

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

BOARD OF DIRECTORS REGULAR MEETING AGENDA  
JULY 27, 2007 (Fourth Friday of Each Month)  
**\*\*SANTA CRUZ CITY COUNCIL CHAMBERS\*\***  
**\*809 CENTER STREET\***  
**SANTA CRUZ, CALIFORNIA**  
**9:00 a.m. – 12:00 p.m.**

THE BOARD AGENDA PACKET CAN BE FOUND ONLINE AT [WWW.SCMTD.COM](http://WWW.SCMTD.COM)

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

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

1. ROLL CALL
2. ORAL AND WRITTEN COMMUNICATION TO THE BOARD OF DIRECTORS
  - a. Barbara Stocker Re: ParaCruz Service
3. LABOR ORGANIZATION COMMUNICATIONS
4. ADDITIONAL DOCUMENTATION TO SUPPORT EXISTING AGENDA ITEMS

**CONSENT AGENDA**

- 5-1. ACCEPT AND FILE PRELIMINARILY APPROVED CLAIMS FOR THE MONTH OF JUNE 2007
- 5-2. CONSIDERATION OF TORT CLAIMS: NONE
- 5-3. ACCEPT AND FILE METRO'S PARACRUZ ELIGIBILITY AND APPEALS PROCESS REGULATION
- 5-4. ACCEPT AND FILE THE METRO ADVISORY COMMITTEE (MAC) AGENDA FOR JULY 18, 2007 AND MINUTES OF MAY 16, 2007
- 5-5. ACCEPT AND FILE HIGHWAY 17 STATUS REPORT FOR APRIL 2007
- 5-6. ACCEPT AND FILE PARACRUZ OPERATIONS STATUS REPORT FOR THE MONTH OF APRIL 2007
- 5-7. ACCEPT AND FILE UNIVERSITY OF CALIFORNIA, SANTA CRUZ SERVICE UPDATE FOR MONTH OF MAY 2007
- 5-8. ACCEPT AND FILE METROBASE STATUS REPORT

- 5-9. ACCEPT AND FILE MONTHLY BUDGET STATUS REPORT FOR APRIL 2007 AND RECEIPT OF FY 06-07 BUDGET TRANSFERS
- 5-10. ACCEPT AND FILE MONTHLY BUDGET STATUS REPORT FOR MAY 2007 AND RECEIPT OF FY 06-07 BUDGET TRANSFERS
- 5-11. ACCEPT AND FILE INFORMATION REGARDING IMPACT OF POLICY CHANGE ON FREQUENCY OF CUSTOMER NO-SHOWS FOR PARACRUZ PICK UPS
- 5-12. APPROVE REGULAR BOARD MEETING MINUTES OF JUNE 8 & 22, 2007 AND SPECIAL MINUTES OF JUNE 8 & 25, 2007
- 5-13. ACCEPT AND FILE CALL STOP AUDIT REPORT FOR THE PERIOD OF APRIL, MAY & JUNE 2007
- 5-14. CONSIDERATION OF APPROVAL OF HUMAN RESOURCES CLERK CLASS SPECIFICATION (JOB DESCRIPTION)
- 5-15. CONSIDERATION OF EXTENDING THE REOPENER PERIOD OF TIME PROVIDED FOR IN SECTION 4, COMPENSATION, OF THE CONTRACT WITH THE GENERAL MANAGER FROM JULY 2007 TO JULY THROUGH AUGUST 2007
- 5-16. CONSIDERATION OF MODIFICATIONS TO HIGHWAY 17 WEEKEND SCHEDULE
- 5-17. CONSIDERATION OF AN AMENDMENT TO THE CONTRACT WITH ARNTZ BUILDERS, INC. EXTENDING THE CONTRACT EXPIRATION DATE FOR THE METROBASE SERVICE BUILDING TO OCTOBER 31, 2007, WHILE MAINTAINING THE CONSTRUCTION COMPLETION DATE OF JANUARY 9, 2007

#### **REGULAR AGENDA**

6. PRESENTATION OF EMPLOYEE LONGEVITY AWARDS  
Presented By: Chair Tavantzis
7. **PUBLIC HEARING:** CONSIDERATION OF AUTHORIZING THE APPLICATION AND EXECUTION OF AN FTA GRANT FOR URBANIZED AREA FORMULA FUNDS FOR FY 2007  
Presented By: Mark Dorfman, Assistant General Manager  
**PUBLIC HEARING WILL TAKE PLACE AT 9:00 AM**
8. CONSIDERATION OF METRO'S IMPLEMENTATION OF THE CALIFORNIA DEPARTMENT OF MOTOR VEHICLES EMPLOYER TESTING PROGRAM  
Presented By: Ciro Aguirre, Operations Manager
9. CONSIDERATION OF STATUS OF STATE OF CALIFORNIA'S FY 2008 BUDGET AND POTENTIAL IMPACTS ON METRO  
Presented By: Leslie R. White, General Manager

10. CONSIDERATION OF PRELIMINARY LIST OF UNMET TRANSIT AND PARATRANSIT NEEDS FOR SUBMISSION TO THE SANTA CRUZ COUNTY REGIONAL TRANSPORTATION COMMISSION  
Presented By: Leslie R. White, General Manager
11. CONSIDERATION OF A REQUEST FROM THE METRO ADVISORY COMMITTEE (MAC) FOR PERMISSION TO CORRESPOND TO THE STATE LEGISLATURE, THE GOVERNOR, AND THE PUBLIC REGARDING THEIR CONCERN OVER THE LOSS OF TRANSIT FUNDING BEING CONSIDERED (OR ADOPTED) FOR THE FY 2008 STATE OF CALIFORNIA BUDGET  
Presented By: Leslie R. White, General Manager
12. CONSIDERATION OF AUTHORIZING THE GENERAL MANAGER TO EXECUTE A CONTRACT EXTENSION WITH PAT PIRAS CONSULTING FOR EVALUATION OF DISTRICT'S ADA/504 PROGRAMS & ACTIVITIES AND TO EXTEND THE PROGRAM DEADLINE  
Presented By: Mark Dorfman, Assistant General Manager
13. CONSIDERATION OF EXTENDING THE MEMORANDUM OF UNDERSTANDING FOR THE OPERATION OF THE HIGHWAY 17 EXPRESS THROUGH SEPTEMBER 30, 2007 UNDER THE CURRENT TERMS AND CONDITIONS  
Presented By: Leslie R. White, General Manager
14. CONSIDERATION OF APPROVAL OF A RESOLUTION AUTHORIZING THE PURCHASE OF PROPERTY LOCATED AT 110 VERNON STREET, SANTA CRUZ, CALIFORNIA FOR THE AMOUNT OF \$4,025,000 PLUS FEES AND AUTHORIZING THE GENERAL MANAGER TO EXECUTE DOCUMENTS NECESSARY TO CONCLUDE THE ACQUISITION  
Presented By: Leslie R. White, General Manager
15. REVIEW OF ITEMS TO BE DISCUSSED IN CLOSED SESSION: District Counsel
16. ORAL AND WRITTEN COMMUNICATIONS REGARDING CLOSED SESSION

### **SECTION II: CLOSED SESSION**

1. PUBLIC EMPLOYEE PERFORMANCE EVALUATION  
(Pursuant to Government Code Section 54957)
  - a. Title: District Counsel
  - b. Title: General Manager

### **SECTION III: RECONVENE TO OPEN SESSION**

17. 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 City Council Chambers is located in an accessible facility. Any person who requires an accommodation or an auxiliary aid or service to participate in the meeting, please contact Cindi Thomas at 831-426-6080 as soon as possible in advance of the Board of Directors meeting. Hearing impaired individuals should call 711 for assistance in contacting METRO regarding special requirements to participate in the Board meeting. A Spanish Language Interpreter will be available during "Oral Communications" and for any other agenda item for which these services are needed. This meeting will be broadcast live by Community Television of Santa Cruz on Channel 26.

Dear Board of Directors  
June 22-07

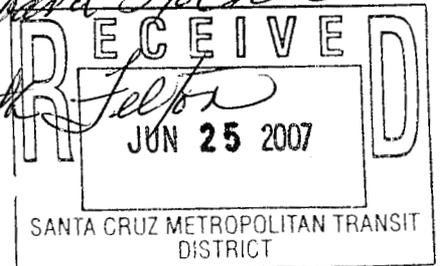
I would like to take a moment to say "Thank you" for deciding to give South Felton service through the Summer. I deeply appreciate this decision and now I am able to get to physical therapy & Dr. app. these next months -

As I said all the drivers have been wonderful & dedicated this service has been such a help to my care -

Thank you again

Barbara Stecker

South Felton



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

DATE: 06/01/07 THRU 06/30/07

CHECK NUMBER	CHECK DATE	CHECK AMOUNT	VENDOR	VENDOR NAME	VENDOR TYPE	TRANS. NUMBER	TRANSACTION DESCRIPTION	TRANSACTION AMOUNT	COMMENT
21946	06/01/07	375.00	001016	ALLARD'S SEPTIC SERVICE, INC.		12271	HAZ WASTE DISPOSAL	375.00	
21947	06/01/07	809.68	001020	EMED COMPANY		12072	TRAFFIC CONE SIGNS	809.68	
21948	06/01/07	375.00	001027	OVERLAND PACIFIC & CUTLER, INC		12268	MB RELOCATION SVC	375.00	
21949	06/01/07	61,477.88	001035	HARRIS & ASSOCIATES		12250	MB APR 07 PROF SVCS	61,477.88	
21950	06/01/07	10,738.32	001043	VISION SERVICE PLAN		12453	JUNE VISION INS	10,738.32	
21951	06/01/07	1,304.00	001060	ROCKWARE INC.		12439	CAPITAL EQUIP/IT	1,304.00	
21952	06/01/07	186.15	001063	NEW FLYER INDUSTRIES LIMITED		12182	REV VEH PARTS	186.15	
21953	06/01/07	433.63	001296	LEXISNEXIS MATTHEW BENDER		12454	CA EMP LAW REL # 35	433.63	
21954	06/01/07	1,059.50	001346	CITY OF SANTA CRUZ		12479	6/03-3/07 SVCS/MB	1,059.50	
21955	06/01/07	29.90	002063	COSTCO		12113	LOCAL MEETING EXP	29.90	
21956	06/01/07	5,000.00	002346	CHANEY, CAROLYN & ASSOC., INC.		12485	JUNE LEGISLATIVE SVC	5,000.00	
21957	06/01/07	372.75	002504	TIFCO INDUSTRIES		12097	PARTS & SUPPLIES	144.99	
						12099	PARTS & SUPPLIES	227.76	
21958	06/01/07	148.33	002627	CDW GOVERNMENT, INC.		12280	OFFICE SUPP-OPS	148.33	
21959	06/01/07	97.53	002689	B & B SMALL ENGINE		12505	REPAIRS/MAINTENANCE	97.53	
21961	06/01/07	2,768.88	002713	SANTA CRUZ AUTO TECH, INC.		12323	OUT RPR OTH VEH	1,212.66	
						12368	OUT RPR REV VEH/PT	170.95	
						12369	OUT RPR REV VEH/PT	49.00	
						12370	OUT RPR REV VEH/PT	49.00	
						12371	OUT RPR REV VEH/PT	49.00	
						12372	OUT RPR REV VEH/PT	49.00	
						12373	OUT RPR REV VEH/PT	49.00	
						12374	OUT RPR REV VEH/PT	49.00	
						12375	OUT RPR REV VEH/PT	124.89	
						12376	OUT RPR REV VEH/PT	170.95	
						12377	OUT RPR REV VEH/PT	49.00	
						12378	OUT RPR REV VEH/PT	49.00	
						12379	OUT RPR REV VEH/PT	49.00	
						12380	OUT RPR REV VEH/PT	49.00	
						12381	OUT RPR REV VEH/PT	55.44	
						12382	OUT RPR REV VEH/PT	55.44	
						12383	OUT RPR REV VEH/PT	55.44	
						12384	OUT RPR REV VEH/PT	55.44	
						12385	OUT RPR REV VEH/PT	125.89	
						12386	OUT RPR REV VEH/PT	125.89	
						12387	OUT RPR REV VEH/PT	125.89	
21962	06/01/07	20.13	002828	ALLIED ELECTRONICS		12461	REV VEH PARTS/FLT	20.13	
21963	06/01/07	55.00	002847	STATE OF CA-EDD		12234	PARADISE LEVY	55.00	
21964	06/01/07	420.08	002870	COLE SUPPLY COMPANY, INC.		12422	CLEANING SUPPLIES	420.08	
21965	06/01/07	2,125.69	002883	UNISTORAGE		12438	CAPITAL EQUIP./IT	2,125.69	
21966	06/01/07	330,408.00	002887	WEST BAY BUILDERS, INC.		12480	CONST SVC MB TO 4/30	330,408.00	
21967	06/01/07	23.86	007	UNITED PARCEL SERVICE		12266	FRT OUT-FLT	23.86	
21968	06/01/07	320.91	020	ADT SECURITY SERVICES INC.		12310	JUNE ALARMS	75.26	
						12311	JUNE ALARMS	44.23	
						12312	JUNE ALARMS	44.23	
						12313	JUNE ALARMS	55.61	
						12314	JUNE ALARMS	40.48	
						12315	JUNE ALARMS	61.10	
21969	06/01/07	67.71	036	KELLY-MOORE PAINT CO., INC.		12425	REPAIRS/MAINTENANCE	33.08	
						12426	REPAIRS/MAINTENANCE	34.63	

5-1.1

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21970	06/01/07	842.26	041	MISSION UNIFORM		12361	MAY UNIF/LAUNDRY/PT	89.54	
						12362	MAY UNIF/LAUNDRY/PT	51.20	
						12413	UNIFORM/LAUND-FLT	322.49	
						12414	UNIF/LAUNDRY-FLT	54.05	
						12415	UNIF/LAUNDRY-FLT	171.06	
						12416	UNIF/LAUNDRY-FLT	71.50	
						12417	UNIF/LAUNDRY-FLT	39.31	
						12418	UNIF/LAUNDRY-FLT	43.11	
21971	06/01/07	313.28	043	PALACE ART & OFFICE SUPPLY		12300	OFFICE SUPPLIES	55.01	
						12344	OFFICE SUPPLIES	251.32	
						12500	OFFICE SUPPLIES/FIN	6.95	
21972	06/01/07	46.72	051	SANTA CRUZ FIRE EQUIPMENT	7	12236	OUT REPAIR/FIRE EXT	46.72	
21973	06/01/07	246.09	061	REGISTER PAJARONIAN		12243	5/11 PT ELIG.NOTICE	123.10	
						12244	PUB NOTICE ADM 5/11	122.99	
21974	06/01/07	8.13	074	KENVILLE LOCKSMITHS	7	12423	REPAIRS/MAINTENANCE	8.13	
21975	06/01/07	1,916.33	075	COAST PAPER & SUPPLY INC.		12507	CLEANING SUPPLIES	1,916.33	
21976	06/01/07	25.45	079	SANTA CRUZ MUNICIPAL UTILITIES		12452	4/26-5/3 GOLF CLUB	25.45	
21977	06/01/07	775.22	085	DIXON & SON TIRE, INC.		12348	MAY TIRES/TUBES/PT	387.61	
						12475	MAY TIRES & TUBES/PT	387.61	
21978	06/01/07	137.40	107A	LUMBERMENS		12215	REPAIRS/MAINTENANCE	17.35	
						12233	REPAIRS/MAINTENANCE	67.01	
						12427	REPAIRS/MAINTENANCE	2.92	
						12428	REPAIRS/MAINTENANCE	20.11	
						12429	REPAIRS/MAINTENANCE	30.01	
21979	06/01/07	1,958.08	130	CITY OF WATSONVILLE UTILITIES		12457	3/2-5/2 RODRIGUEZ	63.55	
						12458	3/2-5/2 RODRIGUEZ	58.08	
						12459	3/2-5/2 RODRIGUEZ	478.21	
						12460	CONTAINER/RODRIGUEZ	1,358.24	
21981	06/01/07	649.48	135	SANTA CRUZ AUTO PARTS, INC.		12064	REV VEH PARTS	16.84	
						12066	REV VEH PARTS	30.86	
						12067	OTH MOB SUPPLIES	137.30	
						12070	OTH MOB SUPPLIES	10.39	
						12071	REV VEH PARTS	15.21	
						12073	REV VEH PARTS	24.38	
						12074	REV VEH PARTS	28.60	
						12076	REV VEH PARTS	1.69	
						12352	REV VEH PARTS/PT	33.48	
						12353	REV VEH PARTS/PT	160.00	
						12354	REV VEH PARTS/PT	17.61	
						12355	REV VEH PARTS/PT	4.99	
						12356	REV VEH PARTS/PT	69.98	
						12476	REV VEH PARTS/PT	26.76	
						12477	REV VEH PARTS/PT	71.39	
21982	06/01/07	255.54	166	HOSE SHOP, THE		12166	REV VEH PARTS	227.03	
						12167	PARTS & SUPPLIES	28.51	
21983	06/01/07	167.88	215	IKON OFFICE SOLUTIONS		12486	4/19-5/19 MAINT/ADM	167.88	
21984	06/01/07	3,395.32	221	VEHICLE MAINTENANCE PROGRAM		12450	REV VEH PARTS	3,395.32	
21985	06/01/07	312.46	282	GRAINGER		12077	REPAIRS/MAINTENANCE	233.47	
						12232	SMAL TOOLS/FAC	78.99	
21986	06/01/07	36.64	294	ANDY'S AUTO SUPPLY		12345	REV VEH PARTS/PT	36.64	

5-1.2

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21987	06/01/07	3,764.18	432	EXPRESS PERSONNEL SERVICES		12253	TEMP/ADM W/E 5/6	744.00	
						12302	TEMP/FIN W/E 5/6	1,116.00	
						12484	TEMP/ADM W/E 5/13	1,904.18	
21988	06/01/07	52.93	434B	VERIZON CALIFORNIA		12517	MT.BIEWLASKI	52.93	
21989	06/01/07	375.00	478	BEE CLENE	0	12506	CARPET/PACIFIC	375.00	
21990	06/01/07	794.00	481	PIED PIPER EXTERMINATORS, INC.		12235	MAY PEST CONTROL	241.00	
						12319	MAY PEST CONTROL	183.00	
						12320	MAY PEST CONTROL	48.50	
						12321	MAY PEST CONTROL	48.50	
						12322	MAY PEST CONTROL	53.00	
						12508	JAN PEST CONTROL	80.00	
						12509	APR PEST CONTROL	70.00	
						12510	MAY PEST CONTROL	70.00	
21991	06/01/07	48.83	510A	HASLER, INC.		12241	6/1-6/30 RENTAL/ADM	48.83	
21992	06/01/07	42.77	707	WALTERS MANUFACTURING COMPANY		12430	PARTS & SUPPLIES	42.77	
21993	06/01/07	119.16	739	CENTURY CHEVROLET		12203	OUT REP REV VEH/PT	119.16	
21994	06/01/07	768.00	878	KELLY SERVICES, INC.		12245	TEMP/ADM W/E 5/6	768.00	
21995	06/01/07	86.80	882	PRINT SHOP SANTA CRUZ		12301	PRINTING/FIN	86.80	
21996	06/01/07	265.83	887	NEOPOST, INC		12487	POSTAGE RATE CHIP	265.83	
21997	06/01/07	32,616.73	904	RNL DESIGN		12512	SVCS THRU 4/30 MB	1,712.82	
						12513	SVCS THRU 4/30 MB	23,348.91	
						12514	SVCS THRU 4/30 MB	7,555.00	
21998	06/01/07	10.83	946	ACME AND SONS		12277	FENCE RENTAL-DUBOIS	10.83	
21999	06/01/07	264,827.20	948	ARNTZ BUILDERS, INC.		12482	CONST SVC MB TO 4/30	264,827.20	
22000	06/01/07	29,425.24	948A	WESTAMERICA BANK TRUST DEPT		12483	APR RETAINAGE MB	29,425.24	
22001	06/01/07	36,712.00	970	THE MECHANICS BANK		12481	APR RETAINAGE MB	36,712.00	
22002	06/01/07	43.29	E437	AITKEN, ANGELA		12456	OFFICE SUPPLIES/FIN	43.29	
22003	06/01/07	2,663.21	R482	CITY OF SANTA CRUZ WATER DEPT		12503	SETTLEMENT/RISK	2,663.21	
22004	06/01/07	60.00	T143	GERALDINE DAVIS		12489	20 PREPAID COUP/PT	60.00	
22005	06/08/07	4,065.75	001036	STANDARD INSURANCE COMPANY		12515	JUNE LIFE/AD&D INS	4,065.75	
22006	06/08/07	7,949.07	001063	NEW FLYER INDUSTRIES LIMITED		12225	REV VEH PARTS	372.30	
						12395	REV VEH PARTS	391.08	
						12529	REV VEH PARTS/FLT	371.78	
						12530	REV VEH PARTS/FLT	1,943.29	
						12531	REV VEH PARTS/FLT	3,057.54	
						12532	REV VEH PARTS/FLT	591.00	
						12533	REV VEH PARTS/FLT	199.08	
						12534	REV VEH PARTS/FLT	1,023.00	
22007	06/08/07	772.00	001081	BAY CITY REPORTING		12442	PROF SVCS/UTU	772.00	
22008	06/08/07	50.00	001086	NORTHERN CA HUMAN RESOURCES		12598	6/12 EMP TRAINING	50.00	
22009	06/08/07	40.30	001271	DEPARTMENT OF MOTOR VEHICLES		12567	07 CA VEH CODE BOOK	40.30	
22010	06/08/07	55,904.78	001316	DEVCO OIL		12628	FUEL/LUBE-FLT	55,904.78	
22011	06/08/07	365.30	001454	MONTEREY BAY OFFICE PRODUCTS		12083	OUT RPR EQUIP	206.33	
						12342	6/1-8/31 COPIER/ADM	158.97	
22012	06/08/07	348.50	001752	THOMPSON PUBLISHING GROUP, INC.		12148	FED GRANTS MNGT BOOK	348.50	
22013	06/08/07	3,868.75	001A	AT&T/MCI		12583	MAY PHONES	1,831.36	
						12584	MAY PHONES/IT	1,478.66	
						12650	MAY PHONES/PT	497.44	
						12654	MAY PHONES/PT	61.29	
22014	06/08/07	692.00	002035	BOWMAN & WILLIAMS		12316	CHINA GRADE ROAD	692.00	

5-1.3

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22015	06/08/07	37.89	002063	COSTCO		12540	PHOTO PROCESS/OPS	2.12	
						12541	PHOTO PROCESS/OPS	5.61	
						12542	PHOTO PROCESS/OPS	4.56	
						12543	PHOTO PROCESS/OPS	12.09	
						12544	PHOTO PROCESS/OPS	4.89	
						12545	PHOTO PROCESS/OPS	8.62	
22016	06/08/07	390.00	002069	A TOOL SHED, INC.		12594	3/28-3/30 RENTAL	390.00	
22017	06/08/07	3,755.87	002116	HINSHAW, EDWARD & BARBARA	7	12639	120 DUBOIS UTILITIES	3,755.87	
22018	06/08/07	273.79	002240	KLEEN-RITE	7	12424	REPAIRS/MAINTENANCE	273.79	
22019	06/08/07	1,196.00	002287	CALIFORNIA SERVICE EMPLOYEES		12549	MAY MEDICAL	1,196.00	
22020	06/08/07	55.00	002388	DOGHERRA'S	7	12621	OUT RPR OTHER VEH	55.00	
22021	06/08/07	50.30	002459	SCOTTS VALLEY WATER DISTRICT					VOIDED
	06/21/07	-50.30				12538	4/07-6/07 KINGS VLG	0.00	
22022	06/08/07	125.89	002713	SANTA CRUZ AUTO TECH, INC.		12473	OUT REP REV VEH/PT	125.89	
22023	06/08/07	5,555.95	002829	VALLEY POWER SYSTEMS, INC.		12191	REV VEH PARTS	499.87	
						12194	REV VEH PARTS	254.27	
						12224	OUT RPR REV VEH	4,801.81	
22024	06/08/07	186.99	002861	AMERICAN MESSAGING SVCS, LLC		12574	JUNE PAGERS	186.99	
22025	06/08/07	9,697.97	002875	WILBUR SMITH ASSOCIATES		12577	3/31-4/2 PROF SVCS	9,697.97	
22026	06/08/07	-56.09	004	NORTH BAY FORD LINC-MERCURY		12367	REV VEH PARTS/PT	25.29	
						12551	CREDIT MEMO	-81.38	
22027	06/08/07	21.89	007	UNITED PARCEL SERVICE		12284	FRT OUT-FLT	21.89	
22028	06/08/07	1,529.24	018	SALINAS VALLEY FORD SALES		12605	REV VEH PARTS	1,529.24	
22029	06/08/07	682.30	039	KINKO'S INC.		12435	MAY PRINTING/OPS	227.79	
						12436	MAY PRINTING/OPS	69.40	
						12437	MAY PRINTING/OPS	385.11	
22030	06/08/07	1,013.34	041	MISSION UNIFORM		12058	UNIFORM-FLT	303.77	
						12059	UNIFORM-FLT	54.05	
						12060	UNIFORM-FLT	325.56	
						12061	UNIFORM-FLT	4.33	
						12062	UNIFORM-FLT	71.50	
						12363	MAY UNIF/LAUNDRY/PT	79.13	
						12364	MAY UNIF/LAUNDRY/PT	175.00	
22031	06/08/07	650.98	043	PALACE ART & OFFICE SUPPLY		12501	OFFICE SUPPLIES/FIN	650.98	
22032	06/08/07	1,171.80	059	BATTERIES USA, INC.		12165	REV VEH PARTS	1,171.80	
22033	06/08/07	102.57	075	COAST PAPER & SUPPLY INC.		12490	CLEANING SUPPLIES	54.68	
						12491	CLEANING SUPPLIES	47.89	
22034	06/08/07	4,410.97	079	SANTA CRUZ MUNICIPAL UTILITIES		12643	4/27-5/25 RIVER ST	41.45	
						12644	4/27-5/25 DUBOIS	410.21	
						12645	4/27-5/25 DUBOIS	100.71	
						12646	4/27-5/25 ENCINAL	124.87	
						12647	4/27-5/25 RIVER ST	2,072.48	
						12648	4/27-5/25 GOLF CLUB	886.79	
						12649	4/27-5/25 ENCINAL	774.46	
22035	06/08/07	4,476.66	085	DIXON & SON TIRE, INC.		12162	TIRES & TUBES	899.34	
						12164	TIRES & TUBES	207.43	
						12325	TIRES & TUBES-FLT	33.00	
						12326	TIRES & TUBES-FLT	1,576.73	
						12327	TIRES & TUBES-FLT	508.00	
						12328	TIRES & TUBES-FLT	414.87	

5-14

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

DATE: 06/01/07 THRU 06/30/07

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						12329	TIRES & TUBES-FLT	449.68	
22036	06/08/07	40.96	107A	LUMBERMENS		12347	MAY TIRES/TUBES/PT	387.61	
						12399	REPAIRS/MAINTENANCE	13.66	
						12492	REPAIRS/MAINTENANCE	24.08	
22037	06/08/07	1,663.32	117	GILLIG CORPORATION		12593	REPAIRS/MAINTENANCE	3.22	
22038	06/08/07	200.41	135	SANTA CRUZ AUTO PARTS, INC.		12285	REV VEH PARTS	1,663.32	
						12078	REV VEH PARTS	85.93	
						12080	CLEANING SUPPLIES	51.13	
						12357	REV VEH PARTS/PT	50.00	
22039	06/08/07	261.11	147	ZEE MEDICAL SERVICE CO.		12358	REV VEH PARTS/PT	13.35	
						12281	SAFETY SUPPLIES	45.35	
						12521	SAFETY SUPPLIES	79.53	
						12522	SAFETY SUPPLIES	15.14	
22040	06/08/07	309.28	166	HOSE SHOP, THE		12523	SAFETY SUPPLIES	121.09	
						12400	REV VEH PARTS	113.51	
22041	06/08/07	414.17	170	TOWNSEND'S AUTO PARTS		12402	REV VEH PARTS	195.77	
						12397	REV VEH PARTS	259.10	
22042	06/08/07	644.82	186	WILSON, GEORGE H., INC.		12398	REV VEH PARTS	155.07	
22043	06/08/07	649.22	192	ALWAYS UNDER PRESSURE		12499	REPAIRS/MAINTENANCE	644.82	
						12585	REPAIRS/MAINTENANCE	551.11	
22044	06/08/07	112.93	260	SANTA CRUZ GLASS CO., INC.		12587	REPAIRS/MAINTENANCE	98.11	
22045	06/08/07	944.92	282	GRAINGER		12511	OUT REPAIR/BLD/GRNDS	112.93	
						12404	CLEANING SUPPLIES	145.17	
22046	06/08/07	101.90	294	ANDY'S AUTO SUPPLY		12518	REPAIRS/MAINTENANCE	799.75	
						12168	REV VEH PARTS	53.27	
						12169	PARTS & SUPPLIES	48.63	
22047	06/08/07	40.40	298	ERGOMETRICS		12441	SCORING SCVS	40.40	
22048	06/08/07	1,067.18	432	EXPRESS PERSONNEL SERVICES		12455	TEMP/FIN W/E 5/13	1,067.18	
22049	06/08/07	4,302.03	480	DIESEL MARINE ELECTRIC, INC.		12086	REV VEH PARTS	4,302.03	
22050	06/08/07	535.99	493	IMAGING PRODUCTS INTERNATIONAL		12555	PHOTO SUPPLY/OPS	535.99	
22051	06/08/07	5,491.74	504	CUMMINS WEST, INC.		12088	REV VEH PARTS	1,591.11	
						12090	REV VEH PARTS	128.41	
						12283	REV VEH PARTS	1,495.56	
						12324	CREDIT MEMO	-306.43	
22052	06/08/07	183.02	580	BLOCK AND COMPANY, INC.		12330	REV VEH PARTS	2,583.09	
22053	06/08/07	6,854.64	664	BAY COUNTIES PITCOCK PETROLEUM		12556	OFFICE SUPPLIES/OPS	183.02	
22054	06/08/07	742.01	739	CENTURY CHEVROLET		12568	FUEL/LUB FLT	6,854.64	
						12346	OUT REP REV VEH/PT	439.33	
						12552	CREDIT MEMO	-187.32	
						12656	OUT REP REV VEH/PT	490.00	
22055	06/08/07	101.08	764	MERCURY METALS		12366	OUT REP REV VEH/PT	101.08	
22056	06/08/07	38,781.46	800	DELTA DENTAL PLAN		12516	JUNE DENTAL	38,781.46	
22059	06/08/07	9,552.48	851	I.M.P.A.C. GOVERNMENT SERVICES		12660	4055019201230522	48.48	
						12661	4055019201230522	26.35	
						12662	4055019201230522	638.66	
						12663	4055019201230522	638.66	
						12664	4055019201230522	892.73	
						12665	4055019201230522	638.66	
						12666	4055019201230522	669.19	
						12667	4055019201230522	692.79	

5-1.5

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
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ALL CHECKS FOR COAST COMMERCIAL BANK

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						12668	4055019201230522	692.79	
						12669	4055019201230522	669.19	
						12670	4055019201230522	638.66	
						12671	4055019201230522	638.66	
						12672	4055019201230522	1.02	
						12673	4055019201230522	36.40	
						12674	4055019201230522	67.24	
						12675	4055019201230522	16.78	
						12676	4055019201230522	498.93	
						12677	4055019201230522	21.00	
						12678	4055019201230522	48.01	
						12679	4055019201230522	34.48	
						12680	4055019201230522	16.00	
						12681	4055019201230522	103.07	
						12682	4055019201230522	64.34	
						12683	4055019201230522	698.00	
						12684	4055019201230522	194.89	
						12685	4055019201230522	97.65	
						12686	4055019201230522	180.90	
						12687	4055019201230522	94.95	
						12688	4055019201230522	75.00	
						12689	4055019201230522	419.00	
22060	06/08/07	1,071.50	852	LAW OFFICES OF MARIE F. SANG	7	12238	WORKERS COMP CLAIM	96.00	
						12431	WORKERS COMP CLAIMS	560.00	
						12432	WORKERS COMP CLAIMS	160.00	
						12433	WORKERS COMP CLAIMS	159.50	
						12434	WORKERS COMP CLAIMS	96.00	
22061	06/08/07	384.88	856	ANGI INTERNATIONAL LLC		12504	REPAIRS/MAINTENANCE	384.88	
22062	06/08/07	16,341.24	941	ASSURANT EMPLOYEE BENEFITS		12539	JUN LTD INS	16,341.24	
22063	06/08/07	100.00	B003	BEAUTZ, JAN	7	12558	MAY BOARD MTGS	100.00	
22064	06/08/07	50.00	B006	HINKLE, MICHELLE	7	12560	MAY BOARD MTGS	50.00	
22065	06/08/07	100.00	B011	REILLY, EMILY	7	12562	MAY BOARD MTGS	100.00	
22066	06/08/07	100.00	B012	SPENCE, PAT	7	12564	MAY BOARD MTGS	100.00	
22067	06/08/07	100.00	B014	CITY OF WATSONVILLE		12566	MAY BOARD MTGS	100.00	
22068	06/08/07	100.00	B015	ROTKIN, MIKE	7	12563	MAY BOARD MTGS	100.00	
22069	06/08/07	100.00	B017	STONE, MARK	7	12565	MAY BOARD MTGS	100.00	
22070	06/08/07	100.00	B020	NICOL, KIRBY	7	12561	MAY BOARD MTGS	100.00	
22071	06/08/07	100.00	B021	HAGEN, DONALD N.		12559	MAY BOARD MTGS	100.00	
22072	06/08/07	152.20	E021	HILTNER, THOMAS		12557	TRAVEL EXPENSE	152.20	
22073	06/08/07	10.00	E121	MEJIA, INDELISA		12636	DMV FEES	10.00	
22074	06/08/07	10.00	E394	MILBURN, PETER		12553	DMV FEES	10.00	
22075	06/08/07	40.79	E526	WARNOCK, APRIL		12638	OFFICE SUPPLIES	40.79	
22076	06/08/07	273.46	R483	MARSHALL, JANELLE		12640	SETTLEMENT/RISK	273.46	
22077	06/08/07	380.00	R484	THE HERTZ CORPORATION		12641	SETTLEMENT/RISK	380.00	
22078	06/08/07	96.00	T144	LOCKHART, ELEANOR		12550	32 PRE-PAID COUPONS	96.00	
22079	06/08/07	99.00	T145	MANDEL, MARTHA		12596	33 PT PRE-PAID COUP	99.00	
22080	06/15/07	5,037.36	001038	TWINVISION NA INC.		12466	REV VEH PARTS/FLT	5,037.36	
22081	06/15/07	1,100.16	001048	CRUZ CAR WASH		12651	VEH WASH/PT	1,100.16	
22082	06/15/07	2,792.35	001052	MID VALLEY SUPPLY		12707	CLEANING SUPPLIES	2,697.61	
						12713	CLEANING SUPPLIES	78.03	

5-1-6

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
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22083	06/15/07	11,898.64	001063	NEW FLYER INDUSTRIES LIMITED		12807	CLEANING SUPPLIES	16.71	
						12409	REV VEH PARTS	1,208.01	
						12469	REV VEH PARTS/FLT	324.30	
						12470	REV VEH PARTS/FLT	331.76	
						12572	REV VEH PARTS/FLT	1,147.02	
						12573	REV VEH PARTS/FLT	110.40	
						12622	REV VEH PARTS	2,706.74	
						12623	REV VEH PARTS	2,114.57	
						12625	REV VEH PARTS	156.59	
						12626	REV VEH PARTS	3,209.63	
						12729	REV VEH PARTS	589.62	
22084	06/15/07	3,829.43	001064	MUNICIPAL MAINTENANCE EQUIPMNT		12762	OUT RPR EQUIP	3,829.43	
22085	06/15/07	7,000.00	001071	QQUEST SOFTWARE SYSTEMS, INC.		12579	OFFICE SUPPLIES/IT	7,000.00	
22086	06/15/07	55.00	001084	CLUTCH COURIERS		12595	PROF SVCS/RISK	55.00	
22087	06/15/07	147.00	001093	KROLL LABORATORY SPECIALISTS		12582	APR/MAY DRUG TESTING	147.00	
22088	06/15/07	67.40	001230	CAPITOL CLUTCH & BRAKE, INC.		12495	REV VEH PARTS/FLT	67.40	
22089	06/15/07	881.09	001506	WESTERN STATES OIL CO., INC.		12471	OIL & LUBE/FLT	881.09	
22090	06/15/07	61.53	001627	NEW PIG CORPORATION		12465	SAFETY SUPPLY/FLT	61.53	
22091	06/15/07	15,631.17	001648	STEVE'S UNION SERVICE		12652	MAY FUEL/PT	15,583.99	
						12724	MAY FUEL/FLT	23.59	
						12725	MAY FUEL/FLT	23.59	
22092	06/15/07	59.53	001733	STOODLEY'S SMALL ENGINE SERVIC	7	12845	OUT RPR EQUIP	59.53	
22093	06/15/07	1,605.56	001800	THERMO KING OF SALINAS, INC		12612	REV VEH PARTS	1,605.56	
22094	06/15/07	175.26	001856	BAY COMMUNICATIONS	7	12733	OUT RPR PHONES	119.01	
						12734	OUT RPR PHONES	56.25	
22095	06/15/07	36.88	002063	COSTCO		12716	PHOTO PROCESS-OPS	15.60	
						12717	PHOTO PROCESS-OPS	1.92	
						12718	PHOTO PROCESS-OPS	1.29	
						12719	PHOTO PROCESS-OPS	8.13	
						12720	PHOTO PROCESS-OPS	1.92	
						12721	PHOTO PROCESS-OPS	0.56	
						12722	PHOTO PROCESS-OPS	7.46	
22096	06/15/07	155.63	002207	T.Y. CUSTOM DESIGN	0	12403	CUSTOM-MADE PATCHES	155.63	
22097	06/15/07	2,500.00	002267	SHAW & YODER, INC.		12548	APR LEGISLATIVE SVCS	2,500.00	
22098	06/15/07	181.77	002389	DARCO PRINTING	7	12637	OFFICE SUPPLIES	181.77	
22099	06/15/07	435.85	002482	AMERICAN VAN EQUIPMENT INC.		12547	REV VEH PARTS/FLT	435.85	
22100	06/15/07	460.69	002504	TIFCO INDUSTRIES		12467	PARTS & SUPPLIES/FLT	460.69	
22101	06/15/07	660.80	002713	SANTA CRUZ AUTO TECH, INC.		12659	OUT REP REV VEH/PT	175.95	
						12751	OUT RPR REV VEH	313.90	
						12752	OUT RPR REV VEH	170.95	
22102	06/15/07	2,945.17	002805	TELEPATH CORPORATION		12408	OUT RPR EQUIP	237.76	
						12420	JUNE MAINT/RPR	2,707.41	
22103	06/15/07	723.44	002814	CREATIVE BUS SALES, INC.		12658	REV VEH PARTS/PT	94.43	
						12803	REV VEH PARTS	629.01	
22104	06/15/07	56.28	002826	HOLIDAY MUFFLER SERVICE		12846	OUT RPR OTH VEH	56.28	
22105	06/15/07	10,148.01	002829	VALLEY POWER SYSTEMS, INC.		12339	OUT RPR REV VEH	4,801.81	
						12340	OUT RPR REV VEH	1,823.98	
						12419	OUT RPR REV VEH	3,522.22	
22106	06/15/07	45.06	002882	CARR PARTS NAPA		12286	SMALL TOOLS	45.06	
22107	06/15/07	14,220.20	002883	UNISTORAGE		12744	OFFICE SUPPLIES	321.29	

