

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

BOARD OF DIRECTORS REGULAR MEETING AGENDA
JULY 23, 2004 (Fourth Friday of Each Month)
CITY HALL COUNCIL CHAMBERS
809 CENTER STREET
SANTA CRUZ, CALIFORNIA
9:00 a.m. - Noon

THE BOARD AGENDA PACKET CAN BE FOUND ONLINE AT WWW.SCMTD.COM

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

1. ROLL CALL
2. ORAL AND WRITTEN COMMUNICATION
 - a. Paul Marcelin-Sampson RE: Paratransit/UTU
 - b. Michael Edwards** RE: **Resignation as MAC Chair**
3. LABOR ORGANIZATION COMMUNICATIONS
4. ADDITIONAL DOCUMENTATION TO SUPPORT EXISTING AGENDA ITEMS

CONSENT AGENDA

- 5-1. APPROVE REGULAR BOARD MEETING MINUTES OF JUNE 11 AND JUNE 25, 2004
Minutes: **MINUTES ARE INCLUDED IN THE JULY 23, 2004 BOARD PACKET**
- 5-2. ACCEPT AND FILE PRELIMINARILY APPROVED CLAIMS
Report: Attached
- 5-3. ACCEPT AND FILE JUNE 2004 RIDERSHIP REPORT
Report: Attached
REPORT IS INCLUDED IN THE JULY 23, 2004 BOARD PACKET
- 5-4. **CONSIDERATION OF TORT CLAIMS: REJECT THE CLAIM ENTIRELY OF DEAN McCREARY, CLAIM #04-0011; REJECT THE CLAIM ENTIRELY OF MARIA CAMPOS AND MINOR ALEJANDRA SANTANA, CLAIM #04-0012**
Claims: **DOCUMENTATION IS INCLUDED IN THE JULY 23, 2004 BOARD PACKET**

- 5-5. ACCEPT AND FILE AGENDA FOR THE METRO ADVISORY COMMITTEE (MAC) MEETING OF JULY 21, 2004
Agenda/Minutes: **AGENDA IS INCLUDED IN THE JULY 23, 2004 BOARD PACKET**
- 5-6. ACCEPT AND FILE AGENDA FOR THE MASTF COMMITTEE MEETING OF JULY 15, 2004 AND THE MINUTES OF THE JUNE 17, 2004 MEETING
Agenda/Minutes: Attached
- 5-7. ACCEPT AND FILE MONTHLY BUDGET STATUS REPORT FOR MAY 2004 AND APPROVAL OF BUDGET TRANSFERS
Staff Report: Attached
- 5-8. ACCEPT AND FILE PARACRUZ STATUS REPORT FOR APRIL 2004
Staff Report: Attached
- 5-9. ACCEPT AND FILE HIGHWAY 17 STATUS REPORT FOR MAY 2004
Staff Report: **REPORT WILL BE DISTRIBUTED AT THE JULY 23, 2004 BOARD MEETING**
- 5-10. ACCEPT AND FILE UNIVERSITY OF CALIFORNIA, SANTA CRUZ SERVICE UPDATE
Staff Report: **DOCUMENTATION IS INCLUDED IN THE JULY 23, 2004 BOARD PACKET**
- 5-11. ACCEPT AND FILE METROBASE STATUS REPORT
Staff Report: Attached
- 5-12. ACCEPT AND FILE MINUTES REFLECTING VOTING RESULTS FROM APPOINTEES TO THE SANTA CRUZ COUNTY REGIONAL TRANSPORTATION COMMISSION FOR THE JUNE MEETINGS
Staff Report: **MINUTES FROM SCCRTC WILL BE INCLUDED IN THE AUGUST BOARD PACKET**
- 5-13. CONSIDERATION OF AUTHORIZATION TO RENEW AGREEMENT WITH SANTA CRUZ COUNTY FOR ACQUISITION AND RELOCATION ASSISTANCE SERVICE
Staff Report: Attached
- 5-14. CONSIDERATION OF APPROVAL OF A RESOLUTION AUTHORIZING DECREASE IN PETTY CASH FUND FOR THE METRO CENTER
Staff Report: Attached
- 5-15. CONSIDERATION OF AUTHORIZATION FOR DISPOSAL OF FIVE (5) 1988 NEW FLYER BUSES, TWO (2) 1996 SEDANS, ONE 1989 PICK-UP, AND ASSOCIATED PARTS
Staff Report: Attached

- 5-16. ACCEPT AND FILE NOTIFICATION OF ACTIONS TAKEN IN CLOSED SESSION ON THE WORKERS' COMPENSATION CLAIM SETTLEMENT OF JAMES HOLODNICK
Staff Report: Attached
- 5-17. CONSIDERATION OF ADOPTING AN ANNUAL DISADVANTAGED BUSINESS ENTERPRISE (DBE) PARTICIPATION RATE OF 2.4% FOR FEDERALLY-FUNDED PROCUREMENTS IN FY 2005
(Moved to Consent Agenda at the July 9, 2004 Board Meeting. Staff report retained original numbering as Item #11)
- 5-18. CONSIDERATION OF THE IMPACT OF RECENT FUEL PRICE INCREASES ON PUBLIC TRANSIT RIDERSHIP AND OPERATING COST
(Moved to Consent Agenda at the July 9, 2004 Board Meeting. Staff report retained original numbering as Item #15)
- 5-19. CONSIDERATION OF SUBMITTING A RESPONSE TO THE GRAND JURY REGARDING RECOMMENDATIONS FROM THE 2003-2004 FINAL REPORT
(Moved to Consent Agenda at the July 9, 2004 Board Meeting. Staff report retained original numbering as Item #17)

REGULAR AGENDA

NOTE: THE BOARD CHAIR MAY TAKE ITEMS OUT OF ORDER

6. PRESENTATION OF EMPLOYEE LONGEVITY AWARDS
Presented by: Chairperson Reilly
Staff Report: Attached
7. CONSIDERATION OF RECEIPT OF REPORT OF THE SANTA CRUZ COUNTY REGIONAL TRANSPORTATION COMMISSION'S PARATRANSIT COORDINATION TASK FORCE (PCTF)
Presented by: Director Pat Spence
Staff Report: **ADDITIONAL DOCUMENTATION FROM DIRECTOR SPENCE AND MINUTES FROM THE MAY 19, 2004 PCTF MEETING ARE INCLUDED IN THE JULY 23, 2004 BOARD PACKET**

CONTINUED FROM THE JUNE 25, 2004 BOARD MEETING

8. **DELETED – ACTION TAKEN AT THE JULY 9, 2004 BOARD MEETING**
9. **DELETED – ACTION TAKEN AT THE JULY 9, 2004 BOARD MEETING**

10. CONSIDERATION OF APPROVAL OF 25 YEAR LEASE WITH THE CITY OF SANTA CRUZ FOR PROPERTY NEEDED FOR THE METROBASE PROJECT
Presented by: Frank Cheng, Project Manager
Staff Report: **STAFF RECOMMENDS THIS ITEM BE DEFERRED TO THE AUGUST 27, 2004 BOARD MEETING**
11. **MOVED TO CONSENT AGENDA AS ITEM #5-17**
12. CONSIDERATION OF COSTS OF EXTENSION OF SERVICE TO THE SANTA CRUZ COUNTY FAIRGROUNDS THROUGH THE CONCLUSION OF THE FAIR
Presented by: Mark Dorfman, Assistant General Manager
Staff Report: Attached
13. CONSIDERATION OF SUBMITTING COMMENTS WITH REGARD TO THE SANTA CRUZ COUNTY REGIONAL TRANSPORTATION COMMISSION'S PROPOSED EXPENDITURE PLAN
Presented by: Les White, General Manager
Staff Report: Attached
CONTINUED FROM THE JUNE 25, 2004 BOARD MEETING
14. CONSIDERATION OF MODIFICATIONS TO SANTA CRUZ METRO'S BYLAWS INCLUDING ADDING RULES OF PROCEDURE FOR BOARD MEETINGS, SELECTING REPRESENTATIVES TO THE SANTA CRUZ COUNTY REGIONAL TRANSPORTATION COMMISSION, SETTING TIME LIMITS FOR TESTIMONY ON AGENDA ITEMS AND OTHER CHANGES
Presented by: Margaret Gallagher, District Counsel
Staff Report: **STAFF RECOMMENDS THIS ITEM BE DEFERRED TO THE AUGUST 27, 2004 BOARD MEETING**
15. **MOVED TO CONSENT AGENDA AS ITEM #5-18**
16. CONSIDERATION OF THE REQUEST FROM THE SCOTTS VALLEY CITY COUNCIL TO RECONFIGURE ROUTE #31 TO REMOVE SERVICE FROM VINE HILL SCHOOL ROAD AND REDIRECT THE SERVICE TO OPERATE ON GLENWOOD DRIVE IN SCOTTS VALLEY SERVING THE SCOTTS VALLEY HIGH SCHOOL ON ALL TRIPS
Presented by: Les White, General Manager
Staff Report: Attached
17. **MOVED TO CONSENT AGENDA AS ITEM #5-19**

18. **CONSIDERATION OF OPERATING THE WATSONVILLE STRAWBERRY FESTIVAL SHUTTLE BEING HELD ON JULY 31, 2004 AND AUGUST 1, 2004**

Presented by: Bryant Baehr, Operations Manager

Staff Report: **DOCUMENTATION IS INCLUDED IN THE JULY 23, 2004 BOARD PACKET**

19. **CONSIDERATION OF OPERATION OF THE CAPITOLA ART & WINE FESTIVAL SHUTTLE ON SEPTEMBER 18 & 19, 2004**

Presented by: Bryant Baehr, Operations Manager

Staff Report: **DOCUMENTATION IS INCLUDED IN THE JULY 23, 2004 BOARD PACKET**

20. **CONSIDERATION OF THE CALL STOP AUDIT REPORT**

Presented by: Bryant Baehr, Operations Manager

Staff Report: **DOCUMENTATION IS INCLUDED IN THE JULY 23, 2004 BOARD PACKET**

21. **DELETED – ACTION TAKEN AT THE JULY 9, 2004 BOARD MEETING**

22. **PUBLIC HEARING TO IDENTIFY A LIST OF UNMET TRANSIT NEEDS FOR SUBMISSION TO THE SANTA CRUZ COUNTY REGIONAL TRANSPORTATION COMMISSION**

Presented by: Les White, General Manager

Staff Report: **DOCUMENTATION IS INCLUDED IN THE JULY 23, 2004 BOARD PACKET**

PUBLIC HEARING

23. **CONSIDERATION OF AUTHORIZING THE GENERAL MANAGER TO EXECUTE AN AMENDMENT TO THE RNL DESIGN CONTRACT FOR ARCHITECTURAL/ENGINEERING SERVICES FOR THE METROBASE PROJECT**

Presented by: Frank Cheng, Project Manager

Staff Report: **DOCUMENTATION IS INCLUDED IN THE JULY 23, 2004 BOARD PACKET**

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

25. 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: Laura Harrell v. Santa Cruz Metropolitan Transit District
(Before the Workers' Compensation Appeals Board)

b. Name of Case: Guillermo Chavez v. Santa Cruz Metropolitan Transit District
(Before the Workers' Compensation Appeals Board)

2. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION
(Pursuant to Subdivision (a) of Section 54956.9)

a. Name of Case: Beverly Beams v. Santa Cruz Metropolitan Transit District

SECTION III: RECONVENE TO OPEN SESSION

26. 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: July 23, 2004

TO: Board of Directors

FROM: Les White, General Manager

SUBJECT: MATERIAL FOR THE JULY 23, 2004 BOARD MEETING AGENDA

SECTION I: **OPEN SESSION:**

ADD TO ITEM #2 ORAL AND WRITTEN COMMUNICATION

b. Michael Edwards RE: Resignation of MAC Chair
(Insert Letter)

CONSENT AGENDA:

ADD TO ITEM #5-1 APPROVE REGULAR BOARD MEETING MINUTES OF JUNE 11 AND
JUNE 25, 2004
(Insert Minutes)

ADD TO ITEM #5-3 ACCEPT AND FILE JUNE 2004 RIDERSHIP REPORT
(Insert Ridership Report)

ADD TO ITEM #5-4 CONSIDERATION OF TORT CLAIMS: REJECT THE CLAIM ENTIRELY
OF DEAN McCREARY, CLAIM #04-0011; REJECT THE CLAIM
ENTIRELY OF MARIA CAMPOS AND MINOR ALEJANDRA SANTANA,
CLAIM #04-0012
(Insert Claims)

ADD TO ITEM #5-5 ACCEPT AND FILE AGENDA FOR THE METRO ADVISORY
COMMITTEE (MAC) MEETING OF JULY 21, 2004
(Insert Agenda)

ADD TO ITEM #5-9 ACCEPT AND FILE HIGHWAY 17 STATUS REPORT FOR MAY 20,
2004
(Report will be distributed at the July 23, 2004 Board Meeting)

ADD TO ITEM #5-10 ACCEPT AND FILE UNIVERSITY OF CALIFORNIA, SANTA CRUZ
SERVICE UPDATE
(Insert Staff Report)

REGULAR AGENDA:

ADD TO ITEM #7 CONSIDERATION OF RECEIPT OF REPORT OF THE SANTA CRUZ
COUNTY REGIONAL TRANSPORTATION COMMISSION'S
PARATRANSIT COORDINATION TASK FORCE (PCTF)
**(Insert Additional Documentation from Director Spence and Minutes
from the May 19, 2004 PCTF Meeting)**

DELETE ITEM #8 CONSIDERATION OF MODIFICATION OF THE CONTRACT FOR ADMINISTRATION OF PARATRANSIT ELIGIBILITY SCREENING PROCESS
(Action taken at the July 9, 2004 Board Meeting)

DELETE ITEM #9 CONSIDERATION OF:

- a. PUBLIC HEARING TO PROVIDE PROPERTY OWNERS, WHOSE PROPERTY IS TO BE ACQUIRED, AN OPPORTUNITY TO APPEAR AND BE HEARD REGARDING METRO'S RIGHT TO TAKE CERTAIN REAL PROPERTY FOR THE CONSTRUCTION OF A MAINTENANCE FACILITY; AND
- b. ADOPTION OF A RESOLUTION OF NECESSITY FINDING AND DETERMINING THAT THE PUBLIC INTEREST AND NECESSITY REQUIRE THE ACQUISITION IN FEE OF ASSESSOR PARCEL NUMBER 008-103-04 LOCATED AT 120 GOLF CLUB DRIVE

(Action taken at the July 9, 2004 Board Meeting)

DELETE ITEM #10 CONSIDERATION OF APPROVAL OF 25 YEAR LEASE WITH THE CITY OF SANTA CRUZ FOR PROPERTY NEEDED FOR THE METROBASE PROJECT
(Insert Notice to Defer to the August 27, 2004 Board Meeting)

DELETE ITEM #14 CONSIDERATION OF MODIFICATIONS TO SANTA CRUZ METRO'S BYLAWS INCLUDING ADDING RULES OF PROCEDURE FOR BOARD MEETINGS, SELECTING REPRESENTATIVES TO THE SANTA CRUZ COUNTY REGIONAL TRANSPORTATION COMMISSION, SETTING TIME LIMITS FOR TESTIMONY ON AGENDA ITEMS AND OTHER CHANGES
(Staff recommends this Item be deferred to the August 27, 2004 Board Meeting)

ADD ITEM #18 CONSIDERATION OF OPERATING THE WATSONVILLE STRAWBERRY FESTIVAL SHUTTLE BEING HELD ON JULY 31, 2004 AND AUGUST 1, 2004
(Insert Staff Report)

ADD ITEM #19 CONSIDERATION OF OPERATION OF THE CAPITOLA ART & WINE FESTIVAL SHUTTLE ON SEPTEMBER 18 & 19, 2004
(Insert Staff Report)

ADD ITEM #20 CONSIDERATION OF THE CALL STOP AUDIT REPORT
(Insert Staff Report)

DELETE ITEM #21

CONSIDERATION OF RATIFICATION OF CONTRACT WITH UNITED TRANSPORTATION UNION LOCAL 23 FOR THE OPERATION OF PARACRUZ PROGRAM FOR THE PERIOD OF JULY 9, 2004 THROUGH JUNE 30, 2006
(Action taken at the July 9, 2004 Board Meeting)

ADD ITEM #22

PUBLIC HEARING TO IDENTIFY A LIST OF UNMET TRANSIT NEEDS FOR SUBMISSION TO THE SANTA CRUZ COUNTY REGIONAL TRANSPORTATION COMMISSION
(Insert Staff Report)

ADD ITEM #23

CONSIDERATION OF AUTHORIZING THE GENERAL MANAGER TO EXECUTE AN AMENDMENT TO THE RNL DESIGN CONTRACT FOR ARCHITECTURAL/ENGINEERING SERVICES FOR THE METROBASE PROJECT
(Insert Staff Report)

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

BOARD OF DIRECTORS REGULAR MEETING AGENDA
JULY 9, 2004 (Second Friday of Each Month)
SCMTD ENCINAL CONFERENCE ROOM*
370 ENCINAL STREET, SUITE 100
SANTA CRUZ, CALIFORNIA
9:00 a.m. – 11:00 a.m.

THE BOARD AGENDA PACKET CAN BE FOUND ONLINE AT WWW.SCMTD.COM

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

1. ROLL CALL
2. ORAL AND WRITTEN COMMUNICATION
 - a. Paul Marcelin-Sampson RE: Paratransit/UTU
3. LABOR ORGANIZATION COMMUNICATIONS
4. ADDITIONAL DOCUMENTATION TO SUPPORT EXISTING AGENDA ITEMS

CONSENT AGENDA

- 5-1. APPROVE REGULAR BOARD MEETING MINUTES OF JUNE 11 AND JUNE 25, 2004
Minutes: **THE MINUTES WILL BE PRESENTED FOR CONSIDERATION AT THE JULY 23, 2004 BOARD MEETING**
- 5-2. ACCEPT AND FILE PRELIMINARILY APPROVED CLAIMS
Report: Attached
- 5-3. ACCEPT AND FILE JUNE 2004 RIDERSHIP REPORT
Report: Attached
THE RIDERSHIP REPORT WILL BE PRESENTED FOR CONSIDERATION AT THE JULY 23, 2004 BOARD MEETING
- 5-4. CONSIDERATION OF TORT CLAIMS:
Claims: None
- 5-5. ACCEPT AND FILE AGENDA FOR THE METRO ADVISORY COMMITTEE (MAC) MEETING OF JULY 21, 2004
Agenda/Minutes: **THE AGENDA WILL BE PRESENTED FOR CONSIDERATION AT THE JULY 23, 2004 BOARD MEETING**

- 5-6. ACCEPT AND FILE AGENDA FOR THE MASTF COMMITTEE MEETING OF JULY 15, 2004 AND THE MINUTES OF THE JUNE 17, 2004 MEETING
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Staff Report: Attached

REGULAR AGENDA

NOTE: THE BOARD CHAIR MAY TAKE ITEMS OUT OF ORDER

6. PRESENTATION OF EMPLOYEE LONGEVITY AWARDS
Presented by: Chairperson Reilly
Staff Report: Attached
THIS PRESENTATION WILL TAKE PLACE AT THE JULY 23, 2004 BOARD MEETING

7. CONSIDERATION OF RECEIPT OF REPORT OF THE SANTA CRUZ COUNTY REGIONAL TRANSPORTATION COMMISSION'S PARATRANSIT COORDINATION TASK FORCE
Presented by: Director Pat Spence
Staff Report: June report from Director Spence is attached
CONTINUED FROM THE JUNE 25, 2004 BOARD MEETING

8. CONSIDERATION OF MODIFICATION OF THE CONTRACT FOR ADMINISTRATION OF PARATRANSIT ELIGIBILITY SCREENING PROCESS
Presented by: Steve Paulson, Paratransit Administrator
Staff Report: Attached
ACTION REQUIRED AT THE JULY 9, 2004 BOARD MEETING

9. CONSIDERATION OF:
 - a. PUBLIC HEARING TO PROVIDE PROPERTY OWNERS, WHOSE PROPERTY IS TO BE ACQUIRED, AN OPPORTUNITY TO APPEAR AND BE HEARD REGARDING METRO'S RIGHT TO TAKE CERTAIN REAL PROPERTY FOR THE CONSTRUCTION OF A MAINTENANCE FACILITY; AND

 - b. ADOPTION OF A RESOLUTION OF NECESSITY FINDING AND DETERMINING THAT THE PUBLIC INTEREST AND NECESSITY REQUIRE THE ACQUISITION IN FEE OF ASSESSOR PARCEL NUMBER 008-103-04 LOCATED AT 120 GOLF CLUB DRIVEPresented by: Frank Cheng, Project Manager
Staff Report: Attached
PUBLIC HEARING WILL BE HELD AT THE JULY 9, 2004 BOARD MEETING
ACTION REQUIRED AT THE JULY 9, 2004 BOARD MEETING

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Presented by: Frank Cheng, Project Manager
Staff Report: **DOCUMENTATION WILL BE PRESENTED FOR CONSIDERATION AT THE JULY 23, 2004 BOARD MEETING**

11. CONSIDERATION OF ADOPTING AN ANNUAL DISADVANTAGED BUSINESS ENTERPRISE (DBE) PARTICIPATION RATE OF 2.4% FOR FEDERALLY-FUNDED PROCUREMENTS IN FY 2005
Presented by: Mark Dorfman, Assistant General Manager
Staff Report: Attached
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Presented by: Mark Dorfman, Assistant General Manager
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Presented by: Les White, General Manager
Staff Report: Attached
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Presented by: Margaret Gallagher, District Counsel
Staff Report: Attached
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Presented by: Les White, General Manager
Staff Report: Attached
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Presented by: Les White, General Manager
Staff Report: Attached
17. CONSIDERATION OF SUBMITTING A RESPONSE TO THE GRAND JURY REGARDING RECOMMENDATIONS FROM THE 2003-2004 FINAL REPORT
Presented by: Mark Dorfman, Assistant General Manager
Staff Report: Attached
18. REVIEW OF ITEMS TO BE DISCUSSED IN CLOSED SESSION: District Counsel

19. ORAL AND WRITTEN COMMUNICATIONS REGARDING CLOSED SESSION

SECTION II: CLOSED SESSION

1. CONFERENCE WITH LABOR NEGOTIATOR
Pursuant to Government Code Section 54957.6
 - a. Agency Negotiator: Mark Dorfman, Assistant General Manager
 1. Employee Organization: United Transportation Union Local 23

SECTION III: RECONVENE TO OPEN SESSION

20. REPORT OF CLOSED SESSION
21. CONSIDERATION OF RATIFICATION OF CONTRACT WITH UNITED TRANSPORTATION UNION LOCAL 23 FOR THE OPERATION OF PARACRUZ PROGRAM FOR THE PERIOD OF JULY 9, 2004 THROUGH JUNE 30, 2006
Presented by: Mark Dorfman, Assistant General Manager
Staff Report: **WILL BE DISTRIBUTED AT THE MEETING**
ACTION REQUIRED AT THE JULY 9, 2004 BOARD MEETING

ADJOURN

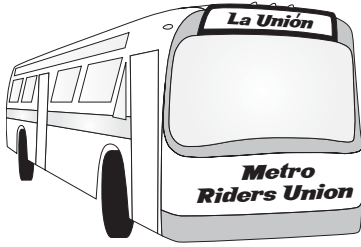
NOTICE TO PUBLIC

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**The Metro Riders Union
La Unión de Los Pasajeros**

Post Office Box 1402
Santa Cruz California 95061
<http://www.metroridersunion.org>
info@metroridersunion.org
(831) 421-9031

2004 June 28

Mr. Leslie R. White
General Manager
Santa Cruz Metropolitan Transit District
370 Encinal Street Suite 100
Santa Cruz California 95060

Dear Les:

When I testified that I was glad that the United Transportation Union had accepted a reasonable contract for in-house paratransit, I demonstrated my faith in both parties.

Management mentioned that Metro and the UTU had not yet reached agreement on non-financial issues. One of the non-financial provisions in the existing contract between Lift Line and the UTU shields paratransit drivers from passenger complaints. §38.17 of the Lift Line / UTU (paratransit) contract states:

[UNFAIR] **"A passenger complaint will not be referenced in the employee's evaluation."**

The Metro Riders Union urges Metro not to accept this provision if ADA paratransit is brought in-house. At minimum, we suggest that Metro copy the language from its own contract with the UTU. §38.18 of the Metro / UTU (fixed-route) contract states:

[FAIR] **"A passenger complaint will not be referenced in the Operator's evaluation unless it is valid and verified."**

I often hear strong praise for UTU paratransit drivers. No criticism of them is implied in this letter. The purpose of this letter is merely to give ADA paratransit riders access to the same complaint process that fixed-route riders have. That process has some limitations, but it comes closer* to being neutral, i.e., fair to drivers *and* to riders. The Riders Union is compelled to step in because organizations that focus on elderly people and people with disabilities have, to our knowledge, been silent on this issue.

* There remains, in the Metro / UTU (fixed-route) contract, other language that makes it difficult for Metro to act on legitimate passenger complaints. Telephone complaints are by themselves inadmissible [§38.05], face-to-face hearings are required [§16.6G], and any complaints that do make it into a driver's personnel file quickly lose force [§16.6F]. (There are no restrictions on compliments.) In the long term, the Riders Union would like to see a neutral complaint process, rather than one that is biased against riders. Having examined the entire history of Metro bus driver contracts, I know that the parties are moving in the right direction on this issue, on the fixed-route side.

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Please let us know, as soon as possible, what contract parameters Metro has established for passenger complaints, under the in-house paratransit scenario.

Yours truly,

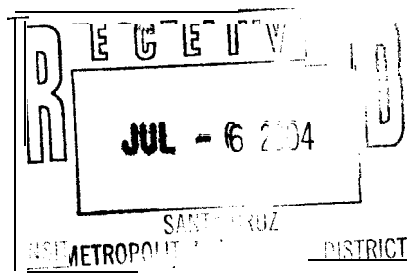
R. Paul Marcelin-Sampson

Paul Marcelin-Sampson

Founder, The Metro Riders Union / La Unión de Los Pasajeros

cc: Mr. Steve Paulson, Paratransit Administrator
Board of Directors

Metropolitan Advisory Committee
Santa Cruz Metropolitan Transit District
Board of Directors




June 1, 2004

It is with great regret that for health reasons, I find it necessary to resign my positions as member and chairperson of M.A.C. I had hopes of continuing my work advocating for riders with mental/physical impairments and working with S.C.M.T.D. in this new endeavor.

I especially wish to thank Pat Spence for nominating me as her appointee to this group and of course also thank the entire committee for choosing me as your chair. However, I am absolutely confident that Vice Chair Kanoa Dynek will do an outstanding job in my stead.

If at any time, and as long as I am able, I will be happy to stick in my 2 cents (even though it's probably only worth a penny!)

Again thank you all and I wish you well.

Sincerely,

Michael Edwards

cc: Les White
Pat Spence
Kanoa Dynek

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

Minutes- Board of Directors

June 11, 2004

A Regular Meeting of the Board of Directors of the Santa Cruz Metropolitan Transit District met on Friday, June 11, 2004 at the District's Administrative Office, 370 Encinal Street, Santa Cruz, CA.

Chairperson Reilly called the meeting to order at 9:20 a.m.

SECTION 1: OPEN SESSION

1. ROLL CALL:

DIRECTORS PRESENT

Jan Beautz (arrived after roll call)
Michelle Hinkle
Emily Reilly
Mike Rotkin
Dale Skillicorn
Pat Spence
Marcela Tavantzis
Ex-Officio Wes Scott

DIRECTORS ABSENT

Sheryl Ainsworth
Mike Keogh
Dennis Norton
Mark Stone

STAFF PRESENT

Bryant Baehr, Operations Manager
Mark Dorfman, Assistant General Manager
Frank Cheng, M/B Project Manager
Terry Gale, IT Manager
Margaret Gallagher, District Counsel
David Konno, Facilities Maint. Manager

Steve Paulson, Paratransit Administrator
Elisabeth Ross, Finance Manager
Robyn Slater, H.R. Manager
Judy Souza, Base Superintendent
Tom Stickel, Fleet Maint. Manager
Les White, General Manager

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

Virginia Johnson, Ecology Action
Gary Klemz, SEIU
Manny Martinez, PSA
Ian McFadden, SEA

Bonnie Morr, UTU
Jeff North, UTU
Will Regan, VMU
Antonio Zamedio, Lift Line, UTU

2. ORAL AND WRITTEN COMMUNICATION - None

Oral:

Rachel Marconi of the SCCRTC stated that any METRO Directors who want to make comments on the RTC Expenditure Plan should contact her.

Virginia Johnson, Executive Director of Transportation Management Association/Ecology Action, spoke regarding the benefits of METRO belonging to the TMA: employee bike loans, promotion of alternate transportation, sale of discount bus passes. Dues for METRO membership in TMA are included in the current budget.

3. **LABOR ORGANIZATION COMMUNICATIONS**

None

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

Margaret Gallagher distributed a revised Resolution for the Via Del Mar project. Corrected copies of attachments to Items 12 and 18 were distributed.

CONSENT AGENDA

- 5-1. **APPROVE REGULAR BOARD MEETING MINUTES OF MAY 14 AND MAY 28, 2004**
- 5-2. **ACCEPT AND FILE PRELIMINARILY APPROVED CLAIMS**
- 5-3. **ACCEPT AND FILE MAY 2004 RIDERSHIP REPORT**
- 5-4. **CONSIDERATION OF TORT CLAIMS: REJECT THE CLAIM ENTIRELY OF FREDY CASTILLO, CLAIM #04-0008, REJECT THE CLAIM ENTIRELY OF MARIA MARTINEZ, CLAIM #04-0010**
- 5-5. **ACCEPT AND FILE MAC AGENDA FOR JUNE 16, 2004 AND MINUTES OF MAY 19, 2004**
- 5-6. **ACCEPT AND FILE AGENDA FOR THE MASTF COMMITTEE MEETING OF JUNE 17, 2004 AND THE MINUTES OF THE MAY 20, 2004 MEETING**
- 5-7. **ACCEPT AND FILE MONTHLY BUDGET STATUS REPORT FOR APRIL 2004 AND APPROVAL OF BUDGET TRANSFERS**
- 5-8. **ACCEPT AND FILE PARACRUZ STATUS REPORT FOR MARCH 2004**
- 5-9. **ACCEPT AND FILE HIGHWAY 17 STATUS REPORT FOR APRIL 2004**
- 5-10. **ACCEPT AND FILE UNIVERSITY OF CALIFORNIA, SANTA CRUZ SERVICE UPDATE**
- 5-11. **ACCEPT AND FILE METROBASE STATUS REPORT**
- 5-12. **ACCEPT AND FILE MINUTES REFLECTING VOTING RESULTS FROM APPOINTEES TO THE SANTA CRUZ COUNTY REGIONAL TRANSPORTATION COMMISSION FOR THE MAY MEETINGS**
- 5-13. **CONSIDERATION OF RECEIPT OF REPORT OF THE SANTA CRUZ COUNTY REGIONAL TRANSPORTATION COMMISSION'S PARATRANSIT COORDINATION TASK FORCE**
- 5-14. **CONSIDERATION OF AUTHORIZATION OF RENEWAL OF PROPERTY INSURANCE COVERAGE FOR FY 04-05**
- 5-15. **CONSIDERATION OF AUTHORIZATION OF RENEWAL OF LIABILITY AND PHYSICAL DAMAGE INSURANCE COVERAGE FOR FY 04-05**
- 5-16. **CONSIDERATION OF RESOLUTION AUTHORIZING A PRE-TAX PAYROLL DEDUCTION PLAN FOR SERVICE CREDIT PURCHASES BY DISTRICT EMPLOYEES ENROLLED IN THE CALIFORNIA PUBLIC EMPLOYEES RETIREMENT SYSTEM**
- 5-17. **CONSIDERATION OF AMENDING CONTRACT WITH VISION SERVICE PLAN**

5-18. CONSIDERATION OF AWARD OF CONTRACT FOR EMPLOYEE LIFE AND ACCIDENTAL DEATH & DISMEMBERMENT INSURANCE COVERAGE

There were no questions or comments on any Consent Agenda items. Chairperson Reilly did not itemize the Consent Agenda in an effort to expedite the meeting due to a possible loss of quorum.

REGULAR AGENDA

6. PRESENTATION OF EMPLOYEE LONGEVITY AWARDS

This presentation will take place at the June 25, 2004 Board meeting

CHAIRPERSON REILLY STATED THAT ITEMS 7, 8 AND 19 WOULD BE TAKEN OUT OF ORDER AT THIS TIME.

7. CONSIDERATION OF RATIFICATION OF A ONE-YEAR EXTENSION OF THE SERVICE EMPLOYEES' INTERNATIONAL UNION (SEIU) MEMORANDUM OF UNDERSTANDING (MOU)

ACTION: MOTION: DIRECTOR ROTKIN SECOND: DIRECTOR HINKLE

Ratify a one-year extension of the Service Employees' International Union (SEIU) Memorandum of Understanding which extends the existing MOU with a 0% increase in salary and no changes in benefits.

Motion passed with Directors Ainsworth, Beautz, Keogh, Norton and Stone being absent.

Mark Dorfman and Les White expressed their appreciation to the unions for working with METRO in this regard.

**8. CONSIDERATION OF ONE-YEAR EXTENSION OF CURRENT MANAGEMENT COMPENSATION PLAN
ACTION REQUIRED AT THE JUNE 11, 2004 BOARD MEETING**

Summary:

Les White stated that this plan is for the personnel who are not represented by labor agreements. The proposal is to extend this Plan for one additional year with no change in compensation. Mr. White expressed his appreciation to the managers who, by agreeing to an extension, minimized the amount of service being cut.

ACTION: MOTION: DIRECTOR ROTKIN SECOND: DIRECTOR SPENCE

Approve a District Management Compensation Plan for the period July 2004 – June 2005 which extends the existing Management Compensation Plan with a 0% increase in salary and no changes in benefits.

Motion passed with Directors Ainsworth, Beautz, Keogh, Norton and Stone being absent.

19. **CONSIDERATION OF AUTHORIZING THE GENERAL MANAGER TO EXECUTE NECESSARY DOCUMENTS AS THE REPRESENTATIVE OF METRO, THE OWNER OF THE PROPERTY, TO FACILITATE THE VIA DEL MAR PROJECT IN WATSONVILLE, WHICH IS ADJACENT TO THE WATSONVILLE TRANSIT CENTER**

Summary:

Margaret Gallagher distributed a revised Resolution, which allows the General Manager to execute necessary documentation to facilitate the project. It also limits any increase in liability or obligation on behalf of METRO for this project. The release requires that the lenders acknowledge that METRO is not obligated to be repaid on any of these loans. Elisabeth Ross, Finance Manager, reviewed the financials on this project and accepted them. Staff recommends that the Board approve the revised resolution.

ACTION: MOTION: DIRECTOR ROTKIN SECOND: DIRECTOR TAVANTZIS

Authorize the General Manager to execute any necessary documents in order to facilitate the development of the Via del Mar Project including approving the sublease of the property from the City of Watsonville and MP Transit Center Associates, a California Limited Partnership, through passage of the attached Resolution.

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

**DIRECTOR BEAUTZ ARRIVED.
DIRECTOR TAVANTZIS LEFT THE MEETING.**

9. **CONSIDERATION OF ISSUING A DECLARATION OF FISCAL EMERGENCY**

ACTION: MOTION: DIRECTOR ROTKIN SECOND: DIRECTOR SKILLICORN

Move this item to the Consent Agenda.

Motion passed with Directors Ainsworth, Keogh, Norton, Stone and Tavantzis being absent.

AT THE DIRECTION OF DISTRICT COUNSEL AND THE BOARD CHAIR, THIS ITEM WAS LATER MOVED BACK TO THE REGULAR AGENDA DUE TO THE FACT THAT THE BOARD NEEDS TO RESPOND TO THE PUBLIC INPUT PRIOR TO ADOPTING THE FISCAL EMERGENCY.

10. **CONSIDERATION OF ADOPTION OF RESOLUTION APPROVING FINAL BUDGET FOR FY 04-05 AND FY 05-06**

The final budget will be presented to the Board at their June 25, 2004 meeting.

**ITEM #12 WAS TAKEN OUT OF ORDER AT THIS TIME.
DIRECTOR TAVANTZIS RETURNED TO THE MEETING.**

12. CONSIDERATION OF APPROVAL OF RESPONSES TO TRANSPORTATION DEVELOPMENT ACT TRIENNIAL PERFORMANCE AUDIT

ACTION: MOTION: DIRECTOR ROTKIN SECOND: DIRECTOR REILLY

Move to Consent Agenda.

Motion passed with Directors Ainsworth, Keogh, Norton and Stone being absent.

11. CONSIDERATION OF SERVICE REDUCTIONS FOR FALL 2004

Summary:

A public hearing has been added at the Capitola Mall for June 23rd to receive input regarding proposed service cuts. All advertising has been updated to include this additional public hearing.

Ian McFadden outlined the service reductions.

Discussion:

Ex Officio Director Scott stated that the university is still in escrow on the Texas Instruments building and service to this area would be appreciated. METRO staff is working with the university to develop bus stops at Natural Bridges. Mr. Dorfman added that swipe cards for the Schafer Road complex are being made up today. Chris Garwood is paying for this weekday service and for development of the bus stops/shelters, however, there will be no service on weekends.

Direction: *Determine the cost of providing weekend service to this area.

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

Margaret Gallagher reported that there would be a conference with Labor Negotiators for both SEIU and UTU, conference with Real Property Negotiator on two properties and with Legal Counsel on an existing litigation.

21. ORAL AND WRITTEN COMMUNICATIONS REGARDING CLOSED SESSION

Ms. Gallagher distributed a hand-out on the drug policy from UTU Chair Bonnie Morr. Bonnie Morr commented that the current expenditures for paratransit services is \$3,289,356 and she feels bringing the service in-house would be more efficient and at a better cost savings.

SECTION II: CLOSED SESSION

Chairperson Reilly adjourned to Closed Session at 10:15 a.m. and Director Rotkin reconvened to Open Session at 11:10 a.m.

SECTION III: RECONVENE TO OPEN SESSION

22. REPORT OF CLOSED SESSION

Margaret Gallagher had nothing to report at this time.

ITEMS 13, 14, 15, 16, 17 AND 18 WERE NOT DISCUSSED AS IT WAS NOT ABSOLUTELY NECESSARY TO DO SO AND DUE TO A LOSS OF QUORUM.

ADJOURN

There being no further business, Director Rotkin adjourned the meeting at 11:10 a.m.

Respectfully submitted.

Dale Carr
Administrative Services Coordinator

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

Minutes- Board of Directors

June 25, 2004

A Regular Meeting of the Board of Directors of the Santa Cruz Metropolitan Transit District met on Friday, June 25, 2004 at the Santa Cruz City Council Chambers, 809 Center Street, Santa Cruz, CA.

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

SECTION 1: OPEN SESSION

1. ROLL CALL:

DIRECTORS PRESENT

Sheryl Ainsworth (arrived after roll call)
Jan Beautz
Michelle Hinkle
Mike Keogh
Emily Reilly
Mike Rotkin
Ex-Officio Wes Scott
Dale Skillicorn
Pat Spence
Mark Stone
Marcela Tavantzis

DIRECTORS ABSENT

Dennis Norton

STAFF PRESENT

Bryant Baehr, Operations Manager
Frank Cheng, M/B Project Manager
Mark Dorfman, Assistant General Manager
Margaret Gallagher, District Counsel
Steve Paulson, Paratransit Administrator

Elisabeth Ross, Finance Manager
Robyn Slater, Human Resource Manager
Tom Stickel, Fleet Maint. Manager
Les White, General Manager

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

Michael Boyd, SCMTD
Michael Bradshaw, CCCIL
Mike Carter
Trudy Doyle
Susan Hogue
Gary Klemz, SEIU
Lilly Litsky
Manny Martinez, PSA
Bonnie McDonald
Ian McFadden, SEA

Bonnie Morr, UTU
W. C. Pihl, MV Transit
Will Regan, VMU
James Ross
Jane Royle Barr, Mid Peninsula Housing
Justina Rudokas
Maria Stolz
Randy Yagi, SCMTD
Jeanne Youmans
Bob Yount, MASTF

Rachel Moriconi, SCCRTC

Arturo Zamudio, UTU Rep for Lift Line

2. ORAL AND WRITTEN COMMUNICATION

Written:

a. Kanoa Dynek, Chair, MAC

RE: Fall Service Reduction
Proposal

Oral:

Lilly Litsky, a resident of the D'Anza Mobile Home Park, relies solely on the bus. She stated that the cuts on Route 3B will severely impact the lives of senior in this park. She urged the Board to find a way to save this route.

Scott Bugental mentioned that the paratransit issue is at the end of the agenda after several long items. He hopes the Board will be in full attendance when that topic is addressed and that there will be adequate time for public input.

Braylis Young, a resident of 33rd Avenue, stated that his goal is to make transportation better for all. He added that some of today's agenda items would illustrate management's shortcomings in this area.

Director Spence stated her appreciation to Les White for his diligence in taking care of the Board requests. She presented Mr. White and METRO staff with a flier which was signed by the Board and also with a card.

3. LABOR ORGANIZATION COMMUNICATIONS

None

4. ADDITIONAL DOCUMENTATION TO SUPPORT EXISTING AGENDA ITEMS

SECTION I:
OPEN SESSION:

ADD TO ITEM #2

ORAL AND WRITTEN COMMUNICATION

a. Kanoa Dynek, Chair, MAC
Reduction Proposal

RE: Fall Service

(Insert Documentation)

CONSENT AGENDA:

ADD TO ITEM #5-3

ACCEPT AND FILE MAY 2004 RIDERSHIP REPORT
(Add Page 1 of the Ridership Report)

ADD TO ITEM #5-18

CONSIDERATION OF AWARD OF CONTRACT FOR EMPLOYEE
LIFE AND ACCIDENTAL DEATH & DISMEMBERMENT
INSURANCE COVERAGE
(Insert Staff Report)

ADD TO ITEM #5-20 NOTIFICATION OF ACTIONS TAKEN IN CLOSED SESSION REGARDING THE SETTLEMENT WITH DON TOLINE
(Insert Staff Report)

REGULAR AGENDA:

ADD TO ITEM #7 CONSIDERATION OF PUBLIC INPUT RECEIVED AT PUBLIC HEARINGS REGARDING SERVICE REDUCTIONS AND BOARD ADOPTION OF RESPONSES TO PUBLIC SUGGESTIONS FROM THOSE HEARINGS
(Insert Staff Report)

DELETE ITEM #8 CONSIDERATION OF ONE-YEAR EXTENSION OF CURRENT MANAGEMENT COMPENSATION PLAN
(Action taken at the June 11, 2004 Board Meeting)

ADD TO ITEM #10 CONSIDERATION OF ADOPTION OF RESOLUTION APPROVING FINAL BUDGET FOR FY 04-05 AND FY 05-06
(Insert Staff Report)

ADD TO ITEM #11 CONSIDERATION OF SERVICE REDUCTIONS FOR FALL 2004
(Insert Attachment C)

ADD TO ITEM #13 CONSIDERATION OF AWARD OF CONTRACT FOR CONSTRUCTION MANAGEMENT SERVICES FOR THE METROBASE PROJECT
(Insert Staff Report)

ADD TO ITEM #14 CONSIDERATION OF PARACRUZ TRANSITION PLAN
(Insert Staff Report)

DELETE ITEM #15 CONSIDERATION OF MODIFICATIONS TO THE SANTA CRUZ METRO DRUG AND ALCOHOL TESTING POLICY
(Negotiations not complete)

DELETE ITEM #19 CONSIDERATION OF AUTHORIZING THE GENERAL MANAGER TO EXECUTE NECESSARY DOCUMENTS AS THE REPRESENTATIVE OF METRO, THE OWNER OF THE PROPERTY, TO FACILITATE THE VIA DEL MAR PROJECT IN WATSONVILLE, WHICH IS ADJACENT TO THE WATSONVILLE TRANSIT CENTER
(Action taken at the June 11, 2004 Board Meeting)

ADD TO ITEM #20 CONSIDERATION OF GRANTING RIGHT-OF-WAYS TO PG&E TO LOCATE A TRANSFORMER ON THE VIA DEL MAR PROJECT SITE, RUN PG&E LINES UNDERNEATH WATSONVILLE TRANSIT CENTER SIDEWALK AND ALLOW ACCESS TO THE TRANSFORMER VIA THE TRANSIT CENTER
(Insert Staff Report)

Additional Information Received After Distribution of first Add-On Packet:

SECTION I:
OPEN SESSION:

ADD TO ITEM #2 ORAL AND WRITTEN COMMUNICATION
b. Jack Jacobson, Community Bridges RE: Paratransit
Service
(Insert NEW Letter)

CONSENT AGENDA:

ADD TO ITEM #5-14 CONSIDERATION OF AUTHORIZATION OF RENEWAL OF
PROPERTY INSURANCE COVERAGE FOR FY 0-4-05
(Insert REVISED Staff Report indicating change of vendor)

REGULAR AGENDA:

ADD TO ITEM #7 CONSIDERATION OF PUBLIC INPUT RECEIVED AT PUBLIC
HEARINGS REGARDING SERVICE REDUCTIONS AND BOARD
ADOPTION OF RESPONSES TO PUBLIC SUGGESTIONS FROM
THOSE HEARINGS
**(Insert NEW Attachment B which outlines input received after
the distribution of the 1st Add-On Packet and responses to that
input)**

**NOTE: Due to the volume of this attachment, copies have been distributed to the Board
only. One copy will be available for public review at the Administration Office or on line
at www.scmtd.com**

ADD TO ITEM #11 CONSIDERATION OF SERVICE REDUCTIONS FOR FALL 2004
(Insert NEW Page 11.C16)

ADD TO ITEM #13 CONSIDERATION OF AWARD OF CONTRACT FOR
CONSTRUCTION MANAGEMENT SERVICES FOR THE
METROBASE PROJECT
**(*Insert Staff Report – This was included in Directors' Packets
but, due to technical problems, was excluded from all other
packets.**

***Insert REVISED Attachment A Contract,**

***Insert NEW Exhibit C of RFP)**

CONSENT AGENDA

- 5-1. APPROVE REGULAR BOARD MEETING MINUTES OF MAY 14 AND MAY 28, 2004**
- 5-2. ACCEPT AND FILE PRELIMINARILY APPROVED CLAIMS**
- 5-3. ACCEPT AND FILE MAY 2004 RIDERSHIP REPORT**
- 5-4. CONSIDERATION OF TORT CLAIMS: REJECT THE CLAIM ENTIRELY OF FREDY
CASTILLO, CLAIM #04-0008, REJECT THE CLAIM ENTIRELY OF MARIA
MARTINEZ, CLAIM #04-0010**

- 5-5. ACCEPT AND FILE MAC AGENDA FOR JUNE 16, 2004 AND MINUTES OF MAY 19, 2004
- 5-6. ACCEPT AND FILE AGENDA FOR THE MASTF COMMITTEE MEETING OF JUNE 17, 2004 AND THE MINUTES OF THE MAY 20, 2004 MEETING
- 5-6. ACCEPT AND FILE MONTHLY BUDGET STATUS REPORT FOR APRIL 2004 AND APPROVAL OF BUDGET TRANSFERS

- 5-8. ACCEPT AND FILE PARACRUZ STATUS REPORT FOR MARCH 2004
- 5-9. ACCEPT AND FILE HIGHWAY 17 STATUS REPORT FOR APRIL 2004
- 5-10. ACCEPT AND FILE UNIVERSITY OF CALIFORNIA, SANTA CRUZ SERVICE UPDATE
- 5-11. ACCEPT AND FILE METROBASE STATUS REPORT
- 5-12. ACCEPT AND FILE MINUTES REFLECTING VOTING RESULTS FROM APPOINTEES TO THE SANTA CRUZ COUNTY REGIONAL TRANSPORTATION COMMISSION FOR THE MAY MEETINGS
- 5-14. CONSIDERATION OF AUTHORIZATION OF RENEWAL OF PROPERTY INSURANCE COVERAGE FOR FY 04-05
- 5-15. CONSIDERATION OF AUTHORIZATION OF RENEWAL OF LIABILITY AND PHYSICAL DAMAGE INSURANCE COVERAGE FOR FY 04-05
- 5-16. CONSIDERATION OF RESOLUTION AUTHORIZING A PRE-TAX PAYROLL DEDUCTION PLAN FOR SERVICE CREDIT PURCHASES BY DISTRICT EMPLOYEES ENROLLED IN THE CALIFORNIA PUBLIC EMPLOYEES RETIREMENT SYSTEM
- 5-17. CONSIDERATION OF AMENDING CONTRACT WITH VISION SERVICE PLAN
- 5-18. CONSIDERATION OF AWARD OF CONTRACT FOR EMPLOYEE LIFE AND ACCIDENTAL DEATH & DISMEMBERMENT INSURANCE COVERAGE
- 5-19. CONSIDERATION OF APPROVAL OF RESPONSES TO TRANSPORTATION DEVELOPMENT ACT TRIENNIAL PERFORMANCE AUDIT
- 5-20. NOTIFICATION OF ACTIONS TAKEN IN CLOSED SESSION REGARDING THE SETTLEMENT WITH DON TOLINE

Note:

Item #5-13 - CONSIDERATION OF RECEIPT OF REPORT OF THE SANTA CRUZ COUNTY REGIONAL TRANSPORTATION COMMISSION'S PARATRANSIT COORDINATION TASK FORCE was pulled from the Consent Agenda for further discussion by Director Spence. This will become Item 14a on the regular agenda.

