

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

BOARD OF DIRECTORS REGULAR MEETING AGENDA
JUNE 8, 2007 (Second Friday of Each Month)
SCMTD ENCINAL CONFERENCE ROOM
370 ENCINAL STREET, SUITE 100
SANTA CRUZ, CALIFORNIA
9:00 a.m. – 11:00 a.m.

THE BOARD AGENDA PACKET CAN BE FOUND ONLINE AT 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. APPROVE REGULAR BOARD MEETING MINUTES OF MAY 11 & 25, 2006
- 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
- 5-13. ACCEPT AND FILE EQUAL EMPLOYMENT OPPORTUNITY PLAN STATISTICAL INFORMATION
- 5-14. CONSIDERATION OF AUTHORIZING THE DISPOSAL OF ONE 1980 SERVICE TRUCK

REGULAR AGENDA

- 6. PRESENTATION OF EMPLOYEE LONGEVITY AWARDS: None
- 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
Presented By: Margaret Gallagher, District Counsel
- 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
Presented By: Margaret Gallagher, District Counsel
ACTION REQUESTED AT THE JUNE 8, 2007 BOARD MEETING
- 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)
Presented By: Margaret Gallagher, District Counsel
ACTION REQUESTED AT THE JUNE 8, 2007 BOARD MEETING

10. REVIEW OF ITEMS TO BE DISCUSSED IN CLOSED SESSION: District Counsel
11. ORAL AND WRITTEN COMMUNICATIONS REGARDING CLOSED SESSION

SECTION II: CLOSED SESSION

1. CONFERENCE WITH REAL PROPERTY NEGOTIATORS
(Pursuant to Government Code Section 54956.8)
 - a. Property: 1211 River Street, Santa Cruz, CA
Negotiating parties: Mark Dorfman for SCMTD
Jan van Boeschoten, Owner of 1211 River Street
Under Negotiation: Price and Terms
 - b. Property: 1217 River Street, Santa Cruz, CA
Negotiating parties: Mark Dorfman for SCMTD
Dennis Stewart, Owner of 1217 River Street
Under Negotiation: Price and Terms
2. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION
(Pursuant to Government Code Section 54956.9)
 - a. Name of Case: Johnny Charveria vs. Santa Cruz Metropolitan Transit District
(Before the Workers' Compensation Appeals Board)

SECTION III: RECONVENE TO OPEN SESSION

12. 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 Encinal Conference Room 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.

May 24-07

Board of Directors

attention: Mr. Steve Paulson + ^{Metro} Board of Directors

I live in "South Felton" off San Lorenzo Rd. for the last 6 mo. - I have been picked up to Dr. visits + physical therapy. This has been a great service for me. I esp appreciate the drivers.

I do understand this service for me will be discontinued in June. I can't walk to the nearest bus. Rt., I have painful arthritis in both legs - ankles knees - Astma + diabetes. I don't understand why some people are serviced in one part of Santa Cruz and others are not. Esp when all of us pay taxes, that fund this service.

I would ask you would consider continue service for any of disabled route as it should not be connected with school ridership? I know of other disabled clients that suffer too have Dr. needs + dialysis to go to -

Please take this under consideration

I have called left line - I'm not 60 and my income is more than 19,000 - a year. My physical therapy has eased my physical pain - I go 3 times a week with Dr. Prescription now - I have no choice but to discontinue?



© ME Ink

DRAW FREELY UPON YOUR IMA

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Please let me know what this
decision will be ~

Barbara Stocker



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2-a.2

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

Minutes- Board of Directors

May 11, 2007

A Regular Meeting of the Board of Directors of the Santa Cruz Metropolitan Transit District met on Friday, May 11, 2007 at the District's Administrative Office, 370 Encinal Street, Santa Cruz, CA.

Vice-Chair Beautz called the meeting to order at 9:02 a.m.

SECTION 1: OPEN SESSION

1. ROLL CALL:

DIRECTORS PRESENT

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

DIRECTORS ABSENT

Dene Bustichi
Michelle Hinkle
Ex-Officio Donna Blitzer

STAFF PRESENT

Ciro Aguirre, Operations Manager
Angel Aitken, Finance Manager
Frank Cheng, MetroBase Project 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
Les White, General Manager

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

Dave Moreau, PSA
Steve Prince, UTU

Bob Yount, MAC

2. ORAL AND WRITTEN COMMUNICATION

Written:

None.

Oral:

None.

5-1.1

3. LABOR ORGANIZATION COMMUNICATIONS

None.

4. ADDITIONAL DOCUMENTATION TO SUPPORT EXISTING AGENDA ITEMS

Director Spence distributed a page of written suggestions regarding Item #8, a copy of which is attached to the file copy of these minutes.

CONSENT AGENDA

5-1. APPROVE REGULAR BOARD MEETING MINUTES OF APRIL 13 & 27, 2006

No questions or comments.

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

No questions or comments.

**5-3. CONSIDERATION OF TORT CLAIMS:
DENY THE CLAIM OF JARED DOWNWARD, CLAIM #07-0014**

No questions or comments.

5-4. ACCEPT AND FILE THE METRO ADVISORY COMMITTEE (MAC) AGENDA FOR MAY 16, 2007 AND MINUTES OF APRIL 18, 2007

No questions or comments.

5-5. ACCEPT AND FILE HIGHWAY 17 STATUS REPORT FOR JANUARY 2007

Director Nicol asked for more recent information. Mark Dorfman replied that the ridership is up but that Finance is behind with the billing information due to staffing changes and that February and possibly March should be ready next time.

DIRECTOR ROTKIN ARRIVED

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

No questions or comments.

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

No questions or comments.

5-1.2

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 NATIONWIDE AUCTION SERVICES FOR AUCTIONEER SERVICES

No questions or comments.

5-10. CONSIDERATION OF AUTHORIZING THE GENERAL MANAGER TO EXECUTE A CONTRACT RENEWAL WITH FOLGER GRAPHICS FOR GRAPHIC DESIGN SERVICES FOR HEADWAYS

No questions or comments.

5-11. CONSIDERATION OF ON TIME PERFORMANCE STANDARDS FOR METRO PARACRUZ AND PEER ADA PARATRANSIT SERVICES

Director Hagen stated that, as a ParaCruz customer, he has seen significant improvement in the past three years since METRO took over direct operation of the service.

5-12. CONSIDERATION OF AMENDING THE MAC BYLAWS TO MODIFY SECTION 3.3 TO REQUIRE THAT MAC MEMBERS NOTIFY METRO BY NOON (12:00) OF THE DAY OF THE MEETING IF THEY KNOW AT THAT TIME THAT THEY ARE GOING TO BE ABSENT

Les White explained that MAC is requesting this action to further address the quorum deficiency issue.

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REGULAR AGENDA

7. CONSIDERATION OF APPROVAL OF A RESOLUTION MODIFYING SANTA CRUZ METRO'S BYLAWS INCLUDING REFORMATTING THE REGULAR BOARD MEETINGS, AND ADDING LANGUAGE TO REQUIRE DIRECTORS TO FOLLOW CALIFORNIA LAW RE CONFLICTS OF INTEREST AND OTHER MINOR CHANGES

No questions or comments.

8. PUBLIC HEARING: CONSIDERATION OF MODIFICATIONS TO METRO'S PARACRUZ ELIGIBILITY AND APPEALS PROCESS REGULATION TO CONFORM THE REGULATION WITH THE ACTUAL PRACTICES, SUBSTITUTE MAC, INSTEAD OF MASTF, AS AN APPOINTING AUTHORITY TO THE APPEALS PANEL AND OTHER CHANGES

5-1.3

Discussion:

Director Spence provided a sheet of several suggested modifications, which the Board asked Margaret Gallagher to review the suggestions and report back to the Board with staff recommendations on them.

Director Hagen suggested that METRO follow up on the conditional eligibility of individuals.

9. CONSIDERATION OF REQUEST FOR SHUTTLE SERVICE RECEIVED FROM THE CITY OF WATSONVILLE FOR THE SANTA CRUZ COUNTY FAIR

Chair Tavantzis clarified that this will be a fare-free route open to the public, meaning ParaCruz service will run as well.

10. CONSIDERATION OF AN AMENDMENT TO THE CONTRACT WITH RNL DESIGN, INC. IN THE AMOUNT OF \$52,888.00 FOR THE SERVICES OF COTTON, SHIRES & ASSOCIATES TO PROVIDE GEOTECHNICAL CONSTRUCTION OBSERVATION AND TESTING FOR THE MAINTENANCE BUILDING CONSTRUCTION OF THE METROBASE PROJECT

Frank Cheng reported that this is for soils testing for the Maintenance Facility, the same as before for the Fueling and Service Building.

11. CONSIDERATION OF AUTHORIZING THE GENERAL MANAGER TO EXECUTE AN ASSIGNMENT OF THE LEASE AGREEMENT WITH KIN WAI CHEUNG AND YUK LING YEUNG, D/B/A CHINA EXPRESS FAST FOOD RESTAURANT TO HUI CHANG DU AND BAOPING CHEN, DBA NEW CHINA EXPRESS FOR THE RESTAURANT SPACE AT PACIFIC STATION EFFECTIVE MAY 11, 2007, AND A LEASE AMENDMENT WITH THE NEW OWNERS TO FACILITATE THE TRANSFER

Summary:

Margaret Gallagher reported that the space was first leased to Filiberto Porras who assigned the lease to the current tenants in 2001. The current business owner has been diagnosed with a serious medical condition and is unable to continue running the business.

ACTION: MOTION: DIRECTOR ROTKIN SECOND: DIRECTOR REILLY

Direct the General Manager to execute the Assignment of Lease with Kin Wai Cheung and Yuk Ling Yeung, d/b/a China Express Fast Food Restaurant to Hui Chang Du and Baoping Chen, dba New China Express for the restaurant space at Pacific Station effective May 11, 2007, and the lease amendment to facilitate the transfer

Motion passed unanimously with Directors Bustichi and Hinkle being absent.

5-1.4

12. **ORAL ANNOUNCEMENT: NOTIFICATION OF MEETING LOCATION FOR MAY 25, 2007 – CAPITOLA CITY COUNCIL CHAMBERS, 420 CAPITOLA AVE, CAPITOLA**

Vice Chair Beautz announced that the May 25, 2007 Board meeting will be held at the Capitola City Council Chambers at 420 Capitola Avenue.

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

Margaret Gallagher reported that the Board would have a conference with its Labor Negotiators regarding UTU, Local 23, Fixed Route, and the Board would be conducting the Public Employee Performance Evaluation of the General Manager.

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

None.

SECTION II: CLOSED SESSION

Vice Chair Beautz adjourned to Closed Session at 9:41 a.m. and reconvened to Open Session at 10:40 a.m.

SECTION III: RECONVENE TO OPEN SESSION

15. **REPORT OF CLOSED SESSION**

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

ADJOURN

There being no further business, Vice Chair Beautz adjourned the meeting at 10:40 a.m.

Respectfully submitted,



CINDI THOMAS
Administrative Services Coordinator

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

Minutes- Board of Directors

May 25, 2007

A Regular Meeting of the Board of Directors of the Santa Cruz Metropolitan Transit District met on Friday, May 25, 2007 at the Capitola City Council Chambers, 420 Capitola Avenue, Capitola, CA.

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

SECTION 1: OPEN SESSION

1. ROLL CALL:

DIRECTORS PRESENT

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

DIRECTORS ABSENT

Ex-Officio Donna Blitzer

STAFF PRESENT

Ciro Aguirre, Operations Manager
Angel Aitken, Finance Manager
Pat Avlies, Asst. HR Manager
Frank Cheng, MetroBase Project Manager
Mark Dorfman, Assistant General Manager
Mary Ferrick, Base Superintendent
Terry Gale, IT Manager

Margaret Gallagher, District Counsel
Debbie Kinslow, Asst. Finance Manager
Steve Paulson, Paratransit Administrator
Elisabeth Ross, Finance Manager Advisor
Tom Stickel, Maintenance Manager
Les White, General Manager

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

Tom Crain, E&D TAC
Dave Moreau, PSA
Bonnie Morr, UTU

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

2. ORAL AND WRITTEN COMMUNICATION

Written:

a. Joshua W. Shaw, Shaw / Yoder, Inc.

Re: Governor's Budget

5-1.6

Director Rotkin reported that he had received a carbon copy of a letter to Les White from a former METRO employee and requested that the matter be referred to a future Closed Session, if appropriate.

Oral:

None.

3. **LABOR ORGANIZATION COMMUNICATIONS**

None.

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

Page #13.a2 was distributed at today's meeting and is attached to the file copy of these minutes.

CONSENT AGENDA

- 5-1. **APPROVE REGULAR BOARD MEETING MINUTES OF APRIL 13 & 27, 2006**
- 5-2. **ACCEPT AND FILE PRELIMINARILY APPROVED CLAIMS FOR THE MONTH OF APRIL 2007**
- 5-3. **CONSIDERATION OF TORT CLAIMS:
DENY THE CLAIM OF JARED DOWNWARD, CLAIM #07-0014**
- 5-4. **ACCEPT AND FILE THE METRO ADVISORY COMMITTEE (MAC) AGENDA FOR MAY 16, 2007 AND MINUTES OF APRIL 18, 2007**
- 5-5. **ACCEPT AND FILE HIGHWAY 17 STATUS REPORT FOR JANUARY 2007**
- 5-6. **ACCEPT AND FILE PARACRUZ OPERATIONS STATUS REPORT FOR THE MONTH OF FEBRUARY 2007**
- 5-7. **ACCEPT AND FILE UNIVERSITY OF CALIFORNIA, SANTA CRUZ SERVICE UPDATE FOR MONTH OF MARCH 2007**
- 5-8. **ACCEPT AND FILE METROBASE STATUS REPORT**
- 5-9. **CONSIDERATION OF AUTHORIZING THE GENERAL MANAGER TO EXECUTE A CONTRACT RENEWAL WITH NATIONWIDE AUCTION SERVICES FOR AUCTIONEER SERVICES**
- 5-10. **CONSIDERATION OF AUTHORIZING THE GENERAL MANAGER TO EXECUTE A CONTRACT RENEWAL WITH FOLGER GRAPHICS FOR GRAPHIC DESIGN SERVICES FOR HEADWAYS**
- 5-11. **CONSIDERATION OF ON TIME PERFORMANCE STANDARDS FOR METRO PARACRUZ AND PEER ADA PARATRANSIT SERVICES**
- 5-12. **CONSIDERATION OF AMENDING THE MAC BYLAWS TO MODIFY SECTION 3.3 TO REQUIRE THAT MAC MEMBERS NOTIFY METRO BY NOON (12:00) OF THE DAY OF THE MEETING IF THEY KNOW AT THAT TIME THAT THEY ARE GOING TO BE ABSENT**
- 5-13. **ACCEPT AND FILE MINUTES REFLECTING VOTING RESULTS FROM APPOINTEES TO THE SANTA CRUZ COUNTY REGIONAL TRANSPORTATION COMMISSION FOR THE APRIL 2007 MEETING(S)**
- 5-14. **ACCEPT AND FILE APRIL 2007 RIDERSHIP REPORT**

5-1.7

ACTION: MOTION: DIRECTOR REILY SECOND: DIRECTOR SKILLICORN

Approve the Consent Agenda

Motion passed unanimously with all Directors present.

REGULAR AGENDA

- 7. CONSIDERATION OF APPROVAL OF A RESOLUTION MODIFYING SANTA CRUZ METRO'S BYLAWS INCLUDING REFORMATTING THE REGULAR BOARD MEETINGS, AND ADDING LANGUAGE TO REQUIRE DIRECTORS TO FOLLOW CALIFORNIA LAW RE CONFLICTS OF INTEREST AND OTHER MINOR CHANGES**

Summary:

Margaret Gallagher reported that, generally, on an annual basis, the Board reviews its Bylaws to determine if any modifications are warranted. In addition to the modifications the Board adopted in February 2007, the Board is now considering modifications to Section 12.02, adding language regarding the passage of Resolutions, and modifications to Section 13.03 adding language that if a Conflict-of-Interest is disclosed, Directors must follow California law.

ACTION: MOTION: DIRECTOR ROTKIN SECOND: DIRECTOR BUSTICHI

Approve Resolution modifying METRO's Bylaws to 1) add language to Section 12.02 to allow for passage of a Resolution by a unanimous voice vote of all those present. However, if the vote is not unanimous, then a roll call vote will be taken to officially record everyone's vote; and 2) adding language to Section 13.03 stating that if a Conflict-of-Interest is disclosed, the Director shall adhere to all California legal requirements

Motion passed by unanimous affirmative voice vote in lieu of a roll call vote with all Directors present.

- 8. PUBLIC HEARING: CONSIDERATION OF MODIFICATIONS TO METRO'S PARACRUZ ELIGIBILITY AND APPEALS PROCESS REGULATION TO 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 requested that after the Public Hearing this item be continued to next month because staff has not yet determined whether in-person recertification should occur at the first recertification period which is generally three years from the initial date of eligibility. Staff is requesting more time to determine the cost impact and if there is sufficient staffing to conduct the in-person recertifications. Staff is also making the following recommendations: 1) that this Regulation, along with the Customer Guide become METRO's Paratransit Plan; 2) that Section 3

5-1.8

be modified to have a specific method to modify or change the plan in order to give people an opportunity in advance to be aware of the proposed change; 3) substitute MAC for MASTF as an appointing authority to the Appeals Panel; 4) require the attendance of the applicant at the appeals hearing; 5) eliminate the ability of an applicant of request a waiver of an in-person assessment; an 6) make typo corrections and language clarifications.

CHAIR TAVANTZIS OPENED THE PUBLIC HEARING AT 9:18 A.M.

Bob Yount, MAC, reported that MAC had a great discussion on this issue and recommends that in-person assessments should be required at the initial eligibility determination and at the time of the first reassessment.

Tom Crain, E&D TAC, thanked staff for presenting this at the last E&D TAC meeting and including E&D TAC as a stakeholder.

CHAIR TAVANTZIS CLOSED THE PUBLIC HEARING AT 9:20 A.M.

ACTION: MOTION: DIRECTOR ROTKIN SECOND: DIRECTOR REILLY

Continue this item to next month and take today's public comments into consideration

Motion passed unanimously with all Directors present.

9. CONSIDERATION OF REQUEST FOR SHUTTLE SERVICE RECEIVED FROM THE CITY OF WATSONVILLE FOR THE SANTA CRUZ COUNTY FAIR

Summary:

Les White reported that METRO had received a request from the City of Watsonville for transit service between the Watsonville Transit Center and the County Fair. The city will reimburse METRO at a rate of \$71.40 per hour and this will be a fare-free route open to the public, meaning ParaCruz service will run as well.

ACTION: MOTION: DIRECTOR BUSTICHI SECOND: DIRECTOR SKILLICORN

Authorize the General Manager to enter into an Agreement with the City of Watsonville to provide transit service between the Watsonville Transit Center and the Santa Cruz County Fairgrounds

Motion passed unanimously with all Directors present.

10. CONSIDERATION OF AN AMENDMENT TO THE CONTRACT WITH RNL DESIGN, INC. IN THE AMOUNT OF \$52,888.00 FOR THE SERVICES OF COTTON, SHIRES & ASSOCIATES TO PROVIDE GEOTECHNICAL CONSTRUCTION OBSERVATION AND TESTING FOR THE MAINTENANCE BUILDING CONSTRUCTION OF THE METROBASE PROJECT

Frank Cheng reported that this is for soils testing for the Maintenance Facility, the same as before for the Fueling and Service Building.

ACTION: MOTION: DIRECTOR ROTKIN SECOND: DIRECTOR HAGEN

Authorize the General Manager to execute an amendment to the contract with RNL Design, Inc. in the amount of \$52,888.00 to provide geotechnical construction observation and testing services for the Maintenance Building Construction of the MetroBase Project

Motion passed unanimously with all Directors present.

11. CONSIDERATION OF THE IMPACT OF THE GOVERNOR'S PROPOSED FY 2008 BUDGET ON METRO PROJECTS AND SERVICES

Summary:

Mark Dorfman gave a slide presentation while Les White explained the potential impact of the Governor's proposed FY 2008 Budget on METRO's projects and services. The proposed budget redirects \$1.1 billion (\$1.3 billion in May Revision) in funds that are statutorily identified for public transit projects and services. It permanently restructures funding in the Public Transportation Account so the loss of funding will occur every year after FY 2008. The proposed budget will result in METRO losing approximately \$30 million in State Transit Assistance and approximately \$27 million in Proposition 1B funds over the next 10 years. This will require METRO to forego constructing the Operations Building component of the MetroBase Project and suspend all bus replacement projects for 10 years, which will require METRO to park 43 diesel buses by 2012 and implement a 35% service reduction by 2013.

Mr. White reported that earlier this week both the Senate and Assembly subcommittees rejected this proposal and that the California Transit Association has set aside \$175,000 to pursue General Fund obligations not being reimbursed by any specific-purpose funds, namely public transit.

Discussion:

Director Nicol reported that Senator Maldonado will be in the Santa Cruz area tomorrow and requested talking points he could discuss with him. By consensus, the Board asked staff to provide talking points to Board Members and staff of local jurisdictions to discuss with legislative representatives on this issue.

DIRECTOR SKILLICORN LEFT THE MEETING

12. CONSIDERATION OF EXTENDING THE MEMORANDUM OF UNDERSTANDING FOR THE OPERATION OF THE HIGHWAY 17 EXPRESS THROUGH JULY 31, 2007 UNDER THE CURRENT TERMS AND CONDITIONS

Summary:

5-1.10

Les White reported that staff recommends that the current MOU be extended through July 31, 2007 under the current terms in order to provide sufficient time for an acceptable formula to be finalized. Staff intends to have a full MOU for the Board to consider in June to become effective August 1, 2007.

ACTION: MOTION: DIRECTOR ROTKIN SECOND: DIRECTOR REILLY

Authorize the General Manager to execute an a Letter of Agreement to extend the current Memorandum of Understanding for the funding and operation of the Highway 17 services through July 31, 2007

Motion passed unanimously with Director Skillicorn being absent.

13. CONSIDERATION OF THE CESSATION OF PARACRUZ SERVICE IN THE LOMPICO AREA WHEN THE ROUTE #33 IS DISCONTINUED FOR THE SUMMER

Summary:

Les White reported that subsequent to the writing of this Staff Report, he became aware that this issue is much more complex than it appears. Mr. White explained that contrary to the prior ParaCruz Customer Guide, the current Customer Guide contains a nexus between Fixed Route and ParaCruz service regarding the time of day, days of week, and months of year service is provided. However, staff has just learned that this apparently was not implemented - meaning that there are ParaCruz customers currently receiving service that is being provided outside of METRO's policy. Mr. White stressed that he is very concerned that METRO is not operating under its policy and stated that all service METRO provides needs to be consistent with its policies.

Mr. White requested that the Board authorize staff to review this issue and also authorize that ParaCruz service in the Route #33 and #34 area that is scheduled to be discontinued on June 14, 2007 be allowed to run through the summer until staff can come back to the Board with a full policy and recommendation in September.

Discussion:

Director Hagen agreed that this issue is confusing because he has personally used ParaCruz during hours that fixed route buses do not run.

Director Bustichi asked if the ParaCruz service in the Lompico area would continue to run if the Board took no action today. Les White replied no, as the service is scheduled to end effective June 14th.

Director Stone reported that he had requested that this item be put on the Agenda, but his concern was school-term service impacting ParaCruz service, which is a much narrower issue than this has become.

5-1.11

Vice Chair Beautz stated that when the current policy was approved, the Board made the difficult decision to make no special exceptions and she is now distressed to hear that some people are getting special exceptions anyway.

ACTION: MOTION: DIRECTOR ROTKIN SECOND: DIRECTOR HAGEN

Authorize staff to review this issue and also authorize that ParaCruz service in the Route #33 and #34 area that is scheduled to be discontinued on June 14, 2007 be allowed to run through the summer until staff can come back to the Board with a full policy and recommendation in September. Staff to bring a status report to the Board next month.

Discussion:

Vice Chair Beautz expressed concern about the cost of this extra service being provided and its impact on the budget and stated that she is not in favor of doing anything more than correcting these mistakes to reflect the policy.

Director Bustichi agreed and said he would like to see the status of how many people are receiving ParaCruz service that should not be according to the policy.

Director Rotkin withdrew his previous motion and made the following motion:

ACTION: MOTION: DIRECTOR ROTKIN SECOND: DIRECTOR HAGEN

Direct staff to continue ParaCruz service in the Route #33 and #34 area that is scheduled to be discontinued on June 14, 2007 until a decision is made on all ParaCruz service being provided outside of the policy. Staff to bring a status report to the Board next month.

Motion passed unanimously with Director Skillicorn being absent.

14. PUBLIC HEARING ON FY 2008 DRAFT FINAL BUDGET

Summary:

Elisabeth Ross explained that today's Public Hearing gives the public an opportunity to comment on the FY 07-08 draft final budget, which is the second year of a 2-year budget. Ms. Ross reported that the Budget Review meeting with Union representatives was held on May 16th and that the Union did not have any specific issues regarding the budget. Staff will continue to refine revenue and expense projections as updated information becomes available, and will present a final recommendation to the Board for approval in June.

CHAIR TAVANTZIS OPENED THE PUBLIC HEARING AT 10:54 A.M.

Bonnie Morr, UTU, commented that UTU understands that this is a planning document.

CHAIR TAVANTZIS CLOSED THE PUBLIC HEARING AT 10:55 A.M.

5-1.12

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

Margaret Gallagher reported that the Board would be continuing the Public Employee Performance Evaluation of the General Manager.

16. ORAL AND WRITTEN COMMUNICATIONS REGARDING CLOSED SESSION

None.

SECTION II: CLOSED SESSION

Chair Tavantzis adjourned to Closed Session at 10:56 a.m. and reconvened to Open Session at 12:16 p.m.

SECTION III: RECONVENE TO OPEN SESSION

17. REPORT OF CLOSED SESSION

Director Rotkin reported that the Board took no reportable action in Closed Session.

ADJOURN

There being no further business, Chair Tavantzis adjourned the meeting at 12:16 p.m.

Respectfully submitted,


CINDI THOMAS
Administrative Services Coordinator

5-1-13

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

DATE: 05/01/07 THRU 05/31/07

CHECK NUMBER	CHECK DATE	CHECK AMOUNT	VENDOR	VENDOR NAME	VENDOR TYPE	TRANS. NUMBER	TRANSACTION DESCRIPTION	TRANSACTION AMOUNT	COMMENT
21664	05/11/07	221.25	001027	OVERLAND PACIFIC & CUTLER, INC		11866	MB RELOCATION SVC	221.25	
21665	05/11/07	82,845.00	001035	HARRIS & ASSOCIATES		11867	MB MAR 07 PROF SVCS	82,845.00	
21666	05/11/07	3,788.60	001036	STANDARD INSURANCE COMPANY		11868	MAY LIFE/AD&D INS	3,788.60	
21667	05/11/07	174.92	001037	PACIFIC PRODUCTS & SERVICES	7	11869	PARTS & SUPPLIES/FAC	174.92	
21668	05/11/07	11,004.12	001043	VISION SERVICE PLAN		11870	MAY VISION INS	11,004.12	
21669	05/11/07	2,072.49	001052	MID VALLEY SUPPLY		11871	CLEANING SUPPLIES	1,963.05	
						11872	CLEANING SUPPLIES	109.44	
21670	05/11/07	2,855.91	001063	NEW FLYER INDUSTRIES LIMITED		11770	REV VEH PARTS 170	170.00	
						11772	REV VEH 104	103.75	
						11773	REV VEH 381	380.73	
						11774	REV VEH PARTS 236	236.11	
						11775	REV VEH PARTS 122	122.24	
						11776	REV VEH PARTS 862	862.94	
						11777	REV VEH PARTS 980	980.14	
21671	05/11/07	1,700.00	001070	CITY OF SANTA CRUZ		11873	120 GOLF CLUB	1,700.00	
21672	05/11/07	600.00	001071	QQUEST SOFTWARE SYSTEMS, INC.		11990	OFFICE SUPPLIES/IT	600.00	
21673	05/11/07	186.48	001073	HALLMARK INN		11874	EMP TRAVEL/BREGANTE	186.48	
21674	05/11/07	159.32	001230	CAPITOL CLUTCH & BRAKE, INC.		11778	REV VEH PARTS	79.64	
						11779	REV VEH PARTS	79.68	
21675	05/11/07	390.08	001315	WASTE MANAGEMENT		11875	APRIL KINGS VLG	161.92	
						11876	APRIL RESEARCH PARK	170.56	
						11877	APR MT HERMON/KINGS	57.60	
21676	05/11/07	80,787.32	001316	DEVCO OIL		11780	FUEL FLT 4/24-4/30	40,552.47	
						11781	FUEL FLT 5/1-5/7	40,234.85	
21677	05/11/07	89.00	001400	KIPLINGER LETTER		11608	6/07-6/08 KIPLINGER	89.00	
21678	05/11/07	1,211.99	001506	WESTERN STATES OIL CO., INC.		11782	FUEL/LUB FLEET	1,211.99	
21679	05/11/07	792.00	001523	SANTA CRUZ MEDICAL CLINIC	7	11783	MED EXAMS-OPS	792.00	
21680	05/11/07	13,452.76	001648	STEVE'S UNION SERVICE		11892	APR FUEL/PT	13,452.76	
21681	05/11/07	745.72	001800	THERMO KING OF SALINAS, INC		11784	REV VEH PARTS	82.58	
						11785	REV VEH PARTS	663.14	
21682	05/11/07	138.10	001976	SPORTWORKS NORTHWEST, INC.		11786	REV VEH PARTS 132	138.10	
21683	05/11/07	3,865.33	001A	AT&T/MCI		11878	APRIL PHONES/IT	1,478.66	
						11879	APRIL PHONES	1,829.25	
						11893	APRIL PHONES/PT	56.00	
						11894	APRIL PHONES/PT	501.42	
21684	05/11/07	174.22	002063	COSTCO		11787	PHOTO PROC-OPS	46.26	
						11880	LOCAL MEETING EXP	13.89	
21685	05/11/07	9,280.00	002067	SOIL CONTROL		11881	OFFICE SUPPLIES/FIN	114.07	
						11882	PROF/TECH SVCS/FAC	1,160.00	
						11883	PROF/TECH SVCS/FAC	1,160.00	
						11884	PROF/TECH SVCS/FAC	1,160.00	
						11885	PROF/TECH SVCS/FAC	1,160.00	
						11886	PROF/TECH SVCS/FAC	1,160.00	
						11887	PROF/TECH SVCS/FAC	1,160.00	
						11888	PROF/TECH SVCS/FAC	1,160.00	
						11889	PROF/TECH SVCS/FAC	1,160.00	
21686	05/11/07	175.00	002146	DASH, JOHN A. & ASSOCIATES	7	11890	2007 BUS OPS ANALYS	175.00	
21687	05/11/07	149.99	002189	BUS & EQUIPMENT		11895	REV VEH PARTS/PT	149.99	
21688	05/11/07	2,500.00	002267	SHAW & YODER, INC.		11891	MAR LEGISLATIVE SVC	2,500.00	
21689	05/11/07	1,196.00	002287	CALIFORNIA SERVICE EMPLOYEES		11896	07 EMP MEDICAL PREM	1,196.00	

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SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
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CHECK NUMBER	CHECK DATE	CHECK AMOUNT	VENDOR	VENDOR NAME	VENDOR TYPE	TRANS. NUMBER	TRANSACTION DESCRIPTION	TRANSACTION AMOUNT	COMMENT
21690	05/11/07	130.25	002459	SCOTTS VALLEY WATER DISTRICT		11897	02/06-04/09 KINGS	130.25	
21691	05/11/07	617.26	002504	TIFCO INDUSTRIES		11788	PARTS & SUPPLIES	617.26	
21692	05/11/07	20,311.87	002569	COMERICA BANK		11898	WORK COMP FUND	20,311.87	
21693	05/11/07	1,927.17	002607	STAVELEY SERVICES FLUIDS		11789	OUT RPR REV VEH	1,927.17	
21694	05/11/07	8.07	002814	CREATIVE BUS SALES, INC.		11790	REV VEH PARTS	8.07	
21695	05/11/07	289.73	002829	VALLEY POWER SYSTEMS, INC.		11791	REV VEH PARTS	289.73	
21696	05/11/07	151.04	002861	AMERICAN MESSAGING SVCS, LLC		11792	MAY PAGER-FLT	31.80	
						11899	MAY PAGERS/FAC	119.24	
21697	05/11/07	30,943.34	002875	WILBUR SMITH ASSOCIATES		11900	2/3-3/2 PROF SVCS	5,798.45	
						11901	2/3 PROF SVCS	16,741.65	
						11902	3/3-3/30 PROF SVCS	8,403.24	
21698	05/11/07	124.67	002882	CARR PARTS NAPA		11793	REV VEH PARTS	73.13	
						11794	PARTS & SUPPLIES	51.54	
21699	05/11/07	277.85	002883	UNISTORAGE		11903	OFFICE SUPPLIES/IT	277.85	
21700	05/11/07	627,754.50	002887	WEST BAY BUILDERS, INC.		11904	CONST SVC MB TO 3/31	627,754.50	
21701	05/11/07	25,456.21	002891	NCLN20, INC.		11795	FEB SECURITY	25,456.21	
21702	05/11/07	427.34	002905	HELM, INC.		11796	PARTS & SUPPLIES	427.34	
21703	05/11/07	86.80	004	NORTH BAY FORD LINC-MERCURY		11797	REV VEH PARTS	86.80	
21704	05/11/07	20,364.13	009	PACIFIC GAS & ELECTRIC		11798	APRIL CNG-FLT	10,603.90	
						11906	3/31-5/01 FLEET	5,339.47	
						11907	3/31-5/01 1200 RIVER	1,627.11	
						11908	3/31-5/01 110 VERNON	135.89	
						11909	3/31-4/30 115 DUBOIS	13.08	
						11910	4/1-5/1 370 ENCINAL	2,527.46	
						11911	3/31-4/30 115 DUBOIS	117.22	
21705	05/11/07	3,833.10	018	SALINAS VALLEY FORD SALES		11799	REV VEH PARTS	2,798.17	
						11800	SMALL TOOL	87.99	
						11801	REV VEH PARTS	946.94	
21706	05/11/07	186.20	050	PITNEY BOWES INC.		11912	MAY LEVEL AGRMNT/MC	70.30	
						11913	MAY LEVEL AGRMNT/MC	115.90	
21707	05/11/07	7,020.27	079	SANTA CRUZ MUNICIPAL UTILITIES		11914	3/27-4/26 1200 RIVER	2,158.13	
						11915	3/27-4/26 ENCINAL	774.46	
						11916	3/27-4/26 1122 RIVER	41.45	
						11917	03/27-4/26 GOLF CLUB	886.79	
						11918	03/27-4/26 ENCINAL	124.87	
						11919	3/27-4/26 111 DUBOIS	106.74	
						11920	3/27-4/26 111 DUBOIS	347.41	
						11921	3/31-5/01 PACIFIC	2,484.03	
						11922	3/31-5/1 920 PACIFIC	96.39	
21709	05/11/07	21,553.07	085	DIXON & SON TIRE, INC.		11802	TIRES & TUBES-FLT	2,874.92	
						11803	TIRES & TUBES FLT	408.62	
						11804	TIRES & TUBES FLT	15.00	
						11805	TIRES & TUBES-FLT	2,007.00	
						11806	TIRES & TUBES-FLT	254.00	
						11807	TIRES & TUBES-FLT	207.43	
						11808	TIRES & TUBES-FLT	359.36	
						11809	TIRES & TUBES-FLT	394.18	
						11810	TIRES & TUBES -FLT	66.00	
						11811	TIRES & TUBES-FLT	394.18	
						11812	TIRES & TUBES-FLT	7,187.29	

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SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
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						11812			
						11813	TIRES & TUBES-FLT	899.34	
						11814	TIRES & TUBES-FLT	788.37	
						11815	TIRES & TUBES-FLT	3,593.64	
						11816	TIRES & TUBES-FLT	394.18	
						11817	TIRES & TUBES-FLT	1,505.25	
						11818	TIRES & TUBES-FLT	204.31	
21710	05/11/07	225.45	107A	LUMBERMENS		11819	PARTS & SUPPLIES	116.67	
						11820	PARTS & SUPPLIES	8.48	
						11923	REPAIRS/MAINTENANCE	48.69	
						11924	REPAIRS/MAINTENANCE	19.53	
						11925	REPAIRS/MAINTENANCE	4.49	
						11926	CREDIT MEMO	-24.40	
						11927	REPAIRS/MAINTENANCE	26.34	
						11928	REPAIRS/MAINTENANCE	22.73	
						11929	REPAIRS/MAINTENANCE	2.92	
21711	05/11/07	138.04	117	GILLIG CORPORATION		11821	REV VEH PARTS	138.04	
21713	05/11/07	1,802.42	135	SANTA CRUZ AUTO PARTS, INC.		11822	REV VEH PARTS	139.97	
						11823	REV VEH PARTS	581.21	
						11824	REV VEH PARTS	84.59	
						11825	REV VEH PARTS	6.84	
						11826	REV VEH PARTS	46.59	
						11827	PARTS & SUPP	41.63	
						11828	PARTS & SUPP	7.04	
						11829	PARTS & SUPP	126.40	
						11830	PARTS & SUPP	31.95	
						11831	PARTS & SUPP	1.32	
						11832	PARTS & SUPP	1.32	
						11833	PARTS & SUPP	27.13	
						11834	PARTS & SUPP	197.14	
						11835	PARTS & SUPP	138.88	
						11836	OTH MOB SUPP	170.63	
						11930	REV VEH PARTS/PT	60.00	
						11931	REV VEH PARTS/PT	58.62	
						11932	REV VEH PARTS/PT	60.00	
21714	05/11/07	316.38	147	ZEE MEDICAL SERVICE CO.		11933	REV VEH PART/PT	21.16	
						11934	SAFETY SUPPLIES	29.13	
						11935	SAFETY SUPPLIES	120.59	
						11936	SAFETY SUPPLIES	166.66	
21715	05/11/07	1,427.58	148	ZEP MANUFACTURING COMPANY		11837	REV VEH PTS/CLEANING	1,427.58	
21716	05/11/07	956.98	163	COMMUNITY PRINTERS, INC.		11937	PRINTING/PT	956.98	
21717	05/11/07	396.64	166	HOSE SHOP, THE		11838	PARTS & SUPPLIES	310.19	
						11839	PARTS & SUPPLIES	86.45	
21718	05/11/07	557.22	170	TOWNSEND'S AUTO PARTS		11840	REV VEH PTS/SUPP	137.23	
						11841	REV VEH PTS/SUPP	193.52	
						11842	REV VEH PARTS/SUPP	226.47	
21719	05/11/07	639.67	192	ALWAYS UNDER PRESSURE		11938	REPAIRS/MAINTENANCE	0.00	VOIDED
	05/11/07	-639.67				11939	3/19-4/19 MAINT/ADM	109.89	
21720	05/11/07	109.89	215	IKON OFFICE SOLUTIONS		11940	REPAIRS/MAINTENANCE	2.25	
21721	05/11/07	2.25	276	SCOTTS VALLEY SPRINKLER		11941	REPAIRS/MAINTENANCE	207.99	
21722	05/11/07	622.03	282	GRAINGER					

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SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
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21723	05/11/07	131.81	288 MUNCIE TRANSIT SUPPLY		11942	SAFETY SUPPLIES	414.04	
21724	05/11/07	47.15	298 ERGOMETRICS		11843	REV VEH PARTS	131.81	
21725	05/11/07	166.44	358 POWR-FLITE		11943	SCORING SERVICES	47.15	
21726	05/11/07	621.29	372 FEDERAL EXPRESS		11944	CLEANING SUPPLIES	166.44	
					11844	MAR MAIL-HRD	23.76	
					11845	MAR MAIL-FLT	257.82	
					11846	INTN'L SHIP-ADMIN	49.34	
					11847	MAR MAIL-ADMIN	277.55	
					11864	APRIL MAIL-FAC.	12.82	
21727	05/11/07	415.38	382 AIRTEC SERVICE					VOIDED
	05/17/07	-415.38						
21728	05/11/07	1,586.37	395 APPLIED GRAPHICS, INC.		11945	JANITORIAL SVCS/PT	0.00	
21729	05/11/07	749.87	405 JOHN'S ELECTRIC MOTOR SVC	7	11848	PRINTING-OPS	1,586.37	
					11946	OUT REPAIR/EQUIP	632.74	
					11947	OUT REPAIR/EQUIP	117.13	
21730	05/11/07	1,399.65	432 EXPRESS PERSONNEL SERVICES		11948	TEMP/ADM W/E 4/22	1,399.65	
21731	05/11/07	52.93	434B VERIZON CALIFORNIA		11849	MT. BIEWLASKI	52.93	
21732	05/11/07	95.39	445 SKC-WEST, INC.		11850	OFFICE SUPPLIES	95.39	
21733	05/11/07	1,074.15	480 DIESEL MARINE ELECTRIC, INC.		11851	REV VEH PARTS	1,074.15	
21734	05/11/07	929.00	481 PIED PIPER EXTERMINATORS, INC.		11949	APRIL PEST CONTROL	355.00	
					11950	APRIL PEST CONTROL	183.00	
					11951	APRIL PEST CONTROL	48.50	
					11952	APRIL PEST CONTROL	48.50	
					11953	APRIL PEST CONTROL	53.00	
					11954	APRIL PEST CONTROL	241.00	
21735	05/11/07	291.44	504 CUMMINS WEST, INC.		11852	REV VEH PARTS	291.44	
21736	05/11/07	40.26	579 LAB SAFETY SUPPLY, INC.		11853	SAFETY SUPPLIES 28	40.26	
21737	05/11/07	1,612.60	647 GFI GENFARE		11854	REV VEH PARTS	947.46	
					11855	CREDIT MEMO	-9.74	
					11856	REV VEH PARTS	674.88	
21738	05/11/07	732.12	664 BAY COUNTIES PITCOCK PETROLEUM		11857	FUEL/LUB FLT	732.12	
21739	05/11/07	142.50	699 SALINAS CASH REGISTER CO INC		11858	OUT RPR EQUIP	142.50	
21740	05/11/07	429.12	711 GLASS DOCTOR	7	11859	OUT RPR OTH VEH	429.12	
21741	05/11/07	37,503.88	800 DELTA DENTAL PLAN		11955	MAY DENTAL	37,503.88	
21742	05/11/07	39.00	814 SYS ADMIN - SUBSCRIPTIONS		11956	1 YEAR SUBSCRIPTION	39.00	
21743	05/11/07	61.94	848 SANTA CRUZ ELECTRONICS, INC.		11860	PARTS & SUPPLIES	13.39	
					11957	COMPUTER SUPPLIES/IT	48.55	
21744	05/11/07	6,726.41	851 I.M.P.A.C. GOVERNMENT SERVICES		11958	4055019201230420	6,726.41	
21745	05/11/07	1,024.00	852 LAW OFFICES OF MARIE F. SANG	7	11959	WORKERS COMP CLAIMS	352.00	
					11960	WORKERS COMP CLAIMS	288.00	
					11961	WORKERS COMP CLAIMS	80.00	
					11962	WORKERS COMP CLAIMS	304.00	
21746	05/11/07	3,173.32	876 ATCHISON, BARISONE, CONDOTTI &		11963	110 VERNON ACQUIS	2,723.32	
					11964	425 FRONT ACQUIS	450.00	
21747	05/11/07	1,844.00	878 KELLY SERVICES, INC.		11965	TEMP/FIN W/E 3/25	1,364.00	
					11966	TEMP/ADM W/E 4/22	480.00	
21748	05/11/07	44,066.86	904 RNL DESIGN		11967	SVCS THRU 3/31/MB	18,319.08	
					11968	EXP THRU 3/31 MB	781.43	
					11969	SVSC THRU 3/31 MB	24,966.35	
21749	05/11/07	3,727.22	909 CLASSIC GRAPHICS		11861	OUT RPR REV VEH	3,727.22	
21750	05/11/07	456.00	915 WORKIN.COM, INC.		11970	4/17-5/16 JOB POST	228.00	

