

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

BOARD OF DIRECTORS REGULAR MEETING AGENDA MAY 17, 2002 (Third Friday of Each Month) CAPITOLA CITY COUNCIL CHAMBERS

420 Capitola Avenue
Capitola, California
9:00 a.m. - Noon

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

1. ROLL CALL
2. ORAL AND WRITTEN COMMUNICATION
 - a. Crista Cannariato RE: Service Reductions
 - b. Jeanette Larkin RE: Service Reductions
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 4/12/02 & 4/19/02 and Special Board Meeting Minutes of 4/26/02
Minutes: To be included in the Add-On Packet
- 7-2. ACCEPT AND FILE PRELIMINARILY APPROVED CLAIMS
Report: Attached
- 7-3. ACCEPT AND FILE April 2002 RIDERSHIP REPORT
Report: Page 1 will be included in the Add-On Packet
Balance of report is Attached
- 7-4. CONSIDERATION OF TORT CLAIM: Deny the Claim of: Mercury Insurance Group, Claim #02-0015

* Please note: Location of Meeting Place

- 7-5. ACCEPT AND FILE MINUTES OF MASTF COMMITTEE MEETING OF 4/18/02
Minutes: Attached
- 7-6. ACCEPT AND FILE MINUTES OF MUG COMMITTEE MEETING OF 4/17/02
Minutes: Attached
- 7-7. ACCEPT AND FILE MONTHLY BUDGET STATUS REPORT FOR MARCH 2002
AND APPROVAL OF BUDGET TRANSFERS
Staff Report: Attached
- 7-8. ACCEPT AND FILE STATUS REPORT ON ADA PARATRANSIT PROGRAM FOR
MARCH 2002
Staff Report: To be included in the June Agenda Packet
- 7-9. ACCEPT AND FILE HIGHWAY 17 STATUS REPORT FOR MARCH 2002
Staff Report: Attached
- 7-10. ACCEPT AND FILE UNIVERSITY OF CALIFORNIA, SANTA CRUZ SERVICE
UPDATE
Staff Report: Attached
- 7-11. CONSIDERATION OF RENEWAL OF CONTRACT WITH COUNTY OF SANTA
CRUZ FOR PAYROLL SERVICES
Staff Report: Attached
- 7-12. CONSIDERATION OF AMENDING BROWN, ARMSTRONG, RANDALL, REYES,
PAULDEN & MC COWN ACCOUNTANCY CORPORATION CONTRACT FOR
AUDIT AND TAX SERVICES
Staff Report: Attached
**(Moved to Consent Agenda at the May 10, 2002 Board Meeting. Staff Report
retained original numbering as Item #18)**
- 7-13. CONSIDERATION OF PURCHASING ONE ADDITIONAL BUS FROM ORION BUS
COMPANY
Staff Report: **To be included in the Add-On Packet**
**(Moved to Consent Agenda at the May 10, 2002 Board Meeting. Staff Report
will retain original numbering as Item #21)**
- 7-14. CONSIDERATION OF A RESOLUTION AUTHORIZING A JOINT GRANT
APPLICATION WITH MONTEREY-SALINAS TRANSIT TO THE AIR DISTRICT
FOR AB 2766 FUNDS FOR A PUBLIC RELATIONS CAMPAIGN
Staff Report: Attached
**(Moved to Consent Agenda at the May 10, 2002 Board Meeting. Staff Report
retained original numbering as Item #22)**

- 7-15. CONSIDERATION OF AMENDING THE TRANSIT INFORMATION PRODUCTS CONTRACT FOR THE PRINTING OF *HEADWAYS*
Staff Report: Attached
(Moved to Consent Agenda at the May 10, 2002 Board Meeting. Staff Report retained original numbering as Item #23)
- 7-16. CONSIDERATION OF A LEASE AGREEMENT BETWEEN SANTA CRUZ METROPOLITAN TRANSIT DISTRICT AND GIL CANALES FOR LEASING OFFICE SPACE AT THE WATSONVILLE TRANSIT CENTER
Staff Report: Attached
(Moved to Consent Agenda at the May 10, 2002 Board Meeting. Staff Report retained original numbering as Item #24)
- 7-17. ACCEPT AND FILE NOTIFICATION OF ACTIONS TAKEN IN CLOSED SESSION REGARDING THE CASE OF LISA GONZALES**
Staff Report: To be included in the Add-On Packet

REGULAR AGENDA

8. PRESENTATION OF EMPLOYEE LONGEVITY AWARDS
Presented by: Sheryl Ainsworth, Chairperson
Staff Report: Attached
9. CONSIDERATION OF AWARD OF CONTRACT FOR FURNISHING CNG FUEL STATION EQUIPMENT
Presented by: Tom Stickel, Fleet Maintenance Manager
Staff Report: **Replacement Staff Report distributed to Directors at the May 10th Board Meeting. Will be included in the Add-On Packet for the public**
10. **DELETED**
11. **DELETED**
12. **DELETED**
13. CONSIDERATION OF AWARD OF CONTRACT FOR AUTOMATED BUS STOP ANNOUNCEMENT SYSTEM
Presented by: Tom Stickel, Fleet Maintenance Manager
Staff Report: To be included in the Add-On Packet

14. CONSIDERATION OF A RESOLUTION APPROVING A PROGRAM OF PROJECTS AND AUTHORIZING APPLICATION AND EXECUTION OF FTA GRANTS FOR URBANIZED AREA FORMULA FUNDS FOR FY 2002 AND AMENDING THE PROGRAM OF PROJECTS FROM FY 1999

Presented by: Mark Dorfman, Assistant General Manager

Staff Report: Attached

PUBLIC HEARING

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

Presented by: Mark Dorfman, Assistant General Manager

Staff Report: Attached

16. **DEFERRED TO THE JUNE 21, 2002 BOARD MEETING**

17. **DEFERRED TO THE JUNE 21, 2002 BOARD MEETING**

18. **MOVED TO CONSENT AGENDA AS ITEM #7-12**

19. CONSIDERATION OF MODIFYING THE DISTRICT'S BUS STOP SHELTER SPECIFICATIONS AND APPROVE BUS STOP ADVISORY COMMITTEE (BSAC) RECOMMENDATIONS

Presented by: David Konno, Facilities Maintenance Manager

Staff Report: Attached

20. CONSIDERATION OF ELIMINATION OF PERFORMANCE BOND FOR NEW FLYER BUS ORDER (RFP 01-16)

Presented by: Mark Dorfman, Assistant General Manager

Staff Report: Attached

21. **MOVED TO CONSENT AGENDA AS ITEM #7-13**

22. **MOVED TO CONSENT AGENDA AS ITEM #7-14**

23. **MOVED TO CONSENT AGENDA AS ITEM #7-15**

24. **MOVED TO CONSENT AGENDA AS ITEM #7-16**

25. CONSIDERATION OF AMENDING BYLAWS TO CHANGE THE NUMBER OF BOARD OF DIRECTORS MONTHLY MEETINGS FROM TWO TO ONE

Presented by: Margaret Gallagher, District Counsel

Staff Report: Attached

26. CONSIDERATION OF NEW SITE CLUSTER FOR THE METROBASE PROJECT BY DIRECTORS KEOGH AND NORTON
Presented by: Directors Keogh and Norton
Directors' Report: **Distributed to Directors at May 10th meeting. Will be included in Add-On Packet for the public**
27. **CONSIDERATION OF AWARD OF CONTRACT FOR URBAN DESIGN CONSULTING SERVICES**
Presented by: Tom Stickel, Fleet Maintenance Manager
Staff Report: To be included in the Add-On Packet
28. **PUBLIC HEARING ON DRAFT FINAL BUDGET FOR FY 02/03**
Presented by: Elisabeth Ross, Finance Manager
Staff Report: To be included in the Add-On Packet
29. **CONSIDERATION OF FEASIBILITY OF OBTAINING AN OPTION TO PURCHASE THE PROPERTY OWNED BY SALZ TANNERY**
Presented by: Les White, General Manager
Staff Report: To be included in the Add-On Packet
30. **CONSIDERATION OF REVISED SCHEDULE FOR THE METROBASE PROJECT**
Presented by: Les White, General Manager
Staff Report: To be included in the Add-On Packet
31. **CONSIDERATION OF STATUS OF CONTRACT WITH WATERLEAF INTERIORS INC. FOR DESIGN/ENGINEERING SERVICES FOR THE METROBASE PROJECT**
Presented by: Les White, General Manager
Staff Report: To be included in the Add-On Packet
32. **CONSIDERATION OF OPTIONS TO ENHANCE THE HARVEY WEST CLUSTER 1 SITE FOR THE METROBASE PROJECT**
Presented by: Les White, General Manager
Staff Report: To be included in the Add-On Packet
33. **ACCEPT AND FILE REPORT EXPLAINING VEHICLE LIABILITY RATE INCREASES**
Presented by: Mark Dorfman, Assistant General Manager
Staff Report: To be included in the Add-On Packet
34. REVIEW OF ITEMS TO BE DISCUSSED IN CLOSED SESSION: District Counsel
35. ORAL AND WRITTEN COMMUNICATIONS REGARDING CLOSED SESSION

SECTION II: CLOSED SESSION

1. CONFERENCE WITH LEGAL COUNSEL – EXITING LITIGATION
(Pursuant to Subdivision (a) of Section 54956.9)
 - a. Name of Case: Mary McDonald vs. Santa Cruz Metropolitan Transit District
 - b. Name of Case: Dewayne Cargill vs. Metropolitan Water District of So. California, et al

SECTION III: RECONVENE TO OPEN SESSION

36. REPORT OF CLOSED SESSION

ADJOURN

NOTICE TO PUBLIC

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

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

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

The Santa Cruz Metropolitan Transit District does not discriminate on the basis of disability. The Capitola City Council Chambers is located in an accessible facility. Any person who requires an accommodation or an auxiliary aid or service to participate in the meeting, please contact Dale Carr at 831-426-6080 as soon as possible in advance of the Board of Directors meeting. Hearing impaired individuals should call 711 for assistance in contacting METRO regarding special requirements to participate in the Board meeting.

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: May 17, 2002

TO: Board of Directors

FROM: General Manager

SUBJECT: ADDITIONAL MATERIAL TO THE MAY 17, 2002 BOARD MEETING AGENDA

CONSENT AGENDA:

ADD TO ITEM #7-1 APPROVE REGULAR BOARD MEETING MINUTES OF 4/12/02 & 4/19/02 and Special Board Meeting Minutes of 4/26/02
(Insert Minutes)

ADD TO ITEM #7-3 ACCEPT AND FILE APRIL 2002 RIDERSHIP REPORT
(Insert Page 1 of Ridership Report)

ADD TO ITEM #7-4 CONSIDERATION OF TORT CLAIM: Deny the Claim of: Mercury Insurance Group, Claim #02-0015
(Insert Claim)

DELETE ITEM #7-8 ACCEPT AND FILE STATUS REPORT ON ADA PARATRANSIT PROGRAM FOR MARCH 2002
(Will be included in June Agenda Packet)

ADD TO ITEM #7-11 CONSIDERATION OF RENEWAL OF CONTRACT WITH COUNTY OF SANTA CRUZ FOR PAYROLL SERVICES
(Replace revised page)

ADD TO ITEM #7-13 CONSIDERATION OF PURCHASING ONE ADDITIONAL BUS FROM ORION BUS COMPANY
(Insert Staff Report under original numbering of Item 21))

ADD TO ITEM #7-17 ACCEPT AND FILE NOTIFICATION OF ACTIONS TAKEN IN CLOSED SESSION REGARDING THE CASE OF LISA GONZALES
(Insert Staff Report)

REGULAR AGENDA:

ADD TO ITEM #9 CONSIDERATION OF AWARD OF CONTRACT FOR FURNISHING CNG FUEL STATION EQUIPMENT
Presented by: Tom Stickel, Fleet Maintenance Manager
(Insert Replacement Staff Report)
(Staff Report distributed to Board at 05/10/02 Meeting)

- DELETE ITEM #10** CONSIDERATION OF RESOLUTION TO GRANT ANOTHER DESIGNATED PERIOD FOR TWO YEARS ADDITIONAL SERVICE CREDIT FOR ELIGIBLE DISTRICT EMPLOYEES ENROLLED IN THE PUBLIC EMPLOYEES RETIREMENT SYSTEM
(Action taken at the May 10 Board Meeting)
- DELETE ITEM #11** CONSIDERATION OF REVISING RETIREMENT FORMULA FOR DISTRICT EMPLOYEES ENROLLED IN THE PUBLIC EMPLOYEES RETIREMENT SYSTEM
(Action taken at the May 10 Board Meeting)
- DELETE ITEM #12** CONSIDERATION OF ISSUING A DECLARATION OF FISCAL EMERGENCY AND IMPLEMENTATION OF SERVICE REDUCTIONS
(Action taken at the May 10 Board Meeting)
- ADD TO ITEM #13** CONSIDERATION OF AWARD OF CONTRACT FOR AUTOMATED BUS STOP ANNOUNCEMENT SYSTEM
Presented by: Tom Stickel, Fleet Maintenance Manager
(Insert Staff Report)
- DELETE ITEM #16** CONSIDERATION OF DISPOSAL OF THE PROPERTY LOCATED AT 617 REDWOOD DR., FELTON, CALIFORNIA
(Deferred to the June 21, 2002 Board Meeting)
- DELETE ITEM #17** CONSIDERATION OF ADOPTING PROCEDURE FOR THIRD PARTIES TO FILE ADA/504 COMPLAINTS AGAINST THE SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
(Deferred to the June 21, 2002 Board Meeting)
- ADD TO ITEM #26** CONSIDERATION OF SITE ENHANCEMENT OPTIONS BY DIRECTORS KEOGH AND NORTON FOR THE METROBASE PROJECT
Presented by: Directors Keogh and Norton
(Insert Directors' Report)
(Report distributed to Board at 05/10/02 Meeting)
- ADD TO ITEM #27** CONSIDERATION OF AWARD OF CONTRACT FOR URBAN DESIGN CONSULTING SERVICES
Presented by: Tom Stickel, Fleet Maintenance Manager
(Insert Staff Report)
- ADD TO ITEM #28** PUBLIC HEARING ON DRAFT FINAL BUDGET FOR FY 02/03
Presented by: Elisabeth Ross, Finance Manager
(Insert Staff Report)

- ADD TO ITEM #29** CONSIDERATION OF FEASIBILITY OF OBTAINING AN OPTION TO PURCHASE THE PROPERTY OWNED BY SALZ TANNERY
Presented by: Les White, General Manager
(Insert Staff Report)
- ADD TO ITEM #30** CONSIDERATION OF REVISED SCHEDULE FOR THE METROBASE PROJECT
Presented by: Les White, General Manager
(Insert Staff Report)
- ADD TO ITEM #31** CONSIDERATION OF STATUS OF CONTRACT WITH WATERLEAF INTERIORS INC. FOR DESIGN/ENGINEERING SERVICES FOR THE METROBASE PROJECT
Presented by: Les White, General Manager
(Insert Staff Report)
- ADD TO ITEM #32** CONSIDERATION OF OPTIONS TO ENHANCE THE HARVEY WEST CLUSTER 1 SITE FOR THE METROBASE PROJECT
Presented by: Les White, General Manager
(Insert Staff Report)
- ADD TO ITEM #33** ACCEPT AND FILE REPORT EXPLAINING VEHICLE LIABILITY RATE INCREASES
Presented by: Mark Dorfman, Assistant General Manager
(Insert Staff Report)

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

BOARD OF DIRECTORS REGULAR MEETING AGENDA

May 10, 2002 (Second Friday of Each Month)

*SCMTD ENCINAL CONFERENCE ROOM

370 ENCINAL STREET, SUITE 100

SANTA CRUZ, CALIFORNIA

9:00 a.m. – 11:00 a.m.

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

1. ROLL CALL
2. ORAL AND WRITTEN COMMUNICATION
 - a. Crista Cannariato RE: Service Reductions
 - b. Jeanette Larkin RE: Service Reductions
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 4/12/02 & 4/19/02
Minutes: To be included in the Add-On Packet
 - 7-2. ACCEPT AND FILE PRELIMINARILY APPROVED CLAIMS
Report: Attached
 - 7-3. ACCEPT AND FILE April 2002 RIDERSHIP REPORT
Report: Page 1 will be included in the Add-On Packet
Balance of report is Attached
 - 7-4. CONSIDERATION OF TORT CLAIM: Deny the Claim of: CSAA-IIB
(subro. Guzman)
Claim: Attached
ACTION REQUIRED AT THE MAY 10TH BOARD MEETING
 - 7-5. ACCEPT AND FILE MINUTES OF MASTF COMMITTEE MEETING OF 4/18/02
- * Please note: Location of Meeting Place

- Minutes: Attached
- 7-6. ACCEPT AND FILE MINUTES OF MUG COMMITTEE MEETING OF 4/17/02
Minutes: Attached
- 7-7. ACCEPT AND FILE MONTHLY BUDGET STATUS REPORT FOR MARCH 2002 AND APPROVAL OF BUDGET TRANSFERS
Staff Report: Attached
- 7-8. ACCEPT AND FILE STATUS REPORT ON ADA PARATRANSIT PROGRAM FOR MARCH 2002
Staff Report: To be included in the Add-On Packet
- 7-9. ACCEPT AND FILE HIGHWAY 17 STATUS REPORT FOR MARCH 2002
Staff Report: Attached
- 7-10. ACCEPT AND FILE UNIVERSITY OF CALIFORNIA, SANTA CRUZ SERVICE UPDATE
Staff Report: Attached
- 7-11. CONSIDERATION OF RENEWAL OF CONTRACT WITH COUNTY OF SANTA CRUZ FOR PAYROLL SERVICES
Staff Report: Attached

REGULAR AGENDA

8. PRESENTATION OF EMPLOYEE LONGEVITY AWARDS
Presented by: Sheryl Ainsworth, Chairperson
Staff Report: Attached
9. CONSIDERATION OF AWARD OF CONTRACT FOR FURNISHING CNG FUEL STATION EQUIPMENT
Presented by: Tom Stickel, Fleet Maintenance Manager
Staff Report: Attached
ACTION REQUIRED AT THE MAY 10TH BOARD MEETING
10. CONSIDERATION OF RESOLUTION TO GRANT ANOTHER DESIGNATED PERIOD FOR TWO YEARS ADDITIONAL SERVICE CREDIT FOR ELIGIBLE DISTRICT EMPLOYEES ENROLLED IN THE PUBLIC EMPLOYEES RETIREMENT SYSTEM
Presented by: Elisabeth Ross, Finance Manager
Staff Report: Attached
ACTION REQUIRED AT THE MAY 10TH BOARD MEETING

11. CONSIDERATION OF REVISING RETIREMENT FORMULA FOR DISTRICT EMPLOYEES ENROLLED IN THE PUBLIC EMPLOYEES RETIREMENT SYSTEM
Presented by: Elisabeth Ross, Finance Manager
Staff Report: Attached
ACTION REQUIRED AT THE MAY 10TH BOARD MEETING
12. CONSIDERATION OF ISSUING A DECLARATION OF FISCAL EMERGENCY AND IMPLEMENTATION OF SERVICE REDUCTIONS
Presented by: Elisabeth Ross, Finance Manager
Staff Report: Attached
ACTION REQUIRED AT THE MAY 10TH BOARD MEETING
13. CONSIDERATION OF AWARD OF CONTRACT FOR AUTOMATED BUS STOP ANNOUNCEMENT SYSTEM
Presented by: Tom Stickel, Fleet Maintenance Manager
Staff Report: To be included in the Add-On Packet
14. CONSIDERATION OF A RESOLUTION APPROVING A PROGRAM OF PROJECTS AND AUTHORIZING APPLICATION AND EXECUTION OF FTA GRANTS FOR URBANIZED AREA FORMULA FUNDS FOR FY 2002 AND AMENDING THE PROGRAM OF PROJECTS FROM FY 1999
Presented by: Mark Dorfman, Assistant General Manager
Staff Report: Attached
PUBLIC HEARING AT THE MAY 17TH BOARD MEETING
15. CONSIDERATION OF RECOMMENDATION TO APPROVE ASSESSMENT FOR COOPERATIVE RETAIL MANAGEMENT DISTRICT
Presented by: Mark Dorfman, Assistant General Manager
Staff Report: Attached
16. CONSIDERATION OF DISPOSAL OF THE PROPERTY LOCATED AT 617 REDWOOD DR., FELTON, CALIFORNIA
Presented by: Margaret Gallagher, District Counsel
Staff Report: To be distributed at the May 10th Board Meeting
17. CONSIDERATION OF ADOPTING PROCEDURE FOR THIRD PARTIES TO FILE ADA/504 COMPLAINTS AGAINST THE SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
Presented by: Margaret Gallagher, District Counsel
Staff Report: Attached

18. CONSIDERATION OF AMENDING BROWN, ARMSTRONG, RANDALL, REYES, PAULDEN & MC COWN ACCOUNTANCY CORPORATION CONTRACT FOR AUDIT AND TAX SERVICES
Presented by: Tom Stickel, Fleet Maintenance Manager
Staff Report: Attached
19. CONSIDERATION OF MODIFYING THE DISTRICT'S BUS STOP SHELTER SPECIFICATIONS AND APPROVE BUS STOP ADVISORY COMMITTEE (BSAC) RECOMMENDATIONS
Presented by: David Konno, Facilities Maintenance Manager
Staff Report: Attached
POWER POINT PRESENTATION AT MAY 10TH BOARD MEETING
20. CONSIDERATION OF ELIMINATION OF PERFORMANCE BOND FOR NEW FLYER BUS ORDER (RFP 01-16)
Presented by: Mark Dorfman, Assistant General Manager
Staff Report: Attached
21. CONSIDERATION OF PURCHASING ONE ADDITIONAL BUS FROM ORION BUS COMPANY
Presented by: Tom Stickel, Fleet Maintenance Manager
Staff Report: To be included in the Add-On Packet
22. CONSIDERATION OF A RESOLUTION AUTHORIZING A JOINT GRANT APPLICATION WITH MONTEREY-SALINAS TRANSIT TO THE AIR DISTRICT FOR AB 2766 FUNDS FOR A PUBLIC RELATIONS CAMPAIGN
Presented by: Mark Dorfman, Assistant General Manager
Staff Report: Attached
23. CONSIDERATION OF AMENDING THE TRANSIT INFORMATION PRODUCTS CONTRACT FOR THE PRINTING OF *HEADWAYS*
Presented by: Tom Stickel, Fleet Maintenance Manager
Staff Report: Attached
24. CONSIDERATION OF A LEASE AGREEMENT BETWEEN SANTA CRUZ METROPOLITAN TRANSIT DISTRICT AND GIL CANALES FOR LEASING OFFICE SPACE AT THE WATSONVILLE TRANSIT CENTER
Presented by: Margaret Gallagher, District Counsel
Staff Report: Attached
25. CONSIDERATION OF AMENDING BYLAWS TO CHANGE THE NUMBER OF BOARD OF DIRECTORS MONTHLY MEETINGS FROM TWO TO ONE
Presented by: Margaret Gallagher, District Counsel
Staff Report: Attached

26. CONSIDERATION OF SITE ENHANCEMENT OPTIONS BY DIRECTORS KEOGH AND NORTON FOR THE METROBASE PROJECT
Presented by: Directors Keogh and Norton
Directors' Report: To be distributed at the May 10th Meeting
27. REVIEW OF ITEMS TO BE DISCUSSED IN CLOSED SESSION: District Counsel
28. ORAL AND WRITTEN COMMUNICATIONS REGARDING CLOSED SESSION

SECTION II: CLOSED SESSION

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

SECTION III: RECONVENE TO OPEN SESSION

29. REPORT OF CLOSED SESSION

ADJOURN

NOTICE TO PUBLIC

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meeting. Hearing impaired individuals should call 711 for assistance in contacting METRO regarding special requirements to participate in the Board meeting.

NOTICE

REMINDER: The May 17th Board of Directors Meeting will be held at the Capitola City Council Chambers, 420 Capitola Avenue, Capitola, at 9:00 a.m.

To: publicinput@scmt.com
Subject: highway 17 express: proposed changes

Hello,

I realize that yesterday was the last day to submit comments but I did not see the notice until I was riding home on the Highway 17 Express last night so I am hoping you can still take this into consideration.

The Highway 17 Express is a wonderful and necessary service. I am dependent on it as my transportation to and from school. I live and work in Santa Cruz but am working towards my master's degree at San Jose State University. Because my program is mostly made up of commuters and part-time students who are working, like me, many of the classes are in the afternoon or at night. One of the main class starting times is 4pm. The Northbound bus that leaves Scotts Valley at 2:25 gets to SJSU in time for class. The alternative, the 3: 10 departure, gets students to classes that start at that time late. Professors don't look kindly on late entrances.

Please consider this in your decision. Without your service, I would be unable to get my degree.

Thank you,

Crista Cannariato
83 1-426-0680
cristac@cats.ucsc.edu

Date: Fri, 26 Apr 2002 11:45:37 -0700
From: Jeanette Larkin <jl@lpmachining.com>
Subject: Hwy 17 Express
To: dcarr@scmtd.com
X-Mailer: Mirapoint Webmail Direct 2.9.3.2

Dear Mr. Carr,

One of my employees, Vincent Salvatore rides your bus each morning at 7:45 and told me to please email you and ask to please not cut the bus to Scotts Valley. It works out perfectly and is very convenient for him as well as for us since he is the most punctual employee we have.

I was told that you would be voting on this today. I hope you will please consider us over at Larkin Precision Machining Inc. when making your decision.

Much thanks,

Jeanette Larkin
Larkin Precision Machining Inc.
(83 1) 438-2700

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

Minutes- Board of Directors

April 12, 2002

A Regular Meeting of the Board of Directors of the Santa Cruz Metropolitan Transit District met on Friday, April 12, 2002 at the District's Administrative Office, 370 Encinal Street, Santa Cruz, CA.

Vice-Chairperson Reilly called the meeting to order at 9:03 a.m.

SECTION 1: OPEN SESSION

1. ROLL CALL:

DIRECTORS PRESENT

Sheryl Ainsworth
Jeff Almquist
Jan Beautz
Tim Fitzmaurice
Michelle Hinkle
Mike Keogh
Christopher Krohn
Ana Ventura Phares
Emily Reilly
Pat Spence

DIRECTORS ABSENT

Dennis Norton
Ex-Officio Mike Rotkin

STAFF PRESENT

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

Tom Hiltner, Grants/Legis. Analyst
David Konno, Fac. Maint. Manager
Lloyd Longnecker, District Buyer
Kathy O'Mara, Schedule Analyst
Elisabeth Ross, Finance Manager
Judy Souza, Base Superintendent
Tom Stickel, Fleet Maint. Manager

EMPLOYEES AND MEMBERS OF THE PUBLIC WHO INDICATED THEY WERE PRESENT

April Axton, Lift Line
Jenny Bragar, Outreach Consultant
Wally Brondstatter, UTU
Ceil Cirillo, County Redevelopment Dept.
Linda Clayton, SEA
Pat Dellin, SCCRTC
Dianne Dunn, SEIU
Mary Ferrick, PSA
Kasandra Fox, MASTF

Don Hubbard, Harvey West Bus. Asso.
Steve Marcus, UTU
Bonnie Morr, UTU
Carolyn O'Donnell, TMA
Michael Paul, Goodwill Industries
Steve Paulsen, UTU
Celia Scott, Environmental Consultant
Peter Scott, Concerned Citizen
Will Regan, VMU

2. ORAL AND WRITTEN COMMUNICATION

- | | | |
|----|--|-----------------------------|
| a. | Deborah Lane, MASTF | RE: Board Agendas |
| b. | Terrence Lee Hancock
Senior Citizens Legal Services | RE: Community Bridges |
| c. | Alan Goes, Bus Operator | RE: Call Stop Announcements |
| d. | Norman Schwartz, Bolton Hill Co. | RE: Request for Service |

3. LABOR ORGANIZATION COMMUNICATIONS

Dianna Dunn who represents SEA, PSA and VMU attended budget hearings at the District and would like to submit a request to the Board asking them to consider the retirement of 2.7% at 55.

Bonnie Morr reiterated Dianna Dunn's request for two years of service credit and 2.7% at 55. Letters were distributed from the presidents of the SEIU and UTU unions.

4. METRO USERS GROUP (MUG) COMMUNICATIONS

Nothing to report.

5. METRO ACCESSIBLE SERVICES TRANSIT FORUM (MASTF) COMMUNICATIONS

Director Spence stated that there was a joint meeting of MASTF and MUG on April 11, 2002 regarding service cuts.

6. ADDITIONAL DOCUMENTATION TO SUPPORT EXISTING AGENDA ITEMS

Replacement page 7-3 was distributed to the Board.

CONSENT AGENDA

7-1. APPROVE REGULAR BOARD MEETING MINUTES OF 3/8/02 and 3/15/02 and Special Board Meeting Minutes of 3/26/02

There were two corrections to the Minutes of 3/15: Director Reilly was listed as being present when she was absent. The Stoke Center should instead read Dominican Stroke Center instead of Cabrillo Stroke Center.

7-2. ACCEPT AND FILE PRELIMINARILY APPROVED CLAIMS

No questions or comments.

7-3. ACCEPT AND FILE MARCH 2002 RIDERSHIP REPORT

No questions or comments.

7-4. CONSIDERATION OF TORT CLAIMS: None

None

7-5. ACCEPT AND FILE MINUTES OF MASTF COMMITTEE MEETING OF 3/14/02

No questions or comments.

7-6. ACCEPT AND FILE MINUTES OF MUG COMMITTEE MEETING OF 3/13/02

No questions or comments.

7-7. ACCEPT AND FILE MONTHLY BUDGET STATUS REPORT FOR FEBRUARY 2002 AND APPROVAL OF BUDGET TRANSFERS

No questions or comments.

7-8. ACCEPT AND FILE UNIVERSITY OF CALIFORNIA, SANTA CRUZ SERVICE UPDATE

No questions or comments.

7-9. ACCEPT AND FILE STATUS REPORT ON ADA PARATRANSIT PROGRAM FOR FEBRUARY 2002

No questions or comments.

7-10. ACCEPT AND FILE HIGHWAY 17 STATUS REPORT FOR FEBRUARY 2002

No questions or comments.

7-11. ACCEPT AND FILE STATUS REPORT ON CALL STOP ISSUE PROGRESS

Bryant Baehr stated that Staff is recommending that this item be changed from monthly reporting to quarterly reporting.

REGULAR AGENDA

8. **CONSIDERATION OF CHANGE ORDER WITH NEW FLYER OF AMERICA TO PURCHASE REMOTE KEYPADS FOR FAREBOXES FOR EIGHT (8) COMPRESSED NATURAL GAS (CNG) LOW-FLOOR BUSES**
ACTION NEEDED ON APRIL 12TH

Discussion:

METRO piggybacked eight CNG low-floor buses onto the Pierce Transit order to be delivered this summer. The keypads on the new fareboxes would be too far away from the bus operator. Remote keypads are needed for this reason. These keypads would be paid with grant funds METRO currently has rather than with operating funds. Staff is requesting that the Board authorize a change order for this purchase.

ACTION: MOTION: DIRECTOR ALMQUIST SECOND: DIRECTOR AINSWORTH

Authorize the General Manager to execute a change order with New Flyer of America to purchase remote farebox keypads for the eight (8) CNG buses on order.

Motion passed unanimously.

9. **CONSIDERATION OF AWARD OF CONTRACT FOR FURNISHING TEN (10) DIESEL HIGH-FLOOR SUBURBAN BUSES THAT CAN BE CONVERTED TO COMPRESSED NATURAL GAS (CNG)**
ACTION NEEDED ON APRIL 12TH

Summary:

This item is to request authorization to purchase ten (10) diesel high-floor buses that can be converted to CNG. These buses would be used on the Highway 17 route. Two responses were received from the Request For Proposals (RFP). The Evaluation Team ranked the two proposers and recommends that Orion be awarded the contract. Orion Bus Industries has extensive experience building convertible buses.

Discussion:

Director Ainsworth inquired about the interim period between the time when all buses need to be fueled by an alternate fuel path which is January 30, 2003, and the earliest delivery date for the convertible buses, which is May 30, 2003. Mark Dorfman replied that staff would send a letter to the California Air Resources Board (CARB) requesting an extension until the new buses are received.

ACTION: MOTION: DIRECTOR ALMQUIST SECOND: DIRECTOR HINKLE

Authorize the General Manager to enter into a contract with Orion Bus Industries for the purchase of ten (10) each diesel, high-floor suburban buses that can be converted to CNG.

Mr. Dorfman added that these buses are fully funded by the State. An additional bus will be added to the order in May. The trolley will arrive in September/October. Director Spence requested a spreadsheet identifying all buses and what features they will have.

Motion passed unanimously.

**10. CONSIDERATION OF AWARD OF CONTRACT FOR FURNISHING TWENTY-NINE (29) LOW-FLOOR BUSES THAT CAN BE CONVERTED TO COMPRESSED NATURAL GAS (CNG)
ACTION NEEDED ON APRIL 12TH**

Summary:

Staff is requesting that fifteen 35' diesel, low-floor buses and fourteen 40' diesel low-floor buses be purchased. All these buses would be convertible to CNG and would replace local route service buses. When the Evaluation Team was ranking the proposers, the delivery time was an important factor to consider. The RFP system was used rather than the bid process to specify the criteria for joints for front-loading devices to prepare the buses for CNG conversion.

Discussion:

There was discussion on the status of the interim CNG fueling facility. Mr. White commented that there is a daily penalty if the buses are late being delivered.

ACTION: MOTION: DIRECTOR FITZMAURICE SECOND: DIRECTOR KROHN

Authorize the General Manager to enter into a contract with New Flyer of America for the purchase of fifteen (15) each 35' diesel, low-floor transit buses that can be converted to CNG and fourteen (14) each 40' diesel, low-floor transit buses than can be converted to CNG. In addition, authorize that \$42,954 be transferred from the STA Capital Reserve to purchase one additional bus.

Motion passed unanimously.

**11. CONSIDERATION OF AUTHORIZATION TO OPERATE A SHUTTLE FOR THE UNITED TRANSPORTATION UNION (UTU) SENIOR DINNER
ACTION NEEDED ON APRIL 12TH**

ACTION: MOTION: DIRECTOR ALMQUIST SECOND: DIRECTOR FITZMAURICE

Authorize the operation of a shuttle for the United Transportation Union (UTU) senior dinner held on April 18, 2002.

Motion passed unanimously.

12. CONSIDERATION TO MODIFY THE EXISTING POSITION ENTITLED CLAIMS INVESTIGATOR TO CREATE A CLAIMS INVESTIGATOR I AND II CLASSIFICATION ACTION NEEDED ON APRIL 12TH

Summary:

Robyn Slater informed the Board that two years ago the Claims Investigator position was created. After the person in that position left METRO, two recruitments were conducted, to no avail. The Claims Investigator I position was created and lowered the standards required for the original Claims Investigator position. The Claims Investigator II position is the same as the original position. The current position of Claims Investigator is now being filled by a temporary worker who is receiving no benefits. A recruitment for the Claims Investigator I position would be conducted if they Board approves the classification modification.

Discussion:

Both the representative from SEA and from UTU expressed concern about hiring in a new position during a lay-off. They were informed that this is not a new position, just a change in job specifications in order to conduct another recruitment. Essentially, it is one position with two levels. Ms. Slater reviewed the most recent bus operator class to see if there would be a candidate for this position; there was no one qualified to do this job.

ACTION: MOTION: DIRECTOR ALMQUIST SECOND: DIRECTOR AINSWORTH

Approve the modification of the Claims Investigator position to create a Claims Investigator I having an hourly salary range of \$17.58 - \$22.46 and a Claims Investigator II having an hourly salary range of \$19.53 - \$24.96.

Motion passed unanimously.

13. CONSIDERATION OF METROBASE FINANCIAL FEASIBILITY AND IMPACT REPORT AND ELIMINATION OF HARVEY WEST SITE NO. 1 AS THE PREFERRED ALTERNATIVE

ITEMS 13 AND 14 WERE DISCUSSED TOGETHER

Summary:

The results of the Financial Feasibility and Impact Report (FFIR) for the MetroBase project show that the Harvey West Site #1 is financially unfeasible. METRO's funding for this project is \$35 million vs. an estimate of \$69 million for the development for the Harvey West No. 1 site. Staff is requesting that the Board declare Harvey West No. 1 as financially infeasible, however, it will remain as an alternative through completion of the Environmental Impact Report (EIR). Declaring this site as infeasible will also allow Staff to look at other alternatives both at Harvey West and at a two-phase alternative.

Mr. White added that the firm of Bay Area Estimating is evaluating the figures in the FFIR. The acquisition and relocation costs make this site financially infeasible. There are a number of questions regarding construction costs developed by WaterLeaf.

14. **CONSIDERATION OF AMENDING THE PREFERRED ALTERNATIVE FOR THE METROBASE PROJECT FROM HARVEY WEST 1 TO HARVEY WEST CLUSTER NO. 1**

Summary:

Staff is requesting that the Board revise the Preferred Alternative for the project from Harvey West No. 1 to Harvey West Cluster 1 as a result of the FFIR and for the purposes of completing the EIR. Mr. White outlined the following options that the Board could direct Staff to pursue: 1) look at Harvey West Cluster 1 as the beginning of the project but keep options open regarding cluster 2; or 2) a two-base operation which would consist of Cluster 1 expanded to include the reconstruction of the Watsonville MOF facility. Either one of these options would bring us back to a fleet size of 175. There was discussion of whether the Salz Tannery property is the only way to increase the Harvey West Cluster. The consultants are looking at Salz Tannery and at the adjacent property.

Director Ainsworth requested a timetable of the various processes and future events for this project for next week's meeting. Director Almquist asked for information regarding at what point could the configuration of the property be changed to include the Salz property while still meeting deadlines. The letter to Ceil Cirillo regarding the Salz property will be provided to the Board for next week's meeting. There was further discussion regarding the Salz property, its historic value and the interest of the art community. Director Reilly asked for a timeline of public participation regarding acquisition of the Salz property. Director Keogh asked for a discussion of grants and federal funds available, drop dead dates and requirements of how these funds are to be spent.

Les White summarized that staff is asking the Board to delete Harvey West No. 1 as the preferred alternative and to declare it economically infeasible. As a follow up, staff is asking that the Board designate Harvey West Cluster 1 as the preferred alternative for the purpose of moving onto the next steps, while recognizing that this doesn't meet all goals laid out in the EIR.

15. **CONSIDERATION OF OFFERING TWO YEARS ADDITIONAL SERVICE CREDIT FOR ELIGIBLE DISTRICT EMPLOYEES ENROLLED IN PUBLIC EMPLOYEES RETIREMENT SYSTEM (PERS)**

Summary:

Elisabeth Ross reported that there are two options to enhance early retirements to minimize the number of layoffs. They are: 1) two years additional service credits contract with PERS; 2) the second option is the revision of the retirement formula. Option No. 2 is discussed in the next staff report. Ms. Ross added that one to four employees would take advantage of this program if the formula was not increased. This option would cost approximately \$22,000 per employee and would be paid out of the District's excess PERS assets. In order for employees to receive the two years service credit, he/she would need to retire within the specified three-month

timeframe. If this option were linked to the higher formula, more employees would be interested in the early retirement option.

Bonnie Morr of UTU stated that the two years service credit alone would not create enough of an incentive for people to take the early retirement.

15. CONSIDERATION OF REVISING RETIREMENT FORMULA FOR DISTRICT EMPLOYEES ENROLLED IN THE PUBLIC EMPLOYEES RETIREMENT SYSTEM (PERS)

Summary:

There are three formulas available from CalPERS at different cost levels: 2.5% at 55, 2.7% at 55 and 3% at 60. The only program that would be at no cost would be the 2.5% formula. Funding of this would come from the existing excess assets. Unions are asking for the 2.7% plan. Director Almquist would rather look at the cost for the next ten years rather than just next year.

17. CONSIDERATION OF PROPOSED BALANCING ACTIONS FOR FY 02-03 BUDGET

Summary:

Elisabeth Ross reported that the balancing actions proposed regarding reserve funds, service reductions and reduction of UTU, SEIU and management personnel are outlined in her staff report.

ACTION: MOTION: DIRECTOR ALMQUIST SECOND: DIRECTOR KEOGH

Move Items 19 through 22 and 24 through 26 to the Consent Agenda.

Motion passed unanimously.

Vice Chairperson Reilly interrupted Open Session to adjourn to Closed Session at 10:30 a.m. in order to maintain a quorum.

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

26. ORAL AND WRITTEN COMMUNICATIONS REGARDING CLOSED SESSION

None

SECTION II: CLOSED SESSION

Vice Chairperson Reilly adjourned to Closed Session at 10:31 a.m. and reconvened to Open Session at 10:42 a.m.

SECTION III: RECONVENE TO OPEN SESSION

29. REPORT OF CLOSED SESSION

No report was required.

ITEM #23 WAS TAKEN OUT OF ORDER.

23. CONSIDERATION OF AMENDING BYLAWS TO CHANGE THE NUMBER OF BOARD OF DIRECTORS MONTHLY MEETINGS FROM TWO TO ONE

Discussion:

Director Fitzmaurice left the meeting.

Director Beautz mentioned that going from two Board Meetings per month to one would make the meeting very long and staff would need a commitment from the directors that each of them would attend the sole Board Meeting each month. She suggested that two Board Meetings per month remain but the workshop meeting should have a time limit on discussions in order to shorten it. Les White pointed out that the timeframe between the first and second Board Meetings make it very difficult for staff to respond to the directors' requests for further information to be ready for the second Board Meeting.

Director Krohn left the meeting.

It was suggested that there be two weeks between Board Meetings. Director Almquist suggested two options: 1) Two meetings each month, two weeks apart and put more action items on the first meeting agenda; 2) Continue first meeting and designate a group of interested directors to a committee. Notice the meeting as both a Board and Committee. If there is no quorum for the Board Meeting, continue with the Committee Meeting. The Committee participants would make recommendations.

ACTION: MOTION: DIRECTOR ALMQUIST SECOND: DIRECTOR AINSWORTH

Continue this item until the May Board Meeting.

Motion passed with Directors Fitzmaurice and Krohn absent.

18. CONSIDERATION OF RESULTS OF THE 2000 CENSUS AND COUNTY CLERK'S NOTIFICATION OF A NEED FOR BOARD OF DIRECTOR REAPPORTIONMENT

Discussion:

Les White reported that the bylaws of the District would be changed to reflect the new apportionment. He also stated that members of the Board could not be asked to leave; they would need to resign. Letters will be sent to the Watsonville City Clerk asking for an appointment for their second seat and to the Santa Cruz City Clerk asking that one of their members be removed from the METRO Board. If no one from the City of Santa Cruz wants to resign, this will be difficult.

ACTION: MOTION: DIRECTOR SPENCE SECOND: DIRECTOR BEAUTZ

Extend meeting past 11:00 a.m.

Motion passed with Directors Fitzmaurice and Krohn being absent and Director Almquist voting no.

Director Phares asked if alternates are allowed according to the bylaws. Mr. White responded that the statute governing the District does not allow for alternates. The Board reapportionment issue and the alternate Board member issue should be addressed at the same time since they both would require a bill being carried through legislation in order to change the statute. Director Beautz stated that there should be a full discussion with the entire Board of the reapportionment issue noting populations that each member represents. Director Spence stated that once Watsonville has two seats on the METRO Board, she hopes that both representatives would attend the meetings rather than the additional seat being considered a co-seat.

19. CONSIDERATION OF AMENDING AMPAC BUILDING MAINTENANCE CONTRACT FOR SCOTTS VALLEY TRANSIT CENTER

Moved to Consent Agenda for the 4/19/02 Board Meeting.

20. CONSIDERATION OF AWARD OF CONTRACT FOR ADA ELIGIBILITY SCREENING SERVICES

Moved to Consent Agenda for the 4/19/02 Board Meeting.

21. CONSIDERATION OF AMENDING NATIONWIDE AUCTION SYSTEMS CONTRACT

Moved to Consent Agenda for the 4/19/02 Board Meeting.

22. CONSIDERATION OF AGREEMENT WITH THE SANTA CRUZ SEASIDE COMPANY FOR THE PROVISION OF LATE-NIGHT SERVICE

Moved to Consent Agenda for the 4/19/02 Board Meeting.

24. **CONSIDERATION OF MODIFYING THE DISTRICT'S BUS STOP SHELTER SPECIFICATIONS AND APPROVE THE BUS STOP ADVISORY COMMITTEE'S (BSAC) RECOMMENDATIONS**

Moved to Consent Agenda for the 4/19/02 Board Meeting.

27. **CONSIDERATION OF LEASE OF WATSONVILLE TRANSIT CENTER KIOSK #5 TO JESUS MARQUEZ FOR A PARTY SUPPLY STORE**

Moved to Consent Agenda for the 4/19/02 Board Meeting.

28. **CONSIDERATION OF INDEMNIFICATION AGREEMENT WITH NEW FLYER REGARDING WHEELCHAIR RESTRAINT ARM ASSEMBLY**

*The attachment to the staff report will be distributed at the Board meeting.

Moved to Consent Agenda for the 4/19/02 Board Meeting.

ADJOURN

There being no further business, Vice-Chairperson Reilly adjourned the meeting at 11:05 a.m.

Respectfully submitted.

DALE CARR
Administrative Services Coordinator

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

Minutes- Board of Directors

April 19, 2002

A Regular Meeting of the Board of Directors of the Santa Cruz Metropolitan Transit District met on Friday, April 19, 2002 at the County Board of Supervisor Chambers, 701 Ocean Street, Santa Cruz, CA.

Chairperson Ainsworth called the meeting to order at 9:10 a.m.

SECTION 1: OPEN SESSION

1. ROLL CALL:

DIRECTORS PRESENT

Sheryl Ainsworth
Jeff Almquist
Tim Fitzmaurice
Michelle Hinkle
Mike Keogh
Dennis Norton
Emily Reilly
Pat Spence

DIRECTORS ABSENT

Jan Beautz (arrived after roll call)
Christopher Krohn (arrived after roll call)
Ana Ventura Phares (arrived after roll call)
Ex-Officio Mike Rotkin

STAFF PRESENT

Bryant Baehr, Operations Manager
Marilyn Fenn, Asst. Finance Manager
Linda Fry, Service Planning Supervisor
Terry Gale, IT Manager
Margaret Gallagher, District Counsel
Tom Hiltner, Grants/Legis. Analyst
David Konno, Fac. Maint. Manager

Ian McFadden, Transit Planner
Kathy O'Mara, Schedule Analyst
Elisabeth Ross, Finance Manager
Robyn Slater, Interim H.R. Manager
Judy Souza, Base Superintendent
Tom Stickel, Fleet Maint. Manager
Leslie White, General Manager

EMPLOYEES AND MEMBERS OF THE PUBLIC WHO INDICATED THEY WERE PRESENT

April Axton, Lift Line
Linda Clayton, SEA
Shelton Crutch, Transit Supervisor
Mary Ferrick, PSA
Kasandra Fox, MASTF
Leann Humble, Denise Duffy & Asso.
Deborah Lane, MASTF
Manny Martinez, Transit Supervisor

Bonnie Morr, UTU
Jeff North, UTU
Carolyn O'Donnell, TMA
Michael Paul, Goodwill Industries
Steve Paulsen, UTU
Celia Scott, Environmental Consultant
Will Regan, VMU
Linda Wilshusen, SCCRTC

Chairperson Ainsworth stated that Item 7-16 on the Consent Agenda would be deferred to the May Board Meeting.

She further mentioned that a litigation issue came up after the agenda was distributed. The item of Lane/Moyer vs. SCMTD will be an additional item on the Closed Session agenda.

ACTION: MOTION: DIRECTOR ALMQUIST SECOND: DIRECTOR REILLY

Move amended agenda and add an item to the Closed Session on the basis of inadequate notice of the action within the time required by the Brown Act and the need to take action.

Motion passed unanimously.

2. ORAL AND WRITTEN COMMUNICATION

- | | | |
|----|--|-----------------------------|
| a. | Deborah Lane, MASTF | RE: Board Agendas |
| b. | Terrence Lee Hancock
Senior Citizens Legal Services | RE: Community Bridges |
| c. | Alan Goes, Bus Operator | RE: Call Stop Announcements |
| d. | Norman Schwartz, Bolton Hill Co. | RE: Request for Service |
| e. | Committee of Adjustment, UTU | RE: Retirement Formula |
| f. | SEIU Local 415 | RE: Retirement Formula |
| g. | David Dunlap, UTU | RE: Retirement Formula |

3. LABOR ORGANIZATION COMMUNICATIONS

Bonnie Morr thanked the Board for the shuttle to the senior dinner. Between 250-300 seniors rode the bus to the dinner.

4. METRO USERS GROUP (MUG) COMMUNICATIONS

Director Hinkle, Chair for MUG, stated that one motion was made at the recent MUG meeting as follows:

MUG supports staff's recommended proposed service cuts plan and MUG wishes to acknowledge staff's effort and time involved in the development of the plan.

5. METRO ACCESSIBLE SERVICES TRANSIT FORUM (MASTF) COMMUNICATIONS

Deborah Lane reported that the following two motions were passed at the recent MASTF meeting:

1. MASTF recommends that METRO run the Homeless Shelter/Armory route from November through April. If METRO is unable to run the Homeless Shelter/Armory route from November through April, then MASTF recommends that METRO run this route during the winter (December through March) bid – the worst of the rainy season.

2. MASTF ratifies the proposed service reductions with the exception of the Homeless Shelter/Armory route.

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

SECTION 1:

ADD TO ITEM #2

ORAL AND WRITTEN COMMUNICATIONS:

- e. Committee of Adjustment, UTU RE: Retirement Formula
 - f. SEIU Local 415 RE: Retirement Formula
 - g. David Dunlap, UTU RE: Retirement Formula
- (Insert written communication)**

CONSENT AGENDA:

ADD TO ITEM #7-1

APPROVE REGULAR BOARD MEETING MINUTES OF 3/8/02 AND 3/15/02 AND SPECIAL BOARD MEETING MINUTES OF 3/26/02
(Replace revised pages)

ADD TO ITEM #7-4

CONSIDERATION OF TORT CLAIMS: Deny the claim of: Jonathon Stauduhar
(Insert Claim)

REGULAR AGENDA:

DELETE ITEM #8

CONSIDERATION OF CHANGE ORDER WITH NEW FLYER OF AMERICA TO PURCHASE REMOTE KEYPADS FOR FAREBOXES FOR EIGHT (8) COMPRESSED NATURAL GAS (CNG) LOW-FLOOR BUSES
(Action taken at April 12, 2002 Board Meeting)

DELETE ITEM #9

CONSIDERATION OF AWARD OF CONTRACT FOR FURNISHING TEN (10) DIESEL HIGH-FLOOR SUBURBAN BUSES THAT CAN BE CONVERTED TO COMPRESSED NATURAL GAS (CNG)
(Action taken at April 12, 2002 Board Meeting)

DELETE ITEM #10

CONSIDERATION OF AWARD OF CONTRACT FOR FURNISHING TWENTY-NINE (29) LOW-FLOOR BUSES THAT CAN BE CONVERTED TO COMPRESSED NATURAL GAS (CNG)
(Action taken at April 12, 2002 Board Meeting)

- DELETE ITEM #11** CONSIDERATION OF AUTHORIZATION TO OPERATE A SHUTTLE FOR THE UNITED TRANSPORTATION UNION (UTU) SENIOR DINNER
(Action taken at April 12, 2002 Board Meeting)
- DELETE ITEM #12** CONSIDERATION TO MODIFY THE EXISTING POSITION ENTITLED CLAIMS INVESTIGATOR TO CREATE A CLAIMS INVESTIGATOR I AND II CLASSIFICATION
(Action taken at April 12, 2002 Board Meeting)
- ADD TO ITEM #14** CONSIDERATION OF AMENDING THE PREFERRED ALTERNATIVE FOR THE METROBASE PROJECT FROM HARVEY WEST 1 TO HARVEY WEST CLUSTER NO. 1
(Add letter from Historical Resources Consultant per Board's request of 4/12/02)
(Add letter from Geoff Eisenberg of Salz Leathers Inc.)
***Additional information regarding timelines for the project will be provided at the 4/19/02 Board Meeting.**
- ADD TO ITEM #16** CONSIDERATION OF REVISING RETIREMENT FORMULA FOR DISTRICT EMPLOYEES ENROLLED IN THE PUBLIC EMPLOYEES RETIREMENT SYSTEM (PERS)
(Add Supplemental Report)
- ADD TO ITEM #17** CONSIDERATION OF PROPOSED BALANCING ACTIONS FOR FY 02-03 BUDGET
(Replace Page 17-3)
This replacement page was distributed to the Board at the 4/12/02 meeting.
- DELETE ITEM #23** CONSIDERATION OF AMENDING BYLAWS TO CHANGE THE NUMBER OF BOARD OF DIRECTORS MONTHLY MEETINGS FROM TWO TO ONE
(Deferred to May 17, 2002 Board Meeting)
- ADD TO ITEM #27** CONSIDERATION OF RATIFICATION OF LABOR AGREEMENT WITH UNITED TRANSPORTATION UNION (UTU), LOCAL 23
(Add Staff Report)
- ADD TO ITEM #28** CONSIDERATION OF RESOLUTIONS OF RECOGNITION TO SEVEN EMPLOYEES FOR ACTIONS TAKEN ABOVE AND BEYOND THE SCOPE OF THEIR DUTIES
(Add Resolutions)

CONSENT AGENDA

- 7-1. APPROVE REGULAR BOARD MEETING MINUTES OF 3/8/02 and 3/15/02 and Special Board Meeting Minutes of 3/26/02
- 7-2. ACCEPT AND FILE PRELIMINARILY APPROVED CLAIMS
- 7-3. ACCEPT AND FILE MARCH 2002 RIDERSHIP REPORT
- 7-4. CONSIDERATION OF TORT CLAIMS: Deny the claim of: Jonathon Stauduhar
- 7-5. ACCEPT AND FILE MINUTES OF MASTF COMMITTEE MEETING OF 3/14/02
- 7-6. ACCEPT AND FILE MINUTES OF MUG COMMITTEE MEETING OF 3/13/02
- 7-7. ACCEPT AND FILE MONTHLY BUDGET STATUS REPORT FOR FEBRUARY 2002 AND APPROVAL OF BUDGET TRANSFERS
- 7-8. ACCEPT AND FILE UNIVERSITY OF CALIFORNIA, SANTA CRUZ SERVICE UPDATE
- 7-9. ACCEPT AND FILE STATUS REPORT ON ADA PARATRANSIT PROGRAM FOR FEBRUARY 2002
- 7-10. ACCEPT AND FILE HIGHWAY 17 STATUS REPORT FOR FEBRUARY 2002
- 7-11. ACCEPT AND FILE STATUS REPORT ON CALL STOP ISSUE PROGRESS
- 7-12. CONSIDERATION OF AMENDING AMPAC BUILDING MAINTENANCE CONTRACT FOR SCOTTS VALLEY TRANSIT CENTER
(Moved from Regular Agenda at 4/12/02 Board Meeting, Staff reports retained original numbering of #19)
- 7-13. CONSIDERATION OF AWARD OF CONTRACT FOR ADA ELIGIBILITY SCREENING SERVICES
(Moved from Regular Agenda at 4/12/02 Board Meeting, Staff reports retained original numbering of #20)
- 7-14. CONSIDERATION OF AMENDING NATIONWIDE AUCTION SYSTEMS CONTRACT
(Moved from Regular Agenda at 4/12/02 Board Meeting, Staff reports retained original numbering of #21)
- 7-15. CONSIDERATION OF AGREEMENT WITH THE SANTA CRUZ SEASIDE COMPANY FOR THE PROVISION OF LATE-NIGHT SERVICE
(Moved from Regular Agenda at 4/12/02 Board Meeting, Staff reports retained original numbering of #22)
- 7-16. Deferred to May Board Meeting - CONSIDERATION OF MODIFYING THE DISTRICT'S BUS STOP SHELTER SPECIFICATIONS AND APPROVE THE BUS STOP ADVISORY COMMITTEE'S (BSAC) RECOMMENDATIONS
(Moved from Regular Agenda at 4/12/02 Board Meeting, Staff reports retained original numbering of #24)
- 7-17. CONSIDERATION OF LEASE OF WATSONVILLE TRANSIT CENTER KIOSK #5 TO JESUS MARQUEZ FOR A PARTY SUPPLY STORE
(Moved from Regular Agenda at 4/12/02 Board Meeting, Staff reports retained original numbering of #25)
- 7-18. CONSIDERATION OF INDEMNIFICATION AGREEMENT WITH NEW FLYER REGARDING WHEELCHAIR RESTRAINT ARM ASSEMBLY
(Moved from Regular Agenda at 4/12/02 Board Meeting, Staff reports retained original numbering of #26)

ACTION: MOTION: DIRECTOR REILLY SECOND: DIRECTOR NORTON

Move approval of Consent Agenda with Item 7-16 being deferred to the May Board Meeting.