5-1.7

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
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						12852	OFFICE EQUIP/IT	13,585.74	
						12856	OFFICE EQUIP/IT	313.17	
22108	06/15/07	271.86	004	NORTH BAY FORD LINC-MERCURY		12498	REV VEH PARTS/FLT	271.86	
22109	06/15/07	59.08	007	UNITED PARCEL SERVICE		12449	FRT OUT-FLT	59.08	
22110	06/15/07	24,671.70	009	PACIFIC GAS & ELECTRIC		12691	5/2-5/31 1200 RIVER	1,760.79	
						12726	MAY CNG-FLT	11,441.50	
						12741	5/5-6/5 920 PACIFIC	2,010.33	
						12825	5/1-5/31 115 DUBOIS	209.80	
						12826	5/1-5/31 115 DUBOIS	13.08	
						12827	5/2-6/1 370 ENCINAL	3,401.04	
						12828	5/1-5/31 FLEET	5,835.16	
22111	06/15/07	1,066.80	017	SUN MICROSYSTEMS, INC.		12794	4/1-6/30 SVCS	1,066.80	
22112	06/15/07	6,747.46	018	SALINAS VALLEY FORD SALES		12604	REV VEH PARTS	4,271.08	
						12606	REV VEH PARTS	727.66	
						12760	REV VEH PARTS	569.40	
						12761	REV VEH PARTS	1,179.32	
22113	06/15/07	326.81	039	KINKO'S INC.		12742	MAY PRINTING/MTC	326.81	
22114	06/15/07	804.16	041	MISSION UNIFORM		12287	UNIFORM/LAUNDRY-FLT	307.62	
						12288	UNIF/LAUNDRY-FLT	71.50	
						12289	UNIF/LAUNDRY-FLT	88.10	
						12290	UNIF-LAUNDRY-FLT	54.05	
						12291	UNIF/LAUNDRY-FLT	2.97	
						12292	UNIF/LAUNDRY-FLT	5.91	
						12440	MAY UNIF/LAUNDRY/FAC	141.10	
						12478	MAY UNIF/LAUNDRY/PT	68.54	
						12702	UNIF/LAUNDRY-FAC	18.32	
						12703	UNIF/LAUNDRY-FAC	18.32	
						12704	UNIF/LAUNDRY-FAC	18.32	
						12796	UNIF/LAUNDRY/FLT	9.41	
22115	06/15/07	243.54	042	ORCHARD SUPPLY HARDWARE		12763	REPAIRS/MAINTENANCE	5.93	
						12764	REPAIRS/MAINTENANCE	126.01	
						12765	REPAIRS/MAINTENANCE	62.47	
						12766	REPAIRS/MAINTENANCE	50.46	
						12767	CREDIT MEMO	-1.33	
22116	06/15/07	2,009.64	043	PALACE ART & OFFICE SUPPLY		12488	OFFICE SUPPLIES/FIN	495.43	
						12502	OFFICE SUPPLIES/FIN	130.95	
						12536	OFFICE SUPPLIES/MTC	27.67	
						12537	OFFICE SUPPLIES/MTC	274.51	
						12581	OFFICE SUPPLIES/FIN	115.85	
						12737	OFFICE SUPPLIES/OPS	52.46	
						12738	OFFICE SUPPLIES/OPS	758.34	
						12753	OFFICE SUPPLIES/PT	32.71	
						12758	OFFICE SUPPLIES/FLT	104.79	
						12853	OFFICE SUPPLIES/FLT	23.82	
						12854	CREDIT MEMO	-6.89	
22117	06/15/07	508.00	067	ROTO-ROOTER		12746	OUT RPR BLDG/GRNDS	508.00	
22118	06/15/07	2,850.39	079	SANTA CRUZ MUNICIPAL UTILITIES		12795	5/2-5/30 920 PACIFIC	101.88	
						12824	5/2-5/30 920 PACIFIC	2,418.15	
						12857	4/6-6/5 RESEARCH	330.36	
22119	06/15/07	4,708.41	085	DIXON & SON TIRE, INC.		12337	TIRES & TUBES-FLT	348.15	

5-1.8

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
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						12474	MAY TIRES & TUBES/PT	1,035.97	
						12569	TIRES & TUBES-FLT	99.00	
						12570	TIRES & TUBES-FLT	1,254.38	
						12571	TIRES & TUBES-FLT	1,970.91	
22120	06/15/07	112.58	107A	LUMBERMENS		12317	REPAIRS/MAINTENANCE	9.12	
						12334	PARTS & SUPPLIES	12.67	
						12335	PARTS & SUPPLIES	29.28	
						12396	REPAIRS/MAINTENANCE	61.51	
22121	06/15/07	248.31	117	GILLIG CORPORATION		12338	REV VEH PARTS	23.02	
						12410	REV VEH PARTS	109.72	
						12411	REV VEH PARTS	115.57	
22122	06/15/07	48.63	123	BAY PHOTO LAB		12655	PHOTO PROCESS/PT	48.63	
22123	06/15/07	1,627.83	135	SANTA CRUZ AUTO PARTS, INC.		12227	OTH MOB SUPP/R V PTS	581.21	
						12293	REV VEH PARTS	19.66	
						12331	REV VEH PARTS	5.49	
						12332	REV VEH PARTS	63.91	
						12336	REV VEH PARTS	908.42	
						12389	CREDIT MEMO	-44.05	
						12406	REV VEH PARTS	66.03	
						12407	PARTS & SUPPLIES	27.16	
22124	06/15/07	433.36	148	ZEP MANUFACTURING COMPANY		12472	REV VEH PARTS/FLT	433.36	
22125	06/15/07	5,139.16	157	DELL MARKETING L.P.		12851	CAPITAL EQUIP/IT	604.46	
						12855	CAPITAL EQUIP/IT	4,534.70	
22126	06/15/07	41.72	166	HOSE SHOP, THE		12712	PARTS & SUPPLIES	41.72	
22127	06/15/07	729.51	192	ALWAYS UNDER PRESSURE		12586	REPAIRS/MAINTENANCE	729.51	
22128	06/15/07	482.94	215	IKON OFFICE SOLUTIONS		12723	02/28-05/25 MAINT	482.94	
22129	06/15/07	260.40	215A	IKON FINANCIAL SERVICES		12736	6/1-6/30 COPIER/OPS	260.40	
22130	06/15/07	1,121.12	294	ANDY'S AUTO SUPPLY		12226	PARTS & SUPPLIES	39.06	
						12294	REV VEH PARTS	20.60	
						12295	REV VEH PTS/SUPPLIES	731.80	
						12333	REV VEH PARTS	54.85	
						12412	PARTS & SUPPLIES	34.98	
						12493	REV VEH PARTS/FLT	75.56	
						12494	EMP TOOLS/FLT	23.71	
						12653	REV VEH PARTS/PT	140.56	
22131	06/15/07	1,147.39	432	EXPRESS PERSONNEL SERVICES		12580	TEMP/FIN W/E 5/20	1,147.39	
22132	06/15/07	574.00	481	PIED PIPER EXTERMINATORS, INC.		12778	JUNE PEST CONTROL	48.50	
						12779	JUNE PEST CONTROL	48.50	
						12780	JUNE PEST CONTROL	241.00	
						12781	JUNE PEST CONTROL	183.00	
						12782	JUNE PEST CONTROL	53.00	
22133	06/15/07	133.84	504	CUMMINS WEST, INC.		12777	REV VEH PARTS	133.84	
22134	06/15/07	50.30	667	CITY OF SCOTTS VALLEY		12755	4/07-6/07 KINGS VLG	50.30	
22135	06/15/07	70.00	682	WEISS, AMY L.	7	12642	MAY INTERPRETER	70.00	
22136	06/15/07	-298.52	739	CENTURY CHEVROLET		12690	CREDIT MEMO	-298.52	
22137	06/15/07	2,655.85	796	CHALK'S TRUCK PARTS, INC.		12496	MACHINERY & EQUIP	2,153.60	
						12497	SMALL TOOLS/FLT	502.25	
22138	06/15/07	7,295.08	876	ATCHISON, BARISONE, CONDOTTI &		12858	LEGAL SVCS/FRONT ST	4,161.24	
						12859	LEGAL SVCS/VERNON ST	3,133.84	
22139	06/15/07	516.46	882	PRINT SHOP SANTA CRUZ		12554	PRINTING/OPS	516.46	

5-1.9

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

DATE: 06/01/07 THRU 06/30/07

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22140	06/15/07	253.80	887	NEOPOST, INC		12747	POSTAGE & MAILING	253.80	
22141	06/15/07	645.00	916	DOCTORS ON DUTY		12829	4/24 DRUG TEST	25.00	
						12830	4/26 DRUG TEST	25.00	
						12831	4/26 DRUG TEST	30.00	
						12832	4/27 DRUG TEST	25.00	
						12833	4/27 DRUG TEST	30.00	
						12834	5/8 DRUG TEST	25.00	
						12835	5/8 DRUG TEST	30.00	
						12836	5/15 DRUG TEST	100.00	
						12837	05/15 DRUG TEST	100.00	
						12838	5/16 DRUG TEST	100.00	
						12839	5/16 DRUG TEST	100.00	
						12840	5/21 DRUG TEST	25.00	
						12841	5/21 DRUG TEST	30.00	
22142	06/15/07	246.00	957	SECURITY SHORING & STEEL PLT		12842	STEEL PLATE RENTAL	246.00	
22143	06/15/07	38.00	E121	MEJIA, INDELISA		12546	DMV FEES	38.00	
22144	06/22/07	489.37	001	SBC		12937	JUNE REPEATERS/OPS	85.81	
						12938	JUNE REPEATERS/OPS	403.56	
22145	06/22/07	104.97	001002	ORACLE CORPORATION		12843	SUPP/UPDATE 3/1-5/31	104.97	
22146	06/22/07	1,412.68	001052	MID VALLEY SUPPLY		12806	CLEANING SUPPLIES	1,243.63	
						12847	CLEANING SUPPLIES	169.05	
22147	06/22/07	3,335.37	001063	NEW FLYER INDUSTRIES LIMITED		12615	REV VEH PARTS	453.00	
						12616	REV VEH PARTS	2,041.68	
						12617	REV VEH PARTS	244.08	
						12618	REV VEH PARTS	593.85	
						12732	REV VEH PARTS	2.76	
22148	06/22/07	51.25	001074	AVERY ASSOCIATES		12822	LABOR RELATION SVCS	51.25	
22149	06/22/07	11,353.50	001075	SOQUEL III ASSOCIATES	7	9001080	RESEARCH PARK RENT	11,353.50	
22150	06/22/07	7,794.93	001076	BROUGHTON LAND, LLC		9001081	110 VERNON ST RENT	7,794.93	
22151	06/22/07	117,000.00	001089	CASEY PRINTING, INC		12918	110 VERNON ACQUIS.	117,000.00	
22152	06/22/07	1,407.00	001119	MACERICH PARTNERSHIP LP	7	9001082	CAPITOLA MALL RENT	1,407.00	
22153	06/22/07	61,293.69	001316	DEVCO OIL		12821	FUEL/FLT 6/01-6/11	61,293.69	
22154	06/22/07	80.00	001492	EVERGREEN OIL INC.		12632	HAZ WASTE DISPOSAL	80.00	
22155	06/22/07	663.14	001800	THERMO KING OF SALINAS, INC		12611	REV VEH PARTS	663.14	
22156	06/22/07	20.72	002063	COSTCO		12926	PHOTO PROCESS/OPS	2.91	
						12927	PHOTO PROCESS/OPS	4.56	
						12928	PHOTO PROCESS/OPS	6.43	
						12929	PHOTO PROCESS/OPS	6.82	
22157	06/22/07	36,322.58	002116	HINSHAW, EDWARD & BARBARA	7	12931	370 ENCINAL RENT	8,322.58	
						9001083	370 ENCINAL RENT	28,000.00	
22158	06/22/07	14,214.64	002117	IULIANO	7	9001084	111 DUBOIS RENT	11,214.64	
						9001085	115 DUBOIS RENT	3,000.00	
22159	06/22/07	44.68	002307	EWING IRRIGATION PRODUCTS		12816	REPAIR/MAINTENANCE	44.68	
22160	06/22/07	331.83	002412	BORDEN DECAL		12811	REV VEH PARTS	331.83	
22161	06/22/07	1,006.73	002624	DIGITAL RECORDERS		12603	REV VEH PARTS	1,006.73	
22162	06/22/07	1,993.32	002721	NEXTEL COMMUNICATIONS		12915	5/3-6/3 PHONES/PT	1,993.32	
22163	06/22/07	-20,540.22	002829	VALLEY POWER SYSTEMS, INC.		12619	REV VEH PARTS	229.84	
						12620	REV VEH PARTS	207.34	
						12939	CREDIT MEMO	-10,488.70	
						12940	CREDIT MEMO	-10,488.70	

5-1.10

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
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 ALL CHECKS FOR COAST COMMERCIAL BANK

DATE: 06/01/07 THRU 06/30/07

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22164	06/22/07	708.13	002847	STATE OF CA-EDD		12597	PARADISE LEVY	627.00	
						12902	PARADISE LEVY	81.13	
22165	06/22/07	10.76	002882	CARR PARTS NAPA		12464	SMALL TOOL/FLT	10.76	
22166	06/22/07	265.00	002885	MONSTER, INC		12962	JUNE JOB POST	265.00	
22167	06/22/07	56.48	007	UNITED PARCEL SERVICE		12700	FRT OUT-FLT	56.48	
22168	06/22/07	2,088.45	009	PACIFIC GAS & ELECTRIC		12862	4/13-6/9 KINGS VLG	2,088.45	
22169	06/22/07	1,066.80	017	SUN MICROSYSTEMS, INC.		12743	7/1-9/30 SVCS	1,066.80	
22170	06/22/07	552.27	036	KELLY-MOORE PAINT CO., INC.		12576	REPAIRS/MAINTENANCE	552.27	
22171	06/22/07	1,117.49	039	KINKO'S INC.		12936	MAY PRINTING/ADMIN	27.99	
						12952	MAY PRINTING/METRO	1,089.50	
22172	06/22/07	1,492.56	041	MISSION UNIFORM		12445	UNIF/LAUNDRY-FLT	138.62	
						12446	UNIF/LAUNDRY-FLT	42.47	
						12447	UNIF/LAUNDRY-FLT	71.50	
						12448	UNIF/LAUNDRY-FLT	278.10	
						12519	MAY UNIF/LAUNDRY/FAC	79.13	
						12520	MAY UNIF/LAUNDRY/FAC	78.66	
						12634	UNIF/LAUNDRY-FLT	85.24	
						12705	UNIF/LAUNDRY-FAC	18.32	
						12784	UNIF/LAUNDRY/FLT	171.06	
						12785	UNIF/LAUNDRY/FLT	54.05	
						12786	UNIF/LAUNDRY/FLT	71.50	
						12787	UNIF/LAUNDRY/FLT	85.24	
						12788	UNIF/LAUNDRY/FLT	318.67	
22173	06/22/07	2,711.26	043	PALACE ART & OFFICE SUPPLY		12589	OFFICE SUPPLIES/FAC	75.21	
						12754	OFFICE SUPPLIES	18.31	
						12804	OFFICE SUPPLIES/PT	2,617.74	
22174	06/22/07	146.48	050	PITNEY BOWES INC.		12535	JULY RENTAL/MTC	146.48	
22175	06/22/07	95.66	061A	REGISTER PAJARONIAN		12602	CLASS ADV-PURCH	95.66	
22176	06/22/07	27.89	074	KENVILLE LOCKSMITHS	7	12578	REPAIRS/MAINTENANCE	27.89	
22177	06/22/07	5,083.39	085	DIXON & SON TIRE, INC.		12524	TIRES & TUBES-FLT	33.00	
						12525	TIRES & TUBES-FLT	207.43	
						12526	TIRES & TUBES-FLT	1,573.86	
						12527	TIRES & TUBES-FLT	394.18	
						12528	TIRES & TUBES-FLT	2,874.92	
22178	06/22/07	36.72	107A	LUMBERMENS		12590	REPAIRS/MAINTENANCE	21.65	
						12591	REPAIRS/MAINTENANCE	1.41	
						12592	REPAIRS/MAINTENANCE	13.66	
22179	06/22/07	2,617.84	110	JESSICA GROCERY STORE, INC.	9001086	9001086	CUSTODIAL SERVICES	2,617.84	
22180	06/22/07	10.01	130	CITY OF WATSONVILLE UTILITIES		12861	5/1-6/1 RODRIGUEZ	10.01	
22181	06/22/07	21.03	135	SANTA CRUZ AUTO PARTS, INC.		12444	REV VEH PARTS	21.03	
22182	06/22/07	217.52	166	HOSE SHOP, THE		12708	PARTS & SUPPLIES	28.12	
						12709	PARTS & SUPPLIES	143.01	
						12710	PARTS/SUPPLIES	46.39	
22183	06/22/07	9.41	186	WILSON, GEORGE H., INC.		12633	REPAIRS/MAINTENANCE	9.41	
22184	06/22/07	248.78	192	ALWAYS UNDER PRESSURE		12588	REPAIRS/MAINTENANCE	248.78	
22185	06/22/07	2,097.17	282	GRAINGER		12624	CLEANING SUPPLY	48.63	
						12627	CLEANING SUPPLY	2,048.54	
22186	06/22/07	8,545.23	288	MUNCIE TRANSIT SUPPLY		12608	REV VEH PARTS	8,506.83	
						12609	REV VEH PARTS	38.40	
22187	06/22/07	115.06	294	ANDY'S AUTO SUPPLY		12443	PARTS & SUPPLIES	14.91	

5-1.11

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
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 ALL CHECKS FOR COAST COMMERCIAL BANK

DATE: 06/01/07 THRU 06/30/07

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22188	06/22/07	184.00	367	COMMUNITY TELEVISION OF		12462	PARTS & SUPPLIES/FLT	100.15	
22189	06/22/07	900.00	382	AIRTEC SERVICE		12934	TV COVERAGE 5/25 MTG	184.00	
	06/28/07	-900.00							VOIDED
22190	06/22/07	1,966.95	432	EXPRESS PERSONNEL SERVICES		12575	MAY JANITORIAL SVCS	0.00	
						12823	TEMP/FIN W/E 5/27	1,116.00	
						12919	TEMP/FIN W/E 6/3	850.95	
22191	06/22/07	251.14	504	CUMMINS WEST, INC.		12468	REV VEH PARTS/FLT	251.14	
22192	06/22/07	48.83	510A	HASLER, INC.		12935	7/1-7/31 RENTAL/ADM	48.83	
22193	06/22/07	1,085.00	616	BROWN ARMSTRONG		12921	AUDIT SERVICES	1,085.00	
22194	06/22/07	1,019.50	647	GFI GENFARE		12768	REV VEH PARTS	1,019.50	
22195	06/22/07	1,503.30	739	CENTURY CHEVROLET		12657	REV VEH PARTS/PT	398.02	
						12911	REV VEH PARTS	133.30	
						12912	REV VEH PARTS	673.46	
						12913	REV VEH PARTS	298.52	
22196	06/22/07	98,415.73	839	FOLSOM LAKE FORD		12955	07 FORD FOCUS 12544	14,059.39	
						12956	07 FORD FOCUS 12545	14,059.39	
						12957	07 FORD FOCUS 12546	14,059.39	
						12958	07 FORD FOCUS 12547	14,059.39	
						12959	07 FORD FOCUS 12548	14,059.39	
						12960	07 FORD FOCUS 12549	14,059.39	
						12961	07 FORD FOCUS 12550	14,059.39	
22197	06/22/07	1,704.00	878	KELLY SERVICES, INC.		12920	TEMP/ADM W/E 6/3	744.00	
						12933	TEMP/ADM W/E 6/10	960.00	
						12610	OFFICE SUPPLIES	43.50	
22198	06/22/07	43.50	886	ALL PURE WATER		12463	OUT RPR REV VEH/FLT	6,112.14	
22199	06/22/07	6,112.14	909	CLASSIC GRAPHICS		12860	PRINTING/HEADWAYS	6,982.13	
22200	06/22/07	6,982.13	912	FOLGER GRAPHICS		12735	FENCE RENTAL-DUBOIS	10.83	
22201	06/22/07	10.83	946	ACME AND SONS		12963	MAY JANITORIAL SVCS	900.00	
22202	06/22/07	900.00	983	CENTRAL MAINTENANCE COMPANY		7	12923	JUNE BOARD MTGS	100.00
22203	06/22/07	100.00	B016	SKILLICORN, DALE	7	9001087	MED PYMT SUPP	315.76	
22204	06/22/07	315.76	M005	ROSS, EMERY	7	9001088	MED PYMT SUPP	363.97	
22205	06/22/07	363.97	M010	SHORT, SLOAN	7	9001089	MED PYMT SUPP	241.33	
22206	06/22/07	241.33	M016	HICKLIN, DONALD KENT	7	9001090	MED PYMT SUPP	122.64	
22207	06/22/07	122.64	M022	CAPELLA, KATHLEEN	7	9001091	MED PYMT SUPP	48.42	
22208	06/22/07	48.42	M033	BAILEY, NEIL	7	9001092	MED PYMT SUPP	24.22	
22209	06/22/07	24.22	M036	CERVANTES, GLORIA	7	9001093	MED PYMT SUPP	24.22	
22210	06/22/07	24.22	M039	DAVILA, ANA MARIA	7	9001094	MED PYMT SUPP	24.22	
22211	06/22/07	24.22	M040	GARBEZ, LINDA	7	9001095	MED PYMT SUPP	48.42	
22212	06/22/07	48.42	M041	GOUVEIA, ROBERT	7	9001096	MED PYMT SUPP	24.22	
22213	06/22/07	24.22	M050	O'MARA, KATHLEEN	7	9001097	MED PYMT SUPP	48.42	
22214	06/22/07	48.42	M054	SLOAN, FRANCIS	7	9001098	MED PYMT SUPP	346.62	
22215	06/22/07	346.62	M057	PARHAM, WALLACE	7	9001099	MED PYMT SUPP	346.62	
22216	06/22/07	346.62	M058	POTEETE, BEVERLY	7	9001100	MED PYMT SUPP	377.09	
22217	06/22/07	377.09	M061	KAMEDA, TERRY	7	9001101	MED PYMT SUPP	308.52	
22218	06/22/07	308.52	M064	PETERS, TERRIE	7	9001102	MED PYMT SUPP	50.32	
22219	06/22/07	50.32	M068	BASS, BETTY	7	9001103	MED PYMT SUPP	61.33	
22220	06/22/07	61.33	M069	JACOBS, KENNETH	7	9001104	MED PYMT SUPP	61.33	
22221	06/22/07	61.33	M070	PICARELLA, FRANCIS	7	9001105	MED PYMT SUPP	177.12	
22222	06/22/07	177.12	M072	BRIDINGER, CHRIS	7	9001106	MED PYMT SUPP	61.33	
22223	06/22/07	61.33	M073	CENTER, DOUG	7	9001107	MED PYMT SUPP	154.94	
22224	06/22/07	154.94	M074	GABRIELE, BERNARD	7				

5-1.12

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

DATE: 06/01/07 THRU 06/30/07

CHECK NUMBER	CHECK DATE	CHECK AMOUNT	VENDOR	VENDOR NAME	VENDOR TYPE	TRANS. NUMBER	TRANSACTION DESCRIPTION	TRANSACTION AMOUNT	COMMENT
22225	06/22/07	72.86	M075	HOWARD, CAROL	7	9001108	MED SUPP PYMT	72.86	
22226	06/22/07	177.12	M076	VONWAL, YVETTE	7	9001109	MED PYMT SUPP	177.12	
22227	06/22/07	48.42	M079	BROGDON, ROY	7	9001110	MED PYMT SUPP	48.42	
22228	06/22/07	48.42	M081	HALL, JAMES	7	9001111	MED PYMT SUPP	48.42	
22229	06/22/07	24.25	M082	HINDIN, LENORE	7	9001112	MED PYMT SUPP	24.25	
22230	06/22/07	48.42	M085	ROSSI, DENISE	7	9001113	MED PYMT SUPP	48.42	
22231	06/22/07	24.22	M086	TOLINE, DONALD	7	9001114	MED PYMT SUPP	24.22	
22232	06/22/07	24.22	M088	YAGI, RANDY	7	9001115	MED PYMT SUPP	24.22	
22233	06/22/07	32.30	M090	CLARKE, PATRICIA	7	9001116	MED PYMT SUPP	32.30	
22234	06/22/07	61.33	M092	CRAWFORD, TERRI	7	9001117	MED PYMT SUPP	61.33	
22235	06/22/07	61.33	M095	DIXON, GEORGE	7	9001118	MED PYMT SUPP	61.33	
22236	06/22/07	61.33	M096	DRAKE, JUDITH	7	9001119	MED PYMT SUPP	61.33	
22237	06/22/07	61.33	M098	FAUCI, SUSAN	7	9001120	MED PYMT SUPP	61.33	
22238	06/22/07	61.33	M099	FIKE, LOUIS	7	9001121	MED PYMT SUPP	61.33	
22239	06/22/07	48.42	M100	GARCIA, SANTIAGO	7	9001122	MED PYMT SUPP	48.42	
22240	06/22/07	61.33	M101	GOES, ALAN	7	9001123	MED PYMT SUPP	61.33	
22241	06/22/07	32.30	M103	JEMISON, MAURICE	7	9001124	MED PYMT SUPP	32.30	
22242	06/22/07	61.33	M104	JUSSEL, PETE	7	9001125	MED PYMT SUPP	61.33	
22243	06/22/07	32.30	M105	KOHAMA, MARY	7	9001126	MED PYMT SUPP	32.30	
22244	06/22/07	32.30	M106	LYALL, JOHN	7	9001127	MED PYMT SUPP	32.30	
22245	06/22/07	61.33	M108	MILLER, FOREST	7	9001128	MED PYMT SUPP	61.33	
22246	06/22/07	62.96	M109	PEREZ, CHERYL	7	9001129	MED PYMT SUPP	62.96	
22247	06/22/07	32.30	M111	SANCHEZ, FELIX	7	9001130	MED PYMT SUPP	32.30	
22248	06/22/07	61.33	M112	SILVA, EDUARDO	7	9001131	MED PYMT SUPP	61.33	
22249	06/22/07	72.86	M115	WILLIAMS, CHRIS	7	9001132	MED PYMT SUPP	72.86	
22250	06/22/07	72.86	M116	CRAMBLETT, LAWRENCE	7	9001133	MED PYMT SUPP	72.86	
22251	06/22/07	61.33	M117	POLANCO, ANDRES	7	9001134	MED PYMT SUPP	61.33	
22252	06/29/07	76,150.16	001035	HARRIS & ASSOCIATES		13069	MB MAY 07 PROF SVCS	76,150.16	
22253	06/29/07	4,286.94	001063	NEW FLYER INDUSTRIES LIMITED		12730	REV VEH PARTS	60.28	
						12731	REV VEH PARTS	588.82	
						12813	REV VEH PARTS	450.40	
						12814	REV VEH PARTS	2,564.82	
						12850	REV VEH PARTS	622.62	
22254	06/29/07	608.40	001078	RAE SYSTEMS		12757	OUT RPR EQUIP	608.40	
22255	06/29/07	199.00	001095	NATIONAL SEMINARS GROUP		13018	ACCTS PAYABLE TRAIN	199.00	
22256	06/29/07	390.08	001097	GREENWASTE RECOVERY, INC.		13084	MAY RESEARCH PARK	170.56	
						13085	MAY KINGS VILLAGE	161.92	
						13086	MAY MT HERMON/KINGS	57.60	
22257	06/29/07	73,725.60	001316	DEVCO OIL		13067	FUEL FLT 6/13-6/23	73,725.60	
22258	06/29/07	907.35	001379	SAFETY-KLEEN SYSTEMS, INC.		12697	HAZ WASTE DISP	907.35	
22259	06/29/07	223.00	001492	EVERGREEN OIL INC.		12600	HAZ WASTE DISPOSAL	223.00	
22260	06/29/07	1,416.32	001506	WESTERN STATES OIL CO., INC.		13054	FUEL & LUBE-FLT	1,416.32	
22261	06/29/07	528.00	001523	SANTA CRUZ MEDICAL CLINIC	7	12965	MED EXAMS-FLT	66.00	
						12966	MED EXAMS-FLT	66.00	
						12967	MED EXAMS-FLT	66.00	
						13005	MEDICAL EXAMS	66.00	
						13006	MEDICAL EXAM	66.00	
						13015	MEDICAL EXAMS	66.00	
						13016	MEDICAL EXAMS	66.00	
						13017	MEDICAL EXAMS	66.00	

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SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
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DATE: 06/01/07 THRU 06/30/07

CHECK NUMBER	CHECK DATE	CHECK AMOUNT	VENDOR	VENDOR NAME	VENDOR TYPE	TRANS. NUMBER	TRANSACTION DESCRIPTION	TRANSACTION AMOUNT	COMMENT
22262	06/29/07	30.81	002063	COSTCO		12844	LOCAL MEETING EXP	18.24	
						13008	PHOTO PROCESS/OPS	1.59	
						13009	PHOTO PROCESS/OPS	9.06	
						13010	PHOTO PROCESS/OPS	1.92	
22263	06/29/07	489.69	002207	T.Y. CUSTOM DESIGN	0	12739	BUS PATCHES/OPS	489.69	
22264	06/29/07	353.74	002504	TIFCO INDUSTRIES		12613	PARTS & SUPPLY	41.93	
						12614	PARTS & SUPPLY	311.81	
22265	06/29/07	350.00	002624	DIGITAL RECORDERS		12714	REV VEH PARTS	350.00	
22266	06/29/07	82,445.54	002829	VALLEY POWER SYSTEMS, INC.		12607	REV VEH PARTS	314.23	
						12694	ENGINE KIT	30,689.69	
						12695	ENGINE KIT	28,360.27	
						12696	ENGINE KIT	2,329.42	
						12810	FRT CHGS	329.84	
						13078	ENGINE KIT	2,250.65	
						13079	CREDIT MEMO	-2,329.42	
						13080	FRT CHRGS	299.86	
						13081	ENGINE KIT	20,201.00	
22267	06/29/07	58.00	002847	STATE OF CA-EDD		12945	PARADISE LEVY	58.00	
22268	06/29/07	385,785.00	002887	WEST BAY BUILDERS, INC.		13072	CONST SVC MB TO 5/31	385,785.00	
22269	06/29/07	28,384.69	002891	NCLN20, INC.		13083	MAY SECURITY	28,384.69	
22270	06/29/07	154.75	007	UNITED PARCEL SERVICE		12728	FRT OUT-FLT	62.06	
						12901	FRT OUT/FLT	30.22	
						12964	FRT OUT/FLT	62.47	
22271	06/29/07	1,103.11	009	PACIFIC GAS & ELECTRIC		13007	5/16-6/14 RESEARCH	1,103.11	
22272	06/29/07	320.91	020	ADT SECURITY SERVICES INC.		12885	JULY ALARMS	61.10	
						12886	JULY ALARMS	75.26	
						12887	JULY ALARMS	55.61	
						12888	JULY ALARMS	44.23	
						12889	JULY ALARMS	40.48	
						12890	JULY ALARMS	44.23	
22273	06/29/07	1,146.56	041	MISSION UNIFORM		12706	UNIF/LAUNDRY-FAC	18.32	
						12750	UNIF/LAUNDRY/PT	49.65	
						12789	UNIF/LAUNDRY/FLT	157.16	
						12790	UNIF/LAUNDRY/FLT	17.32	
						12791	UNIF/LAUNDRY/FLT	72.43	
						12792	UNIF/LAUNDRY/FLT	49.42	
						12793	UNIF/LAUNDRY/FLT	318.46	
						12972	UNIF/LAUNDRY-PT	48.12	
						13055	UNIF/LAUNDRY-FLT	415.68	
22274	06/29/07	516.92	043	PALACE ART & OFFICE SUPPLY		12801	CREDIT MEMO	-5.96	
						12808	OFFICE SUPPLIES/FLT	59.66	
						12809	OFFICE SUPPLIES	527.51	
						12924	OFFICE SUPPLIES/FIN	51.56	
						12925	CREDIT MEMO	-115.85	
22275	06/29/07	130.16	074	KENVILLE LOCKSMITHS	7	12715	REPAIRS/MAINTENANCE	130.16	
22276	06/29/07	94.39	075	COAST PAPER & SUPPLY INC.		12599	PARTS & SUPPLIES	94.39	
22277	06/29/07	4,673.78	085	DIXON & SON TIRE, INC.		12601	TIRES & TUBES/FLT	72.00	
						12748	TIRES & TUBES/PT	1,071.93	
						12769	TIRES & TUBES-FLT	1,003.50	
						12770	TIRES & TUBES-FLT	408.62	

5-114

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
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DATE: 06/01/07 THRU 06/30/07

CHECK NUMBER	CHECK DATE	CHECK AMOUNT	VENDOR	VENDOR NAME	TRANS. TYPE	TRANS. NUMBER	TRANSACTION DESCRIPTION	TRANSACTION AMOUNT	COMMENT
						12771	TIRES & TUBES-FLT	33.00	
						12772	TIRES & TUBES-FLT	1,576.73	
						12773	TIRES & TUBES-FLT	508.00	
22278	06/29/07	65.20	107A	LUMBERMENS		12631	PARTS & SUPPLIES	48.34	
						12727	REPAIRS/MAINTENANCE	16.86	
22279	06/29/07	2,371.16	117	GILLIG CORPORATION		12776	REV VEH PARTS	2,371.16	
22280	06/29/07	150.47	135	SANTA CRUZ AUTO PARTS, INC.		12629	REV VEH PARTS	6.89	
						12630	REV VEH PARTS	85.93	
						12749	REV VEH PARTS	57.65	
22281	06/29/07	190.31	147	ZEE MEDICAL SERVICE CO.		12635	SAFETY SUPPLY	43.73	
						13061	SAFETY SUPPLIES	146.58	
22282	06/29/07	1,486.28	148	ZEP MANUFACTURING COMPANY		12900	CLEANING SUPPLIES	1,486.28	
22283	06/29/07	238.45	166	HOSE SHOP, THE		12711	REV VEH PARTS	162.77	
						12863	REV VEH PARTS	13.07	
						12864	PARTS & SUPPLIES	30.38	
						12865	PARTS & SUPPLIES	32.23	
22284	06/29/07	270.17	170	TOWNSEND'S AUTO PARTS		12976	REV VEH PARTS/SUPPLY	270.17	
22285	06/29/07	83.71	172	CENTRAL WELDER'S SUPPLY, INC.		12783	SAFETY SUPPLIES	83.71	
22286	06/29/07	93.02	192	ALWAYS UNDER PRESSURE		12759	REPAIRS/MAINTENANCE	93.02	
22287	06/29/07	146.66	215	IKON OFFICE SOLUTIONS		13071	5/19-6/19 MAINT/ADM	146.66	
22288	06/29/07	26.85	260	SANTA CRUZ GLASS CO., INC.		12698	OUT RPR BLDGS	26.85	
22289	06/29/07	3,499.09	282	GRAINGER		12692	SAFETY SUPPLIES	67.31	
						13046	SUPPLIES/PARTS-FLT	3,431.78	
22290	06/29/07	347.30	288	MUNCIE TRANSIT SUPPLY		12774	REV VEH PARTS	347.30	
22291	06/29/07	263.69	372	FEDERAL EXPRESS		13013	MAY/JUNE MAIL/ADM	247.59	
						13049	MAY MAIL/METRO	16.10	
22292	06/29/07	2,738.85	432	EXPRESS PERSONNEL SERVICES		13003	TEMP/FIN W/E 6/10	1,116.00	
						13014	TEMP/ADM W/E 4/29	1,622.85	
22293	06/29/07	60.80	434	VERIZON WIRELESS		13011	WIRELESS PC CARD	60.80	
22294	06/29/07	2,609.43	480	DIESEL MARINE ELECTRIC, INC.		12775	REV VEH PARTS	2,609.43	
22295	06/29/07	70.00	481	PIED PIPER EXTERMINATORS, INC.		13057	JUNE PEST CONTROL	70.00	
22296	06/29/07	46.04	510A	HASLER, INC.		12909	RENTAL/PT	46.04	
22297	06/29/07	86.26	511	LUMINATOR		12693	REV VEH PARTS	86.26	
22298	06/29/07	44.13	546	GRANITE ROCK COMPANY		12907	REPAIRS/MAINTENANCE	44.13	
22299	06/29/07	95.59	570	SCMTD PETTY CASH - CUST SVC		13077	PETTY CASH/CUST SVC	95.59	
22300	06/29/07	267.68	579	LAB SAFETY SUPPLY, INC.		12817	SAFETY SUPPLIES	267.68	
22301	06/29/07	978.70	647	GFI GENFARE		12815	REV VEH PARTS	978.70	
22302	06/29/07	105.52	760	SCMTD PETTY CASH - PARACRUZ		13076	PETTY CASH/PT	105.52	
22303	06/29/07	650.00	764	MERCURY METALS		12756	RAMP REPAIR	650.00	
22304	06/29/07	416.00	852	LAW OFFICES OF MARIE F. SANG	7	12740	WORKERS COMP CLAIM	208.00	
						12932	WORKERS COMP CLAIM	208.00	
22305	06/29/07	876.00	878	KELLY SERVICES, INC.		13070	TEMP/ADM W/E 6/17	876.00	
22306	06/29/07	967.50	900	STATE OF CALIFORNIA-DEPT OF		12986	EPA MANIFEST FEE	7.50	
						12987	EPA MANIFEST FEE	7.50	
						12988	EPA MANIFEST FEE	30.00	
						12989	EPA MANIFEST FEE	22.50	
						12990	EPA MANIFEST FEE	900.00	
22307	06/29/07	322,181.98	948	ARNTZ BUILDERS, INC.		13074	CONST SVC MB TO 5/31	322,181.98	
22308	06/29/07	35,798.00	948A	WESTAMERICA BANK TRUST DEPT		13075	MAY RETAINAGE/MB	35,798.00	
22309	06/29/07	42,865.00	970	THE MECHANICS BANK		13073	MAY RETAINAGE/MB	42,865.00	

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SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
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DATE: 06/01/07 THRU 06/30/07

CHECK NUMBER	CHECK DATE	CHECK AMOUNT	VENDOR	VENDOR NAME	VENDOR TYPE	TRANS. NUMBER	TRANSACTION DESCRIPTION	TRANSACTION AMOUNT	COMMENT
22310	06/29/07	20,852.42	977	SANTA CRUZ TRANSPORTATION, LLC		12802	MAY 07 PT SVCS	20,852.42	
22311	06/29/07	991.03	R485	CSAA-IIB		13004	SETTLEMENT/RISK	991.03	
22312	06/29/07	99.00	T146	PERRY, DOROTHY		12985	33 PRE-PAID COUPONS	99.00	
TOTAL		2,654,456.38		COAST COMMERCIAL BANK			TOTAL CHECKS	363	2,654,456.38

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# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

## STAFF REPORT

**DATE:** July 27, 2007  
**TO:** Board of Directors  
**FROM:** Margaret Gallagher, District Counsel  
**SUBJECT:** **ACCEPT AND FILE THE PARACRUZ SERVICES ELIGIBILITY AND APPEALS PROCESS REGULATION**

### I. RECOMMENDED ACTION

**Accept and File METRO's ParaCruz Services Eligibility and Appeals Process Regulation as shown in Attachment A**

### II. SUMMARY OF ISSUES

- On June 22, 2007 the METRO Board of Directors modified the ParaCruz Services Eligibility and Appeals Process Regulation.
- Attachment A is METRO's ParaCruz Services Eligibility and Appeals Process Regulation as modified.

