

# **SANTA CRUZ METROPOLITAN TRANSIT DISTRICT**

## **BOARD OF DIRECTORS REGULAR MEETING AGENDA MAY 19, 2000 (Third Friday of Each Month) CITY HALL COUNCIL CHAMBERS \*809 CENTER STREET\* SANTA CRUZ, CALIFORNIA**

### **SECTION I: OPEN SESSION - 8:30a.m.**

1. ROLL CALL
2. REVIEW OF ITEMS TO BE DISCUSSED IN CLOSED SESSION: District Counsel
3. ORAL AND WRITTEN COMMUNICATION REGARDING CLOSED SESSION

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

1. CONSIDER APPROVAL OF MINUTES OF CLOSED SESSION MEETING OF APRIL 21, 2000.  
Minutes: Attached
2. CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION  
Significant exposure to litigation pursuant to subdivision (b) of Section 54956.9 of the Government Code. One Case
  - a. Potential Claim of: Joselin Lopez  
Agency Claimed Against: Santa Cruz Metropolitan Transit District  
Claim: Attached
3. CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION  
Subdivision (a) of Section 54956.9.
  - a. Name of Case: Sandra Bass  
Agency Claimed Against: Santa Cruz Metropolitan Transit District  
Claim: To Be Included in Add-On Packet
4. CONFERENCE WITH LEGAL COUNSEL - LIABILITY CLAIM  
Pursuant to Subdivision (a) of Section 54956.95 of the Government Code
  - a. Claim of : Vernon Dixon  
Agency Claimed Against: Santa Cruz Metropolitan Transit District  
Claim: Attached

\* Please note: Location of Meeting Place

- b. Untimely Claim of: Margarita Rocha  
Agency Claimed Against: Santa Cruz Metropolitan Transit District  
Claim: Under Separate Cover

**SECTION III: RECONVENE TO OPEN SESSION - Immediately After Closed Session**

1. REPORT OF CLOSED SESSION: District Counsel
2. ORAL AND WRITTEN COMMUNICATIONS:
  - a. Petition from Casserly Road Residents in Watsonville for Service
  - b. Mission Hill Junior High - RE: MetroBase
  - c. Jason Pate - RE: MetroBase
3. LABOR ORGANIZATION COMMUNICATIONS
4. METRO USERS GROUP (MUG) COMMUNICATIONS
5. METRO ACCESSIBLE SERVICES TRANSIT FORUM (MASTF) COMMUNICATIONS
6. ADDITIONAL DOCUMENTATION TO SUPPORT EXISTING AGENDA ITEMS

**CONSENT AGENDA**

- 7-1. APPROVE REGULAR BOARD MEETING MINUTES OF 4/14/00 AND 4/21/00 AND SPECIAL BOARD MEETING MINUTES OF 4/14/00  
Minutes: Attached
- 7-2. ACCEPT AND FILE PRELIMINARY APPROVED CLAIMS  
Report: Attached
- 7-3. ACCEPT AND FILE PASSENGER LIFT REPORT FOR APRIL 2000  
Report: To Be Included in Add-On Packet
- 7-4. CONSIDERATION OF TORT CLAIMS: Deny the Claims of: Larry Mungioli; Mark Stevens & Skill Center Inc.; Sherry Sanstede; AAA (Subrogation for Louise French). Deny the Application to File a Late Claim and Reject the Claim as Untimely Filed: Margarita Rocha  
Claims and Application: Attached
- 7-5. ACCEPT AND FILE MINUTES OF MASTF COMMITTEE MEETING OF 4/20/00  
Minutes: Attached

- 7-6. ACCEPT AND FILE MINUTES OF MUG COMMITTEE MEETING OF 4/19/00  
Minutes: Attached
- 7-7. ACCEPT AND FILE MONTHLY BUDGET STATUS REPORT FOR MARCH 2000  
AND APPROVE BUDGET TRANSFERS  
Staff Report: Attached
- 7-8. ACCEPT AND FILE HIGHWAY 17 STATUS REPORT FOR MARCH  
Staff Report: Attached
- 7-9. ACCEPT AND FILE STATUS REPORT ON ADA PARATRANSIT PROGRAM FOR  
MARCH  
Staff Report: Attached
- 7-10. CONSIDERATION OF APPROVAL OF SENIOR CUSTOMER SERVICE  
REPRESENTATIVE RECLASSIFICATION  
Staff Report: Attached

#### **REGULAR AGENDA**

- 8. PRESENTATION OF EMPLOYEE LONGEVITY AWARDS  
Presented by: Jan Beautz, Chairperson  
Staff Report: Attached
- 9. CONSIDERATION OF A RESOLUTION AUTHORIZING STAFF TO SUBMIT AN  
APPLICATION TO CALTRANS FOR BUS STOP IMPROVEMENTS  
Presented by: Mark Dorfman, Assistant General Manager  
Staff Report: Attached
- 10. 9:00 A.M. PUBLIC HEARING ON FY 2000-2001 DRAFT FINAL BUDGET  
Presented by: Elisabeth Ross, Finance Manager  
Staff Report: Attached
- 11. CONSIDERATION OF RECOMMENDATION TO APPROVE ASSESSMENT FOR  
COOPERATIVE RETAIL MANAGEMENT DISTRICT  
Presented by: Mark Dorfman, Assistant General Manager  
Staff Report: Attached
- 12. CONSIDERATION OF REPORT ON FINANCIAL IMPACTS OF RESTRICTING  
BUS ADVERTISING  
Presented by: Kim Chin, Planning & Marketing Manager  
Staff Report: Attached

13. CONSIDERATION OF GRANTING A 13.87% PROPERTY INTEREST TO THE CITY OF SCOTTS VALLEY IN THE SCOTTS VALLEY TRANSIT CENTER/PARK & RIDE FACILITY  
Presented by: Margaret Gallagher, District Counsel  
Staff Report: Attached
14. UPDATE AND REVIEW OF EMERGENCY BUS RADIO PROCUREMENT OF APRIL 14, 2000  
Presented by: Bryant Baehr, Operations Manager  
Staff Report: Staff will give an oral update
15. CONSIDERATION OF STATUS REPORT ON FINANCING OF SUMMER BEACH SHUTTLE  
Presented by: Mark Dorfman, Assistant General Manager  
Staff Report: To Be Provided at the Board Meeting
16. CONSIDERATION OF STRATEGY ON SANTA CRUZ METROPOLITAN TRANSIT DISTRICT AND VALLEY TRANSPORTATION AUTHORITY JOINT MEETING TO CONSIDER HIGHWAY 17 EXPRESS IMPROVEMENTS  
Presented by: Les White, General Manager  
Staff Report: Attached
17. CONSIDERATION OF SERVICE IMPROVEMENTS IN THE WATSONVILLE-CAPITOLA-SANTA CRUZ-UCSC CORRIDOR  
Presented by: Kim Chin, Planning & Marketing Manager  
Staff Report: Attached
18. CONSIDERATION OF AWARD OF CONTRACT FOR FURNISHING PORTABLE VEHICLE HOISTS AND ASSOCIATED BUDGET AMENDMENT  
Presented by: Tom Stickel, Fleet Maintenance Manager  
Staff Report: Attached
19. CONSIDERATION OF AWARD FOR SECURITY SERVICES  
Presented by: Bryant Baehr, Operations Manager  
Staff Report: Attached
20. CONSIDERATION OF RENEWAL OF SAN JOSE STATE UNIVERSITY CONTRACT FOR SUBSIDY OF HIGHWAY 17 EXPRESS  
Presented by: Mark Dorfman, Assistant General Manager  
Staff Report: Attached

21. CONSIDERATION OF REQUEST FOR AUTHORIZATION TO USE STATE CONTRACT FOR PURCHASE OF PARATRANSIT VANS  
Presented by: Mark Dorfman, Assistant General Manager  
Staff Report: Attached

## **ADJOURN**

### **NOTICE TO PUBLIC**

Members of the public may address the Board of Directors on a topic not on the agenda but within the jurisdiction of the Board of Directors or on the consent agenda by approaching the podium during consideration of Agenda Item #1 "Oral and Written Communications", under Section III. Presentations will be limited in time in accordance with District Resolution 69-2-1.

Members of the public may address the Board of Directors on a topic on the agenda by approaching the podium immediately after presentation of the staff report but before the Board of Directors' deliberation on the topic to be addressed. Presentations will be limited in time in accordance with District Resolution 69-2-1.

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.

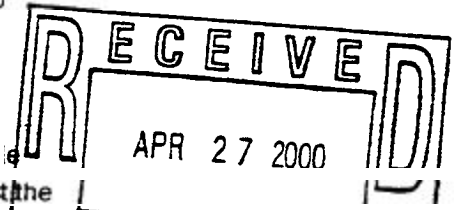
The Santa Cruz Metropolitan Transit District does not discriminate on the basis of disability. The Santa Cruz City Council Chambers is located in an accessible facility. If you wish to attend this meeting and require special assistance in order to participate, please Dale Carr at 426-6080 at least 72 hours in advance of the Board of Directors meeting.

Regular Board Meeting Agenda  
May 19, 2000  
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Petition

This is a Petition for a request that a Metropolitan Transit Bus be available to the residents and workers of Casserly road that travels all the way



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 JAMES LUIS B. S. C.  
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 (Mauricio J. Alvarez)  
 George C. Delgado  
 RAUL FERNANDEZ  
 GERARDO ORTIZ  
 JAMES HERNANDEZ  
 (Luis G. Valdivia)  
 MARTIN LOBATO  
 MARCELO LAPAZ  
 Abelardo Lopez  
 Gaspar Silva  
 SOYBE HAUBER  
 LUIS CHAVEZ  
 Antonio Gutierrez  
 Juan Valdivia  
 Juan Carlos Valdivia  
 Andres P. Hernandez  
 Christian Gonzalez  
 JUAN BERGARA  
 (Luis G. Valdivia)  
 (Mauricio J. Alvarez)  
 Javier Garcia Reina  
 Fina S. Lopez

(Jong Park)  
 Antonio Vasquez  
 Ron Miller  
 Antonio Gutierrez

Petition

This is a Petition for a request that a Metropolitan Transit Bus be available

to the residents and workers of Qssery road that travels all the way past the current Wheelock

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Mission Hill Junior High School  
425 King Street, Santa Cruz CA

(831) 429-3860

May 2, 2000



To: Keith Sugar, Mayor, City of Santa Cruz

Metropolitan Transit District

From: Mission Hill Junior High School

Re: Location of Metro bus center

As parent members of the Mission Hill School Site council, we support the concept

and implementation of public transportation. However, we are concerned about the diesel emissions. The large increase in numbers of buses traveling on both Mission Street and King Street impacts the already-congested traffic areas to reach destinations outside of Santa Cruz. The resulting noise and diesel emissions will create pollution for our children's educational experience at Mission Hill.

We are also concerned that, with the additional buses on Mission Street, the currently proposed four-foot wall will not be adequate to separate the noise and diesel pollution from our children's physical education classes that take place on the field.

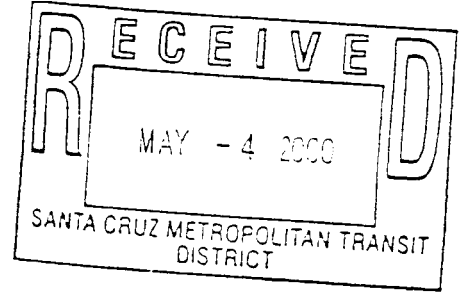
We support the Citizens for Better Planning's proposal to move the Metro center to a less-residential neighborhood area that is closer to a freeway on/off ramp.

We appreciate your support in reconsidering the proposed Lipton property for the Metro site and looking into other options that better meet the needs of all citizens, including the children.

Thank you for this opportunity.

24.L.,ril 2000

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Tc Whom IL May Concern:

Find a more suitable 10-atiOn for the Metrobase facility!

As a Westside resident, I would like to go on record in opposition to the proposed location of the new Metrobase

facility on Delaware Avenue. I live at the corner of Mission and Swift, and I believe that locating the Metrobase facility on Delaware Avenue is unacceptable for many reasons. Simply put, this type Of facility should not, under any circumstances, be built in or near a residential area, no matter what the zoning for the specific piece of property is.

I ask you, if the proposal were to build Metrobase across

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41 Grandview Street #206  
Santa Cruz, CA 95060

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

**Minutes- Board of Directors**

**April 14, 2000**

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A Regular Meeting of the Board of Directors of the Santa Cruz Metropolitan Transit District met on Friday, April 14, 2000 at the District Administrative Office, 370 Encinal Street, Santa Cruz, CA.

Acting Chairperson Gabriel called the meeting to order at 8:34 a.m.

## **SECTION 1: OPEN SESSION**

### **1. ROLL CALL:**

#### **DIRECTORS PRESENT**

Sheryl Ainsworth  
Bruce Arthur  
Tim Fitzmaurice  
Bruce Gabriel  
Michelle Hinkle  
Mike Keogh

#### **DIRECTORS ABSENT**

Jeff Almquist (arrived at 8:40 a.m.)  
Jan Beautz  
Katherine Beiers  
Kenneth Burch (arrived at 8:40 a.m.)  
Oscar Rios (arrived at 8:40 a.m.)  
Mike Rotkin (arrived at 8:42 a.m.)

#### **STAFF PRESENT**

Bryant Baehr, Operations Manager  
Kim Chin, Planning & Marketing Manager  
Terry Gale, IT Manager  
Margaret Gallagher, District Counsel

David Konno, Facilities Maint. Manager  
Lloyd Longnecker, Buyer  
Elisabeth Ross, Finance Manager  
Tom Stickel, Fleet Maint. Manager  
Leslie R. White, General Manager

#### **EMPLOYEES AND MEMBERS OF THE PUBLIC**

Richard Anderson, Westside Resident  
Neal Bailey, SEIU  
Scott Bugental, Lift Line  
Jeff LeBlanc, MASTF  
Manny Martinez, PSA  
John Mellon, VMU

Ian McFadden, UTU  
Cam Pierce, Bus Rider  
Marion Taylor, League of Women Voters  
Candace Ward, UCSC  
Linda Wilshusen, SCCRTC

### **2. ORAL AND WRITTEN COMMUNICATIONS**

- a. Laura Martin RE: MetroBase
- b. Linda Wilshusen RE: Bus Evaluation
- c. Cam Pierce RE: Bus to Mt. Madonna

Mr. Richard Anderson, resident of 320 Wanzer Street on the Westside of Santa Cruz and a member of the Citizens for Better Planning Group, spoke to the Board regarding his opposition to the MetroBase project being located on the Westside. Mr. Anderson read a letter from Will

Hagen which was published in the newspaper on April 5<sup>th</sup>. Mr. Anderson asked what the Board has done, if anything, in response to Westside residents' concerns on this issue. Acting Chairperson Gabriel informed Mr. Anderson that no action could be taken during Oral Communications.

Ms. Cam Pierce spoke regarding her letter which requested bus service to the Mt. Madonna Conference Center at least once or twice a week.

Ms. Katherine Anderson, Westside resident and member of the Citizens for Better Planning, voiced her opposition to the MetroBase project being located on the Westside of Santa Cruz.

### **3. LABOR ORGANIZATION COMMUNICATIONS**

Ian McFadden, UTU President, reported that the United Transportation Union is attempting to have a representative named to the Board of the Transportation Commission in hopes of increasing responsiveness from the Santa Cruz Public Works Dept. Two items in particular need further addressing: left turn lanes on Laurel Street, and the bike lane on Beach Street which would inhibit the Beach Street Shuttle. Mr. McFadden also discussed the service review budget of \$150,000 and the \$300,000 in excess TDA funds from the Transportation Commission. Director Rotkin, responding as a member of the City Council, stated that the bike lane issue might be revisited by the City Council in light of the conflict with the Beach Street Shuttle.

DIRECTOR GABRIEL OFFICIALLY TURNED THE MEETING OVER TO VICE CHAIRPERSON ROTKIN.

VICE CHAIRPERSON ROTKIN WELCOMED DIRECTOR AINSWORTH TO THE BOARD.

### **4. METRO USERS GROUP (MUG) COMMUNICATIONS**

None

### **5. METRO ACCESSIBLE SERVICES TRANSIT FORUM (MASTF) COMMUNICATIONS**

None

### **6. ADDITIONAL DOCUMENTATION TO SUPPORT EXISTING AGENDA ITEMS**

## **CONSENT AGENDA**

**Review Consent Agenda Items 7-1 through 7-14**

**ITEM 7-10 WAS TAKEN OUT OF ORDER**

**7-10. CONSIDERATION OF RENEWAL OF EMPLOYMENT PRACTICES LIABILITY INSURANCE**

**Summary:**

Elisabeth Ross, Finance Manager, reported that this item is to renew Employment Practices Liability Insurance and that the current carrier did not wish to renew with the District due to changes in their structure. Staff recommends that the contract be issued to an underwriter of Lloyd's of London who offers coverage at a lower rate than the District paid last year. In order to avoid interrupting continuous coverage, staff is requesting that action be taken at this meeting.

**ACTION: MOTION: DIRECTOR ALMQUIST SECOND: DIRECTOR ARTHUR**

A Motion was made to approve Staff's recommendation.

The Motion passed with Directors Beautz and Beiers absent.

**7-1. APPROVE MINUTES OF REGULAR BOARD OF DIRECTORS MEETING OF 3/10/00, REGULAR BOARD OF DIRECTORS MEETING OF 3/17/00, AND PUBLIC HEARING MINUTES OF 3/29/00**

No comments or questions.

**7-2. ACCEPT AND FILE PRELIMINARY APPROVED CLAIMS**

No comments or questions.

**7-3. ACCEPT AND FILE PASSENGER LIFT REPORT FOR MARCH 2000**

No comments or questions.

**7-4. CONSIDERATION OF TORT CLAIMS: Deny the Claim of : Shannon McCord. Reject the Claim as Untimely Filed and Deny the Application to File a Late Claim of: Coral Brune. Approve the Claim of: Farmer's Insurance in the amount of \$467.59 and reject it as to the balance**

**Discussion:**

Director Rotkin requested that the Claim of Shannon McCord be added to the Closed Session agenda for discussion at the April 21, 2000 meeting.

**7-5. ACCEPT AND FILE MINUTES OF MASTF COMMITTEE MEETING OF 3/16/00**

No comments or questions.

**7-6. ACCEPT AND FILE MINUTES OF MUG COMMITTEE MEETING OF 3/15/00**

No questions or comments.

**7-7. ACCEPT AND FILE MONTHLY BUDGET STATUS REPORT FOR FEBRUARY 2000 AND APPROVE BUDGET TRANSFERS**

**Discussion:**

Les White updated the Board on the Transportation Commission's Interagency Technical Advisory Committee (ITAC) meeting held on April 13, 2000. The District requested \$2.8M in STP/CMAQ (Surface Transportation Program/Congestion Mitigation and Air Quality Improvements) funds. It was the Commission's staff recommendation to allocate \$1.4M to the District for bus replacement. Linda Wilshusen reported that only twenty-five (25%) percent of the STP/CMAQ program funds are included in the MTIS (Major Transportation Improvement Study) funding program of \$260M. This will go before the Transportation Commission in May. Ms. Wilshusen also reported that there will be additional TDA funds coming out of the surplus at the end of the year which can be allocated to the capital reserve, not just to operations. Mr. White reported that the District has 66 buses that need replacing but the funding to replace only 23.

**7-8. ACCEPT AND FILE HIGHWAY 17 STATUS REPORT FOR FEBRUARY**

**Discussion:**

Linda Wilshusen reported that there are concerns at the Transportation Commission regarding the indicators on this report and asked that an analysis be performed on the cost of service and subsidy of service, which have both increased significantly. Mr. White reported that this service is in transition and there will be changes in the funding share with VTA. Staff will bring this item back before the Board in May for a more complete discussion on the Highway 17 service.

Ian McFadden stated UTU's plans to approach the Board with a list of possible projects on which to spend TDA funds. These projects might include weekend service on Highway 17 and bringing Highway 17 service down to the Metro Center during the week.

**7-9. ACCEPT AND FILE STATUS REPORT ON ADA PARATRANSIT PROGRAM FOR FEBRUARY**

**Summary:**

Kim Chin reported that a response from bidders on the ADA Recertification of Ridership is expected on April 28, 2000. After the MUG and MASTF groups have had input. This item will be brought back before the Board at their June meeting.

**7-11. REPORT ON AMERICANS WITH DISABILITIES SENSITIVITY TRAINING**

**Discussion:**

Bryant Baehr provided a synopsis of training for new bus operators in his staff report. The next group of 8 - 10 new operators will begin work on July 11, 2000. Director Gabriel requested a summary of how to improve sensitivity training for new drivers. Mr. Baehr confirmed that a report would be produced in September, after the completion of training on August 31<sup>st</sup>, identifying ideas for improvement.

**7-12. CONSIDERATION OF ADOPTION OF CALIFORNIA ENVIRONMENTAL QUALITY ACT (CEQA) GUIDELINES**

**Summary:**

Margaret Gallagher reported that the District is adopting CEQA guidelines in the California Code of Regulations to use as its guidelines. It is a requirement that every public agency adopt guidelines in accordance with CEQA, irrespective of lead agency status.

**7-13. ACCEPT AND FILE BILINGUAL SCHEDULE INFORMATION AT BUS STOPS**

**Summary:**

This item is for information only but will be on the April 21<sup>st</sup> agenda as an action item at Director Fitzmaurice's request. Cost information will be supplied within the Staff Report to be included in the Add-On Packet.

**7-14. ACCEPT AND FILE STATUS REPORT - ROUTE 1W - UNIVERSITY/WALNUT**

**Summary:**

David Konno reported that the Route 1/Walnut information was omitted from the bus stop schedule. Since this is a school term route, this information will be included when University stickers are reposted in September. This information is correct in the *Headways* but not translated onto the bus stop signs. Director Fitzmaurice also mentioned that the bus stop signs are posted too high.

**REGULAR AGENDA**

**8. PRESENTATION OF RESOLUTION OF APPRECIATION FOR DIRECTOR BART CAVALLARO**

**9. CONSIDERATION OF AUTHORIZATION FOR DISPOSAL OF ASSETS**

**10. CONSIDERATION OF STATUS REPORT ON FINANCING OF SUMMER BEACH SHUTTLE**

**Discussion:**

Director Rotkin suggested the Transit District compose a letter to the City of Santa Cruz raising concerns about the conflict of the beach shuttle and the bicycle lane. The cost of the shuttle has risen due to unanticipated labor costs plus an additional tripper bus has been added to keep these buses on time. The Boardwalk is assisting with outreach, printed advertising, and coupons. The Chamber of Commerce is not interested in funding this shuttle. Staff is approaching the Downtown Business Association for financial participation.

**11. CONSIDERATION OF APPOINTMENT OF SHERYL AINSWORTH TO SANTA CRUZ COUNTY REGIONAL TRANSPORTATION COMMISSION**

**Summary:**

This would appoint Sheryl Ainsworth as the representative to the Transportation Commission.

**ACTION: MOTION: DIRECTOR ALMQUIST SECOND: DIRECTOR GABRIEL**

The Motion passed unanimously with Directors Beautz and Beiers absent.

**DIRECTORS BURCH AND FITZMAURICE DEPARTED THE MEETING AT 9:45 A.M.**

**12. PRESENTATION OF HIGHWAY 17 TRANSPORTATION STUDY DRAFT FINAL REPORT**

**Summary:**

Bryant Baehr reported that there are grammatical changes being made to the Highway 17 Transportation Study Draft Final. Staff will receive an electronic version from the Transportation Commission by the end of this week, hopefully. The consultants will be present at the April 21<sup>st</sup> meeting to answer any questions the Board may have.

**13. CONSIDERATION OF AUTHORIZATION TO SUBMIT AB2766 GRANT APPLICATION TO THE AIR DISTRICT FOR CNG FACILITIES**

**Discussion:**

Director Rotkin asked if the Harvey West location has a CNG line like that at the Westside location. Les White will report back at a future date with this information.



**14. CONSIDERATION OF AUTHORIZATION TO DONATE RIDES FOR SUMMER LIBRARY PROGRAM**

**Summary:**

Les White reported that this is a program that the Transit District has done in the past. The program will conclude on July 30, 2000 and bus passes are donated to the students who successfully complete the program. Bryant Baehr stated that Staff would work with program coordinators to provide the specific number of passes needed. Director Almquist suggested that part of the reading program should include how to read the *Headways*. Mr. Baehr will discuss this with program coordinator Lauren Suhd.

**15. CONSIDERATION OF AWARD OF BID FOR BUS STOP BICYCLE SECUREMENT EQUIPMENT FUNDED BY MONTEREY BAY UNIFIED AIR POLLUTION CONTROL BOARD**

**Summary:**

David Konno reported that this project consists of improving 35 bus stops with bike securement equipment. This project is 100% funded by the Air District. Staff is recommending awarding the contract to Hannan Specialties, Inc. of Carmichael, California, in the amount of \$17,763.84.

**Discussion:**

Mr. Konno stated that there is a sticker on the back of each combination bench/bike securement fixture with instructions on how to attach the bikes. Mr. Konno is working with the Marketing Dept. to publish a Release on the bike bench program.

**16. CONSIDERATION OF AWARD OF CONTRACT FOR FURNISHING OF UNIFORMS, FLAT GOODS, AND LAUNDRY SERVICES.**

**Summary:**

In the future, this type of item would be presented on the Consent Agenda. Tom Stickel, Manager of Fleet Maintenance, introduced Lloyd Longnecker who is the District's new Buyer.

**ADJOURN**

There being no further business, Vice-Chairperson Rotkin adjourned the meeting at 9:56 a.m.

Respectfully submitted,

DALE CARR  
Administrative Services Coordinator

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

**Minutes- Board of Directors**

**April 21, 2000**

---

A Regular Meeting of the Board of Directors of the Santa Cruz Metropolitan Transit District met on Friday, April 21, 2000 at the City Hall Council Chambers, 809 Center Street, Santa Cruz, California.

Chairperson Beautz called the meeting to order at 8:36 a.m.

## **SECTION 1: OPEN SESSION**

### **1. ROLL CALL:**

#### **DIRECTORS PRESENT**

Sheryl Ainsworth  
Jeff Almquist  
Jan Beautz  
Kenneth Burch  
Tim Fitzmaurice  
Bruce Gabriel  
Mike Keogh  
Oscar Rios

#### **DIRECTORS ABSENT**

Bruce Arthur  
Katherine Beiers  
Michelle Hinkle  
Mike Rotkin

#### **STAFF PRESENT**

Mark Dorfman, Asst. General Manager  
Margaret Gallagher, District Counsel  
Leslie R. White, General Manager

### **2. REVIEW OF ITEMS TO BE DISCUSSED IN CLOSED SESSION**

District Counsel Gallagher reported that the Closed Session Minutes of March 17 and March 30, 2000 would be considered for approval. There will also be a conference with Legal Council regarding the liability claim of Shannon McCord.

### **3. ORAL AND WRITTEN COMMUNICATION REGARDING CLOSED SESSION**

None

## **SECTION II: CLOSED SESSION**

Chairperson Beautz adjourned to Closed Session at 8:37 a.m. and reconvened to Open Session at 9:03 a.m.

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

#### **DIRECTORS PRESENT**

Sheryl Ainsworth  
Jeff Almquist  
Jan Beautz  
Ken Burch

Tim Fitzmaurice  
Bruce Gabriel  
Mike Keogh  
Oscar Rios

**DIRECTORS ABSENT**

Bruce Arthur  
Katherine Beiers

Michelle Hinkle  
Mike Rotkin

**STAFF PRESENT**

Bryant Baehr, Operations Manager  
Kim Chin, Planning & Marketing Manager  
Mark Dorfman, Assistant General Manager  
Marilyn Fenn, Asst. Finance Mgr.  
Linda Fry, Service Planning Supervisor  
Margaret Gallagher, District Counsel  
Terry Gale, IT Manager

Tom Hiltner, Grants/Legislative Analyst  
David Konno, Facilities Maint. Manager  
Lloyd Longnecker, Buyer  
Judy Souza, Base Superintendent  
Tom Stickel, Fleet Maint. Manager  
Leslie R. White, General Manager

**OTHER ATTENDEES**

Richard Anderson, Westside Resident  
Scott Bugental, Lift Line  
Bart Cavallaro  
Jeff LeBlanc, MASTF  
Ian McFadden, UTU President

Debbie Hale, SCCRTC  
Patti Korba, SEA President  
Manny Martinez, PSA Chairperson  
John Mellon, VMU President  
Cam Pierce, Bus Rider  
Candace Ward, UCSC

**1. REPORT ON CLOSED SESSION - District Counsel**

Counsel Gallagher reported that the Board authorized settlement of the liability tort claim of Shannon McCord. Item 7.4. Denial of the Shannon McCord claim was deleted from the regular agenda. The Closed Session Minutes of March 17 and March 30, 2000 were approved.

**2. ORAL AND WRITTEN COMMUNICATIONS**

- a. Laura Martin RE: MetroBase
- b. Linda Wilshusen RE: Bus Evaluation
- c. Cam Pierce RE: Bus to Mt. Madonna  
Ms. Pierce asked what the next step in this process is and if she would receive notification of the decision once this has been discussed with the Service Review Committee. Les White assured her that she would be notified of the decision.
- d. Elise MacGregor RE: MetroBase
- e. Doug Deitch on the Monterey Bay Conservatory owns a building on 501 Mission Street and is the designer of the intersection at Mission and King Street. Mr. Deitch distributed a 1992 document showing access to UCSC and stated that due to the conflicts arising from the proposed MetroBase site on the Westside, consideration should be given to creating another access to UCSC for buses only. Mr. Deitch also stated that the Board should consider agricultural land for the MetroBase location. A copy of the Eastern Access Route Alternatives is attached hereto and made a part of the Minutes.
- f. Richard Anderson, Westside resident, stated his opposition to the proposed MetroBase site on the Westside of Santa Cruz and informed the Board that a lawsuit has been filed.

- g. Lorna Torkas, Westside resident, requested that the Board reconsider locating MetroBase on the Westside, mostly due to the already congested corridor. She asked that the Board consider the Harvey West site for MetroBase since there would be a savings of \$400,000 on the purchase price.
- h. Jeff LeBlanc stated that it is not known if the District would run into any legal obstacles at the Harvey West site.
- i. Rosemary Davidson stated that she opposes the Westside site for MetroBase due to the many negative aspects associated with this site. She asked that the Board move forward in a positive manner and decentralize.
- j. Kathy Pearson stated that thousands of signatures have been collected in opposition to the Westside site for MetroBase and encouraged the Board to look for another site.
- k. Elizabeth Burton stated that those in opposition to the Westside site for MetroBase are not working against the District, but for the District. She further stated that we all want the same thing but that the Westside is not the proper location. She is particularly concerned with the schools and environmental impacts.
- l. Lynn Robinson stated that the Westside site does not seem to be a logical location as it is on the edge of the county. She further stated that although this may be an ideal location for the District, it is not ideal for the residents of the Westside.

### **LABOR ORGANIZATION COMMUNICATIONS**

None

### **3. METRO USERS GROUP (MUG) COMMUNICATIONS**

Director Gabriel stated that there was extensive discussion on MetroBase and its location at the 4/19/00 MUG meeting. This discussion will be documented in the MUG minutes.

### **4. METRO ACCESSIBLE SERVICES TRANSIT FORUM (MASTF) COMMUNICATIONS**

None

### **5. ADDITIONAL DOCUMENTATION TO SUPPORT EXISTING AGENDA ITEMS**

### **SECTION III**

#### **ADD TO ITEM #2**

ORAL AND WRITTEN COMMUNICATIONS:

- d. Elise MacGregor RE: MetroBase

#### **CONSENT AGENDA:**

#### **DELETE FROM ITEM #7-1.**

MINUTES FROM THE PUBLIC HEARING OF MARCH 29, 2000  
(Minutes will be delayed until the May meeting)

#### **REPLACE ITEM 7-4**

CLAIM OF: FARMER'S INSURANCE  
(Replace Tort Claim)

**DELETE ITEM 7-10**      CONSIDERATION OF RENEWAL OF EMPLOYMENT PRACTICES  
LIABILITY INSURANCE  
(Approved at April 14, 2000 Board Meeting)

**MOVE ITEM 7-13**      ACCEPT AND FILE BILINGUAL SCHEDULE INFORMATION AT  
BUS STOPS  
(Moved to Regular Agenda)

**ADD TO ITEM 7-14**      STATUS REPORT - ROUTE 1W - UNIVERSITY/WALNUT  
(Staff Report Attached)

**REGULAR AGENDA:**

**DELETE ITEM #11**      CONSIDERATION OF APPOINTMENT OF SHERYL AINSWORTH  
TO SANTA CRUZ COUNTY REGIONAL TRANSPORTATION  
COMMISSION  
(Approved at April 14, 2000 Board Meeting)

**ADD ITEM #18**      CONSIDERATION OF ACCEPTANCE OF TORT CLAIM  
SETTLEMENT FOR DAMAGES TO PARATRANSIT VAN  
(Staff Report Attached)

**ADD ITEM #19**      ACCEPT AND FILE BILINGUAL SCHEDULE INFORMATION  
AT BUS STOPS  
(Item moved from Consent Agenda - Staff Report Attached)

**ADD ITEM #20**      CONSIDERATION OF AWARD OF IFB 99-24 FOR PRINTING  
OF *HEADWAYS*  
Presented by: Kim Chin, Planning & Marketing Manager  
(Staff Report Attached, Attachment A will be distributed at Board  
Meeting)

**ADD ITEM #21**      CONSIDERATION OF LETTER OF SUPPORT FOR SENATE BILL  
2178 (McPherson)  
(Staff Report Attached)

**CONSENT AGENDA**

**Review Consent Agenda Items 7-1 through 7-14**

- 7-1. **APPROVE MINUTES OF REGULAR BOARD OF DIRECTORS MEETING OF 3/10/00,  
REGULAR BOARD OF DIRECTORS MEETING OF 3/17/00, AND PUBLIC HEARING  
MINUTES OF 3/29/00**  
**Public Hearing Minutes will be delayed until the May meeting**
- 7-2. **ACCEPT AND FILE PRELIMINARY APPROVED CLAIMS**
- 7-3. **ACCEPT AND FILE PASSENGER LIFT REPORT FOR MARCH 2000**

- 7-4. CONSIDERATION OF TORT CLAIMS: Deny the Claim of: Shannon McCord. Reject the Claim as Untimely Filed and Deny the Application to File a Late Claim of: Coral Brune. Approve the Claim of: Farmer's Insurance in the amount of \$1,192.02 and reject it as to the balance.
- 7-5. ACCEPT AND FILE MINUTES OF MASTF COMMITTEE MEETING OF 3/16/00
- 7-6. ACCEPT AND FILE MINUTES OF MUG COMMITTEE MEETING OF 3/15/00
- 7-7. ACCEPT AND FILE MONTHLY BUDGET STATUS REPORT FOR FEBRUARY 2000 AND APPROVE BUDGET TRANSFERS
- 7-8. ACCEPT AND FILE HIGHWAY 17 STATUS REPORT FOR FEBRUARY
- 7-9. ACCEPT AND FILE STATUS REPORT ON ADA PARATRANSIT PROGRAM FOR FEBRUARY
- 7-10. DELETED
- 7-11. REPORT ON AMERICANS WITH DISABILITIES SENSITIVITY TRAINING
- 7-12. CONSIDERATION OF ADOPTION OF CALIFORNIA ENVIRONMENTAL QUALITY ACT (CEQA) GUIDELINES
- 7-13. THIS ITEM HAS BEEN MOVED TO THE REGULAR AGENDA AS ITEM NO. 19
- 7-14. ACCEPT AND FILE STATUS REPORT - ROUTE 1W - UNIVERSITY/WALNUT

**ACTION: MOTION: DIRECTOR RIOS SECOND: DIRECTOR GABRIEL**

A Motion was made to approve the Consent Agenda.

The Motion passed with Directors Arthur, Beiers, Hinkle and Rotkin absent.

#### **REGULAR AGENDA**

- 8. PRESENTATION OF RESOLUTION OF APPRECIATION FOR DIRECTOR BART CAVALLARO

#### **Summary:**

Director Beautz presented Bart Cavallaro with a plaque commemorating his 19 years on the Transit District Board of Directors. Mr. Cavallaro also received a lifetime bus pass for both he and his wife.

#### **Discussion:**

Numerous members of the audience conveyed their appreciation to Mr. Cavallaro for his years of dedicated service to transportation issues. Among those who spoke were: Jeff LeBlanc, MASTF Chair, and Debbie Hale, SCCRTC, who informed the Board of the May 4<sup>th</sup> Transportation Awards Ceremony at the Capitola City Hall at which time Mr. Cavallaro will receive the Lifetime Achievement Award.

**ACTION: MOTION: DIRECTOR FITZMAURICE SECOND: DIRECTOR GABRIEL**

A Motion was made to pass the Resolution of Appreciation for Bart Cavallaro.

**ROLL CALL:**

**AYES:** Directors - Ainsworth, Almquist, Beutz, Fitzmaurice, Gabriel, Keogh, Rios

**NOES:** Directors - None

**ABSTAIN:** Directors - None

**ABSENT:** Directors - Arthur, Beiers, Hinkle, Rotkin

**9. CONSIDERATION OF AUTHORIZATION FOR DISPOSAL OF ASSETS**

**Summary:**

Mark Dorfman reported that this is an annual disposal of fixed assets. Staff will work through Ecology Action.

**ACTION: MOTION: DIRECTOR ALMQUIST SECOND: DIRECTOR FITZMAURICE**

A Motion was made to authorize the disposal of assets.

The Motion passed with Directors Arthur, Beiers, Hinkle and Rotkin absent.

**10. CONSIDERATION OF STATUS REPORT ON FINANCING OF SUMMER BEACH SHUTTLE**

**Summary:**

Mark Dorfman reported that there is a shortfall of \$6,400 in the financing of the beach shuttle. The Regional Transportation Commission will not finance this shuttle and suggested it be funded in the regular budget. The Boardwalk will not utilize a coupon approach as they did last year and have contributed \$725 to the shuttle this year.

**Discussion:**

Ridership figures from last year on the beach shuttle were 25,363, which Ian McFadden reported were the 4<sup>th</sup> or 5<sup>th</sup> highest ridership figures in the life of the shuttle. The Boardwalk's comment for not participating at a higher level was that they have ample parking for their customers. Staff will continue to look at the existing budget and talk with participants regarding the shortfall of funds. Director Fitzmaurice stated that he is willing to talk with the City Council and Boardwalk about the need for additional funds.

**DIRECTOR GABRIEL LEFT THE MEETING AT 9:58 A.M.**

Les White and Debbie Hale discussed utilizing \$5,000 from the 80% of the excess TDA funds which would be distributed to the District at the end of the fiscal year. Mr. Cavallaro suggested that Staff approach the Seaside Company once again since having two avenues to get customers to the Boardwalk would benefit them. Ian McFadden added that the Beach Shuttle would now go as far as Cooper Street, thereby benefiting downtown merchants, who should also share in the funding of this project.

**ACTION: MOTION: DIRECTOR FITZMAURICE SECOND: DIRECTOR RIOS**

A Motion was made to direct Staff to send letters to the partners in this venture to consider increasing the amount of their appropriation with special direction to the Regional Transportation Commission that the Board would like to see the Commission involved in this. Staff should also send letters to the Downtown Association informing them of the impact this shuttle will have in linking downtown to the beach. Staff will report back to the Board at next month's meeting.

**AYES:** Ainsworth, Beautz, Fitzmaurice, Keogh, Rios  
**NOES:** Almquist  
**ABSTAIN:** None  
**ABSENT:** Arthur, Beiers, Hinkle, Rotkin, Gabriel

The Motion passed with Directors Arthur, Beiers, Hinkle, Rotkin and Gabriel absent.

**DIRECTOR KEOGH LEFT THE MEETING AT 10:04 A.M.**

11. **DELETED**

12. **PRESENTATION OF HIGHWAY 17 TRANSPORTATION STUDY DRAFT FINAL REPORT**

**Summary:**

Mark Dorfman reported that in 1995 the District was awarded a \$30,000 grant by the Monterey Bay Unified Air Pollution Control District to be applied towards a Highway 17 Transportation Improvement Study. VTA and the District both contributed \$10,000 towards this \$50,000 report which would study the Highway 17 corridor between Santa Cruz and San Jose. Bill Cisco, CCS Planning and Engineering, and Jeffrey Tumblin from Nelson Nygaard presented the study which encompasses the area from Bear Creek Road to the Highway 1 interchange. The presentation included an overview of the study process and results of how to continue the express bus service, optimize it, expand it and improve the Highway operations and safety along the study corridor. A packet of information was distributed which was used in this presentation. Said information is attached hereto and made a part of the Minutes.

**DIRECTOR FITZMAURICE LEFT THE MEETING AT 10:07 A.M.**

**DIRECTOR KEOGH RETURNED TO THE MEETING AT 10:09 A.M.**

**DIRECTOR BURCH LEFT THE MEETING AT 10:09 A.M.**

**DIRECTORS FITZMAURICE AND BURCH RETURNED TO THE MEETING AT 10:12 A.M.**

**DIRCTOR GABRIEL RETURNED TO THE MEETING AT 10:16 A.M.**



Mr. Tumblin reported that on the Highway 85 corridor, transit service could be expanded to the Apple Corporation area. From a marketing aspect, Mr. Tumblin stated that it is important that the Highway 17 service have a clearly identifiable brand. He further stated that there is potential for improving the general public's informational materials since the *Headways* is not easy to understand.

**DIRECTOR FITZMAURICE LEFT THE MEETING AT 10:20 A.M. AND RETURNED AT 10:24 A.M.**

**Discussion:**

Bart Cavallaro expressed concern that this study doesn't go far enough. Debbie Hale asked that the study be viewed as a jumping off point and not a "be all and end all" for what the plans are for this corridor.

Mr. White stated that valuable information would be to state the end destinations and denote where the interchange would be between VTA and the District buses, in addition to connections with CalTrain. Les White reported that Staff needs to move forward in the establishment of a connection between VTA and SCMTD Board Members to discuss Highway 17 issues, implementation of service to Metro Center and a Los Gatos stop. The key issues become the collection and dispersal net on the District's side, as well as on VTA's side of the hill. Over the next 12 months, these discussions need to take place frequently. Additionally, Mr. White stated that strategies need to be looked at for additional equipment, additional park & ride capacity, and financing arrangements on both sides. A Task Force would be crafted to facilitate discussions between the VTA Board, the District Board and CalTrans. Board to board contact is essential.

Director Keogh asked that the Task Force also consider expanding development of the Coyote Valley, North Monterey County and South Santa Cruz County in terms of housing demand to the south into San Jose. Ian McFadden asked about service to the airport and requested that Union Reps be involved in these discussions as well.

**ACTION: MOTION: DIRECTOR FITZMAURICE SECOND: DIRECTOR GABRIEL**

A Motion was made to accept the Highway 17 Transportation Improvement Study Final Report with the understanding that there are outstanding issues that need to be pursued as a result of this preliminary study. Staff was given direction to return to the May Board meeting with a report on how to proceed in bringing the two Boards together.

The Motion passed with Directors Arthur, Beiers, Hinkle and Rotkin absent.

**ITEM #19 WAS TAKEN OUT OF ORDER**

**19. ACCEPT AND FILE BILINGUAL SCHEDULE INFORMATION AT BUS STOPS**

**Summary:**

David Konno reported that he is costing out providing bi-lingual information at the bus stops. He is concerned, however, that changing the bus stop schedules to include bi-lingual information would be a complete redesign of the sticker. If the design of the face of the sign were affected, ADA would mandate that the sticker be redesigned. Installing a duplicate, bi-lingual route schedule would include 786 person hours of labor and \$23,144 in materials to re-do the stickers. Staff is recommending that as the current route schedules are reviewed, bi-lingual information is incorporated where possible; and as the new routes are designed, Staff install them on the bus stops to avoid duplicate signage situations.

Director Fitzmaurice suggested that Staff move forward with making the signs ADA compliant and make the bus stop signs bi-lingual in a timely fashion. Director Beautz asked that Staff consider this with other items of the budget if this project will be in next year's budget.

Jeff LeBlanc reported that the issue of making signs more readable has gone through BSAC, MUG and MASTF. The current bus signs violate the City's sign ordinance in regard to height requirements and the City may have to amend its Ordinance. Director Fitzmaurice suggested that Staff consult with City Staff about what issues this change will raise.

**ACTION: MOTION: DIRECTOR FITZMAURICE SECOND: DIRECTOR RIOS**

A Motion was made to consider this under Capital Projects for re-design of the bus signs to meet ADA compliance and to be bi-lingual in Spanish.

The Motion passed with Directors Arthur, Beiers, Hinkle and Rotkin absent.

Additional direction was given to Staff that a letter be written to the City Attorney regarding the potential modification to the Sign Ordinance. Mr. White interjected that all jurisdictions should be contacted in this regard.

**13. CONSIDERATION OF AUTHORIZATION TO SUBMIT AB2766 GRANT APPLICATION TO THE AIR DISTRICT FOR CNG FACILITIES**

**Summary:**

Staff is requesting authorization to submit an application for \$200,000 to the Air District for CNG facilities.

**ACTION: MOTION: DIRECTOR ALMQUIST SECOND: DIRECTOR RIOS**

A Motion was made to authorize Staff to submit an application to the Air District for \$200,000 for CNG facilities.

The Motion passed with Directors Arthur, Beiers, Hinkle and Rotkin absent.

**14. CONSIDERATION OF AUTHORIZATION TO DONATE RIDES FOR SUMMER LIBRARY PROGRAM**

**Summary:**

Staff is requesting authorization for the General Manager to work with the Santa Cruz Public Libraries to donate rides for the 2000 Summer Reading Adventure.

**ACTION: MOTION: DIRECTOR FITZMAURICE SECOND: DIRECTOR ALMQUIST**

A Motion was made to authorize the General Manager to work with the Santa Cruz Public Libraries regarding the 2000 Summer Reading Adventure.

The Motion passed with Directors Arthur, Beiers, Hinkle and Rotkin absent.

**15. CONSIDERATION OF AWARD OF BID FOR BUS STOP BICYCLE SECUREMENT EQUIPMENT FUNDED BY MONTEREY BAY UNIFIED AIR POLLUTION CONTROL BOARD**

**Summary:**

Staff is requesting that the bid be awarded to Hannan Specialties for bus stop bicycle securement equipment funded by the Monterey Bay Unified Air Pollution Control Board.

**ACTION: MOTION: DIRECTOR ALMQUIST SECOND: DIRECTOR RIOS**

A Motion was made to authorize the General Manager to execute Contract 99-15 for bus stop bicycle securement equipment with Hannan Specialties of Carmichael, CA.

The Motion passed with Directors Arthur, Beiers, Hinkle and Rotkin absent.

**16. CONSIDERATION OF AWARD OF CONTRACT FOR FURNISHING OF UNIFORMS, FLAT GOODS, AND LAUNDRY SERVICES**

**Summary:**

Staff is recommending that the Board authorize the General Manager to enter into a contract with Mission Linen Supply for furnishing of uniforms, flat goods and laundry services.

**ACTION: MOTION: DIRECTOR GABRIEL SECOND: DIRECTOR ALMQUIST**

A Motion was made to contract with Mission Linen for furnishing of uniforms, flat goods and laundry services.

The Motion passed with Directors Arthur, Beiers, Hinkle and Rotkin absent.

17. **UPDATE AND REVIEW OF EMERGENCY BUS RADIO PROCUREMENT OF APRIL 14, 2000**

**Summary:**

Bryant Baehr reported that 56 radios have been received. Installation begins on Saturday, April 22, 2000. Installation is scheduled to be completed in 2 1/2 weeks.

18. **CONSIDERATION OF ACCEPTANCE OF TORT CLAIM SETTLEMENT FOR DAMAGES TO PARATRANSIT VAN**

**Summary:**

Staff is requesting approval of proposed tort settlement in the amount of \$14,542.20 for leased paratransit van, which was totaled in a recent vehicular accident.

**ACTION: MOTION: DIRECTOR ALMQUIST SECOND: DIRECTOR AINSWORTH**

The Motion passed with Directors Arthur, Beiers, Hinkle and Rotkin absent.

20. **CONSIDERATION OF AWARD OF IFB 99-24 FOR PRINTING OF HEADWAYS**

**Summary:**

Staff is requesting that the Board authorize the General Manager to execute a contract for printing of the *Headways* with Pizazz Printing.

**ACTION: MOTION: DIRECTOR GABRIEL SECOND: DIRECTOR RIOS**

The Motion passed with Directors Arthur, Beiers, Hinkle and Rotkin absent.

21. **CONSIDERATION OF LETTER OF SUPPORT FOR SENATE BILL 2178 (McPherson)**

**Summary:**

Les White reported that the letter to Senator McPherson from our Chairperson Beautz would outline that SB2178 does not adequately address the lack of accessibility of parallel service operated by the Greyhound Corporation for people with disabilities.

**Discussion:**

Debbie Hale added that the Transportation Commission has additional amendments so that more people could access the AmTrak bus services because the Greyhound service does not service them. Bicyclists are not allowed to bring bikes onto the Greyhound bus service, Senator McPherson is adding the disabled passengers. The Transportation Commission would also like to shorten window around the Greyhound bus service to one hour instead of two hours, and

also, ensure that there is a bicyclist representative and a Transportation Commission representative on the task force. Lastly, provide an exemption for the Boardwalk. A copy of this letter is attached hereto and made a part of the Minutes.

**ACTION: MOTION: DIRECTOR ALMQUIST SECOND: DIRECTOR GABRIEL**

A Motion was made to authorize the Chair to send a letter supporting SB2178 to appropriate individuals in the California State Legislature. This letter will also support the additional amendments suggested by the Santa Cruz County Regional Transportation Commission.

The Motion passed with Directors Arthur, Beiers, Hinkle and Rotkin absent.

**ADJOURN**

There being no further business, Chairperson Beautz adjourned the meeting at 10:57 a.m.

Respectfully submitted,

DALE CARR  
Administrative Services Coordinator

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

**Minutes- Board of Directors**

**April 14, 2000**

---

A Special Meeting of the Board of Directors of the Santa Cruz Metropolitan Transit District met on Friday, April 14, 2000 at the District Administrative Office, 370 Encinal Street, Santa Cruz, CA.

Vice Chairperson Rotkin called the meeting to order at 9:55 a.m.

## **SECTION 1: OPEN SESSION**

### **1. ROLL CALL:**

#### **DIRECTORS PRESENT**

Sheryl Ainsworth  
Jeff Almquist  
Bruce Arthur  
Bruce Gabriel  
Michelle Hinkle  
Mike Keogh  
Oscar Rios  
Mike Rotkin

#### **DIRECTORS ABSENT**

Jan Beautz  
Katherine Beiers  
Kenneth Burch  
Tim Fitzmaurice

#### **STAFF PRESENT**

Bryant Baehr, Operations Manager  
Kim Chin, Planning & Marketing Manager  
Terry Gale, IT Manager  
Margaret Gallagher, District Counsel

David Konno, Facilities Maint. Manager  
Lloyd Longnecker, Buyer  
Elisabeth Ross, Finance Manager  
Tom Stickel, Fleet Maint. Manager  
Leslie R. White, General Manager

#### **VISITORS**

Richard Anderson, Westside Resident  
Neal Bailey, SEIU  
Scott Bugental, Lift Line  
Jeff LeBlanc, MASTF  
Manny Martinez, PSA  
John Mellon, VMU

Ian McFadden, UTU  
Cam Pierce, Bus Rider  
Marion Taylor, League of Women Voters  
Candace Ward, UCSC  
Linda Wilshusen, SCCRTC

### **2. CONSIDERATION OF WAIVER OF STATE CONTRACTING, BIDDING, AND NOTICE REQUIREMENTS AND AWARD OF CONTRACT FOR BUS RADIOS IN AN AMOUNT GREATER THAN \$50,000**

#### **Summary:**

Margaret Gallagher reported that the purpose of the Special Meeting is to award a contract for bus radios in an amount greater than \$50,000. There is a need to take action before next

week's meeting of April 21 so that equipment can be obtained in order to safely operate the buses. The panic buttons on 54 of the District buses no longer function. Les White reported that staff became aware of the inability to repair the base system after the time of posting the agenda for the regular Board Meeting.

Bryant Baehr informed the Board that buses have two different radio systems. The New Flyer Low Floors and Highway 17 RTS buses have the newer Motorola System, while the rest of the fleet has a 1985 add-on Databurst System. The purpose of the panic button is for the bus operators to notify Dispatch that there is a grave emergency on-board their vehicle. When the panic button is depressed, Dispatch notifies the Fire Department, Police, and District Supervisors to go to the scene.

Mr. Baehr received notice for Day Wireless, who has been maintaining the system, that they could no longer repair the portion of the unit that is located in the Dispatch center and that the system is completely down. Day Wireless quoted a delivery date of five (5) days for receipt of the Motorola Command Plus compatible equipment, with installation taking place on April 22, 2000. Installation will take approximately 3-5 hours for each radio unit. The units will be pre-programmed prior to arrival. The low bidders were not selected due to their inability to deliver in an expedient manner.

Due to this being an emergency item, a report will be brought before the Board at each meeting until the issue is resolved.

**ACTION: MOTION: DIRECTOR ARTHUR SECOND: DIRECTOR GABRIEL**

A Motion was made to approve Staff's recommendation to pass the Resolution which waives the State contract bid and notice requirements, authorizes a Federal sole source procurement, and authorizes the General Manager to purchase 56 mobile radio units as an emergency procurement critical to the safe operation of the bus fleet.

The Motion passed unanimously with Directors Beutz, Beiers and Fitzmaurice absent.

### **ADJOURN**

There being no further business, Vice-Chairperson Rotkin adjourned the meeting at 10:09 a.m.

