

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

BOARD OF DIRECTORS REGULAR MEETING AGENDA

MAY 23, 2003 (Fourth Friday of Each Month)

CAPITOLA CITY COUNCIL CHAMBERS

420 Capitola Avenue

Capitola, CA 95010

9:00 a.m. – 12:00 noon

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

1. ROLL CALL
2. ORAL AND WRITTEN COMMUNICATION
 - a. Debra/Robert Brownstein RE: ParaCruz Eligibility
 - b. R. Paul Marcelin-Sampson RE: Highway 1 JPA
 - c. Lorraine Lambert RE: ParaCruz Recertification
3. LABOR ORGANIZATION COMMUNICATIONS
4. METRO USERS GROUP (MUG) COMMUNICATIONS
5. METRO ACCESSIBLE SERVICES TRANSIT FORUM (MASTF) COMMUNICATIONS
6. ADDITIONAL DOCUMENTATION TO SUPPORT EXISTING AGENDA ITEMS

CONSENT AGENDA

- 7-1. APPROVE REGULAR BOARD MEETING MINUTES OF APRIL 11 AND APRIL 25, 2003
Minutes: Attached
- 7-2. ACCEPT AND FILE PRELIMINARILY APPROVED CLAIMS
Report: Attached
- 7-3. ACCEPT AND FILE APRIL RIDERSHIP REPORT
Report: Attached
1st page of the Ridership Report is included in the Add-On Packet
- 7-4. CONSIDERATION OF TORT CLAIMS: Deny the Claims of: Ben Ralston, Claim #03-0012; Earl Ralston, Claim #03-0013; Michael Ralston Jr., Claim #03-0014; Kathie Van Wickler, Claim #03-0015; Hannah Ralston, Claim #03-0016
Claims: Attached
Additional Claims Materials are included in the Add-On Packet

* Please note: Location of Meeting Place

- 7-5. ACCEPT AND FILE AGENDA FOR THE MASTF COMMITTEE MEETING OF MAY 15, 2003 AND THE MINUTES OF THE APRIL 17, 2003 MEETING
Agenda/Minutes: Attached
- 7-6. ACCEPT AND FILE AGENDA FOR THE MUG COMMITTEE MEETING OF MAY 21, 2003 AND THE MINUTES OF THE APRIL 16, 2003 MEETING
Minutes: Attached
- 7-7. ACCEPT AND FILE MONTHLY BUDGET STATUS REPORT FOR MARCH 2003, APPROVAL OF BUDGET TRANSFERS
Staff Report: Attached
- 7-8. ACCEPT AND FILE PARACRUZ STATUS REPORT FOR FEBRUARY 2003
Staff Report: Attached
- 7-9. ACCEPT AND FILE HIGHWAY 17 STATUS REPORT FOR MARCH 2003
Staff Report: Attached
- 7-10. ACCEPT AND FILE UNIVERSITY OF CALIFORNIA, SANTA CRUZ SERVICE UPDATE
Staff Report: Attached
- 7-11. ACCEPT AND FILE METROBASE STATUS REPORT
Staff Report: Attached
- 7-12. CONSIDERATION OF REVISED BUS DELIVERY SCHEDULE FOR HIGHWAY 17 BUSES
Staff Report: Attached
(Moved to Consent Agenda at the May 9, 2003 Board Meeting. Staff report retained original numbering as Item #12)
- 7-13. CONSIDERATION OF A RESOLUTION AUTHORIZING AN APPLICATION TO THE AIR DISTRICT FOR AB2766 FUNDS TO ADD METERING EQUIPMENT TO THE COMPRESSED NATURAL GAS (CNG) FUEL STATION
(Moved to Consent Agenda at the May 9, 2003 Board Meeting. Staff report retained original numbering as Item #13)
- 7-14. CONSIDERATION OF SUPPORTING THE RESOLUTION ENTITLED "WE BELIEVE IN CALIFORNIA, RESOLUTION ON THE STATE BUDGET CRISES AND BUDGET ACCOUNTABILITY ACT" SPONSORED BY THE SERVICE EMPLOYEES INTERNATIONAL UNION (SEIU)
(Moved to Consent Agenda at the May 9, 2003 Board Meeting. Staff report retained original numbering as Item #19)

REGULAR AGENDA

8. PRESENTATION OF EMPLOYEE LONGEVITY AWARDS
Presented by: Chairperson Reilly
Staff Report: Attached
9. CONSIDERATION OF ADOPTION OF REVISED FARE ORDINANCE
Presented by: Mark Dorfman, Assistant General Manager
Staff Report: Attached
Additional materials are included in the Add-0n Packet
10. PUBLIC HEARING ON FY 03-04 DRAFT FINAL BUDGET
Presented by: Elisabeth Ross, Finance Manager
Staff Report: Attached
PUBLIC HEARING WILL BE HELD AT 9:00 A.M.
11. **DELETED**
12. **MOVED TO CONSENT AGENDA AS ITEM #7-12**
13. **MOVED TO CONSENT AGENDA AS ITEM #7-13**
14. PUBLIC HEARING FOR CONSIDERATION OF AUTHORIZING THE APPLICATION AND EXECUTION OF AN FTA GRANT FOR METROBASE CONSTRUCTION FUNDS
Presented by: Mark Dorfman, Assistant General Manager
Staff Report: Attached
PUBLIC HEARING WILL BE HELD AT 9:00 A.M.
15. PUBLIC HEARING FOR CONSIDERATION OF AUTHORIZING THE APPLICATION AND EXECUTION OF AN FTA GRANT FOR URBANIZED AREA FORMULA FUNDS FOR FY 2003
Presented by: Mark Dorfman, Assistant General Manager
Staff Report: Attached
PUBLIC HEARING WILL BE HELD AT 9:00 A.M.
16. CONSIDERATION OF AUTHORIZING THE GENERAL MANAGER TO EXECUTE A MEMORANDUM OF UNDERSTANDING (MOU) WITH THE REGIONAL TRANSPORTATION AGENCIES TO ESTABLISH RELATIONSHIPS FOR PLANNING AND PROGRAMMING TRANSPORTATION PROJECTS.
Presented by: Mark Dorfman, Assistant General Manager
Staff Report: Attached

17. CONSIDERATION OF METRO USERS GROUP (MUG) OPERATIONS AND ORGANIZATIONAL STRUCTURE
Presented by: Margaret Gallagher, District Counsel
Staff Report: **Materials are included in the Add-On Packet**
18. **CONSIDERATION OF PROVIDING ADMINISTRATIVE SUPPORT IN PROCUREMENT TO THE HIGHWAY 1 WIDENING/HOV JOINT POWERS AUTHORITY**
Presented by: Les White, General Manager
Staff Report: **Materials are included in the Add-On Packet**
19. **MOVED TO CONSENT AGENDA AS ITEM #7-14**
20. **CONSIDERATION OF A RESOLUTION AUTHORIZING AN APPLICATION TO THE ENVIRONMENTAL PROTECTION AGENCY FOR GRANT FUNDS TO RETROFIT BUSES WITH EXHAUST PARTICULATE TRAPS**
Presented by: Mark Dorfman, Assistant General Manager
Staff Report: **Materials are included in the Add-On Packet**
21. **CONSIDERATION OF AWARD OF CONTRACT FOR QUALITY CONTROL INSPECTION SERVICES**
Presented by: Tom Stickel, Fleet Maintenance Manager
Staff Report: **Materials are included in the Add-On Packet**
22. **CONSIDERATION OF EXTENDING THE LEASE AGREEMENT BETWEEN THE SANTA CRUZ METROPOLITAN TRANSIT DISTRICT AND GIL CANALES FOR LEASING OFFICE SPACE AT THE WATSONVILLE TRANSIT CENTER FOR AN ADDITIONAL YEAR**
Presented by: Margaret Gallagher, District Council
Staff Report: **Materials are included in the Add-On Packet**
23. REVIEW OF ITEMS TO BE DISCUSSED IN CLOSED SESSION: District Counsel
24. ORAL AND WRITTEN COMMUNICATIONS REGARDING CLOSED SESSION

SECTION II: CLOSED SESSION

1. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION
(Pursuant to Subdivision (a) of Section 54956.9)
 - a. Name of Case: Lane/Loya v. Santa Cruz Metropolitan Transit District

2. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION
(Initiation of litigation pursuant to subdivision (c) of Section 54956.9)
 - a. No. of potential cases: One
3. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION
(Pursuant to Subdivision (a) of Section 54956.9)
 - a. Name of Case: Beatrice Dias v. Santa Cruz Metropolitan Transit District
(Before the Workers' Compensation Appeals Board)
 - b. Name of Case: Parker v. Santa Cruz Metropolitan Transit District

SECTION III: RECONVENE TO OPEN SESSION

25. 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.

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SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: May 23, 2003

TO: Board of Directors

FROM: General Manager

SUBJECT: ADDITIONAL MATERIAL TO THE MAY 23, 2003 BOARD MEETING AGENDA

SECTION I:

ADD TO ITEM #2 ORAL AND WRITTEN COMMUNICATION

- b. R. Paul Marcelin-Sampson RE: Hwy. 1 JPA
 - c. Lorraine Lambert RE: ParaCruz Recertification
- (Insert Correspondence)**

CONSENT AGENDA:

ADD TO ITEM #7-3 ACCEPT AND FILE APRIL 2003 RIDERSHIP REPORT
(Insert Page 1 of Ridership Report)

ADD TO ITEM #7-4 CONSIDERATION OF TORT CLAIMS: Deny the Claims of:
Kathie Van Wickler, Claim #03-0015; Hannah Ralston, Claim #03-0016
(Insert Claims)

REGULAR AGENDA:

ADD TO ITEM #9 CONSIDERATION OF ADOPTION OF REVISED FARE ORDINANCE
(Insert documentation received from Pat Spence, METRO Board; Elsa Quezada, CCCIL; and, email from mrbeagle)

DELETE ITEM #11 CONSIDERATION OF APPROVAL TO LEASE THE RESTAURANT
SPACE AT THE WATSONVILLE TRANSIT CENTER
(Additional time is needed to negotiate this matter)

ADD TO ITEM #17 CONSIDERATION OF METRO USERS GROUP (MUG) OPERATIONS
AND ORGANIZATIONAL STRUCTURE
(Insert Staff Report)

DELETE ITEM #18 CONSIDERATION OF PROVIDING FINANCIAL AND ADMINISTRATIVE
SUPPORT TO THE HIGHWAY 1 WIDENING/HOV JOINT POWERS
AUTHORITY
**(Partial Action taken at the May 9, 2003 Board meeting – Remaining
issues continued for one month)**

AND

- ADD TO ITEM #18** CONSIDERATION OF PROVIDING ADMINISTRATIVE SUPPORT IN
PROCUREMENT TO THE HIGHWAY 1 WIDENING/HOV JOINT POWERS
AUTHORITY
(Insert Staff Report)
- ADD TO ITEM #20** CONSIDERATION OF A RESOLUTION AUTHORIZING AN APPLICATION
TO THE ENVIRONMENTAL PROTECTION AGENCY FOR GRANT
FUNDS TO RETROFIT BUSES WITH EXHAUST PARTICULATE TRAPS
(Insert Staff Report)
- ADD TO ITEM #21** CONSIDERATION OF AWARD OF CONTRACT FOR QUALITY
CONTROL INSPECTION SERVICES
(Add Staff Report)
- ADD TO ITEM #22** CONSIDERATION OF EXTENDING THE LEASE AGREEMENT
BETWEEN THE SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
AND GIL CANALES FOR LEASING OFFICE SPACE AT THE
WATSONVILLE TRANSIT CENTER FOR AN ADDITIONAL YEAR
(Add Staff Report)

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

BOARD OF DIRECTORS REGULAR MEETING AGENDA

MAY 9, 2003 (Second Friday of Each Month)

SCMTD ENCINAL CONFERENCE*

370 ENCINAL STREET, SUITE 100

SANTA CRUZ, CALIFORNIA

9:00 a.m. – 11:00 a.m.

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4. METRO USERS GROUP (MUG) COMMUNICATIONS
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1st PAGE OF THE RIDERSHIP REPORT WILL BE PRESENTED FOR CONSIDERATION AT THE MAY 23, 2003 BOARD MEETING
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Staff Report: Attached

REGULAR AGENDA

- 8. PRESENTATION OF EMPLOYEE LONGEVITY AWARDS
Presented by: Chairperson Reilly
Staff Report: Attached
THIS PRESENTATION WILL TAKE PLACE AT THE MAY 23RD BOARD MEETING
- 9. CONSIDERATION OF ADOPTION OF REVISED FARE ORDINANCE
Presented by: Mark Dorfman, Assistant General Manager
Staff Report: Attached
- 10. PUBLIC HEARING ON FY 03-04 DRAFT FINAL BUDGET
Presented by: Elisabeth Ross, Finance Manager
Staff Report: Attached
PUBLIC HEARING WILL BE HELD AT 9:00 A.M. AT THE MAY 23RD BOARD MEETING

11. CONSIDERATION OF APPROVAL TO LEASE THE RESTAURANT SPACE AT THE WATSONVILLE TRANSIT CENTER
Presented by: Tom Stickel, Fleet Maintenance Manager
Staff Report: **WILL BE PRESENTED FOR CONSIDERATION AT THE MAY 23RD BOARD MEETING**
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Presented by: Tom Stickel, Fleet Maintenance Manager
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Presented by: Mark Dorfman, Assistant General Manager
Staff Report: Attached

17. CONSIDERATION OF METRO USERS GROUP (MUG) OPERATIONS AND ORGANIZATIONAL STRUCTURE
Presented by: Margaret Gallagher, District Counsel
Staff Report: To be distributed at the May 9th Board Meeting

18. CONSIDERATION OF PROVIDING FINANCIAL AND ADMINISTRATIVE SUPPORT TO THE HIGHWAY 1 WIDENING/HOV JOINT POWERS AUTHORITY
Presented by: Les White, General Manager
Staff Report: Attached
ACTION REQUIRED AT THE MAY 9TH BOARD MEETING

19. CONSIDERATION OF SUPPORTING THE RESOLUTION ENTITLED "WE BELIEVE IN CALIFORNIA, RESOLUTION ON THE STATE BUDGET CRISES AND BUDGET ACCOUNTABILITY ACT" SPONSORED BY THE SERVICE EMPLOYEES INTERNATIONAL UNION (SEIU)
Presented by: Les White, General Manager
Staff Report: Attached

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

21. ORAL AND WRITTEN COMMUNICATIONS REGARDING CLOSED SESSION

SECTION II: CLOSED SESSION

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(Pursuant to Subdivision (a) of Section 54956.9)
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2. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION
(Initiation of litigation pursuant to subdivision (c) of Section 54956.9)
 - a. No. of potential cases: One

SECTION III: RECONVENE TO OPEN SESSION

22. REPORT OF CLOSED SESSION

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NOTE:

**Please be advised that the May 23rd Board Meeting will
be held at the Capitola City Council Chambers,
420 Capitola Avenue, Capitola, CA**

Debra Brownstein

*3881 Winkle Avenue
Santa Cruz, Ca 95065*

Santa Cruz Metro Transit Board of Directors
370 Encinal
Santa Cruz, CA

APR 30 2003

Dear S.C. Board of Directors:

Thank you for the care and thoughtfulness you have shown my **mother-in-law**, Mrs. Lillian Brownstein. Steve Paulson recently clarified for me that Mrs. Brownstein would continue to be eligible for the METRO **ParaCruz**. We are delighted for her and know that this will help to keep her healthy and contributing to our lives and community for many more years. She at 85 years old is adored as a grandmother, mother, and friend. Although she has limited mobility, she is very active in the mind and heart.

Mrs. Brownstein is unable to drive because she is challenged with many health challenges and conditions, however with those health challenges, it is very important for her to visit her Physician, Medical Specialists, Optometrist and Pharmacy regularly. It **impossible** for her to use public transportation and we appreciate your recognition of needs due to her inability to negotiate the public transportation available.

We really want to recognize all that you do make METRO **ParaCruz** available to seniors and disabled persons, whom rely on the Liine as a **lifeline**. Thank you to all of you on the Board of Directors who give direction and guidance. And thank you to Steve Paulson who is so carefully determining eligibility and providing **information** in the trenches.

Sincerely,

Debra and Robert Brownstein

13 7 Chestnut Street
Apartment 112
Santa Cruz California 95060

2003 May 12

Board of Directors
Santa Cruz Metropolitan Transit District
370 Encinal Street Suite 100
Santa Cruz California 95060

[By facsimile to +1831 426 6117]

Dear Directors:

Please lend Metro's full support to widening Highway 1. Riding the 91 Watsonville "Express" or driving down Highway 1 at rush hour is enough to convince anyone that Highway 1 must be widened as soon as possible.

1. Office Space

(a) Metro Center Conference Room

The General Manager claims that Metro has no office space for the Highway 1 Joint Powers Authority, according to the May 9th staff report and the May 10th *Sentinel* article. In fact, a large room on the second floor of Metro Center has been vacant since the Marketing and Planning Department was cut. Four or five workstations could be created in what is now called a "Conference Room". Desks, tables, and chairs are available. The Operations Manager's satellite office, which is down the hall, should be kept; customers appreciate Bryant's visits. But given the small number of employees remaining at Metro Center and the Center's proximity to Metro's Encinal Street headquarters, the Conference Room is unnecessary. For the payment of a nominal fee or the provision of a few free bus passes to a downtown business, Metro could secure a nicer space for the once-a-month Metro Users Group (MUG) meeting. The Metro Accessible Services Transit Forum (MASTF) already meets elsewhere.

(b) Headquarters

As for Encinal Street, the 2003-2004 budget proposal indicates that headquarters positions have been reduced over the last two years, with no change in the amount of space being leased. If the Conference Room at Metro Center is too small to accommodate the nascent Highway 1 JPA, the space vacated by departing headquarters employees should be offered as well.

Metro should negotiate a token rental payment once the JPA is up and running, and should retain the right to reclaim its office space a few years down the road, when growth resumes.

Page 2 of 2

2. Staff Support

(a) Planner

Although most Metro employees are stretched to the limit, there is slack in some areas. No new bus service has been programmed since 2001, and no new funding is in sight. Service cuts are planned once a year, in conjunction with the preparation of the budget, and at an agency as small as Metro, routine Federal Transit Agency reporting requirements do not demand the full-time attention of a Transit Planner. Perhaps the JPA could use Mr McFadden during slack periods.

(b) Customer Service Representatives

With the ongoing decline in rider-ship, Metro's Customer Service staff could assist with public outreach for the Highway 1 JPA, by answering routine telephone inquiries,

(c) General Manager

The new Metrobase Project Manager position should provide some relief to the General Manager. Mr White's lobbying experience and negotiation skills would be very valuable to the JPA.

In summary, Metro does have surplus office space and some Metro employees do have time and expertise to contribute to the Highway 1 widening project. Since the Highway 1 JPA will reimburse Metro for costs incurred, this is a win-win situation. Reimbursements could help Metro to hold on to existing office space despite a marked decline in staffing and to keep a full-time transit planner despite the cessation of new service planning. Most importantly, the electorate will respond favorably to transit projects if Metro endorses a combination of road and transit improvements with something for everyone. This from a non-driver and lifelong transit user,

R. Paul Marcelin-Sampson

Mr R. Paul Marcelin-Sampson

cc: Ms Linda Wilshusen, Executive Director, SCCRTC [By facsimile to +1 831 460 3215]

Charlie & Lorraine Lambert

609 Frederick Street Apt # 123

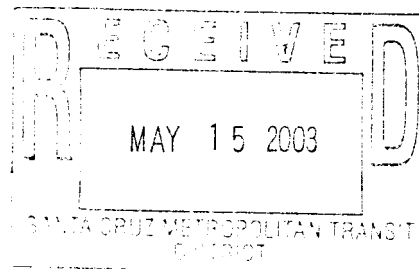
Santa Cruz, CA 95062

(831) 425-7230

E Mail - lambert@cruzio.com

May 13, 2003

Emily Reilly, Chairman
Board of Directors SCMTD
370 Encinal Street 100
Santa Cruz, CA 95060



Dear Ms Reilly,

I would like to urge you and all of the members of the Board of Directors to take a close look at how the **ParaCruz** certification and appeal process is being handled. I am very upset about my recent application experience in both the first interview and a subsequent interview with the Appeals Board. I also understand, on good authority, that there are many other people who feel as I do.

Over the years I have frequently bragged to friends "over the hill" about this wonderful service we have here in Santa Cruz for the handicapped. Now when I need to avail myself of this service, I have been, what I consider, "illegally" denied. The ADA law states that chronic fatigue, among others, is a legitimate reason for a person to be accepted by **ParaCruz**. Since my condition is Post Polio Syndrome, it follows that chronic fatigue is part of that condition. (This claim can be documented with research material.)

I hope you will examine this process thoroughly for my own sake and that of all the others in the same position.

Thank you,
Lorraine Lambert
Lorraine Lambert

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

Minutes- Board of Directors

April 11, 2003

A Regular Meeting of the Board of Directors of the Santa Cruz Metropolitan Transit District met on Friday, April 11, 2003 at the City Hall Council Chambers, 809 Center Street, Santa Cruz, California.

Chairperson Reilly called the meeting to order at 9:05 a.m.

SECTION 1: OPEN SESSION

1. ROLL CALL:

DIRECTORS PRESENT

Sheryl Ainsworth (arrived after roll call)
Jeff Almquist
Jan Beautz (arrived after roll call)
Michelle Hinkle
Dennis Norton
Emily Reilly
Mike Rotkin
Pat Spence
Marcela Tavantzis

DIRECTORS ABSENT

Mike Keogh
Ana Ventura Phares
Ex-Officio Wes Scott

STAFF PRESENT

Bryant Baehr, Operations Manager
Mark Dorfman, Asst. General Manager
Mary Ferrick, Schedule Analyst
Margaret Gallagher, District Counsel
Harlan Glatt, Sr. Database Administrator

Ian McFadden, Transit Planner
Elisabeth Ross, Finance Manager
Robyn Slater, Interim H.R. Manager
Tom Stickel, Fleet Maint. Manager

EMPLOYEES AND MEMBERS OF THE PUBLIC WHO INDICATED THEY WERE PRESENT

Jenna Glasky, SEA
Manny Martinez, PSA
Bonnie Morr, UTU

Jeff North, UTU
Will Regan, VMU
Amy Weiss, Spanish Translator

Chairperson Reilly stated that Items #17 and 18 would be moved to the front of the agenda.

DIRECTOR AINSWORTH ARRIVED.

2. ORAL AND WRITTEN COMMUNICATION

Written:

- | | | | |
|----|---------------------------------|-----|--------------------|
| a. | Laurel Hamel | RE: | Service Reductions |
| b. | Sister Hyer, Dominican Hospital | RE: | Service Reductions |

DIRECTOR BEAUTZ ARRIVED.

Oral:

Brenda Moss, Executive Director of the Senior Network Services, spoke on behalf of seniors and those with disabilities regarding paratransit services. Ms. Moss asked that in future agendas that the issue of paratransit recertification and eligibility be addressed. She submitted a letter which was written from the Paratransit Administrator to an 87-year old man and asked that the Board consider these issues.

Lois Newstadt, Resource Counselor at the Seniors Network Services, spoke regarding the paratransit recertification process. She stated that she doesn't think the needs of the seniors are really being considered. She referred to those people with cognitive problems due to strokes and talked about a medical person being present during the recertification and appeals process.

Bonnie McDonald, Manager of the Linkages Program at the Seniors Network Services, stated that she spoke to a 40-year old man who suffered a stroke and has no right-side awareness who was denied paratransit service. She was informed that only 3% of riders are being denied, however, she asked if this includes people being limited to just medical rides since this gentleman wants to utilize paratransit service to get to Twin Lakes Church. She requested that the recertification process include someone with a medical background or include the person's doctor's report about his/her condition. She added that the Appeals Committee should not include METRO staff.

Linda Robinson, Program Coordinator, Long-Term Care Ombudsman, spoke regarding a person who has Multiple Sclerosis and uses an electric wheelchair. He told the paratransit people during the recertification process that sometimes he can use fixed route service. It was not taken into account that this person has fluctuating capacity in which at certain times he cannot ride fixed route. She stated that anyone in a Skilled Nursing facility should be allowed to ride. Staff should use a doctor's order as criteria for recertification. She asked the Board to look into doing on-site evaluations for the recertification process.

Chairperson Reilly asked staff to contact the advocates present today in order to obtain their feedback regarding the paratransit service and to advise the Board at the end of the month when this issue can be agendized. Director Rotkin asked that it be scheduled informally as a public hearing to receive public comment on this issue. He further requested that responses to those advocates present today be copied to the Board as well. Director Beautz asked that staff analyze the advocates' comments prior to returning to the Board.

Director Almquist stated that he and Director Beautz are on the Expenditure Committee of the Transportation Commission for items that might be covered for additional sales tax: one of

which could be paratransit for the disabled and elderly. He asked the advocates who spoke to the Board to focus on the Transportation Commission so their voices could be heard supporting the transportation sales tax which could be designated for expanded transit services for the elderly and disabled.

3. LABOR ORGANIZATION COMMUNICATIONS

Bonnie Morr reported that the UTU Seniors Dinner was a success with over 300 seniors attending. She thanked the Board for their support. Ms. Morr will work with Director Tavantzis on how this dinner can meet the needs of the whole county.

4. METRO USERS GROUP (MUG) COMMUNICATIONS

No questions or comments.

5. METRO ACCESSIBLE SERVICES TRANSIT FORUM (MASTF) COMMUNICATIONS

No questions or comments.

6. ADDITIONAL DOCUMENTATION TO SUPPORT EXISTING AGENDA ITEMS

Margaret Gallagher distributed a revised staff report for Item #12.

ITEMS #17 and #18 WERE TAKEN OUT OF ORDER.

**16. CONSIDERATION OF AMENDING AWARD OF CONTRACT FOR RESIDENT BUS INSPECTOR SERVICES
ACTION REQUIRED AT THE APRIL 11, 2003 BOARD MEETING**

Summary:

This item was on March agenda and action was taken but there was no “second” to the Motion. Therefore, this item needs to be approved again.

ACTION: MOTION: DIRECTOR AINSWORTH SECOND: DIRECTOR ALMQUIST

Authorize the General Manager to amend the contract for resident bus inspection services with J & S Maintenance Professional Services, Inc. to increase the contract by an additional amount up to \$31,715.

Motion passed unanimously with Directors Keogh and Phares being absent.

**18. CONSIDERATION OF RENEWAL OF EMPLOYMENT PRACTICES LIABILITY INSURANCE
ACTION REQUIRED AT THE APRIL 11, 2003 BOARD MEETING**

Summary:

Elisabeth Ross reported that staff asked the Board for approval of this matter at its March meeting. Although a quote hadn't yet been received, staff anticipated it being \$60,000. However, the renewal premium is \$85,000 and the deductible was changed from \$25,000 to \$75,000. Terrorism coverage is being offered as an option; however, staff is not recommending this option.

ACTION: MOTION: DIRECTOR ROTKIN SECOND: DIRECTOR REILLY

Approve with increased limit and deductible but with no terrorism coverage.

Motion passed unanimously with Directors Keogh and Phares being absent.

CONSENT AGENDA

7-1. APPROVE REGULAR BOARD MEETING MINUTES OF MARCH 14 AND MARCH 28, 2003

No questions or comments.

7-2. ACCEPT AND FILE PRELIMINARILY APPROVED CLAIMS

No questions or comments.

7-3. ACCEPT AND FILE MARCH 2003 RIDERSHIP REPORT

No questions or comments.

7-4. CONSIDERATION OF TORT CLAIMS: None

7-5. ACCEPT AND FILE AGENDA FOR THE MASTF COMMITTEE MEETING OF APRIL 17, 2003 AND THE MINUTES OF THE MARCH 20, 2003 MEETING

No questions or comments.

7-6. ACCEPT AND FILE AGENDA FOR THE MUG COMMITTEE MEETING OF APRIL 16, 2003 AND THE MINUTES OF THE MARCH 19, 2003 MEETING

No questions or comments.

7-7. ACCEPT AND FILE MONTHLY BUDGET STATUS REPORT FOR FEBRUARY 2003, APPROVAL OF BUDGET TRANSFERS

No questions or comments.

7-8. ACCEPT AND FILE PARACRUZ STATUS REPORT FOR JANUARY 2003

Director Tavantzis noted that there has been significant progress in the non-compliance areas of the contract. Bryant Baehr reported to Director Spence that the report back to the Board would include recertification and outreach updates. Mr. Dorfman reiterated that during the appeals process, individuals are given other transportation options in the community plus travel training brochures.

7-9. ACCEPT AND FILE HIGHWAY 17 STATUS REPORT FOR FEBRUARY 2003

Director Almquist acknowledged the higher ridership figures vs. figures from last year. Mr. White reported that VTA has given no indication that they are considering canceling the JPA for the Highway 17 service and that they will keep this service at the level required by METRO.

7-10. ACCEPT AND FILE UNIVERSITY OF CALIFORNIA, SANTA CRUZ SERVICE UPDATE

Director Norton requested figures on “cost per rider” on this service and on the Highway 17 service and was informed that Highway 17 is \$8.01 cost per rider and the UCSC information would be included in the fare increase staff report. He discussed school term service and was informed that there is approximately a 15% drop in total service during school closures. Mr. White added that staff could look up the percentage of service hours per day with and without school service.

7-11. ACCEPT AND FILE METROBASE STATUS REPORT

Mr. White reported that he built into the time line additional time to switch design teams. There is no change to the completion date of 2006. Director Rotkin asked that a bullet item be added to the staff report denoting the slippage in the timeline from the previous month. Mr. White further reported that the EIR passed its challenge period with no challenges.

7-12. ACCEPT AND FILE STATUS REPORT ON CALL STOP AUDIT REPORT

Bryant Baehr explained that the call sheet given to the auditor for Route 54 was erroneous in that it listed two additional calls. The percentage of compliance was 91.3%. The operators responsible for not calling all of their stops are going through the Board-approved retraining/disciplinary process. Director Reilly asked that drivers be encouraged to bring up the reasons that they missed calling stops as soon as possible so the problem can be addressed. Margaret Gallagher added that the Call Stop Committee will be addressing the issue of what stops an operator should call in the case of the technology failing.

REGULAR AGENDA

ITEM #13 WAS TAKEN OUT OF ORDER.

**13. CONSIDERATION OF DETERMINATION OF PROPOSED FARE INCREASE FOR THE FIRST READING OF THE FARE ORDINANCE
ACTION REQUIRED AT THE APRIL 11, 2003 BOARD MEETING**

DIRECTOR AINSWORTH LEFT THE MEETING.

Summary:

Mark Dorfman gave a presentation on the proposed fare increases. Staff is requesting direction from the Board as to which of the proposed fares it would like put into the Fare Ordinance. The first reading of the Fare Ordinance will take place at the April 25th Board meeting. The second reading will take place at the May 23rd Board meeting with implementation of these fares scheduled for July 1, 2003.

Discussion:

METRO acknowledges the senior discount at the age of 62 rather than 65 as federal law defines it. Staff is recommending no changes to the paratransit premium services. There was discussion regarding paratransit “will call” service and its expense. Director Tavantzis requested that staff work with dialysis clinics to discuss allowing sufficient time for appointments so paratransit riders will not be late to meet their return trip thereby requiring a second paratransit van to be sent out for their pickup. Director Rotkin asked staff to think about having some form of economic disadvantage for repeated lateness.

There was discussion regarding Cabrillo College and the discounted bus passes they continue to receive. There was also discussion on the Highway 17 Express and a possible increase in fares, if warranted, even though they were raised in February.

Staff is working with agencies to explore the option of selling monthly passes through the agencies whereby the individual could pay the agency on a weekly basis and the agency could use that weekly payment to fund the next month’s monthly passes.

CHAIRPERSON REILLY OPENED THE MEETING TO PUBLIC COMMENT AT 10:59 A.M.

Bonnie Sheller, Mental Health Network: Ms. Sheller stated that people on SSI will have their monthly amount cut by \$49 and if passes are raised to \$27 this would create a shortfall of \$62 each month to these individuals. Social service programs for mental health and alcohol and drug treatments are facing a 25% cut. Fare increases will deny the disabled community the ability to get around town.

ACTION: MOTION: DIRECTOR ALMQUIST SECOND: DIRECTOR SPENCE

Continue the meeting until 12:00 noon.

Motion passed unanimously with Directors Ainsworth, Keogh and Phares being absent.

Scott Bugental, E/D TAC: Mr. Bugental distributed a letter from E/D TAC regarding the fare increase and stated that these low-income people are facing a budget crisis as individuals. He hopes to mitigate these fare increases for seniors and the disabled by not increasing it so much more than the other increases. Mr. Bugental sent another letter regarding premium fares for paratransit and stated that missed trips are a different issue than premium fares. He asked that

the premium fares issue not be put into the Fare Ordinance at this time. He asked that staff work with the groups that represent these people and work with the dialysis center.

Michael Bradshaw, CCCIL: Mr. Bradshaw expressed concern that the proposed percentage increases, when applied to the seniors and disabled communities, calculate out to more of an increase for this particular group. He asked what percentage of the fares is in the 4 categories and what percentage of the riders are seniors and disabled? If 35% increase on the present day figures for these categories, how would that change our revenue figures – by a small or large percentage? Director Beutz asked that the cost-of living adjustments be included in the report to the Board.

Chad Freitas, Office of Student Affairs, Cabrillo College: Mr. Freitas spoke on behalf of Manual Osario of Cabrillo College who sent a message to Mark Dorfman expressing his interest in pursuing an equitable arrangement on the Cabrillo discount bus pass contract. He would like to come to an agreement to provide Cabrillo students with monthly passes at a discounted rate while keeping in mind the two separate campuses that Cabrillo currently has. Several directors expressed no interest in maintaining the current level of discount for Cabrillo when there has been no interest by Cabrillo of increasing the discounted rates through a contract.

Denise Hippert: Ms. Hippert is a Santa Cruz Gardens resident and has a daughter with Cerebral Palsy who utilizes both the fixed route and paratransit systems. Ms. Hippert's main reason for moving to this area was the bus access. She is more in favor of a fare increase than of service reduction which would also jeopardize her daughter Emily's paratransit service and would, therefore, eliminate Emily's social life.

CHAIRPERSON REILLY CLOSED THE PUBLIC HEARING AT 11:11 A.M.

Director Almquist requested a report back on adding premium charges for different services for paratransit so it would be effective July 1. Director Reilly directed staff to return to the Board with the 35% and 50% proposals.

ACTION: MOTION: DIRECTOR ROTKIN SECOND: DIRECTOR BEAUTZ

- 1) Adoption of resolution to make CEQA findings necessary to increase fares to make METRO exempt from CEQA regulations.**
- 2) Eliminate Cabrillo College contract by end of this semester and re-emphasize that METRO would be interested in working out an institutional fare arrangement to provide passes to their students.**
- 3) Publish the following information allowing METRO to act on any of these: 35% fare increase with a “stepped” impact on Senior and Disabled fares, a 50% increase with deep discounts for monthly passes and a “stepped” impact on Seniors & Disabled fares, and a 50% level with the deep discount on monthly passes.**
- 4) Show what the impact would be for “stepping” the increase for Senior and Disabled riders.**

- 5) **Proposal for premium fares on the paratransit service that might be implementable by July for “will call” premium possibility and fare if second van is required to be dispatched because of a missed trip.**
- 6) **Present plan to get METRO to 25% recovery rate over five-year period.**
- 7) **Clarify what the CPI figure is from 1990 figure rather than 1993.**
- 8) **Policy set that in “out” years METRO needs to obtain a 25% recovery. It will be policy in the future to move to CPI levels in increments.**

Director Tavantzis discussed a single fare for seniors/disabled of \$.40 - \$.60 = 50% increase. She suggested that staff doesn't treat the seniors/disabled categories as straight percentage until they are caught up. Only go up \$.05 a year instead of \$.10 a year. She added that the number of passengers that are senior/disabled and how this would impact amount of money we would need to raise would be a determining factor.

Motion passed by unanimous roll call vote in lieu of a roll call vote with Directors Ainsworth, Keogh and Phares being absent.

CHAIRPERSON REILLY LEFT THE MEETING. DIRECTOR ALMQUIST ASSUMED THE CHAIR POSITION AT THIS TIME.

ITEM #12 WAS TAKEN OUT OF ORDER.

12. CONSIDERATION OF CALL STOP COMMITTEE RECOMMENDATIONS REGARDING FREQUENCY OF CALL STOP AND IMPLEMENTATION SCHEDULE – INTERIM REPORT

Summary:

Margaret Gallagher distributed a revised staff report due to erroneously omitting two members of the Call Stop Committee from the original staff report. Ms. Gallagher reported that METRO spent over \$1.2 million on the talking bus equipment. She reviewed the progress of the Call Stop Committee in determining which stops would be called. She read the recommendations made to the Board, which are attached to the staff report with clarification that No. 5, the definition of a major intersection, would be restudied by the Call Stop Committee.

Discussion:

Bonnie Morr stated that a motion was made by the Committee to survey the public on their opinion of all the stops being called on the route that was programmed as a test. She added that there are issues on upcoming Call Stop Committee agendas where she feels the UTU members would have a conflict with the Committee and should be under “meet and confer” or under “negotiations. In lieu of UTU members voting on these issues, she asked if two Board members would like to join the committee as voting members, with UTU sitting as advisory or support members only. She feels additional input is needed regarding cognitive disabilities and

whether there is too much dialog on the bus thereby causing confusion for the cognitively disabled passengers.

Ms. Gallagher addressed the issue of receiving public input and stated that she would return to the Committee to clarify if they want to conduct a survey and will report back to the Board.

ACTION: MOTION: DIRECTOR ROTKIN SECOND: DIRECTOR BEAUTZ

While in the implementation process direct Committee to discuss and make a recommendation regarding the survey of the general public and their concerns of any downside of announcing every stop plus any other input about the process.

Motion passed unanimously with Directors Ainsworth, Keogh, Phares and Reilly being absent.

ACTION: MOTION: DIRECTOR ROTKIN SECOND: DIRECTOR BEAUTZ

Move Items 9, 14, 15 and 16 to the Consent Agenda.

Motion passed unanimously with Directors Ainsworth, Keogh, Phares and Reilly being absent.

**8. PRESENTATION OF EMPLOYEE LONGEVITY AWARDS
THIS PRESENTATION WILL TAKE PLACE AT THE APRIL 25, 2003 BOARD MEETING**

9. CONSIDERATION OF RENEWAL OF CONTRACT WITH NATIONWIDE AUCTION FOR AUCTION SERVICES

10. ACCEPT INPUT REGARDING THE PROPOSED SERVICE REDUCTIONS

DISCUSSION:

Director Almquist asked staff for information of whether there could be a policy to provide paratransit service to routes that run at least nine months out of the year. Ian McFadden explained the alternatives for getting to the Stroke Center. Director Beautz asked for ridership figures on the route that serves Santa Cruz Gardens. Mr. McFadden further explained that by revising the Route 53, it would serve the Santa Cruz Gardens area every other hour. Ms. Gallagher commented that all public input and responses to them are included as an attachment to the staff report and can also be found on the METRO website or by calling Dale Carr.

Public Comment:

Denise Hippert: Ms. Hippert requested that bus service to her neighborhood continues at least every other hour. She also commented on paratransit riders who miss their return trip due to being late out of a medical appointment. She asked that METRO work with these people to help them to reschedule correctly.

11. **CONSIDERATION OF RECOMMENDATION OF THE CALL STOP COMMITTEE TO APPOINT JOHN DAUGHERTY, METRO ACCESSIBLE SERVICE COORDINATOR, TO THE CALL STOP COMMITTEE**
WILL BE PRESENTED FOR CONSIDERATION AT THE APRIL 25, 2003 BOARD MEETING

14. A. **CONSIDERATION OF APPROVING THE TRANSFER OF THE LEASE AGREEMENT WITH MATISSE SELMAN D.B.A. SUSHI NOW, TO EULALIO ABREGO, D.B.A. EL DANDY TAQUERIA, FOR THE KIOSK SPACE AT THE SANTA CRUZ METRO CENTER, EFFECTIVE MAY 1, 2003**

B. **CONSIDERATION OF REQUEST OF EULALIO ABREGO FOR TWO MONTHS INITIAL FREE RENT**

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

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

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

Margaret Gallagher reported that the Board would discuss the case of Carrie Weech Rose v. METRO. She asked that the case of Parker v. METRO be added to the Closed Session Agenda.

ACTION: MOTION: DIRECTOR ROTKIN SECOND: DIRECTOR BEAUTZ

Make the necessary findings to add Parker v. METRO to the Closed Session agenda for today's meeting.

Motion passed unanimously with Directors Ainsworth, Keogh, Phares and Reilly being absent.

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

None

SECTION II: CLOSED SESSION

Director Almquist adjourned to Closed Session at 12:07 p.m. and reconvened to Open Session at 12:14 p.m.

SECTION III: RECONVENE TO OPEN SESSION

21. REPORT OF CLOSED SESSION

There was nothing to report at this time.

ADJOURN

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

Respectfully submitted.

Dale Carr

Administrative Services Coordinator

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

Minutes- Board of Directors

April 25, 2003

A Regular Meeting of the Board of Directors of the Santa Cruz Metropolitan Transit District met on Friday, April 25, 2003 at the City Hall Council Chambers, 809 Center Street, Santa Cruz, California.

Chairperson Reilly called the meeting to order at 9:04 a.m.

SECTION 1: OPEN SESSION

1. ROLL CALL:

DIRECTORS PRESENT

Sheryl Ainsworth
Jan Beautz (arrived after roll call)
Michelle Hinkle
Mike Keogh
Dennis Norton
Ana Ventura Phares (arrived after roll call)
Emily Reilly
Ex-Officio Wes Scott
Pat Spence
Marcela Tavantzis

DIRECTORS ABSENT

Jeff Almquist
Mike Rotkin

STAFF PRESENT

Bryant Baehr, Operations Manager
Mark Dorfman, Asst. General Manager
Margaret Gallagher, District Counsel
David Konno, Facilities Maint. Manager

Ian McFadden, Transit Planner
Elisabeth Ross, Finance Manager
Tom Stickel, Fleet Maint. Manager
Les White, General Manager

EMPLOYEES AND MEMBERS OF THE PUBLIC WHO INDICATED THEY WERE PRESENT

April Axton, Lift Line
Sharon Barbour, MASTF
Michael Bradshaw, CCCIL
Eulalio Braga, Bus Operator/Lessee
Paula Flagg, Admin. Secretary
Jenna Glasky, SEA
Jake Hurley, SEIU
Joe Hyman, Fac. Maint. Worker I
Ed Kramer, MASTF

Fahmy Ma'Awad, Doran Center for the Blind
Manny Martinez, PSA
Bonnie Morr, UTU
Jeff North, UTU
Will Regan, VMU
Amy Weiss, Spanish Translator
Linda Wilshusen, SCCRTC

2. ORAL AND WRITTEN COMMUNICATION

Written:

- | | | | |
|----|--|------------|-------------------------------------|
| a. | Laurel Hamel | RE: | Service Reductions |
| b. | Sister Hyer, Dominican Hospital | RE: | Service Reductions |
| c. | <u>Scott Bugental, Chair, E&D TAC</u> | RE: | <u>Route Changes</u> |
| d. | <u>Sharon Barbour, MASTF</u> | RE: | <u>Dragon Slayers</u> |
| e. | <u>Tony Madrigal, SEIU</u> | RE: | <u>State Budget Campaign</u> |

Oral:

Sharon Barbour asked the Board to consider allowing Cabrillo College students the right to purchase passes similar to the youth passes that the high school students currently purchase.

Tony Madrigal, Political Director for SEIU Local 415, spoke regarding his letter in Written Communication and asked for Board support for this resolution, which is important to both SEIU and labor statewide. Staff was directed to place this on the agenda for action at the May Board meetings.

Director Spence requested that Item #7-14 be removed from the Consent Agenda for further discussion, which was then placed on the regular agenda.

3. LABOR ORGANIZATION COMMUNICATIONS

Jake Hurley, Field Representative for SEIU Local 415, expressed his concern with the level of funding that transportation receives statewide. He supports the above-mentioned resolution that focuses on transportation, education and health care issues. Mr. Hurley introduced Jenna Glasky as SEA's new President. Ms. Glasky spoke regarding her enthusiasm to work with the Board on union issues.

4. METRO USERS GROUP (MUG) COMMUNICATIONS

MUG Chair Hinkle read the MUG motion made at its last meeting: MUG supports staff's proposed service reductions and wishes to thank and commend the working group responsible for the proposals.

5. METRO ACCESSIBLE SERVICES TRANSIT FORUM (MASTF) COMMUNICATIONS

Sharon Barbour read the Motions from the MASTF meeting:

- Motion 1: MASTF accept the proposed route (bus service) changes.
- Motion 2: MASTF recommends that the price of the Senior and Disabled (Discount) monthly pass be raised from \$14 to no higher than \$18.
- Motion 3: MASTF authorized Ms. Barbour to send a letter to the Board requesting that paratransit service be extended to serve the one location of **Dragon Slayers**, which is outside the $\frac{3}{4}$ mile paratransit umbrella of service.

DIRECTOR BEAUTZ ARRIVED.

6. ADDITIONAL DOCUMENTATION TO SUPPORT EXISTING AGENDA ITEMS

There were two add-on packets this month. Both have been incorporated into the following:

SECTION I:

ADD TO ITEM #2

ORAL AND WRITTEN COMMUNICATION

- c. Scott Bugental, Chair, E&D TAC RE: Route Changes
 - d. Sharon Barbour, MASTF RE: Dragon Slayers
 - e. Tony Madrigal, SEIU RE: State Budget Campaign
 - f. Barbara Boxer, U.S. Senate RE: Funding
 - g. Linda Wilshusen, SCCRTC RE: Hwy. 1/HOV Project
- (Insert Correspondence)**

CONSENT AGENDA:

ADD TO ITEM #7-3

ACCEPT AND FILE MARCH 2003 RIDERSHIP REPORT
(Insert Page 1 of Ridership Report)

REGULAR AGENDA:

DELETE ITEM #10

ACCEPT INPUT REGARDING THE PROPOSED SERVICE REDUCTIONS
(Input received at the April 11, 2003 Board meeting)

ADD TO ITEM #11

CONSIDERATION OF RECOMMENDATION OF THE CALL STOP COMMITTEE TO APPOINT JOHN DAUGHERTY, METRO ACCESSIBLE SERVICE COORDINATOR, TO THE CALL STOP COMMITTEE
(Add Staff Report)

ADD TO ITEM #12

CONSIDERATION OF CALL STOP COMMITTEE RECOMMENDATIONS REGARDING FREQUENCY OF CALL STOP AND IMPLEMENTATION SCHEDULE – INTERIM REPORT
(Replace with Revised Staff Report)

DELETE ITEM #13

CONSIDERATION OF DETERMINATION OF PROPOSED FARE INCREASE FOR THE FIRST READING OF THE FARE ORDINANCE
(Action taken at the April 11, 2003 Board meeting)

DELETE ITEM #17

CONSIDERATION OF AMENDING AWARD OF CONTRACT FOR RESIDENT BUS INSPECTOR SERVICES
(Action taken at the April 11, 2003 Board meeting)

- DELETE ITEM #18** CONSIDERATION OF RENEWAL OF EMPLOYMENT PRACTICES LIABILITY INSURANCE
(Action taken at the April 11, 2003 Board meeting)
- ADD TO ITEM #19** CONSIDERATION OF ISSUING A DECLARATION OF FISCAL EMERGENCY
(Add Staff Report)
- ADD TO ITEM #20** CONSIDERATION OF SERVICE CHANGES FOR SUMMER 2003
(Add Staff Report)
(Insert four letters: Ed McDougall, Harry Barker, Andrew & Betty Buzzetta, Cherry & Bill McDonald)
- ADD TO ITEM #21** CONSIDERATION OF FIRST READING OF THE REVISED FARE ORDINANCE
(Add Staff Report)
- ADD TO ITEM #20** CONSIDERATION OF SERVICE CHANGES FOR SUMMER 2003

DIRECTOR PHARES ARRIVED.

Les White reported that Item 2g. under Written Communication requires an answer prior to April 30, 2003.

ACTION: MOTION: DIRECTOR BEAUTZ SECOND: DIRECTOR PHARES

Make the necessary findings to declare this an emergency and add this item to the agenda.

Motion passed unanimously with Directors Almquist and Rotkin being absent.

CONSENT AGENDA

- 7-1. **APPROVE REGULAR BOARD MEETING MINUTES OF MARCH 14 AND MARCH 28, 2003**
- 7-2. **ACCEPT AND FILE PRELIMINARILY APPROVED CLAIMS**
- 7-3. **ACCEPT AND FILE MARCH 2003 RIDERSHIP REPORT**
- 7-4. **CONSIDERATION OF TORT CLAIMS - None**
- 7-5. **ACCEPT AND FILE AGENDA FOR THE MASTF COMMITTEE MEETING OF APRIL 17, 2003 AND THE MINUTES OF THE MARCH 20, 2003 MEETING**
- 7-6. **ACCEPT AND FILE AGENDA FOR THE MUG COMMITTEE MEETING OF APRIL 16, 2003 AND THE MINUTES OF THE MARCH 19, 2003 MEETING**
- 7-7. **ACCEPT AND FILE MONTHLY BUDGET STATUS REPORT FOR FEBRUARY 2003, APPROVAL OF BUDGET TRANSFERS**
- 7-8. **ACCEPT AND FILE PARACRUZ STATUS REPORT FOR JANUARY 2003**
- 7-9. **ACCEPT AND FILE HIGHWAY 17 STATUS REPORT FOR FEBRUARY 2003**
- 7-10. **ACCEPT AND FILE UNIVERSITY OF CALIFORNIA, SANTA CRUZ SERVICE UPDATE**
- 7-11. **ACCEPT AND FILE METROBASE STATUS REPORT**

7-12. ACCEPT AND FILE STATUS REPORT ON CALL STOP AUDIT REPORT
7-13. CONSIDERATION OF RENEWAL OF CONTRACT WITH NATIONWIDE AUCTION FOR AUCTION SERVICES

(Moved to Consent Agenda at the April 11, 2003 Board Meeting. Staff report retained original numbering as Item #9)

7-14. Moved to Regular agenda as Item #14 for discussion

7-15. CONSIDERATION OF AGREEMENT WITH THE SANTA CRUZ SEASIDE COMPANY FOR THE PROVISION OF LATE-NIGHT SERVICE

(Moved to Consent Agenda at the April 11, 2003 Board Meeting. Staff report retained original numbering as Item #15)

7-16. CONSIDERATION OF RECOMMENDATION TO APPROVE ASSESSMENT FOR COOPERATIVE RETAIL MANAGEMENT DISTRICT

(Moved to Consent Agenda at the April 11, 2003 Board Meeting. Staff report retained original numbering as Item #16)

ACTION: MOTION: DIRECTOR NORTON SECOND: DIRECTOR PHARES

Approve the Consent Agenda except for Item 7-14 which has been moved to the Regular Agenda as Item #14.

Motion passed unanimously with Directors Almquist and Rotkin being absent.

REGULAR AGENDA

8. PRESENTATION OF EMPLOYEE LONGEVITY AWARDS

Discussion:

The following employees were acknowledged with a longevity certificate for their years of service:

FIFTEEN YEARS

Paula Flagg, Administrative Secretary
Joseph Hyman, Facility Maintenance Worker I

ITEM #19 WAS TAKEN OUT OF ORDER.

19. CONSIDERATION OF ISSUING A DECLARATION OF FISCAL EMERGENCY

Summary:

Elisabeth Ross reported that the California Environmental Quality Act (CEQA) requires that environmental documents be prepared for service reductions. However, if the Board can certify that there is a fiscal emergency, then the District is exempt from this requirement. Ms. Ross prepared a determination of fiscal emergency, which is an estimate of where the District would be one year from now if no actions were taken to balance the budget.

ACTION: MOTION: DIRECTOR AINSWORTH SECOND: DIRECTOR REILLY

Issue a declaration of fiscal emergency.

Motion passed unanimously in lieu of a roll call vote with Directors Almquist and Rotkin being absent.

ITEM #20 WAS TAKEN OUT OF ORDER.

20. CONSIDERATION OF SERVICE CHANGES FOR SUMMER 2003

Summary:

Mark Dorfman reported that staff began this process with a wide range of public meetings and the changes reflected today came after receiving public input. Ian McFadden informed the Board that most comments were received regarding Route 36. There were also comments regarding merging of the two earliest morning north-bound trips on the Highway 17 Express. Mr. McFadden commented on the proposals made by R. Paul Marcelin vs. staff's proposals. Mr. McFadden also addressed the concerns with eliminating service to the Thurber Lane area and the request for less service in the Jewel Box area by some Capitola residents. The proposals made would address both these concerns and would provide limited service to Thurber Lane thereby maintaining the availability of ADA paratransit service. The ADA impacts were discussed along with alternatives for those individuals (i.e. taxi script, Medi-Cal rides). There was discussion regarding staff's notification and assistance to those who would fall outside the ¾ mile paratransit service area and the fact that if these individuals could get to the service area, then they could travel inside the service area via paratransit.

Discussion:

Les White outlined three approaches the Board could take: 1) Continue with the ¾ mile paratransit service area around all fixed routes and counsel individuals outside the service area on how to obtain access from other programs. 2) Put in an exemption area and operate outside the ¾ mile parameter. 3) Extend paratransit service without the ADA complementary guarantee if there is available service outside the service boundaries. Once a service boundary is established, service needs to be provided to fully certified paratransit users regardless of whether funding is available or not.

The Public Hearing was opened at 9:53 a.m.

Ed Kramer: Mr. Kramer spoke regarding bringing the Highway 17 Express service to downtown Metro Center and that this would increase ridership. He suggested eliminating a less efficient bus in order to bring the Highway 17 service downtown.

Sharon Barbour: Ms. Barbour thanked the Board for the notification process being used for those paratransit individuals being affected by these changes. She suggested "grandfathering" in people who are currently receiving paratransit service but who would lose it with these service changes.

Michael Bradshaw: Mr. Bradshaw clarified that using the terms of Medi-Cal and taxi script as alternatives for ADA paratransit is a misstatement. Medi-Cal rides are not guaranteed and can only be used for trips to doctors. An individual could not obtain a ride to the store, for example. He added that the TDA funding source is shrinking as well. He expressed his hope that the Board would find alternatives for the individuals who are dependent on paratransit and fixed route in order for them to keep their valuable lifeline service.

Ron Burke: Mr. Burke discussed Routes 53 and 52 and talked of rerouting to eliminate bus traffic on 47th Avenue in Capitola.

Jeff North: Mr. North was a member of the service reduction team. He discussed the \$350,000 in service reductions and his hopes that the fare increase would mitigate the revenue shortfall. He added that those individuals impacted by the reduction of Routes 33 & 34 would have service nine months out of the year since these routes will continue to run during the school term.

The Public Hearing was closed at 10:04 a.m.

Director Ainsworth expressed concern over the comments received on Route 46 and Vine Hill Road. She would like to make sure that the next service review involves these comments plus the comments heard verbally today. When service is added back in, she asked that the known paratransit users' locations be factored into the decision making regarding what routes are appropriate to add.

Director Norton wants to look at all routes within six months and review how METRO makes the selection process to make sure METRO is serving the community. Director Phares stated that the directors need to work with the cities to let METRO staff know about upcoming developments so staff can better plan to increase ridership.

ACTION: MOTION: DIRECTOR KEOGH SECOND: DIRECTOR BEAUTZ

Approve the proposed service changes for implementation in the Summer of 2003.

Director Beautz requested a staff report on the review of the entire system and how to approach this. Staff expressed a desire to work more closely with the cities of Santa Cruz and Capitola on the issue of upcoming developments, red curbing and bus stops. Director Reilly encouraged staff to speak directly with any Board members in this regard.

Motion passed unanimously with Directors Almquist and Rotkin being absent.

ITEM #21 WAS TAKEN OUT OF ORDER.

21. CONSIDERATION OF FIRST READING OF THE REVISED FARE ORDINANCE

Summary:

Mark Dorfman explained that the purpose of this item is to introduce the first reading of the Fare Ordinance and to hold a public hearing. Mr. Dorfman made a presentation of the various fare increase proposals, including the additional information that was requested by the Board.

Discussion:

Director Spence would like an amount proposed that is less than 5 times the one-way paratransit trip when a second paratransit vehicle is sent out. Director Norton confirmed that the 50% increase with the deep discount would, in a 6-year period, double the farebox and reach the 25% in recovery. Mr. Dorfman informed the Board that a decision on which proposed increase to make would need to be made at the May Board meeting.

Director Beautz inquired about keeping track of missed rides by paratransit users and if it is possible to do this. Mr. Dorfman will check with VTA to see how they handle the second vehicle situation in their paratransit program.

The Public Hearing was opened at 10:39 a.m.

Link Spooner of Lift Line stated that they do not currently track how many paratransit riders use a second vehicle. He commented that the tracking of second vehicles would be difficult. He added that the biggest impact of using a second vehicle is with dialysis centers. He further added that premium fares with a “will call” return would decrease the number of “will calls” Lift Line receives.

Michael Bradshaw of CCCIL stated that premium charges would only generate \$64,000 in revenue from individuals who cannot afford it. He inquired about METRO staff’s attempts to work with the dialysis centers. He prefers that there are no premium charges and believes that 5 times the regular paratransit fare for a second vehicle is exorbitant. He feels that the deep discounts proposal is a workable compromise.

Manual Osario of Cabrillo College stated that he understands the financial challenges that METRO faces. However, the termination of a long-standing agreement between METRO and Cabrillo College will be a dramatic cost to the students and a decrease in fare revenues. Because of the Governor’s cuts, class costs are projected to increase from \$11 per unit to \$24 per unit. Any increase in METRO fees would go back to the state, not to Cabrillo. He had been working with Carolyn O’Donnell of TMA on a different contract with the District and is anxious to proceed. A proposal was presented to him through Ms. O’Donnell to provide Cabrillo with \$50 passes. Cabrillo would then sell them to the students for \$25-\$30. Mr. Osario commented that Director Almquist had some questions in this regard. Director Tavantzis asked that the student government be approached about putting the mandate back on the ballot that students need to buy either a parking pass or a bus pass. Last semester students purchased 6,142 parking permits vs. 1,537 bus passes. Ex Officio Scott stated that he and some UCSC student representatives would be willing to speak to the students at Cabrillo to come up with a plan.

Bryant Baehr reported that staff has made significant progress with dialysis centers recently.

The Public Hearing was closed at 11:00 a.m.

9. MOVED TO CONSENT AGENDA AS ITEM #7-13
10. DELETED
11. THIS ITEM WILL BE TAKEN AFTER CLOSED SESSION
12. THIS ITEM WILL BE TAKEN AFTER CLOSED SESSION
13. DELETED
14. A. CONSIDERATION OF APPROVING THE TRANSFER OF THE LEASE AGREEMENT WITH MATISSE SELMAN D.B.A. SUSHI NOW, TO EULALIO ABREGO, D.B.A. EL DANDY TAQUERIA, FOR THE KIOSK SPACE AT THE SANTA CRUZ METRO CENTER, EFFECTIVE MAY 1, 2003
B. CONSIDERATION OF REQUEST OF EULALIO ABREGO FOR TWO MONTHS INITIAL FREE RENT
(Moved from Consent Agenda for discussion)

Summary:

Margaret Gallagher reported that this is a request to transfer a lease at the Metro Center and for two-months free rent as part of this transfer. Staff recommends approval of the lease transfer but not the two months free rent. There is also a request for a lease back arrangement so Matisse Selman can utilize the kitchen for a short period of time (i.e. 1-3 months).

Discussion:

Director Spence stated that you can't allow free rent to one tenant and not to another.

ACTION: MOTION: DIRECTOR TAVANTZIS SECOND: DIRECTOR BEAUTZ

Approve lease transfer and allow sublease of the kitchen for a few months, but not the free rent.

Motion passed with Directors Almquist and Rotkin being absent.

DIRECTOR PHARES LEFT THE MEETING.

15. MOVED TO CONSENT AGENDA AS ITEM #7-15
16. MOVED TO CONSENT AGENDA AS ITEM #7-16
17. DELETED

20. DELETED

22. CONSIDERATION OF REQUEST FROM SCCRTC REGARDING JOINT POWERS AUTHORITY FOR THE HIGHWAY 1 WIDENING/HOV PROJECT – REQUEST FOR ADMINISTRATIVE SUPPORT AND BRIDGE FUNDING

Summary:

Director Beautz reported that the letter requests action by May 2, 2003. Linda Wilshusen reported that funding would be available for the administrative support that is being requested. All costs of the Joint Powers Authority would be reimbursed in respect to working on the environmental review. The Commission has some STP exchange funds that will be used until there is a JPA in place.

Discussion:

Les White reported that fronting of cash would be problematic. He added that the District is still down by eleven staff positions from the last layoff. Mr. White listed the various projects that staff is currently working on. Director Beautz directed staff to submit a report at the May 9th Board meeting stating that as a group, they are looking into this issue. Director Reilly asked that information be included in the report as to why METRO would be hiring the administrative person and not the Regional Transportation Commission since they have the funds. Director Ainsworth requested the specifics of the administrative assistance needed, such as number of hours per week.

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

Margaret Gallagher reported that the Board would discuss Lane/Loya vs. SCMTD during Closed Session.

24. ORAL AND WRITTEN COMMUNICATIONS REGARDING CLOSED SESSION

None

SECTION II: CLOSED SESSION

Chairperson Reilly adjourned to Closed Session at 11:17 and reconvened to Open Session at 12:30 p.m.

DIRECTOR SPENCE LEFT THE MEETING.

SECTION III: RECONVENE TO OPEN SESSION

11. CONSIDERATION OF RECOMMENDATION OF THE CALL STOP COMMITTEE TO APPOINT JOHN DAUGHERTY, METRO ACCESSIBLE SERVICE COORDINATOR, TO THE CALL STOP COMMITTEE

Summary:

Les White commented that the assignment of staff and where they are placed and what they do is the responsibility of the General Manager. The only people directly assigned to the Call Stop Committee are there by virtue of being union representatives; District Counsel was Board appointed to this committee. Bryant Baehr is on the committee to represent Les White. Mr. White is willing to look at what the committee needs and at John Daugherty's work assignment to see if it is appropriate to assign Mr. Daugherty to the committee.

ACTION: MOTION: DIRECTOR BEAUTZ SECOND: DIRECTOR KEOGH

Deny the recommendation of the Call Stop Committee to appoint John Daugherty as a member and refer the issue of staff appointments and assignments to the General Manager.

Discussion:

Fahmy Ma'Awad spoke on behalf of himself and stated that Mr. Daugherty, as METRO's Accessible Services Coordinator, should be on the committee.

Ed Kramer stated that he was asked by MASTF to attend the Call Stop Committee. In his position as the Accessible Services Coordinator, John Daugherty should be on the Call Stop Committee. Mr. Kramer added that Mr. Daugherty has been attending each meeting and has been serving as a resource person. He stated that it is difficult for the disabled people on the Call Stop Committee to stand up for the rights of the disabled since they are outnumbered by staff on the committee. He further added that if staff would abstain from the voting, the committee would be more valid.

Director Ainsworth commented that the issue is not who gets to serve on the committee but the chain of command and the working relationship of the committee members. The Board's job is to set policy; the General Manager's job is to make the day-to-day decisions. This appointment issue should be addressed to management, not the Board.

Motion passed with Directors Almquist, Phares, Rotkin and Spence being absent.

12. CONSIDERATION OF CALL STOP COMMITTEE RECOMMENDATIONS REGARDING FREQUENCY OF CALL STOP AND IMPLEMENTATION SCHEDULE – INTERIM REPORT

Summary:

Margaret Gallagher reported that the District is in a federal lawsuit regarding call stops. Due to decisions the Board will be making, Mr. Gallagher recommends that the District suspend the Call Stop Committee until at least the end of June to determine what the committee functions would be at that time.

Discussion:

Fahmy Ma'Awad questioned how the District Counsel could be on this committee but not the Accessible Services Coordinator. He stated that the current committee set-up is a conflict of interest in that the person chairing the committee is trying to lead the committee to specific decisions and to come up with "cookie cutter" solutions for all routes when each route would have its own aspects and different variables. He added that he requested none of the committee recommendations be passed along to the Board as he didn't want the recommendations to be "piece meal". No Minutes have been received since the committee began.

Ed Kramer spoke regarding the committee recommendations, which were brought to the Board and stated that he was opposed to the narrow definition of major intersections. He stated that inequitable things are happening on the committee.

Director Beautz suggested that maybe the Board needs to look at a different structure for this committee since this current configuration doesn't seem to be working. She requested a report back from staff after the lawsuit settlement. Ms. Gallagher agreed that there is dissatisfaction with the committee from all perspectives. She will include in the report the current criteria by which someone is appointed to the committee and removed from it.

ACTION: MOTION: DIRECTOR BEAUTZ SECOND: DIRECTOR NORTON

Discontinue the Call Stop Committee meetings until the end of June. A staff report will be presented to the Board at the June 27, 2003 Board meeting on different ways to restructure this committee. Respond to today's comments in the staff report.

Director Ainsworth commented that it would be useful to do an analysis of the scope of the committee's job, while defining the overlapping issues of minimum ADA compliance and things that are desirable but not legally required.

Motion passed with Directors Almquist, Phares, Rotkin and Spence being absent.

25. REPORT ON CLOSED SESSION

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

ADJOURN

There being no further business, Chairperson Reilly adjourned the meeting at 12:50 p.m.

Respectfully submitted.