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SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
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						11971	4/23-5/22 JOB POST	228.00	
21751	05/11/07	16,388.98	941	ASSURANT EMPLOYEE BENEFITS		11972	MAY LTD INS	16,388.98	
21752	05/11/07	410,689.14	948	ARNTZ BUILDERS, INC.		11973	CONST SVC MB TO 3/31	410,689.14	
21753	05/11/07	45,632.13	948A	WESTAMERICA BANK TRUST DEPT		11974	MAR RETAINAGE/MB	45,632.13	
21754	05/11/07	492.00	957	SECURITY SHORING & STEEL PLT		11975	STEEL PLATE RENTAL	492.00	
21755	05/11/07	70.00	960	SANTA CRUZ COUNTY EAC		11976	6/13 EMP TRAINING	70.00	
21756	05/11/07	69,750.50	970	THE MECHANICS BANK		11905	MAR RETAINAGE/MB	69,750.50	
21757	05/11/07	17,826.79	977	SANTA CRUZ TRANSPORTATION, LLC		11977	MAR 07 PT SVCS	17,826.79	
21758	05/11/07	104.79	981	HANDI-MAN MARINE		11862	PARTS & SUPPLIES 92	104.79	
21759	05/11/07	100.00	B003	BEAUTZ, JAN	7	11980	APRIL BOARD MTGS	100.00	
21760	05/11/07	50.00	B006	HINKLE, MICHELLE	7	11983	APRIL BOARD MTGS	50.00	
21761	05/11/07	50.00	B011	REILLY, EMILY	7	11985	APRIL BOARD MTGS	50.00	
21762	05/11/07	100.00	B012	SPENCE, PAT	7	11987	APRIL BOARD MTGS	100.00	
21763	05/11/07	100.00	B014	CITY OF WATSONVILLE		11989	APRIL BOARD MTGS	100.00	
21764	05/11/07	50.00	B015	ROTKIN, MIKE	7	11986	APRIL BOARD MTGS	50.00	
21765	05/11/07	50.00	B017	STONE, MARK	7	11988	APRIL BOARD MTGS	50.00	
21766	05/11/07	50.00	B018	BUSTICHI, DENE	7	11981	APRIL BOARD MTGS	50.00	
21767	05/11/07	100.00	B020	NICOL, KIRBY	7	11984	APRIL BOARD MTGS	100.00	
21768	05/11/07	100.00	B021	HAGEN, DONALD N.		11982	APRIL BOARD MTGS	100.00	
21769	05/11/07	10.00	E259	PEREZ, ANTONIO		11863	DMV FEES	10.00	
21770	05/11/07	65.00	E359	ROMAN, BRENDA		11978	DMV MEDICAL/PT	65.00	
21771	05/11/07	80.00	E439	BREGANTE, BATTISTA		11979	TRVL ADV/BREGANTE	80.00	
21772	05/18/07	489.37	001	SBC		12150	MAY REPEATERS/OPS	403.56	
						12220	MAY REPEATERS/OPS	85.81	
21773	05/18/07	903.44	001048	CRUZ CAR WASH		12219	VEH WASH SVCS/PT	903.44	
21774	05/18/07	1,207.60	001063	NEW FLYER INDUSTRIES LIMITED		11991	REV VEH	583.42	
						11992	REV VEH PARTS	337.14	
						11993	REV VEH PARTS 287	287.04	
21775	05/18/07	87.50	001492	EVERGREEN OIL INC.		12075	HAZ WASTE DISPOSAL	87.50	
21776	05/18/07	340.00	001523	SANTA CRUZ MEDICAL CLINIC	7	12114	MEDICAL EXAMS	66.00	
						12115	MEDICAL EXAMS	76.00	
						12116	MEDICAL EXAMS	66.00	
						12117	MEDICAL EXAMS	66.00	
						12118	MEDICAL EXAMS	66.00	
21777	05/18/07	75.00	001856	BAY COMMUNICATIONS	7	12069	OUT REPAIR PHONES	75.00	
21778	05/18/07	19.04	002063	COSTCO		12026	PHOTO PROC-OPS	19.04	
21779	05/18/07	706.50	002069	A TOOL SHED, INC.		12100	4/12-4/16 RENTAL	441.50	
						12103	4/24-RENTAL	265.00	
21780	05/18/07	247.40	002689	B & B SMALL ENGINE		12068	REPAIRS/MAINTENANCE	247.40	
21781	05/18/07	1,314.00	002700	SANTA CRUZ COUNTY		12152	HEALTH PERMIT/RIVER	1,314.00	
21782	05/18/07	1,438.57	002713	SANTA CRUZ AUTO TECH, INC.		12181	OUT RPR REV VEH/PT	49.00	
						12183	OUT RPR REV VEH/PT	49.00	
						12185	OUT RPR REV VEH/PT	49.00	
						12186	OUT RPR REV VEH/PT	49.00	
						12187	OUT RPR REV VEH/PT	49.00	
						12189	OUT RPR REV VEH/PT	49.00	
						12190	OUT RPR REV VEH/PT	49.00	
						12192	OUT RPR REV VEH/PT	49.00	
						12193	OUT RPR REV VEH/PT	49.00	
						12195	OUT RPR REV VEH/PT	49.00	

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SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
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CHECK NUMBER	CHECK DATE	CHECK AMOUNT	VENDOR	VENDOR NAME	VENDOR TYPE	TRANS. NUMBER	TRANSACTION DESCRIPTION	TRANSACTION AMOUNT	COMMENT
						12197	OUT RPR REV VEH/PT	55.44	
						12198	OUT RPR REV VEH/PT	55.44	
						12199	OUT RPR REV VEH/PT	837.69	
21783	05/18/07	2,013.95	002721	NEXTEL COMMUNICATIONS		12161	4/4-5/3 PHONES/PT	2,013.95	
21784	05/18/07	241.74	002814	CREATIVE BUS SALES, INC.		12157	REV VEH PARTS/PT	241.74	
21785	05/18/07	1,311.40	002829	VALLEY POWER SYSTEMS, INC.		12056	REV VEH PARTS	1,311.40	
21786	05/18/07	333.34	002876	AA AUTO COLLISION CENTER		12218	OUT RPR REV VEH/PT	333.34	
21787	05/18/07	122.08	002898	CEB		12042	CA CIV WRIT UPDATE	122.08	
21788	05/18/07	357.30	004	NORTH BAY FORD LINC-MERCURY		12200	REV VEH PARTS/PT	11.85	
						12204	OUT RPR REV VEH/PT	345.45	
21789	05/18/07	1,681.99	009	PACIFIC GAS & ELECTRIC		12137	4/4-5/4 920 PACIFIC	1,681.99	
21790	05/18/07	86.80	020	ADT SECURITY SERVICES INC.		12065	MAY ALARMS	86.80	
21791	05/18/07	64.04	036	KELLY-MOORE PAINT CO., INC.		12084	REPAIRS/MAINTENANCE	29.37	
						12087	REPAIRS/MAINTENANCE	34.67	
21792	05/18/07	787.41	039	KINKO'S INC.		12221	FEB PRINTING	75.86	
						12222	FEB PRINTING	265.86	
						12223	FEB PRINTING	445.69	
21794	05/18/07	2,362.91	041	MISSION UNIFORM		12028	UNIFORM-FLT	68.96	
						12029	UNIFORM-FLT	68.96	
						12030	UNIFORM-FLT	68.96	
						12031	UNIFORM-FLT	-20.00	
						12032	UNIFORM-FLT	25.92	
						12033	UNIFORM-FLT	319.02	
						12034	UNIFORM-FLT	319.02	
						12035	UNIFORM-FLT	319.02	
						12036	UNIFORM-FLT	169.80	
						12037	UNIFORM-FLT	169.80	
						12038	UNIFORM-FLT	169.80	
						12039	UNIFORM-FLT	53.91	
						12040	UNIFORM-FLT	53.91	
						12041	UNIFORM-FLT	53.91	
						12104	APR UNIF/LAUNDRY/FAC	77.08	
						12105	APR UNIF/LAUNDRY/FAC	82.70	
						12106	APR UNIF/LAUNDRY/FAC	81.97	
						12107	APR UNIF/LAUNDRY/FAC	111.42	
						12108	APR UNIF/LAUNDRY/FAC	78.79	
						12109	APR UNIF/LAUNDRY/FAC	35.00	
						12110	APR UNIF/LAUNDRY/FAC	18.32	
						12111	APR UNIF/LAUNDRY/FAC	18.32	
						12112	APR UNIF/LAUNDRY/FAC	18.32	
21795	05/18/07	64.70	042	ORCHARD SUPPLY HARDWARE		12091	REPAIRS/MAINTENANCE	35.70	
						12092	REPAIRS/MAINTENANCE	13.73	
						12094	REPAIRS/MAINTENANCE	14.69	
						12095	REPAIRS/MAINTENANCE	2.48	
						12096	CREDIT MEMO	-1.90	
21797	05/18/07	2,321.09	043	PALACE ART & OFFICE SUPPLY		12121	OFFICE SUPPLIES	230.74	
						12122	OFFICE SUPPLIES	18.65	
						12123	OFFICE SUPPLIES	12.45	
						12124	CREDIT MEMO	-12.45	
						12125	OFFICE SUPPLIES	324.31	

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						12126	OFFICE SUPPLIES	14.09	
						12127	OFFICE SUPPLIES	115.36	
						12128	OFFICE SUPPLIES	389.17	
						12129	OFFICE SUPPLIES	3.59	
						12130	CREDIT MEMO	-42.76	
						12131	CREDIT MEMO	-6.66	
						12132	CREDIT MEMO	-6.66	
						12133	OFFICE SUPPLIES	323.33	
						12134	OFFICE SUPPLIES	187.71	
						12135	OFFICE SUPPLIES	697.95	
						12151	OFFICE SUPPLIES	21.65	
						12213	OFFICE SUPPLIES	50.62	
21798	05/18/07	4.88	074	KENVILLE LOCKSMITHS	7	12089	APRIL LOCKS/KEYS	4.88	
21799	05/18/07	30.31	079	SANTA CRUZ MUNICIPAL UTILITIES		12138	4/1-4/30 LANDFILL	30.31	
21800	05/18/07	1,109.21	085	DIXON & SON TIRE, INC.		12154	TIRES & TUBES/PT	459.84	
						12158	TIRES & TUBES/PT	497.84	
						12205	OUT RPR REV VEH/PT	15.00	
						12206	OUT RPR REV VEH/PT	136.53	
21801	05/18/07	145.15	122	SCMTD PETTY CASH - OPS		12057	PETTY CASH-OPS	145.15	
21802	05/18/07	6.86	123	BAY PHOTO LAB		12153	PHOTO PROCESS/PT	6.86	
21803	05/18/07	10.01	130	CITY OF WATSONVILLE UTILITIES		12063	4/1-5/1 RODRIGUEZ	10.01	
21804	05/18/07	110.40	149	SANTA CRUZ SENTINEL		12048	CLASS ADV-FLT	110.40	
21805	05/18/07	2,333.53	220	JONES COMPANY, THE ED		12027	SAFE DRIVING PINS	2,333.53	
21806	05/18/07	177.79	282	GRAINGER		12079	REPAIRS/MAINTENANCE	82.09	
						12081	REPAIRS/MAINTENANCE	95.70	
21807	05/18/07	1,644.84	294	ANDY'S AUTO SUPPLY		12008	REV VEH PARTS	34.69	
						12009	PARTS & SUPP	49.41	
						12010	REV VEH PARTS	499.76	
						12012	PARTS & SUPP	23.78	
						12013	REV VEH PARTS	468.07	
						12014	PARTS & SUPPLIES	13.06	
						12015	REV VEH PARTS	87.23	
						12016	PARTS & SUPPLIES	60.21	
						12017	REV VEH PARTS	382.68	
						12018	PARTS & SUPPLIES	25.95	
21808	05/18/07	430.12	436	WEST PAYMENT CENTER		12149	APRIL ACCESS CHARGES	430.12	
21809	05/18/07	23.60	546	GRANITE ROCK COMPANY		12082	REPAIRS/MAINTENANCE	23.60	
21810	05/18/07	128.72	579	LAB SAFETY SUPPLY, INC.		12209	SAFETY SUPPLIES	128.72	
21811	05/18/07	2,061.04	739	CENTURY CHEVROLET		12155	REV VEH PARTS/PT	1,315.50	
						12156	REV VEH PARTS/PT	119.16	
						12201	OUT REP REV VEH/PT	651.38	
						12202	CREDIT MEMO	-25.00	
21812	05/18/07	315.00	916	DOCTORS ON DUTY		12139	3/27 DRUG TEST	100.00	
						12140	3/29 DRUG TEST	25.00	
						12141	4/12 DRUG TEST	25.00	
						12142	4/12 DRUG TEST	30.00	
						12143	4/16 DRUG TEST	25.00	
						12144	4/16 DRUG TEST	30.00	
						12145	04/16 DRUG TEST	25.00	
						12146	4/16 DRUG TEST	30.00	

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21813	05/18/07	65.00	E188	NIETO, MANUEL		12147	4/20 DRUG TEST	25.00	
21814	05/18/07	46.42	E440	GLASKY, JENNA		12160	DMV FEES	65.00	
21815M	05/21/07	80.00	E103	LONGNECKER, LLOYD		12159	OFFICE SUPPLIES	46.42	
				EMP TRAV/LONGNECKER		12307	EMP TRAV/LONGNECKER	80.00	MANUAL
21816M	05/21/07	344.00	001079	HYATT REGENCY SAN FRANCISCO		12309	FTA TRAIN/HILTNER	344.00	MANUAL
				FTA TRAIN/HILTNER					
21817M	05/21/07	310.00	001079	HYATT REGENCY SAN FRANCISCO		12308	FTA TRAIN/LONGNECKER	310.00	MANUAL
				FTA TRAIN/LONGNECKER					
21818	05/25/07	3,561.11	001063	NEW FLYER INDUSTRIES LIMITED		11994	REV VEH PARTS	388.87	
						12177	REV VEH PARTS	42.80	
						12180	REV VEH PARTS	57.22	
						12184	REV VEH PARTS	1,276.15	
						12188	REV VEH PARTS	1,796.07	
21819	05/25/07	395.00	001071	QQUEST SOFTWARE SYSTEMS, INC.		12246	OFFICE SUPPLIES/IT	395.00	
21820	05/25/07	1,025.00	001074	AVERY ASSOCIATES		12207	LABOR RELATION SVCS	1,025.00	
21821	05/25/07	11,131.78	001075	SOQUEL III ASSOCIATES	7	12019	CREDIT MEMO	-221.72	
						9001025	RESEARCH PARK RENT	11,353.50	
21822	05/25/07	7,794.93	001076	BROUGHTON LAND, LLC		9001026	110 VERNON ST RENT	7,794.93	
21823	05/25/07	171.50	001093	KROLL LABORATORY SPECIALISTS		12020	MAR/APR DRUG TESTING	171.50	
21824	05/25/07	1,407.00	001119	MACERICH PARTNERSHIP LP	7	9001027	CAPITOLA MALL RENT	1,407.00	
21825	05/25/07	412.33	001263	ABBOTT STREET RADIATOR, INC.		11995	OUT RPR REV VEH	412.33	
21826	05/25/07	80,385.58	001316	DEVCO OIL		12394	FUEL FLT 5/8-5/21	80,385.58	
21827	05/25/07	431.52	001492	EVERGREEN OIL INC.		12231	HAZ WASTE DISPOSAL	431.52	
21828	05/25/07	1,209.59	001506	WESTERN STATES OIL CO., INC.		12085	FUEL/LUB FLT	1,209.59	
21829	05/25/07	66.00	001523	SANTA CRUZ MEDICAL CLINIC	7	11996	MED EXAM-FLT	66.00	
21830	05/25/07	15.46	001800	THERMO KING OF SALINAS, INC		11997	REV VEH PARTS	15.46	
21831	05/25/07	75.00	001856	BAY COMMUNICATIONS	7	12272	OUT REPAIR PHONES	75.00	
21832	05/25/07	17.08	002063	COSTCO		12259	PHOTO PROC-OPS	1.92	
						12260	PHOTO PROC-OPS	6.15	
						12261	PHOTO PROC-OPS	3.57	
						12262	PHOTO PROC-OPS	1.92	
						12263	PHOTO PROC-OPS	3.52	
21833	05/25/07	26,500.00	002116	HINSHAW, EDWARD & BARBARA	7	9001028	370 ENCINAL RENT	26,500.00	
21834	05/25/07	14,214.64	002117	IULIANO	7	9001029	111 DUBOIS RENT	11,214.64	
						9001030	115 DUBOIS RENT	3,000.00	
21835	05/25/07	5,000.00	002346	CHANEY, CAROLYN & ASSOC., INC.		12021	MAY LEGISLATIVE SVCS	5,000.00	
21836	05/25/07	55.00	002388	DOGHERRA'S	7	12349	TOWING #314	55.00	
21837	05/25/07	484.22	002624	DIGITAL RECORDERS		12101	REV VEH PARTS	484.22	
21838	05/25/07	392.00	002713	SANTA CRUZ AUTO TECH, INC.		12163	OUT RPR REV VEH/PT	49.00	
						12170	OUT RPR REV VEH/PT	49.00	
						12172	OUT RPR REV VEH/PT	49.00	
						12173	OUT RPR REV VEH/PT	49.00	
						12175	OUT RPR REV VEH/PT	49.00	
						12176	OUT RPR REV VEH/PT	49.00	
						12178	OUT RPR REV VEH/PT	49.00	
						12179	OUT RPR REV VEH/PT	49.00	
21839	05/25/07	971.31	002802	BATTERY SYSTEMS		11998	REV VEH PARTS	971.31	
21840	05/25/07	3,074.34	002805	TELEPATH CORPORATION		12051	OUT RPR EQUIP	89.64	
						12052	OUT RPR EQUIP	98.01	

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						12053	OUT RPR EQUIP	89.64	
						12054	OUT RPR EQUIP	89.64	
						12055	MAY MAINT/RPRS	2,707.41	
21841	05/25/07	300.28	002814	CREATIVE BUS SALES, INC.		12216	REV VEH PARTS/PT	300.28	
21842	05/25/07	395.08	002817	WATSONVILLE BLUEPRINT		12251	MB PLANS/ADM	169.55	
						12252	MB PLANS/ADM	225.53	
21843	05/25/07	6,644.40	002829	VALLEY POWER SYSTEMS, INC.		11999	OUT RPR REV VEH	6,644.40	
21844	05/25/07	813.84	002847	STATE OF CA-EDD		12210	PARADISE LEVY	65.00	
						12211	PARADISE LEVY	627.00	
						12318	PARADISE LEVY	121.84	
21845	05/25/07	3,375.00	002849	BERLINER, KIDDER & TISH		12239	APPRAIS. REV./FRONT	3,375.00	
21846	05/25/07	308.18	002865	FLINT TRADING INC.		12273	REPAIRS/MAINTENANCE	308.18	
21847	05/25/07	11.92	002882	CARR PARTS NAPA		12000	REV VEH PARTS	11.92	
21848	05/25/07	57,916.69	002891	NCLN20, INC.		12257	MARCH SECURITY	30,601.64	
						12258	APRIL SECURITY	27,315.05	
21849	05/25/07	60.36	007	UNITED PARCEL SERVICE		12255	FRT OUT-FLT	17.00	
						12256	FRT OUT-FLT	43.36	
21850	05/25/07	2,888.44	009	PACIFIC GAS & ELECTRIC		12267	3/14-5/10 KINGS VLG	1,810.66	
						12296	4/14-5/15 RESEARCH	1,077.78	
21851	05/25/07	1,446.83	018	SALINAS VALLEY FORD SALES		12001	REV VEH PARTS	1,446.83	
21852	05/25/07	197.50	024	LLOYD'S TIRE SERVICE, INC.		12002	OUT RPR OTH VEH	197.50	
21853	05/25/07	755.01	041	MISSION UNIFORM		12044	UNIFORM-FLT	68.96	
						12045	UNIFORM-FLT	319.02	
						12046	UNIFORM-FLT	169.80	
						12047	UNIFORM-FLT	53.91	
						12359	APR UNIF/LAUNDRY/PT	42.06	
						12360	MAY UNIF/LAUNDRY/PT	82.94	
						12401	APR UNIF/LAUNDRY/FAC	18.32	
21854	05/25/07	891.23	043	PALACE ART & OFFICE SUPPLY		12022	OFFICE SUPPLIES	170.04	
						12023	OFFICE SUPPLIES	59.57	
						12024	OFFICE SUPPLIES	59.57	
						12230	OFFICE SUPPLIES	602.05	
21855	05/25/07	173.10	061A	REGISTER PAJARONIAN		12050	CLASS ADV-FLT	173.10	
21856	05/25/07	128.00	067	ROTO-ROOTER		12098	OUT RPR-BLD/GRNDS	128.00	
21857	05/25/07	117.14	075	COAST PAPER & SUPPLY INC.		12003	CLEANING/PARTS/SUPP	117.14	
21858	05/25/07	251.79	104	STATE STEEL COMPANY		12004	PARTS & SUPPLIES	251.79	
21859	05/25/07	2,617.84	110	JESSICA GROCERY STORE, INC.		9001031	CUSTODIAL SERVICES	2,617.84	
21860	05/25/07	417.29	117	GILLIG CORPORATION		12005	REV VEH PARTS	282.75	
						12006	REV VEH PARTS	134.54	
21861	05/25/07	7.78	123	BAY PHOTO LAB		12217	PHOTO PROCESS/PT	7.78	
21862	05/25/07	37.90	135	SANTA CRUZ AUTO PARTS, INC.		12350	REV VEH PARTS/PT	25.92	
						12351	REV VEH PARTS/PT	11.98	
21863	05/25/07	40.09	147	ZEE MEDICAL SERVICE CO.		12279	SAFETY SUPPLIES	40.09	
21864	05/25/07	284.40	149	SANTA CRUZ SENTINEL		12049	CLASS ADV-FLT	284.40	
21865	05/25/07	614.64	186	WILSON, GEORGE H., INC.		12274	REPAIRS/MAINTENANCE	152.70	
						12275	REPAIRS/MAINTENANCE	461.94	
21866	05/25/07	72.64	220	JONES COMPANY, THE ED		12264	BADGES-OPS	72.64	
21867	05/25/07	317.50	247	AUTOMATIC DOOR SYSTEMS, INC.		12240	OUT RPR/BLDGS & GRND	317.50	
21868	05/25/07	288.05	260	SANTA CRUZ GLASS CO., INC.		12214	OUT REPAIR/BLD/GRNDS	288.05	
21869	05/25/07	468.07	294	ANDY'S AUTO SUPPLY		12011	REV VEH PARTS	468.07	

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21870	05/25/07	54.40	298	ERGOMETRICS		12208	SCORING SERVICES	54.40	
21871	05/25/07	184.00	367	COMMUNITY TELEVISION OF		12120	TV COVERAGE 4/27 MTG	184.00	
21872	05/25/07	422.84	372	FEDERAL EXPRESS		12390	MAY MAIL-HRD	42.81	
						12391	MAY MAIL-ADMIN	380.03	
21873	05/25/07	2,181.55	382	AIRTEC SERVICE		12269	REPAIRS/MAINTENANCE	188.20	
						12270	REPAIRS/MAINTENANCE	1,993.35	
21874	05/25/07	3,431.70	432	EXPRESS PERSONNEL SERVICES		12303	TEMP/FIN W/E 4/15	1,189.24	
						12304	TEMP/FIN W/E 4/29	1,116.00	
						12305	TEMP/FIN W/E 4/22	1,126.46	
21875	05/25/07	61.10	434	VERIZON WIRELESS		12343	WIRELESS PC CARD	61.10	
21876	05/25/07	389,807.51	502	CA PUBLIC EMPLOYEES'		12298	JUNE MEDICAL INS	389,807.51	
21877	05/25/07	41.04	510A	HASLER, INC.		12212	6/1-6/30 RENTAL/PT	41.04	
21878	05/25/07	74.00	546	GRANITE ROCK COMPANY		12276	REPAIRS/MAINTENANCE	22.46	
						12278	REPAIRS/MAINTENANCE	51.54	
21879	05/25/07	1,717.00	592	R & S ERECTION OF		12237	OUT REPAIR/BUILDING	1,717.00	
21880	05/25/07	2,244.47	664	BAY COUNTIES PITCOCK PETROLEUM		12093	FUEL/LUB FLT	821.27	
						12171	FUEL/LUB FLT	1,423.20	
21881	05/25/07	70.00	682	WEISS, AMY L.	7	12242	APRIL INTERPRETER	70.00	
21882	05/25/07	1,065.30	733	CLAREMONT BEHAVIORAL SERVICES		12297	JUNE EAP PREMIUM	1,065.30	
21883	05/25/07	1,053.52	753	DEPARTMENT OF GENERAL SERVICES		12392	CONTRACT FEES	1,053.52	
21884	05/25/07	650.00	764	MERCURY METALS		12365	OUT REP REV VEH/PT	650.00	
21885	05/25/07	5,528.49	876	ATCHISON, BARISONE, CONDOTTI &		12248	LEGAL SVCS/VERNON ST	3,910.56	
						12249	LEGAL SVCS/FRONT ST	1,617.93	
21886	05/25/07	1,536.00	878	KELLY SERVICES, INC.		12119	TEMP/FIN W/E 4/29	768.00	
						12341	TEMP/ADM W/E 5/13	768.00	
21887	05/25/07	30.00	880	SEISINT, INC.		12043	PROF/TECH SVC/RISK	30.00	
21888	05/25/07	27.00	886	ALL PURE WATER		12007	OFFICE SUPPLIES	27.00	
21889	05/25/07	3,496.99	909	CLASSIC GRAPHICS		12174	OUT RPR REV VEH	3,496.99	
21890	05/25/07	828.00	915	WORKIN.COM, INC.		12306	5/11 JOB POST	828.00	
21891	05/25/07	526.47	943	CLEAN BUILDING MAINTENANCE		12393	APR JANITORIAL SVCS	526.47	
21892	05/25/07	34.03	973	SANTA CRUZ DODGE		12254	REV VEH PARTS	34.03	
21893	05/25/07	10,758.52	977	SANTA CRUZ TRANSPORTATION, LLC		12229	APRIL 07 PT SVCS	10,758.52	
21894	05/25/07	415.38	983	CENTRAL MAINTENANCE COMPANY		12247	JANITORIAL SVCS/PT	415.38	
21895	05/25/07	100.00	B016	SKILLICORN, DALE	7	12136	MAY BOARD MTGS	100.00	
21896	05/25/07	34.00	E394	MILBURN, PETER		12265	DMV FEES	34.00	
21897	05/25/07	315.76	M005	ROSS, EMERY	7	9001032	MED PYMT SUPP	315.76	
21898	05/25/07	363.97	M010	SHORT, SLOAN	7	9001033	MED PYMT SUPP	363.97	
21899	05/25/07	241.33	M016	HICKLIN, DONALD KENT	7	9001034	MED PYMT SUPP	241.33	
21900	05/25/07	122.64	M022	CAPELLA, KATHLEEN	7	9001035	MED PYMT SUPP	122.64	
21901	05/25/07	48.42	M033	BAILEY, NEIL	7	9001036	MED PYMT SUPP	48.42	
21902	05/25/07	24.22	M036	CERVANTES, GLORIA	7	9001037	MED PYMT SUPP	24.22	
21903	05/25/07	24.22	M039	DAVILA, ANA MARIA	7	9001038	MED PYMT SUPP	24.22	
21904	05/25/07	24.22	M040	GARBEZ, LINDA	7	9001039	MED PYMT SUPP	24.22	
21905	05/25/07	48.42	M041	GOUVEIA, ROBERT	7	9001040	MED PYMT SUPP	48.42	
21906	05/25/07	24.22	M050	O'MARA, KATHLEEN	7	9001041	MED PYMT SUPP	24.22	
21907	05/25/07	48.42	M054	SLOAN, FRANCIS	7	9001042	MED PYMT SUPP	48.42	
21908	05/25/07	346.62	M057	PARHAM, WALLACE	7	9001043	MED PYMT SUPP	346.62	
21909	05/25/07	346.62	M058	POTEETE, BEVERLY	7	9001044	MED PYMT SUPP	346.62	
21910	05/25/07	377.09	M061	KAMEDA, TERRY	7	9001045	MED PYMT SUPP	377.09	
21911	05/25/07	308.52	M064	PETERS, TERRIE	7	9001046	MED PYMT SUPP	308.52	

5-2-10

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

DATE: 05/01/07 THRU 05/31/07

CHECK NUMBER	CHECK DATE	CHECK AMOUNT	VENDOR NAME	VENDOR TYPE	TRANS. NUMBER	TRANSACTION DESCRIPTION	TRANSACTION AMOUNT	COMMENT
21912	05/25/07	50.32	M068 BASS, BETTY	7	9001047	MED PYMT SUPP	50.32	
21913	05/25/07	61.33	M069 JACOBS, KENNETH	7	9001048	MED PYMT SUPP	61.33	
21914	05/25/07	61.33	M070 PICARELLA, FRANCIS	7	9001049	MED PYMT SUPP	61.33	
21915	05/25/07	177.12	M072 BRIDINGER, CHRIS	7	9001050	MED PYMT SUPP	177.12	
21916	05/25/07	61.33	M073 CENTER, DOUG	7	9001051	MED PYMT SUPP	61.33	
21917	05/25/07	154.94	M074 GABRIELE, BERNARD	7	9001052	MED PYMT SUPP	154.94	
21918	05/25/07	72.86	M075 HOWARD, CAROL	7	9001053	MED SUPP PYMT	72.86	
21919	05/25/07	177.12	M076 VONWAL, YVETTE	7	9001054	MED PYMT SUPP	177.12	
21920	05/25/07	48.42	M079 BROGDON, ROY		9001055	MED PYMT SUPP	48.42	
21921	05/25/07	48.42	M081 HALL, JAMES	7	9001056	MED PYMT SUPP	48.42	
21922	05/25/07	24.25	M082 HINDIN, LENORE	7	9001057	MED PYMT SUPP	24.25	
21923	05/25/07	48.42	M085 ROSSI, DENISE	7	9001058	MED PYMT SUPP	48.42	
21924	05/25/07	24.22	M086 TOLINE, DONALD	7	9001059	MED PYMT SUPP	24.22	
21925	05/25/07	24.22	M088 YAGI, RANDY	7	9001060	MED PYMT SUPP	24.22	
21926	05/25/07	32.30	M090 CLARKE, PATRICIA	7	9001061	MED PYMT SUPP	32.30	
21927	05/25/07	61.33	M092 CRAWFORD, TERRI	7	9001062	MED PYMT SUPP	61.33	
21928	05/25/07	61.33	M095 DIXON, GEORGE	7	9001063	MED PYMT SUPP	61.33	
21929	05/25/07	61.33	M096 DRAKE, JUDITH	7	9001064	MED PYMT SUPP	61.33	
21930	05/25/07	61.33	M098 FAUCI, SUSAN	7	9001065	MED PYMT SUPP	61.33	
21931	05/25/07	61.33	M099 FIKE, LOUIS	7	9001066	MED PYMT SUPP	61.33	
21932	05/25/07	48.42	M100 GARCIA, SANTIAGO	7	9001067	MED PYMT SUPP	48.42	
21933	05/25/07	61.33	M101 GOES, ALAN	7	9001068	MED PYMT SUPP	61.33	
21934	05/25/07	32.30	M103 JEMISON, MAURICE	7	9001069	MED PYMT SUPP	32.30	
21935	05/25/07	61.33	M104 JUSSEL, PETE	7	9001070	MED PYMT SUPP	61.33	
21936	05/25/07	32.30	M105 KOHAMA, MARY	7	9001071	MED PYMT SUPP	32.30	
21937	05/25/07	32.30	M106 LYALL, JOHN	7	9001072	MED PYMT SUPP	32.30	
21938	05/25/07	61.33	M108 MILLER, FOREST	7	9001073	MED PYMT SUPP	61.33	
21939	05/25/07	62.96	M109 PEREZ, CHERYL		9001074	MED PYMT SUPP	62.96	
21940	05/25/07	32.30	M111 SANCHEZ, FELIX	7	9001075	MED PYMT SUPP	32.30	
21941	05/25/07	61.33	M112 SILVA, EDUARDO	7	9001076	MED PYMT SUPP	61.33	
21942	05/25/07	72.86	M115 WILLIAMS, CHRIS	7	9001077	MED PYMT SUPP	72.86	
21943	05/25/07	72.86	M116 CRAMBLETT, LAWRENCE		9001078	MED PYMT SUPP	72.86	
21944	05/25/07	61.33	M117 POLANCO, ANDRES		9001079	MED PYMT SUPP	61.33	
21945	05/25/07	2,255.31	R481 TORRES, ALFREDO		12299	SETTLEMENT/RISK	2,255.31	
TOTAL		2,361,102.34	COAST COMMERCIAL BANK			TOTAL CHECKS	278	2,361,102.34

5-2.11

GOVERNMENT TORT CLAIM

RECOMMENDED ACTION

TO: Board of Directors

FROM: District Counsel

RE: Claim of: Arredondo, Angelita
Date of Incident: 08/29/06

Received: 05/09/07 Claim #: 07-0020
Occurrence Report No.: MISC 06-19

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

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

By Margaret Gallagher
Margaret Gallagher
DISTRICT COUNSEL

Date: 5-16-07

I, Cindi Thomas, do hereby attest that the above Claim was duly presented to and the recommendations were approved by the Santa Cruz Metropolitan Transit District's Board of Directors at the meeting of June 22, 2007.

By _____
Cindi Thomas
RECORDING SECRETARY

Date: _____

MG/lg
Attachment(s)

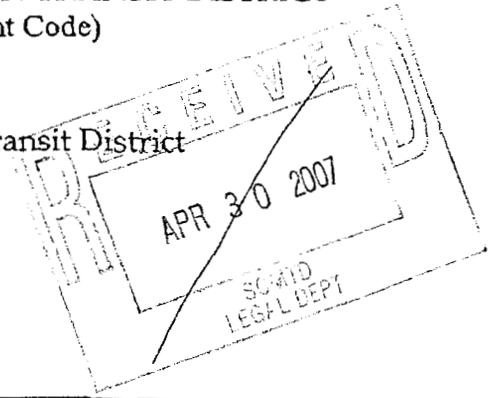
CLAIM AGAINST THE SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

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

Claim # 07-0070

TO: BOARD OF DIRECTORS, Santa Cruz Metropolitan Transit District

ATTN: Secretary to the Board of Directors
370 Encinal Street, Suite 100
Santa Cruz, CA 95060



1. Claimant's Name: Angelita Arredondo

Claimant's Address/Post Office Box: _____

Claimant's Phone Number: _____

2. Address to which notices are to be sent: _____

3. Occurrence: # MISC 06-14

Date: 8-29-06 Time: 11:00 am Place: Green Valley Rd

Circumstances of occurrence or transaction giving rise to claim: on 8-29-06 was coming from my appt, was placed in van in the chair and driver did not secure me in seat. Driver made sharp turn, my head hit back of chair, glasses flew off my face. Driver pulled over and placed seat belt on to secure me. That night back pain was worse. See mds letter.

4. General description of indebtedness, obligation, injury, damage, or loss incurred so far as is known: Lower back pain has increased since then.