Respectfully submitted,

DALE CARR  
Administrative Services Coordinator

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
CHECK JOURNAL DETAIL BY CHECK NUMBER  
ALL CHECKS FOR PACIFIC WESTERN BANK

DATE: 04/01/00 THRU 04/30/00

CHECK NO.	CHECK DATE	CHECK NUMBER AMOUNT	VENDOR NAME	VENDOR TRANS. TYPE NUMBER	TRANSACTION DESCRIPTION	TRANSACTION COMMENT AMOUNT
1272	04/07/00	800.00 001025	SANTA CRUZ COUNTY DEPT OF	68686	ENCROACHMENT PERMITS	800.00
				68687	ENCROACHMENT PERMITS	800.00
1279	04/07/00	8,665.38 001048	VISION SERVICES/PLAN	68688	APRIL VISION INS.	8,665.38
1250	04/07/00	11211.40 001069	NEW ENKOP INDUSTRIES LIMITED	68689	REV VEH PARTS 46	45.84
				68690	REV VEH PARTS 97	71.63
				68691	REV VEH PARTS 277	276.98
				68692	REV VEH PARTS 15	14.30
				68693	REV VEH PARTS 201	201.09
				68694	REV VEH PARTS 66	66.00
				68695	REV VEH PARTS 229	228.60
				68696	REV VEH PARTS 463	463.68
				68697	REV VEH PARTS 412	418.08
1281	04/07/00	482.00 001263	ABROTT, JAROSLAV RADIATOR	68698	OUT REPAIR REV VEH	482.00
1292	04/07/00	93,793.82 001316	BEVCO OIL	68699	MARCH FUEL	93,793.82
1283	04/07/00	50.00 001331	RIOG, OSCAR	68700	ADDTNL MARCH MTS	50.00
1284	04/07/00	702.95 001377	SAFETY-KLEEN CORP	68700	HAZ WASTE DISPOSAL	702.95
1255	04/07/00	76.00 001400	KIPLINGER LETTER	68701	RENEWAL - 12 MONTHS	76.00
1286	04/07/00	73.00 001401	KIPLINGER CALIFORNIA LETTER	68702	RENEWAL - 12 MONTHS	73.00
1227	04/07/00	12,419.00 001523	SANTA CRUZ MEDICAL CLINIC	68703	PRE-EMP & PHYS EXAMS	12,419.00
1288	04/07/00	29,692.70 001616	UNUM	68704	APRIL LTD INSURANCE	29,692.70
1289	04/07/00	48.47 001627	NEW PIG CORPORATION	68705	SAFETY SUPPLIES-FAC	48.47
1290	04/07/00	64.42 001675	RETERS, KATHERINE	68706	TRAVEL EXP-APTA CONF	64.42
1291	04/07/00	569.98 001711	MOHAWK MFG. & SUPPLY CO.	68707	REV VEH PARTS 570	569.98
				68708	REV VEH PARTS 464	423.97
1292	04/07/00	589.64 001733	STOODLEY'S SMALL ENGINE SERVIC	68709	MECHANICAL SUPPLIES	589.64
1293	04/07/00	4,390.25 001745	ITT HARTFORD	68710	APRIL LIFE/ADMD INS	4,390.25
1294	04/07/00	721.76 001800	THERMO KING OF SALINAS, INC	68711	REV VEH PARTS 248	248.49
				68712	REV VEH PARTS 483	423.27
1295	04/07/00	25.55 001829	ROTKIN, MICHAEL	68713	MTG RE: METROGRASE	25.55
1296	04/07/00	24.95 001938	PC WORLD	68714	RENEW SUBSCRIPTION	24.95
1297	04/07/00	4,547.75 001991	SAY STAFFING	68715	TEMPS W/E 2/20 FLEET	291.06
				68716	TEMPS W/E 2/21-3/12	1,702.40
				68717	TEMPS W/E 3/5 LEGAL	1,400.00
				68718	TEMPS W/E 3/12 LEGAL	1,154.30
1298	04/07/00	793.05 002005	TRANSIT RESOURCES, INC.	68719	REV VEH PARTS	793.05
1299	04/07/00	677.08 002035	BOWMAN & WILLIAMS	68720	CREDIT ON ACCOUNT	-778.50
				68721	CRFALJAN ACCT	-450.00
				68722	PROP/TECH SVCS	2,099.58
1300	04/07/00	162.17 002069	AJJOON AREA INC.	68723	EQUIPT RENTAL - FAC	162.17
1301	04/07/00	199.00 002125	RUTGERS UNIVERSITY - WTI	68724	SMART DRIVING TRAINS	199.00
1302	04/07/00	100.00 002145	DASH, JOHN A. & ASSOCIATES	68725	BUS OP WAGE SUBSCRPTN	100.00
1303	04/07/00	291.37 002158	PEREZ, J. ASSOCIATES, INC.	68726	REV VEH PARTS	291.37
1304	04/07/00	20,801.76 002192	SAY EQUIPMENT & REPAIR	68727	OUT REPAIR REV VEH	20,801.76
1305	04/07/00	5,205.00 002267	CALIFORNIA SERVICE EMPLOYEE	68728	APRIL MEDICAL INS.	5,205.00
1306	04/07/00	135.00 002360	MOBILE STORAGE GROUP, INC.	68729	STORAGE CONT. RENTAL	135.00
				68730	STORAGE CONT. RENTAL	135.00
1307	04/07/00	500.00 002399	FREEDOM SHEET METAL, INC.	68731	MARCH HVAC SERVICE	500.00
1308	04/07/00	125.98 002441	A BETTER BEEP	68732	MARCH 2/1999	125.98
1309	04/07/00	50.00 002452	ALMQUIST, JEFF	68819	ADDTVAL MARCH MTS	50.00
1310	04/07/00	224.00 002567	DEPARTMENT OF JUSTICE	68823	ENCROACHMENT PERM	224.00

7-2.1



SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
 CHECK JOURNAL DETAIL BY CHECK NUMBER  
 ALL CHECKS FOR PACIFIC WESTERN BANK

DATE: 04/01/00 THRU 04/30/00

CHECK NUMBER	CHECK DATE	CHECK AMOUNT	VENDOR NAME	VENDOR TYPE	TRANS. NUMBER	TRANSACTION DESCRIPTION	TRANSACTION AMOUNT	COMMENT
1311	04/07/00		FITNEY WORKS		68753	POSTAGE BY PHONE	219.52	
1312	04/07/00	559.60	NEXTEL COMMUNICATIONS		68754	MONTHLY PHONE CHRG	559.60	
1313	04/07/00	677.50	SEE'S CANDY		68755	EMPLOYEE INCENTIVE	677.50	
1314	04/07/00	300.00	TRUCK-TRAILER-TRANSIT		68756	OUT REPAIR REV VEH	300.00	
1315	04/07/00	149.07	UNITED PARCEL SERVICE		68757	FREIGHT OUT- FLEET	149.07	
1316	04/07/00	813.85	PACIFIC GAS & ELECTRIC		68758	2/29-3/29 SAKATA LN	10.50	
					68759	2/29-3/29 SAKATA LN	69.65	
					68760	2/11-3/14 KINGS VLG	466.33	
					68761	2/11-3/14 KINGS VLG	199.21	
					68762	2/11-3/14 KINGS VLG	11.23	
					68763	2/15-3/16 PAUL SW RD	60.95	
1317	04/07/00	790.79	ADT SECURITY SYSTEMS.		68750	APRIL ALARM- GOLF CL	45.78	
					68751	APRIL ALARM- SAKATA	82.95	
					68752	REPLACE FLOW SWITCH	299.62	
					68753	APRIL ALARM- PACIFIC	160.53	
					68754	APRIL ALARM- KINGS V	27.85	
					68755	APRIL ALARM- RODRIG	30.41	
					68756	APRIL ALARM- RIVER	38.23	
					68757	APR ALARM DUB/REPAIR	105.41	
1318	04/07/00	1,420.97	PACIFIC TRUCK PARTS INC.		68758	OUT REPAIR REV VEH	305.46	
					68759	REV VEH PARTS	1,125.49	
1319	04/07/00	233.38	ORCHARD SUPPLY HARDWARE		68760	CREDIT ON ACCT	-142.91	
					68761	PARTS & SUPPLIES	376.29	
1320	04/07/00	1,000.00	AT&T MEDIA SERVICES		68762	JOB FAIR BOOTH SPACE	1,000.00	
1321	04/07/00	14.04	SANTA CRUZ FIRE EQUIPMENT		68763	OUT REPAIR EQUIPT	14.04	
1322	04/07/00	4,640.15	U.S. BANK		68764	4251-2400-0554-7229	3,732.92	
					68765	4251-2400-0574-2697	687.23	
1323	04/07/00	91.98	KENVILLE & BONS LOCKSMITH		68766	PARTS & SUPPLIES	77.94	
					68767	MECHANICAL SUPPLIES	14.04	
1324	04/07/00	687.15	COAST PAPER & SUPPLY INC.		68768	CUSTODIAL SUPPLIES	687.15	
1325	04/07/00	20.00	VALLEY PRESS		68769	SUBSCRIPTION- ONE YR	20.00	
1326	04/07/00	257.74	R.G. LION'S SACRAMENTO INN		68770	2 DAY HOTEL-TRAINING	257.74	
1327	04/07/00	770.69	GILLIE CORPORATION		68771	REV VEH PARTS	770.69	
1328	04/07/00	1,601.23	WATSONVILLE CITY WATER DEPT.		68772	1/3-3/1 RODRIGUEZ	53.82	
					68773	CONTAINER CHARGE	1,120.00	
					68774	1/3-3/1 RODRIGUEZ	343.56	
					68775	1/3-3/1 RODRIGUEZ	58.85	
1329	04/07/00	1,560.00	MOBILE RADIO ENGINEERS		68776	REPLACED MIC	174.82	
					68777	REPLACED ANTENNA'S	162.18	
					68778	MARCH RADIO MAINTNCE	1,223.00	
1330	04/07/00	162.00	ZEE MEDICAL SERVICE		68779	SAFETY SUPPLIES	162.00	
1331	04/07/00	822.53	ZEP MANUFACTURING COMPANY		68780	CLEANING SUPPLIES	822.53	
1332	04/07/00	1,179.36	PRINT GALLERY, THE		68781	MARCH BID SCHEDULES	1,179.36	
1333	04/07/00	192.00	DOBAN CHEVROLET INC		68782	OUT REPAIR OTHER VEH	192.00	
1334	04/07/00	204.32	CROWN TOOL AND SUPPLY INC.		68783	CUSTODIAL SUPPLIES	204.32	
1335	04/07/00	1,713.07	NEOPART		68784	REV VEH PARTS	720.55	
					68785	REV VEH PARTS	-50.05	
					68786	REV VEH PARTS	1,042.57	
1336	04/07/00	338.57	LIFT-U-INC.		68787	OUT REPAIR REV VEH	338.57	
1337	04/07/00	2,209.59	ARBEL READY, INC.		68788	TEMP HELP 12/95-3/24	2,209.59	

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DATE: 04/01/00 THRU 04/30/00

CHECK NO.	CHECK DATE	CHECK AMOUNT	VENDOR NAME	VENDOR TYPE	TRANS. NUMBER	TRANSACTION DESCRIPTION	TRANSACTION AMOUNT	COMMENT
1338	04/07/00	59.40	222 MISSION PRINTERS		68789	BUSINESS CARDS	59.40	
1339	04/07/00	83.70	259 BANYAN PLAZA		68790	REV VEH PARTS	83.70	
1340	04/07/00	643.09	294 ANDY'S AUTO SUPPLY		68791	REV VEH PARTS SUPPLY	643.09	
1341	04/07/00	110.70	316 WALLACE ENTERPRISES		68792	OTHER PROF SVCS	110.70	
1342	04/07/00	120.00	345 SANTA CRUZ COLONY OFFICE OF		68793	FINGERPRINTING FEE	120.00	
1343	04/07/00	201.27	346 GLOBAL COMPUTER SUPPLIES		68794	TONER/RYPER/LESTER	201.27	
1344	04/07/00	17.50	355 LANE TRANSIT DISTRICT		68795	BUS/BICYCLE VIDEOS	17.50	
1345	04/07/00	75.00	372 FEDERAL EXPRESS		68796	FEB/MAR EXPRESS MAIL	75.00	
1346	04/07/00	2,125.00	378 MULTISYSTEMS INC		68797	APRIL-JUNE MAINTNCE	2,125.00	
1347	04/07/00	105,213.23	502 PUBLIC EMPLOYEES'		68798	APRIL MEDICAL INS.	105,213.23	
1348	04/07/00	46.04	544 GRANITE ROCK COMPANY		68799	LANDSCAPING SUPPLY	46.04	
1349	04/07/00	105.00	632 GOVERNMENT FINANCE OFFICERS		68800	SAFR REVIEW/PUB INV	105.00	
1350	04/07/00	27,046.03	633 PRUDENTIAL HEALTHCARE		68801	APRIL DENTAL INS	27,046.03	
1351	04/07/00	49.55	667 CITY OF SCOTTS VALLEY		68802	1/15-3/15 KINGS VLS	49.55	
1352	04/07/00	6.00	705 CALIFORNIA HIGHWAY PATROL		68803	CHP ACCIDENT REPORT	6.00	
1353	04/07/00	157.79	738 SCOTD PETTY CASH - FINANCE		68804	REP PETTY CASH-FIN	157.79	
1354	04/07/00	15.00	E002 STICKEL, TOM		68805	PARKING FEES-GEAR	15.00	
1355	04/07/00	85.29	E051 HILTNER, THOMAS		68806	MAR/MATERIALS BD MG	85.29	
1356	04/07/00	26.65	E061 HOLLY, ISAAC		68807	OFFICE SUPPLIES	26.65	
1357	04/07/00	80.00	E271 BAUER FRANK		68808	TRAVEL ADVNCE-TRAING	80.00	
1358	04/07/00	33.59	E273 BORMAN, MARK		68809	REIMB EXPENSES-CALTP	33.59	
1359	04/07/00	44.00	E379 ABACHERLI, ARLETTE		68810	DMV/VTT FEES	44.00	
1360	04/07/00	300.00	E390 CANALES, DONNA		68811	MEDICAL INS WAIVER	300.00	
1361	04/07/00	300.00	E394 MILBURN, PETER		68812	MEDICAL INS. WAIVER	300.00	
1362	04/07/00	300.00	E409 TRAYLOR, SOOZIE		68813	MEDICAL INS. WAIVER	300.00	
1363	04/07/00	300.00	E430 FALLON, SHARON		68814	MEDICAL INS. WAIVER	300.00	
1364	04/07/00	10.00	E470 DAY, LONI		68815	DMV/VTT FEES	10.00	
1365	04/07/00	72.02	E501 BAEHR, BRYANT		68816	EXPENSES-MTG SANDRA	72.02	
1366	04/07/00	30.00	E504 OLSON, LEANA		68817	SOSHRN TRAINING	30.00	
1367	04/07/00	40.00	E522 CARR, MALE		68818	SOUND SYS-MTG 3/29	40.00	
1368	04/21/00	5,109.84	001 PACIFIC BELL/SAC		68819	REPEATER LINE- IT	5,109.84	
1369	04/21/00	40.95	001020 EMED COMPANY		68820	SIGN/FLAMMABLE-FLEET	40.95	
1370	04/21/00	1,272.82	001119 MACERICH PARTNERSHIP, LP, THE		68821	LEASE- CAPITOLA MALL	1,272.82	
1371	04/21/00	3,020.87	001230 CAPITOL CLUTCH AND BRAKE, INC		68822	REV VEH PARTS-FLEET	3,020.87	
1372	04/21/00	344.63	001296 BENDER & CO. INC., MATTHEW		68823	CA EMPLOYMENT LAW	344.63	
1373	04/21/00	156.45	001315 WASTE MANAGEMENT OF S C		68824	APR-JUN MT. HERMON, RA...	156.45	
1374	04/21/00	1,135.15	001346 CITY OF SANTA CRUZ		68825	MARCH KINGS VLS RD	1,135.15	
1374P04/24/00		-1,135.15	001346 CITY OF SANTA CRUZ		69000	PARKING DEFICIENCY	-1,135.15	PRE-PAID
1375	04/21/00	1,224.64	001365 BORTNICK, ROBERT S. & ASSOC.		68826	FEB-APR PROF SVCS	1,224.64	
1376	04/21/00	400.04	001407 RED WING SHOE STORE		68827	MARCH BOOTS-FAD/FLT	400.04	
1377	04/21/00	3,902.00	001492 EVERGREEN		68828	HAZ WASTE DISPOSAL	3,902.00	
1378	04/21/00	5,260.00	001573 SCOTT P.E., ROBERT W.		68829	MARCH PROF SVCS	5,260.00	
1379	04/21/00	22.60	001648 STEVE'S UNION		68830	FUELS & LUBRICANTS	22.60	
1380	04/21/00	171,975.85	001762 FOOD & NUTRITION SERVICES, INC		68831	APRIL DISPATCH FEE	171,975.85	
1381	04/21/00	5,721.00	001774 FIRM SOLUTIONS, INC.		68832	FEB ADA PARATRANBIT	5,721.00	
1382	04/21/00	2,404.93	001800 THERMO KING OF SALINAS, INC		68833	APR-MAY MONTHLY FEE	2,404.93	

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SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
CHECK JOURNAL DETAIL BY CHECK NUMBER  
ALL CHECKS FOR PACIFIC WESTERN BANK

DATE: 04/01/00 THRU 04/30/00

CHK USER	CHECK DATE	CHECK AMOUNT	VENDOR NAME	VENDOR TRANS. TYPE	TRANSAC NUMBER	TRANSACTION DESCRIPTION	TRANSACTION AMOUNT	COMMENT
1353	04/21/00	424.00	001844	BRINKE INCORPORATED	68843	OUT REPAIR REV VEH	2,143.40	
1354	04/21/00	900.00	001887	SUMPHREY, YVONNE A.	68844	APRIL SECURITY SVCS	424.00	
1355	04/21/00	378.00	001895	NATIONAL BUSINESS INSTITUTE	68845	MAY RENT-VERNON ST.	900.00	
1355	04/24/00	-378.00	001895	NATIONAL BUSINESS INSTITUTE	68846	WORK COMP TRAINING	378.00	
				VOID CHECK	69035	VOID CHECK	-378.00	PRE-PAID
1356	04/21/00	247.70	001936	WORLDCOM TECHNOLOGIES, INC.	68847	LONG DIST SUMMARY	247.70	
1357	04/21/00	512.00	001960	ISM CORPORATION	68847	APR-JUN MAINTENANCE	512.00	
1358	04/21/00	7,093.65	001964	PIZZAZZ PRINTING INC.	68848	SFT III HEADWAY	7,093.65	
1359	04/21/00	5,048.78	001991	BAY STAFFING	68849	TEMPS W/E 3/19-3/26	891.00	
					68850	TEMPS W/E 4/2-LEGAL	1,402.40	
					68851	TEMPS W/E 3/19-3/26	2,645.80	
1360	04/21/00	358.97	002023	DBSTCO	68852	TEMPS W/E 3/26	94.08	
					68853	COFFEE SUPPLIES	125.70	
					68854	COLOR FILM OPS	114.86	
					68855	PHOTO PROCESSING-OPS	28.89	
					68856	PHOTO PROCESSING-LEG	6.15	
					68857	PHOTO PROCESSING-OPS	44.54	
					68858	PHOTO PROCESSING-OPS	37.63	
1361	04/21/00	179.25	002065	A TOOL SHED, INC.	68859	STEER LADER FAC	179.25	
1362	04/21/00	113.00	002077	TERMINIX INTERNATIONAL	68860	MARCH MTG & PACIFIC	113.00	
1363	04/21/00	213.00	002094	BIG SUR BOTTLED WATER, INC	68861	WATER - ADMIN	213.00	
1364	04/21/00	ES 135.98	002116	HINSHAW, EDWARD & BARBARA	68862	MAY RENT-120 DUBOIS	5,555.65	
					68863	MAY RENT-370 ENGINAL	21,706.42	
1365	04/21/00	9,884.58	002117	IULIAND, NICK	69021	ADDITIONAL APR RENT	874.92	
1366	04/21/00	11,100.00	002137	BOYD, T. CONSTRUCTION	68864	MAY RENT-11 DUBOIS	9,884.58	
1367	04/21/00	505.00	002168	TYCHO NETWORKS, INC.	68865	REPAIR SIDEWALKS MC	11,100.00	
1368	04/21/00	75.00	002247	DINERS CLUB	68866	APRIL CENTREX LINE	505.00	
1369	04/21/00	2,544.90	002250	WENZ DESIGN	68871	388B-300190-370E	75.00	
1400	04/21/00	1,250.00	002267	BERBER, SHAW & YODER	68867	POSTERS/SIGNS- P/M	2,544.90	
1401	04/21/00	41,823.75	002295	FIRST ALARM	68868	FEB/MAR PROF SVCS	1,250.00	
					68869	MARCH SECURITY SVCS	20,141.51	
1402	04/21/00	99.52	002323	NORTHERN SAFETY CO., INC.	68870	FEB SECURITY SVCS	20,141.51	
1403	04/21/00	1,250.00	002346	CHANEY, CAROLYN & ASSOC., INC.	68872	SAFETY SUPPLIES-FAC	99.52	
1404	04/21/00	1,000.00	002352	UNITED STATES POSTAL SERVICE	68873	APRIL PROF SVCS	1,250.00	
1405	04/21/00	1,320.00	002357	SOLAR DESIGN	68874	POSTAGE FOR METER	1,000.00	
					68875	MARCH LANDSCAPING KT	240.00	
					68876	FEB/MAR LANDSCP SVCS	520.00	
					68877	FERTILIZER TREE SVCS	540.00	
1406	04/21/00	1,520.00	002610	FREDERICK ELECTRONICS CORP.	68878	APR RENT 375 ENGINAL	1,520.00	
1407	04/21/00	6,184.73	002626	NELSONWYGAARD	68879	BUS EVALUATION	6,184.73	
1408	04/21/00	205.15	002672	POST TOOL	68880	COROLLES DRILL FAC	205.15	
1409	04/21/00	253.80	002673	IOS CAPITAL	68881	RENT CANN COPPER	253.80	
1410	04/21/00	38,351.85	002681	WATERLEAF ARCHITECTURE	68882	MARCH PROF SVCS	38,351.85	
1411	04/21/00	13,623.62	002701	MCLEAN CONSULTING & ASSOC. INC.	68883	APR BUS INSPECTIONS	13,623.62	
1412	04/21/00	3,250.32	002715	SANTA CRUZ AUTO TECH, INC	68884	REPAIR BRACKET	375.15	
					68885	REPAIR BRACKET	231.37	
					68886	REPAIR VEH # 604	1,578.85	
1413	04/21/00	496.00	002720	METRO SANTA CRUZ NEWSPAPER	68887	LEGAL AD-METRO	496.00	
1414	04/21/00	538.74	004	NORTH BAY ROAD LINK-MERCURY	68888	REV VEH PARTS- ELEC	538.74	

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SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
 CHECK JOURNAL DETAIL BY CHECK NUMBER  
 ALL CHECKS FOR PACIFIC WESTERN BANK

DATE: 04/01/00 THRU 04/20/00

CHECK NO.	CHECK DATE	CHECK, VENDOR AMOUNT	VENDOR NAME	VENDOR TRANS. TYPE NUMBER	TRANSACTION DESCRIPTION	TRANSACTION AMOUNT	COMMENT
414	04/21/00	8,597.01	009	PACIFIC B&E ELECTRIC	68889	3/8-4/6 PACIFIC AVE	14.47
					68890	3/8-4/6 PACIFIC AVE	321.66
					68891	3/8-4/6 PACIFIC	163.50
					68892	3/8-4/6 PACIFIC	13.19
					68893	3/8-4/6 PACIFIC	370.58
					68894	3/4-4/3 GOLF CLUB	222.22
					68895	3/4-4/3	550.91
					68896	3/6-4/3 RIVER ST	906.24
					68897	3/4-4/3 RIVER ST	127.12
					68898	3/4-4/3 ENCINAL ST	1,421.20
					68899	3/8-4/3 RODRIGUEZ	113.69
					68900	3/6-4/3- 111 DUBOIS	449.10
					68901	3/4-4/3- 111 DUBOIS	876.12
					68902	3/3-4/3 100 BEACH ST	74.11
					68903	3/3-4/3 RIVER ST	954.89
					68904	3/14-4/12 KINGS VLG	373.80
					68905	3/14-4/12 KINGS VLG	11.23
					68906	3/14-4/12 KINGS VLG	72.11
417	04/21/00	5,442.22	013	UNIVERSAL COACH PARTS INC	68744	REV VEH PARTS	665.78
					68745	REV VEH PARTS	5.42
					68746	REV VEH PARTS	1,572.76
					68747	REV VEH PARTS	6.57
					68748	REV VEH PARTS	277.20
					68749	REV VEH PARTS	138.96
					68707	REV VEH PARTS- FLEET	38.46
					68708	REV VEH PARTS- FLEET	92.73
					68709	REV VEH PARTS- FLEET	389.30
					68710	REV VEH PARTS- FLEET	322.90
					68711	REV VEH PARTS- FLEET	5.62
					68712	REV VEH PARTS- FLEET	2,407.12
418	04/21/00	900.00	017	SUN MICROSYSTEMS, INC.	68913	APR-JUN. FORTYTHREE SUPPL	900.00
419	04/21/00	4,550.69	018	SALINAS VALLEY FORD SALES	68914	REV VEH PARTS-FLEET	2,073.18
					68915	REV VEH PARTS-ELEET	2,477.51
420	04/21/00	1,910.25	023	PACIFIC TRUCK PARTS, INC.	68916	OUT REPAIR REV VEH	295.30
					68917	REV VEH PARTS- FLEET	1,615.55
421	04/21/00	10.93	036	KELLY-MOORE PAINT CO INC.	68918	REPAIRS/MAINTENANCE	10.93
422	04/21/00	3,615.42	039	KINKO'S INC.	68919	PRINTING- FLEET	65.12
					68720	PRINTING- OPS	507.28
					68721	PRINTING- PLANNING	167.24
					68722	PRINTING- ADMIN	552.47
					68723	PRINTING- FACILITIES	116.81
					68724	PRINTING- LEGAL DEPT	110.92
					68725	PRINTING-LEGAL DEPT	21.82
					68726	VIDEO CONFERENCE	1,760.57
					68927	PRINTING- PLANNING	164.70
					68928	PRINTING- ADMIN	127.87
425	04/21/00	2,335.50	041	MISSION UNIFORM	68929	MAR UNIFORMS/LAUNDRY	191.60
					68929	MAR UNIFORMS/LAUNDRY	930.51
					68930	MAR UNIFORMS/LAUNDRY	433.25
					68931	MAR UNIFORMS/LAUNDRY	379.14

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SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
 CHECK JOURNAL DETAIL BY CHECK NUMBER  
 ALL CHECKS FOR PACIFIC WESTERN BANK

DATE: 04/01/00 THRU 04/30/00

CHECK NUMBER	CHECK DATE	CHECK AMOUNT	VENDOR NAME	VENDOR TYPE	TRANS. NUMBER	TRANSACTION DESCRIPTION	TRANSACTION AMOUNT	COMMENT
					68932	MAR UNIFORMS/LAUNDRY	529.39	
					68933	MAR UNIFORMS/LAUNDRY	39.21	
51424	04/21/00	71.40	042	ORCHARD SUPPLY HARDWARE	68934	MECHANICAL SUPPLIES	71.40	
51425	04/21/00	984.79	045	PALACE HRT & OFFICE SUPPL	69023	OFFICE SUPPLY - SEAL	143.15	
					69024	OFFICE SUPPLY - BR	74.54	
					69025	OFFICE SUPPLY - TAC	144.44	
					69026	OFFICE SUPPLY - FLEE	72.03	
					69027	OFFICE SUPPLY - FLEE	102.29	
					69028	OFFICE SUPPLY - FAC	25.91	
					69029	OFFICE SUPPLY - HA	126.31	
					69030	OFFICE SUPPLY - ADMN	295.02	
51426	04/21/00	93.19	044	BASCOM TRIM & UPHOLSTERY	68935	REV VEH PARTS- FLEET	93.19	
51427	04/21/00	1,342.98	045	ROYAL WHOLESALE ELECTRIC	68936	REV VEH PARTS- FLEET	1,219.36	
					68937	ELECTRICAL SUPPLIES	123.60	
51428	04/21/00	281.00	056	GREEN LINE	68938	MAR PUMP - WTC	281.00	
51429	04/21/00	2,809.71	061	RESISTER PAJARDIAN	68939	LEGAL ADVERTISING	35.22	
					68940	LEGAL ADVERTISING	136.72	
					69031	ADVERTISING	2,637.70	
51430	04/21/00	115.00	067	ROTO-ROOTER SEWER/PLUMBING	68941	OUT REPAIR BLDG/LIN	115.00	
51431	04/21/00	1,651.17	068	UNITED LABORATORIES	68942	3 EA 2 1/2 GALLON CONT.	545.37	
					68943	PLUMBING SUPPLIES	1,305.80	
51432	04/21/00	316.42	075	COAST PAPER & SUPPLY INC.	68944	CUST PLUMBING SUPPLY	316.42	
51433	04/21/00	150.00	076	ALBA-SFEYER, CONGUELO	68945	PROF. FEEL SERVICES	150.00	
51434	04/21/00	2,519.00	050	BOARD OF EQUALIZATION	68947	JAN-MAR USE TAX	2,519.00	
51435	04/21/00	2,263.73	060A	STATE BOARD OF EQUALIZATION	68946	JAN-MAR FUEL TAX	2,263.73	
51436	04/21/00	117.12	083	THYSSEN DOVER ELEVATOR	69032	MARCH SERVICE/SMC	117.12	
51437	04/21/00	11,419.46	065	DIXON & SON, INCORPORATED	68948	TIRES/TUBES - FLEET	11,419.46	
51438	04/21/00	222.44	067	RECOGNITION SERVICES LTD.	68949	EMPLOYEE INCENTIVE	222.44	
51439	04/21/00	165.25	090	CRYSTAL SPRINGS WATER CO.	68950	MARCH WATER FLEET	165.25	
51440	04/21/00	114,115.36	101	FIRM SOLUTIONS	68951	MAR W/C TRUST ADCT	114,115.36	
51441	04/21/00	271.63	104	STATE STEEL COMPANY	68952	REV VEH PARTS- FLEET	271.63	
51442	04/21/00	276.65	107	SAN LORENZO LUMBER CO., INC.	68953	PARTS & SUPPLIES	269.61	
					68954	PARTS & SUPPLIES	67.04	
51443	04/21/00	1,400.00	110	TRANSMART	68955	CUSTODIAN SERVICES	1,400.00	
51444	04/21/00	151.25	133	JOBS AVAILABLE	68956	DISPLAY AD - HRD	151.25	
51445	04/21/00	228.00	134	MOBILE RADIO ENGINEERS	69033	APRIL ADCT-ELIAS	228.00	
51446	04/21/00	2,493.23	135	SANTA CRUZ AUTO PARTS, INC	68957	PARTS & SUPPLIES	2,493.23	
51447	04/21/00	639.45	144	BOSS MANUFACTURING CO.	68958	UNIFORMS/LAUNDRY	92.54	
					68959	SAFETY SUPPLIES	531.59	
					68960	SAFETY SUPPLIES	214.92	
51448	04/21/00	4,097.06	149	SANTA CRUZ SENTINEL	69034	ADVERTISING - MARCH	4,097.06	
51449	04/21/00	195.57	161	OCEAN CHEVROLET INC	68961	REV VEH PARTS	195.57	
51450	04/21/00	395.00	162	WASHINGTON LETTER ON TRANSPORT	68962	SUBSCRIPTION RELI-EAL	395.00	
51451	04/21/00	1,639.65	164	HOSE SHOP, INC., THE	68963	PARTS & SUPPLIES	1,639.65	
51452	04/21/00	194.10	170	TOWNSEND'S AUTO PARTS	68964	PARTS & SUPPLIES	194.10	
51453	04/21/00	1,985.17	163	BAYSHORE TRUCK EQUIPMENT CO.	68965	OUT REPAIR REV VEH	1,985.17	
51454	04/21/00	90.00	167	POLAR RADIATOR SERVICE INC	68966	OUT REPAIR REV VEH	90.00	
51455	04/21/00	3,269.01	191	GOLDEN GATE PETROLEUM	68967	FUELS & FABRICANTS	3,269.01	
51456	04/21/00	150.00	205	AIRTOUCH PAGING	68968	APP EQUIP - RPTG	150.00	
51457	04/21/00	2,720.59	208	MOBLEY PROPERTY MAINT. SERV.	68969	APRIL MAINTNOT SERV	2,720.59	

7-2-4

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
 CHECK JOURNAL DETAIL BY CHECK NUMBER  
 ALL CHECKS FOR PACIFIC WESTERN BANK

DATE: 04/01/00 THRU 04/30/00

CHECK NUMBER	CHECK DATE	CHECK AMOUNT	VENDOR NAME	VENDOR TYPE	TRANS. NUMBER	TRANSACTION DESCRIPTION	TRANSACTION AMOUNT	COMMENT
					68988	MAR UNIFORMS/LAUNDRY	628.69	
					68988	MAR UNIFORMS/LAUNDRY	69.21	
51425	04/21/00	71,740.04	ORCKEN/ENDENPCOY HARDWARE		68984	MECHANICAL SUPPLIES	71.40	
51425	04/21/00	984,774.05	PALACE ART & OFFICE SUPPLY		69023	OFFICE SUPPLY-LEGAL	143.15	
					69024	OFFICE SUPPLY- HR	74.64	
					69025	OFFICE SUPPLY-FAC	144.44	
					69026	OFFICE SUPPLY-FLEET	73.06	
					69027	OFFICE SUPPLY-FLEET	102.29	
					69028	OFFICE SUPPLY-FAC	25.91	
					69029	OFFICE SUPPLY- HR	125.81	
					69030	OFFICE SUPPLY- ADMN	295.02	
51425	04/21/00	58.19	804 SACOM TRIM & UPHOLSTERY		68985	REV VEH PARTS-ELEFT	93.19	
51427	04/21/00	1,342.56	045 ROYAL WHOLESALE ELECTRIC		68986	REV VEH PARTS-FLEET	1,218.88	
					68987	ELECTRICAL SUPPLIES	123.68	
51428	04/21/00	281.00	056 GREEN LINE		68988	MAR PUMP- WTC	281.00	
51429	04/21/00	2,809,774.05	REGISTER PAJARDIAN		68989	LEGAL ADVERTISING	35.28	
					68990	LEGAL ADVERTISING	184.72	
					69031	ADVERTISING	2,630.70	
51430	04/21/00	115.00	067 ROTO-ROOTER SEWER/PLUMBING		68991	OUT REPAIR PLUMBING	115.00	
51431	04/21/00	1,651.17	068 UNITED LABORATORIES		68992	3 EA-6 BALLON CONT.	545.97	
					68993	PLUMBING SUPPLIES	1,105.20	
51432	04/21/00	316.42	075 COAST PAPER & SUPPLY INC.		68994	CUST CLEANING SUPPLY	316.42	
51433	04/21/00	150.00	076 ALBA-SPEYER, CONSULT		68995	PROF/TECH SERVICES	150.00	
51434	04/21/00	2,519.00	050 BOARD OF EQUALIZATION		68997	JAN-MAR USE TAX	2,519.00	
51435	04/21/00	2,263.73	080A STATE BOARD OF EQUALIZATION		68996	JAN-MAR FUEL TAX	2,263.73	
51436	04/21/00	117.13	088 THYGSSEN DOVER ELEVATOR		69022	MARCH SERVICE/SMC	117.13	
51437	04/21/00	11,419.46	085 DIXON & SON, INCORPORATED		68998	TIRES/TUBES -FLEET	11,419.46	
51438	04/21/00	222.44	087 RECOMMITION SERVICES LTD.		68999	EMPLOYEE INCENTIVE	222.44	
51439	04/21/00	164.25	090 CRYSTAL SPRING WATER CO.		68950	MARCH WATER- ----	164.25	
51440	04/21/00	114,115.38	101 FIRM SOLUTIONS		68951	MAR W/C TRUST ADCT	114,115.38	
51441	04/21/00	271.65	104 STATE STEEL COMPANY		68952	REV VEH PARTS- FLEET	271.65	
51442	04/21/00	256.25	107 SAN LORENZO LUMBER CO., INC.		68953	PARTS & SUPPLIES	256.25	
					68954	PARTS & SUPPLIES	627.24	
51443	04/21/00	1,400.00	110 TRANSMART		68955	CUSTODIAN SERVICES	1,400.00	
51444	04/21/00	151.25	139 JOBS AVAILABLE		68956	DISPLAY AD - HRD	151.25	
51445	04/21/00	228.00	124 MOBILE RADIO ENGINEERS		69032	APRIL ADCT#21148	228.00	
51446	04/21/00	2,493.23	125 SANTA CRUZ AUTO PARTS, INC.		68957	PARTS & SUPPLIES	2,493.23	
51447	04/21/00	839.45	144 BOSS MANUFACTURING CO.		68958	UNIFORMS/LAUNDRY	92.54	
					68959	SAFETY SUPPLIES	531.99	
					68960	SAFETY SUPPLIES	214.92	
51448	04/21/00	4,097.06	149 SANTA CRUZ SENTINEL		69034	ADVERTISING- MARCH	4,097.06	
51449	04/21/00	195.57	151 OCEAN CHEVROLET INC		68961	REV VEH PARTS	195.57	
51450	04/21/00	395.00	162 WASHINGTON LETTER ON TRANSPORT		68962	SUBSCRIPTION RENEWAL	395.00	
51451	04/21/00	1,639.65	166 HOBE JAMES, INC, THE		68963	PARTS & SUPPLIES	1,639.65	
51452	04/21/00	194.10	170 TOWNSEND'S AUTO PARTS		68964	PARTS & SUPPLIES	194.10	
51453	04/21/00	1,985.17	183 BAYSHORE TRUCK EQUIPMENT CO.		68965	OUT REPAIR REV VEH	1,985.17	
51454	04/21/00	90.00	187 POLAR GARANTOR SERVICE INC		68966	OUT REPAIR REV VEH	90.00	
51455	04/21/00	3,269.01	191 GULFWAY SAFE PETROLEUM		68967	FUELS & LUBRICANTS	3,269.01	
51456	04/21/00	150.00	205 AIRTOUCH PARTS		68968	APP EQUIPT RACK	150.00	
51457	04/21/00	2,720.50	206 MOBILITY-REPAIR/MAINTENANCE		68969	APRIL MAINTNCE SVCS	2,720.50	

7-2-4

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
 CHECK JOURNAL DETAIL BY CHECK NUMBER  
 ALL CHECKS FOR PACIFIC WESTERN BANK

DATE: 04/01/00 THRU 04/30/00

CHECK #	CHECK DATE	CHECK AMOUNT	VENDOR NAME	VENDOR TRANS. TYPE	TRANSACTION DESCRIPTION	TRANSACTION AMOUNT	COMMENT
1454	04/21/00	989.88	SEAMAN DISTRIBUTION	68971	PARTS & SUPPLIES 751	721.05	
1455	04/21/00	211.20	IKON OFFICE SOLUTIONS	68972	PARTS & SUPPLIES 15	137.75	
1460	04/21/00	227.00	CARLESON BROS. CO., INC.	68973	APR COP TER RENTAL	211.00	
1461	04/23/00	979.41	GRAINGER INDIANA, IN.	68974	FEB/MAR PROF SVCS	659.00	
1462	04/21/00	1,093.75	NORTH COUNTY RECOVERY & TOWING	68975	WELDING GREEN	120.74	
1463	04/21/00	1,754.45	GOODWILLS	68976	SUPPLIER - FAC	300.67	
1464	04/21/00	5,913.86	JB ASSOCIATES	68977	OUT REPAIR REV VEH	1,092.75	
1465	04/21/00	341.50	WATSONVILLE AUTO SUPPLY	68978	DISPLAY AD	220.40	
1466	04/21/00	40.00	HANK, SCOTT	68979	CNS DISPLAY AD	201.00	
1467	04/21/00	15.00	AMERICAN MEDICAL RESPONSE WEST	68980	REV VEH PARTS FLEET	5,913.86	
1468	04/21/00	100.00	BUSHART/FRIENDSHIP PUBLICATION	68981	BACKFLOW TESTING	40.00	
1469	04/21/00	529.20	ESAD	68982	COPY OF RECORDS	15.00	
1470	04/21/00	10,119.44	SIERRA DETROIT DIESEL ALLISON	68983	MARCH ADVERTISING	50.00	
1471	04/21/00	292.63	BEARS	68984	APRIL ADVERTISING	50.00	
1472	04/21/00	3,148.20	DIESEL MARINE ELECTRIC	68985	DESIGN OF AD-CNS/MS	529.20	
1473	04/21/00	520.00	AMERICAN PUBLIC TRANSIT ASSOC.	68986	REV VEH PARTS FLEET	2,224.08	
1474	04/21/00	371.94	GRANITE ROCK COMPANY	68987	REV VEH PARTS FLEET	1,293.43	
1475	04/21/00	1,702.90	LAB SAFETY SUPPLY INC.	68988	REV VEH PARTS FLEET	1,034.65	
1476	04/21/00	526.00	HISPANIC HDTLINE	68989	REV VEH PARTS FLEET	407.16	
1477	04/21/00	2,191.18	STAR MACHINE & TOOL CO.	68990	OUT REPAIR REV VEH	473.81	
1478	04/21/00	517.58	MONASTER-DARR SUPPLY CO	68991	REV VEH PARTS FLEET	4,624.31	
1479	04/21/00	150.00	ST. JOCKEL, TOM	68992	CLASS MAY 1-5	60.00	
1480	04/21/00	400.00	REPESI, JOHN	68993	SAFETY TOOLS - FAC	273.63	
1481	04/21/00	34.00	RODRIGUEZ, YAL	68994	REV VEH PARTS FLEET	3,148.20	
1482	04/21/00	55.00	LAWSON, MARJORIE	68995	UNCLASSIFIED ADS	520.00	
1483	04/21/00	44.00	FRUDDEN, RICHARD	68996	LANDSCAPING SUPPLIES	371.94	
1484	04/21/00	22.94	ERBET, JOHN	68997	SAFETY SUPPLIES	1,551.12	
1485	04/21/00	34.00	DAKINAW, FRED	68998	FOG FREE BOBBLES	151.75	
1486	04/21/00	14.50	YABI, RANDY	68999	CLASSIFIED ADS	226.00	
1487	04/21/00	20.25	HANSON, MICHAEL	69000	PARTS & SUPPLIES 758	757.85	
1488	04/21/00	42.65	CANABES, JOYNA	69001	BRAKE SHOE FIXTURE	1,433.33	
1489	04/21/00	200.00	BARDA, PAULEA	69002	FUELS & LUBRICANTS	54.07	
1490	04/21/00	10.00	REYNOLDS, MICHAEL	69003	REPAIRS/MAINTENANCE	306.99	
1491	04/21/00	44.00	GONZALEZ, MANUEL	69004	REPAIRS/MAINTENANCE	156.52	
1492	04/21/00	40.00	BONZALEZ, LISA	69005	TRAVEL ADVANCE-APTC	120.00	
1493	04/21/00	150.00	BAHR, JAVANT	69006	EMP INCENTIVE LUNCH	400.00	
1494	04/21/00	150.00		69007	LAWN FEES	70.00	
1495	04/21/00			69008	DMV MEDICAL EXAM	66.00	
1496	04/21/00			69009	DMV/VTT FEES	34.00	
1497	04/21/00			69010	SEIU MOUN MEALS	22.84	
1498	04/21/00			69011	DMV FEES	34.00	
1499	04/21/00			69012	MILEAGE-POST DISPLA	14.50	
1500	04/21/00			69013	LUNCH-MEETING	20.25	
1501	04/21/00			69014	MIL BARR - SEMINAR	42.65	
1502	04/21/00			69015	TRAVEL ADVANCE-TRAIN	200.00	
1503	04/21/00			69016	DMV/VTT FEES	10.00	
1504	04/21/00			69017	DMV/VTT FEES	44.00	
1505	04/21/00			69018	TRAVEL ADVANCE-TR	40.00	
1506	04/21/00			69019	TRAVEL ADVANCE-APTC	150.00	

7-2.7

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
 CHECK JOURNAL DETAIL BY CHECK NUMBER  
 ALL CHECKS FOR PACIFIC WESTERN BANK

DATE: 4/01/00 THRU 4/30/00

CK SER	CHECK DATE	CHECK AMOUNT	VENDOR NAME	VENDOR NAME	VENDOR TYPE	TRANS. NUMBER	TRANSACTION DESCRIPTION	TRANSACTION AMOUNT	COMMENT
1495	04/01/00	40.00	ES04	OLSON LEANA		67018	TRAVEL ADVANCE-W/C	40.00	
1495	04/04/00	-40.00	ES04	OLSON LEANA		67027	VOID CHECK	-40.00	PRE-PAID
				VOID CHECK					
1496	04/01/00	185.00	R216	JOHNSON MELBA		67019	SETTLMNT- DOI 5/6/97	185.00	
1497	04/04/00	189.00	001876	NATIONAL BUSINESS INSTITUTE		67028	WORK COMP TRAINING	189.00	MANUAL
				WORKERS COMP TRAINING					
1498	04/04/00	774.06	001346	CITY OF SANTA CRUZ		67041	PARKING DEFICIENCY	774.06	MANUAL
				PARKING DEFICIENCY FE					
1499	04/05/00	352,597.53	002480	MIDWEST BUS CORPORATION		67 48	BUS REHAB 352 522	352 537 53	
TL		1,313,433.63		PACIFIC WESTERN BANK			TOTAL CHECKS 224	1,313,433 63	

7-2.8



SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

OPERATIONS DIVISION - PASSENGER LIFT USAGE REPORT

APRIL 2000

<u>ACCESSIBLE ROUTES:</u>	<u>CURRENT MO.</u>	<u>LAST MO.</u>
ROUTE #1/7 UCSC/BEACH	___97___	- 3 4 -
ROUTE #1/3B/4/7 - UCSC/MISSION/HARVEY WEST/ BEACH - WEEKENDS	___10___	___11___
ROUTE #8/1 EMELINE/UCSC - WEEKDAYS	___20___	___22___
ROUTE 12A/12B/UCSC/EASTSIDE "DIRECT" - WEEKDAYS	___13___	___5___
ROUTE #30/31/6/36 SCOTTS VALLEY/SEABRIGHT - WEEKDAYS	___70___	___69___
ROUTE #30/6/2/3A/4/6 WESTERN/MISSION ST/HARVEY WEST/SEABRIGHT - WEEKENDS	___15___	___6___
ROUTE #33/34 FELTON/LOMPICO/ZAYANTE - WEEKDAYS	___1___	___0___
ROUTE #35/35A/36 SANTA CRUZ/BOULDER CREEK	___98___	___83___
ROUTE #40/41 DAVENPORT/BONNY WON - WEEKDAYS	___3 -	- 0 -
ROUTE #40/41/42 DAVENPORT/BONNY DOON - WEEKENDS	___2___	- 1 -
ROUTE #51/52/60/63/81/42 CAPITOLA/SOQUEL/ DOMINICAN - WEEKDAYS	___177___	___199___
ROUTE #54/59/60 LA SELVA/CAPITOLA/SOQUEL - WEEKENDS	___9___	- 2 -
ROUTE #2/3A/3B/4/7/65/66/67 MISSION/WESTERN/ HARVEY WEST/BEACH/LIVE OAK - WEEKDAYS	___378___	___362___
ROUTE #65/66/67 LIVE OAK - WEEKENDS	___75___	. - - 4 3 -
ROUTE #1/3N/54/69/69N/69W UCSC/APTOS/CABRILLO - WEEKDAYS	___329___	___346___
ROUTE #69A/69W SANTA CRUZ/WATSONVILLE - WEEKENDS	___55___	___42___
ROUTE #70/81/36 CABRILLO/SANTA CRUZ/CAPITOLA MALL/ WATSONVILLE - WEEKDAYS	___52___	___61___
ROUTE #71 SANTA CRUZ/WATSONVILLE	___342___	___315___
ROUTE #72/73/75/78/79 WATSONVILLE/LOCAL	___198___	___161___

1-3.1

ROUTE #91/81 COMMUTER EXPRESS/CAPITOLA MALL/  
WATSONVILLE - WEEKDAYS

\_\_\_\_\_42\_\_\_\_\_57\_\_\_\_\_

TOTAL LIFT PASSENGERS

1986                      1819

NO. OF MECHANICAL FAILURES OF LIFTS IN-SERVICE

\_\_\_\_\_0\_\_\_\_\_0\_\_\_\_\_

TOTAL NO. OF HOURS DROPPED DUE TO LIFT FAILURE

\_\_\_0:00\_\_\_                      \_\_\_0:00\_\_\_

NO. OF PASSENGERS PASSED UP DUE TO NON-FUNCTIONING  
LIFT ON ACCESSIBLE ROUTES

\_\_\_\_\_0\_\_\_\_\_0\_\_\_\_\_

NO. OF TIMES DISTRICT BACK-UP LIFT VAN UTILIZED

\_\_\_\_\_0\_\_\_\_\_0\_\_\_\_\_

REVISED 03/16/00

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

VEHICLE CATEGORY	TOTAL BUSES	AVG# DEAD IN GARAGE	AVG# AVAIL. FOR SERVICE	AVG# IN SERVICE	AVG# SPARE BUSES	AVG# LIFTS OPERATING	% LIFTS WORKING ON PULL-OUT BUSES
FLXIBLE	7	1	6	3	3	3	100%
FLYER	63	12	51	46	5	46	100%
Gillig	19	4	15	8	7	8	100%
GMC	8	3	5	3	2	3	100%
CHAMPION	4	0	4	2	2	2	100%

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

VEHICLE CATEGORY	TOTAL BUSES	AVG# DEAD OPERATING	AVG# AVAIL. FOR SERVICE	AVG# IN SERVICE	AVG# SPARE BUSES	AVG# LIFTS PULL IN	% LIFTS WORKING OUT - BUSES
FLXIBLE		n/a	n/a	1	n/a	1	0%
FLYER		n/a	n/a	42	n/a	42	100%
GILLIG	19	n/a	n/a	5	n/a	5	0%
GMC		n/a	n/a	2	n/a	2	0%
CHAMP	4	n/a	n/a	1	n/a	1	100%

BIKE AND RIDE REPORT

	THIS MONTH	LAST MONTH
TOTAL BICYCLES CARRIED	_____17198_____	_____16361_____
*TOTAL BICYCLES CARRIED INSIDE OF BUS	_____0_____	_____0_____

THIS TOTAL, IS INCLUDED IN THE TOTAL BICYCLES CARRIED ABOVE.

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

LIFT REPORT  
(Passenger Lift Problems)

MONTH OF APRIL 2000

DATE	DAY	BUS #	REASON
04/04/00	TUESDAY	8051G	PROBLEMS WITH KNEEL
04/05/00	WEDNESDAY	8063G	_IFT DOESN'T LOWER
04/05/00	WEDNESDAY	8112C	PASSENGER LIFT NOT WORKING
04/07/00	FRIDAY	8083F	NO W/C LIFT
04/07/00	FRIDAY	8086F	_IFT BROKEN
04/08/00	SATURDAY	8058G	W/C LIFT IS BROKEN
04/12/00	WEDNESDAY	868GR	<NEEL DOESN'T RELEASE QUICKLY-HESITATES & STOPS
04/13/00	THURSDAY	8080F	<NEELING IS SLOW TO RELEASE
04/17/00	MONDAY	80546	WHEELCHAIR DOESN'T STOW PROPERLY
04/18/00	TUESDAY	80586	DOOR GOT STUCK ON LIFT GOING OUT
04/20/00	THURSDAY	8094F	30-I-TOM STEP SEEMS TO BE LOOSE
04/20/00	THURSDAY	80556	_IFT DOESN'T STOW ALL THE WAY IN
04/23/00	SUNDAY	8097F	_IFT INOPERATIVE P/GARAGE
04/24/00	MONDAY	80556	_IFT WON'T STOW ON IT'S OWN /BARRIER PROBLEM
04/24/00	MONDAY	80526	_IFT WON'T GO ALL THE WAY TO TOP
04/27/00	THURSDAY	8050G	NO LIFT
04/27/00	THURSDAY	8076F	PROBLEM WITH LIFT
04/27/00	THURSDAY	878GR	_IFT KEEPS DRIFTING OUT
04/28/00	FRIDAY	80546	3ARRIERS WON'T GO DOWN, SLOW TO STOW
04/30/00	SUNDAY	8076F	_IFT GOT STUCK AT MALL, BAD POSITION

F New Flyer  
 G Gillig  
 GR Grumman  
 C Champion  
 LF Low Floor Flyer  
 GM GMC

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

*Santa Cruz Metropolitan  
Transit District*

**GOVERNMENT TORT CLAIM**

**RECOMMENDED ACTION**



TO: Board of Directors

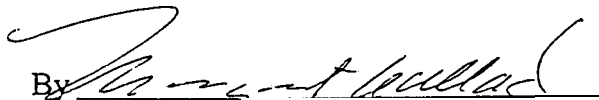
FROM: District Counsel

RE: Claim of Larry Mungoli  
Claim # 00-0011

Received 4/21/00  
DO1 February 11, 2000

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

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

By   
Margaret Gallagher  
DISTRICT COUNSEL

Date: April 25, 2000

---

I, Dale Carr, do hereby attest that the above claim was duly presented to and the recommendations were approved by the Santa Cruz Metropolitan Transit District's Board of Directors at the meeting of May 19, 2000.

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Dale Carr  
Recording Secretary

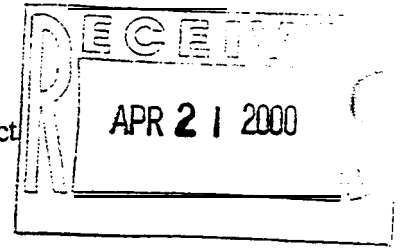
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Date

CLAIM AGAINST THE SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

(Pursuant to Section 9 10 et Seq., Government Code)

Claim # \_\_\_\_\_



TO: BOARD OF DIRECTORS, Santa Cruz Metropolitan Transit District

ATTN: Secretary to the Board of Directors  
230 Walnut Avenue  
Santa Cruz, CA 95060

1. Company Representative's Name/Claimant's Name: LARRY D. MUNGIOLI

Claimant's Address/Post Office Box: 3123 BROWN'S LANE  
SOQUEL CA 95073

Claimant's Phone Number: 475-3780

2. Address to which notices are to be sent: SAME AS ABOVE

3. Occurrence: WHILE PARKED, MY CAR WAS HIT BY A SCMTD BUS.

Date: 4-11-2000 Time: MIDDAY Place: 1200 RIVER STREET, SANTA CRUZ

Circumstances of occurrence or transaction giving rise to claim: \_\_\_\_\_

PLEASE CONTACT BRYANT OR JUDY FOR A COMPLETE REPORT PLUS PHOTOS. THEY CAN BE REACHED AT SCMTD OPERATIONS 1200 RIVER STREET OR BY CALLING 831-425-8951.

4. General description of indebtedness, obligation, injury, damage, or loss incurred so far as is known: MY CAR SUFFERED DAMAGE TO THE LEFT FRONT FENDER AS WELL AS THE DRIVERS SIDE DOOR. ALSO, I'LL NEED TO RENT A CAR WHILE THE REPAIR WORK IS BEING DONE.

5. Name or names of public employees or employees causing injury, damage, or loss, if known: LIN DA TARSKY, BUS OPERATOR (SCMTD)

6. Amount claimed now ..... \$ 1,618.80

Estimated amount of future loss, if known ..... \$ ??\*

TOTAL ..... \$ \_\_\_\_\_

7. Basis of above computations: \$1,404.20 (REPAIR WORK), \$214.60 (RENTAL CAR)

\* SINCE IT IS A PRELIMINARY ESTIMATE, ADDITIONAL CHARGES MAY BE REQUIRED.

Larry D. Mungoli  
PARENT'S/CLAIMANT'S SIGNATURE or  
COMPANY REPRESENTATIVE'S SIGNATURE

APRIL 19, 2000  
DATE

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

Customer  
copy  
kill off Monday

Date: 4/14/00 04:48 PM  
 Estimate ID: 556  
 Estimate Version: 0  
 Preliminary  
 Profile ID: Mitchell

### PERRIGO'S AUTO BODY

251 WASHINGTON ST SANTA CRUZ, CA 95060  
 (831) 423-3251  
 Fax: (831) 423-3257  
 BAR #: AE205067

Damage Assessed By: DAN FOY

Condition Code: Excellent  
 Deductible: UNKNOWN

Type of Loss: Collision

Insured: LARRY MUNGIOLO  
 Address: 3123 BROWN LN SOQUEL, CA 95673  
 Telephone: Home Phone(a31) 475-3780

Mitchell Service: 911280

Description: 1975 Mercedes Benz 280 S  
 Body Style: 4D Sed  
 VIN: 11602012049640

Vehicle Production Date: 6/75  
 Drive Train:  
 License: 493PAZ CA

Line Item	Entry Number	Labor Type	Operation	Line Item Description	Part Type/Part Number	Dollar Amount	Labor Units
	104160	BDY	REPAIR	L FENDER PANEL	Existing		1.5* #
	AUTO	REF	REFINISH	L FENDER OUTSIDE			C 2.3
3				AT SIDE MOULDING			
4	104243	BDY	REMOVE/REPLACE	L FENDER SIDE MOULDING	116 880 01 a2	27.00	0.3
5	108870	BDY	REMOVE/REPLACE	L FRT DOOR SHELL	Qual Recycled Part	300.00	
6	AUTO	REF	REFINISH	L FRT DOOR OUTSIDE			c 1.7
7	AUTO	REF	REFINISH	L FRT ADD FOR JAMBS & INSIDE			c 1.0
a	109050	BDY	REMOVE/REPLACE	L FRT DOOR MOULDING	116 720 01 80	41.00	INC
9	109601	REF	BLEND	L REAR DOOR OUTSIDE			c 0.9
10	AUTO	REF	ADD'L OPR	CLEAR COAT			1.7
11	933003	REF	ADD'L OPA	TINT COLOR			0.5'
12	933005	BDY	ADD'L OPR	RESTORE CORROSION PROTECTION		5.50 *	INC'
13	933016	REF	ADD'L OPR	MASK FOR OVERSPRAY		5.00 .	INC'
14	AUTO		ADD'L COST	PAINT/MATERIALS		178.20 .	
15	AUTO		ADD'L COST	HAZARDOUS WASTE DISPOSAL		3.00 *	

\* - Judgement Item  
 # - Labor Note Applies  
 C - Included in Clear Coat Calc

Remarks  
 FOUR TO FIVE DAYS TO REPAIR.

