

**REVISED**



**BOARD OF DIRECTORS REGULAR MEETING AGENDA  
OCTOBER 22, 2010 (Fourth Friday of Each Month)  
\*SANTA CRUZ CITY COUNCIL CHAMBERS\*  
\*809 CENTER STREET\*  
SANTA CRUZ, CALIFORNIA  
9:00 a.m. – 12:00 noon**

**NOTE: The Board of Directors meeting will be interrupted briefly at 10:00 a.m. in order to hold the annual meeting of the Santa Cruz Civic Improvement Corporation**

**THE BOARD MEETING AGENDA PACKET CAN BE FOUND ONLINE AT [WWW.SCMTD.COM](http://WWW.SCMTD.COM) OR AT SANTA CRUZ METRO'S ADMINISTRATIVE OFFICES LOCATED AT 110 VERNON STREET, SANTA CRUZ, CA**

*NOTE: THE BOARD CHAIR MAY TAKE ITEMS OUT OF ORDER*

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

1. ROLL CALL
2. ORAL AND WRITTEN COMMUNICATION TO THE BOARD OF DIRECTORS
  - a. E/DTAC re: Service to County Fair
3. LABOR ORGANIZATION COMMUNICATIONS
4. ADDITIONAL DOCUMENTATION TO SUPPORT EXISTING AGENDA ITEMS

**CONSENT AGENDA**

- 5-1. APPROVE PRELIMINARILY APPROVED CLAIMS FOR THE MONTH OF JULY 2010
- 5-2. CONSIDERATION OF TORT CLAIMS: REJECT THE CLAIM OF JESICA SIHAM FERNANDEZ, # 10-0031
- 5-3. ACCEPT AND FILE MAC AGENDA OF OCTOBER 20, 2010, AND MAC MINUTES OF JUNE 16, 2010
- 5-4. ACCEPT AND FILE PARACRUZ OPERATIONS STATUS REPORT FOR THE MONTH OF AUGUST 2010
- 5-5. ACCEPT AND FILE RIDERSHIP AND PERFORMANCE REPORT FOR AUGUST 2010

- 5-6. ACCEPT AND FILE HIGHWAY 17 STATUS REPORT FOR AUGUST 2010
- 5-7. ACCEPT AND FILE UNIVERSITY OF CALIFORNIA, SANTA CRUZ MONTHLY SERVICE REPORT FOR AUGUST 2010
- 5-8. APPROVE REGULAR BOARD MEETING MINUTES OF SEPTEMBER 24, 2010
- 5-9. ACCEPT AND FILE MINUTES REFLECTING VOTING RESULTS FROM APPOINTEES TO THE SANTA CRUZ COUNTY REGIONAL TRANSPORTATION COMMISSION FOR THE SEPTEMBER 2010 MEETING(S)
- 5-10. ACCEPT AND FILE STATUS REPORT OF ACTIVE GRANTS AND SUBMITTED GRANT PROPOSALS FOR OCTOBER 2010
- 5-11. ACCEPT AND FILE STATUS REPORT OF FEDERAL AND STATE LEGISLATION AND CURRENT LEGISLATIVE ISSUES THROUGH OCTOBER 13, 2010
- 5-12. CONSIDERATION OF AUTHORIZING THE GENERAL MANAGER TO EXECUTE CONTRACTS WITH GFI GENFARE, (GFI), FIS PAYDIRECT SOLUTIONS (FIS) AND CHASE PAYMENTTECH TO ALLOW BANK CARD TRANSACTIONS AT THE TICKET VENDING MACHINES
- 5-13. AUTHORIZATION FOR DISPOSAL OF EXCESS ASSETS LOCATED AT 111 DUBOIS, **SANTA CRUZ**
- 5-14. CONSIDERATION OF AUTHORIZING THE GENERAL MANAGER TO EXECUTE A TWO-YEAR IRREVOCABLE LICENSE AGREEMENT IN FAVOR OF SANTA CRUZ METRO WITH ROBERT MARIN AND CELESTE DE SCHULTHESS, TRUSTEES, FOR USAGE OF BUS STOP AND SHELTER ON THE FELTON FAIRE SHOPPING CENTER PROPERTY
- 5-15. CONSIDERATION OF AUTHORIZING THE GENERAL MANAGER TO EXECUTE A THREE YEAR EXTENSION AMENDMENT TO THE MEMORANDUM OF UNDERSTANDING (MOU) WITH THE CITY OF SANTA CRUZ FOR PROJECT MANAGEMENT SERVICES FOR THE MIXED USE PROJECT AT PACIFIC STATION LOCATED AT 425 FRONT STREET
- 5-16. CONSIDERATION OF AUTHORIZING THE GENERAL MANAGER TO EXECUTE A NEW LEASE AGREEMENT WITH LIDIA MENDEZ, DBA TAQUERIA LIDIA FOR A FIVE-YEAR TERM AT THE WATSONVILLE TRANSIT CENTER BEGINNING NOVEMBER 1, 2010.

#### **REGULAR AGENDA**

6. EMPLOYEE LONGEVITY AWARDS  
Presented By: Chair Pire
7. CONSIDERATION OF 2011 BOARD OF DIRECTORS MEETING SCHEDULE  
Presented By: Leslie R. White, General Manager

8. CONSIDERATION OF THE FISCAL YEAR END MONTHLY BUDGET STATUS REPORT FOR JUNE 30, 2010; DESIGNATION OF NET REDUCTION OF RESERVES IN THE AMOUNT OF:-\$2,547,920 –CASH FLOW RESERVE -\$165,875 –CARRYOVER FROM PREVIOUS YEAR RESERVE AND THE REMAINDER OF REVENUE, IF ANY, FOR ALLOCATION TO CAPITAL FUNDING RESERVES  
Presented By: Angela Aitken, Finance Manager and Acting Assistant General Manager
9. **MONTHLY BUDGET STATUS REPORTS FOR JULY 2010 AND APPROVAL OF BUDGET TRANSFERS**  
Presented By: Angela Aitken, Finance Manager and Acting Assistant General Manager
10. (ITEM DELETED)
11. **PUBLIC HEARING:** CONSIDERATION OF MODIFICATIONS TO METRO'S DISCOUNT FARE PROGRAM  
Presented By: Margaret Gallagher, District Counsel
12. CONSIDERATION OF EXECUTION OF A LETTER OF AGREEMENT TO EXTEND THE CURRENT EMPLOYMENT AGREEMENT WITH LESLIE R. WHITE TO SERVE AS GENERAL MANAGER FOR THE PERIOD JANUARY 1, 2011 THROUGH DECEMBER 31, 2011  
Presented By: Leslie R. White, General Manager
13. CONSIDERATION OF AMENDING SANTA CRUZ METRO'S FARE ORDINANCE TO REPLACE MONTHLY PASSES WITH 31 DAY PASSES – FIRST READING  
**Presented By: Angela Aitken, Finance Manager and Acting Assistant General Manager**
14. **ORAL ANNOUNCEMENT:** THE NEXT REGULARLY SCHEDULED BOARD MEETING WILL BE HELD FRIDAY, NOVEMBER 19, 2010 AT 9:00 A.M. AT THE WATSONVILLE CITY COUNCIL CHAMBERS LOCATED AT 275 MAIN STREET, IN WATSONVILLE.  
Presented By: Chair Pirie
15. REVIEW OF ITEMS TO BE DISCUSSED IN CLOSED SESSION: District Counsel
16. ORAL AND WRITTEN COMMUNICATIONS REGARDING CLOSED SESSION

**SECTION II: CLOSED SESSION**

1. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION
  - a. (Pursuant to Government Code Section 54956.9)
  - b. Name of Case: Alberto Barragan v. Santa Cruz Metropolitan Transit District  
(Before the Workers’ Compensation Appeals Board)
  - c. Name of Case: Calhoun Bros. Grading & Paving, Inc. v. Santa Cruz Metro  
(Before the Superior Court of Santa Cruz County)
  - d. Name of Case: Nesly Pacheco v. Santa Cruz Metropolitan Transit District  
**(Before the Superior Court of Santa Cruz County)**
  
2. CONFERENCE WITH LEGAL COUNSEL – DECIDING WHETHER TO INITIATE LITIGATION
  - a. (Pursuant to Government Code Section 54956.9(c))
  - b. Number of Potential Cases: Two
  
3. 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

**SECTION III: RECONVENE TO OPEN SESSION**

17. REPORT OF CLOSED SESSION

**ADJOURN**

**NOTICE TO PUBLIC**

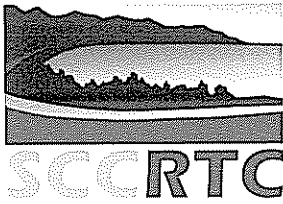
Members of the public may address the Board of Directors on a topic not on the agenda but within the jurisdiction of the Board of Directors or on the consent agenda by approaching the Board during consideration of Agenda Item #2 “Oral and Written Communications”, under Section I. Presentations will be 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 Santa Cruz METRO Resolution 69-2-1.

The Santa Cruz Metropolitan Transit District does not discriminate on the basis of disability. The City Council Chambers 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. A Spanish Language Interpreter will be available during "Oral Communications" and for any other agenda item for which these services are needed. This meeting will be broadcast live by Community Television of Santa Cruz on Channel 26.

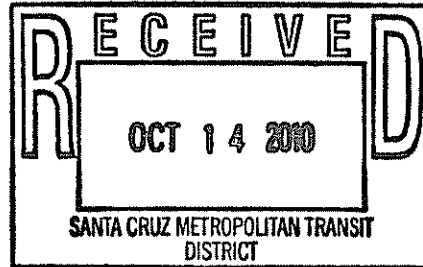


**SANTA CRUZ COUNTY REGIONAL TRANSPORTATION COMMISSION**

1523 Pacific Ave., Santa Cruz, CA 95060-3911 • (831) 460-3200 FAX (831) 460-3215 EMAIL info@sccrtc.org

October 12, 2010

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



**RE: Metro's Bus and Paratransit Service to the County Fair**

Dear Chair Pirie:

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

At their October 12 meeting, the E&D TAC approved this letter expressing their deep appreciation to the board and staff for the provision of bus and ParaCruz service to the County Fair in September. This service made it possible for individuals to attend this community event who may not have had other transportation options, as well as people choosing not to use their vehicles.

Thank you again for providing this service.

Sincerely,

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

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

DATE: 07/01/10 THRU 07/31/10

CHECK NUMBER	CHECK DATE	CHECK VENDOR	CHECK AMOUNT	VENDOR NAME	VENDOR TYPE	TRANS. NUMBER	TRANSACTION DESCRIPTION	TRANSACTION AMOUNT	COMMENT
36267	07/07/10		-25.00	ADAMIC, CAROL DIANA		34141	SCHOOL FIELD TRIP	-25.00	**VOID
36356	07/28/10		-197.84	SCMTD PETTY CASH - OPS		34279	PETTY CASH/OPS	-197.84	**VOID
36545	07/05/10		566.09	ADVANCED MECHANICAL SERVICES	7	34664	BACKFLOW TESTS	566.09	
36546	07/05/10		17,249.78	ASSURANT EMPLOYEE BENEFITS		34657	JULY 10 LTD	17,249.78	
36547	07/05/10		292.50	ATCHISON, BARISONE, CONDOTTI &	7	34673	EXP 425 THRU 5/31	292.50	
36548	07/05/10		110.00	BOULDER CREEK RECREATION AND		34603	6/4/10 PUB MTG	110.00	
36549	07/05/10		222.30	BUS & EQUIPMENT		34604	REV VEH PARTS/PT	222.30	
36550	07/05/10		37,306.81	CLEAN ENERGY		34605	LNG 6/10/10	10,007.59	
						34606	LNG 6/13/10	8,834.53	
						34607	LNG 6/16/10	8,457.10	
						34668	LNG 6/19/10	10,007.59	
36551	07/05/10		77.38	COAST PAPER & SUPPLY INC.		34608	REV VEH PARTS/FL	77.38	
36552	07/05/10		165.97	COMCAST		34671	6/8-7/7 INTERNET MB	165.97	
36553	07/05/10		13.68	COSTCO		34667	BOD MTG 6/25/10	13.68	
36554	07/05/10		287.32	DAIMLER BUSES N. AMERICA INC.		34609	REV VEH PARTS/FL	142.04	
						34610	REV VEH PARTS/FL	145.28	
36555	07/05/10		32,790.15	DELTA DENTAL PLAN		34658	JULY 10 DENTAL	32,790.15	
36556	07/05/10		3,576.82	DIXON & SON TIRE, INC.		34533	JUNE TIRES & TUBES	205.78	
						34611	JUN TIRES & TUBES/FL	958.87	
						34612	JUN TIRES & TUBES/FL	366.15	
						34613	JUN TIRES & TUBES/FL	725.63	
						34614	JUN TIRES & TUBES/FL	884.76	
						34615	JUN TIRES & TUBES/FL	435.63	
36557	07/05/10		1,649.54	DOC AUTO LLC		34616	OUT RPR REV VEH/PT	1,649.54	
36558	07/05/10		1,830.00	EXPRESS EMPLOYMENT PROS		34617	TEMP/FLT W/E 6/13	930.00	
						34618	TEMP/FAC W/E 6/13	900.00	
36559	07/05/10		906.61	GILLIG LLC		34619	REV VEH PARTS/FL	906.61	
36560	07/05/10		2,104.08	GREYHOUND LINES, INC.		34660	JUL-SEP 10	2,104.08	
36561	07/05/10		49,357.50	HARRIS & ASSOCIATES		34676	PROF SVC-5/31 MB	48,157.50	
						34677	PROF SVC-5/31 MB	1,200.00	
36562	07/05/10		227.61	HEALTHPORT		34620	SC 02-10-18	227.61	
36563	07/05/10		896.00	KELLY SERVICES, INC.		34665	TEMP/PT W/E 6/6	896.00	
36564	07/05/10		373.99	KIMBALL MIDWEST		34621	REV VEH PARTS/FL	373.99	
36565	07/05/10		54.53	MID VALLEY SUPPLY		34622	CLEAN SUPPLY/FAC	54.53	
36566	07/05/10		343.50	MISSION UNIFORM		34623	UNIF & LAUNDRY/PT	31.02	
						34624	UNIF & LAUNDRY/FL	179.85	
						34625	UNIF & LAUNDRY/FL	69.85	
						34626	UNIF & LAUNDRY/FAC	62.78	
36567	07/05/10		4,211.25	NEW FLYER INDUSTRIES LIMITED		34627	REV VEH PARTS/FL	40.32	
						34628	REV VEH PARTS/FL	20.64	
						34629	REV VEH PARTS/FL	55.03	
						34630	REV VEH PARTS/FL	19.06	
						34631	REV VEH PARTS/FL	256.05	
						34632	REV VEH PARTS/FL	47.28	
						34633	REV VEH PARTS/FL	276.98	
						34662	REV VEH PARTS/FL	91.53	
36568	07/05/10		91.53	NORTH BAY FORD LINC-MERCURY		34634	REV VEH PARTS/FL	91.53	
36569	07/05/10		17,381.82	NORTHSTAR, INC.		34635	JUNE MAINT	14,842.00	
						34636	RPRS & MAINT/FAC	2,539.82	
36570	07/05/10		155.84	PACIFIC GAS & ELECTRIC		34672	4/28-5/27 1217 MB	155.84	

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36571	07/05/10	1,521.27 R575		RAGLAND, DALLAN		34637	SETTLEMENT/RISK	1,521.27	
36572	07/05/10	17,228.50 904		RNL DESIGN		34675	SVCS THRU 1/31 MB	17,228.50	
36573	07/05/10	17,790.29 966		S.C. FUELS	0	34535	DIESEL 6/17/10	17,790.29	
36574	07/05/10	1,430.01 001379		SAFETY-KLEEN		34638	HAZ WASTE DISP	1,430.01	
36575	07/05/10	232.05 018		SALINAS VALLEY FORD SALES		34534	REV VEH PARTS/FL	232.05	
36576	07/05/10	432.19 135		SANTA CRUZ AUTO PARTS, INC.		34639	REV VEH PARTS/PT	59.16	
						34640	REV VEH PARTS/PT	13.07	
						34641	EMPLOYEE TOOLS/PT	180.30	
						34642	REV VEH PARTS/FL	167.24	
						34643	REV VEH PARTS/FL	12.42	
36577	07/05/10	115.90 079		SANTA CRUZ MUNICIPAL UTILITIES		34674	5/13-6/14 1217 RV MB	115.90	
36578	07/05/10	89.15 570		SCMTD PETTY CASH - CUST SVC		34670	PETTY CASH-CS	89.15	
36579	07/05/10	269.23 788		SCMTD PETTY CASH - FINANCE		34669	PETTY CASH-FIN	269.23	
36580	07/05/10	677.97 001232		SPECIALIZED AUTO AND		34644	OUT RPR REV VEH/PT	161.08	
						34645	OUT RPR REV VEH/PT	158.26	
						34646	OUT RPR REV VEH/PT	358.63	
36581	07/05/10	3,914.24 R562		STATE FARM MUTUAL AUTOMOBILE		34661	SETTLEMENT/RISK	3,914.24	
36582	07/05/10	2,780.00 475		TRAPEZE SOFTWARE GROUP, INC.		34666	CERT MNT 8/1-7/31/11	2,780.00	
36583	07/05/10	2,177.34 002829		VALLEY POWER SYSTEMS, INC.		34647	REV VEH PARTS/FL	1,304.39	
						34648	REV VEH PARTS/FL	652.19	
36584	07/05/10	399.75 221		VEHICLE MAINTENANCE PROGRAM		34649	REV VEH PARTS/FL	220.76	
36585	07/05/10	54.57 434B		VERIZON CALIFORNIA		34650	REV VEH PARTS/FL	399.75	
36586	07/05/10	2,051.00 001353		VISION COMMUNICATIONS		34663	MT. BIEWLASKI	54.57	
36587	07/05/10	11,220.00 001043		VISION SERVICE PLAN		34532	REV VEH PARTS/FL	456.00	
36588	07/05/10	1,096.35 001223		WATSONVILLE CADILLAC, BUICK,		34651	JUNE MAINT	1,595.00	
						34659	JULY 10 VSP	11,220.00	
						34652	REV VEH PARTS/PT	26.85	
						34653	REV VEH PARTS/PT	60.26	
						34654	REV VEH PARTS/PT	504.62	
36589	07/05/10	48.78 147		ZEE MEDICAL SERVICE CO.		34656	SAFETY SUPPLY/FAC	48.78	
36590	07/12/10	25.00 T204		ADAMIC, CAROL DIANA		34778	SCHOOL FIELD TRIP	25.00	
36591	07/12/10	214.99 002861		AMERICAN MESSAGING SVCS, LLC		34718	JULY 10 PAGERS	214.99	
36592	07/12/10	625.50 497A		AMERICAN PUBLIC TRANSPORTATION		34777	6/7 PUB HRG NOTICE	625.50	
36593	07/12/10	3,486.06 001D		AT&T		34717	5/19-6/18 PHONES	3,486.06	
36594	07/12/10	774.00 011		BEWLEYS CLEANING	7	34719	JUNE 10 SVC/RES PARK	774.00	
36595	07/12/10	5,450.00 001365		BORTNICK, ROBERT S. & ASSOC.	7	34720	INVEST SVCS/RISK	450.00	
						34721	4/1-6/30 ADA CS SUR	5,000.00	
36596	07/12/10	32.85 001112		BRINKS AWARDS & SIGNS	7	34779	BOD NAMEPLATE	32.85	
36597	07/12/10	438,368.00 588B		CALTIP		34723	10-11 PHYS DAMG PRGM	68,561.00	
						34724	10-11 LIABILITY PRGM	369,807.00	
36598	07/12/10	15.00 R577		CATER CHIROPRACTIC		34780	MED RECORDS	15.00	
36599	07/12/10	151.61 002898		CEB		34722	CA WORK COMP 4TH UP	151.61	
36600	07/12/10	1,221.94 001346		CITY OF SANTA CRUZ		34725	PARKING DEF FEES	584.44	
						34726	PARKING DEF FEES	637.50	
36601	07/12/10	15,248.22 909		CLASSIC GRAPHICS		34727	OUT RPR #2807	15,248.22	
36602	07/12/10	7,690.74 001124		CLEAN ENERGY		34678	LNG 6/22/10	7,690.74	
36603	07/12/10	12,460.50 001316		DEVCO OIL		34728	NON REV/FLT	22.92	
						34729	FUEL/LUBE/FLT	25.21	
						34730	6/16-6/30 UNL/PT	6,634.59	



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36604	07/12/10	2,748.87	480	DIESEL MARINE ELECTRIC, INC.		34731	JUNE FUEL/FLT	5,777.78	
36605	07/12/10	7,950.83	085	DIXON & SON TIRE, INC.		34732	REV VEH PARTS/FLT	1,018.77	
						34733	REV VEH PARTS/FLT	1,730.10	
						34679	JUN TIRES & TUBES/FL	1,088.45	
						34680	JUN TIRES & TUBES/FL	366.15	
						34681	JUN TIRES & TUBES/FL	1,769.52	
						34682	JUN TIRES & TUBES/FL	435.63	
						34683	JUN TIRES & TUBES/FL	442.29	
						34684	JUN TIRES & TUBES/FL	958.87	
						34685	JUN TIRES & TUBES/PT	113.43	
						34734	JUN TIRES & TUBES/FL	577.06	
						34735	JUN TIRES & TUBES/FL	871.26	
						34736	JUN TIRES & TUBES/FL	1,088.45	
						34737	JUN TIRES & TUBES/FL	239.72	
36606	07/12/10	1,988.20	001329	DOC AUTO LLC		34686	OUT RPR REV VEH/PT	1,153.78	
						34687	OUT RPR REV VEH/PT	834.42	
36607	07/12/10	123.00	002388	DOGHERRA'S	7	34688	OUT RPR REV VEH/PT	123.00	
36608	07/12/10	3,431.65	001492	EVERGREEN OIL INC.		34689	HAZ WASTE DISP	2,016.65	
						34690	HAZ WASTE DISP	1,415.00	
36609	07/12/10	1,941.75	432	EXPRESS EMPLOYMENT PROS		34691	TEMP/FAC W/E 6/20	1,035.00	
						34692	TEMP/FLT W/E 6/20	906.75	
36610	07/12/10	234.81	372	FEDERAL EXPRESS		34738	FRT OUT/FLT	115.44	
						34781	POSTAGE & MAILING	119.37	
36611	07/12/10	1,143.03	001097	GREENWASTE RECOVERY, INC.		34739	JUNE GARB/SVTC	227.94	
						34740	JUNE GARB/GRN VALLEY	17.78	
						34741	JUNE GARB/MT HERMON	88.90	
						34742	JUNE GARB/RES PARK	213.75	
						34743	JULY-SEPT/HMY 17	162.18	
						34744	JULY-SEPT/AIRPORT	108.12	
						34745	JULY-SEPT/BIG BASIN	54.06	
						34746	JULY-SEPT/LOMOND	54.06	
						34747	JULY-SEPT/SOQUEL	54.06	
						34748	JULY-SEPT/FREEDOM	54.06	
						34749	JULY-SEPT/FREEDOM	54.06	
						34750	JULY-SEPT/SOQUEL	54.06	
36612	07/12/10	472.29	001209	IKON FINANCIAL SERVICES		34751	6/18-7/17/PT	472.29	
36613	07/12/10	128.73	215	IKON OFFICE SOLUTIONS		34693	5/18-6/18 BK MNT/ADM	128.73	
36614	07/12/10	1,612.80	878	KELLY SERVICES, INC.		34752	TEMP/PT W/E 6/20	1,612.80	
36615	07/12/10	2,371.50	852	LAW OFFICES OF MARIE F. SANG	7	34694	WORK COMP FEE	186.00	
						34695	WORK COMP FEE	139.50	
						34696	WORK COMP FEE	217.00	
						34697	WORK COMP FEE	139.50	
						34698	WORK COMP FEE	139.50	
						34699	WORK COMP FEE	93.00	
						34700	WORK COMP FEE	62.00	
36616	07/12/10	226.15	001296	MATTHEW BENDER & CO., INC.		34753	EMP LAW DESKBK #22	226.15	
36617	07/12/10	919.59	001052	MID VALLEY SUPPLY		34701	CLEAN SUPPLY/FAC	64.39	
						34702	RPRS & MAINT/FAC	855.20	
						34703	UNIF & LAUNDRY/FL	69.85	
36618	07/12/10	310.82	041	MISSION UNIFORM		34704	UNIF & LAUNDRY/FLT	179.85	

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36619	07/12/10	41.07 001454	MONTEREY BAY SYSTEMS	34754	UNIF & LAUNDRY/FAC	61.12			
36620	07/12/10	3,244.13 001063	NEW FLYER INDUSTRIES LIMITED	34705	4/1-6/30 MAINT/FL	41.07			
36621	07/12/10	199.00 E629	NJAA, SHELDON	34755	REV VEH PARTS/FL	3,232.93			
36622	07/12/10	749.14 004	NORTH BAY FORD LINC-MERCURY	34756	REV VEH PARTS/FL	11.20			
36623	07/12/10	11,591.17 009	PACIFIC GAS & ELECTRIC	34782	FRED PRYOR SEMINARS	199.00			
36624	07/12/10	185.00 950	PARADISE LANDSCAPE INC	34706	REV VEH PARTS/PT	318.45			
36625	07/12/10	70.00 481	PIED PIPER EXTERMINATORS, INC.	34707	REV VEH PARTS/PT	321.15			
36626	07/12/10	53.66 882	PRINT SHOP SANTA CRUZ	34708	REV VEH PARTS/PT	844.18			
36627	07/12/10	8,463.45 001098	ROBERT HALF MANAGEMENT RESOURCE	34709	REV VEH PARTS CR/PT	-734.64			
36628	07/12/10	39.88 135	SANTA CRUZ AUTO PARTS, INC.	34757	5/27-6/25 111 DUBOIS	899.95			
36629	07/12/10	17,281.75 R576	SANTA CRUZ CITY SCHL DISTRICT	34758	5/27-6/25 115 DUBOIS	14.25			
36630	07/12/10	374.02 002459	SCOTT'S VALLEY WATER DISTRICT	34759	5/27-6/25 115 DUBOIS	132.68			
36631	07/12/10	1,328.11 001232	SPECIALIZED AUTO AND	34760	5/27-6/25 115 DUBOIS	39.09			
36632	07/12/10	2,055.32 R516	STATE FARM INSURANCE	34761	5/28-6/28 1122 RVR	4,434.01			
36633	07/12/10	1,835.00 002805	TELEPATH CORPORATION	34762	4/28-6/28 GOLF	6,062.52			
36634	07/12/10	242.16 001165	THANH N. VU MD	34763	5/28-6/28 VERNON	185.00			
36635	07/12/10	1,644.00 001800	THERMO KING OF SALINAS, INC	34764	MAINT SVC/VERNON	70.00			
36636	07/12/10	84.42 002829	VALLEY POWER SYSTEMS, INC.	34765	JUNE PEST CTRL	53.66			
36637	07/12/10	330.00 186	WILSON, GEORGE H., INC.	34783	BUS CARDS/PLN	999.20			
36638	07/19/10	245.00 001093	ALERE TOXICOLOGY SERVICES, INC	34710	TEMP/ADM W/E 6/18	999.20			
36639	07/19/10	26,197.36 001264	ANDREWS INTERNATIONAL INC	34766	TEMP/RR W/E 6/18	1,201.05			
36640	07/19/10	33,065.00 174	BARNEY & BARNEY LLC	34784	TEMP/RR W/E 6/25	2,632.00			
36641	07/19/10	100.00 E018	BUSTICHI, DENE	34786	TEMP/FIN W/E 6/18	2,632.00			
36642	07/19/10	85.96 002627	CDW GOVERNMENT, INC.	34711	REV VEH PARTS/FL	16.59			
36643	07/19/10	134.94 E312	CHENG, FRANK	34712	REV VEH PARTS/FL	20.97			
36644	07/19/10	170.82 001346	CITY OF SANTA CRUZ	34713	REV VEH PARTS/FL	2.32			
36645	07/19/10	1,050.38 130	CITY OF WATSONVILLE UTILITIES	34767	SETTLEMENT/RISK	17,281.75			

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36646	07/19/10	50.00 B014		CITY OF WATSONVILLE	7	34796	5/25-6/28 WTC	32.44	
36647	07/19/10	250.00 001113		CLARKE, SUSAN		34797	5/25-6/28 WTC	21.02	
36648	07/19/10	20,375.87 001124		CLEAN ENERGY		34798	CONTAINER/WTC	721.78	
36649	07/19/10	1,470.00 001084		CLUTCH COURIERS		34882	6/11 BOD MTG	50.00	
36650	07/19/10	167.52 001266		COMCAST		34799	6/17-6/22 BUS AUDIT	125.00	
36651	07/19/10	212.94 E638		COTTER, ROBERT		34801	6/24-6/28 BUS AUDIT	125.00	
36652	07/19/10	449.63 504		CUMMINS WEST, INC.		34802	LNG 6/26/10	10,193.68	
36653	07/19/10	96.00 002567		DEPARTMENT OF JUSTICE		34803	LNG 6/29/10	10,182.19	
36654	07/19/10	710.15 002624		DIGITAL RECORDERS		34804	JUN 10 MAIL P/U	1,470.00	
36655	07/19/10	-710.15 002624		DIGITAL RECORDERS		34833	7/8-8/7 INTERNET MB	167.52	
36656	07/19/10	288.53 085		DIXON & SON TIRE, INC.		34804	OMNITRANS MTG	212.94	
36657	07/19/10	7,860.30 001329		DOC AUTO LLC		34805	INSITE LITE SUB	449.63	
36658	07/19/10	570.00 916		DOCTORS ON DUTY MEDICAL GROUP		34887	JUNE FINGERPRINTS	96.00	
36659	07/19/10					34827	REV VEH PARTS/FL	710.15	VOIDED
36660	07/19/10					34887	REV VEH PARTS/FL	-710.15	**VOID
36661	07/19/10					34825	JUN TIRES & TUBES/PT	288.53	
36662	07/19/10					34823	OUT RPR REV VEH/PT	4,007.78	
36663	07/19/10					34824	OUT RPR REV VEH/PT	3,852.52	
36664	07/19/10					34806	EMPLOY EXAM	35.00	
36665	07/19/10					34807	EMPLOY EXAM	30.00	
36666	07/19/10					34808	EMPLOY EXAM	35.00	
36667	07/19/10					34809	EMPLOY EXAM	30.00	
36668	07/19/10					34810	EMPLOY EXAM	35.00	
36669	07/19/10					34811	EMPLOY EXAM	35.00	
36670	07/19/10					34812	EMPLOY EXAM	30.00	
36671	07/19/10					34813	EMPLOY EXAM	120.00	
36672	07/19/10					34814	EMPLOY EXAM	30.00	
36673	07/19/10					34815	EMPLOY EXAM	30.00	
36674	07/19/10					34816	EMPLOY EXAM	35.00	
36675	07/19/10					34817	EMPLOY EXAM	30.00	
36676	07/19/10					34818	EMPLOY EXAM	30.00	
36677	07/19/10					34819	EMPLOY EXAM	20.00	
36678	07/19/10					34820	EMPLOY EXAM	30.00	
36679	07/19/10					34821	EMPLOY EXAM	20.00	
36680	07/19/10					34826	SETTLEMENT/RISK	191.94	
36681	07/19/10					34827	HAZ WASTE DISP	331.10	
36682	07/19/10					34828	HAZ WASTE DISP	90.00	
36683	07/19/10					34829	HAZ WASTE DISP	15.00	
36684	07/19/10					34830	TEMP/FAC W/E 6/27	900.00	
36685	07/19/10					34831	TEMP/FLT W/E 6/27	906.75	
36686	07/19/10					34832	TEMP/FLT W/E 6/30	558.00	
36687	07/19/10					34884	JUNE EXCESS LIAB	0.60	
36688	07/19/10					34885	JULY ARMORED CAR SVC	200.00	
36689	07/19/10					34889	PACIFIC SHORE PASS	86.21	
36690	07/19/10					34875	6/11-6/25 BOD MTG	100.00	
36691	07/19/10					34876	6/11-6/25 BOD MTG	100.00	
36692	07/19/10					34834	PROF SVC-6/30 MB	61,916.50	
36693	07/19/10					34835	PROF SVC-6/30 MB	375.00	
36694	07/19/10					34836	DMV/VTTT FEE	39.00	
36695	07/19/10					34877	6/11-6/25 BOD MTG	50.00	

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36668	07/19/10	3,192.00	878	KELLY SERVICES, INC.		34837	TEMP/OPS W/E 6/13	1,140.00	
						34838	TEMP/OPS W/E 6/20	1,140.00	
						34839	TEMP/OPS W/E 6/27	912.00	
36669	07/19/10	3,860.58	852	LAW OFFICES OF MARIE F. SANG	7	34840	WORK COMP FEE	108.50	
						34841	WORK COMP FEE	3,752.08	
36670	07/19/10	100.00	B026	LEOPOLD, JOHN	7	34878	6/11-6/25 BOD MTG	100.00	
36671	07/19/10	50.00	880	LEXISNEXIS		34842	JUNE ACCESS CHARGES	50.00	
36672	07/19/10	608.14	001342	MCW ASSOCIATES, INC.		34843	JUN OUT RPR/PT	608.14	
36673	07/19/10	977.57	225	MISSION PRINTERS	7	34886	JULY-OCT EMP PASS	977.57	
36674	07/19/10	296.40	041	MISSION UNIFORM		34844	UNIF & LAUNDRY/FAC	62.78	
						34845	UNIF & LAUNDRY/FL	175.83	
						34846	UNIF & LAUNDRY/FL	69.85	
						34847	UNIF & LAUNDRY CR/FL	-12.06	
36675	07/19/10	772.02	001454	MONTEREY BAY SYSTEMS		34848	4/1-6/30 OVERAGE	772.02	
36676	07/19/10	71.00	E629	NJAA, SHELDON		34849	BUS WRITE SEMINAR	71.00	
36677	07/19/10	130.00	004	NORTH BAY FORD LINC-MERCURY		34850	OUT RPR #807	130.00	
36678	07/19/10	484.11	001176	NORTHSTAR, INC.		34851	RPRS & MAINT/FAC	484.11	
36679	07/19/10	2,792.59	009	PACIFIC GAS & ELECTRIC		34852	5/28-6/28 1217 MB	126.23	
						34853	6/2-7/1 PACIFIC	2,666.36	
36680	07/19/10	37.85	043	PALACE ART & OFFICE SUPPLY		34888	OFFICE SUPPLY/OPS	37.85	
36681	07/19/10	100.00	B024	PIRIE, ELLEN	7	34879	6/11-6/25 BOD MTG	100.00	
36682	07/19/10	447.00	001149	PREFERRED PLUMBING, INC.		34854	SERVICE/WTC	447.00	
36683	07/19/10	7.47	107A	PROBULLD		34855	RPRS & MAINT/FAC	1.58	
36684	07/19/10	3,458.90	001098	ROBERT HALF MANAGEMENT RESOURCE		34856	RPRS & MAINT/FAC	5.89	
						34857	TEMP/ADM W/E 6/30	999.20	
						34858	TEMP/RR W/E 6/30	979.20	
36685	07/19/10	100.00	B022	ROBINSON, LYNN MARIE		34859	TEMP/FIN W/E 6/30	1,480.50	
36686	07/19/10	261.17	135	SANTA CRUZ AUTO PARTS, INC.		34860	6/11-6/25 BOD MTG	100.00	
						34862	REV VEH PARTS/PT	148.82	
						34863	REV VEH PARTS/FL	112.35	
36687	07/19/10	193.70	149	SANTA CRUZ SENTINEL	0	34883	ADS/FINANCE	193.70	
36688	07/19/10	10,937.01	977	SANTA CRUZ TRANSPORTATION, LLC	7	34864	JUNE 10 PT SVCS	10,937.01	
						34865	STMT OF DOM NONP CO	20.00	
						34866	WORKSPACE ANALYSIS	849.50	
36690	07/19/10	849.50	001301	SEDGWICK CMS HOLDINGS, INC.		34866	2/1-6/30 MAINT	3,000.00	
36691	07/19/10	3,000.00	001277	SJB GLOBALNET, INC.		34860	MEM DUES 7/1-6/30/11	160.00	
36692	07/19/10	160.00	001817	SOCIETY FOR HUMAN RESOURCE		34861	DMV/YTT FEE	49.00	
36693	07/19/10	49.00	E427	SPARKMAN, JOSHUA		34867	OUT RPR REV VEH/PT	390.17	
36694	07/19/10	870.93	001232	SPECIALIZED AUTO AND		34868	OUT RPR REV VEH/PT	480.76	
						34869	6/25 BOD MTG	50.00	
36695	07/19/10	50.00	B017	STONE, MARK	7	34881	FRT OUT/FLT	60.00	
36696	07/19/10	60.00	007	UNITED PARCEL SERVICE		34870	6/23-7/20 RENTAL	10.96	
36697	07/19/10	10.96	946	UNITED SITE SERVICES		34871	JUNE PT SVCS	10,628.90	
36698	07/19/10	10,628.90	001083	WATSONVILLE TRANSPORTATION, INC		34872	LUBE/FUEL/FL	2,338.74	
36699	07/19/10	2,338.74	001506	WESTERN STATES OIL CO., INC.		34873	AUG ALARMS	68.00	
36700	07/26/10	473.01	020	ADT SECURITY SERVICES INC.		35005	AUG ALARMS	49.23	
						35006	AUG ALARMS	104.23	
						35007	AUG ALARMS	88.38	
						35008	AUG ALARMS	49.23	
						35009	AUG ALARMS	68.89	

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36701	07/26/10	12,000.00	1114	ALLIANT INSURANCE SERVICES		35011	AUG ALARMS	45.05	
36702	07/26/10	33,000.00	497B	APTA		34957	2010-11 BROKER FEE	12,000.00	
36703	07/26/10	498.33	001	AT&T		34958	7/1-6/30 MEMBERSHIP	33,000.00	
						34890	REPEATERS/OPS	310.69	
						34891	7/5-8/4 OPS PHONE	102.60	
						34892	7/7-8/6 REPEATER	85.04	
36704	07/26/10	15,750.00	001348	ATHENS INSURANCE SERVICE, INC.		34954	JUL 10 WORK COMP FEE	8,250.00	
						34959	WORK COMP SET-UP	7,500.00	
36705	07/26/10	57.73	M033	BAILEY, NEIL	0	34969	AUG 10 RET SUPP	57.73	
36706	07/26/10	3,940.68	059	BATTERIES USA, INC.		35012	REV VEH PARTS/FL	3,940.68	
36707	07/26/10	6,834.32	664	BAY COUNTIES PITCOCK PETROLEUM		34893	FUEL/FLT	6,834.32	
36708	07/26/10	382.77	001287	BLUE SHIELD OF CALIFORNIA		34894	AUG 10 COBRA	382.77	
36709	07/26/10	75.05	M077	BRADFORD, THOMAS	0	34970	AUG 10 RET SUPP	75.05	
36710	07/26/10	31.12	M078	BRIDINGER, DENISE	0	34971	AUG 10 RET SUPP	31.12	
36711	07/26/10	5,269.61	001275	BROADLUX, INC.		35013	FUEL FORCE SUPPORT	4,439.75	
						35014	FUEL FORCE SUPPORT	414.93	
						35015	FUEL FORCE SUPPORT	414.93	
36712	07/26/10	57.73	M079	BROGDON, ROY		34972	AUG 10 RET SUPP	57.73	
36713	07/26/10	459,696.69	502	CA PUBLIC EMPLOYEES'	0	34987	AUG 10 MEDICAL	459,696.69	
36714	07/26/10	57.73	M022	CAPELLA, KATHLEEN		34948	AUG 10 RET SUPP	57.73	
36715	07/26/10	5,000.00	001324	CAPITALEDE ADVOCACY, LLC		34955	JUL 10 FED LEG SVCS	5,000.00	
36716	07/26/10	28.87	M080	CARR, DALE	0	34973	AUG 10 RET SUPP	28.87	
36717	07/26/10	28.87	M073	CENTER, DOUG	0	34994	AUG 10 RET SUPP	28.87	
36718	07/26/10	1,656.04	001346	CITY OF SANTA CRUZ		34896	COOP RETAIL MGT	1,656.04	
36719	07/26/10	184.00	367	COMMUNITY TELEVISION OF		34949	6/25/10 BOD MTG	184.00	
36720	07/26/10	100.00	128	COSTCO WHOLESALE MEMBERSHIP	0	34950	ANNUAL MEMBERSHIP	100.00	
36721	07/26/10	28.87	M092	CRAWFORD, TERRI		34995	AUG 10 RET SUPP	28.87	
36722	07/26/10	75,241.00	858	CSAC EXCESS INSURANCE AUTHORITY	0	34960	7/1/10-6/30/11 WC	75,241.00	
36723	07/26/10	28.87	M039	DAVILA, ANA MARIA	0	34974	AUG 10 RET SUPP	28.87	
36724	07/26/10	113.43	085	DIXON & SON TIRE, INC.		34898	JUN TIRES & TUBES/PT	113.43	
36725	07/26/10	1,577.50	001329	DOC AUTO LLC		34897	OUT RPR REV VEH/PT	1,577.50	
36726	07/26/10	79.00	002388	DOGHERRA'S	7	34956	OUT RPR REV VEH/PT	79.00	
36727	07/26/10	28.87	M096	DRAKE, JUDITH	0	34996	AUG 10 RET SUPP	28.87	
36728	07/26/10	900.00	432	EXPRESS EMPLOYMENT PROS		34899	TEMP/FAC W/E 6/30	900.00	
36729	07/26/10	57.73	M099	FIKE, LOUIS	0	34997	AUG 10 RET SUPP	57.73	
36730	07/26/10	48.90	959	FIRST ADVANTAGE CORPORATION		34961	EMPLOY EXAMS	48.90	
36731	07/26/10	90.00	002295	FIRST ALARM	0	34900	JUN 10 DISPATCH/PT	90.00	
36732	07/26/10	51.54	M074	GABRIELE, BERNARD	0	34998	AUG 10 RET SUPP	51.54	
36733	07/26/10	28.87	M040	GARBEZ, LINDA	0	34975	AUG 10 RET SUPP	28.87	
36734	07/26/10	28.87	M100	GARCIA, HELEN	0	34976	AUG 10 RET SUPP	28.87	
36735	07/26/10	28.87	M0116	GENTRY, RITA	7	34999	AUG 10 RET SUPP	28.87	
36736	07/26/10	525.00	02123A	GIRO, INC.		34903	HASTUS CONFERENCE	525.00	
36737	07/26/10	28.87	M101	GOES, ALAN	0	35000	AUG 10 RET SUPP	28.87	
36738	07/26/10	57.73	M041	GOUVEIA, ROBERT	0	34977	AUG 10 RET SUPP	57.73	
36739	07/26/10	224.75	F530	GUIZAR, LISETH		34909	EDUCATIONAL EXP	224.75	
36740	07/26/10	75.11	M081	HALL, JAMES	0	34978	AUG 10 RET SUPP	75.11	
36741	07/26/10	7,514.28	001745	HARTFORD LIFE AND ACCIDENT INS		34951	JULY 10 LIFE/AD&D	3,745.94	
						34952	AUG 10 LIFE/AD&D	3,768.34	
36742	07/26/10	72.27	510A	HASLER, INC.		34962	8/1-8/31 RENTAL/ADM	72.27	
36743	07/26/10	75.05	M043	HOLODNICK, JAMES	0	34979	AUG 10 RET SUPP	75.05	

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36744	07/26/10	001209	391.31	IKON FINANCIAL SERVICES		34904	6/18-7/17/PT	391.31	
36745	07/26/10	002117	16,240.47	IULIANO	7	34905	115 DUBOIS RENT	3,470.85	
						34906	111 DUBOIS RENT	12,769.62	
36746	07/26/10	110	2,905.16	JESSICA GROCERY STORE, INC.		34907	CUSTODIAL SERVICES	2,905.16	
36747	07/26/10	133	350.00	JOBS AVAILABLE		34908	AD/ASST PARA SUPT	350.00	
36748	07/26/10	M104	28.87	JUSSEL, PETE	0	35001	AUG 10 RET SUPT	28.87	
36749	07/26/10	M061	291.85	KAMEDA, TERRY	0	34988	AUG 10 RET SUPT	291.85	
36750	07/26/10	878	1,254.40	KELLY SERVICES, INC.		34910	TEMP/PT W/E 6/27	1,254.40	
36751	07/26/10	511	710.15	LUMINATOR HOLDING LP		34911	REV VEH PARTS/FL	710.15	
36752	07/26/10	001119	1,685.95	MACERICH PARTNERSHIP LP	7	34912	CAPITOLA MALL RENT	1,685.95	
36753	07/26/10	001145	798.20	MANAGED HEALTH NETWORK		34953	AUG 10 EAP	798.20	
36754	07/26/10	002721	1,490.36	NEXTEL COMMUNICATIONS		34915	6/4-7/3-JUNE 10	1,490.36	
36755	07/26/10	001176	658.19	NORTHSTAR, INC		34916	OUT RPR EQUIP/FAC	658.19	
36756	07/26/10	M050	28.87	O MARA, KATHLEEN	0	34980	AUG 10 RET SUPT	28.87	
36757	07/26/10	009	3,619.29	PACIFIC GAS & ELECTRIC		34917	6/8-7/7 SVTC	13.83	
						34918	5/12-7/7 SVTC	2,525.10	
						34919	6/11-7/12 RES PARK	1,080.36	
36758	07/26/10	002809	50.00	PACIFIC PROPANE		34920	ANNUAL USER FEE	50.00	
36759	07/26/10	950	887.00	PARADISE LANDSCAPE INC	0	35016	JULY MAINT	887.00	
36760	07/26/10	M057	319.71	PARHAM, WALLACE	0	34989	AUG 10 RET SUPT	319.71	
36761	07/26/10	M109	28.87	PEREZ, CHERYL	0	34981	AUG 10 RET SUPT	28.87	
36762	07/26/10	M064	258.43	PETERS, TERRIE	0	34990	AUG 10 RET SUPT	258.43	
36763	07/26/10	M070	28.87	PICARELLA, FRANCIS	0	34991	AUG 10 RET SUPT	28.87	
36764	07/26/10	481	574.00	PIED PIPER EXTERMINATORS, INC.		34921	JUNE PEST CTRL	48.50	
						34922	JUNE PEST CTRL	48.50	
						34923	JUNE PEST CTRL	183.00	
						34924	JUNE PEST CTRL	53.00	
						34925	JUNE PEST CTRL	241.00	
36765	07/26/10	M058	319.71	POTEETE, BEVERLY	0	34992	AUG 10 RET SUPT	319.71	
36766	07/26/10	001153	127.00	REPUBLIC ELEVATOR COMPANY		35017	JULY MAINT/METRO	127.00	
36767	07/26/10	M085	57.73	ROSSI, DENISE	0	34982	AUG 10 RET SUPT	57.73	
36768	07/26/10	M030	28.87	ROWE, RUBY	0	34983	AUG 10 RET SUPT	28.87	
36769	07/26/10	966	18,557.92	S.C. FUELS	0	35018	DIESEL 7/1/10	18,557.92	
36770	07/26/10	001944	15.00	SANTA CRUZ COUNTY LAW LIBRARY		34926	QUARTERLY COPY CHRG	15.00	
36771	07/26/10	345	75.00	SANTA CRUZ COUNTY OFFICE OF		34927	LIVE SCAN FINGERPRNT	75.00	
36772	07/26/10	079	8,899.60	SANTA CRUZ MUNICIPAL UTILITIES		34928	6/15-7/13 PACIFIC	86.16	
						34929	6/15-7/13 PACIFIC	2,523.73	
						34930	6/15-7/13 1200A RVR	2,629.20	
						34931	6/15-7/13 VERNON	438.71	
						34932	6/15-7/13 VERNON	49.79	
						34933	6/15-7/13 111 DUBOIS	156.02	
						34934	6/15-7/13 1200B RVR	860.26	
						34935	6/15-7/13 GOLF	1,153.33	
						34936	6/15-7/13 BINS	558.40	
						34937	6/15-7/13 GOLF	364.11	
						34938	111 DUBOIS CLEAN-UP	79.89	
36773	07/26/10	149	101.32	SANTA CRUZ SENTINEL	0	34963	6/10 PUB HRG	101.32	
36774	07/26/10	M010	302.74	SHORT, SLOAN	0	34993	AUG 10 RET SUPT	302.74	
36775	07/26/10	001121	210.00	SILENT PARTNER SECURITY SYS.		35019	7/1-9/30 ALARMS	210.00	
36776	07/26/10	M112	28.87	SILVA, EDUARDO	0	35002	AUG 10 RET SUPT	28.87	

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

DATE: 07/01/10 THRU 07/31/10

CHECK NUMBER	CHECK DATE	CHECK AMOUNT	VENDOR NAME	VENDOR TYPE	TRANS. NUMBER	TRANSACTION DESCRIPTION	TRANSACTION AMOUNT	COMMENT
36777	07/26/10	57.73	SLOAN, FRANCIS	0	34984	AUG 10 RET SUPP	57.73	
36778	07/26/10	12,266.42	SOQUEL III ASSOCIATES	7	34939	RESEARCH PARK RENT	12,266.42	
36779	07/26/10	470.06	SPECIALIZED AUTO AND		34964	OUT RPR REV VEH/PT	470.06	
36780	07/26/10	47,057.63	SPECTRUM HUMAN RESOURCE		34965	HR MODULE	47,057.63	
36781	07/26/10	714.00	STATE BOARD OF EQUALIZATION		34940	APR-JUN 10 USE TAX	714.00	
36782	07/26/10	606.20	STATE BOARD OF EQUALIZATION		34941	APR-JUN 10 FUEL TAX	606.20	
36783	07/26/10	28.87	TOLINE, DONALD	0	34985	AUG 10 RET SUPP	28.87	
36784	07/26/10	39.00	TRINIDAD, AURORA		34942	DMV FEE	39.00	
36785	07/26/10	5,002.87	U.S. BANK		34966	4246044555645971	2,835.08	
					34967	4246044555645971	28.00	
					34968	4246044555645971	2,139.79	
36786	07/26/10	66.66	UPS SUPPLY CHAIN SOLUTIONS,		34943	FRT OUT/FLT	66.66	
36787	07/26/10	90.02	VERIZON WIRELESS	0	34944	PC CARDS/ADM	90.02	
36788	07/26/10	291.85	VONWAL, YVETTE	0	35003	AUG 10 RET SUPP	291.85	
36789	07/26/10	1,065.01	WATSONVILLE CADILLAC, BUICK,		34945	REV VEH PARTS/PT	1,065.01	
36790	07/26/10	1,539.28	WEST PAYMENT CENTER		34946	JUNE INFO CHARGES	1,250.20	
					34947	SUBSCRIPT/LEGAL	289.08	
36791	07/26/10	31.12	WILLIAMS, CHRIS	0	35004	AUG 10 RET SUPP	31.12	
36792	07/26/10	28.87	YAGI, RANDY	0	34986	AUG 10 RET SUPP	28.87	
36793	07/22/10	200.00	HICKEY, MARK		35020	CALACT TRAINING	200.00	
TOTAL		1,765,251.18	ACCOUNTS PAYABLE			TOTAL CHECKS	252	1,765,251.18







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

**CLAIM FOR DAMAGES**

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

Claim # 10-0031  
(To be completed by METRO staff)

Please Print or Type:

The name and post office address of the claimant:

Claimant's Legal First Name: **Jesica Siham**

Claimant's Legal Last Name: **Fernandez**

Address to which notices are to be sent:

Home: [REDACTED]  
Work: [REDACTED]

Telephone (Home): [REDACTED] Telephone (Business/Cell): N/A

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

Are you presently, or have you ever been, enrolled in Medicare Part A or B? [REDACTED]

**IF YES**, please provide the following information:

Medicare Claim Number: \_\_\_\_\_

Date of Birth: [REDACTED]  
Social Security Number: [REDACTED]

Gender: **Female**



Claimant Name: **Jesica Siham Fernandez**

### **CLAIM FOR DAMAGES**

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

Date of Incident/Accident: **July 17<sup>th</sup>, 2010**

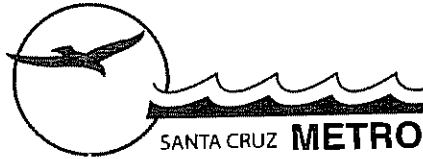
Time of Incident/Accident: **Approximately between 2:30 and 3:00PM**

Location of Incident/Accident

Street/City: **Intersection of Mission and Laurel, Southbound, on Santa Cruz Metro Bus # 16**

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

**See page attached at end.**



Claimant Name: **Jesica Siham Fernandez**

### CLAIM FOR DAMAGES

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

**Serafin; the bus driver introduced him self only with his last name.**

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

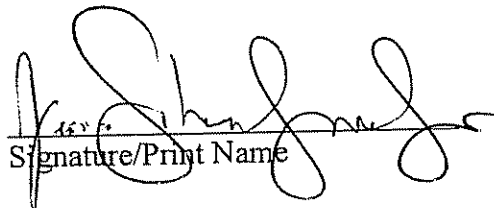
**See the attached Cover Letter and AETNA Claim forms (which were printed from the AETNA Insurance website, because the actual paper bill have not been mailed).**

If the amount exceeds \$10,000.00, this claim would be:

Less than \$25,000  
(Limited Civil Case)

More than  
\$25,000

Claimant:

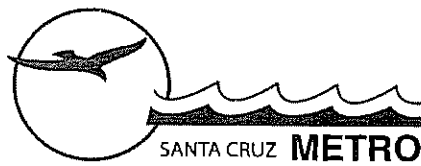
  
Signature/Print Name

Date: 9/17/2010

Attorney or  
Representative:

N/A  
Signature/Print Name

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



On Saturday, July 17th, at approximately 2:30pm, I was hit by a bicyclist who was riding his bike at the intersection of Mission Street and Laurel Street, in Santa Cruz, CA. I was a passenger on the SC Metro, but number 16, the bus driver was Serafin (last name was not told). I pulled the cable to request the bus driver to stop at the bus stop at the intersection of Mission and Laurel. The bus was standing on a red light, there appeared to be traffic, and upon pulling the cable to stop the request, I was walking toward the exit door. The bus was not stationed directly against the curb/sidewalk as it should had been, so I had to step down, and out of the bus, and up onto the sidewalk. There seemed to be enough space on the bike lane to allow for a bike to go through. As I was stepping out of the bus a young man riding his bike crashed into me, jabbing his front bike tire and handles into me. The bicycle hit me on the right side, between my hip and my rib, and part of my underarm. The force of the hit caused me to fall onto my left side. I fell onto the road in front of the bus, and had my left ankle caught in the bike which was not on the ground. I don't remember further details. The only next thing that I remember is feeling a slight touch of the bike rack on the right side of my neck and head. At that moment I don't remember much more, only seeing from my peripheral vision the bike rack on the bus. After that I felt someone moving me onto the sidewalk. I believe it was the bus driver who after having seen the incident he stopped the bus, and had me lay on the sidewalk, while the bike rider was standing near his bike. The rest of what I remember seems to come as pieces and part of memories. The bus driver asked me and the bike rider, not leave that he had to call in to report the incident. I was crying and very confused, and shaky. He gave me a piece of paper, to put my contact information. The bus driver asked me if I was okay, and if I needed an ambulance, but I remember telling him that I was okay, though I was very discombobulated. The bus driver held me up and helped me to stand and to try to walk. After a few steps of walking, he asked me if I was okay and if I needed an ambulance. I said that no, I told him I didn't have money, and if he would pay for it. He asked if I was a student and if I had insurance. I said that I was a student and that I did have insurance. After a few minutes he said that he was leaving, and that he recommended I go to the emergency room. I called a friend and told her I had had an accident and wasn't going to make it to the meeting. Then, I called my boyfriend and asked him to pick me up. I walked a few feet into the parking lot of a bakery and waited for him, and within minutes he was there. I told him what had happened. We went home, and he recommended that I call my insurance to ask for some suggestions. I called my insurance and they told me to speak to a nurse. I told the nurse what had happened and the pain that I was experiencing on my left thigh, right hip and rib, and my neck and head. I had scratches and road burn on my legs, and also my ankle. The nurse recommended that I go to the emergency room. I went to the emergency room and was checked, and given some IB for the pain, and asked to take a urine sample.



## **AGENDA**

**OCTOBER 20, 2010 - 6:00 PM  
PACIFIC STATION CONFERENCE ROOM  
920 PACIFIC AVENUE, SANTA CRUZ, CALIFORNIA**

- 1. ROLL CALL**
- 2. AGENDA ADDITIONS/DELETIONS**
- 3. ORAL/WRITTEN COMMUNICATION**
- 4. CONSIDERATION OF APPROVAL OF MINUTES OF SEPTEMBER 15, 2010**
- 5. ACCEPT AND FILE RIDERSHIP REPORTS FOR JULY 2010**
- 6. ACCEPT AND FILE PARACRUZ OPERATIONS STATUS REPORTS FOR JULY 2010**
- 7. REPORT ON MST AND METRO TRANSFER STATISTICS**
- 8. DISCUSSION OF SERVICE REDUCTIONS**
- 9. UNIVERSITY RIDERSHIP**
- 10. DISCUSSION ON WHEN ARE ITEMS ON AGENDA ACTION ITEMS**
- 11. BUS STOP ISSUES**
- 12. DISTRIBUTION OF MAC VOUCHERS**
- 13. COMMUNICATIONS TO METRO GENERAL MANAGER**
- 14. COMMUNICATIONS TO METRO BOARD OF DIRECTORS**
- 15. ITEMS FOR NEXT MEETING AGENDA**
- 16. ADJOURNMENT**

*NEXT MEETING: WEDNESDAY, NOVEMBER 17, 2010, AT 6:00 PM  
PACIFIC STATION CONFERENCE ROOM*

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

## Minutes - METRO Advisory Committee (MAC)

June 16, 2010

The METRO Advisory Committee (MAC) met on Wednesday, June 16, 2010 in the Pacific Station Conference Room located at 920 Pacific Avenue in Santa Cruz, California.

Chair Gunther called the meeting to order at 6:03 p.m.

### 1. ROLL CALL:

#### MEMBERS PRESENT

Naomi Gunther, Chair  
Mara Murphy (late 6:26pm)  
Dennis "Pop" Papadopulo  
Charlotte Walker  
Dave Williams  
Craig Agler

#### MEMBERS ABSENT

#### VISITORS PRESENT

Jason Andrews, UTU  
Bob Yount

#### STAFF PRESENT

Ciro Aguirre, Operations Manager  
April Warnock, Paratransit Superintendent

### 2. AGENDA ADDITIONS/DELETIONS

None

### 3. ORAL/WRITTEN COMMUNICATION

Written:

None

Oral:

Bob Yount communicated that he went to Yosemite National Park for the first time.