5. Name or names of public employees or employees causing injury, damage, or loss, if known: Not known.

6. Amount claimed now \$24,000.

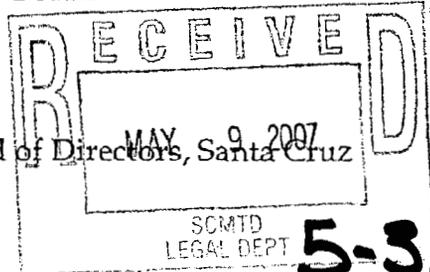
Estimated amount of future loss, if known \$ Unknown

TOTAL \$ 24,000 So far

7. Basis of above computations: Dr's visit, procedures, medication transportation.

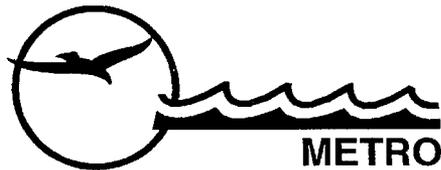
Angelita Arredondo
CLAIMANT'S SIGNATURE OR
COMPANY REPRESENTATIVE'S SIGNATURE OR
PARENT OF MINOR CLAIMANT'S SIGNATURE

4-30-07
DATE



Note: Claim must be presented to the Secretary to the Board of Directors, Santa Cruz Metropolitan Transit District

5-3.2



Agenda
METRO Advisory Committee
6:00 pm
June 20, 2007
920 Pacific Avenue
Santa Cruz, California

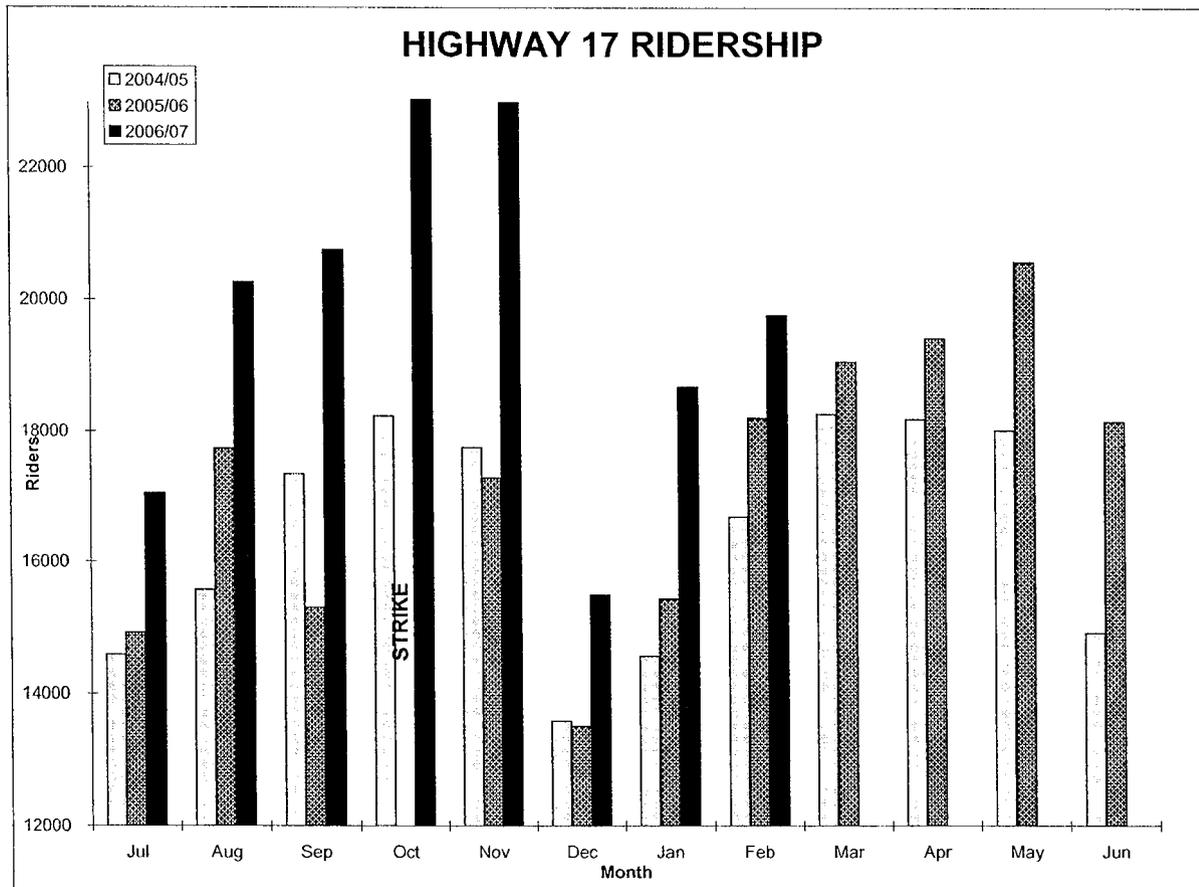
1. Roll Call
2. Agenda Additions/Deletions
3. Oral/Written Communication
4. Consideration of Minutes of May 2007
5. Ridership Report for April 2007
6. ParaCruz Operations Status Report for February 2007
7. Discussion of Usage Rules for Park & Ride Facilities
8. Discussion of METRO Board of Directors Actions Regarding MAC Recommendations
9. Consideration of Current ParaCruz Operating Parameters With Regard to METRO's Service Area Including Hours and Days of Service
10. Consideration of Proposed Modifications of METRO ParaCruz Service Eligibility Appeals Process Regulation
11. Consideration of Implementation of METRO Smoking Policy
12. Communications to METRO General Manager
13. Communications to METRO Board of Directors
14. Items for Next Meeting Agenda
15. Adjournment

Next Meeting: Wednesday, July 18, 2007 @ 6:00 pm
Santa Cruz Metro Conference Room

5-4.1

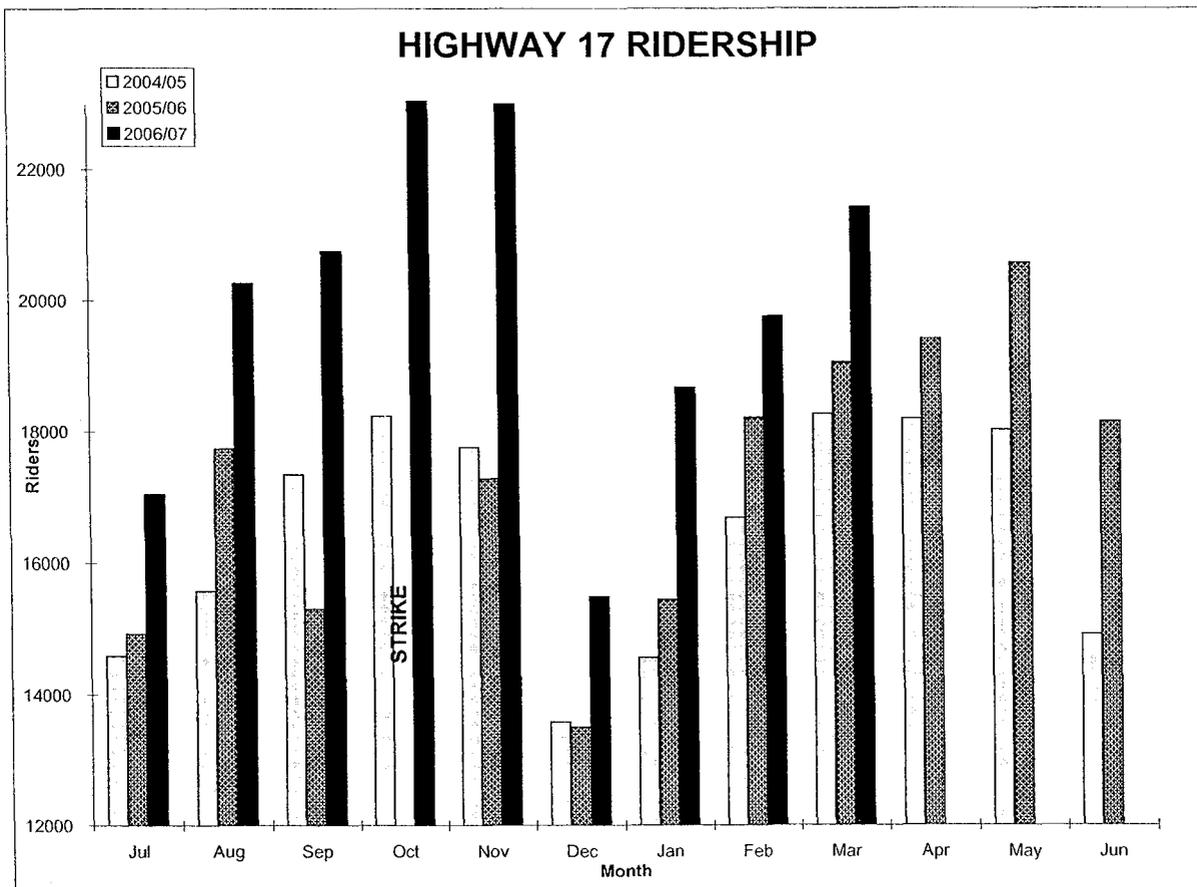
HIGHWAY 17 - FEBRUARY 2007

	FEBRUARY			YTD		
	This Year	Last Year	%	This Year	Last Year	%
FINANCIAL						
Cost	\$ 126,784	\$ 107,992	17.4%	\$ 1,066,139	\$ 802,179	32.9%
Farebox	\$ 68,785	\$ 63,866	7.7%	\$ 534,181	\$ 362,809	47.2%
Operating Deficit	\$ 51,255	\$ 42,362	21.0%	\$ 471,042	\$ 367,984	28.0%
Santa Clara Subsidy	\$ 25,627	\$ 21,181	21.0%	\$ 235,521	\$ 183,992	28.0%
METRO Subsidy	\$ 25,627	\$ 21,181	21.0%	\$ 235,521	\$ 183,992	28.0%
San Jose State Subsid	\$ 2,518	\$ 2,530	(0.5%)	\$ 13,249	\$ 10,752	23.2%
AMTRAK Subsidy	\$ 4,226	\$ (766)	(652.0%)	\$ 47,667	\$ 60,634	(21.4%)
STATISTICS						
Passengers	19,755	18,207	8.5%	159,133	112,407	41.6%
Revenue Miles	38,384	38,384	0.0%	326,071	274,737	18.7%
Revenue Hours	1,439	1,439	0.0%	12,228	10,304	18.7%
Passengers/Day	706	650	8.5%	655	546	20.0%
Passengers/Weekday	845	779	8.4%	805	685	17.5%
Passengers/Weekend	357	327	9.2%	326	251	30.0%
PRODUCTIVITY						
Cost/Passenger	\$ 6.42	\$ 5.93	8.2%	\$ 6.70	\$ 7.14	(6.1%)
Revenue/Passenger	\$ 3.48	\$ 3.51	(0.7%)	\$ 3.36	\$ 3.23	4.0%
Subsidy/Passenger	\$ 2.72	\$ 2.47	10.4%	\$ 3.04	\$ 3.37	(9.7%)
Passengers/Mile	0.51	0.47	8.5%	0.49	0.41	19.3%
Passengers/Hour	13.73	12.65	8.5%	13.01	10.91	19.3%
Recovery Ratio	54.3%	59.1%	(8.3%)	50.1%	45.2%	10.8%



HIGHWAY 17 - MARCH 2007

	MARCH			YTD		
	This Year	Last Year	%	This Year	Last Year	%
FINANCIAL						
Cost	\$ 139,203	\$ 137,046	1.6%	\$ 1,205,342	\$ 939,226	28.3%
Farebox	\$ 71,819	\$ 63,518	13.1%	\$ 606,000	\$ 426,328	42.1%
Operating Deficit	\$ 63,196	\$ 69,446	(9.0%)	\$ 534,237	\$ 437,430	22.1%
Santa Clara Subsidy	\$ 31,598	\$ 34,723	(9.0%)	\$ 267,119	\$ 218,715	22.1%
METRO Subsidy	\$ 31,598	\$ 34,723	(9.0%)	\$ 267,119	\$ 218,715	22.1%
San Jose State Subsid	\$ 1,091	\$ 2,722	(59.9%)	\$ 14,340	\$ 13,474	6.4%
AMTRAK Subsidy	\$ 3,098	\$ 1,360	127.8%	\$ 50,765	\$ 61,994	(18.1%)
STATISTICS						
Passengers	21,423	19,053	12.4%	180,556	131,460	37.3%
Revenue Miles	42,343	43,415	(2.5%)	368,414	318,152	15.8%
Revenue Hours	1,588	1,627	(2.4%)	13,816	11,931	15.8%
Passengers/Day	691	615	12.4%	659	555	18.8%
Passengers/Weekday	819	725	12.9%	806	690	16.8%
Passengers/Weekend	378	296	27.7%	331	256	29.6%
PRODUCTIVITY						
Cost/Passenger	\$ 6.50	\$ 7.19	(9.7%)	\$ 6.68	\$ 7.14	(6.6%)
Revenue/Passenger	\$ 3.35	\$ 3.33	0.6%	\$ 3.36	\$ 3.24	3.5%
Subsidy/Passenger	\$ 3.00	\$ 3.79	(20.8%)	\$ 3.04	\$ 3.43	(11.4%)
Passengers/Mile	0.51	0.44	15.3%	0.49	0.41	18.6%
Passengers/Hour	13.49	11.71	15.3%	13.07	11.02	18.6%
Recovery Ratio	51.6%	46.3%	11.3%	50.3%	45.4%	10.8%



SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: June 22, 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 March 2007.
- On time performance and operating efficiency continue to be impacted by widespread roadwork.
- 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.

Recently, there was 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%. There was a request for staff 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”.

	March 2006	March 2007
Total pick ups	7819	7735
Percent in “ready window”	90.71%	91.03%
1 to 5 minutes late	3.31%	3.41%
6 to 10 minutes late	2.19%	2.35%
11 to 15 minutes late	1.30%	1.41%
16 to 20 minutes late	.87%	.78%
21 to 25 minutes late	.70%	.56%
26 to 30 minutes late	.33%	.21%
31 to 35 minutes late	.23%	.13%
36 to 40 minutes late	.15%	.10%
41 or more minutes late (excessively late/missed trips)	.19%	.026%
Total beyond “ready window”	9.29%	8.97%

During the month of March, thirteen (13) service complaints and three (3) compliments were received. Five (5) of the complaints were found to be “not valid”. Three (3) of the valid service complaints was related to a late pick-up, four (4) related to driver conduct and one (1) as a result of booking error.

5-6.2

Comparative Operating Statistics This Fiscal Year, Last Fiscal Year through March

	March 06	March 07	Fiscal 06 YTD	Fiscal 07 YTD
Requested	9020	8843	73247	70824
Performed	7819	7735	63356	62177
Cancels	19.24%	19.11%	19.60%	19.03%
No Shows	3.39%	2.32%	3.59%	2.91%
Total miles	59382	53534	490387	430825
Av trip miles	5.58	5.16	5.68	5.07
Within ready window	90.71%	91.03%	91.11%	90.58%
Excessively late/missed trips	17	3	170	108
Call center volume	6544	6144	56863	52795
Call average seconds to answer	23	23	28	23
Hold times less than 2 minutes	96%	95%	93%	96%
Distinct riders	813	818	1734	1620
Most frequent rider	56	55	380	387
Shared rides	64.6%	64.7%	62.3%	65.7%
Passengers per rev hour	1.60	2.45	1.57	1.81
Rides by supplemental providers	7.02%	7.26%	8.88%	8.57%
SCT cost per ride	\$22.85	\$24.88	\$23.10	\$24.02
ParaCruz driver cost per ride (estimated)	\$24.32	\$26.95	\$24.46	\$25.89
Rides < 10 miles	78.11%	80.89%	79.55%	82.25%
Rides > 10	21.89%	19.11%	20.45%	17.75%

IV. FINANCIAL CONSIDERATIONS

NONE

V. ATTACHMENTS

NONE

5-6.3

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: June 22, 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 April 2007 increased by 0.3% versus April 2006.
- Faculty/staff trips for April 2007 decreased by (7.1%) versus April 2006.
- Student trips *per school-term day* for April 2007 decreased by (5.7%) versus April 2006.
- Faculty/staff *per weekday* for April 2007 decreased by (10.6%) versus April 2006.
- Revenue received from UCSC for April 2007 was \$272,973 versus \$248,383 for April 2006, an increase of 9.9%.

III. DISCUSSION

UCSC Fall instruction began on September 21, 2006. A summary of the results for April 2007 is:

- Student billable trips for regular service in April 2007 were 235,262 versus 236,511 for April 2006, a decrease of (0.5%).
- Faculty / Staff billable trips for regular service in April 2007 were 16,718 versus 18,227 for April 2006, a decrease of (8.3%).
- Student billable trips for Route 20 Supplemental service in April 2007 were 10,388 versus 8,958 for April 2006, an increase of 16.0%.
- Faculty / Staff billable trips for Route 20 Supplemental service in April 2007 were 397 versus 174 for April 2006, an increase of 128.2%.
- Student billable trips for the Night Owl service in April 2007 were 4,712 versus 4,216 for April 2006, an increase of 11.8%

5-7.1

- Faculty / Staff billable trips for Night Owl service in April 2007 were 29 versus 58 for April 2006, a decrease of (50.0%).
- Average student billable trips *per school term day* for regular UC Service in April 2007 were 10,081.8 versus 10,800.8 for April 2006, a decrease of (6.7%).
- Average Faculty / Staff billable trips *per weekday* for regular UC service in April 2007 were 723.6 versus 821.6 for April 2006, a decrease of (11.9%).
- Average student billable trips *per school term day* for supplemental UC Service in April 2007 were 519.4 versus 471.5 for April 2006, an increase of 10.2%.
- Average Faculty / Staff billable trips *per weekday* for supplemental UC service in April 2007 were 19.9 versus 9.2 for April 2006, an increase of 116.8%.
- Average student billable trips *per school term day* for Night Owl UC Service in April 2007 were 111.8 versus 92.9 for April 2006, an increase of 27.0%.
- Average Faculty / Staff billable trips *per weekday* for Night Owl UC service in April 2007 were 0.9 versus 1.8 for April 2006, a decrease of (49.7%).

March	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
Regular Service	235,262	236,511	16,718	18,227	10,081.8	10,800.8	723.6	821.6
Supplemental	10,388	8,958	397	174	519.4	471.5	19.9	9.2
Night Owl	4,712	4,216	29	58	111.8	92.9	0.9	1.8
TOTAL	250,362	249,685	17,144	18,459	10,713.0	11,365.2	744.4	832.5
% Increase-(Decrease)	0.3%		(7.1%)		(5.7%)		(10.6%)	

5-7.2

IV. FINANCIAL CONSIDERATIONS

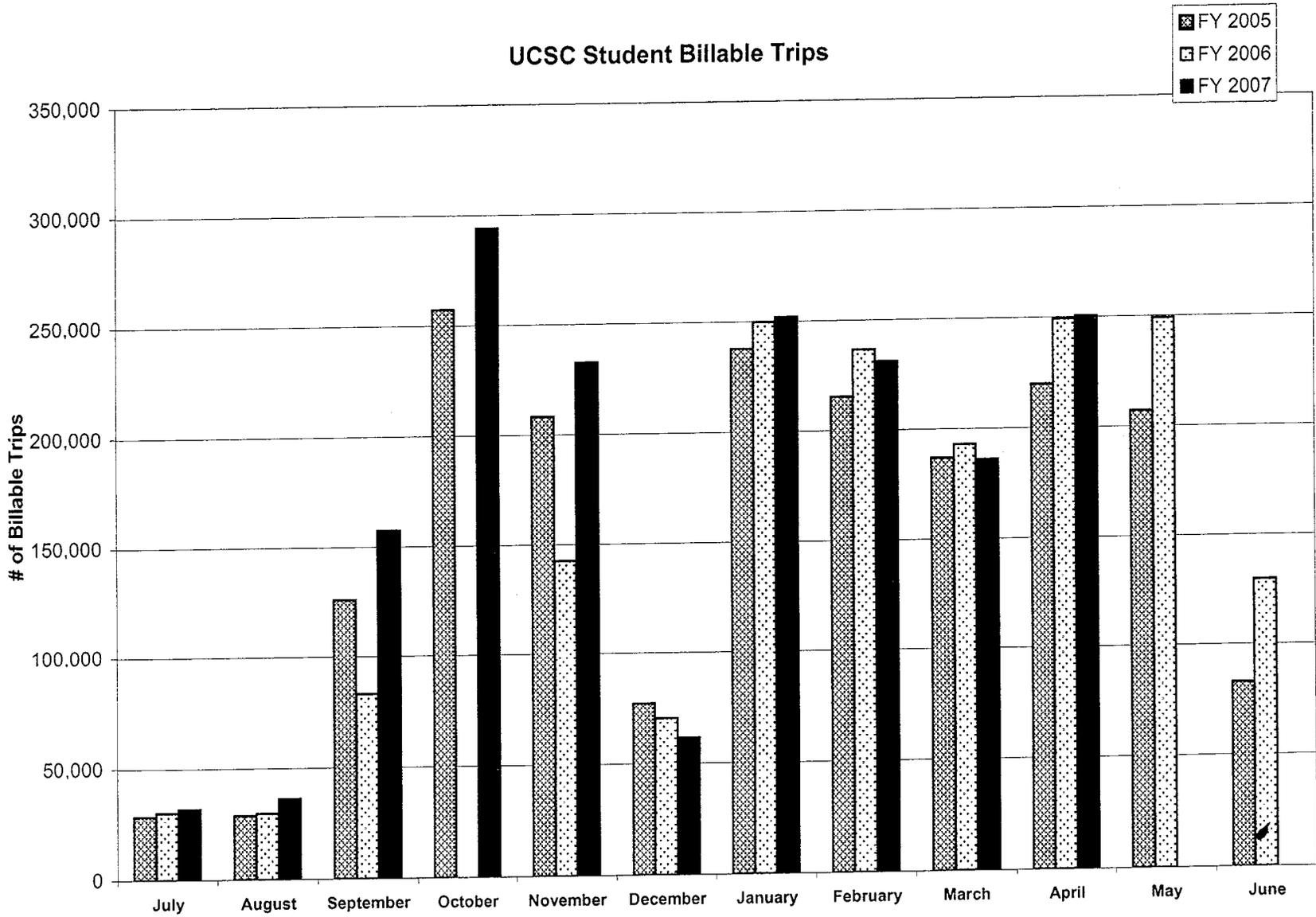
NONE

V. ATTACHMENTS

Attachment A: UC Student Billable Trips

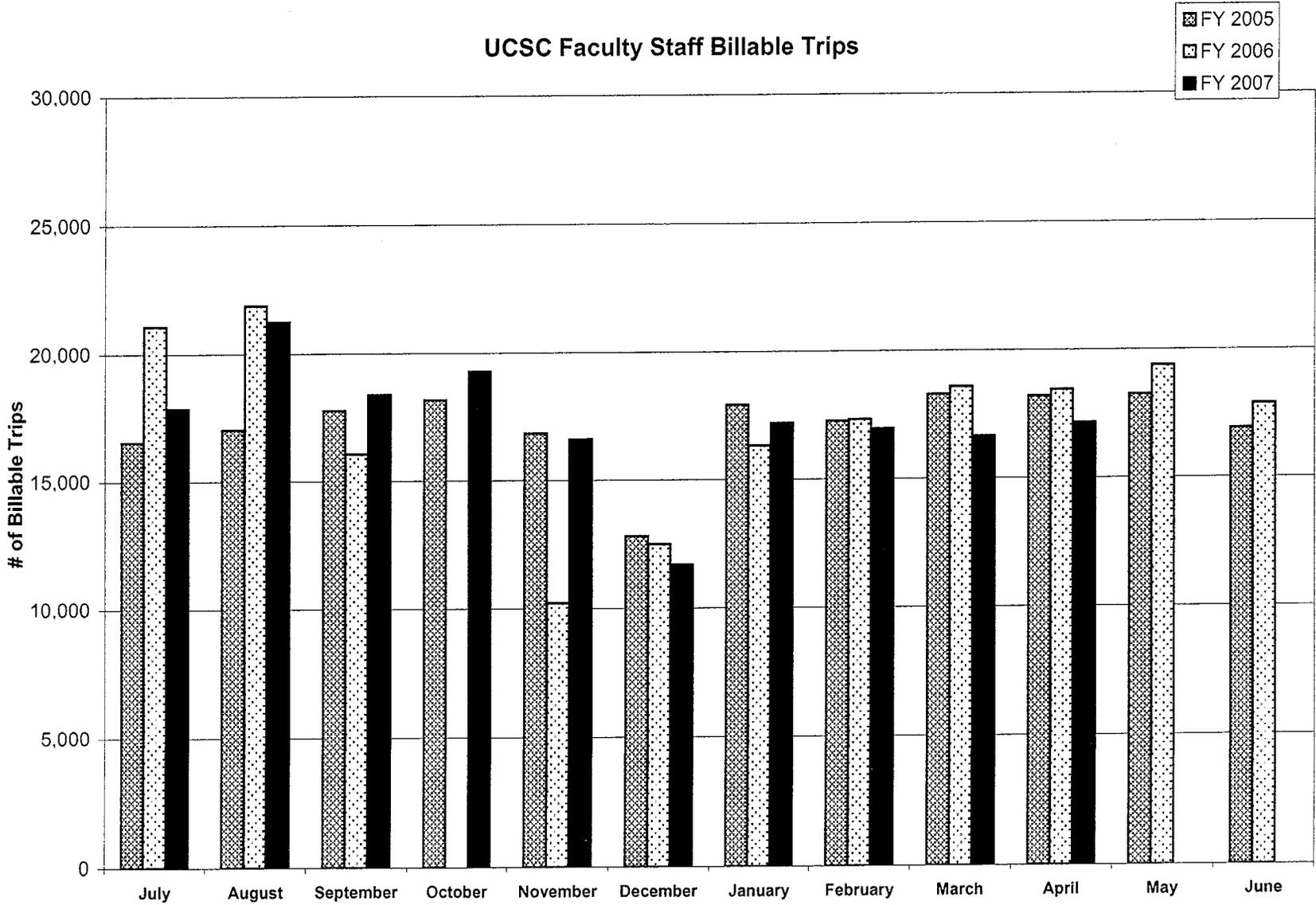
Attachment B: UCSC Faculty / Staff Billable Trips

5-7.01



Attachment A

UCSC Faculty Staff Billable Trips



5-7. b1

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: June 22, 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 storm drain connection.
 - Arntz Builders continuing work for internal items to the building and layout for retaining wall and trash enclosure.
 - PG&E has installed new power pole on the site.
 - AT&T is corresponding their work with Arntz Builders for transferring the telephone services to the new pole.
 - Testing of all equipment is scheduled for early July.
- Maintenance Building
 - West Bay Builders continuing site work on 120 Golf Club Drive property
 - Tilt-up panels will be constructed on site.

III. DISCUSSION

Service & Fueling Building work is continuing on 1122 River Street. Storm drain connection to site has been completed. Arntz Builders is working on internal items and site work in front of the property. Retaining wall and trash enclosure are being completed. PG&E completed installing the new power pole and AT&T is corresponding their work with Arntz Builders for telephone transfer to new pole. Arntz Builder has scheduled testing early July for all equipment installed on site.

West Bay Builders is continuing site work on 120 Golf Club Drive property. West Bay Builders have been digging into the foundation to set up the foundation for the inspection pits for the two drive-through bays in the Maintenance Building. Rebar was installed and concrete poured for the pit area. Surrounding foundation and site work are continuing. Front of site has been graded for lay down of a casting bed for the tilt up walls.

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.

5-8.1

New updates on the MetroBase Project:

- Arntz Builders completed storm drain connection.
- PG&E power pole installed.
- 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
- RNL contract modified for added Maintenance Building scope
- Harris & Associates contract modified for added Maintenance Building scope.
- Weekly Construction Meetings.

5-8.2

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: June 22, 2007

TO: Board of Directors

FROM: Tom Stickel, Manager of Maintenance

SUBJECT: CONSIDERATION OF CONTRACT RENEWAL WITH ALLIANT INSURANCE SERVICES, INC. FOR INSURANCE BROKER SERVICES AND CONTINUING PARTICIPATION IN THE CALIFORNIA PUBLIC ENTITY INSURANCE AUTHORITY JOINT POWERS AGREEMENT IN ORDER TO ACCESS EXCESS WORKERS' COMPENSATION INSURANCE.

I. RECOMMENDED ACTION

District staff is recommending that the Board of Directors authorize the General Manager to execute an amendment to the contract with Alliant Insurance Services, Inc. for licensed broker services to extend the term of the contract through June 30, 2008, agree to an increase in compensation to \$12,000 and agree to continuing participation in the California Public Entity Insurance Authority joint powers agreement in order to access excess workers' compensation insurance.

II. SUMMARY OF ISSUES

- The District has a contract with Alliant Insurance Services, Inc. for Licensed Broker Services for Excess Workers' Compensation Coverage.
- In order to access the joint powers agreement with the California Public Entity Insurance Authority (CPEIA) for low rates for excess workers' compensation insurance, Metro must contract with the services of Alliant Insurance Services.
- At the option of the District, this contract may be renewed for four (4) additional one-year terms.
- Alliant Insurance Services, Inc. has indicated that they are interested in extending the contract for one additional year and has requested a fee increase from \$10,000 to \$12,000 for the new contract period.
- It is recommended that the Board of Directors authorize the General Manager to execute an amendment to the contract with Alliant Insurance Services, Inc. to extend the contract through June 30, 2008, agree to an increase in compensation to \$12,000 and agree to continuing participation with the CPEIA joint powers agreement in order to access excess workers' compensation insurance.

S-9.1

III. DISCUSSION

The District's current contract with Alliant Insurance Services, Inc. for Licensed Broker Services for Excess Workers' Compensation Coverage is due to expire on June 30, 2007. An extension of the contract would be favorable to the District. Section 4.01 of the contract allows the District the option to renew the contract for four (4) additional one-year terms. Contractor has also reviewed the contract and has indicated their desire to extend the contract with an increase in the rate of compensation for the new contract period.

Since 1979, the County Supervisors Association of California dba California State Association of Counties (CSAC) Excess Insurance Authority (EIA) has provided its members with numerous risk management and insurance programs that have allowed them to manage various loss exposures. CSAC-EIA is one of the estimated 150 joint powers insurance pools currently operating in California. In 2001, CSAC established a "sister JPA" called the California Public Entity Insurance Authority (CPEIA). The CPEIA was created to provide other public agencies in California a vehicle to participate in CSAC's programs and services, specifically insurance programs including excess workers' compensation insurance. CSAC benefits from membership in the CPEIA as a result of additional resources and credibility in the insurance marketplace. In addition, CPEIA members are charged a fee of .5% of their premium for access to the CSAC's major programs.

In November 1979, the first CSAC program was established which was the Excess Worker's Compensation (EWC) program. Coverage is provided above various self-insured retentions or the Primary Workers' Compensation Program is pooled with excess reinsurance purchased to \$50,000,000 in limits. Forty-nine counties and over twenty-five CPEIA members currently participate in the EWC Program. Membership in this program has grown significantly due to the hard insurance market and the creation of the CPEIA.

By belonging to the CSAC-CPEIA, METRO's insurance premium for excess workers' compensation insurance coverage for the new fiscal year is estimated to be \$79,160. This represents a reduction over last year's premium. This is only an estimate and the final premium determination will occur in mid June.

It is recommended that the Board of Directors authorize the General Manager to execute an amendment to the contract with Alliant Insurance Services, Inc. to extend the contract through June 30, 2008, agree to an increase in compensation to \$12,000 and agree to continuing participation in the CPEIA joint powers agreement in order to access excess workers' compensation insurance.

IV. FINANCIAL CONSIDERATIONS

The licensed insurance brokers' fee for Alliant Insurance Services through June 30, 2008 is \$12,000. The annual premium for CPEIA workers compensation insurance coverage is currently estimated at \$79,160 with a final determination of the premium amount to be provided in late June.

5-9.2

V. ATTACHMENTS

Attachment A: Contract Amendment

5-9.3

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FOURTH AMENDMENT TO CONTRACT FOR LICENSED BROKER SERVICES
FOR EXCESS WORKERS' COMPENSATION COVERAGE (03-02)**

This Fourth Amendment to the Contract for Licensed Broker Services for Excess Workers' Compensation Coverage is made effective July 1, 2007, between the Santa Cruz Metropolitan Transit District, a political subdivision of the State of California ("District") and Alliant Insurance Services, Inc. ("Contractor").

I. RECITALS

- 1.1 District and Contractor entered into a Contract for Licensed Broker Services for Excess Workers' Compensation Coverage ("Contract") on October 24, 2003.
- 1.2 The Contract allows for the extension upon mutual written consent.
- 1.3 Contractor requests an increase in the brokerage fee for the new contract period.

Therefore, District and Contractor amend the Contract as follows:

II. TERM

- 2.1 Article 4.01 is amended to include the following language:

This Contract shall continue through June 30, 2008. This Contract may be mutually extended by agreement of both parties.

III. COMPENSATION

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

For the effective period of July 1, 2007 through June 30, 2008, District shall compensate Contractor \$12,000.

IV. REMAINING TERMS AND CONDITIONS

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

V. AUTHORITY

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

SIGNATURES ON NEXT PAGE

Signed on _____

DISTRICT
SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

Leslie R. White
General Manager

CONTRACTOR
ALLIANT INSURANCE SERVICES, INC.

By _____
Matthew T. Gowan
Vice President

Approved as to Form:

Margaret R. Gallagher
District Counsel

5-9.92²

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: June 22, 2007
TO: Board of Directors
FROM: Angela Aitken, Finance Manager
SUBJECT: MONTHLY BUDGET STATUS REPORT FOR JANUARY 2007

I. RECOMMENDED ACTION

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

II. SUMMARY OF ISSUES

- **Operating Revenues** for the Jan 07 YTD was \$18,941K or \$891K (5%) over the amount of revenue expected for the fiscal year.
- **Operating Expenses** for Jan 07 YTD was \$19,049K or 53% of the budget.
- **Capital Improvement Program** for the Jan 07 YTD was \$4,555K or 12% of the 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 January 31, 2007.

The fiscal year has elapsed **58%**.

A. Operating Revenue

Revenues are \$891K over the amount of revenue projected for the period due to sales tax receipts exceeding budget estimates. Other revenue variances are explained in the notes following the report.

B. Departmental Operating Expense

Total Departmental Operating Expense is running at 53% for the year; 5% below where we are in the fiscal year (58%).

C. Consolidated Operating Expense

Operating expenses for the year to date total \$19,049K or 53% of the budget. Variances are explained in the notes following the report.

5-10.1

D. Capital Improvement Program

A total of \$4,555K or 12% has been expended on the Capital Improvement Program YTD. Of this, \$4,278K (94%) has been spent on MetroBase.

IV. FINANCIAL CONSIDERATIONS

None.

V. ATTACHMENTS

Attachment A: Revenue, Expense and Capital Report for January 2007.

5-10.2

FY07
MONTHLY REVENUE AND EXPENSE REPORT
OPERATING REVENUE
January 2007

Attachment A

Operating Revenue	FY07 Monthly			FY06	FY07 YTD				
	Budget	Actual	Variance	YTD Actual	Budget	Actual	\$ Var	% Var	Notes
Passenger Fares	\$ 282,673	\$ 288,780	\$ 6,107	\$ 1,579,470	\$ 2,046,080	\$ 1,943,908	\$ (102,172)	-5%	
Paratransit Fares	\$ 19,615	\$ 21,079	\$ 1,464	\$ 128,812	\$ 138,742	\$ 130,257	\$ (8,485)	-6%	
Special Transit Fares	\$ 286,020	\$ 293,055	\$ 7,035	\$ 788,064	\$ 1,274,046	\$ 1,387,553	\$ 113,507	9%	
Highway 17 Revenue	\$ 98,368	\$ 107,249	\$ 8,881	\$ 529,777	\$ 670,539	\$ 733,808	\$ 63,269	9%	
<i>Subtotal Passenger Rev</i>	\$ 686,676	\$ 710,163	\$ 23,487	\$ 3,026,123	\$ 4,129,407	\$ 4,195,526	\$ 66,119	2%	1
Advertising Income	\$ 10,000	\$ 15,721	\$ 5,721	\$ 44,565	\$ 70,000	\$ 135,971	\$ 65,971	94%	2
Commissions	\$ 500	\$ 580	\$ 80	\$ 3,111	\$ 3,500	\$ 3,599	\$ 99	3%	
Rent Income	\$ 11,391	\$ 9,769	\$ (1,622)	\$ 80,956	\$ 79,735	\$ 82,350	\$ 2,615	3%	
Interest - General Fund	\$ 84,932	\$ 121,579	\$ 36,647	\$ 573,348	\$ 549,041	\$ 786,811	\$ 237,770	43%	3
Non-Transportation Rev	\$ 29,708	\$ 41,510	\$ 11,802	\$ 159,180	\$ 207,958	\$ 248,028	\$ 40,070	19%	4
Sales Tax Income	\$ 1,147,100	\$ 1,205,900	\$ 58,800	\$ 9,758,424	\$ 9,758,424	\$ 10,236,870	\$ 478,446	5%	5
TDA Funds	\$ -	\$ -	\$ -	\$ 2,838,843	\$ 3,082,917	\$ 3,082,917	\$ -	0%	
FTA Op Asst - Sec 5307	\$ -	\$ -	\$ -	\$ 2,250,942	\$ -	\$ -	\$ -	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%	
Total Operating Revenue	\$ 1,970,307	\$ 2,105,222	\$ 134,915	\$ 18,800,967	\$ 18,049,565	\$ 18,940,654	\$ 891,089	5%	

NOTES:

- 1) **Passenger Revenue Income** (fare box and pass sales) is \$66K or 2% over the budgeted amount for the year. Passenger Fares are -\$102K or -5% under budget. Paratransit fares are -\$9K or -6% under the budgeted amount. Special Transit Fares (contracts) are \$114K or 9% under the budgeted amount. Highway 17 Express Revenue is \$63K or 9% over the year to date budgeted amount.
- 2) **Advertising Income** is \$66K or 94% over the budgeted amount for the fiscal year based on current advertising levels on the exterior of District buses.
- 3) **Interest Income** is \$238K or 43% over budget for the fiscal year due to higher interest rates than projected in the County investment pool. The mid-year budget revision addresses adjusting interest income.
- 4) **Non-Transportation Revenue** is \$40K or 19% over budget for the fiscal year due to a reimbursement from the County for prior year revenue from the employees' share of their retirement contribution.
- 5) **Sales tax Income** is \$479K or 5% over projected revenue for the fiscal year due to sales tax receipts exceeding budget estimates. The mid-year budget revision increasing sales tax income has been addressed in the mid-year budget revision.

5-10.a1

FY07
MONTHLY REVENUE AND EXPENSE REPORT
DEPARTMENTAL OPERATING EXPENSE
January 2007

Operating Expense	FY06	FY 07		YTD Actual	Actual % to Budget	Notes
	YTD Actual	Final Budget	Revised Budget			
PERSONNEL ACCOUNTS						
Administration	\$ 465,215	\$ 966,287	\$ 960,080	\$ 516,528	54%	
Finance	\$ 277,693	\$ 572,352	\$ 558,210	\$ 277,200	50%	
Customer Service	\$ 223,177	\$ 482,804	\$ 482,804	\$ 226,592	47%	
Human Resources	\$ 187,356	\$ 468,664	\$ 468,664	\$ 211,111	45%	
Information Technology	\$ 246,884	\$ 466,252	\$ 466,252	\$ 262,890	56%	
District Counsel	\$ 213,316	\$ 404,446	\$ 404,446	\$ 219,186	54%	
Facilities Maintenance	\$ 510,652	\$ 946,857	\$ 946,857	\$ 535,284	57%	
Paratransit Program	\$ 1,471,368	\$ 2,913,145	\$ 2,913,145	\$ 1,543,000	53%	
Operations	\$ 1,030,240	\$ 2,010,685	\$ 2,010,685	\$ 1,159,897	58%	
Bus Operators	\$ 6,181,290	\$ 13,634,430	\$ 13,632,430	\$ 7,302,768	54%	
Fleet Maintenance	\$ 2,074,349	\$ 3,928,485	\$ 3,928,485	\$ 2,056,262	52%	
Retired Employees/COBRA	\$ 604,621	\$ 1,251,291	\$ 1,251,291	\$ 860,762	69%	1
Total Personnel	\$ 13,486,160	\$ 28,045,699	\$ 28,023,350	\$ 15,171,481	54%	
NON-PERSONNEL ACCOUNTS						
Administration	\$ 396,552	\$ 706,589	\$ 712,796	\$ 388,938	55%	
Finance	\$ 437,349	\$ 937,123	\$ 951,265	\$ 332,066	35%	
Customer Service	\$ 38,030	\$ 112,469	\$ 112,469	\$ 40,752	36%	
Human Resources	\$ 18,778	\$ 61,733	\$ 61,733	\$ 62,482	101%	2
Information Technology	\$ 121,237	\$ 138,140	\$ 138,140	\$ 92,665	67%	3
District Counsel	\$ 23,705	\$ 17,943	\$ 17,943	\$ 8,682	48%	
Risk Management	\$ 173,880	\$ 245,027	\$ 245,027	\$ 79,366	32%	
Facilities Maintenance	\$ 161,288	\$ 378,572	\$ 378,572	\$ 215,712	57%	
Paratransit Program	\$ 330,405	\$ 732,898	\$ 732,898	\$ 343,346	47%	
Operations	\$ 355,463	\$ 619,922	\$ 619,922	\$ 309,811	50%	
Bus Operators	\$ 147	\$ 5,000	\$ 7,000	\$ 2,569	37%	
Fleet Maintenance	\$ 1,550,758	\$ 3,958,386	\$ 3,958,386	\$ 2,000,354	51%	
SCCIC	\$ 250	\$ 500	\$ 500	\$ 280	56%	
Total Non-Personnel	\$ 3,607,843	\$ 7,914,301	\$ 7,936,650	\$ 3,877,022	49%	
Total Operating Expense	\$ 17,094,003	\$ 35,960,000	\$ 35,960,000	\$ 19,048,502	53%	

YTD Operating Revenue - \$ 18,940,654

YTD Operating Revenue vs. YTD Operating Expense - \$ (107,848)

NOTES:

1) **Retired Employees/COBRA Personnel Accounts** are at 69% of the budget since the retroactive payment for restoration of the retirees medical premium supplemental program was made during September. This has been addressed in the mid-year budget revision.

2) **Human Resources Non-Personnel Accounts** are at 101% of the budget due to arbitration and hiring costs.

3) **Information Technology Non-Personnel Accounts** are at 67% of the budget due to volume purchase of supplies for the computer system and added personnel to support.

5-10.02

Departmental Operating Expense

FY07
MONTHLY REVENUE AND EXPENSE REPORT
CONSOLIDATED OPERATING EXPENSE
January 2007

	FY06			FY07		
	YTD Actual	Final Budget	Revised Budget	YTD Actual	Actual % to Budget	Notes
LABOR						
Operators Wages	\$ 3,469,732	\$ 8,548,386	\$ 8,548,386	\$ 4,178,823	49%	
Operators Overtime	\$ 834,536	\$ 1,359,914	\$ 1,359,914	\$ 773,130	57%	
Other Salaries & Wages	\$ 2,779,222	\$ 6,048,264	\$ 6,025,415	\$ 3,200,022	53%	
Other Overtime	\$ 133,760	\$ 246,200	\$ 248,700	\$ 157,327	63%	1
	\$ 7,217,250	\$ 16,202,764	\$ 16,182,415	\$ 8,309,303	51%	
FRINGE BENEFITS						
Medicare/Soc Sec	\$ 92,524	\$ 245,815	\$ 245,815	\$ 110,377	45%	
PERS Retirement	\$ 1,031,211	\$ 2,078,184	\$ 2,078,184	\$ 1,045,931	50%	
Medical Insurance	\$ 2,021,126	\$ 3,876,236	\$ 3,876,236	\$ 2,658,453	69%	2
Dental Plan	\$ 276,508	\$ 481,836	\$ 481,836	\$ 296,891	62%	
Vision Insurance	\$ 77,935	\$ 153,182	\$ 153,182	\$ 85,686	56%	
Life Insurance	\$ 28,980	\$ 46,691	\$ 46,691	\$ 27,484	59%	
State Disability Ins	\$ 96,423	\$ 349,704	\$ 349,704	\$ 99,559	28%	
Long Term Disability Ins	\$ 103,969	\$ 201,006	\$ 201,007	\$ 105,983	53%	
Unemployment Insurance	\$ 48,355	\$ 91,645	\$ 91,645	\$ 46,618	51%	
Workers Comp	\$ 546,000	\$ 1,396,681	\$ 1,396,681	\$ 627,718	45%	
Absence w/ Pay	\$ 1,909,910	\$ 2,832,656	\$ 2,832,656	\$ 1,679,371	59%	
Other Fringe Benefits	\$ 35,969	\$ 89,301	\$ 87,302	\$ 78,107	89%	3
	\$ 6,268,910	\$ 11,842,935	\$ 11,840,939	\$ 6,862,177	58%	
SERVICES						
Acctng/Admin/Bank Fees	\$ 129,463	\$ 326,850	\$ 326,850	\$ 112,525	34%	
Prof/Legis/Legal Services	\$ 219,979	\$ 407,172	\$ 427,547	\$ 169,082	40%	
Temporary Help	\$ 49,939	\$ -	\$ 20,349	\$ 20,349	100%	4
Custodial Services	\$ 37,657	\$ 71,300	\$ 71,300	\$ 37,553	53%	
Uniforms & Laundry	\$ 18,909	\$ 39,780	\$ 41,780	\$ 21,778	52%	
Security Services	\$ 269,543	\$ 431,000	\$ 431,000	\$ 221,352	51%	
Outside Repair - Bldgs/Eqmt	\$ 95,488	\$ 223,551	\$ 211,301	\$ 119,946	57%	
Outside Repair - Vehicles	\$ 85,216	\$ 336,051	\$ 336,051	\$ 154,166	46%	
Waste Disp/Ads/Other	\$ 28,930	\$ 81,575	\$ 61,200	\$ 56,619	93%	5
	\$ 935,124	\$ 1,917,279	\$ 1,927,378	\$ 913,370	47%	
CONTRACT TRANSPORTATION						
Contract Transportation	\$ -	\$ -	\$ -	\$ -	0%	
Paratransit Service	\$ 93,730	\$ 200,000	\$ 200,000	\$ 96,982	48%	
	\$ 93,730	\$ 200,000	\$ 200,000	\$ 96,982	48%	
MOBILE MATERIALS						
Fuels & Lubricants	\$ 958,083	\$ 2,745,595	\$ 2,745,595	\$ 1,209,114	44%	
Tires & Tubes	\$ 80,883	\$ 201,000	\$ 201,000	\$ 85,353	42%	
Other Mobile Supplies	\$ 6,038	\$ 7,500	\$ 7,500	\$ 4,841	65%	6
Revenue Vehicle Parts	\$ 248,189	\$ 365,000	\$ 365,000	\$ 366,522	100%	7
	\$ 1,293,193	\$ 3,319,095	\$ 3,319,095	\$ 1,665,830	50%	

S-10.03

Consolidated Operating Expense

FY07
MONTHLY REVENUE AND EXPENSE REPORT
CONSOLIDATED OPERATING EXPENSE
January 2007

	FY06			FY07	Actual % to Budget	Notes
	YTD Actual	Final Budget	Revised Budget	YTD Actual		
OTHER MATERIALS						
Postage & Mailing/Freight	\$ 6,738	\$ 26,550	\$ 26,550	\$ 8,622	32%	
Printing	\$ 32,835	\$ 85,610	\$ 85,610	\$ 18,244	21%	
Office/Computer Supplies	\$ 47,156	\$ 65,400	\$ 73,400	\$ 38,157	52%	
Safety Supplies	\$ 4,621	\$ 16,375	\$ 15,125	\$ 7,210	48%	
Cleaning Supplies	\$ 18,815	\$ 47,650	\$ 47,650	\$ 18,721	39%	
Repair/Maint Supplies	\$ 15,575	\$ 40,000	\$ 40,000	\$ 25,969	65%	8
Parts, Non-Inventory	\$ 16,316	\$ 40,500	\$ 42,000	\$ 17,294	41%	
Small Tools	\$ 3,271	\$ 12,100	\$ 12,100	\$ 5,134	42%	
Promo/Photo Supplies	\$ 2,827	\$ 8,805	\$ 8,805	\$ 4,566	52%	
	\$ 148,154	\$ 342,990	\$ 351,240	\$ 143,917	41%	
UTILITIES	\$ 184,654	\$ 368,574	\$ 365,375	\$ 192,608	53%	
CASUALTY & LIABILITY						
Insurance - Prop/PL & PD	\$ 292,896	\$ 605,188	\$ 605,188	\$ 314,740	52%	
Settlement Costs	\$ 145,830	\$ 150,000	\$ 150,000	\$ 57,342	38%	
Repairs to Prop	\$ (24,603)	\$ -	\$ -	\$ (104,007)	0%	9
	\$ 414,123	\$ 755,188	\$ 755,188	\$ 268,074	35%	
TAXES	\$ 27,065	\$ 46,761	\$ 46,761	\$ 32,008	68%	10
MISC EXPENSES						
Dues & Subscriptions	\$ 44,900	\$ 56,870	\$ 56,870	\$ 58,277	102%	11
Advertising - Revenue Prod.	\$ 5,356	\$ 15,000	\$ 15,000	\$ -	0%	
Employee Incentive Program	\$ 1,324	\$ 5,107	\$ 5,107	\$ 294	6%	
Training	\$ 2,653	\$ 9,600	\$ 16,800	\$ 19,591	117%	12
Travel	\$ 4,201	\$ 27,170	\$ 27,170	\$ 6,952	26%	
Other Misc Expenses	\$ 8,566	\$ 18,533	\$ 18,533	\$ 2,016	0%	
	\$ 67,000	\$ 132,280	\$ 139,480	\$ 87,129	62%	
OTHER EXPENSES						
Leases & Rentals	\$ 444,799	\$ 832,134	\$ 832,135	\$ 477,102	57%	
	\$ 444,799	\$ 832,134	\$ 832,135	\$ 477,102	57%	
Total Operating Expense	\$ 17,094,002	\$ 35,960,000	\$ 35,960,006	\$ 19,048,500	53%	

NOTES:

1) **Other Overtime Expense** is at 63% 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 69% of the budget due to increased cost of premiums.