ESTIMATE RECALL NUMBER: 4/14/00 16:47:53 556

Mitchell Data Version: APR\_00\_A  
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7-4.3

i. Labor Subtotals						ii. Part Replacement Summary			
	Units	Rate	Add'l Labor Amount	Sublet Amount	Totals				Amount
Body	7.3	52.00	5.50	0.00	385.10	Taxable Parts			368.00
Refinish	8.1	52.00	5.00	0.00	426.20	Sales Tax	@	8.000%	29.44
Non-Taxable Labor					811.30	Total Replacement Parts Amount			397.44
Labor Summary	15.4				811.30				
iii. Additional Costs						iv. Adjustments			
					Amount				Amount
Taxable Costs					178.20	Customer Responsibility			0.00
Sales Tax			@	8.000%	14.26				
Non-Taxable Costs					3.00				
Total Additional Costs					195.46				
						i. Total Labor:			811.30
						ii. Total Replacement Parts:			397.44
						iii. Total Additional Costs:			195.46
						Gross Total:			1,404.20
						iv. Total Adjustments:			0.00
						Net Total:			1,404.20

**This is a preliminary estimate.**  
**Additional changes to the estimate may be required for the actual repair.**

SOMETIMES AFTER THE WORK HAS BEEN STARTED, ADDITIONALLY DAMAGED OR WORN PARTS ARE DISCOVERED WHICH WERE NOT EVIDENT ON FIRST INSPECTION. THIS DAMAGE REPORT DOES NOT COVER OR INCLUDE ANY ADDITIONAL PARTS OR LABOR WHICH MAY BE REQUIRED. ALL PARTS PRICES ARE SUBJECT TO INVOICE.

PERRIGO'S AUTO BODY GUARANTEES THE AUTO BODY REPAIRS TO YOUR VEHICLE FOR AS LONG AS YOU OWN YOUR CAR. PAINT GUARANTEED FOR FIVE YEARS UNDER NORMAL USE AND WEAR.

CUSTOMERS NAME \_\_\_\_\_

DATE OF ISSUE: \_\_\_\_\_

DATE OF COMPLETION: \_\_\_\_\_

I HEREBY AUTHORIZE THE ABOVE WORK AND ACKNOWLEDGE ESTIMATE OF REPAIRS

SIGNED x \_\_\_\_\_ DATE: \_\_\_\_\_

Today Repair

Date: 4/14/00 02:09 PM  
Estimate ID: 3033  
Estimate Version: 0  
Preliminary  
Profile ID: Mitchell

KRAFT'S BODY SHOP INC.  
6100 SOQUEL AVENUE SANTA CRUZ, CA 95062  
(831) 476-3232  
Fax: (831) 476-3846

Damage Assessed By: JOHN MCBRIDE

Condition Code: Good Type of Loss: Collision  
Deductible: UNKNOWN

Insured: LARRY MUNGIOLO  
Address: 3123 BROWNS LANE SOQUEL, CA 95073  
Telephone: Home Phone(831) 475-3780

Mitchell Service: 911280

Description: 1975 Mercedes Benz 280 S Vehicle Production Date: 6/75  
Body Style: 4D Sed Drive Train:  
VIN: 11602049640 License: 493PAZ CA  
Mileage: 198,993  
Color: YELLOW

Line Item	Entry Number	Labor Type	Operation	Line Item Description	Part Type/ Part Number	Dollar Amount	Labor Units
	100660	BDY	REMOVE/INSTALL	FRT BUMPER ASSY			1.0
	101450	BDY	REMOVE/INSTALL	L H/LAMP LENS	Existing		0.6'
3	104160	BDY	REPAIR	L FENDER PANEL	Existing		4.0' #
4	AUTO	REF	REFINISH	L FENDER OUTSIDE			2.3
5	104243	BDY	REMOVE/REPLACE	L FENDER SIDE MOULDING	116 880 01 82	27.00	0.3
6	108870	BDY	REMOVE/REPLACE	L FRT DOOR SHELL	1167200905	920.00	5.5
7	AUTO	REF	REFINISH	L FRT DOOR OUTSIDE			1.7
8	AUTO	REF	REFINISH	L FRT ADD FOR JAMBS 8 INSIDE			1.0
9	108908	BDY	REMOVE/REPLACE	L FRT DOOR INSULATOR PAD	1237270090	5.75	
10	900500	BDY .	ADD'L LABOR OP	COVER CAR	Sublet	10.00 .	0.0'
11	900500	BDY .	ADD'L LABOR OP	CORROSION PROTECTION	● *Qual Repl Part	10.00 .	0.000
12	109050	BDY	REMOVE/REPLACE	L FRT DOOR MOULDING	116 720 01 80	41.00	INC
13	933003	BDY .	ADD'L OPR	TINT COLOR			0.5'
14	AUTO		ADD'L COST	PAINT/MATERIALS		110.00 .	

. - Judgement Item  
# - Labor Note Applies

ESTIMATE RECALL NUMBER: 4/14/00 14:03:23 3033

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Mitchell Data Version: APR\_00\_A

Page 1 of 2

7-4.5



I. Labor Subtotals	Units	Rate	Add'l Labor Amount	Sublet Amount	Totals
Reddish	13.0	50.00	0.00	10.00	<del>695.00</del>
Non-Taxable Labor					855.00
Labor Summary	16.9				855.00

II. Part Replacement Summary	Amount
Taxable Parts	1,003.75
Sales Tax @ 8.000%	80.30
<b>Total Replacement Parts Amount</b>	<b>1,084.05</b>

III. Additional Costs	Amount
Taxable Costs	110.00
Sales Tax @ 8.000%	8.80
<b>Total Additional Costs</b>	<b>118.80</b>

IV. Adjustments	Amount
Customer Responsibility	0.00

i. Total Labor.	855.00
ii. Total Replacement Parts:	1,084.05
iii. Total Additional Costs:	118.80
<b>Gross Total:</b>	<b>2,057.85</b>
IV. Total Adjustments:	0.00
<b>Net Total:</b>	<b>2,057.85</b>

This is a preliminary estimate.  
Additional changes to the estimate may be required for the actual repair.

R/P/D DATE & TIME 0/00/00  
 R/T NAME KINGIOLI\* LARRY\*  
 CAR MAKE EDAR  
 RATE ADJUSTED \$19.99  
 TERMS (WEEK) 40817 475-7580  
 OFFICE 0 0 0 000-0000 EXT 2000  
 RETURN DATE 0/0 0/00  
 TAXES BY 00000000000000000000

RES# 7624354  
 0958 2312  
 0 000 000-0000

BILL TO INFO:

BUREAU TEL -  
 CUST NAME  
 ID# DR ATTN  
 CLAIM#/POL/FO

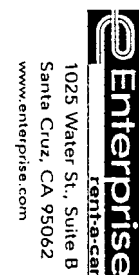
INSURED  
 AUTH UNTIL 0/00/00  
 MAX AMOUNT  
 DATE OF LOSS 0/00/00  
 ACC/THEFT  
 YR/MAKE/MODEL

SHIP  
 PHONE (000) 000-0000  
 ADDL. CUSTINFOT

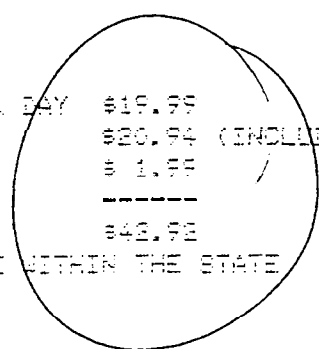
DOB 0/00/00  
 AGE 00

SSN#  
 ADDRESS  
 CITY ST ZIP  
 AIRLINE/FLIGHT#  
 ARRIVAL TIME  
 ADVANCED DEPOSITS: \$

RESERVATION NOTES  
 RATE PER CALENDAR DAY \$19.99  
 BILL PROTECTION \$20.94 (INCLUDES COMP/COLLISION  
 SALES TAX \$ 1.99 / 1 MILLION LIABILITY)  
 -----  
 \$42.92  
 UNLIMITED MILEAGE WITHIN THE STATE



**Teresa Garrison**  
 Branch Rental Manager  
 831-426-7799 tel  
 831-426-7241 fax



AVIS

**AVIS**

We try harder.

AVIS

Agency

Avis Rent A Car System, Inc.

630 Ocean Street  
Santa Cruz, California 95080  
Reservations (800) 331-1212  
Telephone (408) 423-1244

CMD: 5

RS PAC T/A

AGENT ID 57090 PIN

AWD WIZ

CPN AGE DOB

FTN

STA SCZ ETA 17APR00/1000 MON

VIA SAC

ILC SCZ ETT 18APR00/1000 TUE

EQPB M/M

NAM

RAT X-2A WPA PAY

CID

CEX CCI

N/C

AD1

AD2

AD3

L1:c

SOR

CON

RMK

H/C DS410B20 RES

08.000 S=N PU=N AE=N

A E/A S/N

P/NG/A H/NL/NK/NW/NV/NF/N

CSS/NO AFT HR C/IN

LDW=9.00 PAI=3.00 PEP=1.95 ALI=8.35

2A DAILY PROMO -RENTAL IS 1D PER

RATES GRP B FREE MLG REQUIREMENTS

AVG= 39.99 UNL

PER= 39.99 UNL

HRS= 13.34 UNL

MLG= .00

QWM= 0

QWF= 0

MAX=04D

WARRANTY

45.12

9.00

54.12

RATE GU

TOTL =

*LDW OPTION 9.00 PER DAY*

END...

AVIS

F 340

AVIS

7 a. 8

GOVERNMENT TORT CLAIM

Santa Cruz Metropolitan  
Transit District

RECOMMENDED ACTION



TO: Board of Directors  
FROM: District Counsel  
RE: Claim of Mark Stevens & Skills Center Inc. Received 4/19/00  
Claim # 00-0010 DO1 2/15/00

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

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

By Margaret Gallagher  
Margaret Gallagher  
DISTRICT COUNSEL

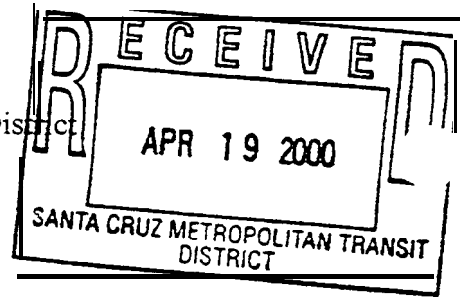
Date: April 20, 2000

I, Dale Carr, do hereby attest that the above claim was duly presented to and the recommendations were approved by the Santa Cruz Metropolitan Transit District's Board of Directors at the meeting of May 19, 2000.

\_\_\_\_\_  
Dale Carr  
Recording Secretary

\_\_\_\_\_  
Date

7-4.9



TO: BOARD OF DIRECTORS, Santa Cruz Metropolitan Transit District

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

1. Company Representative's Name/Claimant's Name: Skill Center Inc  
Mark Jensen

Claimant's Address/Post Office Box: 3290 Harding Way  
Saquel Ca 95073

Claimant's Phone Number: 831-464-3692

2. Address to which notices are to be sent: 3290 Harding Way  
Saquel Ca 95073

3. Occurrence: Boarding out Bound #11 Bus w/ Disabled  
Client, All of Disabled Seating Taken, I asked

Date: 2/15/00 Time: 2:15pm Place: Santa Cruz Metro Center  
Several people in bus we could have their seats & was  
ignored, Bus driver at that point failed to  
stop formentarily client w/ no is client  
were held, we were - ed - i - o find seating in

4. General description of indebtedness, obligation, injury, damage, or loss incurred so far as  
is known: Middle of bus before my client & myself  
where able to sit down, bus operation was  
pulling away from Metro, & suddenly brakes  
not before saying, you need to sit down in a hurry,  
my client & myself fell, injury caused to my neck (seen by

5. Name or names of public employees or employees causing injury, damage, or loss, if  
known: NOT KNOWN " DOCTOR

6. Amount claimed now ..... \$ 550.00  
Estimated amount of future loss, if known ..... \$ 0  
TOTAL ..... \$ 550.00

7. Basis of above computations: Lost wages, unable to work for  
several days workers comp will not pay first 3 days out  
of work, I feel Metro - - - should compensate

MEJ  
PARENT'S/CLAIMANT'S SIGNATURE or  
COMPANY REPRESENTATIVE'S SIGNATURE

4/17/00  
DATE

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

*Santa Cruz Metropolitan  
Transit District*

**GOVERNMENT TORT CLAIM**

**RECOMMENDED ACTION**



TO: Board of Directors

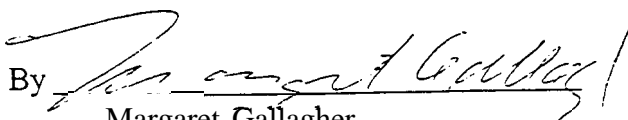
FROM: District Counsel

RE: Claim of Vernon Dixon  
Claim # 00-00 15

Received 4/26/00  
DOI 03/27/00

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

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

By   
Margaret Gallagher  
DISTRICT COUNSEL

Date: May 8, 2000

I, Dale Carr, do hereby attest that the above claim was duly presented to and the recommendations were approved by the Santa Cruz Metropolitan Transit District's Board of Directors at the meeting of May 19, 2000.

\_\_\_\_\_  
Dale Carr  
Recording Secretary

\_\_\_\_\_  
Date

# Customer Service Report



REPORT # 7701	REC'D BY RY	DATE 4-25-00	TIME 3 pm	<input type="checkbox"/> PHONE <input checked="" type="checkbox"/> LETTER <input type="checkbox"/> REROUTED <input type="checkbox"/> IN PERSON <input type="checkbox"/> CUSTOMER COMMENT SLIP
------------------	----------------	-----------------	--------------	---

OK TO REVEAL CUSTOMER'S NAME  CI DO NOT REVEAL CUSTOMER'S NAME

CUSTOMER'S NAME Vernon Dixon PHONE (H) \_\_\_\_\_

ADDRESS 1955 Paiaro Lane, Freedom, CA 95019 PHONE (W) \_\_\_\_\_

DATE OF INCIDENT 3-27-00	DAY OF WEEK Monday	TIME 147 pm	LOCATION (include cross st) possibly Freedom and Airport Blvds.
-----------------------------	-----------------------	----------------	--

ROUTE # 75	BLOCK # 7502	BUS I	DIRECTION <input checked="" type="checkbox"/> inb ? <input type="checkbox"/> outb	EMPLOYEE NAME/DESCRIPTION unknown
---------------	-----------------	-------	--	--------------------------------------

REFER TO:	<input type="checkbox"/> Building & Grounds	<input type="checkbox"/> CI Rctt Maintenance	<input type="checkbox"/> Service Planning/Administration
<input checked="" type="checkbox"/> Operations	<input type="checkbox"/> Risk Management	<input type="checkbox"/> Pmtctive Smices	<input type="checkbox"/> CI Customer Services

<input type="checkbox"/> FYI ONLY	<input checked="" type="checkbox"/> INVESTIGATE	<input checked="" type="checkbox"/> C.C. Risk Mgmt	DEPT.	REPLY DUE DATE 5/10/00
-----------------------------------	---	--	-------	---------------------------

<input checked="" type="checkbox"/> Accident/Injury <input type="checkbox"/> Bus Cleanliness <input type="checkbox"/> Bus No Show <input type="checkbox"/> Bus Off-Route <input type="checkbox"/> Bus Overloaded <input type="checkbox"/> Bus Running Early <input type="checkbox"/> Bus Running Late <input type="checkbox"/> Bus Speeding <input checked="" type="checkbox"/> Commendation <input checked="" type="checkbox"/> Complaint Handling <input checked="" type="checkbox"/> District Policy Issue <input type="checkbox"/> Employee Behavior <input type="checkbox"/> Fare Problem <input type="checkbox"/> Information Problem	<input type="checkbox"/> Lost & Found Handling <input type="checkbox"/> CI Mechanical Problem <input type="checkbox"/> Passenger Behavior <input type="checkbox"/> Passenger Pass-Up <input type="checkbox"/> Reckless Driving <input type="checkbox"/> Report of Violation of District Ordinance or Law <input type="checkbox"/> Request to Add Service <input type="checkbox"/> Request to Reduce Service <input type="checkbox"/> Routing Change Request <input type="checkbox"/> Scheduling/Run Time <input type="checkbox"/> Wheelchair Lift Problem <input type="checkbox"/> Other _____	<input type="checkbox"/> Bike Stand _____ <input type="checkbox"/> Bus Bench _____ <input type="checkbox"/> Bus Sign _____ <input type="checkbox"/> Bus Shelter _____ <input type="checkbox"/> Bus Stop _____ <input type="checkbox"/> Metro Center _____ <input type="checkbox"/> Trash Can _____ <input type="checkbox"/> Watsonville Center _____ <input type="checkbox"/> Other _____ a) install b) move c) clean d) repair
--	---	---

EXPLAIN: Please see attached letter and bill for an explanation from the customer.

REFERRED FOR INVESTIGATION TO: \_\_\_\_\_ DATE: \_\_\_\_\_

ANALYSIS/ACTION TAKEN: \_\_\_\_\_  
 \_\_\_\_\_  
 APR 26 2000

INVESTIGATOR'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

CUSTOMER SERVICE USE ONLY	
<b>INTERNAL</b> (date / initials) 1st Notice Rec'd: _____ Add'l Cust Inquiries: _____ Cross-Ref. Cases: _____ Case Closed: _____	<b>CUSTOMER FOLLOW-UP</b> (date / initials) Personal Letter _____ Form Letter I _____ Complimentary Day Pass _____ Phone Call _____ Referral Department Reply _____ No Reply/Explain _____

CUSTOMER SERVICE — Original (white)  
 REFERRAL DEPARTMENT — 1st Notice to Customer Service (yellow)  
 REFERRAL DEPARTMENT — Final Notice to Customer Service (pink)  
 REFERRAL DEPARTMENT — File Copy (gold)

7-4-12

SCHTD-14  
 Revised 4

Metro Center  
Bryan Bearh operation mgr.  
425 8915  
accident 3 27 00  
bus no. 75 at 1 47pm  
reported to Mr.  
Bearh 3 28 at 10 45am

Mr. Bearh I am sure you remember this incident .I am the 78 year old legally blind man that your driver out of stupidity almost ran over and drove off and left me laying on the curb bleeding with my eye glasses broken. Every time I think how close the driver came to running over me it still scares the hell out of me. I surely hope the driver is no longer hauling humans around. I have gave this lots of thought and seems the least metro can do is reimburse me for the cost of repairing my glasses. Bill enclosed.

Thank you,  
Vernon Dixon  
1955 Pajaro Ln.  
Apt. 228  
Freedom. Ca. 95019

Please forgive the many errors.

7-4.13



*(Handwritten mark)*

PACIFIC OPTICAL CO.  
2002 Freedom Blvd  
FREEDOM, CALIFORNIA 95019  
(408) 722-2251

CUSTOMER'S ORDER NO.		PHONE		DATE	
NAME		ADDRESS		4/8 1970	
Vern Dixon					
CASH	C.O.D.	CHARGE	ON ACCT.	MDSE. RET'D.	PAID OUT
					57.00
<i>Replace Contact Lens just B/F</i>					TAX
					TOTAL
SO* BY	RECEIVED BY				57.00

All claims and returned goods MUST be accompanied by this bill.

13371

PRODUCT 609

Thank You

7-4.14

*Santa Cruz Metropolitan  
Transit District*

**GOVERNMENT TORT CLAIM**

**RECOMMENDED ACTION**



TO: Board of Directors

FROM: District Counsel

RE: Claim of Sherry Sanstede  
Claim # 00-00 12

Received 4/19/00  
DO1 2/16/00

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

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

BY Margaret Gallagher  
Margaret Gallagher  
DISTRICT COUNSEL

Date: April 26, 2000

I, Dale Carr, do hereby attest that the above claim was duly presented to and the recommendations were approved by the Santa Cruz Metropolitan Transit District's Board of Directors at the meeting of May 19, 2000.

\_\_\_\_\_  
Dale Carr  
Recording Secretary

\_\_\_\_\_  
Date

APR 19 2000

TO: BOARD OF DIRECTORS, Santa Cruz Metropolitan Transit District

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

1. Company Representative's Name/Claimant's Name: Sherry Sandstede

Claimant's Address/Post Office Box: 1101 Pacific Ave. #444, Santa Cruz, 95060  
after 6/00 2752 Burgener Blvd., San Diego CA 92110

Claimant's Phone Number: 429-7116 / after June '00 (619) 276-4757  
2. Address to which notices are to be sent: 1101 Pacific Ave. #444 till June '00

3. Occurrence: Auto / Bus accident

Date: 2/16/00 Time: 9: 25pm Place: Bay Street, 100 ft. North of  
W. berty St.

4. General description of indebtedness, obligation, injury, damage, or loss incurred so far as  
is known: My neck and shoulder were injured, ambulance, ER  
bill, chiropractic bill, cost of Police Report

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

6. Amount claimed now ..... \$ 5000  
Estimated amount of future loss, if known ..... \$ Unknown  
TOTAL ..... \$ 5000

7. Basis of above computations: bills and for compensation for  
pain

Sherry Sandstede  
PARENT'S/CLAIMANT'S SIGNATURE or  
COMPANY REPRESENTATIVE'S SIGNATURE

4/14/00  
DATE

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

7-4.16

*Santa Cruz Metropolitan  
Transit District*

**GOVERNMENT TORT CLAIM**

**RECOMMENDED ACTION**



TO: Board of Directors

FROM: District Counsel

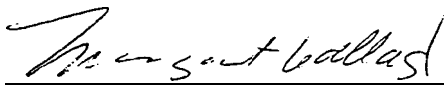
RE: Claim of Margarita Rocha  
Claim # 00-0014

Received 4/27/00  
DO1 9/13/99

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

- 1. Deny the claim.
- 2. Deny the application to file a late claim.
- 3. Grant the application to file a late claim.
- 4. Reject the claim as untimely filed.
- 5. Reject the claim as insufficient.

Approve the claim in the amount of \$ and reject it as to the balance, if any.

B Y 

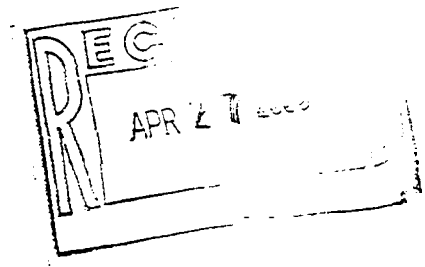
Margaret Gallagher  
DISTRICT COUNSEL

Date: April 28, 2000

I, Dale Carr, do hereby attest that the above claim was duly presented to and the recommendations were approved by the Santa Cruz Metropolitan Transit District's Board of Directors at the meeting of May 19, 2000.

\_\_\_\_\_  
Dale Carr  
Recording Secretary

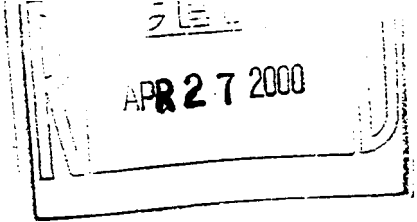
\_\_\_\_\_  
Date



Dear Sr. or Maddam:

The reason that tooke me dolong to fill out this form was because i wanted to settle this matter personality with Robyn E. Ziegler. Ileft several massages and she never return them back.

7-4.18



TO: BOARD OF DIRECTORS, Santa Cruz Metropolitan Transit District

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

1. Company Representative's Name/Claimant's Name: Margarita Rocha

Claimant's Address/Post Office Box: 129-D Atkinson Lane  
Watsonville, CA 95070

Claimant's Phone Number: (831) 724-3570

2. Address to which notices are to be sent: 129-D Atkinson Lane  
Watsonville, CA, 95070

3. Occurrence: I was going thru the bathroom with my  
granddaughter when I slipped and broke my right arm.  
Date: 9-13-99 Time: 4:00 pm Place: Watsonville, transit Center  
in Rodriguez street. The incident happend going  
thru the bathroom area.

4. General description of indebtedness, obligation, injury, damage, or loss incurred so far as  
is known: I broke my right arm, My arm was  
swollen and had a fever after the accident.

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

6. Amount claimed now .....	\$7678.28
Estimated amount of future loss, if known .....	\$5,000.00
TOTAL .....	\$12,678.28

7. Basis of above computations: I slip a n feel on my back  
injuring my right arm I had to go to an emerginru  
room and I received treatment for my injury

Margarita Rocha  
PARENT'S/CLAIMANT'S SIGNATURE or  
COMPANY REPRESENTATIVE'S SIGNATURE

4-26-00  
DATE

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

7-4.19

EMERGENCY MEDICAL GROUP  
 5772 BOLSA AVE STE 230  
 HUNTINGTON BCH, CA 92649-1 134

5867

PHONE NO: 800 592-6421  
 OFFICE HOURS: 8:30 A.M.-5:00 P.M. MON-THURS  
 IRS# 942411165

IF PAYING BY MASTERCARD OR VISA. FILL OUT BELOW.  
 CHECK CARD USING FOR PAYMENT

MASTERCARD  VISA

CARD NUMBER: \_\_\_\_\_ AMOUNT: \_\_\_\_\_  
 SIGNATURE: \_\_\_\_\_ EXP DATE: \_\_\_\_\_

STATEMENT DATE: 10/28/99 PAY THIS AMOUNT: 376.37 ACCT. #: 00028705

Page: 1 SHOW AMOUNT PAID HERE \$

ADDRESSEE:

MARGARITA ROCHA  
 129 ATKINSON LN D  
 WATSONVILLE, CA 95076

REMIT TO:

EMERGENCY MEDICAL GROUP  
 5772 BOLSA AVE STE 230  
 HUNTINGTON BCH, CA 92649-1 134

STATEMENT

PLEASE DETACH AND RETURN TOP PORTION WITH YOUR PAYMENT  
 MV/S (7/9C)

Please check box if address is incorrect or insurance information has changed, and indicate change(s) on reverse side.

DATE	PLACE	CPT	DESCRIPTION	DIAGNOSIS	AMOUNT
09/13/99	4	99283/57	PREVIOUS BALANCE:		
09/13/99	4	25600	EMER DEPARTMENT INTERMEDIATE EX CLOSED TREATMENT OF RADIAL FX	81342 81342	130.00 246.37

PATIENT		ACCOUNT #	ATTENDING PHYSICIAN	EMERGENCY MEDICAL GROUP 5772 BOLSA AVE STE 230 HUNTINGTON BCH, CA 92649-1 134 800 592-6421
MARGARITA ROCHA		(10028705)	WALTHER, JOHN M.D.	
SERVICE DATE	ADMISSION DATE	DISCHARGE DATE	LOCATION OF SERVICE	
09/13/99			WATSONVILLE COMMUNITY HOSP.OP	

MESSAGES  
 YOUR INSURANCE HAS BEEN BILLED.  
 THE AMOUNT SHOWN REFLECTS YOUR CURRENT BALANCE.

PRIMARY INSURANCE	WESTERN GROWERS AS T
SECONDARY INSURANCE	MEDICARE/NAT'L HERRI

PLACE OF SERVICE	
1. INPATIENT HOSPITAL	5. OFFICE
2. OUTPATIENT HOSPITAL	6. NURSING HOME
3. DOCTOR'S OFFICE/IND LAB	7. OTHER
4. EMERGENCY ROOM	8. CLINIC

STATEMENT DATE	CURRENT	30-60 DAYS	60-90 DAYS	90-120 DAYS
10/28/99	376.37	.00	.00	.00

TOTAL AMOUNT DUE	376.37
------------------	--------

7-4-203

EMERGENCY MEDICAL GROUP  
5772 BOLSA AVE STE 230  
HUNTINGTON BCH, CA 92649-1 134

5667

k Card Using for Payment		
VISA		MasterCard
Card Number		Exp Date
Signature		Amount
STATEMENT DATE	PAY THIS AMOUNT	ACCT. #
11/18/99	376.37	000028705
SHOW AMOUNT PAID HERE \$		

REMIT TO:

MARGARITA ROCHA  
129 ATKINSON LN D  
WATSONVILLE, CA 95076

EMERGENCY MEDICAL GROUP  
5772 BOLSA AVE STE 230  
HUNTINGTON BCH, CA 92649-1 134

1 5772 BOLSA AVE STE 230 HUNTINGTON BCH, CA 92649-1 134

STRIKED (9/20)

# FINAL NOTICE

REQUEST FOR PAYMENT HAS BEEN  
IGNORED.

IF PAYMENT ON THIS ACCOUNT IS NOT  
RECEIVED WITHIN TEN 10 DAYS, WE MAY  
TURN IT OVER TO OUR COLLECTION  
AGENCY.

IF PAYMENT HAS BEEN MADE, PLEASE  
DISREGARD THIS NOTICE. THANK YOU.

REQUERIMIENTO DE PAGO HAN SIDO IGNORADOS.  
SI EL PAGO DE ESTA CUENTA NO ES HECHO EN 10 DIAS SU CUENTA SERA  
ENVIADA A LA AGENCIA DE COLECCIONES.

5772 BOLSA MEDICAL GROUP  
STE 230  
HUNTINGTON BCH, CA 92649-1 134

PHONE: 800 592-6421

STATEMENT DATE: 11/18/99  
AMOUNT DUE: 376.37  
ACCOUNT NUMBER: 000028705

5667 \*SAB0EHVDP000021

7-4.21



260 2 35 49 00026 RFI...  
WATSONVILLE COMMUNITY HOSP  
PO BOX 60000 FILE#73584  
SAN FRANCISCO, CA  
831 761-5660  
FEI # 91-1894113

PAGE NO. 1

Table with columns: DATE OF BILL (09/17/99), DATE OF PREV. BILL

94160-3584  
BIRTH-DATE 10/22/37  
HOSP. NO. 4270

Table with columns: PATIENT NAME (MARGARITA), PATIENT NUMBER (39282710), SEX (F), AGE (61), ADMISSION DATE (09/13/89), DISCHARGE DATE, DAYS

Table with columns: GRANTOR NAME AND ADDRESS (MARGARITA ROCHA, 129 ATKINSON LANE APT D, WATSONVILLE CA 95076), C.O.B. (1), INSURANCE COMPANY NAME (PRIVATEPAY 0102), POLICY NUMBER, PHYSICIAN (WALTHER J D MD)

PLEASE RETURN THIS PORTION WITH YOUR PAYMENT.

AMOUNT OF PAYMENT \$

Main table with 9 columns: ICD CODE, DESCRIPTION OF HOSPITAL SERVICES, SERVICE CODE, TOTAL CHARGES, EST. COVERAGE INS. CO. NO. 1, EST. COVERAGE INS. CO. NO. 2, EST. COVERAGE INS. CO. NO. 3, EST. COVERAGE INS. CO. NO. 4, PATIENT AMOUNT. Includes rows for various medical services like bandages, casts, splints, and medications.

PLEASE PAY IN FULL  
OR CALL TO MAKE  
FINANCIAL ARRANGEMENTS

NAME: \_\_\_\_\_  
PHONE: 761-5660

Summary row: TOTAL OF CURR CHARGES 610.00, PATIENT AMOUNT 610.00

PATIENT NUMBER: 9282710  
PLEASE REFER TO PATIENT NUMBER ON ALL INQUIRIES AND CORRESPONDENCE.  
WATSONVILLE COMMUNITY HOSP  
SAN FRANCISCO, CA

ADDITIONAL PATIENT BILLING FOR ANY CHARGES NOT POS WAS PREPARED. OR IF INSUR NOT PAY ANY PART OF THE UNDER ESTIMATED INSURANC

PAY THIS AMOUNT 610.00

7-4.22

P.O. Box 188.  
Brentwood, TN 37024

IF PAYING BY MASTERCARD, DISCOVER, VISA OR AMERICAN EXPRESS FILL OUT BELOW			
<input type="checkbox"/> MASTERCARD	<input type="checkbox"/> DISCOVER	<input type="checkbox"/> VISA	<input type="checkbox"/> AMERICAN EXPRESS
CARD NUMBER		AMOUNT	
SIGNATURE		EXP DATE	
STATEMENT DATE	DUE DATE	CURRENT AMOUNT DUE	
04/05/00		\$ 610.00	
ACCOUNT NUMBER		\$ AMOUNT ENCLOSED	
3928271-1523/101			

**STATEMENT DATE**

04/05/00

3928271-1523/101-101  
MARGARITA ROCHA  
129 ATKINSON LN  
WATSONVILLE CA 95076-2138

Professional Account Services, Inc.  
PO Box 188  
Brentwood, TN 37024-0188

PHONE: 1-800-755-51 52

DETACH UPPER PORTION AND RETURN WITH PAYMENT

**Patient Name**

MARGARITA ROCHA

**Account Number**

3928271-1523/101

**Amount Due**

\$ 610.00

**Please Read Carefully...**

RE: WATSONVILLE COMM. HOSPITAL

**NOTICE**

Your account has been placed with this collection agency for immediate attention.

Please detach the top portion of this letter and include it with your payment in full or contact our office to discuss this account. 1-800-755-5152

UNLESS YOU NOTIFY THIS OFFICE WITHIN 30 DAYS AFTER RECEIVING THIS NOTICE THAT YOU DISPUTE THE VALIDITY OF THE DEBT OR ANY PORTION THEREOF, THIS OFFICE WILL ASSUME THE DEBT IS VALID. IF YOU NOTIFY THIS OFFICE IN WRITING WITHIN 30 DAYS FROM RECEIVING THIS NOTICE, THIS OFFICE WILL OBTAIN VERIFICATION OF THE DEBT OR OBTAIN A COPY OF A JUDGMENT AND MAIL YOU A COPY OF SUCH JUDGMENT OR VERIFICATION. IF YOU REQUEST THIS OFFICE IN WRITING WITHIN 30 DAYS AFTER RECEIVING THIS NOTICE THIS OFFICE WILL PROVIDE YOU WITH THE NAME AND ADDRESS OF THE ORIGINAL CREDITOR IF DIFFERENT FROM THE CURRENT CREDITOR.

North Carolina Department of Insurance Permit # 2036

THIS COLLECTION AGENCY IS LICENSED BY THE COLLECTION SERVICE BOARD, STATE DEPARTMENT OF COMMERCE AND INSURANCE, 500 JAMES ROBERTSON PARKWAY, NASHVILLE, TN 37243.

THIS IS AN ATTEMPT TO COLLECT A DEBT. ANY INFORMATION OBTAINED WILL BE USED FOR THAT PURPOSE.

Si Habla' Espanol Y Necesita Traducccion llame' al 1-800-755-5152 Ext 3813 Se Habla' Espanol

Professional Account Services, Inc., 500 Wilson Pike Circle, Suite 360, Brentwood, TN 37027

7-4,2

7-A.2A

**JOHN M. KIELY, M.D.**

Orthopedic Surgery  
217 EAST LAKE AVENUE  
WATSONVILLE, CA 95076  
(408) 724-6410

CAL LIC. # C-35085  
IRS # 94-2667354  
UPIN A 35830

PLEASE ENTER THIS ACCOUNT NUMBER ON YOUR CHECK AND ALL CORRESPONDENCE

MARGARITA ROCHA  
119 ATKINSON LN. APT D  
WATSONVILLE CA 95076

ACCOUNT NO. 3805  
STATEMENT DATE 10/14/99

REFERRAL: WATSONVILLE COMM H

AMOUNT ENCLOSED \$

INS: MEDICARE  
PLEASE DETACH AND RETURN TOP PORTION WITH YOUR PAYMENT. JOHN M. KIELY, M.D.

ATTENDING PHYSICIANS STATEMENT - PLEASE SUBMIT THIS PORTION TO EXTENDED BENEFITS					1		2	
DIAG. CODE	SERVICE DATE	PROCEDURE REFERENCE	PATIENT NAME	LOC	DESCRIPTION	CHARGES / PAYMENTS / ADJ		
						PATIENT	INSURANCE	
813.41	09/16/99	35204	ROCHA, MARGARITA		BAL. FORWARD AS OF 09/15/99	.00	.00	
					DENIED BY INS EITHER REQUEST FOR INFO. NOT SENT/NOT COVERED	123.20		
					COBROS NEGADOS. INFORMACION NO FUE RECIBIDA O NO CUBRIMIENTO.			
813.41	09/16/99	25605	ROCHA, MARGARITA		RADIAL FX	503.00		
					DENIED BY INS EITHER REQUEST FOR INFO. NOT SENT/NOT COVERED			
					COBROS NEGADOS. INFORMACION NO FUE RECIBIDA O NO CUBRIMIENTO.			
813.41	09/16/99	29075	ROCHA, MARGARITA		SHORT ARM CAST	69.00		
					DENIED BY INS EITHER REQUEST FOR INFO. NOT SENT/NOT COVERED			
					COBROS NEGADOS. INFORMACION NO FUE RECIBIDA O NO CUBRIMIENTO.			
813.41	09/16/99	73110	ROCHA, MARGARITA		FX - RAY WRIST, COMPLETE	69.00		
					DENIED BY INS EITHER REQUEST FOR INFO. NOT SENT/NOT COVERED			
					COBROS NEGADOS. INFORMACION NO FUE RECIBIDA O NO CUBRIMIENTO.			
CURRENT	OVER 30 DAYS	OVER 60 DAYS	OVER 90 DAYS	OVER 120 DAYS		PATIENT	INSURANCE	

**PLEASE PAY THIS AMOUNT**

CONTINUED

PATIENT IS RESPONSIBLE FOR "PATIENT BALANCE" SHOWN IN COL

MAKE CHECKS PAYABLE TO:  
JOHN M. KIELY, M.D.  
217 EAST LAKE AVENUE, WATSONVILLE, CA 95076

STATEMENT DATE	PATIENT PAID YTD	ACCOUNT NUMBER

*Santa Cruz Metropolitan  
Transit District*

**GOVERNMENT TORT CLAIM**

**RECOMMENDED ACTION**



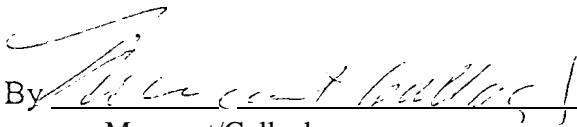
TO: Board of Directors

FROM: District Counsel

RE: Claim of AAA (Subrogation for Louise French) Received 4/27/00  
Claim # 00-00 13 DOI 03/19/00

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

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

By  Date: May 4, 2000  
Margaret/Gallagher  
DISTRICT COUNSEL

I, Dale Carr, do hereby attest that the above claim was duly presented to and the recommendations were approved by the Santa Cruz Metropolitan Transit District's Board of Directors at the meeting of May 19, 2000.

\_\_\_\_\_  
Dale Carr  
Recording Secretary

\_\_\_\_\_  
Date

7-4-25



California State  
Automobile Association  
Inter-Insurance Bureau

P.O. Box 920  
Suisun City, CA 94585-0920

April 24, 2000

Santa Cruz Metropolitan Insurance  
Attn: Kendall Kabban  
370 Encinal St. Suite 3 100  
Santa Cruz CX., 95060

246200

RE: Your Insured: Santa Cruz Metro District Driver: Peter Bennett Lewis  
Your Claim No.: SC 03-00-18  
Our Insured: LOUISE FRENCH  
Our Claim No.: 04-643817-0  
Date of Loss: 03/19/2000

Dear: Kendall Kabban

This will confirm our subrogation interest arising from this loss. We have settled the claim with our insured and based on the following facts, request payment directly to California State Automobile Association Inter-Insurance Bureau (CSAA-IIB): P.O. Box 920, Suisun City, CA., 945850920.

Your bus driver hit our insured's parked vehicle with Muni Bus.

Documentation to support our claim is enclosed. Please issue payment of \$ 1683.00 for the following expenses:

Repair Bill	\$1,395.00
Loss of Use	s 288.00
<u>TOTAL</u>	<u>\$1,683.00</u>

Sincerely,

*Carol Austin*

Subrogation Specialist  
(925) 52 1-5066 extension  
Enclosure

1-4-2

# TRAFFIC COLLISION REPORT

HP 555 - Page 1 (Rev 3-97) CPI 042

PAGE 1 OF 1

SPECIAL CONDITIONS		NUMBER INJURED 0	HIT & RUN FELONY <input type="checkbox"/>	CITY Watsonville	JUDICIAL DISTRICT Dept. 12			NUMBER 00W-01685	
		NUMBER 0	HIT & RUN <input type="checkbox"/>	COUNTY Santa Cruz	REPORTING DISTRICT 1	BEAT 08			
LOCATION		COLLISION OCCURRED ON E Beach St (S/R 152)			DATE 03/19/2000	TIME (2400) 13:20	NCIC # 4403	OFFICER I.D. 1495	
		MILEPOST INFORMATION FEET/MILES OF MILEPOST			DAY OF WEEK Sunday	PHOTOGRAPHS BY <input checked="" type="checkbox"/> NONE			
		<input type="checkbox"/> AT INTERSECTION WITH <input checked="" type="checkbox"/> OR 150 FEET/MILES E OF MARCHANT			STATE HWY REL <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO				
PARTY 1	DRIVER'S LICENSE NUMBER N0235769	STATE CA	CLASS B	SAFETY EQUIP C	VEH. YR. 98	MAKE / MODEL / COLOR NEWFLR BUS WHI	LICENSE NUMBER 1019702	STATE CA	
DRIVER <input checked="" type="checkbox"/>	NAME (FIRST, MIDDLE, LAST) Peter Bennett Lewis								
PEDESTRIAN <input type="checkbox"/>	STREET ADDRESS 507 Loma Prieta				OWNER'S NAME SC Metro Distric.				
ARKED VEH <input type="checkbox"/>	CITY / STATE / ZIP Aptos, CA 95003				OWNER'S ADDRESS 230 Walnut Av, Santa Cruz, CA 95060				
BICYCLIST <input type="checkbox"/>	SEX M	HAIR E L K	EYES BRO	HEIGHT 6'00"	WEIGHT 265	BIRTHDATE 03/08/1954	RACE W	DISPOSITION OF VEHICLE ON ORDERS OF: <input type="checkbox"/> OFFICER <input checked="" type="checkbox"/> DRIVER <input type="checkbox"/> OTHER	
OTHER a	HOME PHONE (831) 885-1369		BUSINESS PHONE (831) 425-5284		PRIOR MECHANICAL DEFECTS: <input checked="" type="checkbox"/> NONE APPARENT <input type="checkbox"/> REFER TO NARRATIVE				
INSURANCE CARRIER Ca Transit Insurance Pod		POLICY NUMBER 00035		VEHICLE IDENTIFICATION NUMBER: C A P		CHP USE ONLY VEHICLE TYPE <input type="checkbox"/> UNK <input type="checkbox"/> NONE <input type="checkbox"/> MINOR <input checked="" type="checkbox"/> MOD <input type="checkbox"/> MAJOR		SHADE IN DAMAGED AREA 	
DIR. OF TRAVEL E	ON STREET OR HIGHWAY E Beach St (S/R 152)		SPEED LIMIT 25		CAL-T _____ TOP/PSC _____ MCMX _____				
PARTY 2	DRIVER'S LICENSE NUMBER	STATE	CLASS	SAFETY EQUIP N	VEH. YR. 86	MAKE / MODEL / COLOR FORD TAU RED	LICENSE NUMBER 1RZW190	STATE CA	
DRIVER c	NAME (FIRST, MIDDLE, LAST) French, Louise								
PEDESTRIAN <input type="checkbox"/>	STREET ADDRESS				OWNER'S NAME French, Louise				
ARKED VEH <input checked="" type="checkbox"/>	CITY / STATE / ZIP				OWNER'S ADDRESS 498 Vivienne Dr, Watsonville, CA 95076				
BICYCLIST <input type="checkbox"/>	SEX	HAIR	EYES	HEIGHT	WEIGHT	BIRTHDATE	RICE	DISPOSITION OF VEHICLE ON ORDERS OF: <input checked="" type="checkbox"/> OFFICER <input type="checkbox"/> DRIVER <input type="checkbox"/> OTHER	
OTHER <input type="checkbox"/>	HOME PHONE		BUSINESS PHONE		PRIOR MECHANICAL DEFECTS: <input checked="" type="checkbox"/> NONE APPARENT <input type="checkbox"/> REFER TO NARRATIVE				
INSURANCE CARRIER Unknown		POLICY NUMBER		VEHICLE IDENTIFICATION NUMBER: CA _____ DOT _____		CHP USE ONLY VEHICLE TYPE <input type="checkbox"/> UNK <input type="checkbox"/> NONE <input type="checkbox"/> MINOR <input checked="" type="checkbox"/> MOD <input type="checkbox"/> MAJOR <input type="checkbox"/> TOTAL		SHADE IN DAMAGED AREA 	
DIR. OF TRAVEL E	ON STREET OR HIGHWAY E Beach St (S/R 152)		SPEED LIMIT 25		CAL-T _____ TOP/PSC _____ MCMX _____				
REPAIRER'S NAME Hes, Burton		DISPATCH NOTIFIED <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A			REVIEWER'S NAME <i>[Signature]</i>			DATE REVIEWED 3/21/00	

7-4-27

TRAFFIC COLLISION CODING

OFFICER ID

NUM. TR

CHP 555- Page 2 (Rev 7-87) CPI 042

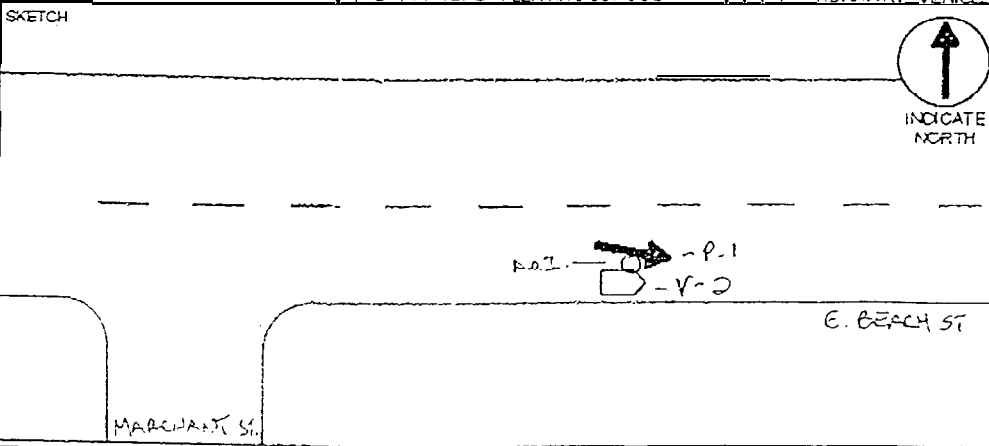
DATE OF COLLISION 03/19/00	TIME (2400) 13:20	NCIC NUM 4403	1495	00W-01655
-------------------------------	----------------------	------------------	------	-----------

PROPERTY DAMAGE	OWNER'S NAME ADDRESS	NO TYPED <input type="checkbox"/> YES <input type="checkbox"/> NO
DESCRIPTION OF DAMAGE		

SEATING POSITION 1 DRIVER 2 - TO 6 PASSENGERS 7 - STA. WGN. REAR 8 - RR. OCC. TRK. OR VAN 9 - POSITION UNKNOWN 0 OTHER  1 2 3 4 5 6 7	OCCUPANTS A - NONE IN VEHICLE B - UNKNOWN C - LAP BELT USED D - LAP BELT NOT USED E - SHOULDER HARNESS USED F - SHOULDER HARNESS NOT USED G - LAP / SHOULDER HARNESS USED H - LAP / SHOULDER HARNESS NOT USED J - PASSIVE RESTRAINT USED K - PASSIVE RESTRAINT NOT USED	SAFETY EQUIPMENT L - AIR BAG DEPLOYED M - AIR BAG NOT DEPLOYED N - OTHER = - NOT REQUIRED  CHILD RESTRAINT 3 - IN VEHICLE USED R - IN VEHICLE NOT USED S - IN VEHICLE USE UNKNOWN T - IN VEHICLE IMPROPER USE U - NONE IN VEHICLE	M / C BICYCLE - HELMET DRIVER V - PC W - YES  PASSENGER X - NO Y - YES	EJECTED FROM VEH 0 - NOT FULLY EJECTED 1 - FULLY EJECTED 2 - PARTIALLY EJECTED 3 - UNKNOWN
---	---	--	---	--

ITEMS MARKED BELOW WHICH ARE FOLLOWED BY AN ASTERISK (\*) SHOULD BE EXPLAINED IN THE NARRATIVE

PRIMARY CONTRIBUTOR LIST NUMBER (#) OR PARTY AT FAULT	TRAFFIC CONTROL DEVICES	1 2 3	TYPE OF VEHICLE	1 2 3	MOVEMENT PRECEDING COLLISION
#1 A VC SECTION VIOLATION: CITED 22100(a) <input type="checkbox"/> YES <input type="checkbox"/> NO LAW NO.	A		A PASSENGER CAR / STA WGN		A STOPPED
# B OTHER IMPROPER DRIVING *	B CONTROLS NOT FUNCTIONING *		a PASSENGER CAR W / TRAILER		B PROCEEDING STRAIGHT
C OTHER THAN DRIVER *	C CONTROLS OBSCURED		C MOTORCYCLE / SCOOTER		C RAN OFF ROAD
D UNKNOWN *	D NO CONTROLS PRESENT / FACTOR *		D PICKUP OR PANEL TRUCK	X	D MAKING RIGHT TURN
E FELL ASLEEP *	E ME OF COLLISION		E PICKUP / PANEL TRK. W / TLR.		E MAKING LEFT TURN
WEATHER (MARK 1 TO 2 ITEMS)	A HEAD - ON		F TRUCK OR TRUCK TRACTOR		F MAKING U TURN
X A CLEAR	X B SIDESWIPE		G TRK. / TRK. TRACTOR W / TRL.		G BACKING
B CLOUDY	C REAR END		H SCHOOL BUS		H SLOWING / STOPPING
C RAINING	D BROADSIDE	X	I OTHER BUS		I PASSING OTHER VEHICLE
D SNOWING	E		J EMERGENCY VEHICLE		J CHANGING LANES
E FOG / VISIBILITY	F OVERTURNED		K HWY. CONST. EQUIPMENT		K PARKING MANUEVER
F OTHER *	G VEHICLE / PEDESTRIAN		L BICYCLE		L ENTERING TRAFFIC
G WIND	H OTHER *		M OTHER VEHICLE		M OTHER UNSAFE TURNING
LIGHTING	MOTOR VEHICLE INVOLVED WITH		N PEDESTRIAN		N XING INTO OPPOSING LANE
X A DAYLIGHT	A NON COLLISION		O MOPED	X	O PARKED
B DUSK - DAWN	B PEDESTRIAN	1 2 3	OTHER ASSOCIATED FACTOR (MARK 1 TO 2 ITEMS)		P MERGING
C DARK - STREET LIGHTS	C OTHER MOTOR VEHICLE		A VC SECTION VIOLATION: CITED <input type="checkbox"/> YES <input type="checkbox"/> NO		Q TRAVELING WRONG WAY
D DARK - NO STREET LIGHTS	D MOTOR VEH. ON OTHER ROADWAY		B VC SECTION VIOLATION: CITED <input type="checkbox"/> YES <input type="checkbox"/> NO		
E DARK - STREET LIGHTS NOT FUNCTIONING *	E PARKED MOTOR VEHICLE		C VC SECTION VIOLATION: CITED <input type="checkbox"/> YES <input type="checkbox"/> NO		SOCIETY - DRUG PHYSICAL (MARK 1 TO 2 ITEMS)
ROADWAY SURFACE	F TRAIN		D VC SECTION VIOLATION: CITED <input type="checkbox"/> YES <input type="checkbox"/> NO	1 2 3	A HAD NOT BEEN DRINKING
X A DRY	G BICYCLE		E VC SECTION VIOLATION: CITED <input type="checkbox"/> YES <input type="checkbox"/> NO		B HBD - UNDER INFLUENCE
B WET	H ANIMAL		F REVISION OBSCUREMENT		C HBD - NOT UNDER INFLU *
C SURF W/ ICY	I FIXED OBJECT		G INATTENTION *		D HBD - IMPAIRMENT UNK *
D SLIPPERY, (MUD, OIL, ETC.)	J OTHER OBJECT		H STOP AND GO TRAFFIC		E UNDER DRUG INFLU *
ROADWAY CONDITIONS (MARK 1 TO 2 ITEMS)	PEDESTRIAN'S ACTION		I ENTERING / LEAVING RAMP		F IMPAIRMENT - PHYSICAL *
A HOLES, DEEP RUTS *	A NO PEDESTRIAN INVOLVED		J PREVIOUS COLLISION		G IMPAIRMENT NOT KNOWN
B LOOSE MATERIAL ON RDWY. *	X B CROSSING IN CROSSWALK AT INTERSECTION		K UNFAMILIAR WITH ROM	X	H NOT APPLICABLE
C OBSTRUCTION ON ROADWAY *	C CROSSING IN CROSSWALK - NOT AT INTERSECTION		L DEFECTIVE VEH. EQUIP.: CITED <input type="checkbox"/> YES <input type="checkbox"/> NO		I SLEEPY / FATIGUED
D OBSTRUCTION - REPAIR ZONE	D CROSSING - NOT IN CROSSWALK		M UNINVOLVED VEHICLE		J SPECIAL INFORMATION
E REDUCED ROADWAY WIDTH	E IN ROAD - INCLUDES SHOULDER		N OTHER *		A HAZARDOUS MATERIAL
F FLOODED *	F NOT IN ROAD	X X			
G OTHER *	G APPROACH / LEAVING SCHOOL BUS				
H NO UNUSUAL CONDITIONS	H				



MISCELLANEOUS

7-4-78

NARRATIVE / SUPPLEMENTAL

CHP 558 (Rev 7-90) CPT 042

DATE OF INCIDENT / OCCURENCE 03/19/00		TIME (2400) 13:20	INC NUMBER 4403	OFFICER ID 1495	NUMBER 00W-01685	
<input checked="" type="checkbox"/> NARRATIVE <input type="checkbox"/> SUPPLEMENTAL		<input checked="" type="checkbox"/> COLLISION REPORT <input type="checkbox"/> OTHER:		TYPE SUPPLEMENTAL (X) APPLICABLE: <input type="checkbox"/> BA UPDATE <input checked="" type="checkbox"/> HAZARDOUS MATERIALS <input type="checkbox"/> FATAL <input type="checkbox"/> SCHOOL BUS <input type="checkbox"/> HIT AND RUN UPDATE <input type="checkbox"/> OTHER		
CITY Watsonville	COUNTY Santa Cruz	JUDICIAL DISTRICT Dept 12	REPORTING DISTRICT 1	BEAT 08	CITATION NUMBER	
LOCATION E Beach St (S/R 152)			SUBJECT		STATE HIGHWAY RELATED <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	

Summary:

V-Z was parked, E/B E. Beach Street, east of Marchant Street. P-1 was E/B E. Beach Street, east of Marchant Street. As P-1 passed V-2, P-1 turned to the right. The passenger side of V-1 struck the driver's side of V-2, causing damage.

Disposition:

Case closed.

REPORTER'S NAME B. Iles 1495	REVIEWER'S NAME
---------------------------------	-----------------

1-47



CHECK NO.: 702 L395729-1-R

DATE: 04-21-2000

NAME AND ADDRESS INFORMATION:

HERTZ LCCAL EDITION  
PO BOX 268925  
OKLAHOMA CITY OK 73125

INSURED: FRENCH, LOUISE  
DATE OF LOSS: 03-19-00  
CLAIM NO.: 04-643817-0  
CLAIMANT: FRENCH, LOUISE  
PAYEE: HERTZ LOCAL EDITION  
AMOUNT: \$288.00  
IN PAYMENT OF: INV# A10145155  
ADJUSTER: GINGER PCRILL  
ADJUSTER NO.: 32404  
KIND OF LOSS: LU

PAYMENT INFORMATION/DESCRIPTION:  
INV# A10145155

16610799

DETACH AND RETAIN FOR YOUR RECORDS

No. 702 L395729-1-R

DATE OF LOSS 03-19-00	CLAIM 04-643817-0	INSURED'S NAME FRENCH, LOUISE	DATE 04-21-2000
POLICY TYPE AUTO	KIND OF LOSS LU	SUFFIX 03F	CLAIMANT'S NAME FRENCH, LOUISE
00.	ADJUSTER N.C. 32404	IN PAYMENT OF INV# A10145155	PAY 5288.00
RCE		TIN: 13-3053797	BANK OF AMERICA Commercial Disbursement Account Northbrook, IL

PAY \*TWO HUNDRED EIGHTY EIGHT 00/100\*

HERTZ LCCAL ED IT I ON

T-15 check must be properly endorsed on the reverse side by all payees.

