FOR COOPERATIVE RETAIL MANAGEMENT DISTRICT

Summary:

Mark Dorfman reported that downtown Santa Cruz property owners are subject to an assessment for the Downtown Host Program.

Discussion:

Director Beiers reported that the downtown management corporation contracts with First Alarm, however, the Downtown Management Association will take over security as of June 1st and should provide more hours at the same cost. Director Keogh asked if the District's tenants will be subject to rules mandated by the Downtown Management Association and was informed that kiosks are mandated for certain hours because they are employed by the City of Santa Cruz but that the rules are not applicable to the Metro Center.

12. CONSIDERATION OF REPORT ON FINANCIAL IMPACTS OF RESTRICTING BUS ADVERTISING

Summary:

Kim Chin reported that Staff has reviewed the Contra Vision advertising and its impact on the annual minimum guarantee from Obie if this type of advertising is dropped. Staff's estimate of the minimum annual guarantee that would be lost due to no longer utilizing Contra Vision advertising is \$47,000 for Year 4 of the contract and \$50,000 for Year 5. Staff recommends that, in the event Contra Vision advertising is prohibited, the current contracts for this type of ad be allowed to expire. There are currently eleven ads for Contra Vision on the books.

Discussion:

Les White stated that the budget does not reflect the reduction in dollars should Contra Vision be prohibited. Ian McFadden suggested that the ads which have expired contracts be pulled. It was also noted that ads with expired contracts are kept on the buses for two reasons: paint damage to the buses when the ad is removed, and no other advertising to take its place. It is the responsibility of Obie Advertising to repaint the buses when this occurs. Director Beutz stated that once an advertising contract expires, the ad needs to be pulled and the bus painted.

Mr. Chin reported that CNG ads would be ready for the May 20th Transportation Faire. Wally Brondstatter asked that the "back attack" ads be placed only on buses with no rear windows.

Mike Dempsey of Obie Advertising stated that he would like feedback from the bus operators and then return to the Board. Les White confirmed that \$180,000 in revenue annually is derived from the ads.

Mr. Dempsey asked the Board to consider running community service announcements by Couch Distributing and Budweiser and was informed by Director Beautz that there will be further discussion on the exclusions at next week's Board meeting. The Highway 17 Express is not part of the advertising fleet due to the Joint Powers funding. Mr. Dorfman suggested that Staff have a complement of District transit ads to promote ridership to use as replacements when current ads expire and there are no other ads to be posted. The CNG ad could also be used for this purpose.

13. CONSIDERATION OF GRANTING A 13.87% PROPERTY INTEREST TO THE CITY OF SCOTTS VALLEY IN THE SCOTTS VALLEY TRANSIT CENTER/PARK & RIDE FACILITY

Summary:

Director Rotkin commented that this granting of property interest was based on an earlier agreement that the District made. Director Almquist is concerned that something purchased by the Redevelopment Agency should end up as property of the City of Scotts Valley.

14. UPDATE AND REVIEW OF EMERGENCY BUS RADIO PROCUREMENT OF APRIL 14, 2000

Summary:

Bryant Baehr reported that the emergency alarm system went on line as of June 10th. Staff can now ergonomically redesign where the hand set is on the bus and this will be completed on May 19, 20, and 21.

15. CONSIDERATION OF STATUS REPORT ON FINANCING OF SUMMER BEACH SHUTTLE

Summary:

Mark Dorfman reported that no responses have been received regarding the financing of the beach shuttle. The City of Santa Cruz has funded their share and has agreed to pay for the cost of a bus wrap to promote the program. It was further noted that if private sector funds are received, the City may increase their funding.

16. CONSIDERATION OF STRATEGY ON SANTA CRUZ METROPOLITAN TRANSIT DISTRICT AND VALLEY TRANSPORTATION AUTHORITY JOINT MEETING TO CONSIDER HIGHWAY 17 EXPRESS IMPROVEMENTS

Summary:

Staff recommends that the Board authorize Chairperson Beautz to send a letter to the Chairperson of VTA requesting a joint meeting to begin discussions regarding Highway 17 operation and improvement issues. It was said that staff members at VTA have also received requests for additional destinations on their side of the hill. Les White reiterated that our District's issues are: direct operation out of the Metro Center, weekend and holiday service, and a Los Gatos stop. Mr. White also reported that there is no mechanism in the Joint Powers Agreement that provides for the two Boards to come together. The letter from Chairperson Beautz would request such a meeting.

17. CONSIDERATION OF SERVICE IMPROVEMENTS IN THE WATSONVILLE-CAPITOLA-SANTA CRUZ-UCSC CORRIDOR

Summary:

Kim Chin reported that the Service Review Committee recommends restoring some of the service that was cut in 1994 in the #69 corridor by adding \$132,000 worth of service, which is only a partial restoration. The Service Review Committee felt that prior to putting more service into the system and due to construction on Mission Street, Capitola Road and at Cabrillo College, the infrastructure should be strengthened. The #69 and #1 corridors have the highest ridership in the system. Mr. Chin also noted that the unfunded list of service improvements identifies an all-day shuttle service and other improvements to the university. These improvements would be implemented in September. These improvements could be funded with \$150,000 allocated in this year's budget for service improvements; however, if these funds are needed in other areas, this would be deferred until the budget is approved.

Discussion:

Director Keogh requested a breakdown of the costs of the improvements for the #69 and #1 routes.

DIRECTOR BEIERS LEFT THE MEETING AT 10:31 A.M.

Linda Wilshusen stated that it is the Commission's understanding that the \$150,000 allocated for service improvements is intended to be utilized for improvements to the system (i.e. improvements to *Headways* and new routes). The recommended service really deals with overloads. Mr. White commented that maybe Staff should start breaking out the number of revenue hours lost to congestion each year. Candace Ward of UCSC commented on Mr. McFadden's remarks about giving a new route a one-year period to be evaluated and suggested that at the end of the one-year period, a report be given to the Board for the public to review. Ms. Ward also asked when the review of the OATIES (supplemental service provided for overloads and backups) will take place. No meeting time has been set for this but Ian McFadden will work on this. Director Beautz asked Bryant Baehr to bring to the meeting of 5/19/00 as a supplement to this staff report a list of who is on the Service Review Committee. Mr. White suggested that it may be helpful to discuss interlining with the Board at a future date.

DIRECTORS RIOS AND FITZMAURICE LEFT THE MEETING AT 10:49 A.M.

18. CONSIDERATION OF AWARD OF CONTRACT FOR FURNISHING PORTABLE VEHICLE HOISTS AND ASSOCIATED BUDGET AMENDMENT

Summary:

Tom Stickel reported that this purchase will allow Staff to put hoists in 2 bays at the DuBois facility and one on their steam tent inside so that the buses can be elevated and steamed correctly.

19. CONSIDERATION OF AWARD FOR SECURITY SERVICES

Summary:

Bryant Baehr reported that this is a standard procurement, that four responses to the RFP had been received and the evaluation process had taken place. Staff's recommendation is for the Board to authorize the General Manager to execute a 3-year contract with Paigis Security Services. Paigis was not the lowest bidder, however, the criteria determined that Paigis received the highest points in the evaluation process.

Discussion:

Cal Horton and Tim Perrin of First Alarm were present to state their case as to why they would be the best candidate for this service. Mr. Horton stated that he was unable to attend the oral interview and felt he would have brought the most experience to the interview. He further requested that he be given the opportunity to address any weak points from the interview.

Mr. Baehr was asked to provide at the Board Meeting of 5/19/00 the exact prices from the proposals, a brief summary of how points were awarded during the evaluation process, and the local contractual presence and location of Paigis. Director Almquist asked that an invitation be extended to all bidders to attend the 5/19/00 Board Meeting since First Alarm will be there to plead their case. Director Burch inquired about training of the security officers in how they approach passengers.

20. CONSIDERATION OF RENEWAL OF SAN JOSE STATE UNIVERSITY CONTRACT FOR SUBSIDY OF HIGHWAY 17 EXPRESS

Summary:

Mark Dorfman reported that San Jose State University has been subsidizing the last two trips in the evening on the Highway 17 Express since 1994. Staff's recommendation would authorize the General Manager to send the contract to San Jose State University for execution should they desire to continue the agreement.

21. CONSIDERATION OF REQUEST FOR AUTHORIZATION TO USE STATE CONTRACT FOR PURCHASE OF PARATRANSIT VANS

Summary:

Staff recommends that the Board authorize the General Manager to use the State Procurement Process for purchase of paratransit vans. Les White referred to the bullet item under "Summary of Issues - Vehicles will be gasoline-powered" and asked the Board to think about whether or not this is consistent with the policy on CNG that currently applies to fixed route transit buses.

ADJOURN

There being no further business, Vice-Chairperson Rotkin adjourned the meeting at 11:03 a.m.

Respectfully submitted,

DALE CARR
Administrative Services Coordinator

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

Minutes- Board of Directors

May 19, 2000

A Regular Meeting of the Board of Directors of the Santa Cruz Metropolitan Transit District met on Friday, May 19, 2000 at the City Hall Council Chambers, 809 Center Street, Santa Cruz, California.

Chairperson Beautz called the meeting to order at 8:44 a.m.

SECTION 1: OPEN SESSION

1. ROLL CALL:

DIRECTORS PRESENT

Sheryl Ainsworth
Jeff Almquist
Jan Beautz
Katherine Beiers
Kenneth Burch
Tim Fitzmaurice
Bruce Gabriel
Michelle Hinkle
Mike Keogh
Mike Rotkin

DIRECTORS ABSENT

Bruce Arthur
Oscar Rios (arrived at 9:12 a.m.)

STAFF PRESENT

Mark Dorfman, Asst. General Manager
Margaret Gallagher, District Counsel
Leslie R. White, General Manager

2. REVIEW OF ITEMS TO BE DISCUSSED IN CLOSED SESSION

District Counsel Gallagher reported that the Closed Session Minutes of April 21, 2000 would be considered for approval. There will also be a conference with Legal Council regarding the Anticipated Litigation of Joselin Lopez; the Existing Litigation of Sandra Bass; the Liability Claim of Vernon Dixon and the Untimely Claim of Margarita Rocha.

3. ORAL AND WRITTEN COMMUNICATION REGARDING CLOSED SESSION

None

SECTION II: CLOSED SESSION

Chairperson Beautz adjourned to Closed Session at 8:45 a.m. and reconvened to Open Session at 8:59 a.m.

SECTION III: RECONVENE TO OPEN SESSION

DIRECTORS PRESENT

Sheryl Ainsworth
Jeff Almquist
Jan Beautz

Tim Fitzmaurice
Bruce Gabriel
Michelle Hinkle

Katherine Beiers
Ken Burch

Mike Keogh
Oscar Rios (arrived at 9:12 a.m.)
Mike Rotkin

DIRECTORS ABSENT

Bruce Arthur

STAFF PRESENT

Bryant Baehr, Operations Manager
Kim Chin, Planning & Marketing Manager
Mark Dorfman, Assistant General Manager
Linda Fry, Service Planning Supervisor
Margaret Gallagher, District Counsel
Terry Gale, IT Manager

Tom Hiltner, Grants/Legislative Analyst
David Konno, Facilities Maint. Manager
Elisabeth Ross, Finance Manager
Judy Souza, Base Superintendent
Tom Stickel, Fleet Maint. Manager
Leslie R. White, General Manager

EMPLOYEES AND MEMBERS OF THE PUBLIC

Brian Atwell, OBIE Advertising
Jim Bosso, S. C. Transportation
Wally Brondstatter, UTU
Scott Bugental, Lift Line
Fiona Cogan, Westside Resident
Mike Dempsey, OBIE Advertising
Patti Korba, SEA President

Jeff LeBlanc, MASTF Chairperson
Ian McFadden, UTU President
Manny Martinez, PSA Chairperson
Jeff Mitchell, OBIE Advertising
Cam Pierce, Bus Rider
Marion Taylor, League of Women Voters
Candace Ward, UCSC

1. REPORT ON CLOSED SESSION - District Counsel

Counsel Gallagher reported that the Closed Session Minutes of April 21, 2000 were approved. The potential claim of Joselin Lopez was discussed. The existing litigation with Sandra Bass, et al was discussed as well as the liability claims of Vernon Dixon and Margarita Rocha.

2. ORAL AND WRITTEN COMMUNICATIONS

- a. Petition from Casserly Road Residents in Watsonville for Service
- b. Mission Hill Junior High - RE: MetroBase
- c. Jason Pate - RE: MetroBase
- d. Fiona Cogan, Westside Resident, urged the Board to look at the Harvey West location as an alternate site for the proposed MetroBase facility.
- e. Cam Pierce, bus rider, asked if her previous request for bus service to the Mt. Madonna Conference Center has been discussed and if so, what the decision is. Ms. Pierce would like better communication as to the outcome of this request.

3. LABOR ORGANIZATION COMMUNICATIONS

None

4. METRO USERS GROUP (MUG) COMMUNICATIONS

Director Gabriel stated that there was lengthy discussion at the recent MUG Meeting of May 17 regarding the ADA Paratransit Recertification. The MUG Committee recommends the selection of Nelson Nygaard for the recertification program.

5. METRO ACCESSIBLE SERVICES TRANSIT FORUM (MASTF) COMMUNICATIONS

Jeff LeBlanc, MASTF Chair, reported that the MASTF Committee made two motions at their meeting of May 18: A Motion was made to extend availability of paratransit service to include Thanksgiving, Christmas and New Year's Day through pre-scheduled appointments with Lift Line. This was discussed with Jim Bosso and Scott Bugental who raised no substantial objections. It would just be a matter of whether the Board will fund it. MASTF requested that Staff do a preliminary estimate of ridership interest.

A second Motion was made to request that the Board join MASTF in writing a letter to Governor Davis requesting he withdraw his support for the Supreme Court challenge to the applicability to State governments of Title 2 of the ADA. Mr. LeBlanc requested that the Board direct Staff to write a letter on its behalf to the Governor in this regard.

DIRECTOR RIOS ARRIVED AT 9:12 a.m.

Director Rotkin asked if it wouldn't be a better strategy to try to perfect the ADA rather than arguing that nothing can be touched in the ADA policy.

Director Fitzmaurice requested a report from Staff on the cost of providing paratransit service on the holidays specified in order to see the budget impact. He further asked for information on this decision of the Governor and whether the District should participate and send a letter. This information will be available by the next Board meeting.

6. ADDITIONAL DOCUMENTATION TO SUPPORT EXISTING AGENDA ITEMS

CONSENT AGENDA:

- | | |
|------------------------------|---|
| ADD TO ITEM #7-3 | ACCEPT AND FILE PASSENGER LIFT REPORT FOR APRIL 2000
(Add Usage Report) |
| DELETE FROM ITEM #7-4 | CONSIDERATION OF TORT CLAIMS: Deny the Claim of:
AAA (Subrogation for Louise French); Larry Munglioli; Remove Skill
Center from the Mark Stevens Claim. |
| DELETE ITEM #19 | CONSIDERATION OF AWARD FOR SECURITY SERVICES
This item will be continued for one month to look at technicalities. |

CONSENT AGENDA

Review Consent Agenda Items 7-1 through 7-10

- 7-1. APPROVE REGULAR BOARD MEETING MINUTES OF 4/14/00 AND 4/21/00 AND SPECIAL BOARD MEETING MINUTES OF 4/14/00
- 7-2. ACCEPT AND FILE PRELIMINARY APPROVED CLAIMS
- 7-3. ACCEPT AND FILE PASSENGER LIFT REPORT FOR APRIL 2000
- 7-4. CONSIDERATION OF TORT CLAIMS: Deny the Claims of: Mark Stevens; Sherry Sanstede. Deny the Application to File a Late Claim and Reject the Claim as Untimely Filed: Margarita Rocha

Discussion:

Margarita Rocha was not yet present at meeting. She will address the Board when she arrives.

- 7-5. ACCEPT AND FILE MINUTES OF MASTF COMMITTEE MEETING OF 4/20/00
- 7-6. ACCEPT AND FILE MINUTES OF MUG COMMITTEE MEETING OF 4/19/00
- 7-7. ACCEPT AND FILE MONTHLY BUDGET STATUS REPORT FOR MARCH 2000 AND APPROVE BUDGET TRANSFERS
- 7-8. ACCEPT AND FILE HIGHWAY 17 STATUS REPORT FOR MARCH
- 7-9. ACCEPT AND FILE STATUS REPORT ON ADA PARATRANSIT PROGRAM FOR MARCH
- 7-10. CONSIDERATION OF APPROVAL OF SENIOR CUSTOMER SERVICE REPRESENTATIVE RECLASSIFICATION

ACTION: MOTION: DIRECTOR ROTKIN SECOND: DIRECTOR GABRIEL

A Motion was made to approve the Consent Agenda.

The Motion passed with Director Arthur absent.

REGULAR AGENDA

8. PRESENTATION OF EMPLOYEE LONGEVITY AWARDS

Summary:

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

FIFTEEN YEARS

Kenneth Brown, Facilities Maintenance Worker II
James Hobbs, Facilities Maintenance Worker III

TWENTY YEARS

Larry Mungoli, Bus Operator
James Hall, Fleet Maintenance Mechanic II
John Aspesi, Fleet Maintenance Supervisor

TWENTY-FIVE YEARS

Aurelio Preciado, Bus Operator

9. CONSIDERATION OF A RESOLUTION AUTHORIZING STAFF TO SUBMIT AN APPLICATION TO CALTRANS FOR BUS STOP IMPROVEMENTS

Summary:

Mark Dorfman reported that upon Board authorization Staff would submit an application to Cal Trans for \$20,000 in funding with a match of \$5,000 from the District to support bus stop improvements in rural areas. A map was distributed showing rural areas of the county.

ACTION: MOTION: DIRECTOR ROTKIN SECOND: DIRECTOR KEOGH

A Motion was made to authorize Staff to submit an application to Cal Trans for funding of bus stop improvements in rural areas.

The Motion passed unanimously with Director Arthur absent.

**10. 9:00 A.M. PUBLIC HEARING ON FY 2000-2001 DRAFT FINAL BUDGET
THE PUBLIC HEARING TO TAKE INPUT BEGAN AT 9:20 A.M.**

Summary:

Elisabeth Ross reported that the Draft Final Budget was circulated to interested parties and agencies for input. This proposed budget would fund the continuation of the existing level of service with the exception of \$150,000 for service improvements. Ms. Ross met with union representatives last week to review the budget and cited that the major impact would be in the paratransit program. The paratransit program will be over budget in the current year and Ms. Ross discussed the potential taxicab increase of 25%-30%.

PUBLIC HEARING:

Director Fitzmaurice reiterated that Staff should attend the May 23rd City Council meeting where the taxicab fare increase will be discussed. Staff was requested to return to the Board next month with a further analysis of this line item and available options. Les White reported that last year the number of registrants for the Paratransit Program were 5,000; currently there are approximately 7,200 registrants. Director Almquist requested an analysis on what types of people are registering. This will, hopefully, explain the large increase of usage in March and how the new registrants might be hearing of the service.

Scott Bugental responded to Director Almquist that nothing had been done by Lift Line to promote the paratransit service in January and February which would be reflected in the March figures. Mr. Bugental stated that the District would have the information of who registered in February and March and could obtain that information.

Mark Dorfman informed Director Fitzmaurice that the District currently pays approximately \$1M to Santa Cruz Transportation and that Lift Line, who the District is under contract with, subcontracts 70% of the scheduled rides to the cab companies. The current contract with Lift Line expires at the end of this year. Mr. Dorfman will supply Director Keogh with monthly billings to show what percentage of the \$2.5M goes directly for fares to private providers and the direct operational cost of Life Line that is allocated to overhead.

Mr. Bugental recalls that Lift Line's contract with the District isn't just that they contract 70% of the rides, but he believes the current contract stipulates that Lift Line will reimburse the taxi companies at the meter rate. In terms of Lift Line's ability to negotiate different contracts, part of that is restrained by their contract with the District. Mr. Bugental stated that Lift Line looks at the audit as an opportunity to define ways that the system can be run more efficiently. Mark Dorfman will research to find out if the 4% COLA is applied to the taxicab portion of the billing.

Jim Bosso of Santa Cruz Transportation stated that Deluxe Cab is putting in for the increase. He also stated that his firm receives approximately \$400,000 in paratransit rides, not \$1M. Mr. Bosso further stated that he had a 5-year projection and that since 1996 there have been increases in numerous costs. Mr. Bosso suggested that these factors be looked at every two years instead of waiting five years. Mr. Bosso will meet with Sherry at Deluxe Cab on Monday and will ask that instead of requesting \$2.50 per mile, they back off to \$2.00 per mile. Director Almquist expressed concern that this might appear to be rate fixing. Mr. Bosso informed Director Rios that out of the 52 cabs, 17 are independent owner/operator, 6 are employees and the balance are independent.

Fiona Cogan read a list of general factors regarding the Draft Budget. These factors include: redirect funds targeted for MetroBase on the Westside to acquiring an alternate site, apportion funding for South County bus storage with emergency maintenance facilities, assign funding for hybrid electric buses instead of CNG, redirect \$36,000 from Administration Travel to Paratransit, include a training budget for maintenance workers for conversion to CNG, assume sales tax revenue level with 99/00. A copy of these factors is attached to the Minutes and made a part thereof.

THE PUBLIC HEARING WAS CLOSED AT 9:58 A.M.

Director Burch questioned the "Parking Paving - Repair/Seal/Replace" line item under the Operations Facility section of the Draft Budget and was informed that this project was originally costed out to be completed over two years; however, due to the necessity of relocating buses each time, it was more feasible to complete the entire project at one time. Director Burch also questioned the decrease in revenue from Cabrillo College and was informed that this is due to Cabrillo discontinuing the mandatory bus pass policy two years ago. The current contract with Cabrillo was predicated on the mandatory bus pass program. The Cabrillo contract will be agendaized for discussion at the June Board meeting.

Ian McFadden suggested it would be more cost effective to have the Cabrillo students pay \$1.00 for each bus ride and that this revenue would ultimately outstrip any loss of revenue from the elimination of the mandatory bus pass program. Ian discussed Route #81 and the fact that ridership is low during its peak period. He will discuss the #81 with Linda Fry at the Service Review Committee next week. All ridership data will be pulled together and reviewed.

Les White stated that if it is determined that Cabrillo will definitely not reinstitute the mandatory bus pass program, then they should not receive a preferred contract rate and free access to the rest of the system.

Mr. White reported that the Governor identified \$3.1M in funding for clean fuel buses for the District. This proposal will go to the legislature. Les White will attend the CTA Legislative Conference on May 22 and 23rd. Director Rotkin directed Staff to correspond with Fiona Cogan to explain how Administration Travel is pertinent to acquiring funding since this was one area she suggested decreasing. Director Rotkin also asked Staff to investigate the feasibility of leapfrogging over CNG to a hybrid fuel technology. Mr. White brought to the Board's attention that the \$3.1M in funding is for clean fuel buses, not specifically CNG, and this is not included in the Draft budget as it has not been approved by the legislature.

Director Rotkin suggested that one copy of the Draft Final Budget be placed at the reference desk of the public library.

11. CONSIDERATION OF RECOMMENDATION TO APPROVE ASSESSMENT FOR COOPERATIVE RETAIL MANAGEMENT DISTRICT

Summary:

Staff is asking for Board approval to pay the assessment on property owners for the support of the Cooperative Retail Management District in downtown Santa Cruz.

ACTION: MOTION: DIRECTOR ROTKIN SECOND: DIRECTOR ALMQUIST

A Motion was made to approve payment of the assessment for support of the Cooperative Retail Management District.

The Motion passed with Director Arthur absent.

12. CONSIDERATION OF REPORT ON FINANCIAL IMPACTS OF RESTRICTING BUS ADVERTISING

Summary:

Kim Chin reported that without Contravision advertising, the annual minimum guarantee would be reduced by \$97,400 over the last two years of the contract. Mr. Chin also informed the Board that all expired ads are being removed from the buses. Staff recommends that in the

event Contravision ads are eliminated, all current contracts for Contravision ads be allowed to run and as of the date of Board action, no additional Contravision ads would be sold.

Discussion:

Director Rotkin asked Staff to recommend a reasonable period of time in which expired ads should be removed from the buses. Staff will ensure that OBIE Advertising contacts clients prior to their contracts expiring in order to discuss their subsequent advertising needs. Staff will work with OBIE to improve their method of removing the advertising decals which will minimize the need to repair the paint on the buses.

Director Ainsworth stated that minimal safety guidelines are needed if the District continues with the Contravision ads. Director Rotkin requested that staff report back to the Board regarding comments that the Contravision ads block the back windows of some buses and limit the driver's visibility out the back window. Brian Atwell, Marketing Manager for OBIE Media, said OBIE would produce displays to promote the District. Ian McFadden stated that the UTU union could not advocate removal of \$50,000 in income and he supports Staff's recommendation to continue with Contravision ads. Director Almquist requested a staff report at next month's meeting recommending a policy decision for the safety issues and development of a policy for removing expired ads.

ACTION: MOTION: DIRECTOR ROTKIN SECOND: DIRECTOR RIOS

A Motion was made to continue the current advertising program.

ACTION: AMENDMENT: Director Gabriel asked that the Motion be amended to direct Staff to report on the potential revenue George Couch Distributing ads might generate.

The Motion passed with Director Fitzmaurice voting "no" and Director Arthur absent.

13. **CONSIDERATION OF GRANTING A 13.87% PROPERTY INTEREST TO THE CITY OF SCOTTS VALLEY IN THE SCOTTS VALLEY TRANSIT CENTER/PARK & RIDE FACILITY**

Summary:

Margaret Gallagher spoke with Chuck Comstock who stated that the agency name should be Scotts Valley Redevelopment instead of the City of Scotts Valley

DIRECTOR GABRIEL LEFT THE MEETING AT 10:39 A.M.

ACTION: MOTION: DIRECTOR KEOGH SECOND: DIRECTOR ROTKIN

A Motion was made to grant the City of Scotts Valley a 13.87 % property interest in the Scotts Valley Transit Center/Park and Ride Facility subject to the same conditions set forth in Metro's grant deed for the property.

The Motion passed unanimously with Directors Arthur and Gabriel absent.

14. UPDATE AND REVIEW OF EMERGENCY BUS RADIO PROCUREMENT OF APRIL 14, 2000

Summary:

Bryant Baehr reported that the panic alarm system has been up and running since Friday, May 12, 2000. The handsets will be remounted this week in a location that is more ergonomically correct. This situation was resolved within twenty days of the Board recognizing this as an emergency. Thanks were given to all involved for making this a smooth installation.

15. CONSIDERATION OF STATUS REPORT ON FINANCING OF SUMMER BEACH SHUTTLE

Summary:

Mark Dorfman reported that letters have been distributed requesting contributions to the Beach Shuttle. No response was received from either Beach Merchants or the Business Council. The City of Santa Cruz agreed to provide an advertising wrap for the shuttle along with the funding that was requested of them. After all contributions, the deficit remains at \$4,224.00. Staff is recommending that the District move forward with the Beach Shuttle.

Discussion:

Director Rotkin expressed that the City of Santa Cruz should make up the deficit or put pressure on business owners to contribute more towards this shuttle. Director Rotkin expressed concern that if the District makes up the difference, this situation will occur repeatedly on other special shuttles.

DIRECTOR GABRIEL RETURNED TO THE MEETING AT 10:44 A.M.

Director Fitzmaurice recommended that the District support this shuttle service. Mark Dorfman stated that the shuttle service begins May 27th which still gives the City time to contribute the remaining funds. Director Beiers noted that the City's budget is approved at the second meeting in June. Director Burch questioned the increase in the cost of this project over last year and was informed that in addition to requiring more supplemental service this year, Staff has gone through another contract year which increased the costs. Les White also added that last year the shuttle service cost the District more, however, the District funded the difference. This year, the additional costs were included in the cost of the project. To create a more accurate year-to-year comparison of this project, last year's figures will be revised to reflect the actual cost to the District. Bryant Baehr will return to the Board with these revised figures.

ACTION: MOTION: DIRECTOR ROTKIN SECOND: DIRECTOR RIOS

A Motion was made for Staff to clarify that the District will only provide 23% of the shuttle cost and encourage the City of Santa Cruz to fund the outstanding balance.

Director Fitzmaurice is against requesting additional contributions and offered to help find the money for the District to fund this project.

The Motion passed with Director Fitzmaurice voting "no" and Director Arthur absent.

16. CONSIDERATION OF STRATEGY ON SANTA CRUZ METROPOLITAN TRANSIT DISTRICT AND VALLEY TRANSPORTATION AUTHORITY JOINT MEETING TO CONSIDER HIGHWAY 17 EXPRESS IMPROVEMENTS

Summary:

Les White reported that he would meet with the General Manager of VTA and recommend that 4 Directors from each Board meet to initiate the Highway 17 Express discussions. There are both State and local issues which affect this corridor and Mr. White feels this should be acted upon quickly.

ACTION: MOTION: DIRECTOR ROTKIN SECOND: DIRECTOR GABRIEL

A Motion was made to authorize the Board Chairperson to transmit a letter to the Chairperson of VTA requesting a joint meeting to discuss Highway 17 Transit Service Improvements.

The Motion passed with Director Arthur absent.

Director Burch requested that either himself or another representative of UCSC be present at this meeting.

17. CONSIDERATION OF SERVICE IMPROVEMENTS IN THE WATSONVILLE-CAPITOLA-SANTA CRUZ-UCSC CORRIDOR

Summary:

Kim Chin requested that recommendations from the Service Review Committee for the Fall schedule be approved for the Watsonville-Capitola-Santa Cruz-UCSC corridor in order to strengthen the infrastructure. These improvements are needed due to added ridership, traffic and construction which make it difficult to make the time points that are listed in the *Headways*. Service Review decided that instead of adding more service at this point, the District should strengthen the infrastructure and foundation before any additional service improvements are made. The proposal is to restore service to the #69 and #1 corridors. Service to these areas was cut by \$375,000 in 1994. Staff is proposing to partially restore this with \$132,000 in service. These steps will improve the direct routes and those routes that interline with the #69 and #1. If approved by the Board, these recommendations would take place in September as part of our Fall improvements.

Discussion:

Bryant Baehr verbally informed the Board of the Service Review Committee composition, as follows: 4 management staff, 4 UTU members, Bryant, Judy Souza, Mary Ferrick, Kim Chin, Linda Fry, Ian McFadden, Wally Brondstatter, Steve Paulson, Sandra Lipperd, David Dunlap. Customer service representatives are also included.

Director Fitzmaurice asked what the comparison is between the cost of extending weekday Highway 17 service to Metro Center, and other requested services that are comparable in cost to the \$132,000 being spent on improvements to this corridor. The Service Review Committee will look closely at #71.

ACTION: MOTION: DIRECTOR ROTKIN SECOND: DIRECTOR RIOS

A Motion was made to approve the service improvements for FY 00-01 totaling \$132,000 to restore on-time performance to the Watsonville-Aptos-Capitola-Live Oak-Santa Cruz Route 69 corridor, as well as Route 1 University.

The Motion passed unanimously with Director Arthur absent.

18. CONSIDERATION OF AWARD OF CONTRACT FOR FURNISHING PORTABLE VEHICLE HOISTS AND ASSOCIATED BUDGET AMENDMENT

Summary:

Staff is recommending that the Board authorize the General Manager to enter into a contract with Stertil-Koni for furnishing portable vehicle hoists, and that the necessary budget amendment be made to transfer funds from excess sales tax revenues.

ACTION: MOTION: DIRECTOR ROTKIN SECOND: DIRECTOR ALMQUIST

The Motion passed unanimously with Director Arthur absent.

19. DELETED

20. CONSIDERATION OF RENEWAL OF SAN JOSE STATE UNIVERSITY CONTRACT FOR SUBSIDY OF HIGHWAY 17 EXPRESS

Summary:

Staff is recommending that the Board authorize the General Manager to negotiate and execute an extension to the Purchase of Service Agreement with San Jose State University for the continuation of two evening trips on the Highway 17 Express should be University desire to continue the Agreement.

ACTION: MOTION: DIRECTOR ROTKIN SECOND: DIRECTOR ALMQUIST

A Motion was made to approve the Staff recommendation.

The Motion passed unanimously with Director Arthur absent.

21. CONSIDERATION OF REQUEST FOR AUTHORIZATION TO USE STATE CONTRACT FOR PURCHASE OF PARATRANSIT VANS

Summary:

Staff recommends that the Board authorize the General Manager to use the State Procurement Process to purchase paratransit vans.

ACTION: MOTION: DIRECTOR ROTKIN SECOND: DIRECTOR ALMQUIST

A Motion was made to approve the Staff recommendation.

The Motion passed unanimously with Director Arthur absent.

DIRECTOR RIOS LEFT THE MEETING AT 11:01 A.M.

7-4. CONSIDERATION OF TORT CLAIMS: Deny the Application to File a Late Claim and Reject the Claim as Untimely Filed: Margarita Rocha

Summary:

Ms. Rocha slipped and fell at the Watsonville Transit Center. Robyn Bortnik, an investigator retained by the District, took a report from Ms. Rocha. Ms. Rocha is experiencing severe pain from her hand to her shoulder and is still receiving medical treatment. She is asking how the medical expenses will be paid.

Discussion:

Margaret Gallagher, District Counsel, reported that Staff's investigation revealed that expenses were paid by Medicare with a balance of \$37 remaining. Ms. Rocha filed her claim with the District after six months had passed. Ms. Rocha is concerned that she is still experiencing pain and seeking medical treatment. Ms. Gallagher was directed to meet with Ms. Rocha at the end of this meeting. Ms. Rocha mentioned that she had been talking with staff in the Legal Department office prior to the six month expiration.

ADJOURN

There being no further business, Chairperson Beautz adjourned the meeting at 11:08 a.m.

Respectfully submitted,

DALE CARR
Administrative Services Coordinator

SANTA CRUZ METROPOLITAN (TRANSIT) DISTRICT
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CHECK NUMBER	CHECK DATE	CHECK AMOUNT	VENDOR NAME	VENDOR TRANS. TYPE	TRANSACTION DESCRIPTION	TRANSACTION AMOUNT	COMMENT
51500	05/05/00	8,398.24	VISION SERVICE PLAN	69062	MAY VISION INSURANCE	8,398.24	
51501	05/05/00	8,748.97	NEW RIVER NOISE ABATEMENT	69063	REV VEH PARTS 31	8,748.97	
				69064	REV VEH PARTS 10	16.18	
				69065	REV VEH PARTS 1647	1,648.85	
				69066	REV VEH PARTS 3052	2,053.20	
51502	05/05/00	69.62	FRINK'S TROPHY SHOPPE	69067	NAMEPLATES - BOARD	69.62	
51503	05/05/00	432.00	ABBOTT STREET RADIATOR	69068	OUT REPAIR REV VEH	432.00	
51504	05/05/00	78,227.15	DEVCO OIL	69069	APRIL FUEL	78,227.15	
51505	05/05/00	100.00	RIGGS, OSCAR	69070	APRIL MEETINGS	100.00	
51506	05/05/00	29.00	SANTA CRUZ COUNTY SHERIFF	69071	SD# 00-1586 2/20/00	29.00	
51507	05/05/00	1,896.53	BAV DITLER DIESEL ENG. INC.	69072	OUT REPAIR REV VEH	1,896.53	
				69073	OUT REPAIR REV VEH	466.54	
51508	05/05/00	86.44	CALIFORNIA CHAMBER OF COMMERCE	69074	EMPLOYEE POSTERS	86.44	
51509	05/05/00	266.74	SAFELITE GLASS CORP.	69075	OUT REPAIR OTHER VEH	266.74	
51510	05/05/00	9,850.18	UNDM	69076	MAY LTD INSURANCE	9,850.18	
51511	05/05/00	548.00	WEBB ENTERPRISES	69077	PURCHASE ORDER FORMS	548.00	
51512	05/05/00	4,306.75	ITT HARTFORD	69078	MAY LIFE/ADD INS.	4,306.75	
51513	05/05/00	229.12	THERMO KING OF SALINAS, INC	69079	OUT REPAIR REV VEH	229.12	
51514	05/05/00	100.00	GABRIEL, BRUCE	69080	APRIL MEETINGS	100.00	
51515	05/05/00	50.00	ROTKIN, MICHAEL	69081	APRIL MEETINGS	50.00	
51516	05/05/00	110.40	RAY COMMUNICATIONS	69082	INSTALLED LINES	110.40	
51517	05/05/00	50.00	HINKLE, MICHELLE	69083	APRIL MEETINGS	50.00	
51518	05/05/00	60.00	LEAGUE OF CALIFORNIA CITIES	69084	CAL MUNICIPAL LAW	60.00	
51519	05/05/00	4,512.57	BAV STAFFING	69085	TEMP HELP W/E 4/9	1,061.95	
				69086	TEMP HELP W/E 4/9	678.00	
				69087	TEMP HELP W/E 4/16	1,400.00	
				69088	TEMP HELP W/E 4/8	705.50	
				69089	TEMP HELP W/E 4/2	668.05	
51520	05/05/00	32.00	MAP PUBLICATIONS	69090	ATTORNEY/CLIENT PRIV	32.00	
51521	05/05/00	453.18	CARTER, H.V. CO. INC.	69091	REPAIRS & MAINT.	453.18	
51522	05/05/00	79.00	BIG BUR BOTTLED WATER, INC.	69092	WATER - PLUMBING	79.00	
51523	05/05/00	254.72	JULIANO, WICK	69093	MAR-JUN TAX 111 DUE	254.72	
51524	05/05/00	50.00	BEAUTY, JANE	69094	APRIL MEETINGS	50.00	
51525	05/05/00	3,325.41	BAV EQUIPMENT & REPAIR	69095	OUT REPAIR REV VEH	3,325.41	
51526	05/05/00	5,729.40	CALIFORNIA SERVICE EMPLOYEE	69096	MAY MEDICAL INS.	5,729.40	
51527	05/05/00	3,291.32	CINDY BRADY, INC.	69097	REV VEH PARTS FLEET	3,291.32	
51528	05/05/00	4,625.00	SCOTT, CELIA	69098	FEB/MAR PROF SVCS	4,625.00	
51529	05/05/00	500.00	UNITED STATES POSTAL SERVICE	69099	POSTAGE - ADMIN	500.00	
51530	05/05/00	125.00	MOBILE STORAGE GROUP, INC.	69100	EQUIPT RENTAL	125.00	
51531	05/05/00	55.00	DOGHERTY	69101	OUT REPAIR OTHER VEH	55.00	
51532	05/05/00	39.95	BIG O TIRE	69102	OUT REPAIR OTHER VEH	39.95	
51533	05/05/00	117.98	A BETTER BEEP	69103	APRIL SAGERS	117.98	
51534	05/05/00	215.00	CLEARVIEW MINDWE	69104	OUT REPAIR BLDG/MPR	215.00	
51535	05/05/00	100.00	ALMQUIST, JEFF	69105	APRIL MEETINGS	100.00	
51536	05/05/00	207.98	SCOTT VALLEY WATER DISTRICT	69106	EM-4/10 KING VAL	207.98	
				69107	EM-4/10 KING VAL	178.98	
51537	05/05/00	1,566.00	CURTALDE BELLAVERSON HIRSHFIELD	69108	MAY PROF SVCS	1,566.00	
51538	05/05/00	230.00	SOLAR DESIGN	69109	FEST CONTROL SVCS	230.00	
51539	05/05/00	64.00	DEPARTMENT OF JUSTICE	69110	FINGERPRINT SVCS	64.00	
51540	05/05/00	2,422.00	LOW GOVERNMENT, INC.	69111	SEAGATE CRYSTAL REF.	2,422.00	

DATE: 05/01/00 THRU 05/31/00

CHECK NUMBER	DATE	CHECK AMOUNT	VENDOR NAME	VENDOR TRANS. TYPE NUMBER	TRANSACTION DESCRIPTION	TRANSACTION AMOUNT	COMMENT
				69105	LUCCENT PIPELINE 130	1,009.54	
				69106	RETURN SHIPPING CHG	17.22	
51541	05/05/00	480.00	001749	69107	BOOM TRUCK RENTAL	480.00	
51542	05/05/00	2,802.56	002473	69106	SLOTTED ANGLE- FAC	2,802.56	
51543	05/05/00	222.50	002627	69109	FINAL PYMNT ADVERT.	222.50	
51544	05/05/00	150.07	007	69047	FREIGHT OUT - FLEET	150.07	
51545	05/05/00	111.08	009	69048	3/18-4/14 PAUL SWEET	89.56	
				69049	2/25-3/31 NAT GAS	41.72	
51546	05/05/00	1,406.59	013	69050	REV VEH PARTS- FLEET	1,406.59	
				69051	REV VEH PARTS- FLEET	210.37	
				69052	REV VEH PARTS-FLEET	57.12	
51547	05/05/00	413.17	020	69053	MAY ALARMS - ECM	30.41	
				69054	MAY ALARM - MMF	45.02	
				69055	MAY ALARM - BAKATA	32.92	
				69056	MAY ALARM - BMC	140.52	
				69057	MAY ALARM - 111 DUB	30.41	
				69058	MAY ALARM - OPE	32.22	
				69059	MAY ALARM - 877D	27.52	
51548	05/05/00	2,627.39	057	69060	4251-2400-0574-2297	27.42	
				69061	4251-2400-0554-7229	2,599.97	
51549	05/05/00	100.00	064	69101	APRIL MEETINGS	100.00	
51550	05/05/00	297.04	079	69176	3/1-3/31 LANDFILL	297.04	
51551	05/05/00	22,729.27	101	69110	APRIL W/O TRUST ACCT	22,729.27	
51552	05/05/00	31.24	115	69111	SMALL TOOLS - FLEET	31.24	
51553	05/05/00	2,121.27	117	69112	REV VEH PARTS- FLEET	121.74	
				69113	REV VEH PARTS- FLEET	2,021.27	
				69114	REV VEH PARTS- FLEET	56.22	
51554	05/05/00	87.51	130	69117	3/2-4/4 BAKATA LN	73.51	
				69116	3/1-4/3 BAKATA LN	18.00	
51555	05/05/00	162.22	134	69119	INSTALLED RADIO	162.22	
51556	05/05/00	342.82	144	69119	SAFETY SUPPLIES	342.82	
51557	05/05/00	1,053.05	148	69120	REV VEH PARTS FLEET	1,053.05	
				69121	CLEANING SUPPLY-VEH	222.52	
51558	05/05/00	125.42	154	69122	DEDALS - FLEET	125.42	
51559	05/05/00	211.22	162	69122	LETTER HEAD- ENGINAL	211.22	
51560	05/05/00	304.50	172	69124	PARTS & SUPPLIES	304.50	
51561	05/05/00	11,952.00	173	69125	EMP LIABILITY I&S	11,952.00	
51562	05/05/00	222.50	185	69124	ELECTRICAL SUPPLY	222.50	
51563	05/05/00	7,400.00	196	69126	MACHINERY/EQUIPT	7,400.00	
51564	05/05/00	100.00	204	69122	APRIL MEETINGS	100.00	
51565	05/05/00	82.60	210	69127	REPAIR EXHAUST PIPE	82.60	
51566	05/05/00	1,346.80	215	69130	TEMPS WVE 3/27-4/12	1,346.80	
51567	05/05/00	342.90	221	69131	REV VEH PARTS 342	342.90	
				69132	REV VEH PARTS 400	400.14	
51568	05/05/00	50.00	222	69122	APRIL MEETINGS	50.00	
51569	05/05/00	39.40	225	69122	BUSINESS CARDS	39.40	
51570	05/05/00	422.00	222	69124	MAINT. MICROFILME	422.00	
51571	05/05/00	1,502.22	272	69177	CARDS POSTED ON BUS	1,502.22	
51572	05/05/00	9,522.81	214	69122	KAPCH PROP SVCS	9,522.81	
51573	05/05/00	100.00	263	69124	APRIL MEETINGS	100.00	

