

AGENDA
SANTA CRUZ METRO BOARD OF DIRECTORS
REGULAR MEETING OF FEBRUARY 24, 2012
9:00 AM



Mission Statement: "To provide a public transportation service that enhances personal mobility and creates a sustainable transportation option in Santa Cruz County through a cost-effective, reliable, accessible, safe, clean and courteous transit service."

**THE BOARD MEETING AGENDA PACKET CAN BE FOUND ONLINE AT
WWW.SCMTD.COM AND IS AVAILABLE FOR INSPECTION AT SANTA CRUZ METRO'S
ADMINISTRATIVE OFFICES LOCATED AT 110 VERNON STREET, SANTA CRUZ, CA**

Director Margarita Alejo, City of Watsonville
Director Hilary Bryant, City of Santa Cruz
Director Dene Bustichi, City of Scotts Valley
Director Daniel Dodge, City of Watsonville
Director Ron Graves, City of Capitola
Director Michelle Hinkle, County of Santa Cruz
Director Deborah Lane, County of Santa Cruz
Director John Leopold, County of Santa Cruz
Director Ellen Pirie, County of Santa Cruz
Director Lynn Robinson, City of Santa Cruz
Director Mark Stone, County of Santa Cruz
Ex-Officio Director Donna Blitzer, UC Santa Cruz


Leslie R. White, General Manager / Secretary of the Board
Margaret Gallagher, District Counsel

WATSONVILLE CITY COUNCIL CHAMBERS
275 MAIN STREET
WATSONVILLE, CALIFORNIA

INTERPRETATION SERVICES / SERVICIOS DE TRADUCCIÓN

Spanish language translation is available on an as needed basis. Please make advance arrangements with Tony Tapiz, Administrative Services Coordinator at 831-426-6080. Traducción al español está disponible de forma según sea necesario. Por favor, hacer arreglos por adelantado con Tony Tapiz, Coordinador de Servicios Administrativos al numero 831-426-6080.

AMERICANS WITH DISABILITIES ACT

 *The City Council Chambers are located in an accessible facility. Any person who requires an accommodation or an auxiliary aid or service to participate in the meeting, or to access the agenda and the agenda packet, should contact Tony Tapiz, Administrative Services Coordinator, at 831-426-6080 as soon as possible in advance of the Board of Directors meeting. Hearing impaired individuals should call 711 for assistance in contacting Santa Cruz METRO regarding special requirements to participate in the Board meeting. For information regarding this agenda or interpretation services, please call Santa Cruz METRO at 831-426-6080.*

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**CITY COUNCIL CHAMBERS
275 MAIN STREET
WATSONVILLE, CA**

9:00 A.M.

NOTE: THE BOARD CHAIR MAY TAKE ITEMS OUT OF ORDER

SECTION I: OPEN SESSION

1.0 ROLL CALL

2.0 ORAL ANNOUNCEMENT: AMY WEISS WILL BE AVAILABLE FOR SPANISH LANGUAGE INTERPRETATION DURING "ORAL COMMUNICATIONS" AND FOR ANY OTHER AGENDA ITEM FOR WHICH THESE SERVICES ARE NEEDED. TODAY'S MEETING IS BEING BROADCAST BY COMMUNITY TELEVISION OF SANTA CRUZ.

3.0 ORAL AND WRITTEN COMMUNICATIONS

This time is set aside for Directors and members of the general public to address any item not on the Agenda which is within the subject matter jurisdiction of the Board. No action or discussion shall be taken on any item presented except that any Director may respond to statements made or questions asked, or may ask questions for clarification. All matters of an administrative nature will be referred to staff. All matters relating to Santa Cruz METRO will be noted in the minutes and may be scheduled for discussion at a future meeting or referred to staff for clarification and report. Any Director may place matters brought up under Oral and Written Communications on a future agenda. In accordance with District Resolution 69-2-1, speakers appearing at a Board meeting shall be limited to three minutes in his or her presentation, unless the Board Chair, at his or her discretion, permits further remarks to be made. Any person addressing the Board may submit written statements, petitions or other documents to complement his or her presentation. 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.

- a. John Daugherty, E&DTAC RE: Q-Pod Restraint Device System in Metro Buses

4.0 LABOR ORGANIZATION COMMUNICATIONS

5.0 ADDITIONAL DOCUMENTATION TO SUPPORT EXISTING AGENDA ITEMS

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CONSENT AGENDA

All items appearing on the Consent Agenda are recommended actions which are considered to be routine and will be acted upon as one motion. All items removed will be considered later in the agenda. The Board Chair will allow public input prior to the approval of the Consent Agenda items.

- 6-1. ACCEPT AND FILE PRELIMINARILY APPROVED CLAIMS FOR THE MONTH OF NOVEMBER 2011**
Submitted by: Angela Aitken, Acting Asst. General Manager & Finance Manager
- 6-2. CONSIDERATION OF TORT CLAIMS: REJECT THE CLAIM OF SAHAR TAGHVAEI, CLAIM #12-0003**
Submitted by: Margaret Gallagher, District Counsel
- 6-3. ACCEPT AND FILE RIDERSHIP AND PERFORMANCE REPORT FOR DECEMBER 2011**
Submitted by: Les White, General Manager
- 6-4. ACCEPT AND FILE PARACRUZ OPERATIONS STATUS REPORT FOR THE MONTH OF DECEMBER 2011**
Submitted by: April Warnock, Paratransit Superintendent
- 6-5. ACCEPT AND FILE STATUS REPORT OF ACTIVE GRANTS AND SUBMITTED GRANT PROPOSALS FOR FEBRUARY 2012**
Submitted by: Leslie R. White, General Manager
- 6-6. ACCEPT AND FILE STATUS REPORTS OF PROPOSED FEDERAL AND STATE LEGISLATION AND CURRENT LEGISLATIVE ISSUES**
Submitted by: Leslie R. White, General Manager
- 6-7. ACCEPT AND FILE ACCESSIBLE SERVICES REPORT FOR DECEMBER 2011**
Submitted by: John A. Daugherty, Accessible Services Coordinator
- 6-8. CONSIDERATION OF AGREEMENT WITH THE SANTA CRUZ SEASIDE COMPANY FOR THE PROVISION OF LATE-NIGHT SERVICE**
Submitted by: Ciro Aguirre, Operations Manager
- 6-9. NOTIFICATION OF HIRING FLEET MECHANICS**
Submitted by: Robyn Slater, Human Resources Manager
- 6-10. CONSIDERATION OF DECLARING TWO (2) NEW FLYER BUSES AND ONE (1) LOT OF SURPLUS PARTS FOR THE ABOVE LISTED VEHICLES AS EXCESS FOR PURPOSES OF DISPOSAL OR AUCTION**
Submitted by: Angela Aitken, Finance Manager
- 6-11. CONSIDERATION OF AUTHORIZING THE GENERAL MANAGER TO SIGN A CONTRACT EXTENSION WITH BATTERIES USA, INC. FOR FURNISHING HEAVY DUTY COACH AND AUTOMOTIVE BATTERIES THROUGH MAY 28, 2012 FOR AN AMOUNT NOT TO EXCEED \$7,000**
Submitted by: Erron Alvey, Purchasing Agent

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- 6-12. CONSIDERATION OF AUTHORIZING THE GENERAL MANAGER TO SIGN A CONTRACT RENEWAL WITH MASTER CAR WASH FOR PARACRUZ VEHICLE WASHING SERVICES**
Submitted by: Erron Alvey, Purchasing Agent
- 6-13. CONSIDERATION OF AWARD OF CONTRACT WITH TOYOTA MATERIAL HANDLING FOR PURCHASE OF AN ELECTRIC FORKLIFT FOR AN AMOUNT NOT TO EXCEED \$33,662.13**
Submitted by: Erron Alvey, Purchasing Agent
- 6-14. CONSIDERATION OF AUTHORIZING THE GENERAL MANAGER TO SIGN A CONTRACT EXTENSION WITH ANDREWS INTERNATIONAL, INC. FOR SECURITY GUARD SERVICES IN AN AMOUNT NOT TO EXCEED \$100,000**
Submitted by: Erron Alvey, Purchasing Agent
- 6-15. MONTHLY BUDGET STATUS REPORTS YEAR TO DATE AS OF NOVEMBER 30, 2011**
Submitted by: Angela Aitken, Finance Manager

REGULAR AGENDA

- 7.0 PUBLIC HEARING ON THE PROPOSED SANTA CRUZ METRO DISADVANTAGED BUSINESS ENTERPRISE (DBE) PROGRAM UPDATE AND CONSIDERATION OF IMPLEMENTATION OF THE UPDATED PROGRAM - PUBLIC HEARING AT 9:00 AM**
Presented by: Leslie R. White, General Manager
- 8.0 CONSIDERATION OF A POSTHUMOUS RESOLUTION OF APPRECIATION AND REMEMBRANCE FOR THE SERVICES OF JUDY K. SOUZA AS BASE SUPERINTENDENT FOR THE SANTA CRUZ METROPOLITAN TRANSIT DISTRICT**
Presented by: Leslie R. White, General Manager
- 9.0 CONSIDERATION OF A RESOLUTION DEDICATING THE FUTURE METRO OPERATIONS FACILITY IN HONOR OF JUDY K. SOUZA**
Presented by: Leslie R. White, General Manager
- 10.0 RESOLUTION OF APPRECIATION FOR THE SERVICES OF DONALD (NORM) HAGEN AS A MEMBER OF THE SANTA CRUZ METROPOLITAN TRANSIT DISTRICT BOARD OF DIRECTORS**
Presented by: Leslie R. White, General Manager
- 11.0 CONSIDERATION OF RESOLUTIONS OF APPRECIATION FOR THE SERVICES OF ASSEMBLYMAN LUIS ALEJO AND ASSEMBLYMAN BILL MONNING ON BEHALF OF THE SANTA CRUZ METROPOLITAN TRANSIT DISTRICT**
Presented by: Leslie R. White, General Manager
- 12.0 CONSIDERATION OF CONTINUING SPONSORSHIP OF LEADERSHIP SANTA CRUZ COUNTY IN ORDER TO PROVIDE EDUCATION ON TRANSPORTATION ISSUES, SERVICES, AND FACILITIES AND TO PROVIDE THE OPPORTUNITY FOR METRO STAFF TO PARTICIPATE IN THE PROGRAM**
Presented by: Leslie R. White, General Manager

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- 13.0 CONSIDERATION OF AWARD OF CONTRACT WITH UNITED INDUSTRIES GROUP, INC. FOR PURCHASE OF A 15,000 GALLON VERTICAL LNG STORAGE TANK FOR AN AMOUNT NOT TO EXCEED \$311,731.00**
Presented by: Frank Cheng, Project Manager and IT Manager
- 14.0 CONSIDERATION OF CONTRACT RENEWAL WITH NELLA OIL COMPANY, LLC DBA OLYMPIAN FOR OFF-SITE REFUELING OF PARACRUZ VEHICLE FOR AN AMOUNT NOT TO EXCEED \$250,000**
Presented by: Erron Alvey, Purchasing Agent
- 15.0 CONSIDERATION OF AUTHORIZING:**
1.) THE GENERAL MANAGER TO EXECUTE A CONTRACT WITH RNL DESIGN, INC. FOR AN AMOUNT NOT TO EXCEED \$800,000 AND FOR THE PERIOD OF TIME OF MARCH 1, 2012 THROUGH JUNE 30, 2015.
2.) THE GENERAL MANAGER TO ISSUE A REQUEST FOR PROPOSALS FOR CONSTRUCTION MANAGEMENT SERVICES.
3.) ESTABLISHMENT OF AN ADMINISTRATIVE SPECIALIST POSITION TO ASSIST THE PROJECT MANAGER IN RECORD KEEPING AND CONTRACTOR MONITORING.
4.) THE GENERAL MANAGER TO ISSUE AN INVITATION FOR BIDS (IFB) FOR THE CONSTRUCTION OF THE OPERATIONS BUILDING, PARKING STRUCTURE, BUS PARKING FACILITY AND DEMOLITION OF EXISTING OPERATIONS BUILDING.
Presented by: Leslie R. White, General Manager
- 16.0 PRESENTATION BY JOVENES SANOS ON HEALTHY VENDING FOOD CHOICES FOR WATSONVILLE TRANSIT CENTER TENANTS**
Presented by: Daniel Dodge, Vice Chair
- 17.0 ORAL ANNOUNCEMENT: THE NEXT REGULARLY SCHEDULED BOARD MEETING WILL BE HELD FRIDAY, MARCH 9, 2012 AT 8:30 A.M. AT THE WATSONVILLE CITY COUNCIL OFFICES LOCATED AT 275 MAIN STREET, IN WATSONVILLE**
Presented by: Lynn Robinson, Board Chair
- 18.0 REVIEW OF ITEMS TO BE DISCUSSED IN CLOSED SESSION: District Counsel**
- 19.0 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: Les White, General Manager
1. Employee Organization: United Transportation Union (UTU), Local 23 Fixed Route
 2. Employee Organization: United Transportation Union (UTU), Local 23 Paracruz

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3. Employee Organization: Service Employees International Union
(SEIU), Local 521

SECTION III: RECONVENE TO OPEN SESSION

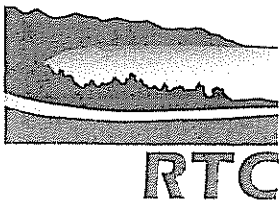
20.0 REPORT OF CLOSED SESSION

21.0 ADJOURNMENT

ADJOURN TO THE NEXT REGULARLY SCHEDULED BOARD MEETING ON FRIDAY,
MARCH 9, 2012 AT 8:30 A.M. AT THE WATSONVILLE CITY COUNCIL OFFICES LOCATED
AT 275 MAIN STREET, WATSONVILLE.

Pursuant to Section 54954.2(a)(1) of the Government Code of the State of California, this agenda was posted at least 72 hours in advance of the scheduled meeting at a public place freely accessible to the public 24 hours a day.

The agenda packet and materials related to an item on this Agenda submitted to the Board of Directors after distribution of the agenda packet are available for public inspection in the Santa Cruz METRO Administrative Office (110 Vernon Street, Santa Cruz) during normal business hours. Such documents are also available on the Santa Cruz METRO website at www.scmtd.com subject to staff's ability to post the document before the meeting.



FEB 16 PM 7 36

February 14, 2012

Lynn Robinson, Chair
Board of Directors
Santa Cruz Metropolitan Transit District
110 Vernon St.
Santa Cruz, CA 95060

SANTA CRUZ COUNTY
ADMIN DEPARTMENT

RE: Support Use of Q-Pod Restraint Device System in Metro Buses

Dear Board of Directors and Chair Robinson:

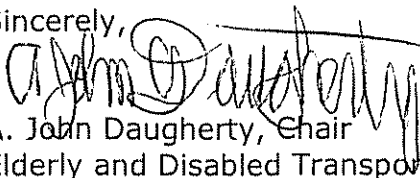
The Elderly & Disabled Transportation Advisory Committee (E&D TAC) advises the Santa Cruz County Regional Transportation Commission (RTC), the Santa Cruz Metropolitan Transit District (Metro), and other service providers on transportation needs for people with disabilities, seniors and persons with limited means.

At their February 14 meeting, Metro staff provided follow up information requested by the E&D TAC after the demonstration vehicle with the proposed new Q-Pod mobility device restraint system was made available to the committee. Based on the demonstration and the follow up materials provided, and given that the "Santa Cruz Arm" is outdated and interferes with seating for other passengers, the E&D TAC:

Supports use of the Q-Pod Restraint Device for wheelchairs, scooters and other mobility devices on fixed route buses. The staff recommendation to provide two restraint devices per bus is also supported. The Q-Pod Restraint Device appears to be the best option to provide access and comfort for all bus passengers.

The E&D TAC appreciates Metro's initiative in bringing the proposed mobility device restraint system to the committee for their input early in the planning phase and for providing detailed information in response to their inquiries.

Sincerely,



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

cc: Les White, General Manager
Ciro Aguirre, Metro Operations Manager
April Warnock, Metro ParaCruz Manager
Frank Bauer, Metro Safety and Training Coordinator

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SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
 CHECK JOURNAL DETAIL BY CHECK NUMBER
 ALL CHECKS FOR ACCOUNTS PAYABLE

DATE: 11/01/11 THRU 11/30/11

CHECK NUMBER	CHECK DATE	CHECK VENDOR	CHECK AMOUNT	VENDOR NAME	VENDOR TYPE	TRANS. NUMBER	TRANSACTION DESCRIPTION	TRANSACTION AMOUNT	COMMENT
40478	11/29/11	-153.99 002063		COSTCO		42159	OFFICE SUPPLY/FAC	-153.99	**VOID
40840	11/07/11	1,471.12 002876		AA AUTO COLLISION CENTER		42827	OUT RPR REV VEH/PT	1,471.12	
40841	11/07/11	249.97 002861		AMERICAN MESSAGING SVCS, LLC		42800	NOV PAGERS	249.97	
40842	11/07/11	1,080.17 002189		BUS & EQUIPMENT		42765	REV VEH PARTS/PT	351.15	
						42766	REV VEH PARTS/PT	387.80	
						42767	REV VEH PARTS/PT	341.22	
40843	11/07/11	5,000.00 001324		CAPITALEEDGE ADVOCACY, LLC		42768	NOV 11 FED LEG SVCS	5,000.00	
40844	11/07/11	1,000.00 001099		CERTS, LLC		42769	ANNUAL INSPECTIONS	1,000.00	
40845	11/07/11	68,731.10 001124		CLEAN ENERGY		42801	LNG 8/29/11	5,211.39	
						42802	LNG 9/11/11	8,003.54	
						42803	LNG 9/20/11	7,945.87	
						42804	LNG 9/29/11	9,990.53	
						42805	LNG 10/11/11	8,346.45	
						42806	LNG 10/14/11	10,293.61	
						42807	LNG 10/17/11	8,842.06	
						42808	LNG 10/20/11	10,097.65	
40846	11/07/11	161.79 001329		DOC AUTO LLC		42770	OUT RPR REV VEH/PT	72.40	
						42771	OUT RPR REV VEH/PT	52.99	
						42772	OUT RPR REV VEH/PT	36.40	
40847	11/07/11	4,907.88 432		EXPRESS EMPLOYMENT PROS		42773	TEMP/OPS W/E 10/14	1,171.88	
						42809	TEMP/FAC W/E 10/16	1,053.00	
						42816	TEMP/FAC W/E 10/23	928.00	
						42817	TEMP/FAC W/E 10/23	1,080.00	
						42818	TEMP/FAC W/E 10/23	675.00	
40848	11/07/11	1,236.91 E530		GUIZAR, LISETH		42774	EDUCATION EXP	1,080.00	
						42775	EDUCATION EXP	156.91	
40849	11/07/11	281.14 215		IKON OFFICE SOLUTIONS		42776	9/19-10/18 ADD'L/ADM	281.14	
40850	11/07/11	279.60 001233		KIMBALL MIDWEST		42777	REV VEH PARTS/FL	151.09	
40851	11/07/11	900.00 002986		LUNA, SUZANNE	7	42778	REV VEH PARTS/FL	128.51	
40852	11/07/11	12,487.21 001063		NEW FLYER INDUSTRIES LIMITED		42779	TEMP/FIN W/E 10/28	900.00	
						42780	REV VEH PARTS/FL	2,395.12	
						42781	REV VEH PARTS/FL	8,417.36	
						42782	REV VEH PARTS/FL	841.38	
						42783	REV VEH PARTS/FL	253.02	
						42784	REV VEH PARTS/FL	71.31	
						42785	REV VEH PARTS/FL	371.88	
						42819	REV VEH PARTS/FL	76.38	
						42820	REV VEH PARTS/FL	60.76	
40853	11/07/11	360.39 002721		NEXTEL COMMUNICATIONS/SPRINT		42820	9/26-10/25 DIRCT CON	360.39	
40854	11/07/11	13,579.71 009		PACIFIC GAS & ELECTRIC		42810	9/28-10/25 VERNON	5,465.44	
						42811	9/28-10/25 1217 RVR	59.86	
						42812	9/28-10/25 1200 RVR	1,101.96	
						42813	9/28-10/26 115 DUB	31.08	
						42821	9/28-10/25 1122 RVR	1,761.07	
						42822	9/22-10/25 MMF	5,104.81	
						42823	9/28-10/25 1122 RVR	55.49	

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
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DATE: 11/01/11 THRU 11/30/11

CHECK NUMBER	CHECK DATE	CHECK VENDOR	CHECK AMOUNT	VENDOR NAME	VENDOR TYPE	TRANS. NUMBER	TRANSACTION DESCRIPTION	TRANSACTION AMOUNT	COMMENT
40855	11/07/11	887.00 950	0	PARADISE LANDSCAPE INC	0	42814	OCT MAINT	887.00	
40856	11/07/11	37,840.87 002939	42824	PREFERRED BENEFIT		42824	NOV 11 DENTAL	37,840.87	
40857	11/07/11	907.40 019	42825	RAYNE OF SANTA CRUZ, INC.		42825	SVCE/PRESS REGULATOR	820.00	
			42826			42826	OCT SALT SERVICE	87.40	
40858	11/07/11	396.95 001153	42815	REPUBLIC ELEVATOR COMPANY		42815	OCT MAINT	396.95	
40859	11/07/11	25,632.94 966	42790	S.C. FUELS	0	42790	DIESEL 10/20/11	25,632.94	
40860	11/07/11	161.90 135	42788	SANTA CRUZ AUTO PARTS, INC.		42788	REV VEH PARTS/PT	161.90	
40861	11/07/11	482.58 788	42789	SCMTD PETTY CASH - FINANCE		42789	PETTY CASH/FIN	482.58	
40862	11/07/11	3,348.55 001232	42791	SPECIALIZED AUTO AND		42791	OUT RPR REV VEH/PT	2,128.98	
			42792			42792	OUT RPR REV VEH/PT	1,219.57	
40863	11/07/11	188.73 001976	42787	SPORTWORKS NORTHWEST, INC.		42787	REV VEH PARTS/FL	188.73	
40864	11/07/11	2,783.85 002954	42793	TIRE DISTRIBUTION SYSTEMS, LLC	7	42793	OCT TIRES & TUBES/FL	392.14	
			42794			42794	OCT TIRES & TUBES/FL	509.55	
			42795			42795	OCT TIRES & TUBES/FL	805.69	
			42796			42796	OCT TIRES & TUBES/FL	341.60	
			42797			42797	OCT TIRES & TUBES/FL	701.94	
			42798			42798	OCT TIRES & TUBES/FL	32.93	
40865	11/07/11	1,595.00 001353	42799	VISION COMMUNICATIONS		42799	OCT MAINT	1,595.00	
40866	11/08/11	62,910.72 002917	42828	SANTA CRUZ METRO TRANSIT DIST		42828	10/15-10/31 WC RESRV	62,910.72	
40867	11/14/11	806.97 934	42829	ADVANCED NETWORK SYSTEMS		42829	VIRUSCAN/MAINT RENEW	806.97	
40868	11/14/11	711.00 174	42874	BARNEY & BARNEY LLC		42874	11/11-11/12 BOND	711.00	
40869	11/14/11	71.26 002363	42876	BATTERIES PLUS		42876	RPRS & MAINT/FAC	71.26	
40870	11/14/11	774.00 011	42875	BEWLEYS CLEANING	7	42875	OCT JANITORIAL	774.00	
40871	11/14/11	60.76 001112	42872	BRINKS AWARDS & SIGNS	7	42872	PLASTIC PLATES	21.70	
			42873			42873	NAME PLATE	39.06	
40872	11/14/11	6,692.75 001844	42830	BRINKS INCORPORATED		42830	OCT 1200B SERVICE	2,939.00	
40873	11/14/11	57.52 685	42831	BROOKS INTERNET SOFTWARE, INC.		42831	OCT 1200B SERVICE	3,753.75	
40874	11/14/11	389.79 002627	42877	CDW GOVERNMENT, INC.		42877	RPM ELTE THR 6/30/12	57.52	
40875	11/14/11	26.94 001346	42833	CITY OF SANTA CRUZ		42833	LEXMARK PRINT CART	389.79	
40876	11/14/11	3,541.45 001762	42879	COMMUNITY BRIDGES		42879	OCT LANDFILL	26.94	
40877	11/14/11	10.00 E250	42832	COWELL, RICHARD		42832	LA MANZANA/WTS	3,541.45	
40879	11/14/11	1,050.00 916	42878	DOCTORS ON DUTY MEDICAL CLINIC		42878	VTT FEE/OPS	10.00	
			42834			42834	EMPLOY EXAM	35.00	
			42835			42835	EMPLOY EXAM	30.00	
			42836			42836	EMPLOY EXAM	30.00	
			42837			42837	EMPLOY EXAM	30.00	
			42838			42838	EMPLOY EXAM	30.00	
			42839			42839	EMPLOY EXAM	30.00	
			42840			42840	EMPLOY EXAM	30.00	
			42841			42841	EMPLOY EXAM	30.00	
			42842			42842	EMPLOY EXAM	35.00	
			42843			42843	EMPLOY EXAM	30.00	
			42844			42844	EMPLOY EXAM	30.00	
			42845			42845	EMPLOY EXAM	30.00	
			42846			42846	EMPLOY EXAM	20.00	
			42847			42847	EMPLOY EXAM	30.00	

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40880	11/14/11		231.25	EPICOR SOFTWARE CORP		42867	EMPLOY EXAM	30.00	
40881	11/14/11		20,145.00	EUROTECH, INC.		42890	WIFI	231.25	
						42881	CR WIFI	-527.50	
						42931	7/11-6/12 WIFI SVCE	20,145.00	
40882	11/14/11		20.98	FEDERAL EXPRESS		42884	POSTAGE/MAIL/HR	20.98	
40883	11/14/11		60.00	FIRST ALARM		42868	SEPT DISPATCH	15.00	
40884	11/14/11		14,196.60	FLYERS ENERGY LLC		42869	OCT DISPATCH	45.00	
40885	11/14/11		221.60	GARDA CL WEST, INC.		42882	10/15-10/31 FUEL/FLT	2,594.84	
40886	11/14/11		29,888.00	GIRO, INC.		42883	10/16-10/31 FUEL/PT	11,601.76	
40887	11/14/11		13,077.88	HARTFORD LIFE AND ACCIDENT INS		42886	NOV ARMORED CAR SVC	212.00	
40888	11/14/11		800.02	IKON FINANCIAL SERVICES		42887	OCT LIABILITY	9.60	
40889	11/14/11		841.52	IULIANO		42885	AMD #2 R 40% C 40%	29,888.00	
40890	11/14/11		1,350.44	KELLY SERVICES, INC.		42888	NOV 11 LIFE/AD&D	3,416.30	
40891	11/14/11		39.29	KENVILLE LOCKSMITHS		42889	NOV 11 LTD	9,661.58	
40892	11/14/11		266.51	KEYSTON BROTHERS		42893	10/18-11/17 LS/MT OP	412.30	
40893	11/14/11		750.00	LUNA, SUZANNE		42894	10/18-11/17 LS/MT PT	387.72	
40894	11/14/11		2,511.15	MID VALLEY SUPPLY		42891	1ST 2011/2012 INSTAL	420.76	
						42892	2ND 2011/2012 INSTAL	420.76	
						42895	TEMP/PA W/E 10/2	296.44	
						42896	TEMP/PA W/E 10/9	1,054.00	
						42897	RPRS & MAINT/FAC	16.50	
						42898	RPRS & MAINT/FAC	22.79	
						42870	OUT RPR REV VEH/PT	111.11	
						42871	OUT RPR REV VEH/PT	155.40	
						42899	TEMP/FIN W/E 11/4	750.00	
						42900	CLEAN SUPPLY/FAC	2,511.15	

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40895	11/14/11	84.54 002721		NEXTEL COMMUNICATIONS/SPRINT		42901	TVM WIRELESS	84.54	
40896	11/14/11	2,589.35 009		PACIFIC GAS & ELECTRIC		42902	9/30-10/28 PACIFIC	2,589.35	
40897	11/14/11	5,125.00 001071		QQUEST SOFTWARE SYSTEMS, INC.		42932	11/11-6/13 SVC AGMNT	5,125.00	
40898	11/14/11	232.00 001286		SAFE-CARD ID SERVICES, INC		42903	PVC CARDS	232.00	
40899	11/14/11	692.70 002459		SCOTT'S VALLEY WATER DISTRICT		42904	8/8-10/10 SVTC	692.70	
40900	11/14/11	18,448.00 475		TRAPEZE SOFTWARE GROUP, INC.		42905	11/11-6/12 MAINT	9,424.00	
						42906	11/11-6/12 MAINT	1,949.00	
						42907	11/11-6/12 MAINT	2,610.00	
						42908	11/11-6/12 MAINT	2,323.00	
						42909	11/11-6/12 MAINT	2,142.00	
40901	11/14/11	8,407.33 057		U.S. BANK		42911	4246044555645971	41.25	
						42912	4246044555645971	2,036.39	
						42913	4246044555645971	51.94	
						42914	4246044555645971	52.92	
						42915	4246044555645971	54.53	
						42916	4246044555645971	2,060.80	
						42917	4246044555645971	87.87	
						42918	4246044555645971	15.36	
						42919	4246044555645971	271.66	
						42920	4246044555645971	127.84	
						42921	4246044555645971	678.80	
						42922	4246044555645971	1,081.81	
						42923	4246044555645971	-678.80	
						42924	4246044555645971	1,294.35	
						42925	4246044555645971	678.80	
						42926	4246044555645971	267.00	
						42927	4246044555645971	142.89	
						42928	4246044555645971	36.04	
						42929	4246044555645971	13.42	
						42930	4246044555645971	92.46	
40902	11/14/11	70.81 007		UNITED PARCEL SERVICE		42910	FRT OUT/FLT	70.81	
40903	11/10/11	65,491.57 002917		SANTA CRUZ METRO TRANSIT DIST		42933	8/20-8/31 WC FUND	32,206.08	
						42934	9/19-9/30 WC FUND	33,285.49	
40904	11/14/11	4,025.00 002996		JAMS, INC.		42935	MEDIATION	4,025.00	
40905	11/21/11	100.00 B030		ALEJO, MARGARITA	7	42936	10/14-10/28 BOD MTG	100.00	
40906	11/21/11	277.75 001093		ALERE TOXICOLOGY SERVICES, INC		42947	EMPLOY EXAMS/HR	277.75	
40907	11/21/11	28,201.42 001264		ANDREWS INTERNATIONAL INC		42966	9/26-10/30 SECURITY	28,201.42	
40908	11/21/11	39.00 E529		ARAGON, CLARENCE		43146	DMV FEE/OPS	39.00	
40909	11/21/11	485.14 001G		AT&T		43021	REPEATERS	305.76	
						43022	OPS PHONE	94.43	
40910	11/21/11	67.55 M033		BAILEY, NEIL	0	43023	REPEATER/OPS	84.95	
40911	11/21/11	2,719.57 001356		BRENCO OPERATING-TEXAS, LP		43128	DEC 11 RET SUPP	67.55	
40912	11/21/11	100.00 B028		BRYANT, HILARY	7	43024	REV VEH PARTS/FL	2,719.57	
40913	11/21/11	100.00 B018		BUSTICHI, DENE	7	42937	10/14-10/28 BOD MTG	100.00	
40914	11/21/11	528,614.71 502		CA PUBLIC EMPLOYEES'	7	42938	10/14-10/28 BOD MTG	100.00	
						42967	DEC 11 MEDICAL	528,614.71	

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40915	11/21/11	67.55 M022	0	CAPELLA, KATHLEEN	0	43139	DEC 11 RET SUPP	67.55	
40916	11/21/11	500.00 002992		CHAC-OUTLET PROGRAM		42948	EMPLOY TRAINING	500.00	
40917	11/21/11	3,957.14 667		CITY OF SCOTT'S VALLEY		42968	FY12 WSTWTR PROP TAX	1,978.57	
40918	11/21/11	1,202.57 130		CITY OF WATSONVILLE UTILITIES		42969	FY12 WSTWTR PROP TAX	1,978.57	
40919	11/21/11	24,383.03 001124		CLEAN ENERGY		42953	9/26-10/25 WTC RSTRN	36.46	
40920	11/21/11	3,662.61 001762		COMMUNITY BRIDGES		42954	CONTAINER/WTC	841.60	
40921	11/21/11	184.00 367		COMMUNITY TELEVISION OF		42955	9/26-10/25 WTC	25.10	
40922	11/21/11	325.34 002063		COSTCO		42956	9/26-10/25 WTC	36.46	
40923	11/21/11	113.00 002972		CUBE SOLUTIONS	7	42957	9/26-10/25 WTC	218.06	
40924	11/21/11	304.20 001000		DAIMLER BUSES N. AMERICA INC.		42958	10/1-11/1 WTC	44.89	
40925	11/21/11	33.78 M039		DAVILA, ANA MARIA	0	42950	LNG 10/23/11	9,746.16	
40926	11/21/11	1,432.63 001329		DOC AUTO LLC		42951	LNG 10/26/11	9,031.79	
40927	11/21/11	210.00 916		DOCTORS ON DUTY MEDICAL CLINIC		42952	LNG 10/29/11	5,605.08	
40928	11/21/11	50.00 B029		DODGE, DANIEL	7	42959	MEALS ON WHEELS	3,662.61	
40929	11/21/11	500.00 002862		ECOLOGICAL CONCERNS INC.		43025	10/28 BOD MTG	184.00	
40930	11/21/11	7,796.00 432		EXPRESS EMPLOYMENT PROS		43026	OFFICE SUPPLY/OPS	325.34	
40931	11/21/11	33.78 M100		GARCIA, HELEN	0	42990	RPRS & MAINT/FIN	113.00	
40932	11/21/11	943.71 117		GILLIG LLC		42589	REV VEH PARTS/FL	476.75	
						42590	CR REV VEH PARTS/FL	-476.75	
						42960	REV VEH PARTS/FL	17.92	
						42961	REV VEH PARTS/FL	286.28	
						43129	DEC 11 RET SUPP	33.78	
						43026	OUT RPR REV VEH/PT	71.40	
						43027	OUT RPR REV VEH/PT	64.53	
						43028	OUT RPR REV VEH/PT	64.53	
						43029	OUT RPR REV VEH/PT	99.53	
						43030	OUT RPR REV VEH/PT	64.53	
						43031	OUT RPR REV VEH/PT	117.46	
						43032	OUT RPR REV VEH/PT	36.40	
						43033	OUT RPR REV EH/PT	914.25	
						43124	EMPLOY EXAM	120.00	
						43125	EMPLOY EXAM	30.00	
						43126	EMPLOY EXAM	30.00	
						43127	EMPLOY EXAM	30.00	
						42939	10/28 BOD MTG	50.00	
						42962	WATER DRAIN/OCT MB	500.00	
						42970	TEMP/OPS W/E 10/21	1,500.00	
						42971	TEMP/MC W/E 10/21	768.00	
						42972	TEMP/OPS W/E 10/28	1,500.00	
						43034	TEMP/FAC W/E 10/28	1,160.00	
						43035	TEMP/FAC W/E 10/29	900.00	
						43036	TEMP/FAC W/E 10/28	1,080.00	
						43052	TEMP/MC W/E 10/28	888.00	
						43130	DEC 11 RET SUPP	33.78	
						43039	REV VEH PARTS/FL	205.35	
						43040	REV VEH PARTS/FL	738.36	

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40933	11/21/11	67.55 M041		GOUVEIA, ROBERT	0	43131	DEC 11 RET SUPP	67.55	
40934	11/21/11	3,088.36 282		GRAINGER		42625	CR BRKN TRIMMER	-485.99	
						43041	REV VEH PARTS/FL	19.46	
						43042	RPRS & MAINT/FAC	115.23	
						43043	RPRS & MAINT/FAC	112.19	
						43044	RPRS/SAFETY/FAC	2,602.72	
						43045	SAFETY SUPPLY/FL	205.72	
						43046	CLEAN SUPPLY/FAC	113.05	
						43047	SAFETY SUPPLY/FAC	10.42	
						43048	CLEAN SUPPLY/FAC	332.60	
						43049	RPRS & MAINT/FAC	62.96	
40935	11/21/11	100.00 B023		GRAVES, RON	7	42940	10/14-10/28 BOD MTG	100.00	
40936	11/21/11	289.80 001097		GREENWASTE RECOVERY, INC.		43037	NOV-DEC/MT HERMON	59.79	
						43038	OCT GARB/SVTC	230.01	
40937	11/21/11	100.00 B021		HAGEN, DONALD N.	7	42941	10/14-10/28 BOD MTG	100.00	
40938	11/21/11	87.87 M081		HALL, JAMES	0	43132	DEC 11 RET SUPP	87.87	
40939	11/21/11	175.40 R613		HARDY, ERNEST		42963	SETTLEMENT/RISK	175.40	
40940	11/21/11	122.40 510A		HASLER, INC.		43050	12/1-12/31 RENT/ADM	78.12	
						43051	12/1-12/31 RENT/PT	44.28	
40941	11/21/11	500.00 002991		HASTINGS, JENNIFER LYNNE	7	42964	EMPLOY TRAINING	500.00	
40942	11/21/11	100.00 B006		HINKLE, MICHELLE	7	42942	10/14-10/28 BOD MTG	100.00	
40943	11/21/11	88.29 166		HOSE SHOP, THE		43053	REV VEH PARTS/FL	41.36	
						43054	REV VEH PARTS/FL	46.93	
40944	11/21/11	3,470.85 002117		IULIANO	7	42973	DEC 2011 RENT	3,470.85	
40945	11/21/11	2,974.89 110		JESSICA GROCERY STORE, INC.		42974	CUSTODIAL SERVICES	2,974.89	
40946	11/21/11	229.03 M061		KAMEDA, TERRY	0	43140	DEC 11 RET SUPP	229.03	
40947	11/21/11	76.58 167		KEYSTON BROTHERS		43055	OUT RPR REV VEH/PT	11.55	
						43056	OUT RPR REV VEH/PT	25.19	
						43057	OUT RPR REV VEH/PT	25.36	
						43058	OUT RPR REV VEH/PT	4.55	
						43059	OUT RPR REV VEH/PT	4.93	
						43060	OUT RPR REV VEH/PT	5.00	
40948	11/21/11	398.85 039		KINKO'S INC.		43061	REPRINT POSTERS	242.17	
40949	11/21/11	3,495.25 852		LAW OFFICES OF MARIE F. SANG	7	43062	REPRINT SV POSTERS	156.68	
						42975	WORK COMP FEE/OPS	1,465.15	
						42976	WORK COMP FEE/OPS	574.10	
						42977	WORK COMP FEE/PT	1,456.00	
40950	11/21/11	100.00 B026		LEOPOLD, JOHN	7	42943	10/14-10/28 BOD MTG	100.00	
40951	11/21/11	600.00 002986		LUNA, SUZANNE	7	42965	TEMP/FIN W/E 11/11	600.00	
40952	11/21/11	1,710.38 001119		MACERICH PARTNERSHIP LP	7	42978	CAPITOLA MALL RENT	1,710.38	
40953	11/21/11	279.70 041		MISSION UNIFORM		43063	UNIF & LAUNDRY/FAC	9.36	
						43064	UNIF & LAUNDRY/FL	163.98	
						43065	UNIF & LAUNDRY/FL	59.25	
						43066	UNIF & LAUNDRY/FL	25.11	
						43067	UNIF & LAUNDRY/FL	22.00	
40954	11/21/11	99.99 001711		MOHAWK MFG. & SUPPLY CO.		43068	REV VEH PARTS/FL	99.99	

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40955	11/21/11	001454	97.80	MONTEREY BAY SYSTEMS		42979	OFFICE SUPPLY/ADM	97.80	
40956	11/21/11	001063	7,513.48	NEW FLYER INDUSTRIES LIMITED		42980	REV VEH PARTS/FL	100.16	
						42981	REV VEH PARTS/FL	33.49	
						42982	REV VEH PARTS/FL	919.97	
						42983	REV VEH PARTS/FL	1,769.58	
						43069	REV VEH PARTS/FL	46.79	
						43070	REV VEH PARTS/FL	1,259.43	
						43071	REV VEH PARTS/FL	3,384.06	
40957	11/21/11	002721	2,197.50	NEXTEL COMMUNICATIONS/SPRINT		42984	10/4-11/3/PT	2,197.50	
40958	11/21/11	004	1,219.69	NORTH BAY FORD LINC-MERCURY		43072	OUT RPR #602	1,202.70	
						43073	REV VEH PARTS/FL	16.99	
						43074	OCT MAINT	14,842.00	
						43075	OUT RPR EQUIP/FAC	1,814.35	
40960	11/21/11	M050	33.78	O'MARA, KATHLEEN	0	43133	DEC 11 RET SUPP	33.78	
40961	11/21/11	E645	1,805.00	OLANDER, JOY		42985	EDUCATION EXP	1,710.00	
						42986	EDUCATION EXP	95.00	
40962	11/21/11	009	5,423.07	PACIFIC GAS & ELECTRIC		43003	DEC 2011 1122 RVR	1,153.00	
						43097	10/11-11/08 RES PARK	1,159.07	
						43098	9/24-11/3 SVTC	3,097.63	
						43099	10/6-11/3 SVTC	13.37	
40963	11/21/11	043	2,611.30	PALACE ART & OFFICE SUPPLY		42987	OFFICE SUPPLY/OPS	1,077.41	
						42988	OFFICE SUPPLY/FL	54.81	
						42989	OFFICE SUPPLY/FL	14.97	
						42991	CR OFFICE SUPPLY/FL	-14.97	
						42992	OFFICE SUPPLY/FIN	341.48	
						42993	OFFICE SUPPLY/MC	97.96	
						42994	OFFICE SUPPLY/OPS	110.80	
						42995	CR OFFICE SUPPLY/OPS	-596.32	
						42996	OFFICE SUPPLY/ADM	256.30	
						42997	OFFICE SUPPLY/ADM	20.34	
						42998	OFFICE SUPPLY/FL	24.71	
						42999	OFFICE SUPPLY/FL	15.79	
						43000	OFFICE SUPPLY/FL	15.50	
						43001	OFFICE SUPPLY/FL	105.35	
						43100	CUBICLE PANELS/FL	1,087.17	
40964	11/21/11	M057	252.22	PARHAM, WALLACE	0	43141	DEC 11 RET SUPP	252.22	
40965	11/21/11	002947	838.00	PEDALERS EXPRESS	7	43002	OCT MAIL P/U/ADM	838.00	
40966	11/21/11	M109	33.78	PEREZ, CHERYL		43134	DEC 11 RET SUPP	33.78	
40967	11/21/11	M064	177.45	PETERS, TERRIE	0	43142	DEC 11 RET SUPP	177.45	
40968	11/21/11	481	574.00	PIED PIPER EXTERMINATORS, INC.		43101	OCT PEST CTRL	241.00	
						43102	OCT PEST CTRL	48.50	
						43103	OCT PRST CTRL	48.50	
						43104	OCT PEST CTRL	53.00	
						43105	OCT PEST CTRL	183.00	
40969	11/21/11	B024	100.00	PIRIE, ELLEN	7	42944	10/14-10/28 BOD MTG	100.00	
40970	11/21/11	M058	252.22	POTEETE, BEVERLY	0	43143	DEC 11 RET SUPP	252.22	

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40971	11/21/11	3,866.00 002993	POWERLINK CORPORATION	43147	11/8/11-6/30/12	MNT		3,866.00	
40972	11/21/11	1,805.86 107A	PROBUILD	43076	RPRS & MAINT/FAC			58.44	
				43077	RPRS & MAINT/FAC			5.65	
				43078	RPRS & MAINT/FAC			89.66	
				43079	RPRS & MAINT/FAC			6.53	
				43080	RPRS & MAINT/FAC			60.41	
				43081	RPRS & MAINT/FAC			58.19	
				43082	RPRS & MAINT/FAC			603.96	
				43083	RPRS & MAINT/FAC			8.39	
				43084	RPRS & MAINT/FAC			55.50	
				43085	RPRS & MAINT/FAC			201.54	
				43086	RPRS & MAINT/FAC			42.08	
				43087	RPRS & MAINT/FAC			25.02	
				43088	RPRS & MAINT/FAC			21.96	
				43089	RPRS & MAINT/FAC			8.34	
				43090	RPRS & MAINT/FAC			70.29	
				43091	RPRS & MAINT/FAC			116.76	
				43092	RPRS & MAINT/FAC			179.36	
				43093	RPRS & MAINT/FAC			118.73	
				43094	WTC RPRS/FAC			11.53	
				43095	WTC RPRS/FAC			56.33	
				43096	WTC RPRS/FAC			7.19	
40973	11/21/11	628.09 002094	RICON CORPORATION	43108	OUT RPR REV VEH/PT			628.09	
40974	11/21/11	1,538.46 001098	ROBERT HALF MANAGEMENT RESOURCE	43106	TEMP/ADM W/E 10/21			739.26	
				43107	TEMP/ADM W/E 10/28			799.20	
40975	11/21/11	100.00 B022	ROBINSON, LYNN MARIE	42945	10/14-10/28 BOD MTG			100.00	
40976	11/21/11	67.55 M085	ROSSI, DENISE	43135	DEC 11 RET SUPP			67.55	
40977	11/21/11	33.78 M030	ROWE, RUBY	43136	DEC 11 RET SUPP			33.78	
40978	11/21/11	1,518.17 R339	SANTA CRUZ AUTO BODY	43006	SETTLEMENT/RISK			1,518.17	
40979	11/21/11	54.05 848	SANTA CRUZ ELECTRONICS, INC.	43113	OFFICE SUPPLY/IT			26.08	
				43114	OFFICE SUPPLY/IT			27.97	
40980	11/21/11	7,200.39 002917	SANTA CRUZ METRO TRANSIT DIST	43109	11/1-11/14 WC FUND			7,200.39	
40981	11/21/11	16,000.21 977	SANTA CRUZ TRANSPORTATION, LLC	43112	OCT 11 PT SVCS			16,000.21	
40982	11/21/11	195.01 570	SCMTD PETTY CASH - CUST SVC	43005	PETTY CASH/MC			195.01	
40983	11/21/11	160.87 M010	SHORT, SLOAN	43144	DEC 11 RET SUPP			160.87	
40984	11/21/11	1,456.23 001976	SPORTWORKS NORTHWEST, INC.	43115	REV VEH PARTS/FL			1,456.23	
40985	11/21/11	216.53 002245	STAPLES ADVANTAGE	43004	OFFICE SUPPLY/FIN			176.83	
				43110	OFFICE SUPPLY/OPS			34.37	
				43111	OFFICE SUPPLY/OPS			5.33	
40986	11/21/11	50.00 B017	STONE, MARK	42946	10/14 BOD MTG			50.00	
40987	11/21/11	450.00 001165	THANH N. VU MD	43007	EMPLOY EXAM/OPS			75.00	
				43008	EMPLOY EXAM/OPS			75.00	
				43009	EMPLOY EXAM/OPS			75.00	
				43010	EMPLOY EXAM/OPS			75.00	
				43011	EMPLOY EXAM/OPS			75.00	
				43012	EMPLOY EXAM/PT			75.00	

