

AGENDA
SANTA CRUZ METRO BOARD OF DIRECTORS
REGULAR MEETING OF MARCH 22, 2013
8:00 AM



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

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


- | | | |
|--------------------------|---|------------------------------|
| <input type="checkbox"/> | <i>Director Margarita Alejo</i> | <i>City of Watsonville</i> |
| <input type="checkbox"/> | <i>Director Hilary Bryant</i> | <i>City of Santa Cruz</i> |
| <input type="checkbox"/> | <i>Director Dene Bustichi, Vice Chair</i> | <i>City of Scotts Valley</i> |
| <input type="checkbox"/> | <i>Director Daniel Dodge, Chair</i> | <i>City of Watsonville</i> |
| <input type="checkbox"/> | <i>Director Zach Friend</i> | <i>County of Santa Cruz</i> |
| <input type="checkbox"/> | <i>Director Ron Graves</i> | <i>City of Capitola</i> |
| <input type="checkbox"/> | <i>Director Michelle Hinkle</i> | <i>County of Santa Cruz</i> |
| <input type="checkbox"/> | <i>Director Deborah Lane</i> | <i>County of Santa Cruz</i> |
| <input type="checkbox"/> | <i>Director John Leopold</i> | <i>County of Santa Cruz</i> |
| <input type="checkbox"/> | <i>Director Bruce McPherson</i> | <i>County of Santa Cruz</i> |
| <input type="checkbox"/> | <i>Director Lynn Robinson</i> | <i>City of Santa Cruz</i> |
| <input type="checkbox"/> | <i>Ex-Officio Director Donna Blitzer</i> | <i>UC Santa Cruz</i> |

Leslie R. White, General Manager / Secretary of the Board
Leslyn K. Syren, District Counsel

TITLE 6 - INTERPRETATION SERVICES / TÍTULO 6 - SERVICIOS DE TRADUCCIÓN

Spanish language interpretation and Spanish language copies of the agenda packet are available on an as-needed basis. Please make advance arrangements with Tony Tapiz, Administrative Services Coordinator at 831-426-6080. Interpretación en español y traducciones en español del paquete de la agenda están disponibles sobre una base como-necesaria. Por favor, hacer arreglos por adelantado con Tony Tapiz, Coordinador de Servicios Administrativos al numero 831-426-6080.

AMERICANS WITH DISABILITIES ACT

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

AGENDA
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MEETING LOCATION:
SANTA CRUZ CITY COUNCIL CHAMBERS
809 CENTER STREET
SANTA CRUZ, CALIFORNIA

8:00 A.M.

NOTE: THE BOARD CHAIR MAY TAKE ITEMS OUT OF ORDER

SECTION I: OPEN SESSION

1. CALL TO ORDER
2. ROLL CALL
3. ANNOUNCEMENTS
 - 3-1. Please join the Board of Directors in observing a moment of silence in honor of Santa Cruz Police Detectives Loran "Butch" Baker and Elizabeth Butler.
 - 3-2. Amy Weiss will be available for Spanish language interpretation during "Oral Communications" and for any other agenda item for which these services are needed.
 - 3-3. Today's meeting is being broadcast by Community Television of Santa Cruz County.
4. COMMUNICATIONS TO THE BOARD OF DIRECTORS

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

 - 4-1. CORRESPONDENCE REGARDING ALTERNATE STOP FOR OUTBOUND HIGHWAY 17 EXPRESS.
Carmen Paras, San José, California
5. LABOR ORGANIZATION COMMUNICATIONS
6. ADDITIONAL DOCUMENTATION TO SUPPORT EXISTING AGENDA ITEMS

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SANTA CRUZ METRO BOARD OF DIRECTORS
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CONSENT AGENDA

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

- 7-1. CONSIDERATION OF TORT CLAIMS: REJECT CLAIM #13-0001- EDVAL ZOTO
- 7-2. NOTIFICATION OF ACTION TAKEN IN CLOSED SESSION
- 7-3. ACCEPT & FILE MONTHLY BUDGET STATUS REPORTS YEAR TO DATE AS OF 12/31/2012
- 7-4. ACCEPT & FILE ACCESSIBLE SERVICES REPORT FOR JANUARY 2013
- 7-5. CONSIDERATION OF AWARD OF CONTRACT WITH LAW OFFICES OF MARIE F. SANG FOR LEGAL SERVICES IN THE AREA OF WORKERS' COMPENSATION IN AN AMOUNT NOT TO EXCEED \$135,000
- 7-6. CONSIDERATION OF AUTHORIZING THE GENERAL MANAGER TO EXECUTE A CONTRACT RENEWAL WITH NORTHSTAR, INC. FOR MAINTENANCE OF THE L/CNG FUELING STATION IN AN AMOUNT NOT TO EXCEED \$415,000
- 7-7. CONSIDERATION OF AUTHORIZING THE GENERAL MANAGER TO EXECUTE A CONTRACT RENEWAL WITH ATHENS ADMINISTRATORS FOR WORKERS' COMPENSATION CLAIMS SERVICES IN AN AMOUNT NOT TO EXCEED \$105,000
- 7-8. ACCEPT & FILE STATUS REPORTS OF PROPOSED FEDERAL AND STATE LEGISLATION AND CURRENT LEGISLATIVE ISSUES
- 7-9. ACCEPT & FILE STATUS REPORT OF ACTIVE GRANTS & SUBMITTED GRANT PROPOSALS FOR MARCH 2013
- 7-10. APPROVE MINUTES OF JANUARY 11, 2013 AND JANUARY 25, 2013
- 7-11. ACCEPT & FILE MINUTES OF METRO ADVISORY COMMITTEE MEETING OF JANUARY 16, 2013
- 7-12. ACCEPT & FILE METRO PARACRUZ OPERATIONS STATUS REPORT
- 7-13. ACCEPT AND FILE PRELIMINARILY APPROVED CLAIMS FOR THE MONTH OF DECEMBER 2012

REGULAR AGENDA

8. CONSIDERATION OF A RESOLUTION APPROVING THE FY13 & FY14 REVISED BUDGET AS OF MARCH 2013; AND CONSIDERATION OF ADOPTION OF THE FY12 SCHEDULE OF RESERVE ACCOUNT BALANCES
Presented by Angela Aitken, Finance Manager
9. PRESENTATION OF EMPLOYEE ANNIVERSARIES
Presented by Daniel Dodge, Chair

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10. CONSIDERATION OF RESOLUTIONS OF APPRECIATION FOR SANTA CRUZ POLICE DETECTIVE SERGEANT LORAN BAKER AND DETECTIVE ELIZABETH BUTLER
Presented by Leslie R. White, General Manager
11. CONSIDERATION OF REVISING SANTA CRUZ METRO'S CURRENT ADVERTISING POLICY
Presented by Leslyn K. Syren, District Counsel
12. CONSIDERATION OF A RESOLUTION AUTHORIZING THE SECRETARY/GENERAL MANAGER AND DISTRICT COUNSEL TO INITIATE LITIGATION ON BEHALF OF THE SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
Presented by Leslyn K. Syren, District Counsel
13. CONSIDERATION OF AUTHORIZING THE GENERAL MANAGER TO BE THE AUTHORIZING AGENT TO IMPLEMENT CHANGES ACCORDING TO THE PUBLIC CONTRACT CODE FOR JUDY K. SOUZA OPERATIONS BUILDING COMPONENT OF THE METROBASE PROJECT
Presented by Frank Cheng, MetroBase Project Manager and IT Manager
14. CONSIDERATION OF AUTHORIZING THE GENERAL MANAGER TO EXECUTE A CONTRACT AMENDMENT WITH LEWIS C. NELSON AND SONS, INC. TO INCORPORATE ADMINISTRATIVE CHANGE ORDER PROCESS
Presented by Frank Cheng, MetroBase Project Manager and IT Manager
15. REVIEW OF ITEMS TO BE DISCUSSED IN CLOSED SESSION
Presented by Leslyn K. Syren, District Counsel
16. COMMUNICATIONS REGARDING CLOSED SESSION
17. ORAL ANNOUNCEMENT
The next regularly scheduled Board meeting will be held Friday, April 12, 2013 at 8:00 a.m. at the Santa Cruz METRO Offices, 110 Vernon Street, Santa Cruz, California.

SECTION II: CLOSED SESSION - Immediately following Open Session

1. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION
(Pursuant to Government Code Section 54956.9)

Name of Case: Worker's Compensation Claim of Christopher Lanagan

SECTION III: RECONVENE TO OPEN SESSION

18. REPORT OF CLOSED SESSION: District Counsel
19. ADJOURNMENT
Adjourn to the next Board of Directors meeting.

Pursuant to Section 54954.2(a)(1) of the Government Code of the State of California, this agenda was posted at least 72 hours in advance of the scheduled meeting at a public place freely accessible to the public 24 hours a day. The agenda packet and materials related to an item on this Agenda submitted to the Board of Directors after distribution of the agenda packet are available for public inspection in the Santa Cruz METRO Administrative Office (110 Vernon Street, Santa Cruz) during normal business hours. Such documents are also available on the Santa Cruz METRO website at www.scmtd.com subject to staff's ability to post the document before the meeting.

February 25, 2013

RF 1130

25 FEB 26 PM 3:44

Board Member
Santa Cruz, Metro
110 Bernon St.
Santa Cruz, CA 95060

Santa Cruz
ADMIN

Dear Sir(s),

I am a permanent passenger that takes Highway 17 Express every day (5-days a week) from San Jose to Santa Cruz and back, as I am working at the California Coastal Commission at Front Street, in Santa Cruz and lives in San Jose.

I would like to request that the Highway 17 will make a short stop at COMERECABANK on Front Street or somewhere around that area, to pick-up and unload passengers coming from Santa Cruz and going to San Jose. There are some passengers that want to stop & ride in that area and I am one of them

Thank you for your kind consideration.

Sincerely,

CParas
Carmen Paras

CARMEN PARAS
2998 MCKEE ROAD
SAN JOSE, CA 95127

25 FEB 2013 PM 3:44

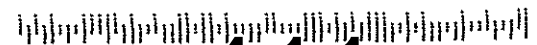
RECEIVED
COMMUNICATIONS
FEB 25 2013

BOARD MEMBERS
SANTA CRUZ METRO
110 BERNON ST.
SANTA CRUZ, CA 95060

ADMIN

FEB 25 PM 3:44

95060213010



4-1.1

GOVERNMENT TORT CLAIM

RECOMMENDED ACTION

TO: Board of Directors

FROM: District Counsel

RE: Claim of: Zoto, Edval
Date of Incident: 11/26/2012

Received: 2/13/2013 Claim #: 13-0001
Occurrence Report No.: SC 11-12-17

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

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

By  _____
Leslyn Syren
DISTRICT COUNSEL

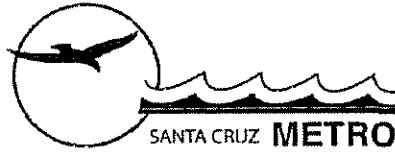
Date: 3/1/12

I, Anthony Tapiz, do hereby attest that the above Claim was duly presented to and the recommendations were approved by the Santa Cruz Metropolitan Transit District's Board of Directors at the meeting of March 23, 2013.

By _____
Anthony Tapiz
RECORDING SECRETARY

Date: _____

LS/lg
Attachment(s)



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

CLAIM FOR DAMAGES

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

Claim # _____
(To be completed by METRO staff)

Please Print or Type:

The name and post office address of the claimant:

Claimant's Legal First Name: EDVAL

Claimant's Legal Last Name: ZOTO

Address to which notices are to be sent: _____

Telephone (Home): _____

Telephone (Business/Cell): _____

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

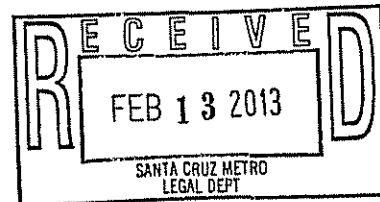
Are you presently, or have you ever been, enrolled in Medicare Part A or B? Yes or No

IF YES, please provide the following information:

Medicare Claim Number: _____

Date of Birth: _____

Social Security Number: _____





Gender: M or F

Claimant Name: EDVAL ZOTO

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: 26 NOV 2012

Time of Incident/Accident: 01.15 AM PM

Location of Incident/Accident

Street/City: MORRISEY Blvd. / SANTA CRUZ

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.

My wife, Alba Fine, was returning alone from SC to Monterey, where we live. She entered Morrisey Blvd from Soquel Avenue. After a few meters a city bus that was on the speeding section of the road crossed to the slowing section, where my wife was driving. My wife noticed that the bus would impact the car and she stopped the car immediately. Still the bus crashed into the car, at the driver side, while crossing the section. When noticed the crash the bus stopped, the driver came out of the bus and just yelled to my wife that it was her fault. Then he left immediately, without providing any information at all. My wife was scared and shocked from what happened, and fortunately, →

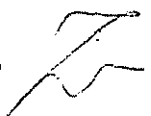
she was helped by another car driver who stopped to check if she was ok. Fortunately she was not hurt physically, but the car was smashed, but running. She managed to return back home safely.

We had to fix our car by ourselves since the insurance company would not cover it because we did not have any name of the bus driver. We have only a picture of the back of the bus, which my wife took as the bus driver left without providing further information of assistance to her.

We would like to get reimbursed the amount that we spent in fixing back the car, since we had no fault in what happened.

Sincerely,

Edval Zoto

Edval Zoto 



Claimant Name: EDVAL 2010

CLAIM FOR DAMAGES

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

Unknown

If the claim totals less than \$10,000, the amount claimed as of the date of the presentation of the claim: \$ 803.27

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

Claimant:  EDVAL 2010
Signature/Print Name

Date: 12 FEB 2013

Attorney or Representative: _____
Signature/Print Name

Date: _____

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

NOTICE OF ACTION TAKEN IN CLOSED SESSION MEMORANDUM

DATE: March 22, 2013
TO: Board of Directors
FROM: Leslyn K. Syren, District Counsel
SUBJECT: Notification of Action Taken In Closed Session Regarding the Following:
Claim of Stephen Abbene; Claim No. 12-0004(b)

Claim of Stephen Abbene; Claim No. 12-0004(b)

On December 14, 2012 the Board of Directors authorized a settlement of this claim. The following directors authorized the settlement: Bryant, Bustichi, Dodge, Graves, Hinkle, Lane, Pirie and Robinson. Directors Alejo and Leopold were absent.

Pursuant to this direction, Santa Cruz METRO obtained a **RELEASE IN FULL OF ALL CLAIMS AND RIGHTS** executed by claimant and his attorney on February 6, 2013, and \$14,000.00 was paid to the claimant by Santa Cruz METRO on February 19, 2013.

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: March 22, 2013
TO: Board of Directors
FROM: Angela Aitken, Finance Manager
**SUBJECT: MONTHLY BUDGET STATUS REPORTS YEAR TO DATE AS OF
DECEMBER 31, 2012**

I. RECOMMENDED ACTION

That the Board of Directors accept and file the monthly budget status reports year to date as of December 31, 2012

II. SUMMARY OF ISSUES

- **Operating Revenues** year to date as of December 31, 2012 were \$584K or 3 % over the amount of revenue expected for the same period year to date.
- **Consolidated Operating Expenses** year to date as of December 31, 2012 were \$1,031K or 5 % under budget.
- **Capital Budget** spending year to date through December 31, 2012 was \$1,206K or 4 % of the Capital budget.

III. DISCUSSION

An analysis of Santa Cruz METRO's budget status is prepared monthly in order to apprise the Board of Directors of Santa Cruz METRO's actual revenues, expenses and capital in relation to the adopted operating and capital budgets for the fiscal year. The attached revenue, expense and capital reports represent the status of Santa Cruz METRO's FY13 operating and capital budgets versus actual expenditures year to date.

The fiscal year has elapsed **50%**.

A. Operating Revenue

Operating Revenues year to date as of December 31, 2012 were \$584K or 3 % over the amount budgeted. Revenue variances are primarily due to higher than anticipated Passenger Fares (Bulk Purchase) and Sales Tax Revenue.

- **Passenger Fares** are over budget due to higher than anticipated sales of tickets in bulk.
- **Sales Tax Revenue** is over budget due to higher than anticipated receipts year to date through December 31, 2012. The 7 % growth in Sales Tax year over year, as of December 31, 2012 reflects continuing improvement in consumer spending.

B. Consolidated Operating Expenses

Consolidated Operating Expenses year to date as of December 31, 2012 were \$1,031K or 5 % under budget. Personnel Expenses, Services, Mobile Materials & Supplies, Casualty & Liability, Purchased Transportation and Miscellaneous Expenses all contributed to the variance.

- **Total Personnel Expenses** are under budget due to vacant funded positions and extended leaves, as well as anticipated increase in Medical Insurance costs, effective in January 2013, while the budget is straight lined.
- The majority of the variance in **Services** is due to **Repair – Equipment**. These costs are under budget due to the inability to anticipate when repair costs will be incurred, while the budget is straight lined.
- **Mobile Materials & Supplies** are under budget due to lower than anticipated prices of fuel.
- **Casualty & Liability** is under budget primarily due to fewer settlement costs than originally anticipated.
- **Purchased Transportation** is under budget due to newly hired Paratransit operators, which has lowered the need for outside services to meet Paratransit demand.
- **Miscellaneous** expenses are under budget primarily due to **Employee Training and Travel**. Training and Travel expenses will be incurred later in the year, while the budget is straight lined.

C. Capital Budget

Capital Budget spending year to date through December 2012 was \$1,206K or 4 % of the total Capital Budget. Of this, \$441K has been spent on the Video Surveillance Project – CCTV (State-1B), \$275K has been spent on the Land Mobile Radio Project (State-1B) and \$232K has been spent on the MetroBase Project (PTMISEA).

IV. FINANCIAL CONSIDERATIONS

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

Attachment A: FY13 Operating Revenue & Expenses Year to Date as of 12/31/12

Attachment B: FY13 Capital Budget Report for the month ending – 12/31/12

Prepared by: Lorraine Bayer, Accountant II

Date Prepared: February 21, 2013

Attachment A



FY13

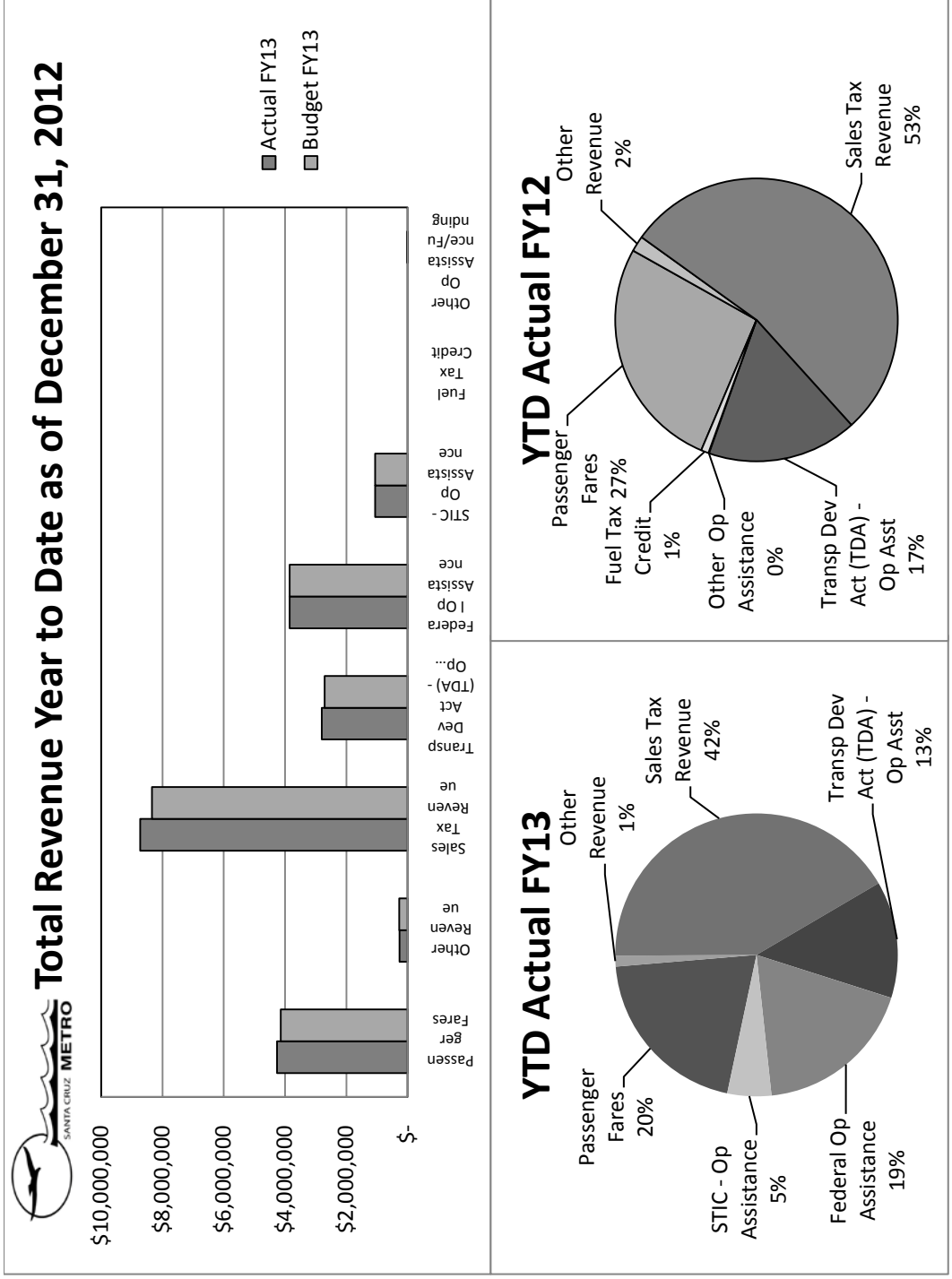
Operating Revenue & Expenses

Year to Date as of December 31, 2012

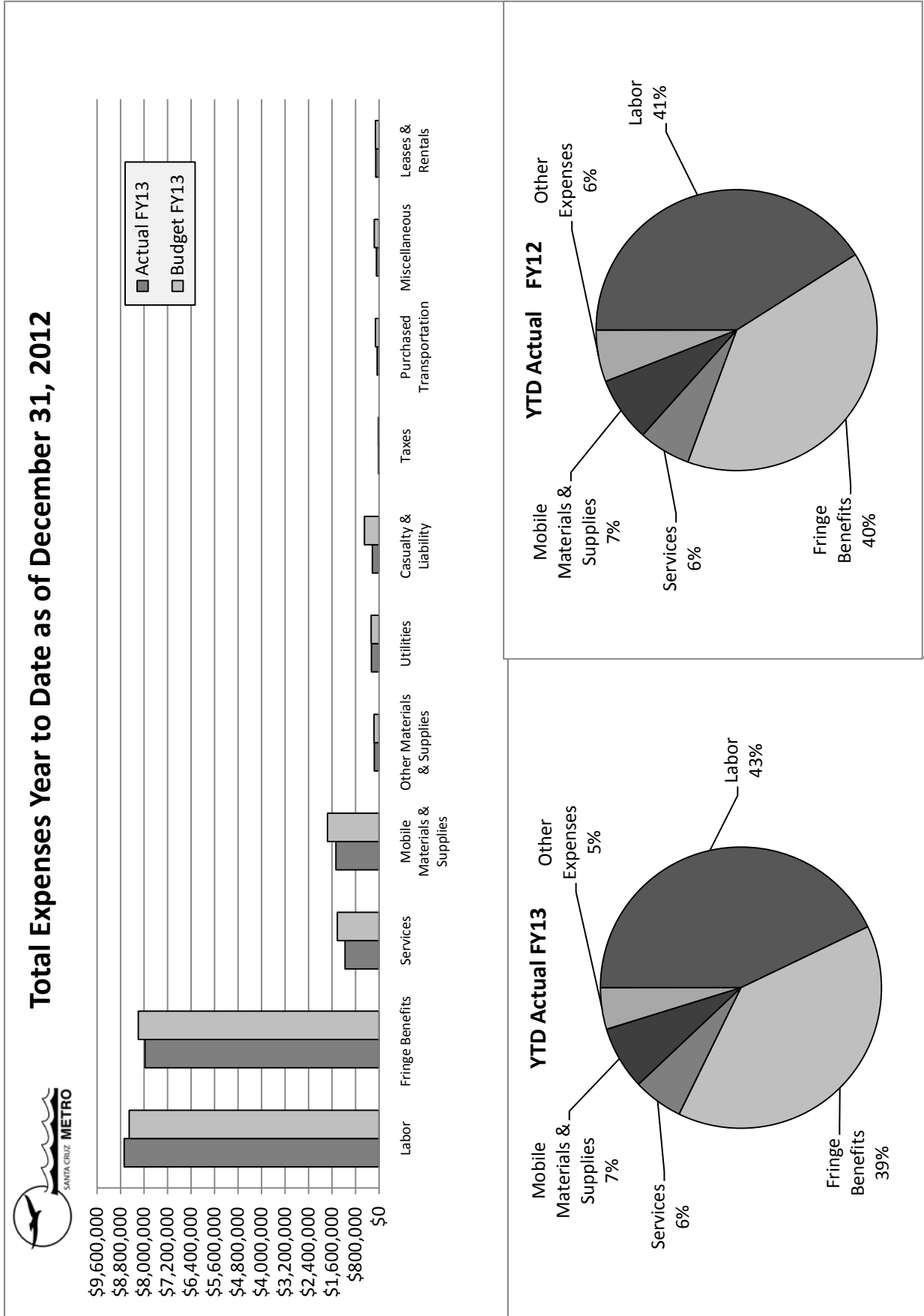
	Year to Date			YTD Year Over Year Comparison		
	Actual	Budget	% Var	Actual	\$ Var	% Var
Revenue:						
Passenger Fares	\$ 4,265,115	\$ 4,140,421	3%	\$ 4,092,913	\$ 172,202	4%
Other Revenue	\$ 260,283	\$ 274,281	-5%	\$ 272,484	\$ (12,201)	-4%
Sales Tax Revenue	\$ 8,730,869	\$ 8,346,674	5%	\$ 8,166,719	\$ 564,150	7%
Transp Dev Act (TDA) - Op Asst	\$ 2,800,379	\$ 2,706,660	3%	\$ 2,622,482	\$ 177,897	7%
Federal Op Assistance	\$ 3,852,288	\$ 3,852,288	0%	\$ -	\$ 3,852,288	100%
Other Op Assistance/Funding	\$ -	\$ 4,999	-100%	\$ 11,702	\$ (11,702)	-100%
STA - Op Assistance	\$ -	\$ -	0%	\$ -	\$ -	0%
STIC - Op Assistance	\$ 1,057,097	\$ 1,057,097	0%	\$ -	\$ 1,057,097	100%
Fuel Tax Credit	\$ -	\$ -	0%	\$ 133,096	\$ (133,096)	-100%
Transfers (to)/ from Reserves	\$ -	\$ -	0%	\$ -	\$ -	0%
Total Revenue	\$ 20,966,031	\$ 20,382,420	3%	\$ 15,299,396	\$ 5,666,635	37%
Expenses:						
Labor	\$ 8,676,637	\$ 8,501,450	2%	\$ 7,502,072	\$ 1,174,565	16%
Fringe Benefits	\$ 7,963,340	\$ 8,196,942	-3%	\$ 7,252,502	\$ 710,838	10%
Services	\$ 1,158,485	\$ 1,420,819	-18%	\$ 1,094,114	\$ 64,371	6%
Mobile Materials & Supplies	\$ 1,468,139	\$ 1,761,625	-17%	\$ 1,360,970	\$ 107,169	8%
Other Materials & Supplies	\$ 168,907	\$ 173,123	-2%	\$ 141,899	\$ 27,008	19%
Utilities	\$ 266,195	\$ 269,405	-1%	\$ 234,226	\$ 31,970	14%
Casualty & Liability	\$ 235,947	\$ 500,751	-53%	\$ 372,900	\$ (136,953)	-37%
Taxes	\$ 17,823	\$ 24,750	-28%	\$ 19,256	\$ (1,433)	-7%
Purchased Transportation	\$ 68,080	\$ 125,000	-46%	\$ 138,805	\$ (70,725)	-51%
Miscellaneous	\$ 93,807	\$ 162,642	-42%	\$ 67,590	\$ 26,218	39%
Leases & Rentals	\$ 115,052	\$ 126,900	-9%	\$ 111,534	\$ 3,518	3%
Total Expenses	\$ 20,232,412	\$ 21,263,406	-5%	\$ 18,295,867	\$ 1,936,545	11%
Operating Income (Loss)	\$ 733,619	\$ (1,030,994)	-5%	\$ (2,996,471)		

7-3.a1

Attachment A



Attachment A





FY13
Operating Revenue
Year to Date as of December 31, 2012

Percent of Year Elapsed - 50%

	Year to Date			YTD Year Over Year Comparison		
	Actual	Budget	% Var	FY12	\$ Var	% Var
Passenger Fares						
Passenger Fares	\$ 1,963,972	\$ 1,881,053	4%	\$ 1,879,071	\$ 84,901	5%
Paratransit Fares	\$ 148,205	\$ 140,433	6%	\$ 149,991	\$ (1,786)	-1%
Special Transit Fares - Contract	\$ 1,287,335	\$ 1,238,551	4%	\$ 1,215,315	\$ 72,020	6%
Highway 17 Fares	\$ 732,249	\$ 754,494	-3%	\$ 714,818	\$ 17,431	2%
Highway 17 Payments	\$ 133,354	\$ 125,889	6%	\$ 133,718	\$ (364)	0%
Subtotal Passenger Revenue	\$ 4,265,115	\$ 4,140,421	3%	\$ 4,092,913	\$ 172,202	4%

Other Revenue						
Commissions	\$ 1,749	\$ 2,800	-38%	\$ 1,913	\$ (164)	-9%
Advertising Income	\$ 135,917	\$ 128,750	6%	\$ 130,825	\$ 5,092	4%
Rent Income - SC Pacific Station	\$ 43,325	\$ 53,330	-19%	\$ 54,082	\$ (10,757)	-20%
Rent Income - Watsonville TC	\$ 21,051	\$ 20,200	4%	\$ 22,391	\$ (1,339)	-6%
Interest Income	\$ 46,536	\$ 60,000	-22%	\$ 60,221	\$ (13,685)	-23%
Other Non-Transp Revenue	\$ 11,705	\$ 9,000	30%	\$ 3,052	\$ 8,653	284%
Subtotal Other Revenue	\$ 260,283	\$ 274,281	-5%	\$ 272,484	\$ (12,201)	-4%

Sales Tax Revenue	\$ 8,730,869	\$ 8,346,674	5%	\$ 8,166,719	\$ 564,150	7%
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Transp Dev Act (TDA) - Op Asst	\$ 2,800,379	\$ 2,706,660	3%	\$ 2,622,482	\$ 177,897	7%
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Federal Op Assistance						
FTA Sec 5307 - Op Asst	\$ 3,695,976	\$ 3,695,976	0%	\$ -	\$ 3,695,976	100%
FTA Sec 5311 - Rural Op Asst	\$ 156,312	\$ 156,312	0%	\$ -	\$ 156,312	100%
Subtotal Federal Op Assistance	\$ 3,852,288	\$ 3,852,288	0%	\$ -	\$ 3,852,288	100%

Other Op Assistance/Funding						
AMBAG Funding	\$ -	\$ -	0%	\$ -	\$ -	0%
Other Op Assistance/Funding	\$ -	\$ 4,999	-100%	\$ 11,702	\$ (11,702)	-100%
FTA Sec 5309 - ARRA Op Asst	\$ -	\$ -	0%	\$ -	\$ -	0%
Subtotal Other Op Assistance/Funding	\$ -	\$ 4,999	-100%	\$ 11,702	\$ (11,702)	-100%