ACTION: MOTION: DIRECTOR ROTKIN SECOND: DIRECTOR SKILLICORN

Approve the Consent Agenda with the exception of Item #5-13 which was pulled for further discussion.

Motion passed by a unanimous voice vote in lieu of a roll call with Director Norton being absent.

REGULAR AGENDA

6. PRESENTATION OF EMPLOYEE LONGEVITY AWARDS

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

TWENTY YEARS

Christina M. Flynn, Bus Operator
George C. Felder, Bus Operator
Michael F. Boyd, Facilities Maintenance Worker II

TWENTY-FIVE YEARS

Anthony A. Ciliberto, Bus Operator

7. CONSIDERATION OF PUBLIC INPUT RECEIVED AT PUBLIC HEARINGS REGARDING SERVICE REDUCTIONS AND BOARD ADOPTION OF RESPONSES TO PUBLIC SUGGESTIONS FROM THOSE HEARINGS

Summary:

Mark Dorfman reported on the eight public hearings held recently to receive public input on the service reductions. These meetings were held in Santa Cruz, Watsonville, Capitola and Scotts Valley with both an afternoon and early evening session. Information regarding these hearings were placed on the buses, website and advertised in two local newspapers. Directors Norton and Tavantzis attended the hearings in their jurisdictions. Petitions were received from the residents of two mobile home parks regarding the proposed service reductions on Route 65. Staff has a proposed revision for Route 65 which addresses some of the issues raised. The input received and staff's responses are included in the Board packet. The Board would be voting to accept only the report on the responses and not on the service cuts at this point.

Discussion:

Braylis Young attended the Santa Cruz meeting and was quoted as being in receipt of financial information, which he has not yet received. Mr. Dorfman informed the Board that Mr. Young requested route information, which was sent to him, and since that time, Mr. Young has sent multiple emails to staff requesting various items.

ACTION: MOTION: DIRECTOR ROTKIN SECOND: DIRECTOR REILLY

Accept the comments from the public and staff's responses. Direct staff to continue trying to respond to requests from Braylis Young.

Motion passed unanimously with Director Norton being absent.

8. DELETED – ACTION TAKEN AT THE JUNE 11, 2004 BOARD MEETING

9. CONSIDERATION OF ISSUING A DECLARATION OF FISCAL EMERGENCY

Summary:

Elisabeth Ross reported that issuing a declaration of fiscal emergency is the next step in the service reductions process in order to alleviate the need for CEQA-required environmental documents.

ACTION: MOTION: DIRECTOR ROTKIN SECOND: DIRECTOR SKILLICORN

Declare a state of fiscal emergency as set out in the law.

Motion passed unanimously with Director Norton being absent.

10. CONSIDERATION OF ADOPTION OF RESOLUTION APPROVING FINAL BUDGET FOR FY 04-05 AND FY 05-06

Summary:

Elisabeth Ross requested approval for the final budget for FY 04/05 and 05/06. She cited the adjustments that had been made to the budget since the Board last saw it. She added that she met with the union representatives to review this budget. There are 3 position layoffs scheduled to take place in September, however, early retirements of current employees might lessen this figure. A 5-year financial forecast will be brought back to the Board in 2-3 months. Mr. White discussed TDA funds vs. the anticipated percentage of sales tax revenue.

Public Comment:

Director Ainsworth questioned the increase in the legal settlement cases and was informed that this was due to the Lane/Loya and Bass cases. Staff is budgeting \$150,000 next year for settlement costs. Mr. Dorfman explained CalTIP and METRO's self-insured status.

Ed Kramer, bus rider, commented that part of the Lane/Loya lawsuit involved the buses at the transit centers identifying their bus numbers for the visually impaired and that this is not happening at the Metro Center. He suggested that the Board save additional funds for future lawsuits in this regard.

Braylis Young, bus rider, stated that UCSC needs to pay full fare for its contracted service the way riders on the Watsonville corridor do. He wants the UCSC contract to be renegotiated by September of this year. He suggested that the Board postpone approval of the budget until this is resolved and he wants an initial progress report at the July Board meeting.

Ian McFadden, SEA, introduced Juan Gallegos who is one of METRO's employees who will be laid off. Mr. McFadden expressed concern about the farebox collection duties that are currently being done by security staff and hopes that this issue can be readdressed whereby the Vehicle Service Workers would do these duties and possibly save METRO some money.

Paul Marcelin-Sampson expressed concern about the layoffs and thanked SEIU and Management for extending their agreements with a 0% increase for the next year. He discussed the UTU increases and utilizing the CPI as the basis for wage increases. He

responded to a previous comment by stating that UCSC accounts for 30% of the ridership and contributes 30% of the revenue.

Discussion:

Ex Officio Director Scott explained that UCSC is hiring replacement drivers for their transit system and suggested that any METRO employees who are being laid off should talk with the UC transit management for a possible job.

ACTION: MOTION: DIRECTOR ROTKIN SECOND: DIRECTOR KEOGH

Adopt the resolution approving the final budget for FY 04-05 and FY 05-06 as presented in Attachment B; authorize Board member travel in FY 04-05 as described in Attachment C; approve the Employee Incentive Program as presented in Attachment D; and authorize staffing levels as listed in Attachment F.

Motion passed by a unanimous voice vote in lieu of a roll call with Director Norton being absent.

11. CONSIDERATION OF SERVICE REDUCTIONS FOR FALL 2004

Summary:

The proposed service reductions are a result of a projected revenue deficit. Service cuts in the amount of \$700,000 effective September 9th are being proposed. Ian McFadden presented the proposed service reductions. Mr. Dorfman outlined six trips that are being proposed on Route 53 that would provide life-line service in the Capitola/Dominican area. Steve Paulson discussed the impacts to paratransit service that are associated with these service reductions.

EX OFFICIO DIRECTOR SCOTT LEFT THE MEETING.

PUBLIC COMMENT:

Jeanne Youmans, representing Antonelli Mobile Home Park and Homestead Park, expressed concern about the service reductions between 30th and 17th Avenues and the fact that the bus benches are on the other side of Brommer. Mr. Dorfman responded that the bus benches would be moved to the appropriate side of the street to accommodate these mobile home park residents.

Braylis Young stated that the reductions are unequal and unfair and referred to the UC riders receiving a discount.

Ed Kramer of Live Oak suggested that Route 65/67 interloop with Route 69 to eliminate dead time. He gave out his home telephone number and asked people to feel free to contact him regarding the routes.

Michael Bradshaw of CCCIL expressed concern with the reductions to Route 73, particularly the elimination of service to Independence Square. He is also concerned about elimination of service to the Fairgrounds on the weekends and about the six paratransit users in Scotts Valley

who are affected by the bus trips that run only on the school schedules. He inquired if METRO is looking at additional revenue and funding to avoid more service reductions next year.

Stephanie Hudson, a Live Oak resident who uses the bus as her primary transportation, will purchase a bicycle instead of utilizing the bus system due to a more lengthy commute which stems from the service reductions.

Kathleen Johnson spoke regarding the service reductions to the mobile home parks. She stated that many of these residents are not disabled but might have a hard time walking the additional distance to a bus stop.

Mike Carter asked if the service reductions were examined with respect to the Master Transportation Plan (MST). He stated that METRO is heading in the wrong direction with making routes more complicated and slower.

Paul Marcelin-Sampson suggested that future public hearings be held at the various transit centers. He added that the cuts would not be necessary if the Board adopted more moderate pay increases for staff.

Public Comment ended at 10:53 a.m.

Summary:

Mark Dorfman responded to the concerns raised by the speakers, as follows: Adjustments will be made to some of the early Route 69s, there are 1-2 Independence Square riders per day and they have their own van service, paratransit access to the fairgrounds is equal to fixed route riders in that neither group can get to the fairgrounds on the weekends, only the weekend service is being cut to D'Anza Mobile Home Park, staff will look into holding public meetings at the transit centers in the future, staff is unaware of six paratransit riders in Scotts Valley who would be affected by these changes, however, if they can be identified, staff will contact them.

Direction: *Staff will look at the cost of running service to the fairgrounds during the annual county fair and report back at the next Board Meeting.

ACTION: MOTION: DIRECTOR ROTKIN SECOND: DIRECTOR BEAUTZ

Approve the proposed service reductions and modifications for September 2004. Direct Staff to return to the July meeting with the cost of a two-week extension of service to the fairgrounds during the County Fair.

FRIENDLY AMENDMENT: DIRECTOR REILLY

Give the County Public Works Dept. of list of specific areas where crosswalks would be beneficial to transit riders. Conduct an outreach to those riders who might be eligible for ParaCruz if their service has been cut.

Motion passed unanimously with Director Norton being absent.

DIRECTOR TAVANTZIS LEFT THE MEETING.

12. MOVED TO CONSENT AGENDA AS ITEM #5-19

13. CONSIDERATION OF AWARD OF CONTRACT FOR CONSTRUCTION MANAGEMENT SERVICES FOR THE METROBASE PROJECT

Summary:

A Request For Proposal (RFP) for construction management services was sent out and METRO received seven responses. Three of these respondents were interviewed and staff is asking for Board approval to contract with the #1 ranking firm.

ACTION: MOTION: DIRECTOR ROTKIN SECOND: DIRECTOR BEAUTZ

Authorize the General Manager to enter into a contract with Harris and Associates to provide construction management services for the MetroBase project.

Motion passed unanimously with Directors Norton and Tavantzis being absent.

14. CONSIDERATION OF PARACRUZ TRANSITION PLAN

Summary:

Bryant Baehr reviewed the current ParaCruz service and why the Board is considering this issue.

DIRECTOR TAVANTZIS RETURNED TO THE MEETING.

Mr. Baehr explained blended service and stated that the Board authorized staff to enter into negotiations with UTU to determine costs of bringing this service in-house. There are currently tentative agreements on the financial items under consideration, however, the Board did establish parameters for going forward. Mr. Baehr revised staff's recommendation to the Board based on these tentative agreements and itemized these recommendations.

Discussion:

There was discussion regarding extending Community Bridges' contract for one month and considering co-mingling during that month. Director Reilly stated that it is important to give clear direction to the Board representatives who sit on the RTC Paratransit Task Force, to keep the RTC informed of METRO's actions and what the value of the Task Force will continue to be. Mr. Baehr offered to prepare a presentation to present to the RTC and Task Force to explain the issues in August.

Public Comments:

Scott Bugental, Associate Director of the Seniors Council, spoke against the staff recommendation and expressed concern that the recommendation changed at the last minute.

He asked that the Board hold off making a decision until the Task Force input has been received. He listed those organizations who are opposed to both staff recommendations. He supports having one agency for customers to call and he also supports co-mingling ride regardless of the funding mechanism.

Bonnie Morr, UTU, thanked Les White and the negotiating team. She added that the bus operators at Community Bridges would feel more secure working at METRO. She is in favor of bringing this service in-house to provide better service than riders are currently receiving.

Arturo Zamudio., UTU Representative for Lift Line, thanked the Board for considering bringing this workforce in-house.

Bonnie McDonald, Program Manager of Senior Network Services, asked that the Board wait to receive the Task Force report. She expressed concern about the cost of bringing service in-house, the level of service and confusion to the riders. She asked what would happen to MediCal paid rides. She asked the Board to take the time to set up a quality system.

Sam Storey of Community Bridges stated that a fragmented system would be more expensive than the current system and that staff hasn't considered what the system would look like if Community Bridges were allowed to co-mingle rides. He agrees that it would be disruptive to allow co-mingling for one month only. He requested information on what METRO's overall plan is to integrate the fixed route and paratransit services so Community Bridges could plan its future. He concluded by saying that this decision shouldn't be based on what UTU wants but what is best for the users, riders and community. He encouraged the Board to move forward with the Task Force and to implement staff's recommendations within that context so it can be fully discussed. He reiterated his Board's desire to work with the Task Force with the changes of allowing co-mingling and Community Bridges keeping the fares collected.

Paul Sanford of the Volunteer Center stated that the needs of the riders and community should be equal to the cash flow concerns. He asked the Board to defer any formal action until the Task Force has completed its work in January 2005.

Maria Stolz lives in Soquel and volunteers extensively in the community. She considers Community Bridges to be a "one stop shopping" paratransit system that makes sense. She asked the Board to wait for the Task Force input before making a decision.

Michael Bradshaw read a letter and gave copies of it to the Board. The letter states that CCCIL is opposed to the Brokerage model. He asked the Board to wait for the Task Force input.

Discussion:

Director Rotkin provided his input since he had to leave the meeting early. He stated that Mardi Wormhardt of the Task Force had no expectations that METRO would wait to take action on this item until January 2005. He added that METRO has a fiduciary and legal responsibility to provide a level of service and not to compromise it. METRO's legal responsibility is to provide service for ADA users and not to disadvantage them by co-mingling with other funded rides. He believes the Board should direct staff to continue working with the Task Force. He added that there are solutions to the telephone problem of having more than one number to call depending

on the type of ride and funding source. He believes bringing this service in-house will be the best solution for the riders and for METRO.

DIRECTOR ROTKIN LEFT THE MEETING.

ACTION: MOTION: DIRECTOR SPENCE SECOND: DIRECTOR HINKLE

Extend the meeting past 12:00 noon.

Motion passed unanimously with Directors Norton and Rotkin being absent.

DIRECTOR AINSWORTH LEFT THE MEETING.

Public Input (Continued):

Kathleen Johnson asked that the Board wait for the Task Force input.

Gary Klemz, Field Representative for SEIU, stated that SEIU needs time to respond to staff's recommendation to ensure that there are no repercussions to SEIU employees. He asked that this item be continued so he can review staff's new recommendation.

There being no further speakers, public comment was closed at this time.

Discussion:

Director Reilly asked what the consequences would be to wait another three months before making this decision. Mr. White responded that it is unfair to keep Community Bridges in limbo if METRO is not committed to a long-term relationship. METRO has the workforce and vehicles available, a commitment from staff to work with everyone to ensure a seamless transition. He added that riders certified by ADA have a different level of civil rights to transportation than a person using an ADA coupon, ElderDay, etc. Only the METRO Board would be named as a respondent if the legally required level of service is not met.

Director Beautz is the Chair of the Regional Transportation Commission and remembered the letter creating the Task Force stating that METRO had to move forward on this issue and deal with its ADA responsibilities. It was made very clear that METRO would not be able to wait until the Task Force input in January 2005. She reiterated that ADA is not a social service program; it is a federal program. Director Tavantzis agreed that METRO needs to deal with the civil rights issue. Director Keogh stated that people are speculating that co-mingling will improve the situation. Community Bridges co-mingled prior to this with no service or financial benefit to METRO. Director Skillicorn expressed concern that this is in the hands of the union. He stated that the Task Force would have the most impact but METRO needs to move forward. Director Spence stated that by bringing the service in-house, we would be eliminating the middle man whereby METRO could provide service instead of just enforcing a contract.

ACTION: MOTION: DIRECTOR BEAUTZ SECOND: DIRECTOR KEOGH

- 1) Authorize staff to notify Community Bridges of contract termination effective November 1, 2004.
- 2) Adopt in-house ParaCruz operation model subject to UTU ratifying the tentative agreement by the Board meeting of July 23, 2004. If UTU fails to ratify, staff is authorized to proceed with staff recommendation of June 25, 2004 relating to brokerage model of ParaCruz.
- 3) Staff is authorized to engage in brokering of real estate services to obtain space to accommodate the ParaCruz services.
- 4) Staff is authorized to hire the employees necessary to complete the transition of ParaCruz either brokerage model or in-house model.

Direction: *Staff was directed to give Gary Klemz whatever information he needs to bring to the SEIU Board to review and to meet with Mr. Klemz on this issue,

Motion passed unanimously with Directors Ainsworth, Norton and Rotkin being absent.

14a. **CONSIDERATION OF RECEIPT OF REPORT OF THE SANTA CRUZ COUNTY REGIONAL TRANSPORTATION COMMISSION'S PARATRANSIT COORDINATION TASK FORCE**

This item was continued to the July Board meeting.

ITEM #20 WAS TAKEN OUT OF ORDER AT THIS TIME.

20. **CONSIDERATION OF GRANTING RIGHT-OF-WAYS TO PG&E TO LOCATE A TRANSFORMER ON THE VIA DEL MAR PROJECT SITE, RUN PG&E LINES UNDERNEATH WATSONVILLE TRANSIT CENTER SIDEWALK AND ALLOW ACCESS TO THE TRANSFORMER VIA THE TRANSIT CENTER**

Summary:

Both Jane Barr and a representative from PG& E were in attendance to answer any Board questions. PG&E will consider language to incorporate into the rights-of-way whereby they would give METRO a minimum of seven days' notice if they have to do work on the transformer and work related to their rights-of-way so METRO and PG&E could coordinate work so as not to disrupt bus service.

ACTION: MOTION: DIRECTOR TAVANTZIS SECOND: DIRECTOR KEOGH

Approve Easement right-of-ways to allow PG&E to locate a transformer at the Via del Mar site, run PG&E lines to the transformer underneath a Watsonville Transit Center sidewalk and allow access to the transformer through the Watsonville Transit Center site as long as there is no impact to the manner of operation of the Watsonville Transit Center including Santa Cruz METRO bus service. Incorporate the language into the easement for PG&E to supply METRO with seven days' notice for transformer or work related to the rights-of-way so as not to disrupt bus service.

Motion passed unanimously with Directors Ainsworth, Norton and Rotkin being absent.

15. **DELETED**

16. **CONSIDERATION OF METRO ADVISORY COMMITTEE (MAC) RECOMMENDATION REGARDING THE NUMBER OF ABSENCES ALLOWED PRIOR TO SEAT BEING DECLARED VACANT**

ACTION: MOTION: DIRECTOR BEAUTZ SECOND: DIRECTOR REILLY

Approve Item #16 and continue Items 17 and 18 to the July Board Meeting.

Discussion:

Director Spence stated that there are too many allowable absences. Director Tavantzis will support staff's recommendation because MAC attendance is good right now and their commitment is strong.

Item #16 - Amend the MAC bylaws to provide that a committee member may accrue four (4) unexcused and two (2) excused absences prior to their seat being declared vacant. Bring the attendance report to the Board in six months.

Motion passed with Director Spence voting no and Directors Ainsworth, Norton and Rotkin being absent.

17. **CONSIDERATION OF MODIFICATIONS TO SANTA CRUZ METRO'S BYLAWS INCLUDING ADDING RULES OF PROCEDURE FOR BOARD MEETINGS, SELECTING REPRESENTATIVES TO THE SANTA CRUZ COUNTY REGIONAL TRANSPORTATION COMMISSION, SETTING TIME LIMITS FOR TESTIMONY ON AGENDA ITEMS AND OTHER CHANGES**

18. **CONSIDERATION OF SUBMITTING COMMENTS WITH REGARD TO THE PROPOSED SANTA CRUZ COUNTY REGIONAL TRANSPORTATION COMMISSION EXPENDITURE PLAN**

19. **DELETED – ACTION TAKEN AT THE JUNE 11, 2004 BOARD MEETING**

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

Margaret Gallagher reported that there would be a conference with Legal Counsel regarding existing litigation. This is a civil action, not before the Workers' Compensation Appeals Board as stated on the agenda.

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

None

SECTION II: CLOSED SESSION

Chairperson Reilly adjourned to Closed Session at 12:50 p.m. and reconvened to Open Session at 12:55 p.m.

SECTION III: RECONVENE TO OPEN SESSION

22. REPORT OF CLOSED SESSION

Margaret Gallagher reported that the Board ratified a settlement of \$10,000 with Mr. Chavez in the litigation action of Chavez vs. METRO with mediation expenses of \$1,020.00, also to be paid by METRO.

ADJOURN

There being no further business, Chairperson Reilly adjourned the meeting at 12:55 p.m.

Respectfully submitted.

Dale Carr
Administrative Services Coordinator

Check Journal for June 1, 2004 through June 30, 2004

CHECK NUMBER	CHECK DATE	CHECK AMOUNT	VENDOR	VENDOR NAME	VENDOR TYPE	TRANS. NUMBER	TRANSACTION DESCRIPTION	TRANSACTION AMOUNT	COMMENT
12644	6/4/2004	135,887.31	1316	DEVCO OIL		1516	MAY FUEL	135,887.31	
12645	6/4/2004	95.58	672	GOVERNORS INN		1517	CONFIRM #0401T7	95.58	
12645P	6/1/2004	-95.58	672	GOVERNORS INN		1754	VOID CHECK	-95.58	PRE-PAID
				VOID CHECK					
12646	6/4/2004	114.54	929	HOLIDAY INN - SACRAMENTO		1518	CONFIRM #66108399	114.54	
12647	6/4/2004	40	E002	STICKEL, TOM		1519	DMV EMPLR TRAIN ADVC	40	
12648	6/4/2004	40	E271	BAUER, FRANK		1520	DMV EMPLR TRAIN ADVC	40	
12649	6/11/2004	124.95	1001	WEYERHAEUSER PAPER CO.		1521	SHRED RECORDS	124.95	
12650	6/11/2004	9,941.66	1043	VISION SERVICE PLAN		1522	JUN VISION INSURANCE	9,941.66	
12651	6/11/2004	184.82	1315	WASTE MANAGEMENT		1523	MAY MT HERMON/KINGS	41.87	
						1524	MAY KINGS VILLAGE	142.95	
12652	6/11/2004	4,229.01	1745	HARTFORD LIFE		1525	JUN LIFE/AD&D INS	4,229.01	
12653	6/11/2004	95.85	1746	HARTFORD INSURANCE CO.		1526	JUN SUPP AD&D INS	95.85	
12654	6/11/2004	445.14	001A	SBC/MCI		1527	MAY PHONE/IT	91.94	
						1528	MAY PHONE/IT	176.6	
						1529	MAY PHONE/IT	176.6	
12655	6/11/2004	319.25	2063	COSTCO		1530	PHOTO PROCESS/OPS	24.31	
						1531	REPAIRS/MAINTENANCE	133.18	
						1532	LOCAL MEETING EXP	35.53	
						1533	COFFEE CLUB SUPPLIES	87.19	
						1534	PHOTO PROCESS/OPS	39.04	
12656	6/11/2004	2,550.00	2287	CALIFORNIA SERVICE EMPLOYEES		1535	JUN MEDICAL	2,550.00	
12657	6/11/2004	28,767.45	2295	FIRST ALARM		1536	APR SECURITY	28,767.45	
12658	6/11/2004	9,866.33	9	PACIFIC GAS & ELECTRIC		1537	4/30-5/28 RODRIGUEZ	916.63	
						1538	4/30-5/28 RODRIGUEZ	28.38	
						1539	4/28-5/26 SAKATA	9.96	
						1540	4/30-5/28 BEACH ST	96.45	
						1541	4/30-6/1 HRVY WEST	31.62	
						1542	5/1-6/1 GOLF CLUB	154.73	
						1543	5/1-6/1 GOLF CLUB	2,003.69	
						1544	5/1-6/1 RIVER ST	2,002.06	
						1545	4/30-6/1 111 DUB	953.56	
						1546	4/30-6/1 111 DUB	292.88	
						1547	4/30-6/1 370 ENC	3,052.88	

CHECK NUMBER	CHECK DATE	CHECK AMOUNT	VENDOR	VENDOR NAME	VENDOR TYPE	TRANS. NUMBER	TRANSACTION DESCRIPTION	TRANSACTION AMOUNT	COMMENT
						1548	4/30-6/1 370 ENC	104.55	
						1549	4/28-5/25 SAKATA	218.94	
12659	6/11/2004	52.15	282	GRAINGER INC, W.W.		1550	CLEANING SUPPLIES	52.15	
12660	6/11/2004	166.93	434	VERIZON WIRELESS-PAGERS		1551	JUN PAGERS	166.93	
12661	6/11/2004	53.2	434B	VERIZON CALIFORNIA		1552	MT. BIEWLASKI	53.2	
12662	6/11/2004	77.7	604	YENGLE SOLUTIONS	7	1553	TRANSLATION SVCS	77.7	
12663	6/11/2004	90.35	667	CITY OF SCOTTS VALLEY		1554	3/15-5/15 KINGS VLG	90.35	
12664	6/11/2004	150	708	CALIFORNIA HIGHWAY PATROL		1555	7/22 CIVIL SUBPOENA	150	
12665	6/11/2004	100	B001	AINSWORTH, SHERYL	7	1560	MAY BOARD MEETING	100	
12666	6/11/2004	100	B003	BEAUTZ, JAN	7	1561	MAY BOARD MEETING	100	
12667	6/11/2004	50	B006	HINKLE, MICHELLE	7	1562	MAY BOARD MEETING	50	
12668	6/11/2004	50	B007	KEOGH, MICHAEL	7	1563	MAY BOARD MEETING	50	
12669	6/11/2004	100	B010	NORTON, DENNIS	7	1564	MAY BOARD MEETING	100	
12670	6/11/2004	100	B011	REILLY, EMILY	7	1565	MAY BOARD MEETING	100	
12671	6/11/2004	100	B012	SPENCE, PAT	7	1568	MAY BOARD MEETING	100	
12672	6/11/2004	50	B014	CITY OF WATSONVILLE		1570	MAY BOARD MEETING	50	
12673	6/11/2004	50	B015	ROTKIN, MIKE	7	1566	MAY BOARD MEETING	50	
12674	6/11/2004	100	B016	SKILLICORN, DALE	7	1567	MAY BOARD MEETING	100	
12675	6/11/2004	100	B017	STONE, MARK	7	1569	MAY BOARD MEETING	100	
12676	6/11/2004	27.88	E085	HALL, JAMES		1556	SUPP LIFE INS	27.88	
12677	6/11/2004	34	E169	HERNANDEZ, JUAN ULLOA		1557	DMV RENEWAL	34	
12678	6/11/2004	14.1	E301	ORTIZ, MANUEL		1558	SUPP LIFE INS	14.1	
12679	6/11/2004	44.01	E522	CARR, DALE		1559	EMP INCENTIVE/ADM	44.01	
12680	6/11/2004	85	R421	HAMAKO, CONRAD M.D.		1571	MEDICAL PAYMENT	85	
12681	6/15/2004	990.36	1	SBC		1572	JUN PHONES	395.3	
						1573	JUN PHONE/IT	595.06	
12682	6/15/2004	70.71	1224	SAFEGUARD BUSINESS SYSTEMS		1574	RECEIPTS/FINANCE	70.71	
12683	6/15/2004	6,606.66	1230	CAPITOL CLUTCH & BRAKE, INC.		1575	REV VEH PARTS	5,195.97	
						1576	REV VEH PARTS	1,232.06	
						1577	SEAL DRIVER KIT/FLT	178.63	
12684	6/15/2004	1,428.00	1257	DOMINICAN HOSPITAL OF S C		1578	MAR DRUG TESTING	589	
						1579	APR DRUG TESTING	839	
12685	6/15/2004	689.15	1379	SAFETY-KLEEN SYSTEMS, INC.		1580	HAZ WASTE DISPOSAL	689.15	
12686	6/15/2004	984.25	1492	EVERGREEN OIL INC.		1581	HAZ WASTE DISPOSAL	984.25	
12687	6/15/2004	984.5	1523	SANTA CRUZ MEDICAL CLINIC	7	1582	APR MEDICAL EXAMS	984.5	
12688	6/15/2004	17.8	1648	STEVE'S UNION SERVICE		1583	MAY FUEL	17.8	
12689	6/15/2004	780.97	1800	THERMO KING OF SALINAS, INC		1584	REV VEH PARTS	780.97	

CHECK NUMBER	CHECK DATE	CHECK AMOUNT	VENDOR	VENDOR NAME	VENDOR TYPE	TRANS. NUMBER	TRANSACTION DESCRIPTION	TRANSACTION AMOUNT	COMMENT
12690	6/15/2004	70.74	1996	JAMES PUBLISHING, INC.		1585	IS IT ADMISSIBLE? R6	70.74	
12691	6/15/2004	2,072.15	001A	SBC/MCI		1586	MAY PHONES	2,072.15	
12692	6/15/2004	2,372.76	2106	AMERICAN SUPPLY COMPANY		1587	CLEANING SUPPLIES	2,372.76	
12693	6/15/2004	2,000.00	2267	SHAW & YODER, INC.		1588	APR LEGISLATIVE SVCS	2,000.00	
12694	6/15/2004	4,216.31	2346	CHANEY, CAROLYN & ASSOC., INC		1589	JUN LEGISLATIVE SVCS	3,750.00	
						1590	JAN-APR 04 EXPENSES	466.31	
12695	6/15/2004	612.73	2504	TIFCO INDUSTRIES		1591	PARTS & SUPPLIES	612.73	
12696	6/15/2004	922.5	2505	DTSC		1592	EPA ID/MANIFEST FEE	922.5	
12697	6/15/2004	32	2567	DEPARTMENT OF JUSTICE		1593	APR FINGERPRINTS	32	
12698	6/15/2004	2,255.42	2624	DIGITAL RECORDERS		1594	MODULE/SWITCH 2246	2,255.42	
12699	6/15/2004	155.88	2639	NEXTEL COMMUNICATIONS		1595	4/26-5/25 PHONES	155.88	
12700	6/15/2004	329.43	2689	B & B SMALL ENGINE REPAIR		1596	REPAIRS/MAINTENANCE	329.43	
12701	6/15/2004	4,009.38	9	PACIFIC GAS & ELECTRIC		1597	5/1-6/1 RIVER ST	197.07	
						1598	5/6-6/4 PACIFIC	1,049.13	
						1599	5/6-6/4 PACIFIC	612.57	
						1600	5/6-6/4 PACIFIC	129.27	
						1601	5/1-6/1 CNG/E RVR	2,021.34	
12702	6/15/2004	376.09	20	ADT SECURITY SERVICES INC.		1602	JUN ALARMS	376.09	
12703	6/15/2004	225.46	36	KELLY-MOORE PAINT CO., INC.		1603	MISC PAINT/SUPPLIES	225.46	
12704	6/15/2004	1,328.26	39	KINKO'S INC.		1604	MAY PRINTING	1,328.26	
12705	6/15/2004	580.08	41	MISSION UNIFORM		1605	MAY UNIFORMS/LAUNDRY	580.08	
12706	6/15/2004	143.36	42	ORCHARD SUPPLY HARDWARE		1607	REPAIRS/MAINTENANCE	143.36	
12707	6/15/2004	2,643.01	43	PALACE ART & OFFICE SUPPLY		1606	OFFICE SUPPLIES	2,643.01	
12708	6/15/2004	52.92	45	ROYAL WHOLESALE ELECTRIC		1608	REPAIRS/MAINTENANCE	52.92	
12709	6/15/2004	84.4	061A	REGISTER PAJARONIAN		1609	CLASSIFIED AD	84.4	
12710	6/15/2004	22.8	75	COAST PAPER & SUPPLY INC.		1610	CLEANING SUPPLIES	22.8	
12711	6/15/2004	15,827.10	85	DIXON & SON TIRE, INC.		1611	OUT REPAIR REV VEH	513.44	
						1612	MAY TIRES/TUBES	15,313.66	
12712	6/15/2004	212.5	90	CRYSTAL SPRINGS WATER CO.		1613	MAY WATER FLEET	212.5	
12713	6/15/2004	798.15	107	SAN LORENZO LUMBER CO., INC.		1614	REPAIRS/MAINTENANCE	798.15	
12714	6/15/2004	57.44	113	SCMTD PETTY CASH - FLEET		1615	PETTY CASH/FLEET	57.44	
12715	6/15/2004	4,166.34	117	GILLIG CORPORATION		1616	REV VEH PARTS	860.46	
						1617	REV VEH PARTS	3,305.88	
12716	6/15/2004	70	126	EUCALYPTUS LANDSCAPING, LLC		1618	SOQ PR SWEEPING	70	
12717	6/15/2004	94.64	130	WATSONVILLE CITY WATER DEPT.		1619	5/3-6/4 SAKATA	13.38	
						1620	5/3-6/4 RODRIGUEZ	9.46	
						1621	5/3-6/1 SAKATA	71.8	

CHECK NUMBER	CHECK DATE	CHECK AMOUNT	VENDOR	VENDOR NAME	VENDOR TYPE	TRANS. NUMBER	TRANSACTION DESCRIPTION	TRANSACTION AMOUNT	COMMENT
12718	6/15/2004	3,353.50	134	DAY WIRELESS SYSTEMS		1622	MAY OUT REPAIR EQUIP	3,353.50	
12719	6/15/2004	248.71	135	SANTA CRUZ AUTO PARTS, INC.		1623	REV VEH PARTS/SUPPLY	248.71	
12720	6/15/2004	806.99	147	ZEE MEDICAL SERVICE		1624	SAFETY SUPPLIES	42.81	
						1625	SAFETY SUPPLIES	764.18	
12721	6/15/2004	79.87	161	OCEAN CHEVROLET INC		1626	REV VEH PARTS	79.87	
12722	6/15/2004	16.07	166	HOSE SHOP, INC.,THE		1627	REPAIRS/MAINTENANCE	16.07	
12723	6/15/2004	143.46	276	SCOTTS VALLEY SPRINKLER		1628	GRATE/111 DUBOIS	143.46	
12724	6/15/2004	349.11	282	GRAINGER INC, W.W.		1629	LOCKS KEYED ALIKE	101.25	
						1630	SUMP PUMP/OPS	247.86	
12725	6/15/2004	197.79	294	ANDY'S AUTO SUPPLY		1631	REV VEH PARTS/SUPPLY	197.79	
12726	6/15/2004	169.78	372	FEDERAL EXPRESS		1632	MAY MAILING/FLT	27.85	
						1633	APR/MAY MAILINGS	141.93	
12727	6/15/2004	1,919.99	378	STEWART & STEVENSON		1634	REV VEH PARTS	1,919.99	
12728	6/15/2004	4.89	418	COUNTY OF SANTA CRUZ		1635	CNG FUEL	4.89	
12729	6/15/2004	2,206.03	433	AMPAC BUILDING MAINTENANCE	7	1636	MAY CUSTODIAL SVCS	2,206.03	
12730	6/15/2004	815.48	447	FERRIS HOIST & REPAIR, INC.		1637	OUT REPAIR HOIST	815.48	
12731	6/15/2004	3,472.20	480	DIESEL MARINE ELECTRIC		1638	REV VEH PARTS	1,474.20	
						1639	REV VEH PARTS	1,998.00	
12732	6/15/2004	141	481	PIED PIPER EXTERMINATORS, INC.		1640	STORTI/METRO/CHINA	141	
12733	6/15/2004	154.44	493	IMAGING PRODUCTS INTERNATIONAL		1641	COLOR FILM/OPS	154.44	
12734	6/15/2004	94	507	LORMAN EDUCATION SERVICES		1642	EMP LAW A-Z 89	94	
12735	6/15/2004	1,204.66	527	RECARO NORTH AMERICA, INC.		1643	MOBILE SUPPLIES 984	999.33	
						1644	REV VEH PARTS 175	205.33	
12736	6/15/2004	172.54	566	ARROWHEAD MTN SPRING WATER		1645	MAY WATER ADMIN	172.54	
12737	6/15/2004	26.49	669	COMPUTER BOOK DIRECT		1646	BOOK/IT 20	26.49	
12738	6/15/2004	5,890.50	679	FIRST TRANSIT, INC.		1647	FINAL BUS INSPECTN	5,890.50	
12739	6/15/2004	70	682	WEISS, AMY L.	7	1648	PROF SVCS 5/28	70	
12740	6/15/2004	9,056.25	683	TRISTAR RISK MANANGEMENT		1649	JUN WC SVC FEE	9,056.25	
12741	6/15/2004	852.6	733	CLAREMONT BEHAVIORAL SERVICES		1650	JUN EAP PREMIUM	852.6	
12742	6/15/2004	299.31	753A	DEPARTMENT OF GENERAL SERVICES		1651	STATE CHGS CHEV TRK	299.31	
12743	6/15/2004	1,000.00	772	SCMTD REVENUE DEPT - OPS		1652	INCREASE CHANGE FUND	1,000.00	
12744	6/15/2004	10,588.00	804	ORTHOPAEDIC HOSPITAL	7	1653	APR PROF/TECH SVCS	10,588.00	
12745	6/15/2004	727.4	851	I.M.P.A.C. GOVERNMENT SERVICES		1654	4.05502E+15	727.4	
12746	6/15/2004	84	852	LAW OFFICES OF MARIE F. SANG	7	1655	WORKERS COMP CLAIM	84	
12747	6/15/2004	571.58	870	BAB STEERING HYDRAULICS INC.		1656	TEST LOOP KIT/FLT	571.58	
12748	6/15/2004	703.23	909	CLASSIC GRAPHICS		1657	OUT REPAIR/#2223	703.23	
12749	6/15/2004	73,857.99	975	TRISTAR RISK MANAGEMENT NO. 2		1658	MAY TRUST ACCOUNT	73,857.99	

CHECK NUMBER	CHECK DATE	CHECK AMOUNT	VENDOR	VENDOR NAME	VENDOR TYPE	TRANS. NUMBER	TRANSACTION DESCRIPTION	TRANSACTION AMOUNT	COMMENT
12750	6/15/2004	140.52	E002	STICKEL, TOM		1659	EMP INCENTIVE/FLEET	140.52	
12751	6/15/2004	57	E239	SLATER, ROBYN		1660	EMP INCENTIVE/HRD	57	
12752	6/15/2004	57.07	E323	GALE, TERRY		1661	EMP INCENTIVE/IT	57.07	
12753	6/15/2004	44	E358	FUENTES, JOHN		1662	DMV/VTT FEES	44	
12754	6/25/2004	86.38	1	SBC		1663	JUN PHONE LINES	86.38	
12755	6/25/2004	650	1016	ALLARD'S SEPTIC SERVICE, INC.		1664	HAZ WASTE DISPOSAL	325	
						1665	HAZ WASTE DISPOSAL	325	
12756	6/25/2004	924.8	1025	COUNTY OF SANTA CRUZ		1666	HWY1 CONSTRUCT PROJ	924.8	
12757	6/25/2004	935	1027	OVERLAND PACIFIC & CUTLER, INC.		1667	MB PROF SVCS APR04	935	
12758	6/25/2004	31,380.53	1063	NEW FLYER INDUSTRIES LIMITED		1668	REV VEH PARTS 1095	1,095.44	
						1669	REV VEH PARTS 4017	4,016.64	
						1670	REV VEH PARTS 695	807.38	
						1671	REV VEH PARTS 3389	3,389.06	
						1672	REV VEH PARTS 4364	4,363.80	
						1673	REV VEH PARTS 764	764	
						1674	REV VEH PARTS 646	645.58	
						1675	REV VEH PARTS 249	291.08	
						1676	REV VEH PARTS 3998	3,997.96	
						1677	REV VEH PARTS 4303	4,303.26	
						1678	REV VEH PARTS 7706	7,706.33	
12759	6/25/2004	778.85	1119	MACERICH PARTNERSHIP LP	7	989	CAPITOL MALL RENT	778.85	
12759P	6/25/2004	-778.85	1119	MACERICH PARTNERSHIP LP	7	1755	VOID CHECK	-778.85	PRE-PAID
				VOID CHECK					
12760	6/25/2004	210	1365	BORTNICK, ROBERT S. & ASSOC.	7	1679	INVESTIGATIVE SVCS	210	
12761	6/25/2004	300	1492	EVERGREEN OIL INC.		1680	HAZ WASTE DISPOSAL	300	
12762	6/25/2004	71.15	1611	LONG'S DRUG STORE		1681	PHOTO SUPPLIES/RISK	71.15	
12763	6/25/2004	193,659.36	1762	COMMUNITY BRIDGES		1682	MAY ADA PARATRANSIT	193,659.36	
12764	6/25/2004	92.84	1812	KURTT INTERNATIONAL TRUCKS		1683	REV VEH PARTS	92.84	
12765	6/25/2004	608.55	1976	SPORTWORKS NORTHWEST, INC.		1684	REV VEH PARTS 583	608.55	
12766	6/25/2004	70.74	1996	JAMES PUBLISHING, INC.		1685	DEPOSITION & CD ROM	70.74	
12767	6/25/2004	259.8	2005	TRANSIT RESOURCES, INC.		1686	REV VEH PARTS	259.8	
12768	6/25/2004	740.19	2063	COSTCO		1687	PHOTO PROCESS/LEGAL	4.99	
						1688	WORKERS COMP CLAIM	7.38	
						1689	PHOTO PROCESS/OPS	30.09	
						1690	OFFICE SUPPLIES/LGL	99.87	
						1691	FILM/RISK	84.34	
						1692	SUMMER BID CHANGE	499.62	