DATE: 05/01/00 THRU 05/31/00

CHECK NUMBER	CHECK DATE	CHECK AMOUNT	VENDOR NAME	VENDOR TYPE	TRANS. NUMBER	TRANSACTION DESCRIPTION	TRANSACTION AMOUNT	COMMENT
51574	05/05/00	60.00	AT&T CABLE SERVICES		69136	METROBASE VIDEO'S	60.00	
51575	05/05/00	17,316.58	SIBERR DETAOUT DIESEL ALLISON		69137	REV VEH PARTS- FLEET	3,214.36	
					69138	REV VEH PARTS- FLEET	134.24	
					69139	REV VEH PARTS- FLEET	13,000.00	
51576	05/05/00	25.00	SIBERR DETAOUT DIESEL ALLISON		69140	CLASS REG MAY 00-01	228.00	
51577	05/05/00	15,000.00	CHARTER, DENISE E		69141	INTERPRETATION SVCS	150.00	
51578	05/05/00	0.00	MAXIMUM LINUX		69142	SUBSCRIPTION & ISSUE	35.00	
51579	05/05/00	168.00	DELTA WING HOTEL		69143	M. FERRIGNO, BAUER	168.00	
51580	05/05/00	206.74	WEST GROUP PAYMENT DIS		69144	MARCH MONTHLY CHARGE	91.49	
					69145	MARCH-ACCESS CHARGE	115.25	
51581	05/05/00	125,455.24	FRY C E ALDREB		69146	MAY REG 149	125,482.24	
51582	05/05/00	34.08	LAB SAFETY SUPPLY INC		69147	OFFICE SUPPLIES	45.09	
					69148	EDWARD HILL SUPPLIES	739.24	
51583	05/05/00	37,553.71	HE-HEALTH HEALTH-CARE		69149	MAY DENTAL INS	37,553.71	
51584	05/05/00	55.50	REIMBURSE TRAVEL EXP		69150	REIMB TRAVEL EXPENSE	55.50	
51585	05/05/00	21.53	REIMBURSE TRAVEL EXP		69151	MEAL - SEIU MOU	21.53	
51586	05/05/00	76.48	REIMBURSE TRAVEL EXP		69152	REIMB TRAVEL EXPENSE	76.48	
51587	05/05/00	120.00	WILLIS, DARRELL		69153	TRAVEL ADVANCE	120.00	
51588	05/05/00	0.00	WILLIS, DARRELL		69154	TRAVEL ADVANCE	60.00	
51589	05/05/00	-200.00	VOID CHECK		69155	VOID CHECK	-200.00	PRE-PAID
51590	05/05/00	15.52	SWART, RANDY		69156	REIMBURSE MEAL EXP.	15.52	
51591	05/05/00	120.00	FRANK, MICHAEL		69157	TRAVEL ADVANCE	120.00	
51592	05/05/00	40.00	BAUER, FRANK		69158	TRAVEL ADVANCE	40.00	
51593	05/05/00	53.42	DORFMAN, MARK		69159	REIMB TRAVEL EXPENSE	19.65	
					69160	REIMB TRAVEL EXPENSE	33.77	
51594	05/05/00	64.00	LOPEZ, ANTONIO		69161	DMV FEES - FLEET	64.00	
51595	05/05/00	40.00	FERRIGNO, MARY		69162	TRAVEL ADVANCE	40.00	
51596	05/05/00	2,027.12	CALIFORNIA STATE AUTO ASSOC		69163	CLAIM# 16-100366-1	2,027.12	
51597	05/05/00	1,193.62	BARBER BIRD RANCHO BLDG		69164	CLAIM# 64-19703	1,193.62	
51598	05/05/00	1,000.00	DE LA LUZ LOPEZ, MAR A		69165	CLAIM (DC) 2/8/00	1,000.00	
51599	05/19/00	52.50	BOO CAFE		69166	METROBASE MTR-LUNCH	52.50	MANUAL
51600	05/19/00	1,454.36	AT&T BELL SAC		69167	MAY SUMMARY BILL	3,454.36	
51601	05/19/00	111.62	CMR COMPANY		69168	TIME EXT SIGNE 116	111.62	
51602	05/19/00	41.50	BEYOND WEST		69169	INT. EXP. BLYE 116	41.50	
51603	05/19/00	59.99	BRI - B TROPH SUPPLY		69170	FLOR. E. ROMIA	59.99	
51604	05/19/00	336.29	DELTA GLASS		69171	DU- EPA R BOX 11	336.29	
51605	05/19/00	161.35	CAF TUL CLUTCH AND BRAKE IN		69172	REV VEH PARTS	161.35	
51606	05/19/00	170.00	BEYDER & CO INC, MATTHEW		69173	LABOR & EMPLOYM HRB	170.00	
51607	05/19/00	213.00	WASTE MANAGEMENT OF S C		69174	RECYCLING & BAE 116	213.00	
					69175	ARR-ON LINDA ST	65.60	
					69176	APRIL 1999 USE RD	163.65	
51608	05/19/00	350.00	CITY OF SANTA CRUZ		69177	5 PARKING STID ERR	350.00	
51609	05/19/00	666.66	RED WING SHOE STORE		69178	APRIL 1999	666.66	
51610	05/19/00	518.00	EVERGREEN		69179	HAD WASTE DISPOSAL	518.00	
51611	05/19/00	652.52	MOHAWK MFG. & SUPPLY CO.		69180	REV VEH PARTS 117	106.60	
					69181	REV VEH PARTS 117	525.24	
					69182	REV VEH PARTS 117	20.68	
51612	05/19/00	0.00	THOMPSON PUBLISHING CO INC		69183	EDUC. LEAVE 08010	312.50	

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
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DATE: 05/01/00 THRU 05/31/00

CHECK NUMBER	CHECK DATE	CHECK AMOUNT	VENDOR NAME	VENDOR TYPE	TRANSACTION NUMBER	TRANSACTION DESCRIPTION	TRANSACTION AMOUNT	COMMENT
51611	05/19/00	167,048.81	FOOD & NUTRITION SERVICES, INC	69289	69289	MAR ADA PARATRANSIT	167,048.81	
51612	05/19/00	5,781.00	FIRM SOLUTIONS, INC.	69290	69290	MAY-JUN MONTHLY FEE	5,781.00	
51613	05/19/00	50.00	HOTHORN, MICHAEL	69291	69291	PMG IN LIBR BOD MTS	50.00	
51614	05/19/00	484.00	BRINNS INCORPORATED	69198	69198	MAY SECURITY SVCS	484.00	
51615	05/19/00	71.85	NATIONAL BUSINESS INSTITUTE	69194	69194	COLLECTIONS IN LA	71.85	
51616	05/19/00	41.08	WORDLOOK TECHNOLOGIES, INC.	69292	69292	MAY LONG DIST BILL	41.08	
51617	05/19/00	16.00	SANTA CRUZ COUNTY LAW LIBRARY	69293	69293	COPY FEE-130 PAGES	16.00	
51618	05/19/00	1,800.40	RAY STAFFING	69294	69294	TEMP HELP W/E 4/24	1,800.40	
51619	05/19/00	846.82	RAY STAFFING	69295	69295	TEMP HELP W/E 4/24	846.82	
51620	05/19/00	71.85	JAMES HARRINGTON, LTD	69195	69195	CA LEGAL SECRETARY	71.85	
51621	05/19/00	28.15	COBALT	69196	69196	PHOTO SUPPLY/PROCESS	28.15	
51622	05/19/00	3.84	COBALT	69197	69197	PHOTO SUPPLY/PROCESS	3.84	
51623	05/19/00	18.74	COBALT	69198	69198	PHOTO SUPPLY/PROCESS	18.74	
51624	05/19/00	56.84	COBALT	69199	69199	PHOTO SUPPLY/PROCESS	56.84	
51625	05/19/00	109.45	ROY HIGHBACK CHAIR	69296	69296	ROY HIGHBACK CHAIR	109.45	
51626	05/19/00	115.50	FORK LIFT RENTAL	69200	69200	FORK LIFT RENTAL	115.50	
51627	05/19/00	118.00	TERMINIX INTERNATIONAL	69297	69297	APR PEST CONTROL	118.00	
51628	05/19/00	73.00	918 SUR BOTTLE WATER, INC	69298	69298	WATER - BULKING	73.00	
51629	05/19/00	103.50	918 SUR BOTTLE WATER, INC	69299	69299	WATER - ENDINAL ST	103.50	
51630	05/19/00	400.00	RUTGERS UNIVERSITY - NJ	69201	69201	REGISTRATION 5-15-00	400.00	
51631	05/19/00	505.00	TYCHO NETWORKS, INC.	69202	69202	MAY CENTEX LINE	505.00	
51632	05/19/00	6,769.15	DAY EQUIPMENT & REPAIR	69203	69203	OUT REPAIR REV VEH	6,769.15	
51633	05/19/00	1,250.00	BERBER, SHAW & MOER	69204	69204	MAY APR PROF SVCS	1,250.00	
51634	05/19/00	20,387.45	FIRST ALARM	69205	69205	APRIL SECURITY	20,387.45	
51635	05/19/00	1,250.00	CHANEY, CAROLYN G 45500, INC.	69206	69206	MAY PROF SVCS	1,250.00	
51636	05/19/00	180.31	BARDO PRINTING	69207	69207	EXACT VELLUM - OPS	180.31	
51637	05/19/00	39.95	BIG O TIRE	69208	69208	OUT REPAIR OTHER VEH	39.95	
51638	05/19/00	221,624.68	MIDWEST BUS CORPORATION	69209	69209	BUS REHABILITATION	221,624.68	
51639	05/19/00	526.79	SETON IDENTIFICATION PRODUCTS	69210	69210	"NOT AN EXIT" SIGNS	526.79	
51640	05/19/00	280.00	SANTA CRUZ CINEMA 9 THEATERS	69200	69200	MOVIE PASSES-EMP INC	280.00	
51641	05/19/00	423.90	CLEANSOURCE	69212	69212	CUSTODIAL CLEAN SUPP	423.90	
51642	05/19/00	213.00	PITNEY BOWES	69213	69213	POSTAGE RESET	213.00	
51643	05/19/00	63.09	ALLOTTED	69201	69201	MECHANICAL SUPPLY	63.09	
51644	05/19/00	569.32	NETEL COMMUNICATIONS	69214	69214	PHONE USAGE CHG	569.32	
51645	05/19/00	253.50	IOS CAPITAL	69215	69215	COPYER RENTAL	253.50	
51646	05/19/00	358.94	SANTA CRUZ AUTO TECH. INC	69216	69216	REPAIR VEH # 904	358.94	
51647	05/19/00	339.52	SANTA CRUZ AUTO TECH. INC	69217	69217	REPAIR VEH #901	339.52	
51648	05/19/00	675.68	SANTA CRUZ AUTO TECH. INC	69218	69218	REPAIR VEH #9025	675.68	
51649	05/19/00	107.81	NORTH BAY FORD LINCOLN-MERCU	69219	69219	REVENUE VEH PARTS	107.81	
51650	05/19/00	1,442.75	PACIFIC S&A ELECTRIC	69220	69220	4/3-5/2 ENCIHAL ST	1,442.75	
51651	05/19/00	431.00	PACIFIC S&A ELECTRIC	69221	69221	4/3-5/2 111 DUBOIS	431.00	
51652	05/19/00	949.15	PACIFIC S&A ELECTRIC	69222	69222	4/3-5/2 60LF CLUB	949.15	
51653	05/19/00	905.71	PACIFIC S&A ELECTRIC	69223	69223	4/3-5/2 1200 RIVER	905.71	
51654	05/19/00	118.07	PACIFIC S&A ELECTRIC	69224	69224	4/3-5/2 370 ENCIHAL	118.07	
51655	05/19/00	1,616.76	PACIFIC S&A ELECTRIC	69225	69225	4/3-5/2 111 DUBOIS	1,616.76	
51656	05/19/00	1,463.88	PACIFIC S&A ELECTRIC	69226	69226	4/3-5/2 60LF CLUB	1,463.88	
51657	05/19/00	175.55	PACIFIC S&A ELECTRIC	69227	69227	4/3-5/2 RIVER STREET	175.55	
51658	05/19/00	5.17	PACIFIC S&A ELECTRIC	69228	69228	4/3-5/2 PACIFIC AVE	5.17	
51659	05/19/00	781.56	PACIFIC S&A ELECTRIC	69229	69229	4/3-5/2 PACIFIC AVE	781.56	
51660	05/19/00	10.80	PACIFIC S&A ELECTRIC	69230	69230	4/3-5/2 PACIFIC AVE	10.80	

DATE RANGE: 05/19/00 THROUGH 05/31/00

CHECK NUMBER	CHECK DATE	CHECK AMOUNT	CHECK PURPOSE	VENDOR NAME	ENDORSEMENT	TRANSACTION NUMBER	TRANSACTION DESCRIPTION	TRANSACTION AMOUNT
						69281	4/6-5/5 PACIFIC AVE	221.00
						69282	4/3-5/1 RODRIGUEZ	42.75
						69283	4/2-5/1 RODRIGUEZ	513.75
						69284	4/2-5/1 W BEACH ST	251.75
						69285	3/29-4/27 SAKATA LN	271.00
						69286	3/29-4/27 SAKATA LN	271.47
						69302	4/6-5/5 PACIFIC	1,281.57
51644	05/19/00	1,324.77	012	6-CUMMINS F-100E FORD 34022		69287	REV VEH PARTS	
						69288	REV VEH PARTS	1,486.77
51645	05/19/00	6.46	34	DUJESTRINT EXPRESS		69292	PRINTING	6.46
51648	05/19/00	141.20	536	WELL-MOODS-INT		69304	REPAIR & MAINT	140.52
51649	05/19/00	49.63	29	SANTA CRUZ FLORAL		69339	BERGAMONT FLOWERS	49.63
51649A	05/19/00	812.77	067	GEN PARTS, INC		69305	PRINTING	801.72
51649	05/19/00	2,136.20	41	50% DIS UNIFORM		69306	APRIL LAUNDRY	1,978.96
						69307	APRIL LAUNDRY	244.92
51651	05/19/00	1,539.92	048	PALACE ARTS OFFICE SUPPL-		69308	TABLE TOP DISPLAY	261.12
						69309	COPY PAPER- ADMIN	258.12
						69310	OFFICE SUPPLIES-PIN	95.44
						69311	STUDY FOAM BOARD	92.15
						69312	OFFICE SUPPLIES-PAD	92.88
						69313	OFFICE SUPPLY-FLEET	586.09
						69314	64 - 11 - 10 - FLEET	11.57
						69315	OFFICE SUPPLY-OPE	273.57
						69316	OFFICE SUPPLY-PLANN	67.77
						69317	MULTI-COLOR GRAPHICS	82.99
51651	05/19/00	165.48	031	SANTA CRUZ FIRE EQUIPMENT		69240	MEDICAL SUPPLIES	169.48
51652	05/19/00	201.31	025	GREEN LINE		69318	DRY REPAIR BLDG/INT	200.21
51653	05/19/00	475.28	029	BATTERIES U.S.A., INC.		69241	REV VEH PARTS	479.22
51654	05/19/00	76.05	061	REGISTER PAJARONIAN		69319	LOGS/INT - DR-	76.65
51655	05/19/00	212.10	027	ROTO-RODNER SEWER/PLUMBING		69320	DRY REPAIR BLDG/INT	129.70
51656	05/19/00	222.00	070	CAVALLARO, HART		69361	DECEMBER MEETINGS	100.00
						69363	APR MEETINGS	100.00
51657	05/19/00	117.12	074	HEVILLIE & SONS LOCKSMITH		69321	MECHANICAL SUPPLY	117.12
51658	05/19/00	447.52	075	COAST PAPER & SUPPLY, INC.		69322	POSTAL SUPPLIES	447.52
51659	05/19/00	45.00	076	ALBA-SPEYER, CONSIGLIO		69242	TRONCHAL AT/INT/ENG	45.00
51660	05/19/00	9,294.34	079	SANTA CRUZ MUNICIPAL UTILITY		69243	4/2-5/1 PACIFIC AVE	135.24
						69244	5/2-5/1 PACIFIC	9,220.37
						69245	5/2-5/1 PACIFIC	78.68
						69246	5/1 - 27 GOLF CLUB	1,248.70
						69247	5/1-4/27 ENCIENAL	273.43
						69248	5/1-4/27 DR Overbid	1,036.60
						69249	5/1-4/27 ENCIENAL	582.40
						69250	5/1-4/27 611 E6 ST	9,720.32
51661	05/19/00	11,727.00	080	BOARD OF EQUALIZATION		69323	APR USE FAX ROLL	11,727.00
51662	05/19/00	149.25	081	XAR PRODUCTS		69251	PARTS & SUPPLIES	94.25
						69252	6 - 100% PURE JFS	54.99
51663	05/19/00	9,721.79	085	DIXON & SON, INCORPORATED		69253	APR TIREFLY COFFEE	9,721.79
51664	05/19/00	194.75	090	CRYSTAL SPRINGS WATER CO.		69254	APR - 1200-8015	194.75
51665	05/19/00	2,165.27	107	SAN LORENZO LUMBER CO., INC.		69255	APR PARTS SUPPLIES	2,051.91
						69256	APR PARTS SUPPLIES	73.56

DAVID L. LEE, PRESIDENT
 CHECK JOURNAL DETAIL BY CHECK NUMBER
 ALL CHECKS FOR PACIFIC WEST BANK

DATE 5/11 1997

CHQ#	CHQ DATE	CHQ AMOUNT	ENDORSE	ENDORSE TYPE	TRANS NUMBER	TRANSACTION DESCRIPTION	TRANSACTION AMOUNT	COMMENT
51666	05/19/00	149.27	117		69884	REV VEH PARTS	149.27	
51667	05/19/00	75.37	118		69885	OUT REPAIR EQUIPT	75.37	
51668	05/19/00	205.44	119		69886	MOTOROLA PARTS-REPA	205.44	
51669	05/19/00	139.97	120		69887	PARTS & SUPPLIES	139.97	
51670	05/19/00	114.63	121		69887	CLASSIFIED ADS	114.63	
51671	05/19/00	331.27	122		69888	REV VEH PARTS	331.27	
51672	05/19/00	222.41	123		69889	PARTS & SUPPLIES	222.41	
51673	05/19/00	22.14	124		69889	PLUMBING SUPPLIES	22.14	
51674	05/19/00	2,012.65	125		69889	REV VEH PARTS/SUPPLY	2,012.65	
51675	05/19/00	174.32	126		69890	REPAIRS & MAINT	174.32	
51676	05/19/00	55.00	127		69891	REGISTRATION -1/2 -21	55.00	
51677	05/19/00	4,447.42	128		69890	FUELS & LUBRICANTS	4,447.42	
51678	05/19/00	9.75	129		69897	REV VEH PARTS- FLEET	9.75	
51679	05/19/00	150.00	130		69892	MAY ANTENNA REPEATER	150.00	
51680	05/19/00	211.20	131		69891	MAY COPPER RENTAL	211.20	
51681	05/19/00	748.57	132		69862	TEMP HELP W/E 4/22	748.57	
51682	05/19/00	159.72	133		69863	TEMP HELP W/E 4/21	159.72	
51683	05/19/00	223.90	134		69833	TEMP HELP W/E 3/4	223.90	
51684	05/19/00	103.65	135		69864	SUPERTECH RIDGES	103.65	
51685	05/19/00	157.97	136		69865	EMP INCENTIVE LUNCH	157.97	
51686	05/19/00	155.00	137		69866	APP PARTS REPAIRS	155.00	
51687	05/19/00	14.59	138		69894	FINANCE CHARGES	14.59	
51688	05/19/00	416.13	139		69867	WAREHOUSE SUPPLIES	416.13	
51689	05/19/00	327.38	140		69835	PLUMBING SUPPLY	327.38	
51690	05/19/00	400.00	141		69868	OUT REPAIR REV VEH	400.00	
51691	05/19/00	319.06	142		69869	REV VEH PARTS/SUPPLY	319.06	
51692	05/19/00	158.65	143		69870	CUSTODIAL SUPPLY	158.65	
51693	05/19/00	312.36	144		69886	PARTS & SUPPLIES	312.36	
51694	05/19/00	200.00	145		69871	FILM TRANSPORT	200.00	
51695	05/19/00	129.99	146		69837	POSTAGE & MAILING	129.99	
51696	05/19/00	2,831.64	147		69872	REV VEH PARTS	2,831.64	
51697	05/19/00	174.44	148		69873	REV VEH PARTS	174.44	
51698	05/19/00	1,324.63	149		69874	REV VEH PARTS	1,324.63	
51699	05/19/00	5.75	150		69875	PARTS & SUPPLIES	5.75	
51700	05/19/00	22.45	151		69876	REV VEH PARTS	22.45	
51701	05/19/00	300.00	152		69877	1/2 CRT LICENSES	300.00	
51702	05/19/00	1,027.21	153		69878	ADVERTISING DIRECT PROMD	1,027.21	
51703	05/19/00	275.00	154		69879	TRANSIT ADDRESS REP	275.00	
51704	05/19/00	425.60	155		69880	FERRIC/PEPEZ 2 NIGHT	425.60	
51705	05/19/00	570.00	156		69840	TRAINING REG SUPP	570.00	
51706	05/19/00	262.32	157		69882	REV VEH PARTS	262.32	
51707	05/19/00	704.20	158		69889	OUT REPAIR REV VEH	704.20	
51708	05/19/00	3,532.60	159		69881	REV VEH PARTS	3,532.60	
51709	05/19/00	54.10	160		69882	CAR TRAILER SLIDE-SECTED	54.10	
51710	05/19/00	1,122.35	161		69883	REV VEH PARTS 1162	1,122.35	
51711	05/19/00	5.00	162		69864	CAR REPORT #20003-07	5.00	
51712	05/19/00	126.75	163		69841	REPLENISH PETTY CASH	126.75	
51713	05/19/00	13.95	164		69885	RVD ROBS - FAC	13.95	
51714	05/19/00	24.00	165		69842	DMV/NTT FEES	24.00	
51715	05/19/00	200.00	166		69843	COACH AIR TRAINING	200.00	

DATE: 05/01/00 THRU 05/31/00

CHECK NUMBER	CHECK DATE	CHECK AMOUNT	VENDOR NAME	VENDOR TYPE	TRANS. NUMBER	TRANSACTION DESCRIPTION	TRANSACTION AMOUNT	COMMENT
51706	05/19/00	127.00	WAGNER, MARY		69344	CONCH AIR TRAINING	127.00	
51707	05/19/00	138.61	WAGNER, MARY		69345	REIMBURSE MILEAGE	138.61	
51708	05/19/00	44.00	DESSAURETTE, PEDRO		69346	DMV/VTT FEES	44.00	
51709	05/19/00	148.00	TOTELL, JOHN		69347	DMV/VTT FEES	148.00	
					69348	TRAINING 5/24-31	61.00	
51710	05/19/00	44.00	BARRIELE, BERNARD		69349	DMV/VTT FEES	44.00	
51711	05/19/00	40.62	BAUER, FRANK		69350	TRAVEL EXPENSES	40.62	
51712	05/19/00	57.39	MOSLAZE, SULLIVAN		69351	BROKEN GLASSES	57.39	
51713	05/19/00	79.65	DOERMAN, MARK		69352	TRAVEL EXPENSES APTA	79.65	
51714	05/19/00	575.00	WILSON, BONNIE		69353	SUMMER BID LUNCH	575.00	
51715	05/19/00	64.00	GUERRERO, TEOFILO		69354	DRIVERS LICENSE REIM	64.00	
51716	05/19/00	90.00	FERRICK, MARY		69355	TRAVEL ADVANCE 5/30	90.00	
51717	05/19/00	864.77	LEE'S AUTO BODY SHOP		69356	SETTLEMENT DOI 1/26	864.77	
51718	05/19/00	468.78	GATO, RUTHEN		69357	SETTLEMENT DOI 2/15	468.78	
51719	05/19/00	3,686.89	MCCORD, SHANNON		69358	SETTLEMENT DOI 5/23	3,686.89	
TOTAL		11,177.96	PACIFIC WESTERN BANK		TOTAL CHECKS	390	0	11,177.96

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

MEMORANDUM

Date: June 9, 2000

To: Board of Directors

From: Margaret Gallagher, District Counsel

Subject: Notice of Settlement of Shannon McCord Claim and Results of Closed
Litigation Session

On March 29, 2000, Shannon McCord filed a claim against the Santa Cruz Metropolitan Transit District claiming personal injuries as a result of being rear-ended by a Santa Cruz Metropolitan Transit District bus. The Board of Directors reviewed the claim in a closed litigation session on April 21, 2000, and authorized settlement in the amount of \$3686.89. Directors Fitzmaurice, Keogh, Rios, Beutz, Almquist, Ainsworth, Beiers, and Gabriel voted in favor of the settlement. Directors Rotkin and Arthur were absent. In accordance with the Board's directions, Ms. McCord was offered the settlement. On May 10, 2000, a fully executed Release of Claims was received from Ms. McCord and a payment authorization was prepared in the amount of \$3686.89 on that day. On May 19, 2000, Ms. McCord was forwarded a check in the amount of \$3686.89.

Metro Accessible Services Transit Forum (MASTF)*
(* An official Advisory group to the Metro Board of Directors
and the ADA Paratransit Program)
Thursday June 15, 2000, 2-4 p.m.
Louden Nelson Community Center
301 Center Street, Santa Cruz CA

“AGENDA”

ELIGIBLE VOTING MEMBERS FOR THIS MEETING:

Sharon Barbour, Susan Barr, Jim Bosso, Michael Bradshaw, Scott Bugental, Lupe Cerno, Ted Chatterton, Connie Day, Shelly Day, Michael Doern, Mike Edwards, Glen Eldred, Kasandra Fox, Bruce Gabriel, Will Hogan, Donna Jones, Ed Kramer, Deborah Lane, Jeff LeBlanc, Fahmy Ma’Awad, Thom Onan, Dennis Papadopulo, Karena Pushnik, Barbara Schaller, Laura Scribner, Patricia Spence.

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

- I. Call to Order and Introductions
- II. Approval of the May 18, 2000 MASTF Minutes
- III. Amendments to this Agenda
- IV. Oral Communication and Correspondence

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

- V. Ongoing Business
 - 5.1 Demonstration of Talking Sign Mechanism
 - 5.2 Paratransit Update
 - a) Review and Approval of Consultants Selected for Recertification Work

MASTF Agenda

June 15, 2000

Page Two

- b) Call Backs
- c) ADA Paratransit Report (Scott Bugental)
- d) Transportation Advocacy (Thom Onan)

5.3 Restrictions on Amtrak Service

5.4 Supreme Court Challenges to the Americans with Disabilities Act

VI. New Business

6.1 Restroom Hours at Transit Centers

6.2 Customer Service Report Confidentiality

6.3 No Smoking at Bus Stops and Shelters

MASTF COMMITTEE REPORTS

6.4 Training and Procedures Committee Report (Dennis Papadopulo)

6.5 Bus Service Committee Report (Sharon Barbour)

- a) Metro Users Group (MUG)

- b) Bus Evaluation Study Report

6.6 Bus Stop Improvement Committee Report (Mike Edwards)

- a) Bus Stop Advisory Committee (BSAC)

- 1.) Accessible Bus Stops at UCSC

- 2.) Accessible Bus Stop at Capitola Road and Clares Street

OTHER REPORTS

6.7 U.T.U. Report (Steve Paulson)

6.8 S.E.I.U. Report (Jim Hobbs)

6.9 Commission on Disabilities Report (Jeff LeBlanc)

6.10 Elderly and Disabled Transportation Advisory Committee Report

6.11 Board Working Group Session & Board Meeting Reports (Jeff LeBlanc)

6.12 Next Month's Agenda Items

VII. Adjournment

METRO ACCESSIBLE SERVICES TRANSIT FORUM (MASTF)*

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

MINUTES

The Metro Accessible Services Transit Forum met for its monthly meeting on Thursday May 18, 2000 at the Loudon Nelson Community Center, 301 Center Street, Santa Cruz CA.

MASTF MEMBERS PRESENT: Sharon Barbour, Jim Bosso, Scott Bugental, Ted Chatterton, Connie Day, Shelly Day, Michael Edwards, Glen Eldred, Kasandra Fox, Will Hogan, Donna Jones, Ed Kramer, Jeff LeBlanc, Thom Onan, Dennis Papadopulo, Laura Scribner, Patricia Spence.

METRO STAFF PRESENT:

Bryant Baehr, Operations Department Manager
Kim Chin, Planning and Marketing Department Manager
John Daugherty, Accessible Services Coordinator
David Konno, Facilities Maintenance Department Manager
Steve Paulson, U.T.U. Representative
Tom Stickel, Fleet Maintenance Department Manager
Randy Yagi, Senior Customer Service Representative

BOARD MEMBERS PRESENT:

None.

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

MASTF recommends that availability of paratransit service be extended to Thanksgiving, Christmas and New Year's Day by pre-scheduling taxi rides through Lift Line.

MASTF requests that the METRO Board join us in writing a letter to Governor Davis requesting he withdraw his support for a Supreme Court

challenge to the applicability to State Governments of Title II of the Americans with Disabilities Act.

RELEVANT ATTACHMENTS: B, C

***MASTF MOTIONS RELATED TO METRO MANAGEMENT**

None.

I. CALL TO ORDER AND INTRODUCTIONS

Chairperson Jeff LeBlanc called the meeting to order at 2:06 p.m. He introduced *Santa Cruz County Sentinel* reporter Donna Jones to the group. He noted that she was preparing a story on local reaction to challenges to the Americans with Disabilities Act and suggested that persons wanting to speak with her go outside the meeting room for conversation.

II. APPROVAL OF THE APRIL 20, 2000 MASTF MINUTES

John Daugherty passed along two corrections he received in a phone message from Fahmy Ma'Awad:

- Mr. Ma' Awad shared that he had referred to "disability awareness training" and not sensitivity training as noted on Page Eight of the Minutes.
- Mr. Ma' Awad also noted that he had included persons living with mental disabilities and the elderly as groups benefiting from calling out bus stops in his remarks captured on Page Nine of the Minutes.

MASTF Motion: That the April 20, 2000 MASTF Minutes be approved as corrected.

M/S/PU: Edwards, Fox

III. AMENDMENTS TO THE AGENDA

Mr. Daugherty noted that the MASTF Executive Committee had added the following three items to New Business on the Revised Agenda: Supreme Court Challenges to the Americans with Disabilities Act, Restroom Hours at Transit Centers and Customer Service Report Confidentiality.

IV. ORAL COMMUNICATION AND CORRESPONDENCE

Mr. Daugherty described an article (“Attachment A”) that noted testimony from Mr. LeBlanc in support of Assembly Bill 2178. Mr. LeBlanc noted that he and Kasandra Fox had traveled with Bryant Baehr and Kim Chin to Sacramento to support the bill that will exempt persons with disabilities from restrictions on Amtrak Connector service between Santa Cruz Metro Center and the San Jose (Cahill) Train Station. Ms. Fox stated that the travel and testimony highlighted “one of the most exciting days in my life.”

Mr. LeBlanc reported that he had recently served as MASTF’s representative on the selection panel that recommended a consultant to work with METRO and community groups on the development of a paratransit recertification process. He noted that the consultant firm picked unanimously by the panel emphasized sensitivity to community group concerns. Kim Chin shared that the firm (Nelson-Nygaard) had tailored its proposal to meet local concerns. Mr. Chin added that MASTF’s recommendation on the consultant selection would be helpful. Mr. LeBlanc suggested that MASTF’s recommendation be an agenda item for next meeting.

V. ONGOING BUSINESS

5.1 Paratransit Update

a) Call Backs

Jim Bosso and Scott Bugental shared information on current handling of customer calls and the need for technical improvements. Mr. Bosso noted that his Santa Cruz Transportation Company is working to get a new phone system

that includes dedicated lines to receive calls. Mr. Bugental noted that Lift Line needs new trunk lines to handle phone calls and computer needs.

Mr. Bugental added that Lift Line was ready to select a new purchasing agent and overhaul the phone system. He noted that the large number of phone calls overwhelmed the current system and was “really a mess.” He shared recent survey results that estimated that callers wait an average between 90 seconds and two minutes for their call to be answered. He noted that Lift Line was considering an automated phone answering system to handle calls.

Patricia Spence stated that she has waited on the phone longer than the survey results. She observed that persons scheduling paratransit rides need more training and experience to become proficient. Laura Scribner noted that Lift Line should be careful about selection of telephone and electronic data systems since Food and Nutrition Services has experienced problems in the past. Mr. Bugental noted that 10 Electronic Data Transmitter (EDT) units should be in service by August and enable Lift Line to track where vehicles are located.

b) Paratransit Service on Christmas Day and other Holidays

Mr. Bosso shared information about the proposed revisions to rates charged for taxi service in Santa Cruz. Mr. Bosso noted that the proposed rate changes help cover costs incurred by soaring gas prices and the impact of short taxi trips. Examples of changes include the “drop rate” – what a person pays when the cab begins service -- going from \$2.25 to \$3.00 and the proposed change in cost per mile (from \$2.00 to \$2.50). Mr. Bosso noted that the proposed changes could be approved by the Santa Cruz City Council later this month.

Mr. Chin shared that an increase in cab fare rates will affect paratransit service costs. He estimated that paratransit costs could increase by \$400,000 during the next year. Mr. Bugental stated that he will ask the Santa Cruz City Council to delay a final decision until the impact on paratransit service could be assessed. There was discussion about the impact of rate increases on the

taxi companies and customers after the remarks of Mr. Chin and Mr. Bugental.

Mr. LeBlanc reintroduced the concept of being able to utilize paratransit on holidays when no METRO bus service is available. The following Motion to the Board emerged from discussion:

MASTF Motion: MASTF recommends that availability of paratransit service be extended to Thanksgiving, Christmas and New Year's Day by pre-scheduling taxi rides through Lift Line.

M/S/C: Fox, C. Day (Abstentions: Barbour, Bosso, Bugental, Kramer)

c) ADA Paratransit Report (Scott Bugental)

Mr. Bugental covered three topics with the group: 1) An announcement that the panel interviews to select a consultant to assist with the paratransit audit would take place in early June; 2) Lift Line's work to expand Special Care (bed-to-bed) transportation; 3) The possible increase in assistance from the Central Coast Alliance for Health to cover the cost of some medical trips. Ms. Spence requested that "Lift Line Procedures for Medical Emergencies" become an agenda item for the meeting next month.

d) Transportation Advocacy (Thom Onan)

Thom Onan reported that there was a slight increase in the number of phone calls he received in the previous month compared with the preceding one. He noted that he was looking forward to the audit of paratransit services.

5.2 Bus Stop Announcements

Mr. LeBlanc shared highlights from the meeting between MASTF members, U.T.U and Management representatives that was noted during the MASTF meeting last month. Recommendations from the group intended to improve how well and how often bus stops are announced included:

- Having the list of bus stops drivers are expected to announce highlighted on the paddles of information that drivers refer to during their work shift.
- Having examples of the penalties levied against transit districts that have not complied with the law shared with drivers.
- Tracking the Customer Service Reports (CSR) filed by passengers.

Bryant Baehr reported that Talking Sign systems are being installed in buses that serve Routes 69 and 71. He offered to set up a demonstration of the Talking Sign system for the next MASTF meeting. Laura Scribner stated that her bus riding over the last few weeks has revealed that the regularity of bus stop announcements by drivers has been much better. Ed Kramer and Mr. Baehr discussed the feasibility of having the Talking Sign announce every bus stop.

5.3 Restrictions on Amtrak Service

Mr. LeBlanc noted that lobbying for Senate Bill 2178 had been discussed earlier in the meeting. He pointed out that the final resolution for the legislation was not yet known.

5.4 Back Up Service for Route 71

Mr. Chin explained that METRO's Service Review Committee (SRC) has worked on improving service provided by "6900 Block" buses (which are buses that serve Route 69 trips and connected service). The SRC has also looked for ways to provide expanded peak hour service for Route 71 customers. He stated that the goal of proposed changes is to improve reliability of service.

5.5 List of Locations to Receive Bus Shelters

Mr. LeBlanc commended the work of members of the Bus Stop Advisory Committee (BSAC) – which includes Michael Boyd, Wally Brondstatter,

Floyd Crawford and Gillian Glaze – that has produced the first comprehensive planning document

for bus stop improvements that Mr. LeBlanc has seen. He noted that the group effort was worthy of consideration for official appreciation from MASTF later this year.

VI New Business

6.1 MASTF Phone Directory

Ms. Fox proposed that a list of phone numbers and e mail addresses of MASTF members become available to the membership so that members can contact each other. Discussion of the proposal included Mr. Bugental's concern that a member is placed on the list voluntarily.

The following Motion to MASTF membership concluded discussion:

MASTF Motion: MASTF authorizes Ms. Fox to compile a MASTF Directory of phone numbers and e mail addresses from MASTF members who choose to be included.

M/S/PU: Barbour, Bugental

6.2 MASTF Newsletter

Ms. Fox offered to create the first edition of a MASTF newsletter to spread information about the group.

The following Motion to MASTF membership concluded discussion:

MASTF Motion: MASTF authorizes Ms. Fox to create the first edition of the MASTF newsletter.

M/S/PU: Barbour, C. Day

6.3 Supreme Court Challenges to the Americans with Disabilities Act

Mr. LeBlanc described several legal challenges to the Americans with Disabilities Act (ADA). He noted that Clint Eastwood was lobbying for

legislation that would require a 90-day notice from persons with disabilities to business owners before an access lawsuit could begin. He also noted two legal cases heading toward the Supreme Court (“Attachments B, C and D”) that could undermine the jurisdiction of the ADA.

Discussion concluded with two Motions, the first directed to the MASTF Executive Committee and the second forwarded to the METRO Board:

MASTF Motion: MASTF authorizes its Executive Committee to write a letter to Governor Davis requesting he withdraw his support for a Supreme Court challenge to the applicability to State Governments of Title II of the Americans with Disabilities Act.

M/S/PU: Bugental, Fox

MASTF Motion: MASTF requests that the METRO Board join us in writing a letter to Governor Davis requesting he withdraw his support for a Supreme Court challenge to the applicability to State Governments of Title II of the Americans with Disabilities Act.

M/S/PU: Barbour, Fox

6.4 Restroom Hours at Transit Centers

Tabled due to time constraints.

6.5 Customer Service Report Confidentiality

Tabled due to time constraints.

MASTF COMMITTEE REPORTS

6.6 Training and Procedures Committee Report (Dennis Papadopulo)

Tabled due to time constraints.

6.7 Bus Service Committee Report (Sharon Barbour)

a) Metro Users Group (MUG)

Tabled due to time constraints.

b) Bus Evaluation Study Report

Tabled due to time constraints.

6.8 Bus Stop Improvement Committee Report

Dennis Papadopulo noted that paving work needed to improve the inbound bus stop at the Senior Center on Capitola Road at 17th Avenue had not been completed. Mr. LeBlanc noted that lists featuring some bus stop and shelter improvements (“Attachments E, F and G”) were available for members to review.

OTHER COMMITTEE REPORTS

6.9 U.T.U. Report (Steve Paulson)

No report.

6.10 S.E.I.U. Report

No report.

6.11 Commission on Disabilities Report (Jeff LeBlanc)

MASTF Minutes
May 18, 2000
Page Ten

No report.

6.12 Elderly and Disabled Transportation Advisory Committee Report

No report.

6.13 Board Working Group Session & Board Meeting Reports (Jeff LeBlanc)

No report.

6.14 Next Month's Agenda Items

Further discussion and action on: MASTF Recommendation on Paratransit Recertification Consultant, Talking Sign demonstration and Lift Line Procedures for Medical Emergencies.

VII Adjournment

The meeting was adjourned at 4:16 p.m.

NOTE: NEXT MAST MEETING IS: Thursday June 15, 2000 from 2:00-4:00 p.m., at the Loudon Nelson Community Center, 301 Center Street, Santa Cruz, CA.

NOTE: NEXT S.C.M.T.D. SPECIAL BOARD MEETING/WORKSHOP IS: Friday June 9, 2000 at 8:30 a.m. at the S.C.M.T.D. Administrative Offices, 370 Encinal Street in Santa Cruz, CA.

NOTE: NEXT S.C.M.T.D. BOARD OF DIRECTORS MEETING IS: Friday June 16, 2000 at 9:00 a.m. at the Santa Cruz City Council Chambers, 809 Center Street, Santa Cruz, CA.

Santa Cruz Metropolitan Transit District

Minutes-Metro Users Group

May 17, 2000

The Santa Cruz Metropolitan Transit District Metro Users Group met at 2:25 p.m. on Wednesday, May 17, 2000, at the District's Encinal Conference Room, 370 Encinal Street, Suite 100, Santa Cruz.

MEMBERS PRESENT

Bruce Gabriel, Chair
Sharon Barbour
G. Ted Chatterton
Michael Clark
Sandra Coley
Connie Day
Michelle Hinkle

VISITORS PRESENT

Barbie Schaller
Shelley Day

SCMTD STAFF PRESENT

Bryant Baehr, Operations Manager
Kim Chin, Planning & Marketing Manager
David Konno, Facilities Maintenance Manager
Tom Stickel, Fleet Maintenance Manager

MUG RESOLUTIONS TO METRO BOARD OF DIRECTORS

MUG made a motion that the Board of Directors support the selection of the firm Nelson Nygaard for the ADA Recertification Program.

.....
MUG RESOLUTIONS TO METRO MANAGEMENT

1. CALL TO ORDER AND INTRODUCTION

2. ADDITIONS AND DELETIONS TO THE AGENDA

The following item was added: New Service Request in Watsonville. This will be discussed under Item 5b.

3. ORAL AND WRITTEN COMMUNICATIONS AND ANNOUNCEMENTS

Sharon Barbour stated that she has copy of a letter to Governor Gray Davis asking to support the constitutionality of the ADA instead of challenging it in the Supreme Court. She stated she is bringing this letter to MASTF and would like MUG members to read and sign it and send it to the Governor.

Sharon Barbour also stated that restroom facilities are not available after 9:00 p.m. at the Santa Cruz Metro Center and Scotts Valley Transit Center. She indicated that the buses run until midnight and restroom facilities are not available for passengers to use after 9:00 p.m.

Sandra Coley stated that safety is a concern after hours in the downtown area.

Kim Chin stated that the District is looking at expanding customer service hours on weekdays from 6:00 a.m. to 7:00 p.m. and also expanding customer service hours on weekends. Currently, customer service hours are 8:00 a.m. to 5:00 p.m. Monday through Friday. He indicated that the District would have to see what impact this would have on the budget to increase customer service hours.

Ted Chatterton stated that there is a port-a-potty two blocks located from the Metro Center where the market parking lot is.

Sharon Barbour asked if a sign can be posted at the Metro Center indicating where restroom facilities are available after hours.

4. CONSENT AGENDA

ACTION: MOTION: Sharon Barbour SECOND: Sandra Coley

Approve the following items accepted by the Committee:

- a) Receive and Accept April Meeting Minutes
- b) Monthly Attendance Report
- c) Review of Minutes of Board of Directors Meeting
- d) Review of Board Meeting Agenda Items:
 - 1. Quarterly Performance Report
 - 2. Quarterly Ridership Report

The committee voted unanimously.

5. ON-GOING ITEMS

a) Review of Headways Redesign Issues

Kim Chin reported that the Request for Proposals for Headways is out for bid. He stated that a pre-proposal meeting will be held on Thursday, May 18, 2000. He will be give an update to MUG and MASTF next month as to the outcome of the pre-proposal meeting.

Ted Chatterton raised the question of the numbers in Headways, he stated that you cannot read them.

Kim Chin stated that they will be looking at the current format and see how to display ideas and make it more simple to use. He also stated that there will be a Spanish version of Headways this Fall.

Sharon Barbour asked if issues of Headways are printed in large print.

Kim Chin stated that there are copies of Headway in large print available.

Ms. Barbour also asked about the possibility of having a colored map.

Mr. Chin stated that there is that possibility and something that will be looked at. He also stated that it can be color coded, for example, Watsonville can be one color, the Highway 17 Express Service can be another color, etc., making it easier to read and understand Headways. Mr. Chin reported that the subcommittee did not meet this morning, but that the previous meetings with the group have come up with really good ideas for Headways. There was discussion about having a subcommittee meeting when there is a need for one.

b) Service and Planning Update

Chairperson Gabriel stated that a petition has been received asking for more bus service in the Watsonville area. He stated that he has talked with Kim Chin and Jeff LeBlanc and they felt it would be a good idea to contact Watsonville officials to discuss bus service and make it more user friendly.

Bryant Baehr stated that the Service Review Committee has been in contact with Martin Carver, City of Watsonville on bus service, GIS, etc. He also stated that one of the biggest challenges that the Committee has been discussing is running times, specifically at the intersection of Ocean and Water streets. He stated that he has talked to passengers and they

have indicated that they look at the schedule time that the bus arrives and count on the bus being 15 minutes late from the scheduled time. He also indicated that the UCSC, Santa Cruz, Capitola and Express corridor route after 3:00 p.m. runs late because of traffic gridlock. The District will be asking the Board of Directors to approve \$132,000 to add 2 more buses on these corridors to get the schedule to match the service. He also indicated that the SCCRTC has between \$200,000 to \$500,000 in additional funds. The Service Review Committee's list of projects include the Watsonville Shuttle, Highway 17 Service on Weekends, Highway 17 Service to Metro Center, Bus Stop signs in Spanish, Holiday service, etc.

c) Marketing

Kim Chin gave the group an update on the STP/CMAQ request program. He stated that the District will work with the SCCRTC, TMA to coordinate this program to talk about promoting transit and how to use it, carpooling, vanpooling, bicycling to work, marketing the Highway 17 Express service. Mr. Chin stated that trips coming back to Santa Cruz on Highway 17 are not well utilized.

Sharon Barbour asked if there was someone willing to talk to local businesses to promote transit.