### III. DISCUSSION

After an extensive public review process which included review by METRO's Advisory Committee, the Elderly and Disable Transportation Advisory Committee and the Board of Directors at numerous public meetings and a noticed public hearing, the METRO Board of Directors approved the modifications incorporated into the ParaCruz Service Eligibility and Appeals Process Regulation. Attachment A is the finalized copy of the Regulation.

### IV. FINANCIAL CONSIDERATIONS

None

### V. ATTACHMENTS

**Attachment A:** METRO's ParaCruz Services Eligibility and Appeals Process Regulation

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

## Attachment **A**

Regulation Number: AR-1024

Computer Title: ParaCruz appeal process

Effective Date: July 26, 2002

Pages: 11

**TITLE: METRO PARACRUZ SERVICE ELIGIBILITY AND APPEALS PROCESS**

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### Procedure History

<b>DATE</b>	<b>SUMMARY OF REVISION</b>	<b>APPROVED</b>
7/26/02	New—METRO ParaCruz Eligibility and Appeals Process	S.A.
9/26/03	Immediate need policy changes and procedural revisions	E.R.
3/28/06	Assign new Regulation Number – no change to content	L.W.
6/22/07	Added amendment process for Paratransit Plan; Conformed regulation to current practices; Substituted MAC for MASTF as appointed authority to appeals panel, and other changes	

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## **I. POLICY**

- 1.01 It is the policy of Santa Cruz METRO that because it operates a fixed route system, it shall provide a paratransit service that is comparable and complementary to the fixed route service to eligible riders. Santa Cruz METRO's paratransit service shall be known as METRO ParaCruz.
- 1.02 METRO ParaCruz eligibility and appeals process shall be in accordance with the Americans with Disabilities Act (ADA) and its implementing federal regulations and shall insure that all eligible riders enjoy full access to either Santa Cruz METRO's fixed route service or to the METRO ParaCruz Service as appropriate. The eligibility and the appeals process for METRO ParaCruz shall be fair, effective, accurate, respectful and non-threatening.
- 1.03 Santa Cruz METRO recognizes that the ADA establishes a civil right to paratransit services for individuals who cannot otherwise utilize the fixed route system whether because of their disability or because of the inaccessibility of the

## **METRO ParaCruz Service Eligibility and Appeals Process**

**Effective: 7/26/02**

fixed route system. Therefore, a determination of ineligibility for such service is a serious matter.

### **II. APPLICABILITY**

- 2.01 This procedure is applicable to all individuals applying for METRO ParaCruz, filing an appeal regarding METRO ParaCruz eligibility and those who are current eligible riders of METRO ParaCruz.
- 2.02 This Regulation serves in conjunction with METRO's ParaCruz Customer Guide as METRO's Official Paratransit Plan. METRO's Official Paratransit Plan shall be available upon request and shall be posted on METRO's website.

### **III. PROCESS FOR AMENDMENT TO METRO'S OFFICIAL PARATRANSIT PLAN**

- 3.01 When in the opinion of the General Manager, a modification or change to METRO's Official Paratransit Plan is required and/or necessary, public input regarding the proposed amendment will be obtained before the matter will be presented to the METRO Board of Directors for action.
- 3.02 METRO staff will review the proposed modifications with METRO's Advisory Committee (MAC) and shall provide the Board of Directors with its comments and recommendations.
- 3.03 METRO staff will also review the proposed change(s) and obtain input from the designated ParaCruz stakeholders. The review of the proposed change(s) and request for input may be made in person or through written correspondence. These stakeholders are designated as follows:
  - a. Elderly and Disabled Transportation Advisory Committee; and
  - b. Such other community based organizations as designated by the METRO Board of Directors.
- 3.04 METRO will also schedule, at a minimum, at least one public hearing in which METRO staff review the proposed change(s) with the public and obtain their input. METRO shall provide adequate notice of the hearing to the public, by advertisement in a newspaper of general circulation and posting of such notification on METRO's website.
- 3.05 Input received from the public through the outreach process identified above will be presented to the METRO Board of Directors together with METRO staff recommendations.

5-3.a2

## **METRO ParaCruz Service Eligibility and Appeals Process**

**Effective: 7/26/02**

### **IV. ELIGIBILITY CRITERIA**

- 4.01 The Manager of Operations or his/her designee shall determine whether an individual applying for METRO ParaCruz can use the fixed route service depending on his/her own circumstances.
- 4.02 The eligibility process shall ensure that only persons who meet the federal regulatory criteria, strictly applied, shall be certified as METRO ParaCruz eligible.
- 4.03 When a person applies for the METRO ParaCruz, the Manager of Operations or his/her designee shall provide all the needed forms and/or instructions. These forms and instructions may include a declaration of whether the individual travels with a personal care attendant (PCA).
- 4.04 All documents concerning eligibility will be made available in one or more accessible formats, on request. Accessible formats include computer disks, Braille documents, compact disk (CD), and large print format. These documents will also be made available in Spanish upon request. A document does not necessarily need to be made available in the format a requester prefers, but it does have to be made available in a format the person can use.
- 4.05 Should an applicant have an immediate need for METRO ParaCruz services before he/she has the time to submit to an eligibility determination, the Manager of Operations or his/her designee may certify the applicant on an immediate needs basis.
- a. This immediate needs certification shall be provided in only a limited number of cases.
  - b. Immediate need certification, at a maximum, shall be valid for a period of time not to exceed 14 calendar days from the initial immediate need determination.
  - c. This immediate needs certification is at the sole discretion of the Manager of Operations or his/her designee and cannot be appealed.
  - d. The Manager of Operations or his/her designee may require documentation in support of the immediate needs assessment.
  - e. This certification will be valid until an eligibility determination has been made, preferably within seven days.
  - f. Certification for an immediate need will not be evidence of eligibility for the METRO ParaCruz service.
- 4.06 An individual shall be certified to be eligible for METRO ParaCruz under any of the following circumstances:

5-3.a3

## **METRO ParaCruz Service Eligibility and Appeals Process**

**Effective: 7/26/02**

- a. Individuals with a disability who can use an accessible vehicle, but for whom any desired trip cannot be made because the fixed route service they need to use is not yet accessible. This concept is route based, not system based.
  - b. An individual with a disability who is unable as the result of a physical or mental impairment and without the assistance of another individual (except the operator of a wheelchair lift or other boarding assistance device) to board, ride, or disembark from any vehicle on the system which is readily accessible to and useable by individuals with disabilities. This includes those who cannot “navigate” the system.
  - c. Individuals who have impairment-related conditions that prevent them from getting to or from a boarding or disembarking location. This is intended to be a very narrow exception to the general rule that difficulty in traveling to or from boarding or disembarking location is not a basis for eligibility.
- 4.07 A disability for purposes of METRO ParaCruz eligibility may be either permanent or temporary.
- 4.08 An individual may be eligible for METRO ParaCruz whose disability is intermittent.
- 4.09 METRO ParaCruz eligibility is based on a functional, rather than a medical, model. Persons are not qualified or disqualified on the basis of a specific diagnosis or disability.
- 4.10 The application of a person’s eligibility will be determined as a practical matter whether the individual can use fixed route service in his/her own circumstances. This is a transportation decision primarily, not a medical decision.
- 4.11 At the time eligibility for METRO ParaCruz is determined, it will also be decided whether the applicant needs the services of Personal Care Attendant (**PCA**) when traveling on METRO ParaCruz. In order for the PCA to ride free, the applicant must be registered with METRO ParaCruz as needing a PCA.
- 4.12 The term of eligibility for METRO ParaCruz shall be for a maximum of three-years. The initial eligibility determination shall include an analysis of whether it is more likely than not that the individual’s functional abilities to utilize the fixed route service will improve with time. The renewal process shall in most cases be limited to a simple process of a one-page form indicating no changes in functional ability or residential location that would impact the individual’s eligibility status. However, those individuals who were assessed at the time of the initial eligibility

5-3.a4

## **METRO ParaCruz Service Eligibility and Appeals Process**

**Effective: 7/26/02**

determination that it is more likely than not that their functional abilities to utilize the fixed route will improve with time or whose residential location is now determined to be accessible by the fixed route service or who have changed mobility devices shall have their renewal determination conducted either through an in-person assessment or telephone interview at the discretion of the Manager of Operations or his/her designee. An in-person assessment may also be required for a renewal when documented, known facts and circumstances indicate that the eligible status of the rider has changed and is no longer eligible for the service when the source of such information is specifically identifiable and reliable. If an ineligibility determination or a more restrictive eligibility determination (unconditional to trip-by-trip) is made at the conclusion of the recertification process, the affected individual shall have the right to appeal such determinations pursuant to this policy. ParaCruz Service shall continue until the final decision is made by the Appeals Panel.

- 4.13 Should an individual allow their eligibility to expire and then desire to utilize METRO ParaCruz services, the application shall be treated as a new application for eligibility.

### **V. SERVICE FOR VISITORS**

- 5.01 METRO ParaCruz shall be provided to visitors from out of the County of Santa Cruz on the same basis as such service is provided to local residents. A visitor can become eligible for METRO ParaCruz by presenting eligibility documentation from his/her "home" jurisdiction's paratransit system. If the individual has no such documentation, the Manager of Operations or his/her designee shall require proof of visitor status (individual's place of residence) and, if the individual's disability is not apparent proof of the disability. Once this documentation is presented and is satisfactory, METRO ParaCruz will be made available for a maximum of 21 days on the basis of the individual's statement that he/she is unable to use the fixed route transit system. After 21 days, PARACRUZ service will only be provided if the visitor applies for METRO PARACRUZ and is determined to be eligible for such service through the regular eligibility process.
- 5.02 Visitors shall be provided with METRO ParaCruz based on visitor eligibility for no more than 21 days within a floating 365-day period. After 21 days (consecutive or parceled out), the individual must apply for METRO ParaCruz eligibility as provided in these procedures.

### **VI. APPLICATION AND ELIGIBILITY PROCESS**

- 6.01 To apply for METRO ParaCruz, an applicant shall contact the Manager of Operations or his/her designee and ask to schedule an appointment for an in-person assessment interview. Interviews normally will take about 30 minutes and

## **METRO ParaCruz Service Eligibility and Appeals Process**

**Effective: 7/26/02**

shall include a transit evaluation. No application or user fees shall be charged to an applicant. During the assessment, the applicant will be asked questions about eligibility, functional abilities, including the ability to utilize the fixed route and travel abilities in detail. The interview will also provide an opportunity for the applicant to ask questions about METRO ParaCruz. At the interview, the applicant may be asked to participate in further assessment, including a functional assessment.

- 6.02 Eligibility assessment interviews will be scheduled within 7 days of the initial contact.
- 6.03 Upon request the applicant will be provided with transportation to and from the interview at no cost.
- 6.04 The eligibility determination shall be in writing and shall be postmarked within seven (7) business days of the in-person assessment.
- 6.05 If for any reason a decision is not made within 21 calendar days, METRO ParaCruz will be provided, until a decision of ineligibility is rendered.
- 6.06 If found to be eligible, a letter of eligibility and an identification card will be provided to the applicant. For those individuals granted eligibility, the documentation of eligibility shall include at least the following information: the individual's name, the name of Santa Cruz METRO, the telephone number of Santa Cruz METRO's paratransit administrator, an expiration date for eligibility and any conditions or limitation on the individual's eligibility including whether the individual requires the use of a PCA.
- 6.07 If found to be ineligible, and therefore denied service, a letter of explanation of ineligibility together with all appeal rights and procedures shall be provided to the applicant. An applicant may also appeal the restricted eligibility of conditional or trip-by-trip. Additional information, that the applicant feels will assist the appeals panel in reconsidering the eligibility decision, should be submitted to the appeals panel for consideration. The reasons set forth for ineligibility or restriction must specifically relate the evidence in the matter to the eligibility criteria. This information will be available upon request in accessible formats including Braille, computer disc, CD, and large print format. It will also be available in Spanish upon request.

## **VII. APPEAL OF ELIGIBILITY DETERMINATION**

- 7.01 Applicants who believe an eligibility determination for METRO ParaCruz was made in error or who disagrees with the original certification decision may appeal the eligibility determination/certification decision within 60 days of the denial of an applicant's application.

5-3.a6

## **METRO ParaCruz Service Eligibility and Appeals Process**

**Effective: 7/26/02**

- 7.02 Applicants shall complete the attached Appeal Form or shall provide the following information to the Santa Cruz METRO, although the Appeal Form must be signed by the applicant before or at the hearing to confirm that the contents of the appeal are accurate:
- a. Applicants name, address and phone number;
  - b. Reason why the determination was incorrect;
  - c. Any information supporting the appeal.
- 7.03 An appeal hearing shall be scheduled within 30 days of receipt of the Appeal with a decision on the appeal provided to the applicant within 10 days of the Appeal Hearing. If an applicant wants to continue the appeal hearing, the hearing will be continued one time. If a decision on the appeal is not rendered within 30 days of the completion of the Appeal hearing, then the Applicant shall be provided with METRO ParaCruz service until a decision of ineligibility on the appeal is rendered.

### **VIII. COMPOSITION OF APPEALS PANEL**

- 8.01 A three-member panel will hear each eligibility appeal for METRO ParaCruz. Each panel will include the General Manager or his/her designee, a METRO Advisory Committee (MAC) appointed representative, and an individual who works with persons with disabilities. The District Counsel will provide training on an annual basis. Training for appeals panel members will focus upon Federal ADA paratransit eligibility criteria and upon the procedures for conducting an appeals hearing. Each panel member will receive \$25.00 per appeal hearing except METRO employees.
- 8.02 The eligibility appeal panel members shall keep the information pertaining to an individual's appeal confidential including all medical information unless ordered by a court of competent jurisdiction to release the information. Santa Cruz METRO shall be permitted to utilize information provided during the eligibility and appeal process or generated as a result of the eligibility and appeal process to defend a determination rendered by the appeals panel.
- 8.03 This appeal panel may also be used for other METRO ParaCruz service issues including declaring a METRO ParaCruz rider ineligible for service, suspending a rider from METRO ParaCruz service and "NO Show" determinations.

### **IX. ROLE OF THE MANAGER OF OPERATIONS**

- 9.01 The Manager of Operations or his/her designee will act as host at the appeal hearing and will provide administrative support for each appeal hearing, but will not directly participate in the deliberations and determinations made by the panel.

## **METRO ParaCruz Service Eligibility and Appeals Process**

**Effective: 7/26/02**

The Manager of Operations or his/her designee will be responsible for the following:

- a. Receiving appeals from applicants;
- b. Scheduling appeals hearings within thirty days of the initiation of the appeal;
- c. Notifying panel members and applicants of the date, time and place for scheduled appeal hearings;
- d. Arranging free transportation to and from the appeals hearings for all applicants who request it;
- e. Maintaining accurate records of appeals activities, including final determinations and statements of justification for each determination;
- f. Providing written notice for applicants of the appeal determination within ten (10) days of the appeal hearing; and
- g. Attending the Appeals Hearing (consistent with the requirements of Section 9.03), explaining METRO's eligibility determination and responding to questions of the Appeals Panel.

### **X. HEARING PROCEDURES**

- 10.01 Each appeal panel member will receive a copy of the eligibility assessment records for each applicant making an appeal. Applicants will be welcome to submit written documentation of their choosing in support of the appeal. Applicants must attend the appeal hearing and answer questions posed by the appeal panel. Applicant will, however, have the right to be assisted by any person of their choosing at the appeal hearing.
- 10.02 To help assure that appeals hearing are non-threatening, one member of the appeals panel will be designated as chair for each appeal hearing. That panel member will be primarily responsible for asking questions and conducting the appeal hearings in a professional and friendly manner. Any panel member may ask questions or seek clarifications as needed, but, for the most part, the chair will be responsible for directly communicating with the applicant and/or advocate. When necessary the appeal panel may refer the applicant for a functional reassessment to determine eligibility.
- 10.03 The chair will welcome all participants for each appeal hearing. The following process will be followed:

5-3-a8

## **METRO ParaCruz Service Eligibility and Appeals Process**

**Effective: 7/26/02**

- a. Following introductions, the chair will invite the Manager of Operations or his/her designee, who acts as host, to summarize the nature of the ADA paratransit eligibility criteria and the basis for the determination.
- b. The Manager of Operations or his/her designee shall present any oral or written evidence in support of the determination, however, all written evidence must be provided to the applicant at least ten (10) days in advance of the hearing.
- c. The applicant can request that the individual hosting the ParaCruz eligibility determination not remain in the hearing after the initial presentation. The Appeals Panel shall decide whether to grant the request after allowing the parties to address the request.
- d. The applicant and/or his/her advocate will then have an opportunity to state why he/she disagrees with the original determination.
- e. The remainder of the appeals evaluation will be conducted by asking a series of open-ended questions that focus on aspects of the functional ability of applicants to use accessible public transit services in Santa Cruz.

### **XI. APPEALS CHECKLIST**

11.01 To help insure fairness and consistency, a checklist of issues will be reviewed by the members of the appeal panel at the commencement of the appeal hearing and those questions will be asked of the applicant and/or the advocate if applicable. The chair may phrase specific questions in any manner that seems appropriate or helpful given the apparent communication abilities of the applicant and the particular issues that arise.

11.02 The issues that will be addressed at each appeal hearing, if applicable, will include:

- a. Confirm information collected during the eligibility determination assessment:

Name  
Address and Phone  
Condition  
Mobility Device

- b. Is the applicant able to independently walk or wheel to and from bus stops?
- c. Is the applicant able to board/deboard an accessible bus (using stairs, a ramp, or a lift)?

5-3..a9

## **METRO ParaCruz Service Eligibility and Appeals Process**

**Effective: 7/26/02**

- d. Is the applicant able to ride the bus, whether as a standee, or only if seated, or only if seated and secured?
  - e. Is the applicant able to collect and understand transit route information?
  - f. Is the applicant able to count and handle money to pay bus fare including bills and coins?
  - g. Are there any special circumstances that sometimes would prevent the applicant from completing a desired bus trip?
- 11.03 The appeal hearing chairperson will invite the applicant and/or his/her advocate to make any additional statements regarding factors that may prevent the applicant from independently using accessible transit services.
- 11.04 Following all questions and statements the chairperson will thank the applicant and his/her advocate for their cooperation. Afterwards, the three-member panel will deliberate in private and seek to reach by consensus an appropriate determination. If consensus is not possible, then the determination will be based on a vote of at least two to one, to sustain the initial decision of denial, restricted conditional or restricted trip-by-trip eligibility. The determination of the appeals panel shall be final. The Chair shall prepare a written decision, which shall set forth the decision and the written and oral evidence that was considered by the panel including the reasons why the appeal was denied if that is the decision. A copy of the written decision shall be provided to the applicant.

5-3.a10

**METRO ParaCruz Service Eligibility and Appeals Process**  
**Effective: 7/26/02**

**ADA PARACRUZ SERVICE ELIGIBILITY APPEAL FORM**

TO: Manager of Operations  
1200 River Street  
Santa Cruz, CA 95060

Santa Cruz METRO

Name of Applicant: \_\_\_\_\_

Address of Applicant: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Mailing Address (if different from above): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

E-mail address: \_\_\_\_\_

Reason Why the Determination was Incorrect: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Applicant's Signature or Parent's Signature if  
Applicant is a Minor

\_\_\_\_\_  
Date

\* ATTACH ANY SUPPORTING DOCUMENTATION THAT YOU WISH THE  
APPEAL PANEL TO CONSIDER.

5-3.a11



**Agenda**  
**METRO Advisory Committee**  
6:00 pm  
July 18, 2007  
920 Pacific Avenue  
Santa Cruz, California

1. Roll Call
2. Agenda Additions/Deletions
3. Oral/Written Communication
4. Consideration of Minutes of June 2007
5. Ridership Report for May 2007
6. ParaCruz Operations Status Report for March 2007
7. Discussion of Usage Rules for Park & Ride Facilities
8. Discussion of METRO Board of Directors Actions Regarding MAC Recommendations
9. Consideration of List of Unmet Transit Needs for Submission to SCCRTC
10. Consideration of Drawing Numbers to Establish Completion Years for MAC Member's Terms of Office
11. Consideration of Santa Cruz Metro's Comments to the Access Board's Proposed Draft Revisions to the ADA Accessibility Guidelines For Buses & Vans (36 Code Of Federal Regulations Part 1192)
12. Consideration of Implementation of METRO Smoking Policy
13. Communications to METRO General Manager
14. Communications to METRO Board of Directors
15. Items for Next Meeting Agenda
16. Adjournment

Next Meeting: Wednesday, August 15, 2007 @ 6:00 pm  
Santa Cruz Metro Conference Room

5-4.1

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

Minutes - METRO Advisory Committee (MAC)

May 16, 2007

A Regular Meeting of the METRO Advisory Committee (MAC) met on Wednesday, May 16, 2007 at the METRO Center Conference Room, 920 Pacific Avenue, Santa Cruz, CA.

Vice Chair Paul Marcelin-Sampson called the meeting to order at 6:07 p.m.

## 1. ROLL CALL:

### MEMBERS PRESENT

Dan Alper  
Naomi Gunther  
Paul Marcelin-Sampson, Vice Chair  
Mara Murphy  
Dennis Papadopulo  
Dave Williams  
Robert Yount, Chair

### MEMBERS ABSENT

Stuart Rosenstein  
Lesley Wright

### STAFF PRESENT

Ciro Aguirre, Operations Manager  
Mary Ferrick, Base Superintendent  
Margaret Gallagher, District Counsel  
Steve Paulson, Paratransit Administrator

### VISITORS PRESENT

Donald Hagen, SCMTD BOD  
Sandra Lipperd, UTU  
Drew Salzborn, UCSC Student

## 2. AGENDA ADDITIONS/DELETIONS

Margaret Gallagher distributed a draft copy of the proposed changes to SCMTD's Regulation AR-3011 Anti-Smoking Policy, which is attached to the file copy of these minutes, for review by MAC and to be added to the June MAC Agenda for possible suggestions or comments.

## 3. ORAL/WRITTEN COMMUNICATION

Oral: Vice Chair Paul Marcelin-Sampson stated that he had been asked to Chair the MAC meeting by Chair Robert Yount.

Oral: Donald Hagen reported that he was intending to attend the May 21, 2007 meeting of the Senior Commission and speak on behalf of the SCMTD Board of Directors as well as MAC concerning Metro ParaCruz.

## 4. CONSIDERATION OF MINUTES OF APRIL 18, 2006

Chair Robert Yount made the following correction to ITEM 7 Discussion of MAC Attendance, first paragraph, should read, "Chair Robert Yount gave a brief history of his involvement with SCMTD and MAC..."<sup>1</sup>

<sup>1</sup> This correction was made to the file copy of the minutes.

**ACTION: MOTION: NAOMI GUNTHER SECOND: DENNIS PAPADOPULO  
ACCEPT AND FILE MINUTES OF THE APRIL MEETING WITH THE REQUESTED  
CHANGE.**

**Motion passed unanimously with Mara Murphy, Stuart Rosenstein, Dave Williams  
and Lesley Wright being absent.**

**5. RIDERSHIP REPORT FOR MARCH 2007**

Chair Robert Yount inquired about the Route 34 schedule and the low amount of ridership. Sandra Lippert explained that the Route 34 serves south Felton and runs two times a day to deliver and pick-up students from the San Lorenzo Valley High School and Junior High.

Naomi Gunther asked for a definition of the UCSC Supplemental data from the report and whether that included "Pass-by" services. Mary Ferrick and Ciro Aguirre explained the report is showing supplemental service provided by the Route 20. Sandra Lippert explained the process the Bus Operators follow when a coach is at capacity and cannot pick up additional riders.

Dan Alper inquired as to whether an additional report showing the ridership for the same month of the previous year could be provided in the MAC packet for comparison purposes.

**ACTION: MOTION: DAN ALPER SECOND: PAUL MARCELIN-SAMPSON  
REQUEST THAT A COMPARISON TABLE BE INCLUDED IN THE RIDERSHIP REPORT  
FROM THE SAME MONTH OF THE PREVIOUS YEAR AND ALSO SHOW THE  
PERCENTAGE CHANGE.**

**Motion passed unanimously with Mara Murphy, Stuart Rosenstein, Dave Williams  
and Lesley Wright being absent.**

**MARA MURPHY AND DAVE WILLIAMS ARRIVED AT THIS TIME**

**6. PARACRUZ OPERATIONS STATUS REPORT FOR JANUARY 2007**

Steve Paulson gave a description of the report including additional data that had been requested by the Board of Directors and MAC. Mr. Paulson briefly described what the different tables represented and stated that overall ParaCruz is performing the same rate of service but with less equipment and personnel, which adds to the efficiency of the program.

Dennis Papadopulo asked how long a new operator is given to learn the service area. Steve Paulson reported that the new operators receive approximately 40 hours of behind the wheel training before they are inserted into the program.

Vice Chair Paul Marcelin-Sampson asked if the shortening of the ride reservation time period in the ParaCruz guidelines has shown any significant change in service. Steve

Paulson reported that the change had only gone into effect in March 2007 but the number of cancellations has already decreased.

Vice Chair Paul Marcelin-Sampson inquired as to when the MediCal contract with Lift Line will be terminated and what affect that may have on ParaCruz ridership. Steve Paulson stated that the MediCal contract was terminated on March 15, 2007 and that ParaCruz has experienced a 30% increase in eligibility requests but that he could not fully contribute the increase to the MediCal contract termination alone.

**7. CONSIDERATION OF PROPOSED MODIFICATIONS OF METRO PARACRUZ SERVICE ELIGIBILITY APPEALS PROCESS REGULATION**

Margaret Gallagher reported that SCMTD Staff is proposing modifications to the METRO's ParaCruz Eligibility and Appeals Process Regulation and that the Staff Report, the ParaCruz Service Eligibility and Appeals Process showing the proposed changes, and 2 letters regarding this issue are included in the MAC packet. Ms. Gallagher stated that many of the modifications are insignificant changes including changing Metro to METRO and typographical errors. Ms. Gallagher stated that one of the more significant changes proposed was the addition of an amendment process for the Paratransit Plan and the substitution of MAC for MASTF as an appointing authority to the appeals panel as well as some other changes.

Ms. Gallagher explained the purposes and advantages of the changes and how it would affect METRO ParaCruz and it's ridership. Ms. Gallagher detailed the proposed appeal process of presenting the proposed changes to local organizations including a public hearing and then combining the recommendations and presenting them to the SCMTD Board of Directors.

Chair Robert Yount suggested that MAC make suggestions for the Board at tonight's meeting on the renewal policy. Ms. Gallagher explained the current renewal policy and the proposed changes. Chair Robert Yount suggested revising the last line of proposed section 8.03 to say "...suspending rider's METRO Para Cruz service..."

**MARA MURPHY LEFT AT THIS TIME**

Vice Chair Paul Marcelin-Sampson referred to the Staff Report's Attachment C pages 8.c2 and 8.c4 and stated that in his opinion a re-certification process would not add to the cost or staff time and could possibly save Metro money.

**ACTION: MOTION: ROBERT YOUNT SECOND: DAN ALPER**

**MAC RECOMMENDS TO THE BOARD OF DIRECTORS THAT IN-PERSON ASSESSMENTS SHOULD BE REQUIRED AT THE TIME OF THE INITIAL ELIGIBILITY DETERMINATION IS MADE AND AT THE TIME OF THE FIRST RE-ASSESSMENT. THEREAFTER, MAC RECOMMENDS THAT THE RIDER BE ALLOWED TO SELF-CERTIFY VIA A PAPER PROCESS AT EACH SUBSEQUENT RE-CERTIFICATION. MAC ALSO RECOMMENDS THAT THE FOLLOWING LANGUAGE BE**

**INCORPORATED INTO THE REGULATION: “NOTWITHSTANDING THE FOREGOING, AN IN-PERSON ASSESSMENT SHALL BE REQUIRED FOR RENEWAL WHEN DOCUMENTED, KNOWN FACTS AND CIRCUMSTANCES INDICATE THAT THE RIDER IS NO LONGER ELIGIBLE FOR THE SERVICE WHEN THE SOURCE OF SUCH INFORMATION IS SPECIFICALLY IDENTIFIABLE AND RELIABLE.”**

**Motion passed unanimously with Mara Murphy, Stuart Rosenstein, and Lesley Wright being absent.**

**ACTION: MOTION: ROBERT YOUNT SECOND: DAN ALPER**

**MAC RECOMMENDS THE BOARD OF DIRECTORS APPROVE LESLEY WRIGHT AS MAC’S NOMINEE FOR THE METRO PARACRUZ SERVICE AND APPEALS PANEL AND THAT THE BOARD AMEND THE MAC BYLAWS TO ALLOW MAC TO VOTE FOR THE PANEL REPRESENTATIVE DURING THE YEARLY OFFICER VOTING PROCEDURE.**

**Motion passed unanimously with Mara Murphy, Stuart Rosenstein, and Lesley Wright being absent.**

**8. DISCUSSION OF USAGE RULES FOR PARK & RIDE FACILITIES**

Deferred to June 20, 2007 MAC Meeting

**9. DISCUSSION OF METRO BOARD OF DIRECTORS ACTIONS REGARDING MAC RECOMMENDATIONS**

Deferred to June 20, 2007 MAC Meeting

**10. COMMUNICATIONS TO METRO GENERAL MANAGER**

None.

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

None.

**12. ITEMS FOR NEXT MEETING AGENDA**

- Ridership Report
- ParaCruz Operations Status Report
- Discussion of Usage Rules for Park & Ride Facilities
- Discussion of METRO Board of Directors Actions Regarding MAC Recommendations
- METRO Smoking Policy

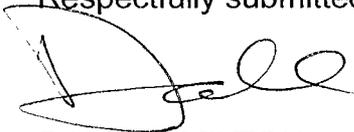
**ACTION: MOTION: ROBERT YOUNT SECOND: PAUL MARCELIN-SAMPSON**

**ADJOURN MAC MEETING AT 7:45 P. M.**

**Motion passed unanimously with Mara Murphy, Stuart Rosenstein, and Lesley Wright being absent.**

**ADJOURN**

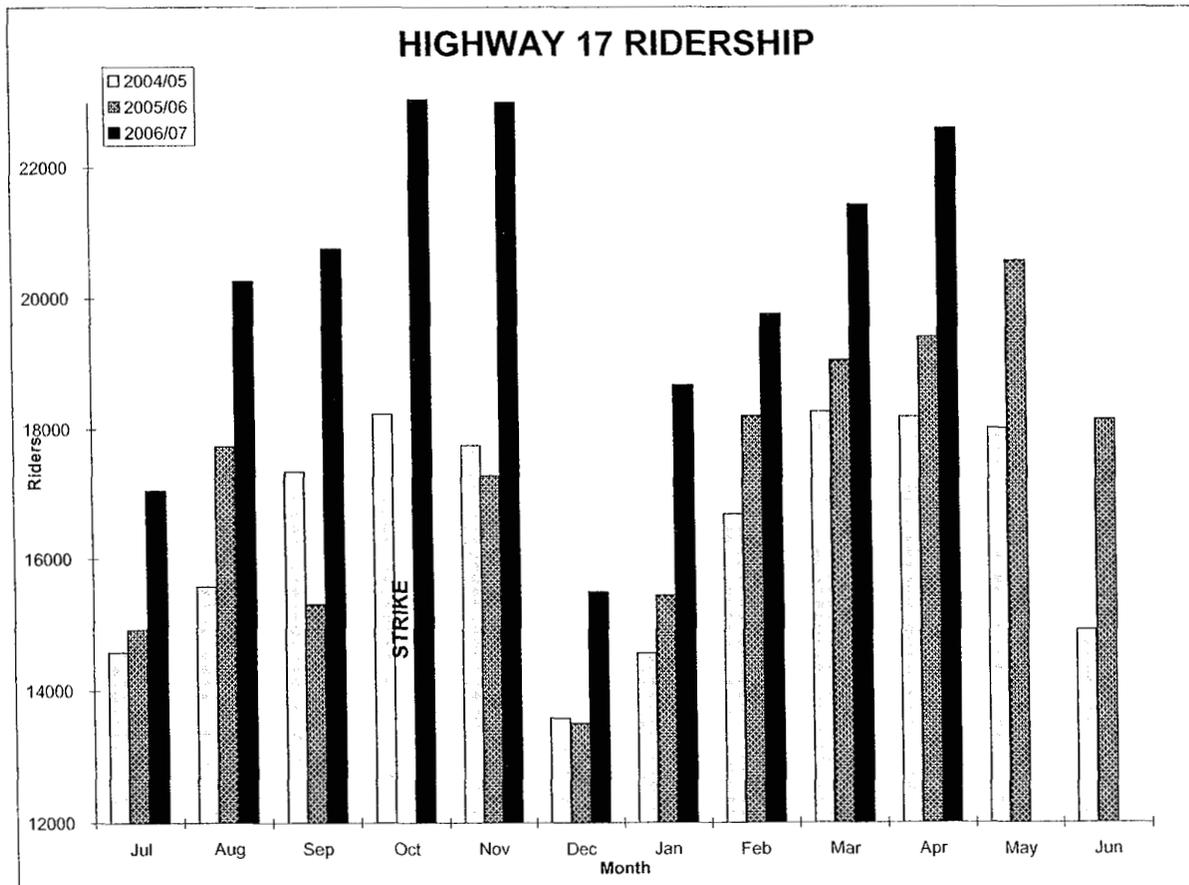
Respectfully submitted,

A handwritten signature in black ink, appearing to read "Dale Hamilton", written over a horizontal line.