CHECK NUMBER	CHECK DATE	CHECK AMOUNT	VENDOR	VENDOR NAME	VENDOR TYPE	TRANS. NUMBER	TRANSACTION DESCRIPTION	TRANSACTION AMOUNT	COMMENT
						1693	PHOTO PROCESS/OPS	13.9	
12769	6/25/2004	29,392.47	2116	HINSHAW, EDWARD & BARBARA	7	990	120 DUBOIS RENT	6,435.77	
						991	370 ENCINAL RENT	22,956.70	
12769P	6/25/2004	-29,392.47	2116	HINSHAW, EDWARD & BARBARA	7	1757	VOID CHECK	-6,435.77	PRE-PAID
						1759	VOID CHECK	-22,956.70	
				VOID CHECK					
12770	6/25/2004	10,794.22	2117	IULIANO, NICK	7	992	111 DUBOIS RENT	10,794.22	
12771	6/25/2004	1,023.08	2207	T.Y. CUSTOM DESIGN	7	1694	UNIFORMS-PATCHES/OPS	1,023.08	
12772	6/25/2004	91.87	2240	KLEEN-RITE	7	1695	PRESSURE GAUGE	40.24	
						1696	OUT REPAIR STM CLNR	51.63	
12773	6/25/2004	25,995.00	2295	FIRST ALARM		1697	MAY SECURITY	25,995.00	
12774	6/25/2004	345	2415	SOLARI RANCH	7	1698	MOF WEED ABATEMENT	345	
12775	6/25/2004	17.04	2514	APEX WELDING SUPPLIES, INC.		1699	REPAIRS/MAINTENANCE	17.04	
12776	6/25/2004	2,422.21	2610	FREDERICK ELECTRONICS CORP.		993	375 ENCINAL RENT	2,422.21	
12777	6/25/2004	1,504.96	2624	DIGITAL RECORDERS		1700	20 PCMCIA CARDS 1500	1,504.96	
12778	6/25/2004	253.8	2643	IOS CAPITAL		1701	6/22-7/21 CANON RENT	253.8	
12779	6/25/2004	240.15	2689	B & B SMALL ENGINE REPAIR		1702	REPAIRS/MAINTENANCE	240.15	
12780	6/25/2004	598.94	9	PACIFIC GAS & ELECTRIC		1703	5/11-6/10 KINGS VLG	15.48	
						1704	5/11-6/10 KINGS VLG	496.98	
						1705	5/14-6/14 PAUL SWT	86.48	
12781	6/25/2004	40	14	CABRILLO COLLEGE		1706	FINGERPRINTING	40	
12782	6/25/2004	12,701.03	18	SALINAS VALLEY FORD SALES		1707	REV VEH PARTS	6,481.21	
						1708	REV VEH PARTS	6,219.82	
12783	6/25/2004	476.76	23	PACIFIC TRUCK PARTS, INC.		1709	REV VEH PARTS	476.76	
12784	6/25/2004	2,435.97	41	MISSION UNIFORM		1710	MAY UNIFORMS/LAUNDRY	2,435.97	
12785	6/25/2004	63.53	45	ROYAL WHOLESALE ELECTRIC		1711	REPAIRS/MAINTENANCE	63.53	
12786	6/25/2004	135.04	061A	REGISTER PAJARONIAN		1712	CLASSIFIED AD	135.04	
12787	6/25/2004	87.99	75	COAST PAPER & SUPPLY INC.		1713	VAC WHEEL ASSY/FACIL	87.99	
12788	6/25/2004	111.4	79	SANTA CRUZ MUNICIPAL UTILITIES		1714	MAY LANDFILL	111.4	
12789	6/25/2004	1,534.00	80	STATE BOARD OF EQUALIZATION		1715	5/1-6/15 USE TAX	1,534.00	
12790	6/25/2004	513.92	149	SANTA CRUZ SENTINEL		1716	MAY ADVERTISING	513.92	
12791	6/25/2004	3,214.57	156	PRINT GALLERY, THE		1717	PRINT ROUTE STICKERS	3,109.59	
						1718	FLATSTOCK ADHESIVE	104.98	
12792	6/25/2004	995.92	166	HOSE SHOP, INC.,THE		1719	REV VEH PARTS/SUPPLY	995.92	
12793	6/25/2004	124.2	167	KEYSTON BROTHERS		1720	OTHER MOBILE SUPPLY	124.2	
12794	6/25/2004	371.05	170	TOWNSEND'S AUTO PARTS		1721	REV VEH PARTS/SUPPLY	371.05	
12795	6/25/2004	40.3	172	CENTRAL WELDER'S SUPPLY, INC.		1722	PARTS & SUPPLIES	33.3	

CHECK NUMBER	CHECK DATE	CHECK AMOUNT	VENDOR	VENDOR NAME	VENDOR TYPE	TRANS. NUMBER	TRANSACTION DESCRIPTION	TRANSACTION AMOUNT	COMMENT
						1723	PARTS & SUPPLIES	7	
12796	6/25/2004	204.12	186	WILSON, GEORGE H., INC.		1724	REPAIRS/MAINTENANCE	204.12	
12797	6/25/2004	840.07	192	ALWAYS UNDER PRESSURE		1725	REPAIRS/MAINTENANCE	840.07	
12798	6/25/2004	36.39	196	LIFT-U-INC.		1726	REV VEH PARTS	36.39	
12799	6/25/2004	76.05	260	SANTA CRUZ GLASS CO., INC.		1727	RPLCE DOOR GLAS/GOLF	155	
						1728	CREDIT/INV PAID 2X	-78.95	
12800	6/25/2004	187.95	395	APPLIED GRAPHICS, INC.		1729	MOBILITY TRAIN BROCH	55.96	
						1730	EMPLOY INTEREST CARD	131.99	
12801	6/25/2004	91.15	436	WEST PAYMENT CENTER		1731	MAY ACCESS CHGS	91.15	
12802	6/25/2004	750	475	TRAPEZE SOFTWARE GROUP, INC.		1732	7/1-9/30 FLEET MATE	750	
12803	6/25/2004	130	497A	AMERICAN PUBLIC TRANSPORTATION		1733	PASSENGER TRANSPORT	130	
12804	6/25/2004	191.92	510	ASCOM HASLER LEASING		1734	JUL EQUIP RENTAL	191.92	
12805	6/25/2004	155.54	566	ARROWHEAD MTN SPRING WATER		1735	MAY WATER PLNG	155.54	
12806	6/25/2004	1,341.00	616	BROWN ARMSTRONG		1736	AUDIT SERVICES	1,341.00	
12807	6/25/2004	1,955.60	629	HUGHES & ASSOCIATES	7	1737	INVESTIGATIVE SVCS	596.6	
						1738	INVESTIGATIVE SVCS	375.4	
						1739	INVESTIGATIVE SVCS	983.6	
12808	6/25/2004	631.74	647	GFI GENFARE		1740	REV VEH PARTS	119.37	
						1741	REV VEH PARTS	247.68	
						1742	TKTS/PACIFIC SHORES	264.69	
12809	6/25/2004	1,035.65	750	SENSORY ACCESS FOUNDATION		1743	PROF SVCS MAY04	1,035.65	
12810	6/25/2004	154.37	752	CITY OF CAPITOLA		1744	TV COVERAGE 5/25 MTG	154.37	
12811	6/25/2004	475	819	MONEY SYSTEMS TECHNOLOGY, INC	.	1745	REPAIR CMPTR/REV COL	475	
12812	6/25/2004	900	840	BOUCHARD, BRENT	7	994	VERNON ST RENT	900	
12813	6/25/2004	49.86	856	ANGI INTERNATIONAL, LLC		1746	RELAY W/BASE 24V	49.86	
12814	6/25/2004	129.4	867	SUMP, WILLIAM J.	7	1747	INVESTIGATIVE SVCS	129.4	
12815	6/25/2004	9,192.69	912	FOLGER GRAPHICS		1748	PRINTING/HEADWAYS	9,192.69	
12816	6/25/2004	21.78	930	KING VACUUM CLEANER COMPANY		1749	REPAIRS/MAINTENANCE	21.78	
12817	6/25/2004	721.86	950	PARADISE LANDSCAPE	7	1750	JUN MAINT/IRRIGTN	721.86	
12818	6/25/2004	44	E162	GOUVEIA, ANNA		1751	DMV/VTT FEES	44	
12819	6/25/2004	34	E258	O'HAGEN, JUSTINA		1752	DMV FEES	34	
12820	6/25/2004	103.96	E271	BAUER, FRANK		1753	6/10 DMV EMPLR TRAIN	103.96	
12821	6/25/2004	249.84	M001	HORTON, JOSEPH		995	MED INS PREMIUM REIM	249.84	
12822	6/25/2004	41.14	M002	RACKLEY, EARL		996	MED INS PREMIUM REIM	41.14	
12823	6/25/2004	228.77	M003	WYANT, JUDI		997	MED INS PREMIUM REIM	228.77	
12824	6/25/2004	228.77	M005	ROSS, EMERY		998	MED INS PREM REIMB	228.77	
12825	6/25/2004	596.4	M006	VAN DER ZANDE, ED		999	MED INS PREM REIMB	596.4	

CHECK NUMBER	CHECK DATE	CHECK AMOUNT	VENDOR	VENDOR NAME	VENDOR TYPE	TRANS. NUMBER	TRANSACTION DESCRIPTION	TRANSACTION AMOUNT	COMMENT
12826	6/25/2004	489.54	M007	BLAIR-ALWARD, GREGORY		9100	MED INS PREM REIMB	489.54	
12827	6/25/2004	280.84	M008	CAMPOS, ARVILLA		9101	MED INS PREM REIMB	280.84	
12828	6/25/2004	816.4	M009	FREEMAN, MARY		9102	MED INS PREM REIMB	816.4	
12829	6/25/2004	280.84	M010	SHORT, SLOAN		9103	MED INS PREM REIMB	280.84	
12830	6/25/2004	41.14	M011	LAWSON, LOIS		9104	MED INS PREM REIMB	41.14	
12831	6/25/2004	41.14	M012	ROSE, JACK		9105	MED INS PREM REIMB	41.14	
12832	6/25/2004	72.14	M013	JAHNKE, EILEEN		9106	MED INS PREM REIMB	72.14	
12833	6/25/2004	41.14	M015	HETH, KATHRYN		9107	MED INS PREM REIMB	41.14	
12834	6/25/2004	20.07	M016	HICKLIN, DONALD KENT		9108	MED INS PREM REIMB	20.07	
12835	6/25/2004	20.07	M017	PORTILLA, EARLENE		9109	MED INS PREM REIMB	20.07	
12836	6/25/2004	72.14	M019	WILLIAMS, ROBERT		9110	MED INS PREM REIMB	72.14	
12837	6/25/2004	219.57	M022	CAPELLA, KATHLEEN		9111	MED INS PREM REIMB	219.57	
12838	6/25/2004	8.94	M023	CARLSON, WILLIAM		9112	MED INS PREM REIMB	8.94	
12839	6/25/2004	30.44	M024	DOBBS, GLENN		9113	MED INS PREM REIMB	30.44	
12840	6/25/2004	35.19	M025	ELIA, LARRY		9114	MED INS PREM REIMB	35.19	
12841	6/25/2004	30.44	M028	ORTEGA, MANUELA		9115	MED INS PREM REIMB	30.44	
12842	6/25/2004	39.94	M029	REESE, CHARLES		9116	MED INS PREM REIMB	39.94	
12843	6/25/2004	11.34	M032	TOWE, JANIE		9117	MED INS PREM REIMB	11.34	
12844M	6/28/2004	1,407.05	1119	MACERICH PARTNERSHIP LP	7	1756	CAPITOLA MALL RENT	1,407.05	MANUAL
				CAPITOLA MALL RENT					
12845M	6/28/2004	31,581.00	2116	HINSHAW, EDWARD & BARBARA	7	1758	120 DUBOIS RENT	6,435.77	MANUAL
						1760	370 ENCINAL RENT	25,145.23	
				JUL 04 RENT					
TOTAL		724,622.01		COAST COMMERCIAL BANK			TOTAL CHECKS 205	724,622.01	

**Santa Cruz METRO
June 2004 Ridership Report**

FAREBOX REVENUE AND RIDERSHIP SUMMARY BY ROUTE

ROUTE	REVENUE	RIDERSHIP	UC Student	UC Staff Faculty	Day Pass	S/D Riders	W/C	S/D Day Pass	Cabrillo	Bike	Passes/Free Rides
10	\$ 1,647.21	17,286	11,900	2,775	23	59	20	7	79	659	1,419
13	\$ 204.38	4,251	3,646	300	1	1	-	-	10	104	165
15	\$ 726.60	12,067	10,215	828	15	17	2	3	65	274	522
16	\$ 4,794.94	43,276	32,001	4,644	48	81	34	23	274	1,469	3,333
19	\$ 1,477.72	13,774	9,985	1,350	16	40	4	25	87	450	1,382
2	\$ 2,308.99	5,470	1,611	293	47	60	6	15	89	198	2,010
3A	\$ 1,141.45	2,640	223	161	25	64	9	54	98	71	1,402
3B	\$ 1,787.56	3,581	331	109	58	58	40	25	103	98	1,953
3N	\$ 115.74	257	50	15	-	6	-	-	8	8	110
3C	\$ 274.03	640	76	30	1	9	22	10	9	16	353
4	\$ 1,448.37	5,443	307	77	17	180	13	52	74	104	3,628
7	\$ 580.27	1,802	38	14	10	46	14	54	52	16	1,286
7N	\$ 1,670.11	2,601	194	92	1	33	10	2	58	133	1,146
9	\$ 117.15	333	17	17	-	1	-	3	13	4	210
12A	\$ 145.61	1,624	1,369	129	3	6	-	4	1	39	34
12B	\$ 81.55	1,383	1,146	124	1	1	-	-	7	24	54
20	\$ 194.64	2,589	2,006	300	1	5	1	-	13	76	142
22	\$ 68.91	1,633	1,370	149	1	2	-	-	8	64	62
31	\$ 2,175.93	3,423	124	128	29	67	23	29	80	176	1,685
32	\$ 449.50	677	21	13	5	18	10	4	12	20	344
33	\$ 182.02	190	-	-	1	7	-	-	-	-	65
34	\$ 118.98	172	-	-	-	-	-	-	3	1	93
35	\$ 27,508.55	37,567	617	455	316	573	90	200	582	1,624	18,376
36	\$ 293.32	464	6	49	7	10	-	3	16	16	208
40	\$ 1,702.92	1,781	38	32	68	24	-	5	16	165	740
41	\$ 1,023.90	1,562	186	105	13	18	-	10	48	208	558
42	\$ 841.66	1,186	122	32	4	11	-	2	20	99	460
52	\$ 493.91	862	9	16	11	73	16	14	41	3	473
53	\$ 582.23	1,157	27	25	8	68	132	18	69	47	652
54	\$ 651.10	1,137	21	25	16	36	11	18	97	56	597
55	\$ 1,731.74	3,682	52	50	41	118	103	40	588	107	1,915
56	\$ 214.31	518	1	11	7	14	-	15	63	12	291
58	\$ 1.50	9	-	1	-	-	-	-	-	-	7
65	\$ 4,469.27	7,514	317	206	58	327	116	81	126	185	3,861
66	\$ 9,695.80	15,070	574	503	147	277	176	122	347	437	7,483
67	\$ 5,582.64	8,350	471	249	82	197	76	74	169	293	3,837
69	\$ 7,858.11	14,087	1,132	606	140	391	138	105	299	529	6,863
69A	\$ 16,271.33	21,235	761	566	214	661	149	139	249	687	8,895
69N	\$ 1,857.54	3,115	274	102	3	60	19	4	146	162	1,361
69W	\$ 19,376.29	28,218	835	766	209	668	207	199	1,539	967	12,155
70	\$ 723.95	1,449	40	25	7	24	12	19	325	66	585
71	\$ 62,071.74	79,597	1,489	1,444	519	2,324	363	595	4,205	2,529	30,974
72	\$ 7,173.38	7,766	8	40	92	467	38	86	124	89	2,892
73	\$ 5,381.70	5,691	1	26	32	423	46	77	80	51	1,959
75	\$ 9,517.91	9,701	11	14	68	570	38	142	174	163	3,204
78	\$ 123.69	106	-	-	1	18	2	-	-	3	22
79	\$ 1,961.03	2,533	5	11	39	224	41	77	47	16	1,167
88	\$ -	-	-	-	-	-	-	-	-	-	-
91	\$ 5,847.50	7,276	110	186	157	81	27	47	908	417	2,289
Unknown	\$ 12.61	148	33	25	-	-	12	1	11	13	53
TOTAL	\$214,681.29	386,893	83,770	17,118	2,562	8,418	2,020	2,403	11,432	12,948	133,275

ROUTE	REVENUE	RIDERSHIP	VTA/SC Day Pass	CalTrain	17 Day Pass	S/D Riders	W/C	METRO	ECO Pass	Bike	Monthly Pass
17	\$ 23,919.15	14,191	19	90	125	865	46	3,130	142	1,029	7,744

RIDERSHIP	
Night Owl	857
Beach Shuttle	2,823
TOTAL	3,680

June Ridership	404,764
June Revenue	\$ 238,704.94

BUS OPERATOR LIFT TEST *PULL-OUT*

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	0	7	3	4	3	100%
FLYER/LOW FLOOR - 40'	12	3	9	4	5	4	100%
FLYER/LOW FLOOR - 35'	18	3	15	13	2	13	100%
FLYER/HIGH FLOOR - 35'	15	1	14	6	8	6	100%
GILLIG/SAM TRANS - 40'	10	1	9	5	4	5	100%
DIESEL CONVERSION - 35'	15	3	12	12	0	12	100%
DIESEL CONVERSION - 40'	14	2	12	10	2	10	100%
ORION/HIGHWAY 17 - 40'	11	1	10	7	3	7	100%
CHAMPION	4	1	3	1	2	1	100%
TROLLEY	1	0	1	1	0	1	100%
CNG NEW FLYER - 40'	8	1	7	6	1	6	100%

Service Interruption Summary Report
Lift Problems
06/01/2004 to 06/30/2004

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	00:00/00.00	0:00	00:00/00.00	00:00/0	00:00/0

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

PASSENGER LIFT PROBLEMS

MONTH OF JUNE 2004

BUS #	DATE	DAY	REASON
2231CN	16-Jun	WEDNESDAY	Ramp inoperable
2305OR	3-Jun	THURSDAY	Bad rattle in W/C lift area
2305OR	8-Jun	TUESDAY	Rattle has returned in W/C area
2305OR	15-Jun	TUESDAY	W/C rattles badly
2305OR	16-Jun	WEDNESDAY	W/C rattles badly
2305OR	17-Jun	THURSDAY	W/C still rattles badly

- F New Flyer
- G Gillig
- C Champion
- LF Low Floor Flyer
- GM GMC
- CG CNG
- CN SR855 & SR854
- OR Orion/Hwy 17

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: Dean MC Creary Received: 07/08/04 Claim #: 04-0011
Date of Incident: 04/18/04 Occurrence Report No. : SC04-04-15

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

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

By Margaret Gallagher
Margaret Gallagher
DISTRICT COUNSEL

Date: 7/16/04

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 July 23, 2004.

BY _____
Dale Carr
RECORDING SECRETARY

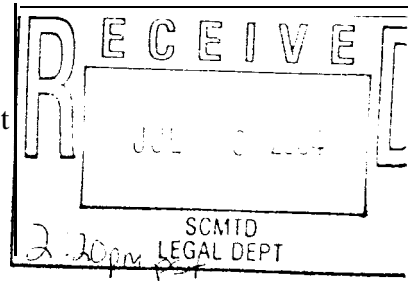
Date: _____

MG/mm
Attachment(s)

CLAIM AGAINST THE SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

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

Claim # 04-0011



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: Mrs. Dean McCreary

Claimant's Address/Post Office Box: 4909 McCreary St
Visalia Calif 93277

Claimant's Phone Number: 831 234 6208

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

3. Occurrence: Hit by Bus

Date: April 18 2004 Time: 10:15 Place: Sequel - Sequel Ave

Circumstances of occurrence or transaction giving rise to claim: Bus Failed
to give right 2 way to Pedestrian

4. General description of indebtedness, obligation, injury, damage, or loss incurred so far as is known: Sore Wrist & Right Shoulder & Left Foot

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

6.	Amount claimed now	\$:	<u>15000</u>
	Estimated amount of future loss, if known	\$	20000
	TOTAL	\$	

7. Basis of above computations: _____

Dean McCreary
CLAIMANT'S SIGNATURE (or Company
Representative or Parent of Minor/Claimant)

June 30th 2004
DATE

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

Claim Review Memorandum

1. Case Name and Claim Number: Abbie Dean McCreary		
Claim# 04-0011		
2. Timely:	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
3. Sufficient	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
If No, send insufficient letter and include paragraphs <input type="checkbox"/> a. <input type="checkbox"/> b. <input type="checkbox"/> c. <input type="checkbox"/> d. <input type="checkbox"/> e.		
4. Take Action by (45 days):	Date: 8/22/04	
5. Amount of Claim	\$15,000.00	
6. Attempt to Settle Claim (if yes, \$ amount)	Yes <input checked="" type="checkbox"/> cl \$	No <input type="checkbox"/>
7. Reconsider Set Reserves: BI/PI Liability: PD Liability: Expenses (Claims Management): Legal Fees (Litigation):	Existing Reserves \$1,500.00 \$0.0 \$2,000.00 \$2,500.00	New Reserves Set \$15,000.00 \$0.0 \$2,000.00 \$6,000.00
8. Reject the Claim	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
9. Board Meeting Date(s)	Date: 7/23/04	Date:

7/16/04
Date

Margaret Gallagher, District Counsel

MG/mm

¹ If the claim is insufficient attach insufficient letter to this memo for District Counsel review.

GOVERNMENT TORT CLAIM

RECOMMENDED ACTION

TO: Board of Directors

FROM: District Counsel

RE: Claim of Campos, Maria and minor Alejandra Santana

Received: July 13, 2004

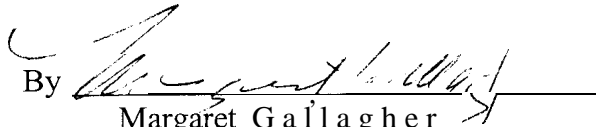
Claim #: 04-0012

Date of Incident: 6/19/04

Occurrence Report No. : SC 06-04-1 2

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

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

By 
Margaret Gallagher
DISTRICT COUNSEL

Date: 7/16/04

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 July 23, 2004.

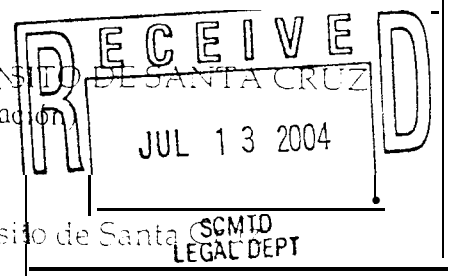
BY _____
Dale Carr
RECORDING SECRETARY

Date: _____

MG/mm
Attachment(s)

RECLAMO CONTRA EL DISTRITO METROPOLITANO DE TRÁNSITO DE SANTA CRUZ
 (Según Sección 910 y Seguimiento de Código de Gobernación)

Reclamo # 5:04-0012



Al CONSEJO DE DIRECTORES, Distrito Metropolitano de Tránsito de Santa Cruz

Atención al Secretario del Consejo de Directores
 370 Encinal Street, Suite 100
 Santa Cruz, CA 95060

1. Nombre de demandante maria campos y Alejandro Santana S
 Dirección de demandante 1954 FREEDOM BLVD
FREEDOM Ca 95019
 Número de teléfono de demandante 728 41 37
 Caja postal donde se pueden mandar las noticias 1954 FREEDOM BLVD
2. Incidente se golpeo
 Fecha 6-19-004 Tiempo 11 o de la mañana Lugar meina wasonville ca
3. Circunstancias del incidente o transacción que resultó de este reclamo: yua ebas
circulando cuando de pronto se le atraveso un niño
y semiro obligado afrenar pero mi yja y mi esposa
y van en el bus y fue como paso el asistente voltes en seño
4. Descripción general tocante a sus deudas, obligaciones, lastimaduras, daños o pérdidas que ha sufrido hasta la fecha: oras perdidas de trabajo
pagos de doctor medicinas perdidas de clase
de la clinica
5. Nombre(s) de empleado(s) público(s) quien han causado lastimaduras, daños, o pérdidas si son reconocidas por el demandante: _____
6. Cantidad reclamada hasta la fecha \$ 352.00
 Estimación de pérdida futura (si se sabe) \$ 500.00
Total \$ _____
7. Razones de tales cálculaciones oras de trabajo pago de doctor
gasolina medicinas

Maria Campos
 Firma de Demandante o

7-13-004
 Fecha

Firma de Representativo de la Compañía 0

Firma del Padre de Demandante Joven 4 Alejandra Santana

Nota Especial: Este reclamo tiene que ser presentado al Consejo de Directores del Distrito Metropolitano de Tránsito de Santa Cruz

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

Translated to English

1. Claimant's Name: Maria Camdos v Alejandra Santura

Claimant's Address/Post Office Box: 1954 Freedom Blvd
Freedom CA 95019

Claimant's Phone Number: 728-4137

2. Address to which notices are to be sent: 1954 Freedom Blvd

3. Occurrence: Got hit

Date: 6/19/04 Time: 11:00AM Place: Main & Watsonville, CA

Circumstances of occurrence or transaction giving rise to claim: The bus

was ~~circled~~ circling when all of a sudden
a male child appeared in front of the bus, and
the bus driver saw the child and was obligated
to stop on the brakes and my daughter and wife were injured

4. General description of indebtedness, obligation, injury, damage, or loss incurred so far as is known: Hours lost from work, Doctors bills,
and prescriptions from the clinic

while
traveling
on the
bus.

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

I have
proof of
the
consequences

6. Amount claimed now \$ 352.00

Estimated amount of future loss, if known \$ unknow

TOTAL \$ _____

7. Basis of above computations: hours lost from work, doctor's bills,
gasoline & prescriptions.

CLAIMANT'S SIGNATURE (or Company
Representative or Parent of Minor Claimant)

DATE

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

Claim Review Memorandum

1. Case Name and Claim Number: Maria Campos and Alejandra Santana (minor)		
Claim # 04-0012		
2. Timely	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
3. Sufficient	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/> ¹
If No, send insufficient letter and include paragraphs <input type="checkbox"/> a. <input type="checkbox"/> b. <input type="checkbox"/> c. <input type="checkbox"/> d. <input type="checkbox"/> e.		
4. Take Action by (45 days):	Date: 8/27/04	
5. Amount of Claim	\$ 352.00	
6. Attempt to Settle Claim (if yes, \$ amount)	Yes <input type="checkbox"/> \$	No <input type="checkbox"/>
7. Reconsider Set Reserves: BI/PI Liability: PD Liability: Expenses (Claims Management): Legal Fees (Litigation):	Existing Reserves \$ 150.00 \$ 0.0 \$ 150.00 \$ 150.00	New Reserves Set \$ 352.00 \$ 0.0 \$ 150.00 \$ 150.00
8. Reject the Claim	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/> c 1
9. Board Meeting Date(s)	Date: 7/23/04	Date:

7/16/04
Date


Margaret Gallagher, District Counsel

MG/mm
cc: Manager of Finance

¹ If the claim is insufficient attach insufficient letter to this memo for District Counsel review.



Agenda Metro Advisory Committee

6:00 pm
July 21, 2004
920 Pacific Avenue
Santa Cruz, California

- I. Roll Call
- II. Agenda Additions/ Deletions
- III. Oral/Written Communication
- IV. Consideration of Minutes of June 16, 2004 MAC Meeting
- V. Consideration of Recommendation Regarding the Development of a Process for Board Removal of Advisory Committee Members.
- VI. Consideration of Letter regarding Unmet Transit Needs.
- VII. Review of Transition of ParaCruz Operations.
- VIII. Consideration of Transmitting a Letter of Support for MetroBase Funding to the California Transportation Commission.
- IX. Communications to METRO General Manager
- X. Communications to METRO Board of Directors
- XI. Items for Next Meeting Agenda
- XII. Adjournment

Next Meeting: Wednesday August 18, 2004 @ 6:00 pm
Santa Cruz Metro Center Conference Room
Santa Cruz Metro Center



July 2004 MASTF Packet

Dear MASTF members,

Last month, MASTF members passed the proposed By-laws that were in your June packet unanimously. In an effort to save copying costs and postage, these new by-laws will be available on the MASTF website www.MASTF.org and in the email packets. If you wish a paper copy of the new By-laws, please download and print them from the MASTF website or contact Sharon Barbour at (831) 338-6647, and a hard-copy of the new By-laws will be sent to you.

One of the new MASTF By-laws states that:

"3B) Members must fill out an annual membership/renewal form. Membership in MASTF is not official until the annual membership/renewal has been received by MASTF.

3D) MASTF will provide hardcopy of monthly packets only to current MASTF members

3F) Non-members may participate in MASTF discussions, but may not make or second motions or vote."

IF YOU WISH TO RECEIVE HARD-COPY (PAPER VERSION) OF THE MASTF PACKET OR YOU WISH TO BE ABLE TO VOTE IN MASTF MEETINGS, PLEASE TURN IN A MEMBERSHIP FORM.

MASTF would appreciate if you apply for membership application even if you receive your packet via email and do not wish to vote in MASTF meetings. We will not give out any of your personal

information without your permission. (Metro is mailing the paper packets for MASTF. Addresses of MASTF members receiving paper packets will be given to Metro for mailing purposes only.)

MASTF membership is free. MASTF is requesting members make a yearly \$15 donation - This helps pay for community outreach, renewal of website license, legal necessities, etc. - but no one will be refused membership because of inability to provide a financial contribution.

If anyone has questions about the application or needs assistance filling it out, I will be happy to help. Please call me at (831) 338-6647 or e-mail me at SharonLBarbour@yahoo.com

In this packet is:

1. July Agenda
2. June Minutes
3. Membership Application (previously receive – not included again this month)
4. A letter from General Manager Les White regarding his attendance at MASTF meetings
5. A letter from General Manager Les White regarding the cost of duplicating MASTF packets
6. Fee schedule for duplicating MASTF packets, using MASTF volunteers to do the actual duplication.
7. New By-Laws (email only)



AGENDA

Metro Accessible Services Transit Forum (MASTF)*

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

Thursday , July 15, 2004 2:00-4:30 p.m.
The NIAC Building in the Training Center
333 Front Street, Santa Cruz, CA.

ELIGIBLE VOTING MEMBERS FOR THIS MEETING: Sharon Barbour, Ted Chatterton, (Connie Day), (Shelley Day), (Jeff LeBlanc), (Elizabeth Miller), (Tom Onan), (Barbie Schaller), Bob Yount

NOTE: Due to By-law changes made in 17 June 2004, people whose names are in parentheses MUST TURN IN A MASTF MEMBERSHIP APPLICATION FORM in order to vote at the July meeting.

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

I. Call to Order and Introductions

II. Approval of the June 17, 2004 MASTF Minutes

III. 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.

IV. Amendments to this Agenda

V. Ongoing Business

- a. Drafting of specific language for potential By-Laws changes:
 - i. Affiliate organizations membership
 - ii. Relationship between attendance, membership and voting rights
 - iii. Quarums
 - iv. Removal of "The agenda will include the following items:" section from by-laws (Section 4-f)
- b. MASTF Membership Recruitment
- c. MASTF Finances and Fund Raising
- d. Paratransit Issues
- e. Status of METRO No Smoking Policy

VI. New Business

- a. Needs Assessment

MASTF COMMITTEE REPORTS

- b. Reports from MASTF/Board liaisons.
- c. Bus Stop Improvement Committee Report (Jeff LeBlanc)
 - i. Bus Stop Advisory Committee (BSAC) Report
- d. Bus Service Committee Report (Connie Day)
 - i. MAC report
 - ii. Service Planning and Review Report
- e. Training and Procedures Committee Report
- f. The Paratransit Services Committee Report
 - i. Santa Cruz County Commission on Disabilities Report

- g. Elderly and Disabled Transportation Advisory Committee (E&D TAC) Report (Bob Yount)

OTHER REPORTS

- h. Paratransit Report (Link Spooner)
- i. CCCIL ADA Paratransit Transportation Advocacy (Thom Onan)
- j. UTU Report (Jeff North)
- k. SEIU/SEA Report (Eileen Pavlik)

VII. Next Month's Agenda Items

VIII. Adjournment

Note: This meeting is held at a location that is accessible to persons using wheelchairs. If you have questions, or want additional information about MASTF, please contact Sharon Barbour by phone at (831) 338-6647, visit the MASTF web site at www.mastf.org or address email to chair@MASTF.Org



MASTF Minutes 17 June 2004

Metro Accessible Services Transit Forum (MASTF)*
(*An official Advisory group to the Metro Board of Directors and the
ADA Paratransit Program)

The Metro Accessible Services Transit Forum met in the Training
Room of the NIAC Building, 333 Front Street, Santa Cruz, CA.

MASTF MEMBERS PRESENT: Sharon Barbour, Jeff LeBlanc,
Elizabeth Miller, Tom Onan, Barbie Schaller, Bob Yount

METRO STAFF PRESENT: None

BOARD MEMBERS PRESENT: None

MASTF MOTIONS RELATED TO THE METRO BOARD OF DIRECTORS:
None

MASTF MOTIONS RELATED TO THE METRO MANAGEMENT: None

MASTF MOTIONS Passed:

- 1) Accept May 20, 2004 Minutes
 - 2) Approve proposed By-laws changes as written last month
 - 3) MASTF membership will be required to vote starting with
the July MASTF meeting
 - 4) Invite E&DTAC to send representative to MASTF
 - 5) MASTF meetings will be 2 ½ hours long.
-

I. I. Call to Order and Introductions: The meeting opened at 2:15 PM.

II. Approval of the May 20, 2004 MASTF Minutes (LeBlanc/Yount) Passes Unanimously

II. Oral Communication and Correspondence

III. Amendments to this Agenda: None

IV. Ongoing Business

a. Amendments to MASTF By-Laws

i. Motion to Approve proposed By-laws changes as written last month (LeBlanc/Yount) Passes Unanimously

b. Affiliate organizations (AOs)

i. Consensus that AOs may apply for MASTF membership

ii. That AOs should have full voting rights

iii. Regarding to attendance requirements,

iv. membership should belong to the affiliate organization, not to the individual representing the organization

v. That an organization may not serve on the Executive Committee.

vi. That the above will be on the July agenda to format language for possible By-Laws Change vote in August.

c. MASTF membership

i. Attendance, membership, and Voting:

Consensus that attendance prior to acquisition of membership shall count towards voting requirements. To be put on next month's agenda for possible By-Laws amendment

ii. MASTF membership will be required to vote starting with the July MASTF meeting

d. MASTF Membership Recruitment: Not Done

e. MASTF Finances and Fund Raising: Not Done

f. Paratransit Issues: Not Done

g. Status of METRO No Smoking Policy: Bob Yount gave a report

IX. New Business

- a. Length of MASTF meetings: Motion that future MASTF meetings will be 2 ½ hours long. (LeBlanc/Yount) Passes Unanimously. Next month's meeting will be from 2:00 to 4:30.
- b. Definition of "Accessible" – Not done

MASTF COMMITTEE REPORTS

- c. Reports from MASTF/Board liaisons: None
- d. Training and Procedures Committee Report: None
- e. Bus Service Committee Report (Connie Day):
 - i. MAC report: Report given
 - ii. Service Planning and Review Report: None
- f. Bus Stop Improvement Committee Report (Jeff LeBlanc)
 - i. Bus Stop Advisory Committee (BSAC) Report: None
- g. Elderly and Disabled Transportation Advisory Committee (E&D TAC) Report (Bob Yount):
 - i. Report given
 - ii. Motion to ask Bob Yount to invite E&DTAC to send representative to MASTF (LeBlanc/Yount) Passes Unanimously

OTHER REPORTS

- h. Paratransit Report (Link Spooner): None
- i. CCCIL Transportation Advocacy (Thom Onan): Nothing to report
- j. UTU Report (Jeff North): None
- k. SEIU/SEA Report (Eileen Pavlik): None

X. Next Month's Agenda Items: Quorums – Possible By-Laws amendment

VII. Adjournment: Ms. Barbour adjourned the meeting at 4:14 p.m.

Respectfully Submitted by Elizabeth Miller

NOTE: SANTA CRUZ METRO TRANSIT DISTRICT BOARD OF DIRECTORS MEETING IS:

Second Friday of the month at 9:00 AM in the S.C.M.T.D.
Administrative Offices, 370 Encinal Street, Santa Cruz, CA.

Fourth Friday of the month at 9:00 AM at the Santa Cruz City
Council Chambers, 809 Center Street, Santa Cruz, CA.

*Santa Cruz Metropolitan
Transit District*



June 11, 2004

Sharon Barbour, Chair
Metro Accessible Services Transit Forum
370 Encinal Street Suite 100
Santa Cruz, California 95060

Dear Chair ~~Barbour~~, *Sharon*

In recent months I have not been in attendance at the monthly meetings of the Metro Accessible Services Transit Forum (MASTF). I have been asked if my absence is due to a change in my view toward MASTF. I have also heard that there are concerns regarding the participation of Bryant Baehr in the MASTF meetings.

The purpose of this letter is to assure you and the other members of MASTF that attendance (or lack of) at meetings by either Bryant Baehr or myself is not based on any diminished respect for the Committee. When I assigned Steve Paulson to be the member of the staff that would attend MASTF meetings it was based upon his availability and expertise. I felt that Steve would provide the type of liaison service that is essential for MASTF to continue to be effective. I also knew that METRO was facing challenges this year that would consume major portions of my time and of Bryant's time. That expectation of time requirements has been borne out. The MetroBase Project, Federal and State legislation, the Budget, Service cuts, the SCCRTC Proposed Expenditure Plan development, the Highway 17/Amtrak service merger, labor negotiation, paratransit operations, and other issues have consumed a large amount of both my attention and Bryant's time. The result of the issues and schedule this year has been a lack of attendance at MASTF meetings by Bryant and myself. It is my hope that both of us will have more time available later in the year so that we can resume attending MASTF meetings. Both of us have consistently found the meetings to be informative and helpful and have enjoyed the interaction with the MASTF members.

Please convey to the members of MASTF that Bryant and I have missed seeing them and that we look forward to the time when we can attend meetings.

Thank you for all of your efforts and support.

Sincerely,

A handwritten signature in cursive script, appearing to read "L. White".

Leslie R. White
General Manager

Cc: Bryant Baehr, Operations Manager
Steve Paulson, Paratransit AdministratorS

*Santa Cruz Metropolitan
Transit District*



June 14, 2004

Sharon Barbour, Chair
Metro Accessible Services Transit Forum
370 Encinal Street Suite 100
Santa Cruz, California 95060

Dear Chair Barbour, *Sharon*

On May 28, 2004 the Board of Directors of the Santa Cruz Metropolitan Transit District (METRO) approved a rate that would be charged to the Metro Accessible Services Transit Forum (MASTF) for the reproduction of agendas and related materials. Attached to this letter please find an outline of the reproduction charges that were approved by the METRO Board.

The attached exhibit describes what METRO staff has anticipated that the cost would be for the reproduction of the MASTF materials using the example of a 14 page agenda packet and a 24 copy distribution schedule. Should the volume of reproduction or the level of required support diminish then the cost per month would be diminished as well. The rates are developed based on MASTF volunteers doing the work with minimal METRO staff support. If METRO staff assistance were not needed due to the experience level of the MASTF volunteers then we would not charge for that service. However we would require that the reproduction activities take place during the hours that Santa Cruz Metro Center is open so that staff members would be available to provide assistance should any unforeseen problems arise.

I am hopeful that the information contained in this letter is helpful to you as you make decisions for MASTF. Please let me know what you would like to do in this matter. If you have any questions or would like additional information please contact me.

Sincerely,

A handwritten signature in black ink, appearing to read "Leslie R. White".

Leslie R. White
General Manager

Cc: Margaret Gallagher, District Counsel
Mark Dorfman, Assistant General Manager
Bryant Baehr, Operations Manager
Steve Paulson, Paratransit Administrator
File

COST OF COPIES FOR MASTF VIA IN-HOUSE EQUIPMENT/SUPPLIES

<u>Cost per Copy</u> <u>Single Sided</u>	<u>Labor Costs</u> <u>including benefits</u>	<u>Paper</u>	<u>No. of</u> <u>Packets</u>
0.0198	\$27.58/hour	.006 per sheet	24

Sample Cost Scenario:

14 page agenda @ 1/2 hour of labor to assist with copier jams, etc.:

.0198 X 14 pgs. = \$.28	\$13.79 for 1/2 hour	0.084	24
-------------------------	----------------------	-------	----

Cost per copy	\$.28 X 24 pkts. =	6.720	
Labor @ 1/2 hour	\$13.79	13.790	
Paper	.006 X 14 pgs. X 24 pkts.	2.020	
		22.530	per month

Cost Scenario with no Labor for copier assistance:

.0198 X # of pages (single sided)	.006 per sheet	Fill in # of packets
-----------------------------------	----------------	----------------------

Calculation:

Cost of copies .0198 X # of pages = \$ _____ X # of packets = \$ _____
 Cost of paper .006 X # of pages X # of packets = \$ _____
 Add cost of copies + cost of paper = \$ _____ monthly cost with no staff assistance.

MASTF BY-LAWS

(Revised 6-17-04)

1) GENERAL PURPOSE OF MASTF

The Metro Accessible Services Transit Forum (MASTF) is an independent volunteer organization. MASTF advises 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 senior and disabled riders of the bus system. MASTF reviews 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, 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) Paratransit issues
- k) Other accessible public transit matters

3) MEMBERSHIP:

- a) Membership is free and open to all persons who are interested in issues affecting accessible public transit in Santa Cruz County.
- b) Members must fill out an annual membership/renewal form. Membership in MASTF is not official until the annual membership/renewal has been received by MASTF.
- c) Members may be asked, but not required, to provide a yearly donation to MASTF. NO ONE WILL BE REFUSED MEMBERSHIP IN MASTF BECAUSE OF INABILITY TO PROVIDE A FINANCIAL CONTRIBUTION.
- d) MASTF will provide hardcopy of monthly packets only to current MASTF members. An exception will be allowed for sending a hardcopy sample packet to prospective members upon request.
- e) All members attending a meeting have the right to participate, make motions, and second motions. All members meeting voting attendance requirements (see section 5) may vote.
- f) Non-members may participate in MASTF discussions, but may not make or second motions or vote.
- g) Members of the SCMTD Board of Directors, management, staff and any third party SCMTD contractor may not be members of MASTF.
- h) Persons who receive stipends from Metro, such as members of the Paratransit Appeals Board, shall not be considered Metro staff or contractors, and may be MASTF members.

4) CONDUCT OF MEETINGS:

- a) MASTF complies with all relevant sections of the "Ralph M. Brown Act".

- b) Unless otherwise specified in these By Laws, Robert's Rules of Order will be followed in the conduct of meetings.
- c) MASTF meetings, both general and executive, are open to the public.
 - i) "Closed session" meetings as permitted and defined by the Brown Act may be held. (California Code sections 54956.7 – 54957.8)
 - ii) Such closed session meetings will have posted agendas and a period before for public comment.
- d) Meetings will be held at regularly announced locations, dates and times. Any change in meeting times and/or locations must be approved by a majority vote of members present.
- e) There is no quorum requirement for meetings.
- f) 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
- g) During the course of the meeting, the MASTF Chair (or the person substituting for the Chair) has the authority to adjust the order of the agenda as the need arises.
- h) Placing items on the agenda
 - i) In compliance with the Brown Act, all agenda items must be added with sufficient time to publicize them 72 hours before the next meeting. An exception will be allowed for "emergency meetings" as defined by the Brown Act (Section 54956.5).
 - ii) MASTF Executive Committee members may place items on the agenda.
 - iii) MASTF members may request items be put on the agenda at MASTF meetings.

- iv) MASTF members may contact the Chair or other Executive Committee members and request an item be put on the agenda.
- v) Upon receipt of written communication from the Chair of the Board of Directors or the General Manager requesting that MASTF consider an issue, such issue will be placed on the Agenda of the next meeting of MASTF providing that the request has been received at least 72 hours prior to such meeting.

5) VOTING RIGHTS:

- a) Members who have attended one of the two previous MASTF meetings shall be granted MASTF voting rights and have one vote each.
- b) The minimum voting age for a MASTF member is 18 years old.
- c) A simple majority of voting members attending a meeting carries a motion before the group.
- d) The Chair votes on motions and in elections only in case of a tie.
- e) The Chair may vote on By-Laws revisions.
- f) Members of the SCMTD Board of Directors, management, staff and any third party SCMTD contractor, shall not have any voting privileges or the right to make or second Motions, but may attend meetings and participate in MASTF discussions.
- g) Members shall vote upon motions before the floor in the following ways: yeah, nay, abstain or if deemed necessary by the Chair, 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).
- h) At all times, the Chair 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 member's vote on any motion before the membership.

6) MASTF STRUCTURE:

- a) The MASTF Executive Committee consists of the following elected officers:
 - i) Chair
 - ii) Vice-Chair
 - iii) Bus Stop Improvement Committee Chair
 - iv) Bus Services Committee Chair
 - v) Training and Procedures Committee Chair
 - vi) Paratransit Services Committee Chair
 - vii) Secretary
 - viii) Membership Chair
- b) Each member of the MASTF Executive Committee has the specific responsibility to represent MASTF and its policy decisions and recommendations.
- c) If an Executive Committee member is not able to attend a regular MASTF meeting or executive committee meeting, it is that individual's responsibility to notify the MASTF Chair. If the Chair is not able to attend a meeting, it is his/her responsibility to notify the MASTF Vice-Chair.
- d) If an Executive Committee Member is not able to represent MASTF at his/her assigned non-MASTF meeting, the Executive Committee Member will designate the person to replace him/her. If the Executive Committee member is unable to designate a representative, it is his/her responsibility to notify the Chair so that the Chair can designate a representative for MASTF.
- e) The MASTF Executive Committee shall:
 - i) Support one another by volunteering to assist with each other's job responsibilities, and may also seek volunteer assistance from the general membership.

- ii) Meet after each monthly MASTF meeting to set the agenda for the next meeting.
- iii) Meet before the five calendar days preceding each monthly meeting to discuss the upcoming agenda.
- iv) Be responsible for membership recruitment and community outreach.
- v) Be responsible for drafting an annual list of goals to be submitted to the membership for formal approval.

f) EXECUTIVE COMMITTEE JOB DESCRIPTIONS

i) Chair:

- (1) The Chair will conduct all MASTF meetings, manage the budget and write letters or any correspondence as directed by the Executive Committee or the general membership.
- (2) 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 Chair 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.
- (3) The Chair will attend Metro Board of Directors meetings and serve as MASTF's representative to the Metro Board of Directors. He/She may delegate, when necessary, any of the above duties to the Vice-Chair.
- (4) The Chair will be responsible for presenting an annual report to the MASTF membership.

ii) Vice-Chair:

- (1) The Vice-Chair shall conduct the MASTF meetings when the Chair is absent.
- (2) The Vice-Chair shall serve as the MASTF representative at the Santa Cruz County Regional

Transportation Commission's Elderly and Disabled Transportation Advisory Committee (E. & D. TAC) meetings.

iii) Bus Stop Improvement Committee Chair

- (1) The Bus Stop Improvement Committee Chair and the Committee members will work on projects related to bus stops and make recommendations accordingly.
- (2) He/she will be the liaison for community input concerning bus stop improvements.
- (3) He/She will be MASTF's representative to the Metro Bus Stop Advisory Committee (BSAC).

iv) Bus Services Committee Chair

- (1) The Bus Services Committee Chair and the 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.
- (2) He/she will be the liaison for community input concerning bus services.
- (3) He/She will serve as MASTF's representative to the Metro Advisory Committee (MAC).

v) Training and Procedures Committee Chair

- (1) The Training and Procedures Committee Chair and the 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.

vi) Paratransit Services Committee Chair

- (1) The Paratransit Services Committee Chair and the 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.