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40988	11/21/11	1,953.38 001800		THERMO KING OF SALINAS, INC		43117	REV VEH PARTS/FL	1,953.38	
40989	11/21/11	125.00 002675		THOMSON REUTERS BARCLAYS		43116	11/11-11/12 TITLE 19	125.00	
40990	11/21/11	3,967.58 002954		TIRE DISTRIBUTION SYSTEMS, LLC 7		43013	OCT TIRES & TUBES/FL	1,654.18	
						43014	OCT TIRES & TUBES/FL	772.84	
						43015	OCT TIRES & TUBES/FL	684.17	
						43016	OCT TIRES & TUBES/FL	341.60	
						43017	OCT TIRES & TUBES/FL	392.14	
						43018	OCT TIRES & TUBES/FL	33.78	
40991	11/21/11	33.78 M086		TOLINE, DONALD	0	43137	DEC 11 RET SUPP	33.78	
40992	11/21/11	49.90 007		UNITED PARCEL SERVICE		43019	FRT OUT/FLT	49.90	
40993	11/21/11	96.70 946		UNITED SITE SERVICES		43118	10/28-11/24 MTRO FNC	96.70	
40994	11/21/11	730.93 002829		VALLEY POWER SYSTEMS, INC.		43119	REV VEH PARTS/FL	50.29	
						43120	REV VEH PARTS/FL	6.92	
						43121	REV VEH PARTS/FL	472.37	
						43122	REV VEH PARTS/FL	201.35	
40995	11/21/11	229.03 M076		VONWAL, YVETTE	0	43145	DEC 11 RET SUPP	229.03	
40996	11/21/11	10,273.14 001083		WATSONVILLE TRANSPORTATION, INC		43123	OCT 11 PT SVCS	10,273.14	
40997	11/21/11	70.00 682		WEISS, AMY L.	7	43020	10/28 BOD MTG	70.00	
40998	11/21/11	33.78 M088		YAGI, RANDY	0	43138	DEC 11 RET SUPP	33.78	
40999	11/21/11	7,117.25 001159		CATTO'S GRAPHICS, INC.		43148	RPRT VYNL BUS STICK	6,639.85	
						43149	REV VEH PARTS/FL	477.40	
41000	11/21/11	265.00 002700		SANTA CRUZ COUNTY		43150	HEALTH PERMIT/PT	265.00	
41001	11/28/11	123.58 002820		AMERICAN TRUCK & TRLER BODY CO		43152	REV VEH PARTS/FL	123.58	
41002	11/28/11	153.34 002363		BATTERIES PLUS		43154	RPRS & MAINT/FAC	153.34	
41003	11/28/11	2,115.04 059		BATTERIES USA, INC.		43153	REV VEH PARTS/FL	2,115.04	
41004	11/28/11	994.20 478		BEE CLENE	0	43155	CARPET CLEAN/VERNON	994.20	
41005	11/28/11	24,717.45 001124		CLEAN ENERGY		43156	LNG 11/1/11	9,897.84	
						43157	LNG 11/3/11	4,966.01	
						43158	LNG 11/5/11	9,853.60	
41006	11/28/11	347.87 075		COAST PAPER & SUPPLY INC.		43161	CLEAN SUPPLY/FAC	50.80	
						43162	REV VEH PARTS/FL	171.43	
41007	11/28/11	824.86 504		CUMMINS WEST, INC.		43163	CLEAN SUPPLY/FAC	125.64	
41008	11/28/11	32.00 002567		DEPARTMENT OF JUSTICE		43172	OCT FINGERPRINTS	32.00	
41009	11/28/11	754.08 001329		DOC AUTO LLC		43164	OUT RPR REV VEH/PT	71.40	
						43165	OUT RPR REV VEH/PT	99.53	
						43166	OUT RPR REV VEH/PT	93.50	
						43167	OUT RPR REV VEH/PT	429.70	
41010	11/28/11	196.50 002388		DOGHERRA'S	7	43168	OUT RPR REV VEH/PT	59.95	
						43169	TOW #202	77.50	
						43170	TOW #503	64.00	
						43171	TOW #202	55.00	
41011	11/28/11	273.00 298		ERGOMETRICS		43229	BO TESTING	102.00	
						43230	BO TESTING	87.00	
						43231	BO TESTING	84.00	

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
 CHECK JOURNAL DETAIL BY CHECK NUMBER
 ALL CHECKS FOR ACCOUNTS PAYABLE

DATE: 11/01/11 THRU 11/30/11

CHECK NUMBER	CHECK DATE	CHECK VENDOR	CHECK AMOUNT	VENDOR NAME	VENDOR TYPE	TRANS. NUMBER	TRANSACTION DESCRIPTION	TRANSACTION AMOUNT	COMMENT
41012	11/28/11	5,600.00 432		EXPRESS EMPLOYMENT PROS		43173	TEMP/FAC W/E 11/4	1,160.00	
41013	11/28/11	38.37 001172		FERGUSON ENTERPRISES INC.		43174	TEMP/FAC W/E 11/4	1,080.00	
41014	11/28/11	14,944.00 002123		GIRO, INC.		43175	TEMP/FAC W/E 11/5	900.00	
41015	11/28/11	280.00 632		GOVERNMENT FINANCE OFFICERS		43225	TEMP/OPS W/E 11/4	1,500.00	
41016	11/28/11	219.75 001097		GREENWASTE RECOVERY, INC.		43232	TEMP/MC W/E 11/4	960.00	
41017	11/28/11	755.43 166		HOSE SHOP, THE		43176	RPRS & MAINT/FAC	38.37	
41018	11/28/11	406.95 215		IKON OFFICE SOLUTIONS		43177	AMD 2 RD 20% CHK 20%	14,944.00	
41019	11/28/11	1,115.02 001355		ITT SHARED SERVICES/ENDLINE		43233	12/11-11/12 RENEWAL	280.00	
41020	11/28/11	1,449.25 878		KELLY SERVICES, INC.		43178	OCT GARB/RES PARK	219.75	
41021	11/28/11	297.81 036		KELLY-MOORE PAINT CO., INC.		43226	RPRS & MAINT/FAC	755.43	
41022	11/28/11	311.66 001233		KIMBALL MIDWEST		43180	10/26-11/25 METRO	406.95	
41023	11/28/11	1,260.00 002990		KISMET	7	43179	REV VEH PARTS/FL	557.51	
41024	11/28/11	100.00 880		LEXISNEXIS		43227	REV VEH PARTS/FL	557.51	
41025	11/28/11	3,090.00 002976		LONGNECKER, LLOYD	7	43181	TEMP/PA W/E 10/16	421.60	
41026	11/28/11	840.00 002986		LUNA, SUZANNE	7	43182	TEMP/PA W/E 10/30	1,027.65	
41027	11/28/11	550.00 001247		MASTER STEAM SERVICES		43228	WTC RENOVATION	297.81	
41028	11/28/11	572.00 001296		MATTHEW BENDER & CO., INC.	7	43183	REV VEH PARTS/FL	311.66	
41029	11/28/11	606.73 041		MISSION UNIFORM		43184	PROF SVCS/PT	1,020.00	
41030	11/28/11	389.91 001063		NEW FLYER INDUSTRIES LIMITED		43185	PROF SVCS/PT	240.00	
41031	11/28/11	27,316.86 966		S.C. FUELS	0	43186	OCT 11 ACCESS CHG	50.00	
41032	11/28/11	1,890.66 018		SALINAS VALLEY FORD SALES		43187	SEPT 11 ACCESS CHG	50.00	
41033	11/28/11	856.00 002713		SANTA CRUZ AUTO TECH, INC.		43234	TEMP/FIN W/E 11/18	3,090.00	
41034	11/28/11	883.59 135		SANTA CRUZ AUTO PARTS, INC.		43235	TEMP/FIN W/E 11/18	840.00	
41035	11/28/11	300.00 001292		SANTA CRUZ RECORDS MNGMT INC		43236	WTC/STEAM CLEAN	550.00	
						43197	CA EMPLOY LAW REL #44	572.00	
						43188	UNIF & LAUNDRY/FAC	45.83	
						43189	UNIF & LAUNDRY/FAC	8.99	
						43190	UNIF & LAUNDRY/PT	33.41	
						43191	UNIF & LAUNDRY/FL	22.00	
						43192	UNIF & LAUNDRY/FL	163.98	
						43193	UNIF & LAUNDRY/FL	59.25	
						43194	UNIF & LAUNDRY/FL	167.99	
						43195	UNIF & LAUNDRY/FL	59.25	
						43196	UNIF & LAUNDRY/FL	46.03	
						43199	REV VEH PARTS/FL	53.16	
						43200	REV VEH PARTS/FL	336.75	
						43215	DIESEL 11/4/11	27,316.86	
						43213	REV VEH PARTS/FL	1,280.81	
						43214	REV VEH PARTS/FL	609.85	
						43201	OUT RPR #202	468.18	
						43202	REV VEH PARTS/PT	56.27	
						43203	REV VEH PARTS/FL	75.95	
						43204	REV VEH PARTS/FL	131.43	
						43205	REV VEH PARTS/FL	151.76	
						43206	REV VEH PARTS/PT	300.00	
						43209	SHRED SVCE		

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
 CHECK JOURNAL DETAIL BY CHECK NUMBER
 ALL CHECKS FOR ACCOUNTS PAYABLE

DATE: 11/01/11 THRU 11/30/11

CHECK NUMBER	CHECK DATE	CHECK AMOUNT	VENDOR NAME	VENDOR TYPE	TRANS. NUMBER	TRANSACTION DESCRIPTION	TRANSACTION AMOUNT	COMMENT
41036	11/28/11	190.72	SANTA CRUZ SENTINEL	0	43210	ADS/ADM	190.72	
41037	11/28/11	2,500.00	SHAW / YODER / ANTIWIH, INC.		43198	NOV 11 LEG SVCS	2,500.00	
41038	11/28/11	47.50	SNAP-ON INDUSTRIAL		43208	EMP TOOLS/FL	47.50	
41039	11/28/11	7,219.03	SOQUEL III ASSOCIATES	7	43211	RESEARCH PARK RENT	12,474.97	
41040	11/28/11	1,370.85	SPECIALIZED AUTO AND		43212	JAN 11-NOV 11 CREDIT	-5,255.94	
41041	11/28/11	784.73	STATE ELECTRIC GENERATOR		43207	OUT RPR REV VEH/PT	1,370.85	
41042	11/28/11	27.48	UNITED PARCEL SERVICE		43151	BREAKER SVCE/MMF	784.73	
41043	11/28/11	1,114.97	VALLEY POWER SYSTEMS, INC.		43216	FRT OUT/FLT	27.48	
					43217	REV VEH PARTS/FL	42.00	
					43218	REV VEH PARTS/FL	301.52	
					43219	REV VEH PARTS/FL	708.55	
					43220	REV VEH PARTS/FL	62.90	
41044	11/28/11	323.19	WEST PAYMENT CENTER		43222	OCT INFO CHARGES	323.19	
41045	11/28/11	750.00	WORK IN PROGRESS COACHING	7	43221	PROF SERVICES	750.00	
41046	11/28/11	131.81	ZEE MEDICAL SERVICE CO.		43223	SAFETY SUPPLY/PT	38.22	
					43224	SAFETY SUPPLY/FAC	93.59	

TOTAL 1,286,176.64 ACCOUNTS PAYABLE 207 1,286,176.64

GOVERNMENT TORT CLAIM

RECOMMENDED ACTION

TO: Board of Directors

FROM: District Counsel

RE: Claim of: Taghvaei, Sahar
Date of Incident: 10/10/11

Received: 1/23/12 Claim #: 12-0003
Occurrence Report No.: SC 10-11-04

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

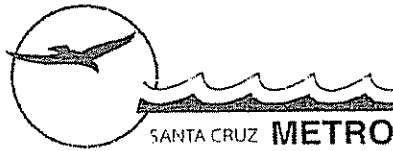
Date: 2.02.12

I, Anthony Tapiz, 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 February 24, 2012.

By _____
Anthony Tapiz
RECORDING SECRETARY

Date: _____

MG/lg
Attachment(s)



Santa Cruz Metropolitan Transit District
110 Vernon Street
Santa Cruz, CA 95060

CLAIM FOR DAMAGES

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

Claim # 12-0003
(To be completed by METRO staff)

Please Print or Type:

The name and post office address of the claimant:

Claimant's Legal First Name: Sahar

Claimant's Legal Last Name: Taghvaei

Address to which notices are to be sent: _____

Telephone (Home): _____

Telephone (Business/Cell): _____

Section 111 of the Medicare, Medicaid and SCHIP Extension Act of 2007 (MMSEA), a new federal law that became effective January 1, 2009, requires that the Santa Cruz Metropolitan Transit District report specific information about Medicare beneficiaries who have other insurance coverage. This reporting is to assist Centers for Medicare and Medicaid Services and other insurance plans to properly coordinate payment of benefits among plans so that (your) claims are paid promptly and correctly. We are asking you to answer the following questions so that we may comply with this law.

Are you presently, or have you ever been, enrolled in Medicare Part A or B? Yes or No

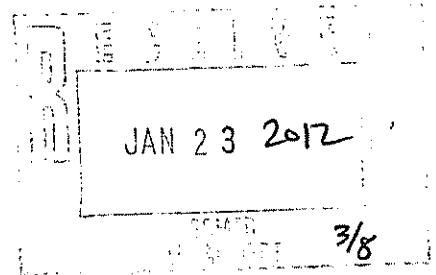
IF YES, please provide the following information:

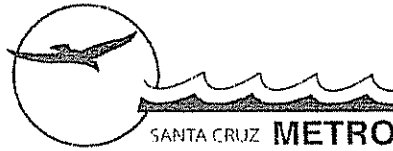
Medicare Claim Number: _____

Date of Birth: _____

Social Security Number: _____

Gender: M or F





Claimant Name: _____

CLAIM FOR DAMAGES

The date, place and other circumstances of the occurrence or transaction that gave rise to the claim asserted:

Date of Incident/Accident: 10/10/2011

Time of Incident/Accident: 10:30 AM PM

Location of Incident/Accident

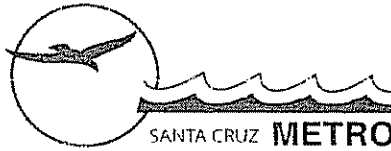
Street/City: Highway 17 North

A general description of the indebtedness, obligation, injury, damage or loss incurred so far as it may be known at the at the time of presentation of the claim. Please state the known facts surrounding the loss and use additional paper if needed.

I was sitting on the bus, on a turn a huge duffle bag fell from the above container and hit me hard in the back of the head. I felt my neck jerk with sudden movement and weight of the bag. The other passengers informed the bus driver who pulled over. He asked if I needed an ambulance, which I refused since I had not lost consciousness. We filled out some information cards.

After getting off the bus, I was very dizzy. I went to the doctor who suggested I go to the emergency room if I don't feel better. My condition was worsened in the next few days: I was constantly dizzy, disorientated, and very sleepy. I went to see another doctor, who said it is most likely a concussion, and I need to go to the emergency room.

At the emergency room, they took CT scans of my head to make sure there is no internal bleeding. There was no blood, but I was confirmed to have a concussion. The bills included are what my insurance wont cover from the expenses of the injury, and I've had to pay out of pocket.



Claimant Name: _____

CLAIM FOR DAMAGES

The name or names of the METRO employee or employees causing the injury, damage, or loss, if known:

If the claim totals less than \$10,000, the amount claimed as of the date of the presentation of the claim: \$ 1041.98

If the amount exceeds \$10,000.00, this claim would be: Less than \$25,000 (Limited Civil Case) More than \$25,000

Sahar Taghvaei

[Signature]
Signature/Print Name

Date: 1/17/2012

Claimant:

Attorney or Representative:

Signature/Print Name

Date: _____

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: February 24, 2012
TO: Board of Directors
FROM: Erich Friedrich, Jr. Transportation Planner
**SUBJECT: SANTA CRUZ METRO SYSTEM RIDERSHIP REPORT FOR
DECEMBER 2011**

I. RECOMMENDED ACTION

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

II. SUMMARY OF ISSUES

- Total ridership for the month of December 2011 was 305,117, which is a decrease of 27,965 riders or 8.4% versus December 2010. System Daily Averages for December include:
 - 11,689 riders per Weekday, a loss of 6.67% (835 riders)
 - 5,967 riders per Saturday, a gain of 4.92% (280 riders)
 - 4,533 riders per Sunday, a loss of 18.61 % (1,037 riders)
- Highway 17 Express ridership for the month of December 2011 was 22,697, which is a increase of 1,286 riders, or 6.01%, from December 2010. Daily averages include:
 - 830 riders per Weekday, a gain of 5.65% (44 riders)
 - 478 riders per Saturday, a gain of 25.02% (96 riders)
 - 514 riders per Sunday, a gain of 12.90% (59 riders)
- UCSC students and staff/faculty generated 83,898 rides in December 2011, a loss of 13.9%. Revenue generated from UCSC was \$107,891.03, a 13.59% decrease from December 2010.
- Overall, system wide ridership experienced a YTD decrease of 3.06% in part due to a service reduction that was implemented on September 15, 2011 which resulted in 8.2% less service than in the prior year.

III. DISCUSSION

In the twenty-three (23) weekdays, five (5) Saturdays, and four (4) Sundays of December 2011, Santa Cruz METRO's total ridership was 305,117 riders. This was a loss from the previous year, decreasing by 27,965 riders or 8.4%. The month over month loss in ridership was expected considering that transit service available to the public is 8.2% less than in December 2010. FY12 YTD ridership is under FY11 by 3.06%.

Attachment A shows that during December 2011, Santa Cruz METRO averaged 11,689 riders per Weekday. This was a loss from the previous December of 6.67% which is most likely due to recently implemented service reductions. Saturdays experienced a gain of 4.92% and Sundays experienced a loss of 18.61%, as winter holidays altered weekend travel.

Attachment A also shows Highway 17 Express total ridership at 22,697 riders, a new all time record for the month of December. This was a gain from the previous year, increasing by 1,286 riders or simply 6.01%.

FY12 average weekday ridership on the Highway 17 Express was 830 riders per weekday, a 5.65% increase per weekday in FY11. Simultaneously Highway 17 Express has seen ridership gains of 25.02% and 12.9% on Saturdays and Sundays. These variations in ridership could possibly be due to sustained higher gas prices leading to changing commute patterns, and weekend travel demands from UCSC students and holiday travel.

Attachment B shows UCSC ridership decrease over December 2010, mainly due to less transit service available to the university as well as shifting travel demands due to finals week. In December 2011, UCSC generated 83,898 rides between students and staff/faculty. This accounts for 27.5% of Santa Cruz METRO's total ridership count. On School Term Days, ridership decreased 5.99%, while Weekdays and Weekends also saw losses of 11.07% and 16.86% in ridership respectively. Total revenue derived from UCSC in December 2011 was \$107,891.03, a 13.59% decrease from December 2010.

Attachment C depicts Weekday, Saturday, and Sunday ridership by route. Many of Santa Cruz METRO's main-lines service are well ridden while overall ridership is experiencing a loss over the previous year. Overall, system wide ridership YTD decreased 3.06% in part due to a service reduction that was implemented on September 15, 2011 which resulted in 8.2% less service than in the prior year.

IV. FINANCIAL CONSIDERATIONS.

Revenue derived from passenger fares and passes is reflected in the FY12 Revenue.

V. ATTACHMENTS

Attachment A: Monthly Ridership Summary

Attachment B: UCSC Ridership Summary

Attachment C: Ridership by Route

Date Prepared: February 17, 2012

Monthly Ridership Summary

DECEMBER 01, 2011 - DECEMBER 31, 2011

Calendar Operating Days

	This Year	Last Year
Weekdays	22	23
Saturdays	5	4
Sundays	4	4

Bikes and Mobility Devices

	This Year	Last Year
Bikes	11,866	11,414
Mobility Dev.	1,811	1,579

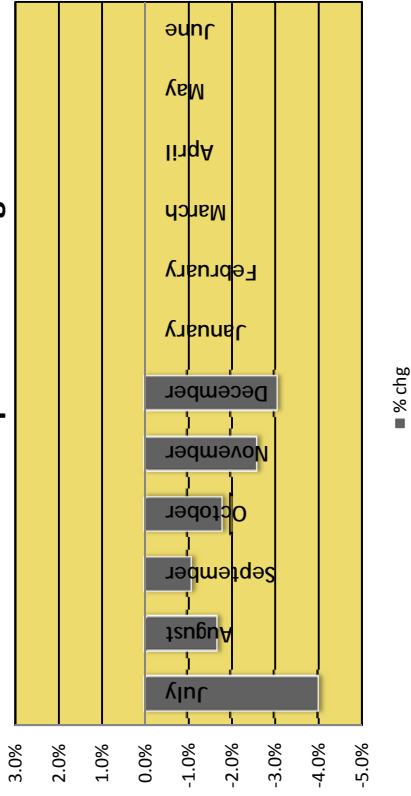
Monthly System Totals

	Monthly Totals		
	This Year	Last Year	Difference % Change
Local Fixed Route	282,420	311,671	-29,251 -9.39%
AMTRAK/Highway 17 Express	22,697	21,411	1,286 6.01%
System Total	305,117	333,082	-27,965 -8.40%

System Daily Averages

	Weekdays			Saturday			Sunday		
	This Year	Last Year	Difference % Change	This Year	Last Year	Difference % Change	This Year	Last Year	Difference % Change
Local Fixed Route	10,859	11,739	-880 -7.49%	184	5,305	5,121 3.47%	4,019	5,114	-1,096 -21.42%
AMTRAK/Highway 17 Express	830	785	44 5.65%	96	383	287 25.02%	514	456	59 12.90%
System Total	11,689	12,524	-835 -6.67%	280	5,688	280 4.92%	4,533	5,570	-1,037 -18.61%

Total Ridership YTD % Change



UCSC Ridership Summary

DECEMBER 01, 2011 - DECEMBER 31, 2011

Calendar Operating Days

	This Year	Last Year
School Term Days	6	7
Weekdays	22	23
Weekend Days	9	8

UCSC Revenue

	This Year	Last Year	\$ Difference	% Change
Student Billing	\$95,807.08	\$107,514.18	-\$11,707.10	-10.89%
Staff Billing	\$10,407.79	\$11,665.81	-\$1,258.02	-10.78%
Night Owl Service	\$0.00	\$2,866.25	-\$2,866.25	-100.00%
Route 20D Service	\$1,676.16	\$2,812.88	-\$1,136.72	-40.41%
Total	\$107,891.03	\$124,859.12	-\$16,968.09	-13.59%

UCSC Monthly System Totals

	Monthly Totals		
	This Year	Last Year	% Change
Students	75,677	87,736	-13.74%
Staff & Faculty	8,221	9,707	-15.31%
Total	83,898	97,443	-13.90%

Year to Date Totals

	This Year	Last Year	Difference	% Change
Students	877,236	897,678	-20,442	-2.28%
Staff & Faculty	74,277	73,257	1,020	1.39%
Total	951,513	970,935	-19,422	-2.00%

UCSC System Daily Averages

	School Term Days		
	This Year	Last Year	% Change
Students	9,245	9,803	-5.70%
Staff & Faculty	520	584	-10.89%
Total	9,765	10,387	-5.99%

Weekdays

	This Year	Last Year	Difference	% Change
Students	2,962	3,332	-369	-11.08%
Staff & Faculty	343	386	-42	-10.99%
Total	3,306	3,717	-412	-11.07%

Weekend Days

	This Year	Last Year	Difference	% Change
Students	1,167	1,389	-222	-15.96%
Staff & Faculty	74	104	-29	-28.93%
Total	1,241	1,493	-252	-16.86%

UCSC Service

	METRO	UCSC	Proportion
Service Hours	12,717	2,343	18.4%
Ridership	305,117	83,898	27.5%

6-3.b1

Ridership by Route

DECEMBER 01, 2011 - DECEMBER 31, 2011								
Route	Corridor	Weekday Ridership	Weekday Average	Saturday Ridership	Saturday Average	Sunday Ridership	Sunday Average	Monthly Ridership
10	UCSC via High St.	10,008	455	677	135	377	94	11,062
15	UCSC via Laurel West	9,656	439					9,656
16	UCSC via Laurel East	29,176	1,326	3,357	671	2,183	546	34,716
19	UCSC via Lower Bay	14,289	650	1,924	385	1,193	298	17,406
3	Mission/Beach	2,395	109					2,395
4	Harvey West/Emeline	4,111	187	94	19	65	16	4,270
8	Emeline	127	6					127
12A	UCSC East Side District	381	17					381
20	UCSC via West Side	8,900	405	1,426	285	806	202	11,132
20D	UCSC via West Side Supp.	2,463	112					2,463
30	Graham Hill/Scotts Valley	655	30					655
33	Lompico SLV/Felton Faire	291	13					291
34	South Felton	47	2					47
35/35A	Santa Cruz/Scotts Valley/SLV	26,702	1,214	3,924	785	2,190	548	32,816
40	Davenport/North Coast	1,022	46	40	8	31	8	1,093
41	Bonny Doon	1,517	69	67	13	31	8	1,615
42	Davenport/Bonny Doon	174	8	67	13	48	12	289
54	Capitola/Aptos/La Selva Beach	143	7	65	13	40	10	248
55	Rio Del Mar	2,735	124					2,735
56	La Selva Beach	347	16					347
66	Live Oak via 17th	11,302	514	2,307	461	1,185	296	14,794
68	Like Oak via Broadway/Portola	7,354	334	567	113	302	76	8,223
69A	Cap. Road/Cabrillo/Watsonville	18,173	826	1,518	304	786	197	20,477
69W	Capitola Road/Watsonville	20,998	954	2,524	505	1,477	369	24,999
71	Santa Cruz to Watsonville	52,017	2,364	7,885	1,577	4,780	1,195	64,682
72	Corralitos	2,062	94					2,062
74	Ohlone Parkway/Rolling Hills	1,051	48					1,051
75	Green Valley Road	5,459	248	1,004	201	581	145	7,044
79	East Lake	2,038	93					2,038
91x	Santa Cruz/Watsonville Express	3,306	150					3,306
Hwy 17	AMTRAK/Hwy 17 Express	18,249	830	2,391	478	2,057	514	22,697
Monthly Total		257,148	11,689	29,837	5,967	18,132	4,533	305,117
Previous Year		288,053	12,524	22,750	5,688	22,279	5,570	333,082
% Change		-10.73%	-6.67%	31.15%	4.92%	-18.61%	-18.61%	-8.40%

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: February 24, 2012
TO: Board of Directors
FROM: April Warnock, Paratransit Superintendent
SUBJECT: METRO PARACRUZ OPERATIONS STATUS REPORT–DECEMBER 2011

I. RECOMMENDED ACTION

This report is for information only - no action requested

II. SUMMARY OF ISSUES

- METRO ParaCruz is the federally mandated ADA complementary paratransit program of the Transit District, providing shared ride, door-to-door demand-response transportation to customers certified as having disabilities that prevent them from independently using the fixed route bus.
- METRO assumed direct operation of paratransit services November 1, 2004. This service had been delivered under contract since 1992.
- Discussion of ParaCruz Operations Status Report.
- Attachment A: On-time Performance Chart displays the percentage of pick-ups within the “ready window” and a breakdown in 5-minute increments for pick-ups beyond the “ready window”. The monthly Customer Service Reports summary is included.
- Attachment B: Report of ParaCruz’ operating statistics. Performance Averages and Performance Goals are reflected in the Comparative Operating Statistics Table in order to establish and compare actual performance measures, as performance is a critical indicator as to ParaCruz’ efficiency.
- Attachments C and D: ParaCruz Performance Charts displaying trends in rider-ship and mileage spanning a period of three years.
- Attachment E: Current calendar year’s statistical information on the number of ParaCruz in-person eligibility assessments, including a comparison to past years, since implementation in August of 2002.

III. DISCUSSION

From November 2011 to December 2011, ParaCruz rides decreased by 355 rides. The decrease in rides does trend with the previous two years. The number of rides performed in December 2011 was 176 less than the number of rides performed in December 2010.

Call Center statistics are available only on a monthly basis at this time, reflecting that we experienced problems with the phone system attributed to wiring issues that have been identified. Corrective measures have been taken, but the disruption to the system makes cumulative data unavailable at this time.

IV. FINANCIAL CONSIDERATIONS

NONE

V. ATTACHMENTS

- Attachment A:** ParaCruz On-time Performance Chart
- Attachment B:** Comparative Operating Statistics Table
- Attachment C:** Number of Rides Comparison Chart and Shared vs. Total Rides Chart
- Attachment D:** Mileage Comparison Chart and Year to Date Mileage Chart
- Attachment E:** Eligibility Chart

ATTACHMENT A

Board of Directors
Board Meeting February 24, 2011

ParaCruz On-time Performance Report		
	Dec 2010	Dec 2011
Total pick ups	7408	7232
Percent in “ready window”	95.91%	94.93%
1 to 5 minutes late	1.97%	1.81%
6 to 10 minutes late	.97%	1.55%
11 to 15 minutes late	.59%	.76%
16 to 20 minutes late	.23%	.37%
21 to 25 minutes late	.16%	.22%
26 to 30 minutes late	.04%	.21%
31 to 35 minutes late	.05%	.08%
36 to 40 minutes late	.05%	.03%
41 or more minutes late (excessively late/missed trips)	.01%	.04%
Total beyond “ready window”	4.09%	5.07%

During the month of December 2011, ParaCruz received four (4) Customer Service Reports. Two (2) of the reports were not valid complaints, one (1) of the reports was not verifiable, and one (1) of the reports was a compliment.

ATTACHMENT B

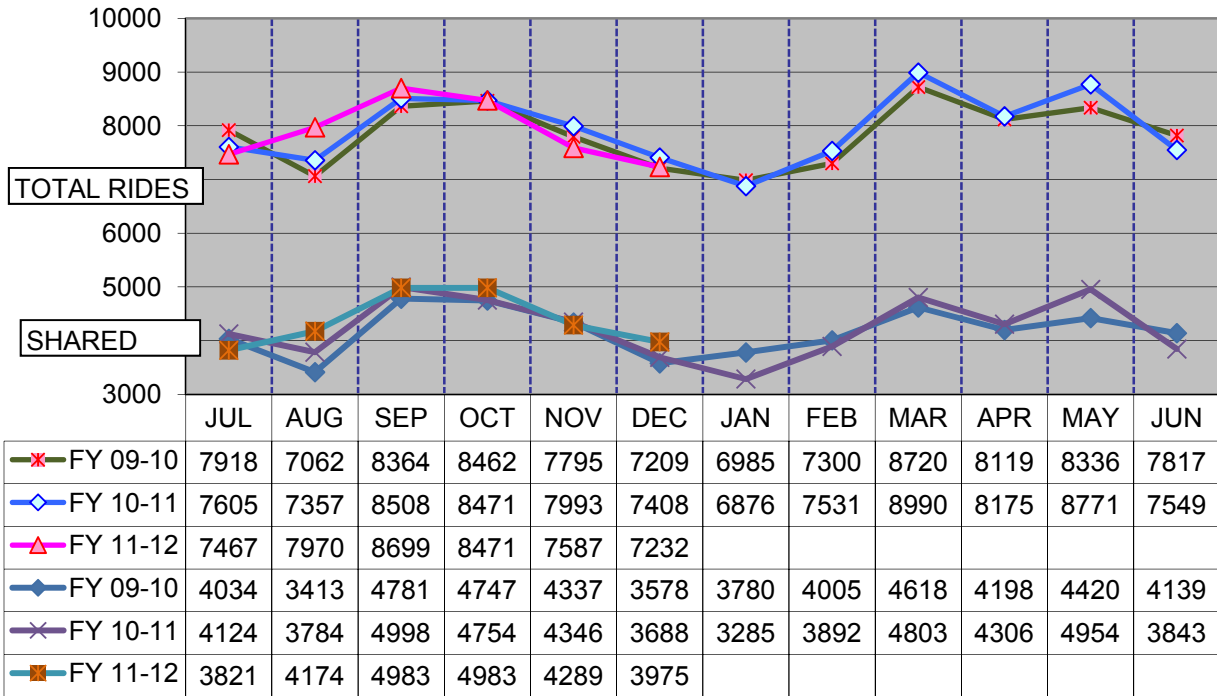
Board of Directors
Board Meeting February 24, 2012

Comparative Operating Statistics This Fiscal Year, Last Fiscal Year through December 2011.

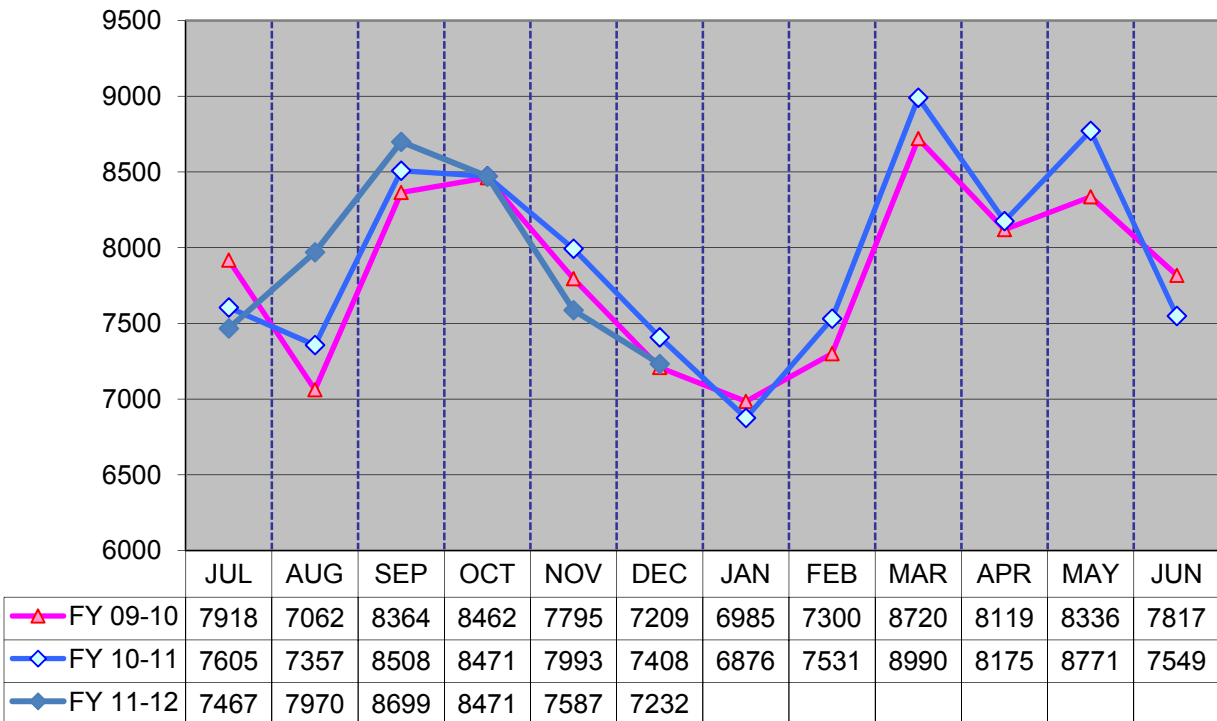
	Dec 10	Dec 11	Fiscal 10-11	Fiscal 11-12	Performance Averages	Performance Goals
Requested	8247	8098	50,239	50595	8534	
Performed	7408	7232	47,330	47,425	7943	
Cancels	20.73%	20.65%	18.05%	17.86%	18.26%	
No Shows	1.84%	3.64%	2.01%	3.14%	2.84%	Less than 3%
Total miles	50,210	49,061	317,472	321,940	53,551	
Av trip miles	4.97	5.16	4.98	4.65	4.91	
Within ready window	95.91%	94.93%	96.19%	95.09%	94.95%	92.00% or better
Excessively late/missed trips	1	3	10	13	2.75	Zero (0)
Call center volume	N/A	5928	N/A	39,428	N/A	
Call average seconds to answer	N/A	32 secs	N/A	24 secs	N/A	Less than 2 minutes
Hold times less than 2 minutes	N/A	9.82%	N/A	97.84%	N/A	Greater than 90%
Distinct riders	781	686	1467	1251	773	
Most frequent rider	52 rides	53 rides	330 rides	281 rides	52 rides	
Shared rides	57.9%	64.6%	63.1%	64.9%	63.15%	Greater than 60%
Passengers per rev hour	1.94	1.95	2.14	2.02	2.03	Greater than 1.6 passengers/hour
Rides by supplemental providers	5.94%	16.7%	8.64%	13.38%	12.04%	No more than 25%
Vendor cost per ride	\$20.62	\$22.36	\$20.62	\$21.11	\$21.98	
ParaCruz driver cost per ride (estimated)	\$26.76	\$26.94	\$26.92	\$27.03	\$23.57	
Rides < 10 miles	72.94%	69.47%	70.23%	69.19%	68.24%	
Rides > 10	27.05%	30.53%	29.77%	30.81%	31.59%	

ATTACHMENT C

TOTAL RIDES vs. SHARED RIDES

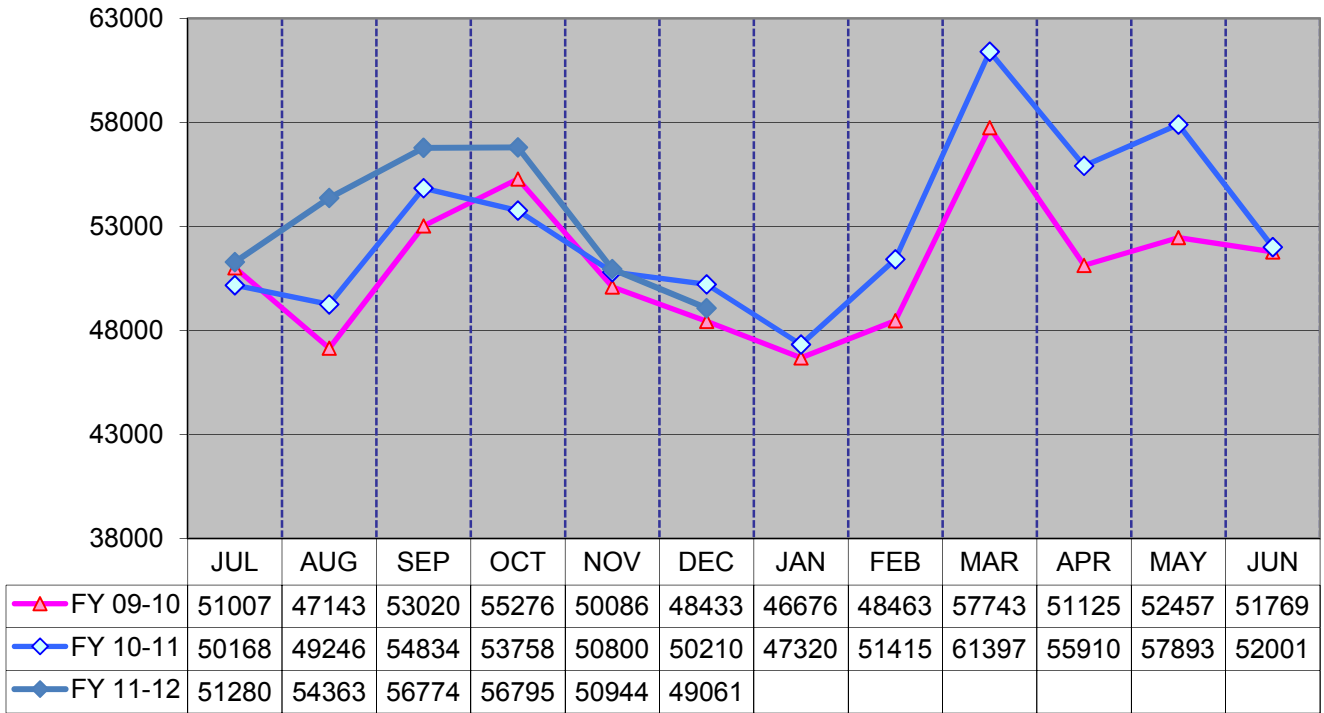


NUMBER OF RIDES COMPARISON CHART

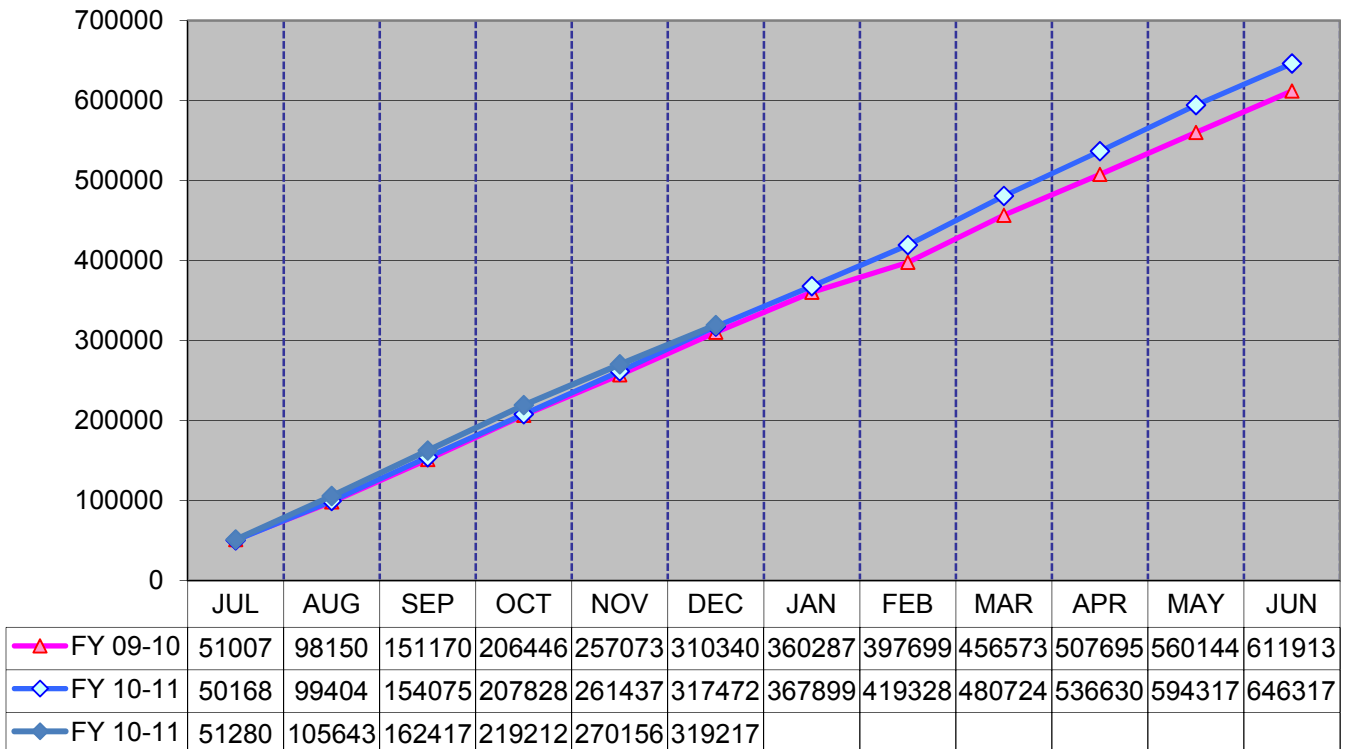


ATTACHMENT D

MILEAGE COMPARISON



YEAR TO DATE MILEAGE COMPARISON CHART



ATTACHMENT E

MONTHLY ASSESSMENTS						
	UNRESTRICTED	RESTRICTED CONDITIONAL	RESTRICTED TRIP BY TRIP	TEMPORARY	DENIED	TOTAL
DECEMBER 2010	32	0	7	5	0	44
JANUARY 2011	43	3	4	4	0	54
FEBRUARY 2011	41	2	14	4	0	61
MARCH 2011	43	3	5	7	0	58
APRIL 2011	44	0	3	4	0	51
MAY 2011	49	1	4	2	0	56
JUNE 2011	48	0	4	0	0	52
JULY 2011	54	0	0	1	0	55
AUGUST 2011	66	0	3	0	1	70
SEPTEMBER 2011	48	0	7	2	0	57
OCTOBER 2011	59	0	4	0	0	63
NOVEMBER 2011	64	0	3	6	1	74
DECEMBER 2011	49	0	1	3	0	53

NUMBER OF ELIGIBLE RIDERS	
YEAR	ACTIVE
2006	5315
2007	4820
2008	4895
2009	5291
2010	3314

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: February 24, 2012

TO: Board of Directors

FROM: Tove Beatty, Grants/Legislative Analyst
Thomas Hiltner, Grants/Legislative Analyst

SUBJECT: STATUS REPORT OF ACTIVE GRANTS AND SUBMITTED GRANT PROPOSALS FOR FEBRUARY 2011

I. RECOMMENDED ACTION

This report is for informational purposes only. Active grants and grant proposals are current as of February 14, 2012. No action is required.

II. SUMMARY OF ISSUES

- Santa Cruz METRO relies upon grant funding from other agencies for more than 25% of its FY12 operating revenue and nearly 80% of its FY12 capital funding.
- A list of Santa Cruz METRO's active grants (Attachment A) and a list of grant proposals for new funds (Attachment B) are provided monthly in order to apprise the Board of the status of grants funding.
- Santa Cruz METRO has active grant awards totaling \$55,482,923.
- Items in **bold** on Attachments A and B depict changes from last month's report.
- Santa Cruz METRO staff is developing new applications totaling \$5,327,322 for operating and capital projects.