Kim Chin stated that they will be talking to business groups in Santa Cruz and San Jose and also to Valley Transportation Authority.

Sandra Coley stated that there are bicycle maps available to people, but a lot of them do not know that these maps exist.

Kim Chin stated that there will be a series of ads with a cloud motif stating, "Soon to be Powered by CNG" which will be on seven of the District's buses. He also indicated that on May 20, 2000, a University Town Faire will be held at Pacific and Cathcart streets from 10:00 a.m. to 4:00 p.m.

d) COF - MetroBase

Bryant Baehr stated that there is nothing new to report at this time.

e) Cabrillo College

Chairperson Gabriel stated that he sent an e-mail to Manuel Osorio asking him to appoint someone from Cabrillo to attend the MUG meetings.

6. UPDATES

a) New Service

- **AMTRAK**
- **Late Night 7N**

AMTRAK

Bryant Baehr stated that he testified in Sacramento before the Senate a couple of weeks ago regarding AB 2178, along with Jeff LeBlanc and Cassandra Fox. He indicated that they voted 10-0 in favor of AB 2178, which would give passengers a one-hour window wait instead of the two-hour window.

Chairperson Gabriel indicated that AMTRAK also requires disabled passengers to call one day in advance for reservations and that Greyhound is not accessible to disabled passengers and in violation of Section 504.

Late Night 7N

Bryant Baehr stated that this is on the list of projects and included as part of the \$132,000 up for discussion at the Service Review Committee meeting next month.

b) ADA Recertification

Kim Chin stated that the Selection committee, which consisted of MUG and MASTF members and District staff interviewed three firms. He indicated that the three firms submitted good proposals. The committee was quite pleased with the firm of Nelson Nygaard and that they were going to ask the Board to vote for approval the firm of Nelson Nygaard for the ADA Recertification Program.

ACTION: MOTION: Connie Day SECOND: Michelle Hinkle

MUG made a motion that the Board of Directors support the selection of the firm Nelson Nygaard for the ADA Recertification Program.

The committee voted unanimously.

Barbara Schaller introduced herself and stated that she came to the MUG meeting to express her concerns regarding bus stops in her neighborhood being too far apart. She stated that senior citizens cannot use the bus because the bus stops are too far apart for them to walk to.

She would like to see bus stops closer together and accessible for them to walk to.

c) Courtesy Stop Policy

Bryant Baehr stated that there is nothing new to report at this time.

7. NEW BUSINESS

Bryant Baehr reported that the District is currently installing the "Talking Bus" on two of the Route 71's and a Route 69. It will take approximately one week for the project to take place. The talking bus will have internal and external announcements on digital display.

8. OPEN DISCUSSION

9. ADJOURNMENT

The meeting adjourned at 3:30 p.m.

Respectfully submitted,

DEBBIE GUERRERO
Administrative Secretary

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: June 16, 2000
TO: Board of Directors
FROM: Elisabeth Ross, Manager of Finance
**SUBJECT: MONTHLY BUDGET STATUS REPORT FOR APRIL 2000
AND APPROVAL OF BUDGET TRANSFERS**

I. RECOMMENDED ACTION

Staff recommends that the Board of Directors approve the budget transfers for the period of May 1-31, 2000.

II. SUMMARY OF ISSUES

- Operating revenue for the year to date totals \$21,719,766 or \$631,518 over the amount of revenue expected to be received during the first ten months of the fiscal year.
- Total operating expenses for the year to date, including pass through grant programs, in the amount of \$19,260,432, are at 72.5% of the budget. Day to day operating expenses total \$19,210,088 or 75.1% of the budget.
- A total of \$1,431,628 has been expended through April 30, 2000, for the FY 99-00 Capital Improvement Program.

III. DISCUSSION

An analysis of the District's budget status is prepared monthly in order to apprise the Board of Directors of the District's actual revenues and expenses in relation to the adopted operating and capital budgets for the fiscal year. The attached monthly revenue and expense report represents the status of the District's FY 99-00 budget as of April 30, 2000. The fiscal year is 83.3% elapsed.

A. Operating Revenues.

Revenues are \$631,518 over the amount expected to be received for the period, based on the revised budget adopted by the Board in February. Sales tax revenue is \$556,902 ahead of budget projections. General fund interest income is \$70,741 ahead of budget projections. Variances are explained in the notes following the report.

B. Operating Expenses.

Day to day operating expenses for the year to date (excluding grant-funded programs, capital transfers and pass-through programs) total \$19,210,088 or 75.1% of the budget, with 83.3% of

the year elapsed. If the paratransit program expenses were up to date, operating expenses would be at 76% of the revised budget. Variances are explained in the notes following the report.

C. Capital Improvement Program.

For the year to date, a total of \$1,431,628 has been expended on the Capital Improvement Program. Only 10% of budgeted purchases for the year have been completed.

IV. FINANCIAL CONSIDERATIONS

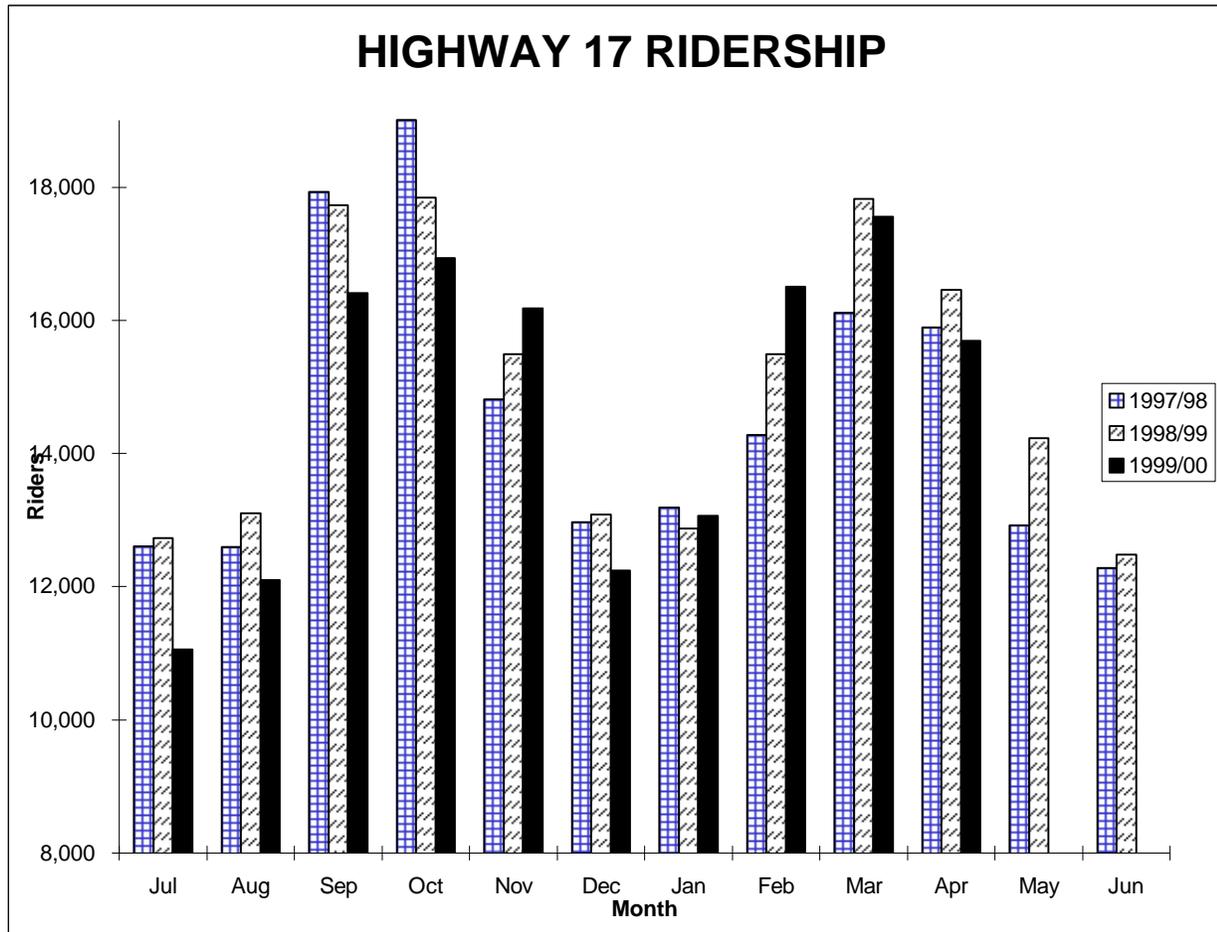
Approval of the budget transfers will increase some line item expenses and decrease others. Overall, the changes are expense-neutral.

V. ATTACHMENTS

Attachment A: Revenue and Expense Report for April, and Budget Transfers

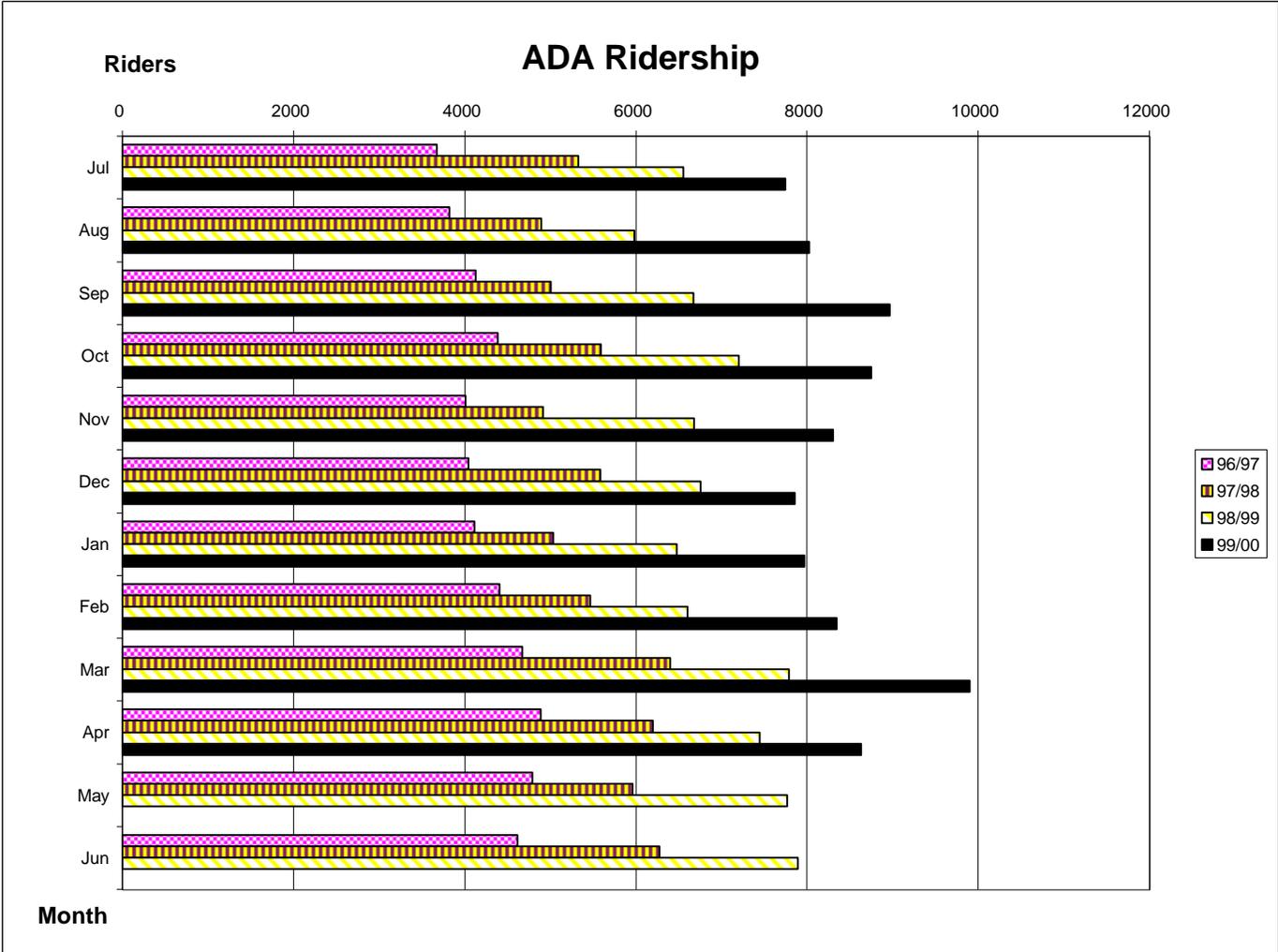
HIGHWAY 17 - APRIL 2000

	APRIL			YTD		
	1999/00	1998/99	%	1999/00	1998/99	%
FINANCIAL						
Cost	\$ 94,606	\$ 81,456	16.1%	#####	\$ 788,208	37.9%
Farebox	\$ 36,328	\$ 39,706	(8.5%)	\$ 345,600	\$ 352,377	(1.9%)
Operating Deficit	\$ 55,091	\$ 38,238	44.1%	\$ 718,629	\$ 411,883	74.5%
Santa Clara Subsidy	\$ 22,062	\$ 19,119	15.4%	\$ 321,680	\$ 205,941	56.2%
METRO Subsidy	\$ 33,029	\$ 19,119	72.8%	\$ 518,469	\$ 205,941	151.8%
San Jose State Subsidy	\$ 3,186	\$ 3,512	(9.3%)	\$ 22,520	\$ 23,949	(6.0%)
STATISTICS						
Passengers	15,693	16,454	(4.6%)	147,742	152,639	(3.2%)
Revenue Miles	32,918	32,918	0.0%	320,198	321,694	(0.5%)
Revenue Hours	1,280	1,280	(0.0%)	12,453	12,511	(0.5%)
PRODUCTIVITY						
Cost/Passenger	\$ 6.03	\$ 4.95	21.8%	\$ 7.36	\$ 5.16	42.4%
Revenue/Passenger	\$ 2.31	\$ 2.41	(4.1%)	\$ 2.34	\$ 2.31	1.3%
Subsidy/Passenger	\$ 3.71	\$ 2.54	46.4%	\$ 5.02	\$ 2.86	75.7%
Passengers/Mile	0.48	0.50	(4.6%)	0.46	0.47	(2.8%)
Passengers/Hour	12.26	12.85	(4.6%)	11.86	12.20	(2.8%)
Recovery Ratio	38.4%	48.7%	(21.2%)	31.8%	44.7%	(28.9%)



**ADA Paratransit Program
Monthly Status Report**

	This April	Last April	% Change	This YTD	Last YTD	% Change
Cost	\$ 194,261	\$ 164,319	18.2%	\$ 1,848,365	\$ 1,463,501	26.3%
Revenue	\$17,254	\$14,886	15.9%	\$168,870	\$136,214	24.0%
Subsidy	\$177,007	\$149,433	18.5%	\$1,679,495	\$1,327,287	26.5%
Passengers	8,627	7,443	15.9%	84,435	68,107	24.0%
Cost/Ride	\$22.52	\$22.08	2.2%	\$21.89	\$ 21.49	2.1%
Subsidy/Ride	\$20.52	\$20.08	2.2%	\$19.89	\$19.49	2.1%
Operating Ratio	8.9%	9.1%	-2.0%	9.1%	9.3%	-1.8%
% Rides on Taxi	69.6%	74.2%	-6.2%	70.9%	72.0%	-1.6%
Program Registrants	7,241	5,778	25.3%	7,241	5,778	25.3%
Rides/Registrant	1.2	1.3	-7.5%	11.7	11.8	-1.1%



SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: June 16, 2000
TO: Board of Directors
FROM: Elisabeth Ross, Manager of Finance
**SUBJECT: RENEWAL OF LIABILITY AND PHYSICAL DAMAGE INSURANCE
COVERAGE FOR FY 2000-2001**

I. RECOMMENDED ACTION

Staff recommends that the Board of Directors authorize payment to the California Transit Insurance Pool (CalTIP) in the net amount of \$100,000 for participation in the FY 2000-2001 program.

II. SUMMARY OF ISSUES

- The District carries general liability and vehicle insurance through CalTIP, a pool of California public transit properties established in 1987.
- The renewal for FY 2000-2001 is in the amount of \$100,000 for liability insurance, including an additional \$10 million in excess coverage; and \$0 for vehicle physical damage insurance due to credits which more than offset the \$7,447 expense.

III. DISCUSSION

The District has been a member of CalTIP since its inception in 1987. Each member agency has a representative on CalTIP's Board of Directors. Assistant General Manager Mark Dorfman is the District's representative. Coverage limits are \$20 million general and vehicular liability with a \$100,000 deductible per occurrence.

Vehicle physical damage coverage is for actual cash value of the vehicle with a \$25,000 deductible on buses and a \$500 deductible on non-revenue vehicles. The District received credits this year for retained earnings so the premium of \$7,447 has been reduced to zero.

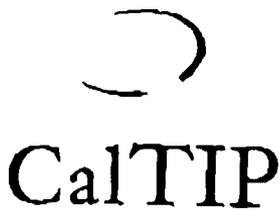
Pool loss experience has been very good and the net cost of this coverage has been very favorable to the District. The liability coverage includes errors and omissions coverage.

IV. FINANCIAL CONSIDERATIONS

The insurance cost is included in the FY 2000-2001 draft final budget.

V. ATTACHMENTS

Attachment A: Insurance Summary from CalTIP



CALIFORNIA TRANSIT
INSURANCE POOL
VIA FAX
(831) 426-6117

1414 K Street
Suite 320
Sacramento, CA
95814

p. 916-446-4656
f. 916-446-4318
www.CalTIP.org
Info@CalTIP.org

May 31, 2000

To: Betsy Ross

Fm: Anna Marie Will, Technical Services Director *AW*

Re: 2000-01 INVOICES

Per your request, **following are** the amounts Santa **Cruz** Metropolitan Transit District will be invoiced for its participation in **CalTIP's** 2000th 1 insurance year:

Liability Program:

1.	Loss Fund Deposit	\$74,415
2.	Administrative Deposit	\$4 1,247
3.	Excess Deposit	\$53,923
4.	Retrospective Adjustment Credit	\$(1 1,657)
5.	Rate Offset Reserve Credit	<u>\$(57,928)</u>
	Total:	\$100,000

Physical Damage Program:

1.	Loss Fund Deposit	\$26,749
2.	Excess Deposit	\$ 7,447
3.	Credit from 1999-00	\$(61,551)
4.	Return of Retained Earnings Credit	<u>\$ -</u>
	Total:	\$(27,355)*

***This negative number represents a credit, which will be provided on the 2001-02 invoice.**

Please call me at (916) 446-4656 if you have any questions about these figures.

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: June 16, 2000
TO: Board of Directors
FROM: Elisabeth Ross, Manager of Finance
SUBJECT: RENEWAL OF PROPERTY INSURANCE COVERAGE FOR FY 2000-01

I. RECOMMENDED ACTION

Staff recommends that the Board of Directors authorize renewal of property insurance coverage with the Greenwich Insurance Company at a premium cost not to exceed \$37,000.

II. SUMMARY OF ISSUES

- The District carries property insurance on all its owned facilities and on leased facilities in accordance with lease agreements, as well as on building contents.
- The premium renewal for FY 2000-2001 is not expected to exceed \$37,000.

III. DISCUSSION

Saylor & Hill, the District's property insurance broker, has arranged for renewal of property insurance coverage with the Greenwich Insurance Company. This is all risk coverage, excluding earthquake and flood, and includes buildings and contents, employee tools, telephone system, and other equipment, with a \$5,000 deductible. The District carries flood insurance on one location, 1200 River Street, under a separate policy, and will be obtaining quotes for earthquake insurance.

IV. FINANCIAL CONSIDERATIONS

The insurance cost is included in the FY 2000-2001 draft final budget.

V. ATTACHMENTS

Attachment A: Memo from Saylor & Hill.

Memorandum

SAYLOR & HILL CO
1939 HARRISON STREET
OAKLAND, CA 94612
(510) 273-8888

DATE: May 31, 2000
TO: Betsy Ross
Santa Cruz Metropolitan Transit
FROM: Afaf Sackmann
RE: Property Renewal

Betsy:

The property policy will be renewed with Greenwich Insurance Company and the A.M. Best's Rating is A+ XI.

After deleting the 25 Sakata Drive location the blanket building limit will be \$5,839,000 and personal property will be reduced to \$1,306,000.

The renewal premium has not been confirmed since we are making the above changes but will be lower than last year.

Please call me if you have any further questions.

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: June 16, 2000
TO: Board of Directors
FROM: Elisabeth Ross, Manager of Finance
SUBJECT: APPROVAL OF CAPITALIZATION MINIMUM OF \$1,000

I. RECOMMENDED ACTION

Staff recommends that the Board of Directors approve a capitalization minimum of \$1,000 for fixed assets effective July 1, 2000.

II. SUMMARY OF ISSUES

- The District depreciates all fixed assets with a value of \$500 or greater.
- Most public agencies have increased their capitalization minimum to at least \$1,000.
- Staff proposes to increase the capitalization minimum to \$1,000 at this time.

III. DISCUSSION

The District currently depreciates all fixed assets with a value of \$500 or greater and a useful life of at least one year. The Federal Transit Administration requires a capitalization minimum of no greater than \$5,000, the same amount recommended by the Government Finance Officers Association. The Valley Transit Authority and Riverside Transit Agency both use a \$5,000 minimum while SamTrans uses a \$1,000 minimum. The District's independent audit firm, Grant Thornton, LLP, has recommended that the District increase its minimum from \$500 in order to simplify the District's accounting records. It is proposed that the District increase the minimum to \$1,000 at this time.

IV. FINANCIAL CONSIDERATIONS

The proposed action will result in fixed assets with a value of \$1,000 or greater being capitalized and depreciated. Items with a value of less than \$1,000 will be expensed when purchased.

V. ATTACHMENTS

None.

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: June 16, 2000
TO: Board of Directors
FROM: Mark J. Dorfman, Assistant General Manager
SUBJECT: AUTHORIZATION TO RENEW CONTRACT WITH UCSC

I. RECOMMENDED ACTION

The purpose of this communication is to request authorization for the General Manager to renew the existing contract with UCSC for the coming year.

II. SUMMARY OF ISSUES

- In FY 95-96, a new contract was negotiated with UCSC.
- This contract has been annually renewed.
- The FY 95-96 contract made changes to the way UCSC is billed that resulted in increased revenue to the District.
- The contract needs to be extended to continue operation of the program.

III. DISCUSSION

The current agreement with UCSC was negotiated in 1995/96. In that agreement there were changes negotiated that resulted in increased revenues to the District, and in exchange the District increased service to the University.

The District and UCSC representatives meet on a regular basis and agree that it is in the best interest of both parties to continue the agreement for an additional fiscal year.

IV. FINANCIAL CONSIDERATIONS

There is no fiscal impact from renewing this agreement. Failure to renew the agreement would result in a loss of UCSC contract revenue, adversely impacting District operations.

V. ATTACHMENTS

None

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: June 16, 2000

TO: Board of Directors

FROM: Mark J. Dorfman, Assistant General Manager

**SUBJECT: HOLD A PUBLIC HEARING ON THE PROPOSED SCMTD
DISADVANTAGED BUSINESS ENTERPRISE PROGRAM FOR
FEDERALLY FUNDED PROCUREMENTS.**

I. RECOMMENDED ACTION

Receive public comments on the proposed DBE Plan Update.

II. SUMMARY OF ISSUES

- The District receives federal funding assistance from the U.S. Department of Transportation and must implement a Disadvantaged Business Enterprise (DBE) Program to ensure that small minority- and women-owned businesses are not disadvantaged by unlawful discrimination.
- In 1999, the Department of Transportation required Transit Agencies to update their DBE Programs to comply with new regulations adopted by the U.S. Congress.
- The proposed *DBE Program Update* (attached) complies with the new regulations and must be adopted by the Board of Directors and approved by the Federal Transit Administration after a 45-day public comment period.

III. DISCUSSION

In 1983, the United States Congress enacted the first Disadvantaged Business Enterprise statute to end discrimination in the award of federally funded procurements. As required by the Department of Transportation, the Santa Cruz Metropolitan Transit District implemented a plan and annually established a goal for DBE participation. The District's intent is to attain the same rate of participation by small, minority and women- owned business in federally funded contracts which could be expected in the absence of discrimination.

In 1999, the U.S. Congress adopted new legislation governing DBE programs in response to a Supreme Court opinion which stated that affirmative action programs must be narrowly tailored to serve a compelling government interest. The Department of Transportation required all transit agencies to update their DBE Programs to comply with the new legislation. The proposed *DBE Program Update* attached to this report addresses the legislative requirements of 49 CFR 26 (Code of Federal Regulations, Chapter 49, Section 26).

As part of the Program Update, the District must hold a public hearing and receive public comments for 45 days after making the Plan available. Public comments and the District's response will be included in the final *DBE Program Update* which will be brought back to the Board to consider adoption in July, 2000. Staff initiated outreach and public participation efforts on Saturday, May 28 and will receive comments through July 15, 2000. The *Update* may include public comments, responses and/or revisions arising from public input.

IV. FINANCIAL CONSIDERATIONS

None. The *SCMTD DBE Program Update* has no direct financial impact; however, contracts funded with FTA assistance will be monitored for DBE goal achievement and DBE participation will be reported quarterly to the FTA.

V. ATTACHMENTS

Attachment A: *Santa Cruz Metropolitan Transit District Disadvantaged Business Enterprise Program Update 49 CFR Part 26*

**Santa Cruz Metropolitan Transit District
Disadvantaged Business Enterprise
Program Update 49 CFR 26**

July 2000

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**Santa Cruz Metropolitan Transit District
Disadvantaged Business Enterprise
Program Update 49 CFR 26
(DBE Program)**

I. Policy

The Santa Cruz Metropolitan Transit District (District) is committed to a *Disadvantaged Business Enterprise Program Update 49 CFR 26* for the participation of Disadvantaged Business Enterprises (DBEs) in the District's procurements in accordance with the Code of Federal Regulations, Chapter 49 Part 26, effective March 4, 1999.

The Santa Cruz Metropolitan Transit District receives Federal financial assistance from the Department of Transportation, and as a condition of receiving this assistance, assures that it will comply with 49 CFR Part 26. The Santa Cruz Metropolitan Transit District establishes this Disadvantaged Business Enterprise Program Update 49 CFR 26 (DBE Program) in accordance with the regulations in 49 CFR 26.

It is the policy of the Santa Cruz Metropolitan Transit District to ensure nondiscrimination based upon race, color, sex or national origin in the award and administration of all contracts with funding assistance from the U.S. Department of Transportation. It is the intention of the District to create equitable conditions in which DBEs can compete fairly and participate fully in the performance of contracts and subcontracts relating to the District's construction and procurement activities. Furthermore, it is the policy of the District to ensure that the DBE Program is narrowly tailored in accordance with applicable laws and that only firms meeting the eligibility standards in 49 CFR Part 26 participate as DBEs in the program.

The Assistant General Manager, Mark J. Dorfman, has been delegated as the DBE Liaison Officer. In that capacity, the Assistant General Manager is responsible for implementing all aspects of the DBE program and the DBE program is accorded the same priority as compliance with all other legal obligations incurred by the District in its financial assistance agreements with the Department of Transportation.

Santa Cruz Metropolitan Transit District will disseminate this policy statement to all components of the organization. We will distribute this statement to DBE and non-DBE business communities that perform work for us on DOT-assisted contracts by an inclusion in legal advertisements for all procurements.

Leslie R. White, General Manager

Date

A. Applicability

Pursuant to 49 CFR §§ 26.3 and 26.21, SCMTD, a recipient of federal financial assistance from the Federal Transit Administration (FTA) of the United States Department of Transportation (U.S. DOT), is required to implement a DBE Program in accordance with 49 CFR Part 26 (Regulations). The requirements of the Regulations are incorporated by reference. In the event of any conflicts or inconsistencies between the Regulations and the DBE Program with respect to DOT-assisted contracts, the Regulations shall control. The DBE Program outlined herein applies to all SCMTD contracts that are funded, in whole or in part, by U.S. DOT federal financial assistance. To the extent that the Program's policy, objectives and efforts involve race-neutral methods, the DBE Program will apply to all SCMTD contracts regardless of funding source.

B. Program Objectives

The objectives of the District's DBE Program are to:

- Ensure nondiscrimination in the award and administration of DOT-assisted contracts;
- Create a level playing field on which DBEs can compete fairly for DOT-assisted contracts;
- Ensure the DBE Program is narrowly tailored in accordance with 49 CFR Part 26;
- Ensure that only firms that fully meet the eligibility standards in 49 CFR Part 26 are permitted to participate as DBEs;
- Help remove barriers to DBE participation in the bidding, award and administration of DOT-assisted contracts;
- Identify business enterprises that are eligible as DBEs to provide SCMTD with required materials, equipment, supplies and services;
- Develop procedures that will acquaint prospective DBEs with the District's contracting procedures, activities and requirements, and receive feedback from DBEs on existing barriers to participation and effective procedures to eliminate them.

C. Prohibited Discrimination

SCMTD shall not exclude persons from participation in, deny benefits to, or otherwise discriminate against any persons in connection with the award and performance of any contract governed by 49 CFR Part 26 on the basis of race, color, sex or national origin.

SCMTD shall not directly, or through contractual or other arrangements, use criteria or methods of administration that have the effect of defeating or substantially impairing accomplishment of the objectives of this *DBE Program* with respect to individuals of a particular race, color, sex or national origin.

II. Definitions of Terms

Terms used in the *DBE Program* have the meanings defined in 49 CFR §26.5. Some of the common terms are defined below.

Disadvantaged Business Enterprise (DBE) is a for-profit, small business concern:

- (1) That is at least fifty-one percent (51%) owned by one or more individuals who are socially and economically disadvantaged or, in the case of a corporation, in which fifty-one percent (51%) of the stock is owned by one or more socially and economically disadvantaged individuals and;
- (2) Whose management and daily business operations are controlled by one or more of the socially and economically disadvantaged individuals who own it.

Small Business Concern is an existing small business concern, as defined by Section 3 of the Small Business Act (13 CFR Part 121), whose average annual gross receipts for the previous three years does not exceed \$16.6 million.

Socially and Economically Disadvantaged Individuals are citizens (or lawfully admitted permanent resident) of the United States who are women, Black Americans, Hispanic Americans, Native Americans, Asian-Pacific Americans, Subcontinent Asian Americans, or other minorities found to be disadvantaged by the Small Business Administration. Additionally, any individual can demonstrate, by a preponderance of evidence, that s/he is socially and economically disadvantaged on a case-by-case basis. To make this determination, SCMTD will follow the guidelines in 49 CFR Part 26, Exhibit E.

An individual's economic disadvantage is rebutted whose personal net worth exceeding \$750,000 (excluding the individual's ownership interests in the small business concern and his or her primary, personal residence).

Good Faith Efforts are efforts to achieve a DBE goal which, by their scope, intensity and appropriateness to the objective, can reasonably be expected to fulfill the program requirements.

Personal Net Worth is the net value of an individual's assets remaining after total liabilities, ownership interest in an applicant or participating DBE firm and the equity in a primary place of residence are deducted. An individual's personal net worth includes only his or her share of assets held jointly or as community property with the individual's spouse.

Race-Conscious is a measure one that is focused specifically on assisting only DBEs, including women-owned DBEs.

Race-Neutral is a measure that can be used to assist all small businesses, regardless of race/ethnic origin and gender.

III. Responsibility for DBE Program Implementation

A. SCMTD Board of Directors

The Board of Directors is responsible for adopting the DBE Program as the official DBE Program policy at the District.

B. General Manager

The General Manager has primary responsibility to implement the Board's policies at SCMTD.

C. DBE Liaison Officer

Santa Cruz Metropolitan Transit District designated the following individual as our DBE Liaison Officer:

Mark J. Dorfman
Assistant General Manager
Santa Cruz Metropolitan Transit District
370 Encinal Avenue, Suite 100
Santa Cruz, CA 95060
(831) 426-6080 - phone
(831) 426-6117 - fax
mdorfman@scmttd.com - e-mail

In that capacity, Mark J. Dorfman is responsible for implementing all aspects of the DBE program and ensuring that the Santa Cruz Metropolitan Transit District complies with all provisions of 49 CFR Part 26. Mark J. Dorfman has direct, independent access to Leslie R. White, General Manager concerning DBE program matters. Necessary agency staff is available to support the DBELO in his activities. An organization chart displaying the DBELO's position in the organization is found in Attachment A to this program.

The DBELO is responsible for developing, implementing and monitoring the DBE program, and reporting DBE Program achievements. Duties and responsibilities include the following:

1. Gathers and reports statistical data and other information as required by DOT.
2. Reviews third party contracts and purchase requisitions for compliance with this program.
3. Works with all departments to set overall annual goals.
4. Ensures that bid notices and requests for proposals are available to DBEs in a timely manner.
5. Identifies contracts and procurements so that DBE goals are included in solicitations (both race-neutral methods and contract specific goals) and monitors results.
6. Analyzes the District's progress toward goal attainment and identifies ways to improve progress.
7. Participates in pre-bid meetings.

8. Advises the General Manager DBE matters and achievement.
9. Participates with the District counsel and project director to determine contractor compliance with good faith efforts.
10. Provides DBEs with information and assistance in preparing bids, obtaining bonding and insurance.
11. Plans and participates in DBE training seminars.
12. Certifies DBEs according to the criteria set by DOT and acts as liaison to the Uniform Certification Process in California.
13. Provides outreach to DBEs and community organizations to advise them of opportunities.
14. Maintains the Santa Cruz Metropolitan Transit District's directory of certified DBEs

D. Reconsideration Official

In accordance with 49 CFR §§ 26.53(d)(2) and 26.87(e), the District's reconsideration of compliance with the DBE Regulations concerning a contract award or the DBE status of a firm shall be made by the District Counsel or a designated representative who did not participate in the original determination. The District Counsel shall preside over District hearings that may be held pursuant to this DBE Program, including administrative reconsideration of the DBELOs determination of a bidder's or proposer's compliance with good faith efforts or the decision to remove certification from a DBE firm.

IV. Administrative Requirements

A. DBE Financial Institutions

The District will investigate the full extent of services offered by financial institutions owned and controlled by socially and economically disadvantaged individuals in the community and will make reasonable efforts to use them. The SCMTD will provide a list of DBE financial institutions in the community to prime contractors on DOT-assisted procurements and encourage contractors to make use of them where possible. The list is available at the website for the The Federal Reserve Board at www.federalreserve.gov/releases/mob.

The State of California, Department of General Services, Office of Small Business Certification and Resources also maintains a directory of financial institutions owned and controlled by socially and economically disadvantaged individuals online at www.osmb.dgs.ca.gov. The directory can be queried to locate DBE financial institutions from the *Services* section of the site.

Exhibit C contains the current lists from both of these sites as of May, 2000.

B. DBE Vendor Directory

The Santa Cruz Metropolitan Transit District will continue using the State of California Department of Transportation (Caltrans) DBE vendor directory. The Caltrans DBE vendor directory is updated weekly and lists the name, address, phone number, certification date, SIC code and type of work performed for vendors certified by it or by other agencies with whom it has reciprocity. The Directory is available on the world wide web and can be

downloaded from <http://svhqsgi4.dot.ca.gov/hq/bep/bepmnu.htm>. The SCMTD will use the Caltrans DBE Directory in its efforts to extend contracting opportunities to DBE Vendors.

C. Bidders List

The Santa Cruz Metropolitan Transit District maintains a bidders list containing information on all firms which have contracted with Santa Cruz METRO. The bidders list will be used to evaluate and calculate the annual DBE participation rate and to establish goals in subsequent years.

In order to document DBE participation in all stages of the procurement process, SCMTD will require all prime contractors and any of its subcontractors responding to Invitations For Bids (IFBs), Requests for Qualifications (RFQs) or requests for quotes to submit the following information to SCMTD: the firm's name, address, DBE status, years in business, annual gross receipts, scope of work to be performed and the dollar amount, if a bid. Santa Cruz METRO will require this information when any bid, quote or qualification is submitted to be considered responsive. The bidders list will become the record of DBE participation at any point in METRO's procurement process.

On procurement contracts, Santa Cruz METRO will include language requiring that the prime contractor report the name, address, DBE status, age and gross receipts of each firm that bids or quotes on any subcontract. In addition, we will request that this language be included in any contractor solicitations and that the contractor report DBE information on solicitations directly to Santa Cruz METRO.

D. Overconcentration

Based upon data obtained from the US Bureau of the Census surveys of women and minority-owned businesses and upon the proportions of DBE firms in the METRO market area, DBEs do not appear overconcentrated in any of the areas in which Santa Cruz METRO typically contracts.

In each procurement area, DBE firms represent approximately the same percentage as the national composition. In updating the annual goal, Santa Cruz METRO will review these proportions to determine whether overconcentration exists.

In the event that DBEs become overconcentrated in any of Santa Cruz METRO's procurement area, staff will devise a plan which encourages DBE firms to participate in contracting opportunities in other SICs. This plan will be submitted to the Caltrans District 5 office for approval, and will be incorporated into this plan by reference when approved.

E. Business Development Programs

SCMTD does not operate a business or mentor-protégé program at present. If SCMTD develops a mentoring program or business development program in the future, it will obtain approval of the program from the FTA Region IX office before implementing the program as part of the DBE Program.

V. Determining and Achieving the Annual DBE Goal

A. Santa Cruz Metropolitan Transit District Annual DBE Program Goal

Each year, the Santa Cruz Metropolitan Transit District will establish a goal for DBE participation based upon demonstrable evidence relevant to the District's customary marketplace. The Santa Cruz Metropolitan Transit District Annual DBE Program Goal, will be developed annually as a stand-alone document and will include the public participation process, including outreach efforts and copies of public notices. The amount of the goal, methodology, and the breakout of race-neutral and race-conscious measures anticipated to reach the goal will be described in the Santa Cruz Metropolitan Transit District Annual DBE Program Goal and submitted by August 1 of each year to the FTA Region IX office.

B. Transit Vehicle Manufacturer Certification

Each Transit Vehicle Manufacturer (TVM) will certify that they have complied with the requirements of §26.49 as a condition of bidding or proposing on FTA-assisted transit vehicle procurements. TVMs must obtain FTA approval of an annual DBE participation goal and the principles underlying §26.45 shall be used as a guide in setting this goal. TVMs shall provide METRO a copy of the FTA approval of their annual goal. Alternatively, METRO may, at its discretion and with FTA approval, establish project-specific goals for DBE participation in the procurement of transit vehicles in lieu of TVM compliance with this part of the program.

C. Quotas

Santa Cruz Metropolitan Transit District will not use quotas or set-asides in the administration of this DBE program.

D. Good Faith Efforts

Santa Cruz Metropolitan Transit District treats bidder/offerors' compliance with good faith efforts as a matter of responsiveness to the request for bids on a contract which contains a DBE goal. Whenever SCMTD establishes a contract specific goal for DBE participation, a bidder demonstrates good faith effort by meeting the established goal or by demonstrating that its efforts were active and aggressive in trying to obtain DBE participation.

E. Demonstration of good faith efforts

The obligation of the bidder/offeror is to make good faith efforts. The bidder/offeror can demonstrate that it has done so either by meeting the contract goal or by documenting its good faith efforts in accordance with Exhibit A to part 26.

The DBELO will review documentation for the following information to determine whether or not an otherwise qualified bidder on a contract with a DBE goal exerted good faith efforts when the contract goal for DBE participation is not met:

1. Advertising and attendance at pre-bid conferences to solicit DBE participation.
2. Packaging portions of the work to increase the likelihood that DBE vendors could participate:

3. Instances of negotiations with DBE vendors to make portions of contract work available including names, addresses, phone number of DBEs contacted.
4. Use of community organizations, contractors' groups, minority and women business organizations to provide assistance in recruiting DBE firms.

F. Good Faith Efforts when a DBE is replaced on a contract

The SCMTD will require a contractor to make good faith efforts to replace a DBE that is terminated or has otherwise failed to complete its work on a contract with another certified DBE, to the extent needed to meet the contract goal. The SCMTD will require the prime contractor to notify the DBE Liaison Officer immediately of a DBE's inability or unwillingness to perform on a contract and will require reasonable documentation of contract non-performance when a DBE is replaced.

In this situation, METRO requires the prime contractor to obtain our prior written approval of the substitute DBE and to provide copies of new or amended subcontracts or documentation of good faith efforts when the prime fails to replace a DBE certified contractor with another certified DBE on a contract. The prime contractor shall not terminate for convenience a DBE subcontractor or an approved substitute DBE firm and then perform the work of the terminated subcontract with its own forces or those of an affiliate without METRO's prior written consent.

If the contractor fails to comply with this requirement for DBE replacement on a contract, METRO will issue a stop work order and suspend payments until satisfactory action has been taken. If the contractor still fails to comply, METRO may initiate a termination for default proceeding.

G. Counting and Tracking DBE Participation

DBE participation in a contract will be counted as only the value of the work actually performed by the DBE toward DBE goals. METRO shall count the entire amount of that portion of the construction contract that is performed by the DBE's own forces. The cost of supplies and materials obtained by the DBE for the work of the contract, including supplies purchased or equipment leased by the DBE (except supplies and equipment the DBE subcontractor purchases or leases from the prime contractor or its affiliates) shall also be included.

The entire amount of fees or commissions charged by a DBE firm for providing a bona fide service, such as professional, technical, consultant, or managerial services or for providing bonds or insurance specifically required for the performance of a DOT-assisted contract toward DBE goals shall be counted provided METRO determines that the fees are reasonable and not excessive as compared with fees customarily allowed for similar services.

If a DBE subcontracts works to another DBE and not a non-DBE, that work shall be counted toward DBE goals. When a DBE participates in a joint venture, the portion of the total dollar value of the contract equal to the distinct, clearly defined portion of the work of the contract that the DBE performs with its own forces shall be counted toward DBE goals. Only

expenditures to a DBE contractor that are a commercially useful function of the contract shall be counted toward DBE goals.

METRO will count all expenditures with DBEs for materials or supplies provided that the materials or supplies are obtained from a DBE manufacturer (100% of the expenditures) or from a DBE regular dealer (60% of the expenditures).

If a firm is not currently certified as a DBE, METRO will not count the firm's participation toward any DBE goals except as provided in §26.87(i). METRO will not count the dollar value of work performed under a contract with a firm after it has ceased to be certified as a DBE contractor. METRO will not count participation of a DBE subcontractor toward the prime contractor's DBE achievements or METRO's overall goal until the amount being counted has been paid to the DBE.

VI. Contract Provisions

A. Federal Financial Assistance Agreement Assurance

Santa Cruz Metropolitan Transit District has signed the following assurance, applicable to all DOT-assisted contracts and their administration. In those cases where SCMTD is the eligible recipient for a project lead agency other than SCMTD, this language will appear in any financial assistance agreements with such subrecipients.

Santa Cruz Metropolitan Transit District shall not discriminate on the basis of race, color, national origin, or sex in the award and performance of any DOT-assisted contract or in the administration of its DBE Program or the requirements of 49 CFR part 26. The recipient shall take all necessary and reasonable steps under 49 CFR part 26 to ensure nondiscrimination in the award and administration of DOT-assisted contracts. The recipient's DBE Program, as required by 49 CFR part 26 and as approved by DOT, is incorporated by reference in this agreement. Implementation of this program is a legal obligation and failure to carry out its terms shall be treated as a violation of this agreement. Upon notification to the Santa Cruz Metropolitan Transit District of its failure to carry out its approved program, the Department may impose sanctions as provided for under part 26, and may in appropriate cases, refer the matter for enforcement under 18 U.S.C. 1001 and/or the Program Fraud Civil Remedies Act of 1986 (31 U.S.C. 3801 et seq.).

B. Contract Assurance

SCMTD will include the following clause in every DOT-assisted contract and subcontract:

The contractor or subcontractor shall not discriminate on the basis of race, color, national origin, or sex in the performance of this contract. The contractor shall carry out applicable requirements of 49 CFR part 26 in the award and administration of DOT-assisted contracts. Failure by the contractor to carry out these requirements is a material breach of this contract, which may result in the termination of this contract or such other remedy as the recipient deems appropriate.

C. Prompt Payment

SCMTD will include the following clause in each DOT-assisted prime contract:

The prime contractor agrees to pay each subcontractor under this prime contract for satisfactory performance of its contract no later than 30 days from the receipt of each payment the prime contractor receives from Santa Cruz Metropolitan Transit District. The prime contractor agrees further to return retainage payments to each subcontractor within 30 days after the subcontractor's work is satisfactorily completed. Any delay or postponement of payment from the above referenced time frame may occur only for good cause following written approval of the Santa Cruz Metropolitan Transit District. This applies to both DBE and non-DBE subcontractors.

Prime subcontractors must include the prompt payment language of Paragraph 1 in all subcontracts, regardless of subcontractor's DBE status.

Failure of a prime contractor to uphold prompt payment requirements for subcontractors will result in SCMTD withholding reimbursement for completed work.