DALE HAMILTON  
Administrative Assistant

# HIGHWAY 17 - APRIL 2007

	APRIL			YTD		
	This Year	Last Year	%	This Year	Last Year	%
<b>FINANCIAL</b>						
Cost	\$ 133,564	\$ 124,061	7.7%	\$ 1,338,907	\$ 1,063,287	25.9%
Farebox	\$ 75,246	\$ 64,410	16.8%	\$ 681,246	\$ 490,738	38.8%
Operating Deficit	\$ 55,745	\$ 55,630	0.2%	\$ 589,982	\$ 493,059	19.7%
Santa Clara Subsidy	\$ 27,872	\$ 27,815	0.2%	\$ 294,991	\$ 246,530	19.7%
METRO Subsidy	\$ 27,872	\$ 27,815	0.2%	\$ 294,991	\$ 246,530	19.7%
San Jose State Subsidy	\$ 2,574	\$ 2,246	14.6%	\$ 16,914	\$ 15,720	7.6%
AMTRAK Subsidy	\$ -	\$ 1,775	(100.0%)	\$ 50,765	\$ 63,769	(20.4%)
<b>STATISTICS</b>						
Passengers	22,592	19,407	16.4%	203,148	150,867	34.7%
Revenue Miles	40,666	39,594	2.7%	409,080	357,746	14.3%
Revenue Hours	1,525	1,485	2.7%	15,341	13,416	14.3%
Passengers/Day	753	647	16.4%	668	565	18.3%
Passengers/Weekday	896	796	12.6%	815	702	16.1%
Passengers/Weekend	419	349	20.0%	340	267	27.4%
<b>PRODUCTIVITY</b>						
Cost/Passenger	\$ 5.91	\$ 6.39	(7.5%)	\$ 6.59	\$ 7.05	(6.5%)
Revenue/Passenger	\$ 3.33	\$ 3.32	0.4%	\$ 3.35	\$ 3.25	3.1%
Subsidy/Passenger	\$ 2.58	\$ 2.98	(13.4%)	\$ 2.99	\$ 3.37	(11.4%)
Passengers/Mile	0.56	0.49	13.3%	0.50	0.42	17.8%
Passengers/Hour	14.82	13.07	13.4%	13.24	11.24	17.8%
Recovery Ratio	56.3%	51.9%	8.5%	50.9%	46.2%	10.2%



# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

**DATE:** July 27, 2007  
**TO:** Board of Directors  
**FROM:** Steve Paulson, Paratransit Administrator  
**SUBJECT:** METRO PARACRUZ OPERATIONS STATUS REPORT

## I. RECOMMENDED ACTION

**This report is for information only- no action requested**

## II. SUMMARY OF ISSUES

- METRO ParaCruz is the federally mandated ADA complementary paratransit program of the Transit District, providing shared ride, door-to-door demand-response transportation to customers certified as having disabilities that prevent them from independently using the fixed route bus.
- METRO assumed direct operation of paratransit services November 1, 2004.
- Operating Statistics and customer feedback information reported are for the month of April 2007.
- A breakdown of pick-up times beyond the ready window is included.

## III. DISCUSSION

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

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

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

5-6.1

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

	<b>April 2006</b>	<b>April 2007</b>
Total pick ups	7019	7077
<b>Percent in “ready window”</b>	<b>90.97%</b>	<b>92.24%</b>
1 to 5 minutes late	3.36%	2.97%
6 to 10 minutes late	2.05%	2.32%
11 to 15 minutes late	1.37%	1.17%
16 to 20 minutes late	.93%	.90%
21 to 25 minutes late	.51%	.51%
26 to 30 minutes late	.28%	.28%
31 to 35 minutes late	.16%	.20%
36 to 40 minutes late	.19%	.00%
41 or more minutes late (excessively late/missed trips)	.16%	.085%
<b>Total beyond “ready window”</b>	<b>9.03%</b>	<b>7.76%</b>

During the month of April, thirteen (13) service complaints. Two (2) of the complaints were found to be “not valid”. One (1) of the valid service complaints was related to an early pick-up, one (1) related to a missed trip, and eleven (11) related to driver conduct.

**Comparative Operating Statistics This Fiscal Year, Last Fiscal Year through April**

	<b>April 06</b>	<b>April 07</b>	<b>Fiscal 06 YTD</b>	<b>Fiscal 07 YTD</b>
Requested	8331	8071	81578	78895
Performed	7019	7077	70375	69254
Cancels	21.57%	20.65%	19.80%	19.20%
No Shows	3.55%	2.44%	3.58%	2.86%
Total miles	52181	47989	542568	478814
Av trip miles	5.42	5.07	5.65	5.07
Within ready window	90.97%	92.24%	91.08%	90.69%
Excessively late/missed trips	11	6	181	114
Call center volume	5959	6057	62822	58852
Call average seconds to answer	22	23	27	23
Hold times less than 2 minutes	97%	96%	93%	96%
Distinct riders	817	792	1791	1686
Most frequent rider	50	55	413	421
Shared rides	65.1%	63.2%	62.6%	65.5%
Passengers per rev hour	1.58	2.38	1.57	1.81
Rides by supplemental providers	6.31%	7.64%	7.82%	8.26%
SCT cost per ride	\$22.88	\$24.92	\$23.10	\$24.32
ParaCruz driver cost per ride (estimated)	\$24.81	\$26.90	\$24.64	\$26.05
Rides < 10 miles	79.27%	80.99%	79.55%	82.25%
Rides > 10	20.73%	19.01%	20.45%	17.75%

**IV. FINANCIAL CONSIDERATIONS**

NONE

**V. ATTACHMENTS**

NONE

5-6.3

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

**DATE:** July 27, 2007

**TO:** Board of Directors

**FROM:** Mark J. Dorfman, Assistant General Manager

**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 trips for May 2007 decreased by (1.7%) versus May 2006.
- Faculty/staff trips for May 2007 decreased by (3.3%) versus May 2006.
- Student trips *per school-term day* for May 2007 decreased by (2.3%) versus May 2006.
- Faculty/staff *per weekday* for May 2007 decreased by (3.2%) versus May 2006.
- Revenue received from UCSC for May 2007 was \$294,167 versus \$248,580 for May 2006, an increase of 18.3%.

## III. DISCUSSION

UCSC Spring instruction began on April 3, 2007. A summary of the results for May 2007 is:

- Student billable trips for regular service in May 2007 were 229,221 versus 237,371 for May 2006, a decrease of (3.4%).
- Faculty / Staff billable trips for regular service in May 2007 were 18,180 versus 19,060 for May 2006, a decrease of (4.6%).
- Student billable trips for Route 20 Supplemental service in May 2007 were 10,796 versus 6,899 for May 2006, an increase of 56.5%.
- Faculty / Staff billable trips for Route 20 Supplemental service in May 2007 were 419 versus 173 for May 2006, an increase of 142.2%.
- Student billable trips for the Night Owl service in May 2007 were 4,758 versus 4,731 for May 2006, an increase of 0.6%

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- Faculty / Staff billable trips for Night Owl service in May 2007 were 55 versus 53 for May 2006, an increase of 3.8%.
- Average student billable trips *per school term day* for regular UC Service in May 2007 were 9,298.0 versus 9,723.0 for May 2006, a decrease of (4.4%).
- Average Faculty / Staff billable trips *per weekday* for regular UC service in May 2007 were 759.0 versus 795.4 for May 2006, a decrease of (4.6%).
- Average student billable trips *per school term day* for supplemental UC Service in May 2007 were 490.7 versus 313.6 for May 2006, an increase of 56.5%.
- Average Faculty / Staff billable trips *per weekday* for supplemental UC service in May 2007 were 19.0 versus 7.9 for May 2006, an increase of 142.2%.
- Average student billable trips *per school term day* for Night Owl UC Service in May 2007 were 118.1 versus 102.3 for May 2006, an increase of 15.5%.
- Average Faculty / Staff billable trips *per weekday* for Night Owl UC service in May 2007 were 1.3 versus 1.5 for May 2006, a decrease of (14.7%).

May	Student Ridership		Faculty/ Staff Ridership		Average Student Ridership Per School Term Day		Average Faculty/Staff Ridership Per Weekday	
	FY 2007	FY 2006	FY 2007	FY 2006	FY 2007	FY 2006	FY 2007	FY 2006
<b>Regular Service</b>	229,221	237,371	18,180	19,060	9,298.0	9,723.0	759.0	795.4
<b>Supplemental</b>	10,796	6,899	419	173	490.7	313.6	19.0	7.9
<b>Night Owl</b>	4,758	4,731	55	53	118.1	102.3	1.3	1.5
<b>TOTAL</b>	<b>244,775</b>	<b>249,001</b>	<b>18,654</b>	<b>19,286</b>	<b>9,906.9</b>	<b>10,138.9</b>	<b>779.4</b>	<b>804.8</b>
<b>% Increase-(Decrease)</b>	<b>(1.7%)</b>		<b>(3.3%)</b>		<b>(2.3%)</b>		<b>(3.2%)</b>	

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**IV. FINANCIAL CONSIDERATIONS**

NONE

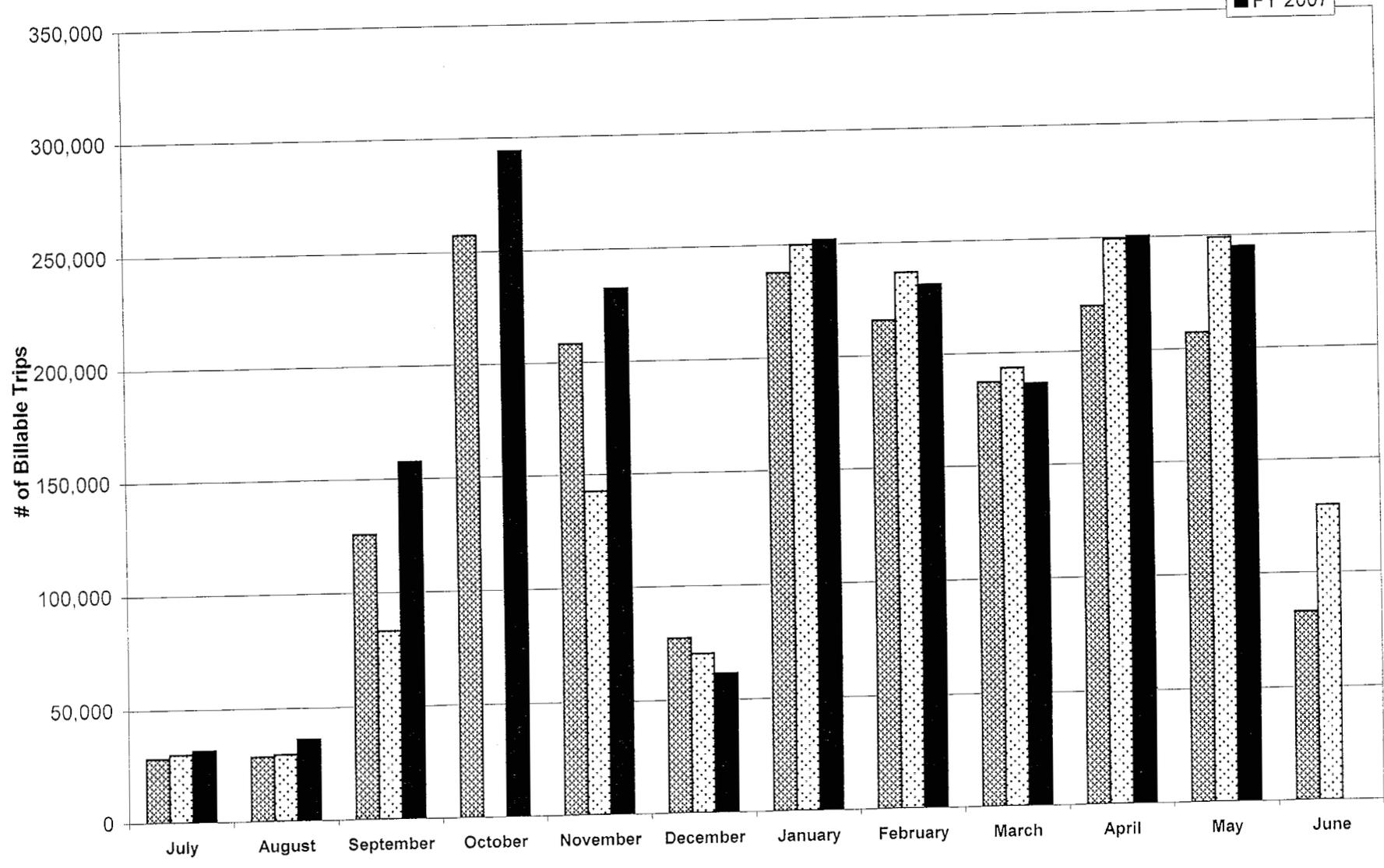
**V. ATTACHMENTS**

**Attachment A: UC Student Billable Trips**

**Attachment B: UCSC Faculty / Staff Billable Trips**

# UCSC Student Billable Trips

FY 2005  
FY 2006  
FY 2007

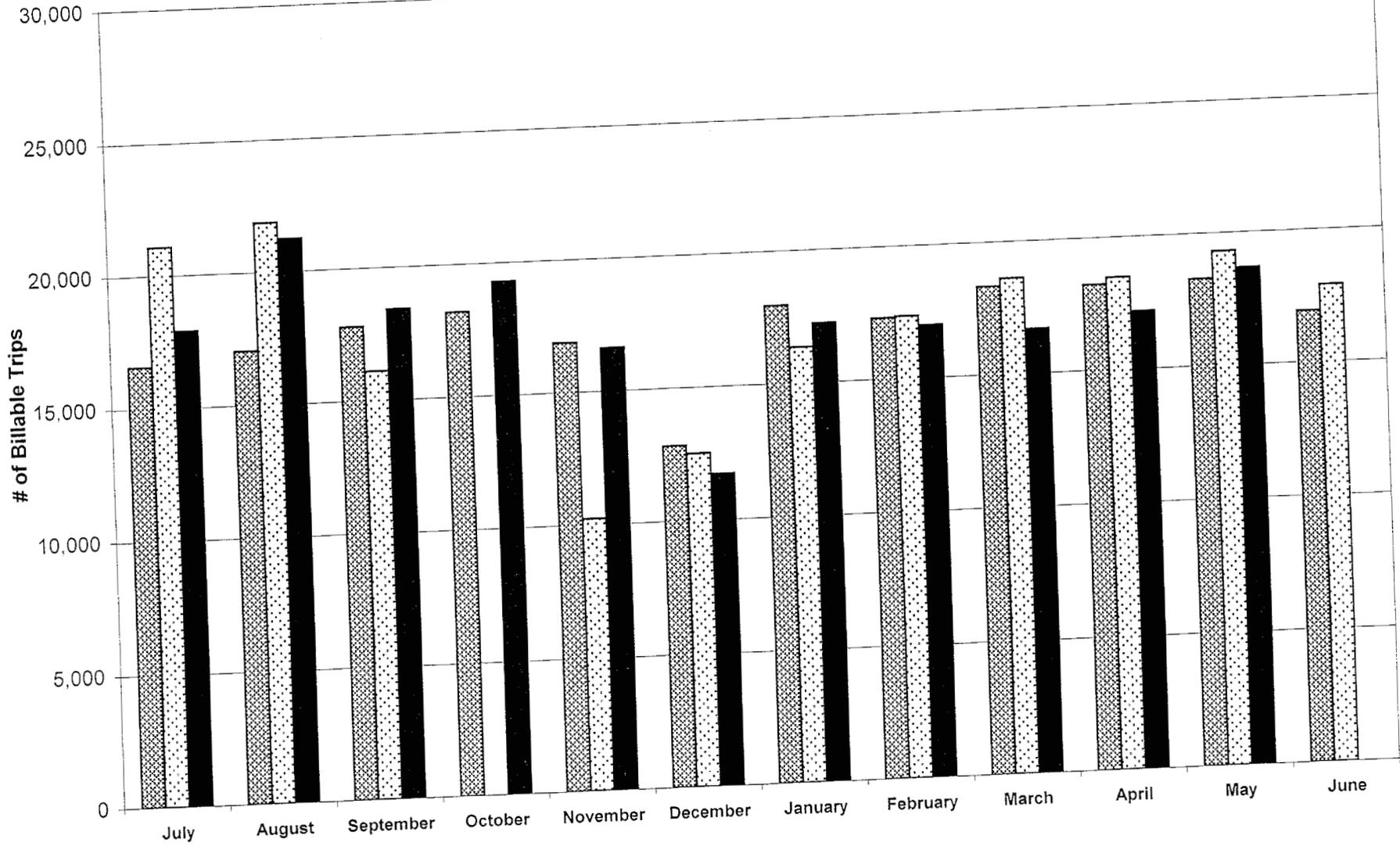


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Attachment A

# UCSC Faculty Staff Billable Trips

FY 2005  
FY 2006  
FY 2007



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Attachment B

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

**DATE:** July 27, 2007  
**TO:** Board of Directors  
**FROM:** Frank L. Cheng, Project Manager  
**SUBJECT:** CONSIDERATION OF METROBASE STATUS REPORT

## I. RECOMMENDED ACTION

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

## II. SUMMARY OF ISSUES

- Service Building work
  - Arntz Builders completed trash enclosure and street repaving on Highway 9 in front of site.
  - Arntz Builders continuing work for driveway in front of building, testing safety systems and other internal items inside the building.
  - AT&T is coordinating their work with Arntz Builders for transferring the telephone services to the new pole.
- Maintenance Building
  - West Bay Builders continuing site work on 120 Golf Club Drive property
  - Tilt-up panels are being constructed on site.
- Requested research on potential pedestrian overpass over Highway 9 in Phase II indicates a cost of approximately \$8 million in 2007 dollars. This option will be presented to the Board for consideration as a part of Phase II design process.

## III. DISCUSSION

Service & Fueling Building work is continuing on 1122 River Street. Arntz Builders completed trash enclosure and street repaving of Highway 9 in front of work site. Current work consist completion of driveway in front of building, testing of safety systems in facility, and other internal items inside the building. AT&T is coordinating their work with Arntz Builders for telephone transfer to new pole.

West Bay Builders is continuing site work on 120 Golf Club Drive property. West Bay Builders is laying out the framework for the tilt-up panels, and continuing work with foundation work for building.

METRO staff contacted Caltrans in regards to a pedestrian overpass over Highway 9 in Phase II. The overpass can connect the Golf Club Facility and River Street Facility. Caltrans is eager to work with METRO in this pedestrian overpass project if funded and maintained by METRO. In comparison with other pedestrian overpass projects, the estimated cost is approximately \$8

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million in 2007 dollars. This option will be presented to the Board for consideration as a part of the Phase II design process.

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

New updates on the MetroBase Project:

- Arntz Builders completed trash enclosure and street repaving of Highway 9.
- AT&T is corresponding their work with Arntz Builders for telephone transfer to new pole.
- West Bay Builders continuing site work on 120 Golf Club Drive property.
- West Bay Builders has constructed lay down area for casting tilt-up walls.

Previous information regarding the MetroBase Project:

A. Service & Fueling Building (IFB 05-12)

- On January 26, 2007, Board of Directors went on a tour of the MetroBase Project.
- Received Caltrans Encroachment Permit. Work continuing.
- Department of Fish&Game approved work on outfall construction completed.
- Concrete work for floor foundation area complete.
- Concrete work for LNG pad and containment area completed.
- Concrete Driven Piles completed end of May 2006.
- Arntz Builders trailer and containers installed adjacent to 1122 River Street
- Public Outreach Newsletter sent to areas possibly affected by construction.
- Notice to Proceed issue effective January 9, 2006 with 365 calendar day construction period.
- Weekly Construction Meetings

B. Maintenance Building (IFB 06-01)

- On November 20, 2006, METRO received signed copies of IFB 06-01 from West Bay Builders including agreement to Labor Harmony provisions included in award letter.
- IFB 06-01 Maintenance Building awarded to West Bay Builders for \$15,195,000 contingent upon Labor Harmony provision in award letter.
- Invitation For Bid 06-01 available at Watsonville BluePrint. Pre-Bid Conference scheduled for September 6, 2006 at 110 Vernon Street, Suite B, Santa Cruz, CA. IFB 06-01 Bid due on October 17, 2006 at 2:00 pm.
- Construction schedule set to 32 months

5-8.2

- RNL contract modified for added Maintenance Building scope
- Harris & Associates contract modified for added Maintenance Building scope.
- Weekly Construction Meetings.

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

Funds for the construction of the Service & Fueling, and Maintenance Building Components of the MetroBase Project are available within the funds the METRO has secured for the Project.

#### **V. ATTACHMENTS**

**Attachment A:       None**

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

**DATE:** July 27, 2007  
**TO:** Board of Directors  
**FROM:** Angela Aitken, Finance Manager  
**SUBJECT:** MONTHLY BUDGET STATUS REPORT FOR APRIL 2007

## I. RECOMMENDED ACTION

**Staff recommends that the Board of Directors approve the budget status report for April 2007.**

## II. SUMMARY OF ISSUES

- **Operating Revenues** for Apr 07 YTD were \$30,047K or \$726K (2%) over the amount of revenue expected.
- **Operating Expenses** for Apr 07 YTD were \$26,933K or 74% of the budget.
- **Capital Improvement Program Expenses** for Apr 07 YTD were \$8,745K or 19% of the Capital budget.

## III. DISCUSSION

An analysis of the District's budget status is prepared monthly in order to apprise the Board of Directors of the District's actual revenues, expenses and capital in relation to the adopted operating and capital budgets for the fiscal year. The attached monthly revenue, expense and capital report represents the status of the District's FY 07 annual budget as of April 30, 2007.

The fiscal year has elapsed **83%**.

### A. Operating Revenue

Revenues are \$726K over the amount of revenue projected for the period due to Passenger Revenue, Advertising and Interest Income. Detailed revenue variances are explained in the notes following the report.

### B. Departmental Operating Expense

Total Departmental Operating Expense is running at 74% for the year; 9% below where we are in the fiscal year (83%).

### C. Consolidated Operating Expense

Operating expenses for the year to date total \$26,933K or 74% of the budget. Variances are explained in the notes following the report.

5-9.1

**D. Capital Improvement Program**

A total of \$8,745K or 19% has been expended in the Capital Improvement Program YTD. Of this, \$7,361K or 84% has been spent on MetroBase.

**IV. FINANCIAL CONSIDERATIONS**

None.

**V. ATTACHMENTS**

**Attachment A:** Revenue, Expense and Capital Report for April 2007

**Attachment B:** FY07 Budget Transfers -- April 1-30, 2007

5-9.2

**FY07**  
**MONTHLY REVENUE AND EXPENSE REPORT**  
**OPERATING REVENUE**  
**April 2007**

**Attachment A**

Operating Revenue	FY07 Monthly			FY06	FY07 YTD			\$ Var	% Var	Notes
	Budget	Actual	Variance	YTD Actual	Budget	Actual				
Passenger Fares	\$ 303,506	\$ 301,650	\$ (1,856)	\$ 2,361,586	\$ 2,765,100	\$ 2,796,566	\$ 31,466	1%		
Paratransit Fares	\$ 20,597	\$ 22,673	\$ 2,076	\$ 181,979	\$ 197,967	\$ 189,266	\$ (8,701)	-4%		
Special Transit Fares	\$ 248,156	\$ 301,263	\$ 53,107	\$ 1,583,454	\$ 2,057,745	\$ 2,217,289	\$ 159,544	8%		
Highway 17 Revenue	\$ 97,614	\$ 105,425	\$ 7,811	\$ 821,585	\$ 823,951	\$ 1,047,725	\$ 223,774	27%		
<i>Subtotal Passenger Rev</i>	\$ 669,873	\$ 731,010	\$ 61,137	\$ 4,948,604	\$ 5,844,763	\$ 6,250,846	\$ 406,083	7%	1	
Advertising Income	\$ 10,000	\$ 23,820	\$ 13,820	\$ 78,635	\$ 100,000	\$ 184,431	\$ 84,431	84%	2	
Commissions	\$ 500	\$ 548	\$ 48	\$ 4,386	\$ 5,000	\$ 4,881	\$ (119)	-2%		
Rent Income	\$ 11,391	\$ 12,061	\$ 670	\$ 113,271	\$ 113,908	\$ 117,732	\$ 3,824	3%		
Interest - General Fund	\$ 84,932	\$ 102,924	\$ 17,992	\$ 841,426	\$ 795,617	\$ 1,125,502	\$ 329,885	41%	3	
Non-Transportation Rev	\$ 29,708	\$ 4,506	\$ (25,202)	\$ 324,598	\$ 297,083	\$ 253,723	\$ (43,361)	-15%		
Sales Tax Income	\$ 1,539,294	\$ 1,014,400	\$ (524,894)	\$ 13,838,118	\$ 14,366,512	\$ 14,311,896	\$ (54,616)	0%		
TDA Funds	\$ -	\$ -	\$ -	\$ 4,258,265	\$ 4,624,376	\$ 4,624,376	\$ -	0%		
FTA Op Asst - Sec 5307	\$ -	\$ -	\$ -	\$ 3,021,556	\$ 3,004,546	\$ 3,004,546	\$ -	0%		
FTA Op Asst - Sec 5311	\$ -	\$ -	\$ -	\$ 65,475	\$ 168,582	\$ 168,582	\$ -	0%		
FY 05-06 Carryover	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	0%		
Transfer from Reserves	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	0%		
Transfer from										
Insurance Reserves	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	0%		
Transfer - Proj Mgr	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	0%		
<b>Total Operating Revenue</b>	<b>\$ 2,345,698</b>	<b>\$ 1,889,270</b>	<b>\$ (456,428)</b>	<b>\$ 27,494,333</b>	<b>\$ 29,320,386</b>	<b>\$ 30,046,515</b>	<b>\$ 726,128</b>	<b>2%</b>		

**NOTES:**

1) **Passenger Revenue Income** (fare box and pass sales) is \$406K or 7% over the budgeted amount for the year. Passenger Fares are \$31K or 1% over budget. Paratransit fares are \$9K or 4% under the budgeted amount. Special Transit Fares (contracts) are \$160K or 8% over the budgeted amount. Highway 17 Express Revenue is \$224K or 27% over the year to date budgeted amount.

2) **Advertising Income** is \$84K or 84% over the budgeted amount for the fiscal year based on current advertising levels on the exterior of District buses.

3) **Interest Income** is \$330K or 41% over budget for the fiscal year due to higher interest rates than projected in the County investment pool.

**FY07**  
**MONTHLY REVENUE AND EXPENSE REPORT**  
**DEPARTMENTAL OPERATING EXPENSE**  
**April 2007**

Operating Expense	FY06	FY 07		Actual % to Budget	Notes
	YTD Actual	Final Budget	Revised Budget		
<b>PERSONNEL ACCOUNTS</b>					
Administration	\$ 658,944	\$ 966,287	\$ 968,846	\$ 738,902	76%
Finance	\$ 393,435	\$ 572,352	\$ 557,210	\$ 400,907	72%
Customer Service	\$ 308,253	\$ 482,804	\$ 485,651	\$ 323,140	67%
Human Resources	\$ 268,851	\$ 468,664	\$ 468,664	\$ 318,086	68%
Information Technology	\$ 348,086	\$ 466,252	\$ 466,252	\$ 368,338	79%
District Counsel	\$ 299,443	\$ 404,446	\$ 411,585	\$ 309,292	75%
Risk Management	\$ -	\$ -	\$ -	\$ -	0%
Facilities Maintenance	\$ 695,496	\$ 946,857	\$ 946,857	\$ 729,094	77%
Paratransit Program	\$ 2,017,603	\$ 2,913,145	\$ 2,912,145	\$ 2,171,406	75%
Operations	\$ 1,438,222	\$ 2,010,685	\$ 2,058,074	\$ 1,650,687	80%
Bus Operators	\$ 8,998,570	\$ 13,634,430	\$ 13,694,127	\$ 10,179,567	74%
Fleet Maintenance	\$ 2,863,909	\$ 3,928,485	\$ 3,928,484	\$ 2,890,123	74%
COBRA Benefits	\$ -	\$ -	\$ -	\$ -	0%
Retired Employees/COBRA	\$ 804,906	\$ 1,251,291	\$ 1,349,291	\$ 1,222,817	91% 1
SCCIC/COPS	\$ -	\$ -	\$ -	\$ -	0%
<b>Total Personnel</b>	<b>\$ 19,095,718</b>	<b>\$ 28,045,699</b>	<b>\$ 28,247,187</b>	<b>\$ 21,302,359</b>	<b>75%</b>
<b>NON-PERSONNEL ACCOUNTS</b>					
Administration	\$ 507,638	\$ 706,589	\$ 734,797	\$ 534,090	73%
Finance	\$ 654,528	\$ 937,123	\$ 951,265	\$ 512,260	54%
Customer Service	\$ 60,759	\$ 112,469	\$ 112,469	\$ 61,373	55%
Human Resources	\$ 47,650	\$ 61,733	\$ 86,607	\$ 74,280	86% 2
Information Technology	\$ 133,394	\$ 138,140	\$ 212,790	\$ 115,266	54%
District Counsel	\$ 27,303	\$ 17,943	\$ 17,943	\$ 15,594	87%
Risk Management	\$ 174,269	\$ 245,027	\$ 245,027	\$ 91,370	37%
Facilities Maintenance	\$ 218,998	\$ 378,572	\$ 378,572	\$ 318,515	84%
Paratransit Program	\$ 410,520	\$ 732,898	\$ 735,048	\$ 506,297	69%
Operations	\$ 466,582	\$ 619,922	\$ 678,412	\$ 464,116	68%
Bus Operators	\$ 4,315	\$ 5,000	\$ 7,000	\$ 2,614	37%
Fleet Maintenance	\$ 2,137,666	\$ 3,958,386	\$ 4,172,386	\$ 2,934,306	70%
COBRA Benefits	\$ -	\$ -	\$ -	\$ -	0%
Retired Employees/COBRA	\$ -	\$ -	\$ -	\$ -	0%
SCCIC/COPS	\$ 250	\$ 500	\$ 500	\$ 280	56%
<b>Total Non-Personnel</b>	<b>\$ 4,843,876</b>	<b>\$ 7,914,301</b>	<b>\$ 8,332,815</b>	<b>\$ 5,630,360</b>	<b>68%</b>
<b>Total Operating Expense</b>	<b>\$ 23,939,592</b>	<b>\$ 35,960,000</b>	<b>\$ 36,580,000</b>	<b>\$ 26,932,720</b>	<b>74%</b>

YTD Operating Revenue - \$ 30,046,515

YTD Operating Revenue vs. YTD Operating Expense - \$ 3,113,795

**NOTES:**

1) **Retired Employees/COBRA Personnel Accounts** are at 91% of the budget since the retroactive payment for restoration of the retirees medical premium supplemental program was made during September.

2) **Human Resources Non-Personnel Accounts** are at 86% of the budget due to arbitration and hiring costs.

**FY07**  
**MONTHLY REVENUE AND EXPENSE REPORT**  
**CONSOLIDATED OPERATING EXPENSE**  
**April 2007**

	FY06		FY07		Actual % to Budget	Notes
	YTD Actual	Final Budget	Revised Budget	YTD Actual		
<b>LABOR</b>						
Operators Wages	\$ 5,234,597	\$ 8,548,386	\$ 8,626,083	\$ 6,046,857	70%	
Operators Overtime	\$ 1,268,783	\$ 1,359,914	\$ 1,359,914	\$ 1,055,103	78%	
Other Salaries & Wages	\$ 4,116,653	\$ 6,048,264	\$ 6,086,141	\$ 4,624,500	76%	
Other Overtime	\$ 205,347	\$ 246,200	\$ 248,700	\$ 231,767	93%	1
	<b>\$ 10,825,380</b>	<b>\$ 16,202,764</b>	<b>\$ 16,320,838</b>	<b>\$ 11,958,226</b>	<b>73%</b>	
<b>FRINGE BENEFITS</b>						
Medicare/Soc Sec	\$ 135,978	\$ 245,815	\$ 245,815	\$ 158,718	65%	
PERS Retirement	\$ 1,488,331	\$ 2,078,184	\$ 2,084,597	\$ 1,493,753	72%	
Medical Insurance	\$ 2,641,713	\$ 3,876,236	\$ 3,938,536	\$ 3,768,567	96%	2
Dental Plan	\$ 351,971	\$ 481,836	\$ 481,836	\$ 371,851	77%	
Vision Insurance	\$ 100,546	\$ 153,182	\$ 153,182	\$ 107,130	70%	
Life Insurance	\$ 32,616	\$ 46,691	\$ 46,691	\$ 38,855	83%	
State Disability Ins	\$ 144,005	\$ 349,704	\$ 349,704	\$ 126,637	36%	
Long Term Disability Ins	\$ 132,413	\$ 201,006	\$ 182,007	\$ 155,703	86%	
Unemployment Insurance	\$ 56,771	\$ 91,645	\$ 91,645	\$ 53,990	59%	
Workers Comp	\$ 700,326	\$ 1,396,681	\$ 1,396,681	\$ 750,554	54%	
Absence w/ Pay	\$ 2,426,666	\$ 2,832,656	\$ 2,832,656	\$ 2,216,489	78%	
Other Fringe Benefits	\$ 59,003	\$ 89,301	\$ 123,002	\$ 101,885	83%	
	<b>\$ 8,270,338</b>	<b>\$ 11,842,935</b>	<b>\$ 11,926,352</b>	<b>\$ 9,344,132</b>	<b>78%</b>	
<b>SERVICES</b>						
Acctng/Admin/Bank Fees	\$ 219,965	\$ 326,850	\$ 326,850	\$ 150,313	46%	
Prof/Legis/Legal Services	\$ 268,975	\$ 407,172	\$ 440,497	\$ 235,822	54%	
Temporary Help	\$ 57,583	\$ -	\$ 36,849	\$ 37,935	103%	
Custodial Services	\$ 51,055	\$ 71,300	\$ 71,300	\$ 53,912	76%	
Uniforms & Laundry	\$ 28,646	\$ 39,780	\$ 41,780	\$ 32,931	79%	
Security Services	\$ 351,756	\$ 431,000	\$ 482,240	\$ 335,739	70%	
Outside Repair - Bldgs/Eqmt	\$ 117,055	\$ 223,551	\$ 209,401	\$ 170,172	81%	
Outside Repair - Vehicles	\$ 109,103	\$ 336,051	\$ 336,051	\$ 241,771	72%	
Waste Disp/Ads/Other	\$ 47,262	\$ 81,575	\$ 68,200	\$ 72,748	107%	3
	<b>\$ 1,251,399</b>	<b>\$ 1,917,279</b>	<b>\$ 2,013,168</b>	<b>\$ 1,331,342</b>	<b>66%</b>	
<b>CONTRACT TRANSPORTATION</b>						
Contract Transportation	\$ -	\$ -	\$ -	\$ -	0%	
Paratransit Service	\$ 101,135	\$ 200,000	\$ 200,000	\$ 141,191	71%	
	<b>\$ 101,135</b>	<b>\$ 200,000</b>	<b>\$ 200,000</b>	<b>\$ 141,191</b>	<b>71%</b>	
<b>MOBILE MATERIALS</b>						
Fuels & Lubricants	\$ 1,315,948	\$ 2,745,595	\$ 2,745,595	\$ 1,752,460	64%	
Tires & Tubes	\$ 105,452	\$ 201,000	\$ 201,000	\$ 136,200	68%	
Other Mobile Supplies	\$ 8,662	\$ 7,500	\$ 7,500	\$ 7,135	95%	4
Revenue Vehicle Parts	\$ 373,977	\$ 365,000	\$ 579,000	\$ 523,509	90%	5
	<b>\$ 1,804,040</b>	<b>\$ 3,319,095</b>	<b>\$ 3,533,095</b>	<b>\$ 2,419,304</b>	<b>68%</b>	

**FY07**  
**MONTHLY REVENUE AND EXPENSE REPORT**  
**CONSOLIDATED OPERATING EXPENSE**  
April 2007

	FY06		FY07			
	YTD Actual	Final Budget	Revised Budget	YTD Actual	Actual % to Budget	Notes
<b>OTHER MATERIALS</b>						
Postage & Mailing/Freight	\$ 9,880	\$ 26,550	\$ 26,550	\$ 12,112	46%	
Printing	\$ 54,142	\$ 85,610	\$ 85,610	\$ 36,540	43%	
Office/Computer Supplies	\$ 60,210	\$ 65,400	\$ 76,100	\$ 51,996	68%	
Safety Supplies	\$ 7,756	\$ 16,375	\$ 15,575	\$ 11,150	72%	
Cleaning Supplies	\$ 30,130	\$ 47,650	\$ 47,650	\$ 32,025	67%	
Repair/Maint Supplies	\$ 20,614	\$ 40,000	\$ 40,000	\$ 42,669	107%	6
Parts, Non-Inventory	\$ 30,894	\$ 40,500	\$ 42,000	\$ 24,893	59%	
Small Tools	\$ 4,747	\$ 12,100	\$ 12,100	\$ 6,211	51%	
Promo/Photo Supplies	\$ 3,479	\$ 8,805	\$ 8,805	\$ 5,356	61%	
	<b>\$ 221,851</b>	<b>\$ 342,990</b>	<b>\$ 354,390</b>	<b>\$ 222,951</b>	<b>63%</b>	
<b>UTILITIES</b>	<b>\$ 230,116</b>	<b>\$ 368,574</b>	<b>\$ 371,375</b>	<b>\$ 281,790</b>	<b>76%</b>	
<b>CASUALTY &amp; LIABILITY</b>						
Insurance - Prop/PL & PD	\$ 420,850	\$ 605,188	\$ 605,188	\$ 451,257	75%	
Settlement Costs	\$ 146,086	\$ 150,000	\$ 150,000	\$ 60,028	40%	
Repairs to Prop	\$ (26,764)	\$ -	\$ -	\$ (111,447)	0%	7
	<b>\$ 540,171</b>	<b>\$ 755,188</b>	<b>\$ 755,188</b>	<b>\$ 399,838</b>	<b>53%</b>	
<b>TAXES</b>	<b>\$ 31,871</b>	<b>\$ 46,761</b>	<b>\$ 46,761</b>	<b>\$ 38,757</b>	<b>83%</b>	
<b>MISC EXPENSES</b>						
Dues & Subscriptions	\$ 50,327	\$ 56,870	\$ 56,870	\$ 59,993	105%	8
Advertising - Revenue Prod.	\$ 5,356	\$ 15,000	\$ 15,000	\$ -	0%	
Employee Incentive Program	\$ 3,915	\$ 5,107	\$ 5,107	\$ 514	10%	
Training	\$ 3,529	\$ 9,600	\$ 96,374	\$ 23,078	24%	
Travel	\$ 13,329	\$ 27,170	\$ 31,170	\$ 18,721	60%	
Other Misc Expenses	\$ 9,296	\$ 18,533	\$ 20,183	\$ 597	0%	
	<b>\$ 85,752</b>	<b>\$ 132,280</b>	<b>\$ 224,704</b>	<b>\$ 102,904</b>	<b>46%</b>	
<b>OTHER EXPENSES</b>						
Leases & Rentals	\$ 577,539	\$ 832,134	\$ 834,135	\$ 692,288	83%	
	<b>\$ 577,539</b>	<b>\$ 832,134</b>	<b>\$ 834,135</b>	<b>\$ 692,288</b>	<b>83%</b>	
<b>Total Operating Expense</b>	<b>\$ 23,939,592</b>	<b>\$ 35,960,000</b>	<b>\$ 36,580,000</b>	<b>\$ 26,932,720</b>	<b>74%</b>	

**NOTES:**

1) **Other Overtime Expense** is at 93% of the budget due to Operations OT over budget. PSA (Professional Service Association) was short by two (2) Supervisor positions which had to be covered by OT. In addition, one (1) Schedule Analyst position was vacant and had to be covered by OT as well as expediting of new Operator training which took OT to cover all the aspects of running the Operations department.