Dale Carr
Administrative Services Coordinator

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

DATE: 04/01/03 TO: 04/30

CHECK NUMBER	CHECK DATE	CHECK AMOUNT	VENDOR NAME	VENDOR TYPE	TRANS. NUMBER	TRANSACTION DESCRIPTION	TRANSACTION AMOUNT	COMMENTS
9161P	04/01/03	-200.00	REILLY, EMILY		81944	VOID CHECK	-200.00	PRE-P
9161P	04/01/03	-280.00	WHITE, LES		82445	VOID CHECK	-280.00	PRE-P
9419	04/04/03	303.00	ROY WILSON FREIGHT LINES		81992	FREIGHT OUT/OCW	303.00	
9420	04/04/03	22.04	EMED COMPANY		81993	CLEANING SUPPLY 22	22.04	
9421	04/04/03	7,886.12	VISION SERVICE PLAN		81994	APR VISION INSURANCE	7,886.12	
9422	04/04/03	4,567.93	NEW FLYER INDUSTRIES LIMITED		81995	REV VEH PARTS 132	132.44	
					81996	REV VEH PARTS 1208	1,207.68	
					81997	REV VEH PARTS 690	690.00	
					81998	REV VEH PARTS 220	219.97	
					81999	REV VEH PARTS 2316	2,317.84	
9423	04/04/03	75.00	BETSON WEST		82000	REPAIR COIN CHANGER	75.00	
9424	04/04/03	7,316.16	GREYHOUND LINES, INC		82001	JUL 02 - JUN03 RENT	7,316.16	
9425	04/04/03	648.00	DOMINICAN HOSPITAL OF S C		82002	FEB DRUG TESTING	648.00	
9426	04/04/03	473.53	WASTE MANAGEMENT OF S C		82003	MAR MT HERMON/KINGS	41.60	
					82004	MAR KINGS VILLAGE	142.03	
					82005	APR-JUN LONDND/HWY	34.80	
					82006	APR-JUN BIG BASIN/HY	34.80	
					82007	APR-JUN AIRPORT/FREE	240.30	
9427	04/04/03	98,569.27	DEVCO OIL		82008	MAR FUEL	98,569.27	
9428	04/04/03	5,000.00	BORTNICK, ROBERT S. & ASSOC.		82009	CALL STOP SURVEY	5,000.00	
9429	04/04/03	769.05	EVERGREEN OIL INC.		82010	HAZ WASTE DISPOSAL	769.05	
9430	04/04/03	15,783.80	UNUM		82011	APR LTD INSURANCE	15,783.80	
9431	04/04/03	911.11	NEW PIG CORPORATION		82012	SAFFIY SUPPLIES 847	911.11	
9432	04/04/03	1,152.50	SANTA CRUZ AREA TMA		82013	2003 ANNUAL MEMBER	1,152.50	
9433	04/04/03	327.72	MOHAWK MFG. & SUPPLY CO.		82014	REV VEH PARTS 328	327.72	
9434	04/04/03	4,463.67	HARTFORD LIFE		82015	APR LIFE/ADD INS	4,463.67	
9435	04/04/03	189,486.43	COMMUNITY BRIDGES		82016	FEB ADA PARATRANSIT	189,486.43	
9436	04/04/03	289.61	BAY COMMUNICATIONS		82017	OUT REPAIR PHONES	289.61	
9437	04/04/03	259.00	NATIONAL BUSINESS INSTITUTE		82018	4/8/03 SEMINAR	259.00	
9438	04/04/03	148.73	SPORTWORKS NORTHWEST, INC.		82019	REV VEH PARTS 144	148.73	
9439	04/04/03	105.16	JAMES PUBLISHING, INC		82020	TS IT ADMISSIBLE?	105.16	
9440	04/04/03	90.45	PACIFIC BELL/WORLDCOM		82021	FEB PHONE LINE	90.45	
9441	04/04/03	499.30	COSTCO		82022	PHOTO PROCESS/OPS	28.50	
					82023	SPRINGS BID CHANGE	449.15	
					82024	LOCAL MEETINGS EXP	11.65	
9442	04/04/03	3,092.00	TOXSCAN, INC.		82025	STORM WATER ANALYSIS	3,092.00	
9443	04/04/03	569.89	CHEMSEARCH		82026	DREXHAH SYSTEMS	569.89	
9444	04/04/03	133.72	EWING IRRIGATION PRODUCTS		82027	REPAIRS/MAINTENANCE	121.79	
					82028	REPAIRS/MAINTENANCE	16.93	
9445	04/04/03	235.00	CLEARVIEW WINDOWS		82029	WTC WINDOW CLEANING	235.00	
9446	04/04/03	720.26	EASTERDAY JANITORIAL SUPPLY CO		82030	CLEANING SUPPLIES	638.04	
					82031	CLEANING SUPPLIES	82.22	
9447	04/04/03	668.60	CENTRAL EQUIPMENT SERVICE CO.		82032	ONG OIL RUMP/OPS	668.60	
9448	04/04/03	625.75	CLEANSOURCE		82033	CLEANING SUPPLIES	625.75	
9449	04/04/03	4,132.19	WATERLEAF ARCHITECTURE		82034	PROF EVCS TO 2 /28	4,132.19	
9450	04/04/03	553.50	SANTA CRUZ COUNTY		82035	HEALTH PERMIT	553.50	
9451	04/04/03	325.75	FITNEY BOWEN CREDIT CORP		82036	3/50-6/20 RENTAL	325.75	
9452	04/04/03	1,581.95	NORTH BAY SAFO LONG-MERIDIAN		82037	REV VEH PARTS	1,581.95	

DATE: 04/01/03 THRU 04/30

CHECK NUMBER	CHECK DATE	CHECK AMOUNT	VENDOR NAME	VENDOR TYPE	TRANS. NUMBER	TRANSACTION DESCRIPTION	TRANSACTION AMOUNT	COMMENTS
9453	04/04/03	88.49	PACIFIC GAS & ELECTRIC		82038	2/13-3/17 PAUL SWEET	78.41	
					82039	3/7-3/27 SAKATA LN	10.08	
9454	04/04/03	264.41	MCI SERVICE PARTS, INC.		82040	REV VEH PARTS	264.41	
9455	04/04/03	974.40	SUN MICROSYSTEMS, INC.		82041	1/1-3/31 SVCS	974.40	
9456	04/04/03	1,174.65	SALINAS VALLEY FORD SALES		82042	REV VEH PARTS/SUPPLY	1,174.65	
9457	04/04/03	1,275.42	PALACE ART & OFFICE SUPPLY		82043	OFFICE SUPPLIES	1,275.42	
9458	04/04/03	747.36	BATTERIES USA, INC.		82044	REV VEH PARTS	747.36	
9459	04/04/03	66.39	REGISTER PAJARDNIAN		82045	CLASSIFIED AD	66.39	
9460	04/04/03	90.00	ROTO-ROOTER SEWER/PLUMBING		82046	OUT REPAIR BLDGS/IMP	90.00	
9461	04/04/03	201.76	COAST PAPER & SUPPLY INC.		82047	CLEANING SUPPLIES	-84.50	
					82048	CLEANING SUPPLIES	286.26	
9462	04/04/03	832.60	BRULIN CORPORATION		82049	CLEANING SUPPLIES	832.60	
9463	04/04/03	277.99	S JAIFATEEL COMPANY		82050	REPAIRS/MAINTENANCE	277.99	
9464	04/04/03	8,101.95	GILLIS CORPORATION		82051	REV VEH PARTS	2,238.96	
					82052	REV VEH PARTS	1,248.18	
					82053	REV VEH PARTS	2,494.60	
					82054	REV VEH PARTS	2,112.75	
					82055	REV VEH PARTS	7.23	
9465	04/04/03	8.30	OFFICE DYNAMICS INC.		82056	FREIGHT-STAPLES/ADM	8.30	
9466	04/04/03	1,843.85	WATSONVILLE CITY WATER DEPT.		82057	CONTAINER RODRIGUEZ	1,255.04	
					82058	1/2-3/4 RODRIGUEZ	490.35	
					82059	1/2-3/4 RODRIGUEZ	58.71	
					82060	1/2-3/4 RODRIGUEZ	39.75	
9467	04/04/03	298.02	ZEE MEDICAL SERVICE		82061	SAFETY SUPPLIES	91.20	
					82062	SAFETY SUPPLIES	206.82	
9468	04/04/03	1,158.30	ZEP MANUFACTURING COMPANY		82063	CLEANING SUPPLIES	1,158.30	
9469	04/04/03	255.55	HOSE SHOP, INC..THE		82064	REPAIRS/MAINTENANCE	129.74	
					82065	REPAIRS/MAINTENANCE	125.81	
9470	04/04/03	29.00	DEPARTMENT OF MOTOR VEHICLES		82066	VEH CODE BOOKS/OPS	29.00	
9471	04/04/03	48.28	WILSON, GEORGE H., INC.		82067	REPAIRS/MAINTENANCE	48.28	
9472	04/04/03	137.79	21 WAYS UNDER PRESSURE		82068	REPAIRS/MAINTENANCE	137.79	
9473	04/04/03	2,294.70	VEHICLE MAINTENANCE PROGRAM		82069	REV VEH PARTS 2295	2,294.70	
9474	04/04/03	3,000.00	WALTER THOMAS & ASSOCIATES		82070	LDRSH & SUP SKILLS	3,000.00	
9475	04/04/03	213.84	BEST WESTERN MONARCH		82071	CONF LMA 0306AW	213.84	
9476	04/04/03	153.21	FEDERAL EXPRESS		82072	MAR MAILING/FLT	26.73	
					82073	FEB/MAR MAILINGS	126.48	
9477	04/04/03	267.14	STEWART & STEVENSON		82074	REV VEH PARTS	126.77	
					82075	REV VEH PARTS	140.37	
9478	04/04/03	155.52	KEN'S AUTO PARTS, INC.		82076	PARTS & SUPPLIES	155.52	
9479	04/04/03	513.42	COUNTY OF SANTA CRUZ		82077	CNG EJEI	513.42	
9480	04/04/03	1,007.76	NEOWARE SYSTEMS, INC.		82078	QTY 3 THIN CLIENT	1,007.76	
9481	04/04/03	2,171.24	AMPAC BUILDING MAINTENANCE		82079	FEB CUSTODIAL SVCS	2,171.24	
9482	04/04/03	164.04	VERIZON WIRELESS-PAGERS		82080	APR PAGERS	164.04	
9483	04/04/03	52.93	VERIZON CALIFORNIA		82081	MT. BIEWLASKI	52.93	
9484	04/04/03	94.13	WEST GROUP PAYMENT CTR		82082	FEB ACCESS CHGS	94.13	
9485	04/04/03	810.00	TRAPEZE SOFTWARE GROUP, INC.		82083	4/1-6/30 FLEET MATE	810.00	
9486	04/04/03	160.00	PIED PIPER EXTERMINATORS, INC.		82084	MAR PEST CONTROL	160.00	
9487	04/04/03	196,229.35	CA PUBLIC EMPLOYEES'		82085	APR MEDICAL INS	196,229.35	
9488	04/04/03	212.36	COMPLETE COACH WORKS		82086	REV VEH PARTS	212.36	
9489	04/04/03	216.70	LUMINATOR		82087	REV VEH PARTS 205	216.70	

DATE: 04/01/03 THRU 04/30

CHECK NUMBER	CHECK DATE	CHECK AMOUNT	VENDOR NAME	VENDOR TRANS. TYPE	TRANS. NUMBER	TRANSACTION DESCRIPTION	TRANSACTION AMOUNT	CONNE
9490	04/04/03	965.00	589 A & B SWEEPING & MARKING		82088	STRIPING VEH PARK/OPS	965.00	
9491	04/04/03	116.00	604 YENGE SOLUTIONS		82089	TRANSLATION SVCS	116.00	
9492	04/04/03	50.00	632 GOVERNMENT FINANCE OFFICERS		82090	GAAPR REVIEW	50.00	
9493	04/04/03	289.66	637 FOSTER BROTHERS		82091	12 RODDER SWITCHES	289.66	
9494	04/04/03	346.50	639 72 DEGREES		82092	REPAIR HVAC /METRO	346.50	
9495	04/04/03	286.07	647 GFI GENFARE		82093	REV VEH PARTS	286.07	
9496	04/04/03	187.85	667 CITY OF SCOTTS VALLEY		82094	1/15-3/15 KINGS VLG	187.85	
9497	04/04/03	8,750.00	683 TRISTAR RISK MANAGEMENT		82095	APR WC SVC FEE	8,750.00	
9498	04/04/03	275.00	688 SALDANA, ERNESTINA		82096	PARACRUZ HEARINGS	275.00	
9499	04/04/03	275.00	689 WOOD, JOHN		82097	PARACRUZ HEARINGS	275.00	
9500	04/04/03	331.84	723 COUNCIL ON EDUCATION IN		82098	CA WC UPDATE	165.92	
					82099	UNTANGLING FMLA CA	165.92	
9501	04/04/03	227.08	738 WESTERN RUBBER & SUPPLY INC.		82100	REV VEH PARTS	227.08	
9502	04/04/03	617.66	740 K.C. COMPRESSOR WORKS, INC.		82101	REPAIR AIR COMPRESS	617.66	
9503	04/04/03	33,607.11	800 DELTA DENTAL PLAN		82102	APR DENTAL	33,607.11	
9504	04/04/03	15,586.00	804 ORTHOPAEDIC HOSPITAL		82103	FEB PROF/TECH SVCS	15,586.00	
9505	04/04/03	72.25	848 SANTA CRUZ ELECTRONICS		82104	OFFICE SUPPLIES/IT	72.25	
9506	04/04/03	2,586.20	909 CLASSIC GRAPHICS		82105	OUT REPAIR/49617	2,586.20	
9507	04/04/03	128,898.52	975 TRISTAR RISK MANAGEMENT NO. 2		82106	MAR TRUST ACCOUNT	128,898.52	
9508	04/04/03	193.13	995 LEONARD SILBERMAN		82107	LABOR CODES/LEGAL	193.13	
9509	04/04/03	614.94	996 NOVOTEL NEW YORK		82108	BFOA CONF 5/18-5/21	614.94	
9510	04/04/03	100.00	B001 AINSWORTH, SHERYL		82125	MAR BOARD MEETING	100.00	
9511	04/04/03	100.00	B002 ALMQUIST, JEFF		82126	MAR BOARD MEETING	100.00	
9512	04/04/03	100.00	B003 BEAUTZ, JAN		82127	MAR BOARD MEETING	100.00	
9513	04/04/03	50.00	B006 HINKLE, MICHELLE		82128	MAR BOARD MEETING	50.00	
9514	04/04/03	100.00	B007 KEDGH, MICHAEL		82129	MAR BOARD MEETING	100.00	
9515	04/04/03	100.00	B001 REILLY, EMILY		82131	MAR BOARD MEETING	100.00	
9516	04/04/03	100.00	B012 SPENCE, PAT		82133	MAR BOARD MEETING	100.00	
9517	04/04/03	50.00	B013 VENTURA PHARES, ANA		82130	MAR BOARD MEETING	50.00	
9518	04/04/03	100.00	B014 CITY OF WATSONVILLE		82134	MAR BOARD MEETING	100.00	
9519	04/04/03	100.00	B015 ROTKIN, MIKE		82132	MAR BOARD MEETING	100.00	
9520	04/04/03	64.46	E002 STICKEL, TOM		82109	EMPLOYEE INCENTIVE	37.73	
					82110	PRINTING/FLEET	26.73	
9521	04/04/03	65.00	E048 MARTINEZ, MARK		82111	DMV MEDICAL EXAM	65.00	
9522	04/04/03	300.00	E120 RUIZ, SERAFIN		82112	MEDICAL INS WAIVER	300.00	
9522P04/04/03		-300.00	E120 RUIZ, SERAFIN		82446	VOID CHECK	-300.00	PRE-F
						VOID CHECK		
9523	04/04/03	300.00	E239 SLATER, ROBYN		82113	MEDICAL INS WAIVER	300.00	
9523P04/04/03		-300.00	E239 SLATER, ROBYN		82447	VOID CHECK	-300.00	PRE-F
						VOID CHECK		
9524	04/04/03	44.00	E240 SILVA, EDUARDO		82114	DMV/VTT FEES	44.00	
9525	04/04/03	300.00	E255 MCCABE, MARGARET		82115	MEDICAL INS WAIVER	300.00	
9525P04/04/03		-300.00	E255 MCCABE, MARGARET		82448	VOID CHECK	-300.00	PRE-F
						VOID CHECK		
9526	04/04/03	10.00	E303 MCGLAZE, SILLIAN		82116	VTT FEES	10.00	
9527	04/04/03	10.00	E322 WHITNEY, LUDERE		82117	VTT FEES	10.00	
9528	04/04/03	300.00	E346 BRONSTATTER, WALLY		82118	MEDICAL INS WAIVER	300.00	
9528P04/04/03		-300.00	E346 BRONSTATTER, WALLY		82449	VOID CHECK	-300.00	PRE-F
						VOID CHECK		
9529	04/04/03	300.00	E390 CANALES, DONNA		82119	MEDICAL INS WAIVER	300.00	

DATE: 04/01/03 THRU 04/3

CHECK NUMBER	CHECK DATE	CHECK AMOUNT	VENDOR	VENDOR NAME	VENDOR TRANS. TYPE NUMBER	TRANSACTION DESCRIPTION	TRANSACTION AMOUNT	TRANSACTION COMME
9529P04/04/03		-300.00	E390	DANALES, DONNA VOID CHECK	82450	VOID CHECK	-300.00	PRE-P-
9530 04/04/03		300.00	E394	MILBURN, PETER	82120	MEDICAL INS WAIVER	300.00	
9530P04/04/03		-300.00	E394	MILBURN, PETER VOID CHECK	82451	VOID CHECK	-300.00	PRE-P-
9531 04/04/03		44.00	E407	JONES, CHRISTINE M.	82121	DMV/VTT FEES	44.00	
9532 04/04/03		300.00	E409	TRAYLOR, SOOZIE	82122	MEDICAL INS WAIVER	300.00	
9532P04/04/03		-300.00	E409	TRAYLOR, SOOZIE VOID CHECK	82452	VOID CHECK	-300.00	PRE-P-
9533 04/04/03		80.00	E521	HERNANDEZ, JAIME	82123	FORD CNG TRAINING	80.00	
9534 04/04/03		701.61	R390	BRUGGEMAN, MARY	82124	SETTLEMENT CLAIM	701.61	
9535 04/18/03		1,070.34	001	SSC CALIFORNIA	82136	APR LINE - IT	592.47	
					82137	APR PHONE LINES	85.68	
					82138	APR PHONE LINES	392.19	
9536 04/18/03		4,842.56	001005	QUAIL VERSATUZE BUILDINGS	82139	TROLLEY SHELTER	4,842.56	
9537 04/18/03		52.90	001052	MID VALLEY SUPPLY	82140	CLEANING SUPPLIES	52.90	
9538 04/18/03		4,861.92	001063	NEW FLYER INDUSTRIES LIMITED	82141	REV VEH PARTS 2447	2,446.50	
					82142	REV VEH PARTS 368	367.93	
					82143	REV VEH PARTS 1625	1,625.10	
					82144	REV VEH PARTS 68	67.63	
					82145	REV VEH PARTS 276	292.02	
					82146	REV VEH PARTS 63	62.78	
9539 04/18/03		1,407.05	001119	MACERICH PARTNERSHIP LP	82147	MAY - CAPITOLA MALL	1,407.05	
9540 04/18/03		134.46	001230	CAPITOL CLUTCH & BRAKE, INC.	82148	REV VEH PARTS	134.46	
9541 04/18/03		682.00	001257	DOMINICAN HOSPITAL OF S C	82149	JAN DRUG TESTING	682.00	
9542 04/18/03		330.10	001296	LEXISNEXIS MATTHEW BENDER	82150	CA EMPLOYMENT LAW	330.10	
9543 04/18/03		821.20	001346	CITY OF SANTA CRUZ	82151	PARKING DEF FEES	821.20	
9544 04/18/03		77.00	001492	EVERGREEN OIL INC.	82152	HAZ WASTE DISPOSAL	77.00	
9545 04/18/03		31.06	001648	STEVE'S UNION	82153	MAR FUEL	31.06	
9546 04/18/03		42.84	001711	MOHAWK MFG. & SUPPLY CO.	82154	REV VEH PARTS 14	42.84	
9547 04/18/03		1,202.46	001800	THERMO KING OF SALINAS, INC	82155	REV VEH PARTS	1,202.46	
9548 04/18/03		105.00	001856	BAY COMMUNICATIONS	82156	OUT REPAIR PHONES	105.00	
9549 04/18/03		449.94	001936	WORLDCOM TECHNOLOGIES, INC.	82157	MAR LONG DISTANCE	449.94	
9550 04/18/03		2,609.60	001A	PACIFIC BELL/WORLDCOM	82158	MAR PHONE LINE	91.14	
					82159	MAR PHONES	2,518.46	
9551 04/18/03		63.70	002028	WESTCOAST LEGAL SERVICE	82160	PROF/TECH SVCS	63.70	
9552 04/18/03		749.33	002063	COSTCO	82161	PHOTO PROCESS/RISK	16.10	
					82162	12 FOLDING CHAIRS	235.08	
					82163	U-SHAPED DESK/OPS	437.96	
					82164	OFFICE SUPPLIES/OPS	60.17	
9553 04/18/03		30,661.16	002115	HINCHAW EDWARD & BARBARA	82165	MAY - 120 DUB015	6,248.32	
					82166	MAY - 370 ENCINAL	24,412.84	
9554 04/18/03		10,676.78	002117	IULIANO, NICK	82167	MAY - 111 DUB015	10,676.78	
9555 04/18/03		241.51	002191	BACON, EDWARD R. COMPANY, INC	82168	REV VEH PARTS	241.51	
9556 04/18/03		2,400.78	002192	BAY EQUIPMENT & REPAIR	82169	OUT REPAIR/#842	2,400.78	
9557 04/18/03		529.73	002240	KLEEN-RITE	82170	REPAIR STEAM CLEANER	529.73	
9558 04/18/03		2,000.00	002267	SHAW & YODER, INC.	82171	FEB LEGISLATIVE SVCS	2,000.00	
9559 04/18/03		10,483.14	002287	CALIFORNIA SERVICE EMPLOYEES	82172	APR MEDICAL	10,483.14	
9560 04/18/03		687.50	002302	SCOTT, CELIA	82173	1/21-3/20 PROF SVCS	687.50	
9561 04/18/03		300.00	002338	BURTON, DEBORAH LGSW LMFT	82174	JUN 02 SAP SVCS	300.00	

DATE: 04/01/03 THRU 04/30

CHECK NUMBER	CHECK DATE	CHECK AMOUNT	VENDOR	VENDOR NAME	VENDOR TYPE	TRANS. NUMBER	TRANSACTION DESCRIPTION	TRANSACTION AMOUNT	COMMENTS
						82175	MAR 03 SAP SVCS	300.00	
9562	04/16/03	3,750.00	002346	CHANEY, CAROLYN & ASSOC., INC.		82176	APR LEGISLATIVE SVCS	3,750.00	
9563	04/16/03	135.00	002360	MOBILE STORAGE GROUP, INC.		82177	3/10-4/7 CONTAINER	135.00	
9564	04/18/03	1,494.19	002504	TIFCO INDUSTRIES		82178	PARTS & SUPPLIES	1,494.19	
9565	04/18/03	104,836.00	002555	S & C FORD OF SAN FRANCISCO		82179	QTY 4 CNG FORD VANS	104,836.00	
9566	04/18/03	531.36	002609	CLEANSOURCE		82180	CLEANING SUPPLIES	531.36	
9567	04/18/03	3,526.72	002610	FREDERICK ELECTRONICS CORP.		82181	MAY - 375 ENCINAL	2,874.72	
						82182	APR - ADDTL SPACE	576.00	
						82183	MAY - ADDTL SPACE	576.00	
9568	04/18/03	682.50	002627	CDW GOVERNMENT, INC.		82184	CMPTX SUPPLIES/IT	682.50	
9569	04/18/03	179.07	002639	NEXTEL COMMUNICATIONS		82185	2/26-3/25 PHONES	179.07	
9570	04/18/03	253.80	002643	IOS CAPITAL		82186	4/22-5/21 CANON RENT	253.80	
9571	04/18/03	112.78	002659	B & B SMALL ENGINE REPAIR		82187	REPAIRS/MAINTENANCE	112.78	
9572	04/18/03	1,293.90	002713	SANTA CRUZ AUTO TECH, INC		82188	OUT REPAIR/#8021	1,293.90	
9574	04/18/03	10,292.26	26009	PACIFIC GAS & ELECTRIC		82189	3/1-3/31 RODRIGUEZ	1,324.34	
						82190	3/1-3/31 RODRIGUEZ	36.98	
						82191	3/1-3/31 BEACH ST	68.47	
						82192	3/5-4/1 HARVEY WEST	30.74	
						82193	3/5-4/1 GOLF CLUB	1,409.58	
						82194	3/5-4/1 RIVER ST	1,411.23	
						82195	3/5-4/1 111 DUBOIS	518.06	
						82196	3/5-4/1 111 DUBOIS	848.35	
						82197	3/5-4/1 RIVER ST	145.54	
						82198	3/5-4/1 370 ENCINAL	1,691.05	
						82199	3/5-4/1 370 ENCINAL	309.43	
						82200	3/7-4/4 PACIFIC AVE	1,084.74	
						82201	3/7-4/4 PACIFIC AVE	440.86	
						82202	3/7-4/4 PACIFIC AVE	236.85	
						82203	2/27-3/27 SAKATA LN	10.22	
						82204	3/4-4/1 GOLF CLUB	669.07	
						82205	2/28-3/31 CNG	45.68	
9575	04/18/03	56.59	013	KCI SERVICE PARTS, INC.		82206	REV VEH PARTS	56.59	
9576	04/18/03	974.40	017	SUN MICROSYSTEMS, INC.		82207	4/1-6/30 SVCS	974.40	
9577	04/18/03	346.91	020	ADT SECURITY SYSTEMS		82208	APR ALARMS	346.91	
9578	04/18/03	50.65	021	WHOLLY WATER PURIFICATION SERV.		82209	OUT REPAIR EQUIPMENT	50.65	
9579	04/18/03	2,091.51	023	PACIFIC TRUCK PARTS, INC.		82210	REV VEH PARTS	2,091.51	
9580	04/18/03	80.78	036	KELLY-MOORE PAINT CO INC.		82211	PAINT SUPPLIES	80.78	
9581	04/18/03	432.80	039	KINKO'S INC.		82212	MAR PRINTING	432.80	
9582	04/18/03	23.00	044	LENZ ARTS, INC.		82213	SIGN SUPPLIES	23.00	
9583	04/18/03	2,702.66	041	MISSION UNIFORM		82214	MAR UNIFORMS/LAUNDRY	80.60	
						82215	MAR UNIFORMS/LAUNDRY	580.30	
						82216	MAR UNIFORMS/LAUNDRY	2,241.76	
9584	04/18/03	26.99	042	ORCHARD SUPPLY HARDWARE		82217	REPAIRS/MAINTENANCE	26.99	
9585	04/18/03	266.10	045	ROYAL WHOLESALE ELECTRIC		82218	REPAIRS/MAINTENANCE	266.10	
9586	04/18/03	400.00	047	HALPERN M.D., STEPHEN J.		82219	4/29 - 1ST HOUR	400.00	
9587	04/18/03	400.00	047A	HALPERN M.D., STEPHEN J.		82220	4/29 - END HOUR	400.00	
9588	04/18/03	1,225.25	048	GREEN LINE		82221	HAZ WASTE DISPOSAL	1,225.25	
9589	04/18/03	2.01	061A	REGISIER PAJARONIAN		82222	CLASSIFIED AD	2.01	
9590	04/18/03	169.21	075	COAST PAPER & SUPPLY INC.		82223	CLEANING SUPPLIES	169.21	
9591	04/18/03	2,032.69	080A	STATE BOARD OF EQUALIZATION		82224	JAN-MAR FUEL TAX	2,032.69	

DATE: 04/01/03 THRU 04/30/

CHECK NUMBER	CHECK DATE	CHECK VENDOR AMOUNT	VENDOR NAME	VENDOR TRANS. TYPE	TRANS. NUMBER	TRANSACTION DESCRIPTION	TRANSACTION AMOUNT	COMMENT
9592	04/18/03	68,921.28	080E STATE BOARD OF EQUALIZATION	82225		SALES TAX 3 BUSES	68,921.28	
9593	04/18/03	102.95	081 KAR PRODUCTS	82226		PARTS & SUPPLIES	102.95	
9594	04/18/03	391.00	083 THYSSENKRUPP ELEVATOR -042	82227		APR-JUN ELEV SVC	391.00	
9595	04/18/03	637.88	075 DIXON & SON TIRE, INC.	82228		OUT REPAIR REV VEH	648.06	
				82229		MAR TIRES/TUBES	9,991.82	
9596	4/18/03	364.25	090 CRYSTAL SPRINGS WATER CO.	82230		MAR WATER FLEET	364.25	
9597	4/18/03	56.11	105 SHIELDS, HARPER & CO., INC.	82231		PRINTER PAPER/FLEET	56.11	
9598	4/18/03	173.29	107 SAN LORENZO LUMBER CO., INC.	82232		REPAIRS/MAINTENANCE	173.29	
9599	4/18/03	2,305.76	110 JESSICA GROCERY STORE, INC.	82233		MAY CUSTODIAN SVCS	2,305.76	
9600	4/18/03	114.09	115 SNAP-ON TOOLS CORPORATION	82234		OUT REPAIR TOOL	114.09	
9601	4/18/03	1,338.98	117 BILLIG CORPORATION	82235		REV VEH PARTS	601.33	
				82236		REV VEH PARTS	605.74	
				82237		REV VEH PARTS	131.91	
9602	04/18/03	157.72	122 SCMTD PETTY CASH - OPS	82238		PETTY CASH/OPS	157.72	
9603	04/18/03	92.50	130 WATSONVILLE CITY WATER DEPT.	82239		3/1-4/3 SAKATA LN	13.09	
				82240		3/1-4/1 RODRIGUEZ	9.25	
				82241		3/3-4/1 SAKATA LN	70.16	
9604	04/18/03	6,101.51	134 DAY WIRELESS SYSTEMS	82242		MAR OUT REPAIR EQUIP	6,101.51	
9605	04/18/03	1,479.89	135 SANTA CRUZ AUTO PARTS, INC.	82243		REV VEH PARTS/SUPPLY	1,479.89	
9606	04/18/03	31.81	161 OCEAN CHEVROLET INC	82244		REV VEH PARTS	31.81	
9607	04/18/03	914.19	166 ROSE SHOP, INC.,THE	82245		REPAIRS/MAINTENANCE	946.43	
				82246		PARTS & SUPPLIES	567.76	
9608	04/18/03	2,105.46	167 KEYSTON BROTHERS	82247		OTHER SUPPLIES	2,105.46	
9609	04/18/03	1,074.30	170 TOWNSEND'S AUTO PARTS	82248		REV VEH PARTS/SUPPLY	1,074.30	
9610	04/18/03	32.44	172 CENTRAL WELDER'S SUPPLY, INC.	82249		PARTS & SUPPLIES	32.44	
9611	04/18/03	1,598.55	191 GOLDEN GATE PETROLEUM	82250		MAR FUEL - FLEET	1,598.55	
9612	04/18/03	1,475.00	221 VEHICLE MAINTENANCE PROGRAM	82251		REV VEH PARTS 1475	1,475.00	
9613	04/18/03	40.00	271 CARLSON, BRENT D., M.D., INC.	82252		APR DRUG TESTING	40.00	
9614	04/18/03	482.49	291 STANLEY ACCESS TECHNOLOGIES	82253		REPAIR METRO DOOR	482.49	
9615	04/18/03	474.94	294 ANDY'S AUTO SUPPLY	82254		REV VEH PARTS/SUPPLY	474.94	
9616	04/18/03	390.00	309 GOOD TIMES	82255		3/20 FARE INCREASE	390.00	
9617	04/18/03	142.50	367 COMMUNITY TELEVISION OF	82256		TV COVERAGE 3/28 MTG	142.50	
9618	04/18/03	26.73	372 FEDERAL EXPRESS	82257		MAR MAILING/FLT	26.73	
9619	04/18/03	11,215.61	378 STEWART & STEVENSON	82258		REBUILD TRANSMISSION	5,499.53	
				82259		REV VEH PARTS	281.67	
				82260		REV VEH PARTS	5,434.41	
9620	04/18/03	1,212.00	394 PACIFIC COM-EL	82261		PRINTER MAINTENANCE	1,212.00	
9621	04/18/03	1,615.53	395 APPLIED GRAPHICS INC	82262		BUSINESS CARDS/ADM	284.43	
				82263		BUSINESS CARDS/OPS	284.43	
				82264		ENVELOPES/ADMIN	116.64	
				82265		PROMO ITEMS/OPS	920.03	
9622	04/18/03	546.20	418 COUNTY OF SANTA CRUZ	82266		CNG FUEL	546.20	
9623	04/18/03	2,171.24	433 AMPAC BUILDING MAINTENANCE	82267		MAR CUSTODIAL SVCS	2,171.24	
9624	04/18/03	154.44	493 IMAGING PRODUCTS, INTERNATIONAL	82268		PHOTO FILM/OPS	154.44	
9625	04/18/03	21,784.26	500 PAIGE'S SECURITY SERVICES, INC	82269		MAR SECURITY	21,784.26	
9626	04/18/03	678.62	508 COMPLETE COACH WORKS	82270		REV VEH PARTS	678.62	
9627	04/18/03	191.92	510 ASCON HASLER LEASING	82271		MAY EQUIP RENTAL	191.92	
9628	04/18/03	459.17	566 ARROWHEAD MTN SPRING WATER	82272		MAR WATER ADMIN	152.21	
				82273		FEB/MAR WATER PLANS	305.96	
9629	04/18/03	692.06	621 WID-COUNTY FOS	82274		3/11 AD SVC CUTS	692.00	

DATE: 04/01/03 THRU 04/30

CHECK NUMBER	CHECK DATE	CHECK AMOUNT	VENDOR	VENDOR NAME	VENDOR TRANS. TYPE	TRANS. NUMBER	TRANSACTION DESCRIPTION	TRANSACTION AMOUNT	COMMENTS
9630	04/18/03	23,179.82	647	GFI GENFARE		82275	QTY 8 CASHBOOKS	23,179.82	
9631	04/18/03	70.00	682	AMY L. WEISS		82276	PROF SVCS	70.00	
9632	04/18/03	399.90	711	DELTA AUTO GLASS		82277	REV VEH PARTS/REPAIR	399.90	
9633	04/18/03	295.57	716	BOSTER, KOBAYASHI & ASSOC, INC		82278	PROF SVCS	295.57	
9634	04/18/03	620.87	742	SOFTWARE MEDIUM		82279	SW MAINT/SUPPORT	620.87	
9635	04/18/03	276.95	788	SCHMD PETTY CASH - FINANCE		82280	ESTY. CASH/FINANCE	276.95	
9636	04/18/03	20,325.00	834	ALLSUP CORPORATION		82281	CNG FUEL STN/PMT #4	20,325.00	
						82282	CNG FUEL STN EQUIP	14,826.34	
9637	04/18/03	900.00	840	BOUCHARD, BRENT		82283	MAY - VERNON LOT	900.00	
9638	04/18/03	4,876.05	851	I.M.P.A.C. GOVERNMENT SERVICES		82284	4055019201230321	4,876.05	
9639	04/18/03	1,393.21	854	AMERICAN SEATING COMPANY		82285	REV VEH PARTS	1,393.21	
9640	04/18/03	111.00	884	UNITED STATES POSTAL SERVICE		82286	POSTAGE/OPS	111.00	
9641	04/18/03	6,262.71	909	CLASSIC GRAPHICS		82287	OUT REPAIR REV VEH	6,262.71	
9642	04/18/03	2,259.36	913	B OF A/RE: CRYSTAL DECISIONS		82288	SW UPGRADE/MAINT	2,259.36	
9643	04/18/03	570.00	950	PARADISE LANDSCAPE		82289	MAR MAINTENANCE	570.00	
9644	04/18/03	44.00	9114	DUNLAP, DAVID		82290	DMV/VTT FEES	44.00	
9645	04/18/03	320.95	9239	SLATER, ROBYN		82291	3/26-3/27 TRAINING	320.95	
9646	04/18/03	44.00	9338	READ, TYNON		82292	DMV/VTT FEES	44.00	
9647	04/18/03	296.00	M001	HORTON, JOSEPH		82295	MAY MEDICAL PREMIUM	296.00	
9648	04/18/03	504.00	M002	RACKLEY, EARL		82296	MAY MEDICAL PREMIUM	504.00	
9649	04/18/03	252.00	M003	WYANT, JUDI		82297	MAY MEDICAL PREMIUM	252.00	
9650	04/18/03	252.00	M005	ROSS, EMERY		82298	MAY MEDICAL PREMIUM	252.00	
9651	04/18/03	655.00	M006	VAN DER ZANDE, ED		82299	MAY MEDICAL PREMIUM	655.00	
9652	04/18/03	496.00	M007	BLAIR-ALWARD, GREGORY		82300	MAY MEDICAL PREMIUM	496.00	
9653	04/18/03	496.00	M008	CAMPOS, ARVILLA		82301	MAY MEDICAL PREMIUM	496.00	
9654	04/18/03	825.00	M009	FREEMAN, MARY		82302	MAY MEDICAL PREMIUM	825.00	
9655	04/18/03	288.00	M010	SHORT, SLOAN		82303	MAY MEDICAL PREMIUM	288.00	
9656	04/18/03	88.00	M011	LAWSON, LOIS		82304	MAY MEDICAL PREMIUM	88.00	
9657	04/18/03	88.00	M012	ROSE, JACK		82305	MAY MEDICAL PREMIUM	88.00	
9658	04/18/03	288.00	M013	JAHNKE, EBILEEN		82306	MAY MEDICAL PREMIUM	288.00	
9659	04/18/03	88.00	M015	HETH, KATHRYN		82307	MAY MEDICAL PREMIUM	88.00	
9660	04/18/03	44.00	M016	HICKLIN, DONALD KENT		82308	MAY MEDICAL PREMIUM	44.00	
9661	04/18/03	44.00	M017	FORTILLA, EARLENE		82309	MAY MEDICAL PREMIUM	44.00	
9662	04/18/03	44.00	M018	SANDRETTI, ALFRED		82310	MAY MEDICAL PREMIUM	44.00	
9663	04/18/03	80.00	M019	WILLIAMS, ROBERT		82311	MAY MEDICAL PREMIUM	80.00	
9664	04/18/03	296.00	M020	BLUE CROSS		82294	MAY 03 MED PREM	296.00	
9665	04/18/03	28.00	M021	BAKER, DALE		82312	MAY MEDICAL PREMIUM	28.00	
9666	04/18/03	94.84	M022	CAPELLA, KATHLEEN		82313	MAY MEDICAL PREMIUM	94.84	
9667	04/18/03	1,720.00	R391	MILLER, ETHAN		82293	SETTLEMENT CLAIM	1,720.00	
TOTAL		1,217,252.56		COAST COMMERCIAL BANK		TOTAL CHECKS	257	1,217,252.56	

**Santa Cruz METRO
April 2003 Ridership Report**

FAREBOX REVENUE AND RIDERSHIP SUMMARY BY ROUTE

ROUTE	REVENUE	RIDERSHIP	UC			S/D		S/D		Cabrillo	Bike	Monthly Pass
			Student	Faculty	Day Pass	Riders	W/C	Day Pass				
10	\$ 1,872.93	28,425	23,280	1,663	23	31	20	14	324	568	1,264	
13	\$ 756.46	15,100	13,045	825	7	5	4	-	131	271	349	
15	\$ 2,614.49	42,992	36,233	2,521	27	29	9	13	417	917	1,239	
16	\$ 6,067.69	85,959	72,543	3,553	85	80	34	21	944	1,814	2,913	
19	\$ 2,030.73	27,533	22,037	1,970	45	54	16	27	294	565	1,235	
2	\$ 1,902.86	6,535	2,262	270	74	39	12	15	316	154	1,875	
3A	\$ 1,336.77	3,723	323	72	47	84	7	63	262	94	1,739	
3B	\$ 1,974.54	5,182	686	203	111	102	11	32	386	122	2,085	
3N	\$ 138.09	459	104	18	-	7	-	-	34	15	154	
4	\$ 843.98	4,128	191	8	24	131	21	26	176	58	2,587	
7	\$ 531.46	1,816	96	17	40	44	17	46	141	12	1,056	
7N	\$ 2,072.74	4,378	475	80	16	37	12	8	471	129	1,248	
8	\$ 1,327.91	4,744	590	123	43	76	4	43	207	32	2,370	
9	\$ 40.60	82	2	-	3	1	-	1	5	5	39	
12A	\$ 483.45	5,847	4,771	461	9	5	1	-	56	138	85	
12B	\$ 305.24	4,367	3,540	337	7	4	3	1	45	73	153	
20	\$ 328.16	7,913	6,755	561	7	7	1	1	55	117	222	
22	\$ 313.49	4,473	3,824	209	4	3	1	1	24	143	106	
31	\$ 2,187.53	4,209	129	33	40	36	8	28	295	178	1,603	
32	\$ 787.74	1,308	49	22	3	18	13	5	72	18	362	
33	\$ 238.12	479	1	-	9	2	1	-	13	1	231	
34	\$ 263.25	682	2	-	2	-	-	-	6	3	401	
35	\$ 23,849.98	45,928	826	315	770	480	79	301	2,272	1,358	19,450	
36	\$ 285.97	864	83	63	10	23	-	5	61	29	357	
40	\$ 1,190.35	2,171	55	33	51	18	4	28	68	109	924	
41	\$ 1,091.50	2,080	281	33	31	12	1	10	148	191	538	
42	\$ 597.18	1,298	201	20	19	14	2	3	91	78	437	
52	\$ 876.94	1,989	23	16	22	95	24	28	218	27	848	
54	\$ 2,047.52	4,962	44	8	83	152	33	71	1,351	161	1,588	
55	\$ 514.97	1,929	22	2	9	31	15	8	677	46	722	
58	\$ 174.93	409	7	-	7	5	-	1	21	10	213	
59	\$ 108.45	244	7	2	4	13	-	12	20	5	108	
60	\$ 172.35	313	-	-	2	5	4	1	24	6	117	
63	\$ 729.36	1,586	9	1	22	88	83	30	97	28	763	
65	\$ 3,430.75	8,294	533	136	84	154	67	113	515	168	3,714	
66	\$ 9,253.69	18,782	1,057	265	349	264	145	154	1,342	399	7,305	
67	\$ 4,968.33	10,925	1,072	233	205	150	94	89	895	240	4,000	
69	\$ 7,574.68	17,422	1,604	381	274	289	110	103	1,314	545	6,816	
69A	\$ 12,734.24	24,643	1,207	302	328	401	121	185	1,397	779	9,013	
69N	\$ 1,515.13	3,967	525	77	5	35	31	2	618	161	1,189	
69W	\$ 14,220.94	30,100	1,190	302	288	348	181	155	4,501	805	9,802	
70	\$ 2,116.07	6,872	189	41	33	73	31	27	2,777	181	1,669	
71	\$ 47,547.40	91,027	2,274	699	898	1,486	367	652	11,502	2,434	28,653	
72	\$ 5,545.41	8,470	13	43	201	180	12	93	288	176	2,865	
73	\$ 4,715.23	7,145	7	12	66	321	42	114	219	38	2,122	
75	\$ 7,514.95	10,892	9	23	151	249	54	112	447	216	2,973	
78	\$ 114.04	161	1	1	5	5	1	2	1	-	56	
79	\$ 1,763.32	2,930	11	-	43	183	12	86	80	18	1,070	
91	\$ 4,291.56	9,076	794	306	158	48	6	20	1,552	303	2,160	
Unknown	\$ 137.30	582	5	2	2	1	-	1	20	8	78	
TOTAL	\$187,500.77	575,395	202,987	16,262	4,746	5,918	1,714	2,751	37,190	13,946	132,866	

ROUTE	REVENUE	RIDERSHIP	VTA/SC		17		S/D		ECO		Monthly Pass
			Day Pass	CalTrain	Day Pass	Riders	W/C	None	Pass		
17	\$ 12,256.02	15,208	15	27	155	392	6	78	286	387	11,250

RIDERSHIP	
Night Owl	1,438
Holiday Shuttle	-
TOTAL	1,438

March Ridership	592,041
March Revenue	\$ 199,956.34

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

VEHICLE CATEGORY	TOTAL BUSES	AVG # DEAD IN GARAGE	AVG # AVAIL. FOR SERVICE	AVG # IN SERVICE	AVG # SPARE BUSES	AVG # LIFTS OPERATING	% LIFTS WORKING ON PULL-OUT BUSES
FLYER/HIGHWAY 17 - 40'	7	2	5	4	1	4	100%
FLYER/LOW FLOOR - 40'	12	2	10	10	0	10	100%
FLYER/LOW FLOOR - 35'	18	2	16	16	0	16	100%
FLYER/HIGH FLOOR - 35'	25	5	20	19	1	19	100%
GILLIG/SAM TRANS - 40'	10	2	8	6	2	6	100%
GILLIG/FOOTHILL - 40'	11	1	10	5	5	5	100%
GMC/HIGHWAY 17 - 40'	8	1	7	3	4	3	100%
CHAMPION	4	1	3	2	1	2	100%
TROLLEY	1	0	1	1	0	1	100%
CNG NEW FLYER - 40'	8	1	7	5	2	5	100%

Service Interruption Summary Report
Lift Problems
04/01/2003 to 04/30/03

AM Peak Hour/Mile	Midday Hour/Mile	PM Peak Hour/Mile	Other Hour/Mile	Weekday Hour/Mile	Saturday Hour/Mile	Sunday Hour/Mile
00:00/0	00:00/00.00	00:00/0	00:00/0	00:00/00.00	00:00/0	00:00/0

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

PASSENGER LIFT PROBLEMS

MONTH OF APRIL, 2003

BUS #	DATE	DAY	REASON
8076F	04/25/03	FRIDAY	Problem with kneel function
8080F	04/21/03	MONDAY	Ramp won't retract after deployment
8080F	04/25/03	FRIDAY	Ramp won't retract, very slow movement, have to push in to stow
8084F	04/14/03	MONDAY	Beeper intermittent when operating lift or kneel functions
8085F	04/08/03	TUESDAY	Kneel not working
8090F	04/06/03	SUNDAY	Lift doesn't always deploy, have to power down & figet with switch
8090F	04/09/03	WEDNESDAY	Kneel won't stay down unless all air is expelled
8090F	04/09/03	WEDNESDAY	Passenger lift will not engage unless lights & heater are off
8090F	04/11/03	FRIDAY	Will not stay in kneel mode
8090F	04/17/03	THURSDAY	Kneel doesn't always stay down
8090F	04/21/03	MONDAY	Kneel doesn't always stay down
8090F	04/22/03	TUESDAY	Kneel doesn't always stay where you want it
8090F	04/24/03	THURSDAY	Bus still won't stay in kneel position
8096F	04/09/03	WEDNESDAY	Kneel comes on after sitting 2-3 minutes without switch activated
8097F	04/23/03	WEDNESDAY	Problem with outer barrier
8099F	04/25/03	FRIDAY	Kneel doesn't always stay down
8901G	04/09/03	WEDNESDAY	Lift doesn't work
8903G	04/28/03	MONDAY	Wheel chair lift is out
8905G	04/08/03	TUESDAY	Outer barrier wouldn't go down
8905G	04/23/03	WEDNESDAY	Barrier is tweaked on lift, Unable to use lift
8909G	04/03/03	THURSDAY	Lift not working properly, inner barrier (top) not working
8909G	04/08/03	TUESDAY	No lift or kneel
8909G	04/11/03	FRIDAY	No kneel/No lift
8911G	04/02/03	WEDNESDAY	Lift malfunctioned twice
8913G	04/03/03	THURSDAY	Lift will not lower to the ground
8913G	04/25/03	FRIDAY	Kneel stopped working
8916G	04/30/03	WEDNESDAY	Lift dead, barrier won't go down
8919G	04/02/03	WEDNESDAY	Lift will not pick up a heavy wheelchair
9805LF	04/09/03	WEDNESDAY	W/C ramp makes a load groaning when deploying
9813LF	04/17/03	THURSDAY	Ramp is slow to extend out and fold in
9823LF	04/30/03	WEDNESDAY	Lift got stuck, had to manually coax ramp
9837G	04/22/03	TUESDAY	Lift shakes & makes loud noise, please tighten

F New Flyer
 G Gillig
 C Champion
 LF Low Floor Flyer
 GM GMC
 CG CNG
 CN SR855 & SR854

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

GOVERNMENT TORT CLAIM



RECOMMENDED ACTION

TO: Board of Directors
FROM: District Counsel
RE: Claim of Ben Ralston Received: 04/23/03 Claim #: 03-0012
Date of Incident: 03/10/03 Occurrence Report No.: SC 03-03-07B

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

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

By Margaret Gallagher
Margaret Gallagher
DISTRICT COUNSEL

Date: May 1, 2003

I, Dale Carr, do hereby attest that the above Claim was duly presented to and the recommendations were approved by the Santa Cruz Metropolitan Transit District's Board of Directors at the meetings of May 9 & 23, 2003.

Dale Carr
Recording Secretary

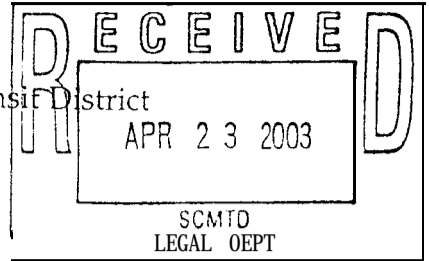
Date

MG/hp

370 Encinal Street, Suite 100, Santa Cruz, CA 95060 (831) 426-6080 FAX (831) 426-6117
METRO OnLine at <http://www.scmtd.com>

CLAIM AGAINST THE SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
(Pursuant to Section 9 10 et Seq., Government Code)

Claim # _____



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: BEN RALSTON

Claimant's Address/Post Office Box: 120 PROVINCETOWN CT
APTOS Ca. 95003

Claimant's Phone Number: _____

2. Address to which notices are to be sent: 120 PROVINCETOWN CT
APTOS Ca 95003

3. Occurrence: Metro BUS WAS IN AUTO
ACCIDENT

Date: 3-10-03 Time: 1-3 PM Place: SANTA CRUZ

Circumstances of occurrence or transaction giving rise to claim: DOCTOR VISITS

4. General description of indebtedness, obligation, injury, damage, or loss incurred so far as is known: SLIGHT FEELING CHECK OVER

5. Name or names of public employees or employees causing injury, damage, or loss, if known: _____

6. Amount claimed now \$ 200.00
Estimated amount of future loss, if known \$ NOT SURE
TOTAL \$ _____

7. Basis of above computations: _____

Mike Proff SR.
CLAIMANT'S SIGNATURE OR
COMPANY REPRESENTATIVE'S SIGNATURE OR
PARENT OF MINOR CLAIMANT'S SIGNATURE

4-10-03
DATE

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

Date : 04/17/2003

BILL FOR SERVICES

Page: 1

BEN RALSTON
120 PROVINCETOWN CT
APTOS, CA 95003

DOCTOR: Jack Knox, DC

Account No: 11655-2

-DATE-	-CODE-	-DESCRIPTION-	-SERV.-	-pymts-	-adj.-	-BAL.-
03/18/2003	99203-	Detailed History&Exam		85.00		85.00

DOCTOR: Jack Knox, DC

Total Services: 85.00

E812.1 MVA w/ another vehicle - passenger
847.0 cervical sprain/strain
846.9 sacroiliac sprain/strain

GOVERNMENT TORT CLAIM



RECOMMENDED ACTION

TO: Board of Directors

FROM: District Counsel

RE: Claim of Earl Ralston
Date of Incident: 03/10/03

Received: 04/23/03 Claim #: 03-0013
Occurrence Report No.: SC 03-03-07B

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

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

By Margaret Gallagher M a ___ y ___ 1, 2003
Margaret Gallagher
DISTRICT COUNSEL

I, Dale Carr, do hereby attest that the above Claim was duly presented to and the recommendations were approved by the Santa Cruz Metropolitan Transit District's Board of Directors at the meetings of May 9 & 23, 2003.

Dale Carr
Recording Secretary

Date

MG/hp

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METRO OnLine at <http://www.scmtd.com>

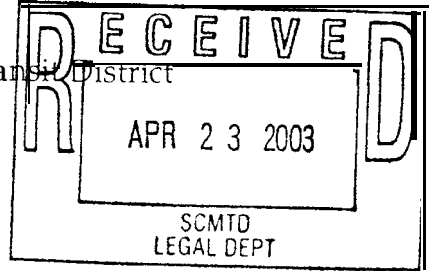
CLAIM AGAINST THE SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

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

Claim # _____

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: EARL RALSTON

Claimant's Address/Post Office Box: 120 PROVINCETOWN CT
APTOS CA 95003

Claimant's Phone Number: 831-688-6991

2. Address to which notices are to be sent: 120 PROVINCETOWN CT
APTOS CA 95003

3. Occurrence: Metro BUS WAS IN AUTO ACCIDENT

Date: 3-10-03 Time: 1-3 PM Place: SANTA CRUZ

Circumstances of occurrence or transaction giving rise to claim: DOCTOR VISITS.

4. General description of indebtedness, obligation, injury, damage, or loss incurred so far as is known: BACK PAIN - CHECK OVER

5. Name or names of public employees or employees causing injury, damage, or loss, if known: _____

6. Amount claimed now \$ 300.00
Estimated amount of future loss, if known \$ NOT SURE
TOTAL \$ _____

7. Basis of above computations: _____

Earl Ralston SR.
CLAIMANT'S SIGNATURE OR
COMPANY REPRESENTATIVE'S SIGNATURE OR
PARENT OF MINOR CLAIMANT'S SIGNATURE

4-10-03
DATE

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

Date: 04/17/2003

BILL FOR SERVICES

Page: 1

EARL RALSTON
120 PROVINCETOWN CT
APTOS, CA 95003

DOCTOR: Jack Knox, DC

Account No: 11656-Z

-DATE-	-CODE-	-DESCRIPTION-	-SERV.-	-pymts-	-adj.-	-BAL.-
03/18/2003	99203-	Detailed History&Exam	85.00			85.00

DOCTOR: Jack Knox, DC

Total Services: 85.00

- E812.1 MVA w/, another vehicle - passenger
- 847.0 cervical sprain/strain
- 847.1 thoracic sprain/strain
- 847.2 lumbar sprain/strain

GOVERNMENT TORT CLAIM



RECOMMENDED ACTION

TO: Board of Directors

FROM: District Counsel

RE: Claim of: Michael Ralston Jr.
Date of Incident: 03/10/03

Received: 04/23/03 Claim #: 03-0014
Occurrence Report No.: SC 03-03-07B

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

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

BY Margaret Gallagher
Margaret Gallagher
DISTRICT COUNSEL

Date: May 1, 2003

I, Dale Carr, do hereby attest that the above Claim was duly presented to and the recommendations were approved by the Santa Cruz Metropolitan Transit District's Board of Directors at the meetings of May 9 & 23, 2003.

Dale Carr
Recording Secretary

Date

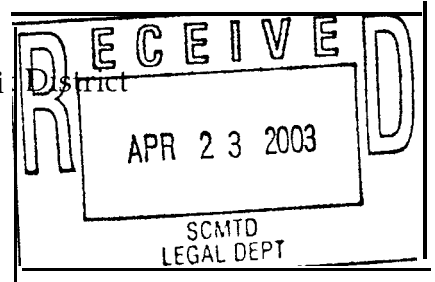
MG/hp

370 Encinal Street, Suite 100, Santa Cruz, CA 95060 (831) 426-6080 FAX (831) 426-6117
METRO OnLine at <http://www.scmtd.com>

CLAIM AGAINST THE SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
(Pursuant to Section 910 et Seq., Government Code)

Claim # _____

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: Michael Ralston JR

Claimant's Address/Post Office Box: 120 PROVINCE TOWN CT
APTOS CAL. 95003

Claimant's Phone Number: 831-688-6991

2. Address to which notices are to be sent: 120 PROVINCE TOWN CT
APTOS CA 95003

3. Occurrence: Metro BUS WAS IN AUTO ACCIDENT

Date: 3-10-03 Time: 1-3 PM Place: SANTA CRUZ

Circumstances of occurrence or transaction giving rise to claim: _____
DOCTOR VISITS.

4. General description of indebtedness, obligation, injury, damage, or loss incurred so far as is known: TAMED HIS KNEE INTO METAL POST
OR SEAT ON BUS - NECK BACK PAIN.
check over.

5. Name or names of public employees or employees causing injury, damage, or loss, if known: _____

6. Amount claimed now \$ 300.00
Estimated amount of future loss, if known \$ NOT SURE
TOTAL \$ _____

7. Basis of above computations: _____

Michael Ralston SR.

4-10-03

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

DATE

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

Date: 04/17/2003

BILL FOR SERVICES

Page: 1

MICHAEL RALSTON JR
120 PROVINCETOWN CT
APTOS, CA 95003

DOCTOR: Jack Knox, DC

Account No: 11653-2

-DATE-	-CODE-	-DESCRIPTION-	-SERV.-	-pymts-	-adj.-	-BAL.-
03/08/2003	99214-	Detailed Hist, Exam,Trea	60.00			60.00
03/12/2003	99203-	Detailed History&Exam	85.00			145.00
03/26/2003	99214-	Detailed Hist, Exam,Trea	60.00			205.00

DOCTOR: Jack Knox, DC

Total Services: 205.00

- E812.1 MVA w/another vehicle - passenger
- 844.9 Knee sprain/strain
- 847.1 Thoracic sprain/strain
- 847.2 lumbar sprain/strain

GOVERNMENT TORT CLAIM



RECOMMENDED ACTION

TO: Board of Directors

FROM: District Counsel

RE: Claim of: Kathie Van Wickler
Date of Incident: 04/08/03

Received: 05/02/03 Claim #: 03-0015
Occurrence Report No.: MISC 03-09

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

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

By Margaret Gallagher
Margaret Gallagher
DISTRICT COUNSEL

Date: May 7, 2003

I, Dale Carr, do hereby attest that the above Claim was duly presented to and the recommendations were approved by the Santa Cruz Metropolitan Transit District's Board of Directors at the meeting of May 23, 2003.

Dale Carr
Recording Secretary

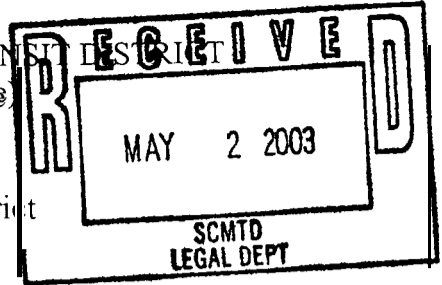
Date

MG/hp

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METRO OnLine at <http://www.scmtd.com>

CLAIM AGAINST THE SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
(Pursuant to Section 910 et Seq., Government Code)

Claim # _____



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: Kathie Ann Van Wickler
- Claimant's Address/Post Office Box: 2711 Mar Vista #19 Aptos CA. 95003
- Claimant's Phone Number: (831) 688-5615
2. Address to which notices are to be sent: 2711 Mar Vista #19 Aptos CA 95003
3. Occurrence: Broken Discman CD Player

Date: 4/8/03 Time: 1:30 Place: Dauenbiss & Soquel Dr.

Circumstances of occurrence or transaction giving rise to claim: I got on the bus with a binder in one hand and a CD player in the other. The bus driver took off quickly and I had to drop my CD player and catch myself from falling. Thus breaking my CD player beyond repair.

4. General description of indebtedness, obligation, injury, damage, or loss incurred so far as is known: My CD player a copy CD player silver 20sec-anti skip that I got for Christmas 3 months ago costing between \$40 and \$50 dollars, fell, broke with the spring flying across the bus breaking top off and it won't

5. Name or names of public employees or employees causing injury, damage, or loss, if known: heavy-set African American with long curly hair.

6. Amount claimed now \$ 45.00
- Estimated amount of future loss, if known \$ 0
- TOTAL \$ 45.00

7. Basis of above computations: I'm asking for \$45.00 because it cost between \$40.00 and \$50.00

play without the top or spring that was lost.

Kathie Ann Van Wickler

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

4/30/03
DATE

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

GOVERNMENT TORT CLAIM



RECOMMENDED ACTION

TO: Board of Directors

FROM: District Counsel

RE: Claim of: Hannah Ralston Received: 05/02/03 Claim #: 03-0016
Date of Incident: 03/10/03 Occurrence Report No.: SC 03-03-07B

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

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

By Margaret Gallagher
Margaret Gallagher
DISTRICT COUNSEL

Date: May 7, 2003

I, Dale Car-r, do hereby attest that the above Claim was duly presented to and the recommendations were approved by the Santa Cruz Metropolitan Transit District's Board of Directors at the meeting of May 23, 2003.

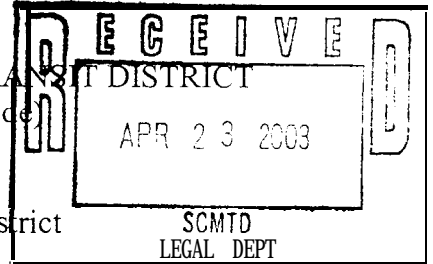
Dale Car-r
Recording Secretary

Date

MG/hp

370 Encinal Street, Suite 100, Santa Cruz, CA 95060 (831) 426-6080 FAX (831) 426-6117
METRO OnLine at <http://www.scmtd.com>

CLAIM AGAINST THE SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
(Pursuant to Section 910 et Seq., Government Code)
Claim # _____



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: HANNAH RAISTON

Claimant's Address/Post Office Box: 120 PROVINCETOWN CT
APTOS CA 95003

Claimant's Phone Number: 831-688-6991

2. Address to which notices are to be sent: 120 PROVINCETOWN CT
APTOS CA 95003

3. Occurrence: METRO BUS WAS IN AUTO
ACCIDENT

Date: 3-10-03 Time: 1-3-03 Place: SANTA CRUZ

Circumstances of occurrence or transaction giving rise to claim: DOCTOR VISITS

4. General description of indebtedness, obligation, injury, damage, or loss incurred so far as is known: check 8-10-03 / SLIP at Pain

5. Name or names of public employees or employees causing injury, damage, or loss, if known:

6. Amount claimed now \$ 200
Estimated amount of future loss, if known \$ NOT SURE
TOTAL \$ _____

7. Basis of above computations: _____

[Signature] SR.

4-10-03
DATE

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

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

Metro Accessible Services Transit Forum (MASTF)*
(*An official Advisory group to the Metro Board of Directors
and the ADA Paratransit Program)
Thursday May 15, 2003 2:00-4:00 p.m.
The NIAC Building in the Board Room
333 Front Street, Santa Cruz, CA.

“AGENDA”

ELIGIBLE VOTING MEMBERS FOR THIS MEETING:

Dick Allen, April Axton, Sharon Barbour, Ted Chatterton, Connie Day, Shelley Day, Kasandra Fox, Ed Kramer, Fahmy Ma’Awad, Thom Onan, Barbie Schaller, Edith Steward and Lesley Wright.

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

- I. Call to Order and Introductions
- II. Approval of the April 17, 2003 MASTF Minutes
- III. Amendments to this Agenda
- IV. Oral Communication and Correspondence

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

- V. Ongoing Business
 - 5.1 Metro Fare Structure Changes (Mark Dorfman) – Action Item
 - 5.2 Metro Call Stop Advisory Committee (Connie Day and Ed Kramer)
- VI. New Business
 - 6.1 Reinstatement of Transfers as Part of Bus Fare (Fahmy Ma’Awad)
 - 6.2 Update on MASTF By Laws Review and Revision Committee (Ed Kramer)
 - MASTF COMMITTEE REPORTS**
 - 6.3 Training and Procedures Committee Report (Lesley Wright)
 - a) Wheelchair Securement
 - 6.4 Bus Service Committee Report (Connie Day)
 - a) Metro Users Group (MUG) Report
 - 6.5 Bus Stop Improvement Committee Report (Ed Kramer)
 - a) Accessibility of Outbound Bus Stop at 550 Water Street
 - 6.6 Paratransit Services Committee Report (Kasandra Fox)
 - OTHER REPORTS**
 - 6.7 Paratransit Update
 - a) Paratransit Report (April Axton or Link Spooner)
 - b) CCCIL Transportation Advocacy (Thom Onan)
 - 6.8 UTU Report (Jeff North)

MASTF Agenda
May 15, 2003
Page Two

- 6.9 SEIU/SEA Report (Eileen Pavlik)
- 6.10 Next Month's Agenda Items

VII. Adjournment

Note: This meeting is held at a location that is accessible to persons using wheelchairs. If you have questions about MASTF, please phone John Daugherty at (831) 423-3868.

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

MINUTES

The Metro Accessible Services Transit Forum met for its monthly meeting on April 17, 2003 in the Board Room of the NIAC Building, 333 Front Street, Santa Cruz CA.

MASTF MEMBERS PRESENT: April Axton, Sharon Barbour, Ted Chatterton, Connie Day, Shelley Day, Ed Kramer, Thom Onan, Barbie Schaller and Lesley Wright.

METRO STAFF PRESENT:

Bryant Baehr, Operations Department Manager
A. John Daugherty, Accessible Services Coordinator
Peggy Gallagher, METRO District Counsel
Jeff North, UTU Representative
Steve Paulson, Paratransit Administrator

BOARD MEMBERS PRESENT:

None

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

1) MASTF approves the following letter as amended:

To the SCMTD Board of Directors:

I am sending this letter at the request of the MASTF membership.

The organization *Dragon Slayers* has recently come to MASTF's attention. This is an organization that provides doctor prescribed therapy to seniors and the disabled. Many people have gone from *Dragon Slayers* to lead successful, productive lives.

Unfortunately, *Dragon Slayers*, located at 1674 Aptos Creek Road, Aptos, is outside the 3/4 mile boundary surrounding the #71 Watsonville bus line by slightly less than 1/2 mile (.45 miles).

Because of the valuable services offered by *Dragon Slayers*, MASTF is requesting that the Metro Board extend the service of Paratransit to this one location.

For more information about *Dragon Slayers*, please contact Mr. Josef Rivers, Director, at (831) 688-6699 or at P.O. Box 1051, Aptos, CA. 95003.

Thank you,

Sharon L. Barbour
Chair MASTF

2) MASTF recommends that paratransit be extended to serve the one location of *Dragon Slayers*.

- 3) MASTF recommends that the price of the Senior and Disabled (Discount) Monthly Pass be raised from \$14 to no higher than \$18.
- 4) MASTF accepts the proposed route (bus service) changes.

RELEVANT ATTACHMENTS FORWARDED TO THE BOARD: None.

***MASTF MOTIONS RELATED TO METRO MANAGEMENT**

None.

I. CALL TO ORDER AND INTRODUCTIONS

Paratransit Services Committee Chairperson Kasandra Fox called the meeting to order at 2:05 p.m.

II. APPROVAL OF THE MARCH 20, 2003 MASTF MINUTES

**MASTF Motion: To approve the March 20, 2003 MASTF Minutes as submitted.
M/S/PU: Schaller, C. Day (By affirmative voice vote)**

III. AMENDMENTS TO THE AGENDA

John Daugherty reported that the MASTF Executive Committee made the following three revisions to the Agenda last week:

- 1) "Transportation Access for Destinations Outside the METRO ParaCruz Service Area" was moved up to the first item of Ongoing Business.
- 2) "Letter to METRO Board from R. Paul Marcelin regarding "Metro and the Charade of Rider Representation"" was added to the Agenda as the second item of New Business.
- 3) "Accessibility of Outbound Bus Stop at 550 Water Street" was added to the Bus Stop Improvement Committee Report under Agenda item 6.5 of New Business.

No other changes to the Agenda were proposed.

**MASTF Motion: To approve the Agenda as amended.
M/S/PU: Schaller, C. Day (By affirmative voice vote)**

Sharon Barbour arrived at the meeting after the Motion was approved. Ms. Barbour thanked Ms. Fox and then Ms. Barbour carried out the duties of Chairperson.