D. Monitoring and Enforcement

The SCMTD and its project manager will monitor contractor performance to ensure that work committed to DBEs at contract award is actually performed by the identified DBEs and that payments are made to those DBEs in accordance with the contract requirements.

We will bring to the attention of the Department of Transportation any false, fraudulent, or dishonest conduct in connection with the program, so that DOT can take the steps (e.g., referral to the Department of Justice for criminal prosecution, referral to the DOT Inspector General, action under suspension and debarment or Program Fraud and Civil Penalties rules) available in 49 CFR §26.107. We also will consider similar action available in our own legal remedies, including responsibility determinations in future contracts.

E. Administrative reconsideration

Within 10 days of being informed by Santa Cruz Metropolitan Transit District that it is not responsive because it did not document sufficient good faith efforts, a bidder/offeror may request administrative reconsideration. Bidder/offerors should make this request in writing to:

Ms. Peggy Gallagher
District Counsel
370 Encinal St., Suite 100
Santa Cruz, CA 95060

The District Counsel will not have played any role in the original determination that the bidder/offeror did not make sufficient good faith efforts.

As part of this reconsideration, the bidder/offeror will have the opportunity to provide written documentation or argument concerning the issue of whether it met the goal or made adequate

good faith efforts to do so. The bidder/offeror will have the opportunity to meet in person with our reconsideration official to discuss the issue of whether it met the goal or made adequate good faith efforts to do. We will send the bidder/offeror a written decision on reconsideration, explaining the basis for finding that the bidder did or did not meet the goal or make adequate good faith efforts to do so.

The result of the reconsideration process cannot be appealed to the Department of Transportation.

VII. Certification Standards

The Santa Cruz Metropolitan Transit District will use a certification process which adheres to the standards of Subpart D of Part 26 through its participation in the Caltrans DBE certification program which has been approved by the Federal Highway Administration as meeting the standards of 49 CFR Part 26. The Caltrans Office of Civil rights ensures that applicants requesting certified DBE status adequately demonstrate that they are members of an economically or socially disadvantaged group listed in 49 CFR §26.67 and that the firm which they control is an existing small business as defined by the Small Business Administration.

VIII. Certification Process

A. Unified Certification Program

The Santa Cruz Metropolitan Transit District is a participant in the Unified Certification Program (UCP) being established by the State of California Department of Transportation (Caltrans) to determine and certify DBE eligibility. The State of California UCP is required to be established by March 4, 2002.

Until Santa Cruz METRO executes an agreement to participate in the Caltrans UCP, METRO will continue using the State of California Department of Transportation (Caltrans) DBE certification program as maintained by Caltrans. Certification forms and a directory of certified DBE firms are available at the Caltrans Office of Civil Rights web page, <http://svhqsg4.dot.ca.gov/hq/bep/bepmnu.htm>.

Santa Cruz METRO will accept DBE vendor certification forms and packages processed by the Small Business Administration as evidence of DBE qualification.

For information about the certification process or to apply for certification, firms should visit the Caltrans web site, <http://svhqsg4.dot.ca.gov/hq/bep/bepmnu.htm>.

B. Certification Appeals

In the event we propose removing a DBE's certification, we will coordinate with the Caltrans Office of Civil Rights and follow procedures consistent with 49 CFR §26.87.

If a firm's request for certification is denied or a firm is decertified, it may not reapply for certification through Caltrans until twelve months have elapsed from the initial action.

Any firm or complainant may appeal the decision in a certification matter to the US Department Of Transportation. Such appeals may be sent to:

Department of Transportation
Office of Civil Rights
Certification Appeals Branch
400 7th St., SW, Room 2104
Washington, DC 20590

We will promptly implement any DOT certification appeal decisions affecting the eligibility of DBEs for our DOT-assisted contracting (e.g., certify a firm if DOT has determined that the denial of its application or the de-certification was erroneous).

C. Recertification Procedures

We [tmh3]will review the eligibility of DBEs that METRO certified under former part 23. METRO will compare its list of previously certified DBEs with the Caltrans vendor directory to verify that a DBE firm meets the standards of Subpart D of 49 CFR Part 26. For vendors not currently listed in the Caltrans DBE vendor directory, we will contact the vendor and request that they pursue certification through Caltrans or that they provide evidence of a current certification established by another California DOT recipient or by the Small Business Administration under the SBA 8(a) or small and disadvantaged business program (SDB). We will complete this review within three years from the date of METRO's most recent certification.

[tmh4]Vendors found currently eligible under 49 CFR 26 subpart D will have their eligibility reviewed within three years of the currently verified certification within the purview of the Caltrans UCP to be established by March, 2002 to meet the requirements of subpart D.

D. Certification Affidavits and Notices of Change

We require all DBEs to inform us in a written affidavit of any change in its circumstances affecting its ability to meet size, disadvantaged status, ownership or control criteria of 49 CFR part 26 or of any material changes in the information provided with the current certification while participating in DOT-assisted procurement with the Santa Cruz Metropolitan Transit District.

METRO will require owners of certified DBEs under contract to METRO for DOT-assisted procurement to present, on the anniversary date of their certification, a "no change" affidavit meeting the requirements of 49 CFR §26.83(j). The text of this affidavit is the following:

I swear (or affirm) that there have been no changes in the circumstances of NAME of DBE firm affecting its ability to meet the size, disadvantaged status, ownership, or control requirements of 49 CFR part 26. There have been no material changes in the information provided with NAME of DBE firm 's application for certification, except for any changes about which you have provided written notice to the California Department of Transportation Office of Civil Rights under §26.83(i). NAME of DBE firm meets Small Business Administration (SBA) criteria for being a small business concern and its

average annual gross receipts (as defined by SBA rules) over the firm's previous three fiscal years do not exceed \$16.6 million.

We require DBEs to submit documentation of the firm's size and gross receipts along with this affidavit.

We will notify certified DBE firms contracting with METRO in DOT-assisted procurements of these obligations in August of each year after the new DBE goals have been established. This notification will inform DBEs that in order to submit the "no change" affidavit, their owners must affirm that they meet all regulatory requirements of part 26, including personal net worth limitations. Likewise, if a firm's owner knows or should know that he or she, or the firm, fails to meet a part 26 eligibility requirement (e.g., personal net worth), the obligation to submit a notice of change applies.

IX. Information Collection and Reporting

A. Monitoring Payments to DBEs

We will require prime contractors to maintain records and documents of payments to DBEs for three years following the performance of the contract. These records will be made available for inspection upon request by any authorized representative of the Santa Cruz Metropolitan Transit District or DOT. This reporting requirement also extends to any certified DBE subcontractor.

We will keep a running tally of actual payments to DBE firms for work committed to them at the time of contract award.

We will perform interim audits of contract payments to DBEs. The audit will review payments to DBE subcontractors to ensure that the actual amount paid to DBE subcontractors equals or exceeds the dollar amounts stated in the schedule of DBE participation.

B. Reporting to DOT

We will report DBE participation to DOT on a quarterly basis using DOT Form 4630. These reports will reflect payments actually made to DBEs on DOT-assisted contracts.

C. Confidentiality

We will safeguard from disclosure to third parties information that may reasonably be regarded as confidential business information, consistent with Federal, state, and local law. Notwithstanding any contrary provisions of state or local law, we will not release personal financial information submitted in response to the personal net worth requirement to a third party (other than DOT) without the written consent of the submitter.

X. Exhibits

A. 49 CFR Part 26

B. SCMTD DBE Program Organization Chart

C. DBE Financial Institution List

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: June 9, 2000

TO: Board of Directors

FROM: Margaret Gallagher, District Counsel

SUBJECT: CONSIDERATION OF ACCEPTANCE OF FINAL RESOLUTION OF FEDERAL EMERGENCY MANAGEMENT AGENCY (FEMA) AND OFFICE OF EMERGENCY SERVICES (OES) CLAIMS AGAINST SANTA CRUZ METROPOLITAN TRANSIT DISTRICT AND AUTHORIZATION TO STORE FEMA AND OES FILES FOR THREE (3) YEARS

I. RECOMMENDED ACTION

Consideration of acceptance of final resolution of Federal Emergency Management Agency (FEMA) and Office of Emergency Services (OES) claims against Santa Cruz Metropolitan Transit District and authorization to store FEMA and OES files for three (3) years.

II. SUMMARY OF ISSUES

- All Federal Emergency Management Agency (FEMA)/Office of Emergency Services (OES) related issues have been resolved.
- FEMA has resolved all claims related to the Santa Cruz Metropolitan Transit District's disaster.
- OES reconciled the District's disaster's claims and has released the final payment to the District of \$63,983.
- Many District Directors and employees worked to resolve the FEMA/OES issues.

III. DISCUSSION

On July 26, 1996, the District staff received a phone call from the United States Attorney's Office advising that the District was being investigated for irregularities associated with the damage survey reports submitted to the Federal Emergency Management Agency (FEMA) and the Office of Emergency Services (OES) as a result of the damages the District claimed from the Loma Prieta Earthquake. The Board of Directors was notified of the pending United States investigation. The Board of Directors authorized District staff to investigate the matter.

The investigations confirmed that problems existed with regard to claims made for the underground storage tanks at the Watsonville Maintenance and Operations Facility. As a result a meeting was scheduled in San Francisco with representatives from the FEMA General Counsel's office, the United States Attorney's office, the FEMA Program office, FEMA/Office of Inspector

General (OIG) and the United States Marshal's office. As a result of the day-long negotiations a settlement was reached with regard to the Watsonville underground storage tanks which was approved by the Board of Directors.

Thereafter, a FEMA/OIG investigation and review commenced with regard to the remaining damage survey reports. FEMA/OIG concluded that the District was entitled to only \$4,455 and that \$4,879,965 in approved disaster funding would be de-obligated and that the District had to return \$2,172,098 to FEMA Program which would have resulted in a return of almost \$1,000,000 to OES. With assistance from KPMG, District staff investigated and analyzed the remaining damage survey reports and challenged the FEMA/OIG findings. Meetings with FEMA/OIG occurred but with no positive results. Negotiations then began with FEMA Program. Written questions were answered and meetings occurred. Because of various delays, District staff with Board Authority filed an appeal of the FEMA/ OIG's findings in order to preserve the District's rights. Finally, a settlement was reached which has resulted in authorization of \$2,496,812 in federal disaster funding which included \$43,708 in administrative costs. Thereafter, on July 16, 1999, the Board of Directors authorized the withdrawal of the appeal. Directors Beautz, Beiers, Cavallaro, Fitzmaurice, Gabriel, Hinkle, Keogh, Rios, and Rotkin voted in favor of withdrawing the appeal. Directors Almquist and Arthur were absent.

The matter was then transferred to OES for reconciliation of the FEMA and OES funding accounts and a determination of the current amount of disaster funding approved from the state. Meetings occurred with OES to discuss the federal and state process. OES finally determined that it agreed with FEMA Program and confirmed OES' total approved amount at \$1,339,701. OES determined that it had overpaid the District in the amount of \$236,328. Because OES had retained \$300,321 in FEMA funding in its accounts, OES deducted the amount owed leaving a balance of \$63,993 that has been released to the District signifying the closure of the District's claims and funding as a result of the Loma Prieta earthquake.

According to OES, the only remaining issue is that the District must retain the disaster related funding documents for 3 years. OES has also advised that the disaster records are only subject to an audit by FEMA Program and/or FEMA/OIG. Because both of these entities have already audited the disaster records and have assured District staff that no further audits will occur, this matter should be closed.

Throughout the investigations and settlement negotiations, many District directors and employees assisted in bringing this matter to a successful conclusion. They included:

Directors

Director Jeffrey Almquist Attended preparation meetings, reviewed briefing binders, and met with FEMA Program regarding settlement of remaining damage survey reports.

Chairperson Jan Beautz Attended preparation meetings, reviewed briefing binders, and attended settlement meetings with FEMA Program and

FEMA/OIG and the United States Attorney's office regarding underground storage tanks and remaining damage survey reports.

Former Director Fred Keely Attended preparation meetings, reviewed briefing binders, and attended settlement meetings with FEMA Program, FEMA/OIG and the United States Attorney's office regarding underground storage tanks.

Director Mike Rotkin Attended preparation meetings, reviewed briefing binders, and attended Settlement meeting with FEMA Program and FEMA/OIG and the United States Attorney's office regarding underground storage tanks and remaining damage survey reports. Met with all employee groups to explain situation and provide support. Assisted District staff regarding day to day operational issues.

Employees

Bob Beaulieu Provided technical computer information related to the damage survey reports.
Former Senior Systems Analyst

Liz Bytheway Provided technical financial information regarding the damage survey reports.
Senior Accounting Technician

Gina Cunningham Provided technical financial information regarding damage survey reports.
Former Supervising Accountant

Mark Dorfman Acted in capacity of interim General Manager, attended preparation meetings, reviewed briefing binders, and attended settlement meetings with FEMA Program, FEMA/OIG and the United States Attorney regarding underground storage tanks and remaining damage survey reports.
Assistant General Manager

Linda Fry Provided technical information regarding work performed by District surveyors.
Service Planning Supervisor

Margaret Gallagher Investigated and analyzed FEMA/OIG allegations, prepared reports and briefing binders for review, participated in settlement negotiations and preparation of agreements. Prepared for and represented the District at an arbitration hearing. Prepared appeal of FEMA/OIG Results. Met with OES officials providing information regarding damage survey reports.
District Counsel

Terry Gale IT Manager	Provided information regarding damage sustained by computer in earthquake. Provided master computer generated list of correspondence and documentation related to the damage survey reports.
Debbie Guerrero Administrative Secretary	Acted in the capacity of court clerk for the Arbitration Hearing associated with FEMA/OES claims. Provided clerical and administrative support.
Jim Hobbs Facilities Maintenance Worker, III	Assisted in providing technical information regarding operational aspects of underground storage tanks at various District sites and the MOF steam cleaners for the damage survey reports. Testified at Arbitration Hearing.
David Konno Facilities Maintenance Manager	Provided technical information regarding the damage survey reports.
Patti Korba Accounting Specialist	Assisted in researching technical financial information related to the damage survey reports.
Jean Leffler Transit Surveyor	Provided technical information related to work of District surveyors.
Laura Mangini Administrative Secretary	Assisted in typing reports for presentation to the Board of Directors. Provided clerical and administrative support.
Diane Meyer Transit Surveyor	Provided technical information related to work of District surveyors.
David Perez Facilities Maintenance Former Worker, II	Provided information regarding observations of diesel leak at underground storage tanks at MOF and testified at Arbitration Hearing.
Melanie Richards Senior Accounting Technician	Provided clerical and administrative support.
Marilyn Rodgers Administrative Secretary	Assisted in providing information related to the damage survey reports. Testified at the Arbitration Hearing.
Sylvia Rogers Payroll and Benefits Coordinator	Researched payroll records related to the damage survey reports.

Elisabeth Ross Finance Manager	Assisted in the financial review of the damage survey reports. Prepared financial documentation regarding the damage survey reports.
Soozie Traylor Senior Accounting Technician	Assisted in providing technical financial information related to the damage survey reports.
Rita Wadsworth Former Legal Secretary	Assisted in the typing of all documents generated by District Counsel in the investigation and settlement of all FEMA/OES claims. Provided clerical and administrative support for arbitration hearing.
Les White General Manager	Attended preparation meetings, reviewed briefing binders, and attended settlement meetings with FEMA Program regarding remaining damage survey reports.

IV. FINANCIAL CONSIDERATIONS

The District has concluded its disaster claims against FEMA and OES for damage sustained in the Loma Prieta Earthquake.

V. ATTACHMENTS

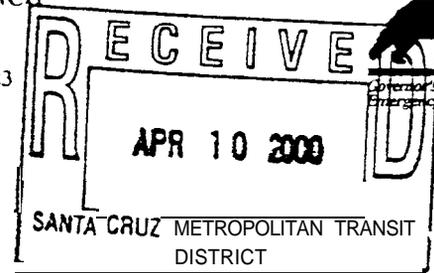
Attachment A: Correspondence from OES to Mark Dorfman, Assistant General Manager, dated March 24, 2000, regarding balance due

Attachment B: Correspondence from OES to Mark Dorfman, Assistant General Manager, dated April 14, 2000, regarding notification of final payment

Attachment C: FEMA Closeout Summary spreadsheet



GOVERNOR'S OFFICE OF EMERGENCY SERVICES
DISASTER ASSISTANCE RESOURCES BRANCH
GRANT PAYMENTS UNIT
POST OFFICE BON 419023
RANCHO CORDOVA, CALIFORNIA 95741-9023
PHONE: (916) 464-1010 FAX: (916) 464-0718



March 24, 2000

Mark Dorfman, Acting General Manager
Santa Cruz Metro Transit District
370 Encinal Street, \$100
Santa Cruz, CA 95060

Dear Mr. Dorfman:

SUBJECT: FEMA-845-DR-CA, OES #89-05-241

The Governor's Office of Emergency Services (OES) has reviewed your account for this disaster and concurs with the Final Inspection Report that 5236,328 is due. Based on this report, Supplement #3 1 was written to deobligate funds previously approved for this project application. Our research shows that there are sufficient funds in disaster 845 federal account to clear this debt. The amount due will be deducted from this account with any remaining balance being processed for payment.

If you have any questions regarding this matter, please contact Helen Alexander, Grant Payments Unit at (916) 464-0716.

Sincerely,

A handwritten signature in black ink, appearing to read "Jack Brannan".

JACK BRANNAN, Manager
Program Financial Services

Enclosure

cc: File (T#99-90)

3-24-00

SPECIAL PAYMENT
TRANSACTION

Date: 3/24/00 Applicant: Santa Cruz Metro Transit District

FEMA-845-DR-CA P.A. #: 087-91033

OFFSET 1

Account Balance to Date: \$ 300,321

Less Outstanding Balance Due 89-05-241: \$ 236,328

Total Outstanding Balances: \$ 236,328

Payment Amount to-be Offset: \$ 236,328

. . . . Comments: The applicant's 845-DR. NDAA account 89-05-241 has a negative balance of \$236,328 owing. This payment will clear the debt and OES can close the file.

Date 3/24/00 Review *Helen Alexander* Title *LSA*

Date 3/24/00 Approval *M. G. [Signature]* T i t l e *PMI*

Helen Alexander

offstclm.xls

State of California
GOVERNOR'S OFFICE OF EMERGENCY SERVICES
GRANT PAYMENTS UNIT
P.O. Box 419023
Rancho Cordova, CA 95741-9023

NEGATIVE BALANCE COLLECTION

March 24, 2000

Applicant Name: SANTA CRUZ METRO TRANSIT DISTRICT
Address: Mark Dorfman, Acting General Manager
370 Encinal Street, #100
Santa Cruz, CA 95060

FEMA-845-DR-CA, OES # 89-05-241

Negative Amount: \$ 236,328.00

Fund: 001

Amount Approved:	\$ 1,339,701.00
Amount of Payments:	c 2,796,108.00>
Negative Balance Amount:	\$ 1,456,407.00
Less Payment Remitted:	< 1,220,079.00>
Total Due:	\$ 236,328.00
Less 845-DR Federal Account Offset:	< 236,328.00>
Balance Due:	\$ -0-

Reason: To collect the negative amount due as a result of the Final Inspection Report on their NDAA account for this disaster. This will enable OES to clear this debt and close this applicant's file for this project application.

T#1668(L8090)

State of California
GOVERNOR'S OFFICE OF EMERGENCY SERVICES
GRANT PAYMENTS UNIT
P.O. Box 419023
Rancho Cordova, CA 95741-9023

NEGATIVE BALANCE COLLECTION

March 24, 2000

Applicant Name: SANTA CRUZ METRO TRANSIT DISTRICT
Address: Mark Dorfman, Acting General Manager
370 Encinal Street, #100
Santa Cruz, CA 95060

FEMA-845-DR-CA, OES # 89-05-241

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T#1668(L8090)

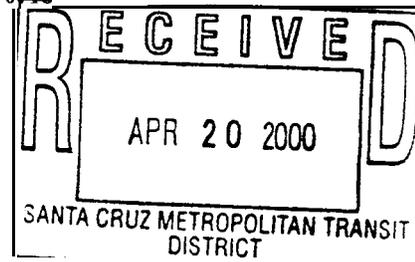


**GOVERNOR'S OFFICE OF EMERGENCY SERVICES
DISASTER ASSISTANCE RESOURCES BRANCH
GRANT PAYMENTS UNIT
POST OFFICE BOX 419023
RANCHO CORDOVA, CALIFORNIA 95741-9023
PHONE: (916) 464-1010 FAX: (916) 464-0718**



April 14, 2000

Mark Dorfman
Acting General Manager
Santa Cruz Metro Transit District
370 Encinal Street #100
Santa Cruz, CA 95060



SUBJECT: NOTIFICATION OF FINAL PAYMENT

FEMA-845-DR-CA, P.A.# 087-9 1033

The Governor's Office of Emergency Services has completed the final funding for this application and enclosed is a copy for your records. Payments are issued by the State Controller's Office and should be received within 30 days. Please be advised that state warrants have a one year period of negotiability.

As the recipient of federal funds, your organization is subject to the Federal Single Audit Act of 1984 and the Single Audit Act Amendments of 1996. Part of your report requirements under the Act and Amendments include the preparation of a Schedule of Expenditures of Federal Awards. You will need the following information in order to accurately complete the Schedule:

Federal Grantor Agency	Federal Emergency Management Agency
Pass-Through Agency	Governor's Office of Emergency Services
Program Title	Public Assistance
Federal CFDA Number	83.544

All records must be retained for at least three years after receipt of the audit determination letter. If you have any questions regarding final payment, please contact the Grant Payments Unit at (916) 464-1010.

GRANT PAYMENTS UNIT

Enclosure

04/14/00

FINAL PAYMENT

845 -DR
Trans# 8384

Applicant: anta Cruz Metro Transit District

Fips #: 087-91033

Supp# : FINAL

100% FEMA OBLIGATION: 3,270,799

Federal Share 75% : \$2,453,

Admin. Costs Approved on Supp.: 43,708

TOTAL AMOUNT DUE: , 6,812

PREVIOUS PAYMENTS: , 432,81

FINAL PAYMENT DUE: 6 ,

Date Completed 4/14/00

by Virginia L. Latta Title PT III

Date Approved 4/14/00

by Kurt Mahr Title PMI

Decl Num: 845 Fips Num: 087-91033 Applicant Name: **Santa Cruz Metro Transit District**

Entry Date	Supp #	131 ID	Full Ob1 Amt	Payment Amt	Entry Type	CS #	CS Date
01/30/90	0		185,040	50,849	OBLIGATION	876	06/08/90
02/08/90	1		666,712	72,603	OBLIGATION	876	06/08/90
04/13/90	2		696,040	81,039	OBLIGATION	797	05/08/90
04/18/90	3		872,086	11,475	OBLIGATION	943	06/26/90
07/30/90	4		18,186	18,186	OBLIGATION	151	08/20/90
08/09/90		4541		1,814,909	131 PAYMENT	92	08/09/90
11/29/90	5		85,622	1,127	OBLIGATION	593	12/28/90
02/11/91	6		138,928	1,828	OBLIGATION	850	03/28/91
11/02/91	7		441,486	5,809	OBLIGATION	291	11/25/91
03/19/92	8		98,466	8,466	OBLIGATION	10632	05/18/92
05/01/92	9		35,473	3,903	OBLIGATION	10789	06/11/92
11/23/92	10		102,186	7,528	OBLIGATION	20541	03/15/93
12/07/92	11		787,132	8,289	OBLIGATION	20541	03/15/93
01/13/93	12		15,348	15,348	OBLIGATION	20576	03/30/93
03/01/93	13		199,369	22,096	OBLIGATION	20679	05/03/93
03/01/93		4542		1,021,016	131 PAYMENT	20512	03/01/93
09/07/93	14		8,088	8,088	OBLIGATION	30323	11/03/93
09/17/93	15		142,478	51,766	OBLIGATION	30323	11/03/93
11/08/93	16		130,974	868	OBLIGATION	30516	01/11/94
12/23/93	17		28,312	28,312	OBLIGATION	30683	03/08/94
01/11/94	18		-537,525	0	OBLIGATION		
02/11/94	19		61,394	6,595	OBLIGATION	30778	04/07/94
03/10/94	20		150,890	999	OBLIGATION	30846	04/28/94
03/25/94	21		405,374	2,685	OBLIGATION	30846	04/28/94
04/29/94	22		298,546	1,977	OBLIGATION	40022	07/21/94
06/15/94	23		349,483	2,314	OBLIGATION	40120	08/18/94

APPLICANT HISTORY REPORT - FEDERAL PA LEDGER

Decl Num: 845 Fips Num: 087-91033 Applicant Name: Santa Cruz Metro Transit District

Entry Date	Supp #	131 ID	Full Obl Amt	Payment Amt	Entry Type	cs #	CS Date
07/18/94	24		443,159	2,935	OBLIGATION	40206	09/09/94
08/23/94	25		136,784	906	OBLIGATION	40210	09/08/94
10/27/94	26		284,131	1,882	OBLIGATION	40575	12/09/94
02/21/95	27		668,334	4,426	OBLIGATION	40915	03/15/95
03/08/95	28		1,658,482	10,983	OBLIGATION	40995	03/27/95
04/17/95		4543		700,000	131 PAYMENT	41057	04/17/95
07/25/95	29		-912,256	0	OBLIGATION		
05/05/98				0	REMITTED CHECK		
12/23/98	30		0	0	OBLIGATION		
06/28/99	31		-5,161,910	0	OBLIGATION		
11/19/99				-1,772,716	REMITTED CHECK		
03/23/00				236,328	RETAINER		
04/14/00				-668,230	FINAL PAYMENT		
04/14/00				732,223	RETAINER		
Total:			<u>2,496,812</u>	<u>2,496,812</u>			

Balance: 0 **Retention:** 0 **Available Balance:** 0

FEMA CLOSEOUT SUMMARY

DSR	PROJECT TITLE	APPROVED DSR AMOUNT	RECEIVED FROM FEMA	RECEIVED FROM OES	DSR BALANCE	EXPENDED TO 4/1/00	EARNED BALANCE
	Small Project DSRs						
55796	Relocation of Fueling Facility	\$ 30,000	\$ 22,500	\$ 6,750	\$ 750	\$ 30,000	\$ 750
20588	Relocation of Fueling Facility	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
20589	Relocation of Fueling Facility	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
20590	Relocation of Fueling Facility	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
20591	Relocation of Fueling Facility	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
55799	Replacement Building	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
75502	Debris Removal	\$ 460	\$ 345	\$ 104	\$ 11	\$ 153	\$ (296)
75505	/Provide Shuttles for Disaster Teams	\$ 13,608	\$ 10,206	\$ 3,062	\$ 340	\$ 13,608	\$ 340
75509	Temporary Fueling	\$ 8,997	\$ 6,748	\$ 2,024	\$ 225	\$ 5,650	\$ (3,122)
75513	Safety Evaluation	\$ 6,942	\$ 5,207	\$ 1,562	\$ 173	\$ 4,032	\$ (2,737)
75515	/Safety Evaluation	\$ 10,906	\$ 8,180	\$ 2,454	\$ 272	\$ 10,905	\$ 271
55770	/Safety Evaluation/Misc Repairs	\$ 1,541	\$ 1,155	\$ 347	\$ 39	\$ 1,541	\$ 39
75517	Safety Evaluation	\$ 3,506	\$ 2,630	\$ 789	\$ 87	\$ 4,363	\$ 944
75518	/Contaminated Soil	\$ 25,550	\$ 19,163	\$ 5,749	\$ 638	\$ -	\$ (24,912)
75521	Safety Evaluation	\$ 6,357	\$ 4,768	\$ 1,430	\$ 159	\$ 6,357	\$ 159
55771	Safety Evaluation	\$ 2,645	\$ 1,894	\$ 595	\$ 156	\$ 2,645	\$ 156

FEMA CLOSEOUT SUMMARY

DSR	PROJECT TITLE	APPROVED DSR AMOUNT	RECEIVED FROM FEMA	RECEIVED FROM OES	DSR BALANCE	EXPENDED TO 4/1/00	EARNED BALANCE
75523	Stucco Cracking	\$ 488	\$ 366	\$ 110	\$ 12	\$ 963	\$ 487
75525	Computer Power System	\$ 3,995	\$ 2,996	\$ 899	\$ 100	\$ 7,642	\$ 3,747
20484	Computer Power System	\$ 4,198	\$ 3,149	\$ 945	\$ 104	\$ 4,183	\$ 89
75532	Mobile Lifting System	\$ 13,319	\$ 9,989	\$ 2,997	\$ 333	\$ 13,320	\$ 334
90162	Mobile Lifting System	\$ 13,322	\$ 9,992	\$ 2,997	\$ 333	\$ 17,844	\$ 4,855
82860	Engineering Evaluation - Fuel Tanks	\$ 8,250	\$ 6,188	\$ 1,856	\$ 206	\$ 8,250	\$ 206
	Total Small Project DSRs	\$ 154,084	\$ 115,476	\$ 34,670	\$ 3,938	\$ 131,456	\$ (18,690)
	<u>Larae Project DSRs</u>						
20486	Portable Steam Cleaner	\$ 120,950	\$ 10,647	\$ 27,214	\$ 83,089	\$ 14,997	\$ (22,864)
83321	Commercial Steam Cleaning Service	\$ 54,560	\$ 14,974	\$ 12,276	\$ 27,310	\$ 153,490	\$ 126,240
	20486 Totals	\$ 175,510	\$ 25,621	\$ 39,490	\$ 110,399	\$ 168,487	\$ 103,376
25435	Consulting Services	\$ 112,660	\$ 83,368	\$ 25,349	\$ 3,943	\$ 112,660	\$ 3,943
20482	Consulting Services	\$ 17,381	\$ 13,036	\$ 911	\$ 434	\$ 17,379	\$ 432
	25435 Totals	\$ 130,041	\$ 96,404	\$ 29,260	\$ 4,377	\$ 130,039	\$ 4,375
34420	Relocation and Building Rental	\$ 182,800	\$ 125,039	\$ 41,130	\$ 16,631	\$ 169,156	\$ 2,987
91422	Relocation and Building Rental	\$ 120,000	\$ 88,800	\$ 27,000	\$ 4,200	\$ 122,506	\$ -6,706

FEMA CLOSEOUT SUMMARY

DSR	PROJECT TITLE	APPROVED DSR AMOUNT	RECEIVED FROM FEMA	RECEIVED FROM OES	DSR BALANCE	EXPENDED TO 4/1/00	EARNED BALANCE
21479	Relocation and Building Rental	\$ 126,210	\$ 93,210	\$ 28,397	\$ 4,603	\$ 125,962	\$ 4,355
20594	Relocation and Building Rental	\$ 318,394	\$ 162,313	\$ 71,639	\$ 84,442	\$ 218,540	\$ (15,412)
3881 3	Relocation and Building Rental	\$ 988,378	\$ 250,856	\$ 222,385	\$ 515,137	\$ 1,210,528	\$ 737,287
	34420 Totals	\$ 1,735,782	\$ 720,218	\$ 390,551	\$ 625,013	\$ 1,846,692	\$ 735,923
34445	Construction of Sheds and Canopy	\$ 76,170	\$ 56,365	\$ 17,138	\$ 2,667	\$ 76,170	\$ 2,667
26481	Construction of Sheds and Canopy	\$ 11,873	\$ 8,905	\$ 2,671	\$ 297	\$ 11,943	\$ 367
	134445 Totals	\$ 88,043	\$ 65,270	\$ 19,809	\$ 2,964	\$ 88,113	\$ 3,034
38806	Long Term Groundwater Monitoring	\$ 183,000	\$ -	\$ -41,175	\$ 141,825	\$ 16,366	\$ (24,809)
		\$ 183,000	\$ -	\$ 41,175	\$ 141,825	\$ 16,366	\$ (24,809)
75503	Emergency Bracing and Stabilizing	\$ 27,303	\$ 20,477	\$ 6,143	\$ 683	\$ 27,220	\$ 600
75534	Emergency Bracing and Stabilizing	\$ 26,280	\$ 19,710	\$ 5,913	\$ 657	\$ 27,463	\$ 1,840
91424	Emergency Bracing and Stabilizing	\$ 4,579	\$ 3,434	\$ 1,030	\$ 115	\$ 4,618	\$ 154
21478	Emergency Bracing and Stabilizing	\$ 3,464	\$ 2,598	\$ 779	\$ 87	\$ 3,464	\$ 87
20485	Emergency Bracing and Stabilizing	\$ 8,067	\$ 6,050	\$ 1,815	\$ 202	\$ 9,248	\$ 1,383
	75503 Totals	\$ 69,693	\$ 52,269	\$ 15,680	\$ 1,744	\$ 72,013	\$ 4,064
75504	Temporary Emergency Measures	\$ 57,210	\$ -37,501	\$ 12,872	\$ 6,837	\$ 51,846	\$ 1,473
91409	Temporary Emergency Measures	\$ 6,786	\$ 5,090	\$ 1,527	\$ 169	\$ 6,786	\$ 169

FEMA CLOSEOUT SUMMARY

DSR	PROJECT TITLE	APPROVED DSR AMOUNT	RECEIVED FROM FEMA	RECEIVED FROM OES	DSR BALANCE	EXPENDED TO 4/1/00	EARNED BALANCE
	75504 Totals	\$ 63,996	\$ 42,591	\$ 14,399	\$ 7,006	\$ 58,632	\$ 1,642
75506	Interim Bus Service	\$ 121,711	\$ 72,576	\$ 27,385	\$ 21,750	\$ 100,694	\$ 733
		\$ 121,711	\$ 72,576	\$ 27,385	\$ 21,750	\$ 100,694	\$ 733
75507	Temporary Fueling	\$ 8,997	\$ 6,748	\$ 2,024	\$ 225	\$ 7,094	\$ (1,678)
91425	Temporary Fueling	\$ 42,095	\$ 31,149	\$ 9,471	\$ 1,475	\$ 52,506	\$ 11,886
21480	Temporary Fueling	\$ 20,328	\$ 15,246	\$ 4,574	\$ 508	\$ -	\$ (19,820)
	175507 Totals	\$ 71,420	\$ 53,143	\$ 16,069	\$ 2,208	\$ 59,600	\$ (9,612)
75508	Structural Evaluation	\$ 10,340	\$ 7,755	\$ 2,327	\$ 258	\$ 10,340	\$ 258
21481	Structural Evaluation	\$ 98,600	\$ 73,457	\$ 22,185	\$ 2,958	\$ 98,600	\$ 2,958
55763	Structural Evaluation	\$ 10,500	\$ 7,875	\$ 2,363	\$ 262	\$ 10,151	\$ (87)
20483	Structural Evaluation	\$ 13,862	\$ 10,397	\$ 3,119	\$ 346	\$ 13,780	\$ 264
83193	Structural Evaluation	\$ 95,191	\$ 70,918	\$ 21,418	\$ 2,855	\$ 100,026	\$ 7,690
	75508 Totals	\$ 228,493	\$ 170,402	\$ 51,412	\$ 6,679	\$ 232,897	\$ 11,083
75512	Underground Storage Tank	\$ 192,503	\$ 142,452	\$ 43,313	\$ 6,738	\$ 192,443	\$ 6,678
21474	Underground Storage Tank	\$ 638,519	\$ 446,407	\$ 143,667	\$ 48,445	\$ 602,005	\$ 11,931
20595	Underground Storage Tank	\$ 368,555	\$ 152,496	\$ 82,925	\$ 133,134	\$ 205,798	\$ (29,623)
38805	Environmental Clean-Up	\$ 138,772	\$ 92,803	\$ 31,224	\$ 14,745	\$ 124,662	\$ 635

FEMA CLOSEOUT SUMMARY

DSR	PROJECT TITLE	APPROVED DSR AMOUNT	RECEIVED FROM FEMA	RECEIVED FROM OES	DSR BALANCE	EXPENDED TO 4/1/00	EARNED BALANCE
83191	Underground Storage Tank	\$ 509,000	\$ -	\$ 114,525	\$ 394,475	\$ -	\$ (114,525)
	75512 Totals	\$ 1,847,349	\$ 834,158	\$ 415,654	\$ 597,537	\$ 1,124,908	\$ (124,904)
75514	Bio-Remediation of Soil	\$ 337,450	\$ 180,790	\$ 75,926	\$ 80,734	\$ 249,485	\$ (7,231)
90616	Environmental Consulting	\$ 504,732	\$ 369,476	\$ 113,565	\$ 21,691	\$ 499,365	\$ 16,324
21476	Bio-Remediation of Soil	\$ 399,938	\$ 126,050	\$ 89,986	\$ 183,902	\$ 275,366	\$ 59,330
20487	Bio-Remediation of Soil	\$ 173,474	\$ 129,238	\$ 39,032	\$ 5,204	\$ 227,569	\$ 59,299
20596	Bio-Remediation of Soil	\$ 168,364	\$ 58,744	\$ 37,892	\$ 71,728	\$ 89,693	\$ (6,943)
83319	Bio-Remediation of Soil	\$ 60,928	\$ 45,391	\$ -	\$ 15,537	\$ 60,928	\$ 15,537
83190	Bio-Remediation of Soil	\$ 376,210	\$ -	\$ 84,647	\$ 291,563	\$ 73,390	\$ (11,257)
	75514 Totals	\$ 2,021,096	\$ 909,689	\$ 441,048	\$ 670,359	\$ 1,475,796	\$ 125,059
75516	Oil Tank	\$ 28,044	\$ 21,033	\$ 6,310	\$ 701	\$ 12,383	\$ (14,960)
83345	Underground Storage Tanks	\$ 367,701	\$ 257,288	\$ 82,733	\$ 27,680	\$ 345,503	\$ 5,482
	75516 Totals	\$ 395,745	\$ 278,321	\$ 89,043	\$ 28,381	\$ 357,886	\$ (9,478)
75519	Underground Storage Tanks	\$ 69,020	\$ 51,075	\$ 15,530	\$ 2,415	\$ 69,020	\$ 2,415
55762	Underground Storage Tanks	\$ 137,764	\$ 102,426	\$ 30,997	\$ 4,341	\$ 137,486	\$ 4,063
	75519 Totals	\$ 206,784	\$ 153,501	\$ 46,527	\$ 6,756	\$ 206,506	\$ 6,478
75520	Contaminated Soil	\$ 75,250	\$ 50,625	\$ 16,931	\$ 7,694	\$ 69,387	\$ 1,831

FEMA CLOSEOUT SUMMARY

DSR	PROJECT TITLE	APPROVED DSR AMOUNT	RECEIVED FROM FEMA	RECEIVED FROM OES	DSR BALANCE	EXPENDED TO 4/1/00	EARNED BALANCE
		\$ 75,250	\$ 50,625	\$ 16,931	\$ 7,694	\$ 69,387	\$ 1,831
75524	Canopy and Walls	\$ 39,027	\$ 18,843	\$ 8,781	\$ 11,403	\$ 25,644	\$ (1,980)
		\$ 39,027	\$ 18,843	\$ 8,781	\$ 11,403	\$ 25,644	\$ (1,980)
75528	Underground Tank	\$ 335,935	\$ 26,951	\$ 8,085	\$ 899	\$ 1,226	\$ (33,810)
55798	Minor Maintenance Facility	\$ 73,065	\$ 54,433	\$ 16,440	\$ 2,192	\$ 142,652	\$ 71,779
	75528 Totals	\$ 109,000	\$ 81,384	\$ 24,525	\$ 3,091	\$ 143,878	\$ 37,969
75529	Reconstruction of Fueling Facility	\$ 1,334,423	\$ 79,384	\$ 300,245	\$ 954,794	\$ 118,578	\$ (261,051)
68697	Reconstruction of Fueling Facility	\$ 10,415	\$ 7,811	\$ 2,343	\$ 261	\$ 10,415	\$ 261
83189	Replacement of Fuel Line/Bus Wash	\$ 199,855	\$ -	\$ 44,967	\$ 154,888	\$ 714	\$ (44,253)
83322	Replacement of Fuel Line/Bus Wash	\$ 120,243	\$ -	\$ 27,055	\$ 93,188	\$ -	\$ (27,055)
83326	Watsonville Maint & Ops Facility	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	75529 Totals	\$ 1,664,936	\$ 87,195	\$ 374,610	\$ 1,203,131	\$ 129,707	\$ (332,098)
83188	Misc Repairs, Investigation, Review	\$ 77,031	\$ 1,166	\$ 17,332	\$ 58,533	\$ 2,068	\$ (16,430)
		\$ 77,031	\$ 1,166	\$ 17,332	\$ 58,533	\$ 2,068	\$ (16,430)
83194	Structure Demolition	\$ 327,961	\$ 5,667	\$ 73,791	\$ 248,503	\$ 18,194	\$ (61,264)
		\$ 327,961	\$ 5,667	\$ 73,791	\$ 248,503	\$ 18,194	\$ (61,264)
83318	Parts Storage	\$ 259,004	\$ -	\$ 58,276	\$ 200,728	\$ 20,715	\$ (37,561)

FEMA CLOSEOUT SUMMARY

DSR	PROJECT TITLE	APPROVED DSR AMOUNT	RECEIVED FROM FEMA	RECEIVED FROM OES	DSR BALANCE	EXPENDED TO 4/1/00	EARNED BALANCE
		\$ 259,004	\$ -	\$ 58,276	\$ 200,728	\$ 20,715	\$ (37,561)
30165	Rental of Trailer Units	\$ 10,607	\$ 7,955	\$ 2,387	\$ 265	\$ 11,383	\$ 1,041
31423	Rental of Trailer Units	\$ 9,561	\$ 7,171	\$ 2,151	\$ 239	\$ 9,950	\$ 628
21477	Rental of Trailer Units	\$ 4,780	\$ 3,585	\$ 1,076	\$ 119	\$ 4,382	\$ (279)
20480	Rental of Trailer Units	\$ 18,908	\$ 14,181	\$ 4,254	\$ 473	\$ 20,345	\$ 1,910
	90165 Totals	\$ 43,856	\$ 32,892	\$ -9,868	\$ 1,096	\$ 46,660	\$ 3,300
38814	Project Management	\$ 1,208,287	\$ -	\$ 271,865	\$ 936,422	\$ -	\$ (271,865)
39066	Project Management (Deobligation)	\$ (1,208,287)	\$ -	\$ (271,865)	\$ (936,422)	\$ -	\$ 271,865
	38814 Totals	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
75526	Underground Storage Tanks	\$ 379,445	\$ -	\$ 85,375	\$ 294,070	\$ -	\$ (85,375)
93239	Underground Storage Tanks	\$ (379,445)	\$ -	\$ (85,375)	\$ (294,070)	\$ -	\$ 85,375
	75526 Totals	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
75527	Fuel Tanks	\$ 135,812	\$ -	\$ 30,558	\$ 105,254	\$ -	\$ (30,558)
20490	Fuel Tanks	\$ (135,812)	\$ -	\$ (30,558)	\$ (105,254)	\$ -	\$ 30,558
	75527 Totals	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
75530	Fueling-Facility	\$ 576,141	\$ -	\$ 129,632	\$ 446,509	\$ 7,624	\$ (122,008)
20587	Relocation of Fueling Facility	\$ 7,500	\$ 5,625	\$ 1,688	\$ 187	\$ -	\$ (7,313)

FEMA CLOSEOUT SUMMARY

DSR	PROJECT TITLE	APPROVED DSR AMOUNT	RECEIVED FROM FEMA	RECEIVED FROM OES	DSR BALANCE	EXPENDED TO 4/1/00	EARNED BALANCE
20592	Fueling Facility	\$ (576,141)	\$ -	\$ (129,132)	\$ (447,009)	\$ -	\$ 129,132
	75530 Totals	\$ 7,500	\$ 5,625	\$ 2,188	\$ (313)	\$ 7,624	\$ (189)
65181	Deobligation of Cat A DSRs	\$ (460)	\$ -	\$ -	\$ (460)	\$ -	\$ -
		\$ (460)	\$ -	\$ -	\$ (460)	\$ -	\$ -
65180	Deobligation of Cat B DSRs	\$ (4,783,466)	\$ -	\$ -	\$ (4,783,466)	\$ -	\$ -
		\$ (4,783,466)	\$ -	\$ -	\$ (4,783,466)	\$ -	\$ -
65182	Deobligation of Cat E DSRs	\$ (3,349,483)	\$ -	\$ -	\$ (3,349,483)	\$ -	\$ -
		\$ (3,349,483)	\$ -	\$ -	\$ (3,349,483)	\$ -	\$ -
82101	Deobligation of Cat F DSRs	\$ (1,653,693)	\$ -	\$ -	\$ (1,653,693)	\$ -	\$ -
		\$ (1,653,693)	\$ -	\$ -	\$ (1,653,693)	\$ -	\$ -
821 02	Deobligation of Cat G DSRs	\$ (309,210)	\$ -	\$ -	\$ (309,210)	\$ -	\$ -
		\$ (309,210)	\$ -	\$ -	\$ (309,210)	\$ -	\$ -
59594	Inspection and Repair to WMOF	\$ 2,424,556	\$ -	\$ -	\$ 2,424,556	\$ -	\$ -
		\$ 2,424,556	\$ -	\$ -	\$ 2,424,556	\$ -	\$ -
59595	Repair Damage to SCOPS	\$ 456,682	\$ -	\$ -	\$ -456,682	\$ -	\$ -
		\$ 456,682	\$ -	\$ -	\$ -456,682	\$ -	\$ -
48471,	Inspection of Damages to MMF	\$ 3,506	\$ -	\$ -	\$ 3,506	\$ -	\$ -

FEMA CLOSEOUT SUMMARY

DSR	PROJECT TITLE	APPROVED DSR AMOUNT	RECEIVED FROM FEMA	RECEIVED FROM OES	DSR BALANCE	EXPENDED TO 4/1/00	EARNED BALANCE
		\$ 3,506	\$ -	\$ -	\$ 3,506	\$ -	\$ -
59597	Misc Projects	\$ 386,055			\$ 386,055	\$ -	\$ -
		\$ 386,055	\$ -	\$ -	\$ 386,055	\$ -	\$ -
	Total Large Project DSRs	\$ 3,116,715	\$ 3,714,969	\$ 2,209,405	\$ (2,871,655)	\$ 6,343,274	\$ 418,900
	<u>NOT APPROVED</u>						
75510		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
75511	Temporary Transit Center	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	<u>VOIDED</u>						
75522	Misc Repairs	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	GRAND TOTAL	\$ 3,270,799	\$ 3,830,445	\$ 2,244,075	\$ (2,867,717)	\$ 6,474,730	\$ 400,210
	Repaid		\$ 1,772,716	\$ 1,220,079		\$ 2,992,795	
	BALANCE AT 4/1/00	\$ 3,270,799	\$ 2,057,729	\$ 1,023,996	\$ 189,074	\$ 3,481,935	\$ 400,210
	Updated 4/19/00						

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: June 16, 2000
TO: Board of Directors
FROM: Elisabeth Ross, Manager of Finance
SUBJECT: ADOPTION OF FY 2000-01 FINAL BUDGET

I. RECOMMENDED ACTION

Staff recommends that the Board of Directors adopt a resolution approving the final budget for FY 2000-01 as presented in Attachment B; authorize Board member travel in FY 2000-01 as described in Attachment C; approve the Employee Incentive Program as presented in Attachment D; and authorize staffing levels as listed in Attachment G.

