

**** REVISED ****



**BOARD OF DIRECTORS REGULAR MEETING AGENDA
AUGUST 13, 2010 (Second Friday of Each Month)
SANTA CRUZ CONFERENCE ROOM
110 VERNON STREET
SANTA CRUZ, CALIFORNIA
9:30 A.M. – 11:00 A.M.**

THE AGENDA PACKET FOR THE BOARD OF DIRECTORS MEETING CAN BE FOUND ONLINE AT WWW.SCMTD.COM OR AT SANTA CRUZ METRO'S ADMINISTRATIVE OFFICES LOCATED AT 110 VERNON STREET, IN SANTA CRUZ, CALIFORNIA

NOTE: THE BOARD CHAIR MAY TAKE ITEMS OUT OF ORDER

SECTION I: OPEN SESSION - 9:30 A.M.

1. ROLL CALL
2. ORAL AND WRITTEN COMMUNICATION TO THE BOARD OF DIRECTORS
3. LABOR ORGANIZATION COMMUNICATIONS
4. ADDITIONAL DOCUMENTATION TO SUPPORT EXISTING AGENDA ITEMS

CONSENT AGENDA

- 5-1. APPROVE PRELIMINARILY APPROVED CLAIMS FOR THE MONTH OF MAY 2010
- 5-2. ACCEPT AND FILE MONTHLY BUDGET STATUS REPORT FOR MAY 2010
- 5-3. CONSIDERATION OF TORT CLAIMS: REJECT THE CLAIM OF NESLY PACHECO, #10-0019; REJECT THE CLAIM OF JOE BLAIR, #10-0020; REJECT THE CLAIM OF JOSE NIETO JUAREZ, #10-0021; REJECT THE CLAIM OF MARIO DE LA GARZA, #10-0023
- 5-4. ACCEPT AND FILE THE METRO ADVISORY COMMITTEE (MAC) MINUTES OF FEBRUARY 17, 2010
- 5-5. ACCEPT AND FILE RIDERSHIP AND PERFORMANCE REPORT FOR MAY 2010
- 5-6. ACCEPT AND FILE HIGHWAY 17 STATUS REPORT FOR MAY 2010
- 5-7. ACCEPT AND FILE UNIVERSITY OF CALIFORNIA, SANTA CRUZ MONTHLY SERVICE REPORT FOR THE MONTH OF MAY 2010

- 5-8. ACCEPT AND FILE METROBASE PROJECT STATUS REPORT
- 5-9. APPROVE REGULAR BOARD MEETING MINUTES OF JUNE 11 AND 25, 2010
- 5-10. ACCEPT AND FILE MINUTES REFLECTING VOTING RESULTS FROM APPOINTEES TO THE SANTA CRUZ COUNTY REGIONAL TRANSPORTATION COMMISSION FOR THE MAY 2010 MEETING(S)
- 5-11. CONSIDER APPROVAL OF RECLASSIFICATION OF MECHANIC SERIES OF CLASS SPECIFICATIONS
- 5-12. CONSIDERATION OF AN AMENDMENT TO THE CONTRACT WITH MAINTSTAR INC. FOR ADDITIONAL PROGRAMMING REQUIREMENTS, ADDITIONAL ON-SITE TRAINING, AND ONSITE TECHNICAL SUPPORT DURING SYSTEM STARTUP FOR AN AMOUNT NOT TO EXCEED \$21,176
- 5-13. CONSIDERATION OF A RESOLUTION AUTHORIZING SUBMITTAL OF A REVISED TRANSPORTATION DEVELOPMENT ACT (TDA)/STATE TRANSIT ASSISTANCE (STA) CLAIM FOR FY11 STA FUNDS
- 5-14. CONSIDERATION OF DISPOSAL OF ASSETS
- 5-15. RATIFY PAYMENT MADE FOR ANNUAL RENEWAL OF PROPERTY INSURANCE COVERAGE FOR FY11
- 5-16. CONSIDERATION OF DESIGNATING METRO'S HUMAN RESOURCES MANAGER AS METRO'S OFFICIAL REPRESENTATIVE TO THE CALIFORNIA STATE ASSOCIATION OF COUNTIES (CSAC) EXCESS INSURANCE AUTHORITY (EIA), THE AUTHORITY
- 5-17. NOTICE OF ACTION TAKEN IN CLOSED SESSION: CLAIM OF KEENAN & ASSOCIATES, #10-0010; CLAIMS OF PHYLLIS DIAS, #10-0008 AND #10-0009
- 5-18. CONSIDERATION OF REVIEW OF METRO'S CONFLICT OF INTEREST CODE TO DETERMINE IF ANY PROPOSED AMENDMENTS ARE NECESSARY
- 5-19. CONSIDERATION OF AN AMENDMENT TO THE CONTRACT WITH WEST BAY BUILDERS, INC. EXTENDING THE CONTRACT EXPIRATION DATE FOR THE METROBASE MAINTENANCE BUILDING TO DECEMBER 31, 2010, WHILE MAINTAINING THE CONSTRUCTION COMPLETION DATE OF AUGUST 30, 2009
- 5-20. CONSIDERATION OF AN AMENDMENT TO THE CONTRACT OF RNL DESIGN, INC. IN THE AMOUNT OF \$12,228.00 FOR ENGINEERING SERVICES REQUESTED BY WEST BAY BUILDERS AND A DEDUCTIVE CHANGE ORDER TO WESTBAY BUILDERS CONTRACT IN THE AMOUNT OF \$12,228.00 FOR THE MAINTENANCE BUILDING COMPONENT OF THE METROBASE PROJECT

- 5-21. CONSIDERATION OF AMENDING CONTRACTS WITH CREATIVE BUS SALES, INC. FOR PURCHASE OF TWENTY-TWO RAISED-TOP PARATRANSIT VANS AND FIVE PARATRANSIT MINI-VANS TO ADD A FIRE TRACE AUTOMATIC FIRE SUPPRESSION SYSTEM, SYNERGY SEAT COVERS AND A TDSS UNDER SEAT TIE DOWN RETRACTOR SYSTEM FOR A TOTAL ADDITIONAL AMOUNT NOT TO EXCEED \$122,540

REGULAR AGENDA

6. PRESENTATION OF EMPLOYEE LONGEVITY AWARDS
Presented by: Vice Chair Robinson
7. CONSIDERATION OF ADOPTING METRO'S PROPOSED DISADVANTAGED BUSINESS ENTERPRISE (DBE) GOAL OF 2.12% FOR FEDERAL FISCAL YEAR 2011 (FFY11) AND THE METHODOLOGY USED TO SET THE GOAL
Presented by: Margaret Gallagher, District Counsel
8. CONSIDERATION OF AUTHORIZING THE GENERAL MANAGER TO EXECUTE A CONTRACT FOR TRANSIT SERVICES WITH THE UNIVERSITY OF CALIFORNIA SANTA CRUZ
Presented by: Leslie R. White, General Manager
9. CONSIDERATION OF AUTHORIZING THE GENERAL MANAGER TO EXECUTE AN AMENDMENT TO EXTEND THE CURRENT CONTRACT FOR TRANSIT SERVICES WITH CABRILLO COLLEGE
Presented by: Leslie R. White, General Manager
10. ORAL ANNOUNCEMENT: THE NEXT REGULARLY SCHEDULED BOARD MEETING WILL BE HELD FRIDAY, AUGUST 27, 2010 AT 9:00 A.M. AT THE WATSONVILLE CITY COUNCIL CHAMBERS, 275 MAIN STREET, 4TH FLOOR, IN WATSONVILLE
Presented by: Vice Chair Robinson
11. REVIEW OF ITEMS TO BE DISCUSSED IN CLOSED SESSION: District Counsel
12. ORAL AND WRITTEN COMMUNICATIONS REGARDING CLOSED SESSION

SECTION II: CLOSED SESSION

1. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION
(Pursuant to Government Code Section 54956.9)
- a. Name of Case: Claim of Juana Raya
- b. Name of Case: Carol Moore v. Santa Cruz Metropolitan Transit District
(Before the Workers' Compensation Appeals Board)

2. CONFERENCE WITH REAL PROPERTY NEGOTIATORS
(Pursuant to Government Code Section 54956.8)

- a. Property: 425 Front Street, Santa Cruz, CA
Negotiating parties: Leslie R. White, Tony Condotti
Suzanne Varco for Greyhound/Transportation
Realty Income Partners L.P., Owner of 425 Front
Street
Under Negotiation: Price and Terms of Payment

3. CONFERENCE WITH LABOR NEGOTIATORS
(Pursuant to Government Code Section 54957.6)

- a. Agency Negotiators: Robyn Slater, Human Resources Manager,
Chief Spokesperson
Angela Aitken, Finance Manager & Acting Assistant
General Manager
1. Employee Organization: United Transportation Union (UTU), Local
23, Fixed Route Division

SECTION III: RECONVENE TO OPEN SESSION

13. REPORT OF CLOSED SESSION

ADJOURN

NOTICE TO PUBLIC

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

When addressing the Board, the individual may, but is not required to, provide his/her name and address in an audible tone for the record.

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

Santa Cruz METRO does not discriminate on the basis of disability. The Santa Cruz Conference Room is located in an accessible facility. Any person who requires an accommodation or an auxiliary aid or service to participate in the meeting, please contact Tony Tapiz at 831-426-6080 as soon as possible in advance of the Board of Directors meeting. Hearing impaired individuals should call 711 for assistance in contacting Santa Cruz METRO regarding special requirements to participate in the Board meeting.

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
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DATE: 05/01/10 THRU 05/31/10

CHECK NUMBER	CHECK DATE	CHECK VENDOR	CHECK AMOUNT	VENDOR NAME	VENDOR TYPE	TRANS. NUMBER	TRANSACTION DESCRIPTION	TRANSACTION AMOUNT	COMMENT
35915	05/03/10	686.00 002876	AA AUTO COLLISION CENTER	33544	OUT RPR REV VEH/PT	686.00			
35916	05/03/10	70.00 001088	ADVANCED MECHANICAL SERVICES	7	BACKFLOW TEST	70.00			
35917	05/03/10	30.81 002828	ALLIED ELECTRONICS	33542	PARTS & SUPPLY/FLT	30.81			
35918	05/03/10	10.46 294	ANDY'S AUTO SUPPLY	0	REV VEH PARTS/FLT	10.46			
35919	05/03/10	4,547.50 247	AUTOMATIC DOOR SYSTEMS, INC.	33526	INSTALL AUTO DOOR/VN	4,547.50			
35920	05/03/10	128.89 E642	BEATTY, TOVE	33548	CAL ACT CONFERENCE	103.71			
				33549	FTA/ARRA WORKSHOP	25.18			
35921	05/03/10	636.08 002189	BUS & EQUIPMENT	33459	REV VEH PARTS/PT	636.08			
35922	05/03/10	100.00 B018	BUSTICHI, DENE	33514	APR 10 BOD MTGS	100.00			
35923	05/03/10	124.51 002898	CEB	33563	CA CIVIL WRIT 4TH UP	124.51			
35924	05/03/10	130.87 172	CENTRAL WELDER'S SUPPLY, INC.	33471	REV VEH PARTS/FLT	130.87			
35925	05/03/10	50.70 667	CITY OF SCOTT'S VALLEY	33421	1/15-3/15/10 SVTC	50.70			
35926	05/03/10	100.00 B014	CITY OF WATSONVILLE	33523	APR 10 BOD MTGS	100.00			
35927	05/03/10	18,627.61 001124	CLEAN ENERGY	33432	LNG 4/14/10	9,630.71			
				33489	LNG 4/11/10	8,996.90			
35928	05/03/10	35.39 001000	DAIMLER BUSES N. AMERICA INC.	33424	REV VEH PARTS/FLT	35.39			
35929	05/03/10	36,188.02 800	DELTA DENTAL PLAN	33546	MAY 10 DENTAL	36,188.02			
35930	05/03/10	29.32 001316	DEVCO OIL	33541	OIL/LUBE/FLT	29.32			
35931	05/03/10	7,544.37 085	DIXON & SON TIRE, INC.	33476	APR TIRES & TUBES/PT	16.00			
				33477	APR TIRES & TUBES/PT	242.87			
				33478	APR TIRES & TUBES/PT	1,212.17			
				33479	APR TIRES & TUBES/PT	226.87			
				33480	APR TIRES & TUBES/FL	1,338.60			
				33481	APR TIRES & TUBES/FL	1,327.14			
				33482	APR TIRES & TUBES/FL	479.44			
				33483	APR TIRES & TUBES/FL	362.82			
				33484	APR TIRES & TUBES/FL	33.00			
				33485	APR TIRES & TUBES/FL	612.41			
				33486	APR TIRES & TUBES/FL	734.18			
				33487	APR TIRES & TUBES/FL	958.87			
35932	05/03/10	1,436.40 001329	DOC AUTO LLC	33449	OUT RPR REV VEH/PT	274.20			
				33450	OUT RPR REV VEH//PT	71.57			
				33451	OUT RPR REV VEH/PT	46.75			
				33452	OUT RPR REV VEH/PT	864.72			
				33453	OUT RPR REV VEH/PT	179.16			
35933	05/03/10	285.00 916	DOCTORS ON DUTY	33554	EMPLOY EXAMS	30.00			
				33555	EMPLOY EXAMS	35.00			
				33556	EMPLOY EXAMS	30.00			
				33557	EMPLOY EXAMS	30.00			
				33558	EMPLOY EXAMS	30.00			
				33559	EMPLOY EXAMS	35.00			
				33560	EMPLOY EXAMS	30.00			
				33561	EMPLOY EXAMS	30.00			
				33562	EMPLOY EXAMS	35.00			
35934	05/03/10	337.00 002388	DOGHERRA 'S	33430	OUT RPR REV VEH/PT	78.00			
				33431	OUT RPR REV VEH/PT	87.00			
				33454	OUT RPR REV VEH/PT	76.00			
				33455	OUT RPR REV VEH/PT	35.00			
				33456	OUT RPR REV VEH/PT	61.00			
35935	05/03/10	758.10 R570	ESQUIRE	33552	DEPOSITION TRANSCRIPT	758.10			

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35936	05/03/10	930.00 432	EXPRESS EMPLOYMENT PROS			33512	TEMP/FLT W/E 4/11	930.00	
35937	05/03/10	150.00 002295	FIRST ALARM			33418	MAR 10 DISPATCH/PT	150.00	
35938	05/03/10	1,112.83 117	GILLIG LLC			33470	REV VEH PARTS/FLT	906.61	
						33493	REV VEH PARTS/FLT	2.74	
						33494	REV VEH PARTS/FLT	203.48	
35939	05/03/10	796.74 001039	GRAFFITI REMOVAL, INC.			33472	REV VEH PARTS/FLT	796.74	
35940	05/03/10	46.82 546	GRANITEROCK COMPANY			33441	RPRS & MAINT/FAC	46.82	
35941	05/03/10	100.00 B023	GRAVES, RON			33515	APR 10 BOD MTGS	100.00	
35942	05/03/10	100.00 B021	HAGEN, DONALD N.		7	33516	APR 10 BOD MTGS	100.00	
35943	05/03/10	78,453.30 001035	HARRIS & ASSOCIATES			33528	PROF SVCS 3/31 MB	78,453.30	
35944	05/03/10	43.06 510A	HASLER, INC.			33423	5/1-5/31 RENTAL/PT	43.06	
35945	05/03/10	50.00 B006	HINKLE, MICHELLE		7	33517	APR 10 BOD MTGS	50.00	
35946	05/03/10	855.99 215	IKON OFFICE SOLUTIONS			33458	1/1-3/31/PT	712.43	
						33532	3/19-4/18 MAINT/ADM	143.56	
35947	05/03/10	806.40 878	KELLY SERVICES, INC.			33429	TEMP/PT W/E 3/28	89.60	
						33460	TEMP/PT W/E 4/4	716.80	
35948	05/03/10	184.38 167	KEYSTON BROTHERS			33468	REV VEH PARTS/FLT	184.38	
35949	05/03/10	235.82 E635	KINSLOW, DEBBIE			33547	CALIP BOD MTG	235.82	
35950	05/03/10	124.00 852	LAW OFFICES OF MARIE F. SANG		7	33507	WORK COMP FEES	124.00	
35951	05/03/10	15,000.00 001303	MAINTSTAR			33417	3/29-4/2/10 TRAINING	15,000.00	
35952	05/03/10	50.00 B025	MARTINEZ, EMILIO		7	33518	APR 10 BOD MTGS	50.00	
35953	05/03/10	428.14 001342	MCW ASSOCIATES, INC.			33420	MAR OUT RPR/PT	428.14	
35954	05/03/10	337.18 041	MISSION UNIFORM			33500	UNIF & LAUNDRY/PT	31.02	
						33501	UNIF & LAUNDRY/FLT	0.81	
						33502	UNIF & LAUNDRY/FLT	8.19	
						33503	UNIF & LAUNDRY/FLT	3.27	
						33504	UNIF & LAUNDRY/FLT	176.19	
						33505	UNIF & LAUNDRY/FLT	69.85	
						33506	UNIF & LAUNDRY/FAC	47.85	
35955	05/03/10	50,325.41 905	MONTEREY SALINAS TRANSIT			33513	UCSC BRT FINAL PAYMT	50,325.41	
35956	05/03/10	49.00 E206	NABOR, GLENN			33540	DMV/VTT FEE	49.00	
35957	05/03/10	8,315.07 001063	NEW FLYER INDUSTRIES LIMITED			33435	REV VEH PARTS/FLT	2,387.12	
						33436	REV VEH PARTS/FLT	2,454.96	
						33437	REV VEH PARTS/FLT	2,443.13	
						33438	REV VEH PARTS/FLT	1,029.86	
35958	05/03/10	2,951.28 002721	NEXTEL COMMUNICATIONS			33415	3/4-4/3/PC	1,493.07	
35959	05/03/10	375.45 043	PALACE ART & OFFICE SUPPLY			33416	2/4-3/3/PC	1,458.21	
						33461	OFFICE SUPPLY/IT	141.75	
						33462	OFFICE SUPPLY/FLT	13.75	
						33463	OFFICE SUPPLY/CS	3.16	
						33464	OFFICE SUPPLY/CS	4.87	
						33465	OFFICE SUPPLY/CS	149.42	
						33466	CR OFFICE SUPPLY/CS	-7.22	
						33467	CR OFFICE SUPPLY/CS	-4.87	
						33533	OFFICE SUPPLY/ADM	70.22	
						33534	OFFICE SUPPLY/ADM	4.37	
35960	05/03/10	100.00 B024	PIRIE, ELLEN		7	33519	APR 10 BOD MTGS	100.00	
35961	05/03/10	467.00 001149	PREFERRED PLUMBING, INC.			33492	EMERG RPR/WTC	467.00	
35962	05/03/10	255.15 001345	PRETORIA TRANSIT INTERIORS			33490	REV VEH PARTS/FLT	255.15	
35963	05/03/10	64.61 882	PRINT SHOP SANTA CRUZ		7	33527	RETURN ADD/VERNON	64.61	

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35964	05/03/10	107A	37.05	PROBUILD		33473	RPRS & MAINT/FAC	30.79	
						33474	RPRS & MAINT/FAC	31.26	
						33475	CR RPRS & MAINT/FAC	-25.00	
35965	05/03/10	001269	120.00	RAY'S UPHOLSTERY	7	33425	OUT RPR REV VEH/PT	120.00	
35966	05/03/10	002094	205.00	RICON CORPORATION		33508	REV VEH PARTS/FLT	205.00	
35967	05/03/10	904	32,330.82	RNL DESIGN		33550	SVCS THRU 2/28 MB	533.32	
						33551	SVCS THRU 2/28 MB	31,797.50	
35968	05/03/10	001098	3,833.05	ROBERT HALF MANAGEMENT RESOURCE		33524	TEMP/FIN W/E 4/9	2,632.00	
						33525	TEMP/RR W/E 4/9	1,201.05	
35969	05/03/10	B022	100.00	ROBINSON, LYNN MARIE		33520	APR 10 BOD MTGS	100.00	
35970	05/03/10	B015	100.00	ROTKIN, MIKE	7	33521	APR 10 BOD MTGS	100.00	
35971	05/03/10	001379	1,416.59	SAFETY-KLEEN		33439	HAZ WASTE DISP	1,152.17	
35972	05/03/10	018	1,056.06	SALINAS VALLEY FORD SALES		33488	REV VEH PARTS/FLT	264.42	
35973	05/03/10	135	280.44	SANTA CRUZ AUTO PARTS, INC.		33457	REV VEH PARTS/PT	1,056.06	
						33497	REV VEH PARTS/FLT	256.50	
						33498	REV VEH PARTS/FLT	5.18	
						33499	REV VEH PARTS/FLT	5.18	
35974	05/03/10	002700	1,871.00	SANTA CRUZ COUNTY		33434	HEALTH PERM/1200B RV	13.58	
35975	05/03/10	079	1,314.84	SANTA CRUZ MUNICIPAL UTILITIES		33537	3/16-4/13 GOLF	1,871.00	
						33538	3/16-4/13 GOLF	1,160.27	
35976	05/03/10	002267	2,500.00	SHAW / YODER / ANTIWIH, INC.		33535	APR 10 LEG SVCS	154.57	
35977	05/03/10	001232	2,468.21	SPECIALIZED AUTO AND		33442	OUT RPR REV VEH/PT	2,500.00	
						33443	OUT RPR REV VEH/PT	149.78	
						33444	OUT RPR REV VEH/PT	372.38	
						33445	OUT RPR REV VEH/PT	238.69	
						33446	OUT RPR REV VEH/PT	120.00	
						33447	OUT RPR REV VEH/PT	592.53	
35978	05/03/10	B017	100.00	STONE, MARK	7	33448	OUT RPR REV VEH/PT	149.78	
35979	05/03/10	002805	2,707.41	TELEPATH CORPORATION		33522	APR 10 BOD MTGS	845.05	
35980	05/03/10	001040	124.41	TERRYBERRY CO., LLC		33469	MAY MAINT/FLT	100.00	
35981	05/03/10	001165	225.00	THANH N. VU MD	7	33529	EMPLOY INCENTIVE	2,707.41	
						33426	EMPLOY EXAM/PT	124.41	
						33427	EMPLOY EXAM/PT	75.00	
						33428	EMPLOY EXAM/PT	75.00	
35982	05/03/10	007	28.48	UNITED PARCEL SERVICE		33433	EMPLOY EXAM/PT	75.00	
35983	05/03/10	002829	1,619.78	VALLEY POWER SYSTEMS, INC.		33433	FRT OUT/FLT	28.48	
						33495	REV VEH PARTS/FLT	313.17	
						33509	REV VEH PARTS/FLT	3.70	
						33510	REV VEH PARTS/FLT	496.68	
35984	05/03/10	434B	54.62	VERIZON CALIFORNIA		33511	REV VEH PARTS/FLT	806.23	
35985	05/03/10	434	90.02	VERIZON WIRELESS	0	33536	MT BIEWLASKI	54.62	
35986	05/03/10	E072	85.00	VEST, DOUGLAS		33422	PC CARDS/ADMIN	90.02	
35987	05/03/10	001043	11,302.50	VISION SERVICE PLAN		33545	MAY 10 VSP	85.00	
35988	05/03/10	001239	5,000.00	WALD, RUHNKE & DOST ARCHITECTS	7	33530	FEB 10 AGE SVCS/VERN	11,302.50	
35989	05/03/10	682	70.00	WEISS, AMY L.		33531	PUB MTG 4/23 SP INT	5,000.00	
35990	05/03/10	001506	2,938.80	WESTERN STATES OIL CO., INC.		33539	OIL/LUBE/FLT	70.00	
35991	05/03/10	002511	35.00	WOMEN LAWYERS OF SANTA CRUZ CO		33553	SCCEA & WLSCC	2,938.80	
35992	05/10/10	934	1,326.60	ADVANCED NETWORK SYSTEMS		33659	MCAFFEE VIRUS SCAN	35.00	
35993	05/10/10	002861	215.38	AMERICAN MESSAGING SVCS, LLC		33614	MAY PAGERS	1,326.60	
								215.38	

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35994	05/10/10	17,834.06 941	ASSURANT EMPLOYEE BENEFITS			33625	MAY 10 LTD	17,834.06	
35995	05/10/10	1,724.24 001D	AT&T			33574	3/19-4/18 PHONES	1,708.26	
						33575	3/19-4/18 ADMIN FAX	15.98	
35996	05/10/10	50,185.51 001276	BANK OF MARIN			33661	CONST MB THRU 2/28	35,018.52	
						33663	CONST MB THRU 3/31	15,166.99	
35997	05/10/10	160.00 E642	BEATTY, TOVE			33681	ARRA PROJECT COURSE	160.00	VOIDED
35997	05/17/10	-160.00 E642	BEATTY, TOVE			33681	ARRA PROJECT COURSE	-160.00	**VOID
35998	05/10/10	2,322.00 011	BEWLEYS CLEANING		7	33619	MAR MAINT	774.00	
						33620	FEB MAINT	774.00	
						33621	APR MAINT	774.00	
35999	05/10/10	3,825.00 002627	CDW GOVERNMENT, INC.			33664	DISKEEPER 2010 MAINT	3,825.00	
36000	05/10/10	425.00 841A	CITY OF WATSONVILLE			33683	PUBLIC MEETING	425.00	
36001	05/10/10	250.00 001113	CLARKE, SUSAN		7	33645	4/15-4/21 BUS AUDIT	125.00	
						33646	4/22-4/27 BUS AUDIT	125.00	
36002	05/10/10	6,997.58 909	CLASSIC GRAPHICS			33564	OUT RPR #9825	6,997.58	
36003	05/10/10	19,360.72 001124	CLEAN ENERGY			33597	LNG 4/17/10	10,551.85	
						33598	LNG 4/20/10	8,808.87	
36004	05/10/10	43,125.51 002569	COMERICA BANK			33647	WORK COMP FUND	43,125.51	
36005	05/10/10	56.79 002063	COSTCO			33657	OFFICE SUPPLY/CS	56.79	
36006	05/10/10	426.59 504	CUMMINS WEST, INC.			33613	REV VEH PARTS/FLT	426.59	
36007	05/10/10	1,158.93 001000	DAIMLER BUSES N. AMERICA INC.			33605	REV VEH PARTS/FLT	775.59	
						33606	REV VEH PARTS/FLT	153.83	
						33652	REV VEH PARTS/FLT	264.90	
						33653	REV VEH PARTS CR/FLT	-35.39	
36008	05/10/10	9,841.33 085	DIXON & SON TIRE, INC.			33587	APR TIRES & TUBES/FL	679.44	
						33588	APR TIRES & TUBES/FL	471.28	
						33589	APR TIRES & TUBES/FL	725.63	
						33590	APR TIRES & TUBES/FL	1,885.11	
						33591	APR TIRES & TUBES/FL	1,451.27	
						33592	APR TIRES & TUBES/FL	1,769.52	
						33593	APR TIRES & TUBES/FL	1,464.58	
						33594	APR TIRES & TUBES/FL	958.87	
						33595	APR TIRES & TUBES/FL	435.63	
36009	05/10/10	430.84 001329	DOC AUTO LLC			33585	OUT RPR REV VEH/PT	107.46	
						33586	OUT RPR REV VEH/PT	323.38	
36010	05/10/10	930.00 432	EXPRESS EMPLOYMENT PROS			33602	TEMP/FLT W/E 4/18	930.00	
36011	05/10/10	2,334.86 647	GFI GENFARE			33610	REV VEH PARTS/FLT	2,334.86	
36012	05/10/10	410.08 117	GILLIG LLC			33599	REV VEH PARTS/FLT	188.82	
						33600	REV VEH PARTS/FLT	221.26	
36013	05/10/10	670.33 001323	GOVDELIVERY, INC.			33658	APR 10 EMAIL SUBSCRIP	670.33	
36014	05/10/10	1,680.11 282	GRAINGER			33607	SAFETY SUPPLY/FLT	1,146.05	
						33608	RPRS & MAINT/FAC	65.70	
						33609	SAFETY/REV VEH/FLT	468.36	
36015	05/10/10	3,722.44 001745	HARTFORD LIFE AND ACCIDENT INS			33624	MAY 10 LIFE/AD&D	3,722.44	
36016	05/10/10	27.60 166	HOSE SHOP, THE			33611	PARTS & SUPPLIES/FLT	27.60	
36017	05/10/10	2,280.00 878	KELLY SERVICES, INC.			33643	TEMP/OPS W/E 4/11	1,140.00	
						33644	TEMP/OPS W/E 4/18	1,140.00	
36018	05/10/10	1,494.71 167	KEYSTON BROTHERS			33622	REV VEH PARTS/FLT	593.50	
						33623	REV VEH PARTS/FLT	901.21	
36019	05/10/10	102.15 039	KINKO'S INC.			33656	BIKES ON BUSES BROCH	102.15	

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36020	05/10/10	250.00 994	250.00	LA GANGA PUBLICATION		33682	4/30 PUBLIC NOTICE	250.00	
36021	05/10/10	699.21 511	699.21	LUMINATOR HOLDING LP		33612	REV VEH PARTS/FLT	699.21	
36022	05/10/10	11,079.60 001305	11,079.60	MCMILLAN & SHUREEN LLP	7	33628	MAR LEGAL SVCS/RISK	11,079.60	
36023	05/10/10	118.70 001052	118.70	MID VALLEY SUPPLY		33581	CLEAN SUPPLY/FAC	118.70	
36024	05/10/10	326.57 041	49.51	MISSION UNIFORM		33565	UNIF & LAUNDRY/FAC	49.51	
			176.19			33566	UNIF & LAUNDRY/FLT	176.19	
			69.85			33567	UNIF & LAUNDRY/FLT	69.85	
			31.02			33568	UNIF & LAUNDRY/PT	31.02	
36025	05/10/10	1,047.15 001063	717.92	NEW FLYER INDUSTRIES LIMITED		33615	REV VEH PARTS/FLT	717.92	
			2.67			33616	REV VEH PARTS/FLT	2.67	
			49.58			33654	REV VEH PARTS/FLT	49.58	
			276.98			33655	REV VEH PARTS/FLT	276.98	
36026	05/10/10	1,804.42 001627	1,804.42	NEW PIG CORPORATION		33573	RPRS & MAINT/FAC	1,804.42	
36027	05/10/10	24,961.77 001176	2,184.92	NORTHSTAR, INC.		33577	RPRS & MAINT/FAC	2,184.92	
			3,252.62			33578	OUT RPR/PARTS FAC	3,252.62	
			4,682.23			33579	RPR/PUMP FAC	4,682.23	
			14,842.00			33580	APRIL MAINT/FAC	14,842.00	
36028	05/10/10	9,836.62 009	1,181.25	PACIFIC GAS & ELECTRIC		33632	3/30-4/27 1200 RVR	1,181.25	
			923.67			33633	3/30-4/27 111 DUB	923.67	
			8.39			33634	3/30-4/27 115 DUB	8.39	
			14.24			33635	3/30-4/28 115 DUB	14.24	
			92.93			33636	3/30-4/28 115 DUB	92.93	
			4,144.40			33637	3/30-4/27 110 VERNON	4,144.40	
			3,344.65			33638	3/30-4/27 GOLF	3,344.65	
			127.09			33639	3/31-4/27 1122 RVR	127.09	
36029	05/10/10	541.86 043	541.86	PALACE ART & OFFICE SUPPLY		33642	OFFICE SUPPLY/OPS	541.86	
36030	05/10/10	3,692.65 001098	2,483.95	ROBERT HALF MANAGEMENT RESOURCE		33630	TEMP/FIN W/E 4/16	2,483.95	
			1,208.70			33631	TEMP/RR W/E 4/16	1,208.70	
36031	05/10/10	19,650.09 966	19,650.09	S. C. FUELS	0	33596	DIESEL 4/17/10	19,650.09	
36032	05/10/10	13.88 018	13.88	SALINAS VALLEY FORD SALES		33650	REV VEH PARTS/FLT	13.88	
36033	05/10/10	49.00 E223	49.00	SANCHEZ, ASCENCION		33640	DMV/VTT FEES	49.00	
36034	05/10/10	174.47 135	3.74	SANTA CRUZ AUTO PARTS, INC.		33569	REV VEH PARTS/FLT	3.74	
			69.99			33570	REV VEH PARTS/FLT	69.99	
			77.21			33571	REV VEH PARTS/PT	77.21	
			23.53			33572	REV VEH PARTS/PT	23.53	
36035	05/10/10	75.00 001351	75.00	SANTA CRUZ COUNTY PARKS DEPT		33684	PUBLIC MEETING	75.00	
36036	05/10/10	278.00 001292	278.00	SANTA CRUZ RECORDS MNGMT INC		33648	SHRED SERVICES	278.00	
36037	05/10/10	713.12 001340	713.12	SCHINDLER ELEVATOR CORP.		33604	EMERG RPR/GOLF	713.12	
36038	05/10/10	170.14 002459	170.14	SCOTT'S VALLEY WATER DISTRICT		33649	2/8-4/7 SVTC	170.14	
36039	05/10/10	482.52 001232	84.78	SPECIALIZED AUTO AND		33582	OUT RPR REV VEH/PT	84.78	
			184.48			33583	OUT RPR REV VEH/PT	184.48	
			213.26			33584	OUT RPR REV VEH/PT	213.26	
36040	05/10/10	104.16 001976	104.16	SPORTWORKS NORTHWEST, INC.		33601	REV VEH PARTS/FLT	104.16	
36041	05/10/10	49.00 E400	49.00	TORRES, MARIO		33641	DMV/VTT FEES	49.00	
36042	05/10/10	6,840.54 001038	1,000.23	TWINVISION NA INC.		33617	REV VEH PARTS/FLT	1,000.23	
			5,840.31			33618	REV VEH PARTS/FLT	5,840.31	
36043	05/10/10	27.21 007	27.21	UNITED PARCEL SERVICE		33576	FRT OUT/FLT	27.21	
36044	05/10/10	615.20 221	615.20	VEHICLE MAINTENANCE PROGRAM		33603	REV VEH PARTS/FLT	615.20	
36045	05/10/10	18,948.47 676	18,948.47	WEBER, HAYES & ASSOCIATES		33626	SOIL SURVEY 425 FROM	18,948.47	
36046	05/10/10	451,670.02 002887	315,167.11	WEST BAY BUILDERS, INC.		33660	CONST MB THRU 2/28	315,167.11	

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36047	05/10/10	295.00 915	WORKIN COM, INC.	33662		33662	CONST MB THRU 3/31	136,502.91	
36048	05/10/10	34.11 147	ZEE MEDICAL SERVICE CO.	33629		33629	JOB PLACEMENT/GA	295.00	
36049	05/17/10	25,757.21 001264	ANDREWS INTERNATIONAL INC	33651		33651	SAFETY SUPPLY/FAC	34.11	
36050	05/17/10	19.14 294	ANDY'S AUTO SUPPLY	33686	0	33686	3/29-4/25 SECURITY	25,757.21	
36051	05/17/10	189.10 001F	AT&T ADVERTISING SOLUTIONS	33689		33689	REV VEH PARTS/FLT	8.21	
36052	05/17/10	80.00 E271	BAUER, FRANK	33690		33690	2009 SVC CHRGES	10.93	
36053	05/17/10	765.54 001287	BLUE SHIELD OF CALIFORNIA	33733		33733	MAY YELLOW PAGES	189.10	
36054	05/17/10	1,440.00 002137	BOYD, T. CONSTRUCTION	33738		33738	CSTI DISASTER PLAN	80.00	
36055	05/17/10	5,000.00 001324	CAPITALEGE ADVOCACY, LLC	33720		33720	JUNE 10 COBRA	382.77	
36056	05/17/10	6,644.00 001341	CDX WIRELESS, INC.	33667	7	33667	OUT RPR/HANDRAIL	1,440.00	
36057	05/17/10	7.68 001346	CITY OF SANTA CRUZ	33666		33666	MAY 10 LEG SVCS	5,000.00	
36058	05/17/10	125.00 001113	CLARKE, SUSAN	33693		33693	CONSULT SVCS/RADIO UP	6,644.00	
36059	05/17/10	18,527.27 001124	CLEAN ENERGY	33732		33732	APRIL LANDFILL	7.68	
36060	05/17/10	1,470.00 001084	CLUTCH COURIERS	33725		33725	4/29-5/5 BUS AUDIT	125.00	
36061	05/17/10	175.20 075	COAST PAPER & SUPPLY INC.	33673		33673	LNG 4/23/10	10,492.70	
36062	05/17/10	465.86 504	CUMMINS WEST, INC.	33718		33718	LNG 4/26/10	8,034.57	
36063	05/17/10	73.04 002389	DARCO PRINTING	33727		33727	APR 10 MAIL P/U	1,470.00	
36064	05/17/10	5,592.59 001316	DEVCO OIL	33672		33672	CLEAN SUPPLY/FAC	175.20	
36065	05/17/10	1,531.46 085	DIXON & SON TIRE, INC.	33679		33679	REV VEH PARTS/FLT	16.23	
36066	05/17/10	38,811.56 001284	DMC CONSTRUCTION INC.	33680		33680	ON-SITE SUBSCRIPTION	449.63	
36067	05/17/10	1,870.76 001329	DOC AUTO LLC	33691		33691	APR 10 FUEL/FLT	5,466.34	
36068	05/17/10	500.00 002862	ECOLOGICAL CONCERNS INC.	33692		33692	RPRS & MAINT/FAC	126.25	
36069	05/17/10	930.00 432	EXPRESS EMPLOYMENT PROS	33699		33699	APR TIRES & TUBES/PT	546.44	
36070	05/17/10	2,288.74 001295	FIRST NATIONAL BANK	33700		33700	APR TIRES & TUBES/PT	517.07	
36071	05/17/10	32.84 E323	GALE, TERRY	33701		33701	APR TIRES & TUBES/FL	467.95	
36072	05/17/10	228.42 117	GILLIG LLC	33706		33706	OUT RPR REV VEH/PT	1,358.05	
36073	05/17/10	505.60 282	GRAINGER	33707		33707	OUT RPR REV VEH/PT	512.71	
36074	05/17/10	548.37 001097	GREENWASTE RECOVERY, INC.	33726		33726	WATER DRAIN/APR MB	500.00	
36075	05/17/10	72.27 510A	HASLER, INC.	33671		33671	TEMP/FLT W/E 4/25	930.00	
36076	05/17/10	80.00 E322	HICKEY, MARK	33735		33735	CONST THRU 11/30 MB	2,288.74	
36077	05/17/10	89.48 166	HOSE SHOP, THE	33676		33676	REV VEH PARTS/FLT	32.84	
36078	05/17/10	3,690.00 002914	IXP CORPORATION	33703		33703	RPRS & MAINT/FAC	471.83	
36079	05/17/10	1,140.00 878	KELLY SERVICES, INC.	33704		33704	RPRS & MAINT/FAC	33.77	
36080	05/17/10	2,338.56 039	KINKO'S INC.	33740		33740	APR GARB/SVTC	227.94	
36081	05/17/10	1,286.50 852	LAW OFFICES OF MARIE F. SANG	33741		33741	APR GARB/GRN VALLEY	17.78	
				33742		33742	APR GARB/WT HERMON	88.90	
				33743		33743	APR GARB/RES PARK	213.75	
				33755		33755	JUN 10 POSTAGE RNTL	72.27	
				33737		33737	CSTI DISASTER PLAN	80.00	
				33717		33717	REV VEH PARTS/FLT	89.48	
				33730		33730	3/27-4/23 SVCS	3,690.00	
				33687		33687	TEMP/OPS W/E 4/25	1,140.00	
				33685		33685	PRINT FOR POSTERS	2,338.56	
				33668		33668	WORK COMP FEES	93.00	
				33669		33669	WORK COMP FEES	511.50	
				33670		33670	WORK COMP FEES	682.00	

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36082	05/17/10	50.00 880	LEXISNEXIS	33705	APR ACCESS CHARGES	50.00			
36083	05/17/10	361.35 041	MISSION UNIFORM	33708	UNIF & LAUNDRY/FAC	47.85			
				33709	UNIF & LAUNDRY/FLT	69.85			
				33710	UNIF & LAUNDRY/FLT	177.52			
				33711	UNIF & LAUNDRY/FLT	11.47			
				33712	UNIF & LAUNDRY/FLT	18.84			
				33713	UNIF & LAUNDRY/FLT	35.82			
				33677	REV VEH/SUPPLY/FLT	1,894.45			
36084	05/17/10	6,973.22 001063	NEW FLYER INDUSTRIES LIMITED	33678	REV VEH PARTS/FLT	221.95			
				33694	REV VEH PARTS/FLT	477.15			
				33695	REV VEH PARTS/FLT	381.87			
				33696	REV VEH PARTS/FLT	658.70			
				33697	REV VEH PARTS/FLT	412.87			
				33747	REV VEH PARTS/FLT	66.99			
				33748	REV VEH PARTS/FLT	268.01			
				33749	REV VEH PARTS/FLT	5.96			
				33750	REV VEH PARTS/FLT	2,963.27			
				33751	REV VEH PARTS CR/FL	-378.00			
36085	05/17/10	56.79 004	NORTH BAY FORD LINC-MERCURY	33698	REV VEH PARTS/FLT	56.79			
36086	05/17/10	2,025.53 009	PACIFIC GAS & ELECTRIC	33753	3/30-4/27 1217 RVR	165.09			
				33754	4/2-4/30 PACIFIC	1,860.44			
36087	05/17/10	49.16 107A	PROBUILD	33744	RPRS & MAINT/FAC	22.43			
				33745	RPRS & MAINT/FAC	11.41			
				33746	RPRS & MAINT/FAC	15.32			
				33724	DMV/VTT FEES	49.00			
36088	05/17/10	49.00 E426	RENTERIA, JAIME	33724	DMV/VTT FEES	49.00			
36089	05/17/10	19,493.25 966	S.C. FUELS	33674	DIESEL 4/27/10	19,493.25			
36090	05/17/10	788.33 002713	SANTA CRUZ AUTO TECH, INC.	33728	OUT RPR #2406	788.33			
36091	05/17/10	183.54 135	SANTA CRUZ AUTO PARTS, INC.	33714	REV VEH PARTS/FLT	14.28			
				33715	REV VEH PARTS/FLT	72.34			
				33716	REV VEH PARTS/PT	96.92			
36092	05/17/10	120.09 079	SANTA CRUZ MUNICIPAL UTILITIES	33752	3/16-4/13 1217 RVR	120.09			
36093	05/17/10	432.34 001354	SANTA CRUZ OCCUPATIONAL MED CT	33722	EMPLOY MEDICAL	255.32			
				33723	EMPLOY MEDICAL	177.02			
36094	05/17/10	3,876.04 080F	STATE BOARD OF EQUALIZATION	33731	HAZ WASTE	3,876.04			
36095	05/17/10	1,224.16 001800	THERMO KING OF SALINAS, INC	33719	REV VEH PARTS/FLT	1,224.16			
36096	05/17/10	32,527.88 475	TRAPEZE SOFTWARE GROUP, INC.	33736	CONTRACT EXECUTION 3	22,790.13			
				33739	FINAL PROJECT PMNT	9,737.75			
36097	05/17/10	27.39 007	UNITED PARCEL SERVICE	33739	FINAL PROJECT PMNT	27.39			
36098	05/17/10	889.22 002829	VALLEY POWER SYSTEMS, INC.	33702	FRT OUT/FLT	889.22			
36099	05/17/10	307.79 436	WEST PAYMENT CENTER	33675	REV VEH PARTS/FLT	307.79			
36100	05/24/10	962.26 001263	ABBOTT STREET RADIATOR, INC.	33729	APR INFO CHARGES	481.13			
				33811	OUT RPR #9837	481.13			
				33812	OUT RPR #9807	481.13			
36101	05/24/10	901.31 020	ADT SECURITY SERVICES INC.	33829	6/1-8/31 1200B RVR	435.12			
				33830	6/1-6/30 1200 RVR	65.30			
				33831	6/1-6/30 KNCS VILL	45.05			
				33832	6/1-6/30 PACIFIC	68.00			
				33833	6/1-6/30 120 GOLF	101.00			
				33834	6/1-6/30 138 GOLF	88.38			
				33835	6/1-6/30 RODRIGUEZ	49.23			
				33836	6/1-6/30 111 DUBOIS	49.23			

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36102	05/24/10	220.50 001093	220.50	ALERE TOXICOLOGY SERVICES, INC		33808	EMPLOY EXAMS	220.50	
36103	05/24/10	587.86 001	587.86	AT&T		33837	MT. BIELWASKI	85.04	
						33838	REPEATERS/OPS	310.79	
36104	05/24/10	175.50 876	175.50	ATCHISON BARISON, CONDOTTI &	7	33911	5/5-6/4 OPS DISPATCH	192.03	
36105	05/24/10	57.73 M033	57.73	BAILEY, NEIL	0	33923	EXP 425 THRU 4/22	175.50	
36106	05/24/10	1,900.00 926	1,900.00	BICKMORE RISK SERVICES		33874	JUNE 10 RET SUPP	57.73	
36107	05/24/10	75.05 M077	75.05	BRADFORD, THOMAS	0	33756	WC ACTUARIAL STUDY	1,900.00	
36108	05/24/10	31.12 M078	31.12	BRIDINGER, DENISE	0	33875	JUNE 10 RET SUPP	75.05	
36109	05/24/10	57.73 M079	57.73	BROGDON, ROY	0	33876	JUNE 10 RET SUPP	31.12	
36110	05/24/10	459,736.32 502	459,736.32	CA PUBLIC EMPLOYEES'	0	33877	JUNE 10 RET SUPP	57.73	
36111	05/24/10	57.73 M022	57.73	CAPELLA, KATHLEEN	0	33826	JUNE 10 MEDICAL	459,736.32	
36112	05/24/10	28.87 M080	28.87	CARR, DALE	0	33892	JUNE 10 RET SUPP	57.73	
36113	05/24/10	28.87 M073	28.87	CENTER, DOUG	0	33878	JUNE 10 RET SUPP	28.87	
36114	05/24/10	1,004.16 130	1,004.16	CITY OF WATSONVILLE UTILITIES		33899	JUNE 10 RET SUPP	28.87	
						33815	CONTAINER/WTC	721.78	
						33816	4/1-5/1 WTC	42.92	
						33817	3/9-4/26 WTC	188.60	
						33818	3/29-4/26 WTC	32.44	
						33819	3/29-4/26 WTC	18.42	
36115	05/24/10	38,667.57 001124	38,667.57	CLEAN ENERGY		33804	LNG 4/29/10	9,553.60	
						33840	LNG 5/2/10	9,659.24	
						33841	LNG 5/5/10	9,642.33	
						33842	LNG 5/8/10	9,812.40	
						33925	5/8-6/7 INTERNET MB	165.96	
36116	05/24/10	165.96 001266	165.96	COMCAST		33900	JUNE 10 RET SUPP	28.87	
36117	05/24/10	28.87 M092	28.87	CRAWFORD, TERRI	0	33879	JUNE 10 RET SUPP	28.87	
36118	05/24/10	28.87 M039	28.87	DAVILA, ANA MARIA	0	33849	SOIL SRVY 425 FRONT	33,113.54	
36119	05/24/10	33,113.54 002835	33,113.54	DEPT OF TOXIC SUBSTANCES CTRL		33846	MAR 10 FUEL/PT	4,251.37	
36120	05/24/10	17,466.31 001316	17,466.31	DEVCO OIL		33847	APR 10 FUEL/PT	13,214.94	
						33809	REV VEH PARTS/FLT	455.02	
36121	05/24/10	455.02 002624	455.02	DIGITAL RECORDERS		33760	OUT RPR REV VEH/PT	36.57	
36122	05/24/10	4,239.36 001329	4,239.36	DOC AUTO LLC		33761	OUT RPR REV VEH/PT	36.57	
						33762	OUT RPR REV VEH/PT	36.57	
						33763	OUT RPR REV VEH/PT	36.57	
						33764	OUT RPR REV VEH/PT	36.57	
						33765	OUT RPR REV VEH/PT	486.17	
						33766	OUT RPR REV VEH/PT	2,073.64	
						33767	OUT RPR REV VEH/PT	1,496.70	
36123	05/24/10	990.00 916	990.00	DOCTORS ON DUTY		33854	EMPLOY EXAM	30.00	
						33855	EMPLOY EXAM	120.00	
						33856	EMPLOY EXAM	35.00	
						33857	EMPLOY EXAM	120.00	
						33858	EMPLOY EXAM	30.00	
						33859	EMPLOY EXAM	35.00	
						33860	EMPLOY EXAM	120.00	
						33861	EMPLOY EXAM	120.00	
						33862	EMPLOY EXAM	30.00	
						33863	EMPLOY EXAM	35.00	
						33864	EMPLOY EXAM	30.00	
						33865	EMPLOY EXAM	30.00	

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36124	05/24/10	55.00 002388	DOGHERRA'S	7	33850	TOW # 320	EMPLOY EXAMS	30.00	
36125	05/24/10	28.87 M096	DRAKE, JUDITH	0	33901	JUNE 10 RET SUPP	EMPLOY EXAMS	30.00	
36126	05/24/10	57.73 M099	FIKE, LOUIS	0	33902	JUNE 10 RET SUPP	EMPLOY EXAMS	35.00	
36127	05/24/10	891.14 959	FIRST ADVANTAGE CORPORATION		33772	EMPLOY EXAMS	EMPLOY EXAMS	30.00	
					33773	EMPLOY EXAMS	EMPLOY EXAMS	35.00	
					33873	EMPLOY EXAMS	EMPLOY EXAMS	30.00	
					33850	TOW # 320	EMPLOY EXAMS	30.00	
					33901	JUNE 10 RET SUPP	EMPLOY EXAMS	55.00	
					33902	JUNE 10 RET SUPP	EMPLOY EXAMS	28.87	
					33772	EMPLOY EXAMS	EMPLOY EXAMS	57.73	
					33773	EMPLOY EXAMS	EMPLOY EXAMS	9.78	
					33774	EMPLOY EXAM	EMPLOY EXAM	34.23	
					33775	EMPLOY EXAM	EMPLOY EXAM	29.34	
					33776	EMPLOY EXAM	EMPLOY EXAM	112.47	
					33777	EMPLOY EXAM	EMPLOY EXAM	125.00	
					33778	EMPLOY EXAM	EMPLOY EXAM	53.79	
					33779	EMPLOY EXAM	EMPLOY EXAM	39.12	
					33780	EMPLOY EXAM	EMPLOY EXAM	73.35	
					33781	EMPLOY EXAM	EMPLOY EXAM	150.00	
					33782	EMPLOY EXAM	EMPLOY EXAM	88.02	
					33783	EMPLOY EXAM	EMPLOY EXAM	63.57	
					33784	EMPLOY EXAM	EMPLOY EXAM	4.89	
					33785	EMPLOY EXAM	EMPLOY EXAM	73.35	
					33770	APR 10 DISPATCH/PT	EMPLOY EXAM	34.23	
					33903	JUNE 10 RET SUPP	EMPLOY EXAM	90.00	
					33909	2 USB MINI B CABLES	EMPLOY EXAM	51.54	
					33880	JUNE 10 RET SUPP	EMPLOY EXAM	43.78	
					33881	JUNE 10 RET SUPP	EMPLOY EXAM	28.87	
					33904	JUNE 10 RET SUPP	EMPLOY EXAM	28.87	
					33882	JUNE 10 RET SUPP	EMPLOY EXAM	28.87	
					33883	JUNE 10 RET SUPP	EMPLOY EXAM	57.73	
					33918	PROF SVCS 4/30 MB	EMPLOY EXAM	75.11	
					33919	PROF SVCS 4/30 MB	EMPLOY EXAM	64,068.00	
					33851	6/1-6/30 RENTAL/PT	EMPLOY EXAM	3,450.00	
					33926	REIMBURSE UTIL	EMPLOY EXAM	43.06	
					33884	JUNE 10 RET SUPP	EMPLOY EXAM	558.40	
					33814	2/18-5/17/OPS	EMPLOY EXAM	75.05	
					33920	MAINT 9/21-12/23	EMPLOY EXAM	1,248.30	
					33921	MAINT 12/24-3/2	EMPLOY EXAM	490.95	
					33758	PURCHASING AGENT AD	EMPLOY EXAM	491.48	
					33905	JUNE 10 RET SUPP	EMPLOY EXAM	262.50	
					33893	JUNE 10 RET SUPP	EMPLOY EXAM	28.87	
					33793	TEMP/PT W/E 4/11	EMPLOY EXAM	291.85	
					33794	TEMP/PT W/E 4/18	EMPLOY EXAM	1,164.80	
					33795	TEMP/PT W/E 4/25	EMPLOY EXAM	904.40	
					33852	TEMP/OPS W/E 5/2	EMPLOY EXAM	921.20	
					33924	PROF SERVICES	EMPLOY EXAM	684.00	
					33910	APR OUT RPR/PT	EMPLOY EXAM	25.00	
								216.75	
36128	05/24/10	90.00 002295	FIRST ALARM	0	33918	PROF SVCS 4/30 MB	EMPLOY EXAM	64,068.00	
36129	05/24/10	51.54 M074	GABRIELE, BERNARD		33919	PROF SVCS 4/30 MB	EMPLOY EXAM	3,450.00	
36130	05/24/10	43.78 E323	GALE, TERRY		33851	6/1-6/30 RENTAL/PT	EMPLOY EXAM	43.06	
36131	05/24/10	28.87 M040	GARBENZ, LINDA		33926	REIMBURSE UTIL	EMPLOY EXAM	558.40	
36132	05/24/10	28.87 M100	GARCIA, HELEN		33884	JUNE 10 RET SUPP	EMPLOY EXAM	75.05	
36133	05/24/10	28.87 M101	GOES, ALAN		33814	2/18-5/17/OPS	EMPLOY EXAM	1,248.30	
36134	05/24/10	57.73 M041	GOUVEIA, ROBERT		33920	MAINT 9/21-12/23	EMPLOY EXAM	490.95	
36135	05/24/10	75.11 M081	HALL, JAMES		33921	MAINT 12/24-3/2	EMPLOY EXAM	491.48	
36136	05/24/10	67,518.00 001035	HARRIS & ASSOCIATES		33758	PURCHASING AGENT AD	EMPLOY EXAM	262.50	
36137	05/24/10	43.06 510A	HASLER, INC.		33905	JUNE 10 RET SUPP	EMPLOY EXAM	28.87	
36138	05/24/10	558.40 002116	HINSHAW, EDWARD & BARBARA	7	33893	JUNE 10 RET SUPP	EMPLOY EXAM	291.85	
36139	05/24/10	75.05 M043	HOLODNICK, JAMES	0	33793	TEMP/PT W/E 4/11	EMPLOY EXAM	1,164.80	
36140	05/24/10	2,230.73 215	IKON OFFICE SOLUTIONS		33794	TEMP/PT W/E 4/18	EMPLOY EXAM	904.40	
					33795	TEMP/PT W/E 4/25	EMPLOY EXAM	921.20	
					33852	TEMP/OPS W/E 5/2	EMPLOY EXAM	684.00	
					33924	PROF SERVICES	EMPLOY EXAM	25.00	
36141	05/24/10	262.50 133	JOBS AVAILABLE		33910	APR OUT RPR/PT	EMPLOY EXAM	216.75	
36142	05/24/10	28.87 M104	JUSSEL, PETE	0					
36143	05/24/10	291.85 M061	KAMEDA, TERRY	0					
36144	05/24/10	3,674.40 878	KELLY SERVICES, INC.						
36145	05/24/10	25.00 001123	LAW OFFICES OF GERALD R. MCKAY	7					
36146	05/24/10	216.75 001342	MCW ASSOCIATES, INC.						