- (2) He/she will be the liaison for community input concerning paratransit issues.
- (3) He/She will serve as MASTF's representative to the Santa Cruz County Commission on Disabilities.

vii) Secretary

- (1) The Secretary will record minutes of the meetings. Minutes shall include: Members present, topics discussed, action taken, all motions made and voting results. Minutes may also include overview and specifics of discussions, listing of important correspondence, etc.
- (2) Meeting notices, agendas and minutes shall be E-mailed and/or mailed (per member's preference) at least 72 hours in advance of meetings.
- (3) The secretary shall provide a Metro designated staff person with the MASTF monthly packet. Metro staff shall insure that MASTF packets are forwarded through appropriate channels to the SCMTD Board of Directors and management.

viii) Membership Chair

- (1) The membership chair and committee members will be responsible for sending out and receiving annual MASTF membership application/renewal forms.
- (2) He/she will be responsible for updating the MASTF membership file, including who is a current member, members addresses, phone numbers, and e-mail, and preferred way of receiving monthly packets.
- (3) He/she will be responsible for the recruitment of new MASTF members.
- (4) He/she will be responsible for the production of flyers, brochures, business cards, etc.

7) TERMS OF OFFICE:

- a) Terms of office for each executive committee position will be one (1) year (December-November). There are no term limits.
- b) In the event of resignation of any officer or other circumstances preventing an officer from performing his/her duties, the MASTF Executive Committee shall appoint a replacement for the duration of the term.

8) ELECTIONS

- a) Elections will take place each year at the November meeting.
- b) Members of MASTF may vote in MASTF elections if they have met BOTH of the following conditions:
 - i) They have attended at least three (3) general MASTF meetings in the proceeding year, starting from January.
 - ii) They have attended at least one of the prior two MASTF meetings.
- c) Nominations:
 - i) Only MASTF members may nominate or second a person for office.
 - ii) Nominations will be taken from the floor.
 - iii) There must be a second for each nomination.
 - iv) A member can only nominate or second one person per office.
 - v) The person being nominated shall be asked after the second if they accept the nomination.
 - vi) Persons not present at the November meeting cannot be nominated for office unless their consent to the nomination has been given beforehand. That consent may be given orally or in writing to a member of the MASTF Executive Committee or a signed letter accepting nomination may be brought to the MASTF meeting.

- vii) Names placed in nomination and accepted by those nominated shall become candidates for office.
- viii) The Chair shall ask whether there are any further nominations from the floor. If none, then the Chair shall notify members that nominations for the office have been closed and members should then prepare for the vote.
- ix) There shall be a separate vote for each office.
- x) A voting member shall have one vote for each position.
- xi) The Chair will tally the votes and announce the winner(s) before the conclusion of the meeting.
- xii) If the current Chair has accepted nomination for the office being voted upon, the Vice-chair shall tally and announce the vote for that office.
- xiii) If the Chair and Vice-chair have both accepted nomination for the office in question, the Chair shall appoint another executive committee member to tally and announce the vote.
- xiv) If no unnominated executive committee member is available to tally the vote, the Chair shall appoint a MASTF member to tally and announce the vote.
- xv) Those members elected to office shall assume their duties at the next regular meeting.

9. REVISION PROCESS FOR BY-LAWS

- a. A request for By-Laws revision shall be made at a MASTF meeting.
- b. The following month, the proposed By-Laws revision shall be listed on the Agenda. At that meeting specific language shall be drafted.
- c. The month after the drafting of specific language, the By-Laws revision, including specific language, shall be listed on the Agenda.

- d. In all instances, proposed By-Laws changes shall be clearly marked in the Agenda as being By-Laws changes.
- e. It shall require a 2/3-majority vote to approve a By-Laws change.

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: July 23, 2004
TO: Board of Directors
FROM: Elisabeth Ross, Finance Manager
SUBJECT: MONTHLY BUDGET STATUS REPORT FOR MAY 2004, AND APPROVAL OF BUDGET TRANSFERS

I. RECOMMENDED ACTION

Staff recommends that the Board of Directors approve the budget transfers for the period June 1 – 30, 2004.

II. SUMMARY OF ISSUES

- Operating revenue for the year to date totals \$28,762,651 or \$234,945 over the amount of revenue expected to be received during the first eleven months of the fiscal year, based on the budget revised in December.
- Total operating expenses for the year to date, in the amount of \$26,940,617, are at 84.0% of the revised budget.
- A total of \$5,441,365 has been expended through May 31st for the FY 03-04 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 03-04 budget as of May 31, 2004. The fiscal year is 91.7% elapsed.

A. Operating Revenues

Revenues are \$234,945 over the amount projected to be received for the period. Passenger revenue is \$413,296 over budget projections due to the fare increase effective July 1, 2003, and new contracts with UCSC and Cabrillo College. Sales tax revenue is \$193,499 under the budgeted amount since the March 2004 wrap-up payment was lower than projected. Variances are explained in the notes following the report.

B. Operating Expenses

Operating expenses for the year to date total \$26,940,617 or 84.0% of the revised budget, with 91.7% 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 \$5,441,365 has been expended on the Capital Improvement Program. The largest expenditure was for the purchase of buses in the amount of \$4,519,202.

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 May 2004, and Budget Transfers

**MONTHLY REVENUE AND EXPENSE REPORT
OPERATING REVENUE - MAY 2004**

Operating Revenue	FY 03-04 Budgeted for Month	FY 03-04 Actual for Month	FY 03-04 Budgeted YTD	FY 02-03 Actual YTD	FY 03-04 Actual YTD	YTD Variance from Budgetec	
Passenger Fares	\$ 309,762	\$ 314,654	\$ 3,339,748	\$ 2,769,829	\$ 3,481,568	\$ 141,820	
Paratransit Fares	\$ 25,596	\$ 24,885	\$ 256,117	\$ 178,518	\$ 238,453	\$ (17,664)	
Special Transit Fares	\$ 197,797	\$ 234,316	\$ 1,723,421	\$ 1,745,442	\$ 2,008,899	\$ 285,478	
Highway 17 Revenue	\$ 54,850	\$ 72,319	\$ 633,205	\$ 742,042	\$ 636,867	\$ 3,662	
<i>Subtotal Passenger Rev</i>	\$ 588,005	\$ 646,174	\$ 5,952,491	\$ 5,435,831	\$ 6,365,787	\$ 413,296	See Note 1
Advertising Income - OBIE	\$ -	\$ -	\$ -	\$ 90,000	\$ -	\$ -	
Advertising Income - Dist	\$ -	\$ 3,180	\$ -	\$ 25,822	\$ 20,689	\$ 20,689	See Note 2
Commissions	\$ 767	\$ 563	\$ 8,433	\$ 8,383	\$ 6,627	\$ (1,806)	
Rent Income	\$ 13,382	\$ 13,399	\$ 140,150	\$ 137,730	\$ 140,605	\$ 455	
Interest - General Fund	\$ 23,781	\$ 20,414	\$ 265,837	\$ 376,773	\$ 253,200	\$ (12,637)	See Note 3
Non-Transportation Rev	\$ 175	\$ 112	\$ 1,925	\$ 19,771	\$ 10,372	\$ 8,447	See Note 4
Sales Tax Income	\$ 1,288,000	\$ 1,252,000	\$ 13,951,007	\$ 13,871,565	\$ 13,757,508	\$ (193,499)	See Note 5
TDA Funds	\$ 1,311,291	\$ 1,311,291	\$ 5,337,725	\$ 5,134,522	\$ 5,337,724	\$ -	
FTA Op Asst - Sec 5307	\$ -	\$ -	\$ 2,804,435	\$ 1,229,934	\$ 2,804,435	\$ -	
FTA Op Asst - Sec 5311	\$ -	\$ -	\$ 65,704	\$ 46,701	\$ 65,704	\$ -	
FY 02-03 Carryover	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Transfer from Reserves	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Transfer from Insurance Reserves	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Transfer - Proj Mgr	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Total Operating Revenue	\$ 3,225,401	\$ 3,247,133	\$ 28,527,706	\$ 26,377,032	\$ 28,762,651	\$ 234,945	

**MONTHLY REVENUE AND EXPENSE REPORT
OPERATING EXPENSE SUMMARY - MAY 2004**

	FY 03-04 Final Budget	FY 03-04 Revised Budget	FY 02-03 Expended YTD	FY 03-04 Expended YTD	Percent Expended of Budget	
PERSONNEL ACCOUNTS						
Administration	\$ 891,383	\$ 903,109	\$ 535,307	\$ 744,920	82.5%	
Finance	\$ 522,456	\$ 523,672	\$ 427,489	\$ 452,714	86.4%	
Customer Service	\$ 519,934	\$ 515,069	\$ 540,253	\$ 410,125	79.6%	
Human Resources	\$ 327,189	\$ 334,866	\$ 289,317	\$ 339,938	101.5%	See Note 6
Information Technology	\$ 413,963	\$ 427,948	\$ 345,893	\$ 381,737	89.2%	
District Counsel	\$ 358,878	\$ 349,527	\$ 278,973	\$ 271,420	77.7%	
Risk Management	\$ -	\$ -	\$ -	\$ -	0.0%	
Facilities Maintenance	\$ 1,029,512	\$ 1,033,569	\$ 837,783	\$ 920,882	89.1%	
Paratransit Program	\$ 229,377	\$ 229,922	\$ 166,411	\$ 185,322	80.6%	
Operations	\$ 1,908,172	\$ 1,906,819	\$ 1,580,252	\$ 1,656,704	86.9%	
Bus Operators	\$ 12,044,316	\$ 11,828,193	\$ 10,592,046	\$ 10,941,167	92.5%	See Note 7
Fleet Maintenance	\$ 4,120,660	\$ 4,018,593	\$ 3,150,824	\$ 3,227,656	80.3%	
Retired Employees/COBRA	\$ 833,989	\$ 856,780	\$ 699,064	\$ 752,391	87.8%	
Total Personnel	\$ 23,199,828	\$ 22,928,066	\$ 19,443,612	\$ 20,284,976	88.5%	
NON-PERSONNEL ACCOUNTS						
Administration	\$ 585,535	\$ 585,662	\$ 467,001	\$ 483,315	82.5%	
Finance	\$ 950,128	\$ 941,801	\$ 588,461	\$ 745,271	79.1%	
Customer Service	\$ 114,080	\$ 86,580	\$ 88,820	\$ 67,599	78.1%	
Human Resources	\$ 59,322	\$ 59,379	\$ 22,718	\$ 27,963	47.1%	
Information Technology	\$ 103,670	\$ 97,727	\$ 59,332	\$ 57,711	59.1%	
District Counsel	\$ 21,735	\$ 21,777	\$ 10,163	\$ 11,713	53.8%	
Risk Management	\$ 206,350	\$ 206,350	\$ 322,061	\$ 65,331	31.7%	
Facilities Maintenance	\$ 476,840	\$ 476,840	\$ 344,367	\$ 353,948	74.2%	
Paratransit Program	\$ 3,506,306	\$ 3,178,703	\$ 2,378,456	\$ 2,141,285	67.4%	See Note 8
Operations	\$ 534,490	\$ 584,599	\$ 403,929	\$ 396,791	67.9%	
Bus Operators	\$ 7,400	\$ 7,400	\$ 3,845	\$ 2,736	37.0%	
Fleet Maintenance	\$ 2,953,059	\$ 2,878,859	\$ 2,329,899	\$ 2,301,977	80.0%	
Op Prog/SCCIC	\$ 1,257	\$ 1,257	\$ 117	\$ -	0.0%	
Prepaid Expense	\$ -	\$ -	\$ -	\$ -	0.0%	
Total Non-Personnel	\$ 9,520,172	\$ 9,126,934	\$ 7,019,171	\$ 6,655,641	72.9%	
Subtotal Operating Expense	\$ 32,720,000	\$ 32,055,000	\$ 26,462,783	\$ 26,940,617	84.0%	
Grant Funded Studies/Programs	\$ -	\$ -		\$ -	0.0%	
Transfer to/from Cap Program	\$ -	\$ -		\$ -	0.0%	
Pass Through Programs	\$ -	\$ -		\$ -	0.0%	
Total Operating Expense	\$ 32,720,000	\$ 32,055,000	\$ 26,462,783	\$ 26,940,617	84.0%	
YTD Operating Revenue Over YTD Expense				\$ 1,822,034		

**CONSOLIDATED OPERATING EXPENSE
MAY 2004**

	FY 03-04 Final Budget	FY 03-04 Revised Budget	FY 02-03 Expended YTD	FY 03-04 Expended YTD	% Exp YTD of Budget	
LABOR						
Operators Wages	\$ 6,363,193	\$ 5,842,355	\$ 5,246,049	\$ 5,372,201	92.0%	See Note 9
Operators Overtime	\$ 927,591	\$ 1,227,591	\$ 1,053,125	\$ 1,194,197	97.3%	See Note 10
Other Salaries & Wages	\$ 6,390,190	\$ 6,153,922	\$ 4,785,556	\$ 4,988,848	81.1%	
Other Overtime	\$ 139,709	\$ 254,709	\$ 232,410	\$ 237,850	93.4%	See Note 11
	\$ 13,820,683	\$ 13,478,577	\$ 11,317,140	\$ 11,793,096	87.5%	
FRINGE BENEFITS						
Medicare/Soc Sec	\$ 148,453	\$ 148,453	\$ 119,367	\$ 129,887	87.5%	
PERS Retirement	\$ 1,164,898	\$ 1,150,821	\$ 772,819	\$ 928,488	80.7%	
Medical Insurance	\$ 2,667,738	\$ 2,735,219	\$ 2,265,355	\$ 2,589,324	94.7%	See Note 12
Dental Plan	\$ 455,704	\$ 465,509	\$ 369,812	\$ 391,632	84.1%	
Vision Insurance	\$ 123,307	\$ 123,307	\$ 108,549	\$ 105,872	85.9%	
Life Insurance	\$ 60,472	\$ 60,472	\$ 48,459	\$ 48,087	79.5%	
State Disability Ins	\$ 196,085	\$ 196,085	\$ 105,437	\$ 142,105	72.5%	
Long Term Disability Ins	\$ 221,054	\$ 221,054	\$ 313,640	\$ 209,596	94.8%	See Note 13
Unemployment Insurance	\$ 46,893	\$ 46,893	\$ 28,594	\$ 60,332	128.7%	See Note 14
Workers Comp	\$ 1,666,634	\$ 1,673,634	\$ 1,671,501	\$ 1,697,066	101.4%	See Note 15
Absence w/ Pay	\$ 2,596,775	\$ 2,596,776	\$ 2,305,731	\$ 2,167,796	83.5%	
Other Fringe Benefits	\$ 31,131	\$ 31,331	\$ 17,209	\$ 21,693	69.2%	
	\$ 9,379,144	\$ 9,449,553	\$ 8,126,472	\$ 8,491,880	89.9%	
SERVICES						
Acctng/Admin/Bank Fees	\$ 299,484	\$ 291,484	\$ 190,419	\$ 185,166	63.5%	
Prof/Legis/Legal Services	\$ 490,180	\$ 482,180	\$ 343,941	\$ 278,808	57.8%	
Temporary Help	\$ -	\$ 6,000	\$ -	\$ 4,514	75.2%	
Custodial Services	\$ 89,000	\$ 89,000	\$ 65,197	\$ 72,718	81.7%	
Uniforms & Laundry	\$ 40,500	\$ 40,239	\$ 31,793	\$ 26,960	67.0%	
Security Services	\$ 346,188	\$ 392,188	\$ 258,189	\$ 246,130	62.8%	
Outside Repair - Bldgs/Eqmt	\$ 188,686	\$ 188,686	\$ 142,770	\$ 129,962	68.9%	
Outside Repair - Vehicles	\$ 271,570	\$ 270,570	\$ 243,653	\$ 235,896	87.2%	
Waste Disp/Ads/Other	\$ 109,845	\$ 95,437	\$ 51,531	\$ 59,040	61.9%	
	\$ 1,835,453	\$ 1,855,784	\$ 1,327,493	\$ 1,239,195	66.8%	
CONTRACT TRANSPORTATION						
Contract Transportation	\$ 100	\$ 100	\$ -	\$ -	0.0%	
Paratransit Service	\$ 3,289,256	\$ 2,961,653	\$ 2,209,058	\$ 2,016,008	68.1%	See Note 8
	\$ 3,289,356	\$ 2,961,753	\$ 2,209,058	\$ 2,016,008	68.1%	
MOBILE MATERIALS						
Fuels & Lubricants	\$ 1,486,549	\$ 1,416,549	\$ 1,019,905	\$ 1,189,957	84.0%	
Tires & Tubes	\$ 131,000	\$ 161,000	\$ 123,140	\$ 143,692	89.2%	
Other Mobile Supplies	\$ 6,500	\$ 6,500	\$ 6,693	\$ 5,015	77.2%	
Parts Credit	\$ -	\$ -	\$ -	\$ (62,909)	0.0%	See Note 16
Revenue Vehicle Parts	\$ 515,000	\$ 474,400	\$ 488,744	\$ 386,050	81.4%	
	\$ 2,139,049	\$ 2,058,449	\$ 1,638,482	\$ 1,661,805	80.7%	

**CONSOLIDATED OPERATING EXPENSE
MAY 2004**

	FY 03-04 Final Budget	FY 03-04 Revised Budget	FY 02-03 Expended YTD	FY 03-04 Expended YTD	% Exp YTD of Budget	
OTHER MATERIALS						
Postage & Mailing/Freight	\$ 22,367	\$ 23,667	\$ 18,333	\$ 12,488	52.8%	
Printing	\$ 73,275	\$ 72,480	\$ 51,225	\$ 46,485	64.1%	
Office/Computer Supplies	\$ 64,250	\$ 63,391	\$ 49,570	\$ 41,517	65.5%	
Safety Supplies	\$ 19,825	\$ 18,325	\$ 10,797	\$ 11,588	63.2%	
Cleaning Supplies	\$ 66,100	\$ 61,100	\$ 50,858	\$ 36,276	59.4%	
Repair/Maint Supplies	\$ 65,000	\$ 64,900	\$ 41,589	\$ 50,849	78.3%	
Parts, Non-Inventory	\$ 50,000	\$ 48,300	\$ 44,203	\$ 28,044	58.1%	
Tools/Tool Allowance	\$ 9,600	\$ 9,600	\$ 6,120	\$ 4,881	50.8%	
Promo/Photo Supplies	\$ 14,400	\$ 12,825	\$ 3,064	\$ 3,264	25.5%	
	\$ 384,817	\$ 374,588	\$ 275,761	\$ 235,390	62.8%	
UTILITIES	\$ 323,677	\$ 333,739	\$ 267,929	\$ 261,550	78.4%	
CASUALTY & LIABILITY						
Insurance - Prop/PL & PD	\$ 641,500	\$ 641,500	\$ 394,771	\$ 553,340	86.3%	
Settlement Costs	\$ 100,000	\$ 100,000	\$ 252,027	\$ 37,761	37.8%	
Repairs to Prop	\$ -	\$ -	\$ (17,190)	\$ (19,532)	0.0%	
Prof/Other Services	\$ -	\$ -	\$ 36	\$ -	0.0%	
	\$ 741,500	\$ 741,500	\$ 629,643	\$ 571,569	77.1%	
TAXES	\$ 49,433	\$ 49,048	\$ 34,660	\$ 35,276	71.9%	
MISC EXPENSES						
Dues & Subscriptions	\$ 51,970	\$ 52,330	\$ 51,336	\$ 48,686	93.0%	See Note 17
Media Advertising	\$ 3,000	\$ 1,500	\$ 129	\$ 40	2.7%	
Employee Incentive Program	\$ 10,381	\$ 10,642	\$ 7,452	\$ 8,281	77.8%	
Training	\$ 28,775	\$ 26,775	\$ 8,942	\$ 9,198	34.4%	
Travel	\$ 35,941	\$ 35,941	\$ 21,467	\$ 19,139	53.3%	
Other Misc Expenses	\$ 18,314	\$ 18,314	\$ 9,519	\$ 13,668	74.6%	
	\$ 148,381	\$ 145,502	\$ 98,844	\$ 99,013	68.0%	
OTHER EXPENSES						
Leases & Rentals	\$ 608,506	\$ 606,506	\$ 537,301	\$ 535,835	88.3%	
	\$ 608,506	\$ 606,506	\$ 537,301	\$ 535,835	88.3%	
Total Operating Expense	\$ 32,720,000	\$ 32,055,000	\$ 26,462,783	\$ 26,940,617	84.0%	

**MONTHLY REVENUE AND EXPENSE REPORT
FY 03-04 CAPITAL IMPROVEMENT PROGRAM**

CAPITAL PROJECTS	Program Budget	Expended in May	YTD Expended
<u>Grant Funded Projects</u>			
MetroBase	\$ 9,306,548		\$ 721,566
Urban Bus Replacement	\$ 6,018,365	\$ 5,891	\$ 4,519,202
Metro Center Renovation Project	\$ 108,891		\$ 8,212
Spare Parts for New Buses (carryover)	\$ 97,550	\$ (2,884)	\$ 64,308
Talking Bus (carryover)	\$ 9,000	\$ 5,319	\$ 34,115
	\$ 15,540,354		
<u>District Funded Projects</u>			
Bus Stop Improvements	\$ 60,000		\$ -
IT Projects	\$ 15,000		\$ 3,186
GIRO IT Project (carryover)	\$ 31,370		\$ 41,895
Paratransit Program	\$ 15,000		\$ 8,242
Facilities Repairs & Improvements	\$ 65,000		\$ 3,406
Radio Repeater	\$ 13,000		\$ 7,560
Bus Windows	\$ 29,000		\$ -
Non-revenue Vehicle Replacement	\$ 116,000	\$ 15,035	\$ 15,035
Office Equipment	\$ 39,500		\$ 12,640
Storage Container	\$ 1,800		\$ 1,998
Transfer to Operating Budget	\$ 350,000		\$ -
	\$ 735,670		
TOTAL CAPITAL PROJECTS	\$ 16,276,024	\$ 23,361	\$ 5,441,365
CAPITAL FUNDING SOURCES			
	Budget	Received in May	YTD Received
Federal Capital Grants	\$ 8,309,278	\$ 9,001	\$ 898,129
State/Local Capital Grants	\$ 4,844,713	\$ 2,850	\$ 3,750,150
STA Funding	\$ 821,414		\$ 410,707
District Reserves	\$ 2,260,249		\$ 382,379
TOTAL CAPITAL FUNDING	\$ 16,235,654	\$ 11,851	\$ 5,441,365

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

1. Passenger fares (farebox and pass sales) are \$141,820 or 4.2% over the revised budget amount for the year to date. Paratransit fares are \$17,664 under budget for the period as a result of fewer trips than projected, with a corresponding decrease in program expense. Special transit fares (contracts) are \$285,478 or 16.6% over the budgeted amount. UCSC contract revenue is \$255,497 over budget. Cabrillo College contract revenue is \$17,108 over budget. Employer bus pass program revenue is \$5,213 over budget. Highway 17 Express revenue is \$3,662 over the year to date budgeted amount. Together, all four passenger revenue accounts are over the budgeted amount for the first eleven months of the fiscal year by a net \$413,296 or 6.9%.
2. Advertising income shows revenue of \$20,689 due to a final payment from OBIE Media that was not budgeted, and payment from advertisers for ads on buses after the OBIE contract concluded.
3. Interest income is \$12,637 under budget due to continued low interest rates. The interest rate for May fell to 1.18% while 1.40% was budgeted.
4. Non-transportation revenue is \$8,447 over budget primarily due to a credit for past life insurance policies.
5. Sales tax income is under budget by \$193,499 or 1.4% for the first eleven months of the fiscal year, due to lower advances than budgeted for April and May, and a lower wrap-up payment in March than budgeted.
6. Human Resources personnel expense is at 101.5% of the budget due to settlement of a workers' compensation claim.
7. Bus Operator personnel expense is at 92.5% of the budget due to the inclusion of June medical, dental and long-term disability premiums in the May report.
8. Paratransit program expense is only at 67.4% of the budget because the May billing was not submitted by the contractor by the report deadline. If included, expenses would be at 74% of the budget.
9. Bus Operator wages are at 92.0% of the budget due to the hire of new operators for the additional Highway 17 Express/AMTRAK service which began April 26, 2004. The AMTRAK payment will cover the additional expense.
10. Overtime expense for Bus Operators is at 97.3% of the budget since significant overtime is currently required to cover shifts. New Bus Operators have been hired to replace Bus Operators who have retired in the past few months. Total Bus Operator payroll is within budget.
11. Overtime expense for non-operators is at 93.4% of the budget due to shift coverage for Transit Supervisors on leave. Total Operations payroll is within budget.

12. Medical insurance is at 94.7% of the budget due to inclusion of the June premium payments in this month's report, reflecting an extra month of payments.
13. Long-term disability insurance is at 94.8% of the budget because the June premium payments were included in this report, resulting in eleven months of payments instead of ten.
14. State unemployment insurance is at 128.7% of the budget due to a doubling of the District's payroll tax rate effective January 1, 2004. The budget had included only a 10% increase. This expense will significantly exceed the budgeted amount by the end of the fiscal year. So far, this account is \$13,439 over budget for the year to date.
15. Workers' Compensation expense is at 101.4% of the budget due to the high number of claims paid out this fiscal year. The expense has exceeded the budgeted amount for the year, but the overrun will be paid from the workers' compensation reserves.
16. A \$78,586 parts credit from Orion has been established against which certain bus parts will be expensed. To date, \$15,677 in parts have been purchased, leaving a credit balance of \$62,909.
17. Dues and subscriptions are at 93.0% of the budget due to the semi-annual payment of dues to the California Transit Association.

FY 03-04 BUDGET TRANSFERS
6/1/04-6/30/04

	ACCOUNT #	ACCOUNT TITLE	AMOUNT
TRANSFER # 04-022			
TRANSFER FROM:	501021-3200	Other Salaries	\$ (10,000)
TRANSFER TO:	501023-3200	Other Overtime	\$ 10,000
REASON:	To cover expected expenditures in the Operations Department for the remainder of FY 03-04.		
TRANSFER # 04-023			
TRANSFER FROM:	504311-1300	Office Supplies	\$ (562)
TRANSFER TO:	505031-1300	Telecommunications	\$ 562
REASON:	To cover expected expenditures in the Customer Service Department for the remainder of FY 03-04.		
TRANSFER # 04-024			
TRANSFER FROM:	504311-1400	Office Supplies	\$ (592)
TRANSFER TO:	503034-1400	Employment Exams	\$ 592
REASON:	To cover expected expenditures in the Human Resources Department for the remainder of FY 03-04.		
TRANSFER # 04-025			
TRANSFER FROM:	503354-4100	Other Vehicle Repair - Out	\$ (20,000)
	504012-4100	Fuels & Lubricants	\$ (70,000)
			\$ (90,000)
TRANSFER TO:	503353-4100	Revenue Vehicle Repair - Out	\$ 20,000
	504021-4100	Tires & Tubes	\$ 40,000
	504191-4100	Revenue Vehicle Parts	\$ 30,000
			\$ 90,000
REASON:	To cover expected expenditures in the Fleet Maintenance Department for the remainder of FY 03-04.		
TRANSFER # 04-026			
TRANSFER FROM:	509011-4100	Dues & Subscriptions	\$ (65)
TRANSFER TO:	509011-3200	Dues & Subscriptions	\$ 65
REASON:	To cover cost of Passenger Transport for Fleet Maintenance Manager previously paid by Admin.		

FY 03-04 BUDGET TRANSFERS
6/1/04-6/30/04

	ACCOUNT #	ACCOUNT TITLE	AMOUNT
<hr/> TRANSFER # 04-027 <hr/>			
TRANSFER FROM:	504311-3200	Office Supplies	\$ (65)
TRANSFER TO:	509011-3200	Dues & Subscriptions	\$ 65
REASON:	To cover cost of Passenger Transport for Operations Manager previously paid by Admin.		

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: July 23, 2004

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
- Operating Statistics reported are for the month of April 2004
- Cost reflects hourly rate increased by 4% over previous fiscal year.
- Revenue and subsidy figures reflect impact of July 2003 fare increase.
- Eligibility/Recertification statistics reported are through June 30, 2004

III. DISCUSSION

Operating Statistics for April 2004

	This Apr	Last Apr	% Change	FYTD	Last FYTD	% Change
Cost	\$213,808.23	\$203,356.59	+5.14%	\$2,016,007.73	\$2,208,978.24	-8.74%
Revenue	\$23,364*	\$17,216	+35.71 %	\$226,461*	\$173,200	+30.75 %
Subsidy	\$190,444.23	\$186,140.59	+2.31%	\$1,789,546.73	\$2,035,778.24	-12.10 %
Rides performed	7938	8757	-9.35 %	76,782	88,814	-13.55 %
Cost/ Ride	\$26.93	\$23.22	15.99%	\$26.26	\$24.87	+5.57%
Productivity	1.98 rides per hour	1.78 rides per hour		2.03 rides per hour	1.94 rides per hour	

* Revenue does not equal \$3.00/ride because no revenue is generated by rides to and from certification interviews and appeals.

Performance Measures

	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	FYTD
Rides	7,887	7,402	8,157	8,709	7,471	7,168	6,983	6,787	8,280	7,938	76,782
late pick ups (more than 20 minutes)	452	379	537	878	498	388	297	324	487	436	4,676
% late	5.73%	5.12%	6.58%	10.08%	6.67	5.41%	4.25%	4.77%	5.88%	5.49%	6.09%
Picked up too early (more than 10 minutes)	252	271	327	164	134	132	92	75	65	93	1,605
Total rides not "on time"	704	650	864	1,042	632	520	389	399	552	529	6,281
% "on time"	91.1%	91.2%	89.4%	88.0%	91.5%	92.7%	94.4%	94.1%	93.33%	93.34%	91.82%
missed trips	2	5	5	9	0	2	3	3	3	4	36
Excessively late scheduled (more than 60 minutes)	14	4	15	38	9	12	8	3	10	9	122
Excessively late will call (more than 100 minutes)	4	3	11	14	5	1	3	4	10	3	58
total violation w/ \$50 penalty	20	12	31	61	14	15	14	10	23	16	216
Total violation w/\$100 penalty	0	0	0	0	0	9	0	9	12		
Liquidated damages	\$1,000	\$600	\$1,500	\$3,050	\$700	\$1,650	\$700	\$1,400	\$2,350	\$800	\$13,800

Eligibility Certification/ Recertification

The initial recertification process has been completed. There are no eligibility appeals pending.

During the month of June 2004, there were 82 new applicants for ParaCruz service. 76 (73.9%) were granted some level of eligibility. As a result of eligibility expirations during this period, there was a net decrease of 49 riders eligible for service.

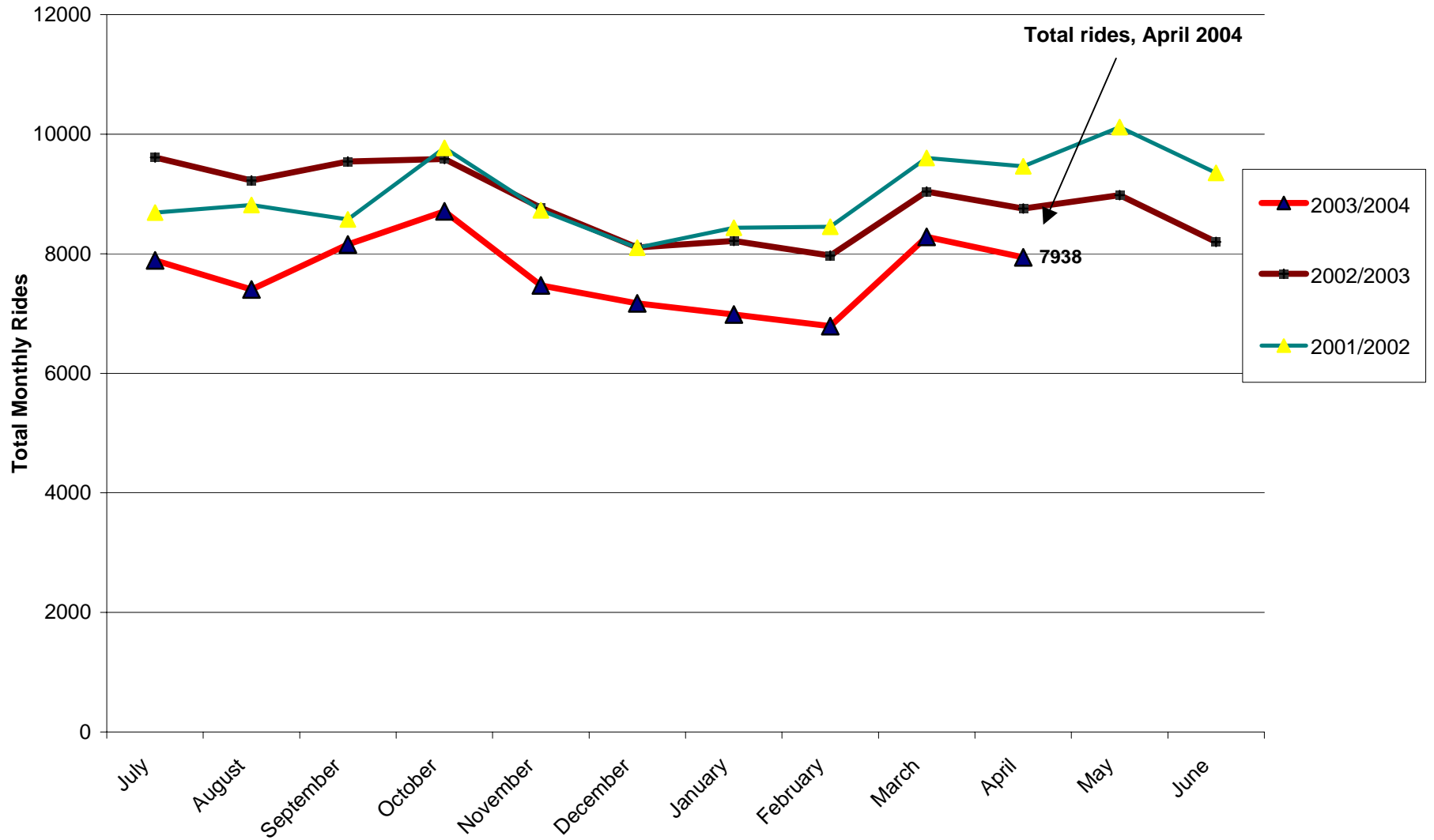
IV. FINANCIAL CONSIDERATIONS

none

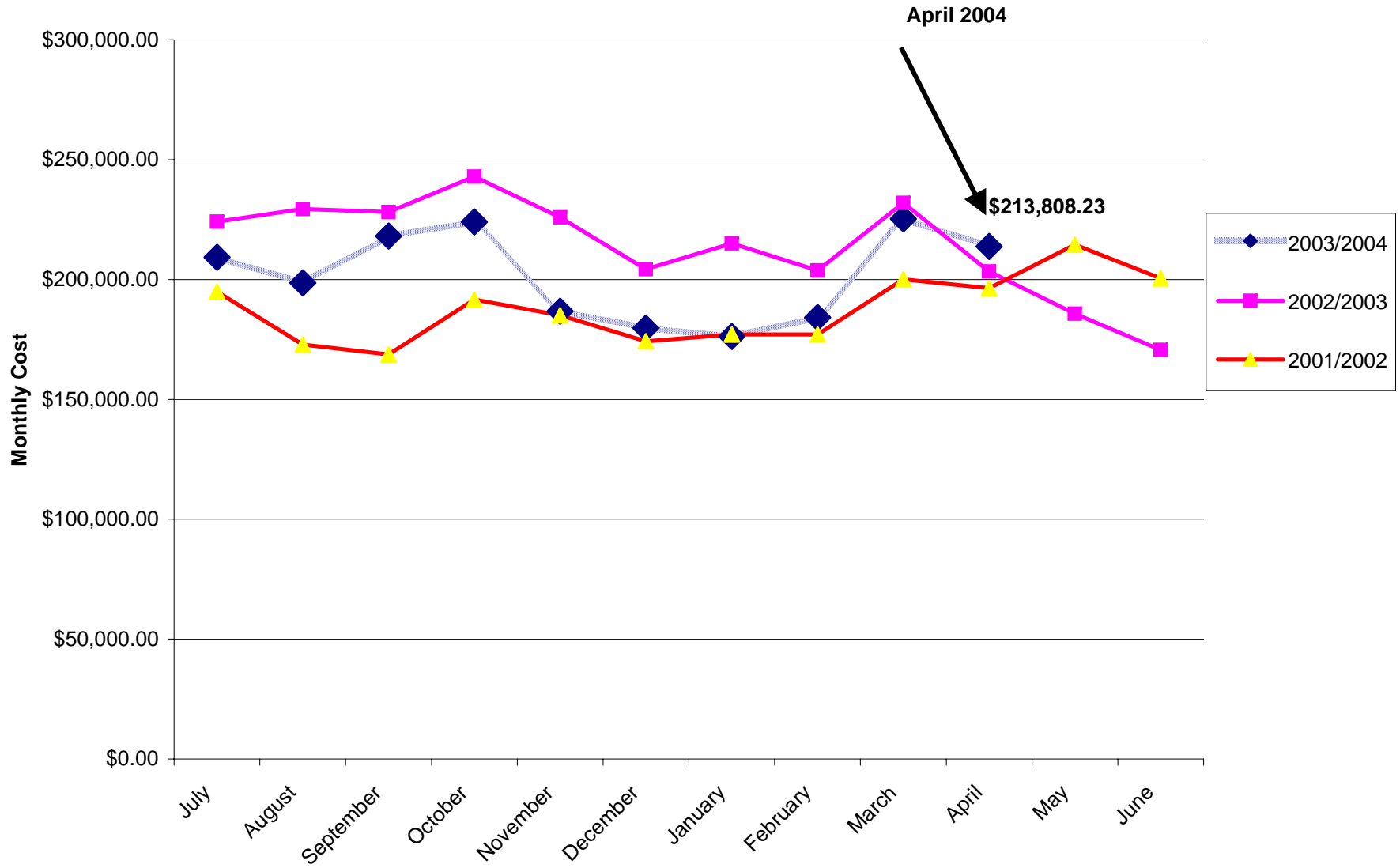
V. ATTACHMENTS

- 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

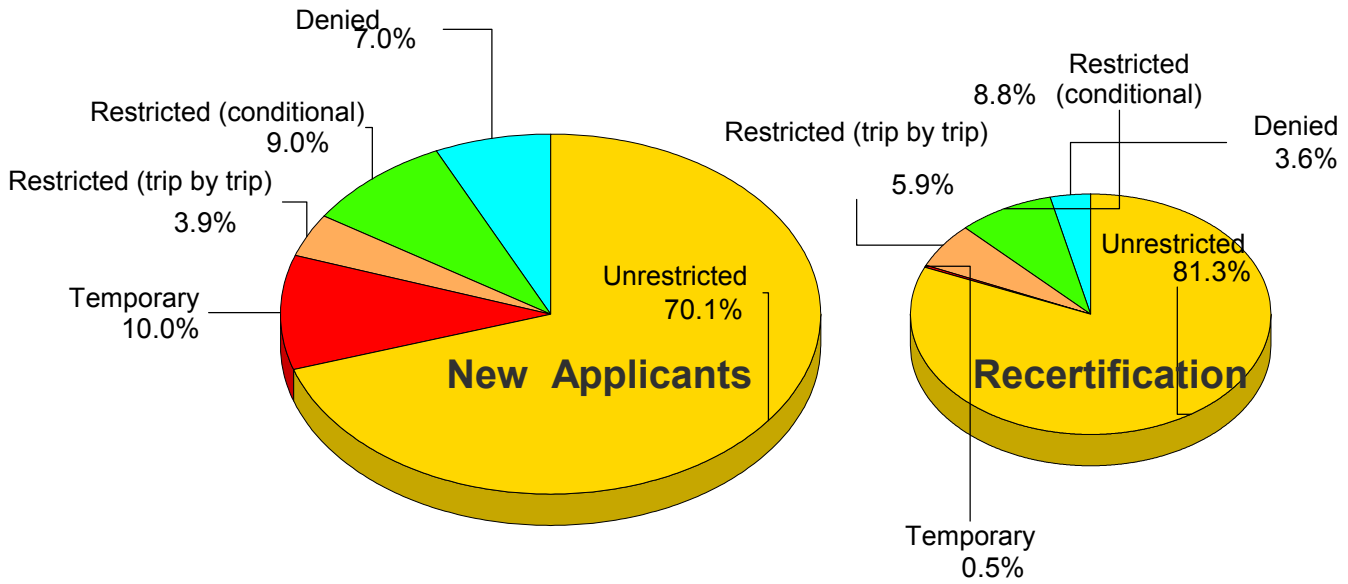
METRO ParaCruz Rides by Month



METRO ParaCruz Cost By Month



METRO ParaCruz Eligibility Determinations - Aug 1 02 through June 30 04



New Applicants

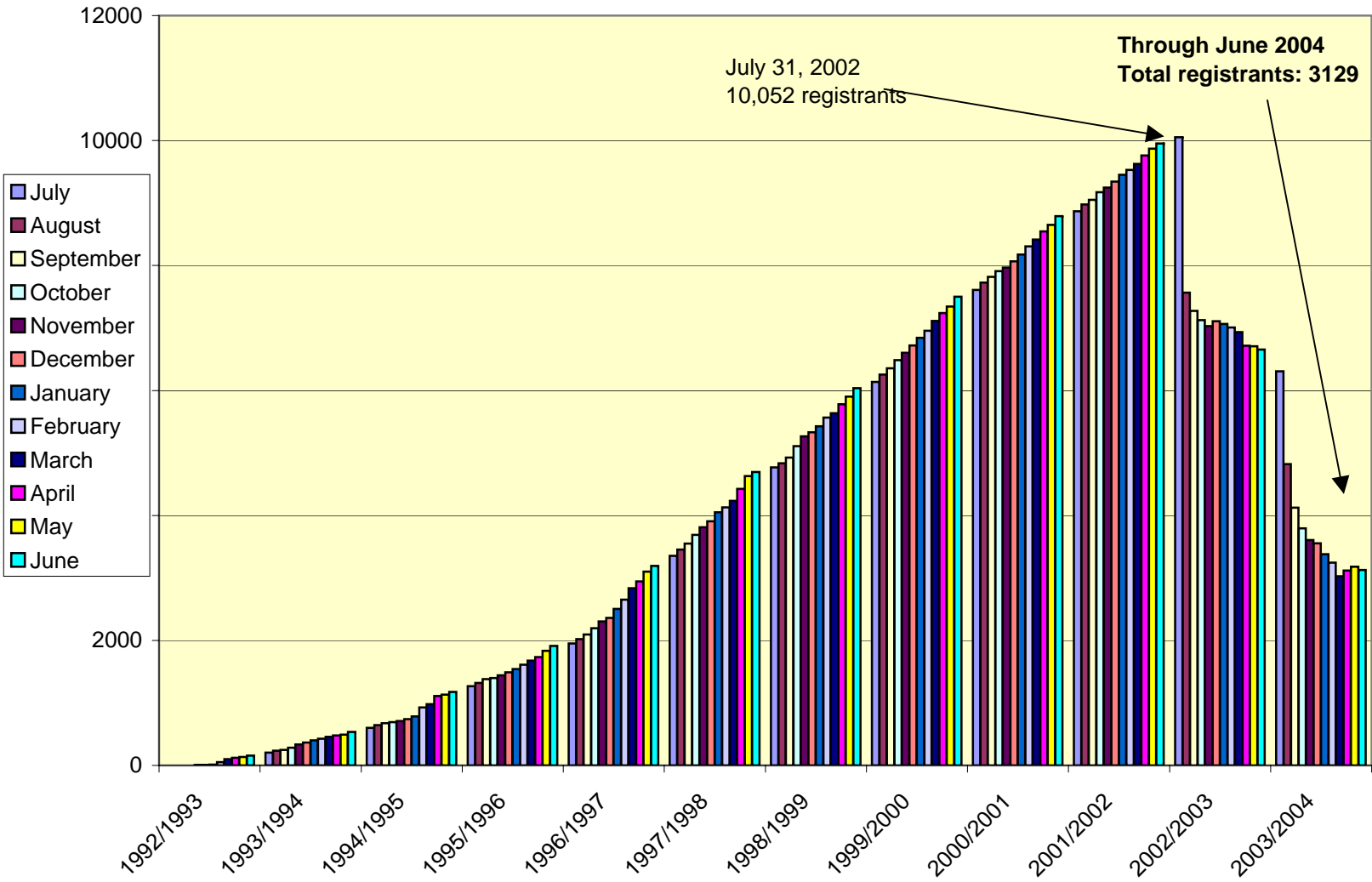
Unrestricted	1497
Temporary	214
Restricted (trip by trip)	83
Restricted (conditional)	192
Denied	149
Group Total:	<u><u>2135</u></u>

Recertification

Unrestricted	1159
Temporary	7
Restricted (trip by trip)	84
Restricted (conditional)	125
Denied	51
Group Total:	<u><u>1426</u></u>

Grand Total: 3561

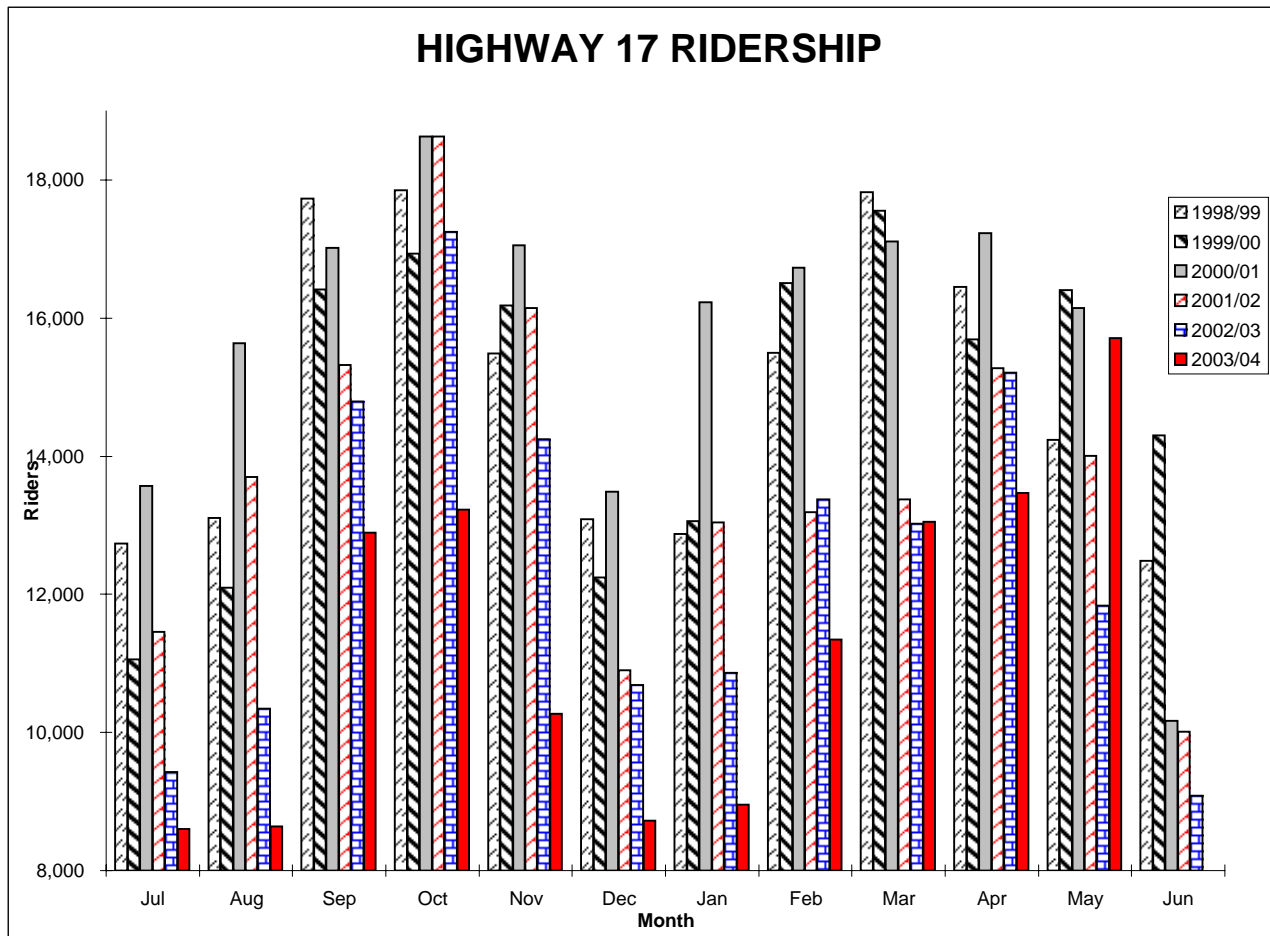
METRO ParaCruz Registrants



Growth by Month Since Inception

HIGHWAY 17 - MAY 2004

	May			YTD		
	This Year	Last Year	%	This Year	Last Year	%
FINANCIAL						
Cost	\$ 112,296	\$ 100,449	11.8%	\$ 938,588	\$ 1,114,506	(15.8%)
Farebox	\$ 61,032	\$ 27,920	118.6%	\$ 341,885	\$ 335,528	1.9%
Operating Deficit	\$ 51,263	\$ 68,845	(25.5%)	\$ 579,014	\$ 741,001	(21.9%)
Santa Clara Subsidy	\$ 25,632	\$ 34,423	(25.5%)	\$ 289,507	\$ 370,500	(21.9%)
METRO Subsidy	\$ 25,632	\$ 34,423	(25.5%)	\$ 289,507	\$ 370,500	(21.9%)
San Jose State Subsidy	\$ -	\$ 3,683	(100.0%)	\$ 17,689	\$ 37,978	(53.4%)
STATISTICS						
Passengers	15,708	11,834	32.7%	124,882	141,047	(11.5%)
Revenue Miles	42,644	34,201	24.7%	335,646	379,466	(11.5%)
Revenue Hours	1,738	1,361	27.7%	13,676	15,098	(9.4%)
PRODUCTIVITY						
Cost/Passenger	\$ 7.15	\$ 8.49	(15.8%)	\$ 7.52	\$ 7.90	(4.9%)
Revenue/Passenger	\$ 3.89	\$ 2.36	64.7%	\$ 2.74	\$ 2.38	15.1%
Subsidy/Passenger	\$ 3.26	\$ 6.13	(46.8%)	\$ 4.78	\$ 5.52	(13.5%)
Passengers/Mile	0.37	0.35	6.5%	0.37	0.37	0.1%
Passengers/Hour	9.04	8.70	4.0%	9.13	9.34	(2.3%)
Recovery Ratio	54.3%	27.8%	95.5%	36.4%	30.1%	21.0%



SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: July 23, 2004
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 trips for May 2004 increased by 2.1% versus May 2003. Year to date student billable trips have increased by 10.5%.
- Faculty / staff trips for May 2004 increased by 14% versus May 2003. Year to date faculty / staff billable trips have increased by 23.0%.
- Revenue received from UCSC for May 2004 was \$188,925 versus \$159,309 for May 2003 an increase of 18.6%.