II. SUMMARY OF ISSUES

- The recommended final budget for FY 2000-01 provides for continuation of the current level of transit service to the public as of June 2000, plus a \$150,000 reserve for service improvements during the year.
- The recommended final operating budget totals \$28,731,000, a \$294,000 increase from the draft final budget.
- Substantial changes have been made to the draft final budget in operating revenue and operating expense to balance the final budget.
- The recommended final capital improvement program totals \$18,057,035.

III. DISCUSSION

The final budget for FY 2000-01 is presented this month for adoption by the Board of Directors, for implementation July 1, 2000, the first day of the new fiscal year. The authorizing resolution is included as Attachment A, with the recommended final budget as Attachment B.

State law requires that all Board member travel be formally authorized by the Board of Directors. To satisfy this requirement, all anticipated Board member travel during FY 00-01 has been listed in Attachment C for consideration and approval by the Board. Additional travel needs, should they arise, will be brought to the Board for approval during the year.

The proposed Employee Incentive Program, recognizing employee achievement and promoting effective working relationships, is included as Attachment D.

As reported to the Board of Directors in May, the paratransit program ridership continues to increase substantially every year. Preliminary figures for FY 99-00 indicate that the 100,000 rides budgeted will be exceeded by approximately 3,000 to 5,000 rides. FY 00-01 rides are now projected at 131,000, requiring an increase of \$360,043 in program expense over the draft final budget. In addition, if taxi rates in Santa Cruz increase by 12%, program expense will rise by approximately \$138,000. The paratransit program budget also includes \$60,000 for the recertification analysis and \$150,000 for the program audit. In response to the Board request for the cost of providing paratransit program service on Thanksgiving Day, Christmas Day and New Year's Day, holidays on which the fixed route service does not operate, based on 100 rides per day, each holiday would cost approximately \$2,200, or \$6,600 for all three days. This holiday service would be above and beyond the ADA requirement since there is no fixed route service.

In order to fund the increase to the draft final budget, staff proposes a number of actions which have been incorporated into the recommended final budget document (Attachment B) and are detailed in Attachment E. The actions are summarized below:

- Capitalize the \$200,000 in required engine overhaul expense, delete \$100,000 of the expense which was included in the draft final operating budget, and use Federal formula funds for the project. This action requires amendment of the TIP.
- Budget \$300,000 as operating revenue from the TDA special allocation expected to be received by the District in September.
- Increase cash fare revenue by 1% due to installation of the new registering fareboxes.
- Reduce various accounts in the departmental operating budgets by approximately \$140,000 in aggregate. This includes suspending the Senior Accountant recruitment for six months and eliminating revenue collection services provided by the security contractor upon arrival of the new fareboxes.

Staff is also researching additional sources of operating revenue including selling advertising in the Headways publication, advertising on Highway 17 Express buses, and increasing fares on the Highway 17 Express.

Staff is not proposing to increase sales tax revenue, which is budgeted at 6% over current receipts. A survey of local agencies that receive a sales tax revealed that the City of Santa Cruz, the City of Scotts Valley and the County of Santa Cruz are budgeting for increases of only 3 to 4% for the next fiscal year.

The Board had requested a detail of special transit fares. This category is comprised of UCSC contract revenue at \$1,287,022, Cabrillo contract revenue at \$227,547, special shuttle revenue (Santa Cruz Beach Shuttle, Watsonville Holiday Shuttle) at \$26,680, and employer bus pass program revenue (City of Santa Cruz, County of Santa Cruz, Seaside Company, Dominican Hospital, and Seagate) at \$64,179.

The Board had also requested a comparison from year to year of the percentage of the budget by major function:

	FY 99-00 FINAL	FY 99-00 REVISED	FY 00-01 FINAL
Administration	18.4%	18.2%	17.9%
Operations	48.2%	47.3%	44.9%
Fleet Maintenance	20.2%	20.6%	21.6%
Facilities Maintenance	4.3%	4.4%	4.1%
Paratransit Program	8.9%	9.5%	11.5%

The recommended final line item budget provides for \$28,731,000 in operating revenues. This includes sales tax at 6.0% above FY 99-00 projected actual due to continued high levels of construction activity and healthy sales in the County; Transportation Development Act (TDA) funding in the amount of \$4,997,213 as approved by the Santa Cruz County Regional Transportation Commission (SCCRTC); \$950,000 in interest income; and passenger revenue based on trends through April 30.

Operating expenses for FY 00-01 total \$28,731,000, including \$3,033,966 for continued operation of the ADA paratransit program and \$450,000 for pass-through funding to the SCCRTC.

Departmental descriptions and objectives for FY 00-01 are included as Attachment F. A total of 308.3 full-time employee equivalents are funded in the FY 00-01 budget, as highlighted in Attachment G.

The only change to the draft final capital improvement program is the addition of carryover projects from FY 99-00 in the amount of \$228,674.

IV. FINANCIAL CONSIDERATIONS

The recommended final budget for FY 2000-01 is balanced, and requires \$3,570,548 in reserves for the District's share of the capital improvement program.

V. ATTACHMENTS

- Attachment A:** Budget Resolution.
- Attachment B:** Recommended FY 2000-01 Final Budget.
- Attachment C:** Board Member Travel.
- Attachment D:** Employee Incentive Program.
- Attachment E:** Recommended Changes to Draft Final Budget.
- Attachment F:** Department Descriptions and Objectives.
- Attachment G:** FY 2000-01 Authorized Personnel.

**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
ADOPTING A BUDGET FOR FISCAL YEAR 2000-2001**

WHEREAS, it is in the interest of the Santa Cruz Metropolitan Transit District to adopt a budget for each fiscal year;

WHEREAS, a budget for capital and operating expenses and revenues has been developed for fiscal year 2000-01;

NOW, THEREFORE, BE IT RESOLVED, that the budget attached hereto as Exhibit A and presented to the Board of Directors is hereby adopted; and

BE IT FURTHER RESOLVED, that the Board member travel attached hereto as Exhibit B, and the Employee Incentive Program, attached hereto as Exhibit C, are hereby adopted this 16th day of June, 2000, by the following vote:

AYES: Directors -

NOES: Directors -

ABSTAIN: Directors -

ABSENT: Directors -

APPROVED _____
JEFF ALMQUIST
Chairperson

ATTEST _____
LESLIE R. WHITE
Secretary/General Manager

APPROVED AS TO FORM:

MARGARET GALLAGHER
District Counsel

SANTA CRUZ METRO FY 00-01 OPERATING BUDGET

ACCOUNT	FY 96-97 ACTUAL	FY 97-98 REVISED	FY 98-99 FINAL	FROM FY 97-98	
LABOR	10199418	10533757	11726200.35	11.3%	41.46%
FRINGE BENEFITS	FY 98-99	FY 99-00	FY 00-01	#VALUE!	#VALUE!
SERVICES	ACTUAL	REVISED	DRAFT FINA	FY 99-00	#VALUE!
PURCHASED TRANS.	3,330,432	2,707,157	3,034,366	12.1%	10.73%
MOBILE MATERIALS & SUPPLIES	1,506,894	1,633,069	1,952,022	19.5%	6.90%
OTHER MATERIALS & SUPPLIES	386,451	420,703	418,579	-0.5%	1.48%
UTILITIES	244,245	295,024	312,079	5.8%	1.10%
CASUALTY & LIABILITY COSTS	259,250	296,835	467,250	57.4%	1.65%
TAXES	36,601	36,651	41,872	14.2%	0.15%
MISC EXPENSE	217,314	215,062	228,659	6.3%	0.81%
INTEREST EXPENSE	-	-	-	0.0%	0.00%
LEASES & RENTALS	483,187	522,620	533,164	2.0%	1.89%
PERSONNEL TOTAL	17,030,342	17,680,375	19,527,151	10.4%	69.05%
NON-PERSONNEL TOTAL	7,936,658	7,988,496	8,603,849	7.7%	30.42%
DEPARTMENT TOTALS	25,117,000	25,668,865	28,281,000	10.2%	100.00%

504313 Computer Supplies

**SANTA CRUZ METRO FY 00-01 OPERATING BUDGET
DEPARTMENTAL EXPENSES**

DEPARTMENT	FY 99-00 FINAL	FY 99-00 REVISED	FY 00-01 FINAL	% CHANGE FROM FY 99-00	% OF TOTAL FY 00-01
1100 Administration	1,069,361	1,082,733	1,125,621	4.0%	3.92%
1200 Finance	951,349	936,479	990,366	5.8%	3.45%
1300 Planning & Marketing	984,137	988,595	988,198	0.0%	3.44%
1400 Human Resources	454,211	464,777	512,694	10.3%	1.78%
1500 Information Technology	309,501	334,514	441,937	32.1%	1.54%
1700 District Counsel	420,721	451,901	605,982	34.1%	2.11%
2200 Facilities Maintenance	1,090,006	1,118,119	1,157,129	3.5%	4.03%
2400 Watsonville TC	76,013	74,513	89,244	19.8%	0.31%
2500 Santa Cruz Metro Center	205,488	211,758	253,030	19.5%	0.88%
2600 Scotts Valley TC	116,493	111,147	122,535	10.2%	0.43%
3100 Paratransit Program	2,231,632	2,445,530	3,244,666	32.7%	11.29%
3200 Operations	2,842,503	2,321,400	1,987,519	-14.4%	6.92%
3300 Bus Operators	8,725,478	9,263,567	10,094,130	9.0%	35.13%
4100 Fleet Maintenance	5,065,956	5,295,399	6,118,297	15.5%	21.30%
9005 Retired Employee Benefits	296,711	299,839	354,602	18.3%	1.23%
Additional Operating Programs	21,100	21,100	1,300	-93.8%	0.00%
District Grant Programs/Studies	106,340	97,500	43,750	-55.1%	0.15%
Reserve for Service Additions	150,000	150,000	150,000	0.0%	0.52%
SUBTOTAL OPERATING EXPENSE	25,117,000	25,668,865	28,281,000	10.2%	98.43%
Pass Through Grant Programs	450,000	450,000	450,000	0.0%	1.57%
Transfer to Capital Program	300,000	429,135	-	-100.0%	0.00%
TOTAL OPERATING EXPENSES	25,867,000	26,548,000	28,731,000	8.2%	100.00%

Computer Supplies

**SANTA CRUZ METRO FY 00-01 OPERATING BUDGET
CONSOLIDATED EXPENSES**

ACCOUNT	FY 99-00 FINAL	FY 99-00 REVISED	FY 00-01 FINAL	% CHANGE FROM FY 99-00
LABOR				
501011 Bus Operator Pay	4,670,670	4,791,437	5,275,946	10.1%
501013 Bus Operator OT	469,521	669,521	687,958	2.8%
501021 Other Salaries	4,949,627	4,796,279	5,551,026	15.7%
501023 Other OT	109,600	276,520	211,271	-23.6%
Totals	<u>10,199,418</u>	<u>10,533,757</u>	<u>11,726,200</u>	11.3%
FRINGE BENEFITS				
502011 Medicare/SS	83,925	90,570	96,120	6.1%
502021 Retirement	765,025	785,221	855,952	9.0%
502031 Medical Ins	1,639,232	1,733,662	1,858,621	7.2%
502041 Dental Ins	387,494	428,907	501,187	16.9%
502045 Vision Ins	101,322	106,376	122,065	14.7%
502051 Life Ins	56,010	60,266	64,318	6.7%
502060 State Disability	26,262	38,855	106,904	175.1%
502061 Disability Ins	239,541	320,283	444,702	38.8%
502071 State Unemployment	49,709	51,137	27,692	-45.8%
502081 Worker's Comp	1,291,046	1,373,821	1,373,821	0.0%
502101 Holiday Pay	253,355	253,355	258,729	2.1%
502103 Floating Holiday	44,200	44,200	49,300	11.5%
502109 Sick Leave	535,516	535,516	598,511	11.8%
502111 Vacation	1,190,096	1,190,096	1,286,920	8.1%
502121 Other Paid Absence	107,427	107,427	132,469	23.3%
502131 Uniform Allowance	39,000	1,587	-	-100.0%
502251 Phys. Exam - Renewal	7,722	7,722	6,072	-21.4%
502253 Driver Lic Renewal	3,497	3,617	2,700	-25.4%
502999 Other Fringe Benefits	10,550	14,000	14,868	6.2%
Totals	<u>6,830,924</u>	<u>7,146,618</u>	<u>7,800,951</u>	9.2%
SERVICES				
503011 Accting/Audit Fees	68,350	218,350	218,500	0.1%
503012 Admin/Bank Fees	193,200	184,484	194,710	5.5%
503031 Prof/Tech Services	231,448	246,086	204,175	-17.0%
503032 Legislative Services	70,000	70,000	70,300	0.4%
503033 Legal Services	5,000	5,000	10,000	100.0%
503034 Employment Exams	8,475	13,335	12,250	-8.1%
503041 Temp Help	42,862	121,115	12,534	-89.7%
503161 Custodial Services	79,702	76,502	88,020	15.1%
503162 Uniforms/Laundry	46,652	47,912	38,497	-19.7%
503171 Security Services	274,244	274,244	297,843	8.6%
503221 Classified Ads	3,500	6,786	7,000	3.2%
503222 Legal Ads	5,800	6,800	8,500	25.0%
503225 Graphics Services	29,000	29,000	27,000	-6.9%
503351 Building Repair - Out	20,531	25,752	39,284	52.5%
503352 Equip Repair - Out	125,626	119,415	121,160	1.5%
503353 Rev Veh Repair - Out	174,862	174,862	175,000	0.1%
503354 Other Veh Repair - Out	68,900	68,400	70,000	2.3%
503361 Waste Oil Disposal	2,880	3,880	5,000	28.9%
503363 Haz Waste Disposal	21,252	19,452	16,085	-17.3%
Totals	<u>1,472,284</u>	<u>1,711,375</u>	<u>1,615,858</u>	-5.6%

**SANTA CRUZ METRO FY 00-01 OPERATING BUDGET
CONSOLIDATED EXPENSES**

ACCOUNT	FY 99-00 FINAL	FY 99-00 REVISED	FY 00-01 FINAL	% CHANGE FROM FY 99-00
PURCHASED TRANSPORTATION				
503405 Contract Transp	400	400	400	0.0%
503406 Contract/Paratransit	2,230,032	2,293,930	3,033,966	32.3%
503407 Contract/Hwy 17	1,100,000	412,827	-	-100.0%
Totals	3,330,432	2,707,157	3,034,366	12.1%
MOBILE MATERIALS & SUPPLIES				
504011 Fuels & Lubricants	77,709	77,709	110,637	42.4%
504012 Fuels & Lubricants - Rev Veh	757,800	828,350	1,080,000	30.4%
504021 Tires & Tubes	130,000	150,642	150,000	-0.4%
504161 Body Shop Supplies	2,500	2,500	2,500	0.0%
504181 Upholstery Supplies	5,000	3,150	5,000	58.7%
504191 Rev Vehicle Parts	533,885	570,718	603,885	5.8%
504192 Inventory Adjustment	-	-	-	0.0%
Totals	1,506,894	1,633,069	1,952,022	19.5%
OTHER MATERIALS & SUPPLIES				
504205 Freight Out	1,250	3,550	2,650	-25.4%
504211 Postage & Mailing	15,017	15,227	14,425	-5.3%
504213 Mktg/Graphics Supp	3,920	3,500	1,757	-49.8%
504214 Promotional Items	5,250	5,225	5,475	4.8%
504215 Printing	94,880	98,329	86,411	-12.1%
504217 Photo Supp/Process	8,277	8,437	8,655	2.6%
504311 Office Supplies	56,009	59,184	61,303	3.6%
504313 Computer Supplies	-	1,800	7,000	288.9%
504315 Safety Supplies	14,462	13,577	17,928	32.0%
504317 Cleaning Supp/Veh	25,000	25,025	26,015	4.0%
504319 Custodial Supplies	33,166	53,129	44,400	-16.4%
504409 Repair/Maint Supply	23,775	27,675	37,202	34.4%
504413 Electrical Supplies	13,230	12,329	12,253	-0.6%
504415 Plumbing Supplies	7,248	8,448	10,979	30.0%
504417 Mechanical Supplies	8,965	9,465	9,133	-3.5%
504419 Landscaping Supplies	5,679	5,679	3,213	-43.4%
504421 Non-Inventory Parts	50,000	50,000	50,000	0.0%
504511 Small Tools	10,064	10,864	9,200	-15.3%
504515 Employee Tool Repl	3,000	2,000	2,000	0.0%
504517 Tool Allowance	7,260	7,260	8,580	18.2%
Totals	386,451	420,703	418,579	-0.5%
UTILITIES				
505011 Gas & Electric	117,443	137,979	138,362	0.3%
505021 Water & Garbage	65,984	91,255	90,764	-0.5%
505031 Telecommunications	60,818	65,790	82,953	26.1%
Totals	244,245	295,024	312,079	5.8%

**SANTA CRUZ METRO FY 00-01 OPERATING BUDGET
CONSOLIDATED EXPENSES**

ACCOUNT	FY 99-00 FINAL	FY 99-00 REVISED	FY 00-01 FINAL	% CHANGE FROM FY 99-00
CASUALTY & LIABILITY COSTS				
506011 Insurance - Property	52,000	53,835	60,000	11.5%
506015 Insurance - PL/PD	65,000	65,000	100,000	53.8%
506017 Ins-Veh- Phys Damage	-	-	-	0.0%
506021 Insurance - Other	20,000	20,000	15,000	-25.0%
506123 Settlement Costs	100,000	100,000	250,000	150.0%
506127 Repair - District Prop	11,750	11,500	11,750	2.2%
506128 Legal Expense	-	-	-	0.0%
506129 Other Prof Fees	10,000	46,000	30,000	-34.8%
506999 Other Casualty Exp	500	500	500	0.0%
Totals	<u>259,250</u>	<u>296,835</u>	<u>467,250</u>	<u>57.4%</u>
TAXES				
507051 Fuel Tax	8,000	8,000	9,000	12.5%
507201 Licenses & Permits	9,094	9,144	10,150	11.0%
507999 Other Taxes	19,507	19,507	22,722	16.5%
Totals	<u>36,601</u>	<u>36,651</u>	<u>41,872</u>	<u>14.2%</u>
MISC EXPENSE				
509011 Dues/Subscriptions	44,389	42,369	50,564	19.3%
509081 Advertising-Promo	46,200	46,200	46,400	0.4%
509101 Incentive Program	12,000	12,000	15,000	25.0%
509121 Employee Training	43,500	41,250	42,170	2.2%
509123 Travel	50,375	54,852	57,250	4.4%
509125 Local Meeting Expense	7,450	6,041	3,775	-37.5%
509127 Board Fees	13,200	12,150	13,200	8.6%
509150 Contributions	200	200	300	50.0%
509999 Other Misc Expense	-	-	-	0.0%
Totals	<u>217,314</u>	<u>215,062</u>	<u>228,659</u>	<u>6.3%</u>
LEASES & RENTALS				
512011 Facility Lease	465,000	500,433	514,735	2.9%
512061 Equipment Rental	18,187	22,187	18,429	-16.9%
Totals	<u>483,187</u>	<u>522,620</u>	<u>533,164</u>	<u>2.0%</u>

**SANTA CRUZ METRO FY 00-01 OPERATING BUDGET
CONSOLIDATED EXPENSES**

ACCOUNT	FY 99-00 FINAL	FY 99-00 REVISED	FY 00-01 FINAL	% CHANGE FROM FY 99-00
SERVICE ADDITION RESERVE	150,000	150,000	150,000	0.0%
PERSONNEL TOTAL	17,030,342	17,680,375	19,527,151	10.4%
NON-PERSONNEL TOTAL	7,936,658	7,988,496	8,603,849	7.7%
DEPARTMENT TOTALS	25,117,000	25,668,865	28,281,000	10.2%
TRANSFER TO CAPITAL	300,000	429,135	-	-100.0%
PASS-THROUGH PROGRAMS	450,000	450,000	450,000	0.0%
TOTAL OPERATING EXPENSE	25,867,000	26,548,000	28,731,000	8.2%

ADMINISTRATION

SANTA CRUZ METRO FY 00-01 OPERATING BUDGET
Administration - 1100

ACCOUNT	FY 99-00 FINAL	FY 99-00 REVISED	FY 00-01 FINAL	% CHANGE FROM FY 99-00
LABOR				
501021 Other Salaries	346,073	328,470	353,646	7.7%
501023 Other OT	1,600	1,600	2,400	50.0%
Totals	347,673	330,070	356,046	7.9%
FRINGE BENEFITS				
502011 Medicare/SS	4,212	4,058	5,118	26.1%
502021 Retirement	28,909	28,909	29,579	2.3%
502031 Medical Ins	30,181	28,984	33,324	15.0%
502041 Dental Ins	8,404	8,347	10,662	27.7%
502045 Vision Ins	2,117	2,010	2,524	25.6%
502051 Life Ins	1,252	1,182	1,373	16.2%
502060 State Disability	517	736	1,992	170.7%
502061 Disability Ins	6,011	7,481	11,029	47.4%
502071 State Unemployment	978	978	516	-47.2%
502081 Worker's Comp	64,704	64,316	64,316	0.0%
502101 Holiday Pay	4,393	4,393	4,516	2.8%
502103 Floating Holiday	9,000	9,000	9,600	6.7%
502109 Sick Leave	17,571	17,571	18,062	2.8%
502111 Vacation	32,442	32,442	32,740	0.9%
502121 Other Paid Absence	3,500	3,500	4,000	14.3%
502999 Other Fringe Benefits	-	500	624	24.8%
Totals	214,190	214,407	229,975	7.3%
SERVICES				
503012 Admin/Bank Fees	100	100	100	0.0%
503031 Prof/Tech Services	25,020	27,185	26,000	-4.4%
503032 Legislative Services	70,000	70,000	70,300	0.4%
503041 Temp Help	-	6,508	2,784	-57.2%
503222 Legal Ads	1,800	2,800	4,500	60.7%
503352 Equip Repair - Out	5,740	7,440	7,611	2.3%
Totals	102,660	114,033	111,295	-2.4%
MOBILE MATERIALS & SUPPLIES				
504011 Fuels & Lubricants	300	300	400	33.3%
Totals	300	300	400	33.3%
OTHER MATERIALS & SUPPLIES				
504211 Postage & Mailing	9,000	8,800	9,000	2.3%
504215 Printing	7,000	11,385	9,000	-20.9%
504217 Photo Supp/Process	-	-	100	1.0%
504311 Office Supplies	9,100	7,900	9,000	13.9%
Totals	25,100	28,085	27,100	-3.5%

SANTA CRUZ METRO FY 00-01 OPERATING BUDGET

Administration - 1100

ACCOUNT	FY 99-00 FINAL	FY 99-00 REVISED	FY 00-01 FINAL	% CHANGE FROM FY 99-00
UTILITIES				
505011 Gas & Electric	17,808	17,808	21,000	17.9%
505021 Water & Garbage	3,520	3,520	4,100	16.5%
505031 Telecommunications	14,380	14,380	13,600	-5.4%
Totals	<u>35,708</u>	<u>35,708</u>	<u>38,700</u>	<u>8.4%</u>
TAXES				
507201 Licenses & Permits	-	-	-	0.0%
507999 Other Taxes	-	-	-	0.0%
Totals	<u>-</u>	<u>-</u>	<u>-</u>	<u>0.0%</u>
MISC EXPENSE				
509011 Dues/Subscriptions	23,000	23,700	29,000	22.4%
509101 Incentive Program	6,780	6,180	4,730	-23.5%
509121 Employee Training	-	-	-	0.0%
509123 Travel	42,250	44,100	47,200	7.0%
509125 Local Meeting Expense	3,500	2,000	1,475	-26.3%
509127 Board Fees	13,200	12,150	13,200	8.6%
Totals	<u>88,730</u>	<u>88,130</u>	<u>95,605</u>	<u>8.5%</u>
LEASES & RENTALS				
512011 Facility Lease	255,000	272,000	265,000	-2.6%
512061 Equipment Rental	-	-	1,500	0.0%
Totals	<u>255,000</u>	<u>272,000</u>	<u>266,500</u>	<u>-2.0%</u>
PERSONNEL TOTAL	561,863	544,477	586,021	7.6%
NON-PERSONNEL TOTAL	507,498	538,256	539,600	0.2%
DEPARTMENT TOTALS	<u><u>1,069,361</u></u>	<u><u>1,082,733</u></u>	<u><u>1,125,621</u></u>	<u><u>4.0%</u></u>

FINANCE

SANTA CRUZ METRO FY 00-01 OPERATING BUDGET
Finance - 1200

ACCOUNT	FY 99-00 FINAL	FY 99-00 REVISED	FY 00-01 FINAL	% CHANGE FROM FY 99-00
LABOR				
501021 Other Salaries	327,484	326,984	330,242	1.0%
501023 Other OT	1,000	1,000	1,000	0.0%
Totals	328,484	327,984	331,242	1.0%
FRINGE BENEFITS				
502011 Medicare/SS	3,007	3,007	2,688	-10.6%
502021 Retirement	27,475	27,475	27,676	0.7%
502031 Medical Ins	40,228	40,228	40,188	-0.1%
502041 Dental Ins	10,149	10,582	11,956	13.0%
502045 Vision Ins	2,666	2,666	2,903	8.9%
502051 Life Ins	1,442	1,442	1,729	19.9%
502060 State Disability	689	971	2,656	173.5%
502061 Disability Ins	5,713	7,612	5,697	-25.2%
502071 State Unemployment	1,304	1,304	688	-47.2%
502081 Worker's Comp	32,865	32,865	32,865	0.0%
502101 Holiday Pay	4,408	4,408	4,200	-4.7%
502103 Floating Holiday	6,000	6,000	6,100	1.7%
502109 Sick Leave	17,633	17,633	16,799	-4.7%
502111 Vacation	33,976	33,976	34,830	2.5%
502121 Other Paid Absence	3,000	3,000	3,200	6.7%
502999 Other Fringe Benefits	-	500	624	24.8%
Totals	190,555	193,669	194,799	0.6%
SERVICES				
503011 Accting/Audit Fees	68,000	68,000	68,000	0.0%
503012 Admin/Bank Fees	193,100	184,384	194,600	5.5%
503031 Prof/Tech Services	17,500	6,473	12,500	93.1%
503041 Temp Help	5,000	5,000	1,000	-80.0%
503352 Equip Repair - Out	1,000	1,000	1,000	0.0%
Totals	284,600	264,857	277,100	4.6%
MOBILE MATERIALS & SUPPLIES				
504011 Fuels & Lubricants	325	325	325	0.0%
Totals	325	325	325	0.0%
OTHER MATERIALS & SUPPLIES				
504211 Postage & Mailing	315	315	315	0.0%
504215 Printing	1,350	1,350	1,350	0.0%
504217 Photo Supp/Process	-	-	-	0.0%
504311 Office Supplies	5,000	4,824	4,000	-17.1%
Totals	6,665	6,489	5,665	-12.7%
UTILITIES				
505031 Telecommunications	1,525	1,525	1,600	4.9%
Totals	1,525	1,525	1,600	4.9%

SANTA CRUZ METRO FY 00-01 OPERATING BUDGET

Finance - 1200

ACCOUNT	FY 99-00 FINAL	FY 99-00 REVISED	FY 00-01 FINAL	% CHANGE FROM FY 99-00
CASUALTY & LIABILITY COSTS				
506011 Insurance - Property	52,000	53,835	60,000	11.5%
506015 Insurance - PL/PD	65,000	65,000	100,000	53.8%
506017 Ins-Veh- Phys Damage	-	-	-	0.0%
506021 Insurance - Other	20,000	20,000	15,000	-25.0%
506129 Other Prof Fees	-	-	-	0.0%
Totals	<u>137,000</u>	<u>138,835</u>	<u>175,000</u>	<u>26.0%</u>
TAXES				
507999 Other Taxes	25	25	-	-100.0%
Totals	<u>25</u>	<u>25</u>	<u>-</u>	<u>-100.0%</u>
MISC EXPENSE				
509011 Dues/Subscriptions	1,670	1,670	1,500	-10.2%
509101 Incentive Program	-	600	2,635	339.2%
509123 Travel	500	500	500	0.0%
509999 Other Misc Expense	-	-	-	0.0%
Totals	<u>2,170</u>	<u>2,770</u>	<u>4,635</u>	<u>67.3%</u>
LEASES & RENTALS				
512061 Equipment Rental	-	-	-	0.0%
Totals	<u>-</u>	<u>-</u>	<u>-</u>	<u>0.0%</u>
PERSONNEL TOTAL	519,039	521,653	526,041	0.8%
NON-PERSONNEL TOTAL	432,310	414,826	464,325	11.9%
DEPARTMENT TOTALS	<u><u>951,349</u></u>	<u><u>936,479</u></u>	<u><u>990,366</u></u>	<u><u>5.8%</u></u>

PLANNING & MARKETING

SANTA CRUZ METRO FY 00-01 OPERATING BUDGET

Planning & Marketing - 1300

ACCOUNT	FY 99-00 FINAL	FY 99-00 REVISED	FY 00-01 FINAL	% CHANGE FROM FY 99-00
LABOR				
501021 Other Salaries	511,971	484,316	512,225	5.8%
501023 Other OT	1,700	5,700	1,700	-70.2%
Totals	513,671	490,016	513,925	4.9%
FRINGE BENEFITS				
502011 Medicare/SS	4,907	5,061	4,553	-10.0%
502021 Retirement	42,325	42,325	42,735	1.0%
502031 Medical Ins	78,656	79,853	73,272	-8.2%
502041 Dental Ins	19,748	20,894	24,026	15.0%
502045 Vision Ins	5,157	5,264	5,835	10.8%
502051 Life Ins	2,586	2,656	2,825	6.4%
502060 State Disability	1,292	1,784	4,980	179.1%
502061 Disability Ins	8,801	12,109	15,934	31.6%
502071 State Unemployment	2,445	2,445	1,290	-47.2%
502081 Worker's Comp	11,422	11,810	11,810	0.0%
502101 Holiday Pay	5,968	5,968	6,469	8.4%
502103 Floating Holiday	3,400	3,400	3,500	2.9%
502109 Sick Leave	22,781	22,781	25,876	13.6%
502111 Vacation	57,521	57,521	58,431	1.6%
502121 Other Paid Absence	3,000	3,000	4,000	33.3%
502999 Other Fringe Benefits	-	250	312	24.8%
Totals	270,008	277,121	285,848	3.1%
SERVICES				
503031 Prof/Tech Services	17,928	17,928	20,000	11.6%
503041 Temp Help	5,000	26,000	3,000	-88.5%
503225 Graphics Services	29,000	29,000	27,000	-6.9%
503352 Equip Repair - Out	3,014	799	1,500	87.7%
Totals	54,942	73,727	51,500	-30.1%
MOBILE MATERIALS & SUPPLIES				
504011 Fuels & Lubricants	325	325	325	0.0%
Totals	325	325	325	0.0%
OTHER MATERIALS & SUPPLIES				
504211 Postage & Mailing	4,337	4,337	3,400	-21.6%
504213 Mktg/Graphics Supp	200	200	200	0.0%
504214 Promotional Items	5,000	5,000	5,000	0.0%
504215 Printing	63,500	62,514	53,500	-14.4%
504217 Photo Supp/Process	4,740	4,740	4,000	-15.6%
504311 Office Supplies	7,039	7,039	7,100	0.9%
Totals	84,816	83,830	73,200	-12.7%
UTILITIES				
505031 Telecommunications	7,500	7,500	8,100	8.0%
Totals	7,500	7,500	8,100	8.0%

SANTA CRUZ METRO FY 00-01 OPERATING BUDGET
Planning & Marketing - 1300

ACCOUNT	FY 99-00 FINAL	FY 99-00 REVISED	FY 00-01 FINAL	% CHANGE FROM FY 99-00
TAXES				
507201 Licenses & Permits	1,344	1,344	1,400	4.2%
Totals	1,344	1,344	1,400	4.2%
MISC EXPENSE				
509011 Dues/Subscriptions	1,131	1,131	1,300	14.9%
509081 Advertising-Promo	46,200	46,200	46,400	0.4%
509101 Incentive Program	300	300	300	0.0%
509125 Local Meeting Expense	2,400	1,601	1,400	-12.6%
509150 Contributions	200	200	300	50.0%
Totals	50,231	49,432	49,700	0.5%
LEASES & RENTALS				
512061 Equipment Rental	1,300	5,300	4,200	-20.8%
Totals	1,300	5,300	4,200	-20.8%
PERSONNEL TOTAL	783,679	767,137	799,773	4.3%
NON-PERSONNEL TOTAL	200,458	221,458	188,425	-14.9%
DEPARTMENT TOTALS	984,137	988,595	988,198	0.0%

HRD

SANTA CRUZ METRO FY 00-01 OPERATING BUDGET
Human Resources - 1400

ACCOUNT	FY 99-00 FINAL	FY 99-00 REVISED	FY 00-01 FINAL	% CHANGE FROM FY 99-00
LABOR				
501021 Other Salaries	228,966	226,231	264,768	17.0%
501023 Other OT	3,000	3,000	3,300	10.0%
Totals	231,966	229,231	268,068	16.9%
FRINGE BENEFITS				
502011 Medicare/SS	3,784	3,784	4,250	12.3%
502021 Retirement	19,167	19,167	21,972	14.6%
502031 Medical Ins	32,503	32,503	33,984	4.6%
502041 Dental Ins	9,169	9,462	8,516	-10.0%
502045 Vision Ins	2,439	2,439	2,002	-17.9%
502051 Life Ins	1,252	1,252	1,373	9.7%
502060 State Disability	517	708	1,992	181.4%
502061 Disability Ins	3,985	5,271	8,193	55.4%
502071 State Unemployment	978	978	516	-47.2%
502081 Worker's Comp	8,842	8,842	8,842	0.0%
502101 Holiday Pay	2,983	2,983	3,379	13.3%
502103 Floating Holiday	5,700	5,700	6,000	5.3%
502109 Sick Leave	11,931	11,931	13,517	13.3%
502111 Vacation	21,230	21,230	23,026	8.5%
502121 Other Paid Absence	3,000	3,000	3,200	6.7%
502999 Other Fringe Benefits	10,500	11,000	11,124	1.1%
Totals	137,980	140,250	151,886	8.3%
SERVICES				
503031 Prof/Tech Services	27,275	27,275	29,100	6.7%
503034 Employment Exams	8,475	13,335	12,250	-8.1%
503041 Temp Help	5,000	7,235	750	-89.6%
503221 Classified Ads	3,500	6,786	7,000	3.2%
503352 Equip Repair - Out	650	550	650	18.2%
Totals	44,900	55,181	49,750	-9.8%
MOBILE MATERIALS & SUPPLIES				
504011 Fuels & Lubricants	700	700	1,000	42.9%
Totals	700	700	1,000	42.9%
OTHER MATERIALS & SUPPLIES				
504211 Postage & Mailing	90	90	110	22.2%
504215 Printing	3,650	3,700	2,000	-45.9%
504217 Photo Supp/Process	90	250	250	0.0%
504311 Office Supplies	4,050	4,050	5,000	23.5%
Totals	7,880	8,090	7,360	-9.0%
UTILITIES				
505031 Telecommunications	2,800	2,800	2,800	0.0%
Totals	2,800	2,800	2,800	0.0%

SANTA CRUZ METRO FY 00-01 OPERATING BUDGET

Human Resources - 1400

ACCOUNT	FY 99-00 FINAL	FY 99-00 REVISED	FY 00-01 FINAL	% CHANGE FROM FY 99-00
MISC EXPENSE				
509011 Dues/Subscriptions	2,535	2,535	2,760	8.9%
509101 Incentive Program	-	-	-	0.0%
509121 Employee Training	20,000	18,850	24,370	29.3%
509123 Travel	4,200	5,000	4,200	-16.0%
509125 Local Meeting Expense	1,250	2,140	500	-76.6%
Totals	<u>27,985</u>	<u>28,525</u>	<u>31,830</u>	<u>11.6%</u>
 PERSONNEL TOTAL	 369,946	 369,481	 419,954	 13.7%
 NON-PERSONNEL TOTAL	 84,265	 95,296	 92,740	 -2.7%
 DEPARTMENT TOTALS	 <u><u>454,211</u></u>	 <u><u>464,777</u></u>	 <u><u>512,694</u></u>	 <u><u>10.3%</u></u>

IT

SANTA CRUZ METRO FY 00-01 OPERATING BUDGET
Information Technology - 1500

ACCOUNT	FY 99-00 FINAL	FY 99-00 REVISED	FY 00-01 FINAL	% CHANGE FROM FY 99-00
LABOR				
501021 Other Salaries	146,162	145,912	230,296	57.8%
501023 Other OT	1,800	1,800	1,800	0.0%
Totals	147,962	147,712	232,096	57.1%
FRINGE BENEFITS				
502011 Medicare/SS	2,208	2,208	3,773	70.9%
502021 Retirement	12,081	12,081	19,258	59.4%
502031 Medical Ins	16,283	16,283	26,220	61.0%
502041 Dental Ins	3,350	3,518	5,978	69.9%
502045 Vision Ins	880	880	1,452	65.0%
502051 Life Ins	626	626	1,016	62.3%
502060 State Disability	258	367	1,328	261.9%
502061 Disability Ins	2,512	3,247	7,180	121.1%
502071 State Unemployment	489	489	344	-29.7%
502081 Worker's Comp	1,926	1,926	1,926	0.0%
502101 Holiday Pay	1,781	1,781	3,033	70.3%
502103 Floating Holiday	3,000	3,000	6,600	120.0%
502109 Sick Leave	7,123	7,123	12,133	70.3%
502111 Vacation	12,513	12,513	21,051	68.2%
502121 Other Paid Absence	2,000	2,000	2,000	0.0%
502999 Other Fringe Benefits	-	250	624	149.6%
Totals	67,029	68,292	113,916	66.8%
SERVICES				
503031 Prof/Tech Services	5,000	29,000	-	-100.0%
503041 Temp Help	-	-	-	0.0%
503352 Equip Repair - Out	39,500	39,500	43,000	8.9%
Totals	44,500	68,500	43,000	-37.2%
MOBILE MATERIALS & SUPPLIES				
504011 Fuels & Lubricants	240	240	500	108.3%
Totals	240	240	500	108.3%
OTHER MATERIALS & SUPPLIES				
504211 Postage & Mailing	-	48	150	212.5%
504215 Printing	-	-	125	0.0%
504311 Office Supplies	12,550	13,550	10,000	-26.2%
504313 Computer Supplies	-	1,800	7,000	288.9%
Totals	12,550	15,398	17,275	12.2%
UTILITIES				
505031 Telecommunications	7,000	6,972	12,000	72.1%
Totals	7,000	6,972	12,000	72.1%

SANTA CRUZ METRO FY 00-01 OPERATING BUDGET
Information Technology - 1500

ACCOUNT	FY 99-00 FINAL	FY 99-00 REVISED	FY 00-01 FINAL	% CHANGE FROM FY 99-00
MISC EXPENSE				
509011 Dues/Subscriptions	8,670	5,850	7,000	19.7%
509121 Employee Training	21,500	20,400	15,000	-26.5%
509123 Travel	50	1,150	1,150	0.0%
Totals	<u>30,220</u>	<u>27,400</u>	<u>23,150</u>	<u>-15.5%</u>
PERSONNEL TOTAL	214,991	216,004	346,012	60.2%
NON-PERSONNEL TOTAL	94,510	118,510	95,925	-19.1%
DEPARTMENT TOTALS	<u>309,501</u>	<u>334,514</u>	<u>441,937</u>	<u>32.1%</u>

Counsel

**SANTA CRUZ METRO FY 00-01 OPERATING BUDGET
Counsel - 1700**

ACCOUNT	FY 99-00 FINAL	FY 99-00 REVISED	FY 00-01 FINAL	% CHANGE FROM FY 99-00
LABOR				
501021 Other Salaries	197,003	175,753	184,371	4.9%
501023 Other OT	3,500	3,500	3,500	0.0%
Totals	200,503	179,253	187,871	4.8%
FRINGE BENEFITS				
502011 Medicare/SS	3,236	3,236	2,954	-8.7%
502021 Retirement	16,195	16,195	15,218	-6.0%
502031 Medical Ins	20,232	20,232	34,824	72.1%
502041 Dental Ins	5,074	5,270	7,362	39.7%
502045 Vision Ins	1,333	1,333	1,755	31.7%
502051 Life Ins	789	789	865	9.6%
502060 State Disability	344	471	1,328	182.0%
502061 Disability Ins	3,367	4,225	5,674	34.3%
502071 State Unemployment	652	652	344	-47.2%
502081 Worker's Comp	3,036	3,036	3,036	0.0%
502101 Holiday Pay	2,601	2,601	2,369	-8.9%
502103 Floating Holiday	4,900	4,900	4,900	0.0%
502109 Sick Leave	9,618	9,618	9,478	-1.5%
502111 Vacation	15,235	15,235	14,286	-6.2%
502121 Other Paid Absence	2,000	2,000	2,000	0.0%
502999 Other Fringe Benefits	-	250	312	24.8%
Totals	88,613	90,043	106,706	18.5%
SERVICES				
503031 Prof/Tech Services	1,500	1,000	2,000	100.0%
503033 Legal Services	5,000	5,000	10,000	100.0%
503041 Temp Help	-	15,000	2,000	-86.7%
Totals	6,500	21,000	14,000	-33.3%
MOBILE MATERIALS & SUPPLIES				
504011 Fuels & Lubricants	300	300	300	0.0%
Totals	300	300	300	0.0%
OTHER MATERIALS & SUPPLIES				
504211 Postage & Mailing	100	100	100	0.0%
504215 Printing	300	300	300	0.0%
504217 Photo Supp/Process	500	500	500	0.0%
504311 Office Supplies	1,600	2,100	2,100	0.0%
Totals	2,500	3,000	3,000	0.0%
UTILITIES				
505031 Telecommunications	600	600	600	0.0%
Totals	600	600	600	0.0%
CASUALTY & LIABILITY COSTS				