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36147	05/24/10	1,020.87	001052	MID VALLEY SUPPLY		33813	CLEAN SUPPLY/FAC	1,020.87	
36148	05/24/10	660.68	001063	NEW FLYER INDUSTRIES LIMITED		33839	REV VEH PARTS/FLT	660.68	
36149	05/24/10	2,477.86	002721	NEXTEL COMMUNICATIONS	0	33845	4/4-5/3/PC	2,477.86	
36150	05/24/10	28.87	M050	O'MARA, KATHLEEN		33885	JUNE 10 RET SUPP	28.87	
36151	05/24/10	1,971.94	009	PACIFIC GAS & ELECTRIC		33786	4/8-5/6 SVTC	13.38	
						33787	3/3-5/6 SVTC	1,958.56	
36152	05/24/10	115.75	043	PALACE ART & OFFICE SUPPLY		33791	OFFICE SUPPLY/FLT	42.65	
						33792	OFFICE SUPPLY/FIN	21.90	
						33827	OFFICE SUPPLY/HR	51.20	
36153	05/24/10	1,013.23	950	PARADISE LANDSCAPE INC	0	33805	MAY MAINT	887.00	
						33806	IRRIGATION SVC	126.23	
36154	05/24/10	319.71	M057	PARHAM, WALLACE	0	33894	JUNE 10 RET SUPP	319.71	
36155	05/24/10	28.87	M109	PEREZ, CHERYL		33886	JUNE 10 RET SUPP	28.87	
36156	05/24/10	258.43	M064	PETERS, TERRIE	0	33895	JUNE 10 RET SUPP	258.43	
36157	05/24/10	28.87	M070	PICARELLA, FRANCIS	0	33896	JUNE 10 RET SUPP	28.87	
36158	05/24/10	644.00	481	PIED PIPER EXTERMINATORS, INC.		33796	APR PEST CONTROL	53.00	
						33797	APR PEST CONTROL	48.50	
						33798	APR PEST CONTROL	241.00	
						33799	APR PEST CONTROL	183.00	
						33800	APR PEST CONTROL	70.00	
						33801	APR PEST CONTROL	48.50	
						33897	JUNE 10 RET SUPP	319.71	
36159	05/24/10	319.71	M058	POTEETE, BEVERLY	0	33897	JUNE 10 RET SUPP	319.71	
36160	05/24/10	300.44	001269	RAY'S UPHOLSTERY	7	33848	OUT RPR REV VEH/PT	300.44	
36161	05/24/10	127.00	001153	REPUBLIC ELEVATOR COMPANY		33810	MAY MAINT	127.00	
36162	05/24/10	6,693.65	001098	ROBERT HALF MANAGEMENT RESOURCE		33821	TEMP/FIN/ W/E 4/23	1,743.70	
						33822	TEMP/FIN W/E 4/30	2,632.00	
						33823	TEMP/RR W/E 4/23	1,208.70	
						33824	TEMP/RR W/E 4/30	1,109.25	
36163	05/24/10	39.00	E084	RODRIGUEZ, VAL		33825	DMV FEE	39.00	
36164	05/24/10	57.73	M085	ROSSI, DENISE	0	33887	JUNE 10 RET SUPP	57.73	
36165	05/24/10	28.87	M030	ROWE, RUBY		33888	JUNE 10 RET SUPP	28.87	
36166	05/24/10	509.68	135	SANTA CRUZ AUTO PARTS, INC.		33802	REV VEH/SFTY SUPP/FL	356.38	
						33803	REV VEH PARTS/PT	153.30	
36167	05/24/10	10.00	001944	SANTA CRUZ COUNTY LAW LIBRARY		33843	COPY CHARGE	10.00	
36168	05/24/10	554.28	149	SANTA CRUZ SENTINEL	0	33916	4/8 PUB HEAR NOTICE	207.11	
						33917	4/28 PUBLIC COMMENT	347.17	
36169	05/24/10	10,856.08	977	SANTA CRUZ TRANSPORTATION, LLC	7	33790	APR 10 PT SVCS	10,856.08	
36170	05/24/10	408.68	788	SCMTD PETTY CASH - FINANCE		33828	PETTY CASH	408.68	
36171	05/24/10	15,981.00	001301	SEGWICK CMS HOLDINGS, INC.		33759	4/29-5/28 FINAL	15,981.00	
36172	05/24/10	2,500.00	002267	SHAW / YODER / ANTIWIH, INC.		33853	MAY 10 LEG SVCS	2,500.00	
36173	05/24/10	302.74	M010	SHORT, SLOAN	0	33898	JUNE 10 RET SUPP	302.74	
36174	05/24/10	28.87	M112	SILVA, EDUARDO	0	33906	JUNE 10 RET SUPP	28.87	
36175	05/24/10	57.73	M054	SLOAN, FRANCIS	0	33889	JUNE 10 RET SUPP	57.73	
36176	05/24/10	338.00	080	STATE BOARD OF EQUALIZATION		33922	APR USE TAX PREPAY	338.00	
36177	05/24/10	450.00	001165	THANH N. VU MD	7	33768	APR PHYS/FLT	75.00	
						33769	APR PHYS/FLT	75.00	
						33912	EMPLOY EXAMS	75.00	
						33913	EMPLOY EXAMS	75.00	
						33914	EMPLOY EXAMS	75.00	
						33915	EMPLOY EXAMS	75.00	

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36178	05/24/10	28.87 M086	28.87	TOLINE, DONALD	0	33890	JUNE 10 RET SUPP	28.87	
36179	05/24/10	75.00 001190	75.00	TRANSIT TALENT.COM LLC		33757	PURCHASING AGENT AD	75.00	
36180	05/24/10	4,079.09 057	4,079.09	U.S. BANK		33927	4246044555645971	1,333.94	
36181	05/24/10	27.43 007	27.43	UNITED PARCEL SERVICE		33928	4246044555645971	183.95	
36182	05/24/10	10.96 946	10.96	UNITED SITE SERVICES		33929	4246044555645971	2,561.20	
36183	05/24/10	3,763.18 002829	3,763.18	VALLEY POWER SYSTEMS, INC.		33788	FRT OUT/FLT	27.43	
36184	05/24/10	291.85 M076	291.85	VONWAL, YVETTE		33807	4/28-5/25 RENTAL	10.96	
36185	05/24/10	8,994.95 001083	8,994.95	WATSONVILLE TRANSPORTATION, INC	0	33844	REV VEH PARTS/FLT	3,763.18	
36186	05/24/10	31.12 M115	31.12	WILLIAMS, CHRIS		33907	JUNE 10 RET SUPP	291.85	
36187	05/24/10	28.87 M088	28.87	YAGI, RANDY	0	33789	APR PT SERVICE	31.12	
36188	05/24/10	70.79 147	70.79	ZEE MEDICAL SERVICE CO.		33908	JUNE 10 RET SUPP	28.87	
36189	05/31/10	290.31 001193	290.31	AA GLASS SHOP	7	33891	JUNE 10 RET SUPP	70.79	
36190	05/31/10	548.79 001D	548.79	AT&T		33771	SAFETY SUPPLY	290.31	
36191	05/31/10	2,372.36 001275	2,372.36	BROADLUX, INC.		34023	RPR/METRO CTR	177.96	
36192	05/31/10	1,576.92 002189	1,576.92	BUS & EQUIPMENT		33946	4/13-5/12 T1 LINE	370.83	
36193	05/31/10	350.00 001291	350.00	CALPELRA		33947	4/13-5/12 TRUNK LINE	370.83	
36194	05/31/10	1.25 00 001113	1.25	CLARKE, SUSAN	7	33949	FUELFORCE 08-09 UP	2,372.36	
36195	05/31/10	2,760.30 909	2,760.30	CLASSIC GRAPHICS		34008	REV VEH PARTS/PT	1,576.92	
36196	05/31/10	184.00 367	184.00	COMMUNITY TELEVISION OF		33930	ASST HR MGR ANNUAL	350.00	
36197	05/31/10	158.53 001000	158.53	DAIMLER BUSES N. AMERICA INC.		34031	5/13-5/18 BUS AUDIT	125.00	
36198	05/31/10	38,673.65 800	38,673.65	DELTA DENTAL PLAN		34015	OUT RPR #2206	2,760.30	
36199	05/31/10	2,401.49 480	2,401.49	DIESEL MARINE ELECTRIC, INC.		34021	REV VEH PARTS/FLT	158.53	
36200	05/31/10	9,003.67 085	9,003.67	DIXON & SON TIRE, INC.		34029	JUNE 10 DENTAL	38,673.65	
36201	05/31/10	2,333.72 001329	2,333.72	DOC AUTO LLC		33957	MAY TIRES & TUBES/PT	288.53	
36202	05/31/10	1,898.18 R570	1,898.18	ESQUIRE		33958	MAY TIRES & TUBES/PT	308.66	
36203	05/31/10	1,860.00 432	1,860.00	EXPRESS EMPLOYMENT PROS		33959	MAY TIRES & TUBES/FL	444.01	
36204	05/31/10	12.00 372	12.00	FEDERAL EXPRESS		33960	MAY TIRES & TUBES/FL	18.00	
36205	05/31/10	10.00 E454	10.00	GARCIA, JULIO		33961	MAY TIRES & TUBES/FL	1,742.51	
36206	05/31/10	427.44 117	427.44	GILLIG LLC		33962	MAY TIRES & TUBES/FL	1,814.09	
36207	05/31/10	17,955.40 002123	17,955.40	GIRO, INC.		33963	MAY TIRES & TUBES/FL	935.90	
36208	05/31/10	648.08 282	648.08	GRAINGER		33964	MAY TIRES & TUBES/FL	1,885.11	
36209	05/31/10	8.50 166	8.50	HOSE SHOP, THE		33965	MAY TIRES & TUBES/FL	1,327.14	
36210	05/31/10	1,173.93 001209	1,173.93	IKON FINANCIAL SERVICES		33966	MAY TIRES & TUBES/FL	239.72	

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36211	05/31/10	166.35 215	IKON OFFICE SOLUTIONS		34026	4/18-5/19 MAINT/ADM	166.35		
36212	05/31/10	16,240.47 002117	IULIANO		33981	111 DUBOIS RENT	12,769.62		
					33982	115 DUBOIS RENT	3,470.85		
36213	05/31/10	2,905.16 110	JESSICA GROCERY STORE, INC.		33980	CUSTODIAL SERVICES	2,905.16		
36214	05/31/10	2,615.60 878	KELLY SERVICES, INC.		33974	TEMP/PT W/E 5/2	750.40		
					33975	TEMP/PT W/E 5/9	725.20		
					33976	TEMP/OPS W/E 5/9	1,140.00		
36215	05/31/10	1,366.78 001233	KIMBALL MIDWEST		34016	REV VEH PARTS/FLT	796.43		
					34017	REV VEH PARTS/FLT	570.35		
36216	05/31/10	77.50 852	LAW OFFICES OF MARIE F. SANG		34024	WORK COMP FEE	77.50		
36217	05/31/10	1,685.95 001119	MACRICH PARTNERSHIP LP		33983	CAPITOLA MALL RENT	1,685.95		
36218	05/31/10	798.20 001145	MANAGED HEALTH NETWORK		33931	JUNE 10 EAP	798.20		
36219	05/31/10	6,788.14 001305	MCMILLAN & SHUREEN LLP		34036	APR LEGAL SVCS/RISK	6,788.14		
36220	05/31/10	650.00 764	MERCURY METALS		34022	OUT RPR REV VEH/PT	650.00		
36221	05/31/10	938.03 041	MISSION UNIFORM		33990	UNIF & LAUNDRY/PT	20.00		
					33991	UNIF & LAUNDRY/PT	31.08		
					33992	UNIF & LAUNDRY/FLT	96.85		
					33993	UNIF & LAUNDRY/FAC	62.78		
					33994	UNIF & LAUNDRY/FLT	99.85		
					33995	UNIF & LAUNDRY/FLT	39.27		
					33996	UNIF & LAUNDRY/FLT	588.20		
36222	05/31/10	244.12 887	NEOPOST, INC		34025	INK CARTRIDGE/ADM	244.12		
36223	05/31/10	1,692.23 001063	NEW FLYER INDUSTRIES LIMITED		34009	REV VEH PARTS/FLT	247.52		
					34010	REV VEH PARTS/FLT	205.64		
					34011	REV VEH PARTS/FLT	64.52		
					34012	REV VEH PARTS/FLT	1,058.26		
					34013	REV VEH PARTS/FLT	116.29		
36224	05/31/10	85.18 004	NORTH BAY FORD LINC-MERCURY		34003	REV VEH PARTS/FLT	53.73		
					34004	REV VEH PARTS/FLT	31.45		
36225	05/31/10	2,418.21 001176	NORTHSTAR, INC.		33989	OUT RPR EQUIP/FAC	2,418.21		
36226	05/31/10	20.92 001002	ORACLE CORPORATION		33950	3/1-5/31 SUPPORT/IT	20.92		
36227	05/31/10	1,052.43 009	PACIFIC GAS & ELECTRIC		33944	4/13-5/11 RES PARK	1,052.43		
36228	05/31/10	130.21 043	PALACE ART & OFFICE SUPPLY		33932	OFFICE SUPPLY/IT	130.21		
36229	05/31/10	1,468.41 001343	PC CONNECTION SALES CORP		33987	SWITCH 4210 26PT	844.56		
					33988	SWITCH 4210 26PT MGD	623.85		
36230	05/31/10	176.70 050	PITNEY BOWES INC.		34034	6/1-5/31/11 EQ MAINT	101.65		
36231	05/31/10	952.12 001120	PRO-PAK INDUSTRIES, INC		34035	6/1-5/31/11 PLATFORM	75.05		
36232	05/31/10	60.48 107A	PROBUILD		34007	SAFETY SUPPLY/FLT	952.12		
					33999	RPRS & MAINT/FAC	36.11		
					34000	RPRS & MAINT/FAC	11.41		
36233	05/31/10	19,832.04 966	S.C. FUELS		34001	RPRS & MAINT/FAC	12.96		
36234	05/31/10	135.61 135	SANTA CRUZ AUTO PARTS, INC.	0	33968	DIESEL 5/7/10	19,832.04		
					33997	REV VEH PARTS/PT	127.55		
					33998	REV VEH PARTS/FLT	8.06		
36235	05/31/10	75.00 001351	SANTA CRUZ COUNTY PARKS DEPT		34030	PUBLIC MEETING	75.00		
36236	05/31/10	9,145.42 079	SANTA CRUZ MUNICIPAL UTILITIES		33933	4/14-5/12 BINS	558.40		
					33934	4/14-5/12 GOLF	133.60		
					33935	4/14-5/12 GOLF	1,146.39		
					33936	4/14-5/12 PACIFIC	80.00		
					33937	4/14-5/12 PACIFIC	2,554.53		

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

DATE: 05/01/10 THRU 05/31/10

CHECK NUMBER	CHECK DATE	CHECK VENDOR	CHECK AMOUNT	VENDOR NAME	VENDOR TYPE	TRANS. NUMBER	TRANSACTION DESCRIPTION	TRANSACTION AMOUNT	COMMENT
36237	05/31/10	0570	131.00	SCMTD PETTY CASH - CUST SVC		33938	4/14-5/12 VERNON	438.71	
36238	05/31/10	001075	12,266.42	SOQUEL III ASSOCIATES	7	33939	4/14-5/12 1200A RVR	2,805.88	
36239	05/31/10	001232	1,839.49	SPECIALIZED AUTO AND		33940	4/14-5/12 VERNON	49.79	
						33941	4/14-5/12 1200B RVR	874.15	
						33942	4/14-5/12 111 DUBOIS	95.03	
						33943	4/14-5/12 111 DUBOIS	408.94	
						33978	PETTY CASH/CS	131.00	
						33984	RES PARK RENT	12,266.42	
						33951	OUT RPR REV VEH/PT	455.09	
						33952	OUT RPR REV VEH/PT	625.71	
						33953	OUT RPR REV VEH/PT	391.62	
						33954	OUT RPR REV VEH/PT	182.22	
						33955	OUT RPR REV VEH/PT	184.85	
						33945	FRT OUT/FLT	44.48	
						33977	POSTAGE/PT	2,000.00	
						34014	REV VEH PARTS/FLT	1,883.19	
						33948	PC CARDS/ADMIN	90.02	
						34028	JUNE 10 VSP	11,357.50	
						34005	CLEAN SUPPLY/FAC	279.53	
						34006	REV VEH PARTS/FLT	794.67	
TOTAL			2,116,053.96	ACCOUNTS PAYABLE			TOTAL CHECKS 332	2,116,053.96	

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: August 13, 2010
TO: Board of Directors
FROM: Angela Aitken, Finance Manager and Acting Assistant General Manager
SUBJECT: MONTHLY BUDGET STATUS REPORTS FOR MAY 2010

I. RECOMMENDED ACTION

That the Board of Directors accept and file the monthly budget status reports for May 2010.

II. SUMMARY OF ISSUES

- **Operating Revenues** for the month of May 2010 were \$86K or 3 % over the amount of revenue expected for May 2010.
- **Consolidated Operating Expenses** for the month of May 2010 were \$756K or 23 % under budget for the month of May 2010.
- **Capital Budget** spending year to date through May 2010 was \$5,277K or 27 % of the Capital budget.

III. DISCUSSION

An analysis of Santa Cruz METRO's budget status is prepared monthly in order to apprise the Board of Directors of Santa Cruz METRO's actual revenues, expenses and capital in relation to the adopted operating and capital budgets for the fiscal year. The attached monthly revenue, expense and capital reports represent the status of Santa Cruz METRO's FY10 operating and capital budgets versus actual expenditures for the month.

The fiscal year has elapsed **92%**.

A. Operating Revenue

For the month of April 2010 Operating Revenues were \$86K or 3 % over the amount of revenue expected for May 2010. Revenue variances are explained in the notes at the end of the revenue report.

B. Operating Expense by Department

Total Operating Expenses by Department for the month of May 2010 were \$756K or 23 % under budget; 2 % over where we were in FY09. The majority of the variance is due to lower than anticipated Personnel, Fuel & Lube Rev Vehicles and Rev Vehicle Parts expenses.

C. Consolidated Operating Expenses

Consolidated Operating Expenses for the month of May 2010 were \$756K or 23 % under budget. Personnel Expenses, Fuels & Lube Rev Vehicles, and Rev Vehicle Parts all contributed to the variance. Further explanation of these accounts is contained in the notes following the report.

D. Capital Budget

Capital Budget spending year to date through May 2010 was \$5,277K or 27 % of the Capital budget. Of this, \$2,471K or 59 % has been spent on the MetroBase Maintenance Facility project and \$2,076K or 86 % has been spent on the Purchase & Renovation of Vernon Bldg.

IV. FINANCIAL CONSIDERATIONS

Due to the severe economic downturn and the resulting significant decline in revenue, staff is implementing cost - cutting strategies and diligently looking at different scenarios and options in order to close the projected budget gap.

Attachment A: FY10 Operating Revenue for the month ending – 05/31/10
 FY10 Operating Expenses by Department for the month ending – 05/31/10
 FY10 Consolidated Operating Expenses for the month ending – 05/31/10
 FY10 Capital Budget Reports for the month ending – 05/31/10

Prepared by: Kristina Mihaylova, Financial Analyst

Date Prepared: July 14, 2010



FY10

Operating Revenue

For the month ending - **May 31, 2010**

Percent of Year Elapsed - 92%

Year to Date

Current Period

YTD Year Over Year Comparison

Revenue Source	Current Period			Year to Date			YTD Year Over Year Comparison		
	Actual	Budget	% Var	Actual	Budget	% Var	FY10	FY09	% Var
Passenger Fares	\$ 253,361	\$ 301,465	-16%	\$ 2,915,633	\$ 3,110,789	-6%	\$ 2,915,633	\$ 3,082,857	-5%
Paratransit Fares	\$ 19,616	\$ 23,025	-15%	\$ 218,311	\$ 306,258	-29%	\$ 218,311	\$ 301,457	-28%
Special Transit Fares	\$ 379,953	\$ 395,112	-4%	\$ 3,273,062	\$ 3,495,752	-6%	\$ 3,273,062	\$ 3,408,444	-4%
Highway 17 Fares	\$ 99,188	\$ 84,815	17%	\$ 993,323	\$ 995,188	0%	\$ 993,323	\$ 961,853	3%
Highway 17 Payments	\$ 30,373	\$ 37,552	-19%	\$ 386,178	\$ 388,030	0%	\$ 386,178	\$ 392,846	-2%
Subtotal Passenger Revenue	\$ 782,491	\$ 841,969	-7%	\$ 7,786,508	\$ 8,296,017	-6%	\$ 7,786,508	\$ 8,147,457	-4%
Commissions	\$ 1,058	\$ 459	131%	\$ 5,073	\$ 5,041	1%	\$ 5,073	\$ 4,555	11%
Advertising Income	\$ 11,608	\$ 4,018	189%	\$ 221,142	\$ 145,980	51%	\$ 221,142	\$ 152,037	45%
Rent Income - SC Pacific Station	\$ 7,520	\$ 7,714	-3%	\$ 83,820	\$ 84,058	0%	\$ 83,820	\$ 82,790	1%
Rent Income - Watsonville TC	\$ 2,910	\$ 2,675	9%	\$ 31,826	\$ 31,725	0%	\$ 31,826	\$ 33,861	-6%
Rent Income - General	\$ -	\$ -	0%	\$ -	\$ -	0%	\$ -	\$ 12,659	-100%
Interest Income	\$ 13,849	\$ 3,918	253%	\$ 177,119	\$ 46,214	283%	\$ 177,119	\$ 372,303	-52%
Other Non-Transp Revenue	\$ 101	\$ 486	-79%	\$ 7,289	\$ 5,337	37%	\$ 7,289	\$ 5,664	29%
Sales Tax Revenue	\$ 1,200,000	\$ 1,084,462	11%	\$ 12,905,494	\$ 14,952,351	-14%	\$ 12,905,494	\$ 14,359,999	-10%
Transp Dev Act (TDA) - Op Asst	\$ 1,195,027	\$ 1,387,805	-14%	\$ 5,001,737	\$ 5,551,220	-10%	\$ 5,001,737	\$ 4,483,848	12%
Subtotal Other Revenue	\$ 2,432,073	\$ 2,491,537	-2%	\$ 18,433,500	\$ 20,821,926	-11%	\$ 18,433,500	\$ 19,507,716	-6%
FTA Sec 5307 - Op Asst	\$ -	\$ -	0%	\$ 3,645,442	\$ 3,645,442	0%	\$ 3,645,442	\$ 3,426,293	6%
FTA Sec 5309 - ARRA Oprtg	\$ 205,000	\$ -	100%	\$ 205,000	\$ 205,000	100%	\$ 205,000	\$ -	100%
Repay FTA Advance	\$ -	\$ -	0%	\$ -	\$ -	0%	\$ -	\$ -	0%
FTA Sec 5311 - Rural Op Asst	\$ -	\$ -	0%	\$ 170,894	\$ 170,894	0%	\$ 170,894	\$ 161,615	6%
Sec 5303 - AMBAG Funding	\$ -	\$ -	0%	\$ 4,351	\$ -	100%	\$ 4,351	\$ 17,894	-76%
FTA Sec 5317 - Op Assistance	\$ -	\$ -	0%	\$ -	\$ -	0%	\$ -	\$ -	0%
Subtotal Grant Revenue	\$ 205,000	\$ 205,000	100%	\$ 4,025,687	\$ 3,816,336	5%	\$ 4,025,687	\$ 3,605,802	12%
Subtotal Operating Revenue	\$ 3,419,564	\$ 3,333,506	3%	\$ 30,245,696	\$ 32,934,279	-8%	\$ 30,245,695	\$ 31,260,975	-3%
Total Operating Expenses	\$ 2,598,939			\$ 32,099,687			\$ 32,099,687	\$ 31,487,648	
Variance	\$ 820,625			\$ (1,853,991)			\$ (1,853,992)	\$ (226,673)	
One-Time Revenue									
Transfer (to)/from Capital Reserves	\$ -	\$ -	0%	\$ -	\$ -	0%	\$ -	\$ -	0%
Transfer (to)/from Cash Flow Res	\$ -	\$ -	0%	\$ -	\$ -	0%	\$ -	\$ -	0%
Transfer (to)/from W/C Reserve	\$ -	\$ -	0%	\$ -	\$ -	0%	\$ -	\$ -	0%
Transfer (to)/from Liab Ins Res	\$ -	\$ -	0%	\$ -	\$ -	0%	\$ -	\$ -	0%
Carryover from Previous Year	\$ -	\$ -	0%	\$ -	\$ -	0%	\$ -	\$ -	0%
Subtotal One-Time Revenue	\$ -	\$ -	0%	\$ -	\$ -	0%	\$ -	\$ -	0%
Total Revenue	\$ 3,419,564	\$ 3,333,506	3%	\$ 30,245,696	\$ 32,934,279	-8%	\$ 30,245,695	\$ 31,260,975	-3%
Total Operating Expenses	\$ 2,598,939			\$ 32,099,687			\$ 32,099,687	\$ 31,487,648	
Variance	\$ 820,625			\$ (1,853,991)			\$ (1,853,992)	\$ (226,673)	

Attachment B

FY10 Operating Expenses by Department For the month ending - **May 31, 2010**



	Current Period				Year to Date				YTD Year Over Year Comparison				
	Actual	Budget	\$ Var	% Var	Notes	Actual	Budget	\$ Var	% Var	FY10	FY09	\$ Var	% Var
										Actual			
Departmental Personnel Expenses													
700 - SCCIC	\$ -	\$ -	\$ -	0%		\$ -	\$ -	\$ -	0%	\$ -	\$ -	\$ -	0%
1100 - Administration	\$ 40,161	\$ 53,237	\$ (13,076)	-25%		\$ 618,045	\$ 676,819	\$ (58,774)	-9%	\$ 618,045	\$ 790,014	\$ (171,969)	-22%
1200 - Finance	\$ 90,281	\$ 97,142	\$ (6,861)	-7%		\$ 969,334	\$ 1,068,562	\$ (99,228)	-9%	\$ 969,334	\$ 803,666	\$ 165,668	21%
1300 - Customer Service	\$ 28,130	\$ 39,070	\$ (10,940)	-28%		\$ 341,780	\$ 429,770	\$ (87,990)	-20%	\$ 341,780	\$ 399,813	\$ (58,033)	-15%
1400 - Human Resources	\$ 41,097	\$ 50,597	\$ (9,500)	-19%		\$ 472,572	\$ 556,568	\$ (83,996)	-15%	\$ 472,572	\$ 489,964	\$ (17,392)	-4%
1500 - Information Technology	\$ 41,302	\$ 44,061	\$ (2,759)	-6%		\$ 475,723	\$ 484,670	\$ (8,947)	-2%	\$ 475,723	\$ 451,388	\$ 24,335	5%
1700 - District Counsel	\$ 36,755	\$ 39,205	\$ (2,450)	-6%		\$ 437,860	\$ 468,753	\$ (30,894)	-7%	\$ 437,860	\$ 388,490	\$ 49,370	13%
1800 - Risk Management	\$ -	\$ -	\$ -	0%		\$ -	\$ -	\$ -	0%	\$ -	\$ -	\$ -	0%
2200 - Facilities Maintenance	\$ 75,341	\$ 87,177	\$ (11,836)	-14%		\$ 858,570	\$ 958,945	\$ (100,375)	-10%	\$ 858,570	\$ 864,757	\$ (6,187)	-1%
3100 - Paratransit Program	\$ 238,877	\$ 307,169	\$ (68,292)	-22%		\$ 2,859,464	\$ 3,378,853	\$ (519,389)	-15%	\$ 2,859,464	\$ 2,751,785	\$ 107,679	4%
3200 - Operations	\$ 158,831	\$ 172,015	\$ (13,184)	-8%		\$ 1,859,062	\$ 1,914,649	\$ (55,587)	-3%	\$ 1,859,062	\$ 1,768,584	\$ 90,478	5%
3300 - Bus Operators	\$ 834,474	\$ 1,195,056	\$ (360,582)	-30%		\$ 12,229,427	\$ 13,130,110	\$ (900,683)	-7%	\$ 12,229,427	\$ 12,060,722	\$ 168,705	1%
4100 - Fleet Maintenance	\$ 286,936	\$ 324,747	\$ (37,811)	-12%		\$ 3,262,427	\$ 3,572,206	\$ (309,780)	-9%	\$ 3,262,427	\$ 3,375,309	\$ (112,882)	-3%
9001 - Cobra Benefits	\$ 607	\$ -	\$ 607	100%		\$ 6,288	\$ -	\$ 6,288	100%	\$ 6,288	\$ 3,888	\$ 2,400	62%
9005 - Retired Employee Benefits	\$ 155,646	\$ 180,037	\$ (24,391)	-14%		\$ 1,514,660	\$ 1,980,409	\$ (465,749)	-24%	\$ 1,514,660	\$ 1,475,594	\$ 39,066	3%
9014 - Operating Grants	\$ -	\$ -	\$ -	0%		\$ -	\$ -	\$ -	0%	\$ -	\$ -	\$ -	0%
110020 - Operating Grants	\$ -	\$ -	\$ -	0%		\$ -	\$ -	\$ -	0%	\$ -	\$ -	\$ -	0%
100 - New Flyer Parts Credit	\$ -	\$ -	\$ -	0%		\$ -	\$ -	\$ -	0%	\$ -	\$ -	\$ -	0%
Subtotal Personnel Expenses	\$ 2,028,438	\$ 2,589,513	\$ (561,075)	-22%		\$ 25,905,210	\$ 28,620,314	\$ (2,715,103)	-9%	\$ 25,905,210	\$ 25,623,974	\$ 281,236	1%
Departmental Non-Personnel Expenses													
700 - SCCIC	\$ (10)	\$ 4	\$ (14)	-350%		\$ 240	\$ 291	\$ (51)	-17%	\$ 240	\$ 270	\$ (30)	-11%
1100 - Administration	\$ 26,083	\$ 32,146	\$ (6,063)	-19%		\$ 236,925	\$ 304,612	\$ (67,687)	-22%	\$ 236,925	\$ 210,207	\$ 26,718	13%
1200 - Finance	\$ 73,362	\$ 57,800	\$ 15,562	27%		\$ 876,798	\$ 868,579	\$ 8,219	1%	\$ 876,798	\$ 747,173	\$ 129,625	17%
1300 - Customer Service	\$ 8,740	\$ 4,930	\$ 3,810	77%		\$ 72,825	\$ 89,280	\$ (16,455)	-18%	\$ 72,825	\$ 72,432	\$ 393	1%
1400 - Human Resources	\$ 3,848	\$ 16,081	\$ (12,233)	-76%		\$ 60,816	\$ 176,892	\$ (116,077)	-66%	\$ 60,816	\$ 32,853	\$ 27,963	85%
1500 - Information Technology	\$ 10,571	\$ 15,117	\$ (4,546)	-30%		\$ 156,673	\$ 172,490	\$ (15,816)	-9%	\$ 156,673	\$ 85,732	\$ 70,941	83%
1700 - District Counsel	\$ (279)	\$ 1,691	\$ (1,970)	-116%		\$ 13,501	\$ 18,604	\$ (5,103)	-27%	\$ 13,501	\$ 13,424	\$ 77	1%
1800 - Risk Management	\$ 16,260	\$ 20,833	\$ (4,573)	-22%		\$ 79,572	\$ 229,165	\$ (149,592)	-65%	\$ 79,572	\$ 39,985	\$ 39,587	99%
2200 - Facilities Maintenance	\$ 113,826	\$ 110,165	\$ 3,661	3%		\$ 1,421,229	\$ 1,419,358	\$ 1,872	0%	\$ 1,421,229	\$ 1,505,536	\$ (84,307)	-6%
3100 - Paratransit Program	\$ 64,675	\$ 74,437	\$ (9,762)	-13%		\$ 666,128	\$ 818,814	\$ (152,685)	-19%	\$ 666,128	\$ 564,442	\$ 101,686	18%
3200 - Operations	\$ 39,634	\$ 42,438	\$ (2,804)	-7%		\$ 448,770	\$ 484,908	\$ (36,138)	-7%	\$ 448,770	\$ 495,089	\$ (46,319)	-9%
3300 - Bus Operators	\$ -	\$ 637	\$ (637)	-100%		\$ 4,574	\$ 7,014	\$ (2,440)	-35%	\$ 4,574	\$ 4,165	\$ 409	10%
4100 - Fleet Maintenance	\$ 213,790	\$ 389,366	\$ (175,576)	-45%		\$ 2,161,357	\$ 4,255,216	\$ (2,093,858)	-49%	\$ 2,161,357	\$ 2,072,229	\$ 89,128	4%
9001 - Cobra Benefits	\$ -	\$ -	\$ -	0%		\$ (4,935)	\$ -	\$ (4,935)	100%	\$ (4,935)	\$ -	\$ (4,935)	100%
9005 - Retired Employee Benefits	\$ -	\$ -	\$ -	0%		\$ -	\$ 3	\$ (3)	-100%	\$ -	\$ -	\$ -	0%
9014 - Operating Grants	\$ -	\$ -	\$ -	0%		\$ -	\$ -	\$ -	0%	\$ -	\$ 20,142	\$ (20,142)	-100%
110020 - Operating Grants	\$ -	\$ -	\$ -	0%		\$ -	\$ -	\$ -	0%	\$ -	\$ -	\$ -	0%
100 - New Flyer Parts Credit	\$ -	\$ -	\$ -	0%		\$ -	\$ -	\$ -	0%	\$ -	\$ 0	\$ (0)	-100%
Subtotal Non-Personnel Expenses	\$ 570,500	\$ 765,645	\$ (195,145)	-25%		\$ 6,194,474	\$ 8,845,224	\$ (2,650,749)	-30%	\$ 6,194,474	\$ 5,863,679	\$ 330,795	6%



FY10
Operating Expenses by Department
For the month ending - May 31, 2010

Attachment B

	Current Period			Year to Date			YTD Year Over Year Comparison						
	Actual	Budget	% Var	Notes	Actual	Budget	% Var	FY10	FY09	\$ Var	% Var		
Total Departmental Expenses													
700 - SCCIC	\$ (10)	\$ 4	(14)	-350%		\$ 240	\$ 291	(51)	-17%	\$ 240	\$ 270	(30)	-11%
1100 - Administration	\$ 66,244	\$ 85,383	(19,139)	-22%	1	\$ 854,970	\$ 981,431	(126,461)	-13%	\$ 854,970	\$ 1,000,221	(145,251)	-15%
1200 - Finance	\$ 163,643	\$ 154,942	\$ 8,701	6%	2	\$ 1,846,132	\$ 1,937,141	(91,009)	-5%	\$ 1,846,132	\$ 1,550,839	\$ 295,293	19%
1300 - Customer Service	\$ 36,870	\$ 44,000	(7,130)	-16%		\$ 414,605	\$ 519,050	(104,445)	-20%	\$ 414,605	\$ 472,245	(57,640)	-12%
1400 - Human Resources	\$ 44,945	\$ 66,678	(21,733)	-33%	3	\$ 533,388	\$ 733,461	(200,073)	-27%	\$ 533,388	\$ 522,817	\$ 10,571	2%
1500 - Information Technology	\$ 51,873	\$ 59,178	(7,305)	-12%		\$ 632,396	\$ 657,159	(24,763)	-4%	\$ 632,396	\$ 537,120	\$ 95,276	18%
1700 - District Counsel	\$ 36,476	\$ 40,896	(4,420)	-11%		\$ 451,361	\$ 487,358	(35,997)	-7%	\$ 451,361	\$ 401,914	\$ 49,447	12%
1800 - Risk Management	\$ 16,260	\$ 20,833	(4,573)	-22%		\$ 79,572	\$ 229,165	(149,592)	-65%	\$ 79,572	\$ 39,985	\$ 39,587	99%
2200 - Facilities Maintenance	\$ 189,167	\$ 197,342	(8,175)	-4%	4	\$ 2,279,799	\$ 2,378,303	(98,504)	-4%	\$ 2,279,799	\$ 2,370,293	(90,494)	-4%
3100 - Paratransit Program	\$ 303,552	\$ 381,606	(78,054)	-20%	5	\$ 3,525,592	\$ 4,197,666	(672,074)	-16%	\$ 3,525,592	\$ 3,316,227	\$ 209,365	6%
3200 - Operations	\$ 198,465	\$ 214,453	(15,988)	-7%	6	\$ 2,307,832	\$ 2,399,557	(91,725)	-4%	\$ 2,307,832	\$ 2,263,673	\$ 44,159	2%
3300 - Bus Operators	\$ 834,474	\$ 1,195,693	(361,219)	-30%	7	\$ 12,234,001	\$ 13,137,123	(903,122)	-7%	\$ 12,234,001	\$ 12,064,887	\$ 169,114	1%
4100 - Fleet Maintenance	\$ 500,726	\$ 714,113	(213,387)	-30%	8	\$ 5,423,784	\$ 7,827,422	(2,403,638)	-31%	\$ 5,423,784	\$ 5,447,538	(23,754)	0%
9001 - Cobra Benefits	\$ 607	\$ -	\$ 607	100%		\$ 1,353	\$ -	\$ 1,353	100%	\$ 1,353	\$ 3,888	(2,535)	-65%
9005 - Retired Employee Benefits	\$ 155,646	\$ 180,037	(24,391)	-14%	9	\$ 1,514,660	\$ 1,980,412	(465,752)	-24%	\$ 1,514,660	\$ 1,475,594	\$ 39,066	3%
9014 - Operating Grants	\$ -	\$ -	\$ -	0%		\$ -	\$ -	\$ -	0%	\$ -	\$ 20,142	(20,142)	-100%
110020 - Operating Grants	\$ -	\$ -	\$ -	0%		\$ -	\$ -	\$ -	0%	\$ -	\$ -	\$ -	0%
100 - New Flyer Parts Credit	\$ -	\$ -	\$ -	0%		\$ -	\$ -	\$ -	0%	\$ -	\$ 0	(0)	-100%
Total Operating Expenses	\$ 2,598,939	\$ 3,355,160	(756,221)	-23%		\$ 32,099,688	\$ 37,465,546	(5,365,859)	-14%	\$ 32,099,688	\$ 31,487,646	\$ 612,041	2%

** does not include depreciation

Current Period Notes:

- 1) **Administration** is under budget due to a vacant funded position and cost cutting measures in place.
- 2) **Finance** is over budget in May 2010 due to Temp Help. It is under budget YTD.
- 3) **Human Resources** is under budget due to a vacant funded position and Prof & Tech Fees straight-lined.
- 4) **Facilities Maintenance** is under budget due to a vacant funded position.
- 5) **Paratransit Program** is under budget due to vacant funded positions and extended leaves.
- 6) **Operations** is under budget due to a vacant funded position.
- 7) **Bus Operators** is under budget due to vacant funded positions and extended leaves.
- 8) **Fleet** is under budget due to vacant funded positions, lower than anticipated prices of fuel and cost cutting measures in place.
- 9) **Retired Employee Benefits** is under budget due to lower than anticipated Medical Ins costs.