Motion passed with Directors Beautz, Krohn and Phares absent.

REGULAR AGENDA

- 8. **DELETED**
- 9. **DELETED**
- 10. **DELETED**
- 11. **DELETED**
- 12. **DELETED**

ITEM #28 WAS TAKEN OUT OF ORDER.

28. **CONSIDERATION OF RESOLUTIONS OF RECOGNITION TO SEVEN EMPLOYEES FOR ACTIONS TAKEN ABOVE AND BEYOND THE SCOPE OF THEIR DUTIES**

Summary:

Bryant Baehr reported that on March 16th the Operations Dept. experienced the loss of Virgilio “Gil” Lo. Mr. Lo passed away on the Operations Dept. property and several bus operators and staff were involved in activities surrounding this death. The Board was asked to recognize and approve Resolutions of Appreciation for seven Operations Dept. employees.

ACTION: MOTION: DIRECTOR ALMQUIST SECOND: DIRECTOR KEOGH

Adopt Certificates of Appreciation for seven (7) Operations Dept. employees.

Directors Krohn and Phares arrived.

Motion passed with a Roll Call vote with Director Beautz being absent.

Bonnie Morr also thanked Bryant Baehr for his efforts during this difficult time.

13. CONSIDERATION OF METROBASE FINANCIAL FEASIBILITY AND IMPACT REPORT AND ELIMINATION OF HARVEY WEST SITE NO. 1 AS THE PREFERRED ALTERNATIVE

Summary:

Mr. White asked that the Board review and accept the Financial Feasibility and Impact Report (FFIR) prepared by the consulting firm of CH2M Hill. Mr. White outlined the issues and Board actions to date. The FFIR indicates that the Harvey West No. 1 site has an acquisition and development cost of approximately \$69 million. METRO currently has approximately \$37 million in funds to develop the MetroBase project at this time.

Staff is recommending that the Board accept the FFIR report as complete from CH2M Hill, declare that the Harvey West No. 1 site is financially unfeasible and remove the preferred alternative designation from this location.

Director Beautz arrived.

ACTION: MOTION: DIRECTOR ALMQUIST SECOND: DIRECTOR REILLY

Accept the Financial Feasibility and Impact Report (FFIR) for the MetroBase Project as prepared by the CH2M Hill consulting firm and declare the preferred alternative Harvey West 1 site as infeasible due to it being financially unaffordable.

Motion passed unanimously.

14. CONSIDERATION OF AMENDING THE PREFERRED ALTERNATIVE FOR THE METROBASE PROJECT FROM HARVEY WEST 1 TO HARVEY WEST CLUSTER NO. 1

Summary:

Les White stated that within the scope of the current Environmental Impact Report (EIR) there are a number of alternatives to the preferred site that were explored. Staff recommends that the Board identify Harvey West Cluster 1, which appears to be affordable, as a core facility. This site would have the capacity to support a 98-bus fleet but is inconsistent with the District's goal of 175 buses. It is further recommended that the Board revise and amend the preferred alternative to be Harvey West Cluster 1 (HW 1) and look at necessary steps to expand the core facility to a 175-bus build out by using either adjacent properties or by reactivating the Watsonville site with a new facility to accommodate a 175-bus fleet. A timeline for the HW Cluster 1 alternative was reviewed. Leianne Humble stated that the timeline is extremely tight. Parallel to this timeline would be actions necessary for the enhancement of HW Cluster 1, whether it is the Salz Tannery site or the Watsonville site. Both sites would require substantial community discussion.

Discussion:

Direction Almquist requested an indication of what the last date would be that the Board could merge the Salz acquisition into the HW Cluster 1 site to be part of the project development. Leianne Humble stated that the proposed timeline would not accommodate an additional EIR; a supplemental or possibly a negative declaration would need to be done. There was further discussion regarding the Salz site, the Section 4F process, and the historic designation. Director Almquist requested a further analysis of the Salz site in regards to the Section 4F process being necessary if the site was prepared for sale and with no federal funds involved. Geoff Eisenberg of Salz Tannery clarified the following points: 1) There are several offers for the property, however, he is holding off due to the interest in the property by the City of Santa Cruz and METRO; 2) Property will be sold “as is”. They have no plans to demolish any of the buildings.

There was further discussion on the fueling and maintenance facilities. A major factor to putting the CNG fueling facility on line is the pipe that is needed from San Lorenzo Lumber. Mr. White stated that staff would try to compress the timeline for the fueling facility. Director Spence asked that the spreadsheet which details the fleet be distributed to each of the Board members.

The employee parking facilities are not a part of the HW Cluster 1 site but would be considered when developing the adjacent parcels. It was pointed out by Celia Scott that if the project is to be phased in order to add to it in the future, all phases need to be defined as a whole and discussed in the EIR. The first phase would need the most intensive analysis in the EIR. The second phase would probably require a supplemental EIR.

Director Almquist asked if the State and Federal funding would be affected if METRO chose a smaller capacity project. Mr. White responded that there might be a problem at the Federal level since the project is described as a “replacement bus facility, consolidated approach”. If METRO utilizes the Watsonville facility, staff would need to address this with the Federal funding source. Director Norton suggested that staff consider acquisition of surrounding properties to the Maintenance facility rather than the Salz Tannery site and, from a cost perspective, would prefer to consider existing buildings instead of new buildings.

Concern was expressed over the lack of responsiveness from WaterLeaf. Director Keogh asked staff to make a recommendation to the Board for design services for the project. Directors Keogh and Norton will submit a Directors’ Report that might help get a complete project.

ACTION: MOTION: DIRECTOR SPENCE SECOND: DIRECTOR FITZMAURICE

Revise the Preferred Alternative for the MetroBase from Harvey West 1 to Harvey West Cluster 1 with all possible enhancements in the NOP/NOI. Report back to the Board in May with a timeline status report to coincide with Board Meetings. Report to the Board on the continuation of services of WaterLeaf. Report back on alternate sites and discussion with Geoff Eisenberg regarding feasibility, constraints and range of options on the Salz Tannery property. Add MetroBase issue as a monthly report item in the Consent Agenda.

Motion passed unanimously.

ITEMS 15 AND 16 WERE COMBINED FOR THE PURPOSE OF DISCUSSION.

15. **CONSIDERATION OF OFFERING TWO YEARS ADDITIONAL SERVICE CREDIT FOR ELIGIBLE DISTRICT EMPLOYEES ENROLLED IN PUBLIC EMPLOYEES RETIREMENT SYSTEM (PERS)**
16. **CONSIDERATION OF REVISING RETIREMENT FORMULA FOR DISTRICT EMPLOYEES ENROLLED IN THE PUBLIC EMPLOYEES RETIREMENT SYSTEM (PERS)**

Summary:

Elisabeth Ross reported that both Items 15 and 16 are enhancements to the retirement program and are being proposed as a way of offering early retirement benefits to employee to minimize layoffs on July 1st. The two-year additional service credit is a one-time option which would increase the monthly pension of those who chose to take advantage of the early retirement offer. The retirement formula is currently at 2% at 55. The new formula being proposed is 2.5% at 55 and the union is suggesting 2.7% at 55. There would be no cost in the coming year for the 2% or 2.5% at 55 options. However, the 2.7% at 55 would have an impact on the District in the amount of \$250,000 in the first year. Ms. Ross discussed the excess assets with PERS and how they would be utilized and affected by these options. If the two-year service credit issue is adopted by the Board, staff would return in May for the Board to adopt a Resolution of Intent and set the period for employees to apply for retirement. If the formula change is approved by the Board, PERS would be notified today. Staff would return to the Board in June for consideration of adopting a Resolution of Intent, subject to approval by the employees. The earliest this would be implemented would be in July. Representatives from UTU, PSA, VMU and SEA all spoke to the issue of the 2.5% vs. 2.7%. They also stated that until the positions being laid off are identified to all parties, it would be difficult to determine what the savings would be by employees taking early retirement.

ACTION: MOTION: DIRECTOR ALMQUIST SECOND: DIRECTOR PHARES

Indicate to PERS that the Board wants to do the 2-year service credit. Direct staff to notify PERS that the Board is interested in the 2.5% or the 2.7% enhancement to the retirement package. Direct staff to negotiate with the unions to accomplish a package with no additional cost to the District in Years 1 and 2 for the 2.7% option.

Motion passed unanimously.

17. CONSIDERATION OF PROPOSED BALANCING ACTIONS FOR FY 02-03 BUDGET

Summary:

Elisabeth Ross reported that staff would return to the Board in May with a final draft budget. Ms. Ross outlined the three balancing actions that would be taken to counteract the \$3.4 million

budget shortfall. Additional discussion will take place next month regarding money saving techniques. Approval of the budget balancing actions by the Board will allow staff to proceed with the final budget development and to meet with UTU and SEIU to identify the position that will be affected by the layoffs.

Director Almquist requested a report on the issues associated with eliminating the Disabilities Coordinator position.

ACTION: MOTION: DIRECTOR ALMQUIST SECOND: DIRECTOR BEAUTZ

Approve in concept the proposed budget balancing actions for FY 02-03 and provide the Board with a report on issues associated with eliminating the Disabilities Coordinator's position.

Motion passed with Director Spence abstaining.

18. CONSIDERATION OF RESULTS OF THE 2000 CENSUS AND COUNTY CLERK'S NOTIFICATION OF A NEED FOR BOARD OF DIRECTOR REAPPORTIONMENT

ACTION: MOTION: DIRECTOR REILLY SECOND: DIRECTOR ALMQUIST

Accept the County Clerk's directive to reapportion. Remove a seat from the City of Santa Cruz and add a seat to the City of Watsonville for 2002. Chair will write to both cities advising them of the reapportionment and advise the Board of both appointments by June 10, 2002.

Motion passed unanimously.

19. MOVED TO CONSENT AGENDA AS ITEM 7-12

20. MOVED TO CONSENT AGENDA AS ITEM 7-13

21. MOVED TO CONSENT AGENDA AS ITEM 7-14

22. MOVED TO CONSENT AGENDA AS ITEM 7-15

23. DEFERRED TO MAY 17, 2002 BOARD MEETING

24. MOVED TO CONSENT AGENDA AS ITEM 7-16

25. MOVED TO CONSENT AGENDA AS ITEM 7-17

26. MOVED TO CONSENT AGENDA AS ITEM 7-18

27. CONSIDERATION OF RATIFICATION OF LABOR AGREEMENT WITH UNITED TRANSPORTATION UNION (UTU), LOCAL 23

Summary:

Bryant Baehr reported that this is the final step in negotiations between the District and UTU Local 23. The staff report lays out the tentative agreement that was reached.

ACTION: MOTION: DIRECTOR ALMQUIST SECOND: DIRECTOR FITZMAURICE

Ratify the tentative agreement between METRO and the United Transportation Union Local 23 for a contract period starting July 1, 2002 through June 30, 2005.

Motion passed unanimously

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

Margaret Gallagher stated that the cases of Jade Rich vs. METRO and Lane/Loya vs. METRO would be discussed.

30. ORAL AND WRITTEN COMMUNICATIONS REGARDING CLOSED SESSION

None

SECTION II: CLOSED SESSION

Chairperson Ainsworth adjourned to Closed Session at 11:26 a.m. and reconvened to Open Session at 12:14 p.m.

SECTION III: RECONVENE TO OPEN SESSION

29. REPORT OF CLOSED SESSION

Margaret Gallagher stated that there was nothing to report at this time.

ADJOURN

There being no further business, Chairperson Ainsworth adjourned the meeting at 12:14 p.m.

Respectfully submitted,

DALE CARR
Administrative Services coordinator

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

Minutes- Special Board of Directors

April 26, 2002

A Special Meeting of the Board of Directors of the Santa Cruz Metropolitan Transit District met on Friday, April 26, 2002, at the City Hall Council Chambers, 809 Center Street, Santa Cruz, California.

Chairperson Ainsworth called the meeting to order at 9:07 a.m.

SECTION 1: OPEN SESSION

1. ROLL CALL:

DIRECTORS PRESENT

Sheryl Ainsworth
Jeff Almquist
Tim Fitzmaurice
Michelle Hinkle
Ana Ventura Phares
Emily Reilly
Pat Spence

DIRECTORS ABSENT

Jan Beautz (arrived at 9:08)
Christopher Krohn (arrived at 9:35)
Dennis Norton
Ex-Officio Mike Rotkin (arrived at 10:42)

STAFF PRESENT

Bryant Baehr, Operations Manager
Kim Chin, Planning/Marketing Manager
Terry Gale, IT Manager
Margaret Gallagher, District Counsel
Tom Hiltner, Grants/Legislative Analyst
David Konno, Facilities Maint. Manager
Ian McFadden, Transit Planner

Kathy O'Mara, Scheduling Analyst
Elisabeth Ross, Finance Manager
Robyn Slater, Interim H.R. Manager
Judy Souza, Base Superintendent
Tom Stickel, Fleet Maint. Manager
Leslie R. White, General Manager

EMPLOYEES AND MEMBERS OF THE PUBLIC WHO INDICATED THEY WERE PRESENT

Mary Ferrick, PSA
Deborah Lane, MASTF
Steve Marcus, UTU

Carmen Magdaleno, Spanish Interpreter
Bonnie Morr, UTU
Jeff North, UTU
Candace Ward, UCSC

2. ADDITIONAL DOCUMENTATION TO SUPPORT EXISTING AGENDA ITEMS

Chairperson Ainsworth directed the audience to fill out the speaker forms provided if they would like to speak during the public hearing portion of this meeting.

Margaret Gallagher requested that Item #6 be deferred to the May 10th Board Meeting. She also requested that the case of Lane vs. SCMTD be added to the Closed Session agenda.

ACTION: MOTION: DIRECTOR REILLY SECOND: DIRECTOR PHARES

Continue Item #6 to the May 10th Board Meeting. Add the case of Lane vs. SCMTD to today's Closed Session.

Motion passed with Director Norton being absent.

CONSENT AGENDA

3-1. CONSIDERATION OF RADIO SYSTEM CONTRACT WITH THE COUNTY OF SANTA CRUZ

ACTION: MOTION: DIRECTOR REILLY SECOND: DIRECTOR PHARES

Approve Consent Agenda.

Motion passed with Director Norton being absent.

REGULAR AGENDA

4. CONSIDERATION OF PUBLIC INPUT, INCLUDING ALTERNATIVE SUGGESTIONS, REGARDING PROPOSED ROUTE CHANGES THAT MAY INVOLVE SERVICE REDUCTIONS

Summary:

Kim Chin began the presentation with information regarding the \$3.4 million budget shortfall for FY 02/03. The three areas that will be utilized to balance the budget are: capital reserves, personnel, and service reductions. Service is proposed to be reduced by \$1 million. Savings will be implemented over a 12-month period beginning in the summer 2002. Mr. Chin outlined the public hearings that have been held to receive input on the service reductions and referred to the information which outlines all the outlets that advertised the public hearings.

The proposed service reductions were presented to both the MUG and MASTF Committees for their input. MASTF approved the proposed reductions with the exception of the homeless shuttle service.

Staff reviewed ridership data on all routes from October, November, January and February to determine which routes would be affected. Ian McFadden stated that staff is aware of the Schafer Road project and there is a contingency plan in place for service. The only whole routes that are proposed to be deleted are Route 25, 61 and the homeless shuttle service. There are alternatives to the Routes 25 and 61 but none for the homeless shuttle. METRO's financial portion of the homeless shuttle would be 23% or approximately \$10,000-\$12,000.

Discussion:

Director Almquist asked if any of the trip deletions would impact METRO's obligation to provide paratransit service. Mr. McFadden responded that the Lompico weekend route elimination would be affected. Special services which would be affected are: Memorial Day of 2003, First Night Santa Cruz, the Beach Shuttle, the Monte Foundation Fireworks and the homeless shuttle. All people who corresponded with the staff regarding these reductions will receive personal responses.

The Public Hearing was opened at 10:06

Dianna Dunn, SEIU Local 415

Ms. Dunn spoke about how the service reductions would impact the lives of SEIU workers. She stated that SEIU members are taking a proportionately higher loss than either United Transportation Union (UTU) or management. Ms. Dunn urged the Board to work with staff on creating a fueling facility and a permanent home for METRO and to look at other alternatives to cut costs, including management reductions, to save the jobs of even one or two SEIU workers.

Helen-Jean Story

Ms. Story has no objection to the changes. However, she has a friend who lives near the end of Route 3N and wants to be able to go out at night. Mr. Story appreciates the weekend service to Big Basin Park. She added that a Centennial Celebration will be held this summer with a 4:00 p.m. concert every Saturday. She hopes someone can do something to encourage more people to take the bus to get there.

Deborah Lane, MASTF

Ms. Lane reported that MASTF endorsed the proposed service reductions with the exception of the elimination of the homeless shuttle. She added that the homeless shuttle is a lifeline service and can represent a "life or death struggle". MASTF is requesting that the Board look at a way to fund this service.

J. R. Whiteagle

Mr. Whiteagle is 65 years old and permanently and totally disabled. His concern is with paratransit cuts. He feels that a large number of people will use the Lift Line service when bus routes are cut. The ¼ mile restriction for people to qualify for paratransit services prohibits Mr. Whiteagle and his wife from attending church. He stated that Courtesy Cab charges \$30 for a ride to the nearest bus stop. Mr. Whiteagle asked the Board to have mercy on the disabled people who need paratransit service but are outside of the ¼ mile parameter.

Pearl Vickers

Ms. Vickers attends San Jose State University and rides the Highway17 Express. She asked what happens if the 8:00 a.m. bus to San Jose is overcrowded? Will people be allowed to

stand? She expressed concern that the rates have increased while the service is reduced. She asked for a special rate for college students and was informed that staff was given direction to work towards a special student rate.

Carolyn O'Donnell, TMA

Ms. O'Donnell reviewed the schedules to see how it would affect the different employers. She is concerned about the morning service from Watsonville to Santa Cruz that will be eliminated and hopes that this can be reviewed again in the fall. Several of the trips being cut may affect people who do not work the traditional 9:00-5:00 hours. She is happy that two additional routes have been added to Cabrillo. She informed the Board about Cabrillo's increase in parking and bus pass permits. TMA solicits their people to buy discount bus passes. Ms. O'Donnell will track the discount pass sales to see if the service reductions affect them.

The Public Hearing closed at 10:21 a.m.

Director Fitzmaurice asked what impact the reorganization of the UCSC system would have on the budget deficit and what savings are possible from this reorganization. The savings may be able to fund the homeless shuttle. Mr. White responded that UCSC is looking for service enhancements and is restructuring their student fees.

Staff was directed to try to find the 23% in the budget to fund the homeless shuttle. Route 54 was scheduled to be cut but was not advertised with the other service reductions.

ACTION: MOTION: DIRECTOR FITZMAURICE SECOND:DIRECTOR ALMQUIST

Accept the service reductions on a preliminary basis as described. Review reorganization of the UC service and discover what savings can be made by the fall bid. Review the cuts for the actual financial impact in order to find funding for the homeless shuttle somewhere else in the budget. Do not eliminate the 7:30 p.m. Route 54 trip since it was not advertised as a proposed cut. Make exceptional efforts in outreach and information on changes, in both Spanish and English. Make phone numbers available for riders to call for alternative routes. Install information at the bus shelters in both English and Spanish.

Director Krohn left the meeting.

Numerous Directors thanked staff for their efforts on this issue. Mr. White stated that staff would return to the Board with the specific positions of employees being laid off. He added that staff worked with VTA on the Highway 17 changes and that VTA would not make any further changes to this route. Staff is talking with San Jose State University about student fares and what the financial impact would be. Several of the comments came from Seagate employees. Director Ainsworth requested that in the responses to these individuals that staff notify them of the cost savings associated with these changes in hopes that they will approach their employers about taking action regarding these routes.

The service reductions would be implemented on June 6, 2002.

Ex Officio Director Rotkin arrived.

Motion passed with Directors Krohn and Norton being absent.

5. REVIEW OF DISTRICT STAFF RESPONSES TO PUBLIC SUGGESTIONS ON SERVICE REDUCTIONS AND REDUCTIONS IN COSTS

Summary:

Ian McFadden briefly reviewed the spreadsheets outlining comments from the public hearings and those submitted in writing or via email. Staff's responses were also included on these spreadsheets.

6. CONSIDERATION OF RETAINING LAW FIRM FOR FEDERAL DISCRIMINATION LITIGATION

Continued to the May 10th Board Meeting.

ADJOURN

There being no further business, Chairperson Ainsworth adjourned the meeting at 10:45 a.m.

Respectfully submitted,

DALE CARR
Administrative Services Coordinator

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

DATE: 04/01/02 THRU 04/30/02

CK NR	CHECK DATE	CHECK AMOUNT	VENDOR NAME	VENDOR TRANS. TYPE NUMBER	TRANSACTION DESCRIPTION	TRANSACTION AMOUNT	COMMENT
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6415	04/05/02	9,515.96	001043 VISION SERVICE PLAN	77842	APRIL VISION INS.	9,515.96	
6416	04/05/02	679.00	001257 DOMINICAN HOSPITAL OF S C	77844	FEB DRUG TESTING	479.00	
				77845	FEB MEDICAL EXAMS	200.00	
6417	04/05/02	80,271.45	001316 DEVCO OIL	77846	MARCH FUEL	80,271.45	
6418	04/05/02	615.90	001346 CITY OF SANTA CRUZ	77992	PARKING DEF FEES	615.90	
6419	04/05/02	493.69	001446 BAY CITIES DIESEL ENG. INC.	77847	OUT REPAIR EQUIPT	493.69	
6420	04/05/02	2,002.00	001492 EVERGREEN	77848	HAZ WASTE DISF	2,002.00	
6421	04/05/02	59.40	001636 GUENTHER COMPUTER PRODUCTS	77849	COMPUTER SUPPLIES	59.40	
6422	04/05/02	113.37	001733 STODDLEY'S SMALL ENGINE SERVIC	77850	REPAIRS/MAINT FAC	113.37	
6423	04/05/02	507.35	001757 MOUNTAIN SERVICE COMPANY	77851	REPAIR HVAC SVTC	507.35	
6424	04/05/02	43,710.00	001762 COMMUNITY BRIDGES	77852	MARCH DISPATCH FEE	43,710.00	
6425	04/05/02	7,333.00	001774 EDS CLAIMS SERVICES, INC.	77853	4/24-5/23 W/C SVC	7,333.00	
6426	04/05/02	206.15	001812 KURTT INTERNATIONAL TRUCKS	77854	OUT REPAIR OTHER VEH	206.15	
6427	04/05/02	175.00	001856 BAY COMMUNICATIONS	77855	FEB PHONE REPAIRS	105.00	
				77856	FEB PHONE REPAIRS	70.00	
6428	04/05/02	2,660.00	001991 BAY STAFFING	77857	TEMPS W/E 3/3 PLANG	1,008.00	
				77858	TEMPS W/E 3/3 PLANG	1,652.00	
6429	04/05/02	808.59	002005 TRANSIT RESOURCES, INC.	77859	REV VEH PARTS	339.69	
				77860	REV VEH PARTS	468.90	
6430	04/05/02	451.13	002028 WESTCOAST LEGAL SERVICE	77861	BBF SVCS - MARCH	451.13	
6431	04/05/02	402.92	002063 COSTCO	77862	SPRING BID LUNCH	369.64	
				77863	PHOTO PROCESS - OPS	20.04	
				77864	PHOTO PROCESS-LEGAL	13.24	
6432	04/05/02	62.96	002161 APPLIED INDUSTRIAL TECH	77865	REPAIRS/MAINT	62.96	
6433	04/05/02	8,364.00	002192 BAY EQUIPMENT & REPAIR	77866	REPAIR VEHICLES	8,364.00	
6434	04/05/02	1,092.96	002278 CHEMSEARCH	77867	FEB & MARCH PUREWASH	1,092.96	
6435	04/05/02	170.75	002313 HARTSELL & OLIVIERI	77868	SHORTHAND REPORTERS	170.75	
6436	04/05/02	135.00	002380 MOBILE STORAGE GROUP, INC.	77869	3/11-4/8 CONTAINER	135.00	
6437	04/05/02	240.00	002448 CLEARVIEW WINDOWS	77870	WTC WINDOW CLEANING	240.00	
6438	04/05/02	3,279.75	002609 CLEANSOURCE	77871	CLEANING SUPPLIES	3,279.75	
6439	04/05/02	669.27	002639 NEXTEL COMMUNICATIONS	77872	2/26-3/25 PHONES	669.27	
6440	04/05/02	67,506.54	002686 WATERLEAF ARCHITECTURE	77873	PROF SVCS TO 2/25/02	67,506.54	
6441	04/05/02	50.74	002689 B & B SMALL ENGINE REPAIR	77374	REPAIRS/MAINT FAC	50.74	
6442	04/05/02	519.00	002700 SANTA CRUZ COUNTY	77875	HEALTH PERMITS	519.00	
6443	04/05/02	7,569.88	002713 SANTA CRUZ AUTO TECH, INC	77876	REPAIR VEH #102	208.84	
				77377	REPAIR VEH #001	216.05	
				77878	REPAIR VEH #002	350.07	
				77879	REPAIR VEH #8036	867.61	
				77880	REPAIR VEH #904	740.15	
				77881	REPAIR VEH #202	379.07	
				77882	OUT REPAIR OTHER VEH	108.61	
				77883	REPAIR VEH #909	551.67	
				77884	REPAIR VEH #8015	194.27	
				78805	REPAIR VEH #8035	556.64	
				77886	REPAIR VEH #909	1,454.55	
				77887	REPAIR VEH #8021	1,385.61	
				77888	REPAIR VEH #913	557.04	
6444	04/05/02	138.95	004 NORTH BAY FORD LINC-MERCURY	77889	REPAIR FORD EXPLORER	84.95	
				77890	REPAIR VEH #201	54.00	

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
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DATE: 04/01/02 THRU 04/30/02

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6445	04/05/02	78.65 009	PACIFIC GAS & ELECTRIC	77891	2/14-3/15 PAUL SWEET	78.65
6446	04/05/02	2,030.16 013	MCI SERVICE PARTS, INC.	77392	REV VEH PARTS	20.61
				77393	REV VEH PARTS	226.32
				77894	REV VEH PARTS	249.89
				77895	REV VEH PARTS	47.04
				77896	REV VEH PARTS	913.68
				77897	REV VEH PARTS	572.62
6447	04/05/02	17.00 014	CABRILLO COLLEGE	77898	FEB FINGERPRINTING	17.00
6448	04/05/02	352.82 020	ADT SECURITY SYSTEMS.	77899	APRILALARMS	50.95
				77900	APRIL ALARMS	33.84
				77901	APRIL ALARMS	268.05
6450	04/05/02	2,142.57 043	PALACE ART & OFFICE SUPPLY	77902	FAX CARTRIDGES PLANG	100.41
				77903	OFFICE SUPPLY FIN	75.93
				77904	OFFICE SUPPLY OPS	114.19
				77905	OFFICE SUPPLY	572.53
				77906	OFFICE SUPPLY	34.82
				77907	OFFICE SUPPLY PLANG	111.35
				77908	OFFICE SUPPLIES	44.26
				77909	OFFICE SUPPLY FLEET	34.66
				77911	ANSWERING MACHINE	110.16
				77912	OFFICE CHAIR FIN	290.52
				77913	FAX CARTRIDGES FLEET	78.89
				77914	OFFICE SUPPLYADMIN	87.59
				77915	COMPUTER PAPER	355.50
				779140	CHAIR - HRD	131.76
6451	04/05/02	1,458.79 057	U.S. BANK	77916	4251-2400-0554-7229	307.29
				77917	4251-2400-0574-2697	1,151.50
6452	04/05/02	198.82 061A	REGISTER PAJARONIAN	77918	CLASSIFIED ADS	193.32
6453	04/05/02	90.36 067	ROTO-ROOTER SEWER/PLUMBING	77919	OUT REPAIR BLDG & IM	90.36
6454	04/05/02	93.04 081	KAR PRODUCTS	77920	PARTS & SUPPLIES	93.04
6455	04/05/02	120.00 083	THYSSENKRUPP ELEVATOR -042	77921	MARCH ELEVATOR SVC	120.00
6456	04/05/02	17,144.20 085	DIXON & SON, INCORPORATED	77993	MAR OUT REPAIR	485.92
				77994	MARCH PARTS/SUPPLY	16,658.28
6457	04/05/02	447.75 104	STATE STEEL COMPANY	77995	REV VEH PARTS/SUPPLY	447.75
6458	04/05/02	468.55 107	SAN LORENZO LUMBER CO., INC.	77922	MARCH SUPPLIES	363.54
				77923	FEB/MAR SUPPLIES	102.91
6459	04/05/02	1,976.87 130	WATSONVILLE CITY WATER DEPT.	77924	1/4-3/5 RODRIGUEZ	57.56
				77925	1/4-3/5 RODRIGUEZ	59.01
				77925	1/4-3/5 RODRIGUEZ	446.84
				77927	CONTAINER	1,230.00
				77923	2/1-3/1 SAKATA LN	25.60
				77929	2/1-3/1 RODRIGUEZ	18.12
				77930	2/1-3/1 SAKATA LN	139.74
6460	04/05/02	4,956.39 134	DAY WIRELESS SYSTEMS	77931	MARCH OUT REPAIR	4,956.39
6461	04/05/02	1,051.00 135	SANTA CRUZ AUTO PARTS, INC.	77932	MARCH PARTS/SUPPLY	1,051.00
6462	04/05/02	609.22 147	ZEE MEDICAL SERVICE	77933	SAFETY SUPPLIES	609.22
6463	04/05/02	925.34 154	PRINT GALLERY, THE	77934	PRINTING-PLANNING	925.34
6464	04/05/02	2,060.80 180	MANPOWER TEMPORARY SERVICE INC	77935	TEMPS W/E 3/10 HRD	2,060.80
6465	04/05/02	3,221.41 183	BAYSHORE TRUCK EQUIPMENT CO.	77936	OUT REPAIR REV VEH	3,221.41
6466	04/05/02	35.91 186	WILSON, GEORGE H., INC.	77937	REPAIRS/MAINT FAC	35.91

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
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DATE: 04/01/02 THRU 04/30/02

CHK BER	CHECK DATE	CHECK AMOUNT	VENDOR NAME	VENDOR TYPE	TRANS. NUMBER	TRANSACTION DESCRIPTION	TRANSACTION AMOUNT	COMMENT
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6468	04/05/02	895.48	211	BOWMAN DISTRIBUTION	77938	PARTS & SUPPLIES 126	150.70	
					77939	REPAIRS/MAINT. 697	744.24	
6469	04/05/02	234.98	213	IKON OFFICE SOLUTIONS	77940	OFFICE SUPPLY OPS	23.78	
					77941	3/1-4/1 MAINT.	211.20	
6470	04/05/02	777.40	216	LABOR READY, INC.	77942	TEMPS W/E 3/22 FAC	568.10	
					77943	TEMPS W/E 3/8 FAC	209.30	
6471	04/05/02	19,779.65	373	STEWART & STEVENSON	77944	REV VEH PARTS	1,026.68	
					77945	OUT REPAIR REV VEH	9,463.05	
					77946	OUT REPAIR REV VEH	1,691.59	
					77947	REVEH PARTS	468.66	
					77943	PARTS & SUPPLIES	16.00	
					77959	REV VEH PARTS	1,003.31	
					77950	REV VEH PARTS	571.02	
					77997	REV VEH PARTS	1,105.61	
					77593	REV VEH PARTS	4,431.53	
6472	04/05/02	610.00	384	DIRECT SAFETY	77951	PARTS & SUPPLIES 610	610.00	
6473	04/05/02	161.20	434	VERIZON WIRELESS-PAGERS	77952	APRIL PAGERS	161.20	
6474	04/05/02	152.50	434A	VERIZON WIRELESS	77953	APRIL ANTENNA	152.50	
6475	04/05/02	468.35	461	VULTRON INC. --	77954	REV VEH PARTS	468.35	
6476	04/05/02	3,660.66	480	DIESEL MARINE ELECTRIC	77955	REVEH PARTS	3,660.66	
6477	04/05/02	160.00	481	PIED PIPER EXTERMINATORS, INC.	77956	MARCH PEST CONTROL	160.00	
647304	04/05/02	154.44	493	IMAGING PRODUCTS, INTERNATIONAL	77957	COLOR FILM-100 ROLLS	154.44	
6479	04/05/02	204,076.92	508	COMPLETE COACH WORKS	77953	OUT REPAIR REV VEH	202,150.92	
					77959	REV VEH PARTS	305.00	
					77960	REV VEH PARTS	325.00	
					77961	REV VEH PARTS	1,296.00	
6480	04/05/02	434.31	522	L. PH. BOLANDER & SONS	77962	FLAGS	484.31	
6481	04/05/02	207.11	527	RECARD NORTH AMERICA, INC.	77963	REV VEH PARTS 203	207.11	
6482	04/05/02	227.52	580	BLOCK AND COMPANY, INC.	77964	CURRENCY BANDS 180	227.52	
6483	04/05/02	136.69	583	SBC DATACOMM	77965	SERVICE MAINT.	136.69	
6484	04/05/02	1,350.00	589	A & B SWEEPING & MARKING	77966	OUT REPAIR BLDG/IMP	1,350.00	
6485	04/05/02	5,969.16	599	SOUTHWEST OFFSET PRINTING	77967	PRINTING -PLANNING	5,969.16	
6486	04/05/02	68.97	647	GFI BENFARE	77968	REV VEH PARTS	68.97	
6487	04/05/02	1,175.00	650	CENTRAL COAST LANDSCAPE	77969	MARCH LANDSCAPING	1,175.00	
6488	04/05/02	144.30	667	CITY OF SCOTTS VALLEY	77970	1/16-3/15 KINGS VLB	144.30	
6489	04/05/02	1,158.50	704	PLANT & ASSOCIATES	77991	INVESTIGATIVE SVCS	1,158.50	
6490	04/05/02	10.96	708B	CALIFORNIA HIGHWAY PATROL	77971	ENFORCEMENT MANUAL	10.96	
6491	04/05/02	280.00	801	LOUIS AND RIPARETTI, INC.	77972	REPAIR ROOF-DUBOIS	280.00	
6492	04/05/02	705.96	332	SHERATON SAND KEY RESORT	77973	ROBYN SLATER 4/14-18	705.96	
6493	04/05/02	362.77	803	WESTIN ST. FRANCIS HOTEL	77974	MARILYN FENN 4/10-11	362.77	
6494	04/05/02	277.00	828	M. LEE SMITH PUBLISHERS LLC	77975	CA EMPLOYMENT LAW LT	277.00	
6495	04/05/02	243.94	829	KANTOLAPRODDUC IONS	77999	2 TRAINING VIDEOS	243.94	
6496	04/05/02	646.00	884	UNITED STATES POSTAL SERVICE	78000	STAMPS - OPS	646.00	
6497	04/05/02	211.44	973	SANTA CRUZ DODGE	77976	REV VEH PARTS	211.44	
6498	04/05/02	50.00	B003	BEAUTZ, JAN	77977	MARCH BOD MEETINGS	50.00	
6499	04/05/02	50.00	B008	KROHN, CHRISTOPHER	77978	MARCH BOD MEETINGS	50.00	
6500	04/05/02	50.00	B010	NORTON, DENNIS	77979	MARCH BOD MEETINGS	50.00	
6501	04/05/02	50.00	B011	REILLY, EMILY	77981	MARCH BOD MEETINGS	50.00	
6502	04/05/02	50.00	B013	VENTURA PHARES, ANA	77980	MARCH BOD MEETINGS	50.00	

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6503	04/05/02	66.00	E194	LAWSON, MARJORIE	77982	DMV MEDICAL EXAM	66.00	
6504	04/05/02	300.00	E239	SLATER, ROBYN	77983	MEDICAL INS WAIVER	300.00	
6505	04/05/02	10.00	E251	BARTHOLMEW, JON	78001	DMV/VTT FEES OPS	10.00	
6506	04/05/02	34.00	E255	MCCABE, MARGARET	78002	DMV/VTT FEES OPS	34.00	
6507	04/05/02	10.00	E257	COTRONEO, MICHAEL	78003	DMV/VTT FEES OPS	10.00	
6508	04/05/02	10.00	E258	O'HAGEN, JUSTINA	78004	DMV/VTT FEES OPS	10.00	
6509	04/05/02	44.00	E259	PEREZ, ANTONIO	78005	DMV/VTT FEES OPS	44.00	
6510	04/05/02	300.00	E390	CANALLES DONNA	77984	MEDICAL INS WAIVER	300.00	
6511	04/05/02	300.00	E394	MILBURN, PETER	77985	MEDICAL INS WAIVER	300.00	
6512	04/05/02	300.00	E409	TRAYLOR, SOOZIE	77986	MEDICAL INS WAIVER	300.00	
6513	04/05/02	242.00	M014	HARRELL, LAURA	73987	APRIL MEDICAL REIMB	242.00	
6514	04/05/02	249.00	M020	PERS CHOICE	77988	MEDICAL REIMBURSEMNT	249.00	
6515	04/05/02	313.42	R357	CITY OF SANTA CRUZ	77989	SETTLEMENT FOR CLAIM	313.42	
6516	04/08/02	164,259.11	502	PUBLIC EMPLOYEES'	78006	APR MEDICAL INS.	164,259.11	
6517M	04/10/02	30.00	060	CITY OF SANTA CRUZ	78213	BIKE LOCKER JAN-JUN	34.00	MANUAL
				BIKE LOCKER				
6517P	04/10/02	-30.00	060	CITY OF SANTA CRUZ	78222	VOID CHECK	-30.00	PRE-PAID
				VOID CHECK				
6518	04/16/02	39,600.00	101	EDS CLAIMS SERVICES, INC.	78008	SETTLEMENT CHECK	39,600.00	
6519	04/19/02	978.32	001	PACIFIC BELL/SAC	78009	APRIL PHONES - MIS	52.72	
					78010	APRIL PHONES - MIS	66.02	
					78011	APRIL PHONES - MIS	238.86	
					78012	APRIL PHONES - MIS	620.72	
6520	04/19/02	330.07	001020	EMED COMPANY	78013	SAFETY SUPPLIES 91	98.57	
					78014	REPAIRS/MAINT220	231.50	
6521	04/19/02	10,982.70	001063	NEW FLYER INDUSTRIES LIMITED	78015	REV VEH PARTS-4282	4,282.45	
					78016	REV VEH PARTS - 438	438.00	
					78017	REV VEH PARTS - 2642	2,641.62	
					78018	REV VEH PARTS - 200	199.90	
					78019	REV VEH PARTS - 43	43.35	
					78020	REV VEH PARTS - 2074	2,074.46	
					78021	REV VEH PARTS - 205	204.96	
					78022	REV VEH PARTS - 944	943.53	
					78023	REV VEH PARTS - 94	93.92	
					78151	REV VEH PARTS 35	60.51	
6522	04/19/02	1,366.07	001119	MACERICH PARTNERSHIP, LP, THE	78152	MAY CAPITOLA MALL	1,366.07	
6523	04/19/02	1,969.64	001230	CAPITOL CLUTCH AND BRAKE, INC	78024	REV VEH PARTS	555.42	
					78025	REV VEH PARTS	521.64	
					78026	REV VEH PARTS	259.20	
					78027	REV VEH PARTS	57.18	
					78028	REV VEH PARTS	475.20	
6524	04/19/02	2,297.20	001263	ABBOTT STREET RADIATOR	78029	OUT REPAIR/REV VEH	410.40	
					78030	OUT REPAIR/REV VEH	943.40	
					78031	OUT REPAIR/REV VEH	943.40	
6525	04/19/02	510.52	001315	WASTE MANAGEMENT OF S C	78032	MARCH KINGS VILLAGE	125.26	
					78033	MARCH MT HERMON	40.56	
					78034	APRIL/JUNE LOMOND ST	34.80	
					78035	APRIL/JUNE BIG BASIN	34.80	
					78036	APRIL/JUNE FREEDOM	275.10	
6526	04/19/02	8,106.66	001346	CITY OF SANTA CRUZ	78037	POLICE OFFICER	7,901.36	

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6527	04/19/02	1,017.00	001492 EVERGREEN	78153	PARKING DEF FEES	205.50	
6529	04/19/02	658.75	001573 SCOTT R.F. ROBERT W.	78154	HAZ WASTE DISP	1,017.00	
6529	04/19/02	36,977.85	001616 UNUM	78038	PROF SVCS	658.75	
6530	04/19/02	15.41	001648 STEVE'S UNION	78039	APRIL LTD	36,977.85	
6531	04/19/02	585.00	001712 ARACHERLI FENCE COMPANY	78155	MARCH FUELS FLEET	15.41	
6532	04/19/02	4,580.10	001745 IIT HARTFORD	78040	OUT REPAIR/BLDG	585.00	
6533	04/19/02	400.00	001759 PAJARO VALLEY CHAMBER OF	78041	LIFE/AD&D	4,580.10	
6534	04/19/02	155,182.44	001762 COMMUNITY BRIDGES	78156	SPONSOR- BUS EXPD	400.00	
6535	04/19/02	5,950.00	001774 EOS CLAIMS SERVICES, INC.	78042	FEBRUARY ADA	155,182.44	
6536	04/19/02	333.19	001837 VIKING OFFICE PRODUCTS	78043	10/24-11/23	5,950.00	
6537	04/19/02	900.00	001887 HUMPHREY, YVONNE A.	78044	OFFICE SUPPLY FLEET	259.36	
6538	04/19/02	239.00	001896 NATIONAL BUSINESS INSTITUTE	78045	OFFICE SUPPLY OPS	73.81	
6539	04/19/02	1,105.48	001934 ALDRAN CHEMICAL, INC	78157	MAY VERNON ST LOT	900.00	
6540	04/19/02	556.72	001936 WORLDCOM TECHNOLOGIES, INC.	78046	SEMINAR/SACRAMENTO	239.00	
6541	04/19/02	503.63	001976 SPORTWORKS NORTHWEST, INC.	78047	CLEANING SUPPLY	1,105.48	
6542	04/19/02	3,230.50	001991 BAY STAFFING	78048	MARCH LONG DISTANCE	556.72	
6543	04/19/02	2,827.86	002005 TRANSIT RESOURCES, INC.	78049	REV VEH PARTS - 496	503.63	
6544	04/19/02	1,409.58	002021 HCLL KINION	78050	TEMPS PLNG & MKTG	1,753.50	
6545	04/19/02	547.80	002063 COSTCO	78051	TEMPS PLNG & MKTG	1,477.00	
6546	04/19/02	888.84	002106 AMERICAN SUPPLY COMPANY	78052	REV VEH PARTS	464.16	
6547	04/19/02	29,768.12	002116 HINSHAW, EDWARD & BARBARA	78053	REV VEH PARTS	2,363.70	
6548	04/19/02	10,529.37	002117 IULIANO, NICK	78054	TEMPS HRD	1,409.58	
6549	04/19/02	110.23	002161 APPLIED INDUSTRIAL TECH	78055	CAMERA - OPS	38.31	
6550	04/19/02	510.60	002214 SSI CORP.	78056	CAMERA - FLEET	43.76	
6551	04/19/02	2,000.00	002267 SHAW & YODER, INC.	78057	DESK PLNG & MKTG	437.99	
6552	04/19/02	9,483.83	002287 CALIFORNIA SERVICE EMPLOYEE	78058	PHOTO SUPPLY OPS	20.23	
6553	04/19/02	156.56	002307 EWING IRRIGATION PRODUCTS	78158	PHOTO PROCESS LEGAL	7.51	
6554	04/19/02	3,750.00	002346 CHANEY, CAROLYN & ASSOC., INC.	78059	CLEANING SUPPLIES	888.84	
6555	04/19/02	430.48	002474 ELECTRICAL DISTRIBUTORS CO.	78159	MAY 370 ENCINAL ST	23,701.79	
6556	04/19/02	270.00	002486 SANTA CRUZ CINEMA 9 THEATERS	78160	MAY 120 DUBOIS	6,066.33	
6557	04/19/02	71,618.00	002525 EL DORADO BUS SALES, INC.	78161	MAY 111 DUBOIS	10,529.37	
6558	04/19/02	405.83	002609 CLEANSOURCE	78060	REPAIRS/MAINTENANCE	78.61	
6559	04/19/02	2,328.16	002610 FREDERICK ELECTRONICS CORP.	78061	REPAIRS/MAINTENANCE	31.62	
6560	04/19/02	1,492.77	002626 NELSON WYGAARD	78062	REPAIRS/MAINTENANCE	510.60	
6561	04/19/02	253.80	002643 IOS CAPITAL	78162	FEB LEGISLATIVE SVCS	2,000.00	
6562	04/19/02	170.58	007 UNITED PARCEL SERVICE	78063	HRD LATE PAYMENT	461.03	
6564	04/19/02	10,162.15	009 PACIFIC GAS & ELECTRIC	78064	APRIL MEDICAL	9,022.80	
				78065	REPAIRS/MAINTENANCE	156.56	
				78066	LEGISLATIVE SERVICES	1,753.50	
				78067	REPAIRS/MAINTENANCE	430.48	
				78163	EMPLOYEE INCENTIVE	270.00	
				78068	2 PARATRANSIT VANS	71,618.00	
				78069	CLEANING SUPPLIES	385.40	
				78070	BROOM HANDLES	22.43	
				78164	MAY 375 ENCINAL ST.	2,328.16	
				78071	PROF/TECHNICAL	1,492.77	
				78072	COPIER RENTAL	253.80	
				78165	FREIGHT MARCH	170.58	
				78073	3/4-4/2 HARVEY WEST	26.34	
				78074	3/4-4/2 111 DUBOIS	579.13	

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				78075	3/4-4/2 11 1 DUBOIS	701.35
				78076	3/4-4/2 370 ENCINAL	1,880.52
				78077	3/4-4/2 370 ENCINAL	259.36
				78078	3/7-4/5 920 PACIFIC	529.70
				78079	3/7-4/5 920 PACIFIC	1,202.34
				78080	3/2-4/2 1200 RIVER	1535--25
				78081	3/2-4/2 GOLF CLUB	419.72
				78082	3/4-4/2 GOLF CLUB	1,413.94
				78083	3/2-4/2 1200 RIVER	114.43
				78084	3/7-4/5 920 PACIFIC	134.67
				78085	2/27-3/29 SAKATA	10.50
				78086	2/27-3/29 SAKATA	10.77
				78087	3/1-3/30 BEACH ST	69.78
				78088	3/1-3/30 RODRIGUEZ	30.54
				78089	3/1-3/30 RODRIGUEZ	1,176.43
				78166	MARCH CNG FUEL	67.38
6565	04/19/02	2,406.00	SUN MICROSYSTEMS, INC.	78167	1/1-3/31 SVCS	1,203.00
				78168	4/1-6/30 PROF SVCS	1,203.00
6566	04/19/02	9,523.85	SALINAS VALLEY FORD SALES	78090	REV VEH PARTS	3,111.50
				78091	SMALL TOOLS	64.80
				78092	REV VEH PARTS	2,964.9E
				78093	REV VEH PARTS	3,382.63
6567	04/19/02	18.12	KELLY-MOORE PAINT CO INC.	78094	REPAIRS/MAINTENANCE	18.12
6568	04/19/02	1,049.03	KINKO'S INC.	78169	PRINTING - MARCH	1,049.03
6569	04/19/02	53.89	LENZ ARTS, INC.	78095	EMP AWARD FRAMES	53.89
6570	04/19/02	3,242.42	MISSION UNIFORM	78096	UNIFORMS & LAUNDRY	473.29
				78170	MAR UNIFORM/LAUNDRY	2,769.13
6571	04/19/02	75.98	ORCHARD SUPPLY HARDWARE	78097	REPAIRS/TOOLS	75.98
6572	04/19/02	580.07	ROYAL WHOLESALE ELECTRIC	78098	REPAIRS/MAINTENANCE	580.07
6573	04/19/02	3,181.68	UNITED LABORATORIES	78099	REPAIRS/MAINTENANCE	3,181.68
6574	04/19/02	84.80	KENVILLE & SONS LOCKSMITH	78100	REPAIRS/MAINTENANCE	84.80
6575	04/19/02	833.68	COAST PAPER & SUPPLY INC.	78101	CLEANING SUPPLIES	833.68
6576	04/19/02	95.80	SANTA CRUZ MUNICIPAL UTILITY	78171	MARCHLANDFILL	95.80
6577	04/19/02	2,184.00	STATE BOARD OF EQUALIZATION	78102	JAN-MAR USE TAXEGL	2,184.00
6578	04/19/02	2,327.42	STATE BOARD OF EQUALIZATION	78172	JAN-MAR FUEL TAX	2,327.42
6579	04/19/02	120.00	THYSSENKRUPP ELEVATOR -042	78173	APRIL ELEVATOR SVCS	120.00
6579F04/19/02		-120.00	THYSSENKRUPP ELEVATOR -042	78220	VOID CHECK	-120.00 PRE-PAID
					VOID CHECK	
6580	04/19/02	179.36	RECOGNITION SERVICES LTD.	78103	EMP AWARDS	179.36
6580P04/19/02		-179.36	RECOGNITION SERVICES LTD.	78218	VOID CHECK	-179.36 PRE-PAID
					VOID CHECK	
6581	04/19/02	294.75	CRYSTAL SPRINGS WATER CO.	78104	MARCH WATER FLEET	294.75
6581F04/19/02		-294.75	CRYSTAL SPRINGS WATER CO.	78216	VOID CHECK	-294.75 PRE-PAID
					VOID CHECK	
6582	04/19/02	20.00	SCOTT'S VALLEY BANNER/	78174	1 YR SUBSCRIPTION	20.00
6582P04/19/02		-20.00	SCOTT'S VALLEY BANNER/	78214	VOID CHECK	-20.00 PRE-PAID
					VOID CHECK	
6583	04/19/02	80,914.74	EOS CLAIMS SERVICES, INC.	78105	MARCH TRUST ACCOUNT	80,914.74
6584	04/19/02	2,238.60	TRANSMART	78175	MAY CUSTODIAN SVS	2,238.60
6585	04/19/02	3,196.56	GILLIG CORPORATION	78106	REV VEH PARTS	2,495.53

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					78107	REV VEH PARTS	36.16	
					78108	REV VEH PARTS	522.69	
					78109	INSULATION	221.82	
					78110	REV VEH PARTS	1,635.03	
					78111	REV VEH PARTS	3,526.11	
					78112	REV VEH PARTS	749.50	
					78113	REV VEH PARTS	9.72	
6586	04/19/02	126.45	122	SCHTD PETTY CASH - OPS	78176	2/6-4/11 PETTY CASH	126.45	
6587	04/19/02	353.24	149	SANTA CRUZ SENTINEL	78177	MARCH ADVERTISING	353.24	
6588	04/19/02	100.00	150	U.C. RESENTS	78114	FEB ROOM RENTAL	100.00	
6589	04/19/02	542.16	156	PRINT GALLERY, THE	78115	ROUTE STICKERS	542.16	
6590	04/19/02	64.12	161	OCEAN CHEVROLET INC	78116	REV VEH PARTS	64.12	
6591	04/19/02	37.80	166	HOSE SHOP, INC., THE	78117	HOSE ASSEMBLY	37.80	
6592	04/19/02	1,828.24	170	TOWNSEND'S AUTO PARTS	78118	MARCH SUPPLIES	1,828.24	
6593	04/19/02	lib.07	172	CENTRAL WELDERS SUPPLY, INC.	78119	OUT REPAIR - EQUIP	83.47	
					78120	PARTS & SUPPLIES	43.20	
6594	04/19/02	36,487.50	173	AGN RISK SERVICES INC.	78121	EMP PRACT LIAB INS	36,487.50	
6595	04/19/02	342.52	196	LIFT-U-INC.	78122	REV VEH PARTS	342.52	
6596	04/19/02	1,749.15	216	LABOR READY, INC.	78178	TEMPS W/E 4/5 FAC	1,181.05	
					78179	TEMPS W/E 3/29 FAC	568.10	
6597	04/19/02	24.79	259	SANTA CRUZ GLASS CO., INC.	78123	OUT REPAIR - BLDG	24.79	
6598	04/19/02	46.00	271	CARLSON, BRENT D., 14. D. INC.	78124	DRUG TESTING	46.00	
6599	04/19/02	51.84	288	MUNCIE RECLAMATION & SUPPLY	78125	REV VEH PARTS	51.84	
6600	04/19/02	500.00	292	NORTH COUNTY RECOVERY & TOWING	78126	TOWING	500.00	
6601	04/19/02	717.61	294	ANDY'S AUTO SUPPLY	78127	MARCH SUPPLIES	717.61	
6602	04/19/02	521.00	309	GOOD TIES	78128	PUBLIC HEARING AD	521.00	
6603	04/19/02	886.20	316	WATSONVILLE AUTO SUPPLY	78129	REV VEH PARTS	886.20	
6604	04/19/02	27.28	339	ALW HARDWARE SUPPLY	78130	REPAIRS/MAINTENANCE	27.28	
6605	04/19/02	492.77	372	FEDERAL EXPRESS	78131	MARCH MAILINGS	203.82	
					78132	MARCH MAILINGS	116.25	
					78133	MARCH MAILINGS	82.70	
6606	04/19/02	351.00	389	KENS AUTO PARTS, INC.	78134	MARCH PARTS/SUPPLY	351.00	
6607	04/19/02	202.00	394	APPLIED DIGITAL SOLUTIONS	78135	PRINTER MAINT.	202.00	
6608	04/19/02	247.45	405	JOHN'S ELECTRIC MOTOR	78137	OUT REPAIR EQUIPT	247.45	
6609	04/19/02	3,062.00	433	AMPAC BUILDING MAINTENANCE	78138	MARCH CUSTODIAL	2,062.00	
6610	04/19/02	2,322.00	451	MARKOWITZ, PAUL	78180	FATIO AREA - OPS	2,322.00	
6611	04/19/02	St. 39	460	SAFETY ENVIRONMENTAL CONTROL	78139	SAFETY SUPPLIES	54.39	
6612	04/19/02	2,408.40	480	DIESEL MARINE ELECTRIC	78181	REV VEH PARTS	2,408.40	
6613	04/19/02	310.50	481	PIE!! PIPER EXTERMINATORS, INC.	78140	OUT REPAIR BLDGS	310.50	
6614	04/19/02	2,770.00	525	KION TV	78141	ADS - YIELD TO BUS	2,770.00	
6615	04/19/02	960.00	533	LINDSKOG P. E., ROBERT	78182	PROF SVCS - JAN	960.00	
6616	04/19/02	550.00	563	AMBAG	78183	RIDESHARE SPONSOR	550.00	
6617	04/19/02	277.73	566	CALISTOGA SPRING WATER CO:	78142	MAR WATER ADMIN	197.98	
					78143	MAR WATER-PLANNING	79.75	
6618	04/19/02	507.50	597	CURVED GLASS DISTRIBUTORS	78144	REV VEH PARTS 409	507.50	
6619	04/19/02	70.56	604	YENGLE, PATRICIA	78145	3/27 TRANSLATIONS	70.56	
6620	04/19/02	2,243.63	664	BAY COUNTIES PITCOCK PETROLEUM	78146	FUELS - FLEET	825.29	
					78147	FUELS - FLEET	1,418.34	
6621	04/19/02	1,156.75	720	LAW OFFICES ELIEZER BEN-SHMOEL	78184	PROF SVCS 12/11-1/24	1,156.75	
6622	04/19/02	168.95	731	KENT-MOORE TOOL GROUP	78148	DIAGNOSTIC SOFTWARE	168.95	