IV. ORAL COMMUNICATION AND CORRESPONDENCE

Mr. Daugherty described correspondence sent to MASTF since the last MASTF meeting. He also placed the following items into a folder circulated to the group:

- 1) A cover letter from Peggy Gallagher to Ms. Barbour and a copy of a letter from R. Paul Marcelin. Mr. Daugherty noted that this correspondence would be discussed under the second item of New Business on the Agenda today.
- 2) Two letters requested by Ms. Barbour from the Elderly and Disabled Transportation Advisory Committee (E&D TAC). The first letter (Attachment A) from E&D TAC to the METRO Board conveyed the opposition from E&D TAC to the use of premium fares for Americans with Disabilities Act (ADA) mandated paratransit service.

The second letter (Attachment B) from E&D TAC to the METRO Board requests that METRO “work to develop a cost-efficient, user-friendly solution for the declining paratransit productivity (both ADA and other)...”

- 3) One Agenda for the Santa Cruz County Regional Transportation Commission (SCCRTC) meeting on April 3, 2003.
- 4) One Agenda for a Transportation Policy Workshop sponsored by the SCCRTC this morning (April 17, 2003).

Ms. Barbour mentioned that MASTF passed a Motion last month asking METRO staff to notify paratransit users along bus routes that have the potential to be eliminated about the possible elimination of paratransit service. She reported that staff did so. She thanked Bryant Baehr for that activity.

Barbie Schaller announced that an effort to keep schools open in the City of Santa Cruz was under way. She passed out information to interested persons.

Mr. Baehr shared that he was keeping his cell phone on in case he received a call that could lead to cutting a \$6, 500, 000 check to obtain new buses from the New Flyer Company. He apologized for any inconvenience.

Jeff North announced that he is the new representative from United Transportation Union (UTU) Local 23 to MASTF.

Ms. Fox asked Mr. Baehr how many new Compressed Natural Gas (CNG) buses METRO had. Mr. Baehr responded that METRO has 9 buses currently. He noted that other new buses would be “changed out” to use CNG in the future.

Ms. Barbour asked if there was a preference for her to address persons by first or last names. Those present appeared to prefer address by first names.

Ms. Fox volunteered to make name placards for MASTF members. Discussion of this topic concluded after Mr. Daugherty offered to provide Ms. Fox with a list of names for the placards.

V. ONGOING BUSINESS

5.1 Transportation Access for Destinations Outside the METRO ParaCruz Service Area

Ms. Barbour recalled that Edith Steward had presented this issue to the group. Ms. Barbour reported that last week the MASTF Executive Committee had approved a letter draft on the topic. Ms. Barbour shared that she had completed the letter draft that she intended to read aloud. She explained that she sought changes and possible authorization from MASTF to send the letter to the METRO Board.

Ms. Barbour read aloud the following:

“To the SCMRT Board of Directors:

I am sending this letter at the request of the MASTF membership.

The organization *Dragon Slayers* has recently come to MASTF’s attention. This is an organization that provides doctor prescribed therapy to seniors and the disabled. Many people have gone from *Dragon Slayers* to lead successful, productive lives.

Unfortunately, *Dragon Slayers*, located at 1674 Aptos Creek Road, Aptos, is outside the 3/4-mile boundary surrounding the #71 Watsonville bus.

Because of the valuable services offered by *Dragon Slayers*, MASTF is requesting that the Metro Board extend the service of Paratransit to this one location.

For more information about *Dragon Slayers*, please contact Mr. Josef Rivers, Director, at (831) 688-6699 or at P.O. Box 1051, Aptos, CA. 95003.

Thank you,

Sharon L. Barbour
Chair MASTF”

A Motion was made by Ms. Fox and seconded by Ms. Schaller to send the letter after it was read aloud.

Discussion of the letter included the suggestion by Mr. North that the distance beyond the ¾ mile service area be noted. Steve Paulson noted the distances between two bus routes and the *Dragon Slayers* program. Ms. Fox and Ms. Schaller accepted the suggestion for the letter.

The following Motion approving the letter as amended emerged from discussion:

MASTF Motion: MASTF approves the following letter as amended:

To the SCMTD Board of Directors:

I am sending this letter at the request of the MASTF membership.

The organization *Dragon Slayers* has recently come to MASTF’s attention. This is an organization that provides doctor prescribed therapy to seniors and the disabled. Many people have gone from *Dragon Slayers* to lead successful, productive lives.

Unfortunately, *Dragon Slayers*, located at 1674 Aptos Creek Road, Aptos, is outside the 3/4 mile boundary surrounding the #71 Watsonville bus line by slightly less than 1/2 mile (.45 miles).

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For more information about *Dragon Slayers*, please contact Mr. Josef Rivers, Director, at (831) 688-6699 or at P.O. Box 1051, Aptos, CA. 95003.

Thank you,

**Sharon L. Barbour
Chair MASTF**

M/S/C: Fox, Schaller (By affirmative voice vote with no votes opposed and one abstention)

Note: A copy of the complete letter (Attachment C) is included with the packet for the MASTF meeting next month.

5.2 Metro Fare Structure Changes – Action Item

Mr. Baehr reported that the four options presented during the joint Metro Users Group (MUG) and MASTF meeting last month had changed. He shared that the METRO Board decided last Friday to change the four options a little bit for public comment.

He stated that the Board wanted a “better understanding” of public reaction to Regular Fare for a single ride going up from \$1 to \$1.35 to \$1.50. He also stated that the Board wanted a better understanding of public reaction to “staggering” the increases in fare for seniors and the disabled up to 50% over the next two years. He also noted that larger discounts in all categories of Monthly Passes were being considered.

Mr. Baehr distributed copies of a “Notice of Public Hearing” that describe the four options now being considered by the Board. The Notice (Attachment D) also lists proposed new charges for Paratransit Service (ParaCruz).

Mr. Baehr noted that a “first reading” of the four options and other new charges would take place during the next Board meeting on April 25, 2003. He shared that the Board could decide to approve one of the options (or a combination of them) during its meeting on May 23, 2003.

Highlights of discussion on this topic included:

- 1) Ms. Barbour observed that Option #1 proposed that the Regular Monthly Pass be raised from \$40 to \$54 and that the Discount Monthly Pas be raised from \$14 to \$27. She noted that the percentage increase for the Regular Monthly was just over 30%, while the percentage increase for the Discount Monthly was almost 100%.

- 2) Ed Kramer asked if some money from fare increases would go into the dissipated reserves. Mr. Baehr responded: "Not at this time. Depending on what folks do... If they pick Option 1 or Option 2, that kind of breaks us even. Options 3 and 4 may or may not give us a little bit extra, which would go to the reserve. But there's nothing in here that's going to make us a ton of money."
- 3) Mr. Baehr noted that how the public reacts to the proposed fare increases is unknown. The best estimate from METRO staff is that METRO will lose 4% to 8% of ridership for six to 10 months.
- 4) Mr. Daugherty shared two historical notes. First, he recalled that months ago MASTF had approved a Motion (made by Ted Chatterton) that supported a price increase for Discount Monthly Passes of no more than \$16. Second, he recalled that during last week MASTF member Michael Doern asked him to share a message during discussion of fares. Mr. Doern believed that he could not afford an increase from \$14 to \$25 for the cost of the Discount Monthly Pass.
- 5) Ms. Barbour asked Mr. Baehr what percentage of ridership fares those paying Senior/Disabled (Discount) Fare make up. Mr. Baehr noted that Mark Dorfman did not have those figures yet. Mr. North noted that UC Santa Cruz students contribute 35% of METRO's ridership revenue.
- 6) During discussion, the following Motion was made by Mr. Kramer and seconded by Ms. Schaller:

MASTF recommends that the price of the Senior and Disabled (Discount) Monthly Pass be raised from \$14 to no higher than \$18.
- 7) Connie Day stated: "... \$18, it's a no, no... I mean, let's face it, those of us on fixed incomes, we can not do it. There's no way..."
- 8) Lesley Wright stated: "... Metro's between a rock and a hard place. And so are we. So there has to be some sort of compromise... So that everybody gets taken care of as much as possible... I totally understand that money is tight. I do think \$18 is fair."
- 9) The following Motion to the Board emerged from discussion:

MASTF Motion: MASTF recommends that the price of the Senior and Disabled (Discount) Monthly Pass be raised from \$14 to no higher than \$18.
M/S/C: Kramer, Schaller (By affirmative voice vote with no votes opposed and one abstention)
- 10) Ms. Barbour asked if there were comments on any other part of the fare structure proposal. Ms. Wright suggested that this item be kept on the Agenda for the meeting next month.

5.3 Metro Bus Service Changes – Action Item

Mr. Baehr reported that there were three minor changes to the bus service change proposals. He noted that pricing adjustments for the Highway 17 Express Service allowed funding for:

- 1) Restoration of the 7:00 a.m. and 5:45 p.m. outbound trips for Route 36.
- 2) Restoration of service to Thurber Lane with the Route 53 that would run every other hour.

- 3) Combination of two Highway 17 Express bus trips into one trip.

Two Motions to the Board emerged from discussion of this topic:

1) **MASTF Motion: MASTF recommends that paratransit be extended to serve the one location of *Dragon Slayers*.**

M/S/C: C. Day, Fox (By affirmative voice vote with no votes opposed and one abstention)

2) **MASTF Motion: MASTF accepts the proposed route (bus service) changes.**

M/S/PU: Wright, Schaller (By affirmative voice vote)

5.4 Metro Call Stop Advisory Committee (Connie Day and Ed Kramer)

Mr. Kramer reported that the Committee has been meeting almost every Wednesday. He noted that the Committee has recommended that the Talking Bus equipment call all stops except where it would be an unsafe area. He also noted that the movement of one bus stop close to other stops (Benito at Soquel Avenue) was being looked into.

Mr. Kramer added that he was not in favor of a Committee definition of what a “major intersection” is because it is “too narrow.” He also expressed concern about how the Committee handled discussion of major intersections. Peggy Gallagher responded that during its last meeting the Committee voted to not place the issue of major intersections on its Agenda as an emergency item. She noted that the item was on the next Agenda for discussion. She also noted that she told the METRO Board that the definition of major intersection is still debated by Committee members.

Ms. Barbour noted that Barbie Schaller had just handed over a list of Committee recommendations to the Board. Ms. Barbour read aloud the following list:

“The Call Stop Committee makes the following recommendations:

1. That the Talking Bus Technology be programmed so that each stop on all METRO routes is announced unless to do so would create an unsafe situation;
2. That Bryant Baehr, Manager of Operation, program the Talking Bus Technology as set forth above as soon as possible but in no event, later than December 31, 2003;
3. That during the period while Bryant Baehr programs the Talking Bus Technology as set forth above, should a situation arise that Mr. Baehr believes is unsafe, that he will present, on a monthly basis, those situations to the committee for discussion;
4. That “Destination point” be defined as the ending point on the route;
5. That “Major Intersection” be defined as any intersection in which each cross-street has at least 4 lanes and is controlled by a traffic signal and shall also include the intersection at Morrissey, Water and Soquel; and

6. That the Call Stop Committee shall continue to meet weekly through April and then will proceed to have monthly meetings until the project is concluded.”

Ms. Gallagher clarified that the fifth recommendation was the one she and Mr. Kramer had been discussing. She also recalled that the Committee made another recommendation during its last meeting: That when bus stops were too close together, the bus stop placement would be referred to the Bus Stop Advisory Committee (BSAC). BSAC would determine, based on its criteria and if it's safe to do so, whether a bus stop could be moved so that the bus stop could be called.

Highlights of further discussion on this topic included:

- 1) Mr. North noted that he had attended one or two Committee meetings. He asked if there had been a Motion regarding “discussion about programming a short 69 to and from the Capitola Mall. And running that bus in service and surveying the public at large for input regarding the call stops at every bus stop.”
- 2) Ms. Gallagher responded that UTU Chairperson Bonnie Morr raised this issue during the Board meeting last Friday. Ms. Gallagher recalled that the Board instructed the Committee to revisit that issue and determine what recommendation it would do regarding a survey of the public. She noted that the issue would be studied during Committee meeting next week. She added that a report will go to the Board the following Friday.
- 3) Mr. North stated: “Secondly, UTU withdrew themselves as voting members of the Call Stop Advisory Committee because we feel that some of the issues that we're dealing with in the Call Stop Committee have a bearing on our working environment (and) condition. Some of those are contractual things we have within our contract with the District. We thought it would be inappropriate for us to be voting on things that have a contractual (understanding?) at this time. So we will be there in the future as an advisory group versus a voting group.”

5.5 Metro Base: How Can We Help? (Sharon Barbour)

Mr. Baehr reported that METRO has begun recruitment for a Metro Base Project Manager. He also shared that “everything seems to be on path.” Ms. Barbour wondered if a pulling together a coalition to support Metro Base is needed now. She noted that perhaps this issue could be taken off the Agenda for now.

Ms. Barbour noted that Ms. Fox had asked Ms. Barbour to move her report up the Agenda to become the next item. There were no objections to the move of the report from Ms. Fox up the Agenda.

VI. NEW BUSINESS

6.1 Paratransit Services Committee Report (Kassandra Fox)

Ms. Fox noted that she lives at the La Posada apartments in Santa Cruz. She noted that METRO staff had recently presented information there on paratransit and other METRO services. She shared that a married couple living at La Posada, Charlie and Lorraine Lambert, had asked her to read a report of

recent experiences with the METRO ParaCruz Appeals Panel. They appeared before the Panel to appeal the determination of eligibility for Mrs. Lambert.

Ms. Fox read the report from Mr. Lambert (Attachment E) aloud to the group. Excerpts from the report include:

“April 17, 2003

Report of the Meeting with the ParaCruz Appeals Board April 15, 2003

Lorraine and I both attended this meeting – she was in her scooter and I carried her walker. There were three persons on the Appeals Board. They introduced themselves...

“One of the members explained the background of the reasoning behind the need to curtail some of the riders of ParaCruz. He stressed the fact that we were free to ask any questions we so desired. It became quite obvious to both of us that the matter had been decided before we even entered the room. The board members did not accept the fact that she has to transport her walker on her scooter whenever she visited the doctor, dentist, or other types of professionals – in most places she even needs it in the public bathroom facilities...

“Since they stated that a person’s handicap was not a consideration we asked how some people that we knew, who were restricted to a walker, were approved by the Board. The answer we received was that no one expects them to walk, with their walker, from a bus stop to their destination. As far as we are concerned that constitutes considering a person’s handicap. Not that they shouldn’t, but why can they arbitrarily consider it in (one) case and not in the other...

“Even though Lorraine told the Appeals Board that she did not have the energy or stamina to ride the bus, the Chronic Fatigue condition was ignored... We will ask for a new hearing by either the Appeals Board or the initial interviewer for they apparently have missed a very important point in the Law.”

Highlights of discussion on this topic include:

- 1) Ms. Fox described Ms. Lambert as a “sweet person” who is “terribly tired all the time.” Ms. Fox believed that Ms. Lambert “can’t ride the bus.”

Ms Fox concluded: “I am really appealing to MASTF to back her up because I think this is scandalous.”

- 2) Thom Onan noted there was no procedure in place to appeal a decision from the Appeals Panel. Mr. Onan shared that MASTF may want the METRO Board to expand the process.
- 3) Mr. Baehr explained that a change in a person’s condition could lead to the person being reassessed for eligibility for METRO ParaCruz service.
- 4) Mr. Baehr also shared that some people have a hard time with the eligibility criteria. He recalled the situation of one applicant who was “too proud” to describe his difficulties with using the bus.

- 5) Mr. Baehr noted that during the last Board meeting the Board heard about some problems people are facing with the eligibility process. The Chairperson directed staff (Mr. Baehr and Mr. Paulson) to go out and do a one year survey. Persons contacted in the past would be invited to sit around a table and answer the question, "How are we doing?" Mr. Baehr estimated that a report on the survey would go to the Board in two to three months.
- 6) Mr. Kramer asked if Mr. Baehr could grant permission for Mrs. Lambert to use METRO ParaCruz service. Mr. Baehr responded: "No."
- 7) Ms. Schaller recalled one person who had been granted eligibility to use METRO ParaCruz service. Ms. Schaller believed that the person was "capable of using the bus" and that "her only problem was laziness."
- 8) Ms. Gallagher recalled the situation of another person who only sought METRO ParaCruz to meet grocery-shopping needs. She noted that another option after the Appeals Panel process was finished was for a person to go to court.
- 9) Mr. Onan wondered if a person could also appeal to the METRO Board. This possibility started discussion about persons seeking Board members as sponsors for their concerns and whether there were Board members serving on behalf of persons with disabilities.
- 10) Ms Wright asked how MASTF would help Ms. Lambert. Ms. Barbour reviewed three options discussed: Reapplying after a few months if a person's condition changes, finding a Board member to sponsor an appeal and finding a lawyer and taking legal recourse. Ms. Barbour asked Ms. Fox to share those options with Mrs. Lambert.
- 11) April Axton shared that Mrs. Lambert may be eligible for two other transportation programs available through Lift Line. One program required Medi Cal eligibility; the other program required low income. Ms. Axton gave her business card to Ms. Fox.
- 12) No Motions emerged during discussion of this Agenda item.

6.2 Reinstatement of Transfers as Part of Bus Fare

Ms. Barbour noted that Fahmy Ma'Awad, the person who had placed this item on the Agenda, was not present to discuss this item today. She suggested that the item be tabled until the meeting next month. There was no objection.

6.3 Letter to METRO Board from R. Paul Marcelin regarding "Metro and the Charade of Rider Representation"

Ms. Barbour explained that she received a copy of the letter from Mr. Marcelin and a cover letter from Ms. Gallagher (Attachment F). She noted that Mr. Marcelin is a member of MUG. She read both letters aloud to the group.

Excerpts from Mr. Marcelin's letter include:

“TO THE BOARD OF DIRECTORS:

Metro and the Charade of Rider Representation

The voice of the ordinary rider is just about the only voice not being heard at Metro today. Senior citizens and the disabled account for 15% of ridership, but they seem to have a majority on every committee. I am the first to say that minority voices should be heard. That’s one reason why the Board of Directors recognizes the Metro Accessible Services Transit Forum (MASTF), an independent committee for elderly and/or disabled riders...

“... It makes sense for the seniors and disabled to dictate call stop policy; the Talking Bus is of particular importance to them. They should not, however, monopolize general forums.

“The Metro Users Group (MUG) is a case in point. If we exclude transit industry representatives (union, board, TMA, TAPS), there are nine “core” members. Fully 66% (6) of these are seniors and/or disabled people. It happens that 5 are also members of MASTF.

MUG is the only general advisory committee for Metro riders. The seniors and disabled people who control MUG refuse to accommodate ordinary Metro riders. Most riders are at school or at work during the day, and would actually be penalized for attending a MUG meeting...

“Metro’s Board of Directors has sole authority over appointments to MUG. Does the Board value the opinions of ordinary riders, the folks who account for 85% of rides and pay 95% of fares? If so, the Board will [a] stipulate that anyone who is a member of MASTF ineligible for simultaneous membership in MUG; [b] stipulate that the composition of MUG will henceforth reflect Metro’s ridership; [c] stipulate that staff’s role in MUG meetings is to support and inform, but not to influence; and [d] oblige staff to provide recruitment support.

“R. Paul Marcelin...”

Ms. Barbour then read aloud the cover letter from Ms. Gallagher. The cover letter noted that the METRO Board Chair had asked Ms. Gallagher to provide an analysis of the letter from Mr. Marcelin. To help facilitate her analysis Ms. Gallagher requested comment on four issues.

Ms. Barbour read each issue aloud to the group and then opened the floor for comment. The four issues – and highlights of comment – are:

“1. Is there any reason or benefit to restrict membership in the advisory groups?”

Highlights of discussion of this issue included the observation from Ms. Barbour that the functions of MUG and MASTF are different. She also noted that the MASTF Executive Committee had expressed the opinion last week that there was no benefit to restricting membership.

When Ms. Barbour polled those present, the response to this question appeared to be “No”.

“2. Should MUG representatives be provided with an incentive to attend and/or participate in MUG?”

Highlights of discussion on this issue included the observation from Ms. Barbour that the MASTF Executive Committee had concluded that this was not an issue within the purview of MASTF. Ms. Wright recalled that MASTF had requested passes in the past from the METRO Board and for MUG members "it's their responsibility" to approach the Board if they chose to.

When Ms. Gallagher polled those present, the response to this question appeared to be "No Comment".

"3. Should the MUG meeting be scheduled in the evening?"

Highlights of discussion on this issue included the personal observation from Ms. Barbour that the need for meetings outside regular work time had validity.

When Ms. Barbour polled those present, the response to this question appeared to be that MASTF did not have input on when MUG members schedule their meetings.

"4. Any ideas to increase membership in the Advisory Groups?"

The following ideas emerged during discussion of this issue:

Newspaper Articles on MUG and MASTF

Signs inside METRO buses to promote the advisory groups

Signs on the back of METRO buses to promote the advisory groups

Use of free TV and Radio advertisements to promote the advisory groups

Notices at bus stops and bus benches to promote the advisory groups

Highlights of further discussion of this Agenda item include:

- 1) Ms. Barbour asked people to think over other ideas during the month. She offered to forward other ideas to Ms. Gallagher.
- 2) Ms. Schaller suggested that the best means to get more members for the advisory groups was to "talk it up with people."
- 3) Mr. Onan stated: "I understand the concern of the make up of committees not necessarily being representative of the ridership... I suspect that the disabled community as they speak about various bus issues that get addressed for their needs, as a by-product the non-disabled community benefits from the disabled community's voice. So I don't think there is any harm being done to the non disabled ridership although they might not be proportionally represented."
- 4) No Motions emerged during discussion of this Agenda item.

Before the next Agenda item, Ms. Barbour asked the group if they wanted to extend the meeting time by 15 minutes. By consensus the meeting time was extended by 15 minutes.

MASTF COMMITTEE REPORTS

6.4 Training and Procedures Committee Report (Lesley Wright)

Ms. Wright reported that a new cycle of training for bus operators could start in May or June. Mr. Baehr explained that METRO is catching up with its Verification of Transit Training (VTT) for bus operators. He noted that Ms. Wright has been available to assist with the training and help set up involvement of MASTF members.

a) Wheelchair Securement

This issue was discussed just prior to Adjournment.

6.5 Bus Service Committee Report (Connie Day)

Ms. Day reported that everything is working well with the Talking Bus equipment.

a) Metro Users Group (MUG) Report

Ms. Day reported that a consultant (Jennifer Bragar) described the Cardiff Place Apartments to the group. These apartments will provide housing at Cardiff and High Streets in Santa Cruz.

6.6 Bus Stop Improvement Committee Report (Ed Kramer)

Mr. Kramer reported that tactile signs would be installed at the Watsonville Transit Center.

a) Accessibility of Outbound Bus Stop at 550 Water Street

Mr. Kramer reported that problems with accessibility at the outbound bus stop at 550 Water Street had been brought to his attention. He sought support from MASTF to make that bus stop accessible. Discussion of this topic concluded when Mr. Kramer asked that the topic be tabled until the meeting next month.

6.7 Paratransit Services Committee Report (Kasandra Fox)

This item was moved up the Agenda and discussed as the first item of New Business.

OTHER REPORTS

6.8 Paratransit Update

a) Paratransit Update (April Axton)

Ms. Axton reported that funding cuts have created a large deficit for Lift Line. She shared that one person in a management position has been laid off and that more employees could be laid off in the future.

b) CCCIL Transportation Advocacy (Thom Onan)

Mr. Onan reported that he has received no phone calls regarding rides this month. He noted that he has received phone calls regarding denials for METRO ParaCruz service.

6.9 UTU Report (Jeff North)

Mr. North reiterated that UTU had resigned as voting members on the Metro Call Stop Advisory Committee. He also shared that he looks forward to working with MASTF.

6.10 SEIU/SEA Report

There was no report on this Agenda item.

6.11 Next Month's Agenda Items

No new items were added to the Agenda for next month.

Ms. Barbour invited Mr. Baehr to discuss the "Wheelchair Securement" issue on the Agenda. Mr. Baehr reported that there has been confusion about the use of the restraint systems available in securement areas inside buses. He shared that in one case METRO had paid a \$30,000 claim to a wheelchair user who had slid out of his wheelchair into the bus aisle.

Mr. Baehr stated: "The concern was, how do we let our customers know these devices are available and encourage them to use them. Or do we make it mandatory to use them."

Three ideas were brought up during discussion of this topic:

- 1) Having signs posted in securement areas that describe required securement (Y straps and S hooks) and optional securement (shoulder straps and the "Santa Cruz Arm").
- 2) Having applicants for Discount Fare Photo ID Cards review and sign a card that describes securement options.
- 3) Have passengers using securement areas sign a waiver during each bus trip.

No Motions emerged during discussion of this item. Ms. Barbour recommended that people "brainstorm" this item for further discussion during the meeting next month.

VII. ADJOURNMENT

The meeting was adjourned at 4:13 p.m.

M/S/PU: C. Day, Kramer (By affirmative voice vote)

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

NOTE: NEXT REGULAR MASTF MEETING IS: Thursday May 15, 2003 from 2:00-4:00 p.m., in the Board Room of the NIAC Building, 333 Front Street, Santa Cruz, CA.

NOTE: NEXT S.C.M.T.D. BOARD OF DIRECTORS MEETING IS: Friday May 9, 2003 at 9:00 a.m. in the S.C.M.T.D. Administrative Offices, 370 Encinal Street, Santa Cruz, CA.

NOTE: THE FOLLOWING S.C.M.T.D. BOARD OF DIRECTORS MEETING IS: Friday May 23, 2003 at 9:00 a.m. in the Capitola City Council Chambers, 420 Capitola Avenue, Capitola, CA.

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

Agenda-Metro Users Group

May 21, 2003

The METRO Users Group will meet on Wednesday, May 21, 2003 from 2:10 p.m. to 4:00 p.m. The meeting will be held in the Conference Room at the Metro Center, 920 Pacific Avenue, Santa Cruz.

The following topics will be discussed:

1. **CALL TO ORDER AND INTRODUCTION**
2. **ORAL AND WRITTEN COMMUNICATIONS AND ANNOUNCEMENTS**
3. **ADDITIONS AND DELETIONS TO THE AGENDA**

MEMBERS ARE ASKED TO RESTRICT COMMENTS ON ITEMS NOT ON THE AGENDA TO TWO (2) MINUTES.

4. **CONSENT AGENDA**
Receive and Accept:
 - a) Minutes of April MUG Meeting
(Attached)
 - b) Monthly Attendance Report
(Attached)
 - a) Minutes of April Board Meeting
(Attached)
 - b) March Ridership Report
(Attached)
5. **ON-GOING ITEMS**
 - a) Review Current Board Agenda Items
 - b) Review of Headways Redesign Issues
 1. Recommendations for Next Headways
 - c) Service and Planning Update
 - d) Bus Procurement
6. **UPDATES**
 - a) MetroBase
 - b) Meeting Times
 - c) Fare Increase
7. **NEW BUSINESS**
None

8. **ITEMS FOR NEXT AGENDA**

9. **OPEN DISCUSSION**

10. **ADJOURNMENT**

Distribution:

Marc Adato, *City of SC Public Works Dept.*
Bryant Baehr, *Operations Manager* – by email
Sharon Barbour, *MASTF* – by email
Ted Chatterton, *Transit User*
Sandra Coley, *Pajaro TMA*
Connie & Shelley Day, *Transit Users*
Mark Dorfman, *Assistant General Manager*
Ron Goodman, *Bicycle/Transit User* – by email
Tom Hiltner, *SEA* – by email
Michelle Hinkle, *Chair, Board Member*
Virginia Kirby, *Transit User*
David Konno, *Facilities Maint Manager* – by email
Ian McFadden, *Transit Planner* – by email

Matthew Melzer, *Transit User* – by email
Bonnie Morr, *UTU* – by email
Carolyn O'Donnell, *Santa Cruz TMA*
Manuel Osorio, *Cabrillo Student Services*
Steve Paulson, *ParaCruz Administrator* – by email
Karena Pushnik, *SCCRTC* – by email
Stuart Rosenstein, *Transit User* – by email
Barbara Schaller, *Seniors Commission*
Michael & Janet Singer, *Transit Users* – by email
Tom Stickel, *Fleet Maint Manager* – by email
Jim Taylor, *UTU* – by email
Candice Ward, *UCSC* – by email
Leslie White, *General Manager*

If you would like to apply for membership to be on the Metro Users Group (MUG) Committee, please contact Dale Carr, Administrative Services Coordinator at 426-6080 for an application for membership.

Santa Cruz Metropolitan Transit District

Minutes-METRO Users Group

April 16, 2003

The METRO Users Group met at 2:10 p.m., Wednesday, April 16, 2003, in the METRO Center Conference Room, 920 Pacific Avenue, Santa Cruz.

MEMBERS PRESENT

Ted Chatterton, Transit User
Connie Day, Transit User
Shelley Day, Transit User
Michelle Hinkle, Chair, Board Member
Virginia Kirby, Transit User
Matthew Melzer, Transit User
Barbie Schaller, Seniors Commission

SCMTD STAFF PRESENT

Bryant Baehr, Operations Manager

VISITORS PRESENT

Jennifer Bragar
Jim Taylor, Vice Chair, UTU Local 23

MUG MOTIONS TO METRO BOARD OF DIRECTORS

1. MUG SUPPORTS STAFF'S PROPOSED SERVICE REDUCTIONS AND WISHES TO ACKNOWLEDGE AND COMMEND THE WORKING GROUP RESPONSIBLE FOR THE PROPOSAL.

MUG MOTIONS TO METRO MANAGEMENT

None

1. CALL TO ORDER AND INTRODUCTION

Chair Michelle Hinkle called the meeting to order at 2:08 p.m.

2. ORAL AND WRITTEN COMMUNICATIONS AND ANNOUNCEMENTS

- a) Paul Marcelin re: Communication to Board of Directors:
"Metro and the Charade of Rider Representation"
- b) Paul Marcelin re: Communication to Board of Directors:
"Hwy 17 Buses Laptop Computer Outlets"

3. ADDITIONS AND DELETIONS TO THE AGENDA

Chair Michelle Hinkle agreed to take Item #7b immediately after the Consent Agenda.

4. CONSENT AGENDA

Receive and Accept:

- a) Minutes of February & March MUG Meetings
- b) Monthly Attendance Report
- c) Minutes of February & March Board of Directors Meetings
- d) January & February Ridership Reports

ACTION: MOTION: Connie Day SECOND: Michelle Hinkle
APPROVE CONSENT AGENDA
Motion passed unanimously with Matthew Melzer being absent

ITEM #7b WAS TAKEN OUT OF ORDER

7. NEW BUSINESS

7b) Jennifer Bragar – Housing Development

Jennifer Bragar introduced herself and gave a presentation on a high-density housing development project she is working on called the "Cardiff Place Apartments", which is located at the intersection of Cardiff Place and High Street. Ms. Bragar passed around 2 foam boards with overviews of the project and distributed and discussed a fact sheet, which is attached as part of these minutes.

Matthew Melzer arrived

Ms. Bragar pointed out that her contact information is on the handout and urged MUG to show their support by writing to the City Council, signing a petition and attending the upcoming public hearing.

5. ON-GOING ITEMS

5a) Review of Current Board Agenda Items

Bryant Baehr reported that the Board would be considering service reductions and fare increases. Both items are on today's agenda.

5b) Review of *Headways* Redesign Issues

Bryant Baehr reported that the next *Headways* would come out June 5th and service reductions would be implemented at that time. There were suggestions to cut mailing costs, to make *Headways* available in .pdf format online and also to again look into publishing individual route schedules.

5c) Service & Planning Update

Bryant reported that there had been several public meetings and notices of the proposed service cuts but only 70 public comments had been received. After reviewing the comments, staff was able to make some minor changes and with the Board's approval on April 25th, the service reductions will be implemented June 5, 2003 and will appear in the next edition of *Headways*.

ACTION: MOTION: Barbie Schaller SECOND: Matthew Melzer
MUG SUPPORTS STAFF'S PROPOSED SERVICE REDUCTIONS AND WISHES TO
ACKNOWLEDGE AND COMMEND THE WORKING GROUP RESPONSIBLE FOR THE
PROPOSAL
Motion passed unanimously

5d) Bus Procurement

Bryant Baehr reported that the District has received 29 new buses. Some have arrived damaged, but it is hopeful that they will all be in service within 1-2 weeks, at which time,

100% of METRO's local fixed route will have Talking Bus technology. Jim Taylor reported receiving positive feedback from passengers about the new buses already in use.

6. UPDATES

6a) MetroBase

Bryant reported that the Board has authorized the General Manager to recruit a full time MetroBase Project Manager, which is expected to be a 3-4 year position. The City is currently working on land acquisition with the owners of Surf City Produce and the Tool Shed properties.

6b) Meeting Times

There was more discussion about what time of day to meet. Matthew Melzer offered to distribute fliers advertising MUG at UCSC. Chair Michelle Hinkle asked the committee to bring ideas back for a decision next month.

6c) Fare Increase

Bryant reported that the Board would have the first reading of the fare ordinance and a Public Hearing on April 25, 2003, where they will consider one or a combination of the 4 current options. Bryant read the Public Hearing Notice, including the 4 options, which is attached as part of these minutes.

Bryant reported that there would be a 30-day public comment period, during which time MUG would have the opportunity to have input before the final decision and second reading of the ordinance on May 23, 2003.

7. NEW BUSINESS

7a) MUG Membership Incentives

It was decided to take this item off the agenda going forward, as there is nothing new to discuss and there is no budget or need for attendance incentives.

7c) Consideration of review of contents of Paul Marcelin's letter dated February 21, 2003 regarding Metro User's Group (MUG), its operation and organizational structure and whether dual membership in MASTF and MUG should be prohibited

Bryant reported that Margaret Gallagher, District Counsel, was unable to attend today's meeting, but had 4 questions for MUG:

Q1: Is there any reason or benefit to restrict membership in the advisory groups?

Answer: No, MUG members feel they represent their neighborhoods and the interests of others at MUG meetings.

Q2: Should MUG representatives be provided with an incentive to attend and/or participate in MUG?

Answer: No, the expense to METRO is not necessary.

Q3: Should MUG meetings be held in the evenings?

Answer: This item is currently on the MUG agenda and being carried over to next month.

Q4: Any ideas to increase membership in the advisory groups?

Answer: Posting laminated signs at campus stops. Newspaper articles, or at least listing meeting dates & times in the calendar sections of various newspapers.

Matthew Melzer added that UC students want more coordinated trips with the AMTRAK connectors.

8. ITEMS FOR NEXT AGENDA

Matthew Melzer requested an update on the status of SCCRTC's Union Pacific Rail acquisition. Although not in MUG's realm, Bryant offered to call and invite them to a future MUG meeting.

9. OPEN DISCUSSION

Nothing to report

10. ADJOURNMENT

Chair Michelle Hinkle adjourned the meeting at 4:00 p.m.

Respectfully submitted,

Cindi Thomas
Administrative Secretary

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: May 23, 2003
TO: Board of Directors
FROM: Elisabeth Ross, Finance Manager
SUBJECT: MONTHLY BUDGET STATUS REPORT FOR MARCH 2003, AND APPROVAL OF BUDGET TRANSFERS

I. RECOMMENDED ACTION

Staff recommends that the Board of Directors approve the budget transfers for the period April 1 – 30, 2003.

II. SUMMARY OF ISSUES

- Operating revenue for the year to date totals \$21,785,616 or \$122,990 over the amount of revenue expected to be received during the first nine months of the fiscal year, based on the budget revised in March.
- Total operating expenses for the year to date, in the amount of \$21,133,720, are at 68.3% of the revised budget.
- A total of \$8,479,298 has been expended through March 31st for the FY 02-03 Capital Improvement Program.

III. DISCUSSION

An analysis of the District's budget status is prepared monthly in order to apprise the Board of Directors of the District's actual revenues and expenses in relation to the adopted operating and capital budgets for the fiscal year. The attached monthly revenue and expense report represents the status of the District's FY 02-03 budget as of March 31, 2003. The fiscal year is 75.0% elapsed.

A. Operating Revenues

Revenues are \$122,990 over the amount projected to be received for the period. Passenger revenue is \$69,900 below budget projections due to lower ridership on the Highway 17 Express and paratransit program. Sales tax revenue is \$160,915 over the budgeted amount since the March 2003 wrap-up payment was higher than projected. Variances are explained in the notes following the report.

B. Operating Expenses

Operating expenses for the year to date total \$21,133,720 or 68.3% of the revised budget, with 75.0% of the year elapsed. Variances are explained in the notes following the report.

C. Capital Improvement Program

For the year to date, a total of \$8,479,298 has been expended on the Capital Improvement Program. The largest expenditure was for the purchase of buses in the amount of \$6,633,467.

IV. FINANCIAL CONSIDERATIONS

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

V. ATTACHMENTS

Attachment A: Revenue and Expense Report for March 2003, and Budget Transfers

**MONTHLY REVENUE AND EXPENSE REPORT
OPERATING REVENUE - MARCH 2003**

	FY 02-03 Budgeted for Month	FY 02-03 Actual for Month	FY 02-03 Budgeted YTD	FY 01-02 Actual YTD	FY 02-03 Actual YTD	YTD Variance from Budgeted	
Operating Revenue							
Passenger Fares	\$ 246,816	\$ 257,350	\$ 2,265,710	\$ 2,318,210	\$ 2,273,773	\$ 8,063	
Paratransit Fares	\$ 18,765	\$ 16,302	\$ 154,440	\$ 125,439	\$ 142,614	\$ (11,826)	
Special Transit Fares	\$ 172,165	\$ 214,796	\$ 1,319,523	\$ 1,323,299	\$ 1,334,987	\$ 15,464	
Highway 17 Revenue	\$ 78,475	\$ 68,635	\$ 686,617	\$ 658,864	\$ 605,016	\$ (81,601)	
<i>Subtotal Passenger Rev</i>	\$ 516,221	\$ 557,083	\$ 4,426,290	\$ 4,425,812	\$ 4,356,390	\$ (69,900)	See Note 1
Advertising Income - OBIE	\$ -	\$ 15,000	\$ 90,000	\$ 129,000	\$ 90,000	\$ -	
Advertising Income - Dist	\$ -	\$ 8,244	\$ -	\$ -	\$ 15,134	\$ 15,134	See Note 2
Commissions	\$ 833	\$ 760	\$ 7,500	\$ 7,894	\$ 7,181	\$ (319)	
Rent Income	\$ 12,380	\$ 12,272	\$ 109,951	\$ 108,794	\$ 114,492	\$ 4,541	
Interest - General Fund	\$ 32,210	\$ 32,055	\$ 327,654	\$ 608,363	\$ 327,414	\$ (240)	
Non-Transportation Rev	\$ 175	\$ 662	\$ 1,575	\$ 45,969	\$ 14,433	\$ 12,858	See Note 3
Sales Tax Income	\$ 1,066,221	\$ 1,178,116	\$ 11,541,850	\$ 11,692,813	\$ 11,702,765	\$ 160,915	See Note 4
TDA Funds	\$ -	\$ -	\$ 3,881,172	\$ 4,604,455	\$ 3,881,172	\$ -	
Other Local Funding							
Other State Funding							
FTA Op Asst - Sec 5307	\$ -	\$ -	\$ 1,229,934	\$ -	\$ 1,229,934	\$ -	
FTA Op Asst - Sec 5311	\$ -	\$ -	\$ 46,701	\$ -	\$ 46,701	\$ -	
Other Federal Grants							
Other Revenue							
Total Operating Revenue	\$ 1,628,040	\$ 1,804,192	\$ 21,662,627	\$ 21,623,100	\$ 21,785,616	\$ 122,990	

**MONTHLY REVENUE AND EXPENSE REPORT
OPERATING EXPENSE SUMMARY - MARCH 2003**

	FY 02-03 Final Budget	FY 02-03 Revised Budget	FY 01-02 Expended YTD	FY 02-03 Expended YTD	Percent Expended of Budget	
PERSONNEL ACCOUNTS						
Administration	\$ 617,973	\$ 614,603	\$ 389,853	\$ 423,268	68.9%	
Finance	\$ 526,788	\$ 513,665	\$ 353,711	\$ 348,129	67.8%	
Planning & Marketing	\$ 710,601	\$ 641,123	\$ 607,896	\$ 443,699	69.2%	
Human Resources	\$ 325,478	\$ 320,336	\$ 269,899	\$ 213,049	66.5%	
Information Technology	\$ 382,753	\$ 385,559	\$ 245,688	\$ 282,313	73.2%	
District Counsel	\$ 307,569	\$ 337,313	\$ 196,900	\$ 225,871	67.0%	
Risk Management	\$ -	\$ -	\$ -	\$ -	0.0%	
Facilities Maintenance	\$ 1,020,801	\$ 973,564	\$ 695,816	\$ 678,406	69.7%	
Paratransit Program	\$ 224,893	\$ 217,691	\$ -	\$ 134,910	62.0%	
Operations	\$ 1,873,101	\$ 1,740,096	\$ 1,307,960	\$ 1,286,154	73.9%	
Bus Operators	\$ 11,615,995	\$ 11,686,244	\$ 8,238,366	\$ 8,564,591	73.3%	
Fleet Maintenance	\$ 3,935,369	\$ 3,748,663	\$ 2,475,581	\$ 2,562,108	68.3%	
Retired Employees/COBRA	\$ 518,615	\$ 716,288	\$ 316,524	\$ 505,704	70.6%	
Total Personnel	\$ 22,059,937	\$ 21,895,146	\$ 15,098,194	\$ 15,668,202	71.6%	
NON-PERSONNEL ACCOUNTS						
Administration	\$ 546,487	\$ 539,650	\$ 392,070	\$ 375,117	69.5%	
Finance	\$ 728,785	\$ 706,621	\$ 334,201	\$ 474,424	67.1%	
Planning & Marketing	\$ 174,080	\$ 146,076	\$ 176,146	\$ 80,366	55.0%	
Human Resources	\$ 97,500	\$ 90,561	\$ 103,178	\$ 18,361	20.3%	See Note 5
Information Technology	\$ 113,025	\$ 106,936	\$ 91,902	\$ 44,810	41.9%	
District Counsel	\$ 26,007	\$ 24,768	\$ 149,646	\$ 7,431	30.0%	
Risk Management	\$ 269,455	\$ 206,982	\$ -	\$ 140,126	67.7%	
Facilities Maintenance	\$ 464,382	\$ 449,177	\$ 311,700	\$ 270,075	60.1%	
Paratransit Program	\$ 3,704,585	\$ 3,519,356	\$ 1,655,891	\$ 1,914,278	54.4%	See Note 6
Operations	\$ 470,079	\$ 472,867	\$ 305,073	\$ 305,446	64.6%	
Bus Operators	\$ 6,400	\$ 6,411	\$ 3,779	\$ 2,772	43.2%	
Fleet Maintenance	\$ 2,936,353	\$ 2,791,671	\$ 1,791,352	\$ 1,832,193	65.6%	
Op Prog/SCCIC	\$ 2,925	\$ 2,778	\$ 697	\$ 117	4.2%	
Prepaid Expense			\$ (25,437)	\$ -	0.0%	
Total Non-Personnel	\$ 9,540,063	\$ 9,063,854	\$ 5,290,198	\$ 5,465,517	60.3%	
Subtotal Operating Expense	\$ 31,600,000	\$ 30,959,000	\$ 20,388,393	\$ 21,133,720	68.3%	
Grant Funded Studies/Programs	\$ -	\$ -		\$ -	0.0%	
Transfer to/from Cap Program	\$ -	\$ -		\$ -	0.0%	
Pass Through Programs	\$ -	\$ -		\$ -	0.0%	
Total Operating Expense	\$ 31,600,000	\$ 30,959,000	\$ 20,388,393	\$ 21,133,720	68.3%	
YTD Operating Revenue Over YTD Expense				\$ 651,896		

**CONSOLIDATED OPERATING EXPENSE
MARCH 2003**

	FY 02-03 Final Budget	FY 02-03 Revised Budget	FY 01-02 Expended YTD	FY 02-03 Expended YTD	% Exp YTD of Budget	
LABOR						
Operators Wages	6259873	\$ 6,122,508	\$ 4,422,869	\$ 4,258,766	69.6%	
Operators Overtime	\$ 968,512	\$ 968,512	\$ 858,721	\$ 823,621	85.0%	See Note 7
Other Salaries & Wages	\$ 6,153,470	\$ 5,665,473	\$ 3,970,374	\$ 3,887,545	68.6%	
Other Overtime	\$ 245,893	\$ 250,893	\$ 231,379	\$ 182,447	72.7%	
	\$ 13,627,748	\$ 13,007,386	\$ 9,483,343	\$ 9,152,378	70.4%	
FRINGE BENEFITS						
Medicare/Soc Sec	\$ 130,765	\$ 135,062	\$ 95,073	\$ 96,726	71.6%	
PERS Retirement	\$ 970,685	\$ 958,135	\$ 635,380	\$ 632,353	66.0%	
Medical Insurance	\$ 2,270,455	\$ 2,345,163	\$ 1,481,852	\$ 1,652,547	70.5%	
Dental Plan	\$ 414,391	\$ 434,387	\$ 302,152	\$ 305,185	70.3%	
Vision Insurance	\$ 113,077	\$ 129,901	\$ 84,343	\$ 89,000	68.5%	
Life Insurance	\$ 56,570	\$ 59,726	\$ 39,559	\$ 39,641	66.4%	
State Disability Ins	\$ 131,089	\$ 131,516	\$ 98,231	\$ 81,590	62.0%	
Long Term Disability Ins	\$ 509,251	\$ 438,263	\$ 322,059	\$ 266,372	60.8%	
Unemployment Insurance	\$ 26,316	\$ 37,744	\$ 28,008	\$ 28,144	74.6%	
Workers Comp	\$ 1,248,362	\$ 1,698,434	\$ 785,275	\$ 1,335,919	78.7%	See Note 8
Absence w/ Pay	\$ 2,532,354	\$ 2,488,830	\$ 1,729,239	\$ 1,975,192	79.4%	See Note 9
Other Fringe Benefits	\$ 28,874	\$ 30,598	\$ 13,678	\$ 13,154	43.0%	
	\$ 8,432,189	\$ 8,887,760	\$ 5,614,852	\$ 6,515,824	73.3%	
SERVICES						
Acctng/Admin/Bank Fees	\$ 289,500	\$ 282,450	\$ 175,654	\$ 187,240	66.3%	
Prof/Legis/Legal Services	\$ 479,720	\$ 479,220	\$ 131,460	\$ 284,930	59.5%	
Temporary Help	\$ -	\$ -	\$ 119,605	\$ -	0.0%	
Uniforms & Laundry	\$ 35,300	\$ 34,980	\$ 22,964	\$ 22,639	64.7%	
Security Services	\$ 283,419	\$ 283,119	\$ 203,366	\$ 192,184	67.9%	
Outside Repair - Bldgs/Eqmt	\$ 174,450	\$ 178,495	\$ 137,229	\$ 107,240	60.1%	
Outside Repair - Vehicles	\$ 270,140	\$ 270,140	\$ 184,197	\$ 173,234	64.1%	
Waste Disp/Ads/Other	\$ 226,240	\$ 201,240	\$ 131,138	\$ 87,652	43.6%	
	\$ 1,758,769	\$ 1,729,644	\$ 1,105,612	\$ 1,055,120	61.0%	
CONTRACT TRANSPORTATION						
Contract Transportation	\$ 50	\$ 50	\$ -	\$ -	0.0%	
Paratransit Service	\$ 3,474,485	\$ 3,289,256	\$ 1,601,276	\$ 1,773,741	53.9%	See Note 6
	\$ 3,474,535	\$ 3,289,306	\$ 1,601,276	\$ 1,773,741	53.9%	
MOBILE MATERIALS						
Fuels & Lubricants	\$ 1,357,168	\$ 1,321,283	\$ 670,332	\$ 827,823	62.7%	
Tires & Tubes	\$ 150,000	\$ 113,182	\$ 123,387	\$ 90,602	80.0%	See Note 10
Other Mobile Supplies	\$ 6,500	\$ 6,500	\$ 4,738	\$ 3,660	56.3%	
Revenue Vehicle Parts	\$ 645,000	\$ 569,000	\$ 435,960	\$ 383,495	67.4%	
	\$ 2,158,668	\$ 2,009,965	\$ 1,234,417	\$ 1,305,580	65.0%	

**CONSOLIDATED OPERATING EXPENSE
MARCH 2003**

	FY 02-03 Final Budget	FY 02-03 Revised Budget	FY 01-02 Expended YTD	FY 02-03 Expended YTD	% Exp YTD of Budget	
OTHER MATERIALS						
Postage & Mailing/Freight	\$ 21,990	\$ 25,697	\$ 12,764	\$ 15,330	59.7%	
Printing	\$ 130,729	\$ 89,352	\$ 74,087	\$ 45,218	50.6%	
Office/Computer Supplies	\$ 66,686	\$ 67,518	\$ 49,719	\$ 35,219	52.2%	
Safety Supplies	\$ 23,175	\$ 20,175	\$ 15,829	\$ 7,668	38.0%	
Cleaning Supplies	\$ 65,000	\$ 62,000	\$ 37,709	\$ 34,903	56.3%	
Repair/Maint Supplies	\$ 37,700	\$ 38,700	\$ 42,835	\$ 34,112	88.1%	See Note 11
Parts, Non-Inventory	\$ 50,000	\$ 50,000	\$ 37,662	\$ 34,540	69.1%	
Tools/Tool Allowance	\$ 11,207	\$ 11,207	\$ 9,751	\$ 4,380	39.1%	
Promo/Photo Supplies	\$ 22,247	\$ 22,797	\$ 9,560	\$ 1,575	6.9%	
	\$ 428,734	\$ 387,446	\$ 289,915	\$ 212,944	55.0%	
UTILITIES						
	\$ 328,084	\$ 328,084	\$ 225,490	\$ 220,316	67.2%	
CASUALTY & LIABILITY						
Insurance - Prop/PL & PD	\$ 429,000	\$ 418,050	\$ 135,198	\$ 285,275	68.2%	
Settlement Costs	\$ 100,000	\$ 100,000	\$ 45,416	\$ 78,017	78.0%	See Note 12
Repairs to Prop	\$ -	\$ -	\$ (11,763)	\$ (15,135)	0.0%	See Note 13
Prof/Other Services	\$ 55,000	\$ 527	\$ 92,148	\$ 36	6.8%	
	\$ 584,000	\$ 518,577	\$ 260,999	\$ 348,191	67.1%	
TAXES						
	\$ 44,667	\$ 46,803	\$ 29,311	\$ 30,329	64.8%	
MISC EXPENSES						
Dues & Subscriptions	\$ 55,505	\$ 54,819	\$ 45,922	\$ 48,799	89.0%	See Note 14
Media Advertising	\$ 5,000	\$ 5,000	\$ 22,535	\$ 129	2.6%	
Employee Incentive Program	\$ 11,450	\$ 11,781	\$ 7,133	\$ 6,360	54.0%	
Training	\$ 45,290	\$ 41,590	\$ 14,826	\$ 10,645	25.6%	
Travel & Local Meetings	\$ 42,225	\$ 40,853	\$ 28,310	\$ 12,364	30.3%	
Other Misc Expenses	\$ 13,500	\$ 12,850	\$ 8,128	\$ 7,701	59.9%	
	\$ 172,970	\$ 166,893	\$ 126,855	\$ 85,996	51.5%	
OTHER EXPENSES						
Leases & Rentals	\$ 589,636	\$ 587,136	\$ 416,324	\$ 433,301	73.8%	
Repower Project Reserve	\$ -	\$ -	\$ -	\$ -	0.0%	
Transfer to Capital	\$ -	\$ -	\$ -	\$ -	0.0%	
Pass Through Programs	\$ -	\$ -	\$ -	\$ -	0.0%	
	\$ 589,636	\$ 587,136	\$ 416,324	\$ 433,301	73.8%	
Total Operating Expense	\$ 31,600,000	\$ 30,959,000	\$ 20,388,393	\$ 21,133,720	68.3%	

**MONTHLY REVENUE AND EXPENSE REPORT
FY 02-03 CAPITAL IMPROVEMENT PROGRAM**

CAPITAL PROJECTS	Program Budget	Expended in March	YTD Expended
<u>Grant Funded Projects</u>			
Consolidated Operating Facility	\$ 10,316,548	\$ 5,110	\$ 221,864
Urban Bus Replacement	\$ 19,038,374	\$ 229,938	\$ 6,633,467
Talking Bus Equipment	\$ 645,000	\$ 5,054	\$ 567,851
Farebox Project	\$ 55,000		\$ -
CNG Facilities for SCM, Ops	\$ 814,874	\$ 33,435	\$ 727,745
Metro Center Renovation Project	\$ 200,000		\$ 83,225
Engine Repower Project (carryover)	\$ 200,000		\$ 102,913
ADA Paratransit Vehicle (carryover)	\$ 35,809		\$ 35,809
	\$ 31,305,605		
<u>District Funded Projects</u>			
Bus Stop Improvements	\$ 475,750		\$ 13,890
ADA Recertification Program	\$ 5,000		\$ -
IT - Giro Rostering Module	\$ 61,000		\$ 32,018
IT - Servers	\$ 16,000		\$ 14,296
IT - USL Financials Software (carryover)	\$ 25,000		\$ 6,250
Automated Telephone Info System	\$ 35,000		\$ -
Facilities Repairs & Improvements	\$ 102,728	\$ 4,843	\$ 22,571
Machinery/Equip Repair & Improvements	\$ 16,700	\$ 2,698	\$ 16,401
Non-revenue Vehicle Replacement	\$ 145,000		\$ -
Office Equipment	\$ 33,000		\$ 999
Transfer to Operating Budget	\$ 1,200,000		\$ -
	\$ 2,115,178		
TOTAL CAPITAL PROJECTS	\$ 33,420,783	\$ 281,077	\$ 8,479,298
<u>CAPITAL FUNDING SOURCES</u>			
	Budget	Received in March	YTD Received
Federal Capital Grants	\$ 18,528,533	\$ -	\$ 3,410,118
State/Local Capital Grants	\$ 7,788,535	\$ -	\$ 3,879,947
STA Funding	\$ 1,006,294	\$ -	\$ 624,373
District Reserves	\$ 5,697,421	\$ 281,077	\$ 564,860
Transfer from Bus Stop Imp Reserve	\$ 400,000	\$ -	\$ -
TOTAL CAPITAL FUNDING	\$ 33,420,783	\$ 281,077	\$ 8,479,298

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

1. Passenger fares (farebox and pass sales) are \$8,063 or 0.4% over the revised budget amount for the year to date. Paratransit fares are \$11,826 under budget for the period since ridership is lower than expected. Special transit fares (contracts) are \$15,464 or 1.2% over the budgeted amount. Highway 17 Express revenue is \$81,601 or 11.9% under the year to date budgeted amount. Together, all four passenger revenue accounts are under the budgeted amount for the first nine months of the fiscal year by a net \$69,900 or 1.6%.
2. District advertising income is a new account set up to track payments by local advertisers directly to the District for exterior advertising on District buses.
3. Non-transportation revenue is \$12,858 over budget primarily due to the one time annual adjustment from Community Bridges in the amount of \$10,870.
4. Sales tax income is \$160,915 over budget for the first nine months since the March wrap-up payment was higher than anticipated. For the October-December 2002 sales period, sales tax revenue for the District was up 0.2% over the previous year, while the budget projected a 2.1% decrease.
5. Human Resources non-personnel expense is only at 20.3% of the budget due to minimal employee training expense for the year to date, which is a significant part of the budget.
6. Paratransit program expense is only at 54.4% of the budget because the March billing was not submitted by the contractor by the report deadline. If the March report were included, paratransit program expense would be at 61% of the budget.
7. Operators overtime is at 85.0% of the budget due to more operators than anticipated on medical leaves of absence. Total Bus Operator payroll is within budget.
8. Workers Compensation insurance is at 78.7% of the budget due to higher claims paid out than projected. The claims amount varies from month to month because the District is self-insured and there is no set premium amount. It is hoped that the balance of this year's payments will fall within the revised budget amount approved in March.
9. Absence with pay is at 79.4% of the budget since more vacation time is taken in the summer months and many retirees were paid off for their accrued time when they separated from the District. Total payroll is within budget.
10. Tires and tubes expense is at 80.0% of the budget due to volume purchases.
11. Repair and maintenance supplies are at 88.1% of the budget due to purchase of supplies for bus stop repairs.
12. Settlement costs are at 78.0% of the budget because expenses vary from month to month depending on when payments are made to settle claims and lawsuits.

13. Repairs to property is a casualty and liability account to which repairs to District vehicles and property are charged when another party is liable for the damage. All collections made from other parties for property repair are applied to this account to offset the District's repair costs.
14. Dues and subscriptions are at 89.0% of the budget due to the annual payment of APTA dues, and other subscription renewals.

FY 02-03 BUDGET TRANSFERS
4/1/03-4/30/03

	ACCOUNT #	ACCOUNT TITLE	AMOUNT
TRANSFER # 03-021			
TRANSFER FROM:	509123-1500	Employee Travel	\$ (35)
TRANSFER TO:	509011-1500	Dues & Subscriptions	\$ 35
REASON:	To cover expected expenditures for the IT Department for the remainder of FY 02-03.		

TRANSFER # 03-022			
TRANSFER FROM:	504311-3200	Office Supplies	\$ (900)
TRANSFER TO:	504214-3200	Promotional Items	\$ 900
REASON:	To cover cost for promotional items for school program for the Operations Department.		

TRANSFER # 03-023			
TRANSFER FROM:	503161-2200	Custodial Services	\$ (5,000)
TRANSFER TO:	503352-2200	Equipment Repair - Out	\$ 5,000
REASON:	To cover cost of replacement heater for warehouse/ lounge area for Facilities Maintenance Department.		

TRANSFER # 03-024			
TRANSFER FROM:	504311-1200	Office Supplies	\$ (64)
TRANSFER TO:	509011-1200	Dues & Subscriptions	\$ 64
REASON:	To cover expected expenditures in the Finance Department for the remainder of FY 02-03.		

	ACCOUNT #	ACCOUNT TITLE	AMOUNT
TRANSFER # 03-025			
TRANSFER FROM:	503225-3100	Graphic Services	\$ (7,500)
	504217-3100	Photo Supp/Processing	\$ (750)
			\$ (8,250)
TRANSFER TO:	503031-3100	Professional/Tech & Fees	\$ 8,250
REASON:	To cover expected expenditures in the Paratransit Department for the remainder of FY 02-03.		

FY 02-03 BUDGET TRANSFERS
4/1/03-4/30/03

	ACCOUNT #	ACCOUNT TITLE	AMOUNT
TRANSFER # 03-026			
TRANSFER FROM:	509101-1200	Employee Incentive	\$ (306)
TRANSFER TO:	509101-1100	Employee Incentive	\$ 123
	509101-1400	Employee Incentive	\$ 61
	509101-1500	Employee Incentive	\$ 61
	509101-1700	Employee Incentive	\$ 61
			<u>\$ 306</u>

REASON: To allocate Employee Incentive funds to each department.

TRANSFER # 03-027			
TRANSFER FROM:	503011-1200	Accounting & Audit Fees	\$ (3,050)
TRANSFER TO:	506021-1200	Insurance - Other	\$ 3,050

REASON: To cover cost for Employment Practices Liability Insurance.

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: May 23, 2003
TO: Board of Directors
FROM: Steve Paulson, Paratransit Administrator
SUBJECT: METRO PARACRUZ PROGRAM STATUS MONTHLY UPDATE

I. RECOMMENDED ACTION

This report is for information only- no action requested

II. SUMMARY OF ISSUES

- The Board receives monthly reports on the status of the federally mandated ADA complementary paratransit program
- Eligibility/Recertification statistics reported are through April 30, 2003
- Operating Statistics reported are for the month of February, 2003

III. DISCUSSION

The Board directed that the paratransit eligibility recertification process should be prioritized by frequency of use. The process has progressed to the point that riders using the service twice in the previous month are being contacted for assessment.

Staff recently completed a review of all of the old paper applications and found 754 applications for “temporary” eligibility. Historically, temporarily eligible riders were treated as if they were permanently eligible. Some “temporary” riders were still riding more than 5 years after their eligibility should have expired. All riders with temporary eligibility now have an enforced expiration date.

As of April 30, 186 riders who have been requested to come in for an assessment have chosen not to do so.

Number of recertification assessments completed: 982

Number of new applicants assessed since August 1, 2002: 837. Of those, 750 were approved for some level of eligibility. During the same period last year, 896 applications were filed and all were approved for unrestricted eligibility.

Operating Statistics for the Month of February 2003

	This Feb	Last Feb	% Change	YTD	Last YTD	% Change
Cost	\$203,808.43	\$177,079.68	+ 15.09 %	\$1,773,661.10	\$1,441,612.29	+18.54 %
Revenue	\$15,360.00*	\$16,902.00	-9.12 %	\$138,168.00*	\$139,110.00	-.68 %
Subsidy	\$188,448.43	\$160,177.68	+17.65 %	\$1,635,493.10	\$1,302,502.29	+25.57 %
Rides performed	7,969**	8,451	-5.70 %	71,018	69,555	+2.10%
Cost/ Ride	\$25.58	\$20.95	+22.06 %	\$24.97	\$20.73	+ 20.50 %
Productivity	1.894 rides per hour	Data not available	Data not available	1.888 rides per hour	Data not available	Data not available

* Revenue does not equal \$2.00/ride because no revenue is generated by rides to and from certification interviews.

**includes 289 rides to/from certification assessments. These rides would not have occurred without the District's requirement.