### 4. CONSIDERATION OF APPROVAL OF MINUTES OF FEBRUARY 17, 2010

**ACTION: MOTION: DAVE WILLIAMS SECOND: DENNIS "POP" PAPADOPULO**

**ACCEPT AND FILE MINUTES OF THE FEBRUARY 17, 2010 MEETING AS PRESENTED**

Motion passed unanimously, with Mara Murphy being absent.

**5. ACCEPT AND FILE RIDERSHIP REPORT FOR MARCH 2010**

Chair Gunther commented on the increase in bicycle riders, especially #71. Charlotte Walker also commented on the number of wheelchair riders for bus #71.

**ACTION: MOTION: NAOMI GUNTHER SECOND: CHARLOTTE WALKER**

**ACCEPT AND FILE RIDERSHIP REPORT FOR MARCH 2010**

**Motion passed unanimously, with Mara Murphy being absent.**

**6. ACCEPT AND FILE PARACRUZ OPERATIONS STATUS REPORT FOR FEBRUARY 2010**

There was a discussion about what ParaCruz has done since the budget cuts and what they plan to do to alleviate the situation.

**ACTION: MOTION: DAVE WILLIAMS SECOND: DENNIS “POP” PAPADOPULO**

**ACCEPT AND FILE PARACRUZ OPERATIONS STATUS REPORT FOR FEBRUARY 2010**

**Motion passed unanimously**

**7. CONSIDERATION OF AMENDING MAC BYLAWS TO ESTABLISH A QUARTERLY MEETING SCHEDULE**

There was discussion about when MAC will meet and when it will take affect. Board of Directors will decide when MAC will meet and for how long this will be in affect, meeting will still be at the same time and for the same length of time.

**8. CONSIDERATION OF METRO’S REVISED DISCOUNT FARE PROGRAM**

Ciro Aguirre did a presentation on the changes to the Discount Fare Program; minor changes were done to the policy to reflect this change. FTA thought there was not a clear definition for Medicare cardholders, senior citizens, and disabled persons who receive a discount for bus rides.

**9. REVIEW OF METRO’S DISADVANTAGED BUSINESS ENTERPRISE (DBE) GOAL OF 2.12% FOR FEDERAL FISCAL YEAR 2011 (FFY11) AND DBE METHODOLOGY**

Ciro Aguirre did a presentation on Disadvantaged Business Enterprise (DBE) program goal that was set forth by the Federal Government under Title 49. Since METRO

receives federal funding they have to reach out to businesses that are considered disadvantaged, which would be businesses that are run by African-Americans, Latinos, women, Asian or Native Americans but that could supply METRO with services in a competitive way. METRO's goal is about 2% and has begun to do outreach by advertising and soliciting businesses; if attempts to reach the goal are not performed funding may be revoked.

**10. DISTRIBUTION OF MAC VOUCHERS**

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

**11. COMMUNICATIONS TO METRO GENERAL MANAGER**

None

**12. COMMUNICATIONS TO METRO BOARD OF DIRECTORS**

None

**13. ITEMS FOR NEXT MEETING AGENDA**

- April Warnock suggested since RTC money was relocated from transit planning to bus stop improvements they should attend a BSAC meeting.

**ADJOURN**

There being no further business, Chair Gunther thanked everyone for participating and adjourned the meeting at 7:30 p.m.

Respectfully submitted,

LISA M CISNEROS  
Temporary Administrative Assistant



# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

**DATE:** October 22, 2010  
**TO:** Board of Directors  
**FROM:** April Warnock, Paratransit Superintendent  
**SUBJECT: METRO PARACRUZ OPERATIONS STATUS REPORT**

## I. RECOMMENDED ACTION

**This report is for information only - no action requested**

## II. SUMMARY OF ISSUES

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

### **III. DISCUSSION**

While August 2010 ParaCruz rides rose by 295 rides from August 2009, the number of rides dropped by 248 rides from July, 2010, an action that is consistent with the yearly trend.

Call Center statistics reflect that we experienced problems with the phone system attributed to wiring issues that have been identified. Corrective measures are underway that will alleviate the issue and improve the system's performance.

### **IV. FINANCIAL CONSIDERATIONS**

NONE

### **V. ATTACHMENTS**

- Attachment A:** ParaCruz On-time Performance Charts
- Attachment B:** Comparative Operating Statistics Tables
- Attachment C:** Number of Rides Comparison Chart
- Attachment D:** Shared vs. Total Rides Chart
- Attachment E:** Mileage Comparison Chart
- Attachment F:** Year To Date Mileage Chart
- Attachment G1:** Daily Drivers vs. Subcontractor Rides Charts for July 2010
- Attachment H:** Eligibility Chart

# Attachment A

Board of Directors  
Board Meeting October 22, 2010

<b>ParaCruz On-time Performance Report</b>		
	<b>Aug 2009</b>	<b>Aug 2010</b>
Total pick ups	7062	7357
<b>Percent in “ready window”</b>	<b>96.62%</b>	<b>96.68%</b>
1 to 5 minutes late	1.52% 1.44%	
6 to 10 minutes late	.96% .95%	
11 to 15 minutes late	.47% .48%	
16 to 20 minutes late	.20% .26%	
21 to 25 minutes late	.16% .04%	
26 to 30 minutes late	.04% .07%	
31 to 35 minutes late	.00% .07%	
36 to 40 minutes late	.03% .01%	
41 or more minutes late (excessively late/missed trips)	.00% .00%	
<b>Total beyond “ready window”</b>	<b>3.38%</b>	<b>3.32%</b>

During the month of August 2010, ParaCruz received four (4) Customer Service Reports. Two (2) of the reports were valid complaints. One (1) of the complaints was not valid. One (1) of the reports was a compliment.

# Attachment B

Board of Directors  
Board Meeting October 22, 2010

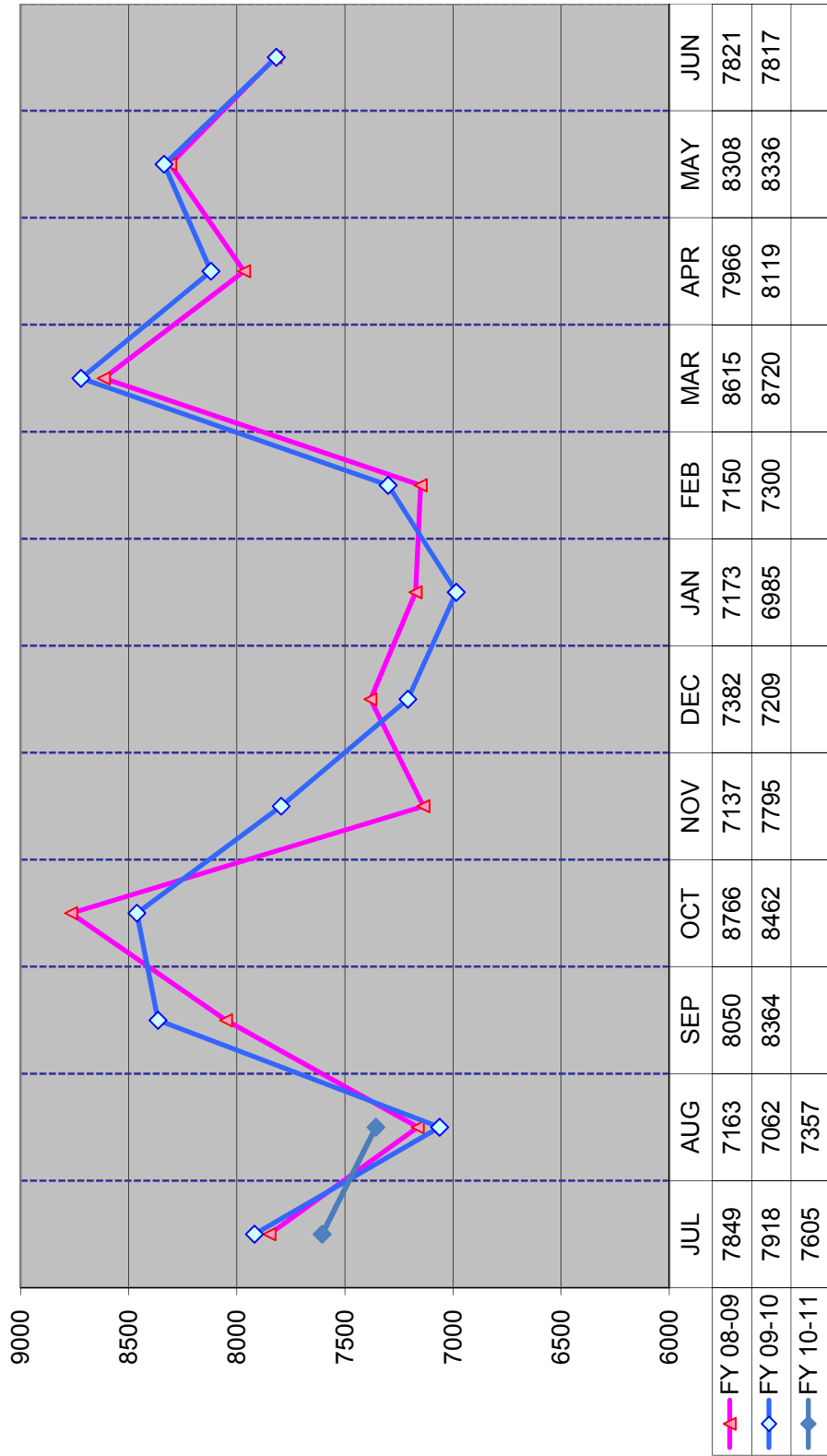
## Comparative Operating Statistics This Fiscal Year, Last Fiscal Year through August 2010.

	Aug 09	Aug 10	Fiscal 09-10	Fiscal 10-11	Performance Averages	Performance Goals
Requested	745	7610	15,554	15,430	8446	
Performed	7062	7357	14,698	14,962	7839	
Cancels	17.85%	16.85%	17.99%	16.51%	18.33%	
No Shows	3.06%	2.44%	2.66%	2.57%	3.09%	Less than 3%
Total miles	47,143	49,246	96,689	99,404	50,432	
Av trip miles	5.63	5.17	5.38	5.18	5.11	
Within ready window	96.62%	96.68%	95.84%	96.38%	95.43%	92.00% or better
Excessively late/missed trips	1	0	1	6	2.4	Zero (0)
Call center volume	N/A	5747	N/A	11,294	N/A	
Call average seconds to answer	N/A	5 min : 12 secs	N/A	2 min 18 secs	N/A	Less than 2 minutes
Hold times less than 2 minutes	N/A	86.66%	N/A	90.67%	N/A	Greater than 90%
Distinct riders	741	788	983	94	814	
Most frequent rider	46 rides	70 rides	93 rides	122 rides	53 rides	
Shared rides	60.9%	61.3%	61.1%	63.1%	63.38%	Greater than 60%
Passengers per rev hour	2.02	2.07	2.02	2.14	2.20	Greater than 1.6 passengers/hour
Rides by supplemental providers	9.47%	8.25%	8.49%	8.74%	12.52%	No more than 25%
Vendor cost per ride	\$23.87	\$20.22	\$24.26	\$20.83	\$23.14	
ParaCruz driver cost per ride (estimated)	\$24.41	\$27.89	\$23.79	\$27.18	\$24.63	
Rides < 10 miles	66.57%	69.46%	68.38%	69.28%	69.95%	
Rides > 10	33.43%	30.54%	31.62%	30.72%	30.05%	

**5-4.b1**

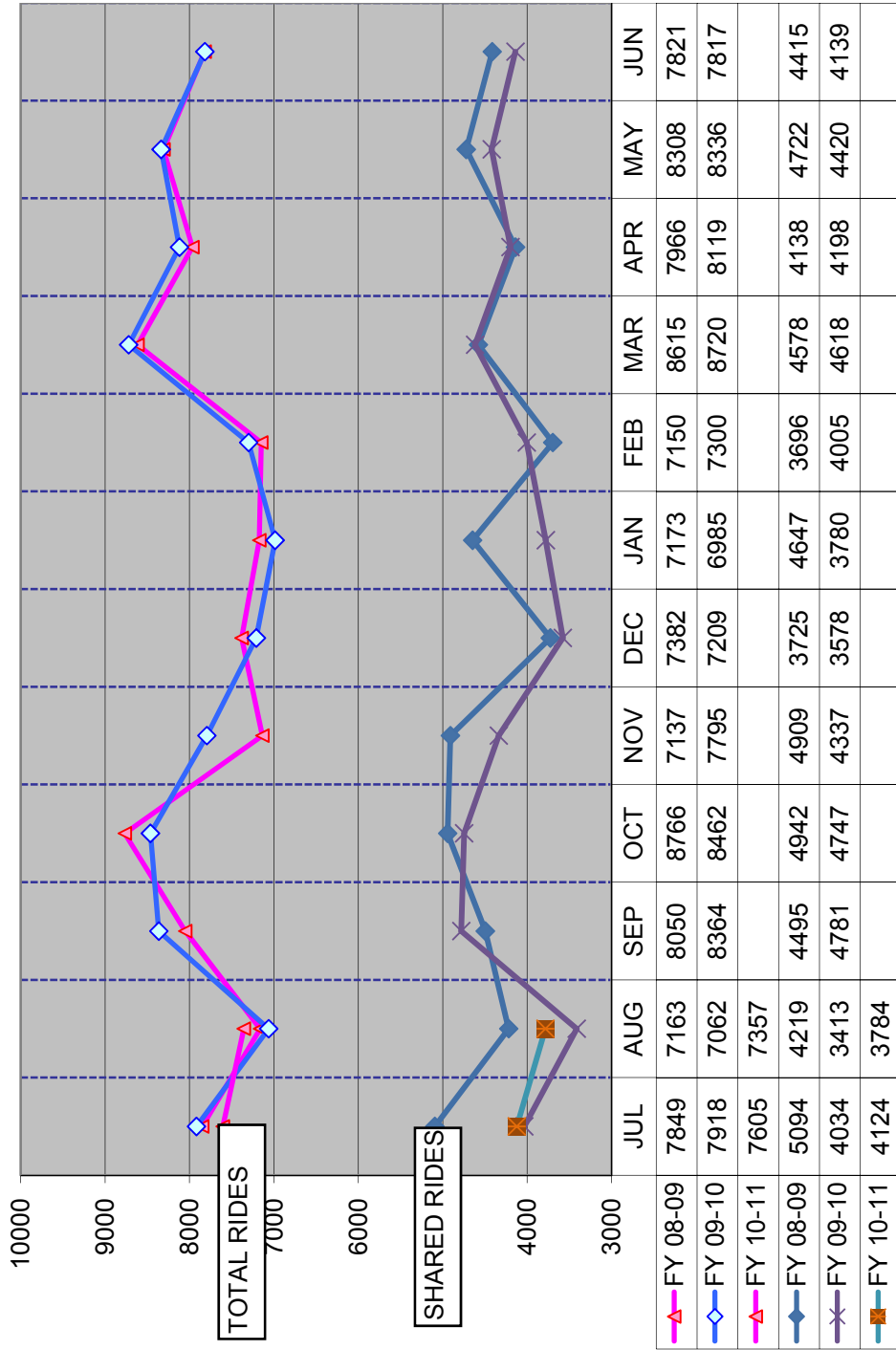
# Attachment C

NUMBER OF RIDES COMPARISON CHART



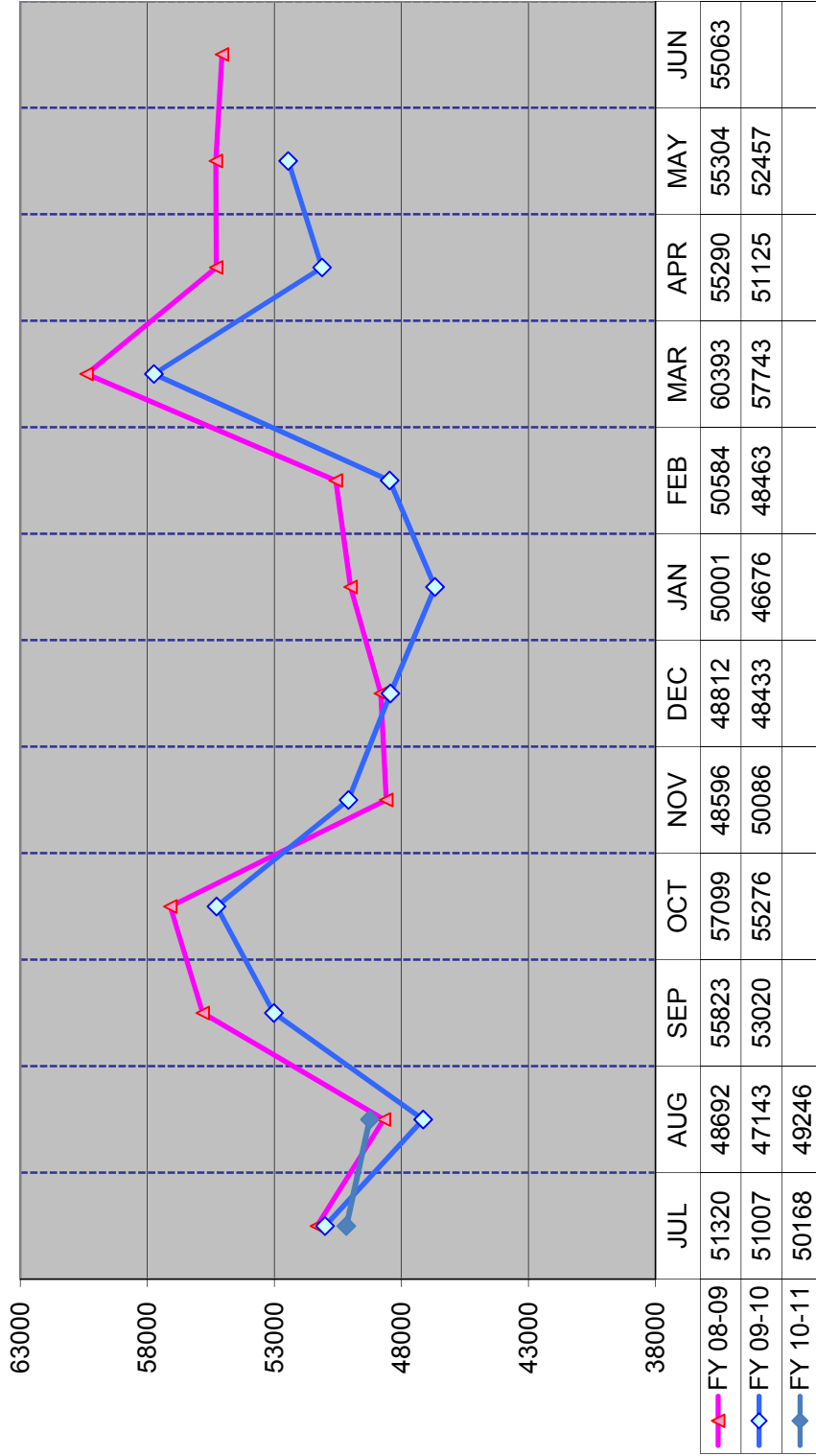
# Attachment D

TOTAL RIDES vs. SHARED RIDES



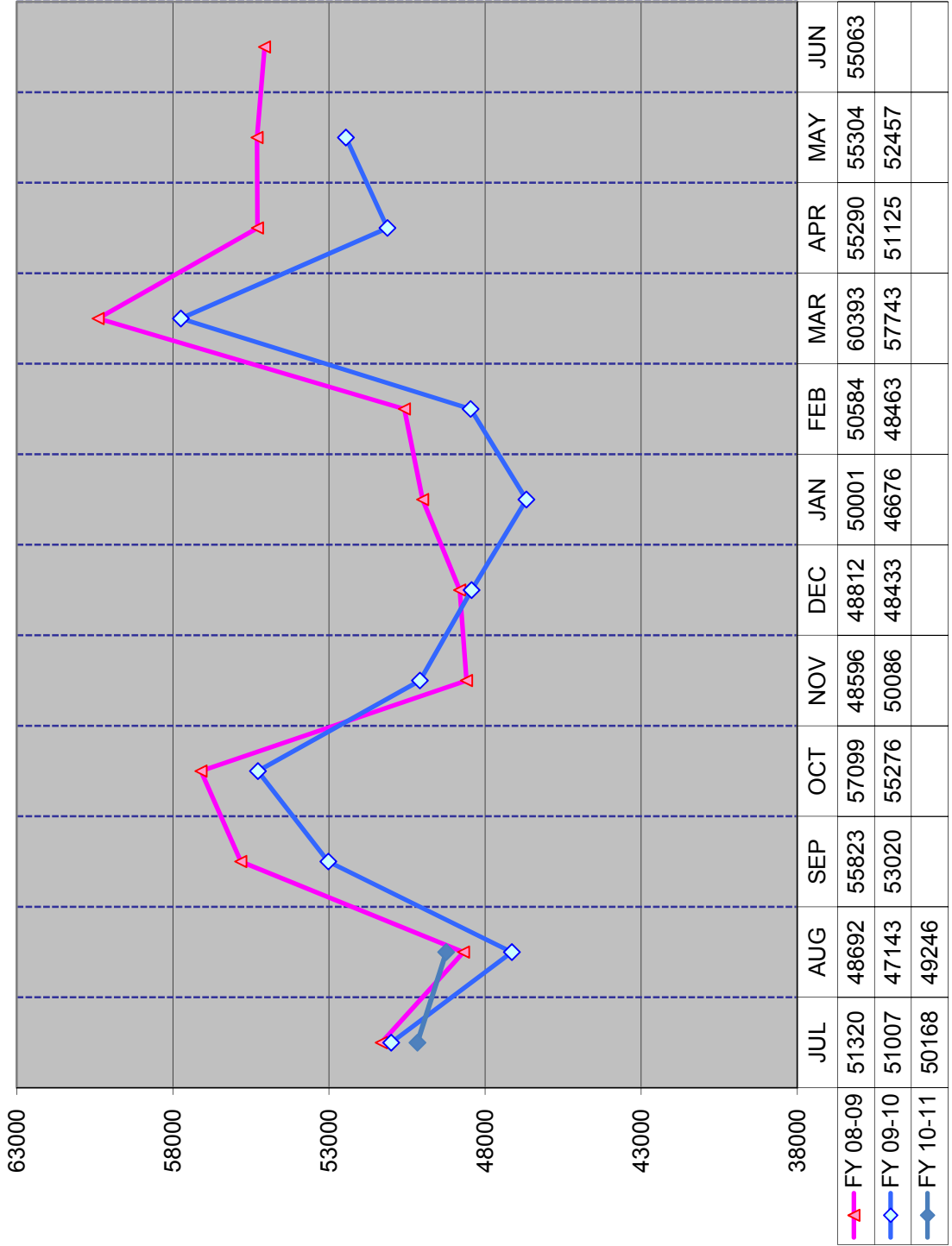
# Attachment E

MILEAGE COMPARISON



# Attachment F

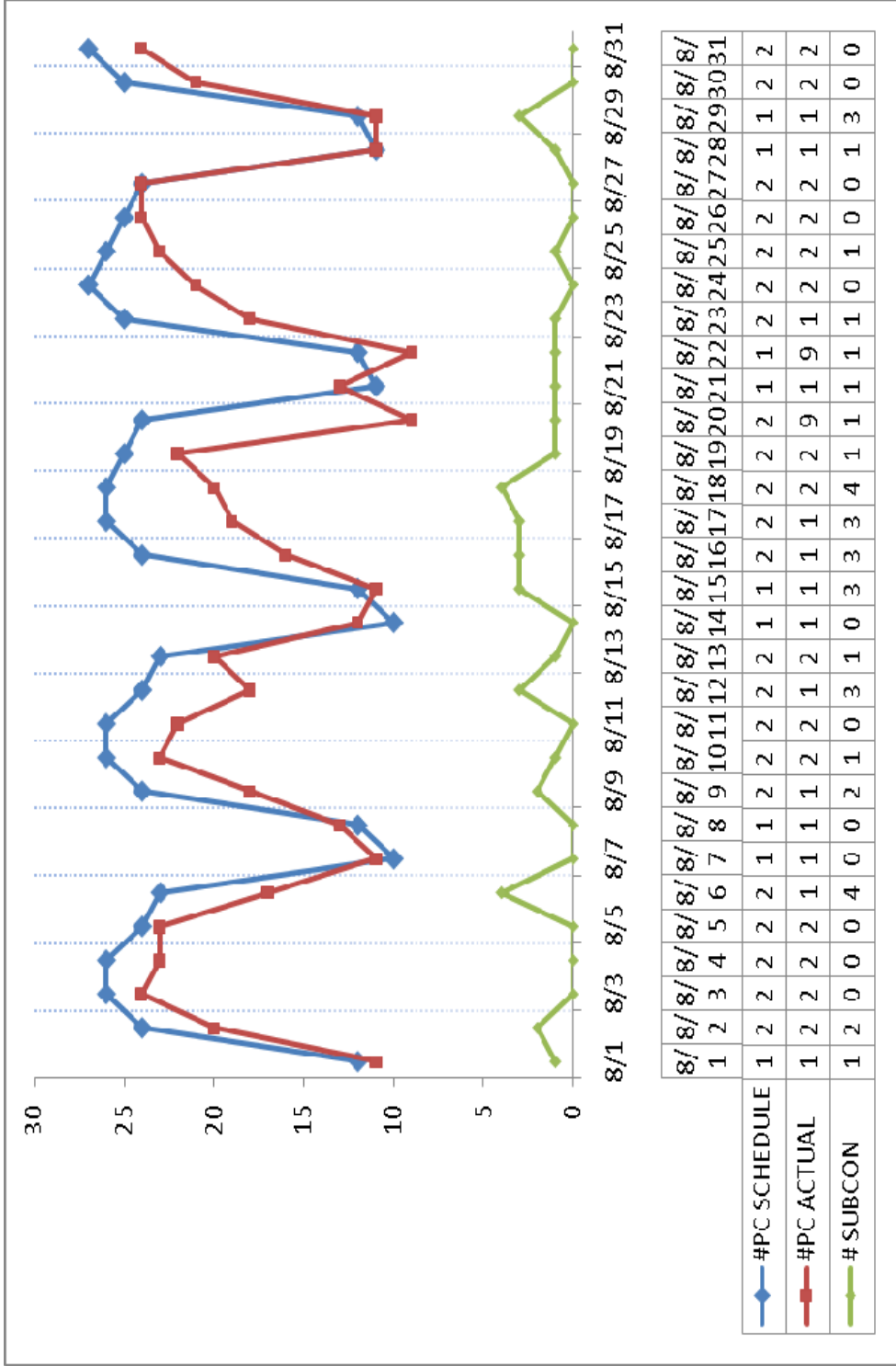
YEAR TO DATE MILEAGE COMPARISON CHART





# Attachment G

DRIVERS vs. SUBCONTRACTOR RIDES



# Attachment H

Board of Directors  
Board Meeting October 22, 2010

<b>MONTHLY ASSESSMENTS</b>						
	UNRESTRICTED	RESTRICTED	RESTRICTED	TEMPORARY	DENIED	TOTAL
		CONDITIONAL	TRIP BY TRIP			
AUGUST 2009	28	4	5	3	1	41
SEPTEMBER 2009	33	2	4	4	0	43
OCTOBER 2009	28	8	8	5	0	49
NOVEMBER 2009	32	6	1	4	0	43
DECEMBER 2009	30	3	2	2	0	37
JANUARY 2010	35	1	6	4	0	46
FEBRUARY 2010	42	1	4	1	0	48
MARCH 2010	48	3	3	2	0	56
APRIL 2010	29	2	7	5	0	43
MAY 2010	44	6	3	3	0	56
JUNE 2010	49	9	3	0	0	49
JULY 2010	33	4	7	1	0	45
AUGUST 2010	31	1	9	4	0	45

<b>NUMBER OF ELIGIBLE RIDERS</b>	
<b>YEAR</b>	<b>ACTIVE</b>
2005	<b>5336</b>
2006	<b>5315</b>
2007	<b>4820</b>
2008	<b>4895</b>
2009	<b>5291</b>

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

**DATE:** October 22, 2010  
**TO:** Board of Directors  
**FROM:** Angela Aitken, Finance Manager & Acting Assistant General Manager  
**SUBJECT: SANTA CRUZ METRO SYSTEM RIDERSHIP AND PERFORMANCE REPORT FOR AUGUST 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 August 2010 was 322,363, which is an increase of 7,137 riders or 2.3% versus August 2009.
- Routes in August 2010 with notable increases in comparison to August 2009 are: Route 3- Natural Bridges, Route 10-University via High St., and Route 16- University via Laurel East.
- Routes in August 2010 with notable decreases in comparison to August 2009 are: Route 56-Capitola/La Selva, Route 4-Harvey West/Emeline, and Route 40-Davenport.
- There were 7.58 hours of dropped service amounting to 152.54 miles of dropped service in August 2010.
- Four (4) buses reported issues with lifts while in service.

## III. DISCUSSION

In the twenty-two (22) weekdays, and nine (9) weekend days of August 2010, Santa Cruz METRO's total ridership was 322,363 riders. This was a gain from the previous year, increasing by 7,137 riders or 2.3%. Increased demand for transit at the University of California, Santa Cruz (UCSC) most likely caused the overall increase in ridership. Currently, FY11 YTD ridership is 649,646, which is down -0.2% from FY10.

Routes 3, 10, and 16 all show significant growth from the previous August, gaining at least 4.7% ridership increase from August 2009. Two of these routes (Routes 10 and 16) serve a common purpose service to UCSC. Strong ridership on these routes could indicate that summer session enrollment has increased resulting in demand for transit service to UCSC. Enjoyable weather could have contributed to the increase of Route 3 ridership. This route serves Natural Bridges State Beach as well as Lower Bay and Mission, all popular destinations for shopping and outdoor activities.

Routes 56, 4, and 40 have seen significant recessions and have contributed to poor ridership. Each of these under performing routes has their unique issues. Route 56-Capitola/La Selva, a mid-county route from the Capitola Mall to La Selva Beach and back, has low ridership mostly from Cabrillo Classes ending in late May. Route 4-Harvey West/ Emeline has also lost ridership due to lack of social services that the Route 4 serves. Finally, Route 40-Davenport has under performing ridership from long cycle times and a lack of school days in August

There were 7.58 dropped service hours amounting to 152.54 miles of dropped service due to road closers, mechanical issues, and an accident. During service, four (4) buses reported issues with the passenger lifts.

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

Revenue derived from passenger fares and passes is reflected in the FY11 Revenue.

#### **V. ATTACHMENTS**

- Attachment A: August 2010 Ridership Report**
- Attachment B: August 2009 Ridership Report**
- Attachment C: FYTD % Change in Ridership**
- Attachment D: Route by Route Ridership**
- Attachment E: Dropped Service for FY11**
- Attachment F: In Service Passenger Lift Problems**

Prepared by: Erich Friedrich, Jr. Transportation Planner.  
Date Prepared: October 12, 2010

# Attachment A

## Santa Cruz METRO August 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 Expo	Pacific Shores	Total Ridership	Passengers Per Hour	Passengers Per Mile	Passengers Per Hour	Wheelchair	Bike	
10	5,237.28	438.33	9,880	2,681	25	1,625	104	89	18	15	1,950	24	16,411	3.13	37.44	37.44	28	1,028	
13																			
15																			
16	10,352.26	828.59	17,500	4,390	30	4,129	149	243	41	39	3,506	21	30,048	2.90	36.26	36.26	28	1,621	
19	4,075.61	310.42	5,230	1,324	7	1,285	62	117	20	21	1,391	2	9,459	2.32	30.47	30.47	12	491	
3	2,386.02	172.89	236	136	14	882	76	151	25	22	1,977	194	3,713	1.56	21.48	21.48	27	137	
4	1,485.86	153.99	45	31	34	563	528	138	26	36	3,387	6	4,794	3.23	31.13	31.13	22	75	
7	1,094.10	98.01	73	23	3	164	36	88	3	20	795	13	1,218	1.11	12.43	12.43	19	7	
9	445.32	24.15	6	18	0	34	7	8	0	0	110	0	183	0.41	7.58	7.58	0	1	
12A																			
20x	5,951.68	396.73	4,376	1,155	13	1,486	98	166	14	17	2,015	204	9,544	1.60	24.06	24.06	9	471	
27x																			
31	2,238.22	116.19	47	9	4	453	31	23	16	2	624	0	1,209	0.54	10.41	10.41	7	157	
32	750.58	44.46	1	16	3	124	4	4	0	1	203	3	359	0.48	8.07	8.07	1	34	
33	124.65	5.75	0	1	0	67	1	1	0	0	61	0	131	1.05	22.78	22.78	0	0	
34	69.80	4.42	0	0	2	30	0	0	0	0	26	0	58	0.83	13.12	13.12	0	1	
35	38,343.38	1,922.58	288	289	162	13,947	914	1,598	339	198	19,452	19	37,206	0.97	19.35	19.35	81	2,610	
40	2,521.78	102.52	59	21	1	299	15	54	34	30	347	10	870	0.34	8.49	8.49	0	48	
41	3,103.38	128.83	143	69	7	527	17	47	5	12	341	2	1,170	0.38	9.08	9.08	2	178	
42	3,501.81	130.01	48	24	4	607	24	113	2	3	561	7	1,393	0.40	10.71	10.71	6	180	
53	1,169.28	82.59	3	8	5	120	9	33	6	7	444	3	638	0.55	7.72	7.72	19	12	
54	2,197.92	128.49	2	4	13	202	8	65	4	5	435	0	738	0.34	5.74	5.74	5	44	
55	2,832.06	192.51	13	19	111	573	61	161	17	27	1,570	0	2,552	0.90	13.26	13.26	43	95	
56	2,211.09	97.65	0	4	13	266	7	35	7	7	428	0	767	0.35	7.85	7.85	18	40	
66	6,752.15	581.34	456	260	49	5,002	422	695	95	63	7,866	20	14,928	2.21	25.68	25.68	250	639	
68	5,126.50	423.04	369	176	26	3,081	251	344	60	32	5,657	9	10,005	1.95	23.65	23.65	152	297	
68N	1,908.05	137.42	81	38	6	916	44	48	0	0	1,112	5	2,250	1.18	16.37	16.37	17	140	
69	3,507.44	316.79	452	356	27	2,944	275	361	43	36	4,673	27	9,194	2.62	29.02	29.02	99	444	
69A	15,029.86	807.34	407	363	39	10,179	1,036	1,303	135	104	10,790	30	24,386	1.62	30.21	30.21	262	1,080	
69N	1,742.90	139.99	82	54	37	878	55	61	1	0	1,064	1	2,233	1.28	15.95	15.95	13	143	
69W	14,596.18	812.77	513	424	416	9,837	857	1,030	119	85	10,887	30	24,198	1.66	29.77	29.77	168	1,049	
70																			
71	50,390.53	2,884.16	1,251	716	1,174	30,159	2,823	3,871	386	309	29,346	96	70,131	1.39	24.32	24.32	299	3,831	
72	5,523.08	267.06	6	11	18	1,992	127	329	33	31	1,466	0	4,013	0.73	15.03	15.03	18	78	
74	3,377.83	197.76	9	9	14	1,410	109	305	16	28	667	0	2,567	0.76	12.98	12.98	16	20	
75	6,818.76	410.75	28	13	16	4,097	224	868	64	57	2,818	0	8,185	1.20	19.93	19.93	67	291	
76	2,102.48	110.83	6	6	0	501	38	86	6	7	483	0	1,133	0.54	10.22	10.22	4	28	
79	1,647.72	96.24	7	2	9	781	83	190	22	55	654	0	1,803	1.09	18.73	18.73	112	11	
88																			
91x	5,870.80	252.46	79	107	93	1,731	323	102	44	13	1,650	2	4,144	0.71	16.41	16.41	7	344	
UC Supp.																			
Night Owl																			
TOTAL	214,486.38	12,817.06	41,696	12,757	2,375	100,691	8,818	12,727	1,601	1,282	118,756	728	301,631	1.41	23.53	23.53	1,811	15,625	
ROUTE			VTA/SC	CalTrain	ECO	Full Fare	Tickets	S/D Riders	Day Pass	Passes/Free Riders	Passengers Per Mile	RIDERSHIP	Passengers Per Hour	Passengers Per Hour	Passengers Per Mile	Wheelchair	Bike		
17	48,685.04	1,552.32	56	87	218	2,900	1,346	1,548	23	14,554	0.43	20,732	0.43	13.36	13.36	84	2,026		

August Ridership 322,363

# Attachment B

Santa Cruz METRO  
August 2009 Ridership Report

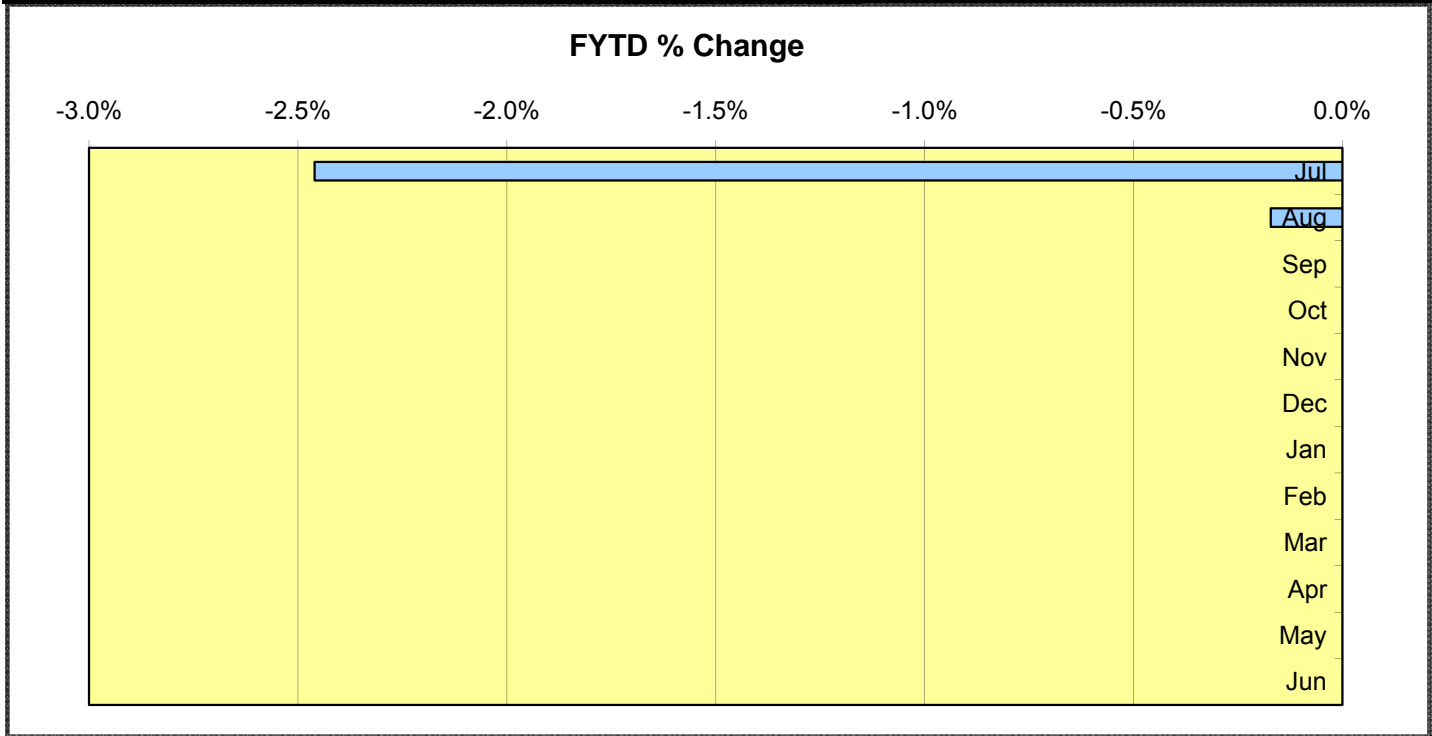
ROUTE	Miles	Hours	UC Student	UC Staff	Cabrillo	Full Fare	Tickets	S/D Fare	Day Pass	S/D Pass	Passes/Free Fare	Pacific Shores	Total Ridership	Passengers Per Hour	Passengers Per Mile	Wheelchair	Bike
10	5,237.28	438.33	7,940	1,869	9	1,173	60	102	10	7	1,884	7	13,061	2.49	29.80	31	933
13																	
15																	
16	10,352.26	828.59	14,896	4,083	29	3,548	139	252	38	31	3,447	32	26,495	2.56	31.98	28	1,689
19	4,075.61	310.42	4,554	1,277	3	1,060	45	86	22	9	1,429	9	8,494	2.08	27.36	3	570
3	2,386.02	172.89	293	111	12	783	77	143	16	26	1,637	140	3,238	1.36	18.73	16	96
4	1,485.86	153.99	71	41	10	417	552	192	11	31	3,672	5	5,002	3.37	32.48	72	87
7	1,094.10	98.01	19	24	5	138	79	124	1	14	1,121	1	1,526	1.39	15.57	10	7
9	445.32	24.15	5	9	0	64	7	1	0	0	185	0	271	0.61	11.22	0	4
12A																	
20	5,951.68	396.73	4,773	1,003	24	1,443	89	158	17	6	1,979	176	9,668	1.62	24.37	53	570
27x																	
31	2,238.22	116.19	23	36	9	510	13	21	12	0	466	0	1,090	0.49	9.38	19	105
32	750.58	44.46	3	2	0	103	3	3	0	0	168	0	282	0.38	6.34	5	27
33	124.65	5.75	0	0	1	50	0	0	0	0	23	0	74	0.59	12.87	0	0
34	69.80	4.42	0	0	1	47	1	1	0	0	27	0	77	1.10	17.42	0	0
35	38,343.38	1,922.58	455	371	95	14,486	1,011	1,267	247	116	18,159	11	36,218	0.94	18.84	75	2,091
40	2,521.78	102.52	11	7	2	572	18	52	26	8	307	4	1,004	0.40	9.79	4	95
41	3,103.38	128.83	45	42	5	537	25	18	8	3	310	22	1,015	0.33	7.88	0	197
42	3,501.81	130.01	50	20	4	620	21	54	6	2	466	15	1,258	0.36	9.68	0	126
53	1,169.28	82.59	5	17	1	170	10	34	9	10	432	1	689	0.59	8.34	43	11
54	2,197.92	128.49	8	1	4	323	24	44	8	3	584	0	999	0.45	7.77	10	49
55	2,832.06	192.51	21	31	79	630	57	176	8	26	1,648	0	2,676	0.94	13.90	59	88
56	2,211.09	97.65	6	3	12	323	54	21	15	2	454	0	890	0.40	9.11	9	50
66	6,752.15	581.34	449	208	32	5,688	482	697	120	64	7,263	8	15,011	2.22	25.82	205	537
68	5,126.50	423.04	326	213	18	2,845	254	374	101	32	4,995	15	9,173	1.79	21.68	121	264
68N	1,908.05	137.42	83	27	4	959	48	90	2	0	916	1	2,130	1.12	15.50	19	202
69	3,507.44	316.79	343	233	26	2,987	245	364	41	23	4,023	9	8,294	2.36	26.18	108	416
69A	15,029.86	807.34	349	327	70	10,392	1,128	1,271	131	136	9,867	14	23,685	1.58	29.34	291	1,054
69B	1,742.90	139.99	80	24	49	890	42	40	0	1	1,040	1	2,167	1.24	15.48	20	106
69W	14,596.18	812.77	416	450	236	9,602	882	1,001	142	109	10,540	19	23,397	1.60	28.79	209	1,051
70	142.91	11.83	10	4	85	130	14	10	2	0	99	2	356	2.49	30.09	1	16
71	50,390.53	2,884.16	895	925	716	30,678	2,572	3,701	363	310	30,526	64	70,750	1.40	24.53	391	3,682
72	5,523.08	267.06	6	21	9	2,074	120	390	42	33	1,408	0	4,103	0.74	15.36	31	129
74	3,377.83	197.76	1	30	4	1,496	106	292	20	20	712	0	2,681	0.79	13.56	7	16
75	6,818.76	410.75	10	31	19	5,367	269	791	88	49	2,531	2	9,157	1.34	22.29	71	176
76	2,102.48	110.83	4	9	0	478	46	70	8	13	333	0	961	0.46	8.67	6	49
79	1,647.72	96.24	6	15	5	662	87	204	14	38	828	0	1,859	1.13	19.32	112	18
88																	
91x	5,870.80	252.46	46	143	85	1,277	369	95	97	16	1,573	3	3,704	0.63	14.67	13	232
UC Supp.																	
Night Owl																	
TOTAL	214,629.28	12,828.89	36,202	11,607	1,663	102,522	8,949	12,139	1,625	1,138	115,052	558	291,455	1.36	22.72	2,042	14,743
ROUTE			VTA/SC Day Pass	CalTrain Pass	ECO Pass	Full Fare	Tickets	S/D Riders	Day Pass	Free Rides	Passes/Free Rides		RIDERSHIP	Passengers Per Mile	Passengers Per Hour	Wheelchair	Bike
17	48,685.04	1,552.32	89	87	235	9,957	1,333	1,805	145	10,476			24,127	0.50	15.54	93	1,804

August Ridership 315,582

# Attachment C

## FYTD % Change in Ridership Through August 2010

	FY11 YTD Ridership	FY10 YTD Ridership	Difference	% Change
Jul	327,283	335,537	-8,254	-2.5%
Aug	649,646	650,763	-1,117	-0.2%
Sep				
Oct				
Nov				
Dec				
Jan				
Feb				
Mar				
Apr				
May				
Jun				



# Attachment D

## Route by Route Ridership

August 2010

	Route	Destination	FY11 Riders	FY10 Riders	+/- from last year	%
1	33	Lompico	131	74	57	77.0%
2	32	Santa Cruz/Scotts Valley	359	282	77	27.3%
3	10	University via High St.	16,411	13,061	3,350	25.6%
4	76	Corralitos/Buena Vista	1,133	961	172	17.9%
5	41	Bonny Doon	1,170	1,015	155	15.3%
6	3	Natural Bridges	3,713	3,238	475	14.7%
7	16	University via Laurel East	30,048	26,495	3,553	13.4%
8	91	Santa Cruz-Watsonville Express	4,144	3,704	440	11.9%
9	19	University via Lower Bay	9,459	8,494	965	11.4%
10	69	Santa Cruz/Capitola	9,194	8,294	900	10.9%
11	42	Davenport/Bonny Doon	1,393	1,258	135	10.7%
12	68	Live Oak via Broadway/Portola	10,005	9,173	832	9.1%
13	68N	Beach/Broadway/Portola Night	2,250	2,130	120	5.6%
14	69W	Santa Cruz/Capitola/Cabrillo Watsonville	24,198	23,397	801	3.4%
15	69N	Santa Cruz/Capitola Cabrillo Night	2,233	2,167	66	3.0%
16	69A	Santa Cruz/Capitola/ Watsonville	24,386	23,685	701	3.0%
17	35	San Lorenzo Valley	37,206	36,218	988	2.7%
18	66	Live Oak via 17th Avenue	14,928	15,011	-83	-0.6%
19	71	Watsonville/Santa Cruz	70,131	70,750	-619	-0.9%
20	20	University via Westside	9,544	9,668	-124	-1.3%
21	72	Corralitos	4,013	4,103	-90	-2.2%
22	79	East Lake	1,803	1,859	-56	-3.0%
23	4	Harvey West/Emeline	4,794	5,002	-208	-4.2%
24	74	Ohlone Parkway/Rolling Hills	2,567	2,681	-114	-4.3%
25	55	Capitola/Rio Del Mar	2,552	2,676	-124	-4.6%
26	53	Capitola/Dominican	638	689	-51	-7.4%
27	75	Green Valley	8,185	9,157	-972	-10.6%
28	40	Davenport	870	1,004	-134	-13.3%
29	56	Capitola/La Selva	767	890	-123	-13.8%
30	17	Santa Cruz/San Jose	20,732	24,127	-3,395	-14.1%
31	7	Beach St	1,218	1,526	-308	-20.2%
32	34	South Felton	58	77	-19	-24.7%
33	54	Capitola/Aptos/La Selva	738	999	-261	-26.1%
34	9	Prospect Heights	183	271	-88	-32.5%
36	88	Armory	0	0	0	N/A
36	Sup	Route 20 Supplemental	0	0	0	N/A
37	12	University/Eastside Direct	0	0	0	N/A
38	N/O	Night Owl	0	0	0	N/A
39	15	University via Laurel West	0	0	0	N/A
40	70	Santa Cruz/Cabrillo	0	356	-356	N/A
41	27x	University Express	0	0	0	N/A
42	13	University via Walnut	0	0	0	N/A
<b>TOTALS</b>			<b>322,363</b>	<b>315,226</b>	<b>7,137</b>	<b>2.3%</b>

5-5.d1

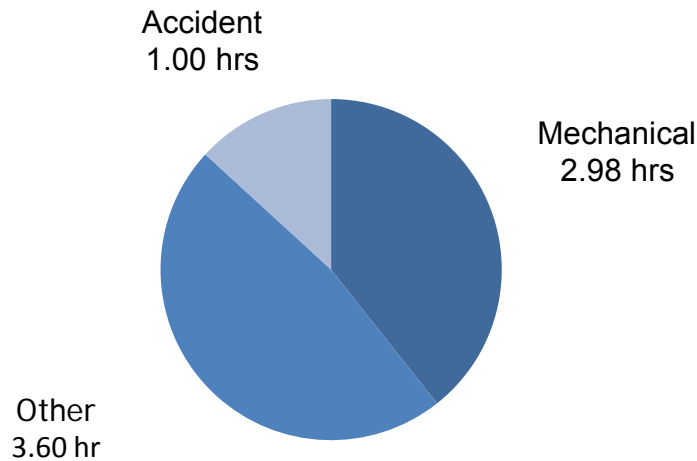


# Attachment E

## Dropped Service for FY11

	FY08		FY09		FY10		FY11	
	Dropped Hours	Dropped Miles	Dropped Hours	Dropped Miles	Dropped Hours	Dropped Miles	Dropped Hours	Dropped Miles
July	5.53	90.97	81.53	1482.81	10.35	208.64	12.00	207.15
August	4.93	110.45	1.13	23.95	32.77	894.57	7.58	152.54
September	9.00	191.05	11.50	194.51	17.30	240.17	4.38	87.02
October	9.52	122.24	29.75	555.98	13.02	234.98		
November	3.32	45.89	11.60	59.92	14.75	180.63		
December	18.97	241.87	1.58	26.64	9.40	220.62		
January	49.20	453.86	0.97	10.95	11.10	196.58		
February	53.53	717.31	25.18	488.75	2.97	37.97		
March	22.50	315.63	18.73	452.08	50.77	569.32		
April	40.75	586.55	19.57	310.04	26.68	404.73		
May	16.40	246.82	19.33	284.60	32.08	427.68		
June	52.05	882.35	5.85	73.64	35.13	456.28		
<b>TOTAL</b>	<b>285.70</b>	<b>4,004.99</b>	<b>226.74</b>	<b>3,963.85</b>	<b>256.32</b>	<b>4,072.17</b>	<b>23.97</b>	<b>446.71</b>

### Dropped Service Breakdown for August 2010



# Attachment F

## SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

### PASSENGER LIFT PROBLEMS

MONTH OF AUGUST 2010

BUS #	DATE	DAY	REASON
8105 17 FLY 40	3-Aug	Tuesday	Kneel releases on its own. Kneel lowered all the way loses pressure.
9814 LFF 35	13-Aug	Friday	Wheelchair armrest broke.
9802 LFF 35	29-Aug	Sunday	Stuck in kneel for a while.
2201 CNG LFF 40	31-Aug	Tuesday	Interlock doesn't always engage, bus sometimes will roll, even w/door open while kneeling bus.
9802 LFF 35	31-Aug	Tuesday	Kneel switch up-side down and sticks.

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.

**5-5.f1**

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

**DATE:** October 22, 2010

**TO:** Board of Directors

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

**SUBJECT: HIGHWAY 17 EXPRESS SERVICE REPORT FOR AUGUST 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 August 2010 was 20,724, which is a decrease of 3,403 riders or -14.1% from August 2009.
- FY11 average ridership per weekday was 731. This is a 16.3% decrease from FY10.
- FY11 riders per revenue hour were 12.71 riders per hour, which is a 15.5% decrease from FY10.
- August 2010 Highway 17 Express operating costs were \$154,228.17 with August 2010 fare revenue at \$74,261.18 and additional funds from AMTRAK and SJSU at \$10,891.74 resulting in a 55.2% cost recovery ratio.

## III. DISCUSSION

In the twenty-two (22) weekdays, and nine (9) weekend days of August 2010, the Highway 17 Express total ridership was 20,724 riders. This was a loss from the previous year, decreasing by 3,403 riders or simply -14.1%. A proportion of this loss is due to an expected drop in ridership after a nearly 25% increase in Highway 17 Express fares which began June 10, 2010.

FY11 average weekday ridership on the Highway 17 Express was 731 riders per weekday, a 16.3% decrease from 873 riders per weekday in FY10. Simultaneously Highway 17 Express has seen a 15.5% decrease in riders per revenue hour from 15.04 riders per revenue hour to 12.71 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 August 2010 was \$154,228.17. A respectable 55.2% of the operating costs were recovered from fare revenue of \$74,261.18 and additional funds from AMTRAK and SJSU of \$10,891.74 totaling to \$85,152.92 in August 2010. Please see attachments regarding these figures.

## IV. FINANCIAL CONSIDERATIONS.

Revenue derived from passenger fares and passes is reflected in the FY11 Revenue.

**V. ATTACHMENTS**

**Attachment A: Highway 17 Express Operating Statistics Summary Fiscal Year 2011**

**Attachment B: Highway 17 Express Revenue & Expenditure Summary Fiscal Year 2011**

**Attachment C: Highway 17 Express Operating Statistics Summary Fiscal Year 2010**

Prepared by: Erich Friedrich, Jr. Transportation Planner.  
Date Prepared: October 12, 2010

## HIGHWAY 17 EXPRESS OPERATING STATISTICS SUMMARY FISCAL YEAR 2011

MONTHLY	Jul-2010	Aug-2010	Sep-2010	Oct-2010	Nov-2010	Dec-2010	Jan-2011	Feb-2011	Mar-2011	Apr-2011	May-2011	Jun-2011
<b>Total Ridership</b>	19,549	20,724										
Avg. Weekday Ridership	695	767										
Avg. Saturday Ridership	473	386										
Avg. Sunday Ridership	477	461										
<b>Total Service Days</b>	31	31										
Number of Weekdays	22	22										
Number of Saturdays	5	4										
Numbers of Sundays	4	5										
<b>Revenue Hours</b>	1,584	1,584										

QUARTERLY	Q1			Q2			Q3			Q4		
<b>Total Ridership</b>												
Avg. Weekday Ridership												
Avg. Saturday Ridership												
Avg. Sunday Ridership												
<b>Revenue Hours</b>												

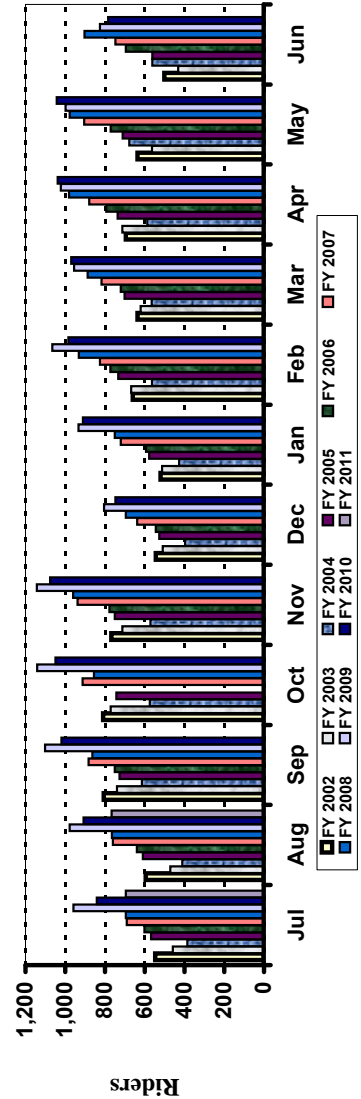
  

FYTD	Jul-2010	Aug-2010	Sep-2010	Oct-2010	Nov-2010	Dec-2010	Jan-2011	Feb-2011	Mar-2011	Apr-2011	May-2011	Jun-2011
<b>Total Ridership</b>	19,549	40,273										
Avg. Weekday Ridership	695	731										
Avg. Saturday Ridership	473	434										
Avg. Sunday Ridership	477	468										
<b>Revenue Hours</b>	1,584	3,168										

### FYTD COMPARISON 2011 vs. 2010

	FY 2011	FY 2010	Percent Change
# of Weekdays	44	44	0.0%
Total Ridership	40,273	47,693	-15.6%
Avg. Wkday Ridership	731	873	-16.3%
Avg Sat Ridership	434	520	-16.5%
Avg Sun Ridership	468	510	-8.2%
Revenue Hours	3,168	3,170	-0.1%
Riders Per Rev. Hour	12.71	15.04	-15.5%

### HIGHWAY 17 EXPRESS Average Weekday Ridership History



# Attachment B

## HIGHWAY 17 EXPRESS REVENUE & EXPENDITURE SUMMARY FISCAL YEAR 2011

PERIOD	TOTAL COST *	REVENUE										RATIOS				VTA COST SUMMARY			JPA COST SUMMARY	
		PASSENGER 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	Total Fare Revenue	VTA EcoPass	SJSU** Funded	AMTRAK Funded												
Jul '10	\$154,210.95	\$46,217.65	\$17,737.00	\$10,170.00	\$950.00	\$75,074.65		\$10,354.58	\$85,429.23	19,549	\$3.84	\$7.89	55.4%	\$45,510.86	\$11,120.00	\$34,390.86	\$68,781.72	\$3.52		
Aug '10	\$154,228.17	\$46,941.18	\$15,382.00	\$10,848.00	\$1,090.00	\$74,261.18	\$534.28	\$10,357.46	\$85,152.92	20,724	\$3.58	\$7.44	55.2%	\$46,475.63	\$11,938.00	\$34,537.63	\$69,075.25	\$3.33		
<b>FYTD 2011</b>	\$308,439.12	\$93,158.83	\$33,119.00	\$21,018.00	\$2,040.00	\$149,335.83	\$534.28	\$20,712.04	\$170,582.15	40,273	\$3.71	\$7.66	55.3%	\$91,986.49	\$23,058.00	\$68,928.49	\$137,856.97	\$3.42		
<b>FYTD 2010</b>	\$303,465.72	\$111,440.67	\$29,585.00	\$19,170.00	\$2,060.00	\$162,255.67	\$279.28	\$20,722.00	\$183,256.95	47,693	\$3.40	\$6.36	60.4%	\$81,334.39	\$21,230.00	\$60,104.39	\$120,208.77	\$2.52		
<b>Percent Change</b>	1.6%	-16.4%	11.9%	9.6%	-1.0%	-8.0%	91.3%	0.0%	-6.9%	-15.6%	9.0%	20.4%	-8.4%	13.1%	8.6%	14.7%	14.7%	35.8%		
FYTD 2010 Percent of Passenger Fare Revenues		62.4%	22.2%	14.1%	1.4%															

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

\* SCMTD Invoice

\*\* Expenses for SJSU blocks less farebox for SJSU blocks

# Attachment C

## 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
<b>Total Ridership</b>	23,566	24,127										
Avg. Weekday Ridership	842	908										
Avg. Saturday Ridership	533	510										
Avg. Sunday Ridership	519	502										
<b>Total Service Days</b>	31	31										
Number of Weekdays	23	21										
Number of Saturdays	4	5										
Numbers of Sundays	4	5										
<b>Revenue Hours</b>	1,618	1,552										

QUARTERLY	Q1			Q2			Q3			Q4		
<b>Total Ridership</b>												
Avg. Weekday Ridership												
Avg. Saturday Ridership												
Avg. Sunday Ridership												
<b>Revenue Hours</b>												

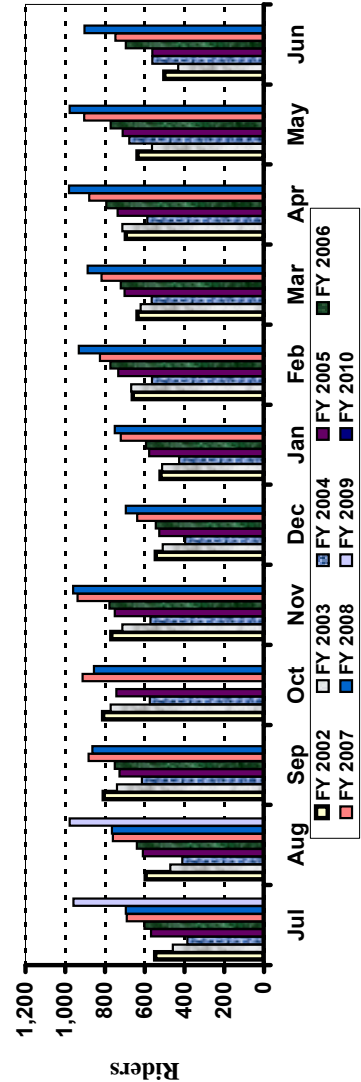
  

FYTD	Jul-2009	Aug-2009	Sep-2009	Oct-2009	Nov-2009	Dec-2009	Jan-2010	Feb-2010	Mar-2010	Apr-2010	May-2010	Jun-2010
<b>Total Ridership</b>	23,566	47,693										
Avg. Weekday Ridership	842	873										
Avg. Saturday Ridership	533	520										
Avg. Sunday Ridership	519	510										
<b>Revenue Hours</b>	1,618	3,170										

### FYTD COMPARISON 2010 vs. 2009

	FY 2010	FY 2009	Percent Change
# of Weekdays	44	43	2.3%
Total Ridership	47,693	52,092	-8.4%
Avg. Wkday Ridership	873	968	-9.8%
Avg Sat Ridership	520	554	-6.2%
Avg Sun Ridership	510	548	-7.0%
Revenue Hours	3,170	2,936	8.0%
Riders Per Rev. Hour	15.04	17.75	-15.2%

### HIGHWAY 17 EXPRESS Average Weekday Ridership History



# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

**DATE:** October 22, 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 AUGUST 2010**

## I. RECOMMENDED ACTION

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

## II. SUMMARY OF ISSUES

- There were no school-term service days in both August 2010 and August 2009.
- Revenue received from UCSC was \$65,942.59 versus \$55,315.01 an increase of 19.2%.
- System-wide UCSC ridership increased by 10.8% FYTD.
  - Total student ridership increased by 11.6% FYTD.
  - Total Faculty/Staff ridership increased by 8.0% FYTD.
  - Average Student ridership per weekday increased by 9.9%.
  - Average Faculty/Staff ridership per weekday increased by 4.9%

## III. DISCUSSION

For the month of August 2010, there were no school term service days, only regular service was in operation to UCSC.