2) **Medical Insurance Expense** is at 96% of the budget due to increased cost of premiums.

**FY07**  
**MONTHLY REVENUE AND EXPENSE REPORT**  
**CONSOLIDATED OPERATING EXPENSE**  
**April 2007**

FY06	Final	Revised	FY07	Actual % to	
YTD Actual	Budget	Budget	YTD Actual	Budget	Notes

3) **Waste Disposal/Advertising/Other Services Expense** is at 107% of the budget due to classified ad costs for recruitments, and higher costs for hazardous waste disposal.

4) **Other Mobile Supplies** is at 95% of the budget due to required repairs to fans and upholstery in the buses.

5) **Revenue Vehicle Parts Expense** is at 90% of the budget due to expiration of warranties on newer buses.

6) **Repair/Maintenance Supplies Expense** is at 107% of the budget due to required repairs to facilities.

7) **Repairs To Property Expense** is a casualty and liability account to which repairs to District vehicles and property is 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.

8) **Dues and Subscriptions Expense** is at 105% of the budget due to annual payment of APTA dues.

**FY07**  
**MONTHLY REVENUE AND EXPENSE REPORT**  
**CAPITAL IMPROVEMENT PROGRAM**  
**April 2007**

	Final Budget	Monthly Actual	YTD Actual	Actual % to Budget	Notes
<b><u>CAPITAL PROJECTS</u></b>					
<b><u>Grant Funded Projects</u></b>					
MetroBase	\$ 29,622,709	\$ 61,962	\$ 7,361,187	25%	
CNG Bus Conversions	\$ 6,800,000	\$ -	\$ -	0%	
Revenue Vehicle Replacement	\$ 920,000	\$ 261	\$ 851,059	93%	
Short Range Transit Plan	\$ 100,000	\$ -	\$ -	0%	
Bike Rack Project	\$ 90,000	\$ 39,882	\$ 83,093	0%	
	<b>\$ 37,532,709</b>	<b>\$ 102,104</b>	<b>\$ 8,295,338</b>	<b>22%</b>	
<b><u>District Funded Projects</u></b>					
Purchase & Renovation of Vernon	\$ 7,100,000	\$ 100,000	\$ 102,600	1%	
Non-Revenue Vehicle Replacement	\$ 340,000	\$ 61,457	\$ 155,365	46%	
Bus Stop Imprvmnts/Bus Shelter Projects	\$ 310,000	\$ 2,734	\$ 14,674	5%	
Revenue Vehicle Replacement (3 ParaCruz Vans)	\$ 192,000	\$ -	\$ -	0%	
Rebuild Low Floor Buses (8)	\$ 152,000	\$ -	\$ -	0%	
Facilities Repairs & Improvements	\$ 113,500	\$ -	\$ 70,798	62%	
Rebuild Bus Engines (4)	\$ 72,000	\$ 20,564	\$ 55,996	78%	
Mobile Sweeper & Trailer	\$ 45,000	\$ -	\$ -	0%	
IT Projects	\$ 40,700	\$ -	\$ 31,112	76%	
Office Equipment	\$ 17,500	\$ -	\$ 17,195	98%	
Mt. Biewlaski Repeater	\$ 15,000	\$ -	\$ -	0%	
Diagnostic Reader/Fleet	\$ 3,000	\$ -	\$ -	0%	
Noise Meter	\$ 2,400	\$ 2,361	\$ 2,361	98%	
	<b>\$ 8,403,100</b>	<b>\$ 187,116</b>	<b>\$ 450,101</b>	<b>5%</b>	
<b>TOTAL CAPITAL PROJECTS</b>	<b>\$ 45,935,809</b>	<b>\$ 289,220</b>	<b>\$ 8,745,439</b>	<b>19%</b>	
<b><u>CAPITAL FUNDING</u></b>					
Federal Capital Grants	\$ 9,230,246	\$ -	\$ 5,396,831	58%	
State/Local Capital Grants	\$ 14,381,000	\$ 39,882	\$ 56,665	0%	
STA Funding	\$ 4,720,782	\$ 61,961	\$ 1,439,979	31%	
Bus Stop Improvement Reserves	\$ 310,000	\$ 261	\$ 5,919	2%	
District Reserves	\$ 17,293,781	\$ 187,116	\$ 1,846,045	11%	
<b>TOTAL CAPITAL FUNDING</b>	<b>\$ 45,935,809</b>	<b>\$ 289,220</b>	<b>\$ 8,745,439</b>	<b>19%</b>	

**NOTES:**

**FY 07 BUDGET TRANSFERS**  
**April 1-30, 2007**

	ACCOUNT #	ACCOUNT TITLE	AMOUNT
<b>TRANSFER # 07-015</b>			
TRANSFER FROM:	501021-1200	Other Salaries	\$ (41,280)
	503012-1200	Bank & Admin Fees	\$ (1,500)
			<u>\$ (42,780)</u>
TRANSFER TO:	503031-1200	Prof/Tech Fees	\$ 6,640
	503041-1200	Temp Help	\$ 34,640
	504311-1200	Office Supplies	\$ 1,500
			<u>\$ 42,780</u>

REASON: To cover Temp Help and Professional Services in Finance.

<b>TRANSFER # 07-016</b>			
TRANSFER FROM:	503012-1200	Admin & Bank Fees	\$ (13,000)
			<u>\$ (13,000)</u>
TRANSFER TO:	504311-1500	Office Supplies & Equipment	\$ 13,000
			<u>\$ 13,000</u>

REASON: To buy flat screen monitors for SCMTD staff in FY07.

<b>TRANSFER # 07-017</b>			
TRANSFER FROM:	503012-1200	Admin & Bank Fees	\$ (4,110)
			<u>\$ (4,110)</u>
TRANSFER TO:	503031-1700	Professional & Technical Fees	\$ 4,110
			<u>\$ 4,110</u>

REASON: To fund the WTS Consultation Service Contract.

<b>TRANSFER # 07-018</b>			
TRANSFER FROM:	503161-2200	Custodial Services	\$ (13,800)
			<u>\$ (13,800)</u>
TRANSFER TO:	503351-2200	Out Repair-Bldgs & Imp	\$ 7,500
	504311-2200	Office Supplies	\$ 300
	505021-2200	Water & Garbage	\$ 3,000
	512061-2200	Equipment Rental	\$ 3,000
			<u>\$ 13,800</u>

REASON: To cover account over-runs in Facilities.

	ACCOUNT #	ACCOUNT TITLE	AMOUNT
<b>TRANSFER # 07-019</b>			
TRANSFER FROM:	503352-4100	Out Rpr Equipment	\$ (15,000)
			<u>\$ (15,000)</u>
TRANSFER TO:	512061-4100	Equipment Rental	\$ 15,000
			<u>\$ 15,000</u>

REASON: To cover account over-run in Fleet Maintenance.

<b>TRANSFER # 07-020</b>			
TRANSFER FROM:	501011-3300	Bus Operator Pay	\$ (350,000)
			<u>\$ (350,000)</u>
TRANSFER TO:	502031-3300	Medical Insurance	\$ 350,000
			<u>\$ 350,000</u>

REASON: To cover increased medical premiums for Bus Operators.

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

**DATE:** July 27, 2007  
**TO:** Board of Directors  
**FROM:** Angela Aitken, Finance Manager  
**SUBJECT:** MONTHLY BUDGET STATUS REPORT FOR MAY 2007

## I. RECOMMENDED ACTION

**Staff recommends that the Board of Directors approve the budget status report for May 2007.**

## II. SUMMARY OF ISSUES

- **Operating Revenues** for May 07 YTD were \$32,481K or \$575K (2%) over the amount of revenue expected.
- **Operating Expenses** for May 07 YTD were \$29,865K or 82% of the budget.
- **Capital Improvement Program Expenses** for May 07 YTD were \$10,814K or 24% of the Capital budget.

## III. DISCUSSION

An analysis of the District's budget status is prepared monthly in order to apprise the Board of Directors of the District's actual revenues, expenses and capital in relation to the adopted operating and capital budgets for the fiscal year. The attached monthly revenue, expense and capital report represents the status of the District's FY 07 annual budget as of May 31, 2007.

The fiscal year has elapsed **92%**.

### A. Operating Revenue

Revenues are \$575K over the amount of revenue projected for the period due to Passenger Revenue, Advertising and Interest Income. Detailed revenue variances are explained in the notes following the report.

### B. Departmental Operating Expense

Total Departmental Operating Expense is running at 82% for the year; 1% below where we are in the fiscal year (92%).

### C. Consolidated Operating Expense

Operating expenses for the year to date total \$29,865K or 82% of the budget. Variances are explained in the notes following the report.

5-10.1

**D. Capital Improvement Program**

A total of \$10,814K or 24% has been expended in the Capital Improvement Program YTD. Of this, \$9,401K or 78% has been spent on MetroBase.

**IV. FINANCIAL CONSIDERATIONS**

None.

**V. ATTACHMENTS**

**Attachment A:** Revenue, Expense and Capital Report for May 2007

**Attachment B:** FY07 Budget Transfers – May 1-31, 2007

5-10.2

**FY07**  
**MONTHLY REVENUE AND EXPENSE REPORT**  
**OPERATING REVENUE**  
**May 2007**

**Attachment A**

Operating Revenue	FY07 Monthly			FY06	FY07 YTD				Notes
	Budget	Actual	Variance	YTD Actual	Budget	Actual	\$ Var	% Var	
Passenger Fares	\$ 303,506	\$ 318,937	\$ 15,431	\$ 2,674,051	\$ 3,068,606	\$ 3,115,504	\$ 46,898	2%	
Paratransit Fares	\$ 20,597	\$ 19,397	\$ (1,200)	\$ 204,308	\$ 218,564	\$ 208,663	\$ (9,901)	-5%	
Special Transit Fares	\$ 248,156	\$ 314,973	\$ 66,817	\$ 1,873,767	\$ 2,305,901	\$ 2,532,261	\$ 226,360	10%	
Highway 17 Revenue	\$ 97,614	\$ 108,649	\$ 11,035	\$ 922,855	\$ 1,036,269	\$ 1,156,374	\$ 120,105	12%	
<i>Subtotal Passenger Rev</i>	\$ 669,873	\$ 761,956	\$ 92,083	\$ 5,674,981	\$ 6,629,340	\$ 7,012,802	\$ 383,462	6%	1
Advertising Income	\$ 10,000	\$ 15,695	\$ 5,695	\$ 87,135	\$ 110,000	\$ 200,126	\$ 90,126	82%	2
Commissions	\$ 500	\$ 407	\$ (93)	\$ 4,766	\$ 5,500	\$ 5,288	\$ (212)	-4%	
Rent Income	\$ 11,391	\$ 12,127	\$ 737	\$ 122,860	\$ 125,298	\$ 129,859	\$ 4,561	4%	
Interest - General Fund	\$ 84,932	\$ 102,455	\$ 17,523	\$ 941,306	\$ 880,549	\$ 1,227,957	\$ 347,408	39%	3
Non-Transportation Rev	\$ 29,708	\$ 63,977	\$ 34,269	\$ 325,350	\$ 326,792	\$ 317,700	\$ (9,091)	-3%	
Sales Tax Income	\$ 1,539,294	\$ 1,352,500	\$ (186,794)	\$ 15,186,018	\$ 15,905,806	\$ 15,664,396	\$ (241,410)	-2%	
TDA Funds	\$ -	\$ -	\$ -	\$ 4,258,265	\$ 4,624,376	\$ 4,624,376	\$ -	0%	
FTA Op Asst - Sec 5307	\$ -	\$ 125,680	\$ 125,680	\$ 3,021,556	\$ 3,130,496	\$ 3,130,226	\$ (270)	0%	
FTA Op Asst - Sec 5311	\$ -	\$ -	\$ -	\$ 65,475	\$ 168,582	\$ 168,582	\$ -	0%	
FY 05-06 Carryover	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%	
Transfer from Reserves	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%	
Transfer from									
Insurance Reserves	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%	
Transfer - Proj Mgr	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%	
<b>Total Operating Revenue</b>	<b>\$ 2,345,698</b>	<b>\$ 2,434,798</b>	<b>\$ 89,100</b>	<b>\$ 29,687,711</b>	<b>\$ 31,906,738</b>	<b>\$ 32,481,313</b>	<b>\$ 574,574</b>	<b>2%</b>	

**NOTES:**

- 1) **Passenger Revenue Income** (fare box and pass sales) is \$383K or 6% over the budgeted amount for the year. Passenger Fares are \$47K or 2% over budget. Paratransit fares are \$10K or 5% under the budgeted amount. Special Transit Fares (contracts) are \$226K or 10% over the budgeted amount. Highway 17 Express Revenue is \$120K or 12% over the year to date budgeted amount.
- 2) **Advertising Income** is \$90K or 82% over the budgeted amount for the fiscal year based on current advertising levels on the exterior of District buses.
- 3) **Interest Income** is \$347K or 39% over budget for the fiscal year due to higher interest rates than projected in the County investment pool.

5-10.a1

**FY07**  
**MONTHLY REVENUE AND EXPENSE REPORT**  
**DEPARTMENTAL OPERATING EXPENSE**  
**May 2007**

Operating Expense	FY06	FY 07		Actual % to Budget	Notes
	YTD Actual	Final Budget	Revised Budget		
<b>PERSONNEL ACCOUNTS</b>					
Administration	\$ 738,422	\$ 966,287	\$ 968,846	\$ 817,628	84%
Finance	\$ 440,432	\$ 572,352	\$ 557,210	\$ 443,651	80%
Customer Service	\$ 348,364	\$ 482,804	\$ 485,651	\$ 357,514	74%
Human Resources	\$ 307,546	\$ 468,664	\$ 468,664	\$ 357,814	76%
Information Technology	\$ 390,098	\$ 466,252	\$ 466,252	\$ 411,182	88%
District Counsel	\$ 336,469	\$ 404,446	\$ 411,585	\$ 338,447	82%
Risk Management	\$ -	\$ -	\$ -	\$ -	0%
Facilities Maintenance	\$ 779,444	\$ 946,857	\$ 946,857	\$ 797,716	84%
Paratransit Program	\$ 2,291,455	\$ 2,913,145	\$ 2,912,145	\$ 2,409,445	83%
Operations	\$ 1,605,660	\$ 2,010,685	\$ 2,058,074	\$ 1,810,002	88%
Bus Operators	\$ 10,326,906	\$ 13,634,430	\$ 13,694,127	\$ 11,216,834	82%
Fleet Maintenance	\$ 3,222,261	\$ 3,928,485	\$ 3,928,484	\$ 3,207,327	82%
COBRA Benefits	\$ -	\$ -	\$ -	\$ -	0%
Retired Employees/COBRA	\$ 1,001,958	\$ 1,251,291	\$ 1,349,291	\$ 1,354,559	100% 1
SCCIC/COPS	\$ -	\$ -	\$ -	\$ -	0%
<b>Total Personnel</b>	<b>\$ 21,789,014</b>	<b>\$ 28,045,699</b>	<b>\$ 28,247,187</b>	<b>\$ 23,522,119</b>	<b>83%</b>
<b>NON-PERSONNEL ACCOUNTS</b>					
Administration	\$ 619,342	\$ 706,589	\$ 734,797	\$ 622,343	85%
Finance	\$ 704,083	\$ 937,123	\$ 951,265	\$ 566,490	60%
Customer Service	\$ 71,628	\$ 112,469	\$ 112,469	\$ 64,125	57%
Human Resources	\$ 53,149	\$ 61,733	\$ 86,607	\$ 79,550	92%
Information Technology	\$ 141,141	\$ 138,140	\$ 212,790	\$ 120,503	57%
District Counsel	\$ 29,584	\$ 17,943	\$ 17,943	\$ 17,390	97%
Risk Management	\$ 186,216	\$ 245,027	\$ 245,027	\$ 96,972	40%
Facilities Maintenance	\$ 282,294	\$ 378,572	\$ 378,572	\$ 366,882	97%
Paratransit Program	\$ 526,186	\$ 732,898	\$ 735,048	\$ 561,464	76%
Operations	\$ 556,074	\$ 619,922	\$ 678,412	\$ 509,928	75%
Bus Operators	\$ 4,405	\$ 5,000	\$ 7,000	\$ 4,961	71%
Fleet Maintenance	\$ 2,773,140	\$ 3,958,386	\$ 4,172,386	\$ 3,332,409	80%
COBRA Benefits	\$ -	\$ -	\$ -	\$ -	0%
Retired Employees/COBRA	\$ -	\$ -	\$ -	\$ -	0%
SCCIC/COPS	\$ 500	\$ 500	\$ 500	\$ 280	56%
<b>Total Non-Personnel</b>	<b>\$ 5,947,743</b>	<b>\$ 7,914,301</b>	<b>\$ 8,332,815</b>	<b>\$ 6,343,296</b>	<b>76%</b>
<b>Total Operating Expense</b>	<b>\$ 27,736,756</b>	<b>\$ 35,960,000</b>	<b>\$ 36,580,000</b>	<b>\$ 29,865,416</b>	<b>82%</b>

YTD Operating Revenue - \$ 32,481,313

YTD Operating Revenue vs. YTD Operating Expense - \$ 2,615,897

**NOTES:**

1) Retired Employees/COBRA Personnel Accounts are at 100% of the budget since the retroactive payment for restoration of the retirees medical premium supplemental program was made during September.

**FY07**  
**MONTHLY REVENUE AND EXPENSE REPORT**  
**CONSOLIDATED OPERATING EXPENSE**  
**May 2007**

	FY06	FY07			Actual % to Budget	Notes
	YTD Actual	Final Budget	Revised Budget	YTD Actual		
<b>LABOR</b>						
Operators Wages	\$ 5,855,626	\$ 8,548,386	\$ 8,626,083	\$ 6,674,425	77%	
Operators Overtime	\$ 1,434,454	\$ 1,359,914	\$ 1,359,914	\$ 1,180,402	87%	
Other Salaries & Wages	\$ 4,590,988	\$ 6,048,264	\$ 6,086,141	\$ 5,132,476	84%	
Other Overtime	\$ 224,179	\$ 246,200	\$ 248,700	\$ 246,808	99%	1
	<b>\$ 12,105,247</b>	<b>\$ 16,202,764</b>	<b>\$ 16,320,838</b>	<b>\$ 13,234,110</b>	<b>81%</b>	
<b>FRINGE BENEFITS</b>						
Medicare/Soc Sec	\$ 152,202	\$ 245,815	\$ 245,815	\$ 176,040	72%	
PERS Retirement	\$ 1,655,175	\$ 2,078,184	\$ 2,084,597	\$ 1,652,365	79%	
Medical Insurance	\$ 3,299,822	\$ 3,876,236	\$ 3,938,536	\$ 4,141,826	105%	2
Dental Plan	\$ 428,037	\$ 481,836	\$ 481,836	\$ 447,861	93%	
Vision Insurance	\$ 123,483	\$ 153,182	\$ 153,182	\$ 128,548	84%	
Life Insurance	\$ 40,061	\$ 46,691	\$ 46,691	\$ 46,709	100%	
State Disability Ins	\$ 160,250	\$ 349,704	\$ 349,704	\$ 135,595	39%	
Long Term Disability Ins	\$ 162,613	\$ 201,006	\$ 182,007	\$ 188,433	104%	
Unemployment Insurance	\$ 57,565	\$ 91,645	\$ 91,645	\$ 54,078	59%	
Workers Comp	\$ 884,757	\$ 1,396,681	\$ 1,396,681	\$ 772,961	55%	
Absence w/ Pay	\$ 2,657,575	\$ 2,832,656	\$ 2,832,656	\$ 2,433,803	86%	
Other Fringe Benefits	\$ 62,227	\$ 89,301	\$ 123,002	\$ 109,790	89%	
	<b>\$ 9,683,768</b>	<b>\$ 11,842,935</b>	<b>\$ 11,926,352</b>	<b>\$ 10,288,007</b>	<b>86%</b>	
<b>SERVICES</b>						
Acctng/Admin/Bank Fees	\$ 222,691	\$ 326,850	\$ 326,850	\$ 150,813	46%	
Prof/Legis/Legal Services	\$ 316,964	\$ 407,172	\$ 440,497	\$ 292,226	66%	
Temporary Help	\$ 66,739	\$ -	\$ 36,849	\$ 51,745	140%	3
Custodial Services	\$ 59,583	\$ 71,300	\$ 71,300	\$ 58,691	82%	
Uniforms & Laundry	\$ 32,849	\$ 39,780	\$ 41,780	\$ 38,762	93%	
Security Services	\$ 408,035	\$ 431,000	\$ 482,240	\$ 365,331	76%	
Outside Repair - Bldgs/Eqmt	\$ 143,034	\$ 223,551	\$ 209,401	\$ 181,228	87%	
Outside Repair - Vehicles	\$ 151,792	\$ 336,051	\$ 336,051	\$ 277,498	83%	
Waste Disp/Ads/Other	\$ 59,568	\$ 81,575	\$ 68,200	\$ 77,203	113%	4
	<b>\$ 1,461,255</b>	<b>\$ 1,917,279</b>	<b>\$ 2,013,168</b>	<b>\$ 1,493,496</b>	<b>74%</b>	
<b>CONTRACT TRANSPORTATION</b>						
Contract Transportation	\$ -	\$ -	\$ -	\$ -	0%	
Paratransit Service	\$ 125,350	\$ 200,000	\$ 200,000	\$ 152,771	76%	
	<b>\$ 125,350</b>	<b>\$ 200,000</b>	<b>\$ 200,000</b>	<b>\$ 152,771</b>	<b>76%</b>	
<b>MOBILE MATERIALS</b>						
Fuels & Lubricants	\$ 1,731,372	\$ 2,745,595	\$ 2,745,595	\$ 2,005,860	73%	
Tires & Tubes	\$ 140,114	\$ 201,000	\$ 201,000	\$ 164,311	82%	
Other Mobile Supplies	\$ 9,676	\$ 7,500	\$ 7,500	\$ 7,543	101%	5
Revenue Vehicle Parts	\$ 483,686	\$ 365,000	\$ 579,000	\$ 582,886	101%	6
	<b>\$ 2,364,848</b>	<b>\$ 3,319,095</b>	<b>\$ 3,533,095</b>	<b>\$ 2,760,599</b>	<b>78%</b>	

**FY07**  
**MONTHLY REVENUE AND EXPENSE REPORT**  
**CONSOLIDATED OPERATING EXPENSE**  
**May 2007**

	FY06		FY07			
	YTD Actual	Final Budget	Revised Budget	YTD Actual	Actual % to Budget	Notes
<b>OTHER MATERIALS</b>						
Postage & Mailing/Freight	\$ 14,480	\$ 26,550	\$ 26,550	\$ 13,550	51%	
Printing	\$ 74,942	\$ 85,610	\$ 85,610	\$ 40,640	47%	
Office/Computer Supplies	\$ 69,163	\$ 65,400	\$ 76,100	\$ 58,972	77%	
Safety Supplies	\$ 8,526	\$ 16,375	\$ 15,575	\$ 13,336	86%	
Cleaning Supplies	\$ 36,851	\$ 47,650	\$ 47,650	\$ 37,656	79%	
Repair/Maint Supplies	\$ 31,253	\$ 40,000	\$ 40,000	\$ 51,092	128%	7
Parts, Non-Inventory	\$ 39,671	\$ 40,500	\$ 42,000	\$ 28,653	68%	
Small Tools	\$ 6,000	\$ 12,100	\$ 12,100	\$ 6,721	56%	
Promo/Photo Supplies	\$ 4,009	\$ 8,805	\$ 8,805	\$ 5,997	68%	
	<b>\$ 284,894</b>	<b>\$ 342,990</b>	<b>\$ 354,390</b>	<b>\$ 256,618</b>	<b>72%</b>	
<b>UTILITIES</b>						
	<b>\$ 283,876</b>	<b>\$ 368,574</b>	<b>\$ 371,375</b>	<b>\$ 316,660</b>	<b>85%</b>	
<b>CASUALTY &amp; LIABILITY</b>						
Insurance - Prop/PL & PD	\$ 466,167	\$ 605,188	\$ 605,188	\$ 496,763	82%	
Settlement Costs	\$ 146,135	\$ 150,000	\$ 150,000	\$ 65,600	44%	
Repairs to Prop	\$ (26,764)	\$ -	\$ -	\$ (113,872)	0%	8
	<b>\$ 585,538</b>	<b>\$ 755,188</b>	<b>\$ 755,188</b>	<b>\$ 448,491</b>	<b>59%</b>	
<b>TAXES</b>						
	<b>\$ 35,342</b>	<b>\$ 46,761</b>	<b>\$ 46,761</b>	<b>\$ 40,071</b>	<b>86%</b>	
<b>MISC EXPENSES</b>						
Dues & Subscriptions	\$ 52,129	\$ 56,870	\$ 56,870	\$ 61,621	108%	9
Advertising - Revenue Prod.	\$ 7,677	\$ 15,000	\$ 15,000	\$ -	0%	
Employee Incentive Program	\$ 4,367	\$ 5,107	\$ 5,107	\$ 2,860	56%	
Training	\$ 3,929	\$ 9,600	\$ 96,374	\$ 23,855	25%	
Travel	\$ 15,339	\$ 27,170	\$ 31,170	\$ 20,529	66%	
Other Misc Expenses	\$ 10,699	\$ 18,533	\$ 20,183	\$ 447	0%	
	<b>\$ 94,140</b>	<b>\$ 132,280</b>	<b>\$ 224,704</b>	<b>\$ 109,313</b>	<b>49%</b>	
<b>OTHER EXPENSES</b>						
Leases & Rentals	\$ 712,500	\$ 832,134	\$ 834,135	\$ 692,288	83%	
	<b>\$ 712,500</b>	<b>\$ 832,134</b>	<b>\$ 834,135</b>	<b>\$ 765,281</b>	<b>92%</b>	
<b>Total Operating Expense</b>	<b>\$ 27,736,756</b>	<b>\$ 35,960,000</b>	<b>\$ 36,580,000</b>	<b>\$ 29,865,416</b>	<b>82%</b>	

**NOTES:**

1) **Other Overtime Expense** is at 99% of the budget due to Operations OT over budget. PSA (Professional Service Association) was short by two (2) Supervisor positions which had to be covered by OT. In addition, one (1) Schedule Analyst position was vacant and had to be covered by OT as well as expediting of new Operator training which took OT to cover all the aspects of running the Operations department.

2) **Medical Insurance Expense** is at 105% of the budget due to increased cost of premiums.

3) **Temporary Help** is at 140% of the budget due to vacant employee positions and extended leaves.

**FY07**  
**MONTHLY REVENUE AND EXPENSE REPORT**  
**CONSOLIDATED OPERATING EXPENSE**  
 May 2007

FY06	Final Budget	Revised Budget	FY07 YTD Actual	Actual % to Budget	Notes
YTD Actual					

4) **Waste Disposal/Advertising/Other Services Expense** is at 113% of the budget due to classified ad costs for recruitments, and higher costs for hazardous waste disposal.

5) **Other Mobile Supplies** is at 101% of the budget due to required repairs to fans and upholstery in the buses.

6) **Revenue Vehicle Parts Expense** is at 101% of the budget due to expiration of warranties on newer buses.

7) **Repair/Maintenance Supplies Expense** is at 128% of the budget due to required repairs to facilities.

8) **Repairs To Property Expense** is a casualty and liability account to which repairs to District vehicles and property is 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.

9) **Dues and Subscriptions Expense** is at 108% of the budget due to annual payment of APTA dues.

**FY07**  
**MONTHLY REVENUE AND EXPENSE REPORT**  
**CAPITAL IMPROVEMENT PROGRAM**  
**May 2007**

	Final Budget	Monthly Actual	YTD Actual	Actual % to Budget	Notes
<b><u>CAPITAL PROJECTS</u></b>					
<b><u>Grant Funded Projects</u></b>					
MetroBase	\$ 29,622,709	\$ 2,039,385	\$ 9,400,572	32%	
CNG Bus Conversions	\$ 6,800,000	\$ -	\$ -	0%	
Revenue Vehicle Replacement	\$ 920,000	\$ 1,159	\$ 852,217	93%	
Short Range Transit Plan	\$ 100,000	\$ 9,698	\$ 9,698	0%	
Bike Rack Project	\$ 90,000	\$ -	\$ 83,093	0%	
	<b>\$ 37,532,709</b>	<b>\$ 2,050,242</b>	<b>\$ 10,345,580</b>	<b>28%</b>	
<b><u>District Funded Projects</u></b>					
Purchase & Renovation of Vernon	\$ 7,100,000	\$ 7,230	\$ 109,830	2%	
Non-Revenue Vehicle Replacement	\$ 340,000	\$ 1,054	\$ 156,419	46%	
Bus Stop Imprvmnts/Bus Shelter Projects	\$ 310,000	\$ 692	\$ 15,366	5%	
Revenue Vehicle Replacement (3 ParaCruz Vans)	\$ 192,000	\$ -	\$ -	0%	
Rebuild Low Floor Buses (8)	\$ 152,000	\$ -	\$ -	0%	
Facilities Repairs & Improvements	\$ 113,500	\$ 5,443	\$ 76,241	67%	
Rebuild Bus Engines (4)	\$ 72,000	\$ -	\$ 55,996	78%	
Mobile Sweeper & Trailer	\$ 45,000	\$ -	\$ -	0%	
IT Projects	\$ 40,700	\$ 3,539	\$ 34,651	85%	
Office Equipment	\$ 17,500	\$ -	\$ 17,195	98%	
Mt. Biewlaski Repeater	\$ 15,000	\$ -	\$ -	0%	
Diagnostic Reader/Fleet	\$ 3,000	\$ -	\$ -	0%	
Noise Meter	\$ 2,400	\$ -	\$ 2,361	98%	
	<b>\$ 8,403,100</b>	<b>\$ 17,958</b>	<b>\$ 468,059</b>	<b>6%</b>	
<b>TOTAL CAPITAL PROJECTS</b>	<b>\$ 45,935,809</b>	<b>\$ 2,068,200</b>	<b>\$ 10,813,639</b>	<b>24%</b>	
<b><u>CAPITAL FUNDING</u></b>					
Federal Capital Grants	\$ 9,230,246	\$ -	\$ 5,396,831	58%	
State/Local Capital Grants	\$ 14,381,000	\$ 9,698	\$ 66,363	0%	
STA Funding	\$ 4,720,782	\$ 2,039,385	\$ 3,479,364	74%	
Bus Stop Improvement Reserves	\$ 310,000	\$ -	\$ 5,919	2%	
District Reserves	\$ 17,293,781	\$ 19,117	\$ 1,865,162	11%	
<b>TOTAL CAPITAL FUNDING</b>	<b>\$ 45,935,809</b>	<b>\$ 2,068,200</b>	<b>\$ 10,813,639</b>	<b>24%</b>	

**NOTES:**

**FY 07 BUDGET TRANSFERS**  
**May 1-31, 2007**

	ACCOUNT #	ACCOUNT TITLE	AMOUNT
<b>TRANSFER # 07-021</b>			
TRANSFER FROM:	501021-1100	Other Salaries	\$ (9,000)
			<u>\$ (9,000)</u>
TRANSFER TO:	503041-1100	Temp Help	\$ 9,000
			<u>\$ 9,000</u>

REASON: To cover Temporary Point Checkers for Planning Department.

<b>TRANSFER # 07-022</b>			
TRANSFER FROM:	503031-1500	Professional/Technical Fees	\$ (2,000)
			<u>\$ (2,000)</u>
TRANSFER TO:	504311-1500	Office Supplies & Equipment	\$ 2,000
			<u>\$ 2,000</u>

REASON: To cover account over-runs in IT.

<b>TRANSFER # 07-023</b>			
TRANSFER FROM:	503352-1500	Admin & Bank Fees	\$ (7,000)
			<u>\$ (7,000)</u>
TRANSFER TO:	504311-1500	Office Supplies & Equipment	\$ 7,000
			<u>\$ 7,000</u>

REASON: New project to convert fixed route drivers to use Qquest time clock system.

<b>TRANSFER # 07-024</b>			
TRANSFER FROM:	504211-3200	Postage & Mailing	\$ (500)
	502251-3300	Physical Exam Renewal	\$ (1,000)
	503162-3300	Uniforms/Laundry	\$ (500)
	509101-3300	Incentive Program	\$ (500)
			<u>\$ (2,500)</u>
TRANSFER TO:	504215-3200	Printing	\$ 2,500
			<u>\$ 2,500</u>

REASON: To increase budget to cover printing of bus passes and IWC timecards in Operations.

	ACCOUNT #	ACCOUNT TITLE	AMOUNT
<u>TRANSFER # 07-025</u>			
TRANSFER FROM:	504215-4100	Printing	\$ (4,575)
			<u>\$ (4,575)</u>
TRANSFER TO:	504311-4100	Office Supplies & Equipment	\$ 4,575
			<u>\$ 4,575</u>
REASON:	To move excess funds to cover shortage in Office Supplies in Fleet Maintenance.		

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

**DATE:** July 27, 2007  
**TO:** Board of Directors  
**FROM:** Steve Paulson, Paratransit Administrator  
**SUBJECT: CONSIDERATION OF IMPACT OF POLICY CHANGE ON  
FREQUENCY OF CUSTOMER NO-SHOWS FOR PARACRUZ PICK UPS**

## I. RECOMMENDED ACTION

**This report is for information only- no action requested**

## II. SUMMARY OF ISSUES

- METRO ParaCruz is the federally mandated ADA complementary paratransit program of the Transit District, providing shared ride, door-to-door next day transportation to customers certified as having disabilities that prevent them from independently using the fixed route bus.
- METRO assumed direct operation of paratransit services November 1, 2004.
- Customer no shows for service cost METRO essentially the same as if the ride was performed, since METRO resources were scheduled and dispatched to provide the service.
- Policy and procedural changes were implemented with the adoption of the revised Customer Guide in the fall of 2006.
- The Board of Directors requested to be apprised of the impact of policy changes on the frequency of customer “no-shows”.

## III. DISCUSSION

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

In 2001, the Board adopted a rigid “no-show” policy which included a provision for the suspension of service for thirty (30) days if the customer was charged with 3 “no-shows” in a ninety (90) day period.

Prior to the adoption of the revisions to the Customer Guide in the fall of 2006, District Counsel worked with staff to modify the “no-show” policy in order to be consistent with recent guidance coming from the FTA’s Office of Civil Rights. This modified policy includes a provision for the

5-11.1

suspension of service for fourteen (14) days if the customer exceeds 15% “no-shows” within a rolling ninety (90) day period.

With the adoption of the Customer Guide, ParaCruz staff instituted procedures to consistently review each instance when a “no-show” was charged. In instances that were determined to be beyond the control of the customer, the “no-show” was excused. If the “no-show” was not excused, the customer receives a letter advising them that they have been charged with a “no-show” and information about the policy. Should the customer continue to “no-show” to the point that they reach a 10% threshold (based on their usage of ParaCruz service), a second level of letter is sent, advising them of this percentage and warning them of the potential suspension of service should the percentage continue to increase.

In preparing this report, data was reviewed for the period January 1 through March 31, 2007 to the same period in 2006 as well as the period April 1 through June 30, 2007, as compared to the previous year. Included in this review are counts of total rides for these periods as well as the count of cancels that occur on the day of service, as this data helps to illustrate trends in behavior

	Total Ride Count	Percent +/-	No Show Count	Percent +/-	Same Day Cancels	Percent +/-
1/1/07 through 3/31/07	20801	+1.05%	685	-8.42%	2292	+3.62%
1/1/06 through 3/31/06	20584		748		2212	
4/1/07 through 6/30/07	22251	+1.97%	556	-28.53%	2052	-13.49%
4/1/06 through 6/30/06	21821		778		2372	

It appears that changes in the “no show” policy and the reduction of number of days ahead that a reservation can be made (from 14 ahead days under the previous Customer Guide to 3 days ahead under the current Customer Guide) are increasing in effectiveness over time as customers become adjusted to the changes.

There is reason to expect continued improvement in these areas in the short term.

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

A reduction in “no-shows” creates a savings to METRO, thereby slowing the financial impact of projected increased service demand.

#### **V. ATTACHMENTS**

NONE

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

Minutes- Board of Directors

June 8, 2007

A Regular Meeting of the Board of Directors of the Santa Cruz Metropolitan Transit District met on Friday, June 8, 2007 at the District's Administrative Office, 370 Encinal Street, Santa Cruz, CA.

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

## SECTION 1: OPEN SESSION

### 1. ROLL CALL:

#### DIRECTORS PRESENT

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

#### DIRECTORS ABSENT

Dene Bustichi  
Ex-Officio Donna Blitzer

#### STAFF PRESENT

Ciro Aguirre, Operations Manager	Mary Ferrick, Base Superintendent
Angela Aitken, Finance Manager	Steve Paulson, Paratransit Administrator
Mark Dorfman, Assistant General Manager	Robyn Slater, Human Resources Manager
Margaret Gallagher, District Counsel	Tom Stickel, Maintenance Manager

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

Bonnie Morr, UTU	Barbara Stocker, ParaCruz User
Karena Pushnik, SCCRTC	James Taylor, UTU
Ivan Rusch, Transit User	

### 2. ORAL AND WRITTEN COMMUNICATION

Written:

- a. Barbara Stocker                      Re: ParaCruz Service

5-12.1

Oral:

Barbara Stocker, ParaCruz User, stated that she was concerned about ParaCruz service in the San Lorenzo area ending for the summer on June 14, 2007 because it is tied to school-term fixed route service. Ms. Stocker requested that the service continue through the summer so she can continue using it to get to her medical appointments.