- 3 HE  
ORDER  
OF

*James P. Mohinelli*

⑈ 702395729⑈ ⑆ 071923284⑆ 87655⑈ 01768⑈

1-4-30



ORIGINAL INVOICE

P.O. Box 268825
Oklahoma City, OK 73126-8825
1-800-654-4173

CSAA/SUISUN CITY
GINGER PORRILL
P.O. BOX 920
SUISUN CITY CA 94585-0000

INVOICE NUMBER
A1014515-5

ACCOUNT NUMBER
099075000614

RENTING LOC: WATSONVILLE CA 07279-01 DATE OUT: 03/20/00 15:10
RETURN LOC: WATSONVILLE CA 07279-01 DATE IN: 03/31/00 15:33

Table with columns: BILLING INFORMATION, DESCRIPTION, CHARGES. Includes rows for CLAIM #, POLICY #, DATE OF LOSS, ADJUSTER, INSURED, RENTER'S NAME, ADDITIONAL CHARGES DETAIL, MISC CHARGES DETAIL, and a final AMOUNT DUE of 288.00.

FOR PROPER CREDIT DETACH AND RETURN BOTTOM PORTION WITH PAYMENT

ORIGINAL INVOICE

"PAYMENT IS DUE UPON RECEIPT"

TAX ID # 13-3053797

REMIT TO:

HER-t-2 LOCAL EDITION
P.O. BOX 268825
OKLAHOMA CITY, OK 73126-8825

INVOICE DATE
04/05/00

INVOICE NO...
A1014515-5

AMOUNT DUE
288.00

THANK YOU FOR CHOOSING HERTZ LOCAL EDITION

\*\*\*\*\*A1014515\*\*\*\*\*907500061400002880027

Handwritten number: 1-4-31

CHECK N O . : 702 L378297-0-R

DATE: 04-15-2000

NAME A N D ADDRESS INFORMATION:

MARTY FRAN I CH FORD L I NCOLN MERCURY  
550 AUTO CENTER DR  
WATSONVILLE CA 95075

PAYMENT INFORMATION/DESCRIPTION:

INSURED: FRENCH, LOUISE  
DATE OF LOSS: 03-19-00  
CLAIM NO.: 04-643817-0  
CLAIMANT: FRENCH, LOUISE  
PAYEE: MARTY FRAN I CH FORD LINCOLN MERCURY  
AMOUNT: \$1,395.93  
IN PAYMENT OF: REPAIRS  
ADJUSTER: ST EVEN WARD  
ADJUSTER NO.: 32634  
KIND OF LOSS: COL

16610799

DETACH AND RETAIN FOR YOUR RECORDS

No. 702 L378297-0-R

DATE OF LOSS 03-19-00	CLAIM NO. 04-643817-0	INSURED'S NAME FRENCH, LOUISE		DATE 04-15-2000
POLICY TYPE AUTO	KIND OF LOSS COL	SUFFIX 01F	CLAIMANT'S NAME FRENCH, LOUISE	PAY \$1,395.93
D.O. DRN	ADJUSTER NO. 32634	IN PAYMENT OF REPAIRS		BANK OF AMERICA Commercial Disbursement Account Northbrook, IL

TIN: 94-1719652

PAY \*ONE THOUSAND THREE HUNDRED NINETY FIVE 93/100\*

This check must be properly endorsed on the reverse side by all payees.

MARTY FRAN I CH FORD LINCOLN MERCURY

TO THE ORDER OF

*James P. Mohinelli*

⑈ 702378297 ⑈ ⑆ 071923284 ⑆ 87655 ⑈ 01768 ⑈

7-4-3

Date: 4/ 6,00 3:16:00 am  
 Estimate ID: 1133  
 Estimate Version: 3  
 Preliminary  
 FINAL  
 Profile ID: AAA INSURANCE

MARTY FRANICE FORD L/M BODY SHOP  
 ENTER DR WATSONVILLE, CA 95076  
 (831) 722-4181  
 Fax:(831) 722-7351

Damage Assessed By JOHN ORTIGA Appraised For:

Condition Code: Type of Loss: Collision  
 Date of Loss: 3/19/00 Arrival Date:  
 Accident Date:  
 Payer: Claim Number: A04643817001  
 Policy No:  
 Deductible: WAIVED  
 File Number:  
 Owner: LOUISE FRENCH  
 Insured:  
 Claimant:  
 Address: 499 VIVIENNE DR  
 WATSONVILLE, CA 95076  
 Telephone: Work Phone:(831) - Home Phone:(831) 724-5564

Mitchell Service: 916619  
 Vehicle Production Date: 5/86  
 Drive Train: 3.0L Inj 6 Cyl AO  
 Mileage: 25 650  
 Search Code: 595076

Description 1996 Ford Taurus GL  
 Body Style: 4D Sed  
 VIN: 1FABF190XGA227812  
 License:  
 OEM/ALT: 0

Color: RED  
 Options:

Line	Entry	Labor	Line Item	Part Type/ Part Number	Dollar Amount	Labor CEG Units Unit
1	601230	REF BLEND	FRT BUMPER COVER			1.2 2.3

ESTIMATE RECALL NUMBER: 3/31/00 11:41:14 2133  
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Date: 4/ 6/00 9:26:22 am  
 Estimate ID: 2133  
 Estimate Version: 0  
 Preliminary  
 FINAL  
 Profile ID: CAAA INSURANCE

601250	BDY	REMOVE/INSTALL	FRT BUMPER ASSY						INC	0.5
601330	BDY	REPAIR	FRT BUMPER COVER	Existing					0.5	0.3
601370	BDY	REMOVE/REPLACE	FRT BUMPER IMPACT STRIP	E6DZ 17C929 A	34.77				0.4	0.47
603590	BDY	REMOVE/REPLACE	L MARKER LAMP ASSY	E6DZ 15A201 D	62.00 *				0.3	0.37
610040	BDY	REMOVE/REPLACE	L FENDER PANEL	Qual Recycled Part	100.00 *				2.6	2.57
610040	AUTO	REF	REFINISH	L FENDER OUTSIDE					2.3	2.3
610040	AUTO	REF	REFINISH	L FENDER EDGE					0.5	1.5
610300	BDY	REMOVE/REPLACE	L FENDER ADHESIVE MOULDING	E9DZ 16004 AG	26.79 *				0.1	0.27
613490	BDY	REMOVE/REPLACE	WHEEL HUB CAP	Qual Recycled Part	62.50 *					
624010	REF	BLEND	L FRT DOOR OUTSIDE						1.2	2.3
624370	BDY	REPAIR	L FRT DOOR SHELL	Existing					4.5	4.3
600074	REF	REFINISH	L FRT MIRROR COVER						0.4	0.4
624604	BDY	REMOVE/INSTALL	L FRT WINDOW MLDG						INC	2.0
624710	BDY	REMOVE/REPLACE	L FRT DOOR WINDOW MOULDING	F4DZ 5420847 BAA	62.38 *				1.5	2.07
625260	BDY	REMOVE/REPLACE	L FRT DOOR POWER MIRROR	Qual Recycled Part	93.75 *				0.9	2.97
600076	BDY	REMOVE/INSTALL	L FRT DOOR TRIM PANEL						INC	0.5
936008		ADD'L COST	PAINT/MATERIALS					125.86 *		T

Judgement Item  
 \* - Labor Note Applies

Recycler Information Section:

Prior Damage

Remarks

I. Labor	Subtotals	Units	Rate	Add'l Labor Amount	Sublet Amount	Totals	II. Part Replacement Summary	Amount
Body		10.7	48.00	0.30	0.00	513.60 T	Taxable Parts	442.22
Body's		1.0	49.00	0.30	0.00	0.00 T	Parts Adjustments	0.00
Refinish		5.6	49.00	0.00	0.00	268.30 T		
Glass		0.0	48.00	0.00	0.00	0.00 T	Glass Adjustments	@ 0.000 0.00
Mechanical		0.0	72.00	0.00	0.00	0.00 T	Sales Tax	@ 8.000 35.38
Frame		3.0	49.00	0.00	0.00	0.00 T		

ESTIMATE RECALL NUMBER: 3/31/00 11:41:14 2133

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7-4.30

Date: 4/6/00 9:26:22 am  
 Estimate ID: 2133  
 Estimate Version: 1  
 Preliminary  
 FINAL  
 Recall ID: CSAA INSURANCE

Taxable Labor		792.40	NON-Taxable Parts		
Labor Tax	3	0.00	Parts Adjustments		0.00
Non-Taxable Labor			Glass Adjustments	3	0.00
Labor Summary	16.3	792.40	Total Replacement Parts Amount		477.60
Additional Costs			IV. Adjustments		Amount
Taxable Costs		125.93	Insurance Deductible		WAIVED
Sales Tax	3	0.00	Bedderment		0.00
Non-Taxable Costs			Appearance Allowance		0.00
Total Additional Costs		125.93	Customer Responsibility		0.00
			II. Total Labor:		792.40
			III. Total Replacement Parts:		477.60
			Total Additional Costs:		125.93
			Gross Total:		1,395.93
			IV. Total Adjustments:		0.00
			Net Total:		1,395.93

This is a preliminary estimate.  
 Additional changes to the estimate may be required for the actual repair.

Point(s) of Impact  
 11 Left Front Corner (P), 10 Left Front Side (S)

Insurance Co: CSAA  
 Address: 4400 CAPITOLA RD  
 CAPITOLA, CA  
 Telephone: (408) 479-9330  
 Fax Phone: (408) 464-1648

Body Shop:  
 Address:  
 Telephone:

Inspection Site:  
 Address:  
 Inspection Date:

ESTIMATE RECALL NUMBER: 3/31/00 11:41:14 2133

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1.4.35

Date: 4/ 6/00 9:26:00 am  
Estimate ID: 1133  
Estimate Version: /  
Preliminary  
FINAL  
Bundle ID: CSAA INSURANCE

FaxPhone :  
Pager \*

I hereby authorize the above repair work to be done along with necessary materials You and your employees may operate the above described vehicle for purposes of testing, inspection or delivery at my risk. An express mechanic's lien is acknowledged on this vehicle to secure the amount of repairs thereon. You will not be held responsible for loss or damage to this vehicle or articles left in the vehicle in case of fire, theft, accident or other cause beyond your control.

YOU WILL NOT BE HELD RESPONSIBLE FOR PERSONAL EFFECTS IN THIS CAR

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

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1-4-36

LOUISE FRENCH  
488 VIVIANNE DR

License:  
Vehicle: 1986 FORD

WATSONVILLE, CA 95076  
(831) 724-5564  
(33 1)

Estimate ID: 2193  
Repair Order:

Paint Code 1: 2E Light Canyon Red

Color California VOC

	Units	\$/Per	Cost
<b>Refinishing</b>			
Paint Code 1 Time Less Overlap:	3.20		67.70
Paint Code 2 Time Less Overlap:	0.00		0.00
Blend 1 Time:	2.40		35.20
Blend 2 Time:	0.00		0.00
Buffing/Polishing:	0.00	5.28	0.00
Additional Refinishing Materials:			0.00
Refinishing Materials Subtotal:			102.90
<b>Bodywork</b>			
Metal Materials:	4.50	3.40	15.30
Fiberglass Materials:	0.00	7.09	0.00
Plastic 'Flex' Materials:	0.50	15.32	7.66
Additional Bodywork Materials:			0.00
Body Materials Subtotal:			22.96
Markup/Discount:		0.00 %	0.00
GRAND TOTAL:			125.86

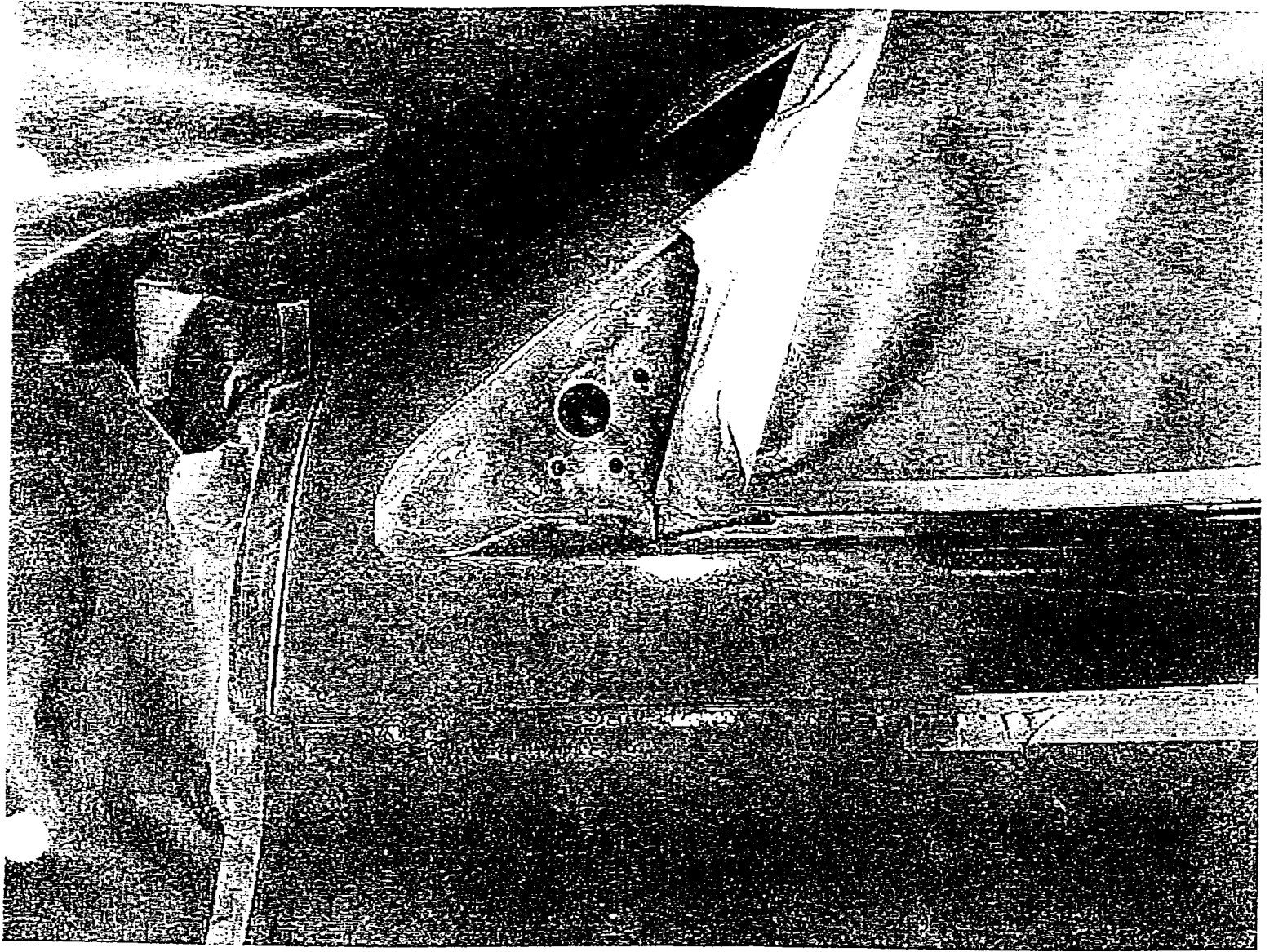
Data Version: Nov\_99\_0

1-4-37



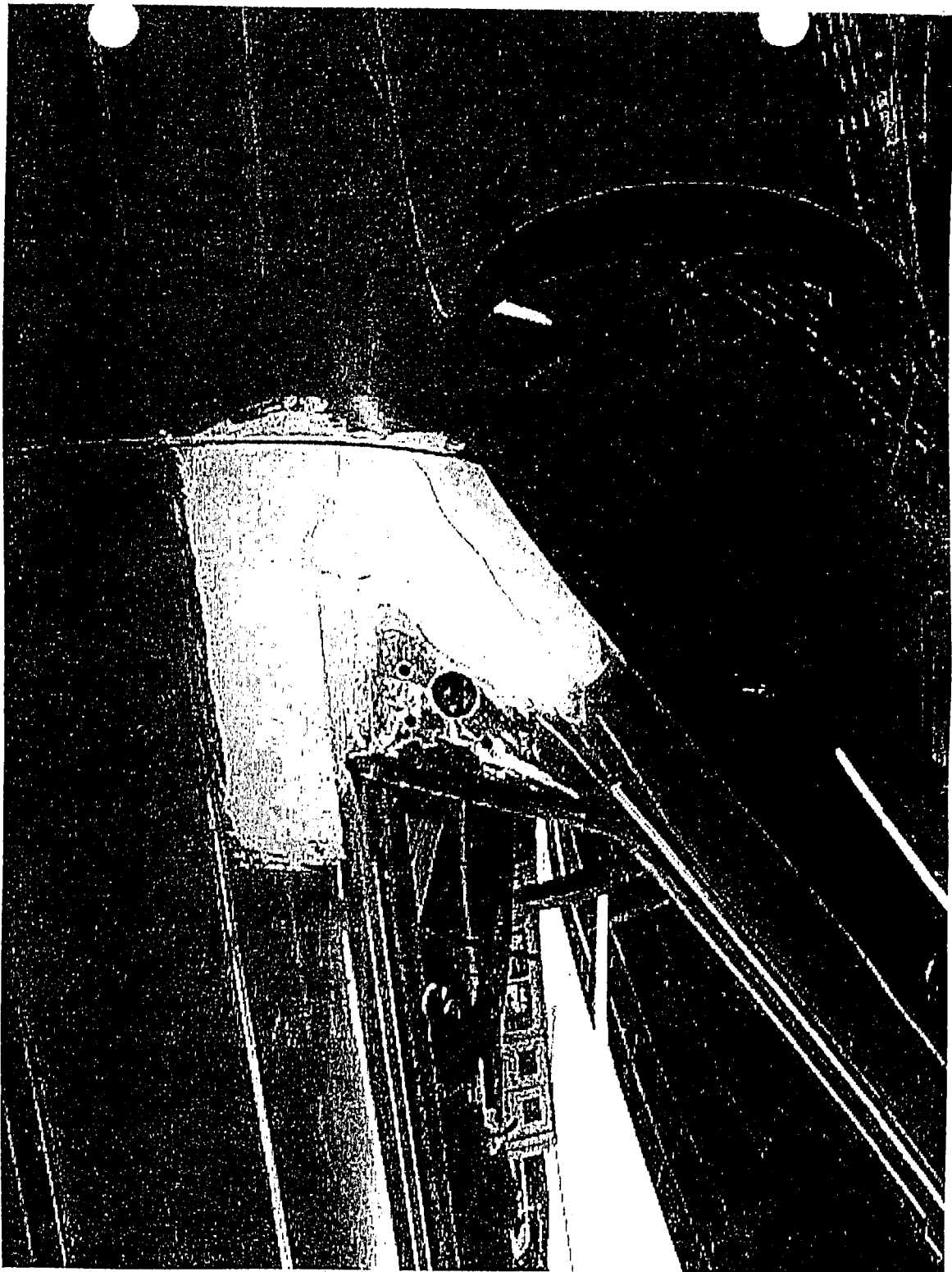


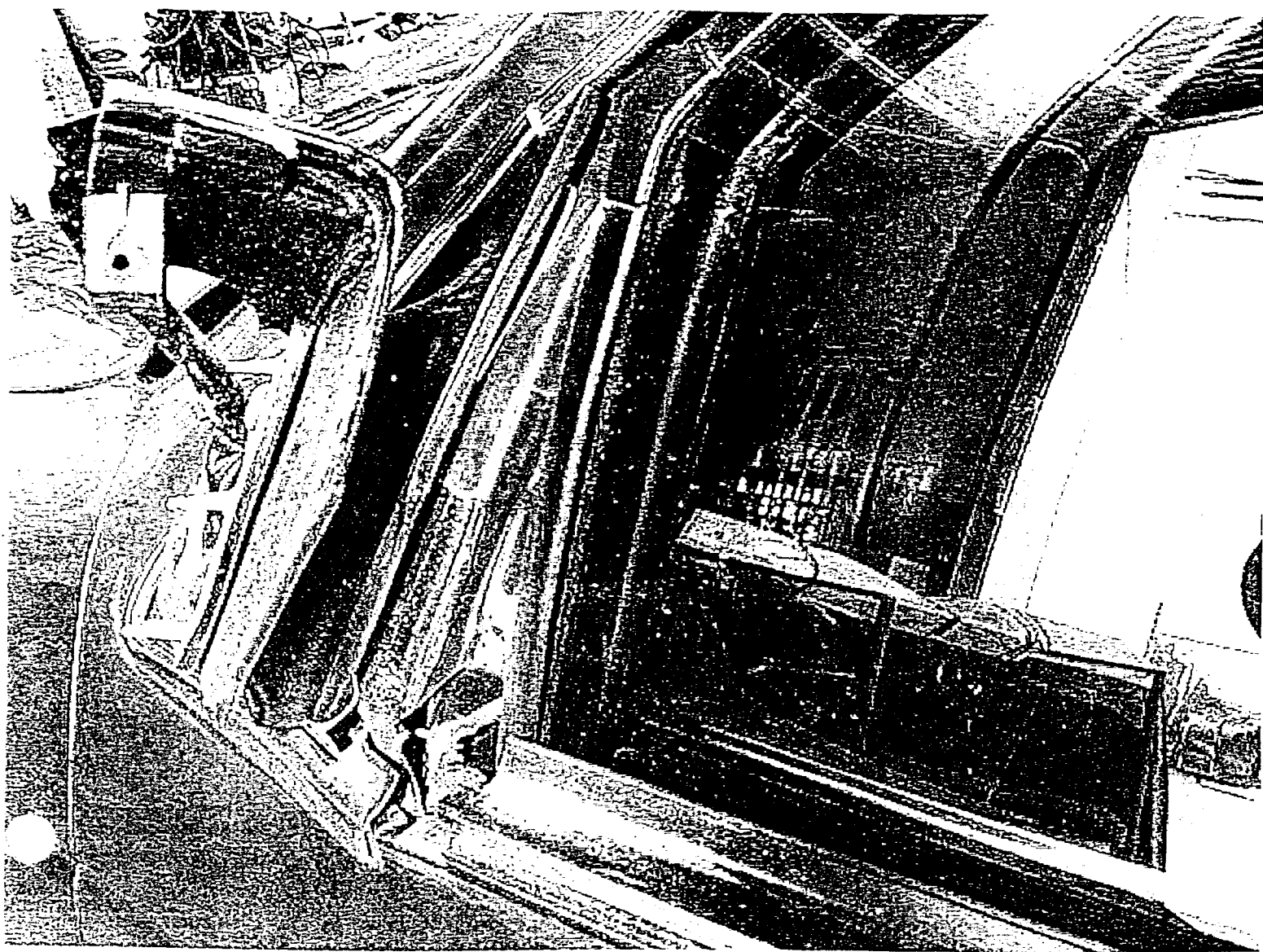
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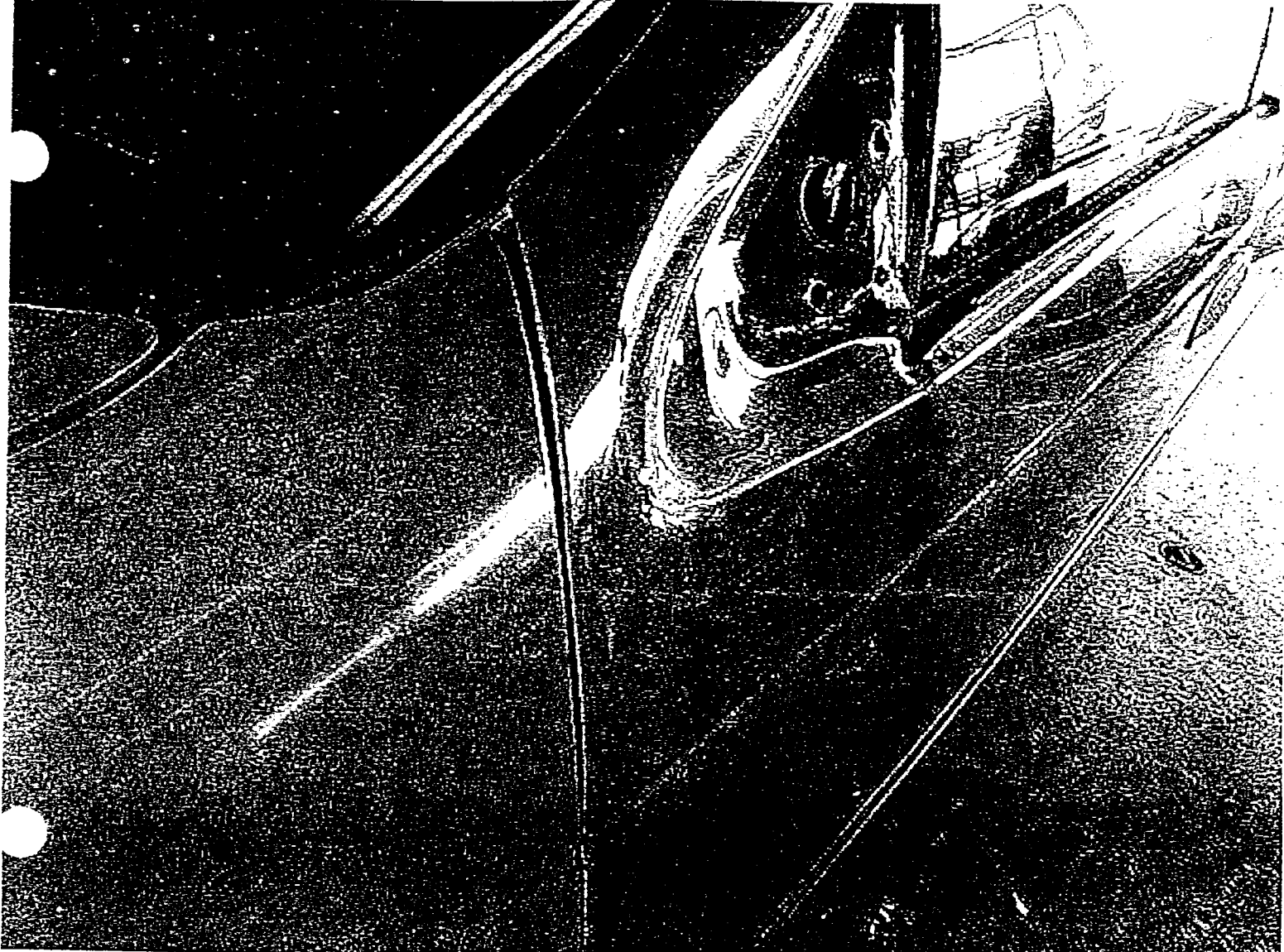
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7-4-48

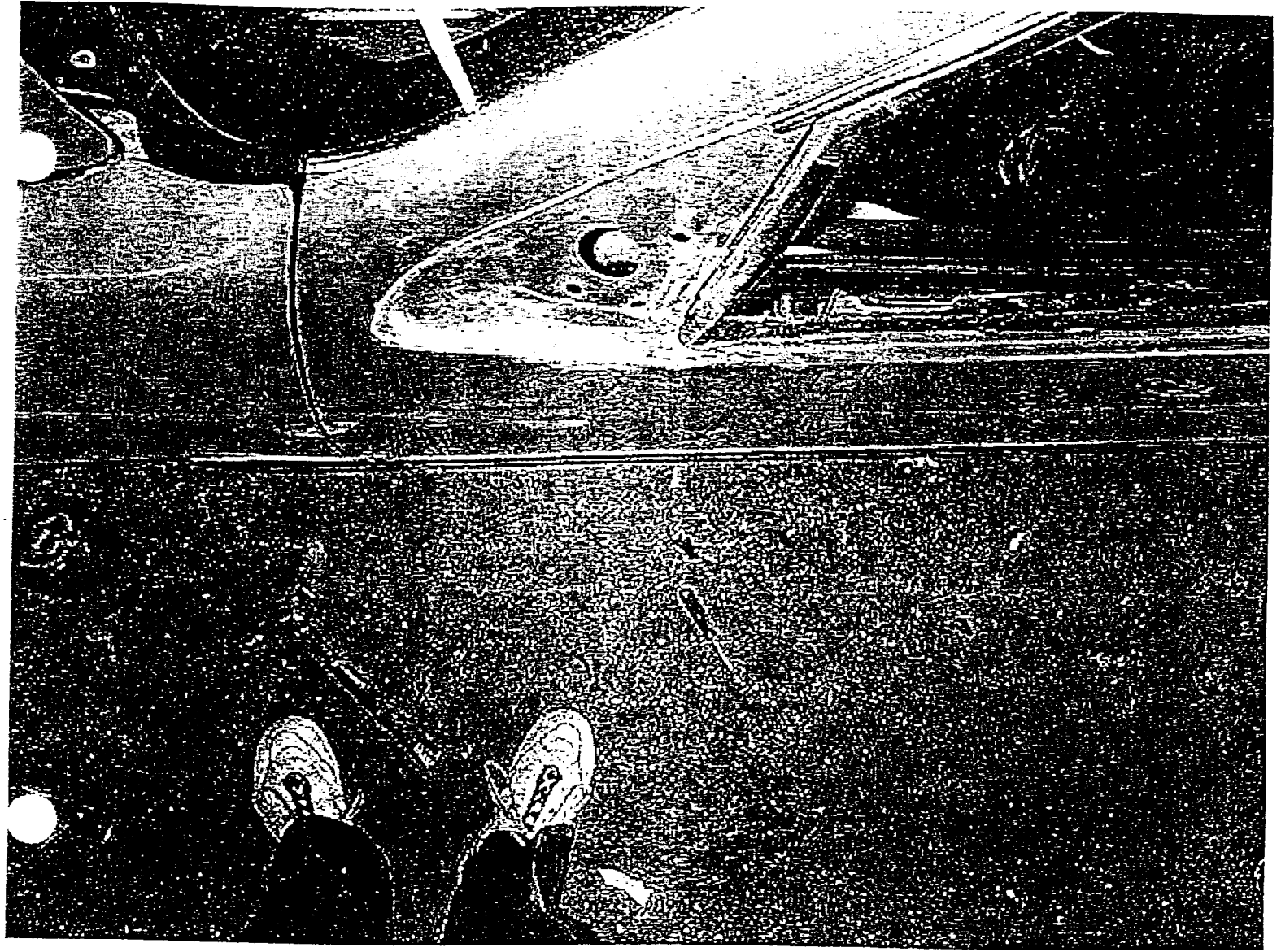




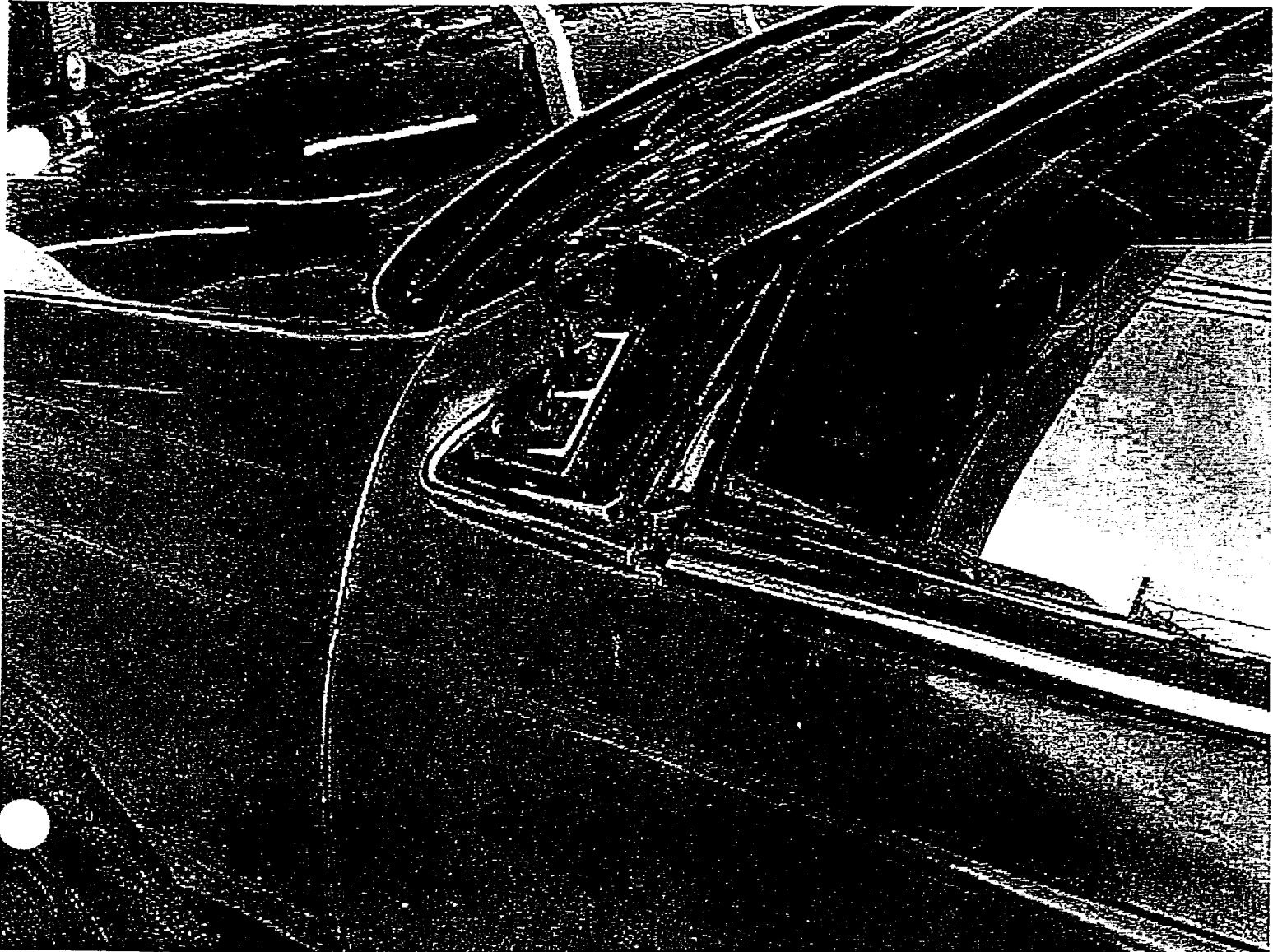
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7-4.1c



1-4-43



1-4.4

Metro Accessible Services Transit Forum (MASTF)\*  
(\* An official Advisory group to the Metro Board of Directors  
and the ADA Paratransit Program)  
Thursday May 18, 2000, 2-4 p.m.  
Louden Nelson Community Center  
301 Center Street, Santa Cruz CA

“REVISED AGENDA”

ELIGIBLE VOTING MEMBERS FOR THIS MEETING:

Sharon Barbour, Susan Barr, Jim Bosso, Michael Bradshaw, Scott Bugental, Lupe Cerno, Ted Chatterton, Connie Day, Shelly Day, Michael Doern, Mike Edwards, Kasandra Fox, Bruce Gabriel, Ed Kramer, Deborah Lane, Jeff LeBlanc, Fahmy Ma’Awad, Thom Onan, Dennis Papadopulo, Karena Pushnik, Barbara Schaller, Patricia Spence.

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

- I. Call to Order and Introductions
- II. Approval of the April 20, 2000 MASTF Minutes
- III. Amendments to this Agenda
- IV. Oral Communication and Correspondence

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

- V. Ongoing Business
  - 5.1 Paratransit Update
    - a) Call Backs
    - b) Paratransit Service on Christmas Day and other Holidays
    - c) ADA Paratransit Report Repot (Scott Bugental)



# MASTF Revised Agenda

May 18, 2000

Page Two

d) Transportation Advocacy (Thom Onan)

5.2 Bus Stop Announcements

5.3 Restrictions on Amtrak Service

5.4 Back Up Service for Route 71

5.5 List of Locations to Receive Bus Shelters

## VI. New Business

6.1 MASTF Phone Directory

6.2 MASTF Newsletter

6.3 Supreme Court Challenges to the Americans with Disabilities Act

6.4 Restroom Hours at Transit Centers

6.5 Customer Service Report Confidentiality

### MASTF COMMITTEE REPORTS

6.6 Training and Procedures Committee Report (Dennis Papadopulo)

6.7 Bus Service Committee Report (Sharon Barbour)

a) Metro Users Group (MUG)

b) Bus Evaluation Study Report

6.8 Bus Stop Improvement Committee Report (Mike Edwards)

a) Bus Stop Advisory Committee (BSAC)

1.) Accessible Bus Stops at UCSC

2.) Accessible Bus Stop at Capitola Road and Clares Street

### OTHER COMMITTEE REPORTS

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6.9 U.T.U. Report (Steve Paulson)

6.10 S.E.I.U. Report (Jim Hobbs)

6.11 Commission on Disabilities Report (Jeff LeBlanc)

6.12 Elderly and Disabled Transportation Advisory Committee Report

6.13 Board Working Group Session & Board Meeting Reports (Jeff LeBlanc)

6.14 Next Month's Agenda Items

## VII. Adjournment

# METRO ACCESSIBLE SERVICES TRANSIT FORUM (MASTF)\*

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

## MINUTES

The Metro Accessible Services Transit Forum met for its monthly meeting on Thursday April 20, 2000 at the Louden Nelson Community Center, 301 Center Street, Santa Cruz CA.

MASTF MEMBERS PRESENT: Sharon Barbour, Susan Barr, Jim Bosso, Michael Bradshaw, Scott Bugental, Lupe Cerno, Ted Chatterton, Connie Day, Shelly Day, Michael Doern, Michael Edwards, Kasandra Fox, Bruce Gabriel, Ed Kramer, Deborah Lane, Jeff LeBlanc, Fahmy Ma'Awad, Thom Onan, Dennis Papadopulo, Karena Pushnik, Barbara Schaller, Patricia Spence.

### METRO STAFF PRESENT:

Kim Chin, Planning and Marketing Department Manager  
John Daugherty, Accessible Services Coordinator  
Jim Hobbs, S.E.I.U. Representative  
David Konno, Facilities Maintenance Department Manager  
Tom Stickel, Fleet Maintenance Department Manager  
Les White, General Manager  
Randy Yagi, Senior Customer Service Representative

### BOARD MEMBERS PRESENT:

Bruce Gabriel

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

MASTF authorizes the Chairperson to write a letter in support of Senate Bill 2178. MASTF supports Senate Bill 2178 as long the provision that persons with disabilities are exempt from the effects of restricted Amtrak Connector Service remains in the Bill.

RELEVANT ATTACHMENTS: None.

**\*MASTF MOTIONS RELATED TO METRO MANAGEMENT**

MASTF highly recommends that buses equipped with electronic sign systems call out every bus stop.

I. CALL TO ORDER AND INTRODUCTIONS

Chairperson Jeff LeBlanc called the meeting to order at 2:00 p.m.

II. APPROVAL OF THE MARCH 16, 2000 MASTF MINUTES

**MASTF Motion: That the March 16, 2000 MASTF Minutes be approved.**  
**M/S/PU: Papadopulo, Fox**

III. AMENDMENTS TO THE AGENDA

None.

IV. ORAL COMMUNICATION AND CORRESPONDENCE

Mike Edwards reported that additional Route 71 buses deployed as “back up” during the early mornings would help deal with buses currently packed with standing room only passenger loads. He noted that the changing the frequency of trips from every 20 minutes to every 15 minutes has helped in the past. Mr. LeBlanc recommended that “Route 71 Back Ups” be placed on the agenda for the MASTF meeting next month.

Bruce Gabriel asked Mr. LeBlanc to attend the Santa Cruz County Regional Transportation Commission (SCCRTC) meeting on May 4<sup>th</sup> at the Capitola City Hall to join him in lobbying for two items. The first item was METRO’s request for \$2.8 million to replace buses. The SCCRTC staff report is now supporting \$1.4 million for a bus replacement project. The second item is the Community Vehicle Program proposal from Lift Line. This program would make two vehicles and driver training available to community groups that

need occasional assistance transporting people they serve. Mr. Gabriel noted that provision of driver training is a useful feature of the program.

Ms. Pushnik announced that the (Year) 2000 Transportation Excellence Awards were being presented on May 4<sup>th</sup>, just before the SCCRTC meeting. She noted that Awards presentation begins at 8:00 a.m. at the Capitola City Hall, 420 Capitola Avenue in Capitola.

Ed Kramer asked Mr. Gabriel and Ms. Pushnik if the acquisition of audible sign systems could be considered when fund allocation is discussed during the SCCRTC meeting. Ms. Pushnik noted that Mr. Kramer could refer his suggestion to METRO so that METRO can sponsor and prioritize his request. Mr. LeBlanc noted that the three “talking signs” systems already purchased by METRO were going to be installed in Route 71 and Route 69 buses within the next month or two. He explained that the Route 35 – where signs were first considered along with the Route 71 buses – had many twists and turns and it was therefore difficult to program the Talking Sign mechanism.

Kim Chin announced that the City of Santa Cruz Transportation Task Force is hosting a Transportation Mobility Festival on Saturday May 20<sup>th</sup>. The event will include METRO representatives and will take place at the ground floor of the University Town Center at Pacific and Cathcart streets in Santa Cruz.

John Daugherty announced that METRO is preparing to distribute a revised *ADA Paratransit User's Guide*. He noted that the revised *Guide* was the result of feedback from community groups including MASTF and the Central Coast Center for Independent Living (CCCIL). He circulated copies of the English and Spanish language versions of the *Guide*.

Mr. LeBlanc noted that Cam Pierce had sent a letter (“Attachment A”) to METRO and MASTF that requests extension of bus service to the Mount Madonna area.

Mr. LeBlanc noted that agenda item 5.11, “Elderly and Disabled Transportation Advisory Committee Report”, will be moved up to the first item under Ongoing Business.

## V. ONGOING BUSINESS

### 5.1 Elderly and Disabled Transportation Advisory Committee (E&D TAC) Report

Ms. Pushnik reported that the SCCRTC was seeking feedback on its four year Regional Transportation Plan (RTP). Ms. Pushnik explained that this plan – which sets out goals and policies for transportation planning – was last revised in 1994. She noted that there would be a Public Hearing at 7 p.m. on May 4<sup>th</sup> at the Santa Cruz County Government Center at 701 Ocean Street in Santa Cruz. She distributed the working draft of goals and policies (“Attachment B”) and answered questions from the group.

Mr. Kramer asked if there is a provision for acquisition of audible sign systems. Ms. Pushnik responded that Mr. Kramer could describe that goal on the recently developed Project Idea Form (“Attachment C”) and submit it to the SCCRTC.

Ms. Pushnik also described a list of *Identified Unmet Transit/Paratransit Needs and Proposed Actions* that had been reviewed by the E&D TAC earlier in April. Ms. Pushnik invited MASTF members to provide feedback on the list (“Attachment D”). Mr. Kramer noted that audible sign systems were one unmet need not currently on the list. Mr. LeBlanc noted the need for signs that are more visible. Barbara Schaller circulated a letter that describes unmet bus transit needs of residents near Laurel Street in Santa Cruz.

Sharon Barbour noted later during the meeting that there were two articles (“Attachments E and F”) noted during the April E&D TAC meeting that might interest MASTF members. One article describes a tow truck service available for persons with wheelchairs; the other article states that “free” wheelchairs may be available to some persons.

## 5.2 Paratransit Update

### a) Selection of MASTF Representatives for Paratransit Audit & Recertification Consultant Selection Panels

Mr. Daugherty gave background information on the selection panels that will assist METRO in its work to secure consultant help with the paratransit service audit and the development of a paratransit recertification program. Mr. Daugherty noted that the selection panels would review proposals from consultant firms during mid May.

After further discussion, Mr. LeBlanc was nominated to serve as MASTF's representative on both selection panels by Dennis Papadopulo and Mike Edwards. The group approved the nomination by acclamation. Mr. Chin expressed appreciation for MASTF's involvement and emphasized that the audit and Recertification program were projects set up to be as "interactive" as possible with community groups and public concerns.

### b) Call Backs

Mr. LeBlanc introduced the topic by noting that both paratransit users and persons booking regular taxi rides have experienced hardship when vehicles have been late or not shown up. The group discussed what policies and procedures were and were not in place to notify customers.

Scott Bugental pointed out that as the main contractor for paratransit, it is the job of Line staff to make sure that service is running properly. He noted that Lift Line staff would notify customers when paratransit trips to doctors' offices and other destinations are delayed or cancelled. Jim Bosso noted that his Yellow Cab business would benefit from dedicated phone lines and more incoming phone call lines to handle the large number of calls for paratransit and regular taxi service.

Mr. Daugherty asked what happens when trip delays occur in the late evening and early morning, outside of regular business hours. Mr. Bugental noted that

Lift Line staff answer calls until 8 p.m. on weekdays and 5 p.m. on weekends. He added that the Lift Line phone message directs customers to call either Yellow or Courtesy Cab Company when Lift Line staff is not available. Information from those customer calls is shared with Lift Line staff.

Susan Barr shared that she had been treated rudely by Lift Line staff when she had called for a paratransit ride. She had been told that she had to submit an application in order to book a paratransit ride and was “hung up on” twice. Mr. Bugental explained that allowing a 15-day extension after the usual 30 day period for application processing is part of the contract between Lift Line and METRO. He noted that being hung up on “is clearly not appropriate.”

Mr. Bosso asked how applications sent out to customers are tracked. Mr. Bugental responded that a person who requests an application receives a Temporary Paratransit Identification Number. Mr. LeBlanc suggested that Mr. Bugental and Mr. Bosso confer on ways to improve the sharing of customer information.

c) Paratransit Service on Christmas Day

Past practice and current choices for persons relying on public transit were discussed. Mr. Chin noted that bus service was being restored on Memorial Day this year. He added that he would bring back a schedule of proposed additional holiday service to the next MASTF meeting. Michael Bradshaw shared that it was probably more important to families that bus service be available during Thanksgiving and Christmas than Memorial Day and Labor Day. Several persons noted that customers would benefit if bus and paratransit service were available on both Thanksgiving and Christmas holidays.

Mr. Bugental and Mr. Bosso noted that regular accessible taxi service is available every day of the year. Mr. Bugental noted that taxi scrip was available for qualifying persons who wanted to use cabs during holidays at less expense than regular cab fare. Mr. LeBlanc suggested that customers be allowed to book paratransit trips on holidays in advance. He also suggested

that METRO staff confer with Mr. Bosso and Mr. Bugental on this issue before the next MASTF meeting.

Mr. Gabriel shared his concern that adding holiday service needs careful review if the faltering Metro Base project prompts bus service cuts in the near future. Deborah Lane and Mr. Bosso noted that METRO had provided paratransit service on Christmas Day about ten years ago.

d) ADA Paratransit Report (Scott Bugental)

Mr. Bugental reported that members of his staff had returned from training in Arizona on ride scheduling with ideas on how Lift Line can improve its scheduling practices. He also noted that he was “optimistic” that Lift Line could obtain 4 out of the 7 vehicles it recently requested to replenish and expand its fleet. He added that the vehicles helped deal with the serious problem of capacity constraints for paratransit service.

e) Transportation Advocacy (Thom Onan)

Thom Onan reported that he had shared information about cognitive disabilities during a recent ADA sensitivity training with Lift Line staff.

Patricia Spence reported that she had been chosen to represent one of the stakeholder groups (the Cabrillo College Stroke Center) contacted by METRO last year about the Recertification process. She recommended that METRO contact all stakeholders again to ensure that these groups have representatives who can commit the time to help the process. She also suggested that METRO add to the stakeholder list groups that represent South County residents and the Latino community. She offered the Watsonville Senior Center as one example. She also suggested that METRO provide a current timeline for implementation of paratransit recertification to all stakeholder groups. Mr. Chin thanked Ms. Spence for her suggestions and stated that METRO can provide an update to stakeholder groups.



Ms. Spence also noted that the brochures provided to the public by METRO and Lift Line need to be updated. Mr. LeBlanc and Mr. Bugental responded that the brochures were being updated.

### 5.3 Cabrillo Transportation Letter

Mr. LeBlanc reported that he had not completed the letter. This agenda item was tabled.

### 5.4 Bus Stop Announcements

Mr. LeBlanc reported that he, Ms. Fox and Mr. Kramer had met with representatives from Management and U.T.U to discuss bus stop announcements since the last MASTF meeting. Mr. LeBlanc noted that the group proposed publishing the list of bus stops that should be announced in *Headways*. He shared that U.T.U. representative Ian McFadden had supported the use of Customer Service Reports to track problems with bus stop announcements. It was pointed out the customer's confidentiality was preserved after a report is filed and that a report is not necessarily job threatening to a driver.

Ms. Lane recalled that a bus operator had mentioned her name to a group of MASTF members, bus operators and other METRO staff after Ms. Lane had submitted a report about actions of the bus operator. She stated that confidentiality will have to be guaranteed if use of reports is to be effective. Fahmy Ma'Awad shared that travelling with a guide dog makes him a highly visible and easily remembered passenger. Mr. Ma'Awad noted that if he files a report, the bus operator knows he has submitted it. He recommended that drivers and middle management receive sensitivity training. Ms. Fox responded that MASTF member participation in sensitivity training for bus operators is an ongoing activity.

Mr. Edwards raised concern about a tendency to act like "spoiled brats". He noted that METRO operates a transit service that is superior to service in other areas, such as San Francisco and Los Angeles. Mr. Chin stated that METRO

does not tolerate rudeness or inappropriate treatment to customers. He noted that METRO has a responsibility to investigate reports and takes the reports seriously. Ms. Barbour noted that a second report should be filed if a driver mistreats a customer for filing a report. She believed that MASTF members and other passengers have a right to be treated well.

Mr. Kramer stated that during the MASTF meeting last month it was noted that a list of bus stops METRO drivers are required to announce would be available for the meeting today. He said that he expected the list would be given to him today. He noted that Federal law also requires a bus stop to be announced when a passenger requests its announcement. Mr. Kramer made a formal request that every bus stop on a route where the bus is equipped with an electronic sign system be announced.

The group debated Mr. Kramer's request. Mr. Ma'Awad shared his appreciation to METRO, MASTF and Mr. Kramer for addressing this issue and noted that calling out bus stops assists him and other persons with visual impairments to navigate the bus system.

The following Motion to Management emerged from discussion:

**MASTF highly recommends that buses equipped with electronic sign systems call out every bus stop.**

**M/S/PU: Kramer, Ma'Awad**

### 5.5 Restrictions on Amtrak Service

Mr. LeBlanc reported that State Senator Bruce McPherson has introduced Senate Bill 2178 that will allow an exemption for persons with disabilities that are adversely affected by the current restrictions on Amtrak Connector service. He noted that METRO supports this legislation. Ms. Fox reported that she and Mr. Papadopulo were initiating a class action lawsuit on this issue.

The following Motion to the Board emerged from discussion:

**MASTF authorizes the Chairperson to write a letter in support of Senate Bill 2178. MASTF supports Senate Bill 2178 as long the provision that persons with disabilities are exempt from the effects of restricted Amtrak Connector Service remains in the Bill.**

**M/S/PU: C. Day, Barbour**

### COMMITTEE REPORTS

#### 5.6 Training and Procedures Committee Report (Dennis Papadopulo)

Tabled due to time constraints.

#### 5.7 Bus Service Committee Report (Sharon Barbour)

##### a) Metro Users Group (MUG)

Tabled due to time constraints.

##### b) Bus Evaluation Study Report

Tabled due to time constraints.

#### 5.8 Bus Stop Improvement Committee Report

Mr. Papadopulo requested that a list of locations to receive bus stop shelters be provided to MASTF next month.

#### 5.9 U.T.U. Report

No report.

5.10 S.E.I.U. Report (Jim Hobbs)

No report.

5.11 Commission on Disabilities Report (Jeff LeBlanc)

No report.

5.12 Board Working Group Session & Board Meeting Reports (Jeff LeBlanc)

No report.

VI New Business

6.1 MASTF Phone Directory

Tabled due to time constraints.

6.2 MASTF Newsletter

Tabled due to time constraints.

6.3 Next Month's Agenda Items

Further discussion and action on: Call Backs, Paratransit Service on Christmas Day and other holidays, Cabrillo Transportation Letter, Bus Stop Announcements, Restrictions on Amtrak Service, Back Up Service for Route 71, the List of Bus Stops receiving bus shelters, MASTF Phone Directory, MASTF Newsletter.

VII Adjournment

**The meeting was adjourned at 4:12 p.m.**

MASTF Minutes

April 20, 2000

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NOTE: NEXT MAST MEETING IS: Thursday May 18, 2000 from 2:00-4:00 p.m., at the Loudon Nelson Community Center, 301 Center Street, Santa Cruz, CA.

NOTE: NEXT S.C.M.T.D. SPECIAL BOARD MEETING/WORKSHOP IS: Friday May 12, 2000 at 8:30 a.m. at the S.C.M.T.D. Administrative Offices, 370 Encinal Street in Santa Cruz, CA.

NOTE: NEXT S.C.M.T.D. BOARD OF DIRECTORS MEETING IS: Friday May 19, 2000 at 9:00 a.m. at the Santa Cruz City Council Chambers, 809 Center Street, Santa Cruz, CA.

# Santa Cruz Metropolitan Transit District

Minutes-Metro Users Group

April 19, 2000

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The Santa Cruz Metropolitan Transit District Metro Users Group met at 2:10 p.m. on Wednesday, April 19, 2000, at the District's Encinal Conference Room, 370 Encinal Street, Suite 100, Santa Cruz.

## **MEMBERS PRESENT**

Bruce Gabriel, Chair  
Sharon Barbour  
G. Ted Chatterton  
Michael Clark  
Sandra Coley  
Jeff LeBlanc  
Carolyn O'Donnell  
Candice Ward

## **VISITORS PRESENT**

## **SCMTD STAFF PRESENT**

Kim Chin, Planning & Marketing Manager  
David Konno, Facilities Maintenance Manager  
Tom Stickel, Fleet Maintenance Manager  
Randy Yagi, Senior Customer Service Representative

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## **MUG RESOLUTIONS TO METRO BOARD OF DIRECTORS**

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## **MUG RESOLUTIONS TO METRO MANAGEMENT**

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

Ted Chatterton stated that he was waiting for the bus at Hadis and Mission Streets and noted that there is no schedule for the Route 3A. Kim Chin stated that he would notify Facilities Maintenance.

Jeff LeBlanc stated that he has not heard anything yet on the Greyhound legislation.

Chairperson Gabriel asked Mr. LeBlanc what his concerns are.

Mr. LeBlanc indicated that Greyhound buses are not accessible and that people with disabilities cannot ride Greyhound buses. He also stated that there is no bus service during a 2-hour window while the AMTRAK train is in service over the hill.

Kim Chin reported that Les White is in contact with Sacramento and will keep us informed. Mr. Chin also updated the committee with the recertification and financial audit proposals. He stated that the District received one proposal for the financial audit. The deadline has been extended for another 2 weeks, interviews will be held in May. Final approval will go to the Board of Directors at their June meeting.

#### **4. CONSENT AGENDA**

**ACTION: MOTION: Jeff LeBlanc SECOND: Carolyn O'Donnell**

Approve the following items accepted by the Committee:

- a) Receive and Accept March Meeting Minutes
- b) Monthly Attendance Report
- c) Review of Minutes of Board of Directors Meeting
- d) Review of Board Meeting Agenda Items:
  - 1. Quarterly Performance Report
  - 2. Quarterly Ridership Report

The committee voted unanimously.

#### **5. ON-GOING ITEMS**

##### **a) Review of Headways Redesign Issues**

Kim Chin stated that the subcommittee of MUG met this morning and made comments and changes regarding Headways. Randy Yagi gave the MUG members an update on what was discussed at that meeting. Mr. Yagi reported that the "WD" will be changed to "Monday through Friday" and the "WE" will be changed to "Saturday and Sunday". The route maps will be a lighter shade of gray. The Beach Shuttle will begin on Memorial Day weekend. He stated that he contacts AMTRAK on a quarterly basis to get accurate timetable schedules to put in Headways, but that he does

not always have the information before Headways goes to printing. He stated that passengers miss their connections trying to get to the airport because they go by the schedule in Headways. He will continue to work with AMTRAK in getting their schedule in on time for the Summer Headways. If it is not possible, the AMTRAK schedule will be deleted from Headways.