FY10
Consolidated Operating Expenses
For the month ending - May 31, 2010

Attachment C

	Current Period				Year to Date				YTD Year Over Year Comparison				
	Actual	Budget	\$ Var	% Var	Notes	Actual	Budget	\$ Var	% Var	FY10	FY09	\$ Var	% Var
LABOR													
501011 Bus Operator Pay	\$ 608,523	\$ 678,293	\$ (69,770)	-10%		\$ 6,821,141	\$ 7,461,218	\$ (640,077)	-9%		\$ 6,967,649	\$ (146,508)	-2%
501013 Bus Operator Overtime	\$ 174,156	\$ 111,733	\$ 62,423	56%		\$ 1,639,170	\$ 1,229,062	\$ 410,108	33%		\$ 1,362,928	\$ 276,242	20%
501021 Other Salaries	\$ 500,115	\$ 570,460	\$ (70,345)	-12%		\$ 5,837,477	\$ 6,190,218	\$ (352,741)	-6%		\$ 5,711,532	\$ 125,945	2%
501023 Other Overtime	\$ 24,839	\$ 25,297	\$ (458)	-2%		\$ 300,909	\$ 285,247	\$ 15,662	5%		\$ 248,111	\$ 52,798	21%
Total Labor -	\$ 1,307,633	\$ 1,385,783	\$ (78,150)	-6%		\$ 14,598,697	\$ 15,165,745	\$ (567,048)	-4%		\$ 14,290,220	\$ 308,477	2%
FRINGE BENEFITS													
502011 Medicare/Soc. Sec.	\$ 18,554	\$ 21,390	\$ (2,836)	-13%		\$ 210,915	\$ 236,414	\$ (25,499)	-11%		\$ 201,067	\$ 9,847	5%
502021 Retirement	\$ 171,143	\$ 198,175	\$ (27,032)	-14%		\$ 1,986,353	\$ 2,190,289	\$ (203,936)	-9%		\$ 2,042,344	\$ (55,991)	-3%
502031 Medical Insurance	\$ 458,792	\$ 527,294	\$ (68,502)	-13%		\$ 4,750,492	\$ 5,807,301	\$ (1,056,809)	-18%		\$ 4,732,088	\$ 18,404	0%
502041 Dental Insurance	\$ 35,635	\$ 46,350	\$ (10,715)	-23%		\$ 435,618	\$ 510,401	\$ (74,784)	-15%		\$ 431,959	\$ 3,659	1%
502045 Vision Insurance	\$ 11,171	\$ 12,029	\$ (858)	-7%		\$ 124,296	\$ 132,488	\$ (8,193)	-6%		\$ 122,679	\$ 1,616	1%
502051 Life Insurance	\$ 3,722	\$ 4,313	\$ (591)	-14%		\$ 39,726	\$ 47,523	\$ (7,797)	-16%		\$ 39,774	\$ (48)	0%
502060 State Disability	\$ 16,718	\$ 26,404	\$ (9,686)	-37%		\$ 181,627	\$ 291,392	\$ (109,765)	-38%		\$ 157,152	\$ 24,475	16%
502061 Disability Insurance	\$ 17,834	\$ 22,449	\$ (4,615)	-21%		\$ 192,482	\$ 248,741	\$ (56,259)	-23%		\$ 196,301	\$ (3,819)	-2%
502071 State Unemp. Ins	\$ 144	\$ 4,434	\$ (4,290)	-97%		\$ 63,201	\$ 48,775	\$ 14,426	30%		\$ 52,090	\$ 11,111	21%
502081 Worker's Comp Ins	\$ (231,881)	\$ 85,756	\$ (317,637)	-370%		\$ 546,894	\$ 943,316	\$ (396,422)	-42%		\$ 643,101	\$ (96,207)	-15%
502083 Worker's Comp IBNR	\$ -	\$ -	\$ -	0%		\$ -	\$ -	\$ -	0%		\$ -	\$ -	0%
502101 Holiday Pay	\$ 8,849	\$ 26,666	\$ (17,817)	-67%		\$ 269,005	\$ 378,171	\$ (109,166)	-29%		\$ 303,148	\$ (34,143)	-11%
502103 Floating Holiday	\$ 2,911	\$ 6,042	\$ (3,131)	-52%		\$ 28,084	\$ 66,459	\$ (38,375)	-58%		\$ 21,174	\$ 6,910	33%
502109 Sick Leave	\$ 35,228	\$ 69,876	\$ (34,648)	-50%		\$ 611,670	\$ 843,507	\$ (231,837)	-27%		\$ 606,972	\$ 4,698	1%
502111 Annual Leave	\$ 151,282	\$ 127,977	\$ 23,305	18%		\$ 1,639,206	\$ 1,428,478	\$ 210,728	15%		\$ 1,589,154	\$ 50,052	3%
502121 Other Paid Absence	\$ 14,376	\$ 10,657	\$ 3,719	35%		\$ 142,195	\$ 117,226	\$ 24,969	21%		\$ 122,817	\$ 19,378	16%
502251 Physical Exams	\$ 300	\$ 1,108	\$ (808)	-73%		\$ 8,712	\$ 12,189	\$ (3,477)	-29%		\$ 5,735	\$ 2,977	52%
502253 Driver Lic Renewal	\$ 186	\$ 367	\$ (181)	-49%		\$ 2,314	\$ 4,036	\$ (1,722)	-43%		\$ 1,140	\$ 1,174	103%
502999 Other Fringe Benefits	\$ 5,840	\$ 12,442	\$ (6,602)	-53%		\$ 68,788	\$ 136,868	\$ (68,079)	-50%		\$ 65,057	\$ 3,731	6%
Total Fringe Benefits -	\$ 720,804	\$ 1,203,729	\$ (482,925)	-40%		\$ 11,301,578	\$ 13,443,574	\$ (2,141,996)	-16%		\$ 11,333,754	\$ (32,175)	0%
Total Personnel Expenses -	\$ 2,028,437	\$ 2,589,512	\$ (561,075)	-22%	1	\$ 25,900,275	\$ 28,609,319	\$ (2,709,044)	-9%		\$ 25,623,973	\$ 276,302	1%



FY10
Consolidated Operating Expenses
For the month ending - May 31, 2010

Attachment C

	Current Period			Year to Date			YTD Year Over Year Comparison						
	Actual	Budget	% Var	Actual	Budget	% Var	FY10	FY09	\$ Var	% Var			
			Notes										
SERVICES													
503011 Acctg & Audit Fees	\$ 10,200	\$ 858	\$ 9,342	1089%	\$ 88,407	\$ 102,392	14%	\$ 88,407	\$ 78,215	\$ 10,192	13%		
503012 Admin & Bank Fees	\$ 1,566	\$ 1,413	\$ 153	11%	\$ 152,040	\$ 165,301	8%	\$ 152,040	\$ 149,175	\$ 2,865	2%		
503031 Prof & Tech Fees	\$ 15,146	\$ 24,888	\$ (9,742)	-39%	\$ 147,160	\$ 254,685	42%	\$ 147,160	\$ 101,485	\$ 45,675	45%		
503032 Legislative Services	\$ 10,000	\$ 8,617	\$ 1,383	16%	\$ 85,000	\$ 94,785	10%	\$ 85,000	\$ 82,500	\$ 2,500	3%		
503033 Legal Services	\$ 11,491	\$ 4,583	\$ 6,908	151%	\$ 40,532	\$ 50,414	20%	\$ 40,532	\$ -	\$ 40,532	100%		
503034 Pre-Employ Exams	\$ 488	\$ 1,037	\$ (549)	-53%	\$ 11,188	\$ 11,405	2%	\$ 11,188	\$ 10,251	\$ 937	9%		
503041 Temp Help	\$ 33,183	\$ -	\$ 33,183	100%	\$ 254,084	\$ -	100%	\$ 254,084	\$ 99,210	\$ 154,874	156%		
503161 Custodial Services	\$ 5,201	\$ 5,508	\$ (307)	-6%	\$ 58,458	\$ 60,589	4%	\$ 58,458	\$ 62,693	\$ (4,235)	-7%		
503162 Uniform & Laundry	\$ 1,874	\$ 3,668	\$ (1,794)	-49%	\$ 17,928	\$ 40,348	56%	\$ 17,928	\$ 28,701	\$ (10,773)	-38%		
503171 Security Services	\$ 27,613	\$ 33,804	\$ (6,191)	-18%	\$ 313,486	\$ 372,565	16%	\$ 313,486	\$ 326,757	\$ (13,271)	-4%		
503221 Classified/Legal Ads	\$ 5,064	\$ 2,200	\$ 2,864	130%	\$ 14,768	\$ 24,200	39%	\$ 14,768	\$ 12,278	\$ 2,490	20%		
503222 Legal Advertising	\$ -	\$ -	\$ -	0%	\$ -	\$ -	0%	\$ -	\$ -	\$ -	0%		
503225 Graphic Services	\$ -	\$ 333	\$ (333)	-100%	\$ -	\$ 3,664	100%	\$ -	\$ -	\$ -	0%		
503351 Repair - Bldg & Impr	\$ 14,586	\$ 6,375	\$ 8,211	129%	\$ 44,740	\$ 70,125	36%	\$ 44,740	\$ 69,279	\$ (24,539)	-35%		
503352 Repair - Equipment	\$ 26,351	\$ 35,970	\$ (9,619)	-27%	\$ 399,062	\$ 412,906	3%	\$ 399,062	\$ 307,908	\$ 91,154	30%		
503353 Repair - Rev Vehicle	\$ 22,978	\$ 36,442	\$ (13,464)	-37%	\$ 284,151	\$ 400,860	29%	\$ 284,151	\$ 362,066	\$ (77,915)	-22%		
503354 Repair - Non Rev Vehicle	\$ 406	\$ 2,625	\$ (2,219)	-85%	\$ 17,773	\$ 28,875	38%	\$ 17,773	\$ 13,889	\$ 3,883	28%		
503363 Haz Mat Disposal	\$ 4,680	\$ 2,083	\$ 2,597	125%	\$ 43,567	\$ 22,914	90%	\$ 43,567	\$ 45,934	\$ (2,366)	-5%		
Total Services -	\$ 190,827	\$ 170,404	\$ 20,423	12%	\$ 1,972,343	\$ 2,116,029	7%	\$ 1,972,343	\$ 1,750,342	\$ 222,001	13%		
MOBILE MATERIALS AND SUPPLIES													
504011 Fuels & Lube Non Rev Veh	\$ 5,221	\$ 17,283	\$ (12,062)	-70%	\$ 114,399	\$ 190,115	40%	\$ 114,399	\$ 130,091	\$ (15,692)	-12%		
504012 Fuels & Lube Rev Veh	\$ 176,923	\$ 270,417	\$ (93,494)	-35%	\$ 1,325,044	\$ 2,948,085	55%	\$ 1,325,044	\$ 1,315,120	\$ 9,924	1%		
504021 Tires & Tubes	\$ 18,794	\$ 17,750	\$ 1,044	6%	\$ 187,198	\$ 195,250	4%	\$ 187,198	\$ 172,023	\$ 15,175	9%		
504161 Other Mobile Supplies	\$ -	\$ 858	\$ (858)	-100%	\$ 505	\$ 9,440	95%	\$ 505	\$ 6,578	\$ (6,073)	-92%		
504191 Rev Vehicle Parts	\$ 40,151	\$ 68,083	\$ (27,932)	-41%	\$ 486,575	\$ 748,915	35%	\$ 486,575	\$ 294,694	\$ 191,881	65%		
Total Mobile Materials & Supplies -	\$ 241,089	\$ 374,391	\$ (133,302)	-36%	\$ 2,113,722	\$ 4,091,804	48%	\$ 2,113,722	\$ 1,918,507	\$ 195,215	10%		



FY10
Consolidated Operating Expenses
For the month ending - May 31, 2010

	Current Period				Year to Date				YTD Year Over Year Comparison					
	Actual	Budget	\$ Var	% Var	Notes	Actual	Budget	\$ Var	% Var	FY10	FY09	\$ Var	% Var	
										Actual				
OTHER MATERIALS & SUPPLIES														
504205 Freight Out	\$ 126	\$ 300	\$ (174)	-58%		\$ 1,491	\$ 3,300	\$ (1,809)	-55%		\$ 1,491	\$ 1,824	\$ (334)	-18%
504211 Postage & Mailing	\$ 2,024	\$ 1,939	\$ 85	4%		\$ 12,310	\$ 24,328	\$ (12,018)	-49%		\$ 12,310	\$ 8,914	\$ 3,396	38%
504214 Promotional Items	\$ -	\$ -	\$ -	0%		\$ -	\$ -	\$ -	0%		\$ -	\$ -	\$ -	0%
504215 Printing	\$ 6,748	\$ 5,328	\$ 1,420	27%		\$ 73,144	\$ 86,511	\$ (13,367)	-15%		\$ 73,144	\$ 68,219	\$ 4,925	7%
504217 Photo Supply/Processing	\$ -	\$ 825	\$ (825)	-100%		\$ 450	\$ 9,075	\$ (8,625)	-95%		\$ 450	\$ 4,684	\$ (4,234)	-90%
504311 Office Supplies	\$ 3,345	\$ 7,353	\$ (4,008)	-55%		\$ 53,461	\$ 80,885	\$ (27,424)	-34%		\$ 53,461	\$ 51,630	\$ 1,831	4%
504315 Safety Supplies	\$ 2,461	\$ 2,792	\$ (331)	-12%		\$ 14,284	\$ 30,710	\$ (16,426)	-53%		\$ 14,284	\$ 11,557	\$ 2,727	24%
504317 Cleaning Supplies	\$ 5,509	\$ 4,933	\$ 576	12%		\$ 32,230	\$ 54,266	\$ (22,036)	-41%		\$ 32,230	\$ 26,435	\$ 5,795	22%
504409 Repair/Maint Supplies	\$ 6,503	\$ 4,775	\$ 1,728	36%		\$ 47,484	\$ 52,525	\$ (5,041)	-10%		\$ 47,484	\$ 43,262	\$ 4,222	10%
504421 Non-Inventory Parts	\$ 9	\$ 4,463	\$ (4,454)	-100%		\$ 8,105	\$ 49,090	\$ (40,985)	-83%		\$ 8,105	\$ 45,896	\$ (37,791)	-82%
504511 Small Tools	\$ 1,417	\$ 875	\$ 542	62%		\$ 2,920	\$ 9,625	\$ (6,705)	-70%		\$ 2,920	\$ 3,363	\$ (443)	-13%
504515 Employee Tool Rplcmt	\$ -	\$ 225	\$ (225)	-100%		\$ 1,014	\$ 2,475	\$ (1,461)	-59%		\$ 1,014	\$ 1,269	\$ (255)	-20%
Total Other Materials & Supplies -	\$ 28,142	\$ 33,808	\$ (5,666)	-17%		\$ 246,892	\$ 402,789	\$ (155,898)	-39%		\$ 246,892	\$ 267,053	\$ (20,161)	-8%

UTILITIES

505011 Gas & Electric	\$ 14,381	\$ 19,101	\$ (4,720)	-25%		\$ 163,149	\$ 210,111	\$ (46,962)	-22%		\$ 163,149	\$ 169,861	\$ (6,712)	-4%
505021 Water & Garbage	\$ 10,742	\$ 10,681	\$ 61	1%		\$ 120,287	\$ 117,492	\$ 2,795	2%		\$ 120,287	\$ 120,666	\$ (380)	0%
505031 Telecommunications	\$ 6,911	\$ 12,298	\$ (5,387)	-44%		\$ 125,860	\$ 135,279	\$ (9,419)	-7%		\$ 125,860	\$ 96,668	\$ 29,192	30%
Total Utilities -	\$ 32,034	\$ 42,080	\$ (10,046)	-24%		\$ 409,295	\$ 462,881	\$ (53,586)	-12%		\$ 409,295	\$ 387,195	\$ 22,100	6%

CASUALTY & LIABILITY

506011 Insurance - Property	\$ 8,743	\$ 10,158	\$ (1,415)	-14%		\$ 77,409	\$ 111,739	\$ (34,330)	-31%		\$ 77,409	\$ 64,108	\$ 13,301	21%
506015 Insurance - PL & PD	\$ 36,357	\$ 43,775	\$ (7,418)	-17%		\$ 417,365	\$ 481,525	\$ (64,160)	-13%		\$ 417,365	\$ 443,361	\$ (25,996)	-6%
506021 Insurance - Other	\$ -	\$ -	\$ -	0%		\$ 711	\$ 800	\$ (89)	-11%		\$ 711	\$ 711	\$ -	0%
506123 Settlement Costs	\$ -	\$ 12,500	\$ (12,500)	-100%	7	\$ 24,399	\$ 137,500	\$ (113,101)	-82%		\$ 24,399	\$ 35,554	\$ (11,155)	-31%
506127 Repairs - Dist Prop	\$ (28,851)	\$ -	\$ (28,851)	100%		\$ (28,851)	\$ -	\$ (28,851)	100%		\$ (28,851)	\$ (30,743)	\$ 1,892	-6%
Total Casualty & Liability -	\$ 16,249	\$ 66,433	\$ (50,184)	-76%		\$ 491,033	\$ 731,564	\$ (240,531)	-33%		\$ 491,033	\$ 512,991	\$ (21,958)	-4%

TAXES

507051 Fuel Tax	\$ 956	\$ 1,209	\$ (253)	-21%		\$ 11,635	\$ 13,300	\$ (1,664)	-13%		\$ 11,635	\$ 8,867	\$ 2,768	31%
507201 Licenses & permits	\$ 1,050	\$ 1,158	\$ (108)	-9%		\$ 18,062	\$ 14,640	\$ 3,422	23%		\$ 18,062	\$ 16,737	\$ 1,325	8%
507999 Other Taxes	\$ -	\$ -	\$ -	0%		\$ 16,868	\$ 27,000	\$ (10,132)	-38%		\$ 16,868	\$ 21,013	\$ (4,145)	-20%
Total Utilities -	\$ 2,006	\$ 2,367	\$ (361)	-15%		\$ 46,565	\$ 54,940	\$ (8,375)	-15%		\$ 46,565	\$ 46,617	\$ (52)	0%



FY10
Consolidated Operating Expenses
For the month ending - May 31, 2010

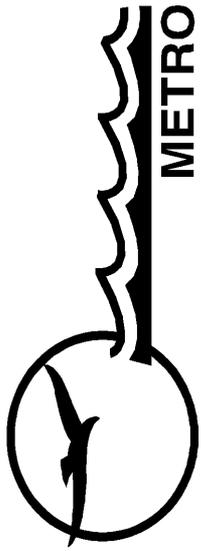
Attachment C

	Current Period				Year to Date				YTD Year Over Year Comparison				
	Actual	Budget	\$ Var	% Var	Notes	Actual	Budget	\$ Var	% Var	FY10	FY09	\$ Var	% Var
										Actual			
<u>PURCHASED TRANSPORTATION</u>													
503406 Contr/Paratrans	\$ 18,066	\$ 20,833	\$ (2,767)	-13%		\$ 270,623	\$ 229,165	\$ 41,458	18%		\$ 163,151	\$ 107,472	66%
Total Purchased Transportation -	\$ 18,066	\$ 20,833	\$ (2,767)	-13%		\$ 270,623	\$ 229,165	\$ 41,458	18%		\$ 163,151	\$ 107,472	66%
<u>MISC</u>													
509011 Dues & Subscriptions	\$ 6,087	\$ 5,485	\$ 602	11%		\$ 57,683	\$ 61,334	\$ (3,651)	-6%		\$ 56,209	\$ 1,474	3%
509085 Advertising - Rev Product	-	-	-	0%		-	-	-	0%		-	-	0%
509101 Emp Incentive Prog	-	\$ 2,883	\$ (2,883)	-100%		\$ 6,014	\$ 31,714	\$ (25,700)	-81%		\$ 7,981	\$ (1,967)	-25%
509121 Employee Training	\$ 1,544	\$ 4,739	\$ (3,195)	-67%		\$ 19,028	\$ 58,328	\$ (39,300)	-67%		\$ 22,882	\$ (3,854)	-17%
509123 Travel	\$ 899	\$ 7,232	\$ (6,333)	-88%		\$ 27,403	\$ 79,549	\$ (52,146)	-66%		\$ 33,758	\$ (6,355)	-19%
509125 Local Meeting Exp	\$ 1,138	\$ 413	\$ 725	176%		\$ 3,329	\$ 4,538	\$ (1,209)	-27%		\$ 4,006	\$ (677)	-17%
509127 Board Director Fees	\$ 450	\$ 1,100	\$ (650)	-59%		\$ 7,200	\$ 12,100	\$ (4,900)	-40%		\$ 9,550	\$ (2,350)	-25%
509150 Contributions	\$ 11	\$ 54	\$ (43)	-80%		\$ 3,791	\$ 595	\$ 3,196	537%		\$ -	\$ 3,791	100%
509197 Sales Tax Expense	-	-	-	0%		-	-	-	0%		\$ (22)	\$ 22	-100%
509198 Cash Over/Short	\$ 12	\$ 42	\$ (30)	-71%		\$ 216	\$ 459	\$ (244)	-53%		\$ (182)	\$ 397	-219%
Total Misc -	\$ 10,141	\$ 21,948	\$ (11,807)	-54%		\$ 124,664	\$ 248,617	\$ (123,954)	-50%		\$ 134,182	\$ (9,519)	-7%
<u>LEASES & RENTALS</u>													
512011 Facility Rentals	\$ 30,894	\$ 31,030	\$ (136)	0%		\$ 513,579	\$ 491,330	\$ 22,249	5%		\$ 668,011	\$ (154,432)	-23%
512061 Equipment Rentals	\$ 1,055	\$ 2,355	\$ (1,300)	-55%		\$ 10,697	\$ 27,105	\$ (16,408)	-61%		\$ 15,624	\$ (4,927)	-32%
Total Leases & Rentals -	\$ 31,949	\$ 33,385	\$ (1,436)	-4%		\$ 524,276	\$ 518,435	\$ 5,841	1%		\$ 683,635	\$ (159,359)	-23%
Total Non-Personnel Expenses -	\$ 570,503	\$ 765,649	\$ (195,146)	-25%		\$ 6,199,412	\$ 8,856,224	\$ (2,656,812)	-30%		\$ 6,199,412	\$ 5,863,673	6%
TOTAL OPERATING EXPENSE -	\$ 2,598,939	\$ 3,355,160	\$ (756,221)	-23%		\$ 32,099,688	\$ 37,465,546	\$ (5,365,858)	-14%		\$ 32,099,688	\$ 31,487,646	2%

** does not include depreciation

Current Period Notes:

- 1) **Total Personnel Expenses** are below budget due to vacant funded positions and extended leaves, as well as a recovery check from the Excess Worker's Comp Carrier for a Worker's Comp claim.
- 2) **Acctg & Audit Fees** is over budget due to the Retiree Valuation (GASB 45 Actuarial Valuation) and the Worker's Comp Valuation study for FY10 .
- 3) **Temp Help** is over budget due to vacant funded positions and extended leaves. (Expense is offset by savings in personnel expense.)
- 4) **Repair - Bldg & Impr** is over budget due to Elevator Repairs at 138 Golf Club and the installation of hand dryers at METRO Center and at Watsonville Transit Center.
- 5) **Fuels & Lube Rev Veh** is under budget due to lower than anticipated prices of fuel.
- 6) **Rev Veh Parts** is under budget due to cost cutting measures in place.
- 7) **Settlement costs** are under budget due to less than anticipated settlement costs for the month.



FY2010
CAPITAL BUDGET
For the month ending - May 31, 2010

YTD Actual FY10 Budget Remaining Budget % Spent YTD

Grant-Funded Projects

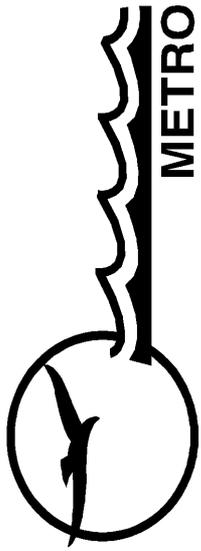
MetroBase Maintenance Facility	\$ 2,470,784	\$ 4,200,000	\$ 1,729,216	59%
MetroBase Operations Facility	\$ -	\$ -	\$ -	0%
Purchase Smartcard Farebox System (ARRA)	\$ -	\$ 2,267,000	\$ 2,267,000	0%
Purchase & Renovation of Vernon Bldg	\$ 2,075,660	\$ 2,400,000	\$ 324,340	86%
Pacific Station Project (TCRP)	\$ 57,767	\$ 2,100,000	\$ 2,042,233	3%
Purchase 27 ParaCruz Vehicles (ARRA)	\$ -	\$ 1,750,000	\$ 1,750,000	0%
Transit Mgmt. Info. Technology (ARRA)	\$ 117,612	\$ 1,264,873	\$ 1,147,261	9%
2nd LNG Storage Tank & Process Equipment	\$ -	\$ 1,000,000	\$ 1,000,000	0%
Facilities Video Surveillance (CCTV) (OHS-1B)	\$ 33,053	\$ 220,000	\$ 186,947	15%
Fleet Radios/Surveillance (LMR) (OHS-1B)	\$ 6,644	\$ 202,457	\$ 195,813	3%
Comprehensive Security & Surveillance Sys (OHS-1B)	\$ -	\$ 440,505	\$ 440,505	0%
Trapeze Pass Interactive Voice Response System	\$ 68,007	\$ 91,141	\$ 23,134	75%
Subtotal Grant Funded Projects	\$ 4,829,527	\$ 15,935,976	\$ 11,106,449	30%

IT Projects

Replace Fleet & Facilities Maintenance Software	\$ 242,175	\$ 470,000	\$ 227,825	52%
HR Software Upgrade	\$ -	\$ 250,000	\$ 250,000	0%
Upgrade District Phone System	\$ 30,851	\$ 77,825	\$ 46,974	40%
Microsoft Office 2007 Pro Upgrade	\$ 54,682	\$ 55,000	\$ 318	99%
Trapeze Pass Customer Certification Software	\$ 39,174	\$ 46,000	\$ 6,826	85%
Automated Purchasing System Software	\$ -	\$ 40,000	\$ 40,000	0%
Digital ID Card Processing Equipment	\$ 12,778	\$ 17,000	\$ 4,222	75%
Upgrade GFI software to System 7 Version 2	\$ 735	\$ 12,584	\$ 11,849	6%
3 Laptop PC's for ParaCruz	\$ 5,468	\$ 6,000	\$ 532	91%
2 Laptop/Docking Stations for HR	\$ 3,645	\$ 4,500	\$ 855	81%
Subtotal IT Projects	\$ 389,508	\$ 978,909	\$ 589,401	40%

Facilities Repair & Improvements

MTC Lane Four Shelter Replacement	\$ -	\$ 55,000	\$ 55,000	0%
Replace Roof - Watsonville Transit Center Main Building	\$ 53,533	\$ 55,000	\$ 1,467	97%
Repair, Reseal, and Restripe - Greyhound Lot	\$ -	\$ 24,000	\$ 24,000	0%
Repair, Reseal, Restripe (Sinkholes) - Operations	\$ 3,991	\$ 20,000	\$ 16,009	20%
Subtotal Facilities Repairs & Improvements Projects	\$ 57,524	\$ 154,000	\$ 96,476	37%

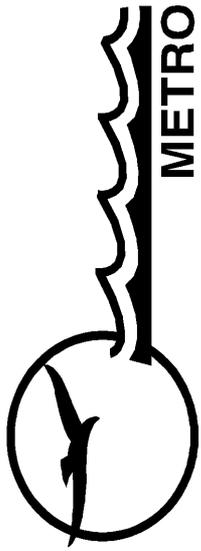


FY2010

CAPITAL BUDGET

For the month ending - May 31, 2010

	<u>YTD Actual</u>	<u>FY10 Budget</u>	<u>Remaining Budget</u>	<u>% Spent YTD</u>
<u>Revenue Vehicle Replacement</u>				
Highway 17 Buses (5) - VTA - (Measure A)	\$ -	\$ 2,500,000	\$ 2,500,000	0%
Subtotal Revenue Vehicle Replacements	\$ -	\$ 2,500,000	\$ 2,500,000	0%
<u>Non-Revenue Vehicle Replacement</u>				
NONE	\$ -	\$ -	\$ -	0%
Subtotal Non-Revenue Vehicle Replacements	\$ -	\$ -	\$ -	0%
<u>Maint Equipment</u>				
Cumming Engine Tool (Liner Indicator)	\$ -	\$ 1,200	\$ 1,200	0%
Cumming Engine Tool (Part # 3376915)	\$ -	\$ 1,200	\$ 1,200	0%
Subtotal Non-Revenue Vehicle Replacements	\$ -	\$ 2,400	\$ 2,400	0%
<u>Office Equipment</u>				
NONE	\$ -	\$ -	\$ -	0%
Subtotal Office Equipment	\$ -	\$ -	\$ -	0%
TOTAL CAPITAL PROJECTS	\$ 5,276,559	\$ 19,571,285	\$ 14,294,726	27%



FY2010

CAPITAL BUDGET

For the month ending - May 31, 2010

	<u>YTD Actual</u>	<u>FY10 Budget</u>	<u>Remaining Budget</u>	<u>% Spent YTD</u>
<u>CAPITAL FUNDING</u>				
Federal Capital Grants	\$ 225,316	\$ 8,605,764	\$ 8,380,447	3%
State / PTMISEA 1B	\$ 5,546,444	\$ 6,927,339	\$ 1,380,895	80%
State/Other Capital Grants (Measure A - VTA)	\$ -	\$ 2,500,000	\$ 2,500,000	0%
State/Other Capital Grants (TCRP)	\$ 57,767	\$ 682,017	\$ 624,250	8%
State Security Bond Funds (1B)	\$ -	\$ 862,962	\$ 862,962	0%
STA Funding (Prior Year)	\$ 447,032	\$ 1,163,858	\$ 716,826	38%
STA Funding (Current Year)	\$ -	\$ -	\$ -	0%
District Reserves (Lawsuit & Sakata Proceeds)	\$ -	\$ 1,310,255	\$ 1,310,256	0%
Capital Cash Reserves	\$ -	\$ -	\$ -	100%
TOTAL CAPITAL FUNDING	\$ 6,276,559	\$ 22,052,195	\$ 15,775,636	28%

GOVERNMENT TORT CLAIM

RECOMMENDED ACTION

TO: Board of Directors

FROM: District Counsel

RE: Claim of: Pacheco, Nesly
Date of Incident: 2/22/2010

Received: 6/29/2010 Claim #: 10-0019
Occurrence Report No.: SC 02-10-18

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

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

By Margaret Gallagher
Margaret Gallagher
DISTRICT COUNSEL

Date: 7/26/10

I, Tony Tapiz, do hereby attest that the above Claim was duly presented to and the recommendations were approved by the Santa Cruz Metropolitan Transit District's Board of Directors at the meeting of August 13, 2010.

By _____
Tony Tapiz
RECORDING SECRETARY

Date: _____

MG/lg
Attachment(s)

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

Claim # 10-0019

TO: BOARD OF DIRECTORS, Santa Cruz Metropolitan Transit District

ATTN: Secretary to the Board of Directors
110 Vernon Street
Santa Cruz, CA 95060

1. Claimant's Name: Nesly Pacheco

Claimant's Address/ Post Office Box: [REDACTED]

Claimant's Phone Number: [REDACTED]

2. Address to which notices are to be sent: Cheryl P. Weiner, Esq.
Rucka, O'Boyle, Lombardo & McKenna, 245 West Laurel Dr., Salinas, CA 93906

3. Occurrence: Bus accident - Claimant was a passenger

Date: 2/23/10 Time: 2145 Place: Claremont St./Clifford Ave., Watsonville,
Circumstances of occurrence or transaction giving rise to claim: Bus driver lost control of bus and collided into a home at 5 Claremont Street.

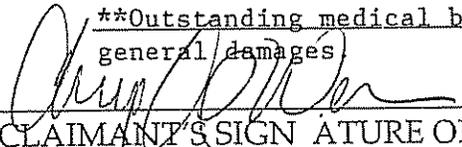
4. General description of indebtedness, obligation, injury, damage, or loss incurred so far as is known: Emergency treatment, follow-up medical care, continuing

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

6.	Amount claimed now	\$ 6,500.00*
	Estimated amount of future loss, if known	\$ 50,000.00
	TOTAL	\$ 56,500.00

7. Basis of above computations: _____

**Outstanding medical bills plus ongoing care (possible surgery) and general damages



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

6/28/10
DATE

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

5-3.2

GOVERNMENT TORT CLAIM

RECOMMENDED ACTION

TO: Board of Directors

FROM: District Counsel

RE: Claim of: Blair, Joe
Date of Incident: 2/18/2010

Received: 6/30/2010 Claim #: 10-0020
Occurrence Report No.: SC 02-10-12

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

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

By Margaret Gallagher
Margaret Gallagher
DISTRICT COUNSEL

Date: 7/26/10

I, Tony Tapiz, do hereby attest that the above Claim was duly presented to and the recommendations were approved by the Santa Cruz Metropolitan Transit District's Board of Directors at the meeting of August 13, 2010.

By _____
Tony Tapiz
RECORDING SECRETARY

Date: _____

MG/lg
Attachment(s)

CLAIM AGAINST THE SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
(Pursuant to Section 910 et Seq., Government Code)
Claim # 10-0020

TO: BOARD OF DIRECTORS, Santa Cruz Metropolitan Transit District

ATTN: Secretary to the Board of Directors
110 Vernon Street
Santa Cruz, CA 95060

1. Claimant's Name: Joe Blair

Claimant's Address/Post Office Box: [REDACTED]

Claimant's Phone Number: [REDACTED]

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

3. Occurrence: See Attached

Date: Feb 18, 10 Time: 5:30 PM Place: Sanuel Ave / Capitola Rd

Circumstances of occurrence or transaction giving rise to claim:
Driver looked up incorrectly, stopped short, swerving causing injury.

4. General description of indebtedness, obligation, injury, damage, or loss incurred so far as is known: Pain & suffering, loss of quality of life, medical expenses ect.

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

6. Amount claimed now \$ 7,452.00

Estimated amount of future loss, if known \$ _____

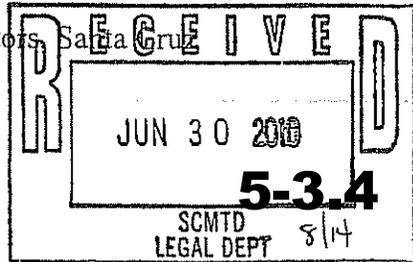
TOTAL \$ _____

7. Basis of above computations: see attached

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

6/20/10
DATE

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



GOVERNMENT TORT CLAIM

RECOMMENDED ACTION

TO: Board of Directors

FROM: District Counsel

RE: Claim of: Nieto Juarez, Jose
Date of Incident: 2/22/2010

Received: 7/12/2010 Claim #: 10-0021
Occurrence Report No.: SC 02-10-18

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

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

By Margaret Gallagher
Margaret Gallagher
DISTRICT COUNSEL

Date: 7/26/10

I, Tony Tapiz, do hereby attest that the above Claim was duly presented to and the recommendations were approved by the Santa Cruz Metropolitan Transit District's Board of Directors at the meeting of August 13, 2010.

By _____
Tony Tapiz
RECORDING SECRETARY

Date: _____

MG/lg
Attachment(s)

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

Para: Junta Directiva, Santa Cruz Metropolitan Transit District (METRO)

Attn: Secretary to the Board of Directors
110 Vernon Street
Santa Cruz, CA 95060

1. Nombre del Demandante José Nieto Juarez
Dirección del Demandante _____

Teléfono del Demandante _____
Dirección/Caja Postal a donde enviar notificaciones _____

2. Ocurrencia Choque el camión del metro choca contra una casa
Fecha 2/22/10 Hora 10:25 PM Sitio Clifford Av

3. Circunstancias de la ocurrencia o transacción de donde proviene la demanda:
iba durmiendo cuando giraron personas "yo" despierto cuando el camión estaba estrellando contra una casa causando daños para dormir y establecer con fianza para subirse en un camión otra vez

4. Descripción de deudas, obligaciones, lesiones, daños o pérdida, si se sabe:
mi duda era si el chofer tenía permiso para manejar en esas ~~condiciones~~ condiciones, o sea tomando medicina no permitida mi lesiones que tenía esen que no trabaje el 100% daños motor me

5. Nombre o nombres de empleados públicos que causaron lesiones, daños, o pérdidas, si se sabe: _____

6. Cantidad reclamada ahora \$ 3500
Presupuesto de futuras pérdidas, si se sabe \$ _____
TOTAL \$ 3500

7. Base de las computaciones anteriores: esta basado a) pago del quiropractico y a lo basado del pago que pedi ~~es para mi~~ para mi?

José Nieto Juarez
FIRMA DEL DEMANDANTE (o Representante
o Padre/Madre del Menor)

7/12/10
Fecha

Nota: Esta demanda debe ser presentada a la Secretaria de la Junta Directiva, Santa Cruz Metropolitan Transit District (METRO)

CLAIM AGAINST THE SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

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

Claim # 10-0021

TO: BOARD OF DIRECTORS, Santa Cruz Metropolitan Transit District

ATTN: Secretary to the Board of Directors
110 Vernon Street
Santa Cruz, CA 95060

1. Claimant's Name: Jose Nieto Juarez

Claimant's Address/Post Office Box: _____

Claimant's Phone Number: _____
2. Address to which notices are to be sent: _____

3. Occurrence: Collision the METRO bus collided with a house

Date: 2/22/10 Time: 10:25PM Place: Cliffor Av
Circumstances of occurrence or transaction giving rise to claim: I was sleeping when people yelled "a" I woke up when the bus was colliding against a house causing me damage to sleep and to establish confidence in getting on the bus again.

4. General description of indebtedness, obligation, injury, damage, or loss incurred so far as is known: Mi doubt is whether the bus driver had permission to drive in those conditions, I mean, taking medicine that's not permitted. My injuries that I have forced me not to work 100%

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

6. Amount claimed now \$ 3,500.00
Estimated amount of future loss, if known \$ _____
TOTAL \$ 3,500.00
7. Basis of above computations: It's based on the payment to my chiropractor and based on the payment that I'm asking for myself.

Signature on Spanish version 7/12/10
CLAIMANT'S SIGNATURE (or Company DATE
Representative or Parent of Minor Claimant)

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

GOVERNMENT TORT CLAIM

RECOMMENDED ACTION

TO: Board of Directors

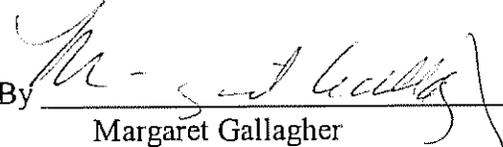
FROM: District Counsel

RE: Claim of: De La Garza, Mario
Date of Incident: 03/05/10

Received: 7/19/10 Claim #: 10-0023
Occurrence Report No.: SC 03-10-06

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

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

By 
Margaret Gallagher
DISTRICT COUNSEL

Date: 7-23-10

I, Tony Tapiz, do hereby attest that the above Claim was duly presented to and the recommendations were approved by the Santa Cruz Metropolitan Transit District's Board of Directors at the meeting of August 13, 2010.

By _____
Tony Tapiz
RECORDING SECRETARY

Date: _____

MG/lg
Attachment(s)

10-0023

Law Office of

Jim King

1011 Center Street • Santa Cruz, California 95060-4319 • Telephone: (831) 427-1515
E-mail: jimkinglaw@cruzio.com Fax: (831) 427-1530

16 July 2010

Attn: Chairperson, Board of Directors
Santa Cruz Metropolitan Transit District
110 Vernon Street
Santa Cruz, CA 95060

RE: Claim of Mario De La Garza
Occurrence#: SC 03-10-06

Gentleperson:

Mr. De La Garza's post office address is [REDACTED]

Send notices to the undersigned at the letterhead address.

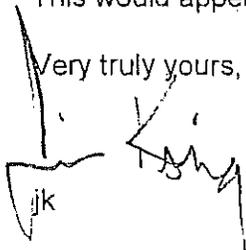
On 5 March 2010 Mr. De La Garza was a passenger in a City of Santa Cruz vehicle that was rear-ended by a Metro bus in Santa Cruz County.

He suffered personal injury and loss of wages caused by the collision.

The name of the bus driver is unknown.

This would appear to be a limited civil case.

Very truly yours,


jk

pc: Mario De La Garza



5-3.9

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

Minutes - METRO Advisory Committee (MAC)

February 17, 2010

The METRO Advisory Committee (MAC) met on Wednesday, February 17, 2010 in the Pacific Station Conference Room located at 920 Pacific Avenue in Santa Cruz, California.

Chair Gunther called the meeting to order at 6:15 p.m.

1. ROLL CALL:

MEMBERS PRESENT

Naomi Gunther, Chair
Mara Murphy
Dennis "Pop" Papadopulo
Charlotte Walker
Dave Williams

MEMBERS ABSENT

Craig Agler

VISITORS PRESENT

Jason Andrews, UTU

STAFF PRESENT

Ciro Aguirre, Operations Manager
Mary Ferrick, Fixed Route Superintendent

2. AGENDA ADDITIONS/DELETIONS

3. ORAL/WRITTEN COMMUNICATION

Written:

None.

Oral:

None.

4. CONSIDERATION OF APPROVAL OF MINUTES OF JANUARY 20, 2010

Jason Andrews, UTU, noted that his name was incorrect in the minutes.

ACTION: MOTION: DAVE WILLIAMS SECOND: MARA MURPHY

ACCEPT AND FILE MINUTES OF THE JANUARY 20, 2010 MEETING AS PRESENTED

Motion passed unanimously, with Craig Agler being absent.

5. ACCEPT AND FILE RIDERSHIP REPORT FOR NOVEMBER 2009

Jason Andrews, UTU, said that the ridership has increased on routes serving Cabrillo College. Chair Gunther commented on the UC supplemental routes.

6. ACCEPT AND FILE PARACRUZ OPERATIONS STATUS REPORT FOR NOVEMBER 2009

Dave Williams asked why the Paracruz Status report is a month behind the Fixed Route Ridership Report. There was a discussion about the one-month discrepancy between the two reports, and the committee agreed to wait for an answer from April Warnock. Ciro Aguirre said he would also look in to the matter.

7. REVIEW OF SCHEDULE OF OTHER TRANSIT-RELATED MEETINGS

There was a discussion about other transit-related committees and the duties of the MAC representative on BSAC.

8. CONSIDERATION OF APPOINTING BSAC REPRESENTATIVE

Dennis “Pop” Papadopulo said that he was willing to serve on the Bus Stop Advisory Committee.

ACTION: MOTION: MARA MURPHY SECOND: DAVE WILLIAMS

APPOINT DENNIS “POP” PAPADOPULO AS MAC REPRESENTATIVE TO THE METRO BUS STOP ADVISORY COMMITTEE (BSAC)

Motion passed unanimously, with Craig Agler being absent.

9. DISCUSSION OF FREQUENCY OF JANITORIAL SERVICES

Chair Gunther suggested that MAC postpone the discussion until such time that the Maintenance Manager is able to report on the matter. There was a discussion about the frequency of janitorial services at METRO facilities. Mara Murphy said that on a recent visit to the Watsonville Transit Center she observed that the restroom needed more cleaning. Chair Gunther asked about the procedure for reporting maintenance problems. Mary Ferrick said that maintenance problems can be reported on-line or via the Customer Service Department at METRO Center.

Ciro Aguirre stated that the janitorial services at WTC are handled by one of the tenants, and he added that due to frequent use, the cleaning of the restroom may have been very quick and not very thorough. Jason Andrews, UTU, suggested that cleaning the restrooms at night when WTC is closed would allow for a more thorough cleaning. Mr. Aguirre said that he would speak with the Facilities Maintenance Manager about the matter.

10. STATUS OF PARATRANSIT LOADING ZONE SIGNAGE AT WATSONVILLE TRANSIT CENTER

Mara Murphy said that she did not observe the sign on her last visit to the Watsonville Transit Center. Mary Ferrick said that the sign had been ordered. Ciro Aguirre said that the adhesive labels have not yet been received from the vendor, and the Facilities Maintenance Department still needed to fabricate the plate and sign post. Mr. Aguirre said that cutbacks have reduced the number of Maintenance personnel available and that the Facilities Maintenance Department has had to prioritize their tasks. Mr. Aguirre said that he was sure that the matter would be attended to as soon as possible.

11. DISTRIBUTION OF MAC VOUCHERS

Ciro Aguirre distributed METRO ride vouchers to the MAC members at this time.

12. COMMUNICATIONS TO METRO GENERAL MANAGER

MAC requested information regarding the state of the METRO budget and anticipated impacts to METRO service.

13. COMMUNICATIONS TO METRO BOARD OF DIRECTORS

None.

14. ITEMS FOR NEXT MEETING AGENDA

- Consideration of a quarterly MAC meeting schedule
- Discussion of the METRO budget and anticipated impacts to METRO service

ADJOURN

There being no further business, Chair Gunther thanked everyone for participating and adjourned the meeting at 7:35 p.m.

Respectfully submitted,

ANTHONY TAPIZ
Administrative Assistant

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: August 13, 2010
TO: Board of Directors
FROM: Angela Aitken, Finance Manager & Acting Assistant General Manager
SUBJECT: SANTA CRUZ METRO SYSTEM RIDERSHIP AND PERFORMANCE REPORT FOR MAY 2010

I. RECOMMENDED ACTION

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

II. SUMMARY OF ISSUES

- Total ridership for the month of May 2010 was 563,819, which is a decrease of 8,490 riders or -1.5% versus May 2009.
- FY10 YTD ridership is down 273,500 riders or -4.9% compared to FY09 YTD.
- Routes in May 2010 with notable increases in comparison to May 2009 are: Route 69A-Santa Cruz/Capitola/Watsonville, Highway 17 Express, and Route 91-Santa Cruz/Watsonville Express.
- Routes in May 2010 with notable decreases in comparison to May 2009 are: Route 12-University/Eastside District , Route 54-Capitola/Aptos/La Selva, and Route 68N-Beach/Broadway/Portola
- There were 32.08 hours of dropped service amounting to 427.68 miles of dropped service in May 2010.
- Seven (7) buses reported issues with lifts while in service.

III. DISCUSSION

In the twenty (20) weekdays, ten (10) weekend days, and one (1) holiday of May 2010, Santa Cruz METRO's total ridership was 563,819 riders. This was a loss from the previous year, decreasing by 8,490 riders or -1.5%. Stable fuel prices, along with unemployment in Santa Cruz County at nearly 13.5% (last updated June 15, 2010) in May 2010, has decrease the demand for public transportation which most likely explains the drop in overall ridership. In total, FY10 YTD ridership is 5,358,194 which is down 273,500 riders from the FY09 YTD ridership of 5,631,694 or simply -4.9%.

Routes 69A, Highway 17 Express, and 91X all show significant growth from the previous May, gaining at least 3.4% ridership increase from May 2009. All three of these routes serve a common purpose as express or limited express commuter service either intra-city or intra-county. Strong ridership on these routes could indicate that employment opportunities have increased resulting in demand for commuter based transit service.

Routes 12, 54, and 68N have seen significant recessions and have contributed to poor ridership. Each of these under performing routes has their unique issues. Route 12, a University route from the eastside, is consistently underutilized by UCSC students and staff due to operating only once per day. Route 54 has also lost ridership due to inconvenient cycle times and low frequency. Finally, Route 68N has under performing ridership especially in the inbound direction from lack of demand for night transit service from Live Oak to Santa Cruz.

There were 32.08 dropped service hours amounting to 427.68 miles of dropped service mostly due to lack of available bus operators and mechanical issues. During service, seven (7) buses reported issues with the passenger lifts.

IV. FINANCIAL CONSIDERATIONS.

Revenue derived from passenger fares and passes are reflected in the FY10 Revenue.