FY13

Operating Revenue

Year to Date as of December 31, 2012

Percent of Year Elapsed - 50%

	Year to Date			YTD Year Over Year Comparison		
	Actual	Budget	% Var	FY12	\$ Var	% Var
STA - Op Assistance	\$ -	\$ -	0%	\$ -	\$ -	0%
STIC - Op Assistance	\$ 1,057,097	\$ 1,057,097	0%	\$ -	\$ 1,057,097	100%
Fuel Tax Credit	\$ -	\$ -	0%	\$ 133,096	\$ (133,096)	-100%
Transfers (to)/ from Reserves	\$ -	\$ -	0%	\$ -	\$ -	0%
Total Revenue	<u>\$ 20,966,031</u>	<u>\$ 20,382,420</u>	<u>3%</u>	<u>\$ 15,299,396</u>	<u>\$ 5,666,635</u>	<u>37%</u>
Total Operating Expenses	<u>\$ 20,232,412</u>			<u>\$ 18,295,867</u>		
Variance	<u>\$ 733,619</u>			<u>\$ (2,996,471)</u>		

Attachment A



FY13
Consolidated Operating Expenses
Year to Date as of December 31, 2012

	Year to Date			YTD Year Over Year Comparison		
	Actual	Budget	% Var	FY12	\$ Var	% Var
Labor						
501011 Bus Operator Pay	\$ 3,979,494	\$ 4,014,349	-1%	\$ 3,434,815	\$ 544,679	16%
501013 Bus Operator Overtime	\$ 816,638	\$ 796,309	3%	\$ 809,237	\$ 7,401	1%
501021 Other Salaries	\$ 3,604,196	\$ 3,502,618	3%	\$ 3,019,161	\$ 585,035	19%
501023 Other Overtime	\$ 276,309	\$ 188,174	47%	\$ 238,859	\$ 37,450	16%
Total Labor -	\$ 8,676,637	\$ 8,501,450	2%	\$ 7,502,072	\$ 1,174,565	16%
Fringe Benefits						
502011 Medicare/Soc. Sec.	\$ 131,889	\$ 146,670	-10%	\$ (14,782)	\$ 19,678	18%
502021 Retirement	\$ 1,521,635	\$ 1,609,534	-5%	\$ (87,898)	\$ 211,405	16%
502031 Medical Insurance	\$ 3,359,883	\$ 3,702,060	-9%	\$ (342,177)	\$ 237,986	8%
502041 Dental Insurance	\$ 257,873	\$ 285,010	-10%	\$ (27,137)	\$ 36,274	16%
502045 Vision Insurance	\$ 61,565	\$ 69,341	-11%	\$ (7,776)	\$ (1,091)	-2%
502051 Life Insurance	\$ 22,037	\$ 23,958	-8%	\$ (1,922)	\$ 1,910	9%
502060 State Disability	\$ 92,847	\$ 111,673	-17%	\$ (18,827)	\$ (3,185)	-3%
502061 Disability Insurance	\$ 59,082	\$ 72,137	-18%	\$ (13,055)	\$ 558	1%
502071 State Unemp. Ins	\$ 28,183	\$ 44,458	-37%	\$ (16,275)	\$ 7,436	36%
502081 Worker's Comp Ins	\$ 664,439	\$ 463,500	43%	\$ 200,939	\$ (35,650)	-5%
502083 Worker's Comp IBNR	\$ -	\$ -	0%	\$ -	\$ -	0%
502101 Holiday Pay	\$ 248,821	\$ 202,892	23%	\$ 173,814	\$ 75,007	43%
502103 Floating Holiday	\$ 25,750	\$ 37,601	-32%	\$ (11,851)	\$ 5,492	27%
502109 Sick Leave	\$ 303,807	\$ 441,650	-31%	\$ (137,843)	\$ 17,455	6%
502111 Annual Leave	\$ 1,062,127	\$ 873,661	22%	\$ 188,466	\$ 132,023	14%
502121 Other Paid Absence	\$ 82,953	\$ 65,197	27%	\$ 17,756	\$ 3,099	4%
502251 Physical Exams	\$ 3,150	\$ 7,055	-55%	\$ (3,905)	\$ (1,106)	-26%
502253 Driver Lic Renewal	\$ 2,025	\$ 2,328	-13%	\$ (303)	\$ 789	64%
502999 Other Fringe Benefits	\$ 35,276	\$ 38,217	-8%	\$ (2,941)	\$ 2,759	8%
Total Fringe Benefits -	\$ 7,963,340	\$ 8,196,942	-3%	\$ 7,252,502	\$ 710,838	10%
Total Personnel Expenses -	\$ 16,639,977	\$ 16,698,392	0%	\$ 14,754,574	\$ 1,885,403	13%



FY13
Consolidated Operating Expenses
Year to Date as of December 31, 2012

YTD Year Over Year Comparison

Year to Date

	Actual	Budget	\$ Var	% Var	FY12	\$ Var	% Var
Services							
503011 Acctg & Audit Fees	\$ 35,800	\$ 45,000	\$ (9,200)	-20%	\$ 37,000	\$ (1,200)	-3%
503012 Admin & Bank Fees	\$ 146,577	\$ 151,002	\$ (4,425)	-3%	\$ 142,593	\$ 3,984	3%
503031 Prof & Tech Fees	\$ 76,937	\$ 106,979	\$ (30,042)	-28%	\$ 61,052	\$ 15,885	26%
503032 Legislative Services	\$ 45,000	\$ 52,500	\$ (7,500)	-14%	\$ 45,000	\$ -	0%
503033 Legal Services	\$ 158	\$ 27,500	\$ (27,342)	-99%	\$ -	\$ 158	100%
503034 Pre-Employ Exams	\$ 6,369	\$ 5,238	\$ 1,132	22%	\$ 2,931	\$ 3,438	117%
503041 Temp Help	\$ 111,548	\$ 93,600	\$ 17,948	19%	\$ 157,130	\$ (45,583)	-29%
503161 Custodial Services	\$ 41,243	\$ 49,600	\$ (8,357)	-17%	\$ 28,849	\$ 12,394	43%
503162 Uniform & Laundry	\$ 10,017	\$ 11,500	\$ (1,484)	-13%	\$ 9,121	\$ 896	10%
503171 Security Services	\$ 219,253	\$ 234,567	\$ (15,314)	-7%	\$ 161,547	\$ 57,706	36%
503221 Classified/Legal Ads	\$ 6,597	\$ 11,250	\$ (4,653)	-41%	\$ 4,949	\$ 1,647	33%
503222 Legal Advertising	\$ -	\$ -	\$ -	0%	\$ -	\$ -	0%
503225 Graphic Services	\$ -	\$ 2,500	\$ (2,500)	-100%	\$ -	\$ -	0%
503351 Repair - Bldg & Impr	\$ 43,038	\$ 50,500	\$ (7,463)	-15%	\$ 22,377	\$ 20,661	92%
503352 Repair - Equipment	\$ 184,541	\$ 324,958	\$ (140,417)	-43%	\$ 200,559	\$ (16,019)	-8%
503353 Repair - Rev Vehicle	\$ 201,429	\$ 216,000	\$ (14,571)	-7%	\$ 186,920	\$ 14,509	8%
503354 Repair - Non Rev Vehicle	\$ 4,683	\$ 12,875	\$ (8,193)	-64%	\$ 16,417	\$ (11,734)	-71%
503363 Haz Mat Disposal	\$ 25,297	\$ 25,250	\$ 47	0%	\$ 17,668	\$ 7,629	43%
Total Services -	\$ 1,158,485	\$ 1,420,819	\$ (262,335)	-18%	\$ 1,094,114	\$ 64,371	6%

Mobile Materials & Supplies

504011 Fuels & Lube Non Rev Veh	\$ 36,485	\$ 40,500	\$ (4,015)	-10%	\$ 31,411	\$ 5,075	16%
504012 Fuels & Lube Rev Veh	\$ 1,043,279	\$ 1,266,625	\$ (223,346)	-18%	\$ 984,313	\$ 58,966	6%
504021 Tires & Tubes	\$ 111,328	\$ 128,375	\$ (17,047)	-13%	\$ 70,245	\$ 41,084	58%
504161 Other Mobile Supplies	\$ -	\$ -	\$ -	0%	\$ -	\$ -	0%
504191 Rev Vehicle Parts	\$ 277,046	\$ 326,125	\$ (49,079)	-15%	\$ 275,002	\$ 2,044	1%
Total Mobile Materials & Supplies -	\$ 1,468,139	\$ 1,761,625	\$ (293,486)	-17%	\$ 1,360,970	\$ 107,169	8%



FY13
Consolidated Operating Expenses
Year to Date as of December 31, 2012

	Year to Date			YTD Year Over Year Comparison		
	Actual	Budget	% Var	FY12	\$ Var	% Var
Other Materials & Supplies						
504205 Freight Out	\$ 892	\$ 1,275	-30%	\$ 1,060	\$ (168)	-16%
504211 Postage & Mailing	\$ 3,887	\$ 9,252	-58%	\$ 6,036	\$ (2,149)	-36%
504214 Promotional Items	\$ 1,249	\$ -	100%	\$ -	\$ 1,249	100%
504215 Printing	\$ 21,522	\$ 55,498	-61%	\$ 34,438	\$ (12,916)	-38%
504217 Photo Supply/Processing	\$ 626	\$ 2,950	-79%	\$ 3	\$ 622	19761%
504311 Office Supplies	\$ 36,146	\$ 39,778	-9%	\$ 32,200	\$ 3,946	12%
504315 Safety Supplies	\$ 15,020	\$ 10,250	47%	\$ 6,763	\$ 8,257	122%
504317 Cleaning Supplies	\$ 24,932	\$ 24,400	2%	\$ 22,340	\$ 2,592	12%
504409 Repair/Maint Supplies	\$ 54,554	\$ 21,000	160%	\$ 32,604	\$ 21,950	67%
504421 Non-Inventory Parts	\$ 3,541	\$ 2,770	28%	\$ 2,634	\$ 908	34%
504511 Small Tools	\$ 5,082	\$ 4,450	14%	\$ 3,351	\$ 1,730	52%
504515 Employee Tool Rplcmt	\$ 1,456	\$ 1,500	-3%	\$ 470	\$ 986	210%
Total Other Materials & Supplies -	\$ 168,907	\$ 173,123	-2%	\$ 141,899	\$ 27,008	19%
Utilities						
505011 Gas & Electric	\$ 149,673	\$ 122,500	22%	\$ 125,791	\$ 23,882	19%
505021 Water & Garbage	\$ 64,450	\$ 75,000	-14%	\$ 59,943	\$ 4,506	8%
505031 Telecommunications	\$ 52,072	\$ 71,904	-28%	\$ 48,491	\$ 3,582	7%
Total Utilities -	\$ 266,195	\$ 269,405	-1%	\$ 234,226	\$ 31,970	14%
Casualty & Liability						
506011 Insurance - Property	\$ 48,578	\$ 47,500	2%	\$ 53,726	\$ (5,148)	-10%
506015 Insurance - PL & PD	\$ 212,010	\$ 240,000	-12%	\$ 237,725	\$ (25,715)	-11%
506021 Insurance - Other	\$ 711	\$ 750	-5%	\$ 711	\$ -	0%
506123 Settlement Costs	\$ (12,955)	\$ 212,500	-106%	\$ 98,571	\$ (111,526)	-113%
506127 Repairs - Dist Prop	\$ (12,396)	\$ -	100%	\$ (17,832)	\$ 5,436	-30%
Total Casualty & Liability -	\$ 235,947	\$ 500,751	-53%	\$ 372,900	\$ (136,953)	-37%
Taxes						
507051 Fuel Tax	\$ 7,273	\$ 6,999	4%	\$ 6,671	\$ 602	9%
507201 Licenses & permits	\$ 3,958	\$ 9,250	-57%	\$ 4,228	\$ (270)	-6%
507999 Other Taxes	\$ 6,592	\$ 8,500	-22%	\$ 8,357	\$ (1,765)	-21%
Total Taxes -	\$ 17,823	\$ 24,750	-28%	\$ 19,256	\$ (1,433)	-7%



FY13
Consolidated Operating Expenses
Year to Date as of December 31, 2012

	Year to Date			YTD Year Over Year Comparison		
	Actual	Budget	% Var	FY12	\$ Var	% Var
Purchased Transportation						
503406 Contr/Paratrans	\$ 68,080	\$ 125,000	(56,920) -46%	\$ 138,805	\$ (70,725)	-51%
Total Purchased Transportation -	\$ 68,080	\$ 125,000	(56,920) -46%	\$ 138,805	\$ (70,725)	-51%
Miscellaneous						
509011 Dues & Subscriptions	\$ 32,134	\$ 34,038	(1,904) -6%	\$ 33,012	\$ (879)	-3%
509081 Advertising - Dist Promo	\$ 1,136	\$ -	1,136 100%	\$ -	\$ 1,136	100%
509101 Emp Incentive Prog	\$ 5,129	\$ 17,750	(12,621) -71%	\$ -	\$ 5,129	100%
509121 Employee Training	\$ 23,708	\$ 52,550	(28,842) -55%	\$ 20,597	\$ 3,111	15%
509123 Travel	\$ 24,273	\$ 49,180	(24,906) -51%	\$ 8,923	\$ 15,350	172%
509125 Local Meeting Exp	\$ 2,260	\$ 2,700	(440) -16%	\$ 1,711	\$ 550	32%
509127 Board Director Fees	\$ 4,450	\$ 6,300	(1,850) -29%	\$ 2,800	\$ 1,650	59%
509150 Contributions	\$ -	\$ 125	(125) -100%	\$ -	\$ -	0%
509197 Sales Tax Expense	\$ -	\$ -	- 0%	\$ -	\$ -	0%
509198 Cash Over/Short	\$ 718	\$ -	718 100%	\$ 547	\$ 171	31%
Total Misc -	\$ 93,807	\$ 162,642	(68,835) -42%	\$ 67,590	\$ 26,218	39%
Leases & Rentals						
512011 Facility Rentals	\$ 108,540	\$ 114,000	(5,460) -5%	\$ 101,354	\$ 7,186	7%
512061 Equipment Rentals	\$ 6,512	\$ 12,900	(6,388) -50%	\$ 10,181	\$ (3,668)	-36%
Total Leases & Rentals -	\$ 115,052	\$ 126,900	(11,848) -9%	\$ 111,534	\$ 3,518	3%
Total Non-Personnel Expenses -	\$ 3,592,436	\$ 4,565,015	(972,579) -21%	\$ 3,541,293	\$ 51,143	1%
TOTAL OPERATING EXPENSE -	\$ 20,232,412	\$ 21,263,406	(1,030,994) -5%	\$ 18,295,867	\$ 1,936,545	11%

** does not include Depreciation, W/C IBNR adjustments, and GASB OPEB Liability expense



FY13 CAPITAL BUDGET For the month ending - December 31, 2012

	YTD Actual	FY13 Budget	Remaining Budget	% Spent YTD
<u>Grant-Funded Projects</u>				
MetroBase Project - FY11 Allocation Operations Bldg. (STIC, SAKATA, STA, PTMISEA)	\$ 205,836	\$ 19,051,491	\$ 18,845,655	1%
MetroBase Project - Operations Bldg. / Other (SLPP)	\$ -	\$ 5,800,000	\$ 5,800,000	0%
MetroBase Project - FY10 Allocation (PTMISEA)	\$ 25,956	\$ 2,333,111	\$ 2,307,155	1%
2nd LNG Tank (MBUAPCD, PTMISEA)	\$ 97,655	\$ 1,183,961	\$ 1,086,306	8%
State of Good Repair (FTA) ⁽¹⁾	\$ 58,626	\$ -	\$ (58,626)	n/a
Video Surveillance Project - CCTV (STATE-1B)	\$ 440,652	\$ 980,000	\$ 539,348	45%
Land Mobile Radio Project - LMR (STATE-1B)	\$ 274,801	\$ 788,500	\$ 513,699	35%
Bus Stop Improvements (STIP)	\$ -	\$ 355,000	\$ 355,000	0%
Non-Revenue Vehicle Replacement (MBUAPCD, STA)	\$ 59,283	\$ 192,105	\$ 132,822	31%
Pacific Station/MetroCenter - Conceptual Design (FTA, STA)	\$ 1,980	\$ 60,000	\$ 58,020	3%
Watsonville Transit Center - Conceptual Design (STA)	\$ -	\$ 30,000	\$ 30,000	0%
Subtotal Grant Funded Projects	\$ 1,164,789	\$ 30,774,168	\$ 29,609,379	4%
<u>IT Projects</u>				
Automated Purchasing System Software - Puridion (STA)	\$ -	\$ 40,000	\$ 40,000	0%
HR Software Upgrade - iVantage (STA)	\$ 9,491	\$ 20,000	\$ 10,509	47%
Replace "Plant" - Informix Database - Bus Stop Tracking System (STA)	\$ -	\$ 10,000	\$ 10,000	0%
Subtotal IT Projects	\$ 9,491	\$ 70,000	\$ 60,509	14%
<u>Facilities Repair & Improvements</u>				
MetroCenter Repairs (RES. RET. EARN., STA)	\$ 13,608	\$ 225,000	\$ 211,392	6%
Bus Stop Repairs / Improvements (RES. RET. EARN.)	\$ 10,147	\$ 175,000	\$ 164,853	6%
WTC Renovations & Repairs (STA)	\$ -	\$ 45,000	\$ 45,000	0%
Repaint SVT (STA)	\$ -	\$ 45,000	\$ 45,000	0%
Replace Portable Steam & Sidewalk Cleaner WTC (STA)	\$ -	\$ 25,000	\$ 25,000	0%
Heaters for Maintenance Facility (3) (STA)	\$ 7,620	\$ 10,000	\$ 2,380	76%
Interactive White Board - ParaCruz (STA)	\$ -	\$ 3,500	\$ 3,500	0%
Subtotal Facilities Repairs & Improvements Projects	\$ 31,375	\$ 528,500	\$ 497,125	6%



FY13
CAPITAL BUDGET
For the month ending - December 31, 2012

	<u>YTD Actual</u>	<u>FY13 Budget</u>	<u>Remaining Budget</u>	<u>% Spent YTD</u>
<u>Revenue Vehicle Replacement</u>				
Replace WiFi on Highway 17 buses (STA)	\$ -	\$ 100,000	\$ 100,000	0%
Replace Supervisor Vehicle-SUV (STA)	\$ -	\$ 40,000	\$ 40,000	0%
Subtotal Revenue Vehicle Replacements	\$ -	\$ 140,000	\$ 140,000	0%
<u>Non-Revenue Vehicle Replacement</u>				
See above	\$ -	\$ -	\$ -	0%
Subtotal Non-Revenue Vehicle Replacements	\$ -	\$ -	\$ -	0%
<u>Fleet & Maintenance Equipment</u>				
Small Vehicle Lift - Fleet (STA)	\$ -	\$ 25,000	\$ 25,000	0%
Vehicle Diagnostic Code Scanner Program & PC - PC (STA)	\$ -	\$ 3,500	\$ 3,500	0%
Industrial Auto Upholstery Cleaning Machine - Fleet (STA)	\$ -	\$ 2,500	\$ 2,500	0%
Subtotal Fleet & Maintenance Equipment	\$ -	\$ 31,000	\$ 31,000	0%
<u>Office Equipment</u>				
None	\$ -	\$ -	\$ -	0%
Subtotal Office Equipment	\$ -	\$ -	\$ -	0%
<u>Misc</u>				
Ticket Vending Machine (1) (STA)	\$ -	\$ 100,000	\$ 100,000	0%
Subtotal Misc.	\$ -	\$ 100,000	\$ 100,000	0%
TOTAL CAPITAL PROJECTS	\$ 1,205,655	\$ 31,643,668	\$ 30,438,013	4%

7-3.b2



FY13
CAPITAL BUDGET
For the month ending - December 31, 2012

	<u>YTD Actual</u>	<u>FY13 Budget</u>	<u>Remaining Budget</u>	<u>% Spent YTD</u>
<u>CAPITAL FUNDING</u>				
Federal Capital Grants	\$ 58,626	\$ 1,156,062	\$ 1,097,436	5%
Other Fed - Sakata / Lawsuit proceeds	\$ -	\$ 1,333,382	\$ 1,333,382	0%
State - PTMISEA (1B)	\$ 231,792	\$ 14,426,119	\$ 14,194,327	2%
State - Security Bond Funds (1B)	\$ 715,453	\$ 1,768,500	\$ 1,053,047	40%
State Transit Assistance (STA) Carryover-Prior Yrs	\$ 32,699	\$ 572,000	\$ 539,301	6%
State Transit Assistance (STA) Future (Estimated)	\$ -	\$ 5,600,000	\$ 5,600,000	0%
State - MBUAPCD	\$ 156,938	\$ 261,000	\$ 104,062	60%
State - STIP	\$ -	\$ 355,000	\$ 355,000	0%
State - SLPP	\$ -	\$ 5,800,000	\$ 5,800,000	0%
Local - Reserved Retained Earnings	\$ 10,147	\$ 360,000	\$ 349,853	3%
Local Operating Match	\$ -	\$ 11,605	\$ 11,605	0%
TOTAL CAPITAL FUNDING	\$ 1,205,655	\$ 31,643,668	\$ 30,438,013	4%

(1) Grant budget erroneously deleted from capital budget in anticipation of grant closure in September. Budget will be reinstated in subsequent budget revision.

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: March 22, 2013
TO: Board of Directors
FROM: John Daugherty, METRO Accessible Services Coordinator
SUBJECT: ACCESSIBLE SERVICES REPORT FOR JANUARY 2013

I. RECOMMENDED ACTION

This report is informational only. No action required.

II. SUMMARY OF ISSUES

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

III. DISCUSSION

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

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

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

regarding Mobility Training and accessibility; 5) Works with Department Managers to ensure compliance with METRO's accessibility program and policies.

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

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

IV. FINANCIAL CONSIDERATIONS

None

V. ATTACHMENTS

Attachment A.1: Accessible Services Coordinator (ASC) Activity Tracking Report for January 2013

Prepared by: John Daugherty, METRO Accessible Services Coordinator
Date Prepared: March 15, 2013

Attachment A

Accessible Services Coordinator (ASC) Activity Tracking Report for January 2013

What is Mobility Training?

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

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

Training Overview for 2012

Compiled statistics on 2012 trainings completed:

- 11 trainees completed 13 Route or Boarding/Deboarding trainings
- Seven (7) trainees used wheelchairs, scooters or walkers
- Two (2) trainees are seniors (at least 62 years old)

2012 trainings in progress:

- Training progressed with 32 persons
- 24 persons were referred and/or assessed for training
- Eight (8) persons received orientation to ride the bus: One classroom discussion that could be followed by field trip with escorted bus rides and set up to get Discount Fare ID cards.
- Eight (8) persons used wheelchairs, scooters or walkers
- Six (6) persons are seniors

Attachment A

During January 2013 there was progress with 13 trainees:

- One person referred himself: The ASC assessed him during January 25 Route Training. File opened.
- One person was referred by METRO staff: The ASC set up February Assessment.
- Ongoing training for four persons progressed: One person met the ASC at Metro Center to ask trip planning questions. Another person completed her next Route Training session. The ASC postponed Route Training with a third trainee due to a destination that was unsafe to travel to from bus stops. New destinations being discussed by trainee and ASC. ASC spoke with fourth trainee regarding Route Training progress and updated her file.
- Training with seven persons is almost complete: January activity included checking on whether further training is needed and preparation to close their files or complete their referral sheets.

Training Overview for January 2013:

- Amount of time dedicated to training sessions and follow up activity: At least 40 hours
- Tracking of scheduled appointments vs. cancelled:
Five appointments scheduled, one appointment cancelled

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

- January 8 Presentation at La Posada, Santa Cruz
- January 10 Commission on Disabilities meeting
- January 15 Special Elderly & Disabled Transportation Advisory Committee meeting
- January 18 Pedestrian Safety Work Group meeting
- January 22 Seniors Commission meeting
- January 25 Pedestrian Safety Work Group meeting

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

The total audience for January outreach/orientation was at least 57 persons. Information was provided during meetings and follow up phone calls and emails.

Attachment A

Requests from the community and METRO staff:

- There were at least 31 individual contacts in person and/or over the phone. Most contacts regarded setting up training and outreach.
- On January 2 and January 7 the ASC trained the class of 16 new bus operators on Americans with Disabilities Act (ADA) requirements. This training was enhanced by public participation from MAC member Norm Hagen, E&D TAC Vice Chair Veronica Elsea and community member Lesley Wright.

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: March 22, 2013

TO: Board of Directors

FROM: Erron Alvey, Purchasing Agent

SUBJECT: CONSIDERATION OF AWARD OF CONTRACT WITH LAW OFFICES OF MARIE F. SANG FOR LEGAL SERVICES IN THE AREA OF WORKERS' COMPENSATION IN AN AMOUNT NOT TO EXCEED \$135,000

I. RECOMMENDED ACTION

Authorize the General Manager to execute a contract with Law Offices of Marie F. Sang for Legal Services in the Area of Workers' Compensation in an amount not to exceed \$135,000 and designate Robyn Slater, Human Resources Manager, as Contract Administrator.

II. SUMMARY OF ISSUES

- Santa Cruz METRO requires representation and litigation of Workers' Compensation claims on an as needed basis.
- A formal request for proposals was conducted to solicit proposals from qualified firms.
- Nine (9) firms submitted proposals for Santa Cruz METRO's review.
- A three-member evaluation committee comprised of Santa Cruz METRO staff reviewed and evaluated the proposals, and is recommending an award to the Law Offices of Marie F. Sang.

III. DISCUSSION

In order to help Santa Cruz METRO in the litigation of Workers' Compensation claims, a request for proposals (RFP) was issued to solicit proposals from law firms that represent employers in Workers' Compensation cases. Santa Cruz METRO intends to use a firm to represent Santa Cruz METRO and litigate cases on an as needed basis. Santa Cruz METRO's prior litigated claims experience has been between seven to nine new cases each year.

On December 28, 2012, Santa Cruz METRO Request for Proposal No. 13-23 was mailed to nineteen (19) firms, was legally advertised, and a notice was posted on Santa Cruz METRO's website. On January 29, 2013, proposals were received and opened from nine (9) firms. A list of these firms is provided in Attachment A. A three-member evaluation committee comprised of Leslyn Syren, Santa Cruz METRO Counsel, Robyn Slater, Human Resources Manager, and Pat

Aviles, Assistant Human Resources Manager, has reviewed the proposals and is recommending an award to the Law Offices of Marie F. Sang.

The evaluation committee used the following criteria as contained in the Request for Proposals:

Criteria	Priority
Qualifications and Experience of Firm	1
Qualifications and Certifications of Assigned Staff	2
Cost Proposal	3
References	4

The evaluation committee is recommending that a three-year contract, with one two-year renewal option, be established with Law Offices of Marie F. Sang for Legal Services in the Area of Workers' Compensation in an amount not to exceed \$135,000. Robyn Slater, Human Resources Manager, will serve as the Contract Administrator. Contractor will provide all services meeting all Santa Cruz METRO specifications and requirements of the contract, and the Contract Administrator will ensure contract compliance.

IV. FINANCIAL CONSIDERATIONS

Funds to support contract are included in the Human Resources FY13 Workers' Compensation Insurance budget.

V. ATTACHMENTS

- Attachment A:** List of Responding Firms
Attachment B: Contract with Law Offices of Marie F. Sang

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

Attachment A

Responding Firms for RFP No. 13-23

Legal Services in the Area of Workers' Compensation

Received January 29, 2013 by 5:00 PM

Law Office of Marie F. Sang	1875 S. Winchester Blvd., #201	Campbell	CA	95008
Luna, Levering, Holmes & Nale	1615 Bunker Hill Way, Suite 170	Salinas	CA	93906
Thomas, Lyding, Cartier & Gaus, LLP	Post Office Box 428	San Jose	CA	95103
Law Offices of Tous & Associates	5200 Warner Avenue, Suite 201	Huntington Beach	CA	92649
Floyd, Skeren & Kelly, LLP	1330 Broadway, Suite 1830	Oakland	CA	94612
D'Andre, Peterson, Bobus & Rosenberg	1798 Technology Drive, Suite 292	San Jose	CA	95110
Wai & Connor, LLP	2255 Contra Costa Blvd., Suite 204	Pleasant Hill	CA	94523
Witzig, Hannah, Sanders & Reagan, LLP	600 Ocean Street	Santa Cruz	CA	95060
Law Offices of Adelson, Testan, Brundo & Jimenez	3031 Tisch Way, Suite 150	San Jose	CA	95128

Attachment B

PROFESSIONAL SERVICES CONTRACT FOR LEGAL SERVICES IN THE AREA OF WORKERS' COMPENSATION (13-23)

THIS CONTRACT is made effective on May 1, 2013 between the SANTA CRUZ METROPOLITAN TRANSIT DISTRICT, a political subdivision of the State of California ("Santa Cruz METRO"), and the LAW OFFICES OF MARIE F. SANG ("Contractor").

1. RECITALS

1.01 Santa Cruz METRO's Primary Objective

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

1.02 Santa Cruz METRO's Need for Legal Services in the Area of Workers' Compensation

Santa Cruz METRO has the need for Legal Services in the Area of Workers' Compensation. In order to obtain these services, Santa Cruz METRO issued a Request for Proposals, dated December 28, 2012, setting forth specifications for such services. The Request for Proposals is attached hereto and incorporated herein by reference as Exhibit A.

1.03 Contractor's Proposal

Contractor is a firm/individual qualified to provide Legal Services in the Area of Workers' Compensation and whose principal place of business is 1875 S. Winchester Blvd., #201, Campbell, California 95008. Pursuant to the Request for Proposals by Santa Cruz METRO, Contractor submitted a proposal for Legal Services in the Area of Workers' Compensation, which is attached hereto and incorporated herein by reference as Exhibit B

1.04 Selection of Contractor and Intent of Contract

On February 19, 2013, Santa Cruz METRO selected Contractor as the offeror whose proposal was most advantageous to Santa Cruz METRO to provide the Legal Services in the Area of Workers' Compensation described herein. This Contract is intended to fix the provisions of these services.

Santa Cruz METRO and Contractor agree as follows:

2. INCORPORATED DOCUMENTS AND APPLICABLE LAW

2.01 Documents Incorporated in this Contract

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

A. Exhibit A

Santa Cruz Metropolitan Transit District's "Request for Proposals" dated December 28, 2012.

B. Exhibit B (Contractor's Proposal)

Contractor's Proposal to Santa Cruz METRO for Legal Services in the Area of Workers' Compensation, signed by Contractor and dated January 29, 2013.

2.02 Conflicts

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

2.03 Recitals

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

3. DEFINITIONS

3.01 General

The terms below (or pronouns in place of them) have the following meaning in the contract:

3.01.01 CONTRACT - The Contract consists of this document, the attachments incorporated herein in accordance with Article 2, and any written amendments made in accordance with Section 13.14 of the General Conditions to the Contract.

3.01.02 CONTRACTOR - The Contractor selected by Santa Cruz METRO for this project in accordance with the Request for Proposals issued December 28, 2012.

3.01.03 CONTRACTOR'S STAFF - Employees of Contractor.

3.01.04 DAYS - Calendar days.

3.01.05 OFFEROR - Contractor whose proposal was accepted under the terms and conditions of the Request for Proposals issued December 28, 2012.

3.01.06 PROVISION - Any term, agreement, covenant, condition, clause, qualification, restriction, reservation, or other stipulation in the contract that defines or otherwise controls, establishes, or limits the performance required or permitted by either party.

3.01.07 SCOPE OF WORK (OR "WORK") - The entire obligation under the Contract, including, without limitation, all labor, equipment, materials, supplies, transportation, services, and other work products and expenses, express or implied, in the Contract.

4. TIME OF PERFORMANCE

4.01 Term

The term of this Contract will be for a period not to exceed **three (3)** years and shall commence upon the execution of the contract by Santa Cruz METRO.

At the option of Santa Cruz METRO, this contract agreement may be renewed for **one (1)** additional two-year term upon mutual written consent.

5. COMPENSATION

5.01 Terms of Payment

Effective May 1, 2013 through April 30, 2015, Santa Cruz METRO shall compensate Contractor for services performed at a rate of \$160.00 per hour. Effective May 1, 2015 through April 30, 2016, Santa Cruz METRO shall compensate Contractor for services performed at a rate of \$165.00 per hour. Santa Cruz METRO shall reasonably determine whether work has been successfully performed for purposes of payment. Compensation shall be made within thirty (30) days of Santa Cruz METRO's written approval of Contractor's written invoice for said work. Contractor understands and agrees that if he/she exceeds the \$135,000 maximum amount payable under this contract, that it does so at its own risk.