	Faculty/Staff Ridership	Student Ridership	Monthly Increase - (Decrease) Student	Monthly Increase - (Decrease) Faculty-Staff
This Year	18,968	202,515	2.1%	14%
Last Year	16,636	198,375		

All days are now billable.

III. DISCUSSION

September 25, 2003 started the fall instructional session at UCSC. A summary of the results for May 2004 is:

- Student billable trips for the month of May 2004 were 202,515 vs. 198,375 for May 2003 an increase of 2.1%.
- Faculty / staff billable trips for the month of May 2004 were 18,968 vs. 16,636 for May 2003 an increase of 14%.
- Year to date Student billable trips increased by 2.1% and faculty / staff billable trips increased by 14%.
- Revenue for May 2004 was \$188,925 versus \$159,309 for May 2003.

Board of Directors

7/23/04

Page 2

IV. FINANCIAL CONSIDERATIONS

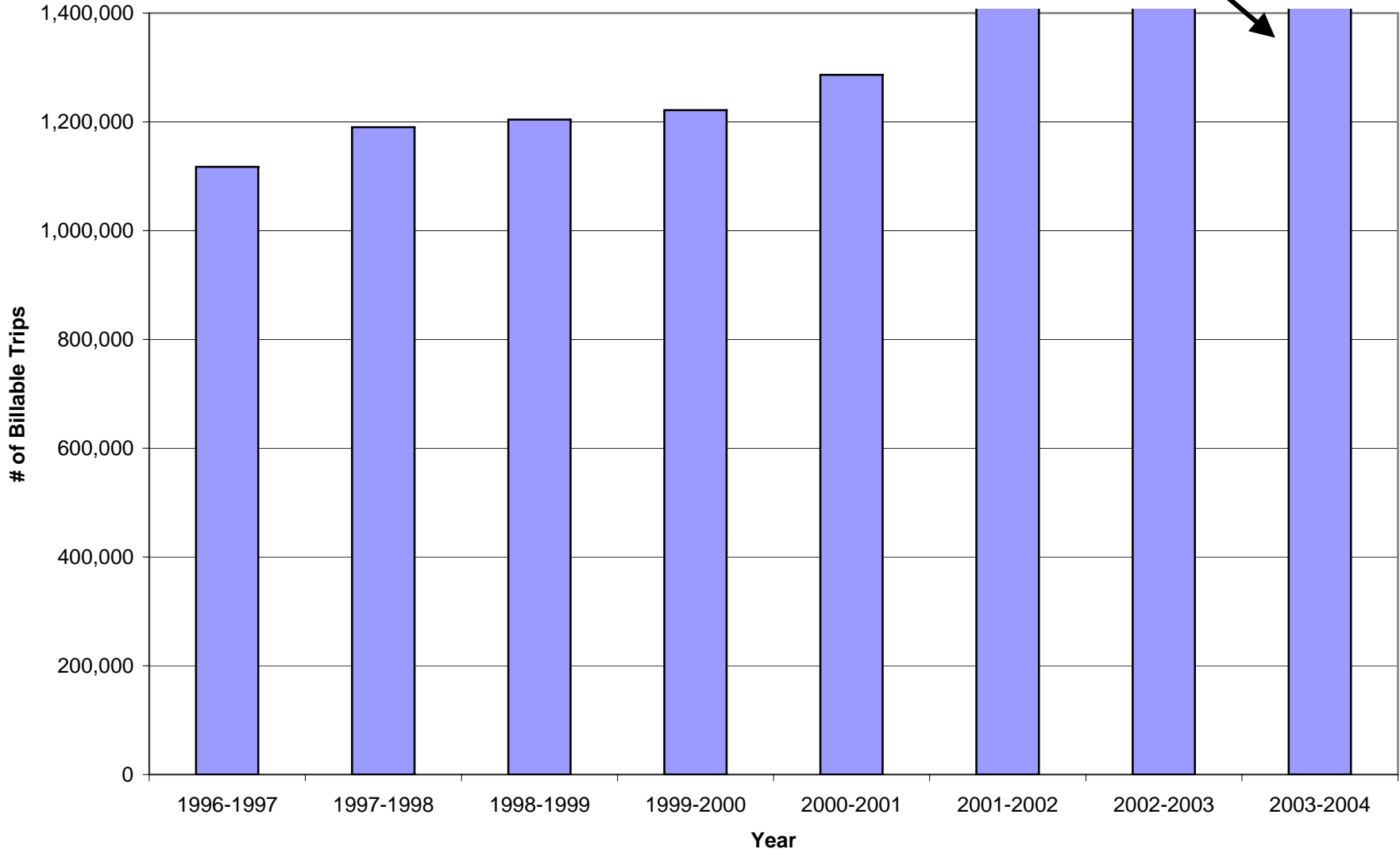
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V. ATTACHMENTS

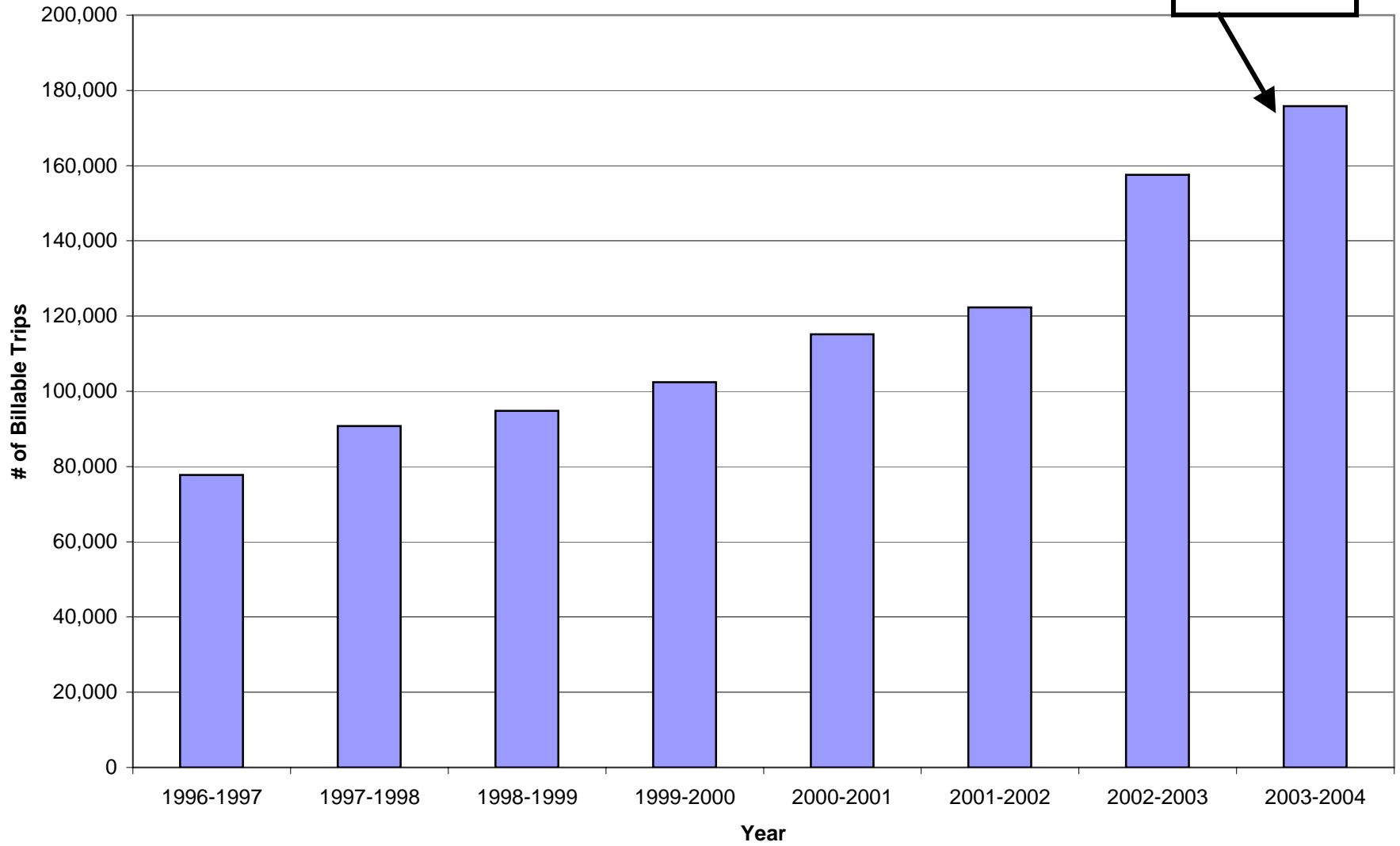
Attachment A: UCSC Student Billable Trips

Attachment B: UCSC Faculty / Staff Billable Trips

UCSC Student Billable Trips



UCSC Faculty / Staff Billable Trips



SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: July 23, 2004
TO: Board of Directors
FROM: Frank L. Cheng, Project Manager
SUBJECT: STATUS OF THE METROBASE PROJECT

I. RECOMMENDED ACTION

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

II. SUMMARY OF ISSUES

- The MetroBase Project is currently proceeding in accordance with the schedule attached to this Staff Report, which is the schedule that has been developed by RNL Design.
- The City of Santa Cruz Redevelopment Agency is continuing to work on the real estate acquisition and relocation phase of the project.
- Negotiations with property on 1122 River Street have concluded with an Agreement to Purchase signed by the owner and METRO.
- Adoption of a Resolution of Necessity will be required if the negotiations to acquire 120 Golf Club Drive fail to result in an agreement.

III. DISCUSSION

The MetroBase Project is proceeding as per the attached timeline (Attachment A & B). The chart reflects the timeline and events that are contained in the schedule that has been developed by RNL Design. Using this document allows Metro to directly track the progress of the project. RNL Design is progressing on schedule at this point in the design and engineering process.

The completed components of the project for the review period are as follows:

A. Right Of Way (ROW)

- Encroachment Lease @ 1200 River Street extended 40 years, approved by Santa Cruz City Council, will be submitted to Metro Board of District for approval.
- Currently in escrow with owner of 1122 River Street
- Bringing forth to Board of Directors recommendation for action for Resolution of Necessity on 120 Golf Club Drive property on July 9, 2004.

- Reviewing Final Draft of Negative Declaration before 30- day circulation. Circulation to begin July 7, 2004. Will be submitted to Board for consideration at August 27, 2004 meeting.
- B. Finance
- 25 Sakata Lane, Watsonville property being prepared for sale.
 - Initial appraisal of property is underway.
- C. Architectural & Engineering (A&E)
- Received 65% Design Drawings and Draft Construction Documents on June 30, 2004.
 - RNL: Design Phase will be 80% complete by July 31, 2004.
- D. Construction Management (CM)
- Board of Director approved a contract for Construction Management services with Harris & Associates on June 25, 2004. Notice to proceed has been issued.
- E. Construction Schedule
- Goal to issue an invitation to bid on L/CNG Fueling Station equipment by late Summer 2004
 - Goal to request bids for General Construction by late Fall 2004
 - Commencement and Completion of
 - i. Demolition of A Tool Shed, Surf City & Construct Service Facility in Jan. 2005 to Aug. 2005
 - ii. Demolition of Slo-Fill Fuel, Site Work, & Construction of Operations Building in Sep. 2005 to Mar. 2007
 - iii. Demolition of existing Operations Building and Final Site Work in May. 2007 to Jul. 2007
 - iv. Demolition of Parts Building & Construction of Maintenance Building in Aug. 2007 to Sep. 2008
 - v. Renovate existing Maintenance Building & Construction of new Parts Building in Nov. 2008 to Apr. 2009
 - vi. Final Site Work in Jun. 2009 to Aug. 2009

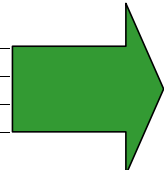
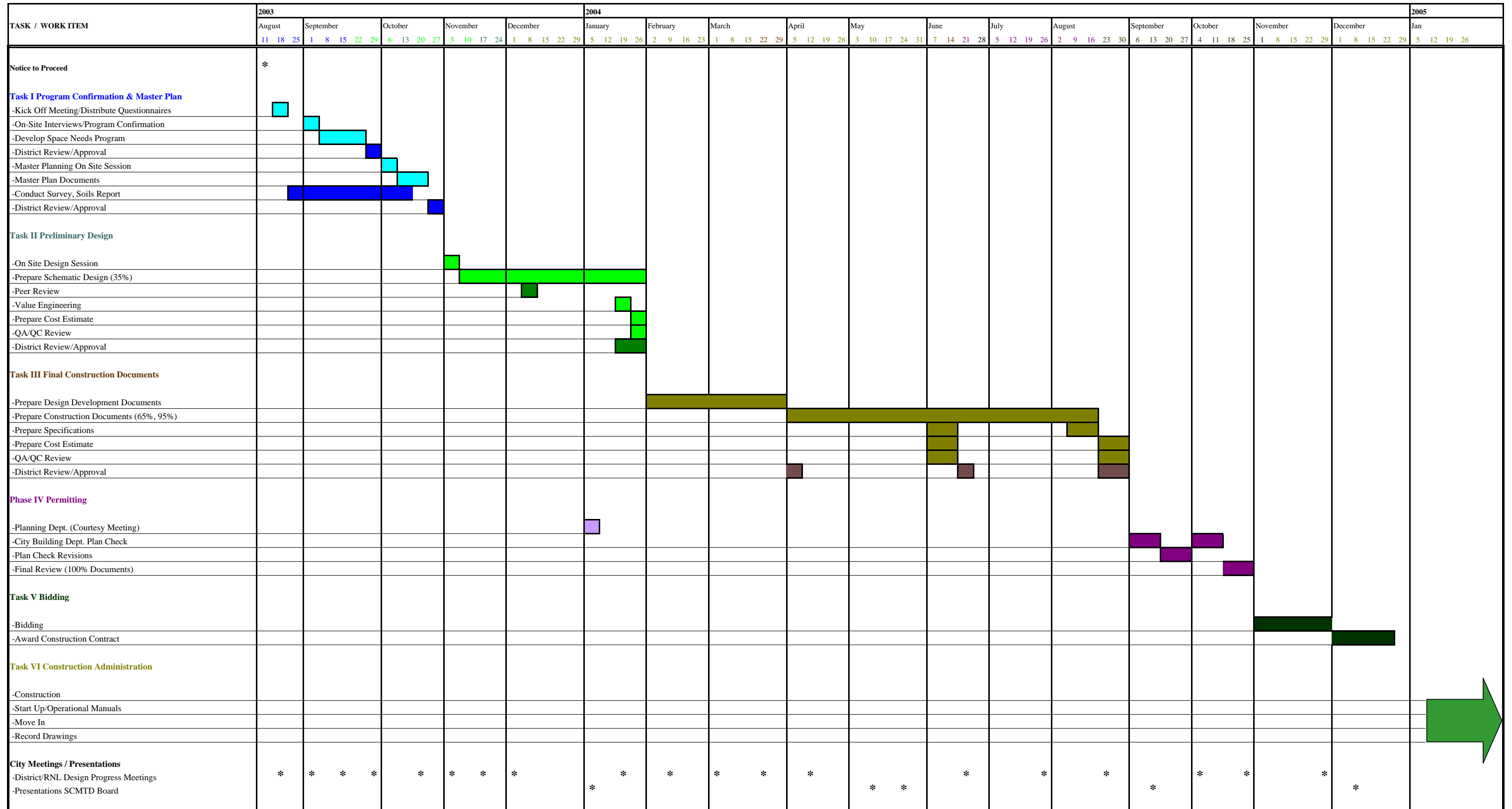
IV. FINANCIAL CONSIDERATIONS

During the reporting period the lack of inclusion of the MetroBase project in the 2004/2009 STIP has placed \$7.8 million in project funding in question.

V. ATTACHMENTS

Attachment A: Timelines

Project Schedule
Santa Cruz Metropolitan Transit District
Metro Base



Construction Sequencing / Project Logistics Schedule
Santa Cruz Metropolitan Transit District
Metro Base

TASK/CONSTRUCTION ELEMENTS	2004					2005												2006												2007												2008												2009								
	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J
BID & AWARD TASK ELEMENTS																																																														
Fueling Bid Package (Assigned to GCBP) Bid	█	█																																																												
Award	█																																																													
Design/Permit/Procure	█																																																													
General Construction Bid Package																																																														
Bid					█																																																									
Award						█																																																								
CONSTRUCTION PHASE/ELEMENTS																																																														
River Street Site - Operations																																																														
OPS-1 Demo Tool Shed, Demo Surf City, & construct Service Facility							█																																																							
OPS-2 Demo Slo-Fill Fuel, Site Work, and construct new Op's Building									█																																																					
OPS-3 Demo existing Op's Bldg and construct final Site Work																													█																																	
Golf Club Road Site - Maintenance																																																														
MNT-1 Demo Parts Bldg and construct new Maintenance Building																																█																														
MNT-2 Renovate existing Maint. Bldg. and construct new Parts Building																																															█															
MNT-3 Final Site Work																																																						█								

Bidding and Construction Strategy:

- 1) Design, Permit, & Bid entire project - Bid Option included for Maintenance Building, Renovation of existing Maintenance building and Site Golf Club Road site
- 2) Award all Demolition work, Service Facility (including LCNG Fueling contract assignment), Operations Building and all other River Road site work
- 3) All River Road site construction completed before commencing work on the Golf Club Road site - except for Demolition of Surf City Produce building

Construction Phase Consequences of revised Construction Strategy:

- a) Total Construction period for the entire project with sequential construction is 56 months - up from 31 months with sequential construction
- b) Construction period for the Operations/River Road site is 31 months (up by 1 month by change to concrete structural system for Op's building)
- c) Construction period for the Maintenance/Golf Club Road site is 25 months

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: July 23, 2004

TO: Board of Directors

FROM: Mark J. Dorfman, Assistant General Manager

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

I. RECOMMENDED ACTION

Request authorization for the General Manager to enter into an agreement with the County of Santa Cruz for Land Acquisition and Relocation Services.

II. SUMMARY OF ISSUES

- In 1999 the District entered into an agreement with the County of Santa Cruz for the provision of Real Estate Acquisition and Relocation Services.
- Last year the Board authorized an extension of the contract.
- It is cost-effective to use the County for this work.

III. DISCUSSION

The District has utilized the services of the County of Santa Cruz for Land Acquisition and Relocation Services. METRO is currently using the City of Santa Cruz Redevelopment Department for the acquisition and relocation services related to the MetroBase Project. There is an advantage in continuing the arrangement with the County in the event such services become necessary.

This agreement would continue the relationship the District has had with the County for these services. It is not cost-effective for the District to develop this expertise on staff, as the number of times these services are required is minimal. It is recommended that the District enter into an agreement and continue this inter-governmental cooperation.

IV. FINANCIAL CONSIDERATIONS

There is no financial impact at this time, only if services are used.

V. ATTACHMENTS

None

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: July 23, 2004
TO: Board of Directors
FROM: Elisabeth Ross, Finance Manager
SUBJECT: RESOLUTION DECREASING THE PETTY CASH FUND FOR METRO CENTER

I. RECOMMENDED ACTION

Staff recommends that the Board of Directors adopt the attached resolution decreasing the petty cash fund for Metro Center from \$300 to \$200.

II. SUMMARY OF ISSUES

- For many years, the Customer Service Department has maintained a petty cash fund in the amount of \$300 at Metro Center for small purchases.
- Due to a decrease in usage, the fund only needs infrequent replenishment at this time.
- A decrease in the fund amount to \$200 will allow the fund to be replenished every two months and will still ensure that cash is always available for such purchases.

III. DISCUSSION

A petty cash fund is maintained by the Customer Service Department at Metro Center, one of four petty cash funds in the District. The fund is used to reimburse designated departmental employees for small purchases under \$30 that are required to be made immediately, rather than waiting for the bi-weekly check run. In the past, the fund was replenished every four to six weeks. However, for the past year use of the fund has decreased so that the total amount needed in the fund can be reduced. A \$100 decrease in the fund to \$200 will allow the fund to be replenished every two months and will still ensure that cash is always available for needed purchases.

IV. FINANCIAL CONSIDERATIONS

Since purchases from the petty cash fund are charged against the appropriate department and account, there is no budgetary impact from this action. The \$100 decrease will simply be moved to the treasury.

V. ATTACHMENTS

Attachment A: Resolution Decreasing the Petty Cash Fund for Metro Center

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

Resolution No. _____
On the Motion of Director: Almquist
Duly Seconded by Director: Ainsworth
The Following Resolution is Adopted:

**RESOLUTION DECREASING THE PETTY CASH FUND
FOR METRO CENTER**

WHEREAS, the Santa Cruz Metropolitan Transit District has established a petty cash fund for the Metro Center at 920 Pacific Avenue, Santa Cruz, CA; and

WHEREAS, it is to the best interest of the Santa Cruz Metropolitan Transit District to decrease the petty cash fund due to reduced usage of said fund.

NOW, THEREFORE, BE IT RESOLVED AND ORDERED, that this Board does hereby authorize a decrease in the petty cash fund for Metro Center containing a maximum amount of \$200.00;

BE IT FURTHER RESOLVED AND ORDERED, that the General Manager is hereby authorized and directed to transfer \$100.00 back to the District Treasury in order to decrease the petty cash fund.

PASSED AND ADOPTED this 23rd day of July 2004, 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: July 23, 2004

TO: Board of Directors

FROM: Elisabeth Ross, Finance Manager

SUBJECT: AUTHORIZATION FOR DISPOSAL OF FIVE (5) 1988 NEW FLYER BUSES, TWO (2) 1996 SEDANS, ONE 1989 PICK-UP, AND ASSOCIATED PARTS

I. RECOMMENDED ACTION

Staff recommends that the Board of Directors declare as excess five 1988 New Flyer buses, two 1996 Pontiac sedans, one 1989 GMC pick-up and associated parts for the non-revenue vehicles.

II. SUMMARY OF ISSUES

- In accordance with the District's policy on disposal of fixed assets and inventoriable items, at least once per year the Finance Manager shall recommend to the Board of Directors a list of items to be declared excess with appropriate action for disposal.
- The five New Flyer buses listed on Attachment A were purchased new over 13 years ago and have been replaced.
- The two Pontiac sedans were purchased in 1996, each have over 200,000 miles and are in poor condition. They will be replaced with the next non-revenue vehicle purchase.
- The GMC pick-up truck was purchased in 1989, has over 100,000 miles and is in poor condition.

III. DISCUSSION

The estimated current market value of the buses recommended for disposal is \$500 each. The current market value of the sedans and truck is \$150 each. The parts consist of filters and spare tires/wheels with zero market value. Upon the Board's declaration of the vehicles as excess, they will be offered for sale by the District's Purchasing Office along with the associated parts inventory.

IV. FINANCIAL CONSIDERATIONS

None of the vehicles have any remaining book value. Any revenue generated from the sale will be recorded as income.

V. ATTACHMENTS

Attachment A: List of Assets Designated for Disposal as of July 23, 2004

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
Assets Designated For Disposal As Of July 23, 2004

ASSET NUMBER	DESCRIPTION	PURCHASE DATE	ACQUISITION COST	NET BOOK VALUE	MARKET VALUE	REASON FOR DISPOSAL
B8087.00A/H	1988 New Flyer Bus/VIN 13229	08/30/91	\$163,501.00	\$0.00	\$500.00	BEYOND USEFUL LIFE
B8089.00A/C	1988 New Flyer Bus/VIN 13231	02/27/89	\$163,501.00	\$0.00	\$500.00	BEYOND USEFUL LIFE
B8096.00A/H	1988 New Flyer Bus/VIN 13238	02/27/89	\$163,501.00	\$0.00	\$500.00	BEYOND USEFUL LIFE
B8098.00A/C	1988 New Flyer Bus/VIN 13240	02/27/89	\$163,501.00	\$0.00	\$500.00	BEYOND USEFUL LIFE
B8099.00A/C	1988 New Flyer Bus/VIN 13241	02/27/89	\$163,501.00	\$0.00	\$500.00	BEYOND USEFUL LIFE
C9602.00A	1996 Pontiac Sedan/VIN 74318	05/15/96	\$19,847.52	\$0.00	\$150.00	BEYOND USEFUL LIFE
C9601.00A	1996 Pontiac Sedan/VIN 75003	05/15/96	\$19,847.52	\$0.00	\$150.00	BEYOND USEFUL LIFE
C0903.00A	1989 GMC Pickup/VIN 53393	06/21/89	\$11,857.64	\$0.00	\$150.00	BEYOND USEFUL LIFE
N/A	Parts Inventory for above vehicles	N/A	N/A	\$0.00	\$0.00	N/A

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

NOTICE OF ACTION TAKEN IN CLOSED SESSION MEMORANDUM

DATE: July 9, 2004

TO: Board of Directors

FROM: Margaret Gallagher, District Counsel

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

1. Settlement with James Holodnick

1. Settlement with James Holodnick

On January 9, 2004, in closed session the Board of Directors authorized a final settlement in the amount of \$45,000.00 for new monies to settle all five claims filed with the Workers' Compensation Appeals Board. (SAL #'s 77406, 96779, 69951 78754 and 66904). The following directors authorized the settlement: Ainsworth, Beautz, Hinkle, Keogh, Reilly, Rotkin, Spence and Tavantzis. Directors Norton and Phares were absent. Pursuant to this direction, all of Mr. Holodnick's claims were settled by way of a Compromise and Release signed by the Workers' Compensation Administrative Law Judge on June 23, 2004 and all files have been closed.

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: July 23, 2004
TO: Board of Directors
FROM: Robyn Slater, Human Resources Manager
SUBJECT: PRESENTATION OF EMPLOYEE LONGEVITY AWARDS

I. RECOMMENDED ACTION

Staff recommends that the Board of Directors recognize the anniversaries of those District employees named on the attached list and that the 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, they will be invited to attend the Board meetings to receive their awards.

IV. FINANCIAL CONSIDERATIONS

None.

V. ATTACHMENTS

Attachment A: Employee Recognition List

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
EMPLOYEE RECOGNITION

TEN YEAR

None

FIFTEEN YEARS

None

TWENTY YEARS

Harvey F. Contreras, Bus Operator

TWENTY-FIVE YEARS

None

THIRTY YEARS

None

June 25, 2004

Revised July 1, 2004

TO: SCMDT Board of Directors
FROM: Pat Spence

Paratransit Task Force Report to the Board of Directors

A few of the adopted goals maybe inconsistent with ADA paratransit regulations and/or SCMDT Board of Directors adopted policies:

- How to manage eligibility under various programs (clear criteria, centralized information and/or registration)
- Advanced scheduling (for rides more than 2 weeks away)
- Co-mingling/combine duplicated services
- Communication between drivers and riders for schedule changes (This is not consistent with the ADA 24 hour advance schedule requirements and the concept of "no same day changes". This would also be problematic to: know where each individual rider is, some with cognitive disabilities, at any time; to control past instances of losing track of the where riders are and whether they have been delivered to where their supposed to go and back home again. It would also be a nightmare for dispatchers, scheduling vehicles on a daily basis and meeting time requirements of the ADA)

Goals already adopted by the SCMDT Board of Directors in Para Cruz Customer guide and policies and procedures.

- Customer service (phone hold times, eligibility determination, etc.)
- Trip quality (timeliness, safety, clean vehicles, support equipment in vehicles e.g. more hand grips etc.)
- Community input procedures (riders, caregivers, and facilities)

As part of the June 17, 2004 agenda topic "Specialized Transportation Services in Other California Communities", Paratransit Inc., Sacramento was invited to speak to the group.

I did not get a clear understanding of how this system compares to other transit districts. For example and to the best of my recall:

- It is the CTSA for the county. (~~I do not know if it is for the entire county including rural areas.~~) (Web site: <http://www.paratransit.org/html/faq.html> indicates: Sacramento, Carmichael, Fair Oaks, Rancho Cordova, Citrus Heights, Rio Linda, Elverta, Orangevale, Elk Grove, Laguna, North Highlands)
- Policies: http://www.paratransit.org/html/passenger_policies.html
 1. "Policy on Reservations: Reservations will be accepted as far in advance as two days, but not later than 5:00 p.m. one day before the ride date."
 2. "Policy on Reservations: Reservations will be accepted as far in advance as two days, but not later than 5:00 p.m. one day before the ride date."
 3. "Policy on Suspension of Service: Suspension for Untimely Cancellation Notice, "No Shows," and Lateness: First Suspension: 7 days, Second Suspension: 14 days, Third (and subsequent) Suspensions: 30 days"
- It was stated that the only people they serve are 75 + years. Quoted from handouts: "56% of Paratransit, Inc.'s riders are 75 and older.
- There vehicles are small buses running more or less on a set route, but will deviate in order to pick up individuals close to the route. They serve many area senior facilities. They stated that attempts are made to get a rider to the destination on time, but individuals who depend on it daily to get work on time may some times be delayed.
- They have mobility training that trains seniors to ride public transit. FY year 2002-2003, 629 people were successfully trained to ride public transit.
- They provide Senior Meal Site rides, but the cost is billed directly on a monthly basis the responsible agency.
- MediCal rides are performed by a different service provider
- They provide ADA transportation for Regional Transit (RT, Sacramento transit district). RT accounts for ~~\$45,000 (? amount)~~ 45 % (Published brochure indicates 57.9%) of the income. RT paratransit cost per rider in 2002-2003 was \$22.04 per trip
- Who tracks ADA compliance was unsure, but probably RT. The executive director said they were probably in compliance because to date there have been no law suits
- Funding sources include: Measure A – dedicated sales tax; Regional Transit; city; county; TDA , fares

July 9, 2004

TO: Metro Board of Directors
c/o Cindi Thomas or Dale Carr, Fax—426-6117

FROM: Pat Spence

Per agenda item number 7 for the 7/9 & 23 Board packet, attached are the following copies of Paratransit Coordination Task Force and the Paratransit System Goals and Issues:

- I. RTC staff report April 1, 2004, 3 pages
 - Attachment 5 .Paratransit System Goals and Issues
 - Attachment 6 -Draft Work Plan
2. Paratransit Coordination Task Force agenda May 19, 2004, # 5 “a. Already Identified Issues (Attachment 2)”
 - Attachment 2 .Paratransit System Goals and Issues
3. Paratransit Coordination Task Force agenda June 16, 2004
 - Agenda item #4 .“Approve the minutes of the May 19, 2004 Paratransit Coordination Task Force Meeting including revised goal/issues list and work plan.”
 - 4.5 .Paratransit System Goals and Issues

AGENDA: April I, 2004

TO: Regional Transportation Commission
FROM: Linda Wilshusen, Executive Director
RE: **Paratransit Coordination Task Force and Work Plan**

RECOMMENDATIONS:

Staff recommends that the Regional Transportation Commission:

1. Approve the proposed Draft Paratransit Coordination Task Force composition (Attachment 4) and Work Plan (Attachment 6);
2. Direct staff to solicit applications for the three positions and alternates appointed by the RTC;
3. Direct staff to invite the other entities proposed to be represented on the Task Force or making appointments, to notify the RTC of their appointment by April 23;
4. Appoint a SCCRTC Commissioner as chair of the Task Force; and
5. Return to the May RTC meeting with nominees and further recommendations on the Task Force schedule and process.

BACKGROUND

In February 2004, the Santa Cruz County Regional Transportation Commission (RTC) held a special public hearing to solicit community input about paratransit issues. Over 100 people attended that meeting. A copy of the minutes is attached (Attachment I).

At that meeting the RTC directed staff to meet individually with various stakeholders regarding recommendations for a short-term Task Force to improve coordination of paratransit services in Santa Cruz and return to the April Commission meeting with recommendations regarding the Task Force's work program including membership, focus, timeline, staffing, facilitation and budget. Also included was direction for RTC staff to research definitions of terms such as "senior," "disability," and demographics showing aging in Santa Cruz County and examples of paratransit in peer counties.

At the March 4th meeting, the RTC approved its annual budget and work program including staff time during FY 04-05 to oversee the Paratransit Coordination Task Force process.

DISCUSSION

Following the February meeting, staff developed a list of over 200 entities associated with seniors and people with disabilities. This list was developed with input from the Santa Cruz Metropolitan Transit District (SCMTD), the Senior's Council and the Elderly & Disabled Transportation Advisory Committee.

A survey was then distributed to this list in order to broaden the scope of specialized transportation issues beyond those discussed at the public hearing ([Attachment 2](#)). A total of 39 surveys were returned, of which 23 were from the Cabrillo College Stroke Center students and staff. A summary of the responses is shown in [Attachment 3](#). In addition, meetings were held with various stakeholders and Commissioners/staff~ including specific meetings with SCMTD and Community Bridges.

Task Force Membership

Based on the input received and discussions with community members, a list of proposed Task Force members was developed ([Attachment 4](#)). The list of 24 members includes a broad cross section of representatives including RTC and SCMTD board members, service providers, funding agencies, advocacy groups, social service providers, union representatives, County departments, residential care facilities and system users. Many Task Force members will represent a range of groups, agencies and users. For the Task Force to be successful in reaching agreement on a future paratransit coordination plan, the number of members must be limited and those appointed to serve must demonstrate a willingness to listen and consider a variety of viewpoints.

The attached list designates the entity appointing the Task Force member. **Staff recommends that applications for the RTC appointments – one from a skilled nursing/residential care facility, one from the medical community or senior housing development and one consumer of paratransit services – be announced in the newspaper and would be sent to appropriate entities.** The remainder of the members are self appointed or to be appointed by a designated agency. Staff will send out invitations with a request that these appointments be made by April 23 to be included in the May RTC agenda packet.

The manager of the SCMTD and Community Bridges would be ex-officio members. The Task Force would be convened by RTC and technical assistance would be provided by RTC, SCMTD and Community Bridges staff Alternates would be allowed, however due to the short term nature of the task force, members would be encouraged to attend meetings for the duration to ensure consistency. Staff recommends that the SCCRTC appoint a Commissioner as Task Force Chair at today's meeting, the chair would serve as one of the RTC representatives to the Task Force.

Goals and Issues

A number of reoccurring themes came out of the public hearing, discussions with community members and the stakeholder survey. These themes can be summarized in three proposed goals for the paratransit system:

- The paratransit system will use funding as efficiently and effectively as possible
- The paratransit system will strive to maximize customer service and satisfaction
- Legal mandates shall be observed

Staff has attempted to group the issues and concerns under the goals as shown in Attachment 5. These goals and issues would also be the focus of separate Task Force Meetings. It is assumed that the Task Force would confirm the goals and issues at the first meeting.

Work Plan/Schedule

As shown in Attachment 6, it is envisioned that the Task Force will meet monthly for three hours over the course of 7-8 months. Meetings in the 3:00 to 6:00 pm time frame would accommodate seniors, people with disabilities, board members, agency and advocacy representatives. A meeting location has not yet been determined, however Commissioner and SCMTD Chair Emily Reilly is finding out whether rooms in the Civic Auditorium are available. The meetings would be open, public, noticed meetings. It is anticipated that the final plan and recommendations would be ready for the RTC, SCMTD and Community Bridges boards in January of next year.

Budget

At this time, the costs anticipated with the Paratransit Coordination Task Force are staff time, as approved in the RTC Work Program, and costs to provide snacks and rent a meeting room, if necessary. There will also be advertising costs to run notices about Task Force membership and special meetings, and printing/mailing costs for packets.

SUMMARY

Per RTC direction at the February 2004 meeting, a proposal for a Paratransit Task Force and Work Plan has been developed. It is anticipated that participants would appoint representatives in April; meetings would commence in May and continue for 7-8 months. It is expected that final recommendations would be available for the RTC, SCMTD and Community Bridges boards in January 2005.

Attachments:

1. Minutes from the Feb 04 Paratransit Public Hearing
2. Sample Survey
3. Summary of input from the Stakeholder Surveys
4. Proposed Task Force Members
5. Proposed Goals and Issues
6. Proposed Work Plan

Attachment 5

Paratransit System Goals and Issues

PROPOSED GOAL 1: The paratransit system will use funding as efficiently and effectively as possible.

Related Issues:

How to manage eligibility under various programs (clear criteria, centralized information and/or registration)
Advance scheduling (for rides more than 2 weeks away)
Available Funding and Resources
Coordination between paratransit services (ADA, TDA, other)
Co-mingling / combine duplicate services
Clear transportation system understanding and expectations (riders, case workers, counselors)
Co-mingling / combine duplicate services
Making the Bus More Accessible (sidewalks, land use, etc.)
Mobility Training

PROPOSED GOAL 2: The paratransit system will strive to maximize customer service and satisfaction.

Related Issues:

Ease of use for client
Customer Service (phone hold times, timeliness of eligibility determination, etc.)
Trip quality (timeliness, safety, clean vehicles, support equipment in vehicles e.g. more hand grips etc.)
Communication between drivers & riders for schedule changes
Affordability
Community input procedures (riders, caregivers, and facilities)
Accountability and system responsiveness
Availability of Accessible Vehicles (incl.. Taxi Scrip)

PROPOSED GOAL 3: Legal mandates shall be observed

Related Issues:

Assurance that legal requirements met (ADA, Area Agency on Aging, Medi-Cal)
Labor relations

Note: Strikethrough and underline added by P. Spence since Work Plan revision

Attachment 6
Paratransit Coordination Task Force Draft Work Plan

Meetings:	Every month, 7-8 meetings, 3:00 to 6:00 pm <u>2:00 to 5 pm</u>
Location:	To be determined (possibly @ Civic Auditorium ABC rooms)
Duration:	Seven-Eight months
Board Actions:	April 2004 RTC approves the Work Plan/Task Force and sets first meeting date February 2005 RTC, SCMTD and Community Bridges consider Paratransit Recommendations
<hr/>	
May:	Review issues Agree on Definitions Outline Work Plan/Schedule Needs Assessment/Review Demographics Agree to Goals
June:	Review peer programs and identify potentially applicable innovative solutions
July:	Work on Goal #1: Efficiency & Effectiveness <u>No July meeting</u>
August:	Legal mandates moved to August. (7/23/04 P. Spence not sure if all tasks moved forward 1 month or if goals were to be more consolidated)
September	Work on Goal #2: Customer Service & Satisfaction
September:	Work on Goal #3: Legal Mandates
October:	Discuss Recommendations Plan and Responsibilities
November:	Formulate Recommendations Plan and Responsibilities
December:	Finalize Plan and Review Recommendations for RTC/SCMTD/CB
<hr/>	

First Meeting of the Paratransit Coordination Task Force

Wednesday, May 19, 2004

3:00 - 6:00 pm

ABC Room @ Santa Cruz Civic Auditorium

1. Introductions
2. Additions/Deletions to Agenda
3. Process of Decision Making
4. Identify Overall Purpose & Goals
 - a. Letter to SCCRTC from Mardi Wormhoudt dated 12/17/03 (Attachment 1)
 - b. Goals (Attachment 2)
5. Review and Approve Issues, Draft Work Plan & Meeting Schedule
 - a. Already Identified Issues (see Attachment 2)
 - b. Draft Work Plan & Meeting Schedule (Attachment 3)
6. Information Items
 - a. Definitions by Pat Spence (Attachment 4)
 - b. Demographics (Attachment 5)
 - c. Existing Services (Attachment 6 - *enclosed separately*)
 - d. California Health & Human Services Agency's Strategic Plan for An Aging Population: Transportation Section (Attachment 7)
 - e. Proposed Expenditure Plan of Projects to be Included in the 1/2 cent Sales Tax Measure Proposed to be Included in the November 2004 Ballot (Attachment 8)
7. Announcements
 - a. AMBAG Elderly & Mobility Conference - June 25, 8 a.m. to 4 p.m.
8. Review future meeting time/date (June 16)
9. Adjourn

PARATRANSIT SYSTEM

Goals and Issues

PROPOSED GOAL 1: The paratransit system will use funding as efficiently and effectively as possible.

Related Issues:

How to manage eligibility under various programs (clear criteria, centralized information and/or registration)

Advance scheduling (for rides more than 2 weeks away)

Available funding and resources

Coordination between paratransit services (ADA, IDA, other)

Co-mingling / combine duplicate services

Clear transportation system understanding and expectations (riders, case workers, counselors)

Making the bus more accessible (sidewalks, land use, etc.)

Mobility training

PROPOSED GOAL 2: The paratransit system will strive to maximize customer service and satisfaction.

Related Issues:

Ease of use for client

Customer service (phone hold times, timeliness of eligibility determination, etc.)