V. ATTACHMENTS

- Attachment A: May 2010 Ridership Report**
- Attachment B: May 2009 Ridership Report**
- Attachment C: FYTD % Change in Ridership**
- Attachment D: Route by Route Ridership**
- Attachment E: Dropped Service for FY10**
- Attachment F: In Service Passenger Lift Problems**

Prepared by: Erich Friedrich, Jr. Transportation Planner.
Date Prepared: July 14, 2010

Attachment A

Santa Cruz METRO
May 2010 Ridership Report

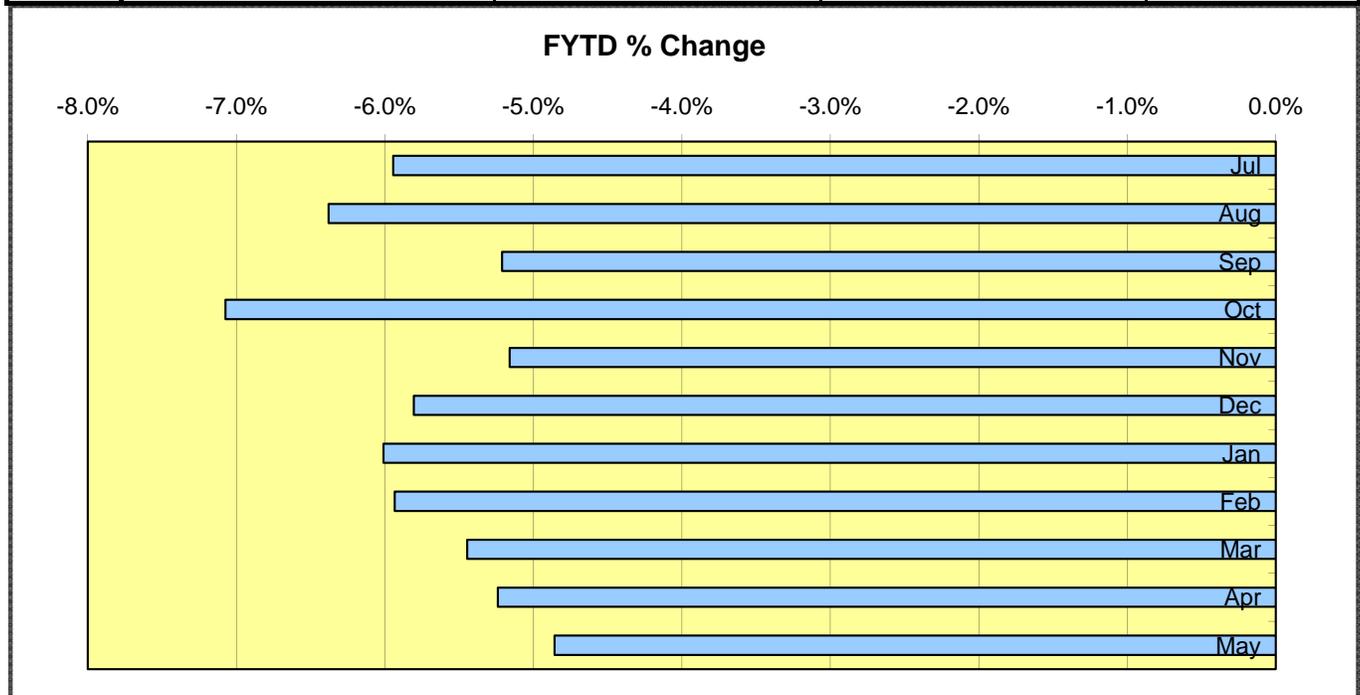
ROUTE	Miles	Hours	UC Student	UC Staff	Cabrillo	Full Fare	Tickets	S/D Fare	Day Pass	S/D Day Pass	Passes/Free Fare	Pacific Shores	Total Ridership	Passengers Per Mile	Passengers Per Hour	Wheelchair	Bike
10	5,202.60	835.83	27,795	1,587	163	773	44	63	8	10	928	5	31,376	6.03	37.54	23	1010
13	2,198.40	188.00	11,325	571	45	242	40	17	4	4	393	2	12,648	5.75	67.28	6	405
15	7,565.17	635.20	40,529	1,745	232	947	34	84	10	8	1,154	6	44,749	5.92	70.45	31	1527
16	15,033.10	1,220.07	91,322	3,416	524	3,133	108	210	22	13	2,710	17	101,475	6.75	83.17	37	3166
19	5,590.08	421.01	26,526	989	282	813	33	112	5	16	1,286	8	30,070	5.38	71.42	24	968
3	2,272.40	164.66	451	138	324	680	64	175	20	16	1,384	102	3,354	1.48	20.37	8	104
4	1,567.70	163.00	156	36	141	404	208	154	14	22	3,321	6	4,462	2.85	27.37	85	85
7	1,042.00	93.34	92	17	43	70	27	81	1	30	606	0	967	0.93	10.36	22	9
9	433.64	23.00	28	15	2	103	8	2	0	103	289	0	447	1.03	19.43	0	3
12A	263.28	19.00	775	125	8	15	7	3	2	1	24	0	960	3.65	50.53	0	48
20	6,117.15	407.51	19,664	852	410	1,117	83	169	25	11	1,637	158	24,126	3.94	59.20	15	794
27x	1,405.60	120.00	4,894	226	18	59	11	1	1	0	141	0	5,352	3.81	44.60	0	301
31	2,163.28	114.00	78	28	96	497	27	29	6	6	848	1	1,611	0.74	14.13	13	107
32	714.84	42.34	12	5	15	242	7	3	2	0	257	0	543	0.76	12.82	1	37
33	498.60	23.00	0	0	9	113	1	1	0	0	209	0	333	0.67	14.48	0	3
34	279.20	17.66	0	0	0	69	4	0	0	0	214	0	287	1.03	16.25	0	1
35	38,468.43	1,926.16	1,338	456	2,046	12,040	872	1,246	232	172	22,971	4	41,377	1.08	21.48	88	2136
40	2,434.00	98.99	51	12	24	783	16	60	10	11	669	0	1,636	0.67	16.53	1	63
41	2,971.35	123.33	422	119	79	536	17	31	11	4	748	0	1,967	0.66	15.95	3	201
42	3,388.70	125.84	283	27	57	499	17	76	3	2	508	9	1,481	0.44	11.77	5	169
53	1,113.60	78.66	4	9	29	156	11	44	8	6	322	0	589	0.53	7.49	27	15
54	1,938.90	109.34	9	12	100	258	15	78	7	9	443	0	931	0.48	8.51	5	41
55	2,697.20	183.34	31	12	1,329	614	49	144	8	29	2,020	1	4,237	1.57	23.11	112	68
56	2,105.80	93.00	3	9	326	319	37	69	24	7	593	0	1,387	0.66	14.91	79	85
66	6,529.96	561.84	1,600	371	766	4,607	415	726	67	54	8,161	8	16,775	2.57	29.86	258	646
68	5,001.40	408.51	1,661	250	460	2,674	193	324	69	33	4,931	5	10,600	2.12	25.95	144	331
68N	1,846.50	132.99	523	42	136	822	18	45	1	1	890	7	2,485	1.35	18.69	14	160
69	3,346.70	302.17	1,099	237	449	2,416	172	257	27	21	3,816	11	8,505	2.54	28.15	67	390
69A	14,532.19	780.16	1,275	418	946	9,221	923	1,292	140	113	10,214	12	24,554	1.69	31.47	258	1042
69N	1,659.90	133.32	379	125	409	608	21	51	0	1	1,144	3	2,741	1.65	20.56	24	158
69W	14,100.52	784.67	1,616	462	4,105	8,711	655	994	140	110	10,993	32	27,818	1.97	35.45	226	1064
70	2,878.10	236.66	384	55	2,939	1,292	116	153	22	23	2,745	20	7,749	2.69	32.74	47	256
71	48,586.77	2,777.17	3,058	1,036	11,152	27,160	2,459	3,380	274	249	31,168	42	79,978	1.65	28.80	430	3900
72	5,260.08	254.34	4	15	326	1,884	139	321	21	24	1,531	0	4,265	0.81	16.77	29	98
74	3,216.98	188.34	2	10	119	1,713	95	252	2	11	1,038	0	3,242	1.01	17.21	11	47
75	6,598.80	397.50	27	21	297	3,854	250	658	55	37	3,282	0	8,481	1.29	21.34	114	183
76	2,102.48	110.83	14	15	23	485	34	93	9	10	517	0	1,200	0.57	10.83	5	44
79	1,569.26	91.66	16	9	194	477	68	113	12	46	831	0	1,766	1.13	19.27	93	28
88																	
91x	5,600.48	239.83	212	141	1,168	1,433	312	95	66	18	1,595	4	5,044	0.90	21.03	18	293
UC Supp.	1,891.02	116.74	6,836	413	8	45	0	3	1	0	19	4	7,329	3.88	62.78	0	154
Night Owl	1,685.44	102.66	6,105	31	14	325	7	5	0	0	112	1	6,600	3.92	64.29	0	219
TOTAL	233,871.61	14,845.67	250,599	14,063	29,813	92,209	7,617	11,614	1,329	1,122	126,662	468	535,497	2.29	36.07	2,323	20,359
ROUTE			VTA/SC	CalTrain	ECO	Full Fare	Tickets	S/D	Day Pass	Free Rides	Passes/Free Rides	RIDERSHIP	Passengers Per Mile	Passengers Per Hour	Wheelchair	Bike	
17	47,823.82	1,519.48	104	48	194	12,972	1,279	143	1,865	11,717			28,322	0.59	18.64	61	1737

May Ridership 563,819

Attachment C

FYTD % Change in Ridership Through May2010

	FY10 YTD Ridership	FY09 YTD Ridership	Difference	% Change
Jul	335,537	356,739	-21,202	-5.9%
Aug	650,763	695,099	-44,336	-6.4%
Sep	1,107,101	1,167,955	-60,854	-5.2%
Oct	1,756,415	1,890,113	-133,698	-7.1%
Nov	2,286,450	2,410,825	-124,375	-5.2%
Dec	2,633,869	2,796,142	-162,273	-5.8%
Jan	3,151,955	3,353,465	-201,510	-6.0%
Feb	3,671,110	3,902,693	-231,583	-5.9%
Mar	4,210,465	4,452,941	-242,476	-5.4%
Apr	4,794,375	5,059,385	-265,010	-5.2%
May	5,358,194	5,631,694	-273,500	-4.9%
Jun				



Attachment D

Route by Route Ridership

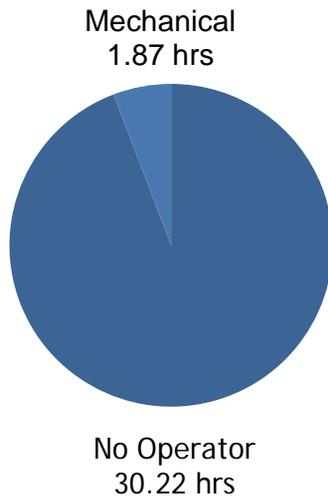
May 2010						
	Route	Destination	FY10 Riders	FY09 Riders	+/- from last year	%
1	27x	University Express	5,352	4,206	1,146	27.2%
2	76	Corralitos/Buena Vista	1,200	982	218	22.2%
3	42	Davenport/Bonny Doon	1,481	1,238	243	19.6%
4	56	Capitola/La Selva	1,387	1,242	145	11.7%
5	41	Bonny Doon	1,967	1,833	134	7.3%
6	69A	Santa Cruz/Capitola/ Watsonville	24,554	22,936	1,618	7.1%
7	17	Santa Cruz/San Jose	28,322	26,747	1,575	5.9%
8	3	Natural Bridges	3,354	3,225	129	4.0%
9	74	Ohlone Parkway/Rolling Hills	3,242	3,120	122	3.9%
10	7	Beach St	967	931	36	3.9%
11	9	Prospect Heights	447	432	15	3.5%
12	91	Santa Cruz-Watsonville Express	5,044	4,876	168	3.4%
13	69W	Santa Cruz/Capitola/Cabrillo Watsonville	27,818	27,052	766	2.8%
14	13	University via Walnut	12,648	12,438	210	1.7%
15	72	Corralitos	4,265	4,202	63	1.5%
16	19	University via Lower Bay	30,070	29,754	316	1.1%
17	71	Watsonville/Santa Cruz	79,978	79,226	752	0.9%
18	4	Harvey West/Emeline	4,462	4,469	-7	-0.2%
19	20	University via Westside	24,126	24,200	-74	-0.3%
20	31	Santa Cruz/Scotts Valley	1,611	1,616	-5	-0.3%
21	75	Green Valley	8,481	8,573	-92	-1.1%
22	32	Santa Cruz/Scotts Valley	543	550	-7	-1.3%
23	16	University via Laurel East	101,475	103,147	-1,672	-1.6%
24	66	Live Oak via 17th Avenue	16,775	17,122	-347	-2.0%
25	69N	Santa Cruz/Capitola Cabrillo Night	2,741	2,824	-83	-2.9%
26	55	Capitola/Rio Del Mar	4,237	4,366	-129	-3.0%
27	68	Live Oak via Broadway/Portola	10,600	11,014	-414	-3.8%
28	70	Santa Cruz/Cabrillo	7,749	8,156	-407	-5.0%
29	35	San Lorenzo Valley	41,377	43,670	-2,293	-5.3%
30	15	University via Laurel West	44,749	47,855	-3,106	-6.5%
31	34	South Felton	287	307	-20	-6.5%
32	68N	Beach/Broadway/Portola Night	2,485	2,702	-217	-8.0%
33	10	University via High St.	31,376	34,844	-3,468	-10.0%
34	N/O	University Night Owl	6,600	7,359	-759	-10.3%
35	69	Santa Cruz/Capitola	8,505	9,517	-1,012	-10.6%
36	54	Capitola/Aptos/La Selva	931	1,047	-116	-11.1%
37	20D	Route 20 Supplemental	7,329	8,269	-940	-11.4%
38	40	Davenport	1,636	1,854	-218	-11.8%
39	33	Lompico	333	381	-48	-12.6%
40	79	East Lake	1,766	2,134	-368	-17.2%
41	12	University/Eastside Direct	960	1,168	-208	-17.8%
42	53	Capitola/Dominican	589	725	-136	-18.8%
43	88	Armory	0	0	0	N/A
TOTALS			563,819	572,309	-8,490	-1.5%

Attachment E

Dropped Service for FY10

	FY07		FY08		FY09		FY10	
	Dropped Hours	Dropped Miles						
July	5.02	96.88	5.53	90.97	81.53	1482.81	10.35	208.64
August	15.02	276.46	4.93	110.45	1.13	23.95	32.77	894.57
September	11.30	160.72	9.00	191.05	11.50	194.51	17.30	240.17
October	37.52	540.19	9.52	122.24	29.75	555.98	13.02	234.98
November	37.55	477.48	3.32	45.89	11.60	59.92	14.75	180.63
December	6.08	143.84	18.97	241.87	1.58	26.64	9.40	220.62
January	12.24	188.23	49.20	453.86	0.97	10.95	11.10	196.58
February	13.07	188.23	53.53	717.31	25.18	488.75	2.97	37.97
March	7.13	133.30	22.50	315.63	18.73	452.08	50.77	569.32
April	4.85	43.67	40.75	586.55	19.57	310.04	26.68	404.73
May	16.00	241.42	16.40	246.82	19.33	284.60	32.08	427.68
June	62.19	802.29	52.05	882.35	5.85	73.64		
TOTAL	227.96	3,292.71	285.70	4,004.99	226.74	3,963.85	221.19	3,615.88

Dropped Service Breakdown for May 2010



Attachment F

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

PASSENGER LIFT PROBLEMS

MONTH OF MAY 2010

BUS #	DATE	DAY	REASON
2230 D/C LF 40	3-May	Monday	Safety bar won't adjust up/down, out/in.
2201 CNG LFF 40	3-May	Monday	Sometimes the kneel does not raise.
2808 C 40 LF 08	5-May	Wednesday	W/C securement seat won't collapse-driver's side.
2202 CNG LFF 40	10-May	Monday	Ramp and lift not working.
2218 D/C LF 35	13-May	Thursday	Front W/C tie down on R side is soaking wet w/an unknown liquid.
2813 C 40 LF 08	27-May	Thursday	Curbside W/C belt push pad is not working.
2212 D/C LF 35	27-May	Thursday	Curb-side W/C passenger bell does not work.

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

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

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: August 13, 2010

TO: Board of Directors

FROM: Angela Aitken, Finance Manager & Acting Assistant General Manager

SUBJECT: HIGHWAY 17 EXPRESS SERVICE REPORT FOR MAY 2010

I. RECOMMENDED ACTION

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

II. SUMMARY OF ISSUES

- Total ridership for the month of May 2010 was 28,322, which is an increase of 1,584 riders or 5.9% from May 2009.
- FY10 average ridership per weekday was 960. This is an 4.7% decrease from FY09
- FY10 riders per revenue hour were 16.50 riders per hour, which is a 5.2% decrease from FY09.
- May 2010 Highway 17 Express operating costs was \$147,358.46 with May 2010 fare revenue at \$99,188.29 and additional funds from AMTRAK and SJSU at \$12,575.30 resulting in a 75.8% cost recovery ratio.

III. DISCUSSION

In the twenty (20) weekdays, ten (10) weekend days, and one (1) holiday of May 2010, the Highway 17 Express total ridership was 28,322 riders. This was a gain from the previous year, increasing by 1,584 riders or simply 5.9%. This gain is due to ridership “leveling off” after a large spike in FY09 which was followed by retracting ridership in the majority of FY10.

FY10 average weekday ridership on the Highway 17 Express was 960 riders per weekday, a 4.7% decrease from 1,007 riders per weekday in FY09. Simultaneously Highway 17 Express has seen an 5.2% decrease in riders per revenue hour from 17.39 riders per revenue hour to 16.50 riders per revenue hour. These decreases in ridership are most likely due to stable gasoline prices as well as continually high unemployment rates in both Santa Clara and Santa Cruz counties.

The operating cost of the Highway 17 Express for May 2010 was \$147,358.46. A respectable 75.8% of the operating costs were recovered from fare revenue of \$99,188.29 and additional funds from AMTRAK and SJSU of \$12,575.30 totaling to \$111,763.59 in May 2010. Please see attachments regarding these figures.

IV. FINANCIAL CONSIDERATIONS.

Revenue derived from passenger fares and passes are reflected in the FY10 Revenue.

V. ATTACHMENTS

Attachment A: Highway 17 Express Operating Statistics Summary Fiscal Year 2010

Attachment B: Highway 17 Express Revenue & Expenditure Summary

Attachment C: Highway 17 Express Operating Statistics Summary Fiscal Year 2009

Prepared by: Erich Friedrich, Jr. Transportation Planner.
Date Prepared: July 14, 2010

Attachment A

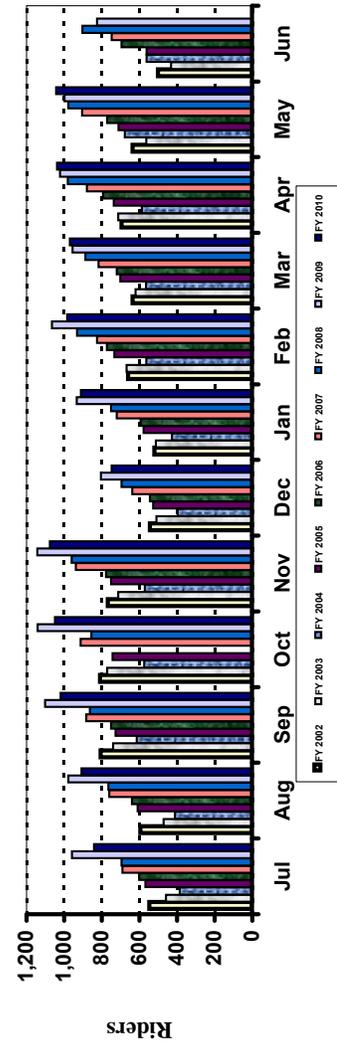
HIGHWAY 17 EXPRESS OPERATING STATISTICS SUMMARY FISCAL YEAR 2010

MONTHLY	Jul-2009	Aug-2009	Sep-2009	Oct-2009	Nov-2009	Dec-2009	Jan-2010	Feb-2010	Mar-2010	Apr-2010	May-2010	Jun-2010
Total Ridership	23,566	24,127	26,172	29,411	27,204	19,484	23,695	23,695	27,578	27,774	28,322	
Avg. Weekday Ridership	842	908	1,020	1,049	1,076	747	911	984	970	1,038	1,043	
Avg. Saturday Ridership	533	510	522	652	544	387	510	498	644	604	705	
Avg. Sunday Ridership	519	502	535	767	656	300	489	506	674	633	655	
Total Service Days	31	31	30	31	30	31	31	28	31	30	31	
Number of Weekdays	23	21	21	22	19	22	20	20	23	22	20	
Number of Saturdays	4	5	4	5	4	4	5	4	4	4	5	
Numbers of Sundays	4	5	5	4	7	5	6	4	4	4	4	
Revenue Hours	1,618	1,552	1,523	1,590	1,482	1,585	1,527	1,442	1,636	1,559	1,522	

QUARTERLY	Q1	Q2	Q3	Q4
Total Ridership	73,865	76,099	74,968	
Avg. Weekday Ridership	921	952	955	
Avg. Saturday Ridership	521	537	548	
Avg. Sunday Ridership	519	573	547	
Revenue Hours	4,694	4,657	4,605	

FYTD	Jul-2009	Aug-2009	Sep-2009	Oct-2009	Nov-2009	Dec-2009	Jan-2010	Feb-2010	Mar-2010	Apr-2010	May-2010	Jun-2010
Total Ridership	23,566	47,693	73,865	103,276	130,480	149,964	173,659	197,354	224,932	252,706	281,028	
Avg. Weekday Ridership	842	873	921	953	975	936	932	939	942	952	960	
Avg. Saturday Ridership	533	520	521	557	555	529	526	523	535	542	559	
Avg. Sunday Ridership	519	510	519	574	597	547	538	535	547	554	566	
Revenue Hours	1,618	3,170	4,694	6,283	7,765	9,351	10,878	12,320	13,956	15,514	17,036	

HIGHWAY 17 EXPRESS
Average Weekday Ridership History



FYTD COMPARISON
2010 vs. 2009

	FY 2010	FY 2009	Percent Change
# of Weekdays	233	232	0.4%
Total Ridership	281,028	292,235	-3.8%
Avg. Wkday Ridership	960	1,007	-4.7%
Avg Sat Ridership	559	566	-1.3%
Avg Sun Ridership	566	571	-1.0%
Revenue Hours	17,036	16,803	1.4%
Riders Per Rev. Hour	16.50	17.39	-5.2%

Attachment B

HIGHWAY 17 EXPRESS REVENUE & EXPENDITURE SUMMARY FISCAL YEAR 2010

PERIOD	REVENUE										RATIOS				VTA COST SUMMARY			JPA COST SUMMARY	
	TOTAL COST *	PASSENGER FARE REVENUE					TOTAL FARE REVENUE	ADDITIONAL FUNDS		TOTAL REVENUE	Ridership	Average Fare per Rider	Total Cost per Rider	Cost Recovery	Billed to VTA	VTA Fare Revenue	VTA Net Cost	TOTAL JPA Cost	JPA Cost per Rider
		FAREBOX	SCMTD Pass Sales	VTA Pass Sales	VTA EcoPass	SJSU** Funded		AMTRAK Funded											
Jul '09	\$155,343.40	\$54,382.61	\$14,362.50	\$9,810.00	\$1,120.00	\$79,675.11		\$10,361.00	\$90,036.11	23,566	\$3.38	\$6.59	58.0%	\$43,583.65	\$10,930.00	\$32,653.65	\$65,307.29	\$2.77	
Aug '09	\$148,122.32	\$57,058.06	\$15,222.50	\$9,360.00	\$940.00	\$82,580.56	\$279.28	\$10,361.00	\$93,220.84	24,127	\$3.42	\$6.14	62.9%	\$37,750.74	\$10,300.00	\$27,450.74	\$54,901.48	\$2.28	
Sep '09	\$145,713.48	\$56,350.07	\$17,092.50	\$17,460.00	\$825.00	\$91,730.57	\$2,117.96	\$10,348.15	\$104,196.68	26,172	\$3.50	\$5.57	71.5%	\$38,046.40	\$18,288.00	\$20,758.40	\$41,516.80	\$1.59	
Oct '09	\$152,325.81	\$63,785.70	\$18,733.50	\$15,750.00	\$924.00	\$99,193.20	\$2,489.96	\$10,460.59	\$112,143.75	29,411	\$3.37	\$5.18	73.6%	\$36,765.03	\$16,674.00	\$20,091.03	\$40,182.06	\$1.37	
Nov '09	\$141,545.21	\$67,168.82	\$17,159.50	\$15,930.00	\$716.00	\$100,974.32	\$2,198.20	\$10,870.85	\$114,043.37	27,204	\$3.71	\$5.20	80.6%	\$30,386.92	\$16,646.00	\$13,750.92	\$27,501.84	\$1.01	
Dec '09	\$151,732.86	\$49,562.08	\$14,356.00	\$9,630.00	\$480.00	\$74,028.08	\$1,726.56	\$10,371.00	\$86,125.64	19,484	\$3.80	\$7.79	56.8%	\$42,913.61	\$10,110.00	\$32,803.61	\$65,607.22	\$3.37	
Jan '10	\$145,542.10	\$58,924.22	\$15,357.50	\$9,630.00	\$800.00	\$84,711.72	\$655.52	\$10,544.09	\$95,911.33	23,695	\$3.58	\$6.14	65.9%	\$35,245.38	\$10,430.00	\$24,815.38	\$49,630.77	\$2.09	
Feb '10	\$138,266.15	\$53,630.04	\$16,974.00	\$14,310.00	\$748.00	\$85,662.04	\$2,246.08	\$10,497.20	\$98,405.32	23,695	\$3.62	\$5.84	71.2%	\$34,988.41	\$15,058.00	\$19,930.41	\$39,860.83	\$1.68	
Mar '10	\$156,545.79	\$65,602.59	\$16,689.00	\$14,850.00	\$856.00	\$97,997.59	\$2,030.08	\$10,573.01	\$110,600.68	27,578	\$3.55	\$5.68	70.7%	\$38,678.55	\$15,706.00	\$22,972.55	\$45,945.11	\$1.67	
Apr '10	\$149,558.41	\$64,866.38	\$17,921.50	\$14,310.00	\$864.00	\$97,581.88	\$2,522.08	\$10,397.52	\$110,501.48	27,774	\$3.51	\$5.38	73.9%	\$34,522.47	\$14,994.00	\$19,528.47	\$39,066.93	\$1.41	
May '10	\$147,358.46	\$69,100.29	\$17,342.00	\$11,970.00	\$776.00	\$99,186.29	\$2,198.20	\$10,437.10	\$111,763.59	28,322	\$3.50	\$5.20	75.8%	\$30,543.44	\$12,746.00	\$17,797.44	\$35,594.87	\$1.26	
FYTD 2010	\$1,632,053.98	\$660,230.86	\$181,210.50	\$143,010.00	\$8,872.00	\$993,323.36	\$18,403.92	\$115,221.51	\$1,126,948.79	281,028	\$3.53	\$5.81	69.1%	\$404,434.60	\$151,882.00	\$252,552.60	\$505,105.19	\$1.80	
FYTD 2009	\$1,624,876.07	\$607,341.55	\$173,233.00	\$174,870.00	\$11,584.00	\$967,028.55	\$18,412.04	\$112,902.89	\$1,096,343.48	292,235	\$3.31	\$5.56	67.6%	\$449,720.30	\$186,454.00	\$263,266.30	\$265,532.59	\$1.80	
Percent Change	0.4%	8.7%	4.6%	-18.2%	-23.4%	2.7%	0.0%	2.1%	2.6%	-3.8%	6.8%	4.4%	2.2%	-10.1%	-18.5%	-4.1%	-4.1%	-0.2%	
FYTD 2010 Percent of Passenger Fare Revenues		66.5%	18.2%	14.4%	0.9%														

Abbreviations: SCMTD = Santa Cruz Metropolitan Transit District
SJSU = San Jose State University

* SCMTD Invoice
** Expenses for SJSU blocks less farebox for SJSU blocks

HIGHWAY 17 EXPRESS OPERATING STATISTICS SUMMARY FISCAL YEAR 2009

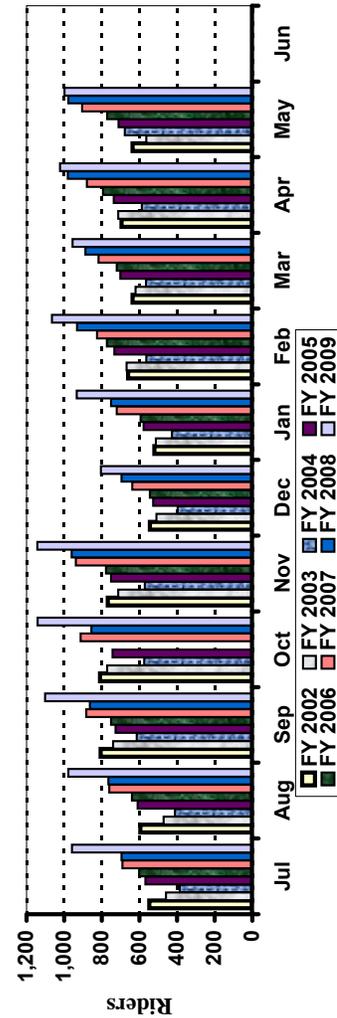
MONTHLY	Jul-2008	Aug-2008	Sep-2008	Oct-2008	Nov-2008	Dec-2008	Jan-2009	Feb-2009	Mar-2009	Apr-2009	May-2009	Jun-2009
Total Ridership	25,909	26,183	27,827	31,546	28,009	21,008	24,835	25,969	26,615	27,596	26,738	
Avg. Weekday Ridership	959	977	1,101	1,142	1,142	805	933	1,066	955	1,023	998	
Avg. Saturday Ridership	540	566	500	625	567	422	559	580	590	613	604	
Avg. Sunday Ridership	531	565	500	697	660	324	488	584	649	660	626	
Total Service Days	31	31	30	31	30	31	31	28	31	30	31	
Number of Weekdays	22	21	21	23	18	22	21	20	22	22	20	
Number of Saturdays	4	5	4	4	5	4	5	4	4	4	5	
Numbers of Sundays	5	5	5	4	7	5	5	4	5	4	6	
Revenue Hours	1,485	1,451	1,468	1,633	1,456	1,592	1,562	1,453	1,609	1,565	1,531	

QUARTERLY	Q1	Q2	Q3	Q4
Total Ridership	79,919	80,563	77,419	
Avg. Weekday Ridership	1,012	1,024	983	
Avg. Saturday Ridership	553	540	575	
Avg. Sunday Ridership	532	564	573	
Revenue Hours	4,403	4,681	4,623	

FYTD	Jul-2008	Aug-2008	Sep-2008	Oct-2008	Nov-2008	Dec-2008	Jan-2009	Feb-2009	Mar-2009	Apr-2009	May-2009	Jun-2009
Total Ridership	25,909	52,092	79,919	111,465	139,474	160,482	185,317	211,286	237,901	265,497	292,235	
Avg. Weekday Ridership	959	968	1,012	1,046	1,063	1,018	1,006	1,013	1,006	1,008	1,007	
Avg. Saturday Ridership	540	554	553	570	569	547	549	552	556	561	566	
Avg. Sunday Ridership	531	548	532	567	592	549	540	545	556	565	571	
Revenue Hours	1,485	2,936	4,403	6,037	7,492	9,084	10,646	12,098	13,707	15,272	16,803	

HIGHWAY 17 EXPRESS

Average Weekday Ridership History



FYTD COMPARISON 2009 vs. 2008

	FY 2009	FY 2008	Percent Change
# of Weekdays	232	233	-0.4%
Total Ridership	292,235	244,229	19.7%
Avg. Wkday Ridership	1,007	851	18.4%
Avg Sat Ridership	566	443	27.8%
Avg Sun Ridership	571	450	26.8%
Revenue Hours	16,803	15,845	6.0%
Riders Per Rev. Hour	17.14	15.52	10.4%

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: August 13, 2010
TO: Board of Directors
FROM: Angela Aitken, Finance Manager & Acting Assistant General Manager
**SUBJECT: UNIVERSITY OF CALIFORNIA – SANTA CRUZ
MONTHLY SERVICE REPORT FOR THE MONTH OF MAY 2010**

I. RECOMMENDED ACTION

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

II. SUMMARY OF ISSUES

- There were twenty (20) school-term days in both May 2010 and May 2009.
- Revenue received from UCSC was \$334,837.98 versus \$336,405.92 a decrease of 0.5%.
- System-wide UCSC ridership decreased by 6.7% FYTD.
 - Total student ridership decreased by 6.5% FYTD.
 - Total Faculty/Staff ridership decreased by 10.7% FYTD.
 - Average Student ridership per school day decreased by 4.2%.
 - Average Faculty/Staff ridership per weekday increased by 7.9%

III. DISCUSSION

For the month of May 2010, there were twenty (20) school-term days.

UCSC Revenue in May 2010 decreased a total of 1,567.94 or -0.5% over May 2009 due to drops in UCSC ridership. UCSC ridership for all Santa Cruz METRO service in May 2010 was negative compared to May 2009, with a decrease of 6.7% FYTD. Monthly comparisons included a 4.2% decrease in Average Student ridership per school day and a 7.9% increase in Average Faculty/ Staff ridership per weekday in May 2010 from May 2009. These variations in ridership are offset by underutilization of weekend transit service to and from the university, which has cause the overall decrease in UCSC ridership.

After several conversations with university staff, it has been determined that shifts in student demographics are mostly responsible for the losses in ridership. The university, in the previous year, has reduced the number of incoming first year Freshmen while simultaneously raising the number of accepted Junior transfer students. Of the two groups, Junior transfer students tend to be less transit dependent than first year Freshmen, therefore effect on ridership is negative even though UCSC attendance is slightly more than in previous years.

Please see attached charts and graphs that will depict average UCSC Student and Faculty/Staff ridership decreasing by 4.2% and increasing 7.9% respectively.

IV. FINANCIAL CONSIDERATIONS.

Total revenue received as of May 2010 is negative \$81,896.34 or -2.80% FYTD under May 2009 actuals.

V. ATTACHMENTS

- Attachment A: Total UCSC Monthly Revenue**
- Attachment B: Total UCSC Ridership**
- Attachment C: Monthly UCSC Ridership**
- Attachment D: Total UCSC Student Ridership**
- Attachment E: Total UCSC Faculty/Staff Ridership**

Prepared by: Erich Friedrich, Jr. Transportation Planner.

Date Prepared: July 14, 2010

Attachment A

Total UCSC Monthly Revenue

FY 09 UCSC Revenue										
Date	Regular Student Bill	Regular Staff Bill	Night Owl Bill	Supplemental Bill	27x	TOTAL	Last Year	% Change	\$ Change	
Jul-08	\$ 40,787.95	\$ 14,367.08	-	\$ 9,719.80	-	\$ 64,874.83	\$ 48,944.00	32.5%	\$ 15,930.83	
Aug-08	\$ 43,773.78	\$ 16,273.16	-	\$ 10,973.81	-	\$ 71,020.75	\$ 55,280.33	28.5%	\$ 15,740.42	
Sep-08	\$ 151,871.29	\$ 18,162.59	\$ 3,763.96	\$ 2,563.82	\$ 2,007.46	\$ 178,369.12	\$ 126,441.28	41.1%	\$ 51,927.84	
Oct-08	\$ 408,791.24	\$ 21,030.79	\$ 13,538.41	\$ 1,999.52	\$ 5,435.42	\$ 450,795.38	\$ 373,239.85	20.8%	\$ 77,555.53	
Nov-08	\$ 274,825.68	\$ 15,381.16	\$ 10,512.74	\$ 5,500.47	\$ 3,989.36	\$ 310,209.41	\$ 278,625.33	11.3%	\$ 31,584.08	
Dec-08	\$ 129,527.31	\$ 11,581.57	\$ 4,892.43	\$ 3,560.21	\$ 2,118.85	\$ 151,680.37	\$ 144,450.71	5.0%	\$ 7,229.66	
Jan-09	\$ 324,761.80	\$ 15,605.62	\$ 11,679.83	\$ 297.04	\$ 3,803.13	\$ 356,147.42	\$ 291,196.34	22.3%	\$ 64,951.08	
Feb-09	\$ 313,712.45	\$ 16,053.38	\$ 12,788.37	\$ 893.73	\$ 4,582.22	\$ 348,030.15	\$ 316,841.16	9.8%	\$ 31,188.99	
Mar-09	\$ 256,439.79	\$ 16,335.68	\$ 7,795.60	\$ 1,419.89	\$ 4,529.94	\$ 286,520.90	\$ 248,308.68	15.4%	\$ 38,212.22	
Apr-09	\$ 337,553.59	\$ 16,412.05	\$ 13,858.64	\$ 657.89	\$ 6,013.28	\$ 374,495.45	\$ 344,270.47	8.8%	\$ 30,224.98	
May-09	\$ 300,396.54	\$ 15,066.45	\$ 12,869.92	\$ 1,647.19	\$ 6,425.82	\$ 336,405.92	\$ 323,061.52	4.1%	\$ 13,344.40	
Jun-09	\$ 136,348.98	\$ 14,611.75	\$ 4,245.33	\$ 1,648.20	\$ 3,218.69	\$ 160,072.95	\$ 155,257.04	3.1%	\$ 4,815.91	
FY 2009	\$ 2,718,790.40	\$ 190,881.28	\$ 95,945.23	\$ 40,881.57	\$ 42,124.17	\$ 3,088,622.65	\$ 2,705,916.71	14.1%	\$ 382,705.94	
FY 10 UCSC Revenue										
Date	Regular Student Bill	Regular Staff Bill	Night Owl Bill	Supplemental Bill	27x	TOTAL	Last Year	% Change	\$ Change	
Jul-09	\$48,734.00	\$13,306.66				\$62,040.66	\$ 64,874.83	-4.4%	-\$2,834.17	
Aug-09	\$41,885.71	\$13,429.30				\$55,315.01	\$ 71,020.75	-22.1%	-\$15,705.74	
Sep-09	\$153,393.69	\$15,756.32	\$2,760.13	\$652.54	\$2,408.04	\$174,970.72	\$ 178,369.12	-1.9%	-\$3,398.40	
Oct-09	\$385,944.49	\$16,972.17	\$10,275.05	\$0.00	\$4,055.38	\$417,247.09	\$ 450,795.38	-7.4%	-\$33,548.29	
Nov-09	\$291,654.82	\$15,207.74	\$7,550.34	\$918.86	\$4,427.86	\$319,759.62	\$ 310,209.41	3.1%	\$9,550.21	
Dec-09	\$115,072.85	\$11,307.11	\$3,421.37	\$1,091.96	\$1,985.66	\$132,878.95	\$ 151,680.37	-12.4%	-\$18,801.42	
Jan-10	\$331,619.03	\$15,284.03	\$8,693.45	\$0.00	\$3,366.77	\$358,963.28	\$ 356,147.42	0.8%	\$2,815.86	
Feb-10	\$302,031.88	\$15,521.39	\$9,450.70	\$0.00	\$3,594.24	\$330,598.21	\$ 348,030.15	-5.0%	-\$17,431.94	
Mar-10	\$258,226.37	\$17,196.20	\$7,032.35	\$1,954.18	\$5,453.59	\$289,862.69	\$ 286,520.90	1.2%	\$3,341.79	
Apr-10	\$335,640.76	\$17,968.82	\$11,416.52	\$924.71	\$4,228.34	\$370,179.15	\$ 374,495.45	-1.2%	-\$4,316.30	
May-10	\$302,677.34	\$17,018.18	\$9,891.33	\$894.26	\$4,356.87	\$334,837.98	\$ 336,405.92	-0.5%	-\$1,567.94	
Jun-10										
FY 2010 Total	\$2,566,880.94	\$168,967.92	\$70,491.24	\$6,436.51	\$33,876.75	\$2,846,653.36	\$2,928,549.70	-2.80%	-\$81,896.34	

Attachment B

Total UCSC Ridership

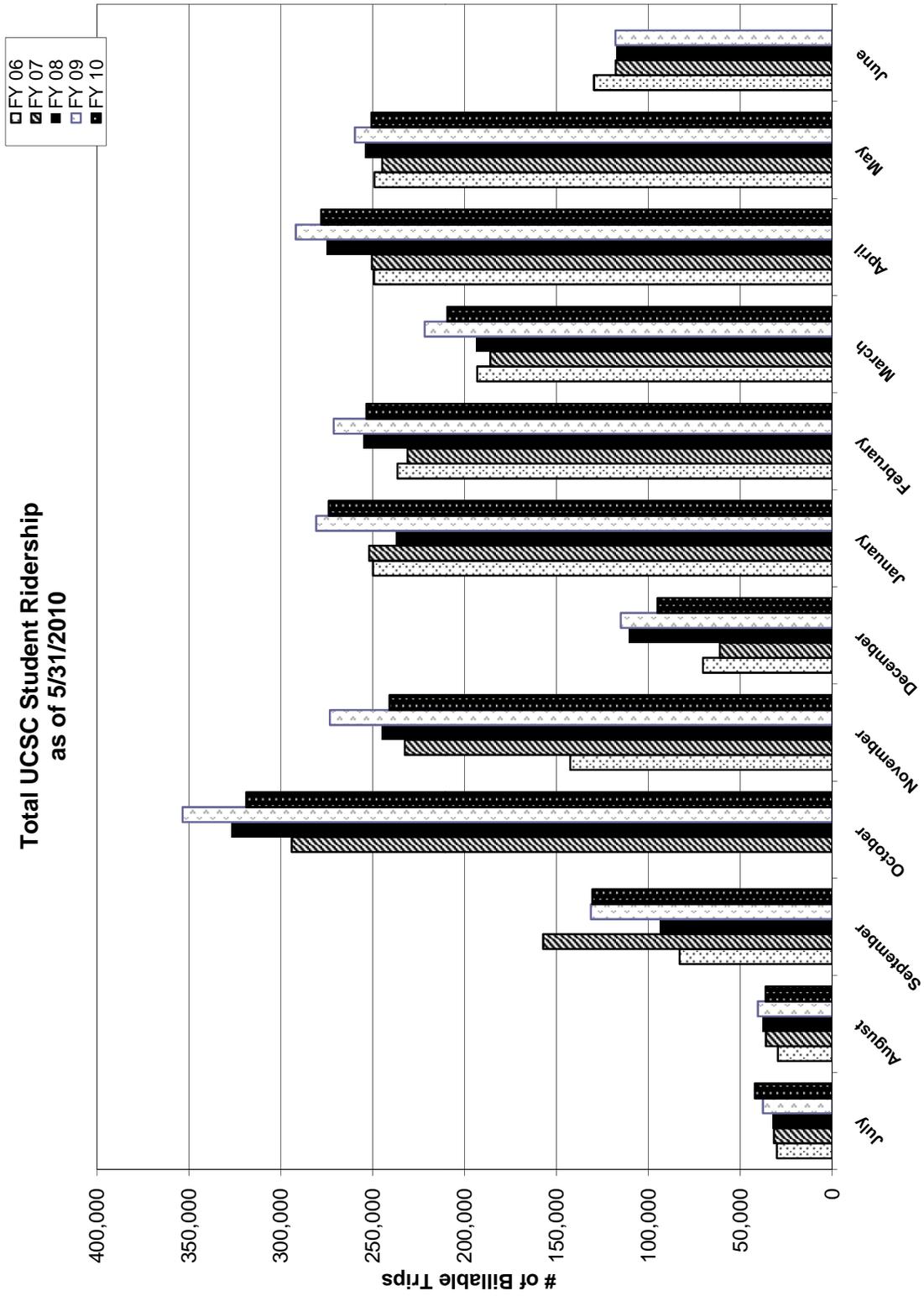
FY 2009 UCSC Ridership													
Year	July	August	September	October	November	December	January	February	March	April	May	June	Total
Student	37,662	40,419	131,263	353,320	273,202	114,975	280,693	271,143	221,642	291,749	259,634	117,847	2,393,549
Staff	13,266	15,026	15,698	18,177	15,302	11,263	13,488	13,875	14,119	14,185	13,022	12,629	170,050
Total	50,928	55,445	146,961	371,497	288,504	126,238	294,181	285,018	235,761	305,934	272,656	130,476	2,563,599
Percentage Difference Between This Year and Last Year													
Student	15.3%	7.1%	39.9%	8.1%	11.5%	4.0%	18.4%	6.4%	14.4%	6.1%	2.1%	0.4%	9.9%
Staff	-15.5%	-11.5%	1.9%	-4.7%	-2.9%	-1.0%	-14.9%	-19.8%	-14.0%	-23.3%	-27.6%	-15.3%	-12.9%
Total	5.3%	1.3%	34.5%	7.4%	10.7%	3.5%	16.3%	4.7%	12.2%	4.3%	0.1%	-1.4%	8.0%
FY 2010 UCSC Ridership													
Year	July	August	September	October	November	December	January	February	March	April	May	June	Total
Student	42,121	36,202	130,437	318,699	240,838	95,023	273,839	253,307	209,334	277,945	250,573		2,128,318
Staff	11,501	11,607	13,030	14,015	12,558	9,337	12,621	12,978	14,039	14,849	14,063		140,598
Total	53,622	47,809	143,467	332,714	253,396	104,360	286,460	266,285	223,373	292,794	264,636	0	2,268,916
Percentage Difference Between This Year and Last Year													
Student	11.8%	-10.4%	-0.6%	-9.8%	-11.8%	-17.4%	-2.4%	-6.6%	-5.6%	-4.7%	-3.5%		
Staff	-13.3%	-22.8%	-17.0%	-22.9%	-17.9%	-17.1%	-6.4%	-6.5%	-0.6%	4.7%	8.0%		
Total	5.3%	-13.8%	-2.4%	-10.4%	-12.2%	-17.3%	-2.6%	-6.6%	-5.3%	-4.3%	-2.9%		
UCSC Ridership FYTD													
Student						2,275,702	2,128,318						-6.5%
Staff						157,421	140,598						-10.7%
TOTAL						2,433,123	2,268,916						-6.7%

Attachment C

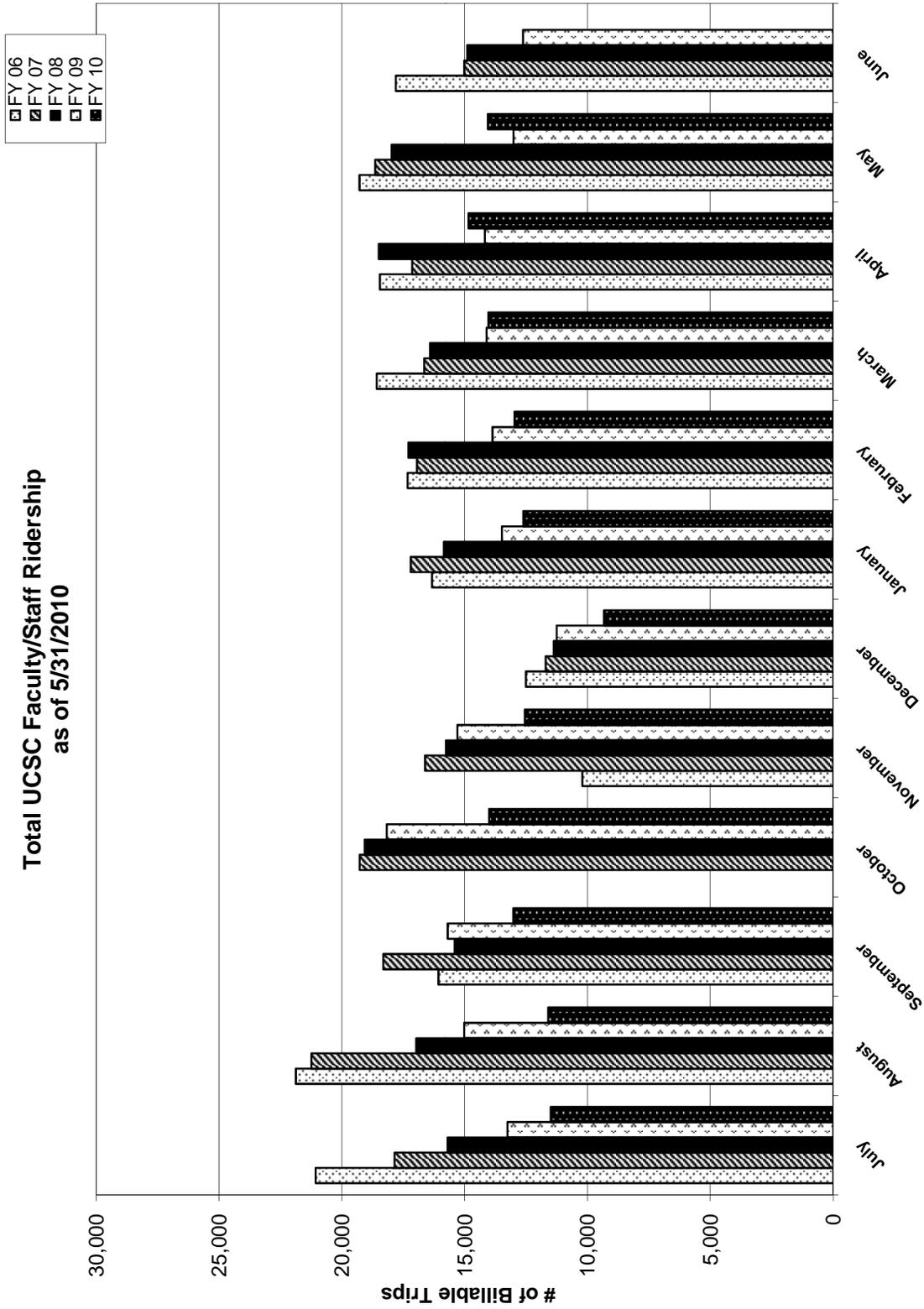
Monthly UCSC Ridership

May 2010	Student Ridership			Faculty/ Staff Ridership			Average Student Ridership Per School Day			Average Faculty/Staff Ridership Per Weekday		
	FY 10	FY 09	%	FY 10	FY 09	%	FY 10	FY 09	%	FY 10	FY 09	%
Regular Service	232,738	242,002	-3.8%	13,393	12,392	8.1%	10,410.3	10,883.3	-4.3%	669.7	619.6	8.1%
Supplemental	6,836	7,756	-11.9%	413	379	9.0%	341.8	387.8	-11.9%	20.7	19.0	9.0%
Night Owl	6,105	6,745	-9.5%	31	58	-46.6%	305.3	337.3	-9.5%	1.6	2.9	-46.6%
27x	4,894	3,794	29.0%	226	203	11.3%	244.7	189.7	29.0%	11.3	10.2	11.3%
TOTAL	250,573	260,297	-3.7%	14,063	13,032	7.9%	11,302.0	11,798.0	-4.2%	703.2	651.6	7.9%

Attachment D



Attachment E



SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: August 13, 2010
TO: Board of Directors
FROM: Frank L. Cheng, Project Manager
SUBJECT: CONSIDERATION OF METROBASE STATUS REPORT

I. RECOMMENDED ACTION

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

II. SUMMARY OF ISSUES

- Maintenance Building
 - On July 2, 2010, METRO received substantial completion on the second half of the Maintenance Building.
 - In preparation for substantial completion, Diama Shield LLC was scheduled to start their work on July 12, 2010 for an epoxy floor. Their first stage took approximately a week.
 - On July 19, 2010, METRO relocated all equipment from the first half of the building to the second half.
 - On July 26, 2010, Diama Shield LLC commenced the epoxy work on the first half of the Maintenance Building and completed whole job on August 1, 2010.
 - West Bay is continuing minor punch list items
 - Harris & Associates is continuing to close out documents for project.
 - On August 13, 2010, METRO staff is presenting a staff report for transferring funds for RNL Design and Harris & Associates services requested by West Bay to correct their mistakes in structural design.
 - On August 13, 2010, METRO staff is presenting a staff report for extending West Bay contract expiration date while maintaining construction completion date stated in contract and change orders.
- Operations Building
 - RNL has repackaged the Operations Building.
 - Invitation For Bids(IFB) is pending State release of Proposition 1B Bond Funds.
- Vernon Administration Building
 - On December 5, 2009, METRO relocated to 110 Vernon Street, Santa Cruz
 - Harris & Associates is assisting in closeout documents with DMC Construction.

III. DISCUSSION

On July 2, 2010, METRO received substantial completion on the second half of the Maintenance Building. In preparation for substantial completion, Diamo Shield LLC was scheduled to start their work on July 12, 2010 for an epoxy floor. Their first stage will take approximately a week. On July 19, 2010, METRO relocated all equipment from the first half of the building to the second half. On July 26, 2010, Diamo Shield LLC commenced the epoxy work on the first half of the Maintenance Building and completed the work on August 1, 2010. METRO is fully utilizing the entire Maintenance Building.

West Bay is continuing minor punch list items. Harris & Associates is continuing to close out documents for project. Harris & Associates is awaiting valid documentation from West Bay Builders to substantiate their claims.

On August 13, 2010, METRO staff is presenting a staff report for transferring funds for services by RNL Design and Harris & Associates requested by West Bay to correct their mistakes in structural design. On August 13, 2010, METRO staff is presenting a staff report for extending West Bay contract expiration date while maintaining construction completion date stated in contract and change orders.

In regards to the Operations Building, RNL Design has completed the re-package of the Operations Building. The plans have been reviewed by the City of Santa Cruz, and plan checked by Bureau Veritas. Invitation for Bids is pending State release of Proposition 1B Bond Funds.

On December 5, 2009, METRO relocated to 110 Vernon Street, Santa Cruz. DMC Construction has completed punch list items. METRO is closing out the project and Harris & Associates is assisting with the closeout with DMC Construction.

Information for the MetroBase Project can be viewed at <http://www.scmted.com/metrobase> Information on the project, contact information, and MetroBase Hotline number (831) 621-9568 can be viewed on the website.