Chairperson Gabriel stated that if the schedule is deleted from Headways their telephone number should be printed.

Kim Chin reported that they could delay the scheduling of Headways right before it goes to the printers. He stated that Headways is three to four weeks ahead of schedule.

Ted Chatterton stated that they could take also take the Highway 17 to get over the hill.

Randy Yagi stated that passengers get more confused because they need to make a lot of connections using Highway 17, AMTRAK or Greyhound.

**b) Service and Planning Update**

Randy Yagi distributed a copy of the Service Changes for summer 2000 to the committee. He pointed out the Route 70 will not operate service until August 28<sup>th</sup>.

Sharon Barbour stated that she appreciates having the upcoming service changes for the following issue in Headways.

Carolyn O'Donnell asked if this information would be inside the buses. Kim Chin stated that posters would be posted inside the buses.

Chairperson Gabriel asked if the information on the Cart/Tram Service needs to be kept in Headways. Kim Chin stated that this information should stay in Headways.

Ted Chatterton stated that there is a safety problem on one of the bus benches at Soquel and Poplar. He stated that there is a loose screw on the bench making it a safety concern if someone were to sit on the bench.



**c) Marketing**

Chairperson Gabriel stated that when MUG was first implemented "Marketing" was not included in the Bylaws. He suggested that "Marketing" be included in the Bylaws.

**ACTION: MOTION: Jeff LeBlanc SECOND: Sandra Coley**

MUG recommends that "Marketing" be included in the Bylaws of the Metro Users Group committee.

The committee voted unanimously.

**d) COF - MetroBase**

Kim Chin stated that people support transit in general, but that the people on the Westside do not want MetroBase in their neighborhood. They don't want the noise, emissions, traffic congestion, etc. He stated that buses will be entering/exiting on Swift Street and not on Delaware Street. He stated that if another business moves in on that site they would be using Delaware Street, which is one of the concerns that the Westside has.

Sharon Barbour asked why they are not looking at MOF. Kim Chin stated that because of the infrastructure and liquefaction. The property is located next to the Pajaro River. The building has been red-tagged. From an operational standpoint it is not centrally located.

Kim Chin stated that without MetroBase the District cannot sustain the same level of service and that there is no place to park buses.

Jeff LeBlanc asked if at the time the original proposal was made, if public domain was included and will the City Council provide imminent domain.

Chairperson Gabriel stated that the District is exploring other options and does not want to see any service reductions.

Mike Clark asked since the District provides bus service to the Pajaro area is there a possibility of building there.

Kim Chin stated that it would be more feasible to build where service is provided, in a more central location right now it would be on the Westside,

Jeff LeBlanc asked if there will be a full EIR on the Westside and does it include other sites too.

Kim Chin stated that a full EIR will be conducted on the Westside which will delay the project approximate 8 to 12-months.

Chairperson Gabriel stated that he wrote letters to Senators Feinstein and Farr regarding funding for MetroBase.

Kim Chin reported the Westside neighborhood is filing an appeal to the Coastal Commission, because the ditch relocation is not legal.

**e) Cabrillo College**

Chairperson Gabriel stated that he has contacted John Laird to appoint a member to attend the MUG meeting, but has not heard back from him.

Jeff LeBlanc stated that when they appoint a Transportation Coordinator for Cabrillo this person should attend the MUG meetings.

Sandra Coley suggested that a letter be sent asking to send someone from Cabrillo to attend the meetings. Chairperson Gabriel stated that the MUG member for MUG has never attended a meeting and has asked John Laird to send someone to the meeting.

Kim Chin stated that students don't have to buy a bus pass and that they have no incentive to ride the bus. Jeff LeBlanc stated that students are parking on the street and don't have to pay for parking.

**6. UPDATES**

**a) New Service**

- **Holiday**
- **Late Night 7N**

Chairperson Gabriel stated that he would like Holiday Service replaced with AMTRAK service.

**b) ADA Recertification**

This item was discussed under Item #3, Oral & Written Communications

**c) Courtesy Stop Policy**

There is still no word on the Courtesy Stop issue.

**d) Highway 17 - Bikes on Buses**

**7. NEW BUSINESS**

**8. OPEN DISCUSSION**

Candice Ward stated that she wanted to thank David Konno for the bike racks at Mission and Bay streets. She indicated that they are very well used.

**9. ADJOURNMENT**

The meeting adjourned at 3:42 p.m.

Respectfully submitted,

DEBBIE GUERRERO  
Administrative Secretary

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

**DATE:** May 19, 2000  
**TO:** Board of Directors  
**FROM:** Elisabeth Ross, Manager of Finance  
**SUBJECT: MONTHLY BUDGET STATUS REPORT FOR MARCH 2000  
AND APPROVAL OF BUDGET TRANSFERS**

## I. RECOMMENDED ACTION

Staff recommends that the Board of Directors approve the budget transfers for the period of April 1-30, 2000.

## II. SUMMARY OF ISSUES

- Operating revenue for the year to date totals \$20,161,592 or \$515,743 over the amount of revenue expected to be received during the first nine months of the fiscal year.
- Total operating expenses for the year to date, including pass through grant programs, in the amount of \$17,020,120, are at 64.1% of the budget. Day to day operating expenses total \$16,975,961 or 66.4% of the budget.
- A total of \$636,912 has been expended through March 31, 2000, for the FY 99-00 Capital Improvement Program.

## III. DISCUSSION

An analysis of the District's budget status is prepared monthly in order to apprise the Board of Directors of the District's actual revenues and expenses in relation to the adopted operating and capital budgets for the fiscal year. The attached monthly revenue and expense report represents the status of the District's FY 99-00 budget as of March 31, 2000. The fiscal year is 75.0% elapsed.

### A. Operating Revenues.

Revenues are \$515,743 over the amount expected to be received for the period, based on the revised budget adopted by the Board in February. Sales tax revenue is \$463,102 ahead of budget projections. General fund interest income is \$39,042 ahead of budget projections. Variances are explained in the notes following the report.

### B. Operating Expenses.

Day to day operating expenses for the year to date (excluding grant-funded programs, capital transfers and pass-through programs) total \$16,975,961 or 66.4% of the budget, with 75.0% of

the year elapsed. If the paratransit program expenses were up to date, operating expenses would be at 67% of the revised budget. Variances are explained in the notes following the report.

**C. Capital Improvement Program.**

For the year to date, a total of \$636,912 has been expended on the Capital Improvement Program. Only 4.5% of budgeted purchases for the year have been completed.

**IV. FINANCIAL CONSIDERATIONS**

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

**V. ATTACHMENTS**

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

**MONTHLY REVENUE AND EXPENSE REPORT  
OPERATING REVENUE -  
MARCH 2000**

Operating Revenue	FY 99-00 Budgeted for Month	FY 99-00 Actual for Month	FY 99-00 Budgeted YTC	FY 98-99 Actual YTD	FY 99-00 Actual YTD	YTD Variance from Budgeted	
Passenger Fares	\$ 256,282	\$ 269,270	\$ 2,248,159	\$ 2,174,286	\$ 2,288,269	\$ 40,110	See Note 1
Paratransit Fares	\$ 16,667	\$ 15,928	\$ 133,333	\$ 92,576	\$ 115,150	\$ (18,183)	See Note 1
Special Transit Fares	\$ 145,766	\$ 152,289	\$ 1,192,075	\$ 1,154,148	\$ 1,203,353	\$ 11,278	See Note 1
Purch Transp Rev/Hwy 17	\$ 68,851	\$ 68,714	\$ 596,914	\$ 519,930	\$ 565,128	\$ (31,786)	See Note 1
Advertising Income	\$ 12,000	\$ 12,000	\$ 96,000	\$ 71,667	\$ 96,000	\$ -	
Other Aux Transp Rev	\$ 958	\$ 768	\$ 6,750	\$ 8,274	\$ 8,829	\$ 2,079	
Rent Income	\$ 9,729	\$ 10,582	\$ 72,161	\$ 93,173	\$ 81,966	\$ 9,805	
Interest - General Func	\$ 55,036	\$ 82,081	\$ 609,048	\$ 476,541	\$ 648,090	\$ 39,042	See Note 2
Non-Transportation Rev	\$ 200	\$ 298	\$ 43,265	\$ 11,738	\$ 46,654	\$ 3,389	
Sales Tax Income	\$ 1,267,247	\$ 1,568,851	\$ 10,597,286	\$ 9,916,682	\$ 11,060,388	\$ 463,102	See Note 3
TDA Funds	\$ 1,118,516	\$ -	\$ 3,505,547	\$ 3,341,346	\$ 3,505,547	\$ 1	
MBUAPCD Funding	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Other Local Funding - TDA	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
State Transit Assistance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
State Guideway Funding	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Other State Grants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
FTA Op Asst - Sec 5303	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
FTA Op Asst - Sec 5307	\$ -	\$ -	\$ 505,614	\$ -	\$ 505,614	\$ -	
FTA Op Asst - Sec 5311	\$ -	\$ -	\$ 39,697	\$ -	\$ 36,604	\$ (3,093)	
Other Federal Grants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Other Revenue	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
<b>Total Operating Revenue</b>	<b>\$ 3,001,251</b>	<b>\$ 2,180,781</b>	<b>\$ 19,645,849</b>	<b>\$ 17,860,361</b>	<b>\$ 20,161,592</b>	<b>\$ 515,743</b>	

**MONTHLY REVENUE AND EXPENSE REPORT  
OPERATING EXPENSE SUMMARY - MARCH 2000**

	FY 99-00 Final Budget	FY 99-00 Revised Budget	FY 98-99 Expended YTD	FY 99-00 Expended YTD	Percent Expended of Budget	
<b>PERSONNEL ACCOUNTS</b>						
Administration	\$ 561,863	\$ 544,477	\$ 433,186	\$ 300,799	55.2%	
Finance	\$ 519,039	\$ 521,653	\$ 286,838	\$ 294,012	56.4%	
Planning & Marketing	\$ 783,679	\$ 767,137	\$ 467,967	\$ 506,567	66.0%	
Human Resources	\$ 369,946	\$ 369,481	\$ 256,611	\$ 269,069	72.8%	
IT	\$ 214,991	\$ 216,004	\$ 130,941	\$ 154,254	71.4%	
District Counsel	\$ 289,116	\$ 269,296	\$ 154,100	\$ 132,772	49.3%	
Facilities Maintenance	\$ 900,719	\$ 901,451	\$ 502,735	\$ 586,951	65.1%	
Operations	\$ 1,520,903	\$ 1,666,453	\$ 1,030,242	\$ 1,122,084	67.3%	
Bus Operators	\$ 8,723,228	\$ 9,261,317	\$ 5,974,612	\$ 6,721,033	72.6%	
Fleet Maintenance	\$ 2,850,147	\$ 2,873,267	\$ 1,817,561	\$ 1,925,944	67.0%	
Retired Employees Benefits	\$ 296,711	\$ 299,839	\$ 209,109	\$ 183,941	61.3%	
<b>Total Personnel</b>	<b>\$ 17,030,342</b>	<b>\$ 17,690,375</b>	<b>\$ 11,263,902</b>	<b>\$ 12,197,426</b>	<b>68.9%</b>	
<b>NON-PERSONNEL ACCOUNTS</b>						
Administration	\$ 507,498	\$ 538,256	\$ 238,953	\$ 375,144	69.7%	
Finance	\$ 432,310	\$ 414,826	\$ 283,169	\$ 283,680	68.4%	
Planning & Marketing	\$ 200,458	\$ 221,458	\$ 100,503	\$ 114,476	51.7%	
Human Resources	\$ 84,265	\$ 95,296	\$ 42,726	\$ 68,624	72.0%	
IT	\$ 94,510	\$ 118,510	\$ 63,080	\$ 92,771	78.3%	See Note 4
District Counsel	\$ 131,605	\$ 182,605	\$ 45,632	\$ 88,129	48.3%	
Facilities Maintenance	\$ 189,287	\$ 217,284	\$ 208,606	\$ 143,121	65.9%	
Wats TC Operation	\$ 76,013	\$ 74,513	\$ 54,009	\$ 50,491	67.8%	
Santa Cruz Metro Center	\$ 205,488	\$ 211,758	\$ 125,744	\$ 158,374	74.8%	
Scotts Valley TC	\$ 116,493	\$ 111,147	\$ 45,112	\$ 72,246	65.0%	
Paratransit Program	\$ 2,231,632	\$ 2,445,530	\$ 1,056,565	\$ 1,333,200	54.5%	See Note 5
Operations	\$ 1,321,600	\$ 654,947	\$ 795,922	\$ 565,092	86.3%	See Note 6
Bus Operators	\$ 2,250	\$ 2,250	\$ 1,985	\$ 2,762	122.8%	See Note 7
Fleet Maintenance	\$ 2,215,809	\$ 2,422,132	\$ 1,166,069	\$ 1,576,588	65.1%	
Op Prog/SCCIC	\$ 21,100	\$ 21,100	\$ 31,994	\$ 80	0.4%	
Reserve for Service Additions	\$ 150,000	\$ 150,000	\$ -	\$ -	0.0%	
Pre-Paid Expense Adjustment	\$ -	\$ -	\$ (26,725)	\$ (146,243)		See Note 8
<b>Total Non-Personnel</b>	<b>\$ 7,980,318</b>	<b>\$ 7,881,606</b>	<b>\$ 4,233,344</b>	<b>\$ 4,778,535</b>	<b>60.6%</b>	
<b>Subtotal Operating Expense</b>	<b>\$ 25,010,660</b>	<b>\$ 25,571,981</b>	<b>\$ 15,497,246</b>	<b>\$ 16,975,961</b>	<b>66.4%</b>	
Grant Funded Studies/Programs	\$ 106,340	\$ 97,500	\$ -	\$ 37,518	38.5%	
Transfer to/from Cap Program	\$ 300,000	\$ 428,519	\$ 6,784	\$ 6,641	1.5%	
Retirement to Reserves	\$ -	\$ -	\$ -	\$ -		
Pass Through Programs	\$ 450,000	\$ 450,000	\$ 13,873	\$ -	0.0%	
<b>Total Operating Expense</b>	<b>\$ 25,867,000</b>	<b>\$ 26,546,000</b>	<b>\$ 15,517,903</b>	<b>\$ 17,020,120</b>	<b>64.1%</b>	
<b>MD Operating Revenue Over YTD Expense</b>				<b>\$ 3,141,472</b>		

**CONSOLIDATED OPERATING EXPENSE  
MARCH 2000**

	FY 99-00 Final Budget	FY 99-00 Revised Budget	FY 98-99 Expended YTD	FY 99-00 Expended YTD	% Exp YTD of Budget	
<b>LABOR</b>						
Operators Wages	\$ 4,670,670	\$ 4,791,437	\$ 3,110,755	\$ 3,636,931	75.9%	See Note 9
Operators Overtime	\$ 469,521	\$ 669,521	\$ 422,779	\$ 560,416	63.7%	See Note 10
Other Salaries & Wages	\$ 4,949,627	\$ 4,796,279	\$ 3,012,148	\$ 3,209,768	66.9%	
Other Overtime	\$ 109,600	\$ 276,520	\$ 141,611	\$ 224,199	81.1%	See Note 11
	\$ 10,199,418	\$ 10,533,757	\$ 6,687,293	\$ 7,363,314	72.4%	
<b>FRINGE BENEFITS</b>						
Medicare/Soc Sec	\$ 83,925	\$ 10,570	\$ 51,800	\$ 64,442	71.2%	
PERS Retirement	\$ 65,023	\$ 785,219	\$ 714,772	\$ 717,27	65.8%	
Medical Insurance	\$ 1,639,232	\$ 1,733,662	\$ 1,047,236	\$ 1,111,378	64.1%	
Dental Plan	\$ 387,494	\$ 428,907	\$ 207,740	\$ 280,553	65.4%	
Vision Insurance	\$ 101,322	\$ 106,376	\$ 61,598	\$ 73,828	69.4%	
Life Insurance	\$ 56,010	\$ 60,266	\$ 36,909	\$ 37,032	61.4%	
State Disability Ins	\$ 26,261	\$ 38,854	\$ 26,965	\$ 30,362	78.1%	See Note 12
Long Term Disability Ins	\$ 239,540	\$ 320,281	\$ 137,013	\$ 187,463	58.5%	
Unemployment Insurance	\$ 49,707	\$ 51,135	\$ 23,253	\$ 25,871	50.6%	
Workers Comp/Incurred WC	\$ 1,291,048	\$ 1,373,823	\$ 790,969	\$ 721,176	52.5%	
Absence w/Pay	\$ 2,130,594	\$ 2,130,594	\$ 1,441,228	\$ 1,383,247	64.9%	
Other Fringe Benefits	\$ 60,769	\$ 26,926	\$ 37,127	\$ 16,674	61.9%	
	\$ 6,830,924	\$ 7,146,612	\$ 4,576,610	\$ 4,449,053	62.3%	
<b>SERVICES</b>						
Acctng/Admin/Bank Fees	\$ 261,550	\$ 252,834	\$ 163,104	\$ 159,382	63.0%	
Prof/Legis/Legal Services	\$ 306,448	\$ 462,246	\$ 108,491	\$ 152,129	32.9%	
Temporary Help	\$ 42,862	\$ 129,955	\$ 98,887	\$ 98,593	75.9%	See Note 13
Uniforms & Laundry	\$ 46,652	\$ 47,912	\$ 23,203	\$ 26,969	56.3%	
Security Services	\$ 274,244	\$ 274,244	\$ 135,966	\$ 190,618	69.5%	
Outside Repair - Bldgs/Eqmt	\$ 146,157	\$ 145,167	\$ 86,477	\$ 96,891	66.7%	
Outside Repair - Vehicles	\$ 243,762	\$ 243,262	\$ 128,791	\$ 151,120	62.1%	
Waste Disp/Ads/Other	\$ 150,609	\$ 156,255	\$ 83,062	\$ 96,280	61.6%	
	\$ 1,472,284	\$ 1,711,875	\$ 827,981	\$ 971,982	56.8%	
<b>CONTRACT TRANSPORTATION</b>						
Contract Transportation	\$ 400	\$ 400	\$ 1,501	\$ -	0.0%	
Paratransit Service	\$ 2,230,032	\$ 2,293,930	\$ 1,055,465	\$ 1,333,200	58.1%	See Note 5
Hwy 17 Service	\$ 1,100,000	\$ 412,827	\$ 678,891	\$ 412,827	100.0%	See Note 14
	\$ 3,330,432	\$ 2,707,157	\$ 1,735,857	\$ 1,746,027	64.5%	
<b>MOBILE MATERIALS</b>						
Fuels & Lubricants	\$ 835,509	\$ 906,059	\$ 374,844	\$ 660,666	72.9%	
Tires & Tubes	\$ 130,000	\$ 150,642	\$ 64,229	\$ 109,020	72.4%	
Body/Upholstery Supplies	\$ 7,500	\$ 5,650	\$ 2,699	\$ 2,300	40.7%	
Revenue Vehicle Parts	\$ 533,885	\$ 570,718	\$ 306,728	\$ 390,958	68.5%	
Inventory Adjustment	\$ -	\$ -	\$ (37,919)	\$ (70,611)		See Note 15
	\$ 1,506,894	\$ 1,633,069	\$ 710,581	\$ 1,092,333	66.9%	



CONSOUDATED OPERATING EXPENSE  
MARCH 2000

	FY 99-00 Final Budget	FY 99-00 Revised Budget	FY 98-99 Expended YTD	FY 99-00 Expended YTD	% Exp YTD of Budget
<b>OTHER MATERIALS</b>					
Postage & Mailing/Freight	\$ 16,267	\$ 18,802	\$ 11,867	\$ 11,275	60.0%
Printing	\$ 94,880	\$ 98,329	\$ 44,784	\$ 44,381	45.1%
Office/Computer Supplies	\$ 56,009	\$ 61,009	\$ 37,899	\$ 48,346	79.2% See Note 16
Safety Supplies	\$ 14,462	\$ 13,577	\$ 10,739	\$ 9,419	69.4%
Cleaning Supplies	\$ 58,166	\$ 78,129	\$ 35,734	\$ 49,610	63.5%
Repair & Maint Supplies	\$ 58,896	\$ 63,596	\$ 28,328	\$ 47,440	74.6%
Parts, Non-Inventory	\$ 50,000	\$ 50,000	\$ 53,893	\$ 37,216	74.4%
Tools/Tool Allowance	\$ 20,324	\$ 19,624	\$ 11,837	\$ 14,263	72.7%
Photos/Mktg/Other Supplies	\$ 17,447	\$ 17,137	\$ 7,972	\$ 5,214	30.4%
	\$ 386,451	\$ 420,203	\$ 243,053	\$ 267,164	63.6%
<b>UTILITIES</b>	\$ 244,245	\$ 295,024	\$ 187,153	\$ 200,146	67.8%
<b>CASUALTY &amp; LIABILITY</b>					
Insurance - Prop/PL & PD	\$ 137,000	\$ 138,835	\$ 86,451	\$ 81,604	58.8%
Settlement Costs	\$ 100,000	\$ 100,000	\$ 34,000	\$ 30,815	30.8%
Repairs to Prop	\$ 11,750	\$ 11,500	\$ (23,063)	\$ (25,555)	See Note 17
Prof/Other Services	\$ 10,500	\$ 46,500	\$ 4,150	\$ 33,261	71.5%
	\$ 259,250	\$ 296,835	\$ 101,538	\$ 120,125	40.5%
<b>TAXES</b>	\$ 36,601	\$ 36,651	\$ 28,876	\$ 29,484	80.4% See Note 18
<b>MISC EXPENSES</b>					
Dues & Subscriptions	\$ 44,389	\$ 42,369	\$ 27,613	\$ 30,469	71.9%
Media Advertising	\$ 46,200	\$ 46,200	\$ 6,262	\$ 9,077	19.6%
Employee Incentive Program	\$ 12,000	\$ 12,000	\$ 7,540	\$ 9,214	76.8% See Note 19
Training	\$ 43,500	\$ 41,250	\$ 17,056	\$ 22,172	53.8%
Travel & Local Meetings	\$ 57,825	\$ 60,893	\$ 32,047	\$ 45,401	74.6%
Other Misc Expenses	\$ 13,400	\$ 12,350	\$ 8,088	\$ 21,344	172.8% See Note 20
	\$ 217,314	\$ 215,062	\$ 98,606	\$ 137,678	64.0%
<b>OTHER EXPENSES</b>					
Interest Expense	\$ -	\$ -	\$ -	\$ -	0.0%
Leases & Rentals	\$ 483,187	\$ 522,620	\$ 299,704	\$ 368,173	70.4%
Service Reserve	\$ 150,000	\$ 150,000	\$ -	\$ -	0.0%
Transfer to Capital	\$ 300,000	\$ 429,135	\$ 6,784	\$ 6,641	1.5%
Pass Through Programs	\$ 450,000	\$ 450,000	\$ 13,873	\$ -	0.0%
	\$ 1,383,187	\$ 1,551,755	\$ 320,361	\$ 374,814	24.2%
<b>Total Operating Expense</b>	\$ 25,867,000	\$ 26,548,000	\$ 15,517,903	\$ 17,020,120	64.1%

**MONTHLY REVENUE AND EXPENSE REPORT  
FY 9400 CAPITAL IMPROVEMENT PROGRAM**

	<b>Final Program Budget</b>	<b>Expended in March</b>	<b>YTD Expended</b>
<b><u>CAPITAL E_C T S</u></b>			
Consolidated Operating Facility	\$ 6,690,000	\$ 39,597	\$ 189,308
Urban Bus Replacement (CO)	\$ 220,771		\$ 15,048
Urban Bus Replacement (10)	\$ 3,290,694		\$
Highway 17 Buses	\$ 45,000	\$ 38,893	\$ 93,110
ADA Paratransit Vehicles (7)	\$ 300,000		\$
Bus Rehabilitation Project (10)	\$ 1,340,453	\$ 15,696	\$ 22,226
Yield Signs for Buses	\$ 33,000		\$
Bus Stop Improvement Program	\$ 193,400	\$ (173)	\$ 7,749
Farebox Replacement	\$ 1,000,000		\$
MIS Comouter System (CO)	\$ 410,000		\$ 126,541
Talking Bus - TDA	\$ 8,000		\$ 7,519
Benches with Bike Rack - UCSC	\$ 16,000		\$ 8,429
Benches with Bike Rack - MBUAPCD	\$ 151,000		\$
Radio Replacement	\$ 12,000		\$ 6,855
SVTC Construction (CO)	\$ 28,000		\$ 395
Metro Center Repairs (CO)	\$ 32,906		\$ 1,669
Facilities Repairs & Improvements	\$ 22,475		\$ 3,587
Facilities Repairs & Imp (CO)	\$ 63,840		\$ 48,117
Machinery/Equipment Repair/Impr	\$ 71,025	\$ 1,573	\$ 3,016
Non-Rev Vehicle Replacement (3)	\$ 85,000	\$ 53,238	\$ 99,473
Non-Rev Vehicle Repl -Bi-fuel (5)	\$ 155,000		\$
Off ice Equipment	\$ 9,000	\$ 2,177	\$ 3,871
<b>Total Capital Program Expense</b>	<b>\$ 14,041,558</b>	<b>\$ 151,001</b>	<b>\$ 636,912</b>
		<b>Received in</b>	
	<b>Final Budget</b>	<b>March</b>	<b>YTD Received</b>
<b><u>CAPITAL FUNDING SOURCES</u></b>			
Federal Capital Grants	\$ 9,889,469	\$ -	\$ 14,910
State Capital Grants	\$ 350,000	\$ -	\$ 41,612
STA Funding	\$ 781,410	\$ -	\$ 390,705
Local Capital Grants	\$ 99,000	\$ -	\$ 6,000
Transfer from Operating Budget	\$ 423,667	\$ -	\$
District Reserves	\$ 2,498,012	\$ -	\$ 183,685
<b>Total Capital Funding</b>	<b>\$ 14,041,558</b>	<b>\$ -</b>	<b>\$ 636,912</b>

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

1. Passenger fares (farebox and pass sales) are \$40,110 or 1.8% over the revised budget amount for the year to date. Paratransit fares are \$ 18,183 under the budgeted amount for the year to date since the February fares amount was not recorded by the report deadline. Special transit fares (contracts) are \$ 11,278 or 1% over the budgeted amount. Purchased transportation revenue/Highway 17 Express revenue is \$3 1,786 or 5% under the year-to-date budgeted amount. Together, all four passenger revenue accounts are over the revised budget amount for the first nine months of the fiscal year by a net \$1,419.
2. Interest income is \$39,042 or 6% over the budgeted amount for the year to date, due to a higher treasury balance than projected.
3. Sales tax income is \$463,102 or 4.4% over budget for the first nine months of the fiscal year due to another high quarterly wrap-up payment this month. Sales tax receipts are up 11.9% over the same period one year ago, compared to a projected increase of 5.4% in the revised budget.
4. IT non-personnel expenses are at 78.3% of the budget due to one-time use of professional services.
5. Paratransit program expense is only at 54.5% of the budget because the March billing was not submitted by Food & Nutrition by the report deadline. If this month were included, the program expense would be at approximately 67% of the budget.
6. Operations non-personnel expense is at 86.3% of the budget due to the 100% expense for Highway 17 contract transportation.
7. Bus Operators non-personnel expense is at 122.8% of the budget due to the annual purchase of operator uniform patches. A budget transfer will be processed for the overrun.
8. Pre-paid expense adjustment provides for allocating large annual payments, such as casualty and liability insurance, over the entire year so that the total expenses District-wide for the month and year to date are not skewed.
9. Operator wages are at 75.9% of the budget as a result of extensive miscellaneous paid absences (jury duty, industrial injury, bereavement leave, etc.) and higher point costs than projected.
10. Operator overtime is at 83.7% of the budget due to higher unscheduled overtime than projected.
11. Other overtime is at 81.1% of the budget due to high overtime in Operations as a result of Transit Supervisor absences. Total payroll for non-Operators is within budget.
12. State disability insurance is at 78.1% of the budget due to additional hiring and turnover.

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13. Temporary help is at 75.9% of the budget due to hire of temporary workers during recruitment of new employees in the departments of Administration, Human Resources, Operations and Fleet Maintenance.
14. Highway 17 contract transportation expense is at 100% of the revised budget due to termination of the contract with Discovery Tours.
15. Each month, the change in the Fleet Maintenance inventory value is recorded as either an expense or credit depending on whether the inventory increased or decreased.
16. Office supplies are at 79.2% of the budget due to volume purchase of supplies and equipment.
17. Repairs to property is a casualty and liability account to which repairs to District vehicles and property are charged when another party is liable for the damage. All collections made from other parties for property repair are applied to this account to offset the District's repair costs. Collections have been applied for the year to date, but some repairs have yet to be charged to the account.
18. Taxes are at 80.4% of the budget due to the annual payment of property assessments on the Scotts Valley Transit Center.
19. Employee incentive program expense is at 76.8% of the budget due to payment for one-time events.
20. Other miscellaneous expense is at 172.8% of the budget because accounting adjustments appear in this category.

**FY 99-00 BUDGET TRANSFERS**

**4/1/00 - 4/30/00**

	ACCOUNT #	ACCOUNT TITLE	AMOUNT
<b>TRANSFER # 00-057</b>			
TRANSFER FROM:	1500-503031	Professional/Technical	\$ (1,000)
TRANSFER TO:	1400-509125	Local Meeting Expense	\$ 1,000
REASON:	To cover space rent at Job Fair for IT Dept.		
<b>TRANSFER # 00-058</b>			
TRANSFER FROM:	3200-503352	Equipment Repair - Out	\$ (200)
TRANSFER TO:	3200-509123	Travel Expense	\$ 200
REASON:	To cover out of town travel expenses for Operations Department.		
<b>TRANSFER # 00-059</b>			
TRANSFER FROM:	1400-509121	Employee Training	\$ (800)
TRANSFER TO:	1400-509123	Travel	\$ 800
REASON:	To cover account overrun in the Human Resources Department travel account.		
<b>TRANSFER # 00-060</b>			
TRANSFER FROM:	1700-501021	Other Salaries	\$ (5,000)
TRANSFER TO:	1700-503041	Temporary Help	\$ 5,000
REASON:	To cover temp help costs in District Counsel's office during recruitment process.		
<b>TRANSFER # 00-061</b>			
TRANSFER FROM:	2200-505031	Telecommunications	\$ (223)
	4100-505031	Telecommunications	\$ (446)
			\$ (669)
TRANSFER TO:	3200-505031	Telecommunications	\$ 669
REASON:	Operations incorrectly paid for Fleet Maintenance and Facilities Maintenance Nextel phones from 9/99 to 3/00.		

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**FY 99-00 BUDGET TRANSFERS**  
**4/1/00 - 4/30/00**

ACCOUNT #	ACCOUNT TITLE	AMOUNT
<b>TRANSFER # 00-062</b>		
TRANSFER FROM: 2500-506127	Property Damage	\$ (250)
2500-5043 15	Safety Supplies	\$ (55)
		<u>\$ (305)</u>
TRANSFER TO: 2500-50335 1	Building Repairs - Out	\$ 305
REASON:	Budget adjustments for non-funded budget accounts; sidewalk repairs at Metro Center.	

<b>TRANSFER # 00-063</b>		
TRANSFER FROM: 2600-504511	Small Tools	\$ (600)
2200-504213	Marketing & Graphics	\$ (620)
2200-503352	Outside Repair - Equip	<u>\$ (3,700)</u>
		<u>\$ (4,920)</u>
TRANSFER TO: 2200-504205	Freight Out	\$ 620
2200-504409	Repairs & Maint Facilities	\$ 2,500
2200-504413	Electrical Supplies	1,200
2200-504511	Small Tools	<u>\$ 600</u>
		<u>\$ 4,920</u>
REASON:	Budget adjustments for Facilities Maintenance Dept.	

<b>TRANSFER # 00-064</b>		
TRANSFER FROM: 9021-504214	Promotional Items	\$ (50)
TRANSFER TO: 9021-504311	Office Supplies	\$ 50
REASON:	To cover overrun in the office supply account for MASTF.	

<b>TRANSFER # 00-065</b>		
TRANSFER FROM: 1100-504215	Printing	\$ (500)
TRANSFER TO: 1100-503222	Legal Ads	\$ 500
REASON:	To cover cost overruns in Legal Ads for Administration.	

**FY 99-00 BUDGET TRANSFERS**  
**4/1/00 - 4/30/00**

	ACCOUNT #	ACCOUNT TITLE	AMOUNT
<b>TRANSFER # 00-066</b>			
TRANSFER FROM:	1100-509127	Board Fees	\$ (1,050)
	1100-504215	Printing	\$ (1,115)
			\$ (2,165)
TRANSFER TO:	1100-503031	Prof/Technical Services	\$ 2,165
REASON:	To cover cost overruns for Professional/Technical Services in the Administration Department.		
<b>TRANSFER # 00-067</b>			
TRANSFER FROM:	1100-50431 1	Office Supplies	\$ (200)
TRANSFER TO:	1100-509011	Dues & Subscriptions	\$ 200
REASON:	To cover cost overruns in the Administration Department Dues & Subscriptions account.		
<b>TRANSFER # 00-068</b>			
TRANSFER FROM:	1100-509101	Employee Incentive Program	\$ (600)
TRANSFER TO:	1200-509101	Employee Incentive Program	\$ 600
REASON:	To transfer service award purchases to Finance.		
<b>TRANSFER # 00-069</b>			
TRANSFER FROM:	1200-503031	Prof/Tech Services	\$ (5,000)
	3200-505031	Telecommunications	\$ (669)
			\$ (5,669)
TRANSFER TO:	2200-505031	Telecommunications	\$ 223
	4100-505031	Telecommunications	\$ 5,446
			\$ 5,669
REASON:	To fund cell phones for Highway 17 buses in Fleet Maintenance.		

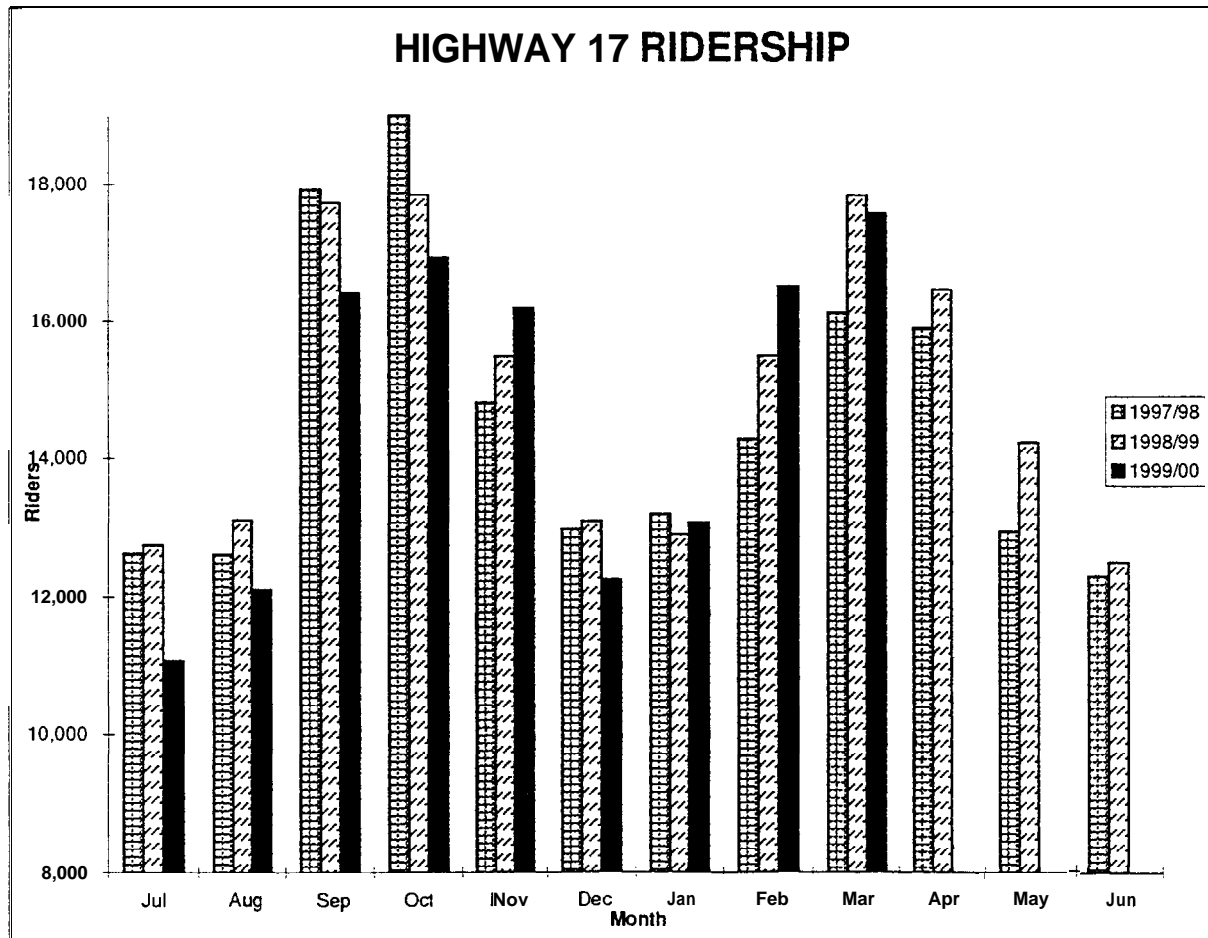
**FY 99-00 BUDGET TRANSFERS**  
**4/1/00 - 4/30/00**

	ACCOUNT #	ACCOUNT TITLE	AMOUNT
<b>TRANSFER # 00-070</b>			
TRANSFER FROM:	1500-509011	Dues & Subscriptions	\$ (2,820)
TRANSFER TO:	1500-504211	Postage & Mailing	\$ 20
	1500-504313	Computer Supplies	\$ 1,800
	1500-504311	Office Supplies	\$ 1,000
			<u>\$ 2,820</u>
REASON:	To cover account overruns in IT Department accounts.		



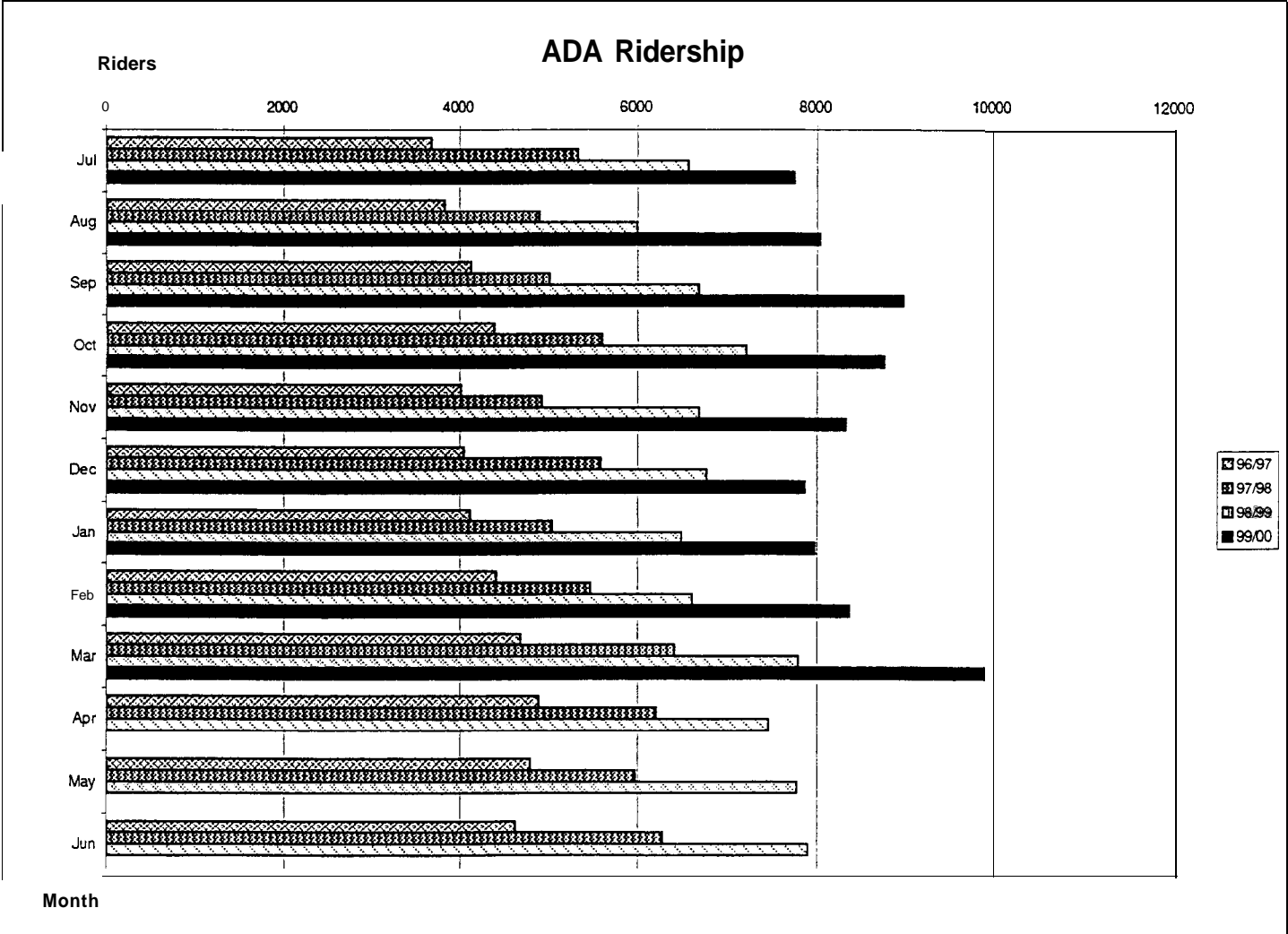
# HIGHWAY 17 - MARCH 2000

	MARCH			YTD		
	1999/00	1998/99	%	1999/00	1998/99	%
<b>FINANCIAL</b>						
Cost	\$ 107,650	\$ 85,094	26.5%	\$ 992,142	\$ 706,752	40.4%
Farebox	\$ 38,173	\$ 37,268	2.4%	\$ 309,272	\$ 312,670	(1.1%)
Operating Deficit	\$ 66,407	\$ 44,546	49.1%	\$ 663,537	\$ 373,645	77.6%
Santa Clara Subsidy	\$ 27,471	\$ 22,273	23.3%	\$ 299,617	\$ 186,823	60.4%
METRO Subsidy	\$ 38,936	\$ 22,273	74.8%	\$ 485,440	\$ 186,823	159.8%
San Jose State Subsidy	\$ 3,071	\$ 3,280	(6.4%)	\$ 19,333	\$ 20,436	(5.4%)
<b>STATISTICS</b>						
Passengers	17,554	17,823	(1.5%)	132,049	136,185	(3.0%)
Revenue Miles	34,414	34,414	0.0%	287,280	288,776	(0.5%)
Revenue Hours	1,338	1,338	0.0%	11,172	11,231	(0.5%)
<b>PRODUCTIVITY</b>						
Cost/Passenger	\$ 6.13	\$ 4.77	28.4%	\$ 7.51	\$ 5.19	44.8%
Revenue/Passenger	\$ 2.17	\$ 2.09	4.0%	\$ 2.34	\$ 2.30	2.0%
Subsidy/Passenger	\$ 3.96	\$ 2.68	47.5%	\$ 5.17	\$ 2.89	78.7%
Passengers/Mile	0.51	0.52	(1.5%)	0.46	0.47	(2.5%)
Passengers/Hour	13.12	13.32	(1.5%)	11.82	12.13	(2.5%)
Recovery Ratio	35.5%	43.8%	(19.0%)	31.2%	44.2%	(29.5%)



## ADA Paratransit Program Monthly Status Report

	This March	Last March	% Change	This YTD	Last YTD	% Change
Cost	\$ 223,861	\$ 170,997	30.9%	\$ 1,677,258	\$ 1,299,181	29.1%
Revenue	\$19,788	\$15,562	27.2%	\$151,616	\$121,328	25.0%
Subsidy	\$204,073	\$155,435	31.3%	\$1,525,642	\$1,177,853	29.5%
Passengers	9,894	7,781	27.2%	75,808	60,664	25.0%
Cost/Ride	\$22.63	\$21.98	3.3%	\$22.13	\$ 21.42	3.7%
Subsidy/Ride	\$20.63	\$19.98	3.3%	\$20.13	\$19.42	3.7%
Operating Ratio	8.8%	9.1%	-2.9%	9.0%	9.3%	-3.2%
% Rides on Taxi	71.3%	70.8%	0.7%	71.0%	71.8%	-1.0%
Program Registrants	7,111	5,637	26.1%	7,111	5,637	26.1%
Rides/Registrant	1.4	1.4	0.8%	10.7	10.8	-0.9%



# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

**DATE:** May 19, 2000  
**TO:** Board of Directors  
**FROM:** Paul C. Chandley, Human Resources Manager  
**SUBJECT: CONSIDER APPROVAL OF SENIOR CUSTOMER SERVICE REPRESENTATIVE RECLASSIFICATION**

## I. RECOMMENDED ACTION

**It is recommended that the Board of Directors approve the reclassification of the Senior Customer Service Representative including revisions to the class specification and an increase in the hourly salary range from \$13.68-\$16.59 to \$14.36-\$17.42. In accordance with the SEIU Memorandum of Understanding, the increase will be effective January 6, 2000.**

## II. SUMMARY OF ISSUES

- The Memorandum of Understanding between the District and SEIU Local 415 allows an employee to request a review of the classification of his/her position. The incumbent in the classification of Senior Customer Service Representative requested such a review.
- The classification of a position is based upon the duties regularly assigned. The salary range is established as part of the District's compensation plan and is directly related to the training and experience prerequisites and the responsibilities of the classification. The salary range is not based upon the quality of the work performed by the incumbent; the quality of work is documented through performance evaluations and progression through the five-step wage range.

## III. DISCUSSION

The classification process involved reviewing the duties of the position, performing a desk audit, and determining the appropriate salary range for the classification. The revisions to the class specification have been reviewed and approved by the incumbent and the department manager.

The Human Resources Department has obtained concurrence of the revised class specification and recommended salary range from SEIU Local 415.

## IV. FINANCIAL CONSIDERATIONS

The financial impact to the District of increasing the salary range is approximately \$158 a month.

## V. SUMMARY OF ATTACHMENTS

Attachment A: Revised Senior Customer Service Representative class specification.

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

## SENIOR CUSTOMER SERVICE REPRESENTATIVE

### DEFINITION

Under supervision, informs the public of the District's bus schedules, routes, fares, policies and other transit information in person and on the telephone; conducts special projects including marketing, public information and community outreach activities; and performs other related duties as assigned.

### EXAMPLES OF DUTIES

Provides transit information to the public in a variety of locations including passenger service center information booths, on-board transit vehicles, schools, businesses, and other locations. Sells transit passes and accounts for revenues collected. Provides information regarding the location of bus stops, routes, detours, fares, transfers, and policies. Receives and answers public information requests. Receives and processes compliments, complaints and service improvement suggestions,

Assists in the coordination of a variety of departmental programs including customer service, public information and marketing, pass eligibility, photo identification, lost and found, and bus schedule publication and distribution. Communicates with other transportation agencies.

Represents the District in various community outreach activities including community events to publicize District services. Plans, organizes and effectively makes community presentations using audio visual aids.

May coordinate and perform transit surveys, time adherence checks, monitor movement of transit vehicles through passenger service centers and other surveys as assigned.

Assists in special projects relating to public information, planning, and marketing including the design of brochures and informational flyers. Prepares drafts of written articles, flyers, and news releases for publication. Assists in the preparation of bus schedule themes, content, and photographs including coordinating with vendors, community organizations and committees.

Utilize District hardware and software in the performance of job duties. Assists in development and preparation of information technology charts and reports.

Operate business equipment including computers, photocopier, fax, calculator, cash register and photography equipment. Performs general office duties including data entry and filing, and other routine administrative details.

May translate written materials between English and Spanish.

Assumes responsibilities of Customer Service Coordinator in the absence of the

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incumbent including the supervision of customer service staff.

## **EMPLOYMENT STANDARDS**

### Knowledge of:

- . Policies, procedures, functions and services of a public transportation agency.
- Application of current computer software programs and general office procedures.
- Conversational knowledge of Spanish.
- Principles of effective communication and public speaking techniques.

### Ability :

- Convey transit system routing and scheduling information clearly and courteously.
- . Understand inquiries and respond to them quickly; handle conflict situations in a tactful manner.
- Make change, perform pass sales functions and prepare deposits.
- Operate business equipment including computers, photocopier, calculator, cash register and photography equipment.
- Design, prepare and present transit information to the public using audio visual aids.
- Communicate effectively in oral and written form.
- Schedule, supervise and train assigned staff.
- Establish and maintain cooperative working relationships with the public, District employees and others.
- Effectively represent District policies and services with a wide variety of customers.

### Training and Experience

Any combination of training and experience equivalent to:

Two years experience performing customer service with a public transit agency.

### Special Requirements

Possession of a valid California driver's license and safe driving record.

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

**DATE:** May 1, 2000  
**TO:** Board of Directors  
**FROM:** Paul Chandley, Human Resources Manager  
**SUBJECT: PRESENTATION OF ANNIVERSARY AWARDS**

## **I. RECOMMENDED ACTION**

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

## **II. SUMMARY OF ISSUES**

- None.

## **III. DISCUSSION**

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

## **IV. FINANCIAL CONSIDERATIONS**

None.

## **V. ATTACHMENTS**

**Attachment A:** Employee Recognition List

# **SANTA CRUZ METROPOLITAN TRANSIT DISTRICT**

## **EMPLOYEE RECOGNITION**

### **TEN YEAR**

**None**

### **FIFTEEN YEARS**

**Kenneth Brown, Facilities Maintenance Worker II  
James Hobbs, Facilities Maintenance Worker III**

### **TWENTY YEARS**

**Larry Mungoli, Bus Operator  
James Hall, Fleet Maintenance Mechanic II  
John Aspesi, Fleet Maintenance Supervisor**

### **TWENTY-FIVE YEARS**

**Aurelio Preciado, Bus Operator**

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

**DATE:** May 19, 2000

**TO:** Board of Directors

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

**SUBJECT: CONSIDER A RESOLUTION AUTHORIZING AN APPLICATION TO CALTRANS FOR BUS STOP IMPROVEMENTS**

## I. RECOMMENDED ACTION

Adopt the attached resolution authorizing the Secretary/General Manager to submit an application to Caltrans for FTA 5311(f) financial assistance for bus stop improvements in rural Santa Cruz County.

## II. SUMMARY OF ISSUES

- The Department of Transportation apportions federal funds annually through the States to support intercity transit needs in non-urbanized areas.
- This year, California has approximately \$1.3 million available for intercity bus projects.
- The attached resolution authorizes the Secretary/General Manager to submit an application and execute a grant agreement for \$20,000 in FTA Section 5311(f) funds for bus stop improvements in METRO's non-urbanized service area.
- The District must submit its grant application to the Caltrans Region 5 office by June 15.

## III. DISCUSSION

Chapter 49, United States Code Section 5311(f) authorizes the Federal Transit Administration to apportion federal funds to the States for public transportation projects in non-urbanized areas, those areas within a county that lie outside of a designated urban areas with over 50,000 population. Of the total apportionment, fifteen percent must be allocated to the intercity bus network. This year, the State of California has about \$1.3 million available for intercity bus projects. Caltrans administers the FTA §5311(f) program.

The FTA Section 5311(f) funds can be used for bus stop improvements in non-urbanized areas served by intercity bus routes. As part of the grant application, the District will develop a program of projects identifying the intercity bus network improvements. The District will make reasonable efforts to coordinate the program of projects with public transit providers and users within the service area. A public notice of the program of projects and of the 5311(f) application



is required to provide the public an opportunity to comment. If requested by a respondent, a public hearing must be held.

Adopting the attached resolution will authorize the General Manager to submit an application to the Caltrans District 5 Office for FTA §5311(f) funds in the amount of \$20,000 . The financial assistance will be used to install passenger-activated solar powered lighting at up to 10 rural bus stops.

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

If approved, this grant will provide \$20,000 to the District for bus stop improvements. The District must contribute \$5,000 in local matching funds for a total project amount of \$25,000. The local match is available in the FY2001 bus stop improvement budget.

#### **V. ATTACHMENTS**

**Attachment A:** Resolution Authorizing FTA Section 5311 application

**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  
AUTHORIZING AN APPLICATION  
TO THE CALIFORNIA DEPARTMENT OF TRANSPORTATION  
FOR  
FTA SECTION 5311(f) RURAL CAPITAL ASSISTANCE**

**WHEREAS**, the Transportation Efficiency Act for the 21<sup>st</sup> Century authorizes federal funding in 49 USC §5311(f) for the intercity bus network in non-urbanized areas; and

**WHEREAS**, all contracts for financial assistance impose certain obligations upon the applicant, including the provision of local share costs of the project.

**NOW, THEREFORE, BE IT RESOLVED AND ORDERED BY THE SANTA CRUZ METROPOLITAN TRANSIT DISTRICT:**

1. That the Secretary/General Manager is authorized to submit an application to the California Department of Transportation on behalf of the Santa Cruz Metropolitan Transit District for financial assistance for intercity bus stop improvements in the non-urbanized area of Santa Cruz County.
2. That the Secretary/General Manager is authorized to submit and file with this application all assurances and supplemental information as required by the California Department of Transportation.
3. That the Secretary/General Manager is designated to execute standard grant agreements with the California Department of Transportation on behalf of the Santa Cruz Metropolitan Transit District for \$20,000 in federal funds to assist with bus stop improvements costing \$25,000 in the non-urbanized portion of Santa Cruz County as authorized by 49 U.S.C. §5311(f).
4. That the District has committed \$5,000 in local matching funds to the project.
5. That the Santa Cruz Metropolitan Transit District has, to the extent feasible, coordinated this project with other transportation providers and users in the region, including social service agencies and has provided for public comment on the proposed bus stop improvements.

Resolution No. \_\_\_\_\_

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**PASSED AND ADOPTED** this 19<sup>th</sup> day of May, 2000, by the following vote:

**AYES:** Directors -

**NOES:** Directors -

**ABSTAIN:** Directors -

**ABSENT:** Directors -

**APPROVED** \_\_\_\_\_  
JAN BEAUTZ  
Chairperson

**ATTEST** \_\_\_\_\_  
LESLIE R. WHITE  
General Manager

**APPROVED AS TO FORM:**

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

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

**DATE:** May 19, 2000

**TO:** Board of Directors

**FROM:** Elisabeth Ross, Manager of Finance

**SUBJECT: PUBLIC HEARING ON FY 2000-2001 DRAFT FINAL BUDGET**

## I. RECOMMENDED ACTION

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

## II. SUMMARY OF ISSUES

- The FY 2000-2001 draft final budget is presented this month for Board and public review. A public hearing has been scheduled for 9:00 a.m., May 19, 2000.
- A budget review with Union representatives will be held at 1:00 p.m. on May 15, 2000, in the Encinal Conference Room.
- The draft final budget (Attachment A) maintains the same level of transit service to the public as of June 2000. The operating budget also includes a service reserve in the amount of \$150,000.
- The operating budget totals \$28,437,000, including \$450,000 in pass-through program funding. This represents a 7.0% increase over the FY 99-00 Revised Budget.
- Sales tax revenue is budgeted at 6.0% over projected revenue in FY 99-00, and farebox and pass revenue is budgeted at 2.0% over projected revenue in FY 99-00.
- Staffing tables of proposed authorized positions (Attachment B) show a slight increase in staffing from 308.25 employee equivalents in FY 99-00 to 308.3 in FY 00-01.
- The amount allocated for the paratransit program is likely insufficient, based on the March trip information just received, necessitating additional staff research and a further budget recommendation in June on this item.
- The draft capital improvement program totals \$17,828,361, of which \$13,699,289 will be provided through grant funds. District-funded projects in the amount of \$270,500 (Attachment C) will be funded through reserves, along with bus stop improvements in the amount of \$140,000.
- The proposed operating budget and capital improvement program are consistent with the Board's adopted five-year plan.