Trip quality (timeliness, safety, clean vehicles, support equipment in vehicles e.g. more hand grips etc.)

Communication between drivers and riders for schedule changes

Affordability

Community input procedures (riders, caregivers, and facilities)

Accountability and system responsiveness

Availability of accessible vehicles (including taxi scrip)

PROPOSED GOAL 3: Legal mandates shall be observed

Related Issues:

Assurance that legal requirements met (ADA, Area Agency on Aging, Medi-Cal)

Labor relations

Paratransit Coordination Task Force
AGENDA
Wednesday, June 16, 2004, 2:00 - 5:00 pm
Santa Cruz Civic Auditorium, ABC Room

1. Introductions
2. Oral Communications
3. Additions or Deletions to the Agenda
4. Approve the Minutes of the May 19, 2004 Paratransit Coordination Task Force, Meeting including revised goal/issue list and work plan
5. Review Existing Services and Funding
 - a. Specialized Transportation Services within Santa Cruz County
 - h.* Specialized Transportation Programs in Other California Communities
6. Accept Information Items
 - a. Disability and age data from 2000 census
 - b. Projections through 2050 of people over 65 in Santa Cruz County
7. Confirm Next Meeting
 - a. Agenda Items: Mandates, Labor Issues and Other Requirements
 - b. Date, Place: Wednesday, August `18, 2004 from 2:00 5:00p.m. at the Santa Cruz Civic Auditorium, ABC Room, 307 Church Street, Santa Cruz. (PLEASE NOTE: No meeting in July.)
8. Adjourn

The Santa Cruz County Regional Transportation Commission does not discriminate on the basis of disability and no person shall, by reason of a disability, be denied the benefits of its services, programs, or activities. This meeting location is an accessible facility. If you wish to attend this meeting and require special assistance in order to participate, please contact SCCRTC staff at 460-3200 (CRS 800/735-2929) at least three working days in advance of this meeting to make arrangements. Persons with disabilities may request a copy of the agenda in an alternative format. As a courtesy to those persons affected, please attend the meeting smoke and scent-free.

Specialized Transportation System Goals and Issues

GOAL 1: The system will use funding as efficiently and effectively as possible.

Related Issues:

How to manage eligibility under various programs (clear criteria, centralized information and/or registration)

Advance scheduling (for rides more than 2 weeks away)

Available funding and resources

Coordination between paratransit services (ADA, TDA, other)

Co-mingling / combine duplicate services

Making the transit system and related infrastructure more accessible (e.g. sidewalks, coordination with planning/public works departments on land use, etc.)

Increase ridership among those with functional abilities (e.g. Mobility Training)

Maintain fair funding allocations without disadvantaging one group over another

Encourage accessible multi-modal transportation choices

GOAL 2: The system will strive to maximize customer service and satisfaction.

Related Issues:

Ease of use for client

Customer service (phone hold times, eligibility determination, etc.)

Trip quality (timeliness, safety, clean vehicles, support equipment in vehicles e.g. more hand grips etc.)

Communication between drivers and riders for schedule changes

Affordability

Community input procedures (riders, caregivers, and facilities) (Y

Accountability and system responsiveness

Countywide availability of accessible vehicles (including taxi scrip)

Clear transportation system understanding/expectations and community outreach (riders, caseworkers, counselors, etc.)

GOAL 3: Legal mandates shall be observed

Related Issues:

Assurance that legal requirements met (ADA, Area Agency on Aging, Medi-Cal, TDA, CTSA, motor vehicle laws, etc.)

Labor relations

- **GOAL 4: Increase funding for specialized transportation services**

Paratransit Coordination Task Force

Minutes

Meeting # 1: May 19, 2004, 3:00 to 5:00 pm ABC Rooms of the Civic Auditorium

Members:

Mardi Wormhoudt, Chair
Michael Bradshaw
Scott Bugental
Richard Camperud
Kanoa Dynek
Barbara Flynn
Norm Hagen
Kathleen Johnson
Clay Kempf
Paul Marcelin-Sampson
Roger McKowan
Eileen Pavlik
Dennis Popadopulo
Emily Reilly
Carmen Robles
Ernestina Saldana
Pat Spence
Adam Tomazewski
Suzanne Young
Arturo Zamudio

Alternates (* - voting):

Kirk Ance *
James Monroe
Bonnie Morr
Edenilson Quintanilla *
Andy Schiffrin

Staff:

Bryant Baehr, SCMTD
Mark Dorfman, SCMTD
Peggy Gallagher, SCMTD
Eileen Hooten, Community Bridges
Steve Paulson, SCMTD
Karena Pushnik, SCCRTC
Tegan Speiser, SCCRTC
Link Spooner, Community Bridges
Sam Storey, Community Bridges
Les White, SCMTD

Others:

April Axton, SCMTD
Susan Hogue, Epilepsy Network
Camilla Shaffer, Laidlaw Transit

1. Introductions

The attendees introduced themselves.

2. Additions/Deletions to the Agenda

There were none.

3. Process of Decision Making

The Task Force discussed and agreed to the following by consensus (in priority order):

Quorum Required: A quorum of the Task Force must be present for the meeting to be held and any decisions to be made. A quorum is defined as 50% + 1 of the 24-member Task Force. Therefore, the presence of 13 or more members/alternates will constitute a quorum for this Task Force.

- I. The group will aim to reach consensus on issues.
- II. The Gradients of Agreement, as presented by SCMTD Director Reilly, will be used when consensus cannot be reached.

- III. Voting will be used if the other two methods are not successful. A motion will pass with a simple majority (50% + 1) of the voting members present. A tally of votes on each motion will be recorded for the meeting minutes including the number of yeses, nos and abstentions.

4. Identify Overall Purpose & Goals

By consensus, the following issues were added or amended to the goals forwarded by the SCCRTC (shown in underline/strikeout format). The group indicated a desire to prioritize identified actions and differentiate between short and long term goals.

Goal 1: The paratransit System will use funding as efficiently and effectively as possible.

- Make the ~~bus~~ transit system and related infrastructure more accessible (e.g. sidewalks, coordination with planning/public works departments on land use, etc.)
- Increase ridership amongst those with functional abilities (e.g. Mobility Training)
- Maintain fair funding allocations without disadvantaging one group over another
- Encourage accessible multi-modal transportation choices

Goal 2: The paratransit system will strive to maximize customer service and satisfaction.

- Customer service (phone hold times, ~~timeliness of~~ eligibility determination, etc.)
- Countywide availability of accessible vehicles (including taxi scrip)
- Clear transportation system understanding/expectations and community outreach (riders, caseworkers, counselors) *This item moved from Goal 1*

Goal 3: Legal mandates shall be observed.

- Assurance that legal requirements will be met (ADA, Area Agency on Aging, MediCal, TDA, CTSA, Motor Vehicle laws)

Goal 4: Increase funding for specialized transportation services.

5. Review and Approve Issues, Draft Work Plan & Meeting Schedule

The Goals and Issues were addressed as one item in #4.

By consensus, the Task Force agreed to the following:

- The June meeting will include a review of current services including funding and existing local/statewide programs.
- The July meeting is cancelled.
- The August meeting will focus on Goal 3: Legal Mandates and Constraints. Peggy Gallagher (Metro Staff) will provide materials and give a presentation at the meeting.
- Future meetings will focus on discussing the remaining goals, formulating recommendations, developing an action plan and designating responsibilities.
- Andy Schiffrin will be the vice chair.

6. Information Items

The Expenditure Plan for the ½ cent sales tax measure to be placed on the November 2004 ballot was discussed and a few people noted that the funding level included in the Plan for Elderly and Disabled Transportation is not adequate. Attendees were encouraged to attend the RTC's June 3 evening public hearing or send written comments to the SCCRTC.

Other suggestions for staff follow up:

- Expand the current services matrix to include current funding for services
- Explore creative funding opportunities such as Project Action and Easter Seals
- Allow time during discussions for brainstorming to be followed by reality checks

7. Announcements

Association for Monterey Bay Area Governments Elderly & Mobility Conference (6/25/04) draft agenda distributed.

The binder contents were reviewed.

8. Review future meeting time/date

By consensus, it was agreed that future meetings will be held from 2:00 to 5:00 pm on the third Wednesday of the month at the Santa Cruz Civic Auditorium ABC Room. The next meeting will be June 16, 2004.

9. Adjournment

The meeting adjourned at 5:00 pm

Respectfully submitted by:

Karena Pushnik and Tegan Speiser, SCCRTC Staff

Specialized Transportation Services Currently Available in Santa Cruz County ~ DRAFT (per FY 2002-03 information)

Updated: 7/7/2004	E/D on Fixed Route Bus Transit (5)	ADA Paratransit - ParaCruz (7)	Medi-Cal/ Alliance (8)	Senior Meal Sites	Elderday	Medical Service Rides (9)	Non- Emergency Medical Transport	Stroke Center	Taxi Scrip (10)	MSSP	Red Cross	Volunteer Center	Laidlaw	Cabrillo College Disabled Student Services	UCSC Disability Van Services (on campus)	Mental Health Client Action Network	On-Call Taxi (Accessible/ Senior)	Veterans Services	In Home Health Services	Total (11) (based on avail info)
# of one-way rides/trips for FY 02-03 (1)	542,275	105,989	34,096	22,502	31,429	10,752	1,553	1,671	3,690	1,796	1,811	6,130	63,900	4,720	9,000	4,800	12,843	2,065	unknown	858,957
Coordinator of Service	Metro	Metro	Medi-Cal/ Central Coast Alliance for Health	Community Bridges	Salude para la Gente	Community Bridges	Hospitals	Stroke Center	Community Bridges	County	Red Cross	Volunteer Center	San Andreas Regional Center / Laidlaw	Cabrillo	UCSC	MHCAN	Private Operators	County Veterans Service Office	Coordinated between caregiver and client	
Provider of Transportation Service	Metro	Community Bridges & Taxis	Community Bridges / private cabs / tri-county services	Community Bridges	Community Bridges	Community Bridges	Community Bridges	Community Bridges	Taxis	Taxis through Community Bridges	Red Cross' volunteers	Volunteer Center's volunteers	Laidlaw	Cabrillo	UCSC	MHCAN	Private Operators	CVSO, DAV volunteers & VA employees	Caregiver car. May ride with other existing services.	
Eligibility	Discount fares for disabled or seniors age 62+ (6)	Unable to ride fixed route transit	Income and medical need / not eligible for transit	Age - Mealsite manager determines	Elderday staff	Medically necessary rides only	Hospital discharge staff	Stroke Center	Income, age, disability	MSSP (County)	Medical need outside SCZ Co.	Seniors (55+) and disabled/ non-WC	Developmentally disabled adults	Cabrillo students w/ special needs	must have eligible temporary/ permanent disability	County Mental Health client	n/a	Veterans	Income, assets and functional need	
Fares	50% discount of regular fares	\$3 each trip (double fixed route prices)	no	no	no	no	\$65-\$115	no	\$8 or \$15 for \$30 of Scrip depending on income	no	\$10-20 donation	no	no	no	no	no	Based on mileage, discounts for E/D riders	no	None for caregiver car, only for accompaniment time	
Funding		\$2,565,293	\$1,304,407	\$209,868	\$230,037	\$319,354	\$144,368	\$60,588	\$37,904	\$26,455	\$12,040	\$71,208		\$29,696		\$10,000			\$0	\$5,021,218
Funding Amounts/ Types (2)	TDA, State & Federal Transit Operating Funds, 1/2 cent sales tax, fares	92% -Metro Operating funds, 8% fares	No fixed budget-carries annually 50% State, 50% Federal	44% Nutrition Program, 20% AAA, 20% City of Cap, 12% City of SCZ, 2% City of Wats, 1% City of SV, 1% clients	95% Elderday, 5% County (Area Agency on Aging)	100% TDA	Private Pay, Medi-Cal/ Alliance, Hospitals or Insurance	TDA, Cabrillo	76% TDA, 24% client	100% State	TDA, donations, fundraising, Medi-Cal/ Alliance	90% TDA, 7% fund raising, 3% donations	80% Federal Medicaid, 20% State	Student Fees, State funds	Student Transit Fees and Parking Fees	25% federal, 50% county, 25% private donations	fares	100% Federal	n/a	
Unmet Demand (3)	yes	none	none	yes, esp. in South Co. (hold hearing annually)	none	yes	yes, due to affordability	attendance in program based on transportation availability	yes (35 on wait list)	yes		yes, rides limited to available volunteer drivers	none	none		yes, beyond 5 mile service area	None	yes, in South County	possibly	
Governing Board (4)	11 members + 1 ex-officio (Co - 5, Cities of Santa Cruz - 2, Wats - 2, Cap - 1, SV - 1, UCSC - ex.officio)	11 members + 1 ex-officio (Co - 5, Cities of Santa Cruz - 2, Wats - 2, Cap - 1, SV - 1, UCSC - ex.officio)	Alliance - 16 members (8 from Santa Cruz Co., 8 from Monterey Co.), Medi-Cal is a federal agency	12 members	12 members	12 members	12 members	12 members	private companies	taxis private companies, 12 member board for Community Bridges	11 members	10 members	private, for-profit company	7 members	Transportation and Parking Services (TAPS) with oversight by Business/ Administrative Services	10 members	private companies	VAMC Palo Alto	n/a	
Advisory Committees (4)	official - MAC, MASTF; semi-official - E/D TAC; unofficial - Riders Union	See box to left	Member Services, Physicians, Allied Health Providers	E/D TAC, AAA	E/D TAC	E/D TAC	E/D TAC	Cabrillo Board, Stroke Center, E/D TAC	none	?	E/D TAC	E/D TAC	none (?)		Transportation Advisory Committee, Transit Oversight Committee	none	none	none	IHSS Advisory Committee	

NOTES:

- 1 Number based on funding source, not destination. On-Call Taxi rides based on estimates provided by Courtesy Cab and Yellow Cab.
- 2 Transportation Development Act (TDA) funds may be used for overhead/administration or the provision of rides.
- 3 Unmet Demand includes situations where there are waiting lists and/or funding constraints which prevent greater use of the program. Some systems may not legally allow denied trips.
- 4 For service provider
- 5 This figure, calculated by Paul Marcelin-Sampson, represents the MINIMUM number of trips that could be made based on sales of Senior and Disabled trip, day and monthly passes. The MAXIMUM number of trips is estimated at 699,680. The Metro also provides Mobility Training to assist seniors and disabled individuals to learn to use the bus.
- 6 Disabled includes those with certification form from medical practitioner, Medicare ID, Disabled person parking placard or Disabled veterans ID.

- 7 ADA service currently contracted to Community Bridges with taxi subcontractors. Will transition to in-house service by SCMTD in late 2004.
- 8 Medi-Cal/Alliance rides also provided by private taxis, and Tri-County Transportation (for trips between Santa Cruz and Monterey Counties)
- 9 Medi-Cal/Alliance riders not eligible
- 10 Can buy 3 months at a time, scrip has no expiration date or client name
- 11 Based on available info. Does not reflect rides provided by American Cancer Society, Aptos-Capitola Village Taxi, City of Capitola Seasonal Shuttle, Delux Cab, Greyhound, West Coast Limos/Sedans, Care-A-Van for Kids, Davenport Resource Service Center, Doran Center for the Blind & Visually Impaired, and Tri-County (and other ambulance services). These groups also provide small amounts of specialized transportation rides.

Specialized Transportation System Goals and Issues

GOAL 1: The system will use funding as efficiently and effectively as possible.

Related Issues:

How to manage eligibility under various programs (clear criteria, centralized information and/or registration)

Advance scheduling (for rides more than 2 weeks away)

Available funding and resources

Coordination between paratransit services (ADA, TDA, other)

Co-mingling / combine duplicate services

Making the transit system and related infrastructure more accessible (e.g. sidewalks, coordination with planning/public works departments on land use, etc.)

Increase ridership among those with functional abilities (e.g. Mobility Training)

Maintain fair funding allocations without disadvantaging one group over another

Encourage accessible multi-modal transportation choices

GOAL 2: The system will strive to maximize customer service and satisfaction.

Related Issues:

Ease of use for client

Customer service (phone hold times, eligibility determination, etc.)

Trip quality (timeliness, safety, clean vehicles, support equipment in vehicles e.g. more hand grips etc.)

Communication between drivers and riders for schedule changes

Affordability

Community input procedures (riders, caregivers, and facilities)

Accountability and system responsiveness

Countywide availability of accessible vehicles (including taxi scrip)

Clear transportation system understanding/expectations and community outreach (riders, caseworkers, counselors, etc.)

GOAL 3: Legal mandates shall be observed

Related Issues:

Assurance that legal requirements met (ADA, Area Agency on Aging, Medi-Cal, TDA, CTSA, motor vehicle laws, etc.)

Labor relations

GOAL 4: Increase funding for specialized transportation services

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: July 9, 2004

TO: Board of Directors

FROM: Steve Paulson, Paratransit Administrator

SUBJECT: CONSIDERATION OF MODIFICATION OF THE CONTRACT FOR ADMINISTRATION OF PARATRANSIT ELIGIBILITY SCREENING PROCESS

I. RECOMMENDED ACTION

Staff recommends that the Board authorize modifications to the existing contract with Disabled Services at Orthopaedic Hospital releasing them from an obligation to provide in-person eligibility assessments while retaining their services for review of eligibility assessment files and consultation effective August 1, 2004 through December 31, 2005.

II. SUMMARY OF ISSUES

- Prior to 2002, eligibility for ADA paratransit was based on a paper application process with no recertification requirement.
- March, 1999 the Board of Directors authorized the development of a recertification process.
- January 2002, METRO issued an RFP for administration of an eligibility screening process which included recertification of all existing riders. It was expected that between 4,000 and 6,000 would reapply. There was also an expectation of 120 new applicants per month.
- May 2002, Orthopaedic Hospital was awarded the contract effective through April 2005.
- The recertification process has been completed with fewer than 2,000 previously registered riders reapplying. The number of new applicants has also been significantly less than predicted.
- Orthopaedic Hospital has advised METRO that as a result of the lower than expected demand, it would no longer be able to maintain the level of service it had been providing to the District for the same cost.
- The assessment function for ADA paratransit eligibility has been scheduled to transition to the ParaCruz Eligibility Coordinator at the end of the contract period. The incumbent has been training to assume those duties.

III. DISCUSSION

As a result of recommendations stemming from a Comprehensive Operational and Financial Audit of paratransit services conducted in 2000, the Board of Directors authorized a change in the application process for passengers to receive service under the District's ADA paratransit program (now known as METRO ParaCruz). This change included a recertification of all passengers who had registered through the paper application process.

It was recognized that METRO would benefit from the use of outside resources in conducting the recertification of the over 10,000 registrants on file at the beginning of the process.

METRO contracted with Disabled Services at Orthopaedic Hospital to administer an in-person eligibility screening for ADA paratransit service for a period of three years beginning in May 2002. Based on historical growth trends in both applications and ride demand, there was an expectation that between 4,000 and 6,000 of the existing riders would reapply and an average of 120 new applicants would also apply during the contract term. The contractor is paid on a "per assessment" basis.

The actual numbers of applicants has been significantly lower than initially projected. Fewer than 2000 of the individuals who have been interviewed for eligibility were identified as registrants under the paper application process. Appointments for new applicants have averaged less than 100 per month in the current calendar year.

Staff was notified on June 23 2004 that the contractor would not be able to continue to provide the level of service that they had agreed to in their contract at their bid price, based upon the lower than projected volume of applicants.

In addition to lower than expected revenue, the Contractor's project manager has submitted a letter of resignation.

The contract period is through April 2005. At that time, staff's expectation was to transition the eligibility assessment function to the ParaCruz Eligibility Coordinator. The incumbent was hired with this expectation when the paratransit department was created in 2002.

Through a series of discussions with Art Hulscher, the administrator of the program for Disabled Services at Orthopaedic Hospital a proposal that was mutually beneficial was crafted. The contract modification being recommended would allow for a transition of the eligibility assessment function effective August 1, 2004 while retaining the valued services of the Contractor to remotely review assessment files and advise staff on the more challenging determinations through the end of calendar year 2005 at a cost of \$40 per file.

The Contractor is also requesting \$6,000 towards the costs associated with termination of operations, specifically early termination of office space leased for this contract. The Contractor is currently compensated at a rate of \$81 per assessment.

IV. FINANCIAL CONSIDERATIONS

Budgeted '04-'05: \$120,000

Based on current demand for assessments and the current rate of reimbursement, this proposal is projected to reduce cost to the District by over \$30,000 during FY '04-'05. This projected savings assumes payment of the \$6,000 requested.

V. ATTACHMENTS

Attachment A: Email from Art Hulscher to Steve Paulson 6/23/04

X-Mailer: Novell GroupWise Internet Agent 6.0.4 Beta
Date: Wed, 23 Jun 2004 11:19:58 -0700
From: "ART HULSCHER" <AHULSCHER@laoh.ucla.edu>
To: <spaulson@scmttd.com>
Cc: "PATRICIA GIRON" <PGIRON@laoh.ucla.edu>
Subject: Ortho Contract
X-MIME-Autoconverted: from quoted-printable to 8bit by
scmsun1.scmttd.com id i5NIEGH21993

Steve,

I have had a chance to review the caseload over the past three months and found an average of 109 people seen a month. As you can imagine, this caseload does not pay for our expenses. As a non-profit hospital OH was absorbing an average loss of \$3,000 a month over the past 8 months. OH is not in this business to make money but we are not in it to lose money either. In light of our current revenue projections, the price per evaluation needs to be increased. There are a few options available to us:

1. OH could keep the same level of service at \$145.00 per assessment. Based on projections, this should keep SCMTD close to the original budget.
2. With a commitment to extend the contract into the option years, OH could staff the service within METRO's space at \$70.00 per evaluation. This plan will produce a closer coordination with METRO Staff while allowing assessments to move into an "in-environment" setting.
3. If METRO chooses to terminate the contract, OH will request that METRO pay-off the buy-out amount for our current lease (approximately \$12,000 for a July termination - a negotiation in progress with Landlord.) and in return OH will provide a case review service for METRO staff files. The review cost per file would be \$40.00 all inclusive for a minimum of 3 months and minimum of 50 files a month.

I look forward to hearing from you and hope that one of these options presents a win-win for METRO.

Sincerely,

Arthur Hulscher, LCSW
Administrator, Disability Services @ Orthopaedic Hospital

2400 South Flower Street
Los Angeles, CA 90007
ph: (213) 742-1334
fax: (213) 742-1510
email: ahulscher@laoh.ucla.edu
web: www.disabledservices.org

Steve Paulson
Paratransit Administrator
Santa Cruz Metropolitan Transit District
831-425-4664
spaulson@scmtd.com

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: July 9, 2004

TO: Board of Directors

FROM: Frank L. Cheng, Project Manager

SUBJECT: CONSIDERATION OF:

- A) HOLDING A PUBLIC HEARING TO PROVIDE PROPERTY OWNERS, WHOSE PROPERTY IS TO BE ACQUIRED, AN OPPORTUNITY TO APPEAR AND BE HEARD REGARDING METRO'S RIGHT TO TAKE CERTAIN REAL PROPERTY FOR THE CONSTRUCTION OF A MAINTENANCE FACILITY, AND;**
- B) ADOPT A RESOLUTION OF NECESSITY FINDING AND DETERMINING THAT THE PUBLIC INTEREST AND NECESSITY REQUIRE THE ACQUISITION IN FEE OF ASSESSOR PARCEL NUMBER 008-103-04 (120 GOLF CLUB DRIVE).**

I. RECOMMENDED ACTION

That the Board of Directors 1) hold a public hearing to provide an opportunity to the property owners whose property is to be acquired to appear and be heard on METRO's right to take certain real property for construction of a bus maintenance and 2) adopt a Resolution of Necessity finding and determining that the public interest and necessity require the acquisition in fee of Assessor Parcel Number 008-013-04 (120 Golf Club Drive).

II. SUMMARY OF ISSUES

- The MetroBase Project is the development of a clustered/consolidated transit operating facility designed to replace those facilities that were damaged or destroyed by the 1989 Loma Prieta Earthquake.
- 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 February 28, 2003 the Board of Directors certified the Environmental Impact Report and accepted the MetroBase Project.

- On April 3, 2003 the challenge period closed without any actions being filed contesting the adequacy of the certified document.
- 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.
- On August 8, 2003, the Board of Directors approved a contract with RNL Design, Inc for the design and final engineering of the MetroBase Project.
- To construct Phase I of the MetroBase Project it is necessary to acquire two parcels of property that are adjacent to the existing facilities owned by METRO.
- To accommodate the needs of the Operations Department it is necessary to acquire the property located at 1122 River Street that is owned by Jeanine Gibson and that is occupied by the business known as A Tool Shed. An Agreement to Purchase this property has been signed by both the Owner and METRO.
- To accommodate the needs of the Fleet Maintenance Department it is necessary to acquire the property located at 120 Golf Club Drive that is owned by Yvonne Aissa Humphrey and that is occupied by the businesses known as Surf City Produce and Odwalla. Negotiations for this property have failed to result in an Agreement to Purchase with the owner.
- In order to meet the schedule requirement of the MetroBase Project and to provide timely notification to the owners it is recommended that the Board of Directors, after holding a Public Hearing, and after considering any concerns presented by the owner, adopt a Resolution of Necessity finding and determining that the public interest and necessity require the acquisition in fee of the property at 120 Golf Club Drive

III. DISCUSSION

Need for the Property: The Operations and Maintenance facility that was originally located in Watsonville became unusable due to the 1989 Loma Prieta earthquake. In order to continue service, METRO moved all of its operations to the Harvey West Park. A portion of the property for that is being considered for acquisition is currently used for bus parking under a lease with the property owner. With multiple leased facilities, efficiency of the transit system was not achieved. By consolidating the facilities, cost-effective maintenance can be achieved in the long run. The properties selected are the preferred alternative as other feasible sites have been exhausted. With the addition of the property not currently owned by METRO on 120 Golf Club Drive (APN 008-013-04), the already existing Maintenance facility can be expanded to service a

buses for repair, maintenance, and parking. The property at 120 Golf Club Drive (APN 008-013-04) currently occupied by two businesses, Surf City Produce and Odwalla.

The proposed project implementation necessitates the acquisition of this property. The proposed Resolution of Necessity relates to the acquisition of this property.

The Board of Directors, at its March 28, 2003, meeting, authorized the General Manager to commence negotiations with the owner of the necessary property, and agreed to contract with the City of Santa Cruz for real estate acquisition and relocation services. Good faith efforts have been made to reach agreement on the compensation to be paid; however, as of the date of this report, negotiations for the purchase of the property owned by Humphrey have been unsuccessful.

Given METRO's inability to reach agreement on the purchase price, and because the property is essential for the project, staff is recommending that the Board conduct a hearing with respect to the adoption of a Resolution of Necessity in which the District would authorize the filing of an eminent domain action pursuant to California Code of Civil Procedure 1240.030. Negotiations will continue with the property owner subsequent to the adoption and attempts will be made to settle this acquisition without using the condemnation procedure.

METRO's enabling statutes, Public Utilities Section 98000, et seq., require that before an action in eminent domain to acquire property within an incorporated city can be commenced, the legislative body of the city must, by resolution, consent to the use of that power. The City Council of the City of Santa Cruz adopted Resolution of Consent No. NS-26,216 providing that consent on May 27, 2003

Hearing on the Resolution of Necessity: The purpose of the hearing is to consider whether the Board should adopt the attached Resolution of Necessity, authorizing METRO to file a condemnation action to acquire the property. In adopting a Resolution of Necessity, the Board must make specific findings as outlined in California Code of Civil Procedure Section 1240.030, as follows:

1. Whether necessity and public interest require the project;
2. Whether the project is planned or located in the manner that will be most compatible with the greatest public good and the least private injury; and
3. Whether the properties sought to be acquired are necessary for the project.

The Environmental Impact Report for the MetroBase project was certified by the Board of Directors on February 28, 2003.

Pursuant to Government Code Section 7267.2, an offer of just compensation has been made to the owner of record.

In accordance with State law, METRO has given notice of this public hearing to the owner of record of the property. A personal notice was mailed the most recently identified address of the owner of record on June 24th, 2004. Copy of the notice is attached. Letters were also sent to the tenants. Failure on the part of the property owner or tenants to file a written request to appear and be heard concerning the adoption of the Resolution of Necessity within 15 days after the notice was mailed results in a waiver of the right to appear and be heard pursuant to Code of Civil Procedure Section 1245.235(b)(3). Notwithstanding the failure to file such written request, the Board may take testimony from such persons, if it so desires. It is not required to consider the request to appear and be heard of any person not an owner of interest in the property being condemned.

Adoption of the Resolution of Necessity requires a two-thirds vote of the members of the Board of Directors.

It is METRO's preference to acquire properties through negotiation, however, with respect to the above referenced property, negotiations to date have not been successful. Time is of the essence in this acquisition, as construction is scheduled to begin early in 2005 and the property has tenants which must be relocated prior to that time.

In order to condemn property in compliance with State law, the Board must make specific findings as outlined above. To assist in determination of these matters, staff has prepared the following summaries of the issues involved:

1. Public interest and necessity require condemnation of the property interests described in the Resolution.

The property will facilitate the MetroBase Project through the provision of additional property to allow an adequate fleet maintenance facility and bus parking addition, and also creating a cost savings operation in storage and transportation of parts.

2. The project is planned or located in the manner that will be most compatible with the greatest public good and the least private injury.

Construction of the proposed MetroBase Project has been designed to the maximum extent possible to achieve the goals of cost efficient facility with a minimum of property acquisition.

3. The proposed properties are necessary for the project, and include no more property than is necessary for the project.

The proposed acquisition is necessary to facilitate the construction of the MetroBase Project. The property to be acquired represents the minimum property necessary to construct the Maintenance Facility needed to support the current METRO fleet and that contains the equipment necessary to support the conversion to Compressed Natural Gas propulsion. In addition, bus parking and employee parking will be adjacent to the facility.

Upon adoption of a Resolution of Necessity, METRO will be able to file an action for condemnation, which is the next step to acquiring the property. This action addresses only the acquisition of the real property and no related items or claims resulting from the acquisitions.

The MetroBase Project requires the land acquisition for 120 Golf Club Drive, Santa Cruz CA property.

Due to the time constraint of the MetroBase project, we have exhausted negotiations to this point with the owner of the property. We have provided ample time for the owner to respond to the offers, and no settlement has been reached. Any further delays will hinder the project and our deadlines for various grants will expire.

In order to continue with the critical path of MetroBase project, the Resolution of Necessity needs to be approved by the Board of Directors.

IV. FINANCIAL CONSIDERATIONS

Adoption of the Resolution will commit METRO to compensate the owners of the property located at 120 Golf Club Drive in accordance with the provisions of California State Law and Federal Law. Funds for property acquisition are included in the MetroBase Project Budget.

V. ATTACHMENTS

- Attachment A:** Resolution of Necessity.
- Attachment B:** Notice of Intent to Owner and Tenants.
- Attachment C:** Map of Parcel in Current and Proposed Use.

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

Resolution No. _____

On the Motion of Director: _____

Duly Seconded by Director: _____

The Following Resolution is

**RESOLUTION OF THE SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FINDING AND DETERMINING THAT THE PUBLIC INTEREST AND
NECESSITY REQUIRE THE ACQUISITION OF PROPERTY IN FEE OF APN
008-013-04 (120 GOLF CLUB DRIVE, SANTA CRUZ, CA)**

WHEREAS, the Santa Cruz Metropolitan Transit District ("District") has initiated the MetroBase Project (the "Project") to construct a new bus maintenance and operations complex in order to implement cost-effective maintenance and operations to maximize operating efficiency on a long-term basis; and,

WHEREAS, the Board has approved a Phase I Design Plan prepared by RNL Design Inc. designating the properties necessary for the Project; and

WHEREAS, in order to construct the Project it is necessary to purchase certain real property; and

WHEREAS, on July 9th, 2004, after at least fifteen days' written notice to the owners of the property described hereafter, as they appeared on the last equalized County Assessment Roll, the District held a hearing for the purpose of allowing the owners thereof a reasonable opportunity to appear and be heard on the following matters:

- a. Whether the public interest or necessity requires the project;
- b. Whether the project is planned or located in a manner which is most compatible with the greatest public good and least private injury; and
- c. Whether the property proposed to be acquired is necessary for the project;

WHEREAS, the District, as a result of said hearing, has determined that the public health, safety and welfare require the acquisition by the District of that parcel of real property known as 120 Golf Club Drive (APN 008-013-04), more particularly described in Exhibits "A" and "B" attached hereto and incorporated herein by this reference, in order to facilitate the construction of the Project; and

WHEREAS, the improvements contemplated for the Project will impact buildings on the property and will require displacement and relocation of tenants; and

WHEREAS, the Project will benefit and improve public safety by constructing the improvements described above; and

WHREAS, District staff has been diligent in attempting to negotiate a purchase of these properties and has tried to conclude a sale without taking this action; and

WHEREAS, The U.S. Department of Transportation Federal Transit Administration has determined on September 16, 2002, that the Project qualifies as a categorical exclusion under the National Environmental Policy Act; and

WHEREAS, the Environmental Impact Report for the Project was certified by the Board of Directors on February 28, 2003.

NOW, THEREFORE, BE IT RESOLVED that the Santa Cruz Metropolitan Transit District, County of Santa Cruz, State of California, does hereby find, determine and declare as follows:

Section 1. That the Property to be acquired is for the public purpose of constructing consolidated bus maintenance and operating facilities for the Santa Cruz Metropolitan Transit District, as described above;

Section 2. That the District is authorized to acquire property by eminent domain for the Project pursuant to Section 19 of Article I of the California Constitution and California Code of Civil Procedure Sections 1240.010 - 1240.050, and California Public Utilities Code Section 98213.

Section 3. The property to be acquired is located in the City of Santa Cruz, at 120 Golf Club Drive and is particularly described in the attachments to the letters in Exhibit "B" attached hereto.

Section 4. That the public interest and necessity require the acquisition by the District of the fee simple title in, and to, said property. The public interest and necessity require the public project, to wit:

- a. The public interest and necessity require the proposed project.
- b. The proposed project is planned and located in the manner that will be most compatible with the greatest public good and the least private injury.
- c. The Property proposed to be acquired is necessary for the project.

Section 5. The offer required by Government Code Section 7267.2 has been made to the owners of record of the properties to be acquired.

Section 6. The California Environmental Quality Act of 1970, as amended, and the National Environmental Policy Act of 1969, as amended, have been complied with insofar as the above project is concerned.

Section 7. The Santa Cruz Metropolitan Transit District does hereby declare that it is the intention of said District to acquire said property in its name in accordance with the provisions of the laws of the State of California with reference to condemnation procedures.

Section 8. Legal Counsel is hereby authorized and directed to prepare, institute and prosecute in the name of the District, such proceedings, in the proper court having jurisdiction thereof, as may be necessary for the acquisition of the fee interest to said property. Said counsel is also authorized and directed to obtain a necessary order of court granting to the District the right of immediate possession and occupancy of said property.

Section 9. The Clerk of the Board shall certify the adoption of this Resolution.

PASSED AND ADOPTED this 9th day of July, 2004 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

APPROVED _____
EMILY REILLY
Chairperson

ATTEST _____
LESLIE R. WHITE
General Manager

APPROVED AS TO FORM:

MARGARET GALLAGHER
District Counsel



Notice of Intent to Adopt a Resolution Of Necessity
to Acquire Certain Real Property or Interest in Real Property
by Eminent Domain

June 24, 2004

Steve Botto
Odwalla
Ritchie Commercial
34 West Santa Clara Street
San Jose, CA 95110

Subject: Property Acquisition, Assessor's Parcel No. 008-013-04, 120 Golf Club Drive,
Santa Cruz, California

Dear Mr. Botto,

California Code of Civil Procedure Section 1240.030 provides that the power of eminent domain may be exercised to acquire property for a proposed project if the following conditions are established:

- a) The public interest and necessity require the project
- b) The project is planned or located in the manner that will be most compatible with the greatest public good and the least private injury
- c) The property sought to be acquired is necessary for the project
- d) The offer required by Section 7267.2 of the Government Code has been made to the owner of record.

This letter serves as notice that the Board of Directors of the Santa Cruz Metropolitan Transit District (the "District"), at its meeting to be held at 9:00 am on July 9, 2004, will be asked to decide if the above conditions are met concerning the property on which your client, Odwalla's, business is located and, if so, to adopt a Resolution of Necessity authorizing the District to acquire any interest that business may have in the property. Questions regarding the amount of compensation to be paid are not part of this proceeding and the District does not consider such questions in determining whether a Resolution should be adopted.

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

A description of the required property is attached to this notice and is marked Exhibit A.

The District's enabling statutes, Public Utilities Section 98000, et seq., require that before an action in eminent domain to acquire property within an incorporated city can be commenced, the legislative body of the city must, by resolution, consent to the use of that power. The City Council of the City of Santa Cruz adopted Resolution of Consent No. NS-26, 216 granting consent on May 27, 2003.

California Code of Civil Procedure, section 1245.235 states that a public entity may adopt a resolution of necessity only after the governing body has given each person whose property is to be acquired by eminent domain and whose name and address appears on the last equalized county assessment roll notice a reasonable opportunity to appear and be heard on the matters referred to in section 1240.030.

If, within fifteen days from the mailing date of this notice, you file a written request to appear, you are entitled to appear and object to the adoption of the Resolution. All requests to appear should be sent for filing to:

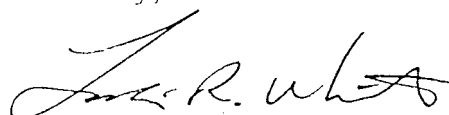
Clerk of the Board
Santa Cruz Metropolitan Transit District
370 Encinal Street, Suite 100
Santa Cruz, CA 95060

Failure to file a timely written request will result in a waiver of your right to appear and be heard.

The District must adopt a Resolution of Necessity before an eminent domain proceeding can be commenced. Within six months of the adoption of the Resolution of Necessity, the District will commence eminent domain proceedings in the Superior Court of the County of Santa Cruz. If you are entitled to compensation, the Court will determine the amount of compensation to which you are entitled at that proceeding.

The initiation of formal eminent domain proceedings in no way prevents further negotiations for the property's acquisition from occurring, and the District is most willing to continue such negotiations. If you have any questions, please contact Ceil Cirillo, Director of Redevelopment for the City of Santa Cruz, who is acting as the District's acquisition agent, or Marty Ackerman, Redevelopment Manager, at 83 1/420-5 150.

Sincerely,



Leslie R. White
General Manager

cc: John Elliott, Elliott and Elloitt
Brent Bouchard, Surf City Produce
James Bouchard, Surf City Produce
Anthony Condotti, City Attorney
Ceil Cirillo, Director of Redevelopment
Marty Ackerman, Redevelopment Manager
Margaret Gallagher, District Counsel
Mark Dorfman, Assistant General Manager
Frank L. Cheng, Project Manager

EXHIBIT "A"

The land referred to herein is described as follows:

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

COMMENCING AT A POINT ON THE NORTHERLY LINE OF RUNGE LANE, DISTANT THEREON 208.1 FEET MORE OR LESS WESTERLY FROM THE WESTERLY LINE OF RIVER STREET, SAID POINT BEING SOUTHWESTERLY CORNER OF THE ROEDEL HOME PLACE; THENCE RUNNING WESTERLY AND ALONG SAID LINE OF RUNGE LANE 200 FEET MORE OR LESS, TO THE SOUTHEASTERLY CORNER OF LAND OF DENNY; THENCE NORTHERLY AND ALONG THE EASTERLY LINE OF SAID LAND OF DENNY, TO THE SOUTHERLY LINE OF VERNON STREET; THENCE EASTERLY AND ALONG SAID LINE OF VERNON STREET 200 FEET MORE OR LESS TO THE NORTHWESTERLY CORNER OF LAND OF PATTEN; THENCE SOUTHERLY AND ALONG THE WESTERLY LINE OF LANDS OF PA-I-TEN, DENNETT AND THE ROEDEL HOME PLACE TO THE PLACE OF BEGINNING. BEING THE SAME LANDS CONVEYED BY JOSEPHINE ROEDEL, A WIDOW, TO GEORGE H. GOEBEL, BY DEED DATED OCTOBER 18, 1923 AND RECORDED IN VOLUME 17 AT PAGE 197 OFFICIAL RECORDS OF SANTA CRUZ COUNTY.

APN: 008-013-04

SENDER: COMPLETE THIS SECTION	COMPLETE THIS SECTION ON DELIVERY	
<ul style="list-style-type: none"> ■ Complete items 1, 2, and 3. Also complete item 4 if Restricted Delivery is desired. ■ Print your name and address on the reverse so that we can return the card to you. ■ Attach this card to the back of the mailpiece, or on the front if space permits. 	A. Signature <input type="checkbox"/> Agent <input type="checkbox"/> Addressee <i>M. Rusch</i>	
1. Article Addressed to: Steve Botto Odwalla Ritchie Commercial 34 West Santa Clara Street San Jose, CA 95110	B. Received by (Printed Name) <i>M. Rusch</i>	C. Date of Delivery <i>6-25-04</i>
2. Article Number (Transfer from service label)	D. Is delivery address different from item 1? If YES, enter delivery address below: <input type="checkbox"/> Yes <input type="checkbox"/> No	
	3. Service Type <input checked="" type="checkbox"/> Certified Mail <input type="checkbox"/> Express Mail <input type="checkbox"/> Registered <input type="checkbox"/> Return Receipt for Merchandise <input type="checkbox"/> Insured Mail <input type="checkbox"/> C.O.D.	
	4. Restricted Delivery? (Extra Fee) <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
	7001 2510 0004 6492 2362	
PS Form 3811, August 2001	Domestic Return Receipt	102595-01 -M-2509

*Santa Cruz Metropolitan
Transit District*



Notice of Intent to Adopt a Resolution Of Necessity
to Acquire Certain Real Property or Interest in Real Property
by Eminent Domain

June 24, 2004

Brent Bouchard
Surf City Produce
120 Golf Club Drive
Santa Cruz, CA

Subject: Property Acquisition, Assessor's Parcel No. 008-013-04, 120 Golf Club Drive,
Santa Cruz, California

Dear Mr. Bouchard,

California Code of Civil Procedure Section 1240.030 provides that the power of eminent domain may be exercised to acquire property for a proposed project if the following conditions are established:

- a) The public interest and necessity require the project
- b) The project is planned or located in the manner that will be most compatible with the greatest public good and the least private injury
- c) The property sought to be acquired is necessary for the project
- d) The offer required by Section 7267.2 of the Government Code has been made to the owner of record.

This letter serves as notice that the Board of Directors of the Santa Cruz Metropolitan Transit District (the "District"), at its meeting to be held at 9:00 am on July 9, 2004, will be asked to decide if the above conditions are met concerning the property on which your business is located and, if so, to adopt a Resolution of Necessity authorizing the District to acquire any interest you may have in the property. Questions regarding the amount of compensation to be paid are not part of this proceeding and the District does not consider such questions in determining whether a Resolution should be adopted.

370 Encinal Street, Suite **100**, Santa Cruz, CA 95060 **(8.31)** 426-6080 FAX (831) 426-6117
METRO OnLine at <http://www.scmtd.com>

A description of the required property is attached to this notice and is marked Exhibit A.

The District's enabling statutes, Public Utilities Section 98000, et seq., require that before an action in eminent domain to acquire property within an incorporated city can be commenced, the legislative body of the city must, by resolution, consent to the use of that power. The City Council of the City of Santa Cruz adopted Resolution of Consent No. NS-26, 216 granting consent on May 27, 2003.

California Code of Civil Procedure, section 1245.235 states that a public entity may adopt a resolution of necessity only after the governing body has given each person whose property is to be acquired by eminent domain and whose name and address appears on the last equalized county assessment roll notice a reasonable opportunity to appear and be heard on the matters referred to in section 1240.030.

If, within fifteen days from the mailing date of this notice, you file a written request to appear, you are entitled to appear and object to the adoption of the Resolution. All requests to appear should be sent for filing to:

Clerk of the Board
Santa Cruz Metropolitan Transit District
370 Encinal Street, Suite 100
Santa Cruz, CA 95060

Failure to file a timely written request will result in a waiver of your right to appear and be heard.

The District must adopt a Resolution of Necessity before an eminent domain proceeding can be commenced. Within six months of the adoption of the Resolution of Necessity, the District will commence eminent domain proceedings in the Superior Court of the County of Santa Cruz. If you are entitled to compensation, the Court will determine the amount of compensation to which you are entitled at that proceeding.

The initiation of formal eminent domain proceedings in no way prevents further negotiations for the property's acquisition from occurring, and the District is most willing to continue such negotiations. If you have any questions, please contact Ceil Cirillo, Director of Redevelopment for the City of Santa Cruz, who is acting as the District's acquisition agent, or Marty Ackerman, Redevelopment Manager, at 831/420-5150.

Sincerely,



Leslie White
General Manager

cc: John Elliott, Elloit and Elloit
James Bouchard, Surf City Produce
Steve Botto, Odwalla
Anthony Condotti, City Attorney
Ceil Cirillo, Director of Redevelopment
Marty Ackerman, Redevelopment Manager
Maragaret Gallagher, District Counsel
Mark Dorfman, Assistant General Manager
Frank L. Cheng, Project Manager

EXHIBIT "A"

The land referred to herein is described as follows:

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

COMMENCING AT A POINT ON THE NORTHERLY LINE OF RUNGE LANE. DISTANT THEREON 208.1 FEET MORE OR LESS WESTERLY FROM THE WESTERLY LINE OF RIVER STREET, SAID POINT BEING SOUTHWESTERLY CORNER OF THE ROEDEL HOME PLACE; THENCE RUNNING WESTERLY AND ALONG SAID LINE OF RUNGE LANE 200 FEET MORE OR LESS, TO THE SOUTHEASTERLY CORNER OF LAND OF DENNY; THENCE NORTHERLY AND ALONG THE EASTERLY LINE OF SAID LAND OF DENNY, TO THE SOUTHERLY LINE OF VERNON STREET; THENCE EASTERLY AND ALONG SAID LINE OF VERNON STREET 200 FEET MORE OR LESS TO THE NORTHWESTERLY CORNER OF LAND OF PATTEN; THENCE SOUTHERLY AND ALONG THE WESTERLY LINE OF LANDS OF PATTEN, DENNETT AND THE ROEDEL HOME PLACE TO THE PLACE OF BEGINNING. BEING THE SAME LANDS CONVEYED BY JOSEPHINE ROEDEL, A WIDOW, TO GEORGE H. GOEBEL, BY DEED DATED OCTOBER 18, 1923 AND RECORDED IN VOLUME 17 AT PAGE 197 OFFICIAL RECORDS OF SANTA CRUZ COUNTY.