III. DISCUSSION

Santa Cruz METRO relies upon grants from a number of other entities throughout the year for more than 25% of its FY12 operating revenue and over 80% of its FY12 capital funding. Programs such as the Transportation Development Act (TDA) and the Federal Transit Administration (FTA) urbanized area program annually allocate funds by formula while others such as the Monterey Bay Unified Air Pollution Control District's AB2766 Motor Vehicle Emissions Reduction Program and the California Department of Transportation (Caltrans) discretionary planning grants are competitively awarded based on merit. Santa Cruz METRO relies on both formula and discretionary grant revenue to support its operating and capital budgets.

This staff report is to apprise the Board of Directors of active grants funding current projects and proposed grants for new projects and ongoing operating costs. **Attachment A** lists all of Santa Cruz METRO's active grants with the award amount, the remaining balance and the status of the

projects funded by the grant. **Attachment B** lists Santa Cruz METRO's open grant applications with a brief description, source and status of proposed funds. Items in **bold** on Attachments A and B depict changes from last month's report.

IV. FINANCIAL CONSIDERATIONS

Active grant awards for operating and capital projects total \$55,482,923 with an unspent balance of \$29,452,930. The total amount of active grant awards increased substantially from last month due to payment in February of \$11,010,047 in FY11 PTMISEA funds. The unspent balance of grant funds increased by approximately \$5.3 million, reflecting the addition of new, unspent PTMISEA funds less the amounts deducted for grants invoiced February, primarily the \$4.9 million drawn for FY11 FTA operating assistance.

Current grant applications request \$5,327,322 in new funds. Santa Cruz METRO staff is preparing new applications for \$4,000,000 in FTA Section 5309 State of Good Repair funds to purchase Automatic Vehicle Locator (AVL) and Automatic Passenger Counting (APC) systems, and for \$290,000 in Caltrans planning funds to update Santa Cruz METRO's Short Range Transit Plan. As a result of \$11million in PTMISEA funds moving from Grant Applications into Active Grants this month, the amount requested in new grant applications this month dropped, even though staff is developing new applications totaling more than \$4 million for new projects.

V. ATTACHMENTS

Attachment A: Santa Cruz METRO Active Grants Status Report as of February 14, 2012

Attachment B: Santa Cruz METRO Grant Applications as of February 14, 2012

Santa Cruz METRO

Active Grants as of February 14, 2012

#	Grant	Description	\$ Grant Awarded	\$ Grant Balance	Funding Source	Grant Status
1	Smartcard Farebox; ParaCruz Vans; IT Upgrades; Operating Assistance	Upgrade dispatch, scheduling and customer information software; purchase 27 replacement paratransit vans; purchase new fareboxes with magnetic card readers; operating assistance.	\$ 4,909,939	\$ 229,644	Federal Transit Administration (FTA) 5307 American Recovery and Reinvestment Act (ARRA) funds	Project funding from ARRA through FTA urbanized area formula program. Santa Cruz METRO has received and installed fareboxes and ticket vending machines; has accepted paratransit vans and expects to complete the Giro/Hastus roll-out by early 2012. Grant to be closed by 3/31/12.
2	Bus Stop Improvements	Improve bus stops in Santa Cruz METRO service area	\$ 500,000	\$ 337,332	Caltrans from State Transportation Improvement Program (STIP)	Construction projects started 5/27/11. This project is on schedule. Progress invoice to be submitted by 1/31/12.
3	CT Transit Planning - Watsonville	18-month transit planning study of Watsonville service as subrecipient of MPO (AMBAG).	\$ 100,000	\$ 31,876	Caltrans (FTA 5304)	Staff reviewed administrative draft report on 2/9/12 with two board members for input to the final draft . This project is on task and on scheduled for delivery by 3/31/12 and presentation to the BOD, AMBAG and MST.
4	County of Santa Cruz Prop 84 Challenge Grant	Discretionary grant proposals for planning/zoning of unincorporated areas (Live Oak, Soquel Dr. corridor) w/ County of Santa Cruz; and sustainable growth communities grant w/ AMBAG. All need METRO as a partner.	\$ 10,000	\$ 10,000	Funding from Proposition 84 Planning Grants from the State of California Strategic Growth Council.	County received \$500K for Prop. 84 Sustainable Communities Planning Grant Program for a project entitled "The Santa Cruz County Sustainable Community and Transit Corridors Plan" on December 6, 2010. Notification of award 6/3/11. Discussion of an RFP for a consultant will begin in November and the selection process complete by December 2012.

Attachment A

Santa Cruz METRO Active Grants as of February 14, 2012

#	Grant	Description	\$ Grant Awarded	\$ Grant Balance	Funding Source	Grant Status
5	AMBAG Sustainable Communities Planning Grant	Discretionary grant sub-award.	\$ 10,000	\$ 10,000	AMBAG sub-award.	Participating in development of Sustainable Communities Strategies, awaiting letter of award from AMBAG at 10/14/11, expect MOU in early 2012 per AMBAG.
6	SCCRITC Caltrans Small Urban Transit Planning Grant	Discretionary grant.	\$ 3,742	\$ 3,742	State of California	MOU was approved on 12/16/11 by the BOD. The RFP for the consultant is being prepared and reviewed. Consultant to be selected in February 2012. Invoiced 2/13/12.
7	FFY10 5309 Bus/Facilities SGR Program	Purchase 11 new CNG replacement buses from FTA discretionary grant program.	\$ 4,830,600	\$ 4,830,600	FTA 5309 Bus & Bus Facilities/State of Good Repair Program	11 New Flyer CNG Buses entered production 11/30/11. Grant Balance as of 2/3/12. Buses are being delivered weeks of 2/6 and 2/13.
8	FFY11 5309 Bus/Facilities SGR Program	Discretionary, competitive grant program.	\$ 2,814,538	\$ 2,814,538	FTA Section 5309	New grant to finance capital projects: ~42 mobile data terminals for ParaCruz and approximately 4-5 new CNG buses. Programmed into MTIP on January 2012.
9	MBUAPCD AB2766 FY 12 Grant	Discretionary Grant	\$ 160,000	\$ 160,000	MBUAPCD (Air District)	Conversion of non-revenue vehicles (staff/supervisor vehicles) to alternative fuel path. Award notification in August 2011 for \$160K.
10	Proposition 1B - State and Local Partnership Program	Proposition 1B Formula Funds	\$ 427,400	\$ 427,400	CTC/Caltrans	Match for FTA State of Good Repair Grant #1

Attachment A

Santa Cruz METRO Active Grants as of February 14, 2012

#	Grant	Description	\$ Grant Awarded	\$ Grant Balance	Funding Source	Grant Status
11	FY09 Comprehensive Security & Surveillance (LMR)	Continue LMR upgrade.	\$ 440,505	\$ 26,374	FY09 CTSGP funds from Cal EMA	Day Wireless work on \$530,000 contract halted pending FCC license approval. Two of four license requests approved locally. Extension approved through 9/30/12. \$ Grant Balance as of 1/18/12.
12	FY10 Comprehensive Security & Surveillance:	Continue video surveillance, LMR upgrade and install emergency generator.	\$ 440,505	\$ 423,093	FY10 CTSGP funds from Cal EMA	Generator relocation Complete. \$ Grant Balance as of 1/18/12. Expires 3/31/13.
13	FY11 FTA Operating Assistance	Operating Assistance 7/1/10 - 6/30/11	\$ 4,727,487	\$ -	FTA FY11 5307 urbanized area formula funds + STIC	METRO drew payment from FTA on 1/23/12. Grant to close 3/31/12. \$ Grant balance as of 2/2/12.
14	FY11 Rural Operating Assistance	Operating assistance for public transit service in rural areas of Santa Cruz County.	\$ 156,312	\$ 156,312	Caltrans (FTA 5311)	Grant contract executed 7/27/11. \$ Grant balance as of 2/14/12.
15	FY12 TDA Operating Assistance	FY12 Transportation Development Act (TDA) revenue for public transit operations.	\$ 5,244,963	\$ 2,622,482	SCCRTC	RTC paid the second quarter's amount on 1/18/12.
16	FY12 STA Funds	FY12 State Transit Assistance (STA) operating revenue for public transit.	\$ 2,851,031	\$ 1,484,214	SCCRTC	The RTC pays STA to METRO quarterly. The second quarter's STA payment of \$800,058 on 2/3/11 was \$58,699 below the anticipated amount. Payments will vary henceforth depending on tax revenue from diesel fuel sales. \$ Grant Balance as of 2/3/12.

Attachment A

Santa Cruz METRO Active Grants as of February 14, 2012

#	Grant	Description	\$ Grant Awarded	\$ Grant Balance	Funding Source	Grant Status
17	FY09 Operating & MetroBase	Urban operating assistance and MetroBase construction funding.	\$ 4,753,504	\$ 1,108,062	FTA 5307 urbanized area formula funds and Small Transit Intensive Cities (STIC) funds, both now for operating assistance.	FY09 transit operations are complete. Remaining funds for the Operations Building construction. No expiration. \$ Grant Balance 2/3/12.
18	FY11 AB2766	MetroBase construction of second L/CNG storage tank.	\$ 200,000	\$ 200,000	AB2766 Monterey Bay Unified Air Pollution Control District (Air District) AB 2766 Motor Vehicle Emissions Reduction Program	METRO opened bids 1/31/12 for second solicitation for Tank for anticipated BOD contract authorization for 2/24/12 mtg. Grant expires 2/11/13 . \$ Grant Balance as of 2/3/12.
19	FY08,09,10,11 PTMISEA funds	MetroBase development.	\$ 20,558,730	\$ 13,678,141	FY08, FY09, FY10, FY11 Prop. 1B Public Transportation Modernization and Service Enhancement Account (PTMISEA) through Caltrans	FY11 \$11,010,047 payment received 2/10/12. 2nd round LNG Tank bids opened 1/31/12 to be considered at 2/24/12 BOD mt. Caltrans Letter of No Prejudice against future funds for the Operations Building expected shortly. Expires 6/30/15. \$ Grant Balance as of 2/14/12.
20	Pacific Station Land	Purchase Greyhound property for Pacific Station (Metro Center) renovation	\$ 1,457,667	\$ 13,120	FY05 FTA 5309 Bus and Bus Facilities program - legislative earmark.	AAA Fencing installation awaits City of Santa Cruz design approval permit. Completion anticipated by 6/30/12. \$ Grant balance as of 2/3/12.

Attachment A

Santa Cruz METRO
Active Grants as of February 14, 2012

#	Grant	Description	\$ Grant Awarded	\$ Grant Balance	Funding Source	Grant Status
21	Pacific Station Design Engineering	Contract architectural and engineering services for Pacific Station expansion and renovation	\$ 396,000	\$ 396,000	FY06 FTA 5309 Bus and Bus Facilities program - legislative earmark.	The FTA will begin monitoring progress on Metro Center Design/Engineering in 2012 since the first grant (2006) has aged more than 5 years without implementation. No expiration.
22	Pacific Station Design Engineering	Contract architectural and engineering services for Pacific Station expansion and renovation	\$ 490,000	\$ 490,000	FY08 FTA 5309 Bus and Bus Facilities program - legislative earmark.	The FTA will begin monitoring progress on Metro Center Design/Engineering in 2012 since the first grant (2006) has aged more than 5 years without implementation. No expiration.
Total			\$ 55,482,923	\$ 29,452,930		

Attachment B

Santa Cruz METRO Grant Applications as of February 14, 2012

#	Application Date	Grant	Description	\$ Grant	Funding Source	Status of Award
1	4/2/2012	Caltrans	Caltrans Planning Grants	\$ 290,000	Planning grants: just announced.	Requires 11.53% match on most grants.
2	3/22/2012	FTA FY12 Section 5309 State of Good Repair Program	FTA	\$ 4,000,000	FTA	State of Good Repair FY12 proposal for Automatic Vehicle Locating Software/Hardware system for fixed-route buses.
3	12/15/2011	FY12 Rural Operating Assistance	Operating assistance for public transit service in rural areas of Santa Cruz County.	\$ 156,312	Caltrans (FTA 5311)	Application submitted. Caltrans DOT approval for latest Transportation Improvement Program amendment prior to awarding METRO's grant.
4	3/15/2011	FY12 Transit Security Projects	Video Surveillance and Lighting at remaining METRO Facilities	\$ 440,505	FY12 CTSGP funds from Cal EMA	Video Surveillance and Lighting projects to continue with \$440,505 for FY12. FY12 project approved - financial management forms due 3/21/12 to complete application.
5	3/15/2011	FY11 Transit Security Project	Santa Cruz METRO video surveillance projects	\$ 440,505	FY11 CTSGP funds from Cal EMA	Cal-EMA approved LONP for FY11 project to proceed prior to advance payment anticipated in Spring 2012. Expiration 3/31/14.
Total				\$ 5,327,322		

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: February 24, 2012
TO: Board of Directors
FROM: Tove Beatty, Grants/Legislative Analyst
SUBJECT: STATUS REPORTS OF PROPOSED FEDERAL AND STATE LEGISLATION AND CURRENT LEGISLATIVE ISSUES

I. RECOMMENDED ACTION

That the Board of Directors accept and file the status reports of proposed Federal and State legislation and current legislative issues through February 15, 2012 and consider resolutions in support of federal legislation, S 1813, Moving Ahead for Progress in the 21st Century (MAP-21), and in strong opposition to H R 7, both proposed long-term surface transportation acts.

II. SUMMARY OF ISSUES

- Status reports on Congress's, the State Assembly's and Senate's legislative issues are provided monthly to inform the Board of the status of Federal and State legislation of interest to Santa Cruz METRO.
- This month's Federal and State reports reflect pertinent legislative activities which occurred January 18th, 2012 – February 15, 2012.
- The President's FY13 proposed federal budget was released on February 13, 2012, and includes cuts to defense, tax revisions and a drop in transportation funding of \$48.3 billion, representing the end of stimulus funds. The FY12 budget passed on December 17th, 2011. Transit appropriations were slightly higher than FY11.
- The House is considering H.R. 7, their surface transportation act, which has now been split into three parts, with over 300 proposed amendments, some in major conflict with and unpalatable to the transportation community, including the abolishing of the federal gas tax as a dedicated funding mechanism and drilling in the arctic wilderness. The President says he will veto this bill. It will not pass the Senate. Santa Cruz METRO is asking the Board of Directors to oppose H.R. 7.
- S 1813 (Moving Ahead for Progress in the 21st Century or MAP-21) is the Senate's two-year version of a surface transportation act, and has passed out of all four Senate committees, including Senate Finance where four Republicans joined 13 Democrats in support of the bill, which identified \$10.5 billion in offsets for a projected \$12 billion deficit. Santa Cruz METRO asks the Board of Directors to support MAP-21. Please see the attached Resolution (**Attachment E**).
- Congress passed the eighth extension of SAFETEA-LU, through March 31st, 2012, also linked to the gas tax—if it expires, so does the tax. Because the House and

- Senate bills are radically different and due to the President's position, transportation advocates are betting on another extension of SAFETEA-LU.
- The extension of the alternative fuel tax credit (\$500K+/year to Santa Cruz METRO) has not yet passed and it expired at 12/31/11. It was included in H.R. 1380, which is buried in committee. It may be grouped with other "tax extenders" into a single bill to be introduced later in the session. Please see **Attachments A and B** for all federal legislation currently being monitored.
 - The State of California's November 2011 bond sale finally bore fruit for Santa Cruz METRO, which received a check for \$11.047 million on Friday, February 10th, as part of the Proposition 1B Public Transportation Improvement Modernization and Transportation Enhancement Account (PTMISEA) allocations made by the legislature last year. These funds are for the new Operations Facility.
 - The California Legislature reconvened on January 4, 2012. All bills had to be moved out of the house of origin by January 31st, 2012 to still be considered viable. Santa Cruz METRO is monitoring legislation regarding bus axle weight, the Governor's budget and proposal to create a single transportation agency, and the AB-32-mandated Cap and Trade Program. **Please see Attachments C and D.**

III. DISCUSSION

Status reports on Congress's, the State Assembly's and Senate's legislative issues are provided monthly to inform the Board of the status of Federal and State legislation of interest to Santa Cruz METRO. This month's State and Federal reports reflect pertinent legislative activities which occurred January 18th, 2012 – February 15, 2012.

The President's FY13 proposed federal budget was released on February 13, 2012, and includes cuts to defense, tax revisions and a drop in transportation funding of \$48.3 billion, representing the end of stimulus funds rather than any significant cut to transportation. The President's budget is viewed as more of a starting point for any negotiations that might happen (doubtful) and a platform campaign piece in a re-election year. The FY12 budget passed on December 17th, 2011. Transit appropriations were slightly higher than last year.

The House is considering H.R. 7, their surface transportation act, which has now been split into three parts, with over 300 proposed amendments, some in major conflict with and unpalatable to the transportation community, including the abolishing of the federal gas tax as a dedicated funding mechanism, the abolishing of the Davis-Bacon Act (fair wage legislation), and drilling in the arctic wilderness. The President says he will veto this bill. It will not pass the Senate. Santa Cruz METRO requests the Board of Directors oppose H.R. 7. (**See Attachment F.**)

S 1813 (Moving Ahead for Progress in the 21st Century or MAP-21) is the Senate's two-year version of a surface transportation act, and has passed out of all four Senate committees, including Senate Finance where four Republicans joined 13 Democrats in support of the bill, which identified \$10.5 billion in offsets for a projected \$12 billion deficit. Santa Cruz METRO supports MAP-21. Please see the attached Board Resolution (**Attachment E**) in support of MAP-21 to be forwarded to members of our legislative delegation in Washington DC.

In 2011, Congress passed the eighth extension of SAFETEA-LU, through March 31st, 2012, also linked to the dedicated gas tax funding mechanism—if it expires, so does the tax. Because the House and Senate bills are so radically different and due to the President’s position, transportation advocates are betting on another extension of SAFETEA-LU as the most acceptable of current options if MAP-21 cannot be passed.

The extension of the alternative fuel tax credit (\$500K+/year to Santa Cruz METRO) has not yet passed and it expired at 12/31/11. It was included in H.R. 1380, which is now buried in committee. It might be grouped with other “tax extenders” into a single bill to be introduced later in the session. Please see **Attachments A and B** for all federal legislation currently being monitored.

The state of California’s November 2011 bond sale has finally borne fruit for Santa Cruz METRO, who received a check for \$11.047 million on Friday, February 10th, as part of the Proposition 1B Public Transportation Improvement Modernization and Transportation Enhancement Account (PTMISEA) allocations made by the legislature last year. These funds are for the new Operations Facility and Santa Cruz METRO grants, finance and project management staff (not to mention the occupants of the current Operations Building) have been waiting a very long time for this news.

The California Legislature reconvened on January 4, 2012. All bills had to be moved out of the house of origin by January 31st, 2012 to still be considered viable. Santa Cruz METRO is monitoring specific legislation regarding bus axle weight, the Governor’s budget “fixes,” his proposal to create a single transportation agency out of several seemingly disparate entities, and the AB-32-mandated Cap and Trade Program. **Please see Attachments C and D.**

IV. FINANCIAL CONSIDERATIONS

As most potential legislation carries a fiscal impact, staff will report on a monthly basis of newly implemented federal and/or State legislation which financially impacts Santa Cruz METRO.

The extension of SAFETEA-LU’s authorization through March 31, 2012 secures transportation funding and the related gas tax until then. However, it may need to be extended again if the vastly different House and Senate surface transportation bills cannot be reconciled, which is likely. The FY12 federal budget was passed on December 17th, 2011, and Santa Cruz METRO’s anticipated annual operating appropriation (including STIC funding) is estimated at \$4,741,749.

Santa Cruz METRO received \$11.047 million in Proposition 1B PTMISEA bond funds (a three-year allocation) on February 10th, 2012, for the Operations Building project. The project will be bid and funds obligated within six months, as per state guidelines for this money.

V. ATTACHMENTS

- Attachment A:** Federal Legislative Issues and Status Report, February 15, 2012
- Attachment B:** Federal House and Senate Bills Status Report, February 15, 2012
- Attachment C:** State of California Legislative Issues and Status Report, February 15, 2012
- Attachment D:** State of California Assembly and Senate Bills Status Report, February 15, 2012

Attachment E: Resolution of the Santa Cruz Metropolitan Transit District Supporting the Enactment of “Moving Ahead for Progress in the 21st Century” (MAP-21/S 1813), A Bill that would Reauthorize the Federal Highway and Transit Program for Two Years, February 24th, 2012

Attachment F: Resolution of the Santa Cruz Metropolitan Transit District Opposing the Enactment of HR 7, a Bill that would Reauthorize the Federal Highway and Transit Program for Five Years, February 24th, 2012

ATTACHMENT A

Federal Legislative Issues and Status Report February 15, 2012

Current Legislative Issues

FY13 Federal Budget

Update at 2/15/12: On 2/13/12, the President released his \$3.8 trillion budget proposal, which includes significant cuts to defense and revisions to tax loopholes and rates on the richest Americans. In addition, an analysis of the budget shows a drop of \$48.3 billion in transportation funding, mostly representing the end of stimulus spending rather than significant cuts to existing infrastructure programs. The President's budget is seen as a place to begin negotiations and as a piece of reelection campaign material.

FY12 Federal Budget

Update at 1/18/12: On December 16, 2011, the House passed an omnibus spending bill (H.R. 2055) for the remaining FY12 federal budget. The Senate passed the omnibus on December 17th. Both houses were successful in passing three "mini-buses" (spending bills) and then consolidating the rest into H.R. 2055 and passing it before the end of the year for the first time since 2009.

Long Term Surface Transportation Act (H.R. 7, S 1813 or MAP-21) and S. 1648

Update at 2/15/12: Surface Transportation advocates are having a difficult time with many of the amendments proposed to the House bill, H.R. 7, including the elimination of the dedicated gas tax (in place since Republican President Regan instated it in 1983) as a funding mechanism, to be replaced with a one-time infusion of \$40 billion into a new account called the Alternative Transportation Account, money that would run out by 2016. In addition, the current Highway Trust Fund is estimated to empty by 2013. Because of several other unpalatable amendments offered by the Tea Party in the House (including the elimination of the Davis-Bacon Act, raising of federal pension contributions, and the previously mentioned "drill, baby, drill" revenue generators, on top of the back-and-forth about the commuter tax benefit), the scuttlebutt is that the bill may not pass the House (some Republicans are even balking), will not make it to conference with the Senate bill (now on the Senate floor for debate, with much less odious financing) and that another SAFETEA-LU Continuing Resolution will be needed until post-election 2012.

Update at 1/18/12: The House bill is a five-year bill and the Senate's is a two-year bill. The Senate will not take up the House bill if Speaker Boehner can get the votes to pass it. The Senate's bill, MAP-21, is basically complete, though waiting for the Finance Committee to find a way out of the \$12 billion shortfall.

Update at 11/30/11: Speaker Boehner introduced "The American Energy and Infrastructure Jobs Act", or H.R. 7, a five-year surface transportation act. Introduced along with H.R. 3410, the

ATTACHMENT A

Energy Security and Transportation Jobs Act (Stivers, R-OH), proposes to generate billions via royalty payments on expanded drilling leases in California and the Arctic National Wildlife Reserve. The Senate Environment and Public Works Committee released S. 1813 (MAP-21). Transit will receive about \$24 billion out of the \$109 billion bill, or roughly current levels. The bill maintains operating flexibility in urban areas, as well as the STIC program. On 9/13/11, the House passed the eighth extension of SAFETEA-LU through March 31st, 2012.

The NAT GAS (New Alternative Transportation to Give Americans Solutions) Act (HR1380)

Update at 2/15/12: Still continuing to monitor.

Update at 1/18/12: Along with the commuter tax benefit (given by some companies to employees who use transit and rail), the natural gas (alternative fuel) tax credit has now been rolled into what is called the “extenders package.” Whether or not these can all be rolled into a new bill and passed remains to be seen.

Also of note this month is a recent EPA report that, in draft, names the link between hydraulic fracturing (“fracking,” a mining practice used in shale fields to extract natural gas deposits up to 8,000 feet deep) and groundwater contamination. Santa Cruz METRO has on file a letter from its natural gas supplier stating that supplies delivered here do not come from fracked sources.

Update at 11/30/11: Natural gas advocates expect this tax to expire, then be reinstated as part of another bill in 2012. The scuttlebutt is that it will be a retroactive credit and cover quarters that have lapsed since the tax credit expired.

House Resolution 5 (H.R. 5)

Update at 2/15/12: We are still monitoring potential effects of H.R. 5, which will be seen after the FY12 budget “mini-buses” and possibly one large omnibus bill are passed, sweeping up appropriations by the end of the year. Now that this has happened, **how** funds are appropriated will indicate the potential impact of H.R. 5. So far, transit appropriations as announced for our area are actually a bit more than last year.

Update at 1/18/11: In a secret caucus held on January 4th, House GOP members held an unrecorded vote on a proposed Rules package. Passed in this package was H.R. 5, a separation of the authorization and appropriations processes in regard to infrastructure funding.

American Infrastructure Investment Fund Act of 2011 (S. 936)

Update at 2/15/12: No change at this time. Read twice. Most likely a non-starter, soon to be removed from this “watch” list.

Update at 5/19/11: Senators Rockefeller (D-WV) and Lautenberg (D-NJ) introduced this act to create a \$5 billion fund to drive private investment in transportation infrastructure. It is intended to also provide states with greater flexibility for the types of projects they may fund with federal dollars.

Santa Cruz METRO
Federal House and Senate Bills
Status Report
February 15, 2012

Federal Bills House	Subject	Introduced	Status
<p>HR.7: The American Energy and Infrastructure Jobs Act</p>	<p>This is the House version of a 5-year long-term surface transportation act which eliminates the dedicated federal gas tax and starts the Alternative Transportation Account with a one-time infusion of \$40 billion which will run out in 2016. This is unacceptable to APTA and other transportation advocacy groups. The proposed funding mechanism of HR3410 (see below), sells offshore and land-based oil and gas leases to finance clean transportation. The irony of this is lost on some. Another funding mechanism proposed in the over 100 amendments is to double federal pension contributions to offset the bill.</p>	<p>11/22/2011</p>	<p>Update at 2/15/12: Various amendments continue to be offered, including the elimination of the federal gas tax as a dedicated funding mechanism, the elimination of the Davis-Bacon Act, etc. This bill will not pass the Senate nor will it make it through a conference. Transit advocates predict another Continuing Resolution, as this bill is having trouble getting the Republican support it needs in the House. Most likely, no long-term act this year.</p>
<p>Federal Budget FY13</p>	<p>The President introduced his \$3.8 trillion FY13 budget this week, and with the elimination of stimulus and other special funding for transportation, the industry is taking a one-time \$48 billion hit, mostly on the books. The President proposes to fund infrastructure, such as transportation and roads, with money saved from draw-downs in Iraq and Afghanistan.</p>	<p>2/13/2012</p>	<p>2/15/12: This is the opening move in a series of budget negotiations in an election year. Expect much to change.</p>
<p>H.R.1380: New Alternative Transportation to Give Americans Solutions Act (NAT GAS Act) (Sullivan, R-OK)</p>	<p>Promotes the use of natural gas as fuel with an emphasis on heavy-duty and fleet vehicles, and includes various credits and incentives to promote production and use of such vehicles and fueling stations/pumps and discretionary/competitive grants for development of new technologies re: natural gas vehicles.</p>	<p>4/6/2011</p>	<p>2/15/12: This bill has many issues, not the least of which is the fact that the revenue will likely take many years to come in and it falls \$38.7 billion short, according to the non-partisan Congressional Budget Office. This will never make it to the Senate, it's simply political posturing.</p>
<p>H.R.3410: Energy Security and Transportation Jobs Act (Shiver-OH)</p>	<p>Proposes to generate up to \$70 billion for a long-term surface-transportation act by capturing royalty payments via expanded on-shore and off-shore drilling leases in places like California and the Arctic National Wildlife Refuge.</p>	<p>11/22/2011</p>	<p>2/15/12: This bill has many issues, not the least of which is the fact that the revenue will likely take many years to come in and it falls \$38.7 billion short, according to the non-partisan Congressional Budget Office. This will never make it to the Senate, it's simply political posturing.</p>

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Santa Cruz METRO
Federal House and Senate Bills
Status Report
February 15, 2012

Federal Bills	Subject	Introduced	Status
S.936: American Infrastructure Investment Fund Act of 2011 (Rockefeller, D-WV)	Creates \$5 billion fund to drive private investment in transportation infrastructure in 2012 and 2013, creates leveraging ability at both federal and state levels for transportation projects.	5/10/2011	2/15/12: All indications are that this bill will die in committee.
S.1813: MAP-21 (Moving Ahead for Progress in the 21st Century = New name for long-term surface transportation act) (Boxer, D-CA)	This bill, priced at \$109 billion, is a two-year bill which has now passed all four committees of jurisdiction in the Senate. Republicans in the Senate joined in passing the bill out of the Finance Committee. It is remarkably dissimilar to the House Bill (H.R. 7, see above), so different that it is unlikely the two can be reconciled.	Passed committees and procedural votes, released for floor debate, 2/9/12	Extensions were passed through 11/18/11 for the entire government, and 3/31/12 for SAFETEA-LU. The House plans on releasing a five-year bill. Whether or not consensus can be reached remains to be seen. Some transportation advocates are saying that another SAFETEA-LU extension will be the result of these negotiations.
S.1660: American Jobs Act of 2011 (Reid, D-NV)	The legislation includes the following job-creating provisions: payroll tax exemption for previously unemployed workers; employer credit of \$1,000 for every new employee that works at least a year; closing of various tax loopholes; creation of small-business loan programs, and provisions to convert tax credit bonds to Build America Bonds. For transportation, the bill includes a transfer of \$19.5 billion from the General Fund to the HTF to finance infrastructure job-creating projects and halts the repayments that the HTF makes to the General fund for tax-exempt users of the highway program (including transit). The bill extends some unemployment benefits, and extends expiring health care provisions. The bill is financed by various IRS code adjustments and changes designed to raise \$9 billion, tightens standards and credits for biofuels (raising \$24 billion); some basically incomprehensible changes to the Economic Substance Doctrine (\$5 billion) and a reduction in the Medicare Improvement Fund worth \$8 billion.	10/11/2011	2/15/12: This is the President's "Jobs Bill," which has lost momentum but is a platform piece for the President's reelection campaign.
S.1648: A bill to Terminate the Transportation Enhancements Program (Paul, R-KY)	This legislation is, as it is titled, a bill to terminate the Transportation Enhancements (TE) program, which funds things like bicycle and pedestrian related projects, etc, and redirect the funding to "emergency infrastructure repairs" that enhance "roads and bridges." Co-sponsored by Senate Minority Leader Mitch McConnell (R-KY) who says, "Kentuckians are tired of financing every turtle tunnel and solar panel company, and not using the funds to repair our bridges and roads."	10/3/2011	2/15/12: This bill simply be considered as part of the long-term legislation discussion, as it goes back and forth, in and out of the proposed act. Nothing has happened since the time of the last report.

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ATTACHMENT C

State of California Legislative Issues and Status Report February 15, 2012

FY12 State Budget and Proposition 1B Bond Sale

Update at 2/15/12: Staff is happy to report that a check for \$11,047 million was received on Friday, February 10, 2012 and at this time, after an exceedingly long wait, the invitation for bid on the Operations Building facility portion of the MetroBase project will soon be released, as these funds must be obligated within six months of receipt. An article appeared on the front page of the February 11th *Santa Cruz Sentinel*. A spring bond sale is also planned for state cash-flow needs. Santa Cruz METRO has also requested a Letter of No Prejudice (LONP) to use the future expected PTMISEA allocation of \$5.8 million without penalty, if needed, to complete the project.

Update at 1/18/12: On December 9th, 2011, Santa Cruz METRO received news that the \$11.047 million Proposition 1B PTMISEA three-year allocation for the Operations Facility had been approved. The State budget at January 1st, 2012 showed a \$9.2 billion 18-month deficit. Governor Brown is pushing a package of \$10.3 billion in cuts and revenue balancing, impacting essential social service programs, but transit is out of the crosshairs. The Governor's budget review is precipitated on the passage of his tax initiative on the November 2012 ballot. If not approved, an additional \$5.4 billion in cuts will ensue.

Update at 11/30/11: The State held the first "cash flow" bond sale since spring 2010 in mid-September and one in November to finance Proposition 1B projects.. A spring bond sale is planned to finance new Santa Cruz METRO also received its FY10 Proposition 1B allocation of \$2.49 million in early November..

Governor's Proposal to Create a Single Transportation Agency

Update at 2/15/12: Continuing to monitor.

Update at 1/18/12: Governor Brown is proposing a single agency comprised of: Caltrans, the Department of Motor Vehicles (DMV), High Speed Rail Authority (HSRA), California Highway Patrol (CHP), California Transportation Commission (CTC) and the Board of Pilot Commissioners (as in pilot boats). The reasoning is to provide additional oversight, particularly to the HSRA and CTC. The California Transit Association (CTA) is monitoring this and, at the time of this report, nothing else was known about this proposal.

California Air Resources' Board Cap and Trade Program (AB32-mandated)

Update at 2/15/12: A mandated aspect of the passage of 2006's AB32 (the "greenhouse gas bill") both the Cap and Trade Program and the "low carbon fuel standard" (LCFS) program are

early targets of litigation. Currently, a preliminary injunction has been granted against LCFS and many believe that the Cap and Trade Program (which penalizes gross polluters by making them pay additional funds or purchase credits from other, greener users for going over their “cap” of greenhouse gas emissions) is the next target for litigation. Will continue to monitor.

Update at 1/18/12: The Governor’s budget incorporates \$1 billion in expected revenue from the new Cap and Trade regulation under greenhouse gas legislation AB32, which was adopted by the California Air Resources Board in late 2011. Fees will be used to fund development of advanced technology vehicles and infrastructure and low-carbon, efficient public transportation.

The California Legislature: Bills of Interest

Update at 2/15/12: S.B. 985, the State Internal Borrowing for Cash Flow Purposes, is a new bill introduced to authorize the Director of Finance to designate up to 15% of the funds in various transportation accounts to highway and road projects for contingency, interim financing of projects that would otherwise be funded out of the General Fund. CTA’s membership opposes this bill. CTA is continuing to monitor AB1444, described below. Additionally, the CTA’s “Bus Axle Weight Task Force,” which is working on the issue of the heavy rear end of CNG buses (which exceed state and federal regulations) and have found an author (Assemblymember Mike Eng) for a bill to amend and/or change the California Vehicle Code in regard to this regulation.

Update at 1/18/12: AB1444 has been added to Attachment D this month. The California Transit Association brought this bill to the membership’s attention as it proposes to further streamline CEQA requirements for public rail and transit projects. These requirements usually apply to projects of \$100 million or more. CTA is monitoring this bill to see that smaller projects might also benefit from this streamlining proposal should it pass.

Statewide Elimination/Liquidation of Redevelopment Agencies (RDAs)

Update at 2/15/12: California RDAs lost a decision at the State Supreme Court level and are now required, as of February 1, 2012, to dissolve. This involves implementation of a complex process of liquidating resources and will, no doubt, raise many questions about what to do about the various gyrations cities and municipalities went through to commit redevelopment cash to projects after the initial news of their dissolution. Now with the court decision, it has been established that all California RDAs are to form committees in charge of liquidation of assets (with some regulation of representative membership). Once assets are liquidated, the money goes to the state and is redistributed to the state’s schools. There are many, many lingering questions regarding how this decision is to be implemented and its long-term impact on communities like Santa Cruz. Will continue to monitor.

Santa Cruz METRO
State of California
Assembly and Senate Bills Status Report
February 15, 2012

State Bills Assembly	Subject	Last Amended	Status
AB485: Local Planning: transit village development districts (Ma) (D)	<p>In an extension of the last session's Ma bill extending the area around a transit development to 1/2 mile, this bill requires that a city/county that uses infrastructure financing district bonds to finance a transit oriented development ("transit village") uses at least 20% of bond revenue for the purpose of increasing, improving and preserving the amount of low-income and moderate-income housing and requires that these units be occupied by low- to moderate-income tenants for at least 55 years for rental units and 45 for owner-occupied units. This bill eliminates the requirement of voter approval and also adds additional IFD reporting requirements.</p>	6/29/2011	<p>2/15/12: Ordered to Senate inactive file in September 2011. CTA supports. Shown as an active bill on the Assembly website, but it is unlikely that this bill will be removed from inactive file.</p>
AB845: Transportation Bond Funds (Ma) (D)	<p>Proposition 1A, passed in 2008, governs high-speed rail and connectivity funds. This bill sets forth provisions for governing the distribution of Prop 1A connectivity funds (~\$950 million). This bill codifies guidelines established by the CTC, including the requirement that priority projects have in place matching funds, and this bill further defines matching funds for Proposition 1A funding. This bill confirms those guidelines.</p>	5/10/2011	<p>2/15/12: Ordered to Senate inactive file in September 2011. CTA supports. Shown as an active bill on the Assembly website, but it is unlikely that this bill will be removed from inactive file.</p>
AB 1444: Environmental Quality; Expedited Judicial Review; Public Rail/Transit Projects	<p>Streamlining of CEQA requirements for public rail/transit projects to put people to work as quickly as possible. CTA is working with membership and the legislature to fine-tune this legislation so that projects under \$100 million will benefit, such as most of Santa Cruz METRO's capital projects.</p>	1/2/2012	<p>2/15/12: Has to do with light rail more than transit; CTA is monitoring.</p>

Santa Cruz METRO
State of California
Assembly and Senate Bills Status Report
February 15, 2012

State Bills	Subject	Last Amended	Status
Senate SB985: Elimination of Future High Speed Rail Bond Allocations (La Malfa-R)	<p>This bill reduces the amount of indebtedness authorized by high-speed rail bonds to the amount contracted as of 1/1/12, thus precluding the dedication of any Proposition 1A bond income thereafter to be used on high speed rail. Instead it redirects bond proceeds to be used in paying debt service.</p>	<p>1/30/2012</p>	<p>2/15/12: In Senate Rules Committee; CTA opposes and will continue to monitor. The fear is that, given the state's budgetary needs, more bills like this will pop up.</p>

ATTACHMENT E

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

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

RESOLUTION OF THE SANTA CRUZ METROPOLITAN TRANSIT DISTRICT SUPPORTING THE ENACTMENT OF “MOVING AHEAD FOR PROGRESS IN THE 21ST CENTURY” (MAP-21)(S 1813), A BILL THAT WOULD REAUTHORIZE THE FEDERAL HIGHWAY AND TRANSIT PROGRAM FOR TWO YEARS

WHEREAS, the Santa Cruz Metropolitan Transit District was formed to provide public transportation to all of the citizens of Santa Cruz County; and

WHEREAS, the Santa Cruz Metropolitan Transit District relies heavily on funding from the United States of America Department of Transportation for capital and operating investments; and

WHEREAS, in the Highway/Transit authorization bill SAFETEA-LU expired on September 30, 2009; and

WHEREAS, it is necessary for an authorization bill to be enacted in order for federal funds to be available to states and local governments for transportation projects; and

WHEREAS, the United States Senate has developed an authorization bill entitled “Moving Ahead for Progress in the 21st Century” (MAP-21), also known as S 1813, which preserves the program structure, dedicated revenue, and maintains the current funding levels for highway and transit programs for the next two years; and

WHEREAS, the current extension of the expired highway/transit authorization bill expires on March 31, 2012; and

WHEREAS, the loss federal investment would create a severe financial hardship at the Santa Cruz Metropolitan Transit District; and

WHEREAS, maintenance and expansion of public transit service is a key component of implementing the Sustainable Community Strategies required by California SB 375; and

WHEREAS, the passage of the MAP-21 Authorization Bill will provide stability in federal transportation funding for the next two years.

ATTACHMENT E

Resolution No. _____

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NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors of the Santa Cruz Metropolitan Transit District does hereby encourage the Members of Congress representing the Santa Cruz area and the State of California to support the passage of S 1813, MAP-21, and support the efforts of the American Public Transportation Association to achieve support and enactment of the aforementioned authorization bill.

BE IT FURTHER RESOLVED, that a copy of this resolution be transmitted to the Members of the California Congressional Delegation and the American Public Transportation Association and be entered into the official records of the Santa Cruz Metropolitan Transit District.

PASSED AND ADOPTED this 24th day of February 2012 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

APPROVED _____

LYNN ROBINSON
Board Chair

ATTEST _____

LESLIE R. WHITE
General Manager

APPROVED AS TO FORM:

MARGARET GALLAGHER
District Counsel

6-6.e2

ATTACHMENT F

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

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

RESOLUTION OF THE SANTA CRUZ METROPOLITAN TRANSIT DISTRICT OPPOSING THE ENACTMENT OF HR 7, A BILL THAT WOULD REAUTHORIZE THE FEDERAL HIGHWAY AND TRANSIT PROGRAM FOR FIVE YEARS

WHEREAS, the Santa Cruz Metropolitan Transit District was formed to provide public transportation to all of the citizens of Santa Cruz County; and

WHEREAS, the Santa Cruz Metropolitan Transit District relies heavily on funding from the United States of America Department of Transportation for capital and operating investments; and

WHEREAS, in the Highway/Transit authorization bill SAFETEA-LU expired on September 30, 2009; and

WHEREAS, it is necessary for an authorization bill to be enacted in order for federal funds to be available to states and local governments for transportation projects; and

WHEREAS, the United States House of Representatives has developed an authorization bill entitled the “American Energy and Infrastructure Jobs Act of 2012,” also known as HR 7, which makes major changes to the program structure and threatens the current funding levels for highway and transit programs for the next five years; and

WHEREAS, passage of HR 7 would dissolve the Mass Transit Account in the Highway Trust Fund, along with the dedicated funding that has been in place since 1982, and would impose new regulations on transit agencies, including mandatory privatization of service, and would subject transit funding to the unstable availability of general revenues; and

WHEREAS, the current extension of the expired highway/transit authorization bill expires on March 31, 2012; and

WHEREAS, the loss federal investment would create a severe financial hardship at the Santa Cruz Metropolitan Transit District; and

WHEREAS, maintenance and expansion of public transit service is a key component of implementing Sustainable Community Strategies required by California SB 375; and

ATTACHMENT F

Resolution No. _____

Page 2

WHEREAS, the passage of the HR 7 Authorization Bill will create instability and uncertainty in federal transportation funding and service delivery, as well threaten the employment of the transit workforce, for the next five years.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors of the Santa Cruz Metropolitan Transit District does hereby encourage the Members of Congress representing the Santa Cruz area and the State of California to oppose the passage of HR 7, and support the efforts of the American Public Transportation Association to oppose enactment of the aforementioned authorization bill.

BE IT FURTHER RESOLVED, that a copy of this resolution be transmitted to the Members of the California Congressional Delegation and the American Public Transportation Association and be entered into the official records of the Santa Cruz Metropolitan Transit District.

PASSED AND ADOPTED this 24th day of February 2012 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

APPROVED _____

LYNN ROBINSON
Board Chair

ATTEST _____

LESLIE R. WHITE
General Manager

APPROVED AS TO FORM:

MARGARET GALLAGHER
District Counsel

6-6.f2

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: February 24, 2012
TO: Board of Directors
FROM: John Daugherty, METRO Accessible Services Coordinator
SUBJECT: ACCESSIBLE SERVICES REPORT FOR DECEMBER 2011

I. RECOMMENDED ACTION

This report is informational only. No action required.

II. SUMMARY OF ISSUES

- After a demonstration project, the Accessible Services Coordinator (ASC) position became a full time position to organize and provide METRO services to the senior/older adult and disability communities.
- Services include the METRO Mobility Training program and ongoing public outreach promoting METRO's accessibility. The ASC also participates in METRO's staff training and policy review regarding accessibility.
- Two persons have served in the ASC position from 1988 to today. In 2002 the ASC position was moved into the newly created Paratransit Department. On May 27, 2011 the Board approved the staff recommendation to receive monthly reports on the activity of the ASC.

III. DISCUSSION

The creation of the Accessible Services Coordinator (ASC) position was the result of a successful demonstration project funded through the Santa Cruz County Regional Transportation Commission. Two persons have served in the ASC position from 1988 to today. Both hiring panels for the ASC included public agency representatives serving older adults and persons with disabilities.

The first ASC, Dr. Pat Cavataio, served from April 1988 through December 1998. The second ASC, John Daugherty, began serving in December 1998.

Under direction, the Accessible Services Coordinator: 1) Organizes, supervises, coordinates and provides METRO services to the older adult and disability communities; 2) Organizes, directs and coordinates the activities and operation of METRO's Mobility Training function; 3) Promotes and provides Mobility Training and outreach services; 4) Acts as information source to staff, Management, funding sources, clients, community agencies and organizations, and the general public regarding Mobility Training and accessibility; 5) Works with Department Managers to ensure compliance with METRO's accessibility program and policies.

During 2002 the ASC position was moved from Customer Service to the newly created Paratransit Department. Mr. Daugherty was the first employee. His placement was followed by hiring of the first Paratransit Superintendent, Steve Paulson and the current Eligibility Coordinator, Eileen Wagley.

On May 27, 2011 the Board approved the following recommendation: “Staff recommends that this position be reinstated in FY 12 budget with the requirement that this position be evaluated during FY12 to make sure the service items that are being requested by the Community are being carried out by this position. Additionally, staff recommends that this position be required to provide a monthly activity report to the Board of Directors during FY12.”

IV. FINANCIAL CONSIDERATIONS

None

V. ATTACHMENTS

Attachment A: Accessible Services Coordinator (ASC) Activity Tracking Report for December 2011

Prepared by: John Daugherty, METRO Accessible Services Coordinator
Date Prepared: February 16, 2012

Attachment A

Accessible Services Coordinator (ASC) Activity Tracking Report for December 2011

What is Mobility Training?