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

DATE: 04/01/02 THRU 04/30/02

CHECK NUMBER	CHECK DATE	CHECK AMOUNT	VENDOR NAME	VENDOR TRANS. TYPE	TRANSACTION DESCRIPTION	TRANSACTION AMOUNT	COMMENT
6623	04/19/02	1,340.00	777 KCBA TV	78149	YIELD TO BUS ADS	1,340.00	
6624	04/19/02	368.71	777 STAR MACHINE & TOOL CO.	78150	PARTS & SUPPLY 363	368.71	
6625	04/19/02	248.70	788 SCMTD PETTY CASH - FINANCE	78185	3/7-4/12 PETTY CASH	248.70	
6626	04/19/02	34.00	884 UNITED STATES POSTAL SERVICE	78187	100 POSTAGE STAMPS	34.00	
6627	04/19/02	134.69	E010 ROSS, ELISABETH	78188	EMPLOYEE INCENTIVE	134.69	
6628	04/19/02	153.35	E030 FENN, MARILYN	78189	TRAVEL EXPENSES	153.35	
6629	04/19/02	10.00	E249 KELLY, JENNIFER	78190	DMV/VTT FEES OPS	10.00	
6630	04/19/02	10.00	E252 MCHALE, BRIAN	78191	DMV/VTT FEES	10.00	
6631	04/19/02	10.00	E253 ARELLANO, MARIO	78192	DMV/VTT FEES OPS	10.00	
6632	04/19/02	10.00	E255 MCCABE, MARGARET	78193	DMV/VTT FEES OPS	10.00	
6633	04/19/02	10.00	E260 CARTER, RHONDA	78194	DMV/VTT FEES OPS	10.00	
6634	04/19/02	306.00	M001 HORTON, JOSEPH	78195	MAY MEDICAL PREMIUM	306.00	
6635	04/19/02	306.00	M002 RACKLEY, EARL	78196	MAY MEDICAL PREMIUM	306.00	
6636	04/19/02	153.00	M003 WYANT, JUDI	78197	MAY MEDICAL PREMIUM	153.00	
6637	04/19/02	153.00	M005 ROSS, EMERY	78198	MAY MEDICAL PREMIUM	153.00	
6638	04/19/02	397.00	M006 VAN DER ZANDE, ED	78199	MAY MEDICAL PREMIUM	397.00	
6639	04/19/02	298.00	M007 BLAIR-ALWARD, GREGORY	78200	MAY MEDICAL PREMIUM	298.00	
6640	04/19/02	298.00	M008 CAMPOS, ARVILLA	78201	MAY MEDICAL PREMIUM	298.00	
6641	04/19/02	567.00	M009 FREEMAN, MARY	78202	MAY MEDICAL PREMIUM	567.00	
6642	04/19/02	170.00	M010 SHORT, SLDAN	78203	MAY MEDICAL PREMIUM	170.00	
6643	04/19/02	178.00	M011 LAWSON, LOIS	78204	MAY MEDICAL PREMIUM	178.00	
6644	04/19/02	178.00	M012 ROSE, JACK	78205	MAY MEDICAL PREMIUM	178.00	
6645	04/19/02	170.00	M013 JAHNKE, EILEEN	78206	MAY MEDICAL PREMIUM	170.00	
6646	04/19/02	50.00	M015 HETH, KATHRYN	78207	MAY MEDICAL PREMIUM	50.00	
6647	04/19/02	25.00	M016 HICKLIN, DONALD KENT	78208	MAY MEDICAL PREMIUM	25.00	
6648	04/19/02	25.00	M017 PORTILLA, EARLENE	78209	MAY MEDICAL PREMIUM	25.00	
6649	04/19/02	25.00	M018 SANDRETTI, ALFRED	78210	MAY MEDICAL PREMIUM	25.00	
6650	04/19/02	42.00	M019 WILLIAMS, ROBERT	78211	MAY MEDICAL PREMIUM	42.00	
6651	04/19/02	63.82	R374 BIVINGS, LINDZY	78212	SETTLEMENT - CLAIM	63.82	
6652	04/19/02	120.00	083 THYSSENKRUPP ELEVATOR -04E	78221	APRIL ELEVATOR SVC	120.00	
6653	04/19/02	179.36	087 RECOGNITION SERVICES LTD.	78219	EMP INCENTIVE 165	179.36	
6654	04/19/02	294.75	090 CRYSTAL SPRINGS WATER CO.	78217	MARCH WATER - FLEET	294.75	
6655	04/19/02	20.00	097 SCOTTS VALLY BANNER/	78215	1 YR SUBSCRIPTION	20.00	
6656	04/30/02	3,520.49	002247 DINERS CLUB	78225	3888-300190-3702	3,520.49	
6657	04/30/02	22,709.58	500 PAIBE'S SECURITY SERVICES, INC	78224	MARCH SECURITY	22,709.58	
AL		1,330,634.78	COAST COMMERCIAL BANK		TOTAL CHECKS	247	1,330,634.78

Santa Cruz METRO April Ridership Report

REVENUE AND RIDERSHIP SUMMARY BY ROUTE

ROUTE	REVENUE	RIDERSHIP	Revenue/Passenger	UC Student	UC Staff Faculty	S/D Day Pass	S/D Riders	W/C	S/D Day Pass	Cabrillo	Bike	Monthly Pass
10	\$ 2,019.90	31,347	\$ 0.06	25,610	1,976	30	30	15	16	400	617	1,442
13	\$ 850.51	18,192	\$ 0.05	15,757	986	15	15	3	11	147	344	490
15	\$ 2,770.16	48,064	\$ 0.06	40,790	2,236	50	46	9	24	543	1,051	1,841
16	\$ 5,225.10	72,392	\$ 0.07	60,729	3,019	78	78	30	26	787	1,780	2,834
19	\$ 1,721.66	26,135	\$ 0.07	21,813	1,269	27	54	8	34	224	718	1,167
2	\$ 1,969.99	7,170	\$ 0.27	2,275	353	92	63	26	32	442	222	2,331
3A	\$ 1,408.56	4,173	\$ 0.34	316	165	55	140	6	58	312	92	2,050
3B	\$ 2,114.44	5,518	\$ 0.38	649	187	79	83	9	29	418	172	2,306
3N	\$ 177.41	726	\$ 0.24	116	21	-	3	-	-	97	41	316
4	\$ 893.86	4,622	\$ 0.19	137	27	17	189	71	80	243	54	3,287
6	\$ 948.81	2,490	\$ 0.38	586	42	43	31	12	12	121	34	889
7	\$ 943.15	3,042	\$ 0.31	218	27	42	64	33	93	132	15	1,834
7N	\$ 1,285.86	2,825	\$ 0.46	311	24	7	18	10	3	281	128	942
8	\$ 1,192.50	4,636	\$ 0.26	476	90	42	80	17	37	217	59	2,748
9	\$ 65.70	198	\$ 0.33	25	2	-	1	1	1	10	1	95
12A	\$ 400.48	7,485	\$ 0.05	6,480	485	11	5	5	3	33	177	114
12B	\$ 272.81	4,478	\$ 0.06	3,847	215	3	4	-	3	18	49	132
20	\$ 426.34	8,829	\$ 0.05	7,378	738	14	-	1	2	45	155	273
22	\$ 333.02	6,424	\$ 0.05	5,592	330	5	2	-	3	25	211	157
25	\$ 49.55	1,541	\$ 0.03	1,412	23	-	1	-	-	8	41	48
30	\$ 2,246.18	4,466	\$ 0.53	144	33	53	58	17	29	261	158	1,803
31	\$ 619.66	1,772	\$ 0.46	100	42	19	14	2	18	91	76	773
33	\$ 479.11	829	\$ 0.68	2	-	7	-	-	-	1	17	372
34	\$ 354.13	651	\$ 0.54	2	-	8	1	-	-	2	18	309
35	\$ 24,468.03	46,222	\$ 0.53	1,268	425	687	506	104	313	2,473	1,588	19,169
36	\$ 352.23	991	\$ 0.36	79	49	11	18	-	1	130	61	405
40	\$ 1,190.48	2,116	\$ 0.56	87	39	38	22	-	13	44	129	859
41	\$ 979.50	1,858	\$ 0.53	214	18	20	15	-	15	105	150	592
42	\$ 624.49	1,011	\$ 0.62	104	8	8	17	2	-	58	78	247
52	\$ 780.18	2,130	\$ 0.37	62	5	18	65	27	20	170	16	1,128
54	\$ 3,525.51	9,291	\$ 0.38	119	78	138	220	55	85	2,644	281	3,165
58	\$ 46.00	256	\$ 0.18	9	-	-	-	-	-	18	6	183
59	\$ 416.63	1,209	\$ 0.34	17	8	13	53	15	16	107	8	666
60	\$ 248.02	429	\$ 0.58	6	8	13	28	3	2	30	9	153
61	\$ 132.20	340	\$ 0.39	9	-	4	4	7	1	34	5	176
63	\$ 950.12	1,913	\$ 0.50	12	9	34	124	125	61	174	9	795
65	\$ 4,596.61	11,435	\$ 0.40	573	158	129	303	128	119	973	222	5,351
66	\$ 8,993.86	18,510	\$ 0.49	1,059	299	323	224	134	159	1,436	351	7,417
67	\$ 5,532.83	11,879	\$ 0.47	1,270	203	198	146	79	80	716	286	4,577
69	\$ 7,396.69	17,776	\$ 0.42	2,384	436	248	324	113	114	1,147	506	6,896
69A	\$ 11,231.25	21,585	\$ 0.52	1,335	243	325	393	93	178	1,178	625	8,263
69N	\$ 1,735.79	4,237	\$ 0.41	464	77	-	22	15	2	640	198	1,328
69W	\$ 14,722.17	29,127	\$ 0.51	1,265	231	349	376	131	187	3,895	700	9,758
70	\$ 2,186.51	6,571	\$ 0.33	178	34	71	70	42	41	2,334	178	1,979
71	\$ 48,454.35	89,386	\$ 0.54	2,407	739	891	1,416	464	642	10,923	2,793	28,815
72	\$ 5,890.01	8,626	\$ 0.68	10	8	122	196	9	110	330	147	2,727
73	\$ 5,088.17	7,464	\$ 0.68	7	11	84	283	54	157	235	61	2,279
75	\$ 7,814.69	10,757	\$ 0.73	11	11	164	220	9	96	383	182	2,900
78	\$ 103.16	132	\$ 0.78	-	-	3	16	2	4	2	2	42
79	\$ 2,061.36	3,540	\$ 0.58	13	7	55	143	19	118	137	47	1,451
91	\$ 4,641.48	9,265	\$ 0.50	737	237	197	87	18	51	1,595	303	2,501
Unknown	\$ 43.05	132	\$ 0.33	47	-	2	-	11	-	3	5	42
TOTAL	\$ 193,276.46	586,193	\$ 0.33	208,511	15,631	4,842	6,271	1,934	3,099	36,772	15,176	142,417

ROUTE	REVENUE	RIDERSHIP	Revenue/Passenger	VT/BC Day Pass	17 Caltrain	17 Day Pass	S/D Riders	W/C	None	ECO Pass	Bike	Monthly Pass
17	\$ 12,956.79	15,279	\$ 0.65	19	41	190	470	26	90	707	720	11,075

RIDERSHIP	
Shuttles	-
TOTAL	-

April Ridership	601,472
April Revenue	\$ 206,233.25

ACCESS IN AND OUT**APRIL 2002****BUS OPERATOR LIFT TEST *PULL-OUT* (ACCESSIBLE FLEET ONLY)**

VEHICLE CATEGORY	TOTAL BUSES	AVG # DEAD IN GARAGE	AVG # AVAIL. FOR SERVICE	AVG # IN SERVICE	AVG # SPARE BUSES	AVG # LIFTS OPERATING	% LIFTS WORKING ON PULL-OUT BUSES
FLYER	63	10	53	49	4	49	100%
GILLIG	46	11	35	22	13	22	100%
GMC	8	1	7	2	5	2	100%
CHAMPION	2	0	2	1	1	1	100%

BUS OPERATOR LIFT TEST *PULL-IN* (ACCESSIBLE FLEET ONLY)

VEHICLE CATEGORY	TOTAL BUSES	AVG # DEAD IN GARAGE	AVG # AVAIL. FOR SERVICE	AVG # IN SERVICE	AVG # SPARE BUSES	AVG # LIFTS OPERATING	% LIFTS WORKING ON PULL-OUT BUSES
FLYER	63	N/A	N/A	48	N/A	48	100%
GILLIG	46	N/A	N/A	12	N/A	12	100%
GMC	8	N/A	N/A	2	N/A	2	100%
CHAMPION	2	N/A	N/A	1	N/A	1	100%

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

PASSENGER LIFT PROBLEMS

MONTH OF APRIL, 2002

DATE	DAY	BUS #	REASON
04/01/02	MONDAY	8110C	No power to W/C lift
04/02/02	TUESDAY	8902G	Wheel chair lift is broken
04/02/02	TUESDAY	8907G	Kneel going up very slowly
04/02/02	TUESDAY	8915G	Problem stowing after 1st use, then seemed to be ok
04/03/02	WEDNESDAY	8093F	Starts to stow then stops
04/03/02	WEDNESDAY	8105GR	Lift operates very slowly, kneel didn't come up all the way
04/03/02	WEDNESDAY	8904G	Barrier won't deploy
04/03/02	WEDNESDAY	8913LF	Lift will not work with any one on it. Standing or in wheelchair
04/05/02	FRIDAY	8085F	Lift won't stow, & won't stay in kneel in Neutral, only in Drive
04/05/02	FRIDAY	8918G	Barrier won't go down
04/08/02	MONDAY	8093F	Lift won't stow
04/08/02	MONDAY	8906C	Lift not raising
04/10/02	WEDNESDAY	8904G	Barrier won't go down
04/10/02	WEDNESDAY	9801LF	Lift not working
04/11/02	THURSDAY	9815LF	Lift not working
04/11/02	THURSDAY	8097F	Lift only stows from top most position
04/12/02	FRIDAY	8065G	Lift has to be stowed manually
04/12/02	FRIDAY	8087F	Lift only stows from top most position
04/12/02	FRIDAY	8909G	Lift stopped working
04/14/02	SUNDAY	8091F	W/C lift stows very slowly, sometimes sticks
04/15/02	MONDAY	8093F	Lift won't stow
04/15/02	MONDAY	8918G	Lift will not lower from platform
04/17/02	WEDNESDAY	8906G	Lift would not raise off the ground
04/22/02	MONDAY	8087F	Lift will not stow & barrier isn't deploying very well
04/23/02	TUESDAY	8087F	No passenger lift
04/23/02	TUESDAY	8108F	Lift won't work
04/24/02	WEDNESDAY	8906G	Lift doesn't work, it acts like it's stuck
04/25/02	THURSDAY	8917G	No power to lift or kneel
04/26/02	FRIDAY	8919G	Outer barrier would not go down, fluid leaking from under platform
04/29/02	MONDAY	8093F	Lift failed to work
04/30/02	TUESDAY	8913G	Takes several tries to stow lift

F New Flyer
 G Gillig
 GR Grumman
 C Champion
 LF Low Floor Flyer
 GM GMC

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

GOVERNMENT TORT CLAIM



RECOMMENDED ACTION

TO: Board of Directors

FROM: District Counsel

RE: Claim of: Mercury Insurance Group Received: 04/26/02 Claim #: 02-0015
Date of Incident: 02/04/02 Occurrence Report No. : SC 02-02-04

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

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

B Y Margaret Gallagher
Margaret Gallagher
DISTRICT COUNSEL

Date: May 9, 2002

I, Dale Carr, do hereby attest that the above Claim was duly presented to and the recommendations were approved by the Santa Cruz Metropolitan Transit District's Board of Directors at the meeting of May 17, 2002.

Dale Carr
Recording Secretary

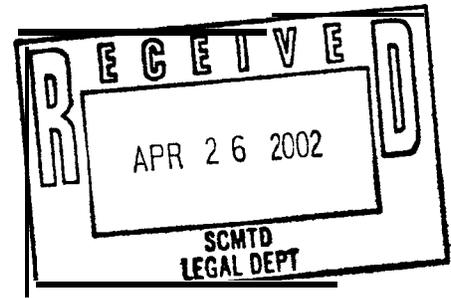
Date

MG/hp



CALIFORNIA AUTOMOBILE INSURANCE COMPANY
P. O. BOX 997 195
SACRAMENTO CA 95899

23-2439



Mailed To:

SANTA CRUZ TRANSIT SYSTEM
ATTN: HERBERT PALACIOS
370 ENCINAL STREET #100
SANTA CRUZ CA 95060

DATE: 04/24/2002
CLAIM NO: VW00099 I-79
INSURED: ROMEL ARPAFO
DATE OF LOSS: 02/04/2002

Dear SANTA CRUZ TRANSIT SYSTEM

This is to advise you that our investigation into the above referenced incident is still incomplete at this time and therefore we are not in a position to resolve liability or settlement of this claim. In order to do so, we need the following:

PLEASE PAY OUR SUBROGATION DEMAND ON YOUR FILE #SC02-02-04. THE POLICE FIND YOUR DRIVER 100% ADVERSE FOR AN UNSAFE TURN - VC 22100(A)

We will continue to advise you of the status of this claim on a regular basis.

Please understand that we will continue to do everything possible to conclude this claim in a fair and prompt manner. Should you have any questions or wish to discuss the matter, please contact me at your convenience.

Sincerely,

PATRICIA KERSTING
(916) 636-1534 Ext 2248

Claims Department

3673368



BANK OF AMERICA
Commercial Disbursement Account
Northbrook, IL

MERCURY INSURANCE GROUP
CALIFORNIA AUTOMOBILE INSURANCE COMPANY

23-2439
23467 160 70-2328
0719

CLAIM NO: VW00099 1-79 POLICY NO: AP00 11048 1
INSURED: ROMEL ARPAFO CLAIMANT:

APRIL 22, 2002

TIM PAUGH
APR 23 2002
CLAIMS

PAY SIX HUNDRED AND 00/100

\$ *****600.00
(NOT VALID AFTER 6 MONTHS)

TO ENTERPRISE RENT -A -CAR OF SAN FRANCISCO
THE 36 3 5 PEARL AVE.
ORDER SANJOSE, CA 95136
OF

IN FULL SETTLEMENT OF RC CLAIM(S)
ARISING OUT OF INCIDENT ON 02/04/2002

PAT KERSTING
APR 2 2002

CLAIMS

NOT NEGOTIABLE
SIGNATURE

CODE	GROSS AMOUNT	FEDERAL TAX	NET AMOUNT	SOUKUP INSURANCE	AGENCY
4645	600.00		600. ¹	036594	
PAYEE TYPE:					
VENDOR CODE:					

AGENT AGENT NAME

FILE COPY

3564624



BANK OF AMERICA
Commercial Disbursement Account
Northbrook, IL

MERCURY INSURANCE GROUP
CALIFORNIA AUTOMOBILE INSURANCE COMPANY

23-2439
23418976 70-232
0719

CLAIM NO: VW00099 1-79 POLICY NO: AP00 11048 1 MARCH 21, 2002
INSURED: ROMEL ARPAFO CLAIMANT: ARPAFO 1996 HONDA ACCORD 4KOL695

PAY FOUR THOUSAND ONE HUNDRED NINETY TWO AND 97/100

\$ ****4,192.97
(NOT VALID AFTER 6 MONTHS.)

TO MAIN STREET PAINT & BODY SHOP
ORDER AND ROMEL ARPAFO
OF 3 12 S. MAIN STREET
MILPITAS, CA 95035

IN FULL SETTLEMENT OF CN CLAIM(S)
ARISING OUT OF INCIDENT ON 02/04/2002

PAT KERSTING
MAR 2 2 2002

CLAIMS

NOT NEGOTIABLE
SIGNATURE

COVG	PYMT TYPE	GROSS AMOUNT	NET AMOUNT	ADJ	SUBRO INT
CN	F	4,192.4	4,192.97	3381	

AGENT CODE AGENT NAME
4645 SOUKUP INSURANCE AGENCY
PAYEE TYPE: 1
VENDOR CODE: 008943

TIM PAUGH
MAR 2 2 2002
CLAIMS

FILE COPY

Rental Invoice



395 CURTNER AVE
SAN JOSE CA 95125

Bill To:

0005377-00001/00001-T-2367NER3007

MERCURY CASUALTY-SAC-PLACER CLM
ATTN: KERSTING*PAT2248*
P.O. BOX 997195
SACRAMENTO CA 95899

Rental Agreement #

0685755 - 2367 ^{PK}

BILLING DETAIL

Description	Rate	Amount
30 DAYS @	19.99	599.70
SALES TAX%	8.25	49.48

TIM PAUGH
APR 22 2002
CLAIMS

RENTAL INFORMATION

Date Out	Date In	
3/19/02	4/17/02	
Renter	Home Phone	
ROMEL ARPAFO	408-279-5969	
Address	Off ice Phone	
2155 BIKINI AVE	408-314-6089	
City	State	Zip
SAN JOSE	CA	95122-3008
Driver License	State	Expires
03988796	CA	2/20/05
DOB		
2/20/76		

PLACER
APR 22 2002
PAT KERSTING
CLAIMS
APR 22 2002
CLAIMS

Additional Driver

Name
NO OTHER DRIVER PERMITTED
Age Driver License State Expires

TOTAL CHARGES 649.18
LESS AMOUNT RECEIVED 49.18
AMOUNT DUE 600.00

RENTAL VEHICLES CLAIM INFORMATION

Color	License No.	Claim #/Policy #/P.O. #
SILVER	4PUE945	VW000991-79
Model	Unit #	insured
01 CAVA	XE8208	ARPAFO* ROMEL*
	Date of Loss	Type of Loss
	2/04/02	INSURED
	Type of ACCORD	Repair Shop
		MAIN STREET

IMPORTANT INFORMATION

Billing Inquiries Call Fed Tax ID #
408-280-2111 36-3041733
Billing Information
\$20.00/DAY NO SALES TAX

Thank You For Choosing Enterprise

VISIT US AT OUR WEB SITE
WWW. ENTERPRISE.COM

Please Return This Portion with Remittance

AMOUNT DUE 600.00

Remit to:

ENTERPRISE RENT A CAR
ATTN: ACCTS RECEIVABLE
3635 PEARL AVENUE
SAN JOSE CA 95136-1525

Paid by:

MERCURY CASUALTY-SAC-PLACER CLM
ATTN: KERSTING*PAT2248*
P.O. BOX 997195
SACRAMENTO CA 95899

Date: 3/20/02 12:54 PM
 Estimate ID: VW000991-79
 Estimate Version: 0
 Preliminary
 Profile ID: CUSTOMIZED

Mercury Insurance Group

1630 MONTEREY ROAD #190 MORGANHILL, CA 95037
 (916) 636-1534
 Fax: (253) 498-8204

Adjustor: PATRICIA KERSTING
 (916) 636-1534

Type of Loss: Collision
 Date of Loss: 2/ 4/02
 Deductible: 500.00
 Policy No: APO0110481

Claim Number: VW000991-79

Insured: ROMEL ARPAFO
 Address: 2155 BIKINI AVE SAN JOSE, CA 95122
 Telephone: Work Phone: (408) 314-6089

Home Phone: (408) 314-6089

Mitchell Service: 911130

Description: 1996 Honda Accord DX
 Body Style: 4D Sed
 VIN: 1HGCD5626TA048108
 Mileage: 77,130
 OEM/ALT: 0
 Options: AUTOMATIC TRANSMISSION

Drive Train: 2.2L Inj 4 Cyl 4A
 License: 4K0L695 CA

Search Code: SJOSE

Line Item	Entry Number	Labor Type	Operation	Line Item Description	Part Type/ Part Number	Dollar Amount	Labor Units	CE6 Unit
1	AUTO	BOY	OVERHAUL	FRT COVER ASSY			2.0 #	2.0
2	100055	BDY	REMOVE/REPLACE	FRT BUMPER COVER	04711-SV4-A90ZZ	195.10	INC #	2.0T
3	AUTO REF		REFINISH	FRT BUMPER COVER			C 1.8	1.8
4	101080	BDY	CHECK/ADJUST	HEADLAMPS			0.4 #	0.4
5	101090	BDY	REMOVE/INSTALL	R HEADLAMP ASSY			0.6 #	1.8
6	100014	BDY	REMOVE/INSTALL	L HEADLAMP ASSY			0.4 #	1.8
7	101340	BDY	REMOVE/REPLACE	R PARK/MARKER LAMP ASSEMBLY	34300-SV4-A02	39.65	0.2 #	0.2T
8	101350	BDY	REMOVE/REPLACE	L PARK/MARKER LAMP ASSEMBLY	34350-SV4-A02	39.65	0.1 #	0.2T
9	103240	BOY	REMOVE/INSTALL	R FENDER MLDG			0.2	0.2
10	103250	BDY	REMOVE/INSTALL	L FENDER MLDG			0.2	0.2
11	103260	BDY	REMOVE/INSTALL	R MUDGUARD			0.2	0.2
12	103270	BDY	REMOVE/INSTALL	L MUDGUARD			INC	0.2
13	103280	BDY	REPAIR	R FENDER PANEL	Existing		2.0*#	2.5
14	AUTO REF		REFINISH	R FENDER OUTSIDE			C 1.8	1.8
15	103290	BDY	REPAIR	L FENOER PANEL	Existing		1.0*#	2.5
16	AUTO REF		REFINISH	L FENDER OUTSIDE			C 1.6	1.8
17	103380	BOY	REMOVE/INSTALL	R FENDER LINER	Existing		0.4*#	0.4
18	103390	BOY	REMOVE/INSTALL	L FENDER LINER	Existing		0.4-s	0.4
19	102029	BOY	REMOVE/REPLACE	L FENDER SKIRT CLIP	91512-5x0-003	22.00 *		T
20	102148	BOY	REMOVE/INSTALL	L ROCKER MOULDING			0.4 #	0.4
21	114020	BOY	REMOVE/REPLACE	L FRT DOOR REPAIR PANEL	67151-SV4-507ZZ	160.26	7.7 #	7.7T

ESTIMATE RECALL NUMBER: 3/19/02 16:05:55 VW000991-79

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Mitchell Data Version: MAR_02_A
 UltraMate Version: 4.7.007

PAT KERSTING
 MAR 21 2002
 CLAIMS

22	AUTO REF	REFINISH	L FRT DOOR OUTSIDE		C 1.6	2.0
23	AUTO REF	REFINISH	L FRT ADD FOR JAMBS		c 0.5	0.5
24	102544	BOY REMOVE/REPLACE	L FRT DOOR MOULDING	ORDER FROM DEALER	53.92	INC 0.3T
25	900500	REF * REFINISH/REPAIR	MIRROR	Existing		0.5'
26	116340	BDY REMOVE/REPLACE	L REAR DOOR REPAIR PANEL	67651-SV4-V50ZZ	161.40	7.4 # 7.4T
27	AUTO REF	REFINISH	L REAR DOOR OUTSIDE		C 1.6	2.0
28	AUTO REF	REFINISH	L REAR ADD FOR JAMBS		c 0.5	0.5
29	102567	BDY REMOVE/REPLACE	L REAR DOOR MOULDING	75323-SV4-A01ZA	40.07	INC 0.3T
30	117410	BDY REMOVE/REPLACE	L REAR DOOR OUTSIDE HANDLE	ORDER FROM DEALER	33.23	INC # 0.4T
31	900500	BDY * REMOVE/REPLACE	DOOR EDGE MLDS (2)	New	20.00	* INC* T
32	118270	BDY REMOVE/INSTALL	L ROOF DRIP FINISH MLDS	Existing		0.3* 0.3
33	900500	BOY * REMOVE/INSTALL	ANTENNA MAST	Existing		0.4"
34	900500	BDY * REMOVE/INSTALL	ROPE REAR GLASS	Existing		0.4*
35	102231	BOY REPAIR	L QUARTER OUTER PANEL	Existing		3.0*# 16.8
36	AUTO REF	REFINISH	L QUARTER PANEL OUTSIDE		C 1.6	2.0
37	119640	BDY REMOVE/INSTALL	L QUARTER FUEL DOOR	Existing		0.2* 0.2
38	119910	BDY REMOVE/INSTALL	L QUARTER PANEL MUDGUARD			INC 0.2
39	119990	BDY REMOVE/REPLACE	L QUARTER W/OPENING MLDS	74430-SM4-A00	15.98	0.2 0.2T
40	124114	BOY REMOVE/INSTALL	L LENS & HOUSING			0.5 0.5
41	123860	REF REFINISH	REAR BUMPER COVER		c 2.0	2.0
42	900500	BDY * REMOVE/REPLACE	FLEX ADDITIVE (2 BUMPERS)	New	16.00	* INC* T
43	123880	BDY OVERHAUL	REAR COVER ASSY			1.6 1.6
44	933002	REF ADD'L OPR	CLEAR COAT			2.5*
45	933003	REF ADD'L OPR	TINT COLOR			0.5*
46	933018	REF ADD'L OPR	MASK FOR OVERSPRAY		10.00	* 0.3*
47	AUTO	ADD'L COST	PAINT/MATERIALS		375.00	* T

* - Judgement Item
 # - Labor Note Applies
 C - Included in Clear Coat Calc

I. Labor Subtotals	Units	Rate	Add'l Labor Amount	Sublet Amount	Totals	II. Part Replacement Summary	Amount
Body	30.2	62.00	0.00	0.00	1,872.40 T	Taxable Parts	797.26
Refinish	16.8	62.00	10.00	0.00	1,051.60 T	Sales Tax @ 8.250%	65.77
Taxable Labor					2,924.00	Total Replacement Parts Amount	863.03
Labor Summary	47.0				2,924.00		
III. Additional Costs					Amount	IV. Adjustments	Amount
Taxable Costs					375.00	Insurance Deductible	500.00-
Soles Tax			@ 8.250%		30.94	Customer Responsibility	500.00-
Total Additional Costs					405.94		
					I. Total Labor:		2,924.00
					II. Total Replacement Ports:		863.03
					III. Total Additional Costs:		405.94
					Gross Total:		4,192.97

ESTIMATE RECALL NUMBER: 3/19/02 16:05:55 VW000991-79

PAT KERSTING

Date: 3/20/02 12:54 PM
Estimate ID: VW000991-79
Estimate Version: 0
Preliminary
Profile ID: CUSTOMIZED

lv. Total Adjustments: 500.00-
Net Total: 3,692.97

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

Inspection Site: MAIN STREET PAINT & BODY
Address: 312 S. MAIN STREET
MILPITAS, CA
Inspection Date: 3/20/02

Body Shop: MAIN STREET PAINT & BODY
Address: 312 S. MAIN STREET
MILPITAS, CA 95035
Work Phone: (408) 942-8220

NOTE: THE UNDERSIGNED REPAIR FACILITY AGREES TO REPAIR THIS
VEHICLE USING INDUSTRY ACCEPTED EQUIPMENT AND REPAIR METHODS AND
COMPLETE AND GUARANTEE SAFE REPAIRS AT A PRICE OF \$ _____
INCLUDING ALL CHARGES INCIDENTAL THERTO.

X _____

PAT KERSTING

MAR 21 2002

CLAIMS

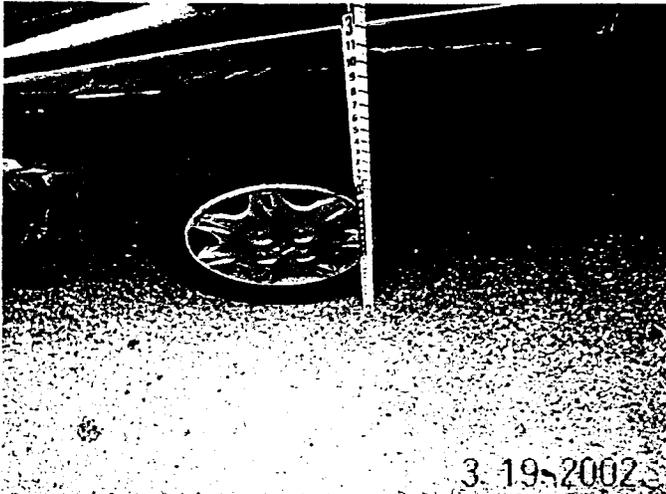
ESTIMATE RECALL NUMBER: 3/19/02 16:05:55 VW000991-79

Mitchell Data Version:
UltraMate Version:

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Page 3 of 3



3. 19. 2002



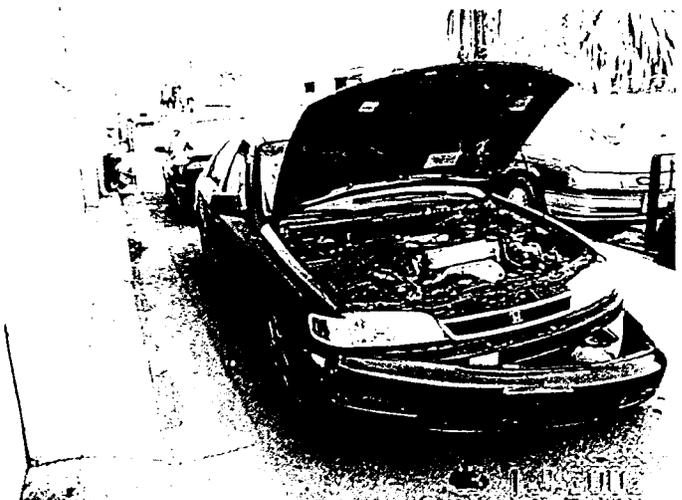
3. 19. 2002



3. 19. 2002



3. 19. 2002



Mercury Insurance Company

555 W. Imperial Hwy
Brea CA 92821

Phone (714) 671-6700

Fax (714) 671-6703

Claim No VW000991-791

Adjuster P KERSTING

1996 Honda Accord

Owner ARPAFO

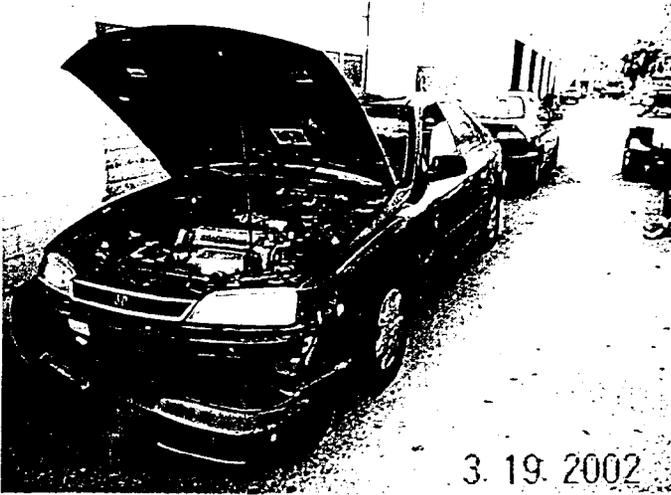
Appraiser YAZEL

D/Loss 2/4/02

DRP No 03381

Insured ARPAFO

4k01695



Mercury Insurance Company

555 W. Imperial Hwy
Brea CA 92821

Phone (714) 671-6700

Fax (714) 671-6703

Claim No VW000991-791

Adjuster P KERSTING

1996 Honda Accord

Owner ARPAFO

Appraiser YAZEL

D/Loss 2/4/02

DRP No 03381

Insured ARPAFO

4k01695



GOVERNMENT TORT CLAIM

RECOMMENDED ACTION

TO: Board of Directors
FROM: District Counsel
RE: Claim of: CSAA-IIB (subro. Guzman) Received: 04/05/02 Claim #: 02-0012
Date of Incident: 02/08/02 Occurrence Report No.: SC 02-02-10

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

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

By Date: Margaret Gallagher April 26, 2002
Margaret Gallagher
DISTRICT COUNSEL

_____, 26, 2002

I, Dale Carr, do hereby attest that the above Claim was duly presented to and the recommendations were approved by the Santa Cruz Metropolitan Transit District's Board of Directors at the meeting of May 10, 2002.

Dale Carr
Recording Secretary

Date

MG/hp



California State
Automobile Association
Inter-Insurance Bureau

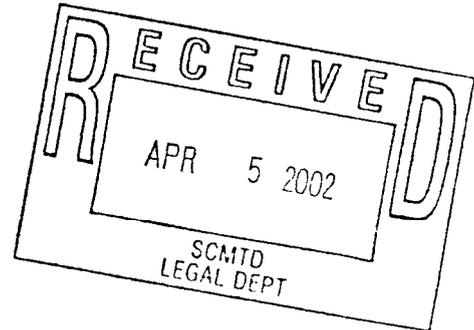
P.O. Box 920
Suisun City, CA 945850920

April 4, 2002

ATTN.: LEGAL DEPT

Santa Cruz Metropolitan Transit District
370 Encinal St Ste. 100
Santa Cruz, CA 95060

RE: Your Insured: Santa Cruz metropolitan Transit
Your Claim No.: SC 02-02-10
Our Insured: Daniel Guzman
Our Claim No.: 01-4U9227-3
Date of Loss: 02/08/2002



ATTN.: LEGAL DEPT.

This will confirm our subrogation interest arising from this loss. We have settled the claim with our insured and based on the following facts, request payment directly to **California State Automobile Association Inter-Insurance Bureau (CSAA-IIB)**: A window fell out of the bus and damaged our policyholder's vehicle.

Documentation to support our claim is enclosed. Please issue payment of \$1,628.84 for the following expenses:

Repair Bill	\$1,403.84
Deductible	\$100.00
Car rental expense	\$125.00

TOTAL	\$1,628.84

Please be advised that any payment in an amount less than that set forth in this letter that is forwarded to CSM without its prior authorization as described below **will not constitute a full and final settlement and will be accepted as partial payment only**. Since payments received in the mail are processed by clerical staff and deposited as a matter of course without examination, unauthorized payments for less than the full amount demanded may be processed inadvertently. Although such payments may be demarked as "payment in full" or have other words of similar meaning written on them their processing will not constitute an accord and satisfaction, as CSAA has not agreed to acceptance of such payments. Only an authorized Subrogation Specialist may communicate, orally or in writing, CSAA's specific agreement to accept an amount less than that demanded in this letter.

Sincerely,

Sharon Onadele

Subrogation Specialist
(888) 222-1 839 extension 502 1
Enclosure

Date: 3/ 4/02 10:18:59 am
 Estimate ID: A014U9227301
 Estimate version: 0
 Preliminary
 FINAL
 Profile ID: CSAA

PERRIGO'S AUTO BODY, INC.
 251 WASHINGTON STREET, SANTA CRUZ, CA 95060
 (831) 423-3251
 Fax:(831) 423-3257
 BAR #: AE205067

Damage Assessed By RICK RIOS Appraised For: Steven Ward TAX IO 77-0546345

Condition Code: Type Of Loss: Comprehensive
 Date of Loss: 2/ 8/02 Arrival Date: 2/25/02
 Accident Date:
 Payer:
 Policy No: Claim Number: A014U9227301
 Deductible: 100.00
 File Number: F
 owner : GUZMAN,DANIEL
 Insured: DANIEL GUZMAN
 Claimant:
 Address: 890 38TH AVENUE #101,
 SANTA CRUZ, CA 95062
 Telephone: Work Phone:(831) 423-1188Home Phone:(831) 475-3240

Mitchell service: 915495
 Description 1999 GMC Pickup C1500 New Sierra Vehicle Production Date: 1/99
 Body Style: 30 FkupXCb 8' Bed 157" WB Drive Train: 5.31 Inj 8 Cyl 2WD
 VIN: 2GTEC19T4X1517204
 License: 5213269 CA Mileage: 57,948
 OEM/ALT: 0 Search Code: C95060

Color: WHITE
 options:

Line	Entry	Labor	Line Item	Part Type/	Dollar	Labor CEG
Item	Number	Type	Description	Part Number	Amount	Units Unit
1	AUTO	BDY OVERHAUL	FRT COVER ASSY			2.0 #2.0

ESTIMATE RECALL NUMBER: 3/ 4/02 10:18:51 A014U9227301

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Date: 3/ 4/02 10:18:59 am
 Estimate ID: A014U9227301
 Estimate Version: 0
 Preliminary
 FINAL
 Profile ID: CSAA

2	501716	BDY	REMOVE/REPLACE	FRT BUMPER FACE BAR	15758072	GM PART	361.20	INC #2.0T
3	502190	BDY	REMOVE/REPLACE	FRT UPR BUMPER COVER	15748374	GM PART	73.70	INC #1.3T
4	AUTO	REF	REFINISH	FRT CAP				C 1.2 1.2
5	501898	BDY	REMOVE/REPLACE	FRT BUMPER DEFLECTOR	15708798	GM PART	83.50	INC 0.4T
6	500129	REF	BLEND	HOOD OUTSIDE				C 1.3' 3.1
7	500135	BDY	REPAIR	HOOD PANEL	Existing			0.5* 1.1
8	500282	REF	BLEND	L FENDER OUTSIDE				C 0.8' 2.0
3	500298	BDY	REPAIR	L FENDER PANEL	Existing			1.0*#2.2
10	500957	GLS	REMOVE/REPLACE	W/SHIELD GLASS	Sublet		0.00 *	0.0*#1.9
11				PROVISION/LESLIE-DIRECT BILL				
12	936012		ADD'L COST	HAZARDOUS WASTE DISPOSAL			3.00 *	
13	936013		ADD'L COST	SPCL PAINT MATERIALS			15.00 *	T
14				FLM ADDITIVE				
15	933002	REF	ADD'L OPR	CLEAR COAT				1.8'
16	933018	REF	ADD'L OPX	MASK FOR OVERSPRAY			5.00 *	0.1*
17	AUTO		ADD'L COST	PAINT/MATERIALS			117.30 *	T

* - Judgement Item
 # - Labor Note Applies
 c - Included in Clear Coat Calc

Recycler Information Section:

Prior Damage

Remarks

				Add'l							Amount
I.	Labor Subtotals	Units	Rate	Labor Amount	Sublet Amount	Totals	II.	Part Replacement Summary			Amount
	Body	3.5	50.00	0.00	0.00	175.00		Taxable Parts			518.40
	Bdy-S	0.0	50.00	0.00	0.00	0.00		Parts Adjustments			25.92-
	Refinish	5.2	50.00	5.00	0.00	265.00					
	Glass	0.0	50.00	0.00	0.00	0.00		Glass Adjustments	@	0.000	0.00
	Mechanical	0.0	50.00	0.00	0.00	0.00		Sales Tax	@	8.000	39.40
	Frame	0.0	50.00	0.00	0.00	0.00					

ESTIMATE RECALL NUMBER: 3/ 4/02 10:18:51 A014U9227301

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Date : 3/ 4/02 10:18:59 am
 Estimate ID: A014U9227301
 Estimate Version: 0
 Preliminary
 FINAL
 Profile ID: CSAA

Taxable Labor				Non-Taxable Parts			
	Labor Tax	@	0.000	0.00	Parts Adjustments		0.00
	Non-Taxable Labor		Non-Taxable Labor	440.00	Glass Adjustments	@	0.000
Labor Summary	8.7			440.00	Total Replacement Parts Amount		531.88
III. Additional Costs					IV. Adjustments		Amount
	Taxable Costs			132.30	Insurance Deductible		100.00
	Sales Tax	@	8.000	10.58	Betterment		0.00
	Non-Taxable Costs			3.00	Appearance Allowance		0.00
Total Additional Costs				145.88	Customer Responsibility		100.00-
					I. Total Labor:		440.00
					II. Total Replacement Parts:		531.88
					III. Total Additional Costs:		145.88
					Gross Total:		1,117.76
					IV. Total Adjustments:		100.00-
					Net Total:		1,017.76

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

Point(s) of Impact
 16 Non-Collision (P)

Insurance Co: CSAA
 Address:
 Telephone:
 Fax Phone:

Body Shop: Perrigo's Auto Body
 Address: 251 Washington St.
 Santa Cruz, CA 95060
 Telephone:

Inspection Site: None
 Address:
 Inspection Date:

ESTIMATE RECALL NUMBER: 3/ 4/02 10:18:51 A014U9227301

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Date: 3/ 4/02 10:18:59 am
Estimate ID: A014U9227301
Estimate Version: 0
Preliminary
FINAL
Profile ID: CSAA

(831) 423-3251
Fax Phone: (831) 423-3257
State Lic. NO:

Cycle Time Information

Drop Off Date: 2/25/02
Promise Date:
Pick Up Date: 3/ 1/02

Repair Dates:
Start Date: 2/25/02
Completion Date: 3/ 1/02

Is Vehicle Driveable (Y/N)? : Y
Assisted With Rental (Y/N)? : Y

SOMETIMES AFTER THE WORK HAS BEEN STARTED, ADDITIONALLY DAMAGED OR WORN PARTS ARE DISCOVERED WHICH WERE NOT EVIDENT ON FIRST INSPECTION. THIS DAMAGE REPORT DOES NOT COVER OR INCLUDE ANY ADDITIONAL PARTS OR LABOR WHICH MAY BE REQUIRED. ALL PARTS PRICES ARE SUBJECT TO INVOICE.

PERRIGO'S AUTO BODY GUARANTEES THE AUTO BODY REPAIRS TO YOUR VEHICLE FOR AS LONG AS YOU OWN YOUR CAR. PAINT GUARANTEED FOR FIVE YEARS UNDER NORMAL USE AND WEAR.

CUSTOMERS NAME: _____

DATE OF ISSUE: _____

DATE OF COMPLETION: _____

I HEREBY AUTHORIZE THE ABOVE WORK AND ACKNOWLEDGE ESTIMATE OF REPAIRS

SIGNED X _____ DATE: _____

ESTIMATE RECALL NUMBER: 3/ 4/02 10:18:51 A014U9227301

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CHECK NO.: 704 L017530-1-R

DATE: 03-05-2002

NAME AND ADDRESS INFORMATION:

PERRIGO'S AUTO BODY INC
251 WASHINGTON STREET
SANTA CRUZ CA 95060

INSURED: GUZMAN , DAN I EL
DATE OF LOSS: 02-08-02
CLAIM NO.: 01-4U9227-3
CLAIMANT: GUZMAN , DAN I EL
PAYEE: PERRIGO'S AUTO BODY INC
AMOUNT: \$1 ,017.76
IN PAYMENT OF: FINAL ESTIMATE
ADJUSTER: CHAU HUYNH
ADJUSTER NO.: 32324
KIND OF LOSS: CPR

PAYMENT INFORMATION/DESCRIPTION:
LESS DEDUCTIBLE \$100.00

16610799

DETACH AND RETAIN FOR YOUR RECORDS

No. 704 L017530-1-F

DATE OF LOSS 02-08-02	CLAIM 01-4U9227-3	INSURED'S NAME GUZMAN , DANIEL	DATE 03-05-2002
POLICY TYPE AUTO	KIND OF LOSS CPR	SUFFIX 01F	CLAIMANT'S NAME GUZMAN , DANIEL
D.O. DRN	ADJUSTER NO. 32324	IN PAYMENT OF FINAL ESTIMATE	PAY \$1,017.76

BANK OF AMERICA
Commercial Disbursement Account
Northbrook, IL

TIN : 77-0546345

PAY *ONE THOUSAND SEVENTEEN 76/100*

PERRIGO'S AUTO BODY INC

This check must be properly endorsed on the reverse side by all payee

TO THE
ORDER
OF

James P. Molinelli

1 PROVISION 'GLASS
2455 Chanticleer Ave
Santa Cruz, CA 95062

INVOICE NUMBER	50567
D A T E	2/26/02
REFERENCE #	Wrk: 50567a
TAX ID NUMBER	770369929

(831) 477 - 1000 Fax: (831) 477 - 1477

2:05PM

ACCOUNT	CUSTOMER TAX ID NUMBER	PO NUMBER	INSTALL DATE: 2/26/02	Mobile
SALES REP:			INSTALLED BY: Mike Hadley/Nick Kornazewich	
DILL TO:			TERMS: Net 30	
Csaa Insurance Attn: Direct Bill Per Mark Doug P.O. Box 920 Suisun City, CA 94585-0920 W: (800)922-8228 F: (707)863-9052			SOLD TO: JOBSITE PERRIGOS Attn: Daniel Guzman 890 38th Ave #101 Santa Cruz, CA 95062 H: (831)423-1188	

FAXED
 FEB 28 2002

Insurance Information

AGENT:	VERIFIED BY:	DISPATCH#:
	POLICY NUMBER:	
	CLAIM NUMBER: 014U92273	
	CAUSE OF LOSS:	
	DATE OF LOSS:	DEDUCTIBLE::

Vehicle Information

MAKE: GMC	MODEL: SIERRA CI 500	YEAR: 1999
BODY: 2 DOOR EXTENDED CAB	VIN: 2GTEC19T4X1517204	ODOMETER:
STOCK #: R.O.#:	INT #:	LICENSE#: 5Z13269

Qty	Part Number	Hours	Labor	Kit Price	List Price	Net Price	Line Total
1	00 DW01341GBYN Windshield (Solar Controlled)	2.20	540.00	50.00	\$655.30	\$301.44	\$341.44
Inventory: DWO1341GBYN - Need to order							
1.00	HAH000022 Adhesive (2.0 Urethane,Dam,Primer)	0.00	\$0.00	919.00	\$0.00	so.00	\$19.00

Thank You for Choosing **Provision Glass, Integrity, Quality and Service** for over 20 years serving our community.

Full cure of the sealant used depends on temperature and humidity. You can ensure a factory tight seal which provides the necessary structural integrity by allowing 24 hrs cure time. Please see the information sheet for more detailed instruction

Mark Douglas - 831-461-1260, per Mark direct bill by fax

Thanks for Choosing Us! Leslie

Customer Signature:

Total Labor	\$40.00
Total Kit	\$19.00
Total Parts	\$301.44
Subtotal	\$360.44
Sales Tax @ 8.0000 %	\$25.64

Amount Due: \$386.08 Invoice Total.

\$386.08

I hereby authorize the above repair work to be done, along with the necessary material, and hereby grant you and/or your employees permission to operate/enter the vehicle/property herein described on street, highways, and elsewhere for the purpose of inspection, testing, and pick-up/delivery to me. Quotas valid 30 days. AN EXPRESS MECHANIC'S LIEN is hereby acknowledged on the above vehicle/property to secure the amount of repairs thereto. Not responsible for loss or damage to vehicle or articles therein by causes beyond our control. REPLACEMENT HAS BEEN MADE TO MY SATISFACTION AND I HEREBY ASSIGN SUCH PROCEEDS AS MAY BE REQUIRED TO SATISFY ALL AMOUNTS DUE AND OWING TO THE ABOVE NAMED COMPANY FOR SAID INSTALLATION. IF FOR ANY REASON THE INSURANCE COMPANY DOES NOT PAY FOR THESE REPAIRS/REPLACEMENTS THE ABOVE SIGNED AGREES TO PAY FOR SAID REPAIRS/REPLACEMENTS. I understand the need for full cure of auto glass sealant for structural integrity and have received instructions in regards to this safety issue. Provision Glass will not be held liable for incidental or consequential damages. No warranty or liability in parts provided by customer.