UCSC Revenue in August 2010 increased a total of \$10,627.58 or 19.2% over August 2009 due to increases in UCSC ridership. UCSC ridership for all Santa Cruz METRO service in August 2010 was positive compared to August 2009, with a increase of 10.8% FYTD. Monthly comparisons included a 9.9% increase in Average Student ridership per weekday and a 4.9% increase in Average Faculty/ Staff ridership per weekday in August 2010 from August 2009. These variations in ridership are from higher use of transit service to and from the university due to high enrollment figures for summer session.

Please see attached charts and graphs that will depict average UCSC Student and Faculty/Staff ridership increasing by 9.9% and 4.9% respectively.



**IV. FINANCIAL CONSIDERATIONS.**

Total revenue received as of August 2010 is positive \$18,685.65 or 15.92% FYTD over August 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: October 12, 2010

# Attachment A

## Total UCSC Monthly Revenue

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	\$135,200.88	\$15,521.39	\$2,945.43	\$1,493.05	\$3,033.66	\$158,194.41	\$ 160,072.95	-1.2%	-\$1,878.54
<b>FY 2010 Total</b>	<b>\$2,702,081.82</b>	<b>\$184,489.31</b>	<b>\$73,436.67</b>	<b>\$7,929.56</b>	<b>\$36,910.41</b>	<b>\$3,004,847.77</b>	<b>\$3,088,622.65</b>	<b>-2.71%</b>	<b>-\$83,774.88</b>
FY 11 UCSC Revenue									
Date	Regular Student Bill	Regular Staff Bill	Night Owl Bill	Supplemental Bill	27x	TOTAL	Last Year	% Change	\$ Change
Jul-10	\$55,331.80	\$14,766.93				\$70,098.73	\$ 62,040.66	13.0%	\$8,058.07
Aug-10	\$50,493.86	\$15,448.73				\$65,942.59	\$ 55,315.01	19.2%	\$10,627.58
Sep-10						\$0.00			
Oct-10						\$0.00			
Nov-10						\$0.00			
Dec-10						\$0.00			
Jan-11						\$0.00			
Feb-11						\$0.00			
Mar-11						\$0.00			
Apr-11						\$0.00			
May-11						\$0.00			
Jun-11						\$0.00			
<b>FY 2010 Total</b>	<b>\$105,825.66</b>	<b>\$30,215.66</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$136,041.32</b>	<b>\$117,355.67</b>	<b>15.92%</b>	<b>\$18,685.65</b>

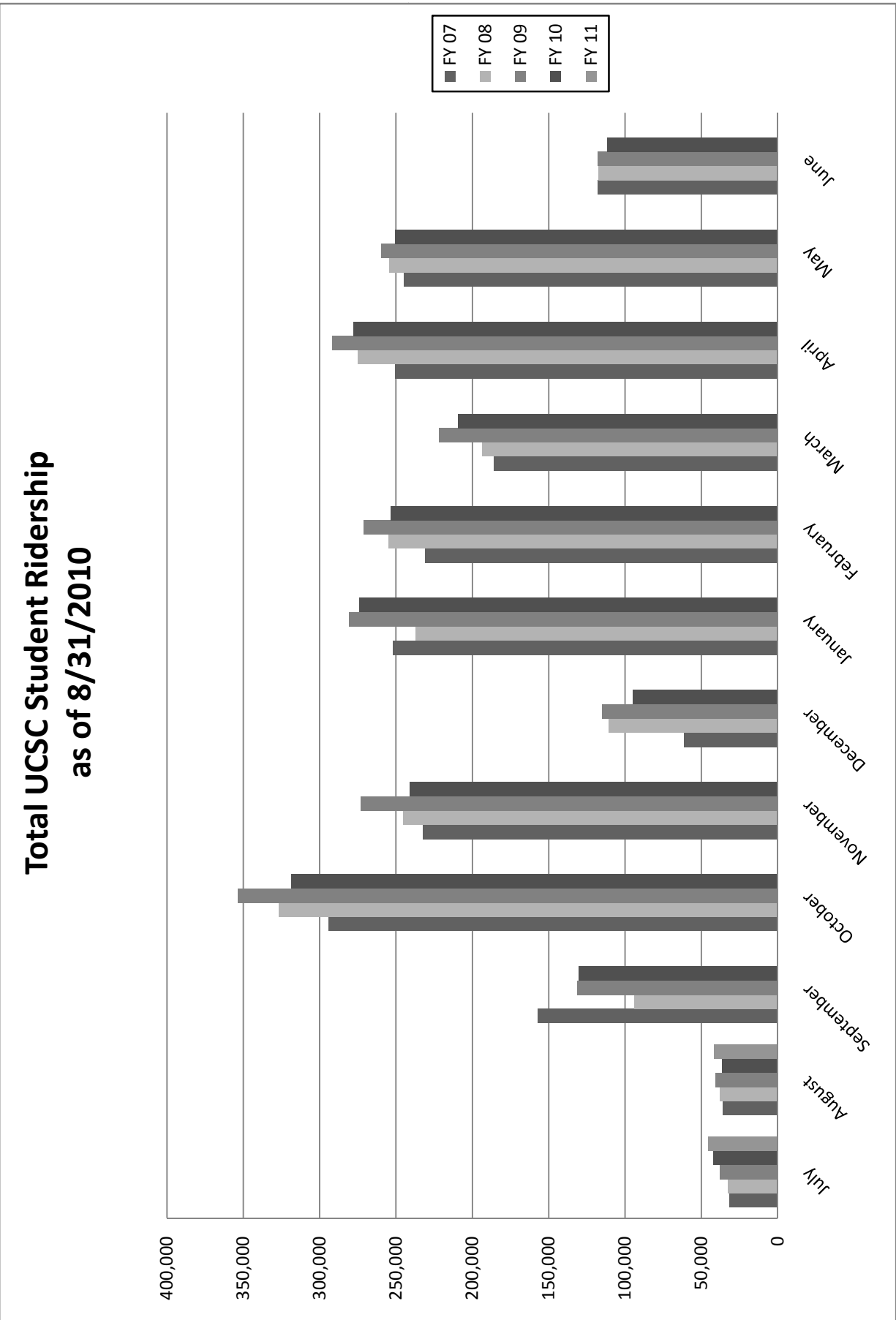


# Attachment C

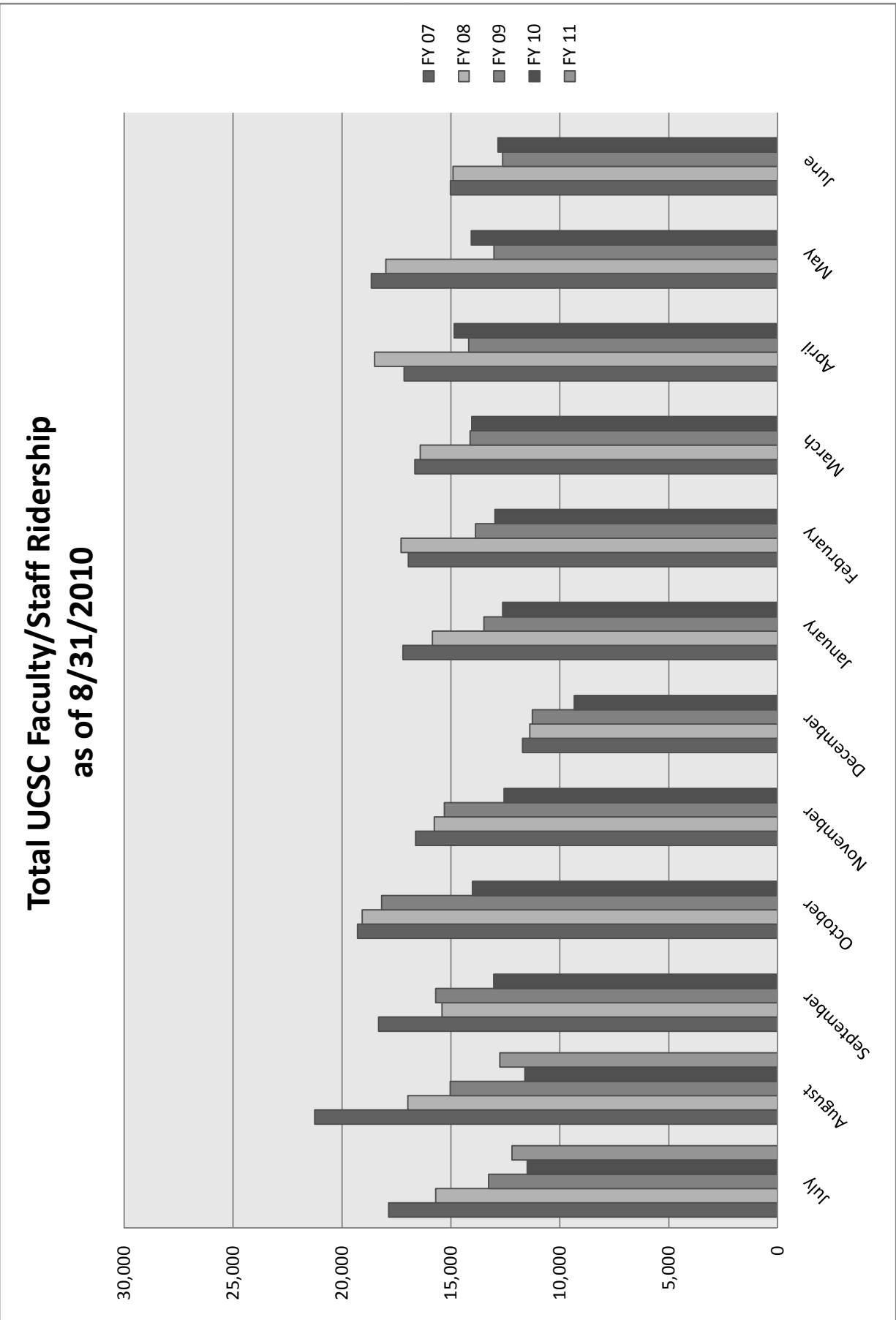
## Monthly UCSC Ridership

	Student Ridership			Faculty/ Staff Ridership			Average Student Ridership Per Weekday			Average Faculty/Staff Ridership Per Weekday		
	FY 11	FY 10	%	FY 11	FY 10	%	FY 11	FY 10	%	FY 11	FY 10	%
August 2010												
Regular Service	41,696	36,202	15.2%	12,757	11,607	9.9%	1,895.3	1,723.9	9.9%	579.9	552.7	4.9%
Supplemental	N/A											
Night Owl	N/A											
27x	N/A											
<b>TOTAL</b>	<b>41,696</b>	<b>36,202</b>	<b>15.2%</b>	<b>12,757</b>	<b>11,607</b>	<b>9.9%</b>	<b>1,895.3</b>	<b>1,723.9</b>	<b>9.9%</b>	<b>579.9</b>	<b>552.7</b>	<b>4.9%</b>

# Attachment D



# Attachment E



# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

**Minutes- Board of Directors**

**September 24, 2010**

A Regular Meeting of the Board of Directors of the Santa Cruz Metropolitan Transit District met on Friday, September 24, 2010 at the Watsonville City Council Chambers, 275 Main Street, Watsonville, CA.

Vice Chair Pirie called the meeting to order at 9:05 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  
Mike Rotkin  
Ex-Officio Donna Blitzer  
Mark Stone  
Antonio Rivas

#### **DIRECTORS ABSENT**

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:

None.

Oral:

None.

**3. LABOR ORGANIZATION COMMUNICATIONS**

None.

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

Leslie R. White, General Manager, commented that everyone should have information regarding Proposition 22 and copy of January 22, 2010 staff report and resolution of the Local Taxpayer Protection Act.

Chair Pirie moved regular agenda item 13 to be the first item on the regular agenda.

**CONSENT AGENDA**

- 5-1. **CONSIDERATION OF TORT CLAIMS: REJECT THE CLAIM OF ADAM THOMAS, # 10-0028; REJECT THE CLAIM OF BETH LAURANCE, #10-0029**
- 5-2. **ACCEPT AND FILE PARACRUZ OPERATIONS STATUS REPORT FOR THE MONTH OF JULY 2010**
- 5-3. **ACCEPT AND FILE RIDERSHIP AND PERFORMANCE REPORT FOR JULY 2010**
- 5-4. **ACCEPT AND FILE HIGHWAY 17 STATUS REPORT FOR JULY 2010**
- 5-5. **ACCEPT AND FILE UNIVERSITY OF CALIFORNIA, SANTA CRUZ MONTHLY SERVICE REPORT FOR JULY 2010**
- 5-6. **ACCEPT AND FILE MAC AGENDA FOR SEPTEMBER 15, 2010, AND MINUTES OF JUNE 16, 2010 MEETING**
- 5-7. **APPROVE REGULAR BOARD MEETING MINUTES OF AUGUST 13 AND 27, 2010**
- 5-8. **ACCEPT AND FILE MINUTES REFLECTING VOTING RESULTS FROM APPOINTEES TO THE SANTA CRUZ COUNTY REGIONAL TRANSPORTATION COMMISSION FOR THE AUGUST 2010 MEETING(S)**
- 5-9. **NOTICE OF ACTION TAKEN IN CLOSED SESSION REGARDING SETTLEMENT OF CLAIM OF JUANA RAYA, #10-0006**



- 5-10. ACCEPT AND FILE STATUS REPORT OF ACTIVE GRANTS AND SUBMITTED GRANT PROPOSALS FOR SEPTEMBER 2010
- 5-11. ACCEPT AND FILE STATUS REPORT OF FEDERAL AND STATE LEGISLATION AND CURRENT LEGISLATIVE ISSUES THROUGH SEPTEMBER 15, 2010
- 5-12. CONSIDERATION OF AUTHORIZING THE GENERAL MANAGER TO EXECUTE A LEASE AGREEMENT WITH ALI GHARAHGOZLOO AND JESSICA HSU, DBA JESSICA'S GROCERY STORE, FOR LEASING SPACE IN THE WATSONVILLE TRANSIT CENTER AND ON-SITE JANITORIAL, MAINTENANCE AND MANAGEMENT DUTIES
- 5-13. CONSIDERATION OF AUTHORIZING THE GENERAL MANAGER TO EXECUTE A NEW LEASE FOR THE PROPERTY LOCATED AT 115 DUBOIS STREET TO BEGIN ON JANUARY 1, 2011 AND EXPIRE ON DECEMBER 31, 2013
- 5-14. CONSIDERATION OF AUTHORIZING THE GENERAL MANAGER TO SIGN A CONTRACT EXTENSION WITH MANAGED HEALTH NETWORK (MHN) FOR EMPLOYEE ASSISTANCE PROGRAM (EAP)
- 5-15. CONSIDERATION OF A RESOLUTION REDUCING THE CHANGE FUND FOR METRO CENTER
- 5-16. CONSIDERATION OF A RESOLUTION ELIMINATING THE PETTY CASH FUND FOR THE FLEET MAINTENANCE DEPARTMENT
- 5-17. CONSIDERATION OF AUTHORIZING THE GENERAL MANAGER TO EXECUTE A CONTRACT WITH ALI GHARAHGOZLOO FOR THE CONTINUED OPERATION AND MANAGEMENT OF THE CHANGE MACHINE AT WATSONVILLE TRANSIT CENTER AND TO BEGIN OPERATING AND MANAGING THE ELECTRONIC FARE PAYMENTS THROUGH THE NEW AUTOMATED TICKET VENDING MACHINES WHICH WILL BE INSTALLED AT THE CENTER

**ACTION: MOTION: DIRECTOR ROTKIN SECOND: DIRECTOR LEOPOLD**

**Approve the Consent Agenda.**

**Motion passed unanimously with Director Tavantzis being absent.**

#### **REGULAR AGENDA**

- 13. CONSIDERATION OF REQUEST FROM TONICASSISTA TO ALLOW HER TO RIDE IN A PASSENGER SEAT WHILE SIMULTANEOUSLY TRANSPORTING HER SCOOTER ON THE PARACRUZ SERVICE WITHOUT MANUFACTURER AND FEDERAL TRANSIT ADMINISTRATION APPROVED SECUREMENT  
(ITEM WAS MOVED AHEAD OF ITEM #6 BY CHAIR PIRIE)

**Summary:** Leslie R. White, General Manager, discussed the implication of taking into consideration the request of Toni Cassista but said he would talk with Ciro Aguirre, OPS Manager, and April Warnock, Paratransit Superintendent, about possible modifications that

can be done to better accommodate Ms. Cassista. Mr. White added that he would address the Board again with a suitable response to the issues that need to be solved at the October 8, 2010 meeting.

**Discussion:** Toni Cassista said her main issue is that she is able to ride ParaCruz safely and securely. Ms. Cassista also mentioned that her scooter does fit properly in the ParaCruz vans but some accommodations need to be made. Ms. Cassista thanked the Board for listening to her.

**ACTION: MOTION: DIRECTOR ROTKIN SECOND: DIRECTOR ROBINSON**

**Revisit request of Toni Cassista at the October 8, 2010 Board of Directors meeting.**

**Motion passed unanimously with Director Tavantzis being absent.**

6. **CONSIDERATION OF ORAL PRESENTATION OF INFORMATION REGARDING CALIFORNIA BALLOT PROPOSITION 22**

**Summary:** Josh Shaw, California Transit Association, discussed how proposition 22 came to be and what it would mean for the transit. Mr. Shaw said the measure would protect four main sources of revenue which would be the local property tax, highway users' tax, public transit funding and redevelopment funds. Mr. Shaw said that this measure protects these funds from the state legislature in that they cannot borrow or take any funds; this resulted in the Transportation Development Act.

**ACTION: MOTION: DIRECTOR SECOND: DIRECTOR**

**Accept and file the presentation of information regarding California ballot proposition 22.**

**Motion passed unanimously with Director Tavantzis being absent.**

7. **CONSIDERATION OF APPOINTMENT OF MARGARET LAXSON TO THE METRO ADVISORY COMMITTEE (NOMINATED BY DIRECTOR LEOPOLD)**

**ACTION: MOTION: DIRECTOR LEOPOLD SECOND: DIRECTOR RIVAS**

**Approve the appointment of Margaret Laxson to the Metro Advisory Committee.**

**Motion passed unanimously with Director Tavantzis being absent.**

8. **CONSIDERATION OF APPROVING A NEW REGULATION REGARDING SERVICE ANIMALS ON METRO'S FIXED ROUTE AND PARATRANSIT VEHICLES AND METRO'S FACILITIES**

**Summary:** Margaret Gallagher, District Counsel, discussed the new regulation regarding the use of service animals on Metro's fixed route and Paratransit vehicles and at Metro's

facilities. Ms. Gallagher also mentioned that with the help of staff and bus operator's it will be easier to give information and facilitate the use of service animals to its customers.

**ACTION: MOTION: DIRECTOR LEOPOLD SECOND: DIRECTOR BUSTICHI**

**Approve the new regulation regarding service animals on Metro's fixed route and Paratransit vehicles and Metro's facilities.**

**Motion passed unanimously with Director Tavantzis being absent.**

**9. CONSIDERATION OF APPROVING THE REVISED DRUG AND ALCOHOL TESTING POLICY**

**Summary:** Robyn Slater, Human Resources Manager, discussed the new tests that will be added when testing an employee for drugs and alcohol.

**ACTION: MOTION: DIRECTOR ROTKIN SECOND: DIRECTOR ROBINSON**

**Approve the revised drug and alcohol testing policy.**

**Motion passed unanimously with Director Tavantzis being absent.**

**10. CONSIDERATION OF AUTHORIZING THE GENERAL MANAGER TO EXECUTE A THREE YEAR EXTENSION OF THE MEMORANDUM OF UNDERSTANDING FOR HIGHWAY 17 CONSOLIDATED SERVICE**

**Summary:** Angela Aitken, Finance Manager and Acting Assistant General Manager, discussed how important the Highway 17 service is for Metro and how it provides commuter service as well as local service.

**ACTION: MOTION: DIRECTOR RIVAS SECOND: DIRECTOR LEOPOLD**

**Authorize the General Manager to execute a three year extension of the Memorandum of Understanding for Highway 17 Consolidated Service.**

**Motion passed unanimously with Director Tavantzis being absent.**

**11. ACCEPT AND FILE REPORT ON FY 2010 FEDERAL TRANSIT ADMINISTRATION TRIENNIAL REVIEW**

**Summary:** Angela Aitken, Finance Manager and Acting Assistant General Manager, discussed the results of the Triennial Review for the Fiscal Year 2010.

**ACTION: MOTION: DIRECTOR ROTKIN SECOND: DIRECTOR LEOPOLD**

**Accept and file report on FY 2010 Federal Transit Administration Triennial Review.**

**Motion passed unanimously with Director Tavantzis being absent.**

**12. CONSIDERATION OF AMENDING THE GFI GENFARE CONTRACT TO REDUCE GFI'S LIABILITY IN EXCHANGE FOR A ONE-YEAR EXTENDED WARRANTY FOR THE FAREBOXES AND TICKET VENDING MACHINES**

**Summary:** Ciro Aguirre, Operations Manager, discussed the amending of the GFI Genfare contract by making some changes to part of the contract in which METRO would be held liable of the fareboxes once they were delivered but in exchange GFI Genfare agreed to a one-year extended warranty for the fareboxes and ticket vending machines. Mr. Aguirre added that the testing and installation of the fareboxes and ticket vending machines will stay the same in the contract.

**ACTION: MOTION: DIRECTOR ROTKIN SECOND: DIRECTOR BUSTICHI**

**Conditionally approve amending the GFI Genfare Contract to reduce GFI's liability in exchange for a one-year extended warranty for the fareboxes and ticket vending machines, subject to approval by a subcommittee comprised of Directors Rivas and Stone.**

**Motion passed unanimously with Director Tavantzis being absent.**

**14. ORAL ANNOUNCEMENT: THE NEXT REGULARLY SCHEDULED BOARD MEETING WILL BE HELD FRIDAY, OCTOBER 8, 2010 AT 9:30 A.M. AT THE SANTA CRUZ METRO ADMINISTRATIVE OFFICES AT 110 VERNON STREET, IN SANTA CRUZ, CALIFORNIA**

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

Margaret Gallagher, District Counsel, said that the Board of Directors would have a conference with its Legal Counsel regarding the existing claim of Russell Thomas vs. Santa Cruz METRO Transit District and the claim of Lauren Bryan and California State Automobile Association; with its Real Property Negotiators for 425 Front Street, Santa Cruz, CA.

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

**SECTION II: CLOSED SESSION**

Chair Pirie adjourned to Closed Session at 9:30 a.m. and reconvened to Open Session at 11:17 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 11:17 a.m.

Respectfully submitted,

ANTHONY TAPIZ  
Administrative Services Coordinator

DRAFT

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

**DATE:** October 22, 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 September 2, 2010 Regular SCCRTC Meeting

Minutes of the September 16, 2010 Transportation Policy Workshop Meeting

Prepared by: Tony Tapiz, Administrative Services Coordinator.

Date Prepared: October 11, 2010

# Attachment A



## Santa Cruz County Regional Transportation Commission

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### MINUTES

Thursday  
September 2, 2010  
9:00 a.m.

Capitola City Council Chambers  
420 Capitola Ave  
Capitola CA 95010

1. Roll call

The meeting was called to order at 9:07 am.

Members present:

Dene Bustichi	John Leopold
Gustavo Gonzalez (Alt.)	Bob Begun (Alt.)
Andy Schiffrin (Alt.)	Ellen Pirie
Ron Graves	Antonio Rivas
Randy Johnson	Mark Stone
Don Lane	Marcela Tavantzis
Aileen Loe (ex officio)	

Staff present:

George Dondero	Luis Mendez
Gini Pineda	Cory Caletti
Karena Pushnik	
Tegan Speiser	

2. Oral communications

**Jack Nelson** referred to an older regional plan for the Aptos area which projected a 43% increase in Vehicle Miles Traveled (VMT) by 2035 asking what the projection for this growth was based on. He noted that a plan to widen the freeway to eight lanes was quashed and advised the Commission to move in that direction.

Commissioner Bustichi said that information he received from the California Transportation Commission staff states that Proposition 116 funding was approved to purchase the Santa Cruz Branch Rail Line to provide passenger service and if the RTC does not or is not able to provide some sort of

# Attachment A

passenger service, it will be required to repay either the amount funded or fair market value of the property acquired, whichever is greater.

3. Additions or deletions to consent and regular agendas

Executive Director George Dondero said that there were no additions to the agenda but that Gary Richards had been delayed in traffic. It was agreed to move Item 18 until Mr. Richards arrived.

## CONSENT AGENDA (Pirie/Rivas)

### MINUTES

4. Approved draft minutes of the August 5, 2010 regular SCCRTC meeting (Commission Alternate Gonzalez abstained)
5. Approved draft minutes of the August 19, 2010 Transportation Policy Workshop meeting
6. Accepted draft minutes of the August 9, 2010 Bicycle Committee meeting
7. Accepted draft minutes of the August 10, 2010 Elderly & Disabled Transportation Advisory Committee meeting
8. Accepted draft minutes of the August 19, 2010 Interagency Technical Advisory Committee (ITAC) meeting

### POLICY ITEMS

*No consent items*

### PROJECTS and PLANNING ITEMS

*No consent items*

### BUDGET AND EXPENDITURES ITEMS

9. Accepted status report on Transportation Development Act (TDA) revenues
10. Approved agreement for website development (Resolution 08-11)

### ADMINISTRATION ITEMS

*No consent items*

### INFORMATION/OTHER ITEMS

11. Accepted monthly meeting schedule



# Attachment A

12. Accepted correspondence log
13. Accepted letters from SCCRTC committees and staff to other agencies
  - a. Letter from the Bicycle Committee to the City of Santa Cruz regarding Pogonip multi-use trails
  - b. Letter from the Bicycle Committee to the City of Watsonville regarding adding bicycle lanes to the Manabe Ow Specific Plan
14. Accepted miscellaneous written comments from the public on SCCRTC projects and transportation issues
15. Accepted information items - none

## REGULAR AGENDA

16. Commissioner reports - oral reports

Commissioner Leopold thanked the Bike Committee for its work reviewing the County's Bike Plan project list. He specifically referred to the recommendation to split the Soquel - San Jose Road Class II bike lanes project into two segments and designating the segment from the 7<sup>th</sup> Day Adventist Church to Rancho Road as high priority. He indicated that his constituents are interested in the project identified by the Bike Committee.

17. Director's report – oral report

Executive Director George Dondero said that the RTC passed a major milestone yesterday after receiving a report from the STARS consultants stating that all 12 credits could be applied to the Highway 1 HOV Lanes project. He said that the STARS Technical Advisory Committee's next meeting is scheduled for September 15 and they will discuss the 12 credits and how to apply them to the project.

Mr. Dondero met with Community TV to discuss a new ½ hour show to keep the public informed about transportation news and RTC activities. The show will be broadcast quarterly.

Deputy Director Luis Mendez will be participating in Leadership Santa Cruz County beginning next month.

Ron Graves welcomed the Commission to Capitola.

18. Honor Gary Richards, *San Jose Mercury News*' "Mr. Roadshow", recognized as Man of the Year by the California Transportation Foundation - Taken after item 20

# Attachment A

Executive Director George Dondero, RTC Commissioners and Transportation Agency for Monterey County (TAMC) Executive Director Debbie Hale recognized Gary Richards, reporter at the *San Jose Mercury News* and also known as "Mr. Roadshow," for being awarded the California Transportation Foundation's Person of the Year. The RTC, along with TAMC, nominated Mr. Richards for the award to pay tribute to the valuable public service provided by his "Mr. Roadshow" columns and articles which cover a wide range of transportation related topics, provide an understanding of complex transportation related issues, and answer a fraction of the approximately 1,000 comments he receives each week.

Mr. Richards said that he loves being "Mr. Roadshow" and helping people who don't know where to get answers to transportation related problems. He said people still appreciate getting an answer even if it is not the one they want.

## 19. Caltrans report and consider action items

Aileen Loe, Caltrans District 5, said that the project report is up to date. She said that the state budget impasse is very serious and that \$3 billion worth of projects are stalled. Further delays could mean suspending contracts.

Responding to a question from Commission Alternate Schiffrin, Ms. Loe said that she will provide the Commission with a written update regarding the progress of the Highway 1/17 Merge Lanes project landscaping. Senior Planner Karena Pushnik added that the irrigation has been installed.

## 20. 511 Traveler Information System video and survey

Senior Planner Tegan Speiser reported the most recent developments regarding the proposed 511 Traveler Information System for Santa Cruz and Monterey Counties. Ms. Speiser said that in preparation for a feasibility study, a request for public comments on possible components of the 511 system is being requested. This input from local residents and travelers to Santa Cruz and Monterey Counties will help tailor the program to fit the needs of the local community. A video and survey to provide input are available at [www.511montereybay.org](http://www.511montereybay.org). Survey responses will be accepted through the month of September. In addition to the survey, two community meetings are being held today in Aptos and Salinas. Ms. Speiser said that a consultant to develop the feasibility study will be selected early next year.

In addition to the feasibility study, the implementation plan includes deciding how to utilize existing resources, determining gaps in data, coordinating with existing 511 systems and with telecommunications carriers, a business plan, a marketing plan and follow up.

George Dondero said that in this economy optimizing existing infrastructure is appealing.

# Attachment A

Commissioners' concerns include the lack of alternate routes in Santa Cruz County compared to the Bay Area, the fact that cell phones can provide road conditions and funding for the system.

Ms. Speiser said that 511 systems provides more than alternate routes and enjoy a great deal of customer satisfaction because using the system can also help a traveler decide whether to postpone a trip or choose an alternate mode of travel. She said that some 511 systems have sponsors and that the business plan would provide funding scenarios. Mr. Dondero added that many tourists to our area are familiar with 511 systems and would like to be able to know what travel conditions are here in Santa Cruz.

Commissioner Rivas invited Ms. Speiser to make her presentation to the Watsonville City Council.

Debbie Hale, TAMC, thanked the Commission for partnering on this project and noted that when driving it is safer to get voice commands using a 511 system than to depend on a visual aid from a cell phone.

21. Review of items to be discussed in closed session

The Commission adjourned into closed session at 10:20 am.

## CLOSED SESSION

22. Conference with Real Property Negotiator Pursuant to Government Code 54956.8 relating to the freight easement: Santa Cruz Branch Rail Line from Watsonville Junction to Davenport

Agency Negotiator: Kirk Trost, Miller Owen & Trost

Negotiation Parties: SCCRTC, Sierra Northern Railway

Under Negotiation: Price and Terms

## OPEN SESSION

The Commission reconvened into open session at 11:05 am

23. Report on closed session

There was nothing to report.

24. Adjourn to special meeting of the Service Authority for Freeway Emergencies – no items

25. Next Meetings

The meeting adjourned at 11:08 am

# Attachment A

SCCRTC Minutes

September 2, 2010

6

The next Transportation Policy Workshop meeting is scheduled for Thursday, September 16, 2010 9:00 a.m. at the SCCRTC Offices, 1523 Pacific Avenue, Santa Cruz, CA.

The next SCCRTC meeting is scheduled for Thursday, October 7, 2010 at 9:00 a.m. at the Watsonville City Council Chambers, 275 Main St., Watsonville CA.

Respectfully submitted,

Gini Pineda, Staff

## **ATTENDEES**

Mike Keogh  
Jack Nelson  
Debbie Hale  
Gary Richards  
Cliff Walters  
Bill Comfort  
Dan Herron

TAMC  
*Mercury News*  
Sierra Northern Railroad  
  
Caltrans

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**5-9.a6**

# Attachment B



## Santa Cruz County Regional Transportation Commission Transportation Policy Workshop

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### MINUTES

Thursday, September 16, 2010  
9:00 a.m.

NOTE LOCATION THIS MONTH  
SCCRTC Conference Room  
1523 Pacific Ave  
Santa Cruz Ca

1. Introductions

Commissioner Randy Johnson called the meeting to order at 9:08 am.

Members present:

Dene Bustichi	Don Lane
Neal Coonerty	John Leopold
Gustavo Gonzalez (Alt.)	Kirby Nicol
Norm Hagen (Alt)	Ellen Pirie
Randy Johnson	

Members absent:

Ron Graves	Antonio Rivas
Mark Stone	

Staff present:

George Dondero	Karena Pushnik
Luis Mendez	Yesenia Parra
Gini Pineda	Cory Caletti

2. Oral communications

Executive Director George Dondero said that a \$5 million "X Prize" was awarded to the designers of the "Edison 2", a super efficient car that is supposed to get 100 mpg. The car is not yet ready for production.

3. Additions or deletions to consent and regular agendas - none

# Attachment B

## CONSENT AGENDA

*No consent items*

## REGULAR AGENDA

4. Review of items to be discussed in closed session

The Commission adjourned into closed session 9:11 am.

## CLOSED SESSION

5. Conference with Real Property Negotiator Pursuant to Government Code 54956.8 relating to the freight easement: Santa Cruz Branch Rail Line from Watsonville Junction to Davenport

Agency Negotiator: Kirk Trost, Miller Owen & Trost

Negotiation Parties: SCCRTC, Sierra Northern Railway

Under Negotiation: Price and Terms

## OPEN SESSION

The Commission reconvened into open session at 10:04 am.

6. Report on closed session

There was nothing to report.

7. Santa Cruz Branch Rail Line acquisition – Administration, Coordination and License Agreement

Deputy Director Luis Mendez said that the revised staff recommendation is to delay a decision on the agreement to a future meeting, after further negotiations have been held.

Commissioner Bustichi moved and Commissioner Lane seconded to approve the revised staff recommendation. The motion passed unanimously.

8. Next meetings

Rosemary Sarka, Roaring Camp and Big Trees Railroad, said that Roaring Camp has released its right of first refusal to purchase the Santa Cruz Branch Rail Line to indicate a public show of support of the RTC's efforts to purchase the Branch Line.

The meeting adjourned at 10:09 am.

# Attachment B

TPW Meeting Minutes

September 16, 2010

3

The next SCCRTC meeting is scheduled for Thursday, October 7, 2010 at 9:00 a.m. at the Watsonville City Council Chambers, 275 Main St, Watsonville, CA.

The next Transportation Policy Workshop is scheduled for October 21, 2010 at 9:00 am at the SCCRTC Offices, 1523 Pacific Avenue, Santa Cruz, CA.

Respectfully submitted,

Gini Pineda, Staff

## ATTENDEES

Rosemary Sarka  
Kurtis Alexander

Big Trees Railroad  
*Sentinel*

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**5-9.b3**

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

**DATE:** October 22, 2010  
**TO:** Board of Directors  
**FROM:** Angela Aitken, Finance Manager & Acting Assistant General Manager  
**SUBJECT: STATUS REPORT OF ACTIVE GRANTS AND SUBMITTED GRANT PROPOSALS FOR OCTOBER 2010**

## I. RECOMMENDED ACTION

**That the Board of Directors accept and file the status report on active grants and submitted grant proposals as of October 13, 2010.**

## II. SUMMARY OF ISSUES

- Santa Cruz METRO relies upon grant funding from other agencies for more than 25% of its FY11 operating revenue and over 95% of its FY11 capital funding.
- A list of Santa Cruz METRO's active grants (Attachment A) and a list of grant proposals for new funds (Attachment B) are provided monthly in order to apprise the Board of the status of grants funding.
- Santa Cruz METRO has active grant awards totaling \$37,537,252 and applications for \$1,649,473 in new funds.
- Santa Cruz METRO received three new grant awards totaling \$9,928,914 in the last month.
- Items in **bold** on Attachments A and B depict changes from last month's report.

## III. DISCUSSION

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

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



projects funded by the grant. Attachment B lists Santa Cruz METRO's open grant applications with a brief description, source and status of proposed funds.

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

Active grant awards for operating and capital projects total \$37,537,252. Open grant applications request new funds totaling \$1,649,473.

Santa Cruz METRO received three new grants in the last month. On October 4, the FTA awarded a grant of \$4,830,600 from the FTA Section 5309 State of Good Repair Discretionary Grants Program for the purchase of up to 12 CNG-fueled buses. On September 21, Santa Cruz METRO executed a grant with FTA for \$4,898,314 in FY10 operating assistance from the Sections 5307 and 5340 programs. Santa Cruz METRO also received a contract from the Monterey Bay Air Pollution Control District (MBUAPCD) for the \$200,000 award designated for the installation of a second L/CNG storage tank which, as reported last month, is contingent upon other funding being in place by January 2011.

#### **V. ATTACHMENTS**

**Attachment A:** Santa Cruz METRO Active Grants Status Report as of October 13, 2010

**Attachment B:** Santa Cruz METRO Grant Applications as of October 13, 2010

# Attachment A

**Santa Cruz METRO Active Grants  
Status Report as of October 13, 2010**

#	Grant	Description	\$ Grant Awarded	\$ Grant Left to Spend	Funding Source	Grant Status
1	Smartcard Farebox; ParaCruz Vans; IT Upgrades; Operating Assistance	Upgrade dispatch, scheduling and customer information software; purchase 27 replacement paratransit vans; purchase new fareboxes with magnetic card readers; operating assistance.	\$ 4,909,939	\$ 4,322,609	Federal Transit Administration (FTA) 5307 American Recovery and Reinvestment Act (ARRA) funds	Project funding from ARRA through FTA urbanized area formula program. Santa Cruz METRO awarded contracts for new scheduling software 9/11/09; for 22 paratransit raised-roof vans on 4/5/10; for 5 paratransit minivans on 6/1/10; and for new fareboxes on 6/15/10. \$475,000 used for FY10 and FY11 operating assistance.
2	Smartcard Farebox	Purchase new fareboxes with magnetic card readers.	\$ 267,464	\$ 267,464	California Department of Transportation (Caltrans 5311) ARRA funds	Project funding through Caltrans (FTA 5311) rural operating assistance program contributes to Smartcard farebox procurement. Santa Cruz METRO awarded contract to GFI for new fareboxes on 6/15/10.
3	UCSC Vans	Pass-through funding to UCSC for new paratransit vans	\$ 125,000	\$ 125,000	FTA 5307 ARRA funds passed from Santa Cruz METRO to UCSC	As the designated recipient for FTA 5307 funds, Santa Cruz METRO passed funds and all grant requirements to UCSC to purchase new ADA paratransit vans. UCSC awarded purchased order 6/8/10 to Creative Bus Sales for three vans.
4	Smartcard Farebox	Purchase new fareboxes with magnetic card readers.	\$ 475,000	\$ 475,000	FTA 5309 Bus and Bus Facilities Program	Funds from FY09 legislative earmark contribute to Smartcard Farebox project. Santa Cruz METRO awarded a contract to GFI Genfare on 6/15/10 for new fareboxes.
5	Bus Stop Improvements	Improve bus stops in Santa Cruz METRO service area	\$ 500,000	\$ 500,000	Caltrans from State Transportation Improvement Program (STIP)	Staff is currently working with MAC, E&D TAC to identify and prioritize bus stop improvement projects to begin mid-2011. Funding expires 6/30/12.
6	CT Transit Planning-- Watsonville	18-month transit planning study of Watsonville service as subrecipient of MPO (AMBAG).	\$ 100,000	\$ 100,000	Caltrans (FTA 5304)	Received award on 8/17/10 for grant period 10/1/10-3/31/12. Will receive grant funds when state budget is approved.
7	FY11 AB2766	For second CNG storage tank at Bus Fueling and Service facility.	\$ 200,000	\$ 200,000	AB2766 Monterey Bay Unified Air Pollution Control District (Air District) AB 2766 Motor Vehicle Emissions Reduction Program	Santa Cruz METRO received contract 10/5/10; contingent on FTA 5308 one-time funding or PTMISEA (State funds) being received by January 2011 to complete project.
8	FY10 Discretionary Bus/Facilities Program	Proposal for 12 new CNG buses from FTA discretionary grant program.	\$ 4,830,600	\$ 4,830,600	FTA 5309 Bus & Bus Facilities/State of Good Repair Program	Received Notice of Award on 10/4/11.
9	FY10 FTA Operating Assistance	Operating assistance for public transit service in Watsonville and Santa Cruz urbanized areas.	\$ 4,898,314	\$ 4,898,314	FTA 5307 + 5340	Received DOL communications and response, grant executed 9/21/10.
10	Interns Grant	Give teaching experience in transit planning. Provide limited assistance to Santa Cruz METRO Planning staff	\$ 6,250	\$ 1,218	FTA 5304 through Association of Monterey Bay Area Governments (AMBAG)	Planning Intern started 6/21 for Summer 2010. \$ Grant Balance as of 9/22/10. Grant expires 6/30/11

# Attachment A

**Santa Cruz METRO Active Grants  
Status Report as of October 13, 2010**

#	Grant	Description	\$ Grant Awarded	\$ Grant Left to Spend	Funding Source	Grant Status
11	Trapeze Pass IVR	Purchase and install Trapeze PASS-IVR to automatically notify ParaCruz clients of trip reservation to reduce missed trips and staff workload.	\$ 62,592	\$ -	FTA 5317 through California Department of Transportation (Caltrans)	The automated call-back system is operating. Caltrans reimbursed all grant-funded project costs. This project is complete and will be removed from the next status report.
12	Dispatch, Surveillance, Radio	Replace dispatch console, install video surveillance and upgrade the fleet mobile radio system (LMR).	\$ 440,505	\$ 329,605	FY08 California Transit Security Grant Program (CTSGP) funds from California Emergency Management Agency (Cal EMA)	Dispatch console purchased. Ten video equipment proposals received 10/1/10. Radio equipment proposals are due 10/14. \$Grant Balance of 9/30/10. Expires 3/31/11.
13	Comprehensive Security & Surveillance	Continue video surveillance and LMR upgrade.	\$ 440,505	\$ 440,505	FY09 CTSGP funds from Cal EMA	Ten video equipment proposals received 10/1/10. Radio equipment proposals are due 10/14. \$Grant Balance of 9/30/10. Expires 3/31/12.
14	Comprehensive Security & Surveillance	Continue video surveillance, LMR upgrade and install emergency generator.	\$ 440,505	\$ -	FY10 CTSGP funds from Cal EMA	Not received. Cal EMA approved Santa Cruz METRO's project for FY10 but does not have adequate bond sales revenue to make advance payment for the project. Expires 3/31/13.
15	FY11 Operating Assistance	FY11 Transportation Development Act (TDA) revenue for public transit operations.	\$ 4,974,478	\$ 3,730,858	State Controller's Office (SCO) through Santa Cruz County Regional Transportation Commission (SCRTC)	Grant funds paid quarterly. FY11 first quarter paid in full with County transfer of \$48,953 from SCRTC to Santa Cruz METRO on 9/23.
16	FY09 Operating/MetroBase const.	Operating Assistance and MetroBase construction funding.	\$ 4,753,504	\$ 1,108,062	FTA 5307 urbanized area formula funds and Small Transit Intensive Cities (STIC) funds for MetroBase construction.	FY09 transit operations completed 6/30/09. MetroBase construction funds to be drawn down after State funds expended. No expiration.
17	MetroBase Development	MetroBase design, right-of-way and construction. As of 9/15/10, funding from multiple years is reported within this single project rather than separately.	\$ 6,884,929	\$ 1,502,384	FY08, 09 funds from Prop. 1B Public Transportation Modernization and Service Enhancement Account (PTMISEA) through Caltrans	FY08, FY09 PTMISEA funds are being spent on MetroBase development. FY10 funds have not been received. \$ Grant Balance as of 6/30/10. FY11 CA Budget Bill includes three-year allocation of PTMISEA funds which would pay an estimated \$19.4 Million remaining funds to Santa Cruz METRO.
18	Pacific Station Land	Purchase land for Pacific Station (Metro Center) renovation.	\$ 884,000	\$ 565,631	California Department of Transportation (Caltrans) Traffic Congestion Relief Program.	Purchase contract for the Greyhound property signed 1/09/09. Santa Cruz METRO is negotiating terms of sale based upon decontamination plan. \$Grant Balance as of 9/30/10. Expires 6/30/13.
19	Pacific Station Land	Purchase Greyhound property for Pacific Station (Metro Center) renovation	\$ 1,457,667	\$ 1,457,667	FY05 FTA 5309 Bus and Bus Facilities program - legislative earmark.	Purchase contract for the Greyhound property signed 1/09/09. Santa Cruz METRO is negotiating terms of sale based upon decontamination plan. No expiration.
20	Pacific Station Design Engineering	Contract architectural and engineering services for Pacific Station expansion and renovation	\$ 396,000	\$ 396,000	FY06 FTA 5309 Bus and Bus Facilities program - legislative earmark.	On hold pending Greyhound property purchase and recovery of the real estate market. No expiration.
21	Pacific Station Design Engineering	Contract architectural and engineering services for Pacific Station expansion and renovation	\$ 490,000	\$ 490,000	FY08 FTA 5309 Bus and Bus Facilities program - legislative earmark.	On hold pending Greyhound property purchase and recovery of the real estate market. No expiration.
<b>Total</b>			<b>\$ 37,537,252</b>	<b>\$ 25,740,917</b>		

**5-10.a2**

# Attachment B

## Santa Cruz METRO Grant Applications as of October 13, 2010

#	Application Date	Grant	Description	\$ Grant	Funding Source	Status of Award
1	April-10	FY10 Rural Operating Assistance	Operating assistance for public transit service in rural areas of Santa Cruz County.	\$ 156,618	Caltrans (FTA 5311)	To be awarded when Caltrans brings FTA 5311 program up to date.
2	June-10	FY09/10 Clean Fuels Grant Program	Clean Fuels Grants Program to provide partial funding for second CNG storage tank at Bus Fueling and Service facility.	\$ 1,492,855	FTA 5308	Awards to be announced October 2010
3	August-10	Prop 84 Challenge Grants	Discretionary grant proposals for planning/zoning of unincorporated areas (Live Oak, Soquel Dr. corridor) w/ County of Santa Cruz; and sustainable growth communities grant w/ AMBAG. All need METRO as a partner.	Unknown	Funding from Proposition 84 Planning Grants from the State of California Strategic Growth Council.	Provided letter of support "in concept" as a partner in redevelopment of unincorporated transit corridors (Live Oak, Soquel Drive) and w/ AMBAG re: sustainable communities strategies.
<b>Total</b>				<b>\$ 1,649,473</b>		

**5-10.b1**

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

**DATE:** October 22, 2010  
**TO:** Board of Directors  
**FROM:** Angela Aitken, Finance Manager & Acting Assistant General Manager  
**SUBJECT: STATUS REPORTS OF PROPOSED FEDERAL AND STATE LEGISLATION AND CURRENT LEGISLATIVE ISSUES**

## I. RECOMMENDED ACTION

**That the Board of Directors accept and file the status reports of proposed Federal and State legislation and current legislative issues through October 13, 2010.**

## II. SUMMARY OF ISSUES

- Status reports on Federal House of Representatives' and Senate's proposed legislation and related issues (Attachments A and B) are provided monthly to inform the Board of the status of legislation of interest to Santa Cruz METRO.
- This month's Federal report reflects pertinent legislative issues and activities which occurred between September 16, 2010 – October 13, 2010. Congress convened on September 13 and then adjourned on October 1, 2010 after a relatively ineffective session—other than passing a Continuing Resolution through December 3, 2010 to keep government running at current levels (including transportation programs)—to get back on the campaign trail. They will enter a “lame-duck” session following the November mid-term election and extending to January 2011.
- Status reports on the State Legislature's Assembly's and Senate's legislative issues and proposed legislation (Attachments C and D) are provided monthly to inform the Board of the status of State legislation of interest to Santa Cruz METRO. This month's report includes an update on relevant ballot issues.
- This month's State reports reflect the final legislative activities of the most recent two-year State term, which officially ended on August 31, 2010 (except for the State budget and the Governor's final signature on passed bills). A State budget was approved in both houses and signed on October 8, 2010. A new two-year legislative session commences in January 2011.

## III. DISCUSSION

Santa Cruz METRO staff monitors and responds to Federal and State pending legislation on an ongoing basis. The purpose of this report is to inform the Board of Directors of the current status of all pending legislation that may be of interest to or have an eventual impact on Santa Cruz

METRO and/or the transit industry as a whole. The attached Federal and State Legislation Status Reports are updated monthly for this purpose.

Both Federal and State legislative bodies took their annual breaks in the months of July and/or August this year, though the State Legislature worked on the overdue budget until consensus was reached on October 8, 2010, exactly 100 days past due. Activities on Capitol Hill resumed on September 13, 2010, but mid-term election campaigning trumped any significant activity and members broke on October 1, 2010 to get back out on the stump. A Continuing Resolution (CR) was passed, effective through December 3, 2010, to keep government running at current levels (including transportation funding, the sixth such Continuing Resolution in lieu of a long-term surface transportation act). A post-election “lame-duck” session will start in November and extend into January 2011, when newly elected legislators are sworn in.

The President continues to tout a \$50 billion front-loaded transportation infrastructure proposal—for building “highways, runways and railways”—on the campaign trail. Details of this proposal are not available yet and it is not clear if this measure would be in addition to a new long-term Surface Transportation Act, discussion of which is now on the table. Most industry experts agree that a new long-term act is a very big discussion and will probably not happen until 2011. Please see Attachments A and B for relevant information regarding Federal legislative issues and activity. Changes from last month appear in **bold**.

The California Legislature is at the end of a two-year session and will begin anew in January 2011. All legislation in the current term needed to pass by August 31, 2010 and needed to be signed by the Governor by September 30, 2010 in order to go into effect. The state budget was finally passed in both houses late on Friday, October 8, 2010, ending the longest budget impasse in California history. Santa Cruz METRO staff and management are working to ascertain exactly what the \$1.5 billion in approved transit capital accelerated appropriations (through the Public Transportation Improvement and Service Enhancement Account, or PTMISEA) means to Santa Cruz METRO’s future capital plans, and will provide more details as soon as they are available. Please see Attachments C and D for information on relevant issues, specifically ballot initiatives and legislation. Changes from last month appear in **bold**.

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

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

The October 8, 2010 approved State budget appropriates approximately \$16 million in capital funding to Santa Cruz METRO through the PTMISEA program referenced above, but details on the schedule of these appropriations, which are based on bond sales, were not available at the time of this report.

**V. Attachments**

- Attachment A:** Federal Legislative Issues and Status Report, October 13, 2010.  
**Attachment B:** Federal House and Senate Bills Status Report, October 13, 2010.  
**Attachment C:** State of California Legislative Issues and Status Report, October 13, 2010.  
**Attachment D:** State of California Assembly and Senate Bills Status Report, October 13, 2010.

# Attachment A

## Federal Legislative Issues and Status Report October 13, 2010

### Current Legislative Issues

#### Department of Commerce Proposed Designation of Urbanized Areas (UAs)

**Update at 10/13/10:** An August 24, 2010 Department of Commerce announcement in the *Federal Register* entitled “Proposed Urban Area Criteria for the 2010 Census: Notice of Proposed Criteria and Request for Public Comment” has named the Santa Cruz and Salinas areas of California, along with several other areas of the country, as possibly being lumped together in a single Urbanized Area (UA) with a population over 200,000, following the results of the 2010 census. Currently, Santa Cruz METRO operates within two UZAs (the same as UAs, UZA is the Federal Transit Administration’s acronym) as a Small Transit Intensive City (receiving additional funding as such), which makes the district eligible to use FTA Section 5307 funding (approximately \$4.5-\$5 million annually) as operational funding instead of being limited to using it for capital purposes. Changing the designation of the area into one UA with a much larger population will eliminate Santa Cruz METRO’s and Monterey-Salinas Transit’s (MST) ability to use these funds as operational funding, among many other negative effects.

Using the Department of Commerce’s suggested methodology for designating UAs as published on August 24<sup>th</sup>, Santa Cruz METRO staff is working with MST and other advisors to prepare a response to the Department of Commerce by November 22, 2010. So far, we have been successful using their methodology to disprove the proposal in several instances within Santa Cruz METRO’s service area. Nonetheless, we are facing a significant challenge. Any changes to the designation of UAs enacted by the Department of Commerce based on the 2010 Census will take effect in 2012.

#### Long Term Surface Transportation Act

Congress passed another Continuing Resolution through December 3, 2010 to keep government running at current levels (including transportation funding) through the November mid-term elections prior to adjourning a week early on October 1, 2010 to get back on the campaign trail. As reported, President Obama is touting a \$50 billion infrastructure investment while out on the stump, though it is still unclear if this is in addition to or part of a new long-term surface transportation act, though most believe it will be “front-loaded” into any new act. Most industry experts agree that a new long-term act is a much larger discussion and will not happen until sometime in 2011.

**Update @ 10/13/10:** In addition to the \$50 billion infrastructure proposed program and a long-term act, Chair Oberstar (D-MN) of the House Transportation and Infrastructure Committee is calling for a 15-cent gas tax hike. A discussion of this is noticeably absent from anything the President is saying. The President is also calling for more competitive grant programs instead of “the formula funding of the past,” a comment which, no doubt, will call for a larger discussion inclusive of smaller districts and agencies which may not be able to afford the personnel needed in order to compete for funds that were previously appropriated or earmarked, which are not



# Attachment A

always bad things, considering all the variables required for to be successful with competitive grants, such as system and personnel capacity.

## **Alternative Fuel Tax Credits (i.e. CNG) or “Tax Extenders”**

The existing alternative-fuel tax credit which expired on 12/31/09 and was worth \$500,000 or more annually to Santa Cruz METRO, has surfaced in several forms in the past 18 months, but suffered another blow when the “Assistance to States” legislation was passed in mid-August. The offsets used to pay for this legislation were the same offsets planned to offset energy tax credits.

**Update at 10/13/10:** The American Public Transportation Association (APTA) stated on September 13, 2010 that “opportunities remain for the alternative fuels tax credit,” most notably in a “very large and comprehensive package of extensions and reforms.” There is a lot of interest on Capitol Hill in various tax measures being resolved during the upcoming lame-duck session, and it is prominent on the current congressional agenda for both parties. Look for something to be attempted during the lame-duck session in regard to this, the “Bush tax cuts” and various other tax-related measures.