Mobility Training is customized support to allow access to METRO services. It can include:

- **An Assessment:** The ASC meets the trainee to assess the trainee's capabilities to use METRO services. They discuss the trainee's experience using public transit and set goals for training sessions.
- **Trip Planning:** Practice to use bus route schedules, maps, online resources and other tools to plan ahead for trips on METRO fixed route and METRO ParaCruz services. All Mobility Training includes some trip planning.
- **Boarding/Disembarking Training:** Practice to board, be secured, and then disembark (get off) METRO buses. This training has been requested by persons using walkers, wheelchairs, scooters and service animals. The training session includes work with an operator and out of service bus and lasts three to five hours.
- **Route Training:** Practice using METRO buses to travel to destinations chosen by trainees. The training session includes practice on handling fares, bus riding rules and emergency situations. One training session can take two to eight hours. One or two sessions to learn one destination is typical. The number of training sessions varies with each trainee.

There was progress with 16 trainees:

- Two persons successfully completed their training. One person completed Boarding/Disembarking training with his scooter. Another person completed route training with her service animal.
- Two persons were new referrals: One person was referred by a school counselor; The ASC left messages to set up an Assessment. The ASC spoke with the other person, referred by bus operators. He was receptive to follow up contact to set up an Assessment.
- Training with three persons progressed: Two persons were assessed for Boarding/Disembarking training. One person's file was updated; the ASC will contact her in early 2012 to check need for more training.

Attachment A

- Training with nine persons is almost complete: December activity included checking on whether further training is needed and preparation to close their files or complete their referral sheets.

Training Overview for December 2011:

- Amount of time dedicated to training sessions and follow up activity: At least 42 hours
- Tracking of scheduled appointments vs. cancelled:
Three appointments scheduled, no appointments cancelled

Highlights of Other Activity – Outreach/orientation performed in the community:

- December 2 Pedestrian Safety Work Group meeting
- December 13 Seniors Commission meeting
- December 14 Pajaro Valley Unified School District Transition Partnership Program (TPP) Job Club meeting.
- December 15 Commission on Disabilities meeting

Meetings are usually scheduled for two hours. Total ASC time spent includes preparation for the meeting, the meeting itself and follow up activity. ASC activity for each meeting can take four to nine hours.

The total audience for December presentations was at least 35 persons. Information was provided during meetings and follow up phone calls and emails.

Requests from the community and METRO staff:

- There were at least 13 individual contacts in person and/or over the phone. Most contacts regarded preparation for presentations and setting up training and outreach. The ASC also received requests to explain Stokes Straps and provide METRO transit orientation for a person with a recently diagnosed disability.
- On December 12 Human Resources Manager Robyn Slater and the ASC presented the third Customer Service Training for METRO ParaCruz Reservationists and Schedulers.

Note: The ASC was out of the office, on vacation, December 17-January 1.

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: February 24, 2012

TO: Board of Directors

FROM: Ciro Aguirre, Manager of Operations

SUBJECT: CONSIDERATION OF AGREEMENT WITH THE SANTA CRUZ SEASIDE COMPANY FOR THE PROVISION OF LATE-NIGHT SERVICE

I. RECOMMENDED ACTION

That the Board authorize the General Manager to enter into an agreement with the Santa Cruz Seaside Company to subsidize the operation of Late-Night Service on Route 71.

II. SUMMARY OF ISSUES

- METRO has operated a late-night trip on Route 71 that has been subsidized by the Seaside Company (Boardwalk) for a number of years during the summer.
- The Boardwalk agrees to pay the costs of the extra service that will commence from the Boardwalk.
- The service has been extremely successful and the Boardwalk is again interested in having METRO provide the service for the summer commencing June 07, 2012.

III. DISCUSSION

The Seaside Company (Boardwalk) has requested METRO to extend the starting point for the last Route 71 trip to include the Boardwalk for the summer of 2012. Their interest is due to the fact that a large number of their employees are young students living in Watsonville, and the METRO bus routes servicing the Boardwalk terminate service before the end of their employees evening shift. The Seaside Company has assured that METRO would not incur costs by agreeing to fund the cost of the route extension.

The service has been provided in previous years during summer, and again, this year, would be provided through the entire summer bid. The service will operate for 98 days, from June 07 to September 12, 2012. The Boardwalk requires the late service for less than that period, but they have agreed to fully underwrite the cost of the service extension to the Beach area for the entire bid.

The total cost for the service is estimated at \$2,000.

IV. FINANCIAL CONSIDERATIONS

There is no financial impact on METRO as the Boardwalk is paying for the full cost of the extension for the entire bid.

V. ATTACHMENTS

Attachment A: January 09, 2012 Letter from Santa Cruz Seaside Company

Attachment A



January 9, 2012

Ciro Aguirre
Manager of Operations
Santa Cruz Metropolitan Transit District
370 Encinal Street, Suite 100
Santa Cruz, CA 95060

Re: 2012 Request for Late Night Transit Service on Route 71 to Watsonville for the Summer

Dear Ciro,

Please take the Santa Cruz Seaside Company request for late night service to Watsonville for the summer of 2012 to the Santa Cruz Metropolitan Transit District Board. The Santa Cruz Seaside Company will sign another Agreement of Transit Service between the Santa Cruz Metropolitan Transit District (SCMTD) and the Santa Cruz Seaside Company for the summer bus service to connect our employees to the Metro Center for late night service on route 71.

We understand that the contract will be set at \$2,000 for the 2012 summer season. Our employees use the service, as do other beach area business employees. We appreciate the Transit District responding to our company and other beach area employer's needs.

Sincerely,



Kathryn L. Deagen
Director of Human Resources

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: February 24, 2012
TO: Board of Directors
FROM: Robyn D. Slater, Human Resources Manager
SUBJECT: NOTIFICATION OF HIRING FLEET MECHANICS

I. RECOMMENDED ACTION

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

II. SUMMARY OF ISSUES

- June 28, 2011 recruitment began for two mechanics due to previous incumbents leaving Santa Cruz Metropolitan Transit District (SC METRO) employment.
- The Human Resources department recruited for the open positions for approximately three months.
- In the fall of 2011, two additional mechanic positions were budgeted into the fiscal year 2012 budget.
- In September recruitment was expanded to additional schools and recruitment resources.
- By October 2011 12 applications were received. The qualified applicants took a screening test and those that passed and were interviewed. One applicant was selected and began employment in December 2011.
- In January 2012, additional applicants were screened, tested and interviewed. Three applicants were selected and began employment in February 2012.
- All four positions were filled at the Fleet Mechanic I level.

III. DISCUSSION

In June 2011 there were two Fleet Mechanic openings. The last recruitment for a Fleet Mechanic was in 2006. Finding qualified mechanics has always been difficult. SC METRO Human Resources staff has discussed this issue with other Transit Districts throughout the Bay area and found similar issues. However, the geographic location of SC METRO increases the difficulty in recruiting.

In the fall of 2011 it was determined that additional mechanics were needed. The fiscal year budget for 2012 was changed, adding funding for two more fleet mechanics. This increased the number of fleet mechanic openings from two to four.

After three months twelve applications had been received and one candidate hired. SC METRO expanded their recruitment efforts to include trade schools in Sacramento and Los Angeles.

In January, new applicants were screened and tested. Interviews occurred the first week of February. Three applicants were selected and began employment in February 2012.

All four candidates were hired at the Fleet Mechanic I level.

IV. FINANCIAL CONSIDERATIONS

Money has been budgeted in the FY 2012 budget to pay for the salary and benefits for all four positions

V. ATTACHMENTS

Attachment A: NA

Prepared By: Robyn D. Slater, Human Resources Manager
Date Prepared: February 16, 2012

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: February 24, 2012

TO: Board of Directors

FROM: Angela Aitken, Finance Manager

SUBJECT: CONSIDERATION OF DECLARING TWO (2) NEW FLYER BUSES AND ONE (1) LOT OF SURPLUS PARTS FOR THE ABOVE LISTED VEHICLES AS EXCESS FOR PURPOSES OF DISPOSAL OR AUCTION

I. RECOMMENDED ACTION

That the Board of Directors declare two (2) New Flyer buses and one (1) lot of surplus parts for the above listed vehicles as excess for purposes of disposal or auction and direct staff to use appropriate action for disposal.

II. SUMMARY OF ISSUES

- In accordance with Santa Cruz METRO'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.
- Two (2) New Flyer buses and one (1) lot of surplus parts have exceeded their useful life and are no longer required by Santa Cruz METRO.
- Staff recommends that the Board of Directors declare the above items as excess and direct staff to use appropriate action for disposal.

III. DISCUSSION

In accordance with Santa Cruz METRO'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.

Two (2) New Flyer buses and one (1) lot of related surplus parts have exceeded their useful life and are no longer required by Santa Cruz METRO.

Staff recommends that the Board of Directors declare the items on **Attachment A** as excess and direct staff to use appropriate action for disposal.

The current gross market value of the buses is \$4,000 each and they are in fair condition. The current gross value of the surplus parts is \$16,622.41 and they are in new condition, but are no longer needed.

IV. FINANCIAL CONSIDERATIONS

The current book value on the vehicles is \$0. The value of the surplus parts is \$16,622.41. Any revenue generated from the sale of these items will be recorded as income in the current operating budget.

V. ATTACHMENTS

Attachment A: Excess Asset Listing – as of February 24, 2012

Prepared by: Debbie Kinslow, Assistant Finance Manager

Date Prepared: February 15, 2012

Attachment A

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT								
EXCESS VEHICLE LISTING AS OF 2/24/12								
Vehicle #	Manufacturer	LTD Miles	Year	VIN	License #	Model	Residual Value	Condition
8106	NEW FLYER	950477	1989	2FYD2EC07KU013474	E114016	D40	\$4,000.00	FAIR
8107	NEW FLYER	948983	1989	2FYD2EC09KU013475	E114019	D40	\$4,000.00	FAIR
ONE (1) LOT	NEW FLYER	MISC. PARTS		SUPPORT INVENTORY		D40	\$16,622.41	NEW

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: February 24, 2011

TO: Board of Directors

FROM: Erron Alvey, Purchasing Agent

SUBJECT: CONSIDERATION OF AUTHORIZING THE GENERAL MANAGER TO SIGN A CONTRACT EXTENSION WITH BATTERIES USA, INC. FOR FURNISHING HEAVY DUTY COACH AND AUTOMOTIVE BATTERIES THROUGH MAY 28, 2012 FOR AN AMOUNT NOT TO EXCEED \$7,000

I. RECOMMENDED ACTION

That the Board of Directors authorize the General Manager to execute a three month contract renewal with Batteries USA, Inc. for the purchase of heavy-duty coach and automotive batteries for an amount not to exceed \$7,000.

II. SUMMARY OF ISSUES

- On March 1, 2009, RTCC Contract No. MSE-2009-009 was awarded to Batteries USA, Inc. for the purchase of heavy-duty coach and automotive batteries.
- The contract expires February 28, 2012, however, the RTCC has decided to not bid this contract collectively.
- The 1st amendment to the contract allows for an extension by mutual agreement of both parties.
- Staff is recommending that the board of directors authorize the general manager to execute a three month contract renewal with Batteries USA, Inc., effective February 29, 2012 through May 28, 2012, for the purchase of heavy-duty coach and automotive batteries for an amount not to exceed \$7,000.
- Santa Cruz METRO will put this out to bid for a new contract during the three month extension period requested.

III. DISCUSSION

Santa Cruz METRO entered into a two-year, firm fixed price contract Batteries USA, Inc. for the purchase of heavy-duty coach and automotive batteries, in reference to RTCC Contract No. MSE-2009-009 for an amount not to exceed \$50,000.

The lead agency, for the RTCC contract, San Joaquin Regional Transit, was contacted in the beginning of January to inquire about a new bid and resulting contract. Santa Cruz METRO staff did not receive the promised response and contacted them again on February 6, 2012. At

that time, Santa Cruz METRO staff was informed that San Joaquin Regional Transit (and therefore the RTCC) had decided to not bid the heavy duty batteries collectively. Santa Cruz METRO has a need for a short term contract to cover its needs while going out to bid on a new contract for heavy duty batteries.

The 1st amendment to the contract includes the language “This Contract may be mutually extended by agreement of both parties.” While this language would allow a contract extension, the contract should have expired after the three year term.

Staff is recommending that the board of directors authorize the general manager to execute a three month contract extension with Batteries USA, Inc., effective February 29, 2012 through May 28, 2012, for the purchase of heavy-duty coach and automotive batteries in an amount not to exceed \$7,000 while a new contract is out to bid.

IV. FINANCIAL CONSIDERATIONS

Funding for the procurement of heavy-duty coach and automotive batteries is contained within the Fleet Maintenance operating budget. The annual estimated budget for coach and automotive batteries is \$25,000. The estimated need for a three month period is \$7,000.

V. ATTACHMENTS

Attachment A: 2nd Amendment to the Contract with Batteries USA, Inc.

Attachment A

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT SECOND AMENDMENT TO RTCC CONTRACT NO. MSE-2009-009 FOR HEAVY DUTY COACH AND AUTOMOTIVE BATTERIES

This Second Amendment to Contract No. MSE-2009-009 for heavy duty coach and automotive batteries is made effective March 1, 2012, between the Santa Cruz Metropolitan Transit District, a political subdivision of the State of California (“Santa Cruz METRO”) and Batteries USA, Inc. (“Contractor”).

I. RECITALS

1.1 Santa Cruz METRO and Contractor entered into a Contract for Heavy Duty Coach and Automotive Batteries (“Contract”) on March 1, 2010.

1.2 The Contract allows for the extension upon mutual written consent

Therefore, Santa Cruz METRO and Contractor amend the Contract as follows:

II. TERM

2.1 Article 3.02 is amended to include the following language:

This contract shall continue through May 28, 2012.

III. REMAINING TERMS AND CONDITIONS

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

IV. AUTHORITY

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

SIGNATURES ON NEXT PAGE

Attachment A

Signed on _____

Santa Cruz METRO
SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

Leslie R. White
General Manager

CONTRACTOR
Batteries USA, Inc.

By _____
Said Senan
President

Approved as to Form:

Margaret R. Gallagher
District Counsel

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: February 24, 2012

TO: Board of Directors

FROM: Erron Alvey, Purchasing Agent

SUBJECT: CONSIDERATION OF AUTHORIZING THE GENERAL MANAGER TO SIGN A CONTRACT RENEWAL WITH MASTER CAR WASH FOR PARACRUZ VEHICLE WASHING SERVICES

I. RECOMMENDED ACTION

That the Board of Directors authorize the General Manager to enter into a one-year contract extension with Master Car Wash for ParaCruz vehicle washing services.

II. SUMMARY OF ISSUES

- Santa Cruz METRO has a contract with Master Car Wash for ParaCruz vehicle washing services.
- This contract was established on March 10, 2010 for a one- year period with four optional one-year extensions.
- The first contract extension approved by the Board of Directors will expire on February 28, 2012.
- Master Car Wash has requested a second contract extension for one additional year with no changes to current contract terms and conditions.

III. DISCUSSION

Santa Cruz METRO has a contract with Master Car Wash for ParaCruz vehicle washing services that is due to expire on February 28, 2012. Master Car Wash has reviewed the contract and has requested a second contract extension for one additional year with no changes to current contract terms and conditions.

Staff recommends that the Board of Directors authorize the General Manager to sign a one-year contract extension on behalf of Santa Cruz METRO with Master Car Wash.

IV. FINANCIAL CONSIDERATIONS

This contract has a total not to exceed of \$25,000. To date \$15,220.66 has been spent with \$9,779.34 remaining. No additional funds are required at this time.

Funds to support this contract are included in the ParaCruz FY12 & FY13 budgets.

V. ATTACHMENTS

Attachment A: Letter Received from Master Car Wash

Attachment B: Second Contract Amendment with Master Car Wash

Attachment A

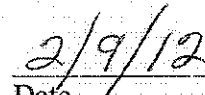


Master Car Wash
2110 41st Ave
Capitola, Ca 95010
(831) 476-5033

February 9th 2012

Master Car Wash will extend the contract agreement with METRO PARACRUZ for an other year.
(Feb 28, 2013) with the same terms and conditions for ParaCruz Vehicle Washing Services


Signature


Date

Bus Stop Improvement Project/STIP Funds				
Invoice at 12/31/11				
Completed and Paid Invoices and Contracts to Date				
Vendor	Description	Amount	Check No.	Invoice Date
N/A	10-cent error on last invoice	-\$0.10	N/A	N/A
Apex Solar	Bus Stop Lighting for Project	\$103,660.00	41318	11/30/2011
Don Chapin Co.	Concrete Pad for bus stop	\$4,075.00	41154	11/30/2011
City of Santa Cruz	Dump/disposal fees	\$30.80	41366	12/31/2011
Simme LLC	Bus Stop Drop Seating	\$7,335.00	40127	7/10/2011
ProBuild	Supplies	\$224.40	40389	8/10/2011
Print Shop SC	Project Banner per state contract	\$325.50	40123	7/15/2011
ProBuild	Supplies	\$1,899.95	40076	6/27/2011
Grainger	Bus Stop Equipment	\$1,453.12	40061	6/29/2011
Grainger	Credit on returned item	-\$485.99	N/A	10/10/2011
Jaqua of CA	Bench legs	\$2,537.00	40114	7/14/2011
City of Santa Cruz	Dump/disposal fees	\$14.44	39926	6/6/2011
	Total Project Non-Labor Expense	\$121,069.12		

ATTACHMENT B

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT SECOND AMENDMENT TO CONTRACT NO. 10-16 FOR VEHICLE WASHING SERVICES

This Second Amendment to Contract No. 10-16 for Vehicle Washing Services is made effective March 1, 2012 between the Santa Cruz Metropolitan Transit District, a political subdivision of the State of California (“Santa Cruz METRO”) and Master Car Wash (“Contractor”).

I. RECITALS

1.1 Santa Cruz METRO and Contractor entered into a Contract for vehicle washing services (“Contract”) on March 1, 2010.

1.2 The Contract allows for the extension upon mutual written consent.

Therefore, Santa Cruz METRO and Contractor amend the Contract as follows:

II. TERM

2.1 Article 4.01 is amended to include the following language:

This contract shall continue through February 28, 2013. This Contract may be mutually extended by agreement of both parties.

III. REMAINING TERMS AND CONDITIONS

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

IV. AUTHORITY

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

SIGNATURES ON NEXT PAGE

6-12.b1

ATTACHMENT B

Signed on _____

Santa Cruz METRO
SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

Leslie R. White
General Manager

CONTRACTOR
Master Car Wash

By _____
Jaime Martinez
Manager

Approved as to Form:

Margaret R. Gallagher
District Counsel

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: February 24, 2012
TO: Board of Directors
FROM: Erron Alvey, Purchasing Agent
SUBJECT: CONSIDERATION OF AWARD OF CONTRACT WITH TOYOTA MATERIAL HANDLING FOR PURCHASE OF AN ELECTRIC FORKLIFT FOR AN AMOUNT NOT TO EXCEED \$33,662.13

I. RECOMMENDED ACTION

That the Board of Directors authorize the General Manager to execute a contract with - Toyota Material Handling Northern California for purchase of an electric forklift for an amount not to exceed \$33,662.13 and designate Robert Cotter as Contract Administrator

II. SUMMARY OF ISSUES

- Design of the new Parts Room requires enhanced features for accessibility to all areas. Santa Cruz METRO's existing 1979 model forklift is beyond its useful life and cannot access these areas.
- A competitive procurement was conducted to solicit bids from qualified firms.
- One firm submitted bids for Santa Cruz METRO's review.
- Staff has reviewed and evaluated the submitted bid.

III. DISCUSSION

The design of METRO's new Parts Room has dictated the need for a new forklift that will reach the deck height of 200 plus inches, with a maximum load capacity of 4000 lbs., while offering computer controlled stability enhancements. In addition, the large component storage area in the rear of METRO'S Parts Room mandates a forklift that will turn within a limited radius. The new forklift is electric and is therefore "fume free." The existing forklift (model year 1979) being replaced does not have these enhanced features, is not electric and has exceeded its useful life.

On November 16, 2011, Santa Cruz METRO Invitation for Bid No. 12-19 was mailed to eleven (11) firms, was legally advertised, and a notice was posted on Santa Cruz METRO's website. On December 16, 2011 a single bid was received and opened. Erron Alvey, Purchasing Agent evaluated the bid and determined it to be fair and reasonable. Staff has reviewed the bid and Toyota Material Handling Northern California has been determined to be the lowest responsible bidder, whose bid is responsive to all the requirements of the IFB. A sole bid analysis was required due to only one bid being received.

Staff recommends that the Board of Directors authorize the General Manager to sign a contract with Toyota Material Handling Northern California for Purchase of an Electric Forklift for an amount not to exceed \$33,662.13 on behalf of Santa Cruz METRO. Contractor will provide all equipment and materials meeting all Santa Cruz METRO specifications and requirements of the contract. Robert Cotter, Maintenance Manager will serve as the Contract Administrator and will ensure contract compliance.

IV. FINANCIAL CONSIDERATIONS

Funds to support contract are included in the PTMISEA budget.

V. ATTACHMENTS

Attachment A: Contract with Toyota Material Handling Northern California

Note: The IFB along with its Exhibits and any Addendum(s) are available for review at the Administration Office of Santa Cruz METRO.

Attachment A

CONTRACT FOR PROCUREMENT OF ONE THREE-WHEEL SIT DOWN AC ELECTRIC FORKLIFT (12-19)

THIS CONTRACT is made effective on March 1, 2012 between the SANTA CRUZ METROPOLITAN TRANSIT DISTRICT, a political subdivision of the State of California ("Santa Cruz METRO "), and TOYOTA MATERIAL HANDLING NORTHERN CALIFORNIA ("Contractor").

1. RECITALS

1.01 Santa Cruz METRO's Primary Objective

Santa Cruz METRO is a public entity whose primary objective is providing public transportation and has its principal office at 110 Vernon Street, Santa Cruz, California 95060.

1.02 Santa Cruz METRO's Need for one Three-Wheel Sit Down AC Electric Forklift:

Santa Cruz METRO requires the purchase of one Three-Wheel Sit Down AC Electric Forklift to be used for standard purposes. In order to obtain said Three-Wheel Sit Down AC Electric Forklift, Santa Cruz METRO issued an Invitation for Bids, dated November 16, 2011 setting forth specifications for such Three-Wheel Sit Down AC Electric Forklift. The Invitation for Bids is attached hereto and incorporated herein by reference as Exhibit A.

1.03 Contractor's Bid Form

Contractor is a supplier of one Three-Wheel Sit Down AC Electric Forklift desired by Santa Cruz METRO and whose principal place of business is at 31010 San Antonio Street, Hayward, California. Pursuant to the Invitation for Bids by Santa Cruz METRO, Contractor submitted a bid for Provision of said Three-Wheel Sit Down AC Electric Forklift, which is attached hereto and incorporated herein by reference as Exhibit B.

1.04 Selection of Contractor and Intent of Contract

On February 9, 2012, Santa Cruz METRO selected Contractor as the lowest responsive, responsible bidder to provide said Three-Wheel Sit Down AC Electric Forklift. The purpose of this Contract is to set forth the provisions of this procurement.

1.05 Contractor and Supplier Synonymous

For the purposes of this Contract, the terms "contractor" and "supplier" are synonymous.

Attachment A

Santa Cruz METRO and Contractor agree as follows:

2. INCORPORATED DOCUMENTS AND APPLICABLE LAW

2.01 Documents Incorporated in This Contract

The documents listed below are attached to this Contract and by reference made a part hereof. This is an integrated Contract. This writing constitutes the final expression of the parties' Contract, and it is a complete and exclusive statement of the provisions of that Contract, except for written amendments, if any, made after the date of this Contract in accordance with Section 13.14 of the General Conditions of the Contract.

a) Exhibit A

Santa Cruz Metropolitan Transit District's "Invitation for Bids" dated November 16, 2011.

b) Exhibit B (Bid Form)

Contractor's Bid Form to Santa Cruz METRO for one Three-Wheel Sit Down AC Electric Forklift, signed by Contractor and dated November 22, 2011.

2.02 Conflicts

Where in conflict, the provisions of this writing supersede those of the above-referenced documents, Exhibits A and B. Where in conflict, the provisions of Exhibit A supersede Exhibit B.

2.03 Recitals

The Recitals set forth in Article 1 are part of this Contract.

3. TIME OF PERFORMANCE

3.01 General

Contractor shall perform work under this Contract at such times to enable it to meet the time schedules specified in the Specifications Section of the IFB. The Contractor shall not be responsible for delays caused by force majeure events described in Section 2 of the General Conditions of the Contract.

3.02 Term

The term of this Contract commences on the execution of the contract and shall remain in force for a one (1) year period thereafter. Santa Cruz METRO and

Attachment A

Contractor may extend the term of this Contract at any time for any reason upon mutual written consent.

4. COMPENSATION

4.01 Terms of Payment

Upon written acceptance, Santa Cruz METRO agrees to pay Contractor as identified in the Bid Form, Exhibit B, not to exceed \$33,662.13 upon satisfactory completion of all work under the terms and provisions of this Contract within thirty (30) days thereof. Contractor understands and agrees that if he/she exceeds the \$33,662.13 maximum amount payable under this contract, that it does so at its own risk.

4.02 Invoices

Contractor shall submit invoices with a purchase order number provided by Santa Cruz METRO on a monthly basis. Contractor's invoices shall include detailed records showing actual time devoted, work accomplished, date work accomplished, personnel used, and amount billed per hour. Expenses shall only be billed if allowed under the contract. Telephone call expenses shall show the nature of the call and identify location and individual called.

Said invoice records shall be kept up-to-date at all times and shall be available for inspection by Santa Cruz METRO (or any grantor of Santa Cruz METRO, including, without limitation, any State or Federal agency providing project funding or reimbursement) at any time for any reason upon demand for not less than four (4) years after the date of expiration or termination of the contract. Under penalty of law, Contractor represents that all amounts billed to Santa Cruz METRO are (1) actually incurred; (2) reasonable in amount; (3) related to this contract; and (4) necessary for performance of the services. No expenses shall be paid by Santa Cruz METRO unless specifically allowed by this contract.

5. NOTICES

All notices under this Contract shall be deemed duly given upon delivery, if delivered by hand; or three (3) days after posting, if sent by registered mail, receipt requested; to a party hereto at the address hereinunder set forth or to such other address as a party may designate by notice pursuant hereto.

Santa Cruz METRO

Santa Cruz Metropolitan Transit District
110 Vernon Street
Santa Cruz, CA 95060

Attention: General Manager

CONTRACTOR

Toyota Material Handling
Northern California
31010 San Antonio Street
Hayward, CA 94544
Attention: Mark Andres

Attachment A

6. AUTHORITY

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

Signed on _____

SANTA CRUZ METRO—SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

Leslie R. White
General Manager

CONTRACTOR – TOYOTA MATERIAL HANDLING NORTHERN CALIFORNIA

By _____
Mark Andres
Senior Vice President

Approved as to Form:

Margaret R. Gallagher
District Counsel

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: February 24, 2012

TO: Board of Directors

FROM: Erron Alvey, Purchasing Agent

SUBJECT: CONSIDERATION OF AUTHORIZING THE GENERAL MANAGER TO SIGN A CONTRACT EXTENSION WITH ANDREWS INTERNATIONAL, INC. FOR SECURITY GUARD SERVICES IN AN AMOUNT NOT TO EXCEED \$100,000

I. RECOMMENDED ACTION

That the Board of Directors authorize the General Manager to sign a contract renewal for a three-month contract extension through May 31, 2012 with Andrews International for security guard services in an amount not to exceed \$100,000.

II. SUMMARY OF ISSUES

- Santa Cruz METRO requires security guard services at the Metro Center, the Watsonville Transit Center and for farebox vault processing.
- Santa Cruz METRO has a contract with Andrews International, Inc. for security services.
- This contract was established on March 1, 2009 for a three-year period with two optional one-year extensions.
- The current contract approved by the Board of Directors will expire on February 28, 2012.
- Andrews International, Inc. has been bought out by US Security Associates and has requested that this contract extension be limited to a three-month term for the new contract period in order to allow our transition to a new vendor.
- Andrews International, Inc. has performed its duties well under this contract and therefore, a three-month contract extension is recommended.
- Santa Cruz METRO will issue an RFP to obtain a new vendor for these services.

III. DISCUSSION

Santa Cruz METRO has a contract with Andrews International, Inc. for security guard services that is due to expire on February 28, 2012. On December 27, 2011, Santa Cruz METRO staff sent a renewal request letter to Andrews International, Inc. No response was received. Veronica Slouka, Andrews International Inc. Operations Manager visited our site on January 23, 2012 and notified us that our main contact, Carlos Galvez Jr., Vice President, was no longer with their

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

company. Ciro Aguirre, Operations Manager informed Ms. Slouka of our request for renewal and the letter was resubmitted to Ms. Slouka that day. Santa Cruz METRO staff made numerous attempts to get a response to no avail. Finally, on February 16, 2012, Santa Cruz METRO staff demanded a response and was informed that Andrews International, Inc. had just been purchased by US Security Associates. Furthermore, Andrews International believed they would be unable to renew due to the reduced weapon certifications of the new parent company US Security Associates. Santa Cruz METRO staff reached out to Chuck Schneider, CEO of US Security Associates and was able to negotiate a three month extension of the Andrews International, Inc. contract, under the same terms and conditions, which will allow Santa Cruz METRO a transition period and time to put these services out to bid.

Per Ciro Aguirre, the Operations Manager, over the past year, the quality of service provided by Andrews International, Inc. has been satisfactory. Andrews International, Inc. has reviewed the contract and has requested that this contract extension be limited to a three-month term, expiring on May 31, 2012.

Staff recommends that Santa Cruz METRO exercise the first option for a three-month contract extension with Andrews International, Inc., effective February 17, 2012 through May 31, 2012 for an amount not to exceed \$100,000. Staff further recommends that the Board of Directors authorize the General Manager to sign a three-month contract extension on behalf of Santa Cruz METRO. Ciro Aguirre, Operations Manager will continue to serve as the Contract Administrator and will ensure contract compliance.

IV. FINANCIAL CONSIDERATIONS

Funds to support this contract are included in the Operations FY12 Security Services budget.

V. ATTACHMENTS

Attachment A: Letter received from Andrews International, Inc.

Attachment B: Contract Amendment with Andrews International, Inc.

ATTACHMENT A



Date: February 17, 2012

To: Erron Alvey, Purchasing Agent (Santa Cruz Metro)

From: Eric Opp, Director of Operations of Northern California (Andrews International)

CC: Ed Palumbo, Senior Vice President of PacNW (Andrews International)

Subject: Extension of Contract No. 09-06

The above referenced contract for security guard services will expire on February 29, 2012. Please let this letter serve as notification that Andrews International will agree to a 3-month extension of the current contract. Andrews International guard services will terminate at midnight on May 31st, 2012.

The extension will remain under the business entity "Andrews International, Inc" Sr. Vice President, Ed Palumbo, who ratify the extension and will also serve as the direct contact for the Santa Cruz metro client.

Sincerely,



Eric Opp
Director of Operations
Northern California Region

6-14.a1

ATTACHMENT B

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT FIRST AMENDMENT TO CONTRACT NO. (09-06) FOR SECURITY GUARD SERVICES

This First Amendment to Contract No. 09-06 for Security Guard Services is made effective February 29, 2012 between the Santa Cruz Metropolitan Transit District, a political subdivision of the State of California ("Santa Cruz METRO") and Andrews International, Inc. ("Contractor").

I. RECITALS

1.1 Santa Cruz METRO and Contractor entered into a Contract for Security Guard Services ("Contract") on March 1, 2009.

1.2 The Contract allows for the extension upon mutual written consent.

Therefore, Santa Cruz METRO and Contractor amend the Contract as follows:

II. TERM

2.1 Article 4.01 is amended to include the following language:

This Contract shall continue through May 31, 2012.

III. REMAINING TERMS AND CONDITIONS

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

V. AUTHORITY

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

SIGNATURES ON NEXT PAGE

6-14.b1

ATTACHMENT B

Signed on _____

Santa Cruz METRO - SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

Leslie R. White
General Manager

CONTRACTOR – ANDREWS INTERNATIONAL, INC.

By _____
Ed Palumbo
Senior Vice President

Approved as to Form:

Margaret R. Gallagher
District Counsel

6-14.b2

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: February 24, 2012
TO: Board of Directors
FROM: Angela Aitken, Finance Manager
**SUBJECT: MONTHLY BUDGET STATUS REPORTS YEAR TO DATE AS OF
NOVEMBER 30, 2011**

I. RECOMMENDED ACTION

That the Board of Directors accept and file the monthly budget status reports year to date as of November 30, 2011

II. SUMMARY OF ISSUES

- **Operating Revenues** year to date as of November 30, 2011 were \$18,334 or 0.2 % over the amount of revenue expected for the same period year to date.
- **Consolidated Operating Expenses** year to date as of November 30, 2011 were \$1,509K or 9 % under budget.
- **Capital Budget** spending year to date through November 2011 was \$502K or 2 % of the Capital budget.

III. DISCUSSION

An analysis of Santa Cruz METRO's budget status is prepared monthly in order to apprise the Board of Directors of Santa Cruz METRO's actual revenues, expenses and capital in relation to the adopted operating and capital budgets for the fiscal year. The attached revenue, expense and capital reports represent the status of Santa Cruz METRO's FY12 operating and capital budgets versus actual expenditures year to date.

The fiscal year has elapsed **42%**.

A. Operating Revenue

Operating Revenues year to date as of November 30, 2011 were \$18,334 or 0.2 % over the amount budgeted. Revenue variances are due to lower than anticipated Passenger Fares and higher than anticipated Other Revenue (primarily Advertising Income) and Sales Tax Revenue.

- **Passenger Fares** are under budget due to a decrease in ridership and increased sales of Discount Senior and Youth passes. Total ridership was down 2.61 % vs. the same period last year and the sales of discounted passes have more than doubled year-over-year.
- **Other Revenue** is over budget primarily due to more advertising than expected year to date as of November 30, 2011
- **Sales Tax Revenue** is over budget due to higher than anticipated receipts year to date through November 30, 2011. The 5 % growth in Sales Tax year over year, as of November 30, 2011 reflects continuing improvement in consumer spending.

B. Consolidated Operating Expenses

Consolidated Operating Expenses year to date as of November 30, 2011 were \$1,509K or 9 % under budget. Labor and Fringe Benefits, Services, Mobile Materials & Supplies, Casualty & Liability, and Miscellaneous Expenses all contributed to the variance.

- **Labor and Fringe Benefits** are below budget due to vacant funded positions and extended leaves.
- The majority of the variance in **Services** is due to **Prof & Tech Fees** and **Repair – Equipment**.
 - Prof & Tech Fees are under budget due to straight lining of the budget throughout the fiscal year and actual activity, primarily labor negotiations and recruitments, which will happen later in the year.
 - Repair – Equipment is under budget due to inability to anticipate when repair costs will be incurred and straight lining of the budget.
- **Mobile Materials & Supplies** are under budget due to lower than anticipated prices of fuel, inability to anticipate when vehicle parts will be needed and the cyclical nature of tire and tube replacements, while the budget is straight lined.
- **Casualty & Liability** is under budget due to less than anticipated settlement costs year to date.
- **Miscellaneous** expenses are under budget due to cost cutting measures in all departments.

C. Capital Budget

Capital Budget spending year to date through November 2012 was \$502K or 2 % of the Capital budget. Of this, \$118K or 24 % has been spent on the Bus Stop Improvements project, \$290K or 56 % has been spent on the Transit Management Information Technology project and \$67K or 58 % has been spent on the Replacement of Fleet & Facilities Maintenance Software.

IV. FINANCIAL CONSIDERATIONS.

Funds from Carryover from Previous Years, STIC, STA, and Operating Reserves will be used in the listed order to bridge the budget gap at the end of the fiscal year, when the amount of the operating income/loss for the year is determined. In the meantime, the amount of operating income/loss year to date is reported in the monthly budget status reports.

Attachment A: FY12 Operating Revenue & Expenses Year to Date as of 11/30/11

Attachment B: FY12 Capital Budget Reports for the month ending – 11/30/11

Prepared by: Kristina Mihaylova, Financial Analyst

Date Prepared: February 17, 2012

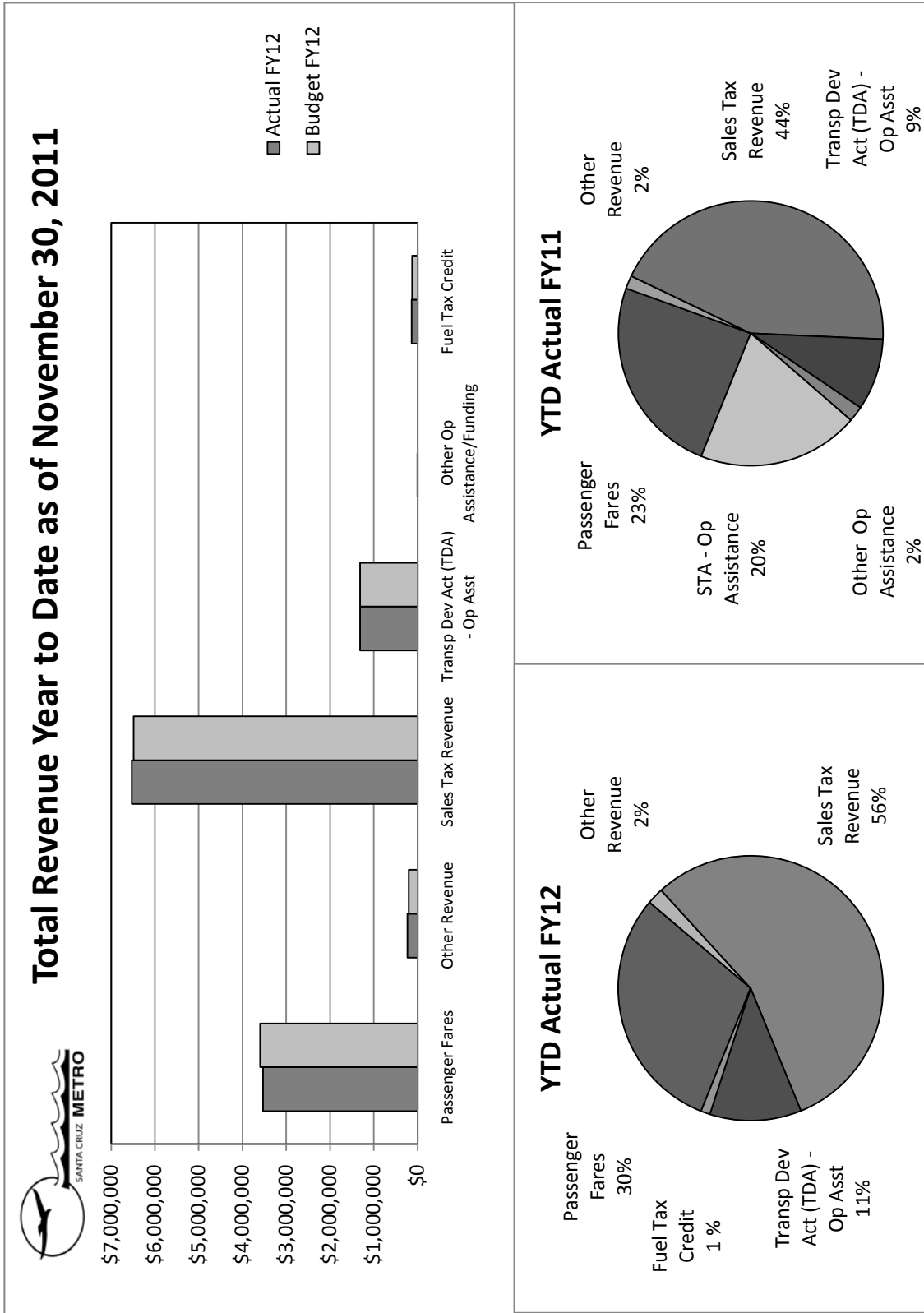
Attachment A



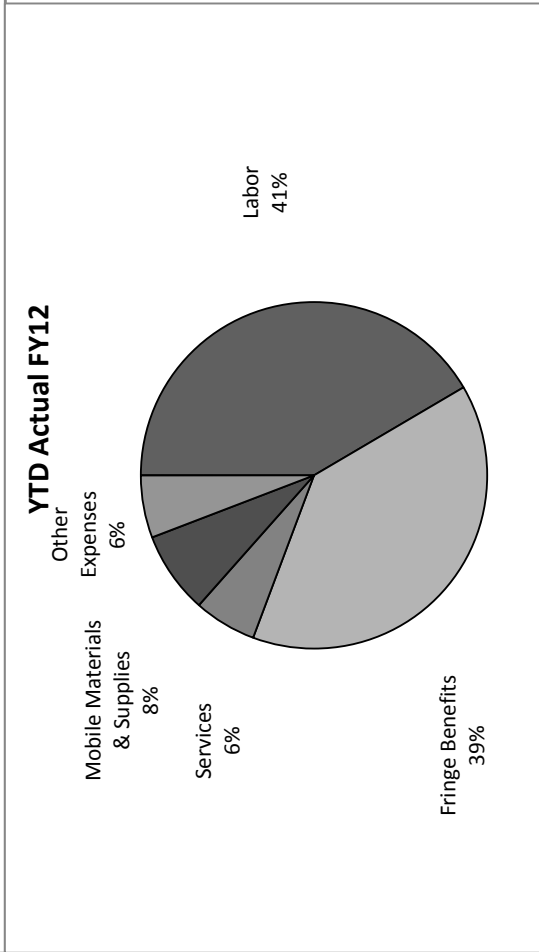
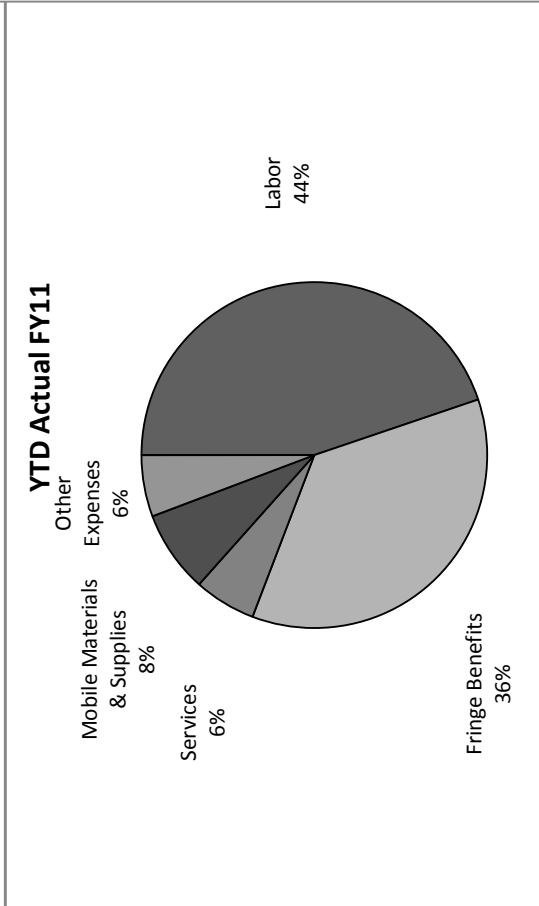
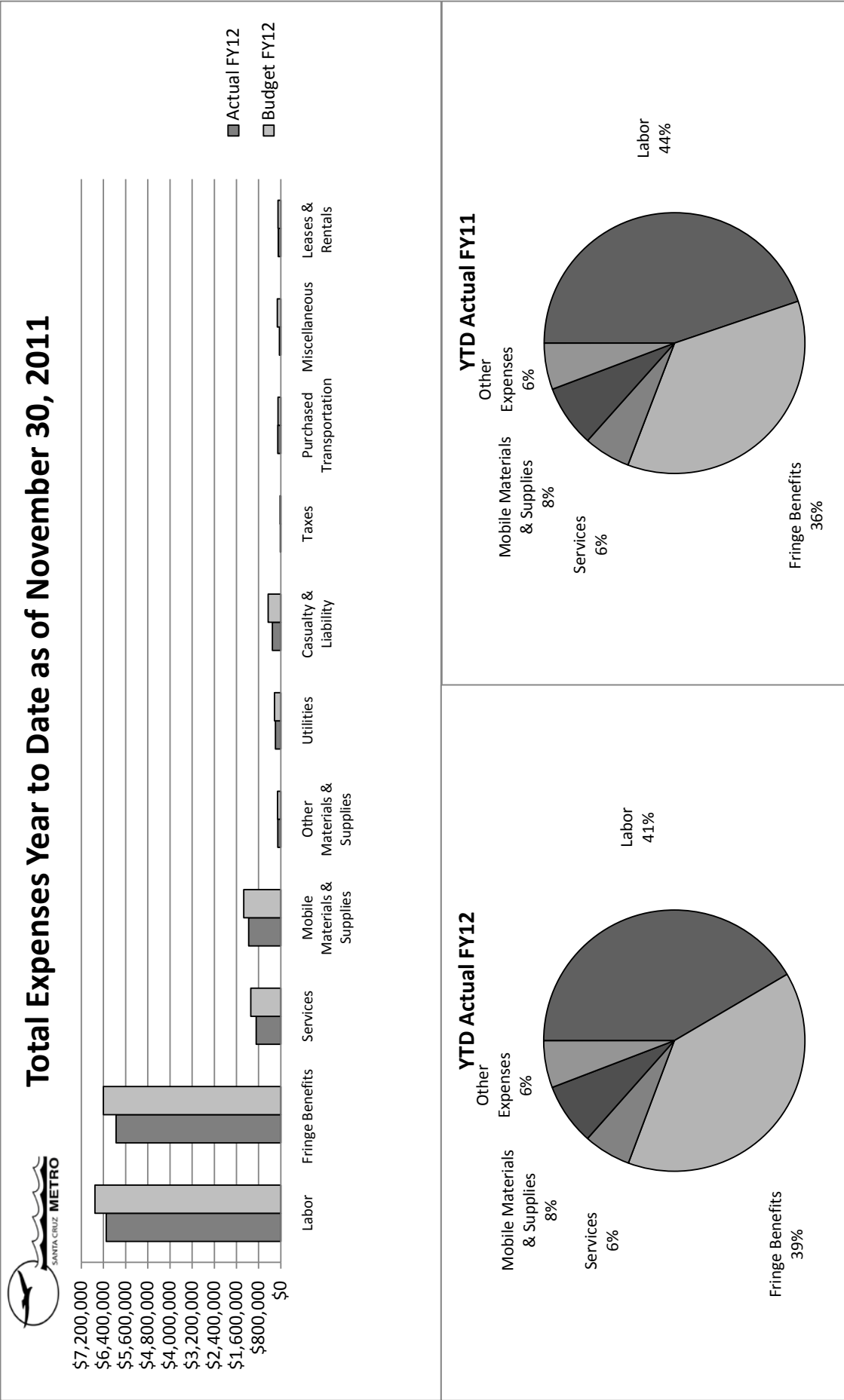
FY12
Operating Revenue & Expenses
Year to Date as of November 30, 2011