CHECK NO.: 704 L010667-8-R

DATE: 03-01-2002

NAME AND ADDRESS INFORMATION:

1 PROVISION GLASS
2455 CHANTICLEER AVE
SANTA CRUZ CA 95062

INSURED: GUZMAN , DAN I EL
DATE OF LOSS: 02-08-02
CLAIM NO.: 01-4U9227-3
CLAIMANT: GUZMAN ,DAN I EL
PAYEE: 1 PROVISION GLASS
AMOUNT: \$386.08
IN PAYMENT OF: INVOICE #50567
AD JUSTER: MARK DOUGLASS
ADJUSTER NO.: 30765
KIND OF LOSS: CPR

PAYMENT INFORMATION/DESCRIPTION:

16610799

DETACH AND RETAIN FOR YOUR RECORDS

No. 704 L01 0667-8-F

DATE OF LOSS 02-08-02		CLAIM 01-4U9227-3		INSURED'S NAME GUZMAN , DAN I EL		DATE 03-01-2002	
POLICY TYPE AUTO	KIND OF LOSS CPR	SUFFIX 01P	CLAIMANT'S NAME GUZMAN , DANIEL			PAY \$386.08	
D.O. CPK	ADJUSTER NO. 30765	IN PAYMENT OF INVOICE #50567				BANK OF AMERICA Commercial Disbursement Account Northbrook, IL	
TIN: 77-0369929							

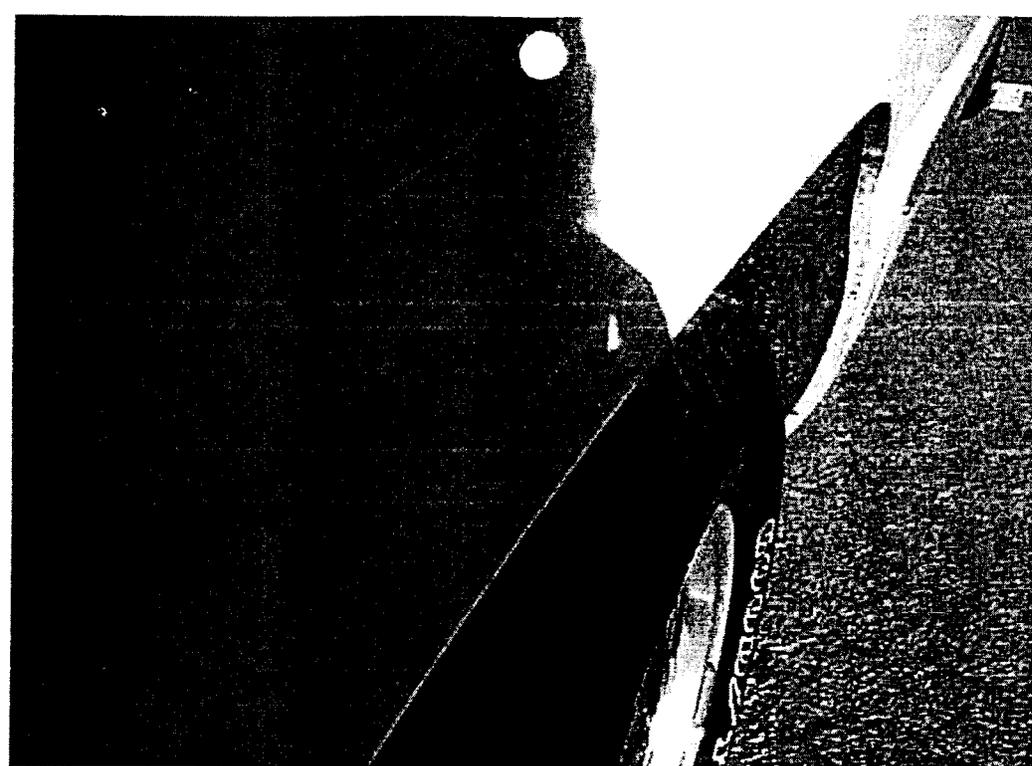
PAY *THREE HUNDRED EIGHTY SIX 08/100*

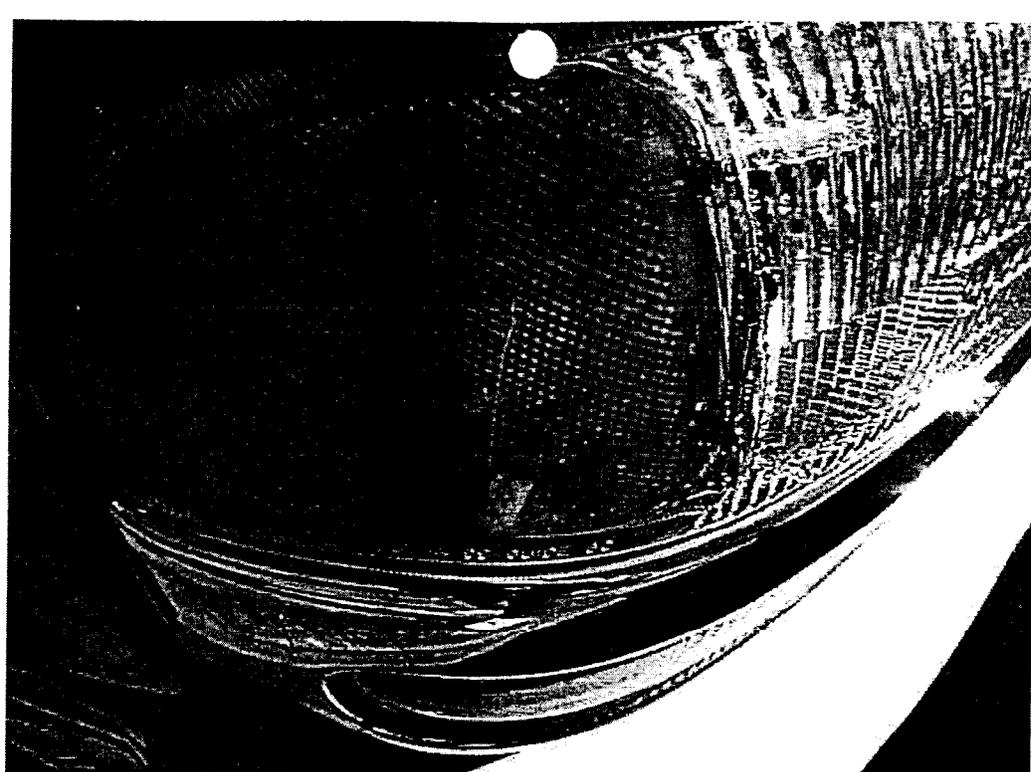
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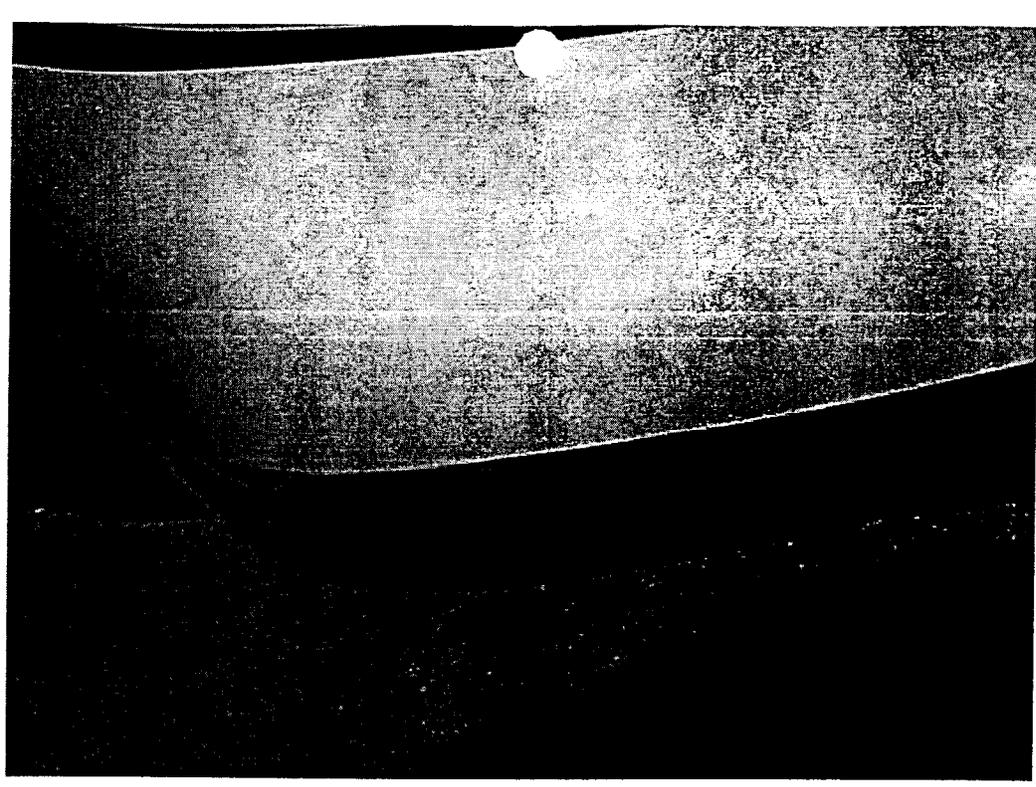
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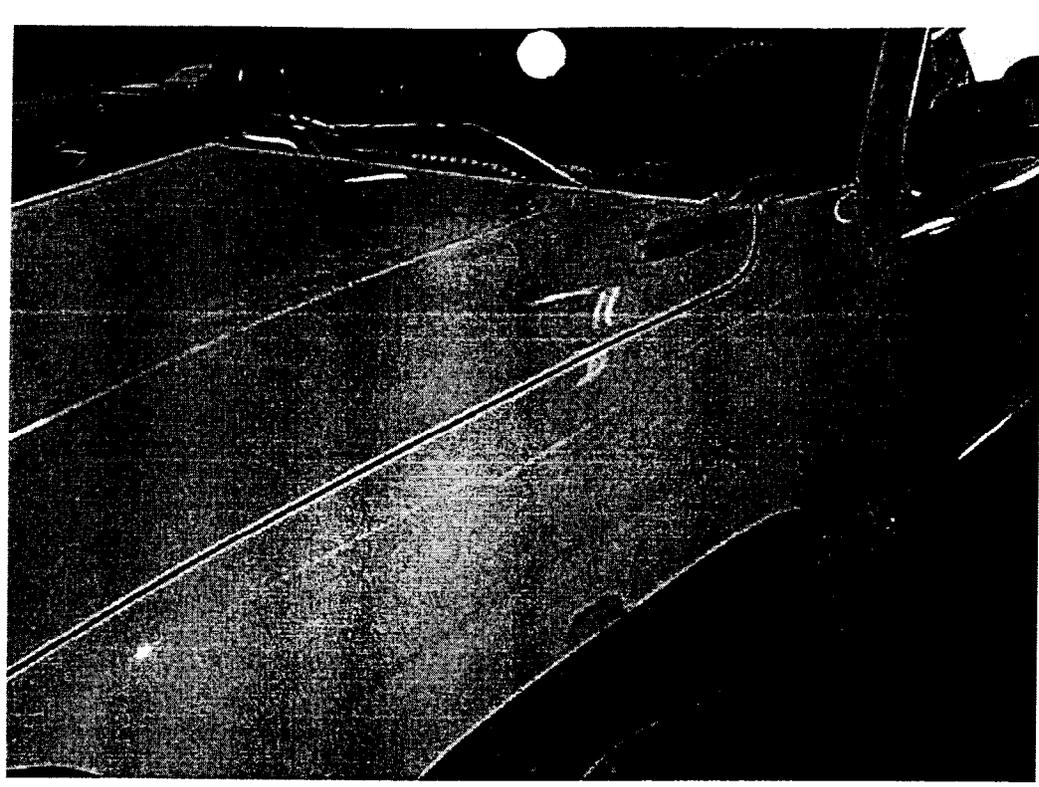
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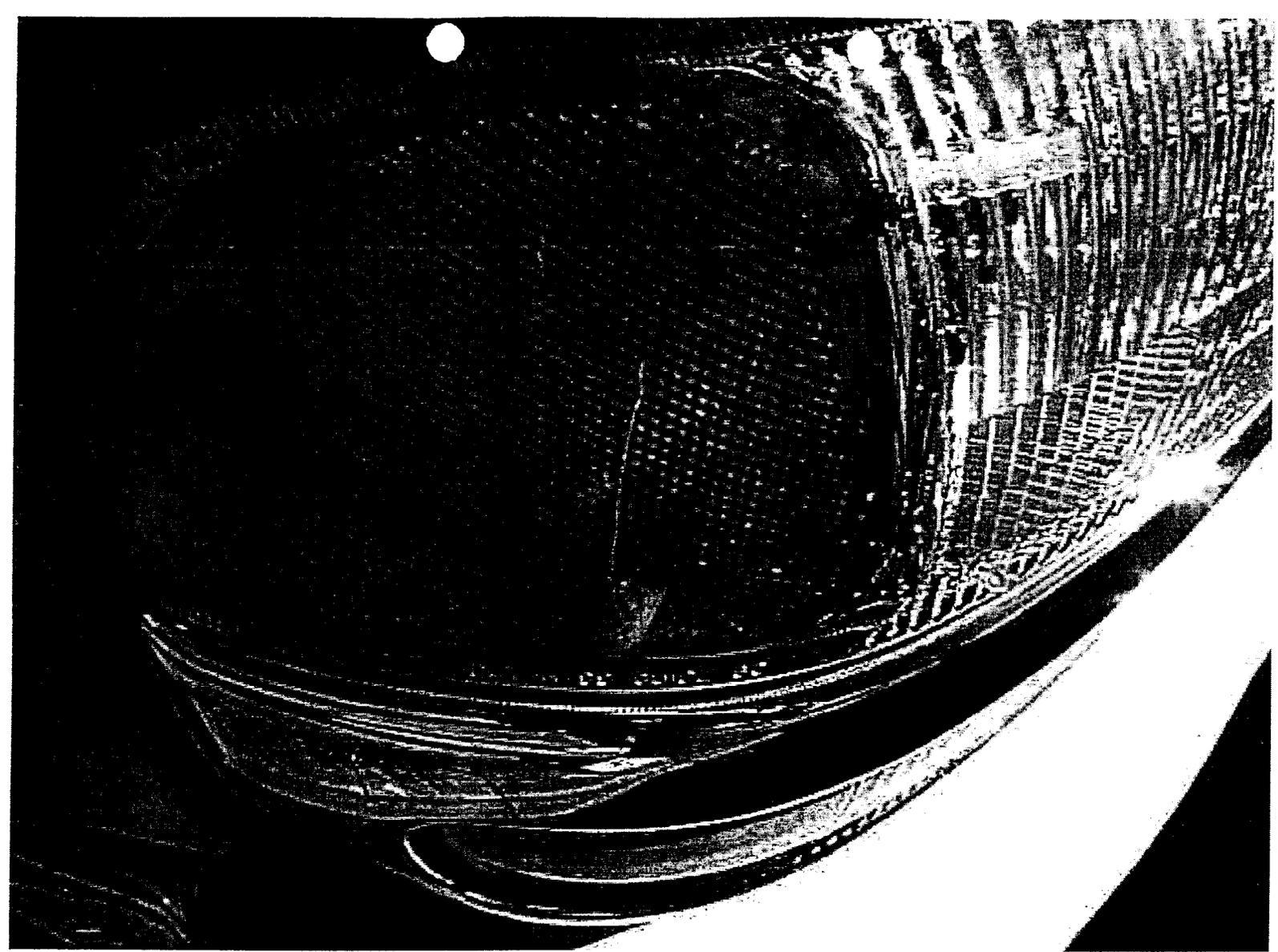
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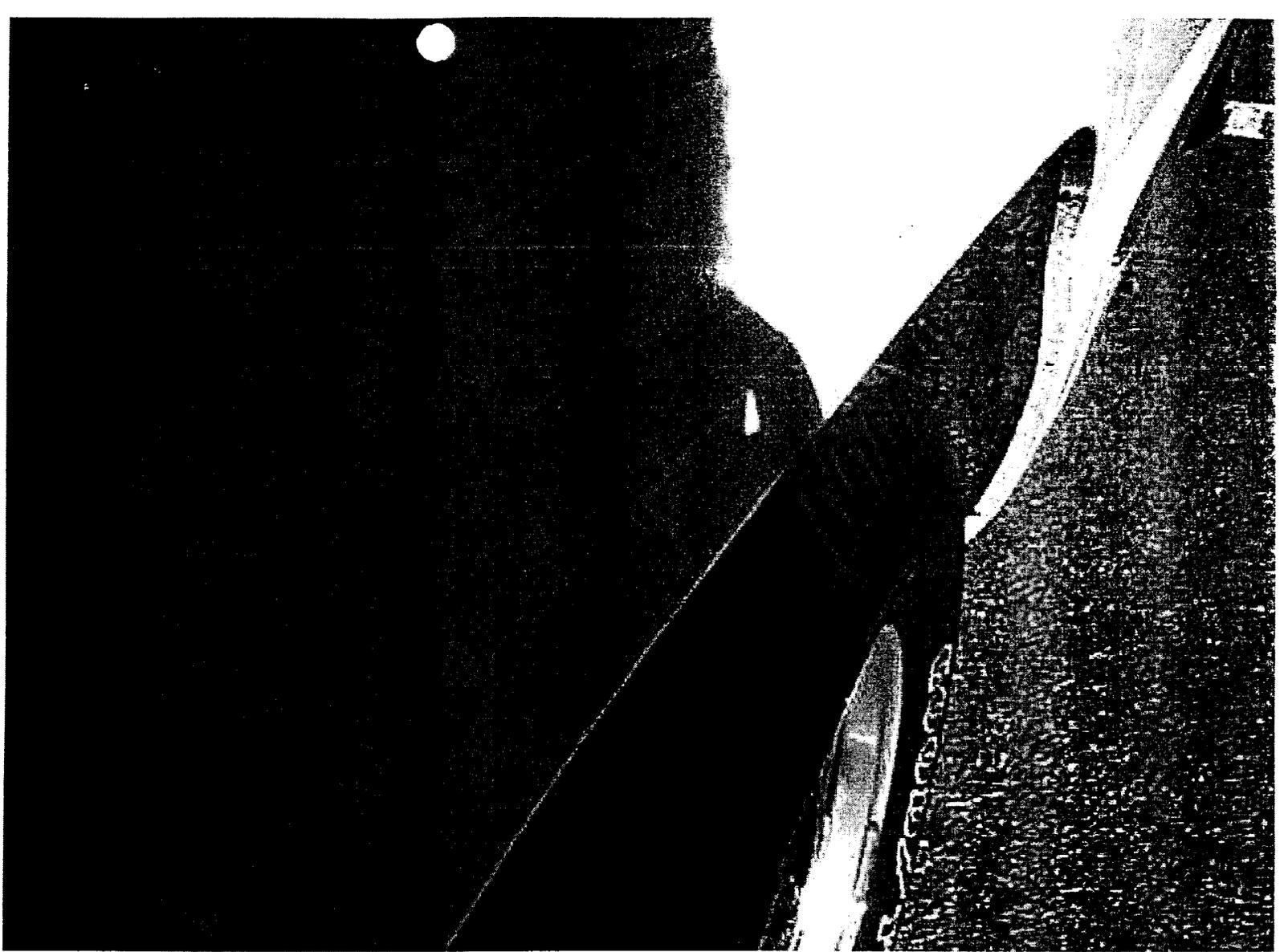






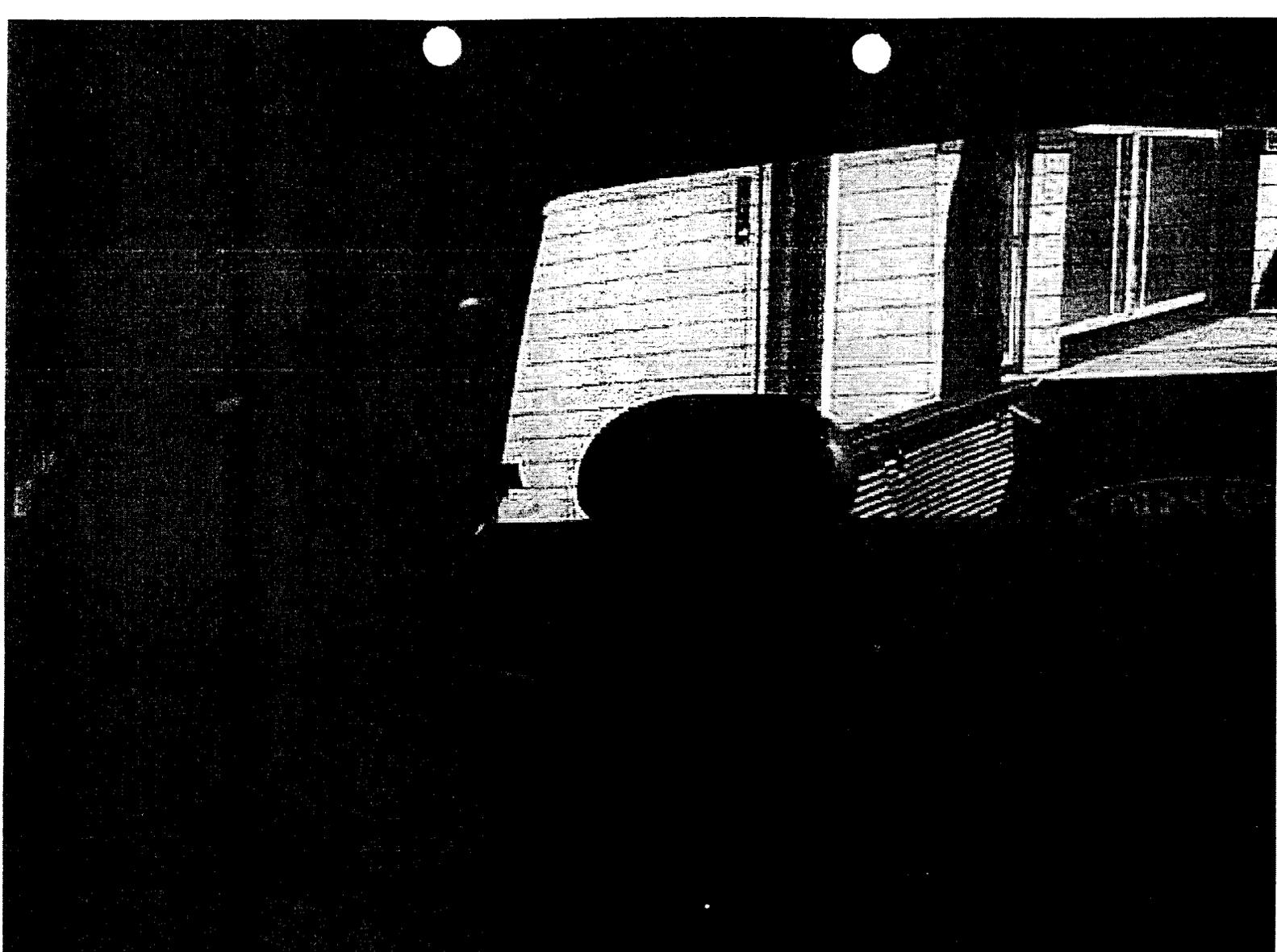


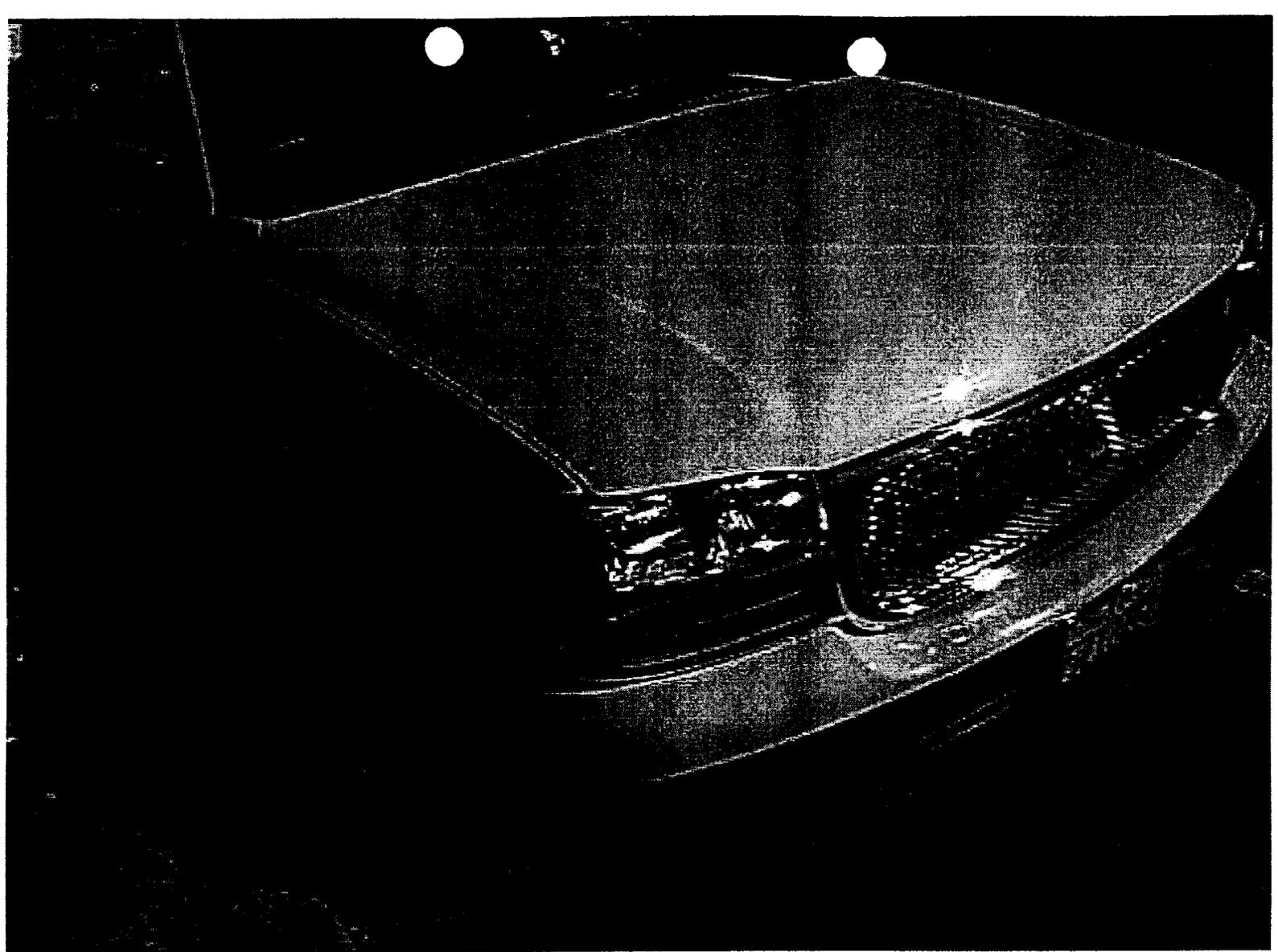


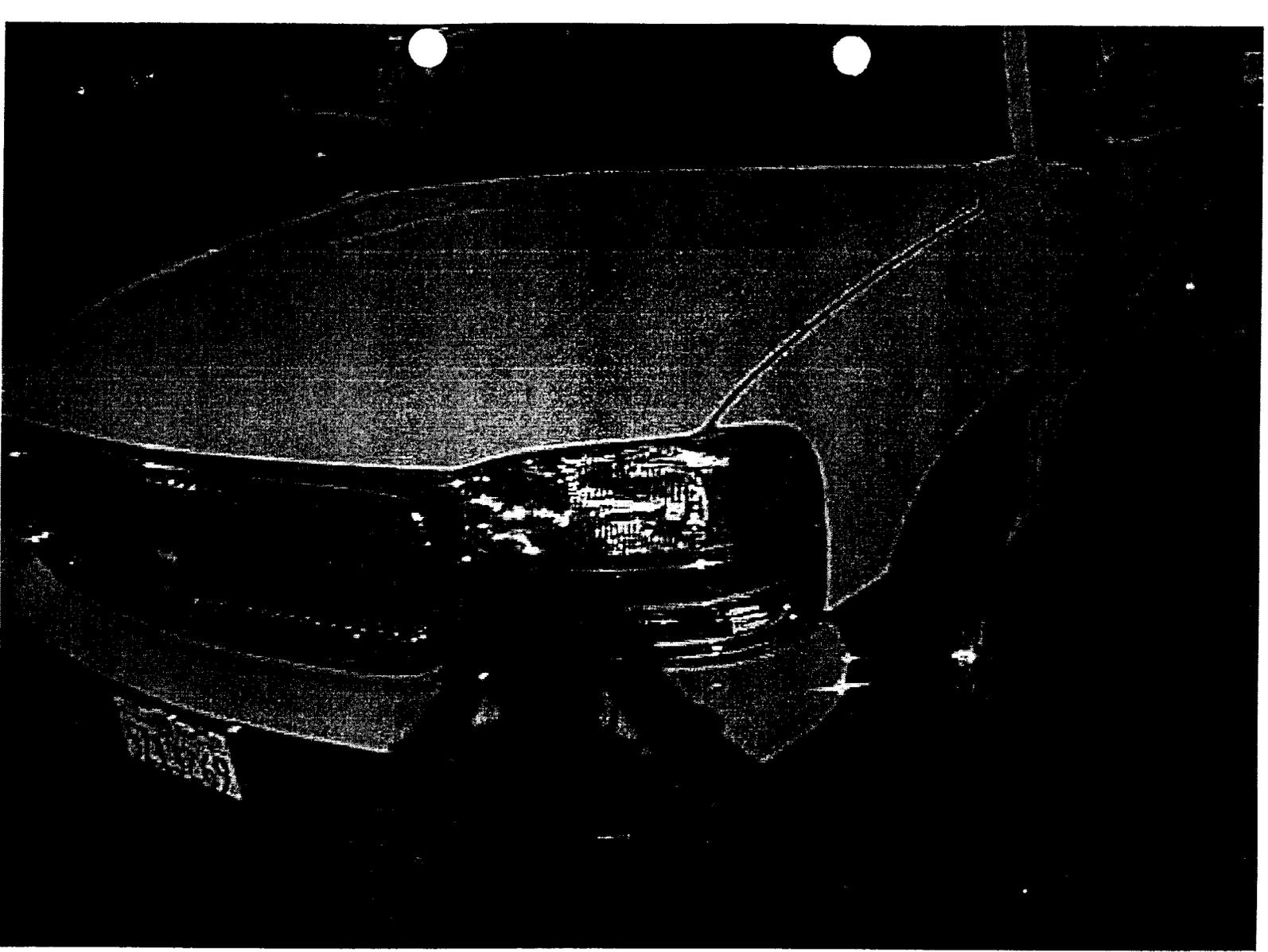












METRO ACCESSIBLE SERVICES TRANSIT FORUM (MASTF)*
(* An official Advisory group to the Metro Board of Directors
and the ADA Paratransit Program)

MINUTES

The Metro Accessible Services Transit Forum met for its monthly meeting on April 18, 2002 in Room 223 of the University Town Center, 1101 Pacific Avenue, Santa Cruz CA.

MASTF MEMBERS PRESENT: April Axton, Ted Chatterton, Bonita Cramer, Connie Day, Shelley Day, Kanoa Dynek, Kasandra Fox, Michelle Hinkle, Ed Kramer, Deborah Lane, Fahmy Ma'Awad, J.J. Nash, Thom Onan, Pop Papadopulo, Gary Peterson, Barbie Schaller, Patricia Spence, David Taylor, John Wood and Lesley Wright.

METRO STAFF PRESENT:

Bryant Baehr, Operations Department Manager
Kim Chin, Planning and Marketing Department Manager
A. John Daugherty, Accessible Services Coordinator
Eileen Hiltner, SEA/SEIU Representative
David Konno, Facilities Maintenance Department Manager
Ian McFadden, Transit Planner
Kathleen O'Mara, Schedule Analyst
Tom Stickel, Fleet Maintenance Department Manager

BOARD MEMBERS PRESENT:

Michelle Hinkle
Patricia Spence

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

1. MASTF recommends that Metro run the Homeless Shelter/Armory route from November through April. If Metro is unable to run the Homeless Shelter/Armory route from November through April, then MASTF recommends that Metro run this route during the Winter (December through March) bid - the worst of the rainy season.
2. MASTF ratifies the proposed service reductions with the exception of the Homeless Shelter/Armory route.

RELEVANT ATTACHMENTS FORWARDED TO THE BOARD: None.

***MASTF MOTIONS RELATED TO METRO MANAGEMENT**

None

I. CALL TO ORDER AND INTRODUCTIONS

Chairperson Deborah Lane called the meeting to order at 2:03 p.m. Patricia Spence welcomed Pop Papadopulo back to the group.

II. APPROVAL OF THE MARCH 14, 2002 MASTF MINUTES

Mr. Papadopulo noted that his name was not on the list of eligible voters for the meeting today. Ms. Spence noted that Mr. Papadopulo had been unable to attend either of the last two meetings due to illness. She noted that the Executive Committee could discuss revision to the MASTF By Laws.

MASTF Motion: That the March 14, 2002 MASTF Minutes be approved as submitted.
M/S/PU: Spence, Fox

III. AMENDMENTS TO THE AGENDA

Ms. Lane noted that two Ongoing Business Agenda items – “Retaining Bus Shelters” and “Adoption of MASTF Brochure and Flyer” -- had been tabled due to time considerations. Two other Agenda items – “Metro Base: How Can We Help?” and “Adopt-A-Bus Proposal” – were tabled awaiting clearance from Les White to do something in public to promote Metro Base. Ms. Lane also noted that one Agenda item – “Metro Base Update” -- had been added to Ongoing Business.

IV. ORAL COMMUNICATION AND CORRESPONDENCE

Ted Chatterton shared that he has used the Customer Comment Form and that it is part of a “system that works.” “I’ve used it. I’ve made a complaint,” Mr. Chatterton stated, “And I find that METRO punishes the driver in a certain way, depending on the number of complaints (given) to that driver.” He noted that the Customer Comment Form is mentioned in the *Headways* schedule. Mr. Papadopulo offered to distribute forms to interested persons.

John Daugherty shared that customer Whitney Bowman had received a response letter from METRO. Ms. Bowman had requested a new bus stop in the Boardwalk area. Since she sent a copy of her letter to MASTF, a copy of the METRO response letter (Attachment A) was made available as an Attachment to the Minutes for the meeting today.

John Wood requested that one copy of the Customer Comment Form also be included as an Attachment to the Minutes for the meeting today. Barbie Schaller noted that the form (Attachment B) works very well.

Gary Peterson asked for clarification about being listed as an “Eligible Voting Member” on the Agenda. He noted that he noted that his role is a representative for San Andreas Regional Center (SARC). Ms. Lane shared that a person – who is not a METRO staff person—can vote during the second meeting attended. She noted that agency representatives can vote to represent their agencies. Mr. Daugherty noted that voting eligibility requirements are part of how MASTF is set up. He added that being eligible to vote does not require a person to vote.

Fahmy Ma’Awad stated that he had a hard time with the terminology, “punish the driver “. “I’m not asking the driver to be punished,” he explained, “Maybe “correction” or maybe even “disciplined”, which I don’t really like to do either. Because drivers are doing a job. They do it or not. We’re not asking for them to be punished.”

“It just came to my attention today,” Kanoa Dynek stated, “that MASTF is pursuing legal action.” “MASTF is not pursuing legal action,” Ms. Lane responded.

To the question from Mr. Dynek, “Who is?”, Ms. Lane stated: “Two individuals are – myself and Joshua Loya – with the assistance of attorneys from the Disability Rights and Education Defense Fund in Berkeley and Fox and Robertson, a disability rights law firm out of Denver. But MASTF is not pursuing legal action.”

Mr. Dynek offered the following comment: “... I’m quite happy with the service the METRO drivers are giving. I’ve only been here for two years. But I ride the bus, my primary mode of transportation. When I board, the drivers let me know the route, (and) often ask me my destination, and I’ve never missed a stop yet. So when I hear that there’s a problem with call stops, I find that to be erroneous.”

Ms. Lane disagreed with Mr. Dynek. Mr. Chatterton agreed with Mr. Dynek.

Mr. Ma’Awad commented: “... Because I don’t see anybody that is happy with the services, or happy with the stop calling, or whatever, or satisfied, that they have the right to drive, or impose, their will on the other people who are not happy. So I really resent the idea of people (that) are coming in, in the middle of an issue that has been dragged for ten years, and try to say some things, that they have no idea how we got here, how we got here from there.”

“I think it’s really important to say now that we don’t want to argue this out in this room,” Ms. Lane commented, “This is going to be argued out in Federal court in San Jose.” Ms. Lane and Ms. Spence both noted that the issue was not on the Agenda. Mr. Chatterton reiterated that Comment Forms are available to make complimentary or critical comments about the service. He noted that it was “up to METRO to take care of it.” Ms. Lane agreed with Mr. Chatterton that “it is METRO’s responsibility, you’re correct.”

V. ONGOING BUSINESS

5.1 Status or Ridership Survey and Prioritization of Changes for Watsonville Bus Service

Ian McFadden reported that a study of latent demand has been set aside because METRO is in a downsizing mode. In response to questions from Ms. Spence, Mr. McFadden noted that METRO is looking for ways “to verify or not “ what METRO believed were the service needs in Watsonville.

5.2 Metro Base Update

Kim Chin reported that METRO General Manager Les White might have a report for the Board tomorrow. Mr. Chin also shared that, “We’re still trying to move the project forward.”

Mr. Ma’Awad asked how METRO could work on Metro Base at the same time METRO plans to cut service and lay people off. Ms. Lane noted that funds for Metro Base are “dedicated” for that project. Bryant Baehr reported that the Board would be reviewing options for the Metro Base project. He shared that a “cluster” around current METRO facilities in the Harvey West area was one site being reviewed.

“There’s different monies involved,” Mr. Baehr stated, “The Federal Government is pretty good about buying things. They’ll buy you a bus; they’ll buy you a building, or at least contribute to it. But the Federal Government is not interested in operating (costs). They’re not interested in paying wages,

they're not interested in paying for fuel. And so the bulk of the money we get from the Fed comes to capital projects... I think it's in the District's best interest to pursue Metro Base, because ultimately that saves us money. Right now we waste money because we don't have the infrastructure that lends itself to saving money, like (having) our own fueling station."

VI NEW BUSINESS

6.1 MASTF Response to METRO Budget Proposals – Action Item

Mr. Chin reported that the Board will consider a "package" of service reduction proposals during a special meeting on April 26th. He acknowledged the assistance of METRO drivers represented by United Transportation Union (UTU) Local 23 in preparation of the proposals.

Mr. McFadden recalled the special joint MASTF and Metro Users Group (MUG) meeting held last week. He noted that service reduction proposals had been discussed. He mentioned one error in the material handed out: The last current run for the 3N Mission (leaving Santa Cruz METRO Center at 9:40 p.m.) is proposed for elimination on weekdays and weekends, not just weekdays. He asked if the group wanted a review of all proposed reductions.

A review of all proposed reductions was not requested. Mr. McFadden noted that METRO was looking at a \$3, 400, 000 "hole" in the next fiscal year budget. He believed that \$1, 400, 000 of that amount would be compensated by reserve funds in the budget. The remaining \$2, 000, 000 is roughly the amount of savings METRO would have with Metro Base. "Theoretically speaking," Mr. McFadden noted, "one could make the argument that if Metro Base was now in, in reality we might not be doing service cuts at all."

Mr. Baehr noted that a budget review could be prepared for MASTF. During discussion of that proposal, Mr. Ma'Awad noted that METRO was experiencing the same budget problems it had in 1990. The timing of the proposed service cuts and effects on the next fiscal year budget were discussed.

Thom Onan asked if the regular bus service reductions would affect paratransit service. Mr. Chin responded that since few routes were being cut, only the time span of paratransit service would be affected. Mr. Chin explained that paratransit complimented regular bus service. So if regular bus service was cut back to stop running an hour earlier, paratransit service would be cut back to stop running an hour earlier.

Ms. Lane asked if there was news on proposed lay off of METRO employees. Mr. Chin responded that there was no information to release to the public at this point.

Kasandra Fox read aloud the following suggested Motions and supporting arguments from MASTF member Sharon Barbour:

"Motion #1: MASTF recommends that Metro run the Homeless Shelter/Armory route from November through April.

“Motion #2: If Metro is unable to run the Homeless Shelter/Armory route from November through April, then MASTF recommends that Metro run this route during the Winter (December through March) bid - the worst of the rainy season.

“The Homeless Shelter route is not a "specialty route". Specialty routes are the Boardwalk or the Watsonville Christmas Season routes - routes that the city asks for, that the customer gets free or at a discount, and for which the city pays or helps pay. Not at all like the Homeless Shelter route.

“The Homeless Shelter route runs twice each morning and evening. It usually carries 50 people on each run - a successful route by any standard. It is also a well-paying route. Most homeless people don't have bus passes, so the route brings in \$60 per month per person rather than the usual \$40 (or \$24 rather than \$14 for seniors and disabled persons). It doesn't pay for itself - no route does - but it pays better than most routes.

“The fact that the Homeless Shelter route is relatively short should not count against it. The Stroke Center route (#9) is also short, but provides a vital service. And this is the main issue surrounding the Homeless Shelter route. It provides a vital service. If I can not get from Boulder Creek to Santa Cruz, I am inconvenienced. If a homeless person cannot get to the Armory, he or she may die of exposure.

“I had a friend, Bill, in his fifties who had a wife who had a stroke. After the stroke, the wife was the equivalent of an eight-year-old. Their rental house was condemned when the leach field above it spilled over into the house. They became homeless. Last year, Bill died sleeping out on the street. I don't know what happened to his wife. Having a bus route from the Homeless Center to the Armory can literally be a matter of life and death for some people.

I realize that Metro has a large shortfall due to lower ridership and lower sales tax revenues, and that Metro must make cutbacks, but please consider the special needs of the homeless - many of whom are senior or disabled, and keep the vital Homeless Shelter route in service.”

After Ms. Fox read the statement from Ms. Barbour, a Motion to the Board was made and seconded. Discussion of the Motion included the observation from Mr. McFadden that if the Armory route was not cut, “something else will have to go.” Michelle Hinkle shared that MUG had passed a Motion yesterday to accept staff recommendations on service reductions as they were. Mr. Baehr shared details behind how the staff and Board work to “balance” the budget.

The following Motion to the Board emerged from discussion:

MASTF Motion: MASTF recommends that Metro run the Homeless Shelter/Armory route from November through April. If Metro is unable to run the Homeless Shelter/Armory route from November through April, then MASTF recommends that Metro run this route during the Winter (December through March) bid - the worst of the rainy season.

M/S/C: Chatterton, C. Day (8 votes in favor, none opposed, one abstention)

A second Motion to the Board emerged from discussion:

MASTF Motion: MASTF ratifies the proposed service reductions with the exception of the Homeless Shelter/Armory route.

M/S/C: Wright, C. Day (9 votes in favor, none opposed and three abstentions)

MASTF COMMITTEE REPORTS

6.2 Training and Procedures Committee Report

Lesley Wright reported that people had participated in fieldwork with the new class of bus operators last month. Ms. Wright noted that practice with boarding, deboarding and securement had occurred. She thanked persons involved for their participation.

6.3 Bus Service Committee Report

a) Metro Users Group (MUG) Report

Connie Day reported that the MUG Motion approved yesterday on accepting the staff recommendations on service reductions had all ready been passed on.

Ms. Lane reported that approximately 30 persons had attended the joint MAST and MUG meeting last week. She described the questions on proposed service reductions as “good” and the presentations as “excellent.”

6.4 Bus Stop Improvement Committee Report (Ed Kramer)

David Konno reported that the Bus Stop Advisory Committee (BSAC) presentation to the METRO Board on modification to bus stop specifications has been delayed until May. He noted that a “Power Point” presentation is being prepared.

Ms. Spence noted that the list of proposed bus stop improvement sites reviewed by the MASTF Executive Committee last month could have benefited from more detail. She asked Mr. Konno if more information on existing facilities could be provided in future lists. Ed Kramer passed along the request that future lists identify bus stop locations as inbound or outbound. Mr. Konno responded that the information noted by Ms. Spence and Mr. Kramer could be provided in the future.

6.5 Paratransit Services Committee Report (Patricia Spence)

During the “Next Month’s Agenda Items” part of the meeting, Ms. Spence noted that paper copies of the “Power Point” presentation by METRO District Counsel Margaret Gallagher and her staff on Americans with Disabilities Act (ADA) highlights were available to interested persons. Ms. Spence noted that the copies were available today, and that remaining copies would be available at the MASTF meeting next month.

OTHER REPORTS

6.6 Paratransit Update

a) ADA Paratransit Report (April Axton)

Ms. Axton reported:

- 1) During March Lift Line performed an average of 400 ADA rides a day.
- 2) Lift Line donated eight hours to a Muscular Dystrophy Association (MDA) fundraiser last Wednesday.
- 3) Recruitment for the Division Director position closed on April 15th. Ms. Axton believed that there is a good pool of applicants to draw from.
- 4) Hiring for several positions would begin or close soon: three driver positions, one dispatcher position, one scheduler position and one division analyst position. Ms. Axton noted that Lift Line was “coming up to full staff” and adding driver positions.

b) CCCIL Transportation Advocacy (Thom Onan)

Mr. Onan reported that he had received one phone call this month. The caller reported being “very pleased” with service when the caller applied for paratransit service over the phone.

6.7 UTU Report

6.8 SEA/SEIU Report (Eileen Hiltner)

No report on these two Agenda items.

6.9 Next Month’s Agenda Items

Noted: Approval of MASTF Brochure and Flyer, METRO Budget Breakdown and Adopt-A-Bus Proposal.

VII ADJOURNMENT

The meeting was adjourned at 3:22 p.m.

M/S/PU: Papadopulo, C. Day

Note: Just after Adjournment, Ms. Fox requested that the drafts for the MASTF Brochure and Flyer be included (as Attachments C and D) with the meeting Minutes.

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

NOTE: NEXT MASTF EXECUTIVE MEETING IS: Wednesday May 8, 2002 at 1:00 p.m. in the conference room, Santa Cruz County Regional Transportation Commission Office, 1523 Pacific Avenue, Santa Cruz, CA.

NOTE: NEXT REGULAR MASTF MEETING IS: Thursday May 16, 2002 from 2:00-4:00 p.m., in Room 223 of the University Town Center, 1101 Pacific Avenue, Santa Cruz, CA.

April 18, 2002

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NOTE: NEXT S.C.M.T.D. BOARD OF DIRECTORS MEETING IS: Friday May 10, 2002 at 9:00 a.m. at the S.C.M.T.D. Administrative Offices, 370 Encinal Street, Santa Cruz, CA.

NOTE: THE FOLLOWING S.C.M.T.D. BOARD OF DIRECTORS MEETING IS: Friday May 17, 2002 at 9:00 a.m. in the Capitola City Council Chambers, 420 Capitola Avenue, Capitola, CA.

Santa Cruz Metropolitan Transit District

Minutes-Metro Users Group

April 17, 2002

The Santa Cruz Metropolitan Transit District Metro Users Group met at 2:15 p.m., Wednesday, April 17, 2002, at the District's Encinal Conference Room, 370 Encinal Street, Suite 100, Santa Cruz.

MEMBERS PRESENT

G. Ted Chatterton, Transit User
Connie Day, Transit User
Shelley Day, Transit User
Michelle Hinkle, Chair, Board Member
Carolyn O'Donnell, Cabrillo, S.C. TMA
Barbara Schaller, Seniors Council

VISITORS PRESENT

None

SCMTD STAFF PRESENT

Bryant Baehr, Operations Mgr
Kim Chin, Planning & Marketing Mgr
Eileen Hiltner, Admin Secretary
David Konno, Facility Maint. Mgr
Ian McFadden, Transit Planner
Kathy O'Mara, Scheduling Analyst
Tom Stickel, Fleet Maint Mgr

MUG MOTIONS TO METRO BOARD OF DIRECTORS

1. MUG supports Staff's recommended Proposed Service Cuts Plan and MUG wishes to acknowledge Staff's effort and time involved in the development of the plan.
-

MUG MOTIONS TO METRO MANAGEMENT

None.

1. CALL TO ORDER AND INTRODUCTION

Chair Hinkle called the meeting to order at 2:15 p.m.

2. ORAL AND WRITTEN COMMUNICATIONS AND ANNOUNCEMENTS

- 2a) **Draft Paratransit Eligibility Appeals Process from Kim Chin**
Item was deferred to next month.

Ted Chatterton requested, "In light of the current ridiculous lawsuit against the District...", that riders be made aware of the procedures for making complaints and suggestions. Currently, there is a small paragraph in *Headways* that instructs

customers to call, email or visit Metro Center and fill out a customer comment form. Bryant Baehr said he would discuss with Kim Chin today, ways to make the customer comments forms more visible.

3. ADDITIONS AND DELETIONS TO THE AGENDA

None.

4. CONSENT AGENDA

Receive and Accept:

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

ACTION: MOTION: Carolyn O'Donnell SECOND: Connie Day

APPROVE CONSENT AGENDA

Motion passed unanimously.

5. ON-GOING ITEMS

5a) Review of Current Board Agenda Items

Bryant Baehr reported that the Board would discuss the Financial Impact Report (FIR) on MetroBase and also that 7 employees would be receiving recognition awards for their efforts, above and beyond the call of duty, in helping the bus operator who passed away last month.

5b) Review of Headways Redesign Issues

Nothing new to report.

5c) Service and Planning Update

Bryant Baehr reported that Staff has developed a proposed service cuts plan, which Ian McFadden presented at the special joint MUG/MASTF meeting on April 10, 2002. The same presentation will be given at the 4 public hearings next week. Bryant Baehr also reported that UTU has agreed to a reduced wage and benefit package, resulting in a savings to the District of approximately \$300,000. This will not involve pay cuts, but UTU has agreed to offset part of their raises until 2004. The savings can be used this fall or winter to reinstate some of the 20,000 annual service hours being proposed for elimination now.

There was discussion about how trips were selected for potential elimination and how that affects the remaining trips. There was also discussion about the possibility of a fare increase. Bryant Baehr reported that the Board will be

considering a fare increase within the next several months and that most other Bay Area transit systems have raised their fares due to the poor economy.

The Committee expressed their appreciation to Staff and acknowledged the hard work and long hours involved in developing the proposed service cuts plan.

ACTION: MOTION: Barbie Schaller SECOND: Connie Day

MUG SUPPORTS STAFF'S RECOMMENDED PROPOSED SERVICE CUTS PLAN AND MUG WISHES TO ACKNOWLEDGE STAFF'S EFFORT AND TIME INVOLVED IN THE DEVELOPMENT OF THE PLAN.

Motion passed unanimously.

5d) Marketing

Nothing new to report.

5e) Cabrillo College

Carolyn O'Donnell reported that Transportation Benefits Brochures have been distributed to all Cabrillo staff and faculty. The brochures include information about the TMA program, emergency ride home, bike loan, the bus passes available in addition to the parking permit at no extra cost, and how to get customized bus schedules. Bryant Baehr reported that he and Carolyn O'Donnell are also working on a bus stop at the Watsonville Cabrillo campus.

5f) Bus Procurement

Bryant Baehr reported that the Board has approved the procurement of 10 new Hwy. 17 buses and 48 new fixed-route buses, which should arrive within 1 – 1½ years.

6. UPDATES

6a) Paratransit Issues

1. Appeals Process

Kim Chin requested this item be deferred to next month because Staff is currently working with District Counsel on the format.

6b) Bus Stop Signs

Ted Chatterton asked for an update on BSAC. David Konno reported that the Staff Report on the shelters will be brought back to the Board in May along with a full Power Point presentation on replacing the Plexiglas panels in the shelters with perforated metal panels.

Ted Chatterton stated there is no bus stop in the Garfield Park area. David Konno reported that there are already plans for 2 stops after the construction in that area is completed.

David Konno and Ian McFadden reported that the inserts for the Transit Tubes were sent back to the printer to have a thicker laminate put on and when they are returned, the Transit Tubes will be installed at Cabrillo.

6c) MetroBase

Bryant Baehr reported that the Board will be looking at the MetroBase FIR and Staff's recommendation of the Harvey West Cluster #1, which includes expanding Golf Club and acquiring the Tool Shed property. This option will accommodate only 98 buses.

7. NEW BUSINESS

7a) Membership in MUG.

Bryant Baehr reported that he and Kim Chin are working on ways to advertise to increase MUG membership, but the limited budget is making it difficult right now. Currently, anyone interested in becoming a member can fill out an application for the Board of Directors' approval. Eileen Hiltner suggested that customer service be briefed on MUG and have applications available. Kim Chin stated customer service would be happy to assist in any way they can, but he recommended that the Committee think about how to manage a recruiting process before large numbers of applications are given out.

Bryant Baehr said he would discuss with Carolyn O'Donnell her offer to use the TMA meeting room for MUG meetings. The Committee liked this idea because the building is right next door to the Metro Center.

7b) Capitola Mall

Kim Chin reported that Todd Strain was the new Mall Manager. Mr. Chin went on to report that the District had recently communicated to Mall Management the improvements needed to provide safe transit service at the mall. The District has requested directional signs on the transit center island and also suggested an automatic door at the Sears entrance for the mobility impaired. Also discussed with Mall Management was the District's decision that only 3 boarding locations are necessary, instead of the original 4, which would have required Mall Management to have costly major engineering work done. Mr. Chin stated that it appears Mall Management is going to make the improvements, and is currently waiting for the City of Capitola's approval to begin.

8. OPEN DISCUSSION

None.

9. ADJOURNMENT

Chair Hinkle adjourned the meeting at 2:59 p.m.

Respectfully submitted,

CINDI THOMAS

Administrative Secretary

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: May 17, 2002

TO: Board of Directors

FROM: Elisabeth Ross, Finance Manager

**SUBJECT: MONTHLY BUDGET STATUS REPORT FOR MARCH 2002, AND
APPROVAL OF BUDGET TRANSFERS**

I. RECOMMENDED ACTION

Staff recommends that the Board of Directors approve the budget transfers for the period of April 1-30, 2002.

II. SUMMARY OF ISSUES

- Operating revenue for the year to date totals \$21,623,100 or \$1,320 under the amount of revenue expected to be received during the first nine months of the fiscal year, based on the budget revised in February.
- Total operating expenses for the year to date, in the amount of \$20,388,393, are at 66.1% of the revised budget, with 75% of the year elapsed.
- A total of \$3,018,495 has been expended through March 31st for the FY 01-02 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 01-02 budget as of March 31, 2002. The fiscal year is 75% elapsed.

A. Operating Revenues

Revenues are \$1,320 under the amount projected to be received for the period. 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 \$20,388,393 or 66.2% of the revised budget, with 75% of the year elapsed. Variances are explained in the notes following the report.

C. Capital Improvement Program

For the year to date, a total of \$3,018,495 has been expended on the Capital Improvement Program. The largest expenditure to date is for the Engine Repower Project in the amount of \$2,335,867.

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 March 2002, and Budget Transfers

**MONTHLY REVENUE AND EXPENSE REPORT
OPERATING REVENUE - MARCH 2002**

Operating Revenue	FY 01-02 Budgeted for Month	FY 01-02 Actual for Month	FY 01-02 Budgeted YTD	FY 00-01 Actual YTD	FY 01-02 Actual YTD	YTD Variance from Budgeted	
Passenger Fares	\$ 17,645	\$ 246,816	\$ 2,313,109	\$ 2,368,831	\$ 2,318,210	\$ 5,101	
Paratransit Fares	\$ 173,718	\$ 742	\$ 130,901	\$ 115,740	\$ 125,439	\$ (5,462)	
Special Transit Fares		172,166	\$ 1,344,665	\$ 1,240,939	\$ 1,932,299	\$ (21,366)	
Highway 17 Revenue	5 77,056	\$ 74,612	\$ 668,049	\$ 643,876	\$ 658,864	\$ (9,185)	
<i>Subtotal Passenger Rev</i>	<i>\$ 529,694</i>	<i>\$ 494,336</i>	<i>\$ 4,456,724</i>	<i>\$ 4,369,386</i>	<i>\$ 4,425,812</i>	<i>\$ (30,912)</i>	See Note 1
Advertising Income	\$ 15,000	\$ 15,000	\$ 129,000	\$ 114,000	\$ 129,000	\$ -	
Other Aux Transp Rev	1,000	5 929	5 9,000	\$ 9,181	\$ 7,894	\$ (1,106)	
Rent Income	5 10,743	\$ 10,743	\$ 104,004	\$ 107,770	\$ 108,794	\$ 4,790	
Interest - General Fund	\$ 47,986	\$ 54,406	\$ 596,162	\$ 907,849	\$ 608,363	\$ 12,201	See Note 2
Non-Transportation Rev	\$ 150	\$ 196	\$ 1,350	\$ 6,947	\$ 45,969	\$ 44,619	See Note 3
Sales Tax Income	\$ 1,041,459	\$ -	1,144,285	\$ 11,692,813	\$ 12,357,140	\$ 11,692,813	
TDA Funds	\$ 1,581,249	\$ 1,581,249	\$ 4,604,455	\$ 4,689,908	\$ 4,604,455	\$ -	
MBUAPCD Funding						\$ -	
Other Guideway Funding	\$ -		5 -	5 16,534		\$ -	
Other State Funding						\$ -	
FTA Op Asst - Sec 5303	\$ -	\$ -	\$ -	\$ 505,614	5 -	\$ -	
FTA Op Asst - Sec 5311	\$ -	\$ -	5 -	5 39,697		5 -	
Other Federal Grants							
Other Revenue							
Total Operating Revenue	\$ 3,227,281	5 3,301,144	5 21,593,508	5 23,124,026	5 21,623,100	5 (1,320)	

**MONTHLY REVENUE AND EXPENSE REPORT
OPERATING EXPENSE SUMMARY - MARCH 2002**

	FY 01-02 Final Budget	FY 01-02 Revised Budget	FY 00-01 Expended YTD	FY 01-02 Expended YTD	Percent Expended of Budget	
PERSONNEL ACCOUNTS						
Administration	\$ 590,330	\$ 575,705	\$ 361,897	\$ 389,853	67.7%	
Finance	\$ 544,423	\$ 524,266	\$ 326,928	\$ 353,711	67.5%	
Planning & Marketing	\$ 928,464	\$ 902,584	\$ 503,124	\$ 607,896	67.4%	
Human Resources	\$ 472,659	\$ 314,727	\$ 254,479	\$ 269,899	85.8%	See Note 4
Information Technology	\$ 355,728	\$ 343,361	\$ 229,487	\$ 245,688	71.6%	
District Counsel	\$ 317,568	\$ 301,987	\$ 151,761	\$ 196,900	65.2%	
Facilities Maintenance	\$ 1,033,696	\$ 1,021,082	\$ 594,302	\$ 695,816	68.1%	
Paratransit Program	\$ 147,345	\$ 39,618	\$ -	\$ -	0.0%	See Note 5
Operations	\$ 1,883,433	\$ 1,872,384	\$ 1,212,125	\$ 1,307,960	69.9%	
Bus Operators	\$ 11,273,632	\$ 11,328,538	\$ 7,438,101	\$ 8,238,366	72.7%	
Fleet Maintenance	\$ 3,883,760	\$ 3,718,093	\$ 2,161,612	\$ 2,475,581	66.6%	
Retired Employees Benefits	\$ 433,892	\$ 430,801	\$ 264,454	\$ 316,524	73.5%	
Total Personnel	\$ 21,864,930	\$ 21,373,146	\$ 13,498,270	\$ 15,098,194	70.6%	
NON-PERSONNEL ACCOUNTS						
Administration	\$ 604,207	\$ 587,487	\$ 382,836	\$ 392,070	66.7%	
Finance	\$ 524,400	\$ 512,800	\$ 289,221	\$ 334,201	65.2%	
Planning & Marketing	\$ 219,901	\$ 243,493	\$ 74,709	\$ 176,146	72.3%	
Human Resources	\$ 105,117	\$ 172,214	\$ 60,143	\$ 103,178	59.9%	
Information Technology	\$ 122,125	\$ 134,803	\$ 67,896	\$ 91,902	68.2%	
District Counsel	\$ 159,405	\$ 269,483	\$ 72,349	\$ 149,646	55.5%	
Facilities Maintenance	\$ 489,234	\$ 521,426	\$ 446,838	\$ 311,700	59.8%	
Paratransit Program	\$ 3,445,805	\$ 3,445,915	\$ 1,548,722	\$ 1,655,891	48.1%	See Note 6
Operations	\$ -	\$ -	\$ -	\$ -	0.0%	
Bus Operators	\$ 435,240	\$ 485,445	\$ 139,220	\$ 305,377	58.7%	
Fleet Maintenance	\$ 3,633,153	\$ 3,023,653	\$ 1,972,883	\$ 1,791,352	59.2%	
Op Prog/SCCIC	\$ -	\$ -	\$ -	\$ -	0.0%	
Prepaid Expense	\$ 2,445	\$ 2,695	\$ (18,848)	\$ (25,437)	25.9%	See Note 7
Total Non-Personnel	\$ 9,747,070	\$ 9,405,854	\$ 5,065,178	\$ 5,290,198	56.2%	
Subtotal Operating Expense	\$ 31,612,000	\$ 30,779,000	\$ 18,563,448	\$ 20,388,393	66.2%	
Grant Funded Studies/Programs	\$ 70,000	\$ 70,000	\$ 36,995	\$ -	0.0%	
Transfer to/from Cap Program	\$ -	\$ -	\$ 299,780	\$ -	0.0%	
Pass Through Programs	\$ -	\$ -	\$ 27,000	\$ -	0.0%	
Total Operating Expense	\$ 31,682,000	\$ 30,849,000	\$ 18,927,226	\$ 20,388,393	66.1%	
YTD Operating Revenue Over YTD Expense				\$ 1,234,707		