# Attachment B

**Santa Cruz METRO  
Federal House and Senate Bills  
Status Report  
October 13, 2010**

Federal Bills House	Subject	Introduced	Status
<p><b>H.R. 5418 (McMahon, D-NY) Public Transportation Preservation Act of 2010</b></p>	<p>Authorizes emergency grants to designated recipients for operating costs of equipment/facilities. Prescribes a formula for apportionment of grant funds at up to 100% of the net cost of a project. Requires amounts apportioned to be used for operating expenses necessary to restore/prevent reduction in service and related workforce reductions, or to rescind all or a portion of a fare increase that: (1) occurs between 1/1/09-9/30/11; and (2) is due to decreased state or local funding or farebox revenue. See companion Senate legislation S. 3412 below.</p>	<p>5/26/2010</p>	<p>Possible fiscal impact on Santa Cruz METRO re: future service cuts. Read twice and referred to House Transportation and Infrastructure Committee at 7/28/10. <b>Update @ 10/13/10: Status-quo. May be affected by new chatter about Long-Term Surface Transportation Act and \$50 billion "infrastructure" package currently being bandied about.</b></p>
<p><b>S. 3412 (Dodd, D-Conn) Public Transportation Preservation Act of 2010</b></p>	<p>Authorizes emergency grants for the operating costs of equipment and facilities for use in public transportation projects. Sets the amount of the grant at up to 100% of the net cost of a project. Requires amounts apportioned to be used for operating expenses necessary to restore or prevent a reduction in public transportation service and related workforce reductions, or to rescind all or a portion of a fare increase that: (1) occurs between 1/1/09-9/30/11; and (2) is due to decreased state or local funding or farebox revenue. Authorizes a recipient which has not had a major reduction in public transportation service, or a fare increase as a result of decreased state or local operating funding, and will be able to avoid such reductions or increases through FY2011 without the funds made available by this Act, to use such funds to replace, rehabilitate, or repair existing transit capital assets used in public transportation.</p>	<p>5/25/2010</p>	<p><b>If passed, may result in emergency grant(s) of operating funds used specifically to offset a planned fare increase.</b> Read twice; to Senate Banking, Housing and Urban Affairs Committee @ 5/25/10; continue to monitor. <b>Update @ 10/13/10: Status-quo. May be affected by new chatter about Long-Term Surface Transportation Act and \$50 billion "infrastructure" package currently being bandied about.</b></p>

# Attachment C

## State of California Legislative Issues and Status Report October 13, 2010

### **Proposition 22: Ban on State Borrowing from Local Governments**

Proposition 22 proposes a constitutional amendment prohibiting the State from taking, borrowing or redirecting local taxpayer funds dedicated to public safety, emergency response and other vital local government services such as healthcare for children, seniors and the disabled. It also protects vital, dedicated transportation funds from being raided by the State. Proposition 22 would also prohibit the state from raiding Proposition 42 (public transit) funds, or taking the gasoline excise tax (called HUTA) for any purpose other than what was originally designated. Santa Cruz METRO's Board of Directors endorsed Proposition 22 on January 22, 2010.

**Update @ 10/13/10:** Proposition 22 is getting a great deal of statewide push-back, and is being portrayed as "pitting police v. schools" in Bay Area press (*San Jose Mercury*, *Contra Costa Times*) as of October 13, 2010. However, the *Palo Alto Daily News* stated on October 12, 2010 that, "Favorable ratings for legislators in most polls run barely over 30 percent. So it's no surprise that some of those same surveys now show Proposition 22 with an excellent chance of passage next month."

### **Proposition 23: An Initiative to Suspend AB32, the Global Warming Act of 2006**

This initiative proposes to freeze the provisions of AB32 until California's unemployment rate drops to 5.5% or below for four consecutive quarters. Proponents call Proposition 23 "a jobs bill for California." Opponents call it "the dirty energy proposition." When AB32 was signed, the unemployment rate in California was 4.8%. In January 2010, California's unemployment rate had crept over 12%. The last time that the unemployment rate in California was below 5.5% was in 2007. Proposition 23 has received large amounts of funding from out-of-state oil companies.

The California Legislative Analyst's Office has reported that the ratio of jobs lost due to the standards of AB32 versus jobs gained by its implementation is unknown at this point. In the immediate future, it may have a slightly negative impact, but will even out over time as the uses of green technology (and resulting jobs created) increase. In a June 2010 poll, 67% of Californians still supported AB32, but there is some confusion about Proposition 23 nonetheless.

**Update @ 10/13/10:** A Reuters/Ipsos Poll shows that Proposition 23, which seeks to suspend California's global climate change law, is heading for almost certain defeat, with 49 percent of those polled opposing and 37 percent favoring it. So far, the "No on 23" campaign appears to be effective in convincing voters that the ballot measure would actually hurt job creation in California, noting that clean-tech industries are poised to expand under the global climate change law. At this time, voters care more about job creation than they do about environment, so this is what will drive their vote on this Proposition.

Santa Cruz METRO  
State of California  
Assembly and Senate Bills Status Report  
October 13, 2010

# Attachment D

State Bills Assembly	Subject	Last Amended	Status
<p><b>AB 569 (Emmerson) Meal Periods: Construction and Transportation Industries</b></p>	<p>Specifies that provisions in the Industrial Welfare Commission's wage order do not apply to employees in construction, a commercial driver in the transportation industry or an employee in the security services industry if the following conditions are met: employee covered by valid collective bargaining agreement; the agreement provides for wages, hours and working conditions; and the agreement expressly provides for meal periods, binding arbitration of disputes regarding meal periods, wage rates for all overtime worked and a regular hourly wage not less than 30% more than the state minimum wage.</p>	<p>6/16/2010</p>	<p>Passed Assembly; to Senate on 5/21/09; to Senate Committee on Appropriations 6/24/10, passed: to Third Reading. <b>Update @ 10/13/10: Enrolled @ 9/8/10, signed into law 9/15/10.</b></p>
<p><b>AB 987 (Ma) Transit Village Developments: Infrastructure Financing</b></p>	<p>Allows a local government to create an infrastructure financing district and use tax increment financing to pay for public facilities/amenities within a transit village development. Recasts the area for such a plan to include all land within 1/2 mile of entrance of public transit station. Requires transit village(s) to: include an increase in affordable housing or live-travel options for transit-needy groups; use at least 20% of revenues to increase, improve, preserve supply of low- and moderate-income housing for at least 55 years for rentals and 45 years for owner-occupied; replace units at affordable cost when needed. Eliminates need for voter approval of same, including issuance of bonds for implementing a transit village plan.</p>	<p>5/20/2010</p>	<p>To Senate Local Government Committee, passed 6/16/10; to Third Reading @ 6/17/10. <b>Update @ 10/13/10: Enrolled @ 9/3/10, signed into law 9/15/10.</b></p>
<p><b>AB 2098 (Miller) Design-Build Contracts</b></p>	<p>Provides that a local transportation entity's project(s) may be approved by the California Transportation Commission (CTC) for design-build method of procurement, if consistent with Policy for Project Authorization under Design-Build Demonstration Program adopted in September 2009.</p>	<p>6/23/2010</p>	<p>Passed Assembly Transportation Committee 6/29/10; to Third Reading @ 6/30/10. <b>Update @ 10/13/10: Enrolled @ 9/10/10, signed into law 9/15/10.</b></p>

**Santa Cruz METRO**  
**State of California**  
**Assembly and Senate Bills Status Report**  
**October 13, 2010**

# Attachment D

State Bills	Subject	Last Amended	Status
<b>AB 2324 (Perez)</b> Public Transit Facilities	Prohibits: a person from knowingly possessing specified weapons in a sterile area of a public transit facility; an unauthorized person from knowingly entering a restricted area (if posted) of a public transit facility, and; a person from intentionally avoiding submission to screening and inspection when entering or re-entering a sterile area of a public transit facility. Defines "sterile area" to mean any portion of a public transit facility that is controlled in a manner consistent with the agency's security plan. Increases penalties for repeat fare evasion offenders and for certain acts of passenger misconduct.	6/10/2010	To Senate 5/13/10; Senate Appropriations Committee @ 6/22/10; to Third Reading @ 8/3/10. <b>Update @ 10/13/10: Enrolled @ 9/9/10, signed into law 9/15/10.</b>

**Santa Cruz METRO**  
**State of California**  
**Assembly and Senate Bills Status Report**  
**October 13, 2010**

# Attachment D

State Bills Senate	Subject	Last Amended	Status
<p><b>SB 474 (Ducheny)</b>  Innovative Contracting  and Financing Pilot  Programs</p>	<p>Requires CTC to provide annual consolidated report to Legislature on progress of the following pilot programs: public-private partnerships; design-build, and; design-sequencing. Requires lead agency in any such agreement to make a finding that use of alternative contracting/financing method(s) will provide any of the following benefits to the public when compared to traditional means: accelerates the completion date; produces savings in personnel or financial resources; results in lower costs to the users, or; brings financial resources to the project that would not otherwise be available.</p>	<p>7/6/2010</p>	<p>Passed Senate Appropriations Committee @ 8/5/10; to Third Reading 8/9/10. <b>Update @ 10/13/10: Enrolled 9/2/10, signed into law 9/15/10.</b></p>
<p><b>SB 518 (Lowenthal)</b>  Parking</p>	<p>Any lease of real property a state entity enters into on or after 1/1/11 requires the cost of parking spaces as a separate line item. Establishes a menu of parking policy reforms with a scoring system. Allows cities/counties to adopt/implement measures to reduce/eliminate parking subsidies. Includes reforms in the following areas: eliminating/reducing minimum parking and establishing maximum parking requirements; greater development on existing lots; requiring all new employment contracts to charge full cost of employer-provided parking; requiring employers to offer public transit passes on a pre-tax basis; setting parking meter rates at market rate; installing meters in areas with shortages; establishing parking benefit districts to direct revenues to the community; allowing commuters to use surplus spaces in residential permit areas for a price, and; dedicating parking revenues to programs that reduce demand, including public transit. Requires CARB to consider making a city/county that adopts measures eligible to receive carbon reduction credits and gives extra points on state competitive loan and grants programs to agencies that reach a certain points threshold.</p>	<p>6/21/2010</p>	<p>Passed Assembly @ 8/5/10; passed Senate Appropriations; Senate concurs to Assembly amendments; to enrollment (Governor) @ 8/11/10. <b>Update @ 10/13/10: Enrolled @ 9/2/10, signed into law 9/15/10.</b></p>

**Santa Cruz METRO**  
**State of California**  
**Assembly and Senate Bills Status Report**  
**October 13, 2010**

# Attachment D

State Bills	Subject	Last Amended	Status
<p><b>SB 1268 (Simitian)</b> Electronic Toll Collection Systems</p>	<p>Prohibits a transportation agency from selling/providing personally identifying information of a person obtained pursuant to a person's participation in an electronic toll collection system, subject to specified exemptions. Requires transportation agency that employs electronic toll collection equipment to establish a privacy policy regarding personally identifiable information collected. Must include: the types of information collected; categories of third-party entities with whom the agency may share information; the process by which the agency notifies users of material changes to the privacy policy; the effective date of the policy; the process by which a user may review/change to personally identifiable information. Allows agency to store for 6 months maximum (or 60 days after the transaction is completed, whichever comes first) only the information required to perform account functions. Allows a person whose information has been sold or provided legal recourse.</p>	<p>8/2/2010</p>	<p>Assembly Appropriations Committee @ 7/6/10; passed Appropriations @ 8/5/10; Third Reading @ 8/9/10. <b>Update @ 10/13/10: Enrolled @ 9/3/10, signed into law 9/15/10.</b></p>
<p><b>SB 1371 (Lowenthal)</b> Federal Transportation Economic Stimulus Funds: Second Round</p>	<p>Requires Caltrans to work with local agencies to develop list of potential projects that may be under contract within 90 days of award of second round of federal economic stimulus funds to the state. Requires Caltrans to assess whether a project: is included in the F/TIP (transportation improvement program); has completed applicable state and federal environmental reviews, and; would have sufficient funding from other sources to complete w/ stimulus funds.</p>	<p>6/16/2010</p>	<p>Sent to Assembly @ 6/1/10; Assembly Appropriations Committee passed 6/30/10; Third Reading @ 8/12/10. <b>Update @ 10/13/10: Enrolled @ 9/8/10, signed into law 9/15/10.</b></p>
<p><b>SB 1445 (DeSaulnier)</b> Regional Blueprint Plans</p>	<p>Requires the Planning Advisory and Assistance Council in the Office of Planning and Research to: work with the Strategic Growth Council, regional agencies, cities, and counties to facilitate/implement Regional Blueprint Plans, state growth and infrastructure funding plans, and programs that facilitate the regional blueprint. Imposes a vehicle registration surcharge of \$1. Requires DMV to distribute 1% net revenues to Planning Advisory and Assistance Council and the remaining net revenue to MPOs and COGs based on the amount collected in each jurisdiction. Requires MPOs, COGs and Transportation Planning Agencies (TPAs) to use revenues to: develop/implement sustainable communities strategy, regional blueprint plan or rural transportation plan element consistent w/Caltrans guidelines, and; to provide grants to cities, counties and congestion management agencies for planning and projects related to the implementation of a regional blueprint.</p>	<p>8/2/2010</p>	<p>To Assembly @ 6/3/10; to Appropriations Committee @ 7/1/10; passed 8/13/10. <b>Update @ 10/13/10: Enrolled @ 9/2/10, signed into law 9/15/10.</b></p>

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

**DATE:** October 22, 2010

**TO:** Board of Directors

**FROM:** Ciro Aguirre, Operations Manager

**SUBJECT: CONSIDERATION OF AUTHORIZING THE GENERAL MANAGER TO EXECUTE CONTRACTS WITH GFI GENFARE, (GFI), FIS PAYDIRECT SOLUTIONS (FIS) AND CHASE PAYMENTECH TO ALLOW BANK CARD TRANSACTIONS AT THE TICKET VENDING MACHINES**

## I. RECOMMENDED ACTION

**Authorize the General Manager to execute contracts with GFI Genfare, FIS PayDirect Solutions, and Chase Paymentech to enable the acceptance of bank card transactions at the Ticket Vending Machines.**

## II. SUMMARY OF ISSUES

- Since 2001, Santa Cruz METRO has accepted credit cards from its customers for the purchase of bus passes and tickets at the Metro Center Information Booth in downtown Santa Cruz
- Santa Cruz METRO launched its new website on March 18, 2010. At the April 23, 2010 Board of Directors meeting the Board approved a contract with Elavon Inc., which enables the public to purchase bus passes **online** with a credit card.
- On May 28, 2010 the Santa Cruz METRO Board of Directors approved a contract with GFI Genfare for an automatic fare collection system and supporting equipment, including Ticket Vending Machines (TVM's)
- Santa Cruz METRO staff is requesting authority to accept credit and debit transactions at the new TVM's
- The TVM's will provide greater fare media distribution methods and fare payment options by accepting cash and credit and debit card transactions
- Santa Cruz METRO must contract with three (3) separate vendors in order to facilitate credit and debit card transactions at the TVM's
- Funding for this procurement is provided through an American Recovery and Reinvestment Act (ARRA) Grant, an FTA Section 5309 Earmark, a Caltrans Section 5311 ARRA Grant, and a Local Match



### III. DISCUSSION

Since 2001, Santa Cruz METRO has accepted credit cards from its customers for the purchase of bus passes and tickets at the Metro Center Information Booth in downtown Santa Cruz.

Santa Cruz METRO launched its new website on March 18, 2010. In order for the public to purchase bus passes and tickets online with a credit card, a new Merchant Account was required. At the April 23, 2010 meeting the Board approved a contract with Elavon, Inc. to process these online credit card transactions.

On May 28, 2010 the Santa Cruz METRO Board of Directors approved a contract with GFI Genfare for an automatic fare collection system and supporting equipment, including Ticket Vending Machines (TVM's).

Santa Cruz METRO must contract with three (3) separate vendors in order to facilitate credit and debit card transactions at the TVM's.

Through the GFI Financial Services Agreement (FSA) (**Attachment A**) GFI will provide Santa Cruz METRO with financial services which include but are not limited to the acceptance, authorization and processing of credit and debit cards as may be issued by a bank or other financial institution through the TVM's. In addition Santa Cruz METRO is required to contract with FIS (**Attachment B**) for Payment Gateway Services which transmit the credit and debit card information from the TVM's to the appropriate bank or financial institution. This Payment Gateway is responsible for data collection and security. The FIS contract is required to meet the Payment Card Industry Data Security Standard (PCI DSS) which is a set of requirements designed to ensure that all companies that process, store or transmit credit and debit card information maintain a secure environment. The TVM's do not collect or store any personal information.

When a transit customer pays for bus passes at a TVM with a credit or debit card, Santa Cruz METRO becomes the recipient of credit and debit card funded payments. The organizations that operate these credit and debit card systems (such as VISA U.S.A., Inc., and MasterCard International Inc., collectively, the "Association") require that Santa Cruz METRO enter into a direct relationship with an entity that is a member of the Associations, and agree to comply with Association rules as they pertain to applicable credit and debit card transactions received through FIS. GFI and FIS have identified Chase Paymentech as the third party Submitter Merchant. By executing the Chase Paymentech Submitter Merchant Agreement, (**Attachment C**) Santa Cruz METRO is fulfilling the Association rule of entering into a direct contractual relationship with a member. Chase Paymentech will process the accepted credit and debit card transactions and facilitate the fund transfer between the various credit and debit card systems, Santa Cruz METRO's Merchant Account and ultimately transfer the funds into Santa Cruz METRO's Wells Fargo bank fares account.

- ❖ Items of note related to the Financial Services Agreement (Attachment A):
  - GFI and FIS have mutually agreed to waive Item 11.1 Fees and Payments.

- Staff will select Item 11.3.2 Alternate Means of Payment; whereby GFI shall invoice Santa Cruz METRO once each month and Santa Cruz METRO will remit payment directly to FIS, rather than Article 11.3.1 Direct Fee Withdrawal whereby the monthly fee is withdrawn from the merchant account.
- Item 12.4 Hold Harmless indicates that Santa Cruz METRO shall hold GFI harmless from any litigation arising out of the products, their use and any unresolved disputes relating to the cardholder or Santa Cruz METRO billing.

## **VI. FINANCIAL CONSIDERATIONS**

Funding for this procurement is provided through an American Recovery and Reinvestment Act (ARRA) Grant, an FTA Section 5309 Earmark, a Caltrans Section 5311 ARRA Grant, and a Local Match.

Monthly merchant fees of approximately \$300 to \$400 are *estimated* at this time, based on an analysis performed on the current Point of Sale (POS) transaction volume at the Metro Center Information Booth for the last 12 months. Actual TVM transaction usage may vary and cannot be identified at this time.

## **V. ATTACHMENTS**

- Attachment A:** GFI Genfare Financial Services Agreement (including GFI Genfare Financial Services Agreement Attachment A & Fee Schedule 11.1)
- Attachment B:** FIS Standard Merchant Agreement (Merchant and Settlement Information)
- Attachment C:** Chase Paymentech Submitter Merchant (Agreement to comply with Chase instructions and guidelines)

Prepared by: Debbie Kinslow

Date Prepared: September 29, 2010

# Attachment A

## FINANCIAL SERVICES AGREEMENT

### 1. IDENTIFICATION OF THE PARTIES

GFI Genfare, an SPX Division located at 751 Pratt Boulevard, Elk Grove Village, Illinois 60007 in conjunction with FIS PayDirect Solutions located at One Burton Hills Boulevard, Suite 300, Nashville, TN 37215, hereinafter collectively referred to as "GFI", shall furnish services as specified below to:

Name: Santa Cruz Metropolitan Transit District  
Address: 110 Vernon Street, Santa Cruz, CA 95060

Hereinafter referred to as "Client".

### 2. FORM OF CONTRACT

This Agreement details the scope of work, mutual obligations of the parties, fees, terms and conditions of GFI providing financial service to the Client. Upon execution of this document by all three parties identified in Section 1 above, this Agreement shall constitute a legal and binding Contract between the signatory parties.

### 3. ATTACHMENTS

Included in this Agreement is Attachment A: AGREED TO SERVICES. Once this Agreement is fully executed and prior to service start-up Client shall complete the following forms and submit the signed originals to FIS directly:

- A. FIS New Division Set-up Form
- B. FIS Standard Merchant Agreement Form
- C. Tri-Party Submitter Merchant Agreement

As shown above, a Tri-Party Submitter Merchant Agreement, also called a Tri-Party Agreement must be signed by the Client and submitted directly to FIS. Three original copies on the Payment Processor's original watermark paper will be provided to Client for signature from FIS. Once signed all three originals must be returned directly to FIS. FIS will sign the documents and arrange for signature by the Payment Processor. A fully signed original will be returned to Client.

Bank card service will start fifteen business days after FIS receives all fully executed documents.

### 4. GENERAL SCOPE OF SERVICES AND EXCLUSIONS

GFI shall provide financial services to the Client as outlined in this document, however FIS shall be the Gateway. Services may include but will not be limited to:

# Attachment A

- Acceptance, authorization and processing of credit and debit cards as may be issued by a bank or other financial institution.

The services indicated herein will be used in conjunction with GFI Genfare manufactured equipment in addition to equipment provided through this Agreement as a part of the overall services provided. GFI manufactured equipment, its procurement; installation and maintenance are not part of this Agreement or contract. To the extent that any item of GFI equipment adversely affects the proper operation of that item of equipment relative to the financial services offered such remedial action shall be taken by GFI under the equipment warranty or maintenance service provisions.

This Agreement includes Services that will be provided by either GFI Genfare or FIS, as identified in Section 1. When executed, Services will be shown in Attachment A. Any changes or modifications to this Agreement must be made through an Amendment executed through GFI Genfare.

## 5. DEFINITIONS

The following definitions relate to the words and terms used in this Agreement and contract:

### ABA

American Bankers Association, typically used in the phrase “ABA Routing Number” used to refer to the 9 digit number that identifies a bank in the ACH and Federal Reserve System.

### ACH

Acronym for “Automated Clearing House”, a funds transfer method whereby funds are moved from one asset account to another through the Federal Reserve Bank, chiefly used for bank account, check, and electronic check transfers.

### Acquirer

The processor that obtains the transaction from the merchant. The Acquirer can also be referred to as the Gateway.

### ASP

Acronym for “Application Service Provider”, a third party performing services on behalf of another party, may include services such as hosting or customized applications.

### Authorize

The act of requesting that an issuer approve an amount based upon the availability of funds. The response to this request is an acknowledgement that suitable funds are available and may be drafted. This will result in a hold being placed on those funds until either they are requested through a

# Attachment A

**Settle** event, or an **Issuer** set time limit expires, typically 3 and at most 30 days after the authorization.

## Business Day

Any day which is not a Saturday, Sunday or legal holiday.

## Card Reader

A device which is able to read tracks 1, 2 and 3 of a bank issued magnetic stripe credit or debit card.

## Chargeback

A cardholder retains the right to cancel his or her transaction after the fact and may request this from the **Issuer**; the result of this request is a series of correspondence that constitute the chargeback process. Each step of the process, including the initial request, is governed by regulated timeframes and reasons.

## Client

"Client" refers to the Transit Agency signing this Agreement as indicated above in Section 1 IDENTIFICATION OF THE PARTIES.

## Credit Card

A card that is based upon an approved line of credit, and which is processed through the credit card **interchange**. A transaction is based on an extension of that credit.

## Debit Card

A card that is attached to a checking or savings account which is processed through a debit network. Typically requires the entry of a **PIN** on a **Pin pad**. A transaction is based on an actual cash balance.

## Declined

When, for whatever reason, the issuer or member bank does not authorize or approve the transaction in process with the result that the transaction cannot be completed.

## Descriptor

When a customer makes a purchase with their bank card the purchase will be listed on their monthly statement. Each purchase will be shown with the amount. The description of the purchase is called the Descriptor.

## Discount Rate

A single rate charged by an **ISO** or processor that is a blend of **interchange** expenses and a markup for revenue.

# Attachment A

## Gateway

The gateway provides the complex infrastructure and security necessary to manage bank card transaction processing in order to obtain card authorizations from a processor. Routing of transactions are from the payment device, i.e. ticket vending machine, to the gateway then to a processor and back to the payment device.

## Interchange

The network that switches traffic between the **Acquirer** and the **Issuer**. Also used to refer to the fees that are charged by the Issuer to process transactions.

## ISO

ISO is an acronym for "Independent Sales Organization". An ISO is a reseller of an **Acquirer's** goods and services.

## Issuer

The party that offers the card to the user. Typically issued by banks (Chase, Wells Fargo, etc.) or other institutions (MBNA, Capital One, etc) on behalf of the card associations (Visa or MasterCard) or may be issued by the card company directly (as with most American Express or Discover) cards.

## Merchant

The entity offering transit tickets for sale and referred to in this document as **Client**.

## Off-Line Transaction

A bank card transaction that occurs at a terminal or farebox that is accepted, and is not processed for an Authorization at the time the transaction takes place. Authorization is requested at a later time.

## Payment Processor

A Payment Processor refers to the entity that processes the request for authorization and the subsequent approval or denial of that transaction.

## PIN

An Acronym for "Personal Identification Number", a set of numbers known to the legitimate cardholder and used to authenticate the usage of his/her card.

## Pin pad

A device which is encrypted and approved for processing of a **Debit Card** and **PIN** transaction. Encryption is unique to each **Acquirer** and **ISO**, and must be performed in an approved and controlled environment.

# Attachment A

## Receipt

A record of a given transaction printed on paper and provided to the card holder upon request at the conclusion of a transaction, to identify the item(s) sold, prices charged, location, time and date, and other important information, relative to the transaction.

## Reconciliation

A comparison of the sales information relative to bank cards between the amounts reported by the **TVM** through the VIP, as compared to the corresponding amounts reported by the member banks as being collected.

## Refund

A request to reverse a transaction and return the money from the merchant to the cardholder. The results are an initial transfer of funds from the cardholder to the merchant, and then a reversal transfer of funds from the merchant to the cardholder, and so will be denoted with two entries in a cardholder's statement

## Settle

The act of requesting settlement from the issuer for a payment that was previously authorized, the response to this request is a transfer of funds from one party to another.

## TVM

Acronym for GFI Genfare Vendstar Ticket Vending Machine, equipped with magnetic bank card reader, Pin pad and receipt printer

## Void

A **Refund** request that occurs before a **Settle** call to the issuer has been made, typically the same day, can cancel or prevent the **Settle** from occurring. This results in no transfer of funds from the cardholder to the merchant, and so will not be denoted with any entry in a cardholder's statement.

## 6. SPECIFIC SCOPE OF SERVICES

The following is the scope of services offered by GFI to the Client and covered in this Agreement/contract.

### 6.1 Adherence to Rules

GFI equipment is designed to permit the payment of purchased tickets by means of bank issue credit and/or debit cards. The use of such cards as governed by this contract shall conform to the Federal rules and regulations for financial transactions, the American Banking Association and the specific policies and regulations of the banks, card companies, or card associations which issue the cards being used.

# Attachment A

## 6.1.1 Types of Cards Accepted

The Client may select one or more card brands to be used. Those not selected shall be locked out by software. In addition, the Client may select from a given brand whether to accept credit cards and debit cards or only credit cards.

## 6.1.2 Authorization Required

Authorization by GFI for all credit and debit cards is required as a condition of permitting the transaction to be completed. In the event that communication between the TVM and the network is lost or a device within the TVM relating to bank card processing fails, the option of permitting bank card payment shall be withdrawn until such time as the communication or device has been fully restored.

## 6.1.3 Marketing Support

It is suggested that the client post on the TVM and in any promotional material the logotypes of the various bank cards accepted by the equipment. GFI shall assist the Client in obtaining graphics and art work containing logotypes of the four major brands of cards used in the system. Client may select from a set of standard marketing material (such as stickers, certain posters and signage, decals, and other items) that can be obtained from FIS.

## 6.2 **Customer Services**

The following customer services will be provided to the Client:

- A. FIS Product Support
- B. Escalation Process for Service Issues
- C. FIS Account Management
- D. Escalation Process for all Business Issues
- E. FIS SLA's for Service Issues

### 6.2.1 Direct Contact

A FIS toll free Product Support phone number (877-513-5465) is provided and will be available 6:00 AM to 8:00 PM CT, Monday through Friday. An E-mail contact is also available Monday through Friday 06:00 AM to 08:00 PM CDT at: support@FIS.com and may be used by the Client directly or referred to the cardholder making payment to the Client. Product support is closed on Federal holidays. The services offered include questions and issues relating to:

- Charges
- Decline reasons
- Refund requests
- Reconciliation assistance
- Process administration
- Creation and maintenance of bank card "bad list"



# Attachment A

This service shall not be used by any party to provide information on any ticketing vending machine operation or provide information on the transit services offered by the Client.

## 6.2.2 Relationship Management

If the questions and issues as identified above (6.2.1) cannot be answered or resolved, a FIS Account Manager will be made available to investigate and resolve the questions and/or issues. Prior to the start of service the Client will be issued a FIS Customer Escalation and Communication Process document that will provide information related to contacts and minimum response and resolution times.

## 6.2.3 Refunds

Relative to providing refunds for duly authorized sales, the following three optional models are offered to the Client:

- A. Refunds can be approved only by a designated and authorized employee of the Client and can be performed directly in the reporting tools by formally requesting such a refund.
- B. Refunds can be issued by GFI on behalf of the Client upon written request;
- C. No refunds are offered. All sales shall be final.

Client shall select one of the models above and designate that selection on Attachment A, Refunds.

## 6.3 **Reports**

GFI shall provide the Client with access to on-line transactional data and records relating to financial based reports through the FIS web portal DataPoint. DataPoint allows the user to generate transaction, batch, and refund reports to review and manage transaction history. In order to analyze data, Client hereby authorizes GFI to access this information at any time through the Internet. The following are examples of the types of reports available:

- A. Transaction Summary Report
- B. Monthly Summary Report
- C. Refund Summary Report
- D. Line Item Summary Report
- E. Batch Summary Report

Clients shall be capable of exporting reports in the following formats: XML, CSV, TIFF, PDF, Web Archive, and Excel.

## 6.4 **Descriptor**

When a card holder makes a purchase with their bank card, the purchase will be listed on their monthly statement. Each purchase will be shown with the amount. The description of the purchase is called the Descriptor. Client shall have the flexibility to choose what Descriptor is shown for purchases related to Client. The

# Attachment A

Descriptor shall be limited to eighteen (18) characters including spaces after which a FIS toll free number will also be shown.

The Descriptor select by Client shall be shown in Attachment A, Descriptor.

## 7. SYSTEM BANK CARDS AND NETWORKS

### 7.1 Basic System Cards

If Client elects to allow Discover and AMEX cards to be used, by signing this Agreement, Client authorizes GFI to execute the appropriate documents on behalf of the Client with Discover and AMEX. GFI shall, upon execution of this Agreement, permit the use of any or all of the following as identified by Client in Attachment A, Base System Bank Cards Accepted:

- VISA Credit Cards
- VISA Debit Cards
- MasterCard Credit Cards
- MasterCard Debit Cards
- American Express Credit Cards
- Discover Credit Cards

### 7.2 Other Cards

If the Client desires to accept cards other than those listed above for the payment of a given transaction, GFI shall assist the Client in preparing and submitting the required forms to the respective card associations. Other than the cards listed above, the Client may be required to enter into a separate contract with each of the card services in order to have their cards accepted and receive payments. Applicable Processing Services fees will apply. Rates will be provided as requested.

### 7.3 Card Network Links

GFI has the capability to process transactions made by nearly any debit card network. As a partner of FIS, the NYCE network further enhances our ability to offer these services. The following is a partial list of those networks that can be included. GFI will work with Client to recommend and establish which networks best suit Client.

- NYCE
- Star
- Pulse
- Interlink
- Maestro

## 8. EQUIPMENT AND SOFTWARE

### 8.1 GFI TVM

The services offered herein shall be used in conjunction with transactions made with a self service GFI Genfare Vendstar Ticket Vending Machine (TVM) which

# Attachment A

has been provided with a "Bank Card" module. The Bank Card module includes an insertion magnetic stripe bank card reader and a Pin pad. The TVM shall be properly installed and shall be connected to GFI by means of a regular dial up telephone line, supplied and maintained by the Client connected to an internet service provider, or alternately and preferred, an Ethernet connection securely connected to the Internet by Client.

## 8.1.1 TVM Operations

The TVM(s) are configured to vend different types of tickets (fare media) each at a stipulated price. The selection process is self service and requires the card holder to make selections based upon choice provided by menu driven screens and corresponding pushbuttons. The TVM is capable of vending up to four different tickets in a single transaction. Through specific settings in the TVM a Client may elect to limit the number of different tickets in a single transaction to less than four.

## 8.2 **Alternate Processors**

GFI provides standard product software with each TVM. This software has been developed and tested to work with the specific systems employed by GFI and to provide rapid authorization.

If the Client desires to use the services of a financial services company other than GFI, it is required that a new software module be developed within the TVM to accommodate the communication protocols and requirements of this other company. GFI can provide such a software module, at a fixed stipulated price on a per application basis, see Section 11.1 Fee Schedule. The software developed shall remain the property of GFI and be licensed; royalty free to the Client for one or more GFI TVM's purchased from GFI.

In addition to the new software module, alternate encryption keys will be required for the pin pad in each TVM. The new encryption key must be loaded by the Alternate Processor. All costs associated with pin pad maintenance and key injection will be the responsibility of the Client.

## 9. **VELOCITY CONTROLS**

In order to help reduce fraudulent use of credit cards, controls can be put into place that will limit the use of a specific bank card. The Client shall be provided with Volume and Count controls. Volume Controls and Count Controls operate as follows and can be used independently of each other or together.

### A. Volume Control

Volume Controls will set limits around the amount a certain bank card can be charged within a given timeframe. When using Volume Controls, the client must choose a time period, between 1 and 31 days, and a dollar limit. A day is a rolling twenty-four hour time period. Exceeding the dollar

# Attachment A

limit within the timeframe specified will prevent the transaction from being processed.

## B. Count Control

Count Controls will limit the number of times a card can be used over a specified timeframe. When using Count Controls, the client must choose a time period, between 1 and 31 days, and a maximum number of uses per card. A day is a rolling twenty-four hour time period. Exceeding the number of uses within the timeframe specified will prevent the transaction from being processed.

These controls are system wide controls and can directly affect a specific card even though that card could be used at a number of terminals. GFI will work with the Client to determine what level of control is needed.

## 10. CLIENT and GFI REQUIREMENTS

### 10.1 Client Requirements

In order to provide high level service, the Client shall agree to the following:

#### 10.1.1 Furnish Properly Configured Equipment for Use

Only GFI provided or GFI approved equipment shall be used for bank card processing. All equipment shall be configured with the latest software versions. If equipment is removed from or added to service, or relocated, the Client shall inform GFI with the appropriate information.

#### 10.1.2 Keep Equipment in a Proper State of Repair

All equipment in possession of the Client shall be kept in a proper state of repair with periodic preventive maintenance performed as directed by GFI documentation and training. Client shall make sure that equipment is connected to electrical and communications services.

#### 10.1.3 Provide Phone Service or Internet Connections

It shall be the Client's responsibility to provide and maintain either phone service or an Ethernet network connection to equipment provided by GFI which is able to securely process bank cards. The TVM shall communicate directly with the Gateway through the Internet. The preferred method of communications is through a wide area network, DSL or cellular communications. The Ethernet connection shall have access to the Internet for bank card processing per GFI requirements:

1. The network should be configured to assigned IP addresses via DHCP
2. There should be a firewall on the network, but it should be configured to allow the passage of standard http and https ports
3. The port the TVM is plugged into should be able to access the internet

#### 10.1.4 Assign Individual for GFI Interface

# Attachment A

The Client shall assign one or more individuals who are authorized to interface with GFI for purposes of account resolution, problem reporting and other aspects of the administration of this Contract. The identification of this person(s) shall be made to GFI not later than five (5) business days after execution of this Contract.

## 10.1.5 Report Problems and Issues to GFI

The Client shall promptly report all problems, discrepancies and/or unusual occurrences relating to the processing of bank cards on GFI equipment to GFI. The information shall include (but not be limited to) a description of the occurrence, TVM I.D. number, and the date and time.

## 10.2 **GFI Requirements**

GFI agrees to provide the Client with the following:

- Latest bank card software including upgrades as issued
- Technical support as indicated herein
- Adding additional equipment to the system as may be required by the Client through an Agreement Amendment.

## 11. **FEES AND PAYMENTS**

### 11.1 **Fee Schedule**

The following fees shall apply for the duration of the executed Agreement

<b>Connection Services</b>	<b>Rate</b>
Connection via Internet	\$0.09 per transaction
Machine Connection Maintenance	\$8.95 per month per TVM
Gateway Maintenance	\$11.95 per month per Client
<b>Processing Services</b>	<b>Rate (Transaction Amount Plus)</b>
VISA Discount Rate	$IPT^3 + 0.2\% + \$0.18$ per transaction
MasterCard Discount Rate	$IPT^3 + 0.2\% + \$0.18$ per transaction
AMEX Discount Rate	$PT^3 + 0.2\% + \$0.20$ per transaction
Discover Discount Rate	$PT^3 + 0.2\% + \$0.20$ per transaction
Debit Network Discount Rate	$PT^3 + 0.3\% + \$0.10$ per transaction
Settlement ACH	\$0.20 per Batch
<b>Ancillary Services</b>	<b>Fees</b>
Chargeback & Adjustments	\$9.95 per occurrence
Consolidated Internet Based Transaction Reports	\$10 per month per Client application
Customer Service Support	\$120.00 per month per ten (10) devices.
Pin Pad Service	\$ 100.00 plus shipping per pin pad

# Attachment A

<b>Application Development</b>	
Machine Software for an Alternate Processor other than GFI	To be determined on a case by case basis (see notes 1 & 2 below)

**Notes:**

1. Additional implementation time is required to develop the Communication Interface and Certification Testing. Each time a Client changes processors this charge applies. Any changes or modifications to the Communications Interface after completion of Certification Testing will incur additional charges.
2. If a Client uses an alternate party for processing, additional equipment maintenance charges for on-going maintenance of Pin pad and card reader will be the responsibility of the Client.
3. IPT (Interchange Pass Through) and PT (Pass Through) are defined as a direct pass through of association or issuer qualification rates, per item costs, dues and assessments. These rates may vary by card type, transactions, and over time, and rates are subject to change solely at the determination of the association or issuer.

~~**The information contained in Section 11. FEES AND PAYMENTS is Confidential. It has been prepared specifically for the Client as listed on Page 1 of this FINANCIAL SERVICES AGREEMENT. Due to the confidential nature of this information, it may not be reproduced or distributed in whole or in part, without prior written consent of GFI Genfare.**~~

**Santa Cruz METRO has permission to reproduce and distribute the information contained in Section 11.**

## **11.2 Bank Deposits**

By virtue of this Agreement, GFI shall be authorized to deposit amounts into the Client's account and also to withdraw stipulated fees, if implemented, as indicated herein. The Client shall establish a new bank account or use an existing bank account at a bank of the Clients choice for the purpose of receiving the gross proceeds of sale transactions. Deposits will be made via ACH to the Clients designated account two (2) business days after settlement has been processed.

## **11.3 Fee Payments to GFI**

Client shall have the option of having the processing fees deducted directly from Clients' bank account or to receive a monthly invoice.

### 11.3.1 Direct Fee Withdrawal

~~Fees owed to GFI for merchant processing services will be deducted via ACH from the Clients designated account by the tenth (10<sup>th</sup>) day of each month, for the previous month's activity. No invoices shall be rendered, but a detailed statement of fees and charges shall be provided to the Client for audit and accountability.~~

### 11.3.2 Alternate Means of Payment

As an alternate to Section 11.3.1, GFI shall invoice the Client once each month for the full amount due to GFI for the past month in terms of transactions fees,

# Attachment A

and other period fees due. Invoices are originated by FIS, and sent to Clients by GFI Genfare staff. All invoices shall be paid to FIS as per the instructions on each invoice. Client shall provide the name and email address of the person that all invoices are to be sent to on Attachment A, Item 9C. The Client hereby agrees to pay to GFI the invoice amount in full not later than 30 days after receipt of such invoice.

## **12. TERMS AND CONDITIONS**

### **12.1 Length of Agreement**

The duration of this Agreement shall be for a continuous three years plus two additional one year optional terms from the date at which this contract is signed. The Client shall automatically without additional notice given to GFI, unilaterally extend the contract for an additional two-one year optional term periods from the end of the base three year period. Should Client elect not to continue contract in force for the optional periods, Client must notify GFI in writing 90 days prior to the expiration of the term then in effect.

### **12.2 Assignment of Contract**

This Contract shall be between GFI and the Client and shall not be assigned by the Client to a third party without the express written permission of GFI. In like manner, GFI shall not assign this Contract to a third party without express written permission of the Client.

### **12.3 Fraudulent Card Use Liability**

In accordance with ABA regulations, the Client shall not be responsible for any charges made with a bank card which was reported as being lost or stolen. In that the only way to know that a given card was lost or stolen is to have it reported as such. Therefore, if a card was not reported lost or stolen and the account is current, the Client shall be required to bear any financial losses due to a card being used which was lost or stolen, but not reported as such.

### **12.4 Hold Harmless**

The Client shall be solely responsible for the products being sold using bank cards and for the conditions under which they are used. The Client shall be responsible for the machine operation, access thereto and the protection of confidential records and information to the extent of Client's negligence. The Client shall hold GFI harmless from any litigation arising out of the products, their use and any unresolved disputes relating cardholder or Client billing to the extent of Client's negligence.

### **12.5 Termination of Contract**

The Contract may be terminated by either party upon formal notice to the other party indicating and supporting a material breach of the terms of the Contract and the inability to resolve all issues in a satisfactory manner.

### **12.6 Disputes**

# Attachment A

In the event that a dispute arises between GFI and the Client, written notification of the nature of the dispute shall be provided by the party initiating the dispute. The recipient of this written notification shall acknowledge receipt of such and shall have thirty (30) days to respond to the issues indicated. The party shall then be given sixty (60) days to remedy the dispute to the satisfaction of both parties. In the event that such resolution cannot take place, then both parties hereby agree to submit the dispute to binding arbitration.

## **12.7 Pin Pads**

If Client and GFI determine that PIN-based debit card transactions will be processed by the TVM an optional pin pad will be provided. In order to insure the proper operation of the TVM GFI has selected a specific pin pad as a subassembly. Client shall obtain each pin pad and use the pin pad as provide from GFI. Each pin pad must also be programmed with the proper encryption keys by FIS in order for each debit transaction to be processed. As such, the pin pad serial number and encryption key has been recorded by FIS. Should Client require maintenance or reprogramming of the pin pad it shall be returned to GFI for this service. The cost for this service shall be on a per pin pad basis, see Section 11.1 Fee Schedule, Pin Pad Service.

Should Client choose to utilize the services of an Alternate Processor as described in Section 8.2, the Client shall be responsible for all maintenance and reprogramming of the pin pad.

## **12.8 Wireless Access**

Where wireless technology is utilized, whether somewhere along the chain of communication between the TVM and the processor or where attached to the same network, the customer will assure that the following minimum security precautions are taken:

- Compliance with PCI DSS Requirements and Security Assessment procedures v1.2 dated 10/2008 or later.
- This portion of the network is isolated via perimeter firewall or similar protections from access by insecure sections of the network, and usage is limited to that necessary to perform business.
- The wireless technology utilizes some method (MAC address or other) to limit usage to authorized devices.
- The wireless technology applies some level of encryption for communication (WPA preferred).
- The wireless hub utilizes NAT so as not to expose internal IP addresses.
- Vendor default accounts, settings and passwords be disabled or changed (change SSID, disable SSID broadcasts, etc) and keys, passwords, and other settings are routinely changed.

## **13. NOTICE**



# Attachment A

Any notice required to be given hereunder shall be deemed to have been given when received by the party to who it is directed by personal service, hand delivery or U.S. Mail Return Receipt Requested at the following address:

To Client: Leslie R. White  
Santa Cruz Metropolitan Transit District  
110 Vernon Street  
Santa Cruz, CA 95060

To GFI: Kim Green  
GFI Genfare  
751 Pratt Boulevard  
Elk Grove Village, IL 60007

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The above document, in its entirety, has been reviewed and is effective on: \_\_\_\_\_, 2010, and is hereby agreed to by:

Client: GFI Genfare

\_\_\_\_\_  
Client (Agency) Name

\_\_\_\_\_  
Kim Green  
President

\_\_\_\_\_  
Authorized Signatory

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

\_\_\_\_\_  
Date

# Attachment A

## GFI FS AGREEMENT

### ATTACHMENT A

Revised/Reissued: v23: 04/20/10

### AGREED TO SERVICES

**Client:**

**Effective Date Agreement:**

**Term:** 3 + 1 + 1 Years

As of the signing of this Agreement the following Services will be provided to Client by GFI. During the life of this contract additional services can be added upon Client providing 30 days notification to GFI.

**1. Ticket Vending Machines:**

1a. Merchant Services for \_\_\_\_\_ TVM's with bank card capability using the FIS payment gateway (IP)

**2. Refunds:**

Refund Option selected: \_\_\_\_\_

**3. Base System Bank Cards Accepted:**

	<u>Credit</u>	<u>Debit</u>
Visa .....	___	___
MasterCard .....	___	___
AMEX .....	___	___
Discover .....	___	___

**4. Debit Card Networks (Requires TVM with PIN pad):**

NYCE ..... \_\_\_  
Star ..... \_\_\_  
Pulse ..... \_\_\_  
InterLink ..... \_\_\_  
Maestro ..... \_\_\_

**5. TVM Velocity Controls:**

Volume Control shall be set at: \$ \_\_\_\_\_ Dollars and a \_\_\_\_\_ Day Time Period (1-30 days after first use)

Count Control shall be set at: \_\_\_\_\_ Time(s) Used Over \_\_\_\_\_ Day Time Period (1-30 days after first use)

Duplicate Sensitivity: if used, will restrict the use of a credit card number identified in UserPart2 over \_5\_ minutes, Code E5.

**6. Descriptor:**

# Attachment A

The Descriptor to be shown on the Card Holder monthly statement shall be as follows:

-----|877-513-5465

**7. DataPoint Site Name:**

The DataPoint site name shall be: \_\_\_\_\_

**8. Invoicing & Statements:**

In addition to monthly statements:

9a. Fees will be deducted from Clients Account per Section 11.3.1 \_\_\_\_\_

9b. Fees will be paid by alternate method per Section 11.3.2. A Monthly Invoice will be provided to Client to be paid to FIS within 30 days after receipt of Invoice \_\_\_\_\_

9c. Invoices shall be emailed to: \_\_\_\_\_ at the following email address: \_\_\_\_\_

**Agreement to Attachment A:**

Client: Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

GFI: Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Copies of this Attachment A shall be provided to Client, FIS and GFI.

# Attachment B

## Standard Merchant Agreement

### ATTENTION:

All merchants should complete tab 2- Standard Merchant Information.  
If there are special requests or needs, please complete tab 3.

### NOTES:

This form must be sent to [L2GBoarding@link2gov.com](mailto:L2GBoarding@link2gov.com) from a work email account. In your email state "I agree and approve the attached document". Please also electronically sign the document on tab 2. Hard copies are not accepted.

Tab 4 and 5 is for internal FIS use only.

If you have any questions, please contact your project manager/relationship manager or the boarding department at [L2GBoarding@link2gov.com](mailto:L2GBoarding@link2gov.com).

Thank you,  
Boarding Services



# Attachment B



## Standard Merchant Agreement

MERCHANT INFORMATION	
Merchant Name	Time Zone: _____ End-of-Day/Cut-Time: _____ Store/Office Open Hours: _____
Address	Federal Tax ID: _____
City _____ State _____ Zip _____	Customer Support Phone: _____ Email _____
Primary Financial Contact _____ Phone _____	Primary Business Contact _____ Phone _____
Primary Email Address: _____	Business Contact Email Address _____
Chargeback contact: _____ Phone _____	Invoice contact: _____ Phone _____
Chargeback Email Address: _____	Invoice Email Address: _____
SETTLEMENT INFORMATION	
Merchants Bank Address City _____ State _____ Zip _____	Settlement Type <input type="radio"/> Processor Settle <i>Funds that settle directly from the processor to the merchant.</i> <input type="radio"/> Link2Gov Settle <i>Funds that settle from the processor to Link2Gov and Link2Gov then settles the money to the merchant.</i>
SETTLEMENT ACCOUNT Routing and Transit Number (9 digits) _____ DDA Account Number _____ Bank Name: _____ Can we Debit this account? _____	FEE ACCOUNT (Processor Settle Only) Routing and Transit Number (9 digits) _____ DDA Account Number _____ Bank Name: _____
Settlement Descriptor Name1: (10 digits) _____ Settlement Descriptor Name2: (16 digits) _____ Separate batch for Ach Rejects: _____	Are you accepting payments for one of the following types of tax? _____
Calendar Type <input type="checkbox"/> Daily- Receive file every day and deposit for every day <input type="checkbox"/> Normal Business Calendar- Receive files and deposits on non-holiday week days <input type="checkbox"/> Custom Calendar (please complete tab 3)	
OPTIONAL FILES	
1) Merchant Activity File (MAF)  <i>An output file including all the transactions processed in one day. A file will be created for each batch according to the calendar type chosen above. The calendar for the file must match the calendar for settlement deposits.</i> <input type="checkbox"/> Receive File <input type="checkbox"/> Do Not Receive File  Merchant Activity File Settings A) Do you wish to receive an empty file? <input type="checkbox"/> Yes <input type="checkbox"/> No  B) Choose File Name <input type="checkbox"/> Standard File Naming: <i>Merchantcode_BatchNumber_yyyyymmdd.txt</i> <input type="checkbox"/> Custom- please complete tab 3	2) End User Load File (EULF)  <i>An input file provided by the client that populates validation information so the customer can be validated for payment.</i> <input type="checkbox"/> Yes, we will send an end user load file <input type="checkbox"/> No, we will not send an end user load file  End User Load File Settings A) Choose EULF Delivery Date <input type="checkbox"/> Daily- provide time _____ <input type="checkbox"/> Custom- provide day and time _____  B) Will each file be incremental or a full replacement? <input type="checkbox"/> Incremental <input type="checkbox"/> Full Replacement

# Attachment B



## Standard Merchant Agreement

CONTRACT TERMS	
Please choose one pricing option from the contract. The option I have chosen is _____ _____ If you have chosen a convenience fee model, please designate the desired convenience fee below. Fee: _____	Transaction Information Minimum ticket price _____ Maximum ticket price _____ Average ticket price _____ Product Description _____ Refund Policy _____

PAYMENT INFORMATION (SPECIAL INSTRUCTIONS REQUIRE tab 3)		
Processor Types <input type="checkbox"/> Concord <input type="checkbox"/> Concord Direct Dial <input type="checkbox"/> Paymentech <input type="checkbox"/> Paymentech Direct Dial <input type="checkbox"/> Discover Direct <input type="checkbox"/> T-Tech <input type="checkbox"/> Other: (please complete Page 3)	Channel Types <input type="checkbox"/> Custom IVR <input type="checkbox"/> Custom WEB <input type="checkbox"/> Express <input type="checkbox"/> Direct IP POS <input type="checkbox"/> Direct Dial POS <input type="checkbox"/> Virtual Terminal <input type="checkbox"/> MultiPay POS Terminal <input type="checkbox"/> Gateway/API	Payment Types <input type="checkbox"/> Amex <input type="checkbox"/> Bill Me Later <input type="checkbox"/> Discover <input type="checkbox"/> Electronic Check <input type="checkbox"/> MasterCard <input type="checkbox"/> Pin Debit <input type="checkbox"/> Pinless Debit <input type="checkbox"/> Visa

Merchant Descriptor/DBA (appears on card statement)

(18 character max): 

L	2	G	*														
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Phone Number: 

	(			)				-			
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LINE ITEMS																																																																																																																																																																																																							
If MultiPay or Virtual Terminal, list payment items  10 byte character max per item; MultiPay has 3 line item max. Please fill out tab 3 for additional items.	<table border="1" style="width: 100%; height: 100px; border-collapse: collapse;"> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </table> (name of items as will appear on terminal: i.e. Tax, License)																																																																																																																																																																																																						

SECURITY SETTINGS
AVS authenticates a credit card purchase based on the numeric portion of the billing address and/or zip code. CVV authenticates a credit card purchase based on the 3 digit number that appears on the back of the card (VISA, MasterCard, & Discover) or the 4 digit number that appears on the front of the card (AMEX only).
Address Verification System (AVS) _____ <input checked="" type="radio"/> Off <input type="radio"/> On (Low Security) Zip code has to match against the zip code at the cardholder's bank; otherwise L2G will not approve the transaction. <input type="radio"/> On (Medium Security) The address must match against the address on file at the cardholder's bank. Zip code is not checked. <input type="radio"/> On (High Security) Both the zip code and address must match against the address and zip code at the cardholder's bank.
Card Verification value (CVV, CVV2, or CID) _____ <input checked="" type="radio"/> Off <input type="radio"/> On (decline if no match)

Time between transactions (1 minute to 1 day) \_\_\_\_\_

Dupe Code for Credit Card Payments: \_\_\_\_\_

Dupe Code for Check Payments: \_\_\_\_\_

# Attachment B



## Standard Merchant Agreement

### VELOCITY CONTROLS

For API clients only. Velocity controls provide the ability to block transactions based on the limits chosen below. Volume controls will limit the dollar a card or checking account can be charged over a timeframe while Count controls will limit the number of times a card or checking account amount can be used over a specified timeframe

Use Volume Controls

Use Count Controls

Constraints for Volume Controls

Time Period (1 day min, 31 day max) \_\_\_\_\_

Volume (Whole Dollars) \_\_\_\_\_

Constraints for Count Controls

Time Period (1 day min, 31 day max) \_\_\_\_\_

Count of Transactions \_\_\_\_\_

### HOTLIST MANAGEMENT

For API and custom clients only. Hotlist Management can create a daily file of credit and debit cards that have specific rejected return codes. Credit cards generating these codes should not be accepted at the Point of Sale. Each record will remain in this file for the amount of time associated with the code value. After the timeframe has expired, the card will roll off the file and the card will be available to be used again.

#### Choose Rejected Authorization Codes

<input type="checkbox"/> Standard Rejected Authorization Codes	<i>Code Values</i> 021 - Insufficient Funds 022 - Invalid Card 024 - Contact Financial Institution	<i>Timeframe:</i> 021 = 2 weeks 022 = 13 months 024 = 2 weeks
<input type="checkbox"/> Customized Rejected Authorization Codes (Provide Code Values & Timeframe) (Can be used in conjunction with Standard Rejected Auth Codes)	<i>Code Values</i>	<i>Timeframe:</i>

#### Choose Standard or Customized Cut / Pickup Time

<input checked="" type="radio"/> Use Standard Cut Time / Pickup Time	<i>Cut time:</i> 12:00 AM CST	<i>File Pickup Time</i> 6:00 AM CST
<input type="radio"/> Use Customized Cut Time / Pickup Time (Provide Cut time & Delivery time)	<i>Cut time:</i>	<i>File Pickup Time</i>

Check boxes for eligibility:  VISA Tax Pilot Program  MasterCard Convenience Fee Program  VI/MC Utility Interchange Program

### ELECTRONIC SIGNATURE

This form must be sent to L2GBoarding@link2gov.com from a work email account. In your email state "I agree and approve the attached document".

I agree and approve this document by typing my full name below.

Electronic Signature: \_\_\_\_\_

# Attachment C



## ***SUBMITTER MERCHANT PAYMENT PROCESSING INSTRUCTIONS AND GUIDELINES***

Paymentech, LLC ("Paymentech" or "we", us" or "our" and the like), for itself and on behalf of JPMorgan Chase Bank, N.A., a national banking association ("Member"), is very excited about the opportunity to join Link2Gov, Corp. in providing you with state-of-the-art payment processing services. When your customers pay you through Link2Gov, Corp., you may be the recipient of a credit card or debit card ("Card") funded payment. The organizations that operate these credit card and debit card systems (such as Visa U.S.A., Inc. and MasterCard International Incorporated (collectively, the "Associations") require that you (i) enter into a direct contractual relationship with an entity that is a member of the Associations and (ii) agree to comply with Association rules as they pertain to applicable credit and debit card payments you receive through Link2Gov, Corp..

By executing this document, you are fulfilling the Association rule of entering into a direct contractual relationship with a member, and you are agreeing to comply with Association rules as they pertain to payments you receive through the Link2Gov, Corp. service. We understand and acknowledge that you have contracted with Link2Gov, Corp. to obtain credit card and debit card processing services on your behalf and that Link2Gov, Corp. may have agreed to be responsible to you for your obligations to us set forth in this agreement.

The following information is designed to inform and assist you as we begin our relationship.

### **Your Acceptance of Cards**

- You agree to comply with all Association rules, as may be applicable to you and in effect from time. You understand that we may be required to modify these instructions and guidelines in order to comply with requirements imposed by the Associations.
- In offering payment options to your customers, you may elect any one of the following options: (1) Accept all types of Visa and MasterCard cards, including consumer credit and debit/check cards, and commercial credit and debit/check cards; (2) Accept only Visa and MasterCard credit cards and commercial cards (If you select this option, you must accept all consumer credit cards (but not consumer debit/check cards) and all commercial card products, including business debit/check cards); or (3) Accept only Visa and MasterCard consumer debit/check cards (If you select this option, you must accept all consumer debit/check card products (but not business debit/check cards) and refuse to accept any kind of credit cards). The acceptance options above apply only to domestic transactions.
- If you choose to limit the types of Visa and MasterCard cards you accept, you must display appropriate signage to indicate acceptance of the limited acceptance category you have selected (that is, accept only debit/check card products or only credit and commercial products).
- For recurring transactions, you must obtain a written request or similar authentication from your customer for the goods and/or services to be charged to the customer's account, specifying the frequency of the recurring charge and the duration of time during which such charges may be made.

### **Settlement**

- Upon our receipt of your Sales Data for Card transactions, we will process your Sales Data to facilitate the funds transfer between the various Associations and you for Card sales. After we receive credit for such Sales Data, we will provide provisional credit to you as you designate in the Funding Schedule.
- You must not submit transactions for payment until the goods are delivered, shipped, or the services are performed. If the Cardholder disputes being charged for merchandise or services before receiving them, the result may be a chargeback to you.

### **Chargebacks**

- You may receive a chargeback for a number of reasons. The following are some of the most common reasons for chargebacks: (1) You do not issue a refund to a customer upon the return or non-delivery of goods or services; (2) An authorization/approval code was required and not obtained; (3) The transaction was fraudulent; (4) The customer disputes the Card sale or the signature on the sale documentation, or claims that the sale is subject to a set-off, defense or counterclaim; or (5) The customer refuses to make payment for a Card sale because in the customer's good faith opinion, a claim or complaint has not been resolved, or has been resolved by you but in an unsatisfactory manner.