Previous information regarding the MetroBase Project:

- A. Maintenance Building (IFB 06-01)
 - On July 2, 2010, METRO received substantial completion on the second half of the Maintenance Building
 - West Bay working on punch-list items for 2nd half.
 - IFB 06-01 Maintenance Building awarded to West Bay Builders.
- B. Operations Building
 - RNL Design Operations Building re-package complete.
 - Invitation For Bids is pending State release of Proposition 1B Bond Funds.
- C. Vernon Administration Building (IFB 09-10)

- Wald, Ruhnke & Dost Architects completed bid set.
- Invitation For Bids 09-10 due March 24, 2009.
- On April 24, 2009, the Board of Directors approved a contract with DMC Construction, Inc. for the construction remodel of the building located at 110 Vernon Street, Santa Cruz for an amount not to exceed \$1,833,141.
- Notice-to-Proceed for Vernon project is May 6, 2009.
- On December 5, 2009, METRO relocated to 110 Vernon Street, Santa Cruz, CA.

IV. FINANCIAL CONSIDERATIONS

Funds for the construction of the Maintenance Building, and Vernon Administration Building Components of the MetroBase Project are available within the funds the METRO has secured for the Project.

V. ATTACHMENTS

Attachment A: None

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

Minutes- Board of Directors

June 11, 2010

A Regular Meeting of the Board of Directors of the Santa Cruz Metropolitan Transit District met on Friday, June 11, 2010 at the District's Administrative Office located at 110 Vernon Street in Santa Cruz, California.

Vice Chair Pirie called the meeting to order at a.m.

SECTION 1: OPEN SESSION

1. ROLL CALL:

DIRECTORS PRESENT

Dene Bustichi
Ron Graves
Donald Hagen
Michelle Hinkle
John Leopold
Ellen Pirie
Lynn Robinson
Marcela Tavantzis
Ex-Officio Donna Blitzer

DIRECTORS ABSENT

Antonio Rivas
Mike Rotkin
Mark Stone

STAFF PRESENT

Ciro Aguirre, Operations Manager
Pat Aviles, Asst Human Resources Manager
Bob Cotter, Maintenance Manager
Frank Cheng, MB Project Manager
Mary Ferrick, Fixed Route Superintendent

Margaret Gallagher, District Counsel
Debbie Kinslow, Asst Finance Manager
April Warnock, Paratransit Superintendent
Les White, General Manager

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

Jason Andrews, UTU
Genevieve Bookwalter, Santa Cruz Sentinel
John Daugherty, SEA
Carolyn Derwing, Schedule Analyst
Erich Friedrich, Provisional Transit Planner

Eduardo Montesino, UTU
Bonnie Morr, UTU
Larry Pageler, UCSC TAPS
Will Regan, VMU

2. ORAL AND WRITTEN COMMUNICATION TO THE BOARD OF DIRECTORS

Written:

None

Oral:

John Daugherty, SEA, requested that the Board of Directors meeting begin at 9:15 a.m. to accommodate bus riders.

3. LABOR ORGANIZATION COMMUNICATIONS

None.

4. ADDITIONAL DOCUMENTATION TO SUPPORT EXISTING AGENDA ITEMS

None.

CONSENT AGENDA

5-1. CONSIDERATION OF TORT CLAIMS:

REJECT THE CLAIM OF PHYLLIS DIAS, #10-0008

REJECT THE CLAIM OF ELIZABETH REYES & PEDRO GUTIERREZ, #10-0014

DENY THE APPLICATION TO FILE A LATE CLAIM AND REJECT THE CLAIM OF CHAYME HIGGINS AS UNTIMELY FILED, #10-0016

REJECT THE CLAIM OF DALLAN RAGLAND, #10-0017

REJECT THE CLAIM OF JAMES ENLOE & LANA PIERI, #10-0018

5-2. CONSIDERATION OF APPROVAL OF CONTINUED EMPLOYMENT OF TEMPORARY HELP THROUGH ROBERT HALF INTERNATIONAL FOR TEMPORARY EMPLOYMENT STAFFING FOR THE REVENUE COLLECTION POSITION FOR AN AMOUNT NOT TO EXCEED \$60,000 THROUGH DECEMBER 31, 2010.

ACTION: MOTION: DIRECTOR LEOPOLD SECOND: DIRECTOR BUSTICHI

Approve the Consent Agenda.

Motion passed unanimously with Directors Rivas, Rotkin and Stone being absent.

REGULAR AGENDA

7. ORAL PRESENTATION: AMENDED SPARC RECOMMENDATIONS FOR PROPOSED SERVICE REDUCTIONS (ITEM WAS MOVED AHEAD OF #6 BY CHAIR PIRIE)

Summary:

Ciro Aguirre presented the findings for the proposed service reductions, in which 16 public hearings took place between Boulder Creek and Watsonville. Erich Friedrich presented the comments that were received from the public hearings regarding the proposed service reductions. Carolyn Derwing went over what routes are going to be deleted and which will change depending on ridership and the needs of the people.

Discussion:

Erika Hearon, Interim Program Director of Davenport Resource Service Center, said that route #42 is needed because it transports people to and from the north coast, and youths and teens use it to go to summer programs and lunch programs. Ms. Hearon said that throughout the year route #42 is used by farm workers for shopping and doctor appointments and cutting it would impose a great hardship for a lot of people that depend on this bus. Bonnie Morr, UTU, recommended that route #40 be reinstated to serve Davenport only.

There was a discussion about deleting the Wheelock Loop in Watsonville. Director Tavantzis said that the students at Monte Vista have alternatives to the bus, whereas farm workers do not, and she said she would prefer that the changes benefit the farm workers.

6. CONSIDERATION OF VACANCIES ON THE METRO ADVISORY COMMITTEE

Summary:

Les White said that the Metro Advisory Committee needs more people to be on the committee because the quorum requirement is sometimes not met due to low attendance. Mr. White said that MAC was also considering changing the frequency of committee meetings from monthly to quarterly.

Discussion:

Director Hagen said that he had a potential nominee for MAC.

8. ORAL ANNOUNCEMENT: THE NEXT REGULARLY SCHEDULED BOARD MEETING WILL BE HELD FRIDAY, JUNE 25, 2010 AT 9:00 A.M. AT THE SANTA CRUZ CITY COUNCIL CHAMBERS, 809 CENTER STREET, SANTA CRUZ

9. REVIEW OF ITEMS TO BE DISCUSSED IN CLOSED SESSION:

Margaret Gallagher reported that the Board would have a conference with its Legal Counsel regarding the potential litigation for the claim of Chayme Higgins, and two existing litigation claims

by Phyllis Dias and Alberto Barragan; and a conference with Real Property Negotiators for the 425 Front Street property.

10. ORAL AND WRITTEN COMMUNICATIONS REGARDING CLOSED SESSION

None.

SECTION II: CLOSED SESSION

SECTION III: RECONVENE TO OPEN SESSION

11. REPORT OF CLOSED SESSION

Margaret Gallagher said there were no reportable actions.

ADJOURN

There being no further business, Vice Chair Robinson adjourned the meeting at 11:04 a.m.

Respectfully submitted,

ANTHONY TAPIZ
Acting Administrative Services Coordinator

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

Minutes- Board of Directors

June 25, 2010

A Regular Meeting of the Board of Directors of the Santa Cruz Metropolitan Transit District met on Friday, June 25, 2010 at the Santa Cruz City Council Chambers, 809 Center Street, Santa Cruz, CA.

Vice Chair Pirie called the meeting to order at a.m.

SECTION 1: OPEN SESSION

1. ROLL CALL:

DIRECTORS PRESENT

Dene Bustichi
Ron Graves
Donald Hagen
Michelle Hinkle
John Leopold
Ellen Pirie
Lynn Robinson
Mark Stone
Ex-Officio Donna Blitzer

DIRECTORS ABSENT

Antonio Rivas
Mike Rotkin
Marcela Tavantzis

STAFF PRESENT

Ciro Aguirre, Operations Manager
Angela Aitken, Acting AGM/Finance Manager
Bob Cotter, Maintenance Manager
Frank Cheng, MB Project Manager
Mary Ferrick, Fixed Route Superintendent

Margaret Gallagher, District Counsel
Debbie Kinslow, Asst Finance Manager
Robyn Slater, Human Resources Manager
April Warnock, Paratransit Superintendent
Les White, General Manager

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

Genevieve Bookwalter, Santa Cruz Sentinel
Neal Coonerty, Board of Supervisors
John Daugherty, SEA
Carolyn Derwing, Schedule Analyst
Erich Friedrich, Provisional Transit Planner

Manny Martinez, PSA
Eduardo Montesino, UTU
Bonnie Morr, UTU
Will Regan, VMU
Amy Weiss, Spanish Interpreter

2. ORAL AND WRITTEN COMMUNICATION TO THE BOARD OF DIRECTORS

Written:

- a. Lisa J Arthur, East Village Apts. Re: Service to Santa Cruz County Fair

Oral:

None.

3. LABOR ORGANIZATION COMMUNICATIONS

None.

4. ADDITIONAL DOCUMENTATION TO SUPPORT EXISTING AGENDA ITEMS

None.

CONSENT AGENDA

- 5-1. APPROVE PRELIMINARILY APPROVED CLAIMS FOR THE MONTH OF APRIL 2010
- 5-2. ACCEPT AND FILE MONTHLY BUDGET STATUS REPORT FOR APRIL 2010
- 5-3. CONSIDERATION OF TORT CLAIMS: NONE
- 5-4. ACCEPT AND FILE MAC AGENDA FOR JUNE 16, 2010
- 5-5. ACCEPT AND FILE PARACRUZ OPERATIONS STATUS REPORT FOR THE MONTH OF APRIL 2010
- 5-6. ACCEPT AND FILE RIDERSHIP AND PERFORMANCE REPORT FOR APRIL 2010
- 5-7. ACCEPT AND FILE HIGHWAY 17 STATUS REPORT FOR APRIL 2010
- 5-8. ACCEPT AND FILE UNIVERSITY OF CALIFORNIA, SANTA CRUZ MONTHLY SERVICE REPORT FOR APRIL 2010
- 5-9. APPROVE REGULAR BOARD MEETING MINUTES OF MARCH 12 & MARCH 26, APRIL 9 & APRIL 23, AND MAY 28, 2010
- 5-10. ACCEPT AND FILE MINUTES REFLECTING VOTING RESULTS FROM APPOINTEES TO THE SANTA CRUZ COUNTY REGIONAL TRANSPORTATION COMMISSION FOR APRIL 2010 MEETING(S)
- 5-11. CONSIDERATION OF APPROVING THE TRANSFER OF THE 2002 CHANCE COACH CNG RUBBER TIRE TROLLEY TO A TRANSIT SYSTEM OR OTHER ELIGIBLE ENTITY UPON RECEIPT OF THE CITY OF SANTA CRUZ'S RELEASE OF INTEREST AND FTA APPROVAL OF SUCH
- 5-12. CONSIDERATION OF ADOPTION OF A RESOLUTION AUTHORIZING THE EXAMINATION OF STATE BOARD OF EQUALIZATION TRANSACTIONS (SALES) AND USE TAX RECORDS PERTAINING TO SANTA CRUZ METRO ORDINANCE 78-3-1
- 5-13. CONSIDERATION OF AUTHORIZING THE GENERAL MANAGER TO EXECUTE AN AGREEMENT WITH MONTEREY-SALINAS TRANSIT (MST) FOR ITS USE OF THE WATSONVILLE TRANSIT CENTER

- 5-14. CONSIDERATION OF EXTENSION OF CONTRACT WITH HARTFORD LIFE AND ACCIDENT INSURANCE COMPANY FOR EMPLOYEE LIFE AND ACCIDENTAL DEATH AND DISMEMBERMENT INSURANCE THROUGH DECEMBER 31, 2010
- 5-15. CONSIDERATION OF RENEWAL OF CONTRACT WITH VISION SERVICE PLAN FOR EMPLOYEE VISION CARE INSURANCE FOR AN ADDITIONAL TWO-YEAR CONTRACT PERIOD
- 5-16. CONSIDERATION OF AUTHORIZING THE GENERAL MANAGER TO ISSUE AMENDMENTS TO THE CONTRACTS WITH DOC AUTO LLC AND SPECIALIZED AUTO AND FLEET SERVICES, INC. FOR VEHICLE MAINTENANCE SERVICES
- 5-17. CONSIDERATION OF AUTHORIZING THE GENERAL MANAGER TO EXECUTE A LEASE AGREEMENT ON BEHALF OF METRO WITH BRONSON BAKER DBA BREW BAR FOR A KIOSK SPACE AT PACIFIC STATION
- 5-18. CONSIDERATION OF AUTHORIZING THE GENERAL MANAGER TO EXECUTE A NEW LEASE AGREEMENT WITH HUI CHANG DU, DBA CHINA EXPRESS AT PACIFIC STATION
- 5-19. RENEWAL OF LIABILITY AND VEHICLE PHYSICAL DAMAGE INSURANCE PROGRAM COVERAGE WITH CALTIP FOR FY11

ACTION: MOTION: DIRECTOR GRAVES SECOND: DIRECTOR LEOPOLD

Approve the Consent Agenda.

Motion passed unanimously with Directors Rivas, Rotkin and Tavantzis being absent.

REGULAR AGENDA

- 6. PRESENTATION OF EMPLOYEE LONGEVITY AWARDS
- 7. CONSIDERATION OF APPOINTMENT OF BOB GEYER TO THE METRO ADVISORY COMMITTEE (NOMINATED BY DIRECTOR TAVANTZIS)

ACTION: MOTION: DIRECTOR BUSTICHI SECOND: DIRECTOR LEOPOLD

Approve appointment of Bob Geyer to the METRO Advisory Committee.

Motion passed unanimously with Directors Rivas, Rotkin and Tavantzis being absent.

9. CONSIDERATION OF ISSUING A DECLARATION OF FISCAL EMERGENCY
(ITEM #9 WAS TAKEN OUT OF ORDER)

Summary:

Angela Aitken presented a declaration of fiscal emergency due to a number of service reductions for the Fall 2010 bid.

ACTION: MOTION: DIRECTOR SECOND: DIRECTOR

Approve Declaration of Fiscal Emergency.

Motion passed unanimously with Directors Rivas, Rotkin and Tavantzis being absent.

10. CONSIDERATION OF PROPOSED METRO FIXED ROUTE SERVICE REDUCTIONS FOR FALL 2010 INCLUDING CONSIDERATION OF PUBLIC COMMENTS RECEIVED
(ITEM #10 WAS TAKEN OUT OF ORDER)

Summary:

Erich Friedrich presented the final recommendations for service reductions for the Fall 2010 Bid. Carolyn Derwing presented the final changes for routes that will be combined, deleted or rearranged.

Discussion:

Neal Coonerty, 3rd District County Board Supervisor, discussed his concerns about the possible cut of route #42 at 12:30pm. Mr. Coonerty said that if this route is cut then people would be unable to return to Davenport; and that he was glad that there is an alternative (#40) but he would prefer that #42 would stay as it is. Erika Hearon, Davenport Resource Services Center, discussed her concerns regarding the possible cut of route #42 and appreciates the alternative route (#40) that would still serve Bonnie Doon and Davenport.

ACTION: MOTION: DIRECTOR LEOPOLD SECOND: DIRECTOR STONE

Approve Service Reductions for the Fall 2010 Bid, along with Staff recommendations of adding a weekday Route #40 at 12:30 pm; deleting the afternoon Route #9; and shortening the morning Route #9 to only serve the Emeline Complex.

Motion passed unanimously with Directors Rivas, Rotkin and Tavantzis being absent.

8. PUBLIC HEARING: RECEIVE PUBLIC COMMENTS ON METRO'S PROPOSED DISADVANTAGED BUSINESS ENTERPRISE (DBE) GOAL OF 2.12% FOR FEDERAL FISCAL YEAR 2011 (FFY11) AND THE METHODOLOGY USED TO SET THE GOAL

Summary:

Margaret Gallagher discussed the Disadvantaged Business Enterprise (DBE) goal for Federal Fiscal year 2011, and how they came about the goal of 2.12%. Ms. Gallagher said that a Public Comment period will remain open through July 16, 2010 and the item would return to the Board on July 23, 2010 for the final consideration of adoption of the 2.12% goal.

CHAIR PIRIE OPENED THE PUBLIC HEARING AT 9:52 A.M.

CHAIR PIRIE CLOSED THE PUBLIC HEARING AT 9:54 A.M.

11. PUBLIC HEARING: ADOPTION OF THE FINAL FY11 & FY12 BUDGET

Summary:

Angela Aitken discussed the adoption of the final fiscal year 2011 and fiscal year 2012 budget which included a 15 day public comment period that began May 26, 2010, and said there were no public comments received. Ms. Aitken said there was also a budget workshop with Union representatives and some changes were made to the proposed budget.

Discussion:

There was a discussion about federal funding and some of the measures being proposed to help transit. Chair Pirie said she was concerned that the budget was unsustainable.

CHAIR PIRIE OPENED THE PUBLIC HEARING AT 10:12 A.M.

CHAIR PIRIE CLOSED THE PUBLIC HEARING AT 10:13 A.M.

ACTION: MOTION: DIRECTOR HAGEN SECOND: DIRECTOR STONE

Approve the adoption of the final FY11 and FY12 budget.

Motion passed unanimously with Directors Rivas, Rotkin and Tavantzis being absent.

12. **CONSIDERATION OF MODIFICATION TO SANTA CRUZ METROPOLITAN TRANSIT DISTRICT'S BYLAWS TO CHANGE THE TIME OF THE FIRST REGULAR BOARD OF DIRECTORS MEETING OF THE MONTH FROM 9:00AM TO 9:30AM**

Summary:

Margaret Gallagher discussed the modification to the Santa Cruz Metropolitan Transit District's Bylaws to change the time of the first regular Board of Director's meeting of the month from 9 am to 9:30 am.

Discussion:

John Daugherty, SEA, presented a letter to the board declaring support to change the first regular Board of Director's meeting from 9 am to 9:30 am. A copy is attached to the file copy of these minutes.

ACTION: MOTION: DIRECTOR STONE SECOND: DIRECTOR BUSTICHI

Approve the modification to Santa Cruz Metropolitan Transit District's bylaws to change the time of the first regular Board of Director's meeting of the month from 9 am to 9:30 am.

Motion passed unanimously with Directors Rivas, Rotkin and Tavantzis being absent.

13. **CONSIDERATION OF A RESOLUTION OF APPRECIATION FOR THE SERVICES OF RICHARD C. GABRIEL AS LEAD MECHANIC FOR THE SANTA CRUZ METROPOLITAN TRANSIT DISTRICT**

ACTION: MOTION: DIRECTOR BUSTICHI SECOND: DIRECTOR STONE

A resolution of appreciation for the services of Richard C Gabriel as Lead Mechanic for the Santa Cruz Metropolitan Transit District.

Motion passed unanimously with Directors Rivas, Rotkin and Tavantzis being absent.

14. **ORAL ANNOUNCEMENT:** THE NEXT REGULARLY SCHEDULED BOARD MEETING WILL BE HELD FRIDAY, JULY 23, 2010 AT 9:00 A.M. AT SCOTTS VALLEY CITY CHAMBERS, 1 CIVIC CENTER DRIVE, SCOTTS VALLEY

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

Margaret Gallagher reported that the Board would have a conference with its Legal Counsel regarding the existing litigation claims by Keenan & Associates v. Santa Cruz Metro and Oldcastle Glass Engineered Products, Inc v. Santa Cruz Metro.

16. ORAL AND WRITTEN COMMUNICATIONS REGARDING CLOSED SESSION

None.

SECTION II: CLOSED SESSION

Chair Pirie adjourned to Closed Session at 10:21 a.m. and reconvened to Open Session at 11:40 a.m.

SECTION III: RECONVENE TO OPEN SESSION

17. REPORT OF CLOSED SESSION

Margaret Gallagher stated that there was no reportable action taken in Closed Session.

ADJOURN

There being no further business, Chair Pirie adjourned the meeting at 11:40 a.m.

Respectfully submitted,

ANTHONY TAPIZ
Acting Administrative Services Coordinator

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: August 13, 2010

TO: Board of Directors

FROM: Leslie R. White, General Manager

SUBJECT: ACCEPT AND FILE VOTING RESULTS FROM APPOINTEES TO THE SANTA CRUZ COUNTY REGIONAL TRANSPORTATION COMMISSION FOR PREVIOUS MEETINGS

I. RECOMMENDED ACTION

That the Board of Directors accept and file the voting results from appointees to the Santa Cruz County Regional Transportation Commission.

II. SUMMARY OF ISSUES

- Per the action taken by the Board of Directors, staff is providing the minutes from the most recent meetings of the Santa Cruz County Regional Transportation Commission.
- Each month staff will provide the minutes from the previous month's SCCRTC meetings.

III. DISCUSSION

The Board requested that staff include in the Board Packet information relating to the voting results from the appointees to the Santa Cruz County Regional Transportation Commission. Staff is enclosing the minutes from these meetings as a mechanism of complying with this request.

IV. FINANCIAL CONSIDERATIONS

There is no cost impact from this action.

V. ATTACHMENTS

Attachment A: Minutes of the May 6, 2010 Regular SCCRTC Meeting

Prepared by: Tony Tapiz, Administrative Services Coordinator.

Date Prepared: August 6, 2010

Attachment A



Santa Cruz County Regional Transportation Commission

MINUTES

Thursday
May 6, 2010
9:00 a.m.

Board of Supervisors Chambers
701 Ocean St
Santa Cruz CA 95060

1. Roll call

The meeting was called to order at 9:05 am.

Members present:

Dene Bustichi	John Leopold
Tony Campos	Kirby Nicol
Neal Coonerty	Ellen Pirie
Ron Graves	Antonio Rivas
Randy Johnson	Mark Stone
Don Lane	Marcela Tavantzis
Aileen Loe (ex officio)	

Staff present:

George Dondero	Luis Mendez
Yesenia Parra	Gini Pineda
Grace Blakeslee	Karena Pushnik
Cory Caletti	Rachel Moriconi

2. Oral communications

Jack Nelson, noting the current oil leak in the Gulf of Mexico and other spills throughout the world, asked that the Commission think carefully about decisions that depend on fossil fuel.

3. Additions or deletions to consent and regular agendas

Executive Director George Dondero reported that additional materials for Item 20 and add-on and replacement pages for Item 21 were distributed.

CONSENT AGENDA- (Leopold/Rivas – unanimous)

Attachment A

MINUTES

4. Approved draft minutes of the April 1, 2010 regular SCCRTC meeting
5. Approved draft minutes of the April 14, 2010 Transportation Policy Workshop meeting
6. Accepted draft minutes of the April 12, 2010 Bicycle Committee meeting
7. Accepted draft minutes of the April 13, 2010 Elderly & Disabled Transportation Advisory Committee meeting

POLICY ITEMS

No consent items

PROJECTS and PLANNING ITEMS

No consent items

BUDGET AND EXPENDITURES ITEMS

8. Accepted status report on Transportation Development Act (TDA) revenues

ADMINISTRATION ITEMS

9. Approved appointments and reappointments to the Elderly & Disabled Transportation Advisory Committee

INFORMATION/OTHER ITEMS

10. Accepted monthly meeting schedule
11. Accepted correspondence log
12. Accepted letters from SCCRTC committees and staff to other agencies
 - a. Letter to the City of Capitola from the Bicycle Committee regarding the City's Grant application for a Bikeway, Pedestrian and Public Transit Master Plan
 - b. Letter to the City of Capitola from the Elderly & Disabled Transportation Advisory Committee regarding the City's Bicycle/Pedestrian Master Plan
13. Accepted miscellaneous written comments from the public on SCCRTC projects and transportation issues

Attachment A

14. Accepted information items

- a. Article from *Daily Journal of Commerce - Building and Construction News in Portland, Oregon and the Pacific Northwest*, April 7, 2010, titled "STARS rates sustainability in transportation"
- b. Flier from AMBAG announcing workshops regarding the 2035 Regional Blueprint

15. Review of items to be discussed in closed session

The Commission adjourned into closed session at 9:10 am.

CLOSED SESSION

16. Conference with Real Property Negotiator Pursuant to Government Code 54956.8 for acquisition of the Santa Cruz Branch Rail Line Property: Santa Cruz Branch Rail Line from Watsonville Junction to Davenport

Agency Negotiator: Kirk Trost, Miller Owen & Trost

Negotiation Parties: SCCRTC, Union Pacific

Under Negotiation: Price and Terms

OPEN SESSION

17. Report on closed session

The Commission reconvened into open session at 10:09 am. There was nothing to report.

REGULAR AGENDA

18. Commissioner reports - none

19. Director's report

Executive Director George Dondero reported that he and Senior Planner Karena Pushnik attended several meetings with the local press; that Bike Week kicks off May 9th and Bike to Work Day is Thursday, May 13th; and that a Budget and Administration/Personnel Committee meeting is scheduled for Tuesday, May 11th. He said that directors and deputy directors from the Regional Transportation Planning Agencies in District 5 will meet with Caltrans on May 13th to discuss district issues. Mr. Dondero said that he will attend the Tranny Awards on May 19th in Sacramento where Gary Richards, who writes the "Mr. Roadshow" column for the *Mercury News*, will be honored as Person of the Year. He added that Mr. Richards was nominated by both Transportation Agency for Monterey County (TAMC) and the RTC for the award and will be

Attachment A

recognized by the Commission at the September RTC meeting. He noted that a STARS meeting is planned for June 3rd.

Deputy Director Luis Mendez added that a frequent reaction during meetings with the press is that of surprise at the variety of things that the RTC does.

20. Caltrans report and consider relevant action items

Aileen Loe, Caltrans District 5, said that the agency participated in Earth Day by picking up litter. She reported road closures on Highway 9 beginning on May 24th with full closure extending two miles north from the intersection with Highway 1 from June 7th until October. Businesses will remain open and detours will be made available to the public. She added that the Highway 1/Salinas Road interchange project is officially underway.

21. Santa Cruz Branch Rail Acquisition

Deputy Director Luis Mendez delivered the staff report saying that the RTC has been negotiating with Union Pacific to purchase the branch line since 2001. He reviewed the completed array of due diligence work, noting that the documents are available, for public review, on the RTC website. He said that the decision before the Commission today does not include considering commuter rail or a bike and pedestrian trail at this time and that the purchase will preserve an additional transportation corridor parallel to Highway 1. Mr. Mendez pointed out the notice of exemption for environmental review of the project and reported that the resolution being considered by the Commission was revised to include authorization to file the notice of exemption.

Public comment was taken.

Micah Posner, People Power, said he continues to receive letters supporting the acquisition and that he is ready to help with developing a trail along the right-of-way.

Sam Storey, Mayor of Capitola, said that the Capitola City Council unanimously supports the acquisition and that the benefits to the public are great.

Bill Selvedge opposed purchasing the branch line given that the state has no money and non-essential expenditures should not be made. He said that the train can not provide public transportation, that a dinner train is wishful thinking and that maintenance will be a burden on taxpayers.

Piet Canin, Ecology Action, urged the Commission to purchase the branch line saying that there will be federal funding sources for bike and walking projects and that currently Safe Routes to School funds could be used. He added that there is also potential for private donations.

Attachment A

Linda Wilshusen applauded the Commission for taking the step to purchase the branch line and said she wants to work with the Commission and staff in the future.

Jack Nelson appreciated the Commission and said that he was excited to be present for a historic moment.

Bruce Sawhill, Friends of the Rail Trail, said that hauling freight via train is more efficient than trucking, and that some funding from the Monterey Bay Sanctuary Scenic Trail (MBSST) could be used to develop a trail along the rail right-of-way. He said that the Transportation Funding Task Force indicated broad support for the acquisition and that buses and trains could work easily together.

Commissioner Johnson noted that inherent in questions about building a trail are the issues of the cost per mile to construct a trail and the locations where it is feasible for a trail to be situated along the right-of-way. He noted that there is a lot of support for a trail.

Luis Mendez said that some funds are set aside from funding secured by Representative Sam Farr for the MBSST study which could include trail segments alongside the rail line. In addition the County of Santa Cruz wants to extend the Wilder Ranch bike and pedestrian path four miles and the best alignment is along the rail line right-of-way. He said that the cost of building the existing Wilder Ranch bike and pedestrian path was about \$1million per mile and that an analysis has not yet been done to determine how much of the rail line right-of-way could be used for a trail.

Commissioner Lane moved and Commissioner Rivas seconded to approve the staff recommendations that the Regional Transportation Commission (RTC):

1. Approve the Executive Director's recommendation to purchase the Santa Cruz Branch Rail Line (Branch Line) presented at the RTC's April 1, 2010 meeting; and
2. Adopt the attached resolution certifying that full due diligence was completed in the discovery of hazardous materials and that the State is indemnified against damages and cleanup liability; and
3. Adopt a resolution authorizing the Executive Director to enter into a purchase and sale agreement on behalf of the RTC for purchase of the Branch Line contingent on non-substantive revisions that may still be made to the agreement.

Commissioner Rivas said it was a historic moment. Commissioner Stone noted that a legacy was missed when the San Lorenzo Valley rail corridor went private. Commissioner Leopold said it is clear that the community wants the branch line purchased and that Proposition 116 was supported by 60 % of the voters in Santa Cruz County. He added that the acquisition is probably one of the most studied land purchases in county history and that it brings economic and environmental benefits to the community. Commissioner Coonerty said it

Attachment A

was a great opportunity to acquire a major asset and that there will be a public process to determine future use. Commissioner Pirie said she trusts that the people of Santa Cruz County will make wise decisions regarding how to use the right-of-way. Commissioner Campos thanked staff, complimented Deputy Director Mendez for his diligent work and Executive Director Dondero for bringing the community together. Commissioner Lane appreciated Commissioners who have worked on the project for so long.

Commissioner Johnson summed up opposing arguments saying that while some question if this is the best use of public funds, others feel that it is the opportunity of a lifetime. He said that sometimes it's not just the bottom line that is important in a government decision but also the ancillary benefits to the community, that the corridor is a valuable piece of real estate and while there is a downside in terms of cost, the potential seems to outweigh the risks.

The motion (Resolutions 29-10 and 30-10) passed unanimously.

22. Preliminary recommendations for the final Regional Transportation Plan (RTP)

Senior Planner Rachel Moriconi presented the staff report saying that several changes to the draft RTP were recommended based on comments from the public, partner agencies, Commissioners and Commission committees. She said that the 2010 RTP is a minor update to the 2005 RTP, but that work is already beginning on the more extensive 2012 RTP, including a workshop on SB375. She said that comments on the environmental document are included in the final environmental document.

Commissioner Pirie corrected the name of the street for the Varnie road work project and directed staff to change the title to Varnie/Pioneer Rd.

Commissioners discussed the inclusion of a sales tax in 2012 as an assumption in the financial element. While the community may not be ready to approve a sales tax in 2012, eliminating it from the financial element could result in a reduction in funding for projects already underway. Executive Director Dondero noted that in order to synchronize the RTP with other regional plans and align the RTC with other agencies, the Commission is planning to update the RTP in 2012 and can revise the sales tax language at that time.

Commissioners also discussed the revisions regarding greenhouse gas emissions in Chapter 6 and the Vehicle Miles Traveled (VMT) projections provided by AMBAG.

Jack Nelson said that the RTC should drop a sales tax as an expectation. He said that he doesn't think the RTP really plans for multi-modal transportation and that greenhouse gas emissions should be addressed now, not in 2012.

Commissioner Rivas moved and Commissioner Pirie seconded to approve staff recommendations that the Regional Transportation Commission:

Attachment A

1. Review and approve preliminary staff recommended changes for the final 2010 Regional Transportation Plan (RTP);
2. Review revised Chapter 6 on Greenhouse Gas Emissions;
3. Review comments received on the Draft 2010 Regional Transportation Plan (RTP); and,
4. Inform staff of any additional changes that should be made for the final document, scheduled for adoption at the June 3, 2010 meeting

The motion passed unanimously.

23. 2010 Regional Transportation Improvement Program (RTIP) amendments and State Transportation Improvement Program (STIP) update

Senior Planner Rachel Moriconi said that after the Commission adopted the RTIP at its January 14th meeting, project sponsors and California Transportation Commission (CTC) staff recommended some amendments. Among them are combining road improvement projects to more effectively use available funds, postponing a request for additional funding for the Soquel Morrissey Auxiliary Lanes project and shifting previously programmed funding for the rail line acquisition from Right of Way to engineering and construction.

Commissioners discussed the level of control the RTC has over various funding sources, prioritizing funds for local roads projects and possible impacts to other projects already underway. Commissioners expressed concerns regarding the possibility of the Commission acting as the lead agency for the Highway 1 Auxiliary Lanes construction due to the CTC's more restrictive process when funding projects through local agencies.

Commissioner Pirie moved and Commissioner Rivas seconded to approve the staff recommendations that the Regional Transportation Commission:

1. Adopt a resolution amending the *2010 Regional Transportation Improvement Program (RTIP)*, as requested by project sponsors.

The motion (Resolution 31-10) passed with Commissioner Leopold voting "no".

Commissioner Bustichi departed the meeting.

24. FY 10/11 requests for Transportation Development Act (TDA) funding from the Community Traffic Safety Coalition, the Ride 'n Stride Program, and the Bike to Work Program

Senior Planner Cory Caletti said that funds for this annual TDA request are included in the FY 10/11 budget and that the claim reflects a 14% reduction in apportionments due to declining sales tax revenues. The Community Traffic Safety Coalition (CTSC) is a community based coalition that brings various agencies together to address bicycle and pedestrian safety issues. The Ride 'n'

Attachment A

Stride Program is an elementary school-based bike and pedestrian education program. The Bike to Work Program has been sponsoring events and providing incentives to increase bicycle use for 23 years.

Responding to questions from Commissioner Johnson, Piet Canin, Ecology Action, said that Bike to Work is tracking email lists from events to measure if the Bike to Work event has a direct impact on long term bike use.

Commissioner Lane moved and Commissioner Coonerty seconded to approve the Bicycle Committee and staff recommendations that the Regional Transportation Commission:

1. Review the proposed FY 10/11 work plans and budgets for the County of Santa Cruz Health Services Agency's Community Traffic Safety Coalition (CTSC) and Ride 'n Stride Programs, and for Ecology Action's Bike to Work (BTW) Program; and
2. Adopt resolutions approving claims for FY 10/11 funds for the CTSC, Ride 'n Stride and BTW Programs.

The motion (Resolutions 32-10 and 33-10) passed unanimously.

25. Santa Cruz Metropolitan Transit District FY 10-11 Claim for Article 4 Transportation Development Act Funds and annual report

Senior Planner Karena Pushnik presented the staff report saying that the SCMTD's claim is consistent with RTC Rules and regulations and the FY 10-11 RTC budget. She said that the funds can be used for either operations or capital projects.

Les White, SCMTD General Manager, commented that ridership is increasing while sales-tax revenues continue to decline.

Commissioner Tavantzis moved and Commissioner Leopold seconded to approve the Elderly and Disabled Transportation Advisory Committee (E&D TAC) and staff recommendations that the Regional Transportation Commission (RTC) adopt a resolution approving the Santa Cruz Metropolitan Transit District's FY 10/11 Transportation Development Act (TDA) claim for \$4,974,478 and to receive the annual report.

The motion (Resolution 34-10) passed unanimously.

26. Adjourn to special meeting of the Service Authority for Freeway Emergencies

The Commission adjourned to the SAFE meeting at 11:58 am

Attachment A

27. Next Meetings

The next Transportation Policy Workshop meeting is scheduled for Thursday, May 20, 2010 at 9:00 a.m. at the SCCRTC Offices, 1523 Pacific Avenue, Santa Cruz, CA.

The next SCCRTC meeting is scheduled for Thursday, June 3, 2010 at 9:00 a.m. at the Watsonville City Council Chambers, 275 Main St, Watsonville CA.

Respectfully submitted,

Gini Pineda, Staff

ATTENDEES

Robert Fontville	Kleinfelder
Elizabeth Hughe	Parson
Eduardo Montesno	UTU
Les White	SCMTD
Donna Hall	
Jack Nelson	
Larry Detloff	
Bruce Sawhill	FORT
Katie LeBarron	HAS
Grant Norris	
Theresia Rogerson	HAS
John Presleigh	County Public Works
Linda Wilshusen	
Steve Wiesner	County Public Works
Bill Selvedge	
Micah Posner	People Power
Sam Storey	City of Capitola
Piet Canin	Ecology Action

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: August 13, 2010
TO: Board of Directors
FROM: Robyn D. Slater, Human Resources Manager
SUBJECT: CONSIDER APPROVAL OF RECLASSIFICATION OF MECHANIC SERIES OF CLASS SPECIFICATIONS

RECOMMENDED ACTION

Staff recommends the Board of Directors approve the revised class specifications (job descriptions) for the Mechanic I, II, III, Lead and Supervisor.

II. SUMMARY OF ISSUES

- The Memorandum of Understanding (MOU) between METRO and the Service Employees International Union (SEIU), Local 521 states that SEIU can request a reclassification study of one group defined as the class specification used to determine a career ladder grouping.
- The class specifications for the mechanic I, II, III were written between 1985 and 1992. The Fleet Maintenance Supervisor position was last updated in 2005.
- Nineteen (19) employees are affected by this change.
- Since the class specifications were last revised and/or created there have been many technological and procedural changes.
- A wage survey was conducted for all the revised class specification.
- The results of the survey showed that the current wage scales do not require modifications.
- As part of this process meetings were held with representatives of SEIU and consensus was reached on both the new class specifications and the determination to use the existing wage scales.

III. DISCUSSION

The current MOU with SEIU Local 521 states that SEIU can request reclassification studies of a group of class specifications that make up a career ladder. This language was part of a side agreement and then added to the contract in the last contract negotiations.

The Mechanic group was the first group SEIU requested for the reclassification process. The mechanic group includes five (5) class specifications: Mechanic I, Mechanic II, Mechanic III, Lead Mechanic and the Fleet Maintenance Supervisor. Two of the three SEIU chapters were involved in this process. The Vehicle Maintenance Unit (VMU) chapter, for the Mechanic I, II,

III, and Lead Mechanic class specifications and the Professional Supervisors Association (PSA) for the Fleet Maintenance Supervisor.

There are nineteen (19) employees affected by the class specification change. Currently no one is employed as a Mechanic I. Employees currently fill the other class specifications as listed:

- Ten (10) Mechanic II's (represented by the VMU chapter of SEIU)
- Four (4) Mechanic III's (represented by the VMU chapter of SEIU)
- Three (3) Lead Mechanics (represented by the VMU chapter of SEIU)
- Two (2) Fleet Maintenance Supervisors (represented by the PSA chapter of SEIU)

Many of the changes to the class specification involved the insertion of language to reflect the technological advances that were not included in the outdated class specifications. Language was also added to provide information on the physical requirement needed to perform the essential functions of the positions.

Once consensus was reached on the new class specifications a wage survey was conducted. The class specifications were distributed to specific transit and governmental agencies to review and provide information on like positions in their organization.

Based on the information collected it was determined that the wage scales did not require adjustments.

As part of this process meetings were held with the affected chapter representatives of SEIU. Consensus was reached on the language revisions to the class specifications and the determination to use the existing wage scales for the Mechanic I, II, III, Lead and Supervisor positions.

IV. FINANCIAL CONSIDERATIONS

There is no fiscal impact to this action.

V. ATTACHMENTS

**Attachment A: Revised Class Specifications for the
Mechanic I
Mechanic II
Mechanic III
Lead Mechanic
Fleet Maintenance Supervisor**

Prepared By: Robyn D. Slater, Human Resources Manager
Date Prepared: July 14, 2010

Attachment A

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

MECHANIC I

DEFINITION

Under close supervision, performs routine servicing and minor repair and maintenance of METRO buses, automobiles, trucks and other METRO equipment and performs other related duties as assigned.

DISTINGUISHING CHARACTERISTICS

Mechanic I is the entry level classification in the Mechanic series. Incumbents assist higher level mechanics in the mechanical maintenance, repair and modification work on buses, automobiles, trucks and other equipment. This class is distinguished from the next higher level classification of Mechanic II in that the latter performs higher level skilled tasks and functions at the journey level with less direct supervision.

EXAMPLES OF DUTIES

Assists Mechanic II, Mechanic III, and Lead Mechanic in performing a variety of semi-skilled tasks in the mechanical maintenance, repair and modification work on buses, automobiles, trucks and other METRO equipment.

Maintains, diagnoses, inspects, and repairs onboard diesel supply tanks, fuel delivery systems and engines.

Tests, diagnoses, repairs and maintains:

- Compressed natural gas (CNG) engines; CNG fuel supply equipment, tank inspections, engine emissions controls and systems;
- Electronic climate control (A/C); electronic destination signs, yield-to-bus signs; and talking bus systems;
- Electronic controlled antilock brakes, axles, and planetary hubs;
- Electronic controlled engines; electronic controlled transmissions; programmable logic controller (PLC) bus systems;
- Hydraulic wheelchair lifts, ramps, and restraint systems; onboard fire suppression systems; suspension and kneeling systems; and electrical wire harness systems.

Assists in the removal and replacement of systems and components.

Removes and replaces seats and glass for doors and windows.

Removes, installs, and repairs electronic fare boxes, exterior advertising signs and bike racks.

Inspects, adjusts, and repairs and/or replaces brakes; removes and installs tires.

Performs safety and preventative maintenance inspections as required.

Attachment A

Lubricates chassis, changes transmission and engine fluids and filters, inspects, removes, and replaces hoses and belts, bulbs and wiper blades.

May respond and/or assist with emergency repair road calls.

Maintains METRO-owned property and tools, tooling and equipment used in vehicle maintenance.

Safely fuel METRO equipment including gasoline, diesel and CNG.

Maintains clean work area.

Maintains accurate written and electronic records, logs and work orders; enters work orders and other documents in Maintenance computer software system.

Utilizes METRO computer hardware and software in the performance of duties.

EMPLOYMENT STANDARDS

Knowledge of:

- Basic principles and practices of transit and/or heavy duty engine operation.
- Basic procedures used in the servicing of buses, trucks and automobiles.
- Basic electrical and hydraulic systems.
- Safe mechanical work practices.
- Basic electronic, digital and computerized diagnostic equipment; spark ignition engine tune-up and maintenance; and air brake, hydraulic, and electrical systems operation.
- Basic computer software programs.
- Basic mathematical concepts and calculations.

Skill in:

- Operating welding and oxygen acetylene equipment used in the repair, maintenance and servicing of METRO vehicles.
- Proper use of hand, electric, pneumatic, hydraulic tools and diagnostic equipment.

Ability to:

- Read and comprehend technical manuals and schematics.
- Understand and follow oral and written instructions.
- Communicate effectively, both orally and in writing using proper English.
- Establish and maintain effective working relationships with a variety of people.
- Work well with others as well as independently.
- Learn and effectively use METRO's computer hardware, software, database programs, and electronic diagnostic equipment including laptop computers.
- Learn safe work practices and procedures around extremely high pressure and flammable CNG fuel.
- Safely use the Alternative Fueling Facility
- Properly and safely utilize hazardous chemicals and materials.

Attachment A

Training and Experience

Any combination of training and experience equivalent to:

A minimum of one year full-time experience as a heavy duty mechanic.

OR

Two years full-time paid experience performing automotive repair work.

OR

A graduate of a suitable or certified maintenance training program or a program meeting METRO standards and six months mechanic experience.

Special requirements:

Possession of a valid Class B California driver's license with Passenger Endorsement or the ability to obtain permit within one month and a license within three months of employment.

Must possess tools (up to ¾ inch drive) necessary to perform the duties of the position, and a rollaway toolbox.

Available to work shifts including weekdays, weekends; days, swing and graveyard; and available for emergency or call-back duty 24 hours a day, seven days a week.

This position is considered a safety sensitive position and requires participation in METRO's Drug and Alcohol testing program.

The incumbent will be required to utilize appropriate personal protective equipment (PPE) based on the assigned tasks; and the use of safety shoes is required at all times.

Driving record will be reviewed as part of application process.

WORKING CONDITIONS AND PHYSICAL REQUIREMENTS

Position requires sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination when using small hand tools, electronic components and computer keyboards. Near vision is required when reading schematics, instructions and other documents, and far vision is required when out in the field. Acute hearing is required when speaking on the radio and providing phone and personal service. The need to lift, carry and push tools and supplies weighing up to 80 pounds is also required. The job duties may expose the employee to the outdoors, which may include exposure to inclement weather, noise, fumes, dust, grease, and air contaminants, hazardous chemicals and materials. Road calls may subject the employee to hazardous roads and conditions.

Attachment A

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

MECHANIC II

DEFINITION

Under general supervision, performs skilled tasks in the repair and maintenance of METRO buses, automobiles, trucks and other METRO equipment; may provide assistance and direction to Mechanic I's; and performs other related duties as assigned.

DISTINGUISHING CHARACTERISTICS

The Mechanic II is the journey level classification in the Mechanic series. The Mechanic II classification is distinguished from Mechanic I which is the entry-level classification that works under close supervision, and distinguished and from the Mechanic III which is the advanced journey level classification.

EXAMPLES OF DUTIES

Performs all the duties of a Mechanic I in addition to the following:

Recognizes potential safety hazards and makes appropriate recommendations to the Lead Mechanic, supervisor, and/or department manager.

Identifies repairs needed; requests necessary parts and materials.

Performs a variety of skilled tasks in mechanical maintenance, repair and modification work on buses, automobiles, trucks and other equipment.

Performs semi-major overhauls as assigned and monitored by the Lead Mechanic, repairs and makes adjustments to compressed natural gas (CNG), diesel and gasoline engines, transmissions, and other systems and components.

Inspects, relines and adjusts brakes, removes and installs tires and performs wheel alignments.

May respond and/or assist with emergency repair road calls.

Provides guidance, technical supervision and assistance to Mechanic I classification.

Maintains METRO-owned property and, tools, tooling and equipment used in vehicle maintenance.

Safely fuels METRO equipment including gasoline, diesel and CNG.

Maintains clean work area.

Maintains, diagnoses, inspects, and repairs onboard compressed Natural Gas (CNG) and Diesel supply tanks, fuel delivery systems and engines.

Attachment A

Maintains accurate written and electronic records, logs and work orders; enters work orders and other documents in Maintenance computer software system.

Performs safety and preventative maintenance inspections as required.

EMPLOYMENT STANDARDS

Working knowledge of:

- Principles and practices of transit diesel and spark ignited engine operation Overhaul and repair procedures.
- CNG, diesel and gasoline engine tune-up procedures.
- Procedures used in servicing buses, trucks and automobiles.
- Electrical and hydraulic systems.
- Safe mechanical work practices.
- Electronic, digital and computerized diagnostic equipment.
- Computer software programs.
- Basic mathematical concepts and calculations.
- Air brake systems.

Skill in:

- Using precision measuring instruments
- Operating welding and oxygen acetylene equipment, brake drum lathes, drill presses, and other tools and equipment used in the repair, maintenance and servicing of METRO vehicles.
- Proper use of hand, electric, pneumatic, hydraulic tools and diagnostic equipment.

Ability to:

- Operate welding equipment, brake drum lathes, drill presses, diagnostic equipment and other tools and equipment used in the repair, maintenance and servicing of METRO vehicles.
- Read and comprehend complex technical manuals and schematics.
- Communicate effectively, both orally and in writing using proper English.
- Understand and follow oral and written instructions.
- Establish and maintain effective working relationships with a variety of people.
- Work well with others as well as independently.
- Learn and effectively use METRO's computer hardware, software database programs, and electronic diagnostic equipment including laptop computer.
- Train assigned personnel.
- Learn safe work practices and procedures for high pressure and flammable CNG fuel.
- Safely use the Alternative Fueling Facility.
- Properly and safely utilize hazardous chemicals and materials.

Attachment A

Training and Experience

Any combination of training and experience equivalent to:

Two years of full-time experience as a Mechanic I with METRO.

OR

Three years of full-time experience as a heavy duty mechanic.

Special requirements:

Possession of a valid Class B California driver's license with Passenger Endorsement or the ability to obtain permit within one month and license within three months of employment.

This position is considered a safety sensitive position and requires participation in METRO's Drug and Alcohol testing program.

Must possess tools (up to ¾ inch drive) necessary to perform the duties of the position, and a rollaway toolbox.

Available to work shifts including weekdays, weekends, days, swing, and graveyard, and available for emergency or call-back duty 24 hours a day, seven days a week.

The incumbent will be required to utilize appropriate personal protective equipment (PPE) based on the assigned tasks; the use of safety shoes is required at all times.

Driving record will be reviewed as part of application process.

WORKING CONDITIONS AND PHYSICAL REQUIREMENTS

Position requires sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination when using small hand tools, electronic components and computer keyboards. Near vision is required when reading schematics, instructions and other documents and far vision is required when out in the field. Acute hearing is required when speaking on the radio and providing phone and personal service. The need to lift, carry and push tools and supplies weighing up to 80 pounds is also required. The job duties may expose the employee to the outdoors, which may include exposure to inclement weather, noise, fumes, dust, grease, and air contaminants, hazardous chemicals and materials. Road calls may subject the employee to hazardous roads and conditions.

Attachment A

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

MECHANIC III

DEFINITION

Under supervision, performs highly skilled tasks in the repair and maintenance of METRO buses, automobiles, trucks and other-METRO equipment; may provide assistance and direction to Mechanic I's and II's; and performs other related duties as assigned.