This table provides a snapshot of year-to-date performance measures:

	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	YTD
Total ADA rides	9610	9226	9541	9585	8768	8103	8216	7969	71018
Late rides	602	365	400	465	522	444	323	382	3503
% of rides late	6.26%	3.96%	4.19%	4.85%	5.95%	5.48%	3.93%	4.79%	4.93%
too early	311	329	388	387	332	255	242	172	2416
Total rides not "on time"	913	694	788	852	854	699	565	554	5919
On time performance	90.50%	92.48%	91.74%	91.11%	90.26%	91.37%	93.12%	93.05%	91.67%
missed trips	5	7	7	25	31	33	11	23	142
excessively late scheduled	14	13	3	23	44	42	22	13	174
excessively late will call	6	11	20	27	41	19	5	10	139
total violation w/ \$50 penalty	25	31	30	75	116	94	38	46	455
non ADA rides on District vans	6	8	4	4	13	6	5	7	53
Damages assessed:	\$950	\$1,000	\$1,500	\$3,750	\$5,800	\$4,700	\$1,400	\$2,300	\$21,400
% of rides subject to penalty	0.26%	0.34%	0.31%	0.78%	1.32%	1.16%	0.46%	0.58%	0.64%

IV. FINANCIAL CONSIDERATIONS

none

V. ATTACHMENTS

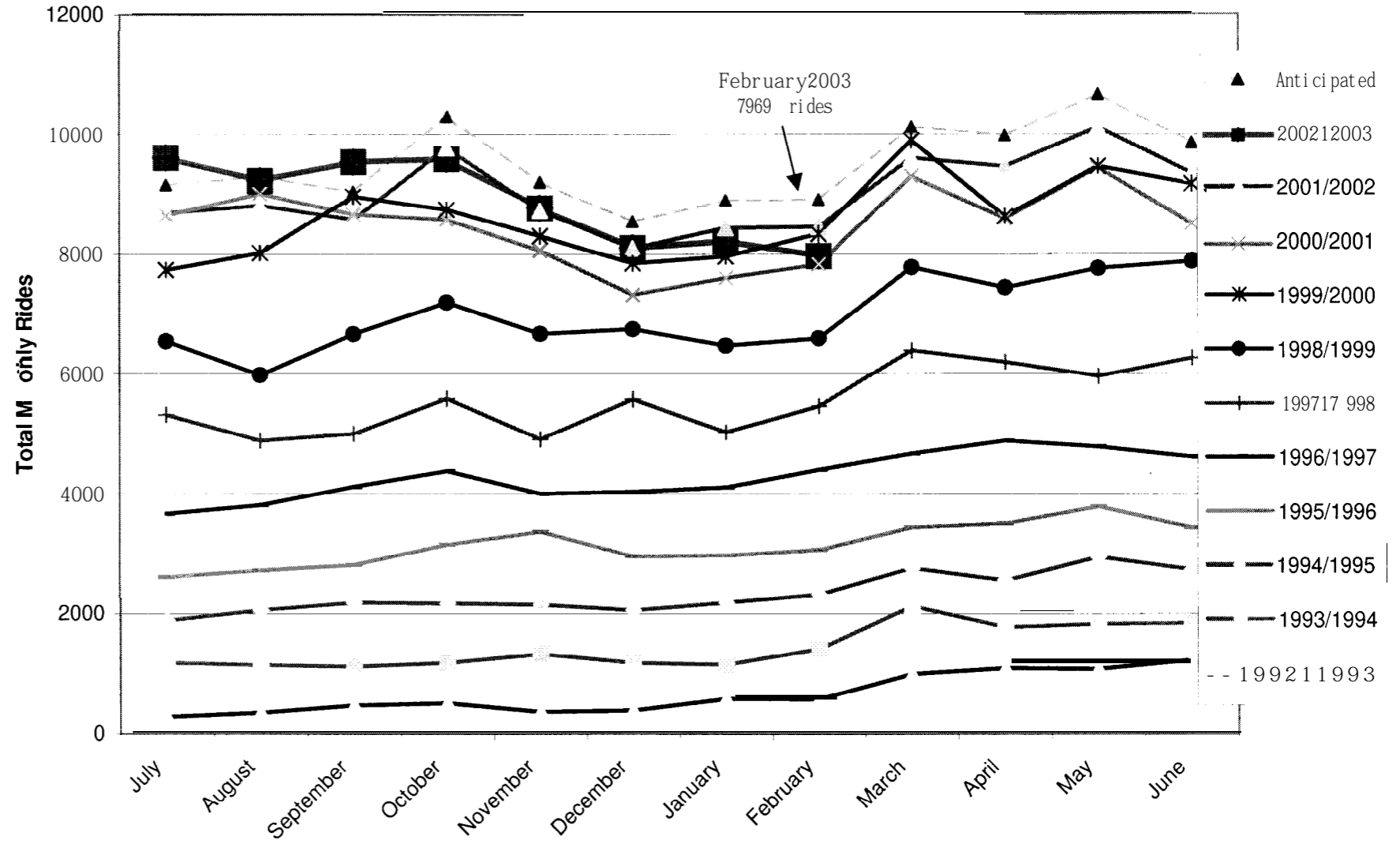
Attachment A: METRO ParaCruz Rides by Month

Attachment B: METRO ParaCruz Cost by Month

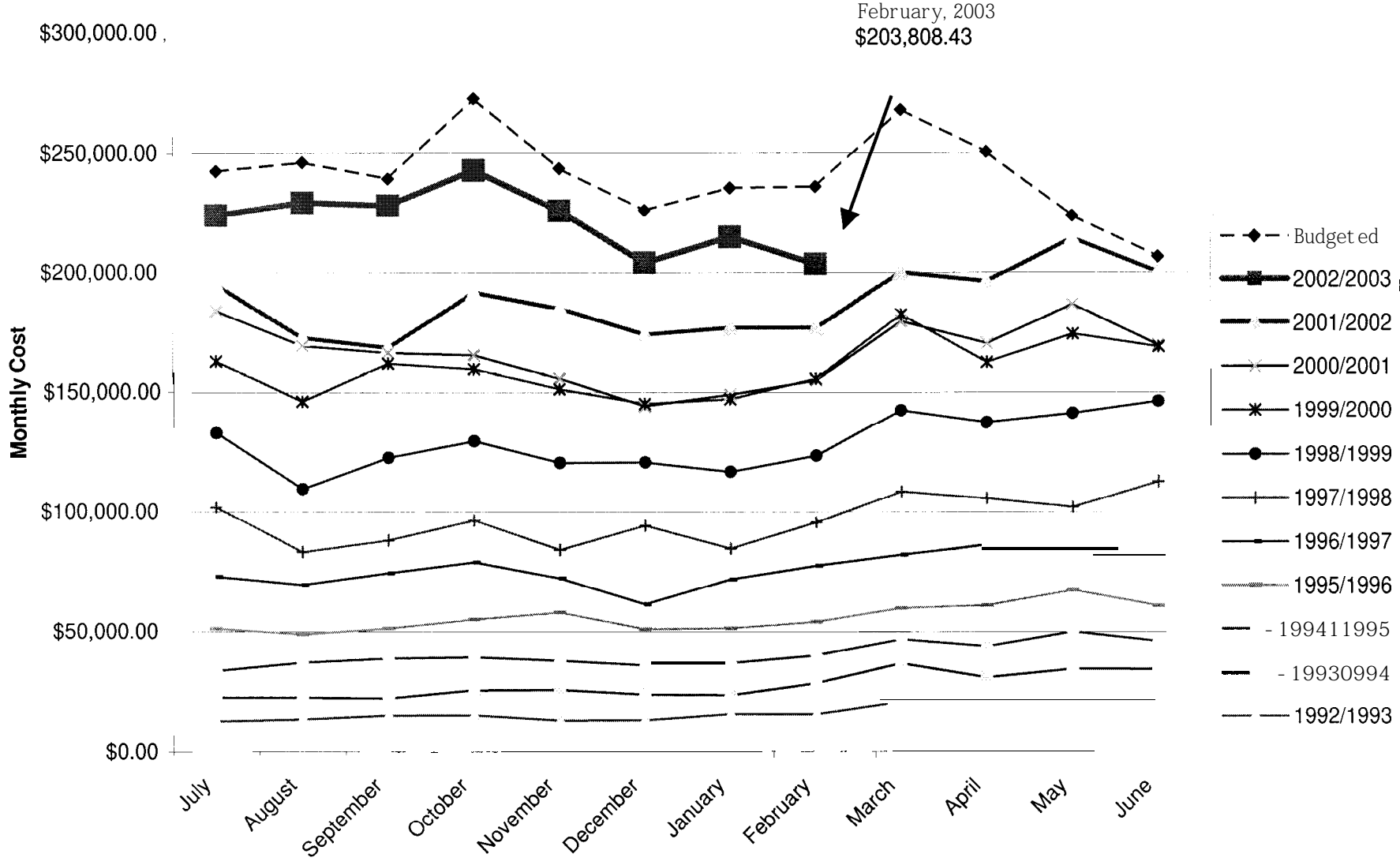
Attachment C: Recertification and New Applicant Eligibility Determinations

Attachment D: METRO ParaCruz Registrants by Month

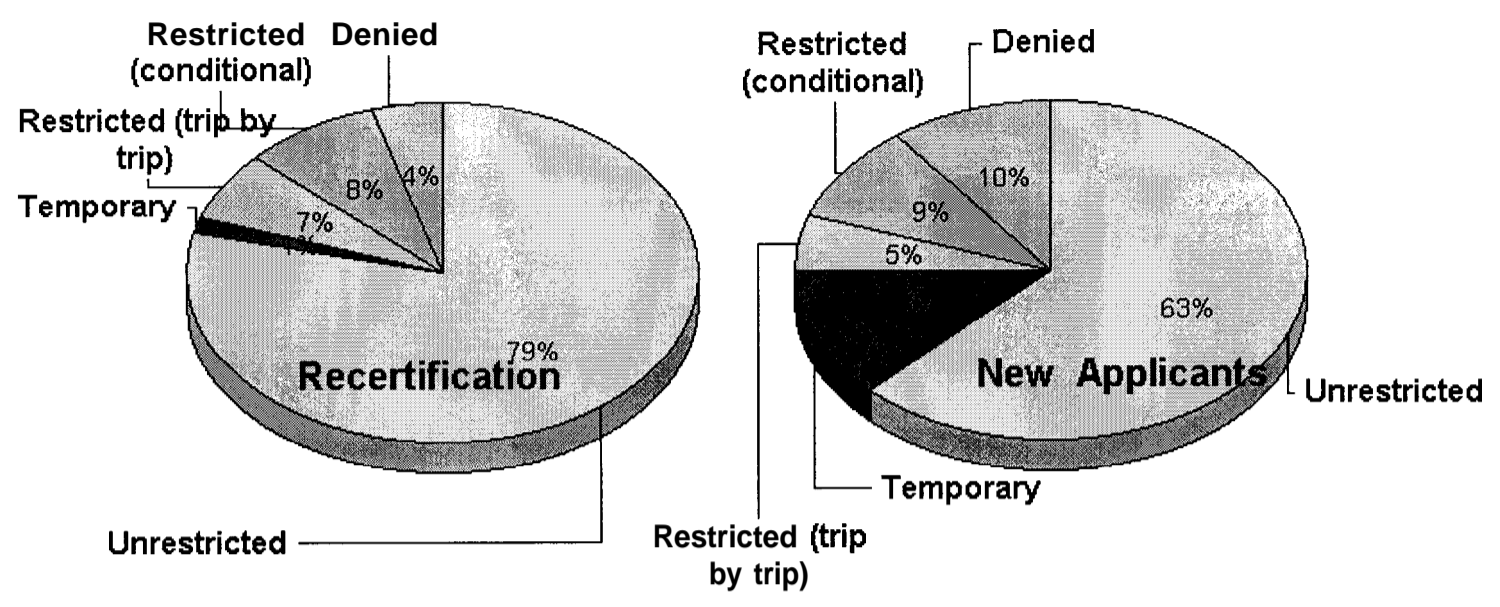
METRO ParaCruz Rides by Month



METRO ParaCruz Cost By Month



METRO ParaCruz Eligibility Determinations - Aug 1 02 through Apr 30 03



Recertification

Unrestricted	774
Temporary	13
Restricted (trip by trip)	68
Restricted (conditional)	83
Denied	44
Group Total:	982

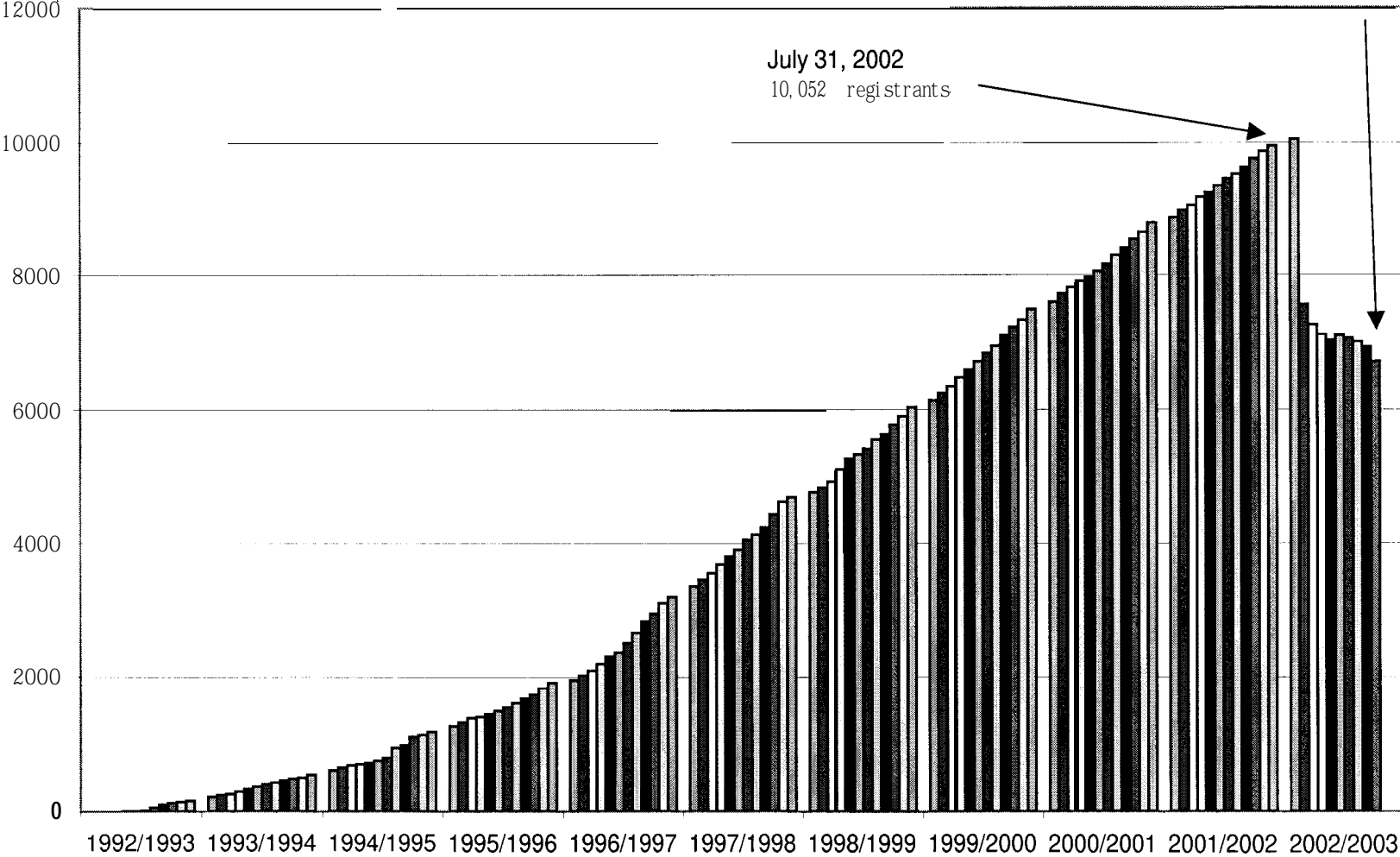
New Applicant

Unrestricted	524
Temporary	103
Restricted (trip by trip)	45
Restricted (conditional)	78
Denied	87
Group Total:	837

Grand Total:	1818
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METRO ParaCruz Registrants

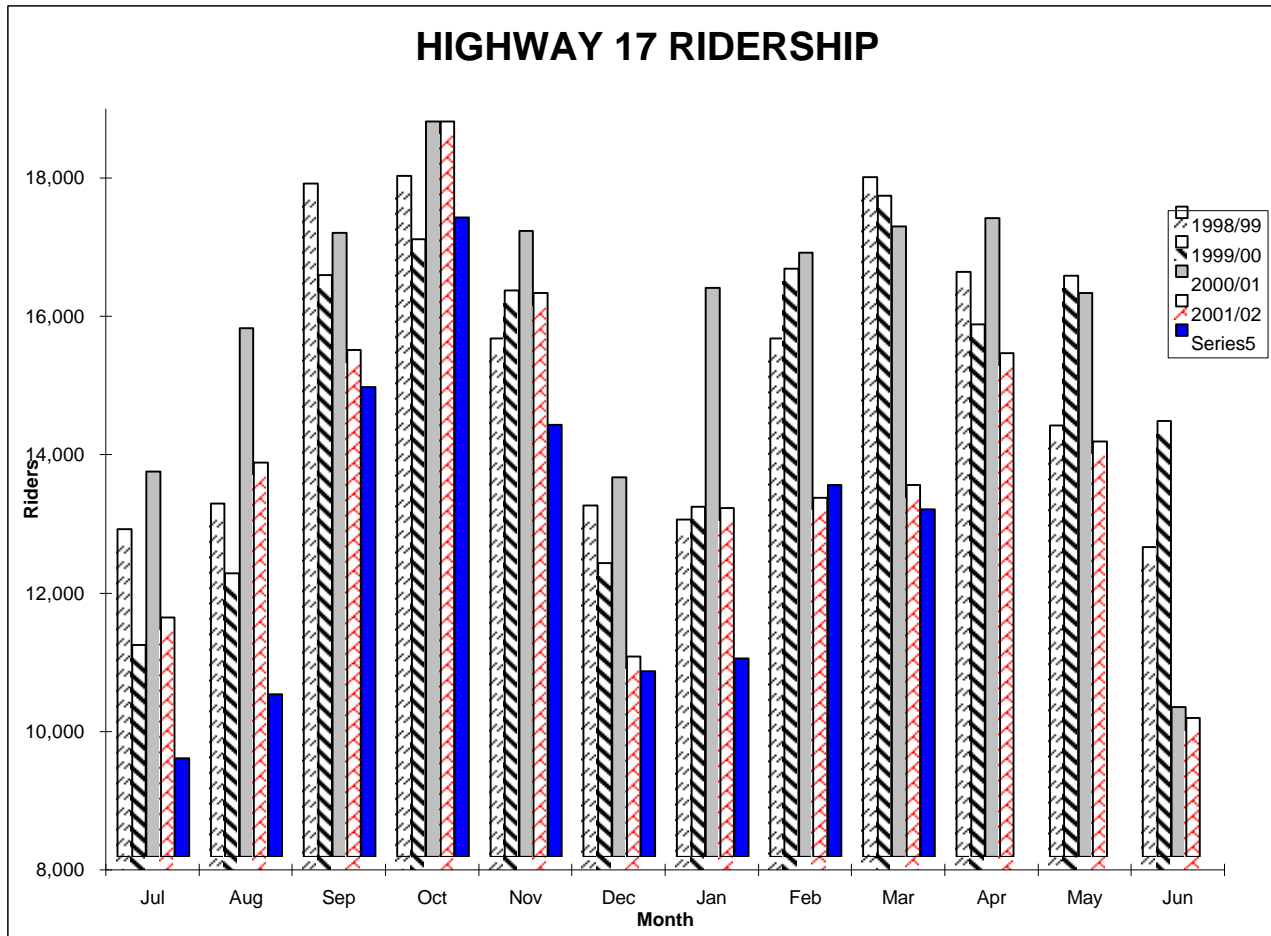
April, 2003
6717 registrants



Growth by Month Since Inception

HIGHWAY 17 - MARCH 2003

	March			YTD		
	2002/03	2001/02	%	2002/03	2001/02	%
FINANCIAL						
Cost	\$ 100,449	\$ 111,211	(9.7%)	\$ 908,825	\$ 1,000,899	(9.2%)
Farebox	\$ 30,591	\$ 35,892	(14.8%)	\$ 274,609	\$ 296,739	(7.5%)
Operating Deficit	\$ 67,396	\$ 73,198	(7.9%)	\$ 603,689	\$ 684,052	(11.7%)
Santa Clara Subsidy	\$ 33,698	\$ 36,599	(7.9%)	\$ 301,844	\$ 342,026	(11.7%)
METRO Subsidy	\$ 33,698	\$ 36,599	(7.9%)	\$ 301,844	\$ 342,026	(11.7%)
San Jose State Subsidy	\$ 2,462	\$ 2,122	16.0%	\$ 30,528	\$ 20,109	51.8%
STATISTICS						
Passengers	13,022	13,376	(2.6%)	114,005	125,770	(9.4%)
Revenue Miles	34,201	31,421	8.8%	309,436	285,784	8.3%
Revenue Hours	1,361	1,222	11.4%	12,312	11,114	10.8%
PRODUCTIVITY						
Cost/Passenger	\$ 7.71	\$ 8.31	(7.2%)	\$ 7.97	\$ 7.96	0.2%
Revenue/Passenger	\$ 2.35	\$ 2.68	(12.5%)	\$ 2.41	\$ 2.36	2.1%
Subsidy/Passenger	\$ 5.36	\$ 5.63	(4.7%)	\$ 5.56	\$ 5.60	(0.6%)
Passengers/Mile	0.38	0.43	(10.6%)	0.37	0.44	(16.3%)
Passengers/Hour	9.57	10.95	(12.6%)	9.26	11.32	(18.2%)
Recovery Ratio	30.5%	32.3%	(5.6%)	30.2%	29.6%	1.9%



SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: May 23, 2003
TO: Board of Directors
FROM: Bryant J. Baehr, Manager of Operations
SUBJECT: UNIVERSITY OF CALIFORNIA - SANTA CRUZ SERVICE UPDATE

I. RECOMMENDED ACTION

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

II. SUMMARY OF ISSUES

- Student billable trips for March 2003 decreased by (16.95%) versus March 2002. Year to date student billable trips have decreased by (3.0%).
- Faculty / staff billable trips for March 2003 increased by 2.58% versus March 2002. Year to date faculty / staff billable trips have increased by 5.9%.
- Revenue received from UCSC for March 2003 was \$121,547 versus \$143,980 a decrease of (15.6%).

	Billable Days	Faculty/Staff Ridership	Student Ridership	Monthly Increase - (Decrease) Student	Monthly Increase - (Decrease) Faculty-Staff
This Year	21	10,846	116,779	(16.95)	2.58
Last Year	21	10,573	140,606		

Spring break for 2002 started on March 20, 2002 and ended on March 25, 2002 – a total of 4 instruction days. For 2003, spring break started on March 21, 2003 and ended March 31, 2003 – a total of 6 instruction days. The additional non-instruction days directly relates to the drop in student ridership for 2003.

III. DISCUSSION

Full school-term transit service to the University of California – Santa Cruz started on September 16, 2002. Attached are charts detailing student and faculty / staff billable trips. A summary of the results is:

- Student billable trips for the month of March 2003 were 116,779 vs. 140,606 for March 2002 a decrease of (16.95%).

- Faculty / staff billable trips for the month of March 2003 were 10,846 vs. 10,573 for March 2002 an increase of 2.58%.
- Year to date Student billable trips decreased by (3.0%) and faculty / staff billable trips increased by 5.9%.
- In March 2003 the charge for service was \$121,547. The charge for March 2002 was \$143,980. This represents a (15.6%) decrease in revenue for March 2003 versus March 2002.

IV. FINANCIAL CONSIDERATIONS

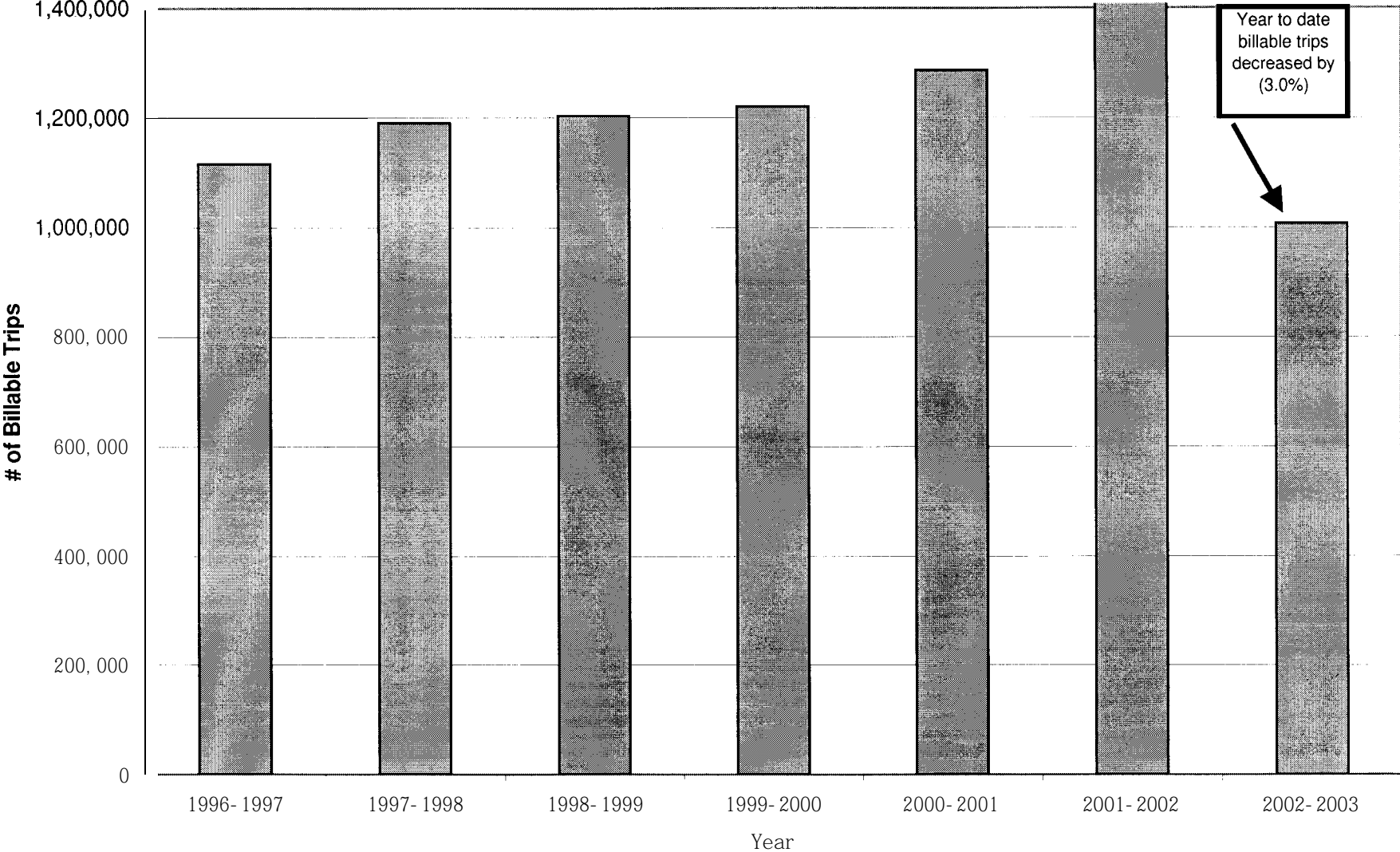
NONE

V. ATTACHMENTS

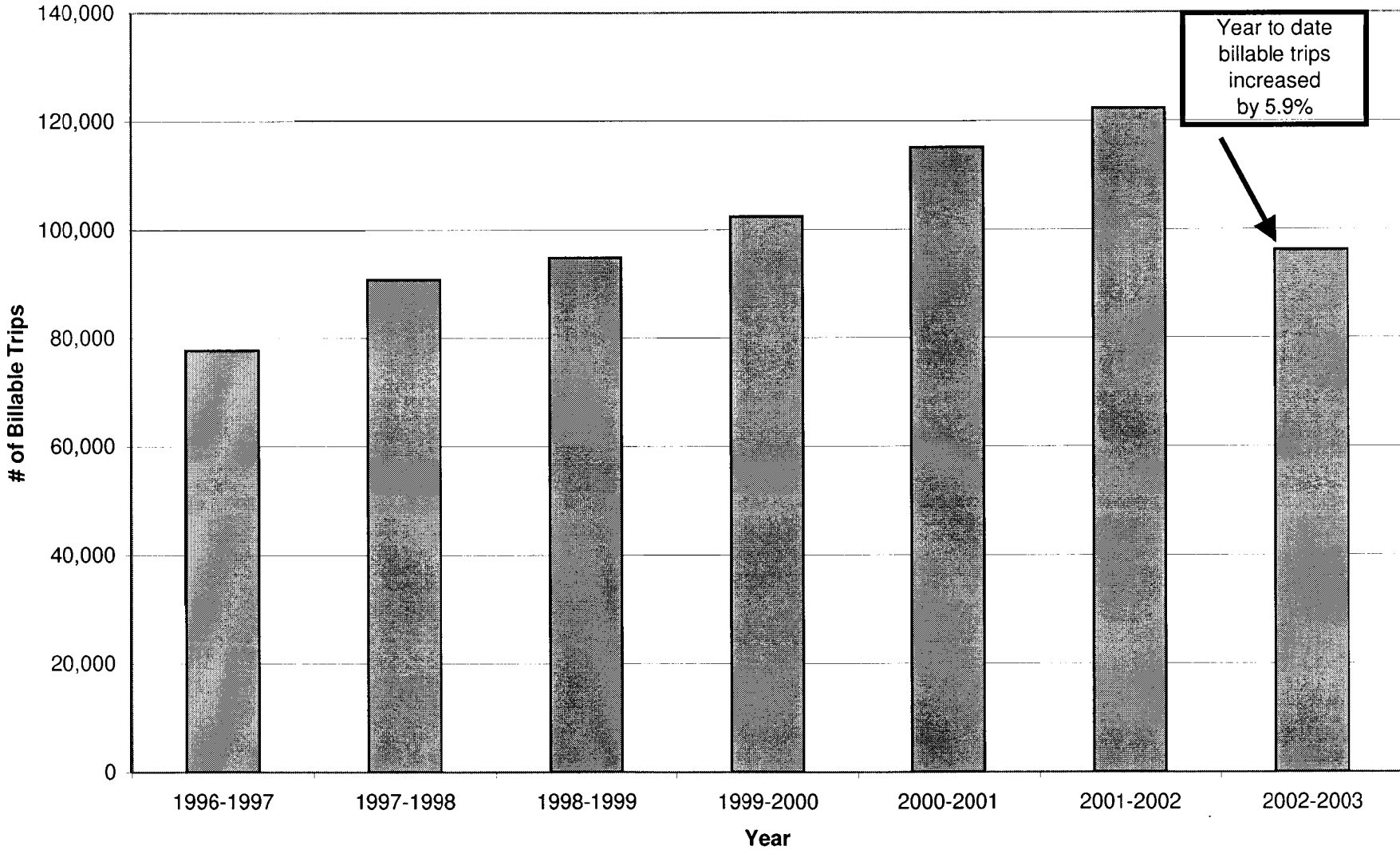
Attachment A: UCSC Student Billable Trips

Attachment B: UCSC Faculty / Staff Billable Trips

UCSC Student Billable Trips



UCSC Faculty • Staff Billable Trips



SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: May 23, 2003
TO: Board of Directors
FROM: Leslie R. White, General Manager
SUBJECT: METROBASE PROJECT STATUS REPORT

I. RECOMMENDED ACTION

That the Board of Directors accept the status report on the MetroBase project.

II. SUMMARY OF ISSUES

- The MetroBase Project is currently proceeding in accordance with the schedule attached to this Staff Report. The schedule has not been modified during the reporting period.
- Overall the MetroBase Project is approximately eight (8) years behind schedule for implementation.
- On April 19, 2002, the Board of Directors selected the Harvey West Cluster No. 1 Option as the preferred alternative for the Environmental Impact Report. This was the third site to receive such designation.
- On May 17, 2002, the Board of Directors adopted a revised project schedule and requested that the project status report be included in the Board packet each month.
- The project schedule has been revised three times to allow additional time for the completion and circulation of the Draft EIR.
- On February 28, 2003 the Board of Directors certified the Environmental Impact Report and accepted the Metrobase Project.
- On April 3, 2003 the EIR challenge period closed without any actions filed contesting the adequacy of the certified document.
- On March 28, 2003 the Board of Directors approved terminating the contract with Waterleaf Interiors Inc. and issuing a new RFP for final design services.
- On March 28, 2003 the Board of Directors approved the creation of a Project Manager position to assist in expediting the next phases of the project.
- On March 28, 2003 the Board of Directors approved entering into an agreement with the City of Santa Cruz Redevelopment Agency to conduct ROW Acquisition and Relocation activities.

- Draft Agreements with the City of Santa Cruz have been developed for Inspection Services and ROW Acquisition and Relocation Services. The draft Agreements are currently being reviewed by the staff members of the City of Santa Cruz and will be presented to the City Council for consideration.

III. DISCUSSION

The 1989 Loma Prieta earthquake severely damaged the operating facilities at METRO. The Watsonville operating base was damaged to the degree that it became inoperable and the Santa Cruz operating base lost all fueling capabilities. From that time to the present, METRO has pursued the goal of constructing replacement facilities, which would restore cost effective maintenance and operations functions. METRO has pursued a consolidated facility approach in order to achieve the maximum amount of operating efficiency on a long-term basis. The use of a consolidated or closely clustered approach will achieve significant savings for METRO which can be used to restore service levels. The original schedule, developed for the construction of replacement facilities, identified 1995 as the target year for implementation. Unfortunately, the MetroBase project has suffered a number of setbacks over the past few years and is currently approximately eight (8) years behind schedule.

On April 19, 2002, the Board of Directors adopted a designation of the Harvey West Cluster No. 1 Option as the preferred alternative for the purposes of continuing the Environmental Impact Report process on the MetroBase project. This is the third site to be designated as the preferred alternative.

On May 17, 2002, the Board of Directors adopted a revised project schedule (Attachment A) and requested that a status report be provided to the Board at each meeting so that any schedule slippage would be apparent immediately.

The Notice of Preparation/Notice of Intent was circulated on April 30, 2002 and the comment period concluded on May 30, 2002. On May 22, 2002, the scoping meeting was held to solicit comments from the public with regard to the revised project scope. In order to proceed with the Environmental Impact Report process, it was necessary to receive a revised site plan as well as other information from both METRO and Waterleaf Interiors, Inc. The information required to be submitted to Duffy & Associates on June 1, 2002 was delivered. The Administrative Draft EIR was received by METRO staff on August 5, 2002. Comments from METRO staff and consultants were transmitted to Denise Duffy and Associates on September 4, 2002. The next time point on the schedule was the delivery of the Screen-Check of the EIR to METRO by September 27, 2002. This date was modified for a third time to reflect a new date of October 17, 2002. The attached schedule was been adjusted to reflect the delay. The impact of this action was to delay the certification of the EIR to February 28, 2003. The EIR was certified by the Board of Directors on February 28, 2003. The Board of Directors also formally approved the Metrobase

Project based upon the EIR. On April 3, 2003 the period for a challenge to the adequacy of the EIR closed with no actions filed. On March 28, 2003 the Board of Directors approved the termination of the contract with Waterleaf Interiors Inc. and authorized staff to issue a Request for Proposals (RFP) to obtain professional services to carry out final design and engineering activities. The MetroBase project schedule was modified to accommodate the time necessary to change design teams. On March 28, 2003 the Board of Directors approved the creation of a Project Manager position to oversee the future phases of the MetroBase Project. The Board of Directors authorized requesting that the City of Santa Cruz Redevelopment Agency carry out the activities necessary for Right of Way Acquisition and Relocation for the project. Recruiting actions for the Project Manager are currently underway. An Agreement between METRO and the City of Santa Cruz Redevelopment Agency for service has been developed. A separate Agreement with the City of Santa Cruz for inspection services has also been developed. A letter requesting consent from the City of Santa Cruz for METRO to exercise the power of Eminent Domain, if necessary, has been finalized and will be presented to the City of Santa Cruz Council for consideration at the same time as the two Agreements are presented. The presentation of the two Agreements and the Request Letter have tentatively been scheduled for the City Council to consider on May 13, 2003.

All other actions identified in the Revised Project Schedule attached to this Staff Report are proceeding as planned.

METRO staff will continue to monitor the progress of the MetroBase project with regard to the items contained on the project schedule that address the Harvey West Cluster No. 1 Option.

IV. FINANCIAL CONSIDERATIONS

No actions have taken place during the reporting period that change the financial status of the MetroBase project.

V. ATTACHMENTS

Attachment A: MetroBase Project Schedule

MetroBase Project Schedule

MetroBase W 1 Cluster Alternative Revised Schedule

Task	Adopted Schedule	Revision #1	Revision #2	Revision #3	Revision #4	Revision #5
FFIR Completed and Accepted by Board of Directors	04/19/02					
Board of Directors Amends Preferred Alternative Designation	04/19/02					
Circulate Notice of Preparation/Notice of Intent (30 days)	04/30/02					
Scoping Meeting	05/22/02					
NOP/NOI Circulation Period Ends	05/30/02					
Receive All Project Information from SCMTD & Architect	05/01/02					
Submit Administrative Draft EIR/EIS	07/15/02	08/05/02				
Review of ADEIR/EIS by SCMTD Complete	08/09/02	08/30/02				
Submit Screen-Check ADEIR/EIS to SCMTD	08/16/02	09/27/02	10/11/02	10/17/02		
Review of Screen-Check ADEIR/EIS Complete	08/19/02	10/04/02	10/18/02	10/25/02		
Start 45-Day Review Period	08/20/02	10/07/02	10/21/02	10/31/02		
DEIR Review Period Ends	10/11/02	11/20/02	12/06/02	12/15/02		
Submit Administrative Responses to Comments to SCMTD	11/04/02	12/13/02	12/27/02	01/13/03		
Review of Admin Responses Complete	11/25/02	01/03/03	01/17/03	01/31/03		
Circulate Responses (10 days)	12/09/02	01/13/03	01/31/03	02/07/03		
End Circulation Period	12/19/02	01/23/03	02/10/03	02/19/03		
Certify Final EIR	12/20/02	01/24/03	02/14/03	02/28/03		
ROW Acquisition Actions Commence	01/01/03	01/27/03	02/17/03	03/03/03	03/31/03	
A/E RFP Issued						04/15/03
A/E Proposals Due						06/06/03
A/E Contract Award						06/27/03
Final Design and Engineering Activities Commence	01/01/03	01/27/03	02/17/03	03/03/03	03/31/03	06/27/03
Draft Construction Specifications Circulated	05/01/03		06/01/03		07/01/03	10/10/03
Board of Directors Approves Construction Specifications	06/20/03				07/18/03	10/24/03
Request for Construction Bids Issued	06/20/03				07/18/03	10/24/03
Pre Bid Meeting Held	07/15/03				08/15/03	11/18/03
Final Bid Documents Issued	08/01/03				09/01/03	12/01/03
Construction Bid Received	10/01/03				11/01/03	02/27/04

MetroBase Project Schedule

MetroBase HW 1 Cluster Alternative Revised Schedule

Task	Adopted Schedule	Revision #1	Revision #2	Revision #3	Revision #4	Revision #5
Construction Bids Evaluated	10/01/03 thru 11/01/03				11/1/2003 thru 12/01/03	3/10/04 thru 4/01/04
ROW Acquisition Completed	11/01/03				11/31/03	
Board of Directors Award Construction Contracts	11/21/03				12/19/03	04/23/04
Groundbreakina	01/09/04				02/13/04	05/14/04
Construction Begins	01/12/04				02/16/04	06/01/04
Fuelina Svstem Ooerational and online	07/01/05				08/01/05	
Fleet Maintenance Function Complete and online	09/30/05				10/30/05	
Operations Function Complete and online	11/30/05				12/31/05	
Facility Maintenance Complete and online	12/31/05				12/31/05	
Phase I Construction Complete	02/28/06				03/31/06	
Grand Ooenina & Celebration	03/15/06				04/15/06	

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: May 23, 2003
TO: Board of Directors
FROM: Robyn Slater, Interim Human Resources Manager
SUBJECT: PRESENTATION OF EMPLOYEE LONGEVITY AWARDS

I. RECOMMENDED ACTION

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

II. SUMMARY OF ISSUES

- None.

III. DISCUSSION

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

IV. FINANCIAL CONSIDERATIONS

None.

V. ATTACHMENTS

Attachment A: Employee Recognition List

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
EMPLOYEE RECOGNITION

TEN YEAR

None

FIFTEEN YEARS

Glenn Nabor, Bus Operator
Richard Prudden, Bus Operator

TWENTY YEARS

None

TWENTY-FIVE YEARS

None

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: May 23, 2003
TO: Board of Directors
FROM: Mark Dorfman, Assistant General Manager
SUBJECT: CONSIDERATION OF ADOPTION OF REVISED FARE ORDINANCE

I. RECOMMENDED ACTION

The purpose of this staff report is to allow the Board of Directors to select one fare proposal contained in the Fare Ordinance and approve the Fare Ordinance for implementation on July 1, 2003.

II. SUMMARY OF ISSUES

- At the April 25, 2003 Board Meeting, a First Reading of a new Fare Ordinance occurred.
- The Fare Ordinance contained four (4) different fare alternatives that were requested by the Board of Directors, after receiving a staff report at the April 11, 2003 Board Meeting.
- The April 25, 2003 staff report provided more analysis of these options.
- At that meeting the Board was reluctant to select one option, and deferred the final choice to this meeting.

III. DISCUSSION

As part of the balancing actions required for the FY 2003/04 Budget, a fare increase process was initiated in November of 2002. Part of this process included an extensive outreach program to solicit input on a wide range of fare options that were initially discussed by the Board. The increases ranged from a low of 25% up to 50%. The 25% option was eliminated early on in the process.

Staff provided the Board at the April 11, 2003 Board Meeting the results of the public outreach effort (the April 11, 2003 Staff Report is attached as Attachment A). At that meeting, the Board heard from some individuals regarding the impacts of the fare increase on seniors and disabled individuals. This was due to the fact that there were two factors driving the fare levels – first the rate of increase, and second, the elimination of the discount rate above the 50% federal regulations. As a result, staff was asked to prepare analysis of two additional options that attempted to spread the second portion of the fare increase over a two-year period.

The April 25, 2003 Board Meeting was the first reading of the proposed Fare Ordinance. The staff report (attached as Attachment B) provided the Board with more detailed analysis of the four options selected at the April 11, 2003 meeting.

More specifically, the Board wanted to know the impact of spreading the senior and disabled fare over a two-year period. The Proposed Fare Ordinance has these four (4) options for the Board to choose from before adoption. These are summarized below:

- **Option 1** -this is the 35% fare increase that was the Staff Recommendation to the Board at the April 11, 2003 meeting.
- **Option 2** -this is the 35% Fare increase with the “Stepped” impact on the S&D Fares as explained above.
- **Option 3** -this is the 50% increase with the Deep Discounts in the Monthly Passes and with the “Stepped” impact on the S&D Fares as explained above.
- **Option 4** -this is the 50% fare increase with the deep discounts on the monthly passes.

Using the rates that are shown in the Fare Ordinance (Attachment C), revenue projections were made and are documented in the table below. These were then stratified for various ridership loss levels ranging from 6% to 12%.

NEW REVENUE FROM FARE INCREASES

Fare Option	RIDERSHIP LOSS			
	6%	8%	10%	12%
1	964,289	881,460	798,630	715,800
2	913,591	831,840	750,089	688,338
3	1,150,654	1,062,421	974,188	885,955
4	1,186,436	1,097,444	1,008,449	919,455

It is staffs analysis that Options 1 & 2 would result in a ridership loss of around 8%, and that Options 3 & 4 could result in a ridership loss ranging from 10 – 12%. From these numbers, the impact of “stepping” the fare increase for the Seniors and Disabled riders amounts to \$49,620 in Option 2, and \$34,261 for Option 3 if the loss in ridership totals 10%. The amount for Option 3 has a lower difference due to the fact that “difference” from the 50% rate and the current discount rate is less than in Option 2.

Revenues from Options 3 & 4 are also lowered due to the deep discount for monthly passes and the anticipated shift from individual cash fares to the new lower monthly pass rates.

PARACRUZ

The proposed fare ordinance ties the fares for ParaCruz service to twice the Base Fare. Also included in the proposed fare ordinance are two premium charges as requested by the Board for those services that go beyond the ADA requirements for Paratransit Service. Staff used the VTA fare ordinance to identify these charges and used that same rate of fees that are used in their ordinance. The first premium service is Second Vehicle Dispatched Fee. This is when second vehicle is dispatched because customer was not ready or at pick-up location at the scheduled time for the first vehicle dispatched. This fee is listed at five times a one-way ParaCruz Fare. The second Premium Service listed is Open Return Trip (Will Call). This is a return trip that is not dispatched until customer calls and requests it. The fee for this service is two times a one-way ParaCruz Fare.

Based upon estimates provided by ParaCruz staff, they estimate that about 10% of the rides on ParaCruz are Will-Call, and about 2.5% of the rides require the use of a second vehicle.

Premium Fare Category	Amount of Rides	New Revenue @ \$2.70	New Revenue @ \$3.00
Second Vehicle	2,700	\$29,160	\$32,400
Will-Call	10,800	\$29,160	\$32,400

FIVE-YEAR PLANS

The Board also staff to provide five-year plans that would achieve a 25% farebox recovery ratio. These plans were provided at the April 25, 2003 meeting and are enclosed as part of the staff report (Attachment B in the April 25, 2003 Staff Report). The assumptions made for the projections were:

1. Operating Costs are inflated at 5.7% per year (estimates provided by Finance), and include no funds for service expansion.
2. The Fare Increase will result in a 10% ridership loss during the first year for the 50% Option and an 8% ridership loss for the 35% Option.
3. Regular route ridership grows at 2% per year, after the initial loss.
4. Highway 17 Express experiences a 5% ridership loss in the first year due to the service cuts, then a 3% growth rate thereafter.
5. ParaCruz has a growth rate of 7% per year.
6. VTA share of Highway 17 grows at the same rate as the operating budget.
7. UCSC rates increase at the same rate as the general public, but they are delayed 12 months as per the contract, and their ridership increases by 1.5 % per year.

Only options 1 and 4 were used for this analysis, as they represented both ends of the fare increase. The results of the projections are that it is difficult to rely only on revenue increases to achieve a 25% recovery ratio. In the case of Option 1, there would have to be annual fare increases of 7.2% every year, resulting in a Base Fare of \$2.05 in FY 2008-09.

For Option 4, the annual fare increase would have to be 6.4% leading to a Base Fare of \$2.18 in FY 2008-09. All of these projections assume no additional service deployment during this period. As a result, staff would recommend that the Board consider lengthening the amount of time to achieve the 25% goal, but monitor every year as part of the budget and audit process, the progress towards the 25% goal.

At the May 23, 2003 Board Meeting, the Board will be asked to choose on of the options described above and in earlier staff reports. All of the options under consideration are projected to generate the necessary funds need to bring the FY 2003-04 budget into balance. Action is required at this meeting so the fare increase can be in place on July 1, 2003.

IV. FINANCIAL CONSIDERATIONS

All of the options presented in the Fare Ordinance are estimated to raise the required level of revenues to balance the budget.

V. ATTACHMENTS

- Attachment A:** April 11, 2003 Staff Report
- Attachment B:** April 25, 2003 Staff Report
- Attachment C:** Proposed fare Ordinance

MEMORANDUM

May 6, 2003

To: Metro Board of Directors and Staff

From: Pat Spence

Re: Proposed Para Cruz premium fare increases

Fare Category	Current Fare	Double fare at 35% increase fixed route	Proposed will call 2x Para Cruz fare	Proposed 2nd vehicle 5 x Para Cruz fare	Double fare over base rate of \$1.50	Proposed with 2x Para Cruz fare	Proposed 2nd vehicle 5 x Para Cruz fare
Fixed route base fare	\$1.00	\$1.35	none	none	\$1.50		
Para Cruz at 2 x fixed route	\$2.00	\$2.70	\$5.40	\$13.50	\$3.00	\$6.00	\$15.00

- A. The Para Cruz riders are exactly the same class of individuals as the senior and disabled riders of the fixed route. The majority of paratransit riders are also seniors, live on fixed incomes, and have a disabling conditions.
- B. The Board has requested that the senior/disabled fixed route fare increases be spread over a two-year period.
- C. Para Cruz riders should receive at least the same consideration and treatment if the premium fares are included in proposed fare increases.
- D. A majority of the applicants are approved for some level of paratransit service. Therefore their function, mental and physical limitations put them at greater risk than those who are able to ride fixed route.
- E. From this month's paratransit – eligibility report (7-8c1, 8/1/02 through 4/3/03):

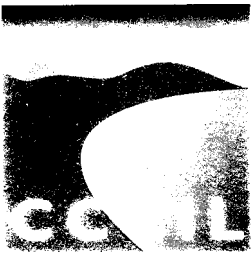
	Unrestricted	Restricted Trip by trip	Restricted conditional	Denied
Re-certification	79%	7%	8%	4%
New application	63%	12%	9%	10%
Total number on rolls	6717			
Eligibility new/re-certified	1818			

- F. Before the new contract went into effect July 2002, the transit district did not take an active leadership role in paratransit quality of service, education of the riders for what the service is (and is not) and on how to make it work best to meet their transportation needs.
- G. Since approximately July 1999, the Customer Guide had been "in progress" for 2 ½ to 3 years. To put these rate increases into effect at this time will make the newly mailed Customer Guide totally obsolete in major important areas.

- H. To view charges for premium fares above the ADA as a potential area for increased revenue is not advantageous to the newly emerging Para Cruz program and does not seem to be in keeping with the intent and spirit of the ADA regulations.
 - 1. Increased cost to the rider for service can be best viewed for operational improvement, but not before the rider has adequate notice in order for them to adjust and learn new scheduling methods.
 - 2. There is no direct comparison between Santa Cruz County and Para Cruz to VTA paratransit riders both in the sheer number of riders and resulting expense associated for premium service beyond the ADA. Has VTA had a federal lawsuit stemming from a paratransit ADA complaint? Experience bodes caution!
 - 3. Also, does the VTA service area have comparable social service advocacy groups with the "we take care of our own" attitudes?
- I. To impose inequitable fares at this time would only serve to bring more heartache for the transit district staff and Board.
 - 1. It results in further misunderstanding and lack of trust of the community and riders.
 - 2. Is there any language in the existing contract with Community Bridges for the collection of these fees?
 - a. Who bears the extra expense associated with collection?
 - b. It is not Metro's staff, but Lift Line's, that will bear the burden from angry, disgruntled riders or advocates.
 - c. If additional fees are imposed, it would be better to wait until the service is brought in-house so Metro staff will be directly responsible and answerable for complaints and any expense.
 - 3. There is no policy that has been approved by the Board on the following:
 - a. Method of collection - Any fees due on the spot or no pickup? Many riders, myself included, do not carry more cash than for the immediate need for the trip.
 - b. Will a bill be sent?
 - c. Any penalties for non-payment. For example, additional late fees or suspension of service for non-payment.
- J. The Steve Paulsen has just been able to work through the associated problems getting eligibility/re-certification programs and Appeals Panel running smoothly. However, the programs are still not understandable to the community or the riders involved.
 - a. He recently mentioned that in the time since the new contract, he hasn't seen much improvement in the quality of service on the street and is relieved to finally be able to put his efforts into operational improvements.
- K. The only way to communicate with riders is by mail and the results in cost for supplies, copying, postage expense and staff time.
 - 1. As Para Cruz staff has experienced, mailings are probably ineffective because there are many individuals who do not even handle their own mail, it gets thrown out as junk mail or lies unopened in a pile and eventually thrown out unread.

RECOMMENDATIONS

- A. Tighten controls that are already in place in the Customer Guide.
 1. **No** same day changes in rides.
 2. If a rider is not ready to leave at their residence or location of the first leg of the trip within the 5 minutes wait period after the vehicle arrives, **no second vehicle** will be sent. The rider should be told either by the driver or called by Lift Line dispatch that if they get other transportation to the intended destination, they must called to cancel their return ride if it is not needed.
 - a. This may be particularly disadvantageous for individuals who live in nursing or assisted living facilities because they may be totally dependant on facility staff to assist them in get dressing or for medication needs before they can leave.
 - b. As an outreach, Para Cruz staff may be able to meet with the various facilities to educate on the limitations of the service and to suggest ways for them to better service their patients when using Para Cruz.
- B. There are many times that the rider is not responsible for a missed trip and the scheduling of a second vehicle.
 1. No second vehicle has been the case in the past. About 2 years ago, when the vehicle hadn't arrived on time, I was told that no ride was on the schedule. I assured them I had and told them which scheduler had taken the ride. No same day in effect, so I was lucky a family member was home to drive me to the appointment. I called Lift Line when I returned home only to find that a least 4 rides had been dropped from the computer. I also was also told that a Courtesy Cab had been dispatched for that day's ride; I wasn't home; and that I also received a "no show" for the ride.
 2. Following is an example of a missed return ride: On a door-to-door service, a ride is scheduled for "Santa Cruz City Council Chamber, 809 Center Street." The driver parks on Center Street and leaves when the rider does materialize at the curb. Second vehicle is sent and I finally arrive home about 2:45 pm on pre-scheduled 12:30 return ride time.
- C. It will take time to educate the riders on the best method to schedule rides
 1. It is preferable not to have will-call returns (See Customer Guide page 13 "Will-call Returns")
 2. Have "Will-call" returns only on the return ride from medical appointments.
 3. As every Board and staff member has experienced, there is absolutely no control over how long a medical appointment may take.
 - a. Riders are already encouraged to schedule pickup return times. (See page 14 "If Your Appointment is Running Late")
 4. Find the best method to educate and assist riders to avoid scheduling will-calls returns.
 - a. After seeing a doctor for a few appointments, most people know if a particular doctor is always notoriously behind schedule and the amount of time behind.
 - b. When scheduling an appointment to ask the receptionist the length of the scheduled appointment (See Customer Guide page 12, second, third, bullets)
 - c. Set a return time using the anticipated length of the appointment; the time the doctor is normally behind schedule; use a minimum of at least ½ hours beyond that time for a scheduled return pickup time.
 - d. It may mean there may be an hour wait time for the vehicle on a pre-scheduled return ride. But, this 1-hour wait is exact length of time they would be waiting for a will-call return.



May 5, 2003

Ms. Emily Reilly, Chair
Santa Cruz Metropolitan Transit District
C/O Administrative Services Coordinator
370 Encinal Suite 100
Santa Cruz, CA 95060

8 4 1

Re: Comments/Recommendations Re SCMTD Proposed Service Reductions and Fare Increases

Dear Ms. Reilly,

Central Coast Center for Independent Living (CCCIL) is a private, not for profit organization, run by and for persons with disabilities. Our mission is to advance the civil rights and independent living opportunities of all persons with disabilities living on the Central Coast. Our organization is a member of the California Foundation for Independent Living Centers (CFILC), the statewide membership organization of 29 Independent Living Centers in California.

We would like to take this opportunity to offer comments and recommendations regarding the service reductions and fare increases currently proposed by the Santa Cruz Metropolitan Transit District.

I. SCMTD Fixed Route Service Reductions

Comments:

Title II of the ADA, 42 U.S.C. § 12143, expressly provides that public entities that operate fixed route systems must provide complementary paratransit service comparable to their fixed route service. Under the ADA, paratransit functions as a "safety net" for people with disabilities who are unable to make use of the fixed-route system. Service reductions to Metro Paracruz have the potential to remove this safety net for people with disabilities in our community.



We are not aware of any plans by SCMTD to analyze how the proposed service reductions to their fixed route service will impact Metro Paracruz or to provide any additional paratransit services if necessary.

Recommendation:

We recognize that transit operators are free to provide any level of additional service that they or their communities find necessary, e.g. operating paratransit service beyond the fixed-route service area, or providing service when the fixed-route system is not running. We recommend that SCMTD examine how these proposed service reductions will reduce the comparable service that must be provided through the Paracruz program. Our summary of the impact of several of the proposed reductions on fixed route service that follows should be helpful in that regard.

II. Fixed Route Service Reduction Impact Summary

Route 8-Emeline/Morrissey

Proposal: Eliminate Route

Comments:

The Proposed Weekday Service Reductions Chart on the SCMTD web site states that Route 8 will be eliminated. It is our understanding from the narrative that accompanies this chart that the plan is actually to consolidate Routes 4 and 8, and that several of the sites along the what is currently Route 8 will be served by what will be a reduced route 4.

Route 8 currently serves the Santa Cruz County Health Services Agency located on Emeline St. This facility known as the Emeline Complex, houses the Public Health Department and the County Medical Clinic. These agencies provide a variety of essential services to people with disabilities including, primary and urgent medical care, laboratory, pharmacy and x-ray services. Immunization, prenatal, and family planning services and Tuberculosis clinics are also available.

Many people with disabilities rely on public benefits as their sole source of income. The public health programs offered through the Health Services Agency on Emeline are among very few that accept medical public benefits such as Medi-Cal, Medicare and Medi-Cruz. The elimination of Route 8 or a reduction in service through a consolidation with Route 4 only further limits access to health care for people with disabilities in Santa Cruz. We are concerned that they will forego regular medical check-ups and even seeking emergency care if Route 8 is eliminated or service is reduced.

Recommendation:

No service reduction/elimination should be made to Route 8.

Route 9-Stroke Center

Proposal: Elimination of Stroke Center Loop

Comments:

The Stroke Center provides invaluable services to people with disabilities in Santa Cruz County. Any reduction/elimination of service to this facility has a potentially disastrous impact on their health and safety. Since this service reduction/elimination would apply to the comparable paratransit services provided by the Paracruz program, paratransit users would also be negatively impacted.

Recommendation:

No service reduction/elimination should be made to Route 9.

Routes 33 and 34: Lompico/Zayante and South Felton

Proposal: Routes to operate school term only.

Comments:

CCCIL maintains a satellite office at the Mountain Community Resource Center serving people with disabilities in the Lompico/Zayante and South Felton areas of Santa Cruz County. The proposed modification

of these routes to school term only service would make it very difficult for individuals to access our services. The majority of the consumers that we serve in those areas are not students, and they require transportation options that operate all year. Those options are limited even with the current level of SCMTD service simply by the rural nature of terrain in those areas.

As previously stated, Paracruz users would also be impacted by this change in service, if SCMTD does not operate fixed route service in this area, they are under no obligation to operate paratransit service. SCMTD staff has assured us that the number of paratransit users that would be impacted if this proposal were implemented is low, between 20 and 40 users; however, they were unable to provide an exact number given that their database is not connected to a mapping program that would extract this particular data. We are concerned that this number may be much higher than current estimates, and that the impact of this change on fixed route and paratransit users with disabilities would be disastrous.

Recommendation:

We recommend that Routes 33 and 34 remain operational on a year around basis.

Route 63-Dominican

Proposal: Elimination of Route

As is the case with Route 8 mentioned above, Route 63 is slated for elimination. According to the narrative that accompanies the Proposed Weekday Service Reductions Chart, a new route 53 will provide reduced service from Capitola Mall to Dominican Hospital and the Pleasant Care Residential facility.

Comments:

Any proposal to reduce/eliminate services to health care facilities limits access to health care for people with disabilities. Beyond service to

Dominican, this route serves other important facilities as well including the medical offices on Soquel Drive, which offer a variety of state-of-the-art services, not available at other facilities in the County.

Furthermore, this route serves the Skills Center, Live Oak Elementary, Santa Cruz Gardens Elementary, and a connection with Highway 17 Express Service at the Paul Sweet Park and Ride Lot. People with disabilities living at the Pleasant Care Residential Facility must have access to employment opportunities like those offered by the Skills Center in order to achieve and maintain their independence. Paratransit services to any of the facilities on Route 63 could also be reduced/eliminated if the proposal is approved.

It is rare for a single route to serve facilities in such a wide variety of areas including health-care, employment, education, and even other transit connection points such as the Capitola Mall and Highway 17 Express Service at the Paul Sweet Park and Ride Lot.

Recommendation:

No service reduction/elimination should be made for Route 63.

III. SCMTD Proposed Fare Increases

Comments:

We recognize that SCMTD is facing a serious budget shortfall due to the State's current fiscal crisis. We also understand that a modest fare increase may be warranted. We encourage the SCMTD Board of Directors to keep in mind that many people with disabilities rely on public benefits, such as Social Security as their sole source of income. Those who do work often do not earn a wage that is on par with the high cost of living in our area. It will be very important to these individuals any fare increase is made in small increments over a long period of time. Furthermore, since the fare increase proposal is calls for the fare to increase by specific percentages in yearly increments we request that the public be provided with notice of each increase and the opportunity to address your Board regarding each increase before it is formally instituted.

Paratransit Premium Options

Comments:

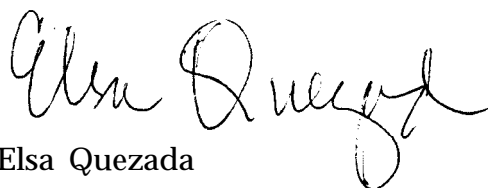
The SCMTD Fare Increase proposal details several service options for which increased or “premium” fares may be warranted. The Second Vehicle, or so-called “Missed Pick-up” service could have a very negative impact on persons with disabilities. Individuals with diabetes who use dialysis are one such group. Their treatment can often take much longer than can be easily foreseen due to the nature of its side effects and even the number of other people being treated at a facility. It can often be very difficult for them to travel at a specified time, and they cannot risk foregoing treatment in order to maintain their transportation schedule. The imposition of a Missed Pick-up premium fee, in the case of someone receiving medical treatment would not only be unfair, but would also threaten the health and safety of those individuals.

Recommendation:

We encourage your Board to oppose this particular revenue generating measure for paratransit.

Thank you for your prompt attention to this matter. We look forward to working with you to continue to provide affordable and accessible transportation to people with disabilities in Santa Cruz County.

Sincerely,



Elsa Quezada
Executive Director
Central Coast Center for Independent Living

Date: Sun, 18 May 2003 15:48:59 -0700 (PDT)
From: mrbeagle2000@hotmail.com
To: markd@scmtd.com
Subject: METRO Online Survey

Question 1 - How Many Times: 2 or 3 times
Question 2 - Primary reason: Other, please specify
Question 2a - Other all of the above
Question 3 - Ease of Navigation: Easier than most web sites
Question 4 - Speed of Site: Pages loaded quickly
Question 5 - Ever ridden METRO; Yes
Question 6a - Ever used Metro Online to Plan a Trip: Yes
Question 6b - Accuracy of Information: Very Accurate
Question 6c - Will you use again: Definitely yes
Question 7 - Usefulness of Print Your Own Schedule: Very useful
Question 8 - Usefulness of How to Ride Info: Somewhat useful
Question 9 - Usefulness of Fare Info: Very useful
Question 10 - Usefulness of News Page: Very useful
Question 11 - Non Rider - Will Web Help You Ride: Yes
Question 12 - Usefulness of CSR Report: Very useful
Question 13 - Usefulness of METRO Jobs Page: Did not view
Question 14 - Usefulness of METRO Bid Page: Did not view
Question 15 - Usefulness of METRO Board Minutes: Did not view
Question 16 - Do you plan to visit again: Yes
Question 17 - Internet access at work or school: Yes
Question 18 - Internet access at home: Yes
Question 19 - Sex: Male
Question 20 - Age: 26 to 35
Question 21 - Where do you live: Capitola
Question 22 - Comments:

Please don't raise the bus fares. I, as many others, are dependant upon this form of transpo due to restricted income. Not only due I rely upon SC Metro to get to and forth from school, but to my "job" as well.

Thank you for the reconsideration.

-Someone who is in love with SC County

Question 23 - E-Mail Address: mrbeagle2000@hotmail.com

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: April 11, 2003
TO: Board of Directors
FROM: Mark J. Dorfman, Assistant General Manager
SUBJECT: CONSIDERATION OF FARE INCREASE RECOMMENDATION FOR FARE ORDINANCE

I. RECOMMENDED ACTION

The purpose of this staff report is to make a recommendation to the Board of Directors for the following items:

- 1. a proposed fare increase that will be placed into a Fare Ordinance scheduled for a first reading on April 25, 2003**
- 2. comply with the requirements of meeting a fiscal emergency under State law**
- 3. establish an annual review of fares as part of the budget process**
- 4. direct staff to contact Cabrillo College and terminate the continuation of the expired contract; and**
- 5. analyze whether a fare increase is justified for the Highway 17 Express for October 1, 2003.**

II. SUMMARY OF ISSUES

- In November of 2002 staff conducted a workshop on fare revenues.
- Again in January, a series of potential fare increases were discussed with the Board of Directors.
- Staff was directed to conduct a series of Public Meetings to solicit input on a range of fare alternatives.
- In addition to Public Meetings, information regarding possible fare increases was presented on METRO Online to publicize the four (4) fare increase proposals.
- In order to comply with California Law, the Board must make a finding that the fare increase proposed is necessary to meet the operating expenses of the District.
- A recommendation is made to review fare levels annually as part of the budget process.
- Based upon the average fare paid into the system by Cabrillo College and the current fiscal condition of the District, a recommendation is being made to end the contract with Cabrillo College.

- In keeping with the fare review requirement, a review of the Highway 17 Express fare is suggested for October 2003.

III. DISCUSSION

In November of 2002, the Board of Directors received a presentation on the FY 2003/04 Budget and the expected Budget Deficit that was anticipated to total \$2.4 million. Against the backdrop of the previous years deficit of \$3.4 million, and the continuing worsening of the economy and the slippage in sales tax, it became apparent that a fare increase would be necessary in the 2003/04 fiscal year. Metro's Board of Directors asked staff to come back in January 2003 with a range of alternatives that could be looked at to generate a projected \$750,000 in new revenue.

In January 2003 there were two Board presentations made and the Board added a new fare alternative and asked staff to conduct a series of public meetings to solicit community input on the range of alternatives. Santa Cruz METRO staff placed advertisements in the news media, sent Press Releases to radio, television, and newspapers, placed notices inside both fixed route and paratransit buses, and at transit centers. In addition, the public presentations used at the various public meetings were placed on METRO Online, the District's website.

All Public Meetings were held at 4:00 pm and at 6:30 pm so that members of the public would have ample opportunity to make their views known. The meeting schedule was as follows:

Meeting Date	Location	Times
March 24, 2003	Santa Cruz	4:00 & 6:30 pm
March 27, 2003	Watsonville	4:00 & 6:30 pm
March 31, 2003	Ben Lomond	4:00 & 6:30 pm

The Board is being asked to determine the fare increase schedule that will be brought forward before the Board of Directors, at the April 25, 2003 Board Meeting, a first reading of the Proposed Fare Ordinance will take place, and a public hearing will be held. At the May 23, 2003 Board Meeting, the Fare Ordinance is proposed to be voted upon. The public will have an opportunity at that time to also speak to the fare proposal before the Board of Directors.

Attachment A to this staff report is a schedule of the current fares on Santa Cruz METRO buses. This fare schedule has been in effect since 1993 when the Day Pass was increased from \$2 to \$3. There has been a 34.7% increase in the Consumer Price Index (CPI) since the date of the last change. Attachment B shows the last few rate adjustments made by Santa Cruz METRO in the fare structure. As can be seen on this chart, from 1988 to 1990 there were annual rate adjustments made in the base fare, going from \$.60 to \$1 .00 in two years, an increase of 66%.

Staff took forward to the Public Meetings four (4) different rate increase proposals. All of these were presented to the public in a slide presentation. The rate increases are described as follows:

- 25% Increase with additional 10¢ increase twelve months later (25%+)

- 35% Increase (CPI)
- 50% Increase (50%)
- 50% Increase with a deep discount for Monthly Passes (50%-)

There is an attempt in all of the fare proposals to establish various ratios in a way that the establishment of the Base Fare will then dictate by formula for the entire fare structure. In this way, all concerned riders should be debating the base fare as their fares are impacted by formula. This would also eliminate one group “winning” and one group “losing”.

The ratios recommended are as follows:

Day Pass	3 times the Base Fare
Convenience Card	15 times the Base Fare
Monthly Pass	40 times the Base Fare
S&D Fare	50% of the Base Fare
S&D Day Pass	50% of the Day Pass
S&D Convenience Card	50% of the Convenience Card
S&D Monthly Pass	50% of the Monthly Pass
Student Monthly Pass	5/7 of the Monthly Pass
ParaCruz Fare	2 times the Base Fare

25%+ - In this increase, the base fare would increase to \$1.25 on July 1, 2003, and then 12 months later it would increase another \$. 10 cents automatically to \$1.35. All of the above ratios are used to extrapolate the fares.

CPI – In this fare increase the base fare increases to \$1.35 on July 1, 2003. All of the above ratios are used to extrapolate the fares.

50% - In this fare increase the base fare increases to \$1.50 on July 1, 2003. All of the above ratios are used to extrapolate the fares.

50%- - This fare increase proposal was added by the Board in January and while increasing the base fare to \$1.50 on July 1, 2003, it reduces the ratio for the Monthly Pass to 33 times the Base Fare.

These fare increases are compared in Attachment C, which shows all of the proposals under consideration by the Board of Directors for enactment.

PARACRUZ PROGRAM FARES

For the ParaCruz Program, staff recommends that the fare be tied by ordinance to twice the base fare on the system. There was one letter (attached to Attachment D) presented regarding the possibility of charging for premium services on ParaCruz, but staff does not recommend their use at this time. This may be something that staff can further evaluate and quantify to see if these are required.

FARE RECOMMENDATIONS

Staff recommends that the Board consider the 35% or CPI rate increase for approval. This level of fare increase is economically justified as the rate of the Consumer Price Index since the last fare increase is 34.7%. This level of fare increase is projected to raise \$881,000, which allows for a margin of error if there is a higher loss in ridership than has been projected by staff. The 25% increase does not meet the required level of revenue increase, and even with an automatic increase in the next year; there could be a deficit in the budget as a result.

The 50% level of fare increase and the 50% level with the deep discount have the potential to raise more revenue than the target. Staff is concerned that this level of fare increase might cause significant ridership loss. Additionally, the base fare in both of these proposals would jump 50%, a level of fare increase that has not been experienced by any regional transit agencies. Staff would strongly recommend against this level of fare increase. Small, measured, justified fare increases would be preferable to the general public rather than a sudden rate increase of 50%.

CEQA EXEMPTION

The California Environmental Quality Act (CEQA) specifically provides that it shall not be applicable to fare increases under certain circumstances. Specifically, Public Resources Code Section 21080(b)(5) provides that CEQA does not apply to "the establishment, modification, structuring, restructuring, or approval of rates, tolls, fares, or other charges by public agencies which the public agency finds are for the purpose of (A) meeting operating expenses, including employee wage rates and fringe benefits, (B) purchasing or leasing supplies, equipment or materials, (C) meeting financial reserve needs and requirements, (D) obtaining funds for capital projects necessary to maintain service within existing service areas, or (E) obtaining funds necessary to maintain those intra-city transfers as are authorized by city charter. The public agency shall incorporate written findings in the record of any proceeding in which an exemption under this paragraph is claimed setting forth with specificity the basis for the claim of exemption" .

In order to claim that the fare increase is exempt from CEQA requirements, it is necessary for the Board of Directors to make a finding that the fare increase proposed is necessary to meet operating expenses including employee wages and fringe benefits of the District, and as a result, no other CEQA requirement is mandated in order to increase fares.

ANNUAL FARE REVIEW

One of the issues discussed by the Board in the past has been a desire to couple the fare increase process directly to the budget and to require an annual or biennial analysis that would determine if a fare increase is required. Staff is recommending that this analysis be done on an annual basis and a fare increase action be brought before the Board of Directors when the base fare requires a minimum of a \$.10 cent fare adjustment. This level of adjustment would allow for a \$.05 adjustment in the reduced fares for the Senior and Disabled riders.

Another possible way to handle fare increases would be to establish a minimum farebox recovery goal for the system. In the past five years, the proportion of farebox recovery has been continually decreasing. The table below shows the slippage from 25% in FY 97/98 to 19% for FY 2001/02, and a projected level of 17% for FY 2003/04.