Revenue:	Year to Date			YTD Year Over Year Comparison			
	Actual	Budget	\$ Var	% Var	Actual FY11	\$ Var	% Var
Passenger Fares	\$ 3,533,306	\$ 3,597,954	\$ (64,648)	-2%	\$ 3,462,912	\$ 70,394	2%
Other Revenue	\$ 234,895	\$ 204,042	\$ 30,853	15%	\$ 228,766	\$ 6,129	3%
Sales Tax Revenue	\$ 6,527,132	\$ 6,485,143	\$ 41,989	1%	\$ 6,187,944	\$ 339,188	5%
Transp Dev Act (TDA) - Op Asst	\$ 1,311,241	\$ 1,311,241	\$ -	0%	\$ 1,243,620	\$ 67,621	5%
Federal Op Assistance	\$ -	\$ -	\$ -	0%	\$ -	\$ -	0%
Other Op Assistance/Funding	\$ 2,043	\$ -	\$ 2,043	100%	\$ 270,000	\$ (267,957)	-99%
STA - Op Assistance	\$ -	\$ -	\$ -	0%	\$ 2,801,550	\$ (2,801,550)	-100%
STIC - Op Assistance	\$ -	\$ -	\$ -	0%	\$ -	\$ -	0%
Fuel Tax Credit	\$ 133,096	\$ 125,000	\$ 8,096	6%	\$ -	\$ 133,096	100%
Transfers (to)/ from Reserves	\$ -	\$ -	\$ -	0%	\$ -	\$ -	0%
Total Revenue	\$ 11,741,713	\$ 11,723,379	\$ 18,334	0%	\$ 14,194,792	\$ (2,453,079)	-17%
Expenses:							
Labor	\$ 6,302,911	\$ 6,704,926	\$ (402,015)	-6%	\$ 6,566,423	\$ (263,512)	-4%
Fringe Benefits	\$ 5,942,856	\$ 6,402,073	\$ (459,217)	-7%	\$ 5,275,978	\$ 666,878	13%
Services	\$ 884,494	\$ 1,081,934	\$ (197,440)	-18%	\$ 847,320	\$ 37,174	4%
Mobile Materials & Supplies	\$ 1,158,049	\$ 1,337,500	\$ (179,451)	-13%	\$ 1,120,963	\$ 37,086	3%
Other Materials & Supplies	\$ 110,678	\$ 121,213	\$ (10,535)	-9%	\$ 95,069	\$ 15,609	16%
Utilities	\$ 195,521	\$ 225,500	\$ (29,979)	-13%	\$ 182,104	\$ 13,417	7%
Casualty & Liability	\$ 304,836	\$ 457,125	\$ (152,289)	-33%	\$ 247,686	\$ 57,150	23%
Taxes	\$ 17,610	\$ 22,442	\$ (4,832)	-22%	\$ 17,684	\$ (74)	0%
Purchased Transportation	\$ 112,629	\$ 104,167	\$ 8,462	8%	\$ 79,528	\$ 33,101	42%
Miscellaneous	\$ 51,290	\$ 123,198	\$ (71,908)	-58%	\$ 62,027	\$ (10,737)	-17%
Leases & Rentals	\$ 91,253	\$ 100,741	\$ (9,488)	-9%	\$ 159,482	\$ (68,229)	-43%
Total Expenses	\$ 15,172,126	\$ 16,680,820	\$ (1,508,694)	-9%	\$ 14,654,264	\$ 517,861	4%
Operating Income (Loss)	\$ (3,430,413)				\$ (459,472)		

Attachment A



Attachment A



Attachment A



FY12

Operating Revenue

Year to Date as of November 30, 2011

Percent of Year Elapsed - 42%

	Year to Date			YTD Year Over Year Comparison		
	Actual	Budget	% Var	Actual FY11	\$ Var	% Var
Passenger Fares						
Passenger Fares	\$ 1,576,987	\$ 1,602,065	-2%	\$ 1,493,510	\$ 83,478	6%
Paratransit Fares	\$ 127,979	\$ 112,024	14%	\$ 101,286	\$ 26,693	26%
Special Transit Fares - Contract	\$ 1,109,272	\$ 1,152,198	-4%	\$ 1,261,182	\$ (151,910)	-12%
Highway 17 Fares	\$ 625,545	\$ 501,954	25%	\$ 401,969	\$ 223,576	56%
Highway 17 Payments	\$ 93,523	\$ 229,713	-59%	\$ 204,965	\$ (111,443)	-54%
Subtotal Passenger Revenue	\$ 3,533,306	\$ 3,597,954	-2%	\$ 3,462,912	\$ 70,394	2%
Other Revenue						
Commissions	\$ 1,913	\$ 2,333	-18%	\$ 2,365	\$ (452)	-19%
Advertising Income	\$ 114,784	\$ 83,333	38%	\$ 105,141	\$ 9,643	9%
Rent Income - SC Pacific Station	\$ 45,146	\$ 44,167	2%	\$ 35,430	\$ 9,716	27%
Rent Income - Watsonville TC	\$ 18,611	\$ 16,667	12%	\$ 16,199	\$ 2,412	15%
Interest Income	\$ 51,711	\$ 50,000	3%	\$ 65,498	\$ (13,787)	-21%
Other Non-Transp Revenue	\$ 2,730	\$ 7,542	-64%	\$ 4,134	\$ (1,404)	-34%
Subtotal Other Revenue	\$ 234,895	\$ 204,042	15%	\$ 228,766	\$ 6,129	3%
Sales Tax Revenue	\$ 6,527,132	\$ 6,485,143	1%	\$ 6,187,944	\$ 339,188	5%
Transp Dev Act (TDA) - Op Asst	\$ 1,311,241	\$ 1,311,241	0%	\$ 1,243,620	\$ 67,622	5%
Federal Op Assistance						
FTA Sec 5307 - Op Asst	\$ -	\$ -	0%	\$ -	\$ -	0%
FTA Sec 5311 - Rural Op Asst	\$ -	\$ -	0%	\$ -	\$ -	0%
Subtotal Federal Op Assistance	\$ -	\$ -	0%	\$ -	\$ -	0%
Other Op Assistance/Funding						
AMBAG Funding	\$ -	\$ -	0%	\$ -	\$ -	0%
Other Op Assistance/Funding	\$ 2,043	\$ -	100%	\$ -	\$ 2,043	100%
FTA Sec 5309 - ARRA Op Asst	\$ -	\$ -	0%	\$ 270,000	\$ (270,000)	-100%
Subtotal Other Op Assistance/Funding	\$ 2,043	\$ 2,043	100%	\$ 270,000	\$ (267,957)	-99%

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Attachment A



FY12
Operating Revenue
Year to Date as of November 30, 2011

Percent of Year Elapsed - 42%

	Year to Date			YTD Year Over Year Comparison		
	Actual	Budget	% Var	Actual FY11	\$ Var	% Var
STA - Op Assistance	\$ -	\$ -	0%	\$ 2,801,550	\$ (2,801,550)	-100%
STIC - Op Assistance	\$ -	\$ -	0%	\$ -	\$ -	0%
Fuel Tax Credit	\$ 133,096	\$ 125,000	6%	\$ -	\$ 133,096	100%
Transfers (to)/ from Reserves	\$ -	\$ -	0%	\$ -	\$ -	0%
Total Revenue	\$ 11,741,713	\$ 11,723,379	0%	\$ 14,194,792	\$ (2,453,079)	-17%
Total Operating Expenses	\$ 15,172,126			\$ 14,654,264		
Variance	\$ (3,430,413)			\$ (459,473)		

Attachment A



FY12 Consolidated Operating Expenses Year to Date as of November 30, 2011

	Year to Date				YTD Year Over Year Comparison			
	Actual	Budget	\$ Var	% Var	Actual FY11	\$ Var	% Var	
Labor								
501011 Bus Operator Pay	\$ 2,875,225	\$ 3,225,630	\$ (350,404)	-11%	\$ 3,100,900	\$ (225,675)	-7%	
501013 Bus Operator Overtime	\$ 707,516	\$ 639,830	\$ 67,687	11%	\$ 635,019	\$ 72,497	11%	
501021 Other Salaries	\$ 2,524,684	\$ 2,693,769	\$ (169,085)	-6%	\$ 2,703,539	\$ (178,854)	-7%	
501023 Other Overtime	\$ 195,485	\$ 145,698	\$ 49,787	34%	\$ 126,965	\$ 68,520	54%	
Total Labor -	\$ 6,302,911	\$ 6,704,926	\$ (402,015)	-6%	\$ 6,566,423	\$ (263,512)	-4%	
Fringe Benefits								
502011 Medicare/Soc. Sec.	\$ 93,059	\$ 116,259	\$ (23,199)	-20%	\$ 95,914	\$ (2,855)	-3%	
502021 Retirement	\$ 1,086,622	\$ 1,240,878	\$ (154,256)	-12%	\$ 910,361	\$ 176,261	19%	
502031 Medical Insurance	\$ 2,605,258	\$ 2,822,575	\$ (217,316)	-8%	\$ 2,263,086	\$ 342,172	15%	
502041 Dental Insurance	\$ 183,729	\$ 210,773	\$ (27,044)	-13%	\$ 171,649	\$ 12,080	7%	
502045 Vision Insurance	\$ 51,907	\$ 54,490	\$ (2,584)	-5%	\$ 55,353	\$ (3,447)	-6%	
502051 Life Insurance	\$ 16,751	\$ 18,885	\$ (2,134)	-11%	\$ 18,099	\$ (1,348)	-7%	
502060 State Disability	\$ 81,114	\$ 85,893	\$ (4,779)	-6%	\$ 79,609	\$ 1,505	2%	
502061 Disability Insurance	\$ 48,939	\$ 94,525	\$ (45,586)	-48%	\$ 87,665	\$ (38,726)	-44%	
502071 State Unemp. Ins	\$ 943	\$ 34,603	\$ (33,660)	-97%	\$ 401	\$ 541	135%	
502081 Worker's Comp Ins	\$ 575,859	\$ 375,000	\$ 200,860	54%	\$ 413,648	\$ 162,211	39%	
502083 Worker's Comp IBNR	\$ -	\$ -	\$ -	0%	\$ -	\$ -	0%	
502101 Holiday Pay	\$ 75,604	\$ 155,080	\$ (79,476)	-51%	\$ 74,438	\$ 1,166	2%	
502103 Floating Holiday	\$ 14,150	\$ 32,673	\$ (18,523)	-57%	\$ 8,689	\$ 5,461	63%	
502109 Sick Leave	\$ 241,769	\$ 369,563	\$ (127,794)	-35%	\$ 231,928	\$ 9,841	4%	
502111 Annual Leave	\$ 763,932	\$ 704,236	\$ 59,697	8%	\$ 768,303	\$ (4,370)	-1%	
502121 Other Paid Absence	\$ 72,472	\$ 51,354	\$ 21,118	41%	\$ 60,952	\$ 11,520	19%	
502251 Physical Exams	\$ 3,281	\$ 5,879	\$ (2,598)	-44%	\$ 2,325	\$ 956	41%	
502253 Driver Lic Renewal	\$ 509	\$ 1,945	\$ (1,436)	-74%	\$ 903	\$ (394)	-44%	
502999 Other Fringe Benefits	\$ 26,957	\$ 27,463	\$ (506)	-2%	\$ 32,654	\$ (5,697)	-17%	
Total Fringe Benefits -	\$ 5,942,856	\$ 6,402,073	\$ (459,217)	-7%	\$ 5,275,978	\$ 666,878	13%	
Total Personnel Expenses -	\$ 12,245,767	\$ 13,107,000	\$ (861,232)	-7%	\$ 11,842,402	\$ 403,366	3%	

Attachment A



FY12 Consolidated Operating Expenses Year to Date as of November 30, 2011

	Year to Date			YTD Year Over Year Comparison		
	Actual	Budget	% Var	Actual	\$ Var	% Var
	FY11	FY11		FY11		
Services						
503011 Acctg & Audit Fees	\$ 31,400	\$ 38,000	-17%	\$ 31,000	\$ 400	1%
503012 Admin & Bank Fees	\$ 89,748	\$ 92,335	-3%	\$ 54,575	\$ 35,173	64%
503031 Prof & Tech Fees	\$ 47,368	\$ 98,742	-52%	\$ 61,075	\$ (13,707)	-22%
503032 Legislative Services	\$ 37,500	\$ 37,500	0%	\$ 37,500	\$ -	0%
503033 Legal Services	\$ -	\$ 22,917	-100%	\$ 863	\$ (863)	-100%
503034 Pre-Employ Exams	\$ 1,355	\$ 3,133	-57%	\$ 968	\$ 387	40%
503041 Temp Help	\$ 127,104	\$ 65,500	94%	\$ 65,606	\$ 61,498	94%
503161 Custodial Services	\$ 23,641	\$ 30,292	-22%	\$ 25,531	\$ (1,889)	-7%
503162 Uniform & Laundry	\$ 7,199	\$ 9,285	-22%	\$ 8,309	\$ (1,110)	-13%
503171 Security Services	\$ 136,677	\$ 166,250	-18%	\$ 156,925	\$ (20,249)	-13%
503221 Classified/Legal Ads	\$ 4,949	\$ 9,310	-47%	\$ 3,424	\$ 1,525	45%
503222 Legal Advertising	\$ -	\$ -	0%	\$ -	\$ -	0%
503225 Graphic Services	\$ -	\$ 708	-100%	\$ -	\$ -	0%
503351 Repair - Bldg & Impr	\$ 19,233	\$ 41,667	-54%	\$ 20,510	\$ (1,277)	-6%
503352 Repair - Equipment	\$ 166,358	\$ 258,463	-36%	\$ 173,924	\$ (7,565)	-4%
503353 Repair - Rev Vehicle	\$ 158,736	\$ 176,583	-10%	\$ 191,707	\$ (32,971)	-17%
503354 Repair - Non Rev Vehic	\$ 16,377	\$ 10,417	57%	\$ 382	\$ 15,995	4184%
503363 Haz Mat Disposal	\$ 16,848	\$ 20,833	-19%	\$ 15,020	\$ 1,828	12%
Total Services -	\$ 884,494	\$ 1,081,934	-18%	\$ 847,320	\$ 37,174	4%

Mobile Materials & Supplies						
504011 Fuels & Lube Non Rev`	\$ 26,325	\$ 29,167	-10%	\$ 23,760	\$ 2,565	11%
504012 Fuels & Lube Rev Veh	\$ 839,600	\$ 939,583	-11%	\$ 795,990	\$ 43,609	5%
504021 Tires & Tubes	\$ 63,813	\$ 104,167	-39%	\$ 87,054	\$ (23,242)	-27%
504161 Other Mobile Supplies	\$ -	\$ -	0%	\$ -	\$ -	0%
504191 Rev Vehicle Parts	\$ 228,311	\$ 264,584	-14%	\$ 214,158	\$ 14,154	7%
Total Mobile Materials & Supplies -	\$ 1,158,049	\$ 1,337,500	-13%	\$ 1,120,963	\$ 37,086	3%

Attachment A



FY12 Consolidated Operating Expenses Year to Date as of November 30, 2011

	Year to Date			YTD Year Over Year Comparison		
	Actual	Budget	% Var	Actual FY11	\$ Var	% Var
Other Materials & Supplies						
504205 Freight Out	\$ 791	\$ 1,042	(251) -24%	\$ 996	\$ (206)	-21%
504211 Postage & Mailing	\$ 5,983	\$ 8,097	(2,115) -26%	\$ 5,910	\$ 73	1%
504214 Promotional Items	\$ -	\$ -	- 0%	\$ -	\$ -	0%
504215 Printing	\$ 26,857	\$ 25,651	1,206 5%	\$ 19,532	\$ 7,324	37%
504217 Photo Supply/Processin	\$ 3	\$ 1,625	(1,622) -100%	\$ (23)	\$ 26	-114%
504311 Office Supplies	\$ 26,720	\$ 28,090	(1,369) -5%	\$ 21,408	\$ 5,312	25%
504315 Safety Supplies	\$ 6,224	\$ 8,458	(2,234) -26%	\$ 4,694	\$ 1,530	33%
504317 Cleaning Supplies	\$ 18,604	\$ 18,792	(188) -1%	\$ 17,013	\$ 1,591	9%
504409 Repair/Maint Supplies	\$ 21,395	\$ 16,667	4,728 28%	\$ 16,538	\$ 4,857	29%
504421 Non-Inventory Parts	\$ 2,621	\$ 7,917	(5,295) -67%	\$ 6,942	\$ (4,321)	-62%
504511 Small Tools	\$ 1,010	\$ 3,625	(2,616) -72%	\$ 1,790	\$ (781)	-44%
504515 Employee Tool Rplcmt	\$ 470	\$ 1,250	(780) -62%	\$ 269	\$ 201	75%
Total Other Materials & Supplies -	\$ 110,678	\$ 121,213	(10,536) -9%	\$ 95,069	\$ 15,608	16%
Utilities						
505011 Gas & Electric	\$ 104,501	\$ 97,500	7,001 7%	\$ 95,157	\$ 9,344	10%
505021 Water & Garbage	\$ 50,902	\$ 62,500	(11,598) -19%	\$ 53,749	\$ (2,848)	-5%
505031 Telecommunications	\$ 40,118	\$ 65,500	(25,382) -39%	\$ 33,198	\$ 6,920	21%
Total Utilities -	\$ 195,521	\$ 225,500	(29,979) -13%	\$ 182,104	\$ 13,416	7%
Casualty & Liability						
506011 Insurance - Property	\$ 43,196	\$ 47,917	(4,721) -10%	\$ 39,862	\$ 3,334	8%
506015 Insurance - PL & PD	\$ 198,083	\$ 218,875	(20,792) -9%	\$ 182,653	\$ 15,430	8%
506021 Insurance - Other	\$ 711	\$ 750	(39) -5%	\$ 711	\$ -	0%
506123 Settlement Costs	\$ 80,024	\$ 189,583	(109,559) -58%	\$ 86,151	\$ (6,126)	-7%
506127 Repairs - Dist Prop	\$ (17,178)	\$ -	(17,178) 100%	\$ (61,691)	\$ 44,513	-72%
Total Casualty & Liability -	\$ 304,836	\$ 457,125	(152,289) -33%	\$ 247,686	\$ 57,150	23%
Taxes						
507051 Fuel Tax	\$ 5,275	\$ 5,833	(558) -10%	\$ 5,304	\$ (29)	-1%
507201 Licenses & permits	\$ 3,978	\$ 8,275	(4,297) -52%	\$ 3,624	\$ 355	10%
507999 Other Taxes	\$ 8,357	\$ 8,333	23 0%	\$ 8,756	\$ (399)	-5%
Total Taxes -	\$ 17,610	\$ 22,442	(4,832) -22%	\$ 17,684	\$ (73)	0%

Attachment A



FY12

**Consolidated Operating Expenses
Year to Date as of November 30, 2011**

	Year to Date			YTD Year Over Year Comparison		
	Actual	Budget	% Var	Actual FY11	\$ Var	% Var
Purchased Transportation						
503406 Contr/Paratrans	\$ 112,629	\$ 104,167	8%	\$ 79,528	\$ 33,101	42%
Total Purchased Transportation -	\$ 112,629	\$ 104,167	8%	\$ 79,528	\$ 33,101	42%
Miscellaneous						
509011 Dues & Subscriptions	\$ 27,849	\$ 29,810	-7%	\$ 27,990	\$ (141)	-1%
509085 Advertising - Rev Produ	-	-	0%	-	-	0%
509101 Emp Incentive Prog	\$ 14,805	\$ 14,805	-100%	\$ 3,573	\$ (3,573)	-100%
509121 Employee Training	\$ 14,928	\$ 32,086	-53%	\$ 9,327	\$ 5,600	60%
509123 Travel	\$ 4,190	\$ 38,935	-89%	\$ 17,835	\$ (13,645)	-77%
509125 Local Meeting Exp	\$ 1,484	\$ 2,208	-33%	\$ 991	\$ 493	50%
509127 Board Director Fees	\$ 2,300	\$ 5,250	-56%	\$ 2,300	-	0%
509150 Contributions	-	104	-100%	-	-	0%
509197 Sales Tax Expense	-	-	0%	-	-	0%
509198 Cash Over/Short	\$ 539	\$ -	100%	\$ 10	\$ 528	5054%
Total Misc -	\$ 51,290	\$ 123,198	-58%	\$ 62,027	\$ (10,738)	-17%
Leases & Rentals						
512011 Facility Rentals	\$ 83,697	\$ 93,125	-10%	\$ 155,252	\$ (71,555)	-46%
512061 Equipment Rentals	\$ 7,556	\$ 7,616	-1%	\$ 4,230	\$ 3,326	79%
Total Leases & Rentals -	\$ 91,253	\$ 100,741	-9%	\$ 159,482	\$ (68,229)	-43%
Total Non-Personnel Expenses -	\$ 2,926,359	\$ 3,573,820	-18%	\$ 2,811,863	\$ 114,496	4%
TOTAL OPERATING EXPENSE -	\$ 15,172,126	\$ 16,680,820	-9%	\$ 14,654,264	\$ 517,861	4%

** does not include depreciation



SANTA CRUZ
METRO

FY12
CAPITAL BUDGET
For the month ending - November 30, 2011

	<u>YTD Actual</u>	<u>FY12 Budget</u>	<u>Remaining Budget</u>	<u>% Spent YTD</u>
<u>Grant-Funded Projects</u>				
MetroBase Project- Operations Building (PTMISEA)	\$ -	\$ 11,010,047	\$ 11,010,047	0%
State of Good Repair (FTA, RES. RET. EARN.)	\$ 188	\$ 5,820,000	\$ 5,819,812	0%
MetroBase Project - FY10 Allocation (PTMISEA)	\$ -	\$ 2,491,923	\$ 2,491,923	0%
2nd CNG Tank (STIC, MBUAPCD, RES. RET. EARN.)	\$ 29	\$ 1,561,070	\$ 1,561,041	0%
MetroBase Project - FY09 Allocation (PTMISEA)	\$ 18,213	\$ 200,000	\$ 181,787	9%
Transit Mgmt. Info. Technology (FTA-ARRA)	\$ 289,607	\$ 520,000	\$ 230,393	56%
Bus Stop Improvements (STIP)	\$ 118,304	\$ 500,000	\$ 381,696	24%
425 Front Street Purchase (FTA, STA)	\$ 2,280	\$ 40,000	\$ 37,720	6%
Land Mobile Radio Project - (LMR) (STATE-1B)	\$ -	\$ 790,000	\$ 790,000	0%
Non-Revenue Vehicle Replacement (MBUAPCD, FTA)	\$ -	\$ 192,105	\$ 192,105	0%
Video Surveillance Project - (CCTV) (STATE-1B)	\$ -	\$ 80,000	\$ 80,000	0%
Emergency Generator Relocation (OHS-1B)	\$ -	\$ 20,000	\$ 20,000	0%
Subtotal Grant Funded Projects	\$ 428,621	\$ 23,225,145	\$ 22,796,524	2%
<u>IT Projects</u>				
HR Software Upgrade (STA)	\$ 555	\$ 125,000	\$ 124,445	0%
Replace Fleet & Facilities Maintenance Software (STA)	\$ 66,799	\$ 115,000	\$ 48,201	58%
Automated Purchasing System Software (STA)	\$ -	\$ 40,000	\$ 40,000	0%
Subtotal IT Projects	\$ 67,354	\$ 280,000	\$ 212,646	24%
<u>Facilities Repair & Improvements</u>				
Operations Bldg. Repairs (RES. RET. EARN.)	\$ -	\$ 150,000	\$ 150,000	0%
MetroCenter Repairs (RES. RET. EARN.)	\$ -	\$ 200,000	\$ 200,000	0%
MTC Lane Four Shelter Replacement (STA)	\$ -	\$ 40,000	\$ 40,000	0%
WTC Renovations & Repairs (STA)	\$ 6,041	\$ 85,000	\$ 78,959	7%
Repair, Reseal, Restripe (Sinkholes) - Ops (STA)	\$ -	\$ 10,000	\$ 10,000	0%
Subtotal Facilities Repairs & Improvements Projects	\$ 6,041	\$ 485,000	\$ 478,959	1%

Attachment B



FY12
CAPITAL BUDGET
For the month ending - November 30, 2011

	<u>YTD Actual</u>	<u>FY12 Budget</u>	<u>Remaining Budget</u>	<u>% Spent YTD</u>
<u>Revenue Vehicle Replacement</u>				
Replace WiFi on Highway 17 buses	\$ -	\$ 60,000	\$ 60,000	0%
Subtotal Revenue Vehicle Replacements	\$ -	\$ 60,000	\$ 60,000	0%
<u>Non-Revenue Vehicle Replacement</u>				
See above	\$ -	\$ -	\$ -	0%
Subtotal Non-Revenue Vehicle Replacements	\$ -	\$ -	\$ -	0%
<u>Office Equipment</u>				
Fire Safe Filing Cabinets (STA)	\$ -	\$ 8,000	\$ 8,000	0%
Subtotal Office Equipment	\$ -	\$ 8,000	\$ 8,000	0%
<u>Misc</u>				
Use of Reserves to balance Operating Budget	\$ -	\$ -	\$ -	0%
Subtotal Misc.	\$ -	\$ -	\$ -	0%
TOTAL CAPITAL PROJECTS	\$ 502,016	\$ 24,058,145	\$ 23,556,129	2%



**FY12
CAPITAL BUDGET
For the month ending - November 30, 2011**

	<u>YTD Actual</u>	<u>FY12 Budget</u>	<u>Remaining Budget</u>	<u>% Spent YTD</u>
CAPITAL FUNDING				
Federal Capital Grants	\$ 289,795	\$ 6,514,162	\$ 6,224,367	4%
Other Fed - Sakata / Lawsuit proceeds	\$ -	\$ -	\$ -	-
State - PTMISEA (1B)	\$ 18,213	\$ 13,701,970	\$ 13,683,757	0%
State - Security Bond Funds (1B)	\$ -	\$ 890,000	\$ 890,000	0%
State Transit Assistance (STA) Carryover-Prior Yrs	\$ 75,675	\$ 488,000	\$ 412,325	16%
State - MBUAPCD	\$ 29	\$ 360,000	\$ 359,971	0%
State - STIP	\$ 118,304	\$ 500,000	\$ 381,696	24%
Local - Reserved Retained Earnings	\$ -	\$ 1,457,873	\$ 1,457,873	0%
Local Operating Match	\$ -	\$ 146,140	\$ 146,140	0%
TOTAL CAPITAL FUNDING	\$ 502,016	\$ 24,058,145	\$ 23,556,129	2%

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: February 24, 2012

TO: Board of Directors

FROM: Leslie R. White, General Manager

SUBJECT: PUBLIC HEARING ON THE PROPOSED SANTA CRUZ METRO DISADVANTAGED BUSINESS ENTERPRISE (DBE) PROGRAM UPDATE AND CONSIDERATION OF IMPLEMENTATION OF THE UPDATED PROGRAM.

I. RECOMMENDED ACTION

Receive and Consider Comments from the Public Hearing and Implement Santa Cruz METRO's DBE Program Update.

II. SUMMARY OF ISSUES

- The Santa Cruz Metropolitan Transit District (Santa Cruz METRO) has established a Disadvantaged Business Enterprise (DBE) Program in accordance with the regulations of the U.S. Department of Transportation (DOT) (*49 CFR Part 26*).
- The purpose of the DBE Program is to ensure that DBEs have an equal opportunity to participate in U.S. DOT assisted contracts.
- The DOT has requested that all transit agencies update their existing DBE Programs to facilitate Small Business Enterprise (SBE) participation modifications as well as other updates to the DBE federal regulations.
- Santa Cruz METRO's proposed *DBE Program Update (Attachment A)* complies with the revised regulations (*49 CFR Part 26*).
- Santa Cruz METRO must submit its DBE Program Update to FTA by February 28, 2012 in order to remain in compliance with the federal requirements.

III. DISCUSSION

In 1983, the United States Congress enacted the first Disadvantaged Business Enterprise (DBE) statute in an effort to end discrimination in the award of federally funded procurements. As a recipient of Department of Transportation (DOT) funding, the Santa Cruz Metropolitan Transit District (Santa Cruz METRO) is required to implement, administer and monitor its DBE Program that must meet the requirements set forth in the federal regulations *at 49 Code of Federal Regulations Part 26*. A DBE is a for-profit small business concern that is at least 51 percent owned by one or more socially and economically disadvantaged individuals. A socially and economically disadvantaged individual means any individual who is a citizen of the United

States (or lawfully admitted permanent resident) and who is a member of the following groups: Black American, Hispanic American, Native American, Asian-Pacific American, Subcontinent Asian American, or Women. In addition, an individual can be found to be socially and economically disadvantaged on a case-by-case basis by a certifying agency pursuant to the standards set forth in the regulations.

In 2011, the U.S. Congress adopted new legislation governing the requirements for DBE Programs. The DOT has requested that transit agencies who receive federal funding update their DBE Programs to comply with the new legislation, and submit their DBE Program Update by February 28, 2012. The new rule improves the administration of the DBE Program by increasing accountability for recipients with respect to meeting overall goals, modifying and updating certification requirements, adjusting the personal net worth (PNW) threshold for inflation, providing for expedited interstate certification, adding provisions to foster small business participation, and improving post-award oversight.

The DOT noted that DBEs are small businesses. It went on to state that the new DBE Program provisions that help small businesses can help DBEs and that by facilitating participation for small businesses, recipients can make possible more DBE participation. The DOT opined that a program element that pulls together the various ways that a recipient reaches out to small businesses and makes it easier for them to compete for DOT-assisted contracts will foster the objectives of the DBE program.

IV. FINANCIAL CONSIDERATIONS

Santa Cruz METRO's DBE Program Update has no direct financial impact; however, contracts funded with FTA assistance will be monitored for DBE goal achievement and DBE participation will be reported quarterly to the FTA.

V. ATTACHMENTS

Attachment A: *Santa Cruz Metropolitan Transit District Disadvantaged Business Enterprise Program Update (49 CFR Part 26)*

Prepared by: Rickie-Ann Kegley, Paralegal

Date Prepared: February 16, 2012

Attachment A



**Santa Cruz Metropolitan Transit District
Disadvantaged Business Enterprise
Program Update 49 CFR 26**

February 2012

7.a1

Attachment A

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Regulation Number: **AR-10XX**

Computer Title: [get from Tony]

Effective Date: February 24, 2012

Pages:

TITLE: DISADVANTAGED BUSINESS ENTERPRISE (DBE) PROGRAM

Procedure History

NEW POLICY

SUMMARY OF POLICY

APPROVED

February 24, 2012

I. Policy

1.01 Santa Cruz METRO's DBE Program Policy

The Santa Cruz Metropolitan Transit District (Santa Cruz METRO) is committed to providing a Disadvantaged Business Enterprise (DBE) Program in accordance with Code of Federal Regulations, Chapter 49, Part 26, <http://www.fta.dot.gov/civilrights/12326.html> for the participation of DBEs in Santa Cruz METRO's procurements. As a condition of receiving Federal financial assistance from the Department of Transportation (DOT), Santa Cruz METRO assures that it will continue to comply with 49 Code of Federal Regulations Part 26. Appendix A sets forth Santa Cruz METRO's written acknowledgement of the requirements of these federal regulations and its commitment to implement a DBE Program in accordance with those regulations. Commitment Statements will be executed on an annual basis by the Santa Cruz METRO's General Manager and attached to the DBE Program's administrative regulation. Additionally, the executed annual Commitment Statements will be disseminated to all departments within Santa Cruz METRO, DBE and Non-DBE Businesses, and the public.

1.02 Equitable Conditions for DBEs

It is the intention of Santa Cruz METRO to create equitable conditions in which DBEs can compete fairly and participate fully in the performance of contracts and subcontracts relating to the Santa Cruz METRO's construction and procurement activities.

1.03 Updates to DBE Program

Santa Cruz METRO's DBE Program will be reviewed and updated, if necessary, with every goal submission, and as required by DOT.

Attachment A

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

II. Applicability

2.01 Recipient of Federal Financial Assistance

Santa Cruz METRO, a recipient of federal financial assistance from the Federal Transit Administration (FTA) of the U.S. DOT, is required to implement a DBE Program in accordance with *49 CFR Part 26 et. seq.* (Federal Regulations) which are incorporated herein by reference as if fully set forth herein. In the event of any conflicts or inconsistencies between the Federal Regulations and the Santa Cruz METRO's DBE Program with respect to DOT-assisted contracts, the Federal Regulations shall control.

2.02 Application to all METRO Contracts

The DBE Program outlined herein applies to all Santa Cruz METRO contracts that are funded, in whole or in part, by U.S. DOT federal financial assistance. To the extent that the Program's policy, objectives and efforts involve race-neutral methods, the DBE Program will apply to all Santa Cruz METRO contracts regardless of the funding source.

2.03 Program Objectives

The objectives of the Santa Cruz METRO's DBE Program are the following:

- A. Ensure nondiscrimination in the award and administration of DOT-assisted contracts;
- B. Create a level playing field on which DBEs can compete fairly for DOT-assisted contracts;
- C. Ensure the DBE Program is narrowly tailored in accordance with *49 CFR Part 26*;
- D. Ensure that only firms that fully meet the eligibility standards in *49 CFR Part 26* are permitted to participate as DBEs;
- E. Identify and remove barriers to the participation of all small businesses meeting the requisite size standards, including DBEs, in the bidding, award and administration of DOT federally-assisted contracts;
- F. Identify and increase the participation of all small businesses meeting the requisite size standards, including DBEs, in Santa Cruz METRO's procurements of required materials, equipment, supplies and services;
- G. Develop procedures that will acquaint prospective DBEs with the Santa Cruz METRO's contracting procedures, activities and requirements, and receive feedback from DBEs on existing barriers to participation and effective procedures to eliminate them.

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SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

- H. Assist the development of DBEs so they may compete successfully outside of the DBE Program;
- I. Foster small business participation in Santa Cruz METRO's procurements; and
- J. Successfully facilitate the implementation of the DBE Program using race neutral measures to the maximum extent.

2.04 Prohibited Discrimination

- A. Santa Cruz METRO shall not exclude any person from participation in, deny benefits to, or otherwise discriminate against any persons in connection with the award and performance of any contract governed by *49 CFR Part 26* on the basis of race, color, sex or national origin.
- B. In administering its DBE Program, Santa Cruz METRO shall 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 this *DBE Program* with respect to individuals of a particular race, color, sex or national origin. However, in order to foster its overall objectives related to these important issues, Santa Cruz METRO may utilize contractual or other arrangements and may use criteria or methods of administration that support creation of opportunities for State of California certified minority, women-owned and emerging small businesses as allowed by state and federal law.

III. Definitions

Terms used in the *DBE Program* have the meanings defined in *49 CFR §26.5*.

IV. Responsibility for DBE Program Implementation

4.01 Santa Cruz METRO's Board of Directors

The Board of Directors is responsible for adopting the DBE Program and any updates as the official DBE Program Policy at Santa Cruz METRO.

4.02 General Manager

The General Manager has primary responsibility to implement the Board's policies at Santa Cruz METRO.

4.03 DBE Liaison Officer

Santa Cruz METRO designated the following individual as its DBE Liaison Officer:

Leslie R. White
General Manager/Designee
Santa Cruz Metropolitan Transit District
110 Vernon Street

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SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

Santa Cruz, CA 95060
(831) 426-6080 - phone
(831) 426-6117 - fax
lwhite@scmtd.com (e-mail)

In that capacity, the DBELO is responsible for implementing all aspects of the DBE program and ensuring that the Santa Cruz Metropolitan Transit District complies with all provisions of *49 CFR Part 26*. The DBELO, if other than the General Manager, shall have direct, independent access to the General Manager concerning DBE program matters. Necessary agency staff shall be available to support the DBELO in his/her activities. An organizational chart displaying the DBELO's position within Santa Cruz METRO is found in *Appendix C* to this program.

4.04 **DBELO and DBE Committee Responsibilities**

The DBELO is responsible for developing, implementing and monitoring the DBE Program, and reporting DBE Program achievements. The DBELO will work with a DBE Committee consisting of the following incumbents: the Purchasing Agent, a Grants/Legislative Analysis (assigned for this task) and a Paralegal (assigned this task) to develop, implement and monitor the DBE Program. Personnel assigned to the DBE Committee shall have the responsibility for ensuring the effective implementation of the DBE Program. They shall give full cooperation and active support to the DBELO in this effort. Superiors of the DBE Committee members, as part of their tasks and standards, shall include in their evaluation their performance in DBE area. Duties and responsibilities of the DBELO and the DBE Committee include the following:

- A. Gathers and reports statistical data and other information as required.
- B. Reviews third party contracts and purchase requisitions for compliance with this program.
- C. Works with all departments to determine projected Annual Anticipated DBE Participation Level.
- D. Ensures that bid notices and requests for proposals are available to DBEs in a timely manner.
- E. Analyzes Santa Cruz METRO's progress toward goal attainment and identifies ways to encourage participation through race-neutral means.
- F. Participates in pre-bid meetings.
- G. Advises the General Manager/Santa Cruz METRO's Board of Directors on DBE matters, achievement and DBE race-neutral issues.
- H. Provides DBEs with information, assistance and recommends resources to assist in preparing bids, obtaining bonding and insurance.
- I. Plans and participates in DBE training seminars.

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- J. Monitors the California Unified Certification Program for conformance with the criteria set by the DOT.
- K. Provides outreach to DBEs and community organizations to advise them of opportunities.
- L. Maintains the Santa Cruz METRO's directory of certified DBEs.
- M. Provide Reports regarding DBE participation required by the federal regulations to DOT.

V. Administration Requirements

5.01 Federal Financial Assistance Agreement Assurance (49 CFR §26.13(a))

Santa Cruz METRO has signed the following assurance, applicable to all DOT-assisted contracts and their administration:

Santa Cruz Metropolitan Transit District shall not discriminate on the basis of race, color, national origin, or sex in the award and performance of any DOT-assisted contract or in the administration of its DBE Program or the requirements of 49 CFR parts 26. The recipient shall take all necessary and reasonable steps under 49 CFR part 26 to ensure nondiscrimination in the award and administration of DOT-assisted contracts. The recipient's DBE Program, as required by 49 CFR part 26 and as approved by DOT, is incorporated by reference in this agreement. Implementation of this program is a legal obligation and failure to carry out its terms shall be treated as a violation of this agreement. Upon notification to the Santa Cruz METRO of its failure to carry out its approved program, the Department may impose sanctions as provided for under part 26, and may in appropriate cases, refer the matter for enforcement under 18 U.S.C. 1001 and/or the Program Fraud Civil Remedies Act of 1986 (31 U.S.C. 3801 et seq.).

5.02 DBE Financial Institutions

It is the policy of the Santa Cruz METRO to investigate the full extent of services offered by financial institutions owned and controlled by socially and economically disadvantaged individuals in the community, to make reasonable efforts to use these institutions, and to encourage prime contractors on DOT-assisted contract to make use of these institutions. Santa Cruz METRO has made the following efforts to identify and use such institutions:

The DBELO has identified DBE financial institutions set forth in Appendix D which offer services in California. A list of socially and economically disadvantaged individuals/firms is available at the website for the Federal Reserve Board at www.federalreserve.gov/releases/mob. Santa Cruz METRO will encourage prime contractors to utilize such services when available.

The State of California, Department of General Services, Office of Small Business Certification and Resources also maintains a directory of financial institutions owned and

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SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

controlled by socially and economically disadvantaged individuals online at www.osmb.dgs.ca.gov. The directory can be queried to locate DBE financial institutions from the *Services* section of the site.

5.03 DBE Vendor Directory

- A. The State of California's Department of Transportation (Caltrans) maintains the main DBE Directory. The DBE Vendor Directory identifies all firms eligible to participate as DBEs. The DBE Directory is updated weekly and lists the name, address, phone number, certification date, NAIC code and type of work performed for vendors certified by it or by other agencies with which it has reciprocity. The Directory is available on the World Wide Web and can be downloaded from http://www.dot.ca.gov/hq/bep/find_certified.htm. The Santa Cruz METRO will use the Caltrans DBE Directory in its efforts to extend contracting opportunities to DBE Vendors.
- B. Santa Cruz METRO maintains a Directory identifying all firms eligible to participate as DBEs. The Directory includes the firm's name, address, phone number, date of the most recent certification and the type of work the firm has been certified to perform as a DBE. Santa Cruz METRO will revise on a continuing basis. Santa Cruz METRO makes the Directory available as follows: Interested individuals can contact Santa Cruz METRO's Purchasing Agent, Santa Cruz METRO Administrative Offices, 110 Vernon Street, Santa Cruz, CA, or (831) 4260199 to request a copy. Additionally, Santa Cruz METRO directory information is included in appropriate solicitations with the in-house directory serving as a supplement to the CalTrans Directory. Upon completion, the most recent updated in-house Directory can be found in Appendix C.

5.04 Bidder's List

- A. Santa Cruz METRO maintains a Bidders' List. Santa Cruz METRO's bidders' list consists of information about all DBE and non-DBE firms that bid or quote on DOT assisted contracts. The purpose of this requirement is to allow use of the Bidders List approach to calculating overall goals. Santa Cruz METRO's Bidder List will include the name, address, DBE/non-DBE status, age and annual gross receipts of firms.
- B. In order to document DBE participation in all stages of the procurement process, Santa Cruz METRO requires all prime contractors and any of its subcontractors responding to Invitations For Bids (IFBs), Requests for Qualifications (RFQs) or requests for quotes to submit the following information to Santa Cruz METRO: the firm's name, address, DBE status, years in business, annual gross receipts, scope of work to be performed and the dollar amount, if a bid. Santa Cruz METRO will require this information when any bid, quote or qualification is submitted to it to be considered responsive. The Bidder's List will become the record of DBE participation at any point in METRO's procurement process.

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5.05 Overconcentration

If the DBELO determines that DBE participation is so over-concentrated in certain types of work or contracting opportunities that it unduly burdens the participation on non-DBEs in that type of work, the DBELO will develop appropriate measures to address the over-concentration. The DBELO will seek approval of such measures from FTA and, at that time, the measures will become a part of this Program. Currently Santa Cruz METRO is unaware of any types of work that have a burdensome over-concentration of DBE participation.

5.06 Business Development Programs

Santa Cruz METRO does not operate a business or mentor-protégé program at the present time. If Santa Cruz METRO implements such a program in the future, then Santa Cruz METRO will describe the rationale for having the program element, and the specific provisions of the element (e.g., who is eligible to participate, how the program element works, and how interested persons would obtain information about the program element). At the time of a decision to implement a business development or mentor-protégé program, the DBELO will seek approval of such program from FTA and, at that time, the program will become a part of the overall DBE Program.

5.07 Fostering Small Business Participation (49 CFR §26.39)

A. To facilitate competition by small business concerns, Santa Cruz METRO will take reasonable measures to eliminate obstacles that may preclude small business participation in procurements as prime contractors or subcontractors. The following good faith efforts will be implemented by Santa Cruz METRO:

1. In multi-year design-build contracts or other large contracts, Santa Cruz METRO will require bidders on the prime contract to specify elements of the contract or specific contracts that are of a size that small businesses, including DBEs can reasonably perform.
2. For prime contracts not having DBE contract goals, Santa Cruz METRO will require the prime contractor to provide subcontracting opportunities of a size that small businesses, including DBEs, can reasonably perform, rather than self-performing all of the work involved.
3. Santa Cruz METRO will refrain from any unnecessary bundling of contract requirements that would otherwise prevent small businesses, including DBEs, from participating in METRO's procurements.
4. Santa Cruz METRO will ensure that a reasonable number of prime contracts are of a size that small businesses, including DBEs, can reasonably perform.

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VI. Determining and Achieving the DBE Goal

6.01 Santa Cruz Metropolitan Transit District DBE Program Goal

The Santa Cruz METRO's DBE Program Goal is developed triennially by the DEBELO and the DBE Committee in accordance with 49 CFR Part 26.45 as a stand-alone document which includes a public participation process, including outreach efforts and copies of public notices. The goal and its methodology is described in the Santa Cruz METRO's DBE Program Goal document, submitted triennially to the FTA Region IX Office by August 1st of the submission year and attached in Appendix B. Santa Cruz METRO's overall annual goal represents the amount of ready, willing and able DBEs that are available to participate in contracting opportunities and is reflective of the amount of DBE participation that Santa Cruz METRO would expect absent the effect of discrimination. Santa Cruz METRO intends to meet this goal to the maximum extent feasible through exclusively race-neutral measures.

6.02 Reaching the Goal

- A. Santa Cruz METRO must meet the maximum feasible portion of the overall goal by using race-neutral means of facilitating DBE participation. Santa Cruz METRO will use contract goals adequate to meet any portion of the overall goal it does not project being able to meet using race-neutral means if it is able to demonstrate through disparity study that race conscious methodologies would remedy past discrimination.
- B. As allowed by federal and state law, Santa Cruz METRO will establish contract goals only on those U.S. DOT-assisted contracts that have subcontracting possibilities. Santa Cruz METRO will not establish a contract goal on every contract and the size of contract goals will be adapted to the circumstances of each such contract (e.g. type and location of work, availability of DBEs to perform the particular type of work).
- C. If allowed by federal and state law, each solicitation for which a contract goal has been established will require the bidders/offerors to submit the following information:
 1. The names and addresses of DBE firms that will participate in the contract;
 2. A description of the work that each DBE will perform;
 3. The dollar amount of the participation of each DBE firm;
 4. Written and signed documentation of commitment to use a DBE subcontractor whose participation it submits to meet a contract goal;
 5. Written and signed confirmation from DBE that it is participating in the contract as provided in the prime contractor's commitment; and If the contract goal is not met, evidence of good faith efforts.