DISTINGUISHING CHARACTERISTICS

The Mechanic III is the advanced journey level classification in the Mechanic series. Mechanic III's perform maintenance, diagnostic, troubleshooting, overhaul and repair work of the highest degree of difficulty on buses and other equipment. Mechanic III is distinguished from the Mechanic II, which is the journey level, and distinguished from Lead Mechanic which is the supervisory level

EXAMPLES OF DUTIES

Performs all the duties of a Mechanic I and II in addition to the following:

Performs a variety of highly skilled tasks including major overhauls, maintenance, replacement, repair and adjustment of: compressed natural gas (CNG), diesel and gasoline engines, transmissions, and other systems and components.

Bus restoration.

Performs safety and preventative maintenance inspections as required; inspects equipment for defects; diagnoses reasons for malfunction and determines the extent of repairs needed. Communicates with lead mechanics and/or supervisors concerning ongoing status of repairs.

Provides technical supervision and assistance to Mechanic I and II classifications. May respond and/or assist with emergency repair road calls.

Maintains METRO owned property and tools, tooling and equipment used in vehicle maintenance.

Maintains accurate written and electronic records, enters work orders and other documents in Maintenance computer software system.

Maintains, diagnoses, inspects, and repairs onboard compressed Natural Gas (CNG) and Diesel supply tanks, fuel delivery systems and engines.

Maintains clean work area.

Safely fuels METRO equipment including gasoline, diesel and CNG.

Attachment A

EMPLOYMENT STANDARDS

Thorough knowledge of:

- Principles and practices of transit diesel and spark ignited engine operation, and overhaul procedures.
- Methods, materials, tools, equipment and standard practices used to maintain a fleet of vehicles.
- CNG, diesel and gasoline engine tune-up procedures.
- Electrical and hydraulic systems.
- Safe mechanical work practices.
- Electronic, digital and computerized diagnostic equipment.
- Air brake systems.

Working knowledge of:

- Computer software and database programs.
- Basic mathematical concepts and calculations.

Skill in:

- Using precision measuring instruments and diagnostic equipment.
- Operating welding and oxygen acetylene equipment, brake drum lathes, drill presses, and other tools and equipment used in the repair, maintenance and servicing of METRO vehicles.
- Proper use of hand, electric, pneumatic, and hydraulic tools.

Ability to:

- Read and comprehend complex technical manuals and schematics.
- Communicate effectively, both orally and in writing using proper English.
- Understand and follow oral and written instructions.
- Establish and maintain effective working relationships with a variety of people.
- Work well with others as well as independently.
- Motivate, train and instruct personnel.
- Learn and effectively use METRO's computer hardware, software, database and diagnostic programs, and electronic diagnostic equipment including laptop computers
- Learn safe work practices and procedures for high pressure and flammable CNG fuel.
- Safely use the Alternative Fueling Facility.
- Properly and safely utilize hazardous chemicals and materials.

Training and Experience

Any combination of training and experience equivalent to:

Two years of full-time, satisfactory performance as a Mechanic II with METRO.

OR

Attachment A

A minimum of four years of full-time experience as a heavy duty mechanic which included rebuilding and repairing CNG, and/or diesel engines and related units and assemblies.

Special Requirements

Possession of a valid Class B California driver's license with Passenger Endorsement or the ability to obtain permit within one month and license within three months of employment.

This position is considered a safety sensitive position and requires participation in METRO's Drug and Alcohol testing program.

Must possess tools (up to ¾ inch drive) necessary to perform the duties of the position, and a rollaway toolbox.

Available to work shifts including weekdays, weekends, days, swing and graveyard, and available for emergency or call-back duty 24 hours a day, seven days a week.

The incumbent will be required to utilize appropriate personal protective equipment (PPE) based on the assigned tasks; the use of safety shoes is required at all times.

Driving record will be reviewed as part of application process.

WORKING CONDITIONS AND PHYSICAL REQUIREMENTS

Position requires sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination when using small hand tools, electronic components and computer keyboards. Near vision is required when reading schematics, instructions and other documents and far vision is required when out in the field. Acute hearing is required when speaking on the radio and providing phone and personal service. The need to lift, carry and push tools and supplies weighing up to 80 pounds is also required. The job duties may expose the employee to the outdoors, which may include exposure to inclement weather, noise, fumes, dust, grease, and air contaminants, hazardous chemicals and materials. Road calls may subject the employee to hazardous roads and conditions.

Attachment A

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

LEAD MECHANIC

DEFINITION

Under general direction of the Shift Supervisor, coordinates, leads, assigns and oversees the work performed by mechanics in the Fleet Maintenance Division; performs highly skilled and complex tasks in the repair and maintenance of METRO buses, automobiles, trucks and other METRO equipment; and performs other related duties as assigned.

DISTINGUISHING CHARACTERISTICS

The Lead Mechanic is the lead worker level classification in the Mechanic series. In addition to performing the duties of the advanced journey level classification, the incumbent assists the supervisor in assigning work, prioritizing assignments and coordinating the workflow. Communicates and coordinates vehicle repair with dispatch and other METRO departments. This position is distinguished from the Mechanic III classification in that the latter does not have lead responsibilities.

EXAMPLES OF DUTIES

Performs all the duties of a Mechanic I, II and III in the maintenance and repair of buses, automobiles, trucks and other METRO equipment in addition to the following:

Plans, schedules, assigns and monitors work shift of mechanic personnel in maintaining, repairing, overhauling and rebuilding of buses, automobiles, trucks and other METRO equipment.

Performs highly skilled and complex tasks in the mechanical repair and maintenance of buses, automobiles, trucks and other METRO equipment.

Inspects the work of mechanics and other fleet maintenance workers, and provides technical assistance and training.

Performs and instructs other Mechanics on: overhauls, repairs and adjustments to transit compressed natural gas (CNG), diesel and gasoline engines, transmissions, and other systems and components.

Responds and/or assigns Mechanics to emergency service repair road calls.

Performs safety and preventative maintenance inspections.

Maintains and assures that METRO-owned property, tools and equipment are maintained and in good working order; makes recommendations for the procurement of tools and repair equipment.

Attachment A

Maintains and/or creates accurate written and electronic records, logs and work orders; enters work orders and other documents in Maintenance computer software system; coordinates the ordering of parts and supplies.

Maintains, diagnoses, inspects, and repairs onboard compressed Natural Gas (CNG) and Diesel supply tanks, fuel delivery systems and engines.

Safely fuel METRO equipment, including gasoline, diesel and CNG.

Maintains clean work areas.

Writes performance evaluations and assists the supervisor with employee selection, training, and development.

Ensures that proper safety practices and procedures are followed including the proper use of personal protective equipment (PPE).

Utilizes METRO computer hardware and software in performance of job duties.

EMPLOYMENT STANDARDS

Thorough knowledge of:

- Principles and practices of CNG, diesel and spark ignited engine operation, overhauls, and tune-up procedures.
- Methods, materials, tools, equipment and standard practices used to maintain a fleet of vehicles.
- Transit vehicle electrical, air and hydraulic systems.
- Mechanical tools, parts and support equipment including their proper identification and application.
- Electronic, digital and computerized diagnostic equipment.
- Safe work practices and procedures, including extremely high pressure and flammable CNG fuel.
- Air brake systems.
- Occupational safety and health standards.
- Computer software programs.
- Basic mathematical concepts and calculations.

Skill in:

- Using precision measuring instruments and diagnostic equipment.
- Operating: welding and oxygen acetylene equipment, brake drum lathes, drill presses and other tools and equipment used in the repair, maintenance and servicing of METRO vehicles. Proper use of hand, electric, pneumatic, and hydraulic tools.

Ability to:

- Read and comprehend complex technical manuals and schematics.
- Diagnose defects in transit and automotive equipment and make appropriate recommendations for repair.

Attachment A

- Train, teach, coach, motivate, direct, and assess other Mechanics.
- Schedule workloads and prioritize work assignments.
- Keep accurate written and electronic records, logs and reports.
- Communicate effectively orally and in writing using proper English.
- Establish and maintain effective working relationships with others.
- Motivate, train and supervise personnel.
- Understand and follow oral and written instructions.
- Work within deadlines and schedules.
- Effectively use METRO's computer hardware, software, database and diagnostic programs, and electronic diagnostic equipment including laptop computers.
- Safely use the Alternative Fueling Facility.

Training and Experience

Any combination of training and experience equivalent to:

One year of full-time, satisfactory performance as a Mechanic III with METRO.

OR

Three years of full-time, satisfactory performance as a Mechanic II with METRO.

OR

Five years of full-time experience as a heavy-duty mechanic which included rebuilding and repairing CNG, and/or diesel engines and related units and assemblies.

Some supervisory experience preferred.

Special Requirements

Possession of a valid Class B California driver's license with Passenger Endorsement or the ability to obtain permit within one month and license within three months of employment.

This position is considered a safety sensitive position and requires participation in METRO's Drug and Alcohol testing program.

Must possess tools (up to ¾ inch drive) necessary to perform the duties of the position, and a rollaway toolbox.

Available to work shifts including weekdays, weekends, days, swing, and graveyard, and available for emergency or call-back duty 24 hours a day, seven days a week.

The incumbent will be required to utilize appropriate personal protective equipment (PPE) based on the assigned tasks; and the use of safety shoes is required at all times.

Driving record will be reviewed as part of application process.

Attachment A

WORKING CONDITIONS AND PHYSICAL REQUIREMENTS

Position requires sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination when using small hand tools, electronic components and computer keyboards. Near vision is required when reading schematics, instructions and other documents and far vision is required when out in the field. Acute hearing is required when speaking on the radio and providing phone and personal service. The need to lift, carry and push tools and supplies weighing up to 80 pounds is also required. The job duties may expose the employee to the outdoors, which may include exposure to inclement weather, noise, fumes, dust, grease, and air contaminants, hazardous chemicals and materials. Road calls may subject the employee to hazardous roads and conditions.

Attachment A

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

FLEET MAINTENANCE SUPERVISOR

DEFINITION

Under direction, assists in planning and supervising the operation of the Fleet Maintenance Department; supervises the mechanical and body repair, retrofitting, maintenance, diesel and CNG fueling, servicing, and cleaning of METRO buses, vehicles, and equipment; and performs other duties as assigned.

EXAMPLES OF DUTIES

Plans, coordinates, schedules, assigns, and supervises the employees in the repair, maintenance, and service of METRO vehicles and equipment.

Assists in development of department policies, procedures, work standards rules and budget; enforces METRO and department rules, regulations, policies, procedures, and work standards.

Develops and implements record keeping systems for vehicle maintenance, repairs, inspections, road calls, service, fuel consumption, and parts and labor costs; prepares periodic reports on maintenance activities and projects; and monitors maintenance standards and performance in areas of oil/fuel analysis, road calls, labor costs, bus cleanliness, vehicle inspections, and shop safety; reviews repair work estimates.

Assists manager in departmental planning and determining staffing needs; participates in developing specifications for the purchase of equipment, vehicles, and tools. Monitors budget.

Supervises and assists employees in diagnoses of mechanical failures and recommends solutions; and develops, implements, and maintains a preventive maintenance program for transit vehicles.

Instructs and trains employees in improved work techniques and safety measures and recommends employees for training; evaluates training options; determines training required by federal, state, and local laws and regulations; and plans, assists and conducts training as appropriate.

Participates in employee selection; prepares, conducts, and reviews employee performance evaluations.

Represents the department at meetings; may serve as liaison to other departments, the public, and outside agencies; reviews, investigates, and responds to complaints regarding mechanical or safety problems.

Attachment A

Investigates vehicle accidents, prepares damage reports and reviews accident reports; determines mechanical problems and recommends corrective action; prepares employee injury reports.

Ensures department is in compliance with federal, state, and local laws and regulations.

Ensures that proper safety practices and procedures are followed including the proper use of personal protective equipment (PPE).

Utilizes office equipment, computer hardware and software to include: word processing, spreadsheet, and database programs in the performance of job duties.

EMPLOYMENT STANDARDS

Knowledge of:

- Manual and automated record keeping systems.
- Bus operation and operation of equipment used in driving a bus.
- Proper handling procedures for hazardous materials, health and safety regulations, safe work practices and proper equipment operating procedures.
- Preventive maintenance practices and methods.
- Mechanical, electrical, air, and hydraulic systems of transit buses and vehicles.
- Techniques, procedures, equipment, tools, and materials used for maintenance, repair and service of METRO vehicles.
- Federal, state, and local laws and regulations regarding employee safety and work environment requirements.
- State vehicle codes and regulations regarding buses, vehicles, and equipment.
- Standard office equipment and software.

Ability to:

- Operate, maintain, and adjust department mechanical equipment and tools.
- Gather, interpret, and record data accurately.
- Read, comprehend, and interpret complex technical manuals and schematics. Diagnose mechanical failures and estimate time and materials necessary for maintenance and repair jobs.
- Plan, schedule, organize, prioritize, supervise, and evaluate the work of others.
- Interpret, apply, and explain regulations, standards, policies, and procedures.
- Develop and maintain accurate and effective record keeping systems.
- Establish and maintain cooperative working relationships with the public, METRO employees, and others.
- Communicate effectively in oral and written form.
- Perform mathematical calculations, ratios and percentages.
- Learn and instruct in the safe operation of the Alternative Fueling Facility.

Attachment A

Training and Experience

Any combination of training and experience equivalent to:

Five years full-time experience as a heavy-duty diesel and/or alternate fuel mechanic repairing and rebuilding diesel engines and related components, including three years supervisory or lead experience. College level course work in business, transit management, hazardous materials technology, industrial technology, and behavioral science is desirable.

Special Requirements

Possession of a valid California class B driver license with passenger endorsement and a safe driving record.

Available to work shifts including weekdays, weekends, days, swing, and graveyard, and available for emergency or call-back duty 24 hours a day, seven days a week.

This position is considered a safety sensitive position and requires participation in METRO's Drug and Alcohol testing program.

The incumbent will be required to utilize appropriate personal protective equipment (PPE) based on the assigned tasks; and the use of safety shoes is required at all times.

Driving record will be reviewed as part of application process.

WORKING CONDITIONS AND PHYSICAL REQUIREMENTS

Position requires sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination when using small hand tools, electronic components and computer keyboards. Near vision is required when reading schematics, instructions and other documents and far vision is required when out in the field. Acute hearing is required when speaking on the radio and providing phone and personal service. The need to lift, carry and push tools and supplies weighing up to 80 pounds is also required. The job duties may expose the employee to the outdoors, which may include exposure to inclement weather, noise, fumes, dust, grease, and air contaminants, hazardous chemicals and materials. Road calls may subject the employee to hazardous roads and conditions.

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: August 13, 2010

TO: Board of Directors

FROM: Terry Gale Information Technology Manager

SUBJECT: CONSIDERATION OF AN AMENDMENT TO THE CONTRACT WITH MAINTSTAR INC. FOR ADDITIONAL PROGRAMMING REQUIREMENTS, ADDITIONAL ON-SITE TRAINING, AND ONSITE TECHNICAL SUPPORT DURING SYSTEM STARTUP FOR AN AMOUNT NOT TO EXCEED \$21,176.

I. RECOMMENDED ACTION

That the Board of Directors authorize the General Manager to execute an amendment to the contract with MaintStar Inc. for additional programming requirements, additional on-site training, and on-site technical support during system startup for an amount not to exceed \$21,176.

II. SUMMARY OF ISSUES

- Santa Cruz METRO entered into a contract with MaintStar Inc. for the purchase and implementation of a fleet and facilities management software system on September 1, 2009.
- During the installation and implementation phase of the contract, it was determined that there was a need for additional programming services for importing fuel and oil data from multiple formats and additional training of Santa Cruz METRO personnel on the procedures for the processing of this data.
- During the startup of the software system it was essential for MaintStar Technical Support to be on-site to resolve technical issues and to insure a successful and time critical start to using the new maintenance program.
- During the installation and implementation phase of the contract, it was also determined that there was a need for program changes to create a receiving log file.

III. DISCUSSION

Santa Cruz METRO entered into a contract with MaintStar Inc. for the purchase and implementation of a fleet and facilities management software system on September 1, 2009. During the installation and implementation phase of the contract, staff determined a need for additional programming services from MaintStar Inc. for importing fuel and oil data from

multiple formats. The contract only supported importing from one data format for fuel and did not include automatic updating of oil, automatic transmission fluid and antifreeze, data that is supplied by the Fuel Force system located at the River Street Service Station. It was also determined that there was a need to be able to upload data supplied to Santa Cruz METRO from Devco Oil, Inc. for the fueling of both Fleet and ParaCruz vehicles.

During the startup or “go live” phase of the software implementation it was essential for MaintStar technical support to be on-site to resolve technical issues. During the installation and implementation phase of the contract, it was also determined that there was a need for program changes to create a receiving log file. This will communicate with the new purchasing software and allow better tracking and accounting of the parts budget.

Staff recommends that a contract amendment be executed with MaintStar Inc. for an additional \$21,176 for additional software programming requirements, additional on-site training, and on-site technical support during system startup for a new contract total not to exceed \$306,176.

IV. FINANCIAL CONSIDERATIONS

Original contract total approved by the Board of Directors was for a not to exceed amount of \$285,000. During the design and implementation phase of the contract there was a reduction of cost due to deletions and modifications of the scope in an amount of \$8,324. Additional cost for five weeks of training and technical support on-site: \$24,000. Additional cost for programming requirements to import fuel, oil, automatic transmission fluid and antifreeze data: \$3,500. Additional cost for program changes to create a receiving log file: \$2,000. Total cost for additional services: \$29,500. Total cost for contract amendment: \$29,500 - \$8,324 = \$21,176. Additional funds to support this project are included in the FY11 Final Capital Budget under IT Projects-Replace Fleet & Facilities Maintenance Software.

V. ATTACHMENTS

Attachment A: Contract Amendment with MaintStar Inc.

Prepared By: Lloyd Longnecker, Purchasing Agent
Date Prepared: July 28, 2010

Attachment A

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT FIRST AMENDMENT TO CONTRACT FOR PURCHASE AND IMPLEMENTATION OF A FLEET/FACILITIES MANAGEMENT SOFTWARE SYSTEM (09-14)

This First Amendment to the Contract for purchase and implementation of a fleet/facilities management software system is made effective August 13, 2010 between the Santa Cruz Metropolitan Transit District, a political subdivision of the State of California (“Santa Cruz METRO”) and MaintStar, Inc. (“Contractor”).

1. RECITALS

- 1.1 Santa Cruz METRO and Contractor entered into a Contract for purchase and implementation of a fleet/facilities management software system (“Contract”) on September 1, 2009.
- 1.2 Santa Cruz METRO requires additional programming services for import of fuel, oil, automatic transmission and antifreeze fluid data from multiple sources.
- 1.3 Santa Cruz METRO requires additional on-site training of Santa Cruz METRO personnel.
- 1.4 Santa Cruz METRO requires additional on-site technical support during software system startup.
- 1.5 Santa Cruz METRO requires additional programming services for creation of a receiving log file.

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

2. COMPENSATION

- 2.1 Article 5.01 Terms of Payment is amended to include the following language:

Santa Cruz METRO shall compensate Contractor an additional \$29,500 for additional programming services for import of fuel, oil, automatic transmission and antifreeze fluid data from multiple sources, additional on-site training of Santa Cruz METRO personnel, and additional on-site technical support during software system startup. New contract total not to exceed \$306,176.

3. REMAINING TERMS AND CONDITIONS

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

4. AUTHORITY

- 4.1 Each party has full power to enter into and perform this First Amendment to the Contract and the person signing this First Amendment on behalf of each has been properly

Attachment A

authorized and empowered to enter into it. Each party further acknowledges that it has read this First Amendment to the Contract, understands it, and agrees to be bound by it.

Signed on _____

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

Leslie R. White
General Manager

CONTRACTOR
MAINTSTAR, INC.

By _____
Louis J. Tonetti
National Sales Manager

Approved as to Form:

Margaret R. Gallagher
District Counsel

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: August 13, 2010
TO: Board of Directors
FROM: Angela Aitken, Finance Manager and Acting Assistant General Manager
SUBJECT: CONSIDERATION OF A RESOLUTION AUTHORIZING SUBMITTAL OF A REVISED TDA/STA CLAIM FOR FY11 STA FUNDS.

I. RECOMMENDED ACTION

That the Board of Directors adopt a resolution authorizing the General Manager to submit a revised TDA/STA claim to the Santa Cruz County Regional Transportation Commission (SCCRTC) for FY11 State Transit Assistance (STA) funds.

II. SUMMARY OF ISSUES

- On March 22, 2010, Governor Schwarzenegger signed the “gas-tax swap” legislation (ABx8 9) which made an immediate one-time appropriation of \$400 million to the State Transit Assistance (STA) program.
- Santa Cruz METRO will receive an allocation of \$2,801,550 in STA funds for Santa Cruz County transit operations.
- Santa Cruz METRO will use the STA revenue in its FY11 Operating Budget.
- Staff recommends adopting the attached resolution (Attachment A) authorizing the General Manager to submit the revised FY11 TDA/STA Claim Form (Attachment B) for STA funds to the Santa Cruz County Regional Transportation Commission (SCCRTC).

III. DISCUSSION

On March 22, 2010, Governor Schwarzenegger signed into law ABx8 9, the “gas tax swap” legislation, which made an immediate appropriation of \$400 million to the State Transit Assistance (STA) program. An existing balance remaining in the Public Transit Account since STA payments were suspended by the FY09 California budget enabled this one-time appropriation to the STA program. Santa Cruz METRO received no STA funds last year.

Santa Cruz METRO’s allocation of the STA revenue is \$2,801,550. In the past, efficiency criteria attached to STA funding limited Santa Cruz METRO’s use of STA revenue to capital projects. ABx8 9 temporarily suspended STA efficiency criteria through FY11 and FY12 to ensure that transit operators can use STA funds for operations. Santa Cruz METRO will apply the current allocation of STA revenue to its FY11 operating budget. Because the exact amount

of STA funds was unknown until the State Controller's Office published the individual allocations amounts on 6/24/10, the *FY 11 & FY12 Final Budget* used an estimate of \$2,800,000 in STA operating revenue for FY11.

Staff recommends adopting the attached resolution (Attachment A) authorizing the General Manager to submit a revised TDA/STA Claim Form to the Santa Cruz County Regional Transportation Commission (SCCRTC) in the amount of \$2,801,550 in STA revenue for FY11 public transit operations in Santa Cruz County. The revised TDA/STA Claim Form (Attachment B) is presented with strikeout and underlined text as requested by the SCCRTC.

IV. FINANCIAL CONSIDERATIONS

If the SCCRTC approves the revised claim, Santa Cruz METRO will receive \$2,801,550 in STA revenue for the FY11 Operating Budget.

V. ATTACHMENTS

Attachment A: Resolution Authorizing a Claim for FY11 STA Funds

Attachment B: Revised FY11 TDA/STA Claim Form

Staff Report prepared by Thomas Hiltner, Grants/Legislative Analyst

Date Prepared: July 28, 2010

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

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

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE
SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
AUTHORIZING A CLAIM TO THE
SANTA CRUZ COUNTY REGIONAL TRANSPORTATION COMMISSION
FOR STATE TRANSIT ASSISTANCE FUNDS**

WHEREAS, on March 22, 2010, the California Governor signed into law Assembly Bill 9 (ABx8 9) which made an immediate appropriation of \$400 million to the State Transit Assistance (STA) program for FY10 and FY11; and

WHEREAS, the State Controller is authorized under Section 99313 of the Public Utilities Code to allocate State Transit Assistance (STA) funds to regional transportation planning agencies and county transportation commissions; and

WHEREAS, in accordance with the Sections 99313 and 99314 et al of the Public Utilities Code, the Santa Cruz Metropolitan Transit District is authorized to submit a claim for STA funds to the Santa Cruz County Regional Transportation Commission; and

WHEREAS, the Santa Cruz Metropolitan Transit District’s proposed expenditure of STA funds for public transit operations is in accordance with the Regional Transportation Plan and with ABx8 9 which suspends efficiency criteria to permit the use of STA funds for operating assistance; and

WHEREAS, the level of passenger fares and charges is sufficient to enable the Santa Cruz Metropolitan Transit District to meet the fare revenue requirements of Public Utilities Code Section 99268.2(b); and

WHEREAS, the Santa Cruz Metropolitan Transit District is not precluded by any contract entered into on or after June 28, 1979, from employing part-time drivers or from contracting with common carriers of persons operating under a franchise or license; and

WHEREAS, the sum of the Santa Cruz Metropolitan Transit District’s allocations from the State Transit Assistance fund and from the Local Transportation Fund does not exceed the amount the Santa Cruz Metropolitan Transit District is eligible to receive during FY11, and;

WHEREAS, such funding, however, shall not relieve the Santa Cruz Metropolitan Transit District of its responsibility pursuant to Section 6735 of the California Code of Regulations, Title 21, Chapter 3 (21 CCR §6735) to repay excess disbursements from the Local Transportation Fund; and

WHEREAS, the Santa Cruz Metropolitan Transit District has made a reasonable effort to implement the productivity improvements recommended pursuant to Public Utilities Code Section 99244; and

WHEREAS, the Santa Cruz Metropolitan Transit District is making full use of federal funds available under the Intermodal Surface Transportation Efficiency Act of the 21st Century, as amended:

NOW, THEREFORE, BE IT RESOLVED, that the General Manager of the Santa Cruz Metropolitan Transit District is authorized to submit a claim for \$2,801,550 in State Transit Assistance funds for FY11 public transit operations.

PASSED AND ADOPTED this 13th day of August, 2010 by the following vote:

AYES: Directors -

NOES: Directors -

ABSTAIN: Directors -

ABSENT: Directors -

APPROVED _____
ELLEN PIRIE
Board Chair

ATTEST _____
LESLIE R. WHITE
General Manager

APPROVED AS TO FORM:

MARGARET GALLAGHER
District Counsel

Attachment B

Transportation Development Act (TDA) – Local Transportation Funds and State Transit Assistance (STA)

CLAIM FORM

Submit a separate form for each project.

This form has been developed in an effort to standardize information required from TDA recipients, based on TDA Statute, RTC Rules and Regulations, and/or RTC board requests.

If you have any questions about this claim form or would like an electronic copy of the form, please contact the Santa Cruz County Regional Transportation Commission at 460-3200

Project Information

1. Project Title: Public Transit Operations Santa Cruz County
2. Implementing Agency: Santa Cruz Metropolitan Transit District (Santa Cruz METRO)
3. Sponsoring Agency (if different) – must be a TDA Eligible Claimant:
4. TDA funding requested this claim: \$ 4,974,478
4. STA funding requested this claim: \$ 2,801,550
5. Fiscal Year (FY) for which funds are claimed: FY 2011
6. General purpose for which the claim is made, identified by the article and section of the Act which authorizes such claims:
 Article 8 Bicycle and/or Pedestrian Facility Article 8 Specialized Transportation
 Article 4 Public Transportation Article 3 & 8 TDA Admin or Planning
7. Contact Person/Project Manager
Name: Angela Aitken, Finance Manager and Acting Assistant General Manager
Telephone Number: (831) 426-6080 E-mail: aaiken@scmttd.com

Secondary Contact (in event primary not available): Feve-Beatty Thomas Hiltner

Telephone Number: (831) 426-6080 E-mail: fbeattythiltner@scmttd.com
8. Project/Program Description/Scope (use additional pages, if needed, to provide details such as work elements/tasks.

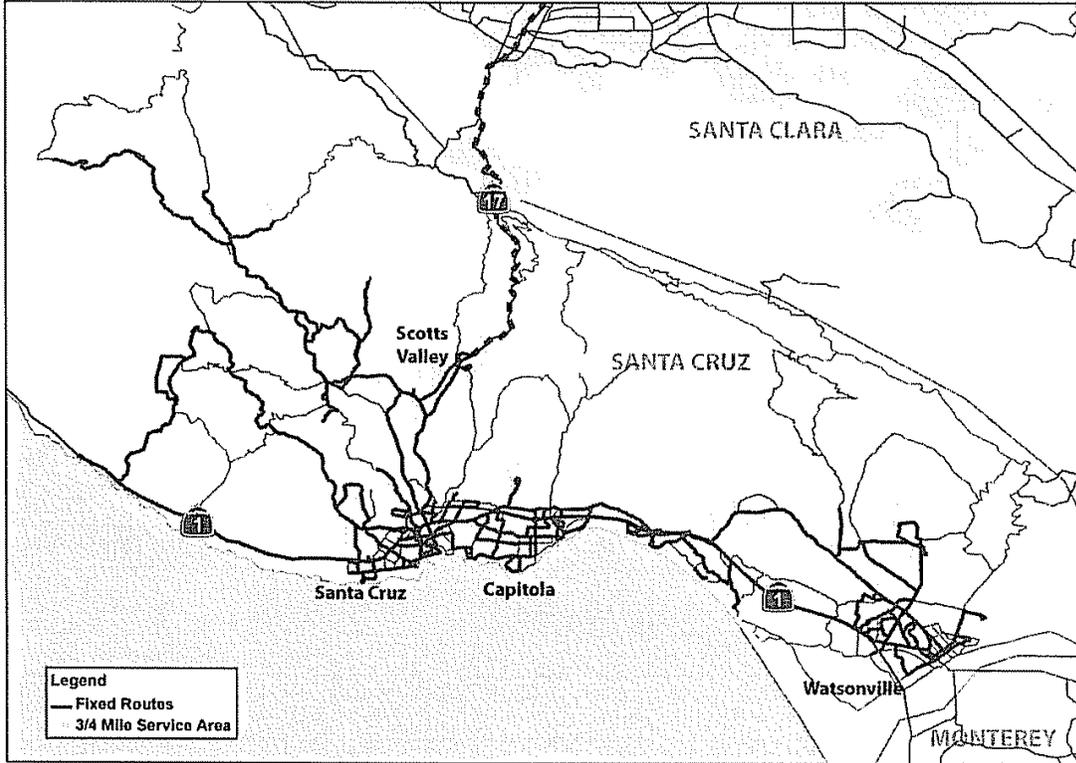
This project provides operating assistance for fixed-route public transit and ADA complementary paratransit operations in Santa Cruz County. Fixed-route public transit operations require a maximum fleet of ~~8785~~ vehicles to serve 40 routes throughout Santa Cruz County. ParaCruz, Santa Cruz METRO's complementary paratransit service, operates 38 accessible vans in demand-response service for persons who, due to disability, cannot access the fixed-route system.

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Attachment B

9. Project Location/Limits (attach a map and/or photos if available/applicable, include street names):

Santa Cruz METRO Service Area



10. Justification for the project. (Why is this project needed? Primary goal/purpose of the project; problem to be addressed; project benefits; importance to the community)

This project supports public fixed-route transit and paratransit service in Santa Cruz County. Public transit serves as an alternative transportation mode of choice and as essential lifeline transportation for residents who do not have access to a privately owned vehicle.

11. Project Goals:

Measures of performance, success or completion to be used to evaluate project/program (ex. increase use of facility/service, decrease collisions, etc.):

- a. Total Annual passenger trips
- b. Number of people to be served/anticipated number of users of project/program (ex. number of new or maintained bike miles; number of people served/rides provided): **For FY11, Santa Cruz METRO will carry an estimated 4,997,047 trips on its fixed-route and paratransit services.**

12. Consistency and relationship with the Regional Transportation Plan (RTP) - Is program/project listed in the

Attachment B

RTP and/or consistent with a specific RTP Goal/Policy? **Yes**

- Goal 1. Preserve and Maintain the Existing Transportation System Emphasizing Safety and Efficiency
- Goal 2. Increase Mobility by Providing an Improved and Integrated Multi-Modal Transportation System

13. Impact(s) of project on other modes of travel, if any (ex. parking to be removed):

- Reduce congestion on local streets and roads by providing alternatives to private automobile.
- Increase range of travel for bicycles by accommodating bikes on buses.
- Provide feeder service to intercity bus, rail and airline network at San Jose.

14. Estimated Project Cost/Budget, including other funding sources, and Schedule: *(attach project budget). Specialized Transportation Claims require 10% local match. Local match can take the form of fares, donations, agency charges, grants, revenue sharing and other non-restricted sources. In kind services many NOT apply toward the local match.*

What is the total project cost? ~~\$37,896,043~~ \$37,279,317 (FY11 Operating Budget)

Is project fully funded? Yes

What will TDA and SIA funds be used on (ex. administration, brochures, engineering, construction)?

- Administration
- Operations

15. Preferred Method and Schedule for ~~TDA~~ TDA and SIA fund distribution *(see RTC Rules and Regulations for details):*

a. Bike/Ped: Up to 90% upon initiation of work OR 100% upon project completion

b. CTSA: Quarterly disbursement, with up to 35% in first quarter, and the remaining quarterly payments being one-third of the remaining claim amount;
OR Quarterly disbursement

c. Volunteer Center: Full approved claim amount in the first quarter

d. Santa Cruz METRO: ~~+~~ Quarterly disbursement of TDA Funds
 Lump-sum payment of SIA Funds

Attachment B

16. TDA Eligibility:	YES?/NO?
A. Has the project/program been approved by the claimant's governing body? Attach resolution to claim. (If "NO," provide the approximate date approval is anticipated.)	YES
B. Has this project previously received TDA funding?	YES
C. For capital projects, have provisions been made by the claimant to maintain the project or facility, or has the claimant arranged for such maintenance by another agency? (If an agency other than the Claimant is to maintain the facility provide its name: _____)	NA
D. Bike, Ped, and Specialized Transportation Claims: Has the project already been reviewed by the RTC Bicycle Committee and/or Elderly/Disabled Transportation Advisory Committee? (If "NO," project will be reviewed prior to RTC approval).	NA
E. For "bikeways," does the project meet Caltrans minimum safety design criteria pursuant to Chapter 1000 of the California Highway Design Manual? (Available on the internet via: http://www.dot.ca.gov).	NA

Santa Cruz METROFD, CTSA, Bike to Work, CTSC Only – PLEASE KEEP ANSWERS BRIEF

17. Improving Program Efficiency
- Describe any areas where special efforts have been made in the **last fiscal year** to reduce operating cost and/or increase ridership/program usage. Note any important trends.
 1. Continued service planning efforts to recalibrate trip run times by collecting and analyzing vehicle location data using GPS-enabled cell phones and Xora tracking software.
 2. Extended customer service hours at Santa Cruz Metro Center.
 3. Coordinated Highway 17 Express schedule with Amtrak schedule to meet more trains at San Jose Diridon Station.
 4. Reduced travel time on Route 54 with service adjustment.
 - Goals for next fiscal year (ex. identify opportunities to maximize economies of scale). Describe any areas where special efforts will be made to improve efficiency and increase program usage/ridership:
 1. Use new ParaCruz Automated Callback System to increase efficiency by reducing "no-show" trips.
 2. Reduce maintenance costs and improve quality of service with 27 new paratransit replacement vans.
 3. Improve system access through updated internet site.
 4. Improve scheduling, dispatch, planning and customer service efficiency with software upgrades.
 5. Improve fare collection with new fareboxes.
18. What is different from last year's program/claim? ~~Santa Cruz METRO operations are unchanged.~~ New vans, fareboxes and information technology systems will be operational in FY11. For FY11, the TDA amount ~~Claim~~ is less than FY10, and adds STA revenue allocated by ABx8 9 of 3/22/10.
19. Schedule of regular progress reports including an evaluation at the end of the year:
- SCMD – April each year
 - Specialized Transportation: Quarterly to E/D TAC, RTC _____ (Months/Year)
 - CTSA: Bicycle Committee _____ (Month, year); RTC _____ (Month, year)
 - B2W: Bicycle Committee _____ (Month, year); RTC _____ (Month, year)

Attachment B

CTSA and Volunteer Center (Article 8) Only

20. Are these transportation services responding to transportation needs not otherwise being met within the community or jurisdiction of the claimant? Describe.
21. Where appropriate, are these specialized transportation services coordinated with other transportation services? Describe.

Santa Cruz METRO/D & RTC Only

22. List the recommendations provided in your last Triennial Performance Audit and your progress toward meeting them.
 - Describe the work your agency has undertaken to implement each performance audit recommendation and the steps it will take to fully implement the recommendation.
 - For any recommendations that have not been implemented, explain why the recommendation has not been implemented and describe the work your agency will undertake to implement each performance audit recommendation.
 - Describe any problems encountered in implementing individual recommendations.

June, 2007 Performance Audit Recommendations to the Transit District:

1. Public Utilities Code Section 99244 requires the RTC to establish a process to review SCMTD's operation for possible implementation of changes making the operation more efficient. We recommend the SCMTD actively participate in the process set up by the RTC.
 - Santa Cruz METRO and SCCRTC staff defined new performance reporting measures (see page 8) which have been used with submission of the TDA Claims in FY09, FY10 and FY11.
2. Participate in the Human Service Coordination Planning Process which the SCCRTC will begin in 2007.
 - Santa Cruz METRO participated with AMBAG and SCCRTC to develop the Coordinated Public Transit-Human Services Transportation Plan. AMBAG adopted the Final CPTHSTP in May, 2008.
 - Santa Cruz METRO participated with UCSC and SCCRTC staff in selection of projects to receive JARC/NF funding in FY2008.
 - Santa Cruz METRO participates in the Elderly and Disabled Transportation Advisory Committee to facilitate coordination of specialized transportation services.
3. The Santa Cruz METRO/D should consider implementing a strategic marketing plan aimed at increasing ridership. This effort could focus on the community TDM realm by participating in region-wide mobility plans.
 - Santa Cruz METRO upgraded its internet site to add new trip planning features, ticket sales and improved route maps. These enhanced features will improve transit system access to retain patrons and attract new riders.
 - Santa Cruz METRO continues to participate in the regional blueprint planning process to improve mobility through application of "smart growth" practices.
 - Santa Cruz METRO is an active participant in the development of the *Santa Cruz County Regional Transportation Plan 2010*.
 - Santa Cruz METRO seeks to increase ridership by maintaining safe, efficient transit service and by offering passenger amenities such as free internet service on the Highway 17 Express.
 - Santa Cruz METRO has applied for several grants that include comprehensive public outreach performance measures targeted at underserved groups.

Attachment B

Santa Cruz METRO
 FY 11 TDA/STA Claim
 Page 6

Santa Cruz METRO/D Only

23. Farebox Recovery Ratio: (split out=urbanized service vs. non-urban service farebox ratios for prior year and year-to-date) NOTE: Due to interlining of rural/urbanized area service and the comparatively small amount of rural service operated in Santa Cruz, Santa Cruz METRO does not separately track revenue attributable to rural ridership. Published FY10 Budget:

- Fare Revenue: \$ 8,927,444
- Local Support Revenues: \$ 37,103,973
- Operating Cost: \$ 40,935,309
- Ratio Fare Rev/Op Cost: 21.8% (minimum required=15%)
- Cost per ride being subsidized for different services/funds: NA

Note: Exemptions for calculating operating costs – *spell out in your operating budget summary.*

- Service extensions are exempt until two years after the end of the fiscal year during which they were established (PUC Sec 99268 8). This exemption applies only if the new service was not provided nor was funded by LTF/STA during any of the prior three fiscal years.
- The additional operating costs to a transit operator of providing comparable complementary paratransit services, pursuant to the Americans with Disabilities Act, that exceed operator's prior year costs as adjusted by the CPI are excluded from operating cost.
- The costs of providing ridesharing services are also excluded from operating costs.

24. Current operating cost ratio versus FY 1978-79 ratio (for services to the general public).

SCMTD REVENUE RATIO FY79		SCMTD REVENUE RATIO FY10	
FARES:		FARES:	
Passenger Fares	\$ 657,335	Passenger Fares	\$ 3,416,931
Special Transit Fares	220,261	Special Transit Fares	\$ 3,682,013
Other Trans Rev.	795	Paratransit Fares	327,254
Total Fares	878,391	Highway 17 Fares	1,501,246
		Total Fares	8,927,444
TAXES		TAXES	
Property Tax	11,454		
Sales Tax	1,036,540		
Total Taxes	1,047,994	Sales Tax	16,201,999
TOTAL REVENUE	\$ 1,926,385	TOTAL REVENUE	\$ 25,129,443
OPERATING EXPENSE	\$ 3,384,715	OPERATING EXPENSE	\$ 40,935,309
REVENUE RATIO FY79	56.9%	REVENUE RATIO FY10	61.4%

Attachment B

25. Did the SCMTD operating budget increase over 15% from the prior fiscal year? **No.** METRO's FY11 operating budget decreased to ~~\$37,389,043~~ \$37,279,317 from \$40,935,309 in FY10, a decrease of ~~7.4%~~ 8.9% from the prior fiscal year.

If the answer is yes, please provide a statement identifying and substantiating the reason or need for the increase in the transit operating budget in excess of 15% above the preceding year, and identify substantial increases or decreases in the scope of operations or capital provisions for major new service - (transit claimants only, if applicable).

26. Operating statistics (compare current fiscal year to date to last three full fiscal years; *TDA required performance indicators), submit items from the following list

- Annual passengers
 - Rides/passenger trips provided by type (student, senior, adult, pass holders, etc, or however stat's kept) and amount of TDA \$ used for each type of ride. **TDA amount not calculated by ride type**

FY09	UCSC Student	UCSC Staff	Total UC	Cabrillo	Cash	Tickets	S/D	Day Pass	S/D Day Pass	Pre-Paid Fares	Pacific Shores	W/C	Bike	RIDERS
TOTAL	2,374,357	212,771	2,587,128	277,899	1,350,205	114,894	146,830	22,694	15,454	1,504,543	7,272	22,650	206,425	6,026,920

- Annual service hours: **Performance Indicators, page 8**
- Passengers per vehicle service hour* **Performance Indicators, page 8**
- Annual service miles **Performance Indicators, page 8**
- # of fixed-route miles: **499 (directional route miles)**
- Service Area – square miles: **450 (Santa Cruz County)**
- Service Area Population: **268,637 (State of California, Dept. of Finance, May 2009)**
- Passengers per vehicle service mile* **Performance Indicators, page 8**
- Average passengers per weekday: **20,035 (FY09)**
- Total operating costs in budget: **included with Budget**
- Operating cost per vehicle service hour* **Performance Indicators, page 8**
- Total operating cost per passenger* **Performance Indicators, page 8**
- Average Farebox Revenue per passenger (describe what is included) **Performance Indicators, page 8. Average farebox revenue includes annual fares collected on board, contract fares, ridership-based payments and commissions divided by annual passengers.**
- Vehicle Service hours/Employee* **Performance Indicators, page 8**
- # of routes: **40**
- # of bus stops: **999**
- # of vehicles in operation: ~~871~~ 102
- # of monthly bus passes in circulation: **2,030 (avg, FY09)**
- Max vehicles in service at any time: ~~878~~ 5
- Hours of service **04:15 – 02:00 weekday; 06:05-03:00 weekend**
- Actual financials compared with budget. **included with budget**
- Actual number of rides provided compared with goal and text about whether goal was met and why/why not **See Performance Indicators, page 8. Santa Cruz METRO does not establish specific ridership goals.**

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Santa Cruz METRO
 FY 11 TDA/SLA Claim
 Page 8

Performance Indicators

Santa Cruz METRO Operating Stats				
Operating Expenses	FY07	FY08	FY09	FY10 YTD
Local Fixed-Route Expenses	\$27,766,768	\$29,605,178	\$29,106,833	\$24,553,931
Highway 17	\$1,620,992	\$1,722,320	\$1,786,045	\$1,717,481
Paratransit	\$3,169,853	\$3,602,134	\$3,626,157	\$3,229,338
TOTAL Operating Expenses	\$32,557,613	\$34,929,632	\$34,519,035	\$29,500,749
System Information	FY07	FY08	FY09	FY10 YTD
Directional Route Miles	499	499	499	499
Number of Bus Stops	1,000	1,000	999	999
Number of Routes	40	40	40	40
Total Active Fleet	115	112	112	102
Maximum Bus in-svc. (WD)	82	82	87	85
Total METRO Employees	317	319	315	314
Revenue Hour Per Employee	698	702	711	596
Workers Comp / 100 employees / mo.	0.73	N/A	N/A	N/A
Local Fixed-Route Performance	FY07	FY08	FY09	FY10 YTD
Ridership	5,360,699	5,522,943	5,708,338	4,543,242
Revenue Hours	200,130	202,108.2	202,148.72	168,994.91
Revenue Miles	2,728,654	2,733,823.8	2,740,218.24	2,289,156.65
Passengers Per Hour	26.79	27.33	28.24	26.88
Passengers Per Mile	1.96	2.02	2.08	1.98
Total Cost Per Passenger	\$5.48	\$5.67	\$5.41	\$5.78
Revenue Per Passenger	\$1.16	\$1.21	\$1.22	\$1.22
Farebox Recovery	22.49%	22.49%	23.97%	22.63%
Highway 17 Performance	FY07	FY08	FY09	FY10 YTD
Ridership	244,618	270,044	318,582	251,134
Revenue Hours	21,057	21,760.9	21,705.1	18,044.7
Revenue Miles	520,407	532,247.6	569,084.7	483,406.0
Passengers Per Hour	11.62	12.41	14.68	13.92
Passengers Per Mile	0.47	0.51	0.56	0.52
Total Cost Per Passenger	\$6.63	\$6.38	\$5.61	\$6.84
Revenue Per Passenger	\$3.35	\$3.32	\$3.25	\$3.56
Farebox Recovery	50.52%	52.12%	57.90%	52.06%
Fixed-Route Totals	FY07	FY08	FY09	FY10 YTD
Ridership	5,605,317	5,792,987	6,026,920	4,794,376
Revenue Hours	221,188	223,869	223,854	187,040
Revenue Miles	3,249,061	3,266,071	3,309,303	2,772,563
Cost Per Revenue Hour	\$132.86	\$139.94	\$138.00	\$140.46
Passengers Per Hour	25.34	25.88	26.92	25.63
Passengers Per Mile	1.73	1.77	1.82	1.73
Revenue Per Passenger	\$1.38	\$1.43	\$1.46	\$1.46
Cost Per Passenger	\$5.24	\$5.41	\$5.13	\$5.48
Subsidy Per Passenger	\$3.86	\$3.98	\$3.67	\$4.02
Passenger Accidents / 100k miles	0.00	N/A	N/A	N/A
Vehicle Collisions / 100k miles	0.00	0.00	0.00	0.00
ParaCruz Performance	FY07	FY08	FY09	FY10 YTD
Ridership	85,367	87,713	93,279	46,996
Revenue Hours	38,401	39,333.0	44,631.1	21,557.8
Revenue Miles	428,758	572,750.0	636,901.0	366,052.0
Passengers Per Hour	2.22	2.23	2.09	2.18
Passengers Per Mile	0.20	0.15	0.15	0.13
Revenue Per Passenger	\$2.68	\$2.62	3.45*	4.23*
Farebox Recovery	7.23%	6.38%	8.88%	6.15%

* Exceeds the \$3.00 trip fare due to contracted prepayments.

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Santa Cruz METRO
FY11 TDA:SLA Claim
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Santa Cruz METRO Operating Stats				
Operating Expenses	FY07	FY08	FY09	FY10 YTD
Local Fixed-Route Expenses	\$27,766,768	\$29,605,178	\$29,106,833	\$16,945,650
Highway 17	\$1,620,992	\$1,722,320	\$1,786,045	\$1,185,302
Paratransit	\$3,169,853	\$3,602,134	\$3,626,157	\$2,228,695
TOTAL Operating Expenses	\$32,557,613	\$34,929,632	\$34,519,035	\$20,359,647
System Information	FY07	FY08	FY09	FY10 YTD
Directional Route Miles	499	499	499	499
Number of Bus Stops	1,000	1,000	999	999
Number of Routes	40	40	40	40
Total Active Fleet	115	112	112	113
Maximum Bus in-svc. (WD)	82	82	87	87
Total METRO Employees	317	319	315	315
Revenue Hour Per Employee	698	702	711	408
Workers Comp/100 employees/mo.	0.73	N/A	N/A	N/A
Local Fixed-Route Performance	FY07	FY08	FY09	FY10 YTD
Ridership	5,360,699	5,522,943	5,708,338	2,954,601
Revenue Hours	200,130	202,108.2	202,148.72	115,928.22
Revenue Miles	2,728,654	2,733,823.8	2,740,218.24	1,577,968.40
Passengers Per Hour	26.79	27.33	28.24	25.49
Passengers Per Mile	1.96	2.02	2.08	1.87
Total Cost Per Passenger	\$5.48	\$5.67	\$5.41	\$6.14
Revenue Per Passenger	\$1.16	\$1.21	\$1.22	\$1.23
Farebox Recovery	22.49%	22.49%	23.97%	21.37%
Highway 17 Performance	FY07	FY08	FY09	FY10 YTD
Ridership	244,618	270,044	318,582	197,354
Revenue Hours	21,057	21,760.9	21,705.1	12,660.9
Revenue Miles	520,407	532,247.6	569,084.7	339,658.4
Passengers Per Hour	11.62	12.41	14.68	15.59
Passengers Per Mile	0.47	0.51	0.56	0.58
Total Cost Per Passenger	\$6.63	\$6.38	\$5.61	\$6.01
Revenue Per Passenger	\$3.35	\$3.32	\$3.25	\$3.11
Farebox Recovery	50.52%	52.12%	57.90%	51.71%
Fixed-Route Totals	FY07	FY08	FY09	FY10 YTD
Ridership	5,605,317	5,792,987	6,026,920	3,151,955
Revenue Hours	221,188	223,869	223,854	128,589
Revenue Miles	3,249,061	3,266,071	3,309,303	1,917,627
Cost Per Revenue Hour	\$132.86	\$139.94	\$138.00	\$141.00
Passengers Per Hour	25.34	25.88	26.92	24.51
Passengers Per Mile	1.73	1.77	1.82	1.64
Revenue Per Passenger	\$1.38	\$1.43	\$1.46	\$1.47
Cost Per Passenger	\$5.24	\$5.41	\$5.13	\$5.75
Subsidy Per Passenger	\$3.86	\$3.98	\$3.67	\$4.28
Passenger Accidents/100k miles	0.00	N/A	N/A	N/A
Vehicle Collisions/100k miles	0.00	0.00	0.00	0.00
ParaCruz Performance	FY07	FY08	FY09	FY10 YTD
Ridership	85,367	87,713	93,279	46,996
Revenue Hours	38,401	39,333.0	44,631.1	21,557.8
Revenue Miles	428,758	572,750.0	636,901.0	366,052.0
Passengers Per Hour	2.22	2.23	2.09	2.18
Passengers Per Mile	0.20	0.15	0.15	0.13
Revenue Per Passenger	\$2.68	\$2.62	3.45*	\$2.92
Farebox Recovery	7.23%	6.38%	8.88%	6.16%

* Exceeds the \$3.00 trip fare due to contracted prepayments

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Santa Cruz METRO
FY 11 TDA/SLA Claim
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Description

FY11 ~~TDA, IDA and SLA~~ funds requested in this claim will provide operating assistance to the Santa Cruz Metropolitan Transit District (Santa Cruz METRO). FY11 TDA and SLA funds will support fixed route and paratransit operating and administrative costs. Santa Cruz METRO will operate the maximum level of public transit service possible within the limits of available operating revenue. With the temporary suspension of efficiency criteria which restricted the use of SLA funds to capital improvements, Santa Cruz METRO will use the June 2010 allocation of SLA funds in the FY11 operating budget.