Fiscal Year	Operating Expense	Passenger Revenue	Farebox Recovery Ratio
FY 97-98	20,212,589	5,013,369	25%
FY 98-99	22,155,043	5,115,241	23%
FY 99-00	24,548,319	5,312,454	22%
FY 00-01	28,400,014	5,467,480	19%
FY 01-02	29,125,187	5,484,488	19%
FY 02-03 Projected	30,151,000	5,459,000	18%
FY 03-04 Projected	32,640,000	5,542,000	17%
FY 03-04 Projected 25%	32,640,000	6,199,000	18.9%
FY 03-04 Projected CPI	32,640,000	6,423,000	19.7%
FY 03-04 Projected 50%	32,640,000	6,794,000	20.8%
FY 03-04 Projected 50%-	32,640,000	6,647,000	20.4%

A difficulty with this approach is that it is too restrictive in that there may be increases beyond the control of the Transit District such as fuel, insurance, PERS, or health insurance premiums that might increase at a rate faster than inflation, and this would result in a fare increase that could also exceed the rate of inflation. For this reason staff does not recommend this approach to fare evaluation.

FARE EQUITY

One issue that has come up in comments from the public relate to fare equity paid by different groups that utilize the transit system. Using passenger data from March 2002 through February 2003, staff has analyzed the average fares paid on an annual basis. The table below compares the average fare revenue for those categories that revenue and passengers can be allocated.

CATEGORY	RIDERS	REVENUE	AVERAGE FARE
UC Riders	1,830,282	\$1,476,326	\$.807
Cabrillo Riders	308,480	\$168,222	\$.545
General Public	3,870,392	\$3,114,965	\$.805
TOTALS	6,009,154	\$4,759,513	\$.792

The category of general public includes all rides taken on Santa Cruz METRO with the exception of ParaCruz, Highway 17 Express, and Cabrillo and UCSC. The revenue for this category includes all farebox revenue and pass sales revenue and employer pass program revenue. Omitted from this category are the UC contract and Cabrillo contract. As can be seen from the above data, UCSC has an average fare paid of \$.807, and the General Public average

fare is \$.805. These are for all purposes identical. The one fare category that stands out is the Cabrillo College contract, which generates an average fare of only \$.545, 32% below the UC Contract average fare. This is primarily due to the fact that students at Cabrillo that decide to purchase a pass (no mandatory requirement) use it for more rides than just to and from school, and in these instances, METRO receives no revenue. Further, as more and more students use the Watsonville campus, there is no way to account for these rides and they are also registered as free rides.

Based upon the above data, staff recommends that the currently expired contract with Cabrillo College that has been previously honored be terminated and that notice to this effect be sent to Cabrillo. With the current financial condition of Santa Cruz METRO, it is no longer feasible to continue this level of subsidy. While the specific impact of terminating this contract is hard to estimate, Cabrillo ridership could decline 35%, and still generate the same level of revenue if the average fare of UCSC was attained.

HIGHWAY 17 EXPRESS

The Highway 17 Express fare was increased 33% in February of 2002. By September of this year, there will be a new fleet of Highway 17 Express buses placed into service, and 19 months will have gone by since the last fare increase. Staff recommends that an examination of the CPI be done prior to the delivery of the new buses and determine whether a fare increase is justified for October 1, 2003. Based upon the direction recommended for the in-county fixed route service, this is justified for the Highway 17 Express.

PUBLIC INPUT

Attachment D is a summary table of the input received from all of the Public Meetings held on the fare increase. The table includes staff responses.

IV. FINANCIAL CONSIDERATIONS

The recommended fare schedule will generate the farebox revenue portion of the \$2.4 million projected deficit for Fiscal Year 2003/04.

V. ATTACHMENTS

- Attachment A:** Current Fare Schedule
- Attachment B:** Past Fare Increases
- Attachment C:** Comparison of Fare Increase Proposals
- Attachment D:** Public Comments
- Attachment E:** Recommended Fare Proposal

CURRENT METRO FARE SCHEDULE

	Current Fares
Base Fare	\$ 1.00
Day Pass	\$ 3.00
Convenience Card	\$15.00
Monthly Pass	\$40.00
S&D Single Fare	\$.40
S&D Day Pass	\$ 1.10
S&D Convenience Card	\$ 6.00
S&D Monthly Pass	\$14.00
Student Monthly Pass	\$30.00
ParaCruz	\$ 2.00

**SANTA CRUZ METRO
PAST FARE INCREASES**

Fare Category	10/81	9/88	9/89	3/90	5/91	10/92	7/93	10/97	2/02
Standard Fare	\$.50	\$.60	\$.75	\$1.00	\$1.00	\$1.00	\$1.00	\$1.00	\$1.00
Day Pass	\$1.00	\$1.20	\$1.50	\$2.00	\$2.00	\$3.00	\$3.00	\$3.00	\$3 .00
Ten Ride	\$5.00	\$6.00	NA	NA	NA	NA	NA	NA	NA
Five Day Pass	NA	NA	\$7.50	\$10.00	\$10.00	\$15.00	\$15.00	NA	NA
Monthly Pass	\$20.00	\$24.00	\$30.00	\$30.00	\$30.00	\$40.00	\$40.00	\$40.00	\$40.00
Convenience Card	NA	NA	NA	NA	NA	NA	NA	\$15.00	\$15.00
Senior/Disabled	\$.25	\$.30	\$.35	\$.40	\$.40	\$.40	\$.40	\$.40	\$.40
S&D Day Pass	\$.50	\$.60	\$.70	\$.90	\$.90	\$1.10	\$1.10	\$1.10	\$1.10
Ten Ride – S&D	\$2.00	\$3.00	NA	NA	NA	NA	NA	NA	NA
Five Day Pass – S&D	NA	NA	\$3.00	\$4.00	\$4.00	\$5.00	\$5.50	NA	NA
S&D Monthly	\$10.00	\$12.00	NA	NA	NA	\$14.00	\$14.00	\$14.00	\$14.00
Senior Monthly	NA	NA	\$12.00	\$12.00	\$12.00	NA	NA	NA	NA
Disabled Monthly	NA	NA	\$10.00	\$10.00	\$10.00	NA	NA	NA	NA
S&D Convenience Card	NA	NA	NA	NA	NA	NA	NA	\$6.00	\$6.00
Ten Ride – Student	\$4.00	\$5.00	NA	NA	NA	NA	NA	NA	NA
Five Day Pass – Student	NA	NA	\$6.00	\$8.00	\$8.00	NA	NA	NA	NA
Monthly Student	\$16.00	\$20.00	\$24.00	\$24.00	\$24.00	\$30.00	\$30.00	\$30.00	\$30.00
Highway 17 Express	NA	NA	NA	NA	\$2.00	\$2.00	\$2.25	\$2.25	\$3.00
Highway 17 Day Pass	NA	NA	NA	NA	NA	NA	\$4.50	\$4.50	\$6.00
Highway 17 Monthly	NA	NA	NA	NA	NA	NA	\$65.00	\$65.00	\$80.00

COMPARISON OF FARE PROPOSALS

	Current Fares	25% Increase (25%+)	35% Increase (CPI)	50% Increase (50%)	50% Increase - (50%-)
Base Fare	\$ 1.00	\$ 1.25	\$ 1.35	\$ 1.50	\$ 1.50
Day Pass	\$ 3.00	\$ 3.75	\$ 4.00	\$ 4.50	\$ 4.50
Convenience Card	\$15.00	\$18.75	\$20.00	\$22.00	\$22 .00
Monthly Pass	\$40.00	\$50.00	\$54.00	\$60.00	\$50.00
S&D Single Fare	\$.40	\$.60	\$.65	\$.75	\$.75
S&D Day Pass	\$ 1.10	\$ 1.85	\$ 2.00	\$ 2.25	\$ 2.25
S&D Convenience Card	\$ 6.00	\$ 9.35	\$10.00	\$11.25	\$11.25
S&D Monthly Pass	\$14.00	\$25.00	\$27.00	\$30.00	\$25.00
Student Monthly Pass	\$30.00	\$35.00	\$38.00	\$42.00	\$35.00
ParaCruz	\$ 2.00	\$ 2.50	\$ 2.70	\$ 3.00	\$ 3.00

**Public Comments
Proposed Fare Increase -FY 2004**

Source	Name	Comment	Staff Response
Public Mtg., Santa Cruz	Jeffrey Gale	If fares are increased, consider allowing low-income, homeless, senior and disabled to ride free.	METRO provides a 50% fare discount to senior and disabled passengers. A low-income fare would be difficult and extensive to manage.
		If fares increased, run service to Live Oak and Aptos until 12:00am	The fare increase is necessary to sustain a slightly lower level of service than last year and an increase in the span of service is not feasible at this time.
		Provide Christmas Day and Holiday service so that the transit dependent have bus service 365 days per year.	METRO proposes to reduce some holiday service on Highway 17 because of low ridership, and is not able to restore any Holiday Service at this time.
		Please upgrade wash rooms at transit centers to meet health standards.	Improvements are being made to the restrooms at Metro Center. they currently meet health standards.
		Provide connections to rail service in San Jose.	Rail connections to AMTRAK and Caltrain service are considered in the development of Highway 17 Express schedules. We are not always informed of schedule changes before they are made by Caltrain.
Public Mtg., Santa Cruz	Michael Bradshaw	Elimination of first and last trips on route detrimental to the svstem.	Reduction to the span of service has been avoided in the service cuts where possible.
		Please include eliminated paratransit routes in the March 27 th presentation.	Paratransit service which would be eliminated along with the deletion of Route 60 were to be presented at the March 27 meeting.
		Notify paratransit riders directly of service changes that would affect eligibility.	Paratransit Manager will notify directly all clients who would be impacted by proposed service changes.
		The fare increase has a greater impact on elderly and handicapped passengers.	The proposed fare increase establishes 50% discount fares throughout the day to elderly and handicapped passengers, which represents a typical discount in the Bay Area and complies with the Federal Regulations.

Source	Name	Comment	Staff Response
		Freeze fares for fixed income earners.	A low-income fare would be difficult and expensive to manage.
Public Mtg., Santa Cruz	Scott Bugental	Presented letter (attached) to the Board of Directors opposing premium fares for ParaCruz.	See attached letter.
Public Mtg., Santa Cruz	Gregory Uba	Concerned with fare increase impact on youth, low-income families in his program.	The agency may wish to consider working with the District to establish an installment program for buying bus passes.
		Consider discount passes to clients of the Live Oak family center.	See previous comment.
Public Mtg., Watsonville	Maria Rodriguez	Low-income passengers are not able to afford the discounted monthly or day passes.	The proposed fare increase establishes a 50% discount fares throughout the day to elderly and handicapped passengers, which represents a typical discount in the Bay Area and complies with the Federal Regulations.
		Consumers in Watsonville cannot afford a fare increase yet must travel to Santa Cruz for social services.	Comment noted.
		LiftLine fare increase would be a hardship for medical and legal appointments in Santa Cruz for the disabled.	Liftline fares are targeted to be increased at a rate of two times the base fare.
Public Mtg., Watsonville	Gabriel Gutierrez Vela	Will fare increase affect the Cabrillo College bus pass program?	METRO's contract with Cabrillo has expired and the pass program is currently being continued without a contract. Staff is recommending this contract be terminated.
Public Mtg., Ben Lomond	Adam Torara	A fare increase is preferable to service reduction. People at Sylvan Way would be stranded without bus service and a fare increase is better since fares haven't been raised for a long time.	No service reduction on the route 35 to Sylvan Way has been proposed.
Letter	Ian Turner	Submitted a letter on the fare increase proposal, fares are too low. Prefers \$.25 increments to simplify change (attached)	See attach letter.

Source	Name	Comment	Staff Response
MUG Meeting	Fahmy Ma'Awad	Asked where any excess revenue would go?	Decisions as to what would happen to "excess" revenue would be up to the Board of Directors. Previous indications were that these funds if they materialize would be directed to replenish reserves that have been depleted.
		Stated he supported the 50% increase, but believes the monthly pass should go to \$60, and that he supports a \$.75 senior/disabled fare.	Comment noted
		Inquired about using distance based fares.	There had been consideration of using distance based fares early in the history of the agency, but they were rejected, especially when evaluating the impact on Watsonville riders having to travel to Santa Cruz for services.
MUG Meeting	Sharon Barbour	What percentage of farebox revenue is from the senior/disabled community?	13.4% of revenue is from Senior/Disabled Community
		Asked what the farebox percentages would be with the fare increase options.	The presentation shows a 20% rate of fare revenue – this was rounded off for the last audited year. This year staff projects 18%, with a decrease to 17% projected for next year. See staff report.
		Asked that if the 50% increase was put in would there be no fare increase until the CPI went to 50%?	The Board would be responsible for determining future fare increase adjustments.
MUG Meeting	Ed Kramer	Asked about canceling air-conditioning on the new buses.	Money for the buses cannot be used for operating purposes. Further, the Board established a policy to buy air-conditioned buses.
MUG Meeting	Stuart Rosenstein	Asked what the average income of a bus rider was and whether they could afford a 50% fare increase.	Staff does not collect this type of data on bus riders.
MUG Meeting	John Daugherty	Asked if there was an inflation tie-in on the fares.	Staff is recommending that there be an annual evaluation of the CPI to determine if fare increases are necessary as part of the budget process.

RECOMMENDED FARE PROPOSAL

	35% Increase (CPI)
Base Fare	\$ 1.35
Day Pass	\$ 4.00
Convenience Card	\$20.00
Monthly Pass	\$54.00
S&D Single Fare	\$.65
S&D Day Pass	\$ 2.00
S&D Convenience Card	\$10.00
S&D Monthly Pass	\$27.00
Student Monthly Pass	\$38.00
ParaCruz	\$ 2.70

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: April 25, 2003
TO: Board of Directors
FROM: Mark J. Dorfman, Assistant General Manager
SUBJECT: CONSIDERATION OF FIRST READING OF REVISED FARE ORDINANCE

I. RECOMMENDED ACTION

The purpose of this staff report is to introduce the first reading of the Fare Ordinance, and hold a Public Hearing. No action is required at this meeting.

II. SUMMARY OF ISSUES

- At the April 11, 2003 Board Meeting, the Board of Directors discussed various options for raising fares.
- Staff was asked to provide additional information regarding the various options chosen by the Board at that meeting.
- Additionally staff was requested to develop a five-year plan to achieve a 25% farebox recovery ratio.
- Staff was also requested to include premium charges for ADA Paratransit Service in the fare ordinance.
- Staff was also requested to provide the Board with the Consumer Price Index (CPI) figure for when the base fare was last changed and to provide a copy of a document that was provided to the Board at an earlier meeting that addressed the CPI issue for Social Security.

III. DISCUSSION

At the April 11, 2003 Board of Directors Meeting staff presented a series of four (4) alternative fare proposals that had been presented to the public in a series of public meetings regarding the need for a fare increase. Staff was directed to prepare a fare ordinance with a series of alternatives that the Board could choose from.

As background, Attachment A to this staff report is a schedule of the current fares on Santa Cruz METRO buses. This fare schedule has been in effect since 1993 when the Day Pass was increased from \$2 to \$3. There has been a 34.7% increase in the Consumer Price Index (CPI) since the date of the last change. The Board requested that staff provide the Consumer Price

Index (CPI) since the last time the Base Fare was increased in March of 1990 through February 2003. The CPI for this period of time is 52.0%.

Attachment B shows the last few rate adjustments made by Santa Cruz METRO in the fare structure. As can be seen on this chart, from 1988 to 1990 there were annual rate adjustments made in the base fare, going from \$60 to \$1 .00 in two years, an increase of 66%.

There were comments made by the public regarding the double impact on the Senior & Disabled Fares. Currently, Senior and Disabled riders receive a discount (ranges from 60 – 65%) that exceeds the federal minimum discount of 50%.

The Senior and Disabled Fare increase has 2 components. The first component is the percentage of the fare increase proposed, and the second component eliminates the discount that exceeds the federal guidelines of 50% of the regular fare. In order to minimize the impact of the second component, the Board requested that this discount be applied 50% this year and 50% next year. As a result, two new alternatives were requested by the Board to be included in the Fare Ordinance along with the 35% Fare Increase and the 50% Fare Increase with the deeply discounted Monthly Passes.

The four (4) alternatives requested by the Board are as follows (all fares are rounded):

- **Option 1** -this is the 35% fare increase that was the Staff Recommendation to the Board at the April 11, 2003 meeting.
- **Option 2** -this is the 35% Fare increase with the “Stepped” impact on the S&D Fares as explained above.
- **Option 3** -this is the 50% increase with the Deep Discounts in the Monthly Passes and with the “Stepped” impact on the S&D Fares as explained above.
- **Option 4** -this is the 50% fare increase with the deep discounts on the monthly passes.

This table below illustrates the way the stepped proposals (Options 2 & 3) arrive at the fares for the Senior and Disabled Riders. The table shown here illustrates the calculations for the 35% increase – Option 2. A similar process was used for Option 3 – 50% Fare Increase.

Fare Category	Current Fare	35% Proposal w/50% Rate	Straight 35% Rate	Halved Difference	35% Stepped Fare	Balance Year 2
Base Fare	1.00	1.35	1.35			
S&D Fare	.40	.65	.54	.055	.60	.05
S&D Day Pass	1.10	2.00	1.485	.258	1.75	.25
S&D Convenience	6.00	10.00	8.10	.950	9.00	1.00
S&D Monthly	14.00	27.00	18.90	4.05	23.00	27.00

Using the rates that are shown in the Fare Ordinance (Attachment A), revenue projections were made and are documented in the table below. These were then stratified for various ridership loss levels ranging from 6% to 12%.

NEW REVENUE FROM FARE INCREASES

Fare Option	RIDERSHIP LOSS			
	6%	8%	10%	12%
1	964,289	881,460	798,630	715,800
2	913,591	831,840	750,089	688,338
3	1,150,654	1,062,421	974,188	885,955
4	1,186,436	1,097,444	1,008,449	919,455

It is staffs analysis that Options 1 & 2 would result in a ridership loss of 8%, and that Options 3 & 4 could result in a ridership loss ranging from 10 – 12%. From these numbers, the impact of “stepping” the fare increase for the Seniors and Disabled riders amounts to \$49,620 in Option 2, and \$34,261 for Option 3 if the loss in ridership totals 10%. The amount for Option 3 has a lower difference due to the fact that “difference” from the 50% rate and the current discount rate is less than in Option 2.

Revenues from Options 3 & 4 are also lowered due to the deep discount for monthly passes and the anticipated shift from individual cash fares to the new lower monthly pass rates.

PARACRUZ

Included in the fare ordinance are two premium charges for services that go beyond the ADA requirements for Paratransit Service. Staff used the VTA fare ordinance to identify these charges and used that same rate of fees that are used in their ordinance. The first premium service is Second Vehicle Dispatched Fee. This is when second vehicle is dispatched because customer was not ready or at pick-up location at the scheduled time for the first vehicle dispatched. This fee is listed at five times a one-way ParaCruz Fare. The second Premium Service listed is Open Return Trip (Will Call). This is a return trip that is not dispatched until customer calls and requests it. The fee for this service is two times a one-way ParaCruz Fare.

Based upon figures provided by ParaCruz staff, they estimate that about 10% of the rides on ParaCruz are Will-Call, and about 2.5% of the rides require the use of a second vehicle.

Premium Fare Category	Amount of Rides	New Revenue @ \$2.70	New Revenue @ \$3.00
Second Vehicle	2,700	\$29,160	\$32,400
Will-Call	10,800	\$29,160	\$32,400

FIVE-YEAR PLANS

The Board also requested that staff provide a Five-Year Plan for fares that would achieve a 25% farebox recovery ratio. Attachments E & F is an attempt by staff to provide this information to the Board of Directors per their request. Assumptions used in the charts are listed below:

8. Operating Costs are inflated at 5.7% per year (estimates provided by Finance), and include no funds for service expansion.
9. The Fare Increase will result in a 10% ridership loss during the first year for the 50% Option and an 8% ridership loss for the 35% Option.
10. Regular route ridership grows at 2% per year, after the initial loss.
11. Highway 17 Express experiences a 5% ridership loss in the first year due to the service cuts, then a 3% growth rate thereafter.
12. ParaCruz has a growth rate of 7% per year.
13. VTA share of Highway 17 grows at the same rate as the operating budget.
14. UCSC rates increase at the same rate as the general public, but they are delayed 12 months as per the contract, and their ridership increases by 1.5 % per year.

Options 1 and 4 were chosen for this exercise as these were at each end of the fares being considered. Options 2 and 4 are a little bit less revenues than 1 and 4, but are not significantly different. One of the difficulties with this approach is that it attempts to achieve all of the change on the revenue side of the equation. This is difficult to do without also impacting expenses. As the analysis sits, there is no additional service during this entire five-year period.

Option 1 – 35% Fare Increase Proposal – Using the assumptions from above, it would take an annual fare increase of 7.2% to achieve a farebox recovery of 24.9% in FY 2008-09. At this rate, the Base Fare would be \$2.05 per ride in FY 2008-09. The figures do not take into account any ridership loss beyond the first year of the program, which is unrealistic as fares increase every year.

Option 4 – 50% Fare Increase Proposal With Deep Discounts -Using the above assumptions, it would take an annual fare increase of 6.4% to achieve a farebox recovery of 25% in FY 2008-09. At this rate the Base Fare would be \$2.18 per ride in FY 2008-09. As above, these figures do not take into account any ridership loss beyond the first year of the program, which is unrealistic as fares increase every year.

Based upon the above information, it is unlikely that the transit agency will be able to achieve a farebox recovery ratio without continuous fare increases and/or budget reductions. Only attempting to achieve this level without considering that large impact that operating expenses have on the ratio makes the task that much more difficult. It might be beneficial to stretch out the time beyond the five years that the Board requested staff to examine.

One last request from the Board was to include in the packet (Attachment G) the Social Security Worksheet on Automatic Cost-of-Living Adjustments and other information submitted at an earlier meeting to the Board. Based upon this information, Automatic Cost-of-Living Adjustments on Social Security have totaled 43.1% from January 1990 through January 2003.

IV. FINANCIAL CONSIDERATIONS

Revenue projections were included in the staff report and the financial impact is dependent upon the choices made.

V. ATTACHMENTS

- Attachment A:** Proposed Fare Ordinance (**ATTACHMENT C IN MAIN REPORT**)
- Attachment B:** Past Fare Increases (**NOT ATTACHED IN PRIOR EXHIBIT**)
- Attachment C:** Comparison of Fare Increase Proposals
- Attachment D:** Public Comments (**NOT ATTACHED IN PRIOR EXHIBIT**)
- Attachment E:** Five Year Plan – Option 1 – 35% Fare Increase
- Attachment F:** Five Year Plan – Option 4 – 50% Fare Increase With Deep Discount
- Attachment G:** Social Security Information Sheet

COMPARISON OF FARE PROPOSALS

	Current Fares	35% Increase (35%) OPTION 1	35% Increase (Stepped) OPTION 2	50% Increase (Stepped) Deep Disc. OPTION 3	50% Increase - (Stepped) Deep Disc. OPTION 4
Base Fare	\$ 1.00	\$ 1.35	\$ 1.35	\$ 1.50	\$ 1.50
Day Pass	\$ 3.00	\$ 4.00	\$ 4.00	\$ 4.50	\$ 4.50
Convenience Card	\$15.00	\$20.00	\$20.00	\$22.00	\$22.00
Month1 y Pass	\$40.00	\$54.00	\$54.00	\$50.00	\$50.00
S&D Single Fare	\$.40	\$.65	\$.60	\$.65	\$.75
S&D Day Pass	\$ 1.10	\$ 2.00	\$ 1.75	\$ 2.00	\$ 2.25
S&D Convenience Card	\$ 6.00	\$ 10.00	\$9.00	\$10.00	\$11.25
S&D Monthly Pass	\$14.00	\$27.00	\$23.00	\$23 .00	\$23.00
Student Month1 y Pass	\$30.00	\$38.00	\$38.00	\$35.00	\$35.00
ParaCruz	\$ 2.00	\$ 2.70	\$ 2.70	\$ 3.00	\$ 3.00

**FIVE-YEAR PLAN
OPTION 1 – 35% FARE INCREASE PROPOSAL**

	FY 2002-03	FY 2003-04	FY 2004-05	FY 2005-06	FY 2006-07	FY 2007-08	FY 2008-09
Operating Expenses	30,151,000	32,640,000	34,507,008	36,480,809	38,567,511	40,773,573	43,105,821
Ridership	6,361,171	6,049,675	6,169,476	6,292,007	6,417,353	6,545,598	6,676,834
UCSC	1,830,282	1,857,736	1,885,602	1,913,886	1,942,595	1,971,734	2,001,310
Cabrillo	308,480	0	0	0	0	0	0
Regular	3,870,392	3,844,562	3,921,453	3,999,883	4,079,880	4,161,478	4,244,707
Highway 17	244,017	231,816	238,771	245,934	253,312	260,911	268,738
Paratransit	108,000	115,560	123,649	132,305	141,566	151,476	162,079
Average Fare							
UCSC	0.8070	0.8070	1.0348	1.1093	1.1892	1.2748	1.3666
Cabrillo	0.5450	-	-	-	-	-	-
Regular	0.7762	1.0348	1.1093	1.1892	1.2748	1.3666	1.4650
Highway 17	2.4000	2.5200	2.6460	2.7783	2.9172	3.0631	3.2162
Paratransit	2.0000	2.7000	2.8350	2.9768	3.1256	3.2819	3.4460
Revenues							
Farebox	3,004,305	3,978,287	4,350,018	4,756,484	5,200,930	5,686,905	6,218,289
UCSC	1,477,038	1,499,193	1,951,189	2,123,050	2,310,048	2,513,517	2,734,907
Cabrillo	168,122	-	-	-	-	-	-
Highway 17	585,641	584,177	631,787	683,278	738,965	799,191	864,325
Paratransit	216,000	312,012	350,545	393,838	442,477	497,123	558,517
VTA	264,359	279,481	295,467	312,368	330,235	349,124	369,094
TOTAL REVENUES	5,715,464	6,653,149	7,579,006	8,269,017	9,022,654	9,845,859	10,745,132
Farebox Recovery¹	19.0%	20.4%	22.0%	22.7%	23.4%	24.1%	24.9%
BASE ADULT FARE	\$ 1.35	\$ 1.45	\$ 1.55	\$ 1.66	\$ 1.78	\$ 1.91	\$ 2.05

NOTES:

1. Operating Costs are inflated at 5.72% per year (Estimate provided from Finance)
2. Fare Increase results in an 8% ridership loss.
3. Regular ridership grows at 2% per year.
4. Highway 17 Express has a 5% ridership loss in the first year due to the service cut, then a 3% growth rate thereafter.
5. ParaCruz growth at 7% per year.
6. VTA share of Highway 17 grows at the same rate as the operating budget.
7. UCSC rates increase at the same rate as the general public, but they are delayed 12 months as per the contract. They also experience a 1.5% increase in ridership

FIVE-YEAR PLAN
OPTION 4 – 50% FARE INCREASE PROPOSAL WITH DEEP DISCOUNT

	FY 2002-03	FY 2003-04	FY 2004-05	FY 2005-06	FY 2006-07	FY 2007-08	FY 2008-09
Operating Expenses	30,151,000	32,640,000	34,507,008	36,480,809	38,567,511	40,773,573	43,105,821

Ridership	6,361,171	5,966,097	6,084,227	6,205,053	6,328,659	6,455,131	6,584,558
UCSC	1,830,282	1,857,736	1,885,602	1,913,886	1,942,595	1,971,734	2,001,310
Cabrillo	308,480	0	0	0	0	0	0
Regular	3,870,392	3,760,985	3,836,204	3,912,929	3,991,187	4,071,011	4,152,431
Highway 17	244,017	231,816	238,771	245,934	253,312	260,911	268,738
Paratransit	108,000	115,560	123,649	132,305	141,566	151,476	162,079

Average Fare							
UCSC	0.8070	0.8070	1.0829	1.1522	1.2260	1.3044	1.3879
Cabrillo	0.5450	-	-	-	-	-	-
Regular	0.7762	1.0829	1.1522	1.2260	1.3044	1.3879	1.4768
Highway 17	2.4000	2.5200	2.6460	2.7783	2.9172	3.0631	3.2162
Paratransit	2.0000	3.0000	3.1500	3.3075	3.4729	3.6465	3.8288

Revenues							
Farebox	3,004,305	4,072,876	4,420,210	4,797,166	5,206,268	5,650,259	6,132,113
UCSC	1,477,038	1,499,193	2,041,971	2,205,247	2,381,579	2,572,010	2,777,668
Cabrillo	168,122	-	-	-	-	-	-
Highway 17	585,641	584,177	631,787	683,278	738,965	799,191	864,325
Paratransit	216,000	346,680	389,495	437,598	491,641	552,359	620,575
VTA	264,359	279,481	295,467	312,368	330,235	349,124	369,094
TOTAL REVENUES	5,715,464	6,782,406	7,778,931	8,435,656	9,148,688	9,922,942	10,763,775

Farebox Recovery	19.0%	20.8%	22.5%	23.1%	23.7%	24.3%	25.0%
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BASE ADULT FARE	\$ 1.50	\$ 1.60	\$ 1.70	\$ 1.81	\$ 1.92	\$ 2.05	\$ 2.18
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NOTES:

1. Operating Costs are inflated at 5.72% per year (Estimate provided from Finance)
2. Fare Increase results in a 10% ridership loss.
3. Regular ridership grows at 2% per year, after the first year.
4. Highway 17 Express has a 5% ridership loss in the first year due to the service cut, then a 3% growth rate thereafter.
5. ParaCruz growth at 7% per year.
6. VTA share of Highway 17 grows at the same rate as the operating budget.
7. UCSC rates increase at the same rate as the general public, but they are delayed 12 months as per the contract. They also experience a 1.5% increase in ridership.



**Fact Sheet
Social Security**

History of Automatic Cost-Of-Living Adjustments

Automatic benefit increases, also known as cost-of-living adjustments or COLAs, have been in effect since 1975. The 1975-82 COLAs were effective with Social Security benefits payable for June (received by beneficiaries in July) in each of those years; thereafter COLAs have been effective with benefits payable for December (received by beneficiaries in January). COLAs received in 1975-2002 are shown below.

Automatic Cost-Of-Living Adjustments

July 1975 8.0%	January 1985 3.5%	January 1994 2.6%
July 1976 6.4%	January 1986 3.1%	January 1995 2.8%
July 1977 5.9%	January 1987 1.3%	January 1996 2.6%
July 1978 6.5%	January 1988 4.2%	January 1997 2.9%
July 1979 9.9%	January 1989 4.0%	January 1998 2.1%
July 1980 14.3%	January 1990 4.7%	January 1999 1.3%
July 1981 11.2%	January 1991 5.4%	January 2000 2.5% (1)
July 1982 7.4%	January 1992 3.7%	January 2001 3.5%
January 1984 3.5%	January 1993 3.0%	January 2002 2.6%

(1) The COLA for December 1999 was originally determined as 2.4 percent based on CPIs published by the Bureau of Labor Statistics. Pursuant to Public Law 106-554, however, this COLA is effectively now 2.5 percent.

The first automatic COLA, for June 1975, was based on the increase in the Consumer Price Index for Urban Wage Earners and Clerical Workers (CPI-W) from the second quarter of 1974 to the first quarter of 1975. The 1976-82 COLAs were based on increases in the CPI-W from the first quarter of the prior year to the corresponding quarter of the current year in which the COLA became effective. After 1982, COLAs have been based on increases in the CPI-W from the third quarter of the prior year to the corresponding quarter of the current year in which the COLA became effective.

January 2003 1.4%

Cost-of-living adjustments accumulate, and so they must be compounded, added.

WRONG 2.6% + 2.8% + ...

RIGHT 102.6% of 102.8% of ...

—PM

Fare Is Fair

"But I'm a frequent rider..."

Passholders took 500,000 free rides last year
Cash-fare riders picked up the \$400,000 tab. One proposal sets the "monthly" pass so low that people who ride just 9 to 17 days can use it.

"But I'm on a fixed income..."

Social Security and SSI are up 27% since the last fare increase
The federal government provides a cost-of-living adjustment (COLA) every year,
Many working people are facing pay cuts and layoffs. . .

"But UCSC gets a free ride..."

UCSC accounts for 30% of rides — and 30% of fare revenue
Unlike passholders, students pay their fair share. . .

"But I'm a senior citizen..."

In **this** county, poverty affects 12% of all people but just 6% of seniors
Metro could have funded 5000 half-price monthly passes for low-income youth and adults last year, just by changing the senior/disabled discount from 65% to 50%.

— Paul Marcelin, Metro rider
2003 January 23

Data Sources

Ridership and fare revenue: Metro reports ("Ridership Report", "SCMTD Bus Pass Program Monthly Sales Report", "University of California - Santa Cruz Service Update) [Highway 17, Cabrillo, and other special categories are excluded. Results are annualized, because staff has not provided me with actual October and November pass sales data, and because no December reports are available at this time. Results are approximate.]

Poverty rates: Census 2000 (Profile of Selected Economic Characteristics: 2000, Santa Cruz County, California)

Social Security and Supplemental Security Income cost-of-living adjustments: Social Security Administration fact sheets ("History of Automatic Cost-of-Living Adjustments", "2003 Social Security Changes") ["Take-home" amounts may be lower for some individuals because Medicare premiums — which are rising — are deducted from Social Security checks. Working people, too, have witnessed dramatic increases in their share of "employer-paid" health insurance premiums.]

Questions are welcome, and should be sent to me at marcelin@alumini.CarnegieMellon.edu

**AN ORDINANCE OF THE
SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
ESTABLISHING SCHEDULE FOR BUS FARES**

Be it enacted by the Board of Directors of the Santa Cruz Metropolitan Transit District as follows:

SECTION I: FARE SCHEDULE - SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

A. Fixed Route Service

	Current	opt. #1	opt. #2	opt. #3	opt. #4
Regular Bus Fare	1 .00	1.35	1.35	1.50	1.50
Discount Bus Fare - Senior Passenger/Individual with Disability *	.40	.65	.60	.65	.75
Regular Day Pass	3.00	4.00	4.00	4.50	4.50
Discount Day Pass - Senior Passenger/Individual with Disability *	1.10	2.00	1.75	2.00	2.25
Convenience Card	15.00	20.00	20.00	22.00	22.00
Discount Convenience Card – Senior Passenger/Individual with Disability *	6.00	10.00	9.00	10.00	11.25
Regular Monthly Pass	40.00	54.00	54.00	50.00	50.00
Discount Monthly Pass - Senior Passenger/Individual with Disability *	14.00	27.00	23.00	23.00	25.00
Student Monthly Pass	30.00	38.00	38.00	35.00	35.00
School Student Field Trip Rate	17.00				

* To obtain Discount Fare passenger must produce District Photo I.D. Card or other approved identification.

B. Highway 17 Express Bus Service Options

Regular Express Bus Fare (One Way)	3.00
Discount Bus Fare-Senior Passenger/Individual with Disability	1.50
Regular Day Pass	6.00
Regular Day Pass with surrender of SCMTD Day Pass	3.50
Regular Day Pass with surrender of VTA Day Pass	3.50
Regular Day Pass with Cal Train Monthly Ticket & Peninsula Pass	3.50
Monthly Pass	80.00

C. Paratransit Service

	<u>CURRENT</u>	<u>PROPOSED</u>
Regular Paratransit Fare (One Way)	\$2.00	Twice the Regular Bus Fare
Second Vehicle Sent	None at Present	5 Times a One Way Paratransit Trip
Open Return Trip (Will Call)	None at Present	2 Times a One Way Paratransit Trip

D. Group Pass Contract Rate

Fares for individuals of the group are determined through negotiations between the group and the District and are set forth in the contract.

E. Service Charge on Return Checks

The service charge on returned checks is \$15.00.

Ordinance No. 84-2-1 of the Santa Cruz Metropolitan Transit District is hereby amended and shall become effective on July 1, 2003.

Passed and adopted by the Board of Directors on this 23rd day of May 2003, by the following vote:

AYES: Directors -

NOES: Directors -

ABSENT: Directors -

ABSTAIN: Directors -

ATTEST: _____
LESLIE R. WHITE
Secretary/General Manager

APPROVED: _____
EMILY REILLY
Chairperson

APPROVED AS TO FORM:

MARGARET GALLAGHER
District Counsel

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: May 23, 2003

TO: Board of Directors

FROM: Elisabeth Ross, Manager of Finance

SUBJECT: PUBLIC HEARING ON FY 03-04 DRAFT FINAL BUDGET

I. RECOMMENDED ACTION

Staff recommends that the Board of Directors take input on the draft final budget at the public hearing and provide additional direction to staff as necessary regarding the contents of the draft final budget.

II. SUMMARY OF ISSUES

- The FY 03-04 draft final budget is presented this month for Board and public review. A public hearing has been scheduled for 9:00 a.m., May 23, 2003.
- A budget review with Union representatives will be held at 1:00 p.m. on Monday, May 12, 2003, in the Encinal Conference Room.
- The draft final budget (Attachment A) maintains the same level of transit service to the public as of June 2003, including the service reductions approved by the Board.
- The operating budget totals \$32,820,000. This represents a 6.0% increase over the FY 02-03 Revised Budget (March revision).
- Sales tax revenue is budgeted at 3.0% over projected sales tax revenue for FY 02-03.
- Passenger fare revenue (farebox and pass sales) is budgeted to include \$750,000 in additional revenue over current levels due to the fare increase.
- The operating budget is balanced only through the one-time use of reserve funds and projected FY 02-03 carryover funds. Projected operating revenue is not sufficient to cover the FY 03-04 expense projections even with the planned expense reductions and fare increase.
- Staffing tables of proposed authorized positions (Attachment B) show a decrease in staffing from 300.5 employee equivalents in FY 02-03 to 294.5 in FY 03-04. This decrease in staffing levels has already been achieved through attrition.
- The draft capital improvement program totals \$27,413,629, of which \$22,181,204 will be provided through grant funds. District-funded projects in the amount of \$357,300 will be funded through reserves.
- Staff will continue to refine revenue and expense projections as updated information becomes available, and will present a final budget recommendation to the Board in June.

III. DISCUSSION

As reported to the Board previously, the FY 03-04 operating budget has been difficult to balance, with the combination of on-going revenue shortfalls and operating expense increases.

Originally, staff proposed expense reductions in service of approximately \$350,000, fare increases to raise revenue of approximately \$750,000, carryover of \$950,000, and one time use of reserves of approximately \$350,000 in order to balance the preliminary budget. Staff has held to these figures in the draft final budget but also recommends use of \$100,000 in insurance reserves to cover the substantial increase in liability insurance coverage.

A. Operating Revenue

The FY 03-04 draft final budget provides for \$31,326,000 in operating revenue, plus \$1,494,000 in one-time use of reserves and carryover funds, which is necessary to avoid additional service and staff reductions in FY 03-04 beyond those contained in this staff report.

Passenger Revenue

All of the passenger revenue accounts have been adjusted to reflect the most recent revenue data and trends, through March 31, 2003. Passenger fares (farebox and pass sales) are budgeted at no increase over FY 02-03 projected actual. However, \$750,000 has been added to the account to reflect the fare increase yet to be enacted and \$172,000 has been added to reflect the elimination of the Cabrillo contract resulting in students paying regular fares. Once the new fare structure is approved, the new revenue will be redistributed in the appropriate passenger revenue accounts. The four categories of special transit fares are budgeted to decrease by a net 9.5% over FY 02-03 projected actual as shown below:

	FY 02-03 Projected	FY 03-04 Budgeted	Change
UCSC Contract	\$1,552,892	\$1,552,892	+0%
Cabrillo College Contract	\$172,588	0	-100%
Employer Bus Pass Programs	\$61,994	\$61,994	+0%
Special Shuttle Services	\$29,778	\$29,778	+0%

Highway 17 Express revenue is based on the existing agreement with VTA and shows both the fares projected to be paid along with the Valley Transit Authority (VTA) share of the costs (50% of the operating deficit). Paratransit fares have been projected based on an estimate of 120,000 trips to be taken during FY 03-04, an increase of 17,500 trips or 17% over FY 02-03 projected trips.

Sales Tax

Sales tax, the District's largest single source of operating revenue, is budgeted at \$15,759,000 which represents a 3.0% increase over the amount expected to be received in FY 02-03. The State of California is projecting a net 4.25% increase in statewide sales tax receipts in FY 03-04 as follows:

Fiscal Year Quarter	State	District
1 st Quarter (April-June sales)	+4.3%	+3.0%
2 nd Quarter (Jul-Sept sales)	+2.7%	+2.1%
3 rd Quarter (Oct-Dec sales)	+4.4%	+3.0%
4 th Quarter (Jan-Mar sales)	+5.6%	+4.0%

However, staff recommends a 3% increase for the year due to the continuing uncertainty regarding an economic recovery in our County. The quarterly projections are listed above.

TDA Funds

Transportation Development Act (TDA) funds have been budgeted in the amount of \$5,392,889, which represents a 5.0% increase from the amount received in FY 02-03. This amount is based on the allocation adopted by the Santa Cruz County Regional Transportation Commission in February 2003.

Advertising Income

Advertising income is not budgeted at this time pending a decision on the future of this program.

Rent Income

Rent income has been projected based on current occupancy and assuming that the Scotts Valley Transit Center will not produce rent income.

Interest Income

Interest income is slightly lower than FY 02-03 since interest rates are not expected to rise in the near future.

FTA Operating Assistance

The two types of Federal operating assistance are budgeted at \$2,851,136, the maximum level allowed. In the past, the District used part of the FTA Section 5307 formula funds for capital projects. However, due to the critical operating revenue shortfall this year, the entire allocation is being used to fund operating expenses in FY 03-04.

Other Revenue Sources

The budget includes \$950,000 in carryover funds from FY 02-03 resulting primarily from one-time savings in personnel accounts due to vacant positions. Normally these funds would be retired to reserves at June 30th. District staff has kept operational spending to a minimum to create carryover funds to assist in balancing the FY 03-04 budget.

A total of \$350,000 in capital reserves and \$100,000 in insurance reserves is being utilized to cover operating expenses as a one-time action. The \$350,000 in capital reserves is a temporary transfer since the District's share of capital projects for the next five years (which is funded from the reserves) will not all be required in FY 03-04. It is recommended that any additional operating revenue received during FY 03-04 resulting from an economic recovery be used to restore the reserves that were transferred in both FY 02-03 and FY 03-04 to cover operating expenses, before any service, programs or staff positions are restored.

The Project Manager position approved by the Board of Directors for the MetroBase project is included in the operating budget for payroll purposes. However, \$94,000 is being shown as a transfer from reserves to cover these costs since the expenses of the position will be capitalized as part of the grant-funded project at year-end.

B. Operating Expenses

Service and Staffing Reductions

The draft final budget assumes continuation of level of service at the level operated in June 2003, including the service reductions approved by the Board. In order to balance the budget, staff identified a number of service reductions effective June 5, 2003. The Board approved this action in April. The service reductions result in the authorized number of Bus Operators decreasing from 174 to 169. Currently, the District employs 169 Bus Operators, so the position reduction has already been achieved.

Lower operating expenses in FY 03-04 have been maintained by continuing to not fund the 24 staff positions not funded in FY 02-03. Also, the Service Planning Supervisor position vacated in FY 02-03 by a retiring employee is not funded in FY 03-04.

Attachment B contains the proposed staffing tables for each department showing the positions funded in the draft final budget and a comparison with the last three fiscal years. District-wide employee equivalents for FY 03-04 total 294.5, compared with 300.5 for FY 02-03.

Revenue Vehicle Fuel Expense

Diesel fuel costs have fluctuated widely in the past year. The price per gallon has been as high as \$1.56 in March, to the current low of \$1.09, for a fiscal year to date average price of \$1.21. For budget purposes, diesel is estimated at an average of \$1.75 per gallon in FY 03-04. Actual CNG costs are not yet available from PG&E so the CNG portion of the revenue vehicle fuel expense is a true estimate.

CalTIP Liability Insurance Program

Staff was notified on April 10th that CalTIP liability insurance renewal rates effective May 1, 2003, were increasing substantially to \$537,093 from \$380,00 one year ago. The preliminary budget included \$434,000 for the CalTIP premium. The District currently has \$96,077 in rate offset reserve funds with CalTIP. By utilizing \$48,000 of these funds to offset the premium, the budgeted premium cost will be \$509,000, a \$75,000 increase over the preliminary budget, since the premium will likely rise again next May. Further, the employment practices liability insurance premium increased dramatically in March 2003, requiring an increase of \$45,000 over the preliminary budget amount.

Paratransit Program

The paratransit program expense is based upon 120,000 projected trips during FY 03-04. For the first nine months of FY 02-03, a total of 80,057 trips have been taken. Approximately 102,500 trips are now projected for FY 02-03. The 120,000 trips next year represent a 17% increase in number of trips over the current year.

Professional Services

As an expense reduction action, it is proposed that the Visual Arts Coordinator contract at Metro Center be eliminated for an annual savings of \$1,250, and that this function be performed by District staff.

Other Operating Expenses

The departmental expense summary sheet in the budget (directly following the operating revenue) lists all departments and the percentage increase or decrease from the FY 02-03 revised budget. Most changes are due to personnel cost increases such as contractual pay adjustments and benefit program increases. Three staff positions were moved from Customer Service to Administration, thereby increasing Administration personnel costs and decreasing Customer Service personnel costs. The grant-funded Project Manager position is also included in the Administration budget.

District-wide consolidated expenses follow the departmental expense summary.

Overall, personnel costs are up 6.0% from FY 02-03 and non-personnel costs are up 6.1%.

There will be an opportunity for a detailed discussion of operating expenses at the meeting with Union representatives on Monday, May 12th.

C. Capital Improvement Program

The FY 03-04 draft final capital improvement program contains seventeen projects as shown in the capital improvement program budget at the end of Attachment A and totals \$27,413,629. Grant-funded projects are listed separately from projects funded 100% by the District, and the amounts will be updated when the final budget recommendation is presented in June.

The grant-funded projects are described briefly below:

Consolidated Operating Facility	Allocation towards upcoming phases of the Metrobase project. Full project cost is budgeted in the five-year plan.
Urban Bus Replacement TCRP Convertible Buses (carryover) Buses < 30' (3) (carryover) ADA Buses < 30' (5) (carryover) ADA Vans (17) (carryover)	Purchase of replacement buses and vans.
Metro Center Renovation Project	Initial phase of project.
Spare Parts for New Buses (carryover)	Purchase of spare parts for existing transit buses. Project to be completed in FY 03-04.

The District-funded projects are described briefly below:

Bus Stop Improvements	Limited implementation of bus stop improvement program approved by the Board of Directors
Windows for New Flyer Low Floor Buses	Purchase of driver side windows for 1998 New Flyer buses
Paratransit Software License	Purchase of software license to use Trapeze paratransit software
IT Upgrades	Purchase of used Sun Ultra 2 server (\$2,000) and Citrix Feature Release 2 software upgrade (\$13,000)
Used Storage Container for Fleet Maintenance	Purchase of used storage container currently being rented by Fleet Maintenance to eliminate on-going operating expense
Facilities Repair and Improvements	<ul style="list-style-type: none"> ▪ Personnel restraint system for CNG tanks (\$11,000) ▪ Bridge crane for CNG tanks (\$17,000) ▪ Bus signalization at bus stops (\$30,000) ▪ Replacement fabric tent for steam clean area (\$7,000) ▪ Radio repeater for Operations (\$13,000)
Non-Revenue Vehicle Replacement	Cost of replacing two staff cars, one transit supervisor vehicle, and one service truck.
Office Equipment	<ul style="list-style-type: none"> ▪ Purchase of fireproof filing cabinets for HR (\$12,000) ▪ Digital Photo ID machine for Customer Service (\$1,500)
Office Equipment (carryover)	<ul style="list-style-type: none"> ▪ Sheet feed scanner for Admin (\$5,000) ▪ Laser color printer for Admin (\$3,000) ▪ Wide carriage color ink jet for Admin (\$1,000) ▪ Digital copier for Admin (\$20,000)

The District's State Transit Assistance (STA) allocation has decreased this year, from \$1,006,294 in FY 02-03 to \$821,414 in FY 03-04. The District may only use STA funds for capital purposes.

The capital program includes the transfer of \$350,000 from capital reserves to the operating budget.

IV. FINANCIAL CONSIDERATIONS

The FY 03-04 draft final budget, as presented, is balanced through the one-time use of reserves and carryover funds from FY 02-03, as well as a major fare increase and service reductions since projected operating revenues do not cover projected operating expenses. The proposed capital improvement program requires \$5,232,425 in District funding. This is available from reserves and STA funds.

V. ATTACHMENTS

Attachment A: FY 03-04 Draft Final Budget

Attachment B: FY 03-04 Proposed Authorized Personnel

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

FY 03-04

DRAFT FINAL BUDGET

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
DRAFT FINAL BUDGET
FY 03-04**

REVENUE SOURCE	MARCH REV BUDGET FY 02-03	ESTIMATED ACTUAL FY 02-03	DRAFT FINAL BUDGET FY 03-04	CHANGE FROM EST FY 02-03
1 Passenger Fares	\$ 3,051,780	\$ 3,038,000	\$ 3,976,173	30.9%
2 Special Transit Fares	\$ 1,784,262	\$ 1,814,000	\$ 1,645,252	-9.3%
3 Paratransit Fares	\$ 240,000	\$ 205,000	\$ 240,000	17.1%
4 Highway 17 Fares	\$ 404,738	\$ 370,000	\$ 375,972	1.6%
5 Highway 17 VTA Payment	\$ 510,990	\$ 517,000	\$ 524,028	1.4%
6 Commissions	\$ 9,400	\$ 9,200	\$ 9,200	0.0%
7 Advertising Income - OBIE	\$ 90,000	\$ 90,000	\$ -	-100.0%
8 Advertising Income - District	\$ -	\$ 16,000	\$ -	-100.0%
9 Rent Income - SC Metro Center	\$ 92,000	\$ 92,000	\$ 93,691	1.8%
10 Rent Income - Watsonville TC	\$ 47,000	\$ 47,000	\$ 52,959	12.7%
11 Rent Income - General	\$ 7,200	\$ 7,200	\$ 3,600	-50.0%
12 Interest Income	\$ 428,000	\$ 428,000	\$ 400,000	-6.5%
13 Other Non-Transportation Revenue	\$ 2,100	\$ 14,280	\$ 2,100	-85.3%
13 Sales Tax	\$ 15,154,578	\$ 15,300,000	\$ 15,759,000	3.0%
17 Transp Dev Act (TDA) Funds	\$ 5,134,522	\$ 5,134,522	\$ 5,392,889	5.0%
16 FTA Sec 5307 - Op Assistance	\$ 2,075,729	\$ 1,229,934	\$ 2,804,435	128.0%
17 FTA Sec 5311 - Rural Op Assistance	\$ 46,701	\$ 46,701	\$ 46,701	0.0%
18 Carryover from Previous Year	\$ 550,000	\$ 550,000	\$ 950,000	72.7%
19 Transfer from Reserves	\$ 1,200,000	\$ 1,200,000	\$ 350,000	-70.8%
20 Transfer from Insurance Reserves	\$ 130,000	\$ 130,000	\$ 100,000	-23.1%
21 Transfer from Reserves/Proj Mgr	\$ -	\$ -	\$ 94,000	100.0%
TOTAL OPERATING REVENUE	\$ 30,959,000	\$ 30,238,837	\$ 32,820,000	8.5%

Updated 5/01/03

**SANTA CRUZ METRO FY 03-04 OPERATING BUDGET
DEPARTMENTAL EXPENSES**

DEPARTMENT	FY 02-03 REVISED	FY 03-04 DRAFT FINAL	% CHANGE FROM FY 02-03	% OF TOTAL FY 03-04
		-		
1100 Administration	1,154,130	1,476,918	28.0%	4.5%
1200 Finance	1,220,592	1,472,584	20.6%	4.5%
1300 Customer Service	787,199	634,014	-19.5%	1.9%
1400 Human Resources	410,836	386,511	-5.9%	1.2%
1500 Information Technology	492,434	517,633	5.1%	1.6%
1700 District Counsel	362,020	380,613	5.1%	1.2%
1800 Risk Management	206,982	206,350	-0.3%	0.6%
2200 Facilities Maintenance	1,422,741	1,561,352	9.7%	4.8%
3100 Paratransit Program	3,737,047	3,735,683	0.0%	11.4%
3200 Operations	2,212,963	2,445,662	10.5%	7.5%
3300 Bus Operators	11,692,655	12,051,716	3.1%	36.7%
4100 Fleet Maintenance	6,540,334	7,115,719	8.8%	21.7%
9001 Cobra Benefits	14,500	14,500	0.0%	0.0%
9005 Retired Employee Benefits	701,788	819,489	16.8%	2.5%
Additional Operating Programs	2,778	1,257	-54.8%	0.0%
SUBTOTAL OPERATING EXPENSE	30,959,000	32,820,000	6.0%	100.0%
TOTAL OPERATING EXPENSES	30,959,000	32,820,000	6.0%	100.0%

**SANTA CRUZ METRO FY 03-04 OPERATING BUDGET
CONSOLIDATED EXPENSES**

ACCOUNT	FY 02-03 REVISED	FY 03-04 DRAFT FINAL	% CHANGE FROM FY 02-03
LABOR			
501011 Bus Operator Pay	6,122,508	6,363,193	3.9%
501013 Bus Operator OT	968,512	927,591	-4.2%
501021 Other Salaries	5,665,473	6,390,190	12.8%
501023 Other OT	250,893	139,709	-44.3%
Totals	13,007,386	13,820,683	6.3%
FRINGE BENEFITS			
502011 Medicare/SS	135,062	148,453	9.9%
502021 Retirement	958,136	1,164,898	21.6%
502031 Medical Ins	2,345,163	2,667,738	13.8%
502041 Dental Ins	434,387	455,704	4.9%
502045 Vision Ins	129,901	123,307	-5.1%
502051 Life Ins	59,726	60,472	1.2%
502060 State Disability	131,519	196,085	49.1%
502061 Disability Ins	438,263	221,054	-49.6%
502071 State Unemployment	37,744	46,893	24.2%
502081 Worker's Comp	1,698,434	1,666,634	-1.9%
502101 Holiday Pay	285,264	293,274	2.8%
502103 Floating Holiday	53,800	59,700	11.0%
502109 Sick Leave	659,705	680,481	3.1%
502111 Vacation	1,348,926	1,414,927	4.9%
502121 Other Paid Absence	141,135	148,394	5.1%
502251 Phys. Exam - Renewal	4,950	10,758	117.3%
502253 Driver Lic Renewal	7,240	2,481	-65.7%
502999 Other Fringe Benefits	18,408	17,892	-2.8%
Totals	8,887,761	9,379,144	5.5%
SERVICES			
503011 Accting/Audit Fees	74,350	81,234	9.3%
503012 Admin/Bank Fees	211,150	218,250	3.4%
503031 Professional/Technical & Fees	337,390	359,000	6.4%
503032 Legislative Services	73,180	73,180	0.0%
503033 Legal Services	60,400	58,000	-4.0%
503034 Employment Exams	22,040	17,045	-22.7%
503161 Custodial Services	98,700	128,000	29.7%
503162 Uniforms/Laundry	34,980	47,500	35.8%
503171 Security Services	283,119	346,188	22.3%
503221 Classified/Legal Ads	25,250	16,800	-33.5%
503225 Graphics Services	30,500	30,000	-1.6%
503351 Building Repair - Out	32,495	35,000	7.7%
503352 Equip Repair - Out	138,000	156,186	13.2%
503353 Rev Veh Repair - Out	206,120	206,000	-0.1%
503354 Other Veh Repair - Out	64,020	65,570	2.4%
503363 Haz Waste Disposal	37,250	46,000	23.5%
Totals	1,728,944	1,883,953	9.0%

**SANTA CRUZ METRO FY 03-04 OPERATING BUDGET
CONSOLIDATED EXPENSES**

ACCOUNT	FY 02-03 REVISED	FY 03-04 DRAFT FINAL	% CHANGE FROM FY 02-03
PURCHASED TRANSPORTATION			
503405 Contract Transp	50	100	100.0%
503406 Contract/Paratransit	3,289,256	3,289,256	0.0%
Totals	3,289,306	3,289,356	0.0%
MOBILE MATERIALS & SUPPLIES			
504011 Fuels & Lubricants	98,643	91,477	-7.3%
504012 Fuels & Lubricants - Rev Veh	1,222,640	1,406,572	15.0%
504021 Tires & Tubes	113,182	160,000	41.4%
504161 Other Mobile Supplies	6,500	6,500	0.0%
504191 Rev Vehicle Parts	569,000	515,000	-9.5%
Totals	2,009,965	2,179,549	8.4%
OTHER MATERIALS & SUPPLIES			
504205 Freight Out	2,600	2,500	-3.8%
504211 Postage & Mailing	22,847	19,867	-13.0%
504214 Promotional Items	7,025	450	-93.6%
504215 Printing	92,352	77,275	-16.3%
504217 Photo Supp/Process	15,622	13,950	-10.7%
504311 Office Supplies	68,732	64,250	-6.5%
504315 Safety Supplies	20,175	26,825	33.0%
504317 Cleaning Supplies	62,000	66,100	6.6%
504409 Repair/Maint Supply	36,700	65,000	77.1%
504421 Non-Inventory Parts	50,000	50,000	0.0%
504511 Small Tools	9,207	8,100	-12.0%
504515 Employee Tools	2,000	1,500	-25.0%
Totals	389,260	395,817	1.7%
UTILITIES			
505011 Gas & Electric	173,100	183,081	5.8%
505021 Water & Garbage	90,520	83,541	-7.7%
505031 Telecommunications	64,464	57,055	-11.5%
Totals	328,084	323,677	-1.3%
CASUALTY & LIABILITY COSTS			
506011 Insurance - Property	46,000	41,000	-10.9%
506015 Insurance - PL/PD	324,000	509,000	57.1%
506021 Insurance - Other	45,000	91,500	103.3%
506123 Settlement Costs	100,000	100,000	0.0%
506127 Repair - District Prop	-	-	0.0%
506999 Other Casualty Exp	527	-	-100.0%
Totals	515,527	741,500	43.8%

**SANTA CRUZ METRO FY 03-04 OPERATING BUDGET
CONSOLIDATED EXPENSES**

ACCOUNT	FY 02-03 REVISED	FY 03-04 DRAFT FINAL	% CHANGE FROM FY 02-03
TAXES			
507051 Fuel Tax	12,046	10,933	-9.2%
507201 Licenses & Permits	10,757	13,500	25.5%
507999 Other Taxes	24,000	25,000	4.2%
Totals	46,803	49,433	5.6%
MISC EXPENSE			
509011 Dues/Subscriptions	54,720	51,970	-5.0%
509081 Advertising-Promo	5,000	3,000	-40.0%
509101 Incentive Program	11,781	10,381	-11.9%
509121 Employee Training	41,590	28,775	-30.8%
509123 Travel	34,155	35,941	5.2%
509125 Other Misc Expense	6,733	4,614	-31.5%
509127 Board Fees	12,550	13,200	5.2%
509150 Contributions	300	500	66.7%
Totals	166,829	148,381	-11.1%
LEASES & RENTALS			
512011 Facility Lease	568,663	583,009	2.5%
512061 Equipment Rental	20,473	25,497	24.5%
Totals	589,136	608,506	3.3%
PERSONNEL TOTAL	21,895,147	23,199,828	6.0%
NON-PERSONNEL TOTAL	9,063,853	9,620,172	6.1%
DEPARTMENT TOTALS	30,959,000	32,820,000	6.0%
TOTAL OPERATING EXPENSE	30,959,000	32,820,000	6.0%

ADMINISTRATION

SANTA CRUZ METRO FY 03-04 OPERATING BUDGET
Administration - 1100

ACCOUNT	FY 02-03 REVISED	FY 03-04 DRAFT FINAL	% CHANGE FROM FY 02-03
LABOR			
501021 Other Salaries	403,926	593,242	46.9%
501023 Other OT	500	500	0.0%
Totals	404,426	593,742	46.8%
FRINGE BENEFITS			
502011 Medicare/SS	7,236	9,097	25.7%
502021 Retirement	33,619	57,196	70.1%
502031 Medical Ins	38,208	51,999	36.1%
502041 Dental Ins	7,622	10,999	44.3%
502045 Vision Ins	2,169	3,332	53.6%
502051 Life Ins	1,247	2,013	61.4%
502060 State Disability (SDI)	2,565	6,147	139.6%
502061 Long Term Disability Ins	7,435	8,626	16.0%
502071 State Unemployment (SUI)	805	1,470	82.6%
502081 Worker's Comp	31,987	31,987	0.0%
502101 Holiday Pay	5,204	7,639	46.8%
502103 Floating Holiday	11,200	14,800	32.1%
502109 Sick Leave	20,814	30,555	46.8%
502111 Vacation	36,132	56,845	57.3%
502121 Other Paid Absence	3,000	4,000	33.3%
502999 Other Fringe Benefits	936	936	0.0%
Totals	210,177	297,641	41.6%
SERVICES			
503012 Admin/Bank Fees	1,100	1,100	0.0%
503031 Professional/Technical & Fees	1,920	26,580	1284.4%
503032 Legislative Services	73,180	73,180	0.0%
503221 Classified/Legal Ads	11,250	7,300	-35.1%
503352 Equip Repair - Out	6,900	7,800	13.0%
Totals	94,350	115,960	22.9%
OTHER MATERIALS & SUPPLIES			
504211 Postage & Mailing	10,140	8,960	-11.6%
504215 Printing	8,762	9,300	6.1%
504217 Photo Supp/Process	-	100	0.0%
504311 Office Supplies	8,553	8,750	2.3%
Totals	27,455	27,110	-1.3%

SANTA CRUZ METRO FY 03-04 OPERATING BUDGET
Administration - 1100

ACCOUNT	FY 02-03 REVISED	FY 03-04 DRAFT FINAL	% CHANGE FROM FY 02-03
UTILITIES			
505011 Gas & Electric	37,000	40,000	8.1%
505021 Water & Garbage	5,000	4,645	-7.1%
505031 Telecommunications	7,344	8,500	15.7%
Totals	49,344	53,145	7.7%
MISC EXPENSE			
509011 Dues/Subscriptions	28,286	40,683	43.8%
509101 Incentive Program	3,050	2,061	-32.4%
509123 Travel	30,020	31,606	5.3%
509125 Other Misc Expense	4,155	2,814	-32.3%
509127 Board Fees	12,550	13,200	5.2%
Totals	78,061	90,364	15.8%
LEASES & RENTALS			
512011 Facility Lease	287,977	296,616	3.0%
512061 Equipment Rental	2,340	2,340	0.0%
Totals	290,317	298,956	3.0%
 PERSONNEL TOTAL	 614,603	 891,383	 45.0%
 NON-PERSONNEL TOTAL	 539,527	 585,535	 8.5%
 DEPARTMENT TOTALS	 <u>1,154,130</u>	 <u>1,476,918</u>	 <u>28.0%</u>

FINANCE

SANTA CRUZ METRO FY 03-04 OPERATING BUDGET

Finance - 1200

ACCOUNT	FY 02-03 REVISED	FY 03-04 DRAFT FINAL	% CHANGE FROM FY 02-03
LABOR			
501021 Other Salaries	344,536	351,864	2.1%
501023 Other OT	500	500	0.0%
Totals	345,036	352,364	2.1%
FRINGE BENEFITS			
502011 Medicare/SS	3,140	3,297	5.0%
502021 Retirement	29,605	34,268	15.8%
502031 Medical Ins	35,755	33,934	-5.1%
502041 Dental Ins	8,422	6,939	-17.6%
502045 Vision Ins	2,352	1,999	-15.0%
502051 Life Ins	1,409	1,235	-12.4%
502060 State Disability (SDI)	2,989	3,688	23.4%
502061 Long Term Disability Ins	7,355	5,168	-29.7%
502071 State Unemployment (SUI)	760	882	16.1%
502081 Worker's Comp	6,287	6,287	0.0%
502101 Holiday Pay	4,594	4,479	-2.5%
502103 Floating Holiday	7,500	7,900	5.3%
502109 Sick Leave	17,977	17,917	-0.3%
502111 Vacation	36,661	35,475	-3.2%
502121 Other Paid Absence	3,200	6,000	87.5%
502999 Other Fringe Benefits	624	624	0.0%
Totals	168,629	170,092	0.9%
SERVICES			
503011 Accting/Audit Fees	73,600	81,234	10.4%
503012 Admin/Bank Fees	210,000	217,100	3.4%
503031 Professional/Technical & Fees	-	150	0.0%
503352 Equip Repair - Out	600	586	-2.3%
Totals	284,200	299,070	5.2%
OTHER MATERIALS & SUPPLIES			
504211 Postage & Mailing	150	200	33.3%
504215 Printing	750	1,500	100.0%
504311 Office Supplies	3,207	4,200	31.0%
Totals	4,107	5,900	43.7%
UTILITIES			
505031 Telecommunications	1,640	1,665	1.5%
Totals	1,640	1,665	1.5%

SANTA CRUZ METRO FY 03-04 OPERATING BUDGET

Finance - 1200

ACCOUNT	FY 02-03 REVISED	FY 03-04 DRAFT FINAL	% CHANGE FROM FY 02-03
CASUALTY & LIABILITY COSTS			
506011 Insurance - Property	46,000	41,000	-10.9%
506015 Insurance - PL/PD	324,000	509,000	57.1%
506021 Insurance - Other	45,000	91,500	103.3%
Totals	<u>415,000</u>	<u>641,500</u>	<u>54.6%</u>
TAXES			
507201 Licenses & Permits	250	-	-100.0%
Totals	<u>250</u>	<u>-</u>	<u>-100.0%</u>
MISC EXPENSE			
509011 Dues/Subscriptions	1,170	1,333	13.9%
509101 Incentive Program	460	560	21.7%
509123 Travel	100	100	0.0%
Totals	<u>1,730</u>	<u>1,993</u>	<u>15.2%</u>
PERSONNEL TOTAL	513,665	522,456	1.7%
NON-PERSONNEL TOTAL	706,927	950,128	34.4%
DEPARTMENT TOTALS	<u><u>1,220,592</u></u>	<u><u>1,472,584</u></u>	<u><u>20.6%</u></u>