CONSOLIDATED OPERATING EXPENSE
MARCH 2002

	FY 01-02 Final Budget	FY 01-02 Revised Budget	FY 00-01 Expended YTD	FY 01-02 Expended YTD	% Exp YTD of Budget	
LABOR						
Operators Wages	\$ 5,838,840	\$ 6,038,840	\$ 3,937,667	\$ 4,422,869	73.2%	
Operators Overtime	\$ 1,001,812	\$ 1,001,812	\$ 644,646	\$ 858,721	85.7%	See Note 8
Other Salaries & Wages	\$ 6,297,182	\$ 5,718,563	\$ 3,496,857	\$ 3,970,374	69.4%	
Other Overtime	\$ 254,900	\$ 368,168	\$ 193,758	\$ 231,379	62.8%	
	\$ 13,392,734	\$ 13,127,383	\$ 8,272,928	\$ 9,483,343	72.2%	
FRINGE BENEFITS						
Medicare/Soc Sec	\$ 124,935	\$ 131,935	\$ 76,753	\$ 95,073	72.1%	
PERS Retirement	\$ 954,700	\$ 929,648	\$ 570,038	\$ 635,380	68.3%	
Medical Insurance	\$ 2,056,360	\$ 2,035,025	\$ 1,319,918	\$ 1,481,852	72.8%	
Dental Plan	\$ 507,311	\$ 485,272	\$ 345,461	\$ 302,152	64.9%	
Vision Insurance	\$ 114,499	\$ 112,991	\$ 79,750	\$ 84,343	74.6%	
Life Insurance	\$ 60,639	\$ 60,639	\$ 38,071	\$ 39,559	65.2%	
State Disability Ins	\$ 137,494	\$ 149,994	\$ 55,158	\$ 98,231	65.5%	
Long Term Disability Ins	\$ 499,190	\$ 483,193	\$ 282,907	\$ 322,059	66.7%	
Unemployment Insurance	\$ 27,692	\$ 27,692	\$ 26,087	\$ 28,008	101.1%	See Note 9
Workers Comp	\$ 1,438,541	\$ 1,298,541	\$ 808,343	\$ 785,275	60.5%	
Absence w/Pay	\$ 2,522,426	\$ 2,522,426	\$ 1,605,638	\$ 1,729,239	68.6%	
Other Fringe Benefits	\$ 28,408	\$ 28,408	\$ 17,218	\$ 13,678	48.1%	
	\$ 8,472,195	\$ 8,245,762	\$ 5,225,344	\$ 5,614,852	68.1%	
SERVICES						
Acctng/Admin/Bank Fees	\$ 325,220	\$ 287,586	\$ 281,006	\$ 175,654	61.1%	
Prof/Legis/Legal Services	\$ 376,400	\$ 392,597	\$ 165,302	\$ 131,460	33.5%	
Temporary Help	\$ 19,340	\$ 148,642	\$ 115,245	\$ 119,605	80.5%	See Note 10
Uniforms & Laundry	\$ 34,496	\$ 34,496	\$ 27,575	\$ 22,964	66.6%	
Security Services	\$ 277,438	\$ 327,438	\$ 210,521	\$ 203,366	62.1%	
Outside Repair - Bldgs/Eqmt	\$ 195,261	\$ 196,261	\$ 108,694	\$ 137,229	69.9%	
Outside Repair - Vehicles	\$ 272,600	\$ 252,600	\$ 99,724	\$ 184,197	72.9%	
Waste Disp/Ads/Other	\$ 168,947	\$ 214,268	\$ 89,688	\$ 131,138	61.2%	
	\$ 1,669,702	\$ 1,853,888	\$ 1,009,758	\$ 1,105,612	59.6%	
CONTRACT TRANSPORTATION						
Contract Transportation	\$ 300	\$ 300	\$ 22	\$ 5	0.0%	
Paratransit Service	\$ 3,297,605	\$ 3,297,605	\$ 1,376,371	\$ 1,601,276	48.6%	See Note 6
	\$ 3,297,905	\$ 3,297,905	\$ 1,376,393	\$ 1,601,276	48.6%	
MOBILE MATERIALS						
Fuels & Lubricants	\$ 1,881,130	\$ 1,321,630	\$ 888,295	\$ 670,332	50.7%	See Note 11
Tires & Tubes	\$ 160,000	\$ 155,000	\$ 95,152	\$ 123,387	79.6%	See Note 12
Other Mobile Supplies	\$ 8,500	\$ 8,500	\$ 5,227	\$ 4,738	55.7%	
Revenue Vehicle Parts	\$ 745,000	\$ 695,000	\$ 465,262	\$ 435,960	62.7%	
Inventory Adjustment	\$ -	\$ -	\$ -	\$ -		
	\$ 2,794,630	\$ 2,180,130	\$ 1,454,038	\$ 1,234,417	56.6%	

**CONSOLIDATED OPERATING EXPENSE
MARCH 2002**

	FY 01-02 Final Budget	FY 01-02 Revised Budget	FY 00-01 Expended YTD	FY 01-02 Expended YTD	% Exp YTD of Budget	
OTHER MATERIALS						
Postage & Mailing/Freight	\$ 19,522	\$ 20,322	\$ 13,029	\$ 12,764	62.8%	
Printing	\$ 113,031	\$ 115,300	\$ 39,074	\$ 74,087	64.3%	
Office/Computer Supplies	\$ 76,495	\$ 80,245	\$ 49,040	\$ 49,719	62.0%	
Safety Supplies	\$ 31,713	\$ 31,713	\$ 9,293	\$ 15,829	49.9%	
Cleaning Supplies	\$ 86,556	\$ 60,556	\$ 37,069	\$ 37,709	62.3%	
Repair/Maint Supplies	\$ 77,404	\$ 77,404	\$ 76,142	\$ 42,835	55.3%	
Parts, Non-Inventory	\$ 58,000	\$ 58,000	\$ 37,993	\$ 37,662	64.9%	
Tools/Tool Allowance	\$ 23,467	\$ 27,467	\$ 13,050	\$ 9,751	35.5%	
Promo/Photo Supplies	\$ 19,355	\$ 21,379	\$ 7,966	\$ 9,560	44.7%	
	\$ 505,543	\$ 492,386	\$ 282,654	\$ 289,915	58.9%	
UTILITIES	\$ 335,310	\$ 332,929	\$ 194,475	\$ 225,490	67.7%	
CASUALTY & LIABILITY						
Insurance - Prop/PL & PD	\$ 215,200	\$ 215,200	\$ 112,739	\$ 135,198	62.8%	
Settlement Costs	\$ 100,000	\$ 100,000	\$ 29,913	\$ 45,416	45.4%	
Repairs to Prop	\$ 11,750	\$ 11,750	\$ (8,398)	\$ (11,763)	0.0%	See Note 13
Prof/Other Services	\$ 30,000	\$ 140,000	\$ 8,497	\$ 92,148	65.8%	
	\$ 356,950	\$ 466,950	\$ 142,750	\$ 260,999	55.9%	
TAXES	\$ 45,280	\$ 45,280	\$ 28,795	\$ 29,311	64.7%	
MISC EXPENSES						
Dues & Subscriptions	\$ 46,093	\$ 58,843	\$ 33,505	\$ 45,922	78.0%	See Note 14
Media Advertising	\$ 50,000	\$ 37,476	\$ 5,297	\$ 22,535	60.1%	
Employee Incentive Program	\$ 15,892	\$ 10,992	\$ 8,514	\$ 7,133	64.9%	
Training	\$ 45,615	\$ 48,615	\$ 22,428	\$ 14,826	30.5%	
Travel & Local Meetings	\$ 74,354	\$ 68,364	\$ 39,869	\$ 28,310	41.4%	
Other Misc Expenses	\$ 13,500	\$ 12,000	\$ 12,309	\$ 8,128	67.7%	
	\$ 245,454	\$ 236,290	\$ 121,921	\$ 126,855	53.7%	
OTHER EXPENSES						
Leases & Rentals	\$ 566,298	\$ 570,098	\$ 403,390	\$ 416,324	73.0%	
Transfer to Capital	\$ -	\$ -	\$ 299,780	\$ -	0.0%	
Pass Through Programs	\$ -	\$ -	\$ 27,000	\$ -	0.0%	
	\$ 566,298	\$ 570,098	\$ 730,170	\$ 416,324	73.0%	
Total Operating Expense	\$ 31,682,000	\$ 30,849,000	\$ 18,927,226	\$ 20,388,393	66.1%	

**MONTHLY REVENUE AND EXPENSE REPORT
FY 00-01 CAPITAL IMPROVEMENT PROGRAM**

CAPITAL PROJECTS	Program Budget	Expended in March	YTD Expended
Grant Funded Projects			
Consolidated Operating Facility	\$ 7,948,083	\$ 68,382	\$ 153,420
Urban Bus Replacement	\$ 8,246,472		\$ 23,020
Engine Repower Project	\$ 3,037,000	\$ 269,535	\$ 2,335,867
ADA Paratransit Vehicles	\$ 149,000		
Computer System	\$ 115,000		
CNG Facilities for SCM, Ops	\$ 632,000		\$ 71,889
Farebox Replacement (CO)	\$ 60,000		\$ 63,751
Metro Center Renovation Project	\$ 200,000		
	\$ 20,387,555		
District Funded Projects			
Bus Stop Improvements	\$ 375,622		\$ 53,785
ADA Recertification Program	\$ 65,000		\$ 788
Ridecheck Upgrade Project	\$		
Facilities Repair & Improvements	\$ 229,950	\$ 16,328	\$ 176,599
Machinery/Equipment Repair/Impr	\$ 66,500	\$ 28,350	\$ 52,728
Non-Revenue Vehicle Replacement	\$ 54,000		\$ 54,644
Office Equipment	\$ 5,000		\$ 3,179
IT Projects	\$ 90,000		\$ 28,825
Automated Telephone info System	\$ 35,000		
Foothill Bus Improvements	\$ 85,143		
SVTC Tenant Improvements	\$		
Metro Center Improvements	\$ 50,000		
Reserve for CNG Conversion	\$		
Contingency for District Funded Projects	\$ 1,070		
Transfer to Operating Budget	\$ 848,280		
	\$ 1,905,565		
TOTAL CAPITAL PROJECTS	\$ 22,293,119	\$ 382,594	\$ 3,018,495
CAPITAL FUNDING SOURCES			
	Budget	Received in March	YTD Received
Federal Capital Grants	\$ 14,561,939	\$ -	\$ 307,080
State Capital Grants	\$ 200,000	\$ -	\$ -
STA Funding	\$ 1,407,650	\$ -	\$ 703,825
Local Capital Grants	\$ 719,631	\$ -	\$ -
District Reserves	\$ 5,155,399	\$ 382,594	\$ 2,007,590
Transfer from Bus Stop Improvement Reserve	\$ 248,500	\$ -	\$ -
TOTAL CAPITAL FUNDING	\$ 22,293,119	\$ 382,594	\$ 3,018,495

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

1. Passenger fares (farebox and pass sales) are \$5,101, over the revised budget amount for the year to date. Paratransit fares are \$5,462 or 4% under budget for the period due to fewer rides for the year to date than projected. Special transit fares (contracts) are \$21,366 or 2% under the budgeted amount. UCSC revenue is \$24,000 or 2% under budget for the year to date and Cabrillo College revenue is \$6,000 or 5% under budget. Highway 17 Express revenue is \$9,185 or 1% under the year to date budgeted amount. Together, all four passenger revenue accounts are under the budgeted amount for the first nine months of the fiscal year by a net \$30,912 or 0.7%.
2. Interest income is \$12,201 over budget due to a higher treasury balance than projected due to delays in capital projects.
3. Non-transportation revenue is \$44,619 over budget largely due to a refund from Community Bridges for overcharges in the last fiscal year in the amount of \$36,268.
4. Human Resources personnel expense is at 85.8% of the budget since the budget was reduced to reflect staff vacancies from January forward, and a large vacation payoff was made which will be reconciled at year end.
5. Paratransit program personnel expense is at zero for the year-to-date since program staff has not yet been hired.
6. Paratransit program expense is only at 48.1% of the budget because the February and March billing information was not available by the report deadline and no paratransit personnel costs have been incurred to date.
7. Pre-paid expense adjustment provides for allocating large annual payments, such as casualty and liability insurance, over the entire year so that the total expenses District-wide for the month and year to date are not skewed.
8. Operators' overtime is at 85.7% of the budget due to extensive employee medical absences. Overall, Bus Operator payroll expense is within budget.
9. State unemployment insurance is at 101.1% of the budget or \$316 over budget because more employees were hired during the year than anticipated.
10. Temporary help is at 80.5% of the budget due to hire of temporary workers during recruitment of new employees in the departments of Human Resources and Facilities Maintenance and during employee absences in the Planning & Marketing Department. Savings in wage and benefit accounts will off-set this expense.
11. Fuels and lubricants are only at 50.7% of the budget due to low diesel prices for the year to date.
12. Tires and tubes expense is at 79.6% of the budget due to periodic purchases.

13. Repairs to property is a casualty and liability account to which repairs to District vehicles and property are charged when another party is liable for the damage. All collections made from other parties for property repair are applied to this account to offset the District's repair costs. Collections have been applied for the year to date, but some repairs have yet to be charged to the account.
14. Dues and subscriptions are at 78% of the budget due to annual payments.

FY 00-01 BUDGET TRANSFERS
4/1/02-4/30/02

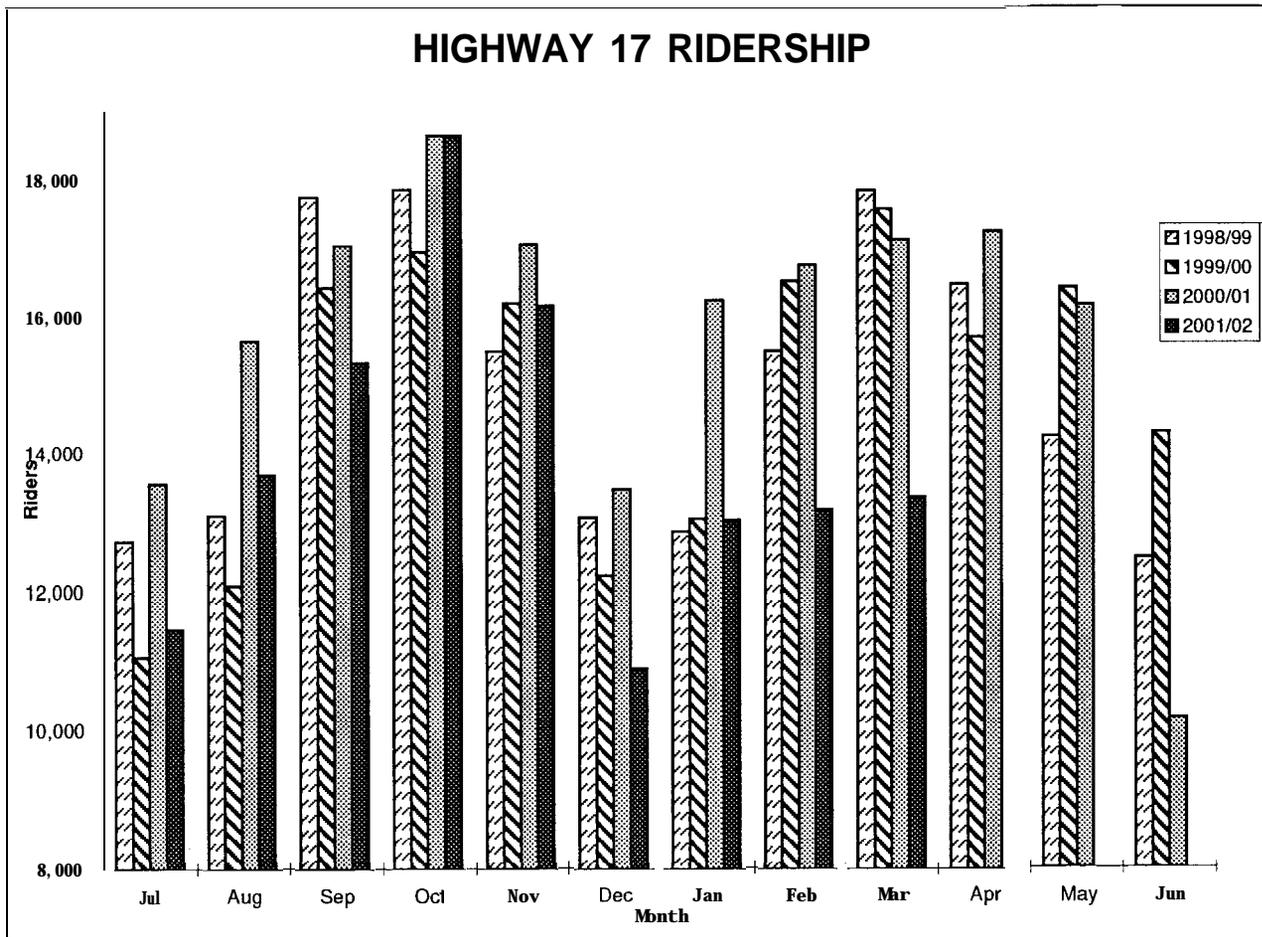
	ACCOUNT #	ACCOUNT TITLE	AMOUNT
TRANSFER # 02-039			
TRANSFER FROM:	509127-1100	Board Fees	\$ (1,500)
TRANSFER TO:	503221-1100	Legal Ads	\$ 1,500
REASON:	To cover expected expenditures for the Administration Department for the remainder of the fiscal year.		
TRANSFER # 02-040			
TRANSFER FROM:	509101-1100	Employee Incentive	\$ (388)
TRANSFER TO:	509101-1200	Employee Incentive	\$ 135
	509101-1400	Employee Incentive	\$ 97
	509101-1500	Employee Incentive	\$ 78
	509101-1700	Employee Incentive	\$ 78
			<u>\$ 388</u>
REASON:	To allocate employee incentive funds to each department.		
TRANSFER # 02-041			
TRANSFER FROM:	503031-1500	Professional/Technical	\$ (2,500)
TRANSFER TO:	504311-1500	Office Supplies	\$ 2,500
REASON:	To cover expected expenditures for the IT Department for the remainder of the fiscal year.		
TRANSFER # 02-042			
TRANSFER FROM:	504011-4100	Fuels & Lubricants	\$ (500)
TRANSFER TO:	504211-4100	Postage & Mailing	\$ 500
REASON:	To cover account overruns and expected expenditures in the Fleet Maintenance Department for FY 01-02.		
TRANSFER # 02-043			
TRANSFER FROM:	501021-1300	Other Salaries	\$ (10,021)
	504215-1300	Printing	\$ (931)
			<u>\$ (10,952)</u>
TRANSFER TO:	501023-1300	Other Overtime	\$ 21
	503041-1300	Temporary Help	\$ 10,000
	503225-1300	Graphics Services	\$ 921
	509125-1300	Local Meeting Expense	\$ 10
			<u>\$ 10,952</u>
REASON:	To cover account overruns and expected expenditures for Planning & Marketing for FY 01-02.		
TRANSFER # 02-044			
TRANSFER FROM:	504012-4100	Diesel Fuel	\$ (50,000)
TRANSFER TO:	506999-1700	Other Casualty Expense	\$ 50,000
REASON:	To cover expected expenditures for the Legal Department for the remainder of FY 01-02.		

FY 00-01 BUDGET TRANSFERS
4/1/02-4/30/02

	ACCOUNT #	ACCOUNT TITLE	AMOUNT
<hr/>			
TRANSFER # 02-045			
TRANSFER FROM:	509121-1500	Employee Training	\$ (3,000)
TRANSFER TO:	504311-1500	Office Supplies	\$ 3,000
REASON:	To cover expected expenditures for the IT Department for the remainder of the fiscal year.		
<hr/>			

HIGHWAY 17 - MARCH 2002

	March			YTD		
	2001/02	2000/01	%	2001/02	2000/01	%
FINANCIAL						
Cost	\$ 111,211	\$ 110,310	0.8%	\$ 1,000,899	\$ 947,940	5.6%
Farebox	\$ 35,892	\$ 38,588	(7.0%)	\$ 296,739	\$ 322,822	(8.1%)
Operating Deficit	\$ 73,198	\$ 69,288	5.6%	\$ 684,052	\$ 608,175	12.5%
Santa Clara Subsidy	\$ 36,599	\$ 34,644	5.6%	\$ 342,026	\$ 304,088	12.5%
METRO Subsidy	\$ 36,599	\$ 34,644	5.6%	\$ 342,026	\$ 304,088	12.5%
San Jose State Subsidy	\$ 2,122	\$ 2,433	(12.8%)	\$ 20,109	\$ 16,943	18.7%
STATISTICS						
Passengers	13,376	17,114	(21.8%)	125,770	145,466	(13.5%)
Revenue Miles	31,421	32,918	(4.5%)	285,784	285,784	0.0%
Revenue Hours	1,222	1,280	(4.5%)	11,114	11,114	(0.0%)
PRODUCTIVITY						
Cost/Passenger	\$ 8.31	\$ 6.45	29.0%	\$ 7.96	\$ 6.52	22.1%
Revenue/Passenger	\$ 2.68	\$ 2.25	19.0%	\$ 2.36	\$ 2.22	6.3%
Subsidy/Passenger	\$ 5.63	\$ 4.19	34.4%	\$ 5.60	\$ 4.30	30.3%
Passengers/Mile	0.43	0.52	(18.1%)	0.44	0.51	(13.5%)
Passengers/Hour	10.95	13.37	(18.1%)	11.32	13.09	(13.5%)
Recovery Ratio	32.3%	35.0%	(7.7%)	29.6%	34.1%	(12.9%)



SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: May 17, 2002
TO: Board of Directors
FROM: Bryant J. Baehr, Manager of Operations
SUBJECT: UNIVERSITY OF CALIFORNIA - SANTA CRUZ SERVICE UPDATE

I. RECOMMENDED ACTION

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

II. SUMMARY OF ISSUES

- Student billable trips for March 2002 increased by 9.5% versus March 2001. Year to date student billable trips have increased by 11.4%.
- Faculty / staff billable trips for March 2002 decreased by (6.9%) versus March 2001. Year to date faculty / staff billable trips have increased by 10.7%.
- Revenue received from UCSC for March 2002 was \$143,980 versus \$127,060 a 13.3% increase.

III. DISCUSSION

Full school-term transit service to the University of California – Santa Cruz started on September 19, 2001. Attached are charts detailing student and faculty / staff billable trips. A summary of the results is:

- Student billable trips for the month of March 2002 were 140,606 vs. 128,409 for March 2001 an increase of 9.5%.
- Faculty / staff billable trips for the month of March 2002 were 10,573 vs. 11,358 for March 2001 a decrease of (6.9%). District staff in conjunction with UCSC staff is analyzing the staff / faculty ridership numbers. Current thoughts are that the staff / faculty ridership reached a plateau in February 2002. The percentage decrease is (6.9%) for the month of March 2002 translating to a difference of approximately 52 fewer staff / faculty trips per day. District and UCSC staff will be monitoring this closely in an effort to determine if changes are necessary.
- Year to date Student billable trips increased by 11.4% and faculty / staff billable trips increased by 10.7%.
- In March 2002 the charge for service was \$143,980. The charge for March 2001 was \$127,060. This represents a 13.3% increase in revenue for March 2002 versus March 2001.

IV. FINANCIAL CONSIDERATIONS

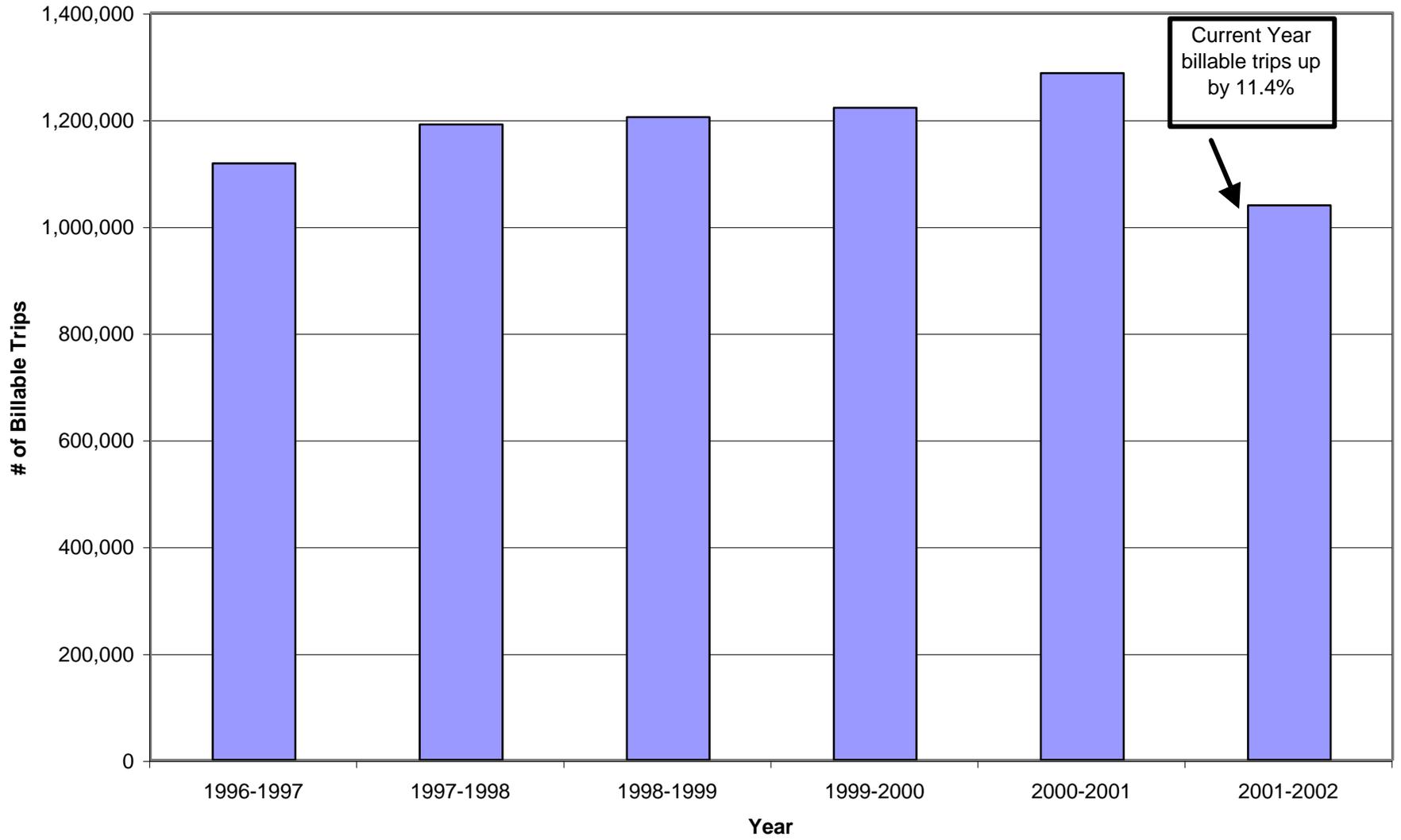
NONE

V. ATTACHMENTS

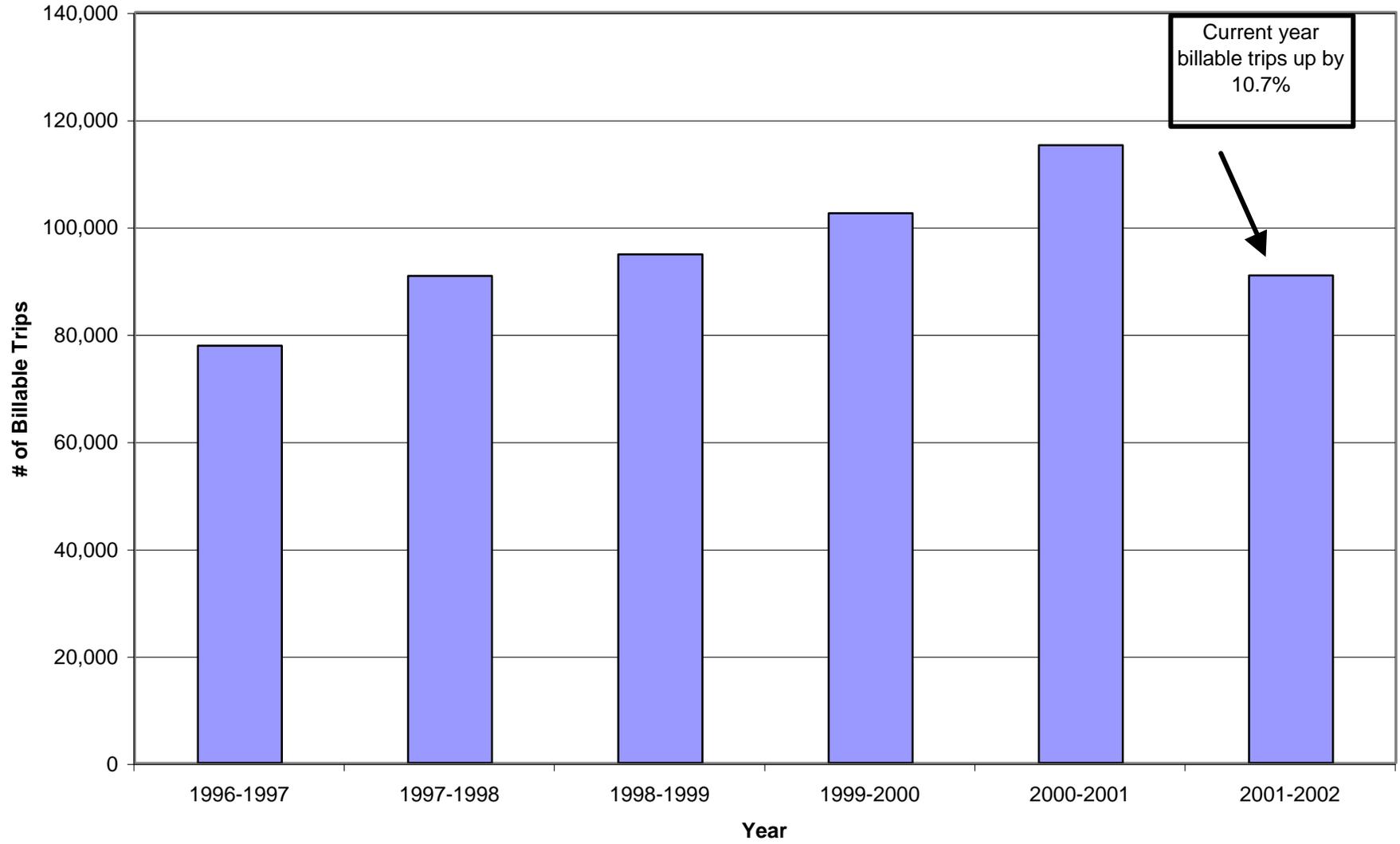
Attachment A: UCSC Student Billable Trips

Attachment B: UCSC Faculty / Staff Billable Trips

UCSC Student Billable Trips



UCSC Faculty / Staff Billable Trips



SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: May 17, 2002

TO: Board of Directors

FROM: Elisabeth Ross, Manager of Finance

SUBJECT: RENEWAL OF CONTRACT WITH COUNTY OF SANTA CRUZ FOR PAYROLL SERVICES

I. RECOMMENDED ACTION

Staff recommends that the Board of Directors authorize the General Manager to execute a new contract with the County of Santa Cruz for payroll services, through June 30, **2006**, not to exceed **\$40,000** annually.

II. SUMMARY OF ISSUES

- The District's current contract with the County of Santa Cruz for payroll services will expire June 30, 2002.
- The District prepares payroll in-house but contracts for outside services to process and file all payments for taxes, retirement and deductions, issue paychecks and W-2's, and prepare various reports for the District.
- The County of Santa Cruz has provided payroll services to the District for many years in a satisfactory manner, at a cost lower than private service bureaus.

III. DISCUSSION

The District has contracted with the County of Santa Cruz to provide payroll services for over twenty years. Due to the specialized needs of the District, including thirty different types of pay, only the County of Santa Cruz can economically provide these payroll services. The County has adapted its computer system to provide specialized services and reports required only by the District, and has established computer links with the District to facilitate the data transfer process. The County has been very responsive to the District's payroll needs, especially when changes are made as a result of new agreements with bargaining units.

IV. FINANCIAL CONSIDERATIONS

The cost is included in the FY 02-03 draft final budget.

V. ATTACHMENTS

None.

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

NOTICE OF ACTION TAKEN IN CLOSED SESSION MEMORANDUM

DATE: May 17, 2002

TO: Board of Directors

FROM: Margaret Gallagher, District Counsel

SUBJECT: Notification Of Actions Taken In Closed Session Regarding The Following Claims On The Dates Indicated:

1. Settlement with Lisa Gonzales on 3/19/02
-

1. Settlement with Lisa Gonzales

On March 15, 2002 in closed session you authorized a settlement of a worker's compensation claim in the amount of Forty-Five thousand dollars (\$45,000.00), for injuries occurring on 6/10/99, 7/16/99 and 5/3/00, in Santa Cruz, California. The following directors authorized the settlement: Ainsworth, Almquist, Beautz, Fitzmaurice, Hinkle, Keogh, Krohn, Reilly and Spence. Director Norton opposed the settlement. Pursuant to this direction, all claims have been resolved via Compromise and Release for \$45,000.00 at the Mandatory Settlement Conference that took place 3/19/02. In regards to the date of injury 7/16/99 settlement included a Carters/Rodgers finding and the remaining dates of injuries settled with a Thomas finding.

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: May 17, 2002
TO: Board of Directors
FROM: Robyn Slater, Interim Human Resources Manager
SUBJECT: PRESENTATION OF EMPLOYEE LONGEVITY AWARDS

I. RECOMMENDED ACTION

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

II. SUMMARY OF ISSUES

- None.

III. DISCUSSION

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

IV. FINANCIAL CONSIDERATIONS

None.

V. ATTACHMENTS

Attachment A: Employee Recognition List

ATTACHMENT A
SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
EMPLOYEE RECOGNITION

TEN YEAR

Melanie Richards, Sr. Accounting Technician

FIFTEEN YEARS

None

TWENTY YEARS

None

TWENTY-FIVE YEARS

Denise Bridinger, Transit Supervisor
Laura Harrell, Bus Operator

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: May 10, 2002

TO: Board of Directors

FROM: Tom Stickel, Manager of Fleet Maintenance

SUBJECT: CONSIDERATION OF AWARD OF CONTRACT FOR FURNISHING CNG FUEL STATION EQUIPMENT

I. RECOMMENDED ACTION

District staff is recommending that the Board authorize the General manager to enter into a contract with Allsup Corporation for the purchase of CNG fuel station equipment with one compressor at a cost of \$186,503.04. In addition, it is recommended that the General Manager be authorized to exercise the option for the second compressor at a cost of \$82,998.00 at the time the District receives and executes the grant agreement from the California Energy Commission.

II. SUMMARY OF ISSUES

- In 2001, the District elected to pursue a CNG fuel path. The first 8 CNG buses are scheduled to arrive in July of 2002.
- Since the District does not have a CNG fueling station nor are there any adequate CNG fueling stations in the County of Santa Cruz, the District contracted with Blymyer Engineers in December of 2001 to provide CNG fuel station plans and equipment specifications.
- There is an approximate eleven-week delivery schedule for the CNG fuel station equipment. It was decided the best strategy to meet the District needs was to first purchase the equipment and then contract for the fuel station construction, so that the manufacturing of the CNG fuel station equipment would be concurrent to the construction of the fueling station.
- Two bids for fuel station equipment were opened on April 30, 2002.
- The District staff recommends that the Board authorize the General manager to enter into a contract with Allsup Corporation for the purchase of CNG fuel station equipment

III. DISCUSSION

In 2001, the District elected to pursue a CNG fuel path. The first eight CNG buses are scheduled to arrive in July of 2002. In December of 2001, the District hired Blymyer Engineers to engineer fueling facility plans and CNG fueling equipment specifications. Fuel equipment bid documents

were prepared and mailed in early April to prospective bidders. On April 30, 2002, two bids were received and opened.

Bid specifications had requested one compressor with an option for a second compressor for purchase at a later date. The second compressor will allow a faster fill rate of 6 hours for 10 transit buses (versus 8 hours with only one compressor) and will also provide backup if one compressor should fail. The CNG fuel station will also be used to fuel non-revenue CNG vehicles (staff cars) during the day.

With the first CNG buses scheduled to arrive in July, Blymyer Engineers had recommended that the fueling equipment, which has a eleven-week delivery schedule, be purchased first and will be provided to the construction Contractor for installation avoiding delays in the commissioning of the fueling station.

During the month of April, the District applied for and was informed that a grant for a second compressor was approved. These additional funds will allow for the purchase of a second compressor that will decrease the time to fuel buses. Since the grant contract has not yet been received, the District is unable to commit to the purchase of the second compressor at this time. The bid pricing offered for the second compressor is firm for 90 days after bid opening. District staff is recommending that the General Manager be authorized to enter into a contract with Allsup Corporation for the purchase of CNG fuel station equipment including one compressor and authorize the General Manager to amend the contract for the second compressor when the grant contract for the second compressor is executed.

IV. FINANCIAL CONSIDERATIONS

The necessary funds for the procurement of CNG fueling equipment are contained within grants from the Monterey Bay Unified Air Pollution Control District (AB2766-9722X, AB2766-0235) with the funding for the second compressor contained in a grant from the California Energy Commission (CEC2002-01)

V. ATTACHMENTS

Attachment A: Bid Summary

ATTACHMENT A
SUMMARY OF BIDS RECEIVED

ALLSUP CORPORATION OF UPLAND, CALIFORNIA

1. CNG Fuel Station Equipment including: one each skid-mounted compressor with enclosure, control panel, gas dryer, and ten each time-fill station assemblies	\$186,503.04
2. Second skid- mounted compressor with enclosure	\$ 82,998.00
3. Total bid	\$269,501.04

Delivery: 77 Calendar Days

GREENFIELD COMPRESSION, INC. OF RICHARDSON, TEXAS

1. CNG Fuel Station Equipment including: one each skid-mounted compressor with enclosure, control panel, gas dryer, and ten each time-fill station assemblies	\$230,835.96
2. Second skid- mounted compressor with enclosure	\$152,076.56
3. Total bid	\$382,912.92

Delivery: 120 Calendar Days

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: May 10, 2002

TO: Board of Directors

FROM: Elisabeth Ross, Finance Manager

SUBJECT: RESOLUTION TO GRANT ANOTHER DESIGNATED PERIOD FOR TWO YEARS ADDITIONAL SERVICE CREDIT FOR ELIGIBLE DISTRICT EMPLOYEES ENROLLED IN THE PUBLIC EMPLOYEES RETIREMENT SYSTEM

I. RECOMMENDED ACTION

Staff recommends adoption of the resolution granting another designated period for two years additional service credit with CalPERS and approval of the Certification of Compliance with Government Code Section 20903.

II. SUMMARY OF ISSUES

- In light of the impending service and staff reductions in FY 02-03, a review of potential early retirement enhancements was undertaken to reduce the number of potential layoffs.
- The District's existing contract with CalPERS allows the Board to designate a period for two years additional service credit for eligible members.
- Eligible employees who retire during the specified period will receive an additional two years service credit.
- The potential cost is estimated at \$22,000 to \$200,000, to be paid from the District's excess CalPERS assets, which was made public at the Board meeting of April 19, 2002.
- At the meeting of April 19, 2002, the Board directed staff to proceed with actions necessary to offer this benefit.

III. DISCUSSION

As reported to the Board on April 19, 2002, the two years additional service credit offered by CalPERS is only available to agencies facing a reduction in force, in order to minimize the number of layoffs. The Board must certify compliance with Government Code Section 20903, stating that the District is facing impending layoffs and an overall workforce reduction. (See Attachment B.)

Employees who are considering retirement in the near future may be encouraged to retire during the designated period due to the additional service credit, which increases their monthly pension.

The designated period during which the employees must retire is required to be at least ninety days in length but no longer than 180 days. Staff recommends that the period begin on June 1, 2002, and end on August 31, 2002. This would encourage retirements as early in the fiscal year as possible, since most employees would probably retire near the end of the period to maximize their years of service and age, both of which are used to determine the pension amount. Since any formula change would be effective on July 18, 2002, retiring employees could receive both enhancements if they retire between July 18 and August 31.

IV. FINANCIAL CONSIDERATIONS

The cost of the program is estimated at \$22,000 to \$220,000, and would be paid from the District's excess CalPERS assets. The exact cost cannot be determined until the specified period ends and the retirements are processed. There is also a \$10.00 actuarial valuation fee for each member who retires during the period and receives the additional service credit. Using excess assets for this benefit would reduce the amount of funds in the future that could help offset the cost of the District's annual employer rate.

V. ATTACHMENTS

Attachment A: Resolution to Grant Another Designated Period for Two Years Additional Service Credit

Attachment B: Certificate of Compliance with Government Code Section 20903

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
TO GRANT ANOTHER DESIGNATED PERIOD FOR
TWO YEARS ADDITIONAL SERVICE CREDIT**

WHEREAS, the Board of Directors of the Santa Cruz Metropolitan Transit District is a contracting Public Agency of the Public Employees' Retirement System; and

WHEREAS, said Public Agency desires to provide another designated period for Two years Additional Service Credit, Section 20903, based on the contract amendment included in said contract which provided for Section 20903, Two Years Additional Service Credit, for eligible members;

NOW, THEREFORE, BE IT RESOLVED, that said Board of Directors does seek to add another designated period, and does hereby authorize this Resolution, indicating a desire to add a designated period from June 1, 2002, through August 31, 2002, for eligible miscellaneous members in the Santa Cruz Metropolitan Transit District.

PASSED AND ADOPTED this 10th day of May, 2002, by the following vote:

- AYES: Directors -
- NOES: Directors -
- ABSENT: Directors -
- ABSTAIN: Directors -

Approved _____
Chairperson

Attest _____
LESLIE R. WHITE
General Manager

APPROVED AS TO FORM:

Margaret Gallagher
District Counsel

CERTIFICATION OF COMPLIANCE WITH
GOVERNMENT CODE SECTION 20903

In accordance with Government Code Section 20903 and the contract between the Public Employees' Retirement System, the Board of Directors of the Santa Cruz Metropolitan Transit District hereby certifies that:

1. Because of an impending curtailment of, or change in the manner of performing service, the best interests of the agency will be served by granting such additional service credit.
2. Payment shall be made of the amount equal to the actuarial equivalent of the difference between the allowance the member receives after receipt of such service credit and the amount the member would have received without such service credit with respect to all eligible employees who retire during the specified period.
3. It has elected to become subject to Section 20903 because of impending mandatory transfers, demotions, and layoffs that constitute at least one percent of the job classification, department or organizational unit, as designated by the governing body, resulting from the curtailment of, or change in the manner of performing, its services.
4. Its intention at the time Section 20903 becomes operative is to keep all vacancies created by retirements under this section or at least one vacancy in any position in any department or other organizational unit permanently unfilled thereby resulting in an overall reduction in the work force of such department or organizational unit.

THEREFORE, the Board of Directors of the Santa Cruz Metropolitan Transit District hereby elects to provide the benefits of Government Code Section 20903 to all eligible members who retire within the designated period, June 1, 2002, through August 31, 2002.

Approved _____
Chairperson

Attest _____
LESLIE R. WHITE
General Manager

APPROVED AS TO FORM:

Margaret Gallagher
District Counsel

DATE

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: May 10, 2002

TO: Board of Directors

FROM: Elisabeth Ross, Finance Manager

SUBJECT: CONSIDERATION OF ISSUING A DECLARATION OF FISCAL EMERGENCY AND IMPLEMENTATION OF SERVICE REDUCTIONS

I. RECOMMENDED ACTION

Staff recommends that the Board of Directors issue a declaration of fiscal emergency and authorize implementation of the service reductions preliminarily approved by the Board on April 26, 2002.

II. SUMMARY OF ISSUES

- On April 26, 2002, the Board preliminarily approved a number of service changes for implementation in the summer bid for 2002, effective June 6, 2002.
- The California Environmental Quality Act (CEQA) requires under certain circumstances that environmental documents be prepared for implementation of service reductions.
- Public transit agencies are exempt from this requirement if a fiscal emergency necessitates the service reductions.
- In order to comply with this exemption, the transit agency must make a specific finding that there is a fiscal emergency. Before taking its proposed budgetary actions and making the finding of fiscal emergency, the transit agency must hold a public hearing. After this public hearing, the transit agency must respond within 30 days at a regular public meeting to suggestions made by the public at that initial hearing.

III. DISCUSSION

The service reductions planned to be implemented on June 6, 2002, have been proposed solely due to the District's financial situation. A balanced budget for FY 02-03 cannot be developed without a substantial decrease in expense from the existing level of service. Along with service reductions, the District will also implement other cost reduction measures including a decrease in budgetary allocations for non-personnel expenses and not funding a number of management and staff support positions in FY 02-03.

The CEQA guidelines provide a formula for determining whether a "fiscal emergency" exists. Staff has projected the District's cash position at June 30, 2003, assuming no change in the

existing level of service (Attachment A). Since this projection results in a negative figure, the definition of fiscal emergency is met, and the Board may issue such a declaration.

The District has also met the public hearing and response requirements required by the exemption.

IV. FINANCIAL CONSIDERATIONS

If the Board does not issue the declaration of fiscal emergency on May 10, 2002, the proposed service changes will not be implemented on June 6, 2002, resulting in a failure to balance the FY 02-03 operating budget, unless substantially larger service reductions are implemented in September 2002.

V. ATTACHMENTS

Attachment A: Determination of Fiscal Emergency

DETERMINATION OF FISCAL EMERGENCY

At June 30, 2001	
Cash and cash equivalents	\$ 23,292,520
Grants and other receivables	\$ 3,954,517
	\$ 27,247,037
Less Accounts Payable and accrued liabilities	\$ (1,289,185)
Accrued payroll and employee benefits	\$ (2,283,981)
Other accrued liabilities	\$ (3,346,179)
Security deposits	\$ (14,764)
Deferred revenue	\$ (527,339)
	\$ 19,785,589
Less restricted reserves	
Cash flow reserve	\$ (2,600,000)
Workers' comp reserve	\$ (1,170,000)
Insurance reserve	\$ (600,000)
Reserve required to fund transportation improvement program for 2001-2006	\$ (13,997,795)
Funds available at June 30, 2001	\$ 1,417,794
Estimated retirement to reserves at June 30, 2002	\$ 1,000,000
Estimated unrestricted cash position at June 30, 2002	\$ 2,417,794
Estimated revenue shortfall in FY 02-03	\$ (3,708,358)
Estimated unrestricted cash position at June 30, 2003	\$ (1,290,564)

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: May 17, 2002

TO: Board of Directors

FROM: Tom Stickel, Manager of Fleet Maintenance

SUBJECT: CONSIDERATION OF AWARD OF CONTRACT FOR AUTOMATED BUS STOP ANNOUNCEMENT SYSTEM

I. RECOMMENDED ACTION

District staff is recommending that the Board of Directors authorize the General Manager to enter into a contract with Digital Recorders for the purchase and installation of an automated bus stop announcement system for up to 63 District buses including on-site recording system, route mapping system, stealth microphones and spare parts.

II. SUMMARY OF ISSUES

- The District requested bids from qualified firms to provide an automated bus stop announcement system to be installed on District buses.
- The Purchasing Office sent out a Invitation for Bid 01-20, and received responses from three firms.
- It is requested that the Board of Directors approve this request and authorize the General Manager to execute the necessary contract documents to proceed with the purchase and installation of an automated bus stop announcement system.

III. DISCUSSION

On March 6, 2002 a Invitation for Bid, 01-20, was released for the purchase and installation of an automated bus stop announcement system. Bids were mailed out to several vendors and the procurement was legally advertised.

On March 29, 2002, bids were received and opened from three firms. They are: Digital Recorders of Durham, NC, Clever Devices Ltd of Syosset, NY and InnerVision Computers of Santa Cruz, CA. A summary of the Bids received is enclosed as Attachment A.

An evaluation committee comprised of District Staff reviewed and evaluated all bids. The evaluation committee recommends that the Board of Directors approve a contract with Digital Recorders for the purchase and installation of an automated bus stop announcement system for 67 buses.

IV. FINANCIAL CONSIDERATIONS

Funding for this procurement is primarily from grant funds including diversion of funds from the deletion of two buses by previous Board action.

V. ATTACHMENTS

Attachment A: Summary of Bids received for RFP 01-20

ATTACHMENT A

Bid results for IFB 01-20 for the purchase and installation of an automated bus stop announcement system. Totals based on 67 units with optional on-site recording system, route mapping system and stealth microphones.

Total	Company
\$ 566,234.00	Digital Recorders of Durham, NC
\$ 631,848.00	Clever Devices Ltd. of Syosset, NY
\$ 769,450.00	InnerVision Computers of Santa Cruz, CA

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: May 17, 2002

TO: Board of Directors

FROM: Mark Dorfman, Assistant General Manager

SUBJECT: PUBLIC HEARING: CONSIDER A RESOLUTION APPROVING A PROGRAM OF PROJECTS AND AUTHORIZING APPLICATION AND EXECUTION OF FTA GRANTS FOR URBANIZED AREA FORMULA FUNDS FOR FY2002 AND AMENDING THE PROGRAM OF PROJECTS FROM FY1999.

I. RECOMMENDED ACTION

Receive public comments. Adopt the attached resolution approving the Program of Projects and authorizing an application, an amendment and the execution of grants for FTA Urbanized Area Formula Funds

II. SUMMARY OF ISSUES

- The Transportation Equity Act for the 21st Century (TEA-21) established the Urbanized Area Formula Program to provide financial assistance to public transit operators in urbanized areas with less than 200,000 population.
- Each year, the US Congress appropriates Federal funds for the Federal Transit Administration (FTA) Urbanized Area Formula Program in accordance with the statutory formula in TEA-21
- METRO must submit an application and execute a grant agreement with the FTA to receive these funds.
- METRO announced a public review period and the public hearing for the Program of Projects on April 30, 2002 for the application process.
- A Board Resolution is required to complete the grant application and to execute a grant agreement with the FTA.
- SCMTD's FY2002 Revised Budget includes the FTA revenue for transit operations, and the Board recently authorized staff to reprogram funds to the Talking Bus program.

III. DISCUSSION

The Transportation Equity Act for the 21st Century (TEA-21) legislated programs within the Federal Transit Administration to provide financial assistance to public transit operators. In the Urbanized Area Formula Program, TEA-21 established a statutory formula to determine minimum allocations to public transit operators in urbanized areas with population under

200,000. The formula and eligibility requirements for the Urbanized Area Formula Program are codified in 49 USC §5307. The FTA designated Caltrans to administer the §5307 program for small operators such as METRO.

The Santa Cruz and Watsonville Urbanized Areas receive funding in the US Department of Transportation (DOT) and Related Agencies Appropriations Act each fiscal year. METRO and Monterey-Salinas Transit both operate public transit service in Watsonville and have an agreement to split the Watsonville appropriation according to the proportion of service each provides.

The §5307 funds can be used for METRO operating and capital expenses. The FY1999 assistance programmed for replacement buses will be reduced in order to add the Talking Bus procurement to the Program of Projects. The entire amount available in FY2002 from the §5307 program will be used for operating assistance. Both projects are included in the Federal Transportation Improvement Plan administered by AMBAG.

IV. FINANCIAL CONSIDERATIONS

FY2002 Urbanized Area Formula Program contributes \$1,229,934 to METRO's operating budget. Local sales tax revenue funds the required match. The amendment to FY1999 §5307 Program of Projects shifts \$700,000 from replacement bus procurement to fund the Talking Bus system.

V. ATTACHMENTS

Attachment A: Program of Projects for FY2002 §5307 Funds

Attachment B: Resolution Authorizing Urbanized Area Formula Program funds grant application and amendment and execution for the SCMTD FY2002 §5307 Program of Projects

Santa Cruz Metropolitan Transit District
FY2002 Program of Projects
Federal Transit Administration Funds

The Santa Cruz Metropolitan Transit District (METRO), in accordance with 49 USC §5307, proposes the following Program of Projects for funding assistance from the Federal Transit Administration:

1. FY2002 Operating Assistance: \$1,229,934 to operate public transit service in Santa Cruz County from July 1, 2001 through June 30, 2002. This project maintains the current level of service conforming to land use and transportation plans in the area and will not cause negative environmental impacts or relocation of families or businesses.

In addition, METRO proposes amending the FY1999 Program of Projects to add a new project:

2. FY1999 Operating Assistance: Add a new project of \$560,000 in FTA funds and \$140,000 in local matching funds to install automatic bus stop annunciators ("Talking Bus") throughout the fleet. Reduce the purchase of replacement buses from 10 to 8 in an existing project and remove \$560,000 FTA and \$140,000 local matching funds from the bus replacement project.

If adopted by the Board, the Santa Cruz Metropolitan Transit District will submit applications to the Federal Transit Administration for funding. If approved by the FTA, the General Manager will execute grant agreements authorizing the expenditure of funds to implement these projects with reimbursement of the federal share from the FTA.

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

Resolution No. _____

On the Motion of Director: _____

Duly Seconded by Director: _____

The Following Resolution is Adopted:

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE
SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
AUTHORIZING STAFF TO SUBMIT A GRANT APPLICATION AND EXECUTE A
GRANT AGREEMENT WITH THE FEDERAL TRANSIT ADMINISTRATION FOR
URBANIZED AREA FORMULA PROGRAM FUNDS
FOR AN PROGRAM OF PROJECTS**

WHEREAS, in accordance with 49 USC Chapter 53, the Federal Transit Administration is authorized to grant funds annually from the Urbanized Area Formula Program to provide financial assistance to public transit operators in urbanized areas; and,

WHEREAS, in accordance with Article 1, Section 98022 of the California Public Utilities Code the Santa Cruz Metropolitan Transit District is the public transit operator serving Santa Cruz County, including the urbanized areas of the City of Santa Cruz and Watsonville; and

WHEREAS, the Santa Cruz Metropolitan Transit District has afforded the public an opportunity to review and comment on the Program of Projects listed below and has coordinated the inclusion of these projects in the comprehensive metropolitan and regional transportation improvement plans cooperatively assembled by the metropolitan and regional transportation planning organizations for Santa Cruz County; and,

WHEREAS, contracting financial assistance with the Federal Transit Administration imposes certain obligations upon the Santa Cruz Metropolitan Transit District, including the requirement to contribute locally generated revenues to each project funded from Urbanized Area Formula Program and to meet all Civil Rights requirements that the Federal Transit Administration imposes upon recipients of federal funds.

NOW, THEREFORE, BE IT RESOLVED, that the Secretary/General Manager is authorized to file a grant application and a grant amendment and to execute grant agreements with the Federal Transit Administration on behalf of the Santa Cruz Metropolitan Transit District for the for the following Program of Projects in the Urbanized Area Formula Program:

1. FY2002 Operating Assistance: \$1,229,934 to operate urbanized area public transit service from July 1, 2001 through June 30, 2002.

2. FY1999 Capital Assistance: Delete \$700,000 from a replacement bus procurement project and add a new project of \$700,000 to buy automatic bus stop annunciators.

PASSED AND ADOPTED this 17th day of May 2002, by the following vote:

AYES: Directors -

NOES: Directors -

ABSTAIN: Directors -

ABSENT: Directors -

APPROVED _____
SHERYL AINSWORTH
Chairperson

ATTEST _____
LESLIE R. WHITE
General Manager

APPROVED AS TO FORM:

MARGARET GALLAGHER
District Counsel

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: May 17, 2002

TO: Board of Directors

FROM: Mark J. Dorfman, Assistant General Manager

**SUBJECT: RECOMMENDATION TO APPROVE ASSESSMENT FOR
COOPERATIVE RETAIL MANAGEMENT DISTRICT**

I. RECOMMENDED ACTION

The purpose of this communication is to request approval for the assessment on property owners for the support of the Cooperative Retail Management District in Downtown.

II. SUMMARY OF ISSUES

- The District owns property in the Downtown area that is subject to an assessment for the Downtown Host Program.
- The assessment needs to be renewed for the fiscal year.
- Total cost to the District for the assessment is \$2,547.75, no increase from last year.

III. DISCUSSION

The District recently received correspondence from the City of Santa Cruz regarding the Cooperative Retail Management Business Real Property Improvement District. Since the District owns property in the downtown area, there is an assessment that is being requested for the coming fiscal year. This assessment funds the Downtown Host Program.

It is recommended that the District support the continued assessment of the levy for this important Downtown project. Total funds for this assessment amount to \$2,547.75.

IV. FINANCIAL CONSIDERATIONS

There are two assessments for property owned by the District, one for \$1,797.75 and one for \$750.00, for a total of \$2,547.75.

V. ATTACHMENTS

Attachment A: Letters from City of Santa Cruz



CITY CLERK'S DEPARTMENT
809 Center Street, Room 9, Santa Cruz, CA 95060 • 831 420-5030 • Fax: 831 420-5031 • www.ci.santa-cruz.ca.us

**CITY COUNCIL
CITY OF SANTA CRUZ
NOTICE OF PUBLIC HEARINGS**

March 29, 2002

Santa Cruz Metropolitan Transit
370 Encinal St. #100
Santa Cruz Ca 95060-2101

APR 1 2002

Dear Santa Cruz Property Owner:

RE: Assessor Parcel Number ("APN"): 05-152-05

NOTICE IS HEREBY GIVEN that the City Council of the City of Santa Cruz will hold- a public meeting to consider: 1) the annual report for the 2002-2003 fiscal year prepared by the advisory board to the Cooperative Retail Management (CRM) Business Real Property Improvement District; and, 2) the adoption of a Resolution of Intention to levy an assessment for the period July 1, 2002 through June 30, 2003 for the District and a public hearing to consider the levy of an annual assessment for the District.

The amount of the proposed annual assessment on the entire district will be \$117,372. The rate of business promotion assessment shall be imposed on business property owners according to the formulas set forth below:

1. Properties located on Pacific Avenue between Laurel Street and Mission/Water Street shall be assessed \$15.00 per linear foot of property on Pacific Avenue.
2. Properties between Cedar and Front Streets and located on Locust, Cooper, Church, Walnut, Soquel, Lincoln, Cathcart, Elm and Maple Streets; Plaza, Locust, Commerce, Elm and Birch Lanes; Pearl Alley; Lincoln-Cathcart and Pacific-Front alleyways shall be assessed \$12.00 per linear foot of property on the above-mentioned side streets and alleyways.