5.02 Invoices

Contractor shall submit invoices with a purchase order number provided by Santa Cruz METRO on a monthly basis. Contractor's invoices shall include detailed records showing actual time devoted, work accomplished, date work accomplished, personnel used, and amount billed per hour. Expenses shall only be billed if allowed under the Contract. Telephone call expenses shall show the nature of the call and identify location and individual called. Said invoice records shall be kept up-to-date at all times and shall be available for inspection by Santa Cruz METRO (or any grantor of Santa Cruz METRO, including, without limitation, any State or Federal agency providing project funding or reimbursement) at any time for any reason upon demand for not less than four (4) years after the date of expiration or termination of the Contract. Under penalty of law, Contractor represents that all amounts billed to Santa Cruz METRO are (1) actually incurred; (2) reasonable in amount; (3) related to this Contract; and (4) necessary for performance of the project.

6. NOTICES

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

Santa Cruz METRO

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

Attention: General Manager

CONTRACTOR

Law Offices of Marie F. Sang
1875 S. Winchester Blvd., #201
Campbell, California 95008

Attention: Marie F. Sang

7. **AUTHORITY**

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

Signed on _____

Santa Cruz METRO – SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

Leslie R. White
General Manager

CONTRACTOR – LAW OFFICES OF MARIE F. SANG

By _____
Marie F. Sang
Owner

Approved as to Form:

Leslyn Syren
Santa Cruz METRO Counsel

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: March 22, 2013

TO: Board of Directors

FROM: Erron Alvey, Purchasing Agent

SUBJECT: CONSIDERATION OF AUTHORIZING THE GENERAL MANAGER TO EXECUTE A CONTRACT RENEWAL WITH NORTHSTAR, INC. FOR MAINTENANCE OF THE L/CNG FUELING STATION IN AN AMOUNT NOT TO EXCEED \$415,000

I. RECOMMENDED ACTION

Authorize the General Manager to execute a contract renewal for a one-year contract extension with NorthStar, Inc. for Maintenance of the L/CNG Fueling Station in an amount not to exceed \$415,000.

II. SUMMARY OF ISSUES

- Santa Cruz METRO requires the professional services of a technically skilled and licensed LNG General Repair and Installer to maintain its L/CNG fueling station.
- Santa Cruz METRO has a contract with NorthStar, Inc. for Maintenance of the L/CNG Fueling Station.
- This contract was established on April 1, 2008 for a five-year period and provides for extension upon mutual written consent.
- The current contract approved by the Board of Directors will expire on March 31, 2013.
- NorthStar, Inc. has requested a no changes for the new contract period.
- NorthStar, Inc. has performed its duties very well under this contract and therefore, a one-year contract extension with no changes is recommended.

III. DISCUSSION

Santa Cruz METRO has a contract with NorthStar, Inc. for Maintenance of the L/CNG Fueling Station that is due to expire on March 31, 2013. According to Robert Cotter, Maintenance Manager, over the past five years, the quality of service provided by NorthStar, Inc. has been excellent. NorthStar, Inc. has reviewed the contract and no changes.

Staff recommends that Santa Cruz METRO enter into a one-year contract extension with NorthStar, Inc. for an amount not to exceed \$415,000. Staff further recommends that the Board of Directors authorize the General Manager to execute a one-year contract extension on behalf of

Santa Cruz METRO. Robert Cotter, Maintenance Manager, will serve as the Contract Administrator and will ensure contract compliance.

IV. FINANCIAL CONSIDERATIONS

This contract has a total not to exceed of \$1,045,000. Additional funds in an amount of \$415,000 are requested for approval at this time. This amount includes a monthly service charge of \$14,842 and provides for equipment rental and parts with a 10% markup. The new contract total not to exceed would be \$1,460,000.

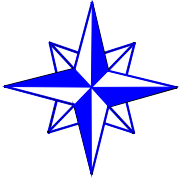
Funds to support this contract are included in the Facilities Maintenance FY13 & FY14 Out Repair budget.

V. ATTACHMENTS

Attachment A: Renewal Letter from NorthStar, Inc.

Attachment B: Contract Amendment with NorthStar, Inc

Attachment A



NORTHSTAR, INC.

180 Mountain View Drive / Evanston, WY 82930

P.O. Box 1342 / Evanston, WY 82931

Web Site: www.northstarlng.com

February 26, 2013

Santa Cruz Metro
110 Vernon Street
Santa Cruz, CA 95060

Attn: Erron Alvey

Re: Santa Cruz METRO Contract No.08-05 for Maintenance of LCNG System

This is a letter of intent to extend the above agreement under the same terms and conditions for an additional one-year period.

If you have any questions, please feel free to contact me.

Sincerely,

A handwritten signature in black ink that reads "Mark Oldham". The signature is written in a cursive, slightly slanted style.

Mark Oldham
President

Attachment B

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT SECOND AMENDMENT TO CONTRACT NO. 08-05 FOR MAINTENANCE OF LCNG FUELING STATION

This Second Amendment to Contract No. 08-05 for Maintenance of LCNG Fueling Station is made effective April 1, 2013 between the Santa Cruz Metropolitan Transit District, a political subdivision of the State of California (“Santa Cruz METRO”), and NorthStar, Inc. (“Contractor”).

I. RECITALS

- 1.1 Santa Cruz METRO and Contractor entered into a Contract for Maintenance of LCNG Fueling Station (“Contract”) on April 1, 2008.
- 1.2 The Contract allows for the extension upon mutual written consent.

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

II. TERM

- 2.1 Article 4.01 is replaced in its entirety by the following:

The term of this Contract shall be from April 1, 2008 to March 31, 2014.

The term of this Contract may be extended upon mutual written consent.

III. COMPENSATION

- 3.1 Article 5.01 is replaced in its entirety by the following:

Santa Cruz METRO shall compensate Contractor \$14,842 per month. Cost for rental equipment if needed, materials and shipping will be charged at cost plus 10%. Santa Cruz METRO shall reasonably determine whether work has been successfully performed for purposes of payment. Compensation shall be made within thirty (30) days of Santa Cruz METRO’s written approval of Contractor’s written invoice for said work. Contractor understands and agrees that if he/she exceeds the \$1,325,000 maximum amount payable under this contract, that it does so at its own risk.

IV. REMAINING TERMS AND CONDITIONS

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

V. AUTHORITY

- 5.1 Article 7 is amended to include the following language:

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

Signed on _____

Santa Cruz METRO –
SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

Leslie R. White
General Manager

Contractor –
NORTHSTAR, INC.

By _____
Mark Oldham
Vice President

Approved as to Form:

Leslyn Syren
Santa Cruz METRO Counsel

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: March 22, 2013

TO: Board of Directors

FROM: Erron Alvey, Purchasing Agent

SUBJECT: CONSIDERATION OF AUTHORIZING THE GENERAL MANAGER TO EXECUTE A CONTRACT RENEWAL WITH ATHENS ADMINISTRATORS FOR WORKERS' COMPENSATION CLAIMS SERVICES IN AN AMOUNT NOT TO EXCEED \$105,000

I. RECOMMENDED ACTION

Authorize the General Manager to execute a contract renewal for a one-year contract extension with Athens Administrators for Workers' Compensation Claims Services in an amount not to exceed \$105,000.

II. SUMMARY OF ISSUES

- Santa Cruz METRO has a contract with Athens Administrators for Workers' Compensation Claims Services.
- This contract was established on April 19, 2010 for a two-year period with three optional one-year extensions.
- The current contract approved by the Board of Directors will expire on April 18, 2013.
- Athens Administrators has requested an annual fee increase of \$2,000 for the new contract period. Program year four's annual fee would be \$105,000.
- Athens Administrators has performed its duties very well under this contract and therefore, a one-year contract extension with an annual fee increase of \$2,000 is recommended.

III. DISCUSSION

Santa Cruz METRO has a contract with Athens Administrators for Workers' Compensation Claims Services that is due to expire on April 18, 2013. Per Robyn Slater, Human Resources Manager, over the past year, the quality of service provided by Athens Administrators has been excellent. Athens Administrators has reviewed the contract and requested an annual fee of \$105,000, an increase of \$2,000 from the prior program year three. This increase is consistent with the level of increases previously approved during the life of this contract.

Staff recommends that Santa Cruz METRO exercise the option for a one-year contract extension with Athens Administrators for an annual fee of \$105,000. Staff further recommends that the

Board of Directors authorize the General Manager to sign a one-year contract extension on behalf of Santa Cruz METRO. Robyn Slater, Human Resources Manager, will serve as the Contract Administrator and will ensure contract compliance.

IV. FINANCIAL CONSIDERATIONS

Program year four would have a fee of \$105,000. These additional funds are requested for approval at this time.

Funds to support this contract are included in the Human Resources FY13 & FY 14 Workers' Compensation Insurance budget.

V. ATTACHMENTS

Attachment A: Renewal Letter from Athens Administrators

Attachment B: Contract Amendment with Athens Administrators

Attachment A



March 6, 2013

Ms. Erron Alvey
Purchasing Agent
Santa Cruz METRO
110 Vernon Street
Santa Cruz, CA 95060

Re: 2013/2014 Claim Service Agreement Extension

Ms. Alvey-

This letter is to inform you that Athens Administrators has received your letter which was dated February 28, 2013. Your letter requested that Athens confirm in writing our desire to extend our current claim service agreement for another one year period. We are very much interested in extending the agreement for the period of service dated April 19, 2013 through April 18, 2014.

For Program Year 4 (2013/2014), Athens Administrators proposes a fee of \$105,000. This increase is consistent with the level of increase that has been agreed to over the past (3) years of our engagement. I hope that Santa Cruz Metro will find this to be acceptable.

If you need any further information please let me know. If not, I will look forward to hearing back from you regarding next steps in the renewal process.

Best Regards,

A handwritten signature in blue ink, appearing to read 'James R. Jenkins', is written over the typed name.

James R. Jenkins
President
Athens Administrators

Attachment B

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT SECOND AMENDMENT TO CONTRACT NO. 10-14 FOR THIRD PARTY ADMINISTRATION OF WORKERS' COMPENSATION CLAIMS

This Second Amendment to Contract No. 10-14 for Third Party Administration of Workers' Compensation Claims is made effective April 19, 2013 between the Santa Cruz Metropolitan Transit District, a political subdivision of the State of California ("Santa Cruz METRO"), and Athens Administrators ("Contractor").

I. RECITALS

- 1.1 Santa Cruz METRO and Contractor entered into a Contract for Workers' Compensation Claims Services ("Contract") on April 19, 2010.
- 1.2 The Contract allows for the extension upon mutual written consent.

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

II. TERM

- 2.1 Article 4.01 is replaced in its entirety by the following:

The term of this Contract shall be from April 19, 2010 to April 18, 2014.

At the option of Santa Cruz METRO, this Contract may be renewed for one (1) additional one (1) year term upon mutual written consent.

III. COMPENSATION

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

For Program year four, Santa Cruz METRO agrees to a fee in the amount of \$105,000, per Contractor's proposal letter dated March 6, 2013 (Attachment A to the Second Amendment).

Santa Cruz METRO and Contractor agree that the total amount payable pursuant to this Second Amendment shall not exceed \$105,000.

IV. REMAINING TERMS AND CONDITIONS

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

V. AUTHORITY

- 5.1 Article 7 is amended to include the following language:

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

Signed on _____

Santa Cruz METRO –
SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

Leslie R. White
General Manager

Contractor –
ATHENS ADMINISTRATORS

By _____
James R. Jenkins
President

Approved as to Form:

Leslyn Syren
Santa Cruz METRO Counsel

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: March 15, 2013
TO: Board of Directors
FROM: Tove Beatty, Grants/Legislative Analyst
SUBJECT: STATUS REPORTS OF FEDERAL AND STATE LEGISLATION AND CURRENT LEGISLATIVE ISSUES

I. RECOMMENDED ACTION

That the Board of Directors accept and file the status reports of Federal and State legislation and current legislative issues through March 15, 2013.

II. SUMMARY OF ISSUES

- Status reports on Congress's, the State Assembly's and Senate's legislative issues are provided monthly to inform the Board of the status of Federal and State legislation of interest to Santa Cruz METRO.
- This month's Federal and State reports reflect pertinent legislative activities which occurred November 21, 2012 – March 15, 2013.
- The Federal "sequester," kicked-in after a failure to reach agreement as required by the Budget Control Act of 2011 (later extended by the American Taspayer Relief Act to 2/28/13). Proposed solutions in D.C. include a nebulous "Grand Bargain" which is either being negotiated or not being negotiated, depending on the source. \$85.4 billion in cuts to mostly discretionary spending are targeted for FY13's.
- To complicate matters, the House Continuing Resolution (CR) meant returning to the lower transit spending levels contained in the last approved budget, FY12's. MAP-21, the current Surface Transportation Act, which is supposedly also in effect, contains a higher funding level in certain areas, and would have been superseded by this CR.
- The Senate CR, which Santa Cruz METRO staff recommends supporting, contains the higher funding. At the time of this report, it had not yet been passed. It is clearly not in agreement with the House's recommendations. The deadline is 3/27/13.
- Santa Cruz METRO Board and staff members attended the American Public Transportatoin Association's (APTA) 38th Annual Legislative Conference in Washington from 3/9/13 – 3/13/13. Emphasized most at the conference besides budget concerns and need for more discretionary funding to purchase "lumpy" items (such as buses and buildings), was the next "long-term" (preferably six-year) act.
- Many of APTA's speakers represented the House majority (GOP) view from the Transportation and Infrastructure Committee, with the overriding issue being how to continue funding the transportation-dedicated Highway Trust Fund after it runs out

(by 2014). For the majority, they *say* they're willing to discuss "tax reforms," in terms of fuel taxes and the like, but much remains to be seen. No numbers were cited.

- The "Tax Extenders" package passed before the holiday recess and included the alternative fuel tax credit worth up to \$750,000/year to Santa Cruz METRO.
- Please see **Attachments A and B** for these and all other federal legislation and issues being monitored.
- At the State level, Board and staff will travel to Sacramento to discuss issues raised by SB 340, aka PEPRA (pension reform) and the "Section 13(c) issue" regarding collective bargaining, discussed further below.
- Local Assemblyperson Alejo has introduced AB 160, proposing that transit districts be excluded from reform, as these entities already have agreements in place. At issue are over \$2 billion in Federal Transit Administration grants to California grantees being held up by the Federal Department of Labor until this is resolved.
- Assemblyperson Stone, previously of this Board, has proposed legislation regarding buses using certain stretches of highway shoulder to bypass traffic in designated zones at designated times as agreed to with all pertinent entities and applicable to Santa Cruz and Monterey counties only.
- Monterey-Salinas Transit (MST) and AMBAG have requested that Santa Cruz METRO join in their application for a planning study to determine the feasibility of various options on state roads to facilitate greater system efficiencies and run times.
- AB 1706, legislation regarding bus axle weight, has been signed and this Board has approved the General Manager's undertaking a Short-Range Transit Plan as required.
- Other state issues being raised and/or monitored include: revisiting the restoration of vehicle licensing fees (VLF) eliminated by Governor Schwarzenegger as revenue mechanism for transportation, and Cap and Trade carbon credit auction revenues. **Please see Attachments C and D** for these and all other state legislation and issues being monitored.

III. DISCUSSION

Status reports on Congress's, the State Assembly's and Senate's legislative issues are provided monthly to inform the Board of the status of Federal and State legislation of interest to Santa Cruz METRO. This month's Federal and State reports reflect pertinent legislative activities which occurred November 21, 2012 – March 15, 2013 as other issues have precluded a report being filed until this time, with apologies to the Board.

At the top of the news is the Federal "sequester," which kicked in after a failure to reach agreement as required by the Budget Control Act of 2011 (extended by the American Taspayer Relief Act an additional two months to 2/28/13). Proposed solutions in D.C. include a nebulous "Grand Bargain" which is either being negotiated or not being negotiated, depending on the source. \$85.4 billion in cuts to mostly discretionary spending are targeted for FY13 with

additional draconian cuts being made over a 10-year period if a solution is not reached regarding budget trimming.

To complicate matters, a Continuing Budget Resolution (CR) was on the table in D.C. to continue government past the current CR expiration at 3/27/13. Initially, this seemed to mean returning to the lower FY12 transit spending levels contained in the last approved budget. MAP-21, the current Surface Transportation Act, which is also supposed to be in effect as law (but which does not yet have an actual appropriation attached to it), contains higher funding levels in certain non-discretionary areas and is superseded by any passed budget CR.

The Senate CR, for which Santa Cruz METRO staff recommends support, contains the higher MAP-21 spending levels. At this time, it has not yet been passed, but a brief meeting with Senator Barbara Boxer in Washington (see below) provided a moment to listen to her speak about how she felt the higher spending levels would pass. However, the Senate version is clearly not in agreement with the House of Representative's seemingly recommended "Ryan Budget" (indeed, if the House is GOP is unified enough to get in line behind a single proposal at this point) and the changes it recommends in the CR moving forward, all with a deadline of 3/27/13.

Santa Cruz METRO Board and staff members attended the American Public Transportation Association's 38th Annual Legislative Conference in Washington D.C. from 3/9/13 – 3/13/13. Emphasized most at the conference besides budget concerns and the need for more discretionary funding to purchase "lumpy" items (such as buses and buildings), was the next "long-term" (preferably six-year) act. Additionally, for Santa Cruz METRO, making federal staff and lawmakers aware of the Public Employee Pension Reform Act (PEPRA, passed in 2012) and its impact on the larger discussion about "Section 13(c)," or collective bargaining, was another issue. The California Secretary of Labor and Workforce Development has sent a letter to the federal Department of Labor stating that they do not feel that PEPRA is in violation of Section 13(c), as discussions continue. (See state business below.)

Many of APTA's speakers represented the House majority (GOP) view from the Transportation and Infrastructure Committee, with the overriding issue being how to continue funding the transportation-dedicated Highway Trust Fund after it runs out (by 2014). For the majority, they say they're willing to discuss "tax reforms," in terms of fuel taxes and the like, but much remains to be seen. The small bit of good news regarding taxes is that the "Tax Extenders" package passed Congress and was signed before the holiday recess and included the retroactive alternative fuel tax credit worth up to \$750,000/year to Santa Cruz METRO.

Please see **Attachments A and B** for these and all other federal legislation and issues being monitored.

At the State level, Board and staff will travel to Sacramento to discuss issues raised by SB 340, aka PEPRA and the Section 13(c) issue regarding collective bargaining. Local Assemblyperson Alejo has introduced AB 160, proposing that transit districts be excluded from SB 340, as these entities (Santa Cruz METRO included) already have agreements in place. At issue are over \$2 billion in FTA grants to California entities being held up by the Federal Department of Labor until this is resolved to the satisfaction of all parties involved.

Also in State business, Assemblyperson Stone, previously of this Board, has proposed legislation regarding buses using certain stretches of state highway shoulder to bypass traffic in designated

zones at designated times as agreed to with all pertinent entities and applicable to Santa Cruz and Monterey counties only. This issue mostly applies to Monterey-Salinas Transit and some of their routes which come into Santa Cruz County on state roads. Any such regulation would have to have buy-in from all agencies, including everyone from Caltrans, California Highway Patrol to local Planning Departments. To begin to facilitate the possibility of “buses on shoulders,” Monterey-Salinas Transit (MST) and AMBAG have requested that Santa Cruz METRO join in their application for a FY14 Caltrans’ planning study to determine the feasibility of various options on state corridors to facilitate greater system efficiencies and run times for transit and Monterey-Salinas Transit’s over-the-road military transit service(s)/routes.

AB 1706, the law regarding bus axle weight, has been signed and the Board has approved the General Manager’s undertaking a Short-Range Transit Plan as mandated by the legislation. The RFP is being prepared and a consultant will be selected to deliver a report to the Board of Directors on a plan by December 2013, with implementation scheduled for January 2014.

Other state issues being raised and/or monitored include: revisiting the restoration of vehicle licensing fees (VLF) eliminated by Governor Schwarzenegger as revenue mechanism for transportation, and Cap and Trade carbon credit auction revenues (**Attachment C**). The biggest issue at both the federal and state issues is revenue, revenue, revenue. Though it *appears* as if the stranglehold of GOP “no-new-taxes-or-anything-that-smacks-of-revenue-other-than-private-industry-investment-or-loans, only cuts” approach is loosening as the importance of infrastructure (on the federal level with the President’s “Fix it First” proposal discussed in **Attachment A**) is emphasized in places such as the State of the Union Speech, their commitment to these “new ideas” is still unknown.

It has taken awhile, but it is growing clear that not only do voting citizens see their transportation and transit systems crumbling, but a begrudging Congress (it is hoped) sees it too. It is now the job of transit advocates to make sure that conservative members in both houses at least begin to see how their constituency benefits, if nothing else, and the bigger picture of how America and all of its citizens benefit from roads and transportation systems that work, are made here at home and which can compete globally.

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.

Santa Cruz METRO is hopeful that MAP-21 funding levels are retained in any CR, which will result in approximately \$5.7 million in formula funding in FY13. In FY14, approximately \$5.82 million in formula funding is expected, but much remains to be seen in light of current events. Santa Cruz METRO is slated to receive formula Bus and Bus Facilities funding in the amounts of ~\$561,000 in FY13 and ~\$588,000 in FY14, enough for the purchase of one bus per year (a problem, when 40 are in need of replacement and more with each passing year). This type of revenue is sorely needed. The impact of the still unresolved Continuing Budget Resolution is unknown.

At the state level, Santa Cruz METRO is positioned with the California Transit Association to make a strong case for transit to receive a significant portion of cap-and-trade auction revenues,

still to be determined (the first auction grossed \$233 million, and a second was held in February). In addition, transit insiders are discussing another state bond issue on the 2014 ballot to supplant the running-out of Proposition 1B funding, sunseting in FY15.

V. ATTACHMENTS

- Attachment A:** Federal Legislative Issues and Status Report, March 15, 2013
- Attachment B:** Federal House and Senate Bills Status Report, March 1, 2013
- Attachment C:** State of California Legislative Issues and Status Report, March 15, 2013
- Attachment D:** State of California Assembly and Senate Bills Status Report, March 15, 2013

ATTACHMENT A

Federal Legislative Issues and Status Report March 15, 2013

Current Legislative Issues

The “Sequester”

Update at 3/15/13: At the time of this report and fresh off staff’s return from the APTA Legislative Conference in D.C., the once “worst thing that could happen,” the “sequester,” hit with deep federal budget cuts to begin to be implemented within 30 days of 3/1/13, some sooner than later. In D.C., President Obama’s motorcade went back and forth to The Hill, shutting down the city on both March 12th and 13th, and Senior Transit Planner Erich Freidrich saw the President exit the House of Representatives (behind a line of snipers, of course). Erich also reported sighting Obama as his tank/limo rounded the corner back to the White House. Meanwhile, the finger-pointing in Washington was at an all-time high as the political brinkmanship continued. The best guess is that a retroactive deal will soon be reached, as threats to air travel, national security, defense, human services and public transportation will throw many federal agencies into turmoil within the next two weeks.

The New Secretary and House T & I Committee Chair

Update at 3/15/13: Department of Transportation Secretary Ray LaHood has officially announced his resignation from his post as soon as The President names his replacement and they are confirmed. Industry bets are on National Transportation Safety Board Chair Debbie Hersman, after Los Angeles Mayor Antonio Villaraigosa and a few other politicians bowed out of the running. Santa Cruz METRO board and staff in D.C. heard from Secretary LaHood, but nothing about his replacement. He did arrive in a velvet smoking jacket, though, and staff member Tove Beatty had a chance to thank him personally as he exited the auditorium for the State of Good Repair *discretionary* grants and ask him to consider restoring the transit portion.

Background: The House’s Transportation & Infrastructure Chairmanship has passed to Bill Shuster (R-PA), son of “Bud” Shuster, who held the post from 1995-2001. During the APTA conference, the Chair earned a new nickname—“Six-Year-Bill”—coined by a knowledgeable Santa Cruz METRO staff member and referring to what the transportation sector critically needs: a *real, long-term* (at least six years, which was the original term of SAFETEA-LU) bill to support transit and transportation infrastructure at a level needed to maintain a nation-wide “state of good repair” on all systems, putting safety first, then pursuing new solutions such as high-speed rail and innovative zero-emissions engine designs.

State of the Union Speech and “Fix it First”

Update at 3/15/13: The President’s 2/12/13 (coincidentally Abraham Lincoln’s birthday) State of the Union speech included new initiatives targeting universal pre-school, raising the minimum wage and, most important to Santa Cruz METRO, a \$50 billion front-loaded “Fix it First” infrastructure improvement federal investment in roads, bridges, ports and public transportation.

ATTACHMENT A

Details of the proposal will not be seen until federal budget proposals are unveiled by April, according to the latest from the White House.

California's Pension Reform's Federal Impact (Department of Labor)

Update at 3/15/13: A bill introduced by local State Assemblymember Alejo (AB160), drafted in regard to statewide public employee pension reform (PEPRA), is in response to unforeseen impacts of this reform on transit agencies specifically. At the federal level, the Department of Labor reviews all of Santa Cruz METRO's grant applications and issues letters allowing the FTA to proceed with the allocation of funds. At this time, there is some question as to whether PEPRA is in violation of Section 13c at the federal level, a regulation which has to do with the collective bargaining rights. Santa Cruz METRO is one of the state's transit agencies seeking to be exempted from some of PEPRA's requirements via AB160, for those transit agencies which have collective bargaining agreements in place already. Over \$2 billion in federal grants to the agencies and districts in the state may be held back by the federal Department of Labor (DOL) due to this concern, including any Caltrans' Planning grants for which Santa Cruz METRO has applied. This is also covered in the attached state legislative report (Attachment C).

In light of this issue, Santa Cruz METRO Board and staff who were in D.C. tried to meet with DOL, along with a transit union representative, but were unsuccessful. The DOL's response was simply: "Yes we are holding these applications awaiting more information, we aren't saying no, we aren't saying yes [yet]," and the general feeling at the legislative staff level was to let California go through the process.

Continuing Budget Resolution and Surface Transportation Act (MAP-21)

Update at 3/15/13: With the focus on the sequester, a deal to avoid the 3/27/13 deadline for extending the Continuing Budget Resolution was underway in D.C. in order to spare the public yet another financial crisis. The Senate version contains transportation funding at MAP-21 levels, higher than was originally proposed, but had not passed as the Senate recessed on 3/14/13. The House version, needless to say, contains many points of contention.

Background: On 9/13/12, The House passed a Continuing Resolution (H.J. Res. 117) that continues government funding at roughly FY12 levels through 3/27/13. This CR allows the program changes included in MAP-21, but does not allow for the increase in authorized transportation funding. MAP-21 sunsets at 9/30/14.

FY13, FY14 Federal Budgets

Update at 3/15/13: With the White House's budget proposal coming in April, the "new Ryan Budget" was introduced during the APTA conference, and which is "the old Ryan Budget" with a different date on it (in other words Obamacare is still dismantled, among other things).

Background: In the absence of any additional finalized appropriations bills for FY13, Congress passed a Continuing Budget Resolution (CR) through March 27, 2013. The "fiscal cliff" was

ATTACHMENT A

averted at 2 AM EST on 1/1/13 with the passage of the American Taxpayer Relief Act (ATRA), which landed us here, two months later, at sequestration.

The NAT GAS (New Alternative Transportation to Give Americans Solutions) Act and Senate “Tax Extenders Package”

Update at 3/15/13: As part of ATRA, passed 1/1/13, the 50-cent-per-gallon-equivalent credit for the use of alternative fuels, including CNG, was extended to 12/31/13 and made retroactive to 1/1/12, worth up to \$750K per year to Santa Cruz METRO as natural gas use increases in fleet and non-fleet vehicles.

Background on Natural Gas: The “tax-extenders” package includes the 50-cent per gallon-equivalent tax credit for alternative fuels (i.e. CNG), retroactive to 1/1/12. In May 2012, the Administration tightened regulations on hydraulic fracturing (“fracking”), requiring the disclosure of ingredients in “fracking fluids.” Santa Cruz METRO gets its natural gas supplies from non-fracked sources.

**Santa Cruz METRO
Federal House and Senate Bills
Status Report
March 15, 2013**

Federal Bills House & Senate	Subject	Introduced/ Amended	Status
The "Sequester"	<p>The once "worst thing that could happen" per the "Super Committee," the "sequester," hit on 3/1/13 with deep federal budget cuts to begin to be implemented within 30 days. In D.C., President Obama's motorcade went back and forth to The Hill, shutting down the city on both March 12th and 13th. Fingers pointing in Washington was at an all-time high as the political brinkmanship continued. The best guess is that a retroactive deal will soon be reached, as threats to air travel, national security, defense, human services and public transportation will throw many federal agencies into turmoil within the next two weeks.</p>	3/1/13	3/15/13: Continuing to monitor as the Senate broke yesterday for the weekend.
Continuing Budget Resolution	<p>The current Continuing Budget Resolution to continue the federal budget into March 2013 will likely impact the full implementation of MAP-21 as it will not contain some of the programmatic funding that MAP-21 contains. Word from DC is that MAP-21 will be implemented inasmuch as is possible with slightly increased FY12 SAFTEA-LU appropriations amounts. S 1813 (MAP-21) passed the Senate and House after a Joint Conference Committee convened and streamlined the Senate's version and added or subtracted some House provisions. The bill was signed into law on 7/6/12.</p>	3/1/13	3/15/13: With the focus on the sequester, a deal to avoid the 3/27/13 deadline for extending the Continuing Budget Resolution was underway in D.C. in order to spare the public yet another financial crisis. The Senate version contains transportation funding at MAP-21 levels, higher than was originally proposed, but had not passed as the Senate recessed on 3/14/13. The House version, needless to say, contains many points of contention.

**Santa Cruz METRO
Federal House and Senate Bills
Status Report
March 15, 2013**

Federal Bills	Subject	Introduced/ Amended	Status
Federal Budget FY13	A Continuing Resolution through March 27th, 2013 was passed and is now about to expire without an approved FY13 budget	Ongoing (CR)	3/15/13: Depending on which budget levels are agreed upon in the Continuing Resolution (FY12's, or leaving current spending levels under MAP-21 in the bill), this could have a potential negative impact on transit funding.
Senate "Tax Extenders" Legislation (including Transit Commuter Benefits and Alternative Fuels (CNG) Tax Credit)	Promotes parity between transit and parking benefits and the use of natural gas as fuel by continuing the 50-cent per gallon-equivalent tax credit through 12/31/13 and retroactive to 1/1/12. The package has passed out of the Senate Finance Committee. Congress has adjourned for home districts, and it is hoped that this package will be considered by the full Senate and then the House in the lame-duck session or new Congress.	8/2/12	3/15/13: In the "Tax Extenders Package" was the Alternative Fuels Tax Credit, \$750k/year to Santa Cruz METRO and retroactive to 1/1/12. Pressure to continue credit in new surface legislation packages proposed over next few years.
"Fix it First"	Proposed during the President's State of the Union address, the front-loaded "Fix it First" Program (since "stimulus" is a bad word) to address legitimate needs of failing infrastructure with hopefully job-creating, ready to go, "big and bold" projects (in LaHood's words, since "shovel ready" is a bad phrase), both restorative and innovative. Much more to be learned about this proposal. A potential \$50 billion to transportation-related projects.	1/23/13	3/15/13: Continuing to monitor. Santa Cruz METRO supports "Fix it First" as part of the membership of APTA, which showed unified support in Washington DC at annual legislative conference.

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ATTACHMENT C

State of California Legislative Issues and Status Report March 15, 2013

PEPRA/Pension Reform/AB 340

Update at 3/15/13: This issue was discussed with legislators and legislative staff in Washington D.C. by Board and staff members at the annual APTA Legislative Conference a week prior to this report. Currently, it is a state issue under close review, regarding Section 13(c) and collective bargaining rights specifically. Advice at the federal level was to pursue state solutions first, though they were tracking the issue closely. The California Secretary of Labor and Workforce Development, Mary Morgenstern, has written a letter to the Department of Labor stating that, “the changes in state pension law implemented by PEPRA do not impede Section 13(c)’s goal of assuring a continued right to collective bargaining.” (Morgenstern, 2/13/13) Santa Cruz METRO Board and staff are traveling to Sacramento on 3/19/13 to further discuss with state legislators.