- Staff will continue to refine revenue and expense projections as updated information becomes available, and will present a final budget recommendation to the Board in June.

### **III. DISCUSSION**

#### **A. Operating Revenue**

The FY 2000-01 draft final budget provides for \$28,437,000 in operating revenue. The passenger revenue accounts have been adjusted to reflect the most recent revenue data, through March 31, 2000. Passenger fares (farebox and pass sales) are budgeted to increase 2% over FY 99-00 projected actual. With the exception of the UCSC contract, special transit fares are not achieving budget projections in FY 99-00, so FY 00-01 revenue is reduced from FY 99-00 revised budget levels. For the first nine months of FY 99-00, UCSC revenue is \$15,425 over budget, Cabrillo College revenue is \$11,067 under budget, and employer bus pass contract revenue is \$3,341 under budget. Highway 17 Express revenue is based on the new agreement with VTA. Paratransit fares have been projected based on an estimate of 108,000 trips to be taken during FY 2000-01, an increase of 8,000 trips or 8% over FY 99-00 projected trips.

Sales tax, the District's largest single source of operating revenue, is budgeted at \$15,300,000 which represents a 6.0% increase over the amount expected to be received in FY 99-00. Sales tax has performed very well for the first nine months of FY 99-00. Receipts are up 11.9% over one year ago. However, one potential impact of increased Internet sales is a decrease in sales tax receipts, since Internet sales are currently exempt from sales tax. It is unlikely that Internet sales will substantially affect District sales tax receipts in the immediate future, but there may be an impact at some point in time.

Transportation Development Act (TDA) funds in the amount of \$4,997,213, will be allocated to the District by the Santa Cruz County Regional Transportation Commission (SCCRTC). It appears that surplus TDA funds from FY 99-00 will be available for allocation in September, as occurred this year. If so, staff recommends that \$100,000 of funds from this source be designated for overhaul of bus engines. Eight engines are due for overhaul in FY 2000-01, and the draft final budget could only accommodate four engines at a cost of \$100,000.

Advertising income is budgeted at \$158,000, the amount set by the current contract provisions with OBIE Media. Rent income has been projected with the assumptions that the Metro Center restaurant space will be occupied and paying rent as of September 1, and that the Scotts Valley Transit Center will not produce rent income.

Federal operating assistance is budgeted at \$545,311, the same level as FY 99-00. Although staff discussed with the Board the possibility of using Federal formula funds for capital projects instead of operating expenses, projected operating revenue without the Federal funding is not sufficient to support the projected operating expenses in FY 2000-01.

The budget includes \$70,000 in approved planning grant funding for preparation of the short range transit plan, as well as one carryover project: a route analysis. State guideway funding in the amount of \$450,000 is shown as pass-through funding for the SCCRTC.

**B. Operating Expenses**

The draft final budget assumes continuation of level of service at the level operated in June 2000 with the Highway 17 Express operated in-house. In addition, a service reserve in the amount of \$150,000 has been funded in accordance with the five-year plan. The District's joint Union-staff Service Review Committee and District advisory committees will be involved in the development of recommendations to the Board for use of these funds.

The paratransit program expense is based upon 108,000 projected trips during FY 2000-01. For the first nine months of FY 99-00, a total of 75,808 trips have been taken. Approximately 100,000 trips are projected for FY 99-00. The 108,000 trips next year represent a 8% increase in number of trips over the current year. However, contract expense is projected to increase by 10%, based on the contract rates and inflation factors. Staff is concerned because the budget for next year was developed prior to receipt of the March invoice from Food & Nutrition Services. The March ridership jumped to 9,984, a record high, up 1,555 trips or 18% from the February total of 8,339. With program growth trends showing no sign of leveling off, the paratransit program budget must be increased over the amount in the draft final budget. Staff will return to the Board in June with recommendations for addressing this cost increase. At this time, no revenue source or expense reduction in another area has been identified to fund this increase.

Attachment B contains the staffing tables for each department showing the positions funded in the draft final budget and a comparison with the last two fiscal years. District-wide employee equivalents for FY 2000-01 total 308.3, compared with 308.25 for FY 99-00. During FY 99-00, several positions were added and the Highway 17 Express service was brought in-house, resulting in additional positions in the classifications of Bus Operator, Mechanic and Vehicle Service Worker. The only changes from current authorized staffing levels are reduction of one accountant position from full-time to half-time, an increase in the Administrative Secretary classifications in Planning & Marketing from 1.25 to 1.30 (two part-time positions), and an increase in the Benefits Coordinator from 30 hours per week to 40 hours. Additional staffing was requested by department managers in Planning & Marketing, Human Resources and Facilities Maintenance but revenues do not support addition of new positions this year.

The departmental expense summary sheet in the budget (directly following the operating revenue) lists all departments and the percentage increase or decrease from the FY 99-00 revised budget. Most changes are due to a full year of new positions (including Highway 17 Express staffing) and personnel cost increases due to contractual pay adjustments and benefit program increases. Two exceptions are the Paratransit Program which was discussed earlier, and the Operations Department which decreased by 13%. The Operations reduction resulted from the termination of the contract service for the Highway 17 Express, the costs of which are now primarily spread between Bus Operators and Fleet Maintenance.

District-wide consolidated expenses follow the departmental expense summary. While most expenses have increased to some extent, a few expenses are less than FY 99-00.

- **Labor:** Other overtime is reduced, because much of the overtime in FY 99-00 was to cover unpaid absences of Transit Supervisors, using transfers from the salary account.
- **Fringe Benefits:** State disability insurance has increased and state unemployment insurance is down as a result of rate changes.
- **Services:** Temporary help has decreased to the level expected of a fully-staffed organization. The account was high in FY 99-00 due to vacancies during recruitments.
- **Purchased Transportation:** Highway 17 contract transportation has dropped to zero due to the termination of the contracted services.
- **Mobile Materials & Supplies:** Fuel costs are up substantially due to the recent major increases in gasoline and diesel fuel costs.
- **Casualty & Liability Costs:** Public liability and property damage (PL/PD) insurance has increased based on current pool rates with CalTIP. Settlement costs have increased by \$150,000 due to anticipated costs to be paid out in FY 2000-01. Other professional fees are down since Counsel's office is expected to be fully staffed in FY 2000-01.

Overall, personnel costs are up 10.6% from FY 99-00 and non-personnel costs are up 3.5%.

The draft final budget includes \$150,000 in reserve for service additions. A staff report recommending projects to be funded from the reserve appears elsewhere on this month's Board agenda. A list of unfunded service requests appears in Attachment D.

There will be an opportunity for a detailed discussion of operating expenses at the meeting with Union representatives on May 15<sup>th</sup>.

### **C. Capital Improvement Program**

The FY 00-01 draft final capital improvement program contains sixteen projects as shown in the capital improvement program budget at the end of Attachment A. Grant-funded projects are listed separately from projects funded 100% by the District. The largest capital project, Consolidated Operating Facility, requires a District share of \$1,620,954 for the work expected to be performed in FY 00-01. The second largest project, purchase of replacement buses, requires \$1,520,118 in District funding. The grant-funded portion of the program includes four carryover projects that were planned for completion in FY 99-00 but are either still active or were delayed. These projects are indicated by (CO) after their titles.

The District-funded projects consist of Bus Stop Improvements (\$140,000), three carryover projects totaling \$120,000 from FY 99-00, and \$270,500 in various capital projects such as facilities repairs, purchase of machinery and equipment, non-revenue vehicle replacement and office equipment. The detailed list of these projects is included in Attachment C. The items requested by department managers are shown along with the funded items in the column to the right. Of \$1,278,037 in requested projects, only \$270,500 are being funded. One of the unfunded projects is bilingual signage for bus stops, estimated at \$46,000 (Facilities Maintenance, B.8).

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

The FY 2000-2001 draft final budget, as presented, is balanced. Projected operating revenues cover projected operating expenses. The proposed capital improvement program requires \$4,129,072 in District funding. This is available through reserves and STA funding.

#### **V. ATTACHMENTS**

- Attachment A:** FY 2000-2001 Draft Final Budget
- Attachment B:** FY 2000-2001 Proposed Authorized Personnel
- Attachment C:** District-Funded Capital Budget Requests
- Attachment D:** Unfunded Service Requests



**ATTACHMENT A**

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT**

**FY 2000-01**

**DRAFT FINAL BUDGET**

**MAY 2000**

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**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT**  
**FY 00-01 DRAFT FINAL BUDGET**  
**OPERATING REVENUE**

REVENUE SOURCE	REVISED BUDGET FY 99-00	PROJECTED REVENUE FY 99-00	DRAFT FINAL BUDGET FY 00-01
1 Passenger Fares	\$ 3,058,053	\$ 3,089,000	\$ 3,166,392
2 Special Transit Fares	\$ 1,653,000	\$ 1,600,000	\$ 1,615,582
3 Paratransit Fares	\$ 200,000	\$ 200,000	\$ 216,000
4 Highway 17 Revenue	\$ 655,000	\$ 655,000	\$ 821,102
5 Purchased Transportation Revenue	\$ 140,309	\$ 140,309	\$ -
6 Commissions	\$ 9,000	\$ 11,000	\$ 11,000
7 Advertising Income	\$ 134,000	\$ 134,000	\$ 158,000
8 Rent Income - SC Metro Center	\$ 63,800	\$ 55,000	\$ 80,000
9 Rent Income - Watsonville TC	\$ 31,600	\$ 31,600	\$ 50,000
10 Rent Income - Scotts Valley TC	\$ -	\$ -	\$ -
11 Interest income	\$ 770,000	\$ 880,000	\$ 950,000
12 Other Non-Transportation Revenue	\$ 43,865	\$ 43,865	\$ 6,400
13 Sales Tax	\$ 13,900,000	\$ 14,430,000	\$ 15,300,000
14 Sale of Assets	\$ -	\$ -	\$ -
15 Transp Dev Act (TDA) Funds	\$ 4,674,062	\$ 4,674,062	\$ 4,997,213
16 Special TDA Allocation	\$ 150,000	\$ 150,000	\$ -
17 Other Local Funding	\$ -	\$ -	\$ -
18 State Guideway Funding (PVEA, TCI) .	\$ 450,000	\$ -	\$ 450,000
19 FTA Sec 5303 - SRTP, Studies Funding	\$ 70,000	\$ 35,000	\$ 70,000
20 FTA Sec 5307 - Op Assistance	\$ 505,614	\$ 505,614	\$ 505,614
21 FTA Sec 5311 - Rural Op Assistance	\$ 39,697	\$ 39,697	\$ 39,697
22 Other Funding	\$ -	\$ -	\$ -
<b>TOTAL OPERATING REVENUE</b>	<b>\$ 26,548,000</b>	<b>\$ 26,674,147</b>	<b>\$ 28,437,000</b>

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**SANTA CRUZ METRO FY 00-01 OPERATING BUDGET  
DEPARTMENTAL EXPENSES**

DEPARTMENT	FY 99-00 REVISED	FY 00-01		% CHANGE FROM FY 99-00	% OF TOTAL FY 00-01
		DRAFT	FINAL		
1100 Administration	1,082,733	1,132,820		4.6%	<b>3.98%</b>
1200 Finance	936,479	1,009,152		7.8%	3.55%
1300 Planning & Marketing	988,595	1,023,603		3.5%	3.60%
1400 Human Resources	464,777	516,094		11.0%	1.81%
1500 Information Technology	334,514	453,937		35.7%	1.60%
1700 District Counsel	451,901	606,982		34.3%	2.13%
2200 Facilities Maintenance	1,118,119	1,152,556		3.1%	4.05%
2400 Watsonville TC	74,513	94,760		27.2%	0.33%
2500 Santa Cruz Metro Center	211,758	258,521		22.1%	0.91%
2600 Scotts Valley TC	111,147	129,221		16.3%	0.45%
3100 Paratransit Program	2,445,530	2,687,042		9.9%	9.45%
3200 Operations	2,321,400	2,009,489		-13.4%	7.07%
3300 Bus Operators	9,263,567	10,094,130		9.0%	35.50%
4100 Fleet Maintenance	5,295,399	6,225,290		17.6%	21.89%
9005 Retired Employee Benefits	299,839	354,602		18.3%	1.25%
Additional Operating Programs	84,850	1,300		-98.5%	0.00%
District Grant Programs/Studies	53,750	87,500		62.8%	0.31%
Reserve for Service Additions	150,000	150,000		0.0%	0.53%
<b>SUBTOTAL OPERATING EXPENSE</b>	<b>25,688,865</b>	<b>27,987,000</b>		<b>8.9%</b>	<b>98.42%</b>
Pass Through Grant Programs	450,000	450,000		0.0%	1.58%
Transfer to Capital Program	428,519			-100.0%	0.00%
<b>TOTAL OPERATING EXPENSES</b>	<b>26,567,384</b>	<b>28,437,000</b>		<b>7.0%</b>	<b>100.00%</b>

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**SANTA CRUZ METRO FY 00-01 OPERATING BUDGET  
CONSOLIDATED EXPENSES**

ACCOUNT	FY 99-00 REVISED	FY 00-01 DRAFT FINAL	% CHANGE FROM FY 99-00
<b>LABOR</b>			
501011 Bus Operator Pay	4,791,437	5,275,946	10.1%
501013 Bus Operator OT	669,521	687,958	2.8%
501021 Other Salaries	4,796,279	5,572,448	16.2%
501023 Other OT	276,520	210,671	-23.8%
<b>Totals</b>	<b>10,533,757</b>	<b>11,747,022</b>	<b>11.5%</b>
<b>FRINGE BENEFITS</b>			
502011 Medicare/SS	90,570	96,465	6.5%
502021 Retirement	785,221	857,445	9.2%
502031 Medical Ins	1,733,662	1,858,621	7.2%
502041 Dental Ins	428,907	501,187	16.9%
502045 Vision Ins	106,376	122,065	14.7%
502051 Life Ins	60,266	64,318	6.7%
502060 State Disability	38,855	106,904	175.1%
502061 Disability Ins	320,283	445,128	39.0%
502071 State Unemployment	51,137	27,692	-45.8%
502081 Worker's Comp	1,373,821	1,373,821	0.0%
502101 Holiday Pay	253,355	259,004	2.2%
502103 Floating Holiday	44,200	49,300	11.5%
502109 Sick Leave	535,516	596,132	11.3%
502111 Vacation	1,190,096	1,288,935	8.3%
502121 Other Paid Absence	107,427	132,469	23.3%
502251 Phys. Exam - Renewal	7,722	6,072	-21.4%
502253 Driver tic Renewal	3,617	2,700	-25.4%
502999 Other Fringe Benefits	14,000	14,868	6.2%
<b>Totals</b>	<b>7,146,618</b>	<b>7,803,126</b>	<b>9.2%</b>
<b>SERVICES</b>			
503011 Accting/Audit Fees	218,350	218,500	0.1%
503012 Admin/Bank Fees	184,484	194,710	5.5%
503031 Prof/Tech Services	266,086	205,725	-22.7%
503032 Legislative Services	70,000	70,000	0.0%
503033 Legal Services	5,000	10,000	100.0%
503034 Employment Exams	13,335	12,250	-8.1%
503041 Temp Help	121,115	16,995	-86.0%
503161 Custodial Services	76,502	91,311	19.4%
503162 Uniforms/Laundry	47,912	38,497	-19.7%
503171 Security Services	274,244	311,113	13.4%
503221 Classified Ads	6,786	7,000	3.2%
503222 Legal Ads	6,800	7,000	2.9%
503225 Graphics Services	29,000	32,000	10.3%
503351 Building Repair - Out	25,752	28,741	11.6%
503352 Equip Repair - Out	119,415	133,863	12.1%
503353 Rev Veh Repair - Out	174,862	190,000	8.7%
503354 Other Veh Repair - Out	68,400	70,000	2.3%
503361 Waste Oil Disposal	3,880	3,084	-20.5%
503363 Haz Waste Disposal	19,452	16,619	-14.6%
<b>Totals</b>	<b>1,731,375</b>	<b>1,657,408</b>	<b>-4.3%</b>

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**SANTA CRUZ METRO FY 00-01 OPERATING BUDGET  
CONSOLIDATED EXPENSES**

ACCOUNT	FY 99-00 REVISED	FY 00-01 DRAFT FINAL	% CHANGE FROM FY 99-00
<b>PURCHASED TRANSPORTATION</b>			
503405 Contract Transp	400	400	0.0%
503406 Contract/Paratransit	2,293,930	2,536,342	10.6%
503407 Contract/Hwy 17	412,827		-100.0%
<b>Totals</b>	<b>2,707,157</b>	<b>2536,742</b>	<b>-6.3%</b>
<b>MOBILE MATERIALS &amp; SUPPLIES</b>			
504011 Fuels & Lubricants	77,709	107,437	38.3%
504012 Fuels & Lubricants - Rev Veh	828,350	1,080,000	30.4%
504021 Tires & Tubes	150,642	150,000	-0.4%
504161 Body Shop Supplies	2,500	2,500	0.0%
504181 Upholstery Supplies	3,150	7,500	138.1%
504191 Rev Vehicle Parts	570,718	688,885	20.7%
504192 Inventory Adjustment			0.0%
<b>Totals</b>	<b>1,633,069</b>	<b>2,036,322</b>	<b>24.7%</b>
<b>OTHER MATERIALS &amp; SUPPLIES</b>			
504205 Freight Out	3,550	2,650	-25.4%
504211 Postage & Mailing	15,227	19,662	29.1%
504213 Mktg/Graphics Supp	3,500	3,331	-4.8%
504214 Promotional Items	5,225	5,275	1.0%
504215 Printing	98,329	101,411	3.1%
504217 Photo Supp/Process	8,437	11,692	38.6%
504311 Office Supplies	59,184	66,512	12.4%
504313 Computer Supplies	1,800	9,150	488.3%
504315 Safety Supplies	13,577	17,005	25.2%
504317 Cleaning Supp/Veh	25,025	30,015	19.9%
504319 Custodial Supplies	53,129	31,689	-40.4%
504409 Repair/Maint Supply	27,675	26,737	-3.4%
504413 Electrical Supplies	12,329	15,523	25.9%
504415 Plumbing Supplies	8,448	11,831	40.0%
504417 Mechanical Supplies	9,465	9,944	5.1%
504419 Landscaping Supplies	5,679	5,968	5.1%
504421 Non-Inventory Parts	50,000	50,000	0.0%
504511 Small Tools	10,864	12,463	14.7%
504515 Employee Tool Repl	2,000	3,000	50.0%
504517 Tool Allowance	7,260	8,580	18.2%
<b>Totals</b>	<b>420,703</b>	<b>442,438</b>	<b>5.2%</b>
<b>UTILITIES</b>			
505011 Gas & Electric	137,979	143,362	3.9%
505021 Water & Garbage	91,255	104,084	14.1%
505031 Telecommunications	65,790	84,275	28.1%
<b>Totals</b>	<b>295,024</b>	<b>331,721</b>	<b>12.4%</b>

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**SANTA CRUZ METRO FY 00-01 OPERATING BUDGET  
CONSOLIDATED EXPENSES**

ACCOUNT	FY 99-00 REVISED	FY 00-01 DRAFT FINAL	% CHANGE FROM FY 99-00
<b>CASUALTY &amp; LIABILITY COSTS</b>			
506011 Insurance - Property	53,835	60,000	11.5%
506015 Insurance - PL/PD	65,000	100,000	53.8%
506017 Ins-Veh- Phys Damage			0.0%
506021 Insurance - Other	20,000	20,000	0.0%
506123 Settlement Costs	100,000	250,000	150.0%
506127 Repair - District Prop	11,500	11,750	2.2%
506128 Legal Expense			0.0%
506129 Other Prof Fees	46,000	30,000	-34.8%
506999 Other Casualty Exp	500	500	0.0%
Totals	296,835	472,250	59.1%
<b>TAXES</b>			
507051 Fuel Tax	8,000	9,000	12.5%
507201 Licenses & Permits	9,144	9,275	1.4%
507999 Other Taxes	19,507	22,722	16.5%
Totals	36,651	40,997	11.9%
<b>MISC EXPENSE</b>			
509011 Dues/Subscriptions	42,369	52,064	22.9%
509081 Advertising-Promo	46,200	46,400	0.4%
509101 Incentive Program	12,000	15,000	25.0%
509121 Employee Training	41,250	47,920	16.2%
509123 Travel	54,852	56,950	3.8%
509125 Local Meeting Expense	6,041	5,875	-2.7%
509127 Board Fees	12,150	13,200	8.6%
509150 Contributions	200	200	0.0%
509999 Other Misc Expense			0.0%
Totals	215,062	237,609	10.5%
<b>LEASES &amp; RENTALS</b>			
512011 Facility Lease	500,433	514,735	2.9%
512061 Equipment Rental	22,187	16,629	-25.1%
Totals	522,620	531,364	1.7%

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**SANTA CRUZ METRO FY 00-01 OPERATING BUDGET  
CONSOLIDATED EXPENSES**

ACCOUNT	FY 99-00 REVISED	FY 00-01 DRAFT FINAL	% CHANGE FROM FY 99-00
SERVICE ADDITION RESERVE	150,000	150,000	0.0%
PERSONNEL TOTAL	17,680,375	19,550,148	10.6%
NON-PERSONNEL TOTAL	8,008,496	8,286,851	3.5%
<b>DEPARTMENT TOTALS</b>	<b>25,688,865</b>	<b>27,987,000</b>	<b>8.9%</b>
TRANSFER TO CAPITAL	428,519		-100.0%
PASS-THROUGH PROGRAMS	450,000	450,000	0.0%
<b>TOTAL OPERATING EXPENSE</b>	<b>26,567,384</b>	<b>28,437,000</b>	<b>7.0%</b>

**ADMINISTRATION**

**SANTA CRUZ METRO FY 00-01 OPERATING BUDGET**  
**Administration - 1100**

ACCOUNT	FY 99-00 REVISED	FY 00-01 DRAFT FINAL	% CHANGE
			FROM Ff 99-00
<b>LABOR</b>			
501021 Other Salaries	328,470	353,646	7.7%
501023 Other OT	1,600	1,800	12.5%
<b>Totals</b>	<b>330,070</b>	<b>355,446</b>	<b>7.7%</b>
<b>FRINGE BENEFITS</b>			
502011 Medicare/SS	4,058	5,118	26.1%
502021 Retirement	28,909	29,579	2.3%
502031 Medical Ins	28,984	33,324	15.0%
502041 Dental Ins	8,347	10,662	27.7%
502045 Vision Ins	2,010	2,524	25.6%
502051 Life Ins	1,182	1,373	16.2%
502060 State Disability	736	1,992	170.7%
502061 Disability Ins	7,481	11,029	47.4%
502071 State Unemployment	978	516	-47.2%
502081 Worker's Comp	64,316	64,316	0.0%
502101 Holiday Pay	4,393	4,516	2.8%
502103 Floating Holiday	9,000	9,600	6.7%
502109 Sick Leave	17,571	18,062	2.8%
502111 Vacation	32,442	32,740	0.9%
502121 Other Paid Absence	3,500	4,000	14.3%
502999 Other Fringe Benefits	500	624	24.8%
<b>Totals</b>	<b>214,407</b>	<b>229,975</b>	<b>7.3%</b>
<b>SERVICES</b>			
503012 Admin/Bank Fees	100	100	0.0%
503031 Prof/Tech Services	27,185	26,000	-4.4%
503032 Legislative Services	70,000	70,000	0.0%
503041 Temp Help	6,508	2,784	-57.2%
503222 Legal Ads	2,800	3,000	7.1%
503352 Equip Repair - Out	7,440	6,710	-9.8%
<b>Totals</b>	<b>114,033</b>	<b>108,594</b>	<b>-4.8%</b>
<b>MOBILE MATERIALS &amp; SUPPLIES</b>			
504011 Fuels & Lubricants	300	700	133.3%
<b>Totals</b>	<b>300</b>	<b>700</b>	<b>133.3%</b>
<b>OTHER MATERIALS &amp; SUPPLIES</b>			
504211 Postage & Mailing	8,800	13,000	47.7%
504215 Printing	11,385	14,000	23.0%
504217 Photo Supp/Process		100	1.0%
504311 Office Supplies	7,900	10,000	26.6%
<b>Totals</b>	<b>28,085</b>	<b>37,100</b>	<b>32.1%</b>

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**SANTA CRUZ METRO FY 00-01 OPERATING BUDGET**  
**Administration - 1100**

ACCOUNT	FY 99-00 REVISED	FY 00-01 DRAFT FINAL	% CHANGE FROM FY. 99-00
<b>UTILITIES</b>			
505011 Gas & Electric	17,808	19,000	6.7%
505021 Water & Garbage	3,520	3,800	8.0%
505031 Telecommunications	14,380	14,600	1.5%
<b>Totals</b>	<b>35,708</b>	<b>37,400</b>	<b>4.7%</b>
<b>TAXES</b>			
507201 Licenses & Permits			0.0%
507999 Other Taxes			0.0%
<b>Totals</b>			<b>0.0%</b>
<b>MISC EXPENSE</b>			
509011 Dues/Subscriptions	23,700	29,000	22.4%
509101 Incentive Program	6,180	4,730	-23.5%
509121 Employee Training			0.0%
509123 Travel	44,100	47,200	7.0%
509125 Local Meeting Expense	2,000	2,475	23.8%
509127 Board Fees	12,150	13,200	8.6%
<b>Totals</b>	<b>88,130</b>	<b>96,605</b>	<b>9.6%</b>
<b>LEASES&amp;RENTALS</b>			
512011 Facility Lease	272,000	265,000	-2.6%
512061 Equipment Rental		2,000	0.0%
<b>Totals</b>	<b>272,000</b>	<b>267,000</b>	<b>-1.8%</b>
<b>PERSONNEL TOTAL</b>	<b>544,477</b>	<b>585,421</b>	<b>7.5%</b>
<b>NON-PERSONNEL TOTAL</b>	<b>538,256</b>	<b>547,399</b>	<b>1.7%</b>
<b>DEPARTMENT TOTALS</b>	<b>1,082,733</b>	<b>1,132,820</b>	<b>4.6%</b>

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**FINANCE**

**SANTA CRUZ METRO FY 00-01 OPERATING BUDGET**

**Finance - 1200**

ACCOUNT	FY 99-00 REVISED	FY 00-01 DRAFT FINAL	% CHANGE FROM FY 99-00
<b>LABOR</b>			
501021 Other Salaries	326,984	339,901	4.0%
501023 Other OT	1,000	1,000	0.0%
<b>Totals</b>	<b>327,984</b>	<b>340,901</b>	<b>3.9%</b>
<b>FRINGE BENEFITS</b>			
502011 Medicare/SS	3,007	2,844	-5.4%
502021 Retirement	27,475	28,459	3.6%
502031 Medical Ins	40,228	40,188	-0.1%
502041 Dental Ins	10,582	11,956	13.0%
502045 Vision Ins	2,666	2,903	8.9%
502051 Life Ins	1,442	1,729	19.9%
502060 State Disability	971	2,656	173.5%
502061 Disability Ins	7,612	5,858	-23.0%
502071 State Unemployment	1,304	688	-47.2%
502081 Workers Comp	32,865	32,865	0.0%
502101 Holiday Pay	4,408	4,324	-1.9%
502103 Floating Holiday	6,000	6,100	1.7%
502109 Sick Leave	17,633	17,294	-1.9%
502111 Vacation	33,976	35,738	5.2%
502121 Other Paid Absence	3,000	3,200	6.7%
502999 Other Fringe Benefits	-500	624	24.8%
<b>Totals</b>	<b>193,669</b>	<b>197,426</b>	<b>1.9%</b>
<b>SERVICES</b>			
503011 Accting/Audit Fees	68,000	68,000	0.0%
503012 Admin/Bank Fees	184,384	194,600	5.5%
503031 Prof/Tech Services	6,473	12,500	93.1%
503041 Temp Help	5,000	1,000	-80.0%
503352 Equip Repair - Out	1,000	1,000	0.0%
<b>Totals</b>	<b>264,857</b>	<b>277,100</b>	<b>4.6%</b>
<b>MOBILE MATERIALS &amp; SUPPLIES</b>			
504011 Fuels & Lubricants	325	325	0.0%
<b>Totals</b>	<b>325</b>	<b>325</b>	<b>0.0%</b>
<b>OTHER MATERIALS &amp; SUPPLIES</b>			
504211 Postage & Mailing	315	315	0.0%
504215 Printing	1,350	1,350	0.0%
504217 Photo Supp/Process			0.0%
504311 Off ice Supplies	4,824	5,000	3.6%
<b>Totals</b>	<b>6,489</b>	<b>6,665</b>	<b>2.7%</b>
<b>UTILITIES</b>			
505031 Telecommunications	1,525	1,600	4.9%
<b>Totals</b>	<b>1,525</b>	<b>1,600</b>	<b>4.9%</b>

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**SANTA CRUZ METRO FY 00-01 OPERATING BUDGET**  
**Finance - 1200**

ACCOUNT	FY 99-00 REVISED	FY 00-01 DRAFT FINAL	% CHANGE FROM FY 99-00
<b>CASUALTY &amp; LIABILITY COSTS</b>			
506011 Insurance - Property	53,835	60,000	11.5%
506015 Insurance - PL/PD	65,000	100,000	53.8%
506017 Ins-Veh- Phys Damage			0.0%
506021 Insurance - Other	20,000	20,000	0.0%
506129 Other Prof Fees			0.0%
Totals	<u>138,835</u>	<u>180,000</u>	<u>29.7%</u>
<b>TAXES</b>			
507999 Other Taxes	25		-100.0%
Totals	<u>25</u>		<u>-100.0%</u>
<b>MISC EXPENSE</b>			
509011 Dues/Subscriptions	1,670	2,000	19.8%
509101 Incentive Program	600	2,635	339.2%
509123 Travel	500	500	0.0%
509999 Other Misc Expense			0.0%
Totals	<u>2,770</u>	<u>5,135</u>	<u>85.4%</u>
<b>LEASES &amp; RENTALS</b>			
512061 Equipment Rental			0.0%
Totals			<u>0.0%</u>
PERSONNEL TOTAL	521,653	538,327	3.2%
NON-PERSONNEL TOTAL	414,826	470,825	13.5%
DEPARTMENT TOTALS	<u><u>936,479</u></u>	<u><u>1,009,152</u></u>	<u><u>7.8%</u></u>

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**PLANNING & MARKETING**

**SANTA CRUZ METRO FY 00-01 OPERATING BUDGET**

**Planning & Marketing - 1300**

ACCOUNT	FY 99-00 REVISED	FY 00-01 DRAFT FINAL	% CHANGE
			FROM FY 99-00
<b>LABOR</b>			
501021 Other Salaries	484,316	523,988	8.2%
501023 Other OT	5,700	1,700	-70.2%
Totals	490,016	525,688	7.3%
<b>FRINGE BENEFITS</b>			
502011 Medicare/SS	5,061	4,742	-6.3%
502021 Retirement	42,325	43,689	3.2%
502031 Medical Ins	79,853	73,272	-8.2%
502041 Dental ins	20,894	24,026	15.0%
502045 Vision Ins	5,264	5,835	10.8%
502051 Life Ins	2,656	2,825	6.4%
502060 State Disability	1,784	4,980	179.1%
502061 Disability Ins	12,109	16,290	34.5%
502071 State Unemployment	2,445	1,290	-47.2%
502081 Workers Comp	11,810	11,810	0.0%
502101 Holiday Pay	5,968	6,620	10.9%
502103 Floating Holiday	3,400	3,500	2.9%
502109 Sick Leave	22,781	26,479	16.2%
502111 Vacation	57,521	59,538	3.5%
502121 Other Paid Absence	3,000	4,000	33.3%
502999 Other Fringe Benefits	250	312	24.8%
Totals	277,121	289,207	4.4%
<b>SERVICES</b>			
503031 Prof/Tech Services	17,928	20,000	11.6%
503041 Temp Help	26,000	3,000	-88.5%
503225 Graphics Services	29,000	32,000	10.3%
503352 Equip Repair - Out	799	1,500	87.7%
Totals	73,727	56,500	-23.4%
<b>MOBILE MATERIALS &amp; SUPPLIES</b>			
504011 Fuels & Lubricants	325	325	0.0%
Totals	325	325	0.0%
<b>OTHER MATERIALS &amp; SUPPLIES</b>			
504211 Postage & Mailing	4,337	4,337	0.0%
504213 Mktg/Graphics Supp	200	200	0.0%
504214 Promotional Items	5,000	5,000	0.0%
504215 Printing	62,514	63,500	1.6%
504217 Photo Supp/Process	4,740	6,037	27.4%
504311 Off ice Supplies	7,039	9,109	29.4%
Totals	83,830	88,183	5.2%
<b>TILITIES</b>			
505031 Telecommunications	7,500	7,500	0.0%
Totals	7,500	7,500	0.0%

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**SANTA CRUZ METRO FY 00-01 OPERATING BUDGET**  
**Planning & Marketing - 1300**

ACCOUNT	FY 99-00 REVISED	FY 00-01 DRAFT FINAL	% CHANGE FROM FY 99-00
<b>TAXES</b>			
507201 Licenses & Permits	1,344	1,400	4.2%
Totals	<u>1,344</u>	<u>1,400</u>	4.2%
<b>MISC EXPENSE</b>			
509011 Dues/Subscriptions	1,131	1,300	14.9%
509081 Advertising-Promo	46,200	46,400	0.4%
509101 Incentive Program	300	300	0.0%
509125 Local Meeting Expense	1,601	2,400	49.9%
509150 Contributions	200	200	0.0%
Totals	<u>49,432</u>	<u>50,600</u>	2.4%
<b>LEASES &amp; RENTALS</b>			
512061 Equipment Rental	5,300	4,200	-20.8%
Totals	<u>5,300</u>	<u>4,200</u>	-20.8%
 PERSONNEL TOTAL	 767,137	 814,895	 6.2%
 NON-PERSONNEL TOTAL	 221,458	 208,708	 -5.8%
 DEPARTMENT TOTALS	 <u><u>988,595</u></u>	 <u><u>1,023,603</u></u>	 <u><u>3.5%</u></u>

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HRD

**SANTA CRUZ METRO FY 00-01 OPERATING BUDGET**  
**Human Resources - 1400**

ACCOUNT	FY 99-00 REVISED	FY 00-01 DRAFT FINAL	% CHANGE FROM FY 99-00
<b>LABOR</b>			
501021 Other Salaries	226,231	264,768	17.0%
501023 Other OT	3,000	3,300	10.0%
Totals	229,231	268,068	16.9%
<b>FRINGE BENEFITS</b>			
502011 Medicare/SS	3,784	4,250	12.3%
502021 Retirement	19,167	21,972	14.6%
502031 Medical Ins	32,503	33,984	4.6%
502041 Dental Ins	9,462	8,516	-10.0%
502045 Vision Ins	2,439	2,002	-17.9%
502051 Life Ins	1,252	1,373	9.7%
502060 State Disability	708	1,992	181.4%
502061 Disability Ins	5,271	8,193	55.4%
502071 State Unemployment	978	516	-47.2%
502081 Workers Comp	8,842	8,842	0.0%
502101 Holiday Pay	2,983	3,379	13.3%
502103 Floating Holiday	5,700	6,000	5.3%
502109 Sick Leave	11,931	13,517	13.3%
502111 Vacation	21,230	23,026	8.5%
502121 Other Paid Absence	3,000	3,200	6.7%
502999 Other Fringe Benefits	11,000	11,124	1.1%
Totals	140,250	151,886	8.3%
<b>SERVICES</b>			
503031 Prof/Tech Services	27,275	32,500	19.2%
503034 Employment Exams	13,335	12,250	-8.1%
503041 Temp Help	7,235	750	-89.6%
503221 Classified Ads	6,786	7,000	3.2%
503352 Equip Repair - Out	550	650	18.2%
Totals	55,181	53,150	-3.7%
<b>MOBILE MATERIALS &amp; SUPPLIES</b>			
504011 Fuels & Lubricants	700	1,000	42.9%
Totals	700	1,000	42.9%
<b>OTHER MATERIALS &amp; SUPPLIES</b>			
504211 Postage & Mailing	90	110	22.2%
504215 Printing	3,700	2,000	-45.9%
504217 Photo Supp/Process	250	250	0.0%
504311 Office Supplies	4,050	5,000	23.5%
Totals	8,090	7,360	-9.0%
<b>UTILITIES</b>			
505031 Telecommunications	2,800	2,800	0.0%
Totals	2,800	2,800	0.0%

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**SANTA CRUZ METRO FY 00-01 OPERATING BUDGET**  
**Human Resources - 1400**

ACCOUNT	FY 99-00 REVISED	FY 00-01 DRAFT FINAL	% CHANGE FROM FY 99-00
<b>MISC EXPENSE</b>			
509011 Dues/Subscriptions	2,535	2,760	8.9%
509101 Incentive Program			0.0%
509121 Employee Training	18,850	24,370	29.3%
509123 Travel	5,000	4,200	-16.0%
509125 Local Meeting Expense	2,140	500	-76.6%
Totals	<u>28,525</u>	<u>31,830</u>	11.6%
 PERSONNEL TOTAL	 369,481	 419,954	 13.7%
 NON-PERSONNEL TOTAL	 95,296	 96,140	 0.9%
 DEPARTMENT TOTALS	 <u>464,777</u>	 <u>516,094</u>	 11.0%

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IT

**SANTA CRUZ METRO FY 00-01 OPERATING BUDGE1**  
**Information Technology - 1500**

ACCOUNT	FY 99-00 REVISED	FY 00-01 DRAFT FINAL	% CHANGE FROM FY 99-00
<b>LABOR</b>			
501021 Other Salaries	145,912	230,296	57.8%
501023 Other OT	1,800	1,800	0.0%
<b>Totals</b>	<b>147,712</b>	<b>232,096</b>	<b>57.1%</b>
<b>FRINGE BENEFITS</b>			
502011 Medicare/SS	2,208	3,773	70.9%
502021 Retirement	12,081	19,258	59.4%
502031 Medical Ins	16,283	26,220	61.0%
502041 Dental Ins	3,518	5,978	69.9%
502045 Vision Ins	880	1,452	65.0%
502051 Life Ins	626	1,016	62.3%
502060 State Disability	367	1,328	261.9%
502061 Disability Ins	3,247	7,180	121.1%
502071 State Unemployment	489	3.44	-29.7%
502081 Worker's Comp	1,926	1,926	0.0%
502101 Holiday Pay	1,781	3,033	70.3%
502103 Floating Holiday	3,000	6,600	120.0%
502109 Sick Leave	7,123	12,133	70.3%
502111 Vacation	12,513	21,051	68.2%
502121 Other Paid Absence	2,000	2,000	0.0%
502999 Other Fringe Benefits	250	624	149.6%
<b>Totals</b>	<b>68,292</b>	<b>113,916</b>	<b>66.8%</b>
<b>SERVICES</b>			
503031 Prof/Tech Services	29,000		-100.0%
503041 Temp Help			0.0%
503352 Equip Repair - Out	39,500	46,100	16.7%
<b>Totals</b>	<b>68,500</b>	<b>46,100</b>	<b>-32.7%</b>
<b>MOBILE MATERIALS &amp; SUPPLIES</b>			
504011 Fuels & Lubricants	240	500	108.3%
<b>Totals</b>	<b>240</b>	<b>500</b>	<b>108.3%</b>
<b>OTHER MATERIALS &amp; SUPPLIES</b>			
504211 Postage & Mailing	48	150	212.5%
504215 Printing		125	0.0%
504311 Off ice Supplies	13,550	11,000	-18.8%
504313 Computer Supplies	1,800	9,150	408.3%
<b>Totals</b>	<b>15,398</b>	<b>20,425</b>	<b>32.6%</b>
<b>UTILITIES</b>			
505031 Telecommunications	6,972	12,000	72.1%
<b>Totals</b>	<b>6,972</b>	<b>12,000</b>	<b>72.1%</b>

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**SANTA CRUZ METRO FY 00-01 OPERATING BUDGE-I**  
**Information Technology - 1500**

ACCOUNT	FY 99-00 REVISED	FY 00-01 DRAFT FINAL	% CHANGE FROM FY 99-00
<b>MISC EXPENSE</b>			
509011 Dues/Subscriptions	5,850	7,000	19.7%
509121 Employee Training	20,400	20,750	1.7%
509123 Travel	1,150	1,150	0.0%
Totals	27,400	28,900	5.5%
PERSONNEL TOTAL	216,004	346,012	60.2%
NON-PERSONNEL TOTAL	118,510	107,925	-8.9%
DEPARTMENT TOTALS	334,514	453,937	35.7%

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Counsel

**SANTA CRUZ METRO FY 00-O-f OPERATING BUDGE1**

**Counsel - 1700**

ACCOUNT	FY 99-00 REVISED	FY 00-01 DRAFT FINAL	% CHANGE FROM FY 99-00
<b>LABOR</b>			
501021 Other Salaries	175,753	184,371	4.9%
501023 Other OT	3,500	3,500	0.0%
<b>Totals</b>	<b>179,253</b>	<b>187,871</b>	<b>4.8%</b>
<b>FRINGE BENEFITS</b>			
502011 Medicare/SS	3,236	2,954	-8.7%
502021 Retirement	16,195	15,218	-6.0%
502031 Medical Ins	20,232	34,824	72.1%
502041 Dental Ins	5,270	7,362	39.7%
502045 Vision Ins	1,333	1,755	31.7%
502051 Life Ins	789	865	9.6%
502060 State Disability	471	1,328	182.0%
502061 Disability Ins	4,225	5,674	34.3%
502071 State Unemployment	652	344	-47.2%
502081 Worker's Comp	3,036	3,036	0.0%
502101 Holiday Pay	2,601	2,369	-8.9%
502103 Floating Holiday	4,900	4,900	0.0%
502109 Sick Leave	9,618	9,478	-1.5%
502111 Vacation	15,235	14,286	-6.2%
502121 Other Paid Absence	2,000	2,000	0.0%
502999 Other Fringe Benefits	250	312	24.8%
<b>Totals</b>	<b>90,043</b>	<b>106,706</b>	<b>18.5%</b>
<b>SERVICES</b>			
503031 Prof/Tech Services	1,000	2,000	100.0%
503033 Legal Services	5,000	10,000	100.0%
503041 Temp Help	15,000	2,000	-86.7%
<b>Totals</b>	<b>21,000</b>	<b>14,000</b>	<b>-33.3%</b>
<b>MOBILE MATERIALS &amp; SUPPLIES</b>			
504011 Fuels & Lubricants	300	300	0.0%
<b>Totals</b>	<b>300</b>	<b>300</b>	<b>0.0%</b>
<b>OTHER MATERIALS &amp; SUPPLIES</b>			
504211 Postage & Mailing	too	100	0.0%
504215 Printing	300	300	0.0%
504217 Photo Supp/Process	500	500	0.0%
504311 Office Supplies	2,100	2,100	0.0%
<b>Totals</b>	<b>3,000</b>	<b>3,000</b>	<b>0.0%</b>
<b>UTILITIES</b>			
505031 Telecommunications	600	600	0.0%
<b>Totals</b>	<b>600</b>	<b>600</b>	<b>0.0%</b>
<b>CASUALTY &amp; LIABILITY COSTS</b>			

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# SANTA CRUZ METRO FY 00-01 OPERATING BUDGET7

## Counsel - 1700

ACCOUNT	FY 99-00 REVISED	FY 00-01		% CHANGE FROM FY 99-00
		DRAFT	FINAL	
506123 Settlement Costs	100,000	250,000		150.0%
506129 Other Prof Fees	46,000	30,000		-34.8%
506999 Other Casualty Exp	500	500		0.0%
Totals	146,500	280,500		91.5%
<b>TAXES</b>				
507201 Licenses & Permits	55	55		0.0%
Totals	55	55		0.0%
<b>MISC EXPENSE</b>				
509011 Dues/Subscriptions	6,000	8,000		33.3%
509121 Employee Training	2,000	2,800		40.0%
509123 Travel	3,150	3,150		0.0%
Totals	11,150	13,950		25.1%
PERSONNEL TOTAL	269,296	294,577		9.4%
NON-PERSONNEL TOTAL	182,605	312,405		71.1%
DEPARTMENT TOTALS	451,901	606,982		34.3%

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# FACILITIES MAINTENANCE

## SANTA CRUZ METRO FY 00-01 OPERATING BUDGET

### Facilities Maintenance - 2200

ACCOUNT	FY 99-00 REVISED	FY 00-01		% CHANGE FROM FY 99-00
		DRAFT	FINAL	
<b>LABOR</b>				
501021 Other Salaries	523,011	566,781		8.4%
501023 Other OT	16,000	17,571		9.8%
Totals	539,011	584,352		8.4%
<b>FRINGE BENEFITS</b>				
502011 Medicare/SS	3,249	3,778		16.3%
502021 Retirement	44,985	47,755		6.2%
502031 Medical Ins	106,017	98,484		-7.1%
502041 Dental Ins	24,674	28,088		13.8%
502045 Vision Ins	6,141	6,822		11.1%
502051 Life Ins	2,912	3,181		9.2%
502060 State Disability	2,255	6,640		194.5%
502061 Disability Ins	13,520	17,806		31.7%
502071 State Unemployment	3,097	1,720		44.5%
502081 Worker's Comp	40,969	40,969		0.0%
502101 Holiday Pay	7,427	7,187		-3.2%
502103 Floating Holiday	2,800	2,800		0.0%
502109 Sick Leave	27,799	28,750		3.4%
502111 Vacation	67,345	67,694		0.5%
502121 Other Paid Absence	9,000	9,000		0.0%
502999 Other Fringe Benefits	250	312		24.8%
Totals	362,440	370,986		2.4%
<b>SERVICES</b>				
503031 Prof/Tech Services	13,750	16,200		17.8%
503041 Temp Help	11,097	2,000		-82.0%
503161 Custodial Services	7,516	7,841		4.3%
503162 Uniforms/Laundry	6,676	3,436		-48.5%
503171 Security Services	3,435	3,113		-9.4%
503225 Graphics Services				0.0%
503351 Building Repair - Out	13,899	15,884		14.3%
503352 Equip Repair - Out	16,272	23,519		44.5%
503361 Waste Oil Disposal	3,880	3,084		-20.5%
503363 Haz Waste Disposal	19,032	15,482		-18.7%
Totals	95,557	90,559		-5.2%
<b>MOBILE MATERIALS &amp; SUPPLIES</b>				
504011 Fuels & Lubricants	965	833		-13.7%
Totals	965	833		-13.7%
<b>OTHER MATERIALS &amp; SUPPLIES</b>				
504205 Freight Out	1,050	50		-95.2%
504211 Postage & Mailing	37			-100.0%
504213 Mktg/Graphics Supp	2,243	2,274		1.4%
504215 Printing	1,601	1,411		-11.9%
504217 Photo Supp/Process	297	155		-47.8%
504311 Office Supplies	2,095	2,303		9.9%
504315 Safety Supplies	3,963	4,727		19.3%

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**SANTA CRUZ METRO FY 00-01 OPERATING BUDGET**  
**Facilities Maintenance - 2200**

ACCOUNT	FY 99-00 REVISED	FY 00-01 DRAFT FINAL	% CHANGE FROM FY 99-00
504319 Custodial Supplies	30,458	<del>12,568</del>	<del>-58.7%</del>
504409 Repair/Maint Supply	24,318	23,418	-3.7%
504413 Electrical Supplies	8,382	9,863	17.7%
504415 Plumbing Supplies	5,826	7,654	31.4%
504417 Mechanical Supplies	7,487	7,838	4.7%
504419 Landscaping Supplies	1,985	2,105	6.0%
504511 Small Tools	3,951	3,502	-11.4%
<b>Totals</b>	<b>93,693</b>	<b>77,868</b>	<b>-16.9%</b>
<b>UTILITIES</b>			
505011 Gas & Electric	4,416	5,000	13.2%
505021 Water & Garbage	2,990	3,200	7.0%
505031 Telecommunications	6,212	5,412	-12.9%
<b>Totals</b>	<b>13,618</b>	<b>13,612</b>	<b>0.0%</b>
<b>CASUALTY &amp; LIABILITY COSTS</b>			
506127 Repair - District Prop	1,000	1,000	0.0%
<b>Totals</b>	<b>1,000</b>	<b>1,000</b>	<b>0.0%</b>
<b>TAXES</b>			
507201 Licenses & Permits	<b>5,639</b>	<b>6,859</b>	21.6%
<b>Totals</b>	<b>5,639</b>	<b>6,859</b>	<b>21.6%</b>
<b>MISC EXPENSE</b>			
509011 Dues/Subscriptions	483	404	-16.4%
509101 Incentive Program	340	340	0.0%
509123 Travel	5	200	3900.0%
<b>Totals</b>	<b>828</b>	<b>944</b>	<b>14.0%</b>
<b>LEASES &amp; RENTALS</b>			
512061 Equipment Rental	5,368	5,543	3.3%
<b>Totals</b>	<b>5,368</b>	<b>5,543</b>	<b>3.3%</b>
<b>PERSONNEL TOTAL</b>	<b>901,451</b>	<b>955,338</b>	<b>6.0%</b>
<b>NON-PERSONNEL TOTAL</b>	<b>216,668</b>	<b>197,218</b>	<b>-9.0%</b>
<b>DEPARTMENT TOTALS</b>	<b>1,118,119</b>	<b>1,152,556</b>	<b>3.1%</b>

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**WATSONVILLE TRANSIT CENTER**

**SANTA CRUZ METRO FY 00-01 OPERATING BUDGE-I**

WTC - 2400

ACCOUNT	FY 99-00 REVISED	FY 00-01 DRAFT FINAL	% CHANGE FROM FY 99-00
<b>SERVICES</b>			
503031 Prof/Tech Services			0.0%
503041 Temp Help	1,963	1,227	-37.5%
503161 Custodial Services	19,020	32,420	70.5%
503162 Uniforms/Laundry	350	350	0.0%
503171 Security Services	14,000	15,500	10.7%
503351 Building Repair - Out	4,532	4,895	8.0%
503352 Equip Repair - Out	1,156	1,785	54.4%
503363 Haz Waste Disposal	420	460	9.5%
Totals	41,441	56,637	36.7%
<b>MOBILE MATERIALS &amp; SUPPLIES</b>			
504011 Fuels & Lubricants			0.0%
Totals			0.0%
<b>OTHER MATERIALS &amp; SUPPLIES</b>			
504213 Mktg/Graphics Supp	50	50	0.0%
504315 Safety Supplies	476	700	47.1%
504319 Custodial Supplies	6,086	7,147	17.4%
504409 Repair/Ma& Supply	1,274	848	-33.4%
504413 Electrical Supplies	2,073	2,012	-2.9%
504415 Plumbing Supplies	799	1,509	88.9%
504417 Mechanical Supplies	1,103	911	-17.4%
504419 Landscaping Supplies	100	108	8.0%
504511 Small Tools	747	1,125	50.6%
Totals	12,708	14,410	13.4%
<b>UTILITIES</b>			
505011 Gas & Electric	11,928	13,788	15.6%
505021 Water & Garbage	7,108	8,652	21.7%
505031 Telecommunications	372	317	-14.8%
Totals	19,408	22,757	17.3%
<b>CASUALTY &amp; LIABILITY COSTS</b>			
506127 Repair - District Prop	250	250	0.0%
Totals	250	250	0.0%
<b>TAXES</b>			
507201 Licenses & Permits	106	106	0.0%
Totals	106	106	0.0%
<b>.EASES &amp; RENTALS</b>			
512061 Equipment Rental	600	600	0.0%
Totals	600	600	0.0%

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**SANTA CRUZ METRO FY 00-01 OPERATING BUDGE-i**  
**WTC - 2400**

ACCOUNT	FY 99-00 REVISED	FY 00-01 DRAFT FINAL	% CHANGE FROM FY 99-00
PERSONNEL TOTAL			0.0%
NON-PERSONNEL TOTAL	74,513	94,760	27.2%
DEPARTMENT TOTALS	<u>74,513</u>	<u>94,760</u>	<u>27.2%</u>

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**SANTA CRUZ METRO CENTER**

**SANTA CRUZ METRO FY 00-01 OPERATING BUDGET**

**Santa Cruz Metro Center - 2500**

ACCOUNT	FY 99-00 REVISED	FY 00-01 DRAFT FINAL	% CHANGE FROM FY 99-00
<b>SERVICES</b>			
503031 Prof/Tech Services	450		-100.0%
503041 Temp Help	1,963	1,978	0.8%
503161 Custodial Services	2,850	3,050	7.0%
503162 Uniforms/Laundry	2,256	936	-58.5%
503171 Security Services	132,980	180,160	35.5%
503351 Building Repair - Out	3,906	3,426	-12.3%
503352 Equip Repair - Out	590	493	-16.4%
503353 Rev Veh Repair - Out	552		-100.0%
503363 Haz Waste Disposal		552	0.0%
<b>Totals</b>	<b>145,547</b>	<b>190,595</b>	<b>31.0%</b>
<b>OTHER MATERIALS &amp; SUPPLIES</b>			
504213 Mktg/Graphics Supp	250	50	-80.0%
504215 Printing	20		-100.0%
504315 Safety Supplies	888	<b>908</b>	2.3%
504319 Custodial Supplies	14,105	7,068	-49.9%
504409 Repair/Maint Supply	1,632	1,717	5.2%
504413 Electrical Supplies	1,524	3,258	113.8%
504415 Plumbing Supplies	1,623	2,343	44.4%
504417 Mechanical Supplies	625	899	43.8%
504419 Landscaping Supplies	100	161	61.0%
504511 Small Tools	1,247	1,997	60.1%
<b>Totals</b>	<b>22,014</b>	<b>18,401</b>	<b>-16.4%</b>
<b>UTILITIES</b>			
505011 Gas & Electric	17,057	17,172	0.7%
505021 Water & Garbage	18,430	20,748	12.6%
505031 Telecommunications	468	593	26.7%
<b>Totals</b>	<b>35,955</b>	<b>38,513</b>	<b>7.1%</b>
<b>CASUALTY &amp; LIABILITY COSTS</b>			
506127 Repair - District Prop		250	0.0%
<b>Totals</b>		<b>250</b>	<b>0.0%</b>
<b>TAXES</b>			
507201 Licenses & Permits	1,205		-100.0%
507999 Other Taxes	6,500	10,000	53.8%
<b>Totals</b>	<b>7,705</b>	<b>10,000</b>	<b>29.8%</b>
<b>-EASES &amp; RENTALS</b>			
512011 Facility Lease			0.0%
512061 Equipment Rental	537	762	41.9%
<b>Totals</b>	<b>537</b>	<b>762</b>	<b>41.9%</b>

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**SANTA CRUZ METRO FY 00-01 OPERARNG BUDGET**  
**Santa Cruz Metro Center - 2500**

ACCOUNT	FY 99-00 REVISED	FY 00-01 DRAFT FINAL	% CHANGE FROM FY 99-00
PERSONNEL TOTAL			0.0%
NON-PERSONNEL TOTAL	211,758	258,521	22.1%
DEPARTMENT TOTALS	<u>211,758</u>	<u>258,521</u>	<u>22.1%</u>