3) **Other Fringe Benefits Expense** is at 90% of the budget due to retiree medical payments. This has been addressed in the mid-year budget revision.

5-10.04

Consolidated Operating Expense

FY07
MONTHLY REVENUE AND EXPENSE REPORT
CONSOLIDATED OPERATING EXPENSE
 January 2007

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

- 4) **Temp Help Expense** is at 100% of the budget. Budget transfers have been processed for departments using temp help during position vacancies. Temp help is only funded through budget transfers from the salary account.
- 5) **Waste Disposal/Advertising/Other Services Expense** is at 93% of the budget due to classified ad costs for recruitments, and higher costs for hazardous waste disposal.
- 6) **Other Mobile Supplies Expense** is at 65% of the budget due to high costs in August for Fleet Maintenance.
- 7) **Revenue Vehicle Parts Expense** is at 100% of the budget due to expiration of warranties on newer buses. This overrun has been addressed in the mid-year budget revision.
- 8) **Repair/Maintenance Supplies Expense** is at 65% of the budget due to required repairs to facilities.
- 9) **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.
- 10) **Taxes Expense** is at 69% due to increased purchases of vehicles
- 11) **Dues and Subscriptions Expense** is at 103% of the budget due to annual payment of APTA dues.
- 12) **Training Expense** is at 117% of the budget due to reimbursements for employee tuition and books. This has been addressed in the mid-year budget revision.

FY07
MONTHLY REVENUE AND EXPENSE REPORT
CAPITAL IMPROVEMENT PROGRAM
January 2007

	Final Budget	Monthly Actual	YTD Actual	Actual % to Budget	Notes
<u>CAPITAL PROJECTS</u>					
<u>Grant Funded Projects</u>					
MetroBase	\$ 29,622,709	\$ 1,002,694	\$ 4,278,371	14%	
Revenue Vehicle Replacement	\$ 920,000	\$ 5,496	\$ 5,496	1%	
Short Range Transit Plan	\$ 100,000	\$ -	\$ -	0%	
CNG Bus Conversions	\$ 6,800,000	\$ -	\$ -	0%	
	\$ 37,442,709	\$ 1,008,190	\$ 4,283,867	11%	
<u>District Funded Projects</u>					
Bus Stop Imprvmts/Bus Shelter Projects	\$ 310,000	\$ 29	\$ 6,050	2%	
Revenue Vehicle Replacement	\$ 192,000	\$ -	\$ -	0%	
Rebuild Low Floor Buses	\$ 152,000	\$ -	\$ 35,432	23%	
IT Projects	\$ 10,000	\$ 1,674	\$ 31,112	311%	
Facilities Repairs & Improvements	\$ 113,500	\$ 22,214	\$ 87,688	77%	
Non-Revenue Vehicle Replacement	\$ 235,000	\$ -	\$ 93,908	40%	
Office Equipment	\$ 16,600	\$ -	\$ 17,195	104%	
Diagnostic Reader/Fleet	\$ 3,000	\$ -	\$ -	0%	
Mt. Biewlaski Repeater	\$ 15,000	\$ -	\$ -	0%	
	\$ 1,047,100	\$ 23,917	\$ 271,385	26%	
TOTAL CAPITAL PROJECTS	\$ 38,489,809	\$ 1,032,107	\$ 4,555,252	12%	
<u>CAPITAL FUNDING</u>					
Federal Capital Grants	\$ 9,230,246	\$ 806,552	\$ 2,304,048	25%	
State/Local Capital Grants	\$ 12,940,000	\$ -	\$ -	0%	
STA Funding	\$ 1,806,593	\$ 201,609	\$ 1,377,757	76%	
Bus Stop Improvement Reserves	\$ 310,000	\$ 29	\$ 29	0%	
District Reserves	\$ 14,202,970	\$ 23,917	\$ 873,418	6%	
TOTAL CAPITAL FUNDING	\$ 38,489,809	\$ 1,032,107	\$ 4,555,252	12%	

NOTES:

5-10.96

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: June 22, 2007

TO: Board of Directors

FROM: Angela Aitken, Finance Manager

SUBJECT: MONTHLY BUDGET STATUS REPORT FOR FEBRUARY 2007

I. RECOMMENDED ACTION

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

II. SUMMARY OF ISSUES

- **Operating Revenues** for Feb 07 YTD were \$24,340K or \$998K (4%) over the amount of revenue expected.
- **Operating Expenses** for Feb 07 YTD were \$21,620K or 59% of the budget.
- **Capital Improvement Program Expenses** for Feb 07 YTD were \$6,704 or 15% 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 February 28, 2007.

The fiscal year has elapsed **67%**.

A. Operating Revenue

Revenues are \$998K over the amount of revenue projected for the period due to Advertising & Interest Income receipts exceeding estimates. Other revenue variances are explained in the notes following the report.

B. Departmental Operating Expense

Total Departmental Operating Expense is running at 59% for the year; 8% below where we are in the fiscal year (67%).

C. Consolidated Operating Expense

Operating expenses for the year to date total \$21,620K or 59% of the budget. Variances are explained in the notes following the report.

5-11.1

D. Capital Improvement Program

A total of \$6,704K or 15% has been expended in the Capital Improvement Program YTD. Of this, \$5,569K or 83% has been spent on MetroBase.

IV. FINANCIAL CONSIDERATIONS

None.

V. ATTACHMENTS

Attachment A: Revenue, Expense and Capital Report for February 2007.

Attachment B: FY07 Budget Transfers – February 1 – 28, 2007

5-11.2

FY07
MONTHLY REVENUE AND EXPENSE REPORT
OPERATING REVENUE
February 2007

Attachment 

Operating Revenue	FY07 Monthly			FY06	FY07 YTD			\$ Var	% Var	Notes
	Budget	Actual	Variance	YTD Actual	Budget	Actual				
Passenger Fares	\$ 245,230	\$ 261,504	\$ 16,274	\$ 1,843,159	\$ 2,158,088	\$ 2,205,412	\$ 47,324	2%		
Paratransit Fares	\$ 18,031	\$ 17,289	\$ (742)	\$ 145,554	\$ 156,773	\$ 147,546	\$ (9,227)	-6%		
Special Transit Fares	\$ 287,387	\$ 279,901	\$ (7,486)	\$ 1,060,242	\$ 1,561,433	\$ 1,667,454	\$ 106,021	7%		
Highway 17 Revenue	\$ 87,516	\$ 100,886	\$ 13,370	\$ 623,015	\$ 758,055	\$ 834,694	\$ 76,639	10%		
<i>Subtotal Passenger Rev</i>	\$ 638,164	\$ 659,580	\$ 21,416	\$ 3,671,970	\$ 4,634,349	\$ 4,855,106	\$ 220,757	5%	1	
Advertising Income	\$ 10,000	\$ 7,036	\$ (2,964)	\$ 54,445	\$ 80,000	\$ 143,007	\$ 63,007	79%	2	
Commissions	\$ 500	\$ 376	\$ (124)	\$ 3,422	\$ 4,000	\$ 3,976	\$ (24)	-1%		
Rent Income	\$ 11,391	\$ 9,185	\$ (2,205)	\$ 90,789	\$ 91,126	\$ 91,536	\$ 410	0%		
Interest - General Fund	\$ 76,712	\$ 114,923	\$ 38,211	\$ 656,646	\$ 625,753	\$ 901,734	\$ 275,981	44%	3	
Non-Transportation Rev	\$ 29,708	\$ 125	\$ (29,583)	\$ 159,305	\$ 237,667	\$ 248,153	\$ 10,486	4%		
Sales Tax Income	\$ 1,529,500	\$ 1,603,900	\$ 74,400	\$ 11,287,924	\$ 11,287,924	\$ 11,840,770	\$ 552,846	5%		
TDA Funds	\$ -	\$ -	\$ -	\$ 2,838,843	\$ 3,082,917	\$ 3,082,917	\$ -	0%		
FTA Op Asst - Sec 5307	\$ 3,130,496	\$ 3,004,546	\$ (125,950)	\$ 2,250,942	\$ 3,130,496	\$ 3,004,546	\$ (125,950)	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%		
Total Operating Revenue	\$ 5,426,471	\$ 5,399,671	\$ (26,800)	\$ 21,079,761	\$ 23,342,814	\$ 24,340,327	\$ 997,513	4%		

NOTES:

1) **Passenger Revenue Income** (fare box and pass sales) is \$221K or 5% over the budgeted amount for the year. Passenger Fares are \$47K or 2% over budget. Paratransit fares are -\$9K or 6% under the budgeted amount. Special Transit Fares (contracts) are \$106K or 7% over the budgeted amount. Highway 17 Express Revenue is \$77K or 10% over the year to date budgeted amount.

2) **Advertising Income** is \$63K or 79% over the budgeted amount for the fiscal year based on current advertising levels on the exterior of District buses.

3) **Interest Income** is \$276K or 44% over budget for the fiscal year due to higher interest rates than projected in the County investment pool.

5-11.91

FY07
MONTHLY REVENUE AND EXPENSE REPORT
DEPARTMENTAL OPERATING EXPENSE
February 2007

Operating Expense	FY06	FY 07		Actual % to Budget	Notes
	YTD Actual	Final Budget	Revised Budget		
PERSONNEL ACCOUNTS					
Administration	\$ 531,488	\$ 966,287	\$ 968,846	\$ 585,782	60%
Finance	\$ 316,373	\$ 572,352	\$ 557,210	\$ 316,330	57%
Customer Service	\$ 252,980	\$ 482,804	\$ 485,651	\$ 257,086	53%
Human Resources	\$ 213,271	\$ 468,664	\$ 468,664	\$ 244,865	52%
Information Technology	\$ 281,134	\$ 466,252	\$ 466,252	\$ 296,485	64%
District Counsel	\$ 242,845	\$ 404,446	\$ 411,585	\$ 248,429	60%
Risk Management	\$ -	\$ -	\$ -	\$ -	0%
Facilities Maintenance	\$ 576,960	\$ 946,857	\$ 946,857	\$ 598,344	63%
Paratransit Program	\$ 1,674,076	\$ 2,913,145	\$ 2,912,145	\$ 1,744,775	60%
Operations	\$ 1,164,776	\$ 2,010,685	\$ 2,058,074	\$ 1,309,050	64%
Bus Operators	\$ 7,151,216	\$ 13,634,430	\$ 13,694,127	\$ 8,238,668	60%
Fleet Maintenance	\$ 2,366,590	\$ 3,928,485	\$ 3,928,484	\$ 2,331,283	59%
COBRA Benefits	\$ -	\$ -	\$ -	\$ -	0%
Retired Employees/COBRA	\$ 711,951	\$ 1,251,291	\$ 1,349,291	\$ 987,645	73% 1
SCCIC/COPS	\$ -	\$ -	\$ -	\$ -	0%
Total Personnel	\$ 15,483,659	\$ 28,045,699	\$ 28,247,187	\$ 17,158,741	61%
NON-PERSONNEL ACCOUNTS					
Administration	\$ 450,227	\$ 706,589	\$ 734,797	\$ 442,484	60%
Finance	\$ 483,793	\$ 937,123	\$ 951,265	\$ 379,331	40%
Customer Service	\$ 45,382	\$ 112,469	\$ 112,469	\$ 43,068	38%
Human Resources	\$ 28,883	\$ 61,733	\$ 86,607	\$ 68,572	79% 2
Information Technology	\$ 131,493	\$ 138,140	\$ 212,790	\$ 101,214	48%
District Counsel	\$ 25,108	\$ 17,943	\$ 17,943	\$ 10,292	57%
Risk Management	\$ 173,860	\$ 245,027	\$ 245,027	\$ 90,781	37%
Facilities Maintenance	\$ 191,953	\$ 378,572	\$ 378,572	\$ 250,921	66%
Paratransit Program	\$ 370,802	\$ 732,898	\$ 735,048	\$ 394,663	54%
Operations	\$ 424,867	\$ 619,922	\$ 678,412	\$ 351,991	52%
Bus Operators	\$ 211	\$ 5,000	\$ 7,000	\$ 2,614	37%
Fleet Maintenance	\$ 1,778,083	\$ 3,958,386	\$ 4,172,386	\$ 2,325,318	56%
COBRA Benefits	\$ -	\$ -	\$ -	\$ -	0%
Retired Employees/COBRA	\$ -	\$ -	\$ -	\$ -	0%
SCCIC/COPS	\$ 250	\$ 500	\$ 500	\$ 280	56%
Total Non-Personnel	\$ 4,104,913	\$ 7,914,301	\$ 8,332,815	\$ 4,461,528	54%
Total Operating Expense	\$ 19,588,572	\$ 35,960,000	\$ 36,580,000	\$ 21,620,268	59%

YTD Operating Revenue - \$ 24,340,327

YTD Operating Revenue vs. YTD Operating Expense - \$ 2,720,059

NOTES:

1) **Retired Employees/COBRA Personnel Accounts** are at 73% 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 79% of the budget due to arbitration and hiring costs.

5-11.92

FY07
MONTHLY REVENUE AND EXPENSE REPORT
CONSOLIDATED OPERATING EXPENSE
February 2007

	FY06			FY07		
	YTD Actual	Final Budget	Revised Budget	YTD Actual	Actual % to Budget	Notes
<u>LABOR</u>						
Operators Wages	\$ 4,017,048	\$ 8,548,386	\$ 8,626,083	\$ 4,779,806	55%	
Operators Overtime	\$ 981,174	\$ 1,359,914	\$ 1,359,914	\$ 870,897	64%	
Other Salaries & Wages	\$ 3,209,361	\$ 6,048,264	\$ 6,086,141	\$ 3,644,521	60%	
Other Overtime	\$ 151,738	\$ 246,200	\$ 248,700	\$ 184,973	74%	1
	\$ 8,359,321	\$ 16,202,764	\$ 16,320,838	\$ 9,480,196	58%	
<u>FRINGE BENEFITS</u>						
Medicare/Soc Sec	\$ 106,275	\$ 245,815	\$ 245,815	\$ 125,885	51%	
PERS Retirement	\$ 1,175,247	\$ 2,078,184	\$ 2,084,597	\$ 1,187,554	57%	
Medical Insurance	\$ 2,341,700	\$ 3,876,236	\$ 3,938,536	\$ 3,028,471	77%	2
Dental Plan	\$ 311,850	\$ 481,836	\$ 481,836	\$ 296,753	62%	
Vision Insurance	\$ 89,471	\$ 153,182	\$ 153,182	\$ 85,659	56%	
Life Insurance	\$ 28,980	\$ 46,691	\$ 46,691	\$ 34,624	74%	3
State Disability Ins	\$ 110,610	\$ 349,704	\$ 349,704	\$ 107,469	31%	
Long Term Disability Ins	\$ 117,567	\$ 201,006	\$ 182,007	\$ 123,328	68%	
Unemployment Insurance	\$ 54,089	\$ 91,645	\$ 91,645	\$ 52,625	57%	
Workers Comp	\$ 652,573	\$ 1,396,681	\$ 1,396,681	\$ 709,862	51%	
Absence w/ Pay	\$ 2,081,099	\$ 2,832,656	\$ 2,832,656	\$ 1,839,885	65%	
Other Fringe Benefits	\$ 54,877	\$ 89,301	\$ 123,002	\$ 86,431	70%	
	\$ 7,124,338	\$ 11,842,935	\$ 11,926,352	\$ 7,678,545	64%	
<u>SERVICES</u>						
Acctng/Admin/Bank Fees	\$ 134,357	\$ 326,850	\$ 326,850	\$ 113,182	35%	
Prof/Legis/Legal Services	\$ 240,937	\$ 407,172	\$ 440,497	\$ 200,935	46%	
Temporary Help	\$ 53,203	\$ -	\$ 36,849	\$ 20,349	55%	
Custodial Services	\$ 43,399	\$ 71,300	\$ 71,300	\$ 42,457	60%	
Uniforms & Laundry	\$ 25,198	\$ 39,780	\$ 41,780	\$ 25,362	61%	
Security Services	\$ 322,870	\$ 431,000	\$ 482,240	\$ 247,122	51%	
Outside Repair - Bldgs/Eqmt	\$ 111,735	\$ 223,551	\$ 209,401	\$ 136,580	65%	
Outside Repair - Vehicles	\$ 95,860	\$ 336,051	\$ 336,051	\$ 198,822	59%	
Waste Disp/Ads/Other	\$ 34,653	\$ 81,575	\$ 68,200	\$ 62,751	92%	4
	\$ 1,062,209	\$ 1,917,279	\$ 2,013,168	\$ 1,047,561	52%	
<u>CONTRACT TRANSPORTATION</u>						
Contract Transportation	\$ -	\$ -	\$ -	\$ -	0%	
Paratransit Service	\$ 96,534	\$ 200,000	\$ 200,000	\$ 110,428	55%	
	\$ 96,534	\$ 200,000	\$ 200,000	\$ 110,428	55%	
<u>MOBILE MATERIALS</u>						
Fuels & Lubricants	\$ 1,064,792	\$ 2,745,595	\$ 2,745,595	\$ 1,390,158	51%	
Tires & Tubes	\$ 96,253	\$ 201,000	\$ 201,000	\$ 100,249	50%	
Other Mobile Supplies	\$ 6,722	\$ 7,500	\$ 7,500	\$ 4,903	65%	
Revenue Vehicle Parts	\$ 328,363	\$ 365,000	\$ 579,000	\$ 424,803	73%	5
	\$ 1,496,131	\$ 3,319,095	\$ 3,533,095	\$ 1,920,113	54%	

5-11.03

FY07
MONTHLY REVENUE AND EXPENSE REPORT
CONSOLIDATED OPERATING EXPENSE
February 2007

	FY06			FY07			
	YTD Actual	Final Budget	Revised Budget	YTD Actual	Actual % to Budget		Notes
OTHER MATERIALS							
Postage & Mailing/Freight	\$ 7,885	\$ 26,550	\$ 26,550	\$ 9,377	35%		
Printing	\$ 42,294	\$ 85,610	\$ 85,610	\$ 20,209	24%		
Office/Computer Supplies	\$ 59,948	\$ 65,400	\$ 76,100	\$ 44,632	59%		
Safety Supplies	\$ 4,928	\$ 16,375	\$ 15,575	\$ 7,963	51%		
Cleaning Supplies	\$ 24,531	\$ 47,650	\$ 47,650	\$ 23,103	48%		
Repair/Maint Supplies	\$ 17,526	\$ 40,000	\$ 40,000	\$ 32,398	81%		6
Parts, Non-Inventory	\$ 23,731	\$ 40,500	\$ 42,000	\$ 20,485	49%		
Small Tools	\$ 3,954	\$ 12,100	\$ 12,100	\$ 5,629	47%		
Promo/Photo Supplies	\$ 3,126	\$ 8,805	\$ 8,805	\$ 5,206	59%		
	\$ 187,923	\$ 342,990	\$ 354,390	\$ 169,002	48%		
UTILITIES	\$ 193,005	\$ 368,574	\$ 371,375	\$ 227,120	61%		
CASUALTY & LIABILITY							
Insurance - Prop/PL & PD	\$ 335,537	\$ 605,188	\$ 605,188	\$ 360,245	60%		
Settlement Costs	\$ 145,810	\$ 150,000	\$ 150,000	\$ 59,542	40%		
Repairs to Prop	\$ (25,614)	\$ -	\$ -	\$ (104,043)	0%		7
	\$ 455,733	\$ 755,188	\$ 755,188	\$ 315,744	42%		
TAXES	\$ 31,338	\$ 46,761	\$ 46,761	\$ 33,423	71%		8
MISC EXPENSES							
Dues & Subscriptions	\$ 44,249	\$ 56,870	\$ 56,870	\$ 58,999	104%		9
Advertising - Revenue Prod.	\$ 5,356	\$ 15,000	\$ 15,000	\$ -	0%		
Employee Incentive Program	\$ 1,324	\$ 5,107	\$ 5,107	\$ 294	6%		
Training	\$ 3,472	\$ 9,600	\$ 96,374	\$ 21,463	22%		
Travel	\$ 9,286	\$ 27,170	\$ 31,170	\$ 8,406	27%		
Other Misc Expenses	\$ 7,874	\$ 18,533	\$ 20,183	\$ 625	0%		
	\$ 71,560	\$ 132,280	\$ 224,704	\$ 89,787	40%		
OTHER EXPENSES							
Leases & Rentals	\$ 510,479	\$ 832,134	\$ 834,135	\$ 548,349	66%		
	\$ 510,479	\$ 832,134	\$ 834,135	\$ 548,349	66%		
Total Operating Expense	\$ 19,588,572	\$ 35,960,000	\$ 36,580,000	\$ 21,620,268	59%		

NOTES:

1) **Other Overtime Expense** is at 74% 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 77% of the budget due to increased cost of premiums.

3) **Life Insurance Expense** is at 74% of the budget due to increased cost of premiums.

FY07
MONTHLY REVENUE AND EXPENSE REPORT
CONSOLIDATED OPERATING EXPENSE
February 2007

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

4) **Waste Disposal/Advertising/Other Services Expense** is at 92% of the budget due to classified ad costs for recruitments, and higher costs for hazardous waste disposal.

5) **Revenue Vehicle Parts Expense** is at 73% of the budget due to expiration of warranties on newer buses.

6) **Repair/Maintenance Supplies Expense** is at 81% 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) **Taxes Expense** is at 71% due to increased purchases of vehicles

9) **Dues and Subscriptions Expense** is at 104% of the budget due to annual payment of APTA dues.

5-11.95

FY07
MONTHLY REVENUE AND EXPENSE REPORT
CAPITAL IMPROVEMENT PROGRAM
February 2007

	Final Budget	Monthly Actual	YTD Actual	Actual % to Budget	Notes
<u>CAPITAL PROJECTS</u>					
<u>Grant Funded Projects</u>					
MetroBase	\$ 29,622,709	\$ 1,290,491	\$ 5,568,863	19%	
Revenue Vehicle Replacement	\$ 920,000	\$ 845,124	\$ 850,620	92%	
Short Range Transit Plan	\$ 100,000	\$ -	\$ -	0%	
Bike Rack Project	\$ 90,000	\$ -	\$ 22,232	0%	
CNG Bus Conversions	\$ 6,800,000	\$ -	\$ -	0%	
	\$ 37,532,709	\$ 2,135,615	\$ 6,441,715	17%	
<u>District Funded Projects</u>					
Bus Stop Imprvmnts/Bus Shelter Projects	\$ 310,000	\$ 5,890	\$ 11,940	4%	
Purchase & Renovation of Vernon	\$ 7,100,000	\$ 2,600	\$ 2,600	0%	
Revenue Vehicle Replacement (3 ParaCruz Vans)	\$ 192,000	\$ -	\$ -	0%	
Rebuild Bus Engines (4)	\$ 72,000	\$ -	\$ 35,432	49%	
Rebuild Low Floor Buses (8)	\$ 152,000	\$ -	\$ -	0%	
IT Projects	\$ 40,700	\$ -	\$ 31,112	76%	
Facilities Repairs & Improvements	\$ 113,500	\$ 4,500	\$ 69,956	62%	
Non-Revenue Vehicle Replacement	\$ 340,000	\$ -	\$ 93,908	28%	
Office Equipment	\$ 17,500	\$ -	\$ 17,195	98%	
Noise Meter	\$ 2,400	\$ -	\$ -	0%	
Mobile Sweeper & Trailer	\$ 45,000	\$ -	\$ -	0%	
Diagnostic Reader/Fleet	\$ 3,000	\$ -	\$ -	0%	
Mt. Biewlaski Repeater	\$ 15,000	\$ -	\$ -	0%	
	\$ 8,403,100	\$ 12,990	\$ 262,143	3%	
TOTAL CAPITAL PROJECTS	\$ 45,935,809	\$ 2,148,605	\$ 6,703,858	15%	
<u>CAPITAL FUNDING</u>					
Federal Capital Grants	\$ 9,230,246	\$ 1,708,492	\$ 4,012,541	43%	
State/Local Capital Grants	\$ 14,381,000	\$ -	\$ -	0%	
STA Funding	\$ 4,720,782	\$ -	\$ 1,377,757	29%	
Bus Stop Improvement Reserves	\$ 310,000	\$ 5,890	\$ 5,919	2%	
District Reserves	\$ 17,293,781	\$ 434,223	\$ 1,307,641	8%	
TOTAL CAPITAL FUNDING	\$ 45,935,809	\$ 2,148,605	\$ 6,703,858	15%	

NOTES:

5-11.06

FY 07 BUDGET TRANSFERS
February 1-28, 2007

	ACCOUNT #	ACCOUNT TITLE	AMOUNT
<hr/>			
TRANSFER # 07-012			
TRANSFER FROM:	501011-3300	Bus Operator Pay	\$ (200)
			<hr/>
			\$ (200)
TRANSFER TO:	506123-3300	Settlement Costs	\$ 200
			<hr/>
			\$ 200
REASON:	To cover cost of IWC penalty pay for Bus Operators in the appropriate account.		
<hr/>			

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: June 22, 2007
TO: Board of Directors
FROM: Angela Aitken, Finance Manager
SUBJECT: MONTHLY BUDGET STATUS REPORT FOR MARCH 2007

I. RECOMMENDED ACTION

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

II. SUMMARY OF ISSUES

- **Operating Revenues** for Mar 07 YTD were \$28,157K or \$1,115K (4%) over the amount of revenue expected.
- **Operating Expenses** for Mar 07 YTD were \$24,306K or 66% of the budget.
- **Capital Improvement Program Expenses** for Mar 07 YTD were \$8,456K or 18% 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 March 31, 2007.

The fiscal year has elapsed **75%**.

A. Operating Revenue

Revenues are \$1,115K over the amount of revenue projected for the period due to Advertising, Interest Income and Sales Tax Income receipts exceeding estimates. Other revenue variances are explained in the notes following the report.

B. Departmental Operating Expense

Total Departmental Operating Expense is running at 66% for the year; 9% below where we are in the fiscal year (75%).

C. Consolidated Operating Expense

Operating expenses for the year to date total \$24,306K or 66% of the budget. Variances are explained in the notes following the report.

5-12.1

D. Capital Improvement Program

A total of \$8,456K or 18% has been expended in the Capital Improvement Program YTD. Of this, \$7,299K or 86% has been spent on MetroBase.

IV. FINANCIAL CONSIDERATIONS

None.

V. ATTACHMENTS

Attachment A: Revenue, Expense and Capital Report for March 2007.

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

5.12.2

FY07
MONTHLY REVENUE AND EXPENSE REPORT
OPERATING REVENUE
March 2007

Operating Revenue	FY07 Monthly			FY06	FY07 YTD			\$ Var	% Var	Notes
	Budget	Actual	Variance	YTD Actual	Budget	Actual				
Passenger Fares	\$ 303,506	\$ 289,504	\$ (14,002)	\$ 2,125,553	\$ 2,461,594	\$ 2,494,917	\$ 33,323	1%		
Paratransit Fares	\$ 20,597	\$ 19,047	\$ (1,550)	\$ 164,678	\$ 177,370	\$ 166,593	\$ (10,777)	-6%		
Special Transit Fares	\$ 248,156	\$ 248,572	\$ 416	\$ 1,298,983	\$ 1,809,589	\$ 1,916,026	\$ 106,437	6%		
Highway 17 Revenue	\$ 97,614	\$ 107,606	\$ 9,992	\$ 725,339	\$ 793,949	\$ 942,300	\$ 148,351	19%		
<i>Subtotal Passenger Rev</i>	\$ 669,873	\$ 664,730	\$ (5,143)	\$ 4,314,553	\$ 5,242,502	\$ 5,519,836	\$ 277,334	5%	1	
Advertising Income	\$ 10,000	\$ 17,604	\$ 7,604	\$ 70,565	\$ 90,000	\$ 160,611	\$ 70,611	78%	2	
Commissions	\$ 500	\$ 358	\$ (142)	\$ 3,861	\$ 4,500	\$ 4,333	\$ (167)	-4%		
Rent Income	\$ 11,391	\$ 14,135	\$ 2,744	\$ 102,826	\$ 102,517	\$ 105,671	\$ 3,154	3%		
Interest - General Fund	\$ 84,932	\$ 120,844	\$ 35,912	\$ 747,300	\$ 710,685	\$ 1,022,578	\$ 311,893	44%	3	
Non-Transportation Rev	\$ 29,708	\$ 1,064	\$ (28,645)	\$ 159,417	\$ 267,375	\$ 249,216	\$ (18,159)	-7%		
Sales Tax Income	\$ 1,539,294	\$ 1,456,726	\$ (82,568)	\$ 12,827,218	\$ 12,827,218	\$ 13,297,496	\$ 470,278	4%		
TDA Funds	\$ -	\$ 1,541,459	\$ 1,541,459	\$ 4,258,265	\$ 4,624,376	\$ 4,624,376	\$ -	0%		
FTA Op Asst - Sec 5307	\$ -	\$ -	\$ -	\$ 2,250,942	\$ 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%		
Total Operating Revenue	\$ 2,345,698	\$ 3,816,918	\$ 1,471,220	\$ 24,800,421	\$ 27,042,300	\$ 28,157,245	\$ 1,114,945	4%		

NOTES:

- 1) Passenger Revenue Income** (fare box and pass sales) is \$277K or 5% over the budgeted amount for the year. Passenger Fares are \$33K or 1% over budget. Paratransit fares are -\$11K or 6% under the budgeted amount. Special Transit Fares (contracts) are \$106K or 6% over the budgeted amount. Highway 17 Express Revenue is \$148K or 19% over the year to date budgeted amount.
- 2) Advertising Income** is \$71K or 78% over the budgeted amount for the fiscal year based on current advertising levels on the exterior of District buses.
- 3) Interest Income** is \$312K or 44% over budget for the fiscal year due to higher interest rates than projected in the County investment pool.

5-12.01

FY07
MONTHLY REVENUE AND EXPENSE REPORT
DEPARTMENTAL OPERATING EXPENSE
March 2007

Operating Expense	FY06	FY 07		Actual % to Budget	Notes
	YTD Actual	Final Budget	Revised Budget		
PERSONNEL ACCOUNTS					
Administration	\$ 604,447	\$ 966,287	\$ 968,846	\$ 664,943	69%
Finance	\$ 360,213	\$ 572,352	\$ 557,210	\$ 361,504	65%
Customer Service	\$ 285,120	\$ 482,804	\$ 485,651	\$ 290,983	60%
Human Resources	\$ 243,004	\$ 468,664	\$ 468,664	\$ 282,218	60%
Information Technology	\$ 319,926	\$ 466,252	\$ 466,252	\$ 333,061	71%
District Counsel	\$ 276,163	\$ 404,446	\$ 411,585	\$ 280,057	68%
Risk Management	\$ -	\$ -	\$ -	\$ -	0%
Facilities Maintenance	\$ 646,634	\$ 946,857	\$ 946,857	\$ 664,086	70%
Paratransit Program	\$ 1,879,080	\$ 2,913,145	\$ 2,912,145	\$ 1,955,854	67%
Operations	\$ 1,315,264	\$ 2,010,685	\$ 2,058,074	\$ 1,489,878	72%
Bus Operators	\$ 8,206,231	\$ 13,634,430	\$ 13,694,127	\$ 9,231,430	67%
Fleet Maintenance	\$ 2,666,204	\$ 3,928,485	\$ 3,928,484	\$ 2,614,611	67%
COBRA Benefits	\$ -	\$ -	\$ -	\$ -	0%
Retired Employees/COBRA	\$ 805,063	\$ 1,251,291	\$ 1,349,291	\$ 1,105,164	82% 1
SCCIC/COPS	\$ -	\$ -	\$ -	\$ -	0%
Total Personnel	\$ 17,607,348	\$ 28,045,699	\$ 28,247,187	\$ 19,273,789	68%
NON-PERSONNEL ACCOUNTS					
Administration	\$ 507,697	\$ 706,589	\$ 734,797	\$ 488,212	66%
Finance	\$ 611,463	\$ 937,123	\$ 951,265	\$ 460,753	48%
Customer Service	\$ 59,799	\$ 112,469	\$ 112,469	\$ 59,518	53%
Human Resources	\$ 47,665	\$ 61,733	\$ 86,607	\$ 70,073	81% 2
Information Technology	\$ 133,394	\$ 138,140	\$ 212,790	\$ 108,796	51%
District Counsel	\$ 27,303	\$ 17,943	\$ 17,943	\$ 11,220	63%
Risk Management	\$ 174,269	\$ 245,027	\$ 245,027	\$ 91,340	37%
Facilities Maintenance	\$ 220,828	\$ 378,572	\$ 378,572	\$ 276,170	73%
Paratransit Program	\$ 410,520	\$ 732,898	\$ 735,048	\$ 439,719	60%
Operations	\$ 466,726	\$ 619,922	\$ 678,412	\$ 394,755	58%
Bus Operators	\$ 4,315	\$ 5,000	\$ 7,000	\$ 2,614	37%
Fleet Maintenance	\$ 2,137,751	\$ 3,958,386	\$ 4,172,386	\$ 2,628,986	63%
COBRA Benefits	\$ -	\$ -	\$ -	\$ -	0%
Retired Employees/COBRA	\$ -	\$ -	\$ -	\$ -	0%
SCCIC/COPS	\$ 250	\$ 500	\$ 500	\$ 280	56%
Total Non-Personnel	\$ 4,801,983	\$ 7,914,301	\$ 8,332,815	\$ 5,032,435	60%
Total Operating Expense	\$ 22,409,330	\$ 35,960,000	\$ 36,580,000	\$ 24,306,226	66%

YTD Operating Revenue - \$ 28,157,245

YTD Operating Revenue vs. YTD Operating Expense - \$ 3,851,019

NOTES:

1) **Retired Employees/COBRA Personnel Accounts** are at 82% 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 81% of the budget due to arbitration and hiring costs.

5-12-02

FY07
MONTHLY REVENUE AND EXPENSE REPORT
CONSOLIDATED OPERATING EXPENSE
March 2007

	FY06			FY07		
	YTD Actual	Final Budget	Revised Budget	YTD Actual	Actual % to Budget	Notes
LABOR						
Operators Wages	\$ 4,662,093	\$ 8,548,386	\$ 8,626,083	\$ 5,428,622	63%	
Operators Overtime	\$ 1,136,193	\$ 1,359,914	\$ 1,359,914	\$ 957,701	70%	
Other Salaries & Wages	\$ 3,702,040	\$ 6,048,264	\$ 6,086,141	\$ 4,157,144	68%	
Other Overtime	\$ 172,550	\$ 246,200	\$ 248,700	\$ 208,529	84%	1
	\$ 9,672,877	\$ 16,202,764	\$ 16,320,838	\$ 10,751,996	66%	
FRINGE BENEFITS						
Medicare/Soc Sec	\$ 121,987	\$ 245,815	\$ 245,815	\$ 142,803	58%	
PERS Retirement	\$ 1,342,163	\$ 2,078,184	\$ 2,084,597	\$ 1,345,057	65%	
Medical Insurance	\$ 2,650,064	\$ 3,876,236	\$ 3,938,536	\$ 3,402,830	86%	2
Dental Plan	\$ 352,069	\$ 481,836	\$ 481,836	\$ 333,977	69%	
Vision Insurance	\$ 100,605	\$ 153,182	\$ 153,182	\$ 96,396	63%	
Life Insurance	\$ 32,616	\$ 46,691	\$ 46,691	\$ 34,624	74%	
State Disability Ins	\$ 126,708	\$ 349,704	\$ 349,704	\$ 116,184	33%	
Long Term Disability Ins	\$ 132,413	\$ 201,006	\$ 182,007	\$ 139,365	77%	
Unemployment Insurance	\$ 55,750	\$ 91,645	\$ 91,645	\$ 53,712	59%	
Workers Comp	\$ 704,926	\$ 1,396,681	\$ 1,396,681	\$ 730,467	52%	
Absence w/ Pay	\$ 2,256,752	\$ 2,832,656	\$ 2,832,656	\$ 2,032,042	72%	
Other Fringe Benefits	\$ 58,418	\$ 89,301	\$ 123,002	\$ 94,336	77%	
	\$ 7,934,472	\$ 11,842,935	\$ 11,926,352	\$ 8,521,792	71%	
SERVICES						
Acctng/Admin/Bank Fees	\$ 219,406	\$ 326,850	\$ 326,850	\$ 150,133	46%	
Prof/Legis/Legal Services	\$ 268,015	\$ 407,172	\$ 440,497	\$ 214,213	49%	
Temporary Help	\$ 57,583	\$ -	\$ 36,849	\$ 26,771	73%	
Custodial Services	\$ 49,735	\$ 71,300	\$ 71,300	\$ 46,446	65%	
Uniforms & Laundry	\$ 28,646	\$ 39,780	\$ 41,780	\$ 28,987	69%	
Security Services	\$ 351,827	\$ 431,000	\$ 482,240	\$ 278,041	58%	
Outside Repair - Bldgs/Eqmt	\$ 117,055	\$ 223,551	\$ 209,401	\$ 151,364	72%	
Outside Repair - Vehicles	\$ 109,103	\$ 336,051	\$ 336,051	\$ 208,044	62%	
Waste Disp/Ads/Other	\$ 47,263	\$ 81,575	\$ 68,200	\$ 65,667	96%	3
	\$ 1,248,632	\$ 1,917,279	\$ 2,013,168	\$ 1,169,665	58%	
CONTRACT TRANSPORTATION						
Contract Transportation	\$ -	\$ -	\$ -	\$ -	0%	
Paratransit Service	\$ 101,135	\$ 200,000	\$ 200,000	\$ 121,801	61%	
	\$ 101,135	\$ 200,000	\$ 200,000	\$ 121,801	61%	
MOBILE MATERIALS						
Fuels & Lubricants	\$ 1,315,948	\$ 2,745,595	\$ 2,745,595	\$ 1,569,112	57%	
Tires & Tubes	\$ 105,452	\$ 201,000	\$ 201,000	\$ 123,107	61%	
Other Mobile Supplies	\$ 8,662	\$ 7,500	\$ 7,500	\$ 7,135	95%	4
Revenue Vehicle Parts	\$ 373,977	\$ 365,000	\$ 579,000	\$ 469,580	81%	5
	\$ 1,804,040	\$ 3,319,095	\$ 3,533,095	\$ 2,168,934	61%	

5-12.93

FY07
MONTHLY REVENUE AND EXPENSE REPORT
CONSOLIDATED OPERATING EXPENSE
March 2007

	FY06		FY07		Actual % to Budget	Notes
	YTD Actual	Final Budget	Revised Budget	YTD Actual		
OTHER MATERIALS						
Postage & Mailing/Freight	\$ 9,880	\$ 26,550	\$ 26,550	\$ 11,433	43%	
Printing	\$ 54,142	\$ 85,610	\$ 85,610	\$ 34,353	40%	
Office/Computer Supplies	\$ 60,513	\$ 65,400	\$ 76,100	\$ 49,829	65%	
Safety Supplies	\$ 7,756	\$ 16,375	\$ 15,575	\$ 9,979	64%	
Cleaning Supplies	\$ 30,130	\$ 47,650	\$ 47,650	\$ 26,866	56%	
Repair/Maint Supplies	\$ 20,614	\$ 40,000	\$ 40,000	\$ 39,258	98%	6
Parts, Non-Inventory	\$ 30,894	\$ 40,500	\$ 42,000	\$ 22,764	54%	
Small Tools	\$ 4,747	\$ 12,100	\$ 12,100	\$ 5,685	47%	
Promo/Photo Supplies	\$ 3,494	\$ 8,805	\$ 8,805	\$ 5,298	60%	
	\$ 222,169	\$ 342,990	\$ 354,390	\$ 205,465	58%	
UTILITIES						
	\$ 233,194	\$ 368,574	\$ 371,375	\$ 253,837	68%	
CASUALTY & LIABILITY						
Insurance - Prop/PL & PD	\$ 378,208	\$ 605,188	\$ 605,188	\$ 405,751	67%	
Settlement Costs	\$ 146,086	\$ 150,000	\$ 150,000	\$ 60,028	40%	
Repairs to Prop	\$ (26,679)	\$ -	\$ -	\$ (109,444)	0%	7
	\$ 497,615	\$ 755,188	\$ 755,188	\$ 356,335	47%	
TAXES						
	\$ 31,871	\$ 46,761	\$ 46,761	\$ 36,093	77%	
MISC EXPENSES						
Dues & Subscriptions	\$ 50,327	\$ 56,870	\$ 56,870	\$ 59,579	105%	8
Advertising - Revenue Prod.	\$ 5,356	\$ 15,000	\$ 15,000	\$ -	0%	
Employee Incentive Program	\$ 3,915	\$ 5,107	\$ 5,107	\$ 294	6%	
Training	\$ 3,529	\$ 9,600	\$ 96,374	\$ 21,535	22%	
Travel	\$ 13,329	\$ 27,170	\$ 31,170	\$ 13,168	42%	
Other Misc Expenses	\$ 9,331	\$ 18,533	\$ 20,183	\$ (1,501)	0%	
	\$ 85,787	\$ 132,280	\$ 224,704	\$ 93,077	41%	
OTHER EXPENSES						
Leases & Rentals	\$ 577,539	\$ 832,134	\$ 834,135	\$ 627,231	75%	
	\$ 577,539	\$ 832,134	\$ 834,135	\$ 627,231	75%	
Total Operating Expense	\$ 22,409,330	\$ 35,960,000	\$ 36,580,000	\$ 24,306,226	66%	

NOTES:

1) **Other Overtime Expense** is at 84% 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 86% of the budget due to increased cost of premiums.