Carbon Credit Auctions/Cap-and-Trade

Update at 3/15/13: Santa Cruz METRO supports AB 1532 (Perez) and SB 1572 (Pavley), as these bills provide provisions for cap-and-trade revenue to be allocated to transit by formula reflecting the 38% of GHG (greenhouse gas) emissions for which the industry is responsible. These positions are also held by the California Transit Association and TransForm, a strong statewide advocacy coalition to which Santa Cruz METRO belongs. This program may generate up to \$10 billion annually as it grows over the next five years and may assist in helping fill the funding hole in the public transit account, specifically to fund the currently unfunded mandates of the implementation of SB 375 (the AB 32-driven “sustainable communities” legislation), created by the loss of federal “state of good repair” dollars, the sunseting of the state’s current Proposition 1B bond funding and prior years’ funding losses METRO in the tens of millions in state funding.

Background: The proceeds of the first carbon-credit auction in late 2012 were used for high-speed-rail-related funding needs. Some proceeds from the recently held second auction are expected to flow to transit.

Restoration of the California Vehicle Licensing Fee (VLF)

Update at 3/15/13: The Schwarzenegger-rescinded VLF 2004 cut has never been restored, via legislation or ballot, and yet it is an effective way to fund transportation infrastructure needs. Other than potential revenues from cap-and-trade auction proceeds, public transportation (specifically transit) in California has little to look forward to regarding a steady funding stream once present Proposition 1B funding streams dry up in the next two years. It is essential that lawmakers look at options such as the restoration of dedicated VLFs and the example of transportation funding recently passed in Virginia, under a Republican Governor, which was a

ATTACHMENT C

bipartisan proposal which included changes in taxation to guarantee future transportation funding. This model would also work for strengthening the rapidly dwindling federal Highway Trust Fund.

Background: This fee, rescinded by previous Governor Schwarzenegger upon taking office, resulted in state revenue losses of \$6 billion annually, roughly the size of the growth of the state deficit each year he was in office.

FY13 State Budget and Proposition 1B Bond Programs

Background: As a result of the November election, the State is predicted to recover economically within three years with new revenues from Proposition 30 and the likely-to-be-used powers of a Democratic majority to review other funding/taxation mechanisms for education and at-risk safety-net programs, among others (i.e. cap-and-trade, discussed above). Talk is a buzz in Sacramento regarding a new bond program to fund public transportation, as Proposition 1B heads towards its final years and this is an opportune time to lock-in future funding for capital activities such as replacement of fleet vehicles with clean buses, since federal legislation (MAP-21) contains minimal dollars for this essential asset management.

The California Legislature: Bills of Interest

Update at 3/15/13: Of most interest this update is Assemblymember Alejo's AB 160, introduced to specifically exempt transit districts from certain provisions of SB 340, or state pension reform. Discussion is ongoing. In addition, at the time of this report, Assemblymember Stone, formerly of this Board, was introducing a bill in regard to the use of road shoulders for transit buses in Santa Cruz and Monterey Counties as one way of addressing traffic challenges and run times. Of course, feasibility studies for this use of the shoulder are being proposed via the Caltrans' planning grants' program, and Santa Cruz METRO is participating in a proposed study via AMBAG. If funded, this study would examine the best use of roadways/highways for transit and whether or not it is a viable solution for either or both counties. Currently, counties like San Diego have tried "buses on shoulders" with varying degrees of success. Please see the attached matrix of *Bills of Interest* (**Attachment D**) for more information.

Background: AB 1706, the legislation regarding bus axle weight, passed both Houses and was signed by the Governor. Most important to Santa Cruz METRO at this time is that this legislation requires that transit agencies have a Short-Range Transit Plan adopted by the Board, a proposal which was accepted by the Board at its January meeting.

Governor's Proposal to Create a Single Transportation Agency

Update at 3/15/13: According to state sources, this is supposed to be a painless process for the end user. Staff is continuing to monitor this issue, as it is a priority of the Governor's which may be, in part, driven by the streamlining measures in the federal legislation, MAP-21.

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Background: In January, Governor Brown proposed a single agency comprised of: Caltrans, the Department of Motor Vehicles (DMV), High Speed Rail Authority (HSRA), California Highway Patrol (CHP), California Transportation Commission (CTC) and the Board of Pilot Commissioners (as in pilot boats).

Santa Cruz METRO
State of California Assembly and Senate Bills of Interest @ 3/1/13

Bill ID/Topic	Location	Summary	Position
<p><u>AB 25 Campos D</u> Employment: social media.</p>	<p>@ 1/24/2013 - Referred to Coms. on JUD. and P.E.,R. & S.S.</p>	<p>Existing law prohibits a private employer from requiring or requesting an employee or applicant for employment to disclose a username or password for the purpose of accessing personal social media, to access personal social media in the presence of the employer, or to divulge any personal social media. Existing law prohibits a private employer from discharging, disciplining, threatening to discharge or discipline, or otherwise retaliating against an employee or applicant for not complying with a request or demand that violates these provisions. This bill would apply the provisions described above to public employers. The bill would state that its provisions address a matter of statewide interest and apply to public employers generally, including charter cities and counties.</p>	<p>New</p>
<p><u>AB 37 Perca D</u> Environmental quality: California Environmental Quality Act: record of proceedings.</p>	<p>@ 1/14/2013 - Referred to Com. on NAT. RES.</p>	<p>The California Environmental Quality Act (CEQA) requires a lead agency to prepare and certify the completion of an environmental impact report (EIR) on a project that it proposes that may have a significant effect on the environment or to adopt a negative declaration if it finds that the project will not have that effect. CEQA also requires a lead agency to prepare a mitigated negative declaration for a project that may have a significant effect on the environment if revisions in the project would avoid/mitigate that effect and there is no substantial evidence that the revised project would have a significant effect on the environment. This bill would require until January 1, 2017, the lead agency to, among other things, prepare a record of proceedings concurrently with negative declarations, mitigated negative declarations, EIRs, or other environmental documents for specified projects. Because the bill would require a lead agency to prepare the record of proceedings as provided, this bill would impose a state-mandated local program. This bill contains other related provisions and other existing laws.</p>	<p>New</p>
<p><u>AB 160 Alejo D</u> California Public Employees' Pension Reform Act of 2013: exceptions.</p>	<p>@ 1/31/2013 - Referred to Com. on P.E.,R. & S.S.</p>	<p>The California Public Employees' Pension Reform Act of 2013 (PEPRA), on and after January 1, 2013, requires a public retirement system, as defined, to modify its plan or plans to comply with the act. Among other things, PEPRA prohibits a public employer from offering a defined benefit pension plan exceeding specified retirement formulas, requires new members of public retirement systems to contribute at least a specified amount of the normal cost for their defined benefit plans, and prohibits an enhancement of a public employee's retirement formula or benefit adopted after January 1, 2013, from applying to service performed prior to the operative date of the enhancement. This bill would except from PEPRA, by exempting from the definition of public retirement system, certain multiemployer plans authorized under federal law and retirement plans for public employees whose collective bargaining rights are protected by a specified provision of federal law.</p>	<p>CTA Neutral SCMTD Support?</p>
<p><u>AB 179 Bocanegra D</u> Public transit: electronic transit fare collection systems: disclosure of personal information.</p>	<p>@ 1/31/2013 - Referred to Com. on TRANS.</p>	<p>Existing law prohibits a transportation agency from selling or providing personally identifiable information of a person obtained through the person's participation in an electronic toll collection system or use of a toll facility that uses an electronic toll collection system. Existing law, with certain exceptions, requires a transportation agency to discard personally identifiable information after 4 1/2 years, as specified. Existing law provides various remedies in that regard. This bill would make these and other related provisions applicable to a transportation agency that employs an electronic transit fare collection system for payment of transit fares. The bill would require transportation agencies that obtain personally identifiable information of a person from electronic toll collection or electronic transit fare collection systems to discard that information after 6 months, as specified. This bill contains other related provisions and other existing laws.</p>	<p>New Ref. 2011 Simitian SB24, Chaptered August 11, 2011</p>
<p><u>AB 185 Hernandez, Roger D</u></p>	<p>@ 1/29/2013 -From printer. May</p>	<p>The Ralph M. Brown Act requires that an audio or video recording of an open and public meeting made at the direction of a local agency is subject to inspection pursuant to the California Public Records Act and may be erased or destroyed 30 days after the recording. Existing law requires that any inspection of an audio or video recording shall be provided without charge on</p>	<p>New</p>

**Santa Cruz METRO
State of California Assembly and Senate Bills of Interest @ 3/1/13**

Open and public meetings: televised	be heard 2/28	equipment made available by the local agency. The bill would provide that an audio or video recording of an open and public meeting made at the direction of a local agency may be erased or destroyed 2 years after the recording.	
<p><u>AB 229</u> <u>John A. Pérez D</u></p> <p>Local government: infrastructure and revitalization financing districts.</p>	<p>@ 2/5/2013 - From printer. May be heard in committee March 7.</p>	<p>Existing law authorizes the creation of infrastructure financing districts, as defined, for the sole purpose of financing public facilities, subject to adoption of a resolution by the legislative body and affected taxing entities proposed to be subject to division of taxes and 2/3 voter approval. Existing law authorizes the legislative body to, by majority vote, initiate proceedings to issue bonds for the financing of district projects by adopting a resolution, subject to 2/3 voter approval. Existing law requires an infrastructure financing plan to include the date on which an infrastructure financing district will cease to exist, which may not be more than 30 years from the date adopted. Existing law prohibits a district from including any portion of a redevelopment project area. Existing law, the Polanco Redevelopment Act, authorizes a redevelopment agency to take any action that the agency determines is necessary and consistent with state and federal laws to remedy or remove a release of hazardous substances on, under, or from property within a project area, whether the agency owns that property or not, subject to specified conditions. Existing law also declares the intent of the Legislature that the areas of the district created be substantially undeveloped, and that the establishment of a district should not ordinarily lead to the removal of dwelling units. This bill would authorize the creation of an infrastructure and revitalization financing district, as defined, and the issuance of debt with 2/3 voter approval. The bill would authorize the creation of a district for up to 40 years and the issuance of debt with a final maturity date of up to 30 years, as specified. The bill would authorize a district to finance projects in redevelopment project areas and former redevelopment project areas and former military bases. The bill would authorize the legislative body of a city to dedicate any portion of its funds received from the Redevelopment Property Tax Trust Fund to the district, if specified criteria are met. The bill would authorize a city to form a district to finance a project or projects on a former military base, if specified conditions are met. This bill contains other related provisions.</p>	<p>New Re: RDAs and infrastructure financing districts; potential partners to SCMTD in various projects</p>
<p><u>SB 7BD</u> <u>Mark Stone D</u></p>	<p>@ 2/22/2013 To be filed</p>	<p>Existing law creates the Monterey-Salinas Transit District and the Santa Cruz Metropolitan Transit District with various powers and duties relative to the operation of public transit in those counties. Existing law generally requires vehicles to be driven upon the right half of a roadway, defined to include only that portion of a highway improved, designed, or ordinarily used for vehicular travel. Existing law, however, allows the operation of bicycles on the shoulder of a highway. The Bill would authorize MST and SCMTD, in conjunction with the Department of Transportation, to conduct a transit-bus only program using the shoulders of certain state highways as transit-bus only traffic corridors, with the segments to be determined jointly by the districts and the department. The bill would thereby authorize the operation of transit buses on the shoulder of a state highway within the areas served by the transit districts. This bill would require the districts to work with the department and the Department of the California Highway Patrol to develop guidelines that ensure driver and vehicle safety and the integrity of the infrastructure. The bill would require monitoring of the state of repair of the highway shoulders used in the program, and would require the districts to be responsible for all costs attributable to the program.</p>	<p>SCMTD Watching Support?</p>
<p><u>SB 1</u> <u>Steinberg D</u></p> <p>Sustainable Communities Investment Authority.</p>	<p>@ 1/10/2013 - Referred to Coms. on GOV. & F. and T. & H.</p>	<p>Existing law dissolved redevelopment agencies and community development agencies, as of February 1, 2012, and provides for the designation of successor agencies. This bill would authorize certain public entities of a Sustainable Communities Investment Area, as described, to form a Sustainable Communities Investment Authority to carry out the Community Redevelopment Law in a specified manner. The bill would require the Authority to adopt a Sustainable Communities Investment Plan for a Sustainable Communities Investment Area and authorize the Authority to include a provision for the receipt of tax increment funds provided that certain economic development and planning requirements are met. The bill would authorize the legislative body of a city or county forming an Authority to dedicate any portion of its net available revenue, as</p>	<p>CTA Supports SCMTD Support?</p>

**Santa Cruz METRO
State of California Assembly and Senate Bills of Interest @ 3/1/13**

		defined, to the authority through its Sustainable Communities Investment Plan. The bill would require the Authority to contract for an independent audit every 5 years. This bill contains other related provisions and other existing laws.	
SB 33 Wolk D Infrastructure financing districts: voter approval: repeal.	@ 1/10/2013 - Referred to Com. on GOV. & F.	Existing law authorizes a legislative body, as defined, to create an infrastructure financing district, adopt an infrastructure financing plan, and issue bonds, for which only the district is liable, to finance specified public facilities, upon voter approval. Existing law authorizes an infrastructure financing district to fund infrastructure projects through tax increment financing, pursuant to the infrastructure financing plan and agreement of affected taxing entities, as defined. This bill would revise and recast the provisions governing infrastructure financing districts. The bill would eliminate the requirement of voter approval for creation of the district and for bond issuance, and would authorize the legislative body to create the district subject to specified procedures. The bill would instead authorize a newly created public financing authority, consisting of 5 members, 3 of whom are members of the city council or board of supervisors that established the district, and 2 of whom are members of the public, to adopt the infrastructure financing plan, subject to approval by the legislative body, and issue bonds by majority vote of the authority by resolution. The bill would authorize a public financing authority to enter into joint powers agreements with affected taxing entities with regard to nontaxing authority or powers only. The bill would authorize a district to finance specified actions and projects, and prohibit the district from providing financial assistance to a vehicle dealer or big box retailer, as defined. The bill would create a public accountability committee, as specified, to review the actions of the public financing authority. This bill contains other related provisions and other existing laws.	New Re: infrastructure financing districts, potential partners to SCMTD in various projects
SB 34 Rubio D Greenhouse gas: carbon capture and storage.	@ 3/4/2013 1:30 p.m. - Room 112 SENATE ENVIRONMENTAL QUALITY, RUBIO, Chair	Existing law requires the Division of Oil, Gas, and Geothermal Resources of the Department of Conservation to regulate the construction and operation of oil, gas, and geothermal wells. Pursuant to existing federal law, the federal Underground Injection Control (UIC) program, the United States Environmental Protection Agency delegated responsibility to the division to regulate class II wells, which are wells that use injections for, among other things, enhanced recovery of oil or natural gas. The federal UIC program implements regulations that apply to class VI wells, which include wells used for geologic sequestration of carbon dioxide under specific circumstances. This bill would, upon the adoption by the State Air Resources Board of a final methodology for carbon capture and storage projects seeking to demonstrate geologic sequestration of greenhouse gases, specifically require the division to regulate carbon dioxide enhanced oil recovery projects that seek to demonstrate carbon sequestration under various laws providing for the reduction of greenhouse gas emissions.	New "Fracking" Bill SCMTD Support?
SB 110 Steinberg D California Transportation Commission: guidelines.	@ 1/24/2013 - Referred to Com. on T. & H.	Existing law generally provides for programming and allocation of state and federal funds available for transportation capital improvement projects by the California Transportation Commission, pursuant to various requirements. Existing law authorizes the commission, in certain cases, to adopt guidelines relative to its programming and allocation policies and procedures. This bill would establish specified procedures that the commission would be required to utilize when it adopts guidelines, except as specified, and would exempt the adoption of those guidelines from the requirements of the Administrative Procedure Act. This bill contains other existing laws.	(Mostly applies to highways, roads.)
SB 142 DeSantolier D Public transit.	@ 1/31/2013 From printer. May be acted on March 2.	Existing law provides for creation of one or more special benefit districts within a transit district or rapid transit district relative to the issuance of bonds to be repaid through special assessments levied on property within the special benefit district, or certain zones within the special benefit district, with the proceeds of the bonds to be used for specified transit improvements. Existing law enacts similar provisions applicable to a municipal transit system owned by a city or city and county. This bill would repeal all of these provisions.	New Watching

**Santa Cruz METRO
State of California Assembly and Senate Bills of Interest @ 3/1/13**

<p><u>SCA 4 Lin D</u> Local government transportation projects: special taxes: voter approval.</p>	<p>@ 12/4/2012 -From printer. May be acted upon on or after Jan 3.</p>	<p>The California Constitution conditions the imposition of a special tax by a city, county, or special district upon the approval of 2/3 of the voters of the city, county, or special district voting on that tax, except that certain school entities may levy an ad valorem property tax for specified purposes with the approval of 55% of the voters within the jurisdiction of these entities. This measure would provide that the imposition, extension, or increase of a special tax by a local government for the purpose of providing funding for local transportation projects requires the approval of 55% of its voters voting on the proposition. The measure would also make conforming and technical, nonsubstantive changes.</p>	<p>CTA Supports SCMTD Support?</p>
<p><u>SCA 6 DeSaulnier D</u> Initiative measures: funding source.</p>	<p>@ 12/4/2012 -From printer. May be acted upon on or after Jan 3.</p>	<p>The California Constitution provides that the electors may propose statutes or amendments to the state Constitution through the initiative process by presenting to the Secretary of State a petition that sets forth the text of the proposed statute or amendment to the Constitution and is certified to have been signed by a certain number of electors. This measure would prohibit an initiative measure that would result in a net increase in state or local government costs, other than costs attributable to the issuance, sale, or repayment of bonds, from being submitted to the electors or having any effect unless and until the Legislative Analyst and the Director of Finance jointly determine that the initiative measure provides for additional revenues in an amount that meets or exceeds the net increase in costs.</p>	<p>New Watching</p>

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: March 22, 2013

TO: Board of Directors

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

SUBJECT: STATUS REPORT OF ACTIVE GRANTS AND SUBMITTED GRANT PROPOSALS FOR MARCH 2013

I. RECOMMENDED ACTION

This report is for informational purposes only. Active grants and grant proposals are current as of March 22, 2013. No action is required.

II. SUMMARY OF ISSUES

- Santa Cruz METRO relies upon grant funding from other agencies for more than 25% of its FY13 operating revenue and more than 90% of its FY13 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.
- Items in **bold** on Attachments A and B depict changes from last month's report.
- Santa Cruz METRO has active grant awards totaling \$41,856,887.
- Santa Cruz METRO staff is developing new applications totaling \$748,079 for new capital projects.

III. DISCUSSION

Santa Cruz METRO relies upon grants from a number of other entities throughout the year for more than 25% of its FY13 operating revenue and over 90% of its FY13 capital funding. Programs such as the Transportation Development Act (TDA) and the Federal Transit Administration (FTA) urbanized area program annually allocate funds by formula while others such as the Monterey Bay Unified Air Pollution Control District's AB2766 Motor Vehicle Emissions Reduction Program and the California Department of Transportation (Caltrans) discretionary planning grants are competitively awarded based on merit. Santa Cruz METRO relies on both formula and discretionary grant revenue to support its operating and capital budgets.

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

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

IV. FINANCIAL CONSIDERATIONS

Active grant awards for operating and capital projects total \$41,856,887, unchanged from January, with an unspent balance of \$25,460,390. The unspent balance decreased by approximately \$500,000 due to project spending during the period.

Current grant applications request \$748,079 in new funds, a decline of \$47,000 from January due to the reduced ask for the Ride-On folding bike project. Staff will seek opportunities for grants to implemented unfunded capital projects.

V. ATTACHMENTS

Attachment A: Santa Cruz METRO Active Grants Status Report as of March 15, 2013

Attachment B: Santa Cruz METRO Grant Applications as of March 15, 2013

Attachment A

Santa Cruz METRO Active Grants as of March 15, 2013

#	Grant	Description	\$ Grant Awarded	\$ Grant Balance	Funding Source	Grant Status
1	FFY10 5309 Bus/Facilities SGR Program	Purchase 11 new CNG replacement buses from FTA discretionary grant program.	\$ 4,830,600	\$ -	FTA 5309 SGR	Grant closed out at 12/31/12, to be removed from worksheet once confirmed by FTA.
2	FFY11 5309 Bus/Facilities SGR Program	Discretionary, competitive grant program.	\$ 2,814,538	\$ 2,814,538	FTA 5309 SGR	12/31/12: Going ahead with MDC specifications and bid; bus order proceeding.
3	Bus Stop Improvements	Improve bus stops in Santa Cruz METRO service area	\$ 500,000	\$ 243,998	Caltrans from State Transportation Improvement Program (STIP)	1/31/13: American Asphalt signing contract approved by BOD 1/25/13, ready to proceed. Changed end date of project to 6/30/13.
4	MBUAPCD AB2766 FY12 Grant	Discretionary Grant	\$ 160,000	\$ 110,473	MBUAPCD (Air District)	1/31/13: Piggybacking on a possible state contract for CNG trucks is still being researched by Procurement.
5	County of Santa Cruz Prop 84 Challenge Grant	Discretionary grant proposals for planning/zoning of unincorporated areas (Live Oak, Soquel Dr. corridor) w/ County of Santa Cruz; and sustainable growth communities grant w/ AMBAG. All need METRO as a partner.	\$ 10,000	\$ 10,000	Funding from Proposition 84 Planning Grants from the State of California Strategic Growth Council.	County received \$500K for Prop. 84 Sustainable Communities Planning Grant Program for a project entitled "The Santa Cruz County Sustainable Community and Transit Corridors Plan" on December 6, 2010. Notification of award 6/3/11. Discussion of an RFP for a consultant will begin in November and the selection process complete by December 2012.

Attachment A

Santa Cruz METRO Active Grants as of March 15, 2013

#	Grant	Description	\$ Grant Awarded	\$ Grant Balance	Funding Source	Grant Status
6	AMBAG Sustainable Communities Planning Grant	Discretionary grant sub-award.	\$ 10,000	\$ 10,000	AMBAG sub-award.	Participating in development of Sustainable Communities Strategies, awaiting letter of award from AMBAG at 10/14/11, expect MOU in 2012 per AMBAG.
7	FY 11/12 Proposition 1B - State and Local Partnership Program	CTC	\$ 5,812,000	\$ 5,812,000	CTC - SLPP	1/31/13: \$5,812,000 allocation approved at 8/22/12 CTC meeting; Program Supplement Contract from CT issued and signed. Now must sign additional Program Supplement for third-party contractor for project.
8	FY10 Comprehensive Security & Surveillance: CCTV; LMR; EG	Continue video surveillance, LMR upgrade and install emergency generator.	\$ 440,505	\$ 72,534	FY10 CTSGP funds from Cal EMA	Ojo contract amended on 12/7/12 to add \$810,198 for more video storage and cameras. Day Wireless installing radio heads (LMR) on 12/17/12. Ojo Technology completed Maintenance Surveillance system. Expires 3/31/13. \$ Grant Balance as of 3/15/13.
9	FY11 Transit Security Project	Santa Cruz METRO video surveillance projects	\$ 440,505	\$ 440,505	FY11 CTSGP funds from Cal EMA	Ojo contract amended on 12/7/12 to add \$810,198 for more video storage and cameras. Expires 3/31/14. \$ Grant Balance as of 3/15/13.

Attachment A

Santa Cruz METRO Active Grants as of March 15, 2013

#	Grant	Description	\$ Grant Awarded	\$ Grant Balance	Funding Source	Grant Status
10	FY12 Transit Security Projects	Video Surveillance and Lighting at remaining METRO Facilities	\$ 440,505	\$ 440,505	FY12 CTSGP funds from Cal EMA	Ojo contract amended on 12/7/12 to add \$810,198 for more video storage and cameras. Expires 3/31/15. \$ Grant Balance as of 3/15/13.
11	FY09 Operating & MetroBase	Urban operating assistance and MetroBase construction funding. CA-90-Y751	\$ 4,753,504	\$ 1,108,062	FTA 5307. The Small Transit Intensive Cities (STIC) funding component are in the MetroBase Operations Building project.	FY09 transit operations are complete. Operations Building construction contracted 12/11/12. STIC funds to be first drawdown to close grant. No expiration. \$ Grant Balance 3/15/13.
12	FY11 AB2766	MetroBase construction of second L/CNG storage tank.	\$ 200,000	\$ 3,325	AB2766 Monterey Bay Unified Air Pollution Control District (Air District) AB 2766 Motor Vehicle Emissions Reduction Program	Santa Cruz METRO submitted a second reimbursement request to the Air District for a \$97,655 invoice from GP Strategies. Extension approved through 5/11/13 to invoice grant balance. \$ Grant Balance as of 3/15/13.

Attachment A

Santa Cruz METRO Active Grants as of March 15, 2013

#	Grant	Description	\$ Grant Awarded	\$ Grant Balance	Funding Source	Grant Status
13	FY08,09,10,11 PTMISEA funds	MetroBase development.	\$ 20,558,730	\$ 13,510,430	FY08, FY09, FY10, FY11 Prop. 1B Public Transportation Modernization and Service Enhancement Account (PTMISEA) through Caltrans	TRC Solutions construction manager on 9/14/12 for \$1,495,440; Lewis C. Nelson & Sons construction contractor on 12/11/12 for \$13,572,000 . Ops moved to Encinal and Contractor on-site 3/9/13. \$ Grant Balance as of 3/15/13.
14	Pacific Station Design Engineering	Contract architectural and engineering services for Pacific Station expansion and renovation	\$ 396,000	\$ 394,020	CA-03-0730-03 FY06 FTA 5309 Bus and Bus Facilities program - legislative earmark.	RFP for Design/Engineering released 2/11/13. Site walk held 2/26/13; proposals due 3/26/13. \$ Grant Balance as of 3/15/13. No expiration.
15	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.	RFP for Design/Engineering released 2/11/13. Site walk held 2/26/13; proposals due 3/26/13. \$ Grant Balance as of 3/15/13. No expiration.
		Total	\$ 41,856,887	\$ 25,460,390		

Attachment B

Santa Cruz METRO Grant Applications as of March 15, 2013

#	Application Date	Grant	Description	\$ Grant	Funding Source	Status of Award
1	12/14/2012	Regional Surface Transportation Program	SCCRTC	\$ 50,000	SCCRTC-RSTP	1/31/13: Application for "Ride-On" Folding Bike program in collaboration with Ecology Action submitted 12/3/12 and not recommended for funding by RTC staff. Since then, it has been recommended for partial funding of \$50K.
2	2/15/2013	Caltrans Planning Grants FY13-14	Caltrans	\$ 50,000	AMBAG/SCMTD	1/31/13: AMBAG likes this proposal. Application for intern to assist Planning Department with in-house SRTP, surveying and to support other planning activities in FY14.
3	1/15/2013	FY13 Transit Security Projects	Video Surveillance and Lighting at remaining METRO Facilities	\$ 440,505	FY13 CTSGP funds from Cal EMA	FY13 Application submitted 1/14/13. Received Notice of Project Eligibility on 2/5/13.
4	4/15/2013	FY13 Rural Operating Assistance	Operating assistance for public transit service in rural areas of Santa Cruz County.	\$ 207,574	Caltrans (FTA 5311)	New grant application in progress. C&As requested from SCCRTC 3/15/13.
			Total	\$ 748,079		

7-9.b1



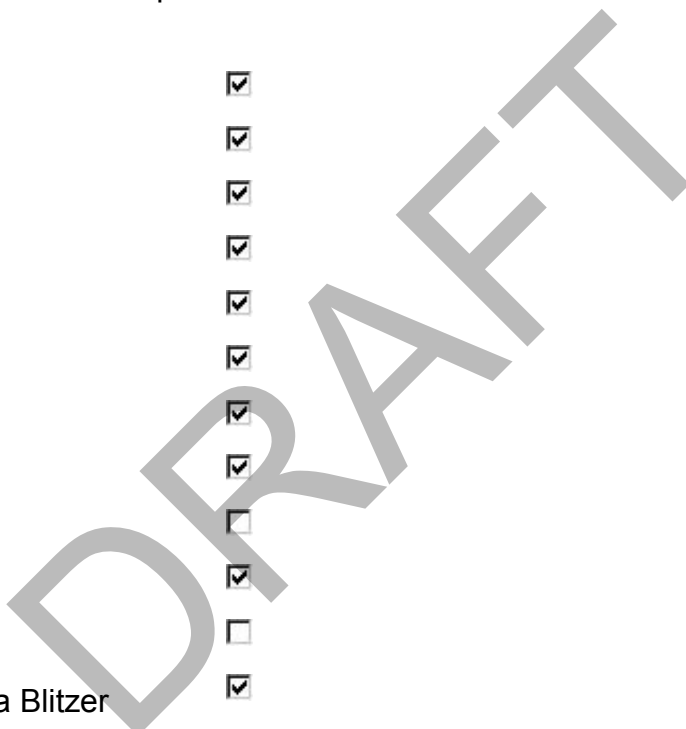
A Meeting of the Board of Directors of the Santa Cruz Metropolitan Transit District was convened on the above date at the Administrative Offices of Santa Cruz METRO, located at 110 Vernon Street, in Santa Cruz, California.

1. CALL TO ORDER / ROLL CALL

1-1. Vice Chair Dodge called the meeting to order at 8:38 a.m.

1-2. The following Directors were present:

- Director Margarita Alejo
- Director Hilary Bryant
- Director Dene Bustichi
- Director Daniel Dodge
- Director Ron Graves
- Director Michelle Hinkle
- Director Deborah Lane
- Director John Leopold
- vacant
- Director Lynn Robinson
- vacant
- Ex-Officio Director Donna Blitzer



STAFF PRESENT

Anthony Tapiz, Administrative Services Coordinator
Leslie R. White, General Manager
Leslyn K. Syren, District Counsel

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

Angela Aitken, SC METRO
Robert Cotter, SC METRO
Tove Beatty, SC METRO
Debbie Kinslow, SC METRO

Erron Alvey, SC METRO
April Warnock, Paracruz
Carolyn Derwing, SEA

2. ANNOUNCEMENTS

None.

3. COMMUNICATIONS TO THE BOARD OF DIRECTORS

Director Bustichi asked for a review of the Service Dog policy to be agendized.

4. LABOR ORGANIZATION COMMUNICATIONS

None.

5. ADDITIONAL DOCUMENTATION TO SUPPORT EXISTING AGENDA ITEMS

None.

CONSENT AGENDA

- 6-1. CONSIDERATION OF AUTHORIZING THE GENERAL MANAGER TO EXECUTE A CONTRACT RENEWAL WITH MASTER CAR WASH FOR PARACRUZ VEHICLE WASHING SERVICES
- 6-2. CONSIDERATION OF AUTHORIZING THE GENERAL MANAGER TO EXECUTE A CONTRACT RENEWAL WITH FLYERS ENERGY FOR PARACRUZ VEHICLE FUELING SERVICES IN AN AMOUNT NOT TO EXCEED \$185,000
- 6-3. CONSIDERATION OF TORT CLAIMS: REJECT THE CLAIM OF DAVID SEWART, CLAIM #12-0026
- 6-4. NOTIFICATION OF ACTIONS TAKEN IN CLOSED SESSION
- 6-5. ACCEPT AND FILE MINUTES OF BOARD OF DIRECTORS MEETINGS OF OCTOBER 12 AND OCTOBER 26, 2012
- 6-6. ACCEPT AND FILE MINUTES OF BOARD OF DIRECTORS MEETINGS OF NOVEMBER 9, 2012 AND NOVEMBER 30, 2012

ACTION: MOTION: DIRECTOR BUSTICHI SECOND: DIRECTOR LEOPOLD

Approve Consent Agenda as presented.

Motion passed unanimously.