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- D. The obligation of the bidder/offeror is to make good faith efforts. The bidder/offeror can demonstrate that it has done so either by meeting the contract goal or documenting good faith efforts.
- E. Santa Cruz METRO treats bidder/offerors' compliance with good faith efforts requirements as a matter of responsiveness. The Purchasing Agent/designee is responsible for determining whether a bidder/offeror who has not met the contract goal has documented sufficient good faith efforts to be regarded as a responsive bidder/offeror. The Purchasing Agent/designee will consider all relevant information submitted by the bidder/offeror in making this determination including the following:
1. Advertising and attendance at pre-bid conferences to solicit DBE participation;
 2. Packaging portions of the work to increase the likelihood that DBE vendors could participate;
 3. Instances of negotiations with DBE vendors to make portions of contract work available including names, addresses, phone number of DBEs contacted; and
 4. Use of community organizations, contractors' groups, minority and women business organizations to provide assistance in recruiting DBE firms.
- F. The Purchasing Agent/designee will ensure that all information is complete and accurate and adequately documents the bidder/offeror's good faith efforts before Santa Cruz METRO commits to the performance of the contract by the bidder/offeror.
- G. Within 5 days of being informed by Santa Cruz METRO that it is not responsive because it has not documented sufficient good faith efforts, a bidder/offeror may request administrative reconsideration. Bidders/offerors must make this request in writing to the following reconsideration official: General Manager, 110 Vernon Street, Santa Cruz, CA 95060, or LWhite@scmttd.com. The reconsideration official will not have played any role in the original determination that the bidder/offeror did not document sufficient good faith efforts.
- H. As part of this reconsideration, the bidder/offeror will have the opportunity to provide written documentation or argument concerning the issue of whether it met the goal or make adequate good faith efforts to do so. the bidder/offeror will have the opportunity to meet in person with the reconsideration official to discuss the issue of whether it met the goal or made adequate good faith efforts to do so. The General Manager will send a written decision on reconsideration, explaining the basis for finding that the bidder did or did not meet the goal to make adequate good faith efforts to do so. The result of the reconsideration process is not administratively appealable to the Department of Transportation.

6.03 Demonstration of Good Faith Efforts

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No contractor is required to satisfy the goal so long as good faith efforts are shown. In addition, the use of race conscious contract goals will not be applied where a defined DBE group on a project would exceed the percentage of available firms within the group. Prior to solicitation of bids, the DBELO, the Purchasing Agent and the Project Manager(s) will identify work that could be performed by DBEs on all proposed federal-aid projects. The procedure and criteria used in assigning contract specific goals shall include the following:

- A. Project location, size, and duration and dollar value.
- B. The nature of the Project (type of work and potential scheduling and coordination work).
- C. Availability of DBE firms that perform identified sub-contractible items.
- D. Any other relevant criteria.

6.04 Transit Vehicle Manufacturer Certification

Each Transit Vehicle Manufacturer (TVM) will certify that they have complied with the requirements of *49 CFR §26.49* as a condition of bidding or proposing on FTA-assisted transit vehicle procurements. TVMs must obtain FTA approval of an annual DBE participation goal and the principles underlying *49 CFR §26.45* shall be used as a guide in setting this goal. TVMs shall provide Santa Cruz METRO a copy of the FTA approval of their annual goal. Alternatively, Santa Cruz METRO may, at its discretion and with FTA approval, establish project-specific goals for DBE participation in the procurement of transit vehicles in lieu of TVM compliance with this part of the program.

6.05 Quotas, Set-Asides or Preferences

Santa Cruz METRO will not use quotas, set-asides, or preferences in the design or administration of this DBE program.

6.06 Good Faith Efforts when a DBE is replaced on a contract

- A. The Santa Cruz METRO will require a contractor to make good faith efforts to replace a DBE that is terminated or has otherwise failed to complete its work on a contract with another certified DBE, to the extent needed to meet the contract goal. The Santa Cruz METRO will require the prime contractor to notify the DBE Liaison Officer immediately of a DBE's inability or unwillingness to perform on a contract and will require reasonable documentation of contract non-performance when a DBE is replaced.
- B. In this situation, Santa Cruz METRO requires the prime contractor to obtain METRO's prior written approval of the substitute DBE and to provide copies of new or amended subcontracts or documentation of good faith efforts when the prime contractor fails to replace a DBE certified contractor with another certified DBE on a contract. The prime contractor shall not terminate for convenience a DBE subcontractor or an approved substitute DBE firm and then perform the work of the

Attachment A

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

terminated subcontract with its own forces or those of an affiliate without Santa Cruz METRO's prior written consent.

- C. If the contractor fails to comply with this requirement for DBE replacement on a contract, Santa Cruz METRO will issue a "Stop Work Order" and suspend payments until satisfactory action has been taken. If the contractor still fails to comply, Santa Cruz METRO may initiate a "Termination for Default Proceeding."

6.07 **Determining and Meeting DBE Participation Goals**

- A. DBE participation in a contract will be counted as only the value of the work actually performed by the DBE toward DBE goals. Santa Cruz METRO shall count the entire amount of that portion of the contract that is performed by the DBE's own forces. The cost of supplies and materials obtained by the DBE for the work of the contract, including supplies purchased or equipment leased by the DBE (except supplies and equipment the DBE subcontractor purchases or leases from the prime contractor or its affiliates) shall also be included.
- B. The entire amount of fees or commissions charged by a DBE firm for providing a bona fide service, such as professional, technical, consultant, or managerial services or for providing bonds or insurance specifically required for the performance of a DOT-assisted contract toward DBE goals shall be counted provided Santa Cruz METRO determines that the fees are reasonable and not excessive as compared with fees customarily allowed for similar services.
- C. If a DBE subcontracts work to another DBE and not a non-DBE, that work shall be counted toward DBE goals. When a DBE participates in a joint venture, the portion of the total dollar value of the contract equal to the distinct, clearly defined portion of the work of the contract that the DBE performs with its own forces shall be counted toward DBE goals. Only expenditures to a DBE contractor that are a commercially useful function of the contract shall be counted toward DBE goals.
- D. Santa Cruz METRO will count all expenditures with DBEs for materials or supplies provided that the materials or supplies are obtained from a DBE manufacturer (100% of the expenditures) or from a DBE regular dealer (60% of the expenditures).
- E. If a firm is not currently certified as a DBE, Santa Cruz METRO will not count the firm's participation toward any DBE goals except as allowed by the DBE regulations. Santa Cruz METRO will not count the dollar value of work performed under a contract with a firm after it has ceased to be certified as a DBE contractor. Santa Cruz METRO will not count participation of a DBE subcontractor toward the prime contractor's DBE achievements or Santa Cruz METRO's overall goal until the amount being counted has been paid to the DBE.

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SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

VII. Required Contract Provisions

7.01 General Conditions of the Contract

Santa Cruz METRO will include the following clause in every DOT-assisted contract and subcontract:

The contractor, sub recipient or subcontractor shall not discriminate on the basis of race, color, national origin, or sex in the performance of this contract. The contractor shall carry out applicable requirements of 49 CFR part 26 in the award and administration of DOT-assisted contracts. Failure by the contractor to carry out these requirements is a material breach of this contract, which may result in the termination of this contract or such other remedy as the recipient deems appropriate.

7.02 Prompt Progress Payment (49 CFR §26.29)

A. Santa Cruz METRO will include the following clauses in each DOT-assisted prime contract:

A prime contractor or subcontractor shall pay to any subcontractor not later than 10 days of receipt of each progress payment, in accordance with the provision in Section 7108.5 of the California Business and Professions Code concerning prompt payment to subcontractors. The 10-days are applicable unless a longer period is agreed to in writing. Any delay or postponement of payment over 30-days may take place only for good cause and with Santa Cruz METRO prior written approval. Any violation of Section 7108.5 shall subject the violating contractor or subcontractor to the penalties, sanctions, and other remedies of that Section. This clause applies to both DBE and non-DBE subcontractors.

If there is a good faith dispute over all or any portion of the amount due on a progress payment from the prime contractor or subcontractor to a subcontractor, the prime contractor or subcontractor may withhold no more than 150 percent of the disputed amount.

The prime contractor must maintain records of all subcontracts entered into with DBEs and records of materials purchases from DBE suppliers. Such records shall show the name and business address of each DBE subcontractor or vendor and the total dollar amount actually paid to each DBE subcontractor or vendor.

The prime contractor must also submit to the Project Manager's office an affidavit certifying the payment was made to the DBE subcontractor or supplier to be signed by both the prime contractor and the DBE. Such an affidavit must be submitted during the project any time a progress or final payment is made to a DBE, and when any retainage held is returned. A summary certification affidavit must be submitted at the completion of the project.

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SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

- B. Prime subcontractors must include the **prompt payment language** set forth above in all subcontracts, regardless of subcontractor's DBE status.
- C. Failure of a prime contractor to uphold prompt payment requirements for subcontractors will result in Santa Cruz METRO withholding reimbursement for completed work.

VIII. Monitoring and Enforcement

8.01 The Santa Cruz METRO will take the following monitoring and enforcement mechanisms to ensure compliance with 49 CFR Part 26:

- A. Santa Cruz METRO will bring to the attention of the Department of Transportation (DOT) any false, fraudulent, or dishonest conduct in connection with the program, so that DOT can take the steps (e.g., referral to the Department of Justice for criminal prosecution, referral to the DOT Inspector General, action under suspension and debarment or Program Fraud and Civil Penalties rules) provided in 49 CFR 26.109;
- B. Santa Cruz METRO will consider similar action under its own legal authority including responsibility determinations in future contracts. Attachment D lists the regulation, provisions and contract remedies available to Santa Cruz METRO in the events of non-compliance with the DBE regulation by a participant in Santa Cruz METRO procurement activities;
- C. Santa Cruz METRO will provide a monitoring and enforcement mechanism to verify that work committed to DBEs at contract award is actually performed by the DBEs. This will be accomplished by the Project Manager confirming that the work set forth to be performed by the DBE is actually performed by the DBE through visual observation and firm identify confirmation. The Project Manager/Contract Administrator will keep a running tally of actual payments to DBE firms for work committed to them at the time of contract award. The Finance Department shall track the actual DBE participation through contractor and subcontractor reports of payments, and other appropriate monitoring. The DBELO will ensure that DBE participation is counted toward the overall annual goal in accordance with the federal regulations. The DBELO will perform interim audits of contract payments to DBEs. The audit will review payments to DBE subcontractors to ensure that the actual amount paid to DBE subcontractors equals or exceeds the dollar amounts stated in the schedule of DBE participation.

8.02 Monitoring Payments to DBEs

- A. Santa Cruz METRO will require prime contractors to maintain records and documents of payments to DBEs for three years following the performance of the contract. These records will be made available for inspection upon request by any authorized representative of the Santa Cruz Metropolitan Transit District or DOT. This reporting requirement also extends to any certified DBE subcontractor.

Attachment A

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

- B. Santa Cruz METRO will keep a running tally of actual payments to DBE firms for work committed to them at the time of contract award.
- C. Santa Cruz METRO will perform interim audits of contract payments to DBEs. The audit will review payments to DBE subcontractors to ensure that the actual amount paid to DBE subcontractors equals or exceeds the dollar amounts stated in the schedule of DBE participation.

IX. Certification Standards

9.01 No In-House Certification Process

Santa Cruz METRO will use the certification standards of Subpart D of 49 CFR Part 26 to determine the eligibility of firms to participate as DBEs in DOT-assisted contracts. To be certified as a DBE, a firm must meet all certification eligibility standards. Santa Cruz METRO is a non-certifying member of the California Unified Certification Program (UCP) administered by the California Department of Transportation (CalTrans). The Caltrans DBE certification program has been approved by the Federal Highway Administration as meeting the standards of 49 CFR Part 26. The Caltrans Office of Civil rights ensures that applicants requesting certified DBE status adequately demonstrate that they are members of a socially and economically disadvantaged group listed in *49 CFR §26.67* and that the firm which they control is an existing small business as defined by the Small Business Administration (SBA) standards. In addition, the bidder/offeror must submit the required application and a signed and notarized statement of personal net worth with appropriate supporting documentation.

Applications forms for certification as a DBE and a directory of certified DBE firms are available at the Caltrans Office of Civil Rights web page, <http://www.dot.ca.gov/hq/bep/>.

9.02 Certification Appeals

In the event Santa Cruz METRO propose removing a DBE's certification, Santa Cruz METRO will coordinate with the Caltrans Office of Civil Rights and follow procedures consistent with *49 CFR §26.87*.

***If a firm's request for certification is denied or a firm is decertified, it may not reapply for certification through Caltrans until twelve months have elapsed from the initial action.**

Any firm or complainant may appeal the decision in a certification matter to the US Department of Transportation. Such appeals may be sent to:

**Department of Transportation
Office of Civil Rights
1200 New Jersey Avenue, SE
Washington, DC 20590**

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SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

METRO will promptly implement any DOT certification appeal decisions affecting the eligibility of DBEs for our DOT-assisted contracting (e.g., certify a firm if DOT has determined that the denial of its application or the de-certification was erroneous).

9.03 Recertification Procedures

METRO will review the eligibility of DBEs that METRO certified under former part 23. METRO will compare its list of previously certified DBEs with the Caltrans vendor directory to verify that a DBE firm meets the standards of Subpart D of 49 CFR Part 26. For vendors not currently listed in the Caltrans DBE vendor directory, METRO will contact the vendor and request that they pursue certification through Caltrans or that they provide evidence of a current certification established by another California DOT recipient or by the Small Business Administration under the SBA 8(a) or small and disadvantaged business program (SDB).

9.04 Certification Affidavits and Notices of Change

- A. METRO requires all DBEs to provide a written affidavit of any change in its circumstances affecting its ability to meet size, disadvantaged status, ownership or control criteria of *49 CFR Part 26* or of any material changes in the information provided with the current certification while participating in DOT-assisted procurement with the Santa Cruz METRO.
- B. Santa Cruz METRO will require owners of certified DBEs under contract to METRO for DOT-assisted procurement to present, on the anniversary date of their certification, a “no change” affidavit meeting the requirements of *49 CFR §26.83(j)*. The text of this affidavit is the following:

I swear (or affirm) that there have been no changes in the circumstances of NAME of DBE firm affecting its ability to meet the size, disadvantaged status, ownership, or control requirements of 49 CFR part 26. There have been no material changes in the information provided with NAME of DBE firm 's application for certification, except for any changes about which you have provided written notice to the California Department of Transportation Office of Civil Rights under §26.83(i). NAME of DBE firm meets Small Business Administration (SBA) criteria for being a small business concern and its average annual gross receipts (as defined by SBA rules) over the firm's previous three fiscal years do not exceed \$22.41 million.

- C. Santa Cruz METRO requires DBEs to submit documentation of the firm's size and gross receipts along with the required affidavit.
- D. Santa Cruz METRO will notify certified DBE firms contracting with Santa Cruz METRO in DOT-assisted procurements of these obligations in August of each year after the new DBE goals have been established. This notification will inform DBEs that in order to submit the “no change” affidavit, their owners must affirm that they

Attachment A

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

meet all regulatory requirements of part 26, including personal net worth limitations. Likewise, if a firm's owner knows or should know that he/she, or the firm, fails to meet an eligibility requirement (e.g., personal net worth) under *49 CFR Part 26*, the obligation to submit a notice of change applies.

X. Information Collection and Reporting

10.01 Bidders List Records

Santa Cruz METRO will create and maintain a Bidders List. The purpose of the list is to provide Santa Cruz METRO as accurate data as possible about the universe of DBE and Non-DBE contractors and subcontractors who seek to work on federally assisted contracts for use in helping Santa Cruz METRO set overall goals. Santa Cruz METRO will obtain the following information about DBE and Non-DBE contractors and subcontractors who seek to work on Santa Cruz METRO's federally-assisted contracts:

- A. Firm names;
- B. Firm address;
- C. Firm's status as a DBE or non-DBE;
- D. Age of the firm; and
- E. The annual gross receipts of the firm. Santa Cruz METRO will obtain this information by asking each firm to indicate into what gross receipts bracket they fit (e.g., less than \$500,000; \$500,000-\$1million; \$1-2 million; \$2-5 million; etc) rather than requesting an exact figure from the firm.

10.02 Reporting to DOT

Santa Cruz METRO will continue to provide data about its DBE program to the DOT as directed by the DOT operating administrations. Santa Cruz METRO will report DBE participation to DOT on a quarterly basis using DOT Form 4630. These reports will reflect payments actually made to DBEs on DOT-assisted contracts.

10.03 Confidentiality

Santa Cruz METRO will safeguard from disclosure to third parties information that may reasonably be regarded as confidential business information, consistent with Federal, state, and local law. As allowed by Federal and State law, Santa Cruz METRO will not release personal financial information submitted in response to the personal net worth requirement to a third party (other than DOT) without the written consent of the submitter.

XI. Administration of Regulation

11.01 Santa Cruz METRO will integrate this Policy into its Policies and Procedures.

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11.02 Each METRO Department Manager is responsible to administer within his/her department the DBE Program in accordance with this policy. Additionally, each Contract Administrator shall ensure that the contracts that he/she is responsible are administered and managed in accordance with METRO's DBE Program.

XII. Appendices

- A. Annual Commitment Statement(s)
- B. DBE Program Summary
- C. Santa Cruz METRO's Organization Chart
- D. Minority-Owned Financial Institutions in California
- E. Santa Cruz METRO's DBE Goal for FFY12 – FFY14
- F. California Unified Certification Program for Disadvantaged Business Enterprise (DBE)

Attachment A

Santa Cruz Metropolitan Transit District Disadvantaged Business Enterprise Program 49 CFR 26 Policy Statement

The Santa Cruz Metropolitan Transit District (Santa Cruz METRO) has established a Disadvantaged Business Enterprise (DBE) Program in accordance with regulations of the U.S. Department of Transportation (DOT) 49 CFR 26. Santa Cruz METRO has received Federal financial assistance from the DOT, and as a condition of receiving this assistance, the Santa Cruz METRO has signed an assurance that it will comply with 49 CFR Part 26.

It is the policy of the Santa Cruz METRO to ensure that DBEs as defined in part 26, have an equal opportunity to receive and participate in DOT-assisted contracts. It is also Santa Cruz METRO's Policy:

1. To ensure nondiscrimination in the award and administration of DOT-assisted contracts;
2. To create a level playing field on which DBEs can compete fairly for DOT-assisted contracts;
3. To ensure that the DBE Program is narrowly tailored in accordance with applicable law;
4. To ensure that only firms that fully meet 49 CFR Part 26 eligibility standards are permitted to participate as DBEs;
5. To help remove barriers to the participation of DBEs in DOT assisted contracts;
6. To assist the development of firms that can compete successfully in the market place outside the DBE Program.

The General Manager has been delegated as the DBE Liaison Officer. In that capacity, the General Manager is responsible for implementing all aspects of the DBE program. Implementation of the DBE Program is accorded the same priority as compliance with all other legal obligations incurred by Santa Cruz METRO in its financial assistance agreements with the DOT.

Santa Cruz METRO has disseminated this policy statement to the Santa Cruz METRO Board of Directors and all of the components of the organization. Santa Cruz METRO has distributed this statement to DBE and non-DBE business communities that perform work for Santa Cruz METRO on DOT-assisted contracts by an inclusion in legal advertisements for all procurements.

Leslie R. White, General Manager

Date

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Federal Disadvantaged Business Enterprise (DBE) Program

The Santa Cruz Metropolitan Transit District (Santa Cruz METRO) has established a Disadvantaged Business Enterprise (DBE) program in accordance with the regulations of the U.S. Department of Transportation (USDOT). The program purpose is to ensure that DBEs have an equal opportunity to participate in USDOT assisted contracts.

Program guidelines and procedures help to ensure that DBEs have equal opportunity to compete for contracts, subcontracts, and agreements in the award and administration of USDOT assisted contracts.

Additional program objectives include:

- Ensure nondiscrimination in the award of USDOT assisted contracts.
- Create a level playing field on which DBEs can compete fairly for USDOT assisted contracts.
- Ensure that a firm meets federal eligibility standards (*49 CFR Part 26*) prior to participation in the DBE Program.
- Assist in identifying and removing barriers to participation for DBEs in federally assisted contracts.
- Assist in the development of Disadvantaged Business Enterprises, in order to increase their competitiveness in the market place.

How to participate:

Firms seeking to be certified as a Disadvantaged Business Enterprise (DBE) should contact the state of California Office of Business and Economic Opportunity.

http://www.dot.ca.gov/hq/bep/business_forms.htm

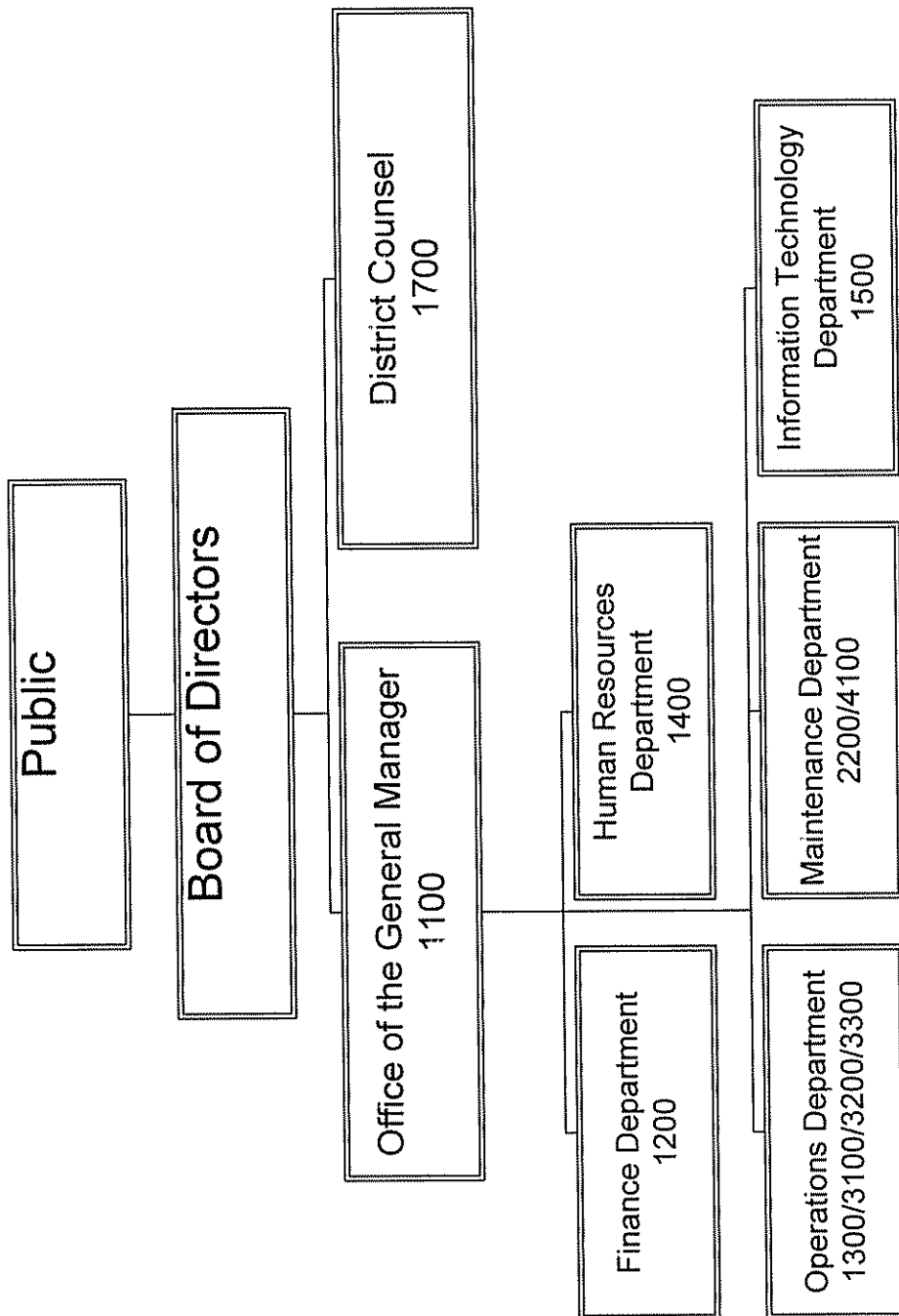
Firms may also contact:

The Santa Clara Valley Transportation Authority (VTA), Office of Small and Disadvantaged Businesses in San Jose, California for information on the eligibility criteria, instructions and certification materials. Their offices are located at 3331 N. First St., Bldg. A, San Jose, CA 95134, or they can be reached at (408) 321-5962.

*If your firm has its principal place of business in another state and is currently certified in that state, please contact the California Department of Transportation (DOT).

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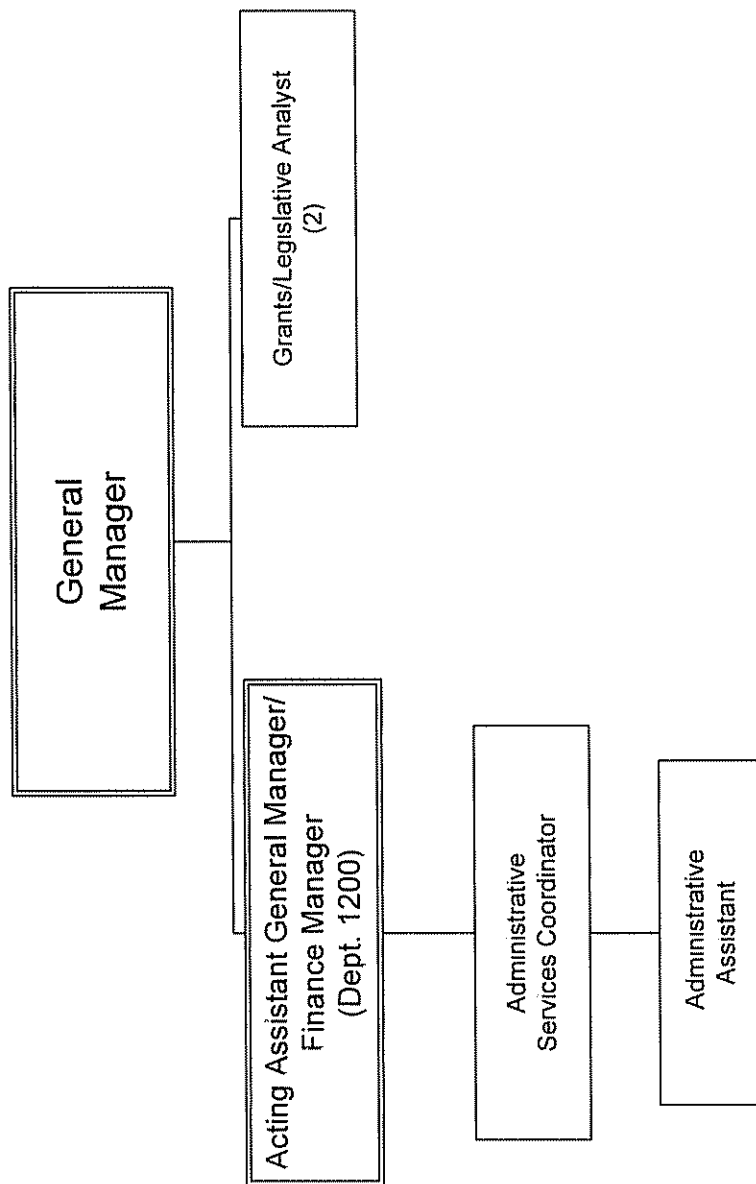
Santa Cruz Metropolitan Transit District



See Budget for details

Attachment A

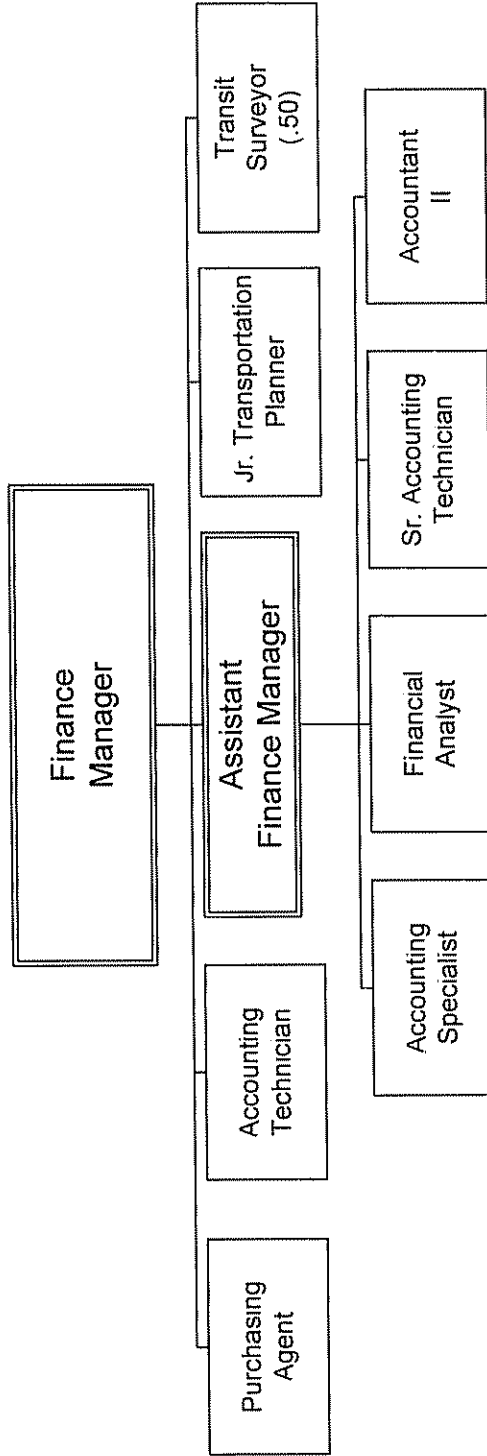
Office of the General Manager 1100



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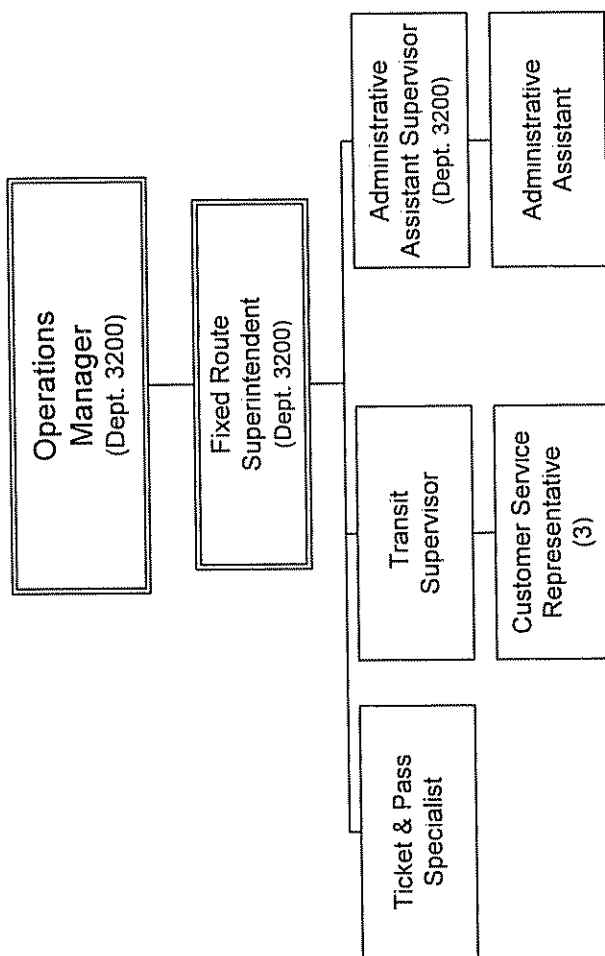
Finance Department 1200



See budget for details

Attachment A

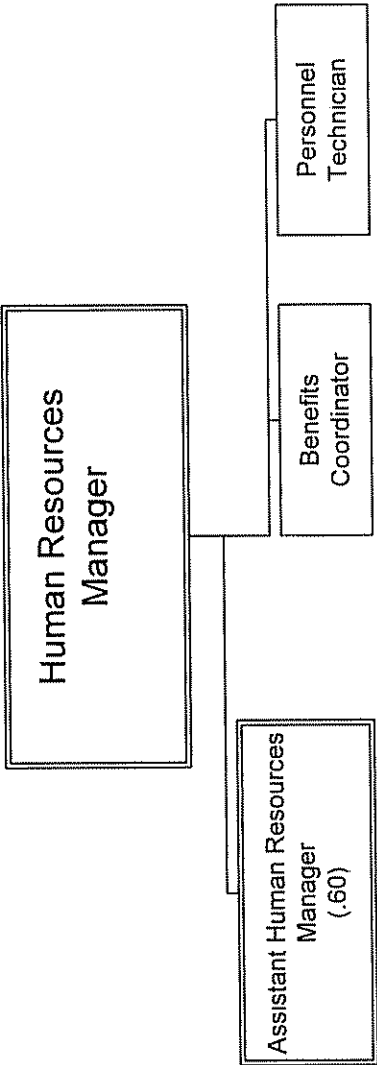
Customer Service 1300



See Budget for details

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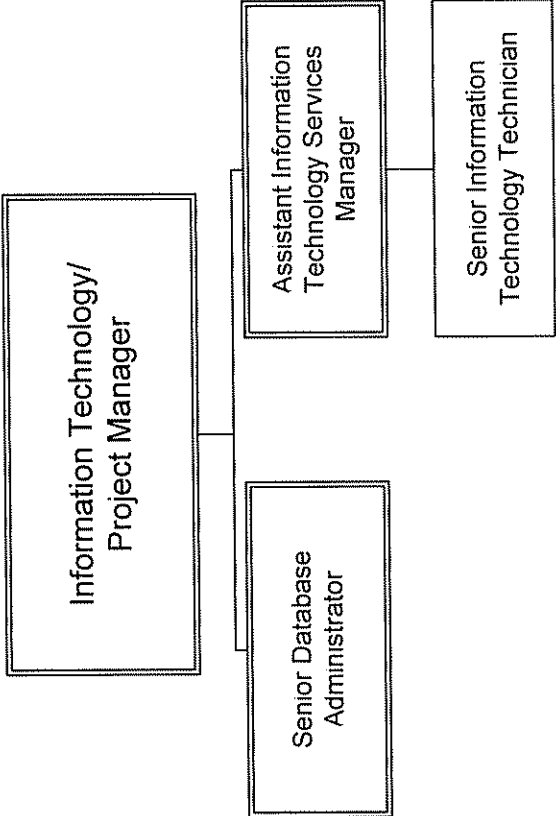
Human Resources Department 1400



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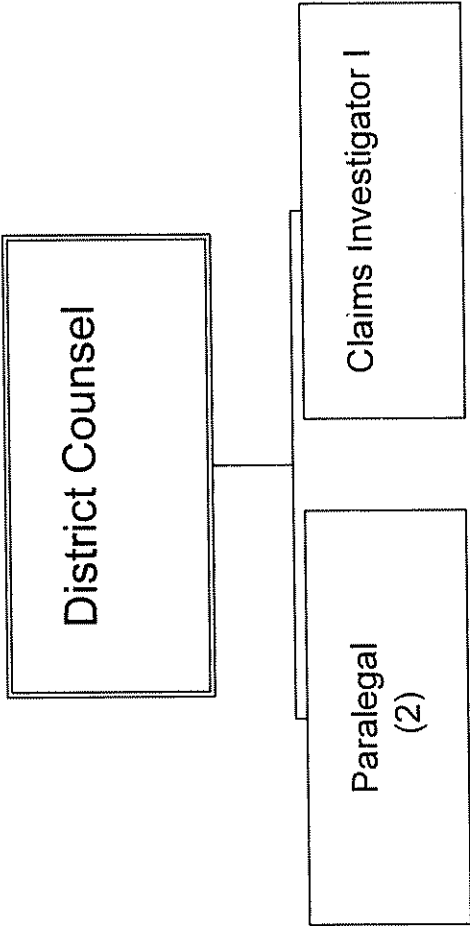
Information Technology Services Department 1500



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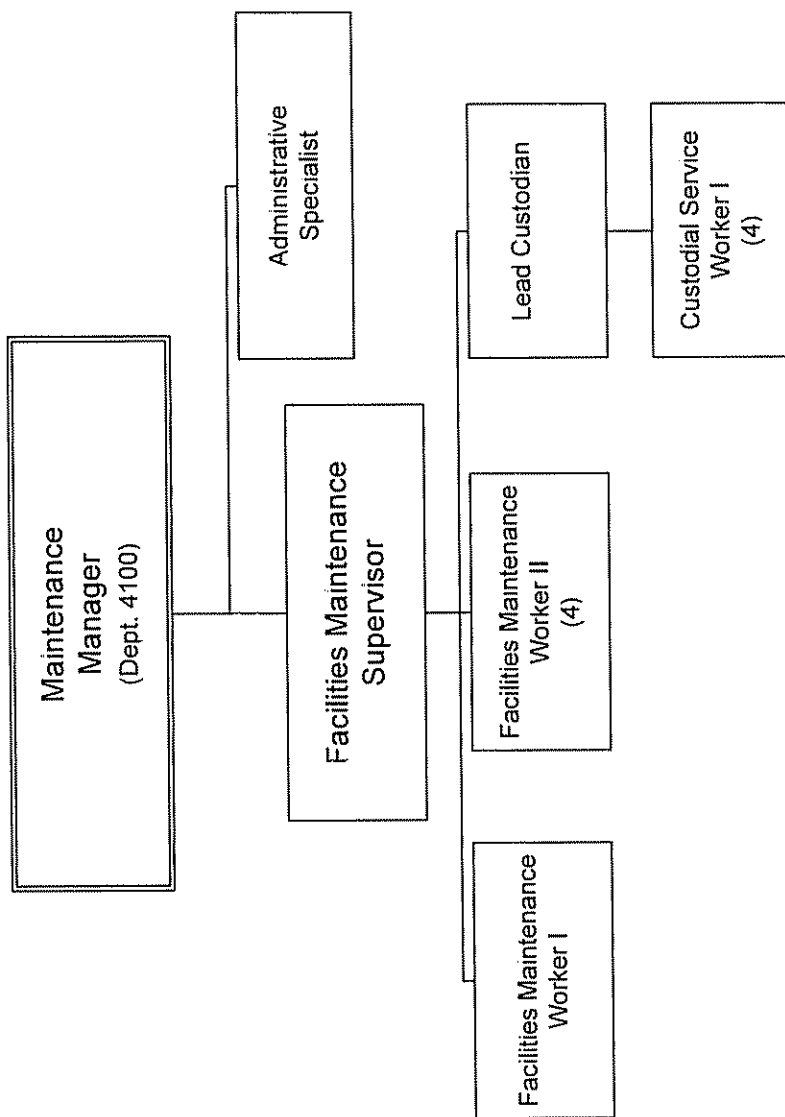
Office of District Counsel
1700



See Budget for details

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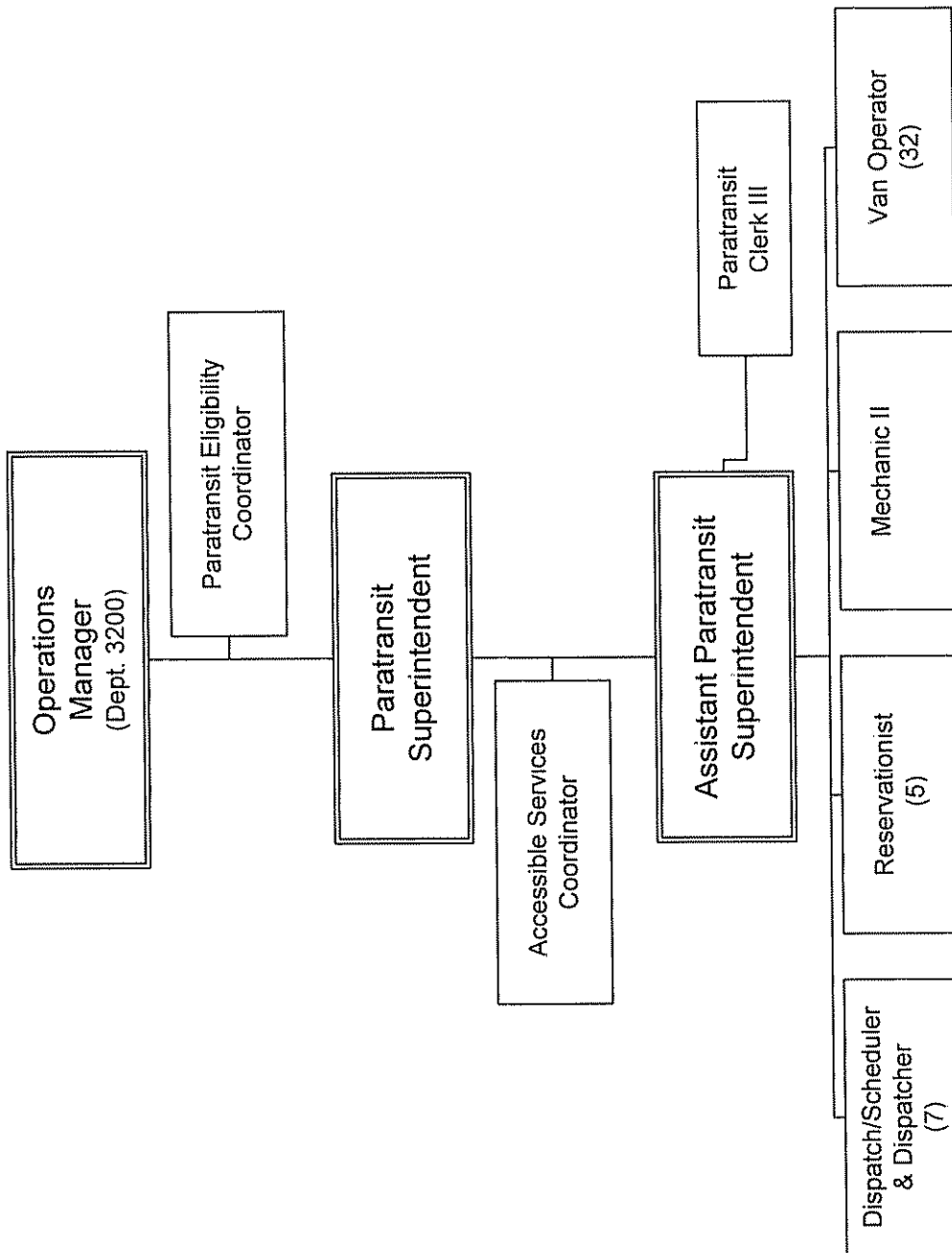
Facilities Maintenance 2200



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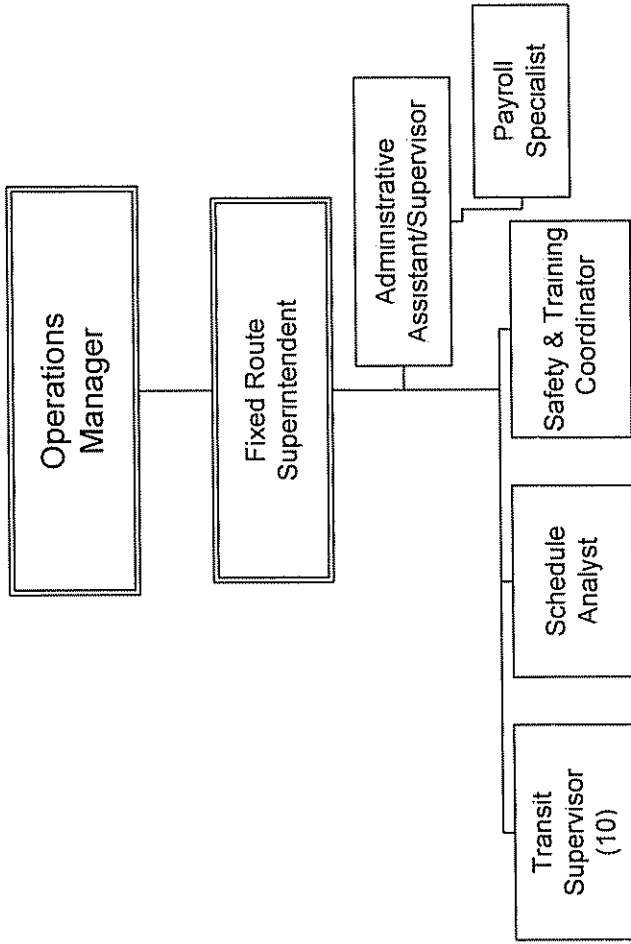
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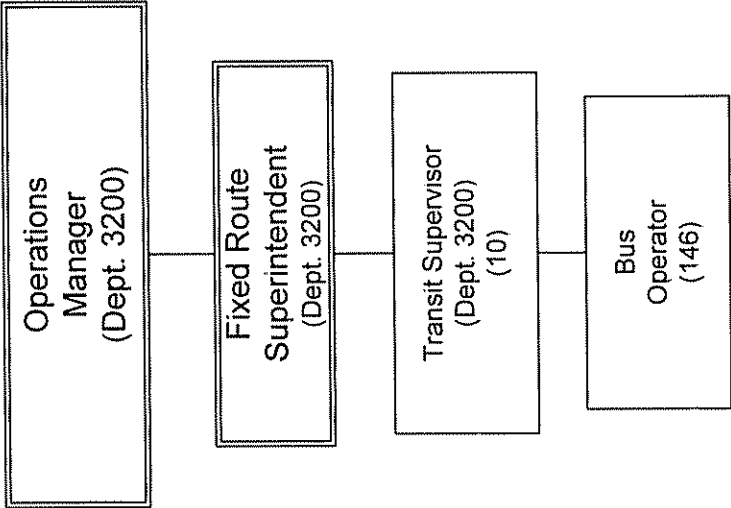
Operations Department 3200