### **Data Security and Privacy**

- You represent to us that you do not have access to Card information (such as the cardholder's account number, expiration date, and CVV2) and you will not request access to such Card information from Link2Gov, Corp.. In the event that you receive such Card information in connection with the processing services provided under this agreement, you agree that you will not use it for any fraudulent purpose or in violation of any Association rules or applicable law. If at any time you believe that Card information has been compromised, you must notify us promptly and assist in providing notification to the proper parties. You must ensure your compliance with all security standards and guidelines that are



# Attachment C

applicable to you and published from time to time by Visa, MasterCard or any other Association, including, without limitation, the Visa U.S.A. Cardholder Information Security Program ("CISP"), the MasterCard Site Data Protection ("SDP"), and (where applicable), the VISA Payment Application Best Practices ("PABP") (collectively, the "Security Guidelines"). If any Association requires an audit of you due to a data security compromise event or suspected event, you agree to cooperate with such audit. You may not use any Card information other than for the sole purpose of completing the transaction authorized by the customer for which the information was provided to you, or as specifically allowed by Association Rules, or required by law.

Please acknowledge your receipt of these instructions and guidelines and your agreement to comply therewith.

\_\_\_\_\_  
Name of Entity

By: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

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

Agreed and Accepted by:

PAYMENTECH, LLC for itself and on behalf of  
JPMORGAN CHASE BANK, N.A.

By: \_\_\_\_\_

Print Name: Kyle J. Salvati

Title: Group Manager and Senior Director

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

Address: 4 Northeastern Boulevard, Salem, NH 03079

# Attachment C



## **FUNDING SCHEDULE**

In order to receive funds from Paymentech, you must designate a bank account at a bank that is a member of the Automated Clearing House ("ACH") system and the Federal Reserve wire system. You authorize Paymentech to initiate electronic credit and debit entries and adjustments to this bank account in accordance with this funding schedule. We will not be liable for any delays in receipt of funds or errors in bank account entries caused by third parties, including but not limited to delays or errors by the Associations or the bank.

The proceeds payable to such bank account shall be equal to the amounts received by us in respect of your Card transactions less all chargebacks, customer refunds and other applicable charges. Such amounts will be paid into the account promptly following our receipt of the funds. If the proceeds payable to the account do not represent sufficient credits, or the bank account does not have a sufficient balance to pay amounts due from you under this funding schedule, we may pursue one or more of the following options: (i) demand and receive immediate payment for such amounts; (ii) debit the bank account for the amount of the negative balance; (iii) withhold settlement payments to the account until all amounts are paid, (iv) delay presentation of refunds until a payment is made to us of a sufficient amount to cover the negative balance; and (v) pursue any remedies we may have at law or in equity.

Unless and until we receive written instructions from you to the contrary, all amounts payable by Paymentech to you will be deposited in the bank account designated and authorized by you as set forth below:

Name of Bank: \_\_\_\_\_

ABA No. \_\_\_\_\_

Account No. \_\_\_\_\_

Account Name: \_\_\_\_\_

Reference: \_\_\_\_\_

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

**DATE:** October 22, 2010  
**TO:** Board of Directors  
**FROM:** Angela Aitken, Finance Manager & Acting Assistant General Manager  
**SUBJECT: AUTHORIZATION FOR DISPOSAL OF EXCESS ASSETS LOCATED AT 111 DUBOIS**

## I. RECOMMENDED ACTION

**That the Board of Directors declare assets located at 111 DuBois as excess and direct staff to use appropriate action for disposal.**

## II. SUMMARY OF ISSUES

- Santa Cruz METRO will be moving out of the 111 DuBois leased building as of 12/31/2010
- Santa Cruz METRO has completed and moved into the new Maintenance building at 138 Gulf Club
- In doing so, the following excess assets located at 111 DuBois and are no longer required by Santa Cruz METRO: Electrical, air, and water lines; exhaust fans, tubes, and ducts; phone and computer cables; electrical door openers; black plastic room divider; compressor, its connections and shed roof; person door awning; outside lights
- 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.

Santa Cruz METRO will be moving out of the 111 DuBois leased building as of 12/31/2010. We have completed and moved into the new Maintenance building at 138 Golf Club.

In doing so, the following excess assets located at 111 DuBois and are no longer required by Santa Cruz METRO: Electrical, air, and water lines; exhaust fans, tubes, and ducts; phone and computer cables; electrical door openers; black plastic room divider; compressor, its connections and shed roof; person door awning; outside lights.

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 \$100.

#### **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 from 111 DuBois as of October 22, 2010.

# Attachment A

**Santa Cruz METRO**  
**Excess Assets Designated for Disposal located at 111 DuBois**  
**As of 10/22/10**

<u>DESCRIPTION</u>	<u>CONDITION</u>	<u>Market Value</u>
Electrical, Air , and Water Lines	FAIR	\$ 100.00
Exhaust Fans, Tubes, and Ducts	FAIR	\$ 100.00
Phone and Computer Cables	FAIR	\$ 25.00
Electric Door Openers	FAIR	\$ 100.00
Black Plastic Room Divider	FAIR	\$ 25.00
Compressor, Its Connections and Shed Roof	FAIR	\$ 100.00
Person Door Awning	FAIR	\$ 25.00
Outside Lights	FAIR	\$ 100.00

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

## STAFF REPORT

**DATE:** October 22, 2010

**TO:** Board of Directors

**FROM:** Margaret Gallagher, District Counsel

**SUBJECT:** **CONSIDERATION OF AUTHORIZING THE GENERAL MANAGER TO EXECUTE A TWO-YEAR IRREVOCABLE LICENSE AGREEMENT IN FAVOR OF SANTA CRUZ METRO WITH ROBERT MARIN AND CELESTE DE SCHULTHESS, TRUSTEES, FOR USAGE OF BUS STOP AND SHELTER ON THE FELTON FAIRE SHOPPING CENTER PROPERTY**

### I. RECOMMENDED ACTION

**Authorize the General Manager to execute a Two-Year Irrevocable License Agreement in Favor of Santa Cruz METRO with Robert Marin and Celeste De Schulthess, Trustees, for Usage of a Bus Stop and Shelter by METRO Passengers on the Felton Faire Shopping Center Property**

### II. SUMMARY OF ISSUES

- In 2004, the bus shelter located at the bus stop in the shopping center was demolished when a transit bus operator accidentally hit the shelter while maneuvering the bus into the stop.
- On December 19, 2008, the Board of Directors approved execution of a License and Indemnity Agreement which will expire at the end of 2010.
- METRO has a need to execute an Agreement to maintain its use of the bus stop and shelter at the Felton Faire Shopping Center for its passengers. Robert Marin has agreed to a 2-year Agreement, which is attached as Attachment A for the Board's review.

### III. DISCUSSION

Santa Cruz METRO has an existing bus stop located at the Felton Faire Shopping Center on Graham Hill Road in Felton. In 2004, the bus shelter was demolished by a transit bus operator who accidentally hit the shelter while trying to maneuver into the bus stop. In 2009, a new shelter was built by METRO and this Board approved a 2-year Irrevocable License and Indemnity Agreement with Robert Marin and Celeste De Schulthess, Trustees, the owners of the property located for the project which has terms and conditions for METRO's continued use of the stop and shelter. The Agreement will expire at the end of 2010 and METRO has a need to execute a new License Agreement so that it can continue to use the bus stop and shelter for its

**5-14.1**

passengers. Mr. Marin is agreeable to a new 2-year License and Indemnity Agreement, which is attached for the Board's review. The new Agreement is a red-lined version, showing the changes from the last Agreement, for the Board's reference.

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

\$5,000 annual payments will be made for the use of the Felton Faire Shopping Center by METRO.

#### **V. ATTACHMENTS**

**Attachment A:** Proposed License and Indemnity Agreement showing red-lined changes

# Attachment A

## LICENSE AND INDEMNITY AGREEMENT

This LICENSE AND INDEMNITY AGREEMENT (hereinafter "Agreement") is entered into on this 9th day of January 2009-2011 by and between Robert Marin and Celeste De Schulthess Marin, Trustees, (hereinafter collectively referred to as "Licensor") and Santa Cruz Metropolitan Transit District (hereinafter "Licensee"). Licensor and Licensee are referred to individually herein as a "Party" and collectively as the "Parties."

### RECITALS:

1. Licensor is the owner of certain real property located at 6267 Mt. Hermon Road, Felton, in the County of Santa Cruz, California, APN, 071-331-02, commonly referred to as Felton Faire Shopping Center, (hereinafter, "Property");
2. Licensee desires to enter Licensor's Property in order to operate and construct, operate and maintain a bus stop and bus shelter which it had previously constructed with licensor's permission with one bollard from direction of approaching bus and one bollard behind the shelter at the top of a parking space (Attachment A1 through A5), which will be constructed on the Property as set forth in Attachment B1 and B2.
3. Licensor is willing for Licensee to enter and use Licensor's Property for this purpose, subject to the following terms and conditions.

NOW, THEREFORE, in consideration of the foregoing and of the mutual promises, covenants, conditions and agreements hereinafter set forth, and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Parties hereby agree as follows:

1. **Grant of 2-Year Irrevocable License to Licensee.** Licensor hereby grants Licensee (and its respective officers, managers, employees, contractors and other authorized agents acting under Licensee's authority and within the scope of its consent) a 2-year irrevocable License to enter and use the Property for purposes of constructing, operating and maintaining certain the bus stop improvements and bus shelter, which include a 6' x 12' bus shelter, one 6" x 36" bollard from direction of approaching bus and one 6" x 36" bollard in back of the shelter at the top of a parking space (hereinafter the "Project bus stop"). A map of the Property designating the location of the bus stop Project is attached hereto as Attachment B2 and incorporated herein by reference. Licensee's right of entry and utilization shall be confined to the designated bus stop location and access thereto, which is shown in Attachment B1 and B2. Licensor further grants permission to Licensee to operate and maintain this bus stop for the exclusive purpose of boarding and de-boarding Santa Cruz Metropolitan Transit bus passengers. Licensor further grants permission to Licensee to allow its passengers to enter/exit onto the Property in order to access the bus stop and to wait at the bus stop shelter for a bus. Licensor



# Attachment A

further grants permission to Licensor to enter the Property to inspect, maintain and repair the bus stop improvements as needed.

2. **Term and Termination.** It is understood that this License Agreement shall remain in full force and effect for a period of two (2) years after the commencement date noted below. Thereafter, the License Agreement may be revoked by Licensor upon thirty (30) days written notice to Licensee. It is further agreed that if at any time during the initial two (2) year term or thereafter, (a) said bus stop improvements fall into disrepair, as determined by Licensor in its sole reasonable judgment and after Licensee has the opportunity to make and fails within thirty (30) days to make any necessary repairs, (b) Licensee ceases to operate regularly scheduled bus services to said location, (c) non-payment of the annual fee, and Licensee has had the opportunity after notice of non-payment to make the payment but fails within ten (10) to make the payment, Licensor, upon thirty (30) days written notice, shall be entitled to revoke this License, or (d) if Licensee fails to comply with the Addendum to this Agreement, Licensor may revoke this Agreement, upon thirty (30) days written notice to Licensee. Licensee shall have the right to cancel the Agreement without further obligation by providing Licensor with thirty (30) days written notice. In the event this Agreement is revoked or cancelled in accordance with the preceding provisions, Licensee shall remove the constructed bus stop improvements at its own expense and restore that specific area to its preexisting condition (except the footing penetrations to the asphalt from the bus shelter that pre-dates this Agreement shall be repaired and not be considered a pre-existing condition) to Licensor's reasonable satisfaction, including but not limited to repairing the asphalt within the footprint of the previously existing bus shelter, within sixty (60) days, upon written request of Licensor. In no event shall Licensee be responsible to repave the parking lot asphalt in which the bus travels to and from the bus shelter area.

- ~~3. **Specifications.** Licensee has provided Licensor with copies of the plans and specifications ("Plans") for the Project (included on the map attached hereto as (Attachment A1 through A5), which Licensor has reviewed and approved. Licensee agrees to complete the Project in conformance with these Plans, except as the same may be required to be modified by the County of Santa Cruz or any other governmental agency. Any material modification of, or deviation from the Plans shall be conditioned on Licensor's prior written notification and consent.~~

- ~~4.3. **Permits.** Licensee shall, at its sole cost and expense, obtain all necessary governmental permits and approvals required to undertake work on the Project. Licensee shall comply with all laws, codes, rules, regulations, and permits applicable to the use of the Property for the purposes herein contemplated.~~

- ~~5.4. **Non-Interference with Tenant's Operations.** Licensee shall utilize this license and the permission granted herein perform all work associated with the Project in such a way that it does not unreasonably disrupt Licensor's operations and shall~~

# Attachment A

minimize any inconvenience to Licensor's tenants, customers or invitees. Licensee shall also take every commercially reasonable precaution to prevent and avoid damage to the Property, its improvements, and any and all persons or property located thereon, ~~arising from completing the Project.~~

6.5. **Repair.** Licensee shall, at its sole cost and expense, at all time maintain the bus stop and bus shelter in good working order and promptly repair any damage that the bus shelter may sustain for any reason. Licensee shall pay to Licensor \$5,000.00 without further notice or set-off, upon execution of this Agreement and annually thereafter within ten days of the anniversary of the date of this Agreement to reimburse Licensor for the reasonable wear and tear on the property by Licensee's buses. Refunds of any pro-rated portion of the license fee shall be returned to METRO upon completion of the restoration of the property upon termination of the License Agreement pursuant to Paragraph 2, Term and Termination.

7.6. **Liability and Duty to Remediate and Insurance.** Licensee shall be liable for any and all damages, harm, losses, expenses or injuries to Licensor's Real Property (Felton Faire) (including its improvements), caused by Licensee's installation, maintenance and use of the Project bus stop, regardless of whether such damages were caused by accident, mistake, negligence, or intentional conduct. Notwithstanding the foregoing, Licensee shall not be responsible under this paragraph for any damages that would be considered to be within the scope of reasonable wear and tear. Licensee shall at its sole expense promptly repair or remediate any such damages. Licensee, at licensee's sole expense, shall obtain and keep in force during the term of this Agreement a policy of general liability insurance insuring Licensee and Licensor (and if requested by Licensor, Licensor's lender and property manager). Such insurance shall be in the amount of not less than three million dollars (\$3,000,000) per occurrence with METRO's SRI at \$250,000. The limit of such insurance, shall not, however, limit the liability of Licensee hereunder. Licensee shall deliver to Licensor, within five days after the execution of this Agreement and prior to commencement of any work on the Project, a certificate of insurance on the aforesaid general liability policy and documentation of SRI naming as additional insureds, Robert Marin and Celeste De Schulthess Marin, Trustees of the Marin Family Trust dba Felton Fair Shopping Center aka The Robert Marin and Celeste De Schulthess Marin Family Trust dba Felton Fair Shopping Center. The provisions of this Paragraph 7 shall survive termination of this Agreement except that upon the termination of the Agreement, METRO will not be required to continue to insure the Property as required herein.

8.7. **Indemnity.** Licensee shall to the fullest extent permitted by law, indemnify and hold harmless Licensor, together with Licensor's employees, agents, successors and assigns from and against any and all claims, causes of action, demands, losses,

# Attachment A

judgments, fines, penalties, obligations, liens, and liabilities (including, without limitation, all expenses, actual attorneys' fees, and costs incurred in investigating or defending against the same) that are asserted against Licensor (collectively, "Costs") relating to or arising as a result of Licensee's activities and/or use of any kind on the Property, including the activities of Licensee's contractor(s), or their respective agents and employees. The provisions of this Paragraph 8 shall survive termination of this Agreement.

9-8. **Adverse Litigation Rights.** Licensee has full and sole discretion to control all legal proceedings enumerated in Paragraph 8 asserted against Licensor, provided that Licensee at all times diligently pursues any such proceedings to conclusion. This discretion includes selecting counsel of Licensee's choice, selecting mediators, approving settlements, and all related choices associated with legal proceedings. The provisions of this Paragraph 9 shall survive termination of this Agreement.

10-9. **Liens and Claims.** Licensee shall keep the Property free and clear of mechanics' liens, or other similar liens for labor, service, supplies, equipment or material furnished in connection with the Project or Licensee's exercise of rights or fulfillment of obligations under this Agreement. Licensee shall fully and promptly pay and discharge and protect and hold harmless Licensor against any and all demands or claims which may ripen into such liens, and if any such lien is filed, Licensee shall have any such lien released at Licensee's sole expense. The provisions of this Paragraph 9 shall survive termination of this Agreement.

11-10. **Reimbursement for Expenses and Attorney Fees.** Licensee shall bear its own costs incurred in the preparation and negotiation of this Agreement, ~~and Licensee shall pay to Licensor the amount of five hundred dollars (\$500.00).~~ Licensee shall also reimburse Licensor for all reasonable costs incurred by Licensor as a result of Licensee's failure to comply with this Agreement. However, in the event any party shall commence legal proceedings against another party for the purpose of enforcing any provision of this Agreement, or by reason of any breach arising under the provisions hereof, then the prevailing party or parties in such proceedings shall be entitled to reasonable litigation expenses, including attorneys' fees and expert fees, to be determined by the Court.

12-11. **Assignment, Successor and Assigns.** Licensee may not assign any of its rights under this Agreement, either voluntarily or by operation of law, without Licensor's prior written consent, which shall not be unreasonably withheld. No assignment by Licensee shall release such assignor from any liability under this License Agreement. Subject to the foregoing, this Agreement shall be binding upon and inure to the benefit of the parties hereto and their respective heirs, personal representatives, successors and assigns, including without limitation subsequent owners of the Property.

# Attachment A

~~13.~~12. **Execution of Agreement.** Each signatory hereto warrants to the other parties hereto its authority to sign on behalf of the party for whom he or she purports to sign.

~~14.~~13. **Entire Agreement.** This Agreement sets forth the entire agreement of the parties with respect to the subject matter hereof and supersedes all prior discussions, negotiations, understandings or agreements relating thereto.

~~15.~~14. **Time is of the essence.** Time is of the essence in this Agreement.

~~16.~~15. **No Oral Modification.** No alteration or variation of this Agreement shall be valid or binding unless made in writing and signed by the parties hereto.

~~17.~~16. **Governing Law.** This Agreement shall be construed in accordance with and governed by the laws of the State of California.

~~18.~~17. **Venue.** Licensor and Licensee hereby stipulate that the proper venue in which any legal proceeding arising between the parties shall be heard is in Santa Cruz County, California Superior Court.

~~19.~~18. **Notices.** Any notices required or permitted to be given hereunder shall be given in writing and shall be delivered (a) in person or (b) by a commercial overnight courier that guarantees next day delivery and provides a receipt, and such notices shall be addressed as follows:

To Licensee:  
Santa Cruz Metropolitan Transit District

Leslie R. White  
General Manager  
Santa Cruz Metropolitan Transit District  
~~370 Encinal St., Suite 100~~110 Vernon Street  
Santa Cruz, CA 95060-2101

To Licensor:  
Robert Marin  
12728 Parkyns Street  
Los Angeles, CA 90049

~~20.~~19. **Counterparts; Facsimile Signatures.** This Agreement may be executed in one or more counterparts and delivered by facsimile transmission with original signatures to follow, each of which shall be deemed an original, but all of which together shall constitute but one and the same instrument.

# Attachment A

~~21.~~20. **Property Rights.** The right granted in Paragraph 1 of this Agreement is a mere license only, and does not constitute an easement, right of way, or real property interest in the Property. No legal title or interest in Licensor's Property is otherwise created or vested in Licensee under this Agreement.

~~22.~~21. **No Third Party Beneficiaries.** This Agreement is solely for the benefit of Licensor and Licensee. Nothing contained in this Agreement shall be deemed to confer on anyone other than Licensor and Licensee the right to enforce the performance of or compliance with of any of the obligations contained herein.

~~23.~~22. **Partial Invalidity.** If any provision of this Agreement is held by a court of competent jurisdiction to be invalid or unenforceable, the remainder of the Agreement shall continue in full force and effect, and the parties agree to substitute for the invalid or unenforceable provision a valid and enforceable provision that most closely approximates the intent and economic effect of the invalid or unenforceable provision.

~~24.~~23. **Commencement Date.** This license shall be effective commencing January 9, ~~2009~~2011.

~~25.~~24. **Recording.** This License shall be recorded.

~~26.~~25. **Rule of Construction.** Licensor and Licensee shall both be deemed to have drafted this Agreement, and the rule of construction that a document is to be construed against the drafting party shall not be employed in the construction or interpretation of this Agreement.

This license is executed on ~~January~~October \_\_\_\_, ~~2009~~2010 by and between:

LICENSEE:

\_\_\_\_\_  
Leslie R. White, General Manager

LICENSOR/TRUSTEES:

\_\_\_\_\_  
Robert Marin

\_\_\_\_\_  
Celeste De Schulthess Marin

# Attachment A

## ADDENDUM TO LICENSE AND INDEMNITY AGREEMENT

In consideration of the execution of the License and Indemnity Agreement re Felton Faire between the Santa Cruz Metropolitan Transit District (hereinafter Licensee) and Robert Marin and Celeste De Schulthess Marin, Trustees, Licensee agrees not to file any objection to a County of Santa Cruz permit request made by Robert Marin and Celeste De Schulthess Marin, Trustees, or their successors, to enhance the Felton Faire Shopping Center unless the proposal would directly interfere with METRO's bus service to and/or through the site. Licensee will be bound by this agreement as long as the license agreement is in effect.

LICENSEE:

\_\_\_\_\_  
Leslie R. White, General Manager

LICENSOR/TRUSTEES:

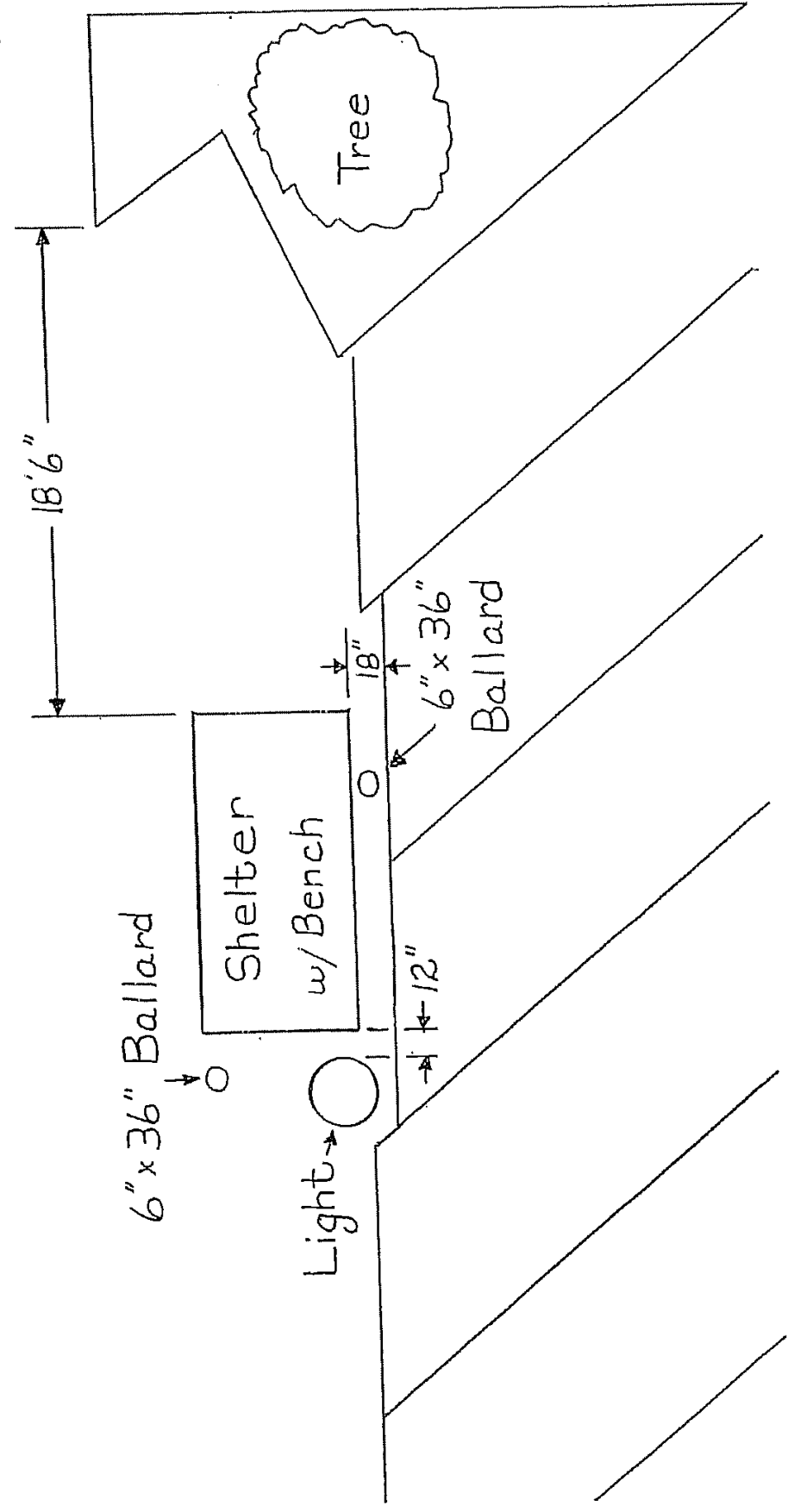
\_\_\_\_\_  
Robert Marin

\_\_\_\_\_  
Celeste De Schulthess Marin

10-28-08

# Felton Fair Shopping Mall

Attachment A



## Attachment A

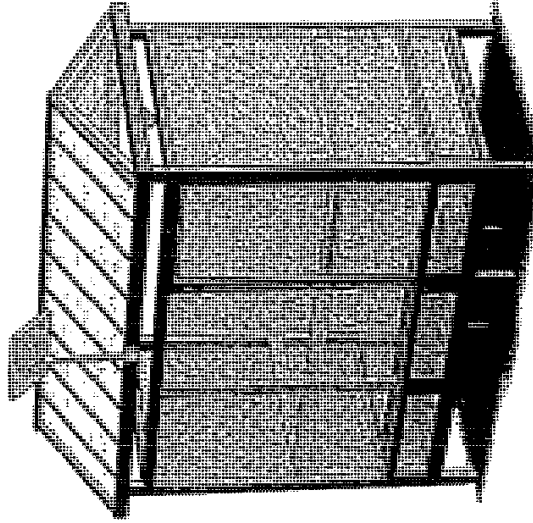
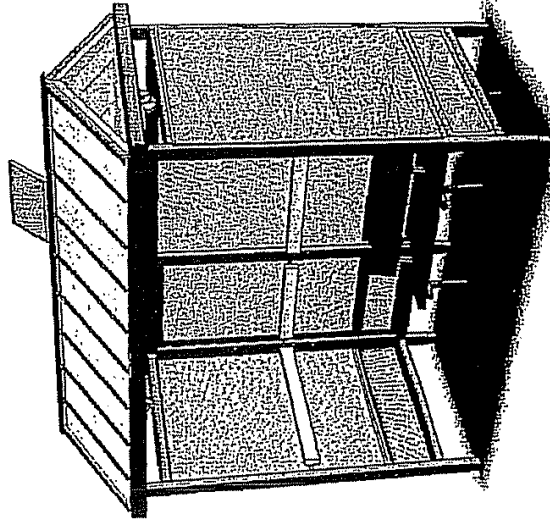
5 NJAA

# Attachment A

Attachment A.2

## Santa Cruz Metropolitan Transit

5'x10' Peak Roof Shelter



5-10-2007

2007 LNI CUSTOM MANUFACTURING INC.  
12336 CHADRON AVE., HAWTHORNE, CA 90230  
PHONE: 310.878.2000 FACSIMILE: 310.878.4000  
HTTP://WWW.LNISIGNS.COM

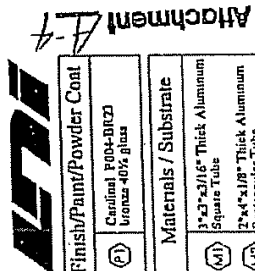


DESIGNERS & BUILDERS OF SIGNS  
SINCE 1953

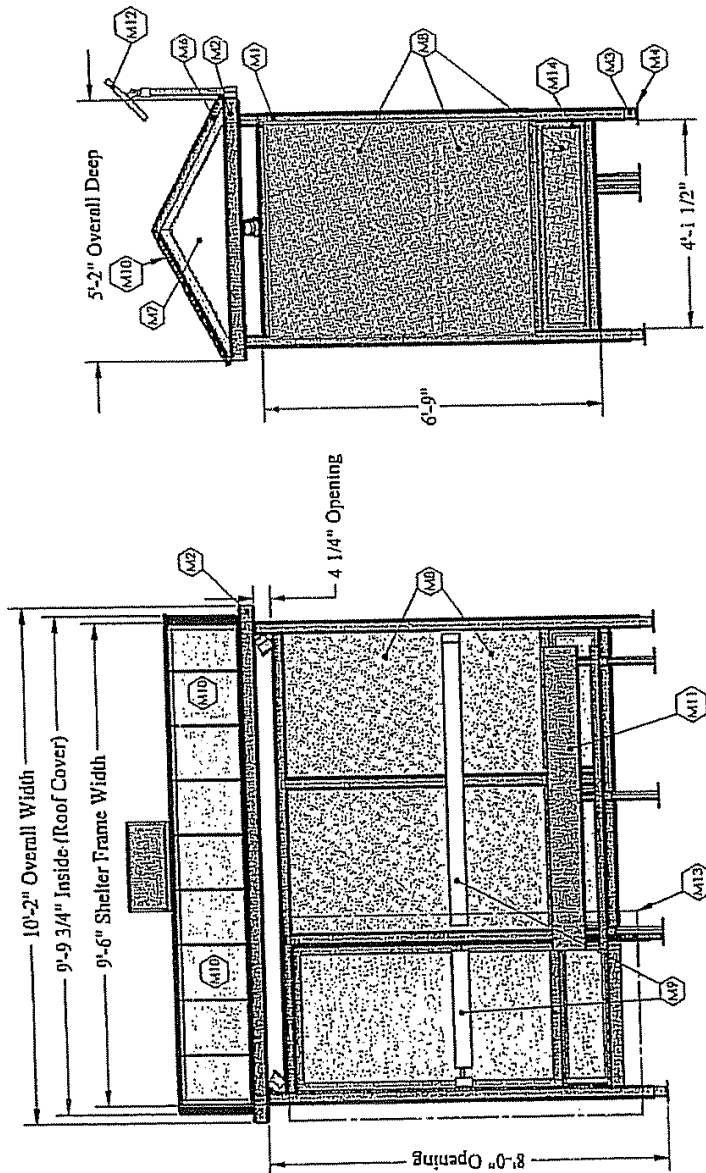




# Attachment A



Finish/Paint/Powder Coat	
(P1)	Cerimonial Pox-DI20 Bronze 40% glass
Materials / Substrate	
(M1)	3"x3"x3/16" Thick Aluminum Square Tube
(M2)	2"x4"x1/8" Thick Aluminum Rectangular Tube
(M3)	2 1/2"x2 1/2" x 1/4" Thick Alum. Square Tube (Slaves)
(M4)	5"x5"x3/16" Thick Alum. Plate
(M5)	2"x4"x1/4" Thick Aluminum "C" Channel
(M6)	1"x2"x1/8" Thick Aluminum Rectangular Tube (Roof Rafters)
(M7)	1/4" Clear Plexiglas
(M8)	1/8" Perforated Aluminum Panel
(M9)	2"x4"x1/8" Aluminum Rectangular Tube (Hand rail)
(M10)	Aluminum .063 Roof Panels
(M11)	6" Bench
(M12)	Solar Panel
(M13)	Removable Panel Assembly for Optional Egress
(M14)	1 1/2"x 1/8" aluminum angle



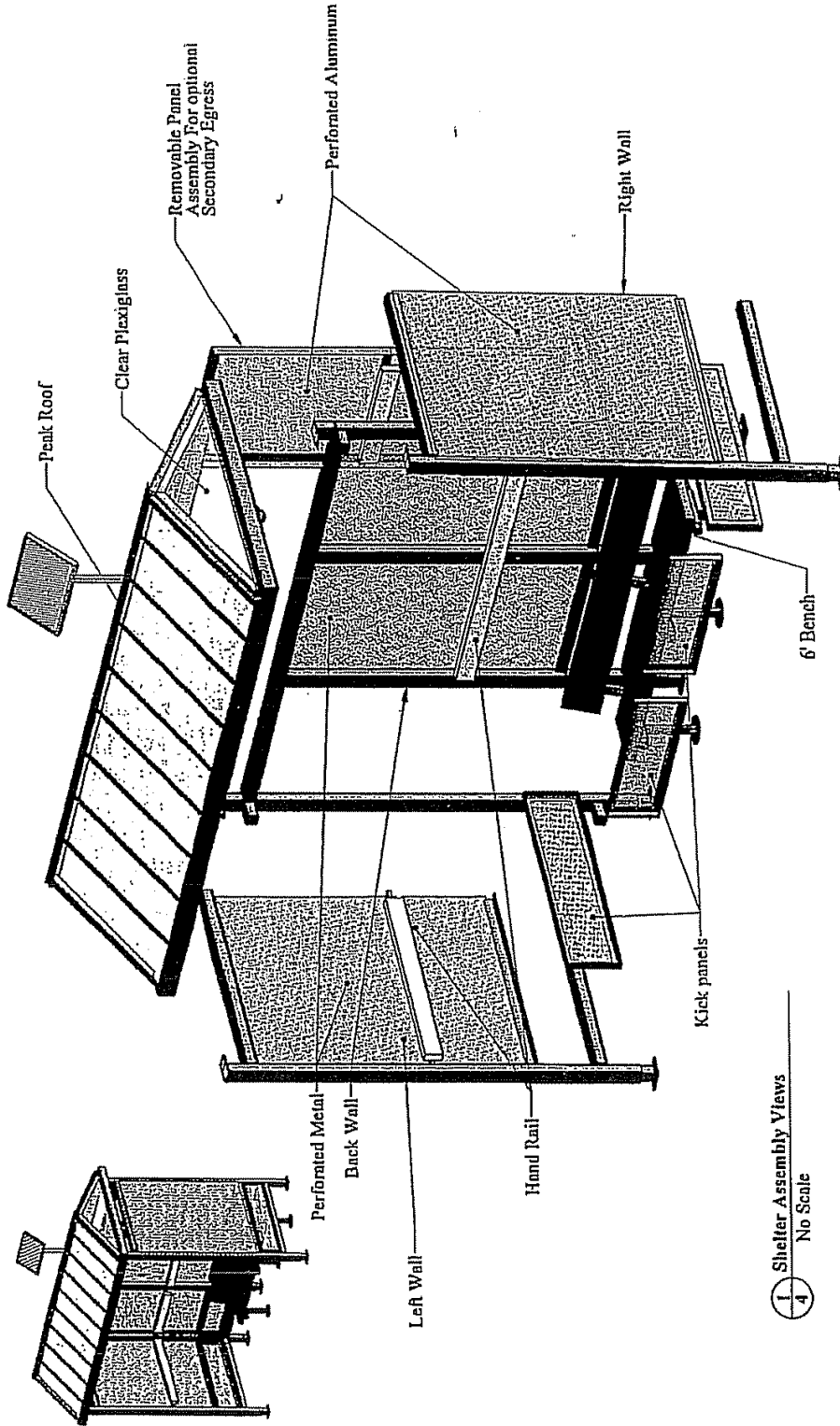
Shelter Right Side View  
Scale: 1/2"=1'

Shelter Front View  
Scale: 1/2"=1'

PROJECT NAME: Santa Cruz Shelter		DRAWING: SCALE: AS SHOWN		APPROVAL		DATE		DESCRIPTION		SHEET	
ADDRESS: Various		DRAWN BY: P. Urdan		CLIENT		11.5.10.07		ROOF PANEL FABRICATION & RIGID PANEL		3 OF 4	
CITY/STATE: Various		DESIGN DATE: Jan-30-07		SALES		02				ENI	
TELEPHONE: N/A		SALES PERSON: Theresa Roth		LABORER		03				GENERAL NOTES	
FAX NUMBER: N/A				PROGRAMMER		04				1. ALL DIMENSIONS UNLESS OTHERWISE NOTED SHALL BE IN INCHES.	
				ENGINEER		05				2. ALL MATERIALS SHALL BE NEW UNLESS OTHERWISE NOTED.	
										3. ALL MATERIALS SHALL BE NEW UNLESS OTHERWISE NOTED.	
										4. ALL MATERIALS SHALL BE NEW UNLESS OTHERWISE NOTED.	
										5. ALL MATERIALS SHALL BE NEW UNLESS OTHERWISE NOTED.	
										6. ALL MATERIALS SHALL BE NEW UNLESS OTHERWISE NOTED.	
										7. ALL MATERIALS SHALL BE NEW UNLESS OTHERWISE NOTED.	
										8. ALL MATERIALS SHALL BE NEW UNLESS OTHERWISE NOTED.	
										9. ALL MATERIALS SHALL BE NEW UNLESS OTHERWISE NOTED.	
										10. ALL MATERIALS SHALL BE NEW UNLESS OTHERWISE NOTED.	

# Attachment A

Attachment A-5



1 Shelter Assembly Views  
4 No Scale

PROJECT NAME: Sanka Char Shelter		DRAWING: AS SHOWN		DATE: 5-10-07		DESCRIPTION: 6' Bench		SHEET: 4 OF 4	
ADDRESS: Various		SCALE: AS SHOWN		DATE: 5-10-07		DESCRIPTION: 6' Bench		SHEET: 4 OF 4	
CITY/STATE: Various		DRAWN BY: E. Indiana		DATE: 5-10-07		DESCRIPTION: 6' Bench		SHEET: 4 OF 4	
TELEPHONE: NA		DESIGN DATE: 5-10-07		DATE: 5-10-07		DESCRIPTION: 6' Bench		SHEET: 4 OF 4	
FAX NUMBER: NA		SALES PERSON:		DATE: 5-10-07		DESCRIPTION: 6' Bench		SHEET: 4 OF 4	
APPROVAL:		DATE:		DATE:		DESCRIPTION:		SHEET:	
CLIENT:		DATE:		DATE:		DESCRIPTION:		SHEET:	
SALES:		DATE:		DATE:		DESCRIPTION:		SHEET:	
PROGRAM:		DATE:		DATE:		DESCRIPTION:		SHEET:	
DRAWN:		DATE:		DATE:		DESCRIPTION:		SHEET:	
CHECKED:		DATE:		DATE:		DESCRIPTION:		SHEET:	

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

## STAFF REPORT

**DATE:** October 22, 2010

**TO:** Board of Directors

**FROM:** Margaret Gallagher, District Counsel

**SUBJECT: CONSIDERATION OF AUTHORIZING THE GENERAL MANAGER TO EXECUTE A THREE YEAR EXTENSION AMENDMENT TO THE MEMORANDUM OF UNDERSTANDING (MOU) WITH THE CITY OF SANTA CRUZ FOR PROJECT MANAGEMENT SERVICES FOR THE MIXED USE PROJECT AT PACIFIC STATION LOCATED AT 425 FRONT STREET**

### I. RECOMMENDED ACTION

Authorize the General Manager to execute a 3-year Extension Amendment to the Memorandum of Understanding with the City of Santa Cruz for project management services for the Mixed-Use Project at Pacific Station located at 425 Front Street.

### II. SUMMARY OF ISSUES

- The Santa Cruz Metropolitan Transit District (METRO) and the City of Santa Cruz (the City) entered into a Memorandum of Understanding (MOU) in 2001 to redevelop the main bus transfer station in downtown Santa Cruz in order to create a multi-modal, transit oriented facility for the entire region (Pacific Station).
- While the City of Santa Cruz provided project management services for METRO between 2001 and 2003, the term of the original MOU expired before Federal and State funding for both the acquisition of the neighboring property and the design, engineering and development of the project was secured.
- METRO secured sufficient funding for acquisition, design and engineering of the project and was ready to proceed with acquisition in October 2007.
- METRO and the City entered into an MOU for the Pacific Station project on October 26, 2007, the term for which will expire on 10/31/10.

### III. DISCUSSION

METRO and the City entered into an MOU in 2001 to redevelop the main bus transfer station in downtown Santa Cruz to create a multi-modal, regional transit oriented facility (Pacific Station) While the City provided project management services for METRO between 2001 and 2003, the term of the original MOU expired before Federal and State funding for both the acquisition of the adjacent property and the design, engineering, and development of the project was secured. METRO and the City entered into a second MOU for the City to provide project management services in 2007 after METRO had secured sufficient funding to proceed with acquisition.

The property acquisition is almost complete, with only a few minor details to be determined; however, the MOU between METRO and the City will expire on October 31, 2010 unless it is extended by mutual written agreement of the parties. A copy of the signed MOU is attached as Attachment A.

METRO seeks to extend the MOU with the City for a 3-year period to continue project management services through the completion of the design and development alternative phase for Pacific Station. An Amendment Extension is attached as Attachment B for the Board's review.

The City will continue to act as project manager under the extended MOU and will work together with METRO to complete the following scope of services:

- a. Update the Project budget and timeline;
- b. Completion of the property acquisition as needed for the Project;
- c. Project oversight and management of the necessary environmental work;
- d. Retention of consultants through the METRO procurement process as needed to complete the scope of work;
- e. Management of the preparation of the conceptual architectural design plans and estimated costs for the Project;
- f. Conduct public outreach, as necessary, to achieve community consensus and support for the Project;
- g. Determine both the final Project components and the development partners involved in the Project;
- h. Preparation and review of documents as necessary for the entitlement process.

The City and METRO desire to work cooperatively during the three-year extension of the MOU to ensure that the METRO's local, regional and rapid transportation services are maintained and expanded and to ensure that the City's interests in a cohesive and revitalized downtown area are met. Depending upon the outcome of the final project components as determined through the design and development alternative phase, the City and the Redevelopment Agency may take an active role in the future phases of the project and assisting METRO with the determination of the development partners. These actions will require an amendment to the MOU which will come before the City Council and/or Redevelopment Agency at a future time for consideration.

On September 28, 2010, the City of Santa Cruz adopted **Resolution No. NS-28271**, authorizing the City Manager to execute an extension of the Memorandum of Understanding with the Santa Cruz Metropolitan Transit District, in a form approved by the City Attorney, for staff services in connection with the development of a mixed-use project at 425 Front Street to be known as Pacific Station.

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

All costs incurred by the City, including staff time for project management, consultants, outside legal counsel, and administration will be either paid directly or reimbursed by METRO under the

extension of the MOU, which includes a budget not to exceed \$232,500.00 annually. Federal and State Grant Funds are available to fund this MOU.

**V. ATTACHMENTS**

**Attachment A:** MOU dated 10/26/07

**Attachment B:** First Amendment to MOU dated 11/1/10

# Attachment A

## MEMORANDUM OF UNDERSTANDING BETWEEN SANTA CRUZ METROPOLITAN TRANSIT DISTRICT AND THE CITY OF SANTA CRUZ REGARDING THE PACIFIC STATION PROJECT

This Memorandum Of Understanding, hereinafter referred to as MOU, is entered into on this 26th day of October 2007, by the Santa Cruz Metropolitan Transit District, hereinafter referred to as "METRO," and the City of Santa Cruz, hereinafter referred to as "City," who agree as follows:

### I. RECITALS

- 1.01 METRO is a political subdivision of the State of California, whose administrative offices are located at 370 Encinal Street, Suite 100, Santa Cruz, California 95060. METRO's primary function is to provide local, regional and rapid public transportation services.
- 1.02 City is a public entity whose administrative offices are located at 809 Center St., Santa Cruz, CA 95060.
- 1.03 METRO, in an effort to maintain and upgrade the METRO's local, regional and rapid public transportation service, has a need to acquire property, design, expand, and construct the Pacific Station, which will hereinafter be referred to as the "Project".
- 1.04 METRO has received funds from the U.S. Department of Transportation and the State of California for preliminary design, right of way acquisition, and project budget development for the Project.
- 1.05 METRO and City entered into an MOU to facilitate the acquisition, rehabilitation, redesign, expansion and construction of Pacific Station from December 1, 2001 to November 30, 2003. That MOU expired by its terms even though the Project was not completed. At this time it is appropriate to enter into a new MOU in order to complete the necessary tasks for the Project.
- 1.06 The Project scope under this MOU is as follows:
  - a. Update the Project budget and timeline;
  - b. Retain consultants through the METRO procurement process as needed to complete the scope of work;
  - c. Management of the preparation of the conceptual architectural design plans and estimated costs for the Project;
  - d. Project oversight and management of the necessary environmental work;
  - e. Preparation and review of documents as necessary for the entitlement process;
  - f. Completion of property acquisition as needed for the Project;

# Attachment A

- g. Conduct public outreach, as necessary, to achieve community consensus and support for the Project;
- h. Determine both the final Project components and the development partners involved in the Project.

- 1.07 METRO and City shall work together to complete the scope of work. In the attached Exhibit D, the total amount of monies City is to receive to complete each activity in the scope of work of the Project is set forth.
- 1.08 METRO and City desire to work cooperatively during the Project to ensure that the METRO's local, regional and rapid public transportation services are maintained and expanded and to ensure that the City's interests in a cohesive and revitalized downtown area are met.
- 1.08 Any expenditure of funds pursuant to this MOU can only be made after notification by METRO that funds are available. City shall wait to perform any work under this MOU until receipt of a notice of funding for the specific activity is received from METRO.
- 1.09 City will make good faith efforts to ensure that during the term of the MOU that it completes all the tasks indicated in the scope of work of the Project.

## II. TERM

- 2.01 This MOU shall commence on October \_\_\_\_, 2007 and shall continue for three (3) years through October 31, 2010. This Agreement shall expire on October 31, 2010 unless sooner terminated by either party in accordance with the provisions herein.
- 2.02 This MOU may be extended by mutual written agreement of the parties should the date for completion of the Project extend beyond the term of this MOU.
- 2.03 This MOU may be terminated upon a 60-day written notice by either party to the other for any reason. If adequate grant funding cannot be procured for the Project, METRO may terminate this MOU by giving City a 10-day written notice.

## III. PROJECT MANAGER

- 3.01 City will act in the capacity of Project Manager for the Project. City has designated the Executive Director, Economic Development Department, City of Santa Cruz, as the City employee who has project management responsibilities for the Project. Upon consultation with METRO, the Executive Director will designate self or an Economic Development staff member as the contact person with the METRO regarding the Project.



# Attachment A

City shall consult with METRO prior to any change to the City employee designated with fulfilling project management responsibilities under this MOU.

- 3.02 METRO and City shall ensure throughout the Project that all federal, state and local laws and requirements are met including any requirements METRO is obligated to perform because of receipt of grant funding and applicable California Transportation Commission Guidelines and the U.S. Department of Transportation, Federal Transit Administration. METRO shall provide City with information pertaining to California Transportation Commission Guidelines and the U.S. Department of Transportation, Federal Transit Administration along with any specific laws and requirements applicable for all approved grants and funding received or secured to date for the Project. City shall also be required to fulfill its obligations as a federal and/or state and/or local recipient and/or sub-recipient of grant funding.
- 3.03 As the Project Manager, City shall perform the following tasks:
  - a. City will meet with the METRO's Board of Directors and staff to present various development alternatives for the Project and will review the needs and desires of the METRO to expand, acquire property for, design and construct the Pacific Station located at 920 Pacific Avenue, Santa Cruz, California, as an intermodal facility to enhance and expand the METRO's local, regional and rapid public transportation services.
  - b. Depending on the outcome of the meeting with the METRO's Board of Directors and staff, City will prepare a feasibility study of alternatives for the design of the Project for Pacific Station. This feasibility study will include an analysis of the various potential project components including housing, retail, commercial office and parking and will identify various funding sources and potential partners who would be interested in partnering with the METRO to complete the Project. City, in consultation with METRO, shall determine whether the selected development alternatives are implemented through a Design/Build or Design/Bid/Build approach.
  - c. City will prepare a Project budget, Project scope, and Project timeline for review and approval by the METRO's Board of Directors that comply with federal, state and local laws.
  - d. Upon consultation with METRO, City shall facilitate the preparation of conceptual architectural design plans for the construction of the Project, which shall be in accordance with federal and state laws and regulations.

# Attachment A

- e. In consultation with METRO, City shall use the conceptual architectural design plans in determining both the final project components and the partners involved in the Project.
- f. In consultation with METRO, City shall undertake tasks necessary to assist the METRO in the planning, design, and environmental phases of the project to set the groundwork for a completed project that meets the requirements of the METRO, federal and state law and all necessary funding sources.
- g. City shall assist the METRO with coordinating approvals necessary for the Project including any from local, regional, state and federal agencies.
- h. City will assist METRO in the completion of application forms related to grant funding or other forms for funding assistance for the Project. City will also consider applying for grant funding that can be used for the Project when it becomes aware of such funding opportunities including direct grants to the City, Redevelopment Agency, METRO or any partner to the project.
- i. At the direction of the METRO, in compliance with METRO's DBE goals and in compliance with Federal and State law, City will facilitate the process for selecting and retaining an architect or Architect and Engineering Firm through METRO's procurement process to prepare Preliminary Design Engineering drawings for the Project to include the additional property identified as the Greyhound site and environmental consultants to prepare the environmental work for the project and other consultants that the METRO, in consultation with City, deems necessary. City shall coordinate the work of the consultants and review their work to insure that they meet or exceed their contract requirements with METRO. Metro will provide contract requirements to City. City shall review invoices and billings from the consultants and shall notify METRO regarding whether the billed work has been performed in a competent manner, whether all required timelines are being met and whether the bills should be paid by METRO.
- j. City shall prepare quarterly reports regarding the status of the Project setting forth all tasks that City has worked on and identifying what has been accomplished including an analysis of the grants that have been procured for the Project, the amount of money that has been expended on the Project, and a list of the grant funding that remains available for the Project.
- k. City will help facilitate the environmental review required by federal and state law for the Project. City will assist METRO staff and its

# Attachment A

environmental consultants in preparing any necessary environmental documents. METRO will be the lead Agency for the CEQA/NEPA process.

- l. City and METRO will utilize a public input process to involve the surrounding businesses, including those located at the Pacific Station, as well as the transit ridership and public in general in the design and environmental process including review of the feasibility analysis of alternatives and the conceptual site plans. City will facilitate public review in all phases of the Project including the feasibility analysis and alternatives study.
  - m. City will assist METRO staff in making presentations and recommendations to METRO's Board of Directors, the Santa Cruz City Council and its staff and other organizations and public agencies regarding each phase of the Project including the feasibility analysis of alternatives study and the conceptual site plans.
  - n. Jointly, METRO and City will complete activities necessary for the METRO acquisition of the Greyhound Property located at 425 Front Street, Santa Cruz, California, for integration into the Project subject to all applicable local, state and federal laws, including all environmental and acquisition requirements. The parties acknowledge that an eminent domain action has been undertaken by the METRO and the City's Redevelopment Agency has initiated the environmental process under the Polanco Act.
  - o. City shall make recommendations to METRO regarding approvals of requested change orders for any and all consultant contracts.
  - p. Jointly, METRO will work with the City and Greyhound to develop an operating plan to ensure that all transit services currently operating from the Pacific Station shall remain operational and accessible from the Pacific Station throughout the Project to the extent possible. City will work with Metro to ensure that the tenants at the Pacific Station are not disturbed to the greatest degree possible, during the various phases of the Project. Should it be determined that despite its best efforts, METRO cannot maintain the operations of the Center at their current location, METRO and City will develop a construction transition plan which will set forth the relocation of the METRO's fixed route system and its tenant operations. This plan will be developed in consultation with United Transportation Union, (UTU) Local 23, Service Employees International Union (SEIU), local 521 and the tenants.
- 3.04 METRO shall be responsible for the contracting with necessary consultants in order to facilitate the Project through each of the phases.

# Attachment A

City will prepare requests for proposals for transmittal to METRO's purchasing agent for solicitation of consultant bids as appropriate. City will make recommendations regarding what consultants are required and why and will assist METRO through the procurement process in order to contract with the consultants in accordance with federal, state and local law. Upon approval by METRO's Board and execution of consultant contract by METRO's General Manager, City will work directly with the selected consultants to facilitate the Project and will forward billing, upon review and approval, to METRO for payment within two weeks of receipt of said billing.

- 3.05 Attached to this Agreement as Exhibits A, B and C, respectively, are the Federal Transit Administration Requirements for Non-Construction Contracts, Part IV-General Conditions to the Contract and Part V-Special Conditions of the Contract, which are incorporated herein by reference. METRO and City are required to and shall adhere to the provisions of these federal requirements and the general and special conditions of the contract. For purposes of these exhibits, City shall be referred to as "contractor".
- 3.06 This Agreement may be modified, within the scope of this Agreement, by written amendment. Any amendments shall be executed by both Parties, shall be deemed to be incorporated into this Agreement, and shall become effective after being signed by both Parties.
- 3.07 All responsibilities under this Agreement are subject to availability of appropriated funds.

## IV. COMPENSATION

- 4.01 City shall be compensated by METRO for such project manager services in accordance with the attached schedule of rates and reimbursements set forth in Exhibit D. The attached rates shall include the services of any agents, legal counsel, clerical support, administration and supervision of said agents, and all costs and expenses incurred by such personnel working directly on the Project. The City will be reimbursed for out-of-city travel, when authorized by METRO, at current City expense account rates and limits. City shall provide METRO with quarterly billing reports showing the actual time worked on the Project, the specific tasks performed on the Project and identifying the individual who performed the work.
- 4.02 All payments due for land, improvements, damages and relocation obligations incurred as a result of property acquired under this agreement shall be solely the responsibility of METRO.

# Attachment A

- 4.03 METRO shall be responsible for all title and escrow costs for properties acquired, or otherwise relating to work performed by City under this MOU.
- 4.04 METRO shall be responsible for all consultant costs related to the Project.
- 4.05 METRO shall be responsible for all predevelopment and construction costs related to the Project.
- 4.06 All persons employed or contracted with by City to furnish the services required hereunder shall not be considered employees of the METRO.

## V. NOTICES

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

METRO  
Santa Cruz Metropolitan Transit District  
370 Encinal Street, Suite 100  
Santa Cruz, CA 95060  
Attention: General Manager

CITY  
City of Santa Cruz  
337 Locust Street  
Santa Cruz, CA 95060  
Attention: Ceil Cirillo, Executive Director

## VI. TECHNICAL ABILITY

- 6.01 City shall at all times during the term of this MOU have the technical ability, experience, financial ability, overall expertise, and all other skills, licenses, and resources necessary to perform and complete the Scope of work in a timely, professional manner so as to meet or exceed the provisions of this MOU.

## VII. AUTHORITY TO CONTRACT

- 7.01 Each party has full power and authority to enter into and perform this MOU and the person signing this MOU on behalf of each has been properly authorized and empowered to enter into this MOU. Each party

# Attachment A

further acknowledges that it has read this MOU, understands it, and agrees to be bound by it.

## VIII. INDEMNITY

- 8.01 METRO agrees to protect and does hereby agree to indemnify, defend and hold CITY harmless from all demands, liability, claims, actions and damages to any person or property, costs and expenses (including, but not limited to, reasonable attorneys' fees) arising out of or connected with: (i) a default by METRO of its obligations under this Agreement, or (ii) the use or occupancy of the Property by METRO, its agents, employees, invitees or contractors, other than those attributable to the negligence or willful misconduct of City, its agents, employees, invitees or contractors.
- 8.02 CITY agrees to protect and does hereby agree to indemnify, defend and hold METRO harmless from all demands, liability, claims, actions and damages to any person or property, costs and expenses (including, but not limited to, reasonable attorneys' fees) arising out of or connected with the performance by CITY of its obligations under this Agreement involving any default by CITY.

Signed on NOVEMBER 19, 2007

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

Approved as to Form:

By Leslie R. White  
Leslie R. White  
General Manager

Margaret Gallagher  
Margaret Gallagher  
District Counsel

CITY OF SANTA CRUZ

Approved as to Form:

By Richard Wilson  
Richard Wilson  
City Manager

John Barisone 11-15-07  
John Barisone  
City Attorney

# **Attachment B**

## **FIRST AMENDMENT TO MEMORANDUM OF UNDERSTANDING BETWEEN SANTA CRUZ METROPOLITAN TRANSIT DISTRICT AND THE CITY OF SANTA CRUZ REGARDING THE PACIFIC STATION PROJECT**

THIS FIRST AMENDMENT TO MEMORANDUM OF UNDERSTANDING is entered into on this 1<sup>st</sup> day of November, 2010 between the SANTA CRUZ METROPOLITAN TRANSIT DISTRICT, (hereinafter "METRO"), a political subdivision of the State of California, and THE CITY OF SANTA CRUZ (hereinafter "City").

### **I. RECITALS**

- 1.1 METRO and City entered into an MOU on November 1, 2007 to facilitate the acquisition, rehabilitation, redesign, expansion and construction of Pacific Station. That MOU will expire on October 31, 2010.
- 1.2 At this time it is appropriate to extend the MOU in order to complete the necessary tasks for the Project based on the same terms and conditions of the MOU.
- 1.3 At the time of the MOU, a Schedule of Rates and Reimbursements (Schedule) was included in the Agreement as Exhibit D. Since the MOU, no changes have been made to the Schedule, which is attached hereto and made a part of this Amendment.
- 1.4 At this time, METRO and City agree to extend the MOU for a three (3) year term, on the same terms and conditions.

### **II. AMENDMENT**

- 2.1 THEREFORE, METRO and City agree that Paragraph 2.01 of the MOU is amended as follows:

This MOU shall commence on November 1, 2007 and shall continue for six (6) years through October 31, 2013. This Agreement shall expire on October 31, 2013 unless sooner terminated by either party in accordance with the provisions herein

### **III. REMAINING TERMS AND CONDITIONS.**

- 3.1 All other provisions of the Agreement 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 and authority to enter into and perform this First Amendment to the Agreement and the person signing this Amendment on behalf of each has been properly authorized and empowered to enter into

# Attachment B

## FIRST AMENDMENT TO MEMORANDUM OF UNDERSTANDING BETWEEN SANTA CRUZ METROPOLITAN TRANSIT DISTRICT AND THE CITY OF SANTA CRUZ REGARDING THE PACIFIC STATION PROJECT

it. Each party further acknowledges that it has read this Amendment understands it, and agrees to be bound by it.