The purpose of the assessment is to fund the Downtown Host Program created to enhance safety and security and improve public perceptions of the district. The assessment will also be used to review the need for, and establishment of, common hours for retail merchants and maintenance of private property within the district.

**Santa Cruz Metropolitan Transit
Notice of Public Hearing- Page 2**

The amount of the proposed annual assessment for APN 05-1 52-05 is set forth below:

Pacific Avenue footage: 50.00 x \$15 .00	\$750.00
Side street or alleyway footage: 0 feet x \$12.00/linear foot	\$0.00
TOTAL Assessment for Fiscal Year 2002-2003:	\$750.00

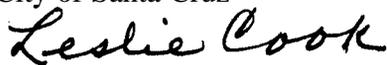
Properties with frontage on both Pacific Avenue and a side street or alley will only be assessed an additional fee for the side street or alley frontage where a separate business uses the side street or alley as its main entrance.

A public meeting regarding the consideration of the annual report and adoption of a Resolution of Intention to levy an annual assessment will be held on **Tuesday, April 23, 2002**, after the hour of 3:00 p.m. If the Resolution of Intention is adopted, a second public hearing will be held on **Tuesday, May 14, 2002**, after the hour of 7:00 p.m., at which time the Council will decide the amount of the assessments to be levied. Both public hearings will be held in the Council Chambers, City Hall, 809 Center Street, Santa Cruz, California.

If the Resolution of Intention is adopted, property owners in the proposed assessment district may file written protests in the City Clerk's office between April 23, 2002 and May 14, 2002 before the close of the public hearing. If protests are submitted by property owners representing 50% or more of the assessments proposed to be levied and protests are not withdrawn so as to reduce the protests to less than 50%, no further proceedings to create the district shall be taken for at least one year.

If the Resolution of Intention is not adopted, the May 14, 2002 public hearing will be cancelled. All interested persons are invited to present their oral or written statements at these hearings. Further information is available from the City Redevelopment Department, 809 Center Street, Room 106, Santa Cruz, California, (83 1) 420-5 150.

LESLIE COOK, City Clerk
City of Santa Cruz





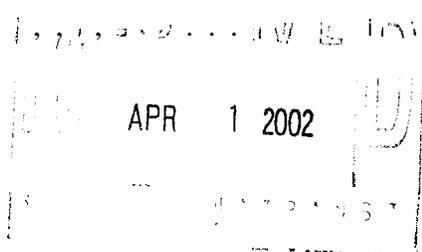
C I T Y C L E R K I D E P A R T M E N T

809 Center Street, Room 9, Santa Cruz, CA 95060 • 831 420-5030 • Fax: 831 420-5031 • www.ci.santa-cruz.ca.us

**CITY COUNCIL
CITY OF SANTA CRUZ
NOTICE OF PUBLIC HEARINGS**

March 29, 2002

Santa Cruz Metropolitan Transit
370 Encinal St #100
Santa Cruz Ca 95060



Dear Santa Cruz Property Owner:

RE: Assessor Parcel Number (“APN”): 05-152-31

NOTICE IS HEREBY GIVEN that the City Council of the City of Santa Cruz will hold a public meeting to consider: 1) the annual report for the 2002-2003 fiscal year prepared by the advisory board to the Cooperative Retail Management (CRM) Business Real Property Improvement District; and, 2) the adoption of a Resolution of Intention to levy an assessment for the period July 1, 2002 through June 30, 2003 for the District and a public hearing to consider the levy of an annual assessment for the District.

The amount of the proposed annual assessment on the entire district will be \$117,372. The rate of business promotion assessment shall be imposed on business property owners according to the formulas set forth below:

1. Properties located on Pacific Avenue between Laurel Street and Mission/Water Street shall be assessed \$15.00 per linear foot of property on Pacific Avenue.
2. Properties between Cedar and Front Streets and located on Locust, Cooper, Church, Walnut, Soquel, Lincoln, Cathcart, Elm and Maple Streets; Plaza, Locust, Commerce, Elm and Birch Lanes; Pearl Alley; Lincoln-Cathcart and Pacific-Front alleyways shall be assessed \$12.00 per linear foot of property on the above-mentioned side streets and alleyways.

The purpose of the assessment is to fund the Downtown Host Program created to enhance safety and security and improve public perceptions of the district. The assessment will also be used to review the need for, and establishment of, common hours for retail merchants and maintenance of private property within the district.

**Santa Cruz Metropolitan Transit
Notice of Public Hearing- Page 2**

The amount of the proposed annual assessment for APN 05-1 52-3 1 is set forth below:

Pacific Avenue footage: 119.85 x \$15.00	\$1,797.75
Side street or alleyway footage: 0 feet x \$12.00/linear foot	\$0.00
TOTAL Assessment for Fiscal Year 2002-2003:	\$1,797.75

Properties with frontage on both Pacific Avenue and a side street or alley will only be assessed an additional fee for the side street or alley frontage where a separate business uses the side street or alley as its main entrance.

A public meeting regarding the consideration of the annual report and adoption of a Resolution of Intention to levy an annual assessment will be held on **Tuesday, April 23, 2002**, after the hour of 3:00 p.m. If the Resolution of Intention is adopted, a second public hearing will be held on **Tuesday, May 14, 2002**, after the hour of 7:00 p.m., at which time the Council will decide the amount of the assessments to be levied. Both public hearings will be held in the Council Chambers, City Hall, 809 Center Street, Santa Cruz, California.

If the Resolution of Intention is adopted, property owners in the proposed assessment district may file written protests in the City Clerk's office between April 23, 2002 and May 14, 2002 before the close of the public hearing. If protests are submitted by property owners representing 50% or more of the assessments proposed to be levied and protests are not withdrawn so as to reduce the protests to less than 50%, no further proceedings to create the district shall be taken for at least one year.

If the Resolution of Intention is not adopted, the May 14, 2002 public hearing will be cancelled. All interested persons are invited to present their oral or written statements at these hearings. Further information is available from the City Redevelopment Department, 809 Center Street, Room 106, Santa Cruz, California, (83 1) 420-5 150.

LESLIE COOK, City Clerk
City of Santa Cruz



SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

STAFF REPORT

DATE: May 17, 2002

TO: Board of Directors

FROM: Margaret Gallagher, District Counsel

SUBJECT: CONSIDER ADOPTING PROCEDURE FOR THIRD PARTIES TO FILE ADA/504 COMPLAINTS AGAINST THE SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

I. RECOMMENDED ACTION

Adopt procedure for Third Parties to File ADA and 504 complaints against the Santa Cruz Metropolitan Transit District.

II. SUMMARY OF ISSUES

- Recently, the Board requested that there be a procedure developed for third parties to file complaints with the Santa Cruz Metro when there are alleged violations of the American with Disabilities Act (ADA) and/or Section 504 of the Rehabilitation Act of 1973 (504). There was not, at that time, a current procedure for third parties to file such complaints with Santa Cruz Metro.

III. DISCUSSION

There is a need to develop a procedure in which third parties can file ADA and 504 complaints against the Santa Cruz Metro. The attached policy has been reviewed by various District staff in order to obtain input. The policy has been revised after several discussions and is attached as a proposed draft. Additionally, this Policy has been sent to the Advisory Groups and the Unions for comment. Their comments will be provided to the Board of Directors at your May 17, 2002 meeting.

The policy also includes a procedure to review Santa Cruz Metro's services, programs, and activities to ensure continuing compliance with the ADA and 504.

IV. FINANCIAL CONSIDERATIONS

NONE

V. ATTACHMENTS

Attachment A: Draft for Regulation AR-1003 - Reporting Accessibility Issues

- DRAFT -

Regulation Number: AR-1 003

Computer Title: Reporting Accessibility Issues

Effective Date: _____

Pages: 8

TITLE: Policy and Procedures Regarding Accessibility of Santa Cruz Metro Services, Programs, and Activities and Grievance Procedures

Procedure History		
NEW POLICY	SUMMARY OF POLICY	APPROVED
06-01-02	NEW policy and procedure re accessibility of Santa Cruz Metro services, programs, and activities and grievance procedures	

I. POLICY

- 1.01 It is the policy of the Santa Cruz Metropolitan Transit District (hereinafter Santa Cruz Metro) that all its services, programs, and activities when viewed in their entirety, are readily accessible in accordance with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973 (hereinafter ADA/504).
- 1.02 It is the policy of the Santa Cruz Metro that in accordance with ADA/504, no qualified individual with a disability shall, on the basis of disability be excluded from participation in or be denied the benefits of the services, programs, or activities of Santa Cruz Metro or be subjected to discrimination. A qualified individual with a disability shall be afforded an opportunity to participate in or benefit from the aid, benefit or service that is equal to and as effective as that afforded to others.
- 1.03 Santa Cruz Metro is adopting this policy in order to affirm its commitment to the ADA/504 statutes and regulations with regard to its services, programs, and activities.
- 1.04 Any individual who exercises his/her rights under the ADA/504 statutes and regulations shall not be retaliated against by Santa Cruz Metro and/or its employees. Santa Cruz Metro and/or its employees shall not coerce, intimidate, threaten or interfere with any individual in the exercise of his/her rights pursuant to ADA/504 statutes and regulations or because that individual aided or encouraged any other individual in the exercise or enjoyment of any right granted or protected by the ADA/504 statutes and regulations.

- 1.05 Neither Santa Cruz Metro nor its employees or contractors shall discriminate against any individual because that individual has opposed any act or practice made unlawful by the ADA/504 statutes or regulations or because that individual made a charge, testified, assisted, or participated in any manner in an investigation, proceeding or hearing under the ADA/504 statutes or regulations.

II. APPLICABILITY

- 2.01 Every Santa Cruz Metro employee and contractor must adhere to this policy and procedures.
- 2.02 Following this policy and procedures does not relieve a Santa Cruz Metro employee or contractor of complying with applicable Federal and California laws and regulations.
- 2.03 This policy and procedures may be utilized by members of the public.

III. DESIGNATION OF RESPONSIBLE EMPLOYEE, COMMUNICATION AND AUXILIARY AIDS

- 3.01 The General Manager or his/her designee shall coordinate Santa Cruz Metro's efforts to comply with and carry out its responsibilities pursuant to the ADA/504, including any investigation of any complaint alleging Santa Cruz Metro's noncompliance with the ADA/504 or actions on the part of Santa Cruz Metro that are prohibited by the ADA/504.
- 3.02 The General Manager or his/her designee shall ensure that all Santa Cruz Metro's services, programs, and activities when viewed in their entirety, are readily accessible to those individuals with disabilities as defined in the ADA/504 statutes and regulations.
- 3.03 The General Manager or his/her designee shall make information available to individuals including individuals with disabilities, concerning Santa Cruz Metro's duties under the ADA/504 and how the ADA/504 applies to Santa Cruz Metro's services, programs and activities.
- 3.04 The General Manager or his/her designee shall take steps to ensure that Santa Cruz Metro can effectively communicate with individuals with disabilities (including applicants, participants and members of the public) as it does with others. Auxiliary aids and services where necessary to afford an individual with a disability an equal opportunity to participate in and enjoy the benefits of a service, program or activity conducted by Santa Cruz Metro shall be provided in accordance with the ADA/504 statutes and regulations. In determining the type of auxiliary aid and service necessary, Santa Cruz Metro will give primary consideration to the requests of the individual with disabilities.

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

IV. TRANSPORTATION SERVICE

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

V. EVALUATION OF SERVICES, PROGRAMS AND ACTIVITIES

- 5.01 The General Manager or his/her designee shall within 12 months of the implementation of this policy conduct an evaluation of Santa Cruz Metro's current services, programs,

and activities and the effects thereof, that may or may not meet the requirements of the ADA/504 statutes and regulations.

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

VI. GRIEVANCE PROCEDURE

- 6.01 Any complaint wherein the complainant is alleging that Santa Cruz Metro is in violation of the ADA/504 statutes or regulations may be in writing and directed to the individuals

Santa Cruz Metropolitan Transit District ^{Attachment A}

below or be provided to the individuals below orally by communicating such complaint to any of them:

1. Santa Cruz Metro
370 Encinal Street, Suite 100
Santa Cruz, California 95060
Attention: General Manager/Assistant General Manager
(83 1) 426-6080 (TDD 711 (TTY/Voice))

2. Santa Cruz Metro Center
920 Pacific Avenue, Suite 21
Santa Cruz, California 95060
Attention: Accessibility Services Coordinator
(83 1) 423-3868 (TDD 711 (TTY/Voice))

3. MASTF
920 Pacific Avenue, Suite 21
Santa Cruz, CA 95060
Attention: Chairperson of MASTF

- 6.02 The complaint shall identify the service, program or activity, including Santa Cruz Metro's transportation service, which is alleged to be out of compliance with ADA/504 statutes or regulations. The complaint shall set forth the time, date, place and the circumstances giving rise to the alleged violation. The attached form shall be used by District personnel to record an oral complaint.

- 6.03 If the complaint is received by anyone besides the General Manager, the individual in receipt of the complaint shall forward it to the General Manager or his/her designee within 24 hours of receipt.

- 6.04 The General Manager or his/her designee shall investigate the alleged complaint and shall prepare a written response to the complaint within 5 working days of his/her receipt of the complaint.

- 6.05 The General Manager or his/her designee may consult with appropriate Santa Cruz Metro staff in the preparation of his/her response to the complaint.

- 6.06 A copy of the complaint and the Santa Cruz Metro's written response shall be placed on the next Board of Director's regular agenda for the Board of Director's review and consideration.

Santa Cruz Metropolitan Transit District

6.07 Upon its review and consideration of the complaint and the General Manager's response, the Board of Directors may take any action it deems appropriate including but not limited to the following:

1. Continue the matter for additional investigation;
2. Continue the matter for receipt of information/recommendation from MASTF;
3. Accept the response of the General Manager;
4. Prepare an alternative response to the Complaint;
5. Set the matter for a full evidentiary hearing, and decision by the Board of Directors.

6.08 The decision of the Board of Directors shall be final for purposes of this Grievance Procedure.

DISTRICT COMPLAINT FORM
{FOR ADA/504 ORAL COMPLAINTS}

Name of Complainant: _____

Address of Complainant: _____

Telephone number: _____

Email address: _____

Date of Complaint: _____

Date of violation: _____

Time of violation: _____

Place of violation: _____

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

Summary of violation: _____

NOTICE UNDER THE AMERICANS WITH DISABILITIES ACT

In accordance with the requirements of Title II of the Americans with Disabilities Act of 1990, the Santa Cruz Metropolitan Transit District (Santa Cruz Metro) will not discriminate against qualified individuals with disabilities on the basis of disability in the Santa Cruz Metro's services, programs, or activities.

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

Santa Cruz Metro will provide transportation services in accordance with the ADA/504 statutes and regulations. Santa Cruz Metro will provide appropriate auxiliary aids and services, including qualified sign language interpreters and assistive listening devices, whenever necessary to ensure effective communication with members of the public who have hearing, sight, or speech impediments, unless to do so would result in a fundamental alteration of its programs or an undue administrative or financial burden. A person who requires an accommodation or an auxiliary aid or service to participate in a Santa Cruz Metro program, service, or activity, should contact Dale Carr, Administrative Services Coordinator, at (83 1) 426-6080 (TDD 711 (TTY/voice)) for assistance as far in advance as possible but no later than 48 hours before the scheduled event.

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

Should you have questions or concerns regarding Santa Cruz Metro's compliance with the American with Disabilities Act or Section 504 of the Rehabilitation Act of 1973 please contact Leslie White, General Manager, at (83 1) 426-6080 (TDD 711 (TTY/voice)).

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: May 17, 2002

TO: Board of Directors

FROM: Tom Stickel, Manager of Fleet Maintenance

SUBJECT: CONSIDER AMENDING BROWN ARMSTRONG RANDALL REYES PAULDEN & MCCOWN ACCOUNTANCY CORPORATION CONTRACT

I. RECOMMENDED ACTION

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

II. SUMMARY OF ISSUES

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

III. DISCUSSION

The District's current contract (#00-13) with Brown Armstrong Randall Reyes Paulden & McCown Accountancy Corporation for financial audit and tax services is due to expire on May 17, 2002. Brown Armstrong Randall Reyes Paulden & McCown Accountancy Corporation has provided good service under this contract. An extension of the contract would be advantageous to the District. Section 4.01 of the contract allows the District the option to renew the contract under the same terms and conditions for two (2) additional one-year terms. Brown Armstrong Randall Reyes Paulden & McCown Accountancy Corporation has also reviewed the contract and has indicated their desire to extend the contract. It is recommended that the Board of Directors authorize the General Manager to execute an amendment to the contract with Brown Armstrong Randall Reyes Paulden & McCown Accountancy Corporation to extend the contract one (1) additional year.

IV. FINANCIAL CONSIDERATIONS

Funds are available in the Finance budget for this amendment.

V. ATTACHMENTS

None

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: May 17, 2002
TO: Board of Directors
FROM: David J. Konno, Facilities Maintenance
SUBJECT: CONSIDER MODIFYING THE DISTRICT'S BUS STOP SHELTER SPECIFICATIONS AND APPROVE BSAC RECOMMENDATIONS

I. RECOMMENDED ACTION

Approve BSAC recommendations:

- 1) **Modify shelter specifications to include options for a variety of structural configurations, sizes, panel materials and colors.**
- 2) **Adopt Facilities Maintenance's shelter maintenance program**
- 3) **Enter into a mentor program with several public agencies or non-profit organizations. Participants will assist in the removal of graffiti and vandalism at shelters and bus stops,**
- 4) **Purchase a trailer-mounted steam cleaner to improve the cleanliness of the bus stops.**
- 5) **Finish installing the five remaining Columbia shelters purchased in FY2001**

II. SUMMARY OF ISSUES

- **The District's shelter specification is limited to one style of shelter and materials**
- **The District was not adequately prepared for the excessive amount of vandalism/trash/repairs required to keep the first thirty (30) new style shelters presentable.**

III. DISCUSSION

In FY2000, the District installed 30 Daytech shelters throughout the County. In comparison to the wood shelter, the Daytech shelters were found to be easier to install, and provided additional protection from inclement weather and security for our passengers. However, the Daytech shelter's Plexiglas side and end panels proved to be easily vandalized, and the shelter's kick plates trapped windblown trash. In 2001, the shelter specification was modified to mitigate the problems that had been found with the Daytech shelters. The Columbia Equipment Company was awarded the bid. Compared to the Daytechs, the Columbia shelters are even easier to install and maintain. However, after receiving comments from the public, employees, Board members and reviewing the maintenance logs, BSAC is recommending further modifications to the current

shelter specifications be made to include options for a variety of shelters types, panel sizes, panel materials and colors to fit different locations and community needs.

The District was not prepared for the excessive shelter panel vandalism. Purchasing a more maintainable shelter is only half the battle. Facilities Maintenance has implemented an aggressive shelter maintenance program. BSAC is recommending that this more aggressive maintenance program be continued, supplemented with outsourced assistance. Both the Santa Cruz City Schools and County Probation Department have proposed that the District be part of their mentoring program. Work Study students will be assigned to the Facilities Maintenance Department to perform bus stop maintenance and other essential maintenance tasks. These students may receive a minimum wage from City schools. The youths will also receive 100 hours of training and a certification of training upon completion of the 100 hours from the District. This program has had many successes in the past and has helped turn several at-risk-youths into productive adults. BSAC is recommending approval of this partnership and the shelter maintenance program.

BSAC is recommending that approximately \$13,500 of this year's Bus Stop Improvement monies be used to purchase a trailer mounted steam cleaner to replace the existing cold water wash system currently being used by Facilities Maintenance. A cold-water pressure washing is not as efficient as a steam cleaning to remove gum, dairy products, spilled coffee or soft drinks that make unsightly stains on the benches and concrete at our bus stops. The City of Santa Cruz uses a similar trailer-mounted steam cleaner unit to maintain Pacific Ave. sidewalks. In addition to purchasing the steam cleaner, it is BSAC's recommendation that once the maintenance/mentoring programs have been implemented, the remaining Columbia shelters be installed.

IV. FINANCIAL CONSIDERATIONS

- 1. Trailer mounted steam cleaner = \$13,500**
- 2. Possible increased in cost of shelters from \$3400 to \$5000 depending on structural configuration, panel materials, and colors**

V. ATTACHMENTS

Attachment A- Revised shelter specification

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

Revised March 2002

1. Passenger Waiting Shelter

1.1 DESCRIPTION

The work specified shall consist of the design, fabrication, and delivery of Passenger Waiting Shelter to include structural aluminum frame with glazed rear, side, and front wall modules, gabled roof assembly, and all required hardware for installation. Shelters shall be computer designed and structurally engineered. The shelter frame shall be designed to be stable with or without wall and roof glazing. All connections and glazing containment shall be tamper-proof. Shelters shall be prefabricated in five modular sections complete and ready for field erection.

1.2 STANDARDS

A. Materials

All aluminum shall conform to the standards of the Aluminum Association. All glazing shall conform to the American National Standards Institute (ANSI) Safety Standard for Architectural Glazing Materials Z97.1-1975.

B. Performance

Shelter shall be designed to withstand minimum vertical and horizontal wind load of 20 PSF. Roof shall be designed to withstand minimum dead load of 40 PSF.

1.3 QUALITY ASSURANCE

A. Experience

Manufacturer shall have a minimum of 15 years experience in the design and manufacture of Aluminum Passenger Waiting Shelters.

B. Approved equals

Request for approved equals shall be supported by complete technical documentation that shall include descriptive literature, assembly instructions, and detail drawings that clearly show dimensions, joining details, alloy, temper, finish, and thickness of all members. Detailed specifications shall also accompany such request.

1.4 SUBMITTALS

Vendor shall:

- A. Submit shop drawings and product data.
- B. Submit manufacturers statement of certification that materials meet or exceed these specifications.
- C. Submit finish sample.
- D. Submit wall and roof glazing sample(s).

1.5 DELIVERY AND STORAGE

Shelter shall be delivered to destination in clearly labeled modular assemblies. Each shelter shall include a boxed hardware kit complete with installation instructions.

1.6 WARRANTY

Manufacturer shall warrant that shelter shall be free from defect in parts and manufacture for a period of one year. Manufacturer shall maintain inventory of replacement parts for ten years after delivery of shelter.

2. PRODUCTS

2.1 CONSTRUCTION

Shelter size shall be 5' deep by 10' wide by 96" high (all dimension +/- 2"). **Shelter shall be expandable, and constructed of modular interchangeable components.** All structural framing members and mullions shall be one-piece seamless extruded aluminum tubes of 6063-T5 alloy. Snap together or two-piece members are not acceptable. All roof and glazing from extruded aluminum sections shall be 6063-T5 alloy. All structural connector channels, roof corner key angles, and base anchor boots shall be extruded aluminum section of 6061-T5 alloy.

2.2 MATERIALS

2.2.1 Framing members

All vertical support posts and top and bottom horizontal beams shall be 2 1/2" x 2 1/2" x 1/8" thick square tube. All mullions shall be 1 1/2" x 2 1/2" x 1/8" thick rectangular tube. Vertical support posts shall have adjustable base flanges for leveling shelter.

2.2.2 Structural connections

All structural connector clips shall be factory applied and shall be concealed when field assembly is complete. Field attachment of connector clips is not acceptable. Connector clips shall be extruded aluminum as specified in Section 2.1 and shall be 2-1/4" x 2 1/4" x 1/4" thick or 1 1/4" x 2 1/4" x 1/4" thick with tapered edges. Connector clips shall be attached to frame at main structural joints with two stainless steel hex bolts 1/4-20 x 3/4" with flat washers, lock washers, and nuts. Mullion clips shall be attached to frame with two 1/4" dia. stainless steel flush break rivets.

2.2.3 Field connections

All field connections to join modular wall sections shall be concealed with shelter complete and upright. Connection to structural clips shall be with two ¼” countersunk aluminum and stainless steel drive rivets. Finished joint shall be flush.

2.2.4 Fasteners

All fasteners shall be aluminum or stainless steel or a combination thereof and shall be tamper proof. Zinc, carbon steel, plated, or any other “non-corrosive” fasteners will not be acceptable. Self-tapping or self-drilling fasteners are not acceptable. Exposed fasteners shall be finished to match shelter finish.

2.2.5 Panels

- A. Kick Panels shall be **1/8” staggered** perforated (**color**) powder coated or anodized aluminum to knee height
- B. Back and far-side panels shall be **1/8 ” staggered perforated (color) powder coated or anodized aluminum.**
- C. **The 24” or 48” wide approach side panel shall be of 1/8 ” staggered perforated (color) powder coated or anodized aluminum or glazed.**
- D. Panels shall be on three sides with an optional front panel. One back panel shall be removable to provide a safety rear egress if desired. Vendor is to provide finish options.
- E. Window/**panel** frames shall be special “F” shaped aluminum extrusion with integral alignment lip and corner key slot. All corners shall be mitered and reinforced with internal corner keys.
- F. Window/**panel** frames shall be affixed to shelter frame with 3/16” dia. aluminum flush break rivets approximately 13” on center.
- G. No window/**panel** frames shall be shipped loose or unattached to a wall module.
- H. Window/**panel** frame shall provide minimum ¾” engagement of glazing/panel material on all sides.
- I. Attachment shall be from exterior of shelter for maximum replacement accessibility.

2.2.6 Glazing

All glazing material shall be ¼” thick clear **Plexiglas (Clear acrylic)**. All wall glazing shall be gasketed with continuous extruded PVC dry-set splines.

2.2.7 Roof Assembly

Roof shall be of gabled design (roof/structural aluminum “v” w/ white kynar), constructed of anodized aluminum or approved equal. If design includes fascia, fascia (**color**) shall be one piece 2 ½” high extruded aluminum with mitered corners, integral self-aligning attachment lip, two corner key slots at each corner, internal gutter, and top and bottom edges rounded for safety. Mitered corners shall be connected at outside corner with a ¼” thick aluminum angle and two stainless steel allen head set screws, and at inside corner with two 1/8” thick aluminum angle keys and concealed fasteners to prevent twist prior to installation. The completed roof assembly shall be attached to shelter frame through self-alignment lip into header with aluminum and stainless steel tamper proof fasteners in shear. Self-drilling or self-tapping fasteners in tension

(or pull-out condition) shall not be an acceptable method of securing roof assembly to frame. Finished roof assembly shall be leak proof.

2.2.8 Finishes

All exposed aluminum components including brackets and anchor bolts shall be anodized Architectural Class I finish in conformance the “The Aluminum Association Designation System for Aluminum Finishes” as designated: **(Color)**

2.2.9 Bench

Bench shall have **no armrests**, be constructed of metal supports **with recycled plastic bench boards**, with a stationary **recycled plastic** backrest, or approved equal. **(Color)**

2.2.10 Other

Vendor is to provide information on the following optional features:

Lighting – a photovoltaic cell with hidden vandal-proof installation ability is preferred.

Display panels – for display of schedules, etc.

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: May 17, 2002
TO: Board of Directors
FROM: Mark J. Dorfman, Assistant General Manager
SUBJECT: CONSIDERATION OF ELIMINATION OF PERFORMANCE BOND FOR NEW FLYER BUS ORDER (RFP 01-16)

I. RECOMMENDED ACTION

Staff is recommending that the Board of Directors approve the elimination of a Performance Bond for the New Flyer bus order (RFP 01-16) in exchange for the provision of remote keypads at no cost.

II. SUMMARY OF ISSUES

- The Board of Directors recently awarded a contract to New Flyer of America for the production of 29 low floor buses.
- The contract requires that New Flyer provide a 25% Performance Bond for the project.
- They have requested relief from this requirement.
- The District will have to request a change order to add remote keypads to the order at a cost of \$1,690 per bus or a total cost of \$49,010.
- New Flyer has offered to provide the remote keypads at no cost should the District remove the Performance Bond requirement.

III. DISCUSSION

At the April Board Meeting the Board of Directors awarded a contract for the production of 29 new low-floor diesel convertible transit buses. The contract terms require that a Performance Bond of 25% of the contract value be provided as part of the contract. New Flyer has requested in the past that they get relief from this requirement. The District has not agreed to any request that were made in the past.

The fareboxes for these buses are those that are in older buses due to be retired. We will move the fareboxes to the new buses when they are delivered. Remote keypads are required on the low-floor buses to make it easier for the Operators to press the keys. The cost of this change order is \$1,690 per bus or \$49,010 for the entire order.

New Flyer has offered in a letter dated April 29, 2002 to provide the remote keypads to the District at no cost in exchange for the District removing the Performance Bond requirement.

New Flyer points out in their letter that our most recent order, under the Pierce Transit Contract, we did not have a Performance Bond. Those buses have just started in the production process.

Staff is recommending that the Board authorize staff to remove the requirement for a Performance Bond in exchange for providing the remote keypads at no cost to the District.

IV. FINANCIAL CONSIDERATIONS

If the Board approves this recommendation it will save the District from having to make a \$49,010 change order.

V. ATTACHMENTS

Attachment A: Letter from New Flyer, April 29, 2002



attachment A

New Flyer of America Inc. 214-5th Avenue South West, Crookston, Minnesota, U.S.A. 55716
Administration: 711 Kerrnaghan Avenue, Winnipeg, Manitoba, Canada R2C 3T4 Phone: 204 224-1251 Fax 204 224-0243

April 29, 2002

Santa Cruz Metropolitan Transit District
120 Du Bois Street
Santa Cruz, CA, 95060

Attention Mr. Lloyd Longnecker

RE: Proposal No. 01-16 - Performance Bond

Dear Mr. Longnecker

Further to your letter dated April 16, 2002, New Flyer wishes to acknowledge Santa Cruz Metropolitan Transit's Notice of Award for the purchase of fifteen (15) 35-foot low floor diesel transit buses and fourteen (14) 40-foot low floor diesel transit buses.

Prior to issuing the performance bond, we wish to discuss a couple of options with you. As you may be aware, the Surety industry has suffered some significant losses in the past year resulting from business failures such as Enron and Kmart. As a result, there has been a contraction in the Surety industry's capacity as well as a significant increase in bond rates.

New Flyer has been impacted by both of these factors. While we are prepared to provide a performance bond, we wish to request a reduction in the amount of the bond from 25% to 5%. This reduction is being requested because the surety facility of the company has been limited as a result of the present state of the Surety market. In addition, New Flyer will incur significantly higher bond premiums even at the reduced bond amount. While New Flyer is prepared to absorb this increase in cost, we are hopeful that Santa Cruz Metropolitan Transit can assist us in managing the reduction in performance bond capacity through the reduction in the size of the bond.

Alternatively, New Flyer is aware that Santa Cruz Metropolitan Transit may desire to include a GFI remote keypad in their buses which was not included in the bid specification. New Flyer is prepared to offer this equipment in consideration of waiving the performance bond requirement. The price that New Flyer would otherwise charge for this equipment is \$49,010 (\$1,590 per unit).



We would note that our previous order from your organization did not require a performance bond as it was acquired through an assignment of an option from a non-bonded contract. In addition, New Flyer's history confirms our ability to fulfill your order as the company has never failed to perform on delivery of buses under contract. As well, our recent acquisition by KPS Special Situations Fund has resulted in a significant injection of capital into our company which further minimizes the risk of non-performance to Santa Cruz Metropolitan Transit.

Please advise us at your earliest convenience whether you are prepared to accept either of our two proposals noted above. Should you wish to discuss this matter further, please do not hesitate to call me at (204)224-6379 or Mr. Chris Cudmore at (204)224-6626.

Sincerely,
NEW FLYER OF AMERICA INC.



Paul Smith
Vice President, Sales and Marketing

Cc: Mr. Glenn Asham
Mr. Chris Cudmore

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: May 17, 2002

TO: Board of Directors

FROM: Tom Stickel, Manager of Fleet Maintenance

**SUBJECT: CONSIDERATION OF ADDING ONE ADDITIONAL HIGH FLOOR
SUBURBAN BUS TO THE CONTRACT WITH ORION BUS
INDUSTRIES**

I. RECOMMENDED ACTION

District staff is recommending that the Board authorize the General Manager to amend the contract with Orion Bus Industries to add one additional Diesel High Floor Suburban Bus that can be converted to CNG.

II. SUMMARY OF ISSUES

- Board approved the purchase of ten (10) each diesel high floor suburban buses that can be converted to CNG on April 12th.
- District staff recommends that the Board authorize the General Manager to amend the contract with Orion Bus Industries to add one additional Diesel High Floor Suburban Transit Bus that can be converted to CNG.

III. DISCUSSION

District staff recommends that the Board authorize the General Manager to amend the contract with Orion Bus Industries to add one additional Diesel High Floor Suburban Transit Bus that can be converted to CNG. The total unit price of one additional bus is \$343,603.72. The new total contract price for an eleven (11) buses will be \$ 3,779,640.92

V. FINANCIAL CONSIDERATIONS

State Traffic Congestion Relief Program (TCRP) funds in the amount of \$ 3,500,000 are available for this procurement; an additional \$58,000 in STA funding is required to purchase the eleventh bus.

V. ATTACHMENTS

None

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: May 17, 2002

TO: Board of Directors

FROM: Mark Dorfman, Assistant General Manager

SUBJECT: CONSIDER A RESOLUTION AUTHORIZING A JOINT GRANT APPLICATION WITH MONTEREY-SALINAS TRANSIT TO THE AIR DISTRICT FOR AB 2766 FUNDS FOR A PUBLIC RELATIONS CAMPAIGN

I. RECOMMENDED ACTION

Adopt a resolution authorizing staff to participate in a joint media project with Monterey-Salinas Transit to be funded by the Air District to promote public transit in the Monterey Bay region.

II. SUMMARY OF ISSUES

- The Air District is soliciting grant applications for the FY2003 AB 2766 Motor Vehicle Emission Reduction Grant Program.
- METRO and Monterey-Salinas Transit (MST) propose a regional media campaign to be funded by AB 2766 funds. MST will submit the application to the Air District.
- If awarded, METRO and MST would share financial assistance from the maximum grant award of \$200,000 for a joint media campaign.
- FY 2003 AB 2766 applications are due to the Air District June 3, 2002.

III. DISCUSSION

Since 1991, the Monterey Bay Unified Air Pollution Control District (Air District) has solicited applications annually for the AB 2766 Motor Vehicle Emissions Reduction Program. This program is funded from approximately \$2 million collected by the California Department of Motor Vehicles from the \$4.00 annual vehicle registration fee in the Monterey Bay region.

Staff proposes that the District participate in a joint program with Monterey-Salinas Transit (MST) to promote public transit ridership throughout the Monterey Bay region. Monterey-Salinas Transit will develop and submit the application to the Air District, and the proceeds from any resultant grant agreement would be shared between the two agencies. In the past, METRO has participated in joint projects with MST to benefit public transit throughout the region. In 1999, METRO and MST submitted a joint

application and the Air District awarded a grant to install “bike benches” at bus stops in the two-county region.

This year’s proposed project could produce a significant regional media campaign by leveraging METRO’s membership benefits from the American Public Transportation Association’s Public Transportation Partnership for Tomorrow (PT)² program. The (PT)² program has produced generic print and broadcast advertisements directed at policy makers and potential transit riders to promote the benefits of public transportation. Adding METRO, MST and Air District logos and destinations accessible by the transit systems would tailor them for the local market. METRO and MST would pay only for the media “spots” since the (PT)² program has already paid for the design and artwork to create the ads. The advertisements would be consistent with the (PT)² nationwide campaign content.

In order to be considered in this year’s AB 2766 program, grant applications must be submitted to the Air District by June 3, 2002. Monterey-Salinas Transit will develop and submit the application for the joint project. Air District staff will rank all applications based upon each project’s contribution to air quality improvement, and the Air District Board will select projects to be funded at its August, 2002 meeting. If funded, the media campaign would begin in early 2003.

IV. FINANCIAL CONSIDERATIONS

A grant award from the Air District from this application would provide up to \$100,000 for METRO’s participation in a joint media campaign with Monterey-Salinas Transit.

V. ATTACHMENTS

Attachment A: Resolution authorizing participation in Monterey-Salinas Transit’s application to the Monterey Bay Unified Air Pollution Control District for a public relations campaign.

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

Resolution No. _____

On the Motion of Director: _____

Duly Seconded by Director: _____

The Following Resolution is Adopted:

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE
SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
AUTHORIZING PARTICIPATION IN MONTEREY-SALINAS TRANSIT'S
APPLICATION TO THE
MONTEREY BAY UNIFIED AIR POLLUTION CONTROL DISTRICT
FOR
A PUBLIC RELATIONS CAMPAIGN**

WHEREAS, Assembly Bill 2766 authorizes air pollution control districts to impose a motor vehicle registration surcharge fee to be used to reduce air pollution from motor vehicles to implement the California Clean Air Act of 1988; and

WHEREAS, the Monterey Bay Unified Air Pollution Control District (Air District) is responsible for the administration of the surcharge fee collected on vehicles registered in Monterey, Santa Cruz and San Benito Counties; and

WHEREAS, the Air District has set aside the funding of the FY 2003 AB 2766 Motor Vehicle Emission Reduction Program and is authorized to make grants from this set-aside; and

WHEREAS, it is in the interest of the Santa Cruz Metropolitan Transit District to participate in a public relations campaign with Monterey-Salinas Transit for which MST will submit an application in the maximum amount of \$200,000 to the Air District to purchase broadcast and print media advertising throughout the Monterey Bay region.

NOW, THEREFORE, BE IT RESOLVED, that the Secretary/General Manager is authorized to participate in an application to be submitted by Monterey-Salinas Transit to the Monterey Bay Unified Air Pollution Control District and to execute any necessary agreements on behalf of the Santa Cruz Metropolitan Transit District with Monterey-Salinas Transit and/or the Air District to share the grant funds which may be awarded and the subsequent costs incurred to implement a public relations campaign to promote public transit in the Monterey Bay region.

PASSED AND ADOPTED this 17th day of May, 2002 by the following vote:

AYES: Directors -

NOES: Directors -

ABSTAIN: Directors -

ABSENT: Directors -

APPROVED _____
SHERYL AINSWORTH
Chairperson

ATTEST _____
LESLIE R. WHITE
General Manager

APPROVED AS TO FORM:

MARGARET GALLAGHER
District Counsel

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: May 17, 2002
TO: Board of Directors
FROM: Tom Stickel, Manager of Fleet Maintenance
SUBJECT: CONSIDER AMENDING TRANSIT INFORMATION PRODUCTS CONTRACT

I. RECOMMENDED ACTION

District staff is recommending that the Board of Directors authorize the General Manager to execute an amendment to the contract with Transit Information Products to extend the term of the contract for one (1) additional year.

II. SUMMARY OF ISSUES

- The District entered into a contract (#99-25) with Transit Information Products for graphic design and print coordination services on June 16, 2000.
- At the option of the District, this contract may be renewed for four (4) additional one-year terms under the same terms and conditions.
- Transit Information Products has indicated that they are interested in extending the contract for an additional year with no change in the rate of compensation.

III. DISCUSSION

The District's current contract (#99-25) with Transit Information Products for graphic design and print coordination services for the production of Headways is due to expire on June 15, 2002. Transit Information Products has provided good service under this contract for two years. An extension of the contract would be advantageous to the District. Section 4.01 of the contract allows the District the option to renew the contract for four (4) additional one-year terms. Transit Information Products has also reviewed the contract and has indicated their desire to extend the contract one additional year with no change in the rate of compensation. It is recommended that the Board of Directors authorize the General Manager to execute a second amendment to the contract with Transit Information Products to extend the contract one (1) more additional year with no change in the rate of compensation.

IV. FINANCIAL CONSIDERATIONS

Funds are available in the Customer Service Planning and Marketing budget for this amendment.

V. ATTACHMENTS

None

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

STAFF REPORT

DATE: May 17, 2002

TO: Board of Directors

FROM: Margaret Gallagher, District Counsel

SUBJECT: CONSIDERATION OF A LEASE AGREEMENT BETWEEN THE SANTA CRUZ METROPOLITAN TRANSIT DISTRICT AND GIL CANALES FOR LEASING OFFICE SPACE AT THE WATSONVILLE TRANSIT CENTER

I. RECOMMENDED ACTION

Consider entering into a Lease Agreement between the Santa Cruz Metropolitan Transit District and Gil Canales for the purpose of leasing office space at the Watsonville Transit Center.

II. SUMMARY OF ISSUES

- Vacant office space has been available at the Watsonville Transit Center for over two years. The office space consists of approximately 100 square feet and is located on the inside of the Watsonville Transit Center.
- Gil Canales, an individual with extensive computer experience has requested interest in leasing the space. He has presented an application and requested a lease agreement effective June 1, 2002.

III. DISCUSSION

Vacant office space has been available at the Watsonville Transit Center for over two years. The last business leasing space was a Paralegal Business. The office space consists of approximately 100 square feet and is located on the inside of the Watsonville Transit Center.

Gil Canales requested information about the space in person in January of 2002. Based on his request and interest, the Transit District advertised in the local newspaper for the office space lease. Mr. Canales was the only applicant for the space.

His business specialty is computer services, having over 15 years experience as a programmer/analyst in the private and government sectors. He has experience using the Internet and writing HTML code, as well as Visual Basic and Qbasic for Windows 9x. He has not worked for several years due to a physical disability.

Mr. Canales believes that this type of business would provide an asset to the immediate community but also welcomed by the commuters at the Transit Center. Mr. Canales also speaks, reads and writes Spanish fluently. He is willing to pay \$175.00 plus utilities for the monthly rent and is ready to open for business on June 1, 2002.

IV. FINANCIAL CONSIDERATIONS

Rent of \$175.00 per month would bring in \$2,100.00 annually to the Transit District.

V. ATTACHMENTS

None

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

STAFF REPORT

DATE: May 17, 2002

TO: Board of Directors

FROM: Margaret Gallagher, District Counsel

SUBJECT: **CONSIDERATION OF AMENDING BYLAWS TO CHANGE THE NUMBER OF BOARD OF DIRECTORS MONTHLY MEETINGS FROM TWO TO ONE.**

I. RECOMMENDED ACTION

Consider Amending the Bylaws to change the number of Board of Directors' monthly meetings from two to one.

II. SUMMARY OF ISSUES

- Several Directors at the Santa Cruz Metropolitan Transit District have requested a discussion of whether or not it would be in the Transit District's best interest to change the Board of Directors meeting schedule. Some members believe that one meeting per month with supplemental workshop meetings would suffice.
- Other Directors have suggested that two meetings be retained but that they have separate independent agendas.
- At the April workshop meeting, Directors requested that a chart of the pros and cons be provided.

III. DISCUSSION

Currently, the Santa Cruz Metropolitan Transit District Board of Directors meets on the second and third Fridays of every month. The hours set for the Board of Directors meetings are currently the second Friday of each month from 9:00 a.m. to not later than 11:00 a.m. and the third Friday of each month from 9:00 a.m. to not later than noon. There is the option for the Board of Directors to extend the meeting times as necessary through Board action.

The regular meeting on the second Friday of the month is primarily a workshop format to review matters that are agendaized for the Regular Board Meeting scheduled for the third Friday of the month. However, the Board of Directors can take action at either regular Board meeting pursuant to the agenda prepared in accordance with California law and the current Bylaws.

Several Directors have requested a discussion to determine whether or not it would be in the District’s best interests to change the meeting schedule from two meetings per month to one meeting each month. This would set one meeting on the third Friday of each month, beginning at 8:30 a.m. for Closed Session, and continuing at 9:00 a.m. for Open Session. Because the remodeled Council Chambers have a conference room adjacent to it, the public would not have to wait outside if the closed session continued beyond 9:00 a.m. Another alternative would be to recess closed session until after the open session if the closed session would extend beyond 9:00 a.m.

Another suggestion is to set a standard time for special meetings, such as the second Friday of the month. In this way if a special meeting is needed, everyone would already have the time available for the meeting.

At the April 12th Board meeting, a discussion occurred regarding various alternatives. I have incorporated all the suggestions into a chart below, detailing the pros and cons of each alternative.

Board Meeting Schedule	Pros	Cons
Two meetings monthly- (2 nd and 3 rd Friday of each month)-current	<ol style="list-style-type: none"> 1. More time to give to decisions or complete tasks on agendas; 2. More time to obtain additional information. 	<ol style="list-style-type: none"> 1. Less flexibility in schedule; 2. Harder to commit to investment of time for Directors; 3. Insufficient time between meetings for staff to gather information.
One meeting monthly (3 rd Friday of each month)	<ol style="list-style-type: none"> 1. More flexibility in ability to schedule “special meetings” on an “as needed basis”; 2. Easier for Directors to commit time to one meeting instead of two; 	<ol style="list-style-type: none"> 1. Not enough time to give to decisions or complete tasks on agendas; 2. Potential length of Board meeting; 3. Difficult to obtain quorum if meeting not scheduled previously.
Two meetings monthly- one week in between (2 nd and 4 th Friday of each month)- separate, independent meetings	<ol style="list-style-type: none"> 1. More time in between meetings to make determinations, staff to prepare follow -up reports, answer questions, etc. 2. Timely response to emerging issues; 3. Shorter meetings. 	<ol style="list-style-type: none"> 1. Potentially may cause an additional investment of Director time.

IV. FINANCIAL CONSIDERATIONS

None

V. ATTACHMENTS

Attachment A: Bylaws Resolution 69-2-1 (Pertinent pages)

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, 6-16-00, 6-08-01,
6-15-01, 9-21-01, 02-15-02
On the Motion of Director: Reilly
Duly Seconded by Director: Hinkle
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 Friday of each month from 9:00 a.m. to not later than 11:00 a.m. and on the third Friday of each month from 9:00 a.m. to not later than noon. The Board of Directors may extend the meeting times as necessary through Board action.
- (b) The regular meeting on the second Friday of the month shall primarily be in a workshop format to review matters that may be agendaized 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.

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, except that in the following months the meetings will be held at the specified locations: May: Capitola City Council Chambers located at 420

Capitola Avenue, Capitola, California; August: Scotts Valley City Council Chambers located at 1 Civic Center Drive, Scotts Valley, California; November: Watsonville City Council Chambers located at 250 Union Street, Watsonville, 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, sex, age, marital status, sexual orientation, veteran status, 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

- (a) 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.
- (b) A Spanish-bilingual interpreter shall be present and available for translations at the Regular Board Meeting held on the third Friday of the month.

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

May 10, 2002

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

Chairperson Ainsworth:

This report and recommendations are prepared and submitted for review because of our increasing sense of urgency. The District is experiencing independent forces that require attention and action by the Board Of Directors.

- The District's **ability** to maintain the existing fleet **will** become severely compromised in the near **future**. Any plan to increase fleet size will only exacerbate the situation.
- One **third of** the District's grant **funding** now needs to be reauthorized. We believe that reauthorization' & the State and Federal level is very problematic.
- **If the following actions** are authorized and executed, \$600,000 of existing operational monies will be available for **future** service.

The District's current needs are being met through extraordinary effort. We feel that to accommodate any future growth, physical plants of appropriate size need to be owned and operated by the District. Planning has identified 350,000 service hours and a 175-bus fleet as the District's part of the Regional Transportation Commission's **future** transportation needs. We feel that the true criteria for growth should be an increase of passengers served from the current approximately **six million** annual passengers to nine million annual passenger..

Due to the lack of large industrially zoned sites and the **cost** of acquiring contiguous developed industrial sites for demolition and rebuild, the District needs to consider other alternatives. We are aware of the availability of one large-industrial site, but feel very strongly that soil and ground water contamination issues make this choice impossible without completed environmental studies and costs for any possible abatement work. Consequently, we offer the following augmented Harvey West Cluster Plan as a more comprehensive answer to the District's needs.

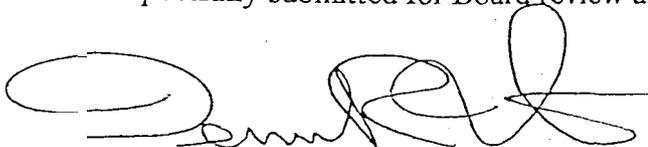
- Fleet Operation – Purchase the “Tool Shed” site, APN 8-032-5, a parcel contiguous to the southerly boundary of the River Street site. Build wash, fueling, and operations facilities.
- Golf Club Drive - Purchase the site contiguous to the easterly boundary, APN 8-013-04. Demolish the existing industrial building and create a bus/car parking lot. Continue remodel of the existing maintenance structure to accommodate CNG repairs.
- Fleet Maintenance - Purchase the existing maintenance facility, 111 Dubois Street, APN 01-033-03 and the contiguous lot to the north APN 01-033-04. Construct an eight bay maintenance building on the vacant parcel and remodel the existing building to provide four additional bays, engine transmission rebuild areas, parts storage, etc.
- Administration – Purchase and remodel 140 Dubois Street, part of APN 01-171-12 for all administrative functions.
- Purchase.. and remodel 120 Dubois Street, APNs 01-171-04 and 05 to house, fleet maintenance office and storage, building maintenance and storage, sales and marketing and other functions as identified.
- Parking – Purchase part of Plantronic lot, APN 01-171-18, for bus and car parking.

To-compliment the capacities provided by this plan, we propose two additional capital expenditures. The purchase of replacement engines/transmission sets for each fleet. This will reduce rebuild floor space requirements. Purchase upgraded radio system, which will allow off site work check in by drivers, reducing the car parking requirements.

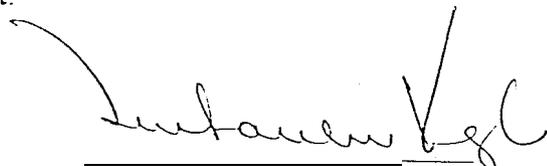
If this plan of actions is approved by the Board, we propose the following actions:

- Ammend the EIS/EIR process to reflect the new Harvey West Cluster Plan.
- Initiate immediate negotiations with identified property owners.
- Terminate existing architectural contract and initiate multiple architect, interior designers and/or engineer contract on a project-by-project basis.
- Contract for engineering plans for natural gas supple for our “fast fill” CNG station.

Respectfully submitted for Board review and comment.



Dennis Norton, Director



Michael W. Keogh, Director

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: May 17, 2002
TO: Board of Directors
FROM: Tom Stickel, Manager of Fleet Maintenance
SUBJECT: CONSIDERATION OF AWARD OF CONTRACT FOR URBAN DESIGN CONSULTING SERVICES

I. RECOMMENDED ACTION

District staff is recommending that the Board of Directors authorize the General Manager to enter into a contract with ROMA Design Group for Urban Design Consulting Services for the Santa Cruz Metro Center Mixed Use Redevelopment Project.

II. SUMMARY OF ISSUES

- The District requested proposals from qualified firms to provide urban design consultant services for the Santa Cruz Metro Center mixed-use redevelopment project.
- The Purchasing Office received proposals from five firms.
- District staff and City of Santa Cruz Redevelopment Agency staff evaluated the proposals.
- It is requested that the Board of Directors approve this request and authorize the General Manager to execute the necessary contract documents to proceed with a contract for urban design consulting services with ROMA Design Group.

III. DISCUSSION

The Santa Cruz Metro Center is a 20-year old facility that is dated in light of the changes being required by government standards as well as the changing needs of the transit rider. In light of these conditions, the District is proposing to acquire additional adjacent property and to redevelop the existing facility.

The District has entered into a Memorandum of Understanding with the City of Santa Cruz Redevelopment Department ("City") to manage the project for the District. Ceil Cirillo, Director of Redevelopment, is the project manager.

The proposed project consists of four phases and the urban design consultant will be involved with Phase I and II. The following are the urban design services for which proposals were requested.

Phase I

Alternatives Analysis. The urban design consultant will analyze the site's land use development potential with respect to the property's zoning, general plan designation and other relevant land use regulations. The urban design consultant will then, in consultation with the District, refine these site envelopes in light of the physical requirements of the District's operations, to allow it to meet its transit role in an efficient manner. In the matching of development envelopes and transit needs, the Consultant's review will be focused on identifying the site layouts and circulation patterns necessary for current and potential transit vehicle needs.

Physical Alternatives. Working with an economic feasibility consultant and the results of that consultant's market demand assessment, the urban design consultant shall develop a number of alternative development schemes. These alternative development schemes will be in sufficient detail to allow the District to understand any operational constraints a mixed-use development would impose, as well as allow the development of a general scope of development for financial pro forma purposes.

Draft Report. The results of the above analysis shall be provided in a summary report suitable for distribution to the public.

Public Participation. Consultant will attend public meetings scheduled by City and District designed to provide input into this planning process. Consultant will also attend District Board meetings to provide a presentation(s) on recommended alternatives and the District may require other presentations as required.

It is anticipated that a minimum of three public meetings and four presentations to the District Board/and or Board Subcommittee will be required during the preparation of the feasibility study.

Phase II

Approach to Metro Center Redevelopment Strategy. Once the District has agreed upon what alternatives to pursue further, the Consultant, in collaboration with the economic feasibility consultant, shall assist the staff in evaluating the alternatives based upon a criteria matrix agreed to by the City and District through, at a minimum, the selection of the preferred alternative.

On March 14, 2002, a Request for Proposal, 01-21, was released for urban design consulting services. Proposals were mailed out to several firms and legally advertised. On April 15, 2002, proposals were received and opened from five firms. They are: Johnson Fain Partners of Los Angeles, Roma Design Group of San Francisco, Lennertz Coyle & Associates of Portland, OR, Thacher & Thompson Architects of Santa Cruz, and Design, Community & Environment, Inc. of Berkeley.

An evaluation committee comprised of District Staff and City of Santa Cruz Redevelopment Agency reviewed and evaluated all proposals according to the evaluation criteria contained in the request for proposal. The top three rated firms were invited to be interviewed by the evaluation

committee. The evaluation committee recommends that the Board of Directors authorize the General Manager to execute the necessary contract documents to proceed with a contract for urban design consulting services with ROMA Design Group for a total amount not to exceed \$75,000.

IV. FINANCIAL CONSIDERATIONS

There is a sufficient amount budgeted for this project in the Administration Budget.

V. ATTACHMENTS

None

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: May 17, 2002
TO: Board of Directors
FROM: Elisabeth Ross, Manager of Finance
SUBJECT: PUBLIC HEARING ON FY 02-03 DRAFT FINAL BUDGET

I. RECOMMENDED ACTION

Staff recommends that the Board of Directors take input on the draft final budget at the public hearing; provide additional direction to staff as necessary regarding the contents of the draft final budget; and authorize staff to proceed with the layoff process for the recommended list of unfunded positions for layoffs effective June 6, 2002, and July 1, 2002.

II. SUMMARY OF ISSUES

- a The FY 02-03 draft final budget is presented this month for Board and public review. A public hearing has been scheduled for 9:00 a.m., May 17, 2002.
- A budget review with Union representatives will be held at 10:00 a.m. on Friday, May 31, 2002, in the Encinal Conference Room.
- The draft final budget (Attachment A) maintains the same level of transit service to the public as of June 2002, including the service reductions approved by the Board.
- The operating budget totals \$31,724,000. This represents a 2.8% increase over the FY 01-02 Revised Budget.
- Sales tax revenue is budgeted at 1.0% over projected revenue in FY 01-02, and passenger fare revenue (farebox and pass sales) is budgeted at no increase over projected revenue in FY 01-02, based on year-to-date trends.
- The operating budget is balanced only through the one-time use of reserve funds and projected FY 01-02 carryover funds. Projected operating revenue is not sufficient to cover the FY 02-03 expense projections even with the planned service and staffing reductions.
- Staffing tables of proposed authorized positions (Attachment B) show a decrease in staffing from 322.55 employee equivalents in FY 01-02 to 300 in FY 02-03. This decrease in staffing levels requires involuntary layoffs of employees in all representation units.
- The draft capital improvement program totals \$19,434,055, of which \$14,508,570 will be provided through grant funds. District-funded projects in the amount of \$967,500 will be funded through reserves, including bus stop improvements in the amount of \$503,000.
- Staff will continue to refine revenue and expense projections as updated information becomes available, and will present a final budget recommendation to the Board in June.

III. DISCUSSION

As reported to the Board previously, the FY 02-03 operating budget has been extremely difficult to balance, with the combination of significant revenue shortfalls and operating expense increases, some of which have occurred as late as last week. Originally, staff proposed expense reductions in service of approximately \$1,000,000, staffing and non-personnel expense reductions of approximately \$1,400,000, and one time use of reserves of approximately \$1,200,000 in order to balance the preliminary budget. However, revenue has continued to slip while some expenses have increased so, in order to avoid additional service and staffing reductions, staff recommends use of \$550,000 in estimated carryover from FY 01-02 to balance the budget.

A. Operating Revenue

The FY 02-03 draft final budget provides for \$29,874,000 in operating revenue, plus \$1,850,000 in one-time use of reserves and carryover funds, which is necessary to avoid additional service and staff reductions in FY 02-03 beyond those contained in this staff report.