CUSTOMER SERVICE

SANTA CRUZ METRO FY 03-04 OPERATING BUDGET
Customer Service - 1300

ACCOUNT	FY 02-03 REVISED	FY 03-04 DRAFT FINAL	% CHANGE FROM FY 02-03
LABOR			
501021 Other Salaries	331,679	279,263	-15.8%
501023 Other OT	2,000	1,500	-25.0%
Totals	333,679	280,763	-15.9%
FRINGE BENEFITS			
502011 Medicare/SS	3,000	1,653	-44.9%
502021 Retirement	35,349	27,315	-22.7%
502031 Medical Ins	52,663	37,892	-28.0%
502041 Dental Ins	12,706	9,059	-28.7%
502045 Vision Ins	3,976	2,333	-41.3%
502051 Life Ins	1,783	1,125	-36.9%
502060 State Disability (SDI)	4,697	4,303	-8.4%
502061 Long Term Disability Ins	11,020	4,120	-62.6%
502071 State Unemployment (SUI)	1,249	1,029	-17.6%
502081 Worker's Comp	91,927	91,927	0.0%
502101 Holiday Pay	5,441	3,487	-35.9%
502103 Floating Holiday	-	-	0.0%
502109 Sick Leave	21,766	13,947	-35.9%
502111 Vacation	55,864	36,982	-33.8%
502121 Other Paid Absence	6,000	4,000	-33.3%
502999 Other Fringe Benefits	4	-	-100.0%
Totals	307,444	239,171	-22.2%
SERVICES			
503031 Professional/Technical & Fees	20,220	14,170	-29.9%
503225 Graphics Services	23,000	30,000	30.4%
503352 Equip Repair - Out	2,500	2,500	0.0%
Totals	45,720	46,670	2.1%
OTHER MATERIALS & SUPPLIES			
504211 Postage & Mailing	5,300	6,000	13.2%
504214 Promotional Items	6,500	200	-96.9%
504215 Printing	42,300	30,000	-29.1%
504217 Photo Supp/Process	6,150	6,150	0.0%
504311 Office Supplies	6,596	7,700	16.7%
Totals	66,846	50,050	-25.1%
UTILITIES			
505031 Telecommunications	6,000	5,000	-16.7%
Totals	6,000	5,000	-16.7%
TAXES			
507201 Licenses & Permits	3,360	3,360	0.0%
Totals	3,360	3,360	0.0%

SANTA CRUZ METRO FY 03-04 OPERATING BUDGET
Customer Service - 1300

ACCOUNT	FY 02-03 REVISED	FY 03-04 DRAFT FINAL	% CHANGE FROM FY 02-03
MISC EXPENSE			
509011 Dues/Subscriptions	14,170	200	-98.6%
509081 Advertising-Promo	5,000	3,000	-40.0%
509101 Incentive Program	220	200	-9.1%
509123 Travel	100	100	0.0%
509150 Contributions	300	500	66.7%
Totals	<u>19,790</u>	<u>4,000</u>	<u>-79.8%</u>
LEASES & RENTALS			
512061 Equipment Rental	4,360	5,000	14.7%
Totals	<u>4,360</u>	<u>5,000</u>	<u>14.7%</u>
PERSONNEL TOTAL	641,123	519,934	-18.9%
NON-PERSONNEL TOTAL	146,076	114,080	-21.9%
DEPARTMENT TOTALS	<u><u>787,199</u></u>	<u><u>634,014</u></u>	<u><u>-19.5%</u></u>

HRD

SANTA CRUZ METRO FY 03-04 OPERATING BUDGET
Human Resources - 1400

ACCOUNT	FY 02-03 REVISED	FY 03-04 DRAFT FINAL	% CHANGE FROM FY 02-03
LABOR			
501021 Other Salaries	178,020	188,810	6.1%
501023 Other OT	1,763	500	-71.6%
Totals	179,783	189,310	5.3%
FRINGE BENEFITS			
502011 Medicare/SS	3,051	3,026	-0.8%
502021 Retirement	14,889	17,762	19.3%
502031 Medical Ins	21,082	17,002	-19.4%
502041 Dental Ins	5,865	4,825	-17.7%
502045 Vision Ins	1,446	1,333	-7.8%
502051 Life Ins	812	778	-4.2%
502060 State Disability (SDI)	1,708	2,459	44.0%
502061 Long Term Disability Ins	1,779	2,679	50.6%
502071 State Unemployment (SUI)	569	588	3.3%
502081 Worker's Comp	43,842	43,842	0.0%
502101 Holiday Pay	2,445	2,439	-0.2%
502103 Floating Holiday	3,500	3,600	2.9%
502109 Sick Leave	9,779	9,757	-0.2%
502111 Vacation	14,574	13,977	-4.1%
502121 Other Paid Absence	2,400	1,000	-58.3%
502999 Other Fringe Benefits	12,812	12,812	0.0%
Totals	140,553	137,879	-1.9%
SERVICES			
503031 Professional/Technical & Fees	12,950	10,700	-17.4%
503034 Employment Exams	22,040	17,045	-22.7%
503221 Classified/Legal Ads	9,000	4,000	-55.6%
503352 Equip Repair - Out	400	200	-50.0%
Totals	44,390	31,945	-28.0%
OTHER MATERIALS & SUPPLIES			
504211 Postage & Mailing	400	300	-25.0%
504215 Printing	2,550	400	-84.3%
504217 Photo Supp/Process	600	200	-66.7%
504311 Office Supplies	4,150	2,100	-49.4%
Totals	7,700	3,000	-61.0%
UTILITIES			
505031 Telecommunications	750	1,012	34.9%
Totals	750	1,012	34.9%
MISC EXPENSE			
509011 Dues/Subscriptions	2,270	1,840	-18.9%
509121 Employee Training	34,490	20,675	-40.1%
509123 Travel	200	200	0.0%
509125 Other Misc Expense	700	650	-7.1%
Totals	37,660	23,365	-38.0%

SANTA CRUZ METRO FY 03-04 OPERATING BUDGET
Human Resources - 1400

ACCOUNT	FY 02-03 REVISED	FY 03-04 DRAFT FINAL	% CHANGE FROM FY 02-03
PERSONNEL TOTAL	320,336	327,189	2.1%
NON-PERSONNEL TOTAL	90,500	59,322	-34.5%
DEPARTMENT TOTALS	<u>410,836</u>	<u>386,511</u>	<u>-5.9%</u>

SANTA CRUZ METRO FY 03-04 OPERATING BUDGET
Information Technology - 1500

ACCOUNT	FY 02-03 REVISED	FY 03-04 DRAFT FINAL	% CHANGE FROM FY 02-03
LABOR			
501021 Other Salaries	265,790	282,770	6.4%
501023 Other OT	1,730	1,700	-1.7%
Totals	267,520	284,470	6.3%
FRINGE BENEFITS			
502011 Medicare/SS	4,572	4,872	6.6%
502021 Retirement	21,950	27,229	24.0%
502031 Medical Ins	26,093	25,258	-3.2%
502041 Dental Ins	4,384	4,526	3.2%
502045 Vision Ins	1,446	1,333	-7.8%
502051 Life Ins	922	914	-0.9%
502060 State Disability (SDI)	1,708	2,459	44.0%
502061 Long Term Disability Ins	4,289	4,107	-4.3%
502071 State Unemployment (SUI)	533	588	10.3%
502081 Worker's Comp	3,739	3,739	0.0%
502101 Holiday Pay	3,457	3,648	5.5%
502103 Floating Holiday	7,200	7,600	5.6%
502109 Sick Leave	13,829	14,590	5.5%
502111 Vacation	21,293	26,007	22.1%
502121 Other Paid Absence	2,000	2,000	0.0%
502999 Other Fringe Benefits	624	624	0.0%
Totals	118,039	129,493	9.7%
SERVICES			
503031 Professional/Technical & Fees	3,000	3,000	0.0%
503171 Security Services	4,000	4,000	0.0%
503352 Equip Repair - Out	62,000	62,000	0.0%
Totals	69,000	69,000	0.0%
OTHER MATERIALS & SUPPLIES			
504211 Postage & Mailing	200	200	0.0%
504215 Printing	500	500	0.0%
504311 Office Supplies	15,500	12,000	-22.6%
Totals	16,200	12,700	-21.6%
UTILITIES			
505031 Telecommunications	17,600	16,960	-3.6%
Totals	17,600	16,960	-3.6%
MISC EXPENSE			
509011 Dues/Subscriptions	150	85	-43.3%
509121 Employee Training	3,500	4,500	28.6%
509123 Travel	425	425	0.0%
Totals	4,075	5,010	22.9%
PERSONNEL TOTAL	385,559	413,963	7.4%
NON-PERSONNEL TOTAL	106,875	103,670	-3.0%
DEPARTMENT TOTALS	492,434	517,633	5.1%

District Counsel

SANTA CRUZ METRO FY 03-04 OPERATING BUDGET
District Counsel - 1700

ACCOUNT	FY 02-03 REVISED	FY 03-04 DRAFT FINAL	% CHANGE FROM FY 02-03
LABOR			
501021 Other Salaries	216,520	233,359	7.8%
501023 Other OT	3,500	500	-85.7%
Totals	220,020	233,859	6.3%
FRINGE BENEFITS			
502011 Medicare/SS	4,149	3,744	-9.8%
502021 Retirement	17,930	22,445	25.2%
502031 Medical Ins	37,558	34,938	-7.0%
502041 Dental Ins	6,288	7,286	15.9%
502045 Vision Ins	1,420	1,333	-6.1%
502051 Life Ins	779	778	-0.1%
502060 State Disability (SDI)	1,708	2,459	44.0%
502061 Long Term Disability Ins	3,399	3,385	-0.4%
502071 State Unemployment (SUI)	504	588	16.7%
502081 Worker's Comp	3,629	3,629	0.0%
502101 Holiday Pay	2,784	2,994	7.5%
502103 Floating Holiday	5,600	6,000	7.1%
502109 Sick Leave	11,138	11,976	7.5%
502111 Vacation	18,096	20,852	15.2%
502121 Other Paid Absence	2,000	2,300	15.0%
502999 Other Fringe Benefits	312	312	0.0%
Totals	117,293	125,019	6.6%
SERVICES			
503031 Professional/Technical & Fees	900	900	0.0%
503033 Legal Services	7,400	5,000	-32.4%
503352 Equip Repair - Out	100	100	0.0%
Totals	8,400	6,000	-28.6%
OTHER MATERIALS & SUPPLIES			
504211 Postage & Mailing	100	100	0.0%
504215 Printing	175	175	0.0%
504217 Photo Supp/Process	72	100	38.9%
504311 Office Supplies	2,400	1,800	-25.0%
Totals	2,747	2,175	-20.8%
UTILITIES			
505031 Telecommunications	550	550	0.0%
Totals	550	550	0.0%

SANTA CRUZ METRO FY 03-04 OPERATING BUDGET
District Counsel - 1700

ACCOUNT	FY 02-03 REVISED	FY 03-04 DRAFT FINAL	% CHANGE FROM FY 02-03
MISC EXPENSE			
509011 Dues/Subscriptions	7,000	7,000	0.0%
509121 Employee Training	3,600	3,600	0.0%
509123 Travel	2,410	2,410	0.0%
Totals	<u>13,010</u>	<u>13,010</u>	0.0%
 PERSONNEL TOTAL	 337,313	 358,878	 6.4%
 NON-PERSONNEL TOTAL	 24,707	 21,735	 -12.0%
 DEPARTMENT TOTALS	 <u><u>362,020</u></u>	 <u><u>380,613</u></u>	 <u><u>5.1%</u></u>

Risk Management

SANTA CRUZ METRO FY 03-04 OPERATING BUDGET

Risk Management - 1800

ACCOUNT	FY 02-03 REVISED	FY 03-04 DRAFT FINAL	% CHANGE FROM FY 02-03
SERVICES			
503031 Professional/Technical & Fees	51,400	52,000	1.2%
503033 Legal Services	53,000	53,000	0.0%
Totals	104,400	105,000	0.6%
OTHER MATERIALS & SUPPLIES			
504211 Postage & Mailing	100	100	0.0%
504215 Printing	375	200	-46.7%
504217 Photo Supp/Process	600	350	-41.7%
504311 Office Supplies	780	500	-35.9%
Totals	1,855	1,150	-38.0%
CASUALTY & LIABILITY COSTS			
506123 Settlement Costs	100,000	100,000	0.0%
506999 Other Casualty Expense	527	-	-100.0%
Totals	100,527	100,000	-0.5%
MISC EXPENSE			
509011 Dues/Subscriptions	100	100	0.0%
509123 Travel	100	100	0.0%
Totals	200	200	0.0%
PERSONNEL TOTAL	-	-	0.0%
NON-PERSONNEL TOTAL	206,982	206,350	-0.3%
DEPARTMENT TOTALS	206,982	206,350	-0.3%

FACILITIES MAINTENANCE

SANTA CRUZ METRO FY 03-04 OPERATING BUDGET

Facilities Maintenance - 2200

ACCOUNT	FY 02-03 REVISED	FY 03-04 DRAFT FINAL	% CHANGE FROM FY 02-03
LABOR			
501021 Other Salaries	573,083	612,394	6.9%
501023 Other OT	15,700	19,000	21.0%
Totals	588,783	631,394	7.2%
FRINGE BENEFITS			
502011 Medicare/SS	5,799	6,072	4.7%
502021 Retirement	49,225	59,382	20.6%
502031 Medical Ins	109,092	112,490	3.1%
502041 Dental Ins	23,047	22,866	-0.8%
502045 Vision Ins	5,422	4,999	-7.8%
502051 Life Ins	2,588	2,545	-1.7%
502060 State Disability (SDI)	6,405	10,450	63.1%
502061 Long Term Disability Ins	15,218	8,956	-41.1%
502071 State Unemployment (SUI)	2,173	2,499	15.0%
502081 Worker's Comp	45,838	45,838	0.0%
502101 Holiday Pay	7,663	7,727	0.8%
502103 Floating Holiday	3,500	3,700	5.7%
502109 Sick Leave	30,652	30,909	0.8%
502111 Vacation	67,847	71,373	5.2%
502121 Other Paid Absence	10,000	8,000	-20.0%
502999 Other Fringe Benefits	312	312	0.0%
Totals	384,781	398,118	3.5%
SERVICES			
503031 Professional/Technical & Fees	23,000	22,000	-4.3%
503161 Custodial Services	98,700	128,000	29.7%
503162 Uniforms/Laundry	6,200	14,000	125.8%
503171 Security Services	6,000	7,000	16.7%
503351 Building Repair - Out	32,495	35,000	7.7%
503352 Equip Repair - Out	13,800	17,000	23.2%
503363 Haz Waste Disposal	37,250	46,000	23.5%
Totals	217,445	269,000	23.7%
MOBILE MATERIALS & SUPPLIES			
504011 Fuels & Lubricants	200	-	-100.0%
Totals	200	-	-100.0%
OTHER MATERIALS & SUPPLIES			
504205 Freight Out	100	-	-100.0%
504215 Printing	2,117	5,000	136.2%
504217 Photo Supp/Process	200	200	0.0%
504311 Office Supplies	2,053	3,000	46.1%
504315 Safety Supplies	8,800	17,000	93.2%
504317 Cleaning Supplies	36,000	40,000	11.1%
504409 Repair/Maint Supply	36,700	65,000	77.1%
504511 Small Tools	4,107	3,000	-27.0%
Totals	90,077	133,200	47.9%

SANTA CRUZ METRO FY 03-04 OPERATING BUDGET
Facilities Maintenance - 2200

ACCOUNT	FY 02-03 REVISED	FY 03-04 DRAFT FINAL	% CHANGE FROM FY 02-03
UTILITIES			
505011 Gas & Electric	60,100	47,200	-21.5%
505021 Water & Garbage	43,520	37,240	-14.4%
505031 Telecommunications	1,160	2,000	72.4%
Totals	<u>104,780</u>	<u>86,440</u>	-17.5%
TAXES			
507201 Licenses & Permits	6,607	9,600	45.3%
507999 Other Taxes	24,000	25,000	4.2%
Totals	<u>30,607</u>	<u>34,600</u>	13.0%
MISC EXPENSE			
509011 Dues/Subscriptions	300	-	-100.0%
509101 Incentive Program	300	300	0.0%
509123 Travel	200	200	0.0%
Totals	<u>800</u>	<u>500</u>	-37.5%
LEASES & RENTALS			
512061 Equipment Rental	5,268	8,100	53.8%
Totals	<u>5,268</u>	<u>8,100</u>	53.8%
PERSONNEL TOTAL	973,564	1,029,512	5.7%
NON-PERSONNEL TOTAL	449,177	531,840	18.4%
DEPARTMENT TOTALS	<u><u>1,422,741</u></u>	<u><u>1,561,352</u></u>	9.7%

ADA

SANTA CRUZ METRO FY 03-04 OPERATING BUDGET
Paratransit Program - 3100

ACCOUNT	FY 02-03 REVISED	FY 03-04 DRAFT FINAL	% CHANGE FROM FY 02-03
LABOR			
501021 Other Salaries	149,867	158,367	5.7%
501023 Other OT	200	200	0.0%
Totals	150,067	158,567	5.7%
FRINGE BENEFITS			
502011 Medicare/SS	2,415	2,551	5.6%
502021 Retirement	12,346	15,154	22.7%
502031 Medical Ins	14,167	13,587	-4.1%
502041 Dental Ins	4,101	2,239	-45.4%
502045 Vision Ins	1,084	1,000	-7.7%
502051 Life Ins	624	617	-1.1%
502060 State Disability (SDI)	1,281	1,844	44.0%
502061 Long Term Disability Ins	2,615	2,286	-12.6%
502071 State Unemployment (SUI)	368	441	19.8%
502081 Worker's Comp	1,806	1,806	0.0%
502101 Holiday Pay	1,930	2,057	6.6%
502103 Floating Holiday	3,300	3,400	3.0%
503109 Sick Leave	7,720	8,226	6.6%
502111 Vacation	12,555	14,790	17.8%
502121 Other Paid Absence	1,000	500	-50.0%
502999 Other Fringe Benefits	312	312	0.0%
Totals	67,624	70,810	4.7%
SERVICES			
503031 Professional/Technical & Fees	200,000	202,000	1.0%
503225 Graphics Services	7,500	-	-100.0%
Totals	207,500	202,000	-2.7%
PURCHASED TRANS.			
503406 Contract/Paratransit	3,289,256	3,289,256	0.0%
Totals	3,289,256	3,289,256	0.0%
OTHER MATERIALS & SUPPLIES			
504211 Postage & Mailing	5,550	2,500	-55.0%
504215 Printing	14,623	10,000	-31.6%
504217 Photo Supp/Process	750	750	0.0%
504311 Office Supplies	1,100	1,600	45.5%
Totals	22,023	14,850	-32.6%
MISC EXPENSE			
509011 Dues/Subscriptions	295	-	0.0%
509123 Travel	200	200	-100.0%
509125 Other Misc Expense	82	-	0.0%
Totals	577	200	-100.0%
PERSONNEL TOTAL	217,691	229,377	5.4%
NON-PERSONNEL TOTAL	3,519,356	3,506,306	-0.4%
DEPARTMENT TOTALS	3,737,047	3,735,683	0.0%

OPERATIONS

SANTA CRUZ METRO FY 03-04 OPERATING BUDGET

Operations - 3200

ACCOUNT	FY 02-03 REVISED	FY 03-04 DRAFT FINAL	% CHANGE FROM FY 02-03
LABOR			
501021 Other Salaries	1,019,234	1,207,228	18.4%
501023 Other OT	100,000	25,309	-74.7%
Totals	1,119,234	1,232,537	10.1%
FRINGE BENEFITS			
502011 Medicare/SS	4,398	4,341	-1.3%
502021 Retirement	97,676	118,533	21.4%
502031 Medical Ins	128,375	158,154	23.2%
502041 Dental Ins	27,384	29,206	6.7%
502045 Vision Ins	7,592	6,998	-7.8%
502051 Life Ins	3,679	3,645	-0.9%
502060 State Disability (SDI)	8,967	12,908	44.0%
502061 Long Term Disability Ins	29,817	17,877	-40.0%
502071 State Unemployment (SUI)	2,900	3,087	6.4%
502081 Worker's Comp	60,771	60,771	0.0%
502101 Holiday Pay	14,776	15,463	4.6%
502103 Floating Holiday	7,600	8,200	7.9%
502109 Sick Leave	59,104	61,853	4.7%
502111 Vacation	152,683	160,614	5.2%
502121 Other Paid Absence	12,000	12,000	0.0%
502251 Phys. Exam - Renewal	924	792	-14.3%
502253 Driver Lic Renewal	768	256	-66.7%
502999 Other Fringe Benefits	1,448	936	-35.4%
Totals	620,862	675,635	8.8%
SERVICES			
503031 Professional/Technical & Fees	21,500	25,000	16.3%
503162 Uniforms/Laundry	100	1,000	900.0%
503171 Security Services	273,119	335,188	22.7%
503352 Equip Repair - Out	2,700	5,000	85.2%
Totals	297,419	366,188	23.1%
PURCHASED TRANS.			
503405 Contract Transp	50	100	100.0%
Totals	50	100	100.0%
OTHER MATERIALS & SUPPLIES			
504211 Postage & Mailing	400	500	25.0%
504214 Promotional Items	400	-	-100.0%
504215 Printing	15,000	15,000	0.0%
504217 Photo Supp/Process	7,000	6,000	-14.3%
504311 Office Supplies	13,293	13,000	-2.2%
504315 Safety Supplies	100	-	-100.0%
504317 Cleaning Supplies	-	100	0.0%
504511 Small Tools	100	100	0.0%
Totals	36,293	34,700	-4.4%

SANTA CRUZ METRO FY 03-04 OPERATING BUDGET
Operations - 3200

ACCOUNT	FY 02-03 REVISED	FY 03-04 DRAFT FINAL	% CHANGE FROM FY 02-03
UTILITIES			
505011 Gas & Electric	27,000	28,350	5.0%
505021 Water & Garbage	24,000	20,000	-16.7%
505031 Telecommunications	11,000	11,000	0.0%
Totals	<u>62,000</u>	<u>59,350</u>	-4.3%
MISC EXPENSE			
509101 Incentive Program	3,960	3,800	-4.0%
509123 Travel	200	200	0.0%
509125 Other Misc Expense	100	500	400.0%
Totals	<u>4,260</u>	<u>4,500</u>	5.6%
LEASES & RENTALS			
512011 Facility Lease	66,845	66,652	-0.3%
512061 Equipment Rental	6,000	6,000	0.0%
Totals	<u>72,845</u>	<u>72,652</u>	-0.3%
PERSONNEL TOTAL	1,740,096	1,908,172	9.7%
NON-PERSONNEL TOTAL	472,867	537,490	13.7%
DEPARTMENT TOTALS	<u><u>2,212,963</u></u>	<u><u>2,445,662</u></u>	10.5%

BUS OPERATORS

SANTA CRUZ METRO FY 03-04 OPERATING BUDGET

Bus Operators - 3300

ACCOUNT	FY 02-03 REVISED	FY 03-04 DRAFT FINAL	% CHANGE FROM FY 02-03
LABOR			
501011 Bus Operator Pay	6,122,508	6,363,193	3.9%
501013 Bus Operator OT	968,512	927,591	-4.2%
Totals	7,091,020	7,290,784	2.8%
FRINGE BENEFITS			
502011 Medicare/SS	75,534	86,483	14.5%
502021 Retirement	447,087	544,269	21.7%
502031 Medical Ins	930,562	1,081,358	16.2%
502041 Dental Ins	205,446	213,351	3.8%
502045 Vision Ins	62,894	58,317	-7.3%
502051 Life Ins	28,473	28,114	-1.3%
502060 State Disability (SDI)	76,860	113,717	48.0%
502061 Long Term Disability Ins	294,733	127,449	-56.8%
502071 State Unemployment (SUI)	21,292	27,195	27.7%
502081 Worker's Comp	1,179,950	1,148,150	-2.7%
502101 Holiday Pay	208,065	213,180	2.5%
502109 Sick Leave	346,775	355,300	2.5%
502111 Vacation	649,205	679,394	4.7%
502121 Other Paid Absence	59,535	66,594	11.9%
502251 Phys. Exam - Renewal	2,640	8,580	225.0%
502253 Driver Lic Renewal	6,072	1,980	-67.4%
502999 Other Fringe Benefits	100	100	0.0%
Totals	4,595,224	4,753,532	3.4%
SERVICES			
503162 Uniforms/Laundry	3,680	5,000	35.9%
Totals	3,680	5,000	35.9%
MISC EXPENSE			
509101 Incentive Program	2,731	2,400	-12.1%
Totals	2,731	2,400	-12.1%
PERSONNEL TOTAL	11,686,244	12,044,316	3.1%
NON-PERSONNEL TOTAL	6,411	7,400	15.4%
DEPARTMENT TOTALS	11,692,655	12,051,716	3.1%

FLEET MAINTENANCE

SANTA CRUZ METRO FY 03-04 OPERATING BUDGET Fleet Maintenance - 4100

ACCOUNT	FY 02-03 REVISED	FY 03-04 DRAFT FINAL	% CHANGE FROM FY 02-03
LABOR			
501021 Other Salaries	2,182,818	2,482,893	13.7%
501023 Other OT	125,000	90,000	-28.0%
Totals	2,307,818	2,572,893	11.5%
FRINGE BENEFITS			
502011 Medicare/SS	21,768	23,317	7.1%
502021 Retirement	198,460	241,345	21.6%
502031 Medical Ins	320,339	369,979	15.5%
502041 Dental Ins	73,722	74,292	0.8%
502045 Vision Ins	19,159	17,662	-7.8%
502051 Life Ins	8,732	8,650	-0.9%
502060 State Disability (SDI)	22,631	35,652	57.5%
502061 Long Term Disability Ins	60,603	36,400	-39.9%
502071 State Unemployment (SUI)	6,591	8,526	29.4%
502081 Worker's Comp	228,658	228,658	0.0%
502101 Holiday Pay	28,905	30,161	4.3%
502103 Floating Holiday	4,400	4,500	2.3%
502109 Sick Leave	120,151	125,451	4.4%
502111 Vacation	284,016	298,618	5.1%
502121 Other Paid Absence	40,000	42,000	5.0%
502251 Phys. Exam - Renewal	1,386	1,386	0.0%
502253 Driver Lic Renewal	400	245	-38.8%
502999 Other Fringe Benefits	924	924	0.0%
Totals	1,440,845	1,547,767	7.4%
SERVICES			
503031 Professional/Technical & Fees	2,500	2,500	0.0%
503162 Uniforms/Laundry	25,000	27,500	10.0%
503221 Classified/Legal Ads	5,000	5,500	10.0%
503352 Equip Repair - Out	49,000	61,000	24.5%
503353 Rev Veh Repair - Out	206,120	206,000	-0.1%
503354 Other Veh Repair - Out	64,020	65,570	2.4%
Totals	351,640	368,070	4.7%
MOBILE MATERIALS & SUPPLIES			
504011 Fuels & Lubricants	98,443	91,477	-7.1%
504012 Fuels & Lubricants - Rev Veh	1,222,640	1,406,572	15.0%
504021 Tires & Tubes	113,182	160,000	41.4%
504161 Other Mobile Supplies	6,500	6,500	0.0%
504191 Rev Vehicle Parts	569,000	515,000	-9.5%
Totals	2,009,765	2,179,549	8.4%

SANTA CRUZ METRO FY 03-04 OPERATING BUDGET
Fleet Maintenance - 4100

ACCOUNT	FY 02-03 REVISED	FY 03-04 DRAFT FINAL	% CHANGE FROM FY 02-03
OTHER MATERIALS & SUPPLIES			
504205 Freight Out	2,500	2,500	0.0%
504211 Postage & Mailing	500	1,000	100.0%
504215 Printing	5,200	5,200	0.0%
504217 Photo Supp/Process	200	100	-50.0%
504311 Office Supplies	11,000	9,500	-13.6%
504315 Safety Supplies	11,275	9,825	-12.9%
504317 Cleaning Supplies	26,000	26,000	0.0%
504421 Non-Inventory Parts	50,000	50,000	0.0%
504511 Small Tools	5,000	5,000	0.0%
504515 Employee Tools	2,000	1,500	-25.0%
Totals	113,675	110,625	-2.7%
UTILITIES			
505011 Gas & Electric	49,000	67,531	37.8%
505021 Water & Garbage	18,000	21,656	20.3%
505031 Telecommunications	18,420	10,368	-43.7%
Totals	85,420	99,555	16.5%
507051 Fuel Tax	12,046	10,933	-9.2%
507201 Licenses & Permits	540	540	0.0%
Totals	12,586	11,473	-8.8%
MISC EXPENSE			
509011 Dues/Subscriptions	979	729	-25.5%
509101 Incentive Program	1,060	1,060	0.0%
509123 Travel	200	200	0.0%
Totals	2,239	1,989	-11.2%
LEASES & RENTALS			
512011 Facility Lease	213,841	219,741	2.8%
512061 Equipment Rental	2,505	4,057	62.0%
Totals	216,346	223,798	3.4%
PERSONNEL TOTAL	3,748,663	4,120,660	9.9%
NON-PERSONNEL TOTAL	2,791,671	2,995,059	7.3%
DEPARTMENT TOTALS	6,540,334	7,115,719	8.8%

SANTA CRUZ METRO FY 03-04 OPERATING BUDGET
COBRA Benefits - 9001

ACCOUNT	FY 02-03 REVISED	FY 03-04 DRAFT FINAL	% CHANGE FROM FY 02-03
FRINGE BENEFITS			
502031 Medical Ins	10,000	10,000	0.0%
502041 Dental Ins	3,000	3,000	0.0%
502045 Vision Ins	1,500	1,500	0.0%
Totals	<u>14,500</u>	<u>14,500</u>	100.0%
 PERSONNEL TOTAL	 14,500	 14,500	 0.0%
NON-PERSONNEL TOTAL	-	-	0.0%
 DEPARTMENT TOTALS	 <u>14,500</u>	 <u>14,500</u>	 0.0%

Retirees

SANTA CRUZ METRO FY 03-04 OPERATING BUDGET
Retired Employee Benefits - 9005

ACCOUNT	FY 02-03 REVISED	FY 03-04 DRAFT FINAL	% CHANGE FROM FY 02-03
FRINGE BENEFITS			
502031 Medical Ins	621,269	721,146	16.1%
502041 Dental Ins	52,400	67,116	28.1%
502045 Vision Ins	19,441	21,168	8.9%
502051 Life Ins	8,678	10,059	15.9%
Totals	701,788	819,489	16.8%
PERSONNEL TOTAL	701,788	819,489	16.8%
NON-PERSONNEL TOTAL	-	-	0.0%
DEPARTMENT TOTALS	701,788	819,489	16.8%

SCCIC

SANTA CRUZ METRO FY 03-04 OPERATING BUDGET
SCCIC/COPS - 700

ACCOUNT	FY 02-03 REVISED	FY 03-04 DRAFT FINAL	% CHANGE FROM FY 02-03
SERVICES			
503011 Accting/Audit Fees	750	-	-100.0%
503012 Admin/Bank Fees	50	50	0.0%
Totals	800	50	-93.8%
OTHER MATERIALS & SUPPLIES			
504211 Postage & Mailing	7	7	0.0%
Totals	7	7	0.0%
MISC EXPENSE			
509123 Travel	-	200	100.0%
Totals	-	200	0.0%
PERSONNEL TOTAL	-	-	0.0%
NON-PERSONNEL TOTAL	807	257	-68.2%
DEPARTMENT TOTALS	807	257	-68.2%

MASTF

**SANTA CRUZ METRO FY 03-04 OPERATING BUDGET
MASTF - 9021**

ACCOUNT	FY 02-03 REVISED	FY 03-04 DRAFT FINAL	% CHANGE FROM FY 02-03
OTHER MATERIALS & SUPPLIES			
504211 Promotional Items	125	250	100.0%
504214 Photo Supp/Process	50	-	-100.0%
504215 Office Supplies	100	100	0.0%
Totals	<u>275</u>	<u>350</u>	<u>27.3%</u>
 MISC EXPENSE			
509125 Other Misc Expense	1,696	650	-61.7%
Totals	<u>1,696</u>	<u>650</u>	<u>-61.7%</u>
 PERSONNEL TOTAL			
	-	-	0.0%
 NON-PERSONNEL TOTAL			
	1,971	1,000	-49.3%
 DEPARTMENT TOTALS			
	<u><u>1,971</u></u>	<u><u>1,000</u></u>	<u><u>-49.3%</u></u>

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY 03-04 DRAFT FINAL BUDGET
CAPITAL IMPROVEMENT PROGRAM**

PROJECT	FEDERAL	STATE/ LOCAL	DISTRICT	TOTAL
<u>Grant-Funded Projects</u>				
Consolidated Operating Facility	\$ 8,253,238	\$ -	\$ 2,063,310	\$ 10,316,548
Urban Bus Replacement	\$ 8,569,473	\$ 344,631	\$ 2,142,262	\$ 11,056,366
TCRP Convertible Buses (carryover)	\$ -	\$ 3,750,000	\$ 53,857	\$ 3,803,857
Buses <30' (3) (carryover)	\$ -	\$ 232,000	\$ 58,000	\$ 290,000
ADA Buses < 30' (5) (carryover)	\$ -	\$ 168,000	\$ 42,000	\$ 210,000
ADA Vans (17) (carryover)	\$ -	\$ 585,822	\$ 146,186	\$ 732,008
Metro Center Renovation Project	\$ -	\$ 200,000	\$ -	\$ 200,000
Spare Parts for New Buses (carryover)	\$ 78,040	\$ -	\$ 19,510	<u>\$ 97,550</u>
Subtotal				\$ 26,706,329
<u>District-Funded Projects</u>				
Bus Stop Improvements			\$ 60,000	\$ 60,000
Windows for New Flyer Low Floor Buses			\$ 29,000	\$ 29,000
Paratransit Software License			\$ 15,000	\$ 15,000
IT Upgrades			\$ 15,000	\$ 15,000
Used Storage Container for Fleet Maintenance			\$ 1,800	\$ 1,800
Facilities Repair & Improvements			\$ 78,000	\$ 78,000
Non-Revenue Vehicle Replacement			\$ 116,000	\$ 116,000
Office Equipment			\$ 13,500	\$ 13,500
Office Equipment (carryover)			\$ 29,000	\$ 29,000
Transfer to Operating Budget			\$ 350,000	<u>\$ 350,000</u>
Subtotal				<u>\$ 707,300</u>
TOTAL CAPITAL PROJECTS	\$ 16,900,751	\$ 5,280,453	\$ 5,232,425	\$ 27,413,629

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY 03-04 DRAFT FINAL BUDGET
CAPITAL IMPROVEMENT PROGRAM**

CAPITAL PROGRAM FUNDING

Federal Grants	\$ 16,900,751
State/Local Grants	\$ 5,280,453
STA Funding	\$ 821,414
District Reserves	\$ 4,411,011

TOTAL CAPITAL FUNDING	\$ 27,413,629
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FY 03-04 DRAFT FINAL BUDGET
Authorized Personnel
Summary

Department	Authorized FY 00-01	Authorized FY 01-02	Authorized FY 02-03	Authorized FY 03-04
Administration	6.00	6.00	6.00	9.25
Finance	7.50	7.50	7.00	6.00
Customer Service	13.55	13.55	10.00	6.75
Human Resources	5.75	6.00	4.00	4.00
Information Technology	4.00	4.00	4.00	4.00
District Counsel	3.50	3.50	3.50	3.50
Facilities Maintenance	17.00	17.00	15.00	15.00
Paratransit	0.00	2.00	3.00	3.00
Operations	203.00	207.00	195.00	190.00
Fleet Maintenance	56.00	56.00	53.00	53.00
Total Full-Time Equivalents	316.30	322.55	300.50	294.50

FY 03-04 DRAFT FINAL BUDGET
Authorized Personnel
Administration - 1100

Position	Authorized FY 00-01	Authorized FY 01-02	Authorized FY 02-03	Authorized FY 03-04
General Manager	1	1	1	1
Assistant General Manager	1	1	1	1
Project Manager*	0	0	0	1
Admin Services Coordinator	1	1	1	1
Administrative Secretary	2	2	2	2
Grants/Legislative Analyst	1	1	1	1
Transit Planner**	0	0	0	1
Transit Surveyor **	0	0	0	1.25
Total Full-Time Equivalents	6.00	6.00	6.00	9.25

* Funded by capital grant

** Positions moved from Dept 1300 effective 7/01/03

FY 03-04 DRAFT FINAL BUDGET
Authorized Personnel
Finance - 1200

Position	Authorized FY 00-01	Authorized FY 01-02	Authorized FY 02-03	Authorized FY 03-04
Finance Manager	1	1	1	1
Assistant Finance Manager	1	1	1	1
Senior Accountant	0.5	0.5	0	0
Accounting Specialist	1	1	1	1
Accounting Tech/Sr Acctng Tech	2	2	2	2
Payroll & Benefits Coordinator	1	1	1	1
Administrative Secretary	1	1	1	0
Total Full-Time Equivalents	7.50	7.50	7.00	6.00

FY 03-04 DRAFT FINAL BUDGET
 Authorized Personnel
 Customer Service - 1300

Position	Authorized FY 00-01	Authorized FY 01-02	Authorized FY 02-03	Authorized FY 03-04
Planning & Marketing Manager	1	1	0	0
Service Planning Supervisor	1	1	1	0
Transit Planner**	1	1	1	0
Transit Surveyor**	1.25	1.25	1.25	0
Customer Service Coordinator	1	1	1	1
Senior Customer Service Rep	1	1	1	1
Customer Service Representative	4	4	3	3
Ticket & Pass Program Specialist	1	1	1	1
Administrative Secretary	1.30	1.3	0.75	0.75
Accessible Services Coordinator*	1	1	0	0
Total Full-Time Equivalents	13.55	13.55	10.00	6.75

* Position moved to Dept 3100 effective 7/01/02

** Positions moved to Dept 1100 effective 7/1/03

FY 03-04 DRAFT FINAL BUDGET
Authorized Personnel
Human Resources - 1400

Position	Authorized FY 00-01	Authorized FY 01-02	Authorized FY 02-03	Authorized FY 03-04
Human Resources Manager	1	1	0	0
Asst Human Resources Manager	0	1	1	1
Human Resources Analyst	1	0	0	0
Personnel Technician	1	1	1	1
Benefits Coordinator	1	1	1	1
Human Resources Specialist	1	1	1	1
Admin Specialist	0.75	0	0	0
Admin Secretary	0	1	0	0
Total Full-Time Equivalents	5.75	6.00	4.00	4.00

FY 03-04 DRAFT FINAL BUDGET
Authorized Personnel
Information Technology - 1500

Position	Authorized FY 00-01	Authorized FY 01-02	Authorized FY 02-03	Authorized FY 03-04
Information Technology Manager	1	1	1	1
Database Administrator/Sr	1	1	1	1
Systems Administrator/Sr	1	1	1	1
IT Technician/Sr IT Tech	1	1	1	1
Total Full-Time Equivalents	4.00	4.00	4.00	4.00

FY 03-04 DRAFT FINAL BUDGET
Authorized Personnel
District Counsel - 1700

Position	Authorized FY 00-01	Authorized FY 01-02	Authorized FY 02-03	Authorized FY 03-04
District Counsel	1	1	1	1
Claims Investigator	1	1	1	1
Legal Secretary	1.5	1.5	1.5	1.5
Total Full-Time Equivalents	3.50	3.50	3.50	3.50

FY 03-04 DRAFT FINAL BUDGET
Authorized Personnel
Facilities Maintenance - 2200

Position	Authorized FY 00-01	Authorized FY 01-02	Authorized FY 02-03	Authorized FY 03-04
Facilities Maintenance Manager	1	1	1	1
Facilities Maintenance Supervisor	1	1	1	1
Facilities Maint Worker III	1	1	1	1
Facilities Maint Worker II	3	3	3	3
Facilities Maint Worker I	4	4	3	3
Custodial Services Worker II	1	1	1	1
Custodial Services Worker I	5	5	5	5
Administrative Secretary	1	1	0	0
Total Full-Time Equivalents	17.00	17.00	15.00	15.00

FY 03-04 DRAFT FINAL BUDGET
Authorized Personnel
Paratransit - 3100

Position	Authorized FY 00-01	Authorized FY 01-02	Authorized FY 02-03	Authorized FY 03-04
Paratransit Administrator	0	1	1	1
Paratransit Eligibility Coordinator	0	1	1	1
Accessible Services Coordinator*	0	0	1	1
Total Full-Time Equivalents	0.00	2.00	3.00	3.00

* Position moved from Dept 1300 effective 7/01/02

FY 03-04 DRAFT FINAL BUDGET
Authorized Personnel
Operations - 3200/3300

Position	Authorized FY 00-01	Authorized FY 01-02	Authorized FY 02-03	Authorized FY 03-04
Operations Manager	1	1	1	1
Base Superintendent	1	1	1	1
Transit Supervisor	14	14	13	13
Schedule Analyst	1	1	1	1
Supervisor of Revenue Collection	1	1	1	1
Safety & Training Coordinator	1	1	1	1
Admin Secretary/Supervisor	1	1	1	1
Administrative Clerk I	1	1	1	1
Payroll Specialist	1	1	1	1
Revenue Specialist	1	1	0	0
Bus Operator (total on payroll)	180	184	174	169
Total Full-Time Equivalents	203.00	207.00	195.00	190.00

FY 03-04 DRAFT FINAL BUDGET
 Authorized Personnel
 Fleet Maintenance - 4100

Position	Authorized FY 00-01	Authorized FY 01-02	Authorized FY 02-03	Authorized FY 03-04
Fleet Maintenance Manager	1	1	1	1
Fleet Maint Supervisor	2	2	2	2
Lead Mechanic	6	6	6	6
Mechanic III	4	4	4	4
Mechanic I - II	16	16	15	15
Body Repair Mechanic	1	1	1	1
Upholsterer I - II	1	1	1	1
Supervisor of Parts & Materials	1	1	1	1
Lead Parts Clerk	1	1	1	1
Parts Clerk	1	1	1	1
Receiving Parts Clerk	1	1	1	1
Admin Secretary/Supervisor	1	1	1	1
Accounting Tech	1	1	1	1
Administrative Clerk I	1	1	0	0
Buyer	1	1	1	1
Senior Accounting Tech	1	1	1	1
Vehicle Service Technician	2	2	2	2
Detailer	2	2	2	2
Vehicle Service Worker I - II	12	12	11	11
Total Full-Time Equivalents	56.00	56.00	53.00	53.00

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: May 23, 2003

TO: Board of Directors

FROM: Mark J. Dorfman, Assistant General Manager

SUBJECT: CONSIDERATION OF REVISED DELIVERY SCHEDULE FOR HIGHWAY 17 BUSES

I. RECOMMENDED ACTION

The purpose of this report is to provide the Board of Directors with a revised delivery schedule for the eleven (11) Highway 17 Express Buses that are being manufactured by Orion Bus Industries.

II. SUMMARY OF ISSUES

- On April 12, 2002, the Board of Directors approved the purchase of ten (10) Highway 17 Express Buses.
- On May 17, 2003, the Board approved the addition of one (1) bus.
- At the time of award, the contract price was \$3,779,641.
- Delivery is required to be completed 410 days after contract receipt by the manufacturer.
- Delivery is required to be completed by August 1, 2003.
- Orion Bus Industries has notified METRO that delivery of the Highway 17 buses will not be completed until the first week of November.

III. DISCUSSION

On April 12, 2002, the Board awarded a contract to Orion Bus Industries for the manufacture of ten (10) suburban-type buses to be used on the Highway 17 Express Service. At the May 17, 2003 Board Meeting, the Board added one (1) additional bus to the order, bring the total order to eleven (11) buses at a total cost of \$3,779,641. At the time of award, the buses were scheduled to be delivered 410 days after Orion received a fully executed contract for the buses. They were in receipt of the executed contract on June 17, 2002, making the deadline for the buses August 1, 2003.

As time was of the essence in this contract that District included a penalty section in the contract that includes payments of \$100 per bus per weekday for every day the buses are late. Based upon the full order of eleven buses, this represents a \$5,500 payment per week for liquidated

damages. The pilot bus for the order started manufacture on February 28, 2003, and is scheduled to be completed May 6, 2003. This bus is then scheduled to be delivered to the District and we have 90 days for evaluation and then the remainder of the buses are built to be similar to the pilot bus.

Attachment A is the latest schedule that was provided to the District on April 14, 2003. This schedule shows the final bus coming off the assembly line on November 5, 2003. Based upon this schedule provided, staff estimates that Orion Bus Industries would pay \$63,100 as liquidated damages.

Timely delivery of these buses is important as the old RTS buses being replaced have a deadline approaching where they cannot be operated. Further, the delivery of these new buses would bring the entire fleet into Automated Stop Announcement Compliance, as these are the last buses that do not have the talking bus technology.

IV. FINANCIAL CONSIDERATIONS

Since these vehicles will be late, liquidated damages of \$100 per bus per weekday will be assessed, or \$5,500 per week the buses are not delivered. At the current level, this is estimated to total \$63,100 in penalties.

V. ATTACHMENTS

Attachment A: Revised Schedule from Orion Bus Industries

Santa Cruz

Track	II V VI VII SP	Oris Start Wk	Macpac Shop #	Macpac Model #	Key Bus	Seq	Seq Tot	Customer	Site	Prov	Size	F u e l	Miss Start	Week	Ship to Oris	Week	Oris Start	Week	Park	Week
5	V	2003-14	36265	1218A	Key	1	1	Santa Cruz	CA	V10240	D	Feb 28	2003-09	Mar 26	2003-13	Apr 14	2003-16	May 06	2003-19	
5	V	2003-39	36266	1218B	Key	1	10	Santa Cruz	CA	V10240	D	Aug 21	2003-34	Sep 24	2003-39	Oct 02	2003-40	Oct 23	2003-43	
5	V	2003-39	36267	1218B	2	2	10	Santa Cruz	CA	V10240	D	Aug 22	2003-34	Sep 25	2003-39	Oct 03	2003-40	Oct 24	2003-43	
5	V	2003-40	36268	1218B		3	10	Santa Cruz	CA	V10240	D	Aug 25	2003-35	Sep 26	200539	Oct 06	2003-41	Oct 27	2003-44	
5	V	2003-40	36269	1218B		4	10	Santa Cruz	CA	V10240	D	Aug 26	2003-35	Sep 29	2003-40	Oct 07	2003-41	Oct 28	2003-44	
5	V	2003-40	36270	1218B		5	10	Santa Cruz	CA	V10240	D	Aug 27	2003-35	Sep 30	200540	Oct 08	2003-41	Oct 29	2003-44	
5	V	2003-40	36271	1218B		6	10	Santa Cruz	CA	V10240	D	Aug 28	2003-35	Oct 01	2003-40	Oct 09	2003-41	Oct 30	2003-44	
5	V	2003-40	36272	1218B		7	10	Santa Cruz	CA	V10240	D	Aug 29	2003-35	Oct 02	2003-40	Oct 10	2003-41	Oct 31	2003-44	
5	V	2003-41	36273	1218B		8	10	Santa Cruz	CA	V10240	D	Sep 02	2003-36	Oct 02	2003-40	Oct 13	2003-42	Nov 03	2003-45	
5	V	2003-41	36274	1218B		9	10	Santa Cruz	CA	V10240	D	Sep 03	2003-36	Oct 03	2003-40	Oct 14	2003-42	Nov 04	2003-45	
5	V	2003-41	36275	1218B	Last	10	10	Santa Cruz	CA	V10240	D	Sep 04	2003-36	Oct 06	2003-41	Oct 15	2003-42	Nov 05	2003-45	

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: May 23, 2003

TO: Board of Directors

FROM: Mark Dorfman, Assistant General Manager

SUBJECT: CONSIDER A RESOLUTION AUTHORIZING AN APPLICATION TO THE AIR DISTRICT FOR AB 2766 FUNDS TO ADD METERING EQUIPMENT TO THE CNG FUEL STATION

I. RECOMMENDED ACTION

Adopt a resolution authorizing staff to submit an application to the Air District and execute a grant agreement, if awarded, to install metering equipment at the CNG fueling station.

II. SUMMARY OF ISSUES

- The Air District annually solicits grant applications for the AB 2766 Motor Vehicle Emission Reduction Grant Program.
- METRO opened a new time-fill, CNG fuel facility in February.
- Due to budget constraints, individual meters on each fill station were not purchased.
- METRO would like to apply for funds to install separate meters on each CNG dispenser to track fuel consumption.
- If awarded, METRO would receive financial assistance up to the maximum grant request of \$100,000 to buy and install meters on each dispenser.
- Adopting the attached resolution authorizes staff to submit an application by June 2, 2003 to the Air District for FY 2004 AB 2766 funds.

III. DISCUSSION

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

Staff proposes that the District submit an application for the FY 2004 cycle requesting \$100,000 to add metering equipment to the CNG fueling station. Although the ultimate design for the District's CNG fueling station included metering equipment, the funding available through grants and local reserves was insufficient and the metering equipment was eliminated as a cost-saving measure. Meters on each dispenser would enhance

fueling efficiency and would enable more accurate tracking of fuel consumption by bus to calculate operating costs and emission reductions. Currently, fleet maintenance uses a fairly complicated manual formula to determine consumption based upon secondary indicators of pressure and temperature before and after fueling.

An authorizing resolution (Attachment A) is required to submit an application to the Air District. The application deadline for this year's AB 2766 program is June 2, 2003. Air District staff will rank the applications based upon each project's contribution to air quality improvement, and the Air District Board will select projects to be funded at its August, 2003 meeting. If funded, the meters could be installed in early 2004.

IV. FINANCIAL CONSIDERATIONS

A grant award from the Air District from this application would provide up to \$100,000 to install fuel meters at each dispenser in the CNG fueling station.

V. ATTACHMENTS

Attachment A: Resolution authorizing an application to the Monterey Bay Unified Air Pollution Control District for AB2766 funds for CNG metering equipment

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

Resolution No. _____

On the Motion of Director: _____

Duly Seconded by Director: _____

The Following Resolution is Adopted:

RESOLUTION OF THE BOARD OF DIRECTORS OF THE SANTA CRUZ METROPOLITAN TRANSIT DISTRICT AUTHORIZING AN APPLICATION TO THE MONTEREY BAY UNIFIED AIR POLLUTION CONTROL DISTRICT FOR CNG METERING EQUIPMENT

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

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

WHEREAS, the Air District has set aside the funding of the FY 2004 AB 2766 Motor Vehicle Emission Reduction Program and is authorized to make grants from this set-aside; and

WHEREAS, it is in the interest of the Santa Cruz Metropolitan Transit District to install metering equipment at the CNG fuel station and to request from the Air District up to \$100,000 from the AB2766 program for the proposed project.

NOW, THEREFORE, BE IT RESOLVED, that the Secretary/General Manager is authorized to submit to the Monterey Bay Unified Air Pollution Control District and to execute any necessary agreements on behalf of the Santa Cruz Metropolitan Transit District with the Air District for grant funds which may be awarded for this project.

PASSED AND ADOPTED this 23rd day of May, 2003 by the following vote:

AYES: Directors -

NOES: Directors -

ABSTAIN: Directors -

ABSENT: Directors -

APPROVED _____

EMILY REILLY

Chairperson

ATTEST _____

LESLIE R. WHITE
General Manager

APPROVED AS TO FORM:

MARGARET GALLAGHER
District Counsel

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: May 23, 2003

TO: Board of Directors

FROM: Mark Dorfman, Assistant General Manager

SUBJECT: PUBLIC HEARING: CONSIDER AUTHORIZING THE APPLICATION AND EXECUTION OF AN FTA GRANT FOR METROBASE CONSTRUCTION FUNDS.

I. RECOMMENDED ACTION

Receive public comments. Adopt the attached Program of Projects for bus facilities funding and authorize an application to the Federal Transit Administration for MetroBase construction funds.

II. SUMMARY OF ISSUES

- In FY 2001, the Federal Transit Administration allocated \$1,446,690 in discretionary capital funds to the Santa Cruz Metropolitan Transit District for MetroBase construction.
- As a result of changing sites, a new Environmental Impact Report was required.
- Federal funds cannot be awarded in a grant until the EIR process is complete.
- With completion of the EIR for the Harvey West Cluster Option, the FTA can now obligate these funds in a grant for MetroBase construction.
- METRO must submit an application and execute a grant agreement with the FTA to receive these funds.
- METRO announced a public review period and a public hearing for the Program of Projects on April 27, 2003 as required for the application.
- Adopting the Program of Projects enables METRO to submit an application.

III. DISCUSSION

In the Federal budget for FY 2001, Congress appropriated \$1,446,690 to the Santa Cruz Metropolitan Transit District to build a consolidated operating facility. The Federal Transit Administration included the funds in its bus facilities program for FY 2001, but could not award these construction funds until METRO completed an environmental review process. The Board of Directors adopted the Environmental Impact Report for the MetroBase Harvey West Cluster Option on February 28, 2003, and METRO can now apply for these funds.

METRO published notices of a proposed Program of Projects stating the intent to use the FTA appropriation for the construction of MetroBase. The public hearing at today's meeting provides another opportunity for the public to comment on the proposed project.

Adopting the Program of Projects will enable METRO staff to submit an application for the funds already appropriated by the FTA. These funds must be obligated in a grant by September 30, 2003 or they will revert back to the U.S. Treasury.

IV. FINANCIAL CONSIDERATIONS

FTA Section 5309 capital funds from FY 2001 contribute \$1,446,690 for MetroBase construction. METRO has the required \$361,673 in local capital reserves.

V. ATTACHMENTS

Attachment A: Program of Projects for FTA Funds

Santa Cruz Metropolitan Transit District
FY2003 Program of Projects
Using Federal Transit Administration Funds

In its FY 2001 Budget, the Federal Transit Administration allocated \$1,446,690 in Section 5309 bus facilities funds to the Santa Cruz Metropolitan Transit District to construct a consolidated operating facility (MetroBase). METRO proposes amending a previous year's grant to add these funds for MetroBase construction.

1. FY 2001 Bus Facilities: Add \$1,446,690 in FTA funds and \$361,672.50 in local matching funds to existing grant agreement #CA-03-0505-01 for MetroBase construction.

If adopted by the Board, METRO staff will submit an application to the Federal Transit Administration for funding this program of projects, and the General Manager will execute a grant agreement authorizing the expenditure of funds for implementation.

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: May 23, 2003

TO: Board of Directors

FROM: Mark Dorfman, Assistant General Manager

SUBJECT: PUBLIC HEARING: CONSIDER AUTHORIZING THE APPLICATION AND EXECUTION OF AN FTA GRANT FOR URBANIZED AREA FORMULA FUNDS FOR FY2003.

I. RECOMMENDED ACTION

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

II. SUMMARY OF ISSUES

- The Transportation Equity Act for the 21st Century (TEA-21) established the Urbanized Area Formula Program to provide financial assistance to public transit operators in urbanized areas with less than 200,000 population.
- Each year, the US Congress appropriates Federal funds for the Federal Transit Administration (FTA) Urbanized Area Formula Program in accordance with the statutory formula in TEA-21
- METRO must submit an application and execute a grant agreement with the FTA to receive these funds.
- METRO announced a public review period and the public hearing for the Program of Projects on April 28, 2003 for the application process.
- SCMTD's FY2004 Preliminary Budget includes the FTA revenue for transit operations.

III. DISCUSSION

The Transportation Equity Act for the 21st Century (TEA-21) legislated programs within the Federal Transit Administration to provide financial assistance to public transit operators. In the Urbanized Area Formula Program, TEA-21 established a statutory formula to determine minimum allocations to public transit operators in urbanized areas with population under 200,000. The formula and eligibility requirements for the Urbanized Area Formula Program are codified in 49 USC §5307. The FTA designated Caltrans to administer the §5307 program for small operators such as METRO.

The Santa Cruz and Watsonville Urbanized Areas receive funding in the US Department of Transportation (DOT) and Related Agencies Appropriations Act each fiscal year. METRO and

Monterey-Salinas Transit both operate public transit service in Watsonville and have an agreement to split the Watsonville appropriation according to the proportion of service each provides.

The entire amount of FY 2003 FTA funding in the Section 5307 program is required for operating assistance.

IV. FINANCIAL CONSIDERATIONS

The FY2003 Urbanized Area Formula Program contributes \$2,804,435 to METRO's operating budget. Local sales tax funds the required match.

V. ATTACHMENTS

Attachment A: Program of Projects for FY2003 §5307 Funds

Santa Cruz Metropolitan Transit District
FY2003 Program of Projects
Using Federal Transit Administration Funds

The Santa Cruz Metropolitan Transit District (METRO), in accordance with 49 USC Part 5307 and 5309, proposes the following Program of Projects for funding assistance from the Federal Transit Administration.

The Federal Transit Administration allocated \$2,804,435 in federal funds through the California Department of Transportation to METRO for urbanized area public transit operating assistance during FY 2003. METRO proposes the following project:

1. FY2003 Operating Assistance: \$2,804,435 for public transit service operated through June 30, 2003. This project subsidizes service conforming to land use and transportation plans in the area and will not cause negative environmental impacts or relocation of families or businesses.

If adopted by the Board, METRO staff will submit an application to the Federal Transit Administration for funding this program of projects, and the General Manager will execute a grant agreement authorizing the expenditure of funds for implementation.

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: May 23, 2003

TO: Board of Directors

FROM: Les White, General Manager

SUBJECT: CONSIDER AUTHORIZING THE GENERAL MANAGER TO EXECUTE A MEMORANDUM OF UNDERSTANDING WITH THE REGIONAL TRANSPORTATION AGENCIES TO ESTABLISH RELATIONSHIPS FOR PLANNING AND PROGRAMMING TRANSPORTATION PROJECTS.

I. RECOMMENDED ACTION

Authorize the General Manager to execute a Memorandum of Understanding (MOU) with Caltrans and the regional transportation agencies to define relationships for transportation projects planning and programming.

II. SUMMARY OF ISSUES

- The Federal Transit Administration (FTA) requires that public transit operators have a Memorandum of Understanding with the transportation agencies in the region in order to establish relations for planning and programming transportation projects.
- In 1987, METRO executed an MOU with Caltrans, AMBAG, and the county transportation commissions and public transit operators in the AMBAG region.
- The MOU defines relationships and responsibilities for planning and programming state and federal transportation funds in the region.
- As a recipient of substantial state and regional funds and a public transit operator, METRO is a key participant in planning and programming decisions.
- AMBAG updated the 1987 agreement to incorporate new requirements adopted in the Intermodal Surface Transportation Efficiency Act of 1991 (ISTEA)
- Authorizing the General Manager to sign the updated MOU will bring METRO into compliance with FTA's required planning agreements.

III. DISCUSSION

METRO has been a signatory to an MOU with AMBAG, Caltrans, the Transportation Agency for Monterey County, the Santa Cruz County Regional Transportation Commission and Monterey-Salinas Transit since 1987. Recently, the Federal Transit Administration (FTA) required that METRO update the Memorandum of Understanding with the regional transportation planning agencies to incorporate changes in

transportation planning which have occurred since the adoption of the Intermodal Surface Transportation Efficiency Act (ISTEA) in 1991.

AMBAG recently revised the 1987 MOU (Attachment A) with input from METRO. The revised MOU adds language to define project selection criteria and specifies project level details along with funding sources to be included when METRO prepares a Short Range Transit Plan. The revised MOU meets the regulatory requirements specified by the FTA.

METRO receives substantial operating and planning funds from the FTA through regional agencies. Caltrans programs and administers FTA operating funds apportioned to the State of California, while AMBAG administers FTA funds for planning and professional development. As the designated urban public transit operator in Santa Cruz County, METRO assists in coordinated programming and planning activities which results in the allocation of these funds to specific projects. Due to the multiple planning and operating agencies and the number of different funding programs, each with different requirements, the attached MOU is necessary to define relationships among the participants.

Authorizing the General Manager to execute this agreement with Caltrans, AMBAG, the Santa Cruz County Regional Transportation Commission, the Transportation Agency for Monterey County and Monterey-Salinas Transit will enable METRO to meet the FTA's requirement for a planning and programming agreement among transportation agencies in the region.

IV. FINANCIAL CONSIDERATIONS

None. Executing the MOU makes METRO compliant with requirements for future planning and operating assistance from the Federal Transit Administration.

V. ATTACHMENTS

Attachment A: Memorandum of Understanding

Memorandum of Understanding

This Memorandum of Understanding (MOU) is entered into by the Association of Monterey Bay Area Governments, hereinafter referred to as the Metropolitan Planning Organization (**MPO**); the District 5 Director of the California Department of Transportation (**Caltrans**); the Santa Cruz County Regional Transportation Commission and Transportation Agency for Monterey County, hereinafter referred to as the Regional Transportation Planning Agencies (**RTPAs**); and the Monterey-Salinas Transit and Santa Cruz Metropolitan Transit District, hereinafter referred to as the Urbanized Public Transit Operators (**UPTOs**) which are recognized under the following provisions:

- (a) the Metropolitan Planning Organization (**MPO**) as recognized under Section 134 of the Transportation Equity Act for the 21st Century (TEA-21), Title 23 of the United States Code (23 USC 134), and Section 450.110 of the Code of Federal Regulations (23 CFR 450.104);
- (b) the Regional Transportation Planning Agencies (**RTPAs**) as recognized under Title 3, Division 3, Chapter 2, Article 11, Section 29532 and 29532.1 (amended by Chapter 1172 Statutes of 1992, AB3799 & SB869 and amended by Chapter 472, Statutes of 2001, SB 465) of the California Government Code.
- (c) the Urbanized Public Transit Operators (**UPTOs**) as recognized under Section 450.312(a) of the Code of Federal Regulations (FHWA 23 CFR 450 and FTA 49 CFR 613).

Per Chapter 622 of Statutes, Regular Session 1997, (Senate Bill 45), separate MOUs have been developed between **Caltrans** and the **RTPAs** for Planning, Programming and Project Delivery of Regional Improvement Program (RIP) projects and are made a part of this MOU by reference.

It is the purpose of this agreement to identify and define the process by which the **MPO**, **RTPAs**, **UPTOs**, and **Caltrans** intend to implement the following requirements of State and Federal law.

This MOU supersedes the previous MOU, signed on September 1987, and is intended to serve as a statement of the transportation planning and programming relationship among the undersigned parties.

This document establishes no obligation, nor contractual duty, on any party, nor does it contain any exchange of promises.

Chapter 1.
Basis for Organization and Boundaries

1.1 Basis for Organization:

The Association of Monterey Bay Area Governments (AMBAG), acting as the Metropolitan Planning Organization (MPO) for Monterey and Santa Cruz Counties, is a Joint Powers Agency pursuant to Title I, Division 7, Chapter 5 of the California Government Code, Section 6500 et. seq.

Pursuant to California Government Code, Section 29532, the Santa Cruz County Regional Transportation Commission (SCCRTC) and Transportation Agency for Monterey County (TAMC) are the designated Regional Transportation Planning Agencies for Santa Cruz and Monterey Counties.

Pursuant to California Government Code Section 6500 et. seq., Monterey-Salinas Transit (MST) is a Joint Powers Agency. Pursuant to Public Utilities Code Section 98000 et seq., the Santa Cruz Metropolitan Transit District (SCMTD) is a special district. These designated agencies responsibilities are to provide public transportation in Monterey and Santa Cruz Counties.

1.2 Ability to Contract and Receive Grants:

Under the terms of its Joint Powers Agreement, **MPO** is empowered to make and enter into contracts in its own name and to accept grants, gifts, donations and other monies to carry out its purposes and functions set forth in Article I, Section 2 of its Joint Powers Agreement.

RTPAs are authorized under California Government Code, Section 29532 to make and enter into contracts in their own name and to accept grants, gifts, donations and other monies to carry out their purposes and functions.

UPTOs are authorized under California Government Code Section 6500 for Monterey-Salinas Transit and Public Utilities Code Sections 98220 and 98223 for the Santa Cruz Metropolitan Transit District to make and enter into contracts in their own name and to accept grants, gifts, donations and other monies to carry out their purpose and functions.

1.3 Federal Metropolitan Planning Area Boundaries:

By agreement between the Governor and **MPO**, the Metropolitan Planning Area boundaries for purposes of 23 U.S.C. Section 134 are as delineated in Attachment A.

In order to meet TEA-21 requirements related to MPO boundaries, planning, and programming between the County of San Benito and MPO, an MOU between Caltrans, the Council of San Benito County Governments and AMBAG has been signed and is made a part of this MOU by reference.

1.4 State Regional Transportation Planning Area Boundaries:

For purposes of meeting the requirements of California Government Code 65080, the boundaries of **RTPAs** acting as the Regional Transportation Planning Agencies include the Counties of Monterey and Santa Cruz as delineated in Attachment A.

1.5 Federal Clearinghouse Requirement:

Presidential Executive Order 12372, entitled "Intergovernmental Review of Federal Programs", requires **MPO** to coordinate review of proposed federal financial assistance and direct development activities, including highway and public transportation projects, with affected State and local government entities. **MPO** has been designated by the State of California as the Regional Clearinghouse for the Counties of Monterey, San Benito, and Santa Cruz.

Chapter 2. Planning

2.1 State and Federal Long Range Transportation Plan:

To comply with 23 U.S.C. 134, 23 CFR 450.322, **MPO** will prepare a Metropolitan Transportation Plan (MTP) pursuant to federal regulations. The **RTPAs** will prepare Regional Transportation Plans (RTPs) which meet the requirements of California Government Code Sections 65080 et. seq. and the California Transportation Commission's (CTC) Regional Transportation Plan Guidelines. A new MTP and RTPs will be prepared, or the previous MTP and RTPs will be reaffirmed by **MPO or RTPA** Board action in time to meet federal and state requirements. The MTP and RTPs will be directed at achieving a coordinated and balanced regional transportation system. The content of the MTP and RTPs will be coordinated so as to minimize duplication of effort. The MTP and RTPs will be developed with the full cooperation and participation of all affected or interested agencies, including Caltrans, public transportation service providers, air quality agencies, the public and the private sector. The MTP project list will be based on and, to the extent feasible, identical to the RTP Action Element project lists adopted by the **RTPAs**. The MTP and RTPs must be financially constrained, have at least a 20-year planning horizon, a required schedule to update and, in a nonattainment or maintenance area, the MTP must conform to the State Implementation Plan (SIP) for Air Quality. **MPO** will

submit its MTP to the Federal Highway Administration and Federal Transit Administration for review and approval of its conformity finding.

To help achieve these ends, **MPO, RTPAs, UPTOs, and Caltrans** will each inform and invite participation by the others in their various planning activities. **MPO and RTPAs** will coordinate with **Caltrans** and **UPTOs** on development of the MTP and RTPs. **Caltrans** will coordinate its System Planning and Project Development process with those of the **MPO and RTPAs**. **Caltrans** will also coordinate its development of both the California Transportation Plan (CTP) and Investment Strategy (CTIS) with the **MPO, RTPAs and UPTOs**. Additionally, **Caltrans** will coordinate its Intelligent Transportation System (ITS) planning, prioritization, and project development efforts with the **MPO, RTPAs, and UPTOs** with special emphasis on maintaining consistency with the Central Coast ITS Strategic Deployment Plan and Central Coast Regional ITS Architecture.