SANTA CRUZ METRO FY 00-01 OPERATING BUDGET

Counsel - 1700

ACCOUNT	FY 99-00 FINAL	FY 99-00 REVISED	FY 00-01 FINAL	% CHANGE FROM FY 99-00
506123 Settlement Costs	100,000	100,000	250,000	150.0%
506129 Other Prof Fees	10,000	46,000	30,000	-34.8%
506999 Other Casualty Exp	500	500	500	0.0%
Totals	<u>110,500</u>	<u>146,500</u>	<u>280,500</u>	<u>91.5%</u>
TAXES				
507201 Licenses & Permits	55	55	55	0.0%
Totals	<u>55</u>	<u>55</u>	<u>55</u>	<u>0.0%</u>
MISC EXPENSE				
509011 Dues/Subscriptions	6,000	6,000	7,000	16.7%
509121 Employee Training	2,000	2,000	2,800	40.0%
509123 Travel	3,150	3,150	3,150	0.0%
Totals	<u>11,150</u>	<u>11,150</u>	<u>12,950</u>	<u>16.1%</u>
PERSONNEL TOTAL	289,116	269,296	294,577	9.4%
NON-PERSONNEL TOTAL	131,605	182,605	311,405	70.5%
DEPARTMENT TOTALS	<u><u>420,721</u></u>	<u><u>451,901</u></u>	<u><u>605,982</u></u>	<u><u>34.1%</u></u>

FACILITIES MAINTENANCE

SANTA CRUZ METRO FY 00-01 OPERATING BUDGET Facilities Maintenance - 2200

ACCOUNT	FY 99-00 FINAL	FY 99-00 REVISED	FY 00-01 FINAL	% CHANGE FROM FY 99-00
LABOR				
501021 Other Salaries	528,266	523,011	566,781	8.4%
501023 Other OT	16,000	16,000	17,571	9.8%
Totals	544,266	539,011	584,352	8.4%
FRINGE BENEFITS				
502011 Medicare/SS	3,249	3,249	3,778	16.3%
502021 Retirement	44,985	44,985	47,755	6.2%
502031 Medical Ins	106,017	106,017	98,484	-7.1%
502041 Dental Ins	23,724	24,674	28,088	13.8%
502045 Vision Ins	6,141	6,141	6,822	11.1%
502051 Life Ins	2,912	2,912	3,181	9.2%
502060 State Disability	1,636	2,255	6,640	194.5%
502061 Disability Ins	9,354	13,520	17,806	31.7%
502071 State Unemployment	3,097	3,097	1,720	-44.5%
502081 Worker's Comp	40,969	40,969	40,969	0.0%
502101 Holiday Pay	7,427	7,427	7,187	-3.2%
502103 Floating Holiday	2,800	2,800	2,800	0.0%
502109 Sick Leave	27,799	27,799	28,750	3.4%
502111 Vacation	67,345	67,345	67,694	0.5%
502121 Other Paid Absence	9,000	9,000	9,000	0.0%
502999 Other Fringe Benefits	-	250	312	24.8%
Totals	356,453	362,440	370,986	2.4%
SERVICES				
503031 Prof/Tech Services	14,200	13,750	6,200	-54.9%
503041 Temp Help	6,097	11,097	2,000	-82.0%
503161 Custodial Services	7,516	7,516	7,000	-6.9%
503162 Uniforms/Laundry	6,676	6,676	3,436	-48.5%
503171 Security Services	3,435	3,435	3,113	-9.4%
503225 Graphics Services	-	-	-	0.0%
503351 Building Repair - Out	9,683	13,899	15,884	14.3%
503352 Equip Repair - Out	20,968	16,272	15,000	-7.8%
503361 Waste Oil Disposal	2,880	3,880	5,000	28.9%
503363 Haz Waste Disposal	20,832	19,032	14,000	-26.4%
Totals	92,287	95,557	71,633	-25.0%
MOBILE MATERIALS & SUPPLIES				
504011 Fuels & Lubricants	965	965	833	-13.7%
Totals	965	965	833	-13.7%
OTHER MATERIALS & SUPPLIES				
504205 Freight Out	50	1,050	50	-95.2%
504211 Postage & Mailing	-	37	-	-100.0%
504213 Mktg/Graphics Supp	2,863	2,243	700	-68.8%
504215 Printing	1,655	1,601	1,411	-11.9%
504217 Photo Supp/Process	297	297	155	-47.8%
504311 Office Supplies	2,095	2,095	2,303	9.9%
504315 Safety Supplies	3,963	3,963	6,400	61.5%

SANTA CRUZ METRO FY 00-01 OPERATING BUDGET

Facilities Maintenance - 2200

ACCOUNT	FY 99-00 FINAL	FY 99-00 REVISED	FY 00-01 FINAL	% CHANGE FROM FY 99-00
504319 Custodial Supplies	12,295	30,458	29,000	-4.8%
504409 Repair/Maint Supply	20,618	24,318	33,000	35.7%
504413 Electrical Supplies	7,183	8,382	9,863	17.7%
504415 Plumbing Supplies	5,826	5,826	7,654	31.4%
504417 Mechanical Supplies	7,487	7,487	7,838	4.7%
504419 Landscaping Supplies	1,985	1,985	2,105	6.0%
504511 Small Tools	2,051	3,951	5,500	39.2%
Totals	<u>68,367</u>	<u>93,693</u>	<u>105,979</u>	<u>13.1%</u>
UTILITIES				
505011 Gas & Electric	4,416	4,416	1,000	-77.4%
505021 Water & Garbage	2,990	2,990	2,200	-26.4%
505031 Telecommunications	6,212	6,212	5,800	-6.6%
Totals	<u>13,618</u>	<u>13,618</u>	<u>9,000</u>	<u>-33.9%</u>
CASUALTY & LIABILITY COSTS				
506127 Repair - District Prop	1,000	1,000	1,000	0.0%
Totals	<u>1,000</u>	<u>1,000</u>	<u>1,000</u>	<u>0.0%</u>
TAXES				
507201 Licenses & Permits	6,859	5,639	6,859	21.6%
Totals	<u>6,859</u>	<u>5,639</u>	<u>6,859</u>	<u>21.6%</u>
MISC EXPENSE				
509011 Dues/Subscriptions	483	483	404	-16.4%
509101 Incentive Program	340	340	340	0.0%
509123 Travel	-	5	200	3900.0%
Totals	<u>823</u>	<u>828</u>	<u>944</u>	<u>14.0%</u>
LEASES & RENTALS				
512061 Equipment Rental	5,368	5,368	5,543	3.3%
Totals	<u>5,368</u>	<u>5,368</u>	<u>5,543</u>	<u>3.3%</u>
PERSONNEL TOTAL	900,719	901,451	955,338	6.0%
NON-PERSONNEL TOTAL	189,287	216,668	201,791	-6.9%
DEPARTMENT TOTALS	<u><u>1,090,006</u></u>	<u><u>1,118,119</u></u>	<u><u>1,157,129</u></u>	<u><u>3.5%</u></u>

WATSONVILLE TRANSIT CENTER

**SANTA CRUZ METRO FY 00-01 OPERATING BUDGET
WTC - 2400**

ACCOUNT	FY 99-00 FINAL	FY 99-00 REVISED	FY 00-01 FINAL	% CHANGE FROM FY 99-00
SERVICES				
503031 Prof/Tech Services	-	-	-	0.0%
503041 Temp Help	1,963	1,963	-	-100.0%
503161 Custodial Services	19,020	19,020	32,420	70.5%
503162 Uniforms/Laundry	350	350	350	0.0%
503171 Security Services	14,000	14,000	15,500	10.7%
503351 Building Repair - Out	4,032	4,532	7,400	63.3%
503352 Equip Repair - Out	1,656	1,156	800	-30.8%
503363 Haz Waste Disposal	420	420	460	9.5%
Totals	41,441	41,441	56,930	37.4%
MOBILE MATERIALS & SUPPLIES				
504011 Fuels & Lubricants	-	-	-	0.0%
Totals	-	-	-	0.0%
OTHER MATERIALS & SUPPLIES				
504213 Mktg/Graphics Supp	50	50	50	0.0%
504315 Safety Supplies	476	476	700	47.1%
504319 Custodial Supplies	7,086	6,086	4,000	-34.3%
504409 Repair/Maint Supply	1,274	1,274	848	-33.4%
504413 Electrical Supplies	2,073	2,073	1,000	-51.8%
504415 Plumbing Supplies	799	799	1,000	25.2%
504417 Mechanical Supplies	1,103	1,103	100	-90.9%
504419 Landscaping Supplies	100	100	108	8.0%
504511 Small Tools	1,247	747	100	-86.6%
Totals	14,208	12,708	7,906	-37.8%
UTILITIES				
505011 Gas & Electric	11,928	11,928	13,788	15.6%
505021 Water & Garbage	7,108	7,108	9,464	33.1%
505031 Telecommunications	372	372	500	34.4%
Totals	19,408	19,408	23,752	22.4%
CASUALTY & LIABILITY COSTS				
506127 Repair - District Prop	250	250	250	0.0%
Totals	250	250	250	0.0%
TAXES				
507201 Licenses & Permits	106	106	106	0.0%
Totals	106	106	106	0.0%
LEASES & RENTALS				
512061 Equipment Rental	600	600	300	-50.0%
Totals	600	600	300	-50.0%

SANTA CRUZ METRO FY 00-01 OPERATING BUDGET
WTC - 2400

ACCOUNT	FY 99-00 FINAL	FY 99-00 REVISED	FY 00-01 FINAL	% CHANGE FROM FY 99-00
PERSONNEL TOTAL	-	-	-	0.0%
NON-PERSONNEL TOTAL	76,013	74,513	89,244	19.8%
DEPARTMENT TOTALS	<u>76,013</u>	<u>74,513</u>	<u>89,244</u>	<u>19.8%</u>

SANTA CRUZ METRO CENTER

SANTA CRUZ METRO FY 00-01 OPERATING BUDGET
Santa Cruz Metro Center - 2500

ACCOUNT	FY 99-00 FINAL	FY 99-00 REVISED	FY 00-01 FINAL	% CHANGE FROM FY 99-00
SERVICES				
503031 Prof/Tech Services	-	450	-	-100.0%
503041 Temp Help	1,963	1,963	-	-100.0%
503161 Custodial Services	3,050	2,850	600	-78.9%
503162 Uniforms/Laundry	2,256	2,256	936	-58.5%
503171 Security Services	132,980	132,980	180,160	35.5%
503351 Building Repair - Out	2,601	3,906	6,000	53.6%
503352 Equip Repair - Out	590	590	493	-16.4%
503353 Rev Veh Repair - Out	552	552	-	-100.0%
503363 Haz Waste Disposal	-	-	1,500	0.0%
Totals	143,992	145,547	189,689	30.3%
OTHER MATERIALS & SUPPLIES				
504213 Mktg/Graphics Supp	50	250	50	-80.0%
504215 Printing	-	20	-	-100.0%
504315 Safety Supplies	943	888	908	2.3%
504319 Custodial Supplies	10,305	14,105	10,300	-27.0%
504409 Repair/Maint Supply	1,432	1,632	2,600	59.3%
504413 Electrical Supplies	3,624	1,524	1,000	-34.4%
504415 Plumbing Supplies	423	1,623	2,000	23.2%
504417 Mechanical Supplies	125	625	899	43.8%
504419 Landscaping Supplies	100	100	500	400.0%
504511 Small Tools	1,247	1,247	300	-75.9%
Totals	18,249	22,014	18,557	-15.7%
UTILITIES				
505011 Gas & Electric	17,057	17,057	17,172	0.7%
505021 Water & Garbage	18,430	18,430	15,000	-18.6%
505031 Telecommunications	468	468	100	-78.6%
Totals	35,955	35,955	32,272	-10.2%
CASUALTY & LIABILITY COSTS				
506127 Repair - District Prop	250	-	250	0.0%
Totals	250	-	250	0.0%
TAXES				
507201 Licenses & Permits	5	1,205	1,500	24.5%
507999 Other Taxes	6,500	6,500	10,000	53.8%
Totals	6,505	7,705	11,500	49.3%
LEASES & RENTALS				
512011 Facility Lease	-	-	-	0.0%
512061 Equipment Rental	537	537	762	41.9%
Totals	537	537	762	41.9%

SANTA CRUZ METRO FY 00-01 OPERATING BUDGET

Santa Cruz Metro Center - 2500

ACCOUNT	FY 99-00 FINAL	FY 99-00 REVISED	FY 00-01 FINAL	% CHANGE FROM FY 99-00
PERSONNEL TOTAL	-	-	-	0.0%
NON-PERSONNEL TOTAL	205,488	211,758	253,030	19.5%
DEPARTMENT TOTALS	205,488	211,758	253,030	19.5%

SCOTTS VALLEY TRANSIT CENTER

SANTA CRUZ METRO FY 00-01 OPERATING BUDGET

Scotts Valley Transit Center - 2600

ACCOUNT	FY 99-00 FINAL	FY 99-00 REVISED	FY 00-01 FINAL	% CHANGE FROM FY 99-00
SERVICES				
503031 Prof/Tech Services	2,500	2,500	100	-96.0%
503041 Temp Help	1,472	1,472	-	-100.0%
503161 Custodial Services	50,116	47,116	48,000	1.9%
503162 Uniforms/Laundry	-	-	250	0.0%
503171 Security Services	17,769	17,769	33,280	87.3%
503351 Building Repair - Out	4,215	3,415	10,000	192.8%
503352 Equip Repair - Out	1,457	1,457	1,945	33.5%
503363 Haz Waste Disposal	-	-	125	0.0%
Totals	77,529	73,729	93,700	27.1%
OTHER MATERIALS & SUPPLIES				
504213 Mktg/Graphics Supp	757	757	757	0.0%
504215 Printing	-	34	-	-100.0%
504315 Safety Supplies	550	550	-	-100.0%
504319 Custodial Supplies	1,480	480	100	-79.2%
504409 Repair/Maint Supply	451	451	754	67.2%
504413 Electrical Supplies	350	350	390	11.4%
504415 Plumbing Supplies	200	200	325	62.5%
504417 Mechanical Supplies	250	250	296	18.4%
504419 Landscaping Supplies	3,494	3,494	500	-85.7%
504511 Small Tools	2,419	1,819	200	-89.0%
Totals	9,951	8,385	3,322	-60.4%
UTILITIES				
505011 Gas & Electric	10,234	10,234	7,788	-23.9%
505021 Water & Garbage	4,236	4,236	4,000	-5.6%
505031 Telecommunications	461	461	353	-23.4%
Totals	14,931	14,931	12,141	-18.7%
CASUALTY & LIABILITY COSTS				
506127 Repair - District Prop	250	250	250	0.0%
Totals	250	250	250	0.0%
TAXES				
507201 Licenses & Permits	725	745	100	-86.6%
507999 Other Taxes	12,957	12,957	12,672	-2.2%
Totals	13,682	13,702	12,772	-6.8%
LEASES & RENTALS				
512061 Equipment Rental	150	150	350	133.3%
Totals	150	150	350	133.3%

SANTA CRUZ METRO FY 00-01 OPERATING BUDGET
Scotts Valley Transit Center - 2600

ACCOUNT	FY 99-00 FINAL	FY 99-00 REVISED	FY 00-01 FINAL	% CHANGE FROM FY 99-00
PERSONNEL TOTAL	-	-	-	0.0%
NON-PERSONNEL TOTAL	116,493	111,147	122,535	10.2%
DEPARTMENT TOTALS	<u>116,493</u>	<u>111,147</u>	<u>122,535</u>	<u>10.2%</u>

ADA

SANTA CRUZ METRO FY 00-01 OPERATING BUDGET
Paratransit Program - 3100

ACCOUNT	FY 99-00 FINAL	FY 99-00 REVISED	FY 00-01 FINAL	% CHANGE FROM FY 99-00
SERVICES				
503011 Accting/Audit Fees		150,000	150,000	0.0%
503031 Prof/Tech Services	-	-	60,000	100.0%
Totals	-	150,000	210,000	40.0%
PURCHASED TRANS.				
503406 Contract/Paratransit	2,230,032	2,293,930	3,033,966	32.3%
Totals	2,230,032	2,293,930	3,033,966	32.3%
OTHER MATERIALS & SUPPLIES				
504211 Postage & Mailing	200	200	100	-50.0%
504215 Printing	1,400	1,400	500	-64.3%
504311 Office Supplies	-	-	100	0.0%
Totals	1,600	1,600	700	-56.3%
PERSONNEL TOTAL	-	-	-	0.0%
NON-PERSONNEL TOTAL	2,231,632	2,445,530	3,244,666	32.7%
DEPARTMENT TOTALS	<u>2,231,632</u>	<u>2,445,530</u>	<u>3,244,666</u>	<u>32.7%</u>

OPERATIONS

SANTA CRUZ METRO FY 00-01 OPERATING BUDGET

Operations - 3200

ACCOUNT	FY 99-00 FINAL	FY 99-00 REVISED	FY 00-01 FINAL	% CHANGE FROM FY 99-00
LABOR				
501021 Other Salaries	908,378	904,028	1,076,459	19.1%
501023 Other OT	22,000	144,920	45,000	-68.9%
Totals	930,378	1,048,948	1,121,459	6.9%
FRINGE BENEFITS				
502011 Medicare/SS	3,017	3,716	3,129	-15.8%
502021 Retirement	78,288	81,664	91,395	11.9%
502031 Medical Ins	106,601	115,121	115,265	0.1%
502041 Dental Ins	26,470	29,687	33,214	11.9%
502045 Vision Ins	7,013	7,469	8,131	8.9%
502051 Life Ins	3,865	4,249	4,402	3.6%
502060 State Disability	1,980	3,050	7,636	150.4%
502061 Disability Ins	16,278	22,633	34,077	50.6%
502071 State Unemployment	3,748	3,832	1,978	-48.4%
502081 Worker's Comp	132,455	134,455	134,455	0.0%
502101 Holiday Pay	14,334	14,334	13,826	-3.5%
502103 Floating Holiday	6,000	6,000	6,400	6.7%
502109 Sick Leave	50,394	50,394	55,303	9.7%
502111 Vacation	128,289	128,289	141,652	10.4%
502121 Other Paid Absence	11,000	11,000	12,000	9.1%
502251 Phys. Exam - Renewal	528	528	462	-12.5%
502253 Driver Lic Renewal	264	384	220	-42.7%
502999 Other Fringe Benefits	-	700	624	-10.9%
Totals	590,525	617,505	664,169	7.6%
SERVICES				
503031 Prof/Tech Services	500	500	2,000	300.0%
503041 Temp Help	-	3,850	-	-100.0%
503162 Uniforms/Laundry	500	1,330	500	-62.4%
503171 Security Services	106,060	106,060	65,790	-38.0%
503352 Equip Repair - Out	4,200	3,800	3,200	-15.8%
Totals	111,260	115,540	71,490	-38.1%
PURCHASED TRANS.				
503405 Contract Transp	400	400	400	0.0%
503407 Contract/Hwy 17	1,100,000	412,827	-	-100.0%
Totals	1,100,400	413,227	400	-99.9%
MOBILE MATERIALS & SUPPLIES				
504011 Fuels & Lubricants	200	200	200	0.0%
Totals	200	200	200	0.0%
OTHER MATERIALS & SUPPLIES				
504211 Postage & Mailing	800	800	800	0.0%
504213 Mktg/Graphics Supp	-	-	-	0.0%
504214 Promotional Items	-	-	200	100.0%
504215 Printing	13,000	13,000	14,000	7.7%

SANTA CRUZ METRO FY 00-01 OPERATING BUDGET

Operations - 3200

ACCOUNT	FY 99-00 FINAL	FY 99-00 REVISED	FY 00-01 FINAL	% CHANGE FROM FY 99-00
504217 Photo Supp/Process	2,000	2,000	3,000	50.0%
504311 Office Supplies	9,000	9,176	11,800	28.6%
504315 Safety Supplies	830	-	300	0.0%
504511 Small Tools	100	100	100	0.0%
Totals	<u>25,730</u>	<u>25,076</u>	<u>30,200</u>	20.4%
 UTILITIES				
505011 Gas & Electric	17,500	17,500	16,000	-8.6%
505021 Water & Garbage	15,950	27,950	26,000	-7.0%
505031 Telecommunications	10,000	10,000	16,000	60.0%
Totals	<u>43,450</u>	<u>55,450</u>	<u>58,000</u>	4.6%
 MISC EXPENSE				
509011 Dues/Subscriptions	600	600	500	-16.7%
509101 Incentive Program	3,560	3,560	3,940	10.7%
509121 Employee Training	-	-	-	0.0%
509123 Travel	-	200	-	-100.0%
509125 Local Meeting Expense	200	200	100	-50.0%
Totals	<u>4,360</u>	<u>4,560</u>	<u>4,540</u>	-0.4%
 LEASES & RENTALS				
512011 Facility Lease	30,000	34,694	34,161	-1.5%
512061 Equipment Rental	6,200	6,200	2,900	-53.2%
Totals	<u>36,200</u>	<u>40,894</u>	<u>37,061</u>	-9.4%
 PERSONNEL TOTAL				
	1,520,903	1,666,453	1,785,628	7.2%
 NON-PERSONNEL TOTAL				
	1,321,600	654,947	201,891	-69.2%
 DEPARTMENT TOTALS				
	<u><u>2,842,503</u></u>	<u><u>2,321,400</u></u>	<u><u>1,987,519</u></u>	<u><u>-14.4%</u></u>

BUS OPERATORS

SANTA CRUZ METRO FY 00-01 OPERATING BUDGET

Bus Operators - 3300

ACCOUNT	FY 99-00 FINAL	FY 99-00 REVISED	FY 00-01 FINAL	% CHANGE FROM FY 99-00
LABOR				
501011 Bus Operator Pay	4,670,670	4,791,437	5,275,946	10.1%
501013 Bus Operator OT	469,521	669,521	687,958	2.8%
Totals	5,140,191	5,460,958	5,963,904	9.2%
FRINGE BENEFITS				
502011 Medicare/SS	42,000	47,230	48,000	1.6%
502021 Retirement	345,238	358,603	388,508	8.3%
502031 Medical Ins	712,200	786,040	812,616	3.4%
502041 Dental Ins	181,679	207,864	248,094	19.4%
502045 Vision Ins	47,381	51,333	60,143	17.2%
502051 Life Ins	25,474	28,802	31,007	7.7%
502060 State Disability	14,293	21,563	60,424	180.2%
502061 Disability Ins	152,255	198,952	275,034	38.2%
502071 State Unemployment	27,054	28,146	15,652	-44.4%
502081 Worker's Comp	905,736	979,511	979,511	0.0%
502101 Holiday Pay	185,496	185,496	188,521	1.6%
502109 Sick Leave	274,810	274,810	314,202	14.3%
502111 Vacation	580,059	580,059	633,395	9.2%
502121 Other Paid Absence	42,927	42,927	63,069	46.9%
502131 Uniform Allowance	39,000	1,587	-	-100.0%
502251 Phys. Exam - Renewal	5,148	5,148	4,290	-16.7%
502253 Driver Lic Renewal	2,288	2,288	1,760	-23.1%
502999 Other Fringe Benefits	-	-	-	0.0%
Totals	3,583,037	3,800,359	4,124,226	8.5%
SERVICES				
503162 Uniforms/Laundry	2,250	2,250	4,025	78.9%
Totals	2,250	2,250	4,025	78.9%
MISC EXPENSE				
509101 Incentive Program	-	-	1,975	0.0%
Totals	-	-	1,975	0.0%
PERSONNEL TOTAL	8,723,228	9,261,317	10,088,130	8.9%
NON-PERSONNEL TOTAL	2,250	2,250	6,000	166.7%
DEPARTMENT TOTALS	8,725,478	9,263,567	10,094,130	9.0%

FLEET MAINTENANCE

SANTA CRUZ METRO FY 00-01 OPERATING BUDGET Fleet Maintenance - 4100

ACCOUNT	FY 99-00 FINAL	FY 99-00 REVISED	FY 00-01 FINAL	% CHANGE FROM FY 99-00
LABOR				
501021 Other Salaries	1,755,324	1,681,574	2,032,238	20.9%
501023 Other OT	59,000	99,000	135,000	36.4%
Totals	1,814,324	1,780,574	2,167,238	21.7%
FRINGE BENEFITS				
502011 Medicare/SS	14,305	15,021	17,877	19.0%
502021 Retirement	150,362	153,817	171,855	11.7%
502031 Medical Ins	249,232	261,302	287,748	10.1%
502041 Dental Ins	66,183	71,937	87,449	21.6%
502045 Vision Ins	17,475	18,121	21,206	17.0%
502051 Life Ins	8,464	9,008	9,775	8.5%
502060 State Disability	4,736	6,950	17,928	158.0%
502061 Disability Ins	31,265	45,233	64,077	41.7%
502071 State Unemployment	8,964	9,216	4,644	-49.6%
502081 Worker's Comp	89,091	96,091	96,091	0.0%
502101 Holiday Pay	23,964	23,964	25,229	5.3%
502103 Floating Holiday	3,400	3,400	3,400	0.0%
502109 Sick Leave	95,856	95,856	104,391	8.9%
502111 Vacation	241,486	241,486	259,815	7.6%
502121 Other Paid Absence	28,000	28,000	30,000	7.1%
502251 Phys. Exam - Renewal	2,046	2,046	1,320	-35.5%
502253 Driver Lic Renewal	945	945	720	-23.8%
502999 Other Fringe Benefits	50	300	312	4.0%
Totals	1,035,823	1,082,693	1,203,837	11.2%
SERVICES				
503031 Prof/Tech Services	2,500	2,500	2,500	0.0%
503041 Temp Help	7,527	41,027	1,000	-97.6%
503162 Uniforms/Laundry	34,620	35,050	29,000	-17.3%
503222 Legal Ads	4,000	4,000	4,000	0.0%
503352 Equip Repair - Out	46,851	46,851	45,961	-1.9%
503353 Rev Veh Repair - Out	174,310	174,310	175,000	0.4%
503354 Other Veh Repair - Out	68,900	68,400	70,000	2.3%
Totals	338,708	372,138	327,461	-12.0%
MOBILE MATERIALS & SUPPLIES				
504011 Fuels & Lubricants	74,354	74,354	106,754	43.6%
504012 Fuels & Lubricants - Rev Veh	757,800	828,350	1,080,000	30.4%
504021 Tires & Tubes	130,000	150,642	150,000	-0.4%
504161 Body Shop Supplies	2,500	2,500	2,500	0.0%
504181 Upholstery Supplies	5,000	3,150	5,000	58.7%
504191 Rev Vehicle Parts	533,885	570,718	603,885	5.8%
504192 Inventory Adjustment	-	-	-	0.0%
Totals	1,503,539	1,629,714	1,948,139	19.5%
OTHER MATERIALS & SUPPLIES				
504205 Freight Out	1,200	2,500	2,600	4.0%

SANTA CRUZ METRO FY 00-01 OPERATING BUDGET

Fleet Maintenance - 4100

ACCOUNT	FY 99-00 FINAL	FY 99-00 REVISED	FY 00-01 FINAL	% CHANGE FROM FY 99-00
504211 Postage & Mailing	150	500	450	-10.0%
504215 Printing	3,000	3,000	4,200	40.0%
504217 Photo Supp/Process	600	600	600	0.0%
504311 Office Supplies	5,550	8,400	9,900	17.9%
504315 Safety Supplies	7,700	7,700	9,620	24.9%
504317 Cleaning Supp/Veh	25,000	25,000	26,000	4.0%
504319 Custodial Supplies	2,000	2,000	1,000	-50.0%
504421 Non-Inventory Parts	50,000	50,000	50,000	0.0%
504511 Small Tools	3,000	3,000	3,000	0.0%
504515 Employee Tool Repl	3,000	2,000	2,000	0.0%
504517 Tool Allowance	7,260	7,260	8,580	18.2%
Totals	108,460	111,960	117,950	5.4%
UTILITIES				
505011 Gas & Electric	38,500	59,036	61,614	4.4%
505021 Water & Garbage	13,750	27,021	30,000	11.0%
505031 Telecommunications	9,500	14,500	21,500	48.3%
Totals	61,750	100,557	113,114	12.5%
CASUALTY & LIABILITY COSTS				
506127 Repair - District Prop	10,000	10,000	10,000	0.0%
Totals	10,000	10,000	10,000	0.0%
TAXES				
507051 Fuel Tax	8,000	8,000	9,000	12.5%
507201 Licenses & Permits	-	50	130	160.0%
Totals	8,000	8,050	9,130	13.4%
MISC EXPENSE				
509011 Dues/Subscriptions	300	400	1,100	175.0%
509101 Incentive Program	1,020	1,020	1,080	5.9%
509121 Employee Training	-	-	-	0.0%
509123 Travel	-	522	600	14.9%
509125 Local Meeting Expense	-	-	200	0.0%
Totals	1,320	1,942	2,980	53.5%
LEASES & RENTALS				
512011 Facility Lease	180,000	193,739	215,574	11.3%
512061 Equipment Rental	4,032	4,032	2,874	-28.7%
Totals	184,032	197,771	218,448	10.5%
PERSONNEL TOTAL	2,850,147	2,863,267	3,371,075	17.7%
NON-PERSONNEL TOTAL	2,215,809	2,432,132	2,747,222	13.0%
DEPARTMENT TOTALS	<u>5,065,956</u>	<u>5,295,399</u>	<u>6,118,297</u>	<u>15.5%</u>

Retirees

SANTA CRUZ METRO FY 00-01 OPERATING BUDGET
Retired Employee Benefits - 9005

ACCOUNT	FY 99-00 FINAL	FY 99-00 REVISED	FY 00-01 FINAL	% CHANGE FROM FY 99-00
FRINGE BENEFITS				
502031 Medical Ins	247,099	247,099	302,696	22.5%
502041 Dental Ins	33,544	36,672	35,842	-2.3%
502045 Vision Ins	8,720	8,720	9,292	6.6%
502051 Life Ins	7,348	7,348	6,772	-7.8%
Totals	296,711	299,839	354,602	18.3%
PERSONNEL TOTAL	296,711	299,839	354,602	18.3%
NON-PERSONNEL TOTAL	-	-	-	0.0%
DEPARTMENT TOTALS	296,711	299,839	354,602	18.3%

SCCIC

SANTA CRUZ METRO FY 00-01 OPERATING BUDGET
SCCIC/COPS - 700

ACCOUNT	FY 99-00 FINAL	FY 99-00 REVISED	FY 00-01 FINAL	% CHANGE FROM FY 99-00
SERVICES				
503011 Accting/Audit Fees	350	350	500	42.9%
503012 Admin/Bank Fees	-	-	10	0.0%
Totals	350	350	510	45.7%
OTHER MATERIALS & SUPPLIES				
504211 Postage & Mailing	25	25	25	0.0%
504311 Office Supplies	25	25	15	-40.0%
Totals	50	50	40	-20.0%
TAXES				
507999 Other Taxes	25	25	50	100.0%
Totals	25	25	50	100.0%
MISC EXPENSE				
509123 Travel	175	175	200	14.3%
Totals	175	175	200	14.3%
PERSONNEL TOTAL	-	-	-	0.0%
NON-PERSONNEL TOTAL	600	600	800	33.3%
DEPARTMENT TOTALS	600	600	800	33.3%

SANTA CRUZ METRO FY 00-01 OPERATING BUDGET
Multi-Year Service Implementation Plan - 9014

ACCOUNT	FY 99-00 FINAL	FY 99-00 REVISED	FY 00-01 FINAL	% CHANGE FROM FY 99-00
SERVICES				
503031 Prof/Tech Services	43,750	43,750	43,750	0.0%
Totals	43,750	43,750	43,750	0.0%
PERSONNEL TOTAL	-	-	-	0.0%
NON-PERSONNEL TOTAL	43,750	43,750	43,750	0.0%
DEPARTMENT TOTALS	43,750	43,750	43,750	0.0%

Earthquake - Litigation

SANTA CRUZ METRO FY 00-01 OPERATING BUDGET

Earthquake Litigation - 9015

ACCOUNT	FY 99-00 FINAL	FY 99-00 REVISED	FY 00-01 FINAL	% CHANGE FROM FY 99-00
SERVICES				
503031 Prof/Tech Services	20,000	20,000	-	-100.0%
503041 Temp Help	-	-	-	0.0%
Totals	20,000	20,000	-	-100.0%
MOBILE MATERIALS & SUPPLIES				
504011 Fuels & Lubricants	-	-	-	0.0%
Totals	-	-	-	0.0%
OTHER MATERIALS & SUPPLIES				
504211 Postage & Mailing	-	-	-	0.0%
504215 Printing	-	-	-	0.0%
504311 Office Supplies	-	-	-	0.0%
Totals	-	-	-	0.0%
UTILITIES				
505011 Gas & Electric	-	-	-	0.0%
505031 Telecommunications	-	-	-	0.0%
Totals	-	-	-	0.0%
MISC EXPENSE				
509121 Employee Training	-	-	-	0.0%
509123 Travel	-	-	-	0.0%
509125 Local Meeting Expense	-	-	-	0.0%
Totals	-	-	-	0.0%
LEASES & RENTALS				
512011 Facility Lease	-	-	-	0.0%
512061 Equipment Rental	-	-	-	0.0%
Totals	-	-	-	0.0%
PERSONNEL TOTAL	-	-	-	0.0%
NON-PERSONNEL TOTAL	20,000	20,000	-	-100.0%
DEPARTMENT TOTALS	20,000	20,000	-	-100.0%

MASTF

**SANTA CRUZ METRO FY 00-01 OPERATING BUDGET
MASTF - 9021**

ACCOUNT	FY 99-00 FINAL	FY 99-00 REVISED	FY 00-01 FINAL	% CHANGE FROM FY 99-00
SERVICES				
503031 Prof/Tech Services	25	25	25	0.0%
Totals	25	25	25	0.0%
OTHER MATERIALS & SUPPLIES				
504214 Promotional Items	250	200	250	25.0%
504215 Printing	25	25	25	0.0%
504217 Photo Supp/Process	50	50	50	0.0%
504311 Office Supplies	-	50	-	-100.0%
Totals	325	325	325	0.0%
MISC EXPENSE				
509123 Travel	50	50	50	0.0%
509125 Local Meeting Expense	100	100	100	0.0%
Totals	150	150	150	0.0%
PERSONNEL TOTAL	-	-	-	0.0%
NON-PERSONNEL TOTAL	500	500	500	0.0%
DEPARTMENT TOTALS	500	500	500	0.0%

ROUTE ANALYSIS

SANTA CRUZ METRO FY 00-01 OPERATING BUDGET
Service Realignment - 9030

ACCOUNT	FY 99-00 FINAL	FY 99-00 REVISED	FY 00-01 FINAL
SERVICES			
503031 Prof/Tech Services	43,750	43,750	-
Totals	43,750	43,750	-
PERSONNEL TOTAL	-	-	-
NON-PERSONNEL TOTAL	43,750	43,750	-
DEPARTMENT TOTALS	43,750	43,750	-

BULLETIN BOARD

SANTA CRUZ METRO FY 00-01 OPERATING BUDGET

Bulletin Board - 9025

ACCOUNT	FY 99-00 FINAL	FY 99-00 REVISED	FY 00-01 FINAL
SERVICES			
503031 Prof/Tech Services	-	4,000	-
Totals	-	4,000	-
PERSONNEL TOTAL	-	-	-
NON-PERSONNEL TOTAL	-	4,000	-
DEPARTMENT TOTALS	-	4,000	-

FIXED GUIDEWAY STUDY

SANTA CRUZ METRO FY 00-01 OPERATING BUDGET
Fixed Guideway Study - 9031

ACCOUNT	FY 99-00 FINAL	FY 99-00 REVISED	FY 00-01 FINAL

SERVICES			
503031 Prof/Tech Services	450,000	450,000	450,000
Totals	<u>450,000</u>	<u>450,000</u>	<u>450,000</u>
PERSONNEL TOTAL	-	-	-
NON-PERSONNEL TOTAL	450,000	450,000	450,000
DEPARTMENT TOTALS	<u><u>450,000</u></u>	<u><u>450,000</u></u>	<u><u>450,000</u></u>

EXHIBIT C

BOARD MEMBER TRAVEL

FY 2000-01

American Public Transit Association (APTA) Meetings

Annual Meeting
October 2000
San Francisco
Two Board Members

Legislative Conference
March 2001
Washington, DC
Two Board Members

Additional Travel

Meetings with legislators and government officials in Washington, D.C., San Francisco and Sacramento, as approved by the Chair of the Board.

**EXHIBIT C
EMPLOYEE INCENTIVE PROGRAM
FY 00-01**

EVENT/ACTIVITY	# EMP	RATE	BUDGET ALLOCATION	DEPT/ACCOUNT
District Service Awards			\$ 2,635	1200-509101
Certificates of Commendation			\$ 50	1100-509101
Newsletter Prizes	12	\$10.00	\$ 120	1100-509101
Holiday Dinner Dance			\$ 4,000	1100-509101
Safe Driver Pins and Certificates			\$ 1,975	3300-509101
Departmental Programs				
<u>Administrative Facility (370 Encinal)</u>				
Employee Recognition/Appreciation Events	28	\$20.00	\$ 560	1100-509101
<u>Planning & Marketing</u>				
Employee Recognition/Appreciation Events	15	\$20.00	\$ 300	1300-509101
<u>Facilities Maintenance</u>				
Employee Recognition/Appreciation Events	17	\$20.00	\$ 340	2200-509101
<u>Operations</u>				
Employee Recognition/Appreciation Events and Shift Bid Refreshments	197	\$20.00	\$ 3,940	3200-509101
<u>Fleet Maintenance</u>				
Employee Recognition/Appreciation Events and Shift Bid Refreshments	54	\$20.00	\$ 1,080	4100-509101
TOTALS	311		\$ 15,000	

\$

**RECOMMENDED CHANGES TO
FY 00-01 OPERATING EXPENSES**

DEPT/ACCT	EXPENSE	DRAFT	FINAL	REC	CHANGE	REASON
1100						
501023	Other Overtime	\$	1,800	\$	600	Reflects FY 99-00 actual.
503032	Legislative Services	\$	70,000	\$	300	New on-line filing expenses.
503222	Legal Ads	\$	3,000	\$	1,500	Increased advertising.
503352	Equip Repair - Out	\$	6,710	\$	901	Reflects FY 99-00 actual.
504011	Fuels & Lubes	\$	700	\$	(300)	Reflects FY 99-00 actual.
504211	Postage & Mailing	\$	13,000	\$	(4,000)	Reflects FY 99-00 actual.
504215	Printing	\$	14,000	\$	(5,000)	Reflects FY 99-00 actual.
504311	Office Supplies	\$	10,000	\$	(1,000)	Reflects FY 99-00 actual.
505011	Gas & Electric	\$	19,000	\$	2,000	Reflects FY 99-00 actual.
505021	Water & Garbage	\$	3,800	\$	300	Reflects FY 99-00 actual.
505031	Telecommunications	\$	14,600	\$	(1,000)	Reflects FY 99-00 actual.
509125	Local Meeting Expense	\$	2,475	\$	(1,000)	Reflects FY 99-00 actual.
512061	Equip Rental	\$	2,000	\$	(500)	Reflects FY 99-00 actual.
1200						
501021	Other Salaries	\$	339,901	\$	(9,659)	Suspend Acct recruitment.
502011	Medicare	\$	2,844	\$	(156)	Suspend Acct recruitment.
502021	Retirement	\$	28,459	\$	(783)	Suspend Acct recruitment.
502061	Disability Insurance	\$	5,858	\$	(161)	Suspend Acct recruitment.
502101	Holiday Pay	\$	4,324	\$	(124)	Suspend Acct recruitment.
502109	Sick Leave	\$	17,294	\$	(495)	Suspend Acct recruitment.
502111	Vacation	\$	35,738	\$	(908)	Suspend Acct recruitment.
504311	Off ice Supplies	\$	5,000	\$	(1,000)	Reflects FY 99-00 actual.
506021	Insurance - Other	\$	20,000	\$	(5,000)	Reflects FY 99-00 actual.
509011	Dues/Subscriptions	\$	2,000	\$	(500)	Reflects FY 99-00 actual.
1300						
501021	Other Salaries	\$	523,988	\$	(11,763)	Vacancy during recruitment.
502011	Medicare	\$	4,742	\$	(189)	Vacancy during recruitment.
502021	Retirement	\$	43,689	\$	(954)	Vacancy during recruitment.
502061	Disability Insurance	\$	16,290	\$	(356)	Vacancy during recruitment.
502101	Holiday Pay	\$	6,620	\$	(151)	Vacancy during recruitment.
502109	Sick Leave	\$	26,479	\$	(603)	Vacancy during recruitment.
502111	Vacation	\$	59,538	\$	(1,107)	Vacancy during recruitment.
503225	Graphics Services	\$	32,000	\$	(5,000)	Reflects FY 99-00 actual.
504211	Postage & Mailing	\$	4,337	\$	(937)	Reflects FY 99-00 actual.
504215	Printing	\$	63,500	\$	(10,000)	Reflects FY 99-00 actual.
504217	Photo Supply	\$	6,037	\$	(2,037)	Reflects FY 99-00 actual.
504311	Office Supplies	\$	9,109	\$	(2,009)	Reflects FY 99-00 actual.
505031	Telecommunications	\$	7,500	\$	600	Reflects FY 99-00 actual.
509125	Local Meeting Expense	\$	2,400	\$	(1,000)	Reflects FY 99-00 actual.
509150	Contributions	\$	200	\$	100	Reflects FY 99-00 actual.
1400						
503031	Prof/Tech Services	\$	32,500	\$	(3,400)	Correct cost of BOSS test.
1500						
503352	Equip Repair - Out	\$	46,100	\$	(3,100)	Reflects FY 99-00 actual.
504311	Office Supplies	\$	11,000	\$	(1,000)	Reflects FY 99-00 actual.
504313	Computer Supplies	\$	9,150	\$	(2,150)	Reflects FY 99-00 actual.

**RECOMMENDED CHANGES TO
FY 00-01 OPERATING EXPENSES**

509121	Employee Training	\$	20,750	\$	(5,750)	Estimated training costs.
<u>1700</u>						
509011	Dues & Subscriptions	\$	8,000	\$	(1,000)	Reflects FY 98-99 actual.
2200						
503031	Prof/Tech Services	\$	16,200	\$	(10,000)	Reflects FY 99-00 actual.
503161	Custodial Services	\$	7,841	\$	(841)	Reflects FY 99-00 actual.
503352	Equip Repair - Out	\$	23,519	\$	(8,519)	Reflects FY 99-00 actual.
503361	Waste Oil Disposal	\$	3,084	\$	1,916	Reflects FY 99-00 actual.
503363	Haz Waste Disposal	\$	15,482	\$	(1,482)	Reflects FY 99-00 actual.
504213	Mktg/Graphics Supply	\$	2,274	\$	(1,574)	Reflects FY 99-00 actual.
504315	Safety Supplies	\$	4,727	\$	1,673	Reflects FY 99-00 actual.
504319	Custodial Supplies	\$	12,568	\$	16,432	Reflects FY 99-00 actual.
504409	Repair/Maint Supply	\$	23,418	\$	9,582	Reflects FY 99-00 actual.
504511	Small Tools	\$	3,502	\$	1,998	Reflects FY 99-00 actual.
505011	Gas & Electric	\$	5,000	\$	(4,000)	Reflects FY 99-00 actual.
505021	Water & Garbage	\$	3,200	\$	(1,000)	Reflects FY 99-00 actual.
505031	Telecommunications	\$	5,412	\$	388	Reflects FY 99-00 actual.
<u>2400</u>						
503041	Temp Help	\$	1,227	\$	(1,227)	Reflects FY 99-00 actual.
503351	Bldg Repair - Out	\$	4,895	\$	2,505	Reflects FY 99-00 actual.
503352	Equip Repair - Out	\$	1,785	\$	(985)	Reflects FY 99-00 actual.
503161	Custodial Supplies	\$	7,147	\$	(3,147)	Reflects FY 99-00 actual.
504416	Electrical Supplies	\$	2,012	\$	(1,012)	Reflects FY 99-00 actual.
504415	Plumbing Supplies	\$	1,509	\$	(509)	Reflects FY 99-00 actual.
504417	Mechanical Supplies	\$	911	\$	(811)	Reflects FY 99-00 actual.
504511	Small Tools	\$	1,125	\$	(1,025)	Reflects FY 99-00 actual.
505021	Water & Garbage	\$	8,652	\$	812	Reflects FY 99-00 actual.
505031	Telecommunications	\$	317	\$	183	Reflects FY 99-00 actual.
512061	Equip Rental	\$	600	\$	(300)	Reflects FY 99-00 actual.
<u>2500</u>						
503041	Temp Help	\$	1,978	\$	(1,978)	Reflects FY 99-00 actual.
503161	Custodial Services	\$	3,050	\$	(2,450)	Reflects FY 99-00 actual.
503351	Bldg Repair - Out	\$	3,426	\$	2,574	Reflects FY 99-00 actual.
503363	Haz Waste Disposal	\$	552	\$	948	Reflects FY 99-00 actual.
504319	Custodial Supplies	\$	7,068	\$	3,232	Reflects FY 99-00 actual.
504409	Repair/Maint Supply	\$	1,717	\$	883	Reflects FY 99-00 actual.
504413	Electrical Supplies	\$	3,258	\$	(2,258)	Reflects FY 99-00 actual.
504415	Plumbing Supplies	\$	2,343	\$	(343)	Reflects FY 99-00 actual.
504419	Landscaping Supplies	\$	161	\$	339	Reflects FY 99-00 actual.
504511	Small Tools	\$	1,997	\$	(1,697)	Reflects FY 99-00 actual.
505021	Water & Garbage	\$	20,748	\$	(5,748)	Reflects FY 99-00 actual.
505031	Telecommunications	\$	593	\$	(493)	Reflects FY 99-00 actual.
507201	Licenses & Permits	\$	-	\$	1,500	Reflects FY 99-00 actual.