Santa Cruz METRO currently operates 40 fixed routes and ADA Complementary Paratransit service throughout Santa Cruz County, a 450-square-mile region with an estimated 2009 population of 268,637 (State of California, Department of Finance, May 2009). Santa Cruz METRO serves 999 bus stops and four transit centers in the County: Pacific Station (Metro Center) in downtown Santa Cruz; Watsonville Transit Center; Capitola Mall; and the ~~Scotts Valley~~ Cavallero -Transit Center. The Highway 17 Express route links Santa Cruz bus service ~~to intercity~~ to intercity bus, rail and air networks in San Jose. Service operates from approximately 4:15am until 2:00am weekdays with reduced service levels on weekends and holidays. A demand-response route provides extended late-night service to the University.

Santa Cruz METRO has a peak pullout of ~~878~~ 875 buses. All buses are accessible to persons with disabilities, including persons who use wheelchairs. Front-mounted bicycle racks on each bus can carry up to three bicycles. Santa Cruz METRO currently operates 65 CNG buses. The remaining 37 diesel buses in its active fleet will be retired or replaced with CNG buses at the end of their useful life.

Santa Cruz METRO provides ADA Complementary Paratransit service as mandated by the Americans with Disabilities Act of 1990. Santa Cruz METRO employees operate ParaCruz, its branded ADA paratransit service, to deliver a comparable level of service to persons unable to use the fixed-route system during the hours and days that fixed-route public transit operates. Santa Cruz METRO operates 38 paratransit vans and delivered 93,279 paratransit trips in FY09. Eligible passengers within ¼ mile of the fixed-route service can request next-day trips using ParaCruz.

5-13.b10

Attachment B

Documentation to Include with Your Claim:

All Claims

- A letter of transmittal addressed to the SCCRTC Executive Director that attests to the accuracy of the claim and all its accompanying documentation.
- Resolution from the TDA Eligible Claimant indicating its role and responsibilities.

Article 3 & 8 Bicycle/Pedestrian Claims

- Evidence of environmental review for capital projects

All Transit and Specialized Transportation Claims (*SCMTD Santa Cruz METRO, CTSA, and Volunteer Center*)

- A copy of the operating and capital budgets for the coming fiscal year
- Description of capital projects, including time frame over which project will be funded and implemented
- Operating Plan for current and upcoming activities – can be within project description

Article 4 Transit Claims

- A certification from the California Highway Patrol (completed within the last 13 months) indicating that the operator is in compliance with Section 1808.1 of the Vehicle Code.
- Other Certifications

Local Agency Certification:

This TDA:SLA Claim has been prepared in accordance with the SCCRTC's Budget, SCCRTC's Rules and Regulations, and Caltrans TDA Guidebook (<http://www.dot.ca.gov/hq/MassTrans/State-TDA.html>). I certify that the information provided in this form is accurate and correct. I understand that if the required information has not been provided this form may be returned and the funding allocation may be delayed.

Signature _____ Title: General Manager

Date: March 31/August 13, 2010

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Attachment B

FY11 TDA and STA Claims

Santa Cruz Metropolitan Transit District

Authorizing Resolutions

5-13.b12

Attachment B

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

Resolution No. 10-03-02
On the Motion of Director: Leopold
Duly Seconded by Director: Hinkle
The Following Resolution is Adopted:

A RESOLUTION OF THE SANTA CRUZ METROPOLITAN TRANSIT DISTRICT AUTHORIZING A CLAIM TO THE SANTA CRUZ COUNTY REGIONAL TRANSPORTATION COMMISSION FOR TRANSPORTATION DEVELOPMENT ACT FUNDS

WHEREAS, the Mills-Alquist-Deddeh Act (SB325), also known as the Transportation Development Act (TDA) of 1971, was enacted by the California Legislature to provide funding for transit and public transportation which complies with regional transportation plans; and,

WHEREAS, the Transportation Development Act of 1971 establishes a revenue source to foster balanced public transportation in the counties to be funded by one-quarter cent of the state sales tax collected in the county; and,

WHEREAS, California Government Code Title 3, Article 11, Section 29532 designates the regional transportation planning agency for each county to allocate TDA funds to public transportation entities; and,

WHEREAS, in accordance with Article 1, Section 99210 of the Public Utilities Code the Santa Cruz Metropolitan Transit District is a transit operator; and

WHEREAS, in accordance with Article 1, Section 99214 of the Public Utilities Code the Santa Cruz County Regional Transportation Commission is the Transportation Planning Agency for Santa Cruz County; and

WHEREAS, in accordance with Article 4, Section 99260(a) of the Public Utilities Code, claims may be filed with the transportation planning agency by transit operators for the support of public transportation systems; and

WHEREAS, in accordance with Title 21, Chapter 3, Section 6659 of the California Code of Regulations, the Transportation Planning Agency issues instruction to the County Auditor for payment to claimants,

Attachment B

Resolution No. _____ (03-02 _____)

Page 2

NOW, THEREFORE, BE IT RESOLVED, that the General Manager of the Santa Cruz Metropolitan Transit District is authorized to submit a claim up to \$4,974,478 to the Santa Cruz County Regional Transportation Commission for Transportation Development Act funds in FY11.

PASSED AND ADOPTED this 26th day of March 2010, by the following vote:

AYES: Directors - Bustichi, Graves, Hagen, Hinkle, Leopold, Pirie, Robinson, Stone, Tavantzis

NOES: Directors - None

ABSTAIN: Directors - None

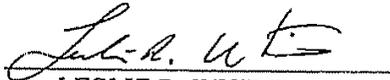
ABSENT: Directors - Martinez, Rotkin

APPROVED



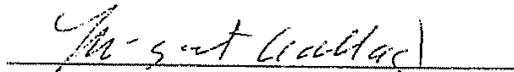
ELLEN PIRIE
Board Chair

ATTEST



LESLIE R. WHITE
General Manager

APPROVED AS TO FORM:



MARGARET GALLAGHER
District Counsel

5-13.b14

Attachment B

FY11 TDA Claim

Santa Cruz Metropolitan Transit District

**FY11 & FY12 ~~Preliminary Line Item Operating~~ Final
Operating Budget**

5-13.b15

Attachment B

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT FY11 & FY12 FINAL OPERATING BUDGET

Consolidated Expenses

ACCOUNT	ACTUAL FY09	PUBLISHED BUDGET FY10	PROJECTED ACTUAL FY10	BUDGET FY11	% CHANGE PROJ FY10 BUDG FY11	BUDGET FY12	% CHANGE BUDG FY11 BUDG FY12
LABOR							
501011 Bus Operator Pay	7,571,893	8,139,509	7,380,395	7,932,855	7.5%	8,109,216	2.2%
501013 Bus Operator OT	1,498,661	1,340,792	1,643,592	1,541,590	-6.2%	1,613,802	4.7%
501021 Other Salaries	6,161,033	6,760,686	6,379,967	6,514,844	2.1%	6,788,439	4.2%
501023 Other OT	273,100	310,543	342,431	357,082	4.3%	371,536	4.0%
Totals	15,504,688	16,551,531	15,746,384	16,346,370	3.8%	16,882,992	3.3%
FRINGE BENEFITS							
502011 Medicare/Soc. Sec.	219,517	257,801	229,563	250,264	9.0%	257,784	3.0%
502021 Retirement	2,215,059	2,388,462	2,170,260	2,319,866	6.9%	2,734,646	17.9%
502031 Medical Ins	5,107,701	6,334,591	5,239,275	5,366,764	2.4%	5,519,258	2.8%
502041 Dental Ins	473,738	556,752	478,430	474,123	-0.9%	487,503	2.8%
502045 Vision Ins	133,491	144,513	134,150	134,969	0.6%	138,813	2.8%
502051 Life Ins/AD&D	43,254	51,834	42,896	43,362	1.1%	44,646	3.0%
502060 State Disability Ins (SDI)	174,294	317,792	194,014	185,102	-4.6%	190,845	3.0%
502061 Long Term Disability Ins	214,215	271,195	208,370	225,405	8.2%	231,911	2.9%
502071 State Unemployment Ins (SUI)	51,904	53,211	69,419	63,224	-8.9%	63,063	-0.3%
502081 Worker's Comp Ins	740,341	1,029,073	605,813	700,000	15.5%	720,000	2.9%
502101 Holiday Pay	315,564	404,834	351,251	391,008	11.3%	401,576	2.7%
502103 Floating Holiday	83,980	72,498	67,900	69,581	2.5%	78,788	13.2%
502109 Sick Leave	683,804	886,879	686,810	813,227	18.4%	837,479	3.0%
502111 Annual Leave	1,792,333	1,556,459	1,778,496	1,521,383	-14.5%	1,547,616	1.7%
502121 Other Paid Absence	141,865	127,880	148,604	124,017	-16.5%	127,730	3.0%
502251 Phys. Exams	6,740	13,300	9,986	13,699	37.2%	14,110	3.0%
502263 Driver Lic Renewal	1,380	4,400	2,738	4,532	65.6%	4,668	3.0%
502999 Other Fringe Benefits	70,827	149,310	71,691	69,732	-2.7%	71,606	2.7%
Totals	12,470,019	14,620,784	12,489,662	12,770,259	2.2%	13,471,943	5.5%

Consolidated

7/11/2010

Attachment B

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT FY11 & FY12 FINAL OPERATING BUDGET

Consolidated Expenses

ACCOUNT	ACTUAL FY09	PUBLISHED BUDGET FY10	PROJECTED		BUDGET FY11	% CHANGE		BUDGET FY12	% CHANGE BUDG FY11 BUDG FY12
			BUDGET FY10	ACTUAL FY10		PROJ FY10 BUDG FY11	BUDG FY11 BUDG FY12		
SERVICES									
503011 Accling/Audit Fees	80,015	103,250	117,069	117,069	95,250	-18.6%	95,250	0.0%	
503012 Admin/Bank Fees	185,856	216,630	152,323	152,323	259,350	70.3%	315,369	21.6%	
503031 Prof/Techical Fees	140,958	334,575	140,267	140,267	225,132	60.5%	250,559	11.3%	
503032 Legislative Services	90,000	103,400	90,000	90,000	103,400	14.9%	106,502	3.0%	
503033 Legal Services	1,473	55,000	21,432	21,432	55,000	156.6%	55,000	0.0%	
503034 Pre-Employment Exams	12,530	12,440	12,221	12,221	7,300	-40.3%	7,519	3.0%	
503041 Temp Help	105,043	-	283,824	283,824	-	-100.0%	-	0.0%	
503161 Custodial Services	68,499	66,100	61,569	61,569	50,000	-18.8%	50,000	0.0%	
503162 Uniforms/Laundry	30,487	44,015	28,354	28,354	33,600	18.5%	34,100	1.5%	
503171 Security Services	358,207	406,368	341,364	341,364	374,332	9.7%	360,664	-3.7%	
503221 Classified/Legal Ads	13,054	26,400	10,937	10,937	29,100	166.1%	29,793	2.4%	
503222 Legal Ads	-	-	-	-	-	0.0%	-	0.0%	
503225 Graphic Services	-	4,000	-	-	4,000	100.0%	4,000	0.0%	
503351 Repair - Bldg & Impr	73,337	91,500	75,000	75,000	100,000	33.3%	100,000	0.0%	
503352 Repair - Equipment	327,259	412,872	467,840	467,840	576,490	23.2%	501,621	0.9%	
503353 Repair - Rev Vehicle	376,355	437,300	320,412	320,412	410,000	28.0%	410,000	0.0%	
503354 Repair - Non Rev Vehicle	13,890	31,500	26,049	26,049	25,000	-4.0%	25,000	0.0%	
503363 Haz Mat Disposal	51,806	46,000	53,726	53,726	49,500	-7.9%	49,500	0.0%	
Totals	1,928,769	2,391,350	2,202,383	2,202,383	2,397,454	8.3%	2,474,897	3.2%	
MOBILE MATERIALS & SUPPLIES									
504011 Fuels & Lubricants - Non Rev Veh	138,057	207,400	139,052	139,052	151,100	8.7%	151,100	0.0%	
504012 Fuels & Lubricants - Rev Veh	1,316,522	3,245,000	1,682,279	1,682,279	2,095,000	24.5%	2,135,000	1.9%	
504021 Tires & Tubes	180,368	213,000	194,804	194,804	243,000	24.7%	247,000	1.6%	
504161 Other Mobile Supplies	6,580	10,300	431	431	-	-100.0%	-	0.0%	
504191 Rev Vehicle Parts	460,132	817,000	636,045	636,045	625,000	-1.7%	635,000	1.6%	
Totals	2,101,659	4,492,700	2,852,610	2,852,610	3,114,100	17.4%	3,168,100	1.7%	

Consolidated

7/1/2010

Attachment B

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT FY11 & FY12 FINAL OPERATING BUDGET

Consolidated Expenses

ACCOUNT	ACTUAL FY09	PUBLISHED BUDGET FY10	PROJECTED ACTUAL FY10	BUDGET FY11	% CHANGE PROJ FY10 BUDG FY11	BUDGET FY12	% CHANGE BUDG FY11 BUDG FY12
OTHER MATERIALS & SUPPLIES							
504205 Freight Out	1,981	3,600	1,575	2,500	58.7%	2,500	0.0%
504211 Postage & Mailing	9,129	26,266	12,368	23,400	89.2%	23,984	2.5%
504214 Promotional Items	-	-	-	-	0.0%	-	0.0%
504215 Printing	75,063	101,137	61,112	102,487	67.7%	83,158	-18.9%
504217 Photo Supp/Process	4,783	9,900	675	6,000	788.9%	5,903	-1.6%
504311 Office Supplies	57,066	88,240	57,972	70,617	21.8%	72,229	2.3%
504315 Safety Supplies	12,084	33,500	11,552	16,300	41.1%	16,300	0.0%
504317 Cleaning Supplies	30,517	59,200	35,282	33,100	-6.2%	33,100	0.0%
504409 Repair/Maint Supplies	45,834	57,300	37,646	40,000	6.3%	40,000	0.0%
504421 Non-Inventory Parts	46,071	53,550	9,609	45,000	368.3%	45,000	0.0%
504511 Small Tools	3,363	10,500	2,252	8,700	286.4%	8,700	0.0%
504515 Employee Tool Replacement	1,361	2,700	1,485	3,000	102.0%	3,000	0.0%
Totals	288,252	445,893	231,525	351,104	51.6%	333,873	-4.9%
UTILITIES							
505011 Gas & Electric	183,850	229,212	185,000	225,000	21.6%	225,000	0.0%
505021 Water & Garbage	131,072	128,171	135,132	150,000	11.0%	150,000	0.0%
505031 Telecommunications	116,428	147,578	157,167	169,000	7.5%	170,000	0.6%
Totals	431,350	504,961	477,299	544,000	14.0%	545,000	0.2%
CASUALTY & LIABILITY							
506011 Insurance - Property	71,469	121,898	80,790	115,000	42.3%	115,000	0.0%
506015 Insurance - PUPD	481,462	525,300	457,208	525,300	14.9%	525,300	0.0%
506021 Insurance - Other	711	800	1,067	750	-29.7%	750	0.0%
506123 Settlement Costs	162,577	150,000	36,110	150,000	315.4%	150,000	0.0%
506127 Repairs - District Prop	(30,744)	-	-	-	0.0%	-	0.0%
Totals	685,475	797,998	575,174	791,050	37.5%	791,050	0.0%

Consolidated

7/11/2010

Attachment B

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT FY11 & FY12 FINAL OPERATING BUDGET

Consolidated Expenses

ACCOUNT	ACTUAL FY09	PUBLISHED BUDGET FY10	PROJECTED ACTUAL FY10	BUDGET FY11	% CHANGE PROJ FY10 BUDG FY11	BUDGET FY12	% CHANGE BUDG FY11 BUDG FY12
TAXES							
507051 Fuel Tax	10,183	14,510	12,350	14,000	13.4%	14,000	0.0%
507201 Licenses & Permits	12,652	15,800	22,712	23,000	1.3%	23,300	1.3%
507999 Other Taxes	21,012	27,000	24,026	30,000	24.9%	30,000	0.0%
Totals	43,847	57,310	59,087	67,000	13.4%	67,300	0.4%
PURCHASED TRANS.							
503406 Contract/Paratransit	176,002	250,000	320,210	250,000	-21.9%	250,000	0.0%
Totals	176,002	250,000	320,210	250,000	-21.9%	250,000	0.0%
MISC EXPENSE							
509011 Dues/Subscriptions	62,021	66,820	62,141	66,025	6.3%	68,747	4.1%
509085 Advertising - Rev Prod	-	-	-	-	0.0%	-	0.0%
509101 Employee Incentive Program	8,094	34,600	8,821	34,600	292.3%	35,533	2.7%
509121 Employee Training	22,935	63,065	18,562	55,575	199.1%	55,967	0.7%
509123 Travel	36,260	86,780	33,887	90,760	167.9%	93,443	2.9%
509125 Local Meeting Expense	4,474	4,950	2,664	4,950	85.8%	5,099	3.0%
509127 Board Director Fees	10,350	13,200	7,575	13,200	74.3%	13,596	3.0%
509150 Contributions	22	650	2,970	650	-78.1%	650	0.0%
509198 Cash Over/Short	492	500	159	500	214.5%	500	0.0%
Totals	144,648	270,565	136,798	266,280	94.7%	273,535	2.7%
LEASES & RENTALS							
512011 Facility Lease	728,350	522,357	547,273	359,000	-34.4%	346,300	-3.5%
512061 Equipment Rental	15,976	29,860	13,133	22,700	72.9%	22,927	1.0%
Totals	744,326	552,217	560,406	381,700	-31.9%	369,227	-3.3%
PERSONNEL TOTAL	27,974,706	31,172,315	28,236,046	29,116,629	3.1%	30,354,935	4.3%
NON-PERSONNEL TOTAL	6,544,328	9,762,994	7,215,489	8,162,688	13.1%	8,272,982	1.4%
TOTAL OPERATING EXPENSES	34,519,035	40,935,309	35,451,535	37,279,317	5.2%	38,627,918	3.6%

Consolidated

7/1/2010

Attachment B

FY11 TDA Claim

Santa Cruz Metropolitan Transit District

FY11 Final ~~Preliminary~~ Capital Budget

5-13.b21

Attachment B

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT FY11 FINAL CAPITAL BUDGET

PROJECT/ACTIVITY	FEDERAL FUNDS	STATE FUNDS	STATE TRANSIT ASSIST. (STA)	LOCAL FUNDS	TOTAL
Grant-Funded Projects					
MetroBase Maintenance Facility (5309) / (PTMISEA)	\$ 1,108,062	\$ 891,938	-	-	\$ 2,000,000
Purchase Smartcard Farebox System (ARRA) (5311)	\$ 1,999,536	\$ 267,464	\$ 95,000	-	\$ 2,362,000
Purchase of 425 Front Street (FTAI) / (TCRP)	\$ 1,457,667	\$ 617,333	-	-	\$ 2,075,000
Purchase 27 ParaCruz Vehicles (ARRA)	\$ 1,750,000	-	-	-	\$ 1,750,000
Transit Mgmt. Info. Technology (ARRA)	\$ 1,165,000	-	-	-	\$ 1,165,000
Comprehensive Security & Surveillance Sys (OHS-1B)	\$ 440,505	-	-	-	\$ 440,505
Facilities Video Surveillance Project (OHS-1B)	\$ 185,000	-	-	-	\$ 185,000
Fleet - Land Mobile Radio Project (OHS-1B)	\$ 195,000	-	-	-	\$ 195,000
Subtotal	\$ 7,480,265	\$ 2,597,240	\$ 95,000	-	\$ 10,172,505
IT Projects					
Replace Fleet & Facilities Maintenance Software	\$ -	-	\$ 170,000	-	\$ 170,000
HR Software Upgrade (NTE \$165K + 10%)	\$ -	-	\$ 181,500	-	\$ 181,500
Trapeze Pass Customer Certification Software	\$ -	-	\$ 5,000	-	\$ 5,000
Automated Purchasing System Software	\$ -	-	\$ 84,000	-	\$ 84,000
Subtotal	\$ -	-	\$ 440,500	-	\$ 440,500

Attachment B

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT FY11 FINAL CAPITAL BUDGET

PROJECT/ACTIVITY	FEDERAL FUNDS	STATE FUNDS	STATE TRANSIT ASSIST. (STA)	LOCAL FUNDS	TOTAL
<u>Facilities Repair & Improvements</u>					
MTC Lane Four Shelter Replacement	\$ -	\$ -	\$ 75,000	\$ -	\$ 75,000
Repair, Reseal, Restripe (Sinkholes) - Operations	\$ -	\$ -	\$ 4,000	\$ -	\$ 4,000
Subtotal	\$ -	\$ -	\$ 79,000	\$ -	\$ 79,000
<u>Revenue Vehicle Replacement</u>					
Highway 17 Buses (5) - VTA - (Measure A)	\$ 2,500,000	\$ -	\$ -	\$ -	\$ 2,500,000
Subtotal	\$ 2,500,000	\$ -	\$ -	\$ -	\$ 2,500,000
<u>Non-Revenue Vehicle Replacement</u>					
NONE	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	\$ -	\$ -	\$ -	\$ -	\$ -
<u>Maint Equipment</u>					
NONE	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	\$ -	\$ -	\$ -	\$ -	\$ -
<u>Office Equipment</u>					
NONE	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	\$ -	\$ -	\$ -	\$ -	\$ -
<u>Misc.</u>					
NONE	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL CAPITAL PROJECTS	\$ 7,480,265	\$ 5,097,240	\$ 614,500	\$ -	\$ 13,192,005

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6/29/2010

FY11 FINAL Capital Budget ATT D 0625101

Attachment B

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY11 FINAL CAPITAL BUDGET

PROJECT/ACTIVITY	FEDERAL FUNDS	STATE FUNDS	STATE TRANSIT ASSIST. (STA)	LOCAL FUNDS	TOTAL
CAPITAL PROGRAM FUNDING					
Federal Grants	\$ 7,480,265				\$ 7,480,265
<u>State Funds - Detail</u>					
Measure A - (VTA)		\$ 2,500,000			\$ 2,500,000
PTMISEA (1B)		\$ 891,938			\$ 891,938
State Security Bond Funds (1B)		\$ 820,505			\$ 820,505
CalTrans Section 5311		\$ 267,464			\$ 267,464
Statewide Transportation Improvement Program (STIP)		\$ -			\$ -
Traffic Congestion Relief Program - (TCRP)		\$ 617,333			\$ 617,333
State Transit Assistance (STA) (Carryover)-Prior Years			\$ 614,500		\$ 614,500
<u>Local Funds - Detail</u>					
Local Reserves (Lawsuit & Sakata Proceeds)				\$ -	\$ -
TOTAL CAPITAL FUNDING	<u>\$ 7,480,265</u>	<u>\$ 5,097,240</u>	<u>\$ 614,500</u>	<u>\$ -</u>	<u>\$ 13,192,005</u>

6/29/2010

FY11 FINAL Capital Budget ATT D 0625101

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: August 13, 2010

TO: Board of Directors

FROM: Angela Aitken, Finance Manager & Acting Assistant General Manager

SUBJECT: **AUTHORIZATION FOR DISPOSAL OF EIGHT (8) - SXL 48 BUILD ALL PARTS WASHERS, ONE (1) -HBS-916 JET METAL CUTTING BAND SAW, ONE (1) - 350 “SOLAR” BATTERY CHARGER, ONE (1) - CT800 SNAP-ON BATTERY LOAD TESTER, ONE (1) – 500 “SOLAR” BATTERY CHARGER, ONE (1) - J23920 KENT MOORE ENGINE STAND, TWO (2) - SIOUX VALVE GRINDING MACHINES, ONE (1) - STAR SHOP VACUUM, ONE (1) - TRANSMISSION STAND, ONE (1) SET ARI HETRA LIFTS, ONE (1) - HAND OPERATED WASTE FLUID PUMP, ONE (1) - 1986 CHEVROLET CELEBRITY, ONE (1) TENNANT FLOOR SCRUBBER, ONE (1) 1984 CARGO TRAILER, ONE (1) 1986 CARGO TRAILER**

I. RECOMMENDED ACTION

That the Board of Directors declare as excess eight (8) - SXL 48 Build All parts washers, one (1) -HBS-916 jet metal cutting band saw, one (1) - 350 “Solar” battery charger, one (1) - CT800 Snap-On battery load tester, one (1) - 500”Solar” battery charger, one (1) - j23920 Kent Moore engine stand, two (2) - Sioux valve grinding machines, one (1) - Star shop vacuum, one (1) - transmission stand, one (1) set ARI Hetra lifts, one (1) - hand operated waste fluid pump, one (1) - 1986 Chevrolet Celebrity, one (1) Tennant floor scrubber, one (1) 1984 cargo trailer, one (1) 1986 cargo trailer and direct staff to use appropriate action for disposal.

II. SUMMARY OF ISSUES

- In accordance with Santa Cruz METRO’s policy on disposal of fixed assets and inventoriable items, at least once per year the Finance Manager shall recommend to the Board of Directors a list of items to be declared excess with appropriate action for disposal.
- Eight (8) - SXL 48 Build All Parts Washers, one (1) -HBS-916 Jet Metal Cutting Band Saw, one (1) - 350 “Solar” Battery Charger, one (1)- CT800 Snap-On Battery Load Tester, one (1) – 500 ”Solar” Battery Charger, one (1)- J23920 Kent Moore Engine Stand, two (2) - Sioux Valve Grinding Machines, one- (1) Star Shop Vacuum, one (1) – Transmission Stand, one (1) set - ARI Hetra Lifts, one (1) - Hand Operated Waste Fluid Pump, one (1) 1986 Chevrolet Celebrity, one (1) Tennant Floor Scrubber, one (1) 1984 Cargo Trailer, one (1) 1986 Cargo Trailer that are no longer required by Santa Cruz METRO.

- Staff is recommending that the Board of Directors declare the above items as excess and direct staff to use appropriate action for disposal.

III. DISCUSSION

In accordance with Santa Cruz METRO's policy on disposal of fixed assets and inventoriable items, at least once per year the Finance Manager shall recommend to the Board of Directors a list of items to be declared excess with appropriate action for disposal.

Eight (8) - SXL 48 Build All Parts Washers, one (1) -HBS-916 Jet Metal Cutting Band Saw, one (1) - 350 "Solar" Battery Charger, one (1)- CT800 Snap-On Battery Load Tester, one (1) – 500 "Solar" Battery Charger, one (1)- J23920 Kent Moore Engine Stand, two (2) - Sioux Valve Grinding Machines, one- (1) Star Shop Vacuum, one (1) – Transmission Stand, one (1) set - ARI Hetra Lifts, one (1) - Hand Operated Waste Fluid Pump, one (1) 1986 Chevrolet Celebrity, one (1) Tennant Floor Scrubber, one (1) 1984 Cargo Trailer, one (1) 1986 Cargo Trailer that are no longer required by Santa Cruz METRO.

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

The current market value of these items range from \$25 to \$500.

IV. FINANCIAL CONSIDERATIONS

None of these items have any remaining book value. Any revenue generated from the sale of these items will be recorded as income in the current operating budget.

V. ATTACHMENTS

Attachment A: List of Assets designated for disposal as of June 30, 2010.

Prepared By: Robert Cotter, Maintenance Manager
Date Prepared: July 9, 2010

Attachment A

Santa Cruz METRO

EXCESS ASSETS LIST

As of 06/30/10

<u>ASSET TAG NO.</u>	<u>DESCRIPTION</u>	<u>CONDITION</u>	<u>Market Value</u>
1357	SXL 48 BUILD ALL PARTS WASHER	FAIR	\$ 50.00
1522	SXL 48 BUILD ALL PARTS WASHER	FAIR	\$ 50.00
1494	SXL 48 BUILD ALL PARTS WASHER	FAIR	\$ 50.00
1495	SXL 48 BUILD ALL PARTS WASHER	FAIR	\$ 50.00
818	SXL 48 BUILD ALL PARTS WASHER	FAIR	\$ 50.00
816	SXL 48 BUILD ALL PARTS WASHER	FAIR	\$ 50.00
817	SXL 48 BUILD ALL PARTS WASHER	FAIR	\$ 50.00
1523	SXL 48 BUILD ALL PARTS WASHER	FAIR	\$ 50.00
1190	HBS-916 JET METAL CUTTING BAND SAW	FAIR	\$ 200.00
1352	350 "SOLAR" BATTERY CHARGER	POOR	\$ 25.00
1360	CT800 SNAP-ON BATTERY LOAD TESTER	POOR	\$ 50.00
3197	500 "SOLAR" BATTERY CHARGER	POOR	\$ 25.00
2672	J23920-A KENT MOORE ENGINE STAND	GOOD	\$ 200.00
1213	SIOUX VALVE GRINDING MACHINE	FAIR	\$ 200.00
1818	SIOUX VALVE GRINDING MACHINE	FAIR	\$ 200.00
1154	STAR SHOP VACUUM	POOR	\$ 25.00
1168	TRANSMISSION STAND	GOOD	\$ 150.00
	ARI HETRA LIFTS (ONE SET OF FOUR)	GOOD	\$ 400.00
4932	HAND OPERATED WASTE FLUID PUMP	GOOD	\$ 25.00
8027	1986 CHEVROLET CELEBRITY	POOR	\$ 500.00
704	TENNANT FLOOR SCRUBBER	POOR	\$ 100.00
900	1984 CARGO TRAILER	FAIR	\$ 100.00
901	1986 CARGO TRAILER	FAIR	\$ 100.00

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: August 13, 2010
TO: Board of Directors
FROM: Angela Aitken, Finance Manager, and Acting Assistant General Manager
SUBJECT: RATIFY PAYMENT MADE FOR ANNUAL RENEWAL OF PROPERTY INSURANCE COVERAGE FOR FY11

I. RECOMMENDED ACTION

That the Board of Directors ratify payment made for the annual renewal of property insurance coverage with QBE Insurance Corporation.

II. SUMMARY OF ISSUES

- Santa Cruz METRO carries property insurance on all its owned facilities and on leased facilities in accordance with lease agreements, as well as on building contents.
- The property insurance annual renewal for FY11 is **\$33,065**.
- Policy coverage begins on July 1, 2010 and ends on June 30, 2011, with the annual premium payment due within 30 days of renewal, or by July 30, 2010. It is in Santa Cruz METRO's best interest that the policy not be cancelled due to non-payment; therefore action was taken in response to the cancellation of the July 23, 2010 Board of Director's meeting, due to lack of quorum, and the payment was mailed on July 26, 2010.
- Santa Cruz METRO staff is recommending ratification of its action of paying the property insurance premium in the amount of \$33,065.

III. DISCUSSION

Barney & Barney (formerly Saylor & Hill), Santa Cruz METRO's property insurance broker, has arranged for renewal of property insurance coverage with QBE Insurance Corporation. This is all risk coverage, excluding earthquake and flood, and includes buildings and contents, employee tools, telephone system, and other equipment, with a \$5,000 deductible.

The QBE Insurance Corporation is rated A, IX by A. M. Best.

Santa Cruz METRO carries flood insurance on two locations, 1200 River Street, and 1200 B River Street under two separate policies.

The renewal quote decreased by 22% from last year's premium, due to the deletion of the 370 Encinal Street location.

IV. FINANCIAL CONSIDERATIONS

The insurance cost of \$33,065 is included in the FY11 final budget.

V. ATTACHMENTS

None.

Prepared by: Debbie Kinslow, Assistant Finance Manager

Date Prepared: July 12, 2010

Date Amended: July 27, 2010

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: August 13, 2010

TO: Board of Directors

FROM: Leslie White, General Manager

SUBJECT: CONSIDERATION OF DESIGNATING METRO'S HUMAN RESOURCES MANAGER AS METRO'S OFFICIAL REPRESENTATIVE TO THE CALIFORNIA STATE ASSOCIATION OF COUNTIES (CSAC) EXCESS INSURANCE AUTHORITY (EIA), THE AUTHORITY.

I. RECOMMENDED ACTION

Adopt the attached resolution which designates the Human Resources Manager as METRO's Official Designated Representative to CSAC EIA, the Authority.

II. SUMMARY OF ISSUES

- In 2007, METRO became a participating member of CSAC EIA (Authority) in order to obtain excess workers' compensation insurance at reasonable rates.
- The Authority is now requiring METRO to adopt a resolution identifying an Official Designated Representative to act on METRO's behalf in order to carry out the purposes and functions of the Authority.
- Currently, Robyn D. Slater, the Human Resources Manager is listed as the Primary Contact on the CSAC EIA web site.
- The Attached Resolution would designate the incumbent in the Human Resources Manager position to be METRO's official representative to the Authority.

III. DISCUSSION

In 2007, METRO became a member of the newly created CSAC Excess Insurance Authority enabling it to access excess workers' compensation insurance benefits. Santa Cruz METRO was already a participating member of CSAC for various other insurance functions.

The Authority recently informed METRO that an Official Designated Representative must be appointed by METRO's Board of Directors in order to ensure that an individual is authorized to fully act on behalf of METRO in matters relating to the Authority. This designation can be facilitated through passage of the attached resolution.

Robyn D. Slater, Human Resources Manager, is responsible for the Workers' Compensation program for Santa Cruz METRO and is the primary contact person for the Authority at this time. Through this contact designation, the Human Resources Manager has received all

communication regarding matters related to the Authority such as notifications, requests for information, renewal premium quotes and invoices. However, the Authority does not have any designation record regarding whether the Human Resources Manager has the authority by the METRO governing Board to act upon official matters such as executing Memorandums of Understanding and entering into service agreements. The Authority desires to ensure that the individuals executing such documents and agreements are authorized to do so. Therefore, they are requiring the governing board of each member to designate a representative who is authorized to do so.

In reviewing the Resolution itself, it should be noted that any action or agreement which would bind METRO would require Board of Director approval before execution of the documents, therefore, this designation will only authorize the Human Resources Manager to take those actions which do not require approval of the METRO Board of Directors.

IV. FINANCIAL CONSIDERATIONS

None

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:

A RESOLUTION DELEGATING AUTHORITY TO THE HUMAN RESOURCES MANAGER TO ACT ON BEHALF OF SANTA CRUZ METRO

WHEREAS, the CSAC Excess Insurance Authority (Authority) has determined that it is necessary for each member of the Authority to delegate to a person or position authority to act on the member's behalf in matters relating to the member and the Authority; and

WHEREAS, except as to those actions that must be approved by the Santa Cruz Metropolitan Transit District, such delegation of authority is necessary in order to carry out the purposes and functions of the Authority with its members; and

WHEREAS, in order to ensure a person or position is delegated with authority to act on the member's behalf in matters relating to the member and the Authority, action by the member's governing body is necessary; and

NOW THEREFORE, BE IT RESOLVED by the Santa Cruz Metropolitan Transit District as follows:

Except as to actions that must be approved by the Santa Cruz Metropolitan Transit District, the Human Resources Manager is hereby appointed to act in all matters relating to the member and the Authority.

PASSED AND ADOPTED at a regular meeting of the Santa Cruz Metropolitan Transit District, Santa Cruz, California, this 13th day of August, 2010, by the following vote:

AYES: Directors -

NOES: Directors -

ABSTAIN: Directors -

ABSENT: Directors -

APPROVED _____

ELLEN PIRIE
Chairperson

ATTEST _____

LESLIE R. WHITE
General Manager

APPROVED AS TO FORM:

MARGARET GALLAGHER
District Counsel

5-16.a1

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

NOTICE OF ACTION TAKEN IN CLOSED SESSION MEMORANDUM

DATE: August 13, 2010

TO: Board of Directors

FROM: Margaret Gallagher, District Counsel

SUBJECT: Notification of Action Taken In Closed Session Regarding the Personal Injury and Property Damage Settlements with Phyllis Dias and State Farm Insurance (Subrogating for Phyllis Dias); Claim #'s 10-0008 and 10-0009

Settlements of Phyllis Dias and State Farm Insurance (Subrogating for Phyllis Dias); Claim # 10-0009

On May 28, 2010, in closed session the Board of Directors authorized two settlements for the incident that occurred on February 22, 2010 in Watsonville, California, in which a METRO bus collided with Ms. Dias' garage, causing damage to her vehicle which was inside the garage. The Board of Directors authorized a settlement in the amount of Three Thousand Nine Hundred Fourteen and 24/100 Dollars (\$3,914.24) to State Farm Insurance for the property damage incurred to Dias' vehicle and a settlement in the amount of Four Hundred Thirty Seven and 58/100 Dollars (\$437.58) to Phyllis Dias for the rental reimbursement related to this incident. The following directors authorized the settlement: Hagen, Hinkle, Leopold, Robinson, Stone and Tavantzis. There were no Directors that opposed the settlement. Directors Bustichi, Pirie, Graves, Rivas and Rotkin were absent.

Settlement of Phyllis Dias; Claim # 10-0008

On June 11, 2010, in closed session the Board of Directors authorized a settlement in the amount of Five Thousand and 00/100 Dollars (\$5,000.00), to fully settle all claims related to Ms. Dias' medical condition and pain and suffering resulting from the accident which occurred on February 22, 2010 in Watsonville, California, in which a METRO bus collided with Ms. Dias' garage. The following directors authorized the settlement: Bustichi, Graves, Hagen, Hinkle, Leopold, Pirie, Robinson, and Tavantzis. There were no Directors that opposed the settlement. Directors Rivas, Rotkin and Stone were absent.

Pursuant to this direction, three fully executed releases were received from the claimants and two District warrants were issued; one in the sum of \$5,437.58 payable to Phyllis Dias and the other in the sum of \$3,914.24 made payable to State Farm Insurance.

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

NOTICE OF ACTION TAKEN IN CLOSED SESSION MEMORANDUM

DATE: July 23, 2010

TO: Board of Directors

FROM: Margaret Gallagher, District Counsel

SUBJECT: Notification Of Action Taken In Closed Session Regarding Property Damage Settlement with the Santa Cruz City School District (Claim Administrated by Keenan & Associates); Claim #10-0010

Settlement of Santa Cruz City School District; Claim #10-0010

On June 25, 2010, in closed session the Board of Directors authorized a settlement in the amount of Seventeen Thousand Two Hundred Eighty One and 75/100 Dollars (\$17,281.75), for the accident that occurred on March 5, 2010 in Santa Cruz, California involving a Santa Cruz City School District vehicle. The following directors authorized the settlement: Bustichi, Graves, Hagen, Hinkle, Leopold, Pirie, Robinson, and Stone,. There were no Directors that opposed the settlement. Directors Rivas, Rotkin and Tavantzis, were absent.

Pursuant to this direction, a fully executed release was received from the claimant and a District warrant was issued in the sum of \$17,281.75.

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

STAFF REPORT

DATE: August 13, 2010

TO: Board of Directors

FROM: Margaret Gallagher, District Counsel

SUBJECT: CONSIDERATION OF REVIEW OF METRO'S CONFLICT OF INTEREST CODE TO DETERMINE IF ANY PROPOSED AMENDMENTS ARE NECESSARY

I. RECOMMENDED ACTION

Review METRO's Conflict of Interest Code to Determine Whether any Amendment is Necessary Pursuant to the 2010 Local Biennial Notice.

II. SUMMARY OF ISSUES

- Every agency, including all local government agencies and special districts are required by Government Code §87300 to adopt and promulgate a Conflict of Interest Code.
- The Political Reform Act requires every local government agency to review its Conflict of Interest Code biennially.
- The Code must be reviewed every two years and amended when circumstances change, such as when new positions are created or duties of existing positions change.
- The County of Santa Cruz requires each agency to submit a notice indicating whether or not an amendment is necessary. This year, this notice is required to be provided to the County Board of Supervisors no later than October 1, 2010.

III. DISCUSSION

The Political Reform Act (the PRA) controls conflicts of interests of public officials through disclosure of financial interests and prohibitions on participation in the making of decisions in which the official knows or has reasons to know he or she has a financial interest. The PRA's standards are found in California Government Code Sections 81000 et seq. The Fair Political Practices Commission (FPPC) has also adopted regulations implementing the PRA, see Title 2 of the California Code of Regulations Section 18109 et. seq., and issues formal opinions and advice letters on the application of the PRA to particular situations. The FPPC maintains a website at www.fppc.ca.gov which contains the PRA regulations, opinions and advice letter summaries.

In accordance with the PRA, all government agencies must adopt and promulgate a Conflict of Interest Code. This code must be reviewed every two years and amended when circumstances change, such as when new positions are created or duties of existing positions change. The code must be consistent with the minimum requirements of the PRA. Such Conflict of Interest Code has the force of law and violation of the Conflict of Interest has the force of law and any

violation of the Conflict of Interest Code by a designated employee shall be deemed a violation of Government Code §87300, et seq.

The Political Reform Act requires every local government agency to review its conflict of-interest code biennially. Not later than October 1 of each even-numbered year, each agency must submit to the County Board of Supervisors a notice indicating whether or not an amendment is necessary.

The letter dated June 28, 2010 attached hereto as Attachment A was received by METRO on July 2, 2010. Also attached as Attachment B, is the 2010 Local Agency Biennial Notice for METRO to complete and return to the County by October 1, 2010. Attachments C and D are informational handouts provided by the California Fair Political Practices Commission: Attachment C: "How to Amend a Conflict-of-Interest Code" and Attachment D: "How to Review a Conflict-of-Interest Code."

If the Board determines that changes are necessary to METRO's Conflict of Interest Code, a Public Hearing will be held to discuss the proposed changes to METRO's Conflict of Interest Code and a 45-day comment period will ensue. METRO's Conflict of Interest Code is attached as Attachment E, for the Board's review and determination if changes are necessary.

IV. FINANCIAL CONSIDERATIONS

None

V. ATTACHMENTS

- Attachment A: Letter dated June 28, 2010 from the County of Santa Cruz
- Attachment B: 2010 Local Agency Biennial Notice
- Attachment C: FPPC Handout- How to Amend a Conflict-of-Interest Code
- Attachment D; FPPC Handout- How to Review a Conflict-of-Interest Code
- Attachment E: METRO's Conflict of Interest Code

Attachment A



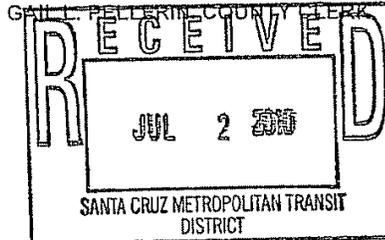
County of Santa Cruz

COUNTY CLERK / ELECTIONS

701 OCEAN STREET, ROOM 210, SANTA CRUZ, CA 95060-4076
831-454-2060 TOLL-FREE: 866-282-5900 FAX: 831 454-2445 TDD: 831-454-2123
E-MAIL: gail.pellerin@co.santa-cruz.ca.us
Web Sites: www.sccoclerk.com & www.votescount.com

June 28, 2010

Cindi Thomas
Santa Cruz Metropolitan Transit District
370 Encinal St., Suite 100
Santa Cruz, CA 95060



The Political Reform Act requires every local government agency to review its conflict-of-interest code biennially. No later than October 1 of each even-numbered year, each agency must submit to the County Board of Supervisors a notice indicating whether or not an amendment is necessary. The enclosed, "2010 Local Biennial Notice," form must be returned to the County Clerk no later than **October 1, 2010**. Please submit a copy of your current code.

Please review the enclosed fact sheets. If amendments to an agency's conflict-of-interest code are necessary, the amended code must be forwarded to the Board for approval within **90 days** of filing the biennial notice. For example, if your agency files its notice on October 1, 2010, indicating that an amendment is necessary, the amendment is due to the Board of Supervisors by December 30, 2010. An agency's amended code is not effective until it has been approved by the Board of Supervisors. The procedure to follow is to send the amended code to the County Clerk's office and our office will put it on the Board's agenda. If you have **ANY** questions please call Crystal Bertheau at 454-2408.

The Fair Political Practices Commission offers free seminars on how to amend a conflict-of-interest code. To register for a seminar, call the FPPC at (866) ASK-FPPC, and press 4. Information is also available on the FPPC's website at www.fppc.ca.gov.

Send the Biennial Notice and copy of your current code to:

Crystal Bertheau
Santa Cruz County Clerk/ Elections Department
701 Ocean St., Room 210
Santa Cruz, CA 95060

Attachment B

2010 Local Agency Biennial Notice

Name of Agency: _____

Mailing Address: _____

Contact Person: _____ Office Phone No: _____

E-mail: _____ Fax No: _____

Accurate disclosure is essential to monitor whether officials have conflicts of interest and to help ensure public trust in government. This agency has reviewed its conflict-of-interest code and has determined that *(Check one box)*.

An amendment is required. The following amendments are necessary:
(Mark all that apply)

- Include new positions (including consultants) that must be designated.
- Delete positions that manage public investments from the list of designated positions.
- Revise disclosure categories.
- Revise the titles of existing positions.
- Delete titles of positions that have been abolished.
- Other *(describe)* _____

No amendment is required.

Verification

The agency's code accurately designates all positions that make or participate in the making of governmental decisions, the disclosure categories assigned to those positions accurately require the disclosure of all investments, business positions, interests in real property, and sources of income that may foreseeably be affected materially by the decisions made by those holding the designated positions, and the code includes all other provisions required by Government Code Section 87302

Signature of Chief Executive Officer

Date

Complete this notice regardless of how recently your code was approved or amended.
Please return this notice no later than October 1, 2010, to:

Crystal Bertheau, 701 Ocean Street, Room 210, Santa Cruz, CA 95060

PLEASE DO NOT RETURN THIS FORM TO THE FPPC.

Attachment C

How to Amend a Conflict-of-Interest Code

The following are the FPPC's guidelines of the steps necessary to amend a conflict-of-interest code. Additional information may be required depending on the specific amendment. The FPPC's website, www.fppc.ca.gov, has available all of the necessary forms and documents to prepare an amendment. When the code reviewing body is a City Council or Board of Supervisors, contact the local code reviewing body concerning their code amendment procedures.

Non-Substantive Amendments

1. Provide a letter or memorandum describing the positions that have been deleted or renamed.
2. Include a copy of the entire code showing the changes in strikeout/underscore format.
3. Include a declaration by the chief executive officer.

Substantive Amendments

1. Prepare the proposed amendment using strikeout/underscore format.
2. Prepare a Notice of Intention and conduct a public comment period. Multi-county agencies must have a 45-day comment period. Other local agencies must follow the city's or county's requirements. Provide a copy of the notice to:
 - a. Members of the public and to each employee affected by the proposed amendment.
 - b. Multi-county agencies should also forward the notice to the FPPC.
3. Submit to the code reviewing body the proposed code amendment in strikeout/underscore format. Multi-county agencies must provide the following:
 - a. A declaration by the Chief Executive Officer.
 - b. A summary of any hearing, including the names and addresses of any participants.
 - c. Copies of all written comments.
 - d. Written justification for all changes.
 - e. The most current organizational chart of the agency.
 - f. Job descriptions of all positions being added or whose disclosure category is being changed.
 - g. Minutes of the last two agency board meetings, if applicable.

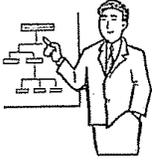
Example strikeout/underscore format

<u>III PUBLIC WORKS OFFICE</u>	
<u>MAINTENANCE DIVISION</u>	
1. Maintenance Superintendent	2
<u>2. Maintenance Supervisor</u>	<u>2</u>
2. Asst. Maintenance Superintendent	2
3. Senior Equipment Technician	3
3. Equipment Services Technician	3
• The Public Works Office became the Maintenance Division	
• The Asst. Maintenance Superintendent was reclassified to Maintenance Supervisor	
• The Equipment Services Technician position has been deleted	

Attachment D

How to Review a Conflict-of-Interest Code¹

Who is a Designated Employee?