SCOTTS VALLEY TRANSIT CENTER

SANTA CRUZ METRO FY 00-01 OPERATING BUDGE1

Scotts Valley Transit Center - 2600

ACCOUNT	FY 99-00 REVISED	FY 00-01 DRAFT FINAL	% CHANGE FROM FY 99-00
<b>SERVICES</b>			
503031 Prof/Tech Services	2,500	2,500	0.0%
503041 Temp Help	1,472	1,256	-14.7%
503161 Custodial Services	47,116	48,000	1.9%
503162 Uniforms/Laundry		250	0.0%
503171 Security Services	17,769	33,280	87.3%
503351 Building Repair - Out	3,415	4,536	32.8%
503352 Equip Repair - Out	1,457	1,945	33.5%
503363 Haz Waste Disposal		125	0.0%
Totals	73,729	91,892	24.6%
<b>OTHER MATERIALS &amp; SUPPLIES</b>			
504213 Mktg/Graphics Supp	757	757	0.0%
504215 Printing	34		-100.0%
504315 Safety <b>Supplies</b>	550	550	0.0%
504319 Custodial Supplies	480	2,906	505.4%
504409 Repair/Maint Supply	451	754	67.2%
504413 Electrical Supplies	350	390	11.4%
504415 Plumbing Supplies	200	325	62.5%
504417 Mechanical Supplies	250	296	18.4%
504419 Landscaping Supplies	3,494	3,594	2.9%
504511 Small Tools	1,819	2,739	50.6%
Totals	8,385	12,311	46.8%
<b>UTILITIES</b>			
505011 Gas & Electric	10,234	7,788	-23.9%
505021 Water & Garbage	4,236	2,880	-32.0%
505031 Telecommunications	461	353	-23.4%
Totals	14,931	11,021	-26.2%
<b>CASUALTY &amp; LIABILITY COSTS</b>			
506127 Repair - District Prop	250	250	0.0%
Totals	250	250	0.0%
<b>TAXES</b>			
507201 Licenses & Permits	745	725	-2.7%
507999 Other Taxes	12,957	12,672	-2.2%
Totals	13,702	13,397	-2.2%
<b>LEASES &amp; RENTALS</b>			
512061 Equipment Rental	150	350	133.3%
Totals	150	350	133.3%

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**SANTA CRUZ METRO FY 00-01 OPERATING BUDGET7**  
**Scotts Valley Transit Center - 2600**

ACCOUNT	FY 99-00 REVISED	FY 00-01 DRAFT FINAL	% CHANGE FROM FY 99-00
PERSONNEL TOTAL			0.0%
NON-PERSONNEL TOTAL	111,147	129,221	16.3%
DEPARTMENT TOTALS	<u>111,147</u>	<u>129,221</u>	<u>16.3%</u>

ADA

**SANTA CRUZ METRO FY 00-01 OPERATING BUDGE1**  
**Paratransit Program - 3100**

ACCOUNT	FY 99-00 REVISED	FY 00-01 DRAFT FINAL	% CHANGE FROM FY 99-00
<b>SERVICES</b>			
503011 Accting/Audit Fees	150,000	150,000	0.0%
Totals	<u>150,000</u>	<u>150,000</u>	0.0%
<b>PURCHASED TRANS.</b>			
503406 Contract/ Paratransit	2,293,930	2,536,342	10.6%
Totals	<u>2,293,930</u>	<u>2,536,342</u>	10.6%
<b>OTHER MATERIALS &amp; SUPPLIES</b>			
504211 Postage & Mailing	200	100	-50.0%
504215 Printing	1,400	500	-64.3%
504311 Office Supplies		100	0.0%
Totals	<u>1,600</u>	<u>700</u>	-56.3%
<b>PERSONNEL TOTAL</b>			<b>0.0%</b>
<b>NON-PERSONNEL TOTAL</b>			<b>9.9%</b>
<b>DEPARTMENT TOTALS</b>			<b>9.9%</b>

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**OPERATIONS**

**SANTA CRUZ METRO FY 00-01 OPERATING BUDGE1**

**Operations - 3200**

ACCOUNT	FY 99-00 REVISED	FY 00-01 DRAFT FINAL	% CHANGE FROM FY 99-00
<b>LABOR</b>			
501021 Other Salaries	904,028	1,076,459	19.1%
501023 Other OT	144,920	45,000	-68.9%
<b>Totals</b>	<b>1,048,948</b>	<b>1,121,459</b>	<b>6.9%</b>
<b>FRINGE BENEFITS</b>			
502011 Medicare/SS	3,716	3,129	-15.8%
502021 Retirement	81,664	91,395	11.9%
502031 Medical Ins	115,121	115,265	0.1%
502041 Dental Ins	29,687	33,214	11.9%
502045 Vision Ins	7,469	8,131	8.9%
502051 Life Ins	4,249	4,402	3.6%
502060 State Disability	3,050	7,636	150.4%
502061 Disability Ins	22,633	34,077	50.6%
502071 State Unemployment	3,832	1,978	-48.4%
502081 Worker's Comp	134,455	134,455	0.0%
502101 Holiday Pay	14,334	13,826	-3.5%
502103 Floating Holiday	6,000	6,400	6.7%
502109 Sick Leave	50,394	55,303	9.7%
502111 Vacation	128,289	141,652	10.4%
502121 Other Paid Absence	11,000	12,000	9.1%
502251 Phys. Exam - Renewal	528	462	-12.5%
502253 Driver Lic Renewal	384	220	-42.7%
502999 Other Fringe Benefits	700	624	-10.9%
<b>Totals</b>	<b>617,505</b>	<b>664,169</b>	<b>7.6%</b>
<b>SERVICES</b>			
503031 Prof/Tech Services	500	4,000	700.0%
503041 Temp Help	3,850		-100.0%
503162 Uniforms/Laundry	1,330	500	-62.4%
503171 Security Services	106,060	79,060	-25.5%
503352 Equip Repair - Out	3,800	4,200	10.5%
<b>Totals</b>	<b>115,540</b>	<b>87,760</b>	<b>-24.0%</b>
<b>PURCHASED TRANS.</b>			
503405 Contract Transp	400	400	0.0%
503407 Contract/Hwy 17	412,827		-100.0%
<b>Totals</b>	<b>413,227</b>	<b>400</b>	<b>-99.9%</b>
<b>MOBILE MATERIALS &amp; SUPPLIES</b>			
504011 Fuels & Lubricants	200	200	0.0%
<b>Totals</b>	<b>200</b>	<b>200</b>	<b>0.0%</b>
<b>OTHER MATERIALS &amp; SUPPLIES</b>			
504211 Postage & Mailing	800	800	0.0%
504213 Mktg/Graphics Supp			0.0%
504214 Promotional Items			0.0%
504215 Printing	13,000	14,000	7.7%

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**SANTA CRUZ METRO FY 00-01 OPERATING BUDGET**  
**Operations - 3200**

ACCOUNT	FY 99-00 REVISED	FY 00-01 DRAFT FINAL	% CHANGE FROM FY 99-00
504217 Photo Supp/Process	2,000	4,000	100.0%
504311 Office Supplies	9,176	12,000	30.8%
504315 Safety Supplies		500	0.0%
504511 Small Tools	100	100	0.0%
<b>Totals</b>	<b>25,076</b>	<b>31,400</b>	<b>25.2%</b>
<b>UTILITIES</b>			
505011 Gas & Electric	17,500	19,000	8.6%
505021 Water & Garbage	27,950	29,000	3.8%
505031 Telecommunications	10,000	17,000	70.0%
<b>Totals</b>	<b>55,450</b>	<b>65,000</b>	<b>17.2%</b>
<b>MISC EXPENSE</b>			
509011 Dues/Subscriptions	600	500	-16.7%
509101 Incentive Program	3,560	3,940	10.7%
509121 Employee Training			0.0%
509123 Travel	200		-100.0%
509125 Local Meeting Expense	200	200	0.0%
<b>Totals</b>	<b>4,560</b>	<b>4,640</b>	<b>1.8%</b>
<b>LEASES &amp; RENTALS</b>			
512011 Facility Lease	34,694	34,161	-1.5%
512061 Equipment Rental	6,200	300	-95.2%
<b>Totals</b>	<b>40,894</b>	<b>34,461</b>	<b>-15.7%</b>
<b>PERSONNEL TOTAL</b>	<b>1,666,453</b>	<b>1,785,628</b>	<b>7.2%</b>
<b>NON-PERSONNEL TOTAL</b>	<b>654,947</b>	<b>223,861</b>	<b>-65.8%</b>
<b>DEPARTMENT TOTALS</b>	<b>2,321,400</b>	<b>2,009,489</b>	<b>-13.4%</b>

**BUS OPERATORS**

**SANTA CRUZ METRO FY 00-01 OPERATING BUDGET**

**Bus Operators - 3300**

ACCOUNT				FY 99-00	FY 00-01	% CHANGE
				REVISED	DRAFT FINAL	FROM
						FY 99-00
<b>LABOR</b>						
501011	Bus	Operator	Pay	4,791,437	5275,946	10.1%
501013	Bus	Operator	OT	669,521	<b>687,958</b>	2.8%
<b>Totals</b>				<b>5,460,958</b>	<b>5363,904</b>	<b>9.2%</b>
<b>FRINGE BENEFITS</b>						
502011	Medicare/SS			47,230	48,000	1.6%
502021	Retirement			358,603	388,508	8.3%
502031	Medical	ins		786,040	812,616	3.4%
502041	Dental	Ins		207,864	248,094	19.4%
502045	Vision	Ins		51,333	60,143	17.2%
502051	Life	Ins		28,802	31,007	7.7%
502060	State	Disability		21,563	60,424	180.2%
502061	Disability	Ins		198,952	275,034	38.2%
502071	State	Unemployment		28,146	15,652	-44.4%
502081	Worker's	Comp		979,511	979,511	0.0%
502101	Holiday	Pay		185,496	188,521	1.6%
502109	Sick	Leave		274,810	314,202	14.3%
502111	Vacation			580,059	633,395	9.2%
502121	Other	Paid	Absence	42,927	63,069	46.9%
502131	Uniform		Allowance	1,587		-100.0%
502251	Phys.	Exam	- Renewal	<b>5,148</b>	4,290	-16.7%
502253	Driver Lii	Renewal		2,288	1,760	-23.1%
502999	Other Fringe	Benefits				0.0%
<b>Totals</b>				<b>3,800,359</b>	<b>4,124,226</b>	<b>8.5%</b>
<b>SERVICES</b>						
503162	Uniforms/Laundry			2,250	4,025	78.9%
<b>Totals</b>				<b>2,250</b>	<b>4,025</b>	<b>78.9%</b>
<b>MISC EXPENSE</b>						
509101	Incentive Program				<b>1,975</b>	<b>0.0%</b>
<b>Totals</b>					<b>1,975</b>	<b>0.0%</b>
<b>PERSONNEL TOTAL</b>				<b>9,261,317</b>	<b>10,088,130</b>	<b>8.9%</b>
<b>NON-PERSONNEL TOTAL</b>				<b>2,250</b>	<b>6,000</b>	<b>166.7%</b>
<b>DEPARTMENT TOTALS</b>				<b>9,263,567</b>	<b>10,094,130</b>	<b>9.0%</b>

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# FLEET MAINTENANCE

## SANTA CRUZ METRO FY 00-01 OPERATING BUDGE1

### Fleet Maintenance - 4100

ACCOUNT	Ff 99-00 REVISED	FY 00-01 DRAFT FINAL	% CHANGE FROM FY 99-00
<b>LABOR</b>			
501021 Other Salaries	1,681,574	2,032,238	20.9%
501023 Other OT	99,000	135,000	36.4%
<b>Totals</b>	<b>1,780,574</b>	<b>2,167,238</b>	<b>21.7%</b>
<b>FRINGE BENEFITS</b>			
502011 Medicare/SS	15,021	17,877	<b>19.0%</b>
502021 Retirement	153,817	171,612	11.6%
502031 Medical Ins	261,302	287,748	10.1%
502041 Dental Ins	71,937	87,449	21.6%
502045 Vision Ins	18,121	21,206	17.0%
502051 Life Ins	9,008	9,775	8.5%
502060 State Disability	6,950	17,928	<b>158.0%</b>
502061 Disability ins	45,233	63,987	41.5%
502071 State Unemployment	9,216	4,644	-49.6%
502081 Workers Comp	96,091	96,091	0.0%
502101 Holiday Pay	23,964	25,229	5.3%
502103 Floating Holiday	3,400	3,400	0.0%
502109 Sick Leave	95,856	100,914	5.3%
502111 Vacation	241,486	259,815	7.6%
502121 Other Paid Absence	28,000	30,000	7.1%
502251 Phys. Exam - Renewal	2,046	1,320	-35.5%
502253 Driver Lic Renewal	945	720	-23.8%
502999 Other Fringe Benefits	300	312	4.0%
<b>Totals</b>	<b>1,082,693</b>	<b>1,200,026</b>	<b>10.8%</b>
<b>SERVICES</b>			
503031 Prof/Tech Services	2,500	2,500	0.0%
503041 Temp Help	41,027	1,000	-97.6%
503162 Uniforms/Laundry	35,050	29,000	-17.3%
503222 Legal Ads	4,000	4,000	0.0%
503352 Equip Repair - Out	46,851	45,961	-1.9%
503353 Rev Veh Repair - Out	174,310	190,000	9.0%
503354 Other Veh Repair - Out	68,400	70,000	2.3%
<b>Totals</b>	<b>372,138</b>	<b>342,461</b>	<b>-8.0%</b>
<b>MOBILE MATERIALS &amp; SUPPLIES</b>			
504011 Fuels & Lubricants	74,354	103,254	38.9%
504012 Fuels & Lubricants - Rev Veh	828,350	1,080,000	30.4%
504021 Tires & Tubes	150,642	150,000	-0.4%
504161 Body Shop Supplies	2,500	2,500	0.0%
504181 Upholstery Supplies	3,150	7,500	138.1%
504191 Rev Vehicle Parts	570,718	688,885	20.7%
504192 Inventory Adjustment			0.0%
<b>Totals</b>	<b>1,629,714</b>	<b>2,032,139</b>	<b>24.7%</b>
<b>OTHER MATERIALS &amp; SUPPLIES</b>			
504205 Freight Out	2,500	2,600	4.0%

10-A-32



**SANTA CRUZ METRO FY 00-01 OPERATING BUDGE1**  
**Fleet Maintenance - 4100**

ACCOUNT	FY 99-00 REVISED	FY 00-01 DRAFT FINAL	% CHANGE FROM FY 99-00
504211 Postage & Mailing	500	750	50.0%
504215 Printing	3,000	4,200	40.0%
504217 Photo Supp/Process	600	600	0.0%
504311 Office Supplies	8,400	9,900	17.9%
504315 Safety Supplies	7,700	9,620	24.9%
504317 Cleaning Supp/Veh	25,000	30,000	20.0%
504319 Custodial Supplies	2,000	2,000	0.0%
504421 Non-Inventory Parts	50,000	50,000	0.0%
504511 Small Tools	3,000	3,000	0.0%
504515 Employee Tool Repl	2,000	3,000	50.0%
504517 Tool Allowance	7,260	8,580	18.2%
<b>Totals</b>	<b>111,960</b>	<b>124,250</b>	<b>11.0%</b>
<b>UTILITIES</b>			
505011 Gas & Electric	<b>59,036</b>	61,614	4.4%
505021 Water & Garbage	27,021	35,804	32.5%
505031 Telecommunications	14,500	21,500	48.3%
<b>Totals</b>	<b>100,557</b>	<b>118,918</b>	<b>18.3%</b>
<b>CASUALTY &amp; LIABILITY COSTS</b>			
506127 Repair - District Prop	10,000	10,000	0.0%
<b>Totals</b>	<b>10,000</b>	<b>10,000</b>	<b>0.0%</b>
<b>TAXES</b>			
507051 Fuel Tax	8,000	9,000	12.5%
507201 Licenses & Permits	50	130	160.0%
<b>Totals</b>	<b>8,050</b>	<b>9,130</b>	<b>13.4%</b>
<b>MISC EXPENSE</b>			
509011 Dues/Subscriptions	400	1,100	175.0%
509101 Incentive Program	1,020	1,080	5.9%
509121 Employee Training			0.0%
509123 Travel	522	300	-42.5%
509125 Local Meeting Expense		200	0.0%
<b>Totals</b>	<b>1,942</b>	<b>2,680</b>	<b>38.0%</b>
<b>LEASES &amp; RENTALS</b>			
512011 Facility Lease	<b>193,739</b>	215,574	11.3%
512061 Equipment Rental	4,032	2,874	-28.7%
<b>Totals</b>	<b>197,771</b>	<b>218,448</b>	<b>10.5%</b>
<b>PERSONNEL TOTAL</b>	<b>2,863,267</b>	<b>3,367,264</b>	<b>17.6%</b>
<b>NON-PERSONNEL TOTAL</b>	<b>2,432,132</b>	<b>2,785,026</b>	<b>17.5%</b>
<b>DEPARTMENT TOTALS</b>	<b>5,295,399</b>	<b>6,225,290</b>	<b>17.6%</b>

10-A-3

**SANTA CRUZ METRO FY 00-01 OPERATING BUDGE1**  
**Fleet Maintenance - 4100**

ACCOUNT	FY 99-00 REVISED	FY 00-01 DRAFT FINAL	% CHANGE FROM FY 99-00
504211 Postage & Mailing	500	750	50.0%
504215 Printing	3,000	4,200	40.0%
504217 Photo Supp/Process	600	600	0.0%
504311 Office Supplies	8,400	9,900	17.9%
504315 Safety Supplies	7,700	9,620	24.9%
504317 Cleaning Supp/Veh	25,000	30,000	20.0%
504319 Custodial Supplies	2,000	<b>2,000</b>	0.0%
504421 Non-Inventory Parts	50,000	50,000	0.0%
504511 Small Tools	3,000	3,000	0.0%
504515 Employee Tool Repl	2,000	3,000	50.0%
504517 Tool Allowance	7,260	8,580	18.2%
<b>Totals</b>	<b>111,960</b>	<b>124,250</b>	<b>11.0%</b>
<b>UTILITIES</b>			
505011 Gas & Electric	<b>59,036</b>	61,614	4.4%
505021 Water & Garbage	27,021	35,804	32.5%
505031 Telecommunications	<b>14,500</b>	21,500	48.3%
<b>Totals</b>	<b>100,557</b>	<b>118,918</b>	<b>18.3%</b>
<b>CASUALTY &amp; LIABILITY COSTS</b>			
506127 Repair - District Prop	10,000	10,000	0.0%
<b>Totals</b>	<b>10,000</b>	<b>10,000</b>	<b>0.0%</b>
<b>TAXES</b>			
507051 Fuel Tax	8,000	9,000	12.5%
507201 Licenses & Permits	50	130	160.0%
<b>Totals</b>	<b>8,050</b>	<b>9,130</b>	<b>13.4%</b>
<b>MISC EXPENSE</b>			
509011 Dues/Subscriptions	400	1,100	175.0%
509101 Incentive Program	1,020	1,080	5.9%
509121 Employee Training			0.0%
509123 Travel	522	300	-42.5%
509125 Local Meeting Expense		200	0.0%
<b>Totals</b>	<b>1,942</b>	<b>2,680</b>	<b>38.0%</b>
<b>LEASES &amp; RENTALS</b>			
512011 Facility Lease	<b>193,739</b>	215,574	11.3%
512061 Equipment Rental	4,032	2,874	-28.7%
<b>Totals</b>	<b>197,771</b>	<b>218,448</b>	<b>10.5%</b>
<b>PERSONNEL TOTAL</b>	<b>2,863,267</b>	<b>3,367,264</b>	<b>17.6%</b>
<b>NON-PERSONNEL TOTAL</b>	<b>2,432,132</b>	<b>2,785,026</b>	<b>17.5%</b>
<b>DEPARTMENT TOTALS</b>	<b>5,295,399</b>	<b>6,225,290</b>	<b>17.6%</b>

10-A-3

Retirees

**SANTA CRUZ METRO FY 00-01 OPERATING BUDGET**  
**Retired Employee Benefits - 9005**

ACCOUNT	FY 99-00 REVISED	FY 00-01 DRAFT FINAL	% CHANGE FROM FY 99-00
<hr/>			
FRINGE BENEFITS			
502031 Medical Ins	247,099	302,696	22.5%
502041 Dental Ins	36,672	35,842	-2.3%
502045 Vision Ins	8,720	9,292	6.6%
502051 Life Ins	7,348	6,772	-7.8%
Totals	<u>299,839</u>	<u>354,602</u>	18.3%
PERSONNEL TOTAL	299,839	354,602	18.3%
NON-PERSONNEL TOTAL			0.0%
DEPARTMENT TOTALS	<u><u>299,839</u></u>	<u><u>354,602</u></u>	18.3%

SCCIC

SANTA CRUZ METRO FY 00-01 OPERATING BUDGET  
SCCIC/COPS - 700

ACCOUNT	FY 99-00 REVISED	FY 00-01 DRAFT FINAL	% CHANGE FROM FY 99-00
<b>SERVICES</b>			
503011 Accting/Audit Fees	350	500	42.9%
503012 Admin/Bank Fees		10	0.0%
Totals	350	510	45.7%
<b>OTHER MATERIALS &amp; SUPPLIES</b>			
504211 Postage & Mailing	25	25	0.0%
504311 Off ice Supplies	25	15	-40.0%
Totals	50	40	-20.0%
<b>TAXES</b>			
507999 Other Taxes	25	50	100.0%
Totals	25	50	100.0%
<b>MISC EXPENSE</b>			
509123 Travel	175	200	14.3%
Totals	175	200	14.3%
PERSONNEL TOTAL			<b>0.0%</b>
NON-PERSONNEL TOTAL	600	800	33.3%
DEPARTMENT TOTALS	600	800	33.3%

10-A-32

S RTP

SANTA CRUZ METRO FY 00-01 OPERATING BUDGE-i  
Short Range Transit Plan - 9014

ACCOUNT	F-Y 99-00 REVISED	FY 00-01 DRAFT FINAL	% CHANGE FROM Ff 99-00
SERVICES			
503031 Prof/Tech Services	43,750	43,750	0.0%
Totals	43,750	43,750	0.0%
PERSONNEL TOTAL			0.0%
NON-PERSONNEL TOTAL	43,750	43,750	0.0%
DEPARTMENT TOTALS	43,750	43,750	0.0%

**MASTF**

**SANTA CRUZ METRO FY 00-01 OPERATING BUDGE1  
MASTF - 9021**

ACCOUNT	FY 99-00 REVISED	FY 00-01 DRAFT FINAL	% CHANGE FROM FY 99-00
<b>SERVICES</b>			
503031 Prof/Tech Services	25	25	0.0%
Totals	<u>25</u>	<u>25</u>	0.0%
<b>OTHER MATERIALS &amp; SUPPLIES</b>			
504214 Promotional Items	200	250	25.0%
504215 Printing	25	25	0.0%
504217 Photo Supp/Process	50	50	0.0%
504311 Office Supplies	50		-100.0%
Totals	<u>325</u>	<u>325</u>	0.0%
<b>MISC EXPENSE</b>			
509123 Travel	50	50	0.0%
509125 Local Meeting Expense	100	100	0.0%
Totals	<u>150</u>	<u>150</u>	0.0%
<b>PERSONNEL TOTAL</b>			0.0%
<b>NON-PERSONNEL TOTAL</b>	500	500	0.0%
<b>DEPARTMENT TOTALS</b>	<u><u>500</u></u>	<u><u>500</u></u>	0.0%

*10-A-31*

**ROUTE ANALYSIS**

**SANTA CRUZ METRO FY 00-01 OPERATING BUDGET1**

**Service Realignment - 9030**

<u>ACCOUNT</u>	<u>FY 99-00</u>	<u>FY 00-01</u>
<u>SERVICES</u>	<u>REVISED</u>	<u>DRAFT FINAL</u>
503031 Prof/Tech Services	43,750	43,750
Totals	<u>43,750</u>	<u>43,750</u>
PERSONNEL TOTAL		
NON-PERSONNEL TOTAL	43,750	43,750
DEPARTMENT TOTALS	<u>43,750</u>	<u>43,750</u>

10-A-38

**FIXED GUIDEWAY STUDY**

**SANTA CRUZ METRO FY 00-01 OPERATING BUDGET**

Fixed Guideway Study - 9031

ACCOUNT	FY 99-00	FY 00-01
SERVICES	REVISED	DRAFT FINAL
503031 Prof/Tech Services	<b>450,000</b>	<b>450,000</b>
Totals	<b>450,000</b>	<b>450,000</b>
PERSONNEL TOTAL		
NON-PERSONNEL TOTAL	<b>450,000</b>	<b>450,000</b>
DEPARTMENT TOTALS	<b>450,000</b>	<b>450,000</b>

10-A-39



**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT**  
**FY 2000-2001 DRAFT FINAL BUDGET**  
**CAPITAL IMPROVEMENT PROGRAM**

PROJECT	FEDERAL SHARE	STATE SHARE	LOCAL SHARE	DISTRICT SHARE	TOTAL
<b><u>Grant-Funded Projects</u></b>					
Consolidated Operating Facility	\$ 6,483,816			\$ 1,620,954	\$ 8,104,770
Urban Bus Replacement	\$ 6,080,473			\$ 1,520,118	\$ 7,600,591
ADA Paratransit Vehicles	\$ 230,000			\$ 57,500	\$ 287,500
Farebox Replacement (CO)	\$ 800,000			\$ 200,000	\$ 1,000,000
Computer System (CO)	\$ 45,000			\$ 100,000	\$ 145,000
Benches with Bike Storage - MBUAPCD (CO)			\$ 30,000		\$ 30,000
Non-Revenue Vehicle Replacement - CNG (CO)			\$ 30,000	\$ 100,000	<u>\$ 130,000</u>
Subtotal					\$ 17,297,861
<b><u>District-Funded Projects</u></b>					
Bus Stop Improvements				\$ 140,000	\$ 140,000
Yield Signs for Buses (CO)				\$ 33,000	\$ 33,000
Radio Replacement (CO)				\$ 12,000	\$ 12,000
Software for HR, Facil Maint, Fleet Maint (CO)				\$ 75,000	\$ 75,000
Bike Racks for Buses				\$ 4,500	\$ 4,500
Facilities Repair & Improvements				\$ 143,100	\$ 143,100
Machinery/Equipment Repair & Improvements				\$ 43,900	\$ 43,900
Non-Revenue Vehicle Replacement				\$ 75,000	\$ 75,000
Office Equipment				\$ 4,000	<u>\$ 4,000</u>
Subtotal					\$ 530,500
<b>TOTAL CAPITAL PROJECTS</b>	<b>\$13,639,289</b>	<b>\$ -</b>	<b>\$ 60,000</b>	<b>\$ 4,129,072</b>	<b>\$ 17,828,361</b>

CO = Carryover Project

*10-A-10*

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
FY 2000-2001 DRAFT FINAL BUDGET  
CAPITAL IMPROVEMENT PROGRAM**

**CAPITAL PROGRAM FUNDING**

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Federal Grants	\$ 13,639,289
State Grants	\$
Local Grants	\$ 60,000
STA Funding	\$ 787,198
Transfer from Operating Budget	\$ -
District Reserves	\$ 3,341,874

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<b>TOTAL CAPITAL FUNDING</b>	<b>\$ 17,828,361</b>
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10-A-41

**ATTACHMENT B**

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT**

**FY 2000-01**

**PROPOSED AUTHORIZED PERSONNEL**

**MAY 2000**

10-B-1

FY 2000-01 DRAFT FINAL BUDGET  
 Authorized Personnel  
 Administration - 1100

Position	Authorized FY 98-99	Authorized FY 99-00	Authorized FY 00-01
General Manager	1	1	1
Assistant General Manager	1	1	1
Admin Services Coordinator (confidential)	1	1	1
Admin Secretary	1	2	2
Grants/Legislative Analyst	1	1	1
Administrative Clerk I-II	1	0	0
Admin Specialist	0.5	0	0
<b>Total Full-Time Equivalents</b>	<b>6.50</b>	<b>6.00</b>	<b>6.00</b>

*10-B-2*

FY 2000-01 DRAFT FINAL BUDGET  
 Authorized Personnel  
 Finance - 1200

Position	Authorized FY 98-99	Authorized FY 99-00	Authorized FY 00-01
Manager of Finance	1	1	1
Assistant Finance Manager	1	1	1
Senior Accountant	1	1	0.5
Accounting Specialist	1	1	1
Accounting Tech/Sr Acctng Tech	2.75	2	2
Payroll & Benefits Coordinator	1	1	1
Administrative Secretary	0	1	1
Accountant I-II	0.5	0	0
<b>Total Full-Time Equivalents</b>	<b>8.25</b>	<b>8.00</b>	<b>7.50</b>

10-B-3

FY 2000-01 DRAFT FINAL BUDGET  
 Authorized Personnel  
 Planning & Marketing - 1300

Position	Authorized FY 98-99	Authorized FY 99-00	Authorized FY 00-01
Manager of Planning & Marketing	1	1	1
Service Planning Supervisor	1	1	1
Transit Planner	1	1	1
Transit Surveyor	1.25	1.25	1.25
Customer Service Coordinator	1	1	1
Senior Customer Service Rep	1	1	1
Customer Service Representative	3	4	4
Ticket & Pass Program Specialist	1	1	1
Administrative Secretary	1	1.25	1.30
Accessible Services Coordinator	1	1	1
<b>Total Full-Time Equivalents</b>	<b>11.25</b>	<b>13.50</b>	<b>13.55</b>

10-B-4

FY 2000-01 DRAFT FINAL BUDGET  
 Authorized Personnel  
 Human Resources - 1400

Position	Authorized FY 98-99	Authorized FY 99-00	Authorized FY 00-01
Manager of Human Resources	1	1	1
Human Resources Analyst	1	1	1
Personnel Technician (confidential)	1	1	1
Benefits Coordinator (confidential)	0.75	0.75	1
Human Resources Specialist (confidential)	1	1	1
Admin Specialist (confidential)	0	0.50	0.75
<b>Total Full-Time Equivalents</b>	<b>4.75</b>	<b>5.25</b>	<b>5.75</b>

10-B-5

FY 2000-01 DRAFT FINAL BUDGET  
 Authorized Personnel  
 Information Technology - 1500

Position	Authorized FY 98-99	Authorized FY 99-00	Authorized FY 00-01
Manager of Info Technology	1	1	1
Database Administrator/Sr	0	1	1
Sr Systems Administrator	1	1	1
IT Technician/Sr IT Tech	1	1	1
<b>Total Full-Time Equivalents</b>	<b>3.00</b>	<b>4.00</b>	<b>4.00</b>

12-B-6



FY 2000-01 DRAFT FINAL BUDGET  
 Authorized Personnel  
 District Counsel - 1700

Position	Authorized FY 98-99	Authorized F Y 99-00	Authorized FY 00-01
District Counsel	1	1	1
Paralegal (confidential)	1	1	1
Legal Secretary (confidential)	1	1.5	1.5
<b>Total Full-Time Equivalents</b>	<b>3.00</b>	<b>3.50</b>	<b>3.50</b>

10-B-7

FY 2000-01 DRAFT FINAL BUDGET  
 Authorized Personnel  
 Facilities Maintenance - 2200

Position	Authorized FY 98-99	Authorized FY 99-00	Authorized FY 00-01
Manager of Facilities Maintenance	1	1	1
Facilities Maintenance Supervisor	1	1	1
Facilities Maint Worker III	1	1	1
Facilities Maint Worker II	3	3	3
Facilities Maint Worker I	3	4	4
Custodial Services Worker II	1	1	1
Custodial Services Worker I	4	5	5
Administrative Secretary	1	1	1
<b>Total Full-Time Equivalents</b>	<b>15.00</b>	<b>17.00</b>	<b>17.00</b>

10-B-8

FY 2000-01 DRAFT FINAL BUDGET  
 Authorized Personnel  
 Operations - 3200/3300

Position	Authorized FY 98-99	Authorized FY 99-00	Authorized FY 00-01
Manager of Operations	1	1	1
Base Superintendent	1	1	1
Transit Supervisor	13	14	14
Schedule Analyst	1	1	1
Supervisor of Revenue Collection	1	1	1
Safety & Training Coordinator	1	1	1
Admin Secretary/Supervisor	1	1	1
Administrative Clerk I	1	1	1
Payroll Specialist	1	1	1
Revenue Specialist	0	1	1
Bus Operator (total on payroll)	156	174	174
<b>Total Full-Time Equivalents</b>	<b>177.00</b>	<b>197.00</b>	<b>197.00</b>

10-B-9

FY 2000-01 DRAFT FINAL BUDGET  
 Authorized Personnel  
 Fleet Maintenance - 4100

Position	Authorized FY 98-99	Authorized FY 99-00	Authorized FY 00-01
Manager of Fleet Maintenance	1	1	1
Fleet Maint Supervisor	2	2	2
Lead Mechanic	5	6	6
Mechanic III	4	4	4
Mechanic I - II	11	14	14
Body Repair Mechanic	1	1	1
Upholsterer I - II	1	1	1
Supervisor of Parts & Materials	1	1	1
Lead Parts Clerk	1	1	1
Parts Clerk	1	1	1
Receiving Parts Clerk	1	1	1
Admin Secretary/Supervisor	1	1	1
Accounting Tech	1	1	1
Admin Clerk I	1	1	1
Buyer	1	1	1
Senior Accounting Tech	1	1	1
Vehicle Service Technician	2	2	2
Detailer	2	2	2
Vehicle Service Worker I - II	8	12	12
<b>Total Full-Time Equivalents</b>	<b>46.00</b>	<b>54.00</b>	<b>54.00</b>

*10-B-10*

**ATTACHMENT C**

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT**

**FY 2000-01**

**DISTRICT-FUNDED CAPITAL BUDGET REQUESTS**

**MAY 2000**

10-C-1

# LOCAL CAPITAL BUDGET REQUESTS

FY 2000-2001

R/N	PRIORITY	ITEM	COST	DRAFT FINAL BUDGET	PROJECT
<b>ADMINISTRATION</b>					
R	1	High Capacity Digital Office Copier	\$ 30,000		
N	2	Computer Project Device	\$ 7,500		
<b>Subtotal Administration:</b>			<b>\$ 37,500</b>	<b>\$ -</b>	
<b>FINANCE</b>					
N	1	Fireproof File Cabinet for Fixed Asset Files	\$ 2,000		
<b>Subtotal Finance:</b>			<b>\$ 2,000</b>	<b>\$ -</b>	
<b>PLANNING &amp; MARKETING</b>					
N	1	PC for GIS	\$ 3,000		
N	2	GIS License	\$ 2,500		
R	3	Color Printer	\$ 1,500		
N	4	Powerpoint Projector	\$ 7,000		
N	5	Photo ID Camera - WTC	\$ 1,500		
N	6	Photo ID Camera - Scotts Valley Transit Center	\$ 1,500		
<b>Subtotal Planning/Marketing:</b>			<b>\$ 17,000</b>	<b>\$ -</b>	
<b>HRD</b>					
N	1	Photo ID Machine	\$ 2,000	\$ 2,000	Office Equip
<b>Subtotal HRD:</b>			<b>\$ 2,000</b>	<b>\$ 2,000</b>	
<b>INFORMATION TECHNOLOGY</b>					
N	1	Emergency Repairs	\$ 7,500	\$ 7,500	Mach/Equip Repair
<b>Subtotal IT:</b>			<b>\$ 7,500</b>	<b>\$ 7,500</b>	
<b>COUNSEL</b>					
N		None	\$ -	\$ -	
<b>Subtotal Counsel:</b>			<b>\$ -</b>	<b>\$ -</b>	
<b>FACILITIES MAINTENANCE</b>					
<b>A. General</b>					
N	1	Shop Insulation	\$ 11,000		
N	2	Van - 3/4 Ton	\$ 18,500		
R	3	Gas Concrete Drill - Pionjar	\$ 5,200	\$ 5,200	Mach/Equip Imp
R	4	Vacuum Sweeper - sidewalks	\$ 1,800		
R	5	Carpet Cleaner	\$ 2,300		
N	6	Office Modification	\$ 3,200		
<b>Subtotal Facilities Maint- General:</b>			<b>\$ 42,000</b>	<b>\$ 5,200</b>	

10-C-2

# LOCAL CAPITAL BUDGET REQUESTS

FY 2000-2001

R/N	PRIORITY	ITEM	COST	DRAFT FINAL BUDGET	PROJECT
<b>B. Bus Stops</b>					
N	1	Rural Bus Stop Platforms - Low-floor	\$ 10,000		
R	2	Trash Can Fabrication (50)	\$ 4,600		
N	3	Route 71 Bus Stop Improvements	\$ 340,000		
R	4	Shelter - Wood - Replacement (4)	\$ 22,000		
N	5	Shelter - Steel - Replacement (4)	\$ 13,000		
R	6	Park & Ride Signage	\$ 1,000		
R	7	Construction Management Service	\$ 25,000		
R	8	Bilingual Signage	\$ 46,000		
<b>Subtotal Facilities Maint- Bus Stops:</b>			<b>\$ 461,600</b>	<b>\$ -</b>	
<b>C. Encinal Office</b>					
N	1	/Administration File Storage - Mezzanine	\$ 5,900		
N	2	Fire Sprinkler Modification - Mezzanine	\$ 2,600		
N	3	Flag Pole and Flags	\$ 2,200		
N	4	Office Modification	\$ 1,500		
<b>Subtotal Facilities Maint - Encinal Facility:</b>			<b>\$ 12,200</b>	<b>\$ -</b>	
<b>D. Ops Facility</b>					
N	1	Metal Shed for Training Equipment	\$ 1,500		
N	2	Security System - Fire Monitoring	\$ 3,500		
R	3	Bus Washer Brushes (30)	\$ 2,600		
R	4	Parking Paving - Repair/Seal/Replace	\$ 50,000	\$ 100,000	Facil Repair/Imp
R	5	/Office Carpeting	\$ 5,200		
N	6	Air Conditioning System	\$ 7,000		
<b>Subtotal Facilities Maint- Ops Facility:</b>			<b>\$ 69,800</b>	<b>\$ 100,000</b>	
<b>E. Motr Center</b>					
R	1	Public Restroom Partition - Women	\$ 7,500	\$ 7,500	Facil Repair/imp
R	2	/Steam Cleaner Replacement	\$ 8,900		
R	3	Manual Door Replacement	\$ 3,100		
R	4	Paint Building	\$ 9,500		
R	5	/Termite Abatement & Tentina	\$ 7,500		
R	6	Stucco Repair - Water Damaae	\$ 4,300		
R	7	HVAC Outside Duct Replacement	\$ 10,000	\$ 10,000	Facil Repair/Imp
R	8	Zone #1 Equipment Replacement	\$ 5,000	\$ 5,000	Facil Repair/Imp
R	9	/Zone #2 Equipment Replacement	\$ 5,000	\$ 5,000	Facil Repair/Imp
R	10	Zone #3 Equipment Replacement	\$ 5,000	\$ 5,000	Facil Repair/Imp
R	11	Linoleum Floor Mezzanine Hallway	\$ 4,200		
R	12	Linoleum Floor Staff Lounae	\$ 2,200		
R	13	Carpet Replacement Offices	\$ 12,000		
R	14	Carpet Cleaner	\$ 1,400		
R	15	Benches (6)	\$ 2,250		
R	16	Trash Cans	\$ 2,450		
N	17	Auto Door Upgrade Equipment	\$ 6,800		
N	18	2 Change Machines	\$ -		
<b>Subtotal Facilities Maint- Metro Center:</b>			<b>\$ 97,100</b>	<b>\$ 32,500</b>	

10-C-3

# LOCAL CAPITAL BUDGET REQUESTS

FY 2000-2001

R/N	PRIORITY	ITEM	COST	DRAFT FINAL BUDGET	PROJECT
<b>F. Dubois</b>					
R	1	Oil Drum Pump	\$ 3,100		
R	2	Pan Washer - Replacement Turbo Max	\$ 14,000	\$ 14,000	Mach/Equip Imp
R	3	Oil Control Equipment - Replacement	\$ 4,600		
R	4	(2) Roll Up Bay Doors	\$ 2,000		
R	5	(2) Man Doors Repair	\$ 1,100	\$ 1,100	Facil Repair/Imp
<b>Subtotal Facilities Maint- Dubois Facility:</b>			<b>\$ 24,800</b>	<b>\$ 15,100</b>	
<b>G. Watsonville TC</b>					
N	1	Paint Building	\$ 9,500	\$ 9,500	Facil Repair/Imp
N	2	Trash Can New 8 Replacement (12)	\$ 7,500		
N	3	Re-Key Building for Security	\$ 2,800		
N	4	Floor Machine	\$ 3,100		
R	5	Coin & Pass Machine	\$ -		
Ni	6	Securii System Installation	\$ -		
<b>Subtotal Facilities Maint- WTC:</b>			<b>\$ 22,900</b>	<b>\$ 9,500</b>	
<b>H. SC Maint</b>					
R	1	Oil Pump Replacement - Low Floor Bus	\$ 2,600		
R	2	Roof Repairs - Updated Cost	\$ 50,000		
N	3	Emergency Generator	\$ 12,000		
<b>Subtotal Facilities Maint- SC Maint:</b>			<b>\$ 64,600</b>	<b>\$ -</b>	
<b>I. Sakata</b>					
		None	\$ -		
<b>Subtotal Facilities Maint- Sakata:</b>			<b>\$ -</b>	<b>\$ -</b>	
<b>J. Scotts Vlv TC</b>					
N	1	Sweeper	\$ 1,800		
N	2	Steam Cleaner	\$ 8,800		
N	3	Security System -Bldg/Parking Lot	\$ 3,200		
N	4	A/C Equipment	\$ 20,000		
N	5	(4) New Interior Benches	\$ 1,200		
N	6	(2) New Interior Trash Cans	\$ 600		
N	7	Floor Buffer	\$ 1,200		
R	8	Coin & Pass Machine	\$ -		
<b>Subtotal Facilities Maint- SVTC:</b>			<b>\$ 36,800</b>	<b>\$ -</b>	
<b>OPERATIONS</b>					
R	1	2 Handheld Radios	\$ 2,500	\$ 2,000	Office Equip
N	2	Bus Video System (10) Buses	\$ 50,000		
N	3	Expansion of Break Room	\$ 15,000		
N	4	New Tables for Training Room	\$ 1,500		
<b>Subtotal Operations:</b>			<b>\$ 69,000</b>	<b>\$ 2,000</b>	

10-C-4



# LOCAL CAPITAL BUDGET REQUESTS

FY 2000-2001

R/N	PRIORITY	ITEM	COST	DRAFT FINAL BUDGET	PROJECT
<b>FLEET MAINT :</b>					
N	1	15 Transit Buses to Replace 81 Gillig Fleet	\$ -		
R	2	Filter Crusher	\$ 4,600	\$ 4,600	Mach/Equip Imp
N	3	Brake Shoe Fixture (1) for Low Floor Bus	\$ 1,600	\$ 1,600	Mach/Equip Imp
R	4	Transit Supervisor Vehicle (#902)	\$ 25,000	\$ 25,000	Non-Rev Vehicle
R	5	Driver Shuttle Van (#904)	\$ 25,000		
R	6	Driver Shuttle Van (#905)	\$ 25,000	\$ 25,000	Non-Rev Vehicle
R	7	Driver Shuttle Van (#906)	\$ 25,000		
R	8	Transit Supervisor Vehicle (#9600)	\$ 25,000		Non-Rev Vehicle
R	9	Transit Supervisor Vehicle (#9601)	\$ 25,000		
R	10	Pickup Truck (#907)	\$ 25,000		
R	11	Service Body Truck (#8021)	\$ 32,000		
N	12	/Tooling for Series 50 & B400	\$ 5,000	\$ 5,000	/Mach/Equip Imp
N	13	Bike Racks (5)	\$ 4,500	\$ 4,500	/Bike Racks
N	14	Air Conditioning Machine	\$ 4,500	\$ 4,500	/Mach/Equip Imp
N	15	Pressure Washer for Bus Wheels	\$ 1,500	\$ 1,500	/Mach/Equip Imp
Ri	16	Engine/Trans. Powerplant Assy.	\$ 57,537		
R	17	Staff Car (#8016)	\$ 25,000		
<b>Subtotal Fleet Maint.:</b>			<b>\$ 311,237</b>	<b>\$ 96,700</b>	
<b>TOTAL:</b>			<b>\$ 1,278,037</b>	<b>\$ 270,500</b>	

10-C-5

**ATTACHMENT D**

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT**

**FY 2000-01**

**UNFUNDED SERVICE REQUESTS**

**MAY 2000**

10-0-1

## UN-FUNDED SERVICE LIST

<b>Service Type</b>	<b>Approximate Hours</b>	<b>cost</b>
Additional Service on High Street during school session	8 hours	\$72,600
Westside Service during school session	11 hours	\$99,825
Weekend Highway 17 Service	20 hours	\$114,400
Weekday Highway 17 service to MetroCenter	10 hours	\$141,900
Late night UCSC service	5 hours	\$45,375
Holiday Service	Labor Day	\$26,000
	4 <sup>th</sup> of July	\$26,000
	Thanksgiving	\$36,000
	Christmas	\$36,000
	New Years Day.	\$36,000
New weekday local Watsonville Route	12 hours	\$170,280
Weekday frequency expansion of Route 81	10 hours	\$141,900
Weekday UCSC Express	15 hours	\$136,125
Weekday express from UCSC to Capitola Mall	12 hours	\$108,900
Route 81 expansion of service area	10 hours	\$141,900
Peak hour expansion of Route 71	18 hours	\$255,420

Cost are calculated at the variable operating hourly rate of \$55.00  
 Thanksgiving, Christmas and New Years Day employees are paid 3x their normal pay rate.

School days are calculated at 165 days

Weekdays are calculated at 258

Weekends are calculated at 104

\*The above listed costs are approximate and on the high end. The service review committee is charged with the development of plans that are cost effective and provide good service to our customers. Lower costs may be achieved once a project has been authorized by the Board of Directors and the service review committee has the opportunity to study cost efficiencies.

10-D-2

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

**DATE:** May 19, 2000

**TO:** Board of Directors

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

**SUBJECT: RECOMMENDATION TO APPROVE ASSESSMENT FOR  
COOPERATIVE RETAIL MANAGEMENT DISTRICT**

## I. RECOMMENDED ACTION

**The purpose of this communication is to request approval for the assessment on property owners for the support of the Cooperative Retail Management District in Downtown.**

## II. SUMMARY OF ISSUES

- The District owns property in the Downtown area that is subject to an assessment for the Downtown Host Program.
- The assessment needs to be renewed for the fiscal year.
- Total cost to the District for the assessment is \$2,547.75, no increase from last year.

## III. DISCUSSION

The District recently received correspondence from the City of Santa Cruz regarding the Cooperative Retail Management Business Real Property Improvement District. Since the District owns property in the downtown area, there is an assessment that is being requested for the coming fiscal year. This assessment funds the Downtown Host Program.

It is recommended that the District support the continued assessment of the levy for this important Downtown project. Total funds for this assessment amount to \$2,547.75.

## IV. FINANCIAL CONSIDERATIONS

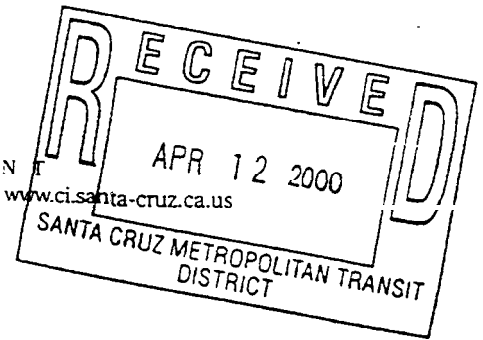
There are two assessments for property owned by the District, one for \$1,797.75 and one for \$750.00, for a total of \$2,547.75.

## V. ATTACHMENTS

**Attachment A:** Letters from City of Santa Cruz



CITY CLERK'S DEPARTMENT  
809 Center Street, Room 9, Santa Cruz, CA 95060 • 831 420-5030 • Fax: 831 420-5031 • www.ci.santa-cruz.ca.us



CITY COUNCIL  
CITY OF SANTA CRUZ  
NOTICE OF PUBLIC HEARINGS

April 7, 2000

SANTA CRUZ METROPOLITAN TRANSIT  
230 WALNUT AVE  
SANTA CRUZ CA 95060

Dear Santa Cruz Property Owner:

**RE: Assessor Parcel Number ("APN"): 05-152-05**

NOTICE IS HEREBY GIVEN that the City Council of the City of Santa Cruz will hold a public meeting to consider: 1) the annual report for the 2000-2001 fiscal year prepared by the advisory board to... the ~~Cooperative~~ Retail Management (CRM) Business Real Property Improvement District; and, 2) the adoption of a Resolution of Intention to levy an assessment for the period July 1, 2000 through June 30, 2001 for the District and a public hearing to consider the levy of an annual assessment for the District.

The amount of the proposed annual assessment on the entire district will be \$110,164. The rate of business promotion assessment shall be imposed on **business** property owners according to the formulas set forth below:

1. Properties located on Pacific Avenue between Laurel Street and Mission/Water Street shall be assessed \$15.00 per linear foot of property on Pacific Avenue.
2. Properties between Cedar and Front Streets and located on Locust, Cooper, Church, Walnut, Soquel, Lincoln, Cathcart, Elm and Maple Streets; Plaza, Locust, Commerce, Elm and Birch Lanes; Pearl Alley; Lincoln-Cathcart and Pacific-Front alleyways shall be assessed \$12.00 per linear foot of property on the above-mentioned side streets and alleyways.

The purpose of the assessment is to fund the Downtown Host Program created to enhance safety and security and improve public perceptions of the district. The assessment will also be used to review the need for, and establishment of, common hours for retail merchants and maintenance of private property within the district.

11-A-1

The amount of the proposed annual assessment for APN 05-152-05 is set forth below:


Pacific Avenue footage: 50 x \$15.00	\$750
Side street or alleyway footage: 0 feet x \$12.00/linear foot	\$0.00
<b>TOTAL Assessment for Fiscal Year 2000-2001:</b>	<b>\$750.00</b>

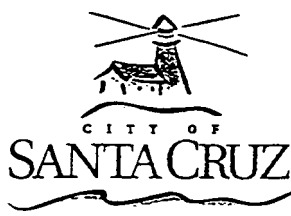
Properties with frontage on both Pacific Avenue and a side street or alley will only be assessed an additional fee for the side street or alley frontage where a separate business uses the side street or alley as its main entrance.

A public meeting regarding the consideration of the annual report and adoption of a Resolution of Intention to levy an annual assessment will be held on **Tuesday, April 25, 2000** after the hour of 3:00 p.m. If the Resolution of Intention is adopted, a second public hearing will be held on **Tuesday, May 23, 2000**, after the hour of 3:00 p.m., at which time the Council will decide the amount of the assessments to be levied. Both public hearings will be held in the Council Chambers, City Hall, 809 Center Street, Santa Cruz, California

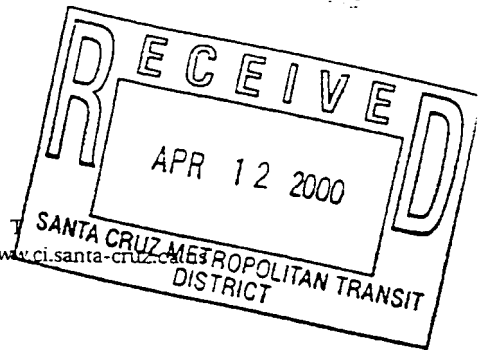
If the Resolution of Intention is adopted, **property owners in the proposed assessment district**, may file written protests in the City Clerk's office between April 25, 2000 and May 23, 2000 before the close of the public hearing. If protests are submitted by property owners representing 50% or more of the assessments proposed to be levied and protests are not withdrawn so as to reduce the protests to less than 50%, no further proceedings to create the district shall be taken for at least one year.

If the Resolution of Intention is not adopted, the May 23, 2000 public hearing will be cancelled. All interested persons are invited to present their oral or written statements at these hearings. Further information is available from the City Redevelopment Department, 323 Church Street, 2<sup>nd</sup> Floor, Santa Cruz, California, (831) 420-5150.

  
LESLIE COOK, City Clerk  
City of Santa Cruz



CITY CLERK'S DEPARTMENT  
809 Center Street, Room 9. Santa Cruz CA 95060 • 831 420-5030 • Fax: 831 420-5031 • www.ci.santa-cruz.ca.us



**CITY COUNCIL  
CITY OF SANTA CRUZ  
NOTICE OF PUBLIC HEARINGS**

April 7, 2000

SANTA CRUZ METROPOLITAN TRANSIT  
230 WALNUT AVE  
SANTA CRUZ CA 95060

Dear Santa Cruz Property Owner:

**RE: Assessor Parcel Number ("APN"): 05-152-31**

NOTICE IS HEREBY GIVEN that the City Council of the City of Santa Cruz will hold a public meeting to consider: 1) the annual report for the 2000-2001 fiscal year prepared by the advisory board to the Cooperative Retail Management (CRM) Business Real Property Improvement District; and, 2) the adoption of a Resolution of Intention to levy an assessment for the period July 1, 2000 through June 30, 2001 for the District and a public hearing to consider the levy of an annual assessment for the District.

The amount of the proposed annual assessment on the entire district will be \$110,164. The rate of business promotion assessment shall be imposed on business property owners according to the formulas set forth **below**:

1. Properties located on Pacific Avenue between Laurel Street and Mission/Water Street shall be assessed \$15.00 per linear foot of property on Pacific Avenue.
2. Properties between Cedar and Front Streets and located on Locust, Cooper, Church, Walnut, Soquel, Lincoln, Cathcart, Elm and Maple Streets; Plaza, Locust, Commerce, Elm and Birch Lanes; Pearl Alley; Lincoln-Cathcart and Pacific-Front alleyways shall be assessed \$12.00 per linear foot of property on the above-mentioned side streets and alleyways.

The purpose of the assessment is to fund the Downtown Host Program created to enhance safety and security and improve public perceptions of the district. The assessment will also be used to review the need for, and establishment of, common hours for retail merchants and maintenance of private property within the district.

11-A-3

The amount of the proposed annual assessment for APN 05-152-31 is set forth below:


Pacific Avenue footage: 119.85 x \$15.00	\$1797.75
Side street or alleyway footage: 0 feet x \$12.00/linear foot	\$0.00
<b>TOTAL Assessment for Fiscal Year 2000-2001:</b>	<b>\$1797.75</b>

Properties with **frontage** on both Pacific Avenue and a side street or alley will only be assessed an additional fee for the side street or alley frontage where a separate business uses the side street or alley as its main entrance.

A public meeting regarding the consideration of the annual report and adoption of a Resolution of Intention to levy an annual assessment will be held **on Tuesday, April 25, 2000** after the hour of 3:00 p.m. If the Resolution of Intention is adopted, a second public **hearing** will be held on **Tuesday, May 23, 2000**, after the hour of 3:00 p.m., at which time the Council will decide the amount of the assessments to be levied. Both public hearings will be held in the Council Chambers, City Hall, 809 Center Street, Santa Cruz, California

If the Resolution of Intention is adopted, **property owners in the proposed assessment district**, may file written protests in the City Clerk's office between April 25, 2000 and May 23, 2000 before the close of the public hearing. If protests are submitted by property owners representing 50% or more of the assessments proposed to be levied and protests are not withdrawn so as to reduce the protests to less than **50%**, no further proceedings to create the district shall be taken for at least one year.

If the Resolution of Intention is not adopted, the May 23, 2000 public hearing will be cancelled. All interested persons are invited to present their oral or written statements at these hearings. Further information is available **from** the City Redevelopment Department, 323 Church Street, 2<sup>nd</sup> Floor, Santa Cruz, California, (83 1) 420-5 150.

  
LESLIE COOK, City Clerk  
City of Santa Cruz

11-A-4



# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

**DATE:** May 19, 2000  
**TO:** Board of Directors  
**FROM:** Kim Chin, Planning and Marketing Manager  
**SUBJECT: CONSIDERATION OF REPORT ON FINANCIAL IMPACTS OF RESTRICTING BUS ADVERTISING**

## I. RECOMMENDED ACTION

**Staff recommends that the Board adopt a policy regarding the use of bus window advertising.**

## II. SUMMARY OF ISSUES

- Metro currently contracts with Obie Advertising to sell advertising on the buses.
- At the February 11, 2000 Board Retreat, the Board directed staff to negotiate with Obie regarding the use of bus window advertising, and to investigate its removal on the minimum annual guarantee payable to the District.
- The 5-year contract with Obie Advertising began in December 1997 and will end in December 2002. METRO and Obie are currently in contract year 4.
- Obie indicates that the removal of window advertising would reduce the minimum annual guarantee by \$97,400 over Year 4 and 5.

## III. DISCUSSION

At the February 11, 2000 Board meeting, the Board expressed concerns regarding the use of bus window advertising and its resulting aesthetic effects. Currently, Obie Advertising uses a material called Contravision for this purpose. Contravision appears opaque when viewed from the exterior of the bus, but allows limited vision for bus operators and passengers looking out the windows.