REGULAR AGENDA

7. CONSIDERATION OF NOMINATION OF DIRECTORS TO SERVE AS BOARD OFFICERS, AND NOMINATIONS FOR MEMBERSHIP ON THE SANTA CRUZ COUNTY REGIONAL TRANSPORTATION COMMISSION

Leslie R. White presented the staff report and stated that the County Board of supervisors would not be naming its appointees until January 29th. There was a discussion about nominations and quorum. Chair Robinson nominated Daniel Dodge for Board Chair and Dene Bustichi for Vice-chair. For SCCRTC Representatives Chair Robinson nominated Dene Bustichi, Lynn Robinson and Ron Graves. For SCCRTC Alternates Chair Robinson nominated Daniel Dodge, Hilary Bryant and Margarita Alejo. Director Lane nominated John Leopold for Vice-chair.

Chair Robinson asked for more nominations and announced that nominations would be accepted until January 25th.

8. CONSIDERATION OF TENANT'S REQUEST TO SELL CIGARETTES AND LOTTERY TICKETS

Leslyn K. Syren presented the staff report. There was a discussion about the request and existing METRO policy regarding smoking.

ACTION: MOTION: DIRECTOR BUSTICHI SECOND: DIRECTOR LEOPOLD

Approve behind-the-counter lottery sales, but not cigarette sales, at Cavallaro Transit Center.

Motion failed.

9. CONSIDERATION OF MODIFICATION TO SANTA CRUZ METROPOLITAN TRANSIT DISTRICT'S BYLAWS TO ALLOW BOARD OF DIRECTORS TO SET THE SCHEDULE AND TIME FOR REGULAR BOARD MEETINGS

Leslyn K. Syren presented the staff report. There was a discussion regarding the start time for board meetings.

ACTION: MOTION: DIRECTOR LEOPOLD SECOND: DIRECTOR GRAVES

Approve modification to Santa Cruz Metropolitan Transit District's bylaws to allow Board of Directors to set the schedule and time for regular board meetings.

Motion passed unanimously.

10. CONSIDERATION OF AWARD OF CONTRACT WITH AMERICAN ASPHALT REPAIR & RESURFACING COMPANY, INC., FOR COMPLETION OF THE BUS STOP IMPROVEMENT PROJECT IN AN AMOUNT NOT TO EXCEED \$257,300

Erron Alvey presented the staff report.

DIRECTOR GRAVES LEFT THE ROOM

ACTION: MOTION: DIRECTOR LEOPOLD SECOND: DIRECTOR BRYANT

Award contract to American Asphalt Repair & Resurfacing Company, Inc., for completion of the Bus Stop Improvement Project in an amount not to exceed \$257,300.

Motion passed unanimously.

11. CONSIDERATION OF APPOINTMENT OF JAMES ANASTAS TO THE METRO ADVISORY COMMITTEE (MAC) FOR A TERM OF OFFICE ENDING DECEMBER 31, 2014
Presented by Leslie R. White, General Manager

ACTION: MOTION: DIRECTOR BUSTICHI SECOND: DIRECTOR LEOPOLD

Appoint James Anastas to the Metro Advisory Committee (MAC) for a term of office ending December 31, 2014.

Motion passed with Director Graves being absent.

12. ORAL ANNOUNCEMENT
The next regularly scheduled Board meeting will be held Friday, January 25, 2013 at 9:00 a.m. at the Santa Cruz City Council Chambers, 809 Center Street, Santa Cruz, California.
13. ADJOURNMENT
Adjourn to the next Board of Directors meeting.

Respectfully submitted,



ANTHONY TAPIZ
Administrative Services Coordinator



A regular meeting of the Board of Directors of the Santa Cruz Metropolitan Transit District was convened on the above date at the Administrative Offices of Santa Cruz METRO, located at 110 Vernon Street, in Santa Cruz, California.

1-1. CALL TO ORDER

Chair Robinson called the meeting to order at 9:10 a.m.

1-2. ROLL CALL

The following Directors were present:

- Director Margarita Alejo
- Director Hilary Bryant
- Director Dene Bustichi
- Director Daniel Dodge
- Director Ron Graves
- Director Michelle Hinkle
- Director Deborah Lane
- Director John Leopold
- vacant
- Director Lynn Robinson
- vacant
- Ex-Officio Director Donna Blitzer

STAFF PRESENT

Anthony Tapiz, Administrative Services Coordinator
Leslie R. White, General Manager
Leslyn K. Syren, District Counsel

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

Angela Aitken, SC METRO
Robert Cotter, SC METRO
Tove Beatty, SC METRO
Debbie Kinslow, SC METRO

Erron Alvey, SC METRO
April Warnock, Paracruz
Carolyn Derwing, SEA

1-3. **CONSIDERATION OF ELECTING DIRECTORS TO SERVE AS BOARD OFFICERS, ELECTION OF REPRESENTATIVES AND ALTERNATES TO THE SANTA CRUZ COUNTY REGIONAL TRANSPORTATION COMMISSION**

Leslie R. White presented the staff report.

ACTION: MOTION: CHAIR ROBINSON

Elect Daniel Dodge as Chair of the Santa Cruz Metropolitan Transit District Board of Directors.

Motion passed unanimously with Director Leopold being absent.

ACTION: MOTION: CHAIR ROBINSON

Elect Dene Bustichi Dodge as Vice Chair of the Santa Cruz Metropolitan Transit District Board of Directors.

Motion passed with Director Lane voting no and with Director Leopold being absent.

ACTION: MOTION: CHAIR ROBINSON

Appoint Dene Bustichi, Ron Graves and Lynn Robinson as representatives of the Santa Cruz Metropolitan Transit District on the Santa Cruz County Regional Transportation Commission.

Motion passed unanimously with Director Leopold being absent.

ACTION: MOTION: CHAIR ROBINSON

Appoint Daniel Dodge, Hilary Bryant and Margarita Alejo as alternate representatives of the Santa Cruz Metropolitan Transit District on the Santa Cruz County Regional Transportation Commission.

Motion passed unanimously with Director Leopold being absent.

DIRECTOR ROBINSON PASSED THE GAVEL TO CHAIR DANIEL DODGE.

Vice Chair Bustichi thanked Director Robinson for her dedication and service. Director Robinson said she was honored to serve and was excited for the future of METRO.

2. **ANNOUNCEMENTS**

2-1. Chair Dodge announced that Amy Weiss was available for Spanish language interpretation during "Oral Communications" and for any other agenda item for which these services were needed. Amy Weiss introduced herself.

2-2. Chair Dodge announced that the Board of Director's meeting was being broadcast by Community Television of Santa Cruz County.

2-3. Chair Dodge thanked TAQUERIA EL DANDY for the refreshments.

3. COMMUNICATIONS TO THE BOARD OF DIRECTORS

Speaker 1 welcomed Chair Dodge asked METRO to consider smaller buses on the less travelled routes.

Amelia Conlyn, Director of People Power, commended METRO staff for the folding bike grant application and encouraged the RTC to support the project.

Sarah Shiffrin expressed her appreciation for METRO and ParaCruz. Mrs. Shiffrin detailed the dangers pedestrians face at the Soquel Avenue and Frederick Street intersection and she requested the return of service to La Posada.

Lesley Wright detailed problems with route 66n.

Director Lane expressed her support for the return of service to La Posada and thanked METRO staff for the grant application.

3-1. MEMORANDUM FROM METRO ADVISORY COMMITTEE REGARDING E&DTAC
SIDEWALK MAINTENANCE OUTREACH CAMPAIGN
D. Norman Hagen, Chair, Metro Advisory Committee, Santa Cruz, California

Veronica Elsea, Chair of the E&DTAC Sidewalk Improvement Subcommittee, spoke about the benefits of improving sidewalk conditions and she asked for support for the Sidewalk Hazard Reporting System in the form of informational posters and website links. Ms. Elsea noted that better sidewalks allow for more access to public transit. Chair Dodge said that a written reply would be forthcoming.

4. LABOR ORGANIZATION COMMUNICATIONS

Eduardo Montesino, UTU, Carolyn Derwing, SEA, and Manny Martinez, PSA, thanked Director Robinson and welcomed Chair Dodge.

5. ADDITIONAL DOCUMENTATION TO SUPPORT EXISTING AGENDA ITEMS

None.

CONSENT AGENDA

- 6-1. CONSIDERATION OF AWARD OF CONTRACT WITH FOLGER GRAPHICS, INC. FOR THE PRINTING OF HEADWAYS IN AN AMOUNT NOT TO EXCEED \$18,295
- 6-2. CONSIDERATION OF AWARD OF CONTRACT WITH FEENEY WIRELESS, LLC FOR ON-BOARD BUS WI-FI SERVICE AND EQUIPMENT IN AN AMOUNT NOT TO EXCEED \$165,000
- 6-3. CONSIDERATION OF AUTHORIZING THE GENERAL MANAGER TO EXECUTE A CONTRACT RENEWAL WITH DAY WIRELESS SYSTEMS FOR THE LAND MOBILE RADIO SYSTEM UPGRADE PROJECT IN AN AMOUNT NOT TO EXCEED \$140,000

- 6-4. CONSIDERATION OF AUTHORIZING THE GENERAL MANAGER TO EXECUTE A CONTRACT RENEWAL WITH CAPITAL EDGE ADVOCACY, INC. FOR FEDERAL LEGISLATIVE REPRESENTATIVE SERVICES IN AN AMOUNT NOT TO EXCEED \$64,000
- 6-5. CONSIDERATION OF AUTHORIZING THE GENERAL MANAGER TO EXECUTE A 5 YEAR LEASE AGREEMENT WITH ZOOM SOLUTIONS, INC. FOR THE LEASING OF A COPY MACHINE AT 110 VERNON STREET IN AN AMOUNT NOT TO EXCEED \$27,000
- 6-6. CONSIDERATION OF AUTHORIZING THE GENERAL MANAGER TO EXECUTE A CONTRACT AMENDMENT WITH TIRE DISTRIBUTION SYSTEMS, INC. FOR PURCHASE OF REVENUE AND NON-REVENUE TIRES IN AN AMOUNT NOT TO EXCEED \$73,000
- 6-7. ACCEPT & FILE PRELIMINARILY APPROVED CLAIMS FOR MONTH OF OCTOBER 2012
- 6-8. ACCEPT & FILE ACCESSIBLE SERVICES REPORT FOR NOVEMBER 2012
- 6-9. ACCEPT AND FILE VOTING RESULTS FROM APPOINTEES TO THE SANTA CRUZ COUNTY REGIONAL TRANSPORTATION COMMISSION FOR PREVIOUS MEETINGS
- 6-10. ACCEPT & FILE STATUS REPORTS OF ACTIVE GRANTS AND SUBMITTED GRANT PROPOSAL FOR JANUARY 2013
- 6-11. ACCEPT & FILE RIDERSHIP REPORT
- 6-12. ACCEPT & FILE METRO PARACRUZ OPERATIONS STATUS REPORT
- 6-13. APPROVE MINUTES OF DECEMBER 7, 2012 AND DECEMBER 14, 2012 BOARD OF DIRECTORS MEETINGS.
- 6-14. ACCEPT & FILE MINUTES FROM METRO ADVISORY COMMITTEE MEETINGS OF APRIL THROUGH DECEMBER 2012
- 6-15. CONSIDERATION OF DECLARING ONE (1) 1979 CLARK FORKLIFT AS EXCESS FOR PURPOSES OF DISPOSAL AND DONATION / PURCHASE TO THE SANTA CRUZ COUNTY FAIR FOR THE AGRICULTURAL HISTORY PROJECT
- 6-16. ACCEPT & FILE MONTHLY BUDGET STATUS REPORTS YEAR TO DATE AS OF OCTOBER 31, 2012

ACTION: MOTION: DIRECTOR BUSTICHI SECOND: DIRECTOR BRYANT

Approve Consent Agenda as presented.

Motion passed unanimously with Director Leopold being absent.

REGULAR AGENDA

7. PUBLIC HEARING: RECEIVE COMMENTS AND CONSIDER ADOPTING A RESOLUTION TO ACCEPT THE 2013 TITLE VI PROGRAM REPORT FOR SUBMISSION TO THE FEDERAL TRANSIT ADMINISTRATION

Tom Hiltner presented the staff report.

CHAIR DODGE OPENED THE PUBLIC HEARING AT 9:37 A.M.

CHAIR DODGE CLOSED THE PUBLIC HEARING AT 9:38 A.M.

ACTION: MOTION: DIRECTOR BUSTICHI SECOND: DIRECTOR BRYANT

Adopt a Resolution to accept the 2013 Title VI Program Report for Submission to the Federal Transit Administration.

Motion passed unanimously with Director Leopold being absent.

8. CONSIDERATION OF A RESOLUTION OF APPRECIATION FOR THE SERVICES OF DELIA CARLON AS A PARACRUZ RESERVATIONIST FOR THE SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

ACTION: MOTION: DIRECTOR BUSTICHI SECOND: DIRECTOR BRYANT

Approve a Resolution of Appreciation for the services of Delia Carlon as a ParaCruz Reservationist for the Santa Cruz Metropolitan Transit District.

Motion passed unanimously with Director Leopold being absent.

9. CONSIDERATION OF A RESOLUTION OF APPRECIATION FOR THE SERVICES OF RICHARD COWELL AS A BUS OPERATOR FOR THE SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

ACTION: MOTION: DIRECTOR BRYANT SECOND: DIRECTOR ROBINSON

Approve a Resolution of Appreciation for the services of Richard Cowell as a Bus Operator for the Santa Cruz Metropolitan Transit District.

Motion passed unanimously with Director Leopold being absent.

Director Robinson read aloud and presented the resolution.

10. CONSIDERATION OF A RESOLUTION OF APPRECIATION FOR THE SERVICES OF MICHAEL STEBER AS A BUS OPERATOR FOR THE SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

ACTION: MOTION: DIRECTOR ROBINSON SECOND: DIRECTOR HINKLE

Approve a Resolution of Appreciation for the services of Michael Steber as a Bus Operator for the Santa Cruz Metropolitan Transit District.

Motion passed unanimously with Director Leopold being absent.

Director Robinson read aloud and presented the resolution.

11. PRESENTATION OF EMPLOYEE LONGEVITY AWARDS

Director Robinson presented the awards for 15 years of service between 1998 and 2013 to Jose Polanco, Bus Operator; Juan Flores, Bus Operator; Michael Miller, Bus Operator; Carolyn Derwing, Schedule Analyst; and for 25 years of service between 1988 and 2013 to Pete Legorreta, Transit Supervisor.

12. REVIEW OF SERVICE CHANGES FROM FALL 2010 TO FALL 2012 AND ACCEPT PROPOSED SPRING 2013 SERVICE CHANGES

Erich Friedrich presented the staff report. There was a discussion about service changes. There was a discussion about service at La Posada. Peter Scott of the campaign for Sensible Transportation asked for service to Big Basin State Park to be restored.

DIRECTOR GRAVES LEFT.

ACTION: MOTION: DIRECTOR ROBINSON SECOND: DIRECTOR BRYANT

Accept proposed Spring 2013 service changes.

Motion passed unanimously with Director Leopold being absent.

13. CONSIDERATION OF ESTABLISHING A TIME FOR MEETINGS OF THE BOARD OF DIRECTORS FOR THE REST OF CALENDAR YEAR 2013

Leslie R. White presented the staff report. There was a discussion about the start time for board meetings.

ACTION: MOTION: DIRECTOR ROBINSON SECOND: DIRECTOR BUSTICHI

Set 8:00 a.m. as the start time for the Board of Directors meeting of February 22, 2013 and for the meetings for the months of April and May, 2013.

Motion passed unanimously with Director Leopold being absent.

7-10.10

14. CONSIDERATION OF AUTHORIZING THE GENERAL MANAGER TO EXECUTE A LEASE AGREEMENT WITH KIM FAMILY ENTERPRISES(SC), LLC. FOR PROPERTY LOCATED AT 165 DU BOIS STREET, SANTA CRUZ, CA FOR THE OPERATIONS BUILDING TEMPORARY RELOCATION

Frank Cheng presented the staff report.

ACTION: MOTION: DIRECTOR BUSTICHI SECOND: DIRECTOR BRYANT

Authorize the general manager to execute a lease agreement with Kim Family Enterprises(SC), LLC. for property located at 165 Du Bois Street, Santa Cruz, California, for the Operations Building temporary relocation.

Motion passed unanimously with Director Leopold being absent.

15. ORAL ANNOUNCEMENTS

Chair Dodge announce that the next regularly scheduled Board meeting will be held Friday, February 8, 2013 at the Santa Cruz Metro Administration Offices at 110 Vernon Street, Santa Cruz, California.

16. ADJOURNMENT

There being no further business, Chair Dodge adjourned at 11:23 a.m. to the next regularly scheduled Board Meeting.

Respectfully submitted,



ANTHONY TAPIZ
Administrative Services Coordinator

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

Minutes - METRO Advisory Committee (MAC)

January 16, 2013

The METRO Advisory Committee (MAC) met on Wednesday, January 16, 2013 in the Pacific Station Conference Room located at 920 Pacific Avenue in Santa Cruz, California.

1. CALL TO ORDER

Norm Hagen called the meeting to order at 6:02 p.m.

ROLL CALL

MEMBERS PRESENT

Donald "Norm" Hagen, Chair
Steve Johnson, Vice-Chair
James Anastas
Roseann Marquez
Dennis "Pops" Papadopulo
Charlotte Walker

MEMBERS ABSENT

Mara Murphy
Naomi Gunther
Rocky Barrera
Dave Williams

VISITORS PRESENT

Veronica Elsea, E& D Tac

STAFF PRESENT

April Warnock, Paratransit Superintendent
Bob Cotter, Maintenance Manager
Sherri Escobedo, Administrative Assistant/ MAC Secretary

April told the committee that Ciro would not be able to attend tonite's meeting as he is under the weather.

2. AGENDA ADDITIONS/DELETION

None.

3. ORAL/WRITTEN COMMUNICATION

None.

4. APPROVE MINUTES OF MAC MEETING OF JANUARY 2013

ACTION: MOTION: POP PAPADOPULO SECOND: ROSEANN MARQUEZ

Motion passed, with Mara Murphy, Naomi Gunther, Rocky Barrera, and Dave Williams being absent. Charlotte Walker and Steve Johnson abstained.

5. APPOINTMENT OF JOHN ANASTAS TO THE METRO ADVISORY COMMITTEE (MAC) FOR A TERM OF OFFICE ENDING DECEMBER 31, 2014.

The committee welcomed James to MAC. James gave a brief introduction of himself to the group.

6. DISCUSSION OF SIDEWALK MAINTENANCE PROGRAM – FOLLOW UP-LETTER TO BOARD OF DIRECTORS

Veronica Elsea came to follow-up on the letter that was suppose to be written to the Board of Directors in support of getting posters on the bus for the RTC's Sidewalk Maintenance program. Norm Hagen stated that he would get a letter written and sent to the Board for the next Board Meeting on January 25th. Charlotte Walker asked if Veronica would report back to the committee the result at the Board meeting.

7. DISCUSSION OF BUS STOPS

Bob Cotter stated that he had been asked to look at the bus stop on Cedar & Tuttle in Watsonville and he reported that the bench has been replaced there. He was also asked to look at trimming back the vegetation on Bronte & Bridge. He has not been able to look at this stop to see if it has been taken care of; however he will make a point to do this. Norm asked if Bob had been able to look at this report on the stops along Freedom Blvd. Bob stated that he had not. Norm felt that there were a number of unsafe bus stops along this route, and perhaps some of them should be removed. Bob also stated that he would be taking pictures of these stops and bringing them to the BSAC Committee (Bus Stop Advisory Committee) to see if the stops should be removed or not. He stated that his staff has been doing basic maintenance on all the stops, which includes leveling off the stops to make them safer, so that people are not standing in the street instead of at the bus stop. At this point, this is about all we can do. Charlotte asked a question about removing bus stops, and how do we know if people are using these stops or not. Bob stated that the Planning Dept. does do route surveys, so they are aware of bus stop usage by the public. A bus stop will not just be removed without going through the BSAC Committee. Steve Johnson asked if there is a list of every bus stop we have, and Bob stated that yes, there is a list. There is a series of 3 binders that all the stops are listed in outside of his office. It is not available on our website. Steve wondered if it could be put into electronic form and sent to him, and Bob stated that he would see if that could be done. Bob stated that we have 1,011 bus stops in total. Roseann asked if it were true that when a bus stop is removed, it's much harder to bring the bus stop back. Bob stated that yes, this is true. Roseann said she was in favor of doing improvements to the bus stop, instead of having it removed. Charlotte asked about the shelter at Hageman & Soquel, in front of the Walgreens. It used to be there, and then someone had an accident there and the shelter was never replaced. Bob said that he would look into that stop as well; he does have some money in his budget to replace shelters that have been damaged. Roseann then asked again about the Bronte & Bridge bus stop, and having it moved to Bridge Street instead of Bronte, as there are overwhelming plants at the stop which belong to the residence there. It is completely overgrown. Bob stated that he would be looking into that.

Bob then told the committee that in 1994 the district stopped power washing the bus stops. The Board has now approved the purchase of a steam cleaner with a water reclamation system. The issue prior to this was this if we put water down; we also have to pick it up. So this system will do this. The Board has also approved the hiring of 2 additional maintenance workers in order to facilitate getting the bus stops steam cleaned. We should be able to clean every bus stop twice a year, and more with heavily used bus stops. Proposals will go out shortly for the steam cleaning machine. Norm stated that it would be nice for the riders to know that these improvements are being made. April stated that "Headways" is a good way to get information out to the community. They often highlight pictures of improvements to the system. Charlotte asked about the Adopt a Bus Stop program, and April stated that it was a legal issue and explained that the public often associates the transit district with the people who adopt the bus stop, and in some cases this is not always good for the district. Charlotte then asked about how many bus stops could be cleaned in a day with the new Steam Cleaner, and Bob stated approximately 7. James Anastas asked how

often the bus stop benches get painted, and Bob stated that they do routine preventative maintenance on the benches quarterly, however, they often get painted more due to graffiti. All the maintenance trucks have a can of paint on them so that whenever they encounter a bench that needs painting, it's available to be taken care of. They try to address graffiti within 24 hours.

Veronica Elsea had a question regarding the contract language that she had asked Ciro about, and compatibility of our website to ADA Compliance. April stated that he had brought a contract last month to show the language that states the requirements for ADA compliance. There was a brief discussion then of the TVM's and the website and issues that Veronica is having with them. There has been improvement to the TVM's, but not to the website. Veronica stated that she would follow-up with Ciro to see a copy of the contract. Steve Johnson stated that Veronica should follow up with the committee so that they would know what her issues are with the website. Veronica stated that an example is that she cannot fill out a customer service report online, and also she is unable to use the google map section. It's also very difficult to hear and understand the captcha.

8. COMMUNICATIONS TO THE GENERAL MANAGER

None.

9. COMMUNICATIONS TO THE BOARD OF DIRECTORS

Steve Johnson asked about the change to the Board of Directors this year. April stated that 2 positions will be filled at the next Board of Supervisor's Meeting at the end of January.

10. ITEMS FOR NEXT AGENDA

Service Changes

11. ADJOURNMENT

There being no further business, Norm Hagen adjourned the meeting at 7:00 p.m.

Respectfully submitted,

Sherri Escobedo
Administrative Assistant

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: March 22, 2013
TO: Board of Directors
FROM: April Warnock, Paratransit Superintendent
SUBJECT: METRO PARACRUZ OPERATIONS STATUS REPORT–DECEMBER 2012 AND JANUARY 2013

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 B1 and B2: Report of ParaCruz’ operating statistics. Performance Averages and Performance Goals are reflected in the Comparative Operating Statistics Table in order to establish and compare actual performance measures, as performance is a critical indicator as to ParaCruz’ efficiency.
- Attachments C and D: ParaCruz Performance Charts displaying trends in rider-ship and mileage spanning a period of three years.
- Attachment E: Current calendar year’s statistical information on the number of ParaCruz in-person eligibility assessments, including a comparison to past years, since implementation in August of 2002.

III. DISCUSSION

From November 2012 to December 2012, ParaCruz rides decreased by 387 rides. The number of rides performed in December 2012 was 442 less than the number of rides performed in December 2011.

From December 2012 to January 2013, ParaCruz rides increased by 223 rides. The number of rides performed in January 2013 was 273 more than the number of rides performed in January 2012.

IV. FINANCIAL CONSIDERATIONS

NONE

V. ATTACHMENTS

- Attachment A:** ParaCruz On-time Performance Chart
- Attachment B1, B2:** Comparative Operating Statistics Table
- Attachment C:** Number of Rides Comparison Chart and Shared vs. Total Rides Chart
- Attachment D:** Mileage Comparison Chart and Year to Date Mileage Chart
- Attachment E:** Eligibility Chart

ATTACHMENT A

Board of Directors
Board Meeting March 22, 2013

ParaCruz On-time Performance Report		
	Dec 2011	Dec 2012
Total pick ups	7232	6790
Percent in “ready window”	94.93%	96.80%
1 to 5 minutes late	1.81%	1.28%
6 to 10 minutes late	1.55%	.91%
11 to 15 minutes late	.76%	.44%
16 to 20 minutes late	.37%	.22%
21 to 25 minutes late	.22%	.10%
26 to 30 minutes late	.21%	.13%
31 to 35 minutes late	.08%	.03%
36 to 40 minutes late	.03%	.06%
41 or more minutes late (excessively late/missed trips)	.04%	.01%
Total beyond “ready window”	5.07%	3.20%

During the month of December 2012, ParaCruz received five (5) Customer Service Reports. Two (2) of the reports were valid. Two (2) of the reports were unverifiable; one (1) of the reports was not valid.

ParaCruz On-time Performance Report		
	Jan 2012	Jan 2013
Total pick ups	6740	7013
Percent in “ready window”	96.50%	97.06%
1 to 5 minutes late	1.48%	1.30%
6 to 10 minutes late	.98%	.60%
11 to 15 minutes late	.45%	.60%
16 to 20 minutes late	.31%	.29%
21 to 25 minutes late	.13%	.07%
26 to 30 minutes late	.04%	.03%
31 to 35 minutes late	.07%	.01%
36 to 40 minutes late	.03%	.00%
41 or more minutes late (excessively late/missed trips)	.00%	.04%
Total beyond “ready window”	3.50%	2.94%

During the month of January 2013, ParaCruz received four (4) Customer Service Reports. One (1) of the reports was valid. Three (3) of the reports were compliments.

ATTACHMENT B 1

Board of Directors
Board Meeting March 22, 2013

Comparative Operating Statistics This Fiscal Year, Last Fiscal Year through December 2012.

	Dec 11	Dec 12	Fiscal 11-12	Fiscal 12-13	Performance Averages	Performance Goals
Requested	8098	7616	50,595	48,365	8085	
Performed	7232	6790	47,425	44,543	7454	
Cancels	20.65%	21.82%	17.86%	19.19%	18.73%	
No Shows	3.64%	3.90%	3.14%	3.34%	3.27%	Less than 3%
Total miles	49,061	47,783	321,940	306,223	51,185	
Av trip miles	5.16	4.77	4.65	4.65	4.74	
Within ready window	94.93%	96.80%	95.09%	95.85%	95.48%	92.00% or better
Excessively late/missed trips	3	1	13	7	1.5	Zero (0)
Call center volume	5928	5151	39,428	34,564	5784	
Call average seconds to answer	32 secs	27.1 Secs	24 secs	26.02 Secs	20.57	Less than 2 minutes
Hold times less than 2 minutes	98.2%	95.5%	97.84%	95.72%	96.91	Greater than 90%
Distinct riders	686	767	1251	1404	758	
Most frequent rider	53 rides	48 rides	281 rides	213 rides	50 rides	
Shared rides	64.6%	62.7%	64.9%	65.2%	65.43%	Greater than 60%
Passengers per rev hour	1.95	1.88	2.02	1.94	1.95	Greater than 1.6 passengers/hour
Rides by supplemental providers	16.7%	4.12%	13.38%	6.91%	9.36%	No more than 25%
Vendor cost per ride	\$22.36	\$20.42	\$21.11	\$21.61	\$22.04	
ParaCruz driver cost per ride (estimated)	\$26.94	\$30.84	\$27.03	\$28.16	\$27.52	
Rides < 10 miles	69.47%	68.16%	69.19%	67.85%	68.42%	
Rides > 10	30.53%	31.84%	30.81%	32.15%	31.58%	

ATTACHMENT B 2

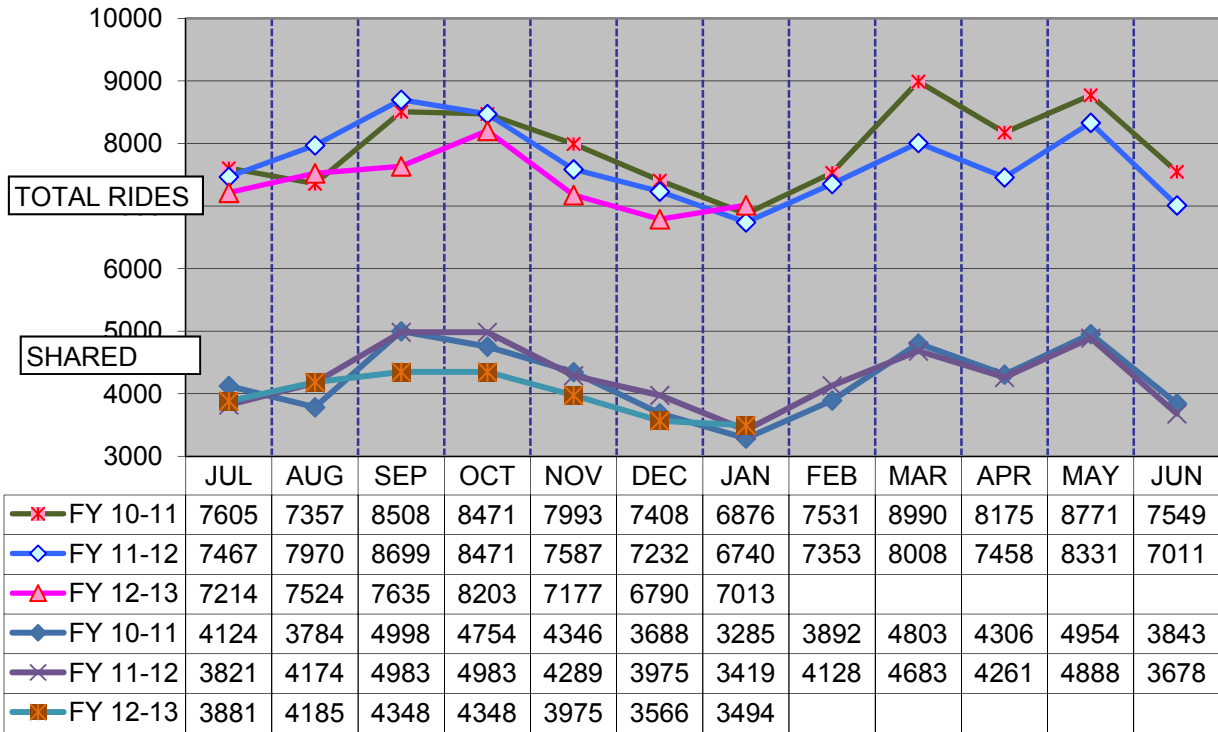
Board of Directors
Board Meeting March 22, 2013

Comparative Operating Statistics This Fiscal Year, Last Fiscal Year through January 2013.