2.2 Short-Range Transit Plan:

In accordance with Federal Transit Administration (FTA) guidance, **MPO or UPTOs** may prepare a five (5) year short-range transit plan to support financial and operational decision making in transit planning and/or programming. In the development of SRTPs, the **UPTOs** will provide a draft list of projects for FTA funding. The list shall:

- a) Identify and describe the scope of the specific projects and services, which address ongoing and increased transit demands. These projects and services are to include American with Disabilities Act (ADA) and Transportation Control Measures (TCMs) projects with sufficient detail (design, concept and scope) to permit air quality conformity analyses to be performed by **MPO**.
- b) Provide qualitative and/or quantitative analyses illustrating how the project addresses transit needs.
- c) Identify the amount and type of federal and non-federal funds required supporting the projects for each year represented in the plan. In addition, the list shall identify anticipated discretionary funding estimates for the MTIP.

2.3 Unified Planning Work Program/Overall Work Program:

MPO will prepare an annual or biennial Unified Planning Work Program/Overall Work Program, hereinafter referred to as the OWP. The **RTPAs** will each develop their planning work program to be incorporated into the AMBAG OWP. **UPTOs** will fully participate in the development and implementation of the OWP, including plans, programs, and studies. The OWP and the process of its development will be in accordance with the program directions established by Caltrans and the Intermodal Planning Group. The purpose of the OWP is to serve as a work plan to guide and manage the work of **MPO, RTPAs, and UPTOs**, identify transportation planning activities and products occurring in the region and to act as the general agreement by which Federal and State planning funds will be

transferred to MPO, RTPAs, and UPTOs to fund activities and products. For information purposes, **Caltrans** will annually or biennially submit its proposed transportation planning activities for inclusion in the coming year's OWP. The OWP will also include all planning and research activities funded with the National Highway System (NHS), Surface Transportation Program (STP), Congestion Mitigation and Air Quality (CMAQ) Improvement Program and Minimum Guarantee (MG), which are not listed in the Transportation Improvement Program (TIP).

2.4 State Requirements for Congestion Management Program:

California Government Code Sections 65088 and 65089 allow that a Congestion Management Program (CMP) may be developed, adopted, and updated for every county that includes an urbanized area, and which includes every city within the county and the entire county area. The Transportation Agency for Monterey County is designated as the Congestion Management Agency for Monterey County and will carry out these responsibilities until such time that its member agencies make a decision to opt out of CMP participation.

2.5 Data Collection:

MPO will collect and analyze data reflecting existing and historical information, which will be the basis for cost and revenue projections for transportation projects. For state sponsored projects, **Caltrans** will collect and analyze data to be used in evaluating alternative transportation projects. For these projects, **Caltrans** will supply to **MPO** and **RTPAs** project level cost data, and other data necessary for **MPO** and **RTPAs** to demonstrate in financial plans that the entire state highway system will be maintained and operated.

2.6 Alternative Analyses/Major Investment Studies (MIS):

Alternatives Analyses/Major Investment Studies may be conducted by **MPO**, **RTPAs**, **UPTOs**, or **Caltrans** in consultation with and in full cooperation with all relevant local, regional, state and federal agencies.

Chapter 3. Programming

3.1 Metropolitan Transportation Improvement Program:

Section 134 (TEA-21), Title 23 of the United States Code (23 USC 134) and the Federal Transit Act of 1991, as amended, (49 USC 1607), require that the **MPO**, in cooperation with **Caltrans**, **UPTOs** and **RTPAs** via the RTIPs and other requests, develop a Metropolitan Transportation Improvement Program (TIP) for the area. The **UPTOs'** project lists will be supported by requisite Programs of

Projects (POPs), certified by the **MPO**, for pertinent fund sources. For proposed transit projects, the proposed selection criteria used for the programming of Federal Transit Administration funds within the **MPO TIP** are as follows: a) project purpose and need; b) anticipated benefits, including safety; c) degree to which project will improve transit availability; d) degree to which a project will improve level of service performance standards; e) air quality benefits; and f) overall cost effectiveness, to include the ability of leveraging other fund sources.

The TIP must include, at a minimum, three prioritized years of programming. Once adopted, the program is required to be updated at least once every two years. The program must be prepared in consultation with all interest groups and will include reasonable opportunity for public comment. In an air quality nonattainment or maintenance area, the program is required to meet Federal Air Quality conformity requirements and to be found conforming to the State Implementation Plan (SIP) for Air Quality.

In implementation of these requirements, **MPO** will submit its TIP and amendments to **Caltrans** on behalf of the Governor for approval. **Caltrans** will prepare a Federal State Transportation Improvement Program (FSTIP) and incorporate into it by reference approved and, in nonattainment and maintenance areas, conforming MPO TIPs. **Caltrans** will notify **MPO** and **RTPAs** and the appropriate Federal agencies when a TIP, which includes projects under the jurisdictions of these agencies, has been included in the FSTIP.

As allowed in 23 CFR, 450.324(f)(1), **MPO** and **Caltrans** agree to exclude from the TIP planning and research activities funded with NHS, STP, and MG funds other than those used for alternative analyses/Major Investment Studies (MIS). These activities will be included in an approved OWP.

3.2 Regional Transportation Improvement Program:

RTPAs will prepare, adopt, submit and annually or biennially update a Regional Transportation Improvement Program (RTIP) pursuant to California Government Code Section 65080.5 and 65082 and in accordance with the guidelines adopted by the California Transportation Commission (CTC). **Caltrans** will coordinate with **RTPAs** its preparation of the Interregional Transportation Improvement Program (ITIP) including review of proposed ITIP projects by the **RTPAs** prior to submittal to Caltrans Headquarters

Per state regulations, the **RTPAs** develop and adopt the Congestion Mitigation and Air Quality (CMAQ) Improvement Program and Regional Surface Transportation (RSTP) Programs for their respective counties, which are incorporated into the RTIPs and forwarded to **MPO** for inclusion in the MTIP. Planning projects that are funded with CMAQ or RSTP funds shall also be included in the OWP for the implementing year. Per state regulations, the **RTPAs** develop and adopt the Regional Share STIP Programs for their respective

counties, which are incorporated into the RTIPs and forwarded to **MPO** for inclusion in the MTIP. Per state regulations, the **RTPAs** develop and adopt the Regional Share TEA Funds Programs for their respective counties, which are incorporated into the RTIPs and forwarded to the **MPO** for inclusion in the MTIP.

Per Chapter 622 of Statutes, Regular Session 1997, (Senate Bill 45), separate MOUs have been developed between **Caltrans** and the **RTPAs** for Planning, Programming and Project Delivery of Regional Improvement Program (RIP) projects and are made a part of this MOU by reference.

3.3 Review of SHOPP:

Under California Government Code 14526.5, **Caltrans** is required to prepare a State Highway Operations and Protection Program (SHOPP) for the expenditure of transportation funds for major capital improvements that are necessary to preserve and protect the state highway system. Projects are limited to capital improvements relative to maintenance, safety, and rehabilitation of state highways and bridges, which do not add new traffic lanes to the system. The program must be submitted to the CTC not later than December 1 of each odd-numbered year. SHOPP is a four-year program of projects adopted separately from the State Transportation Improvement Program (STIP) cycle. Prior to submitting both the ten-year and four-year SHOPP plans, **Caltrans** will make available to **RTPAs** and **MPO** a draft for review and comment.

Chapter 4. **Air Quality and Conformity**

4.1 Conformity:

In accordance with Title 42, Section 176(c)(4)(c) of the Clean Air Act and the final rule on Transportation Conformity (Code of Federal Regulations, Parts 51 and 93, hereafter "the Final Rule"), **MPO**, in cooperation with the air district (Monterey Bay Unified Air Pollution Control District), has developed, adopted, and will maintain the appropriate State Implementation Program (SIP) Transportation Conformity Procedures. The parties will fully participate and carry out their responsibilities as defined in the SIP Transportation Conformity Procedures. **MPO** shall be responsible for making conformity findings and obtaining federal approval of the findings in a timely manner in order to prevent the potential for interruption in project delivery.

RTPAs will be responsible to provide approved RTP project listings in a timely manner and in a proper format, such that the **MPO** has a reasonable amount of time to fulfill its air quality conformity responsibilities. RTP project lists need to contain at a minimum: a) project location; b) information identifying project concept and scope such that a determination can be made regarding its status as a

capacity expansion and/or regional significance; c) fiscal constraint; and d) project timing.

Chapter 5. **Public Participation/Environmental Justice**

5.1 Formal Public Participation:

MPO, RTPAs, UPTOs and Caltrans agree to implement a public participation program as required by 23 USC 134 and 23 CFR 450.316(b)(1) and 450.212.

Per federal regulations, a public involvement process in the AMBAG region has been formalized in the *Monterey Bay Region Transportation Public Involvement Process*, which is updated/revised, as needed, by the **MPO**.

Caltrans will participate in this program as required by 23 USC 135 and 23 CFR 450.212, for purposes of planning and programming activities, including California Transportation Investment Strategy (CTIS) development, FSTIP adoption and amendment and alternatives analyses.

5.2 Environmental Justice

In addition to outreach efforts to include low-income and minority stakeholders in the planning, programming and project development process, as guided by the Monterey Bay Region Transportation Public Involvement Process as mentioned in Section 5.1 above, **MPO, RTPAs, UPTOs and Caltrans** will meet at least once a year to discuss environmental justice and its consistent application in the transportation planning and programming process in the region. The Monterey Bay Unified Air Pollution Control District will be invited to these meetings.

Chapter 6. **Partnership/Coordination**

6.1 State Role and Responsibilities:

Caltrans will make available to **MPO** and **RTPAs** departmental plans, program information, and fund estimates. **Caltrans** will participate in development of **MPO** and **RTPAs'** plans and programs in accordance with CFR 450.210 and respond to **MPO** and **RTPAs** in a timely manner.

6.2 MPO Role and Responsibilities:

MPO, in cooperation with **RTPAs, UPTOs, and Caltrans**, will be responsible for carrying out the Metropolitan Transportation Planning process. **MPO** will

cooperatively develop plans and programs in accordance with the requirements specified in 23 USC 134, 135; 23 CFR 450.100 through 600; and the Clean Air Act 176(c). **MPO** will prepare special studies as approved by its Board.

6.3 RTPAs Role and Responsibilities:

The Transportation Agency for Monterey County, as the designated Congestion Management Agency (CMA) for Monterey County, will prepare and manage their Congestion Management Program in conformance with State guidelines and actions by the CMA Board unless their member entities elect to opt out of Congestion Management Program Participation. **RTPAs** will prepare RTPs, RTIPs, CMPs (as applicable), special studies, rail programs, RSTP, CMAQ and TEA administration, SHOPP and Minor A & B review, ITIP coordination and California Transportation Commission (CTC) coordination.

Chapter 7. Fund Administration

This chapter covers the administration of various planning funds from Federal and State sources to the MPO and RTPAs. These funds include PL, FTA, Rural Planning Assistance, Regional Improvement Program, CMAQ, and RSTP funds.

7.1 Federal Highway Administration (FHWA) Planning Funds:

The parties understand that:

- (a) **MPO**, is eligible for its share of Metropolitan planning (PL) funds under Title 23 USC 104(f);
- (b) these funds must be apportioned by FHWA to the states, allocated by Caltrans to MPOs in the State on a formula basis;
- (c) the transportation planning and programming services and products must be included in an OWP approved by Caltrans and FHWA before work may commence;
- (d) by agreement, Metropolitan Planning (PL) funds received by the **MPO** will be shared with the **RTPAs** per formula for activities in support of **MPO's** metropolitan planning responsibilities, as agreed to between the **MPO** and **RTPAs**, and as approved by FHWA, FTA, and **Caltrans** as part of the OWP review and approval process; and
- (e) as FHWA discretionary transportation planning funds are made available to the State, **Caltrans** will notify the **MPO** for the solicitation,

coordination and submittal of proposals through the **MPO** for Monterey and Santa Cruz Counties.

7.2 Federal Transit Administration Funds:

The parties understand that:

- (a) As urbanized public transit operators (**UPTOs**) serving the designated urbanized areas of the Monterey Bay region, both Monterey-Salinas Transit and the Santa Cruz Metropolitan Transit District are eligible to apply for FTA Section 5307 funding for capital, operating and planning assistance for the delivery of public mass transportation. Projects will be programmed and constrained based on the annual FTA appropriation.

As the federal designated recipient, **MPO** is responsible for allocating certain federal formula funds to the **UPTOs**. **MPO** shall provide allocation instructions to **Caltrans** for the federal transit funds based on a formula developed cooperatively with the **UPTOs**.

- (b) **UPTOs** will prepare applications to the Federal Transit Administration for federal transit funding. **MPO** will review the applications, consistency of projects with MTIP programming, and prepare a letter of concurrence if information is accurate. **UPTOs'** applications for federal funding shall be consistent with the **MPO** Metropolitan Transportation Plan as required by Federal guidelines. **UPTOs** shall work with **MPO** to develop consistent funding requests from all applicable transit funding sources in order to prevent funding delays.
- (c) **MPO** is eligible for its share of metropolitan transit planning funds as apportioned by FTA to the states and allocated by **Caltrans** to **MPOs** in the State on a formula basis. **MPO** may share a portion of its metropolitan transit planning funds with the **UPTOs** for activities in support of **MPO's** metropolitan transportation planning responsibilities.
- (d) FTA discretionary funding for interregional and transit planning activities within Monterey and Santa Cruz Counties will be solicited, coordinated and submitted through the **MPO**; and
- (e) Activities funded with FTA transit planning funds must be included in an OWP prior to work commencing.

7.3 State Planning Funds:

Rural Planning Assistance funds and/or other state planning funds in support of the planning process will be transferred to **RTPAs** on a reimbursement basis upon allocation by the State.

Per General Provision No. 7 of the Streets and Highways Code and Section 14527 (h) of the Government Code, rural **RTPAs** may request and receive up to 5% of their regional improvement fund expenditure for the purpose of planning, programming and monitoring. These funds are administered through the Caltrans Local Assistance allocation process and will be included in the annual OWP. For State Planning Funds and other STIP funds administered by Caltrans, **Caltrans** shall provide the **RTPAs** with timely notice and procedures for securing allocations and other approvals necessary so that **RTPAs** may receive funding or bill for activities incurred during the entire fiscal year in which the funds are programmed.

7.4 Conditions of Grants:

If **MPO/RTPAs/UPTOs** elect to use some or all of the above mentioned funds, they agree to abide by and comply with Federal and State laws and regulations governing their purpose and use for activities covered by those funds.

7.5 Monitoring:

MPO/RTPAs will submit a quarterly performance report to the **Caltrans** District Office within forty-five (45) days after the end of the first three quarters and no later than ninety (90) days after the end of the final quarter.

All signatory parties agree to meet periodically to address and review issues of consistency with this MOU. Other issues and activities of mutual interest or concern may also be addressed. **MPO** will provide signatories of this MOU with meeting agenda and/or full agenda packets prior to each meeting.

During the term of the MOU, **MPO** will promptly advise the State of events which have a significant impacts upon the MOU including:

- (a) Problems, delays, or adverse conditions that will materially affect the ability to attain program objectives, prevent the meeting of time schedules and goals, or preclude the attainment of project work units by established time periods. This disclosure will be accompanied by a statement of the action taken, or contemplated, and any state or federal assistance needed to resolve the situation.
- (b) Favorable developments or events that enable meeting time schedules and goals sooner than anticipated or producing more work units than originally projected.

7.6 Fund Requirements and Provisions:

All State and Federal funds described within this MOU are subject to the requirements of the granting agency. For the purpose of this section, subrecipient is defined as any agency and/or contractor that receive funds from the MPO and/or RTPAs. **MPO/RTPAs** understand that by grant agreement, they will also be subject to the following provisions:

- (a) Scope of Services - Subrecipients will perform the required work as specified in the approved OWP in a manner satisfactory to **MPO** and/or **RTPAs** and to the federal and state funding agencies. If, while the work is being done, any party determines a need to change the scope of services, the party will notify the other in writing.

The parties will meet to discuss the need for the change and to decide what action to take. If they agree that an amendment to the OWP is required, **MPO/RTPAs** must seek approval of the funding agency for the change.

- (b) Personnel - All subrecipients will use only qualified personnel to perform the work. Subrecipient employees must have no separate contractual or employee relationship with MPO or RTPA.
- (c) Time of Performance - Subrecipients must begin work after receiving a written request to do so from **MPO/RTPAs** following acceptance of the OWP by all funding agencies and authorization by FHWA to incur costs against the grant. All work must be completed by June 30 of the fiscal year of the approved current OWP, and no work done thereafter will be reimbursed, unless agreed upon in advance by **MPO/RTPAs** and the subrecipient with prior FHWA or **Caltrans** approval.
- (d) Progress Reports - Subrecipients will submit progress reports in accordance with **MPO** guidelines no later than thirty (30) days following the end of each quarter.
- (e) Inspection of Work - **MPO/RTPAs** and all funding agencies may review and inspect all study activities.
- (f) Maximum Cost - The maximum cost to **MPO/RTPAs** will not exceed the amount shown in the approved OWP. Matching funds for federal or state grants must be provided. FHWA PL funds must demonstrate match in each work element. The matching may be in the form of non-federal cash or services and must be properly documented by work element.
- (g) Method of Payment:
 1. MPO - **MPO** will submit a voucher to **Caltrans**, certifying that work activities in the OWP funded with federal funds and as billed,

are proper and that progress is commensurate with expenditures claimed.

2. Member Agencies - **MPO** will reimburse the subrecipient (other than Caltrans) upon receipt of a requisition for payment, in the following manner:
 - A. Subrecipients must submit a voucher reciting that they have performed the work and incurred costs in conformance with the OWP, and that they are entitled to receive the amount requisitioned, and include all progress reports applicable to the period billed.
 - B. **MPO** will reimburse subrecipients up to the federal share of the amount vouchered for payment upon receipt of said funds from FHWA.
 3. Caltrans - For payment for work items and incurred costs for which Caltrans is the recipient, **Caltrans** will bill FHWA in accordance with uniform statewide procedures agreed upon by Caltrans and FHWA, and documented in the OWP.
- (h) Disallowances - Any cost for which the **MPO/RTPAs/UPTOs** have received payment that are determined by subsequent audit to be unallowable under the terms of this MOU, are to be repaid to the State by the **MPO/RTPAs/UPTOs**. Should the **MPO/RTPAs/UPTOs** fail to reimburse monies due the State within 30 days of demand, or within such other period as may be agreed between the parties hereto, State is authorized to withhold future payments due recipients from any source, including, but not limited to, the State Treasurer, the State Controller and the California Transportation Commission.
- (i) Subcontracting - The subrecipient will not subcontract any portion of the work to either a public or private entity unless specifically authorized to do so in the OWP. A subcontract will only be awarded in accordance with applicable federal regulations.
- (j) Publication/Use Provisions:

Copyright - **MPO/RTPAs** will be free to copyright material developed under work items identified in the OWP with the provisions that the state and federal agencies reserve a royalty-free, non-exclusive and irrevocable license to reproduce, publish or otherwise use, and authorize federal/state agencies to use the work for federal/state government purpose.

Acknowledgment - All published reports using federal funds will contain a credit reference, as appropriate, using the following suggested language:

"prepared in cooperation with Caltrans and the U.S. Department of Transportation, FHWA and FTA."

Publication Submittal - All publications funded with FHWA PL or state subvention funds, upon completion, will be submitted to Caltrans. **Caltrans** will forward a copy of each publication to FHWA.

Distribution of Products - The **MPO/RTPAs** will provide a number of copies to be specified by Caltrans, of all information, reports, proposals, brochures, summaries, written conclusions, graphic presentations, and similar materials developed by **MPO/RTPAs** and financed in whole or in part as provided herein.

Use of Products - For dynamic work products for which the integrity and consistency may be compromised by unsupervised and/or undocumented work on the original products, the **MPO/RTPAs/UPTOs**, at their discretion, reserve the right to oversee their future use to federal/state government agencies by requiring the execution of an MOU or use agreement for their use. Note that the use of the regional travel demand model always requires the execution of a use agreement.

Ownership of Documents – Upon unilateral termination of this MOU, it is the understanding of all parties that, all original finished and unfinished documents, data, studies, surveys, reports, maps, drawings, models, photographs, etc., prepared by or for the **MPO/RTPAs/UPTOs** and funded by federal or state funds will, at the option of **Caltrans**, and concurrence of the USDOT, be made available to **Caltrans**. Future use of the regional travel demand model will always require the execution of a use agreement. **MPO/RTPAs /UPTOs** will not incur new obligations for the terminated portion after the effective date of termination.

7.7 Standard Requirements:

The parties understand that in performing work under the OWP, which is to be paid for by federal funds, regardless of the granting agency, the following requisites apply:

- (a) Civil Rights - Those requirements must be met which are stated in Attachment B (FTA Certifications and Assurances) dealing with Equal Employment Opportunity and nondiscrimination in hiring. **MPO/RTPAs/UPTOs** will also meet the requirements of 49 CFR Part 23, dealing with Disadvantaged Business and Woman Business Enterprise and will follow the procedures for MPOs set forth in Caltrans and/or FTA's

Disadvantaged Business and Woman Business Enterprise Program (DBE/WBE).

- (b) Drug Free Workplace - A Drug Free Workplace policy is in place (see Attachment B). **MPO/RTPAs/UPTOs** and all subrecipients agree to abide by the stated policy.
- (c) Restrictions on Lobbying - **MPO/RTPAs/UPTOs** and all subrecipients agree to abide by the Federal requirements on Restrictions on Lobbying. The signed declarations of this policy are made a part of this document by reference.
- (d) Equipment - Non-expendable items acquired to perform work must be identified in the OWP as direct costs and approved as part of the OWP. For direct purchase of equipment with PL funds, equipment must be identified in the OWP. Property management of equipment should be in accordance with the Federal Office of Management and Budget (OMB) Circular A-102. For depreciation methods of billing when PL funds are not involved in the direct purchase of equipment, charges should be made using cost principles for state and local governments, in accordance with OMB Circular A-87.
- (e) Bills - All bills must be supported by payrolls, time record invoices and vouchers, evidencing the nature of the charges and their eligibility for payment under OMB Circular A-87.
- (f) Accounts - Each part will establish and maintain, within its accounting system, a separate account for each work element in the OWP. All accounting records will provide a current breakdown of costs charged to each element and together with supporting documents, must be kept separate from other documents and records.

7.8 Accounting and Audits:

Federal OMB Circular A-87 to qualify for federal funds is made a part of this MOU by reference. An audit of state funds may be combined with an audit of federal funds if state fiscal and compliance audit requirements are met. Further audits may be conducted by federal and state agencies if deemed necessary. All records, reports and documents are to be made available at business office and its subcontractor's business offices for audit and inspection as needed by state and federal agencies.

7.9 Reimbursement:

Reimbursement of Federal funds will be for actual costs incurred.

7.10 Certification Requirement:

It is the intent of all parties to resolve issues related to certification under 23 CFR 450 Subpart C as they arise. At the time the final OWP is submitted to Caltrans, **MPO** must certify that the planning process, addressing the major issues facing the area, is being conducted in accordance with all applicable requirements. **Caltrans** will verify the certification and transmit its recommendation to FHWA and FTA. For purposes of certification, **MPO** will establish a process, which includes the following elements:

- (a) Discussion, as part of the prospectus section of the OWP, addressing each of the elements listed in 23 CFR 450.316 and stating how compliance is being carried out; and
- (b) a resolution of the **MPO** Board of Directors making a finding concerning certification to be based upon review of the staff report and recommendation by the Executive Director of **MPO** at the time of adoption of the final OWP.

For purpose of certification, **Caltrans** will:

- (c) work closely with **MPO** to gather documentation throughout the year to support the certification; and
- (d) make a written certification determination that **MPO's** transportation planning process is in conformance with Section 134 of Title 23 U.S.C., Section 8 of the Federal Transit Act (49 U.S.C. app. 1607), Sections 174 and 176(c) and (d) of the Clean Air Act, Title VI of the Civil Rights Act executed under 23 U.S.C. 324 and 29 U.S.C. 794, Section 1003(b) of ISTEA regarding the involvement of disadvantaged business enterprises and the provisions of the Americans with Disabilities Act of 1990; and
- (e) submit its determination to FHWA and FTA at time of OWP approval; and
- (f) keep on file copies of documents as a basis for determination of certification factors.

Chapter 8. **General Provisions**

8.1 Amendment:

This Memorandum constitutes an understanding, expression of desire for, and a means of accomplishing, the general requirements for a comprehensive

transportation planning process in **MPO's** area. Any changes to one or more of the terms and conditions of this MOU shall not be valid unless made in writing and agreed to by all original executed signatory parties prior to change implementation.

8.2 Termination:

The parties understand that the purpose of this MOU is to establish, on the part of all parties, a single transportation planning process to serve the interests of all governmental agencies with Federal and State transportation planning responsibilities in the region per CFR Part 450.310. Any executed signatory party may terminate this understanding upon notice of the others by providing notice at least sixty (60) days prior to the effective date of termination and specifying the effective date of termination.

Caltrans will compensate the **MPO/RTPAs** for those eligible expenses incurred during the MOU period directly attributable to the completed portion of the work covered by this MOU for the OWP, provided that the work has been completed in a manner satisfactory and acceptable to **Caltrans**. It is understood that **MPO/RTPAs** and all subrecipients will not incur new obligations for the terminated portion after the effective date of termination.

8.3 Review:

Any party may review this MOU for the purposes of assuring its continuing effectiveness. Results of such review, together with any proposed amendments, shall be submitted in writing for the consideration of the parties hereto.

8.4 Remedies:

Actions inconsistent with the MOU terms or conditions shall be grounds for termination of the MOU by the other original executed signatory parties upon serving appropriate notice to that effect.

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

STAFF REPORT

DATE: May 23, 2003

TO: Board of Directors

FROM: Margaret Gallagher, District Counsel

SUBJECT: CONSIDERATION OF REVIEW OF METRO USERS GROUP (MUG) OPERATIONAL AND ORGANIZATIONAL STRUCTURE

I. RECOMMENDED ACTION

Review Metro Users Group's Operational and Organizational Structure and Consider Ways to Make Improvements

II. SUMMARY OF ISSUES

- On February 28, 2003, the METRO Board of Directors Chair asked that I prepare an analysis of a letter dated February 21, 2003, entitled "Metro and the Charade of Rider Representation" from Paul Marcelin which is included as Attachment A.
- MUG's current bylaws, which have been amended over the years, now have no residency location or group affiliation requirements for membership and authorize a committee of 20 individuals with a quorum requirement of 5, are attached as Attachment B.
- The Metro Users Group (MUG) was formed in 1990 as a result of a recommendation from METRO's Service Redesign Advisory Committee. The Board approved its bylaws, which required membership of twenty-six individuals from locations throughout the County of Santa Cruz and from various user and transportation groups. These bylaws are included as Attachment C.
- According to the Metro Accessible Services Transit Forum's (MASTF) bylaws, MASTF is an "independent volunteer organization" that was formed in 1989 and subsequently recognized by the METRO Board of Director's as an official advisory group to the Board. MASTF's current bylaws are attached as Attachment D.
- The recommendations that MASTF and MUG have made to the Board of Directors over the last six months as gleaned from the minutes of the regular METRO Board meetings' minutes are set forth in Attachment E.

III. DISCUSSION

On February 28, 2003, the Board of Director's Chair asked that I prepare an analysis of a letter written to the Santa Cruz METRO Board of Directors by Paul Marcelin dated February 21, 2003, Attachment A, regarding the membership, organization and operation of Metro Users Group (MUG).

Since that time, I have reviewed Mr. Marcelin's letter in detail, reviewed the bylaws of the advisory committees to the Board of Directors, obtained input from METRO's advisory committees on some of the issues raised in Mr. Marcelin's letter, discussed the letter with the current Chair of MUG and reviewed the matter with various management employees. In addition, I reviewed various METRO documents related to the two organizations.

Mr. Marcelin complained in his letter that the "...voice of the ordinary rider..." is not being heard by the Board of Directors of METRO. He asserted that the disabled and seniors only make up 15% of the ridership but hold the majority on "every committee". With regard to MUG's membership Mr. Marcelin wrote:

"The Metro Users Group (MUG) is a case in point. If we exclude transit industry representatives (union, board, TMA, TAPS), there are 9 'core' members. Fully 66% (6) of these are seniors and/or disabled people. It happens that 5 are also members of MASTF!"

Mr. Marcelin complained that because MUG is controlled by senior and disabled riders that it is impossible to have meetings at times and at locations that would better enable workers and students to attend. He asserted that MUG membership could be increased through an incentive program such as receipt by MUG members of bus passes. He compared MUG's lack of incentives to the MASTF Executive Committee members who each receive bus passes for their participation on MASTF.

Mr. Marcelin further complained that METRO staff exerts too much influence over MUG. He attempted to illustrate this "influence" by asserting that he put forth an idea to advertise membership in MUG on the inside of the buses which METRO staff "watered down" and delayed.

To remedy MUG's membership issues, Mr. Marcelin suggested the following:

1. Membership on METRO advisory committees should be restricted to only one committee;
2. MUG membership should reflect the composition of METRO ridership;
3. METRO staff should only be allowed to "support and inform" the committee rather than influence it;
4. Require METRO staff to recruit for increased membership on the advisory committee.

The current bylaws of METRO identify two advisory committees to the Board of Directors: MUG and MASTF. METRO's bylaws, however, do not provide for any membership requirements or restrictions for either committee except that MUG is authorized to make recommendations to the Board of Directors for its membership appointments (The METRO Board of Directors does, however, approve MUG's Bylaws). These committees are provided with METRO staff that help facilitate the committees' work. Both committees meet once a month, MASTF meets rent-free in the NIAC building adjacent to the Santa Cruz Metro Center and MUG meets in the upstairs conference room at the Santa Cruz Metro Center. The Manager of Operations generally attends both meetings in order to provide relevant information to the groups on topics on the agendas. The ParaCruz Manager also attends the MASTF meetings. Other managers attend the advisory committees' meetings on an as-needed basis depending on

the matters under discussion. Additionally, the Manager of Operations meets with the Chair of MUG to fix the agendas. An administrative secretary attends the MUG meetings and prepares the agendas and the minutes for those meetings. METRO's Accessible Services Coordinator (ACS) attends the MASTF meetings and also prepares the agendas as directed by the Executive Committee and prepares the minutes of the meetings. The ACS also attends the Executive Committee meetings preparing the agendas and minutes for these meetings. Additionally, the ACS facilitates the MASTF elections of officers and keeps the mailing list current. METRO staff also provide for the preparation and distribution of the agenda packets for each committee at METRO expense. (The costs for the agenda packet distribution are absorbed within METRO's Administration Department budget). Agenda packets are distributed to those on the mailing lists. At a minimum, the agenda packets usually include the regular Board of Director's meeting agendas, minutes and agendas and minutes for the committee itself. MASTF actually has a METRO operating budget, which is identified as #9021. In the past, its primary funding was for rent to pay for its meeting location. This fiscal year, MASTF has spent less than \$100.00, through March 2003. MUG has no assigned budget unit.

MUG was formed by METRO's Board of Directors in November 1990. A ridership committee, entitled the System Redesign Advisory Committee, had been formed to make recommendations to the Board of Directors regarding transit service reductions and redesign of the transit service as a result. At the conclusion of its work, the committee recommended that a permanent transit users group be formed to provide input from the riders of the fixed route service to the Board of Directors. MUG's first bylaws, included as Attachment C, were approved by the Board of Directors at its November 9, 1990 regular meeting.

The current MUG bylaws (Attachment B) stipulate that its purpose "...is to review, advise, and recommend to the Board of Directors on issues pertaining to the transit routes and schedules and other issues pertaining to the provision of transit services and support services from the users perspective." According to its bylaws, MUG accomplishes its goal by reviewing and providing advice, and recommendation to the Board of Directors on the following issues: routing and levels of service issues (fares and fare issues), monitoring effectiveness of the system, working with existing agencies on transportation policies to coordinate efforts, increasing public involvement to promote ridership, discussing and contributing to advertising methods, discussing pending laws and bill passages that affect the ridership directly or indirectly and supporting the Board of Directors with letters, developing effective methods for gathering input for Metro decisions, discussing complaints and recommendations that were submitted by the public as to the system and policies of the District, serving as a resource to staff and agency programs designed to promote ridership and developing effective methods to accommodate the needs of bicycle riders who also use Metro services.

MUG's bylaws currently authorize a membership of twenty members with a quorum requirement of 5. While there are no specific membership requirements or affiliations, the current bylaws encourage membership from the following groups:

1. Transit Users;
2. University of California Santa Cruz Staff/Student;
3. Cabrillo College Staff/Student;
4. MASTF Member;

5. Seniors Council Representative;
6. Santa Cruz County Regional Transportation Commission Representative
7. Transportation Management Association (2 representatives);
8. One Board Member and Alternate
9. One bicycle/transit user.

Originally, the bylaws authorized a committee consisting of 26 members from areas all over the county and from various transit interest groups. The membership was required to consist of members from the following Santa Cruz County areas and organizations:

1. San Lorenzo Valley
2. Lompico/Zayante
3. North Coast (Davenport, Bonny Doon)
4. Live Oak
5. Aptos
6. Soquel
7. Freedom/Corralitos
8. LaSelva Beach/San Andreas
9. Santa Cruz
10. Capitola
11. Watsonville
12. Scotts Valley
13. University of California Santa Cruz Staff Member
14. University of California Santa Cruz Student
15. Cabrillo College Staff Member
16. Cabrillo College Student
17. MASTF Member
18. Working Commuter South County
19. Working Commuter North County
20. Seniors Council Representative
21. Santa Cruz County Regional Transportation Commission Representative
22. School Administrator
23. High School Student
24. High School Student
25. Traffic Management Association

26. One Board Member and Alternate

In April 1997, MUG's bylaws were amended to remove the strict categorical membership requirements. According to the staff report used in support of that amendment, MUG had never been able to fill the listed categories with members and sometimes an individual was precluded from participation because there was already someone who was representing the location or group affiliation. At that time, the categories were reduced from twenty-six to eight (8) and the mandatory requirement of affiliation was removed. The last time that the membership categories were amended was in July 1998 when the membership category of "bicycle/transit user" was added and a second TMA representative" was authorized.

The current membership on MUG consists of the following individuals. The approximate dates of each member's appointment to MUG follows their group affiliation:

Ted Chatterton- Transit User; Appointed 12/95	Regularly attends
Sandra Coley, Pajaro Transit Management Association; Appointed 5/98	Regularly attends
Connie Day, Transit User; Appointed 7/92	Regularly attends
Shelley Day, Transit User; Appointed 2/02	Regularly attends
Kassandra Fox, MASTF; Appointed 2/02	No record of attendance
Ron Goodman, Bicycle/Transit User; Appointed 5/00	No attendance since February 2002
Michelle Hinkle, Chair, Board Member; Appointed 6/96	Regularly attends
Virginia Kirby, Transit User; Appointed 2/02	Regularly attends
R. Paul Marcelin, Transit User; Appointed 11/02	Regularly attended, but recently ended participation
Carolyn O'Donnell, Santa Cruz Transportation Management Association; Appointed 12/96	Regularly attended until September, 2002
Stuart Rosenstein, Transit User; Appointed 2/03	New member; no attendance reported
Barbara Schaller, Seniors Commission; Appointed 8/00	Regularly attends
Jim Taylor, United Transportation Union; Appointed 12/02	Regularly attends
Candice Ward, University California at Santa Cruz; Appointed 9/95	Attended February, 2001 meeting

In reviewing this matter, it was determined that although the current bylaws require annual appointments for one-year terms, once members are appointed, they continue to be considered voting members even if they do not attend the meetings or their term expires. Once an individual

is appointed, no reappointments are made. The member simply continues to be listed as a voting member of MUG or stops attending the meetings (From time to time, resignations have been submitted). Additionally, according to the bylaws, if a member has three unexcused absences in one year, the Board of Directors are supposed to be advised of the need for a replacement. However, this is not done. The member’s continuous absences are simply noted in the record of attendance.

Mr. Marcelin complained, in the letter referenced above, that members of MUG are also members of MASTF. Mr. Marcelin believed that membership on committees should be restricted so that the same people do not control both committees. While the members of MUG are directly appointed by the Board of Directors and are, therefore, discernable from a review of the Board of Director’s meetings’ minutes, membership on MASTF is a bit more elusive because MASTF bylaws state that membership is “free and open to all persons who are interested in issues affecting accessible public transit in Santa Cruz county. Members may serve on MASTF as long as they feel they can make a contribution to the improvement of the transportation services and policies implemented by SCMTD.” There are no other requirements for membership. The bylaws do offer a few restrictions for a member to be able to have voting rights. The bylaws require that individuals attend one of the two previous MASTF meetings in order to be allowed to vote except that METRO staff are specifically excluded from voting but are allowed to serve as consultants to MASTF. Because there are no eligibility requirements other than attendance and non-METRO employment for voting privileges, children have been determined to be voting members, as was the case when the Manager of Operation’s stepdaughter, Tessa, at the age of 9, was listed as a voting member of MASTF. According to Mr. Baehr, Tessa did not realize that she had become a MASTF member until he brought home a MASTF agenda packet that identified her as an individual with voting rights. MASTF’s and MUG’s eligible voting members are listed in the chart below for the period of September 2002 through February 2003. (Those members’ names that serve on both advisory committees are highlighted.)

MTG. DATE MASTF ATTENDANCE MUG ATTENDANCE

MTG. DATE	MASTF ATTENDANCE	MUG ATTENDANCE
September 2002	Ted Chatterton, Connie Day, Shelley Day , Shannon Holmes, Ed Kramer, Deboarah Lane, Kurtis Lemke, Fahmy Ma’Awad, Kathlene A. McGinnis, Brad Neily, Thom Onan, Barbie Schaller , John Wood and Brellis Young	Ted (George) Chatterton , Sandra Coley, Connie Day, Shelley Day, Michelle Hinkle , Virginia Kirby, Carolyn O’Donnell and Barbara Schaller
October 2002	Sharon Barbour, Ted Chatterton, Connie Day, Shelley Day , Michael Doern, Michael Edwards, Kassandra Fox , Norm Hagen, Deborah Lane, Kurtis Lemke, Jan McGinnis, Pop Papadopulo, Barbie Schaller , Patricia Spence, Link Spooner, David Taylor, Adam Tomaszewski and John Wood	Sandra Coley, Connie Day, Shelley Day, Michelle Hinkle , Virginia Kirby and Barbara Schaller

November 2002	Sharon Barbour, Jim Bosso, Ted Chatterton, Connie Day, Shelley Day , Michael Doern, Kanoa Dynek, Michael Edwards, Kasandra Fox , Norm Hagen, Michelle Hinkle , Ed Kramer, Deborah Lane, Fahmy Ma'Awad, Pop Papadopulo, David Taylor, John Wood and Lesley Wright	Ted Chatterton, Connie Day, Shelley Day, Michelle Hinkle , R. Paul Marcelin and Sandra Lipperd ¹
December 2002	Sharon Barbour, Jim Bosso, Ted Chatterton, Connie Day, Shelley Day , Michael Doern, Kanoa Dynek, Michael Edwards, Kasandra Fox , Norm Hagen, Michelle Hinkle , Ed Kramer, Deborah Lane, Kurtis Lemke, Fahmy Ma'Awad, Jan McGinniss, Pop Papadopulo, Barbie Schaller , Patricia Spence, Link Spooner, David Taylor, Adam Tomaszewski, John Wood and Lesley Wright	Ted Chatterton, Sandra Coley, Connie Day, Shelley Day, Michelle Hinkle , Virginia Kirby, R. Paul Marcelin, Barbara Schaller and Jim Taylor ¹
January 2003	April Axton, Sharon Barbour, Jim Bosso, Ted Chatterton, Connie Day, Shelley Day , Michael Doern, Dianna Dunn, Kanoa Dynek, Michael Edwards, Kasandra Fox , Norm Hagen, Michelle Hinkle , Ed Kramer, Deborah Lane, Fahmy Ma'Awad, Brad Neily, Rhianan Neily, Thom Onan, Pop Papadopulo, Gary Peterson, Barbie Schaller , Patricia Spence, Devon Swedmark, David Taylor, John Wood and Lesley Wright	Ted Chatterton, Sandra Coley, Connie Day, Shelley Day, Michelle Hinkle , Virginia Kirby, R. Paul Marcelin and Jim Taylor ¹
February 2003	April Axton, Sharon Barbour, Ted Chatterton, Connie Day, Shelley Day , Dianna Dunn, Kasandra Fox , Norm Hagen, Michelle Hinkle , Ed Kramer, Deborah Lane, Brad Neily, Rhianan Neily, Thom Onan, Pop Papadopulo, Gary Peterson, Camille	Ted Chatterton, Sandra Coley, Connie Day, Shelley Day, Michelle Hinkle , Virginia Kirby, R. Paul Marcelin, Barbara Schaller and Jim Taylor ¹

¹ While Sandra Lipperd and Jim Taylor are listed on the attendance sheets, they attend MUG meetings as UTU representatives and have never been formerly appointed by the Board of Directors and are not voting members.

	Pierce, Barbie Schaller , Patricia Spence, Link Spooner, Devon Swedmark, David Taylor, John Wood and Lesley Wright	
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The chart illustrates that many of the same people serve on both committees.

Mr. Marcelin complains in his letter that MUG’s membership is not reflective of the composition of METRO’s ridership. Mr. Marcelin states that seniors and disabled make-up 15% of METRO’s ridership but account for a majority on “every” committee. When questioned regarding how he arrived at his percentage, Mr. Marcelin responded that he examined the Ridership and Revenue Reports, which are included in the Board packets, for the 12-month period from December 2001 Through November 2002. He then divided the sum of senior/disabled single rides and the maximum senior/disabled passenger’s rides by the total rides on the fixed route system (excluding the Highway 17 service, Watsonville Shopper Shuttle, etc.). According to Mr. Marcelin the result was several points under 15%. However, when a rider boards a METRO bus with a bus pass, the pass is not distinguishable from any other pass from the other riders. Whether a rider tenders a youth monthly pass, an adult monthly pass, a senior/disabled monthly pass, an adult day pass, a senior/disabled day pass, or an employee or director pass, the bus operator presses the “Number 9” button and the ride is lumped into the “Monthly Pass” category in the report. Therefore, according to Mark Dorfman, the Assistant General Manager, there is no way to tell what the actual composition of the METRO ridership is. Mr. Dorfman noted that the METRO does track the numbers of the various passes that are sold on a category basis but their individual usage is not recorded and remains unknown. Additionally, METRO is not able to differentiate between student base fares of \$1 and adult base fares of \$1. Because the actual composition of the ridership is not known, it may be difficult to determine exactly what the composition of the ridership is in order to insure that it is reflective in MUG’s membership if this is the desired result. Additionally, a review of the first bylaws appears to show an effort by METRO to insure that MUG membership came from areas and groups, which were reflective of the transit area, and groups that METRO served. However, according to various staff reports, MUG was unable to secure individuals into its membership ranks that were actually from all the specific areas or groups set forth in the bylaws.

MUG meetings are currently held at the Santa Cruz Metro Center on the third Wednesday of the month from 2:10pm –4:00pm. Mr. Marcelin complained that membership on this committee was adversely affected by the afternoon meeting time. He noted that the time set for the meeting precludes many workers and students from participation. MUG members expressed concern that changing the meeting time to an evening event may cause a loss of membership because of the inability of the transit dependent to procure transportation. Depending on the actual time of the meeting, bus service may not be available for the return trip. A compromise might be worked out that would call for the meetings to begin at 4:00pm and end by 6:00pm with issues important to commuters and students placed towards the end of the agenda. Mr. Marcelin also suggested that MUG members be provided with free bus passes as the members of MASTF’s Executive Committee are. According to a METRO staff report dated April 16, 1993, the Executive Committee requested that they each be provided with free bus passes “due to the number of hours they devote each month to District business.” A review of the minutes in which this item

was discussed, reflects that there was a motion and a second to provide the free passes as requested but no vote on its passage was recorded. Additionally, METRO's bus pass regulation was never amended to include the provision of free bus passes to the members of MASTF's Executive Committee. It is presumed that the motion actually passed because a METRO employee was instructed to provide the free bus passes in May 1993. The members of the Executive Committee continue to receive bus passes. When asked whether MUG members thought that an incentive such as free bus passes for those attending MUG Meetings was a good idea, many expressed concern over the current budget crisis facing METRO and did not believe that the free passes should be pursued at this time.

A review of the agendas for MUG over the last six months reveals that MUG reviews the "current board agenda items, Headways' redesign issues, Service and Planning and bus procurements under the general topic of "On-Going Items". MUG receives updates on such topics as paratransit, MetroBase, and talking buses. MUG generally learns the updated information and general topical information from the Manager of Operations. MUG in turn, from time to time, offers the Board of Directors its advice, comments and recommendations regarding these matters. Mr. Marcelin complained that METRO staff exerts too much influence over MUG. Mr. Marcelin's specific complaint was that certain advertising posters, which were aimed at obtaining increased membership, were not displayed on the buses exactly as he wrote them (They were "watered down."). Additionally, he was angry because the posters were not displayed as fast as he wished them to be. In speaking with Mr. Baehr about this matter, he stated that Mr. Marcelin's advertisement was derogatory towards METRO's transit service. Mr. Baehr questioned Mr. Marcelin regarding why METRO would want an advertisement that stated: "Late for Work? Metro Users Group is a bridge between the riders and management. Members needed. Call 426-6080." Mr. Baehr pointed out that MUG is an advisory committee to the Board of Directors and that the advertisement proposed by Mr. Marcelin was really a misrepresentation of MUG's purpose. Mr. Baehr stated that METRO's on-time performance is very good.

It would appear that at a minimum, advisory committees to a transit agency would need to review those items for which the Board of Directors need input from transit riders. Therefore, in presenting those items to the committee for review, METRO staff should certainly be the most knowledgeable people about the issue being discussed. On the other hand, the Committee, if it is truly a ridership group and if the committee's purpose is to provide the "rider's perspective", it should be doing exactly that, rather than merely rubber-stamping METRO staffs' point of view. (I have trouble believing, however, that a committee in Santa Cruz County would accept without question METRO staff's point of view.) There is a danger, however, and that is, that as long as METRO is funding and providing staff to support the committee that it should not become an adversary to METRO. A balanced approach depending on the issues before the committee would be important in order for the Board of Directors to obtain input in the decision-making process. At the time that MUG was created, a work plan was adopted and approved by the Board of Directors on an annual basis. This practice was discontinued some years ago.

The recommendations that MASTF and MUG have made to the Board of Directors over the last six months as gleaned from the minutes of the regular METRO Board meetings' minutes are set forth in Attachment E.

1. Should Membership on METRO's Advisory Committees be restricted to only one committee?

It is evident from the time, energy, effort and money that is devoted to these two committees that both METRO staff and the committee members themselves are sincere, hardworking individuals who want METRO to operate the best transit system possible. However, the question asked was should the membership on these two committees be restricted so that an individual can only serve on one committee at a time. Various public agencies do limit the ability of their constituents to sit on various advisory committees. In this way the legislative body knows that it is not receiving input from the same person or group under the guise of a different name. However, if the Board of Directors determines that the membership should be restricted at this point, there is a very good chance that MUG would not survive. Additionally, MASTF's bylaws would have to be modified, otherwise those individuals appointed to MUG would be precluded from attending MASTF's meetings because if they did, they would become voting members of MASTF.

Probably, a difficult problem that needs to be resolved is how to increase membership on MUG while making it as reflective as possible of those that ride the buses or from those areas that METRO serves. Additionally, the committee should not be changed so that a burden is created on the individual committee members, METRO staff or the budget. The Board of Directors may wish to study the bylaws of each committee to assess if the goals of the committees are relevant to METRO today. Additionally, it may be important for the Board to know how other transit agencies create and interact with their advisory groups. Further, knowing what other transit agencies' advisory groups' goals and purpose are would be helpful in assessing METRO's committee structure.

2. Does MUG Membership Reflect the Composition of METRO Ridership?

As stated above, it is difficult if not impossible to truly know what the composition of METRO ridership really is. Without having this information it is difficult to know what the composition of MUG should be, if the goal for MUG is to have its membership reflect METRO's composition. It would undoubtedly be worthwhile to study the issue of how METRO could determine who rides its buses. Budget constraints at this time might prove problematic to obtaining this information. Additionally, other ways besides the committee format to obtain ridership input might be explored. For example, well advertised public hearings 2-3 times a year might be one way to obtain input on important METRO issues. Conducting surveys of its ridership on a regular basis might also be helpful. Another method of obtaining input that could be considered would be the formation of an ad hoc committee of riders who are particularly interested in a particular issue.

3. Should METRO staff be limited to only support and inform the Committees and not influence the Committees?

“Support and inform” vs. “influence” oftentimes is in the eye of the beholder. It would seem that at times it is appropriate for METRO staff to support and inform the committees and at other

times it would be in METRO's best interests for the staff to make recommendations to the committees and provide back-up information for those recommendations. Clearly, if the purpose of the committee is to provide the METRO Board of Directors with ridership input then a method to achieve that goal needs to be provided.

4. Should METRO staff be required to recruit for increased MUG membership?

METRO staff is currently recruiting for both committees' membership through interior advertisement on METRO buses. Certainly, as staff time and money are available other recruiting techniques could be utilized.

IV. FINANCIAL CONSIDERATIONS

None

V. ATTACHMENTS

- Attachment A:** February 21, 2003 letter from Paul Marcelin
- Attachment B:** Metro Users Group Bylaws (May 7, 1992; Revised June, 1998)
- Attachment C:** Metro Users Group Bylaws (November 1990)
- Attachment D:** Metro Accessible Services Transit Forum (M.A.S.T.F.) By-laws
- Attachment E:** Recommendations from Advisory Committees to the Board of Directors

TO THE BOARD OF DIRECTORS:

Metro and the Charade of Rider Representation

The voice of the ordinary rider is just about the only voice not being heard at Metro today. Senior citizens and the disabled account for 15% of ridership, but they seem to have a majority on every committee. I am the first to say that minority voices *should* be heard. That's one reason why the Board of Directors recognizes the Metro Accessible Services Transit Forum (MASTF), an independent committee for elderly and/or disabled riders.

Staff claim that the proposed Call Stop Committee represents "a good cross section" of riders. Not so. If we leave out transit industry representatives (staff, union, etc.), nine positions remain. At least 5 (55%) and as many as 7 (77%) of the 9 "core" members will be drawn from, or will officially represent, the senior/disabled community. It makes sense for seniors and the disabled to dictate call stop policy: the Taking Bus is of particular importance to them. They should not, however, monopolize general forums.

The Metro Users Group (MUG) is a case in point. If we exclude transit industry representatives (union, board, TMA, TAPS), there are 9 "core" members. Fully 66% (6) of these are seniors and/or disabled people. It happens that 5 are also members of MASTF!

MUG is the only general advisory committee for Metro riders. The seniors and disabled people who control MUG refuse to accommodate ordinary Metro riders. Most riders are at school or at work during the day, and would actually be penalized for attending a MUG meeting. When I suggested, last year, that we meet in the evening, everyone else — even the chair-person — gave excuses. I could not have secured passage of this year's meeting schedule without maintaining the afternoon meeting time. Some people need an incentive to attend meetings. I produced a written proposal for membership incentives last November. The chairperson asked that the discussion be continued at the next meeting. Twice she "forgot", and now the proposal can't be revisited until April. In the meantime, members of MASTF's executive committee (busy representing 15% of riders) will continue to receive bus passes while members of MUG (busy representing 100% of riders) go without.

Staff, too, exert considerable influence over MUG. My proposal for posters is a good example. Staff suggested, and the senior/disabled bloc agreed, that headlines meaningful to ordinary riders should be watered down. Two months later, staff finally posted the slogans, "Got a bus idea?" and "Do you ride the bus?" inside our buses.

Metro's Board of Directors has sole authority over appointments to MUG. Does the Board value the opinions of ordinary riders, the folks who account for 85% of rides and pay 95% of fares? If so, the Board will (a) stipulate that anyone who is a member of MASTF is ineligible for simultaneous membership in MUG; (b) stipulate that the composition of MUG will henceforth reflect Metro's ridership; (c) stipulate that staff's role in MUG meetings is to support and inform, but not to influence; and (d) oblige staff to provide recruitment support.

— R. Paul Marcellin
Member,
Metro Users Group
2003 February 21

The 85/15 statistic is approximate, and reflects a combination of ridership data and pass sales data

Attachment **A**

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

METRO USERS GROUP

Bylaws

May 7, 1992

(Revised - June, 1998)

I. GENERAL PURPOSE:

1. The Metro Users Group is an official advisory committee of the Santa Cruz Metropolitan Transit District Board of Directors. Its purpose is to review, advise, and recommend to the Board of Directors on issues pertaining to the Transit routes and schedules and other issues pertaining to the provision of transit services and support services from the users perspective.
2. The Metro Users Group may accomplish the above goal by reviewing and providing advice, and recommendations to the Board of directors of the District on issues including, but not limited to:
 - a. Routing and levels of service issues, (i.e. fares, and fare issues)
 - b. Monitoring effectiveness of the system.
 - c. Working with existing agencies on transportation policies to coordinate efforts.
 - d. Increasing public involvement to promote ridership.
 - e. Discussing and contributing to advertising methods.
 - f. Discussing pending laws and bill passages that affect the ridership directly or indirectly and supporting the Board of Directors with letters, etc.
 - g. Developing effective methods for gathering input for Metro decisions.
 - h. Discussing complaints and recommendations that were submitted by the public as to the system and policies of the District.
 - i. Serving as a resource to staff and agency programs designed to promote ridership.

Attachment B

- j. **Developing effective methods to accommodate the needs of bicycle riders who also use Metro services.**

II. MEMBERSHIP

Membership on the Metro Users Group shall consist of twenty (20) members. Membership is encouraged but not limited to from the following groups and organizations.

- 1. Transit Users
- 2. University of California Santa Cruz Staff/Student
- 3. Cabrillo College Staff/Student
- 4. MASTF Member
- 5. Seniors Council Representative
- 6. Santa Cruz County Regional Transportation Commission Representative
- 7. Transportation Management Association
- 8. One Board Member and Alternate
- 9. **One bicycle/transit user**

All appointments shall be made for one year terms with Board made on annual basis. The member of the Transit Board appointed to the group, shall be appointed to the group for a one-year term as shall an alternate Board representative. If a member has three unexcused absences in one year, that the Board of Directors be advised of the need for replacement.

III. STRUCTURE

The Chairperson of the Committee shall be a member of the Board of Directors of the District or another member of the committee appointed by the Board of Directors to serve as the Chair of the committee. An alternative member of the Board of Directors of the District may be appointed to serve as Chairperson in the absence of the regular Board representative Chair of the committee.

District staff will provide the necessary support for Metro Users Group meetings including preparation of agenda packets and materials and the recording of minutes of the meetings.

The Metro Users Group may create such subcommittees as they deem appropriate on either an adhoc or on an ongoing basis.

IV. CONDUCT OF MEETINGS

Meetings will be held on the Wednesday the week of the third Friday of every month unless announced otherwise at the previous meeting. The location will be at a regularly announced location unless announced otherwise at the previous meeting. A change in meeting time and/or

Attachment B

location must be approved by a majority vote of the members present. An agenda will contain the following format:

1. Call to order and introductions.
2. Approval of previous meeting minutes
3. Changes and deletions to the agenda.
4. Oral communications and announcements
5. On-going business
6. New business
7. Adjournment

A quorum shall consist of not less than five (5) members of the Committee. All members of the Committee shall have equal voting rights. Generally, the group shall operate on a consensus basis, however, any member of the group may request that a particular issue be submitted to a majority vote. A motion shall be considered to be approved in the event that it receives an affirmative vote of the majority of the members present.

METRO USERS GROUP

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

BYLAWS

November 9, 1990

I. GENERAL PURPOSE:

- 1) The Metro Users Group is an official advisory committee of the Santa Cruz Metropolitan Transit District Board of Directors. Its purpose is to review, advise, and recommend to the Board of Directors on issues pertaining to the provision of transit services and support services from the users perspective.
- 2) The Metro Users Group may accomplish the above goal by reviewing and providing advice, and recommendations to the Board of Directors of the District on issues including, but not limited to:
 - a. Ridership issues (i.e., routes, fares, levels of service, zone fares, etc.)
 - b. Monitoring effectiveness of the redesign system.
 - c. Working with existing agencies on transportation policies to coordinate efforts.
 - d. Increasing public involvement to promote ridership.
 - e. Discussing and contributing to advertising methods.
 - f. Discussing pending laws and bill passages that affect the ridership directly or indirectly and supporting the Board of Directors with letters, etc.
 - g. Developing effective methods for gathering input for Metro decisions.
 - h. Discussing complaints and recommendations that were submitted by the public as to the system and policies of the District.
 - i. Serving as a resource to staff and agency programs designed to promote ridership.

usergroup.laws

Attachment C

II. MEMBERSHIP

Membership on the Metro Users Group shall consist of twenty-six (26) members. Members shall be appointed by the Board of Directors from the following groups:

1. San Lorenzo Valley
2. Lompico/Zayante
3. North Coast (Davenport, Bonny Doon)
4. Live Oak
5. Aptos
6. Soquel
7. Freedom/Corralitos
8. LaSelva Beach/San Andreas
9. Santa Cruz
10. Capitola
11. Watsonville
12. Scotts Valley
13. University of California Santa Cruz Staff Member
14. University of California Santa Cruz Student
15. Cabrillo College Staff Member
16. Cabrillo College Student
17. MASTF Member
18. Working Commuter South County
19. Working Commuter North County
20. Seniors Council Representative
21. Santa Cruz County Regional Transportation Commission Rep.
22. School Administrator
23. High School Student
24. High School Student
25. Traffic Management Association
26. One Board Member and Alternate

All appointments shall be made for one year terms with Board appointments normally anticipated to be made at the January or February Board of Directors meeting. The member of the Transit Board appointed to the group shall be appointed to the group for a one year term as shall an alternate Board representative. If a member has three unexcused absences in one year, that the Board of Directors be advised of the need for replacement.

III. STRUCTURE

The Chairperson of the committee shall be the Board of Director member appointed to the committee. The alternate Board member shall serve as Chairperson in the absence of the regular Board representative. District staff will provide the necessary support for Metro Users Group meetings including preparation of agenda packets and materials and the recording of minutes of the meetings.

The Metro Users Group may create such subcommittees as they deem appropriate on either an adhoc or on an ongoing basis.

IV. CONDUCT OF MEETINGS

Meetings will be held on the Wednesday of the week of the second Friday of every month unless announced otherwise at the previous meeting. Meetings will be held from 3:15pm until 5:00pm unless announced otherwise at the previous meeting. The location will be at a regularly announced location unless announced otherwise at the previous meeting. A change in meeting time and/or location must be approved by a majority vote of the members present. An agenda will contain the following format:

1. Call to order and introductions
2. Approval of previous meeting minutes
3. Changes and deletions to the agenda
4. Oral communications and announcements
5. Ongoing business
6. New business
7. Adjournment

A quorum shall consist of not less than eight (8) members of the committee. All members of the committee shall have equal voting rights. Generally, the group shall operate on a consensus basis, however, any member of the group may request that a particular issue be submitted to a majority vote. A motion shall be considered to be approved in the event that it receives an affirmative vote of the majority of the members present.

By-Laws (Adopted: 11/20/89

Most Recent Amendments: 2/15/01

Most Recent Amendments: 2/15/01

Previous Amendments: 7/16/98,

10/19/95, 6/15/95, 4/20/95, 4/14/94,
5/20/93, 3/12/91, 10/18/90

Metro Accessible Services Transit Forum (M.A.S.T.F.)
Santa Cruz Metropolitan Transit District
MASTF BY-LAWS

1.) GENERAL PURPOSE OF MASTF

The Metro Accessible Services Transit Forum (MASTF) is an independent volunteer organization. We advise the Santa Cruz Metropolitan Transit District's Board of Directors and Management/Staff in determining the best methods and resources for providing accessible services for all current and future riders of the bus system. We review Metro programs for compliance with the Urban Mass Transportation Act, Section 504, the Americans with Disabilities Act, and all other appropriate local, state and federal laws and regulations.

2.) MASTF GOALS AND OBJECTIVES

MASTF will advise SCMTD on issues including, but not limited to:

- a.) The purchase of operating equipment (e.g.; buses and other vehicles, passenger lifts, kneelers, public address systems, etc.)
- b.) Equipment, maintenance and modifications
- c.) Bus headsigns, logos and signage
- d.) Bus stop locations and access requirements and needs
- e.) Functional bus stops (e.g.; location, recognition, identification, pole signage, benches, shelters and obstructions)
- f.) Fares, schedules, routes
- g.) Transit information and customer service assistance
- h.) Public education and awareness
- i.) All levels of Metro staff training, awareness and sensitivity
- j.) Other accessible public transit matters

Attachment 

3.) MEMBERSHIP:

Membership **is** free and open to all persons who are interested in issues affecting accessible public transit in Santa Cruz County. Members may serve on MASTF as long as they feel they can make a contribution to the improvement **of** the transportation services and policies implemented by SCMTD. Members may give **to the Accessible** Services Coordinator (ASC) their name and mailing address to receive **the** minutes and agenda of the next month's meeting.

4.) CONDUCT OF MEETINGS:

a.) Meetings will be held on the Thursday before the **third** Friday of every **month** (in order to precede the SCMTD Board of Director's meeting). Meetings will be from 2:00 to 4:00 p.m. The meeting will be held at a regular announced location. A change in meeting times and/or location must be approved by a majority vote of members present.

b.) The agenda will include the following items:

- I. Call to Order and Introductions
- II. Approval of Previous Meeting Minutes
- III. Oral Communications and Correspondence
- IV. Additions and Deletions to this Agenda
- V. Ongoing Business
- VI. New Business
- VII. Adjournment

During the course of the meeting, the MASTF Chairperson (or the person substituting for the Chairperson), has the authority to adjust the order of the agenda as the need arises.

5.) VOTING RIGHTS:

Members who have attended one of the two previous MASTF meetings shall have one vote. A simple majority of members attending a meeting carries a motion before the group. The Chairperson votes only in case of a tie. Metro staff, including the ASC, shall not have voting privileges, but may attend meetings and serve as consultants to MASTF. Members shall vote upon motions before the floor- in the following ways: yeah, nay, abstain or if deemed necessary by the Chairperson, by allowing members to indicate their approval or rejection of a motion by physical means (e.g.; a show of hands or other limbs, head nods demonstrating approval or rejection). At all times, the Chairperson should remain sensitive to the fact that some members may not have the ability to verbalize or physically indicate their vote. In order for them to be accommodated, other methods may be utilized to register a members vote on any motion before the membership. All members attending a meeting have the right to participate, make motions, and second motions.

6.) MASTF STRUCTURE:

- a.) The MASTF Executive Committee consists of the following elected officers:

Chairperson

Vice-Chairperson

Bus Stop Improvement Committee Chairperson

Bus Services Committee Chairperson

Training and Procedures Committee Chairperson

Paratransit Services Committee Chairperson

- b.) The Accessible Services Coordinator (ASC) will record the minutes of the meetings. The Chairperson shall be responsible for making alternate arrangements if the ASC is unable to attend the meetings.

- c.) The MASTF Executive Committee shall support one **another** by volunteering **to assist with each other's** job responsibilities, and may also seek volunteer assistance from the General Membership. The Executive Committee will be responsible for membership recruitment and community outreach. The Executive Committee shall be responsible for **drafting an** annual list of goals to be submitted to the membership.

The MASTF Executive Committee:

Shall meet for one hour after each monthly MASTF meeting to set the agenda for the next meeting.

Shall meet within three days preceding each **monthly** meeting to **discuss the upcoming agenda.**

If an Executive Committee member is not able to attend a meeting, it is that individual's responsibility to notify the MASTF Chairperson. If the Chairperson is not able to attend a meeting, it is his/her responsibility to notify the MASTF Vice-Chairperson.

Members of the Executive Committee or other MASTF members shall be responsible for representing MASTF at the Santa Cruz County Regional Transportation Commission's Elderly and Disabled Transportation Advisory Committee meetings, the Santa Cruz County Commission on Disabilities meetings, the Metro Users Group meetings, the Metro's ^{Bus} Stop Advisory Committee meetings, and other meetings as the need arises.

- d.) MASTF members may serve on any sub-committee and may hold committee meetings as needed. Committee Chairpersons or MASTF members shall give reports as needed or as requested **by the MASTF** (Chair-person).

e.) EXECUTIVE COMMITTEE JOB DESCRIPTIONS

Chairperson

The Chairperson will conduct all MASTF meetings and write letters or any correspondence as directed by the Executive Committee or the General Membership. In the event **that a situation** arises where there is **an urgent need** for a letter and waiting for **the approval** at a regular meeting of MASTF **is** untimely, with **the express approval** of a majority of the members of the Executive Committee, the Chairperson may write and send the letter provided **the content and** purpose of the letter **do not conflict with policies and positions** previously established by MASTF. The Chairperson shall attend Metro Policy & Finance and Board of Directors meetings. He/She may delegate, when necessary, any of the above duties to the Vice-Chairperson. He/She shall serve as MASTF's alternate to the Metro Users Group (MUG) and Metro's Bus Stop Advisory Committee (BSAC). If he/she is unable to attend as an alternate, he/she shall designate one of the other Executive Committee members to attend the meeting in his/her place, starting with the Vice-Chairperson. The Chairperson will be responsible for presenting an annual report to the MASTF membership and the Metro Board of Directors. The Chairperson has the specific responsibility to represent MASTF and its policy decisions and recommendations.

Vice-Chairperson

The Vice-Chairperson shall conduct the MASTF meetings when the Chairperson is absent. He/She shall be responsible for the preparation of an annual budget. All budget requests shall be coordinated through the Vice-Chairperson, who will give a budget report, when needed, at the Executive Committee and MASTF meetings. The Vice-Chairperson or their designated alternate shall serve as the MASTF representative at the E. & D. TAC meetings. The Vice-Chairperson has the specific responsibility to represent MASTF and its policy decisions and recommendations.

Bus Stop Improvement Committee Chairperson

The Bus Service Committee Chairperson and the MASTF committee members will work on projects related to bus service in general throughout the district (e.g.; buses, Headways, Bus Schedule, Customer Service Dept., etc.), **and will make recommendations accordingly.** He/She will serve as MASTF's representative to the Metro Users Group (MUG), and the Chairperson will serve as his/her alternate. If the Chairperson is unable to serve as the alternate, the Chairperson shall designate an alternate from the Executive Committee, beginning with the Vice-Chairperson. The **Bus Service Committee Chairperson** has the specific responsibility to represent MASTF and its policy decisions and recommendations.

Training and Procedures Committee Chairperson

The **Training and Procedures Committee Chairperson** and MASTF committee members will work on projects related to training, plus accessible policies and procedures as it relates to Metro's overall operation (e.g.: Customer Service, Personnel, etc.); and will make recommendations accordingly. The **Training and Procedures Committee Chairperson** has the specific responsibility to represent MASTF and its policy decisions and recommendations.