APN: 008-013-04

U.S. Postal Service
CERTIFIED MAIL RECEIPT
 (Domestic Mail Only; No Insurance Coverage Provided)

7001 2510 0004 6492 2379

Postage	\$ 60	Postmark Here JUN 24 2004
Certified Fee	2.30	
Return Receipt Fee (Endorsement Required)	1.75	
Restricted Delivery Fee (Endorsement Required)		
Total Postage & Fees	\$ 4.65	
Sent To Brent Bouchard		
Street, Apt. No., or PO Box No. c/o Surf City Produce		
City, State, ZIP+4 120 Golf Club Drive Santa Cruz, CA 95060		

PS Form 3800, January 2001 See Reverse for Instructions

SENDER: COMPLETE THIS SECTION	COMPLETE THIS SECTION ON DELIVERY
<ul style="list-style-type: none"> Complete, items 1, 2, and 3. Also complete item 4 if Restricted Delivery is desired. Print your name and address on the reverse so that we can return the card to you. Attach this card to the back of the mailpiece, or on the front if space permits. 	<p>A. Signature <i>x Brent Bouchard</i> <input type="checkbox"/> Agent <input type="checkbox"/> Addressee</p> <p>B. Received by (Printed Name) <i>BRENT BOUCHARD</i></p> <p>C. Date of Delivery <i>6-25-04</i></p> <p>D. Is delivery address different from item 1? <input type="checkbox"/> Yes If YES, enter delivery address below <input type="checkbox"/> No <i>JUN 25 2004</i></p>
<p>1. Article Addressed to: Brent Bouchard c/o Surf City Produce 120 Golf Club Drive Santa Cruz, CA 95060</p>	<p>3. Service Type <input checked="" type="checkbox"/> Certified Mail <input type="checkbox"/> Express Mail <input type="checkbox"/> Registered <input type="checkbox"/> Return Receipt for Merchandise <input type="checkbox"/> Insured Mail <input type="checkbox"/> C.O.D.</p>
<p>2. (Transfer from service label) 7001 2510 0004 6492 2379</p>	<p>4. Restricted Delivery? (Extra fee) <input type="checkbox"/> Yes</p>



**Notice of Intent to Adopt a Resolution Of Necessity
to Acquire Certain Real Property or Interest in Real Property
by Eminent Domain**

June 23, 2004

Yvonne Aiassa Humphrey
c/o Surf City Produce
120 Golf Club Drive
Santa Cruz, CA

**Subject: Property Acquisition, Assessor's Parcel No. 008-013-04, 120 Golf Club Drive,
Santa Cruz, California**

Dear Mrs. Humphrey,

California Code of Civil Procedure Section 1240.030 provides that the power of eminent domain may be exercised to acquire property for a proposed project if the following conditions are established:

- a) The public interest and necessity require the project
- b) The project is planned or located in the manner that will be most compatible with the greatest public good and the least private injury
- c) The property sought to be acquired is necessary for the project
- d) The offer required by Section 7267.2 of the Government Code has been made to the owner of record.

This letter serves as notice that the Board of Directors of the Santa Cruz Metropolitan Transit District (the "District"), at its meeting to be held at 9:00 am on July 9, 2004, will be asked to decide if the above conditions are met concerning your property referenced above and, if so, to adopt a Resolution of Necessity authorizing the District to acquire your interests in the property by eminent domain. Questions regarding the amount of compensation to be paid are not part of this proceeding and the District does not consider such questions in determining whether a Resolution should be adopted.

A description of the required property is attached to this notice and is marked Exhibit A.

The District's enabling statutes, Public Utilities Section 98000, et seq., require that before an action in eminent domain to acquire property within an incorporated city can be commenced, the legislative body of the city must, by resolution, consent to the use of that power. The City Council of the City of Santa Cruz adopted Resolution of Consent No. NS-26, 216 granting consent on May 27, 2003.

California Code of Civil Procedure, section 1245.235 states that a public entity may adopt a resolution of necessity only after the governing body has given each person whose property is to be acquired by eminent domain and whose name and address appears on the last equalized county assessment roll notice a reasonable opportunity to appear and be heard on the matters referred to in section 1240.030.

If, within fifteen days from the mailing date of this notice, you file a written request to appear, you are entitled to appear and object to the adoption of the Resolution. All requests to appear should be sent for filing to:

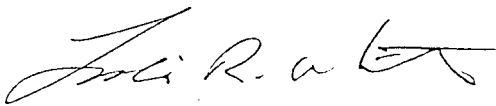
Clerk of the Board
Santa Cruz Metropolitan Transit District
370 Encinal Street, Suite 100
Santa Cruz, CA 95060

Failure to file a timely written request will result in a waiver of your right to appear and be heard

The District must adopt a Resolution of Necessity before an eminent domain proceeding can be commenced. Within six months of the adoption of the Resolution of Necessity, the District will commence eminent domain proceedings in the Superior Court of the County of Santa Cruz. In that proceeding, the Court will determine the amount of compensation to which you are entitled.

The initiation of formal eminent domain proceedings in no way prevents further negotiations for your property's acquisition from occurring, and the District is most willing to continue such negotiations. If you have any questions, please contact Ceil Cirillo, Director of Redevelopment for the City of Santa Cruz, who is acting as the District's acquisition agent, or Marty Ackerman, Redevelopment Manager, at 831/420-5150.

Sincerely,



Leslie R. White
General Manager

cc: John Elliott, Elliott and Elliott
Brent Bouchard, Surf City Produce
James Bouchard, Surf City Produce
Steve Botto, Odwalla
Anthony Condotti, City Attorney
Ceil Cirillo, Director of Redevelopment
Marty Ackerman, Redevelopment Manager
Margaret Gallagher, District Counsel
Mark Dorfman, Assistant General Manager
Frank L. Cheng, Project Manager

U.S. Postal Service
CERTIFIED MAIL RECEIPT
(Domestic Mail Only; No Insurance Coverage Provided)

7004 2510 00 6492 2393

Postage	\$.60
Certified Fee	2.?? a
Return Receipt Fee (Endorsement Required)	1.75
Restricted Delivery Fee (Endowment Required)	
Total Postage & Fees	\$ 4.65

Postmark
JUN 24 2004

Sent To: Yvonne Aiassa Humphrey
Street, Apt. No. ; or PO Box NO.: c/o Surf City Produce
120 Golf Club Drive
City, State, ZIP+4: Santa Cruz, CA 95060

SENDER: COMPLETE THIS SECTION

- Complete items 1, 2, and 3. Also complete item 4 if Restricted Delivery is desired.
- Print your name and address on the reverse so that we can return the card to you.
- Attach this card to the back of the mailpiece, or on the front if space permits.

1. Article Addressed to:

Yvonne Aiassa Humphrey
c/o Surf City Produce
120 Golf Club Drive
Santa Cruz, CA 95060

2. Article Number
(Transfer from service label)

7001 2510 0004 6492 2393

COMPLETE THIS SECTION ON DELIVERY

A. Signature Agent
 Addressee
x Robert Bouchard

B. Received by (Printed Name) C. Date of Delivery
ROBERT BOUCHARD 6-25-04

D. Is delivery address different from item 1? Yes
If YES, enter delivery address below: No

JUN 25 2004

3. Service Type
 Certified Mail Express Mail
 Registered Return Receipt for Merchandise
 Insured Mail C.O.D.

4. Restricted Delivery? (Extra Fee) Yes

PS Form 3811, August 2001

Domestic Return Receipt

102595-02-M-1540

Santa Cruz Metropolitan
Transit District



June 24, 2004

Yvonne Aiassa Humphrey
c/o Surf City Produce
120 Golf Club Drive
Santa Cruz, CA

Subject: Property Acquisition, Assessor's Parcel No. 008-013-04, 120 Golf Club Drive, Santa Cruz, California

Dear Mrs. Humphrey,

On June 23, 2004 I transmitted a letter to you (attached) reflecting a Notice of Intent to Adopt a Resolution of Necessity to Acquire Certain Real Property or Interest by in Real Property by Eminent Domain. The last sentence on the first page of the letter states that "A description of the required property is attached to this notice and is marked exhibit A" Unfortunately the legal description was not attached to the letter that was transmitted on June 23, 2004. In order to insure that your files are complete I have included a copy of the June 23, 2004 Notice and the missing legal description with this letter.

Please accept my apology for my oversight in not attaching the legal description to the initial letter as indicated.

Thank you for your understanding in this matter. If you have any questions, please contact Ceil Cirillo, Director of Redevelopment for the City of Santa Cruz, who is acting as the District's acquisition agent, or Marty Ackerman, Redevelopment Manager, at 831/420-5150.

Sincerely,

Leslie R. White
General Manager

cc: John Elliott, Elliott and Elliott
Brent Bouchard, Surf City Produce
James Bouchard, Surf City Produce
Steve Botto, Odwalla
Anthony Condotti, City Attorney
Ceil Cirillo, Director of Redevelopment
Marty Ackerman, Redevelopment Manager
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Mark Dorfman, Assistant General Manager
Frank L. Cheng, Project Manager

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APN: 008-O 13-04

**U.S. Postal Service
CERTIFIED MAIL RECEIPT**

(Domestic Mail Only; No Insurance Coverage Provided)

7001 2510 0004 6492 2416

Postage	\$ 37	Postmark Here JUN 23 2004
Certified Fee	2.30	
Return Receipt Fee (Endorsement Required)	1.75	
Restricted Delivery Fee (Endorsement Required)		
Total Postage & Fees	\$ 4.42	
Sent To Yvonne Aiassa Humphrey		
Street, Apt. No. or PO Box No. c/o Surf City Produce		
City, State, ZIP+4 120 Golf Club Drive Santa Cruz, CA 95060		

PS Form 3800, January 2001

See Reverse for Instructions

SENDER: COMPLETE THIS SECTION

- Complete items 1, 2, and 3. Also complete item 4 if Restricted Delivery is desired.
- Print your name and address on the reverse so that we can return the card to you.
- Attach this card to the back of the mailpiece, or on the front if space permits.

1. Article Addressed to:

Yvonne Aiassa Humphrey
c/o Surf City Produce
120 Golf Club Drive
Santa Cruz, CA

2. Article Number
(Transfer from service label)

7001 2510 0004 6492 2416

PS Form 3811, August 2001

Domestic Return Receipt

102595-01-M-2509

COMPLETE THIS SECTION ON DELIVERY

A. Signature *Brent Bouchard* Agent Addressee

B. Received by (Printed Name) *BRENT BOUCHARD* C. Date of Delivery *6-25-04*

D. Is delivery address different from item 1? Yes
If YES, enter delivery address below: No

JUN 25 2004

3. Service Type
 Certified Mail Express Mail
 Registered Return Receipt for Merchandise
 Insured Mail C.O.D.

4. Restricted Delivery? (Extra Fee) Yes

Assessor's Map

FOR TAX PURPOSES ONLY
THE ASSessor MAKES NO GUARANTEE AS TO MAP ACCURACY WHO ASSUMES ANY
LAW SUIT FOR OTHER USES NOT TO BE REPRODUCED ALL RIGHTS RESERVED
© COPYRIGHT SANTA CRUZ COUNTY ASSESSOR 2001

CITY OF SANTA CRUZ

Tax Area Code
1-032

South

IMB14
1/27/1869

56PM36
5/9/2000

BK 60
19

8MB41
10/10/1872

BK 1
17

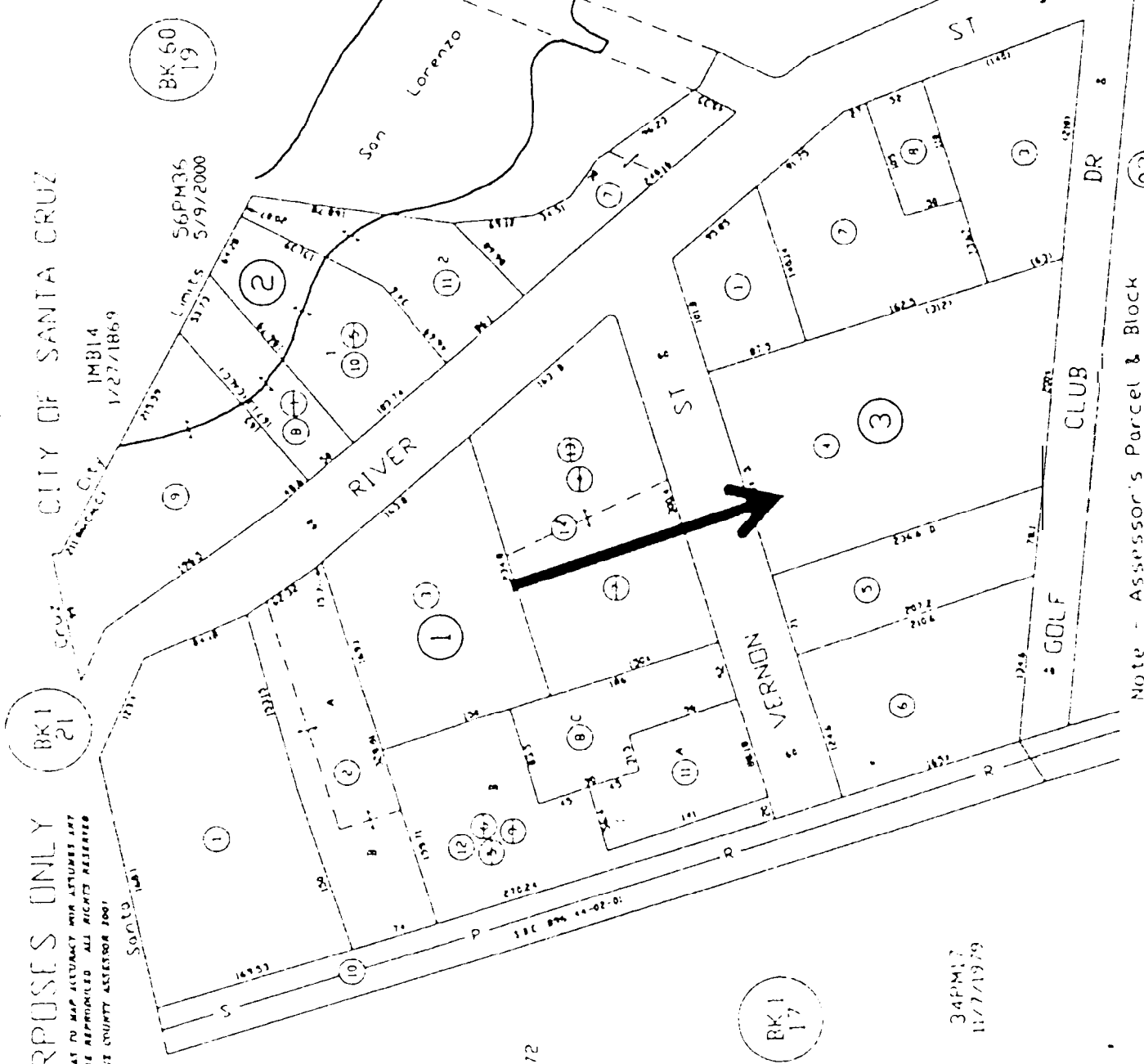
34PM17
11/7/1979

Attachment 15

Assessor
City
County

Note - Assessor's Parcel & Block
Numbers are Shown in Circles

BK 02



File Location: 9/2/01 R5A
By Santa Cruz City Reagent 9/2/01 R5A



RNL Design
 800 Wilshire Blvd., Suite 400
 Los Angeles, CA 90017
 tel. 2 13.955.9775
 fax 213.955.9885
 www.rnldesign.com



SCMTD Facilities A

NOTICE

10. CONSIDERATION OF APPROVAL OF 25 YEAR LEASE WITH THE CITY OF SANTA CRUZ FOR PROPERTY NEEDED FOR THE METROBASE PROJECT

Presented by: Frank Cheng, Project Manager

Staff Report: **STAFF RECOMMENDS THIS ITEM BE DEFERRED TO THE AUGUST 27, 2004 BOARD MEETING**

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: July 23, 2004

TO: Board of Directors

FROM: Mark J. Dorfman, Assistant General Manager

SUBJECT: CONSIDERATION OF ADOPTING AN ANNUAL DBE PARTICIPATION RATE OF 2.4% FOR FEDERALLY FUNDED PROCUREMENTS IN FY2005.

I. RECOMMENDED ACTION

Adopt an annual DBE participation rate of 2.4% for Fiscal Year 2005.

II. SUMMARY OF ISSUES

- The Department of Transportation requires the District to have a Disadvantaged Business Enterprise (DBE) Program and to set an annual goal to ensure that small, minority- and women-owned businesses are not discriminated against in District procurements.
- The annual DBE goal calculation method is prescribed by the legislation.
- The proposed FY 2005 goal establishes a DBE participation rate of 2.4% in METRO procurements based upon the number of certified DBE vendors in the marketplace in which METRO contracts.
- The District advertised the proposed goal in national and local publications and will accept public comments until August 19, 2004.

III. DISCUSSION

In 1983, the United States Congress enacted the first Disadvantaged Business Enterprise statutes to end discrimination contract awards funded with Federal assistance. As required by the Department of Transportation since then, the Santa Cruz Metropolitan Transit District annually establishes a goal and tracks DBE participation in its own procurement activities. The intent of the goal is to attain the same rate of participation by small, minority and women-owned business in procurements which could be expected in the absence of discrimination.

The Code of Federal Regulations, 49 CFR part 26, prescribes the method for calculating the annual goal for DBE participation. This method resulted in a lower goal than last year's because of the extremely specific data on business ownership now available from both the US Bureau of Census and from the California Department of Transportation's Unified Certification Program. Both data sources now use the North American Industry Classification System (NAIC), which more narrowly defines groupings of businesses activities within which METRO typically

contracts. Previously, the DBE vendor business activity classification did not correspond particularly well with available census data.

Recalculating contract opportunities for DBE vendors with the new data sources produced a goal of 2.4%. Last year, METRO adopted a goal of 5.5% and attained an actual participation rate of 2.7% for DBE vendors. With the amount of MetroBase construction this year, we hope to exceed this year's goal. As part of this year's Triennial Review, METRO's DBE program was examined and found to be compliant with all requirements.

The District will accept public input for 45 days after announcing the new goal. Public comments and the District's response will be included in the annual goal statement submitted to the Federal Transit Administration for ultimate approval. Staff published notices on the new goal on July 4, 2004 and will accept comments through August 19, 2004.

The attached *Annual DBE Program Goal Fiscal Year 2005* contains the methodology for setting the DBE participation rate at 2.4%. Adopting the goal commits the District's procurement efforts to attain a DBE participation rate of 2.4% for the Federal Fiscal Year beginning October 1, 2004.

III. FINANCIAL CONSIDERATIONS

Adopting the *Annual DBE Program Goal Fiscal Year 2005* has no financial impact; however, contracts funded with FTA assistance will be monitored for DBE goal achievement.

V. ATTACHMENTS

Attachment A: *Santa Cruz Metropolitan Transit District Annual DBE Program Goal Fiscal Year 2005*

Santa Cruz Metropolitan Transit District

Annual DBE Program Goal

Fiscal Year 2005

June, 2004

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Introduction	1
Declarations	1
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Step 2: Adjustment to the Base DBE Contract Goal	7
Annual Goal	8
Breakout of Estimated Race-Neutral and Race-Conscious Measures	8
Process	8
Comments.....	8

Introduction

The Santa Cruz Metropolitan Transit District (METRO) has maintained a Disadvantaged Business Enterprise (DBE) Program in accordance with the U.S. Department of Transportation (DOT) as required in 49 CFR Part 23. The purpose of the METRO DBE program is to ensure that small firms competing for DOT sponsored contracts were not disadvantaged by unlawful discrimination. Initially, the program applied to minority owned businesses. In 1987, Congress expanded the DBE program to include small women-owned businesses as well.

In February 1999, the U.S. Congress passed a new regulation for Disadvantaged Business Enterprises in response to the Supreme Court's 1995 opinion (*Adarand vs. Pena*) that affirmative action programs must be narrowly tailored to serve a compelling government interest. In order to streamline DBE program administration and to incorporate the new rules, the Department of Transportation codified the revised DBE requirements in a new section, 49 CFR 26.

The Santa Cruz Metropolitan Transit District DBE Program - 49 CFR Part 26 contains the complete DBE program including policies, requirements, remedies, and records except for the amount of DBE participation to be determined each year. The Program conforms to Participation by Disadvantaged Business Enterprises in Department of Transportation Programs; Final Rule as published in the Federal Register of February 2, 1999. The METRO Board of Directors adopted the Program on July 21, 2000 and submitted it to the Federal Transit Administration for approval on July 25, 2000. The complete Program is available upon request from District's DBE Liaison Officer at the address listed on the last page of this Annual Update.

The Santa Cruz Metropolitan Transit District Annual DBE Program Goals FY2004 comprises part of the comprehensive DBE Program and is updated annually. Each year, the Santa Cruz Metropolitan Transit District will review its goal accomplishment for Disadvantaged Business Enterprise participation in DOT assisted contracts and recalculate the goal for the coming year, if indicated, based upon demonstrable evidence relevant to the District's marketplace. This document presents the annual goal, describes the methodology behind it and discusses race-neutral and race-conscious measures that the District anticipates using to reach the goal.

Declarations

The Santa Cruz Metropolitan Transit District receives Federal financial assistance from the Department of Transportation, and, as a condition of receiving this assistance, has signed an assurance that it will comply with 49 CFR Part 26. The Santa Cruz Metropolitan District will never exclude any person from participation in, deny any person the benefits of, or otherwise discriminate against anyone in connection with the award and performance of any contract covered by 49 CFR Part 26 on the basis of race, color, sex, or national origin.

In administering its DBE Program, the Santa Cruz Metropolitan Transit District will not, directly or through contractual or other arrangements use criteria or methods of administration that have the effect of defeating or substantially impairing accomplishment of the objectives of the DBE program with respect to individuals of a particular race, color, sex, or national origin.

Annual Goal Methodology

METRO's annual goal-setting methodology follows the prescribed two-step method described in 49 CFR §26.45 and draws upon relevant market data particular to the geographic area in which METRO typically contracts. Step one uses the US Bureau of Census of Minority/Women-owned business surveys, the US US Bureau of Census County Business Patterns and the California Department of Transportation's statewide directory of eligible DBE vendors in its Unified Certification Program to estimate the number of DBEs which might be available in METRO's contracting area. Step two narrowly tailors the estimate to the actual market conditions for DBEs in METRO's procurement areas.

In Fiscal Year 2005, METRO's annual goal calculation is based upon more specific data than ever before available on business ownership. For the first time, Caltrans identified its certified DBE vendors by the 6-digit North American Industry Classification System, correspondingly exactly to the classification system used by the most recent County Business Pattern data provided by the U.S. Census. This year, METRO derives its goal from an estimate of vendors in a range of work areas more narrowly defined than the previously used Work Classification Code which was unique to Caltrans.

STEP 1: ESTABLISHING THE BASE FIGURE

In order to estimate the potential DBE participation rate in the absence of discrimination, staff first categorized previous METRO contracts according to the North American Industry Classification System (NAIC), which classifies business activity in Canada, Mexico and the United States into distinct groups for purposes of statistical comparison¹. Each activity belongs within a 2 to 6 digit numbered hierarchy, in which activities are categorized with greater specificity according to the number of digits. For example, construction activity is grouped generally under the 2-digit category "23". Special construction trades are further categorized in "235", with Paint and Drywall contractors organized as NAIC code "23521" and electrical contractors as code "23531". Other groupings follow the same pattern.

Examination of METRO's previous DOT assisted contracts revealed that contract work occurs in construction, paratransit service, wholesale procurement and business services such as finance, planning environmental consulting and engineering. The NAIC 3-digit codes incorporating all of these these contract areas would be: Construction, 233; Heavy Construction, 234; Special trade contractors, 235; Paratransit and special passenger transportation, 485; Durable wholesale goods, 421, 441-444, 453; Non-durable wholesale goods, 422 and 454; and Business Services, 234, 323, 524, 525, 532, 541, 561, 812. Women and Minority and Women-owned business firms, and ultimately, Disadvantaged Business Enterprises (DBEs) could then be compared with all firms by NAIC within geographic areas using US Census Data and the California Department of Transportation's (Caltrans) certified DBE Vendor Directory maintained for the statewide Unified Certification Program.

In the next step, staff obtained US Bureau of Census County Business Patterns to calculate and compare the relative availability of women- and minority-owned firms within the METRO marketplace with availability statewide and nationwide. The METRO market area includes firms in the San Francisco and the Monterey Bay Areas and, in order to establish geographic consistency with available business

¹ <http://www.census.gov/epcd/www/naics.html>

ownership data, incorporates all of Caltrans Districts 04 and 05 which includes the counties of: Alameda, Contra Costa, Marin, Monterey, Napa, San Benito, San Francisco, San Luis Obispo, San Mateo, Santa Barbara, Santa Clara, Santa Cruz, Solano and Sonoma. Within this area lie the second and fourth largest cities in the State, San Jose and San Francisco, and it seems logical to assess contracting firms available in this defined region even though a fraction of contracts may lie outside this area. Table 1 compares the number of women- and minority-owned firms to all firms within the defined market areas.

Table 1. Minority and Women-Owned Businesses in Market Areas

Market Area	Minority	Women	Wom.Min.	#WOMB	ALL Firms	%MWOB
United States	3,039,033	5,417,034	-717,435	7,738,632	20,821,935	37.2%
California	738,000	700,513	-191,998	1,246,515	2,565,734	48.6%
Caltrans District 04						
Alameda	9,595	4,491	-2,496	11,590	29,647	39.1%
Contra Costa	3,123	2,573	-812	4,884	17,901	27.3%
Marin	577	1,766	-150	2,193	9,106	24.1%
Napa	893	727	-232	1,388	3,227	43.0%
San Francisco	7,774	4,965	-2,022	10,717	26,571	40.3%
Santa Clara	9,570	4,723	-2,490	11,803	37,145	31.8%
San Mateo	4,372	2,018	-1,137	5,253	17,563	29.9%
Solano	1,323	1,607	-344	2,586	5,320	48.6%
Sonoma	954	2,729	-248	3,435	11,483	29.9%
Caltrans District 05						
Monterey	1,227	1,315	-319	2,223	7,325	30.3%
San Benito	390	345	-101	634	808	78.4%
San Luis Obispo	456	1,112	-119	1,449	5,674	25.5%
Santa Barbara	738	1,124	-192	1,670	9,130	18.3%
Santa Cruz	1,110	322	-289	1,143	5,993	19.1%
Market Area Total	42,102	29,817	-10,953	60,966	186,893	32.6%

Sources:

US Bureau of the Census, 1997 Economic Census

- (1) Survey of Minority-Owned Business Enterprises, 1997, U.S. GPO, 2001
- (2) Survey of Women-Owned Businesses, 1997, U.S. GPO, 2001
- (3) Summary of Minority- and Women-Owned Businesses, 1997, U.S. GPO, 2001

Because the CBP data did not categorize minority business owners by gender, 26% of the minority-owned firms were assumed to represent the proportion of firms owned by minority women. This is the nationwide percentage of all firms owned by women. Since minority women business owners are also included in the survey of women-owned firms, subtracting 26% of minority-owned businesses from the sum of women-owned and minority-owned businesses eliminates the duplicate count of women-owned businesses to yield an estimate of women- and minority-owned firms in each county.

According to the County Business Patterns data shown in Table 1, the percentage of women- and minority-owned firms available in all NAICs in the METRO market place (32.6%) is lower than the percentage of women- and minority-owned firms in all business activities in either the nation (37.2%) or in the State of California (48.6%). It would be reasonable to assume that the percentage of DBE firms in the activities in which METRO contracts would also be lower than for other regions. The number of women and minority owned businesses; however, indicates only the potential **maximum** rate of DBE participation since every MWOB neither registers for DBE certification nor has a net worth less than \$750,000. The actual number of certified DBEs certainly would be less than the number of MWOBs.

A reliable inventory of DBE certified firms in METRO's contract areas is the DBE Vendor Directory maintained by Caltrans for its Unified Certified Program. The percentage of DBEs in the geographic area and in the NAICs in which METRO contracts can be computed by simply dividing the number of DBE firms listed in the relevant categories in Caltrans Districts 4 and 5 by the number of all firms in the same categories as counted by Economic Census. The following table calculates the percentage of DBE firms in each contract area in each county.

Table 2. METRO Market Area Firms by NAIC and DBEs in UCP Districts

County	Construction 233,234,235	Transport. 485	Wholesale 421,422,423,44	Services 234,323,514,52	#Firms in NAICs
			1,442,443,444, 453,454	4,525,532,812	
Caltrans District 04					
Alameda	2,579	62	3,589	5,037	11,267
Contra Costa	2,083	33	1,329	8,157	11,602
Marin	974	10	642	1,717	3,343
Napa	421	9	185	400	1,015
San Francisco	1,399	95	2,082	6,292	9,868
Santa Clara	3,121	68	3,852	8,257	15,298
San Mateo	1,752	60	1,805	3,226	6,843
Solano	625	17	305	635	1,582
Sonoma	1,673	33	743	1,480	3,929
Caltrans District 05					
Monterey	791	19	571	919	2,300
San Benito	135	3	53	72	263
San Luis Obispo	775	17	300	657	1,749
Santa Barbara	968	20	558	1,259	2,805
Santa Cruz	733	10	397	855	1,995
District 04 & 05 TOTAL	18,029	456	16,411	38,963	73,859
Certified DBE Firms					
Market Area	Construction NAICs	Transport. NAICs	Wholesale NAICs	Services NAICs	SUM DBEs
Districts 04 & 05	315	1	7	488	811
%DBE	1.75%	0.22%	0.04%	1.25%	1.10%

Sources: US Bureau of the Census, County Business Patterns, 1993, U.S. GPO, 1995

CA Dept. of Transportation, UCP Directory of Disadvantaged Business Enterprises, June 2004.

This estimate, based upon data from the 1993 County Business Patterns and the current Caltrans DBE Vendor Directory, indicates the percentage of DBE vendors within the METRO marketplace. From the last row of Table 2, then, the DBE vendor participation rate which could be expected in each of the four NAIC groups in the absence of discrimination would be: 1.75% for construction trades; 0.22% for contract transportation services; 0.04% for wholesale goods; and 1.25% for services. Overall, DBEs represent 1.1% of all firms in the NAICs in which METRO contracts.

To arrive at a base figure for the overall DBE goal, Table 3 below shows that portion of the operating budget available for procurement distributed across the three groups of NAICs as shown in the grid

beneath the main Table. Because over 99% of the capital budget will be spent on construction, that portion only is allocated to construction with the remainder allocated to business services. The ratio of funds (other than capital funds) available for procurement to the operating budget is then applied to the amount of FTA operating assistance in order to calculate FTA dollars available for DBE vendor contracting in the operating budget. Given 15.42% of the operating budget available for contract procurement and \$3,393,159 in FTA Operating Assistance for FY2005, \$523,103 could be spent with DBE vendors. The \$523,103 in FTA funding assistance for contracting was then divided among the three NAIC groups in the same proportion as in the overall procurements in order to determine the dollar amounts which could be contracted to DBE vendors in each group.

Table 3: Base DBE Contract Goal

	Construction	Transport.	Wholesale	Services	SUM
	NAICs	NAICs	NAICs	NAICs	TOTAL
METRO Market Area	1.75%	0.22%	0.04%	1.25%	3.26%
Fed Assisted Contract \$	\$12,760,532	\$266,704	\$89,295	\$206,572	\$13,323,103
% of Contract Funds	95.78%	2.00%	0.67%	1.55%	100%
% Contracts * %DBE	1.67%	0.00%	0.000%	0.02%	1.70%

METRO Ops Budget:	\$33,158,000	FTA Ops.:	\$3,393,159
METRO Ops. Procurement:	\$5,111,767	Procurable	\$523,103
METRO Cap Budget: (non-veh)	\$16,086,100	FTA Cap	\$12,800,000
Procurement TOTAL	\$21,197,867	total FTA:	\$13,323,103
construction [CAPITAL]	\$16,036,500		\$12,760,532
transportation	2,606,236	0.51	\$266,704
wholesale	872,589	0.17	\$89,295
business services	1,682,542	0.32	\$206,572
	21,197,867	1.00	\$13,323,103

Table 5: Base DBE Contract Goal

	Construction	Transport.	Wholesale	Services	SUM
	WCCs	WCCs	WCCs	WCCs	TOTAL
METRO Market Area	12.53%	4.17%	5.67%	3.47%	0
Fed Assisted Contract \$	\$1,784,458	\$1,296,106	\$504,330	\$1,519,847	\$5,104,741
% of Contract Funds	34.96%	25.39%	9.88%	29.77%	100%
% Contracts * %DBE	4.38%	1.06%	0.56%	1.03%	7.03%

METRO Ops Budget:	\$32,640,000	FTA Ops.:	\$2,752,133	
METRO Ops. Procurement:	\$6,877,886	Procurable	\$579,928	8.43%
METRO Cap Budget: (non-veh)	\$6,077,317	FTA Cap	\$4,524,813	74.45%

Procurement TOTAL	\$12,955,203	total FTA:	\$5,104,741
construction 15,16,17	\$4,528,735	0.35	\$1,784,458.45
transportation 4100	3,289,356	0.25	\$1,296,105.60
wholesale 50,51	1,279,927	0.10	\$504,329.89
business services 60,73,87	3,857,185	0.30	\$1,519,847.28

39.7%

Next, FTA capital funds available for non-vehicle procurement, less \$49,500 transferred to business services, was allocated to the construction NAICs group assuming that all capital dollars could be contracted by a DBE vendor.

The percentage of all FTA dollars in each of the four areas was then multiplied by the estimated percentage of available DBEs from Table 2 to determine a percentage participation rate in each NAIC group. Finally these four percentages were added to arrive at an un-adjusted goal in accordance with 26 CFR §26.45. This method obtains a base figure of 1.70% for DBE participation in FY 2005.

STEP 2: ADJUSTMENT TO THE BASE DBE CONTRACT GOAL

In reviewing the coming year's contract opportunities, the greatest amount by far of FTA funds will be spent in construction. Since this is also the area with the greatest number of certified DBE firms, the portion of funds allocated to construction is segregated from the other three business activities, and the percentage of FTA capital funds in construction is then considered to be 100% of the capital funds remaining after \$49,500 in non-construction capital is transferred to business services. The proportional distribution of FTA operating funds in the other three areas is based upon overall procurement in those areas. This adjusts the DBE goal to account for the huge amount of contract funds in construction, and results in increasing the overall DBE goal from 1.7% to 2.4%.

Table 4: Adjusted DBE Contract Goal

Available DBEs	Construction NAICs	Transport. NAICs	Wholesale NAICs	Services NAICs	All Contract Opportunity
METRO Market Area	1.75%	0.22%	0.04%	1.25%	
Federal Contract \$ FY05	\$12,760,532	\$266,704	\$89,295	\$206,572	\$13,323,103
% of FTA Funds	100.00%	47.41%	15.87%	36.72%	100.00%
% Contracts * %DBE	1.75%	0.10%	0.006770%	0.46%	2.4%
				=DBE	\$ 319,754

Annual Goal

Santa Cruz Metropolitan Transit District's overall goal for FY 2005 is to extend 2.4% of its Federal financial assistance to Disadvantaged Business Enterprises in DOT-assisted contracts, excluding FTA funds used to purchase rolling stock. During FY2005, Santa Cruz Metropolitan Transit District expects to let \$13,323,103 in contracts using Federal Transit Administration assistance. With a DBE participation rate of 2.4%, METRO will spend \$319,754 federal dollars with DBE vendors during the fiscal year.

Breakout of Estimated Race-Neutral and Race-Conscious Measures

The U.S. DOT Regulations require that the maximum feasible portion of the DBE overall annual goal be met by using race-neutral methods. Race neutral methods include efforts made to assure that bidding and contracting requirements facilitate participation by DBE's and other small businesses by unbundling large contracts to make them more accessible, encouraging prime contractors to subcontract portions of the work, and providing technical assistance, outreach and communications programs. Race-neutral DBE participation includes any time a DBE wins a prime contract through customary competitive procurement procedures, a DBE is awarded a subcontract on a prime contract that does not carry a DBE goal, or a DBE wins a subcontract, even if there is a DBE goal, from a prime contractor that did not consider its DBE status in making the award.

Because METRO's FY2005 budget includes large federally assisted construction projects, METRO may use contract specific DBE goals, if necessary, to attain its goal of 2.4% for FY2005.

Process

Each year, Santa Cruz Metropolitan Transit District staff reviews the previous year's DBE achievement and submits an overall goal for the upcoming year to the DOT.

METRO has published a notice of the proposed annual DBE goal to inform the public that the proposed goal and its rationale are available for inspection for 30 days following the date of the notice. METRO will accept comments on the goals for 45 days from the date of the notice. This notice will be published in the Santa Cruz Sentinel newspaper and in Passenger Transport. For FY 2005, public comments will be accepted through August 15, 2004. The goal and methodology will be available at the Main Branch of the Santa Cruz Public Library and during business hours at 370 Encinal Street, Suite 100, Santa Cruz, California.

METRO's annual goal submission to the Federal Transit Administration will include a summary of comments received during this public participation process and METRO's responses.

METRO will monitor this year's overall goal for DBE participation in procurement contracts beginning October 1.

Comments

Please direct comments on the Annual DBE Goals or the METRO DBE Program to:

Mark J. Dorfman, Assistant General Manager
Santa Cruz Metropolitan Transit District
370 Encinal, Suite 100
Santa Cruz, CA 95060
831-426-6080
mdorfman@scmtd.com

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: July 23, 2004

TO: Board of Directors

FROM: Mark J. Dorfman, Assistant General Manager

SUBJECT: CONSIDERATION OF COSTS OF EXTENSION OF SERVICE TO THE SANTA CRUZ COUNTY FAIRGROUNDS THROUGH THE CONCLUSION OF THE FAIR

I. RECOMMENDED ACTION

Recommend Board approval of an option to extend Fixed Route and ParaCruz Service to the County Fair for September 14 – 19, 2004.

II. SUMMARY OF ISSUES

- Last month, the Board of Directors approved the service adjustments for September 2004.
- Service to the County Fairgrounds on Routes 78 & 79 are eliminated as part of the service change.
- As a result of the elimination of fixed route service, there will not be ParaCruz service to the County Fair.
- It is not feasible to extend the existing routes as they were reduced to allow for the expansion of other routes to provide additional service..
- An alternative approach is to operate dedicated service for the duration of the Fair. This solution would also provide ParaCruz Service to the Fair.

III. DISCUSSION

At the June Board Meeting, as part of the Budget Process, the Board of Directors approved a service cut that is scheduled to go into effect on September 9, 2004. As part of the service reduction, Routes 78 & 79 will no longer serve the County Fairgrounds. With the County Fair scheduled to operate September 14-19, 2004, the Board requested that staff look into a temporary extension of service to the County Fairgrounds during the Fair.

As a result of the service reductions, it is not feasible to use the existing Routes 78 & 79 to serve the Fairgrounds. This is due to the fact these routes were shortened and the time saved has been transferred to other routes in the Watsonville area. Staff looked at the possibility of using a dedicated bus to provide the service. For the six-day period of the Fair, service could be provided between 1:00 and 8:00 pm. The cost to provide this level of service would be \$2,880. If regular fixed route service is provided, ParaCruz can also be provided. In 2002, ParaCruz

Board of Directors

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provided 72 rides to and from the Fair, and in 2003, 28 rides to and from the Fair. Taking the 2002 ridership and using \$26 per ride, the estimated cost for ParaCruz Service to the Fair is \$1,872.

Staff is recommending that both fixed route and ParaCruz Service be provided to the Fair for this year at an estimated cost of \$4,752.

IV. FINANCIAL CONSIDERATIONS

The financial impact is estimated at \$4,752.

V. ATTACHMENTS

None

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: July 23, 2004

TO: Board of Directors

FROM: Leslie R. White, General Manager

SUBJECT: CONSIDERATION OF SUBMITTING COMMENTS WITH REGARD TO THE SANTA CRUZ COUNTY REGIONAL TRANSPORTATION COMMISSION'S PROPOSED EXPENDITURE PLAN

I. RECOMMENDED ACTION

That the Board of Directors develop and submit comments to the Santa Cruz County Regional Transportation Commission regarding the Proposed Expenditure Plan that is anticipated to be submitted to the voters of Santa Cruz County in November 2004

II. SUMMARY OF ISSUES

- The Santa Cruz County Regional Transportation Commission (RTC) has approved transmitting a Proposed Expenditure Plan to the County of Santa Cruz and component cities for comments prior to conducting an additional poll.
- The RTC also approved requesting comments regarding the proposed Expenditure Plan from the Santa Cruz Metropolitan Transit District (METRO).
- The Proposed Expenditure Plan was developed over the past year by a Committee composed of Commissioners from RTC who considered both the transportation needs and the results of numerous polls.
- The Proposed Expenditure Plan, if approved by Santa Cruz County voters, would provide funding for the construction of High Occupancy Vehicle (HOV) lanes for carpools and buses on Highway 1.
- The Proposed Expenditure Plan would provide for funds, from an approved ballot measure, to be distributed to local government agencies for transportation projects selected by the legislative bodies of the respective agencies.
- The Proposed Expenditure Plan would provide funding for the Coastal Trail and, if needed, for the purchase of the Union Pacific Railroad Right-of-Way, as well as funds for improving safety on Highway 17.
- Funding that would offset part of the cost of developing the Pajaro Station is included in the Proposed Expenditure Plan.
- The Proposed Expenditure Plan includes funding for carpool programs, bicycle programs, and the lease of lots for Park and Ride facilities.

- In order to facilitate the implementation of express bus service on Highway 1, the Proposed Expenditure Plan provides funds for the purchase of four (4) buses and provides funds for the replacement of the four (4) buses after twelve years of operation.
- In order to enhance paratransit service the Proposed Expenditure Plan includes total funding of \$23 million.
- Funding for the projects included in the Proposed Expenditure Plan is anticipated to be provided by the implementation of a 1/2% increase in the sales tax in Santa Cruz County for a period of thirty (30) years. The tax would require approval by two-thirds of the Santa Cruz County voters.
- Currently, it is anticipated that the Santa Cruz County Board of Supervisors will place the tax measure necessary to support the projects in the Proposed Expenditure Plan before the voters of Santa Cruz County in November 2004.

III. DISCUSSION

The Santa Cruz County Regional Transportation Commission (SCCRTC) through its Expenditure Plan Committee has been developing an Expenditure Plan for transportation projects that could be the basis of a ballot measure in the November 2004 election. There have been a series of polls conducted by the SCCRTC as well as a poll by the Santa Cruz County Business Council designed to gauge the priorities of the voters in Santa Cruz County so that the projects included in the Proposed Expenditure Plan are reflective of the needs of the community. The SCCRTC has approved distributing the Proposed Expenditure Plan to Santa Cruz County and component cities to obtain comments regarding the projects prior to conducting an additional poll regarding the plan. The SCCRTC has also requested that the METRO Board of Directors provide any comments that it may have with respect to the Proposed Expenditure Plan.

The SCCRTC proposed Expenditure Plan is attached to this Staff Report. The Plan includes funding for the widening of Highway 1 for the construction of carpool/high occupancy vehicle (HOV) lanes. The Plan also includes funding for local government projects that would be distributed to the local government agencies on the basis of population. Additionally, the Plan includes funds for the Coastal Trail, bicycle programs, carpool programs, and the purchase of the Union Pacific Right-of-Way, if needed. The Plan includes funds for safety improvements on Highway 17 and the development of the Pajaro Rail Station. The Proposed Expenditure Plan includes funds to lease facilities for park and ride lots and would fund the purchase of four (4) express service buses and funds to replace those buses when they have been in operation for twelve (12) years. In order to enhance paratransit service the Plan provides provides \$5 million in funds for paratransit service.

The projects that are included in the SCCRTC Proposed Expenditure Plan would be funded from the proceeds from a ½% increase in the sales tax in Santa Cruz County for thirty (30) years. The increase in the sales tax will require an affirmative vote by two thirds (2/3) of the voters of Santa Cruz County.

Staff recommends that the Board of Directors provide comments to SCCRTC regarding the projects that are included in the Proposed Expenditure Plan.

IV. FINANCIAL CONSIDERATIONS

Providing comments to the SCCRTC regarding the Proposed Expenditure Pan will not require the expenditure of funds from the METRO Operating Budget.

V. ATTACHMENTS

Attachment A: Santa Cruz County RTC Proposed Expenditure Plan (6/30/04)

Santa Cruz County Local Transportation Sales Tax Measure - November 2004

Program of Projects *

(Approved 6/3/2004)

	2003 M\$	% of Ttl
1/2 cent sales tax, 30 years		
Total Revenue [In 2003/04 \$] **	577	100.0%

Proposed Program of Projects:

Highway 1 Widening/Carpool Lanes Santa Cruz to Aptos ***	363	63.0%
- Highway 1 Bicycle and Pedestrian Crossings	6	1.0%
- Highway 1 Express Buses	6	1.0%
- Park/Ride Lots and Carpool/Alternative Transportation Programs	9	1.6%
Local City & County Transp. Improvements - Street/Road/Bicycle/Ped/Transit	112	19.5%
Coastal Bicycle/Pedestrian Trail next to rail line	23	4.0%
Senior & Disabled Transportation Services	23	4.0%
Highway 17 Safety Programs	6	1.0%
Watsonville-Pajaro Junction Rail Station	6	1.0%
Contingency/Reserve	17	3.0%
Administration	6	1.0%

* All amounts and percentages approximate - see Expenditure Plan for Allocation Instructions and more detailed project descriptions

** From Financial Plan; assumes 1.5% real growth in sales tax revenues; not escalated for inflation

*** From Financial Plan, includes debt service on bonds and contingency.

Please note: Does not reflect total project costs. For all projects, additional funds from other sources will be used to match the sales tax measure funds.