The passenger revenue accounts have been adjusted to reflect the most recent revenue data and trends, through March 31, 2002. Passenger fares (farebox and pass sales) are budgeted at no increase over FY 01-02 projected actual. The four categories of special transit fares are budgeted to decrease by a net 4.6% over FY 01-02 projected actual as shown below:

	FY 01-02 Projected	FY 02-03 Budgeted	Change
UCSC Contract	\$1,501,081	\$1,501,081	+0%
Cabrillo College Contract	\$172,635	\$172,635	+0%
Employer Bus Pass Programs	\$65,446	\$65,446	+0%
Special Shuttle Services	\$62,635	\$7,000	-89%

The 89% decrease in special shuttle revenue is due to the elimination of all special shuttles with the exception of the two 100% funded shuttles: Seaside Company night service and UC Boardwalk Night.

Highway 17 Express revenue is based on the existing agreement with VTA. Paratransit fares have been projected based on an estimate of 120,000 trips to be taken during FY 02-03, an increase of 14,000 trips or 13% over FY 01-02 projected trips.

Sales tax, the District's largest single source of operating revenue, is budgeted at \$15,361,000 which represents a 1.0% increase over the amount expected to be received in FY 01-02. The State of California is projecting a net 3.7% increase in state-wide sales tax receipts in FY 02-03 as follows:

1 st Quarter	-2.1%
2 nd Quarter	+3.0%
3 rd Quarter	+5.9%
4 th Quarter	+7.9%

However, staff recommends only a 1% increase at this time due to the continuing uncertainty regarding an economic recovery in our County.

Transportation Development Act (TDA) funds have been budgeted in the amount of \$5,345,100, which represents a 7.3% decrease from the amount received in FY 01-02. This is based on the allocation adopted by the Santa Cruz County Regional Transportation Commission in February 2002, which has been reduced by an estimated \$153,000 to reflect continuing shortfalls in sales tax.

Advertising income is budgeted at \$138,000, of which \$90,000 is the amount set by the current contract provisions with OBIE Media. The OBIE contract expires in the middle of FY 02-03. It is assumed that a new contract with either OBIE or another contractor will bring the District at least \$8,000 per month, compared to the \$15,000 per month received from OBIE. Rent income has been projected based on current occupancy and assuming that the Scotts Valley Transit Center will not produce rent income.

Interest income is slightly higher than FY 01-02 since interest rates are expected to rise again at mid-year.

The two types of Federal operating assistance are budgeted at \$2,122,430, the maximum level allowed. In the past, the District used part of the FTA Section 5307 formula funds for capital projects. However, due to the critical operating revenue shortfall this year, the entire allocation is being used to fund operating expenses in FY 02-03.

The budget includes \$550,000 in carryover funds from FY 01-02. Of this, \$100,000 consists of unspent funding for the paratransit recertification program, which has been brought forward in its entirety to FY 02-03. The remaining \$450,000 is general carryover resulting primarily from savings in personnel accounts due to vacant positions. Normally these funds would be retired to reserves at June 30th.

Finally, a total of \$1,200,000 in capital reserves and \$100,000 in insurance reserves is being utilized to cover operating expenses as a one-time action. The balance in insurance reserves at June 30, 2001, was \$600,000 so this transfer can be accommodated while leaving a balance that will fund the District's \$250,000 self-insurance retention with CalTIP in the event of a catastrophic loss. The \$100,000 transferred to the operating budget would be used only to fund settlement costs during FY 02-03, and any unexpended portion would be returned to the insurance reserve at year end.

The \$1,200,000 in capital reserves is a temporary transfer since the District's share of capital projects for the next five years (which is funded from the reserves) will not all be required in FY 02-03. It is recommended that any additional operating revenue received during FY 02-03 resulting from an economic recovery be used to restore the reserves that were transferred to cover operating expenses, before any service, programs or staff positions are restored.

B. Operating Expenses

Service and Staffing Reductions

The draft final budget assumes continuation of level of service at the level operated in June 2002, including the service reductions approved by the Board. In order to balance the budget, staff identified approximately 20,000 hours of service to be eliminated effective June 6, 2002. The Board has approved this action.

In addition, department managers identified reductions in non-personnel expenses which decrease those expenses by 10% from the level requested in the preliminary line item budget.

Additional expense reductions would be achieved by not funding a number of staff positions in FY 02-03 as listed in Attachment C. The positions were selected based on the current needs of each department and the capacity to reassign functions that must continue to be performed by remaining management and staff personnel. Each department with the exception of Information Technology has lost at least one position (Attachment B), and the position reductions affect each representation unit as shown below.

	Total Employees	SEIU	MGMT	UTU
TOTAL EMPLOYEES	324	125	15	184
PROPOSED REDUCTIONS	24	12	2	10
PROPOSED REDUCTIONS AS PERCENT OF REP UNIT	7.4%	9.6%	13.3%	5.4%

Originally, the \$1,000,000 in service reduction savings required the reduction of 17 positions: 15 Bus Operators, one mechanic and one vehicle service worker. However, as approved by the Board, the United Transportation Union negotiated a labor agreement settlement that moved an additional pay step to the third year of the new contract, resulting in an expense reduction of approximately \$300,000 in FY 02-03. Therefore, five Bus Operator positions were restored in the draft final budget.

Attachment B contains the proposed staffing tables for each department showing the positions funded in the draft final budget and a comparison with the last three fiscal years. District-wide employee equivalents for FY 02-03 total 300, compared with 322.55 for FY 01-02.

As shown in Attachment C, most of the positions that are proposed to not be funded in FY 02-03 are occupied. Management has initiated the layoff notification process to the Unions and the affected employees. Since SEIU-represented employees have bumping rights, some of the affected employees in staff positions may bump into other departments in either their classification or previously-served in classifications, so all of the employees who will be laid off have not yet been identified. Employees in all representation units who are laid off will receive layoff benefits in accordance with their labor agreements including severance pay and District payment of insurance program premiums for a period of time.

In order to minimize the number of employees who are involuntarily laid off, the District has advertised four vacant positions for internal recruitment in the event that current District employees may be qualified to occupy one or more of the positions, thereby potentially saving layoffs. The deadline for applications was May 9th, and Human Resources is currently evaluating the applications. The vacant positions are:

- Paratransit Administrator
- Paratransit Eligibility Coordinator
- Human Resources Specialist
- Claims Investigator I/II

The District is also calling for voluntary layoffs, in accordance with the labor agreements.

Finally, on May 10th, the Board approved enhancing retirement benefits to encourage qualified employees to retire this summer, thereby creating vacancies for call-back or promotions. Most of the retirements are expected to take place by August 31, 2002, which allows employees to return to work with no cessation of insurance benefits.

Service Adjustments

Staff will return later in the year with recommended service adjustments to be operated with the five restored Bus Operator positions.

At the request of the Board, the draft final budget includes \$15,000 to operate the Homeless Shelter Shuttle in FY 02-03. The shuttle has been funded by deleting all Board travel and reducing staff travel in FY 02-03.

CalTIP Liability Insurance Program

Staff was notified on April 25th that CalTIP liability insurance renewal rates effective May 1, 2002, were tripling to \$416,000. At a special CalTIP Board meeting on May 9th, Assistant General Manager and CalTIP Board member Mark Dorfman was successful in lowering the premium to approximately \$380,000. The preliminary budget included \$150,000 for the premium. The District currently has \$173,919 in rate offset reserve funds with CalTIP. By utilizing \$80,000 of these funds to offset the premium, the budgeted premium cost will drop to \$300,000, still a significant increase.

Medical Insurance Premiums

Staff was notified last week of the estimated premium increases for the CalPERS medical insurance program, which result in substantial increases to the District's medical program expense for both employees and retirees. In addition, two of the three HMO's offered in Santa Cruz County will be discontinued on the renewal date. The estimated increase over the preliminary budget amount, which anticipated a 10% increase, is approximately \$180,000.

Paratransit Program

The paratransit program expense is based upon 120,000 projected trips during FY 02-03. For the first nine months of FY 01-02, a total of 79,000 trips have been taken. Approximately 106,000 trips are now projected for FY 01-02. The 120,000 trips next year represent a 13% increase in number of trips over the current year.

Other Operating Expenses

The departmental expense summary sheet in the budget (directly following the operating revenue) lists all departments and the percentage increase or decrease from the FY 01-02 revised budget. Most changes are due to personnel cost increases such as pay adjustments and benefit program increases. A new department, 1800, has been added to track costs of the insurance liability program. These costs were previously contained in the budget for District Counsel.

District-wide consolidated expenses follow the departmental expense summary.

Overall, personnel costs are up 3.7% from FY 01-02 and non-personnel costs are up 0.9%.

There will be an opportunity for a detailed discussion of operating expenses at the meeting with Union representatives on Friday, May 31st.

Staff will return to the Board in October with necessary budget revisions to reflect changes in personnel costs and retiree costs resulting from any retirements effective as of August 31, 2002.

C. Capital Improvement Program

The FY 02-03 draft final capital improvement program contains fourteen projects as shown in the capital improvement program budget at the end of Attachment A and totals \$19,434,055. Grant-funded projects are listed separately from projects funded 100% by the District.

The grant-funded projects are described briefly below:

Consolidated Operating Facility	Allocation towards upcoming phases of the Metrobase project. Full project cost is budgeted in the five year plan.
Urban Bus Replacement	Purchase of replacement buses.
Computer System Upgrade	Final phase of multi-year grant-funded computer system upgrade. To be completed in FY 02-03.
CNG Facilities for Santa Cruz Maintenance (Golf Club) and Operations (River Street)	Construction of CNG fueling facilities for two District facilities.
Metro Center Renovation Project	Initial phase of project.
Engine Repower Project (carryover)	Cost of repowering existing transit buses. Project to be completed in FY 02-03.

The District-funded projects are described briefly below:

Bus Stop Improvements	Implementation of bus stop improvement program approved by the Board of Directors. <i>(Carryover from FY 01-02.)</i>
ADA Recertification Program Capital Costs	Purchase of software and bus mock-ups to implement ADA recertification program. <i>(Carryover from FY 01-02.)</i>
Automated Telephone Info System	Purchase of an automated system for providing bus route and schedule information to the public. Originally funded from TDA demo funds. <i>(Carryover from FY 01-02.)</i>
Facilities Repair and Improvements	<ul style="list-style-type: none"> . Public restroom partitions at 1200 River Street (\$5,000) . Remodel ready room at 1200 River Street (\$15,000) ▪ Replace skylights at Metro Center (\$30,000) . Replace exterior wall at Metro Center (\$10,000) . Upgrade tank piping (\$5,000) . Roof repairs at SC Maintenance (carryover) (\$35,000) . Public restroom partitions at Metro Center (carryover) (\$7,500)
Machinery/Equipment Repair and Improvements	<ul style="list-style-type: none"> ▪ Trailer mounted steam cleaner for bus stops (\$14,000) ▪ Security cameras for Watsonville Transit Center (\$10,000)
Non-Revenue Vehicle Replacement	Cost of replacing four driver relief vans, one transit supervisor vehicle, and two service trucks.
Office Equipment	<ul style="list-style-type: none"> ▪ Sheet feed scanner for Admin (\$5,000) . Laser color printer for Admin (\$3,000) . Wide carriage color ink jet for Admin (\$1,000) ▪ Digital copier for Admin (\$20,000) . Fax machine for Fleet/Purchasing (\$1,000)

The District's State Transit Assistance (STA) allocation has decreased slightly this year, from \$1540,466 in FY 01-02 to \$1,407,650 in FY 02-03. The District may only use STA funds for capital purposes.

The capital program includes the transfer of \$1,200,000 from capital reserves to the operating budget.

IV. FINANCIAL CONSIDERATIONS

The FY 02-03 draft final budget, as presented, is balanced through the one-time use of reserves and carryover funds from FY 01-02. Projected operating revenues do not cover projected operating expenses. The proposed capital improvement program requires \$4,925,485 in District funding. This is available from reserves and STA funds.

V. ATTACHMENTS

- Attachment A:** FY 02-03 Draft Final Budget
- Attachment B:** FY 02-03 Proposed Authorized Personnel
- Attachment C:** List of Unfunded Positions in FY 02-03

ATTACHMENT A

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

FY 02-03

DRAFT FINAL BUDGET

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY 02-03 DRAFT FINAL BUDGET
OPERATING REVENUE**

REVENUE SOURCE	FEB REVISED BUDGET FY 01-02	DRAFT FINAL BUDGET FY 02-03	PERCENT CHANGE
1 Passenger Fares	\$ 3,106,966	\$ 3,099,580	-0.2%
2 Special Transit Fares	\$ 1,823,327	\$ 1,746,162	-4.2%
3 Paratransit Fares	\$ 228,770	\$ 240,000	4.9%
4 Highway 17 Revenue	\$ 915,728	\$ 915,728	0.0%
5 Commissions	\$ 12,000	\$ 12,000	0.0%
6 Advertising income	\$ 174,000	\$ 138,000	-20.7%
7 Rent Income - SC Metro Center	\$ 89,658	\$ 92,000	2.6%
8 Rent Income - Watsonville TC	\$ 46,509	\$ 47,000	1.1%
9 Rent Income - General	\$ 7,200	\$ 7,200	0.0%
10 Interest Income	\$ 737,000	\$ 746,000	1.2%
11 Other Non-Transportation Revenue	\$ 1,800	\$ 1,800	0.0%
12 Sales Tax	\$ 15,290,422	\$ 15,361,000	0.5%
13 Transp Dev Act (TDA) Funds	\$ 5,767,827	\$ 5,345,100	-7.3%
14 Special TDA Allocation	\$ 417,878	\$	-100.0%
15 FTA Sec 5303 - Planning Grants	\$ 70,000	\$	-100.0%
16 FTA Sec 5307 - Op Assistance	\$ 1,229,934	\$ 2,075,729	68.8%
17 FTA Sec 5311 - Rural Op Assistance	\$ 46,701	\$ 46,701	0.0%
18 Carryover of Paratransit Funding	\$	\$ 100,000	100.0%
19 Carryover from FY 01-02	\$	\$ 450,000	100.0%
20 Transfer from Reserves	\$ 848,280	\$ 1,200,000	41.5%
21 Transfer from Insurance Reserves	\$ 35,000	\$ 100,000	185.7%
TOTAL OPERATING REVENUE	\$ 30,849,000	\$ 31,724,000	2.8%

Updated 5/9/02

**SANTA CRUZ METRO FY 02-03 OPERATING BUDGET
DEPARTMENTAL EXPENSES**

DEPARTMENT	FY 01-02 REVISED	FY 02-03 DRAFT FINAL	% CHANGE FROM FY 01-02	% OF TOTAL FY 02-03
1100 Administration	1,163,580	1,166,700	0.3%	3.7%
1200 Finance	1,036,931	1,239,778	19.6%	3.9%
1300 Planning & Marketing	1,146,077	896,681	-21.8%	2.8%
1400 Human Resources	486,844	424,978	-12.7%	1.3%
1500 Information Technology	478,086	495,778	3.7%	1.6%
1700 District Counsel	521,392	334,076	-35.9%	1.1%
1800 Risk Management	-	269,455	100.0%	0.8%
2200 Facilities Maintenance	1,542,508	1,487,183	-3.6%	4.7%
3100 Paratransit Program	3,485,533	3,929,478	12.7%	12.4%
3200 Operations	2,357,829	2,322,975	-1.5%	7.3%
3300 Bus Operators	11,334,980	11,759,955	3.7%	37.1%
4100 Fleet Maintenance	6,791,746	6,875,422	1.2%	21.7%
9005 Retired Employee Benefits	430,801	518,615	20.4%	1.6%
Additional Operating Programs	2,695	2,925	8.5%	0.0%
District Grant Programs/Studies	70,000	-	-100.0%	0.0%
TOTAL OPERATING EXPENSES	30,849,000	31,724,000	2.8%	100.0%

**SANTA CRUZ METRO FY 02-03 OPERATING BUDGET
CONSOLIDATED EXPENSES**

ACCOUNT	FY 01-02 REVISED	FY 02-03 DRAFT FINAL	% CHANGE FROM FY 01-02
LABOR			
501011 Bus Operator Pay	6,038,840	6,259,873	3.7%
501013 Bus Operator OT	1,001,812	1,106,072	10.4%
501021 Other Salaries	5,830,584	6,153,470	5.5%
501023 Other OT	286,147	245,893	-14.1%
Totals	13,157,383	13,765,308	4.6%
FRINGE BENEFITS			
502011 Medicare/SS	131,935	130,765	-0.9%
502021 Retirement	929,648	970,684	4.4%
502031 Medical Ins	2,035,025	2,270,455	11.6%
502041 Dental Ins	465,272	414,391	-10.9%
502045 Vision Ins	112,991	113,077	0.1%
502051 Life Ins	60,639	56,570	-6.7%
502060 State Disability	149,994	131,089	-12.6%
502061 Disability Ins	483,193	509,252	5.4%
502071 State Unemployment	27,692	26,316	-5.0%
502081 Worker's Comp	1,298,541	1,248,362	-3.9%
502101 Holiday Pay	281,745	285,035	1.2%
502103 Floating Holiday	56,600	53,800	-4.9%
502109 Sick Leave	651,581	658,788	1.1%
502111 Vacation	1,381,397	1,393,596	0.9%
502121 Other Paid Absence	151,103	141,135	-6.6%
502251 Phys. Exam - Renewal	8,404	4,950	-41.1%
502253 Driver Lic Renewal	4,436	7,240	63.2%
502999 Other Fringe Benefits	15,568	16,684	7.2%
Totals	8,245,762	8,432,188	2.3%
SERVICES			
503011 Accting/Audit Fees	85,866	79,350	-7.6%
503012 Admin/Bank Fees	201,720	194,150	-3.8%
503031 Professional/Technical & Fees	309,397	320,540	3.6%
503032 Legislative Services	75,700	73,180	-3.3%
503033 Legal Services	10,000	64,000	540.0%
503034 Employment Exams	26,180	22,040	-15.8%
503041 Temp Help	118,642	8,740	-92.6%
503161 Custodial Services	96,479	98,700	2.3%
503162 Uniforms/Laundry	34,496	35,300	2.3%
503171 Security Services	327,438	283,419	-13.4%
503221 Classified/Legal Ads	24,950	28,750	15.2%
503225 Graphics Services	30,000	42,500	41.7%
503351 Building Repair - Out	25,680	27,700	7.9%
503352 Equip Repair - Out	169,581	148,750	-12.3%
503353 Rev Veh Repair - Out	195,900	206,120	5.2%
503354 Other Veh Repair - Out	56,700	64,020	12.9%
503363 Haz Waste Disposal	24,238	41,250	70.2%
Totals	1,812,967	1,738,509	-4.1%

**SANTA CRUZ METRO FY 02-03 OPERATING BUDGET
CONSOLIDATED EXPENSES**

ACCOUNT	FY 01-02 REVISED	FY 02-03 DRAFT FINAL	% CHANGE FROM FY 01-02
PURCHASED TRANSPORTATION			
503405 Contract Transp	300	50	-83.3%
503406 Contract/Paratransit	3,297,605	3,474,485	5.4%
Totals	3,297,905	3,474,535	5.4%
MOBILE MATERIALS & SUPPLIES			
504011 Fuels & Lubricants	122,235	84,528	-30.8%
504012 Fuels & Lubricants - Rev Veh	1,249,895	1,272,640	1.8%
504021 Tires & Tubes	155,000	150,000	-3.2%
504161 Other Mobile Supplies	8,500	6,500	-23.5%
504191 Rev Vehicle Parts	695,000	645,000	-7.2%
Totals	2,230,630	2,158,668	-100.0%
OTHER MATERIALS & SUPPLIES			
504205 Freight Out	2,475	2,600	5.1%
504211 Postage & Mailing	17,347	19,390	11.8%
504214 Promotional Items	6,474	7,025	8.5%
504215 Printing	117,731	132,729	12.7%
504217 Photo Supp/Process	12,905	15,222	18.0%
504311 Office Supplies	76,495	66,686	-12.8%
504315 Safety Supplies	31,713	23,175	-26.9%
504317 Cleaning Supplies	70,556	65,000	-7.9%
504409 Repair/Maint Supply	77,404	37,700	-51.3%
504421 Non-Inventory Parts	58,000	50,000	-13.8%
504511 Small Tools	14,557	9,207	-36.8%
504515 Employee Tools	4,000	2,000	-50.0%
504517 Tool Allowance	8,910	-	-100.0%
Totals	498,567	430,734	-13.6%
UTILITIES			
505011 Gas & Electric	171,476	173,100	0.9%
505021 Water & Garbage	92,674	90,520	-2.3%
505031 Telecommunications	68,779	64,464	-6.3%
Totals	332,929	328,084	-1.5%
CASUALTY & LIABILITY COSTS			
506011 Insurance - Property	60,000	60,000	0.0%
506015 Insurance - PL/PD	130,000	300,000	130.8%
506017 Ins - Vehicle Phys Damage	5,200	24,000	361.5%
506021 Insurance - Other	20,000	45,000	125.0%
506123 Settlement Costs	100,000	100,000	0.0%
506127 Repair - District Prop	11,750	3,000	-74.5%
506999 Other Casualty Exp	90,000	55,000	-38.9%
Totals	416,950	587,000	40.8%

**SANTA CRUZ METRO FY 02-03 OPERATING BUDGET
CONSOLIDATED EXPENSES**

ACCOUNT	FY 01-02 REVISED	FY 02-03 DRAFT FINAL	% CHANGE FROM FY 01-02
TAXES			
507051 Fuel Tax	9,984	9,910	-0.7%
507201 Licenses & Permits	12,995	10,757	-17.2%
507999 Other Taxes	22,301	24,000	7.6%
Totals	<u>45,280</u>	<u>44,667</u>	-1.4%
MISC EXPENSE			
509011 Dues/Subscriptions	58,593	55,505	-5.3%
509081 Advertising-Promo	37,476	5,000	-86.7%
509101 Incentive Program	10,992	11,450	4.2%
509121 Employee Training	51,615	45,290	-12.3%
509123 Travel	57,495	34,370	-40.2%
509125 Local Meeting Expense	10,859	9,555	-12.0%
509127 Board Fees	13,200	13,200	0.0%
509150 Contributions	300	300	0.0%
Totals	<u>240,530</u>	<u>174,670</u>	-27.4%
LEASES & RENTALS			
512011 Facility Lease	548,649	565,663	3.1%
512061 Equipment Rental	21,449	23,973	11.8%
Totals	<u>570,098</u>	<u>589,636</u>	3.4%
PERSONNEL TOTAL	21,403,145	22,197,496	3.7%
NON-PERSONNEL TOTAL	9,445,855	9,526,503	0.9%
TOTAL OPERATING EXPENSE	<u><u>30,849,000</u></u>	<u><u>31,724,000</u></u>	2.8%

**SANTA CRUZ METRO FY 02-03 OPERATING BUDGET
DEPARTMENTALEXPENSES**

DEPARTMENT	FY 01-02 REVISED	FY 02-03 DRAFT FINAL	% CHANGE FROM FY 01-02	% OF TOTAL FY 02-03
1100 Administration	1,163,580	1,166,700	0.3%	3.7%
1200 Finance	1,036,931	1,239,778	19.6%	3.9%
1300 Planning & Marketing	1,146,077	896,681	-21.8%	2.8%
1400 Human Resources	486,844	424,978	-12.7%	1.3%
1500 Information Technology	478,086	495,778	3.7%	1.6%
1700 District Counsel	521,392	334,076	-35.9%	1.1%
1800 Risk Management		269,455	100.0%	0.8%
2200 Facilities Maintenance	1,542,508	1,487,183	-3.6%	4.7%
3100 Paratransit Program	3,485,533	3,929,478	12.7%	12.4%
3200 Operations	2,357,829	2,322,975	-1.5%	7.3%
3300 Bus Operators	11,334,980	11,759,155	3.7%	37.1%
4100 Fleet Maintenance	6,791,746	6,875,422	1.2%	21.7%
9005 Retired Employee Benefits	430,801	518,615	20.4%	1.6%
Additional Operating Programs	2,695	2,925	8.5%	0.0%
District Grant Programs/Studies	70,000		-100.0%	0.0%
TOTAL OPERATING EXPENSES	30,849,000	31,723,200	2.8%	100.0%

**SANTA CRUZ METRO FY 02-03 OPERATING BUDGET
CONSOLIDATED EXPENSES**

ACCOUNT	FY 01-02 REVISED	FY 02-03 DRAFT FINAL	% CHANGE FROM FY 01-02
LABOR			
501011 Bus Operator Pay	6,038,840	6,259,873	3.7%
501013 Bus Operator OT	1,001,812	1,106,072	10.4%
501021 Other Salaries	5,830,584	6,153,470	5.5%
501023 Other OT	286,147	245,893	-14.1%
Totals	13,157,383	13,765,308	4.6%
FRINGE BENEFITS			
502011 Medicare/SS	131,935	130,765	-0.9%
502021 Retirement	929,648	970,684	4.4%
502031 Medical Ins	2,035,025	2,270,455	11.6%
502041 Dental Ins	465,272	414,391	-10.9%
502045 Vision Ins	112,991	113,077	0.1%
502051 Life Ins	60,639	56,570	-6.7%
502060 State Disability	149,994	131,089	-12.6%
502061 Disability Ins	483,193	509,252	5.4%
502071 State Unemployment	27,692	26,316	-5.0%
502081 Worker's Comp	1,298,541	1,247,562	-3.9%
502101 Holiday Pay	281,745	285,035	1.2%
502103 Floating Holiday	56,600	53,800	-4.9%
502109 Sick Leave	651,581	658,788	1.1%
502111 Vacation	1,381,397	1,393,596	0.9%
502121 Other Paid Absence	151,103	141,135	-6.6%
502251 Phys. Exam - Renewal	8,404	4,950	-41.1%
502253 Driver Lic Renewal	4,436	7,240	63.2%
502999 Other Fringe Benefits	15,568	16,684	7.2%
Totals	8,245,762	8,431,388	2.3%
SERVICES			
503011 Accting/Audit Fees	85,866	79,350	-7.6%
503012 Admin/Bank Fees	201,720	194,150	-3.8%
503031 Professional/Technical & Fees	309,397	320,540	3.6%
503032 Legislative Services	75,700	73,180	-3.3%
503033 Legal Services	10,000	64,000	540.0%
503034 Employment Exams	26,180	22,040	-15.8%
503041 Temp Help	118,642	8,740	-92.6%
503161 Custodial Services	96,479	98,700	2.3%
503162 Uniforms/Laundry	34,496	35,300	2.3%
503171 Security Services	327,438	283,419	-13.4%
503221 Classified/Legal Ads	24,950	28,750	15.2%
503225 Graphics Services	30,000	42,500	41.7%
503351 Building Repair - Out	25,680	27,700	7.9%
503352 Equip Repair - Out	169,581	148,750	-12.3%
503353 Rev Veh Repair - Out	195,900	206,120	5.2%
503354 Other Veh Repair - Out	56,700	64,020	12.9%
503363 Haz Waste Disposal	24,238	41,250	70.2%
Totals	1,812,967	1,738,509	-4.1%

**SANTA CRUZ METRO FY 02-03 OPERATING BUDGET
CONSOLIDATED EXPENSES**

ACCOUNT	FY 01-02 REVISED	FY 02-03 DRAFT FINAL	% CHANGE FROM FY 01-02
PURCHASED TRANSPORTATION			
503405 Contract Transp	300	50	-83.3%
503406 Contract/Paratransit	3,297,605	3,474,485	5.4%
Totals	3,297,905	3,474,535	5.4%
MOBILE MATERIALS & SUPPLIES			
504011 Fuels & Lubricants	122,235	84,528	-30.8%
504012 Fuels & Lubricants - Rev Veh	1,249,895	1,272,640	1.8%
504021 Tires & Tubes	155,000	150,000	-3.2%
504161 Other Mobile Supplies	8,500	6,500	-23.5%
504191 Rev Vehicle Parts	695,000	645,000	-7.2%
Totals	2,230,630	2,158,668	-100.0%
OTHER MATERIALS & SUPPLIES			
504205 Freight Out	2,475	2,600	5.1%
504211 Postage & Mailing	17,347	19,390	11.8%
504214 Promotional Items	6,474	7,025	8.5%
504215 Printing	117,731	132,729	12.7%
504217 Photo Supp/Process	12,905	15,222	18.0%
504311 Office Supplies	76,495	66,686	-12.8%
504315 Safety Supplies	31,713	23,175	-26.9%
504317 Cleaning Supplies	70,556	65,000	-7.9%
504409 Repair/Maint Supply	77,404	37,700	-51.3%
504421 Non-Inventory Parts	58,000	50,000	-13.8%
504511 Small Tools	14,557	9,207	-36.8%
504515 Employee Tools	4,000	2,000	-50.0%
504517 Tool Allowance	8,910		-100.0%
Totals	498,567	430,734	-13.6%
UTILITIES			
505011 Gas & Electric	171,476	173,100	0.9%
505021 Water & Garbage	92,674	90,520	-2.3%
505031 Telecommunications	68,779	64,464	-6.3%
Totals	332,929	328,084	-1.5%
CASUALTY & LIABILITY COSTS			
506011 Insurance - Property	60,000	60,000	0.0%
506015 Insurance - PL/PD	130,000	300,000	130.8%
506017 Ins - Vehicle Phys Damage	5,200	24,000	361.5%
506021 Insurance - Other	20,000	45,000	125.0%
506123 Settlement Costs	100,000	100,000	0.0%
506127 Repair - District Prop	11,750	3,000	-74.5%
506999 Other Casualty Exp'	90,000	55,000	-38.9%
Totals	416,950	587,000	40.8%

**SANTA CRUZ METRO FY 02-03 OPERATING BUDGET
CONSOLIDATED EXPENSES**

ACCOUNT	FY 01-02 REVISED	FY 02-03 DRAFT FINAL	% CHANGE FROM FY 01-02
TAXES			
507051 Fuel Tax	9,984	9,910	-0.7%
507201 Licenses & Permits	12,995	10,757	-17.2%
507999 Other Taxes	22,301	24,000	7.6%
Totals	45,280	44,667	-1.4%
MISC EXPENSE			
509011 Dues/Subscriptions	58,593	55,505	-5.3%
509081 Advertising-Promo	37,476	5,000	-86.7%
509101 Incentive Program	10,992	11,450	4.2%
509121 Employee Training	51,615	45,290	-12.3%
509123 Travel	57,495	34,370	-40.2%
509125 Local Meeting Expense	10,859	9,555	-12.0%
509127 Board Fees	13,200	13,200	0.0%
509150 Contributions	300	300	0.0%
Totals	240,530	174,670	-27.4%
LEASES & RENTALS			
512011 Facility Lease	548,649	565,663	3.1%
512061 Equipment Rental	21,449	23,973	11.8%
Totals	570,098	589,636	3.4%
PERSONNEL TOTAL	21,403,145	22,196,696	3.7%
NON-PERSONNEL TOTAL	9,445,855	9,526,503	0.9%
TOTAL OPERATING EXPENSE	30,849,000	31,723,200	2.8%

SANTA CRUZ METRO FY 02-03 OPERATING BUDGET
Administration - 1100

ACCOUNT	FY 01-02 REVISED	FY 02-03 DRAFT FINAL	% CHANGE FROM FY 01-02
LABOR			
501021 Other Salaries	373,524	403,926	8.1%
501023 Other OT	2,400	500	-79.2%
Totals	375,924	404,426	7.6%
FRINGE BENEFITS			
502011 Medicare/SS	6,360	6,971	9.6%
502021 Retirement	31,069	33,619	8.2%
502031 Medical Ins	33,673	38,208	13.5%
502041 Dental Ins	9,031	7,622	-15.6%
502045 Vision Ins	1,898	1,993	5.0%
502051 Life Ins	1,247	1,247	0.0%
502060 State Disability	2,795	2,562	-8.3%
502061 Disability Ins	11,269	12,535	11.2%
502071 State Unemployment	516	516	0.0%
502081 Worker's Comp	30,987	30,987	0.0%
502101 Holiday Pay	4,746	5,204	9.7%
502103 Floating Holiday	10,600	11,200	5.7%
502109 Sick Leave	18,985	20,814	9.6%
502111 Vacation	32,981	36,132	9.6%
502121 Other Paid Absence	3,000	3,000	0.0%
502999 Other Fringe Benefits	624	936	50.0%
Totals	199,781	213,547	6.9%
SERVICES			
503012 Admin/Bank Fees	100	100	0.0%
503031 Professional/Technical & Fees	31,970	1,920	-94.0%
503032 Legislative Services	75,700	73,180	-3.3%
503041 Temp Help	5,040	2,240	-55.6%
503221 Classified/Legal Ads	9,450	12,750	34.9%
503352 Equip Repair - Out	7,000	7,900	12.9%
Totals	129,260	98,090	-24.1%
MOBILE MATERIALS & SUPPLIES			
504011 Fuels & Lubricants	530	1,000	88.7%
Totals	530	1,000	88.7%
OTHER MATERIALS & SUPPLIES			
504211 Postage & Mailing	10,000	11,640	16.4%
504215 Printing	10,000	10,762	7.6%
504217 Photo Supp/Process	100	-	-100.0%
504311 Office Supplies	9,308	8,553	-8.1%
Totals	29,408	30,955	5.3%

SANTA CRUZ METRO FY 02-03 OPERATING BUDGET

Administration - 1100

ACCOUNT	FY 01-02 REVISED	FY 02-03 DRAFT FINAL	% CHANGE FROM FY 01-02
UTILITIES			
505011 Gas & Electric	26,585	37,000	39.2%
505021 Water & Garbage	4,305	5,000	16.1%
505031 Telecommunications	7,960	7,344	-7.7%
Totals	<u>38,850</u>	<u>49,344</u>	<u>27.0%</u>
MISC EXPENSE			
509011 Dues/Subscriptions	31,900	29,136	-8.7%
509101 Incentive Program	730	510	-30.1%
509123 Travel	53,845	29,520	-45.2%
509125 Local Meeting Expense	8,659	6,655	-23.1%
509127 Board Fees	13,200	13,200	0.0%
Totals	<u>108,334</u>	<u>79,021</u>	<u>-27.1%</u>
LEASES & RENTALS			
512011 Facility Lease	278,925	287,977	3.2%
512061 Equipment Rental	2,568	2,340	-8.9%
Totals	<u>281,493</u>	<u>290,317</u>	<u>3.1%</u>
PERSONNEL TOTAL	575,705	617,973	7.3%
NON-PERSONNEL TOTAL	587,875	548,727	-6.7%
DEPARTMENT TOTALS	<u><u>1,163,580</u></u>	<u><u>1,166,700</u></u>	<u><u>0.3%</u></u>

SANTA CRUZ METRO FY 02-03 OPERATING BUDGET
Finance - 1200

ACCOUNT	FY 01-02 REVISED	FY 02-03 DRAFT FINAL	% CHANGE FROM FY 01-02
LABOR			
501021 Other Salaries	347,845	352,994	1.5%
501023 Other OT	1,000	500	-50.0%
Totals	348,845	353,494	1.3%
FRINGE BENEFITS			
502011 Medicare/SS	2,963	3,140	6.0%
502021 Retirement	29,226	29,605	1.3%
502031 Medical Ins	31,475	32,755	4.1%
502041 Dental Ins	10,883	8,422	-22.6%
502045 Vision Ins	2,219	2,161	-2.6%
502051 Life Ins	1,571	1,409	-10.3%
502060 State Disability	3,727	2,989	-19.8%
502061 Disability Ins	10,765	10,955	1.8%
502071 State Unemployment	688	516	-25.0%
502081 Worker's Comp	11,617	10,787	-7.1%
502101 Holiday Pay	4,470	4,594	2.8%
502103 Floating Holiday	6,700	7,500	11.9%
502109 Sick Leave	17,880	17,977	0.5%
502111 Vacation	37,414	36,661	-2.0%
502121 Other Paid Absence	3,200	3,200	0.0%
502999 Other Fringe Benefits	624	624	0.0%
Totals	175,421	173,294	-1.2%
SERVICES			
503011 Accting/Audit Fees	76,470	78,600	2.8%
503012 Admin/Bank Fees	201,600	194,000	-3.8%
503031 Professional/Technical & Fees	5,000	-	-100.0%
503041 Temp Help	1,000	-	-100.0%
503352 Equip Repair - Out	1,000	600	-40.0%
Totals	285,070	273,200	-4.2%
MOBILE MATERIALS & SUPPLIES			
504011 Fuels & Lubricants	400	-	-100.0%
Totals	400	-	-100.0%
OTHER MATERIALS & SUPPLIES			
504211 Postage & Mailing	200	150	-25.0%
504215 Printing	1,500	750	-50.0%
504311 Office Supplies	4,795	3,500	-27.0%
Totals	6,495	4,400	-32.3%
UTILITIES			
505031 Telecommunications	1,600	1,640	2.5%
Totals	1,600	1,640	2.5%

SANTA CRUZ METRO FY 02-03 OPERATING BUDGET

Finance - 1200

ACCOUNT	FY 01-02 REVISED	FY 02-03 DRAFT FINAL	% CHANGE FROM FY 01-02
CASUALTY & LIABILITY COSTS			
506011 Insurance - Property	60,000	60,000	0.0%
506015 Insurance - PL/PD	130,000	300,000	130.8%
506017 Ins-Veh- Phys Damage	5,200	24,000	361.5%
506021 Insurance - Other	20,000	45,000	125.0%
Totals	<u>215,200</u>	<u>429,000</u>	<u>99.3%</u>
TAXES			
507051 Fuel Tax	-	-	0.0%
507201 Licenses & Permits	200	250	25.0%
507999 Other Taxes	-	-	0.0%
Totals	<u>200</u>	<u>250</u>	<u>25.0%</u>
MISC EXPENSE			
509011 Dues/Subscriptions	1,200	1,400	16.7%
509101 Incentive Program	2,000	3,000	50.0%
509123 Travel	500	100	-80.0%
Totals	<u>3,700</u>	<u>4,500</u>	<u>21.6%</u>
PERSONNEL TOTAL	524,266	526,788	0.5%
NON-PERSONNEL TOTAL	512,665	712,990	39.1%
DEPARTMENT TOTALS	<u><u>1,036,931</u></u>	<u><u>1,239,778</u></u>	<u><u>19.6%</u></u>

SANTA CRUZ METRO FY 02-03 OPERATING BUDGET
Planning & Marketing - 1300

ACCOUNT	FY 01-02 REVISED	FY 02-03 DRAFT FINAL	% CHANGE FROM FY 01-02
LABOR			
501021 Other Salaries	560,995	430,888	-23.2%
501023 Other OT	2,247	2,000	-11.0%
Totals	563,242	432,888	-23.1%
FRINGE BENEFITS			
502011 Medicare/SS	5,174	3,000	-42.0%
502021 Retirement	47,721	36,597	-23.3%
502031 Medical Ins	66,154	52,663	-20.4%
502041 Dental Ins	18,826	12,706	-32.5%
502045 Vision Ins	4,745	3,653	-23.0%
502051 Life Ins	2,569	1,783	-30.6%
502060 State Disability	6,988	4,697	-32.8%
502061 Disability Ins	16,971	17,820	5.0%
502071 State Unemployment	1,290	946	-26.7%
502081 Worker's Comp	70,810	51,927	-26.7%
502101 Holiday Pay	6,994	5,441	-22.2%
502103 Floating Holiday	3,700	-	-100.0%
502109 Sick Leave	27,978	21,766	-22.2%
502111 Vacation	63,110	58,715	-7.0%
502121 Other Paid Absence	6,000	6,000	0.0%
502999 Other Fringe Benefits	312	-	-100.0%
Totals	349,342	277,713	-20.5%
SERVICES			
503031 Professional/Technical & Fees	22,500	20,220	-10.1%
503041 Temp Help	15,702	3,000	-80.9%
503225 Graphics Services	30,000	35,000	16.7%
503352 Equip Repair - Out	1,800	2,500	38.9%
Totals	70,002	60,720	-13.3%
MOBILE MATERIALS & SUPPLIES			
504011 Fuels & Lubricants	325	-	-100.0%
Totals	325	-	-100.0%
OTHER MATERIALS & SUPPLIES			
504211 Postage & Mailing	4,730	5,300	12.1%
504214 Promotional Items	6,024	6,500	7.9%
504215 Printing	69,900	67,300	-3.7%
504217 Photo Supp/Process	6,100	6,150	0.8%
504311 Office Supplies	10,320	6,600	-36.0%
Totals	97,074	91,850	-5.4%
UTILITIES			
505031 Telecommunications	6,600	6,000	-9.1%
Totals	6,600	6,000	-9.1%

SANTA CRUZ METRO FY 02-03 OPERATING BUDGET
Planning & Marketing - 1300

ACCOUNT	FY 01-02 REVISED	FY 02-03 DRAFT FINAL	% CHANGE FROM FY 01-02
TAXES			
507201 Licenses & Permits	3,360	3,360	0.0%
Totals	<u>3,360</u>	<u>3,360</u>	<u>0.0%</u>
MISC EXPENSE			
509011 Dues/Subscriptions	13,856	14,170	2.3%
509081 Advertising-Promo	37,476	5,000	-86.7%
509101 Incentive Program	300	220	-26.7%
509123 Travel	-	100	0.0%
509150 Contributions	300	300	0.0%
Totals	<u>51,932</u>	<u>19,790</u>	<u>-61.9%</u>
LEASES & RENTALS			
512061 Equipment Rental	4,200	4,360	3.8%
Totals	<u>4,200</u>	<u>4,360</u>	<u>3.8%</u>
PERSONNEL TOTAL	912,584	710,601	-22.1%
NON-PERSONNEL TOTAL	233,493	186,080	-20.3%
DEPARTMENT TOTALS	<u><u>1,146,077</u></u>	<u><u>896,681</u></u>	<u><u>-21.8%</u></u>

SANTA CRUZ METRO FY 02-03 OPERATING BUDGET
Human Resources - 1400

ACCOUNT	FY 01-02 REVISED	FY 02-03 DRAFT FINAL	% CHANGE FROM FY 01-02
LABOR			
501021 Other Salaries	141,904	190,376	34.2%
501023 Other OT	1,500	1,763	17.5%
Totals	143,404	192,139	34.0%
FRINGE BENEFITS			
502011 Medicare/SS	5,320	3,051	-42.7%
502021 Retirement	18,053	15,754	-12.7%
502031 Medical Ins	25,949	4,782	-81.6%
502041 Dental Ins	6,142	5,865	-4.5%
502045 Vision Ins	1,482	1,329	-10.3%
502051 Life Ins	1,247	812	-34.9%
502060 State Disability	2,795	1,708	-38.9%
502061 Disability Ins	8,647	9,079	5.0%
502071 State Unemployment	516	344	-33.3%
502081 Worker's Comp	45,842	44,842	-2.2%
502101 Holiday Pay	3,697	2,445	-33.9%
502103 Floating Holiday	6,800	3,500	-48.5%
502109 Sick Leave	14,787	9,779	-33.9%
502111 Vacation	26,522	16,557	-37.6%
502121 Other Paid Absence	2,400	2,400	0.0%
502999 Other Fringe Benefits	11,124	11,092	-0.3%
Totals	181,323	133,339	-26.5%
SERVICES			
503031 Professional/Technical & Fees	16,700	12,950	-22.5%
503034 Employment Exams	26,180	22,040	-15.8%
503041 Temp Help	57,800	1,000	-98.3%
503221 Classified/Legal Ads	10,000	11,000	10.0%
503352 Equip Repair - Out	650	400	-38.5%
Totals	111,330	47,390	-57.4%
MOBILE MATERIALS & SUPPLIES			
504011 Fuels & Lubricants	1,000	-	-100.0%
Totals	1,000	-	-100.0%
OTHER MATERIALS & SUPPLIES			
504211 Postage & Mailing	792	400	-49.5%
504215 Printing	3,920	7,550	92.6%
504217 Photo Supp/Process	600	600	0.0%
504311 Office Supplies	5,000	4,150	-17.0%
Totals	10,312	12,700	23.2%
UTILITIES			
505031 Telecommunications	1,300	750	-42.3%
Totals	1,300	750	-42.3%

SANTA CRUZ METRO FY 02-03 OPERATING BUDGET

Human Resources - 1400

ACCOUNT	FY 01-02 REVISED	FY 02-03 DRAFT FINAL	% CHANGE FROM FY 01-02
MISC EXPENSE			
509011 Dues/Subscriptions	2,960	2,270	-23.3%
509121 Employee Training	34,315	34,490	0.5%
509123 Travel	200	900	350.0%
509125 Local Meeting Expense	700	1,000	42.9%
Totals	<u>38,175</u>	<u>38,660</u>	1.3%
 PERSONNEL TOTAL	 324,727	 325,478	 0.2%
 NON-PERSONNEL TOTAL	 162,117	 99,500	 -38.6%
 DEPARTMENT TOTALS	 <u><u>486,844</u></u>	 <u><u>424,978</u></u>	 <u><u>-12.7%</u></u>

SANTA CRUZ METRO FY 02-03 OPERATING BUDGET
Information Technology - 1500

ACCOUNT	FY 01-02 REVISED	FY 02-03 DRAFT FINAL	% CHANGE FROM FY 01-02
LABOR			
501021 Other Salaries	238,563	265,790	11.4%
501023 Other OT	3,500	1,730	-50.6%
Totals	242,063	267,520	10.5%
FRINGE BENEFITS			
502011 Medicare/SS	4,372	4,572	4.6%
502021 Retirement	20,676	21,950	6.2%
502031 Medical Ins	12,559	22,093	75.9%
502041 Dental Ins	2,832	4,384	54.8%
502045 Vision Ins	1,213	1,329	9.6%
502051 Life Ins	922	922	0.0%
502060 State Disability	1,863	1,708	-8.3%
502061 Disability Ins	7,418	7,789	5.0%
502071 State Unemployment	344	344	0.0%
502081 Worker's Comp	1,739	1,739	0.0%
502101 Holiday Pay	3,167	3,457	9.2%
502103 Floating Holiday	6,900	7,200	4.3%
502109 Sick Leave	12,668	13,829	9.2%
502111 Vacation	22,001	21,293	-3.2%
502121 Other Paid Absence	2,000	2,000	0.0%
502999 Other Fringe Benefits	624	624	0.0%
Totals	101,298	115,233	13.8%
SERVICES			
503031 Professional/Technical & Fees	10,473	1,000	-90.5%
503041 Temp Help	4,100	-	-100.0%
503171 Security Services	-	4,000	0.0%
503352 Equip Repair - Out	74,500	69,150	-7.2%
Totals	89,073	74,150	-16.8%
MOBILE MATERIALS & SUPPLIES			
504011 Fuels & Lubricants	500	325	-35.0%
Totals	500	325	-35.0%
OTHER MATERIALS & SUPPLIES			
504211 Postage & Mailing	100	200	100.0%
504215 Printing	125	500	300.0%
504311 Office Supplies	14,000	13,000	-7.1%
Totals	14,225	13,700	-3.7%
UTILITIES			
505031 Telecommunications	17,027	17,600	3.4%
Totals	17,027	17,600	3.4%
MISC EXPENSE			
509011 Dues/Subscriptions	200	150	-25.0%
509121 Employee Training	13,500	7,000	-48.1%
509123 Travel	200	100	-50.0%

SANTA CRUZ METRO FY 02-03 OPERATING BUDGET
Information Technology - 1500

ACCOUNT		FY 01-02 REVISED	FY 02-03 DRAFT FINAL	% CHANGE FROM FY 01-02
	Totals	13,900	7,250	-47.8%
PERSONNEL TOTAL		343,361	382,753	11.5%
NON-PERSONNEL TOTAL		134,725	113,025	-16.1%
DEPARTMENT TOTALS		<u>478,086</u>	<u>495,778</u>	<u>3.7%</u>

SANTA CRUZ METRO FY 02-03 OPERATING BUDGET
District Counsel - 1700

ACCOUNT	FY 01-02 REVISED	FY 02-03 DRAFT FINAL	% CHANGE FROM FY 01-02
LABOR			
501021 Other Salaries	198,001	198,859	0.4%
501023 Other OT	2,500	3,500	40.0%
Totals	200,501	202,359	0.9%
FRINGE BENEFITS			
502011 Medicare/SS	5,319	3,468	-34.8%
502021 Retirement	15,664	16,496	5.3%
502031 Medical Ins	25,585	32,350	26.4%
502041 Dental Ins	6,639	5,292	-20.3%
502045 Vision Ins	1,135	996	-12.2%
502051 Life Ins	785	623	-20.6%
502060 State Disability	1,863	1,281	-31.2%
502061 Disability Ins	5,035	5,287	5.0%
502071 State Unemployment	344	258	-25.0%
502081 Worker's Comp	2,742	2,057	-25.0%
502101 Holiday Pay	2,587	2,555	-1.2%
502103 Floating Holiday	5,400	5,600	3.7%
502109 Sick Leave	10,348	10,221	-1.2%
502111 Vacation	15,727	16,415	4.4%
502121 Other Paid Absence	2,000	2,000	0.0%
502999 Other Fringe Benefits	312	312	0.0%
Totals	101,486	105,210	3.7%
SERVICES			
503031 Professional/Technical & Fees	2,000	1,100	-45.0%
503033 Legal Services	10,000	8,000	-20.0%
503041 Temp Help	500	500	0.0%
503352 Equip Repair - Out	70	200	185.7%
Totals	12,570	9,800	-22.0%
MOBILE MATERIALS & SUPPLIES			
504011 Fuels & Lubricants	230	460	100.0%
Totals	230	460	100.0%
OTHER MATERIALS & SUPPLIES			
504211 Postage & Mailing	100	100	0.0%
504215 Printing	300	175	-41.7%
504217 Photo Supp/Process	500	72	-85.6%
504311 Office Supplies	2,100	2,400	14.3%
Totals	3,000	2,747	-8.4%
UTILITIES			
505031 Telecommunications	600	550	-8.3%
Totals	600	550	-8.3%

SANTA CRUZ METRO FY 02-03 OPERATING BUDGET
District Counsel - 1700

ACCOUNT	FY 01-02 REVISED	FY 02-03 DRAFT FINAL	% CHANGE FROM FY 01-02
CASUALTY & LIABILITY COSTS			
506123 Settlement Costs	100,000	-	-100.0%
506999 Other Casualty Expense	90,000	-	-100.0%
Totals	<u>190,000</u>	-	-100.0%
TAXES			
507201 Licenses & Permits	55	-	-100.0%
Totals	<u>55</u>	-	-100.0%
MISC EXPENSE			
509011 Dues/Subscriptions	7,000	7,000	0.0%
509121 Employee Training	3,800	3,800	0.0%
509123 Travel	2,150	2,150	0.0%
Totals	<u>12,950</u>	<u>12,950</u>	0.0%
PERSONNEL TOTAL	301,987	307,569	1.8%
NON-PERSONNEL TOTAL	219,405	26,507	-87.9%
DEPARTMENT TOTALS	<u><u>521,392</u></u>	<u><u>334,076</u></u>	<u><u>-35.9%</u></u>

SANTA CRUZ METRO FY 02-03 OPERATING BUDGET
Risk Management - 1800

ACCOUNT	FY 01-02 REVISED	FY 02-03 DRAFT FINAL	% CHANGE FROM FY 01-02
SERVICES			
503031 Professional/Technical & Fees		57,350	0.0%
503033 Legal Services		56,000	0.0%
Totals	-	113,350	0.0%
MOBILE MATERIALS & SUPPLIES			
504011 Fuels & Lubricants		100	0.0%
Totals	-	100	0.0%
OTHER MATERIALS & SUPPLIES			
504211 Postage & Mailing		100	0.0%
504215 Printing		375	0.0%
504217 Photo Supp/Process		200	0.0%
504311 Office Supplies		230	0.0%
Totals	-	905	0.0%
CASUALTY & LIABILITY COSTS			
506123 Settlement Costs		100,000	0.0%
506999 Other Casualty Expense		55,000	0.0%
Totals	-	155,000	0.0%
MISC EXPENSE			
509011 Dues/Subscriptions		100	0.0%
Totals	-	100	0.0%
PERSONNEL TOTAL	-	-	0.0%
NON-PERSONNEL TOTAL	-	269,455	0.0%
DEPARTMENT TOTALS	-	269,455	0.0%

SANTA CRUZ METRO FY 02-03 OPERATING BUDGET
Facilities Maintenance - 2200

ACCOUNT	FY 01-02 REVISED	FY 02-03 DRAFT FINAL	% CHANGE FROM FY 01-02
LABOR			
501021 Other Salaries	614,641	609,745	-0.8%
501023 Other OT	20,500	10,700	-47.8%
Totals	635,141	620,445	-2.3%
FRINGE BENEFITS			
502011 Medicare/SS	5,120	4,722	-7.8%
502021 Retirement	52,329	51,441	-1.7%
502031 Medical Ins	102,271	114,092	11.6%
502041 Dental Ins	26,064	23,047	-11.6%
502045 Vision Ins	5,377	4,982	-7.3%
502051 Life Ins	2,894	2,588	-10.6%
502060 State Disability	7,920	6,405	-19.1%
502061 Disability Ins	18,303	19,218	5.0%
502071 State Unemployment	1,462	1,290	-11.8%
502081 Worker's Comp	50,969	47,138	-7.5%
502101 Holiday Pay	7,637	7,663	0.3%
502103 Floating Holiday	3,000	3,500	16.7%
502109 Sick Leave	30,546	30,652	0.3%
502111 Vacation	71,737	73,306	2.2%
502121 Other Paid Absence	10,000	10,000	0.0%
502999 Other Fringe Benefits	312	312	0.0%
Totals	395,941	400,356	1.1%
SERVICES			
503031 Professional/Technical & Fees	10,700	22,000	105.6%
503041 Temp Help	14,000	1,000	-92.9%
503161 Custodial Services	96,479	98,700	2.3%
503162 Uniforms/Laundry	7,956	6,200	-22.1%
503171 Security Services	7,098	6,000	-15.5%
503351 Building Repair - Out	25,680	27,700	7.9%
503352 Equip Repair - Out	31,361	16,300	-48.0%
503363 Haz Waste Disposal	24,238	41,250	70.2%
Totals	217,512	219,150	0.8%
MOBILE MATERIALS & SUPPLIES			
504011 Fuels & Lubricants	909	200	-78.0%
Totals	909	200	-78.0%
OTHER MATERIALS & SUPPLIES			
504205 Freight Out	75	100	33.3%
504215 Printing	9,036	5,117	-43.4%
504217 Photo Supp/Process	155	200	29.0%
504311 Office Supplies	5,657	3,053	-46.0%
504315 Safety Supplies	14,068	11,800	-16.1%
504317 Cleaning Supplies	41,456	39,000	-5.9%
504409 Repair/Maint Supply	77,404	37,700	-51.3%
504511 Small Tools	7,457	4,107	-44.9%
Totals	155,308	101,077	-34.9%

SANTA CRUZ METRO FY 02-03 OPERATING BUDGET
Facilities Maintenance - 2200

ACCOUNT	FY 01-02 REVISED	FY 02-03 DRAFT FINAL	% CHANGE FROM FY 01-02
UTILITIES			
505011 Gas & Electric	51,754	60,100	16.1%
505021 Water & Garbage	40,975	43,520	6.2%
505031 Telecommunications	3,192	1,160	-63.7%
Totals	95,921	104,780	9.2%
CASUALTY & LIABILITY COSTS			
506127 Repair - District Prop	1,750	1,000	-42.9%
Totals	1,750	1,000	-42.9%
TAXES			
507201 Licenses & Permits	9,250	6,607	-28.6%
507999 Other Taxes	22,301	24,000	7.6%
Totals	31,551	30,607	-3.0%
MISC EXPENSE			
509011 Dues/Subscriptions	404	300	-25.7%
509101 Incentive Program	340	300	-11.8%
509123 Travel	200	200	0.0%
Totals	944	800	-15.3%
LEASES & RENTALS			
512061 Equipment Rental	7,531	8,768	16.4%
Totals	7,531	8,768	16.4%
PERSONNEL TOTAL	1,031,082	1,020,801	-1.0%
NON-PERSONNEL TOTAL	511,426	466,382	-8.8%
DEPARTMENT TOTALS	1,542,508	1,487,183	-3.6%