Paratransit Services Committee Chairperson

The Paratransit Services Committee Chairperson and MASTF committee members will work on projects related to paratransit services (e.g.; review of eligibility screening for paratransit, quality of service delivered) and will make recommendations accordingly. The **Paratransit Services Committee Chairperson** has the specific responsibility to represent MASTF and its policy decision and recommendations.

7.) TERMS OF OFFICE:

Terms of office for each position will be one (1) year (December-November). Elections will take place each year at the November meeting. Elected officers may be re-elected indefinitely.

Special elections may be called at any time in the event of resignation of any officer or other circumstances preventing an officer from performing his/her duties. If the Chairperson is unable to perform his/her duties at a regular meeting of MASTF, then the Vice-Chairperson shall assume his/her responsibilities. The ASC is not eligible for any of the above-established offices. The ASC shall facilitate the election process.

Nominations:

Nominations from the floor will be taken and there must be a second for each nomination. Members can only second one person per office. The person being nominated shall be asked after the second if they accept the nomination. Names placed in nomination and accepted by those nominated shall become candidates for office. Persons not present at the meeting cannot be nominated unless their consent to the nomination has been given beforehand. That consent must be given orally or in writing to a member of the MASTF Executive Committee.

The ASC shall ask whether there are any further nominations from the floor, if none, then the ASC shall notify members that nominations for the office have been closed and members should then prepare for the vote. The same voting rules apply as under Section 5 of these By-Laws.

There shall be a separate vote for each office. Members shall have one vote for each position. The ASC will tally the votes and announce the winner(s) before the conclusion of the meeting. Those members elected to office shall assume their duties upon the next regular meeting. Elected officers may be re-elected indefinitely.

Attachment D

8.) STAFF SUPPORT FOR MASTF:

The Accessible Services Coordinator and associated personnel shall provide staff support for MASTF including meeting notices, agendas, minutes, a tape-recorded record of all minutes and technical assistance. Minutes shall include members present, topics discussed, action taken, all motions made and votes. Meeting notices, agendas and minutes shall be mailed at least 72 hours in advance of meetings. The MASTF agenda and minutes shall be provided to the SCMTD Board of Directors. Metro staff shall insure that all MASTF recommendations and actions are forwarded through appropriate channels to the SCMTD Board of Directors and management. MASTF members may **participate** in presentations **to** the Board of Directors. MASTF

**RECOMMENDATIONS OF MUG AND MASTF
TO BOARD OF DIRECTORS FROM 10/02 THROUGH 03/03**

Month	MASTF Recommendations	MUG Recommendations
October 11, 2002	None	None
October 25, 2002	None	None
November 8, 2002	None	None
November 22, 2002	<ol style="list-style-type: none"> 1) If METRO has cutbacks on service that the Route 71 not be cut. 2) If service cuts are needed, that they not be made in the Watsonville area. 	<ol style="list-style-type: none"> 1) MUG supports the Board of Directors in adopting the Draft ADA/504 Accessibility Policies & Procedures as written; 2) MUG recommends that the Talking Bus System be stabilized and running smoothly with the current call stop list prior to changing or adding any more call stops. 3)
December 13, 2002	None	Next MUG meeting will be held on December 18, 2002.
January 10, 2003	MASTF chair, Sharon Barbour distributed and explained a letter from MASTF to the Board of Directors regarding MASTF's election of officers and relationship with the District. Ms. Barbour stated that currently, officers are allowed to vote at MASTF elections, but that MASTF would address this issue soon.	None
January 24, 2003	<ol style="list-style-type: none"> 1) MASTF recommends that METRO adjust weekend routes in South County to provide Route 79 service once in the morning before 9:00 a.m. and once in the afternoon after 4:00 p.m. 	MUG's motion to the Board at its December meeting was to move forward with MetroBase as soon as possible to preserve bus service.

	2) MASTF supports a price increase for the discount fare monthly pass from \$14 to \$16, but not above that amount.	
February 14, 2003	None	Director Hinkle reported that MUG is working to put together a joint meeting with MASTF to discuss issues that affect both committees.
February 28, 2003	Ed Kramer reported that in April 2001 MASTF directed its Chair to send a letter to the Board that it approves of the MetroBase project. At its February 20, 2003 meeting, MASTF confirmed the appointments of Connie Day and Ed Kramer as MASTF representatives to the METRO Call Stop Advisory Committee.	Director Hinkle reported that nominations were taken for the Call Stop Committee and that Barbie Schaller and Ted Chatterton were nominated. Ms. Schaller agreed to represent the Seniors Commission on that committee so another MUG member is needed to complete their representative.
March 14, 2003	None	Director Hinkle thanked Metro staff for the time and effort put into the Call Stop Committee.
March 28, 2003	None	Director Hinkle reported that Shelley Day had been nominated as MUG's second representative on the Call Stop Committee and that MUG and MASTF had a joint meeting to hear the service reduction and fare increase proposals.

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: May 9, 2003

TO: Board of Directors

FROM: Leslie R. White, General Manager

SUBJECT: CONSIDERATION OF PROVIDING FINANCIAL AND ADMINISTRATIVE SUPPORT TO THE HIGHWAY 1 WIDENING/HOV JOINT POWERS AUTHORITY.

I. RECOMMENDED ACTION

That the Board of Directors indicate that METRO is not able to provide a cash flow loan to the Highway 1 Widening/HOV Joint Powers Authority and that METRO is not able to carry out administrative support functions.

II. SUMMARY OF ISSUES

- On April 22, 2003 Santa Cruz County Regional Transportation Executive Director Linda Wilshusen transmitted a letter to METRO regarding support needs for the Highway 1 Widening/HOV Joint Powers Authority (JPA).
- Currently the funding that the JPA is likely to receive will pay eligible expenses on a reimbursement basis requiring the establishment of a cash flow fund to cover expenses between reimbursement payments.
- It is anticipated that the cash flow fund that will be required for the JPA will be \$450,000.
- The April 22, 2003 Letter from Linda Wilshusen contained an inquiry as to the ability of METRO to loan the JPA the funds necessary to establish the cash flow fund.
- The current economy has resulted in two successive service reductions and a proposed fare increase as well as draw downs on METRO's operating reserves. Based upon these conditions I cannot recommend that METRO loan funds to the JPA.
- The April 22, 2003 Letter from Linda Wilshusen contained an inquiry as to the ability of METRO to provide support services to the JPA on a reimbursement basis.
- It is anticipated that the JPA will require support services in the areas of Finance/Accounting, Human Resources, Legal, and Procurement.

- In 2002 METRO reduced staff positions by 20% or 4 people in the identified areas as a part of the lay offs that were implemented to reduce costs and balance the budget. METRO has not restored any of the positions that were eliminated by the 2002 lay offs.
- Having completed an evaluation of current and projected workloads as well as staff levels I do not believe that METRO has the staff capacity to provide the support services anticipated to be required by the JPA.

III. DISCUSSION

On April 22, 2003 METRO received a letter (Attachment A) from Santa Cruz County Regional Transportation (SCCRTC) Executive Director Linda Wilshusen. In the April 22, 2003 letter Ms Wilshusen inquired as the ability of METRO to provide assistance to the Highway 1 Widening/HOV Joint Powers Authority (JPA) that is currently being formed. A similar request was made to Santa Cruz County and the component cities. The two areas where the Highway 1 JPA is likely to need assistance are cash flow and administrative support.

The Highway 1 JPA will require funds to establish a cash source for “day to day” operating expenses. The initial funding that the JPA will receive will pay for the costs related to the Project Approval/ Environmental Document (PA/ED) phase of the Highway 1 Project. The JPA will be reimbursed by Caltrans after the expenses are incurred. Therefore the JPA must have a source of funds to “front” payments for these costs. In the April 22, 2003 letter Ms. Wilshusen anticipates that a cash flow fund of approximately \$450,000 would be required to meet the needs of the JPA. In the letter Ms. Wilshusen requests that METRO respond as to our ability to loan the JPA \$450,000 for to meet cash flow needs.

METRO has experienced significant funding losses over the past two years as a result of the poor economy. In 2002 METRO reduced service by 10% and was forced into an employee lay off situation. In 2003 METRO is implementing a 5% service reduction and is considering raising fares from 35% to 50%. In addition to these actions METRO also has made significant withdrawals from reserve funds to balance the budget. As a result of the current economic conditions and the actions necessary to be taken to preserve service I recommend that the Board of Directors respond that METRO is unable to loan the JPA the \$450,000 that will be needed for expenses during the PA/ED Phase of the Highway 1 Widening/HOV Project.

In the April 22, 2003 letter Ms. Wilshusen also requested that METRO inform the SCCRTC of our ability to provide staff support for the JPA on a cost reimbursement basis. It is anticipated that the JPA will require assistance in the areas of Finance/Accounting, Human Resources, Legal, and Procurement (Attachment B). It is my understanding that the funding that the JPA will receive from Caltrans will cover those administrative costs that relate to carrying out the PA/ED Phase of the Highway 1 Project. There is some question as to what other costs might be eligible to be covered. The determination of cost eligibility is important as the JPA currently does not have any other source of funding to reimburse an agency providing administrative

support services for any costs that might be disallowed. The uncertainty in eligible expense reimbursement could be an impediment for agencies considering providing support services to the JPA. However at METRO my concern is in regard to the capacity of our staff members to absorb additional tasks. While I do not believe that the anticipated JPA workload will be excessive, the staffing levels in the areas identified were reduced in the lay offs that were implemented in 2002 and have not been restored (Attachment C). While the staff levels continue at a reduced level the workload at METRO has increased to the degree that I do not believe that the staff has the incremental capacity that would be needed to provide assistance to the JPA. Therefore I recommend that the Board of Directors indicate that METRO is not able to provide Administrative support services to the Highway 1 JPA.

The April 22, 2003 letter from Ms. Wilshusen also identifies office space as a need that the Highway 1 JPA will have. Obtaining office space for administrative functions has been a goal for METRO since its inception. Currently options for space are being evaluated as a part of the Pacific Station (SC Metro Center) Project as well as in Phase 2 of the MetroBase Project. It will likely be some time before this issue is resolved. Therefore I recommend that the Board of Directors indicate that METRO is currently unable to provide office space to the JPA.

IV. FINANCIAL CONSIDERATIONS

The indication that METRO is unable to provide the financial, administrative, or space support that the Highway 1 JPA will require will not have an impact on the Operating or Capital Budget.

V. ATTACHMENTS

- Attachment A:** April 22, 2003 Letter and Attachments from Linda Wilshusen
- Attachment B:** List of Highway 1 JPA Needs
- Attachment C:** List of 2002 Eliminated Positions At METRO

SANTA CRUZ COUNTY REGIONAL TRANSPORTATION COMMISSION

1523 PACIFIC AVENUE, SANTA CRUZ, CALIFORNIA 95060-3911 • 831/ 460-3200 • FAX 831/ 460-3215

April 22, 2003

APR 24 2003

SERVICE AUTHORITY
FOR FREEWAY
EMERGENCIES
(SAFE)

c I

Les White
General Manager
Santa Cruz Metro Transit District
370 Encinal Street, Suite 100
Santa Cruz, CA 95060

RAIL/TRAIL
AUTHORITY

Re: Joint Powers Authority for the Highway 1 Widening/HOV Project
Request for Administrative Support and Bridge Funding

Dear Mr. White,

COMMUTE
SOLUTIONS

c I

As you are aware, a Working Group of policy and administrative/technical representatives from the potential members of the Joint Powers Authority (JPA) for the Highway 1 Widening/HOV project began meeting earlier this month to establish the JPA. In review of the range of actions necessary to initiate the JPA, the Working Group directed SCCRTC staff to ask member agencies regarding their willingness to provide assistance on two items: provide bridge funding for the JPA to meet cash-flow needs, and/or provide administrative/personnel support for JPA operations.

TRANSPORTATION
POLICY WORKSHOP

c I

BUDGET &
ADMINISTRATION
PERSONNEL
COMMITTEE

c I

The SCCRTC has taken action to program federal transportation funds for consultant fees and project management/oversight activities for the initial Project Approval/Environmental Documentation (PA/ED phase of the project. Attachment 1 summarizes the costs and funding proposed for the PA/ED phase of the project. However, the identified funding sources are mostly available on a reimbursable basis, and the JPA may need bridge funding to cover cash flow needs.

INTERAGENCY
TECHNICAL
ADVISORY
COMMITTEE

c I

The amount of bridge funding which maybe needed is estimated at no more than \$450,000. Any bridge funds provided to the JPA would be fully reimbursed at the earliest possible time. The estimated gap between expenditure and reimbursement is 3 to 6 months. While awaiting your response to this request, SCCRTC staff will continue to research alternative means to address the JPA's cash-flow needs.

BICYCLE COMMITTEE

c I

ELDERLY & DISABLED
TRANSPORTATION
ADVISORY COMMITTEE

c I

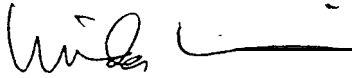
The Working Group is also currently considering alternatives for the administrative structure for the JPA. The key differences between the alternatives are how the main person overseeing the management of the organization is hired, and how the administrative system (personnel, accounting, procurement, facilities, etc.) is set up. To avoid the time needed to set up personnel systems for hiring JPA staff and the expense of establishing an independent administrative system, the Working Group directed SCCRTC staff to ask member agencies of their willingness to provide these services, potentially on an interim basis of approximately 2 to 4 years. The costs incurred in providing administrative (i.e. procurement and

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

accounting) support to the JPA would be reimbursed by funds allocated for the project's environmental review phase.

Thank you very much for your consideration of these requests. If you have any questions or qualifications to your comments, please call me at 460-3213, or Pat Dellin of my staff at 460-3202, at your earliest convenience. Your response by April 30th would be appreciated. The Working Group will continue considering its options at its next meeting on May 2, 2003.

Sincerely,



Linda Wilshusen,
Executive Director

Attachment: Highway 1 Environmental Review Phases and Funding

HIGHWAY 1 WIDENING/HOV PROJECT PA/ED "ENVIRONMENTAL REVIEW" PHASES AND FUNDING

The following summarizes the costs and funding proposed for the Project Approval/ Environmental Document (PA/ED) or Environmental Review phase of the project, including most lead agency expenses. As described below, the PA/ED work will be divided into two parts. The funds for the full project (\$8 million) have been fully programmed by the SCCRTC.

Part I:

Description:	Initiate environmental review and preliminary design for the entire project; public scoping meetings; prepare PSR and determine cost estimates for the southern extension; and develop environmental documents for the portions of the project with independent utility (pedestrian overcrossings and auxiliary lanes)
cost:	\$3.8 Million <ul style="list-style-type: none"> • Consultant Fees: \$3 million • Lead Agency Oversight: \$500,000 • Contingency: \$300,000
Funding Sources:	Congestion Mitigation and Air Quality Improvement Program (CMAQ) and Regional Surface Transportation Program (RSTP) funds
Timing:	20 months: Spring 2003 to Spring 2005

Part II:

Description:	Complete environmental analysis and preliminary design of the entire project - from Morrissey Boulevard to Larkin Valley/San Andreas Road; public review and-comment of the environmental document; approval of the mitigation programs by all resource agencies, and the state-and federal government.
cost:	\$4.2 Million <ul style="list-style-type: none"> • Consultant Fees: \$3.5 million • Lead Agency Oversight: \$700,000
Funding Sources:	Congestion Mitigation and Air Quality Improvement Program (CMAQ) and Regional Surface Transportation Program (RSTP) funds
Timing:	27 months: Winter 2004/05 to Mid-2007

Funding PA/ED Oversight:

As shown above, \$1.2 million has been programmed to fund oversight of the PA/ED work by the lead agency. The programmed RSTP and CMAQ funds can be used to fund staff and consultants needed to oversee the PA/ED phase of the project and to develop an MOU with Caltrans, prepare a Disadvantaged Business Enterprise (DBE) Program, a Quality Assurance Program, and other activities required by Caltrans to advance the project. In order to be reimbursed for indirect costs (such as office space, furniture and computer equipment), the JPA will need to first prepare an "Indirect Cost Plan." Below is a summary of how the \$1.2 million may be split by fiscal year:

Project	FY02/03	FY03/04	FY04/05	FY05/06	FY06/07	T o t a l
Oversight	\$ 60,000	\$ 325,000	\$ 325,000	\$ 325,000	\$ 165,000	\$ 1,200,000
Consultant	\$350,000	\$ 2,100,000	\$ 1,750,000	\$ 2,200,000	\$ 100,000	\$ 6,500,000
Total	\$410,000	\$ 2,425,000	\$ 2,075,000	\$ 2,525,000	\$ 265,000	\$ 7,700,000

Additional funds will need to be secured for lead agency oversight of future phases of the project, including design, right-of-way demolition and construction. A local transportation sales tax is the most likely source of those funds.

**Host Agency Administrative Facilities and Services
Which May Be Needed by the Highway 1 JPA/HCA**

General Administrative Services

- Office space
- Office fixed assets
- Computer equipment
- Fax equipment/services
- Office Phone and Cellphone services
- Computer support services
- Insurance coverage
- Fleet services
- Mail Services

Financial Management

- Fund Management
- Accounting system
- Claims Processing
- Purchasing
- Employee Credit Cards and Phone Cards
- Payroll Processing
- Contract administration assistance
 - including Consultant and Caltrans funding agreements

Personnel (if staff hired rather than consultants or with combination arrangement)

- Personnel Management
- Employee Relations and Negotiations
- Benefit Provision and Administration
- Retirement Plan
- Workers Compensation Insurance and Administration
- Personnel Recruiting and Testing
- General Employee Training
- Administrative assistance to agency head
 - (if a JPA dedicated admin assistant is not hired)

Legal – would likely be arranged directly by JPA

For services listed above, the host agency could charge the JPA directly and/or indirectly
(once Caltrans' approves the Indirect Cost Plan)

Management

Planning & Marketing Manager
Assistant HR Manager

UTU

10 Bus Operators

SEIU

1 Senior Accounting Tech (Finance)
1 Senior Accountant, PT (Finance)
1 Service Planning Supervisor (P&M)
1 Customer Service Rep (P&M)
1 Admin Secretary, PT (P&M)
1 Admin Secretary (HR)
1 Facilities Maintenance Worker II (Facil Maint)
1 Admin Secretary (Facil Maint)
1 Transit Supervisor (Ops)
1 Revenue Specialist (Ops)
1 Mechanic I (Fleet Maint)
1 Vehicle Service Worker I (Fleet Maint)
1 Admin Clerk I (Fleet Maint)

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: May 23, 2003

TO: Board of Directors

FROM: Leslie R. White, General Manager

**SUBJECT: CONSIDER PROVIDING ADMINISTRATIVE SUPPORT IN
PROCUREMENT TO THE HIGHWAY 1 WIDENING/HOV JOINT
POWERS AUTHORITY.**

I. RECOMMENDED ACTION

That the Board of Directors indicate that METRO is able to carry out procurement activities for the Highway 1 Widening/HOV Project Joint Powers Authority.

II. SUMMARY OF ISSUES

- On April 22, 2003 Santa Cruz County Regional Transportation Commission Executive Director Linda Wilshusen transmitted a letter to METRO regarding support needs for the Highway 1 Widening/HOV Joint Powers Authority (JPA).
- The funding that the JPA is likely to receive will pay eligible expenses on a reimbursement basis requiring the establishment of a cash flow fund to cover expenses between reimbursement payments.
- It has been anticipated that the cash flow fund that will be required for the JPA will be \$450,000.
- The April 22, 2003 Letter from Linda Wilshusen contained an inquiry as to the ability of METRO to loan the JPA the funds necessary to establish the cash flow fund.
- On May 9, 2003 the Board of Directors voted to indicate to the JPA Working group that it is not able to loan \$450,000 for cash flow needs.
- The April 22, 2003 Letter from Linda Wilshusen contained an inquiry as to the ability of METRO to provide support services to the JPA on a reimbursement basis.
- The Letter from Linda Wilshusen anticipated that the JPA would require support services in the areas of Finance/Accounting, Human Resources, Legal, and Procurement.

- On May 9 2003 the Board voted to indicate to the JPA Working Group that it could not provide staff support in the area of Legal Services and that it could not provide office space. The Board indicated that it want staff to re evaluate the other areas of administrative support that were requested.
- Staff recommends that the Board indicate to the JPA Working Group that METRO is able to carry out the procurement activities that will be necessary for the JPA including the Design Build solicitation should that option be used for implementation of the Project.

III. DISCUSSION

On April 22, 2003 METRO received a letter (Attachment A) from Santa Cruz County Regional Transportation (SCCRTC) Executive Director Linda Wilshusen. In the April 22, 2003 letter Ms Wilshusen inquired as the ability of METRO to provide assistance to the Highway 1 Widening/HOV Joint Powers Authority (JPA) that is currently being formed. A similar request was made to Santa Cruz County and the component cities. The two areas where the Highway 1 JPA is likely to need assistance are cash flow and administrative support.

On May 9, 2003 the Board of Directors voted to indicate to the JPA Working Group that METRO is not able to provide the \$450,000 needed for cash flow purposes.

In the April 22, 2003 letter Ms. Wilshusen also requested that METRO inform the SCCRTC of our ability to provide staff support for the JPA on a cost reimbursement basis. It is anticipated that the JPA will require assistance in the areas of Finance/Accounting, Human Resources, Legal, and Procurement (Attachment B). It is my understanding that the funding that the JPA will receive from Caltrans will cover those administrative costs that relate to carrying out the PA/ED Phase of the Highway 1 Project. There is some question as to what other costs might be eligible to be covered. The determination of cost eligibility is important, as the JPA currently does not have any other source of funding to reimburse an agency providing administrative support services for any costs that might be disallowed. The uncertainty in eligible expense reimbursement could be an impediment for agencies considering providing support services to the JPA

The April 22, 2003 letter from Ms. Wilshusen also identified office space as a need that the Highway 1 JPA will have.

On May 9, 2003 the Board of Directors voted to indicate to the JPA Working Group that METRO is unable to provide office space or legal services but that the issue of other support services would be examined further.

Pursuant to the direction of the Board of Directors I have examined what support staff activities that METRO could provide to the JPA. I believe that METRO could carry out the procurement functions that would be necessary for the JPA. If the JPA should elect to employ a "Design Build" approach to the Highway 1 Project then it would be appropriate to use the METRO staff as the statutory authority rests with METRO. However, if a traditional design-bid-build approach is used METRO staff can provide assistance in each of the phases. If the JPA elects to use a contract management approach for staffing and oversight of the Highway 1 Project METRO staff can assist in procuring these services. If a direct employee approach is chosen METRO staff can assist in the recruitment and selection phase of the process if one of the other partner agencies could accept the selected individuals into their personnel system.

I recommend that the Board of Directors authorize the Chair to transmit a letter to the Highway 1 JPA Working Group outlining the areas that are referenced in this Staff Report as activities where METRO can provide assistance.

IV. FINANCIAL CONSIDERATIONS

The time and costs that are associated with the activities that METRO would undertake on behalf of the Highway 1 JPA are anticipated to be reimbursed and therefore would not have an impact on the Operating or Capital Budget.

V. ATTACHMENTS

Attachment A: April 22, 2003 Letter and Attachments from Linda Wilshusen

Attachment B: List of Highway 1 JPA Needs

April 22, 2003

APR 24 2003

SERVICE AUTHORITY
 FOR FREEWAY
 EMERGENCIES
 (SAFE)

Les White
 General Manager
 Santa Cruz Metro Transit District
 370 Encinal Street, Suite 100
 Santa Cruz, CA 95060

RAIL/TRAIL
 AUTHORITY

Re: Joint Powers Authority for the Highway 1 Widening/HOV Project
 Request for Administrative Support and Bridge Funding

COMMUTE
 SOLUTIONS

Dear Mr. White,

As you are aware, a Working Group of policy and administrative/technical representatives from the potential members of the Joint Powers Authority (JPA) for the Highway 1 Widening/HOV project began meeting earlier this month to establish the JPA. In review of the range of actions necessary to initiate the JPA, the Working Group directed SCCRTC staff to ask member agencies regarding their willingness to provide assistance on two items: provide bridge funding for the JPA to meet cash-flow needs, and/or provide administrative/personnel support for JPA operations.

TRANSPORTATION
 POLICY WORKSHOP

BUDGET &
 ADMINISTRATION
 PERSONNEL
 COMMITTEE

The SCCRTC has taken action to program federal transportation funds for consultant fees and project management/oversight activities for the initial Project Approval/Environmental Documentation (PA/ED) phase of the project. Attachment 1 summarizes the costs and funding proposed for the PA/ED phase of the project. However, the identified funding sources are mostly available on a reimbursable basis, and the JPA may need bridge funding to cover cash flow needs.

INTERAGENCY
 TECHNICAL
 ADVISORY
 COMMITTEE

The amount of bridge funding which maybe needed is estimated at no more than \$450,000. Any bridge funds provided to the JPA would be fully reimbursed at the earliest possible time. The estimated gap between expenditure and reimbursement is 3 to 6 months; While awaiting your response to this request, SCCRTC staff will continue to research alternative means to address the JPA's cash-flow needs.

BICYCLE COMMITTEE

ELDERLY & DISABLED
 TRANSPORTATION
 ADVISORY COMMITTEE

The Working Group is also currently considering alternatives for the administrative structure for the JPA. The key differences between the alternatives are how the main person overseeing the management of the organization is hired, and how the administrative system (personnel, accounting, procurement, facilities, etc.) is set up. To avoid the time needed to set up personnel systems for hiring JPA staff and the expense of establishing an independent administrative system, the Working Group directed SCCRTC staff to ask member agencies of their willingness to provide these services, potentially on an interim basis of approximately 2 to 4 years. The costs incurred in providing administrative (i.e. procurement and

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 EMAIL:INFO@SCCRTC.ORG

accounting) support to the JPA would be reimbursed by funds allocated for the project's environmental review phase.

Thank you very much for your consideration of these requests. If you have any questions or qualifications to your comments, please call me at 460-32 13, or Pat Dellin of my staff at 460-3202, at your earliest convenience. Your response by April 30th would be appreciated. The Working Group will continue considering its options at its next meeting on May 2, 2003.

Sincerely,



Linda Wilshusen,
Executive Director

Attachment: Highway 1 Environmental Review Phases and Funding

-

**HIGHWAY 1 WIDENING/HOV PROJECT
PA/ED "ENVIRONMENTAL REVIEW" PHASES AND FUNDING**

The following summarizes the costs and funding proposed for the Project Approval/ Environmental Document (PA/ED) or Environmental Review phase of the project, including most lead agency expenses. AS described below, the PA/ED work will be divided into two parts. The funds for the full project (\$8 million) have been fully programmed by the SCCRTC.

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Description:	Initiate environmental review and preliminary design for the entire project; public scoping meetings; prepare PSR and determine cost estimates for the southern extension; and develop environmental documents for the portions of the project with independent utility (pedestrian overcrossings and auxiliary lanes)
cost:	\$3.8 Million <ul style="list-style-type: none"> • Consultant Fees: \$3 million • Lead Agency Oversight: \$500,000 • Contingency: \$300,000
Funding Sources:	Congestion Mitigation and Air Quality Improvement Program (CMAQ) and Regional Surface Transportation Program (RSTP) funds
Timing:	20 months: Spring 2003 to Spring 2005

Part II:

Description:	Complete environmental analysis and preliminary design of the entire project - from Morrissey Boulevard to Larkin Valley/San Andreas Road; public review and comment of the environmental document; approval of the mitigation programs by all resource agencies, and the state and federal government.
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Timing:	27 months: Winter 2004/05 to rMid-2007

Funding PA/ED Oversight:

AS shown above, \$1.2 million has been programmed to fund oversight of the PA/ED work by the lead agency. The programmed RSTP and CMAQ funds can be used to fund staff and consultants needed to oversee the PA/ED phase of the project and to develop an MOU with Caltrans, prepare a Disadvantaged Business Enterprise (DBE) Program, a Quality Assurance Program, and other activities required by Caltrans to advance the project. In order to be reimbursed for indirect costs (such as office space, furniture and computer equipment), the JPA will need to first prepare an "Indirect Cost Plan." Below is a summary of how the \$1.2 million may be split by fiscal year:

Project	FY02/03	FY03/04	FY04/05	FY05/06	FY06/07	T o t a l
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Total	\$ 410,000	\$ 2,425,000	\$ 2,075,000	\$ 2,525,000	\$ 265,000	\$ 7,700,000

Additional funds will need to be secured for lead agency oversight of future phases of the project, including design, right-of-way demolition and construction. A local transportation sales tax is the most likely source of those funds.

Attachment &

Host Agency Administrative Facilities and Services Which May Be Needed by the Highway 1 JPA/HCA

General Administrative Services

- Office space
- Office fixed assets
- Computer equipment
- Fax equipment/services
- Office Phone and Cellphone services
- Computer support services
- Insurance coverage
- Fleet services
- Mail Services

Financial Management

- Fund Management
- Accounting system
- Claims Processing
- Purchasing
- Employee Credit Cards and Phone Cards
- Payroll Processing
- Contract administration assistance
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Personnel (if staff hired rather than consultants or with combination arrangement)

- Personnel Management
- Employee Relations and Negotiations
- Benefit Provision and Administration
- Retirement Plan
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- Personnel Recruiting and Testing
- General Employee Training
- Administrative assistance to agency head
 - (if a JPA dedicated admin assistant is not hired)

Legal – would likely be arranged directly by JPA

For services listed above, the host agency could charge the JPA directly and/or indirectly
(once Caltrans' approves the Indirect Cost Plan)

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: May 23, 2003

TO: Board of Directors

FROM: Leslie R white, General Manager

SUBJECT: **CONSIDERATION OF SUPPORTING THE RESOLUTION ENTITLED “WE BELIEVE IN CALIFORNIA, RESOLUTION ON THE STATE BUDGET CRISES AND BUDGET ACCOUNTABILITY ACT” SPONSORED BY THE SERVICE EMPLOYEES INTERNATIONAL UNION (SEIU).**

I. RECOMMENDED ACTION

That the Board of Directors endorse the Resolution submitted by the Service Employees International Union entitled “We Believe in California, Resolution on the State Budget Crises and Budget Accountability Act”.

II. SUMMARY OF ISSUES

- On April 17, 2003 Tony Madrigal, Political Director, Local 415, Service Employees International Union (SEIU) transmitted a letter to Board Chair Emily Reilly requesting support of a Resolution regarding the State Budget.
- The proposed Resolution entitled “We Believe in California, Resolution on the State Budget Crises and Budget Accountability Act” makes substantive changes in the way the California State Legislature would address the development and enactment of the annual budget.
- The proposed Budget Accountability Act would expand the public information requirements of the state budget process as well as lowering the vote requirements to 55% in each house of the legislature to pass a budget.
- The Budget Accountability Act would require that the legislature establish a “rainy day fund” in anticipation of poor economic times.
- The proposed Resolution calls for a budget that matches new revenues to budget cuts on a “dollar for dollar” basis.
- The proposed Resolution rejects the shifting of health care and human service programs from the State to Counties.
- The proposed Resolution rejects the creation of permanent spending caps that cannot be modified by future legislatures.

- The principles outlined in the proposed Resolution have been endorsed by other local government agencies including the Santa Cruz County Board of Supervisors and the Santa Cruz City Council.

III. DISCUSSION

On April 17, 2003 Tony Madrigal, Political Director for Local415 of the Service Employees International Union (SEIU) transmitted a letter to METRO Board Chair Emily Reilly. Mr. Madrigal's letter requested that the METRO Board of Directors support a Resolution entitled "We Believe in California, Resolution on the State Budget Crises and Budget Accountability Act". The proposed resolution and the Budget Accountability Act would require a number of major changes in the State budget process. In the absence of an adopted budget by June 15 the Governor and members of the Legislature would forfeit salary and expense benefits until a budget is adopted. An expanded public information program regarding the State Budget would be required. The dual house 2/3 majority vote requirement to pass a budget would be modified to a dual house 55% majority vote requirement. A requirement for the establishment of a "rainy day" fund is included in the Budget Accountability Act.

The proposed resolution from SEIU would recommend that the budget balancing process include one dollar in increased revenues for each dollar in cuts. The proposed resolution also opposes the "realignment" of health and human services programs from the State to the Counties. The resolution opposes the institution of permanent spending caps that would lock in spending levels regardless of the condition of the economy.

The principles contained in the resolution transmitted to METRO by SEIU have been endorsed by many local agencies including the Santa Cruz County Board of Supervisors and the Santa Cruz City Council.

IV. FINANCIAL CONSIDERATIONS

Action taken by the Board of Directors with respect to the Budget Accountability Act will not have an effect on the 2002/2003 METRO Operating Budget.

V. ATTACHMENTS

Attachment A: April 17, 2003 Letter and Attachments from Tony Madrigal.



SEIU LOCAL 415

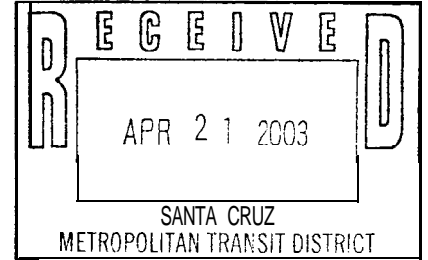
Service Employees International Union, AFL-CIO, CLC

5 17 B Mission Street, Santa Cruz, CA 95060 831-459-0415 Fax: 831-459-0756

April 17, 2003

Honorable Mayor Emily Reilly, Chair
c/o Administrative Services Coordinator
Santa Cruz Metropolitan Transit District
Board of Directors
370 Encinal
Suite 100
Santa Cruz, CA 95060

Attachment **A**



Dear Mayor Reilly,

I am writing to request that you place the enclosed resolution, entitled "We Believe *in California, Resolution on the State Budget Crisis and Budget **Accountability Act***" on your next regular Board of Directors meeting agenda for consideration to be adopted.

As you may know, SEIU Local 415 is the largest union the Santa Cruz County and is part of the SEIU State Council. The SEIU State Council is the largest union in California comprised of 19 SEIU Locals representing over 500,000 public and private sector members including state and local government, health care, social services, building service, horse racing, classified school and community college employees, law enforcement, corrections, probation, homecare, and court employees. Currently SEIU is undergoing a statewide budget campaign with the following Core Message:

SEIU State Budget Campaign 2003

Core Message

- 1) We believe in California and want to promote a better future for ourselves, our families, and our neighbors.
- 2) The Governor's budget proposal contains major cuts to services on which California's children, seniors, and working families depend. Every Californian will be affected by the cuts.
- 3) These cuts will cause permanent damage to services valued by the people of California. Cuts would reverse the significant progress in our state to improve schools, provide health care to more people, and to begin to shape an effective system of long-term care.
- 4) The Governor's budget has just one dollar (\$1) of increased tax revenues for every two-and-a-half dollars (\$2.50) of ~~service~~ cuts. California needs a balanced solution to the state budget crisis that includes one dollar in new taxes for every dollar in cuts to services.
- 5) We adamantly reject spending caps that permanently ratchet down funding for services and never allow them to recover when times are good. Spending caps will lock us into a permanent budget crisis and condemn all Californians to a dismal future.
- 6) The Governor's "realignment" proposal does not work for high-growth health and human services, like long-term care. Counties do not have the ability to raise the revenues needed to provide high-growth services. There may be some state programs that would perform better under realignment, but high-growth health and human services like long-term care will wither over time if they are shifted to counties.
- 7) Despite flaws, the Governor laid a detailed plan on the table. Now it's time for those elected officials who say we can cut our way out of this crisis without increasing any revenues to come up with their plan. It's time for those elected officials to put party politics aside and have the courage to look the people of California in the eye and identify the specific cuts they intend to make to close the \$34.8 billion shortfall.

In addition our resolution also includes a provision supporting an initiative that SEIU is going to place on the ballot for the March 2004 Primary Election for approval by the voters. This initiative, entitled the Budget Accountability Act contains the following provisions:

'he Budget Accountability A Summary of Provisions

Making Legislators and the Governor Accountable

[1] If the state budget is not passed by the June 15th Constitutional deadline, the Governor and members of the Legislature will permanently forfeit their salary, per diem expense allowance, and other expenses for each day until the budget is adopted and signed into law.

[2] The Legislature is required to remain in session and is prohibited from acting on other legislation until the budget is adopted. An exception is made for legislation in response to an emergency declared by the Governor.

Helping Voters Hold Elected Officials Accountable

[3] Requires the Official Voter Information Guide prepared by the Secretary of State and sent to voters for each election to contain a two-page summary explaining how the State spends the funds it receives. The summary includes a website where voters can go to see how their legislators voted on the budget and related legislation.

Ending Partisan Gridlock

[4] Requires a 55% vote of the State Legislature to adopt the State budget and related tax legislation. Currently a two-thirds vote is required.

[5] Provides the Ethics Committees of the State Assembly and Senate the authority to censure legislators who punish or threaten to punish any legislator for casting a particular vote on the budget or related legislation.

Encouraging Fiscal Responsibility

[6] Would set aside a portion of any excess revenues in a "rainy day fund that could be used only when revenues fall below current service levels in hard economic times or in an emergency declared by the Governor. Current service levels are defined as the constitutional, statutory and contractual obligations of the State.

We are asking local community organizations, local governments, community leaders, elected officials, and local governing districts such as yourself to support a balanced approach to the State Budget Crisis and the Budget Accountability Act by adopting the attached resolution. As part of our efforts to gain broad community support, I am pleased to inform you that the following local community organizations, local governments, and elected official(s) have already endorsed the principles:

- Santa Cruz County Board of Supervisors
- Santa Cruz City Council
- San Lorenzo Valley Unified School District Board of Trustees
- Monterey Bay Central Labor Council
- Assemblymember John Laird
- Santa Cruz County Democratic Central Committee

SEIU Local 415 will be following up with the abovementioned supporters to request endorsement of the Budget Accountability Act. In addition, the following organization has adopted the **"We Believe in California, Resolution on the State Budget Crisis and Budget Accountability Act"** :

- Latino Chamber of Commerce of Santa Cruz County

I am available to have someone present to speak to these principles if needed. If you have any questions, please feel free to contact me at (831) 459-0415 ext. 208. Thank you for your time and consideration.

For the Union,



Tony Madrigal
Political Director

cc: Cliff Leo Tillman, Jr., Executive Director

encl: *We Believe in California, Resolution on the State Budget Crisis and Budget Accountability Act*
Budget Accountability Act language

We Believe in California

Resolution on the State Budget Crisis and Budget Accountability Act

WHEREAS for generations, California's state and local governments have helped hard working people build better lives for themselves and their children. We believe that all Californians should still have that opportunity to achieve their dream of a better future. That means having access to health care, safe homes, roads, and neighborhoods, and a reliable infrastructure that supports economic growth. It means that all children deserve quality public schools, community colleges, and universities, and that seniors can live and age with dignity.

WHEREAS we believe that current efforts to address the state's \$34.8 billion deficit with deep cuts to services and transportation will cause great harm to *all* Californians.

WHEREAS we believe these cuts would reverse the significant progress we have made in California in improving our schools and basic infrastructure, providing health care to more people, and beginning to shape an effective system of long-term care on which *all* of us can depend.

WHEREAS we believe that cuts to important state and local services harm the basic infrastructure of our state and are not good for business.

THEREFORE BE IT RESOLVED THAT we support a balanced solution for a just budget that fairly spreads the burden of cuts and increased revenues. A balanced solution includes a dollar in new tax revenues for every dollar in cuts to services.

BE IT FURTHER RESOLVED THAT we reject the "realignment" of high-growth health and human services including long-term care. The state would cause permanent damage to these essential services by shifting fiscal responsibility to the counties. Counties do not have the ability to raise the revenues needed to keep up with the growing demand for these essential services over time.

BE IT FURTHER RESOLVED THAT we are opposed to any new spending caps that permanently ratchet down funding for education, health care, infrastructure investment and other important public services and never allow them to recover when times are good. Spending caps will lock us into a permanent budget crisis and condemn all Californians to a dismal future.

BE IT FURTHER RESOLVED THAT we support the Budget Accountability Act, a comprehensive budget reform initiative that will end budget gridlock and reduce partisan politics that hold California families hostage and undermine quality services each budget cycle.

SUPPORT FORM

Name _____
Organizations (if applicable) _____
Address _____
City _____ Zip _____
Phone _____ E-mail _____

I/my organization support(s) the Uniting Principles above and agree(s) to work together with other organizations and individuals in the *We Believe in California* Coalition to respond to the state budget crisis. My name and/or the name of my organization can be used in written and other materials to promote a balanced solution for all of California.

Signed _____ Date _____

Section 1: Title

This measure shall be known and may be cited as the “Budget Accountability Act.”

Section 2: Findings and Declaration of Purpose

The People of the State of California find and declare that:

The Budget Accountability Act is designed to end the budget delays that have created a fiscal crisis in our state. The purpose of this measure is to enact a comprehensive reform of the State budget process designed to hold the Governor and Legislature more accountable to the People of California by producing more responsible and timely state budgets.

a) After the Governor introduces the budget, the State Legislature and Governor have almost six months to complete the budget on time. However, the State Legislature has not passed a budget on time since 1986.

b) The State Legislature and the Governor face no consequences when they fail to meet the budget deadline imposed by the State Constitution. They can continue to collect their salary and expense allowances. They are not required to continue to work on the budget. In fact, they can even go on vacation.

c) In order to hold elected officials accountable, voters are entitled to know how their tax dollars are spent each year and how their state representatives vote on the budget. Currently voters do not have easy access to this information.

d) The two-thirds vote requirement to pass a state budget has contributed to persistent late budgets and deficits. Political party leaders refuse to compromise to solve the state’s budget problem and have used the two-thirds vote requirement to hold up the budget.

e) California, Rhode Island, and Arkansas are the only states in the country that require a vote of two-thirds or more of the legislature to pass a budget.

f) Party leaders threaten to punish state legislators if they refuse to vote the party line on the budget. Members of the Legislature should be accountable to their constituents, not to party leaders. Our elected representatives must be free to vote their consciences.

g) California has faced large budget deficits and surpluses over the past ten years. Elected officials from both major parties have increased spending and cut taxes in good economic times, leaving the State with inadequate reserves when the economy turns bad. Saving money in a rainy day fund in good times provides a prudent reserve during economic downturns and states of emergency, which is essential for responsible budget management.

Section 3. Purpose and Intent

1. In order to make elected officials more responsible for the consequences of their actions, to keep voters more informed of the budget decisions being made by their legislators, to limit partisan extremism and end gridlock in the budget process, and to require a rainy day reserve fund to balance the budget in hard times and protect California taxpayers, the People of the State of California do hereby enact the Budget Accountability Act. This measure is intended to accomplish its purpose by amending the California Constitution and the statutes of California to:

a) Prohibit the Legislature and Governor from collecting their salary and expenses for every day they miss the budget deadline set by the Constitution and to force the Legislature to stay in session and consider the budget until it is passed.

b) Help voters hold their state representatives more accountable by providing them with a two-page summary of how the State is spending the funds it receives. The summary will be published in the state ballot pamphlet mailed to voters before every statewide election. The summary will include a website address where voters can find the voting record of their representatives on the budget and related legislation.

c) Change the votes necessary to pass the budget and related tax and other legislation from two-thirds to 55 percent to improve accountability to voters, reduce gridlock over the budget, and encourage legislators to work together to solve California's budget problems regardless of their party affiliation.

d) Allow legislators to vote their consciences on the budget instead of being pressured into voting the party line. A legislator who is threatened by another legislator because of a vote on the budget will be able to file a complaint with the Ethics Committees of the Senate or Assembly, which will investigate the complaint and make public its report and recommendation for appropriate action to the full Senate or the Assembly.

e) Ensure funds are set aside in a rainy day reserve fund in good economic times when revenues exceed what is needed for existing programs so that when revenues fall short in times of economic downturn the reserve fund can be used to reduce the need for drastic cuts in programs and increases in taxes. The reserve fund could also be used for a state of emergency declared by the Governor.

2. The Budget Accountability Act will not change Proposition 13's property tax limitations in any way. The Budget Accountability Act changes the legislative vote requirement for taxes to 55 percent only for the purpose of increasing or decreasing taxes as part of the process of adopting the budget.

Section 4: Article IV, section 12 of the California Constitution is hereby amended to read as follows:

Sec. 12. (a) Within the first 10 days of each calendar year, the Governor shall submit to the Legislature, with an explanatory message, a budget for the ensuing fiscal year containing itemized statements for recommended state expenditures and estimated state revenues. If recommended

expenditures exceed estimated revenues, the Governor shall recommend the sources from which the additional revenues should be provided.

(b) The Governor and the Governor-elect may require a state agency, officer or employee to furnish whatever information is deemed necessary to prepare the budget.

(c) The budget shall be accompanied by a budget bill itemizing recommended expenditures, The bill shall be introduced immediately in each house by the persons chairing the committees that consider appropriations. The Legislature shall pass the budget bill by midnight on June 15 of each year. Until the budget bill has been enacted, the Legislature shall not send to the Governor for consideration any bill appropriating funds for expenditure during the fiscal year for which the budget bill is to be enacted, except emergency bills recommended by the Governor. ~~or appropriations for the salaries and expenses of the Legislature.~~

(d) If the budget bill has not been passed and sent to the Governor by June 15, the Legislature shall remain in session and may not consider or pass any other bills until the budget and bills related to the budget are adopted, except for emergency bills recommended by the Governor. Neither the Governor nor any member of the Legislature shall be entitled to any salary, per diem, or other expense allowance for any day after the June 15 deadline until a budget bill has been passed and sent to the Governor. No forfeited salary, per diem, or expense allowance shall be paid retroactively. In the event the Governor vetoes the budget bill, the prohibitions of this subdivision shall remain in effect until a budget is passed and signed by the Governor.

~~(d)~~ (e) No bill except the budget bill may contain more than one item of appropriation, and that for one certain, expressed purpose. Appropriations from the General Fund of the State, except appropriations in the budget bill and in other bills related to the budget bill and appropriations for the public schools, are void unless passed in each house by rollcall vote entered in the journal, two thirds of the membership concurring.

(f)(1) Notwithstanding Section 3 of Article XIII A or any other provision of law or of this Constitution, the budget bill and tax and other bills related to the budget bill may be passed in each house by rollcall vote entered in the journal, fifty-five percent of the membership concurring, to take effect immediately upon being signed by the Governor or upon a date specified in the legislation. Nothing in this subdivision shall affect the vote requirement for appropriations for the public schools contained in subdivision (e) of this Section and in subdivision (b) of Section 8 of this Article.

(2) Tax and other bills related to the budget bill shall consist only of bills identified as related to the budget in the budget bill passed by the Legislature.

(3) Tax bills related to the budget bill shall include bills increasing or decreasing taxes, whether by increased rates or changes in methods of computation, identified in the budget bill as related to the budget, except that no new ad valorem taxes on real property, or sales or transaction taxes on the sales of real property may be imposed.

(g) No officer, committee, or member of either house of the Legislature shall punish or threaten to punish any other member for his or her vote on the budget bill or tax and other bills related

to the budget. Any member may file a complaint regarding violations of this section with the appropriate ethics committee of the house in which the alleged violation occurred. The ethics committee shall investigate the complaint and make recommendations to the full house regarding appropriate action, including censure, to be taken on the complaint. The ethics committee's findings shall be made public.

(h) In any fiscal year for which General Fund revenues exceed the amount needed to fund current General Fund service levels, the Legislature shall deposit at least 25% of the excess revenues into the Prudent State Reserve Fund established pursuant to Section 5.5 of Article XIII B, unless the Reserve Fund equals 5% or more of General Fund expenditures for the preceding fiscal year. Appropriations from the fund may be made only in years in which revenues are not sufficient to fund current General Fund service levels or in response to a state of emergency declared by the Governor. Notwithstanding Section 5 of Article XIII B, contributions to the fund shall not constitute appropriations subject to limitation until they are appropriated for expenditure from the fund.

(e) (i) The Legislature may control the submission, approval, and enforcement of budgets and the filing of claims for all state agencies.

Section 4: Section 9082.8 is hereby added to the Elections Code to read as follows:

9082.8 *The State Controller, in consultation with the Department of Finance and the Legislative Analyst's Office, shall prepare a budget summary explaining how state funds are spent, not to exceed two printed pages, which shall be published in the state ballot pamphlet sent to voters in every statewide election. The budget summary shall include directions to a state website, prepared and maintained by the Joint Rules Committee of the Legislature, that includes voting records of legislators on the budget and tax and other bills related to the budget.*

Section 6: Section 9518 is hereby added to the Government Code to read as follows:

9.518. *For the purposes of Article IV, section 12, subdivision (h) of the California Constitution, "current General Fund service levels" shall mean levels of service as of June 30 of the prior fiscal year necessary to meet the constitutional, statutory and contractual obligations of the state.*

Section 7: *Severability*

If any of the provisions of this measure or the applicability of any provision of this measure to any person or circumstances shall be found to be unconstitutional or otherwise invalid, such finding shall not affect the remaining provision or applications of this measure to other persons or circumstances, and to that extent the provisions of this measure are deemed to be severable.

Section 8: *Amendment*

By rollcall vote entered in the journal of each house, fifty-five percent of the membership concurring, the Legislature may amend Section 9082.8 of the Elections Code and Section 95 18 of the Government Code to further the purposes of this Act.

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: May 23, 2003

TO: Board of Directors

FROM: Mark Dorfman, Assistant General Manager

SUBJECT: CONSIDER A RESOLUTION AUTHORIZING AN APPLICATION TO THE ENVIRONMENTAL PROTECTION AGENCY FOR GRANT FUNDS TO RETROFIT BUSES WITH EXHAUST PARTICULATE TRAPS

I. RECOMMENDED ACTION

Adopt a resolution authorizing staff to submit an application to the Environmental Protection Agency and to execute a grant agreement, if awarded, to retrofit New Flyer diesel buses with exhaust particulate traps.

II. SUMMARY OF ISSUES

- The United States Environmental Protection Agency (EPA) has solicited applications from fleet operators for grant funding to voluntarily retrofit diesel engines with exhaust particulate traps.
- The California Air Resources Board applies increasingly strict exhaust emission standards on diesel buses between now and 2007.
- METRO operates 30, New Flyer Industries, low-floor diesel buses that may need to be retrofitted with particulate traps in 2007 when the most stringent emission limits take effect.
- By installing the particulate traps now before they could be required, METRO would be eligible to receive funding assistance from the EPA Voluntary Diesel Retrofit Program.
- If awarded, METRO could receive up to \$100,000 in financial assistance to buy and install exhaust particulate traps on the New Flyer buses.
- Adopting the attached resolution authorizes staff to submit an application to the EPA for the Voluntary Diesel Retrofit Program.

III. DISCUSSION

The United States Environmental Protection Agency (EPA) is soliciting grant applications from local transportation agencies to implement emission reductions by installing exhaust particulate traps on existing diesel engine fleets to improve air quality. Only equipment certified by the EPA is eligible for funding assistance. METRO had

previously identified particulate traps suitable for its fleet which are on the certified list when exploring its fuel path options in 2001.

As a public transit operator, METRO must comply with exhaust emission limits on diesel engines, which become incrementally more stringent over a five-year period. By January 1, 2007, the 30 New Flyer Industries low-floor buses purchased by METRO in 1998 will be the oldest buses in the fleet and may need retrofitting with particulate traps to meet the 2007 standard.

Staff proposes that the District submit an application for Voluntary Diesel Retrofit Program Assistance to buy exhaust particulate traps for the 1998 New Flyer buses now before they are required. The EPA may grant up to \$100,000 to purchase and install equipment if METRO's application is successful.

Adopting the attached resolution (Attachment A) would authorize the General Manager to submit the application along with required documentation and to execute a grant agreement, if awarded, on behalf of the District with the United States Environmental Protection Agency for Voluntary Diesel Retrofit Program Assistance. The application deadline is May 27, 2003. EPA staff will competitively rank the applications and select projects to be funded in September, 2003.

IV. FINANCIAL CONSIDERATIONS

A grant award from the EPA would provide up to \$100,000 to buy diesel exhaust particulate traps. METRO would contribute resources in-kind to install and maintain the traps.

V. ATTACHMENTS

Attachment A: Resolution authorizing an application to the United State Environmental Protection Agency for Voluntary Diesel Retrofit Program Assistance.

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

Resolution No. _____

On the Motion of Director: _____

Duly Seconded by Director: _____

The Following Resolution is Adopted:

RESOLUTION OF THE BOARD OF DIRECTORS OF THE SANTA CRUZ METROPOLITAN TRANSIT DISTRICT AUTHORIZING AN APPLICATION TO THE ENVIRONMENTAL PROTECTION AGENCY FOR VOLUNTARY DIESEL RETROFIT PROGRAM ASSISTANCE

WHEREAS, the Clean Air Act authorizes federal funding to develop, test and implement projects which contribute to air quality improvements throughout the United States and especially in air basins which are non-attainment for any pollutant monitored by the Act; and

WHEREAS, the North Central Coast Air Basin, of which Santa Cruz County is part, is a designated maintenance area for reducing emissions of the pollutant ozone from stationary and mobile sources; and

WHEREAS, the United States Environmental Protection Agency has set aside funding to implement demonstrated technologies which will reduce pollutant emissions from diesel engine vehicle fleets in non-attainment and maintenance air basins; and

WHEREAS, Santa Cruz Metropolitan Transit District operates a predominantly diesel public transit fleet in Santa Cruz County and is involved in transportation air quality issues; and

WHEREAS, it is in the interest of the Santa Cruz Metropolitan Transit District to install exhaust particulate traps on its diesel engine buses and to request funds from the Voluntary Diesel Retrofit Program.

NOW, THEREFORE, BE IT RESOLVED, that the Secretary/General Manager is authorized to submit an application and to execute any necessary agreements on behalf of the Santa Cruz Metropolitan Transit District with the United States Environmental Protection Agency for grant funds which may be awarded for this project.

PASSED AND ADOPTED this 23rd day of May, 2003 by the following vote:

AYES: Directors -

NOES: Directors -

ABSTAIN: Directors -

ABSENT: Directors -

APPROVED _____

EMILY REILLY

Chairperson

ATTEST _____

LESLIE R. WHITE
General Manager

APPROVED AS TO FORM:

MARGARET GALLAGHER
District Counsel

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: May 23, 2003

TO: Board of Directors

FROM: Tom Stickel, Manager of Fleet Maintenance

SUBJECT: CONSIDERATION OF AWARD OF CONTRACT FOR QUALITY CONTROL INSPECTION SERVICES

I. RECOMMENDED ACTION

District Staff recommends that the Board of Directors authorize the General Manager to execute a contract with Transit Resource Center for \$13,200 for quality control inspection services for the purchase of seventeen Paratransit Activans. District staff also requests that if production schedule problems should occur, the Board of Directors shall grant authority to the General Manager to execute an amendment to the contract for additional funding up to \$5,000.

II. SUMMARY OF ISSUES

- Seventeen Paratransit Activans (minivans) on order with El Dorado Bus Sales require quality control inspection services during construction.
- A competitive procurement was conducted to solicit proposals from qualified firms.
- Three firms submitted proposals for the District's review.
- District staff have reviewed and evaluated the proposals.,
- District staff is recommending that a contract be established with Transit Resource Center to provide quality control inspection services for the seventeen Paratransit Activans being built by El Dorado Bus Sales.

III. DISCUSSION

The District is purchasing seventeen (17) each model year 2003, Paratransit Activans (minivans) from El Dorado Bus Sales. Production inspection and quality control assurance on the minivans being manufactured in Salina, Kansas for the District is required by Federal regulations (49 CFR Part 663). The Contractor will work with District staff to provide solutions for production line problems, will assist in implementing approved change orders, will test minivans to ascertain whether or not they meet the specifications, will conduct additional tests as deemed appropriate by the District and produce written reports on the final condition of each minivan prior to delivery including Federal Buy America requirements.

On April 11, 2003, District Request for Proposal, 02-16, was mailed to over thirty firms and was legally advertised. On May 7, 2003, proposals were received and opened from three responsive firms. They are: Transit Resource Center of Winter Springs, Florida; J and S Maintenance Professional Services of Banning, California; and First Transit, Inc. of Cincinnati, Ohio. District staff have reviewed and evaluated the proposals.

District staff used the following criteria for evaluation as contained in the Request for Proposals:

Criteria	Priority
Statement Of Qualifications, Experience And Organizational Relationships	1
Price	2
Technical Approach	3
References	4
Financial Status/Insurance Coverage	5

Based on the above evaluation criteria, District staff selected Transit Resource Center as the most responsive proposal received. If the production schedule at the manufacturing plant is delayed or takes longer than the 400 hours of inspection services required to complete this job, Transit Resource Center would bill the District \$259 per day.

District staff is recommending that the Board of Directors award a contract to Transit Resource Center to perform the tasks as outlined above for an amount not to exceed \$13,200. District staff also requests that the Board of Directors grant authority to the General Manager to execute an amendment to the contract for additional funding if production schedule problems should occur. Such authority shall be limited to an additional \$5,000. Any amount that exceeds this limit shall require Board of Directors approval.

IV. FINANCIAL CONSIDERATIONS

Funds are available in the federal grant with local matching funds that have already been budgeted.

V. ATTACHMENTS

Attachment A: Contract with Transit Resource Center –**NOTE: All attachments and exhibits to the contract are available at the Administration Office if needed.**

**PROFESSIONAL SERVICES CONTRACT FOR RESIDENT INSPECTION
SERVICES FOR QUALITY CONTROL ASSURANCE PROGRAM (02-16)**

THIS CONTRACT is made effective on _____, 2003 between the SANTA CRUZ METROPOLITAN TRANSIT DISTRICT, a political subdivision of the State of California ("District"), and TRANSIT RESOURCE CENTER ("Contractor").

1. RECITALS

1.01 District's Primary Objective

District is a public entity whose primary objective is providing public transportation and has its principal office at 370 Encinal Street, Suite 100, Santa Cruz, California 95060.

1.02 District's Need for Resident Inspection Services for Quality Control Assurance Program

District has the need for Resident Inspection Services for Quality Control Assurance Program. In order to obtain these services, the District issued a Request for Proposals, dated April 11, 2003, setting forth specifications for such services. The Request for Proposals is attached hereto and incorporated herein by reference as Exhibit "A".

1.03 Contractor's Proposal

Contractor is a firm/individual qualified to provide Resident Inspection Services for Quality Control Assurance Program and whose principal place of business is 5840 Red Bug Lake Road, #165, Winter Springs, Florida. Pursuant to the Request for Proposals by the District, Contractor submitted a proposal for Resident Inspection Services for Quality Control Assurance Program, which is attached hereto and incorporated herein by reference as Exhibit "B."

1.04 Selection of Contractor and Intent of Contract

On May 23, 2003, District selected Contractor as the offeror whose proposal was most advantageous to the District, to provide the Resident Inspection Services for Quality Control Assurance Program described herein. This Contract is intended to fix the provisions of these services.

District and Contractor agree as follows:

2. INCORPORATED DOCUMENTS AND APPLICABLE LAW

2.01 Documents Incorporated in this Contract

The documents below are attached to this Contract and by reference made a part hereof. This is an integrated Contract. This writing constitutes the final expression of the parties' contract, and it is a complete and exclusive statement of the provisions of that Contract, except for written amendments, if any, made after the date of this Contract in accordance with Section 13.14.

A. Exhibit "A"

Santa Cruz Metropolitan Transit District's "Request for Proposals" dated April 11, 2003

B. Exhibit "B" (Contractor's Proposal)

Contractor's Proposal to the District for Resident Mini-van Inspector Services for Quality Control Assurance Program, signed by Contractor and dated May 7, 2003.

2.02 Conflicts

Where in conflict, the provisions of this writing supersede those of the above-referenced documents, Exhibits "A" and "B". Where in conflict, the provisions of Exhibit "A" supercede Exhibit "B".

2.03 Recitals

The Recitals set forth in Article 1 are part of this Contract.

3. DEFINITIONS

3.01 General

The terms below (or pronouns in place of them) have the following meaning in the contract:

3.01.01 CONTRACT - The Contract consists of this document, the attachments incorporated herein in accordance with Article 2, and any written amendments made in accordance with Section 13.14.

3.01.02 CONTRACTOR - The Contractor selected by District for this project in accordance with the Request for Proposals issued April 11, 2003.

3.01.03 CONTRACTOR'S STAFF - Employees of Contractor.

3.01.04 DAYS - Calendar days.

3.01.05 OFFEROR - Contractor whose proposal was accepted under the terms and conditions of the Request for Proposals issued April 11, 2003.

3.01.06 PROVISION - Any term, agreement, covenant, condition, clause, qualification, restriction, reservation, or other stipulation in the contract that defines or otherwise controls, establishes, or limits the performance required or permitted by either party.

3.01.07 SCOPE OF WORK (OR "WORK") - The entire obligation under the Contract, including, without limitation, all labor, equipment, materials, supplies, transportation, services, and other work products and expenses, express or implied, in the Contract.

4. TIME OF PERFORMANCE

4.01 Term

The term of this Contract will be for a period not to exceed one (1) year and shall commence upon the issuance of the contract by the District.

5. COMPENSATION

5.01 Terms of Payment

District shall compensate Contractor in an amount not to exceed \$13,200. District shall reasonably determine whether work has been successfully performed for purposes of payment. Compensation shall be made within forty-five (45) days of District written approval of Contractor's written invoice for said work.

5.02 Invoices

Contractor shall submit invoices with a project number provided by the District on a monthly basis. Contractor's invoices shall include detailed records showing actual time devoted, work accomplished, date work accomplished, personnel used, and amount billed per hour. Expenses shall only be billed if allowed under the Contract. Telephone

call expenses shall show the nature of the call and identify location and individual called. Said invoice records shall be kept up-to-date at all times and shall be available for inspection by the District (or any grantor of the District, including, without limitation, any State or Federal agency providing project funding or reimbursement) at any time for any reason upon demand for not less than four (4) years after the date of expiration or termination of the Contract. Under penalty of law, Contractor represents that all amounts billed to the District are (1) actually incurred; (2) reasonable in amount; (3) related to this Contract; and (4) necessary for performance of the project.

6. NOTICES

All notices under this Contract shall be deemed duly given upon delivery, if delivered by hand; or three (3) days after posting, if sent by registered mail, receipt requested; to a party hereto at the address herein under set forth or, to such other address as a party may designate by notice pursuant hereto.

DISTRICT

Santa Cruz Metropolitan Transit District
370 Encinal Street
Suite 100
Santa Cruz, CA 95060
Attention: General Manager

CONTRACTOR

Transit Resource Center
5840 Red Bug Lake Road
Suite 165
Winter Springs, FL 32708-5011
Attention: President

7. AUTHORITY

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

Signed on _____

DISTRICT
SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

Leslie R. White
General Manager

CONTRACTOR
TRANSIT RESOURCE CENTER

By _____
Edward W. Pigman
President

Approved as to Form:

Margaret Rose Gallagher
District Counsel

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

STAFF REPORT

DATE: May 23, 2003

TO: Board of Directors

FROM: Margaret Gallagher, District Counsel

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

I. RECOMMENDED ACTION

Consider extending the Lease Agreement for an additional year, between the Santa Cruz Metropolitan Transit District and Gil Canales for the purpose of leasing office space at the Watsonville Transit Center.

II. SUMMARY OF ISSUES

- Gil Canales has been leasing office space at the Watsonville Transit Center for his business Powerservice since June 1, 2002.
- The Lease Agreement provides for two options to extend the Agreement, each for an additional one-year period.
- Although Mr. Canales did not give written notice within the timeframe set forth in the Lease, he did provide written notice via email, attached as Attachment A, indicating his intent to extend the Lease term.

III. DISCUSSION

Gil Canales has been renting space at the Watsonville Transit Center since June 1, 2002. He has been a good tenant and has always paid his rent in a timely manner. He is requesting an extension of the Lease term of one additional year, as specified as an option in the Lease Agreement.

The business specialty is computer services, and Mr. Canales has over 15 years experience as a programmer/analyst in the private and government sectors. He has experience using the Internet and writing HTML code, as well as Visual Basic and Q-basic for Windows 9x. Mr. Canales has been providing his skills for this business for the last year, an asset to the immediate community but also welcomed by the commuters at the Transit Center. Mr. Canales also speaks, reads and writes Spanish fluently. He has been paying \$175.00 plus utilities for the monthly rent and would like to extend the term until May 31, 2004.

IV. FINANCIAL CONSIDERATIONS

Rent on the space is set at \$175.00 per month and provided \$2,100.00 this past year to the Transit District. A cost of living increase will occur on June 1, 2003.

V. ATTACHMENTS

Attachment A: Email from tenant indicating intent to extend Lease term.

Attachment B: Draft Lease Extension

To: Gil Canales <g999can@yahoo.com>
From: Rebecca Daniel <rdaniel@scmtd.com>
Subject: Re: Lease Renewal
cc:
Bcc:
Attached:

This confirms that Santa Cruz Metro is in receipt of your request to renew your lease for Powerservice at the Watsonville Transit Center for an additional year, pursuant to your option specified in the Lease Agreement. Please try to give a 90-day notice in the future, for example, next year, please provide notice no later than February 28, 2004, if you wish to renew again. Thanks.

Rebecca

At 04:20 PM 5/13/2003 -0700, you wrote:

Rebecca,

I wish to renew my lease at Watsonville Transit Center.

Sincerely,

Gil Canales

Do you Yahoo! ?
The New Yahoo! Search - Faster. Easier. Bingo.
<http://search.yahoo.com>

EXTENSION OF LEASE

THIS LEASE EXTENSION is made on June 1, 2003, between **GILBERT CANALES** ("TENANT"), dba **POWERSERVICE**, whose mailing address is P.O. Box 685, Freedom, California, 95019-0625 and the **SANTA CRUZ METROPOLITAN TRANSIT DISTRICT** ("**DISTRICT**"), whose address is 370 Encinal Street, Suite 100, Santa Cruz, California, 95060, who agree as follows:

1. **RECITALS:** This **LEASE EXTENSION** is made with reference to the following facts and objectives:
 - a. **TENANT** and **DISTRICT** entered into a written lease dated June 1, 2002 ("**the Lease**"), for the office space located at the Watsonville Transit Center, whose address is 475 Rodriguez Street, Watsonville, California.
 - b. The term of **the Lease** will expire on May 31, 2003.
 - c. Tenant wishes to extend the term of **the Lease** for an additional period of one year, pursuant to the option available in Section 2.3 of **the Lease**.
2. **EXTENSION OF TERM:** The term of **the Lease** shall be extended for an additional period of one year from June 1, 2003, and shall expire on May 31, 2004.
3. **OPTION TO EXTEND:** Tenant shall have one additional option to extend this lease extension for a period not to exceed one (1) year upon the same terms and conditions as **the Lease**.
4. **EFFECTIVENESS OF LEASE:** Except as set forth in this extension of lease, all provisions of **the Lease**, shall remain unchanged and in full force and effect.

TENANT:
Powerservice

DISTRICT:
Santa Cruz Metropolitan Transit District

BY: _____
Gilbert Canales, Owner

BY: _____
Leslie White, General Manager

Approved as to form:

BY: _____
Margaret Gallagher, District Counsel