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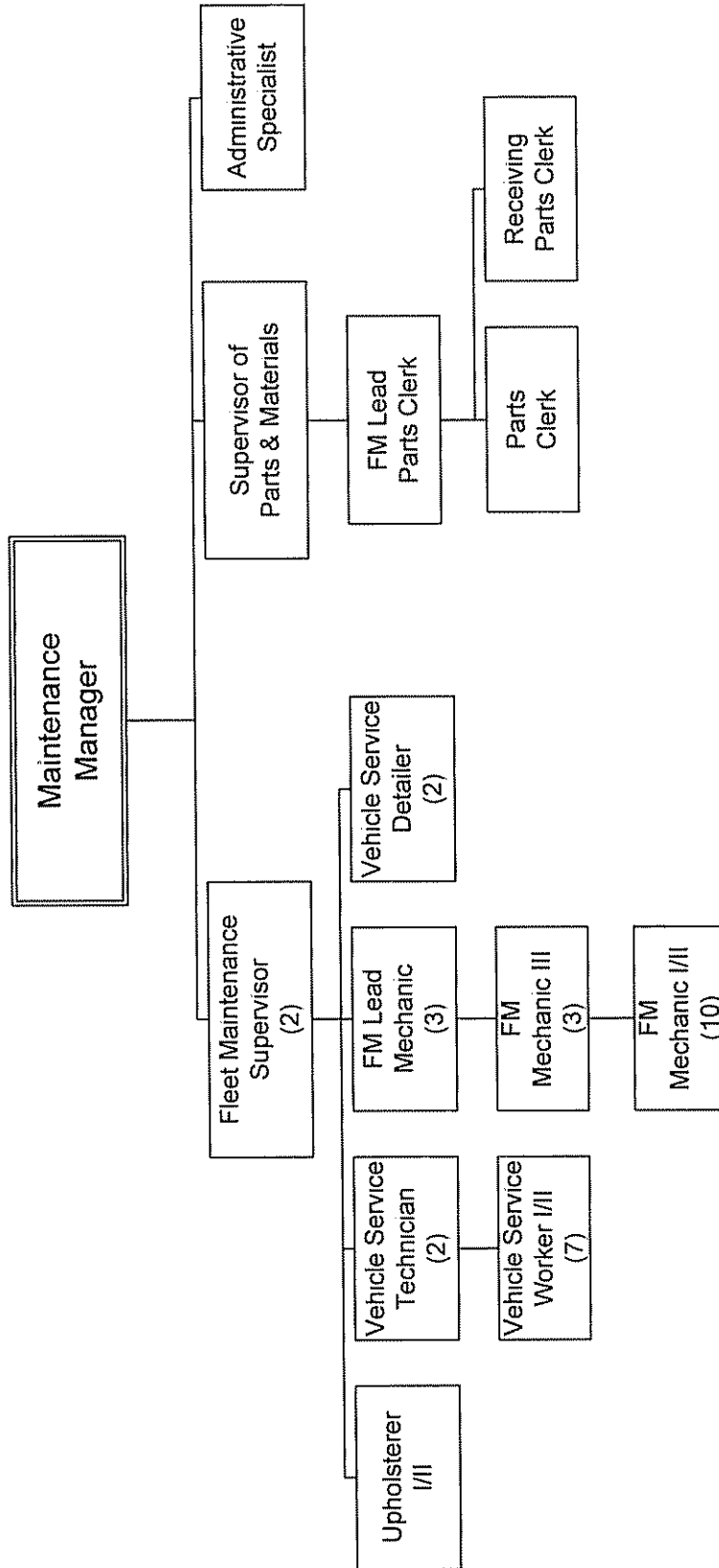
Bus Operators Department 3300



See Budget for details

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Fleet Maintenance 4100



See Budget for details

Attachment A

Federal Reserve Statistical Release



Minority-Owned Banks

Release dates

Current release *Other formats* [ASCII](#) | [PDF \(51 KB\)](#)

MINORITY OWNED FINANCIAL INSTITUTIONS and THEIR BRANCHES as of September 30, 2011
 SORTED by STATE - (Assets and Deposits in Thousands)

Bank/Branch Name	Location	ID	Chr Class	Ent Type	BHC Name	Min Cd	Minority Ownership Dt	Established Dt	Assets	Deposits
ALAMERICA BK	BIRMINGHAM, AL	2877484	207	NMB	ALAMERICA BANCCORP	1	2002-10-24	2000-01-28	\$33,770	\$20,221
COMMONWEALTH NB	MOBILE, AL	578237	117	NAT	CNB BC	1	1976-02-19	1976-02-19	\$68,021	\$61,473
COMMONWEALTH NB , CRICHTON BR	MOBILE, AL	2627812					1999-07-09	1997-11-01		
COMMONWEALTH NB , DOWNTOWN BR	MOBILE, AL	4231521					2009-05-21	2009-05-21		
COMMONWEALTH NB , WILSON AVE BR	PRICHARD, AL	2314943					1995-06-16	1995-06-16		
FIRST TUSKEGEE BK	TUSKEGEE, AL	1897168	207	NMB	BIRTHRIGHT	1	1991-10-12	1991-10-12	\$66,726	\$57,357
FIRST TUSKEGEE BK , DOWNTOWN BR	MONTGOMERY, AL	2400378					1996-01-09	1996-01-09		
FIRST TUSKEGEE BK , EASTDALE CIRCLE BR	MONTGOMERY, AL	3600009					2007-04-30	2007-04-30		
SLOCOMB NB	SLOCOMB, AL	244037	117	NAT	SNB HOLD	5	2002-01-02	1905-10-01	\$73,957	\$63,527
SLOCOMB NB , DOTHAN BR	DOTHAN, AL	3642399					2007-03-12	2007-03-12		
AMERICAN PLUS BK NA	ARCADIA, CA	3623110	117	NAT		20	2008-11-01	2007-08-08	\$190,973	\$149,037
AMERICAN PLUS BK NA , ROWLAND HEIGHTS BR	ROWLAND HEIGHTS, CA	4094173					2009-08-15	2009-08-15		
AMERICAS UNITED BK	GLENDALE, CA	3488980	207	NMB		10	2007-01-11	2006-11-06	\$101,954	\$76,564
ASIAN PACIFIC NB	SAN GABRIEL, CA	1462986	117	NAT		20	2004-02-03	1990-07-25	\$51,997	\$43,576
ASIAN PACIFIC NB , ROWLAND HGTS RGNI OFF	ROWLAND HEIGHTS, CA	2641854					2004-02-03	1997-12-03		
BANK OF THE ORIENT	SAN FRANCISCO, CA	777366	217	SMB	ORIENT BC	20	1992-09-22	1971-03-17	\$579,523	\$480,397
BANK OF THE ORIENT , BANK OF THE ORIENT XIAMEN BR	XIAMEN, 0	778961					1992-09-22	1987-04-17		
BANK OF THE ORIENT , HONOLULU	HONOLULU, HI	2988746					2000-10-14	2000-10-14		

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DOWNTOWN BR											
BANK OF THE ORIENT , HONOLULU MANOA BR	HONOLULU, HI	967064					2000-10-14	1982-05-10			
BANK OF THE ORIENT , HONOLULU MAUNAKEA BR	HONOLULU, HI	3967382					2009-09-21	2009-09-21			
BANK OF THE ORIENT , MILLBRAE BR	MILLBRAE, CA	2961682					1999-11-15	1999-11-15			
BANK OF THE ORIENT , OAKLAND BR	OAKLAND, CA	779463					1992-09-22	1981-02-05			
BANK OF THE ORIENT , SAN FRANCISCO CHINATOWN BR	SAN FRANCISCO, CA	776864					1992-09-22	1972-12-01			
BANK OF THE ORIENT , SAN FRANCISCO CLEMENT & 6TH BR	SAN FRANCISCO, CA	210368					1992-09-22	1975-02-26			
BANK OF THE ORIENT , SAN FRANCISCO IRVING ST BR	SAN FRANCISCO, CA	2543556					1997-02-24	1997-02-24			
BANK OF WHITTIER NA	WHITTIER, CA	209362	117	NAT	GREATER PACIFIC BSHRS	20	2011-01-19	1982-12-20	\$48,588	\$39,951	
BORREGO SPRINGS BK NA	LA MESA, CA	962265	117	NAT	AMERICAN HERITAGE HOLD	30	1996-12-24	1982-11-01	\$133,761	\$117,818	
BORREGO SPRINGS BK NA , BORREGO SPRINGS BR	BORREGO SPRINGS, CA	3512045					1997-05-05	1997-05-05			
BORREGO SPRINGS BK NA , LA MESA BR	LA MESA, CA	3682911					2007-06-30	2007-06-30			
BORREGO SPRINGS BK NA . VIEJAS BR	ALPINE, CA	2704722					1998-05-13	1998-05-13			
CIRCLE BK	NOVATO, CA	1436473	207	NMB		5	2006-11-15	1990-01-22	\$315,708	\$234,030	
CIRCLE BK , CORTE MADERA BR	CORTE MADERA, CA	4276513					2011-04-07	2011-04-07			
CIRCLE BK . NOE VALLEY BR	SAN FRANCISCO, CA	4185110					2009-06-30	2009-06-30			
CIRCLE BK , PETALUMA BR	PETALUMA, CA	3522062					2006-11-15	2005-06-30			
CIRCLE BK . SAN RAFAEL BR	SAN RAFAEL, CA	3522053					2006-11-15	2005-06-30			
CIRCLE BK . SANTA ROSA BR	SANTA ROSA, CA	3553758					2006-12-13	2006-12-13			
COMMUNITY CMRC BK	CLAREMONT, CA	299868	207	NMB		10	2002-07-31	1976-10-01	\$329,420	\$256,792	
COMMUNITY CMRC BK , MONTEREY PARK BR	MONTEREY PARK, CA	3516119					2005-06-30	2005-06-30			
COMMUNITY CMRC BK . OCEANSIDE BR	OCEANSIDE, CA	577865					2002-07-31	1980-09-01			

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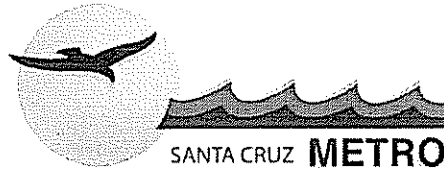
COMMUNITY CMRC BK , OLYMPIC BR	LOS ANGELES, CA	1369049				2002-07-31	1985-04-01		
COMMUNITY CMRC BK , TUSTIN BR	TUSTIN, CA	515661				2002-07-31	1978-06-01		
COMMUNITY CMRC BK , WOODLAND HILLS BR	WOODLAND HILLS, CA	392862				2002-07-31	1979-11-01		
EASTERN INTL BK	LOS ANGELES, CA	206772	207	NMB		20	1990-06-29	1985-02-27	\$124,060 \$108,846
EASTERN INTL BK , LOS ANGELES BR	ALHAMBRA, CA	1462445					1990-06-29	1990-06-29	
EVERGREEN INTL BK	LONG BEACH, CA	3598218	207	NMB		20	2007-06-01	2007-05-07	\$41,005 \$30,653
FIRST CHOICE BK	CERRITOS, CA	3374878	207	NMB		20	2006-10-18	2005-08-18	\$232,422 \$200,936
FIRST CHOICE BK , ALHAMBRA BR	ALHAMBRA, CA	4201681					2009-12-31	2009-12-31	
FIRST GEN BK	ROWLAND HEIGHTS, CA	3386264	207	NMB		20	2009-03-12	2005-10-13	\$510,810 \$448,933
FIRST GEN BK , ARCADIA BR	ARCADIA, CA	3628450					2009-03-12	2006-06-30	
FIRST GEN BK , ARCADIA HUNTINGTON BR	ARCADIA, CA	3175619					2011-02-01	2003-07-07	
FIRST GEN BK , IRVINE BR	IRVINE, CA	4224260					2010-12-08	2010-12-08	
FIRST GEN BK , ROSEMEAD BR	ROSEMEAD, CA	613464					2011-08-24	1982-12-09	
FIRST GEN BK , SAN GABRIEL BR	SAN GABRIEL, CA	4363002					2011-06-30	2011-06-30	
METRO UNITED BK	SAN DIEGO, CA	1864601	207	NMB	METROCORP BSHRS	20	1993-07-23	1991-05-15	\$388,986 \$315,577
METRO UNITED BK , CITY OF IND METRO UNITED BR	CITY OF INDUSTRY, CA	3683084					2007-06-30	2007-06-30	
METRO UNITED BK , IRVINE BR	IRVINE, CA	2607878					1997-05-28	1997-05-28	
METRO UNITED BK , LOS ANGELES BR	ALHAMBRA, CA	2818599					1999-06-01	1999-06-01	
METRO UNITED BK , SAN DIEGO CLAIRMONT MESA BR	SAN DIEGO, CA	3629998					2006-06-30	2006-06-30	
METRO UNITED BK , SAN FRANCISCO VAN NESS BR	SAN FRANCISCO, CA	3683093					2007-06-30	2007-06-30	
METRO UNITED BK , SAN MATEO NORTHERN CA BR	SAN MATEO, CA	3683105					2007-06-30	2007-06-30	
METROPOLITAN BK	OAKLAND, CA	534466	207	NMB	MET FC	20	1986-06-09	1983-09-01	\$141,614 \$117,450
METROPOLITAN BK , OAKLAND CHINATOWN BR	OAKLAND, CA	2607823					1997-07-01	1997-07-01	
METROPOLITAN BK , SAN FRANCISCO BR	SAN FRANCISCO, CA	2099370					1993-09-18	1993-09-18	

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METROPOLITAN BK . SAN JOSE BR	SAN JOSE, CA	1189014					1988-05-02	1988-05-02		
MISSION NB	SAN FRANCISCO, CA	519360	117	NAT	MNB HC	20	1982-02-16	1982-02-16	\$193,274	\$170,884
MISSION NB . BERKELEY ELMWOOD BR	BERKELEY, CA	1451878					1990-05-19	1990-05-19		
MISSION NB . SAN FRANCISCO MISSION ST BR	SAN FRANCISCO, CA	3243769					2004-02-09	2004-02-09		
NEW OMNI BK NA	ALHAMBRA, CA	300063	117	NAT		20	1980-04-11	1980-02-12	\$184,053	\$155,835
NEW OMNI BK NA , ALHAMBRA BR	ALHAMBRA, CA	3630387					2006-06-30	2006-06-30		
NEW OMNI BK NA . MONTEREY PARK BR	MONTEREY PARK, CA	1892686					1991-09-13	1991-09-13		
NEW OMNI BK NA , ROWLAND HGTS BR	ROWLAND HEIGHTS, CA	302160					1983-04-12	1983-04-12		
NEW OMNI BK NA , SAN JOSE BR	SAN JOSE, CA	1999428					1992-09-08	1992-09-08		
PACIFIC ALI BK	ROSEMEAD, CA	3546862	207	NMB		20	2007-10-04	2006-12-27	\$108,521	\$91,214
PACIFIC CMRC BK	LOS ANGELES, CA	3143805	217	SMB		20	2006-09-15	2002-10-10	\$175,509	\$156,520
PACIFIC CMRC BK , WEST LOS ANGELES OFF	LOS ANGELES, CA	3392117					2006-09-15	2005-09-30		
PAN AMER BK	LOS ANGELES, CA	641364	207	NMB		10	1971-07-01	1971-07-01	\$41,825	\$39,867
PAN AMER BK , LOS ANGELES WHITTIER BR	LOS ANGELES, CA	751160					1981-11-02	1968-04-22		
PAN AMER BK , SANTA ANA MAIN BR	SANTA ANA, CA	1922855					1981-11-02	1981-11-02		
PREMIER BUS BK	LOS ANGELES, CA	3459346	207	NMB		20	2006-11-15	2006-07-25	\$94,040	\$78,362
PROMERICA BK	LOS ANGELES, CA	3462074	207	NMB		10	2007-01-11	2006-11-07	\$130,078	\$106,635
SAEHAN BK	LOS ANGELES, CA	1865680	207	NMB	SAEHAN BC	20	2004-02-26	1991-06-12	\$562,945	\$477,827
SAEHAN BK . FULLERTON BR	BUENA PARK, CA	2757764					2004-02-26	1998-11-12		
SAEHAN BK , GARDENA BR	TORRANCE, CA	3473276					2006-06-26	2006-06-26		
SAEHAN BK . IRVINE BR	IRVINE, CA	3590669					2007-01-22	2007-01-22		
SAEHAN BK , LA CRESCENTA BR	LA CRESCENTA, CA	2950499					2004-02-26	2000-09-12		
SAEHAN BK . LOS ANGELES DOWNTOWN BR	LOS ANGELES, CA	2455211					2004-02-26	1996-04-12		
SAEHAN BK , LOS ANGELES WILSHIRE BR	LOS ANGELES, CA	3167427					2004-02-26	2001-11-13		

SAEHAN BK , OL YMPIC BR	LOS ANGELES, CA	3778364					2008-04-29	2008-04-29		
SAEHAN BK , ROWLAND HG TS BR	ROWLAND HEIGHTS, CA	2950501					2004-02-26	2000-09-22		
SAEHAN BK , TORRANCE BR	TORRANCE, CA	3322329					2005-01-20	2005-01-20		
SAEHAN BK , WESTERN OFF	LOS ANGELES, CA	2896328					2004-02-26	2000-03-13		
SAIGON NB	WESTMINSTER, CA	3394380	117	NAT		20	2006-10-10	2005-11-30	\$55,211	\$45,029
NATIVE AMER BK NA	DENVER, CO	664653	117	NAT	NATIVE AMER BC CO	30	1987-07-27	1987-07-27	\$80,996	\$71,974
NATIVE AMER BK NA , BROWNING BR	BROWNING, MI	3591769					2007-04-02	2007-04-02		
COMMUNIT Y'S BK	BRIDGEPORT, CT	2914905	207	NMB	URBAN FNCL GRP	1	2005-03-22	2001-02-24	\$38,639	\$31,048
CONTINENTAL NB OF MIAMI	MIAMI, FL	837037	117	NAT	CONTINENTAL BC	10	1974-05-10	1974-05-10	\$292,719	\$266,802
CONTINENTAL NB OF MIAMI , BIRD RD BR	MIAMI, FL	1157161					1986-09-22	1986-09-22		
CONTINENTAL NB OF MIAMI , DOWNTOWN BR	MIAMI, FL	988331					1981-09-08	1981-09-08		
CONTINENTAL NB OF MIAMI , HIALEAH BR	HIALEAH, FL	927732					1984-09-05	1984-09-05		
CONTINENTAL NB OF MIAMI , SWEETWATER BR	SWEETWATER, FL	836535					1982-01-26	1982-01-26		
CONTINENTAL NB OF MIAMI , WALMART/HIALEAH GDNS BR	HIALEAH GARDENS, FL	3139910					2000-10-20	2000-10-20		
GREAT EASTERN BK OF FL	MIAMI, FL	2145389	207	NMB		20	2006-09-15	1994-01-20	\$59,650	\$52,328
GREAT EASTERN BK OF FL , NORTH MIAMI BEACH BR	NORTH MAIMI BEACH, FL	3643800					2007-01-01	2007-01-01		
INTERAMERICAN BK FSB	MIAMI, FL	221775	107	FSB		10	1988-12-31	1976-01-01	\$252,523	\$218,168
INTERAMERICAN BK FSB , HIALEAH BR	HIALEAH, FL	4168328					2008-06-30	2008-06-30		
INTERAMERICAN BK FSB , KENDALL BR	MIAMI, FL	4168319					2008-06-30	2008-06-30		
INTERAMERICAN BK FSB , WEST MIAMI BR	WEST MIAMI, FL	4168300					2008-06-30	2008-06-30		
INTERAMERICAN BK FSB , WEST PALM BEACH BR	PALM SPRINGS, FL	4168298					2008-06-30	2008-06-30		
URBAN TR BK	ORLANDO, FL	408875	107	FSB		1	1988-12-31	1962-01-01	\$576,808	\$470,252
URBAN TR BK , GIBSONTON WAL-MART BR	GIBSONTON, FL	4171467					2008-06-30	2008-06-30		

Attachment A



Santa Cruz Metropolitan Transit District

**Disadvantaged Business Enterprise (DBE) Program
FFY12 – FFY14 Goal**

May 9, 2011

7.a40

Attachment A



PUBLIC NOTICE

DISADVANTAGED BUSINESS ENTERPRISE

GOAL FOR FEDERAL FISCAL YEARS 2012-2014(FFY12-FFY14)

Notice is hereby given that the Santa Cruz Metropolitan Transit District (Santa Cruz METRO) is proposing a Disadvantaged Business Enterprise (DBE) goal of **1.54%** for U.S. Department of Transportation assisted contracts for FFY12-FFY14. This goal has been set based upon information currently available. As part of this program, Santa Cruz METRO must establish a goal for DBE participation in all new contracts that are eligible to be funded with federal funds. A DBE firm is defined as a for-profit "small business concern" that is at least 51 percent owned and controlled by one or more socially and economically disadvantaged individuals. California DBE firms are certified as such through the California United Certification Program (UCP).

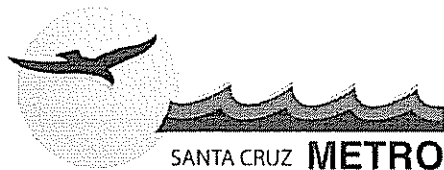
It is the policy of Santa Cruz METRO to ensure nondiscrimination on the basis of race, color, sex, national origin, disability and/or sexual orientation in the award and administration of DOT-assisted contracts. It is the intention of Santa Cruz METRO to create a level playing field on which DBEs can compete fairly for DOT-assisted contracts.

The rationale for this goal and supporting information regarding Santa Cruz METRO's DBE Program will be available for public inspection at Santa Cruz METRO's Administrative Offices, 110 Vernon Street, Santa Cruz, CA 95060. These documents are available for inspection from 8 am to 5 pm, Monday through Friday, from May 9, 2011 through June 23, 2011 at the above address, on METRO's website www.scmttd.com and at the Santa Cruz Central Branch Library, 224 Church Street, Santa Cruz, CA 95060 and the Watsonville Main Library, 275 Main Street, Watsonville, CA 95076, during regular library hours.

Santa Cruz METRO and the Federal Transit Administration will accept written comments on Santa Cruz METRO's proposed DBE goal and its rationale for 45 days from the date of this notice. Comments should be submitted to Angela Aitken, Acting Assistant General Manager and Finance Manager, at the address listed above, or by email: DBE@scmttd.com or to the Federal Transit Administration, Civil Rights Office, Region IX, 201 Mission Street, Suite 1650, San Francisco, CA 94105.

Santa Cruz METRO will hold a Public Hearing on its FFY12-FFY14 DBE goal at 9:00 am on June 24, 2011 at the Santa Cruz City Council Chambers at 809 Center Street, Santa Cruz, CA 95060. Members of the public may address Santa Cruz METRO's Board of Directors at this meeting.

Attachment A



Methodology For Calculating the Proposed DBE Goal for Federal Fiscal Year 2012 – Federal Fiscal Year 2014 (FFY12-FFY14)

Santa Cruz Metropolitan Transit District (Santa Cruz METRO) is proposing an overall Disadvantaged Business Enterprise (DBE) goal of 1.54% for U.S. Department of Transportation, Federal Transit Administration (FTA) assisted contracts in federal fiscal years 2012 – 2014 (FFY12-FFY14). The FTA requires that any recipient of more than \$250,000 in FTA funds annually must have a DBE goal. Santa Cruz METRO will receive approximately \$5 million in FTA funding in FFY12 and will set a DBE goal as it has for more than 20 years.

The FTA recently shifted from a requirement to calculate annually the DBE goal to calculating it every three years. Santa Cruz METRO complied with the requirement to calculate an annual goal through FFY11 and will shift to a three-year goal with the FFY12-FFY14 goal. Since Santa Cruz METRO's future budgets are uncertain at this time due to possible service reductions, fare increases and staffing modifications, the type and amount of contracted work may change in the outer years. Staff calculated the three-year DBE goal based upon its known FY12 budget. Santa Cruz METRO will adjust its DBE goal, if necessary, when future budgets are known.

The Code of Federal Regulations, Title 49 Section 26 (49 CFR 26) describes several methods to calculate a DBE goal. The method staff chose to obtain Santa Cruz METRO's FFY12-FFY14 goal specifies that a simple percentage of DBE vendors in the contracted types of work be weighted by the proportion of total contract opportunities in that type of work as shown in the overall budget to determine a base goal. The base goal is to be further adjusted, as appropriate, to reflect the recipient's actual experience or other qualifying factors to narrowly tailor the goal to market conditions. The final goal is expressed as both the percentage and the amount of federal dollars in DBE contract opportunities.

To calculate Santa Cruz METRO's proposed DBE Goal for FFY12-FFY14, staff used data from Santa Cruz METRO's FY12 budget, the latest (2008) US Bureau of Census County Business Patterns (CBP) database and the California Department of Transportation (Caltrans) database of all statewide, certified DBE vendors. Both the CBP and Caltrans DBE vendor database offer vendor groupings according to the type of work they perform as categorized by the North American Industry Classification System (NAICS), which provides a two to six-digit number corresponding to every known type of work performed by businesses in North America. In order to compare data from all three data sources using a common classification, staff identified all of the goods and

Attachment A

services that Santa Cruz METRO typically contracts by a corresponding NAICS code. The following text and tables describe the steps taken to calculate the goal.

First, staff examined Santa Cruz METRO's FY12 Operating and Capital Budget (Budget) to determine the type and amount of contracts which could be awarded from the operating and capital budgets. From an operating budget of \$38,627,918, potential contract opportunities equal \$6,589,098. There were no contract opportunities in the Capital Budget. The FTA provides \$5,069,208 in operating assistance and no capital funding assistance. The following table shows the calculations for the first step.

Santa Cruz METRO DBE Goal Calculation for FFY12 - FFY14
(FFY12 Goal calculation as basis for three-year goal)

Step 1: Santa Cruz METRO FY12 Operating Budget Contract Opportunities ⁽¹⁾

	(A) Total	(B) \$ Procurement in Operating Budget	(C) % Procurement in Operating Budget	(D) \$ FTA Operating Assistance	(E) \$ FTA Operating Assistance in Procurements (C) * (D)
FY12 Operating Budget	\$ 38,627,918	\$ 6,589,098	17.06%	\$ 5,069,208	\$ 864,699

⁽¹⁾ Santa Cruz METRO's FY12 Capital Budget has no federally-funded contract opportunities.

Second, staff identified every piece of potential contract work in the Budget by a corresponding NAICS code. Staff aggregated the types of work into the four broader *Procurement Groups* of Construction, Transportation, Wholesale and Services identified in the Step 2 table below. The four Procurement Groups derived from all contract opportunities are shown in the following table by dollar amount and percentage of total contract opportunities in each Procurement Group.

Step 2. Santa Cruz METRO FY12 Operating Budget Contract Opportunities by Procurement Group

Procurement Group	(1) Construction	(2) Transport	(3) Wholesale	(4) Services	(5) Total
\$ in Group (FY12 Budget)	\$ 99,999	\$ 250,000	\$ 3,511,023	\$ 2,728,076	\$ 6,589,098
% of All Procurements in Group	1.52%	3.79%	53.29%	41.40%	100.00%
\$ FTA in Group					
[(1) % * \$ Step 1. (E)]	\$ 13,123	\$ 32,808	\$ 460,758	\$ 358,010	\$ 864,699

Attachment A

Third, staff determined the market area from which vendors who bid on Santa Cruz METRO contracts would likely be chosen. Since it is conceivable that a vendor may come from as far north as Sonoma, or as far south as Santa Barbara for the award of a large contract, staff included all of Caltrans Districts 04 and 05 when conducting its DBE calculation. In addition, staff included any DBE vendor in the state that indicated that they perform work in Districts 04 and 05, regardless of the vendor's location. The following fourteen counties fall within Caltrans Districts 04 and 05, creating Santa Cruz METRO's market area:

- Alameda County
- Contra Costa County
- Marin County
- Monterey County
- Napa County
- San Benito County
- San Francisco County
- San Luis Obispo County
- San Mateo County
- Santa Barbara County
- Santa Clara County
- Santa Cruz County
- Solano County
- Sonoma County

After determining the market area, staff extracted a count of all vendors in the market area from the County Business Patterns (CBP) database by using the same NAICS code attached to each piece of potential contract work in the Santa Cruz METRO FY12 Operating Budget. Next, staff performed exactly the same operation on the Caltrans DBE vendor directory to obtain a count of DBE vendors in the Santa Cruz METRO market area. The count of all vendors, DBE vendors and the percentage DBE vendors by Procurement Group in Santa Cruz METRO's market area are shown in the following Step 3 table.

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Santa Cruz METRO
FFY12-FFY14 DBE Goal
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Step 3. Santa Cruz METRO Market Area Firms by NAICS in Procurement Groups Total Firms and Certified DBEs

County	(1)	(2)	(3)	(4)	#Firms in NAICS
	Construction 2382	Transportation 465991	Wholesale 221210,323110, 423120,423130, 424120,424720, 8112	Services 522190,5241, 541,561612, 561720,562112, 621111,8111,	
Caltrans District 04					
Alameda	671	17	1,492	7,612	9,792
Contra Costa	471	6	734	5,040	6,251
Marin	181	7	260	2,353	2,801
Napa	85	1	106	692	884
San Francisco	377	18	573	7,448	8,416
San Mateo	427	20	743	4,179	5,369
Santa Clara	797	16	1,448	10,822	13,083
Solano	190	6	318	1,047	1,561
Sonoma	393	6	461	2,383	3,243
Caltrans District 05					
Monterey	219	0	325	1,448	1,992
San Benito	39	0	33	135	207
San Luis Obispo	210	0	267	1,486	1,963
Santa Barbara	260	4	371	2,201	2,836
Santa Cruz	173	1	210	1,358	1,742
Districts 04 & 05	4,493	102	7,341	48,204	60,140

Certified DBEs					
Market Area	Construction NAICs	Transport NAICs	Wholesale NAICs	Services NAICs	#DBEs in NAICS
District 04 & 05 & Statewide DBEs	155	6	77	824	1,062
%DBE	3.45%	5.88%	1.05%	1.71%	1.77%

Sources: US Bureau of the Census, County Business Patterns, 2008
CA Dept. of Transportation, UCP Directory of DBEs, 3/21/11.

Fourth, staff used the DBE percentage obtained above for each Procurement Group and multiplied that by the percentage (weight) of the total work to be performed in that Procurement Group as determined in Step 2. This produced the base DBE goal for FFY12-FFY14.

Step 4: Santa Cruz METRO's FFY12-FFY 14 DBE Goal for FTA Assisted Contracts Weighted Average of DBE Participation by Procurement Group as a Percentage of Total Contracts ⁽²⁾ % DBE Participation and Projected \$ FTA in DBE Contract Awards

	(1)	(2)	(3)	(4)	Total
	Construction NAICs	Transport NAICs	Wholesale NAICs	Services NAICs	
% DBEs in Market Area	3.45%	5.88%	1.05%	1.71%	1.77%
% Contract \$ in Group	1.52%	3.79%	53.29%	41.40%	100.00%
Weighted %DBE (% Contracts * %DBE)	0.05%	0.22%	0.56%	0.71%	1.54%
FTA Dollars in DBE Contracts					
\$ FTA Assistance	\$ 13,123	\$ 32,808	\$ 460,758	\$ 358,010	\$ 864,699
\$ FTA in DBE Contracts					
% DBE * Total \$ FTA Assistance	202.38	505.96	7,105.78	5,521.21	\$ 13,335

⁽²⁾ Sum of (% DBE * % Group in Procurement Budget) for all four Procurement Groups

To obtain the final DBE goal using the chosen method prescribed by 49 CFR 26.45, staff examined the actual rate of DBE participation during the last four years relative to the adopted DBE goals to determine if the FFY12-FFY14 base goal needed to be adjusted.

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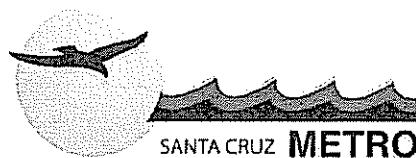
*Santa Cruz METRO
FFY12-FFY14 DBE Goal
Page 5*

Previous DBE goal attainment ranged from 0% to 5.4%. Santa Cruz METRO attained 5.4% DBE participation in FFY07 primarily because of large construction projects with subcontracting opportunities that were awarded for MetroBase construction. Last year (FFY10), Santa Cruz METRO had no large construction contracts available to bid and achieved 0% DBE participation. The FFY07 5.4% attainment can be considered an extreme outlier, irrelevant to current contract opportunities and the need to adjust the base goal. FFY08 and FFY09 DBE participation rates were 1.48% and 2.06% respectively.

In the previous four years, Santa Cruz METRO adopted goals ranging from 1.32% to 1.73%. As noted in the narrative for the first step, Santa Cruz METRO's FY12 Capital Budget has no contract opportunities, and specifically no large construction projects which would warrant an upward adjustment to the FFY12-FFY14 goal commensurate with the disparity between FFY07's 5.4% attainment against a goal of 1.57%. With the calculated rate falling well within the goals of the last four years, staff decided that the calculated goal needed no adjustment; therefore, staff recommends the calculated 1.54% base goal as the final goal for FFY12-FFY14. At this rate, FTA spending with DBE vendors will total \$13,335.

If approved by the Board of Directors, Santa Cruz METRO will establish a DBE goal of 1.54% for FFY12-FFY14. Santa Cruz METRO's proposed DBE Goal for FFY12-FFY14 and supporting documents for Santa Cruz METRO's DBE Program are available for public inspection May 9, 2011 through June 23, 2011 at Santa Cruz METRO's Administrative Offices, 110 Vernon Street, Santa Cruz, CA 95060, on METRO's website www.scmttd.com, at the Santa Cruz Central Branch Library, 224 Church Street, Santa Cruz, CA 95060 and at the Watsonville Main Library, 275 Main Street, Watsonville, CA 95076.

Attachment A



AVISO AL PÚBLICO

EMPRESA DE NEGOCIOS EN DESVENTAJA META PARA AÑOS FISCALES FEDERALES 2012-2014 (FFY12-FFY14)

Se hace saber que el Distrito de Tránsito Metropolitano de Santa Cruz, (Santa Cruz METRO) propone una meta conjunta para la Empresa de Negocios en Desventaja (DBE) de 1.54% para los contratos de asistencia del Departamento de Transporte de EE.UU. (U.S. DOT) para FFY12-FFY14. Este objetivo se ha creado basándose en la información actualmente disponible. Como parte de este programa, Santa Cruz METRO debe establecer una meta para participación de DBE en todos los contratos nuevos que son elegibles de ser financiados con fondos federales. Una empresa DBE se define como una “empresa pequeña” con fines de lucro que es al menos el 51 por ciento de propiedad y controlada por uno o mas individuales con desventaja social y económica. Empresas DBE de California están calificadas como tales a través del Programa de Certificación Unido de California (UCP).

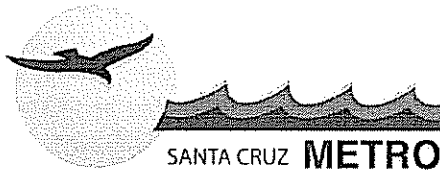
Es la póliza del Santa Cruz METRO de prohibir la discriminación por motivos de raza, color, sexo, origen nacional, discapacidad, y/u orientación sexual en la concesión y administración de contratos asistidos del DOT. Es la intención del Santa Cruz METRO de crear una igualdad de condiciones en la que DBEs pueden competir en condiciones justas para contratos asistidos de DOT.

La base lógica de este objetivo y la información relativa apoyando el programa DBE del Santa Cruz METRO estará disponible para inspección pública en las oficinas administrativas de Santa Cruz METRO, 110 Vernon Street, Santa Cruz, CA 95060. Estos documentos estarán disponibles para inspección de las 8 am a las 5 pm, lunes a viernes, desde el 9 de mayo, 2011 hasta el 23 de junio, 2011 en la dirección arriba indicada, en el sitio web de METRO www.scmtd.com y en la Biblioteca Central de Santa Cruz, 224 Church Street, Santa Cruz, CA 95060 y la Biblioteca Principal de Watsonville, 275 Main Street, Watsonville, CA 95076, durante las horas regulares de las bibliotecas.

Santa Cruz METRO y la Administración Federal de Tránsito aceptarán comentarios por escrito sobre el objetivo propuesto de DBE del Santa Cruz METRO y su razón de ser por 45 días a partir de la fecha de esta notificación. Los comentarios deben ser sometidos a Angela Aitken, Gerente de Finanzas y Asistente Interino al Gerente General, en la dirección arriba indicada, o por correo electrónico: DBE@scmtd.com o a la Administración Federal de Tránsito, Oficina de Derechos Civiles, Región IX, 201 Mission Street, Suite 1650, San Francisco, CA 94105.

Santa Cruz METRO tendrá una Audiencia Pública sobre su meta del FFY12-FFY14 de DBE a las 9:00 am el 24 de junio, 2011 en las Salas de Consejo de la Ciudad de Santa Cruz en 809 Center Street, Santa Cruz, CA 95060. Miembros del público podrán dirigirse a la Junta Directiva del Santa Cruz METRO en esta sesión.

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METODOLOGÍA DE CÁLCULO DE LA META DBE PROPUESTA PARA EL AÑO FISCAL FEDERAL 2012

El Distrito de Tránsito Metropolitano de Santa Cruz (Santa Cruz METRO), propone una meta conjunta para Empresas de Negocios en Desventaja (DBE) de 1.54% para los contratos de asistencia del Departamento de Transporte de EE.UU, Administración Federal de Tránsito (FTA) para los años fiscales federales 2012-2014 (FFY12-FFY14). La FTA requiere que cualquier recipiente de más de \$250,000 en fondos anuales de la FTA debe tener una meta DBE. Santa Cruz METRO recibirá aproximadamente \$5 millones en fondos de la FTA en FFY12 y establecerá una meta DBE como lo ha hecho por más de 20 años.

Recientemente, la FTA cambio sus requerimientos de calcular la meta DBE anualmente a calcular la meta cada tres años. Santa Cruz METRO cumplió con el requerimiento de calcular la meta anualmente hasta FFY11 y cambiará a la meta de tres años con su meta de FFY12-FFY14. Como el futuro financiero del Santa Cruz METRO es incierto a este tiempo debido a las posibles reducciones de servicio, aumentos de tarifa y modificación de personal, el tipo y cantidad de trabajo contratado puede cambiar en los próximos años. El personal calculó la meta DBE de tres años basada sobre el presupuesto futuro conocido.

El Código de Regulaciones Federales, Título 49 Sección 26 (49 CFR 26) describe varios métodos para calcular una meta DBE. El método que escogió el personal para obtener la meta de FFY12-FFY14 del Santa Cruz METRO dice que un simple porcentaje de proveedores DBE en tipos de trabajo contratado sea pesado por la proporción de oportunidades de contratos totales en ese tipo de trabajo como mostrado en el presupuesto total para determinar un base para la meta. La meta base será ajustada como apropiado para reflejar la experiencia actual del recipiente u otros factores de calificación para que la meta mida con las condiciones de la marqueta. La meta final será expresada como un porcentaje y por cantidad de dólares federales en oportunidades de contratos DBE.

Para calcular la meta DBE propuesta por el Santa Cruz METRO para FFY12-FFY14, el personal utilizó datos del presupuesto financiero FY12 del Santa Cruz METRO, la base de datos más reciente (2008) del Patrón de Negocios del Condado de la Oficina del Censo de EE.UU. (CBP) y la base de datos del Departamento de Transporte de California (Caltrans) de todos los vendedores certificados DBE en todo el estado. Tanto el CBP y la bases de datos de vendedores DBE de Caltrans ofrecen grupos de vendedores según el tipo de trabajo que realizan según la clasificación del Sistema de Clasificación de

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Industria de Norte América (NAICS), que proporciona un número de dos a seis dígitos correspondientes a cada tipo conocido de los trabajos realizados por empresas en Norte América. Con el fin de comparar los datos de las tres fuentes de datos utilizando una nomenclatura común, el personal identificó todos los bienes y servicios que el Santa Cruz METRO normalmente contrata por un código NAICS correspondiente. El texto y las tablas siguientes describen las medidas adoptadas para calcular la meta.

Santa Cruz METRO DBE Goal Calculation for FFY12 - FFY14 (FFY12 Goal calculation as basis for three-year goal)					
Step 1: Santa Cruz METRO FY12 Operating Budget Contract Opportunities ⁽¹⁾					
	(A) Total	(B) \$ Procurement in Operating Budget	(C) % Procurement in Operating Budget	(D) \$ FTA Operating Assistance	(E) \$ FTA Operating Assistance in Procurements (C) * (D)
FY12 Operating Budget	\$ 38,627,918	\$ 6,589,098	17.06%	\$ 5,069,208	\$ 864,699

⁽¹⁾ Santa Cruz METRO's FY12 Capital Budget has no federally-funded contract opportunities.

En primer lugar, el personal examinó el Presupuesto de Operación y Capital del FY12 del Santa Cruz METRO (Presupuesto) para determinar el tipo y cantidad de contratos que pueden obtenerse con los presupuestos de operación y capital. De un presupuesto de operación de \$38, 627,918, hay oportunidades potenciales de contratos de \$6, 589,098. El Presupuesto de Capital no tuvo oportunidades de contratos. La FTA proporcionó \$5, 069,208 en asistencia de operaciones pero no proporciono asistencia de financiación de capital. La siguiente tabla muestra los cálculos para el primer paso.

Santa Cruz METRO DBE Goal Calculation for FFY12 - FFY14 (FFY12 Goal calculation as basis for three-year goal)					
Step 1: Santa Cruz METRO FY12 Operating Budget Contract Opportunities ⁽¹⁾					
	(A) Total	(B) \$ Procurement in Operating Budget	(C) % Procurement in Operating Budget	(D) \$ FTA Operating Assistance	(E) \$ FTA Operating Assistance in Procurements (C) * (D)
FY12 Operating Budget	\$ 38,627,918	\$ 6,589,098	17.06%	\$ 5,069,208	\$ 864,699

⁽¹⁾ Santa Cruz METRO's FY12 Capital Budget has no federally-funded contract opportunities.

En segundo lugar, el personal identifica cada pieza de contrato de trabajo potencial en el presupuesto por el correspondiente código NAICS. El personal agregó los tipos de trabajo en los cuatro más amplios Grupos de Adquisiciones de Construcción, Transporte, Ventas al Mayoreo y Servicios identificados en la tabla de abajo del Paso 2. Los cuatro Grupos de Adquisiciones procedentes de todas las oportunidades de contratación se muestran en la siguiente tabla por cantidad de dólares y el porcentaje de oportunidades total del contrato en cada Grupo de Adquisiciones.

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Step 2. Santa Cruz METRO FY12 Operating Budget Contract Opportunities by Procurement Group					
Procurement Group	(1) Construction	(2) Transport	(3) Wholesale	(4) Services	(5) Total
\$ in Group (FY12 Budget)	\$ 99,999	\$ 250,000	\$ 3,511,023	\$ 2,728,076	\$ 6,589,098
% of All Procurements in Group	1.52%	3.79%	53.29%	41.40%	100.00%
\$ FTA in Group					
[(1) % * \$ Step 1. (E)]	\$ 13,123	\$ 32,808	\$ 460,758	\$ 358,010	\$ 864,699

En tercer lugar, el personal determinó el área del mercado de donde vendedores que hacen ofertas de trabajo en contratos del Santa Cruz METRO probablemente serían elegidos. Como es concebible que un vendedor puede venir de tan norte como Sonoma, o de tan sur como Santa Bárbara para la adjudicación de un contrato de gran envergadura, el personal incluyó todos los Distritos de Caltrans 04 y 05 a la hora de realizar su cálculo de DBE. Además, el personal incluyó a cualquier vendedor DBE en el estado que haiga indicado que puede realizar trabajo en los Distritos 04 y 05, independientemente de la ubicación del proveedor. Los siguientes catorce condados caen dentro de los Distritos 04 y 05, creando la zona de mercado del Santa Cruz METRO:

- Condado de Alameda
- Condado de Contra Costa
- Condado de Marín
- Condado de Monterey
- Condado de Napa
- Condado de San Benito
- Condado de San Francisco
- Condado de San Luis Obispo
- Condado de San Mateo
- Condado de Santa Bárbara
- Condado de Santa Clara
- Condado de Santa Cruz
- Condado de Solano
- Condado de Sonoma

Después de determinar la zona del mercado, el personal extrajo un recuento de todos los vendedores en el área de mercado de la base de datos del CBP utilizando el mismo código NAICS que acompaña a cada contrato de trabajo potencial en el Presupuesto de Operaciones FY12 del Santa Cruz METRO. Después, el personal realizó exactamente la misma operación en el directorio de proveedores DBE de Caltrans para obtener un recuento de los vendedores de DBE en el área de mercado del Santa Cruz METRO. El recuento de todos los vendedores, los vendedores DBE, y vendedores de porcentaje DBE de Adquisiciones del Grupo en el área de mercado de Santa Cruz METRO se muestra en el paso 3 de la siguiente tabla.

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Step 3. Santa Cruz METRO Market Area Firms by NAICS in Procurement Groups					
Total Firms and Certified DBEs					
	(1) Construction 2382	(2) Transportation 485991	(3) Wholesale 221210,323110, 423120,423130, 424120,424720, 8112	(4) Services 522190,5241, 541, 561612, 561720,562112, 621111,8111,	#Firms in NAICS
County					
Caltrans District 04					
Alameda	671	17	1,492	7,612	9,792
Contra Costa	471	6	734	5,040	6,251
Marin	181	7	260	2,353	2,801
Napa	85	1	106	692	884
San Francisco	377	18	573	7,448	8,416
San Mateo	427	20	743	4,179	5,369
Santa Clara	797	16	1,448	10,822	13,083
Solano	190	6	318	1,047	1,561
Sonoma	393	6	461	2,383	3,243
Caltrans District 05					
Monterey	219	0	325	1,448	1,992
San Benito	39	0	33	135	207
San Luis Obispo	210	0	267	1,486	1,963
Santa Barbara	260	4	371	2,201	2,836
Santa Cruz	173	1	210	1,358	1,742
Districts 04 & 05	4,493	102	7,341	48,204	60,140
Certified DBEs					
Market Area	Construction NAICS	Transport. NAICS	Wholesale NAICS	Services NAICS	#DBEs in NAICS
District 04 & 05 & Statewide DBEs	155	6	77	824	1,062
%DBE	3.45%	5.88%	1.05%	1.71%	1.77%
Sources: US Bureau of the Census, County Business Patterns, 2008 CA Dept. of Transportation, UCP Directory of DBEs, 3/21/11.					