5-12.94

FY07
MONTHLY REVENUE AND EXPENSE REPORT
CONSOLIDATED OPERATING EXPENSE
March 2007

	FY06		FY07			
	YTD Actual	Final Budget	Revised Budget	YTD Actual	Actual % to Budget	Notes
LABOR						
Operators Wages	\$ 4,662,093	\$ 8,548,386	\$ 8,626,083	\$ 5,428,622	63%	
Operators Overtime	\$ 1,136,193	\$ 1,359,914	\$ 1,359,914	\$ 957,701	70%	
Other Salaries & Wages	\$ 3,702,040	\$ 6,048,264	\$ 6,086,141	\$ 4,157,144	68%	
Other Overtime	\$ 172,550	\$ 246,200	\$ 248,700	\$ 208,529	84%	1
	\$ 9,672,877	\$ 16,202,764	\$ 16,320,838	\$ 10,751,996	66%	
FRINGE BENEFITS						
Medicare/Soc Sec	\$ 121,987	\$ 245,815	\$ 245,815	\$ 142,803	58%	
PERS Retirement	\$ 1,342,163	\$ 2,078,184	\$ 2,084,597	\$ 1,345,057	65%	
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Dental Plan	\$ 352,069	\$ 481,836	\$ 481,836	\$ 333,977	69%	
Vision Insurance	\$ 100,605	\$ 153,182	\$ 153,182	\$ 96,396	63%	
Life Insurance	\$ 32,616	\$ 46,691	\$ 46,691	\$ 34,624	74%	
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Long Term Disability Ins	\$ 132,413	\$ 201,006	\$ 182,007	\$ 139,365	77%	
Unemployment Insurance	\$ 55,750	\$ 91,645	\$ 91,645	\$ 53,712	59%	
Workers Comp	\$ 704,926	\$ 1,396,681	\$ 1,396,681	\$ 730,467	52%	
Absence w/ Pay	\$ 2,256,752	\$ 2,832,656	\$ 2,832,656	\$ 2,032,042	72%	
Other Fringe Benefits	\$ 58,418	\$ 89,301	\$ 123,002	\$ 94,336	77%	
	\$ 7,934,472	\$ 11,842,935	\$ 11,926,352	\$ 8,521,792	71%	
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Outside Repair - Vehicles	\$ 109,103	\$ 336,051	\$ 336,051	\$ 208,044	62%	
Waste Disp/Ads/Other	\$ 47,263	\$ 81,575	\$ 68,200	\$ 65,667	96%	3
	\$ 1,248,632	\$ 1,917,279	\$ 2,013,168	\$ 1,169,665	58%	
CONTRACT TRANSPORTATION						
Contract Transportation	\$ -	\$ -	\$ -	\$ -	0%	
Paratransit Service	\$ 101,135	\$ 200,000	\$ 200,000	\$ 121,801	61%	
	\$ 101,135	\$ 200,000	\$ 200,000	\$ 121,801	61%	
MOBILE MATERIALS						
Fuels & Lubricants	\$ 1,315,948	\$ 2,745,595	\$ 2,745,595	\$ 1,569,112	57%	
Tires & Tubes	\$ 105,452	\$ 201,000	\$ 201,000	\$ 123,107	61%	
Other Mobile Supplies	\$ 8,662	\$ 7,500	\$ 7,500	\$ 7,135	95%	4
Revenue Vehicle Parts	\$ 373,977	\$ 365,000	\$ 579,000	\$ 469,580	81%	5
	\$ 1,804,040	\$ 3,319,095	\$ 3,533,095	\$ 2,168,934	61%	

5-12.95

FY07
MONTHLY REVENUE AND EXPENSE REPORT
CONSOLIDATED OPERATING EXPENSE
March 2007

	FY06		FY07		Actual % to	Notes
	YTD Actual	Final Budget	Revised Budget	YTD Actual	Budget	
OTHER MATERIALS						
Postage & Mailing/Freight	\$ 9,880	\$ 26,550	\$ 26,550	\$ 11,433	43%	
Printing	\$ 54,142	\$ 85,610	\$ 85,610	\$ 34,353	40%	
Office/Computer Supplies	\$ 60,513	\$ 65,400	\$ 76,100	\$ 49,829	65%	
Safety Supplies	\$ 7,756	\$ 16,375	\$ 15,575	\$ 9,979	64%	
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Parts, Non-Inventory	\$ 30,894	\$ 40,500	\$ 42,000	\$ 22,764	54%	
Small Tools	\$ 4,747	\$ 12,100	\$ 12,100	\$ 5,685	47%	
Promo/Photo Supplies	\$ 3,494	\$ 8,805	\$ 8,805	\$ 5,298	60%	
	\$ 222,169	\$ 342,990	\$ 354,390	\$ 205,465	58%	
UTILITIES	\$ 233,194	\$ 368,574	\$ 371,375	\$ 253,837	68%	
CASUALTY & LIABILITY						
Insurance - Prop/PL & PD	\$ 378,208	\$ 605,188	\$ 605,188	\$ 405,751	67%	
Settlement Costs	\$ 146,086	\$ 150,000	\$ 150,000	\$ 60,028	40%	
Repairs to Prop	\$ (26,679)	\$ -	\$ -	\$ (109,444)	0%	7
	\$ 497,615	\$ 755,188	\$ 755,188	\$ 356,335	47%	
TAXES	\$ 31,871	\$ 46,761	\$ 46,761	\$ 36,093	77%	
MISC EXPENSES						
Dues & Subscriptions	\$ 50,327	\$ 56,870	\$ 56,870	\$ 59,579	105%	8
Advertising - Revenue Prod.	\$ 5,356	\$ 15,000	\$ 15,000	\$ -	0%	
Employee Incentive Program	\$ 3,915	\$ 5,107	\$ 5,107	\$ 294	6%	
Training	\$ 3,529	\$ 9,600	\$ 96,374	\$ 21,535	22%	
Travel	\$ 13,329	\$ 27,170	\$ 31,170	\$ 13,168	42%	
Other Misc Expenses	\$ 9,331	\$ 18,533	\$ 20,183	\$ (1,501)	0%	
	\$ 85,787	\$ 132,280	\$ 224,704	\$ 93,077	41%	
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	\$ 577,539	\$ 832,134	\$ 834,135	\$ 627,231	75%	
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2) **Medical Insurance Expense** is at 86% of the budget due to increased cost of premiums.

5-12.96

FY07
MONTHLY REVENUE AND EXPENSE REPORT
CONSOLIDATED OPERATING EXPENSE
March 2007

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

- 3) **Waste Disposal/Advertising/Other Services Expense** is at 96% 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 81% of the budget due to expiration of warranties on newer buses.
- 6) **Repair/Maintenance Supplies Expense** is at 98% 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.

5-12.97

FY07
MONTHLY REVENUE AND EXPENSE REPORT
CAPITAL IMPROVEMENT PROGRAM
March 2007

	Final Budget	Monthly Actual	YTD Actual	Actual % to Budget	Notes
<u>CAPITAL PROJECTS</u>					
<u>Grant Funded Projects</u>					
MetroBase	\$ 29,622,709	\$ 1,730,363	\$ 7,299,225	25%	
Revenue Vehicle Replacement	\$ 920,000	\$ 178	\$ 850,798	92%	
Short Range Transit Plan	\$ 100,000	\$ -	\$ -	0%	
Bike Rack Project	\$ 90,000	\$ 20,979	\$ 43,211	0%	
CNG Bus Conversions	\$ 6,800,000	\$ -	\$ -	0%	
	\$ 37,532,709	\$ 1,751,520	\$ 8,193,234	22%	
<u>District Funded Projects</u>					
Bus Stop Imprvmnts/Bus Shelter Projects	\$ 310,000	\$ -	\$ 11,940	4%	
Purchase & Renovation of Vernon	\$ 7,100,000	\$ -	\$ 2,600	0%	
Revenue Vehicle Replacement (3 ParaCruz Vans)	\$ 192,000	\$ -	\$ -	0%	
Rebuild Bus Engines (4)	\$ 72,000	\$ -	\$ 35,432	49%	
Rebuild Low Floor Buses (8)	\$ 152,000	\$ -	\$ -	0%	
IT Projects	\$ 40,700	\$ -	\$ 31,112	76%	
Facilities Repairs & Improvements	\$ 113,500	\$ 842	\$ 70,798	62%	
Non-Revenue Vehicle Replacement	\$ 340,000	\$ -	\$ 93,908	28%	
Office Equipment	\$ 17,500	\$ -	\$ 17,195	98%	
Noise Meter	\$ 2,400	\$ -	\$ -	0%	
Mobile Sweeper & Trailer	\$ 45,000	\$ -	\$ -	0%	
Diagnostic Reader/Fleet	\$ 3,000	\$ -	\$ -	0%	
Mt. Biewlaski Repeater	\$ 15,000	\$ -	\$ -	0%	
	\$ 8,403,100	\$ 842	\$ 262,985	3%	
TOTAL CAPITAL PROJECTS	\$ 45,935,809	\$ 1,752,362	\$ 8,456,219	18%	
<u>CAPITAL FUNDING</u>					
Federal Capital Grants	\$ 9,230,246	\$ 1,384,290	\$ 5,396,831	58%	
State/Local Capital Grants	\$ 14,381,000	\$ 16,783	\$ 16,783	0%	
STA Funding	\$ 4,720,782	\$ -	\$ 1,377,757	29%	
Bus Stop Improvement Reserves	\$ 310,000	\$ -	\$ 5,919	2%	
District Reserves	\$ 17,293,781	\$ 351,288	\$ 1,658,929	10%	
TOTAL CAPITAL FUNDING	\$ 45,935,809	\$ 1,752,362	\$ 8,456,219	18%	

NOTES:

5-12-08

FY 07 BUDGET TRANSFERS
March 1-31, 2007

	ACCOUNT #	ACCOUNT TITLE	AMOUNT
TRANSFER # 07-013			
TRANSFER FROM:	504311-1100	Office Supplies	\$ (176)
			<u>\$ (176)</u>
TRANSFER TO:	504311-1300	Office Supplies	\$ 176
			<u>\$ 176</u>

REASON: Reimbursement for telephone headset equipment transferred to 1100 originally purchased by 1300.

TRANSFER # 07-014

TRANSFER FROM:	504311-3200	Office Supplies	\$ (1,500)
			<u>\$ (1,500)</u>
TRANSFER TO:	503352-3200	Equipment Repair-Out	\$ 1,000
	504217-3200	Photo Supplies/Processing	\$ 500
			<u>\$ 1,500</u>

REASON: To increase budget in photo processing and maintenance cost of copy machine through 06/30/07.

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: June 22, 2007

TO: Board of Directors

FROM: Robyn D. Slater, Human Resources Manager

SUBJECT: EQUAL EMPLOYMENT OPPORTUNITY PLAN STATISTICAL INFORMATION

I. RECOMMENDED ACTION

Informational report, no action required.

II. SUMMARY OF ISSUES

- At the December 8, 2006 Board meeting, when the 2006 - 2008 Equal Opportunity Plan (EEOP) was adopted, the Board reviewed some of the statistics included in the plan document.
- The EEOP includes the number of terminations for cause from January 1, 2003 through December 31, 2005.
- The Human Resources Manager was asked to determine if the percentage of terminations for minorities was higher than the overall percentage of METRO minority employees and, if so, is there a justifiable reason for the terminations.

III. DISCUSSION

Of the nine terminations for cause that occurred between January 1, 2003 and December 31, 2005 five were minority individuals. As a percentage of total terminations 55.6% of the terminations for cause were minorities. During that same period minorities comprised 46.2% of the population. The total terminations as a percentage of the total workforce of 2005 was 2.8%.

The number of terminations for cause which took place during the period in review for this EEOP was very low. Too low to perform any kind of statistical analysis. Instead the Human Resources Manager reviewed the specific circumstances for each of the terminations to determine the reason for the termination and whether or not any of the terminations had the same cause. The five minority individuals included both senior and probationary employees.

Two employees were terminated because of violation of METRO's rules and regulations, however the violations were not the same. Three employees were terminated due to a failure to perform despite being provided with additional training and/or an extension of the probationary period when appropriate.

5-13.1

The Human Resources Manager also reviewed the termination reasons for the four White employees terminated for cause during the the same time period. Two of the four employees were terminated due to a failure to perform. Two employees were terminated for violations of METRO's rules and regulations.

The review did not show any pattern or specific METRO policy or procedure that may have caused a higher number of minority employees to be terminated for cause. If there had been a difference of just one termination the percentage of minority terminations would have fallen below the percentage of minorities present in the total workforce.

During the current EEO period Human Resources will closely monitor the termination causes to insure there are no policies or procedures which may adversely affect minority employees and applicants.

IV. FINANCIAL CONSIDERATIONS

None

V. ATTACHMENTS

Attachment A: None

5-13.2

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: June 22, 2007
TO: Board of Directors
FROM: Angela Aitken, Finance Manager
SUBJECT: AUTHORIZATION FOR DISPOSAL OF ONE 1980 SERVICE TRUCK

I. RECOMMENDED ACTION

Staff recommends that the Board of Directors declare as excess one 1980 service truck.

II. SUMMARY OF ISSUES

- In accordance with the District's policy on disposal of fixed assets and inventoriable items, at least once per year the Finance Manager shall recommend to the Board of Directors a list of items to be declared excess with appropriate action for disposal.
- The truck was purchased in 1979 and is in poor condition.

III. DISCUSSION

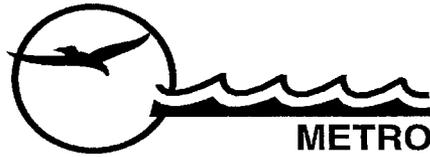
The current market value of the truck is \$300. Upon the Board's declaration of the vehicle as excess, it will be offered for sale by the District's Purchasing Office and sent to Nationwide Auction for disposal.

IV. FINANCIAL CONSIDERATIONS

The vehicle does not have any remaining book value. Any revenue generated from the sale will be recorded as income.

V. ATTACHMENTS

Attachment A: Excess Staff Vehicle Inter Office Memo



Santa Cruz Metro Transit District Inter Office Memo

Date: June 1, 2007

To: Angela Aitken, Manager of Finance

From: Tom Stickel, Maintenance Manager 

Subject: **Excess Staff Vehicle**

Please report the following vehicle to the Board of Directors for declaration as excess, so it can be disposed of. Residual value as noted. Once approved, the item will be forwarded to Purchasing, to be sent to Nationwide Auction, for disposal.

Dist #	VIN Number	Description	LTD Miles	Residual Value	Condition
808	CCM33AV153047	1980 Service truck	100,416	\$300	POOR

Cc: Lloyd Longnecker, Purchasing Agent
File

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

STAFF REPORT

DATE: June 22, 2007

TO: Board of Directors

FROM: Margaret Gallagher, District Counsel

SUBJECT: 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

I. RECOMMENDED ACTION

Modify METRO's ParaCruz Eligibility and Appeals Process Regulation as shown in Attachment A

II. SUMMARY OF ISSUES

- There is a need to modify the language in the Santa Cruz Metropolitan Transit District's (METRO's) current ParaCruz Service Eligibility and Appeals Process Regulation to add an amendment process when changes to the Paratransit Plan are necessary, to conform the language of the regulation with the actual current practices, to substitute MAC, instead of MASTF, as an appointing authority for the appeals panel and make other changes.
- Proposed revisions of the regulation are highlighted in Attachment A, new language is indicated by bolded words and strike-outs indicate what words are to be deleted. A detailed explanation for each modification is included in Attachment B. The Metro Rider's Union has written a letter regarding the proposed modification, which is Attachment C.
- On May 3, 2007, METRO staff reviewed the proposed modifications to the regulation with the Elderly & Disabled Transportation Advisory Committee (E&D TAC). Attachment D is a letter from John Daugherty, Chair of E&D TAC, regarding its recommendations on the proposed modifications.
- On May 16, 2007, METRO staff attended the METRO Advisory Committee's (MAC) meeting to obtain its input on the proposed modifications. MAC focused on requiring the first recertification to be an in-person assessment rather than the current practice of allowing the eligible riders to self-certify through a paper process
- On May 25, 2007, the METRO Board of Directors held a public hearing to obtain public input regarding the proposed modifications.

III. DISCUSSION

As a public agency operator of fixed route bus service, METRO is required by the Americans with Disabilities Act (ADA) and its implementing regulations to provide paratransit service to eligible riders throughout its service area. Initially, Community Bridges operated METRO's paratransit service through a contractual arrangement. In November 2004, METRO brought the operations of its paratransit service in-house.

On July 26, 2002, the Board of Directors adopted the ParaCruz Eligibility and Appeals Process Regulation, which sets forth the eligibility criteria, the eligibility and recertification processes, and an appeal process for ParaCruz. At this time, METRO staff is proposing various modifications to this regulation including having the Board of Directors designate it in conjunction with METRO's Customer Guide as METRO's Paratransit Plan. Attachment B outlines the specific modifications being recommended at this time.

On May 3, 2007, METRO staff met with the Elderly and Disabled Transportation Advisory Committee (E&D TAC) to review the proposed modifications with the members of this committee and obtain any feedback. Comments received from the E&D TAC are incorporated into this report.

On May 16, 2007, METRO staff met with METRO's Advisory Committee to review the proposed modifications to the regulation. Input was received and is incorporated into this report.

On May 25, 2007, the METRO Board of Directors held a public hearing on the proposed modifications.

The proposed modifications include substantive and insignificant changes. Most of the insignificant modifications can be summarized as correcting grammar and spelling errors, using language to clarify the current practice and changing the order of existing language for ease of comprehension. Some of the more substantive proposals include the following:

Identifying the Eligibility and Appeals Process Regulation as part of the Paratransit Plan (Section 2.02):

As part of the federal mandate to provide complementary paratransit service, METRO was required to develop and submit a plan indicating how and when it would meet the requirements for complementary paratransit service. METRO prepared a Paratransit Implementation Plan in 1992. METRO's Plan, in addition to the actual paratransit service requirements, included a description of METRO's then current fixed route service, an inventory of existing paratransit service and a financial analysis. Upon completion of the Plan, METRO submitted it to the Federal Transit Administration in 1992 for its approval, which was received. Thereafter, METRO submitted annual updates, which demonstrated METRO's implementation of its paratransit service. By 1997, METRO paratransit service was fully compliant with the operational requirements of its Paratransit Plan and the federal regulations. Finally, the federal government determined that annual updates and submittals of the Paratransit Plan were no longer necessary if the public entity's paratransit service was in full compliance with the federal

regulations. The Federal Transit Administration (FTA) requires that the public entity annual certify such compliance. However, a public entity is required to report to the FTA if it falls out of compliance with the regulations. Additionally if in FTA's judgment there is a reasonable basis for concern about continuing full compliance of a transit authority's paratransit service, it can require that authority to submit a Plan update after conducting a public participation process.

In 2000/01, METRO retained the services of Multisystems, Inc. to audit and assess METRO's paratransit service. Specific areas reviewed included the ADA eligibility process, service quality, performance standards, reservation and dispatch services, administration of the service, internal cost allocation and compliance with the federal regulatory requirements for the service. Additionally, Nelson Nygaard was retained to evaluate and analyze METRO's eligibility and recertification processes and make appropriate recommendations. Both Multisystems and Nelson Nygaard engaged the public in the process holding numerous meetings with various stakeholders. In 2002, based on the results of Multisystems and Nelson Nygaard analysis and recommendation, the METRO Board of Directors adopted METRO's first ParaCruz Customer Guide, which included the operational components of METRO's paratransit services. The Guide is provided to ParaCruz riders to inform them of the service METRO provides.

In 2006, after receiving public input, the METRO Board of Directors identified METRO's ParaCruz Customer Guide as its official Paratransit Plan. The significance of this action is that the federal courts have held that it is discrimination if a transit agency is not operating its paratransit service in accordance with its Paratransit Plan.

By adding the new Section 2.02 to the Regulation, the METRO Board of Directors will identify the Paracruz Eligibility and Appeals Process Regulation as part of METRO's Official Paratransit Plan.

Paratransit Plan Amendment Process (Sections 3.01-3.05): The amendment process found in Section III of the Regulations was only recently added to the proposed modifications. Because of the significance of the Paratransit Plan to METRO and the community it serves, it is believed that an official, written amendment process is important to include in the Regulation. This amendment process, if adopted, would be applicable to the ParaCruz Customer Guide and this Regulation, as these two documents would compose METRO's Paratransit Plan. E&D TAC strongly stated that it wanted to be included as an active participant in the review and input process for any proposed amendment to METRO's Paratransit Plan. E&D TAC voted to send a letter to the METRO Board of Directors setting forth its position and rationale. (See Attachment D) As a result of E&D TAC's input on this matter, METRO staff has revised its recommendations regarding the amendment process to include E&D TAC as a review stakeholder. If other stakeholders are identified through this process, the METRO Board of Directors may want to consider adding specific stakeholders to the review process as well.

The Area Agency on Aging Advisory Council of Santa Cruz and San Benito Counties has asked to receive advance notification of any current and/or future changes to ParaCruz services. According to Bud Winslow, Chair, AAA Advisory Council, the AAA Advisory Council has a

federal mandate to represent the elderly, including those who most desperately need reliable and safe transportation (See Attachment E).

Another suggestion that was offered at the E&D TAC meeting regarding the amendment process was to utilize the ParaCruz vehicles to post notices of the public hearing re amendments to the METRO's Paratransit Plan. Currently, METRO staff suggests retaining notification of the public hearing via the newspaper and METRO's website. Focusing METRO staff time on garnering input via the MAC and the identified stakeholders seems to be a more productive way to spend METRO resources than by having METRO staff post notification of the public hearings in the ParaCruz vehicles. However, no language is included in the Regulation that would preclude such posting if it was subsequently, deemed appropriate.

Immediate Needs Certification (Section 4.05): METRO staff initially recommended that the "Immediate Needs Certification" be limited to only one term of 14 days with no ability for any extension. An "Immediate Needs Certification" allows an individual who does not have the time or the ability for an in-person assessment to be considered eligible for paratransit rides for 14 days without being required to submit to an in-person eligibility determination. Members of E&D TAC expressed concern regarding the elimination of the ability of the Manager of Operations and/or his/her designee to extend the immediate needs certification and the simultaneous elimination of the "**Hardship Request for Paper Application Process**" (Section 6.02). The concern is that an individual in desperate circumstances will be left with no available transportation unless he/she submits to an in-person eligibility assessment. An example was cited of an individual who is only able to make one trip a week to a medical doctor because of severe pain being denied transportation services because he/she cannot make it to the eligibility assessment within the 14-day period of eligibility under the immediate need certification. METRO staff reported that rarely does an individual request an extension of an immediate need certification and a Hardship Request has never been granted. It is important to note that the "Immediate Needs Certification" is not required by the ADA or its regulations but rather METRO determined it was in the community's best interest to allow limited access (14 days) to paratransit services as members of the community may have an immediate need for paratransit services and may not initially have time to participate in an in-person assessment. After consultation with E&D TAC, METRO staff modified its position and deleted the modified language that would eliminate the Manager of Operations ability to extend the 14-day period. METRO staff will closely monitor this situation over the next year to determine how and under what circumstances extensions are requested and granted.

Eligibility Recertification (Section 4.12): One of the major issues confronting ADA paratransit operators is the process utilized to determine eligibility. The ADA establishes three categories of persons with rights to complementary paratransit service:

1. Individuals with disabilities who can use an accessible bus but for whom any desired trip cannot be made because the fixed route service they need to use is not yet accessible;

2. Individuals who because of their disability cannot board, ride and/or disembark from an accessible bus; and
3. Individuals who have impairment-related conditions that prevent them from getting to or from a boarding or disembarking location.

An individual can be certified as eligible based on a temporary condition or as a result of a disability that is intermittent. Individuals can be certified trip-by-trip. Eligibility for METRO ParaCruz 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. In making all eligibility determinations and processing each appeal, METRO follows the mandates of the Americans with Disabilities Act (ADA) and its implementing regulations.

Prior to 2002, the eligibility process for the METRO ADA paratransit service was a paper application, which required verification of a qualifying condition by a medical professional. No recertifications were conducted and little monitoring of the program occurred. In 2000/01, under the direction of Leslie White, METRO's General Manager, METRO retained the services of a nationally recognized Bay Area consulting firm who specialized in transit and paratransit issues to conduct a comprehensive financial and operational audit of METRO ParaCruz which included public participation and input. As a result of the recommendations brought forth during the audit, the METRO Board of Directors adopted the current model of in-person functional eligibility assessments with recertifications generally conducted through written verification by the eligible customer that his/her condition has remained the same. The current regulations do allow the Manager of Operations or his/her designee to require in-person recertifications at his/her discretion for recertification. METRO staff was concerned with this discretionary allowance and believed that setting criteria for such in-person assessments would stave off any abuse of this privilege. Therefore, METRO staff had originally recommended that Section 4.12 of the regulations be modified to include, **"An in-person assessment shall only be required for a renewal when documented, known facts and circumstances indicate that the eligible rider is no longer eligible for the service when the source of such information is specifically identifiable and reliable."**

Union officials and ParaCruz operators expressed concern that the paratransit operators would be required to "report" on their customers, which may create conflict. Some members of E&D TAC thought the proposed language was fine recognizing that METRO receives this type of information unsolicited from different sources and that if people are functionally able to utilize the fixed route system they should not be using ParaCruz. However, one member suggested that a random number of eligible riders be selected for in-person assessments. Concern was expressed over this approach because its random nature would require riders to submit to an in-person assessment who are known to be unable to utilize the fixed route and those who have been identified, as possible abusers of the system would not necessarily be subjected to an in-person assessment.

The METRO Riders Union has expressed its disagreement of METRO allowing most of the ParaCruz eligible riders to self-certify themselves as eligible. Attachment C is a 4-page letter

from the METRO Riders Union regarding this issue. At the MAC meeting the discussion primarily focused on whether or not an in-person assessment should be required for eligibility determinations at the time of recertifications. MAC concluded with a recommendation to the Board of Directors that in-person assessments would be required at the time of the initial eligibility determination is made and at the time of the first reassessment. Thereafter, MAC recommended that the rider be allowed to self-certify via a paper process at each subsequent recertification. MAC also recommended that METRO staff have the discretion to require in-person reassessments facts and circumstances become known that the eligible rider is no longer eligible for the service when the source of such information is specifically identifiable and reliable. At the time this recommendation was formulated, METRO staff believed that the current eligibility coordinator would have sufficient time within her schedule to complete these in-person recertifications. However, upon further analysis, it has been determined that that is not the case. Additionally, METRO staff is concerned about mandating that all riders be required to submit to an in-person recertification interview knowing that for many of these individuals such reassessment will merely be a futile exercise as their functional abilities will not improve with time under any circumstance. Balancing all of these factors and the community input has led METRO staff to recommend that "in-person" recertifications only be authorized if at the time of the initial eligibility determination the individual is assessed as being more likely than not that his/her functional abilities to utilize the fixed route service may improve with time. Additionally, an in-person recertification would also be allowed if the individuals' home location has become accessible thus enabling the individual to be able to access METRO's fixed route and if an individual has changed mobility devices that might allow for greater accessibility. In addition to the possibility of having an in-person interview, a telephone interview is also being permitted in case that method could facilitate the recertification process. METRO staff retained the new language that would allow in-person recertifications at any time when a reliable source provides facts and information, which indicate that the eligible rider in fact may not be eligible for the service.

Locations for Individual Assessments (Section 6.02): Currently, METRO only has one site in which it carries out eligibility assessment interviews. Language in Section 6.02 is being deleted that referred to multiple assessment sites. The deletion of the language is designed to conform the regulation to the current situation. A suggestion was made at E&D TAC that it may be in METRO's best interests to carry out eligibility assessments at facilities, such as Elderday. It was pointed out that METRO would save some of the transportation costs related to the eligibility assessments if METRO staff conducted eligibility assessments at locations in which more than one assessment could be scheduled. However, METRO staff continues to recommend eliminating the language related to multiple assessment locations.

Hardship Request (Section 6.02): As previously stated, the regulation requires that all individuals applying for eligibility submit to an in-person assessment with METRO's Eligibility Coordinator in order to determine whether the individual meets the eligibility criteria. The Regulation allows individuals to request a waiver of the in-person assessment if it would be a "hardship" to participate in such assessment. At this time, METRO staff is recommending that this Hardship Request be eliminated from the regulation thus everyone under all circumstances would be required to submit to an in-person assessment in order to determine eligibility. If

circumstances warranted, an Immediate Needs Certification, which allows for service without an eligibility assessment for 14 days, could be granted.

Role of Manager (or Designee) at Appeal Hearing (Section 9.01): The duties of the Manager of Operations or his/her designee at the Eligibility Appeal Hearing are being specifically set forth so that everyone involved with the process will know what to expect. The Manager (designee) is now being required to explain METRO's eligibility determination and respond to questions of the Appeals Panel.

Attendance of Applicant at Appeal Hearing (Section 10.01): While most of the applicants attend the eligibility Appeal Hearing in order to present their position in the matter of eligibility, METRO staff wanted to make clear that such attendance is required. It is believed that the applicant's attendance is critical to the eligibility issues that the Appeal Panel must decide upon. The Applicant can still bring a representative to the hearing, if he/she desires.

IV. FINANCIAL CONSIDERATIONS

None

V. ATTACHMENTS

- Attachment A:** METRO's ParaCruz Eligibility and Appeals Process Regulation with modifications indicated in bold (new language) and strike-outs (language to be deleted).
- Attachment B:** Notes and Explanation regarding proposed modifications
- Attachment C:** METRO Riders Union Letter dated April 16, 2007 regarding In- Person Assessments on Recertifications
- Attachment D:** Letter dated May 14, 2007 from John Daugherty, Chair of E&D TAC
- Attachment E:** Letter dated April 20, 2007, from Bob Winslow, AAA Advisory Council
- Attachment F:** Comments re Modifications to the Regulation from Director Pat Spence

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

Regulation Number: AR-1024

Attachment A

Computer Title: Metro ParaCruz appeal process

Effective Date: July 26, 2002

Pages: 10

TITLE: METRO PARACRUZ SERVICE ELIGIBILITY AND APPEALS PROCESS

Procedure History

DATE	SUMMARY OF REVISION	APPROVED
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.
<u>6/22/07</u>	<u>Added amendment process for Paratransit Plan; Conformed regulation to current practices; Substituted MAC for MASTF as appointed authority to appeals panel, and other changes</u>	<u>Not Yet</u>

I. POLICY

- 1.01 It is the policy of Santa Cruz ~~Metro~~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~~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~~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~~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.

METRO ParaCruz Service Eligibility and Appeals Process

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IV. ELIGIBILITY CRITERIA

3.014.01 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.

3.024.02 The eligibility process shall ensure that only persons who meet the federal regulatory criteria, strictly applied, shall be certified as METRO ParaCruz eligible.

3.034.03 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).

3.044.04 All documents concerning eligibility will be made available in one or more accessible formats, on request. Accessible formats include computer disks, Braille documents, audiocassettes compact disk (CD), and large print documents 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 assessment eligibility determination, the Manager of Operations or his/her designee may certify the applicant on an immediate needs temporary-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 ~~one week~~ seven days.
- f. Certification for an immediate need will not be evidence of eligibility for the METRO ParaCruz service.

METRO ParaCruz Service Eligibility and Appeals Process

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~~3.064.06~~ An individual shall be certified to be eligible for METRO ParaCruz under any of the following circumstances:

- 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.

~~3.074.07~~ A disability for purposes of METRO ParaCruz eligibility may be either permanent or temporary.

~~3.084.08~~ An individual may be eligible for METRO ParaCruz whose disability is intermittent.

~~3.094.09~~ 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.

~~3.104.10~~ 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.

~~3.114.11~~ 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.

METRO ParaCruz Service Eligibility and Appeals Process

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~~3.124.12~~ Eligibility for METRO ParaCruz shall be ~~limited to afor a maximum of~~ three-years term. 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, In some those eases~~ individuals who were assessed at the time of the initial eligibility 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 will be required 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 rider is no longer eligible for the service when the source of such information is specifically identifiable and reliable.

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. ~~Notwithstanding the foregoing, the entire eligibility list of current METRO ParaCruz eligible riders will undergo a re-certification process beginning on August 1, 2002 in order to determine eligibility of each rider with priority given to the most frequent users. The process utilized shall be as if the individual were making an initial application for paratransit service eligibility as set forth in these procedures except that the individual shall remain METRO ParaCruz eligible until a determination of ineligibility is sustained on appeal or the individual fails to cooperate or participate in the re-certification process. Each individual shall be notified in writing that he/she is required to undergo an in-person assessment of their eligibility status. Any determination made that finds the individual is no longer eligible for paratransit services shall be in writing and is subject to the appeal hearing process as set forth in these procedures.~~

IV.V. ELIGIBLE SERVICE FOR VISITORS

~~4.015.01~~ 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

METRO ParaCruz Service Eligibility and Appeals Process

Effective: 7/26/02

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.

4.025.02 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.

V.VI. APPLICATION AND ELIGIBILITY PROCESS

5.016.01 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 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.

5.026.02 Eligibility assessment interviews will be scheduled at the interview location nearest to the applicant's residence within 7 days of the initial contact. ~~If an individual claims that it would be a hardship to participate in an in-person assessment, the Manager of Operations or his/her designee shall determine how the eligibility process should proceed with consideration given to a paper application process including receipt of a medical certification should circumstances warrant.~~

5.036.03 Upon request the applicant will be provided with transportation to and from the interview at no cost.

5.046.04 ~~During the interview, the applicant will be asked eligibility information, travel abilities and needs in detail. An in-person assessment shall take place.~~

5.056.05 ~~The interview will also provide an opportunity for the applicant to ask questions about METRO ParaCruz.~~

5.066.06 ~~At the interview, the applicant may be asked to participate in further assessment, including a functional assessment.~~

METRO ParaCruz Service Eligibility and Appeals Process
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5.076.07 The eligibility determination shall be in writing and shall be **made postmarked** within ~~seventwo (72) business days~~ business days of the in-person assessment. ~~Every effort will be made to notify the applicant of the determination as soon as possible thereafter.~~

5.086.08 If for any reason a decision is not made within 21 calendar days, METRO ParaCruz will be provided. ~~Once METRO ParaCruz is provided, it may be terminated only if and when the applicant is found to be ineligible until a decision of ineligibility is rendered.~~

5.096.09 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~~**METRO**, the telephone number of Santa Cruz ~~Metro's~~**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.

5.106.10 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, ~~audiocassette~~, computer disc, CD, and large print format. It will also be available and in Spanish upon request.

VI.VII. PROCEDURE FOR INITIATING APPEAL OF ELIGIBILITY DETERMINATION

6.017.01 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.

6.027.02 Applicants shall complete the attached Appeal Form or shall provide the following information to the Santa Cruz ~~Metro~~**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:

METRO ParaCruz Service Eligibility and Appeals Process

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- a. Applicants name, address and phone number;
- b. Reason why the determination was incorrect;
- c. Any information supporting the appeal.

~~6.037.03~~ 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.

VII.VIII. COMPOSITION OF APPEALS PANEL

~~7.018.01~~ 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)** MASTF appointed representative, and an individual who works with persons with disabilities. The **District Counsel** Manager of Operations or his/her designee will recruit and provide training **on an annual basis** for a sufficient number of potential panel members to assure the ability to schedule appeals meetings as often as needed. 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.

~~7.028.02~~ 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.

~~7.038.03~~ 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.

VIII.IX. ROLE OF THE MANAGER OF OPERATIONS

~~8.019.01~~ The Manager of Operations or his/her designee will act as host at the appeal hearing and will provide administrative support for each appeal meeting **hearing**, but will not directly participate in the deliberations and

METRO ParaCruz Service Eligibility and Appeals Process

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determinations made by the panel. 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.
- 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.

IX.X. HEARING PROCEDURES

~~9.01~~10.01 Each appeal panel member will receive a copy of the **certification 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.

~~9.02~~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.

METRO ParaCruz Service Eligibility and Appeals Process

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9.0310.03 The chair will welcome all participants for each appeal hearing. The following process will be followed:

- 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.

X.XI. APPEALS CHECKLIST

10.0411.01 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.

10.0211.02 The issues that will be addressed at each appeal hearing, if applicable, will include:

- a. Confirm information collected during ~~certification interview~~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?

METRO ParaCruz Service Eligibility and Appeals Process

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- c. Is the applicant able to board/deboard an accessible bus (using stairs, a ramp, or a lift)?
- 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?

~~10.03~~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.

~~10.04~~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 **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.

METRO ParaCruz Service Eligibility and Appeals Process
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ADA PARACRUZ SERVICE ELIGIBILITY APPEAL FORM

TO: METRO ParaCruz Eligibility Coordinator ~~Manager of Operations~~
METRO Center Santa Cruz METRO
920 Pacific Avenue, Suite 21 1200 River Street
Santa Cruz, CA 95060

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

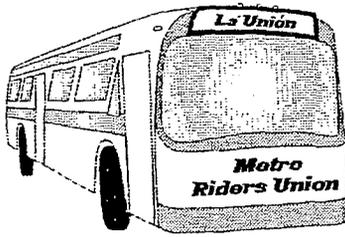
* ATTACH ANY SUPPORTING DOCUMENTATION THAT YOU WISH THE
APPEAL PANEL TO CONSIDER.

**SUMMARY OF PROPOSED CHANGES TO METRO PARACRUZ SERVICE
ELIGIBILITY AND APPEALS PROCESS REGULATION**

Section #	Proposed Modifications	Explanations
1.01	Capitalization of "METRO" throughout the document.	The Santa Cruz Metropolitan Transit District is making efforts to identify itself as "METRO."
2.02	Adding language to identify document as part of METRO's Paratransit Plan. Language is being added to require that METRO's Paratransit Plan be posted at METRO's website.	Insures that document is identified and kept updated as part of METRO's Paratransit Plan. METRO's Customer Guide already is considered METRO's Paratransit Plan. Providing service not in accordance with the Paratransit Plan is considered prohibited discrimination.
3.01-3.05	Adding section to establish process for amendments to METRO's Official Paratransit Plan	Language is being added to set forth a standard process for amendments to METRO's Paratransit Plan, which includes a public process.
4.04	Deleting "audiocassettes" in favor of "compact disk (CD)". Also adding that documents will also be made available in Spanish upon request.	Information re eligibility will be made available in various accessible formats upon request.
4.05	Deleting "assessment" in favor of "eligibility determination" in effort to be consistent. Set out language re Immediate need certification into easier to read format	Language is being modified for consistency. No substantive change.
4.11	Adding "Personal Care Attendant, (PCA)"	Language is modified for consistency.
4.12	Language added to clarify that an individual is certified as eligible for a maximum of 3 years. Language added allowing Eligibility Coordinator to assess whether it is more likely than not that the individual functional ability to utilize the fixed route will improve and thereafter to allow for in-person or telephone re-certifications of those individuals at the discretion of the Manager of Operations. Adding language: "An in-person assessment may be required for a renewal when documented, know facts and circumstances indicate that the eligible rider is no longer eligible for the service when the source of such information is specifically identifiable and reliable."	Language is being added to clarify that the certification period is for a maximum of three years. Language is being added to clarify when an in-person or telephone re-certification may be required. Added language will require the Eligibility Coordinator to determine whether individual's functional abilities may improve with time and therefore at the time of re-certification an in-person or telephone assessment may be required at the discretion of the Manager of Operations.

4.13	Deleted entire paragraph regarding in-person re-certification beginning August 1, 2002. Adding language, "Should an individual allow their eligibility to expire and then desire to utilize METRO ParaCruz service, the application shall be treated as a new application for eligibility."	Language is being deleted that is no longer applicable. Language is being added to explain that if eligibility determination lapses, the rider will have to submit a new application.
5.01	Added language, "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."	Language is being added to clarify that Visitors will be eligible for ParaCruz service for 21 days and then must participate in METRO's eligibility assessment to continue use of the service.
5.02	Language added, advising that eligibility for service by a visitor is 21 days "within a floating 365-day period."	This language is being added to provide clarification as allowed by the federal regulations.
6.01	Language from other sections (6.04-6.06) in the regulation consolidated into this section to describe the in-person eligibility assessment interview with language modified for clarification purposes.	No substantive change.
6.02	Deleting language, which indicated that there was more than one interview location. Eliminating "hardship" request language for eligibility process to be modified from in-person assessment.	Language re locations is being deleted because there is only one location for eligibility interviews at this time. No rider has ever received a hardship determination to avoid compliance with the in-person assessment.
6.04-6.06	Language moved and consolidated in Section 6.01	Language more appropriate in Section 6.01.
6.07	Language added to change from 2 days to 7 days provided for eligibility determination	The eligibility determination process takes a minimum of seven days rather than only two days.
6.08	Language modified to provide clarification.	
6.10	Language changed from audiocassette to CD.	Language modified to allow information to be made available in various accessible formats upon request.
8.01	Language to identify MAC as an appointing authority to Appeals Panel included. Language added re training of Appeals Panel.	MASTF is being replaced with MAC as an appointing authority to the Appeal Panel; District Counsel is being assigned to provide training to the Appeals Panel on an annual basis.
8.03	Language added, "a rider from"	Language added for clarification.

9.01	Language added to require attendance and participation of Manager of Operations or his/her designee to explain METRO's eligibility determination and respond to questions of the Appeals Panel."	Language is being added to clarify the duties of the Manager of Operations and/or his/her designee during the Appeals Hearing.
10.01	Language added, [Applicant] "must attend the appeal hearing and answer questions posed by the Appeal panel."	The applicant will be required to attend the Appeal Hearing giving the Appeals Panel the opportunity to ask questions directly of the Applicant and make its determination from direct evidence rather than hearsay. The Applicant may bring a person to the hearing for support and/or assistance.
10.02	The word, "hearing" is added to clarify that the appeal was an appeal hearing.	Language is being added for clarification. The content of the section is not being changed.
10.03	No new language is being added, rather format changed for easier reading.	Modification for ease of comprehension.
11.02	The language "Certification interview" was changed to "the eligibility determination assessment."	Language is being added for clarification and consistency.
11.04	Added comma.	Grammatical change only.