### V. NOTICES

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

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

CITY  
City of Santa Cruz  
337 Locust Street  
Santa Cruz, CA 95060  
Attention: Ceil Cirillo, Executive Director

IN WITNESS THEREOF, this First Amendment to the MOU is executed by METRO's General Manager and the City of Santa Cruz has affixed its representative's signature the day and year first hereinabove written.

SANTA CRUZ METROPOLITAN  
TRANSIT DISTRICT

CITY OF SANTA CRUZ

By: \_\_\_\_\_  
LESLIE R. WHITE  
General Manager

By: \_\_\_\_\_  
RICHARD WILSON  
City Manager

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

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

APPROVED AS TO FORM:

APPROVED AS TO FORM:

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

\_\_\_\_\_  
JOHN BARISONE  
CITY ATTORNEY



# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

**DATE:** October 22, 2010

**TO:** Board of Directors

**FROM:** Margaret Gallagher, District Counsel

**SUBJECT: CONSIDERATION OF AUTHORIZING THE GENERAL MANAGER TO EXECUTE A NEW FIVE-YEAR LEASE AGREEMENT WITH LIDIA MENDEZ, DBA TAQUERIA LIDIA AT THE WATSONVILLE TRANSIT CENTER**

## I. RECOMMENDED ACTION

Authorize the General Manager to Execute a new Five-Year Lease Agreement with Lidia Mendez, dba Taqueria Lidia at the Watsonville Transit Center.

## II. SUMMARY OF ISSUES

- Taqueria El Torito's Lease expires on 10/31/10.
- The owners of the Taqueria operated the business Taqueria El Torito (previously Taqueria El Dandy) for the last ten years at the Watsonville Transit Center.
- A Request for Proposal (RFP) was issued during the month of August and there were four (4) applications submitted, three of which were complete.
- METRO's Property and Leasing Committee interviewed the three applicants and determined that Ms. Mendez' business would be the most likely to succeed at the Watsonville Transit Center.

## III. DISCUSSION

Juan and Maria Validivia have been doing business at the Watsonville Transit Center since November 1, 2000 operating a Taqueria. Their current Lease expires on October 31, 2010.

During August 2010, a Request for Proposals (RFP) was issued for the space and it was advertised to the public. There were three complete proposals received during the RFP period. METRO's Property and Leasing Committee reviewed the proposals and interviewed the proposed tenants. The Committee scored Ms. Mendez the highest for her proposal, due to her experience in running her own business and her cooking abilities and expertise.

Ms. Mendez is interested in entering into a new 5-year Lease Agreement with METRO for this space at the Watsonville Transit Center. She has offered to pay \$700.00 per

month for the space. METRO staff believes that her business will do well at this location at this time.

**IV. FINANCIAL CONSIDERATIONS**

The rent proposal is \$700.00 per month, or \$8,400.00 annually for the first year. The CPI increases will range between 1% and 5% of the rent amount, each year thereafter beginning November 1, 2011.

**V. ATTACHMENTS**

NONE

Draft Lease is on file in METRO's Administration Office.

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

**DATE:** October 22, 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: October 11, 2010

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
EMPLOYEE RECOGNITION**

**TWENTY-FIVE YEARS**

**Frank Q. Jacinto, Bus Operator  
Gillian S. McGlaze, Transit Supervisor  
David W. Moreau, Transit Supervisor  
Rosalio L. Ramos, Bus Operator**

**THIRTY YEARS**

**Frank H. Bauer, Safety & Training Coordinator**



## 2011 BOARD OF DIRECTORS MEETING SCHEDULE

Meetings are scheduled for the 2nd and 4th Fridays of the month unless otherwise indicated.  
**\*The first meeting of each month is TENTATIVE and will be held on an as-needed basis.**

🗓	January 14, 2011*	9:30 a.m. METRO Administrative Offices, 110 Vernon St., Santa Cruz
🗓	January 28, 2011	9:00 a.m. Santa Cruz City Council Chambers, 809 Center St., Santa Cruz
🗓	February 11, 2011*	9:30 a.m. METRO Administrative Offices, 110 Vernon St., Santa Cruz
🗓	February 25, 2011	9:00 a.m. Watsonville City Council Chambers, 275 Main St., Watsonville
🗓	March 11, 2011*	9:30 a.m. METRO Administrative Offices, 110 Vernon St., Santa Cruz
🗓	March 25, 2011	9:00 a.m. Santa Cruz City Council Chambers, 809 Center St., Santa Cruz
🗓	April 08, 2011*	9:30 a.m. METRO Administrative Offices, 110 Vernon St., Santa Cruz
🗓	April 22, 2011	9:00 a.m. Santa Cruz City Council Chambers, 809 Center St., Santa Cruz
🗓	May 13, 2011*	9:30 a.m. METRO Administrative Offices, 110 Vernon St., Santa Cruz
🗓	May 27, 2011	9:00 a.m. Capitola City Council Chambers, 420 Capitola Ave., Capitola
🗓	June 10, 2011*	9:30 a.m. METRO Administrative Offices, 110 Vernon St., Santa Cruz
🗓	June 24, 2011	9:00 a.m. Santa Cruz City Council Chambers, 809 Center St., Santa Cruz

### **THERE ARE NO MEETINGS IN JULY**

🗓	August 12, 2011*	9:30 a.m. METRO Administrative Offices, 110 Vernon St., Santa Cruz
🗓	August 26, 2011	9:00 a.m. Watsonville City Council Chambers, 275 Main St., Watsonville
🗓	September 9, 2011*	9:30 a.m. METRO Administrative Offices, 110 Vernon St., Santa Cruz
🗓	September 23, 2011	9:00 a.m. Santa Cruz City Council Chambers, 809 Center St., Santa Cruz
🗓	October 14, 2011*	9:30 a.m. METRO Administrative Offices, 110 Vernon St., Santa Cruz
🗓	October 28, 2011	9:00 a.m. Santa Cruz City Council Chambers, 809 Center St., Santa Cruz
🗓	November 11, 2011*	<b><u>NO MEETING – VETERANS DAY</u></b>
🗓	November 18, 2011	9:00 a.m. Watsonville City Council Chambers, 275 Main St., Watsonville <i>(This meeting is scheduled for third Friday due to Thanksgiving Holiday)</i>
🗓	December 9, 2011*	9:30 a.m. METRO Administrative Offices, 110 Vernon St., Santa Cruz
🗓	December 16, 2011	9:00 a.m. Santa Cruz City Council Chambers, 809 Center St., Santa Cruz <i>(This meeting is scheduled for third Friday due to Christmas Holiday)</i>

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

**DATE:** October 22, 2010  
**TO:** Board of Directors  
**FROM:** Angela Aitken, Finance Manager and Acting Assistant General Manager  
**SUBJECT:** **CONSIDERATION OF THE FISCAL YEAR END MONTHLY BUDGET STATUS REPORT FOR JUNE 30, 2010; DESIGNATION OF NET REDUCTION OF RESERVES IN THE AMOUNT OF:**

- \$2,547,920 – CASH FLOW RESERVE
- \$165,875 – CARRYOVER FROM PREVIOUS YEAR RESERVE

**AND THE REMAINDER OF REVENUE, IF ANY, FOR ALLOCATION TO CAPITAL FUNDING RESERVES; AND ADOPTION OF THE SCHEDULE OF RESERVE ACCOUNT BALANCES**

## I. RECOMMENDED ACTION

**Staff recommends that the Board of Directors accept the fiscal year end monthly budget status report for June 30, 2010, and designate the transfer of \$2,547,920 from the Cash Flow Reserve and \$165,875 Carryover from Previous Year Reserves to balance the FY10 Operating budget;; designate the remainder of revenue, if any, for allocation to the Capital Funding Reserves; and adopt the attached Schedule of Reserve Account Balances.**

## II. SUMMARY OF ISSUES

- The attached preliminary monthly revenue and expense report represents the status of the FY10 budget, as of June 30, 2010, the end of the fiscal year. The numbers in the report are preliminary, since all accounting adjustments have not yet been completed via the final audit due later this calendar year.
- **Operating Revenues** for the year (preliminary) totaled \$32,344,769 or \$2,504,726 (7%) under the amount of Operating Revenue expected during the fiscal year based on the final budget dated June 26, 2009
  - **One-Time Revenue** - A transfer from the Cash Flow Reserve of \$2,547,920, coupled with a transfer from the Carryover from Previous Year Reserve in the amount of \$165,875 was required to balance the FY10 budget
- **Operating Expenses** for the year (preliminary) totaled \$35,058,564 or \$5,876,745 (14%) below the final budget
- **Non-Operating Expenses** are expenses that are not associated with the main or core operations of Santa Cruz METRO. These are non-cash accounting entries and therefore are not budgeted, and are not included in the Consolidated Operating Report attached. Non-Operating expenses incurred this fiscal year are:

- Annual depreciation
  - Annual entries for the Incurred but Not Reported (IBNR) Worker's Compensation Losses
  - An entry to increase the Claims Settlement Liability account
  - Annual entry to the liability for the added cost due to the implementation of GASB 45 related to Retiree Health Liabilities "other post employment benefits" (OPEB.)
- **Capital Improvement Program** expenses for the year (preliminary) were \$6,865,404 or 35% of the Capital budget, which was \$19,571,285.
  - The final **Schedule of Reserve Account Balances (Attachment B)** will be reported in the audited financial statements for the fiscal year. If the Schedule of Reserve Account Balances changes significantly following any audit adjustments, it will be brought back to the Board.

### III. DISCUSSION

An analysis of Santa Cruz METRO's budget status is prepared monthly in order to inform the Board of Directors regarding Santa Cruz METRO's actual revenues and expenses in relation to the adopted operating and capital budgets for the fiscal year. The attached monthly revenue and expense report represents the preliminary status of Santa Cruz METRO's FY10 budget as of June 30, 2010.

The fiscal year has elapsed **100%**.

#### A. Operating Revenues

Operating revenues are \$2,504,726 or (7%) under the amount we expected to receive for the fiscal year, based on the final budget adopted by the Board in June 2009. A transfer from the Cash Flow Reserve of \$2,547,920, coupled with a transfer from the Carryover from Previous Year Reserve in the amount of \$165,875 was required to balance the FY10 budget. Detailed operating revenue variances are discussed in the attached notes to the report. Here are some of the highlights:

- **Passenger Fares** are \$176,444 or (5%) under budget for the year, **Special Transit Fares** are \$233,388 or (6%) under budget and the combined **Highway 17** revenue was a total of \$1,018 or less than (1%) under budget. The majority of these variances are due to fluctuations in ridership brought about by current economic conditions.
- **Paratransit Fares** were \$88,651 or (27%) under the amount expected to be received for the year. Due to the weak economy ridership rose by a mere 792

rides this fiscal year from last fiscal year, while the number of non-paying riders (Personal Care Attendants or PCA's) rose by 997, basically eclipsing the increase in rides.

- **Advertising Income** was \$87,880 or 59% over the amount budgeted. Advertising revenues are very unpredictable, and are typically tied to economic conditions.
- **Interest Income** earned was \$142,547 or 285% over the amount budgeted. The amount budgeted was based on the County Treasurer's estimated rate of 0.25%, while the actual rate paid was 0.814%.
- **Sales Tax Revenues** were \$1,881,710 or (12%) below the amount budgeted for the year. This reduction of revenues is directly related to the recession and over 9% unemployment.
- **Transportation Development Act (TDA)** revenues were down \$549,483 or (10%) due to a budget revision adopted by the Santa Cruz County Regional Transportation Commission (SCCRTC) in February 2010. This revenue is also directly affected by the recession and over 9% unemployment.
- **FTA Sec 5309 ARRA Operating** revenue of \$205,000 was 100% over the budget. These operating funds became available as part of the American Reinvestment and Recovery Act *after* the final budget was published in June 2009. This represents the first installment of a \$475,000 grant, with the remaining amount of \$270,000 being used in the FY11 budget.

#### **B. Operating Expenses**

Total preliminary operating expenses are at 86% of the final budget for the year. There are no significant departmental overruns and total expenses are significantly below the amounts budgeted for the year. Budget variances are explained in the attached notes and reports, with the most significant variances explained below. Final operating expenses *may* change, if there are any accounting adjustments during the final audit in October.

- **Personnel Expense** - Labor & Fringe Benefits came in under budget by \$3,019,379 or 10% due to vacant funded positions and lower than anticipated medical and worker's compensation costs
- **Mobile Materials and Supplies** – were under budget by \$2,060,190 or 46%, due to lower than anticipated price for fuel, and IRS Alternative Fuel Tax Rebates received in the amount of \$411,000



C. **Non-Operating Expenses**

Non-Operating Expenses for the year (preliminary) totaled \$2,667,852. Non-operating expenses are non-cash accounting entries and therefore are not budgeted. These expenses include the following:

- **Incurred but not Reported (IBNR) Worker's Compensation Losses** - The annual accounting entry for the Incurred but not Reported (IBNR) Worker's Compensation Losses was -\$428,140. Governmental Accounting Standards Board (GASB) Statement #10 requires Santa Cruz METRO to accrue a liability on its financial statements for the ultimate cost of claims and expenses associated with all reported and unreported worker's compensation claims. The liability amount was calculated by Bickmore Risk Services in the May 2010 report, as part of an Actuarial Review of the Self-Insured Worker's Compensation Program, which is updated every three (3) years.
- **Entry to the liability for the added cost due to the implementation of GASB 45 related to Retiree Health Liabilities "other post employment benefits" (OPEB)** - Santa Cruz METRO was required to implement GASB 45 with the FY09 reporting cycle. GASB 45 requires state and local governments to report their costs and financial obligations of "other post-employment benefits" (OPEB) other than pension on the annual financial statements. These costs currently include medical, dental, and vision benefits. GASB 45 requires Santa Cruz METRO to accrue a liability on its financial statements for the Annual Required Contribution (ARC) less the pay-as-you-go-cost. The amount of the accounting entry was \$2,556,820. The liability amount was calculated by Total Compensation Services, Inc. as part of an Actuarial Study of Retiree Health Liabilities, in a report dated July 2010. This actuarial study is required to be updated every two (2) years, or whenever plan changes cause a material change in accrual costs and / or liabilities.
- **Increase to the Claims Settlement liability account in anticipation of future settlements** - The increase to the Claims Settlement Liability was required this year in the amount of \$146,050 in anticipation of future settlements due to litigation, and potential claims.
- **Annual Depreciation of district funded capital assets** – The Annual Depreciation of district funded capital assets totaled \$393,122

These non-cash accounting entries will be included as part of the Audited Financial Statements, although they are not included with the Consolidated Operating report.

### **Capital Improvement Program**

Preliminary expenses for the capital improvement program total \$6,865,404 for the year. Several of the capital projects will be carried over to FY11 to be completed, including the FTA American Recovery and Reinvestment Act (ARRA) projects.

- A total of \$3,770,602 was spent on the **Metrobase** project, which was funded this fiscal year with State Public Transportation Modernization Improvement and Service Enhancement Account (PTMISEA) funds.
- The **110 Vernon Renovation** project was also funded by PTMISEA funds. The amount spent this fiscal year was \$2,250,110.

### **D. Schedule of Reserve Account Balances**

In years past, the Board of Directors has designated excess revenues at year-end for various reserves and carryovers. There are no excess revenues this year to fund reserves.

- Staff recommends a transfer from the **Cash Flow Reserve** in the amount of \$2,547,920 to balance this fiscal year. This amount was approved by the Board of Directors in the final FY10 budget dated June 26, 2009. Note that this transfer will cause this reserve to fall below the Board adopted minimum balance equal to two (2) months' cash flow to cover Payroll and Accounts Payable.
- Staff also recommends a transfer from the **Carryover from Previous Year Reserves** in the amount of \$165,875 required to balance the FY10 budget. The total amount of Operating Expense exceeded total Operating Revenue before one-time revenues and transfers by \$2,713,795 in this preliminary report.

Staff recommends that the Board accept the Revenue and Expense Reports for June 30, 2010 (**Attachment A**).

Staff also recommends that funds be allocated among the reserve accounts in accordance with the **Schedule of Reserve Account Balances (Attachment B)**. Since the final accounting adjustments have not yet been completed, the final amounts for the reserves may change slightly. The final amounts will be available upon completion of the financial audit later this calendar year.

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

Based on these preliminary numbers, FY10 (cash) expenses exceeded (cash) revenues by approximately \$2,713,795. To offset this deficit, \$2,547,920 will be transferred from the Cash Flow Reserve, and \$165,875 will be transferred from the Carryover from Previous Year Reserve account, leaving \$1,989,863 in Carryover from Previous Year to be carried forward to FY11. Retaining the Liability Insurance, Workers Compensation, and Capital Funding Reserve accounts at their current levels will leave Santa Cruz METRO in a better position to make responsible fiscal and business decisions in the coming years.

#### **V. ATTACHMENTS**

**Attachment A:** Revenue and Expense Reports for June 30, 2010

**Attachment B:** Schedule of Reserve Account Balances as of June 30, 2010

Prepared by: Debbie Kinslow, Assistant Finance Manager  
Date Prepared: September 29, 2010



**FY10**  
**Operating Revenue**  
**For the month ending - June 30, 2010**

Percent of Year Elapsed - 100%

**Current Period**

**Year to Date**

**YTD Year Over Year Comparison**

Revenue Source	Current Period			Year to Date			YTD Year Over Year Comparison		
	Actual	Budget	% Var	Actual	Budget	% Var	FY10 Actual	FY09 Actual	% Var
Passenger Fares	\$ 324,854	\$ 306,142	6%	\$ 3,240,487	\$ 3,416,931	-5%	\$ 3,240,487	\$ 3,386,252	-4%
Paratransit Fares	\$ 20,292	\$ 20,996	-3%	\$ 238,603	\$ 327,254	-27%	\$ 238,603	\$ 322,124	-26%
Special Transit Fares	\$ 175,563	\$ 186,261	-6%	\$ 3,448,625	\$ 3,682,013	-6%	\$ 3,448,625	\$ 3,590,053	-4%
Highway 17 Fares	\$ 79,146	\$ 74,858	6%	\$ 1,072,469	\$ 1,070,046	0%	\$ 1,072,469	\$ 1,034,204	4%
Highway 17 Payments	\$ 41,581	\$ 43,170	-4%	\$ 427,759	\$ 431,200	-1%	\$ 427,759	\$ 436,551	-2%
<b>Subtotal Passenger Revenue</b>	<b>\$ 641,436</b>	<b>\$ 631,427</b>	<b>2%</b>	<b>\$ 8,427,944</b>	<b>\$ 8,927,444</b>	<b>-6%</b>	<b>\$ 8,427,944</b>	<b>\$ 8,769,184</b>	<b>-4%</b>
Commissions	\$ -	\$ 459	-100%	\$ 5,073	\$ 5,500	-8%	\$ 5,073	\$ 5,677	-11%
Advertising Income	\$ 16,738	\$ 4,020	316%	\$ 237,880	\$ 150,000	59%	\$ 237,880	\$ 187,312	27%
Rent Income - SC Pacific Station	\$ 7,520	\$ 7,716	-3%	\$ 91,340	\$ 91,774	0%	\$ 91,340	\$ 90,384	1%
Rent Income - Watsonville TC	\$ 2,910	\$ 2,674	9%	\$ 34,736	\$ 34,399	1%	\$ 34,736	\$ 36,716	-5%
Rent Income - General	\$ -	\$ -	0%	\$ -	\$ -	0%	\$ -	\$ 12,659	-100%
Interest Income	\$ 15,428	\$ 3,786	308%	\$ 192,547	\$ 50,000	285%	\$ 192,547	\$ 391,808	-51%
Other Non-Transp Revenue	\$ 246	\$ 486	-49%	\$ 7,535	\$ 5,823	29%	\$ 7,535	\$ (5,244)	-244%
Sales Tax Revenue	\$ 1,414,795	\$ 1,249,648	13%	\$ 14,320,289	\$ 16,201,999	-12%	\$ 14,320,289	\$ 14,923,142	-4%
Transp Dev Act (TDA) - Op Asst	\$ -	\$ -	0%	\$ 5,001,737	\$ 5,551,220	-10%	\$ 5,001,737	\$ 5,696,249	-12%
<b>Subtotal Other Revenue</b>	<b>\$ 1,457,637</b>	<b>\$ 1,268,789</b>	<b>15%</b>	<b>\$ 19,891,137</b>	<b>\$ 22,090,715</b>	<b>-10%</b>	<b>\$ 19,891,137</b>	<b>\$ 21,338,703</b>	<b>-7%</b>
FTA Sec 5307 - Op Asst	\$ -	\$ -	0%	\$ 3,645,442	\$ 3,645,442	0%	\$ 3,645,442	\$ 3,496,293	4%
FTA Sec 5309 - ARRA Oprtg	\$ -	\$ -	0%	\$ 205,000	\$ -	100%	\$ 205,000	\$ -	100%
Repay FTA Advance	\$ -	\$ -	0%	\$ -	\$ -	0%	\$ -	\$ (70,000)	-100%
FTA Sec 5311 - Rural Op Asst	\$ -	\$ -	0%	\$ 170,894	\$ 170,894	0%	\$ 170,894	\$ 161,615	6%
FTA Sec 5303 - AMBAG Funding	\$ -	\$ -	0%	\$ 4,351	\$ 15,000	-71%	\$ 4,351	\$ 27,799	-84%
FTA Sec 5317 - Op Assistance	\$ -	\$ -	0%	\$ -	\$ -	0%	\$ -	\$ -	0%
<b>Subtotal Grant Revenue</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0%</b>	<b>\$ 4,025,687</b>	<b>\$ 3,831,336</b>	<b>5%</b>	<b>\$ 4,025,687</b>	<b>\$ 3,615,707</b>	<b>11%</b>
<b>Subtotal Operating Revenue</b>	<b>\$ 2,099,073</b>	<b>\$ 1,900,216</b>	<b>10%</b>	<b>\$ 32,344,769</b>	<b>\$ 34,849,495</b>	<b>-7%</b>	<b>\$ 32,344,769</b>	<b>\$ 33,723,594</b>	<b>-4%</b>
<b>Total Operating Expenses</b>	<b>\$ 2,958,877</b>			<b>\$ 35,058,564</b>			<b>\$ 35,058,564</b>	<b>\$ 34,519,065</b>	
<b>Variance</b>	<b>\$ (859,804)</b>			<b>\$ (2,713,795)</b>			<b>\$ (2,713,795)</b>	<b>\$ (795,471)</b>	
<b>One-Time Revenue</b>									
Transfer (to)/from Capital Reserves	\$ -	\$ 119,305	-100%	\$ -	\$ 119,305	-100%	\$ -	\$ -	0%
Transfer (to)/from Cash Flow Res	\$ 2,547,920	\$ 2,547,920	0%	\$ 2,547,920	\$ 2,547,920	0%	\$ 2,547,920	\$ -	100%
Transfer (to)/from W/C Reserve	\$ -	\$ -	0%	\$ -	\$ -	0%	\$ -	\$ -	0%
Transfer (to)/from Liab Ins Res	\$ -	\$ 150,000	-100%	\$ -	\$ 150,000	-100%	\$ -	\$ -	0%
Carryover from Previous Year	\$ 165,875	\$ 3,268,589	-95%	\$ 165,875	\$ 3,268,589	-95%	\$ 165,875	\$ 795,471	-79%
<b>Subtotal One-Time Revenue</b>	<b>\$ 2,713,795</b>	<b>\$ 6,085,814</b>	<b>-55%</b>	<b>\$ 2,713,795</b>	<b>\$ (3,372,019)</b>	<b>-55%</b>	<b>\$ 2,713,795</b>	<b>\$ 1,918,325</b>	<b>241%</b>
<b>Total Revenue</b>	<b>\$ 4,812,868</b>	<b>\$ 7,986,030</b>	<b>-40%</b>	<b>\$ 35,058,564</b>	<b>\$ 40,935,309</b>	<b>-14%</b>	<b>\$ 35,058,564</b>	<b>\$ 34,519,035</b>	<b>2%</b>
<b>Total Operating Expenses</b>	<b>\$ 2,958,877</b>			<b>\$ 35,058,564</b>			<b>\$ 35,058,564</b>	<b>\$ 34,519,035</b>	
<b>Variance</b>	<b>\$ 1,853,991</b>			<b>\$ -</b>			<b>\$ -</b>	<b>\$ -</b>	



**FY10**  
**Operating Revenue**  
**For the month ending - June 30, 2010**

<b>Percent of Year Elapsed -</b>	100%					<b>Year to Date</b>					<b>YTD Year Over Year Comparison</b>		
<u>Revenue Source</u>	<u>Actual</u>	<u>Budget</u>	<u>\$ Var</u>	<u>% Var</u>	<u>Actual</u>	<u>Budget</u>	<u>\$ Var</u>	<u>% Var</u>	<u>Notes</u>	<u>FY10</u>	<u>FY09</u>	<u>\$ Var</u>	<u>% Var</u>

NOTE: Actual amount of "Carryover from Previous Year" (FY09) was \$2,155,738 - not \$3,268,589

Current Period Notes:

- 1) **Passenger Revenue** is under budget due to decreased ridership.
- 2) **Advertising Income** is over budget due to more advertising than expected.
- 3) **Interest Income** is over budget due to revenue budgeted using County Treasury estimates, while a higher interest rate was actually paid.
- 4) **Sales Tax Revenue** is under budget due to less consumer discretionary spending and current economic conditions.
- 5) **Transp Dev Act (TDA) - Op Assist** is under budget due to a budget revision adopted by the RTC in February 2010 equal to 9.9% or \$549K, as well as being tied to the Consumer Spending like the Sales Tax Rev.
- 6) **FTA Sec 5309 - ARRA Oprtg** is the first of two disbursements of the \$475,000 ARRA (American Reinvestment & Recovery Act of 2009) operating grant.

# Attachment A

## FY2010 CAPITAL BUDGET For the month ending - June 30, 2010

	<u>YTD Actual</u>	<u>FY10 Budget</u>	<u>Remaining Budget</u>	<u>% Spent YTD</u>
<b><u>Grant-Funded Projects</u></b>				
MetroBase Maintenance Facility (PTMISEA 1B)	\$ 3,770,602	\$ 4,200,000	\$ 429,398	90%
Purchase Smartcard Farebox System (FTA-ARRA)	\$ -	\$ 2,267,000	\$ 2,267,000	0%
Purchase & Renovation of Vernon Bldg (PTMISEA 1B)	\$ 2,250,110	\$ 2,400,000	\$ 149,890	94%
Pacific Station Project (TCRP)	\$ 94,318	\$ 2,100,000	\$ 2,005,682	4%
Purchase 27 ParaCruz Vehicles (FTA-ARRA)	\$ -	\$ 1,750,000	\$ 1,750,000	0%
Transit Mgmt. Info. Technology (FTA-ARRA)	\$ 177,330	\$ 1,264,873	\$ 1,087,543	14%
2nd LNG Storage Tank & Process Equipment	\$ -	\$ 1,000,000	\$ 1,000,000	0%
Facilities Video Surveillance (CCTV) (1B-TGSP CalEMA)	\$ 33,053	\$ 220,000	\$ 186,947	15%
Fleet Radios/Surveillance (LMR) (1B-TGSP CalEMA)	\$ 6,644	\$ 202,457	\$ 195,813	3%
Comprehensive Security & Surveillance Sys (1B-TGSP CalEMA)	\$ -	\$ 440,505	\$ 440,505	0%
Trapeze Pass Interactive Voice Response System (FTA 5317)	\$ 68,007	\$ 91,141	\$ 23,134	75%
<b>Subtotal Grant Funded Projects</b>	<b>\$ 6,400,064</b>	<b>\$ 15,935,976</b>	<b>\$ 9,535,912</b>	<b>40%</b>
<b><u>IT Projects</u></b>				
Replace Fleet & Facilities Maintenance Software	\$ 257,703	\$ 470,000	\$ 212,297	55%
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	\$ 41,954	\$ 46,000	\$ 4,046	91%
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%
<b>Subtotal IT Projects</b>	<b>\$ 407,816</b>	<b>\$ 978,909</b>	<b>\$ 571,093</b>	<b>42%</b>
<b><u>Facilities Repair &amp; Improvements</u></b>				
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%
<b>Subtotal Facilities Repairs &amp; Improvements Projects</b>	<b>\$ 57,524</b>	<b>\$ 154,000</b>	<b>\$ 96,476</b>	<b>37%</b>

# Attachment A

## FY2010 CAPITAL BUDGET For the month ending - June 30, 2010

	<u>YTD Actual</u>	<u>FY10 Budget</u>	<u>Remaining Budget</u>	<u>% Spent YTD</u>
<b><u>Revenue Vehicle Replacement</u></b>				
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%
<b><u>Non-Revenue Vehicle Replacement</u></b>				
NONE	\$ -	\$ -	\$ -	0%
Subtotal Non-Revenue Vehicle Replacements	\$ -	\$ -	\$ -	0%
<b><u>Maint Equipment</u></b>				
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%
<b><u>Office Equipment</u></b>				
NONE	\$ -	\$ -	\$ -	0%
Subtotal Office Equipment	\$ -	\$ -	\$ -	0%
<b>TOTAL CAPITAL PROJECTS</b>	<b>\$ 6,865,404</b>	<b>\$ 19,571,285</b>	<b>\$ 12,705,881</b>	<b>35%</b>

**FY2010**  
**CAPITAL BUDGET**  
*For the month ending - June 30, 2010*

	<u>YTD Actual</u>	<u>FY10 Budget</u>	<u>Remaining Budget</u>	<u>% Spent YTD</u>
<b><u>CAPITAL FUNDING</u></b>				
Federal Capital Grants	\$ 231,736	\$ 8,605,764	\$ 8,374,027	3%
State / PTMISEA (1B) *	\$ 6,020,711	-	\$ (6,020,712)	-100%
State / Other Capital Grants (Measure A - VTA)	\$ -	\$ 2,500,000	\$ 2,500,000	0%
State / Other Capital Grants (TCRP)	\$ 94,318	\$ 682,017	\$ 587,699	14%
State / Prop 1B TSGP CalEMA	\$ 39,697	\$ 862,962	\$ 823,265	5%
STA Funding (Prior Year)	\$ 478,942	\$ 1,163,858	\$ 684,916	41%
STA Funding (Current Year)	\$ -	-	-	0%
District Reserves (Lawsuit & Sakata Proceeds)	\$ -	\$ 5,756,684	\$ 5,756,684	0%
Capital Cash Reserves	\$ -	-	-	100%
<b>TOTAL CAPITAL FUNDING</b>	<b>\$ 6,865,404</b>	<b>\$ 19,571,285</b>	<b>\$ 12,705,879</b>	<b>35%</b>

\* Note: State PTMISEA 1B funds became available and were used to fund the MetroBase project instead of the Lawsuit / Sakata proceeds





**FY10**  
**Consolidated Operating Expenses**  
**For the month ending - June 30, 2010**

	Current Period				Year to Date				YTD Year Over Year Comparison			
	Actual	Budget	\$ Var	% Var	Actual	Budget	\$ Var	% Var	FY10	FY09	\$ Var	% Var
<b>LABOR</b>												
501011 Bus Operator Pay	\$ 590,824	\$ 678,293	\$ (87,469)	-13%	\$ 7,411,965	\$ 8,139,511	\$ (727,545)	-9%	\$ 7,411,965	\$ 7,571,894	\$ (159,929)	-2%
501013 Bus Operator Overtime	\$ 128,879	\$ 111,733	\$ 17,146	15%	\$ 1,768,049	\$ 1,340,794	\$ 427,254	32%	\$ 1,768,049	\$ 1,498,661	\$ 269,388	18%
501021 Other Salaries	\$ 423,402	\$ 570,467	\$ (147,065)	-26%	\$ 6,260,878	\$ 6,760,685	\$ (499,806)	-7%	\$ 6,260,878	\$ 6,161,034	\$ 99,845	2%
501023 Other Overtime	\$ 26,336	\$ 25,297	\$ 1,039	4%	\$ 327,245	\$ 310,544	\$ 16,701	5%	\$ 327,245	\$ 273,099	\$ 54,146	20%
<b>Total Labor -</b>	<b>\$ 1,169,441</b>	<b>\$ 1,385,789</b>	<b>\$ (216,348)</b>	<b>-16%</b>	<b>\$ 15,768,138</b>	<b>\$ 16,551,534</b>	<b>\$ (783,396)</b>	<b>-5%</b>	<b>\$ 15,768,138</b>	<b>\$ 15,504,688</b>	<b>\$ 263,450</b>	<b>2%</b>
<b>FRINGE BENEFITS</b>												
502011 Medicare/Soc. Sec.	\$ 19,888	\$ 21,387	\$ (1,499)	-7%	\$ 230,803	\$ 257,801	\$ (26,998)	-10%	\$ 230,803	\$ 219,517	\$ 11,286	5%
502021 Retirement	\$ 165,573	\$ 198,175	\$ (32,601)	-16%	\$ 2,151,927	\$ 2,388,464	\$ (236,537)	-10%	\$ 2,151,927	\$ 2,215,061	\$ (63,134)	-3%
502031 Medical Insurance	\$ 374,253	\$ 527,294	\$ (153,041)	-29%	\$ 5,124,745	\$ 6,334,595	\$ (1,209,850)	-19%	\$ 5,124,745	\$ 5,107,701	\$ 17,044	0%
502041 Dental Insurance	\$ 37,593	\$ 46,352	\$ (8,759)	-19%	\$ 473,210	\$ 556,753	\$ (83,543)	-15%	\$ 473,210	\$ 473,737	\$ (527)	0%
502045 Vision Insurance	\$ 10,693	\$ 12,023	\$ (1,331)	-11%	\$ 134,988	\$ 144,511	\$ (9,523)	-7%	\$ 134,988	\$ 133,492	\$ 1,496	1%
502051 Life Insurance	\$ 3,483	\$ 4,313	\$ (829)	-19%	\$ 43,209	\$ 51,836	\$ (8,626)	-17%	\$ 43,209	\$ 43,265	\$ (56)	0%
502060 State Disability	\$ 16,865	\$ 26,401	\$ (9,536)	-36%	\$ 198,492	\$ 317,793	\$ (119,301)	-38%	\$ 198,492	\$ 174,294	\$ 24,198	14%
502061 Disability Insurance	\$ 17,667	\$ 22,449	\$ (4,783)	-21%	\$ 210,148	\$ 271,190	\$ (61,042)	-23%	\$ 210,148	\$ 214,214	\$ (4,065)	-2%
502071 State Unemp. Ins	\$ (4)	\$ 4,434	\$ (4,438)	-100%	\$ 63,197	\$ 53,209	\$ 9,988	19%	\$ 63,197	\$ 51,903	\$ 11,294	22%
502081 Worker's Comp Ins	\$ 9,700	\$ 85,756	\$ (76,056)	-89%	\$ 556,594	\$ 1,029,072	\$ (472,479)	-46%	\$ 556,594	\$ 740,341	\$ (183,748)	-25%
502083 Worker's Comp IBNR	\$ -	\$ -	\$ -	0%	\$ -	\$ -	\$ -	0%	\$ -	\$ -	\$ -	0%
502101 Holiday Pay	\$ 31,728	\$ 26,666	\$ 5,062	19%	\$ 300,733	\$ 404,837	\$ (104,104)	-26%	\$ 300,733	\$ 315,563	\$ (14,830)	-5%
502103 Floating Holiday	\$ 55,527	\$ 6,042	\$ 49,485	819%	\$ 83,611	\$ 72,501	\$ 11,110	15%	\$ 83,611	\$ 83,979	\$ (369)	0%
502109 Sick Leave	\$ 6,919	\$ 69,876	\$ (62,957)	-90%	\$ 618,589	\$ 913,383	\$ (294,794)	-32%	\$ 618,589	\$ 683,804	\$ (65,216)	-10%
502111 Annual Leave	\$ 351,637	\$ 135,714	\$ 215,922	159%	\$ 1,990,843	\$ 1,564,193	\$ 426,650	27%	\$ 1,990,843	\$ 1,792,332	\$ 198,511	11%
502121 Other Paid Absence	\$ 10,979	\$ 10,657	\$ 322	3%	\$ 153,174	\$ 127,882	\$ 25,291	20%	\$ 153,174	\$ 141,865	\$ 11,309	8%
502251 Physical Exams	\$ 675	\$ 1,108	\$ (433)	-39%	\$ 9,387	\$ 13,298	\$ (3,910)	-29%	\$ 9,387	\$ 6,740	\$ 2,647	39%
502253 Driver Lic Renewal	\$ 333	\$ 367	\$ (34)	-9%	\$ 2,647	\$ 4,402	\$ (1,755)	-40%	\$ 2,647	\$ 1,380	\$ 1,267	92%
502999 Other Fringe Benefits	\$ 3,962	\$ 12,443	\$ (8,481)	-68%	\$ 72,750	\$ 149,310	\$ (76,560)	-51%	\$ 72,750	\$ 70,828	\$ 1,922	3%
<b>Total Fringe Benefits -</b>	<b>\$ 1,117,468</b>	<b>\$ 1,211,456</b>	<b>\$ (93,987)</b>	<b>-8%</b>	<b>\$ 12,419,047</b>	<b>\$ 14,655,030</b>	<b>\$ (2,235,983)</b>	<b>-15%</b>	<b>\$ 12,419,047</b>	<b>\$ 12,470,018</b>	<b>\$ (50,971)</b>	<b>0%</b>
<b>Total Personnel Expenses -</b>	<b>\$ 2,286,909</b>	<b>\$ 2,597,245</b>	<b>\$ (310,336)</b>	<b>-12%</b>	<b>\$ 28,187,184</b>	<b>\$ 31,206,564</b>	<b>\$ (3,019,379)</b>	<b>-10%</b>	<b>\$ 28,187,184</b>	<b>\$ 27,974,705</b>	<b>\$ 212,479</b>	<b>1%</b>



**FY10**  
**Consolidated Operating Expenses**  
**For the month ending - June 30, 2010**

**Year to Date**

**Current Period**

**YTD Year Over Year Comparison**

	Current Period			Year to Date			YTD Year Over Year Comparison		
	Actual	Budget	% Var	Actual	Budget	% Var	FY10	FY09	% Var
<b>SERVICES</b>									
503011 Acctg & Audit Fees	\$ -	\$ 858	-100%	\$ 88,407	\$ 103,250	-14%	\$ 88,407	\$ 80,015	10%
503012 Admin & Bank Fees	\$ 32,527	\$ 51,333	-37%	\$ 184,567	\$ 216,633	-15%	\$ 184,567	\$ 185,856	-1%
503031 Prof & Tech Fees	\$ 19,461	\$ 29,888	-35%	\$ 166,621	\$ 334,573	-50%	\$ 166,621	\$ 140,961	18%
503032 Legislative Services	\$ 5,000	\$ 8,617	-42%	\$ 90,000	\$ 103,402	-13%	\$ 90,000	\$ 90,000	0%
503033 Legal Services	\$ -	\$ 4,583	-100%	\$ 40,532	\$ 54,998	-26%	\$ 40,532	\$ 1,473	2652%
503034 Pre-Employ Exams	\$ 1,052	\$ 1,037	1%	\$ 12,240	\$ 12,442	-2%	\$ 12,240	\$ 12,532	-2%
503041 Temp Help	\$ 36,912	\$ -	100%	\$ 290,996	\$ -	100%	\$ 290,996	\$ 105,043	177%
503161 Custodial Services	\$ 5,501	\$ 5,508	0%	\$ 63,958	\$ 66,098	-3%	\$ 63,958	\$ 68,500	-7%
503162 Uniform & Laundry	\$ 1,640	\$ 3,668	-55%	\$ 19,568	\$ 44,015	-56%	\$ 19,568	\$ 30,484	-36%
503171 Security Services	\$ 28,503	\$ 33,800	-16%	\$ 341,989	\$ 406,366	-16%	\$ 341,989	\$ 358,208	-5%
503221 Classified/Legal Ads	\$ 980	\$ 2,200	-55%	\$ 15,748	\$ 26,400	-40%	\$ 15,748	\$ 13,053	21%
503222 Legal Advertising	\$ -	\$ 333	-100%	\$ -	\$ 3,998	-100%	\$ -	\$ -	0%
503225 Graphic Services	\$ 4,715	\$ 6,375	-26%	\$ 49,455	\$ 76,500	-35%	\$ 49,455	\$ 73,338	-33%
503351 Repair - Bldg & Impr	\$ 26,743	\$ 35,964	-26%	\$ 425,805	\$ 448,869	-5%	\$ 425,805	\$ 327,258	30%
503352 Repair - Equipment	\$ 36,115	\$ 36,442	-1%	\$ 320,267	\$ 437,302	-27%	\$ 320,267	\$ 376,355	-15%
503353 Repair - Rev Vehicle	\$ 130	\$ 2,625	-95%	\$ 17,903	\$ 31,500	-43%	\$ 17,903	\$ 13,889	29%
503354 Repair - Non Rev Vehicle	\$ 5,298	\$ 2,083	154%	\$ 48,865	\$ 24,998	95%	\$ 48,865	\$ 51,806	-6%
503363 Haz Mat Disposal	\$ -	\$ -	0%	\$ -	\$ -	0%	\$ -	\$ -	0%
<b>Total Services -</b>	\$ 204,577	\$ 225,314	-9%	\$ 2,176,920	\$ 2,391,343	-9%	\$ 2,176,920	\$ 1,928,772	13%

**MOBILE MATERIALS AND SUPPLIES**

504011 Fuels & Lube Non Rev Veh	\$ 6,301	\$ 17,283	-64%	\$ 120,700	\$ 207,398	-42%	\$ 120,700	\$ 138,056	-13%
504012 Fuels & Lube Rev Veh	\$ 149,608	\$ 262,676	-43%	\$ 1,474,653	\$ 3,210,761	-54%	\$ 1,474,653	\$ 1,316,522	12%
504021 Tires & Tubes	\$ 14,753	\$ 17,750	-17%	\$ 201,951	\$ 213,000	-5%	\$ 201,951	\$ 180,368	12%
504161 Other Mobile Supplies	\$ -	\$ 858	-100%	\$ 505	\$ 10,298	-95%	\$ 505	\$ 6,578	-92%
504191 Rev Vehicle Parts	\$ 113,881	\$ 68,083	67%	\$ 600,456	\$ 816,998	-27%	\$ 600,456	\$ 460,133	30%
<b>Total Mobile Materials &amp; Supplies -</b>	\$ 284,543	\$ 366,651	-22%	\$ 2,398,265	\$ 4,458,455	-46%	\$ 2,398,265	\$ 2,101,658	14%



**FY10**  
**Consolidated Operating Expenses**  
**For the month ending - June 30, 2010**

**Year to Date**

**Current Period**

**YTD Year Over Year Comparison**

	Current Period			Year to Date			YTD Year Over Year Comparison		
	Actual	Budget	% Var	Actual	Budget	% Var	FY10	FY09	% Var
<b>OTHER MATERIALS &amp; SUPPLIES</b>									
504205 Freight Out	\$ 274	\$ 300	-9%	\$ 1,764	\$ 3,600	-51%	\$ 1,764	\$ 1,979	-11%
504211 Postage & Mailing	\$ 194	\$ 1,939	-90%	\$ 12,504	\$ 26,267	-52%	\$ 12,504	\$ 9,131	37%
504214 Promotional Items	\$ -	\$ -	0%	\$ -	\$ -	0%	\$ -	\$ -	0%
504215 Printing	\$ 2,279	\$ 14,624	-84%	\$ 75,423	\$ 101,136	-25%	\$ 75,423	\$ 76,060	-1%
504217 Photo Supply/Processing	\$ 20	\$ 825	-98%	\$ 470	\$ 9,900	-95%	\$ 470	\$ 4,782	-90%
504311 Office Supplies	\$ 2,625	\$ 7,353	-64%	\$ 56,086	\$ 88,238	-36%	\$ 56,086	\$ 57,066	-2%
504315 Safety Supplies	\$ 629	\$ 2,792	-77%	\$ 14,913	\$ 33,502	-55%	\$ 14,913	\$ 12,083	23%
504317 Cleaning Supplies	\$ 2,002	\$ 4,933	-59%	\$ 34,232	\$ 59,199	-42%	\$ 34,232	\$ 30,516	12%
504409 Repair/Maint Supplies	\$ 4,877	\$ 4,775	2%	\$ 52,361	\$ 57,300	-9%	\$ 52,361	\$ 45,836	14%
504421 Non-Inventory Parts	\$ -	\$ 4,463	-100%	\$ 8,105	\$ 53,552	-85%	\$ 8,105	\$ 46,072	-82%
504511 Small Tools	\$ 149	\$ 875	-83%	\$ 3,069	\$ 10,500	-71%	\$ 3,069	\$ 3,363	-9%
504515 Employee Tool Rplcmt	\$ 180	\$ 225	-20%	\$ 1,194	\$ 2,700	-56%	\$ 1,194	\$ 1,359	-12%
<b>Total Other Materials &amp; Supplies -</b>	<b>\$ 13,229</b>	<b>\$ 43,104</b>	<b>-69%</b>	<b>\$ 260,121</b>	<b>\$ 445,894</b>	<b>-42%</b>	<b>\$ 260,121</b>	<b>\$ 288,247</b>	<b>-10%</b>

**UTILITIES**

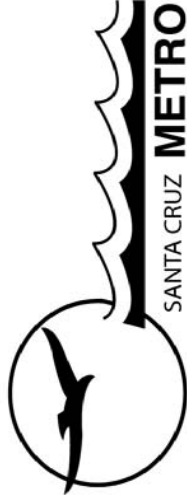
505011 Gas & Electric	\$ 23,242	\$ 19,101	22%	\$ 186,391	\$ 229,212	-19%	\$ 186,391	\$ 183,848	1%
505021 Water & Garbage	\$ 11,106	\$ 10,681	4%	\$ 131,392	\$ 128,173	3%	\$ 131,392	\$ 131,073	0%
505031 Telecommunications	\$ 9,507	\$ 12,298	-23%	\$ 135,367	\$ 147,577	-8%	\$ 135,367	\$ 116,430	16%
<b>Total Utilities -</b>	<b>\$ 43,855</b>	<b>\$ 42,080</b>	<b>4%</b>	<b>\$ 453,151</b>	<b>\$ 504,961</b>	<b>-10%</b>	<b>\$ 453,151</b>	<b>\$ 431,351</b>	<b>5%</b>

**CASUALTY & LIABILITY**

506011 Insurance - Property	\$ 8,747	\$ 10,158	-14%	\$ 86,156	\$ 121,897	-29%	\$ 86,156	\$ 71,472	21%
506015 Insurance - PL & PD	\$ 36,705	\$ 43,775	-16%	\$ 454,070	\$ 525,300	-14%	\$ 454,070	\$ 481,462	-6%
506021 Insurance - Other	\$ -	\$ -	0%	\$ 711	\$ 800	-11%	\$ 711	\$ 711	0%
506123 Settlement Costs	\$ 10,096	\$ 12,500	-19%	\$ 34,494	\$ 150,000	-77%	\$ 34,494	\$ 162,577	-79%
506127 Repairs - Dist Prop	\$ (892)	\$ -	100%	\$ (29,743)	\$ -	100%	\$ (29,743)	\$ (30,743)	-3%
<b>Total Casualty &amp; Liability -</b>	<b>\$ 54,656</b>	<b>\$ 66,433</b>	<b>-18%</b>	<b>\$ 545,689</b>	<b>\$ 797,997</b>	<b>-32%</b>	<b>\$ 545,689</b>	<b>\$ 685,479</b>	<b>-20%</b>

**TAXES**

507051 Fuel Tax	\$ 1,562	\$ 1,209	353	\$ 13,198	\$ 14,509	-9%	\$ 13,198	\$ 10,183	30%
507201 Licenses & permits	\$ -	\$ 1,158	-100%	\$ 18,062	\$ 15,798	14%	\$ 18,062	\$ 12,652	43%
507999 Other Taxes	\$ (552)	\$ -	100%	\$ 16,316	\$ 27,000	-40%	\$ 16,316	\$ 21,013	-22%
<b>Total Utilities -</b>	<b>\$ 1,010</b>	<b>\$ 2,368</b>	<b>-57%</b>	<b>\$ 47,575</b>	<b>\$ 57,307</b>	<b>-17%</b>	<b>\$ 47,575</b>	<b>\$ 43,848</b>	<b>9%</b>



**FY10**  
**Consolidated Operating Expenses**  
**For the month ending - June 30, 2010**

**Year to Date**

**Current Period**

**YTD Year Over Year Comparison**

	Current Period			Year to Date			YTD Year Over Year Comparison		
	Actual	Budget	% Var	Actual	Budget	% Var	FY10	FY09	% Var
<b>PURCHASED TRANSPORTATION</b>									
503406 Contr/Paratrans	\$ 23,561	\$ 20,833	13%	\$ 294,184	\$ 249,998	18%	\$ 294,184	\$ 176,003	67%
Total Purchased Transportation -	\$ 23,561	\$ 20,833	13%	\$ 294,184	\$ 249,998	18%	\$ 294,184	\$ 176,003	67%
<b>MISC</b>									
509011 Dues & Subscriptions	\$ 5,708	\$ 5,487	4%	\$ 63,392	\$ 66,821	-5%	\$ 63,392	\$ 62,018	2%
509085 Advertising - Rev Product	\$ 4,280	\$ 2,883	48%	\$ 10,294	\$ 34,597	-70%	\$ 10,294	\$ 8,095	27%
509101 Emp Incentive Prog	\$ 199	\$ 4,739	-96%	\$ 19,227	\$ 63,067	-70%	\$ 19,227	\$ 22,935	-16%
509121 Employee Training	\$ 3,087	\$ 7,232	-57%	\$ 30,490	\$ 86,781	-65%	\$ 30,490	\$ 36,262	-16%
509123 Travel	\$ 211	\$ 413	-49%	\$ 3,540	\$ 4,951	-28%	\$ 3,540	\$ 4,473	-21%
509125 Local Meeting Exp	\$ 750	\$ 1,100	-32%	\$ 7,950	\$ 13,200	-40%	\$ 7,950	\$ 10,350	-23%
509127 Board Director Fees	\$ -	\$ 54	-100%	\$ 3,791	\$ 649	484%	\$ 3,791	\$ 22	17132%
509150 Contributions	\$ 199	\$ 42	376%	\$ 414	\$ 501	-17%	\$ 414	\$ 511	-19%
509197 Sales Tax Expense	\$ -	\$ -	0%	\$ -	\$ -	0%	\$ -	\$ (22)	-100%
509198 Cash Over/Short	\$ 14,435	\$ 21,949	-34%	\$ (7,514)	\$ 270,566	-49%	\$ 139,098	\$ 144,645	-4%
Total Misc -	\$ 14,435	\$ 21,949	-34%	\$ (7,514)	\$ 270,566	-49%	\$ 139,098	\$ 144,645	-4%
<b>LEASES &amp; RENTALS</b>									
512011 Facility Rentals	\$ 30,894	\$ 31,028	0%	\$ 544,473	\$ 522,358	4%	\$ 544,473	\$ 728,349	-25%
512061 Equipment Rentals	\$ 1,208	\$ 2,755	-56%	\$ (1,547)	\$ 29,860	-60%	\$ (1,547)	\$ 15,978	-25%
Total Leases & Rentals -	\$ 32,102	\$ 33,783	-5%	\$ (1,681)	\$ 552,218	1%	\$ 556,378	\$ 744,327	-25%
<b>Total Non-Personnel Expenses -</b>	<b>\$ 671,968</b>	<b>\$ 822,515</b>	<b>-18%</b>	<b>\$ 6,871,380</b>	<b>\$ 9,728,739</b>	<b>-29%</b>	<b>\$ 6,871,380</b>	<b>\$ 6,544,329</b>	<b>5%</b>
<b>TOTAL OPERATING EXPENSE -</b>	<b>\$ 2,958,877</b>	<b>\$ 3,419,760</b>	<b>-13%</b>	<b>\$ 35,058,564</b>	<b>\$ 40,935,309</b>	<b>-14%</b>	<b>\$ 35,058,564</b>	<b>\$ 34,519,035</b>	<b>2%</b>

\*\* does not include non-cash entries: Depreciation \$393,122, W/C IBNR & Incurred Work. Comp (\$428,140), GASB 43/45 OPEB \$2,556,820, and Settlement Costs \$146,050.

**Current Period Notes:**

- 1) Total Personnel Expenses** are below budget due to vacant funded positions (approx. 19 positions / pay period) and extended leaves (approx. 11 employees/ pay period), as well as lower than anticipated medical and worker's comp insurance costs.
- 2) Prof & Tech Fees** are under budget due to lower than anticipated expenses and cost cutting measures in all departments.
- 3) Temp Help** is over budget due to vacant funded positions and extended leaves. (Expense is offset by savings in personnel expense.)
- 4) Repair-Revenue Veh** is under budget due to lower than anticipated repair costs.
- 5) Fuel/Lube Non Rev** is under budget due to lower than anticipated gas&diesel prices (budgeted at \$4.12/gallon - actual national weekly prices for gas in FY10 fluctuated between \$2.50 and \$ 2.90, and between \$2.65 and \$3.10 for diesel).
- 6) Fuels & Lube Rev Veh** is under budget due to lower than anticipated prices of fuel, in addition to fuel tax rebates received quarterly (\$411K) in FY10.



**FY10**  
**Consolidated Operating Expenses**  
**For the month ending - June 30, 2010**

	Current Period			Year to Date			YTD Year Over Year Comparison		
	Actual	Budget	\$ Var	% Var	Actual	Budget	\$ Var	% Var	Notes
7) Rev Veh Parts									
8) Other Materials & Supplies									
9) Insurance PL & PD									
10) Settlement costs									
11) Contr/Paratrans									
12) Miscellaneous expenses									

7) Rev Veh Parts is under budget due to lower than anticipated expenses.

8) Other Materials & Supplies are under budget due to cost cutting measures in all departments.

9) Insurance PL & PD is under budget due to more favorable loss experience.

10) Settlement costs are under budget due to less than anticipated settlement costs for the fiscal year.

11) Contr/Paratrans is over budget due to "catch-up" amounts paid to Santa Cruz Transportation for past-due contractual CPI increases.

12) Miscellaneous expenses are under budget due to cost cutting measures in all departments.

# Attachment B

## SANTA CRUZ METROPOLITAN TRANSIT DISTRICT SCHEDULE OF RESERVE ACCOUNT BALANCES

JUNE 30, 2010-Preliminary

	Board Adopted Minimum Balance	Reason	Balance at 6/30/09	Proposed Addition/ (Withdrawal)	Estimated Balance at 6/30/10	Comments:
<b>Capital Funding Reserve</b>	\$ 17,141,000	To cover District's share of capital project costs in the District's five year plan, plus MetroBase	\$ 14,025,636	\$ -	\$ 14,025,636	
<b>Cash Flow Reserve</b>	\$ 5,225,000	To cover two month's cash flow for fiscal or natural disaster or emergency	\$ 5,059,022	\$ (2,547,920)	\$ 2,511,102	Board approved use of cash flow reserves to balance FY10. Reserve is 48% funded.
<b>Workers Compensation Reserve</b>	\$ 3,194,347	Long term portion of workers compensation liability per 6/30/10 audit	\$ 2,091,581	\$ -	\$ 2,091,581	Minimum balance updated for FY10. Reserve is 65% funded
<b>Liability Insurance Reserve</b>	\$ 814,500	\$250,000 SIR plus estimated liability on outstanding cases	\$ 700,757	\$ -	\$ 700,757	Minimum balance updated for FY10. Reserve is 86% funded
<b>Carryover from Previous Year</b>	N/A	Excess revenue to support operating expenses in subsequent year(s)	\$ 2,155,737	\$ (165,875)	\$ 1,989,862	Proposed withdrawal required to balance FY10 operating budget
	<b>\$ 26,374,847</b>		<b>\$ 24,032,733</b>	<b>\$ (2,713,795)</b>	<b>\$ 21,318,938</b>	

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

**DATE:** October 22, 2010  
**TO:** Board of Directors  
**FROM:** Angela Aitken, Finance Manager and Acting Assistant General Manager  
**SUBJECT: MONTHLY BUDGET STATUS REPORTS FOR JULY 2010,  
APPROVAL OF BUDGET TRANSFERS, AND AUTHORIZATION TO  
ADD \$22,427 TO THE FY11 CAPITAL BUDGET**

## I. RECOMMENDED ACTION

**That the Board of Directors accept and file the monthly budget status reports for July 2010, approve the budget transfers for July 2010, and authorize an additional \$22,427 to the FY11 Capital budget.**

## II. SUMMARY OF ISSUES

- **Operating Revenues** for the month of July 2010 were \$24K or 1 % over the amount of revenue expected for July 2010.
- **Consolidated Operating Expenses** for the month of July 2010 were \$322K or 10 % under budget for the month of July 2010.
- **Capital Budget** spending year to date through July 2010 was \$178K or 1% of the Capital budget. A budget revision is requested to add the Trapeze Pass Interactive Voice Response (IVR) System to the FY11 Capital Budget for \$22,427.

## 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 FY11 operating and capital budgets versus actual expenditures for the month.

The fiscal year has elapsed **8%**.

**A. Operating Revenue**

For the month of July 2010 Operating Revenues were \$24K or 1% over the amount of revenue expected for July 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 July 2010 were \$322K or 10 % under budget; 4 % under where we were in FY10. The majority of the variance is due to lower than anticipated Personnel and Mobile Materials and Supplies expenses.

**C. Consolidated Operating Expenses**

Consolidated Operating Expenses for the month of July 2010 were \$322K or 10 % 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**

The FY11 Capital Budget spending year to date through July 2010 was \$178K or 1% of the Capital budget.

A budget revision is requested at this time to add the Trapeze IVR project for \$22,427 to the FY11 capital budget. The original budget for the Trapeze IVR project was in the FY10 Capital budget for \$91K, of which \$69K or 75 % was spent by the end of FY10. It was anticipated that the Trapeze IVR project would be closed out prior to June 30, 2010; therefore the project was not carried forward into the FY11 Capital budget. Unfortunately, the final expenses were not received until July 2010, which was FY11.

Staff recommends that the Board of Directors accept and file the monthly budget status reports for July 2010, approve the budget transfers for July 2010, and authorize an additional \$22,427 to the FY11 Capital budget to close out the Trapeze IVR project from FY10.



#### **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.

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

The additional Capital budget for the Trapeze IVR project in FY11 for \$22,427 is only transferring authority from FY10 to FY11. No additional expense is being incurred or authorized above what was in the FY10 IT Projects capital budget.