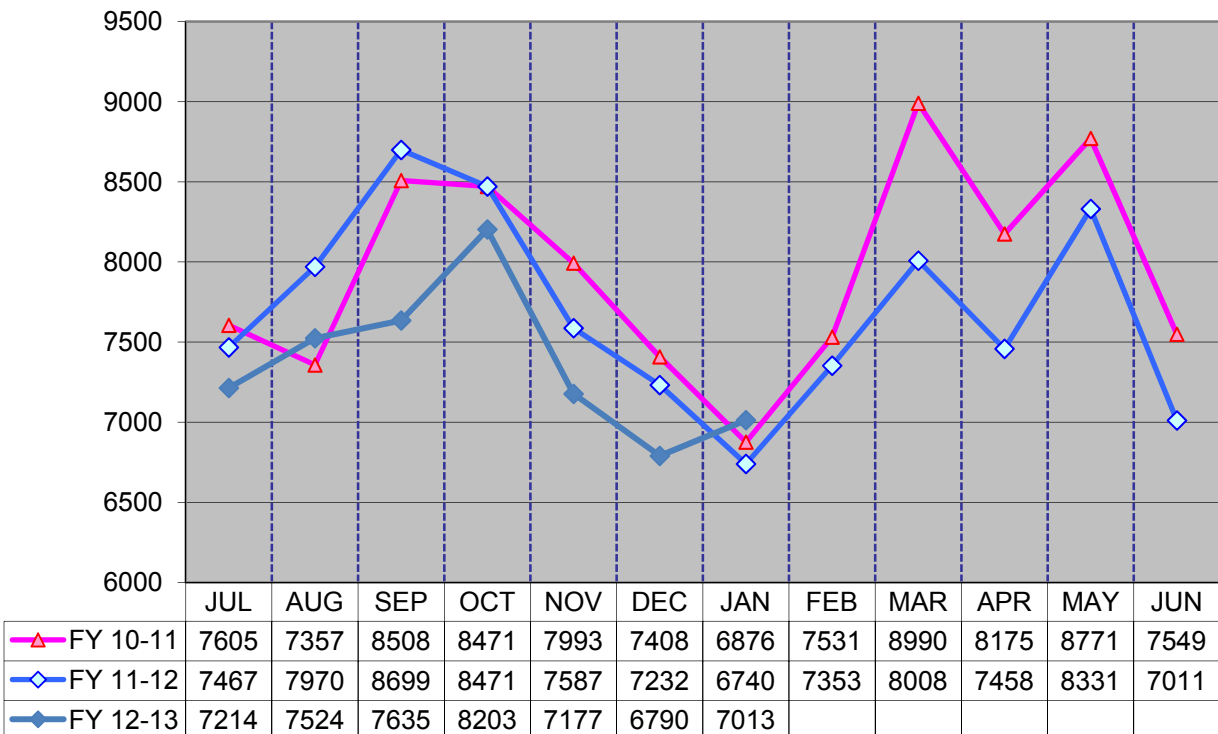
	Jan 12	Jan 13	Fiscal 11-12	Fiscal 12-13	Performance Averages	Performance Goals
Requested	7150	7587	57,745	55,952	8121	
Performed	6740	7013	54,165	50,556	7476	
Cancels	17.85%	19.99%	17.86%	19.30%	18.91%	
No Shows	3.73%	3.43%	3.22%	3.35%	3.24%	Less than 3%
Total miles	46,417	50,191	366,760	356,414	51,499	
Av trip miles	4.83	4.55	4.89	4.70	4.71	
Within ready window	95.26%	96.02%	95.26%	96.02%	95.54%	92.00% or better
Excessively late/missed trips	0	3	13	10	1.75	Zero (0)
Call center volume	5391	5536	42,422	40,100	5797	
Call average seconds to answer	29 secs	28.8 Secs	23 secs	26.42 Secs	20.55	Less than 2 minutes
Hold times less than 2 minutes	98.5%	94.1%	97.86%	95.54%	96.5	Greater than 90%
Distinct riders	570	743	1284	1494	772	
Most frequent rider	47 rides	51 rides	315 rides	246 rides	51 rides	
Shared rides	60.9%	60.0%	64.4%	64.5%	65.36%	Greater than 60%
Passengers per rev hour	1.93	1.87	2.01	1.87	1.95	Greater than 1.6 passengers/hour
Rides by supplemental providers	12.39%	4.72%	13.26%	6.61%	8.72%	No more than 25%
Vendor cost per ride	\$22.55	\$20.62	\$21.16	\$21.51	\$21.88	
ParaCruz driver cost per ride (estimated)	\$27.13	\$25.16	\$27.72	\$28.16	\$27.35	
Rides < 10 miles	68.53%	67.57%	69.16%	67.82%	68.34%	
Rides > 10 miles	31.47%	32.43%	30.84%	32.18%	31.66%	

ATTACHMENT C

TOTAL RIDES vs. SHARED RIDES

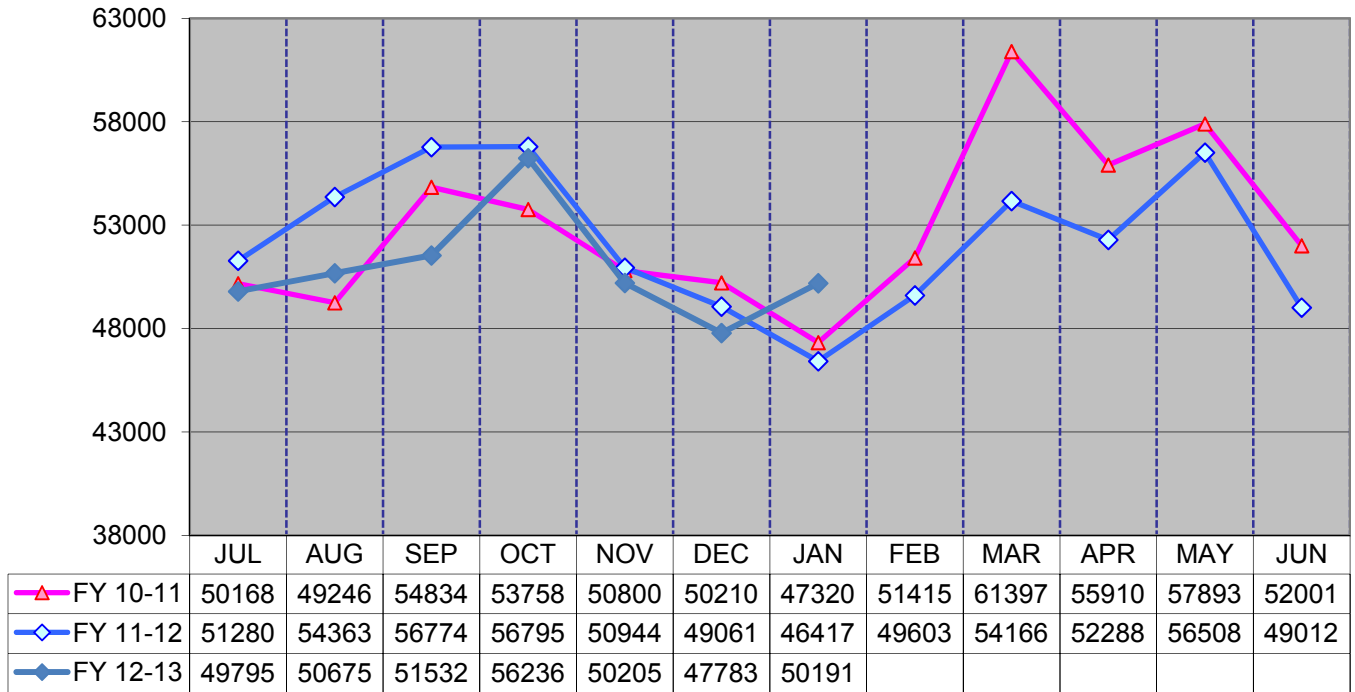


NUMBER OF RIDES COMPARISON CHART

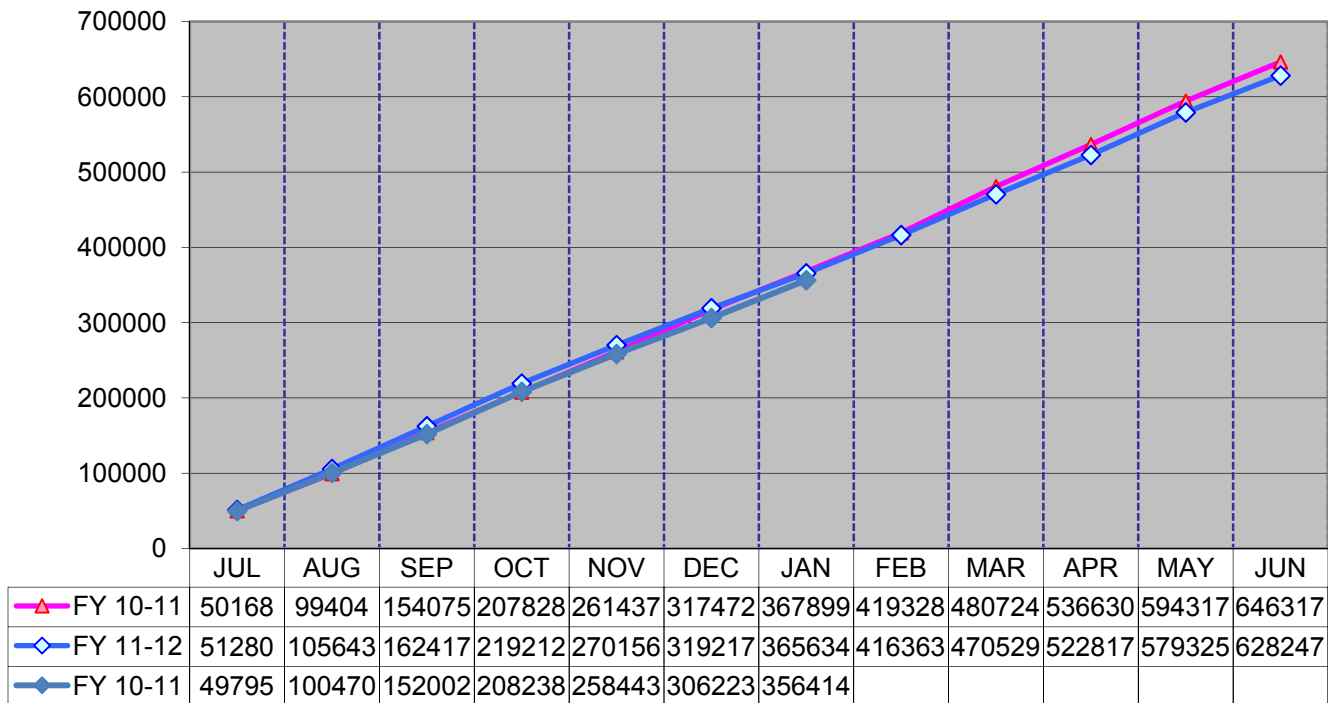


ATTACHMENT D

MILEAGE COMPARISON



YEAR TO DATE MILEAGE COMPARISON CHART



ATTACHMENT E

MONTHLY ASSESSMENTS						
	UNRESTRICTED	RESTRICTED	RESTRICTED	TEMPORARY	DENIED	TOTAL
		CONDITIONAL	TRIP BY TRIP			
DECEMBER 2011	49	0	1	3	0	53
JANUARY 2012	31	0	2	3	0	36
FEBRUARY 2012	45	0	1	3	0	49
MARCH 2012	52	1	4	0	0	57
APRIL 2012	32	1	3	3	0	39
MAY 2012	50	0	3	1	0	54
JUNE 2012	47	0	2	0	0	49
JULY 2012	57	1	2	6	0	66
AUGUST 2012	42	0	4	5	0	51
SEPTEMBER 2012	38	0	3	11	0	52
OCTOBER 2012	57	0	9	2	0	68
NOVEMBER 2012	43	0	2	3	0	48

Number of Eligible Riders for the month of October 2012 = 3035

Number of Eligible Riders for the month of November 2012 = 3081

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

DATE: 12/01/12 THRU 12/31/12

CHECK NUMBER	CHECK DATE	CHECK VENDOR	CHECK AMOUNT	VENDOR NAME	VENDOR TYPE	TRANS. NUMBER	TRANSACTION DESCRIPTION	TRANSACTION AMOUNT	COMMENT
44326	12/03/12	125.00 963	4 LESS TERMITE	7	50038	INSPECTION 1217RIVER	125.00		
44327	12/03/12	2,335.00 E437	AITKEN, ANGELA		50002	TUITION REIMBURSMENT	2,335.00		
44328	12/03/12	700.00 001128	ALWAYS TOWING & RECOVERY, INC		50032	TOW #1001	700.00		
44329	12/03/12	850.49 003019	AMERICAN REPROGRAPHICS CO, LLC		50078	SCAN OF SAKATA	379.75		
					50079	CAL TRANS PRINTS	119.48		
					50080	PG&E PRINTS	351.26		
44330	12/03/12	85.28 001G	AT&T		49968	REPEATER 11/7-12/6	85.28		
44331	12/03/12	8,583.00 001348	ATHENS INSURANCE SERVICE, INC.		50059	DEC 12 TFA FEES	8,583.00		
44332	12/03/12	33.43 002689	B & B SMALL ENGINE		49939	RPRS & MAINT	33.43		
44333	12/03/12	71.11 M033	BAILEY, NEIL	0	50119	DEC 12 RETIREE PMT	71.11		
44334	12/03/12	3,359.16 059	BATTERIES USA, INC.		49981	REV VEH PTS	3,359.16		
44335	12/03/12	57.56 E659	BAYER, LORRAINE		50073	OFFICE SUPPLY	57.56		
44336	12/03/12	12.00 E901	BLIGHT, KAREN		50049	TRAVEL REIMBURSEMENT	12.00		
44337	12/03/12	1,351.12 845A	BLUE SHIELD OF CALIFORNIA		50054	NOV 12 COBRA PREMIUM	675.56		
					50055	DEC 12 COBRA PREMIUM	675.56		
44338	12/03/12	675.51 001268	BUDGET BLINDS OF SANTA CRUZ	7	50093	ROLLER SHADES	675.51		
44339	12/03/12	566,782.11 502	CA PUBLIC EMPLOYEES'		50056	DEC 12 CALPERMED INS	566,782.11		
44340	12/03/12	320.76 914	CALTRONICS BUSINESS SYSTEMS		50143	PMR100X264 2,500YRD	320.76		
44341	12/03/12	71.11 M022	CAPELLA, KATHLEEN	0	50130	DEC 12 RETIREE PMT	71.11		
44342	12/03/12	112.50 002034	CARLON'S FIRE EXTINGUISHER		50017	OUT RPR EQUIP	112.50		
44343	12/03/12	226.83 001159	CATTO'S GRAPHICS, INC.		49930	SIGNS/WTC	226.83		
44344	12/03/12	1,281.00 001346	CITY OF SANTA CRUZ-FINANCE		50068	LIC/DELAWARE&LIBERTY	1,281.00		
44345	12/03/12	1,050.00 002109	CITY OF SANTA CRUZ/PARKING		49965	1/13-6/13 PARKPERMIT	1,050.00		
44346	12/03/12	2,580.92 909	CLASSIC GRAPHICS		49941	OUT RPR # 2208	2,580.92		
44347	12/03/12	40,391.34 001124	CLEAN ENERGY		49943	LNG 11/6/12	9,634.85		
					49982	LNG 10/18/12	10,267.32		
					49983	LNG 10/24/12	10,296.27		
					49984	LNG 10/21/12	10,192.90		
44348	12/03/12	272.34 075	COAST PAPER & SUPPLY INC.		49933	CLEANING SUPPLIES	73.78		
					49937	CLEANING SUPPLIES	83.33		
					50067	CLEANING SUPPLIES	115.23		
44349	12/03/12	336.00 413	COLUMBIA EQUIPMENT COMPANY INC		50029	RPRS & MAINT	336.00		
44350	12/03/12	153.99 002063	COSTCO		49980	MICROWAVE/MMF	153.99		
44351	12/03/12	24.00 E638	COTTER, ROBERT		50046	TRAVEL REIMBURSEMENT	12.00		
44352	12/03/12	12.00 E900	CRAMER, BONITA		50047	TRAVEL REIMBURSEMENT	12.00		
44353	12/03/12	220.00 003021	CSMFO-CITY OF WATSONVILLE		50050	TRAVEL REIMBURSEMENT	12.00		
					50071	2013 MEMBER DUES	110.00		
					50072	2013 MEMBER DUES	110.00		
44354	12/03/12	1,972.76 504	CUMMINS WEST, INC.		49986	REV VEH PTS	1,972.76		
44355	12/03/12	35.55 M039	DAVILA, ANA MARIA	0	50120	DEC 12 RETIREE PMT	35.55		
44356	12/03/12	64.00 002567	DEPARTMENT OF JUSTICE		50041	OCT 12 FINGERPT APP	64.00		
44357	12/03/12	1,443.05 480	DIESEL MARINE ELECTRIC, INC.		49990	REV VEH PTS	1,443.05		
44358	12/03/12	1,105.37 001329	DOC AUTO LLC		49888	OUT RPR REV VEH	150.21		
					49924	OUT RPR REV VEH	647.87		
					50085	OUT RPR REV VEH	307.29		
44359	12/03/12	318.00 298	ERGOMETRICS		50040	BUS OPER TEST SVCS	318.00		
44360	12/03/12	41.62 959	FIRST ADVANTAGE OCCUPATIONAL		49991	DRUG TEST	41.62		
44361	12/03/12	977.79 002962	FIS		50060	OCT 12 MERCHANT FEES	977.79		
44362	12/03/12	14,771.27 002952	FLYERS ENERGY LLC		49985	11/1-11/15 FUEL FLT	3,342.12		
					50137	11/1-11/15 FUEL PT	11,429.15		

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

DATE: 12/01/12 THRU 12/31/12

CHECK NUMBER	CHECK DATE	CHECK AMOUNT	VENDOR NAME	VENDOR TYPE	TRANS. NUMBER	TRANSACTION DESCRIPTION	TRANSACTION AMOUNT	COMMENT
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44364	12/03/12	12.00	E665		50043	TRAVEL REIMBURSEMENT	12.00	
44365	12/03/12	226.84	001302		50074	NOV 12 SVCS	226.84	
44366	12/03/12	254.98	647		49995	REV VEH PTS	254.98	
44367	12/03/12	171.52	117		49938	REV VEH PTS	171.52	
44368	12/03/12	81.25	003014		49964	OCT 12 SHRED SVC	81.25	
44369	12/03/12	71.11	M041	0	50122	DEC 12 RETIREE PMT	71.11	
44370	12/03/12	163.00	001212		50139	11/12-6/13 ORACLE	163.00	
44371	12/03/12	97,655.36	003033		50144	GP PROGRESS PMT #1	97,655.36	
44372	12/03/12	51.09	282		50115	RPRS & MAINT	33.52	
44373	12/03/12	459.18	001097		50116	RPRS & MAINT	17.57	
44374	12/03/12	8,734.00	001144		49998	OCT 12 GARBAGE/SCTC	234.78	
44375	12/03/12	121.33	510A		50016	OCT 12 RESEARCH PK	224.40	
44376	12/03/12	13,957.71	002979		49877	1/13-1/14 FLOOD1200R	8,734.00	
44377	12/03/12	326.98	M061		50088	DEC 12 EQUIP RENTAL	41.04	
44378	12/03/12	2,146.64	001233	0	50091	DEC 12 POSTAGE METER	80.29	
44379	12/03/12	1,168.00	852		49979	FLUID/LUBE-FLT	13,957.71	
44380	12/03/12	12.00	E182		50131	DEC 12 RETIREE PMT	326.98	
44381	12/03/12	665.21	001145		50000	PARTS & SUPPLIES	2,146.64	
44382	12/03/12	26,760.60	003017		49992	CL#11000452;11001281	128.00	
44383	12/03/12	3,046.55	001052	7	49993	CL# 11002953;1200055	1,040.00	
44384	12/03/12	774.18	041		50042	TRAVEL REIMBURSEMENT	12.00	
44385	12/03/12	3,125.51	001063		50053	DEC 12 EAP PREMIUM	665.21	
44386	12/03/12	1,428.11	002721		50003	DIESEL 11/5/12	26,760.60	
44387	12/03/12	78.12	882		50033	CLEANING SUPPLIES	3,046.55	
44388	12/03/12	634.61	004		49927	UNIF & LAUNDRY	181.51	
44389	12/03/12	408.65	002323		49931	UNIF & LAUNDRY	68.03	
44390	12/03/12	35.55	M050	0	49936	UNIF & LAUNDRY	59.25	
44391	12/03/12	585.60	161		49987	UNIF & LAUNDRY	177.49	
44392	12/03/12	510.00	364		49988	UNIF & LAUNDRY	59.25	
44393	12/03/12	1,140.44	009		50035	UNIF & LAUNDRY	169.40	
44394	12/03/12	1,801.50	043		50036	UNIF & LAUNDRY	59.25	
44395	12/03/12	1,428.11	002721		49966	REV VEH PTS	419.41	
44396	12/03/12	78.12	882	7	49972	REV VEH PTS	28.54	
44397	12/03/12	634.61	004		49973	REV VEH PTS	28.54	
44398	12/03/12	408.65	002323		50005	REV VEH PTS	273.00	
44399	12/03/12	35.55	M050	0	50006	REV VEH PTS	131.02	
44400	12/03/12	585.60	161		50118	REV VEH PTS	2,245.00	
44401	12/03/12	510.00	364		50057	10/4-11/03 SVCS	1,428.11	
44402	12/03/12	1,140.44	009		50058	RDANIEL BUS CARDS	78.12	
44403	12/03/12	1,801.50	043		49890	REV VEH PTS	468.99	
44404	12/03/12	1,428.11	002721		49891	REV VEH PTS	165.62	
44405	12/03/12	78.12	882	7	50069	SAFETY SUPPLIES	408.65	
44406	12/03/12	634.61	004		50123	DEC 12 RETIREE PMT	35.55	
44407	12/03/12	408.65	002323		49928	REV VEH PTS	81.54	
44408	12/03/12	35.55	M050	0	49929	REV VEH PTS	504.06	
44409	12/03/12	585.60	161		50086	RPR ROLL UP DOOR PC	510.00	
44410	12/03/12	510.00	364		50087	10/9-11/GRESEARCH PK	1,140.44	
44411	12/03/12	1,140.44	009		49795	OFFICE SUPPLY	48.35	
44412	12/03/12	1,801.50	043		49806	OFFICE SUPPLY	1,072.85	

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44395	12/03/12	353.68 M057	PARHAM, WALLACE	0	49807	OFFICE SUPPLY	680.30		
44396	12/03/12	35.55 M109	PEREZ, CHERYL		50089	OFFICE SUPPLY	1,398.09		
44397	12/03/12	267.71 M064	PETERS, TERRIE		50092	OFFICE SUPPLY	-1,398.09		
44398	12/03/12	150.00 481	PIED PIPER EXTERMINATORS, INC.		50132	DEC 12 RETIREE PMT	353.68		
					50124	DEC 12 RETIREE PMT	35.55		
					50133	DEC 12 RETIREE PMT	267.71		
					50112	OCT 12 PEST CTRL	53.00		
					50113	OCT 12 PEST CTRL	48.50		
					50114	OCT 12 PEST CTRL	48.50		
44399	12/03/12	353.68 M058	POTEETE, BEVERLY	0	50134	DEC 12 RETIREE PMT	353.68		
44400	12/03/12	1,941.39 107A	PROBUILD		49932	CLEANING SUPPLIES	36.12		
					49940	RPRS & MAINT	20.34		
					49989	REV VEH PTS	16.93		
					50007	RPRS & MAINT	5.53		
					50095	BUS STOP RPR	107.97		
					50096	BUS STOP RPR	8.39		
					50097	BUS STOP RPR	25.84		
					50098	BUS STOP RPR	226.80		
					50099	BUS STOP RPRS	174.37		
					50100	BUS STOP RPR	75.10		
					50101	BUS STOP RPRS	172.07		
					50102	BUS STOP RPRS	52.98		
					50103	BUS STOP RPRS	48.38		
					50104	BUS STOP RPRS	16.20		
					50105	BUS STOP RPRS	279.30		
					50106	BUS STOP RPR	215.09		
					50107	BUS STOP RPRS	59.06		
					50108	BUS STOP RPRS	36.10		
					50109	BUS STOP RPRS	252.15		
					50110	BUS STOP RPRS	80.25		
					50111	BUS STOP RPRS	32.42		
44401	12/03/12	240.00 002921	REDDIG COMMUNICATIONS	7	49934	ALARM PANEL/WTC	240.00		
44402	12/03/12	12.00 E081	REGAN, MICHAEL		50051	TRAVEL REIMBURSEMENT	12.00		
44403	12/03/12	475.66 003049	ROBERTSON AIR SYSTEMS CORP		50117	BUS VACUUM HOSES	475.66		
44404	12/03/12	11.75 E524	ROCHA, FEDERICO G.		50044	TRAVEL REIMBURSEMENT	11.75		
44405	12/03/12	12.00 E533	RODRIGUEZ, SENAIDA		50045	TRAVEL REIMBURSEMENT	12.00		
44406	12/03/12	71.11 M085	ROSSI, DENISE	0	50125	DEC 12 RETIREE PMT	71.11		
44407	12/03/12	35.55 M030	ROWE, RUBY		50126	DEC 12 RETIREE PMT	35.55		
44408	12/03/12	600.35 045	ROYAL WHOLESALE ELECTRIC		49967	RPRS & MAINT	600.35		
44409	12/03/12	839.21 002910	SAGE SOFTWARE, INC.		50138	SAGE 1/4/13-1/3/14	839.21		
44410	12/03/12	341.05 135	SANTA CRUZ AUTO PARTS, INC.		49887	REV VEH PTS	162.38		
					49926	REV VEH PTS	15.01		
					49942	REV VEH PTS	163.66		
44411	12/03/12	60.00 345	SANTA CRUZ COUNTY OFFICE OF		50039	FINGERPRINT 12DRIVER	60.00		
44412	12/03/12	107.95 848	SANTA CRUZ ELECTRONICS, INC.		50077	8 PORT POE SWITCH	107.95		
44413	12/03/12	20,004.57 002917	SANTA CRUZ METRO TRANSIT W/C		49994	11/1-11/15 W/C RESER	20,004.57		
44414	12/03/12	8,933.16 079	SANTA CRUZ MUNICIPAL UTILITIES		50020	10/11-11/8 MMF	387.49		
					50021	10/11-11/8 1200BRIVE	1,053.29		
					50022	10/11-11/8 MMF	1,265.47		
					50023	BUS STOP BINS	558.40		

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44415	12/03/12	199.66 149	SANTA CRUZ SENTINEL	0	50024	10/11-11/8 VERNON	195.71		
44416	12/03/12	12.00 E155	SCARGILL, RAYMOND		50025	10/11-11/8 VERNON	488.65		
44417	12/03/12	2,500.00 002267	SHAW / YODER / ANTWIH, INC.	0	50026	10/11-11/8 1200ARIVE	2,039.58		
44418	12/03/12	254.04 M010	SHORT, SLOAN		50027	10/11-11/8 PACIFIC	2,764.99		
44419	12/03/12	25.53 E239	SLATER, ROBYN		50028	10/11-11/8 PACIFIC	103.49		
44420	12/03/12	35.55 M054	SLOAN, SUZANNE		50076	10/31-11/8 121RIVER	76.09		
44421	12/03/12	1,345.00 001075	SOQUEL III ASSOCIATES	7	50094	13-11 VEHICLE SVC AD	199.66		
44422	12/03/12	-1,345.00 001075	SOQUEL III ASSOCIATES	7	50048	TRAVEL REIMBURSEMENT	12.00		
44422	12/03/12	494.14 001232	SPECIALIZED AUTO AND		50090	NOV12 LEGISLATIVE SV	2,500.00		
44423	12/03/12	184.32 001165	THANH N. VU MD	7	50135	DEC 12 RETIREE PMT	254.04		
44424	12/03/12	125.00 002675	THOMSON REUTERS BARCLAYS		48918	TRAVEL REIMBURSEMENT	25.53		
44425	12/03/12	5,394.17 002954	TIRE DISTRIBUTION SYSTEMS, LLC	7	50127	DEC 12 RETIREE PMT	35.55		
44426	12/03/12	35.55 M086	TOLINE, DONALD	0	50142	SEP-DEC12 CPI INCREA	1,345.00	VOIDED	
44427	12/03/12	1,070.38 002207	TY CUSTOM DESIGN	0	50142	SEP-DEC12 CPI INCREA	-1,345.00	**VOID	
44428	12/03/12	957.77 003037	TYCO INTEGRATED SECURITY LLC		49922	OUT RPR REV VEH	138.56		
44429	12/03/12	74.34 007	UNITED PARCEL SERVICE		49923	OUT RPR REV VEH	261.22		
44430	12/03/12	3,519.81 002829	VALLEY POWER SYSTEMS, INC.		49925	OUT RPR REV VEH	94.36		
44431	12/03/12	54.72 434B	VERIZON CALIFORNIA		50061	DMV EXAM	92.16		
44432	12/03/12	76.02 434	VERIZON WIRELESS		50062	DMV EXAM	92.16		

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44433	12/03/12	608.51 001353		VISION COMMUNICATIONS		50063	FIELD SVC RPR INSTAL	333.51	
						50064	FIELD SVC RRP INSTAL	125.00	
						50081	NOV 12 DVR RENTAL	75.00	
						50082	SEPT 12 DVR RENTAL	75.00	
44434	12/03/12	326.98 M076		VONWAL, YVETTE	0	50136	DEC 12 RETIREE PMT	326.98	
44435	12/03/12	12.00 E674		WILLIS, GREG		50052	TRAVEL REIMBURSEMENT	12.00	
44436	12/03/12	35.55 M088		YAGI, RANDY	0	50129	DEC 12 RETIREE PMT	35.55	
44437	12/03/12	70.89 871		YARDER MANUFACTURING COMPANY		50004	REV VEH PTS	70.89	
44438	12/03/12	253.46 148		ZEP MANUFACTURING COMPANY		50034	REV VEH PTS	253.46	
44439	12/03/12	1,345.00 001075		SOQUEL III ASSOCIATES	7	50146	SEP-DEC CPI DEP INCR	1,345.00	MANUAL
44440	12/10/12	272.92 002069		A TOOL SHED, INC.		50229	LIFT RENTAL	272.92	
44441	12/10/12	29.06 002861		AMERICAN MESSAGING SVCS, LLC		50152	DEC 12 PAGERS	29.06	
44442	12/10/12	342.41 854		AMERICAN SEATING COMPANY		50205	REV VEH PTS	342.41	
44443	12/10/12	60.91 294		ANDY'S AUTO SUPPLY	0	50222	REV VEH PTS	60.91	
44444	12/10/12	160.43 002689		B & B SMALL ENGINE		50188	RPR & MAINT	33.90	
						50223	RPRS & MAINT	126.53	
44445	12/10/12	1,776.80 001356		BRENCO OPERATING-TEXAS, LP		50203	REV VEH PTS	1,776.80	
44446	12/10/12	1,688.78 002189		BUS & EQUIPMENT		50176	REV VEH PARTS	750.00	
						50198	REV VEH PTS	938.70	
44447	12/10/12	75.00 003055		CAFE LENA		50179	BOD MEETING 11/30	75.00	
44448	12/10/12	1,178.13 002034		CARLON'S FIRE EXTINGUISHER		50180	ANNUAL INSP WTC	110.00	
						50181	ANNUAL INSP FLEET	450.00	
						50182	ANNUAL INSP METROCTR	136.00	
						50183	ANNUAL INSP 1200RIVER	190.00	
						50184	ANNUAL INSP SVTC	35.00	
						50185	ANNUAL INSP FLEET	60.00	
						50186	ANNUAL INSP VERNON	197.13	
						50172	CANDIDATE DC REIMB	442.28	
44449	12/10/12	442.28 T233		CHENIER, MAURICE		50187	OUT RPR #2310	2,092.58	
44450	12/10/12	2,092.58 909		CLASSIC GRAPHICS		50160	LNG 11/19/12	10,549.29	
44451	12/10/12	18,582.29 001124		CLEAN ENERGY		50189	LNG 11/14/12	8,033.00	
						50162	CLEANING SUPPLIES	1,257.08	
44452	12/10/12	1,257.08 002870		COLE SUPPLY COMPANY, INC.		50168	11/1-11/16 MAINT	1,170.69	
44453	12/10/12	1,170.69 003003		COMMERCIAL ENVIRONMENT		50226	REV VEH PTS	1,600.04	
44454	12/10/12	1,600.04 504		CUMMINS WEST, INC.		50191	REV VEH PTS	559.43	
44455	12/10/12	559.43 001000		DAIMLER BUSES N. AMERICA INC.		50190	REV VEH PTS	203.23	
44456	12/10/12	203.23 002624		DIGITAL RECORDERS, INC		50199	OUT RPR REV VEH	303.39	
44457	12/10/12	492.48 001329		DOC AUTO LLC		50200	OUT RPR REV VEH	93.50	
						50201	OUT RPR REV VEH	95.59	
44458	12/10/12	161.20 001183		ECOLAB VEHICLE CARE DIVISION		50166	CLEANING SUPPLIES	161.20	
44459	12/10/12	500.00 T197		EDDIE LOZANO, NCAAC, CADC II,	7	50235	11/27 SAP ASSESSMENT	500.00	
44460	12/10/12	79.51 372		FEDERAL EXPRESS		50236	POST&MAIL GARD HONDA	79.51	
44461	12/10/12	1,708.88 447		FERRIS HOIST & REPAIR, INC.		50167	JACK STANDS	1,708.88	
44462	12/10/12	10.00 E422		FLORES, JUAN		50174	DMV REIMBURSEMENT	10.00	
44463	12/10/12	641.09 647		GFI GENFARE		50232	REV VEH PTS	641.09	
44464	12/10/12	1,341.32 282		GRAINGER		50216	RPRS & MAINT	110.93	
						50220	REV VEH/PTS/SAFETY	1,133.82	
						50230	RPRS & MAINT	96.57	
44465	12/10/12	1,177.04 166		HOSE SHOP, THE		50204	REV VEH PTS	1,177.04	