Designate these Positions:

High level positions that have authority to vote on a matter, appoint a person, obligate or commit his or her agency to a course of action, or enter into any contractual agreement on behalf of his or her agency

Mid-Level positions that have authority to negotiate decisions on behalf of the agency, without significant substantive review; or

Employees that advise or make recommendations to the decision-maker by conducting research or an investigation, preparing or presenting a report, analysis or opinion that requires the exercise of judgment on the part of the employee and the employee is attempting to influence the decision

A designated employee is an officer, employee, member, or consultant of an agency whose position is designated in the code because the position entails the making or participation in the making of governmental decisions that may foreseeably have a material effect on his or her financial interest (Government Code Section 82019)

Who Should Not be Designated?



Do Not Designate these Positions:

- Board of Supervisors
- Chief Administrative Officers
- District Attorneys
- County Counsels
- County Treasurers
- Planning Commissioners
- City Council Members
- Mayors
- City Managers
- City Attorneys
- City Treasurers
- Other city, county, and local agency public officials who manage public investments
- Solely clerical, ministerial, or manual positions
- Unsalariated members of boards or commissions that are solely advisory

Review:

First, eliminate positions outlined above that are not designated employees

Second, evaluate the remaining employees, committees, officers, or consultants. Top level management personnel are normally broad policy makers and should be designated. Beyond that, read duty statements and talk to supervisors. Each position should be analyzed to determine if it makes decisions. Be sure all positions that have authority to authorize contracts are designated.

Next, review the disclosure categories. Employees should only disclose economic interests that relate to their job. Do not assign the same disclosure to every position as jobs are different. The disclosure category assignments must adequately differentiate between positions.

Contact other counties for examples and guidance. The FPPC also posts model disclosure categories on its website.

Check Duty Statements Review Disclosure Categories



¹ This information sheet should not be used to determine whether an agency is required to adopt a conflict-of-interest code. Contact the FPPC for assistance in making that determination.

Attachment E

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

Regulation Number: AR-1025

Computer Title: conflict.int

Effective Date: December 15, 2006

Pages: 4

TITLE: CONFLICT OF INTEREST CODE FOR DESIGNATED OFFICIALS, EMPLOYEES, MEMBERS AND CONSULTANTS

Procedure History

NEW POLICY	SUMMARY OF POLICY	APPROVED
12-15-06	Consolidation of Policies and requirements into regulation format and specific use of required language, including designated positions including Senior Account Technician, and disclosure categories.	M.R.
12-19-08	Amending list of designated positions in Appendix A	

I. POLICY

- 1.01 The Political Reform Act, Government Code Section 81000, *et seq.*, requires state and local government agencies to adopt and promulgate Conflict of Interest Codes. The Fair Political Practices Commission (FPPC) has adopted a regulation, Article 2 of the California Code of Regulations Section 18730, which contains the terms of a standard conflict of interest code. The terms of Article 2 of the California Code of Regulations Section 18730 and any amendments to it duly adopted by the Fair Political Practices Commission (FPPC) are hereby incorporated by reference and, all officials, employees, members and consultants designated herein and disclosure categories set forth herein, constitute the Conflict of Interest Code of the Santa Cruz Metropolitan Transit District (METRO).
- 1.02 Designated Officials, Employees, Members and Consultants shall file Statements of Economic Interests (Form 700) with the METRO at its Administrative Offices located at 370 Encinal Street, Suite 100, Santa Cruz, California 95060 on forms prescribed by the FPPC and supplied by the METRO at the times specified in Title 2 of the California Code of Regulations, Section 18730. Such forms can be obtained from METRO's Administrative Services Coordinator.
- 1.03 METRO will retain the completed Form 700s prepared by all designated officials, employees, members and consultants. METRO will make the Form 700s available for public inspection and reproduction upon request.

Attachment E

- 1.04 Designated Officials, Employees, Members and Consultants violating any provision of this regulation are subject to the administrative, criminal and civil sanctions provided in the Political Reform Act, Government Code Sections 81000-91014. Additionally, any violation may subject a METRO employee to disciplinary action up to and including employment termination.

II. DESIGNATED POSITIONS

- 2.01 The persons holding positions listed in Appendix A are designated Officials, Employees, Members or Consultants for purposes of METRO's Conflict of Interest Code. It has been determined that these persons through their METRO employment position or their status as a METRO Official, Member or Consultant make or participate in the making of governmental decisions which may foreseeably have a material effect on economic or financial interests of their own or others.
- 2.02 METRO Officials, Employees and Members listed in Appendix A shall complete their Form 700s pursuant to the Disclosure Category set forth in Appendix A.
- 2.03 Consultants listed in Appendix A shall disclose pursuant to the broadest disclosure category (Category 1) unless METRO's General Manager determines in writing that a particular Consultant, although holding a "designated position," is hired to perform a range of duties that is limited in scope and thus is not required to comply fully with the disclosure requirements described in this section. Such determination shall include a description of the consultant's duties and, based upon that description, a statement of the extent of disclosure requirements. The General Manager's determination is a public record and shall be retained for public inspection in the same manner and location as this Conflict of Interest Code.
- 2.04 An individual holding one of the positions listed in Appendix A may contact the Fair Political Practices Commission for assistance or written advice regarding their filing obligations if he/she believes that their position has been categorized incorrectly. The Fair Political Practices Commission makes the final determination whether a position is covered by Government Code Section 87200 and as a result the individual holding such position is required to complete a Statement of Economic Interest (Form 700).

III. DISCLOSURE CATEGORIES (Form 700):

- 3.01 **Disclosure Categories are the following:**

Full Disclosure-Category 1:

All interests in real property located within the jurisdiction, as well as investments, business positions and sources of income, including gifts, loans and travel payments.

Full Disclosure (excluding interest in real property)-Category 2:

All investments, business positions in business entities, and sources of income, including gifts, loans and travel payments.

Attachment E

Policy and Regulation

Page 3 of 4

Interests in Real Property-Category 3

All interests in real property located in the jurisdiction.

General Contracting Categories-Category 4

- a) All investments, business positions and income, including gifts, loans and travel payments, from sources that provide leased facilities, goods, equipment, vehicles, machinery or services, including training or consulting services, of the type utilized by the METRO.
- b) All investments, business positions and income, including gifts, loans and travel payments, from sources that provide leased facilities, goods, equipment, vehicles, machinery or services, including training or consulting services, of the type utilized by the employee's department or area of authority.

Grant/Service Providers/Agencies that Oversee Programs-Category 5

- a) A designated employee in this category must report all investments, business positions and income, including gifts, loans and travel payments, or income from a nonprofit organization, if the source is of the type to receive grants or other monies from or through the METRO.
- b) All investments, business positions and income, including gifts, loans and travel payments, or income from a nonprofit organization, if the source is of the type to offer or provide consulting, rehabilitative or educational services concerning the prevention, treatment or rehabilitation of persons suffering from (alcohol related problems/drug abuse).

IV. DISQUALIFICATION

- 4.01 No designated individual shall make, participate in making, or in any way attempt to use his or her official position to influence the making of any governmental decision which he or she knows or has reason to know will have a reasonably foreseeable material financial effect, distinguishable from its effect on the public generally, on the official or a member of his or her immediate family in violation of 2 Cal. Code of Regs. Section 18730.
- 4.02 No designated employee shall be prevented from making or participating in making of any decision to the extent his or her participation is legally required for the decision to be made. The fact that the vote of a designated employee who is on a voting body is needed to break a tie does not make his or her participation legally required for purposes of this section.

Attachment E

Policy and Regulation

Page 4 of 4

Appendix A

Position	Assigned Disclosure Category
METRO Directors	Category 1
General Manager	Category 1
District Counsel	Category 1
Assistant General Manager	Category 1
Maintenance Manager	Category 1
Finance Manager	Category 1
Assistant Finance Manager	Category 1
Project Manager	Category 1
Purchasing Agent	Category 4a
Senior Account Technician (Purchasing Department Only)	Category 4a
Designated Consultants Who meet the Requirements Herein	Category 1
Human Resources Manager	Category 4b
Assistant Human Resources Manager	Category 4b
Information Technology Manager	Category 4b
Senior Database Administrator	Category 4b
Paratransit Superintendent	Category 4b
Assistant Paratransit Superintendent	Category 4b
Operations Manager	Category 4b
Fixed Route Superintendent	Category 4b
Facilities Maintenance Supervisor	Category 4b

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: August 13, 2010

TO: Board of Directors

FROM: Frank L. Cheng, Project Manager

SUBJECT: CONSIDERATION OF AN AMENDMENT TO THE CONTRACT WITH WEST BAY BUILDERS, INC. EXTENDING THE CONTRACT EXPIRATION DATE FOR THE METROBASE MAINTENANCE BUILDING TO DECEMBER 31, 2010, WHILE MAINTAINING THE CONSTRUCTION COMPLETION DATE OF AUGUST 30, 2009.

I. RECOMMENDED ACTION

That the Board of Directors approve an amendment to the contract with West Bay Builders Inc. that extends the contract expiration date to December 31, 2010, while maintaining the construction completion date of August 30, 2009.

II. SUMMARY OF ISSUES

- On October 27, 2006 the Board of Directors approved a contract with West Bay Builders, Inc. for the construction of the Maintenance Building component of the MetroBase Project pending Labor Harmony provisions. On November 20, 2006, METRO received signed copies of IFB 06-01 from West Bay Builders including agreement to Labor Harmony provisions included in award letter.
- The construction bid submitted by West Bay Builders identified a 974 calendar day construction period and therefore the construction contract was written for a 974 calendar day period commencing November 27, 2006 and ending July 28, 2009.
- Current change orders and delays have modified the construction completion date to August 30, 2009.
- On March 9, 2009, the Board of Directors approved a contract extension to January 28, 2010.
- On August 28, 2009, the Board of Directors approved a contract extension to July 28, 2010.
- In order to continue making payments for contract work by West Bay Builders, an extension is necessary.
- It is recommended that the contract with West Bay Builders, Inc. be amended to extend the expiration date to December 31, 2010. This action will not change the construction completion date in the contract.

III. DISCUSSION

On October 27, 2006 the Board of Directors approved a contract with West Bay Builders, Inc. for the construction of the Maintenance Building component of the MetroBase Project pending Labor Harmony provisions. On November 20, 2006, METRO received signed copies of IFB 06-01 from West Bay Builders including agreement to Labor Harmony provisions included in award letter. The construction bid submitted by West Bay Builders identified a 974 calendar day construction period and therefore the construction contract was written for a 974 calendar day period commencing November 27, 2006 and ending July 28, 2009. Current change orders and delays have modified the construction completion date to August 30, 2009. On March 9, 2009, the Board of Directors approved a contract extension to January 28, 2010. On August 28, 2009, the Board of Directors approved a contract extension to July 28, 2010. In order to continue making payments for contract work by West Bay Builders, an extension is necessary.

It is recommended that the contract with West Bay Builders, Inc. be amended to extend the expiration date to December 31, 2010. This action will not change the construction completion date in the contract.

IV. FINANCIAL CONSIDERATIONS

The amendment of the contact with West Bay Builders, Inc. to extend the expiration date of the current contract will not have a financial impact on the MetroBase Project or the METRO Budget.

V. ATTACHMENTS

Attachment A: Contract Amendment #3-West Bay Builders, Inc./Santa Cruz Metropolitan Transit District

Attachment A

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT THIRD AMENDMENT TO CONTRACT NO. 06-01 FOR CONSTRUCTION OF THE METROBASE MAINTENANCE BUILDING AND RELATED SITE WORK

This Second Amendment to Contract No. 06-01 for construction of the MetroBase fueling and servicing facility and related site work is made effective September 1, 2009 between the SANTA CRUZ METROPOLITAN TRANSIT DISTRICT, a political subdivision of the State of California (“District”) and WEST BAY BUILDERS, INC.(“Contractor”).

I. RECITALS

- 1.1 District and Contractor entered into a Contract for construction of the MetroBase Maintenance Building and related site work (“Contract”) on November 27, 2006.
- 1.2 District desires to extend the contract until December 31, 2010 without extending the project completion date.

Therefore, District and Contractor amend the Contract as follows:

II. TERM

- 2.1 Article 3.02 Term is amended to include the following language:

The term of this contract is extended to December 31, 2010. This action does not constitute an extension of the project completion date of August 30, 2009.

III. REMAINING TERMS AND CONDITIONS

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

IV. AUTHORITY

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

SIGNATURES ON NEXT PAGE

Attachment A

Signed on _____

DISTRICT
SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

Leslie R. White
General Manager

CONTRACTOR
WEST BAY BUILDERS, INC.

By _____
Paul Thompson
President

Approved as to Form:

Margaret R. Gallagher
District Counsel

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: August 13, 2010

TO: Board of Directors

FROM: Frank L. Cheng, Project Manager

SUBJECT: CONSIDERATION OF AN AMENDMENT TO THE CONTRACT OF RNL DESIGN, INC. IN THE AMOUNT OF \$46,671.34 FOR ENGINEERING SERVICES AND HARRIS & ASSOCIATES IN THE AMOUNT OF \$11,945.17 FOR SPECIALTY INSPECTIONS REQUESTED BY WEST BAY BUILDERS AND A DEDUCTIVE CHANGE ORDER TO WESTBAY BUILDERS CONTRACT IN THE AMOUNT OF \$58,616.51 FOR THE MAINTENANCE BUILDING COMPONENT OF THE METROBASE PROJECT

I. RECOMMENDED ACTION

That the Board of Directors authorize the General Manager to execute an amendment to the contract with RNL Design, Inc. in the amount of \$46,671.34 for engineering services and Harris & Associates in the amount of \$11,945.17 for specialty inspections requested by West Bay Builders and a deductive change order to West Bay Builders's contract in the amount of \$58,616.51 for the Maintenance Building component of the MetroBase Project.

II. SUMMARY OF ISSUES

- The Maintenance Building component of the MetroBase Project required the contractor to obtain a mechanical engineering services for verification on non-compliance items.
- Non-compliance items: Roof Screen Redesign, out of alignment anchor bolts, steel beams, and welding.
- On December 18, 2009, the Board of Directors approved a deductive change order to West Bay Builders in the amount of \$21,724.10 via RNL Design.
 - Increase in RNL Design's contract in the amount of \$21,734.10
 - Deductive Change Order to West Bay Builders in the amount of \$21,734.10
- Additional work was needed by West Bay Builders in the amount of \$58,616.51
 - Increase in RNL Design's contract in the amount of \$46,671.34
 - Increase in Harris & Associates's contract in the amount of \$11,945.17
 - Deductive Change Order to West Bay Builders in the amount of \$58,616.51

III. DISCUSSION

The Maintenance Building component of the MetroBase Project required the contractor to obtain mechanical engineering services for verification on non-compliance items. West Bay Builders is the general contractor for this component and is working to complete the project. West Bay Builders requested the use of Mesiti-Miller Engineering, a sub consultant of RNL Design, to resolve the non-compliance items. The non-compliance items are roof screen redesign, out of alignment anchor bolts, steel beams, and welding. The total invoice from RNL Design dated November 24, 2009 is \$21,734.10 and will increase RNL Design's contract by that amount. This amount was brought to the Board of Directors on December 19, 2009. Another set of invoices dated January 14, 2010 with additional services requested by West Bay Builders in an amount of \$58,616.51 was submitted to METRO. A deductive change order to West Bay Builders in the same amount will be processed to the West Bay Builder's contract.

Staff has reviewed the engineering services and recommends that the Board of Directors authorize the General Manager to execute an amendment to the contract with RNL Design, Inc. in the amount of \$46,671.34 for engineering services and Harris & Associates in the amount of \$11,945.17 for specialty inspections requested by West Bay Builders and a deductive change order to West Bay Builder's contract in the amount of \$58,616.51 for the Maintenance Building component of the MetroBase Project.

IV. FINANCIAL CONSIDERATIONS

No cost impact to METRO.

V. ATTACHMENTS

None

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: August 13, 2010

TO: Board of Directors

FROM: Ciro Aguirre, Operations Manager

SUBJECT: CONSIDERATION OF AMENDING CONTRACTS WITH CREATIVE BUS SALES, INC. FOR PURCHASE OF TWENTY-TWO RAISED-TOP PARATRANSIT VANS AND FIVE PARATRANSIT MINI-VANS TO ADD A FIRE TRACE AUTOMATIC FIRE SUPPRESSION SYSTEM, SYNERGY SEAT COVERS AND A TDSS UNDER SEAT TIE DOWN RETRACTOR SYSTEM FOR A TOTAL ADDITIONAL AMOUNT NOT TO EXCEED \$122,540.

ACTION REQUESTED AT THE AUGUST 13, 2010 BOARD MEETING

I. RECOMMENDED ACTION

That the Board of Directors authorize the General Manager to execute contract amendments with Creative Bus Sales, Inc. to add Synergy seat covers and a TDSS under seat tie down retractor system to the contract for the purchase of twenty-two (22) each raised-top paratransit vans and a Fire Trace automatic fire suppression system to the contracts for the purchase of twenty-two (22) each raised-top paratransit vans and for five (5) each low-floor paratransit mini-vans for a total additional amount not to exceed \$122,540.

II. SUMMARY OF ISSUES

- On April 4, 2010, Santa Cruz METRO entered into a contract with Creative Bus Sales, Inc. for the purchase of twenty-two raised-top paratransit vans for a total amount not to exceed \$1,135,000.
- On June 1, 2010, Santa Cruz METRO entered into a contract with Creative Bus Sales, Inc. for the purchase of five each low-floor paratransit mini-vans for a total amount not to exceed \$231,077.
- Staff requests the addition of Synergy seat covers and a TDSS (tie down storage system) under seat tie down retractor system to the contract for the twenty-two raised top paratransit vans.
- Staff requests the addition of a Fire Trace automatic fire suppression system for all twenty-seven paratransit vans to be installed at the factory during the vehicle manufacture.

III. DISCUSSION

On April 4, 2010, Santa Cruz METRO entered into a contract with Creative Bus Sales, Inc. for the purchase of twenty-two raised-top paratransit vans for a total amount not to exceed \$1,135,000. On June 1, 2010, Santa Cruz METRO entered into a contract with Creative Bus Sales, Inc. for the purchase of five each low-floor paratransit mini-vans for a total amount not to exceed \$231,077.

Staff requests the addition of Synergy seat covers and a TDSS (tie down storage system) under seat tie down retractor system to the contract for the twenty-two raised top paratransit vans. The seat covers allow for increased comfort for the riders and easier cleaning in the event of a bio hazard occurrence. The TDSS retractor system supplies storage area for the Q'straint wheel chair securement system when it is not in use. The additional cost for the Synergy seat covers option is \$560.00 plus tax per vehicle. The additional cost for the TDSS system is \$360 plus tax per vehicle.

Staff requests the addition of a fire suppression system for all twenty-seven paratransit vans to be installed at the factory during the vehicle manufacture. This added safety feature will extinguish a vehicle engine fire and allow the driver additional time to safely extract passengers from the van in an emergency situation. The additional cost for the fire suppression system is \$3,717.58 per vehicle including tax.

Staff is recommending that the Board of Directors authorize the General Manager to execute contract amendments with Creative Bus Sales, Inc. to add Synergy seat covers and a TDSS under seat tie down retractor system to the contract for the purchase of twenty-two (22) each raised-top paratransit vans and a Fire Trace automatic fire suppression system to both contracts for the purchase of twenty-two (22) each raised-top paratransit vans and for five (5) each low-floor paratransit mini-vans for an additional total amount not to exceed \$122,540.

IV. FINANCIAL CONSIDERATIONS

Funds to support the contract amendments are included in the FY11 Final Capital Budget under Grant Funded Projects (ARRA funding).

V. ATTACHMENTS

Attachment A: Contract Amendment with Creative Bus Sales, Inc. No. 10-22

Attachment B: Contract Amendment with Creative Bus Sales, Inc. No. 10-26

Prepared By: Lloyd Longnecker, Purchasing Agent
Date Prepared: August 02, 2010

Attachment A

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT FIRST AMENDMENT TO CONTRACT FOR PURCHASE OF TWENTY-TWO EACH RAISED TOP PARATRANSIT VANS

This First Amendment to the Contract for purchase of twenty-two each raised top paratransit vans is made effective August 13, 2010 between the Santa Cruz Metropolitan Transit District, a political subdivision of the State of California (“Santa Cruz METRO”) and Creative Bus Sales, Inc. (“Contractor”).

1. RECITALS

- 1.1 Santa Cruz METRO and Contractor entered into a Contract for purchase of twenty-two each raised top paratransit vans (“Contract”) on April 5, 2010.
- 1.2 Santa Cruz METRO desires to add an optional Fire Trace automatic fire suppression system to each paratransit van.
- 1.3 Santa Cruz METRO desires to add optional Synergy seat covers to each paratransit van.
- 1.4 Santa Cruz METRO desires to add an optional TDSS under seat tie down retractor system to each paratransit van.

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

2. COMPENSATION

- 2.1 Santa Cruz METRO agrees to compensate Contractor an additional \$3,717.58 including tax for installation of a Fire Trace fire suppression system to each paratransit van.
- 2.2 Santa Cruz METRO agrees to compensate Contractor an additional \$560.00 plus sales tax for installation of Synergy seat covers to each paratransit van.
- 2.3 Santa Cruz METRO agrees to compensate Contractor an additional \$360.00 plus sales tax for installation of a TDSS under seat tie down retractor system to each paratransit van.
- 2.4 Total additional compensation to this contract is \$103,950. New contract total not to exceed \$1,238,950.

3. REMAINING TERMS AND CONDITIONS

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

4. AUTHORITY

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

SIGNATURES ON NEXT PAGE

Attachment A

Signed on _____

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

Leslie R. White
General Manager

CONTRACTOR
CREATIVE BUS SALES, INC.

By _____
Anthony Matijevich
President

Approved as to Form:

Margaret R. Gallagher
District Counsel

Attachment B

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT FIRST AMENDMENT TO CONTRACT PURCHASE OF FIVE EACH LOW FLOOR PARATRANSIT MINI-VANS

This First Amendment to the Contract for purchase of five each low floor paratransit mini-vans is made effective August 13, 2010 between the Santa Cruz Metropolitan Transit District, a political subdivision of the State of California (“Santa Cruz METRO”) and Creative Bus Sales, Inc. (“Contractor”).

1. RECITALS

- 1.1 Santa Cruz METRO and Contractor entered into a Contract for purchase of five each low floor paratransit mini-vans (“Contract”) on June 1, 2010.
- 1.2 Santa Cruz METRO desires to add an optional Fire Trace automatic fire suppression system to each paratransit van.

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

2. COMPENSATION

- 2.1 Santa Cruz METRO agrees to compensate Contractor an additional \$3,717.58 including tax for installation of a Fire Trace fire suppression system to each paratransit van.
- 2.2 Total additional compensation to this contract is \$18,588. New contract total not to exceed \$249,665.

3. REMAINING TERMS AND CONDITIONS

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

4. AUTHORITY

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

SIGNATURES ON NEXT PAGE

Attachment B

Signed on _____

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

Leslie R. White
General Manager

CONTRACTOR
CREATIVE BUS SALES, INC.

By _____
Anthony Matijevich
President

Approved as to Form:

Margaret R. Gallagher
District Counsel

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: August 13, 2010
TO: Board of Directors
FROM: Robyn Slater, Human Resources Manager
SUBJECT: PRESENTATION OF EMPLOYEE LONGEVITY AWARDS

I. RECOMMENDED ACTION

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

II. SUMMARY OF ISSUES

- None.

III. DISCUSSION

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

IV. FINANCIAL CONSIDERATIONS

None.

V. ATTACHMENTS

Attachment A: Employee Recognition List

Prepared by: Tony Tapiz, Administrative Services Coordinator
Date Prepared: August 6, 2010

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
EMPLOYEE RECOGNITION**

TEN YEARS

John Thomas, Bus Operator

Francisco Estrada, Bus Operator

Edward Elliott, Bus Operator

Harry Price, Mechanic II

FIFTEEN YEARS

None

TWENTY YEARS

None

TWENTY-FIVE YEARS

Manuel Martinez, Transit Supervisor

Andrew Hill, Bus Operator

Darryl Juan, Bus Operator

THIRTY YEARS

None

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

STAFF REPORT

DATE: August 13, 2010

TO: Board of Directors

FROM: Margaret Gallagher, District Counsel
Angela Aitken, Finance Manager and Acting Assistant General Manager

SUBJECT: CONSIDERATION OF ADOPTING SANTA CRUZ METRO'S PROPOSED DISADVANTAGED BUSINESS ENTERPRISE (DBE) GOAL OF 2.12% FOR FEDERAL FISCAL YEAR 2011 (FFY11) AND THE METHODOLOGY USED TO SET THE GOAL

I. RECOMMENDED ACTION

Adopt Santa Cruz METRO's proposed Disadvantaged Business Enterprise (DBE) Goal of 2.12% for FFY11 and the methodology used to set the goal.

II. SUMMARY OF ISSUES

- As a recipient of Federal Transit Administration (FTA) Funds, Santa Cruz METRO is required to comply with Title 49 of the Code of Federal Regulations, Part 26 (49 CFR Part 26), which states that grantees must establish and implement a Disadvantaged Business Enterprise (DBE) program and annually set DBE participation targets.
- Caltrans created methodology for calculating the Annual Anticipated DBE Percentage Level (AADPL), which includes Underutilized DBEs.
- Santa Cruz METRO Staff calculated the DBE Goal for FFY11 using the Caltrans methodology.
- Santa Cruz METRO's Public Notice announcing its DBE Goal for FFY11 was published in general circulation media, minority-focused media and trade association publications.
- A Public Hearing was held on June 25, 2010 to receive public comments on Santa Cruz METRO's proposed DBE goal and its rationale. Public comments were accepted through July 16, 2010, and none were received.

III. DISCUSSION

As an eligible recipient of federal-aid funding, the Santa Cruz Metropolitan Transit District (Santa Cruz METRO) is required to comply with Title 49 of the Code of Federal Regulations, Part 26 (49 CFR Part 26), which states that grantees must establish and implement a Disadvantaged Business Enterprise (DBE) program and annually set DBE participation targets. As part of this program, Santa Cruz METRO must establish an annual target for DBE

participation in all new contracts that are eligible to be funded with federal funds. A DBE firm is defined as a for-profit “small business concern” that is at least 51 percent owned and controlled by one or more socially and economically disadvantaged individuals. California DBE firms are certified as such through the California United Certification Program (CUCP).

The purpose of the DBE program is to increase the opportunities for minority and women-owned small businesses to participate in federally funded projects. The primary objective of the DBE program is to provide a level playing field on which DBEs can compete fairly for Department of Transportation (DOT) assisted contracts. Establishing a level playing field helps to guarantee nondiscrimination in the award and administration of DOT-assisted contracts. The CUCP certifies that only firms that fully meet 49 CFR Part 26 eligibility standards are permitted to participate as DBEs in California.

It is the policy of Santa Cruz METRO to ensure that DBEs have an equal opportunity to receive and participate in DOT-assisted contracts. Santa Cruz METRO will never exclude any person from participating in, deny any person the benefits of, or otherwise discriminate against anyone in connection with the award and performance of any contract covered by 49 CFR Part 26 on the basis of race, color, sex, national origin, disability or sexual orientation.

In previous years, Santa Cruz METRO used the Federal Transit Administration’s (FTA) methodology to establish its DBE goal. In the Spring of 2009, the California Department of Transportation (Caltrans) published methodology for calculating the Annual Anticipated DBE Percentage Level (AADPL), which includes Underutilized DBEs (UDBE). UDBEs are DBE classes that have been determined in the 2007 Caltrans Disparity Study to have a statistically significant disparity in their utilization in previously awarded transportation contracts. UDBEs include Black Americans, Native Americans, Asian Pacific Americans, and females. The UDBEs represent the Race-Conscious portion of Santa Cruz METRO’s AADPL.

Santa Cruz METRO executed a contract with Caltrans, which required Santa Cruz METRO to follow the Caltrans methodology to calculate its DBE goal for FFY10 and future years. Santa Cruz METRO must meet the maximum feasible portion of its AADPL by using Race-Neutral means of facilitating DBE participation. Race-Neutral measures focus on developing the business practices of all small businesses. Santa Cruz METRO must establish contract goals for UDBEs to meet any portion of Santa Cruz METRO’s AADPL that is not met through Race-Neutral means. Santa Cruz METRO’s boilerplate language for formal bids and proposals includes language regarding the required use of DBE firms.

Santa Cruz METRO is proposing an overall DBE goal of 2.12% for U.S. DOT-assisted contracts for FFY11, approximately 0.36% of which it projects to meet through Race-Neutral means and 1.76% through Race-Conscious means (see *Attachment A*). To obtain the Race-Conscious portion of Santa Cruz METRO’s AADPL, Staff substituted UDBEs (i.e. Black Americans, Native Americans, Asian Pacific Americans, and female-owned DBEs) for DBEs in the Caltrans DBE formula. In the final step, the Race-Neutral portion of AADPL is calculated by taking the overall AADPL minus the Race-Conscious portion.

Outreach/Public Comment Period

Beginning on May 24, 2010, Santa Cruz METRO published its Public Notices in English and Spanish, announcing the proposed DBE goal for FFY11, announcing the Public Hearing on June 25, 2010, and informing members of the local community that the DBE goal and its supporting rationale were available for public inspection at Santa Cruz METRO's Administrative Offices. The Public Notice was published in general circulation media, minority-focused media and trade association publications. A public hearing to receive comments on the DBE goal for FFY11 was held on June 25, 2010 at the Santa Cruz City Council Chambers. This meeting was televised and a Spanish Interpreter was available. During the public comment period, Santa Cruz METRO's DBE Goal for FFY11 and supporting information regarding Santa Cruz METRO's DBE Program was available for public inspection at Santa Cruz METRO's Administrative Offices, the Santa Cruz Central Branch Library and the Watsonville Main Library through July 16, 2010. Santa Cruz METRO accepted written comments on its proposed DBE Goal for FFY11 and its rationale through July 16, 2010. No public comments were received during the public comment period.

Additionally, Santa Cruz METRO staff attended the Elderly and Disabled Transportation Advisory Committee (E&D TAC) meeting on June 8, 2010 and the Metro Advisory Committee (MAC) meeting on June 16, 2010. At these meetings, staff explained the methodology used for calculating Santa Cruz METRO's DBE goal for FFY11, and comments were accepted. Both committees accepted Santa Cruz METRO's DBE goal for FFY11, using the Caltrans methodology.

IV. FINANCIAL CONSIDERATIONS

There are no financial considerations at this time.

V. ATTACHMENTS

A: DBE Spreadsheet

Attachment A

Santa Cruz Metropolitan Transit District DBE Calculations for FFY 2011

Contracts to be Awarded	NAIC	Category Description	# of DBEs (Numerator)	# of UDBEs	Total Establishments in Districts 04 & 05 (Denominator)	Project Cost	%DBE	%UDBE	Weight	AADPL	RC AADPL	RN AADPL
Smartcard Farebox System (purchase)	334514	Totalizing Fluid Meter & Counting Device Manufacturing	0	0	14	\$ 2,267,000	0.00%	0.00%	55.76%	0.00%	0.00%	0.00%
Facilities Video Surveillance Project (installation)	238210	Electrical Contractors & other wiring installation Contractors	102	69	2,140	102,088	4.8%	3.2%	2.5%	0.12%	0.08%	0.04%
Facilities Video Surveillance Project (cameras & equipment)	423410	Photographic Equipment & Supplies Radio Broadcasting & Wireless Communications Equipment	5	5	46	62,571	10.9%	10.9%	1.5%	0.17%	0.17%	0.00%
Land Mobile Radio Project (Fleet)	334220	Computer Equipment & Software	3	2	95	143,370	3.2%	2.1%	3.5%	0.11%	0.07%	0.04%
Automated Purchasing System Software	423430	Commercial & Institutional Building Construction	28	24	757	85,000	3.7%	3.2%	2.1%	0.08%	0.07%	0.01%
Metro Center Shelter Replacement (lane 4)	236220	All Other Specialty Trade Contractors	82	55	1,086	75,000	7.6%	5.1%	1.8%	0.14%	0.09%	0.05%
Repair/Reseal parking lot at Operations	238990	Direct Health & Medical Insurance Carriers	203	121	786	4,000	25.8%	15.4%	0.1%	0.03%	0.02%	0.01%
Dental Insurance for Employees	524114	Direct Life Insurance Carriers	1	1	79	892,997	1.3%	1.3%	22.0%	0.28%	0.28%	0.00%
Long-term Disability Insurance for Employees	524113	Public Relations Agencies	2	2	172	110,000	1.2%	1.2%	2.7%	0.03%	0.03%	0.00%
Lobbying Services	541820	Tire & Tube Merchant Wholesalers	122	115	285	64,000	42.8%	40.4%	1.6%	0.67%	0.64%	0.04%
Purchase of Tires	423130	Poured Concrete Foundation & Structure Contractors	1	1	30	160,000	3.3%	3.3%	3.9%	0.13%	0.13%	0.00%
Concrete Finishing (Golf Club Drive)	238110		84	44	568	99,948	14.8%	7.7%	2.5%	0.36%	0.19%	0.17%
									100.0%	2.12%	1.76%	0.36%
						\$ 4,065,974						

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: August 13, 2010

TO: Board of Directors

FROM: Angela Aitken, Finance Manager and Acting Assistant General Manager

SUBJECT: CONSIDERATION OF AUTHORIZING THE GENERAL MANAGER TO EXECUTE A NEW CONTRACT FOR TRANSIT SERVICES WITH THE UNIVERSITY OF CALIFORNIA AT SANTA CRUZ (UCSC) BEGINNING SEPTEMBER 1, 2010

I. RECOMMENDED ACTION

Authorize the General Manager to execute a Contract with University of California at Santa Cruz (UCSC) to begin September 1, 2010 for an initial 1-year term, which includes an option to extend the contract by executing an Extension Amendment.

II. SUMMARY OF ISSUES

- Santa Cruz Metropolitan Transit District (METRO) entered into a written Contract for Transit Services with UCSC on September 1, 2003, which set the cost per ride through August 31, 2010.
- METRO and UCSC have negotiated a new contract, which is attached as Attachment A. This new contract specifies the new cost per ride for the period of September 1, 2010 through August 31, 2011, as well as other costs and charges for Supplemental Services.
- The new contract also allows an option to extend the contract beyond the first year, if the parties mutually agree, by executing an extension to the contract.

III. DISCUSSION

METRO and UCSC entered into a written Contract for Transit Services on 9/1/03, setting the cost per ride for each school year from September 1, 2003, through August 31, 2010. METRO and UCSC have negotiated a new contract which sets forth the new cost per ride, as well as specifying the costs and charges for Supplemental Services. These costs are detailed in the proposed Contract, attached as Attachment A.

IV. FINANCIAL CONSIDERATIONS

The cost per ride will be \$1.232 for the period from September 1, 2010 through August 31, 2011.

V. ATTACHMENTS

Attachment A: Contract for Transit Services with Regents of the University of California

Attachment A

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

CONTRACT FOR TRANSIT SERVICES WITH REGENTS OF THE UNIVERSITY OF CALIFORNIA

This contract for transit services is made effective September 1, 2010 between the Santa Cruz Metropolitan Transit District, a political subdivision of the State of California, hereinafter called "METRO", and the Regents of the University of California, on behalf of the University of California Santa Cruz, hereinafter called "University"

I. RECITALS

- 1.01 Whereas METRO provides public transportation services throughout the County of Santa Cruz according to published schedules;
- 1.02 Whereas, METRO desires to provide transportation for students, faculty and staff of the University, to and from the University and throughout the County of Santa Cruz; and
- 1.03 Whereas, University desires that students, faculty and staff utilize the transit service to the maximum extent possible at an affordable rate.

Now therefore, METRO and University agree as follows:

II. SCOPE OF AGREEMENT

- 2.01 University will issue a METRO approved "UCSC Bus Pass" to its current students, faculty and staff under such terms and conditions as University deems appropriate in its sole discretion, which shall be valid without payment of an additional fare on any METRO fixed route bus, except those in operation on the Highway 17 Express route.
- 2.02 University shall provide METRO with any changes to the "UCSC Bus Pass" 120 days in advance of any implementation.
- 2.03 University agrees to expeditiously implement this agreement and to identify a Transportation Coordinator whose job functions shall include marketing transit resources to the University community.

III. COMPENSATION

- 3.01 METRO shall bill University on a monthly basis for each time a "UCSC Bus Pass" is used on a METRO bus. The cost per ride shall be set at the rate of \$1.232 per ride for the period of September 1, 2010 through August 31, 2011.
- 3.02 On an **annual** basis, beginning September 1, 2011, the cost per ride shall be adjusted based upon the increase in the Consumer Price Index (CPI). The basis for computing the

Attachment A

adjustment is the Consumer Price Index for All Urban Consumers (base year 1982-84 = 100) for San Francisco-Oakland-San Jose published by the United States Department of Labor, Bureau of Labor Statistics ("Index"). In April of each year, the most recent "Annual" index shall be compared to the "Annual" index for the previous year. The cost per ride currently in effect shall be increased by the percentage increase of the CPI, if any. METRO shall within a reasonable time after calculating the increase, notify the University in writing of the adjusted rate which will become effective September 1st. In the event that the Index shall cease to be published, then the successor or most nearly comparable index shall be used.

IV. SUPPLEMENTAL SERVICES

4.01 At the request of the University, the METRO shall consider the operation of Supplemental services, which are defined as transit services that are not currently in regular operation or provided for in the METRO budget. These Supplemental Services shall only be provided on a Route Guarantee Basis with the costs paid for by the University and are limited to the following Routes:

- A. 16N
- B. 19N
- C. 20D

METRO shall provide a budget to the University for the supplemental services requested. Reimbursement for these services shall be based on the rates set forth in §4.03 of providing the service less all revenues collected on the supplemental services which include farebox revenues and UCSC bus pass revenue.

4.02 The request from the University for Supplemental Services shall be in writing and forwarded to METRO's General Manager. The General Manager will review the METRO's budget to determine whether the requested service is already included in the METRO's budget. If he/she determines that the METRO's budget does not fund the service and if the METRO is willing to provide the supplemental service, then the General Manager shall advise the University of the variable cost that the METRO would incur should the service be provided. The University shall advise the METRO whether it would be willing to fund the service, which shall be in writing, using the funding mechanism described herein. Upon receipt of the University's willingness to fund the service, the METRO shall operate the service at the reimbursement level as determined utilizing Section 4.01 and agreed to by the University.

4.03 METRO shall bill the University on a monthly basis for the supplemental services provided along with the normal billing at the following rates:

A. Supervisor Rate.

- i. The Supervisor rate shall be billed at the rate of \$63.87/hour.

Attachment A

- ii. The Supervisor Rate shall be billed to the University for 4 hours per day for any school term day in which the supplemental service runs.

B. Bus Hourly Rate.

- i. The Bus Hourly rate shall be billed at the rate of \$97.71/hour.
- ii. The Bus Hourly rate shall be billed to the University for every service hour that is provided for the supplemental service runs.

- 4.04 Either party may terminate the Supplemental services operated under this section by providing the other party with 90 days notice of termination.

V. TERM AND TERMINATION

- 5.01 The initial term of this Contract shall be one (1) year, commencing on September 1, 2010, and shall continue through August 31, 2011. This contract may be renewed for succeeding one-year periods by the parties executing extensions to this contract.

- 5.02 Either party may terminate this agreement with 120 days advance notice in writing to the other party.

VI. NOTICES

- 6.01 The addresses where notices shall be sent are as follows:

UNIVERSITY:

Larry Pageler
Director, Transportation and Parking Services
University of California
MS: TAPS Carriage House
1156 High Street
Santa Cruz, CA 95064

And

John Bono
Manager, Procurement and Business Contracts
University of California
MS: Purchasing
1156 High Street
Santa Cruz, CA 95064

Attachment A

METRO:

Santa Cruz Metropolitan Transit District
110 Vernon Street
Santa Cruz, CA 95060
Attention: General Manager

VII. MISCELLANEOUS PROVISIONS

- 7.01 In the event suit is brought to enforce or interpret any part of this Contract, the prevailing party shall be entitled to recover as an element of its costs of suit, and not as damages, reasonable attorneys' fees to be fixed by the court. The "prevailing party" shall be the party that is entitled to recover its costs of suit, whether or not the suit proceeds to final judgment. A party not entitled to recover its costs shall not recover attorney's fees. No sum for attorney's fees shall be counted in calculating the amount of judgment for purposes of determining whether a party is entitled to recover its costs or attorney's fees.
- 7.02 This Contract, together with all subordinate and other documents incorporated by reference herein, constitutes the entire agreement between the parties with respect to the subject matter contained herein and may only be modified by an amendment executed in writing by both parties hereto. All prior agreements, representations, statements, negotiations, understandings and undertakings are superseded hereby.
- 7.03 University represents that it currently has no interest, and shall not have any interest, direct or indirect, that would conflict in any manner with the performance of services required under this contract.
- 7.04 In connection with the distribution and use of "UCSC Bus Passes" and METRO Transit Services, University and METRO shall not on the grounds of race, color, creed, ancestry, national origin, religion, sex, sexual preference, marital status, age, medical condition or disability discriminate or permit discrimination against any person or group or persons in any manner prohibited by Federal, State or local laws.
- 7.05 University and METRO agree to comply with the provisions of Section 504 of the Rehabilitation Act of 1973, as amended, pertaining to the prohibition of discrimination against qualified handicapped persons in federally assisted programs
- 7.06 No term or provision hereof shall be deemed waived and no breach excused, unless such waiver or consent shall be in writing and signed by the party claimed to have waived or consented. Any consent by any party to, or waiver of, a breach by the other, whether express or implied, shall not constitute a consent to, waiver of, or excuse for any other different or subsequent breach.
- 7.07 University shall not assign or transfer any interest in this contract without prior, written consent of METRO. Any attempted assignment or transfer shall be void.

Attachment A

- 7.08 Time is of the essence in this Contract.
- 7.09 Each party to this contract shall maintain books, accounts, records and data related to this contract in accordance with applicable state and federal requirements and shall maintain those books, accounts, records and data for three (3) years after the termination of this contract. For the duration of the contract and for a period of three years thereafter, either party's representatives and representatives of the United States Department of Transportation, the Controller General of the United States and the Auditor General of the State of California shall have the right to examine these books, accounts, records, data and other information relative to this contract for the purpose of auditing and verifying statements, invoices, bills and revenues pursuant to this contract.
- 7.10 University agrees to submit to METRO any and all advertising, sales promotion, and other publicity matter relating to any METRO Transit service wherein METRO's name is mentioned or language used from which the connection of METRO's name therewith may, within reason, be inferred or implied. University further agrees not to publish or use any such advertising, sales promotion, or publicity matter without the prior written consent of the METRO.
- 7.11 Each party has full power and authority to enter into and perform this contract and the persons signing this agreement on behalf of each party has been properly authorized to enter into it. Each party further acknowledges that it has read this contract, understands it, and agrees to be bound by it.

IN WITNESS WHEREOF, the parties hereto have set their hands the day and year first written above.

SANTA CRUZ METROPOLITAN
TRANSIT DISTRICT

REGENTS OF THE
UNIVERSITY OF CALIFORNIA

BY: _____
Leslie R. White
General Manager

BY: _____
John Bono
Business Contracts Administrator

Approved as to form:

Approved as to form:

Margaret Gallagher
District Counsel

Counsel to University of California

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: August 13, 2010

TO: Board of Directors

FROM: Angela Aitken, Finance Manager and Acting Assistant General Manager

SUBJECT: CONSIDERATION OF AUTHORIZING THE GENERAL MANAGER TO EXECUTE AN AMENDMENT TO EXTEND THE CURRENT CONTRACT FOR TRANSIT SERVICES WITH CABRILLO COLLEGE

I. RECOMMENDED ACTION

Authorize the General Manager to execute an Amendment to the Contract with Cabrillo College to extend the term and set a new rate for riders.

II. SUMMARY OF ISSUES

- Santa Cruz Metropolitan Transit District (METRO) entered into a written Contract for Transit Services with Cabrillo College on September 1, 2006 for a four (4) year term which expires on August 31, 2010.
- METRO wishes to extend the term of the contract for a one (1) year period, and increase the fare for students, according to the CPI.
- METRO and Cabrillo have discussed the proposed changes to the current contract, which are detailed in the Amendment, attached as Attachment A.

III. DISCUSSION

METRO and Cabrillo entered into a written Contract for Transit Services on September 1, 2006 for a 4-year Contract, which detailed the cost per ride for each individual year of the contract. This current contract expires on August 31, 2010. An Amendment, which is attached as Attachment A, sets forth changes to the current contract as follows: 1.Extends the 2006 Agreement through August 31, 2011; 2. Sets the cost per ride for the period from September 1, 2010 through August 31, 2011; and, 3.Updates the addresses of the parties to which notices shall be sent.

IV. FINANCIAL CONSIDERATIONS

The cost per ride will be \$1.232 for the period from September 1, 2010 through August 31, 2011.

V. ATTACHMENTS

Attachment A: First Amendment to Contract for Transit Services with Cabrillo College

Attachment A

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

FIRST AMENDMENT TO CONTRACT FOR TRANSIT SERVICES WITH CABRILLO COLLEGE

THIS FIRST AMENDMENT TO CONTRACT FOR TRANSIT SERVICES is made effective September 1, 2010 between the SANTA CRUZ METROPOLITAN TRANSIT DISTRICT, a political subdivision of the State of California, hereinafter called "METRO", and CABRILLO COLLEGE, hereinafter called "College."

I. RECITALS

- 1.01 On September 1, 2006 METRO and College entered into a Contract for transit services throughout the County of Santa Cruz according to published schedules wherein METRO provides transportation for students, faculty and staff of the College, to and from the College and throughout the County of Santa Cruz to utilize the transit service to the maximum extent possible at an affordable rate;
- 1.02 According to Paragraph 6.13 of the Contract, the Contract can only be modified by mutual agreement of the Parties through an amendment executed in writing by duly authorized representatives.
- 1.03 Through this First Amendment, the parties intend to extend the 2006 Agreement through August 31, 2011, set the new cost per ride and update the addresses of the parties to which notices shall be sent.

Therefore, METRO and College amend the Contract as follows:

II. COMPENSATION

A. Section 3.01 of the Contract is amended to read:

METRO shall bill College on a monthly basis for each time a Cabrillo student, faculty or staff member uses a "Cabrillo Bus Pass" on a METRO bus. The cost per ride shall be set at the following rates:

<u>PERIOD</u>	<u>RATE</u>
September 1, 2010 – August 31, 2011	\$1.232/ride

B. Section 3.02 of the Contract is amended to read:

If the parties mutually agree to extend the contract, then the new rate will be determined by the following method:

Attachment A

On an **annual** basis, beginning September 1, 2011, the cost per ride shall be adjusted based upon the increase in the Consumer Price Index. The basis for computing the adjustment is the Consumer Price Index for All Urban Consumers (base year 1982-84 = 100) for San Francisco-Oakland-San Jose published by the United States Department of Labor, Bureau of Labor Statistics ("Index"). In April of each year, the most recent "Annual" index shall be compared to the "Annual" index for the previous year. The cost per ride listed in 3.01 of this Agreement shall be increased by the percentage increase, if any. METRO shall within a reasonable time after calculating the increase, notify the College in writing of the adjusted rate which will become effective September 1st. In the event that the Index shall cease to be published, then the successor or most nearly comparable index shall be used.

III. TERM AND TERMINATION

Section 4.01 of the Contract is amended to read:

This contract shall commence on September 1, 2006 and shall continue through August 31, 2011. This contract may be extended by mutual written agreement of both parties.

IV. NOTICES

Section 5.01 of the Contract is amended to read:

The addresses where notices shall be sent are as follows:

Cabrillo College
6500 Soquel Drive
Aptos, CA 95003
Attention: Victoria Lewis, Vice-President Administrative Services

Santa Cruz Metropolitan Transit District
110 Vernon Street
Santa Cruz, CA 95060
Attention: Leslie White, General Manager

V. EFFECTIVENESS OF CONTRACT

Except as set forth in this First Amendment to Contract, all provisions of the Contract shall remain unchanged and in full force and effect.

VI. AUTHORITY

Each party has full power and authority to enter into and perform this First Amendment to Contract, and the person signing this Amendment on behalf of each has been properly authorized and empowered to enter into this First Amendment to Contract. Each party

Attachment A

further acknowledges that it has read this First Amendment to Contract for Transit Services, understands it, and agrees to be bound by it.

IN WITNESS WHEREOF, the parties hereto have set their hands the day and year first written above.

SANTA CRUZ METROPOLITAN
TRANSIT DISTRICT

CABRILLO COLLEGE

BY: _____
Leslie R. White
General Manager

BY: _____
Victoria Lewis
Vice-President Administrative Services

Approved as to form:

Approved as to form:

Margaret Gallagher
District Counsel

Cabrillo College Counsel