**Attachment A:** FY11 Operating Revenue for the month ending – 07/31/10  
FY11 Operating Expenses by Department for the month ending – 07/31/10  
FY11 Consolidated Operating Expenses for the month ending – 07/31/10  
FY11 Capital Budget Reports for the month ending – 07/31/10  
FY11 Budget Transfers for the month ending – 07/31/10

Prepared by: Kristina Mihaylova, Financial Analyst

Date Prepared: October 12, 2010



**FY2011**  
**CAPITAL BUDGET**  
*For the month ending - July 31, 2010*

	<u>YTD Actual</u>	<u>FY11 Budget</u>	<u>Remaining Budget</u>	<u>% Spent YTD</u>
<b><u>Grant-Funded Projects</u></b>				
MetroBase Maintenance Facility (5309) / (PTMISEA)	\$ 36,012	\$ 2,000,000	\$ 1,963,988	2%
Purchase Smartcard Farebox System (ARRA) (5311)	\$ -	\$ 2,362,000	\$ 2,362,000	0%
Purchase of 425 Front Street (FTA) / (TCRP)	\$ 2,465	\$ 2,075,000	\$ 2,072,536	0%
Purchase 27 ParaCruz Vehicles (ARRA)	\$ -	\$ 1,750,000	\$ 1,750,000	0%
Transit Mgmt. Info. Technology (ARRA)	\$ -	\$ 1,165,000	\$ 1,165,000	0%
Comprehensive Security & Surveillance Sys (OHS-1B)	\$ -	\$ 440,505	\$ 440,505	0%
Facilities Video Surveillance Project (OHS-1B)	\$ -	\$ 185,000	\$ 185,000	0%
Fleet - Land Mobile Radio Project (OHS-1B)	\$ 13,288	\$ 195,000	\$ 181,712	7%
<b>Subtotal Grant Funded Projects</b>	<b>\$ 51,765</b>	<b>\$ 10,172,505</b>	<b>\$ 10,120,741</b>	<b>1%</b>
<b><u>IT Projects</u></b>				
Replace Fleet & Facilities Maintenance Software	\$ 5,336	\$ 170,000	\$ 164,664	3%
HR Software Upgrade (NTE \$165K + 10%)	\$ 54,919	\$ 181,500	\$ 126,581	30%
Trapeze Pass Customer Certification Software	\$ -	\$ 5,000	\$ 5,000	0%
Trapeze Pass Interactive Voice Response System *	\$ 22,427	\$ 0	\$ (22,427)	0%
Automated Purchasing System Software	\$ 44,000	\$ 84,000	\$ 40,000	52%
<b>Subtotal IT Projects</b>	<b>\$ 126,682</b>	<b>\$ 440,500</b>	<b>\$ 313,818</b>	<b>29%</b>
<b><u>Facilities Repair &amp; Improvements</u></b>				
MTC Lane Four Shelter Replacement	\$ -	\$ 75,000	\$ 75,000	0%
Repair, Reseal, Restripe (Sinkholes) - Operations	\$ -	\$ 4,000	\$ 4,000	0%
<b>Subtotal Facilities Repairs &amp; Improvements Projects</b>	<b>\$ -</b>	<b>\$ 79,000</b>	<b>\$ 79,000</b>	<b>0%</b>



**FY2011**  
**CAPITAL BUDGET**  
*For the month ending - July 31, 2010*

	<u>YTD Actual</u>	<u>FY11 Budget</u>	<u>Remaining Budget</u>	<u>% Spent YTD</u>
<b><u>Revenue Vehicle Replacement</u></b>				
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%
<b><u>Non-Revenue Vehicle Replacement</u></b>				
NONE	\$ -	\$ -	\$ -	0%
Subtotal Non-Revenue Vehicle Replacements	\$ -	\$ -	\$ -	0%
<b><u>Maint Equipment</u></b>				
NONE	\$ -	\$ -	\$ -	0%
Subtotal Non-Revenue Vehicle Replacements	\$ -	\$ -	\$ -	0%
<b><u>Office Equipment</u></b>				
NONE	\$ -	\$ -	\$ -	0%
Subtotal Office Equipment	\$ -	\$ -	\$ -	0%
<b>TOTAL CAPITAL PROJECTS</b>	<b>\$ 178,447</b>	<b>\$ 13,192,005</b>	<b>\$ 13,013,559</b>	<b>1%</b>



**FY2011**  
**CAPITAL BUDGET**  
*For the month ending - July 31, 2010*

	<u>YTD Actual</u>	<u>FY11 Budget</u>	<u>Remaining Budget</u>	<u>% Spent YTD</u>
<b><u>CAPITAL FUNDING</u></b>				
Federal Capital Grants	\$ 8,187	\$ 7,480,265	\$ 7,472,078	0%
State - Measure A - (VTA)	\$ -	\$ 2,500,000	\$ 2,500,000	0%
State - PTMISEA (1B)	\$ 36,012	\$ 891,938	\$ 855,926	4%
State Security Bond Funds (1B)	\$ 13,288	\$ 820,505	\$ 807,217	2%
State - CalTrans (Section 5311)	\$ -	\$ 267,464	\$ 267,464	0%
Traffic Congestion Relief Program - (TCRP)	\$ 2,465	\$ 617,333	\$ 614,868	0%
State Transit Assistance (STA) (Carryover)-Prior Yrs	\$ 118,495	\$ 614,500	\$ 496,005	19%
Local Reserves (Lawsuit & Sakata Proceeds)	\$ -	\$ -	\$ -	0%
<b>TOTAL CAPITAL FUNDING</b>	<b>\$ 178,447</b>	<b>\$ 13,192,005</b>	<b>\$ 13,013,558</b>	<b>1%</b>

\* It was anticipated that the Trapeze IVR project would be closed prior to June 30, 2010, therefore the project was not carried forward into the FY11 capital budget. A budget revision is requested at this time to add this project to the FY11 capital budget. Funds were not expended in FY10 - and are therefore still available in FY11.

# Attachment A

## FY 11 BUDGET LINE ITEM TRANSFERS

### For the month ending - July 31, 2010

	ACCOUNT #	ACCOUNT TITLE	AMOUNT
<b>TRANSFER # FY11-1</b>			
TRANSFER FROM:	503352-2200	Out Rpr Equipment	\$ (1,000)
TRANSFER TO:	503171-2200	Security Services	\$ 1,000
REASON:	Extra Funds needed to cover security services.		

<b>TRANSFER # FY11-2</b>			
TRANSFER FROM:	501021-1100	Other Salaries	\$ (44,541)
TRANSFER TO:	503041-1100	Temp Help	\$ 44,541
REASON:	To cover Temp Help expenses for Admin Assistant in Admin for FY11.		

<b>TRANSFER # FY11-3</b>			
TRANSFER FROM:	504215-3200	Printing	\$ (400)
TRANSFER TO:	512061-3200	Equipment Rental	\$ 400
REASON:	Need addl. funds for the lease of copier.		

<b>TRANSFER # FY11-4</b>			
TRANSFER FROM:	504217-3200	Photo Supp/Processing	\$ (400)
TRANSFER TO:	504421-3200	Parts & Supplies (Non-Inv)	\$ 400
REASON:	Need funds for the purchase of battery & charger.		

<b>TRANSFER # FY11-5</b>			
TRANSFER FROM:	503031-3200	Professional/Technical Fees	\$ (100)
TRANSFER TO:	502253-3200	Driver Lic. Renewal	\$ 100
REASON:	Need budget to reimburse transit supervisors for DMV/VTT fees.		

# Attachment A

## FY 11 BUDGET LINE ITEM TRANSFERS

For the month ending - July 31, 2010

	ACCOUNT #	ACCOUNT TITLE	AMOUNT
<b>TRANSFER # FY11-6</b>			
TRANSFER FROM:	501021-3100	Other Salaries	\$ (896)
TRANSFER TO:	503041-3100	Temp Help	\$ 896
REASON:	Payment for temporary employee to perform Reservationist duties when ParaCruz was understaffed by three Reservationists.		
<b>TRANSFER # FY11-7</b>			
TRANSFER FROM:	509121-1400	Employee Training	\$ (43,575)
TRANSFER TO:	509121-1100	Employee Training	\$ 43,575
REASON:	To move Training budget tracking from HR to Admin.		
<b>TRANSFER # FY11-8</b>			
TRANSFER FROM:	501021-2200	Other Salaries	\$ (17,971)
TRANSFER TO:	503041-2200	Temp Help	\$ 17,971
REASON:	To cover Temp Help expenses for Custodial Service Worker for six months.		



**FY11**  
**Operating Revenue**  
**For the month ending - July 31, 2010**

Percent of Year Elapsed - 8%

Revenue Source	Current Period				Year to Date				YTD Year Over Year Comparison					
	Actual	Budget	\$ Var	% Var	Notes	Actual	Budget	\$ Var	% Var	FY11	FY10	\$ Var	% Var	
Passenger Fares	\$ 300,167	\$ 281,483	\$ 18,684	7%		\$ 300,167	\$ 281,483	\$ 18,684	7%		\$ 300,167	\$ 293,389	\$ 6,778	2%
Paratransit Fares	\$ 19,005	\$ 21,235	\$ (2,230)	-11%		\$ 19,005	\$ 21,235	\$ (2,230)	-11%		\$ 19,005	\$ 20,627	\$ (1,622)	-8%
Special Transit Fares	\$ 88,481	\$ 78,034	\$ 10,447	13%		\$ 88,481	\$ 78,034	\$ 10,447	13%		\$ 88,481	\$ 83,772	\$ 4,709	6%
Highway 17 Fares	\$ 75,075	\$ 89,522	\$ (14,447)	-16%		\$ 75,075	\$ 89,522	\$ (14,447)	-16%		\$ 75,075	\$ 79,675	\$ (4,600)	-6%
Highway 17 Payments	\$ 44,745	\$ 43,794	\$ 951	2%		\$ 44,745	\$ 43,794	\$ 951	2%		\$ 44,745	\$ 43,015	\$ 1,730	4%
<b>Subtotal Passenger Revenue</b>	<b>\$ 527,473</b>	<b>\$ 514,068</b>	<b>\$ 13,405</b>	<b>3%</b>	<b>1</b>	<b>\$ 527,473</b>	<b>\$ 514,068</b>	<b>\$ 13,405</b>	<b>3%</b>		<b>\$ 527,473</b>	<b>\$ 520,478</b>	<b>\$ 6,995</b>	<b>1%</b>
Commissions	\$ 55	\$ 458	\$ (403)	-88%		\$ 55	\$ 458	\$ (403)	-88%		\$ 55	\$ -	\$ 55	100%
Advertising Income	\$ 23,038	\$ 17,917	\$ 5,121	29%	<b>2</b>	\$ 23,038	\$ 17,917	\$ 5,121	29%		\$ 23,038	\$ 25,768	\$ (2,730)	-11%
Rent Income - SC Pacific Station	\$ 7,520	\$ 7,648	\$ (128)	-2%		\$ 7,520	\$ 7,648	\$ (128)	-2%		\$ 7,520	\$ 7,598	\$ (78)	-1%
Rent Income - Watsonville TC	\$ 2,910	\$ 2,867	\$ 44	2%		\$ 2,910	\$ 2,867	\$ 44	2%		\$ 2,910	\$ 2,855	\$ 55	2%
Rent Income - General	\$ -	\$ -	\$ -	0%		\$ -	\$ -	\$ -	0%		\$ -	\$ -	\$ -	0%
Interest Income	\$ 13,819	\$ 4,813	\$ 9,007	187%	<b>3</b>	\$ 13,819	\$ 4,813	\$ 9,007	187%		\$ 13,819	\$ 19,220	\$ (5,401)	-28%
Other Non-Transp Revenue	\$ 61	\$ 667	\$ (606)	-91%		\$ 61	\$ 667	\$ (606)	-91%		\$ 61	\$ 57	\$ 4	7%
Sales Tax Revenue	\$ 980,300	\$ 980,300	\$ -	0%		\$ 980,300	\$ 980,300	\$ -	0%		\$ 980,300	\$ 1,002,200	\$ (21,900)	-2%
Transp Dev Act (TDA) - Op Asst	\$ -	\$ -	\$ -	0%		\$ -	\$ -	\$ -	0%		\$ -	\$ -	\$ -	0%
<b>Subtotal Other Revenue</b>	<b>\$ 1,027,703</b>	<b>\$ 1,014,669</b>	<b>\$ 13,035</b>	<b>1%</b>		<b>\$ 1,027,703</b>	<b>\$ 1,014,669</b>	<b>\$ 13,035</b>	<b>1%</b>		<b>\$ 1,027,703</b>	<b>\$ 1,057,698</b>	<b>\$ (29,995)</b>	<b>-3%</b>
FTA Sec 5307 - Op Asst	\$ -	\$ -	\$ -	0%		\$ -	\$ -	\$ -	0%		\$ -	\$ -	\$ -	0%
FTA Sec 5309 - ARRA Oprtg	\$ 270,000	\$ 270,000	\$ -	0%		\$ 270,000	\$ 270,000	\$ -	0%		\$ 270,000	\$ -	\$ 270,000	100%
Repay FTA Advance	\$ -	\$ -	\$ -	0%		\$ -	\$ -	\$ -	0%		\$ -	\$ -	\$ -	0%
FTA Sec 5311 - Rural Op Asst	\$ -	\$ -	\$ -	0%		\$ -	\$ -	\$ -	0%		\$ -	\$ -	\$ -	0%
Sec 5303 - AMBAG Funding	\$ -	\$ 2,917	\$ (2,917)	-100%		\$ -	\$ 2,917	\$ (2,917)	-100%		\$ -	\$ -	\$ -	0%
FTA Sec 5317 - Op Assistance	\$ -	\$ -	\$ -	0%		\$ -	\$ -	\$ -	0%		\$ -	\$ -	\$ -	0%
<b>Subtotal Grant Revenue</b>	<b>\$ 270,000</b>	<b>\$ 272,917</b>	<b>\$ (2,917)</b>	<b>-1%</b>		<b>\$ 270,000</b>	<b>\$ 272,917</b>	<b>\$ (2,917)</b>	<b>-1%</b>		<b>\$ 270,000</b>	<b>\$ -</b>	<b>\$ 270,000</b>	<b>100%</b>
<b>Subtotal Operating Revenue</b>	<b>\$ 1,825,177</b>	<b>\$ 1,801,653</b>	<b>\$ 23,523</b>	<b>1%</b>		<b>\$ 1,825,177</b>	<b>\$ 1,801,653</b>	<b>\$ 23,523</b>	<b>1%</b>		<b>\$ 1,825,177</b>	<b>\$ 1,578,176</b>	<b>\$ 247,001</b>	<b>16%</b>
<b>Total Operating Expenses</b>	<b>\$ 2,835,603</b>					<b>\$ 2,835,603</b>					<b>\$ 2,835,603</b>			
<b>Variance</b>	<b>\$ (1,010,426)</b>					<b>\$ (1,010,426)</b>					<b>\$ (1,010,426)</b>			
<b>One-Time Revenue</b>														
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%
<b>Subtotal One-Time Revenue</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0%</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0%</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0%</b>
<b>Total Revenue</b>	<b>\$ 1,825,177</b>	<b>\$ 1,801,653</b>	<b>\$ 23,523</b>	<b>1%</b>		<b>\$ 1,825,177</b>	<b>\$ 1,801,653</b>	<b>\$ 23,523</b>	<b>1%</b>		<b>\$ 1,825,177</b>	<b>\$ 1,578,176</b>	<b>\$ 247,001</b>	<b>16%</b>
<b>Total Operating Expenses</b>	<b>\$ 2,835,603</b>					<b>\$ 2,835,603</b>					<b>\$ 2,835,603</b>			
<b>Variance</b>	<b>\$ (1,010,426)</b>					<b>\$ (1,010,426)</b>					<b>\$ (1,010,426)</b>			



Percent of Year Elapsed - 8%

**FY11**  
**Operating Revenue**  
**For the month ending - July 31, 2010**

Revenue Source	Current Period			Year to Date			YTD Year Over Year Comparison		
	Actual	Budget	\$ Var	% Var	Notes	Actual	Budget	\$ Var	% Var

**Current Period Notes:**

- 1) **Passenger Revenue** is over budget due to an increase in ridership.
- 2) **Advertising Income** is over budget due to more advertising than expected.
- 3) **Interest Income** is over budget due to revenue budgeted using County Treasury estimates, while a higher interest rate was actually paid.





**FY11**  
**Consolidated Operating Expenses**  
**For the month ending - July 31, 2010**

	Current Period				Year to Date				YTD Year Over Year Comparison					
	Actual	Budget	\$ Var	% Var	Notes	Actual	Budget	\$ Var	% Var	FY11	FY10	\$ Var	% Var	
										Actual				
<b>LABOR</b>														
501011 Bus Operator Pay	\$ 611,478	\$ 661,071	\$ (49,593)	-8%		\$ 611,478	\$ 661,071	\$ (49,593)	-8%		\$ 611,478	\$ 640,277	\$ (28,799)	-4%
501013 Bus Operator Overtime	\$ 110,969	\$ 128,466	\$ (17,497)	-14%		\$ 110,969	\$ 128,466	\$ (17,497)	-14%		\$ 110,969	\$ 117,798	\$ (6,829)	-6%
501021 Other Salaries	\$ 537,094	\$ 552,270	\$ (15,176)	-3%		\$ 537,094	\$ 552,270	\$ (15,176)	-3%		\$ 537,094	\$ 555,427	\$ (18,333)	-3%
501023 Other Overtime	\$ 28,527	\$ 29,757	\$ (1,230)	-4%		\$ 28,527	\$ 29,757	\$ (1,230)	-4%		\$ 28,527	\$ 31,527	\$ (3,000)	-10%
<b>Total Labor -</b>	<b>\$ 1,288,068</b>	<b>\$ 1,371,564</b>	<b>\$ (83,496)</b>	<b>-6%</b>		<b>\$ 1,288,068</b>	<b>\$ 1,371,564</b>	<b>\$ (83,496)</b>	<b>-6%</b>		<b>\$ 1,288,068</b>	<b>\$ 1,345,029</b>	<b>\$ (56,961)</b>	<b>-4%</b>

**FRINGE BENEFITS**

502011 Medicare/Soc. Sec.	\$ 19,085	\$ 21,231	\$ (2,145)	-10%		\$ 19,085	\$ 21,231	\$ (2,145)	-10%		\$ 19,085	\$ 19,995	\$ (910)	-5%
502021 Retirement	\$ 184,684	\$ 196,621	\$ (11,937)	-6%		\$ 184,684	\$ 196,621	\$ (11,937)	-6%		\$ 184,684	\$ 194,166	\$ (9,482)	-5%
502031 Medical Insurance	\$ 453,351	\$ 471,353	\$ (18,002)	-4%		\$ 453,351	\$ 471,353	\$ (18,002)	-4%		\$ 453,351	\$ 446,607	\$ 6,744	2%
502041 Dental Insurance	\$ 32,451	\$ 39,867	\$ (7,417)	-19%		\$ 32,451	\$ 39,867	\$ (7,417)	-19%		\$ 32,451	\$ 40,033	\$ (7,582)	-19%
502045 Vision Insurance	\$ 11,024	\$ 11,250	\$ (226)	-2%		\$ 11,024	\$ 11,250	\$ (226)	-2%		\$ 11,024	\$ 11,299	\$ (275)	-2%
502051 Life Insurance	\$ 3,746	\$ 3,689	\$ 57	2%		\$ 3,746	\$ 3,689	\$ 57	2%		\$ 3,746	\$ 3,556	\$ 190	5%
502060 State Disability	\$ 16,545	\$ 15,665	\$ 880	6%		\$ 16,545	\$ 15,665	\$ 880	6%		\$ 16,545	\$ 17,429	\$ (884)	-5%
502061 Disability Insurance	\$ 17,250	\$ 18,784	\$ (1,534)	-8%		\$ 17,250	\$ 18,784	\$ (1,534)	-8%		\$ 17,250	\$ 16,263	\$ 987	6%
502071 State Unemp. Ins	\$ 398	\$ 5,368	\$ (4,969)	-93%		\$ 398	\$ 5,368	\$ (4,969)	-93%		\$ 398	\$ 312	\$ 86	28%
502081 Worker's Comp Ins	\$ 62,990	\$ 58,333	\$ 4,656	8%		\$ 62,990	\$ 58,333	\$ 4,656	8%		\$ 62,990	\$ 57,295	\$ 5,695	10%
502083 Worker's Comp IBNR	\$ -	\$ -	\$ -	0%		\$ -	\$ -	\$ -	0%		\$ -	\$ -	\$ -	0%
502101 Holiday Pay	\$ 13,588	\$ 25,897	\$ (12,309)	-48%		\$ 13,588	\$ 25,897	\$ (12,309)	-48%		\$ 13,588	\$ 18,446	\$ (4,858)	-26%
502103 Floating Holiday	\$ 2,467	\$ 5,798	\$ (3,331)	-57%		\$ 2,467	\$ 5,798	\$ (3,331)	-57%		\$ 2,467	\$ 4,623	\$ (2,156)	-47%
502109 Sick Leave	\$ 49,639	\$ 67,769	\$ (18,130)	-27%		\$ 49,639	\$ 67,769	\$ (18,130)	-27%		\$ 49,639	\$ 48,377	\$ 1,262	3%
502111 Annual Leave	\$ 167,064	\$ 127,137	\$ 39,927	31%		\$ 167,064	\$ 127,137	\$ 39,927	31%		\$ 167,064	\$ 194,287	\$ (27,223)	-14%
502121 Other Paid Absence	\$ 17,479	\$ 10,335	\$ 7,145	69%		\$ 17,479	\$ 10,335	\$ 7,145	69%		\$ 17,479	\$ 15,197	\$ 2,282	15%
502251 Physical Exams	\$ -	\$ 1,142	\$ (1,142)	-100%		\$ -	\$ 1,142	\$ (1,142)	-100%		\$ -	\$ 334	\$ (334)	-100%
502253 Driver Lic Renewal	\$ 88	\$ 478	\$ (390)	-82%		\$ 88	\$ 478	\$ (390)	-82%		\$ 88	\$ 527	\$ (439)	-83%
502999 Other Fringe Benefits	\$ 7,038	\$ 6,729	\$ 309	5%		\$ 7,038	\$ 6,729	\$ 309	5%		\$ 7,038	\$ 7,312	\$ (274)	-4%
<b>Total Fringe Benefits -</b>	<b>\$ 1,058,886</b>	<b>\$ 1,087,445</b>	<b>\$ (28,559)</b>	<b>-3%</b>		<b>\$ 1,058,886</b>	<b>\$ 1,087,445</b>	<b>\$ (28,559)</b>	<b>-3%</b>		<b>\$ 1,058,886</b>	<b>\$ 1,096,058</b>	<b>\$ (37,172)</b>	<b>-3%</b>

**Total Personnel Expenses - \$ 2,346,954 \$ 2,459,008 \$ (112,055) -5% 1 \$ 2,346,954 \$ 2,441,087 \$ (94,133) -4%**



**FY11**  
**Consolidated Operating Expenses**  
**For the month ending - July 31, 2010**

**Attachment A**

	Current Period				Year to Date				YTD Year Over Year Comparison					
	Actual	Budget	\$ Var	% Var	Notes	Actual	Budget	\$ Var	% Var	FY11	FY10	\$ Var	% Var	
										Actual				
<b>SERVICES</b>														
503011 Acctg & Audit Fees	\$ 2,000	\$ 3,521	\$ (1,521)	-43%		\$ 2,000	\$ 3,521	\$ (1,521)	-43%		\$ 2,000	\$ 3,200	\$ (1,200)	-38%
503012 Admin & Bank Fees	\$ 2,613	\$ 2,713	\$ (99)	-4%		\$ 2,613	\$ 2,713	\$ (99)	-4%		\$ 2,613	\$ 1,282	\$ 1,331	104%
503031 Prof & Tech Fees	\$ 9,551	\$ 17,494	\$ (7,943)	-45%		\$ 9,551	\$ 17,494	\$ (7,943)	-45%		\$ 9,551	\$ 7,307	\$ 2,244	31%
503032 Legislative Services	\$ 7,500	\$ 8,617	\$ (1,117)	-13%		\$ 7,500	\$ 8,617	\$ (1,117)	-13%		\$ 7,500	\$ 7,500	\$ -	0%
503033 Legal Services	\$ 863	\$ 4,583	\$ (3,720)	-81%		\$ 863	\$ 4,583	\$ (3,720)	-81%		\$ 863	\$ 1,125	\$ (262)	-23%
503034 Pre-Employ Exams	\$ 151	\$ 608	\$ (457)	-75%		\$ 151	\$ 608	\$ (457)	-75%		\$ 151	\$ 1,645	\$ (1,494)	-91%
503041 Temp Help	\$ 16,410	\$ 7,603	\$ 8,807	116%	<b>2</b>	\$ 16,410	\$ 7,603	\$ 8,807	116%		\$ 16,410	\$ 13,033	\$ 3,377	26%
503161 Custodial Services	\$ 5,201	\$ 4,167	\$ 1,034	25%		\$ 5,201	\$ 4,167	\$ 1,034	25%		\$ 5,201	\$ 5,072	\$ 129	3%
503162 Uniform & Laundry	\$ 1,371	\$ 2,800	\$ (1,429)	-51%		\$ 1,371	\$ 2,800	\$ (1,429)	-51%		\$ 1,371	\$ 1,822	\$ (451)	-25%
503171 Security Services	\$ 28,090	\$ 31,278	\$ (3,188)	-10%		\$ 28,090	\$ 31,278	\$ (3,188)	-10%		\$ 28,090	\$ 29,426	\$ (1,336)	-5%
503221 Classified/Legal Ads	\$ 1,060	\$ 2,425	\$ (1,365)	-56%		\$ 1,060	\$ 2,425	\$ (1,365)	-56%		\$ 1,060	\$ 694	\$ 366	53%
503222 Legal Advertising	\$ -	\$ -	\$ -	0%		\$ -	\$ -	\$ -	0%		\$ -	\$ -	\$ -	0%
503225 Graphic Services	\$ -	\$ 333	\$ (333)	-100%		\$ -	\$ 333	\$ (333)	-100%		\$ -	\$ -	\$ -	0%
503351 Repair - Bldg & Impr	\$ 1,750	\$ 8,333	\$ (6,584)	-79%		\$ 1,750	\$ 8,333	\$ (6,584)	-79%		\$ 1,750	\$ 3,617	\$ (1,868)	-52%
503352 Repair - Equipment	\$ 27,400	\$ 48,383	\$ (20,983)	-43%	<b>3</b>	\$ 27,400	\$ 48,383	\$ (20,983)	-43%		\$ 27,400	\$ 42,615	\$ (15,215)	-36%
503353 Repair - Rev Vehicle	\$ 37,384	\$ 34,167	\$ 3,218	9%		\$ 37,384	\$ 34,167	\$ 3,218	9%		\$ 37,384	\$ 23,411	\$ 13,973	60%
503354 Repair - Non Rev Vehicle	\$ 153	\$ 2,083	\$ (1,930)	-93%		\$ 153	\$ 2,083	\$ (1,930)	-93%		\$ 153	\$ -	\$ 153	100%
503363 Haz Mat Disposal	\$ 2,612	\$ 4,125	\$ (1,514)	-37%		\$ 2,612	\$ 4,125	\$ (1,514)	-37%		\$ 2,612	\$ 1,630	\$ 982	60%
<b>Total Services -</b>	\$ 144,109	\$ 183,232	\$ (39,123)	-21%		\$ 144,109	\$ 183,232	\$ (39,123)	-21%		\$ 144,109	\$ 143,379	\$ 730	1%
<b>MOBILE MATERIALS AND SUPPLIES</b>														
504011 Fuels & Lube Non Rev Veh	\$ 4,986	\$ 12,592	\$ (7,606)	-60%		\$ 4,986	\$ 12,592	\$ (7,606)	-60%		\$ 4,986	\$ 17,983	\$ (12,997)	-72%
504012 Fuels & Lube Rev Veh	\$ 160,548	\$ 174,583	\$ (14,035)	-8%	<b>4</b>	\$ 160,548	\$ 174,583	\$ (14,035)	-8%		\$ 160,548	\$ 132,995	\$ 27,553	21%
504021 Tires & Tubes	\$ 9,494	\$ 20,250	\$ (10,756)	-53%		\$ 9,494	\$ 20,250	\$ (10,756)	-53%		\$ 9,494	\$ 10,846	\$ (1,352)	-12%
504161 Other Mobile Supplies	\$ -	\$ -	\$ -	0%		\$ -	\$ -	\$ -	0%		\$ -	\$ 85	\$ (85)	-100%
504191 Rev Vehicle Parts	\$ 29,296	\$ 52,083	\$ (22,788)	-44%	<b>5</b>	\$ 29,296	\$ 52,083	\$ (22,788)	-44%		\$ 29,296	\$ 27,316	\$ 1,980	7%
<b>Total Mobile Materials &amp; Supplies -</b>	\$ 204,324	\$ 259,508	\$ (55,185)	-21%		\$ 204,324	\$ 259,508	\$ (55,185)	-21%		\$ 204,324	\$ 189,225	\$ 15,099	8%



**FY11**  
**Consolidated Operating Expenses**  
**For the month ending - July 31, 2010**

	Current Period				Year to Date				YTD Year Over Year Comparison					
	Actual	Budget	\$ Var	% Var	Notes	Actual	Budget	\$ Var	% Var	FY11	FY10	\$ Var	% Var	
										Actual				
<b>OTHER MATERIALS &amp; SUPPLIES</b>														
504205 Freight Out	\$ 153	\$ 208	\$ (56)	-27%		\$ 153	\$ 208	\$ (56)	-27%		\$ 153	\$ 110	\$ 43	39%
504211 Postage & Mailing	\$ 99	\$ 1,700	\$ (1,601)	-94%		\$ 99	\$ 1,700	\$ (1,601)	-94%		\$ 99	\$ 2,318	\$ (2,219)	-96%
504214 Promotional Items	\$ -	\$ -	\$ -	0%		\$ -	\$ -	\$ -	0%		\$ -	\$ -	\$ -	0%
504215 Printing	\$ 978	\$ 5,041	\$ (4,063)	-81%		\$ 978	\$ 5,041	\$ (4,063)	-81%		\$ 978	\$ -	\$ 978	100%
504217 Photo Supply/Processing	\$ (10)	\$ 467	\$ (476)	-102%		\$ (10)	\$ 467	\$ (476)	-102%		\$ (10)	\$ 99	\$ (109)	-110%
504311 Office Supplies	\$ (188)	\$ 5,885	\$ (6,072)	-103%		\$ (188)	\$ 5,885	\$ (6,072)	-103%		\$ (188)	\$ 7,949	\$ (8,137)	-102%
504315 Safety Supplies	\$ 101	\$ 1,358	\$ (1,258)	-93%		\$ 101	\$ 1,358	\$ (1,258)	-93%		\$ 101	\$ 441	\$ (340)	-77%
504317 Cleaning Supplies	\$ 1,933	\$ 2,758	\$ (825)	-30%		\$ 1,933	\$ 2,758	\$ (825)	-30%		\$ 1,933	\$ 22	\$ 1,911	8687%
504409 Repair/Maint Supplies	\$ 13	\$ 3,333	\$ (3,320)	-100%		\$ 13	\$ 3,333	\$ (3,320)	-100%		\$ 13	\$ 1,306	\$ (1,293)	-99%
504421 Non-Inventory Parts	\$ 174	\$ 3,783	\$ (3,610)	-95%		\$ 174	\$ 3,783	\$ (3,610)	-95%		\$ 174	\$ 3,020	\$ (2,847)	-94%
504511 Small Tools	\$ 30	\$ 725	\$ (695)	-96%		\$ 30	\$ 725	\$ (695)	-96%		\$ 30	\$ 142	\$ (112)	-79%
504515 Employee Tool Rplcmt	\$ -	\$ 250	\$ (250)	-100%		\$ -	\$ 250	\$ (250)	-100%		\$ -	\$ -	\$ -	0%
Total Other Materials & Supplies -	\$ 3,282	\$ 25,509	\$ (22,227)	-87%		\$ 3,282	\$ 25,509	\$ (22,227)	-87%		\$ 3,282	\$ 15,407	\$ (12,125)	-79%

**UTILITIES**

505011 Gas & Electric	\$ 12,590	\$ 18,750	\$ (6,160)	-33%		\$ 12,590	\$ 18,750	\$ (6,160)	-33%		\$ 12,590	\$ 15,836	\$ (3,246)	-20%
505021 Water & Garbage	\$ 9,990	\$ 12,500	\$ (2,510)	-20%		\$ 9,990	\$ 12,500	\$ (2,510)	-20%		\$ 9,990	\$ 10,773	\$ (783)	-7%
505031 Telecommunications	\$ 4,316	\$ 14,083	\$ (9,768)	-69%	6	\$ 4,316	\$ 14,083	\$ (9,768)	-69%		\$ 4,316	\$ 8,642	\$ (4,326)	-50%
Total Utilities -	\$ 26,896	\$ 45,333	\$ (18,437)	-41%		\$ 26,896	\$ 45,333	\$ (18,437)	-41%		\$ 26,896	\$ 35,251	\$ (8,355)	-24%

**CASUALTY & LIABILITY**

506011 Insurance - Property	\$ 7,972	\$ 9,583	\$ (1,611)	-17%		\$ 7,972	\$ 9,583	\$ (1,611)	-17%		\$ 7,972	\$ 8,389	\$ (417)	-5%
506015 Insurance - PL & PD	\$ 36,531	\$ 43,775	\$ (7,244)	-17%		\$ 36,531	\$ 43,775	\$ (7,244)	-17%		\$ 36,531	\$ 38,101	\$ (1,570)	-4%
506021 Insurance - Other	\$ -	\$ -	\$ -	0%		\$ -	\$ -	\$ -	0%		\$ -	\$ -	\$ -	0%
506123 Settlement Costs	\$ 24,967	\$ 25,000	\$ (33)	0%		\$ 24,967	\$ 25,000	\$ (33)	0%		\$ 24,967	\$ 27	\$ 24,940	92369%
506127 Repairs - Dist Prop	\$ (19,066)	\$ -	\$ (19,066)	100%		\$ (19,066)	\$ -	\$ (19,066)	100%		\$ (19,066)	\$ -	\$ (19,066)	100%
Total Casualty & Liability -	\$ 50,404	\$ 78,358	\$ (27,955)	-36%		\$ 50,404	\$ 78,358	\$ (27,955)	-36%		\$ 50,404	\$ 46,517	\$ 3,887	8%

**TAXES**

507051 Fuel Tax	\$ 956	\$ 1,167	\$ (211)	-18%		\$ 956	\$ 1,167	\$ (211)	-18%		\$ 956	\$ 783	\$ 173	22%
507201 Licenses & permits	\$ -	\$ 1,708	\$ (1,708)	-100%		\$ -	\$ 1,708	\$ (1,708)	-100%		\$ -	\$ 5,187	\$ (5,187)	-100%
507999 Other Taxes	\$ 2,878	\$ 4,500	\$ (1,622)	-36%		\$ 2,878	\$ 4,500	\$ (1,622)	-36%		\$ 2,878	\$ 2,485	\$ 393	16%
Total Utilities -	\$ 3,834	\$ 7,375	\$ (3,541)	-48%		\$ 3,834	\$ 7,375	\$ (3,541)	-48%		\$ 3,834	\$ 8,455	\$ (4,621)	-55%



**FY11**  
**Consolidated Operating Expenses**  
**For the month ending - July 31, 2010**

**Attachment A**

	Current Period				Year to Date				YTD Year Over Year Comparison				
	Actual	Budget	\$ Var	% Var	Notes	Actual	Budget	\$ Var	% Var	FY11	FY10	\$ Var	% Var
										Actual			
<b><u>PURCHASED TRANSPORTATION</u></b>													
503406 Contr/Paratrans	\$ 15,372	\$ 20,833	\$ (5,461)	-26%		\$ 15,372	\$ 20,833	\$ (5,461)	-26%	\$ 15,372	\$ 15,744	\$ (372)	-2%
Total Purchased Transportation -	\$ 15,372	\$ 20,833	\$ (5,461)	-26%		\$ 15,372	\$ 20,833	\$ (5,461)	-26%	\$ 15,372	\$ 15,744	\$ (372)	-2%
<b><u>MISC</u></b>													
509011 Dues & Subscriptions	\$ 6,505	\$ 6,419	\$ 87	1%		\$ 6,505	\$ 6,419	\$ 87	1%	\$ 6,505	\$ 5,853	\$ 652	11%
509085 Advertising - Rev Product	-	-	-	0%		-	-	-	0%	-	-	-	0%
509101 Emp Incentive Prog	-	\$ 2,883	\$ (2,883)	-100%		-	\$ 2,883	\$ (2,883)	-100%	-	\$ 64	\$ (64)	-100%
509121 Employee Training	\$ 380	\$ 10,132	\$ (9,752)	-96%		\$ 380	\$ 10,132	\$ (9,752)	-96%	\$ 380	\$ 55	\$ 325	590%
509123 Travel	\$ 1,832	\$ 7,565	\$ (5,733)	-76%		\$ 1,832	\$ 7,565	\$ (5,733)	-76%	\$ 1,832	\$ 2,263	\$ (431)	-19%
509125 Local Meeting Exp	\$ 207	\$ 413	\$ (206)	-50%		\$ 207	\$ 413	\$ (206)	-50%	\$ 207	\$ 140	\$ 67	48%
509127 Board Director Fees	-	\$ 1,100	\$ (1,100)	-100%		-	\$ 1,100	\$ (1,100)	-100%	-	\$ 300	\$ (300)	-100%
509150 Contributions	-	\$ 54	\$ (54)	-100%		-	\$ 54	\$ (54)	-100%	-	-	-	0%
509197 Sales Tax Expense	-	-	-	0%		-	-	-	0%	-	-	-	0%
509198 Cash Over/Short	\$ (45)	\$ 42	\$ (87)	-208%		\$ (45)	\$ 42	\$ (87)	-208%	\$ (45)	\$ (17)	\$ (28)	165%
Total Misc -	\$ 8,878	\$ 28,607	\$ (19,729)	-69%	7	\$ 8,878	\$ 28,607	\$ (19,729)	-69%	\$ 8,878	\$ 8,658	\$ 220	3%
<b><u>LEASES &amp; RENTALS</u></b>													
512011 Facility Rentals	\$ 30,894	\$ 47,416	\$ (16,522)	-35%	8	\$ 30,894	\$ 47,416	\$ (16,522)	-35%	\$ 30,894	\$ 60,338	\$ (29,444)	-49%
512061 Equipment Rentals	\$ 656	\$ 2,158	\$ (1,502)	-70%		\$ 656	\$ 2,158	\$ (1,502)	-70%	\$ 656	\$ 1,301	\$ (645)	-50%
Total Leases & Rentals -	\$ 31,550	\$ 49,575	\$ (18,024)	-36%		\$ 31,550	\$ 49,575	\$ (18,024)	-36%	\$ 31,550	\$ 61,639	\$ (30,089)	-49%
<b>Total Non-Personnel Expenses -</b>	<b>\$ 488,649</b>	<b>\$ 698,331</b>	<b>\$ (209,681)</b>	<b>-30%</b>		<b>\$ 488,649</b>	<b>\$ 698,331</b>	<b>\$ (209,681)</b>	<b>-30%</b>	<b>\$ 488,649</b>	<b>\$ 524,275</b>	<b>\$ (35,626)</b>	<b>-7%</b>
<b>TOTAL OPERATING EXPENSE -</b>	<b>\$ 2,835,603</b>	<b>\$ 3,157,339</b>	<b>\$ (321,736)</b>	<b>-10%</b>		<b>\$ 2,835,603</b>	<b>\$ 3,157,339</b>	<b>\$ (321,736)</b>	<b>-10%</b>	<b>\$ 2,835,603</b>	<b>\$ 2,965,362</b>	<b>\$ (129,759)</b>	<b>-4%</b>

\*\* does not include depreciation

**Current Period Notes:**

- 1) **Total Personnel Expenses** are below budget due to vacant funded positions and extended leaves.
- 2) **Temp Help** is over budget due to extended leaves. (Expense is offset by savings in personnel expense.)
- 3) **Repair - Equipment** is under budget due to inability to anticipate when repair costs will be incurred.
- 4) **Fuels & Lube Rev Veh** is under budget due to lower than anticipated prices of fuel.
- 5) **Rev Vehicle Parts** is under budget due to inability to anticipate when parts will be needed.
- 6) **Telecommunications** is under budget due to annual Highway 17 WiFi reimbursement received in July 2010 from Capital Corridor.
- 7) **Miscellaneous expenses** are under budget due to cost cutting measures in all departments.
- 8) **Facility Rentals** is under budget due to budget error (rent for 111 Dubois budgeted for 12 months) that will be corrected with next budget revision.

# Attachment A

## FY11 Operating Expenses by Department For the month ending - July 31, 2010



	Current Period				Year to Date				YTD Year Over Year Comparison					
	Actual	Budget	\$ Var	% Var	Notes	Actual	Budget	\$ Var	% Var	FY11	FY10	\$ Var	% Var	
<b>Departmental Personnel Expenses</b>														
700 - SCCIC														
1100 - Administration	\$ 41,767	\$ 43,300	\$ (1,533)	-4%		\$ 41,767	\$ 43,300	\$ (1,533)	-4%		\$ 41,767	\$ 68,472	\$ (26,705)	-39%
1200 - Finance	\$ 110,384	\$ 118,255	\$ (7,870)	-7%		\$ 110,384	\$ 118,255	\$ (7,870)	-7%		\$ 110,384	\$ 88,104	\$ 22,280	25%
1300 - Customer Service	\$ 40,405	\$ 41,868	\$ (1,463)	-3%		\$ 40,405	\$ 41,868	\$ (1,463)	-3%		\$ 40,405	\$ 31,936	\$ 8,469	27%
1400 - Human Resources	\$ 45,477	\$ 44,239	\$ 1,238	3%		\$ 45,477	\$ 44,239	\$ 1,238	3%		\$ 45,477	\$ 50,655	\$ (5,178)	-10%
1500 - Information Technology	\$ 43,882	\$ 44,258	\$ (376)	-1%		\$ 43,882	\$ 44,258	\$ (376)	-1%		\$ 43,882	\$ 43,419	\$ 463	1%
1700 - District Counsel	\$ 39,341	\$ 40,677	\$ (1,336)	-3%		\$ 39,341	\$ 40,677	\$ (1,336)	-3%		\$ 39,341	\$ 38,572	\$ 769	2%
1800 - Risk Management	\$ -	\$ -	\$ -	0%		\$ -	\$ -	\$ -	0%		\$ -	\$ -	\$ -	0%
2200 - Facilities Maintenance	\$ 76,654	\$ 79,998	\$ (3,343)	-4%		\$ 76,654	\$ 79,998	\$ (3,343)	-4%		\$ 76,654	\$ 80,613	\$ (3,959)	-5%
3100 - Paratransit Program	\$ 258,948	\$ 301,157	\$ (42,209)	-14%		\$ 258,948	\$ 301,157	\$ (42,209)	-14%		\$ 258,948	\$ 271,027	\$ (12,079)	-4%
3200 - Operations	\$ 162,235	\$ 171,807	\$ (9,572)	-6%		\$ 162,235	\$ 171,807	\$ (9,572)	-6%		\$ 162,235	\$ 182,653	\$ (20,418)	-11%
3300 - Bus Operators	\$ 1,095,220	\$ 1,135,014	\$ (39,794)	-4%		\$ 1,095,220	\$ 1,135,014	\$ (39,794)	-4%		\$ 1,095,220	\$ 1,121,685	\$ (26,465)	-2%
4100 - Fleet Maintenance	\$ 277,241	\$ 283,086	\$ (5,845)	-2%		\$ 277,241	\$ 283,086	\$ (5,845)	-2%		\$ 277,241	\$ 317,324	\$ (40,083)	-13%
9001 - Cobra Benefits	\$ 401	\$ -	\$ 401	100%		\$ 401	\$ -	\$ 401	100%		\$ 401	\$ 656	\$ (255)	-39%
9005 - Retired Employee Benefits	\$ 154,998	\$ 155,350	\$ (352)	0%		\$ 154,998	\$ 155,350	\$ (352)	0%		\$ 154,998	\$ 145,972	\$ 9,026	6%
9014 - Operating Grants	\$ -	\$ -	\$ -	0%		\$ -	\$ -	\$ -	0%		\$ -	\$ -	\$ -	0%
110020 - Operating Grants	\$ -	\$ -	\$ -	0%		\$ -	\$ -	\$ -	0%		\$ -	\$ -	\$ -	0%
100 - New Flyer Parts Credit	\$ -	\$ -	\$ -	0%		\$ -	\$ -	\$ -	0%		\$ -	\$ -	\$ -	0%
<b>Subtotal Personnel Expenses</b>	<b>\$ 2,346,954</b>	<b>\$ 2,459,008</b>	<b>\$ (112,055)</b>	<b>-5%</b>		<b>\$ 2,346,954</b>	<b>\$ 2,459,008</b>	<b>\$ (112,055)</b>	<b>-5%</b>		<b>\$ 2,346,954</b>	<b>\$ 2,441,088</b>	<b>\$ (94,134)</b>	<b>-4%</b>
<b>Departmental Non-Personnel Expenses</b>														
700 - SCCIC														
1100 - Administration	\$ 21,716	\$ 38,763	\$ (17,047)	-44%		\$ 21,716	\$ 38,763	\$ (17,047)	-44%		\$ 21,716	\$ 21,464	\$ 252	1%
1200 - Finance	\$ 53,958	\$ 66,721	\$ (12,762)	-19%		\$ 53,958	\$ 66,721	\$ (12,762)	-19%		\$ 53,958	\$ 58,856	\$ (4,898)	-8%
1300 - Customer Service	\$ 2,113	\$ 4,858	\$ (2,745)	-56%		\$ 2,113	\$ 4,858	\$ (2,745)	-56%		\$ 2,113	\$ 1,172	\$ 941	80%
1400 - Human Resources	\$ 1,867	\$ 4,227	\$ (2,361)	-56%		\$ 1,867	\$ 4,227	\$ (2,361)	-56%		\$ 1,867	\$ 2,325	\$ (458)	-20%
1500 - Information Technology	\$ 4,129	\$ 22,189	\$ (18,061)	-81%		\$ 4,129	\$ 22,189	\$ (18,061)	-81%		\$ 4,129	\$ 13,452	\$ (9,323)	-69%
1700 - District Counsel	\$ 991	\$ 1,658	\$ (668)	-40%		\$ 991	\$ 1,658	\$ (668)	-40%		\$ 991	\$ 1,029	\$ (38)	-4%
1800 - Risk Management	\$ 25,993	\$ 33,333	\$ (7,341)	-22%		\$ 25,993	\$ 33,333	\$ (7,341)	-22%		\$ 25,993	\$ 1,193	\$ 24,800	2079%
2200 - Facilities Maintenance	\$ 95,978	\$ 130,870	\$ (34,892)	-27%		\$ 95,978	\$ 130,870	\$ (34,892)	-27%		\$ 95,978	\$ 154,532	\$ (58,554)	-38%
3100 - Paratransit Program	\$ 60,058	\$ 88,784	\$ (28,726)	-32%		\$ 60,058	\$ 88,784	\$ (28,726)	-32%		\$ 60,058	\$ 51,364	\$ 8,694	17%
3200 - Operations	\$ 39,748	\$ 38,403	\$ 1,345	4%		\$ 39,748	\$ 38,403	\$ 1,345	4%		\$ 39,748	\$ 35,792	\$ 3,956	11%
3300 - Bus Operators	\$ -	\$ 417	\$ (417)	-100%		\$ -	\$ 417	\$ (417)	-100%		\$ -	\$ -	\$ -	0%
4100 - Fleet Maintenance	\$ 182,080	\$ 268,083	\$ (86,004)	-32%		\$ 182,080	\$ 268,083	\$ (86,004)	-32%		\$ 182,080	\$ 183,095	\$ (1,015)	-1%
9001 - Cobra Benefits	\$ -	\$ -	\$ -	0%		\$ -	\$ -	\$ -	0%		\$ -	\$ -	\$ -	0%
9005 - Retired Employee Benefits	\$ -	\$ -	\$ -	0%		\$ -	\$ -	\$ -	0%		\$ -	\$ -	\$ -	0%
9014 - Operating Grants	\$ -	\$ -	\$ -	0%		\$ -	\$ -	\$ -	0%		\$ -	\$ -	\$ -	0%
110020 - Operating Grants	\$ -	\$ -	\$ -	0%		\$ -	\$ -	\$ -	0%		\$ -	\$ -	\$ -	0%
100 - New Flyer Parts Credit	\$ -	\$ -	\$ -	0%		\$ -	\$ -	\$ -	0%		\$ -	\$ -	\$ -	0%
<b>Subtotal Non-Personnel Expenses</b>	<b>\$ 488,649</b>	<b>\$ 698,331</b>	<b>\$ (209,681)</b>	<b>-30%</b>		<b>\$ 488,649</b>	<b>\$ 698,331</b>	<b>\$ (209,681)</b>	<b>-30%</b>		<b>\$ 488,649</b>	<b>\$ 524,274</b>	<b>\$ (35,625)</b>	<b>-7%</b>

Attachment A  
FY11

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



	Current Period				Year to Date				YTD Year Over Year Comparison				
	Actual	Budget	\$ Var	% Var	Notes	Actual	Budget	\$ Var	% Var	FY11	FY10	\$ Var	% Var
<b>Total Departmental Expenses</b>													
700 - SCCIC	\$ 20	\$ 25	\$ (5)	-20%		\$ 20	\$ 25	\$ (5)	-20%	\$	\$	\$	100%
1100 - Administration	\$ 63,483	\$ 82,063	\$ (18,580)	-23%	1	\$ 63,483	\$ 82,063	\$ (18,580)	-23%	\$	\$ 89,936	\$ (26,453)	-29%
1200 - Finance	\$ 164,343	\$ 184,975	\$ (20,633)	-11%	2	\$ 164,343	\$ 184,975	\$ (20,633)	-11%	\$	\$ 146,960	\$ 17,383	12%
1300 - Customer Service	\$ 42,519	\$ 46,726	\$ (4,208)	-9%		\$ 42,519	\$ 46,726	\$ (4,208)	-9%	\$	\$ 33,108	\$ 9,411	28%
1400 - Human Resources	\$ 47,343	\$ 48,466	\$ (1,122)	-2%		\$ 47,343	\$ 48,466	\$ (1,122)	-2%	\$	\$ 52,980	\$ (5,637)	-11%
1500 - Information Technology	\$ 48,010	\$ 66,447	\$ (18,437)	-28%	3	\$ 48,010	\$ 66,447	\$ (18,437)	-28%	\$	\$ 56,871	\$ (8,861)	-16%
1700 - District Counsel	\$ 40,332	\$ 42,336	\$ (2,004)	-5%		\$ 40,332	\$ 42,336	\$ (2,004)	-5%	\$	\$ 39,601	\$ 731	2%
1800 - Risk Management	\$ 25,993	\$ 33,333	\$ (7,341)	-22%		\$ 25,993	\$ 33,333	\$ (7,341)	-22%	\$	\$ 1,193	\$ 24,800	2079%
2200 - Facilities Maintenance	\$ 172,633	\$ 210,867	\$ (38,235)	-18%	4	\$ 172,633	\$ 210,867	\$ (38,235)	-18%	\$	\$ 235,145	\$ (62,512)	-27%
3100 - Paratransit Program	\$ 319,005	\$ 389,941	\$ (70,935)	-18%	5	\$ 319,005	\$ 389,941	\$ (70,935)	-18%	\$	\$ 322,391	\$ (3,386)	-1%
3200 - Operations	\$ 201,983	\$ 210,210	\$ (8,227)	-4%		\$ 201,983	\$ 210,210	\$ (8,227)	-4%	\$	\$ 218,445	\$ (16,462)	-8%
3300 - Bus Operators	\$ 1,095,220	\$ 1,135,430	\$ (40,210)	-4%	6	\$ 1,095,220	\$ 1,135,430	\$ (40,210)	-4%	\$	\$ 1,121,685	\$ (26,465)	-2%
4100 - Fleet Maintenance	\$ 459,321	\$ 551,169	\$ (91,848)	-17%	7	\$ 459,321	\$ 551,169	\$ (91,848)	-17%	\$	\$ 500,419	\$ (41,098)	-8%
9001 - Cobra Benefits	\$ 401	\$ -	\$ 401	100%		\$ 401	\$ -	\$ 401	100%	\$	\$ 656	\$ (255)	-39%
9005 - Retired Employee Benefits	\$ 154,998	\$ 155,350	\$ (352)	0%		\$ 154,998	\$ 155,350	\$ (352)	0%	\$	\$ 145,972	\$ 9,026	6%
9014 - Operating Grants	\$ -	\$ -	\$ -	0%		\$ -	\$ -	\$ -	0%	\$	\$ -	\$ -	0%
110020 - Operating Grants	\$ -	\$ -	\$ -	0%		\$ -	\$ -	\$ -	0%	\$	\$ -	\$ -	0%
100 - New Flyer Parts Credit	\$ -	\$ -	\$ -	0%		\$ -	\$ -	\$ -	0%	\$	\$ -	\$ -	0%
<b>Total Operating Expenses</b>	\$ 2,835,603	\$ 3,157,339	\$ (321,736)	-10%		\$ 2,835,603	\$ 3,157,339	\$ (321,736)	-10%	\$	\$ 2,965,362	\$ (129,759)	-4%

\*\* does not include depreciation

**Current Period Notes:**

- 1) **Administration** is under budget due to less than anticipated Training and Travel expenses, as well as cost cutting measures in place.
- 2) **Finance** is under budget due to less than anticipated insurance expenses.
- 3) **IT** is under budget due to less than anticipated Repair-Equipment expenses and Training costs, budgeted, but not incurred in July 2010.
- 4) **Facilities Maintenance** is under budget due to extended leaves and less than anticipated services and utilities paid in July 2010.
- 5) **Paratransit Program** is under budget due to vacant funded position and extended leaves.
- 6) **Bus Operators** is under budget due to extended leaves.
- 7) **Fleet** is under budget due to vacant funded position and lower than anticipated mobile materials and supplies.

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

## STAFF REPORT

**DATE:** October 22, 2010  
**TO:** Board of Directors  
**FROM:** Margaret Gallagher, District Counsel  
**SUBJECT: PUBLIC HEARING: CONSIDERATION OF MODIFICATIONS TO METRO'S DISCOUNT FARE PROGRAM**

### I. RECOMMENDED ACTION

**Hold Public Hearing and after Consideration of Public Input, Approve Modifications to METRO's Discount Fare Program.**

### II. SUMMARY OF ISSUES

- As a recipient of Federal Transit Administration (FTA) Funds, METRO is required to offer discounted fares in accordance with FTA's regulations (*49 USC 53, §5307*).
- The proposed modifications to the Discount Fare Program include creating three distinct categories of eligibility for discount fare in accordance with the FTA regulations.
- Other proposed modifications include allowing Marriage and Family Therapists to be added to the list of individuals who can verify eligibility and utilizing Discount Fare Cards consistently throughout the regulation.
- METRO Staff reviewed the modified policy with the Elderly and Disabled Transportation Advisory Committee (E&D TAC) and METRO's Advisory Committee (MAC). Both Committees reviewed the proposed Discount Fare Program and provided recommendations, some of which have been incorporated into the Policy.
- METRO's Public Hearing Notice announcing its modified Discount Fare Program has been published in general circulation media and minority-focused media.
- METRO Staff has reviewed the attached Discount Fare Program and is requesting Board approval.

### III. DISCUSSION

The Federal Urbanized Area Formula Program (Section 5307) requires fixed-route grantees to allow: 1) Elderly persons, (2) Persons with disabilities, and (3) Medicare cardholders to ride fixed-route service during the off-peak hours for a fare that is not more than one-half the base fare charged other persons during the peak hours. METRO

has received Section 5307 grant funds for many years. As a result of this funding, METRO continues to be required to offer discounted fares in accordance with the §5307 requirements during off-peak hours. Therefore, METRO's fixed route service, during non-peak hours, must provide a discounted fare for elderly persons (defined as 65 years or older), and persons with disabilities that is no greater than 50% of the fare applicable during peak hours of service. Additionally, the discounted fare rates must apply to any person presenting a Medicare Card issued pursuant to the Social Security Act. METRO has always offered the discount fares for those 62 years or older, during all service hours.

During the Federal Transit Administration's (FTA's) Triennial Review, it was brought to Staff's attention that the Discount Fare Program would be improved with minor revisions. The FTA indicated that there are three distinct categories of eligibility for a discount fare:

1. Older Adult or Senior Citizen;
2. Disabled Persons; and
3. Medicare Card Holder

Section 4.01 of METRO's Discount Fare Program (*Attachment A*) has been revised to create these three distinct categories. METRO had previously included Medicare Card holders as individual's eligible for discounted fare under Section 4.01(b) of the policy. The language in Sections 4.02 and 4.03 has been revised to reflect this change.

METRO Staff attended meetings of E&D TAC and MAC to obtain their input on the proposed changes to the policy. E&D TAC members suggested that "Marriage and Family Therapists" be added to the list of individuals who can verify eligibility for a Discount Fare Card under Section 4.03(g) of the policy. This revision has been made, as suggested.

At the suggestion of a MAC member, the term "Discount Fare Card" has been used throughout the policy for consistency. It was also recommended that METRO revise the language in Section 5.03(b), making it clear that the \$2.00 fee for a Discount Fare Card is a one time fee, unless the Discount Fare Card is lost and the customer is purchasing a replacement card. The fee for the replacement of the first lost card is \$2.00, and \$5.00 for the replacement of a lost card thereafter.

With the launch of METRO's new website on March 18, 2010, individuals who currently hold a valid METRO Discount Fare Card, or have previously purchased discounted passes and are on file with METRO have the ability to purchase discounted bus passes on METRO's website. Sections 8.01 and 9.01 of the policy have been modified to reflect this change.

METRO's Public Hearing Notice was published in the *Santa Cruz Sentinel* on October 1, 2010. In addition, in an effort to reach minority and Limited English Proficient (LEP)



individuals, METRO published a Spanish Notice in *LaGanga*, a local Spanish newspaper on October 1, 2010. The Public Hearing Notice was also posted at the Cavallaro Transit Center, Watsonville Transit Center, Santa Cruz Metro Center (Pacific Station) and at METRO's Administrative offices. The Public Hearing Notice was also posted in English and Spanish under the "Public Hearings" section on METRO's website.

Copies of the Discount Fare Program are available in English and Spanish on METRO's website, at transit centers and at METRO's Administrative offices.

After the Public Hearing, METRO Staff is requesting approval of the revised policy, as attached. Upon approval, the revised Administrative Regulation AR-1028 will become effective immediately. METRO Staff will distribute the revised policy to all departments and post the policy on METRO's website.