**DIRECTOR ROTKIN ARRIVED**

Director Stone clarified that last month the Board had agreed to continue the service until the Board considers this issue at its June 22, 2007 meeting. Director Stone requested that staff follow up with affected customers regarding Board action on this issue and also provide them with information on alternative transportation options.

Ivan Rusch, Transit User, "lauded" Bus Operator #459 for his terrific rapport with the passengers and also requested that METRO staff meet with him at a bus at METRO Center to discuss his recommendations regarding decreasing the difficulty of loading bicycles into the middle and inside slots of the triple bike racks. Ciro Aguirre and Tom Stickel offered to meet with him.

Director Reilly suggested sending a card to Les White's wife.

3. **LABOR ORGANIZATION COMMUNICATIONS**

None.

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

Mark Dorfman reported that a Special Meeting regarding the property and tenants at 110 Vernon Street had been scheduled for today and will follow the Regular meeting. Margaret Gallagher distributed a draft letter for Item #9 on today's Regular Agenda, which is attached to the file copy of these minutes.

**CONSENT AGENDA**

5-1. **APPROVE REGULAR BOARD MEETING MINUTES OF MAY 11 & 25, 2006**

No questions or comments.

5-2. **ACCEPT AND FILE PRELIMINARILY APPROVED CLAIMS FOR THE MONTH OF MAY 2007**

No questions or comments.

5-3. **CONSIDERATION OF TORT CLAIMS:  
DENY THE CLAIM OF ANGELITA ARREDONTO, CLAIM #07-0020**

Margaret Gallagher requested that this item be deleted from the Agenda.

5-12.2

5-4. ACCEPT AND FILE THE METRO ADVISORY COMMITTEE (MAC) AGENDA FOR JUNE 20, 2007 (Minutes not approved yet)

No questions or comments.

5-5. ACCEPT AND FILE HIGHWAY 17 STATUS REPORT FOR FEBRUARY & MARCH 2007

No questions or comments.

5-6. ACCEPT AND FILE PARACRUZ OPERATIONS STATUS REPORT FOR THE MONTH OF MARCH 2007

No questions or comments.

5-7. ACCEPT AND FILE UNIVERSITY OF CALIFORNIA, SANTA CRUZ SERVICE UPDATE FOR MONTH OF APRIL 2007

No questions or comments.

5-8. ACCEPT AND FILE METROBASE STATUS REPORT

No questions or comments.

5-9. CONSIDERATION OF AUTHORIZING THE GENERAL MANAGER TO EXECUTE A CONTRACT RENEWAL WITH ALLIANT INSURANCE SERVICES FOR LICENSED BROKER SERVICES FOR EXCESS WORKERS' COMPENSATION COVERAGE AND CONTINUING PARTICIPATION IN THE CALIFORNIA PUBLIC ENTITY INSURANCE AUTHORITY JOINT POWERS AGREEMENT IN ORDER TO ACCESS EXCESS WORKERS' COMPENSATION INSURANCE

No questions or comments.

5-10. ACCEPT AND FILE MONTHLY BUDGET STATUS REPORT FOR JANUARY 2007

No questions or comments.

5-11. ACCEPT AND FILE MONTHLY BUDGET STATUS REPORT FOR FEBRUARY 2007 AND RECEIPT OF FY 06-07 BUDGET TRANSFERS

No questions or comments.

5-12. ACCEPT AND FILE MONTHLY BUDGET STATUS REPORT FOR MARCH 2007 AND RECEIPT OF FY 06-07 BUDGET TRANSFERS

No questions or comments.

5-12.3

**5-13. ACCEPT AND FILE EQUAL EMPLOYMENT OPPORTUNITY PLAN STATISTICAL INFORMATION**

No questions or comments.

**5-14. CONSIDERATION OF AUTHORIZING THE DISPOSAL OF ONE 1980 SERVICE TRUCK**

No questions or comments.

**REGULAR AGENDA**

**7. CONSIDERATION OF MODIFICATIONS TO METRO'S PARACRUZ ELIGIBILITY AND APPEALS PROCESS REGULATION TO INCLUDE AN AMENDMENT PROCESS FOR PARATRANSIT PLAN MODIFICATIONS, CONFORM THE REGULATION WITH THE ACTUAL PRACTICES, SUBSTITUTE MAC, INSTEAD OF MASTF, AS AN APPOINTING AUTHORITY TO THE APPEALS PANEL AND OTHER CHANGES**

No questions or comments.

**8. CONSIDERATION OF AUTHORIZING THE GENERAL MANAGER TO REQUEST CONSENT FROM THE CITY OF SANTA CRUZ TO FILE AN EMINENT DOMAIN ACTION FOR THE PROPERTY LOCATED AT 425 FRONT STREET, SANTA CRUZ CALIFORNIA, FOR THE EXPANSION AND RENOVATION OF PACIFIC STATION**

**Summary:**

Margaret Gallagher reported that METRO is in the process of negotiating a real estate agreement with the owners of 425 Front Street to purchase the property. One of the funding sources is a grant from the State of California which is scheduled to expire on June 30, 2007, unless a Purchase Sales Agreement has been executed or an Eminent Domain action has been filed.

**ACTION: MOTION: DIRECTOR ROTKIN SECOND: DIRECTOR SPENCE**

**Authorize the General Manager to issue the attached letter (Attachment "A") to the Santa Cruz City Council, which requests consent to file an Eminent Domain Action for the property located at 425 Front Street in Santa Cruz, CA**

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

**9. CONSIDERATION OF SANTA CRUZ METRO'S COMMENTS TO THE ACCESS BOARD'S PROPOSED DRAFT REVISIONS TO THE ADA ACCESSIBILITY GUIDELINES FOR BUSES & VANS (36 CODE OF FEDERAL REGULATIONS PART 1192)**

**5-12.4**

**Summary:**

Margaret Gallagher reported that the Access Board has issued proposed modifications to the ADA Accessibility Guidelines for Transportation Vehicles. Ms. Gallagher explained that it is important for METRO to participate in the review of the proposed modifications and provide comments by the deadline of June 11th because any implemented modification would have an affect on METRO's operating fleet.

**Discussion:**

There was a discussion on each of the following six proposed responses with the Board fully supporting each comment:

- 1) Revisions to the guidelines must specifically apply prospectively only;
- 2) The definition of "common wheelchair" should not be eliminated from the guidelines;
- 3) The wheelchair maneuvering space in a vehicle should not be modified;
- 4) The wheelchair securement location length should not be modified from 48" to 60"
- 5) The ramp angle allowed from the ground should not be reduces from 1:4 to 1:8; and
- 6) The P.A. system should not be deleted in favor of requiring automated stop announcement system.

In conclusion, METRO feels that more discussion, research, and study is needed prior to the implementation of any modification to the guidelines.

Bonnie Morr stated that she agrees that it is important that METRO be involved in the comment process now because once recommendations reach the congressional level, it is too late to have any input.

Karena Pushnik offered to add this issue to E&D TAC's agenda so the committee could submit a letter supporting METRO's position during the next phase of commenting on the proposed modifications. Ms. Gallagher thanked her and added that this item was on MAC's agenda as well.

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

**Authorize the Board Chair to file comments to the Access Board on its Proposed Draft Revisions to the ADA Accessibility Guidelines for Buses and Vans. Direct staff to work with the disabled community and MAC to encourage that letters be submitted to the Access Board supporting METRO's position during the next phase of commenting on the proposed modifications**

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

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

Margaret Gallagher reported that the Board would have a conference with its Real Property Negotiator regarding properties located at 110 Vernon Street, 1211 River Street, and 1217 River Street and that the Board would have a conference with its Legal Counsel regarding the Workers Compensation case of Johnny Charvarria.

**5-12.5**

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

None.

**SECTION II: CLOSED SESSION**

Vice Chair Beautz adjourned to the Special Meeting at 9:50 a.m. followed by Closed Session and reconvened to Open Session at 10:20 a.m.

**SECTION III: RECONVENE TO OPEN SESSION**

**12. REPORT OF CLOSED SESSION**

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

**ADJOURN**

There being no further business, Vice Chair Beautz adjourned the meeting at 10:20 a.m.

Respectfully submitted,



CINDI THOMAS  
Administrative Services Coordinator

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT**

**SPECIAL Open Session Minutes- Board of Directors**

**June 8, 2007**

A SPECIAL Meeting of the Board of Directors of the Santa Cruz Metropolitan Transit District met on Friday, June 8, 2007 at the District's Administrative Office, 370 Encinal Street, Santa Cruz, CA.

Vice Chair Beautz called the meeting to order at 9:50 a.m.

**SECTION 1: OPEN SESSION**

**1. ROLL CALL:**

**DIRECTORS PRESENT**

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

**DIRECTORS ABSENT**

Dene Bustichi  
Ex Officio Donna Blitzer

**STAFF PRESENT**

Ciro Aguirre, Operations Manager  
Angela Aitken, Finance Manager  
Mark Dorfman, Assistant General Manager  
Margaret Gallagher, District Counsel

Mary Ferrick, Base Superintendent  
Steve Paulson, Paratransit Administrator  
Robyn Slater, Human Resources Manager  
Tom Stickel, Maintenance Manager

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

Bonnie Morr, UTU  
Karena Pushnik, SCCRTC  
Ivan Rusch, Transit User

Barbara Stocker, ParaCruz User  
James Taylor, UTU

**2. CONSIDERATION OF AUTHORIZING THE GENERAL MANAGER TO EXECUTE A RELOCATION AND RELEASE AGREEMENT WITH THE SANTA CRUZ PRINTERY, A DIVISION OF CASEY PRINTING**

**5-12.7**

**Summary:**

Margaret Gallagher distributed a Relocation and Release Agreement, which is attached to the file copy of these minutes. Ms. Gallagher reported that public agencies are required to provide for relocation assistance to tenants when they purchase property. METRO is in the process of purchasing the property at 110 Vernon Street and this is a relocation agreement for one of the tenants.

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

**Authorize the General Manager to execute a Relocation and Release Agreement with the Santa Cruz Printery, a division of Casey Printing**

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

**3. REVIEW OF ITEMS TO BE DISCUSSED IN CLOSED SESSION**

Margaret Gallagher reported that the Board would have a conference with its Real Property Negotiator regarding property located at 110 Vernon Street

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

None.

**SECTION II: CLOSED SESSION**

Vice Chair Beautz adjourned to the Special Meeting at 9:53 a.m. followed by Closed Session and reconvened to Regular Open Session at 10:20 a.m.

**SECTION III: RECONVENE TO OPEN SESSION**

**5. REPORT OF CLOSED SESSION**

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

**ADJOURN**

There being no further business, Vice Chair Beautz adjourned the meeting at 10:20 a.m.

Respectfully submitted,



CINDI THOMAS  
Administrative Services Coordinator

**5-12.8**

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

Minutes- Board of Directors

June 22, 2007

A Regular Meeting of the Board of Directors of the Santa Cruz Metropolitan Transit District met on Friday, June 22, 2007 at the Santa Cruz City Council Chambers, 809 Center Street, Santa Cruz, CA.

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

## SECTION 1: OPEN SESSION

### 1. ROLL CALL:

#### DIRECTORS PRESENT

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

#### DIRECTORS ABSENT

None

#### STAFF PRESENT

Ciro Aguirre, Operations Manager  
Angela Aitken, Finance Manager  
Pat Aviles, Asst. HR Manager  
Frank Cheng, MetroBase Project Manager  
Mark Dorfman, Assistant General Manager  
Margaret Gallagher, District Counsel

Mary Ferrick, Base Superintendent  
Debbie Kinslow, Asst. Finance Manager  
Steve Paulson, Paratransit Administrator  
Robyn Slater, Human Resources Manager  
Tom Stickel, Maintenance Manager  
Les White, General Manager

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

Bob Begun, City of Capitola  
Sandra Lipperd, UTU  
Ian McFadden, SEA

Karena Pushnik, SCCRTC  
Amy Weiss, Spanish Interpreter  
Bob Yount, MAC

5-12.9

**2. ORAL AND WRITTEN COMMUNICATION**

Written:

- |    |                     |     |                    |
|----|---------------------|-----|--------------------|
| a. | Barbara Stocker     | Re: | ParaCruz Service   |
| b. | Denika S. Dallimore | Re: | Service Request    |
| c. | Rex Bagley          | Re: | Bus Damage Apology |

Oral:

Director Spence acknowledged staff for the tremendous amount of effort that had gone into this Agenda Packet.

**3. LABOR ORGANIZATION COMMUNICATIONS**

None.

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

A corrected page for Item #7 and a Revised Organizational Chart for Item #8 were distributed at today's meeting and are attached to the file copy of these minutes.

**CONSENT AGENDA**

- 5-1. APPROVE REGULAR BOARD MEETING MINUTES OF MAY 11 & 25, 2007
- 5-2. ACCEPT AND FILE PRELIMINARILY APPROVED CLAIMS FOR THE MONTH OF MAY 2007
- 5-3. CONSIDERATION OF TORT CLAIMS:  
DENY THE CLAIM OF ANGELITA ARREDONTO, CLAIM #07-0020
- 5-4. ACCEPT AND FILE THE METRO ADVISORY COMMITTEE (MAC) AGENDA FOR JUNE 20, 2007 (Minutes not approved yet)
- 5-5. ACCEPT AND FILE HIGHWAY 17 STATUS REPORT FOR FEBRUARY & MARCH 2007
- 5-6. ACCEPT AND FILE PARACRUZ OPERATIONS STATUS REPORT FOR THE MONTH OF MARCH 2007
- 5-7. ACCEPT AND FILE UNIVERSITY OF CALIFORNIA, SANTA CRUZ SERVICE UPDATE FOR MONTH OF APRIL 2007
- 5-8. ACCEPT AND FILE METROBASE STATUS REPORT
- 5-9. CONSIDERATION OF AUTHORIZING THE GENERAL MANAGER TO EXECUTE A CONTRACT RENEWAL WITH ALLIANT INSURANCE SERVICES FOR LICENSED BROKER SERVICES FOR EXCESS WORKERS' COMPENSATION COVERAGE AND CONTINUING PARTICIPATION IN THE CALIFORNIA PUBLIC ENTITY INSURANCE AUTHORITY JOINT POWERS AGREEMENT IN ORDER TO ACCESS EXCESS WORKERS' COMPENSATION INSURANCE
- 5-10. ACCEPT AND FILE MONTHLY BUDGET STATUS REPORT FOR JANUARY 2007
- 5-11. ACCEPT AND FILE MONTHLY BUDGET STATUS REPORT FOR FEBRUARY 2007 AND RECEIPT OF FY 06-07 BUDGET TRANSFERS
- 5-12. ACCEPT AND FILE MONTHLY BUDGET STATUS REPORT FOR MARCH 2007 AND RECEIPT OF FY 06-07 BUDGET TRANSFERS

5-12.10

- 5-13. ACCEPT AND FILE EQUAL EMPLOYMENT OPPORTUNITY PLAN STATISTICAL INFORMATION
- 5-14. CONSIDERATION OF AUTHORIZING THE DISPOSAL OF ONE 1980 SERVICE TRUCK
- 5-15. ACCEPT AND FILE MINUTES REFLECTING VOTING RESULTS FROM APPOINTEES TO THE SANTA CRUZ COUNTY REGIONAL TRANSPORTATION COMMISSION FOR THE MAY 2007 MEETING(S)
- 5-16. CONSIDERATION OF RENEWAL OF PROPERTY INSURANCE COVERAGE FOR FY 07-08
- 5-17. CONSIDERATION OF MODIFICATION TO THE LEAD PARTS CLERK AND PARTS CLERK CLASS SPECIFICATIONS (JOB DESCRIPTION)
- 5-18. ACCEPT AND FILE MAY 2007 RIDERSHIP REPORT

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

**Approve the Consent Agenda**

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

**VICE CHAIR BEAUTZ ARRIVED**

**REGULAR AGENDA**

- 7. CONSIDERATION OF MODIFICATIONS TO METRO’S PARACRUZ ELIGIBILITY AND APPEALS PROCESS REGULATION TO INCLUDE AN AMENDMENT PROCESS FOR PARATRANSIT PLAN MODIFICATIONS, CONFORM THE REGULATION WITH THE ACTUAL PRACTICES, SUBSTITUTE MAC, INSTEAD OF MASTF, AS AN APPOINTING AUTHORITY TO THE APPEALS PANEL AND OTHER CHANGES

**Summary:**

Margaret Gallagher reported that a Public Hearing was held on May 25, 2007 and that MAC, E&D TAC, and METRO’s Eligibility Coordinator have all reviewed and support the proposed modifications.

**Discussion:**

Bob Yount reported that although MAC had previously recommended requiring in-person recertification upon expiration of the first three-year term, MAC now supports the alternative as proposed by staff in the revised Section 4.12.

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

**Approve modifications to METRO’s ParaCruz Eligibility and Appeals Process Regulation to include an amendment process for Paratransit Plan modifications, conform the regulation with the actual practices, substitute MAC, instead of MASTF, as an appointing authority to the appeals panel, and other changes**

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

**5-12.11**

**8. CONSIDERATION OF RESOLUTION APPROVING FY 07-08 FINAL BUDGET**

**Summary:**

Angela Aitken reported that this is the second year of a two-year budget and that there were no major changes from the draft budget presented in May.

**Discussion:**

Director Rotkin asked if this budget includes planned service changes. Les White clarified that the carryover listed on page #8.b1 is primarily due to attrition and that METRO is hoping to be able to use this to begin restoring service in the future. The Short Range Transit Plan that is currently being developed will identify service needs, which staff will then review and create a priority list for the Board's approval.

Sandra Lipperd, UTU, expressed concern that the names of all METRO employees are published in this budget and asked why this was done and if the practice will continue. Ms. Lipperd clarified that bus operators are identified to the public by their badge number only and although it is ok for the Board to have this information, providing full names to the public creates the potential for harassment and stalking.

Les White replied that the names were included in order to provide the Board with more information, however this could be discontinued if there was a concern. There was a discussion about publishing public employees' names.

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

**Adopt Resolution approving the Final Budget for FY 07-08 as presented in Attachment B; Authorize Board member travel in FY 07-08 as described in Attachment C; Approve the Employee Incentive Program as presented in Attachment D; Authorize staffing levels as listed in Attachment E; Establish the special shuttle billing rate for FY 07-08 at \$72.00 per hour; Modify the Organizational Chart to include a new box labeled "Public" above "Board of Directors" and remove employee names**

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

**9. CONSIDERATION OF AUTHORIZING THE GENERAL MANAGER TO TAKE STEPS TO PROCURE WI-FI EQUIPMENT FOR INSTALLATION ON HIGHWAY 17 EXPRESS BUSES AND INCLUDE THE OPTION FOR A CONTENT FILTERING SERVICE IN THE PROCUREMENT**

**Summary:**

Mark Dorfman reported that METRO and MST were awarded \$75,000 to test the feasibility of adding Wi-Fi Service on buses. METRO intends to use its half of the funds for a demonstration project on the Highway 17 Express. Staff is recommending that the Board approve the Wi-Fi

**5-12.12**

equipment procurement and that an option for content filtering be included, giving METRO the capability to utilize this feature in the future, if the need should arise.

**Discussion:**

There was a discussion about whether or not METRO should censor content, however it was agreed that METRO should have the capability to do so should it become necessary.

**ACTION: MOTION: DIRECTOR BEAUTZ SECOND: DIRECTOR SPENCE**

**Authorize staff to procure Wi-Fi Service for the Highway 17 Express and to include an option for content filtering service in the procurement**

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

**10. CONSIDERATION OF INSTITUTING TRANSIT WATCH, AN FTA PUBLIC SAFETY AND SECURITY AWARENESS CAMPAIGN**

**Summary:**

Ciro Aguirre reported that Transit Watch was established in 2003 in response to 9/11. It is a public awareness campaign promoted by the Federal Transit Administration, in partnership with the Department of Transportation and the Department of Homeland Security. Utilizing a variety of written visual materials in both English and Spanish, it is used to increase public safety and security awareness. The materials would be made available at METRO's transit facilities and inside buses.

**Discussion:**

Chair Tavantzis noted that the grammar is incorrect in the Spanish materials.

**ACTION: MOTION: DIRECTOR BEAUTZ SECOND: DIRECTOR BUSTICHI**

**Authorize the General Manager to direct staff to institute an FTA sponsored Transit Watch Public Safety and Security Awareness Campaign on METRO buses and transit facilities**

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

**11. CONSIDERATION OF APPROVAL OF SALARY ADJUSTMENT FOR SENIOR ACCOUNTING TECHNICIAN**

**Summary:**

Robyn Slater reported that salary surveys were completed for three positions as requested by SEIU. As a result of the surveys, staff is recommending that the wage scale for Senior Accounting Technician be adjusted.

**5-12.13**

**Discussion:**

Bob Begun, City of Capitola, asked if fringe benefits and private sector positions were included. Robyn Slater replied that benefits were not included, as specified in the MOU, and that 13 public agencies were surveyed, including 11 transit agencies and the City and County of Santa Cruz.

Ian McFadden, SEA, thanked staff on behalf of the 4 METRO employees affected by this issue.

After a discussion about including all fringe benefits as part of the compensation in the salary surveys in the future, the Board requested that this issue be brought up for discussion during negotiations for the next labor agreement.

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

**Approve the salary range adjustments to the Senior Accounting Technician position effective June 28, 2007 as presented in Attachment "A"**

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

**12. CONSIDERATION OF REVISING THE TERMS AND APPOINTMENTS OF METRO ADVISORY COMMITTEE (MAC) MEMBERS TO BE CONSISTENT WITH PREVIOUSLY APPROVED BYLAWS REVISION**

**Summary:**

Les White reported that this action would adjust MAC members' terms to commence and end on the anniversary date of their appointment and achieve the goal of "staggered" term expirations to be consistent with the previously approved revision to the MAC Bylaws.

**Discussion:**

In light of MAC member Paul Marcelin-Sampson's recent employment with VTA, Bob Yount, MAC Chair, reported that MAC had asked staff to develop language to revise the Bylaws to only exclude for membership anyone directly involved in funding that METRO receives. MAC is hopeful that the Board will consider this issue in the near future because the way the Bylaws are currently written, MAC will lose Mr. Marcelin-Sampson and exclude potential members.

Director Spence expressed concern that all of the MAC member terms expire in 2008 and suggested that some term expirations be moved to 2009.

Directors Nicol and Reilly both appealed to the public to contact them if they were interested in being appointed to MAC as their appointees.

**ACTION: MOTION: DIRECTOR BEAUTZ SECOND: DIRECTOR SKILLICORN**

**Direct staff to stagger MAC members' terms for half to expire in 2008 and half to expire in 2009**

**5-12.14**

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

**13. CONSIDERATION OF CURRENT PARACRUZ OPERATING PARAMETERS WITH REGARD TO METRO'S SERVICE AREA INCLUDING HOURS AND DAYS OF SERVICE AND THE PROVISION OF SUMMER PARACRUZ SERVICE TO THE ROUTE #33/34 SERVICE AREA (FELTON/LOMPICO)**

**Summary:**

Les White reported that the issue came up last month that METRO staff became aware that METRO is not operating its ParaCruz service in accordance with the current Customer Guide regarding the hours and days of ParaCruz service being directly tied to fixed route service. This more restrictive language that was adopted in 2006 was never implemented and ParaCruz was continuing to operate on the "corridors of service" language (6:00 am – 10:30 pm, 7 days per week) contained in the 2004 Customer Guide.

Implementing the more restrictive language contained in the current policy would reduce ParaCruz operating costs by approximately \$102,000 annually and result in the loss of service to approximately 176 ParaCruz users, which was not emphasized or highlighted when the change was originally being considered in 2006.

Staff is recommending that the Board revise the current ParaCruz Customer Guide to reflect the Service Area and Service Hours provisions listed on page #13.a1 that were included in the 2004 Customer Guide which reflect current operating practice; and that the Board direct staff to prepare a detailed analysis of the impact of implementing the more restrictive language; and that the Board deny the request to operate ParaCruz service in the Route #33 and Route #34 areas in the months that fixed route does not operate which is consistent with past practice since 2003.

**Discussion:**

Several Directors spoke in favor of providing ParaCruz service in the Route #33 and #34 areas throughout the year, even though fixed route service drops off during the summer months. There was a discussion about restricting the hours it should run during the summer to weekdays but not evenings or weekends because the main concern seemed to be about people getting to medical appointments.

Director Spence commented that the service cannot be limited to certain purposes or hours if the Customer Guide says 6:00 am – 10:30 pm, 7 days per week and she suggested that the 2006 language regarding shared ride service and the service area being  $\frac{3}{4}$  mile of a bus line be included in the language being considered for adoption today.

Director Hagen stated that he would lose ParaCruz service on evenings and weekends if the more restrictive language of the current policy were implemented. Director Hagen also expressed concern that someone just slightly beyond  $\frac{3}{4}$  mile of a bus route is out of the ParaCruz service area.

**5-12-15**

Director Rotkin stated that he was in complete opposition to the direction the Board seems to be moving in because this service is very expensive and METRO has a policy that clearly defines the service area, times, and dates without exceptions. Director Rotkin feels that METRO should not be providing ParaCruz service to disabled people when and where fixed route is not provided to the public and that the Board needs to make difficult decisions and stick with a set policy.

Vice Chair Beautz agreed the METRO has to have set standards and cannot decide to give service to some and not others.

Margaret Gallagher clarified that METRO has to meet federally mandated minimum requirements and cannot pick and choose the purpose of rides or favor some customers over others. METRO's current practice is reflected in the 2004 Service Area, Days, and Hours language on page #13.a1 and Ms. Gallagher recommends that it would be best for METRO to provide all ParaCruz service consistent with the 2004 language.

Director Beautz suggested adding additional language restricting the ParaCruz service in the Route #33 and #34 area to 9:00 am – 3:00 pm Monday – Friday, since it is extra service. Ms. Gallagher said it would be better to only restrict that service area to Monday – Friday but that the hours of all ParaCruz service should be the same.

Director Hagen suggested that the Board was not aware of the impact that mirroring fixed route hours and dates of service would have on ParaCruz customers when the current language was adopted in 2006.

Director Spence stated that the Short Range Transit Plan currently being developed would identify service deficiencies which will impact ParaCruz service if fixed route service is adjusted, so the Board would be addressing this issue again within the next two years.

**ACTION: MOTION: DIRECTOR REILLY SECOND: DIRECTOR STONE**

**Revise the current ParaCruz Customer Guide to reflect the Service Area and Service Days and Hours provisions listed on page #13.a1 that were included in the 2004 Customer Guide which reflect current operating practice and operate ParaCruz service Monday through Friday from 6:00 am to 10:30 pm in the areas served by Route #33 and Route #34 during the months that fixed route does not operate**

**Discussion:**

Director Rotkin asked the maker of the motion for the reason METRO should give ParaCruz service to the Route #33 and #34 areas in the summer, but not to other areas that have seasonal fixed route service, such as Big Basin. Director Reilly replied that there currently are no ParaCruz customers on the Big Basin route, which is extra service provided in the summer. Director Stone added that ParaCruz customers in the Route #33 and #34 areas are the only ones impacted by the interruption of school term service.

Ian McFadden, Transit Planner, clarified that the Big Basin route runs all year except for the winter months due to inclement weather conditions.

**5-12.16**

**Motion passed with Directors Beautz, Bustichi, Hagen, Hinkle, Nicol, Reilly, Skillicorn, Spence, Stone and Tavantzis voting for and Director Rotkin voting no.**

**14. CONSIDERATION OF RESPONSES TO THE RECOMMENDATIONS CONTAINED IN THE TRIENNIAL PERFORMANCE AUDIT CONDUCTED BY MOORE & ASSOCIATES ON BEHALF OF THE SANTA CRUZ COUNTY REGIONAL TRANSPORTATION COMMISSION**

**Summary:**

Les White reported that every three years, the RTC is required to do an audit of METRO and itself as recipients of state funding. The RTC took action yesterday to accept the recommendations contained in the audit and request a response to the recommendations from METRO.

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

**Authorize the Board Chair to transmit a letter to the Santa Cruz County Regional Transportation Commission responding to the recommendations contained in the Triennial Performance Audit prepared by Moore and Associates**

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

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

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

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

None.

**SECTION II: CLOSED SESSION**

Chair Tavantzis adjourned to Closed Session at 11:07 a.m. and reconvened to Open Session at 11:34 a.m.

**SECTION III: RECONVENE TO OPEN SESSION**

**17. REPORT OF CLOSED SESSION**

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

**ADJOURN**

There being no further business, Chair Tavantzis adjourned the meeting at 11:34 a.m.

**5-12.17**

Respectfully submitted,



CINDI THOMAS  
Administrative Services Coordinator

DRAFT

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

## SPECIAL Open Session Minutes- Board of Directors

June 25, 2007

A SPECIAL Meeting of the Board of Directors of the Santa Cruz Metropolitan Transit District met on Friday, June 25, 2007 at the District's Administrative Office, 370 Encinal Street, Santa Cruz, CA.

In the absence of the Chair and Vice Chair, Director Rotkin called the meeting to order at 9:01 a.m.

### SECTION 1: OPEN SESSION

#### 1. ROLL CALL:

##### DIRECTORS PRESENT

Dene Bustichi  
Donald Hagen  
Michelle Hinkle  
Kirby Nicol  
Emily Reilly  
Mike Rotkin  
Dale Skillicorn  
Pat Spence

##### DIRECTORS ABSENT

Jan Beautz  
Mark Stone  
Marcela Tavantzis  
Ex Officio Donna Blitzer

##### STAFF PRESENT

Angela Aitken, Finance Manager  
Mark Dorfman, Assistant General Manager  
Margaret Gallagher, District Counsel  
Les White, General Manager

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

None

2. REVIEW AND CONSIDER ALL PUBLIC INPUT INCLUDING ANY COMMENTS BY THE AFFECTED PROPERTY OWNER REGARDING THE PASSAGE OF THE ATTACHED RESOLUTION OF NECESSITY REGARDING THE PROPERTY LOCATED AT 425 FRONT STREET IN SANTA CRUZ, CALIFORNIA AND, IF APPROPRIATE, APPROVAL OF THE RESOLUTION OF NECESSITY

#### **Summary:**

Margaret Gallagher reported that METRO has an interest in the purchase of the property located at 425 Front Street, Santa Cruz, CA. It is necessary for METRO to acquire this property

5-12.19

for the Pacific Station Renovation and Improvement Project.

METRO has obtained funding which includes a grant from the State of California that is scheduled to expire on June 30, 2007 unless a Purchase Sales Agreement has been executed or an eminent domain action has been filed.

METRO has received consent by Resolution from the City of Santa Cruz to file an eminent domain action to acquire the property.

**Discussion:**

The public was invited to comment on the proposed action. No comments were made.

**ACTION: MOTION: DIRECTOR REILLY SECOND: DIRECTOR SKILLICORN**

**Adopt Resolution of the Santa Cruz Metropolitan Transit District finding, determining, and declaring that the public interest, convenience, and necessity require acquisition of fee title to the property APN 005-152-30 (425 Front Street, Santa Cruz, CA) for the purpose of constructing the Pacific Station Project**

**Motion passed by unanimous affirmative voice vote in lieu of a roll call vote with Directors Beautz, Stone, and Tavantzis being absent.**

**ADJOURN**

There being no further business, Director Rotkin adjourned the meeting at 9:06 a.m.

Respectfully submitted,



CINDI THOMAS  
Administrative Services Coordinator

5-12.20

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

## STAFF REPORT

**DATE:** July 27, 2007  
**TO:** Board of Directors  
**FROM:** Margaret Gallagher, District Counsel  
**SUBJECT:** ACCEPT AND FILE CALL STOP AUDIT REPORT FOR THE PERIOD OF APRIL THROUGH JUNE 2007

### I. RECOMMENDED ACTION

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

### II. SUMMARY OF ISSUES

- At the November 2001 Board of Directors meeting, staff was authorized to conduct quarterly call stop compliance audits of the internal call stop announcements.
- Staff contracted with Robert S. Bortnick & Associates, a private investigative firm, to conduct the audit.
- METRO has 41 active routes serving 998 active bus stops. On July 25, 2003, the Talking Bus was activated on all local routes excluding the Highway 17 service.
- On February 23, 2004 all buses and routes, including the Highway 17 service were equipped with the Talking Bus Technology and the system was fully operational.

### III. DISCUSSION

At the November 2001, Board of Directors' meeting, staff was authorized to conduct quarterly call stop compliance audits to insure that call stop announcements were being made. Staff contracted with Robert S. Bortnick & Associates, a private investigative firm, to conduct the audits. Robert S. Bortnick & Associates was authorized to conduct 100 hours to survey the internal announcements at a cost of \$5,000.00 each quarter. METRO has 41 active routes serving 998 active bus stops. METRO purchased Talking Bus equipment and programming capabilities in order to assure compliance with the call stop requirements. On July 25, 2003 the Talking Bus was activated on all local routes. On February 23, 2004, all buses in Metro's fixed route service, including the Highway 17 service, were equipped with the Talking Bus Technology.

Attachment A details the results of the current audit for the period April through June 2007. The results of the audit indicate a compliance rate of 99% and indicate that only 27 failures occurred during the period. Therefore, of the 2,413 possible stop announcements, the announcements were properly announced 2,386 times (98.9%) and failed 27 times (1.1%) during the period.

Attachment B provides a summary the results of the call stop audits for the last three years, since the Talking Bus Technology has been in operation.

All compliance issues are referred to the Operations Department for review and appropriate action. Equipment malfunctions are referred to the Maintenance Department and programming errors are referred to the IT Department.

Additionally, METRO's contract security guards complete random external route announcement checks on 25 buses per day at Pacific Station, verifying that each bus announces the route four times within a 2-minute period prior to the bus' departure from Pacific Station. During this period, April through June 2007, the security guards documented 100 possible daily announcements for the 25 buses (4 X each). For the three month period, April-June, 2007, of the 91 days audited and a total of 100 possible daily announcements, all of the external announcements were announced, a success rate of 100%.

METRO has recently contracted with Susan Clarke, an Independent contractor, to audit the external announcements at the Cavallaro Transit Center and the Watsonville Transit Center. However, Ms Clarke just began her training on July 1<sup>st</sup>. The next quarterly report will include Ms. Clarke's audits.

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

Randomly conducted call stop compliance audits cost approximately \$20,000.00 per year. An additional \$1,000.00 per month is being expended for the Independent Contractor, Susan Clarke.