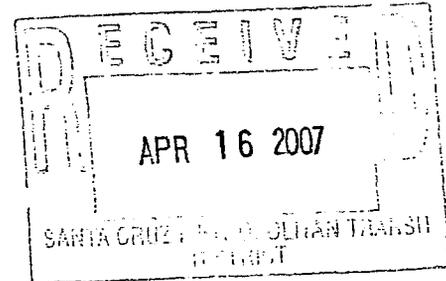


The Metro Riders Union
La Unión de Los Pasajeros

Post Office Box 1402
Santa Cruz California 95061
www.iridethebus.org
info@metroridersunion.org
(831) 421-9031

April 16, 2007

Board of Directors
c/o Ms. Cindi Thomas,
Administrative Services Coordinator
Santa Cruz Metropolitan Transit District
370 Encinal Street Suite 100
Santa Cruz California 95060



Re: Opposition to Proposed Lax ADA Paratransit Recertification Policy

To the Board of Directors:

Metro knows from experience that letting ADA paratransit customers decide their own eligibility leads to over-certification, over-spending on paratransit, and reduction of bus service. The Metro Riders Union urges Metro to reconsider the changes to Sections 3.12 and 3.13 of the ADA paratransit eligibility policy that were proposed in the April 13, 2007 staff report. As surely as it is Metro's duty to "strictly limit ADA paratransit eligibility to individuals specified" [49 CFR 37.125(a), emphasis added], it is Metro's right to "require recertification of the eligibility of ADA paratransit eligible individuals at reasonable intervals" [49 CFR 37.125(f)]. But the proposed changes undermine this duty and this right by putting the onus on Metro to discover information that would alter a customer's eligibility, before Metro can call the customer in for an assessment!

How will Metro discover such information? A risky suggestion was offered at the April 13 board meeting: that paratransit operators report their observations about customers (in addition to the current, and necessary, practice of reporting changes in "seating type"). Not only does this suggestion turn operators into eligibility workers, but it flies in the face of what we know about the right way to work with people who have disabilities. It is inappropriate to make assumptions about what a person can or cannot do. If operators reject this risky duty, as they should, there will be no flow of new information to Metro. By checking the right box on the "simple ... one-page form", ADA paratransit customers will remain eligible forever, as was the past practice.

An in-person functional assessment is the right way for Metro to discover information that would alter a customer's eligibility. (A functional assessment involves determining what a customer can or cannot do, through an in-person interview with a specialist in ADA paratransit regulations.) Accordingly, Metro should conduct in-person functional assessments for a random sample of ADA paratransit customers — if not for all ADA paratransit customers — every three years. If sampling is used, the sample should be large enough that the results will be statistically valid.

7.c1

Page 2
Board of Directors
April 16, 2007

At its April 1, 2004 meeting, the Santa Cruz County Regional Transportation Commission established a 24-member Paratransit Coordination Task Force and invited the Riders Union to appoint one member. The Task Force met monthly from May, 2004 through February, 2005, and as the Riders Union appointee, I saw first-hand how contentious the issue of ADA paratransit recertification had become. I also came to understand what was at stake: ADA paratransit costs Metro \$25+ per person-trip, whereas bus service costs \$5 per person-trip (and even less on productive routes like UCSC - Santa Cruz, Santa Cruz - Watsonville, or Highway 17).

The ADA paratransit roll had peaked at 10,000 customers in July, 2002. Some members of the Paratransit Task Force wanted a return to those 'good old days', when a handwritten note was sufficient to establish and maintain eligibility. Metro's former Manager of Operations, Mr. Bryant Baehr, recounted the handwritten note story and said that he had only found one instance of a person's being turned down in the history of the program!

Recertification with in-person assessment reduced the roll to 3,200 customers by June, 2004 (see attached). Of course, many former customers had moved away or died. Others had voluntarily left the program upon learning that Metro intended to enforce the eligibility criteria stipulated in ADA regulations. Still, 3.6% of customers who wanted to continue were found to be ineligible.

To put this result in perspective, next year's operating budget for ADA paratransit is \$3.9 million, not including headquarters overhead. If a complete recertification were conducted and 3.6% of customers happened to be ineligible, up to \$140,000 would be saved — enough to restore a weekday daytime bus route. This brings up another important point: being found ineligible for ADA paratransit does not make a person a shut-in; the person is able to use the bus by definition, preference and convenience considerations notwithstanding.

Correct eligibility decisions require good personnel, and Metro has so far been very fortunate in this regard. Key players include Mr. Les White, Ms. Margaret Gallagher, Mr. Ciro Aguirre, and Mr. Steve Paulson, who provide policy advice and implement the policies you approve; Mr. Mark Dorfman, who serves on the eligibility appeals panel; and Ms. Eileen Pavlik, who conducts the assessment interviews. As much as I would like it, none of these employees will be with Metro forever. It is likely that initial eligibility decisions will become less strict over time, as inevitable personnel transitions occur. And changes in a customer's situation can occur at any time. Conducting in-person functional assessments at regular intervals is the best way to ensure that the ADA paratransit roll will always include only those who are eligible.

Thank you for considering these comments.

Yours truly,

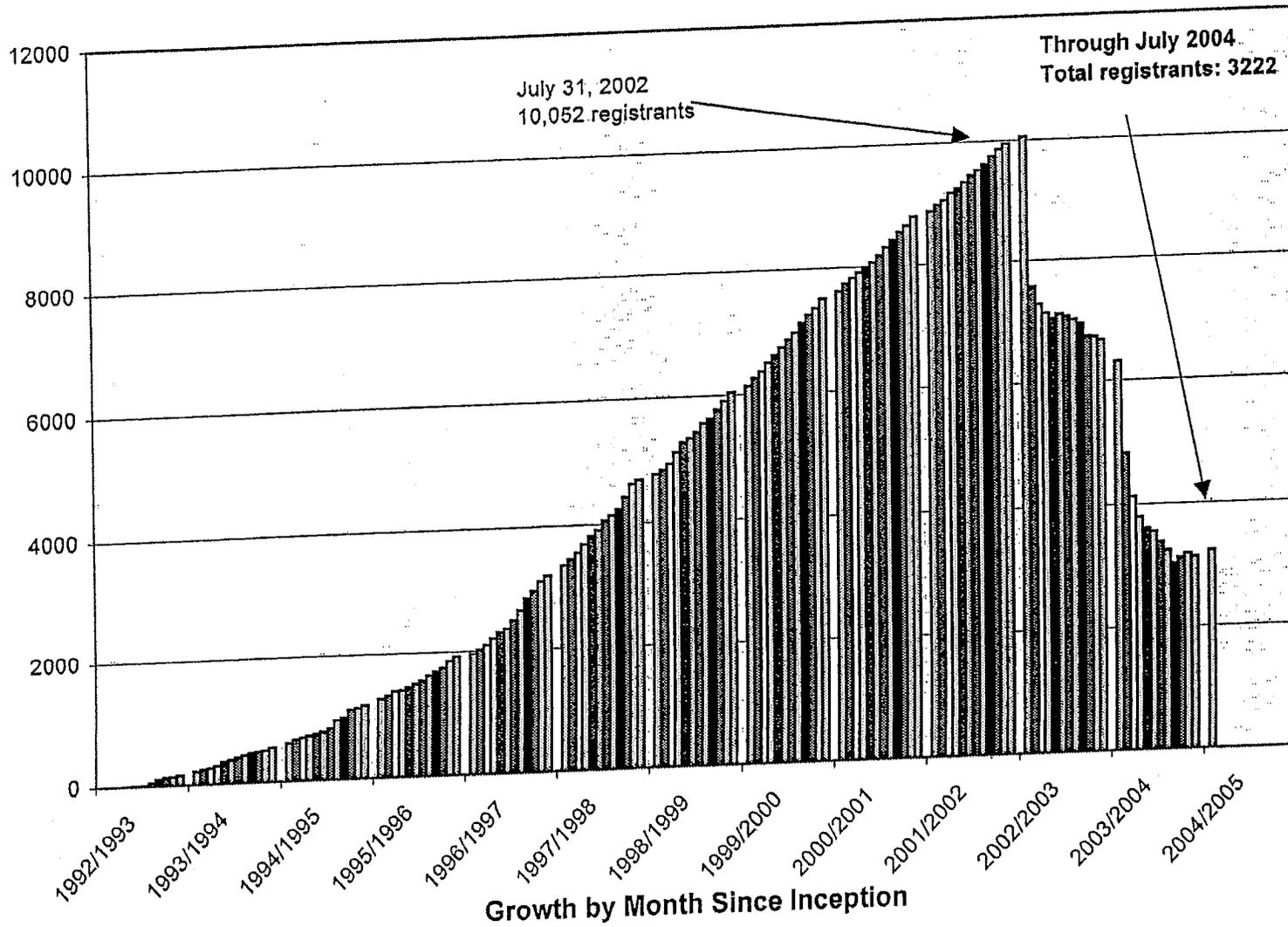
R. Paul Marcellin-Sampson

Mr. Regis Paul Marcellin-Sampson

Attachment

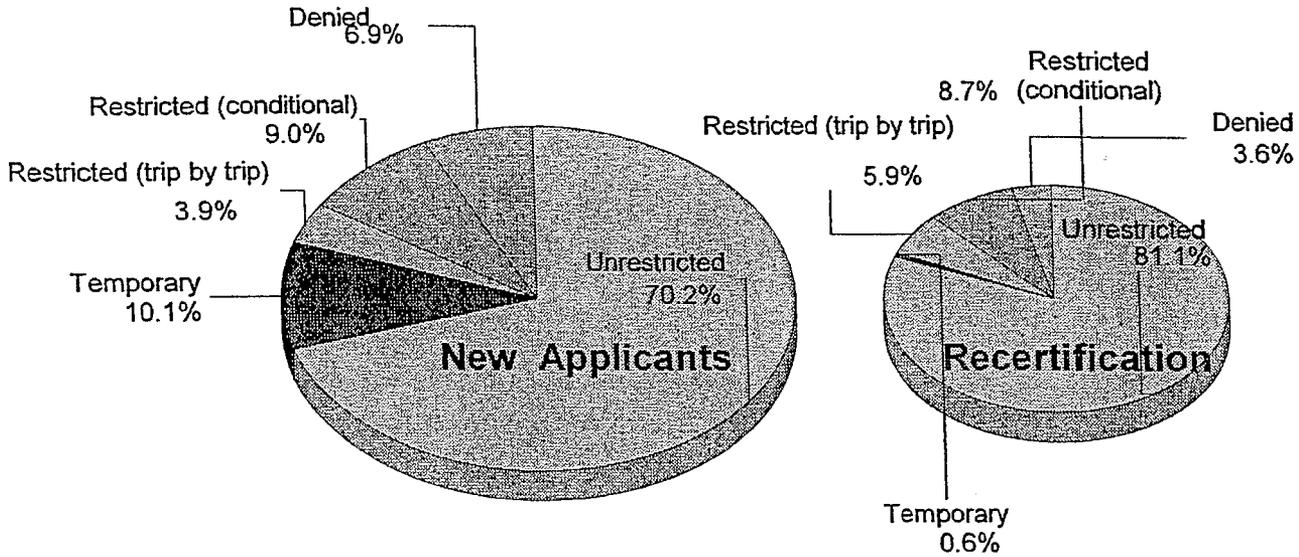
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METRO ParaCruz Registrants



7:03

METRO ParaCruz Eligibility Determinations - Aug 1 02 through July 31 04



New Applicants

Unrestricted	1520
Temporary	218
Restricted (trip by trip)	84
Restricted (conditional)	194
Denied	150
Group Total:	2167

Recertification

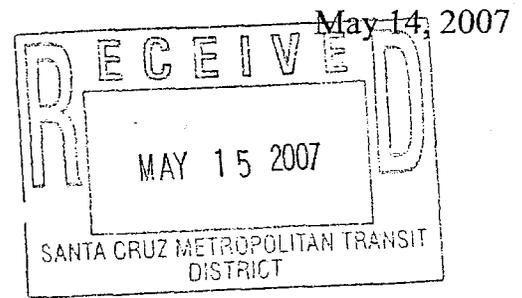
Unrestricted	1151
Temporary	9
Restricted (trip by trip)	84
Restricted (conditional)	124
Denied	51
Group Total:	1419

Grand Total: **3584**

7.04

SANTA CRUZ COUNTY REGIONAL TRANSPORTATION COMMISSION

1523 PACIFIC AVENUE, SANTA CRUZ, CALIFORNIA 95060-3911 (831) 460-3200 FAX 460-3215



SERVICE AUTHORITY
FOR FREEWAY
EMERGENCIES (SAFE)

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

Dear Chair Tavantzis:

RAIL/TRAIL
AUTHORITY

The Elderly & Disabled Transportation Advisory Committee (E/D TAC) advises the Santa Cruz County Regional Transportation Commission (SCCRTC) and the Santa Cruz Metropolitan Transit District (Metro) on the network of specialized transportation services to meet the needs of seniors, people with disabilities, and persons with limited means.

COMMUTE
SOLUTIONS

At their May meeting, the E/D TAC approved the following motion:

TRANSPORTATION
POLICY WORKSHOP

Request that the Santa Cruz Metropolitan Transit District Board include the Elderly & Disabled Transportation Advisory Committee and other stakeholders in discussions about policy changes included in the ParaCruz Eligibility and Appeals Process for ParaCruz services, as changes to these services affect the network of specialized transportation services in the county.

BUDGET &
ADMINISTRATION
PERSONNEL
COMMITTEE

E/D TAC members appreciate Metro staff's attendance and presentation at the May meeting, in addition to the staff's follow up recommendation to include E/D TAC as a review stakeholder.

INTERAGENCY
TECHNICAL
ADVISORY
COMMITTEE

Sincerely,

BICYCLE COMMITTEE

A. John Daugherty, Chair
Elderly and Disabled Transportation Advisory Committee

ELDERLY & DISABLED
TRANSPORTATION
ADVISORY COMMITTEE

cc: Les White, General Manager, Metro ✓
Peggy Gallagher, Metro
Tony Campos, Chair, SCCRTC

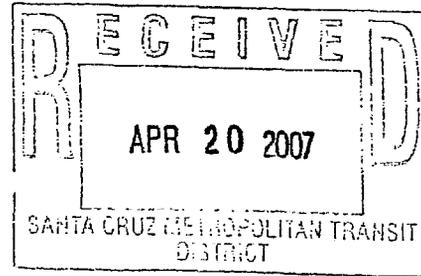
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WWW.SCCRTC.ORG
EMAIL: INFO@SCCRTC.ORG

7.d1

April 20, 2007

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



RE: E & DTAC Eligibility and Appeals Process

Dear Santa Cruz Metro Transit District Board:

The Area Agency on Aging Advisory Council of Santa Cruz and San Benito Counties requests that the METRO Board of Directors not take action on proposed changes to the ParaCruz program policies until such changes have been reviewed by organizations representing seniors and the disabled community.

More specifically, the AAA Advisory Council is concerned Metro is once again changing rules without any notice or opportunity for comment from the Santa Cruz County Elderly and Disabled Transportation Advisory Committee (E&DTAC).

The AAA Advisory Council has a federal mandate to represent the elderly, including those who most desperately need reliable and safe transportation. Not allowing E&DTAC any opportunity to comment on proposed changes by the Metro Board puts seniors and individuals with disabilities at an unfair risk within the community. Despite the established protocol of SCTMD discussing changes to ParaCruz or other senior-related services with E&DTAC, changes continue to occur without any such discussion or notice. Seniors, individuals with disabilities, and their representatives must be included in policy discussions regarding services being provided to meet their unique needs.

We request that SCMTD solicit E & DTAC feedback before considering the ParaCruz policy changes contained in the April 13th SCMTD Board Packet. To ensure proper notification to seniors, the AAA Advisory Council also requests to receive advance notification of any current and/or future changes to ParaCruz services.

Thank you very much for your time. It is greatly appreciated and we look forward to your response.

Sincerely,

Bud Winslow, Chair
AAA Advisory Council

7.e1

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 application on an immediate needs basis. This immediate needs certification shall be provided in only a limited number of cases. Immediate needs certification, at a maximum, shall be valid for a period of time not to exceed 14 calendar days from the initial immediate needs determination. This immediate needs certification is at the sole discretion of the Manager of Operations or his/her designee and cannot be appealed. The Manager of Operations or his/her may require documentation in support of the immediate needs assessment. This certification will be valid until an eligibility determination has been made, preferably within seven days. Certification for an immediate need will not be evidence of eligibility of Metro ParaCruz service.

=====

Re-ordered

- 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 application on an immediate needs basis. This immediate needs certification:
- a. Is at the sole discretion of the Manager of Operations or his/her designee and cannot be appealed.
 - b. This immediate needs certification shall be provided in only a limited number of cases.
 - c. Immediate needs certification, at a maximum, shall be valid for a period of time not to exceed 14 calendar days from the initial immediate needs determination. [or omit "d." and "and will be valid until....."]
 - d. This certification will be valid until an eligibility determination has been made, preferably within seven days the time periods as stated in 6.01 through 6.10
 - e. The Manager of Operations or his/her may require documentation in support of the immediate needs assessment.
 - f. Certification for an immediate need will not be evidence of eligibility of Metro ParaCruz service.

Renumber and move to 4.08 or 4.09 or where flows best

=====

6.08 omit last sentence "Once METRO ParaCruz is provided it maybe be terminated only if and when the applicant is found to be ineligible." So as there is no confusion with wording in other areas - 4.05 and 7.03

- Temporary
- Immediate needs
- 3 year re-certifications
- No shows
- Repeated threats of or actual assaults on the driver or other passengers
- Interfering with safe operation of vehicle

=====

6.09 ? include unrestricted, restricted trip by trip or conditional

=====

6.10 ..."Spanish upon request" as in 4.04

=====

7.03 wording "and a decision on the appeal will be provided within 10 days...."

Pat 7.01

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

STAFF REPORT

DATE: June 8, 2007

TO: Board of Directors

FROM: Margaret Gallagher, District Counsel

SUBJECT: **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**

ACTION REQUESTED AT THE JUNE 8, 2007 BOARD MEETING

I. RECOMMENDED ACTION

Authorize METRO's 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, California

II. SUMMARY OF ISSUES

- METRO has an interest in the purchase of the real property located at 425 Front Street in Santa Cruz.
- METRO has obtained funding for the real estate purchase, which includes a grant from the State of California, which is schedule to expire on June 30, 2007 unless a Purchase Sales Agreement has been executed or an eminent domain action has been filed.
- Property acquisition negotiations with the owner's representatives have commenced but have not yet concluded.
- In order for METRO to file an eminent domain action, consent from the legislative body in which the subject matter property is located must be obtained.

III. DISCUSSION

The Santa Cruz Metropolitan Transit District (METRO) wishes to purchase the property located at 425 Front Street in Santa Cruz for the expansion and development of Pacific Station. There are different funding sources available for the purchase of the property. One of the funding sources is grant funding from the State of California, which must be committed by June 30, 2007.

METRO is currently negotiating for the purchase of the property with the representatives of the current owner of the property located at 425 Front Street in Santa Cruz. Greyhound Bus is currently using the property for its bus station. Additionally, METRO leases a portion of the

property to park buses when the bus operators take a break or are on a scheduled layover. Because time is of the essence to secure the California State funding for the purchase of the property, a Purchase Agreement must be in place or METRO must file an Eminent Domain Action for the purchase of the property on or before June 30, 2007. While the METRO staff has been attempting and hopes to acquire the property through negotiation, it may be necessary to exercise eminent domain to do so, particularly given the timeline related to the stated funding associated with the property acquisition. Public Utilities Code section 98213 provides that before METRO can commence an action in eminent domain to acquire property located within an incorporated city, the legislative body of that city must, by resolution, consent to the use of that power. A letter from the Santa Cruz Metropolitan Transit District formally requesting the Santa Cruz City Council's consent in this regard is attached as Attachment A.

IV. FINANCIAL CONSIDERATIONS

Funding is available for the purchase of the property located at 425 Front Street, Santa Cruz, CA

V. ATTACHMENTS

Attachment A: Proposed Letter dated June 8, 2007 to the City of Santa Cruz requesting consent to an eminent domain action

June 8, 2007

Santa Cruz City Council
809 Center Street
Santa Cruz, CA 95060

Re: Request for Consent for Eminent Domain Action for property located at 425 Front Street,
Santa Cruz, California

Dear Santa Cruz City Council:

The Santa Cruz Metropolitan Transit District (METRO) provides fixed route and paratransit services throughout the County of Santa Cruz, from its main bus transfer station, Pacific Station located in downtown Santa Cruz.

METRO plans to renovate Pacific Station to provide additional space to accommodate Santa Cruz County's transit needs. The renovations will also include commercial space and additional parking to serve transit riders. In conjunction with the City of Santa Cruz Redevelopment Agency, the project may also include affordable housing for working families in the community.

METRO has identified property located at 425 Front St., APN 005-152-30 as necessary for the construction, maintenance and operation of the expanded Pacific Station. On December 27, 2002, METRO adopted a resolution approving a mitigated negative declaration and mitigation monitoring for the acquisition of the property.

METRO is currently in discussion for the purchase of the property with representatives of the property owner. However, in order to proceed with the acquisition of the property, METRO may have to exercise its eminent domain authority. METRO has certain California State funding which must be committed for the property acquisition by June 30, 2007. METRO is required by Public Utilities Code 98213 to obtain the consent by Resolution from the legislative body of the City wherein the property to be acquired is located, prior to the action of an eminent domain. Therefore, METRO is requesting that the Santa Cruz City Council adopt a resolution of consent to allow METRO to commence Eminent Domain proceedings, if necessary, for the property located at 425 Front Street, Santa Cruz, California, APN- 005-152-30 as further described in Exhibit A.

Very truly yours,

Leslie White
METRO General Manager
LW/rjd

8.01

EXHIBIT "A"

The land referred to herein is described as follows:

SITUATE IN THE CITY OF SANTA CRUZ, COUNTY OF SANTA CRUZ, STATE OF CALIFORNIA AND DESCRIBED AS FOLLOWS:

CERTAIN REAL PROPERTY SITUATE IN THE CITY OF SANTA CRUZ, SANTA CRUZ COUNTY, CALIFORNIA, BEING ALL OF THAT CERTAIN TRACT OF LAND DESCRIBED IN DEED FROM GREYHOUND LINE, INC. TO WESTERN GREYHOUND LINES CO., DATED OCTOBER 1, 1986, AND RECORDED IN BOOK 4062 OF OFFICIAL RECORDS AT PAGE 972, RECORDS OF SAID COUNTY, BEING PARTICULARLY DESCRIBED AS FOLLOWS:

BEGINNING AT A CHISELED SQUARE IN A CONCRETE SIDEWALK AT THE SOUTHWESTERLY CORNER OF SAID TRACT OF LAND, IN THE EASTERLY LINE OF PACIFIC AVE., FROM WHICH A CHISELED SQUARE IN CONCRETE BEARS S 81 DEGREES 17' 15" W, 12.11 FEET DISTANT, AND RUNNING THENCE, ALONG THE SOUTHERLY BOUNDARY THEREOF

(1) N 81 DEGREES 17' 15" E 259.42 FEET TO A CHISELED SQUARE IN CONCRETE AT THE SOUTHEASTERLY CORNER OF SAID TRACT OF LAND IN THE WESTERLY LINE OF FRONT STREET; THENCE ALONG SAID WESTERLY LINE AND THE WESTERLY BOUNDARY OF SAID TRACT OF LAND

(2) N 8 DEGREES 42' 23" W, 85.53 FEET TO A CHISELED SQUARE IN CONCRETE AT THE NORTHEASTERLY CORNER OF SAID TRACT OF LAND; THENCE LEAVE SAID STREET LINE AND ALONG THE NORTHERLY BOUNDARY OF SAID TRACT OF LAND

(3) S 77 DEGREES 55' W, 264.17 FEET TO THE NORTHWESTERLY CORNER OF SAID TRACT OF LAND, IN SAID EASTERLY LINE OF PACIFIC AVENUE, FROM WHICH A CHISELED SQUARE IN CONCRETE BEARS S 77 DEGREES 55' W, 12.11 FEET DISTANT; THENCE ALONG THE WESTERLY BOUNDARY OF SAID TRACT OF LAND AND THE SAID EASTERLY STREET LINE.

(4) S 12 DEGREES 12' 45" E, 70.13 FEET TO THE PLACE OF BEGINNING.

APN: 005-152-30

8.92

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

STAFF REPORT

DATE: June 8, 2007

TO: Board of Directors

FROM: Margaret Gallagher, District Counsel

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

ACTION REQUESTED AT THE JUNE 8, 2007 BOARD MEETING

I. RECOMMENDED ACTION

Authorize METRO's General Manager to file Comments to the Access Board on its Proposed Draft Revisions to the ADA Accessibility Guidelines for Buses and Vans

II. SUMMARY OF ISSUES

- In 1991, the US Access Board issued Americans with Disabilities Act (ADA) Accessibility Guidelines for Transportation Vehicles codified at 36 Code of Federal Regulations Part 1192.
- Except for supplemental provisions for over-the-road buses issued in 1994, the guidelines have not been changed.
- In 2006, the Access Board decided to update and refresh the vehicle guidelines.
- Attachment A sets forth the current guidelines with the proposed modifications in a side-by-side format and a comment section with the affect of the proposed change.
- Because any implemented modification will have an affect on METRO's operating fleet it is important that METRO participate in the review of the revisions and provide its comments during the process.

III. DISCUSSION

In 1991, the United States Architectural and Transportation Barriers Compliance Board (Access Board) issued Americans with Disabilities Act Accessibility Guidelines for Transportation Vehicles, codified at 36 CFR Part 1192. These guidelines form the basis for enforceable standards issued by the U.S. Department of Transportation (DOT), codified at 49 CFR Part 38. Except for supplemental provisions for over-the-road buses issued in 1994, the guidelines have not been changed. In 2006, the Access Board decided to update and refresh the vehicle

guidelines. According to the Access Board, the changes are proposed to accommodate new technology and vehicles and new system designs, particularly Bus Rapid Transit.

The guidelines are divided into eight subparts. Subpart A includes general provisions pertaining to all vehicles covered by the DOT regulation (49 CFR Part 37), subparts B through G cover vehicles for various modes, and subpart H covers all other vehicle and service types. The Access Board is beginning the process of updating the guidelines by publishing draft revisions to Subpart B Buses, Vans and Systems, along with some correlated modifications to Subpart A. The first step is publication of the draft revisions and request for comment. Comments on the draft received during the 60-day comment period (April 11-June 11, 2007) will be considered in creating a subsequent Notice of Proposed Rulemaking (NPRM), which will be open for additional comment. A final rule will be issued after comments to the NPRM are analyzed. The updated guidelines will apply to buses, vans and similar vehicles procured or modified after an effective date to be established by DOT when it issues standards based on the final guidelines.

METRO staff will be presenting a draft letter at the June 8, 2007 regular meeting of the Board of Directors with its proposed comments on the guideline revisions. METRO staff will include in that draft letter, comments on the following proposed modifications and/or issues:

1. Whether the revisions should be prospective only;
2. Whether the definition of "common wheelchair" should be eliminated from the guidelines;
3. Whether the wheelchair maneuvering space in a vehicle should be modified;
4. Whether the wheelchair securement location length should be modified from 48" to 60";
5. Whether the ramp angle allowed from the ground should be reduced from 1:4 to 1:8; and
6. Whether the P.A. system should be deleted in favor of requiring automated stop announcement system.

IV. FINANCIAL CONSIDERATIONS

If the proposed revisions are adopted it is anticipated that significant costs will be incurred by METRO

V. ATTACHMENTS

Attachment A: Draft Revisions to the ADA Accessibility Guidelines for Buses and Vans-
April 11, 2007

9.2

Draft Revisions to the ADA Accessibility Guidelines for Buses and Vans
April 11, 2007

Current guidelines: <http://www.access-board.gov/transit/abouttrans.htm>
Draft revisions: <http://www.access-board.gov/news/vehicle-draft1.htm>

Attachment **A**

Discussion of Revisions

Federal Register Notice

D.C. Town Meeting notes

Subpart A – General

LV Town Meeting notes

- 1192.1 Purpose.
- 1192.2 Equivalent facilitation.
- 1192.3 Definitions.
- 1192.4 Miscellaneous instructions.

Subpart B -- Buses, Vans and Similar Vehicles

- 1192.21 General.
- 1192.23 Mobility aid accessibility.
 - (a) General
 - (b) Vehicle lift.
 - (1) Design load.
 - (2) Controls.
 - (3) Emergency operation.
 - (4) Power or equipment failure.
 - (5) Platform barriers.
 - (6) Platform surface.
 - (7) Platform gaps.
 - (8) Platform entrance ramp.
 - (9) Platform deflection.
 - (10) Platform movement.
 - (11) Boarding direction.
 - (12) Use by standees.
 - (13) Handrails.
 - (c) Vehicle ramps and bridgeplates.
 - (1) Design load.
 - (2) Surface.
 - (3) Threshold.
 - (4) Barriers.
 - (5) Slope.
 - (6) Attachment.
 - (7) Stowage.
 - (8) Handrails.
 - (9) Operation.
 - (d) Securement devices.
 - (1) Design load.
 - (2) Location and size.
 - (3) Mobility aids accommodated.
 - (4) Orientation.
 - (5) Movement.
 - (6) Stowage.
 - (7) Seat belt and shoulder harness.
- 1192.25 Doors, steps and thresholds.
- 1192.27 Priority seating signs.
- 1192.29 Interior circulation, handrails and stanchions.
- 1192.31 Lighting.
- 1192.33 Fare box.
- 1192.35 Public information system.
- 1192.37 Stop request.
- 1192.39 Destination and route signs.

9.91

Subpart A -- General

Proposed Language	Current Requirement	Changes	Comments, etc.
1192.1 Purpose.	1192.1 Purpose.		
This part provides minimum guidelines and requirements for accessibility standards to be issued by the Department of Transportation in 49 CFR part 38 for transportation vehicles required to be accessible by the Americans with Disabilities Act (ADA) of 1990, 42 U.S.C. 12101 et seq.	This part provides minimum guidelines and requirements for accessibility standards to be issued by the Department of Transportation in 49 CFR part 37 for transportation vehicles required to be accessible by the Americans with Disabilities Act (ADA) of 1990, 42 U.S.C. 12101 et seq.	No changes	

Proposed Language	Current Requirement	Changes	Comments, etc.
1192.2 Equivalent facilitation.	1192.2 Equivalent facilitation.		
Departures from particular technical and scoping requirements of these guidelines by use of other designs and technologies are permitted where the alternative designs and technologies used will provide substantially equivalent or greater access to and usability of the vehicle. Departures are to be considered on a case-by-case basis by the Department of Transportation under the procedure set forth in 49 CFR 37.7.	Departures from particular technical and scoping requirements of these guidelines by use of other designs and technologies are permitted where the alternative designs and technologies used will provide substantially equivalent or greater access to and usability of the vehicle. Departures are to be considered on a case-by-case basis by the Department of Transportation under the procedure set forth in 49 CFR 37.7.	No changes	

9.02

Proposed Language	Current Requirement	Changes	Comments, etc.
1192.3 Definitions. (p. 1 of 3)	1192.3 Definitions.		
<i>Accessible</i> means, with respect to vehicles covered by this part, compliance with the provisions of this part.	<i>Accessible</i> means, with respect to vehicles covered by this part, compliance with the provisions of this part.		
<i>Bridgeplate</i> means a short plate or ramp designed to bridge a horizontal or vertical gap between a vehicle floor and a boarding area.	[term not currently defined]	New definition of "bridgeplate"	
<i>Bus</i> means any of several types of self-propelled vehicles, other than an over-the-road bus, generally rubber tired, intended for use on city streets, highways, and busways, including but not limited to minibuses, forty- and thirty-foot transit buses, articulated buses, double-deck buses, and electric powered trolley buses, used to provide designated or specified public transportation services. Self-propelled, rubber tire vehicles designed to look like antique or vintage trolleys or street cars are considered buses.	<i>Bus</i> means any of several types of self-propelled vehicles, other than an over-the-road bus, generally rubber tired, intended for use on city streets, highways, and busways, including but not limited to minibuses, forty- and thirty-foot transit buses, articulated buses, double-deck buses, and electric powered trolley buses, used to provide designated or specified public transportation services. Self-propelled, rubber tire vehicles designed to look like antique or vintage trolleys or street cars are considered buses.	Does not reflect that OTRB buses can be used by transit agencies. Does not define "van" as used in Subpart B Does not define "similar vehicle" as used in Subpart B Does not define BRT vehicle Does not define mini-van, etc.	
	<i>Common wheelchairs and mobility aids</i> means belonging to a class of three or four wheeled devices, usable indoors, designed for and used by persons with mobility impairments which do not exceed 30 inches in width and 48 inches in length, measured 2 inches above the ground, and do not weigh more than 600 pounds when occupied.	Definition of "common wheelchair" removed	

9.93

Proposed Language	Current Requirement	Changes	Comments, etc.
1192.3 Definitions. (p. 2 of 3)	1192.3 Definitions.		
<i>Demand responsive system</i> means any system of transporting individuals, including the provision of designated public transportation service by public entities and the provision of transportation service by private entities, including but not limited to specified public transportation service, which is not a fixed route system.	<i>Demand responsive system</i> means any system of transporting individuals, including the provision of designated public transportation service by public entities and the provision of transportation service by private entities, including but not limited to specified public transportation service, which is not a fixed route system.	No change	
<i>Designated public transportation</i> means transportation provided by a public entity (other than public school transportation) by bus, rail, or other conveyance (other than transportation by aircraft or intercity or commuter rail transportation) that provides the general public with general or special service, including charter service, on a regular and continuing basis.	<i>Designated public transportation</i> means transportation provided by a public entity (other than public school transportation) by bus, rail, or other conveyance (other than transportation by aircraft or intercity or commuter rail transportation) that provides the general public with general or special service, including charter service, on a regular and continuing basis.	No change	
<i>Fixed route system</i> means a system of transporting individuals (other than by aircraft), including the provision of designated public transportation service by public entities and the provision of transportation service by private entities, including but not limited to specified public transportation service, on which a vehicle is operated along a prescribed route according to a fixed schedule or having a general frequency or headway, which may vary according to time of day.	<i>Fixed route system</i> means a system of transporting individuals (other than by aircraft), including the provision of designated public transportation service by public entities and the provision of transportation service by private entities, including but not limited to specified public transportation service, on which a vehicle is operated along a prescribed route according to a fixed schedule.	Clarification added to "fixed route"	

9.24

Proposed Language	Current Requirement	Changes	Comments, etc.
1192.3 Definitions. (p. 3 of 3)	1192.3 Definitions.		
<i>New vehicle</i> means a vehicle which is offered for sale or lease after manufacture without any prior use.	<i>New vehicle</i> means a vehicle which is offered for sale or lease after manufacture without any prior use.	No change	
<i>Remanufactured vehicle</i> means a vehicle which has been structurally restored and has had new or rebuilt major components installed to extend its service life.	<i>Remanufactured vehicle</i> means a vehicle which has been structurally restored and has had new or rebuilt major components installed to extend its service life.	No change	
<i>Specified public transportation</i> means transportation by bus, rail, or any other conveyance (other than aircraft) provided by a private entity to the general public, with general or special service (including charter service) on a regular and continuing basis.	<i>Specified public transportation</i> means transportation by bus, rail, or any other conveyance (other than aircraft) provided by a private entity to the general public, with general or special service (including charter service) on a regular and continuing basis.	No change	
<i>Used vehicle</i> means a vehicle with prior use.	<i>Used vehicle</i> means a vehicle with prior use.	No change	May be inadequate when referring to vehicles purchased for use as taxis.

9.95

Proposed Language	Current Requirement	Changes	Comments, etc.
1192.4 Miscellaneous instructions.	1192.4 Miscellaneous instructions.		
(a) Dimensional conventions. Dimensions that are not noted as minimum or maximum are absolute.	(a) Dimensional conventions. Dimensions that are not noted as minimum or maximum are absolute.	No change	
(b) Dimensional tolerances. All dimensions are subject to conventional engineering tolerances for material properties and field conditions, including normal anticipated wear not exceeding accepted industry-wide standards and practices.	(b) Dimensional tolerances. All dimensions are subject to conventional engineering tolerances for material properties and field conditions, including normal anticipated wear not exceeding accepted industry-wide standards and practices.	No change	
(c) General terminology. The terms used in this part shall have the following meanings: (1) "Comply with" means meet one or more specification of these guidelines. (2) "Where, where provided, when" denotes a specification that applies only when the conditions described are present. (3) "May" denotes an option or alternative. (4) "Shall" denotes a mandatory specification or requirement. (5) "Should" denotes an advisory specification or recommendation and is used only in the advisory notes to this part.	(c) Notes. The text of these guidelines does not contain notes or footnotes. Additional information, explanations, and advisory materials are located in the Appendix. (d) General terminology. The terms used in this part shall have the following meanings: (1) Comply with means meet one or more specification of these guidelines. (2) If, or if...then denotes a specification that applies only when the conditions described are present. (3) May denotes an option or alternative. (4) Shall denotes a mandatory specification or requirement. (5) Should denotes an advisory specification or recommendation and is used only in the appendix to this part.	Changes "if, or if" to "where, where provided, when"	

9.96

Subpart B – Buses, Vans and Similar Vehicles

Proposed Language	Current Requirement	Changes	Comments, etc.
1192.21 General. (p. 1 of 3)	1192.21 General.		
(a) New, used or remanufactured buses, vans and similar vehicles (except over-the-road buses covered by subpart G of this part), to be considered accessible by regulations issued by the Department of Transportation in 49 CFR part 37, shall comply with the applicable provisions of this subpart.	(a) New, used or remanufactured buses and vans (except over-the-road buses covered by subpart G of this part), to be considered accessible by regulations issued by the Department of Transportation in 49 CFR part 37, shall comply with the applicable provisions of this subpart.	Adds "similar vehicles" to title of Subpart B and to (a). This term is not defined.	
(b) If portions of a vehicle are modified in a way that affects or could affect accessibility, each such portion shall comply, to the maximum extent feasible, with the applicable provisions of this subpart. This provision does not require that inaccessible buses be retrofitted with lifts, ramps or other boarding devices.	(b) If portions of the vehicle are modified in a way that affects or could affect accessibility, each such portion shall comply, to the extent practicable, with the applicable provisions of this subpart. This provision does not require that inaccessible buses be retrofitted with lifts, ramps or other boarding devices.	No change	

9.97

Proposed Language	Current Requirement	Changes	Comments, etc.
<p>✓ 1192.21 General. (p. 2 of 3) (c) Vehicles shall provide an unobstructed volume, from the level change or boarding device to the securement locations, 30 inches wide minimum by 48 inches long minimum by 40 inches high minimum, plus additional space as may be required by sections 23(a)(2), 23(d)(2) and 25(c). A vehicle shall not be required to be designed or modified to accommodate wheelchairs and mobility aids which exceed these dimensions or which weigh more than 660 pounds when occupied.</p>	<p>[no comparable existing requirement]</p>		

9.28

Proposed Language	Current Requirement	Comments, etc.	
<p>1192.21 General. (p. 3 of 3)</p> <p>(d) If stations or stops are constructed to provide a boarding and alighting area at the vehicle floor height, the boarding and alighting area shall comply with <u>810.5.1</u>, <u>810.5.2</u>, <u>810.6</u>, <u>810.7</u> and <u>810.8</u> of Appendix D of <u>36 CFR part 1191</u>. If stations or stops are constructed to provide a boarding and alighting area on a sidewalk or road shoulder, the boarding and alighting area shall comply with <u>810.2</u>, <u>810.3</u> and <u>810.4</u> of the Appendix D of <u>36 CFR part 1191</u>. If construction is carried out by an entity other than the transportation provider, compliance with the above sections shall be to the extent that the transportation provider has control of, or can exert influence over, the design and construction of boarding and alighting areas.</p>	<p>[no comparable existing requirement]</p>	<p>Preamble indicates this BRT requirement will be moved to ADAAG rather than remain in the vehicle specifications.</p> <p>The listed requirements are for: <u>810.5.1</u>: platform slope <u>810.5.2</u>: detectable warnings <u>810.6</u>: signage <u>810.7</u> PA system <u>810.8</u>: clocks</p>	<p>Does not reflect need for curb height standards for regular bus stops and typical bus facilities such as transit centers (on-street and off-street) and park&rides are not defined in ADAAG served by low-floor buses in light of the proposed 1:8 maximum ramp slope.</p> <p>Why add BRT facilities when the FTA has not yet defined BRT?</p>

9.99

Proposed Language	Current Requirement	Changes	Comments, etc.
<p>1192.23 Mobility aid accessibility.</p>	<p>1192.23 Mobility aid accessibility.</p>		
<p>(a) General. Vehicles covered by this subpart shall provide the following:</p> <p>(1) A level-change mechanism or boarding device (e.g., lift, bridgeplate or ramp) complying with paragraph (b) or (c) of this section at all doors intended for use by persons using wheelchairs or mobility aids wherever the separation between vehicle floor and boarding and alighting area exceeds either 2 inches horizontally or 5/8 inch vertically.</p> <p>(2) Sufficient clearances to permit a wheelchair or other mobility aid user to reach securement locations. At least one route to each securement location shall have a clear width of 36 inches minimum, measured from floor level to a height of 40 inches, and a clear width of 30 inches above a height of 40 inches. Where a turn is required, sufficient maneuvering space shall be provided to allow a wheelchair or mobility aid having a width of 30 inches maximum and a length of 48 inches maximum to turn with a minimum of back-and-forth movement.</p> <p>(3) At least two securement locations and devices, complying with paragraph (d) of this section on vehicles in excess of 22 feet in length and at least one securement location and device complying with paragraph (d) of this section on vehicles 22 feet in length or less.</p>	<p>(a) General. All vehicles covered by this subpart shall provide a level-change mechanism or boarding device (e.g., lift or ramp) complying with paragraph (b) or (c) of this section and sufficient clearances to permit a wheelchair or other mobility aid user to reach a securement location. At least two securement locations and devices, complying with paragraph (d) of this section, shall be provided on vehicles in excess of 22 feet in length; at least one securement location and device, complying with paragraph (d) of this section, shall be provided on vehicles 22 feet in length or less.</p>	<ul style="list-style-type: none"> • Restructures section • adds 'bridgeplate' adds definition of when a level-change mechanism or boarding ramp is required. • Adds specific measurable requirement for path from boarding area to securement areas. <p>Comments continued: Changes in the transit industry in the past 15 years include:</p> <ul style="list-style-type: none"> • Trend toward low-floor buses • In general, mobility aid users can back onto a lift because it is flat and has handrails for guidance. This allows more than one mobility aid user to use the bus. It is not easy to back up even a slightly sloped ramp while turning into the bus. This may mean that only one mobility aid user will be able to ride a specific bus. • Most systems went with front-door lifts after the ADA guidelines were issued in 1990. Therefore, the infrastructure (i.e. lift pads at the heads of zones) followed from this decision. To be indirectly forced to switch to middle-or rear-door ramps would result in extremely costly facility remodels (assuming enough ROW is available) and increased operational costs for driver time.) 	<p>No research cited regarding current bus, van and similar vehicle designs or commonly used mobility aids that did not exist 15 years ago cited for these changes.</p> <p>Does not address variations in vehicle widths (i.e. standard transit widths of 96" and 102").</p> <p>It appears that the transit industry is expected to bear the brunt of the trends in the mobility aids since 1990:</p> <ul style="list-style-type: none"> • increase in the number of mobility aid users (who saw scooter ads on TV 15 years ago? – now it's cool to use a scooter); • the shift from manual wheelchairs to power wheelchairs, scooters and power-base chairs; • the increasing size and function of mobility aids (no longer primarily for mobility; now they stand, tilt, make coffee, etc.)and their users; • the inability of some users to maneuver their mobility aids, esp. on a crowded bus; • the unwillingness of mobility aid manufacturers and public funders such as Medicare/Medicaid to design and advertise transportable mobility aids; • the inability of USDOT to mandate design features or selection by users.