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

No further costs, beyond those incurred for the publication of METRO's Public Notice in general circulation media and minority-focused media.

#### **V. ATTACHMENTS**

- A:** Older Adult and Persons with Disabilities Fixed Route Discount Fare Program (English)
- B:** Older Adult and Persons with Disabilities Fixed Route Discount Fare Program (Spanish)

# Attachment A

## SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

Regulation Number: AR- 1028

Computer Title: Discount Fare.doc

Effective Date: March 27, 2009

Pages: 11

**TITLE: OLDER ADULT AND PERSONS WITH DISABILITIES FIXED ROUTE DISCOUNT FARE PROGRAM**

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### Procedure History

<b>NEW POLICY</b>	<b>SUMMARY OF POLICY</b>	<b>APPROVED</b>
March 27, 2009	New Policy	D.B.
<u>October 22, 2010</u>	<u>Revised Section 4.01, and revisions to include purchase of passes on website</u>	

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## I. POLICY

- 1.01 It is the policy of the Santa Cruz Metropolitan Transit District (METRO) that older adult persons and persons with disabilities or an individual presenting a Medicare card, will be charged a discounted fare for transportation on METRO's fixed route service.
- 1.02 This policy sets forth the criteria that METRO employees must follow in order to insure that qualified individuals receive the discount that is allowed by this regulation.

## II. APPLICABILITY

- 2.01 This policy is applicable to METRO employees and qualified individuals using the fixed route service.

## III. DEFINITIONS

- 3.01 **"Discount Fare"** means one-half the regular fare.
- 3.02 **"Older Adult"** means any person who is at least 62 years old.
- 3.03 **"Individual with a Disability"** means an individual whose disability and/or medical condition meets one or more of the categories set forth in Section 4.04, or an individual who has one of the valid documents listed in Section 4.01(b) of this policy.
- 3.04 **"Temporary Disability"** means an individual whose disability and/or medical condition meets one or more of the categories set forth in Section 4.04, and that disability is not permanent.

# Attachment A

## IV. ELIGIBILITY

4.01 To qualify for a **discount** fare or ticket pursuant to this policy, a qualified individual must present one of the following to the bus operator, transit center ticket agent, or at a METRO Pass Outlet (See Section VIII) when paying a fixed route fare:

a. **For Older adult (at least 62 years of age):**

- i.) METRO Discount Photo Identification Card;
- ii.) METRO ParaCruz Identification Card;
- iii.) Paratransit Identification Card issued by another Transit Agency;
- iv.) Senior Citizen Identification Card;
- v.) Discount Photo Identification Card issued by another Transit Agency;
- vi.) Identification that displays date of birth (i.e. passport, or birth certificate);
- vii.) Current State Driver's License, or current State Identification Card;

b. **For Persons with Disabilities:**

- i.) METRO Discount Photo Identification Card;
- ii.) METRO ParaCruz Identification Card;
- iii.) Paratransit Identification Card issued by another Transit Agency;
- iv.) Discount Photo Identification Card issued by another Transit Agency;
- v.) Medicare Identification Card;
- vi.) Identification Card for a California Disabled Parking Placard;
- vii.) Proof of Veterans Disability-a copy of valid Service Connected Disability Identification Card or a Veterans Administration Certification demonstrating a disability rating for aid and attendance or a service-connected disability with a rating level of 50% or higher.

c. **Any individual presenting a valid Medicare Identification Card. The person presenting a Medicare ID Card may be asked for additional proof of identity (i.e., another card with a photograph) to check the validity of the Medicare Card.**

# Attachment A

- 4.02 To qualify for a METRO **Discount Fare Card**, an applicant must provide METRO Customer Service with one of the valid documents listed in Section 4.01 ~~(a) or 4.01(b)~~ of this policy.
- 4.03 If an individual does not have one of the valid identification cards listed in Section 4.01 ~~(a) or 4.01(b)~~ of this policy, he/she may still be eligible for a METRO **Discount Fare Card**. An additional way to qualify for a METRO **Discount Fare Card** is to submit a completed “Professional Verification of Disability Status” (*Attachment A*). Attachment A must identify the appropriate eligibility category from Section 4.04 and must be completed by one of the following licensed professionals for such category:
- a. Licensed physicians with a Doctor of Medicine (M.D.) or Doctor of Osteopathic Medicine (D.O.) degree, licensed physician’s assistants and nurse practitioners may certify in all categories in which they are licensed to diagnose;
  - b. Licensed chiropractors, may certify in categories 1,2, 3 and 4;
  - c. Licensed podiatrists, may certify disabilities involving the feet under categories 1,2,3 and 4;
  - d. Licensed optometrists, may certify in category 9;
  - e. Licensed audiologists, may certify in category 10;
  - f. Licensed clinical psychologists and licensed educational psychologists, may certify in categories 12, 15, 16 and 17;
  - g. Licensed marriage ~~and~~ family and child counselors (MFCC), marriage and family therapists, and licensed clinical social workers (LCSW) may certify in Category 17.
- 4.04 To qualify for METRO **Discount Fare Card** based on a disability, the individual must meet one of the following categories as determined by a qualified individual identified in Section 4.03:
1. **Non-ambulatory Disabilities**—Impairments that, regardless of cause, require individuals to use a wheelchair for mobility;
  2. **Mobility Aids**—Impairments that cause individuals to walk with significant difficulty, including individuals using a leg brace, cane walker, or crutches to achieve mobility;
  3. **Musculo-Skeletal Impairment (Including Arthritis)**—Musculo-skeletal impairment such as muscular dystrophy, osteogenesis imperfecta or any type of arthritis; such as functional Class III or anatomical Stage III;
  4. **Amputation** – Persons who suffer amputation of, or anatomical deformity of (i.e. loss of major function due to degenerative changes associated with vascular or neurological deficits, traumatic loss of muscle mass or tendons and x-ray evidence of bony or fibrous ankylosis

# Attachment A

at an unfavorable angle, joint subluxation or instability): (a) both hands; or (b) one hand and one foot; or (c) amputation of lower extremity at or above the tarsal region (one or both legs);

5. **Cerebrovascular Accident (Stroke)**—With one of the following: (a) pseudobulbar palsy; or (b) functional motor deficit in any of two extremities; or (c) ataxia affecting two extremities substantiated by appropriate cerebellar signs or proprioceptive loss post 4 months.
6. **Pulmonary Ills**—Respiratory Impairments of Class 3 and 4. Class 3: FVC between 51 percent and 59 percent of predicted; or FEV between 41 percent and 59 percent of predicted. Class 4: FVC less than or equal to 50 percent of predicted; or FEV less than or equal to 40 percent of predicted.
7. **Cardiac Ills**—Cardiovascular impairments of functional Class III or IV. Functional Classification: Class III: Individuals with cardiac disease resulting in marked limitation of physical activity. They are comfortable at rest. Less than ordinary physical activity causes fatigue, palpitation, dyspnea or anginal pain. For instance, inability to walk one or more level blocks or climbing a flight of ordinary stairs. Class IV: Individuals with cardiac disease resulting in inability to carry out any physical activity without discomfort. Symptoms of cardiac insufficiency or of the anginal syndrome may be present even at rest. If physical activity is undertaken, discomfort is increased.
8. **Dialysis**—Individuals whose disability requires the use of a kidney dialysis machine.
9. **Sight Disabilities**—Those individuals whose vision in the better eye, after best correction, is 20/200 or less; or those individuals whose visual field is contracted (commonly known as tunnel vision): (a) to 10 degrees or less from a point of fixation; or (b) so the widest diameter subtends an angle no greater than 20 degrees; and (c) individuals who are unable to read information signs or symbols for other than language reasons.
10. **Hearing Disabilities**—Deafness or hearing incapacity that makes an individual unable to communicate or hear warning signals, including only those persons whose hearing loss is 70 dba or greater in the 500, 1000, 2000 Hz. Ranges.
11. **Disabilities of Incoordination**—Individuals suffering faulty coordination or palsy from brain, spinal or peripheral nerve injury and any person with a functional nerve injury and any person with a functional motor deficit in any two limbs or who suffers manifestations which significantly reduce mobility, coordination or perceptiveness not accounted for in previous categories;

# Attachment A

12. **Intellectual Disability**—Individuals characterized by significant limitations both in intellectual functioning and in adaptive behavior as expressed in conceptual, social, and practical adaptive skills. This disability generally originates during the developmental period before the age of 18 or as the result of illness or accident later in life and is associated with impairment in adaptive behavior (a general guideline is an IQ which is more than two standard deviations below the norm).
13. **Cerebral Palsy**—A disorder dating from birth or early infancy or as the result of illness or accident later in life, non-progressive, although if not treated there is marked regression in functioning characterized by examples of aberrations of motor functions (paralysis, weakness, incoordination) and often other manifestations of organic brain damage such as sensory disorders, seizures, mental retardation, learning difficulty and behavioral disorders.
14. **Epilepsy (Convulsive Disorder)**—A clinical disorder involving impairment of consciousness, characterized by seizures (e.g., generalized, complex partial, major motor, grand mal, petit mal or psychomotor), occurring more frequently than once a month in spite of prescribed treatment, with (a) diurnal episodes (loss of consciousness and convulsive seizure); (b) nocturnal episodes which show residual interfering with activity during the day; or (c) a disorder involving absence (petit mal) or mild partial (psychomotor) seizures occurring more frequently than once per week in spite of prescribed treatment with 1) Alteration of awareness or loss of consciousness; and 2) Transient postictal manifestations of conventional or antisocial behavior. Person exhibiting seizure-free control for a continuous period of more than six (6) months duration are not included in the statement of Epilepsy defined in this category.
15. **Infantile Autism**—A syndrome described as consisting of withdrawal, very inadequate social relationships, language disturbance and monotonously repetitive motor behavior. Many children with autism will also be seriously impaired in general intellectual functioning. This syndrome usually appears before the age of six and is characterized by severe withdrawal and inappropriate response to external stimuli.
16. **Neurological Impairment**—A syndrome characterized by learning, perception and/or behavioral disorders of an individual who's IQ is not less than two standard deviations below the norm. These characteristics exist as a result of brain dysfunctions (any disorder in learning using the senses), neurologic disorder or any damage to the central nervous system, whether due to genetic, hereditary, accident or illness factors. This section includes people with severe gait problems who are restricted in mobility.

# Attachment A

17. **Mental Disorders**—Individuals whose mental impairment substantially limits one or more of their major life activities. This includes inability to learn, work or care for oneself. A principal diagnosis from the SSM IV classification in one of the following areas is required for eligibility: Organic Mental Disorders, Schizophrenic Disorders, Paranoid Disorders, Psychotic Disorders not elsewhere classified, Affective Disorders, Somata Form Disorders, Dissociative Disorders, Adjustment Disorders, Psychological Factors Affecting Physical Condition, and Post Traumatic Stress Syndrome. These diagnoses must be at Class 3 to 5 levels:

- Class 3-Moderate Impairment. Levels compatible with some, but not all, useful functions.
- Class 4-Marked Impairment. Levels significantly impede useful functioning.
- Class 5-Extreme Impairment. Levels preclude useful functioning.

(**Note:** If a person’s disorder is in remission or primary incapacity is acute or chronic alcoholism or drug addiction, they are specifically excluded from discount fare eligibility.)

18. **Chronic Progressive Debilitating Disorders**—Individuals who experience chronic and progressive debilitating diseases that are characterized by constitutional symptoms such as fatigue, weakness, weight loss, pain and changes in mental status that, taken together, interfere in the activities of daily living and significantly impair mobility. Examples of such disorders include: (a) Progressive, uncontrollable malignancies (i.e., terminal malignancies or malignancies being treated with aggressive radiation or chemotherapy); (b) Advanced connective tissue diseases (i.e., advance stages of disseminated lupus erythematosus, scleroderma or polyarteritis nodosa); (c) Symptomatic HIV infection (i.e., AIDS or ARC) in CDC defined clinical categories B and C.

19. **Multiple Impairments**—This category may include, but not be limited to, persons disabled by the combined effects of more than one impairment, including those related to age. The individual impairments themselves may not be severe enough to qualify as a Transit Dysfunction; however, the combined effects of the disabilities may qualify the individual for the program.

## V. PURCHASING METRO DISCOUNT ID CARDS

5.01 An eligible individual may purchase a **METRO Discount Fare Card** at either of the following locations at the times indicated:

# Attachment A

- a. Santa Cruz Metro Center (Pacific Station) Information Booth on weekdays. Please contact (831-425-8600) METRO for specific times.
  - b. Watsonville Transit Center at West Lake and Rodriguez Streets every Tuesday generally. Please contact (831-425-8600) METRO for specific times.
- 5.02 An eligible individual must present one of the forms of Identification listed in Section 4.01 or other acceptable proof of age in order to qualify for a METRO Discount Fare Card based on being 62 years of age or older.
- 5.03 a. To purchase a METRO **Discount Fare Card** based on disability without proof of disability set forth in Section 4.01(b), the individual must provide a completed “Professional Verification of Disability Status” (*Attachment A*). Attachment A must be certified by a licensed medical practitioner or other licensed professional verifying that the individual has a disability (see Section IV), which may qualify the individual for a discounted fare.

**\* Verification of Disability Status Forms can be picked up at:**

*Santa Cruz Metro Center (Pacific Station) Information Booth*, or requested by phone at (831) 425-8600;

*METRO’s Accessible Services Coordinator* at (831) 423-3868 or the California Relay System at 800-735-2929.

The forms are also available on-line at METRO’s website:

**[www.scmttd.com](http://www.scmttd.com)**

- b. **COST OF DISCOUNT FARE ID CARD:** Those eligible individuals will pay \$2.00 for the Card. In the event that the Discount Fare Card, is lost, METRO charges a \$2.00 for the first replacement fee for the first of a lost card, and \$5.00 for the replacement of a lost card thereafter.
- 5.04 Children (under the age of 18) of METRO passengers using a METRO Discount Fare Metro Discount Photo ID Cards can ride at the discounted rate when accompanying their qualifying parent. Parents must complete a registration form (*Attachment B*), available at the Santa Cruz Metro Center (Pacific Station) and Watsonville Transit Centers to qualify for this extended coverage. The registration form is also available on METRO’s website ([www.scmttd.com](http://www.scmttd.com)).

## VI. PERSONAL CARE ATTENDANTS

- 6.01 Persons with Disabilities are eligible to have one personal care attendant travel with him/her without paying a second fare. To qualify, the Verification of Disability Status Form must indicate a need for a Personal Care Attendant, which is certified by a licensed medical practitioner or other licensed professional. Upon acceptance by METRO, the eligible individual will be provided with specific identification that authorizes transportation with one Personal Care Attendant.



# Attachment A

- 6.02 An individual who has a METRO Discount Fare Card or Paratransit Card issued by another Transit Agency, or a METRO ParaCruz Eligibility Card, which indicates the need for one Personal Care Attendant, may ride on METRO's fixed route with one Personal Care Attendant without paying a second fare.

## VII. TEMPORARY DISABILITIES

- 7.01 Persons with temporary disabilities, who meet one or more of the Categories listed in Section 4.04 of this Policy, may qualify for a Temporary (non-permanent) METRO **Discount Fare Card** (Peach colored Discount Card).
- 7.02 This Temporary Discount Fare Card will reflect an expiration date, which corresponds with the individual's "Certification of Disability Status" Form. Once expired, the person would be required to receive a new "Certification of Disability Status" Form from a licensed professional in Section 4.03 in order to extend his/her METRO **Discount Fare Card**.

## VIII. METRO PASS OUTLETS

- 8.01 METRO Bus Passes can be purchased starting five working days prior to the beginning of the month at the following locations:

### APTOS

\*Community Bridges/Lift HLine, 236 Santa Cruz Avenue

### BOULDER CREEK

Boulder Creek Pharmacy, 13081 Highway 9

### CAPITOLA

SaveMart Supermarket, 1475 – 41<sup>st</sup> Avenue

### FELTON

Felton Pharmacy (inside New Leaf Market), 6240 Highway 9

### LIVE OAK

\*Live Oak Family Resource Center, 1438 Capitola Road

### SANTA CRUZ

\*Metro Center, 920 Pacific Avenue

\*Emily's Bakery, 1129 Mission Street (Mission & Laurel)

\*Walgreen's Pharmacy, 1718 Soquel Avenue

### SCOTTS VALLEY

\*Epic Adventure Games, 222 Mt. Hermon Road, Suite A

# Attachment A

## WATSONVILLE

SaveMart Supermarket, 1465 Main Street  
Watsonville Transit Center, 475 Rodriguez Street

\*Highway 17 Monthly Pass sold only at these locations. All bus passes, including the Highway 17 Monthly Pass may ~~also~~ be purchased by mail using the order form provided inside the *Headways* bus schedule, and are available for purchase on METRO's website [www.scmtd.com](http://www.scmtd.com).

## IX. ORDER PASSES BY MAIL

- 9.01 Individuals who currently hold a valid METRO **Discount Fare Card**, or have previously purchased Discounted Passes and are on file with Santa Cruz METRO, can order bus passes by mail and on METRO's website. The form is available in the *METRO Headways*, ~~or~~ at the METRO Information Booth (Pacific Station), and on METRO's website [www.scmtd.com](http://www.scmtd.com). Mail the completed form along with a self-addressed, stamped envelope to:

**Santa Cruz Metro  
920 Pacific Avenue, Suite 21  
Santa Cruz, CA 95060**

- 9.02 Please allow 7 business days from the date the order is received by METRO. If you have any questions regarding orders for discount passes, call (831) 425-3822.

## X. ADMINISTRATION OF REGULATION

- 10.01 The Operations Manager or designee is responsible for the following:
- Ensuring that this regulation is disseminated to all existing fixed route drivers, customer service agents and transit center ticket agents.
  - Ensuring that this regulation is disseminated to all new and future fixed route drivers, customer service agents and transit center ticket agents.
  - Providing guidance, training and assistance to all employees, customer service agents and transit center ticket agents who are responsible for issuing METRO Discount ID Cards and passes.
- 10.02 METRO will integrate the METRO Discount Fare Card Program into its Policies and Procedures.

# Attachment A

## Attachment A

### **PROFESSIONAL VERIFICATION OF DISABILITY STATUS**

I, \_\_\_\_\_ agree to the release of the medical information disclosed on this form to the Santa Cruz Metropolitan Transit District for the purpose of METRO Discount Fare eligibility.

**INDIVIDUAL'S SIGNATURE:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*Date of Birth:* \_\_\_\_\_

\*\*\*\*\*

\*This portion of form to be completed by a **Licensed Professional** as described in Regulation #AR-1028, Section 4.03 (i.e.: licensed physician, chiropractor, podiatrist, optometrist, audiologist, clinical psychologist, marriage & family counselor, as appropriate, based on disability category).

### **PROFESSIONAL VERIFICATION:**

The above named individual has requested a Discounted Fare from Santa Cruz METRO Transit District. By my signature, I certify that the information below is true and correct. **I have reviewed the eligibility criteria as outlined in Regulation #AR-1028 - Section IV re: Eligibility and determined that my client is eligible for this program.**

**The individual identified above is eligible for a discounted fare, due to his/her illness, injury, or incapacity, as listed below: (Check all that apply)**

The above named individual is a person who by reason of illness, injury, age, congenital malfunction, or other permanent or temporary incapacity or disability (including, any individual who is a wheelchair user or has semi-ambulatory capabilities), is unable, without special facilities, planning, or design, to utilize public transportation facilities and services as effectively as a person who is not so affected. (\*See Section 4.04 for Category descriptions). Please list the Category disability that this individual has \_\_\_\_\_.

The Disability is permanent.

The disability is not permanent and will expire on \_\_\_\_\_.

The above named individual requires the use of a **Personal Care Attendant (PCA)**.

How long do you anticipate the need for a PCA?

Permanent; or

Temporary

\_\_\_\_\_  
(Specify expiration date)

**Signature of Licensed Professional:** \_\_\_\_\_

**Date:** \_\_\_\_\_

Print Name of Licensed Professional: \_\_\_\_\_

Professional Title: \_\_\_\_\_

**License Number:** \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: ( ) \_\_\_\_\_

# Attachment A



## Attachment B

### REQUEST FOR REDUCED CHILDREN'S FARE WITH DISCOUNT FARE CARD~~DISABILITY I.D. CARD~~

I wish to request certification to allow my children, under the age of 18, (listed below) to travel with me when I use my Discount Fare ~~Disability ID~~ Card and pay the Disability Reduced Fare while traveling on METRO Fixed Route service.

#### CHILDREN:

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

#### Discount Fare ~~Disability ID~~ Card Holder:

Print Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Signature: \_\_\_\_\_ *Date:* \_\_\_\_\_

\*\*\*\*\*

After completing the top portion of this form, please submit the completed form to the Customer Service Agent at Santa Cruz Metro Center (Pacific Station), or Watsonville Transit Center. The Customer Service Agent will then place a sticker on your Discount Fare Card, which allows you to pay a Discounted Fare for your children when they accompany you on METRO Fixed Route bus service.

# Attachment B

## DISTRITO METROPOLITANO DE TRÁNSITO DE SANTA CRUZ

Número de Reglamento: AR-1028  
Título de Computadora: Discount Fare.doc  
Fecha de Vigencia: 27 de marzo de 2009  
Páginas: 12

**TÍTULO: PROGRAMA DE TARIFA DE DESCUENTO PARA RUTAS FIJAS PARA PERSONAS MAYORES O PERSONAS CON DISCAPACIDADES**

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### Historia de Procedimiento

<b>NUEVA POLÍTICA</b>	<b>RESUMEN DE LA POLÍTICA</b>	<b>APROBADO</b>
27 de marzo de 2009 <a href="#">22 de octubre de 2010</a>	<a href="#">Revision de la Sección 4.01, y revisiones para incluir la compra de pases en el sitio web</a>	D.B.

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## I. POLÍTICA

- 1.01 Es la política del Distrito Metropolitano de Tránsito de Santa Cruz, (METRO) que los adultos mayores y personas con discapacidades o una persona presentando una tarjeta de Medicare, se le cobrará una tarifa de descuento para el transporte en el servicio de ruta fija de METRO.
- 1.02 Esta política establece los criterios que los empleados de METRO deben seguir a fin de asegurar que los individuos calificados para recibir el descuento que está permitido por el presente Reglamento.

## II. APLICABILIDAD

- 2.01 Esta política es aplicable a los empleados de METRO y personas calificadas utilizando el servicio de ruta fija.

## III. DEFINICIONES

- 3.01 "**Tarifa de descuento**" significa la mitad de la tarifa regular.
- 3.02 "**Adulto Mayor**" significa cualquier persona que tenga al menos 62 años de edad.
- 3.03 "**Persona con discapacidad**" significa una persona cuya discapacidad y / o condición médica cumple una o más de las categorías establecidas en la Sección

# Attachment B

## DISTRITO METROPOLITANO DE TRÁNSITO DE SANTA CRUZ

4.04, o una persona que tiene uno de los documentos válidos que se indican en la Sección 4.01 (b) de esta política.

- 3.04 **"Discapacidad Temporal"** significa una persona cuya discapacidad y / o condición médica cumple con uno o más de las categorías establecidas en la Sección 4.04, y que la discapacidad no es permanente.

### IV. ELEGIBILIDAD

- 4.01 Para calificar para una tarifa de descuento o billete de conformidad con esta política, una persona calificada deberá presentar uno de los siguientes al operador de autobuses, centro de agente de tránsito de entradas, o en centro de METRO (Ver Sección VIII) al pagar una tarifa de ruta fija:

**a. Para los adultos mayores (por lo menos 62 años de edad):**

- i.) Tarjeta de Identificación de Descuento METRO con foto;
- ii.) Tarjeta de Identificación METRO ParaCruz;
- iii.) Tarjeta de identificación Paratransit expedida por otro organismo de tránsito;
- iv.) Tarjeta de Identificación de Personas de Edad;
- v.) Tarjeta de identificación de Descuento con foto expedida por otra Agencia de tránsito;
- vi.) Identificación que muestra la fecha de nacimiento (pasaporte, o el certificado de nacimiento);
- vii.) Licencia actual de manejar del Estado, o Tarjeta actual de Identificación del Estado;

**b. Para las personas con discapacidades:**

- i.) Tarjeta de Identificación de Descuento con foto METRO;
- ii.) Tarjeta de Identificación METRO ParaCruz;
- iii.) Tarjeta de identificación Paratransit expedida por otro organismo de tránsito;
- iv.) Tarjeta de identificación de Descuento con Foto expedida por otra Agencia de tránsito;
- v.) Tarjeta de Identificación de Medicare;
- vi.) Tarjeta de Identificación de California con permiso de estacionamiento;
- vii.) Prueba de discapacidad de Veteranos -una copia válida de Tarjeta de identificación relacionada con el servicio de discapacidad o una Certificación de la Administración de Veteranos demostrando una clasificación de discapacidad para la ayuda de asistencia o un servicio de discapacidad relacionada con un nivel de calificación de 50% o superior.

**c. Cualquier persona que presenta una Tarjeta de Identificación**

# Attachment B

## DISTRITO METROPOLITANO DE TRÁNSITO DE SANTA CRUZ

de Medicare válida. La persona que presente una tarjeta de identificación de Medicare se le puede pedir prueba adicional de la identidad (es decir, otra tarjeta con una fotografía) para comprobar la validez de la tarjeta de Medicare.

- 4.02 Para calificar para una **Tarjeta de Descuento de METRO**, un solicitante debe proporcionar a METRO servicio al cliente con uno de los documentos válidos que se indican en la Sección 4.01 ~~(a) o 4.01 (b)~~ de la ésta política.
- 4.03 Si una persona no tiene una de las tarjetas de identificación válidas enumeradas en la sección 4.01 ~~(a) o 4.01 (b)~~ de ésta política, él / ella puede ser elegible para un descuento de **Tarifa reducida** de METRO (**Fare Card**). Una forma adicional para calificar para un descuento de METRO Fare Card es presentar una forma completa Verificación Profesional de Estado de Discapacidad” (“Professional Verificación de Estado de Discapacidad”) (Anexo A). Anexo A debe identificar la categoría de requisitos apropiados de la Sección 4.04 y debe ser completado por uno de los siguientes profesionales autorizados para esta categoría:
- a. Médicos autorizados con un título de Doctor en Medicina (MD) o Doctor en Medicina Osteopatía (DO), asistentes de médicos licenciados y enfermeros (nurse practitioner) pueden certificar en todas las categorías en las que están autorizados para el diagnóstico;
  - b. Quiroprácticos con licencia, podrán certificar en las categorías 1, 2, 3 y 4;
  - c. Los podólogos con licencia, podrán certificar discapacidad participación de los pies dentro de las categorías 1, 2, 3 y 4;
  - d. Optometristas con licencia, podrán certificar en la categoría 9;
  - e. Audiólogos con licencia, podrán certificar en la categoría 10;
  - f. Psicólogos clínicos con licencia y psicólogos de la educación con licencia, pueden certificar en las categorías 12, 15, 16 y 17;
  - g. Consejeros de matrimonio, **y** familia **y niños** (MFCC), terapeutas de matrimonio y familia, y trabajadores sociales clínicos con licencia (LCSW) pueden certificar en la Categoría 17.
- 4.04 Para calificar para una Tarjeta de Descuento METRO (Fare Card) basada en una discapacidad, la persona debe cumplir con una de las siguientes categorías determinadas por un individuo calificado identificados en Sección 4.03:
1. **Discapacidades No-ambulatoria** - Impedimentos que, independientemente de la causa, requieren que las personas utilicen una silla de ruedas para la movilidad;

# Attachment B

## DISTRITO METROPOLITANO DE TRÁNSITO DE SANTA CRUZ

2. **Ayudas para la movilidad** - los trastornos que causa a las personas caminar con dificultades significativas, incluyendo personas que utilizan un aparato ortopédico, bastón, andador o muletas para lograr la movilidad;
3. **Trastornos músculo-esquelético (como la artritis)** – deterioro musculoesqueléticos, como la distrofia muscular, la osteogénesis imperfecta o cualquier tipo de artritis, tales como clase Funcional III o de Etapa anatómica III;
4. **Amputación** - Las personas que sufren de amputación, o deformidad anatómica (es decir, la pérdida de la función importante, debido a los cambios degenerativos asociado a deficiencias vasculares o neurológicas, pérdida traumática de la masa muscular o de los tendones y evidencia radiológica de anquilosis ósea o fibrosa en un ángulo desfavorable, subluxación articular o inestabilidad): (a) ambas manos; o (b) una mano y un pie, o (c) la amputación de la extremidad inferior en o por encima de la región del tarso (una o ambas piernas);
5. **Accidente Cerebrovascular (Stroke)** - con uno de los siguientes: (a) parálisis pseudobulbar, o (b) déficit motor funcional en cualquiera de las dos extremidades, o (c), ataxia que afectan a dos extremidades justificadas por adecuada signos cerebelosos o posterior pérdida propioceptiva 4 meses.
6. **Enfermedades Pulmonares** - Deficiencias respiratorias de la clase 3 y 4. Clase 3: CVF entre el 51 por ciento y 59 por ciento del valor previsto, o entre el FEV El 41 por ciento y 59 por ciento de los previstos. Clase 4: FVC inferior o igual el 50 por ciento del valor previsto, o FEV inferior o igual al 40 por ciento de previsto.
7. **Males cardiacos** - alteraciones cardiovasculares de la clase funcional III o IV. Clasificación Funcional: Clase III: Las personas con enfermedad cardíaca resultando en una marcada limitación de la actividad física. Están cómodos en reposo. Actividad física menor de la ordinaria causa fatiga, palpitaciones, disnea o dolor anginoso. Por ejemplo, la incapacidad de caminar una o más cuadras a nivel o subir una escalera común. Clase IV: Los individuos con enfermedad cardíaca que resulta en la incapacidad de llevar a cabo cualquier actividad física sin molestias. Los síntomas de la insuficiencia cardíaca o del síndrome anginoso pueden estar presentes incluso en reposo. Si la actividad física es emprendida, se aumenta el malestar.
8. **Diálisis** - personas cuya discapacidad requiere el uso de una máquina de diálisis para el riñón.



# Attachment B

## DISTRITO METROPOLITANO DE TRÁNSITO DE SANTA CRUZ

9. **Problemas de visión** - Las personas cuya visión en el mejor ojo, después de la mejor corrección, es de 20/200 o menos, o las personas cuyo campo visual es fruncido (comúnmente conocido como visión de túnel): (a) a 10 grados o menos desde un punto de fijación, o (b) por lo que el diámetro más ancho subtiende un grados de ángulo no mayor de 20, y (c) individuos que no pueden leer las señales de información o de símbolos sin que sea la razón el idioma.
10. **Discapacidad auditiva** - sordera o incapacidad auditiva que hace que una persona no pueda comunicarse o escuchar las señales de alerta, incluida la sólo aquellas personas cuya pérdida de audición es de 70 dBA o más en el 500, 1000, 2000 Hz. Rangos.
11. **Discapacidad de falta de coordinación** - Los individuos que sufren falta de coordinación o parálisis del cerebro (palsy), médula espinal o lesión de los nervios periféricos y cualquier persona con una lesión en el nervio funcional y cualquier persona con un déficit motor funcional en cualquiera de los dos miembros o que sufre manifestaciones que reduzcan significativamente la movilidad, coordinación o percepción sin contar las categorías anteriores;
12. **Discapacidad Intelectual** - Quienes se caracterizan por importantes límites, tanto en el funcionamiento intelectual y en la conducta adaptativa como expresado en conceptuales, sociales y práctico de las habilidades de adaptación. Esto discapacidad generalmente se origina durante el periodo de desarrollo antes de la edad de 18 años o como resultado de enfermedad o accidente, más tarde en la vida y está asociado con alteración en la conducta adaptativa (una directriz general es un coeficiente intelectual que es más de dos desviaciones estándar por debajo de la norma).
13. **Parálisis Cerebral (Cerebral Palsy)** - Un trastorno que data desde el nacimiento o la infancia temprana o como el consecuencia de una enfermedad o accidente, más tarde en la vida, no progresiva, aunque si no tratados hay marcada regresión en el funcionamiento se caracteriza por ejemplos de aberraciones de las funciones motoras (parálisis, debilidad, falta de coordinación) y con frecuencia otras manifestaciones de daño orgánico cerebral como los trastornos sensoriales, convulsiones, retraso mental, dificultades de aprendizaje y trastornos del comportamiento.
14. **La epilepsia (trastorno convulsivo)** - Un trastorno clínico con alteración de la conciencia, que se caracteriza por convulsiones (por ejemplo, generalizadas, parciales complejas, motor principal, de gran mal, pequeño mal, o psicomotriz), que ocurre con más frecuencia que una vez al mes, a pesar de tratamiento prescrito, con (una pérdida) episodios diurna (de la conciencia y crisis convulsiva), (b) los episodios nocturnos que muestran interferencia residual con la actividad durante el día, o (c) un trastorno que implica ausencia (petit mal) o leve parcial (psicomotor) Las convulsiones que ocurren

# Attachment B

## DISTRITO METROPOLITANO DE TRÁNSITO DE SANTA CRUZ

más de una vez por semana, a pesar del tratamiento prescrito con 1) Alteración de la conciencia o pérdida de la conciencia, y 2) manifestaciones transitorias postictales de comportamiento antisocial o convencionales. Personas que presentan convulsiones de control libre durante un período continuado de más de seis (6) meses de duración no están incluidos en la declaración de la epilepsia que se define en esta categoría.

15. **Autismo infantil** - un síndrome descrito como que consiste en estar retraído, relaciones sociales muy insuficientes, alteración del lenguaje y la conducta motora repetitiva monótonamente. Muchos niños con autismo también se verán seriamente perjudicados en el funcionamiento intelectual general. Este síndrome suele aparecer antes de la edad de seis años y se caracteriza por graves retracción y respuesta inadecuada a los estímulos externos.
16. **Deterioro neurológico** - un síndrome caracterizado por el aprendizaje, la percepción y / o trastornos de la conducta de un individuo que el IQ es no menos de dos desviaciones estándar por debajo de la norma. Estas características existen como consecuencia de las disfunciones cerebrales (cualquier trastorno en el aprendizaje mediante sentidos), trastorno neurológico o cualquier daño al sistema nervioso central, ya sea debido a los recursos genéticos, accidentes hereditarios o factores de la enfermedad. En esta sección se incluye a personas con graves problemas de marcha que tienen movilidad restringida.
17. **Los trastornos mentales** - las personas cuya discapacidad mental sustancialmente limita de uno o más de sus actividades importantes de la vida. Esto incluye la incapacidad para aprender, trabajar o cuidar de sí mismo. El diagnóstico principal Clasificación IV de la SSM en una de las siguientes áreas se requiere de elegibilidad:  
Trastornos mentales orgánicos, trastornos esquizofrénicos, Trastornos Paranoicos, trastornos psicóticos no clasificados en otra parte, Trastorno afectivo, Trastornos Forma somata (Somata Form) Trastornos Disociativos, Trastornos de Adaptación, Factores Psicológicos que afectan al estado físico, y Síndrome de Estrés Post Traumático. Estos diagnósticos deben estar en niveles de clase 3 a 5:
  - Clase 3- Deterioro Moderado . Niveles compatibles con algunos, pero no todas, las funciones útiles.
  - Clase 4- Deterioro Marcado. El nivel significativamente impide el uso del funcionamiento.
  - Clase 5- Deterioro Extremo . El nivel impide el de funcionamiento útil,

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## DISTRITO METROPOLITANO DE TRÁNSITO DE SANTA CRUZ

(Nota: Si el trastorno de una persona está en remisión o la incapacidad primaria es alcoholismo agudo o crónico o adicción a las drogas, están específicamente excluidas del beneficio de descuento de la tarifa.)

18. **Trastornos Crónicos Debilitantes Progresivos** - Las personas que sufren de enfermedades debilitantes crónica y progresiva que se caracterizan por síntomas constitucionales tales como fatiga, debilidad, pérdida de peso, dolor y cambios en el estado mental que, en conjunto, interfieren en las actividades de la vida diaria y merman de forma significativa la movilidad. Ejemplos de estos trastornos incluyen: (a) neoplasias incontrolables progresivas (por ejemplo, tumores malignos o neoplasias malignas terminales tratados con radiación o quimioterapia agresiva), (b) Enfermedades avanzadas del tejido conectivo (es decir, las etapas antes de lupus eritematoso sistémico, esclerodermia o poliarteritis nodosa), (c) Infección Sintomático por el VIH (es decir, el SIDA o ARC) en el CDC se define categorías clínicas B y C.
19. **Múltiples impedimentos** - Esta categoría puede incluir, pero no se limitará a, las personas con discapacidad por los efectos combinados de más de un deterioro, incluidos los relacionados con la edad. Las alteraciones individuales en sí mismos pueden no ser lo suficientemente graves como para calificar de disfunción de tránsito, sin embargo, los efectos combinados de la discapacidad puede calificar a la persona para el programa.

## V. ADQUISICIÓN DE TARJETAS DE DESCUENTO DE METRO

- 5.01 Una persona elegible puede comprar una tarjeta de tarifa de descuento METRO en cualquiera de los siguientes lugares en los horarios indicados:
- a. En la casilla de información de Santa Cruz Metro Center (Estación Pacífico) en días laborables. Por favor póngase en contacto (831-425-8600) METRO para horarios específicos.
  - b. Watsonville Transit Center en las calles West Lake y Rodríguez todos los martes en general. Póngase en contacto con (831-425-8600) METRO para horarios específicos.
- 5.02 Una persona elegible debe presentar una de las formas de identificación enumerados en la sección 4,01 o alguna otra prueba aceptable de edad para calificar para una tarifa de descuento METRO basado en tener 62 años de edad o más.
- 5.03 a. Para comprar una **Tarjeta de Descuento METRO** (Fare Card) basada en la discapacidad sin prueba de la discapacidad establecida en la Sección 4.01 (b), el individuo debe proporcionar una completa " Verificación Profesional de Estado de Discapacidad" (Anexo A). Anexo A debe ser certificado por un

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## DISTRITO METROPOLITANO DE TRÁNSITO DE SANTA CRUZ

médico con licencia u otro profesional con licencia que la persona tiene una discapacidad (véase la sección IV), que puede calificar al individuo para una tarifa de descuento.

**\* Formas de Verificación del estado de discapacidad pueden ser recogidos en:**

*Casilla de Información de Santa Cruz Metro Center (Estación Pacífic), o solicitada por teléfono al (831) 425-8600;*

*Coordinador de Servicios Accesibles METRO al (831) 423-3868 o al Sistema de Retransmisión de California al 800-735-2929.*

Los formularios también están disponibles en línea en el sitio Web de METRO: [www.scmttd.com](http://www.scmttd.com)

- b. COSTO DE UNA TARJETA DE DESCUENTO: Las personas elegibles pagan \$ 2.00 por la tarjeta. En caso de que se pierda la Tarjeta de Descuento, METRO cobra una tarifa de sustitución de \$ 2.00 por la primera ~~sustitución de una~~ tarjeta perdida, y \$ 5.00 para la sustitución de una tarjeta perdida después.

- 5.04 Niños (menores de 18) de los pasajeros utilizando una Tarjeta de ~~Tarjeta de Identificación con foto de~~ Descuento METRO pueden viajar con tarifa de descuento cuando acompañan a sus padres que califican. Los padres deben completar un formulario de inscripción (*Anexo B*), disponible en el Centro de METRO Santa Cruz Centro (Estación Pacífic) y Watsonville Centro de Tránsito para calificar para esta cobertura extendida. El formulario de inscripción también está disponible en la página web de METRO ([www.scmttd.com](http://www.scmttd.com)).

## VI. ASISTENTES DE CUIDADO PERSONAL

- 6.01 Las personas con discapacidades tienen derecho a tener un asistente de cuidado personal viajando con él / ella sin pagar una segunda tarifa. Para calificar, la Forma de Verificación de Estado de Discapacidad debe indicar la necesidad de un Asistente de Cuidado Personal, que es certificada por un profesional médico licenciado u otro profesional con licencia. Tras la aceptación por METRO, los individuos elegibles serán provistos de una identificación específica que autoriza transporte con un Asistente de Cuidado Personal.
- 6.02 Una persona que tiene una Tarjeta de Descuento METRO (Fare Card) o tarjeta Paratransit emitida por otra agencia de tránsito, o una Tarjeta de Elegibilidad METRO ParaCruz, que indica la necesidad de un Asistente de Cuidado Personal, podrá viajar en ruta fija de METRO con un Asistente de Cuidado Personal sin tener que pagar una tarifa de segundo.

# Attachment B

## DISTRITO METROPOLITANO DE TRÁNSITO DE SANTA CRUZ

### VII. DISCAPACIDAD TEMPORAL

- 7.01 Las personas con discapacidades temporales, que reúnen una o más de las categorías enumeradas en la Sección 4.04 de esta Política, pueden calificar para una tarjeta de descuento temporal (no permanente) METRO (Tarjeta de Descuento de color melocotón).
- 7.02 Esta Tarjeta de Descuento Temporal reflejará una fecha de caducidad, que corresponde con la "Forma de Certificación de Estado de Discapacidad". Una vez vencida, la persona tendrá que recibir una nueva "Forma de Certificación de Estado de Discapacidad" de un Profesional con Licencia en la Sección 4.03, a fin de ampliar su Tarjeta de Tarifa de Descuento de METRO.

### VIII. PUNTOS DE VENTA PASES METRO

- 8.01 Pases de autobús METRO se pueden adquirir a partir de cinco días hábiles antes del inicio del mes en los siguientes lugares:

#### **APTOS**

\* Community Bridges / Lift Line, 236 Santa Cruz Avenue

#### **Boulder Creek**

Boulder Creek, Farmacia, 13081 Highway 9

#### **CAPITOLA**

SaveMart Supermercado, 1475 - 41st Avenue

#### **FELTON**

Felton Farmacia (dentro del mercado New Leaf), 6240 Highway 9

#### **LIVE OAK**

\* Live Oak Family Resource Center, 1438 Capitola Road

#### **SANTA CRUZ**

\* Metro Center, 920 Pacific Avenue

\* Emily Bakery, 1129 Mission Street (Misión y Laurel)

\* Farmacia Walgreen's, 1718 Soquel Avenue

#### **SCOTTS VALLEY**

\* Epic Adventure Games, 222 Mt. Hermon Road, Suite A

#### **WATSONVILLE**

SaveMart Supermercado, 1465 Main Street

Watsonville Transit Center, 475 Calle Rodríguez

\* Pases mensuales de Highway 17 se venden sólo en estos lugares. Todos los

# Attachment B

## DISTRITO METROPOLITANO DE TRÁNSITO DE SANTA CRUZ

pases de autobús, incluido el Pase Mensual de Highway 17 mensual también se pueden comprar por correo utilizando el formulario de solicitud provisto dentro del horario de autobuses *Headways*, y están disponibles para compra en el sitio web de METRO [www.scmtd.com](http://www.scmtd.com).

### IX. ORDEN DE PASES POR CORREO

- 9.01 Las personas que actualmente poseen una **Tarjeta de Descuento válida** de METRO (Fare Card), o con anterioridad Pases de descuento adquirido y en el archivo de Santa Cruz METRO, pueden ordenar pases de autobús por correo. El formulario está disponible en *METRO Headways*, e en la Casilla de Información de METRO (Estación Pacífico), y en el el sitio web de METRO [www.scmtd.com](http://www.scmtd.com). Envíe por correo el formulario completo junto con un sobre con dirección y estampilla a:

**Santa Cruz METRO  
920 Pacific Avenue, Suite 21  
Santa Cruz, CA 95060**

- 9.02 Por Favor permita 7 días hábiles desde la fecha en que la orden es recibida por METRO. Si usted tiene cualquier pregunta sobre los pedidos de pases de descuento, llame al (831) 425-3822.

### X. ADMINISTRACIÓN DEL REGLAMENTO

- 10.01 El Manager de Operaciones o la persona designada es responsable de lo siguiente:
- Asegurarse de que éste Reglamento se difunde a todos los conductores actuales de ruta fija, los agentes de servicio al cliente y centro de tránsito de agentes de pases.
  - Asegurarse de que el presente Reglamento se difunde a todos los nuevos y futuros conductores de ruta fija, los agentes de servicio al cliente y centro de tránsito de agentes de pases.
  - Proporcionar orientación, formación y asistencia a todos los empleados, los agentes de servicio al cliente y agentes de tránsito de pases que son responsables de la expedición de pases y Tarjetas de Descuento de METRO.
- 10.02 METRO integrará el Programa de Tarjeta de Descuento de Tarifas en sus políticas y Procedimientos.

# Attachment B



Anexo A

## VERIFICACIÓN PROFESIONAL DE ESTADO DE LA DISCAPACIDAD

Yo, \_\_\_\_\_ de acuerdo con la información médica presentada en este formulario al Distrito Metropolitano de Tránsito Santa Cruz con el propósito de la elegibilidad para tarifa de descuento de METRO.

FIRMA DEL INDIVIDUO: \_\_\_\_\_ Fecha: \_\_\_\_\_

Fecha de nacimiento: \_\_\_\_\_

\*\*\*\*\*

\***Esta parte del formulario para ser completado por un profesional con licencia** como se describe en el Reglamento # AR-1028, Sección 4.03 (es decir: médico con licencia, quiropráctico, podiatra, optómetra, audiólogo, psicólogo clínico, consejero matrimonial y familiar, según proceda, basadas en la categoría de discapacidad).

### **VERIFICACIÓN DE PROFESIONALES:**

La persona mencionada ha solicitado una Tarifa de Descuento del Distrito de tránsito de Santa Cruz METRO. Con mi firma, certifico que la siguiente información es verdadera y correcta. **He revisado los criterios de elegibilidad como se indica en el Reglamento # AR-1028 - Sección IV Re: Elegibilidad y se determinó que mi cliente es elegible para este programa.**

**El individuo identificado arriba es elegible para una tarifa de descuento, debido a su enfermedad, lesión o incapacidad, enumerada a continuación: (Marque todas las que apliquen).**

- El individuo nombrado arriba es una persona que por razón de enfermedad, lesión, edad, malfuncionamiento congénito, o incapacidad permanente o temporal u otra discapacidad (incluyendo cualquier individuo que es un usuario de silla de ruedas o tiene la capacidad de semi-ambulatorio), no puede, sin instalaciones especiales, planificación o diseño, utilizar medios de transporte y servicios públicos efectivamente como una persona que no está afectada. (\* **Vea la Sección 4.04 de la categoría descripciones**). Por favor liste la categoría de discapacidad que este individuo tiene \_\_\_\_\_.
- La discapacidad es permanente.
- La discapacidad No es permanente y expirará el \_\_\_\_\_.
- El individuo arriba mencionado requiere el uso de un **Asistente de Cuidado Personal (PCA)**.  
Cuánto tiempo cree que tendrá la necesidad de un PCA?  
 **Permanente, o**  **Temporal**

\_\_\_\_\_  
(Especificar Fecha de vencimiento)

Firma del Profesional con licencia: \_\_\_\_\_ Fecha: \_\_\_\_\_

Nombre del Profesional con licencia: \_\_\_\_\_

Título profesional: \_\_\_\_\_ Número de Licencia: \_\_\_\_\_

Dirección: \_\_\_\_\_

Teléfono: \_\_\_\_\_

Anexo A

**11.b11**

# Attachment B



Anexo B

## SOLICITUD DE TARIFA REDUCIDA PARA NIÑOS CON TARJETA DE DESCUENTO IDENTIFICACION DE DISCAPACIDAD

Deseo solicitar certificación para permitir que mis hijos, menores de 18 años, (listados abajo) viajen conmigo cuando uso mi tarjeta de identificación de Discapacidad y paguen la tarifa reducida de discapacidad durante el viaje en METRO en el servicio de ruta fija.

### NIÑOS:

Nombre: \_\_\_\_\_

Nombre: \_\_\_\_\_

Nombre: \_\_\_\_\_

Nombre: \_\_\_\_\_

### Titular de la Tarjeta de Descuento-Identificación de la discapacidad:

Imprima el Nombre: \_\_\_\_\_

Dirección: \_\_\_\_\_

\_\_\_\_\_

Firma: \_\_\_\_\_ Fecha: \_\_\_\_\_

\*\*\*\*\*  
Después de completar la parte superior de este formulario, por favor envíe el formulario completo al Agente de Servicio al Cliente en Santa Cruz Metro Center (Estación Pacífico), o del Centro de Tránsito de Watsonville. El Agente de Servicio al Cliente luego colocará un adhesivo en la Tarjeta de ~~identificación de~~ Descuento, que le permite pagar tarifas de descuento para sus hijos cuando le acompañen en el servicio de autobús de ruta fija de METRO.



# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

**DATE:** October 22, 2010

**TO:** Board of Directors

**FROM:** Ellen Pirie, Chair, Board of Directors

**SUBJECT: CONSIDERATION OF EXECUTION OF A LETTER OF AGREEMENT TO EXTEND THE CURRENT EMPLOYEMENT AGREEMENT WITH LESLIE R. WHITE TO SERVE AS GENERAL MANAGER FOR THE PERIOD JANUARY 1, 2011 THOUGH DECEMBER 31, 2011.**

## I. RECOMMENDED ACTION

**That the Board of Directors authorize the Chair to execute a Letter of Agreement to extend the Employment Agreement with Leslie R. White to serve as General Manager for the period January 1, 2011 through December 31, 2011.**

## II. SUMMARY OF ISSUES

- On November 3, 1997 the Board of Directors entered into an Employment Agreement with Leslie R. White to serve in the position of General Manager.
- On November 11, 1998, and August 17, 2001, October 22, 2004, and September 28, 2007 the Board of Directors renewed the Employment Agreement with Leslie R. White with minor modifications.
- The current Employment Agreement between the Board of Directors and Leslie R. White will expire on December 31, 2010.
- Leslie R. White desires to continue to serve METRO as the General Manager by Executing a Letter of Agreement to extend the current Agreement through December 31, 2011.
- The proposed Agreement Amendment contains the same terms and conditions as current contract, with the following exceptions: there would be no salary increases provided during the term of the extension, the expiration date would be changed to December 31, 2011.

## III. DISCUSSION

On November 3, 1997 the METRO Board of Directors entered into an Employment Agreement with Leslie R. White to serve in the position of General Manager. On November 11, 1998, August 17, 2001, October 22, 2004, and September 28, 2007 the Board of Directors renewed the Employment Agreement with Leslie R. White with modifications.

The current Employment Agreement with Leslie R. White will expire on December 31, 2010. During the past year Members of the Board of Directors have expressed a desire to have Leslie R. White continue to serve as the Santa Cruz METRO General Manager for an additional year. Leslie R. White has indicated that he desires to serve as the General Manager for an additional year. A proposed Letter of Agreement to extend the current Employment Agreement between METRO and Leslie R. White has been developed and is attached to this Staff Report. The proposed Letter of Agreement contains the same terms and conditions as current contract, with the following exceptions: there would be no salary increases provided during the term of the extension, the expiration date would be changed to December 31, 2011.

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

The compensation and benefit costs associated with approval of the proposed Employment Agreement are provided for in the METRO Operating Budget.

#### **V. ATTACHMENTS**

**Attachment A:** Proposed Letter of Agreement to extend the Employment Agreement--  
METRO/Leslie R. White

# Attachment A

## SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

### Letter of Agreement

This is a Letter of Agreement made and entered into on October 22, 2010, by and between the Santa Cruz Metropolitan Transit District (hereinafter referred to as "District"), and Leslie R. White (hereinafter referred to as "Employee").

WHEREAS, the Board of Directors of the District is authorized pursuant to the Santa Cruz Metropolitan Transit District Act of 1967, Sections 98114 and 98115 of the California Public Utilities Code to enter into contracts on behalf of the District and to appoint and fix the salary of the Secretary/General Manager; and

WHEREAS, the Board of Directors of the District, on November 3, 1997 entered into an Agreement to employ the services of Leslie R. White in the position of Secretary/General Manager; and

Whereas, on November 11, 1998, and August 17, 2001, October 22, 2004, and September 28, 2007, the Board of Directors renewed the Employment Agreement with Leslie R. White, with minor modifications.

WHEREAS, the current Agreement between the Board of Directors and Leslie R. White expires on December 31, 2010; and,

WHEREAS, the current financial condition of the District makes increases in compensation inadvisable; and,

WHEREAS, Leslie R. White is agreeable to serving as General Manager for an additional year with no increase in compensation; and,

WHEREAS, the Board of Directors of the District and the Employee wish to continue the current Employment Agreement with Leslie R. White through December 31, 2011.

THEREFORE, the Board of Directors of the District and the Employee hereby agree that the current Employment Agreement is extended through December 31, 2011.

Employee:

Santa Cruz Metropolitan Transit District

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

\_\_\_\_\_  
ELLEN PIRIE  
Chair, Board of Directors

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

**DATE:** October 22, 2010

**TO:** Board of Directors

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

**SUBJECT: CONSIDERATION OF AMENDING SANTA CRUZ METRO'S FARE ORDINANCE TO REPLACE MONTHLY PASSES WITH 31 DAY PASSES**

## I. RECOMMENDED ACTION

**This report introduces the first reading of the Fare Ordinance for replacing the Monthly Passes with a 31 Day Passes.**

## II. SUMMARY OF ISSUES

- Santa Cruz METRO is in the process of installing an updated GFI Fare Revenue Collection System and GFI Odessey fareboxes purchased with American Recovery and Reinvestment Act funds (Section 5307 and 5311) and FTA Section 5309 grant funds.
- This new system has the ability to issue “period pass” magentic cards that enable riders to use them as transit passes over a predetermind set period of time.
- Santa Cruz METRO currently offers the public 3 Monthly Passes for Local service and a Highway 17 Express Monthly Pass. These Monthly Passes can only be used for the month that they are distributed for.
- Replacing the current Monthly Passes with a 31 Day Pass will allow the public to purchase a pass at any time and employ that pass for 31 days from when it is first used on a fixed route bus.
- Both the Local 31 Day Passes and the Highway 17 31 Day Pass will be sold for the same prices as their current Monthly Pass counterparts.
- Public Hearing will be held at the November 19<sup>th</sup> Board of Directors meeting.

## III. DISCUSSION

Currently Santa Cruz METRO is in the process of installing an updated revenue collection system and new fareboxes purchased from GFI. This system was purchased with one time capital funds from the American Recovery and Reinvestment Act Sections (5307 and 5311) and FTA Section 5309 grant funds.

The new revenue collection system has the ability to issue “period passes” in the form of magentic swipe cards that enable riders to use a transit pass over a predetermined set period of

time. For example: a rider may purchase a 31 Day Pass from Santa Cruz METRO at any time and will have 31 Days of access to the appropriate level of transit service (depending on whether the pass is for local only or Highway 17) from the time that the pass is first used on a fix route bus. This feature allows the public to purchase a pass that is equivilant to a monthly pass when it is most convenient for them.

As of now, Santa Cruz METRO offers 3 Local Monthly Passes (Regular, Senior & Disability, and Youth) that are fixed to a given month which they are distributed for. Currently, a Monthly Pass is only valid until the end of a month, regardless of when during the month it was purchased and first used. This lack of flexibility forces riders to purchase passes only during a very short window of time before a new month begins which can cause financial and social hardships for potential riders.

Replacing the current monthly passes with a non-fixed 31 Day Pass will allow riders to purchase a Monthly Pass equivalent at anytime of a given month and can employ that pass for 31 days from when it is first used on a fixed route bus. The draft artwork for the proposed 31 Day Passes can be view on Attachment B.

Santa Cruz METRO will hold a public hearing at the November 19, 2010 Board of Directors meeting for members of the public wishing to comment on replacing the current Monthly Passes with 31 Day Passes. Also it is emphasized that both the Local 31 Day Passes and Highway 17 31 Day Pass will be sold for the same price as their current Monthly Pass counterparts. Please see Attachment A for the proposed changes to the Fare Ordinance.

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

Sales of 31Day Passes would be reflected in operating revenue. Currently it is estimated that 31 Day Passes will likely outpace current Monthly Passes in sales due to greater flexibility and convenience.

#### **V. ATTACHMENTS**

**Attachment A:** Draft of Fare Ordinance

**Attachment B:** Draft of 31 Day Pass

Prepared By: Erich R. Friedrich, Jr. Transportation Planner  
Date Prepared: October 12, 2010

# Attachment A

## ORDINANCE NO. 84-2-1 As Amended

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

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

#### SECTION I: FARE SCHEDULE - SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

##### A. Fixed Route Service

Regular Bus Fare	1.50
Discount Bus Fare - Senior Passenger/Individual with Disability *	.75
Regular Day Pass	4.50
Discount Day Pass - Senior Passenger/Individual with Disability *	2.25
Regular Convenience Card	22.00
Discount Convenience Card - Senior Passenger/Individual with Disability *	11.25
<del>Regular Monthly Pass</del> <u>31 Day Pass</u>	50.00
Discount <del>Monthly Pass</del> <u>31 Day Pass</u> - Senior Passenger/Individual with Disability *	25.00
Student <del>Monthly Pass</del> <u>31 Day Pass</u>	35.00
School Student Field Trip Rate	25.00

\* To obtain Discount Fare passenger must produce a Santa Cruz METRO Photo I.D. Card or other approved identification.

##### B. Highway 17 Express Bus Service Options

Regular Express Bus Fare (One Way)	5.00
Discount Bus Fare-Senior Passenger/Individual with Disability	2.50
Regular Day Pass	10.00
Regular Day Pass with surrender of Santa Cruz METRO Day Pass	4.00
Regular Day Pass with surrender of VTA Day Pass	4.00
Regular Day Pass with 2 Zone minimum Cal Train Monthly Pass	4.00
Regular Day Pass with VTA Express Single Ride	2.00
<del>Monthly Pass</del> <u>31 Day Pass</u>	113.00

##### C. Paratransit Service

Regular Paratransit Fare (One Way)	3.00
------------------------------------	------

# Attachment A

Ordinance No 84-2-1  
Page Two

**D. Group Pass Contract Rate**

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

**E. Service Charge on Return Checks**

The service charge on returned checks is \$15.00.

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Ordinance No. 84-2-1 of the Santa Cruz Metropolitan Transit District is hereby amended and shall become effective on December 1, 2010.

Passed and adopted by the Board of Directors on this 19<sup>th</sup> day of November 2010, by the following vote:

**AYES:** Directors -

**NOES:** Directors -

**ABSENT:** Directors -

**ABSTAIN:** Directors -

**DRAFT**

ATTEST: \_\_\_\_\_  
LESLIE R. WHITE  
Secretary/General Manager

APPROVED: \_\_\_\_\_  
ELLEN PIRIE  
Chairperson

APPROVED AS TO FORM:

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

# Attachment B