#### **V. ATTACHMENTS**

- Attachment A:** Stop Announcement Audit Results (April - June 2007)
- Attachment B:** Summary of Audit Results

5-13.2

ROBERT S. BORTNICK & ASSOCIATES  
PRIVATE INVESTIGATION

CRIMINAL/CIVIL  
CA. LIC. NO. P111733

136 VERNON STREET  
SANTA CRUZ, CALIFORNIA 95060  
TELEPHONE (831) 423-5122  
FAX (831) 459-0430  
E-MAIL: BortnickPI@yahoo.com

## STOP ANNOUNCEMENT AUDIT RESULTS (APRIL 2007 – JUNE 2007)

### Statistical Summary

Total number of trips surveyed \_\_\_\_\_ 86  
 Total number of trips with talking buses \_\_\_\_\_ 86 (100%)  
 Total number of stop announcements surveyed \_\_\_\_\_ 2,413  
 Total number of stop announcements made \_\_\_\_\_ 2,386 (99%)  
 Total number of stop announcements missed \_\_\_\_\_ 27

### Key to Codes

M = missed stop announcement(s)

### Table of Results

<u>ROUTE</u>	<u>BUS #</u>	<u>DATE</u>	<u>CALLS MADE</u>	<u>CALLS MISSED</u>	<u>NOTES</u>
03 – Mission & Natural Brdgs	9818	05/09/07	19	0	
03 – Mission & Natural Brdgs	2225	06/12/07	19	0	
10 – UC High St	9809	04/24/07	14	1	M
10 – UC High St	2236	05/25/07	18	0	
10 – UC High St	9810	06/04/07	22	0	

Table of Results

<u>ROUTE</u>	<u>BUS #</u>	<u>DATE</u>	<u>CALLS MADE</u>	<u>CALLS MISSED</u>	<u>NOTES</u>
10 – UC High St	9806	06/13/07	18	0	
10 – UC High St	9804	06/19/07	18	0	
13 – UC Walnut	9829	04/30/07	35	0	
13 – UC Walnut	2201	06/13/07	35	0	
15 – Laurel West	9833	04/30/07	16	0	
16 – Laurel East	9831	04/24/07	7	10	M
16 – Laurel East	2206	04/30/07	20	0	
16 – Laurel East	9810	05/03/07	20	0	
16 – Laurel East	2206	05/09/07	11	0	
16 – Laurel East	2202	06/02/07	18	0	
16 – Laurel East	9838	06/04/07	10	0	
16 – Laurel East	2232	06/28/07	6	7	M
19 – Lower Bay Weekend	2217	06/02/07	24	0	
19 – UC Lower Bay	2207	05/03/07	24	0	
19 – UC Lower Bay	2225	06/13/07	17	0	
20 – UC Westside	2234	05/17/07	52	0	
20 – UC Westside	2238	05/25/07	21	1	M
20 – UC Westside	9804	06/19/07	23	0	
20 – UC Westside	2204	06/28/07	29	0	
20S – Swift St	9838	05/09/07	31	0	
31 – S Vly Dr/Grm Hill	2238	05/08/07	21	0	
31 – S Vly Dr/Grm Hill	2238	06/04/07	21	0	
35 – Glen Arbor/Mt Store	2212	06/27/07	24	0	
35 – Hwy 9/Country Club	2213	06/04/07	22	0	
35 – Hwy 9/Country Club	2214	06/27/07	14	0	
35 – Santa Cruz	9814	04/16/07	32	0	
35 – Santa Cruz	2219	04/28/07	32	0	
35 – Santa Cruz	9807	05/08/07	8	0	
35 – Santa Cruz	2212	06/04/07	32	0	
35 – Santa Cruz	2223	06/06/07	31	1	M
35 – Santa Cruz/Glen Arbor	9801	05/06/07	36	0	
35 – Santa Cruz/Glen Arbor	2223	06/02/07	37	0	
35 – Santa Cruz/Glen Arbor	2215	06/27/07	36	0	
35A – Glen Arbor/Mt Store	2232	04/28/07	47	0	
35A – Glen Arbor/Mt Store	9802	06/02/07	47	0	
35A – Hwy 9/Bear Creek	2211	04/16/07	40	0	
35A – Hwy 9/Country Club	2227	05/06/07	40	0	
35A – Hwy 9/Country Club	2212	06/06/07	40	0	
40 – Santa Cruz	2218	06/04/07	11	0	
40 – Waddell Crk/Davenport	2218	06/04/07	11	0	
41 – Bonny Doon	9803	06/06/07	36	0	
41 – Santa Cruz	9803	06/06/07	26	0	

Table of Results

<u>ROUTE</u>	<u>BUS #</u>	<u>DATE</u>	<u>CALLS MADE</u>	<u>CALLS MISSED</u>	<u>NOTES</u>
42 – Davenport/Bonny Doon	9806	05/07/07	39	2	
53 – Capitola/Dominican	9817	04/17/07	20	0	
53 – Capitola/Dominican	9811	06/26/07	31	0	
55 – Rio Del Mar	9818	04/17/07	4	0	
55 – Rio Del Mar	2220	06/04/07	48	1	M
66 – 17 <sup>th</sup> Ave/Cap Mall	9817	04/17/07	31	0	
66 – 17 <sup>th</sup> Ave/Cap Mall	9802	06/19/07	18	0	
66 – 17 <sup>th</sup> Ave/Santa Cruz	9809	06/19/07	22	0	
68 to Cap Mall	2213	04/14/07	30	0	
68 to Cap Mall	9813	06/12/07	30	0	
68 to Santa Cruz	2215	04/14/07	29	0	
68 to Santa Cruz	2222	06/28/07	29	0	
68N – Beach Nt/Cap Mall	2219	06/26/07	33	0	
69 – Cap Mall	9822	04/24/07	19	0	
69 – Cap Mall via Cap Rd	2218	05/25/07	6	0	
69 – Santa Cruz	9812	06/12/07	18	0	
69A – Cap Rd/Santa Cruz	9820	04/24/07	18	0	
69A – Cap Rd/Santa Cruz	2202	05/25/07	5	0	
69A – Cap Rd/Santa Cruz	2237	06/04/07	8	0	
69A – Cap Rd/Watsonville	2204	06/04/07	19	0	
69W – Cabrillo/Santa Cruz	2204	05/25/07	19	0	
69W – Cabrillo/Santa Cruz	2222	06/14/07	30	0	
69W – Cabrillo/Santa Cruz	9813	05/29/07	21	0	
69W – Cabrillo/Watsonville	2204	06/28/07	19	0	
70 – Santa Cruz	9824	04/17/07	13	0	
71 – Arthur/Watsonville	9820	06/18/07	71	0	
71 – Arthur/Watsonville	2601	06/26/07	58	0	
71 – Clifford/Santa Cruz	2234	06/25/07	20	0	
71 – Clifford/Watsonville	2204	04/29/07	73	1	M
71 – Crestview/Santa Cruz	2230	04/29/07	69	0	
71 – Crestview/Santa Cruz	2202	06/03/07	68	1	M
71 – Crestview/Santa Cruz	9810	06/25/07	49	0	
71 – Crestview/Watsonville	2229	06/03/07	67	0	
71 – Crestview/Watsonville	2228	06/14/07	29	0	
71 – Pennsylvania/Watsonville	2226	06/25/07	68	2	M
71 – Pennsylvania/Santa Cruz	2206	06/26/07	29	0	
76 – Corralitos	2218	06/03/07	39	0	
91 – Cab/SC Express	9805	06/18/07	10	0	
91 – Cab/SC Express	9805	06/26/07	6	0	

**SUMMARY OF THE CALL STOP QUARTERLY AUDIT RESULTS**

	Jul-Sep 2004	Oct-Dec 2004	Jan-Mar 2005	Apr-Jun 2005	Jul-Sep 2005	Dec 2005- Feb 2006	Apr-Jun 2006	Jul-Sept 2006	Oct-Dec 2006	Jan-Mar 2007	Apr- Jun 2007
<b>Call Stops Surveyed</b>	2,855	2,294	3,521	3,061	2,420	3,297	2,747	2,535	2,777	2461	2431
<b>Call Stops Announced</b>	2,842	2,258	3,490	3,003	2,367	3,258	2,693	2,491	2,755	2430	2386
<b>Call Stops Not Announced</b>	11	36	31	58	53	39	54	44	22	31	27
<b>Percent of Call Stops Completed</b>	99.6%	98.4%	99.1%	98.1%	97.8%	98.8%	98%	98.3%	99.2%	98.7%	98.9%
<b>% of Call Stops Not Completed</b>	.4%	1.6%	.9%	1.9%	2.2%	1.2%	2%	1.7%	.8%	1.3%	1.1%

5-13.61

Attachment B

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

**DATE:** July 27, 2007

**TO:** Board of Directors

**FROM:** Robyn D. Slater, Human Resources Manager

**SUBJECT: CONSIDERATION OF UPDATING THE EXISTING CLASS SPECIFICATION ENTITLED PERSONNEL CLERK TO HUMAN RESOURCES CLERK**

## I. RECOMMENDED ACTION

**It is recommended that the Board of Directors approve revisions to the prior Personnel Clerk class specification (job description) to create an updated Human Resources Clerk class specification, and approve hourly salary range.**

## II. SUMMARY OF ISSUES

- The 2008 approved operating budget included the addition of one position in the Human Resources department. After reviewing the needs of the department, it was decided to revise and update the prior job specification for Personnel Clerk to a Human Resources Clerk. The prior job specification for Personnel Clerk had not been updated since 1987, and the position has not been occupied for several years.
- The prior Personnel Clerk position was listed in the 1995-1998 SEIU contract at the same salary range as the Payroll Specialist position. The revised Human Resources Clerk position is recommended to be at the same salary range as the current Payroll Specialist position, \$18.04 – 23.07 per hour.
- The new classification will be allocated to the SEA chapter of SEIU Local 521. Human Resources met with representatives for SEIU Local 521 and obtained concurrence with the new class specification, and recommended salary range.
- All SEIU represented positions in the Human Resources Department are classified as confidential. This issue was discussed with SEIU and they agreed that the Human Resources Clerk would also be classified as confidential. A side agreement will be executed once the Board has approved the position.

## III. DISCUSSION

Due to staffing changes in the Finance Department, administration of the CalPERS Retirement Plan has been shifted to the Human Resources Department. METRO

5-14.1

continues to track retiree medical plan enrollment and administers dental, vision and life insurance benefits for retirees. The total number of METRO retirees has increased significantly and this increase has affected the workload in the Human Resources Department. In the past the Human Resources department had an Administrative Assistant position, but that has not been the case in recent years. The duties of the Human Resources Clerk class specification have been adjusted so the position can assist all the current SEIU represented positions as well as taking over some of the tasks previously performed by the HR Administrative Assistant.

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

The recommended hourly salary range for the newly created class specification is \$18.04 – \$ 23.07 per hour.

#### **V. ATTACHMENTS**

**Attachment A: Human Resources Clerk Class Specification**

**Attachment B: Salary range**

**5-14.2**

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

## HUMAN RESOURCES CLERK

### DEFINITION

Under supervision, performs complex and detailed record keeping of computerized and hard copy files; performs a variety of human resources clerical and administrative support duties including typing, filing, and general office work; performs other human resources related duties as required.

### EXAMPLES OF DUTIES

Performs data entry, update and maintenance on the computerized METRO Human Resources Information System.

Maintains, verifies and processes information related to personnel actions, change of status, hours worked, performance reviews, step advancements, and other human resources activities.

Prepares employee id cards and bus passes, distributes annual bus stickers, and maintains records and files.

Prepares payment authorizations, requisitions, and check requests.

Maintains and orders supplies.

Compiles and prepares data for statistical reports including EEO and salary surveys.

Schedules and coordinates interviews, and prepares interview packets.

Maintains and updates recruitment mailing lists.

Composes and/or types various department memos, letters, reports, statistical data, and correspondence as directed.

Performs telephone employment verifications.

Maintains and updates personnel and/or benefit files by inserting and extracting information. Handles confidential materials, records, files and other privileged information.

Answers telephone, and provides information to employees and the public as needed.

5-14.a1

Operates standard office equipment including computer, typewriter, photocopy machine, fax, and photo id equipment. Utilizes District computer software in performing job tasks.

May drive District vehicle to pick up or deliver materials, correspondence or documents.

May coordinate medical exams and assist with employee orientations.

May verify applicant identity and employment eligibility by reviewing documentation.

May assist with other human resource projects as assigned

## **EMPLOYMENT STANDARDS**

### Knowledge of:

- Office procedures and practices including correspondence, reports and filing.
- Correct spelling, grammar and punctuation.

### Ability to:

- Maintain confidentiality of materials, records, files and other privileged information.
- Accurately maintain detailed and difficult records and control systems requiring accuracy and attention to detail.
- Type finished copy from rough draft, or machine transcription.
- Perform a variety of difficult clerical work under time deadlines.
- Maintain calm demeanor in stressful situations.
- Meet and converse courteously and effectively with employees and the public, in person and by telephone.
- Type at a corrected rate of 50 words per minute from clear copy.
- Work independently.
- Coordinate workload of several projects concurrently.
- Organize work and determine priorities to meet continuous, concurrent deadlines.
- Learn and effectively use the District's computer hardware and software.
- Use standard office equipment.

### Training and Experience

A minimum of four years full time office experience including operating microcomputers, data base systems, typing and maintaining detailed record keeping systems.

### **Special Requirements**

Possession of a valid California driver's license or ability to obtain one.

**5-14.a2**

## Salary Range for Human Resources Clerk

### Human Resources Clerk

June 28, 2007	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
	18.04	18.99	19.92	20.94	21.97	23.07
June 26, 2008	18.40	19.37	20.32	21.36	22.41	23.53

5-14.61

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

**DATE:** July 27, 2007

**TO:** Board of Directors

**FROM:** Marcela Tavantzis, Chair, Board of Directors

**SUBJECT:** **CONSIDERATION OF EXTENDING THE REOPENER PERIOD OF TIME PROVIDED FOR IN SECTION 4, COMPENSATION, OF THE CONTRACT WITH THE GENERAL MANAGER FROM JULY 2007 TO JULY THROUGH AUGUST 2007.**

## I. RECOMMENDED ACTION

**That the Board of Directors approve extending the time to reopen the compensation provision in Section 4 of the contract with the General Manager from July 2007 to July through August 2007.**

## II. SUMMARY OF ISSUES

- On November 3, 1997 the Board of Directors entered into an Employment Agreement with Leslie R. White to serve in the position of General Manager.
- On November 11, 1998, August 17, 2001, and October 22, 2004 the Board of Directors renewed the Employment Agreement with Leslie R. White with some modifications.
- The current Employment Agreement with Leslie R. White is for the period of December 1, 2004 through December 31, 2009.
- Section 4 of the current Employment Agreement provides that the compensation provided to Leslie R. White may be reopened in July 2007, if mutually agreed upon.
- The discussions between the Board of Directors and Leslie R. White regarding compensation will not be concluded prior to July 31, 2007.
- It is recommended that the Board of Directors extend the reopener time period from July 2007 to July through August 2007.

## III. DISCUSSION

On November 3, 1997 the Board of Directors entered into an Employment Agreement with Leslie R. White to serve in the position of General Manager. On November 11, 1998, August 17, 2001, and October 22, 2004 the Board of Directors renewed the Employment Agreement with Leslie R. White with some modifications. The current Employment Agreement with Leslie R. White is for the period of December 1, 2004 through December 31, 2009. Section 4 of the

5-15.1

current Employment Agreement provides that the compensation provided to Leslie R. White may be reopened in July 2007, if mutually agreed upon.

The discussions between the Board of Directors and Leslie R. White regarding compensation will not be concluded prior to July 31, 2007. It is recommended that the Board of Directors extend the reopener time period from July 2007 to July through August 2007.

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

The extension of the time for discussion of compensation under Section 4 of the Employment Agreement with Leslie R. White will not have a financial impact on the METRO FY 2008 Operating Budget.

#### **V. ATTACHMENTS**

None

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

**DATE:** July 27, 2007  
**TO:** Board of Directors  
**FROM:** Mark Dorfman, Assistant General Manager  
**SUBJECT: CONSIDERATION OF MODIFICATION TO HIGHWAY 17  
WEEKEND SERVICE**

## I. RECOMMENDED ACTION

**Staff recommends Board consideration for approval of proposed service adjustments for Highway 17 weekend service.**

## II. SUMMARY OF ISSUES

- The Highway 17 JPA met on July 16, 2007 and agreed to add two round trips to the weekend Highway 17 service.
- The JPA also agreed to minimize the emphasis on connections to the San Joaquin bus.
- Staff reviewed the weekend schedule with the new parameters and presented a revised weekend schedule to the JPA for their approval.

## III. DISCUSSION

On July 16, 2007 the Highway 17 JPA met to discuss a number of issues. Among them was the weekend service. METRO staff voiced concerns over the increasing loads on weekend trips. The JPA agreed that more service was needed to prevent overloads on Highway 17 buses, and that METRO staff would produce a schedule using the new parameters (Attachment A). Using the new parameters and making modest changes to trips to maximize efficiency, staff was able to add four hours of service with only two hours and twenty minutes of additional time.

Highlights of this proposal include:

- The first trip in both the northbound and southbound directions will start nearly an hour later. This will create a more timely connection with the first Capitol Corridor train out of Diridon Station.

5-16.1

- New northbound trips are added at 2:00 PM and 5:50 PM. New southbound trips are added at 3:25 PM and 6:55 PM. Two of these trips are direct, bypassing Cavallaro Transit Center.
- Three other trips were modified to bypass Cavallaro Transit Center to maximize efficiency of the service.
- Connections to CalTrain are enhanced allowing for greater connectivity to the Bay Area region on the weekends.

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

The additional costs for this service are expected to be \$18,621, paid for by Caltrans, through AMTRAK, under the JPA contract.

#### **V. ATTACHMENTS**

**Attachment A:** Highway 17 Weekend Schedule

**5-16.2**

Hwy 17-AMTRAK Weekend Service

Attachment **A**

Northbound		
Pacific Station	Cavallaro Transit Center	Diridon Station
6:45 AM	7:00 AM	7:40 AM
8:40 AM	8:55 AM	9:40 AM
9:50 AM	10:05 AM	10:50 AM
11:40 AM	11:55 AM	12:40 PM
12:50 PM	1:05 PM	1:50 PM
2:00 PM	---	2:50 PM
3:15 PM	3:30 PM	4:15 PM
4:40 PM	4:55 PM	5:40 PM
5:50 PM	6:05 PM	6:50 PM
6:30 PM	6:45 PM	7:30 PM
8:00 PM	---	8:50 PM
9:25 PM	9:40 PM	10:20 PM
Southbound		
Diridon Station	Cavallaro Transit Center	Pacific Station
7:40 AM	---	8:30 AM
9:45 AM	10:30 AM	10:50 AM
11:00 AM	11:45 AM	12:05 PM
12:45 PM	1:30 PM	1:50 PM
1:55 PM	2:40 PM	3:00 PM
3:25 PM	4:10 PM	4:30 PM
4:45 PM	---	5:35 PM
5:45 PM	6:30 PM	6:50 PM
6:55 PM	---	7:45 PM
7:45 PM	8:30 PM	8:50 PM
8:55 PM	9:40 AM	10:00 AM
10:40 PM	11:20 PM	11:40 PM

5-16.a1

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

**DATE:** July 27, 2007

**TO:** Board of Directors

**FROM:** Frank L. Cheng, Project Manager

**SUBJECT:** **CONSIDERATION OF AN AMENDMENT TO THE CONTRACT WITH ARNTZ BUILDERS, INC. EXTENDING THE CONTRACT EXPIRATION DATE FOR THE METROBASE SERVICE BUILDING TO OCTOBER 31, 2007, WHILE MAINTAINING THE CONSTRUCTION COMPLETION DATE OF JANUARY 9, 2007.**

## I. RECOMMENDED ACTION

**That the Board of Directors approve an amendment to the contract with Arntz Builders Inc. that extends the contract expiration date to October 31, 2007, while maintaining the construction completion date of January 9, 2007.**

## II. SUMMARY OF ISSUES

- On December 16, 2005 the Board of Directors approved a contract with Arntz Builders, Inc. for the construction of the service-building component of the MetroBase Project.
- On February 23, 2007 the Board of Directors approved an amendment to the contract with Arntz Builders, Inc extending the contract expiration date for the MetroBase Service Building to July 31, 2007, while maintaining the construction completion date of January 9, 2007.
- The construction bid submitted by Arntz Builders identified a 365-day construction period and therefore the construction contract was written for a 365-day period commencing January 9, 2006 and ending January 9, 2007.
- In order to permit the continued payment of progress invoices, it is necessary to extend the contract completion date beyond the current July 31, 2007 expiration date.
- State permitting requirements and reviews, as well as weather, have resulted in a delay in the completion date for the construction of the service building.
- METRO is currently negotiating with Arntz Builders Inc. to determine how many days of delay will be allowed for the completion of construction.
- As construction activities are continuing it is necessary to amend the current contract with Arntz Builders to extend the expiration date of the contract in order for METRO to be able to pay the invoices for construction costs.
- It is recommended that the contract with Arntz Builders, Inc. be amended to extend the expiration date to October 31, 2007. This action will not change the construction

**5-17.1**

completion date in the contract. A Change Order revising the date for the completion of construction, activities supporting the additional costs associated with delays, recognizing the assessment of liquidated damages, will be presented to the Board for consideration, once the negotiations with Arntz Builders, Inc are completed.

### **III. DISCUSSION**

On December 16, 2005 the Board of Directors approved a contract with Arntz Builders, Inc. for the construction of the service-building component of the MetroBase Project. The construction bid submitted by Arntz Builders identified a 365-day construction period and therefore the construction contract was written for a 365-day period commencing January 9, 2006 and ending January 9, 2007. In order to permit the continued payment of progress invoices, it is necessary to extend the contract completion date beyond the current July 31, 2007 expiration date. State permitting requirements and reviews, as well as weather, have resulted in a delay in the completion date for the construction of the service building. METRO is currently negotiating with Arntz Builders Inc. to determine how many days of delay will be allowed for the completion of construction. As construction activities are continuing it is necessary to amend the current contract with Arntz Builders to extend the expiration date of the contract in order for METRO to be able to pay the invoices for construction costs.

On February 23, 2007 the Board of Directors approved an amendment to the contract with Arntz Builders, Inc extending the contract expiration date for the MetroBase Service Building to July 31, 2007, while maintaining the construction completion date of January 9, 2007. It is recommended that the contract with Arntz Builders, Inc. be amended to extend the expiration date to October 31, 2007. This action will not change the construction completion date in the contract. A Change Order revising the date for the completion of construction, activities supporting the additional costs associated with delays, recognizing the assessment of liquidated damages, will be presented to the Board for consideration, once the negotiations with Arntz Builders, Inc are completed.

### **IV. FINANCIAL CONSIDERATIONS**

The amendment of the contact with Arntz Builders, Inc. to extend the expiration date of the current contract will not have a financial impact on the MetroBase Project or the METRO Budget.

### **V. ATTACHMENTS**

**Attachment A:** Contract Amendment #2-Arntz Builders, Inc./Santa Cruz Metropolitan Transit District

5-17.2

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
SECOND AMENDMENT TO CONTRACT NO. 05-12  
FOR CONSTRUCTION OF THE METROBASE FUELING  
AND SERVICING FACILITY AND RELATED SITE WORK**

This Second Amendment to Contract No. 05-12 for construction of the MetroBase fueling and servicing facility and related site work is made effective July 31, 2007 between the SANTA CRUZ METROPOLITAN TRANSIT DISTRICT, a political subdivision of the State of California ("District") and ARNTZ BUILDERS, INC. ("Contractor").

**I. RECITALS**

- 1.1 District and Contractor entered into a Contract for construction of the MetroBase fueling and servicing facility and related site work ("Contract") on January 9, 2006.
- 1.2 District and Contractor extended the contract to July 31, 2007 on January 9, 2007.
- 1.3 District desires to extend the contract until October 31, 2007 without extending the project completion date.
- 1.4 District and Contractor are currently evaluating and negotiating potential time extension requests related to the project completion date filed by Contractor.

Therefore, District and Contractor amend the Contract as follows:

**II. TERM**

- 2.1 Article 3.02 Term is amended to include the following language:

The term of this contract is extended to October 31, 2007. This action does not constitute an extension of the project completion date of January 9, 2007.

**III. REMAINING TERMS AND CONDITIONS**

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

**IV. AUTHORITY**

- 4.1 Each party has full power to enter into and perform this Second Amendment to the Contract and the person signing this Second Amendment on behalf of each has been properly authorized and empowered to enter into it. Each party further

acknowledges that it has read this Second Amendment to the Contract,  
understands it, and agrees to be bound by it.

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

DISTRICT  
SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

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

CONTRACT  
ARNTZ BUILDERS, INC.

By \_\_\_\_\_  
Donald M. Arntz  
President

Approved as to Form:

\_\_\_\_\_  
Margaret Gallagher  
District Counsel

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

**DATE:** July 27, 2007  
**TO:** Board of Directors  
**FROM:** Robyn Slater, Human Resources Manager  
**SUBJECT: PRESENTATION OF EMPLOYEE LONGEVITY AWARDS**

## I. RECOMMENDED ACTION

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

## II. SUMMARY OF ISSUES

- None.

## III. DISCUSSION

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

## IV. FINANCIAL CONSIDERATIONS

None.

## V. ATTACHMENTS

**Attachment A:** Employee Recognition List

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT**  
**EMPLOYEE RECOGNITION**

**TEN YEARS**

None

**FIFTEEN YEARS**

None

**TWENTY YEARS**

None

**TWENTY-FIVE YEARS**

Olivia Diaz, Ticket and Pass Program Specialist

**THIRTY YEARS**

None

6.21

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

**DATE:** July 27, 2007

**TO:** Board of Directors

**FROM:** Mark Dorfman, Assistant General Manager

**SUBJECT: PUBLIC HEARING: CONSIDER AUTHORIZING THE APPLICATION AND EXECUTION OF AN FTA GRANT FOR URBANIZED AREA FORMULA FUNDS FOR FY2007.**

## I. RECOMMENDED ACTION

**Receive public comments. Adopt the attached Program of Projects and authorize an application for Federal Transit Administration Urbanized Area Formula Funds.**

## II. SUMMARY OF ISSUES

- The federal surface transportation act, the *Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users* (SAFETEA-LU) maintains the Urbanized Area Formula Program within the Federal Transit Administration for public transit operating assistance in urbanized areas.
- SAFETEA-LU added formula funding for Small Transit Intensive Cities (STIC) and Growing States. METRO qualifies to receive both in addition to the urbanized area formula for Santa Cruz and Watsonville
- The US Congress has appropriated funds for the Federal Transit Administration in accordance with the formulas in SAFETEA-LU.
- METRO must submit an application and execute a grant agreement with the FTA to receive these funds.

## III. DISCUSSION

The Safe, Accountable, Flexible and Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU) legislated programs within the Federal Transit Administration (FTA) to provide financial assistance to public transit operators in urban areas. In addition to the traditional Urbanized Area Formula Program (49 USC §5307) from which METRO has received the bulk of its federal operating assistance in the past, SAFETEA-LU funds two levels of supplemental assistance for small urbanized areas with higher-than-average transit ridership and for its location in a rapidly growing state. Santa Cruz receives both of these supplements in FY2007.

Both Santa Cruz and Watsonville annually receive Urbanized Area Formula Program funds. Because METRO and Monterey-Salinas Transit both operate public transit service in Watsonville, the two operators agreed to split the Watsonville apportionment according to the

proportion of service each provides in Watsonville. Monterey Salinas Transit then returns part of its portion to METRO as rent for using the Watsonville Transit Center.

METRO will use the traditional Urbanized Area Formula funds and the Growing States allocation for operating assistance. The Small Transit Intensive Cities allocation will be used for MetroBase construction.

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

The traditional Urbanized Area Formula Program plus the Growing State supplement contributes \$3,153,552 to METRO's FY2007 operating budget. STIC adds \$723,646 in capital funding for MetroBase construction. Local sales tax will contribute the required match.

#### **V. ATTACHMENTS**

**Attachment A:** Program of Projects for FY2007 FTA §5307 Funds

**Santa Cruz Metropolitan Transit District  
FY2007 Program of Projects  
Using Federal Transit Administration Funds**

The Federal Transit Administration allocated \$3,877,198 in federal funds to the Santa Cruz Metropolitan Transit District (METRO) for urbanized area public transit operations during FY 2007. METRO, in accordance with 49 USC Part 5307 is implementing the following Program of Projects with these Federal Transit Administration (FTA) funds:

1. FY2007 Operating Assistance: \$3,153,552 for public transit service operations for the period July 1, 2006 through June 30, 2007. This project provides public transit conforming to land use and transportation plans in Santa Cruz County without causing negative environmental impacts or relocation of families or businesses. Local sales tax, Transportation Development Act revenue and passenger fares pay the remaining project costs.
2. Capital Assistance: \$723,646 for MetroBase construction.

If adopted by the Board, METRO staff will submit an application to the FTA requesting funds for these projects, and the General Manager will execute a grant agreement authorizing reimbursement of project costs from the FTA.

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

**DATE:** July 27, 2007  
**TO:** Board of Directors  
**FROM:** Ciro F. Aguirre, Manager of Operations  
**SUBJECT:** **CONSIDERATION OF CALIFORNIA DEPARTMENT OF MOTOR VEHICLES (DMV) EMPLOYER TESTING PROGRAM THAT IS IN PLACE AT METRO.**

## I. RECOMMENDED ACTION

**That the Board of Directors review the DMV Employer Testing Program that is in place at METRO**

## II. SUMMARY OF ISSUES

- Recently individuals appearing before the Board of Directors have expressed concerns regarding the California DMV Employer Testing program that is in place at METRO.
- This Staff Report has been prepared to inform the Board of the components of the DMV Employer Testing Program.
- METRO is certified by the California Department of Motor Vehicles (DMV) to perform an in-house Employer Testing Program (ETP).
- The ETP program is designed to allow METRO to certify potential Bus/ParaCruz Operators (Applicants) or to re-certify existing Bus/ParaCruz Operators for the commercial class 'B' license with Passenger Endorsement.
- Driver Performance Evaluation (DPE) consists of three scripted tests; Pre-trip Inspection, Skills Test, and Road Test.
- Four levels of responsibility have been incorporated into the program to ensure fair, equitable, and accurate testing to be performed according to required DMV criteria.
- Staff conducted a review of the ETP in order to determine adequacy and objectivity regarding the processes for certification and re-certification within the context of DMV requirements.

## III. DISCUSSION

METRO is enrolled in the Employer Testing Program (ETP) in which the Department of Motor Vehicles (DMV) allows employers of commercial drivers to conduct the drive test portion for the DMV's Commercial licensing requirements. The ETP requires an employer-employee relationship in order to conduct third party testing. DMV works in concert with

the Federal Regulations regarding the eligibility, administrative responsibilities, examiner qualifications, training standards, and inspection requirements for third party testing program.

Authorization for METRO to enroll and participate in the ETP consisted of a DMV on-site review demonstrating a commercial drive test comparable to the standards used by DMV Examiners to license commercial drivers. Since becoming enrolled, METRO has been required to maintain DMV established criteria as found in Title 13 of the California Code of Regulations. The DMV now audits compliance with its requirements on a tri-annual basis.

The Driver Performance Evaluation (DPE) is used to test applicants or existing operators. The evaluation consists of three major components; Pre-trip Inspection, Skills Test, and Road Test, each with its own set of sub-criteria. Each test is scripted in order to ensure that each applicant or operator receives the same test.

Each test is monitored and scored by METRO Transit Supervisors that have been certified by DMV as Examiners. Supervisors certified to be examiners must attend a two-day class sponsored by DMV and pass the administered test. Additionally, certification must be kept current every ninety- (90) days by actively monitoring and scoring operator tests.

**Pre-trip Inspection** – Requires the applicant or operator to conduct an extensive inspection of the vehicle in order to determine that it may be placed into service. Fixed route operators are required to memorize and accurately identify 39 scored items with a miss rate of only eight (8) items, nine (9) missed items will constitute a fail score. ParaCruz operators are required to memorize and accurately identify 37 scored items, with a miss rate of only eight (8) items, nine (9) missed items will constitute a fail score.

**Skills Test** – This test consists of an applicant or operator's ability to safely and skillfully maneuver a Fixed Route vehicle or ParaCruz vehicle through various predetermined obstacles.

**Road Test** – Consists of actual on the road driving of the vehicle. Applicant or operator is evaluated on their ability to drive safely and skillfully in different real driving situations. Two routes exist that are used for this testing process and are established with DMV review and approval. The test is scripted so each applicant or operator receives the same set of instructions at the same location. Once the test commences, the examiner cannot engage in conversation other than directing the driver according to the script. For a passing score on the road test, the applicant must have a score of forty-five (45) or lower with ZERO critical driving errors. Once the number of allowable critical errors is exceeded, the test is stopped and the driver is instructed to return to the garage. The test is scored as "FAIL". The driver is instructed as to the areas of failure and scheduled for a subsequent test. Under our current practice, the applicant may be terminated after a second fail. Under our authority, METRO may grant a third test.

Primary Route - The primary route consists of approximately 20 miles combining Rural, Urban, and Freeway driving.

Alternate Route – Same combination of Rural, Urban and Freeway driving performed on a different set of streets. The purpose of the alternate route is for make up tests or if sections of the primary route are not available due to construction or other route disruptions.

#### **Four Levels of Responsibility**

Each test has four (4) levels of responsibility to ensure fair, equitable, and accurate testing in accordance with required DMV criteria. Responsibilities include, but are not limited to:

Level 1 – Applicant: The applicant is responsible for having the appropriate instruction permit for the type of vehicle to be driven. Must be an METRO employee; ensure that appropriate and accurate driving record information has been provided to METRO. Non-compliance with any one of the aspects mentioned will negate issuance of a commercial license.

Level 2 – Examiner: Ensures applicant has valid appropriate permit for vehicle to be driven. Driver Performance Evaluation criteria is used appropriately, and verifies that the applicant completed all commercial drive tests Pre-trip, Skills, and Road Test in accordance with DMV criteria.

Level 3 – Authorized Representative (METRO’s Safety and Training Coordinator) Ensures certificate of Driving Skill is complete and accurate. Verifies appropriate class of license. Ensures Examiners receive appropriate DMV training and that Examiner contract is on file with the employer. Will not allow certificate of driving skill to be submitted with false or incorrect information.

Level 4 – Administrator (Base Superintendent) Ensures that all provisions and terms of ETP between the METRO and DMV are complied with in accordance with DMV expectations and criteria. Same responsibilities as each participant previously mentioned, i.e., Applicant, Examiner, Authorized Representative. Reviews and monitors program criteria. Ensures all examiners are qualified, DMV certified, and that certification is maintained. The Administrator, because of the separation of duties, cannot act as an examiner.

Review of METRO’s participation in the California Department of Motor Vehicles Employer Testing Program is confirmed to be current and conducted within the criteria complying with all DMV requirements. Testing, monitoring, scoring and administration of the program in conjunction with DMV oversight has established a fair, objective and equitable process in which METRO issues Commercial licenses.

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

None

**V. ATTACHMENTS**

None

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

**DATE:** July 27, 2007

**TO:** Board of Directors

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

**SUBJECT: CONSIDERATION OF THE STATUS OF THE STATE OF CALIFORNIA'S FISCAL YEAR 2008 BUDGET AND POTENTIAL IMPACTS ON METRO.**

## I. RECOMMENDED ACTION

**That the Board of Directors review the status of the Fiscal Year 2008 Budget of the State of California and review the potential impacts of the Budget on transit funding in Santa Cruz County.**

## II. SUMMARY OF ISSUES

- In January 2007 the Governor of California outlined a Proposed Budget for the State of California for Fiscal Year 2008. On May 14, 2007 the Governor of California outlined his Revised FY 2008 Budget.
- The Governor's proposed FY 2008 Budget contained the redirection of \$1.1 billion in funds that are statutorily identified for public transit projects and services. The Revised Proposed Budget outlined by the Governor on May 14, 2007 increased the amount to \$1.3 billion in funds proposed to be redirected from transit programs.
- In addition to redirecting funds in the Public Transportation Account to non-transit uses the Governor's Proposed FY 2008 Budget also proposed to use funds available from Proposition 1B to offset existing expenses rather than new projects.
- The Governor's Proposed Budget would permanently restructure funding in the Public Transportation Account in a manner that would have a long-term negative effect on transit funding in Santa Cruz.
- Senate and Assembly Budget Committees have reviewed the Governor's proposed FY 2008 Budget over the past few weeks.
- The Senate and Assembly Budget Committees appointed a Budget Conference Committee that concluded its work on Friday June 29, 2007.
- The Budget Conference Committee report modified the impacts that the Governor's Proposed FY 2008 Budget would have had both on statewide funding and on transit funding in Santa Cruz County.
- The Conference Committee adopted a compromise that would divert \$660 million in spillover revenue to the General Fund, repayment of Proposition 42 loans, repayment

of transportation bond debt service, the state highway SHOPP Program and high-speed rail. The Conference Committee also indicated that \$551 million from the spillover will be an “ongoing” diversion in future years.

- After funds are diverted to other programs there would be approximately \$640 million in the Public Transportation Account for FY 2008.
- As a result of the action of the Conference Committee the FY 2008 State Transit Assistance Program (STA) is estimated to be approximately \$408.5 million compared to the \$619 million that should be provided under state statute.
- The impact of the reduced STA Program funding for Santa Cruz is a loss in approximately \$2.5 million in capital funds. As the Conference Committee has indicated that the diversion of spillover will be continued indefinitely the estimated loss in transit capital funds over the next 10 years would be approximately \$25 million.
- Currently the California State Legislature has not acted to implement the capital funding for transit projects provided for in Proposition 1B that was approved by the voters in November 2006. If the Legislature fails to act on this program Santa Cruz County will lose approximately \$27 million in transit capital funds.
- Members of the Legislature have indicated that a lack of approval of the Conference Committee Report by the full Legislature could result in more cuts in transit funding.
- Staff recommends that Members of the Board of Directors continue to contact Members of the California State Legislature to impress upon them the critical need for transit funding in Santa Cruz County.

### III. DISCUSSION

In January 2007 the Governor of California outlined a Proposed Budget for the State of California for Fiscal Year 2008. On May 14, 2007 the Governor of California outlined his Revised FY 2008 Budget. The Governor’s proposed FY 2008 Budget contained the redirection of \$1.1 billion in funds that are statutorily identified for public transit projects and services. The Revised Proposed Budget outlined by the Governor on May 14, 2007 increased the amount to \$1.3 billion in funds proposed to be redirected from transit programs to the General Fund. In addition to redirecting funds in the Public Transportation Account to non-transit uses the Governor’s Proposed FY 2008 Budget also proposed to use funds available from Proposition 1B to offset existing expenses rather than new projects. The Governor’s Proposed Budget would permanently restructure funding in the Public Transportation Account in a manner that would have a long-term negative effect on transit funding in Santa Cruz.

Over the past few weeks Senate and Assembly Budget Committees have reviewed the Governor's proposed FY 2008 Budget. The Senate and Assembly Budget Committees appointed a Budget Conference Committee that concluded its work on Friday June 29, 2007. The Budget Conference Committee report modified the impacts that the Governor's Proposed FY 2008 Budget would have had both on statewide funding and on transit funding in Santa Cruz County. The Conference Committee adopted a compromise that would divert \$660 million in spillover revenue to the General Fund, repayment of Proposition 42 loans, repayment of transportation bond debt service, the state highway SHOPP Program and high-speed rail. The Conference Committee also indicated that \$551million from the spillover will be an "ongoing" diversion in future years. After funds are diverted to other programs there would be approximately \$640 million in the Public Transportation Account for FY 2008. As a result of the action of the Conference Committee the FY 2008 State Transit Assistance Program (STA) is estimated to be approximately \$408.5 million compared to the \$619 million that should be provided under state statute.

The impact of the reduced STA Program funding for Santa Cruz is a loss in approximately \$2.5 million in capital funds. As the Conference Committee has indicated that the diversion of spillover will be continued indefinitely the estimated loss in transit capital funds to Santa Cruz over the next 10 years would be approximately \$25 million.

Currently the California State Legislature has not acted to implement the capital funding for transit projects provided for in Proposition 1B that was approved by the voters in November 2006. If the Legislature fails to act on this program Santa Cruz County will lose approximately \$27 million in transit capital funds.

Members of the Legislature have indicated that a lack of approval of the Conference Committee Report by the full Legislature could result in more cuts in transit funding. Staff recommends that Members of the Board of Directors continue to contact Members of the California State Legislature to impress upon them the critical need for transit funding in Santa Cruz County.

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

The adoption of the FY 2008 Budget as developed by the Conference Committee will reduce the level of STA funds that are received in Santa Cruz County by \$2.5 million this year. The lack of implementing action by the Legislature for the 1B transit funds will eliminate approximately \$27 million in transit funding for Santa Cruz County.