9.91D

Proposed Language	Current Requirement	Changes	Comments, etc.
1192.23 Mobility aid accessibility.	1192.23 Mobility aid accessibility		
(b) Vehicle lift. (p. 1 of 7)	(b) Vehicle Lift.		
<p>(1) Design load. The design load of the lift shall be at least 660 pounds. Working parts, such as cables, pulleys, and shafts, which can be expected to wear, and upon which the lift depends for support of the load, shall have a safety factor of at least six, based on the ultimate strength of the material. Nonworking parts, such as platform, frame, and attachment hardware which would not be expected to wear, shall have a safety factor of at least three, based on the ultimate strength of the material.</p>	<p>(1) Design Load. The design load of the lift shall be at least 600 pounds. Working parts, such as cables, pulleys, and shafts, which can be expected to wear, and upon which the lift depends for support of the load, shall have a safety factor of at least six, based on the ultimate strength of the material. Nonworking parts, such as platform, frame, and attachment hardware which would not be expected to wear, shall have a safety factor of at least three, based on the ultimate strength of the material.</p>	<p>Changes design load from 600 to 660 pounds.</p>	<p>No research cited for changes.</p> <p>Need to distinguish between lifts on heavy-duty buses that are integrated into the vehicle frame and paratransit-style vehicles where the lift is bolted into the doorframe and floor.</p> <p>Also need to consider the ability of the vehicle's suspension system to accommodate the extra weight; again, much easier for a heavy duty bus with airbags vs a paratransit/truck chassis vehicle with leaf springs or shock absorbers.</p>

9.211

Proposed Language	Current Requirement	Changes	Comments, etc.
1192.23 Mobility aid accessibility.	1192.23 Mobility aid accessibility		
(b) Vehicle lift. (p. 2 of 7)	(b) Vehicle lift.		
<p>(2) Controls.</p> <p>(i) Requirements. The controls shall be interlocked with the vehicle brakes, transmission, or door, or shall provide other appropriate mechanisms or systems, to ensure that the vehicle cannot be moved when the lift is not stowed and that the lift cannot be deployed unless the interlocks or systems are engaged so that the vehicle cannot be moved. The lift shall deploy to all levels (i.e., roadway, curb, and intermediate positions) normally encountered in the operating environment. Where provided, each control for deploying, lowering, raising, and stowing the lift and lowering the roll-off barrier shall be of a momentary contact type requiring continuous manual pressure by the operator and shall not allow improper lift sequencing when the lift platform is occupied. The controls shall allow reversal of the lift operation sequence, such as raising or lowering a platform that is part way down, without allowing an occupied platform to fold or retract into the stowed position.</p> <p>(ii) Exception. [for rotary lift; not included here]</p>	<p>(2) Controls.</p> <p>(i) Requirements. The controls shall be interlocked with the vehicle brakes, transmission, or door, or shall provide other appropriate mechanisms or systems, to ensure that the vehicle cannot be moved when the lift is not stowed and so the lift cannot be deployed unless the interlocks or systems are engaged. The lift shall deploy to all levels (i.e., ground, curb, and intermediate positions) normally encountered in the operating environment. Where provided, each control for deploying, lowering, raising, and stowing the lift and lowering the roll-off barrier shall be of a momentary contact type requiring continuous manual pressure by the operator and shall not allow improper lift sequencing when the lift platform is occupied. The controls shall allow reversal of the lift operation sequence, such as raising or lowering a platform that is part way down, without allowing an occupied platform to fold or retract into the stowed position.</p>	<p>Clarifies that interlock must prevent vehicle from moving.</p>	

9.912

Proposed Language	Current Requirement	Changes	Comments, etc.
<p>1192.23 Mobility aid accessibility. (b) Vehicle lift. (p. 3 of 7)</p>	<p>1192.23 Mobility aid accessibility. (b) Vehicle lift.</p>		
<p>(3) Emergency operation. The lift shall incorporate an emergency method of deploying, lowering to ground level with a lift occupant, and raising and stowing the empty lift if the power to the lift fails. No emergency method, manual or otherwise, shall be capable of being operated in a manner that could be hazardous to the lift occupant or to the operator when operated according to manufacturer's instructions, and shall not permit the platform to be stowed or folded when occupied, unless the lift is a rotary lift and is intended to be stowed while occupied.</p>	<p>(3) Emergency operation. The lift shall incorporate an emergency method of deploying, lowering to ground level with a lift occupant, and raising and stowing the empty lift if the power to the lift fails. No emergency method, manual or otherwise, shall be capable of being operated in a manner that could be hazardous to the lift occupant or to the operator when operated according to manufacturer's instructions, and shall not permit the platform to be stowed or folded when occupied, unless the lift is a rotary lift and is intended to be stowed while occupied.</p>	<p>(3) No change</p>	
<p>(4) Power or equipment failure. Platforms stowed in a vertical position, and deployed platforms when occupied, shall have provisions to prevent their deploying, falling, or folding any faster than 12 inches/second or their dropping of an occupant in the event of a single failure of any load carrying component.</p>	<p>(4) Power or equipment failure. Platforms stowed in a vertical position, and deployed platforms when occupied, shall have provisions to prevent their deploying, falling, or folding any faster than 12 inches/second or their dropping of an occupant in the event of a single failure of any load carrying component.</p>	<p>(4) No change</p>	

9.913

Proposed Language	Current Requirement	Changes	Comments, etc.
1192.23 Mobility aid accessibility.	1192.23 Mobility aid accessibility.		
(b) Vehicle lift. (p. 4 of 7)	(b) Vehicle lift.		
<p>(5) Platform barriers. The lift platform shall be equipped with barriers to prevent any of the wheels of a wheelchair or mobility aid from rolling off the platform during its operation. A movable barrier or inherent design feature shall prevent a wheelchair or mobility aid from rolling off the edge closest to the vehicle until the platform is in its fully raised position. Each side of the lift platform which extends beyond the vehicle in its raised position shall have a barrier a minimum 1 1/2 inches high. Such barriers shall not interfere with maneuvering into or out of the aisle. The loading-edge barrier (outer barrier) which functions as a loading ramp when the lift is at a boarding and alighting area level, shall be sufficient when raised or closed, or a supplementary system shall be provided, to prevent a power wheelchair or mobility aid from riding over or defeating it. The outer barrier of the lift shall automatically raise or close, or a supplementary system shall automatically engage, and remain raised, closed, or engaged at all times that the platform is more than 3 inches above the roadway or boarding and alighting area and the platform is occupied. Alternatively, a barrier or system may be raised, lowered, opened, closed, engaged, or disengaged by the lift operator, provided an interlock or inherent design feature prevents the lift from rising unless the barrier is raised or closed or the supplementary system is engaged.</p>	<p>(5) Platform barriers. The lift platform shall be equipped with barriers to prevent any of the wheels of a wheelchair or mobility aid from rolling off the platform during its operation. A movable barrier or inherent design feature shall prevent a wheelchair or mobility aid from rolling off the edge closest to the vehicle until the platform is in its fully raised position. Each side of the lift platform which extends beyond the vehicle in its raised position shall have a barrier a minimum 1-1/2 inches high. Such barriers shall not interfere with maneuvering into or out of the aisle. The loading-edge barrier (outer barrier) which functions as a loading ramp when the lift is at ground level, shall be sufficient when raised or closed, or a supplementary system shall be provided, to prevent a power wheelchair or mobility aid from riding over or defeating it. The outer barrier of the lift shall automatically raise or close, or a supplementary system shall automatically engage, and remain raised, closed, or engaged at all times that the platform is more than 3 inches above the roadway or sidewalk and the platform is occupied. Alternatively, a barrier or system may be raised, lowered, opened, closed, engaged, or disengaged by the lift operator, provided an interlock or inherent design feature prevents the lift from rising unless the barrier is raised or closed or the supplementary system is engaged.</p>	(5) Minor clarifying changes	

9.914

Proposed Language	Current Requirement	Changes	Comments, etc.
1192.23 Mobility aid accessibility. (b) Vehicle lift. (p. 5 of 7)	1192.23 Mobility aid accessibility. (b) Vehicle lift.		
(6) Platform surface. The platform surface shall be free of any protrusions over 1/4 inch high and shall be slip resistant. The platform shall have a minimum clear width of 28 1/2 inches at the platform, a minimum clear width of 30 inches measured from 2 inches above the platform surface to a height of 40 inches above the platform, and a minimum clear length of 48 inches measured from 2 inches above the surface of the platform to a height of 40 inches above the surface of the platform. (See Fig. 1) [note: there was no figure 1 included for this section]	(6) Platform surface. The platform surface shall be free of any protrusions over 1/4 inch high and shall be slip resistant. The platform shall have a minimum clear width of 28-1/2 inches at the platform, a minimum clear width of 30 inches measured from 2 inches above the platform surface to 30 inches above the platform, and a minimum clear length of 48 inches measured from 2 inches above the surface of the platform to 30 inches above the surface of the platform. (See Fig. 1)	Changes height of mobility aid 'envelope' to 40 inches from 30 inches.	
(7) Platform gaps. Any openings between the platform surface and the raised barriers shall not permit a sphere with a diameter of 5/8 inch to pass through. When the platform is at vehicle floor height with the inner barrier (if applicable) down or retracted, gaps between the forward lift platform edge and the vehicle floor shall not exceed 1/2 inch horizontally and 5/8 inch vertically. Platforms on semi-automatic lifts may have a hand hold not exceeding 1 1/2 inches by 4 1/2 inches located between the edge barriers.	(7) Platform gaps. Any openings between the platform surface and the raised barriers shall not exceed 5/8 inch in width. When the platform is at vehicle floor height with the inner barrier (if applicable) down or retracted, gaps between the forward lift platform edge and the vehicle floor shall not exceed 1/2 inch horizontally and 5/8 inch vertically. Platforms on semi-automatic lifts may have a hand hold not exceeding 1-1/2 inches by 4-1/2 inches located between the edge barriers.	Clarifies performance standard for testing gaps.	

9.915

Proposed Language	Current Requirement	Comments, etc.	
1192.23 Mobility aid accessibility.	1192.23 Mobility aid accessibility.		
(b) Vehicle lift. (p. 6 of 7)	(b) Vehicle lift.		
(8) Platform entrance ramp. The entrance ramp, or loading-edge barrier used as a ramp, shall not exceed a slope of 1:8, measured on level ground, for a maximum rise of 3 inches, and the transition from roadway or boarding and alighting area to ramp may be vertical without edge treatment up to 1/4 inch. Thresholds between 1/4 inch and 1/2 inch high shall be beveled with a slope no greater than 1:2.	(8) Platform entrance ramp. The entrance ramp, or loading-edge barrier used as a ramp, shall not exceed a slope of 1:8, measured on level ground, for a maximum rise of 3 inches, and the transition from roadway or sidewalk to ramp may be vertical without edge treatment up to 1/4 inch. Thresholds between 1/4 inch and 1/2 inch high shall be beveled with a slope no greater than 1:2.	(8) Minor clarification	
(9) Platform deflection. The lift platform (not including the entrance ramp) shall not deflect more than 3 degrees (exclusive of vehicle roll or pitch) in any direction between its unloaded position and its position when loaded with 660 pounds applied through a 26 inch by 26 inch test pallet at the centroid of the platform.	(9) Platform deflection. The lift platform (not including the entrance ramp) shall not deflect more than 3 degrees (exclusive of vehicle roll or pitch) in any direction between its unloaded position and its position when loaded with 600 pounds applied through a 26 inch by 26 inch test pallet at the centroid of the platform.	(9) No change	
(10) Platform movement. No part of the platform shall move at a rate exceeding 6 inches/second during lowering and lifting an occupant, and shall not exceed 12 inches/second during deploying or stowing. This requirement does not apply to the deployment or stowage cycles of lifts that are manually deployed or stowed. The maximum platform horizontal and vertical acceleration when occupied shall be 0.3g.	(10) Platform movement. No part of the platform shall move at a rate exceeding 6 inches/second during lowering and lifting an occupant, and shall not exceed 12 inches/second during deploying or stowing. This requirement does not apply to the deployment or stowage cycles of lifts that are manually deployed or stowed. The maximum platform horizontal and vertical acceleration when occupied shall be 0.3g.	(10) No change	

9.916

Proposed Language	Current Requirement	Changes	Comments, etc.
1192.23 Mobility aid accessibility.	1192.23 Mobility aid accessibility.		
(b) Vehicle lift. (p. 7 of 7)	(b) Vehicle lift.		
(11) Boarding direction. The lift shall permit both inboard and outboard facing of wheelchair and mobility aid users.	(11) Boarding direction. The lift shall permit both inboard and outboard facing of wheelchair and mobility aid users.	(11) No change	
(12) Use by standees. Lifts shall accommodate persons using walkers, crutches, canes or braces or who otherwise have difficulty using steps. The platform may be marked to indicate a preferred standing position.	(12) Use by standees. Lifts shall accommodate persons using walkers, crutches, canes or braces or who otherwise have difficulty using steps. The platform may be marked to indicate a preferred standing position.	(12) No change	
(13) Handrails. Platforms on lifts shall be equipped with handrails on two sides, which move in tandem with the lift, and which shall be graspable and provide support to standees throughout the entire lift operation. Handrails shall have a usable component at least 8 inches long with the lowest portion a minimum 30 inches above the platform and the highest portion a maximum 38 inches above the platform. The handrails shall be capable of withstanding a force of 100 pounds concentrated at any point on the handrail without permanent deformation of the rail or its supporting structure. The handrail shall have a cross-sectional diameter between 1 1/4 inches and 2 inches or shall provide an equivalent grasping surface, and have eased edges with corner radii of not less than 1/8 inch. Handrails shall be placed to provide a minimum 1 1/2 inches knuckle clearance from the nearest adjacent surface. Handrails shall not interfere with wheelchair or mobility aid maneuverability when entering or leaving the vehicle.	(13) Handrails. Platforms on lifts shall be equipped with handrails on two sides, which move in tandem with the lift, and which shall be graspable and provide support to standees throughout the entire lift operation. Handrails shall have a usable component at least 8 inches long with the lowest portion a minimum 30 inches above the platform and the highest portion a maximum 38 inches above the platform. The handrails shall be capable of withstanding a force of 100 pounds concentrated at any point on the handrail without permanent deformation of the rail or its supporting structure. The handrail shall have a cross-sectional diameter between 1 1/4 inches and 1 1/2 inches or shall provide an equivalent grasping surface, and have eased edges with corner radii of not less than 1/8 inch. Handrails shall be placed to provide a minimum 1-1/2 inches knuckle clearance from the nearest adjacent surface. Handrails shall not interfere with wheelchair or mobility aid maneuverability when entering or leaving the vehicle.	(13) No change	

9.917

Proposed Language	Current Requirement	Changes	Comments, etc.
<p>1192.23 Mobility aid accessibility. (c) Vehicle ramps and bridgeplates. (p. 1 of 5)</p>	<p>1192.23 Mobility aid accessibility. (c) Vehicle ramp.</p>		
<p>(1) Design load. Ramps and bridgeplates 30 inches or longer shall support a load of 660 pounds, placed at the centroid of the ramp or bridgeplate distributed over an area of 26 inches by 26 inches, with a safety factor of at least 3 based on the ultimate strength of the material. Ramps or bridgeplates shorter than 30 inches shall support a load of 330 pounds. Folding or telescoping ramps are permitted provided they meet all structural requirements of this section.</p>	<p>(1) Design load. Ramps 30 inches or longer shall support a load of 600 pounds, placed at the centroid of the ramp distributed over an area of 26 inches by 26 inches, with a safety factor of at least 3 based on the ultimate strength of the material. Ramps shorter than 30 inches shall support a load of 300 pounds.</p>	<p>Changes ramp design load to 660 pounds from 600 pounds; Adds bridgeplates Clarifies load for short ramps or bridgeplates to 330 pounds from 300 pounds Moves from another section the clarification that folding ramps are permitted.</p>	<p>No research cited for changes.</p>

9.918

Proposed Language	Current Requirement	Changes	Comments, etc.
1192.23 Mobility aid accessibility.	1192.23 Mobility aid accessibility.		
(c) Vehicle ramps and bridgeplates. (p. 2 of 5)	(c) Vehicle ramp.		
(2) Surface. The surface of ramps and bridgeplates shall be slip resistant, continuous from edge to edge, and shall not have protrusions from the surface greater than 1/4 inch high. Ramps and bridgeplates shall have a clear width of 30 inches.	(2) Ramp Surface. The ramp surface shall be continuous and slip resistant; shall not have protrusions from the surface greater than 1/4 inch high; shall have a clear width of 30 inches; and shall accommodate both four-wheel and three-wheel mobility aids.	Adds "bridgeplate"	
(3) Threshold. The transition from boarding and alighting areas to ramps and bridgeplates and the transition from vehicle floor to ramps and bridgeplates may be vertical without edge treatment up to 1/4 inch. Changes in level between 1/4 inch and 1/2 inch shall be beveled with a slope no greater than 1:2.	(3) Ramp Threshold. The transition from roadway or sidewalk and the transition from vehicle floor to the ramp may be vertical without edge treatment up to 1/4 inch. Changes in level between 1/4 inch and 1/2 inch shall be beveled with a slope no greater than 1:2.	Minor clarifications	
(4) Barriers. Each side of ramps and bridgeplates shall have barriers at least 2 inches high along all portions of ramps and bridgeplates more than 3 inches above the boarding and alighting surface.	(4) Ramp Barriers. Each side of the ramp shall have barriers at least 2 inches high to prevent mobility aid wheels from slipping off.	Changes barrier requirement to only those portions higher than 3 inches above the ground.	

9.219

Proposed Language	Current Requirement	Changes	Comments, etc.										
<p>1192.23 Mobility aid accessibility. (c) Vehicle ramps and bridgeplates. (p. 3 of 5)</p>	<p>1192.23 Mobility aid accessibility. (c) Vehicle ramp.</p>												
<p>(5) Slope. The slope of all ramps and bridgeplates shall not exceed 1:8. Only one device shall be required to have a maximum slope of 1:8 when deployed to roadway, provided all required securement locations are connected to it by a route complying with (a)(2). All other devices shall not exceed a slope of 1:8 when deployed to the intended boarding and alighting areas.</p>	<p>(5) Slope. Ramps shall have the least slope practicable and shall not exceed 1:4 when deployed to ground level. If the height of the vehicle floor from which the ramp is deployed is 3 inches or less above a 6-inch curb, a maximum slope of 1:4 is permitted; if the height of the vehicle floor from which the ramp is deployed is 6 inches or less, but greater than 3 inches, above a 6-inch curb, a maximum slope of 1:6 is permitted; if the height of the vehicle floor from which the ramp is deployed is 9 inches or less, but greater than 6 inches, above a 6-inch curb, a maximum slope of 1:8 is permitted; if the height of the vehicle floor from which the ramp is deployed is greater than 9 inches above a 6-inch curb, a slope of 1:12 shall be achieved. Folding or telescoping ramps are permitted provided they meet all structural requirements of this section.</p> <table border="1" data-bbox="608 959 1093 1135"> <thead> <tr> <th data-bbox="608 959 959 1038">Height of Vehicle Floor Above 6-Inch Curb</th> <th data-bbox="970 959 1093 1038">Maximum Ramp Slope</th> </tr> </thead> <tbody> <tr> <td data-bbox="608 1038 959 1063">3 in. or less</td> <td data-bbox="970 1038 1093 1063">1:4</td> </tr> <tr> <td data-bbox="608 1063 959 1088">6 in. or less but more than 3 in.</td> <td data-bbox="970 1063 1093 1088">1:6</td> </tr> <tr> <td data-bbox="608 1088 959 1113">9 in. or less but more than 6 in.</td> <td data-bbox="970 1088 1093 1113">1:8</td> </tr> <tr> <td data-bbox="608 1113 959 1135">more than 9 in.</td> <td data-bbox="970 1113 1093 1135">1:12</td> </tr> </tbody> </table>	Height of Vehicle Floor Above 6-Inch Curb	Maximum Ramp Slope	3 in. or less	1:4	6 in. or less but more than 3 in.	1:6	9 in. or less but more than 6 in.	1:8	more than 9 in.	1:12	<p>Major change to ramp slope requirement.</p>	<p>Only anecdotal 'evidence' provided on existence of at least one vehicle/ramp that meets this requirement. No research cited on whether major bus manufacturers of buses, vans and similar vehicles can currently meet this requirement or will need to undergo costly redesign and retooling (remember the hoopla in 1990 when a requirement for maximum step height was proposed – it would have cost millions).</p> <p>Does not reflect industry trend to low-floor, ramp equipped vehicles instead of high-floor, lift-equipped vehicles.</p> <p>Does not define interior floor slope requirements from ramp to securement area; some designs for shorter (i.e. 25 to 28 foot) low-floor buses include steeply sloped interior floors.</p> <p>Facility standards for curb height, etc. are not addressed for low-floor buses as they are for BRT.</p>
Height of Vehicle Floor Above 6-Inch Curb	Maximum Ramp Slope												
3 in. or less	1:4												
6 in. or less but more than 3 in.	1:6												
9 in. or less but more than 6 in.	1:8												
more than 9 in.	1:12												

9.220

Proposed Language	Current Requirement	Comments, etc.	
1192.23 Mobility aid accessibility.	1192.23 Mobility aid accessibility.		
(c) Vehicle ramps and bridgeplates. (p. 4 of 5)	(c) Vehicle ramp.		
(6) Attachment. When in use for boarding or alighting, ramps and bridgeplates shall be firmly attached to the vehicle so that they are not subject to displacement when in use and that no gap between vehicle and ramp permits the passage of a sphere having a diameter of 5/8 inch.	(6) Attachment. When in use for boarding or alighting, the ramp shall be firmly attached to the vehicle so that it is not subject to displacement when loading or unloading a heavy power mobility aid and that no gap between vehicle and ramp exceeds 5/8 inch.	No changes	
(7) Stowage. A compartment, securement system, or other appropriate method shall be provided to ensure that stowed ramps and bridgeplates , including portable ramps and bridgeplates stowed in the passenger area, do not impinge on a passenger's wheelchair or mobility aid or pose any hazard to passengers in the event of a sudden stop or maneuver.	(7) Stowage. A compartment, securement system, or other appropriate method shall be provided to ensure that stowed ramps, including portable ramps stowed in the passenger area, do not impinge on a passenger's wheelchair or mobility aid or pose any hazard to passengers in the event of a sudden stop or maneuver.	No changes	

9.021

Proposed Language	Current Requirement	Changes	Comments, etc.
1192.23 Mobility aid accessibility.	1192.23 Mobility aid accessibility.		
(c) Vehicle ramps and bridgeplates. (p. 5 of 5)	(c) Vehicle ramp.		
(8) Handrails. If provided, handrails shall allow persons with disabilities to grasp them from outside the vehicle while starting to board, and to continue to use them throughout the boarding process, and shall have the top between 30 inches and 38 inches above the ramp or bridgeplate surface. The handrails shall be capable of withstanding a force of 100 pounds concentrated at any point on the handrail without permanent deformation of the rail or its supporting structure. The handrail shall have a cross-sectional diameter of 1 1/4 inches minimum to 2 inches maximum or shall provide an equivalent grasping surface, and have eased edges with corner radii of not less than 1/8 inch. Handrails shall not interfere with wheelchair or mobility aid maneuverability when entering or leaving the vehicle.	(8) Handrails. If provided, handrails shall allow persons with disabilities to grasp them from outside the vehicle while starting to board, and to continue to use them throughout the boarding process, and shall have the top between 30 inches and 38 inches above the ramp surface. The handrails shall be capable of withstanding a force of 100 pounds concentrated at any point on the handrail without permanent deformation of the rail or its supporting structure. The handrail shall have a cross-sectional diameter between 1 1/4 inches and 1 1/2 inches or shall provide an equivalent grasping surface, and have eased edges with corner radii of not less than 1/8 inch. Handrails shall not interfere with wheelchair or mobility aid maneuverability when entering or leaving the vehicle.	Increases maximum handrail diameter to 2 inches from 1.5 inches.	
(9) Operation. Power operated ramps and bridgeplates shall be deployable manually.	No such requirement currently	Adds new requirement that power ramps shall be deployed manually.	Assumes folding ramp design, limiting possible future 'cassette' designs, etc. that predominated when low-floor buses were first introduced.

9.222

Proposed Language	Current Requirement	Changes	Comments, etc.
1192.23 Mobility aid accessibility.	1192.23 Mobility aid accessibility.		
(d) Securement devices. (p. 1 of 5)	(d) Securement devices.		
<p>(1) Design load. Securement systems on vehicles with GVWRs of 30,000 pounds or above, and their attachments to such vehicles, shall restrain a force in the forward longitudinal direction of up to 2,000 pounds per securement leg or clamping mechanism and a minimum of 4,000 pounds for each mobility aid. Securement systems on vehicles with GVWRs of up to 30,000 pounds, and their attachments to such vehicles, shall restrain a force in the forward longitudinal direction of up to 2,500 pounds per securement leg or clamping mechanism and a minimum of 5,000 pounds for each mobility aid.</p>	<p>(1) Design load. Securement systems on vehicles with GVWRs of 30,000 pounds or above, and their attachments to such vehicles, shall restrain a force in the forward longitudinal direction of up to 2,000 pounds per securement leg or clamping mechanism and a minimum of 4,000 pounds for each mobility aid. Securement systems on vehicles with GVWRs of up to 30,000 pounds, and their attachments to such vehicles, shall restrain a force in the forward longitudinal direction of up to 2,500 pounds per securement leg or clamping mechanism and a minimum of 5,000 pounds for each mobility aid.</p>	No change	

9.a23

Proposed Language	Current Requirement	Change	Comments, etc.
1192.23 Mobility aid accessibility.	1192.23 Mobility aid accessibility.		
(d) Securement devices. (p. 2 of 5)	(d) Securement devices.		
<p>(2) Location and size. The securement system shall be placed as near to the accessible entrance as practicable and shall have a clear floor area of 30 inches minimum by 48 inches minimum. One full unobstructed side of the clear floor area shall adjoin or overlap an access route. If a clear floor area is located in a bay or otherwise confined on all or part of three sides, additional maneuvering clearances shall be provided in accordance with the following:</p> <p>(i) Forward Approach. Bays shall be 36 inches (915 mm) wide minimum where the depth exceeds 24 inches (610 mm). <u>See figure 1.</u></p> <p>(ii) Parallel Approach. Bays shall be 60 inches (1525 mm) wide minimum where the depth exceeds 15 inches (380 mm). <u>See figure 2.</u></p> <p>Securement areas may have fold-down seats to accommodate other passengers when a wheelchair or mobility aid is not occupying the area, provided the seats, when folded up, do not obstruct the clear floor space required.</p>	<p>(2) Location and size. The securement system shall be placed as near to the accessible entrance as practicable and shall have a clear floor area of 30 inches by 48 inches. Such space shall adjoin, and may overlap, an access path. Not more than 6 inches of the required clear floor space may be accommodated for footrests under another seat provided there is a minimum of 9 inches from the floor to the lowest part of the seat overhanging the space. Securement areas may have fold-down seats to accommodate other passengers when a wheelchair or mobility aid is not occupying the area, provided the seats, when folded up, do not obstruct the clear floor space required. <u>(See Fig. 2)</u></p>	<p>Adds requirement that one full side adjoin access route</p> <p>For securement areas that require a "parallel" approach, the space must be 60 inches long instead of 48 inches in certain situations: "toe space" under seats can no longer be counted as part of the securement area.</p>	<p>All buses with front-door lifts or ramps have 'parallel approach' securement areas. Proposed changes will likely result in net loss of 2 more seats per securement area (in addition to the 2 net seats lost when securement area is occupied by mobility aid user.)</p> <p>No research cited for these changes. Even a scooter with a front tiller can use space under a seat.</p> <p>Since most securement areas are side-by-side, a large wheelchair can prevent another wheelchair user from boarding forward-facing and turning around in the bus; even if the person backs on (not easy with a ramp) and uses the second area, the remaining aisle is only a few inches wide. On low-floor buses, all the priority seat users with their grocery carts, etc. would then be behind the securement areas and likely unable to make it through the gap.</p>

9.024

Proposed Language	Current Requirement	Changes	Comments, etc.
1192.23 Mobility aid accessibility.	1192.23 Mobility aid accessibility.		
(d) Securement devices. (p. 3 of 5)	(d) Securement devices.		
(3) Mobility aids accommodated. The securement system shall secure wheelchairs and mobility aids which can enter and maneuver within a vehicle complying with this subpart and shall either be automatic or easily attached by a person familiar with the system and mobility aid and having average dexterity.	(3) Mobility aids accommodated. The securement system shall secure common wheelchairs and mobility aids and shall either be automatic or easily attached by a person familiar with the system and mobility aid and having average dexterity.	Changes "common wheelchair" to "wheelchairs and mobility aids which can enter and maneuver within a vehicle complying with this subpart".	Given the complexity of some mobility aids with hydraulics and electronics, (i.e. the Permobil), this requirement may no longer be practical. Transit systems are seeing more and more mobility aids that the typical operator can't adequately secure.

9.925

Proposed Language	Current Requirement	Changes	Comments, etc.
1192.23 Mobility aid accessibility.	1192.23 Mobility aid accessibility.		
(d) Securement devices. (p. 4 of 5)	(d) Securement devices.		
<p>(4) Orientation. In vehicles in excess of 22 feet in length, at least one securement device or system required by paragraph (a)(3) shall secure the wheelchair or mobility aid facing toward the front of the vehicle. In vehicles 22 feet in length or less, the required securement device shall secure the wheelchair or mobility aid either facing toward the front of the vehicle or rearward. Additional securement devices or systems shall secure the wheelchair or mobility aid facing forward or rearward. Where the wheelchair or mobility aid is secured facing the rear of the vehicle, a padded barrier shall be provided the padded barrier shall extend from a height of 38 inches from the vehicle floor to a height of 56 inches from the vehicle floor with a width of 10 inches minimum to 12 inches maximum, laterally centered immediately in back of the seated individual. Such barriers need not be solid provided equivalent protection is afforded.</p>	<p>(4) Orientation. In vehicles in excess of 22 feet in length, at least one securement device or system required by paragraph (a) of this section shall secure the wheelchair or mobility aid facing toward the front of the vehicle. In vehicles 22 feet in length or less, the required securement device may secure the wheelchair or mobility aid either facing toward the front of the vehicle or rearward. Additional securement devices or systems shall secure the wheelchair or mobility aid facing forward or rearward. Where the wheelchair or mobility aid is secured facing the rear of the vehicle, a padded barrier shall be provided. The padded barrier shall extend from a height of 38 inches from the vehicle floor to a height of 56 inches from the vehicle floor with a width of 18 inches, laterally centered immediately in back of the seated individual. Such barriers need not be solid provided equivalent protection is afforded.</p>	<p>Changes width of padded headboard for rear facing securement from 10 to 12 inches from 18 inches.</p> <p>Does not address issue of 'containment area' in lieu of securement area for rear-facing securement.</p>	

9.926

Proposed Language	Current Requirement	Changes	Comments, etc.
1192.23 Mobility aid accessibility.	1192.23 Mobility aid accessibility.		
(d) Securement devices. (p. 5 of 5)	(d) Securement devices.		
(5) Movement. When the wheelchair or mobility aid is secured in accordance with manufacturer's instructions, the securement system shall limit the movement of an occupied wheelchair or mobility aid to no more than 2 inches in any direction under normal vehicle operating conditions.	(5) Movement. When the wheelchair or mobility aid is secured in accordance with manufacturer's instructions, the securement system shall limit the movement of an occupied wheelchair or mobility aid to no more than 2 inches in any direction under normal vehicle operating conditions.	No changes	
(6) Stowage. When not being used for securement, or when the securement area can be used by standees, the securement system shall not protrude into the required clear floor area , interfere with passenger movement, shall not present any hazardous condition, shall be reasonably protected from vandalism, and shall be readily accessed when needed for use.	(6) Stowage. When not being used for securement, or when the securement area can be used by standees, the securement system shall not interfere with passenger movement, shall not present any hazardous condition, shall be reasonably protected from vandalism, and shall be readily accessed when needed for use.	Clarifies that the securement system shall not protrude into the clear floor area.	
(7) Seat belt and shoulder harness. For each wheelchair or mobility aid securement device provided, a passenger seat belt and shoulder harness, complying with all applicable provisions of 49 CFR part 571, shall also be provided for use by wheelchair or mobility aid users. Such seat belts and shoulder harnesses shall not be used in lieu of a device which secures the wheelchair or mobility aid itself.	(7) Seat belt and shoulder harness. For each wheelchair or mobility aid securement device provided, a passenger seat belt and shoulder harness, complying with all applicable provisions of 49 CFR part 571, shall also be provided for use by wheelchair or mobility aid users. Such seat belts and shoulder harnesses shall not be used in lieu of a device which secures the wheelchair or mobility aid itself.	No changes.	

9.a27

Proposed Language	Current Requirement	Changes	Comments, etc.
1192.25 Doors, steps and thresholds.	1192.25 Doors, steps and thresholds.		
(a) Slip resistance. All aisles, steps, floor areas where people walk and floors in securement locations shall have slip-resistant surfaces.	(a) Slip resistance. All aisles, steps, floor areas where people walk and floors in securement locations shall have slip-resistant surfaces.	No changes	
(b) Contrast. All step edges, thresholds, and the boarding edge of ramps or lift platforms shall have a band of color(s) running the full width of the step or edge which contrasts from the step tread and riser, or lift, ramp or bridgeplate surface, either light-on-dark or dark-on-light.	(b) Contrast. All step edges, thresholds, and the boarding edge of ramps or lift platforms shall have a band of color(s) running the full width of the step or edge which contrasts from the step tread and riser, or lift or ramp surface, either light-on-dark or dark-on-light.	No changes	
(c) Door height. For vehicles in excess of 22 feet in length, the vertical clearance between the top of the door opening and the raised lift platform, or highest point of a ramp, shall be a minimum of 68 inches. For vehicles of 22 feet in length or less, the vertical clearance shall be a minimum of 56 inches from the vehicle entrance to the securement location.	(c) Door height. For vehicles in excess of 22 feet in length, the overhead clearance between the top of the door opening and the raised lift platform, or highest point of a ramp, shall be a minimum of 68 inches. For vehicles of 22 feet in length or less, the overhead clearance between the top of the door opening and the raised lift platform, or highest point of a ramp, shall be a minimum of 56 inches.	Changes vertical clearance for vehicle less than 22 feet to include the path to the securement location.	

9.928

Proposed Language	Current Requirement	Comments, etc.	
1192.27 Priority seating signs. (p. 1 of 2)	1192.27 Priority seating signs.		
(a) Each vehicle shall contain sign(s) which indicate that seats in the front of the vehicle are priority seats for persons with disabilities, and that other passengers should make such seats available to those who wish to use them. At least one set of forward-facing seats shall be so designated.	(a) Each vehicle shall contain sign(s) which indicate that seats in the front of the vehicle are priority seats for persons with disabilities, and that other passengers should make such seats available to those who wish to use them. At least one set of forward-facing seats shall be so designated.	No changes	
(b) Each securement location shall have a sign designating it as such.	(b) Each securement location shall have a sign designating it as such.	No changes	

9.A29

Proposed Language	Current Requirement	Changes	Comments, etc.
<p>1192.27 Priority seating signs. (p. 2 of 2)</p> <p>(c) Characters on signs required by paragraphs (a) and (b) of this section shall comply with the following:</p> <p>(1) Proportions. Characters shall be selected from fonts where the width of the uppercase letter "O" is 55 percent minimum and 110 percent maximum of the height of the uppercase letter "I".</p> <p>(2) Height. Where the height of the characters is 40 inches to 70 inches above the floor, the minimum character height shall be 5/8 inch. Where the characters are more than 70 inches above the floor, the minimum character height shall be 2 inches.</p> <p>(3) Stroke thickness. Stroke thickness of the uppercase letter "I" shall be 10 percent minimum and 30 percent maximum of the height of the character.</p> <p>(4) Character spacing. Character spacing shall be measured between the two closest points of adjacent characters, excluding word spaces. Spacing between individual characters shall be 10 percent minimum and 35 percent maximum of character height.</p> <p>(5) Line spacing. Spacing between the baselines of separate lines of characters within a message shall be 135 percent minimum and 170 percent maximum of the character height.</p> <p>(6) Contrast. Characters shall contrast with their background with either light characters on a dark background or dark characters on a light background.</p>	<p>1192.27 Priority seating signs.</p> <p>(c) Characters on signs required by paragraphs (a) and (b) of this section shall have a width-to-height ratio between 3:5 and 1:1 and a stroke width-to-height ratio between 1:5 and 1:10, with a minimum character height (using an upper case "X") of 5/8 inch, with "wide" spacing (generally, the space between letters shall be 1/16 the height of upper case letters), and shall contrast with the background either light-on-dark or dark-on-light.</p>	<p>Adds technical changes</p> <p>Adds requirements for letter size based on height from vehicle floor.</p>	

9.930

Proposed Language	Current Requirement	Changes	Comments, etc.
1192.29 Interior circulation, handrails and stanchions. (p. 1 of 2)	1192.29 Interior circulation, handrails and stanchions.		
(a) Interior handrails and stanchions shall permit sufficient turning and maneuvering space for wheelchairs and other mobility aids to reach a securement location from the lift, bridgeplate or ramp.	(a) Interior handrails and stanchions shall permit sufficient turning and maneuvering space for wheelchairs and other mobility aids to reach a securement location from the lift or ramp.	No changes	
(b) Handrails and stanchions shall be provided in the entrance to the vehicle in a configuration which allows persons with disabilities to grasp such assists from outside the vehicle while starting to board, and to continue using such assists throughout the boarding and fare collection process. Handrails shall have a cross-sectional diameter of 1 1/4 inches minimum to 2 inches maximum or shall provide an equivalent grasping surface, and have eased edges with corner radii of not less than 1/8 inch. Handrails shall be placed to provide a minimum 1 1/2 inches knuckle clearance from the nearest adjacent surface. Where on-board fare collection devices are used on vehicles in excess of 22 feet in length, a horizontal passenger assist shall be located across the front of the vehicle and shall prevent passengers from sustaining injuries on the fare collection device or windshield in the event of a sudden deceleration. Without restricting the vestibule space, the assist shall provide support for a boarding passenger from the front door through the boarding procedure. Passengers shall be able to lean against the assist for security while paying fares.	(b) Handrails and stanchions shall be provided in the entrance to the vehicle in a configuration which allows persons with disabilities to grasp such assists from outside the vehicle while starting to board, and to continue using such assists throughout the boarding and fare collection process. Handrails shall have a cross-sectional diameter between 1 1/4 inches and 1 1/2 inches or shall provide an equivalent grasping surface, and have eased edges with corner radii of not less than 1/8 inch. Handrails shall be placed to provide a minimum 1 1/2 inches knuckle clearance from the nearest adjacent surface. Where on-board fare collection devices are used on vehicles in excess of 22 feet in length, a horizontal passenger assist shall be located across the front of the vehicle and shall prevent passengers from sustaining injuries on the fare collection device or windshield in the event of a sudden deceleration. Without restricting the vestibule space, the assist shall provide support for a boarding passenger from the front door through the boarding procedure. Passengers shall be able to lean against the assist for security while paying fares.	Increases maximum handrail diameter to 2 inches from 1.5 inches.	

9.931

Proposed Language	Current Requirement	Changes	Comments, etc.
1192.29 Interior circulation, handrails and stanchions. (p. 2 of 2)	1192.29 Interior circulation, handrails and stanchions.		
(c) For vehicles in excess of 22 feet in length, handholds shall be provided adjacent to the aisle on the back of each forward or rear facing seat.	(c) For vehicles in excess of 22 feet in length, overhead handrail(s) shall be provided which shall be continuous except for a gap at the rear doorway.	Adds requirement for handhold on aisle side on back of seat instead of overhead handrails.	Extremely vague; need to clarify based on type of seat (high-back commuter vs standard seat) and whether the top of the seat, which is the current standard, is acceptable.
(d) Handrails and stanchions shall be sufficient to permit safe boarding, on-board circulation, seating and standing assistance, and alighting by persons with disabilities.	(d) Handrails and stanchions shall be sufficient to permit safe boarding, on-board circulation, seating and standing assistance, and alighting by persons with disabilities.	No changes	
(e) For vehicles in excess of 22 feet in length with front-door lifts, bridgeplates or ramps, vertical stanchions immediately behind the driver shall either terminate at the lower edge of the aisle-facing seats, if applicable, or be "dog-legged" so that the floor attachment does not impede or interfere with wheelchair footrests. If the driver seat platform must be passed by a wheelchair or mobility aid user entering the vehicle, the platform, to the maximum extent practicable, shall not extend into the aisle or vestibule beyond the wheel housing.	(e) For vehicles in excess of 22 feet in length with front-door lifts or ramps, vertical stanchions immediately behind the driver shall either terminate at the lower edge of the aisle-facing seats, if applicable, or be "dog-legged" so that the floor attachment does not impede or interfere with wheelchair footrests. If the driver seat platform must be passed by a wheelchair or mobility aid user entering the vehicle, the platform, to the maximum extent practicable, shall not extend into the aisle or vestibule beyond the wheel housing.	No changes	
(f) For vehicles in excess of 22 feet in length, the minimum interior height along the path from the lift, ramp or bridgeplate to the securement location shall be 68 inches. For vehicles of 22 feet in length or less, the minimum interior height from lift to securement location shall be 56 inches.	(f) For vehicles in excess of 22 feet in length, the minimum interior height along the path from the lift to the securement location shall be 68 inches. For vehicles of 22 feet in length or less, the minimum interior height from lift to securement location shall be 56 inches.	No changes	

9.932

Proposed Language	Current Requirement	Changes	Comments, etc.
1192.31 Lighting.	1192.31 Lighting.		
(a) A stepwell or doorway immediately adjacent to the driver shall have, when the door is open, at least 2 foot-candles of illumination measured on the step tread or lift platform.	(a) Any stepwell or doorway immediately adjacent to the driver shall have, when the door is open, at least 2 foot-candles of illumination measured on the step tread or lift platform.	No changes	
(b) Other stepwells and doorways, including doorways in which lifts, bridgeplates or ramps are installed, shall have, at all times, at least 2 foot-candles of illumination measured on the step tread, or lift, bridgeplate or ramp, when deployed at the vehicle floor level.	(b) Other stepwells and doorways, including doorways in which lifts or ramps are installed, shall have, at all times, at least 2 foot-candles of illumination measured on the step tread, or lift or ramp, when deployed at the vehicle floor level.	No changes	
(c) The vehicle doorways, including doorways in which lifts, bridgeplates or ramps are installed, shall have outside light(s) which, when the door is open, provide at least 1 foot-candle of illumination on the street surface for a distance of 3 feet perpendicular to all points on the bottom step tread outer edge. Such light(s) shall be shielded to protect the eyes of entering and exiting passengers.	(c) The vehicle doorways, including doorways in which lifts or ramps are installed, shall have outside light(s) which, when the door is open, provide at least 1 foot-candle of illumination on the street surface for a distance of 3 feet perpendicular to all points on the bottom step tread outer edge. Such light(s) shall be located below window level and shielded to protect the eyes of entering and exiting passengers.	Removes requirement for lights to be below window level.	