Attached to the staff report is a memorandum from Brian Atwell, Market Manager for Obie Advertising Northern California, indicating that prohibiting the use of Contravision bus window advertising will affect the annual minimum guarantees that Metro receives. The loss would be \$47,040 in Year 4, and \$50,400 in Year 5, for a total of \$97,440. Attached is an attachment that outlines the minimum annual guarantees with and without the use of ContraVision.

The removal of ContraVision on the windows would affect advertising in several products that Obie sells. The first is the Full Wrap display in which a decal is applied to the front, rear and entire sides of the buses. The second is the "King Kong" display in which a decal is applied on

the entire street side of the bus. The third is the Mural display which is a decal applied on the side of the bus in the area between the wheelwells. All three products utilize ContraVision window advertising.

Attached is a list of advertisers and their expiration dates. Should the Board decide to adopt a policy prohibiting then use of bus window advertising, staff recommends that these terms be allowed to expire, and that no new sales of bus window advertising take effect from the date of the board action.

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

\$97,400 as outlined in Attachment C.

#### **V. ATTACHMENTS**

**Attachment A:** List of Advertisers Using Contravision And Their Expiration Dates

**Attachment B:** Letter From Obie Advertising

**Attachment C:** Minimum Annual Guarantee

## Halfsides

Bus	Advertiser	Exp Date	Contravision	Status
868	Watsonville Auto Center	Expired	YES	Can be pulled anytime.
878	Watsonville Auto Center	Expired	YES	Can be pulled anytime.
8071	Watsonville Auto Center	Expired	YES	Can be pulled anytime.
8078	Burger King	12/25/00	YES	
8082	Burger King	12/25/00	YES	
8090	Burger King	12/25/00	YES	
8096	Burger King	12/25/00	YES	
8098	Burger King	12/25/00	YES	
9817	Watsonville Auto Center	Expired	YES	Can be pulled anytime.
9820	North Bay Ford	12/28/00	YES	Remains installed until expiration date.
9824	Watsonville Auto Center	Expired	YES	Can be pulled anytime.

## Back Attacks

Bus	Advertiser	Exp Date	Contravision	Status
8085	KWAV	Expired	YES	Can be pulled anytime.
8088	Tycho Networks	10/21/00	YES	Remains installed until expiration date.
8092	Shogun	10/27/00	YES	Remains installed until expiration date.
8096	True Art	12/25/00	YES	Remains installed until expiration date.
8098	Remax	01/03/01	YES	Remains installed until expiration date.
8099	Granite Construction	03/11/01	YES	Remains installed until expiration date.

**OBIE MEDIA**  
out-of-km advertising

April 28, 2000

Kim H. Chin  
Manager of Planning & Marketing  
Santa Cruz Metropolitan Transit District  
920 Pacific Avenue  
Santa Cruz, CA 95060

Re: **Contra-vision**

Dear Mr. Chin,

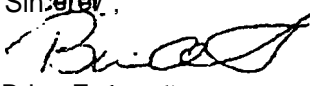
By reducing our ability to use **contra-vision**, the District is **eliminating** our Full Wrap and King Kong products. The Full Wrap displays are \$3000 per four- (4) week period and the King Kong displays are \$800 per four- (4) week period. Eliminating these displays would account for a 20% decrease in revenue on an annual basis, thus reducing the minimum guarantee to \$134,400 for the period 12/00 through 11/01. The minimum guarantee in year five would be reduced from \$180,000 to **\$144,000**.

furthermore, **additional** revenue loss may occur with regards to the application of **contra-vision** on the Low Floor Flyer buses. These buses require **contra-vision** because the windows protrude into the bus panel very low.. thus reducing a potential client's **advertising space**. Currently, we can sell Murals on these types of buses for \$740 per four- (4) week period. With the elimination of **contra-vision** we would be restricted to selling King displays at a rate of \$320 per four- (4) week period; The minimum guarantee would be reduced by an additional \$13,440 in period WOO through 11/01 and \$14,400 in year five.

In total, minimum guarantee in year four would be reduced from \$168,000 to **\$120,960** and year five's minimum guarantee would reduce from \$180,000 to **\$129,600**.

As you can see, the elimination of **contra-vision** would affect the minimum guarantee significantly. Obie Media respectfully asks that the Board continue with the current program in order to maximize revenues.

Please feel free to contact me in order to discuss this in further detail. I appreciate your time and consideration.

Sincerely,  
  
Brian F. Atwell  
Market Manager

P (916) 554-7430

F (916) 554-7438

550 Bercut  
Suite A  
Sacramento, California  
95814

obiecom

12-B-1

<b>Minimum Annual Guarantee - Obie Advertising</b>			
<b>Year</b>	<b>With ContraVision</b>	<b>Proposed Without ContraVision</b>	<b>Differential</b>
1	\$100,000	\$100,000*	\$0
2	\$120,000	\$120,000*	\$0
3	\$144,000	\$144,000*	\$0
4	\$168,000	\$120,960	\$47,040
5	\$180,000	\$129,600	\$50,400
<b>Total</b>	<b>\$712,000</b>	<b>\$614,560</b>	<b>\$97,440</b>

050100

\* Not implemented until Year 4

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

**DATE:** May 19, 2000

**TO:** Board of Directors

**FROM:** Margaret Gallagher, District Counsel

**SUBJECT: CONSIDER AUTHORIZATION TO GRANT THE CITY OF SCOTTS VALLEY A 13.87% PROPERTY INTEREST IN THE SCOTTS VALLEY TRANSIT CENTER/PARK AND RIDE FACILITY SUBJECT TO THE SAME CONDITIONS SET FORTH IN METRO'S GRANT DEED FOR THE PROPERTY.**

## I. RECOMMENDED ACTION

Consider authorization to grant the City of Scotts Valley a 13.87% property interest in the Scotts Valley Transit Center/Park and Ride Facility subject to the same conditions set forth in Metro's grant deed for the property.

## II. SUMMARY OF ISSUES

- Santa Cruz Metropolitan Transit District (Metro), the City of Scotts Valley and the Scotts Valley Redevelopment Agency entered into a Memorandum of Understanding (MOU) regarding the Scotts Valley Transit Center/Park and Ride Project.
- The MOU provided that the City of Scotts Valley would contribute the local share to match the state funding for the project.
- The MOU further provides that the financial contributions to the project would acquire title to the property in relation to their financial contribution.

## III. DISCUSSION

On February 7, 1996, Metro, the City of Scotts Valley, and the Scotts Valley Redevelopment Agency entered into a Memorandum of Understanding (MOU) regarding the planning, property, acquisition, development, administration, funding, operation, and maintenance of the Scotts Valley Transit Center/Park and Ride Facility. As part of this agreement, the City of Scotts Valley contributed a total of \$563,791 consisting of \$490,500 in cash and \$73,291 in waiver of permit fees for the project. The agreement provides that in exchange for Scotts Valley contribution, title to the Scotts Valley Transit Center/Park and Ride Facility will be taken in the names of the Metro and the Scotts Valley Redevelopment Agency as tenants in common with each holding an individual interest in proportion to each party's financial participation in the project. The Metro's Finance Department has calculated the City of Scotts Valley's financial contribution to the project at 13.87%. The City of Scotts Valley Staff have reviewed the calculations regarding the contribution and have accepted that percentage as correct. Additionally, they prefer that title be

taken in the name of the City of Scotts Valley rather than the Scotts Valley Redevelopment Agency's name.

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

Title to the Scotts Valley Transit Center/Park and Ride Facility would be as following:

Santa Cruz Metropolitan Transit District: 86.13%.

Scotts Valley Redevelopment Agency: 13.87%.

#### **V. ATTACHMENTS**

**Attachment A:** Corporate Grant Deed

**Attachment B:** Memorandum of Understanding Between the Santa Cruz Metropolitan Transit District and the City of Scotts Valley Redevelopment Agency Regarding the Planning, Property Acquisition, Development, Funding, Operation and Maintenance of the Scotts Valley Transit Center/Park and Ride Facility.

**Attachment C:** April 5, 2000, Memo from Elisabeth Ross, Finance Manager, regarding contribution.

**Attachment D:** Letter from Charles A. Comstock, Scotts Valley City Manager, dated May 2, 2000.

WHEREAS, the District is in receipt of grants from the California Department of Transportation (Caltrans), from the Federal Transportation Administration (FTA) and Monterey Bay Unified Air Pollution Control District (Air Board) in the total amount of \$3,452,000 which are earmarked for the subject project and have to be matched by \$552,000 in local funds to initiate the subject project. The local funds consist of a grant of \$508,000 in Agency funds and approximately \$44,000 in in-lieu contributions if approved by the District, Caltrans and the FTA consisting of a waiver of City levied project fees and permit costs.

WHEREAS, the Agency and City have agreed to provide the above local share for the subject project as set out in this Agreement; and

WHEREAS, Caltrans and the FTA have required that certain assurances be given, certain contract provisions be met, and certain planning studies be completed in order for the parties to be eligible for funding needed for the implementation of the subject project. The general requirements are included in Attachments C and D and are hereby made a part of this Agreement; and

WHEREAS, the District has agreed to be the lead agency for the project including the execution of funding agreements with Caltrans and the FTA, and the Agency has agreed to transfer the local share of the project to the District when due.

WHEREAS, it is in the best interest of the residents of the City and the District to ensure interagency coordination and efficient project management in the completion of the subject property;

NOW THEREFORE, all parties agree to jointly exercise any of the powers they may each individually exercise in order to plan, acquire property for, develop, administer, operate and maintain the Scotts Valley Transit Center/Park-&-Ride Facility, hereinafter referred to as "project", subject to the following terms and conditions:

#### SECTION II - PURPOSE

The purpose of this Agreement is to identify the individual agencies' roles and responsibilities for the planning, property acquisition, development, administration, funding, operation and maintenance of the subject project; for hiring personnel and/or consultants where needed throughout the implementation, and for the overall management of staff and consultants' contract activities in order to ensure timely project completion.

#### SECTION III - TERM

This Agreement shall be effective upon execution, and shall continue in full force and effect until terminated by any party as herein provided.



SECTION IV - DETAILED PROJECT AGREEMENTS

1. The parties shall each perform their roles in the planning, acquisition of property, development, administration and funding of the subject project as hereinafter further delineated.
2. The title to the property to be acquired for the project shall be taken in the names of the District and the Agency as tenants in common with each party holding an individual interest in proportion to each party's financial participation in the project.
3. The District provides its share of the project cost in the form of Caltrans, FTA and Air Board grants. If acceptable to Caltrans, FTA and the District, the City will provide an in-lieu contribution of approximately \$44,000 in the form of a waiver of city-levied project fees and permit costs. The share of any future improvements beyond the limits of this agreement and or limits of currently available funding shall be negotiated separately. The specific limits of reimbursement of costs for the various planning, engineering, property acquisition and construction phases are listed in Attachment B, which is hereby made a part of this Agreement.
4. No personnel costs incurred by the District, City and Agency in the administration of the project shall be reimbursed. The District and the City hereby agree to dedicate the staff resources as necessary to assist in the development, implementation and administration of the project. Third party service(s) and supply costs incurred by the District, as far as they can be attributed to the line items in the grants, including environmental, property acquisition, design engineering, project development and construction management, are reimbursable out of the project budget.
5. The District shall be responsible for the maintenance and operating cost of the project. The City will provide police/security services as necessary.
6. The City shall assume responsibility for providing all City required permits for the project. Obtaining permits and regulator-review by non-City entities is the responsibility of the District.
7. The District shall administer the provisions of this Agreement in a timely manner so as to meet the project grant funding deadlines and shall hire all personnel, enter into contracts, and do such other acts as may be required to provide for the planning, property acquisition, development and construction of the project in accordance with the District's procurement and fiscal procedures and the Federal and State rules and regulations governing the FTA and Caltrans project grants as described in Attachments C and D.

13-B-3

- 8a. The District Finance Manager shall act as the Comptroller for all revenues resulting from the receipt of Caltrans, FTA and Air Board grants, and City and Agency local share contributions and shall have custody of all these funds provided for the project. Funds shall be disbursed by the District in accordance with the District's payment procedures upon receipt of invoices by the District for approved expenditures as agreed upon in this Agreement.
- 8b. The District shall furnish to the Agency a schedule consistent with the cost-sharing formula of estimated expenditures prior to the first expenditure anticipated for the project with the exception of the cost for planning and environmental work in the amount of \$17,500, as previously agreed upon and expended prior to the execution of this Agreement, which will be due and payable upon execution of the Agreement. The District will periodically, as necessary, issue a revised schedule of estimated expenditures and furnish it to the Agency. Two months prior to each fiscal quarter, the District will invoice the Agency for the Agency's share of expenditures anticipated for the subject quarter. The Agency will transfer the requested funds and the City will provide for the other in-lieu contributions to the project Comptroller prior to the first day of the subject fiscal quarter.
9. Agency and City shall be liable for and shall hold District harmless from any and all liability to third parties arising from, or in any way connected with Agency and City's obligations under this Agreement. District shall be liable for and shall hold Agency and City harmless from any and all liability to third parties arising from, or in any way connected with, District's obligations under this Agreement.
- 10a. Prior to the purchase of any property pursuant to this Agreement, the District shall have the property environmentally reviewed consistent with applicable Federal and State regulations including a review to determine whether any hazardous materials exist on the property. If there are hazardous materials found on the property prior to the purchase, the owner of the property shall be required to clean-up the site in compliance with Federal, State and local environmental laws and to the satisfaction of the District and the Agency as a condition of the sale.
- 10b. If property is purchased pursuant to this Agreement and it is subsequently determined that hazardous materials existed on the property at the time of the purchase, the District and the Agency shall hold the prior owner of the acquired property responsible for the clean up and other requirements of all governmental agencies for hazardous materials located on or within the property. If for any reason the prior owner is unable or fails or refuses to pay for the clean-up of the property, then the Agency and the District shall share jointly such expense in proportion to each financial participation in the project, and shall together prosecute a civil action against the prior owner if warranted.

10c. After the purchase of the property pursuant to this Agreement as to any hazardous materials brought, stored or discharged upon the property by any party, its agents, employees and/or invitees, the offending party shall promptly comply with all laws related to hazardous materials, and shall promptly at its cost take all action necessary to clean up and remove such contamination and restore the property to the condition existing immediately prior to the existence of such hazardous material in or about the property. The offending party shall immediately notify the other parties in writing if it causes or permits any hazardous material to be used or kept in or about the premises or knows or has reasonable cause to believe that any hazardous material has come to be located in or about the premises or discovers the existence of any hazardous material in or about the premises.

Agency's, City's and District's obligations under this paragraph shall survive the termination of this Agreement.

11. The City, Agency and the District, agree that time is of the essence in implementing the project. The City and Agency understand that the District's participation is contingent upon the receipt of Caltrans and FTA funding. The City and Agency shall review the Fund Transfer/ Contract Agreement between the District and the State, and FTA when they become available, and amend that agreement into this Agreement within three months of execution of such Fund Transfer/Contract Agreements. In the event the Fund Transfer/ Contract Agreements are not amended into this MOU and the State and Federal interests thereby recognized, allocation of State and Federal funds to this Project may be withheld. Proper fund disbursement is subject to meeting the grant project deadlines.. In the event that Caltrans and/or FTA funding may be deobligated, the City, Agency and the District will be under no obligation to continue their participation in the project. In the event that only part of the funding is deobligated, the City, Agency and the District will either jointly agree on a scaled down project subject to funding source approval, or dispose of the property and improvements as delineated in Section 14 below.
12. Each party is obligated, in perpetuity, to continue operation of the project dedicated to the public transportation purposes for which the project was initially approved. The project right-of-way and the project facilities constructed or reconstructed on the project site shall remain dedicated to public transit use unless disposed of as delineated in Section 14 below.
13. The District and Agency shall, upon request of Caltrans, authorize State-funded bus service to use the Transit Center without any charge to Caltrans or its contractors, and shall assist Caltrans in the placement of signs and informational material designed to alert the public to the availability of the State-funded bus service.

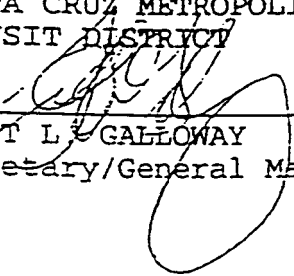
14. Upon approval by Caltrans and FTA, any party of this Agreement shall have the right to withdraw from the Agreement if it is mutually determined that it is no longer feasible to operate the project in a manner consistent with the original purpose upon three (3) years written notice to the other parties, provided, however, that the other parties shall have the option to purchase the interest of the withdrawing parties for a price equal to the withdrawing parties' share, as delineated in Section IV-2 Of the original project cost plus the amount expended by the withdrawing parties on subsequent improvements to the property, if originally jointly approved, which price may be paid off without interest or cost adjustments over a three-year period.

In the event the other parties do not elect to exercise its option under this section within the three-year period, the property and the improvements shall be sold at the earliest practicable date and the proceeds of the sale divided in proportion to the investment of each party as delineated in Section N-2, after deducting therefrom all costs of sale and cost of maintaining the property pending the sale.

Upon termination of this Agreement, any unused or surplus funds shall be divided between the parties according to the formula described in Section IV-2:

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the date first appearing in this Agreement.


SANTA CRUZ METROPOLITAN  
TRANSIT DISTRICT

  
\_\_\_\_\_  
SCOTT L. GALLOWAY  
Secretary/General Manager

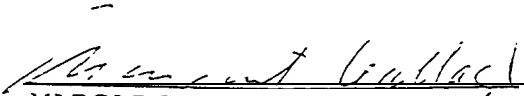
CITY OF SCOTT'S VALLEY

  
\_\_\_\_\_  
CHUCK COMSTOCK  
City Manager


SCOTT'S VALLEY REDEVELOPMENT  
AGENCY

  
\_\_\_\_\_  
CHUCK COMSTOCK  
Executive Director

APPROVED AS TO FORM:

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

APPROVED AS TO FORM:

  
\_\_\_\_\_  
ROBERT J. LOGAN  
City Attorney

13-B-6

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

## M E M O R A N D U M

**Date:** April 5, 2000  
**To:** Margaret Gallagher, District Counsel  
**From:** Elisabeth Ross, Finance Manager *ER*  
**Subject:** Title to Scotts Valley Transit Center

Finance staff has calculated the percentage interest of the Scotts Valley Redevelopment Agency in the Scotts Valley Transit Center as follows:

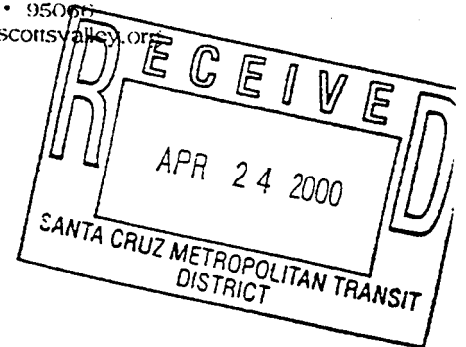
	<u>Original Estimate</u>	<u>Actual Expense</u>	<u>Variance</u>
Design, Environmental Phases	\$ 303,792	\$ 239,227	\$ (64,565)
Land Acquisition	1,379,042	1,379,305	263
Construction.	<u>2,047,387</u>	<u>2,445,101</u>	<u>397,714</u>
<b>TOTALS</b>	<b>\$3,730,221</b>	<b>\$4,063,633</b>	<b>\$ 333,412</b>
Cash contribution by Scotts Valley for land acquisition	\$ 490,500		
Waiver of fees by Scotts Valley	, \$ <u>73,291</u>		
Total Contribution by Scotts Valley	\$ 563,791		

Percent ownership = \$563,791 divided by \$4,063,633 = 13.87%



## CITY OF SCOTTS VALLEY

OFFICE OF THE CITY MANAGER  
One Civic Center Drive • Scotts Valley • California • 95067  
Phone (831) 440-5600 • Facsimile (831) 438-2793 • www.scottsvally.org



April 14, 2000

Mr. Leslie R. White, General Manager  
Santa Cruz Metropolitan Transit District  
230 Walnut Avenue  
Santa Cruz, CA 95060

**Subject: Scotts Valley's Ownership of the Scotts Valley Transit Center**

Dear Mr. White:

This is to confirm for you that title to Scotts Valley's ownership portion of the Scotts Valley Transit Center should be in the name of the City of Scotts Valley. I understand that share to be 13.87%.

If you have any questions, please call me at 440-5600.

Sincerely,

Charles A. Comstock  
City Manager

CAC:taf

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

**DATE:** May 19, 2000  
**TO:** Board of Directors  
**FROM:** Mark J. Dorfman, Assistant General Manager  
**SUBJECT: CONSIDER SANTA CRUZ BEACH SHUTTLE PROGRAM**

## I. RECOMMENDED ACTION

Staff is recommending that the Board of Directors authorize staff to operate the Santa Cruz Beach Shuttle for this summer.

## II. SUMMARY OF ISSUES

- Last year a patchwork of funding arrangements were put together to restart the operation of the Santa Cruz Beach Shuttle.
- The Beach Shuttle was a big operational success after not having run for years.
- Staff contacted funding partners from the previous year to determine participation for this year.
- Current commitments are not adequate to provide the service at the same percentages as was provided last year.
- At the April Board Meeting staff was directed to once again contact possible funding partners for additional funding.

## III. DISCUSSION

Last year the Board authorized the operation of the Santa Cruz Beach Shuttle. It had not operated for a few years and there was interest in its reestablishment as a result of road reconstruction efforts during the summer.

Attachment A shows the projected cost for this year of \$35,900, with the recommended share for each of the funding partners from last year. These numbers were arrived at using the same ratios of support that were received last year. Staff has contacted all of the parties involved in the shuttle last year and attachment A also shows the commitments received as of the writing of this staff report. At the April Board Meeting staff was asked to contact a variety of agencies to try and secure additional funds.

The City of Santa Cruz has agreed to fund the program for this year at the requested level. The City has also agreed to pay for the cost of a bus wrap to promote the program. The cost of this is projected to total \$9,700. If the wrap cost were calculated into the cost of the program, the total

program would increase to \$45,600. At 23%, the District's share of the cost would increase to \$10,488 from \$8,257. This would leave the deficit at \$4,224.

The Santa Cruz County Transportation Commission has again indicated that they will not be funding the Shuttle Program this year, and encouraged the District to fund the program out of regular revenues.

The Santa Cruz Seaside Company has declined to fund the program beyond their contribution of \$725. They stressed that they wanted to support the program from a community perspective, but it was not feasible from a business perspective. They support transportation by providing free rides for their employees, sponsor a late night bus, and are looking into an employee shuttle for parking. They also stated that they pay \$150,000 in parking taxes that goes to the City General Fund.

The Santa Cruz Convention and Visitors Council relayed that they were unable to commit any financial assistance but willing to provide in-kind services to the program. They will promote the program on their web site and distribute information from all of their centers. They will also be distributing tourist information on the buses.

The Downtown Association of Santa Cruz is similarly unable to offer any financial assistance for the program this year. They have also agreed to work with their members to promote the program this summer.

The Santa Cruz Chamber of Commerce stated that they had no discretionary funds to put to the project. The Chamber stated they will help market and promote the shuttle for us and that they will absorb those in-kind costs.

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

The current funding deficit is \$4,224. The District share of the program is \$10,488.

#### **V. ATTACHMENTS**

- Attachment A:** Financial Arrangements from Last Year
- Attachment B:** Letter from SCCRTC
- Attachment C:** Letter from Downtown Association of Santa Cruz
- Attachment D:** Letter from Santa Cruz Convention and Visitors Council



**SANTA CRUZ BEACH SHUTTLE**

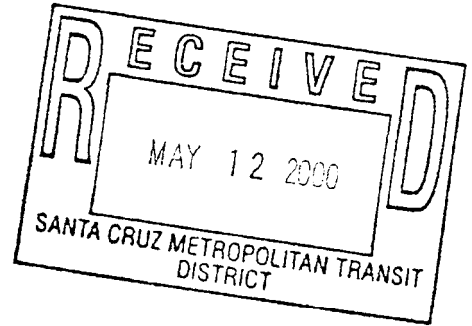
	<b>Last Year</b>	<b>%</b>	<b>This Year</b>	<b>Committed</b>
Cost of Program	\$ 28,000		\$35,900	
Cost of Wrap			\$ 9,700	
			<b>TOTAL COST</b>	
			\$45,600	
			<i>Funds available</i>	\$ 41,376
City of Santa Cruz	\$ 16,000	57%		\$ 30,163
SCCRTC	\$ 5,000	18%		-0-
Boardwalk	\$ 495	2%		725
SCMTD	\$ 6,505	23%		\$ 10,488
			<i>Funds Required</i>	\$ 4,224

## SANTA CRUZ COUNTY REGIONAL TRANSPORTATION COMMISSION

23 PACIFIC AVENUE, SANTA CRUZ, CALIFORNIA 95060-3911 (831) 460-3200 FAX 1831) 460-3215 OR (831) 471-1290

SERVICE AUTHORITY  
FOR FREEWAY  
EMERGENCIES  
(SAFE)

May 9, 2000



CONGESTION  
MANAGEMENT  
AGENCY

Les White  
General Manager  
SCMTD  
370 Encinal Street, Suite 100  
Santa Cruz, CA 95060

COMMUTE  
SOLUTIONS

RE: REQUEST FOR CONTRIBUTION TO SANTA CRUZ BEACH  
, SHUTTLE

TRANSPORTATION  
POLICY COMMITTEE

Dear Mr. White:

RAIL OVERSIGHT  
COMMITTEE

In response to your second request for financial participation by the Santa Cruz County Regional Transportation Commission in the Santa Cruz Beach Shuttle program, the SCCRTC decided at its May 4, 2000 meeting to continue to decline the request.

BUDGET &  
ADMINISTRATION  
PERSONNEL  
COMMITTEE

The SCCRTC suggests that SCMTD utilize its excess sales tax revenues, allocated Transportation Development Act (TDA) funds, or other funds to incorporate the Beach Shuttle into its annual operating budget.

INTERAGENCY  
TECHNICAL  
ADVISORY  
COMMITTEE

If you have any questions, please contact me.

Sincerely,

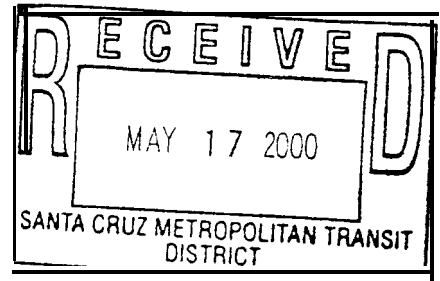
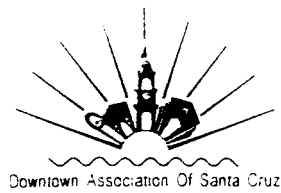
A handwritten signature in black ink, appearing to read "Linda Wilshusen".

Linda Wilshusen  
Executive Director

BICYCLE COMMITTEE

ELDERLY & DISABLED  
TRANSPORTATION  
ADVISORY COMMITTEE

s:\corresp\bsconltr2  
cc: City of Santa Cruz City Manager



May 12, 2000

Mark Dorfman  
Metro Transit District  
370 Encinal St., Ste 100  
Santa Cruz, Ca 95060

Dear Mr. Dorfman:

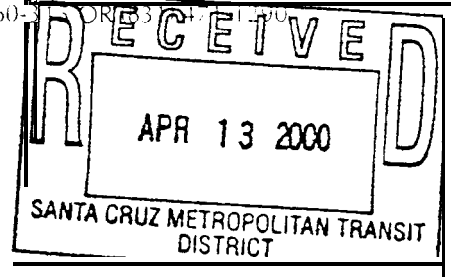
On behalf of the Downtown Association, I would like to thank the Santa Cruz Metro Transit District and City of Santa Cruz for their efforts to reduce congestion in Santa Cruz by funding the Beach Shuttle. The 25,363 rides to beach goers is an impressive number and will likely increase this year.

Being a non-profit agency that regularly solicits funds for its own operation, I regret to inform you that the Downtown Association does not have the ability to fund nor develop a fundraising strategy for the additional \$6,455 needed to operate the Beach Shuttle. Although we can not offer financial assistance, the Downtown Association can offer support help by encouraging its membership to inform customers and work with local media to develop an advertising campaign to promote the program.

The Downtown Association believes that the shuttle program has a great deal of potential for success. We welcome the opportunity to be included in planning sessions for the operation, funding and promotion of the program in the future.

Sincerely,

Peter Eberle  
Executive Director



April 11, 2000

SERVICE AUTHORITY  
FOR FREEWAY  
EMERGENCIES  
SAFE

CONGESTION  
MANAGEMENT  
AGENCY

COMMUTE  
SOLUTIONS

Les White  
General Manager  
SCMTD  
370 Encinal Street, Suite 100  
Santa Cruz, CA 95060

RE: REQUEST FOR CONTRIBUTION TO SANTA CRUZ BEACH  
SHUTTLE

TRANSPORTATION  
POLICY COMMITTEE

Dear Mr. White:

RAIL OVERSIGHT  
COMMITTEE

In response to your letter requesting financial participation by the Santa Cruz County Regional Transportation Commission in the Santa Cruz Beach Shuttle program, the SCCRTC decided at its April 6, 2000 meeting to decline the request.

BUDGET &  
ADMINISTRATION  
PERSONNEL  
COMMITTEE

If you have any questions, please contact me.

INTERAGENCY  
TECHNICAL  
ADVISORY  
COMMITTEE

Sincerely,

A handwritten signature in black ink, appearing to read "Linda Wilshusen".

Linda Wilshusen  
Executive Director

BICYCLE COMMITTEE

s:\corresp\bsconltr  
cc: City of Santa Cruz City Manager

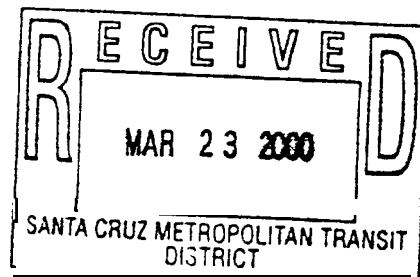
ELDERLY & DISABLED  
TRANSPORTATION  
ADVISORY COMMITTEE



CONFERENCE & VISITORS COUNCIL  
1211 Ocean Street, Santa Cruz, CA 95060  
831-425-1234 • Fax 831-425-1260  
www.santacruzca.org

March 17, 2000

Mr. Mark Dorfman  
Assistant General Manager  
Santa Cruz Metropolitan Transit District  
370 Encinel, Suite 100  
Santa Cruz, CA 95060



Dear Mark:

A few questions came up at the last Beach Shuttle meeting regarding this year's program and the CVC's role. I thought it would be helpful for you know what we will be able to provide in terms of support.

As Dottie Bella mentioned at the meeting the CVC has recently relocated its main visitors center to 1211 Ocean Street. This should be of great benefit to the Shuttle program as the CVC would be happy to provide information about the shuttle schedules and parking to visitors in advance of their passing the main parking area at the County building. The Transit District may want to consider having a vertical banner installed in the median directly across from the Visitors Center alerting drivers to "SHUTTLE INFORMATION" availability.

Although the CVC is no longer running or staffing a visitor center at the Ocean Street Kiosk (given its two-block proximity to the Main Visitors Center) in front of the County Building, I don't imagine it would be a problem to have shuttle materials available in brochure racks or posted in windows.

Last year, in order to help boost promotional efforts, the CVC helped to fund some of the out-of-area advertising of the Beach Shuttle in conjunction with the City of Santa Cruz. Although we were happy to be supportive for the program's initial kick-off, we don't generally advertise to market areas that are primarily day trip visitation. Additionally, we are not in a financial position to provide a cash contribution this year. We have, however, planned to provide a number of in-kind services and communicate information with the local tourism industry about this important program as effectively as possible.

*Our beaches are just the beginning!*

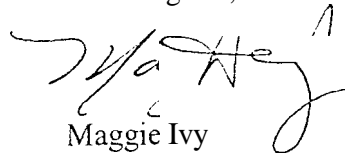


The CVC would be pleased to:

- *PROVIDE LODGING FACILITIES WITH SHUTTLE INFORMATION VIA THE CVC'S WEEKLY EVENT HOT PICKS PUBLICATION AND LODGING AVAILABILITY ALERTS (ONGOING THROUGH SEASON)*
- *DISTRIBUTE PROMOTIONAL MATERIALS SCMTD DEEMS APPROPRIATE TO VISITOR SERVING BUSINESSES AND FACILITIES*
- *FEATURE SHUTTLE INFORMATION ON THE HIGHLY TRAFFICKED CVC VISITOR WEB SITE- WITH DIRECT HYPERLINK TO SCMTD WEB SITE*
- *PROVIDE COLOR ADVERTISEMENT FOR SHUTTLE FEATURED IN 2000 TRAVELER'S GUIDE (\$900 VALUE)*
- *POST SHUTTLE SCHEDULE AND INFORMATION IN MAIN VISITORS CENTER AND DISTRIBUTE ANY COUPONS PROVIDED*
- *PROVIDE SHUTTLES WITH ONGOING SUPPLY OF 2000 SANTA CRUZ COUNTY TRAVELER'S GUIDES FOR DISTRIBUTION*

Please let me know when the next meeting date is set as I would like to participate and be of assistance. I would also like to offer the CVC's conference room should you need a meeting location.

Best Regards,



Maggie Ivy  
CEO/ Executive Vice President

Cc: Dick Wilson, City of Santa Cruz  
Matt Farrell, City of Santa Cruz

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

**DATE:** May 19, 2000

**TO:** Board of Directors

**FROM:** Les White, General Manager

**SUBJECT: CONSIDERATION OF STRATEGY FOR SCMTD/VTA MEETING REGARDING HIGHWAY 17 IMPROVEMENTS**

## I. RECOMMENDED ACTION

That the Board of Directors authorize the Chair to transmit a letter to the Chair of the Valley Transportation Authority Board of Directors, requesting a joint meeting to discuss Highway 17 Transit Service Improvements.

## II. SUMMARY OF ISSUES

- Santa Cruz Metro and the Valley Transportation Authority currently fund the Highway 17 Transit Service through a Joint Powers Authority (JPA).
- The recently completed Highway 17 study indicated the need for expanded service on the Highway 17 corridor.
- Santa Cruz Metro has received numerous requests for expanded service on the Highway 17 corridor.
- Citizen request for expanded service, include additional destinations in both Santa Cruz County and Santa Clara County.
- Highway 17 service improvements will require additional funding from both Metro and VTA.
- A joint meeting involving members of both transit systems Board of Directors can establish a process for considering, prioritizing and funding needed for Highway 17 Transit Service improvements.

## III. DISCUSSION

The Santa Clara Valley Transportation Authority and the Santa Cruz Metropolitan Transit District have operated the Highway 17 service since late 1989 after the Loma Prieta Earthquake damage imposed travel restrictions on the corridor. The service has been consistently popular with individuals living in Santa Cruz County and commuting to Santa Clara County. The ability of both transit agencies to expand service has been limited in the past by financial resources available, privatization requirements and fleet limitations. Additionally, objections from former

private bus operators restricted the ability of the transit agencies to extend service from Scotts Valley to the Santa Cruz Metro Center.

In 1999, Metro took over direct operation of the Highway 17 service. The Joint Powers Authority Agreement between the two agencies was modified to reflect the transition in operations. Current ridership on the Highway 17 service is stable. In order to increase ridership an aggressive marketing/promotion program and service expansion needs consideration. As the cost associated with the Highway 17 service are shared between Metro and VTA, it is appropriate that both parties engage in discussions to formulate strategies. At the present time, staff members from the two transit agencies meet regularly. However, there has not been a meeting of members of the two Boards of Directors.

Metro staff recommends that the Board authorize the Chair to send a letter to the Chair of the VTA Board requesting a meeting involving representatives of the two Boards for the purpose of establishing a policy level form for considering future Highway 17 improvements, as well as considering the establishment of an aggressive marketing/promotion program.

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

Approval of the staff recommendation will not have a direct financial impact on the Santa Cruz Metro budget.

#### **V. ATTACHMENTS**

**Attachment A: Roster-Valley Transportation Authority Board of Directors**





**BOARD OF DIRECTORS**

**January 2000**

**Blanca Alvarado, Chairperson**  
**Manuel Valerio, Vice Chairperson**

**GROUP 1**

City of San Jose

**Cindy Chavez**  
**Ron Gonzales**  
**Margie Matthews**  
**Charlotte Powers**  
**Alice Woody**  
**Linda J. LeZotte, Alternate**

**GROUP**

City of Los Altos  
Town of Los Altos Hills  
City of Mountain View  
City of Palo Alto  
city of Santa Clara  
City of Sunnyvale

**Nancy Noe**  
**Sandra Eakins, Alternate**  
**Judy Nadler**  
**Manuel Valerio**

**GROUP 3**

City of Campbell  
City of Cupertino  
Town of Los Gatos  
City of Monte Sereno  
City of Saratoga

**Jane P. Kennedy, Alternate**

**Jack Lucas**

**GROW 4**

City of Goy  
City of Milpitas  
City of Morgan Hill

**Thomas Springer, Alternate**

**Dennis Kennedy**

**GROUP**

county of Santa Clara

**Blanca Alvarado**  
**Pete McHugh**  
**Jim Beall, Jr., Alternate**

**Ex-Officio**

Metropolitan Transportation Commission

**Jim Beall, Jr.**  
**John McLemore**

Board of Directors meet the first Thursday of the month at 6:00 p.m. in the Board Chambers,  
70 West Hedding Street, San Jose, California

Please address all correspondence do:

**Office of the Board Secretary**  
**Santa Clara Valley Transportation Authority**  
**3331 N. First Street, Bldg. B-2**  
**San Jose, CA 95134-1906**  
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Board-Revised 12/29/99

16-A-1

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

**DATE:** May 19, 2000

**TO:** Board of Directors

**FROM:** Kim Chin, Manager of Planning and Marketing

**SUBJECT: CONSIDER SERVICE IMPROVEMENTS IN THE WATSONVILLE-CAPITOLA-SANTA CRUZ-UCSC CORRIDOR**

## I. RECOMMENDED ACTION

Staff recommends that the Board approve service improvements for FY 00-01 totaling \$132,000 per year to restore ontime performance to the Watsonville-Aptos-Capitola-Live Oak-Santa Cruz Route 69 corridor, as well as Route 1 University.

## II. SUMMARY OF ISSUES

- The Route 69 corridor from Watsonville to Santa Cruz forms the “backbone” of the District’s inter-city service.
- Route 69 carries 50 passengers per hour, and Route 1 carries 80 passengers per hour, making these two routes the busiest in the system.
- In 1994, the District, facing revenue shortfalls, cut service on this corridor which saved \$375,000 in operating cost per year.
- Since 1994, ridership systemwide has increased by 18%, and this increase has had a heavy impact on the Route 69-Route 1 corridor.
- Increases in ridership cause increases in running time, because buses make more stops to board and deboard passengers, and dwell longer at each stop to load more passengers.
- Traffic increases and traffic mitigation measures, such as the reduction of Soquel Avenue to one lane, have also increased running time.
- With the Mission Street widening project, as well as major roadwork on the Capitola Road corridor, adding running time and recovery time to the Route 69-Route 1 corridor is essential.
- When a bus arrives late from one trip, the departure of the next trip is delayed, and a ripple effect occurs, with each bus getting further and further behind schedule throughout the day.
- District ontime performance data show this route running behind schedule consistently during peak hours.

- This service improvement will make possible the operation of the District's service in a way that allows passengers to make transfer connections in a timely way.

### III. DISCUSSION

This service improvement will add recovery time to the buses that operate Route 69 (Santa Cruz-Capitola), 69W (Santa Cruz-Watsonville), Route 1 High and Laurel, and Route 54 Aptos/La Selva Beach to restore ontime performance. Two extra buses will be brought into service, so that routes have a longer recovery time during the a.m. and p.m. peak periods. The only route departure times that will be adjusted are the Route 69 departures from Metro Center in the afternoon, where Route 69 departures will shift as follows.

<u>Current Route 69 departures from Metro Center</u>	<u>Revised Departures from 12:15 p.m. on</u>
:07 (69W)	:00 (69W)
:22	:15
:37 (69W)	:30 (69W)
:52	:45

Route 69 morning departure times will not change.

Route 69 buses that are inbound from Capitola Mall in the afternoon will have arrival times at Metro Center adjusted.

There will be additional recovery time between the arrival of Route 1 and the next departure of Route 69 in the afternoons, although the running time of Route 1 in the public timetable will not be changed.

Except for the changed departure and arrival of Route 69, these changes are mainly transparent to the public.

The Service Review Committee unanimously recommended this project for implementation. The 1994 service reductions on this corridor, combined with the substantial increases in ridership, have had a crippling effect on its ontime performance. Although there are many service improvement projects that are still awaiting funding, the Committee felt that it is essential that we fix this primary route corridor before we add other service. Although this corridor already shows significant schedule adherence problems, those problems will be intensified by the Mission Street widening project, as well as the Capitola Road improvements that will begin construction soon. The implementation of this project will address these anticipated schedule delays.

This project has been on the Service Review Committee's list for more than three years, but has been postponed each year in deference to other pressing service needs. Implementation has become critical, in light of the existing schedule adherence problems and the anticipated construction projects.

The District has experimented with variable departure times previously, on the Live Oak routes. Passengers have expressed appreciation for the variable departure times during peak periods, because they know that the bus will depart reliably at its scheduled time.

Direct, no-transfer service will still be available during the morning for trips on Route 69 and 69W to Route 1.

If approved, the project will be implemented in September 2000.

The Service Review Committee will also meet in the near future to revise the Route 1 University backup service for the fall, so that more service is provided in the time given.

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

\$150,000 has been budgeted for service improvements for FY 2000-2001. This project will cost \$132,000 per year.

#### **V. ATTACHMENTS**

There are no attachments.

Prepared by: Linda S. Fry, Service Planning Supervisor

LSF/prf

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

**DATE:** May 12, 2000

**TO:** Board of Directors

**FROM:** Tom Stickel, Manager of Fleet Maintenance

**SUBJECT: CONSIDERATION OF AWARD OF CONTRACT FOR FURNISHING PORTABLE VEHICLE HOISTS AND ASSOCIATED BUDGET AMENDMENT**

## **I. RECOMMENDED ACTION**

District staff is recommending that the Board authorize the General Manager to enter into a contract with Stertil-Koni for furnishing portable vehicle hoists, and that the necessary budget amendment be made to transfer funds from excess sales tax revenues.

## **II. SUMMARY OF ISSUES**

- The District has a need to purchase portable vehicle hoists for maintenance of District vehicles.
- The District sent out an Invitation for Bids, 99-21, and received responses from five firms to provide portable vehicle hoists.

## **III. DISCUSSION**

On March 27, 2000, an Invitation for Bid, 99-21, was mailed out to several vendors and legally advertised. Bids were received from five responsive bidders. They are: Stertil-Koni, Peterson Hydraulics Inc, Ferris Hoist & Repair Inc, Seafac Lift & Equipment Corporation, and Automotive Resources Inc. The lowest responsive bidder was Stertil-Koni. A summary of the bids received is attached.

A budget amendment is required for this purchase. The funds will come from excess sales tax revenues.

## **IV. FINANCIAL CONSIDERATIONS**

The lowest bid total received from Stertil-Koni was \$ 50,750.28, based on the unit prices listed in IFB 99-21. A budget amendment is required to budget the necessary funds.

## **V. ATTACHMENTS**

**Attachment A:** Summary of bids, IFB 99-21

**ATTACHMENT A**

**Summary of bids for IFB 99-21, Portable Vehicle Hoists**

<b>Stertil- Koni, Baltimore, MD</b>	<b>\$50,750.28</b>
<b>Seafac Lift &amp; Equipment Corp, Baltimore, MD</b>	<b>\$53,244.00</b>
<b>Peterson Hydraulics, Inc., Gardena, CA</b>	<b>\$54,780.00</b>
<b>Automotive Resources Inc., Fairfax, VA</b>	<b>\$64,341.00</b>
<b>Ferris Hoist &amp; Repair Inc., Milpitas, CA</b>	<b>\$67,412.52</b>

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

**DATE:** April 19, 2000

**TO:** Board of Directors

**FROM:** Bryant J. Baehr, Manager of Operations



**SUBJECT:** AMENDED - AWARD OF SECURITY CONTRACT

## I. RECOMMENDED ACTION

**Staff is recommending that the General Manager be authorized to execute a contract with Paige's Security Services for the provision of Security Services for a period of three (3) years with optional two (2) one-year extensions.**

## II. SUMMARY OF ISSUES

- In July 1997 the Transit District entered into an agreement with 1<sup>st</sup> Alarm for the provision of Security Services.
- Security firms are used by the Transit District for physical security (Metro Center / other locations) and the processing of passenger fares.
- A Request for Proposals was initiated and four (4) security firms submitted proposals for the security function.
- An interview / evaluation process was conducted on May 4, 2000.
- As a result of the interview / evaluation process, Paige's Security Services ranked the highest of the four (4) firms.
- Paige's Security Services is a certified DBE.

## III. DISCUSSION

In July 1997, the Transit District entered into an agreement with First Alarm for the provision of Security Services. This agreement was for a period of three (3) years expiring on June 30, 2000. On March 28, 2000 the Transit District solicited Requests for Proposals (RFP's) from security firms which may be interested in providing security services to the Transit District. On April 27, 2000, the Transit District received four (4) responses. The security firms that responded were National Security, Paige's Security, First Alarm and Bums International.

The Transit District has the need for security services in two (2) principle areas. They are: Physical Security and Revenue Security. Physical security encompasses the Metro Center, Scott's Valley Transit Center and special events such as First Night and Halloween.

Revenue Security encompasses our revenue collection efforts and the counting / processing of passenger fares.

An interview and evaluation with the interested security firms was held on May 04, 2000. The evaluation process scored each firm on the following criteria: experience of the firm, responsiveness of the proposal, price, DBE status and the management team and site supervisor proposed. **As** a result, Paige's Security Services scored the highest through the interview and evaluation process. Paige's Security Services is a certified DBE.

**At the May 12, 2000 Board of Directors meeting, several directors asked for supplemental information concerning the local experience of the security companies that submitted proposals and their overall costs. Attached for your review is the information requested.**

**Also attached is a revised interview / evaluation of the security firms. After reviewing the Request for Proposals and the interview / evaluation document, it became apparent that cost should have been more of a determining factor and that DBE status should not have been included in the point assessment. DBE criteria was mistakenly left out of the RFP and should not have been part of the interview / evaluation process. The District does evaluate potential vendors on their DBE status, however, this criteria must be included in the RFP. In this case it was not. Therefore, references to a company's DBE status have been removed from the evaluation form.**

**A meeting was scheduled on Wednesday May 17, 2000 with Ms. Judy Souza – Base Superintendent, Mr. Roy Brogdon – Revenue Collection Supervisor and Mr. Felomino Malate – Santa Cruz Police Department. This was the original team that interviewed / evaluated the security companies and ranked them accordingly. The team applied the revised criteria and is recommending Paige's Security Services.**

Staff is recommending that the General Manager be authorized to enter into a three (3) year agreement with two (2) one-year extension options with Paige's Security Services for the provision of security services.

#### **FINANCIAL CONSIDERATIONS**

The first year cost for security services will be \$270,965.76. Each additional year the cost can increase by a percentage formula not to exceed the Bay Area Consumer Price Index.

#### **Iv. ATTACHMENTS**

- Attachment A: Results of evaluation process (security firms)**
- Attachment B: Security Services Proposal – Local Experience**
- Attachment C: Security Services Proposal - Costs**



RESULTS OF EVALUATION PROCESS  
(Security firms - Revised)

Company	Total points possible	Experience of Firm	Responsiveness to proposal	Price	Management Team and Supervisor proposed	Total Points
First Alarm	255	50	48	75	37	210
<b><u>Paige's</u></b>	<b><u>255</u></b>	<b><u>54</u></b>	<b><u>58</u></b>	<b><u>51</u></b>	<b><u>58</u></b>	<b><u>221</u></b>
Burns	255	28	33	45	30	136
National	255	30	35	60	34	159

**Attachment B**

Security Services Proposal – Local experience

**First Alarm - Local References**

County of Santa Cruz

- Dept. Of Public Works
- Human Resource Agency
- Sheriff's Office
- County Service Areas (#2 & #3)
- Redevelopment Agency
- Dept. Of Parks-Open spaces & Cultural Services

Santa Cruz Downtown Management Association

- Host Program, Art & Wine Festival
- First Night Santa Cruz

City of Santa Cruz

- Police Department
- Parking Division
- Parks & Recreation

City of Scotts Valley

Police Department

- Santa Cruz City School District
- Plantronics-Segate Technology
- West Coast Santa Cruz Hotel (Dream Inn)
- REMI Company
- Tech 5 Corp/ Scotts Valley High School
- Santa Cruz Biotechnology
- Pajaro Valley Unified Schools
- Marc Monte Foundation
- Holiday Inn
- PG&E
- Nob Hill Center

**Attachment B (Cont)**

**National Security Industries – Local References**

- Hertz Rent A Car – San Jose
- Eberts Properties – Santa Cruz
- J.R. Parrish – Santa Cruz
- Slatter Construction – Santa Cruz
- Watkins Motor Lines – San Jose
- Concentric Networks – San Jose

**Paige's Security Services – Local References**

- General Services Administration
- VA Medical Clinics
- The State Department
- Nob Hill
- Raley's
- Monterey / Salinas Transit
- Aerotherm
- Laguna Seca Raceway
- Pebble Beach Corporation
- NBA All Stars
- Fairmont Hotel San Francisco
- Monterey Fair Grounds
- Monterey Conference Center
- The Morgan Hill Mushroom Festival
- The Livermore Honey Festival
- The Castroville Artichoke Festival
- Monterey Peninsula Unified Schools
- MSI Properties
- Salinas Air Show
- PG&E
- Duke Energy
- Sherwood Hall – Salinas

**Burns – Local References**

- Watsonville Hospital (Just received contract)

10-21

**Security Services Proposal – Costs**

Contractor	Billing Rate – Supervisor	Billing Rate – Guard	*Total Yearly Billing Supv.	**Total Yearly Billing Guard	Total Yearly Cost
First Alarm	\$17.55	\$15.60	\$36,504	\$220,646	\$257,150
National Security	\$19.95	\$15.95	\$41,496	\$225,596	\$267,092
Paige's Security	\$18.82	\$16.39	\$39,145	\$231,870	\$270,965
Burns International	\$21.17	\$16.14	\$44,033	\$228,284	\$272,317

\*Supervisor hours calculated at 40 per week or 2080 per year

\*\*Guard hours calculated at 272 per week or 14,144 per year

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

**DATE:** May 19, 2000

**TO:** Board of Directors

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

**SUBJECT: AUTHORIZATION TO RENEW SAN JOSE STATE UNIVERSITY  
CONTRACT FOR SUBSIDY OF HIGHWAY 17 EXPRESS**

## I. RECOMMENDED ACTION

**The purpose of this agenda item is to authorize the General Manager to negotiate and execute an extension to the Purchase of Service Agreement with San Jose State University for the continuation of two (2) evening trips on the Highway 17 Express should the University desire to continue the Agreement.**

## II. SUMMARY OF ISSUES

- The District has a Purchase of Service agreement with San Jose State University for two late night trips on Highway 17. This agreement has been extended on a regular basis by the University to continue the project.
- The ridership has continued to remain fairly steady and is well utilized.
- University staff is pleased with the service, but a policy level decision is required to continue the contract.
- This action will allow the District to respond in a timely manner.

## III. DISCUSSION

In January of 1994, the District entered into a Purchase of Service Agreement with San Jose State University to fund two evening trips on the Highway 17 Express. Each year, San Jose State University has continued the program. It was modified in August of 1994 to only provide service Monday through Thursday, the days San Jose State is in service.

The Highway 17 Express is a jointly funded service paid for by both the Santa Clara and Santa Cruz Transit Districts. Funding is provided through a JPA, with both parties sharing the deficit. Prior to the agreement, the last bus leaving the San Jose State University campus was at 8:00 p.m., leaving students taking evening classes without a transit alternative. Over the years there have been requests to add later service, but financial constraints have prevented this from occurring.

Passenger counts are taken on these trips and the revenue attributable to them is credited to the

cost of the service. While San Jose State staff is pleased with the service, the cost of the program continues to remain a concern to them. It will be necessary for the administration at the university to make a policy level decision as to whether to continue the service for the Fall Term. The action requested today will authorize the General Manager to extend the Purchase of Service Agreement with San Jose State University should the university wish to continue funding the agreement. This contract was approximately \$26,000 for the past year. Since the District began operating this service in-house, we operate these trips five days a week, and San Jose State subsidizes the Monday through Thursday trips.

**IV. FINANCIAL CONSIDERATIONS**

Should the University continue the funding agreement, these funds will offset the deficit on the Highway 17 Express.

**V. ATTACHMENTS**

**Attachment A:** None

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

**DATE:** May 19, 2000

**TO:** Board of Directors

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

**SUBJECT: REQUEST AUTHORIZATION TO USE STATE CONTRACT FOR PURCHASE OF PARATRANSIT VANS**

## I. RECOMMENDED ACTION

**It is recommended that the Board authorize the General Manager to use the State Procurement Process for these vehicles.**

## II. SUMMARY OF ISSUES

- The Transit District has funding for Paratransit Vans.
- The State of California recently bid for Modified Mini-Vans and Paratransit Buses.
- The Federal Circular that governs procurement for federally funded purchases encourages joint purchasing.
- The District would like to be able to use the State Contract for this procurement.
- Vehicles will be gasoline-powered.

## III. DISCUSSION

The District has received funding for Paratransit Vans in the amount of \$300,000. These grant funds will allow for the purchase of up to seven (7) Paratransit vans.

Each year the State of California prepares a bid for Modified Mini-Vans and Paratransit Buses. This is to assist smaller agencies in complying with all the federal requirements. Additionally, this process allows for better pricing than the District would normally get due to the overall quantities. Another benefit to the District is that the State of California will inspect the vehicles for an additional fee, which is also cheaper than utilizing a separate contractor.

The federal government encourages grant recipients to utilize interlocal purchasing agreements whenever it is practical as a means of saving money. In this instance, since the State is doing this for FTA funded vehicles, the procurement will fully qualify by containing all of the federal clauses. There will be additional administrative fees to cover the State's expenses as part of the procurement process. These fees are not known at this time. Any options required by the

District will be provided at dealer cost plus a mark-up as per the terms and conditions of the State Bid.

In order to consider using the State Procurement Process for these vehicles, the first step is to pass the resolution that is attached to this report. This will allow the District to procure these vehicles using the State Contract. It is therefore recommended that the Board approve the resolution and authorize staff to proceed with this purchase using the State Contract. Further, it is recommended that these vehicles continue to be gasoline-powered, as they have in the past. This is for several reasons, first the facilities do not exist for fueling, second, they are to be contracted out to other operators who are not familiar with alternative fuels, and lastly the budget for these vehicles was based on a gasoline fuel source. It is important for this project to proceed to add additional capacity for the ADA Paratransit System.

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

Funds are available in the Capital Budget for this purchase. Use of the State Contract will expedite the purchasing process and, through volume purchasing, result in lower prices.

#### **V. ATTACHMENTS**

**Attachment A:** Resolution



**ATTACHMENT A**

**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 BOARD OF DIRECTORS  
OF THE SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
AUTHORIZING THE DEPARTMENT OF GENERAL SERVICES  
OF THE STATE OF CALIFORNIA TO PURCHASE PARATRANSIT  
VEHICLES ON BEHALF OF THE DISTRICT**

**WHEREAS**, the Board of Directors of the Santa Cruz Metropolitan Transit District (District) does hereby authorize the Office of Procurement, Department of General Services of the State of California to purchase minivans to be used for paratransit services, for and on behalf of the District pursuant to Section 10324, Public Contract Code, and that the General Manager, is hereby authorized and directed to sign and deliver all necessary requests and other documents in connection therewith for and on behalf of the District.

**PASSED AND ADOPTED** this \_\_\_\_\_ day of May 2000, by the following vote:

- AYES:** Directors -
- NOES:** Directors -
- ABSTAIN:** Directors -
- ABSENT:** Directors -

**APPROVED** \_\_\_\_\_  
Jan Beautz  
Chairperson

**ATTEST** \_\_\_\_\_  
LESLIE R. WHITE  
General Manager

**APPROVED AS TO FORM:**

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