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: July 23, 2004

TO: Board of Directors

FROM: Leslie R. White, General Manager

SUBJECT: CONSIDERATION OF THE IMPACT OF RECENT FUEL PRICE INCREASES ON PUBLIC TRANSIT RIDERSHIP AND OPERATING COST.

I. RECOMMENDED ACTION

That the Board of Directors Review the Impact of Recent Increases in Fuel Prices on Ridership and Operating Costs.

II. SUMMARY OF ISSUES

- Over the past twelve months fuel prices have become increasingly volatile.
- Recently, fuel prices for private motorists have increased to over \$2.00 per gallon.
- Previously, rapidly increasing fuel prices has resulted in higher transit ridership.
- The price that METRO pays for diesel fuel has increased dramatically in the past twelve (12) months.
- The impact of increased fuel cost and lower sales tax revenues has resulted in METRO having to implement fare increases and service reductions that have negated any potential increases in ridership that increased fuel prices might have stimulated.

III. DISCUSSION

The price per gallon for fuel that motorists have paid has become extremely volatile over the past few years. In the past twelve months pump prices have increased dramatically. Currently the average motorist pays well over \$2.00 per gallon for fuel at the pump. In the past periods of high fuel prices there has typically been a corresponding increase in transit ridership. However the current price increases are following a period of severe economic hardship wherein most sales tax supported transit systems have been forced to implement drastic service cuts and substantial fare increases. The effect of these actions has been to reduce or eliminate potential increases in ridership that may have occurred as a result of the higher pump prices for fuel.

The financial situation at METRO has been more severe than the national average. The economic downturn of 2001 hit the Bay Area harder and has been more sustained than the rest of the nation. As a result the level of fare increases and service cuts has offset ridership increase potential. Attachment A to this Staff Report reflects the changes in ridership during the past two years. Significant increases in fuel prices combined with the weak level of sales tax receipts had

a substantial negative effect on the 2003/2004 Operating Budget. METRO had to add \$172,432 in supplemental funds to the fuel appropriation to offset the increase in price for the ultra-low sulfur (green) diesel that is mandated by the State of California. A chart that reflects METRO's cost for fuel is attached to this Staff Report.

In summary, it is unfortunate that the actions that transit systems like METRO have had to take to respond to financial challenges have preempted the opportunity to capitalize on higher fuel prices and increase ridership.

IV. FINANCIAL CONSIDERATIONS

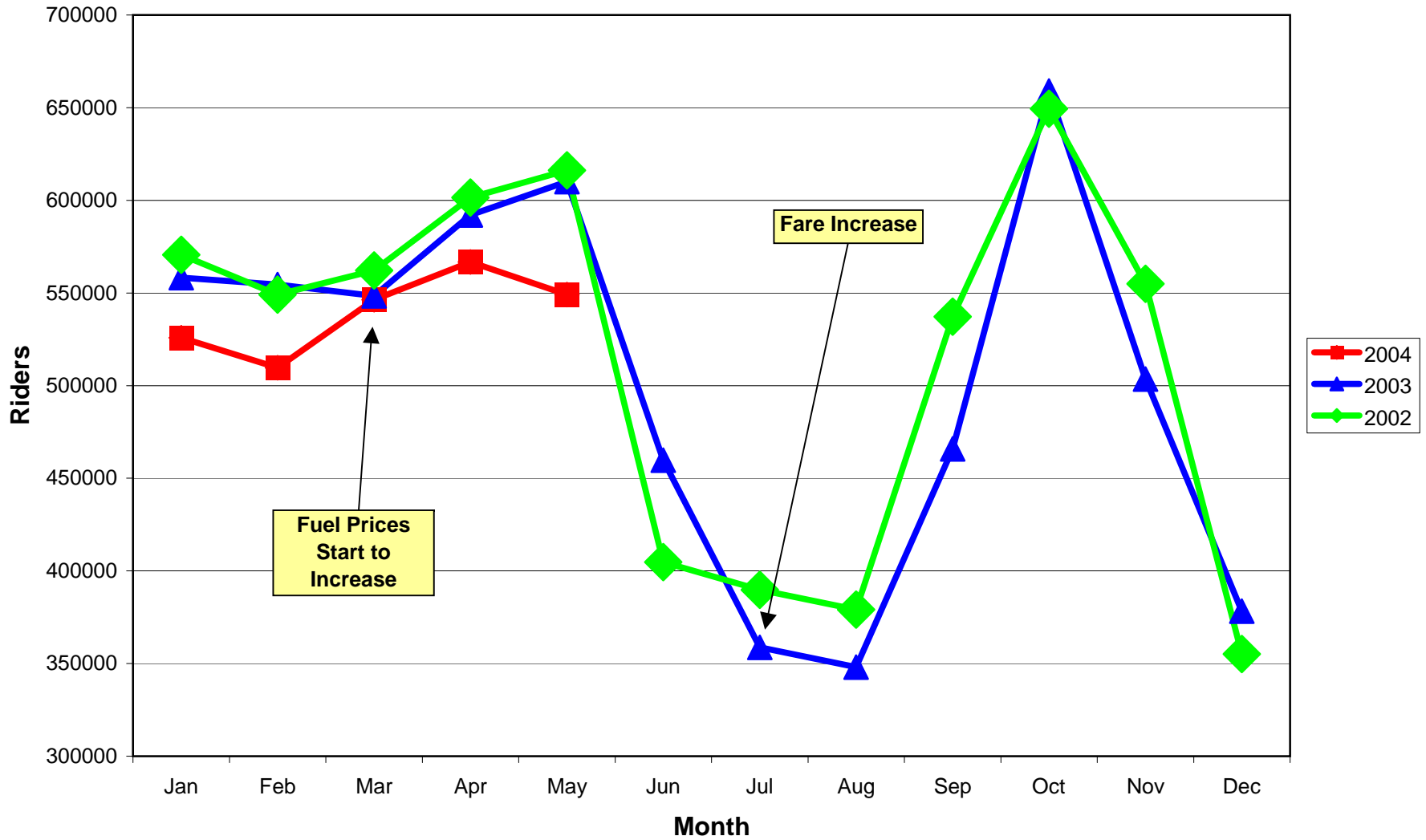
The increase in the cost of fuel required an additional \$172,432 in the 2003/2004 METRO Operating Budget.

V. ATTACHMENTS

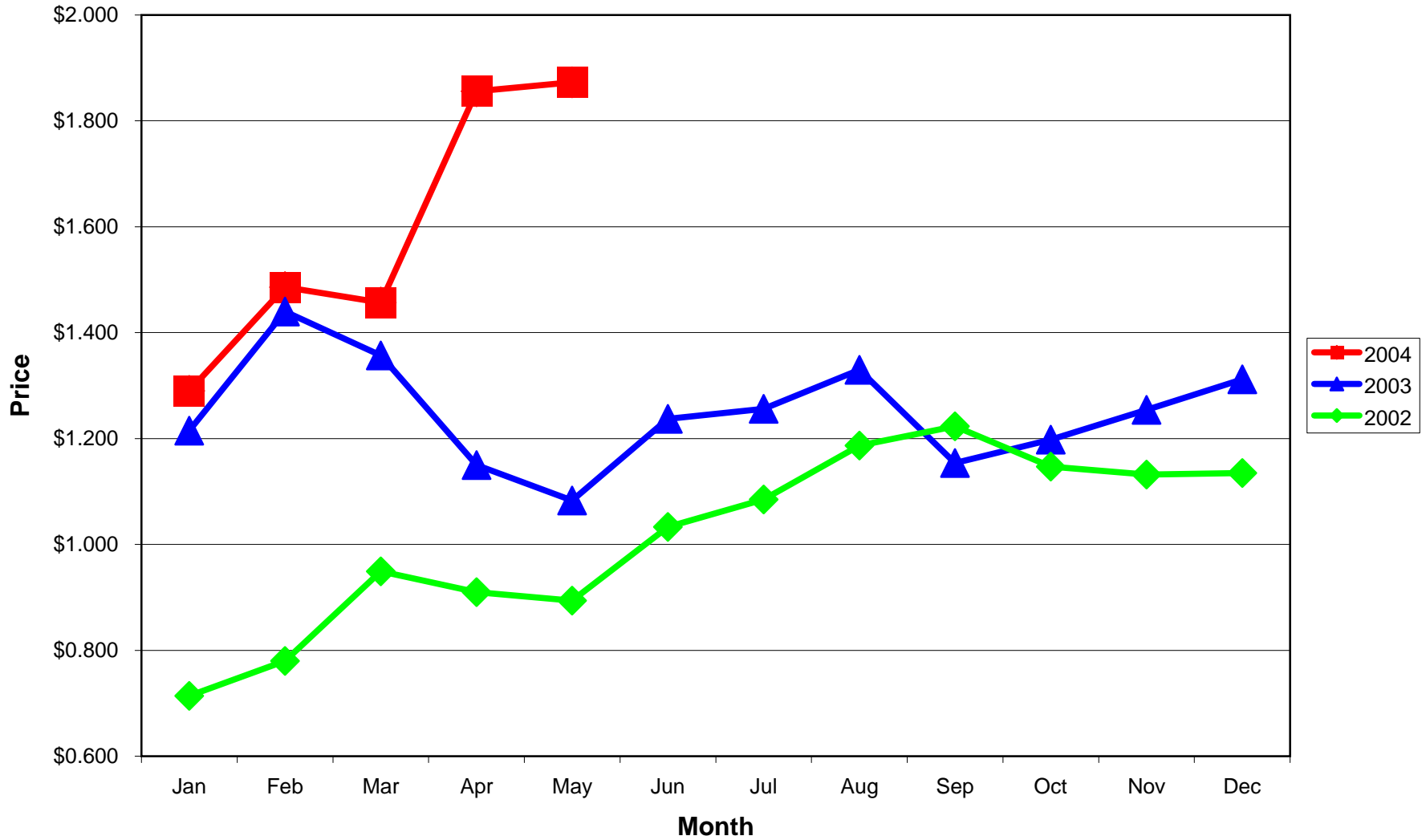
Attachment A: Ridership Graph.

Attachment B: Diesel Fuel Price History.

Santa Cruz METRO Ridership



AVERAGE PRICE OF DIESEL FUEL



SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: July 23, 2004

TO: Board of Directors

FROM: Leslie R. White, General Manager

SUBJECT: CONSIDERATION OF THE REQUEST FROM THE SCOTTS VALLEY CITY COUNCIL TO RECONFIGURE ROUTE #31 TO REMOVE SERVICE FROM VINE HILL SCHOOL ROAD AND REDIRECT THE SERVICE TO OPERATE ON GLENWOOD DRIVE IN SCOTTS VALLEY SERVING THE SCOTTS VALLEY HIGH SCHOOL ON ALL TRIPS.

I. RECOMMENDED ACTION

That the Board of Directors approve the request from the Scotts Valley City Council to redeploy the Route #31 Service by deleting service from Vine Hill School Road and reassigning the service to operate on Glenwood Drive serving the Scotts Valley High School on all trips.

II. SUMMARY OF ISSUES

- For many years METRO has operated bus service on Vine Hill School Road in Scotts Valley.
- The operation of bus service on Vine Hill School Road provided public transportation service to the North section of Scotts Valley Drive, Vine Hill School, and Siltanen Park.
- Over the past year residents in the vicinity of the Vine Hill School Road/Glenwood Drive intersection have requested the removal of bus service.
- In an attempt to address the concerns of the Vine Hill School Road residents and simultaneously preserve service to the Vine Hill School and Siltanen Park METRO, in cooperation with the City of Scotts Valley reconfigured Route #31 to turn around in Siltanen Park parking lot owned by the City of Scotts Valley as a six-month demonstration project.
- To assist in initiating the demonstration project METRO paid \$4,153 for modifications of the parking lot owned by the City of Scotts Valley.
- Approximately one month after the initiation of the route change residents in the vicinity of the parking lot combined with representatives of the school crossing guards submitted a request that the Scotts Valley City Council order METRO to cease operating bus service through the parking lot.
- On May 19, 2004 the Scotts Valley City Council voted unanimously to direct METRO to cease operating buses through the parking lot at the soonest possible time.

- On June 16, 2004 the Scotts Valley City Council voted to request that METRO reroute the Route #31 bus to operate on Glenwood Drive and turn around at the Scotts Valley High School.
- Staff recommends that the Board of Directors approve the request of the Scotts Valley Council and implement the route modification no later than the Fall Service Bid.
- Staff further recommends that the Board of Directors authorize staff to take the actions necessary to identify and establish accessible bus stops in the vicinity of Glenwood Drive and Vine Hill School Road.

III. DISCUSSION

METRO has operated bus service on Vine Hill School Road for many years. The bus service provides public transit access to residential areas, Vine Hill Elementary School and Siltanen Park. During the past year METRO received numerous complaints from individuals residing in the area close to the Vine Hill School Road/ Glenwood Drive intersection. Residents in this area complained about noise, vibration, and pedestrian safety issues that they felt were a result of having buses traverse this street once an hour on weekdays and once every two hours on weekends. In an attempt to address the continuing concerns of the residents and maintain public access to the park and the school METRO entered into an Agreement with the City of Scotts Valley for a six month demonstration project that would use the city-owned parking lot located opposite of Siltanen Park as the turn-around for Route #31. As a part of the Agreement with the City of Scotts Valley, METRO invested \$4,153 to make improvements to the pavement and to reconfigure parking areas. The improvements were designed to maintain pavement integrity and to insure that there was adequate space for the bus turning radius requirements without creating any auto/bus conflicts.

After approximately one month of operating the Route #31 service using the parking lot turn-around a group of concerned individuals representing area residents and the school crossing guard approached the Scotts Valley City Council regarding the service. At the May 19, 2004 meeting of the City Council the individuals indicated that they believed that the use of the parking lot for a turn-around was unsafe and requested that the City order the buses to leave. In response to the concerns expressed by the citizens the Scotts Valley City Council voted unanimously to request that METRO discontinue using the parking lot as a turn-around for buses.

The proposal to return Route #31 to its former configuration resulted in the residents in the Glenwood Drive/Vine Hill School Road intersection vicinity to re-assert their concerns and objections to having the buses operate on Vine Hill School Road. On June 16, 2004 the Scotts Valley City Council voted to request that METRO reconfigure the Route #31 service to operate on Glenwood Drive on all trips and to use the Scotts Valley High School as a turn-around.

When METRO staff examined Route #31 as a part of the service review necessitated by the budget situation it was found that the ridership on the Vine Hill School Road segment of the route was low when compared to the rest of the system. Overall the Rout#31 does not enjoy a high level of ridership. The service cut proposal that has been approved by the Board of Directors will eliminate all weekend service on route #31 and provide service at a level of one bus every two hours on the weekdays. It is logical to direct the service that remains in this area to the Scotts Valley High School that has the highest potential of using it. Therefore, METRO staff recommends that the Board of Directors approve the reconfiguration of Route #31 to operate on Glenwood Drive on all trips no later that the Fall Service Bid, and that the bus use the Scotts Valley High School as the turn-around point. On June 16, 2004 the Scotts Valley City Council also requested that METRO establish and accessible bus stop on Glenwood Drive in the vicinity of the Vine Hill School intersection. It is recommended that the Board direct staff to identify an accessible location where a bus stop could be installed for minimal cost in the Glenwood Drive/Vine Hill School Road intersection vicinity.

IV. FINANCIAL CONSIDERATIONS

The modification of Route #31 will have no financial effect on the 2004/2005 METRO Operating Budget.

V. ATTACHMENTS

None

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: July 23, 2004

TO: Board of Directors

FROM: Mark J. Dorfman, Assistant General Manager

SUBJECT: CONSIDER SUBMITTING A RESPONSE TO THE GRAND JURY REGARDING RECOMMENDATIONS FROM THE 2003-2004 FINAL REPORT

I. RECOMMENDED ACTION

Submit the attached Response to the Grand Jury indicating the responses to the Santa Cruz Metropolitan Transit District recommendations contained in the 2002-2003 Final Grand Jury Report.

II. SUMMARY OF ISSUES

- Every year, the Grand Jury issues a Final Report on various matters, which affect the residents of the County of Santa Cruz. Generally, when the Grand Jury investigates a matter and makes a finding, it solicits a response from the public agency having responsibility for the matter.
- This year the Grand Jury issued its 2003-2004 Final Report on June 00, 2004.
- As part of a section on Review of Options to Improve Transportation in Santa Cruz County, there were a total of four (4) areas in the report that require responses from the Santa Cruz Metropolitan Transit District.
- A Response from the Santa Cruz Metropolitan Transit District is due on August 30, 2004.

III. DISCUSSION

Every year, the Grand Jury issues a Final Report on various matters that affect the residents of Santa Cruz County. Generally, when the Grand Jury investigates a matter and makes a finding and recommendations, it solicits a response from the public agency having responsibility for the matter. The Grand Jury 2003-2004 Final Report was issued in June of this year. In this year's report the Grand Jury continued to investigate transportation issues. This year, present and future transportation problems in the City of Santa Cruz were the focus. As part of this review, there were three (3) findings and one (1) recommendation that require a response from the Santa Cruz Metropolitan Transit District.

Attachment A is the proposed response from Santa Cruz METRO to the 2003-2004 Grand Jury Final Report. If approved by the Board, these responses will be filed in the manner required.

IV. FINANCIAL CONSIDERATIONS

None of the recommendations contained in these responses call for the expenditure of any funds at this time.

V. ATTACHMENTS

Attachment A: Santa Cruz Metropolitan Transit District's Response to the 2003-2004 Grand Jury Final Report

FINDINGS

Transportation – Page 2-43

Date: August 1, 2004

- 4** *A recurring theme in the MTS suggests three basic requirements for reducing the impact of growing traffic:*
- a. Use of carpools and ride sharing.*
 - b. Increase walking and bicycling.*
 - c. Significantly increase ridership on the SC Metro.*

RESPONSE:

The Santa Cruz Metropolitan Transit District agrees that each of the items mentioned above will serve to reduce the impact of growing traffic.

Transportation – Page 2-44

Date: August 1, 2004

- 5** *The automobile is the predominant method of travel in Santa Cruz.*

RESPONSE:

The Santa Cruz Metropolitan Transit District agrees with the finding that the automobile is the predominant method of travel in Santa Cruz.

Transportation – Page 2-44

Date: August 1, 2004

- 16** *Santa Cruz Metro ridership should increase 125% by 2020, according to MTS.*

RESPONSE:

The Santa Cruz Metropolitan Transit District agrees with the finding that the MTS states that ridership on METRO should increase 125% by 2020. The issue that is not discussed within the MTS document is the funding strategies as to how this increase would be accomplished. The challenges that exist would be the operating funding to run the additional service, and the capital funds to purchase the equipment. The current plans for the MetroBase project do not have the capacity to deal with this level of expansion.

The MTS also does not address nor consider transit needs throughout the County, which is the jurisdiction for Santa Cruz METRO. The City of Santa Cruz is only represented on the METRO Board by two of the 11 members.

RECOMMENDATIONS

Transportation – Page 2-45

Date: August 1, 2004

- 2 A park-and-ride facility should be developed at or near the intersection of Highways 1 and 9, with express bus service to major destinations within the city.***

RESPONSE:

The Santa Cruz Metropolitan Transit District has worked with the City of Santa Cruz in their plans to develop the Salz Tannery site. As part of that project, the City of Santa Cruz has been considering a project that would involve a Park and Ride lot that might be used for tourist shuttles as well as Express Buses. Initial plans by CalTrans for the reconstruction of the Highway 1/9 Interchange include the construction of a Park-and-Ride lot of 237 parking spaces. Santa Cruz METRO agrees that it continue to work with the City to explore the feasibility of a Park and Ride lot approach in this location.

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: July 23, 2004

TO: Board of Directors

FROM: Bryant J. Baehr, Manager of Operations

SUBJECT: CONSIDERATION OF OPERATING THE WATSONVILLE STRAWBERRY FESTIVAL SHUTTLE ON JULY 31, 2004 AND AUGUST 01, 2004.

I. RECOMMENDED ACTION

Staff is recommending that the Board of Directors authorize the General Manager to operate two (2) buses for the Watsonville Strawberry Festival being held on July 31, 2004 and August 01, 2004.

II. SUMMARY OF ISSUES

- The City of Watsonville has requested two (2) buses for the Watsonville Strawberry Festival that is being held on July 31, 2004 and August 01, 2004.
- The City of Watsonville has agreed to compensate the Transit District for the cost to operate the shuttle.
- The Watsonville Strawberry Festival Shuttle will be free to the public.
- In 2003, 1,458 passenger trips were performed by the Watsonville Strawberry Festival Shuttle.

III. DISCUSSION

The City of Watsonville has requested the use of two (2) buses for the Watsonville Strawberry Festival that is being held on July 31, 2004 and August 01, 2004. The buses will be used to shuttle patrons from a remote parking area to downtown Watsonville.

The hourly rate for developing the cost to operate the Watsonville Strawberry Festival shuttle is \$60.00 per hour. The City of Watsonville has agreed to pay the Transit District for the cost to operate the shuttle. The Shuttle will be free to the public.

In 2003, the Watsonville Strawberry Shuttle performed 1,458 passenger trips.

IV. FINANCIAL CONSIDERATIONS

None

V. ATTACHMENTS

Attachment A:None

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: July 23, 2004
TO: Board of Directors
FROM: Bryant J. Baehr, Manager of Operations
SUBJECT: CONSIDERATION OF OPERATING THE CAPITOLA ART AND WINE SHUTTLE ON SEPTEMBER 18 & 19, 2004.

I. RECOMMENDED ACTION

Staff is recommending that the Board of Directors authorize the General Manager to operate two (2) buses for the Capitola Art and Wine event that is being held on September 18&19, 2004.

II. SUMMARY OF ISSUES

- The City of Capitola has requested that the Transit District operate a shuttle for the Capitola Art and Wine event that is being held on September 18&19, 2004.
- The City of Capitola has agreed to compensate the Transit District for costs associated with operating the shuttle.
- The Capitola Art and Wine shuttle is free to the public.
- In 2003, 5,078 passenger trips were performed by the Capitola Art and Wine Shuttle.

III. DISCUSSION

The City of Capitola has requested that the Transit District operate a shuttle for the Capitola Art and Wine event that is being held on September 18&19, 2004. The buses will be used to shuttle patrons from the Capitola Mall to downtown Capitola.

The hourly rate for developing the cost to operate the Capitola Art and Wine shuttle is \$60.00 per hour. The City of Capitola has agreed to pay the Transit District for the cost to operate the shuttle. The Shuttle will be free to the public.

In 2003, the Capitola Art and Wine Shuttle performed 5,078 passenger trips

IV. FINANCIAL CONSIDERATIONS

None

V. ATTACHMENTS

Attachment A: None

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: July 23, 2003
TO: Board of Directors
FROM: Bryant J. Baehr, Manager of Operations
SUBJECT: CONSIDERATION OF CALL STOP AUDIT REPORT

I. RECOMMENDED ACTION

This report is for informational purposes only. No Action is required.

II. SUMMARY OF ISSUES

- At the November 2001 Board of Directors meeting staff was authorized to conduct quarterly call stop compliance audits.
- Staff contracted with Robert S. Bortnick & Associates, a private investigative firm, to conduct the audit.
- On July 25, 2003 the base programming of the Talking Bus was completed and implemented. There are 48 bus routes, approximately 1,050 bus stops and 3,622 call stops.

III. DISCUSSION

At the November 2001 Board of Directors meeting staff was authorized to conduct quarterly call stop compliance audits. Staff contracted with Robert S. Bortnick & Associates, a private investigative firm, to conduct the audit. Robert S. Bortnick & Associates was authorized 100 hours to conduct a survey at a cost of \$5,000.00 each quarter. On July 25, 2003 the Talking Bus was activated on all routes encompassing 3,622 programmed call stops (trigger points). The Transit District has 48 routes serving approximately 1,050 bus stops. Each route has independent trigger points and call stops taking the number of programmed call stops and trigger points to 3,622.

Attachment A details the results of the current audit.

IV. FINANCIAL CONSIDERATIONS

Randomly conducted call stop compliance audits cost approximately \$20,000 per year.

V. ATTACHMENTS

Attachment A: Summary of Audit Results

Attachment B: Table of Results from Robert S. Bortnick & Associates dated April – June 2004.

Summary of the call stop audit results:

	April – May 2002	August 2002	November 2002	February / March 2003	April / May / June / July 2003	July – August – September 2003	October/ December 2003	January / March 2004	April / June 2004
Call Stops observed	194	218	232	436	88 – Boardings	2,418	2,596	2,378	3,223
Call stops announced	186	190	232	398	88 – Operational Systems	2,305	2,558	2,371	3,165
Call stops not announced	8	28	0	38	0	113	38	7	58*
Percent of call stops completed	96%	88%	100%	91.3%	0	95.3%	98.5%	99.7%	98.2%
Percent of call stops not completed	4%	13%	0%	8.7%	0	4.7%	1.5%	.3%	1.8%

*The investigative report cited 63 call stops missed. After conducting an audit of the call stops missed, five (5) missed call stops were eliminated due to inaccurate application of the call stop audit forms.

Two (2) bus operators failed to announce stops that were on the authorized call stop list. Two (2) bus operators were placed in the disciplinary process established for failing to announce call stops.

ROBERT S. BORTNICK & ASSOCIATES
PRIVATE INVESTIGATION

CRIMINAL/CIVIL
CA. LIC. NO. P111733

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

ADA CALL STOP SURVEY RESULTS
(APRIL-JUNE 2004)

Statistical Summary

Total number of trips surveyed _____ 97
 Total number of buses with functioning computers 97 (1 0 0 %)
 Total number of call stops surveyed _____ 3,228
 Total number of call stops made _____ 3,165 (98%)
 Total number of call stops missed _____ 63

Table of Results

<u>Key to codes</u>	<u>Number of Trips</u>
A = audio failure.....	2
C = operator change (mid-route).....	3
D = visual display failure.....	1
E = early calls (at or nearer to prior stop).....	2
F = talking bus system failure.....	1
G = no external announcement (only after 5/20/04).....	2
I = operator ID badge not visible.....	10
L = late calls (bus already passing stop).....	2
M = missed call stops (no announcements).....	14
P = partial route by investigator.....	26
U = unlisted stop announced (not on checklist).....	5
V = volume low/high/fluctuations.....	13
X = loop/partial route not done.....	13

<u>ROUTE</u>	<u>OP #</u>	<u>BUS #</u>	<u>DATE</u>	<u>CALLS</u> <u>MADE</u>	<u>CALLS</u> <u>MISSED</u>	<u>NOTES</u>
2 – Mission & Western			5/11/04	27	2	V, E, M
3A – Mission & Lighthouse			5/11/04	44	2	I, M
3A – Mission & Linthouse			6/16/04	45	1	M

<u>ROUTE</u>	<u>OP.#</u>	<u>BUS #</u>	<u>DATE</u>	<u>CALLS MADE</u>	<u>CALLS MISSED</u>	<u>NOTES</u>
3C – Delaware			7/03/04	3	9	0 x
3N – Mission Night			5/15/04		39	0
4 – HW/Paradise/Emeline			5/11/04		29	0 x
7N – Beach Night/Cap Mall			6/16/04		33	0
7N – Beach Night/Cap Mall			6/21/04		33	0
7N – Beach Night/Metro Ctr			6/16/04	1	5	IO P
9 – Prospect Heights			6/18/04		26	1 M
10 – UC High St			5/21/04		34	0
10 – UC High St			6/27/04		34	0
16 – Laurel East			6/18/04		31	0 V, E
19 – UC Lower Bay			6/14/04		38	0
19 – UC Lower Bay			7/03/04		38	0
31 – S Vly Dr/Graham Hill			5/15/04		21	O
31 – S Vly Dr/Graham Hill			6/08/04		21	0
31 – SV Dr /Hwy 17 SC			5/15/04		21	0 x
31 – SV Dr/Hwy 17 SC			6/08/04		20	0 x
32 – Graham Hill			6/16/04		12	0 x
32 – Graham Hill			6/28/04		39	0
35 – Glen Arbor/Mt Store			6/27/04		36	0 P
35 – Glen Arbor-SVTC			6/13/04		44	0
35 – Hwy S/Country Club			5/21/04		31	6 V, M
35 – Santa Cruz			5/21/04		28	6 P, C, X, U, M
35 – Santa Cruz			6/15/04		14	36 C, V, X, M, F
35 – Santa Cruz			6/18/04		61	0 I, V
35 – Santa Cruz			6/27/04		55	0 X
35 – Santa Cruz			7/04/04		16	1 P, M
35A – Glen Arbor/Mt Store			6/18/04		51	0 I, V
35A – Hwy S/Bear Creek			6/15/04		31	0 L, X, A
35A – Hwy S/Country Club			6/27/04		46	0 u
35A – Hwy 9/Mt Store/Sylvan			6/13/04		46	0 A, C
35A – Hwy 9/Mt Store/Sylvan			7/04/04		26	0 P
40 – Santa Cruz			6/14/04		15	0 x
40 – Waddell Crk/Davenport			6/14/04		17	0
42 – Davenport/Bonny Doon			5/15/04		49	1 M
52 – Capitola/Soquel			6/21/04		29	0 L
53 – Capitola/Dominican			6/21/04		32	0 L
53 – Capitola/Dominican			6/28/04	3	2	O II
54 – Aptos/La Selva Beach			5/11/04		50	0
54 – Aptos/La Selva Beach			6/06/04		51	0 V, U
50 – Aptos/La Selva Beach			7/04/04		50	0 I
54 – Caoitola Mall			6/06/04		44	1 X, U, M
54 – Capitola Mall			7/04/04		43	0 I, X
55 – Rio Del Mar			5/27/04		41	0 P

<u>ROUTE</u>	<u>OP #</u>	<u>BUS #</u>	<u>DATE</u>	<u>CALLS MADE</u>	<u>CALLS MISSED</u>	<u>NOTES</u>
65 – 30 th Ave/Cap Mall			5/11/04	32	1	M
65 – 30 th Ave/Cap Mall			6/10/04	33	0	v
65 – 30 th Ave/Cap Mall			6/13/04	33	0	E
65 – 30 th Ave/Cap Mall			6/21/04	33	0	v
65 – 30 th Ave/Santa Cruz			6/10/04	2 7	0	
65 – 30 th Ave/Santa Cruz			6/15/04	2 7	0	
65 – 30 th Ave/Santa Cruz			6/27/04	2 7	0	
65 – 30 th Ave/Santa Cruz			6/23/04	2 7	0	
66 – 17 th Ave/Cap Mall			6/21/04	3 2	0	
66 – 17 th Ave/Cap Mall			6/28/04	3 2	0	
67 – East Cliff/Cap Mall			6/08/04	2 3	0	
67 – East Cliff/Cap Mall			7/04/04	2 3	0	
67 – East Cliff/Santa Cruz			6/21/04	2 2	0	I
67 – East Cliff/Santa Cruz			6/23/04	2 2	0	
69 – Capitola Road			5/18/04	13	0	P
69 – Capitola Road			6/04/04	14	0	P
69 – Capitola Road			6/07/04	20	0	
69 – Capitola Road			6/23/04	20	0	
69 – Santa Cruz			5/27/04	15	0	I, P
69 – Santa Cruz			6/06/04	11	0	E, P
69 – Santa Cruz			6/04/04	11	0	P
69 – Santa Cruz			6/07/04	18	0	
69 – Santa Cruz			6/28/04	1 8	0	G, V
69A – Cap Rd/Santa Cruz			6/09/04	39	0	v
69A – Cap Rd/Santa Cruz			6/16/04	39	0	P
69A – Car, Rd/Santa Cruz			6/18/04	19	0	
69A – Cap Rd/Santa Cruz			6/21/04	39	0	
69A – Cap Rd/Santa Cruz			6/28/04	39	0	
69A – Cap Rd/Santa Cruz			7/03/04	39	0	
69N – Santa Cruz/Cap Vill			6/08/04	20	0	P
69N – Santa Cruz/Cap Vill			6/21/04	18	0	P
69W – Cabrillo/Santa Cruz			5/30/04	30	0	P
69W – Cabrillo/Santa Cruz			6/13/04	30	0	I, P
69W – Cabrillo/Watsonville			5/30/04	40	0	v
69W – Cabrillo/Watsonville			6/06/04	12	0	P
69W – Cabrillo/Watsonville			6/16/04	33	0	P
69W – Cabrillo/Watsonville			6/23/04	20	0	P
71 -Arthur/Santa Cruz			5/15/04	30	0	P
71 – Arthur/Santa Cruz			6/13/04	13	0	P
71 – Clifford/Watsonville			5/27/04	29	0	P
71 – Clifford/Santa Cruz			6/12/04	73	1	D, V, M
71 – Clifford/Watsonville			6/23/04	7 4	0	
71 – Crestview/Santa Cruz			6/16/04	6 9	0	

<u>ROUTE</u>	<u>OP #</u>	<u>BUS #</u>	<u>DATE</u>	<u>CALLS MADE</u>	<u>CALLS MISSED</u>	<u>NOTES</u>
71 – Crestview/Santa Cruz			6/18/04	69	0	
71 – Crestview/Santa Cruz			7/04/04	69	0	
71 – Pennsylvania/Watson			6/09/04	69	0	x
71 – Pennsylvania/Watson			6/16/04	68	2	M
71 – Pennsylvania/Watson			6/18/04	57	0	I, P
91 – Cab/Wats Express			5/12/04	5	0	P
91 – Cab/Wats Express			5/19/04	10	0	P
91 – Cab/Wats Express			6/02/04	3	2	G, M, P

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: July 9, 2004

TO: Board of Directors

FROM: Mark Dorfman, Assistant General Manager

SUBJECT: CONSIDERATION OF RATIFICATION OF CONTRACT WITH UNITED TRANSPORTATION UNION LOCAL 23 FOR THE OPERATION OF THE PARACRUZ PROGRAM FOR THE PERIOD OF JULY 9, 2004 THROUGH JUNE 30, 2006

I. RECOMMENDED ACTION

Staff recommends that the Board ratify the tentative agreement with United Transportation Union (UTU) Local 23 for the operation of the ParaCruz program

II. SUMMARY OF ISSUES

- The Board of Directors authorized staff to enter into negotiations with United Transportation Union (UTU) Local 23 regarding the operation of METRO ParaCruz (ADA complementary paratransit).
- The Board of Directors established certain negotiating parameters
- The Board of Directors approved a transition to the direct operation of ParaCruz contingent upon ratification of a tentative agreement with UTU Local 23.
- UTU Local 23 ratified the tentative agreement on July 1, 2004.

III. DISCUSSION

The District's negotiating team had a number of meetings with representatives of UTU Local 23 to bargain regarding wages, benefits, and working conditions for the District's ParaCruz service.

The parties reached a tentative agreement within Board authorized parameters.

The membership of the effected work group ratified the agreement on July 1, 2004. The vote was: Yes: 33, No: 1.

IV. FINANCIAL CONSIDERATIONS

This agreement is within Board authorized parameters.

V. ATTACHMENTS

None

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: July 23, 2004

TO: Board of Directors

FROM: Leslie R. White, General Manager

SUBJECT: PUBLIC HEARING TO IDENTIFY A LIST OF UNMET TRANSIT NEEDS FOR SUBMISSION TO THE SANTA CRUZ COUNTY REGIONAL TRANSPORTATION COMMISSION.

I. RECOMMENDED ACTION

That the Board of Directors hold a Public Hearing and develop a list of unmet transit needs to be submitted to the Santa Cruz County Regional Transportation Commission.

II. SUMMARY OF ISSUES

- Annually the Santa Cruz County Regional Transportation Commission (SCCRTC) adopts a list of unmet transit needs pursuant to the requirements of the State of California Transportation Development Act (TDA).
- The SCCRTC has developed a draft list of unmet transit/paratransit needs based upon a Paratransit Public Hearing on February 4, 2004, three Seniors Council Hearings held in March 2004, and input received at the April Elderly and Disabled Transportation Advisory Committee meeting.
- METRO has implemented three service reductions over the past three years and will implement a fourth service reduction in September 2004 due to the weak economic conditions.
- The implementation of service decreases by METRO has added to the list of both unmet transit and paratransit needs.
- In FY2004/2005 METRO will implement a grant that was received to develop a new Short Range Transit Plan based upon a study of unmet needs. The new Short Range Transit Plan will provide the basis for METRO's unmet needs submission to the SCCRTC in 2005.
- As an interim measure staff recommends that the Board of Directors hold a Public Hearing and develop a list of unmet transit needs for submission to the SCCRTC.

III. DISCUSSION

One of the sources of operating funds for METRO is derived from the proceeds of a ¼ cent sales tax collected by the State of California in Santa Cruz County pursuant to the Transportation

Development Act (TDA). The receipts from this tax are transmitted to the Santa Cruz County Regional Transportation Commission (SCCRTC) by the State of California. The SCCRTC distributes the TDA funds to a number of recipients with METRO receiving the majority of the funds for transit operating expenses. Pursuant to the provisions of the TDA the SCCRTC annually adopts a list of unmet transit and paratransit needs. The SCCRTC conducts an extensive outreach process to identify unmet needs. A draft list of unmet needs has been developed by the SCCRTC following a Paratransit Public Hearing held on February 4, 2004, three Senior's Council Hearings held in March 2004, and input received at a meeting of the Elderly and Disabled Transportation Advisory Committee (E&D TAC). The Draft Unmet Needs List is attached to this Staff Report.

Over the past three years METRO has implemented three service reductions. In September 2004 METRO will implement a fourth service reduction. The list of unmet transit needs has been significantly expanded due to these reductions of service. Additionally, the deletion of service from certain areas has added to the list of unmet paratransit needs. Recognizing the severe service deficiencies that now exist METRO applied for and received a grant to fund an analysis of unmet needs and, using the acquired data, to develop a new Short Range Transit Plan that will become the basis for future submissions of lists of unmet needs to the SCCRTC.

Until the new Short Range Transit Plan is completed staff recommends that the Board of Directors hold a Public Hearing and develop an interim list of unmet needs to be submitted to the SCCRTC.

IV. FINANCIAL CONSIDERATIONS

The identification of unmet transit needs and the communication of those unmet needs will not have an impact on the 2004/2005 METRO Operating Budget.

V. ATTACHMENTS

Attachment A: SCCRTC Draft List of Unmet Needs

Draft Unmet Transit Needs List

- 15 minute frequencies and expanded window of service on Highway 17/Amtrak Service.
- Extension of Highway 17/Amtrak service to UCSC at key times.
- 30 minute peak frequencies on collector and arterial routes.
- Bi-directional service on local Watsonville routes.
- Expanded service to new residential and commercial areas in Watsonville.
- Service to new Watsonville High School.
- Increased frequency of service to Scotts Valley High School.
- Increased frequency of service for UCSC.
- East/West Express service to UCSC and Cabrillo.
- Express Service between Cabrillo-Aptos Campus and Cabrillo-Watsonville Campus.
- Minimum frequency standard of 60 minutes.
- Express service between San Lorenzo Valley and both UCSC and Cabrillo.

- Holiday service.
- Expanded service between UCSC and Westside University activity centers such as Long Marine Lab, Wrigley Building Offices, Texas Instruments Building Offices.
- Expanded window of service on major collector and arterial service.

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: July 23, 2004

TO: Board of Directors

FROM: Frank L. Cheng, Project Manager

SUBJECT: CONSIDERATION OF AUTHORIZING THE GENERAL MANAGER TO EXECUTE AN AMENDMENT TO THE RNL DESIGN CONTRACT FOR ARCHITECTURAL/ENGINEERING SERVICES FOR THE METROBASE PROJECT

I. RECOMMENDED ACTION

That the Board of Directors authorize the General Manager to execute an Amendment to the MetroBase Architectural/Engineering Contract with RNL Design.

II. SUMMARY OF ISSUES

- On August 8th, 2003 Santa Cruz METRO entered into a contract with RNL Design for Architectural/Engineering Services for the MetroBase Project in the amount of \$2,530,761.
- As a result of a determination that components of the LCNG fueling portion of the project required long lead times, a decision was made to pre-purchase these components.
- METRO staff directed the RNL Design team to proceed to develop a procurement package for owner furnished “long-lead time equipment,” and a non-proprietary competitive bid L/CNG fueling system design.
- As a result of the soils analysis, a determination was made that the foundation planned for the River Street site would be inadequate.
- As a result, METRO staff directed the RNL Design team to incorporate a Driven Concrete Pile Foundation System into the design of the MetroBase Facility.
- Both of the above changes are beyond the original scope of work in the contract with RNL Design, requiring a Change Order in the amount of \$109,080.

III. DISCUSSION

On August 8th, 2003 Santa Cruz METRO entered into an Architectural/Engineering Contract with RNL Design from Los Angeles, California in the amount of \$ 2,530,761. With the fast approaching requirement of the California Air Resources Board (CARB) to switch from Diesel to Compressed Natural Gas (CNG) fuel, it is imperative that the fueling portion of the MetroBase Project be developed expeditiously. The original concept envisioned using a “Design Build” approach for this component of the MetroBase facility. It was later determined that the restrictive provisions of the Design Build Statute made it questionable for METRO to use this approach. Therefore, in order to insure that the equipment that had a long delivery times was on site when needed METRO decided to directly purchase the equipment and then supply it as “owner

furnished" equipment for the General Construction Contractor. The current contract with RNL Design did not cover these additional services that would be required and a Change Order is required to address this work.

Part of the design process for the facility on River Street was to take soil samples to determine the foundations necessary to withstand the required seismic standards. As a result of those borings, staff was advised that the additional foundation work would be required to maximize the probability of the facility being operational after a seismic event. Two foundation types were analyzed and presented to METRO staff, Mat Foundation and Pile Foundation. Both methods have their advantages and disadvantages. Based on performance during a seismic event, Concrete Pile Foundations are best suited for the MetroBase Project. Each pile will be driven down past 50 feet where the liquefaction portion ends. Specifications of the amount of piles and the depth will be provided to METRO at a later date. This change in the foundation represents an additional cost to the project, requiring a Contract Change Order.

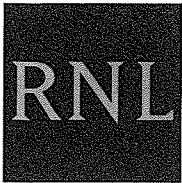
Staff is therefore recommending that the General Manager be authorized to execute a Change Order to the Architectural/Engineering Contract with RNL Design in the amount of \$109,080 to accommodate these revisions to the scope of services.

IV. FINANCIAL CONSIDERATIONS

This Change Order, in the amount of \$109,080 will increase the total contract with RNL Design to \$2,639,841. Funds are available in the MetroBase Project to cover this Change Order.

V. ATTACHMENTS

Attachment A: Letter dated June 29th, 2004 from RNL Design



Strategic Solutions
by Design

June 29, 2004

Mr. Frank Cheng
MetroBase Project Manager
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Re: MetroBase Phase I
Additional Services Proposal for Requested Services

Dear Frank:

SCMTD has requested RNL Design, and members of our consultant team, to provide professional services beyond the scope of our agreement. Our proposal of June 14th is hereby modified to incorporate your comments.

RNL Design is pleased to be able provide this proposal to provide services beyond our agreement with the District dated 8 August 2003. The following are descriptions of the added scope included in this proposal:

1. **LCNG Fueling Station Design and Construction Documents** – provide construction documents suitable for competitive bidding, rather than “system drawings and performance requirements” for the fast fill LCNG vehicle fueling facility. The original scope anticipated the development of “fuel system drawings and performance criteria” package suitable for fueling system contractors to provide “design-build” proposals for their proprietary fueling equipment and systems. The District has recently directed the RNL Design team to proceed with a procurement package for owner furnished “long-lead equipment”, and a non-proprietary competitively bid fueling system design.
2. **Pile Foundations** – the Geotechnical Report for the River Street site, completed as a part of this contract, requires the Operations building and Service Facility (fuel, wash, and fare retrieval building) be constructed on heavy mat foundation (assumed in original proposal) or a driven pile foundation (beyond scope of the original proposal). Based on the recommendations of this report, only the driven pile foundation provides the District the desired performance during a seismic event. RNL Design was directed by the District in a letter dated June 3, 2004 to provide the driven pile foundation system. The District also accepted the increase in construction cost of approximately \$2 to \$3 million dollars for this foundation system. The additional design and construction phase services for this foundation system are included in this proposal.

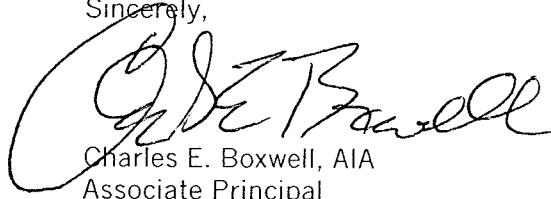
RNL Design will provide these additional services to SCMTD for the not-to-exceed fee of one hundred nine thousand, eighty dollars (\$109,080). The fee is broken down as follows:

LCNG Fueling System	\$ 67,900
<u>Driven Piles Foundation</u>	<u>\$ 48,180</u>
Total	\$109,080

Per your direction and the project's need, these services have already commenced and are proceeding toward completion. Please prepare a contract amendment increasing the scope and fee of our agreement. Provide us with a copy the contract amendment for our records.

If you have any questions, please do not hesitate to contact me.

Sincerely,



Charles E. Boxwell, AIA
Associate Principal

Cc: Les White
Mark Dorfman
Pat McKelvey