9.933

Proposed Language	Current Requirement	Changes	Comments, etc.
1192.33 Fare box.	1192.33 Fare box.		
Where provided, the farebox shall be located as far forward as practicable and shall not obstruct traffic in the vestibule, especially wheelchairs or mobility aids.	Where provided, the farebox shall be located as far forward as practicable and shall not obstruct traffic in the vestibule, especially wheelchairs or mobility aids.	No changes.	Does not reflect trend to smart card readers. There is currently much uncertainty about which part(s) of ADAAG (i.e. ATM's, pay phones, etc.) apply to smart card reader placement.

Proposed Language	Current Requirement	Changes	Comments, etc.
1192.35 Public information system.	1192.35 Public information system.		
(a) Vehicles in excess of 22 feet in length, used in multiple-stop, fixed-route service, shall be equipped with an automated stop announcement system.	(a) Vehicles in excess of 22 feet in length, used in multiple-stop, fixed-route service, shall be equipped with a public address system permitting the driver, or recorded or digitized human speech messages, to announce stops and provide other passenger information within the vehicle.	Requires major change to automated stop calling system. Does not include technical specifications for such a system. Does not also require a manual PA system.	It appears that no research was done into what is required for automated announcements for large properties.
(b) The same or equivalent information included in automated stop announcements shall be provided in a visual format.	(b) [Reserved]	Adds new requirement for providing stops announcements in visual format. Does not include technical specifications for such a system.	It appears that no research was done into what is required for large properties to implement 'visual announcements.'

9.934

Proposed Language	Current Requirement	Changes	Comments, etc.
1192.37 Stop request.	1192.37 Stop request.		
(a) Where passengers may board or alight at multiple stops at their option, vehicles in excess of 22 feet in length shall provide controls adjacent to the securement location for requesting stops and which alerts the driver that a mobility aid user wishes to disembark. Such a system shall provide auditory and visual indications that the request has been made.	(a) Where passengers may board or alight at multiple stops at their option, vehicles in excess of 22 feet in length shall provide controls adjacent to the securement location for requesting stops and which alerts the driver that a mobility aid user wishes to disembark. Such a system shall provide auditory and visual indications that the request has been made.	No changes	
(b) Controls required by paragraph (a) of this section shall be mounted on a side wall, panel or partition adjacent to the required clear floor space no higher than 48 inches and no lower than 15 inches above the floor. Control centerlines shall be within 3 inches of a line midway between the forward and rearward limits of the required clear floor space. Controls shall be operable with one hand and shall not require tight grasping, pinching, or twisting of the wrist. The force required to activate controls shall be no greater than 5 lbf (22.2 N).	(b) Controls required by paragraph (a) of this section shall be mounted no higher than 48 inches and no lower than 15 inches above the floor, shall be operable with one hand and shall not require tight grasping, pinching, or twisting of the wrist. The force required to activate controls shall be no greater than 5 lbf (22.2 N).	Adds requirements for mounting location.	

9.935

Proposed Language	Current Requirement	Changes	Comments, etc.
1192.39 Destination and route signs. (p. 1 of 2)	1192.39 Destination and route signs.		
(a) Where destination or route information is displayed on the exterior of a vehicle, each vehicle shall have illuminated signs on the front and boarding side of the vehicle.	(a) Where destination or route information is displayed on the exterior of a vehicle, each vehicle shall have illuminated signs on the front and boarding side of the vehicle.	No change	
<p>(b) Characters on signs required by paragraph (a) of this section shall comply with the following:</p> <p>(1) Proportions. Characters shall be selected from fonts where the width of the uppercase letter "O" is 55 percent minimum and 110 percent maximum of the height of the uppercase letter "I".</p> <p>(2) Height. Characters on signs on the boarding side shall have a minimum height of 2 inches. Characters on headsigns shall have a minimum height of 4 inches.</p> <p>(3) Stroke thickness. Stroke thickness of the uppercase letter "I" shall be 10 percent minimum and 30 percent maximum of the height of the character.</p>	<p>(b) Characters on signs required by paragraph (a) of this section shall have a width-to-height ratio between 3:5 and 1:1 and a stroke width-to-height ratio between 1:5 and 1:10, with a minimum character height (using an upper case "X") of 1 inch for signs on the boarding side and a minimum character height of 2 inches for front "headsings", with "wide" spacing (generally, the space between letters shall be 1/16 the height of upper case letters), and shall contrast with the background, either dark-on-light or light-on-dark.</p>	<p>Changes character height requirement for head signs to 4 inches from 2 inches</p> <p>Includes new requirement for character height for boarding side sign (2 inches)</p> <p>Adds technical requirements for characters.</p> <p>Does not address typical route number sign on rear of bus or sign on driver's side of bus.</p> <p>Does not address technical requirements for being 'illuminated'.</p>	<p>No research cited as to whether buses and vans and 'similar vehicles' can accommodate a larger sign without redesign.</p>

9.9.36

Proposed Language	Current Requirement	Changes	Comments, etc.
1192.39 Destination and route signs. (p. 2 of 2)	1192.39 Destination and route signs.		
<p>(4) Character spacing. Character spacing shall be measured between the two closest points of adjacent characters, excluding word spaces. Spacing between individual characters shall be 10 percent minimum and 35 percent maximum of character height.</p> <p>(5) Line spacing. Spacing between the baselines of separate lines of characters within a message shall be 135 percent minimum and 170 percent maximum of the character height.</p> <p>(6) Contrast. Characters shall contrast with their background with either light characters on a dark background or dark characters on a light background.</p>			

9.937

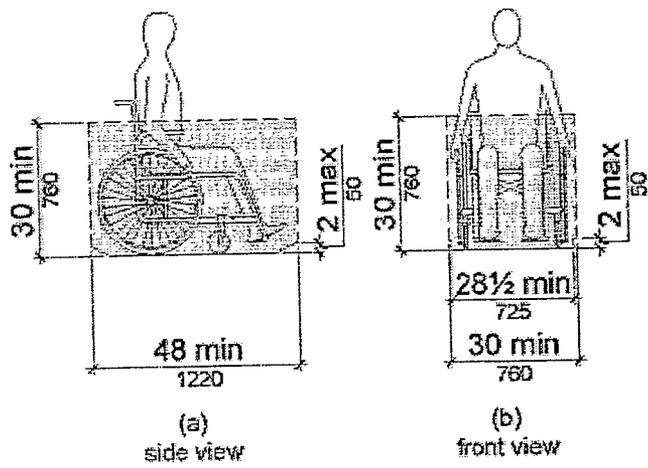
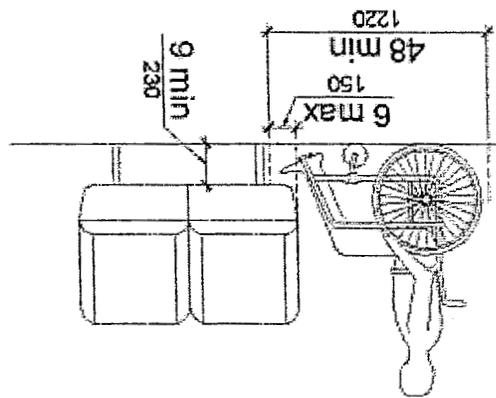


Figure 1
Wheelchair or Mobility Aid Envelope

9.938

9.a39

Figure 2
Toe Clearance Under a Fixed Element



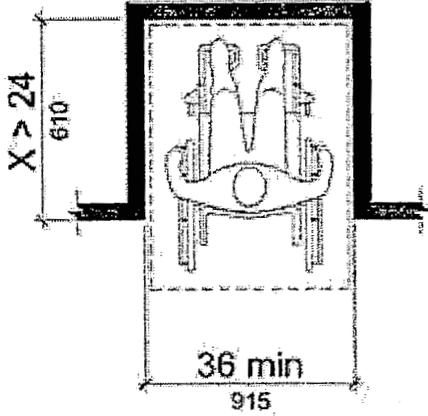


Figure 1

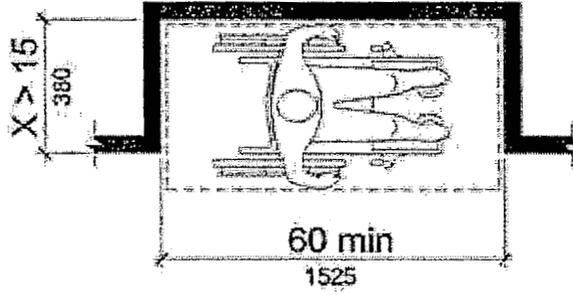


Figure 2

9.a40

Discussion of Revisions

In 1991, the U. S. Access Board issued Americans with Disabilities Act Accessibility Guidelines for Transportation Vehicles, codified at 36 CFR Part 1192. These guidelines form the basis for enforceable standards issued by the U. S. Department of Transportation (DOT), codified at 49 CFR Part 38. Except for supplemental provisions for over-the-road buses issued in 1994, the guidelines have not been changed. Since the guidelines were first issued, new technology, vehicles and services have been introduced into public transportation. In 2006, the Board decided to update and refresh the vehicle guidelines.

The guidelines are divided into eight subparts. Subpart A includes general provisions pertaining to all vehicles covered by the DOT regulation (49 CFR Part 37), subparts B through G cover vehicles for various modes, and subpart H covers all other vehicle and service types. The Board plans to update the provisions subpart by subpart, beginning with Subpart B Buses, Vans and Systems, along with some correlated modifications to Subpart A. The first step is publication of this draft and request for comment. Comments on the draft received during the 60-day comment period will be considered in creating a subsequent Notice of Proposed Rulemaking (NPRM), which will be open for additional comment. A final rule will be issued after comments to the NPRM are analyzed. The updated guidelines will apply to buses, vans and similar vehicles procured or modified after an effective date to be established by DOT when it issues standards based on the final guidelines.

Subpart A contains definitions for all the modes, but, for purposes of this draft, only those definitions pertaining to buses, vans and similar vehicles are included for reference. Most of them are not being recommended for change. A new definition of "bridgeplate" has been added. These devices are common for rail vehicles, but are new to buses because of Bus Rapid Transit. The definition of "common wheelchair" has been removed because it was misunderstood and misused. First, definitions are not regulatory. They are provided to help affected parties understand the requirements which are contained in the regulatory text. Second, the Access Board has no authority to regulate wheelchairs or mobility aids. Nevertheless, some transit agencies were using the definition to exclude certain wheelchairs from receiving service, even when those wheelchairs could be accommodated within the vehicle. The Board's guidelines only apply to vehicles, so a new paragraph (c) is being proposed in 1192.21 to clarify the minimum width, length and height envelope which must be available within the vehicle, for it to be deemed accessible. The three-dimensional space must be available from the entrance to securement locations. A manufacturer or transit provider is not required to design or modify a vehicle to provide additional space to accommodate a wheelchair or mobility aid which is larger or weighs more than the lift, ramp or bridgeplate design load. Whether a provider must transport a wheelchair which exceeds those limits, but can still fit within the vehicle, is a matter for DOT to decide. The Board specifically requests comments on how to make the language of this section clearer.

A new paragraph (d) in section 1192.21 is intended to provide guidance to designers of Bus Rapid Transit projects which are often designed and executed as a system involving both vehicles and stop improvements. Since these guidelines are for vehicles, this paragraph is included here only to facilitate review and comment. When the Board issues its NPRM proposing changes to the vehicle guidelines, a provision similar to paragraph (d) may be proposed as an amendment to the ADA and ABA Accessibility

9.941

Guidelines for Buildings and Facilities. Alternatively, DOT may add this section to its regulations in 49 CFR Part 37.

Paragraph (a) in section 1192.23 on mobility aid accessibility has been reordered and renumbered. The existing guidelines contain only a general performance requirement for maneuvering clearance. Performance requirements are intended to give design flexibility, but, in practice, this section has led to disputes between manufacturers and transit agencies on whether a particular design complies. The revised section attempts to add more specificity by requiring a route from the entrance to securement locations with a minimum 36 inch width. This is consistent with accessible routes in buildings, but has not previously been applied to vehicles. The Board recognizes that vehicles are constrained by road lane width and some restrictions in tunnels and bridges. The Board requests comments on the feasibility of this requirement. If a 36 inch width is not possible, would a 32 inch minimum width be achievable? In addition, front door entry necessitates a right angle turn. The available space is constrained by the fare box, driver seat, modesty panels and wheel wells. A 5-foot turning circle is not possible. In building standards, a 42-inch minimum aisle is required to turn into a 36-inch wide aisle. Can this be achieved in a bus? How can the maneuvering and turning space be defined so that compliance is more verifiable?

A problem frequently raised is accommodation of larger and heavier wheelchairs. Some size increases may not be achievable because of external constraints on vehicles which are beyond the control of the guidelines. Others could be solved with rear door entry. The Board is not inclined to mandate either front or rear door entry because of environmental barriers at bus stops. The draft does attempt to partially address the weight issue by specifying a higher design load for lifts, ramps and bridgeplates.

Lift manufacturers have told the Board that some jurisdictions specify a higher weight for lifts (e.g., 720 lbs). On the other hand, a review of available ramp specifications indicates 660 lbs is the weight limit. Even though lifts may be designed for more, most transit agencies intersperse ramp and lift buses. If lifts and ramps had different requirements, a passenger might make a trip on a lift-equipped bus and then discover he or she could not get home because a ramp bus arrived for the return trip. Therefore, the draft proposes raising the design to 660 lbs, from the current 600 lb requirement. Another factor to be considered is that the National Highway Traffic Safety Administration (NHTSA) has issued standards prescribing a whole series of tests based on the 600 lb requirement, in particular, the outer barrier test. What are the safety implications for a 700 lb wheelchair, for example, if the barrier is only designed to contain 600 lbs? The Board intends to coordinate its rulemaking with NHTSA.

Requirements for ramps have been simplified in paragraph (c) of section 1192.23. Instead of the complicated and confusing slopes tied to floor height, the proposal is to set the maximum slope at 1:8 in all cases, including when deployed to the roadway. This is possible now because of new ramp designs not available when the current guidelines were issued. In addition, in paragraph (c)(5) the draft requires only one door intended for boarding wheelchairs to meet this requirement if it can be accessed from all required securement locations. Other doors can have short bridgeplates. This is primarily intended to accommodate Bus Rapid Transit systems which have multiple doors boarding from platforms at vehicle floor height. A new provision has also been added in paragraph (c)(9) to require power operated ramps and bridgeplates to be deployable manually.

9.a42

The securement design load provisions are unchanged. There has been considerable discussion over the years as to the adequacy or necessity of the force requirements. Currently, the requirement is primarily performance oriented. It does not specify a "four-point tiedown" although this has become the general norm. There has also been confusion about the purpose of securement devices. The securement system is not intended as passenger restraint or for protection of the wheelchair user. It is intended to duplicate, to the extent possible, the requirement on all other bus seats that they remain affixed to the vehicle in the event of a crash. The seat belt and shoulder harness, the use of which is at the option of the passenger, are provided primarily for persons with limited upper body strength who want additional stability. DOT has ruled that seat belt and shoulder harness use cannot be required unless all passengers are required to use them. In addition, DOT permits transit operators to establish a policy not to require securement. Nevertheless, a vehicle must have securement devices, seat belts and shoulder harnesses to be considered accessible. Seat belts and shoulder harnesses are currently required to comply with applicable provisions of 49 CFR 571. The Board seeks comment on whether the Society of Automotive Engineers standard would be better (http://www.sae.org/technical/standards/ground_vehicle/ACTIV).

Securement location and size requirements have been revised to require additional space where the area is constrained on three sides by seats, modesty panels, wheel wells, etc. The provisions are taken from requirements for alcoves in the new ADA and ABA Accessibility Guidelines for Buildings and Facilities. Two figures from that document will be included. A current provision allowing some of the required floor space to be under seats and panels has been removed. That provision worked for wheelchair footrests, but could not accommodate many scooters which have a front tiller control.

The provision for wheelchairs to be accommodated has been changed to remove the reference to common wheelchairs. Instead it would refer to the special requirements in 1192.21(c). The DOT regulation at 49 CFR 37.165(f) requires transit personnel to assist passengers with boarding, alighting and securement use. The stowage provision has been clarified so that the securement device cannot protrude into the required clear floor area. Also, the size of the padded barrier behind a rear-facing securement location has been refined.

The failure of bus drivers to call out stops as required by the DOT rule has been identified as a significant problem. Therefore, the draft proposes to require an automated system. In addition, a visual display is required to provide the same or equivalent information to people who cannot hear the auditory announcements.

Other changes clarify the vertical clearance required from the vehicle entrance to securement locations, eliminates the requirement for an overhead handrail in favor of seat-back handholds, deletes a specific placement for exterior lights, and incorporates signage specifications from the ADA and ABA Accessibility Guidelines for Buildings and Facilities.

9.943

ARCHITECTURAL AND TRANSPORTATION BARRIERS COMPLIANCE BOARD

Published in the *Federal Register* on April 11, 2007.

[PDF version](#)

36 CFR Part 1192

[Docket No. 2007-1]

RIN 3014-AA38

Americans with Disabilities Act (ADA) Accessibility Guidelines for Transportation Vehicles

AGENCY: Architectural and Transportation Barriers Compliance Board.

ACTION: Availability of draft revisions to guidelines.

SUMMARY: The Architectural and Transportation Barriers Compliance Board (Access Board) has placed in the docket and on its web site for public review and comment draft revisions to the Americans with Disabilities Act (ADA) Accessibility Guidelines for Transportation Vehicles. The draft revisions to the guidelines cover only buses, vans and similar vehicles. Draft revisions to the guidelines for other modes will be issued later. Comments will be accepted on the draft revisions to the guidelines, and the Access Board will consider those comments prior to issuing a notice of proposed rulemaking to update the guidelines.

DATES: Comments on the draft revisions to the guidelines must be received by June 11, 2007.

ADDRESSES: Comments should be sent to Docket 2007-1, Office of Technical and Informational Services, Architectural and Transportation Barriers Compliance Board, 1331 F Street NW, suite 1000, Washington, DC 20004-1111. E-mail comments should be sent to cannon@access-board.gov. Comments sent by e-mail will be considered only if they contain the full name and address of the sender in the text. Comments will be available for inspection at the above address from 9 a.m. to 5 p.m. on regular business days.

FOR FURTHER INFORMATION CONTACT: Dennis Cannon, Office of Technical and Information Services, Architectural and Transportation Barriers Compliance Board, 1331 F Street, NW, suite 1000, Washington DC 20004-1111. Telephone number: (202) 272-0015 (voice); (202) 272-0082 (TTY). Electronic mail address: cannon@access-board.gov.

SUPPLEMENTARY INFORMATION: In 1991, the Architectural and Transportation Barriers Compliance Board (Access Board) issued the Americans with Disabilities Act (ADA) Accessibility Guidelines for Transportation Vehicles, which is codified at 36 CFR part 1192. The guidelines have not been updated since they were issued, except for modifications for over-the-road buses in 1994. The Access Board is beginning the process of updating the guidelines by publishing draft revisions to subparts A and B of 36 CFR part 1192, which contain general provisions and cover buses, vans and similar vehicles. Draft revisions to other subparts, which cover other modes, will be available later. Changes are proposed to accommodate new technology and vehicles, and new system designs, particularly Bus Rapid Transit.

9.944

Subsequent to issuance of the guidelines in 1991, the National Highway Traffic Safety Administration (NHTSA) issued regulations for vehicle lifts. The Access Board will coordinate its rulemaking with NHTSA to ensure consistency.

The Access Board is making the draft revisions to the guidelines and supplemental information available for public review and comment prior to issuing a notice of proposed rulemaking to update the guidelines. Comments on the draft revisions to the guidelines will be considered by the Access Board in developing the notice of proposed rulemaking to update the guidelines, which will also be open for public comment. The draft revisions to the guidelines and supplementary information are available on the Access Board's Internet site (<http://www.access-board.gov/vguidedraft.htm>). You may also obtain a copy of the draft guidelines and supplementary information by contacting the Access Board at (202) 272-0080. Persons using a TTY should call (202) 272-0082. The documents are available in alternate formats upon request. Persons who want a copy in an alternate format should specify the type of format (cassette tape, Braille, large print, or ASCII disk).

James J. Raggio,
General Counsel.

9.945

Board Holds Meetings on Vehicles and Communication Access

August 29, 2006, Updated October 20, 2006

On July 25th [2006], the Board held public meetings as an initial step in upcoming efforts to update its ADA guidelines for transportation vehicles and to develop supplementary guidelines on communication access. The meetings provided an opportunity for interested parties to advise the Board on key issues or subjects that should be addressed in these initiatives.

Meeting on the ADA Accessibility Guidelines for Transportation Vehicles

The Board's guidelines for transportation vehicles covered by the ADA address buses, vans, various types of rail cars, and other modes of transportation. The Board plans to review these guidelines, which were published in 1991, and to propose any revisions or additions as necessary, including coverage of new or convergent technologies. Meeting participants included transportation providers, manufacturers, and representatives from disability groups and trade associations.

Participants

American Bus Association
American Seating Company
Community Transportation Association of America
Council of Citizens with Low Vision International
Disability Rights Advocates for Technology
Mid-Atlantic ADA&IT Center
National Easter Seal Society
Southeastern Pennsylvania Transportation Authority
Taxicab, Limousine and Paratransit Association
Paralyzed Veterans of America

Many comments called attention to the advances made in the design of mobility aids over the past 15 years, which have led to a wider array of manual and mechanized devices of varying sizes and capabilities. A growing number of mobility aids are larger and heavier than the standard manual wheelchair upon which many access specifications are based. The Board was urged to revise criteria in the guidelines so that access is ensured for a broader range of mobility aids now in use. Some commenters cautioned the Board about the potential impacts of such changes to the design of vehicles, particularly boarding devices, such as lifts, and seating space. This discussion also touched on accommodation of new mobility technologies, such as Segways, that have been developed for general use but are beneficial for some people with walking impairments.

Recommendations also addressed securement devices and restraint systems, the reliability and quality of on-board announcements of stops and other passenger information, signage, level boarding at rail cars, minimum gaps between vehicles and boarding platforms, industry standards for wheelchairs and mobility aids, coverage of new transportation technologies, such as bus rapid transit, and accessible restrooms on buses. The Board will hold another meeting on this topic during its September meeting in Las Vegas.

9.946

Issues Raised:

- The definition of “common wheelchair” should be changed to include new technology (e.g., Segway) and to increase the size and weight because wheelchairs are getting bigger.
- The “footprint” of a common wheelchair should not be changed because the space available in a bus is limited and bus size is largely fixed by external constraints (e.g., lane width).
- A wider footprint would likely eliminate minivans as an option for accessible taxis and paratransit.
- Guidelines should specify how the size and weight should be determined.
- Guidelines should require or encourage wheelchair manufacturers to comply with WC 19 standard.
- If the size is changed, existing buses should be “grandfathered” in.
- Definition of a common wheelchair should not be used as a means to exclude wheelchairs that can be accommodated.
- Some belt securement systems can secure a Segway; wheel clamps can't.
- Wheel clamps do not work for many wheelchairs.
- Guidelines should better specify padded barrier for rear facing securement, including loading (e.g., Canadian specifications).
- If a rear-facing securement is used, some regular seats should also face rearward.
- Guidelines should clarify “normal operating conditions” for determining the maximum movement allowed for a secured wheelchair.
- Guidelines should more clearly define clear floor space for wheelchairs (e.g., a 48-inch long wheelchair will not fit in a 48-inch space that is confined on three sides).
- Clarify maneuvering space from entrance to securement location.
- Clarify the extent of the securement device instructions to be displayed at the securement location.
- Discontinue the requirement for a continuous overhead handrail and allow seatback handholds.
- Require the bus identification number to be displayed in accessible formats in a standard location inside the bus (e.g., on the back of the driver partition).
- Guidelines should address bus rapid transit.
- Ramp slope for low floor buses is too steep.
- Accommodating Segues on over-the-road bus lifts would be a problem because of height of raised lift (5 feet or more above ground) and low door height.
- One “common wheelchair” displaces 6 seats on an over-the-road bus; a bigger wheelchair might displace more.
- Require on-board lavatories on over-the-road buses.
- Minimize gaps between lift and bus floor.
- Level boarding should be required for rail systems.
- Minimize gaps between rail cars and platforms.
- Ask operators for statistics on prevalence of over-size wheelchairs.
- Continue current mode-specific format of guidelines.

9.a47

Meeting on Communication Access Issues

In response to previous feedback from the public, including in comments the Board received in the update of its guidelines for facilities, plans are being made for a new rulemaking initiative focused on communication accessibility. This effort will explore areas where access for people with vision or hearing impairments has been problematic, including kiosks, point of sales and other interactive transaction machines, drive-through communication devices, public address systems, signage, and alarms. The Board's recent meeting on this topic sought input on key issues and considerations that should be addressed in this rulemaking. Attendees included representatives from disability groups, code organizations, research entities, and manufacturers.

Issues Raised (excerpted to include only transit-related issues):

- Consider guidelines requiring informational signs to be accessible to people who are blind or who have low vision that include remote infrared audible signs that will also provide a wayfinding system in more complex environments
- Consider guidelines that include remote infrared audible signs as a means to make signs on buses indicating the destination and number accessible to individuals who are blind or who have low vision. Such signs also would be a way to identify the next arriving bus for people standing at a bus stop or station
- Require businesses and other entities to install remote infrared audible signs containing their street addresses and pertinent information about their services and products so that individuals who are blind or who have low vision can elect to receive that information as they travel from point-to-point within a community
- Initiate rulemaking regarding interactive transaction machines (ITM's), not just ATM's and fare vending machines, to ensure their accessibility. Require ITM's and other point-of-sales machines, particularly airline ticket kiosks, to be accessible to people who are blind or have low vision by providing, at a minimum, audible output because, increasingly, personnel are unavailable to provide assistance. Ensure equivalent privacy of information for customers and address the needs of individuals with cognitive impairments. Also, ensure that publicly owned ITM's and information kiosks, including maps displayed on them are accessible.
- Revise the Board's accessibility guidelines so that flat panel displays on appliances and ITM's are tactually discernable
- Supplement the Board's public TTY requirements with requirements for video multiple purpose phones that allow for audio and video communications allowing deaf and hard of hearing people to communicate in American Sign Language, which for many is their native language and ensure that the device can connect to video relay services

9.948

Board Holds Town Meeting in Las Vegas

October 30, 2006

The Board traveled to Las Vegas in September [2006] to hold a town meeting on accessibility and an information meeting specific to transportation vehicles. The town meeting focused on access issues of concern to the public and ways in which the Board's various program areas, including rulemaking, technical assistance, and training, can be responsive to them. Citizens and representatives from various organizations called attention to issues concerning implementation of the ADA's design standards, including enforcement, plans review, and training for designers and architects. Some of these concerns were raised in relation to Las Vegas, as well as to rural communities in Nevada. Participants also raised issues concerning accessibility to trails, sidewalks and bus stops, polling places, courthouses, and communication. Accessibility for people who are deaf and those with vision impairments were highlighted as areas meriting greater attention. In addition, a representative from the Passenger Vessel Association provided industry feedback on draft guidelines for passenger vessels that are currently available for public comment.

Information Meeting on Transportation Vehicles

Speakers at the information meeting on transportation vehicles included representatives from the National Center for Accessible Transportation and the Regional Transportation Commission of Southern Nevada. This meeting focused on recommendations that the Board should take into consideration in updating its ADA Accessibility Guidelines for Transportation Vehicles. Published in 1991, these guidelines address buses, vans, rail cars, and other modes of public transportation.

Commenters stressed the need to update the guidelines to address the growing range of mobility aids and assistive devices now on the market. Transit operators indicated that certain types of vehicles, boarding devices, and securement systems may not accommodate some newer types of mobility aids. Participants also urged the Board to examine access to new types of vehicles, including bus rapid transit, low floor buses, articulated buses, and street cars, as well as design innovations, including enclosed cabs and off-board fare devices. In particular, the Board was advised to revisit sections of the guidelines covering boarding devices, such as ramps, lifts, and bridge plates, boarding areas, securement systems and orientation, and mobility aid stowage. The Board held a similar meeting on the vehicle guidelines in Washington, D.C. in July. While in Las Vegas, the Board explored new types of vehicles available in the area, including a bus rapid transit system, double-decker buses, and a monorail.

Presenters:

- Dr. Joe Zaworski, National Center on Accessible Transportation
- Wayne Meissner, Regional Transportation Commission of Southern Nevada (RTC)
- Bob Highfill, Jacobs Civil Engineering
- Sandra Stanko, RTC
- Sue Joseph, RTC
- John Helm, Access Services, Los Angeles

9.949

Issues Raised:

- The definition of “common wheelchair” should be changed to include new technology (e.g., Segways) and to increase the size and weight because wheelchairs are getting bigger.
- Define a “transportable” wheelchair as able to pass through a 28-inch doorway and turn 90 degrees from a 30-inch corridor into a 30-inch corridor without backing up.
- The “footprint” of a common wheelchair should not be changed because the space available in a bus is limited and bus size is largely fixed by external constraints (e.g., lane width).
- Guidelines should require or encourage wheelchair manufacturers to comply with ANSI/RESNA WC 19 standard.
- With rear-facing securement, some conventional seats should also be rear-facing.
- Guidelines should clarify how to determine the maximum movement allowed for a secured wheelchair and at what point it's measured.
- Guidelines should more clearly define clear floor space for wheelchairs (e.g., a 48-inch long wheelchair will not fit in a 48-inch space).
- Clarify maneuvering space from entrance to securement location.
- If one wheelchair is on-board, maneuvering a second one into position is difficult.
- Guidelines should better address other disabilities, not just mobility aids.
- Address lighting and communication.
- Guidelines should address level boarding for buses.
- Guidelines should address bus rapid transit.
- Guidelines should be performance oriented rather than having specific requirements.
- Stanchions should be high contrast.
- Address stowage of walkers and other aids which are not secured.
- Continue current mode-specific format of the guidelines.

9.950

810 Transportation Facilities

810.1 General. Transportation facilities shall comply with 810.

810.2 Bus Boarding and Alighting Areas. Bus boarding and alighting areas shall comply with 810.2.

Advisory 810.2 Bus Boarding and Alighting Areas. At bus stops where a shelter is provided, the bus stop pad can be located either within or outside of the shelter.

810.2.1 Surface. Bus stop boarding and alighting areas shall have a firm, stable surface.

810.2.2 Dimensions. Bus stop boarding and alighting areas shall provide a clear length of 96 inches (2440 mm) minimum, measured perpendicular to the curb or vehicle roadway edge, and a clear width of 60 inches (1525 mm) minimum, measured parallel to the vehicle roadway.

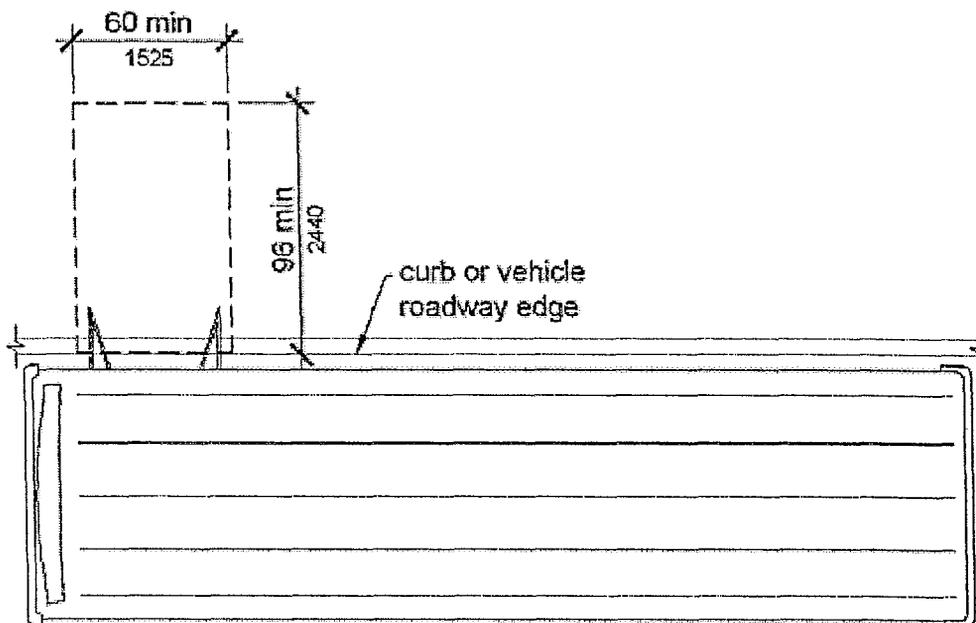


Figure 810.2.2 Dimensions of Bus Boarding and Alighting Areas

810.2.3 Connection. Bus stop boarding and alighting areas shall be connected to streets, sidewalks, or pedestrian paths by an accessible route complying with 402.

810.2.4 Slope. Parallel to the roadway, the slope of the bus stop boarding and alighting area shall be the same as the roadway, to the maximum extent practicable. Perpendicular to the roadway, the slope of the bus stop boarding and alighting area shall not be steeper than 1:48.

810.3 Bus Shelters. Bus shelters shall provide a minimum clear floor or ground space complying with 305 entirely within the shelter. Bus shelters shall be connected by an accessible route complying with 402 to a boarding and alighting area complying with 810.2.

9.951

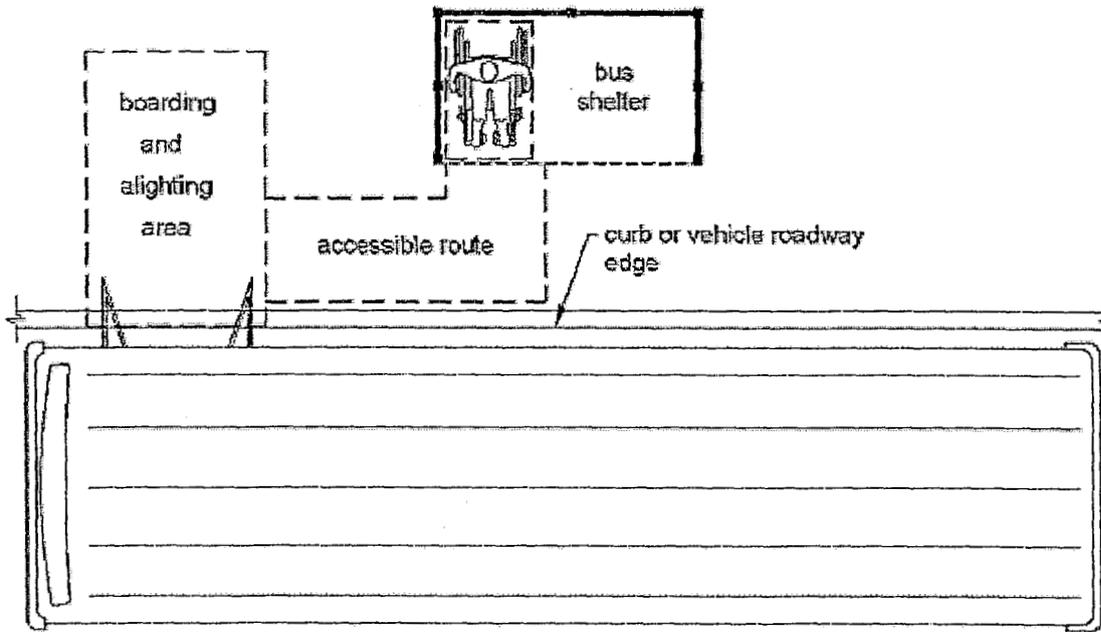


Figure 810.3 Bus Shelters

810.4 Bus Signs. Bus route identification signs shall comply with 703.5.1 through 703.5.4, and 703.5.7 and 703.5.8. In addition, to the maximum extent practicable, bus route identification signs shall comply with 703.5.5.

EXCEPTION: Bus schedules, timetables and maps that are posted at the bus stop or bus bay shall not be required to comply.

810.5 Rail Platforms. Rail platforms shall comply with 810.5.

810.5.1 Slope. Rail platforms shall not exceed a slope of 1:48 in all directions.

EXCEPTION: Where platforms serve vehicles operating on existing track or track laid in existing roadway, the slope of the platform parallel to the track shall be permitted to be equal to the slope (grade) of the roadway or existing track.

810.5.2 Detectable Warnings. Platform boarding edges not protected by platform screens or guards shall have detectable warnings complying with 705 along the full length of the public use area of the platform.

810.5.3 Platform and Vehicle Floor Coordination. Station platforms shall be positioned to coordinate with vehicles in accordance with the applicable requirements of 36 CFR Part 1192. Low-level platforms shall be 8 inches (205 mm) minimum above top of rail.

EXCEPTION: Where vehicles are boarded from sidewalks or street-level, low-level platforms shall be permitted to be less than 8 inches (205 mm).

9.a52

Advisory 810.5.3 Platform and Vehicle Floor Coordination. The height and position of a platform must be coordinated with the floor of the vehicles it serves to minimize the vertical and horizontal gaps, in accordance with the ADA Accessibility Guidelines for Transportation Vehicles (36 CFR Part 1192). The vehicle guidelines, divided by bus, van, light rail, rapid rail, commuter rail, intercity rail, are available at www.access-board.gov. The preferred alignment is a high platform, level with the vehicle floor. In some cases, the vehicle guidelines permit use of a low platform in conjunction with a lift or ramp. Most such low platforms must have a minimum height of eight inches above the top of the rail. Some vehicles are designed to be boarded from a street or the sidewalk along the street and the exception permits such boarding areas to be less than eight inches high.

810.6 Rail Station Signs. Rail station signs shall comply with 810.6.

EXCEPTION. Signs shall not be required to comply with 810.6.1 and 810.6.2 where audible signs are remotely transmitted to hand-held receivers, or are user- or proximity-actuated.

Advisory 810.6 Rail Station Signs Exception. Emerging technologies such as an audible sign systems using infrared transmitters and receivers may provide greater accessibility in the transit environment than traditional Braille and raised letter signs. The transmitters are placed on or next to print signs and transmit their information to an infrared receiver that is held by a person. By scanning an area, the person will hear the sign. This means that signs can be placed well out of reach of Braille readers, even on parapet walls and on walls beyond barriers. Additionally, such signs can be used to provide wayfinding information that cannot be efficiently conveyed on Braille signs.

810.6.1 Entrances. Where signs identify a station or its entrance, at least one sign at each entrance shall comply with 703.2 and shall be placed in uniform locations to the maximum extent practicable. Where signs identify a station that has no defined entrance, at least one sign shall comply with 703.2 and shall be placed in a central location.

810.6.2 Routes and Destinations. Lists of stations, routes and destinations served by the station which are located on boarding areas, platforms, or mezzanines shall comply with 703.5. At least one tactile sign identifying the specific station and complying with 703.2 shall be provided on each platform or boarding area. Signs covered by this requirement shall, to the maximum extent practicable, be placed in uniform locations within the system.

EXCEPTION: Where sign space is limited, characters shall not be required to exceed 3 inches (75 mm).

Advisory 810.6.2 Routes and Destinations. Route maps are not required to comply with the informational sign requirements in this document.

810.6.3 Station Names. Stations covered by this section shall have identification signs complying with 703.5. Signs shall be clearly visible and within the sight lines of standing and sitting passengers from within the vehicle on both sides when not obstructed by another vehicle.

Advisory 810.6.3 Station Names. It is also important to place signs at intervals in the station where passengers in the vehicle will be able to see a sign when the vehicle is either stopped at the station or about to come to a stop in the station. The number of signs necessary may be directly related to the size of the lettering displayed on the sign.

9.953

810.7 Public Address Systems. Where public address systems convey audible information to the public, the same or equivalent information shall be provided in a visual format.

810.8 Clocks. Where clocks are provided for use by the public, the clock face shall be uncluttered so that its elements are clearly visible. Hands, numerals and digits shall contrast with the background either light-on-dark or dark-on-light. Where clocks are installed overhead, numerals and digits shall comply with 703.5.

810.9 Escalators. Where provided, escalators shall comply with the sections 6.1.3.5.6 and 6.1.3.6.5 of ASME A17.1 (incorporated by reference, see "Referenced Standards" in Chapter 1) and shall have a clear width of 32 inches (815 mm) minimum.

EXCEPTION: Existing escalators in key stations shall not be required to comply with 810.9.

810.10 Track Crossings. Where a circulation path serving boarding platforms crosses tracks, it shall comply with 402.

EXCEPTION: Openings for wheel flanges shall be permitted to be 2 1/2 inches (64 mm) maximum.

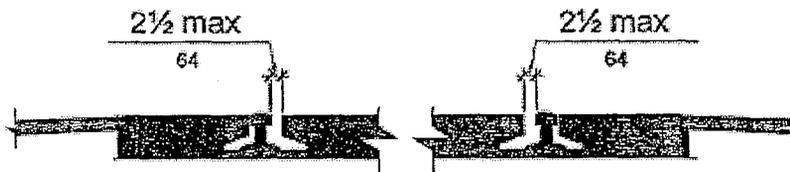


Figure 810.10 (Exception) Track Crossings