En cuarto lugar, el personal utilizó el porcentaje DBE obtenido anteriormente para cada Grupo de Adquisiciones y lo multiplicó por el porcentaje (peso) de la obra total que se realiza en ese Grupo de Adquisiciones como se indica en el paso 2. Esto produjo la meta base DBE para FFY12-FFY14.

Step 4: Santa Cruz METRO's FFY12-FFY 14 DBE Goal for FTA Assisted Contracts					
Weighted Average of DBE Participation by Procurement Group as a Percentage of Total Contracts ⁽²⁾					
% DBE Participation and Projected \$ FTA in DBE Contract Awards					
	(1) Construction NAICS	(2) Transport NAICS	(3) Wholesale NAICS	(4) Services NAICS	Total
% DBEs in Market Area	3.45%	5.88%	1.05%	1.71%	1.77%
% Contract \$ in Group	1.52%	3.79%	53.29%	41.40%	100.00%
Weighted %DBE (% Contracts * %DBE)	0.05%	0.22%	0.56%	0.71%	1.54%
FTA Dollars in DBE Contracts					
\$ FTA Assistance	\$ 13,123	\$ 32,808	\$ 460,758	\$ 358,010	\$ 864,699
\$ FTA in DBE Contracts					
% DBE * Total \$ FTA Assistance	202.38	505.96	7,105.78	5,521.21	\$ 13,335

⁽²⁾ Sum of (% DBE * % Group in Procurement Budget) for all four Procurement Groups

Para obtener el objetivo final de DBE utilizando el método elegido prescrito por el 49 CFR 26.45, el personal examina la tasa real de participación de DBE en los últimos cuatro años en relación a las metas DBE adoptadas para determinar si la meta base de FFY12-FFY14 se tiene que ajustar. Previas metas de alcance de DBE variaron de 0% a

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5.4%. Santa Cruz METRO alcanzó el 5.4% de participación de DBE en FFY07 principalmente debido a proyectos grandes de construcción que ofrecieron oportunidades de subcontratación que se otorgaron para la construcción MetroBase. El año pasado (FFY10), Santa Cruz METRO no tuvo contratos grandes de construcción a su disposición y alcanzó 0% de participación DBE. El logro de FFY07 de 5.4% se puede considerar un valor atípico extremo, irrelevante para las oportunidades de contratación en curso y la necesidad de ajustar la meta de la base. Las tasas de participación DBE de FFY08 y FFY09 fueron 1.48% y 2.06% respectivamente.

En los últimos cuatro años, Santa Cruz METRO adoptó metas que variaron desde 1.32% a 1.73%. Como se señaló en la narrativa de la primera fase, el Presupuesto Capital de FFY12 de Santa Cruz METRO no tiene oportunidades de contratación, y, específicamente, no tiene proyectos grandes de construcción que garanticen un ajuste alto a la meta FFY12-FFY14 en consonancia con la disparidad entre las metas de FFY07 de 5.4% contra un objetivo del 1.57%. Con la caída de la tasa calculada en conformidad con los objetivos de los últimos cuatro años, el personal decidió que no fue necesario ningún ajuste al objetivo calculado, por lo tanto, el personal recomienda el objetivo del 1.54% calculado como base del objetivo final de FFY12-FFY14. A esta proporción, el gasto de FTA con los vendedores DBE sería un total de \$13,335 dólares.

Si es aprobado por la Junta Directiva, Santa Cruz METRO establecerá una meta DBE de 1.54% para FFY12-FFY14. La Meta Propuesta de DBE del Santa Cruz METRO para FFY12-FFY14 y documentos de apoyo para el programa DBE de Santa Cruz METRO están disponibles para inspección pública desde el 9 de mayo 2011 al 23 de junio de 2011 en las oficinas administrativas de Santa Cruz de METRO, 110 Vernon Street, Santa Cruz, CA 95060, en la página web de METRO, www.scmtd.com, en la Biblioteca Central de Santa Cruz, 224 Church Street, Santa Cruz, CA 95060 y en la Biblioteca Principal de Watsonville, 275 Main Street, Watsonville, CA 95076.

Attachment A

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT



California Unified Certification Program (CUCP) for Disadvantaged Business Enterprises (DBEs)

The California Unified Certification Program (CUCP) is charged with the responsibility of certifying firms and compiling and maintaining the Database of certified DBEs for U.S. Department of Transportation (DOT) grantees in California, pursuant to *49 CFR Part 26*. The database is intended to expand the use of DBE firms by maintaining complete and current information on those businesses and the products and services they can provide to all grantees of California.

If you wish to be considered for DBE Certification, your business must meet the following general guidelines:

- The firm must be at least 51% owned by one or more socially and economically disadvantaged individuals.
- The firm must be an independent business, and one or more of the socially and economically disadvantaged owners must control its management and daily operations.
- Only existing for-profit “Small Business Concerns,” as defined by the Small Business Act and Small Business Administration (SBA) regulations may be certified. DBE applicants are first subject to the applicable small business size standards of the SBA. Second, the average annual gross receipts for the firm (including its affiliates) over the previous three fiscal years must not exceed U.S. DOT’s cap of \$22.41 million.
- The Personal Net Worth of each socially and economically disadvantaged owner must not exceed \$1.32 million, excluding the individual’s ownership interest in the applicant firm and the equity in his/her primary residence.

A socially and economically disadvantaged individual means any individual who is a citizen of the United States (or lawfully admitted permanent resident) and who is a member of the following groups: Black American, Hispanic American, Native American, Asian-Pacific American, Subcontinent Asian American, or Women,

OR

Any individual found to be socially and economically disadvantaged on a case-by-case basis by a certifying agency pursuant to the standards of the U.S. DOT 49CFR Part 26.

7.a53

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

Resolution No. 12-02-01
On the Motion of Director
Duly Seconded by Director
The Following Resolution is Adopted:

**A RESOLUTION OF APPRECIATION AND REMEMBRANCE
FOR THE SERVICES OF JUDY K. SOUZA AS FIXED ROUTE SUPERINTENDENT
FOR THE SANTA CRUZ METROPOLITAN TRANSIT DISTRICT**

WHEREAS, the Santa Cruz Metropolitan Transit District was formed to provide public transportation to all of the citizens of Santa Cruz County, and

WHEREAS, the provision of public transportation service requires a competent, dedicated workforce, and

WHEREAS, the Santa Cruz Metropolitan Transit District, requiring an employee with expertise and dedication appointed Judy K. Souza to serve in the position of Fixed Route Superintendent, and

WHEREAS, Judy K. Souza served as a member of the Operations Department, of the Santa Cruz Metropolitan Transit District for the time period of September 1, 1976 to June 21, 2006, and

WHEREAS, Judy K. Souza provided the Santa Cruz Metropolitan Transit District with dedicated service and commitment during the time of employment, and

WHEREAS, Judy K. Souza served the Santa Cruz Metropolitan Transit District with distinction, and

WHEREAS, the service provided to the citizens of Santa Cruz County by Judy K. Souza resulted in safe, reliable, quality public transportation being available in the most difficult of times, and

WHEREAS, during the time that Judy K. Souza served in the position of Fixed Route Superintendent, METRO expanded service, developed new facilities, purchased new equipment, improved ridership, and enhanced the alternative transportation options for the residents of Santa Cruz County, and

WHEREAS, the quality of life in Santa Cruz County was improved dramatically as a result of the exemplary service provided by Judy K. Souza and,

WHEREAS, Judy K. Souza passed away on December 25, 2011.

NOW, THEREFORE, BE IT RESOLVED, that in recognition of service and commitment, the Board of Directors of the Santa Cruz Metropolitan Transit District does hereby posthumously commend Judy K. Souza for efforts in advancing public transit service in Santa Cruz County and expresses sincere appreciation on behalf of itself, METRO staff and all of the residents of Santa Cruz County.

BE IT FURTHER RESOLVED, that a copy of this resolution be presented to the Family of Judy K. Souza and that a copy of this resolution be entered into the official records of the Santa Cruz Metropolitan Transit District.

PASSED AND ADOPTED this 24th day of February, 2012 by the following vote:

AYES: Directors –

NOES: Directors –

ABSTAIN: Directors –

ABSENT: Directors –

APPROVED _____
LYNN ROBINSON
Board Chair

ATTEST _____
LESLIE R. WHITE
General Manager

APPROVED AS TO FORM:

MARGARET GALLAGHER
District Counsel

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

Resolution No. _____

On the Motion of Director: _____

Duly Seconded by Director: _____

The Following Resolution is adopted:

A RESOLUTION

TO POSTHUMOUSLY DEDICATE THE OPERATIONS BUILDING AT 1200 RIVER STREET AS THE JUDY K. SOUZA OPERATIONS FACILITY IN RECOGNITION OF HER SERVICE TO THE SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

WHEREAS, the Santa Cruz Metropolitan Transit District was formed to provide public transportation to all of the citizens of Santa Cruz County; and

WHEREAS, the provision of public transportation service requires a dedicated staff; and

WHEREAS, the METRO Operations Department, requiring staff with commitment, and dedication appointed Judy K Souza to serve in the position of Bus Operator, Trainer, Supervisor, and Base Superintendent; and

WHEREAS, Judy K. Souza was the first female Bus Operator in Santa Cruz and advocated effectively for expanded opportunities for women at METRO while serving in a leadership role for over 32 years from 1974 through 2006; and

WHEREAS, Judy K. Souza provided the Santa Cruz Metropolitan Transit District with dedicated service, guidance, and leadership during her tenure; and

WHEREAS, Judy K. Souza served the Santa Cruz Metropolitan Transit District with distinction; and

WHEREAS, METRO has received funding for the development of the 1200 River Street Operations Building that will provide a permanent state of the art facility from which to deploy the fixed route fleet; and

WHEREAS, the successful reliable fixed route service provided by METRO reflects the policies, practices, and lasting traditions established by Judy K. Souza; and

WHEREAS, the quality of life in Santa Cruz County was improved dramatically as a result of the exemplary service, tireless support, and unwavering leadership provided by Judy K Souza; and,

WHEREAS, Judy K. Souza passed away on December 25, 2011.

NOW, THEREFORE, BE IT RESOLVED, that in recognition of the service, commitment, and dedication exhibited by Judy K. Souza the Board of Directors of the Santa Cruz Metropolitan Transit District does hereby posthumously name and dedicate the Operations Building at 1200 River Street as the Judy K. Souza Operations Facility, and further directs that all signage, literature, and other identifying materials be revised to reflect this designation. By

passage of this Resolution it is directed that a date certain be established where the Board of Directors can formally and publicly dedicate the new Operations Building as the Judy K. Souza Operations Facility and that the family of Judy K. Souza be invited to witness such dedication.

BE IT FURTHER RESOLVED, that a copy of this resolution be presented to the family of Judy K. Souza and that a copy of this resolution be entered into the official records of the Santa Cruz Metropolitan Transit District.

PASSED AND ADOPTED this 24th day of February by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

APPROVED _____

LYNN ROBINSON
Chair

ATTEST _____

LESLIE R. WHITE
General Manager

APPROVED AS TO FORM:

MARGARET GALLAGHER
District Counsel

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

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

**RESOLUTION OF APPRECIATION
FOR THE SERVICES OF DONALD (NORM) HAGEN AS A MEMBER OF THE
SANTA CRUZ METROPOLITAN TRANSIT DISTRICT BOARD OF DIRECTORS**

WHEREAS, the Santa Cruz Metropolitan Transit District was formed to provide public transportation to all of the residents of Santa Cruz County; and

WHEREAS, Santa Cruz County, requiring strong public representation, appointed Donald (Norm) Hagen as a member of the Board of Directors of the Santa Cruz Metropolitan Transit District; and

WHEREAS, Donald (Norm) Hagen served as a member of the Board of Directors from January 2007 through December 2011; and

WHEREAS, Donald (Norm) Hagen provided the Santa Cruz Metropolitan Transit District with strong leadership and insightful guidance during his term in the office, including representing METRO on the Santa Cruz County Regional Transportation Commission; and

WHEREAS, during the time that Donald (Norm) Hagen served on the Board of Directors, METRO replaced a portion of the Fixed Route Fleet, replaced the majority of the ParaCruz Fleet, opened a new service/fueling facility, opened the new fleet maintenance facility, opened a new administration/facilities maintenance facility, improved the ParaCruz service, implemented wifi on the Highway 17 service, acquired funding for major capital improvements, and responded to a severe economic downturn; and

WHEREAS, the quality of public transit service in Santa Cruz County was improved dramatically as a result of the dedication, commitment and efforts Donald (Norm) Hagen; and

WHEREAS, Donald (Norm) Hagen completed his term as a Member of the Board of Directors in December 2009.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors of the Santa Cruz Metropolitan Transit District does hereby commend Donald (Norm) Hagen for his efforts in the advancement of public transportation service in Santa Cruz County and expresses appreciation on behalf of itself, Santa Cruz Metropolitan Transit District staff and all of the residents of Santa Cruz County.

BE IT FURTHER RESOLVED, that a copy of this resolution be sent to Donald (Norm) Hagen and that a copy of this resolution be entered into the official records of the Santa Cruz Metropolitan Transit District.

PASSED AND ADOPTED this 24th day of February 2012 by the following vote:

AYES: Directors -

NOES: Directors -

ABSTAIN: Directors -

ABSENT: Directors -

APPROVED _____
LYNN ROBINSON
Board Chair

ATTEST _____
LESLIE R. WHITE
General Manager

APPROVED AS TO FORM:

MARGARET GALLAGHER
District Counsel

**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 APPRECIATION
FOR THE ASSISTANCE OF ASSEMBLYMEMBER LUIS ALEJO IN OBTAINING
\$11,010,000 IN PROPOSITION 1B BOND FUNDS FOR METROBASE FUNDING FOR
THE
SANTA CRUZ METROPOLITAN TRANSIT DISTRICT**

WHEREAS, the Santa Cruz Metropolitan Transit District was formed to provide public transportation to all of the citizens of Santa Cruz County; and

WHEREAS, the Santa Cruz Metropolitan Transit District has identified the MetroBase Project as the top priority for capital funding; and

WHEREAS, the financial conditions of the State of California constrained the ability of the State Pooled Money Investment Board to sell Proposition 1B Bonds; and

WHEREAS, the Santa Cruz Metropolitan Transit District filed an application with the California Department of Transportation for \$11,010,000 in Proposition 1B Bond Funds for the construction of the Operations Building component of the MetroBase Project; and

WHEREAS, the Pooled Money Investment Board had been reluctant to sell bonds and the California Department of Transportation had not included the request form the Santa Cruz Metropolitan Transit District on the list of project identified for bond funding; and

WHEREAS, Assembly Member Luis Alejo and members of his staff initiated telephone calls, and wrote letters supporting the bond funding for the MetroBase Project; and

WHEREAS, at the urging of Assembly Member Luis Alejo, the Pooled Money Investment Board proceeded to sell Proposition 1B Bonds and the California Department of Transportation approved the inclusion of \$11,010,000 of the bond proceeds for the funding of the Operations Building component of the MetroBase Project thereby allowing the construction of a critical facility and the creation of 300 jobs in a time of high unemployment.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors of the Santa Cruz Metropolitan Transit District does hereby commend Assembly Member Luis Alejo for his efforts in the advancement of public transportation service in Santa Cruz County and expresses appreciation on behalf of itself, the staff and all of the citizens of Santa Cruz County.

BE IT FURTHER RESOLVED, that a copy of this resolution be sent to Assembly Member Luis Alejo and that a copy of this resolution be entered into the official records of the Santa Cruz Metropolitan Transit District.

PASSED AND ADOPTED this 24th day of February by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

APPROVED _____
LYNN ROBINSON
Board Chair

ATTEST _____
LESLIE R. WHITE
General Manager

APPROVED AS TO FORM:

MARGARET GALLAGHER
District Counsel

**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 APPRECIATION
FOR THE ASSISTANCE OF ASSEMBLYMEMBER WILLIAM MONNING IN
OBTAINING \$11,010,000 IN PROPOSITION 1B BOND FUNDS FOR METROBASE
FUNDING FOR THE
SANTA CRUZ METROPOLITAN TRANSIT DISTRICT**

WHEREAS, the Santa Cruz Metropolitan Transit District was formed to provide public transportation to all of the citizens of Santa Cruz County; and

WHEREAS, the Santa Cruz Metropolitan Transit District has identified the MetroBase Project as the top priority for capital funding; and

WHEREAS, the financial conditions of the State of California constrained the ability of the State Pooled Money Investment Board to sell Proposition 1B Bonds; and

WHEREAS, the Santa Cruz Metropolitan Transit District filed an application with the California Department of Transportation for \$11,010,000 in Proposition 1B Bond Funds for the construction of the Operations Building component of the MetroBase Project; and

WHEREAS, the Pooled Money Investment Board had been reluctant to sell bonds and the California Department of Transportation had not included the request form the Santa Cruz Metropolitan Transit District on the list of project identified for bond funding; and

WHEREAS, Assembly Member William Monning and members of his staff initiated telephone calls, and wrote letters supporting the bond funding for the MetroBase Project; and

WHEREAS, at the urging of Assembly Member William Monning, the Pooled Money Investment Board proceeded to sell Proposition 1B Bonds and the California Department of Transportation approved the inclusion of \$11,010,000 of the bond proceeds for the funding of the Operations Building component of the MetroBase Project thereby allowing the construction of a critical facility and the creation of 300 jobs in a time of high unemployment.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors of the Santa Cruz Metropolitan Transit District does hereby commend Assembly Member William Monning for his efforts in the advancement of public transportation service in Santa Cruz County and expresses appreciation on behalf of itself, the staff and all of the citizens of Santa Cruz County.

BE IT FURTHER RESOLVED, that a copy of this resolution be sent to Assembly Member William Monning and that a copy of this resolution be entered into the official records of the Santa Cruz Metropolitan Transit District.

PASSED AND ADOPTED this 24th day of February by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

APPROVED _____
LYNN ROBINSON
Board Chair

ATTEST _____
LESLIE R. WHITE
General Manager

APPROVED AS TO FORM:

MARGARET GALLAGHER
District Counsel

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: February 24, 2012

TO: Board of Directors

FROM: Leslie R. White, General Manager

SUBJECT: CONSIDERATION OF CONTINUING SPONSORSHIP OF LEADERSHIP SANTA CRUZ COUNTY IN ORDER TO PROVIDE EDUCATION ON TRANSPORTATION ISSUES, SERVICES, AND FACILITIES AND TO PROVIDE THE OPPORTUNITY FOR METRO STAFF TO PARTICIPATE IN THE PROGRAM.

I. RECOMMENDED ACTION

That the Board of Directors approve METRO continuing to be a sponsor of the Leadership Santa Cruz County Program, providing information regarding public transit services and facilities to the class Members, and providing buses on March 30, 2012, April 13, 2012, and June 1, 2012 for tours of various facilities and activities.

II. SUMMARY OF ISSUES

- The Leadership Santa Cruz County program provides information regarding activities throughout the County for classes of approximately 25 to 50 individuals annually.
- In 2005 the Board of Directors approved METRO becoming a sponsor of the Leadership Santa Cruz County Program by providing information regarding services and facilities, and by providing a bus to tour various facilities and view activities. The Board has continued the sponsorship of Leadership Santa Cruz County in 2006, 2007, 2008, 2009, 2010, and 2011.
- The Leadership Santa Cruz County staff has requested that METRO continue to be a sponsor of the program by providing information to members of the class and by providing a bus for a tour of various facilities on March 30, 2012, April 13, 2012, and June 1, 2012.
- Prior to 2005 METRO had not participated in providing information to the Leadership Santa Cruz County classes nor sponsored the program. In 2007/2008 a Member of the METRO staff took advantage of the Leadership Santa Cruz County by participating in the program and in 2008/2009 two additional METRO staff members participated in the program, and in 2010/2011 there were two METRO staff members participating in the program. Currently, three METRO Staff Members are participating in the program. The program is provided to METRO staff members at no cost in exchange for the bus service that METRO has provided through its sponsorship.

- The cost of becoming a sponsor of Leadership Santa Cruz County would be the cost of providing the buses for the facilities tours on March 30, 2012, April 13, 2012, and June 1, 2012. The estimated cost for providing the buses for the Leadership Santa Cruz County tours is approximately \$3,000.
- Staff recommends that the Board of Directors approve the request from Leadership Santa Cruz County staff.

III. DISCUSSION

The Leadership Santa Cruz County Program provides information about, and orientation to, various programs and facilities annually for approximately 25 to 50 individuals from the community. Many of these individuals hold key leadership positions in the community.

In 2005 METRO received a request for program sponsorship from Gary W. Smith, Executive Director of Leadership Santa Cruz County. The requested sponsorship was in the form of providing a bus for a tour of facilities, and a presentation by METRO of information about the system, services, facilities and projects. The Board of Directors approved the sponsorship request and the event was very successful. METRO has continued to be a sponsor of the program in 2006, 2007, 2008, 2009, 2010, and 2011. Leadership Santa Cruz County has requested that METRO continue to be a sponsor of the program by providing support, including the bus on three different days, for programs this year. A copy of the request letter from the Leadership Santa Cruz County Executive Director David Vincent is attached to this Staff Report. Participating in the Leadership Santa Cruz County program provides an opportunity to orient individuals regarding the benefits of a strong public transit system.

Prior to 2005 METRO had not participated in providing information to the Leadership Santa Cruz County classes nor sponsored the program. In 2007/2008 a Member of the METRO staff took advantage of the Leadership Santa Cruz County by participating in the program and has found it to be very beneficial. In 2008/2009 and 2010/2011 two METRO staff members participated in the Leadership Santa Cruz County Program. Currently, three METRO staff members are participating in the program. Based on the experiences of participating staff members, METRO intends to send additional staff members to the program as staff time permits. The program is provided to METRO staff members at no cost in exchange for the bus service that METRO provides through its sponsorship

Staff recommends that the Board of Directors approve the request to continue sponsorship of Leadership Santa Cruz County, including the provision of buses for tours of facilities and activities on March 30, 2012, April 13, 2012, and June 1, 2012.

IV. FINANCIAL CONSIDERATIONS

The cost of becoming a sponsor of the Leadership Santa Cruz County program through providing buses for facilities tours would be approximately \$3,000 plus presentation materials.

V. ATTACHMENTS

Attachment A: Letter from David Vincent, January 21, 2012.

ATTACHMENT A



RECEIVED €

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SANTA CRUZ METRO
ADMIN DEPARTMENT
January 21, 2012

- Corporate Sponsors
- Bay Federal Credit Union
- Big Creek
- Driscoll's
- Dominican Hospital
- Graniterock
- Mount Hermon
- Santa Cruz Association of Realtors
- SCC Deputy Sheriff's Assoc
- Sutter Maternity & Surgery Center
- Seaside Company
- UC Santa Cruz

Les White
 General Manager
 Santa Cruz Metropolitan Transit District
 110 Vernon Street
 Santa Cruz, CA 95060

Dear Mr. White:

The purpose of this letter is to request the help of the SCMTD for this year's Leadership Santa Cruz County Class. As you know, both SCMTD and LSCC have benefited from a strong partnership over the years. Emerging leaders throughout the county have a better opportunity to understand just how their community works by visiting unfamiliar areas by bus and SCMTD benefits by having employees participate in the class at no cost. Everyone in the class better understands what SCMTD provides in terms of services and community outreach. This year three SCMTD employees are benefiting from their participation in Class 27.

Once again LSCC will need to transport the class to various parts of the county as part of their learning experience. As you have seen in the past, it is extremely helpful when the class can travel as a group so that they can learn while in transit and also discuss their experiences amongst themselves. Specifically, it would be of tremendous help if SCMTD could supply the transportation needs for approximately 44 students on the following dates:

- The Pajaro Valley Day – March 30, 2012.
- The Agriculture Day – April 13, 2012.
- The Environment & Industry Day – June 1 2012

Thank you for your consideration of this request. LSCC is proud to have you as a partner.

Sincerely,

David Vincent, Executive Director
 Leadership Santa Cruz County

Leadership Santa Cruz County www.leadershipscc.org

Executive Director: Dave Vincent - 210 View Court, Aptos, CA 95003
 Phone & Fax: (831)662-3881 E-Mail: leadershipscc@cruzio.com

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: February 24, 2012

TO: Board of Directors

FROM: Frank Cheng, Project Manager & IT Manager

SUBJECT: CONSIDERATION OF AWARD OF CONTRACT WITH UNITED INDUSTRIES GROUP, INC. FOR PURCHASE OF A 15,000 GALLON VERTICAL LNG STORAGE TANK FOR AN AMOUNT NOT TO EXCEED \$311,731.00

I. RECOMMENDED ACTION

That the Board of Directors authorize the General Manager to execute a contract with - United Industries Group, Inc., for purchase of a 15,000 gallon vertical LNG fuel storage tank for an amount not to exceed \$311,731.00 and designate Frank Cheng, Project Manager & IT Manager as Contract Administrator.

II. SUMMARY OF ISSUES

- Santa Cruz METRO needs to expand the LNG fueling capacities as Santa Cruz METRO's fleet of CNG powered buses continues to increase. This will also create a buffer from short or missed fuel deliveries and ensure meeting our fleet pullout levels.
- A competitive procurement was conducted to solicit bids from qualified firms.
- One firm submitted bids for Santa Cruz METRO's review.
- Staff and Engineering Contractor have reviewed submitted bid.

III. DISCUSSION

Santa Cruz METRO needs to expand the CNG fueling capacities as Santa Cruz METRO's fleet of CNG powered buses continues to increase. Currently the fueling station at 1200B River Street has only one storage tank for LNG fuel. This facility was designed for expansion and inclusion of a second tank. A second fuel tank is needed to ensure adequate supply of LNG fuel for the increase in daily fueling requirements to the CNG bus fleet and to ensure supply should any delivery problems arise.

On December 27, 2011, Santa Cruz METRO Invitation for Bid No. 12-20 was mailed to nineteen (19) firms, was legally advertised, and a notice was posted on Santa Cruz METRO's web site. On January 30, 2012 one bid was received and opened. Staff comprised of Frank Cheng, Project Manager & IT Manager and Erron Alvey, Purchasing Agent, and James Dong of Raymundo Engineering (engineering firm hired to provide plans and specifications for this project) have reviewed the submitted bid. James Dong has recommended award to United Industries Group,

Inc. as they have taken no exceptions to the technical requirements for the LNG tank based on his review of their bid. A sole bid analysis was required due to only one bid being received.

Staff recommends that the Board of Directors authorize the General Manager to sign a contract with United Industries Group, Inc., for purchase of a 15,000 gallon vertical LNG fuel storage tank for an amount not to exceed \$311,731.00 and designate Frank Cheng, Project Manager & IT Manager as Contract Administrator. Contractor will provide all equipment and materials meeting all Santa Cruz METRO specifications and requirements of the contract, and the Contract Administrator will ensure contract compliance.

IV. FINANCIAL CONSIDERATIONS

Funds to support contract are included in the MetroBase PTMISEA budget.

V. ATTACHMENTS

Attachment A: Contract with United Industries Group, Inc.

Prepared By: Erron Alvey, Purchasing Agent
Date Prepared: February 14, 2012

Note: The IFB along with its Exhibits and any Addendum(s) are available for review at the Administration Office of Santa Cruz METRO.

Attachment A

CONTRACT FOR PROCUREMENT OF ONE 15,000 GALLON, VERTICAL LNG FUEL STORAGE TANK (12-20)

THIS CONTRACT is made effective on March 1, 2012 between the SANTA CRUZ METROPOLITAN TRANSIT DISTRICT, a political subdivision of the State of California ("Santa Cruz METRO "), and UNITED INDUSTRIES GROUP, INC. ("Contractor").

1. RECITALS

1.01 Santa Cruz METRO's Primary Objective

Santa Cruz METRO is a public entity whose primary objective is providing public transportation and has its principal office at 110 Vernon Street, Santa Cruz, California 95060.

1.02 Santa Cruz METRO's Need for one 15,000 Gallon, Vertical LNG Fuel Storage Tank

Santa Cruz METRO requires the purchase of one 15,000 Gallon, Vertical LNG Fuel Storage Tank to be used for standard purposes. In order to obtain said 15,000 Gallon, Vertical LNG Fuel Storage Tank, Santa Cruz METRO issued an Invitation for Bids, dated December 27, 2011 setting forth specifications for such 15,000 Gallon, Vertical LNG Fuel Storage Tank. The Invitation for Bids is attached hereto and incorporated herein by reference as Exhibit A.

1.03 Contractor's Bid Form

Contractor is a supplier of one 15,000 Gallon, Vertical LNG Fuel Storage Tank desired by Santa Cruz METRO and whose principal place of business is at 11 Rancho Circle, Lake Forest, California. Pursuant to the Invitation for Bids by Santa Cruz METRO, Contractor submitted a bid for Provision of said 15,000 Gallon, Vertical LNG Fuel Storage Tank, which is attached hereto and incorporated herein by reference as Exhibit B.

1.04 Selection of Contractor and Intent of Contract

On January 30, 2012, Santa Cruz METRO selected Contractor as the lowest responsive, responsible bidder to provide said 15,000 Gallon, Vertical LNG Fuel Storage Tank. The purpose of this Contract is to set forth the provisions of this procurement.

1.05 Contractor and Supplier Synonymous

For the purposes of this Contract, the terms "contractor" and "supplier" are synonymous.

Santa Cruz METRO and Contractor agree as follows:

2. INCORPORATED DOCUMENTS AND APPLICABLE LAW

2.01 Documents Incorporated in This Contract

The documents listed below are attached to this Contract and by reference made a part hereof. This is an integrated Contract. This writing constitutes the final expression of the parties' Contract, and it is a complete and exclusive statement of the provisions of that Contract, except for written amendments, if any, made after the date of this Contract in accordance with Section 13.14 of the General Conditions of the Contract.

a) Exhibit A

Santa Cruz Metropolitan Transit District's "Invitation for Bids" dated December 27, 2011.

b) Exhibit B (Bid Form)

Contractor's Bid Form to Santa Cruz METRO for one 15,000 Gallon, Vertical LNG Fuel Storage Tank, signed by Contractor and dated January 27, 2012.

2.02 Conflicts

Where in conflict, the provisions of this writing supersede those of the above-referenced documents, Exhibits A and B. Where in conflict, the provisions of Exhibit A supersede Exhibit B.

2.03 Recitals

The Recitals set forth in Article 1 are part of this Contract.

3. TIME OF PERFORMANCE

3.01 General

Contractor shall perform work under this Contract at such times to enable it to meet the time schedules specified in the Specifications Section of the IFB. The Contractor shall not be responsible for delays caused by force majeure events described in Section 2 of the General Conditions of the Contract.

3.02 Term

The term of this Contract commences on the execution of the contract and shall remain in force for a one (1) year period thereafter. Santa Cruz METRO and

Contractor may extend the term of this Contract at any time for any reason upon mutual written consent.

4. COMPENSATION

4.01 Terms of Payment

Upon written acceptance, Santa Cruz METRO agrees to pay Contractor as identified in the Bid Form, Exhibit B, not to exceed \$311,731 upon satisfactory completion of all work under the terms and provisions of this Contract within thirty (30) days thereof. Contractor understands and agrees that if he/she exceeds the \$311,731 maximum amount payable under this contract, that it does so at its own risk.

4.02 Invoices

Contractor shall submit invoices with a purchase order number provided by Santa Cruz METRO on a monthly basis. Contractor's invoices shall include detailed records showing actual time devoted, work accomplished, date work accomplished, personnel used, and amount billed per hour. Expenses shall only be billed if allowed under the contract. Telephone call expenses shall show the nature of the call and identify location and individual called.

Said invoice records shall be kept up-to-date at all times and shall be available for inspection by Santa Cruz METRO (or any grantor of Santa Cruz METRO, including, without limitation, any State or Federal agency providing project funding or reimbursement) at any time for any reason upon demand for not less than four (4) years after the date of expiration or termination of the contract. Under penalty of law, Contractor represents that all amounts billed to Santa Cruz METRO are (1) actually incurred; (2) reasonable in amount; (3) related to this contract; and (4) necessary for performance of the services. No expenses shall be paid by Santa Cruz METRO unless specifically allowed by this contract.

5. NOTICES

All notices under this Contract shall be deemed duly given upon delivery, if delivered by hand; or three (3) days after posting, if sent by registered mail, receipt requested; to a party hereto at the address hereinunder set forth or to such other address as a party may designate by notice pursuant hereto.

Santa Cruz METRO

Santa Cruz Metropolitan Transit District
110 Vernon Street
Santa Cruz, CA 95060

Attention: General Manager

CONTRACTOR

United Industries Group, Inc.
11 Rancho Circle
Lake Forest, CA 92630

Attention: Art Yanovskiy

6. AUTHORITY

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

Signed on _____

SANTA CRUZ METRO—SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

Leslie R. White
General Manager

CONTRACTOR – UNITED INDUSTRIES GROUP, INC.

By _____
M. Mulvaney
Vice President

Approved as to Form:

Margaret R. Gallagher
District Counsel

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: February 24, 2012

TO: Board of Directors

FROM: Erron Alvey, Purchasing Agent

SUBJECT: CONSIDERATION OF CONTRACT RENEWAL WITH NELLA OIL COMPANY, LLC DBA OLYMPIAN FOR OFF-SITE REFUELING OF PARACRUZ VEHICLE FOR AN AMOUNT NOT TO EXCEED \$250,000

I. RECOMMENDED ACTION

That the Board of Directors authorize the General Manager to enter into a one-year contract extension with Nella Oil Company, LLC doing business as Olympian for off-site refueling of ParaCruz vehicles for an amount not to exceed \$250,000.

II. SUMMARY OF ISSUES

- Santa Cruz METRO has a contract with Nella Oil Company DBA Olympian for off-site fueling of ParaCruz vehicles.
- This contract was established on March 1, 2010 for a one-year period with four optional one-year extensions.
- The current contract approved by the Board of Directors will expire on February 28, 2012.
- Nella Oil Company DBA Olympian has requested a contract extension for one additional year with no changes to current contract terms and conditions.

III. DISCUSSION

Santa Cruz METRO has a contract with Nella Oil Company DBA Olympian for off-site fueling of ParaCruz vehicles that is due to expire on February 28, 2012. Nella Oil Company DBA Olympian has reviewed the contract and has requested a contract extension for one additional year with no changes to current contract terms and conditions.

Staff recommends that the Board of Directors authorize the General Manager to sign a one-year contract extension on behalf of Santa Cruz METRO with Nella Oil Company DBA Olympian for an amount not to exceed \$250,000.

IV. FINANCIAL CONSIDERATIONS

Santa Cruz METRO needs \$250,000 for this contract amendment as the new ParaCruz VersaShuttles consume more fuel than the mini-vans they replaced and the cost of fuel has increased.

Funds to support this contract are included in the ParaCruz FY12 fuel budget.

V. ATTACHMENTS

Attachment A: Letter Received from Nella Oil Company DBA Olympian

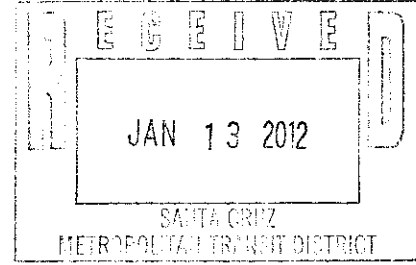
Attachment B: Contract Amendment with Nella Oil Company DBA Olympian



2360 Lindbergh Street Auburn CA 95602 (530) 885-0401 fax (530) 885-5851 www.4flyers.com

January 9, 2012

Santa Cruz Metro
110 Vernon Street,
Santa Cruz, CA 95606



RE: Santa Cruz METRO Contract No. 10-16 for Off Site Fueling of ParaCruz Vehicles

Dear Ms. Alvey:

Thank you for your letter dated December 27, 2011 regarding the above referenced contract. Please be advised that we wish to continue the contract at the same terms.

If you need additional information or wish to contact me, you can do so at (530) 885-0401 ext. 2029. Thank you.

Sincerely,

A handwritten signature in black ink, appearing to read 'Robert Foster'.

Robert Foster
Executive Assistant

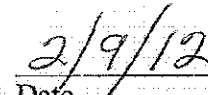


Master Car Wash
2110 41st Ave
Capitola, Ca 95010
(831) 476-5033

February 9th 2012

Master Car Wash will extend the contract agreement with METRO PARACRUZ for an other year.
(Feb 28, 2013) with the same terms and conditions for ParaCruz Vehicle Washing Services


Signature


Date

Attachment B

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT SECOND AMENDMENT TO CONTRACT NO. 10-16 FOR PARACRUZ VEHICLE FUELING SERVICES

This Second Amendment to Contract No. 10-16 for ParaCruz Vehicle Fueling Services is made effective March 1, 2012 between the Santa Cruz Metropolitan Transit District, a political subdivision of the State of California (“Santa Cruz METRO”) and NELLA Oil Company, LLC (“Contractor”).

I. RECITALS

- 1.1 Santa Cruz METRO and Devco Oil, Inc. entered into a Contract for ParaCruz Vehicle Fueling Services (“Contract”) on March 1, 2010.
- 1.2 NELLA Oil Company, LLC bought out Devco Oil, Inc. in April 2011.
- 1.3 NELLA Oil Company, LLC took over this contract under the existing terms and conditions, becoming “Contractor” at that time.
- 1.4 The Contract allows for the extension upon mutual written consent.

Therefore, Santa Cruz METRO and Contractor amend the Contract as follows:

II. TERM

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

This contract shall continue through February 28, 2013. This Contract may be mutually extended by agreement of both parties.

III. COMPENSATION

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

METRO shall compensate Contractor in an amount not to exceed \$250,000 under this amendment.

III. REMAINING TERMS AND CONDITIONS

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

Attachment B

IV. AUTHORITY

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

Signed on _____

Santa Cruz METRO
SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

Leslie R. White
General Manager

CONTRACTOR
NELLA Oil Company, LLC

By _____
Richard Teske
General Manager

Approved as to Form:

Margaret R. Gallagher
District Counsel

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: February 24, 2012

TO: Board of Directors

FROM: Leslie R. White, General Manager

SUBJECT: CONSIDERATION OF AUTHORIZING:

- 1.) THE GENERAL MANAGER TO EXECUTE A CONTRACT WITH RNL DESIGN, INC. FOR AN AMOUNT NOT TO EXCEED \$800,000 AND FOR THE PERIOD OF TIME OF MARCH 1, 2012 THROUGH JUNE 30, 2015.
- 2.) THE GENERAL MANAGER TO ISSUE A REQUEST FOR PROPOSALS FOR CONSTRUCTION MANAGEMENT SERVICES.
- 3.) ESTABLISHMENT OF AN ADMINISTRATIVE SPECIALIST POSITION TO ASSIST THE PROJECT MANAGER IN RECORD KEEPING AND CONTRACTOR MONITORING.
- 4.) THE GENERAL MANAGER TO ISSUE AN INVITATION FOR BIDS (IFB) FOR THE CONSTRUCTION OF THE OPERATIONS BUILDING, PARKING STRUCTURE, BUS PARKING FACILITY AND DEMOLITION OF EXISTING OPERATIONS BUILDING.

I. RECOMMENDED ACTION

That the Board of Directors approve a contract with RNL Design, Inc. for \$800,000, issuing an RFP for Construction Management Services, establishing an Administrative Specialist position, and issuing an IFB for the construction of the Operations Building and adjoining facilities.

II. SUMMARY OF ISSUES

- In November 2006 the voters of California passed proposition 1B which authorized the sale of bonds to finance transportation improvement projects.
- Included in the Proposition 1B measure was the Public Transportation Modernization, Improvement, and Service Enhancement Account (PTMISEA).
- The distribution of the funds from the PTMISEA is based on bond sales, project readiness, and overall funds available to an area.
- Under the PTMISEA formula METRO is entitled to receive approximately \$27 million over the ten year life of the program.

- METRO has used PTMISEA funds to assist in the construction of the Service/Fueling Facility, construction of the Maintenance Facility, and renovation of the Administration/Facilities Building.
- The final component of the MetroBase Project is the construction of the Operations Building, Parking Structure, Bus Parking Facility, and the demolition of the current Operations Building.
- On February 10, 2012 METRO received a check in the amount of \$11,010,047 from the PTMISEA program. The PTMISEA program will owe METRO \$5.8 million in funds from future bond sales.
- The current construction budget for the Operations Building is \$17.6 million. The current funds from the PTMISEA, combined with funds from the Small Transit Intensive Cities (STIC) funds, the sale of Sakata Lane property, as well as a portion of the State Transit Assistance Funds will provide the funding necessary to cover the cost of construction as well as the design, oversight, and administration costs. It is anticipated that the State Transit Funds will be reimbursed to METRO by the PTMISEA at the time that the remainder of the program is appropriated and the bonds sold. METRO has received a Letter of No Prejudice (LONP) that will allow the construction to proceed with the funds being reimbursed by the State PTMISEA.
- The MetroBase Operations, Service, and Maintenance Facilities have been designed by RNL, Inc. It is necessary for updating the final bid documents, bid oversight, and construction oversight functions to be conducted by RNL, Inc. The prior contract with RNL, Inc expired on December 31, 2010 with an unspent balance of \$600,000. The additional construction time as well as updating the bid specifications to current codes will require \$200,000 for a contract total of \$800,000. This cost will be paid by project funds.
- In order to maintain on-site engineering services it will be necessary to contract for the services of a Construction Management Company. In prior the construction projects METRO has used Harris and Associates. However, due to the time that has expired between the completion of the Maintenance Building and this construction it is necessary to issue a new Request for Proposals (RFP) to obtain these services.
- To achieve maximum savings in the cost of project management it is proposed that the position of Administrative Specialist be established for this project. The cost of performing the clerical support and project monitoring duties for this project will cost approximately 30% less through the use of METRO personnel. The duration of the Operations Project construction and close out is anticipated to be three years. At that time the Administrative Specialist position could be either transferred to other construction projects or phased out.
- Staff Recommends that the Board of Directors authorize the General Manager to issue an Invitation to Bid (IFB) using the updated building codes and specifications for the construction of the MetroBase Operations Building, Parking Structure, Bus

Parking facility, and the demolition of the existing Operations building at 1200 River Street.

III. DISCUSSION

Prior to 2006 the State of California had episodic financial participation in financing transit capital projects. Funding that was made available came from the State Public Transportation Account (PTA) through the Regional State Transportation Improvement Program (STPI) process and was often deducted from the total amount available for roads. In 2006 the voters of the State of California approved Proposition 1B which authorized the sale of bonds for a 10 year transportation capital improvement program. Included in Proposition 1B was the Public Transportation Modernization, Improvement, and Service Enhancement Account (PTMISEA). The program provided \$3.6 billion in capital financing for transit projects. The Santa Cruz METRO share of the PTMISEA is approximately \$27 million. METRO has used PTMISEA funds to assist in the construction of the Service/Fueling Facility, construction of the Maintenance Facility, and renovation of the Administration/Facilities Building. The final component of the MetroBase Project is the construction of the Operations Building, Parking Structure, Bus Parking Facility, and the demolition of the current Operations Building.

On February 10, 2012 METRO received a check in the amount of \$11,010,047 from the PTMISEA program. The PTMISEA program will owe METRO \$5.8 million in funds from future bond sales. The current construction budget for the Operations Building is \$17.6 million. The current funds from the PTMISEA, combined with funds from the Small Transit Intensive Cities (STIC) funds, the sale of Sakata Lane property, as well as a portion of the State Transit Assistance Funds will provide the funding necessary to cover the cost of construction as well as the design, oversight, and administration costs. It is anticipated that the State Transit Funds will be reimbursed to METRO by the PTMISEA at the time that the remainder of the program is appropriated and the bonds sold. METRO has received a Letter of No Prejudice (LONP) that will allow the construction to proceed with the funds being reimbursed by the State PTMISEA. The Project Funding and Budget is attached to this Staff Report.

The MetroBase Operations, Service, and Maintenance Facilities have been designed by RNL, Inc. It is necessary for updating the final bid documents, bid oversight, and construction oversight functions to be conducted by RNL, Inc. The prior contract with RNL, Inc expired on December 31, 2010 with an unspent balance of \$600,000. The additional construction time as well as updating the bid specifications to current codes will require \$200,000 for a contract total of \$800,000. This cost will be paid by project funds.

In order to maintain on-site engineering services it will be necessary to contract for the services of a Construction Management Company. In the prior construction projects METRO has used Harris and Associates. However, due to the time that has expired between the completion of the Maintenance Building and this construction it is necessary

to issue a new Request for Proposals (RFP) to obtain these services. It is anticipated that the Construction Management contract will cost approximately \$1,000,000 for the three-year construction period.

To achieve maximum savings in the cost of project management it is proposed that the position of Administrative Specialist be established for this project. The cost of performing the clerical support and project monitoring duties for this project will cost approximately 30% less through the use of METRO personnel. The duration of the Operations Project construction and close out is anticipated to be three years. At that time the Administrative Specialist position could be either transferred to other construction projects or phased out. It is estimated that the cost for this position will be \$215,000 with salary and benefits for the three year duration of construction.

Staff Recommends that the Board of Directors authorize the General Manager to issue an Invitation to Bid (IFB) using the updated building codes and specifications for the construction of the MetroBase Operations Building, Parking Structure, Bus Parking facility, and the demolition of the existing Operations building at 1200 River Street.

IV. FINANCIAL CONSIDERATIONS

Approval of the recommendations contained in this Staff Report will require approximately \$20 million in construction, oversight, and management costs over three years which will be offset with funding from the PTMISEA, State Transit Assistance loans, federal funds, and the proceeds from the sale of property.

V. ATTACHMENTS

Attachment A: Project Funding and Budget

Attachment A

Project Funding and Budget

Project Funding

FY 10 PTMISEA	\$ 1,000,000
FY11-13 PTMISEA	\$11,010,047
FY09 STIC	\$1,108,062
SAKATA SALE	\$1,333,382
FY 12 STA (loan)	\$2,800,000
FY 13 STA (loan)	\$2,800,000
TOTAL	\$20,051,491

Project Budget

CONSTRUCTION	\$17,600,000
RNL CONTRACT	\$800,000
CONSTRUCTION MANAGEMENT CONTRACT	\$1,000,000
PROJECT MANAGEMENT	\$400,000
ADMINISTRATIVE SPECIALIST	\$215,000
TOTAL	\$20,015,000