**RECOMMENDED CHANGES TO
FY 00-01 OPERATING EXPENSES**

2600

503031	Prof/Tech Services	\$	2,500	\$	(2,400)	Reflects FY 99-00 actual.	
503041	Temp Help	\$	1,256	\$	(1,256)	Reflects FY 99-00 actual.	
503351	Bldg Repair - Out	\$			5,464	Reflects FY 99-00 actual.	
504315	Safety Supplies	\$	4,536	550	\$ \$	(550)	Reflects FY 99-00 actual.
504319	Custodial Supplies	\$			(2,806)	Reflects FY 99-00 actual.	
504419	Landscaping Supplies	\$	2,906	3,594	\$	(3,094)	Reflects FY 99-00 actual.
504511	Small Tools	\$			(2,539)	Reflects FY 99-00 actual.	
505021	Water & Garbage	\$	2,739	2,880	\$	1,120	Reflects FY 99-00 actual.
507201	Licenses & Permits	\$	725		\$	(625)	Reflects FY 99-00 actual.

3100

503031	Prof/Tech Services	\$	-	\$	60,000	Recertification analysis.
503406	Contract Transp/Para	\$	2,536,342	\$	497,624	Additional program cost.

3200

503031	Prof/Tech Services	\$			(2,000)	Reflects FY 99-00 actual.	
503171	Security Services	\$	79,060	4,000	\$	(13,270)	New registering fareboxes.
503352	Equip Repair - Out	\$			(1,000)	Reflects FY 99-00 actual.	
504214	Promotional Items	\$	4,200	-	\$	200	Reflects FY 99-00 actual.
504217	Photo Supply	\$	4,000		\$	(1,000)	Reflects FY 99-00 actual.
504311	Off ice Supplies	\$			(200)	Reflects FY 99-00 actual.	
504315	Safety Supplies	\$	12,000	500	\$	(200)	Reflects FY 99-00 actual.
505011	Gas & Electric	\$			(3,000)	Reflects FY 99-00 actual.	
505021	Water & Garbage	\$	29,000	19,000	\$ \$	(3,000)	Reflects FY 99-00 actual.
505031	Telecommunications	\$			(1,000)	Reflects FY 99-00 actual.	
509125	Local Meeting Expense	\$	17,000	200	\$ \$	(100)	Reflects FY 99-00 actual.
512061	Equip Rental	\$	300		\$	2,600	Reflects FY 99-00 actual.

4100

502021	Retirement	\$			243	Correction	
502061	Disability Insurance	\$	171,612	63,987	\$	90	Correction
502109	Sick Leave	\$			3,477	Correction	
503353	Rev Vehicle Repair - Out	\$	100,914	190,000	\$	(15,000)	Delete engine overhaul.
504011	Fuels & Lubes	\$			3,500	Oil price increase.	
504181	Upholstery Supplies	\$	103,254	7,500	\$	(2,500)	Reflects FY 99-00 actual.
504191	Rev Vehicle Parts	\$			(85,000)	Delete engine overhaul.	
504211	Postage & Mailing	\$	688,885	750	\$	(300)	Reflects FY 99-00 actual.
504317	Cleaning Supp - Veh	\$			(4,000)	Reflects FY 99-00 actual.	
504319	Custodial Supplies	\$	30,000	2,000	\$	(1,000)	Reflects FY 99-00 actual.
504515	Employee Tool Replcmt	\$			(1,000)	Reflects FY 99-00 actual.	
505021	Water & Garbage	\$	35,804	3,000	\$	(5,804)	Reflects FY 99-00 actual.
509123	Travel	\$	300		\$	300	Reflects FY 99-00 actual.

9030

503031	Prof/Tech Services	\$	43,750	\$	(43,750)	Study completed.
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TOTAL ADDITIONAL	\$	294,000
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ADMINISTRATION DEPARTMENT
OFFICE OF THE GENERAL MANAGER

MAJOR FUNCTIONS OF THE DEPARTMENT

The Administration Department/Office of the General Manager is responsible for all administrative activities of the District. This includes Board activities, application for and administering of grants, legislative activities, maintaining official District records, planning and managing capital projects, managing the District's ADA service, and coordinating with other local agencies regarding public transportation.

DEPARTMENT OBJECTIVES FOR FY 2000-2001

- Comprehensive and complete file retention system.
- Compilation of monthly Board packets in-house.
- To offer additional administrative and clerical assistance to other departments.

HUMAN RESOURCES DEPARTMENT

MAJOR FUNCTIONS OF THE DEPARTMENT

The Human Resources Department is responsible for a wide variety of functions including: employee recruitment and examination; equal employment opportunity; classification and compensation; labor relations; administration of employee benefits and insurance, including workers' compensation; employee drug and alcohol testing; and consulting with managers regarding labor contract application, District rules and regulations, and employee performance and training.

DEPARTMENT OBJECTIVES FOR FY 2000-2001

- Evaluate and recommend insurance provider contract renewals and revisions.
- Update and modernize the Human Resources Department's automated systems.
- Review results of FTA mandated drug and alcohol testing program and provide supervisory training, and renew provider contracts.
- Identify and coordinate training for department managers and supervisors.
- Monitor and implement federal and state regulatory changes in the areas of Human Resources.

IT DEPARTMENT

MAJOR FUNCTIONS OF THE DEPARTMENT

The IT Department is responsible for the Districts Information Systems needs including equipment and software maintenance, planning and purchases, as well as end-user technical support. IT personnel write and modify database and other software as needed. District Data is backed up on-site for quick recovery and off-site for emergency reconstruction. The District's computer needs are continually being evaluated with plans being developed/implemented to improve employee efficiency through computing at the lowest long-term cost.

DEPARTMENT OBJECTIVES FOR FY 2000-2001

- Continue to facilitate training of all applicable employees in the essential use of the new and existing software.
- Purchase and implement a pilot program using client-server software to allow easier end-user report generation using existing (and future) databases.
- Support conversion to new run-cutting (Hastus) and Scheduling/Dispatch software (Multisystems). Work more closely with Operations to automate payroll.
- Evaluate/purchase/implement off-the-shelf database to replace and combine Fleet and Plant databases.
- Maintain computers at 98% or better up-time, including printers, terminals, PCs and communications equipment.
- Evaluate new workstation/server options for Metrobase. Purchase limited pilot hardware/software for evaluation.
- Work with other departments to implement company-wide Intranet platform for more efficient knowledge and forms sharing.
- Evaluate/purchase/implement company-wide computer based fax system.
- Work with all departments to ensure data availability from new accounting and other database packages.

- Develop and implement curriculum-based school outreach program.
- Develop and implement marketing programs for college promotion.
- Develop and implement marketing programs for major employer pass sales.
- Develop and implement marketing programs for targeted route promotions.
- Develop and implement marketing programs for Mobile Muse Art Program.
- Develop and implement marketing programs for Rideshare activities.
- Develop and implement marketing programs for Major popular destinations.
- Review Headways and implement design improvements.
- Review printed materials and implement design improvements.

DEPARTMENT OBJECTIVES FOR FY 2000-2001 – Accessibility Services

- Review program materials and training aids and implement improvements.
- Develop and implement volunteer training program.
- Develop and implement outreach program.

FINANCE DEPARTMENT

MAJOR FUNCTIONS OF THE DEPARTMENT

The Finance Department is responsible for general ledger, accounts payable, accounts receivable, grant accounting, payroll, fixed asset control, investment, audit, debt service, financial forecasting and financial reporting functions of the District. The Finance Department also develops and monitors the District's annual operating budget and capital improvement program; develops and updates short-range and long-range financial plans; purchases and maintains property and liability insurance; processes collections; and disseminates a wide variety of information to other departments and the public.

DEPARTMENT OBJECTIVES FOR FY 2000-2001

- Continue to strengthen the controller function through the development and revision of policies and procedures to provide guidance, measure performance and insure conformance with the highest standards of financial accounting.
- Work with the MIS Department to complete the conversion to new accounting system software which will improve financial reporting and access to financial information.
- Conduct semi-annual training sessions on procedures and forms required by Finance relating to accounts payable, budget, fixed assets, and payroll to promote productive working relationships between Finance staff and staff of other departments.
- Complete a thorough review of the fixed asset system, including verifying actual fixed assets against the records, insuring adequate documentation for all assets, and revising forms as necessary.
- Explore alternatives for development of a cost allocation plan for reimbursement of allowable expenses under grant programs, and integration of the plan with the computerized accounting system.

PLANNING & MARKETING DEPARTMENT

MAJOR FUNCTIONS OF THE DEPARTMENT

The Planning & Marketing Department is responsible for a wide range of activities. The Marketing portion of the department is primarily responsible for the production of Headways. The Customer Service section handles information requests and sells tickets and passes to our passengers at Metro Center. The Planning section handles compliance with federal planning requirements, as well as service planning and analysis of the system.

DEPARTMENT OBJECTIVES FOR FY 2000-2001 – Service Planning

- Complete responsive service planning for each quarter.
- Develop RFP for system restructuring study and manage consultant effort.
- Develop specifications for student intern and manage intern efforts.
- Develop service-planning strategies to address system bottlenecks and improve system efficiency.
- Develop system performance measures and objectives.
- Develop improved service costing measures.
- Review data collection and management to develop improved procedures consistent with state and local requirements.
- Develop RFP for data collection and management evaluation, and manage consultant effort.
- Develop GIS capability for geo-coded service planning.
- Develop short and long range service plans.

DEPARTMENT OBJECTIVES FOR FY 2000-2001 – Customer Service, Pass Sales & Marketing

- Expand customer service hours to include early morning and later evening service.
- Expand customer service hours to include weekend service.
- Develop and implement improved and consistent customer service contact and follow-up procedures.

- Develop and implement curriculum-based school outreach program.
- Develop and implement marketing programs for college promotion.
- Develop and implement marketing programs for major employer pass sales.
- Develop and implement marketing programs for targeted route promotions.
- Develop and implement marketing programs for Mobile Muse Art Program.
- Develop and implement marketing programs for Rideshare activities.
- Develop and implement marketing programs for Major popular destinations.
- Review Headways and implement design improvements.
- Review printed materials and implement design improvements.

DEPARTMENT OBJECTIVES FOR FY 2000-2001 – Accessibility Services

- Review program materials and training aids and implement improvements.
- Develop and implement volunteer training program.
- Develop and implement outreach program.

FACILITIES MAINTENANCE DEPARTMENT

MAJOR FUNCTIONS OF THE DEPARTMENT

The Facilities Maintenance Department's primary function is to provide 24 hour support to transit operations, maintain District facilities, develop/implement/administrate local, State and Federal regulatory compliance programs and provide a positive image of transit to the community.

DEPARTMENT OBJECTIVES FOR FY 2000-2001

1. Review design criteria for Consolidated Operating Facility

- Review new technologies for buildings systems and equipment.
- Assist in reviewing design for new Consolidated Operating Facility.
- Review building specifications.
- Review plans and specifications for errors and omissions, make recommendations and corrections.

2. Other Projects for 2000-2001

- Develop and implement District property management program.
- Review operation of portable steam clean – DuBois.
- Complete evaluate of Bike Bench project.
- Develop alternate bus shelter design/Low floor platforms for rural bus stops.
- Install bus stop platforms in undeveloped bus stop areas.
- Review District utilities use and make recommendations regarding utility deregulation rates and providers.

3. General Services

- Maintain and repair all District facilities and equipment within 24 hours of notification or provide an acceptable alternative.
- Respond to bus stop safety problems within 24 hours of notification.
- Remove graffiti within 24 hours of notification.
- Maintain bus stop signs, benches and shelters.
- Provide technical assistance to other departments.
- Develop, implement and administrate local, State and federal regulatory compliance programs for Hazardous Materials.
- Coordinate Hazardous Material Management Programs and provide annual employee training.
- Coordinate Storm Water Pollution Prevention Plan.
- Review and update District's Disaster Preparedness Plan.
- Plan, design, and implement improvements for bus stops and facilities.

- Review bus stop improvement plans for errors and omissions, make recommendations and corrections.
- Administrate Service Contracts and Agreements for bus stops and facilities.
- Inspect bus stop improvements.
- Support Santa Cruz County's Youth Employment and Training Program.

OFFICE OF THE DISTRICT COUNSEL

MAJOR FUNCTIONS OF THE DEPARTMENT

The Office of the District Counsel is responsible for providing professional legal services to the District, representing the District in civil litigation, and providing legal opinions and interpretations.

DEPARTMENT OBJECTIVES FOR FY 2000-2001

- Complete and implement Legal Department Handbook.
- Revamp legal department filing and computer filing system including labeling and storing of FEMA/OES files.
- Hire and train permanent legal department employees.
- Continue to assist General Manager with MetroBase.
- Continue to manage and administer the District's potential claims, claims, and collection files.
- Assist the District department managers with legal issues as they arise.
- Represent the District in litigation matters.

FLEET MAINTENANCE DEPARTMENT

MAJOR FUNCTIONS OF THE DEPARTMENT

The Fleet Maintenance Department provides safe, reliable clean buses, staff vehicles and equipment, in support of transit service to the public through the optimum use of all resources available to the Department.

DEPARTMENT OBJECTIVES FOR FY 2000-2001

- Increase leadership skills for those departmental personnel holding leadership positions, i.e. supervisors and shift lead positions. This will require additional training in both transit and maintenance specific areas. Our employees are long-term employees of the District. Any additional investment in training is an investment in our fleet and quality of our leaders.
- Increased technical training for our mechanics. As we invest in new equipment we must match the capital investment with an investment in training. Vehicle, engine and transmission technology is so advanced that training must be on going.
- Provide improved operational support in both vehicle maintenance and vehicle servicing through filling currently budget positions. The maintenance department should be able to support the operation department during like hours of operation. We have no coverage after four p.m. on the weekends, nor do we have sufficient personnel to make the necessary adjustment to cover the required hours of operation.
- Repaint one third of the 1988 and 1989 high floor New Flyers with our paint scheme to move toward a uniform looking fleet, enhance appearance. This repaint will include a retrofit to LED exterior lightning.
- Continued restoration to our 1951 GMC coach for historical purposes and to build morale.
- To get more access on computers in the shop to enhance maintenance capabilities.
- Continued improvement of department manager's professional growth through networking, training and seminars.

OPERATIONS DEPARTMENT

MAJOR FUNCTIONS OF THE DEPARTMENT

The Operations Department is responsible for providing safe, efficient, reliable and courteous transit service to the residents and visitors of Santa Cruz County.

DEPARTMENT OBJECTIVES FOR FY 2000-2001

- Continue to actively train our personnel in passenger sensitivity and customer relations.
- Provide additional training to the Transit Supervisors in the area of supervision and accident investigation
- Cross train operations personnel in the schedule analyst position.
- Continue to improve service to our customer's by analyzing our current service, redirecting underutilized service and preparing plans for new service. The Service Review group, comprised of bus operators, staff, facilities, customer service and management is dynamically undertaking this task.
- Continue to foster an atmosphere of positive communication with the UTU and SEIU labor organizations.
- Investigate and prepare for new technologies which may include new generation fareboxes, talking bus technology, mobile digital terminals and global positional systems.

FY 2000-01 FINAL BUDGET
Authorized Personnel
Administration - 1100

Position	Authorized FY 98-99	Authorized FY 99-00	Authorized FY 00-01
General Manager	1	1	1
Assistant General Manager	1	1	1
Admin Services Coordinator (confidential)	1	1	1
Admin Secretary	1	2	2
Grants/Legislative Analyst	1	1	1
Administrative Clerk I-II	1	0	0
Admin Specialist	0.5	0	0
Total Full-Time Eauivalents	6.50	6.00	6.00

FY 2000-01 FINAL BUDGET
 Authorized Personnel
 Finance - 1200

Position	Authorized FY 98-99	Authorized FY 99-00	Authorized FY 00-01
Manager of Finance	1	1	1
Assistant Finance Manager	1	1	1
Senior Accountant	1	1	0.5
Accounting Specialist	1	1	1
Accounting Tech/Sr Acctng Tech	2.75	2	2
Payroll & Benefits Coordinator	1	1	1
Administrative Secretary	0	1	1
Accountant I-II	0.5	0	0
Total Full-Time Equivalents	8.25	8.00	7.50

FY 2000-01 FINAL BUDGET
Authorized Personnel
Planning & Marketing - 1300

Position	Authorized FY 98-99	Authorized FY 99-00	Authorized FY 00-01
Manager of Planning & Marketing	1	1	1
Service Planning Supervisor	1	1	1
Transit Planner	1	1	1
Transit Surveyor	1.25	1.25	1.25
Customer Service Coordinator	1	1	1
Senior Customer Service Rep	1	1	1
Customer Service Representative	3	4	4
Ticket & Pass Program Specialist	1	1	1
Administrative Secretary	1	1.25	1.30
Accessible Services Coordinator	1	1	1
Total Full-Time Eauivalents	11.25	13.50	13.55

FY 2000-01 FINAL BUDGET
Authorized Personnel
Human Resources - 1400

Position	Authorized FY 98-99	Authorized FY 99-00	Authorized FY 00-01
Manager of Human Resources	1	1	1
Human Resources Analyst	1	1	1
Personnel Technician (confidential)	1	1	1
Benefits Coordinator (confidential)	0.75	0.75	1
Human Resources Specialist (confidential)	1	1	1
Admin Specialist (confidential)	0	0.50	0.75
Total Full-Time Equivalents	4.75	5.25	5.75

FY 2000-01 FINAL BUDGET
 Authorized Personnel
 Information Technology - 1500

Position	Authorized FY 98-99	Authorized FY 99-00	Authorized FY 00-01
Manager of Info Technology	1	1	1
Database Administrator& Sr Systems Administrator	0	1	1
IT Technician/Sr IT Tech	1	1	1
Total Full-Time Equivalent s	3.00	4.00	4.00

FY 2000-01 FINAL BUDGET
Authorized Personnel
District Counsel - 1700

Position	Authorized FY 98-99	Authorized FY 99-00	Authorized FY 00-01
District Counsel	1	1	1
Paralegal (confidential)	1	1	1
Legal Secretary (confidential)	1	1.5	1.5
Total Full-Time Eauivalents	3.00	3.50	3.50

FY 2000-01 FINAL BUDGET
 Authorized Personnel
 Facilities Maintenance - 2200

Position	Authorized FY 98-99	Authorized FY 99-00	Authorized FY 00-01
Manager of Facilities Maintenance	1	1	1
Facilities Maintenance Supervisor	1	1	1
Facilities Maint Worker III	1	1	1
Facilities Maint Worker II	3	3	3
Facilities Maint Worker I	3	4	4
Custodial Services Worker II	1	1	1
Custodial Services Worker I	4	5	5
Administrative Secretary	1	1	1
Total Full-Time Equivalents	15.00	17.00	17.00

FY 2000-01 FINAL BUDGET

Authorized Personnel Operations - 3200/3300

Position	Authorized FY 98-99	Authorized FY 99-00	Authorized FY 00-01
Manager of Operations	1	1	1
Base Superintendent	1	1	1
Transit Supervisor	13	14	14
Schedule Analyst	1	1	1
Supervisor of Revenue Collection	1	1	1
Safety & Training Coordinator	1	1	1
Admin Secretary/Supervisor	1	1	1
Administrative Clerk I	1	1	1
Payroll Specialist	1	1	1
Revenue Specialist	0	1	1
Bus Operator (total on payroll)	156	174	174
Total Full-Time Equivalents	177.00	197.00	197.00

FY 2000-01 FINAL BUDGET
 Authorized Personnel
 Fleet Maintenance - 4 100

Position	Authorized FY 98-99	Authorized FY 99-00	Authorized FY 00-01
Manager of Fleet Maintenance	1	1	1
Fleet Maint Supervisor	2	2	2
Lead Mechanic	5	6	6
Mechanic III	4	4	4
Mechanic I - II	11	14	14
Body Repair Mechanic	1	1	1
Upholsterer I - II	1	1	1
Supervisor of Parts & Materials	1	1	1
Lead Parts Clerk	1	1	1
Parts Clerk	1	1	1
Receiving Parts Clerk	1	1	1
Admin Secretary/Supervisor	1	1	1
Accounting Tech	1	1	1
Admin Clerk I	1	1	1
Buyer	1	1	1
Senior Accounting Tech	1	1	1
Vehicle Service Technician	2	2	2
Detailer	2	2	2
Vehicle Service Worker I - II	8	12	12
Total Full-Time Equivalents	46.00	54.00	54.00

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: June 16, 2000

TO: Board of Directors

FROM: Mark Dorfman, Assistant General Manager

SUBJECT: CONSIDERATION AND RECEIPT OF STATUS REPORT ON CABRILLO COLLEGE CONTRACT

I. RECOMMENDED ACTION

This report is provided for informational purposes as requested by the Board of Directors.

II. SUMMARY OF ISSUES

- At the May Board of Directors Meeting a request was made for staff to provide information on the contract with Cabrillo College.

III. DISCUSSION

The Santa Cruz Metropolitan Transit District has in place a contract for rides with Cabrillo College and the University of California Santa Cruz (UCSC). In the case of UCSC, students pay a fee each quarter that is used to pay the bills for rides taken on the system. While the terms of the contract allow students to ride the entire SCMTD system for free, only rides taken Monday through Friday on buses going to and from the University are billed. The fee at UCSC is mandatory.

At Cabrillo College, there is a similar program that was instituted after the UCSC program was established. There is no student fee used at Cabrillo to pay for the program. Students attending Cabrillo get to purchase a Bus Pass that enables them to ride the entire SCMTD system for free. The District bills only those trips taken to and from the College, Monday through Friday.

When the program was first established, students were required as part of registration to purchase either a Parking Permit or a Bus Pass. Over the years, there has been an increase in the number of students that attend Cabrillo under the Board of Governor's Tuition (BOG) Waiver Program. Under the BOG Waiver program, Cabrillo is not allowed to mandate fees. As a result, the Cabrillo general fund has had to subsidize the bus pass program. Two years ago, Cabrillo removed the requirement that students must buy a Parking Pass or a Bus Pass. The fees now charged for the program are \$20 for BOG waiver Students and \$30 for all other students.

Attachment A shows a comparison of the two programs. The Payment per Billed Ride is identical for each program due to similar rules. Since Cabrillo students are for the most part not full-time, the Bus Pass is used more often for rides other than to and from campus. This is illustrated by the fact that 32% of the rides taken with the Cabrillo Passes are not billed while for

UCSC the figure is only 19%. The Payment per Total Ride figure in Attachment A shows that Cabrillo Students pay \$.64 per ride while UCSC Students pay \$.77 per ride, even though the volume of rides taken by UCSC Students is significantly higher. Another problem with the current agreement with Cabrillo is that the contract only covers rides to or from the campus. With the opening of the satellite campus in Watsonville, it is possible for rides to that campus to be free to Cabrillo even though the rider is going to class.

In the past two years, the non-mandatory program in place at Cabrillo has resulted in less passes being issued while registrations have increased. This information is presented in Attachment B.

Attachment C provides a method of estimating the impacts of eliminating the current contract with Cabrillo and requiring the student to purchase \$40 monthly passes. This would represent a substantial increase in cost to the students, for example the most expensive pass is \$30 for a term. Monthly passes for 4 months would amount to \$160. The analysis shows the revenue increases above the current \$225,000 a year that would be generated if the contract was not in effect. For analysis purposes, ridership losses of 20%, 40%, 60% and 80% were used.

IV. FINANCIAL CONSIDERATIONS

If there were changes to the Cabrillo Contract there would be revenue implications for the District's Operating Budget as shown above.

V. ATTACHMENTS

- Attachment A:** Analysis of Current Program
- Attachment B:** Passes Issued by Cabrillo College
- Attachment C:** Revenue Analysis with No Contract

Analysis of Current Program

	Billed Rides	Total Rides	Year-To-Date Billings	Payment Per Total Ride	Payment Per Billed Ride
Cabrillo	214,909	318,054	\$ 203,490.56	\$ 0.64	\$ 0.95
UCSC	1,117,024	1,382,760	\$ 1,068,187.72	\$ 0.77	\$ 0.95

**Cabrillo College
Passes Issued**

	Total Passes Sold	BOG Sold	Amount	Regular Sold	Amount
Fall 1998	1,596		\$ 20.00		\$ 30.00
Spring 1999	1,650		\$ 20.00		\$ 30.00
Fall 1999	1,531	613	\$ 20.00	918	\$ 30.00
Spring 2000	1,412	561	\$ 20.00	851	\$ 30.00

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: June 9, 2000
TO: Board of Directors
FROM: David J. Konno, Manager of Facilities Maintenance
SUBJECT: CONSIDER EXTENSION OF BREW BAR LEASE UNTIL AUGUST 31, 2000, WHILE NEW LEASE NEGOTIATIONS CONTINUE

I. RECOMMENDED ACTION

Staff recommends that the Board authorize the General Manager to extend the lease of Brew Bar until August 31, 2000 in order to complete lease negotiations.

II. SUMMARY OF ISSUES

- District received a request from the Brew Bar to renew their current lease. However, the current lease contains no further provisions to extend the term of the lease.
- The Brew Bar's lease expires on July 31, 2000
- District will start to negotiate a new lease with the owners of the Brew Bar in June, 2000, however, lease negotiations may not be completed in time for the July Board meeting.

III. DISCUSSION

The Brew Bar has been a tenant of the Metro Center since 1985. Their current lease expires on July 31, 2000. All options to extend have been exhausted and a new lease must be completed. Kiosk space has been advertised for competitive bidding purposes. Staff anticipates completing the new lease prior to the expiration date, however as a safety net, staff is requesting an extension of the current lease in the event that negotiations are not completed by the July Board meeting.

IV. FINANCIAL CONSIDERATIONS

Current lease is \$900.00 a month/\$10,800 a year

V. ATTACHMENTS

Attachment A: NONE

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: June 16, 2000

TO: Board of Directors

FROM: Mark J. Dorfman, Assistant General Manager

SUBJECT: AUTHORIZATION TO RENEW AGREEMENT WITH SANTA CRUZ COUNTY FOR ACQUISITION AND RELOCATION ASSISTANCE SERVICE

I. RECOMMENDED ACTION

The purpose of this communication is to request authorization for the General Manager to renew the agreement with the County of Santa Cruz for Land Acquisition and Relocation Services.

II. SUMMARY OF ISSUES

- Last year the District entered into an agreement with the County of Santa Cruz for the provision of Real Estate Acquisition and Relocation Services.
- The current agreement allows for four one-year extensions.
- It is more cost-effective to use the County for this work.

III. DISCUSSION

The District has utilized the services of the County of Santa Cruz for Land Acquisition and Relocation Services. This arrangement has proved beneficial to the District as the training necessary to comply with all of the federal and state requirements for land acquisition does not exist on staff. The agreement entered into last year is set to expire in August. The Agreement allows for four one-year extensions.

This agreement continues the relationship the District has had with the County for these services. It is not cost-effective for the District to develop this expertise on staff, as the number of times these services are required is minimal. It is necessary to continue the relationship with the County at this time to complete the purchase of the land for the Consolidated Operations Facility. It is recommended that the District continue this inter-governmental cooperation and that the General Manager be authorized to renew the agreement for one year.

IV. FINANCIAL CONSIDERATIONS

Funds are available in existing capital grants for this work.

V. ATTACHMENTS

Attachment A: 1st Amendment to Acquisition and Relocation Services Agreement

1ST AMENDMENT TO ACQUISITION AND RELOCATION ASSISTANCE SERVICES AGREEMENT

This 1st Amendment to Acquisition to Services and Relocation Assistance Services Agreement is dated **June 2, 2000** and is made and entered into by and between SANTA CRUZ METROPOLITAN TRANSIT DISTRICT, hereinafter called "DISTRICT" and the County of Santa Cruz, hereinafter called "COUNTY". County and District currently have an ACQUISITION AND RELOCATION ASSISTANCE SERVICES AGREEMENT executed on **August 8, 1999** ("The Services Agreement").

RECITALS

DISTRICT has determined that it requires the Acquisition and Relocation Assistance Services provided by COUNTY in the Acquisition and Relocation Assistance Agreement dated August 8, 1999.

NOW, WHEREFORE, the parties hereto agree as follows:

1. Paragraph 18 is revised to read as follows: The term of this agreement shall be through August 7, 2001 with three one-year renewal periods.
2. All other terms and conditions of The Services Agreement shall remain in effect.

In WITNESS WHEREOF, the parties have executed this Amendment to Services as of the ___ day of _____, 2000.

COUNTY OF SANTA CRUZ

**SANTA CRUZ METROPOLITAN
TRANSIT DISTRICT**

By _____
Director of Public Works

By _____
General Manager

Approved as to Form:

Approved as to Form:

Chief Assistant County Counsel

District Counsel

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: June 16, 2000
TO: Board of Directors
FROM: Kim Chin, Planning and Marketing Manager
SUBJECT: CONSIDERATION OF AWARD OF RFP 99-17 FOR ADA PARATRANSIT RECERTIFICATION

I. RECOMMENDED ACTION

Staff recommends that the Board authorize the General Manager to execute a contract with the firm of Nelson\Nygaard to develop an ADA Paratransit Recertification Program

II. SUMMARY OF ISSUES

- METRO has adopted an Americans with Disabilities (ADA) Paratransit Plan to provide comparable mobility services to individuals who meet the requirements of the law.
- Passengers requesting ADA paratransit service complete an application form, which they return to METRO for review. If the applicant meets the ADA eligibility criteria, the passenger is issued with a unique identification number which allows them to book trips with Lifeline, METRO's contract operator for paratransit service.
- To date, no application has been denied.
- Approximately, 7,241 individuals have been certified using current eligibility criteria.
- Transit properties typically recertify passengers every one to three years from the date of application.
- Since the program began in 1992, METRO has not recertified any ADA passenger.
- Paratransit ridership is expected to more than double between 1997/1998 and 2000/2001 from 66,578 passengers to over 131,000 passengers.
- As paratransit ridership and costs increase, it will be important for METRO to take steps to ensure that only eligible clients are able to use the ADA paratransit service.
- METRO will also develop alternatives for non-eligible ADA passengers utilizing mobility training and specialized shuttle programs.

- Paratransit service has significantly higher operating costs compared to fixed-route service. In order for METRO to provide the maximum trip availability to eligible ADA riders and fixed-route passengers, it is essential for the district to manage expenditures while securing new sources of funding.
- A passenger recertification program to review the eligibility of existing clients to assess each individual's capabilities and to ensure that they meet ADA criteria, has the potential to make the maximum availability of trips available for certified individuals.

III. DISCUSSION

The paratransit program has experienced tremendous growth since its inception in 1992. Ridership is expected to rise to 131,000 rides in 2000/2001 representing almost a seven-fold increase from 1992. In addition, costs for subcontracted taxi rides are expected to grow between 25% and 30% from last year due to a proposed rate increase. METRO's contract with Lift Line specifies that a minimum of 70% of all paratransit trips must be assigned to taxi subcontractors in order to maximize non-ambulatory capacity on Lift Line vans.

The projected ridership increase and the rise in taxi rates, may result in more than \$700,000 in extra costs over the \$2.7 million (up 10% from 1999/2000) budgeted for paratransit in 2000/2001.

Santa Cruz County has one of the highest ADA registrations in California with 3.1% per capita. Monterey-Salinas Counties have 1.5% per capita, Fresno 1%, and Bakersfield 0.4%.

In February this year, the Board directed staff to develop a procurement to solicit proposals from qualified firms to develop an ADA Recertification Program for METRO to implement. Approximately 80 agencies were contacted for input in developing the RFP work scope. Several committees played key roles including the Metro Accessible Services Transit Forum (MASTF), the Metro User's Group (MUG) and the Elderly and Disabled Technical Advisory Committee (E&D TAC).

Proposals were received from three firms - Nelson\Nygaard from San Francisco, Gateway Health Management from Santa Cruz, and Orthopedic Hospital from Los Angeles. A nine-member Selection Committee comprising METRO Board Member Mike Rotkin, MASTF Chair Jeff Le Blanc, MUG Chair Bruce Gabriel, Regional Transportation Commission staff Karena Pushnik, Senior's Council Executive Director Clay Kempf, Central Coast Center for Independent Living staff Thom Onan, Lift Line Transportation Director Scott Bugental, METRO Accessibility Services Coordinator John Daugherty and METRO Planning and Marketing Manager Kim Chin evaluated firms based on six pre-established criteria.

Proposals were evaluated on:

- The qualifications of the project team and the proposed workscope,
- The firm's understanding of the project, and familiarity with the area and approach,
- The firm's previous work in the field and references,
- The quality of the submittal.
- The firm's ability to meet project timelines, and
- The proposed project cost.

After interviewing all three firms, the Selection Committee unanimously chose Nelson\Nygaard as the preferred firm, followed by Orthopedic Hospital and Gateway Health Management.

IV. FINANCIAL CONSIDERATIONS

The cost proposed by Nelson\Nygaard to develop the ADA Recertification Program is \$59,995, and is within the \$40,000 - \$60,000 estimated for this procurement.

V. ATTACHMENTS

None

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: June 16, 2000

TO: Board of Directors

FROM: Tom Stickel, Manager of Fleet Maintenance

SUBJECT: CONSIDERATION OF AWARD OF RFP 99-18 FOR COMPREHENSIVE OPERATIONAL AND FINANCIAL AUDIT (COFA) OF ADA PARATRANSIT PROGRAM

I. RECOMMENDED ACTION

Staff recommends that the Board authorize the General Manager to execute a contract for the Comprehensive Operational and Financial Audit (COFA) of the ADA Paratransit Program with Multisystems Inc.

II. SUMMARY OF ISSUES

- METRO's contract with the Consolidated Transportation Services Agency (CTSA) for the operation of paratransit services by Lift Line provides for a mid-contract operational and financial audit.
- A competitive procurement was conducted to solicit proposals from qualified companies.
- Thirty-four proposals were mailed to interested contractors.
- Four firms submitted proposals by the deadline of April 28, 2000.
- A nine-member selection committee comprising of representatives from the METRO Accessible Services Transit Forum (MASTF), the Metro User's Group (MUG), the Central Coast Center for Independent Living (CCCIL), the Elderly and Disabled Technical Advisory Committee (E&D TAC), the Regional Transportation Commission (RTC), Lift Line, the METRO Board of Directors and METRO staff reviewed and evaluated the proposals.
- The selection committee conducted interviews to develop a recommendation for the preferred firm.
- MASTF has reviewed and agrees with the selection committee's recommendation of Multisystems Inc. to conduct the comprehensive operational and financial audit.

III. DISCUSSION

METRO currently has a contract with Food and Nutrition Services (FNS) for paratransit services operated by Lift Line. The three-year contract that began in 1997 has two optional one-year extensions. The contract with FNS expires in the fall of 2002, if both extensions are exercised.

The present contract with FNS requires a mid-term review of operational and financial areas. METRO has developed a competitive procurement to solicit proposals from qualified firms to complete this review in the form of a Comprehensive Operational and Financial Audit (COFA).

The tasks contained in the work scope for the Comprehensive Operational and Financial Audit (COFA) was developed in conjunction with Lift Line, MASTF, MUG, CCCIL, the E&D TAC. 14 core tasks and subtasks cover a wide variety of operational and financial areas, and includes a recommendation from the consultant based on "Best Practices" of other paratransit systems similar to Lift Line services in Santa Cruz County.

The core tasks are:

Task 1:	Passenger Intake and Customer Service
Task 2:	Trip Booking
Task 3:	Trip Scheduling
Task 4:	Dispatch Procedures
Task 5:	Paratransit Vehicle Operations
Task 6:	Paratransit Operator Standards
Task 7:	Paratransit Service Delivery
Task 8:	Administration and Project Management
Task 9:	Subcontractor Management and Monitoring Financial Records and Controls
Task 10:	Fare Accounting
Task 11:	Billings and Reconciliation
Task 12:	Insurance Coverage
Task 13:	Computerized Scheduling and Management Information System
Task 14:	Recommendations/Best Practices

A nine-member selection committee comprising representatives from the METRO Accessible Services Transit Forum (MASTF), the Metro User's Group (MUG), the Central Coast Center for Independent Living (CCCIL), the Elderly and Disabled Technical Advisory Committee (E&D TAC), the Regional Transportation Commission (RTC), Lift Line, the METRO Board of Directors and METRO staff has reviewed and evaluated the proposals.

The recommendation of the selection committee is based on an evaluation according to criteria contained in the Request for Proposals:

Criteria	Priority
Qualifications of Project Team and Proposed Work scope	1
Project Understanding, Familiarity with Area and Approach	2
Previous Work in this Field (References)	3
Quality of Submittal	4
Ability to Meet Project Timelines	5
Project Cost	6

The selection committee's recommendation of Multisystems Inc. to conduct the COFA has been presented to and approved by MASTF. If the Board approves the consultant selection, Multisystems Inc. will conduct the audit between July and October, and present the final report for approval in November.

If for any reason the General Manager were unable to negotiate a contract with Multisystems Inc. the selection committee would have to reconvene, as the selection for second highest rated firm was a tie between two other contractors.

The following is a timeline of activities:

Comprehensive Operational/Financial Audit (Paratransit Services) - Timeline of Activities	
Issue Request For Proposals	2/24/00
Pre-Proposal Meeting	3/17/00
Deadline for Proposals	4/28/00
Interview Firms	6/2/00
MASTF Approval of Consultant	6/15/00
Board Approval of Consultant	6/16/00
Paratransit Audit (estimated)	July - October 2000
Presentation of Audit to MASTF (estimated)	11/16/00
Presentation of Audit to Board (estimated)	11/17/00

IV. FINANCIAL CONSIDERATIONS

The cost to conduct the proposed Comprehensive Operational and Financial Audit by Multisystems Inc. is \$138,383.

V. LIST OF FIRMS THAT SUBMITTED PROPOSALS

Multisystems, Inc., Cambridge, MA

Trans Tec Transport and Technology, Inc., Chicago, IL

Nelson\Nygaard Consulting Associates, San Francisco, CA

Crane and Associates, San Carlos, CA

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: June 16, 2000

TO: Board of Directors

FROM: Tom Stickel, Manager of Fleet Maintenance

SUBJECT: CONSIDERATION OF AWARD OF RFP 99-25 FOR GRAPHIC DESIGN AND PRINT COORDINATION SERVICES

I. RECOMMENDED ACTION

Staff recommends that the Board authorize the General Manager to execute a contract for Graphic Design and Print Coordination Services with Transit Information Products.

II. SUMMARY OF ISSUES

- METRO has a continuing need for graphic design and print coordination services for the production of Headways, bus stop decals, materials for the METRO web site, and quarterly schedule posters.
- The Headways publication is the core of public information material that METRO provides.
- A competitive procurement was conducted to solicit proposals from qualified companies.
- Twenty-eight proposals were mailed to interested contractors.
- Six firms submitted proposals by the deadline of May 31, 2000.
- A selection committee comprising of Jeff LeBlanc from the METRO Accessible Services Transit Forum (MASTF); Kim Chin, Planning and Marketing Manager, Randy Yagi, Sr. Customer Service Representative; and Lloyd Longnecker, District Buyer evaluated all proposals received. The selection committee gave the highest rating to Transit Information Products.

III. DISCUSSION

The objective of the request for proposal was to select a qualified and responsive firm to provide all graphic design and print coordination services necessary to develop computer-generated camera ready art for the production of bilingual public information materials that change every quarter.

Six firms submitted proposals for evaluation. A selection committee evaluated all proposals and gave the highest rating to Transit Information Products. This firm has extensive experience and provided impressive samples of their work with other transit agencies for the services required by METRO. Some of their California clients include Monterey-Salinas Transit, Orange County Transit Authority, Long Beach Transit, and Golden Empire Transit District.

The recommendation is based on an evaluation according to criteria contained in the Request for Proposals:

Criteria	Priority
Qualifications of Firm and examples of graphic design projects	1
Project Understanding, Familiarity with Area and Approach	2
Previous Work in this Field (References)	3
Ability to Meet Project Timelines	4
Quality of Submittal	5
DBE Involvement	6

The following is a timeline of activities:

Graphic Design and Print Coordination Services - Timeline of Activities	
Issue Request For Proposals	5/4/00
Pre-Proposal Meeting	5/18/00
Deadline for Proposals	5/31/00
Review Proposals	6/5/00
Board Approval of Contract	6/16/00

IV. FINANCIAL CONSIDERATIONS

A price schedule for proposed services is provided as Attachment A. As a point of comparison, the graphic design and print coordination services for the next production of Headways with a maximum amount of changes will cost \$2,990 compared to \$4,100 from the current contractor (approximately a 27% cost reduction).

V. LIST OF FIRMS THAT SUBMITTED PROPOSALS

Transit Information Products, Concord, CA

Smartmaps , Knoxville, TN

Wenz Design, Santa Rosa, CA

Print Smith, Aptos, CA

Eric Gouldsberry Art Direction, San Jose, CA

Circle Design, Sacramento, CA

VI. ATTACHMENTS

Attachment A – Transit Information Products Price Schedule

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: June 16, 2000
TO: Board of Directors
FROM: Mark Dorfman, Assistant General Manager
SUBJECT: CONSIDER AUTHORIZING STAFF TO APPLY FOR MOYER GRANT FUNDS

I. RECOMMENDED ACTION

Authorize staff to submit applications to the Air District for Carl Moyer funds for the CNG engine costs of 3 replacement buses.

II. SUMMARY OF ISSUES

- In March, the Board of Directors adopted Compressed Natural Gas fuel for future METRO bus orders.
- Last month, the Board authorized staff to submit Moyer grant applications for the CNG engine cost of 5 replacement buses. The Air District awarded less than requested for each replacement.
- The Carl Moyer funds remaining in this cycle will assist funding CNG engines for 3 more replacement buses.
- The Air District will consider the applications in June.

III. DISCUSSION

In March, the Board of Directors adopted Compressed Natural Gas (CNG) as the preferred alternative to diesel fuel for future bus orders. Replacement bus projects funded but not yet ordered would be changed to specify CNG fuel engines. The District currently has funds programmed for 24 diesel replacement buses. The Carl Moyer Clean Engine Incentive Program administered by the Monterey Bay Unified Air Pollution Control District (Air District) grants funds to truck and bus operators for the incremental cost of replacing diesel engines with alternative fuel engines.

In May, the Board directed staff to submit applications to the Air District to fund the CNG engine component of 5 replacement buses through the Moyer Program. Staff anticipated that the Moyer Program would fully fund the cost increment of approximately \$50,000 per bus for CNG versus diesel engine replacements. Based upon revised calculations, the Air District awarded the maximum amount of approximately \$40,500 for each of the 5 replacements.

The Air District has funds remaining to be obligated by June 30 in the Carl Moyer Clean Engine Incentive Program. If the Air District approves these three engine replacements and expends all

funds in the Moyer Program in June, it can apply for additional Moyer Program funds next year to provide further assistance in converting METRO's bus fleet to CNG fuel.

IV. FINANCIAL CONSIDERATIONS

If the Air District approves these three applications, the SCMTD could receive up to \$110,000 to assist with bus replacement costs. No local match is required for the Moyer funds.

V. ATTACHMENTS

None.

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: June 9, 2000

TO: Board of Directors

FROM: Margaret Gallagher, District Counsel

SUBJECT: CONSIDER THE SANTA CRUZ METROPOLITAN TRANSIT DISTRICT BYLAWS AND DETERMINE WHETHER ANY SECTION OF THE BYLAWS NEEDS TO BE UPDATED OR REVISED

I. RECOMMENDED ACTION

Consider the Santa Cruz Metropolitan Transit District Bylaws and determine whether any section of the bylaws needs to be updated or revised.

II. SUMMARY OF ISSUES

- The District's enabling statute authorizes the Board of Directors to make its own rules of procedure and determine the place and time of its meetings.
- Generally, the Board of Directors has reviewed the District Bylaws on an annual basis to assure accuracy and applicability.

III. DISCUSSION

The District's Board of Directors has generally reviewed the Bylaws on an annual basis. This year the Bylaws have not yet been reviewed. The Santa Cruz Metropolitan Transit District's enabling statute authorizes the Board of Directors to make its own rules of procedure and determine its place and times of its meetings. If there are any areas that need revision I will make the changes and present the new language at the July Board meeting.