#### **V. ATTACHMENTS**

None

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

**DATE:** July 27, 2007

**TO:** Board of Directors

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

**SUBJECT: CONSIDERATION OF PRELIMINARY LIST OF UNMET TRANSIT AND PARATRANSIT NEEDS FOR SUBMISSION TO THE SANTA CRUZ COUNTY REGIONAL TRANSPORTATION COMMISSION.**

## I. RECOMMENDED ACTION

**That the Board of Directors review the preliminary list of unmet needs for submission to the Santa Cruz County Regional Transportation Commission.**

## II. SUMMARY OF ISSUES

- Annually the Santa Cruz County Regional Transportation Commission (SCCRTC) adopts a list of unmet transit needs pursuant to the requirements of the State of California Transportation Development Act (TDA).
- The SCCRTC has developed a draft list (attached) of unmet transit/paratransit needs based upon information received from the Elderly and Disabled Transportation Advisory Committee (E&D TAC).
- METRO plans to submit a list of unmet transit and paratransit needs based upon information received from riders, staff, the Metro Advisory Committee (MAC) and the Board of Directors.
- METRO staff developed a preliminary list of unmet transit and paratransit needs which was submitted to the MAC for review on July 18, 2007.
- METRO would like to have the Board of Directors review and comment on the preliminary list of unmet needs that has been developed.
- METRO staff will seek additional information and comment from the Board of Directors on August 10, 2007.
- METRO will seek comment on the preliminary list of unmet needs from the SCCRTC E&D TAC on August 14, 2007.
- METRO will seek additional comments from the MAC on August 15, 2007.
- Staff recommends that the Board of Directors hold a Public Hearing on August 24, 2007 and authorize the submission of the list of unmet transit and paratransit needs to the SCCRTC who will hold a Public Hearing on the Final Unmet Needs List on September 6, 2007.

### III. DISCUSSION

One of the sources of operating funds for METRO is derived from the proceeds of a ¼ cent sales tax collected by the State of California in Santa Cruz County pursuant to the Transportation Development Act (TDA). The receipts from this tax are transmitted to the Santa Cruz County Regional Transportation Commission (SCCRTC) by the State of California. The SCCRTC distributes the TDA funds to a number of recipients with METRO receiving the majority of the funds for transit operating expenses. Pursuant to the provisions of the TDA the SCCRTC annually adopts a list of unmet transit and paratransit needs. The SCCRTC conducts an extensive outreach process to identify unmet needs. A draft list of unmet needs has been developed by the SCCRTC based upon information received at a meeting of the Elderly and Disabled Transportation Advisory Committee (E&D TAC). The Draft Unmet Needs List is attached to this Staff Report.

METRO plans to submit a list of unmet transit and paratransit needs based upon information received from riders, staff, the Metro Advisory Committee (MAC) and the Board of Directors. METRO staff developed a preliminary list of unmet transit and paratransit needs which was submitted to the MAC for review on July 18, 2007. METRO staff would like to have the Board of Directors review and comment on the preliminary list of unmet needs that has been developed. METRO staff will seek additional information and comment from the Board of Directors on August 10, 2007. METRO will seek comment on the preliminary list from the SCCRTC E&D TAC on August 14, 2007. METRO will seek additional comments from the MAC on August 15, 2007.

Staff recommends that the Board of Directors hold a Public Hearing on August 24, 2007 and authorize the submission of the list of unmet transit and paratransit needs to the SCCRTC who will hold a Public Hearing on the Final Unmet Needs List on September 6, 2007.

### IV. FINANCIAL CONSIDERATIONS

The information obtained in the listing of unmet transit/paratransit needs will demonstrate that the current operation funds contained in the FY 2008 METRO Budget are inadequate to meet all of the transit and paratransit needs in Santa Cruz.

### V. ATTACHMENTS

- Attachment A:** SCCRTC Draft List of Unmet Specialized Transportation/Transit Needs- June 2007
- Attachment B:** Draft 2007 Unmet Transit/Paratransit Needs-METRO

## Draft List of Unmet Specialized Transportation/Transit Needs June 2007

**Prioritized: High (H), Medium (M) and Low (L) \***

### General

**H** - Expanded publicity necessary about existing specialized transportation services including ADA paratransit, non-ADA paratransit, Medi-Cal rides and mobility training for people to use regular fixed route buses

**H** - Lack of safe travel paths between senior and/or disabled living areas and bus stops (examples: Capitola Road and side streets, trailer park at Antionelli, Pleasant Care facility)

**M** - Shortage of transportation services for low-income children and their families, including a lack of transportation for people transitioning from welfare to work

**M** – Availability of accessible local taxi services for seniors and disabled persons

**M** – Expansion of the program currently in place in some jurisdictions to all jurisdictions in the county that requires homeowners to make improvements to sidewalks adjacent to their property when the property is sold

**M** - Amend local taxi ordinances to facilitate improved service to seniors and individuals with disabilities

**L** - Lack of paratransit and accessible transit connections with neighboring counties — including Monterey (Pajaro), San Benito, Santa Clara and other points north

### Paratransit/Specialized Transportation

**H** - Shortage of projected funding for all specialized transportation (including fixed route, ADA and non-ADA Paratransit) to meet the needs of the senior population expected to increase over the next 15 to 30 years

**H** - Lack of specialized transportation for all areas outside the ADA Paratransit service area, with special emphasis on priority destinations

**H** - Need for coordinated and seamless-to-the-public system of specialized transportation with a Mobility Management Center (central information point, one stop shop)

**M** - Shortage of programs and operating funds for 'same day' medical trips on paratransit

**M** - Shortage of programs and operating funds for 'same day' non-medical trips

**M** - Shortage of volunteer drivers in Santa Cruz County including for the Volunteer Center Transportation Program and the American Red Cross out-of-county medical ride program, particularly in south county

**M** - Shortage of affordable special care trips and gurney vehicles for medically fragile individuals and those needing “bed to bed” transportation

**M** - Provide transportation for all senior meal sites in the county to meet unmet needs

**L** - Assure the availability of taxi scrip to meet need for “safety net” services

**L** - Need for the Consolidated Transportation Services Agency to acquire an improved operations and maintenance facility

**L** – Need for Ongoing provision of ADA Paratransit certification at group facilities

### **Transit**

**H** - Continued need for transit to unserved low income and senior housing areas in south county (examples: Stonecreek Apartments in Watsonville and the San Andreas Migrant Labor Camp)

**H** – Bus and ParaCruz service on all holidays

**H** - Bus stops and bus services need to be located at senior housing complexes

**M** - Need to prioritize bus shelter replacement based on high usage by seniors and people with disabilities

#### *\* Notes:*

**H - High** priority items are those items that fill a gap or absence of service. Holiday service is included, for example, because it fills an absence of service and would also provide complementary ADA Paratransit.

**M - Medium** priority items are items that supplement existing service.

**L - Low** priority items should become more specific and then be planned for, as funds are available.

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## Draft 2007 Unmet Transit/Paratransit Needs-METRO

### Fixed Route Transit Needs

- Fourteen (14) full sized fixed route replacement buses.
- Four (4) small fixed route replacement buses for rural service.
- Improve three hundred (300) bus stops to be ADA accessible.
- Purchase Automated Vehicle Location/Passenger Counting System.
- Purchase Farebox Magnetic Card Reader System, coordinated with Monterey-Salinas Transit, to allow persons with lower incomes to take advantage of multi-ride purchase discounts.
- Construct Operations/Parking Facility for fixed route service.
- Redevelop Santa Cruz Metro Center as mixed use facility incorporating local transit service, regional transit service, paratransit service, intercity bus service, commercial office functions, passenger service facilities, parking facilities, and both market rate and affordable housing.
- Installation of Transponders on all buses for Preemptive Signal Control on major corridors improving traffic flow, reducing travel time, and improving on-time performance.
- Need for Web-based Trip Planner for fixed route bus service to improve customer trip planning capability via computer.
- Automated phone-based trip planning providing Metro route information and or trip planning coordination via telephone and voice activated menu.
- Install audio and video surveillance system for all buses.
- Increased headways for Route 71 evening service: 2x an hour until 9PM vs. 7PM.
- Increase weekend Hwy 17 service frequencies.
- Add early morning Route 70 service to Cabrillo College.
- Additional night UCSC service, including Route 20.

- Add early AM and weekend Route 79 service.
- Route 66 using 7th Avenue inbound and outbound (between Capitola Road and Soquel Avenue).
- Restore service to Gault Street and LaPosada area.
- Add early morning Route 35 service.
- Implement circulator shuttles in Santa Cruz, Watsonville, Capitola, and Scotts Valley.
- Increase window of service on Route 4.
- Extension of Highway 17/Amtrak service to UCSC at key times.
- 30-minute peak frequencies on collector and arterial routes.
- Bi-directional service on local Watsonville routes.
- East/West Express service to UCSC and Cabrillo.
- Minimum frequency standard of 60 minutes.
- Express service between San Lorenzo Valley and both UCSC and Cabrillo College.
- Holiday service on all holidays.
- Expanded service between UCSC and Westside University activity centers such as Long Marine Lab, Wrigley building offices, Texas Instruments building offices.
- “Bona Fide” express service connecting the four transit centers in Santa Cruz County together.
- Service to Independent Square in Watsonville.
- Service to the Santa Cruz County Fairgrounds in Watsonville.
- Service from the UC Inn to UCSC.
- Service from Santa Cruz County to Los Gatos.
- Expanded service to new residential and commercial areas in Watsonville.
- Expanded evening and late night service on major fixed routes to improve service accessibility.

10.62

- Expanded bicycle capacity and access on the fixed route system.
- Reduce the cash fare while preserving the pass charges so that the average fare using a pass is a higher percentage of the cash fare than currently exists.
- Establish a means-tested low-income fare.
- Upgrade head signs to maximum level of visibility.
- Braille and raised numbers on bus signage at bus stops indicating which bus routes are being offered at each stop.
- Extend highway 17 service to Watsonville.
- Fare free service to students under the age of 13.
- Implement “yield to bus” program to improve travel times.
- Install bus shelters at high usage stops.
- Implement marketing programs to increase visibility and enhance public awareness of METRO services.
- Revise and improve web site to enhance effectiveness and visibility.

### **Paratransit (ParaCruz) Needs**

- Acquire and develop permanent operation and maintenance facility for ParaCruz to accommodate increased fleet size and growth in future service.
- Implement automated "Reminder" phone call system for ParaCruz to remind riders of scheduled trip in advance, reducing "missed trips" and improve efficiency.
- Equip ParaCruz Vehicles with Mobile Data Terminals (MDT) for improved manifest display, immediate additions/deletions/confirmations to trips, improved communication and tracking.
- Replace thirty-four (34) paratransit vans with larger capacity minibuses.
- Provide service on all Holidays.
- Identify and obtain funding to support the future levels of paratransit service that will be required.

10.63

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

**DATE:** July 27, 2007

**TO:** Board of Directors

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

**SUBJECT:** **CONSIDERATION OF A REQUEST FROM THE METRO ADVISORY COMMITTEE (MAC) FOR PERMISSION TO CORRESPOND TO THE STATE LEGISLATURE, THE GOVERNOR, AND THE PUBLIC REGARDING THEIR CONCERN OVER THE LOSS OF TRANSIT FUNDING BEING CONSIDERED (OR ADOPTED) FOR THE FY 2008 STATE OF CALIFORNIA BUDGET.**

## I. RECOMMENDED ACTION

**That the Board of Directors consider a request form the Metro Advisory Committee for permission to correspond directly to Members of the State Legislature, the Governor, and the public, regarding their concern over the loss of transit funding being considered (or adopted) for the State of California FY 2008 Budget.**

## II. SUMMARY OF ISSUES

- On December 19, 2003 the Board of Directors approved the creation of the Metro Advisory Committee (MAC).
- On December 19, 2003 the Board of Directors approved the MAC Bylaws (attached).
- The Board of Directors must approve any Amendments to the MAC Bylaws.
- Article 2.2 of the MAC Bylaws indicates that any communication from the MAC must be to and through the Board of Directors.
- On July 18, 2007 the Members of the MAC reviewed the cuts in transit funding that are being considered (or adopted) for the FY 2008 State of California Budget.
- On July 18, 2007 the MAC approved a motion requesting that the Board of Directors grant the MAC permission to correspond with the Members of the State Legislature, the Governor, and the public regarding the negative impact that the proposed cuts in transit funding would have on METRO.

## III. DISCUSSION

On December 19, 2003 the Board of Directors approved the creation of the Metro Advisory Committee (MAC). On December 19, 2003 the Board of Directors approved the MAC Bylaws. Article 2.2 of the MAC indicates that any communication from the MAC must be to and through the Board of Directors.

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On July 18, 2007 the Members of the MAC reviewed the cuts in transit funding that are being considered for inclusion in the FY 2008 State of California Budget. At the July 18, 2007 meeting the MAC approved a motion requesting that the Board of Directors grant the MAC permission to correspond with the Members of the State Legislature, the Governor, and the public regarding the negative impact that the proposed cuts in transit funding would have on METRO.

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

The permission to correspond to Members of the Legislature, the Governor, and the public will not have an impact on the METRO Operating Budget.

#### **V. ATTACHMENTS**

**Attachment A:** MAC Bylaws

**Drafted for 9/26/03**  
**Revised for 10/24/03**  
**Revised for 12/19/03**  
**Amended/Adopted 12/19/03**  
**Amended/ Adopted 7/23/04**  
**Amended/Adopted 6/23/06**  
**Amended/Adopted 4/27/07**  
**Amended/Adopted 5/25/07**

**BYLAWS FOR THE METRO ADVISORY COMMITTEE**

**Article I**  
**GENERAL PROVISIONS**

**§1.1 Purpose**

These Bylaws govern the proceedings of the METRO Advisory Committee (MAC), an advisory committee established by the Board of Directors of the Santa Cruz Metropolitan Transit District (METRO).

**§1.2 Construction of Bylaws**

As used in these Bylaws, "Committee" means the METRO Advisory Committee. These Bylaws shall govern the Committee's proceedings to the extent they are not inconsistent with METRO Regulations or California or United States Statutes. These Bylaws become effective upon approval by the METRO Board of Directors

**§1.3 Definitions**

- a. As used in these Bylaws, "chair" means the Chair of the Committee.
- b. As used in these Bylaws, "vice chair" means the Vice Chair of the Committee.
- c. As used in these Bylaws "staff" means staff members that are assigned to support the Committee by the METRO Secretary/General Manager.

**Article II**  
DUTIES AND AUTHORITY

**§2.1 Duties**

It shall be the duty of the Committee to provide advice to the Board of Directors on matters of METRO policy and operations referred to the Committee by the Board or Secretary/General Manager and to perform such additional duties as assigned by the Board. The Committee may also address issues which members or the public raise with respect to the quantity and quality of services provided by METRO.

**§2.2 Limitations on Authority**

The sole jurisdiction and authority of the Committee is to serve in an advisory capacity to the Board of Directors. It shall not have any authority to take actions that bind METRO or the Board of Directors with the exception that the Committee may design informational signs to be placed on the inside of buses and that the Committee may design and distribute an informational brochure to increase the public's knowledge of the operation and existence of the Committee. Communications by the Committee shall be to and through the Board of Directors. No individual member of the Committee shall be entitled to compensation from METRO, with the exception that Members of the Committee shall receive three (3) system-wide day passes for each monthly meeting that they attend, and any reimbursement for travel or other expenses shall receive specific prior authorization by the Board of Directors.

**Article III**  
MEMBERSHIP

**§3.1 Membership**

The Committee shall be composed of 11 members appointed by the Board of Directors as follows:

Each member of the METRO Board of Directors shall nominate 1 individual to serve as members of the METRO Advisory Committee. Appointments to the METRO Advisory Committee shall be made by the METRO Board of Directors.

All members shall be residents of the County of Santa Cruz. When making its appointments, the Board shall strive to balance the membership to reflect the ethnic, gender, and geographic diversity of the County. At least 4 of the individuals appointed to the Committee shall be persons with disabilities as evidenced by possession of a METRO Discount Photo Identification Card. No member of the Board of Directors or other elected public official shall be appointed to the Committee. No employee of METRO or any

agency that provides funding to, or contracts with, METRO shall be appointed to the Committee. However, individuals that have been selected to participate on the ADA Appeals Panel, to participate in the Bus Operator Sensitivity Training, or who are employed by the University of California, Santa Cruz in departments other than the Transportation and Parking Services (TAPS), or in the offices that directly supervise TAPS, shall be exempt from the financial/contracting prohibition for Committee members outlined in this section.

### **§3.2 Members' Terms**

The term of membership of each Committee member shall be two years, commencing with the date of appointment by the METRO Board. Members may be re-appointed for additional terms as approved by the METRO Board of Directors.

### **§3.3 Absences**

If a member accumulates total absences from Committee Meetings of four, without excuse, and two, with excuse, in any twelve-month period, the position shall automatically be declared vacant. In the event of a known absence to an upcoming MAC Meeting it is expected of the MAC Member(s) that they will contact the Santa Cruz Metropolitan Transit District Front Office Administration Staff by telephone as soon as the occurring absence is known and no later than 12:00PM (noon) on the day of the meeting and that failure to make said contact will constitute an unexcused absence unless circumstances restrict such contact. The member of the Board of Directors that nominated such Committee member shall be notified of the vacancy so that they can nominate a successor to be appointed to fill the remainder of that Committee member's term.

### **§3.4 Vacancies**

The member of the Board of Directors who nominated the original member shall nominate a replacement candidate to fill a position on the Committee that is declared vacant. The appointment of the replacement member shall be made by the Board of Directors.

## **Article IV OFFICERS**

### **§4.1 Chair and Vice Chair**

The Committee shall elect from its membership a Chair and a Vice Chair at its first meeting of the calendar year, to serve for a one-year term. The chair shall preside at all meetings of the Committee and represent the Committee before the Board of Directors. The Vice Chair shall perform the duties of the Chair when the Chair is absent.

In the event of a vacancy in the chair's position, the vice chair shall succeed as chair for the balance of the Chair's term and the Committee shall elect a successor to fill the vacancy in the Vice Chair's position as provided below. In the event of a vacancy in the Vice Chair's position, the Committee shall elect a successor from its membership to fill the Vice Chair's position for the remainder of the vice chair's term.

#### **§4.2 Staff Support**

The Secretary/General Manager of METRO shall make arrangements to furnish clerical services to prepare and distribute the Committee's agendas, notices, minutes, correspondence and other materials. The METRO staff assigned to support the committee shall maintain a record of all proceedings of the Committee as required by law and shall perform other support duties to the committee as assigned by the Secretary/General Manager. The minutes of each meeting, when approved by the Committee, shall be transmitted to the METRO Board of Directors.

### **Article V MEETINGS**

#### **§5.1 Regular Meetings**

Regular meetings of the Committee shall be held on the third Wednesday of each month. Whenever a regular meeting falls on a holiday observed by METRO, the meeting shall be held on another day or canceled at the direction of the Committee. A rescheduled regular meeting shall be designated a regular meeting.

#### **§5.2 Special Meetings**

The Chair may call a special meeting. The meeting shall be called and noticed as provided in Section 5.3 below.

#### **§5.3 Calling and Noticing of Meetings**

All meetings shall be called, noticed and conducted in accordance with the applicable provisions of the Ralph M. Brown Act (commencing with Section 54950 of the Government Code). The Secretary/General Manager and METRO Counsel shall be given notice of all meetings.

#### **§5.4 Quorum; Vote**

The presence of 6 members shall constitute a quorum for the transaction of business. However, when there are vacancies on the Committee the quorum shall be reduced to a majority of the number of Members appointed to the Committee, with the provision that a quorum shall never be less than four (4) Members. All official acts of the Committee shall require the affirmative vote of the majority of members present, providing that a quorum is maintained at all times.

#### **§5.5 Thirty Minute Rule**

If a quorum has not been established within thirty minutes of the noticed starting time for the meeting the meeting shall be cancelled.

#### **§5.6 Matters Not Listed On the Agenda Requiring Committee Action**

Except as provided below, a matter requiring Committee action shall be listed on the posted agenda before the Committee may act upon it. The Committee may take action on items not appearing on the posted agenda under any of the following conditions:

- a. Upon a determination by an affirmative vote of the Committee that an emergency exists, as defined in Section 54956.5 of the Government Code.
- b. Upon a determination by a two-thirds vote of the Committee, or if less than two-thirds of the members are present, a unanimous vote of those members present, there is a need to take immediate action and the need to take action came to the attention of the Committee subsequent to the agenda being posted.

#### **§5.7 Time Limits for Speakers**

Each member of the public appearing at a Committee meeting shall be limited to three minutes in his or her presentation, unless the Chair, at his or her discretion, permits further remarks to be made. Any person addressing the Committee may submit written statements, petitions or other documents to complement his or her presentation. Public

presentations that have been scheduled prior to the meeting with the Committee Chair shall not be subject to the time limits contained in this section.

**§5.8 Impertinence; Disturbance of Meeting**

Any person making personal, impertinent or indecorous remarks while addressing the Committee may be barred by the chairperson from further appearance before the Committee at that meeting, unless permission to continue is granted by an affirmative vote of the Committee. The Chair may order any person removed from the Committee meeting who causes a disturbance or interferes with the conduct of the meeting, and the Chair may direct the meeting room cleared when deemed necessary to maintain order.

**§5.9 Access to Public Records Distributed at Meeting**

Writings which are public records and which are distributed during a Committee meeting shall be made available for public inspection at the meeting if prepared by the METRO staff or a member of the Committee, or after the meeting if prepared by some other person.

**Article VI**  
**AGENDAS AND MEETING NOTICES**

**§6.1 Agenda Format**

The agenda shall specify the starting time and location of the meeting and shall contain a brief general description of each item of business to be transacted or discussed at the meeting. The description shall be reasonably calculated to adequately inform the public of the subject matter of each agenda item. The agenda may include recommendations for Committee action as appropriate.

**§6.2 Public Communications**

Each agenda for a regular meeting shall provide an opportunity for members of the public to address the Committee on matters of interest to the public either before or during the Committee's consideration of the item, if it is listed on the agenda, or, if it is not listed on the agenda but is within the jurisdiction of the Committee, under the agenda item heading "Oral/Written Communications". The Committee shall not act upon an item that is not listed on the agenda except as provided under Section 5.8. Each notice for a special meeting shall provide an opportunity for members of the public to directly address the Committee concerning any item that has been described in the notice for the meeting before or during consideration of that item.

### **§6.3 Agenda Preparation**

The METRO Staff assigned to the Committee shall prepare the agenda for each meeting in consultation with the Chair. Material intended for placement on the agenda shall be delivered to the secretary on or before 12:00 Noon on the date established as the agenda deadline for the forthcoming meeting. The METRO Staff, in consultation with the chair, may withhold placement on the agenda of any matter that is not timely received, lacks sufficient information or is in need of staff review and report prior to Committee consideration.

### **§6.4 Agenda Posting and Delivery**

The written agenda for each regular meeting and each meeting continued for more than five calendar days shall be posted by the METRO Staff at least 72 hours before the meeting is scheduled to begin. The written agenda for every special meeting shall be posted by the METRO Staff at least 24 hours before the special meeting is scheduled to begin. The agenda shall be posted in a location that is freely accessible to members of the public. The agenda together with supporting documents shall be transmitted to each Committee member, the Secretary/General Manager and the METRO Counsel at least five days before each regular meeting and at least 24 hours before each special meeting.

### **§6.5 Meeting Notices**

The METRO Staff shall transmit notices of every regular meeting at least one week prior to the date set for the meeting to each person who has filed a written request with METRO for such notice as provided in Section 54954.1 of the Government Code. The notice shall be mailed at least one week prior to the date set for the meeting. Notice of special meetings called less than seven days prior to the date set for the meeting shall be given as soon as is practical.

## **Article VII MISCELLANEOUS**

### **§7.1 Adoption and Amendment of Bylaws**

These Bylaws shall be effective upon approval by the METRO Board of Directors.

**§7.2 Committee Process**

The intent of the Committee shall be to provide consensus based advice and recommendations to the METRO Board of Directors.

Approved by Board of Directors: December 19, 2003.

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

**DATE:** July 27, 2007

**TO:** Board of Directors

**FROM:** Mark J. Dorfman, Assistant General Manager

**SUBJECT:** **CONSIDERATION OF AUTHORIZING THE GENERAL MANAGER TO EXECUTE A CONTRACT EXTENSION WITH PAT PIRAS CONSULTING FOR EVALUATION OF DISTRICT'S ADA/504 PROGRAMS & ACTIVITIES AND TO EXTEND PROGRAM DEADLINE**

## I. RECOMMENDED ACTION

**It is recommended that the Board of Directors authorize the General Manager to execute a time only amendment to the contract with Pat Piras Consulting for ADA/504 review of Metro programs, activities and services to determine whether they are accessible to disabled individuals for the purposes of extending the completion date of the contract, and to extend the Program Deadline.**

## II. SUMMARY OF ISSUES

- The District entered into a contract with Pat Piras Consulting for ADA/504 review of Metro programs, activities and services to determine whether they are accessible to disabled individuals on July 1, 2005.
- On December 16, 2005, the Board of Directors revised Administrative Regulation AR-1002 to conduct a ADA/504 review of Metro's current services, programs and activities to complete the work and submit the findings to the Board of Directors.
- There have been some issues with the current Contractor being able to complete the project and an extension is required.
- District staff recommends that the Board of Directors authorize the General Manager to execute a time only amendment to the contract with Pat Piras Consulting for ADA/504 review of Metro programs, activities and services to extend the term of the contract to October 31, 2007, and to amend AR-1002 with the revised date.

## III. DISCUSSION

The District entered into a contract with Pat Piras Consulting for ADA/504 review of Metro programs, activities and services to determine whether they are accessible to disabled individuals as required by Administrative Regulation AR-1002. The Contractor has been unable due to some personal issues to complete the report and requires a time only extension to finalize the work. This time-only extension will allow the work to be completed and circulated to MAC and the

Board. This action will also allow for the amendment of AR-1002 to correspond to the new completion date.

District staff recommends that the Board of Directors authorize the General Manager to execute a time-only amendment to the contract with Pat Piras Consulting for ADA/504 review of Metro programs, activities and services to extend the term of the contract to October 31, 2007, and to make AR-1002 consistent with the new completion date.

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

No financial implications from this action.

#### **V. ATTACHMENTS**

**Attachment A:** NONE

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

**DATE:** July 27, 2007

**TO:** Board of Directors

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

**SUBJECT: CONSIDERATION OF EXTENDING THE MEMORANDUM OF UNDERSTANDING FOR THE FUNDING OF THE HIGHWAY 17 EXPRESS AND THE MEMORANDUM OF UNDERSTANDING FOR THE OPERATION OF THE HIGHWAY 17 EXPRESS THROUGH SEPTEMBER 30, 2007 UNDER THE CURRENT TERMS AND CONDITIONS**

## I. RECOMMENDED ACTION

**That the Board of Directors authorize the General Manager to execute a Letter of Agreement to extend the current Memorandum of Understanding for the funding and the current Memorandum of Understanding for the operation of the Highway 17 service through September 30, 2007.**

## II. SUMMARY OF ISSUES

- On March 27, 2007 and May 25, 2007 the Board of Directors approved extending the current Memorandum of Understanding (MOU) for the funding, and the current Memorandum of Understanding for the operation, of the Highway 17 Express service.
- The current agreements are between the Capitol Corridor Joint Powers Authority, Caltrans, the Santa Clara Valley Transportation Authority, and METRO for the funding, and AMTRAK and METRO for the operation, of the Highway 17 Express service.
- The two extensions were approved by the Board of Directors for the purpose of allowing the parties to develop a new formula for the funding of the Highway 17 service based on the past three years of service.
- Representatives of the signatory agencies to the MOU have met over the past three months. However, the staff members of the agencies have not reached a final agreement on the formula for funding that they can recommend to their respective Boards.
- The extension of the current agreements approved by the Board of Directors expires July 31, 2007.
- In order to provide sufficient time for the agency staff representative to finalize an acceptable formula that can be recommended for approval staff recommends that the

current agreements be extended through September 30, 2007 under the same funding and operating provisions.

- Staff recommends that the General Manager be authorized to execute a Letter of Agreement that will extend the current MOU with the funding agencies, and the current MOU with AMTRAK, through September 30, 2007 under the same terms and conditions.

### **III. DISCUSSION**

On March 27, 2007 and May 25, 2007 the Board of Directors approved extending the current Memorandum of Understanding (MOU) for the operation and funding of the Highway 17 Express service. The current MOU is between the Capitol Corridor Joint Powers Authority, Caltrans, the Santa Clara Valley Transportation Authority, and METRO. The extension was approved by the Board of Directors was for the purpose of allowing the parties to develop a new formula for the funding of the Highway 17 service based on the past three years of service. The MOU with AMTRAK was extended for the same period of time on March 27, 2007 and May 25, 2007

Representatives of the signatory agencies to the MOU have met over the past three months. However, the staff members of the agencies have not reached a final agreement on the formula for funding that they can recommend to their respective Boards. The extensions of the current two agreements approved by the Board of Directors will expire July 31, 2007. In order to provide sufficient time for the agency staff representative to finalize an acceptable formula that can be recommended for approval staff recommends that the current MOU be extended through September 30, 2007 under the same funding and operating provisions.

Staff recommends that the General Manager be authorized to execute a Letter of Agreement that will extend the current Highway 17 Funding MOU and AMTRAK Operating MOU through September 30, 2007 under the same terms and conditions.

### **IV. FINANCIAL CONSIDERATIONS**

The extension of the agreements for the operation and funding of the Highway 17 Express service will allow Amtrak to continue to pay METRO to operate the service.

### **V. ATTACHMENTS**

None

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

**DATE:** July 27, 2007

**TO:** Board of Directors

**FROM:** Leslie R. White

**SUBJECT: CONSIDERATION OF APPROVAL OF A RESOLUTION AUTHORIZING THE PURCHASE OF PROPERTY LOCATED AT 110 VERNON STREET, SANTA CRUZ, CALIFORNIA FOR THE AMOUNT OF \$4,025,000 PLUS FEES AND AUTHORIZING THE GENERAL MANAGER TO EXECUTE DOCUMENTS NECESSARY TO CONCLUDE THE ACQUISITION.**

## I. RECOMMENDED ACTION

**That the Board of Directors approve the Resolution authorizing the purchase of the property located at 110 Vernon Street for the amount of \$4,025,000 plus fees and authorize the General Manager to execute documents necessary to conclude the acquisition.**

## II. SUMMARY OF ISSUES

- The METRO Five Years Capital and Operating Plan approved by the Board of Directors in June 2006 indicates a goal of replacing leased facilities with owned facilities.
- METRO has identified the property located at 110 Vernon Street bin Santa Cruz as being of a size, configuration, and location that makes it highly desirable as a replacement facility for the leased Administration and Facilities Maintenance building located at 370 Encinal Street, Santa Cruz, California.
- On January 12, 2007 the Board of Directors authorized the General Manager to present an offer to Paul Broughton, Broughton Land, LLC, to purchase the property located at 110 Vernon Street, Santa Cruz, California.
- The offer that was authorized by the Board of Directors was based upon an appraisal and review conducted in accordance with guidelines issued by the Federal Transit Administration and the State of California.
- The offer presented to Paul Broughton, Broughton Land, LLC, was contingent upon METRO reaching satisfactory relocation agreements with the existing tenants located at the 110 Vernon Street facility and the determination that there were no environmental issues as evidenced by a Phase I Environmental Review.
- As of July 20, 2007 METRO was satisfied that the contingencies placed on the offer to purchase the property at 110 Vernon Street could be removed and that, upon approval by the Board of Directors, the acquisition could be concluded.

14.1

- The agreed upon price for the acquisition of the property at 110 Vernon is \$4,025,000 plus fees which is within the authority granted to the General Manager by the Board of Directors.
- The cost of relocating the Santa Cruz Printery is \$243,000 and the cost of relocating the United Spa Company is \$13,976. These costs are within the funds budgeted for acquisition and tenant relocation for the property located at 110 Vernon Street.
- Staff recommends that the Board of Director approved the attached Resolution authorizing the purchase of the property located at 110 Vernon Street and granting the General Manager the authority to sign the necessary documents to conclude the purchase transaction.

### III. DISCUSSION

On January 12, 2007 the Board of Directors authorized the General Manager to present an offer to acquire the property located at 110 Vernon Street, Santa Cruz, California. The subject property is being considered for purchase as a replacement facility for the facility located at 370 Encinal Street, which is currently leased by METRO. The five-year capital and operating plan adopted by the Board of Directors includes a policy directing METRO to move from leased facilities to owned facilities as soon as funding becomes available. Currently the funding received from the State of California through the State Transit Assistance Program (STA) for FY 07 provides funding which is sufficient to purchase a replacement facility for the leased facility at 370 Encinal St. Additionally the carry-over funds from the FY 06 METRO budget, that were placed in capital reserves, should be sufficient to carry out the renovations that would be necessary to make a pre existing facility responsive to METRO's needs. These two funding sources are sufficient to provide approximately \$7,200,000 for acquisition and renovation of a replacement facility for the 370 Encinal Facility.

The building located at 110 Vernon St. is located on a 40,140 sq. ft. lot with a 2-story building that is approximately 21,748 sq. ft. in size. The building is composed of a combination of office and warehouse space in roughly the same proportions as the 370 Encinal St. facility. An elevator would need to be added to the building as a part of the renovations to ensure ADA accessibility. The building site contains approximately 45 parking spaces. The 110 Vernon facility enjoys the advantage of being strategically located adjacent to the site where the new maintenance building is being constructed. The acquisition of the 110 Vernon property and location of the administration and facility maintenance function to that site is consistent with the MetroBase Cluster Option adopted by the Board of Directors in 2000. METRO currently leases a portion of the 110 Vernon facility as an interim location for the maintenance administration, purchasing, and project management functions. Once the first section of the new MetroBase maintenance building is completed these functions will be relocated to that facility.

The appraisal and review of the property were conducted in accordance with the policies and procedures outlined by both the Federal transit Administration and the State of California.

14.2

As a result of the appraisal and review the Board of Directors granted authority to the General Manager to engage in acquisition negotiations with the owners of the 110 Vernon St. property and their representatives. The Board authorized the General Manager to use the appraised value as the basis for an offer to the owners with an amount of 10% of the appraised value available to respond to counter offers from the owners and to support relocation costs for the two tenants of the property. METRO Board Directors Beautz, Bustichi, Hinkle, Reilly, Rotkin, Skillicorn, Spence, Stone, and Tavantzis were present and voted in favor of the property purchase price, related terms, and accompanying relocation costs as outlined by the General Manager.

The property owner, Paul Broughton, Broughton Land, LLC, has agreed to sell the referenced property to METRO for the amount of \$4,025,000 plus fees. METRO has agreed to relocate the existing tenants for approximately \$234,000 to the Santa Cruz Printery and \$13,210 to the United Spas. Therefore the total acquisition and relocation costs for the property at 110 Vernon will be \$4,272,210 plus fees. This amount is within the authority that was granted to the General Manager by the Board of Directors for this acquisition.

Staff recommends that the Board of Director approved the attached Resolution authorizing the purchase of the property located at 110 Vernon Street and granting the General Manager the authority to sign the necessary documents to conclude the purchase transaction.

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

Approval of the Resolution authorizing the purchase of the property located at 110 Vernon Street, Santa Cruz, California will utilize \$4,025,000 plus fees for the property purchase, and \$247,210 in relocation funds, of the \$7,200,000 that has been budgeted for the total project, including renovation, in the METRO FY 2008 Capital Budget. The replacement of a leased facility with an owned facility will save approximately \$340,000 annually in the METRO Operating Budget.

#### **V. ATTACHMENTS**

**Attachment A:** Resolution Authorizing the Purchase of the Property Located at 110 Vernon Street, Santa Cruz, California.

**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 SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
AUTHORIZING THE PURCHASE OF THE PROPERTY LOCATED AT 110  
VERNON STREET, SANTA CRUZ, CALIFORNIA FROM PAUL BROUGHTON,  
BROUGHTON LAND, LLC, SANTA CRUZ, CALIFORNIA FOR THE SUM OF  
\$4,025,000 PLUS FEES, AND AUTHORIZING THE GENERAL MANAGER TO  
SIGN THE DOCUMENTS NECESSARY TO COMPLETE THE SALE AND  
TRANSFER OF OWNERSHIP.**

WHEREAS, the Santa Cruz Metropolitan Transit District ("District") desires to purchase certain property located at 110 Vernon Street, Santa Cruz, California; and,

WHEREAS, the Board, on January 12, 2007 authorized the General Manager to present an offer on behalf of the Santa Cruz Metropolitan Transit District; and

WHEREAS, the Board, on January 12, 2007 found that the property located at 110 Vernon Street was necessary to maintain the efficient operation of transit services in Santa Cruz County and that the property located at 110 Vernon Street, Santa Cruz, California was of a size and location that it best met the needs of the Santa Cruz Metropolitan Transit District and that the Board would initiate Eminent Domain Procedures should a voluntary sale not occur; and

WHEREAS, in lieu of Eminent Domain, Paul Broughton, Broughton Land, LLC has accepted the offer of the Santa Cruz Metropolitan Transit District to purchase the property located at 110 Vernon Street, Santa Cruz, California for the price of \$4,025,000 plus fees, and under terms and conditions acceptable to the Santa Cruz Metropolitan Transit District; and

WHEREAS, the contingencies established in the offer to purchase the property located at 110 Vernon Street, Santa Cruz, California, by the Santa Cruz Metropolitan Transit District as the buyer have been satisfied; and

WHEREAS, the Santa Cruz Metropolitan Transit District has removed all buyer contingencies on sale of the property located at 110 Vernon Street, Santa Cruz, California; and

WHEREAS, the District and the Seller are desirous of concluding the sale of the property located at 110 Vernon Street, Santa Cruz, California on or before August 01, 2007.

NOW, THEREFORE, BE IT RESOLVED that the Santa Cruz Metropolitan Transit District, County of Santa Cruz, State of California, does hereby authorize the purchase of the

14. a 1

property located at 110 Vernon Street, Santa Cruz, California from Paul Broughton, Broughton Land, LLC, Santa Cruz, California for the sum of \$4,025,000 plus fees, and does hereby further authorize the General Manager of the Santa Cruz Metropolitan Transit District to sign necessary documents to complete the sale and transfer of ownership.

PASSED AND ADOPTED this 27th day of July 2007 by the following vote:

**AYES: Directors:**

**NOES: Directors:**

**ABSTAIN: Directors:**

**ABSENT: Directors:**

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

MARCELA TAVANTZIS  
Board Chair

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

LESLIE R. WHITE  
General Manager

**APPROVED AS TO FORM:**

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

14. a2