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44466	12/10/12	3,214.60 878	KELLY SERVICES, INC.		50237	TEMP W/E 11-04	1,116.00		
					50238	TEMP W/E 11-25	892.80		
					50239	TEMP W/E 11/11	1,205.80		
44467	12/10/12	109.50 041	MISSION UNIFORM		50153	UNIF & LAUNDRY	34.00		
					50154	UNIF & LAUNDRY	4.00		
					50194	UNIF & LAUNDRY	33.41		
					50202	UNIF & LAUNDRY	30.09		
					50233	UNIF & LAUNDRY	8.00		
44468	12/10/12	9,179.22 001063	NEW FLYER INDUSTRIES LIMITED		50192	REV VEH PTS	38.74		
					50193	REV VEH PTS	5,645.45		
					50219	REV VEH PTS	3,495.03		
44469	12/10/12	443.20 002721	NEXTEL COMMUNICATIONS/SPRINT		50240	10/26-11/25 DIRCONN	443.20		
44470	12/10/12	510.00 364	OVERHEAD DOOR CO. OF SALINAS		50178	OUT RPR BLDG IMPROV	510.00		
44471	12/10/12	11,676.44 009	PACIFIC GAS & ELECTRIC		50151	10/24-11/21 1122 RIV	1,582.71		
					50155	10/24-11/21 VERNON	2,940.24		
					50156	10/24-11/21 122B RIV	135.01		
					50157	10/24-11/21 MMF	5,972.58		
					50158	10/24-11/21 1200 RIV	1,045.90		
44472	12/10/12	2,306.03 023	PACIFIC TRUCK PARTS, INC.		48133	CREDIT NOTE	-59.17		
					48134	REV VEH PTS	47.33		
					50161	REV VEH PTS	2,317.87		
44473	12/10/12	1,997.50 043	PALACE ART & OFFICE SUPPLY		50159	OFFICE SUPPLIES	37.91		
					50164	OFFICE SUPPLIES	413.69		
					50195	OFFICE SUPPLIES	346.63		
					50196	OFFICE SUPPLIES	681.54		
					50228	OFFICE SUPPLIES	517.73		
44474	12/10/12	788.18 001149	PREFERRED PLUMBING, INC.		50147	SVCE/VERNON	333.68		
					50148	EMERG SVCE PACIFIC	454.50		
44475	12/10/12	396.95 001153	REPUBLIC ELEVATOR COMPANY		50150	NOV 12 MAINT	396.95		
44476	12/10/12	513.71 003024	RICOH USA, INC		50163	10/19-11/18 IMAGES	513.71		
44477	12/10/12	671.13 215	RICOH USA, INC.		50234	EQUIP RENTAL/REPAIR	671.13		
44478	12/10/12	106.84 135	SANTA CRUZ AUTO PARTS, INC.		50177	OUT RPR REV VEH	50.18		
					50224	REV VEH PTS	42.80		
					50225	REV VEH PTS	13.86		
44479	12/10/12	376.20 079	SANTA CRUZ MUNICIPAL UTILITIES		50175	9/18-11/15 RES PK	376.20		
44480	12/10/12	1,503.59 977	SANTA CRUZ TRANSPORTATION, LLC		50227	11/1-11/11 SVCS	1,503.59		
44481	12/10/12	204.51 115	SNAP-ON INDUSTRIAL		50218	EMP TOOLS	204.51		
44482	12/10/12	47.58 001232	SPECIALIZED AUTO AND		50197	OUT RPR REV VEH	47.58		
44483	12/10/12	339.34 002675	THOMSON REUTERS BARCLAYS		50241	OCT 12 SVCS	339.34		
44484	12/10/12	5,771.88 002954	TIRE DISTRIBUTION SYSTEMS, LLC 7		50207	TIRES & TUBES	1,012.20		
					50208	TIRES & TUBES	975.61		
					50209	TIRES & TUBES	2,225.24		
					50210	TIRES & TUBES	14.17		
					50211	TIRES & TUBES	805.75		
					50212	TIRES & TUBES	238.93		
					50213	TIRES & TUBES	59.34		
					50214	TIRES & TUBES	440.64		
44485	12/10/12	438.24 003010	TOYOTA MATERIAL HANDLING 7		50169	FORKLIFE MAINT	156.09		
					50170	FORKLIFT MAINT	165.15		
					50171	FORKLIFT MAINT	117.00		

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44486	12/10/12	10.86 946	10.86	UNITED SITE SERVICES		50165	11/7-12/4 FENCE RENT	10.86	
44487	12/10/12	1,595.00 001353	1,595.00	VISION COMMUNICATIONS		50149	NOV 12 MAINT	1,595.00	
44488	12/10/12	49.00 E075	49.00	WOODBRIDGE, ELIZABETH		50173	DMV REIMBURSEMENT	49.00	
44489	12/10/12	440.68 148	440.68	ZEP MANUFACTURING COMPANY		50217	CLEANING SUPPLIES	440.68	
44490	12/17/12	4,258.67 001D	4,258.67	AT&T		50255	10/19-11/18 PHONES	4,258.67	
44491	12/17/12	250.00 478	250.00	BEE CLENE	0	50245	CARPET SVS RIVER	250.00	
44492	12/17/12	892.60 001356	892.60	BRENCO OPERATING-TEXAS, LP		50249	REV VEH PRTS	892.60	
44493	12/17/12	27.70 001112	27.70	BRINKS AWARDS & SIGNS	7	50250	EMP SIGN	27.70	
44494	12/17/12	6,641.98 001844	6,641.98	BRINKS INCORPORATED		50271	NOV 1200B SVCS	3,778.50	
44495	12/17/12	1,000.00 003022	1,000.00	CAFE AMIGO		50272	NOV 1200B SVCS	2,863.48	
44496	12/17/12	1,044.36 914	1,044.36	CALTRONICS BUSINESS SYSTEMS		50334	DEC 12 CUSTODIAL SVC	1,000.00	
44497	12/17/12	30.00 003056	30.00	CAPITAL PROCESS SERVICE		50311	OFFICE SUPPLY	1,044.36	
44498	12/17/12	5,000.00 001324	5,000.00	CAPITALEGE ADVOCACY, INC.		50339	CASE # WS120588	30.00	
44499	12/17/12	1,642.95 001159	1,642.95	CATTO'S GRAPHICS, INC.		50252	DEC 12 PROF SVCS	5,000.00	
44500	12/17/12	128.31 002898	128.31	CEB CONTINUING EDUCATION OF		50319	WINTER BID STICKERS	1,642.95	
44501	12/17/12	46.89 001346	46.89	CITY OF SANTA CRUZ-FINANCE		50256	CONT ED WK DMG PRAC	128.31	
44502	12/17/12	375.83 002063	375.83	COSTCO		50315	NOV BUSSTCLEAN/LANDF	46.89	
44503	12/17/12	11.73 E638	11.73	COTTER, ROBERT		50242	OFFICE SUPPLY	279.24	
44504	12/17/12	503.24 504	503.24	CUMMINS WEST, INC.		50270	BOD MEETING 12/7	30.41	
44505	12/17/12	582.45 001000	582.45	DAIMLER BUSES N. AMERICA INC.		50298	BOD MEETING 11/29	66.18	
44506	12/17/12	874.44 001329	874.44	DOC AUTO LLC		50322	TRAVEL REIMBURSEMENT	11.73	
44507	12/17/12	535.00 916	535.00	DOCTORS ON DUTY MEDICAL CLINIC		50296	REV VEH PTS	503.24	
44508	12/17/12	935.00 001492	935.00	EVERGREEN OIL INC.		50248	REV VEH PARTS	582.45	
44509	12/17/12	34,606.98 002295	34,606.98	FIRST ALARM		50266	OUT RPR REV VEH	62.21	
44510	12/17/12	9,509.80 002952	9,509.80	FLYERS ENERGY LLC		50280	OUT RPR REV VEH	772.28	
44511	12/17/12	6,523.37 001158	6,523.37	FRICKE PARKS PRESS INC		50281	OUT RPR REV VEH	39.95	
44512	12/17/12	12.00 E665	12.00	GARCIA, JUAN JOSE		50321	EMPLOYEE EXAMS	535.00	
44513	12/17/12	224.72 001302	224.72	GARDA CL WEST, INC.		50247	HAZ WASTE DISP	935.00	
44514	12/17/12	85.62 001189	85.62	GARY KENVILLE LOCKSMITH	7	50269	NOV 12 SECURITY SVC	34,606.98	
44515	12/17/12	65.00 003014	65.00	GOODEX SERVICES, INC.		50294	PROPANE & FLT	23.99	
44516	12/17/12	117.12 282	117.12	GRAINGER		50314	FUEL & LUBE REV VEH	9,485.81	
44517	12/17/12	14,712.69 001745	14,712.69	HARTFORD LIFE AND ACCIDENT INS		50283	WINTER 2012 HEADWAYS	6,523.37	
44518	12/17/12	3,574.98 002117	3,574.98	IULIANO	7	50299	TRAVEL REIMBURSEMENT	12.00	
44519	12/17/12	3,052.23 110	3,052.23	JESSICA GROCERY STORE, INC.		50253	DEC 12 SVCS	224.72	
44520	12/17/12	4,129.46 003041	4,129.46	JOHN WALDORF CONSTRUCTION INC		50246	SVCE/ MMF REKEY	85.62	
44521	12/17/12	901.58 039	901.58	KINKO'S INC.		50282	11/15 SERVICES	16.25	
44522	12/17/12	496.00 852	496.00	LAW OFFICES OF MARIE F. SANG	7	50318	NOV 12 SHRED	48.75	
44523	12/17/12	24.00 E182	24.00	LOGIUDICE, JASON		50293	RPRS & MAINT	117.12	
44524	12/17/12	1,758.04 001119	1,758.04	MACRICH PARTNERSHIP LP		50290	DEC 12 LIFE & ADD	4,921.02	
44525	12/17/12	1,425.00 001330	1,425.00	MAXIM HEALTH SYSTEMS, LLC		50291	DEC 12 LTD	9,791.67	
44526	12/17/12	475.10 001052	475.10	MID VALLEY SUPPLY		50333	JAN13 RENT 115DUBOIS	3,574.98	
						50329	DEC 12 CUSTODIAL SVC	3,052.23	
						50317	RPRS/CAFE LENA	4,129.46	
						50306	LG PRT WINTER HEADWA	901.58	
						50305	W/C ATTORNEY FEES	496.00	
						50302	TRAVEL REIMBURSEMENT	12.00	
						50325	TRAVEL REIMBURSEMENT	12.00	
						50332	JAN 13 RENT CAP MALL	1,758.04	
						50267	ANNUAL FLU SHOTS	1,425.00	
						50297	CLEANING SUPPLIES	475.10	

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44527	12/17/12	12.55 041	MISSION UNIFORM		50278	UNIF & LAUNDRY	12.55		
44528	12/17/12	47.20 001063	NEW FLYER INDUSTRIES LIMITED		50277	REV VEH PTS	47.20		
44529	12/17/12	84.48 002721	NEXTEL COMMUNICATIONS/SPRINT		50268	10/26-11/25TVMWIRELS	84.48		
44530	12/17/12	512.91 004	NORTH BAY FORD LINC-MERCURY		50284	OUT RPR #714	512.91		
44531	12/17/12	2,833.26 009	PACIFIC GAS & ELECTRIC		50312	10/27-11/28 PACIFIC	2,718.54		
44532	12/17/12	23.67 023	PACIFIC TRUCK PARTS, INC.		50320	11/7-11/21 121RIVER	114.72		
44533	12/17/12	917.25 043	PALACE ART & OFFICE SUPPLY		50308	CREDIT NOTE	-94.66		
					50309	REV VEH PARTS	118.33		
					50261	OFFICE SUPPLIES	115.86		
					50265	OFFICE SUPPLY	532.98		
					50292	OFFICE SUPPLIES	151.03		
					50295	OFFICE SUPPLIES	117.38		
44534	12/17/12	1,200.00 950	PARADISE LANDSCAPE INC	0	50316	CYPRESS TREE PK&RIDE	1,200.00		
44535	12/17/12	1,153.00 0099A	P G & E INSTALLMENT ACCT		50330	JAN 13 1122 RIVER	1,153.00		
44536	12/17/12	44,096.88 002939	PREFERRED BENEFIT		50288	DEC 12 DELTA DENTAL	44,096.88		
44537	12/17/12	22.26 E081	REGAN, MICHAEL		50300	TRAVEL REIMBURSEMENT	10.26		
44538	12/17/12	20.96 E894	REGAN, WILL		50324	TRAVEL REIMBURSEMENT	12.00		
44539	12/17/12	389.76 061A	REGISTER PAJARONIAN		50328	GENFARE REPAIRS	20.96		
44540	12/17/12	265.82 215	RICOH USA, INC.		50251	11/22-11/24 AD WTC#6	389.76		
44541	12/17/12	23.88 E524	ROCHA, FEDERICO G.		50313	11/26-12/25 LEASE	265.82		
44542	12/17/12	27.05 045	ROYAL WHOLESale ELECTRIC		50301	TRAVEL REIMBURSEMENT	11.88		
44543	12/17/12	1,152.18 018	SALINAS VALLEY FORD SALES		50323	TRAVEL REIMBURSEMENT	12.00		
44544	12/17/12	174.70 135	SANTA CRUZ AUTO PARTS, INC.		50326	CREDIT NOTE	-4,210.61		
44545	12/17/12	12,708.73 001075	SOQUEL III ASSOCIATES	7	50327	RPRS & MAINT	4,237.66		
44546	12/17/12	277.12 001232	SPECIALIZED AUTO AND		50287	REV VEH PTS	1,152.18		
44547	12/17/12	375.00 001165	THANH N. VU MD	7	50260	OUT RPR REV VEH	174.70		
					50331	JAN 13 RENT RESCH PK	12,708.73		
44548	12/17/12	194.43 002954	TIRE DISTRIBUTION SYSTEMS, LLC	7	50262	OUT RPR REV VEH	138.56		
44549	12/17/12	6,201.38 057	U.S. BANK		50264	OUT RPR REV VEH	138.56		
44550	12/17/12	127.19 007	UNITED PARCEL SERVICE		50243	DMV EXAM	75.00		
44551	12/17/12	1,112.88 002829	VALLEY POWER SYSTEMS, INC.		50244	DMV EXAM	75.00		
					50254	DMV EXAMS	75.00		
					50285	DMV EXAM	75.00		
					50307	DMV EXAM	75.00		
44548	12/17/12	194.43 002954	TIRE DISTRIBUTION SYSTEMS, LLC	7	50259	TIRES & TUBES	194.43		
44549	12/17/12	6,201.38 057	U.S. BANK		50336	4246-0400-1371-4961	243.01		
					50337	4246-0441-0112-5056	5,623.59		
					50338	4246-0400-1371-4946	334.78		
44550	12/17/12	127.19 007	UNITED PARCEL SERVICE		50310	FRT OUT FLT	82.18		
44551	12/17/12	1,112.88 002829	VALLEY POWER SYSTEMS, INC.		50335	FRT OUT FLT	45.01		
					50257	REV VEH PTS	54.27		
					50258	REV VEH PTS	102.25		
					50273	REV VEH PTS	110.64		
					50274	REV VEH PTS	232.21		
					50275	REV VEH PTS	28.71		
					50276	REV VEH PTS	553.25		
					50279	REV VEH PTS	31.55		
44552	12/17/12	10,407.70 001043	VISION SERVICE PLAN		50289	DEC 12 VSP	10,407.70		
44553	12/17/12	554.11 001223	WATSONVILLE CADILLAC		50263	REV VEH PARTS	554.11		
44554	12/24/12	10.84 002941	AA SAFE & SECURITY CO		50571	RPRS & MAINT	10.84		

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44555	12/24/12	E902	39.00	ABREGO, NATHANAEL		50473	DMV RENEWAL	39.00	
44556	12/24/12	E907	66.00	ADAIR, ALLISON		50557	DMV REIMBURSEMENT	66.00	
44557	12/24/12	382	2,908.00	AIRTEC SERVICE		50407	QUART SVC	2,683.00	
44558	12/24/12	B030	200.00	ALEJO, MARGARITA	7	50508	OCT PM SVC	225.00	
44559	12/24/12	854	371.23	AMERICAN SEATING COMPANY		50532	11/9 11/30 BOD MEET	100.00	
44560	12/24/12	294	243.97	ANDY'S AUTO SUPPLY	0	50542	12/7 12/14 BOD MEET	100.00	
44561	12/24/12	001G	499.39	AT&T		50435	REV VEH PARTS	371.23	
44562	12/24/12	876	40.90	ATCHISON, BARISONA, CONDOTTI & B & B SMALL ENGINE	7	50374	REV VEH PARTS	120.00	
44563	12/24/12	002689	284.56			50418	REV VEH PARTS	123.97	
44564	12/24/12	M033	78.46	BAILEY, NEIL		50492	12/7-1/6 REPEATERS	85.70	
44565	12/24/12	002363	30.23	BATTERIES PLUS #314	0	50526	REPEATERS	308.50	
44566	12/24/12	E905	66.00	BIDMON, BENJAMIN		50527	OPS PHONE	105.19	
44567	12/24/12	B028	200.00	BRYANT, HILARY	7	50385	425 FRONTST PROPERTY	40.90	
44568	12/24/12	002189	960.28	BUS & EQUIPMENT		50388	RPRS & MAINT	248.53	
44569	12/24/12	B018	200.00	BUSTICHI, DENE	7	50389	VEH REV PARTS	36.03	
44570	12/24/12	502	615,182.17	CA PUBLIC EMPLOYEES'		50584	JAN 13 RETIREE SUPP	78.46	
44571	12/24/12	E911	66.00	CALDERON, LORENA		50408	RPRS & MAINT	30.23	
44572	12/24/12	M022	78.46	CAPELLA, KATHLEEN		50555	DMV REIMBURSEMENT	66.00	
44573	12/24/12	E915	66.00	CASSEL, AMANDA		50533	11/9 11/30 BOD MEET	100.00	
44574	12/24/12	001911	25.00	CITY OF SANTA CRUZ POLICE	7	50543	12/7 12/14 BOD MEET	100.00	
44575	12/24/12	667	86.36	CITY OF SCOTTS VALLEY		50367	REV VEH PARTS	960.28	
44576	12/24/12	130	1,248.56	CITY OF WATSONVILLE UTILITIES		50534	11/9 11/30 BOD MEET	100.00	
44577	12/24/12	E908	66.00	CLARKE, CHRYSYAL		50544	12/7 12/14 BOD MEET	100.00	
44578	12/24/12	909	2,416.44	CLASSIC GRAPHICS		50474	JAN 13 CALPERS MEDIC	615,182.17	
44579	12/24/12	001124	66,621.00	CLEAN ENERGY		50561	DMV REIMBURSEMENT	66.00	
44580	12/24/12	002448	300.00	CLEAR VIEW, LLC	0	50594	JAN 13 RETIREE SUPP	78.46	
44581	12/24/12	001025	6.35	COUNTY OF SANTA CRUZ PUB WORKS		50565	DMV REIMBURSEMENT	66.00	
44582	12/24/12	504	25,546.76	CUMMINS WEST, INC.		50445	FIRE ALARM REG/VERN	25.00	
						50484	9/15-11/15 SVTC	86.36	
						50436	CONTAINER WTC	892.10	
						50437	10/22-12/1 WTC	45.82	
						50438	10/24-11/27 WTC	27.58	
						50439	10/24-11/27 WTC	40.21	
						50440	10/24-11/27 WTC	242.85	
						50558	DMV REIMBURSEMENT	66.00	
						50451	OUT RPR 2311	2,416.44	
						50369	LNG 11/19	9,174.42	
						50414	LNG 11/29	7,996.41	
						50415	LNG 11/24	7,070.15	
						50416	LNG 11/21	7,722.09	
						50417	LNG 11/16	8,330.99	
						50452	LNG 11/27/12	9,018.42	
						50529	LNG 11/03	10,184.58	
						50530	LNG 11/01	7,123.94	
						50573	WINDOW CLEANING/WTC	300.00	
						50493	OCT 12 LANDFILL/CITNY	6.35	
						50356	REV VEH PARTS	1,762.43	
						50433	REV VEH PARTS	1,499.65	
						50434	REV VEH PARTS	46.85	
						50523	OUT RPR #2803	1,451.04	

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44583	12/24/12	39.23 M039	39.23	DAVILA, ANA MARIA	0	50524	OUT RPR #2801	1,479.98	
44584	12/24/12	576.00 002567	576.00	DEPARTMENT OF JUSTICE		50525	OUT RPR #1001	2,426.76	
44585	12/24/12	39.00 E420	39.00	DERWING, CAROLYN		50569	OUT RPR #2807	16,880.05	
44586	12/24/12	500.00 002624	500.00	DIGITAL RECORDERS, INC		50585	JAN 13 RETIREE SUPP	39.23	
44587	12/24/12	1,169.56 001329	1,169.56	DOC AUTO LLC		50463	FINGERPRINTING APP	576.00	
						50574	DMV REIMBURSEMENT	39.00	
						50390	TRAINING CHG	500.00	
						50352	OUT RPR REV VEH	114.29	
						50368	OUT RPR REV VEH	435.40	
						50380	OUT RPR REV VEH	79.95	
						50381	OUT RPR REV VEH	158.45	
						50383	OUT RPR REV VEH	79.95	
						50504	OUT RPR REV VEH	243.33	
						50505	OUT RPR REV VEH	58.19	
44588	12/24/12	200.00 B029	200.00	DODGE, DANIEL	7	50535	11/9 11/30 BOD MEET	100.00	
44589	12/24/12	15,427.50 001317	15,427.50	EUROTECH, INC.		50545	12/7 12/14 BOD MEET	100.00	
44590	12/24/12	892.80 432	892.80	EXPRESS SERVICES INC.		50575	11/21/12-8/21/13WIFI	15,427.50	
44591	12/24/12	90.00 002295	90.00	FIRST ALARM		50570	FLT TEMP W/E 12/9	892.80	
44592	12/24/12	965.20 002962	965.20	FIS		50578	NOV 12 MERCHANT FEES	965.20	
44593	12/24/12	5,816.62 002952	5,816.62	FLYERS ENERGY LLC		50362	11/15-11/30 FLT FUEL	2,948.32	
44594	12/24/12	39.23 M100	39.23	GARCIA, HELEN	0	50586	12/1-12/15 FUEL FLT	2,868.30	
44595	12/24/12	369.18 117	369.18	GILLIG LLC		50429	JAN 13 RETIREE SUPP	39.23	
44596	12/24/12	33,122.00 002123	33,122.00	GIRO, INC.		50576	REV VEH PARTS	369.18	
44597	12/24/12	78.46 M041	78.46	GOUVEIA, ROBERT	0	50587	2013 MAINT CONTRACT	33,122.00	
44598	12/24/12	2,348.29 282	2,348.29	GRAINGER		50364	JAN 13 RETIREE SUPP	78.46	
						50365	REV VEH PARTS	14.68	
						50397	RPRS & MAINT	165.11	
						50398	SMALL TOOLS	942.52	
						50430	SMALL TOOLS	41.46	
						50450	RPRS & MAINT	389.88	
						50453	RPRS & MAINT	666.49	
						50519	REV VEH PARTS	13.13	
						50428	OFFICE SUPPLIES	115.02	
44599	12/24/12	10.29 546	10.29	GRANITEROCK COMPANY	7	50428	RPRS & MAINT	10.29	
44600	12/24/12	200.00 B023	200.00	GRAVES, RON		50536	11/9 11/30 BOD MEET	100.00	
44601	12/24/12	693.96 001097	693.96	GREENWASTE RECOVERY, INC.		50546	12/7 12/14 BOD MEET	100.00	
44602	12/24/12	2,389.77 E530	2,389.77	GUIZAR, LISETH		50449	NOV 12 GARB/SVTC	469.56	
44603	12/24/12	41.04 510A	41.04	HASLER, INC.		50531	11/1-11/30 PARACRUZ	224.40	
44604	12/24/12	66.00 E914	66.00	HEMRICK, KATLYN		50580	TUITION REIMBURSEMENT	2,389.77	
44605	12/24/12	49.00 E403	49.00	HILL, ANDREW		50500	1/1-1/31 RENTAL	41.04	
44606	12/24/12	200.00 B006	200.00	HINKLE, MICHELLE	7	50564	DMV REIMBURSEMENT	66.00	
44607	12/24/12	66.00 E906	66.00	HUNTLEY, DRUE		50566	DMV REIMBURSEMENT	39.00	
44608	12/24/12	309.70 M061	309.70	KAMEDA, TERRY		50537	11/9 11/30 BOD MEET	100.00	
44609	12/24/12	5,155.96 878	5,155.96	KELLY SERVICES, INC.	0	50547	12/7 12/14 BOD MEET	100.00	
						50556	DMV REIMBURSEMENT	66.00	
						50595	JAN 13 RETIREE SUPP	309.70	
						50581	TEMP W/E 11/18	1,004.40	
						50582	TEMP W/E 12/02	1,936.72	

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44610	12/24/12	898.65 036		KELLY-MOORE PAINT CO., INC.		50583	TEMP W/E 12/09	2,214.84	
44611	12/24/12	57.92 001233		KIMBALL MIDWEST		50568	RPRS & MAINT	898.65	
44612	12/24/12	605.94 E635		KINSLow, DEBBIE		50413	REV VEH PARTS	57.92	
44613	12/24/12	1,677.63 852		LAW OFFICES OF MARIE F. SANG	7	50427	TRAVEL REIMBURSEMENT	605.94	
						50465	C#12000554	208.00	
						50466	CL# 2004103551	432.00	
						50467	CL#2009210149,218396	96.00	
						50468	CL#12006030	80.00	
						50469	CL# 2007180907	493.63	
						50470	CL# 2010227273	64.00	
						50471	CL#01103388,02103414	144.00	
						50472	CL#07171384,12000693	160.00	
44614	12/24/12	39.00 E904		LENNON, PAUL		50553	DMV REIMBURSEMENT	39.00	
44615	12/24/12	100.00 B026		LEOPOLD, JOHN	7	50538	11/9 BOD MEETING	50.00	
						50548	12/7 BOD MEETING	50.00	
44616	12/24/12	66.00 E912		LOPEZ, GERMAN		50562	DMV REIMBURSEMENT	66.00	
44617	12/24/12	25,681.29 003017		MANSFIELD OIL CO OF GAINSVILLE		50444	DIESEL 11/23/12	25,681.29	
44618	12/24/12	66.00 E909		MARTINEZ, MICHELLE		50559	DMV REIMBURSEMENT	66.00	
44619	12/24/12	250.35 001296		MATTHEW BENDER & CO., INC.		50405	EMP LAW SUBSCRIPT	250.35	
44620	12/24/12	212.30 001342		MCW ASSOCIATES, INC.		50351	11/1-11/30 SVCS	212.30	
44621	12/24/12	66.00 E910		MELENDEZ, OSCAR		50560	DMV REIMBURSEMENT	66.00	
44622	12/24/12	541.44 041		MISSION UNIFORM		50361	UNIF & LAUNDRY	30.09	
						50376	UNIF & LAUNDRY	59.25	
						50377	UNIF & LAUNDRY	173.47	
						50379	UNIF & LAUNDRY	33.41	
						50387	UNIF & LAUNDRY	4.18	
						50392	UNIF & LAUNDRY	59.25	
						50393	UNIF & LAUNDRY	173.47	
						50394	UNIF & LAUNDRY	8.32	
44623	12/24/12	499.11 887		NEOPOST, INC		50522	11/28 POSTAGE	499.11	
44624	12/24/12	4,961.51 001063		NEW FLYER INDUSTRIES LIMITED		50341	REV VEH PTS	219.66	
						50343	CREDIT NOTE	-219.66	
						50399	REV VEH PARTS	1,129.13	
						50400	REV VEH PARTS	3,445.75	
						50431	REV VEH PARTS	214.19	
						50432	REV VEH PARTS	52.54	
						50447	REV VEH PARTS	55.88	
						50448	REV VEH PARTS	64.02	
44625	12/24/12	1,430.27 002721		NEXTEL COMMUNICATIONS/SPRINT		50495	11/4-12/3 SVCS	1,430.27	
44626	12/24/12	181.20 882		NORMA LARAE WEST	7	50498	OVERTIME SHEET	64.02	
44627	12/24/12	1,108.19 004		NORTH BAY FORD LINC-MERCURY		50521	BUS CARDS ADMIN	117.18	
						50378	REV VEH PARTS	121.57	
						50409	REV VEH PARTS	458.78	
						50507	OUT RPR REV VEH	527.84	
44628	12/24/12	163.17 002323		NORTHERN SAFETY CO., INC.		50410	SAFETY SUPPLIES	163.17	
44629	12/24/12	14,842.00 001176		NORTHSTAR, INC.		50426	NOV 12 MAINT	14,842.00	
44630	12/24/12	2,512.41 009		PACIFIC GAS & ELECTRIC		50441	10/23-12/4 SVTC	2,512.41	
44631	12/24/12	1,059.86 043		PALACE ART & OFFICE SUPPLY		50371	OFFICE SUPPLIES	51.48	
						50372	OFFICE SUPPLIES	80.96	
						50386	OFFICE SUPPLIES	112.62	