IV. FINANCIAL CONSIDERATIONS

None.

V. ATTACHMENTS

Attachment A: Current District Bylaws

**RESOLUTION NO. 69-2-1
Amended 1-21-83, 6-16-89, 8-21-92,
4-15-94, 4-21-95, 4-27-97, 9-18-98,
4-16-99, 11-19-99
On the Motion of Director: Rotkin
Duly Seconded by Director: Rios
Is Hereby Amended:**

**A RESOLUTION OF THE
SANTA CRUZ METROPOLITAN TRANSIT DISTRICT BOARD OF DIRECTORS
ESTABLISHING RULES, REGULATIONS, AND PROCEDURES FOR,
AND THE TIME AND PLACE OF MEETINGS OF THE BOARD; AND
CREATION OF OTHER OFFICES**

I. REGULAR MEETINGS

1.01 Regular Meetings; Time

- (a) Regular meetings of the Board of Directors shall be held on the second and third Friday of each month at 8:30 a.m.
- (b) The regular meeting on the second Friday of the month shall primarily be in a workshop format to review matters that may be agendized for the regular Board meeting scheduled for the third Friday of the month. However, the Board of Directors may take action at either regular Board meeting pursuant to the agenda prepared in accordance with California law and these Bylaws.
- (c) Oral and Written Communication, Union Communication and Public Hearings, when posted on a regular meeting agenda shall not be scheduled before 9:00 a.m.

1.02 Regular Meetings; Place

- (a) The Regular meeting of the Board of Directors on the second Friday of the month shall be convened in the Encinal Conference Room at Santa Cruz Metropolitan Transit District, 370 Encinal Street, Suite 100, Santa Cruz, CA 95060. The Regular meetings of the Board of Directors on the third Friday of the month shall be convened in the Santa Cruz City Council Chambers, City Hall, 809 Center Street, Santa Cruz, California.

- (b) If, by reason of fire, flood, earthquake or other emergency, it shall be unsafe to meet in the place designated above, the meeting shall be held for the duration of the emergency or unsafe condition at the place designated by the Chair of the Board of Directors in a notice to the local media that have requested notice in writing, by the most rapid means of communication available at the time. A notification advising the public of the changed meeting location during the emergency or unsafe condition shall be posted on the door of the regular meeting room by the Secretary/General Manager, unless circumstances prevent her/him from doing so.
- (c) The Board of Directors shall not conduct any meeting in any facility that prohibits the admittance of any person, or persons, on the basis of race, religious creed, color, national origin, ancestry, or sex, or which is inaccessible to disabled persons, or where members of the public may not be present without making a payment or purchase.

1.03 Regular Meetings; Open to the Public

Meetings of the Board of Directors shall be open and public and all persons shall be permitted to attend except as otherwise allowed by law or when a closed session is authorized pursuant to applicable state law and properly noticed in accordance therewith.

1.04 Closed Sessions: State Reasons and Legal Authority; Scope of Coverage; Notice; Reporting Out

- (a) Prior to holding any closed session, the Board of Directors shall disclose, in an open meeting, the item or items to be discussed in the closed session. The disclosures may take the form of a reference to the item or items as they are listed by number or letter on the agenda. In the closed session, the Board of Directors may consider only those matters covered in its statement. Nothing in this section shall require or authorize a disclosure of information prohibited by state or federal law.
- (b) After any closed session, the Board of Directors shall convene into open session prior to adjournment and shall make any disclosures required by state law of action taken in the closed session.

II. AGENDA

2.01 Agenda; Notification and Posting

- (a) In order to facilitate the orderly conduct of the business of the Board of Directors, all reports, communications, resolutions, or other matters to be submitted to the Board of Directors shall be submitted to the Secretary/General Manager not later than 12:00 noon on the Friday two weeks prior to the date of the regular Board of Director's meeting scheduled for the second Friday of the month.
- (b) The Chair, in consultation with the Secretary/General Manager, shall arrange the agenda and shall furnish a copy of it to each member of the Board, to the District Counsel, to the County Administrative Officer, and to the City Manager of Santa Cruz, Capitola, Watsonville and Scotts Valley not later than the Tuesday in the week of a Regular Board meeting; the agenda shall be posted on the Official Bulletin Board for the public at the Administrative Office of the Santa Cruz Metropolitan Transit District at least 72 hours preceding each regular Board meeting.
- (c) The agenda shall contain a brief description of each item of business to be transacted or discussed at the meeting, including items to be discussed in closed session. The agenda shall specify the time and location of the regular meeting and shall be posted in a location that is freely accessible to members of the public.

2.02 Agenda; Public Input

Every agenda for regular open meetings shall provide an opportunity for members of the public to directly address the Board of Directors on items of interest to the public, before or during the Board's consideration of the item, that is within the subject matter jurisdiction of Santa Cruz Metropolitan Transit District, provided that no action shall be taken on any item not appearing on the agenda unless the Board complies with Section 2.03 below

2.03 Agenda; Action Taken Not on Agenda

- (a) No action or discussion shall be taken on any item not appearing on the posted agenda except that members of the Board of Directors present at the meeting or District staff may briefly respond to statements made or

questions posed by persons exercising their public testimony rights. In addition, on their own initiative, or in response to questions posed by the public, Directors or District staff may ask a question for clarification, make a brief announcement, or make a brief report on his or her own activities. Furthermore, a Director or the Board itself may, subject to the District's rules and regulations, provide a reference to staff or other resources for factual information, request staff to report back to the body at a subsequent meeting concerning any matter, or, take action to direct staff to place a matter of business on a future agenda.

- (b) Notwithstanding subdivision (a) above, the Board of Directors may take action on items of business not appearing on the posted agenda under any of the conditions stated below. Prior to discussing any item pursuant to this section, the Chair of the Board of Directors shall publicly identify the item.
 - (i) Upon a determination by a majority vote of the Board of Directors that an emergency situation exists, as defined in Section 4.01(b) herein;
 - (ii) Upon a determination by a two-thirds vote of the Directors present at the meeting, or, if less than two-thirds of the members present at the meeting, a unanimous vote of those member present, that there is a need to take immediate action and that the need for action came to the attention of the District subsequent to the agenda being posted; or
 - (iii) The item was posted pursuant to a prior meeting of the Board of Directors occurring not more than five calendar days prior to the date action is taken on the item, and at the prior meeting the item was continued to the meeting at which action is being taken.

2.04 Agenda; Other Distributed Writings

- (a) Agendas and any other writings when distributed to all or a majority of all, the members of the Board of Directors by any person in connection with a matter subject to discussion or consideration at a public meeting are public records and shall be made available without delay unless the writing is exempt from disclosure pursuant to the Public Records Act.
- (b) Writings which are public records as set forth above and which are distributed during a public meeting shall be made available for public

inspection at the meeting if prepared by the District or a Director or after the meeting if prepared by some other person.

III. SPECIAL MEETINGS

3.01 Special Meetings; Notice and Purpose

A special meeting may be called at any time by the Chair or by a majority of the members of the Board of Directors, by delivering personally or by any other means, at least 24 hours in advance, written notice to each member of the Board of Directors, and to each local newspaper of general circulation, radio or television station requesting notice in writing. The call and written notice shall specify the time and place of the special meeting and the business to be transacted. No other business shall be considered at the special meeting. The call and notice shall be posted at least 24 hours prior to the special meeting in a location that is freely accessible to members of the public. Every notice for a special meeting at which action is proposed to be taken on an item shall provide an opportunity for members of the public to directly address the Board of Directors concerning that item prior to action on that item. The written notice may be dispensed with by any member of the Board of Directors, who at or prior to the time of the meeting convenes, files with the Secretary/General Manager a written waiver of notice. The waiver may be given by telegram. Written notice may also be dispensed with as to any member who is actually present at the meeting at the time it convenes. Notice shall be required pursuant to this section regardless of whether any action is taken at the special meeting.

IV. EMERGENCY MEETINGS

4.01 Emergency Meetings; Notice and Purpose

- (a) In the case of an emergency situation involving matters upon which prompt action is necessary due to the disruption or threatened disruption of public facilities, the Board of Directors may hold an emergency open meeting without complying with either the 24-hour notice requirement or the 24-hour posting requirement of Section 3.01 herein.
- (b) For purposes of this section, "emergency situation" means any of the following:

- (i) Work stoppage or other activity which severely impairs public health, safety, or both, as determined by a majority of the members of the Board of Directors.
- (ii) Crippling disaster which severely impairs public health, safety, or both, as determined by a majority of the members of the Board of Directors.
- (c) Although no notice to the public is required, each local newspaper of general circulation and radio or television station which has requested notice of special meetings shall be notified by the presiding Chair of the Board of Directors, or designee thereof, one hour prior to the emergency meeting by telephone and all telephone numbers provided in the most recent request of such newspaper or station for notification of special meetings shall be exhausted. In the event that telephone services are not functioning, the notice requirements of this section shall be deemed waived, and the Chairperson of the Board of Directors, or designee thereof, shall notify those newspapers, radio stations, or television stations of the fact of the holding of the emergency meeting, the purpose of the meeting and any action taken at the meeting as soon after the meeting as possible.

4.02 Emergency Meetings; Open to the Public

Emergency meetings are always open meetings regardless of the subject matter.

4.03 Emergency Meetings; Requirements

All special meetings requirements, as prescribed in Section 3.01 herein, shall be applicable to a meeting called pursuant to this section, with the exception of the 24-hour notice requirement.

4.04 Emergency Meetings; Minutes

The minutes of a meeting called pursuant to this section, a list of persons who the presiding chair of the Board of Directors, or its designee notified or attempted to notify, a copy of the roll call vote and any actions taken at the meeting shall be posted for a minimum of 10 days in a public place as soon after the meeting as possible.

V. DIRECTORS

5.01 The Board of Directors

The District shall be governed by a Board of Directors of eleven members because such membership is necessary to insure adequate representation to all of the areas in the County of Santa Cruz.

5.02 Appointment

The membership of the Board of Directors shall be composed of one member appointed by each City Council of Santa Cruz, Capitola, Scotts Valley, Watsonville and any other incorporated area of the District to represent the incorporated area and one member appointed by the Board of Supervisors of the County of Santa Cruz to represent the unincorporated area. Other appointments shall be made in accordance with the proportionate population within the District. The apportionment shall be based upon the population distribution within the District and the Board shall reapportion its membership whenever any part of the District is excluded or new territory is added or unincorporated territory within the District incorporates and as a result of the exclusion, annexation, or incorporation, representation on the Board no longer reflects the population distribution within the District. The Board shall also reapportion whenever the County Clerk advises the Board that the latest official census indicates a need for reapportionment.

5.03 Term of Office

- (a) The term of office for each Director shall be four years.
- (b) If the appointee of any legislative body is one of its own members the appointee may serve only as long as the appointee is a member of the legislative body.
- (c) An appointment to fill a vacancy on the Board or an appointment made after the expiration of the preceding term shall be for the unexpired portion of the term.
- (d) The failure of a Board member to attend three consecutive meetings of the Board without good cause shall create a vacancy in the office of the Board member.

5.04 Directors' Code of Ethics

A Directors' Code of Ethics is attached as Exhibit A to these Bylaws and shall serve as a guideline for the Directors in the work that they perform on behalf of the District.

5.05 Director Compensation

Each Director shall receive \$50 for attendance at a meeting of the Board of Directors, attendance as a committee member at a permanent committee meeting of the Board of Directors, attendance as a Board member at an Advisory Committee, attendance at an American Public Transit Association meeting, attendance at a California Transit Association meeting or when performing District business in lieu of attendance at any of the above-stated meetings, up to a maximum of \$100 per month.

5.06 District Travel And Personal Expenditures

A District Director shall obtain Board authorization to perform or participate in District business prior to actual attendance if such involves the expenditure of District funds. A Director shall receive reimbursement for meals, transportation and other expenses incurred on behalf of the District in accordance with the District's expense list which is attached hereto as Exhibit B. Invoices shall be submitted to the Chair of the Board of Directors for approval. After approval is obtained from the Chair the reimbursement request shall be forwarded to the Finance Department for reimbursement. Reimbursement shall not be necessary when a District staff member pays directly for a Director's expenses. Advances based on internal revenue service rates will be made upon a director's request, however, receipts of expenditures must be provided to the Chair of the Board of Directors for approval. All advanced funds shall be returned to the Administrative Services Coordinator if the trip is cancelled or the funds are not used. A complete report of all expenses incurred by the Director while engaging in District business shall be submitted by the Director to the Board of Directors for review. Such report may be prepared by District staff upon request. District Directors shall not include any expenditure for spouses, friends, or others as a District expense. The District's Administrative Services Coordinator shall schedule all conferences, hotel accommodations and transportation for a Director.

VI. PRESIDING OFFICERS

6.01 Election

- (a) The Directors shall in December nominate members of the Board of Directors to serve as Chair and as Vice-Chair of the Board of Directors. The Board of Directors shall, at their first regular meeting in January of each year, choose one of its members to serve as Chair and one of its members to serve as Vice-Chair to serve for the balance of the calendar year or until the selection of their successors.
- (b) Should the office of Chair or Vice-Chair become vacant during the calendar year, the Board of Directors shall choose a successor to fill the vacancy for the balance of that calendar year, or until the selection of a successor.
- (b) In the event of a vacancy of both the Chair and Vice-Chair positions, the Directors shall meet in order to nominate members of the Board of Directors for the vacant positions.

6.02 Chair to Preside

The Chair shall preside at all meetings of the Board of Directors. The Chair shall have authority to preserve order at all meetings and to remove or cause the removal of any person from any meeting of the Board of Directors for disorderly conduct, to enforce the rules of the Board of Directors and to determine the order of business under the rules of the Board of Directors.

6.03 Absence of Chair

If the Chair is absent or unable to act, the Vice-Chair shall serve until the Chair returns or is able to act. The Vice-Chair has all of the powers and duties of the Chair while acting as Chair. In the absence of both the Chair and the Vice-Chair, the Directors shall nominate and elect a director to serve as chair pro tempore during such absences. —

VII. CONDUCT OF MEETING

7.01 Call to Order

The Chair shall at the hour appointed for the meeting immediately call the Board of Directors to order when a quorum is present. The Chair shall preserve strict decorum at all meetings. She/he shall state every question coming before the Board of Directors, call for the vote, announce the decisions of the Board of Directors, and decide all questions of order, subject, however, to an appeal to the Board of Directors, in which a majority vote of the Board of Directors shall govern and conclusively determine such question of order.

7.02 Rights of Chair

The Chair, or such other member of the Board as may be presiding, may second and debate, subject only to such limitation of debates as are by these rules imposed on all members; the Chair shall not be deprived of any of the rights and privileges of a Director by reason of holding the position of Chair.

7.03 Rules of Debate

- (a) Every Director desiring to speak shall address the Chair, and upon recognition by the presiding officer, shall be confined to the question under debate, avoiding all references to personalities and indecorous language.
- (b) A Director, once recognized, shall not be interrupted when speaking unless it is to call her/him to order. If a Director, while speaking, is called to order, she/he shall cease speaking until a question of order is determined and, if in order, she/he shall be permitted to proceed.
- (b) A Director may request, through the presiding officer, the privilege of having an abstract of her/his statement on any subject under consideration by the Board of Directors entered into the minutes. If the Board of Directors consents thereto, such statement shall be entered; provided, however, that any Director, without the Board's consent, shall have the right to have the reasons for her/his dissent from, or protest against, any action of the Board of Directors entered into the minutes.
- (c) The Secretary/General Manager may be directed by the Chair, with the

consent of the Board, to enter in the minutes a synopsis of the discussion of any question coming properly before the Board of Directors.

7.04 Disruption of Meeting; Clearing Room

In the event that any meeting is willfully interrupted by a group or groups of persons so as to render the orderly conduct of such meeting unfeasible and order cannot be restored by the removal of individuals who are willfully interrupting the meeting, the members of the Board of Directors conducting the meeting may order the meeting room cleared and continue in session. Only matters appearing on the agenda may be considered in such a session. Representatives of the press or other news media, except those participating in the disturbance, shall be allowed to attend any session held pursuant to this section. In order to readmit individuals who were not disruptive, the following procedure shall be used:

- a. When a meeting is disrupted to the point that it cannot be continued, the Chair shall order those persons causing the disruption to leave the meeting.
- b. If those causing the disruption fail or refuse to leave the meeting, the Chair shall recess the meeting, order the meeting room cleared and summon law enforcement.
- c. Upon the arrival of law enforcement, the Chair shall reconvene the meeting.
- d. District Staff shall be directed to readmit those members of the public who did not engage in the disorderly conduct on an individual and intermittent basis.
- e. If the meeting is again disrupted, the Chair shall cause the meeting room to be cleared and the meeting will continue with only the press in attendance if they have not engaged in any disruption.

VIII. QUORUM

8.01 Transaction of Business; Quorum

A six member majority of the regular members of the Board of Directors shall constitute a quorum for the transaction of business.

IX. ADJOURNMENT/CONTINUANCES

9.01 Adjournment of Meeting

- (a) The Board of Directors may adjourn any regular, adjourned regular, special or adjourned special meeting to a time and place specified in the order of adjournment.
- (b) Less than a quorum may adjourn any meeting.
- (c) In the absence of all Directors from any meeting, the Secretary/General Manager may declare the meeting adjourned to a stated day and hour. If she/he does, she/he shall then cause written notice of the adjournment to be given in the same manner as provided for Special Meetings set forth herein.
- (d) A copy of the order or notice of adjournment shall be conspicuously posted on or near the door of the place where the regularly adjourned regular, special, or adjourned special meeting was held within 24 hours after the time of adjournment.
- (e) When a regular or adjourned regular meeting is adjourned as provided herein, the resulting adjourned meeting is a regular meeting for all purposes.
- (f) When an order of adjournment of any meeting fails to state the hour which the adjourned meeting is to be held, it shall be held at the hour specified for regular meetings of the Board of Directors.
- (g) Any hearing being held, or noticed or ordered to be held, by the Board of Directors at any meeting may by order or notice of continuance be continued or recontinued to any subsequent meeting of the Board of Directors in the same manner and to the same extent set forth above for the adjournment of meetings; provided that, if the hearing is continued to a time less than 24 hours after the time specified in the order or notice of hearing, a copy of the order or notice of continuance of hearing shall be posted immediately following the meeting at which the order or declaration of continuance was adopted or made.

X. MINUTES

10.01 Minute Book Record of Open Sessions

- (a) The Secretary/General Manager, or her/his designee, shall attend all open meetings of the Board of Directors and record and maintain a full and true record of all of the proceedings of the Board of Directors in books that shall bear appropriate titles and be devoted to such purpose. Such books shall have a general index sufficiently comprehensive to enable a person readily to ascertain matters contained therein.
- (b) Unless reading of the minutes of a Board of Directors meeting is requested by the Board of Directors by a majority vote, such minutes may be approved without reading if the Secretary/General Manager has previously furnished each member with a synopsis thereof.

10.02 Minute Book Record of Closed Sessions

The Secretary/General Manager shall attend each closed session of the Board of Directors unless otherwise directed by the Board of Directors and shall keep and enter in a minute book a record of topics discussed and decisions made at the meeting. The closed session minute book is not a public record and shall be kept confidential. This minute book shall be available only to members of the Board of Directors of Santa Cruz Metropolitan Transit District or, if a violation of the Ralph M. Brown Act is alleged to have occurred at a closed session, to a court of general jurisdiction.

10.03 Protests and Dissents by Directors Entered in Minutes

Any Director shall have the right to have the reasons for the Director's dissent from, or protest against any action of the Board entered in the minutes.

XI. PUBLIC'S ROLE IN MEETINGS/PUBLIC HEARINGS

11.01 Public Addressing the Board

Each person addressing the Board may but is not required to give his/her name and shall speak in an audible tone of voice for the record, and unless further time is granted by the Board, shall limit his/her address to five minutes; if more

than five people wish to address the Board of Directors on any one issues, each individual shall be limited to three minutes. All remarks shall be addressed to the Board of Directors as a body and not to any member thereof. No person, other than the Chair and the person having the floor, shall be permitted to enter into any discussion, either directly or through a member of the Board, without permission of the Chair. No question shall be asked of a Board member except through the Chair. Additionally, any person may submit written materials to the Board of Directors for its consideration.

11.02 Public Hearings

- a) Requests for public hearings shall be in writing and shall be submitted to the Administrative Services Coordinator no later than five (5) days before the last day permitted for announcing the public hearing. All public hearings shall be noticed in local newspaper(s) of general circulation by the Administrative Services Coordinator at the direction of the Secretary/General Manager.
- b) The department manager requesting the public hearing shall investigate all applicable requirements for posting of public hearing notices and shall communicate such requests to the Administrative Services Coordinator to ensure that all public hearings are noticed sufficiently in advance of the date of consideration by the Board of Directors.
- c) A public hearing will be held before the Board of Directors when required by federal, state, or local laws or regulations or when it is asked to take action on any of the following projects:
 - (i) A change in 25% or more to the service mileage of any route.
 - (ii) A change in District fares.
 - (iii) Adoption of a Resolution authorizing application for federal funds, state or local funds when required by the funding source.
 - (iv) Adoption of any action taken relating to the adoption of any plan, environmental document, property acquisition, resolution, condemnation resolution or other action relating to a project or property where such public hearing is required by state, federal or local law.
 - (v) Adoption of the Annual Budget.
 - (vi) Adoption of the Short Range Transit Plan.
 - (vii) Adoption of an Ordinance.

XII. RESOLUTIONS, ORDINANCES AND MOTIONS

12.01 Acts of Board

The acts of the Board of Directors shall be expressed by Motion, Resolution or Ordinance. No Ordinance, Resolution or Motion shall have any validity or effect unless passed by the affirmative votes of six directors. The Board of Directors shall not take action by secret ballot, whether preliminary or final in an open or closed session.

12.02 Resolution

No resolution shall be adopted by the Board unless it is presented before the Board in writing or read aloud. Where copies of the resolution have been presented to each Director, the reading of the resolution is automatically waived unless a Director specifically requests that it be read. Resolutions must be adopted by a roll call vote; however, routine resolutions may be placed on the consent agenda. In the event that a Director wishes to dissent or abstain, the resolution will be removed from the consent agenda and be placed on the Regular Agenda. Resolutions may also be passed by unanimous voice vote.

12.03 Ordinance

- (a) No ordinance shall be passed until a public hearing has been held on it, which hearing shall be advertised in a newspaper of general circulation or posted in at least three public places at least 15 days prior to the hearing. No ordinance shall be adopted by the Board of Directors on the day of introduction. Ordinances must be adopted by a roll call vote.
- (b) All ordinances shall be printed after passage, and maintained in the District Administrative Offices.
- (c) The enacting clause of all ordinances shall be as follows:

"Be it enacted by the Board of Directors of the Santa Cruz Metropolitan Transit District:..."
- (d) All ordinances shall be signed by the Chair of the Board or Vice-Chair and attested by the Secretary/General Manager.

XIII. METHOD OF VOTING

13.01 Voice Vote

Unless a roll call vote is specifically requested by a Director, all matters, except the voting on Resolutions and Ordinances, shall be decided by voice vote. All actions of the Board of Directors shall be approved by affirmative vote of a minimum of six voting members of the Board of Directors unless otherwise specifically required.

13.02 Silence Recorded as Affirmative Vote

A member's silence shall be recorded as an affirmative vote.

13.03 Duty to Vote

Each Director has a duty to vote when present at a meeting on matters coming before the Board of Directors or a Board Committee unless he/she has notified the Board of Directors of a legal conflict of interest in accordance with California state law and has made a full public disclosure regarding such conflict of interest. If a conflict of interest is disclosed, the Director shall abstain from voting, unless otherwise required by law to vote.

13.04 Unanimous Voice Votes in Lieu of Roll Call for Resolutions

A Director can move the passage of a Resolution by a unanimous voice vote in lieu of a roll call. If a dissent is registered then a roll call vote shall be taken.

XIV. COMMITTEES AND APPOINTMENTS

14.01 Creation of Committees

The Board of Directors may establish committees for a stated purpose. All committees and their members shall comply with the Ralph M. Brown Open Meeting Act and these Rules and Regulations. The Secretary/General Manager shall provide adequate staffing to assist the committees in doing their work. Directors who are not committee members may attend committee meetings as

long as they attend only as observers when a majority of the Board of Directors is in attendance at the committee meeting. The committees shall include the following:

- (a) Working committees or subcommittees of the Board of Directors analyze, review, and make recommendations to the Board of Directors on items to be presented to the full Board. The Chair of the Board shall appoint members of the Board to such committees or subcommittees and shall also appoint a Board member to chair the committees or subcommittees. If a vacancy occurs, the Board Chair shall appoint a Director to fill the vacancy.
- (b) Minutes shall be taken at each committee and shall be prepared and distributed to the Directors at least two days prior to the regular Board meeting.
- (c) The Board of Directors may from time to time create advisory committees who shall be charged with giving advice to the Board of Directors regarding an issue relevant to the Transit District's business. Appointments to advisory committees may be made by the Chair, or the Board of Directors. Directors, employees or members of the public may sit on an advisory committee. The following are permanent advisory committees of the Board of Directors:

(i) Metro Accessible Services Transit Forum (MASTF)

The Metro Accessible Services Transit Forum (MASTF) is an independent volunteer organization that advises the Santa Cruz Metropolitan Transit District Board of Directors and District management and staff regarding the best methods and resources for providing accessible transportation services to the public. MASTF reviews Metro programs for compliance with §504 of the Vocational Rehabilitation Act of 1973, Americans with Disabilities Act of 1990 and all other appropriate local, state and federal laws and regulations.

(ii) Metro Users Group (MUG)

The Metro Users Group (MUG) is an official advisory committee of the Santa Cruz Metropolitan Transit District Board of Directors. Its purpose is to review, advise, and recommend to the Board of Directors on issues pertaining to the Transit routes and schedules and other issues pertaining to the provision of transit services and support services from the users' perspective. MUG shall make

recommendations to the Board of Directors for its membership appointments.

14.02 Appointment to Santa Cruz County Regional Transportation Commission

- a) The Board of Directors shall annually in January appoint three of its members to represent the Transit District on the Santa Cruz County Regional Transportation Commission (SCCRTC) for a one year term commencing in February. These Directors shall be nominated by the Board Chair. Three alternates to this commission designated in priority order shall also be selected by the Board of Directors. It is the policy of the Board of Directors of establishing as a priority for SCCRTC appointments, appointment of a Board member from the “off rotation city” taking into consideration other factors at the time of appointment.
- b) The Board of Directors may provide its transportation Commission representatives with guidance on issues coming before the Commission to assist the director/commissioner in serving the best interests of the Transit District.

XV. OFFICIAL BULLETIN BOARD

15.01 Posting of Notices

For purposes of posting official notices of the Board of Directors, notices of public hearings, and any other official papers of the Santa Cruz Metropolitan Transit District where posting is required by the law, the Official Bulletin Board of the Santa Cruz Metropolitan Transit District shall be the bulletin board at the entrance of the District Administrative Office. Should the Board of Directors hold a public hearing at any location other than its regular place of meeting, then, in addition to the posting of the notice on the Official Bulletin Board above listed, posting shall also be made upon or near the door of the place of meeting.

- 15.02 All advisory committees created by the Board of Directors are required to post any and all official notices including those notices required by law at the official bulletin board so designated for that purpose at the Santa Cruz Metro Center, 920 Pacific Avenue, Santa Cruz, CA 95060.

XVI. OTHER OFFICES

16.01 General Manager; Powers and Duties

In addition to the powers, duties and obligations of the General Manager, as set forth above, and the applicable Public Utilities Code pertaining to the Santa Cruz Metropolitan Transit District, the powers and duties of the General Manager shall include the following:

- (a) To have charge, subject to the direction and control of the Board of Directors, of the acquisition, construction, maintenance, and operation of the facilities of the District.
- (b) To have charge, subject to the direction and control of the Board of Directors, of the administration of the business affairs of the District.
- (c) To insure that all ordinances of the District are enforced.
- (d) To administer the personnel system and collective bargaining agreements adopted by the Board of Directors and, except for officers appointed by the Board, to appoint, discipline or remove all officers and employees subject to the rules and regulations adopted by the Board, and the applicable provisions of any adopted collective bargaining agreement.
- (e) To prepare and submit or cause to be prepared and submitted to the Board of Directors within 90 days after the end of each fiscal year a complete report of the finances and the administrative activities of the District for the preceding year, and the financial status of the District on the last day thereof.
- (f) To keep the Board of Directors advised as to the needs of the District.
- (g) To formulate and present to the Board of Directors all plans and specifications for the construction of the works of the District and the means to finance them.
- (h) To have no business interest which interferes with his/her duties and responsibilities to the District.
- (i) To cause to be installed and maintained a system of auditing and accounting which shall completely and at all times show the financial

condition of the District.

- (j) Attend meetings of the Board of Directors as directed by the Board, and act as Secretary to the Board.
- (k) To perform such other and additional duties as the Board may require.

16.02 General Manager; Qualifications and Experience

The General Manager shall be chosen on the basis of his/her qualifications with special reference to his/her actual experience in or knowledge of accepted practices and respect to the duties of his/her office as herein above set forth.

16.03 General Manager; Pro Tempore Appointments

The Board of Directors may appoint a General Manager pro tempore during any absence or disability of the General Manager.

16.04 General Manager; Resident Requirement

The General Manager need not be a resident of this State at the time of his/her appointment, however /he/she shall establish a California residency within 30 days of the commencement of his or her duties with the Transit District.

16.05 District Counsel; Appointment, Powers and Duties

The District Counsel shall be admitted to the practice of law in all courts of this State. The District Counsel shall have the power and be required to:

- (a) Represent and advise, if authorized and directed by the Board of Directors, the Board of Directors and all District officers, committees or departments in all matters pertaining to their office.
- (b) Represent and appear, if authorized and directed by the Board of Directors, for the District and any officer or employee, in any and all actions and proceedings in which the District or any officer or employee, in or by reason of their official capacity, is concerned or is a party;

however, the Board of Directors shall have control of all legal business and proceedings and may employ other attorneys to take charge of any litigation or matter, or to assist the District Counsel therein.

- (c) Attend all meetings of the Board of Directors as directed by the Board of Directors and give legal advice or opinions in writing whenever requested to do so by the Board of Directors, or by any of the committees or officers of the District.
- (d) Review all contracts to be made by the District and provide the Board of Directors, its officers and staff with legal advice regarding same.
- (e) Prepare any and all proposed ordinances or resolutions for the District and amendments thereto.
- (f) Perform such other acts relating to the office as the Board of Directors shall require; and
- (g) On vacating the office, surrender all books, papers, files, and documents pertaining to the District's affairs.

PASSED AND ADOPTED this 19th day of November 1999, by the following vote:

AYES: Directors – Almquist, Arthur, Cavallaro, Fitzmaurice, Gabriel, Hinkle, Rios, Rotkin

NOES: Directors -

ABSTAIN: Directors -

ABSENT: Directors – Beautz, Biers, Keogh

APPROVED

JAN BEAUTZ
Chairperson

ATTEST

LESLIE R. WHITE
General Manager

APPROVED AS TO FORM:

MARGARET GALLAGHER

District Counsel

Regulation Number: 1004

Computer Title: Director's Code of Ethics

Effective Date: April 16, 1999

Pages: 4

TITLE: Santa Cruz Metropolitan Transit District Director's Code of Ethics

REVISION DATE	SUMMARY OF REVISION	APPROVED
April 16, 1999	Policy Implemented	

I. POLICY

1.01 District Directors are public servants and, as such, are expected to be impartial and responsible in fulfilling the public trust placed in them. The public expects the highest standard of ethical conduct from all those in public service. District Directors are expected to demonstrate personal integrity, honesty, and truthfulness in all their public activities in order to inspire public confidence and trust in the District.

II. APPLICABILITY

2.01 This policy is applicable to all District Directors.

2.02 Notwithstanding any provision of this Code every District Director shall comply with applicable Federal, State and local laws.

III. RESPONSIBILITIES OF PUBLIC SERVICE

3.01 District Directors are bound to discharge faithfully the duties of their offices, recognizing that the lives, safety, health, and welfare of the general public must be their primary concern. Their conduct in their official and private affairs should be above reproach to assure that their public office is not used for personal gain.

IV. CONFLICT OF INTEREST

- 4.01** District Directors are prohibited from making, participating in, or in any way attempting to use their District offices to influence a District decision in which they know or have reason to know they have a financial interest.
- 4.02** District Directors shall not engage in outside employment, activities, or enterprises for compensation that are inconsistent with, incompatible to, or in conflict with their duties as District Directors. The outside employment, activities or enterprises inconsistent with, incompatible to, or in conflict with an Director's District duties include those which:
- (1) involve the use for private gain or advantage of (a) a Director's District work, District facilities, District equipment and District supplies; or (b) the influence or prestige of his or her position with the District; or
 - (2) involve receipt or acceptance by a District Director of any money or other consideration from anyone other than the District for the performance of an act which the Director would be required or expected to render in the regular course of his or her District obligations as a Director; or
 - (3) involve the performance of an act in other than his or her capacity as a District Director which act may later be subject directly or indirectly to control, inspection, review, audit, or enforcement by the District.
- 4.03** No District Director shall solicit or accept gratuities, favors or anything of monetary value including personal loans, from contractors, subcontractors, consultants, potential contractors, potential consultants, or potential subcontractors, except an unsolicited gift of nominal intrinsic value. "Nominal intrinsic value" for purposes of this section shall mean a value of less than \$250, within a twelve-month period from a single source.
- 4.04** No current or former District Director shall disclose, permit disclosure or otherwise use confidential information acquired by virtue of his or her position with the District for his or her or another person's private gain or for any purpose except in the performance of his/her official duties and responsibilities for the District or as may be required by law. No District Director shall reveal information received in a lawful closed session of the District's Board of Directors unless such information is required by law to be disclosed. No District Director shall take any action or provide any

information for or on behalf of any prospective contractor or vendor that interferes with free and open competition for District contracts.

- 4.05** No District Director shall engage in or permit the unauthorized use of District-owned property, including but not limited to facilities, vehicles, materials, equipment, licensed software and information. Use of District property for purposes other than District business shall be considered an unauthorized use unless a Director has received prior approval for such use by the Board of Directors. Use of District property for non-District business will only be authorized when the Board of Directors determines it is in the best interest of the District to do so.

- 4.07** District Directors shall immediately report to the Board of Directors the existence of a conflict of interest, including a financial interest in making or participating in making of any governmental decision, so that appropriate action be taken.

V. POLITICAL ACTIVITY

- 5.01** Except as herein otherwise provided, or as necessary to meet requirements of federal or state law, no restriction shall be placed on the political activities of any District Director.

- 5.02** No District Director who holds, or who is seeking election or appointment to, any office or employment in a state or local agency shall, directly or indirectly, use, promise, threaten or attempt to use any office, authority, or influence, whether then possessed or merely anticipated, to confer upon or secure for any person, or to aid, obstruct, or to prevent any person from securing, any position, nomination, confirmation, promotion, or change in compensation or position within the District.

- 5.03** No District Director shall directly or indirectly solicit a political contribution from a District employee, except if such solicitation is part of a solicitation made to a significant segment of the public, which may include District employees.

- 5.04** No District Director who holds, or is seeking election or appointment to, any office shall offer or arrange for any increase in compensation or salary

for a District employee in exchange for, or promise of, a contribution or loan for the person who holds, or who is seeking election or appointment to such office.

- 5.05** No District Director shall engage in political activity while acting in his/her capacity as a Director for the District.

VI. NONDISCRIMINATION

- 6.01** District Directors shall not, in the performance of their District responsibilities, engage in unlawful discrimination of any sort under any applicable federal, state, county or municipal law or ordinance, including without limitation discrimination against any person on the basis of race, sex, color, national origin, religion, disability, age, marital status, sexual orientation, or veteran status, and they shall make good faith efforts to support and comply with the District's equal opportunity and affirmative action goals and objectives.

VII. STATEMENTS OF ECONOMIC INTEREST

- 7.01** Directors shall file assuming office statements, annual statements and leaving office statements of economic interests with the District as required by state law. Assuming office statements for Directors shall include disclosure of investments and interests in real property and business but also income, gifts and loans income received during the 12 months prior to the date of assuming office. Upon receipt of these statements the District shall make and retain a copy and forward the original of these statements to the appropriate public agency.

VIII. REPORTING OF IMPROPER GOVERNMENT ACTIVITIES

- 8.01** District Directors are encouraged to serve the public interest by disclosing to the Board of Directors to the extent not in conflict with the attorney-client privilege or the physician-patient privilege, information concerning District activities where the Director has reasonable cause to believe that the information discloses a violation of state or federal statute, or violation or noncompliance with state or federal regulation. No Director of the District shall use or attempt to use his or her authority to interfere with such disclosure made by another Director or a District employee or to retaliate against a Director or District employee for such disclosure.

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: June 16, 2000

TO: Board of Directors

FROM: Leslie R. White, General Manager

SUBJECT: CONSIDERATION OF DIRECTING STAFF TO PREPARE AN ALTERNATIVE SITE ASSESSMENT FOR THE METROBASE ENVIRONMENTAL IMPACT REPORT

I. RECOMMENDED ACTION

That the Board of Directors direct staff to prepare an assessment of alternate sites for the MetroBase Environmental Impact Report

II. SUMMARY OF ISSUES

- The 1989 Loma Prieta Earthquake severely damaged the Santa Cruz Operations facility and destroyed the Watsonville Maintenance and Operations facility.
- In 1995, the Gannett Fleming Consulting Firm examined multiple sites in Santa Cruz County for the purpose of identifying a site for a consolidated operating facility.
- In 1995, Gannett Fleming Consulting Firm recommended the Lipton property in the Westside of Santa Cruz as the preferred site for the consolidation of Metro operations.
- In 1995, the Board of Directors adopted the Consultant recommendation and identified the Lipton property as the preferred site for the consolidated operating facility.
- In 1995 and 1998, the Board of Directors adopted Negative Declarations for environmental impact mitigation purposes in compliance with the California Environmental Quality Act (CEQA) and the National Environmental Policy Act (NEPA).
- In 1999, the Santa Cruz County Regional Transportation Commission (SCCRTC) concluded a Major Transportation Investment Study and adopted an investment strategy calling for a major expansion of Metro bus service by 2015, thus expanding the scope of the consolidated operating facility project.
- In February 2000, the Board of Directors adopted a policy establishing Compressed Natural Gas (CNG) as the future propulsion source for the Metro fleet.
- In response to the modified fuel source, expanded scope of operations, and neighborhood concerns, the Board of Directors has directed the preparation of a full environmental impact report for the MetroBase (Consolidated Operating Facility) project.

- A complete environmental impact report will require the identification and examination of reasonable alternatives.
- Metro staff members have identified a compilation of properties in two configurations in the Harvey West area which could feasibly be developed into alternative sites for the MetroBase project environmental impact report.

III. DISCUSSION

Prior to October 1989, Metro operated from two bases in Santa Cruz County. The North Base was located on River Street in the Harvey West industrial park area and the South Base was located on Sakata Lane in Watsonville. As a result of the Loma Prieta Earthquake, the Watsonville Maintenance and Operations facility was declared unusable and leased facilities began to be utilized for Fleet Maintenance. Severe damage to the Santa Cruz Operations facility resulted in the loss of fueling capability at that site. The Devco commercial facility was substituted for on-site fueling. Ultimately, budgetary constraints forced Metro to cluster its operating facilities in the Harvey West area. This clustering process was completed in April 1999, when the Administrative and Facilities Maintenance functions were added through the lease of a facility in the Harvey West Park area.

In response to the condition of the operating facilities, Metro contracted with the Gannett Fleming consulting firm to evaluate potential sites for the development of a consolidated operating facility. In 1995, Gannett Fleming recommended the Lipton site as the preferred site for an operating base. The site was selected based upon criteria established by the Board of Directors. Included in that criteria was preference for open space which was listed for sale by the owners. The Board felt that the reuse or demolition of property, relocation of occupants and potential condemnation requirements were onerous to the degree that properties in this category should not be considered usable to the same degree as open space listed for sale. In 1995, the Board of Directors adopted the recommendation of the Gannett Fleming consulting firm and identified the Lipton property as the preferred site for the consolidated operating facility project. In 1995 and 1998, pursuant to environmental studies completed by consulting firms, the Metro Board of Directors adopted Negative Declarations containing mitigation measures for impacts which a consolidated operating facility project could impose.

In 1999, the Santa Cruz County Regional Transportation Commission (SCCRTC) completed its work on a Major Transportation Investment Study for the Highway 1 Santa Cruz/Watsonville corridor. One of the investment strategies adopted by the SCCRTC was a significant expansion of Metro fixed route service (210,000 annual hours to 350,000 annual hours). The expanded fixed route bus service contemplated in the investment strategy would require an expanded bus fleet from that previously planned for. As a result, the scope of the consolidated operating facility was expanded. In February 2000, the Board of Directors adopted a policy identifying Compressed Natural Gas (CNG) as the propulsion source for future bus acquisitions. Therefore, a major fueling station was added to the design of the MetroBase (Consolidated Operating Facility) project.

As the MetroBase Project has moved forward, neighboring residences and businesses have expressed increasing concern with regard to the impacts on both the environment and the traffic system along the Mission corridor. As a result of the expanded scope of the project, the modified fuel system and neighborhood concerns, the Board of Directors indicated that a full environmental impact report would be prepared.

An environmental impact report requires the examination of reasonable alternative sites to insure that environmental impacts are minimized and mitigated to the greatest degree possible. Metro staff members have reviewed multiple parcels of property in the Harvey West area to ascertain whether or not alternative sites existed. The Harvey West area was selected as a result of its current zoning and its geographical location at the center of the fixed route service, both current and future, operated by Metro. Metro staff members have identified two potential sites, which could be developed if multiple parcels could be assembled into a single use. In order for the Board of Directors to consider these sites for inclusion as alternatives in an environmental impact report, it is recommended that a more comprehensive site assessment report be developed by staff and presented to the Board of Directors on July 21, 2000. Factors to be addressed in the site assessment report would include site capacity, site acquirability, and the reuse potential of existing buildings. Staff feels that this assessment would provide the foundation for the Board of Directors to determine whether it is appropriate to modify the preferred site designation and to identify appropriate alternatives to be included in the EIR.

IV. FINANCIAL CONSIDERATIONS

Funds for staff time and support services for an alternative site assessment for the MetroBase project are included in the 1999/2000 Metro budget.

V. ATTACHMENTS

Attachment A: Harvey West Site Map

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: March 17, 2000

TO: Board of Directors

FROM: Les White, General Manager

SUBJECT: CONSIDERATION OF SETTING DATE AND TIME FOR COMMUNITY MEETING FOR POTENTIAL HARVEY WEST ALTERNATIVE SITES FOR METROBASE PROJECT

I. RECOMMENDED ACTION

The Board of Directors hold a meeting in the Harvey West area prior to July 21, 2000 to gather public comment regarding the potential use of alternative sites for the MetroBase Project.

II. SUMMARY OF ISSUES

- Metro staff members are currently developing alternative site configurations for the MetroBase project in preparation for an Environmental Impact Report.
- The alternative MetroBase sites being examined are located in the Harvey West area.
- A public meeting would provide an opportunity for residents and businesses located in or adjacent to the Harvey West area to comment on the alternative sites prior to action being taken by the Board of Directors on July 21, 2000.
- A public meeting could provide an opportunity to gather information with respect to issues which may need to be addressed as a part of a MetroBase Environmental Impact Report.

III. DISCUSSION

In order to prepare to conduct a full EIR for the MetroBase project, it has been necessary for Metro staff members to identify reasonable alternative sites. The process of identifying additional sites for examination has been focused on the Harvey West Industrial Park area. The Harvey West area was selected primarily as a result of current zoning and proximity to the center point of current and future Metro fixed route service. Prior to this undertaking, Harvey West sites had not been identified as desirable due to the necessity of purchasing property currently in active use. When property in active use is purchased, the resulting displacement of businesses and residences imposes a relocation obligation on Metro. As a result the Harvey West option examined by Gannet-Fleming in 1995, was not recommended as a preferred site for the MetroBase project.

With the decision to prepare a full EIR on the MetroBase project, an examination of alternate sites was necessary. The sites being examined at this time will require relocation. As the introduction of Harvey West alternatives into the process is a relatively new event, surrounding businesses and residences have not had an opportunity to provide public comment to the Board of Directors. Metro staff recommends that the Board of Directors set a date and time for a public meeting to be held in the Harvey West area to provide an opportunity for interested persons to comment on potential sites for MetroBase.

Metro staff further recommends that such a public meeting be held prior to a Board of Directors meeting on July 21, 2000, where it is contemplated that preferred site designation and alternatives identification decisions will be made.

IV. FINANCIAL CONSIDERATIONS

Funding necessary to carry out a public meeting in the Harvey West area is available in the Metro budget.

V. ATTACHMENTS

None