SANTA CRUZ METRO FY 02-03 OPERATING BUDGET
Paratransit Program - 3100

ACCOUNT	FY 01-02 REVISED	FY 02-03 DRAFT FINAL	% CHANGE FROM FY 01-02
LABOR			
501021 Other Salaries	10,036	149,867	1393.3%
501023 Other OT	500	200	-60.0%
Totals	10,536	150,067	1324.3%
FRINGE BENEFITS			
502011 Medicare/SS	1,574	2,415	53.4%
502021 Retirement	1,625	12,346	659.8%
502031 Medical Ins	2,438	19,167	686.2%
502041 Dental Ins	897	4,101	357.2%
502045 Vision Ins	139	996	616.5%
502051 Life Ins	461	624	35.4%
502060 State Disability	932	1,281	37.4%
502061 Disability Ins	2,829	4,515	59.6%
502071 State Unemployment	172	258	50.0%
502081 Worker's Comp	1,806	2,306	27.7%
502101 Holiday Pay	1,248	1,930	54.6%
502103 Floating Holiday	2,800	3,300	17.9%
503109 Sick Leave	4,993	7,720	54.6%
502111 Vacation	6,168	12,555	103.6%
502121 Other Paid Absence	1,000	1,000	0.0%
502999 Other Fringe Benefits	-	312	100.0%
Totals	29,082	74,826	157.3%
SERVICES			
503011 Accting/Audit Fees	8,646	-	-100.0%
503031 Professional/Technical & Fees	137,354	200,000	45.6%
503225 Graphics Services	-	7,500	0.0%
Totals	146,000	207,500	42.1%
PURCHASED TRANS.			
503406 Contract/Paratransit	3,297,605	3,474,485	5.4%
Totals	3,297,605	3,474,485	5.4%
MOBILE MATERIALS & SUPPLIES			
504011 Fuels & Lubricants	-	-	0.0%
Totals	-	-	0.0%
OTHER MATERIALS & SUPPLIES			
504211 Postage & Mailing	100	550	450.0%
504215 Printing	2,000	20,000	900.0%
504217 Photo Supp/Process	-	750	0.0%
504311 Office Supplies	210	1,100	423.8%
Totals	2,310	22,400	869.7%
MISC EXPENSE			
509123 Travel	-	200	-100.0%
Totals	-	200	-100.0%
PERSONNEL TOTAL	39,618	224,893	467.7%

SANTA CRUZ METRO FY 02-03 OPERATING BUDGET
Paratransit Program - 3100

ACCOUNT	FY 01-02 REVISED	FY 02-03 DRAFT FINAL	% CHANGE FROM FY 01-02
NON-PERSONNEL TOTAL	3,445,915	3,704,585	7.5%
DEPARTMENT TOTALS	<u>3,485,533</u>	<u>3,929,478</u>	<u>12.7%</u>

SANTA CRUZ METRO FY 02-03 OPERATING BUDGET
Operations - 3200

ACCOUNT	FY 01-02 REVISED	FY 02-03 DRAFT FINAL	% CHANGE FROM FY 01-02
LABOR			
501021 Other Salaries	1,177,310	1,156,848	-1.7%
501023 Other OT	79,000	100,000	26.6%
Totals	1,256,310	1,256,848	0.0%
FRINGE BENEFITS			
502011 Medicare/SS	3,968	3,136	-21.0%
502021 Retirement	99,288	98,291	-1.0%
502031 Medical Ins	123,176	128,375	4.2%
502041 Dental Ins	32,131	27,384	-14.8%
502045 Vision Ins	7,275	6,975	-4.1%
502051 Life Ins	4,303	3,679	-14.5%
502060 State Disability	11,181	8,967	-19.8%
502061 Disability Ins	34,683	36,417	5.0%
502071 State Unemployment	2,064	1,806	-12.5%
502081 Worker's Comp	54,455	50,771	-6.8%
502101 Holiday Pay	14,546	14,776	1.6%
502103 Floating Holiday	7,000	7,600	8.6%
502109 Sick Leave	58,184	59,104	1.6%
502111 Vacation	149,356	153,832	3.0%
502121 Other Paid Absence	12,000	12,000	0.0%
502251 Phys. Exam - Renewal	924	924	0.0%
502253 Driver Lic Renewal	616	768	24.7%
502999 Other Fringe Benefits	924	1,448	56.7%
Totals	616,074	616,253	0.0%
SERVICES			
503031 Professional/Technical & Fees	200	1,500	650.0%
503162 Uniforms/Laundry	500	100	-80.0%
503171 Security Services	320,340	273,419	-14.6%
503352 Equip Repair - Out	4,200	2,700	-35.7%
Totals	325,240	277,719	-14.6%
PURCHASED TRANS.			
503405 Contract Transp	300	50	-83.3%
Totals	300	50	-83.3%
MOBILE MATERIALS & SUPPLIES			
504011 Fuels & Lubricants	200	-	-100.0%
Totals	200	-	-100.0%
OTHER MATERIALS & SUPPLIES			
504211 Postage & Mailing	800	400	-50.0%
504214 Promotional Items	200	400	100.0%
504215 Printing	15,000	15,000	0.0%
504217 Photo Supp/Process	5,000	7,000	40.0%
504311 Office Supplies	13,205	13,000	-1.6%
504315 Safety Supplies	500	100	-80.0%
504317 Cleaning Supplies	100	-	-100.0%

SANTA CRUZ METRO FY 02-03 OPERATING BUDGET

Operations - 3200

ACCOUNT	FY 01-02 REVISED	FY 02-03 DRAFT FINAL	% CHANGE FROM FY 01-02
----- 504511 Small Tools	100	100	0.0%
Totals	34,905	36,000	3.1%
 UTILITIES			
505011 Gas & Electric	19,200	27,000	40.6%
505021 Water & Garbage	24,000	24,000	0.0%
505031 Telecommunications	11,000	11,000	0.0%
Totals	54,200	62,000	14.4%
 MISC EXPENSE			
509011 Dues/Subscriptions	-	-	0.0%
509101 Incentive Program	4,100	3,960	-3.4%
509123 Travel	200	200	0.0%
509125 Local Meeting Expense	100	100	0.0%
Totals	4,400	4,260	-3.2%
 LEASES & RENTALS			
512011 Facility Lease	62,100	63,845	2.8%
512061 Equipment Rental	4,100	6,000	46.3%
Totals	66,200	69,845	5.5%
 PERSONNEL TOTAL			
	1,872,384	1,873,101	0.0%
 NON-PERSONNEL TOTAL			
	485,445	449,874	-7.3%
 DEPARTMENT TOTALS			
	<u>2,357,829</u>	<u>2,322,975</u>	<u>-1.5%</u>

SANTA CRUZ METRO FY 02-03 OPERATING BUDGET
Bus Operators - 3300

ACCOUNT	FY 01-02 REVISED	FY 02-03 DRAFT FINAL	% CHANGE FROM FY 01-02
LABOR			
501011 Bus Operator Pay	6,038,840	6,259,873	3.7%
501013 Bus Operator OT	1,001,812	1,106,072	10.4%
Totals	7,040,652	7,365,945	4.6%
FRINGE BENEFITS			
502011 Medicare/SS	70,873	75,534	6.6%
502021 Retirement	428,348	453,087	5.8%
502031 Medical Ins	931,705	1,037,362	11.3%
502041 Dental Ins	226,774	205,446	-9.4%
502045 Vision Ins	56,938	57,792	1.5%
502051 Life Ins	29,192	28,473	-2.5%
502060 State Disability	83,842	76,860	-8.3%
502061 Disability Ins	302,127	317,233	5.0%
502071 State Unemployment	15,480	15,480	0.0%
502081 Worker's Comp	833,414	819,950	-1.6%
502101 Holiday Pay	205,390	208,065	1.3%
502109 Sick Leave	342,317	346,775	1.3%
502111 Vacation	683,084	677,205	-0.9%
502121 Other Paid Absence	69,503	59,535	-14.3%
502251 Phys. Exam - Renewal	5,280	2,640	-50.0%
502253 Driver Lic Renewal	3,520	6,072	72.5%
502999 Other Fringe Benefits	100	100	0.0%
Totals	4,287,886	4,387,610	2.3%
SERVICES			
503162 Uniforms/Laundry	4,040	4,000	-1.0%
Totals	4,040	4,000	-1.0%
MISC EXPENSE			
509101 Incentive Program	2,402	2,400	-0.1%
Totals	2,402	2,400	-0.1%
PERSONNEL TOTAL	11,328,538	11,753,555	3.8%
NON-PERSONNEL TOTAL	6,442	6,400	-0.7%
DEPARTMENT TOTALS	11,334,980	11,759,955	3.7%

SANTA CRUZ METRO FY 02-03 OPERATING BUDGET
Fleet Maintenance - 4100

ACCOUNT	FY 01-02 REVISED	FY 02-03 DRAFT FINAL	% CHANGE FROM FY 01-02
LABOR			
501021 Other Salaries	2,167,765	2,394,177	10.4%
501023 Other OT	173,000	125,000	-27.7%
Totals	2,340,765	2,519,177	7.6%
FRINGE BENEFITS			
502011 Medicare/SS	20,892	20,756	-0.7%
502021 Retirement	185,649	201,499	8.5%
502031 Medical Ins	309,499	325,339	5.1%
502041 Dental Ins	83,982	73,722	-12.2%
502045 Vision Ins	17,610	17,603	0.0%
502051 Life Ins	9,219	8,732	-5.3%
502060 State Disability	26,088	22,631	-13.3%
502061 Disability Ins	65,146	68,403	5.0%
502071 State Unemployment	4,816	4,558	-5.4%
502081 Worker's Comp	194,160	185,858	-4.3%
502101 Holiday Pay	27,263	28,905	6.0%
502103 Floating Holiday	3,700	4,400	18.9%
502109 Sick Leave	112,895	120,151	6.4%
502111 Vacation	273,297	290,925	6.5%
502121 Other Paid Absence	40,000	40,000	0.0%
502251 Phys. Exam - Renewal	2,200	1,386	-37.0%
502253 Driver Lic Renewal	300	400	33.3%
502999 Other Fringe Benefits	612	924	51.0%
Totals	1,377,328	1,416,192	2.8%
SERVICES			
503031 Professional/Technical & Fees	2,500	2,500	0.0%
503041 Temp Help	20,500	1,000	-95.1%
503162 Uniforms/Laundry	22,000	25,000	13.6%
503221 Classified/Legal Ads	5,500	5,000	-9.1%
503352 Equip Repair - Out	49,000	49,000	0.0%
503353 Rev Veh Repair - Out	195,900	206,120	5.2%
503354 Other Veh Repair - Out	56,700	64,020	12.9%
Totals	352,100	352,640	0.2%
MOBILE MATERIALS & SUPPLIES			
504011 Fuels & Lubricants	118,141	82,443	-30.2%
504012 Fuels & Lubricants - Rev Veh	1,249,895	1,272,640	1.8%
504021 Tires & Tubes	155,000	150,000	-3.2%
504161 Other Mobile Supplies	8,500	6,500	-23.5%
504191 Rev Vehicle Parts	695,000	645,000	-7.2%
Totals	2,226,536	2,156,583	-3.1%

SANTA CRUZ METRO FY 02-03 OPERATING BUDGET
Fleet Maintenance - 4100

ACCOUNT	FY 01-02 REVISED	FY 02-03 DRAFT FINAL	% CHANGE FROM FY 01-02
OTHER MATERIALS & SUPPLIES			
504205 Freight Out	2,400	2,500	4.2%
504211 Postage & Mailing	500	500	0.0%
504215 Printing	5,850	5,200	-11.1%
504217 Photo Supp/Process	400	200	-50.0%
504311 Office Supplies	11,800	11,000	-6.8%
504315 Safety Supplies	17,145	11,275	-34.2%
504317 Cleaning Supplies	29,000	26,000	-10.3%
504421 Non-Inventory Parts	58,000	50,000	-13.8%
504511 Small Tools	7,000	5,000	-28.6%
504515 Employee Tools	4,000	2,000	-50.0%
504517 Tool Allowance	8,910	-	-100.0%
Totals	145,005	113,675	-21.6%
UTILITIES			
505011 Gas & Electric	73,937	49,000	-33.7%
505021 Water & Garbage	23,394	18,000	-23.1%
505031 Telecommunications	19,500	18,420	-5.5%
Totals	116,831	85,420	-26.9%
CASUALTY & LIABILITY COSTS			
506127 Repair - District Prop	10,000	2,000	-80.0%
Totals	10,000	2,000	-80.0%
TAXES			
507051 Fuel Tax	9,984	9,910	-0.7%
507201 Licenses & Permits	130	540	315.4%
Totals	10,114	10,450	3.3%
MISC EXPENSE			
509011 Dues/Subscriptions	1,073	979	-8.8%
509101 Incentive Program	1,120	1,060	-5.4%
509123 Travel	200	900	350.0%
Totals	2,393	2,939	22.8%
LEASES & RENTALS			
512011 Facility Lease	207,624	213,841	3.0%
512061 Equipment Rental	3,050	2,505	-17.9%
Totals	210,674	216,346	2.7%
PERSONNEL TOTAL	3,718,093	3,935,369	5.8%
NON-PERSONNEL TOTAL	3,073,653	2,940,053	-4.3%
DEPARTMENT TOTALS	6,791,746	6,875,422	1.2%

SANTA CRUZ METRO FY 02-03 OPERATING BUDGET
Retired Employee Benefits - 9005

ACCOUNT	FY 01-02 REVISED	FY 02-03 DRAFT FINAL	% CHANGE FROM FY 01-02
FRINGE BENEFITS			
502031 Medical Ins	370,541	463,269	25.0%
502041 Dental Ins	41,071	36,400	-11.4%
502045 Vision Ins	12,960	13,268	2.4%
502051 Life Ins	6,229	5,678	-8.8%
Totals	430,801	518,615	20.4%
PERSONNEL TOTAL	430,801	518,615	20.4%
NON-PERSONNEL TOTAL	-	-	0.0%
DEPARTMENT TOTALS	430,801	518,615	20.4%

SANTA CRUZ METRO FY 02-03 OPERATING BUDGET
SCCIC/COPS - 700

ACCOUNT	FY 01-02 REVISED	FY 02-03 DRAFT FINAL	% CHANGE FROM FY 01-02
SERVICES			
503011 Accting/Audit Fees	750	750	0.0%
503012 Admin/Bank Fees	20	50	150.0%
Totals	<u>770</u>	<u>800</u>	<u>3.9%</u>
OTHER MATERIALS & SUPPLIES			
504211 Postage & Mailing	25	50	100.0%
Totals	<u>25</u>	<u>50</u>	<u>100.0%</u>
TAXES			
507999 Other Taxes	-	-	0.0%
Totals	<u>-</u>	<u>-</u>	<u>0.0%</u>
MISC EXPENSE			
509123 Travel	-	-	0.0%
Totals	<u>-</u>	<u>-</u>	<u>0.0%</u>
PERSONNEL TOTAL	-	-	0.0%
NON-PERSONNEL TOTAL	795	850	6.9%
DEPARTMENT TOTALS	<u><u>795</u></u>	<u><u>850</u></u>	<u><u>6.9%</u></u>

SANTA CRUZ METRO FY 02-03 OPERATING BUDGET
Multi-Year Strategic Implementation Plan - 9014

ACCOUNT	FY 01-02 REVISED	FY 02-03 DRAFT FINAL	% CHANGE FROM FY 01-02
SERVICES			
503031 Professional/Technical & Fees	35,000	-	-100.0%
Totals	35,000	-	-100.0%
PERSONNEL TOTAL	-	-	0.0%
NON-PERSONNEL TOTAL	35,000	-	-100.0%
DEPARTMENT TOTALS	35,000	-	-100.0%

SANTA CRUZ METRO FY 02-03 OPERATING BUDGET
MASTF - 9021

ACCOUNT	FY 01-02 REVISED	FY 02-03 DRAFT FINAL	% CHANGE FROM FY 01-02
SERVICES			
503031 Professional/Technical & Fees		-	0.0%
Totals	-	-	0.0%
OTHER MATERIALS & SUPPLIES			
504214 Promotional Items	250	125	-50.0%
504215 Printing	100	-	-100.0%
504217 Photo Supp/Process	50	50	0.0%
504311 Office Supplies	100	100	0.0%
Totals	500	275	-45.0%
MISC EXPENSE			
509125 Local Meeting Expense	1,400	1,800	28.6%
Totals	1,400	1,800	28.6%
PERSONNEL TOTAL	-	-	0.0%
NON-PERSONNEL TOTAL	1,900	2,075	9.2%
DEPARTMENT TOTALS	<u>1,900</u>	<u>2,075</u>	<u>9.2%</u>

SANTA CRUZ METRO FY 02-03 OPERATING BUDGET
Customer Information Services & Marketing Plan - 9030

ACCOUNT	FY 01-02 REVISED	FY 02-03 DRAFT FINAL	% CHANGE FROM FY 01-02
SERVICES			
503031 Professional/Technical & Fees	35,000	-	-100.0%
Totals	35,000	-	-100.0%
PERSONNEL TOTAL	-	-	0.0%
NON-PERSONNEL TOTAL	35,000	-	-100.0%
DEPARTMENT TOTALS	35,000	-	-100.0%

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
 FY 02-03 DRAFT FINAL BUDGET
 CAPITAL IMPROVEMENT PROGRAM**

PROJECT	FEDERAL	STATE/ LOCAL	DISTRICT	TOTAL
<u>Grant-Funded Projects</u>				
Consolidated Operating Facility	\$ 6,358,466	\$ -	\$ 1,589,617	\$ 7,948,083
Urban Bus Replacement	\$ 7,095,473	\$314,631	\$ 836,368	\$ 8,246,472
Computer System	\$ 35,000	\$ -	\$ 80,000	\$ 115,000
CNG Facilities for SCM, Ops	\$ -	\$405,000	\$ 227,000	\$ -
Metro Center Renovation Project	\$ -	\$200,000	\$ -	\$ 632,000 200,000
Engine Repower Project (carryover)	\$ 100,000	\$ -	\$ 25,000	\$ 125,000
Subtotal				\$ 17,266,555
<u>District-Funded Projects</u>				
Bus Stop Improvements			\$ 503,000	\$ 503,000
ADA Recertification Capital Costs			\$ 65,000	\$ 65,000
Automated Telephone Info System			\$ 35,000	\$ 35,000
Facilities Repair & Improvements			\$ 65,000	\$ 65,000
Facilities Repair & Improvements (carryover)			\$ 42,500	\$ 42,500
Machinery/Equipment Repair & Improvements			\$ 24,000	\$ 24,000
Non-Revenue Vehicle Replacement			\$ 203,000	\$ 203,000
Office Equipment			\$ 30,000	\$ 30,000
Transfer to Operating Budget			\$ 1,200,000	\$ 1,200,000
Subtotal				\$ 2,167,500
TOTAL CAPITAL PROJECTS	\$ 13,588,939	\$919,631	\$ 4,925,485	\$ 19,434,055

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY 02-03 DRAFT FINAL BUDGET
CAPITAL IMPROVEMENT PROGRAM
CAPITAL PROGRAM FUNDING**

Federal Grants	\$ 13,588,939
State/Local Grants	\$ 919,631
STA Funding	\$ 1,407,650
District Reserves	\$ 3,117,835
Transfer from Bus Stop Improvement Reserve	\$ 400,000

TOTAL CAPITAL FUNDING	\$ 19,434,055
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FY 02-03 DRAFT FINAL BUDGET
 Authorized Personnel
 Administration - 1100

Position	Authorized FY 99-00	Authorized FY 00-01	Authorized FY 01-02	Draft Final FY 02-03
General Manager	1	1	1	1
Assistant General Manager	1	1	1	1
Admin Services Coordinator	1	1	1	1
Administrative Secretary	2	2	2	2
Grants/Legislative Analyst	1	1	1	1
Total Full-Time Equivalents	6.00	6.00	6.00	6.00

FY 02-03 DRAFT FINAL BUDGET
Authorized Personnel
Finance - 1200

Position	Authorized FY 99-00	Authorized FY 00-01	Authorized FY 01-02	Draft Final FY 02-03
Finance Manager	1	1	1	1
Assistant Finance Manager	1	1	1	1
Senior Accountant	1	0.5	0.5	0
Accounting Specialist	1	1	1	1 *
Accounting Tech/Sr Acctng Tech	2	2	2	2
Payroll & Benefits Coordinator	1	1	1	1
Administrative Secretary	1	1	1	1
Total Full-Time Equivalents	8.00	7.50	7.50	7.00

* Funded until 1/01/03

FY 02-03 DRAFT FINAL BUDGET
Authorized Personnel
Planning & Marketing - 1300

Position	Authorized FY 99-00	Authorized FY 00-01	Authorized FY 01-02	Draft Final FY 02-03
Planning & Marketing Manager	1	1	1	0
Service Planning Supervisor	1	1	1	1
Transit Planner	1	1	1	1
Transit Surveyor	1.25	1.25	1.25	1.25
Customer Service Coordinator	1	1	1	1
Senior Customer Service Rep	1	1	1	1
Customer Service Representative	4	4	4	3
Ticket & Pass Program Specialist	1	1	1	1
Administrative Secretary	1.25	1.30	1.3	0.75
Accessible Services Coordinator	1	1	1	0 *
Total Full-Time Equivalents	13.50	13.55	13.55	10.00

* Position moved to Dept 3100 effective 7/01/02

FY 02-03 DRAFT FINAL BUDGET
Authorized Personnel
Human Resources - 1400

Position	Authorized FY 99-00	Authorized FY 00-01	Authorized FY 01-02	Draft Final FY 02-03
Human Resources Manager	1	1	1	1 *
Asst Human Resources Manager	0	0	1	0
Human Resources Analyst	1	1	0	0
Personnel Technician	1	1	1	1
Benefits Coordinator	0.75	1	1	1
Human Resources Specialist	1	1	1	1
Admin Specialist	0.50	0.75	0	0
Admin Secretary	0	0	1	0
Total Full-Time Equivalents	5.25	5.75	6.00	4.00

* Interim Assignment for FY 02-03

FY 02-03 DRAFT FINAL BUDGET
Authorized Personnel
Information Technology - 1500

Position	Authorized FY 99-00	Authorized FY 00-01	Authorized FY 01-02	Draft Final FY 02-03
Information Technology Manager	1	1	1	1
Database Administrator/Sr	1	1	1	1
Systems Administrator/Sr	1	1	1	1
IT Technician/Sr IT Tech	1	1	1	1
Total Full-Time Equivalents	4.00	4.00	4.00	4.00

FY 02-03 DRAFT FINAL BUDGET
Authorized Personnel
District Counsel - 1700

Position	Authorized FY 99-00	Authorized FY 00-01	Authorized FY 01-02	Draft Final FY 02-03
District Counsel	1	1	1	1
Paralegal	1	0	0	0
Claims Investigator	0	1	1	1
Legal Secretary	1.5	1.5	1.5	1
Total Full-Time Equivalents	3.50	3.50	3.50	3.00

FY 02-03 DRAFT FINAL BUDGET
Authorized Personnel
Facilities Maintenance - 2200

Position	Authorized FY 99-00	Authorized FY 00-01	Authorized FY 01-02	Draft Final FY 02-03
Facilities Maintenance Manager	1	1	1	1
Facilities Maintenance Supervisor	1	1	1	1
Facilities Maint Worker III	1	1	1	1
Facilities Maint Worker II	3	3	3	3
Facilities Maint Worker I	4	4	4	3
Custodial Services Worker II	1	1	1	1
Custodial Services Worker I	5	5	5	5
Administrative Secretary	1	1	1	0
Total Full-Time Equivalents	17.00	17.00	17.00	15.00

FY 02-03 DRAFT FINAL BUDGET
Authorized Personnel
Paratransit - 3100

Position	Authorized FY 99-00	Authorized FY 00-01	Authorized FY 01-02	Draft Final FY 02-03
Paratransit Administrator	0	0	1	1
Paratransit Eligibility Coordinator	0	0	1	1
Accessible Services Coordinator	0	0	0	1 *
Total Full-Time Equivalents	0.00	0.00	2.00	3.00

* Position moved from Dept 1300 effective 7/01/02

FY 02-03 DRAFT FINAL BUDGET

Authorized Personnel

Operations - 3200/3300

Position	Authorized FY 99-00	Authorized FY 00-01	Authorized FY 01-02	Draft Final FY 02-03
Operations Manager	1	1	1	1
Base Superintendent	1	1	1	1
Transit Supervisor	14	14	14	13
Schedule Analyst	1	1	1	1
Supervisor of Revenue Collection	1	1	1	1
Safety & Training Coordinator	1	1	1	1
Admin Secretary/Supervisor	1	1	1	1
Administrative Clerk I	1	1	1	1
Payroll Specialist	1	1	1	1
Revenue Specialist	1	1	1	0
Bus Operator (total on payroll)	174	180	184	174
Total Full-Time Equivalents	197.00	203.00	207.00	195.00

FY 02-03 DRAFT FINAL BUDGET

Authorized Personnel

Fleet Maintenance - 4100

Position	Authorized FY 99-00	Authorized FY 00-01	Authorized FY 01-02	Draft Final FY 02-03
Fleet Maintenance Manager	1	1	1	1
Fleet Maint Supervisor	2	2	2	2
Lead Mechanic	6	6	6	6
Mechanic III	4	4	4	4
Mechanic I - II	14	16	16	15
Body Repair Mechanic	1	1	1	1
Upholsterer I - II	1	1	1	1
Supervisor of Parts & Materials	1	1	1	1
Lead Parts Clerk	1	1	1	1
Parts Clerk	1	1	1	1
Receiving Parts Clerk	1	1	1	1
Admin Secretary/Supervisor	1	1	1	1
Accounting Tech	1	1	1	1
Administrative Clerk I	1	1	1	0
Buyer	1	1	1	1
Senior Accounting Tech	1	1	1	1
Vehicle Service Technician	2	2	2	2
Detailer	2	2	2	2
Vehicle Service Worker I - II	12	12	12	11
Total Full-Time Equivalents	54.00	56.00	56.00	53.00

ATTACHMENT C
LIST OF UNFUNDED POSITIONS IN FY 02-03

DEPT	POSITION	LAYOFF DATE	STATUS	
<u>Management Positions</u>				
1	P & M	Planning & Marketing Manager	7/1/2002	Occupied
2	HR	Human Resources Manager	7/1/2002	Vacant
<u>SEIU- Represented Positions</u>				
1	Finance	Accounting Specialist	1/1/2003*	Occupied
2	P & M	Admin Secretary (part-time)	7/1/2002	Occupied
3	P & M	Customer Service Rep	7/1/2002	Occupied
4	HR	Admin Secretary	7/1/2002	Occupied
5	Counsel	Legal Secretary (part-time)	7/1/2002	Occupied
6	Facil Maint	Admin Secretary	7/1/2002	Occupied
7	Facil Maint	Facilities Maintenance Worker I	7/1/2002	Occupied
8	Operations	Transit Supervisor	7/1/2002	Occupied
9	Operations	Revenue Specialist	7/1/2002	Vacant
10	Fleet Maint	Admin Clerk	7/1/2002	Occupied
11	Fleet Maint	Mechanic	6/6/2002	Occupied
12	Fleet Maint	Vehicle Service Worker I	6/6/2002	Vacant
<u>UTU-Represented Positions</u>				
10	Operations	Bus Operators (active)	6/6/2002	Occupied

* This position is funded through 1/1/03 to allow full staffing in Finance through the audit process.

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: May 17, 2002

TO: Board of Directors

FROM: Les White, General Manager

SUBJECT: CONSIDERATION OF FEASIBILITY OF OBTAINING AN OPTION TO PURCHASE THE PROPERTY OWNED BY SALZ TANNERY

I. RECOMMENDED ACTION

That the Board of Directors review the issues associated with obtaining an option to purchase the property owned by Salz Tannery.

II. SUMMARY OF ISSUES

- On April 19, 2002, the Board of Directors amended the preferred site for the MetroBase project to assigned the preferred alternative status to the Harvey West Cluster 1 alternative.
- The Harvey West Cluster 1 alternative is anticipated to have the capacity to accommodate 98 buses.
- The Board of Directors directed Staff to explore the feasibility of obtaining an option on part or all of the property owned by the Salz Tannery in order to expand the site capacity.
- On May 7, 2002, Staff met with Geoff Eisenberg to discuss the potential of optioning the Salz property.
- After reviewing the goals of Salz, it is Staff's determination that it is unlikely that an option permissible under federal regulation could be used to hold the Tannery property.

III. DISCUSSION

On April 19, 2002, the Board of Directors designated the Harvey West Cluster 1 alternative as the preferred alternative for the MetroBase project. The designation of the Harvey West Cluster 1 alternative as the preferred alternative followed the deletion of the Harvey West One alternative as the preferred alternative due to financial considerations.

The Harvey West Cluster 1 site will accommodate 98 buses. METRO currently is planning for a fleet of approximately 175 buses by 2015. The Board of Directors directed METRO staff to examine potential strategies that would allow for a second phase of the project that would accommodate the additional buses. The Board indicated a desire to identify supplemental

properties as soon as possible in order to identify them and include them as a part of the May 22, 2002 Scoping Meeting.

One of the properties that has received considerable attention is the tannery site owned by Salz Leathers. The tannery property is currently for sale as Salz Leathers has discontinued business. At the present time, Salz indicates that there are a number of potential buyers for the property. Additionally, the City of Santa Cruz is conducting a feasibility study to explore the use of the site for a multi-cultural arts facility. A number of buildings on the site have been identified as being historically significant. Because federal transportation funds are used, a 4(f) study will have to be completed on the site prior to any acquisition by METRO. It is anticipated that this process will be lengthy. Staff is attempting to verify the time that will be required for this activity.

As acquisition, if desired, would be delayed for some time, Staff was directed to explore the feasibility of obtaining an option on the tannery property. On May 7, 2002, Staff met with Geoff Eisenberg to discuss the potential of obtaining such an option. Geoff Eisenberg outlined the goals developed by Salz. Their specific goals are to sell the property as quickly as possible for the highest price possible. The interest that has been communicated by METRO and by the City of Santa Cruz has placed Salz in a difficult situation, according to Mr. Eisenberg. Potential buyers are now nervous about purchasing property that could then be taken by a governmental agency. Mr. Eisenberg indicated that an option that Salz would find acceptable would have to include provisions which culminated in a purchase agreement.

Under the California Environmental Quality Act (CEQA) an acquisition action cannot take place until the environmental process is complete and certified. Additionally, the Federal Transit Administration (FTA) will not allow a grantee to enter into an option agreement that includes an acquisition provision.

Based upon the limitations imposed by both CEQA and FTA, staff believes that it is unlikely that METRO can offer an option proposal to Salz that would be acceptable. Staff recommends that METRO work with the City of Santa Cruz to determine whether or not an acquisition by the City for the multi-cultural arts center could result in some surplus property which could be added to the Harvey West Cluster 1 alternative.

IV. FINANCIAL CONSIDERATIONS

Monitoring the Feasibility study and potential acquisition of the Salz Tannery property by the City of Santa Cruz will not impact the funding available for the MetroBase project. If a portion of the Salz property is purchased in the future, funds are available in the existing budget for the MetroBase facility.

V. ATTACHMENTS

None

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: May 17, 2002

TO: Board of Directors

FROM: Les White, General Manager

SUBJECT: CONSIDERATION OF REVISED METROBASE PROJECT SCHEDULE

I. RECOMMENDED ACTION

That the Board of Directors Approve the revised schedule of events for the MetroBase project.

II. SUMMARY OF ISSUES

- On April 19, 2002, the Board of Directors approved the designation of Harvey West Cluster 1 as the preferred site for the MetroBase Project.
- The revision of the preferred site designation necessitated that a new Notice of Preparation (NOP) be issued.
- The revision of the preferred site designation for the MetroBase project required a revision of the Project Schedule.
- On April 19, 2002, the Board of Directors reviewed a proposed revised MetroBase project schedule.
- On April 19, 2002, the Board of Directors requested modification of the proposed schedule for the MetroBase project.
- Staff has revised the MetroBase project schedule to reflect the direction issued on April 19, 2002 by the Board of Directors.

III. DISCUSSION

On April 19, 2002, the Board of Directors removed the preferred site designation from the Harvey West One Site and reassigned it to the Harvey West Cluster 1 Site. The action taken by the Board of Directors was a result of the findings contained in the Financial Feasibility and Impact Report prepared for METRO by CH2MHILL. The Financial Feasibility and Impact Reports indicated that the cost for acquisition and development of the Harvey West One Site was prohibitive. Therefore, in order to move forward in developing a permanent maintenance facility for METRO, the Board of Directors designated the Harvey West Cluster 1 Site as the new preferred location. As a result of the amended designation, a new Notice of Preparation is required. The Notice of Preparation must be circulated for a period of 30 days during which a Scoping Meeting must be held. Currently, a Scoping Meeting is scheduled for May 22, 2002.

With the redesignation of the preferred location, a revised schedule for the MetroBase project was developed. On April 19, 2002, the Board of Directors reviewed the proposed revised schedule. Certain modifications to the schedule were requested by the Board of Directors including matching events to Board meetings so time was not lost. As a result of the direction given by the Board of Directors, a revised project schedule has been developed for the MetroBase project and is attached to this staff report. The revised project schedule, if adhered to, would result in the completion of Phase 1 (Fleet Maintenance, Facilities Maintenance, Operations) by October 21, 2005. This schedule would meet the requirement imposed on METRO by the California Air Resources Board for the conversion to a fleet powered by compressed natural gas.

IV. FINANCIAL CONSIDERATIONS

The adoption of a revised project schedule will not have a direct impact on the project. However, as construction costs rise, the overall project development costs will be impacted if this schedule is not adhered to.

V. ATTACHMENTS

Attachment A: Revised MetroBase Project Schedule

MetroBase Project Schedule

MetroBase HW 1 Cluster Alternative Revised Schedule	
Task	Date
FFIR Completed and Accepted by Board of Directors	April 19, 2002
Board of Directors Amends Preferred Alternative Designation	April 19, 2002
Circulate Notice of Preparation/Notice of Intent (30 days)	April 30, 2002
Scoping Meeting	May 22, 2002
NOP/NOI Circulation Period Ends	May 30, 2002
Receive All Project Information from SCMTD & Architect	May 1, 2002
Submit Administrative Draft EIR/EIS	July 15, 2002
Review of ADEIR/EIS by SCMTD Complete	August 9, 2002
Submit Screen-Check ADEIR/EIS to SCMTD	August 16, 2002
Review of Screen-Check ADEIR/EIS Complete	August 19, 2002
Start 45-Day Review Period	August 20, 2002
DEIR Review Period Ends	October 11, 2002
Submit Administrative Responses to Comments to SCMTD	November 4, 2002
Review of Admin Responses Complete	November 25, 2002
Circulate Responses (10 days)	December 9, 2002
End Circulation Period	December 19, 2002
Certify Final EIR	December 20, 2002
ROW Acquisition Actions Commence	January 1, 2003
Final Design and Engineering Activities Commence	January 1, 2003
Draft Construction Specifications Circulated	May 1, 2003
Board of Directors Approves Construction Specifications	May 16, 2003

MetroBase Project Schedule

Request for Construction Bids Issued	May 16, 2003
Pre Bid Meeting Held	June 10, 2003
Final Bid Documents Issued	June 24, 2003
Construction Bid Received	August 15, 2003
Construction Bids Evaluated	August 15, 2003- August 29, 2003
ROW Acquisition Completed	September 1, 2003
Board of Directors Award Construction Contracts	September 19, 2003
Groundbreaking	October 10, 2003
Construction Begins	November 3, 2003
Fueling System Operational and online	May 17, 2005
Fleet Maintenance Function Complete and online	June 20, 2005
Operations Function Complete and online	July 18, 2005
Facility Maintenance Complete and online	August 15, 2005
Phase I Construction Complete	October 21, 2006

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: May 17, 2002

TO: Board of Directors

FROM: Les White, General Manager

SUBJECT: CONSIDERATION OF STATUS OF CONTRACT WITH WATERLEAF INTERIORS, INC. FOR DESIGN/ENGINEERING SERVICES FOR THE METROBASE PROJECT.

I. RECOMMENDED ACTION

That the Board of Directors continue the current contract with Waterleaf Interiors, Inc. for Design/Engineering services through the completion of the MetroBase Environmental Impact Report Phase.

II. SUMMARY OF ISSUES

- METRO currently contracts with Waterleaf Interiors, Inc., Portland, Oregon, for Design and Engineering services for the MetroBase Project.
- Waterleaf Interiors, Inc. was selected as the design team for the MetroBase project at the time when a consolidated facility on the west wide of Santa Cruz was anticipated.
- The MetroBase project scope has been modified significantly since the contract with Waterleaf Interiors, Inc. was executed.
- The Environmental Review Process is being carried out by Denise Duffy & Associates under a subcontract with Waterleaf Interiors, Inc.
- Waterleaf Interiors, Inc. can provide information necessary for the completion of the Environmental Impact Report phase.
- The completion of the Environmental Impact Report phase is an appropriate time to reevaluate the Waterleaf contract.

III. DISCUSSION

In 1999 METRO planned to develop a consolidated operating facility (MetroBase) on the Westside area of Santa Cruz. METRO contracted with Waterleaf Interiors, Inc. to design the new facility on the Lipton property. As the Lipton property was a vacant lot, the MetroBase facility was anticipated to be all new construction with ample capacity and all necessary acreage. In the time that has passed since Waterleaf was selected, the scope of the MetroBase project has changed significantly. Currently, a phased project using a cluster of sites with limited acreage is the preferred alternative. Instead of all new construction, a re-use modification and expansion of existing buildings is anticipated. Some members of the Board and METRO staff have expressed

concerns about the ability of Waterleaf Interiors, Inc. to be effective in carrying out the revised scope of work. Waterleaf staff have expressed skepticism regarding the potential re-use opportunities, limited acreage, and potential for savings from reusing existing buildings. On April 19, 2002, the Board of Directors directed staff to evaluate the status of the Waterleaf contract and to develop recommendations for consideration.

Currently, METRO is at the mid-point of developing an Environmental Impact Report (EIR). The Environmental Review is being conducted by Denise Duffy & Associates under a subcontract through Waterleaf Interiors, Inc. A new Notice of Preparation (NOP) is being circulated which reflects the action of the Board to designate the Harvey West Cluster 1 as the preferred alternative for the MetroBase project. In order to complete the EIR, Duffy & Associates will need information from Waterleaf Interiors, Inc. The EIR is currently anticipated to be completed by December 2002.

Staff recommends continuing the current contract with Waterleaf Interiors, Inc. to the completion of the EIR. Staff also recommends that Waterleaf only be authorized to carry out those tasks which are essential to the completion of the EIR. In continuing the current contract with Waterleaf, the Duffy & Associates staff can continue working on the EIR without interruption. Terminating the Waterleaf contract would require a Request for Proposals (RFP) be issued to secure a new consulting firm or to re-contract with the existing consulting firm to complete the EIR.

Currently, Waterleaf Interiors, Inc. is requesting a review of their hourly rates. Staff recommends that the Board authorize negotiations with Waterleaf to determine both the revised scope of work and the rates appropriate to complete the EIR phase of the MetroBase project. The results of the negotiations with Waterleaf will be submitted to the Board of Directors for consideration.

IV. FINANCIAL CONSIDERATIONS

Funds to continue the current contract with Waterleaf Interiors, Inc. are available in the MetroBase project budget.

V. ATTACHMENTS

None

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: May 17, 2002

TO: Board of Directors

FROM: Leslie R White, General Manager

SUBJECT: CONSIDERATION OF OPTIONS TO ENHANCE THE HARVEY WEST CLUSTER 1 SITE FOR THE METROBASE PROJECT

I. RECOMMENDED ACTION

That the Board of Directors consider identifying properties to be included as a Phase 2 enhancement of the MetroBase Harvey West Cluster 1 preferred alternative.

II. SUMMARY OF ISSUES

- On April 19, 2002, the Board of Directors designated the Harvey West Cluster 1 site as the preferred alternative for the MetroBase project.
- On April 30, 2002, a revised Notice of Preparation (NOP) was issued to reflect the amended preferred alternative designation.
- On May 22, 2002, METRO will hold a scoping meeting as a part of the circulation of the revised NOP.
- On April 19, 2002, the Board of Directors instructed Staff to evaluate properties which could supplement the Harvey West Cluster 1 alternative in a Phase 2 in order to achieve capacity for the projected METRO fleet.
- On May 10, 2002, Board Directors Mike Keogh and Dennis Norton presented an outline of properties which they have identified as potentially being able to be added to supplement the capacity of the Harvey West Cluster 1 alternative.
- Properties identified as options to supplement the preferred alternative in a second phase are to be outlined in the NOP scoping meeting on May 22, 2002.

III. DISCUSSION

On April 19, 2002, the Board of Directors found that the Harvey West 1 site for the MetroBase project was too costly to be allowed to remain as the preferred alternative. The Board of Directors then designated the Harvey West Cluster 1 site as the preferred alternative. As a result of the designation of a different site as the preferred alternative, a new Notice of Preparation (NOP) had to be issued. On April 30, 2002, METRO issued a revised NOP which reflected the changed preferred alternative. A scoping meeting has been scheduled for May 22, 2002.

The Harvey West Cluster 1 alternative only provides the capacity for 98 buses, which is smaller than the current METRO fleet. The Board of Directors instructed Staff to examine properties

which could be developed into a second phase to achieve the capacity which METRO needs. On May 10, 2002, Board Directors Mike Keogh and Dennis Norton presented a letter outlining properties which they felt could be used to enhance the Harvey West Cluster 1 capacity. The letter that they presented to the Board is attached to this staff report as Attachment A. The properties which they have identified are outlined on the map attached to this staff report as Attachment B.

Staff has reviewed properties adjacent to the Harvey West Cluster 1 site which have the potential of being able to supplement the capacity of the project. The adjacent properties are in private ownership with the exception of one parcel which is owned by the City of Santa Cruz. None of the identified parcels are currently listed as being for sale. The parcels identified by Staff are outlined in Attachment C to this staff report.

Staff recommends that the Board of Directors select parcels that they would like to consider as potential Phase 2 enhancements for the MetroBase project. The parcels identified by the Board of Directors will then be included in the EIR as a part of the May 22, 2002 scoping meeting. By adding parcels as a Phase 2 at this time, the NOP process can proceed without delay.

IV. FINANCIAL CONSIDERATIONS

The addition of parcels to the Harvey West Cluster 1 Site will financially impact the budget of the MetroBase project. Until further evaluation can be completed, a specific estimate for the increase in property acquisition costs cannot be identified.

V. ATTACHMENTS

- Attachment A:** Letter from Mike Keogh/Dennis Norton
- Attachment B:** Map identifying properties outlined by Directors Keogh/Norton
- Attachment C:** Map outlining properties adjacent to Harvey West Cluster 1 Site

May 10, 2002

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

Chairperson Ainsworth:

This report and recommendations are prepared and submitted for review because of our increasing sense of urgency. The District is experiencing independent forces that require attention and action by the Board Of Directors.

- The District's ability to maintain the existing fleet will become severely compromised in the near future. Any plan to increase fleet size will only exacerbate the situation.
- One third of the District's grant funding now needs to be reauthorized. We believe that reauthorization at the State and Federal level is very problematic.
- If the following actions are authorized and executed, \$600,000 of existing operational monies will be available for future service.

The District's current needs are being met through extraordinary effort. We feel that to accommodate any future growth, physical plants of appropriate size need to be owned and operated by the District. Planning has identified 350,000 service hours and a 175-bus fleet as the District's part of the Regional Transportation Commission's future transportation needs. We feel that the true criteria for growth should be an increase of passengers served from the current approximately six million annual passengers to nine million annual passenger.

Due to the lack of large industrially zoned sites and the cost of acquiring contiguous developed industrial sites for demolition and rebuild, the District needs to consider other alternatives. We are aware of the availability of one large industrial site, but feel very strongly that soil and ground water contamination issues make this choice impossible without completed environmental studies and costs for any possible abatement work. Consequently, we offer the following augmented Harvey West Cluster Plan as a more comprehensive answer to the District's needs.

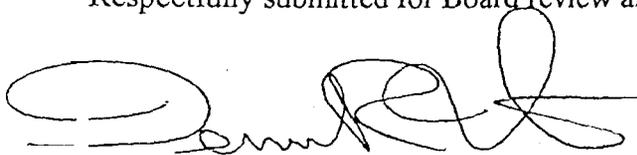
- Fleet Operation – Purchase the “Tool Shed” site, APN 8-032-5, a parcel contiguous to the southerly boundary of the River Street site. Build wash, fueling, and operations facilities.
- Golf Club Drive - Purchase the site contiguous to the easterly boundary, APN 8-013-04. Demolish the existing industrial building and create a bus/car parking lot. Continue remodel of the existing maintenance structure to accommodate CNG repairs.
- Fleet Maintenance - Purchase the existing maintenance facility, 111 Dubois Street, APN 01-033-03 and the contiguous lot to the north APN 01-033-04. Construct an eight bay maintenance building on the vacant parcel and remodel the existing building to provide four additional bays, engine transmission rebuild areas, parts storage, etc.
- Administration – Purchase and remodel 140 Dubois Street, part of APN 01-171-12 for all administrative functions.
- Purchase and remodel 120 Dubois Street, APNs 01-171-04 and 05 to house, fleet maintenance office and storage, building maintenance and storage, sales and marketing and other functions as identified.
- Parking – Purchase part of Plantronic lot, APN 01-171-18, for bus and car parking.

To compliment the capacities provided by this plan, we propose two additional capital expenditures. The purchase of replacement engines/transmission sets for each fleet. This will reduce rebuild floor space requirements. Purchase upgraded radio system, which will allow off site work check in by drivers, reducing the car parking requirements.

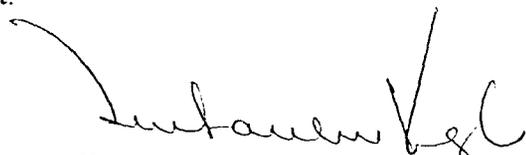
If this plan of actions is approved by the Board, we propose the following actions:

- Ammend the EIS/EIR process to reflect the new Harvey West Cluster Plan.
- Initiate immediate negotiations with identified property owners.
- Terminate existing architectural contract and initiate multiple architect, interior designers and/or engineer contract on a project-by-project basis.
- Contract for engineering plans for natural gas supple for our “fast fill” CNG station.

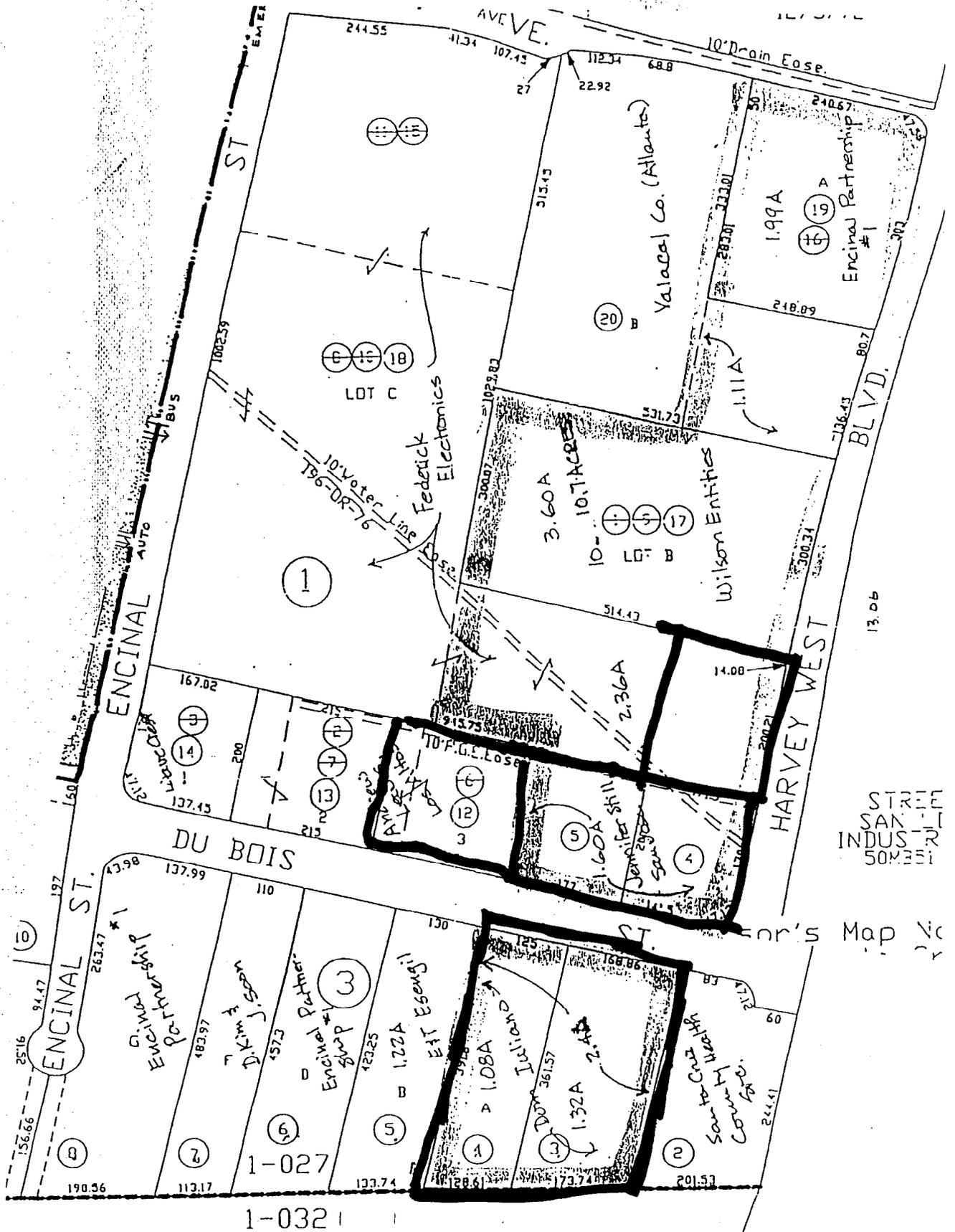
Respectfully submitted for Board review and comment.



Dennis Norton, Director



Michael W. Keogh, Director



STREET
SAND
INDUSTRIAL
50' MEDIAN

Map No. 1-032

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: May 17, 2002
TO: Board of Directors
FROM: Mark Dorfman, Assistant General Manager
SUBJECT: REPORT EXPLAINING VEHICLE PUBLIC LIABILITY RATE INCREASES

I. RECOMMENDED ACTION

The purpose of this staff report is to update the Board of Directors on liability insurance issues that are facing the District in the coming budget year.

II. SUMMARY OF ISSUES

- The Transit District has been a long time participant in the California Transit Insurance Program (CalTIP).
- CalTIP has been extremely successful in saving its members premium dollars over the past 18 years.
- Unfortunately, insurance quotes for this policy year – May 1, 2002 through April 30, 2003 have come in at levels that were higher than expected.
- September 11th was a major factor in the quotes, as only one firm bid on the policies despite having soliciting quotes in 17 international markets.
- This report details the price increases faced by the District on the various layers that are purchased from CalTIP.

III. DISCUSSION

The Transit District participates in the California Transit Insurance Pool (CALTIP) of vehicle liability coverage. CALTIP was formed in the early 1980's as a result of extremely high insurance rates, decreased coverage, and increased deductibles. For the past 18 years CALTIP has proven to be an excellent means of smoothing out insurance coverage for the District. This year there were two factors that have impacted the insurance market. The most obvious one is the September 11th incident, and the second factor was that the market for insurance was already getting tight prior to September 11th. In December of this year, CALTIP members were advised to expect rate increases of 100 – 150%.

As background, CALTIP is set up in the following manner. All members of the insurance pool are self-insured by the pool for the first \$500,000. Also, it is a requirement that all members have a \$5 million excess layer that is procured by the pool for its members. Members are free to choose an SIR (Self-Insured Retention) they wish to absorb as part the program. These can range

from first dollar coverage up to \$250,000 deductible. The District has used an SIR of \$250,000 in order to keep insurance costs low.

After the first \$5.5 million of coverage, the remaining excess layers are optional to each transit agency. Historically, the Transit District has availed itself of the next two layers of excess coverage, \$5 million and then \$10 million, for total coverage of \$20.5 million with the \$250,000 deductible.

Last year the liability coverage for the Transit District totaled \$129,781. The similar quote (with the retrospective adjustment) for this year is \$373,554, an increase of \$243,773 or 187.8%. The make-up of the increase is shown in the table below.

Category	Basis	2001/02	2002/03	%
Administrative Rate	Miles	40,484	42,668	5.4%
Liability Rate	Experience	35,176	59,735	69.8%
\$4.5 Million Excess	Miles	61,418	188,388	206.7%
\$5 Million Excess	Buses	8,618	50,695	488.2%
\$10 Million Excess	Buses	7,826	53,410	582.5%
	Totals	153,522	394,896	157.2%

Retrospective Adjustment	(23,741)	(21,342)	-10.1%
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Insurance	129,781	373,554	187.8%
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Rate Offset Reserve		(86,959)	
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Insurance Premium	129,781	286,595	120.8%
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The District can use half of our retained earnings (Rate Offset Reserve) in the Insurance Pool to soften the impact of the rate increase this year. Based upon information provided at the Special Board Meeting of CalTIP on May 9, 2002, the District should expect similar rates for the next budget year.

IV. FINANCIAL CONSIDERATIONS

The Liability Insurance Premium is contained within the budget elsewhere on this agenda. District staff will have to plan for future premiums at similar rates until the insurance market changes.

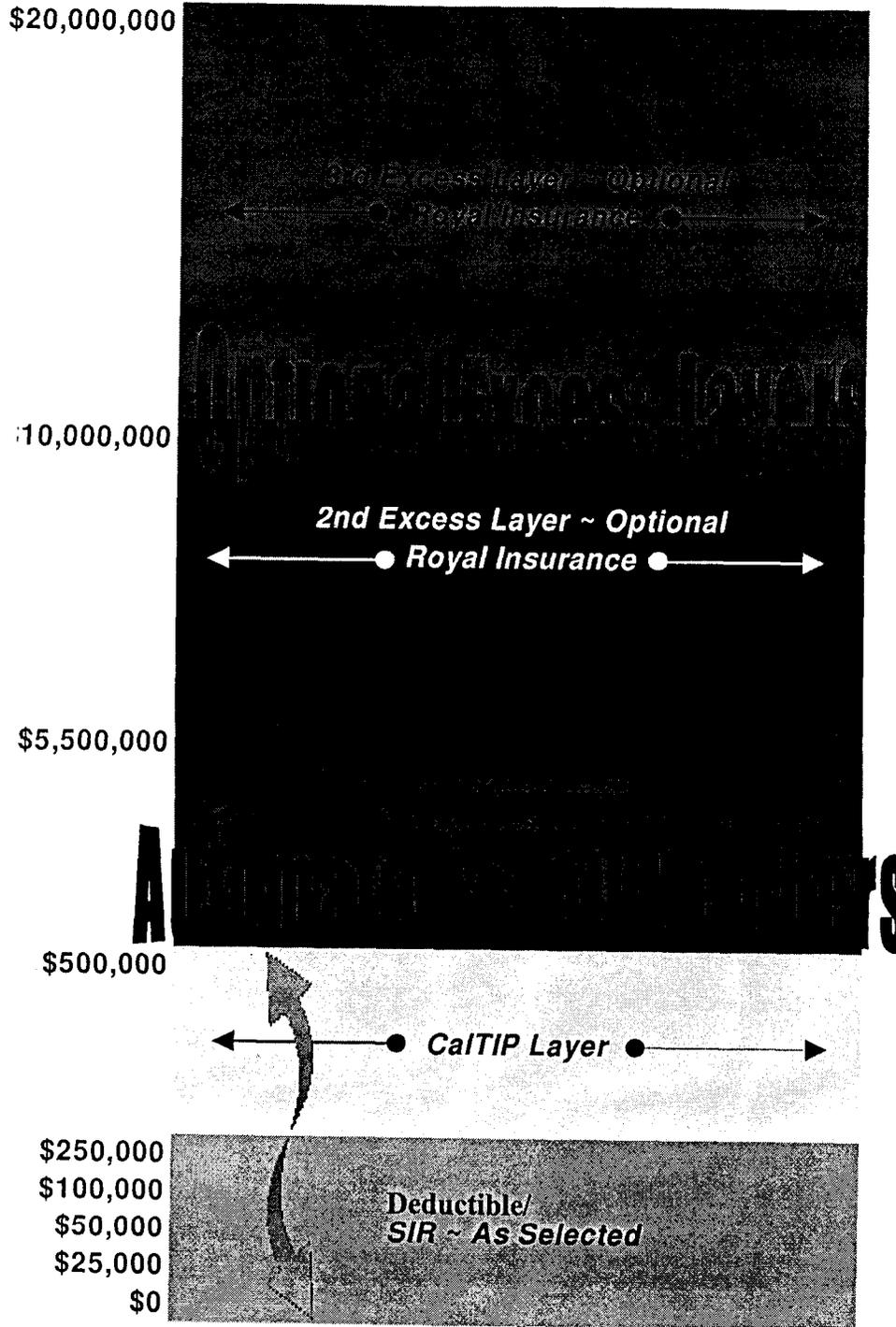
V. ATTACHMENTS

Attachment A: Liability Program Structure



CalTIP

CALIFORNIA TRANSIT
INSURANCE POOL



Liability Program Structure