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44632	12/24/12	337.71 M057		PARHAM, WALLACE	0	50403	OFFICE SUPPLIES	28.56	
44633	12/24/12	39.23 M109		PEREZ, CHERYL		50404	OFFICE SUPPLIES	219.53	
44634	12/24/12	247.21 M064		PETERS, TERRIE	0	50406	OFFICE SUPPLIES	100.40	
44635	12/24/12	574.00 481		PIED PIPER EXTERMINATORS, INC.		50499	OFFICE SUPPLIES	125.97	
						50510	OFFICE SUPPLIES	105.57	
						50515	OFFICE SUPPLIES	173.59	
						50516	OFFICE SUPPLIES	12.86	
						50577	OFFICE SUPPLIES	48.32	
44636	12/24/12	200.00 B024		PIRIE, ELLEN	7	50596	JAN 13 RETIREE SUPP	337.71	
44637	12/24/12	146.48 050		PITNEY BOWES INC.		50588	JAN 13 RETIREE SUPP	39.23	
44638	12/24/12	39.00 E424		POLANCO, JOSE		50597	JAN 13 RETIREE SUPP	247.21	
44639	12/24/12	337.61 M058		POTEETE, BEVERLY	0	50375	NOV 12 PEST CONTROL	241.00	
44640	12/24/12	3,084.94 001149		PREFERRED PLUMBING, INC.		50422	NOV 12 PEST CONTROL	183.00	
						50423	NOV 12 PEST CONTROL	53.00	
						50424	NOV 12 PEST CONTROL	48.50	
44641	12/24/12	1,288.40 107A		PROBUILD		50425	NOV 12 PEST CONTROL	48.50	
						50539	11/9 11/30 BOD MEET	100.00	
						50549	12/7 12/14 BOD MEET	100.00	
						50402	1/13-3/13 POSTAL MTR	146.48	
						50579	DMV REIMBURSEMENT	39.00	
						50598	JAN 13 RETIREE SUPP	337.61	
						50347	SVC METRO CENTER	1,539.00	
						50348	SVC METRO CENTER	1,220.44	
						50349	SVC METRO CENTER	325.50	
						50206	RPRS & MAINT	4.09	
						50215	CREDIT NOTE	-82.30	
						50221	BUS STOP RPRS	12.68	
						50231	RPRS & MAINT	29.27	
						50286	RPRS & MAINT	1.65	
						50353	RPRS & MAINT	69.54	
						50354	RPRS & MAINT	22.23	
						50355	RPRS & MAINT	929.66	
						50360	REV VEH PARTS	96.77	
						50373	RPRS & MAINT	46.85	
						50395	RPRS & MAINT	58.23	
						50420	RPRS & MAINT	86.47	
						50421	RPRS & MAINT	13.26	
						50454	DOT DRUG TESTS	350.70	
44642	12/24/12	350.70 003020		QUEST DIAGNOSTIC	7	50340	SVC ALARM LINE/WTC	240.00	
44643	12/24/12	240.00 002921		REDDIG COMMUNICATIONS		50496	10/18-11/17 SVCS	416.08	
44644	12/24/12	1,096.79 215		RICOH USA, INC.		50497	11/18-12/17 SVCS	680.71	
44645	12/24/12	5,000.00 R539		ROBERT MARIN &	7	50494	FELTON FAIR REPAIRS	5,000.00	
44646	12/24/12	200.00 B022		ROBINSON, LYNN MARIE		50540	11/9 11/30 BOD MEET	100.00	
						50550	12/7 12/14 BOD MEET	100.00	
44647	12/24/12	78.46 M085		ROSSI, DENISE	0	50589	JAN 13 RETIREE SUPP	78.46	
44648	12/24/12	39.23 M030		ROWE, RUBY		50590	JAN 13 RETIREE SUPP	39.23	
44649	12/24/12	607.38 018		SALINAS VALLEY FORD SALES		50396	REV VEH PARTS	607.38	
44650	12/24/12	66.00 E913		SANDOVAL, JAMES		50563	DMV REIMBURSEMENT	66.00	
44651	12/24/12	669.21 135		SANTA CRUZ AUTO PARTS, INC.		50370	REV VEH PARTS	71.76	
						50391	REV VEH PARTS	78.52	

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

DATE: 12/01/12 THRU 12/31/12

CHECK NUMBER	CHECK DATE	CHECK VENDOR	CHECK AMOUNT	VENDOR NAME	VENDOR TYPE	TRANS. NUMBER	TRANSACTION DESCRIPTION	TRANSACTION AMOUNT	COMMENT
44652	12/24/12	540.00	345	SANTA CRUZ COUNTY OFFICE OF		50464	FINGERPRINTING FEE	540.00	
44653	12/24/12	4.27	848	SANTA CRUZ ELECTRONICS, INC.		50363	RPRS & MAINT	4.27	
44654	12/24/12	9,118.74	079	SANTA CRUZ MUNICIPAL UTILITIES		50475	11/9-12/10 PACIFIC	110.21	
						50476	11/19-12/10 PACIFIC	2,697.79	
						50485	11/9-12/10 1200B RIV	1,038.12	
						50486	11/9-12/10 VERNON	222.47	
						50487	11/9-12/10 MMF	458.85	
						50488	BUS STOP BINS	558.40	
						50489	11/9-12/10 MMF	1,341.29	
						50490	11/9-12/10 1200ARIVE	2,039.58	
						50491	11/9-12/10 VERNON	481.16	
						50567	11/9-12/10 1217RIVER	170.87	
44655	12/24/12	512.95	973	SANTA CRUZ NISSAN DODGE VOLKS		50503	OUT RPR REV VEH	512.95	
44656	12/24/12	2,500.00	002267	SHAW / YODER / ANTWIH, INC.		50517	DEC 12 LEG SVCS	2,500.00	
44657	12/24/12	104.30	M010	SHORT, SLOAN	0	50599	JAN 13 RETIREE SUPP	104.30	
44658	12/24/12	39.23	M054	SLOAN, SUZANNE	0	50591	JAN 13 RETIREE SUPP	39.23	
44659	12/24/12	2,320.00	002067	SOILCONTROL LAB		50442	SOIL TEST/OPS	1,160.00	
						50443	SOIL TEST/OPS	1,160.00	
44660	12/24/12	387.02	001232	SPECIALIZED AUTO AND		50384	OUT RPR REV VEH	140.18	
						50509	OUT RPR REV VEH	246.84	
44661	12/24/12	1,249.30	001976	SPORTWORKS NORTHWEST, INC.		50518	REV VEH PARTS	1,249.30	
44662	12/24/12	50.00	B017	STONE, MARK	7	50541	11/30 BOD MEETING	50.00	
44663	12/24/12	1,187.28	001165	THANH N. VU MD	7	50382	DMV EXAM	75.00	
						50446	DMV EXAM	75.00	
						50455	DMV EXAM	92.16	
						50456	DMV EXAM	92.16	
						50457	DMV EXAMS	92.16	
						50458	DMV EXAMS	92.16	
						50459	DMV EXAMS	92.16	
						50460	DMV EXAM	92.16	
						50461	DMV EXAM	92.16	
						50462	DMV EXAM	92.16	
						50502	DMV EXAM	75.00	
						50511	DMV EXAM	75.00	
						50512	DMV EXAM	75.00	
						50513	DMV EXAM	75.00	
44664	12/24/12	339.34	002675	THOMSON REUTERS BARCLAYS		50514	11/1-11/30 SVCS	339.34	
44665	12/24/12	6,969.94	002954	TIRE DISTRIBUTION SYSTEMS, LLC	7	50342	TIRES & TUBES	494.89	
						50344	TIRES & TUBES	1,310.11	
						50345	TIRES & TUBES	1,112.62	
						50346	TIRES & TUBES	972.71	
						50350	TIRES & TUBES	353.84	
						50357	TIRES & TUBES	486.36	
						50358	TIRES & TUBES	2,225.24	
44666	12/24/12	39.23	M086	TOLINE, DONALD	0	50359	TIRES & TUBES	14.17	
						50592	JAN 13 RETIREE SUPP	39.23	

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

DATE: 12/01/12 THRU 12/31/12

CHECK NUMBER	CHECK DATE	CHECK VENDOR	CHECK VENDOR NAME	CHECK AMOUNT	VENDOR TYPE	TRANS. NUMBER	TRANSACTION DESCRIPTION	TRANSACTION AMOUNT	COMMENT
44667	12/24/12	003037	TYCO INTEGRATED SECURITY LLC	614.49		50477	JAN 13 ALARMS	50.15	
						50478	JAN 13 ALARMS	76.68	
						50479	JAN 13 ALARMS	54.79	
						50480	JAN 13 ALARMS	103.77	
						50481	JAN 13 ALARMS	111.01	
						50482	JAN 13 ALARMS	75.69	
						50483	JAN 13 ALARMS	142.40	
44668	12/24/12	E903	VALDIVIA, ROBERT	141.00		50551	EXAM REIMBURSEMENT	75.00	
						50552	DMV REIMBURSEMENT	66.00	
44669	12/24/12	002829	VALLEY POWER SYSTEMS, INC.	5,998.36		50401	REV VEH PARTS	5,998.36	
44670	12/24/12	221	VEHICLE MAINTENANCE PROGRAM	2,125.92		50528	REV VEH PARTS	2,125.92	
44671	12/24/12	M076	VONWAL, YVETTE	309.70	0	50600	JAN 13 RETIREE SUPP	309.70	
44672	12/24/12	682	WEISS, AMY L.	70.00	7	50366	INTERPRET BOD 11/30	70.00	
44673	12/24/12	M088	YAGI, RANDY	39.23	0	50593	JAN 13 RETIREE SUPP	39.23	
TOTAL			ACCOUNTS PAYABLE	2,038,728.49			TOTAL CHECKS	349	2,038,728.49

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: March 22, 2013

TO: Board of Directors

FROM: Angela Aitken, Finance Manager

SUBJECT: CONSIDERATION OF RESOLUTION APPROVING THE FY13 & FY14 REVISED BUDGET AS OF MARCH 2013; AND ADOPTION OF THE FY12 SCHEDULE OF RESERVE ACCOUNT BALANCES

I. RECOMMENDED ACTION

That the Board of Directors adopt a resolution approving the FY13 & FY14 Revised Budget as of March 2013, as presented in Attachments B - C; and adopt the FY12 Schedule of Reserve Account Balances, as presented in Attachment D.

II. SUMMARY OF ISSUES

- The **FY13 & FY14 Revised Budget as of March 2013** is a revised two-year budget. The Board of Directors adopted the previous FY13 & FY14 Final two-year budget in June of 2012.
- The proposed two-year **FY13 & FY14 Revised Operating Budget as of March 2013 – Attachment B** total \$ 40,558,597 and \$ 43,138,168, respectively.
- Major **Operating Revenue** assumptions in the FY13 & FY14 Revised Operating Budget as of March 2013 over the FY12 Actual include:
 - Increase in Passenger Fares, 5 % in FY13 and 2 % in FY14
 - Increase in Special Transit Fares, 1 % in both FY13 and FY14
 - Increase in Highway 17 Fares, 5.6 % in FY13 and 3 % in FY14
 - 5.9 % decrease in Highway 17 Payments in FY13, and 3 % increase in FY14
 - 63.3 % decrease in Other Non-Transp Revenue with no increase in FY14
 - Increase in Sales Tax, 6 % in both FY13 and FY14
 - Increase in Transp Dev Act (TDA) Funds, 5 % in FY13 and 10.8 % in FY14
 - Increase in STIC, 3.6 % in FY13 and 40 % in FY14
 - 197.3 % increase in Fuel Tax Credit in FY13, and 32.5 % decrease in FY14
 - 63.7 % increase in use of Carryover from Previous Years, and 97.9 % decrease in FY14
 - 100 % increase in Transfer (to)/from Operating Reserves in FY14

- Major **Operating Expenses** assumptions in the FY13 & FY14 Revised Operating Budget as of March 2013 over the FY12 Actual include:
 - Increase in Personnel Expenses (Labor and Fringe Benefits), 14.3 % in FY13 and 8.4 % in FY14
 - Increase in Non-personnel Expenses, .4% in FY13 and 1.1% in FY14
- The **FY13 Revised Capital Budget as of March 2013 – Attachment C** totals \$34,042,185, which is an increase of 8 % from the FY13 Revised Capital Budget as of September 2012 (09/28/2012).
- The **Schedule of Reserve Account Balances** for fiscal year ending 06/30/12 is presented in **Attachment D**.

III. DISCUSSION

The proposed FY13 & FY14 Revised Operating and FY13 Revised Capital Budget as of March 2013 is a revised two–year operating budget and one year capital budget. The Board of Directors adopted the previous FY13 & FY14 Final Operating two–year budget in June of 2012 and the previous FY13 Revised Capital Budget in September of 2012.

A. Operating Revenues

Operating Revenues total \$ 40,558,597 in FY13 and \$ 43,138,168 in FY14.

The anticipated increases in most Fare Revenue accounts in FY13 and FY14 have been projected based on actual revenue data year to date, as of December 31, 2012, as well as the anticipation of continuing increase in collected fares due to service enhancements in FY13. The anticipated decrease in Highway 17 Payments is due to the projected increase in Highway 17 Fares (resulting in lower invoice payments from VTA).

Sales Tax Revenue is projected to increase 6 % in both FY13 and FY14 due to improvement in consumer spending and economic growth, further reflected in the actual sales tax receipts for the first seven (7) months of FY13, exceeding last year actuals for the same period by 6 %. The projected increase is also consistent with the estimate provided by the State Board of Equalization in August 2012.

Other Non-Transp Revenue is projected to decrease 63.3 % in FY13 with no change in FY14. The increase in Other Non-Transport Revenue in FY12 was due to auction proceeds received on the sale of excess buses and Paratransit vans, related bus parts, and excess shop equipment.

TDA funding is budgeted to increase 5 % in FY13 (approved at the Santa Cruz County Regional Transportation Commission meeting held February 7, 2013) and 10.8 % in FY14. The increase in FY14 is based on Auditor Controller fund estimates as of January 2013 and was presented and proposed at the Regional Transportation Commission meeting held February 14, 2013.

STIC is budgeted to increase 3.6 % in FY13 and 40 % in FY14. The latter increase is an estimate, based upon doubling the FY13 half-year apportionments published by FTA in late October 2012. Funds from STIC shall be used before funds from Carryover from Previous Years, STA, and Operating Reserves, when needed, to bridge the budget gap. The order of using STIC and Carryover Funds has been restated due to compliance with the Generally Accepted Accounting Principles (GAAP). STIC must be recognized in the current year as revenue since it is a reimbursement for operating expenses incurred in the previous year.

Fuel Tax Credit increased 197.3 % in FY13 as the tax credits were extended until December 31, 2013 and is retroactive for all of 2012. The credit is projected to decrease by 32.5 % in FY14 due to no retroactive payments in FY14.

The increase in the use of funds from Carryover from Previous Years in FY13 and Transfer (to)/from Operating Reserves in FY14 is due to recurring expenses exceeding reoccurring revenues and are needed to bridge the budget gap in FY13 and FY14.

B. Operating Expenses - Consolidated

Operating Expenses total \$ 40,558,597 in FY13 and \$ 43,138,168 in FY14.

The 14.3 % and 8.3 % increase in **Personnel Expenses (Labor and Fringe Benefits)** in FY13 and FY14 respectively is primarily due to the following:

- New Positions added in FY13:
 - Sr. Transportation Planner: 1 FTE in the Administration Department due to increased service modifications, as well as anticipation of an Automated Vehicle Locator and Automated Passenger Count Project in future years.
 - Administrative Specialist: 1 FTE in the Administration Department. The position will assist the Project Manager of the MetroBase Operations Project construction in record keeping and contractor monitoring for the next three years. The cost of labor and fringe benefits for the new Administrative Specialist will be paid with grant funds from the MetroBase project.

- Sr. Information Technology Technician: 1 FTE in the Information Technology Department due to the anticipation of additional systems and database support as a result of implementation of various systems in prior and future years.
- Admin Assistant: 1 FTE funded for six (6) months in the Purchasing Department due to increased purchasing activity in recent months.
- FM Workers II: 2 FTEs in the Facilities Maintenance Department due to the additional work load of pressure washing bus stops, among other duties.
- Transit Supervisors: 2 FTEs in the Paracruz Department. The positions are being added as agreed to during negotiations.
- Provisional Scheduling Analyst: 1 FTE in the Operations Department. The position will provide analytical support during the continued implementation of Hastus and other systems.
- Transit Supervisor: 1 FTE in the Operations Department due to service enhancements.
- Bus Operators: 17 FTEs in the Bus Operators Department. The increase in staffing was effective December 13, 2012 and has been authorized by the Board via the approval of additional service to be implemented in Spring 2013.
- Fleet Maintenance Supervisor: 1 FTE in the Fleet Maintenance Department due to service enhancements and bus deployments.
- Fully funding all positions in FY13 Revised Budget, including positions that were vacant, added later in FY12, and positions where employees were absent due to extended leaves.
- Contractual items in FY 13 and FY14, such as:
 - 2 % contractual wage adjustment for all employees in both FY13 and FY14.
 - 5 % longevity adjustment for UTU Fixed Route and Paracruz employees with ten (10) and fifteen (15) year of continuous METRO service.
 - Wage progression changes in the pay schedules for UTU Paracruz and SEIU VMU.
 - Supplemental cash payments for SEIU employees in FY13 and FY14, and for Management employees in FY13.
- Incorporated anticipated pay rate increases due to step advancements and promotions, as well as retirement and accrued leave payouts.
- Increased Overtime Pay for Bus and Van Operators due to consistent increases in overtime in the past five years.
- Increases in retirement employer contribution rates in FY13 and FY14. The employer contribution rates for retirement are 17.679 % in FY13 and 19.268 % in FY14 , as per CalPERS Annual Valuation Reports from October 2011 and October 2012.

- Average increase of 10.9 % in medical insurance premiums, effective January 2013, and an anticipated increase of 8 %, effective January 2014. The anticipated increase in medical insurance premiums in FY14 is only an estimate and is based on historical trends, as well as current market conditions.

The increase in **Non-Personnel Expenses**, 0.4 % in FY13 and 1.1 % in FY14, is primarily due to increases in Services, Mobile Materials and Supplies, Other Material and Supplies, Utilities, and Misc. Expenses.

- **Services** increased by 4.8 % in FY13 and by 2.9 % in FY14. The Increase in Services is primarily due to the following:
 - 64.5 % increase in Prof/Technical Fees in FY13 due to projected increase in Prof/Tech services in departments Administration, Information Technology and Risk Management. Prof/Tech Fees is projected to increase 42.5 % in FY14 due to funding for the Short Range Transit Plan (SRTP) in Administration.
 - 15.2 % increase in Legislative Services in FY13 due to the anticipation of additional expenses related to the contracts for Federal and State Lobbying Assistance. No increase is projected for FY14.
 - 9 % increase in Custodial Services due to increased cleaning service that will begin in FY13, as well as payments to the new tenant for janitorial services at the Scotts Valley Transit Center; 2.7 % increase in FY14.
 - 35.2 % increase in Security Services due to providing additional hours of security at the Transit Centers in FY13. No increase is projected for FY14.
 - 20.1 % increase in Repair-Equipment is due to anticipated CNG station repairs in FY13; 0.3 % increase in FY14.
 - 2.5 % increase in Repair- Rev Vehicle in FY13 is due to an aging fleet, expiration of warranties, as well as service enhancements in FY13. No increase is projected in FY14.
- The increases in **Mobile Materials & Supplies**, 4 % in FY13 and 1.3 % in FY14, are due to the service enhancements in FY13, as well as some increase in fuel prices in FY13 and FY14.
- **Other Materials & Supplies** increased by 17.2 % in FY13 and decreased by 1.9 % in FY14. The increase in FY13 is primarily due to the following:
 - 73.5 % increase in Printing due to the printing of all labor contracts in FY13, as well as additional printing of outreach and marketing materials to complement enhancements in service.

- 30.6 % increase in Photo Supplies and Processing due to outreach programs in Customer Service that will increase information regarding Santa Cruz METRO services such as Large Print Headways, Smart Card Information brochures, and others, therefore increasing expenditures for digital processing and supplies.
- 9.1 % increase in Cleaning Supplies due to increased cleaning services starting in FY13 and increased use of custodial cleaning supplies.
- **Utilities** are projected to increase 5.1 % in FY13 and decrease 3.7 % in FY14. The increase in FY13 is due to the payoff of the PG&E installment loan.
- The decrease in **Casualty & Liability** in FY13 (36.3 %) is due to lower budget for Settlement costs, as expenses for major cases were incurred in the prior fiscal year. An increase of 0.3 % is projected for Casualty & Liability in FY14.
- **Misc Expenses** increased by 63.2 % in FY13 and decreased by 0.3 % in FY14 primarily due to increased Employee Incentive Program, Training, and Travel in FY13.

Significant departmental changes in FY13 Revised Budget over the FY12 Actual include:

- 83.6 % increase in **Administration** is primarily due to positions moved from Finance (Grants Analysts, Jr. Transportation Planner and Transit Surveyor), new position added in FY13 (Sr. Transportation Planner), as well as anticipated increased Prof/Technical Fees, Legislative Services, Travel and Training.
- 17.8 % decrease in **Finance** is primarily due to positions moved to Administration, as mentioned above, and positions moved to a new department – Purchasing (Purchasing Agent and Purchasing Assistant).
- 6.5 % increase in **Customer Service** is primarily due to the contractual wage adjustment and supplemental cash payments for SEIU employees.
- 11.1 % increase in **Human Resources** is primarily due to Assistant HR Manager and HR Clerk funded full time in FY13, as well as the contractual wage adjustment and supplemental cash payments for SEIU and Management.
- 6.6 % increase in **Information Technology** is primarily due to increased staffing: 1 FTE: Senior Information Technology Technician.
- 16.9 % increase in **District Counsel** is primarily due to retirement payout.

- 55.6 % decrease in **Risk Management** is due to lower budget for Settlement costs after expenses for major cases were incurred in the prior fiscal year.
- 100 % increase in **Purchasing** – Purchasing is a new department added in FY13. Positions were moved from Finance, as mentioned above.
- 19.4 % increase in **Facilities Maintenance** is primarily due to new positions (FM Workers II) added in FY13.
- 8.6 % increase in **Paratransit** is due to new positions (Transit Supervisors) added in FY13, as well as contractual and wage progression adjustments.
- 13.9 % increase in **Operations** is primarily due to increased staffing: 2 FTEs: Provisional Scheduling Analyst and Transit Supervisor positions.
- 13.7 % increase in **Bus Operators** is due to increased staffing, effective December 2012, and contractual and longevity wage adjustments.
- 12.3 % increase in **Fleet Maintenance** is primarily due to increased staffing: 1 FTE: Fleet Maintenance Supervisor and 1 FM Mechanic I (moved from Paratransit in February 2013), as well as service enhancements in FY13.

Significant departmental changes in FY14 over FY13 include:

- 20.3 % decrease in **Purchasing** due to decreased staffing (Admin Assistant position is funded for 6 months in FY13).
- 13.5 % increase in **Bus Operators** due to new position, added in December 2013, funded for a full fiscal year in FY14.

C. Capital Budget

The **FY13 Revised Capital Budget as of March 2013 – Attachment C** totals \$34,042,185, which is an increase of 8 % from the FY13 Revised Capital Budget as of September 2012 (09/28/2012). Significant proposed revision in the FY13 Revised Budget as of March 2013 includes the addition of the State of Good Repair # 2 project.

D. Schedule of Reserve Account Balances

The **Schedule of Reserve Account Balances** for fiscal year ending 06/30/12 is presented in **Attachment D**. Board adopted minimum balances are not being maintained at their desired levels.

IV. FINANCIAL CONSIDERATIONS

The proposed two-year **FY13 & FY14 Revised Operating Budget as of March 2013 (Attachment B)** totals \$40,558,597 and \$43,138,168, respectively. The FY13 & FY14 Revised Operating Budget include anticipated savings from Labor and Fringe Benefits of \$1,300,000 in FY13 and \$1,700,000 in FY14. The anticipated savings are only an estimate. The savings are the result of budgeting all funded positions, and the subsequent savings due to vacant positions, and extended unpaid leaves of absence.

The proposed two-year FY13 & FY14 Revised Operating Budget as of March 2013 is a balanced budget with the use of funds from Carryover from Previous Years and Operating Reserves. However, the proposed two-year FY13 & FY14 Revised Operating Budget is not a structurally balanced budget. This means that recurring expenses exceed recurring revenues. For a variety of reasons, true structural balance may not be possible at a given time. In such a case, using reserves to balance the budget may be considered but only in the context of a plan to return to structural balance, replenish fund balances, and ultimately remediate the negative impacts of any other short-term balancing actions that may be taken.

The Government Finance Officers Association (GFOA) recommends adopting policies aimed at achieving and maintaining a structurally balanced budget. The policies should include parameters for achieving and maintaining structural balance where recurring revenues are equal to recurring expenditures in adopted budgets. Further, the plan should be clear about the time period over which returning to structural balance, replenishing reserves, and remediating the negative impacts of balancing action are to occur. Finance is working on draft policies for the Board to consider at a later date.

Additionally, Board adopted minimum reserve account balances are not being maintained at their desired levels (**Attachment D**), which is another indication that the organization is not maintaining a structurally balanced budget. It should be noted that reserve levels are not a perfect measure of structural balance, but are a good and readily available measure.

The **FY13 Revised Capital Budget as of March 2013 (Attachment C)** totals \$34,042,185, which is an increase of 8 % from the FY13 Revised Capital Budget as of September 2012. MetroBase Operations Building Project is moving forward and other major equipment projects are on track.

V. ATTACHMENTS

- Attachment A:** FY13 & FY14 Budget Resolution
- Attachment B:** FY13 & FY14 Revised Operating Budget as of March 2013
- Attachment C:** FY13 Revised Capital Budget as of March 2013
- Attachment D:** Schedule of Reserve Account Balances as of 06/30/12

Prepared by: Kristina Mihaylova, Sr. Financial Analyst
Date Prepared: March 5, 2013

Attachment A

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

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

A RESOLUTION OF THE SANTA CRUZ METROPOLITAN TRANSIT DISTRICT AUTHORIZING A REVISION TO THE FY13 & FY14 OPERATING BUDGET AND THE FY13 CAPITAL BUDGET

WHEREAS, it is necessary to revise the adopted FY13 & FY14 Operating Budget and FY13 Capital Budget of the Santa Cruz Metropolitan Transit District to provide for revisions in the operating revenue and expense budget.

NOW, THEREFORE, BE IT RESOLVED, the budget is hereby amended per the attached Attachments B – C.

PASSED AND ADOPTED this 22nd day of March 2013, by the following vote:

AYES: Directors -

NOES: Directors -

ABSENT: Directors -

ABSTAIN: Directors -

Approved _____
DANIEL DODGE
Board Chair

ATTEST _____
LESLIE R. WHITE
General Manager

APPROVED AS TO FORM:

LESLYN SYREN
District Counsel

Attachment B

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT FY13 & FY14 REVISED OPERATING BUDGET AS OF MARCH 2013 REVENUE SOURCES

REVENUE SOURCE	ACTUAL FY12	REVISED BUDGET FY13	% CHANGE ACTUAL FY12 REV BUDG FY13	REVISED BUDGET FY14	% CHANGE BUDG FY13 BUDG FY14
Passenger Fares	3,729,509	3,915,984	5.0%	3,994,304	2.0%
Special Transit Fares	3,014,081	3,044,222	1.0%	3,074,664	1.0%
Paratransit Fares	296,345	277,462	-6.4%	285,786	3.0%
Highway 17 Fares	1,482,786	1,565,089	5.6%	1,612,042	3.0%
Highway 17 Payments	250,228	235,579	-5.9%	242,646	3.0%
Commissions	3,644	5,600	53.7%	5,600	0.0%
Advertising Income	269,895	257,500	-4.6%	265,225	3.0%
Rent Income	148,687	147,460	-0.8%	148,935	1.0%
Interest Income	115,371	100,000	-13.3%	100,000	0.0%
Other Non-Transp Revenue	49,029	18,000	-63.3%	18,000	0.0%
Sales Tax (1/2 cent)	16,064,503	17,028,373	6.0%	18,050,076	6.0%
SLPP Backfill for Metro Base		(2,800,000)	100.0%	(2,800,000)	0.0%
Transp Dev Act (TDA) Funds	5,244,964	5,507,038	5.0%	6,104,531	10.8%
* FTA Sec 5307 - Op Assistance	3,707,070	3,695,976	-0.3%	3,940,156	6.6%
Prop 84 - TOD	-	-	0.0%	-	0.0%
FTA Sec 5311 - Rural Op Asst	156,312	156,312	0.0%	207,574	32.8%
AMBAG/CTC/Misc. Grant Funding	19,144	10,000	-47.8%	10,000	0.0%
STIC	1,020,417	1,057,097	3.6%	1,479,760	40.0%
STA	-	2,800,000	100.0%	2,800,000	0.0%
Fuel Tax Credit	269,092	800,000	197.3%	540,000	-32.5%
Carryover from Previous Years	1,626,052	2,661,905	63.7%	56,676	-97.9%
Medicare Subsidy	85,071	75,000	-11.8%	75,000	0.0%
Transfer (to)/from Capital Reserves	-	-	0.0%	-	0.0%
Transfer (to)/from Operating Reserves	-	-	0.0%	2,927,194	100.0%
TOTAL REVENUE	37,552,200	40,558,597	8.0%	43,138,168	6.4%

* FTA funding is used solely to fund labor expense

Attachment B

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT FY13 & FY14 REVISED OPERATING BUDGET AS OF MARCH 2013

Consolidated Expenses

ACCOUNT	ACTUAL FY12	REVISED BUDGET FY13	% CHANGE ACTUAL FY12 REV BUDG FY13	REVISED BUDGET FY14	% CHANGE REV BUDG FY13 REV BUDG FY14
LABOR					
501011 Bus Operator Pay	7,124,710	8,308,104	16.6%	9,247,555	11.3%
501013 Bus Operator OT	1,544,976	1,793,765	16.1%	2,010,877	12.1%
501021 Other Salaries	6,242,010	7,169,593	14.9%	7,295,151	1.8%
501023 Other OT	452,562	386,745	-14.5%	397,723	2.8%
Totals	15,364,258	17,658,207	14.9%	18,951,306	7.3%
FRINGE BENEFITS					
502011 Medicare/Soc. Sec.	229,098	306,900	34.0%	328,583	7.1%
502021 Retirement	2,664,532	3,296,014	23.7%	3,838,709	16.5%
502031 Medical Ins	6,441,491	7,294,972	13.2%	8,036,108	10.2%
502041 Dental Ins	471,864	530,779	12.5%	555,930	4.7%
502045 Vision Ins	125,720	131,377	4.5%	139,284	6.0%
502051 Life Ins/AD&D	40,348	46,289	14.7%	49,143	6.2%
502060 State Disability Ins (SDI)	189,989	203,335	7.0%	226,306	11.3%
502061 Long Term Disability Ins	117,276	132,593	13.1%	146,636	10.6%
502071 State Unemployment Ins (SUI)	80,106	86,768	8.3%	95,142	9.7%
502081 Worker's Comp Ins	1,198,646	927,000	-22.7%	954,810	3.0%
502101 Holiday Pay	305,069	528,334	73.2%	610,326	15.5%
502103 Floating Holiday	89,224	78,271	-12.3%	71,217	-9.0%
502109 Sick Leave	548,490	907,161	65.4%	966,868	6.6%
502111 Annual Leave	1,850,104	1,872,480	1.2%	1,918,210	2.4%
502121 Other Paid Absence	158,707	139,310	-12.2%	142,888	2.6%
502251 Phys. Exams	8,031	14,110	75.7%	14,110	0.0%
502253 Driver Lic Renewal	1,943	4,656	139.6%	4,656	0.0%
502999 Other Fringe Benefits	68,223	72,750	6.6%	72,974	0.3%
Totals	14,588,859	16,573,097	13.6%	18,171,900	9.6%

Attachment B

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT FY13 & FY14 REVISED OPERATING BUDGET AS OF MARCH 2013

Consolidated Expenses

ACCOUNT	ACTUAL FY12	REVISED BUDGET FY13	% CHANGE ACTUAL FY12 REV BUDG FY13	REVISED BUDGET FY14	% CHANGE REV BUDG FY13 REV BUDG FY14
SERVICES					
503011 Acting/Audit Fees	77,560	80,250	3.5%	80,250	0.0%
503012 Admin/Bank Fees	275,529	280,050	1.6%	280,050	0.0%
503031 Prof/Technical Fees	116,077	190,957	64.5%	272,104	42.5%
503032 Legislative Services	91,111	105,000	15.2%	105,000	0.0%
503033 Legal Services	-	55,000	100.0%	55,000	0.0%
503034 Pre-Employment Exams	26,414	10,475	-60.3%	10,475	0.0%
503041 Temp Help	262,802	21,000	-92.0%	-	-100.0%
503161 Custodial Services	68,375	74,500	9.0%	76,500	2.7%
503162 Uniforms/Laundry	20,334	22,000	8.2%	21,200	-3.6%
503171 Security Services	324,827	439,135	35.2%	439,272	0.0%
503221 Classified/Legal Ads	10,930	17,100	56.4%	16,100	-5.8%
503222 Legal Ads	-	-	0.0%	-	0.0%
503225 Graphic Services	1,333	5,000	275.1%	5,000	0.0%
503351 Repair - Bldg & Impr	69,062	68,000	-1.5%	68,000	0.0%
503352 Repair - Equipment	384,521	461,745	20.1%	462,945	0.3%
503353 Repair - Rev Vehicle	341,419	350,000	2.5%	350,000	0.0%
503354 Repair - Non Rev Vehicle	22,409	15,000	-33.1%	17,000	13.3%
503363 Haz Mat Disposal	39,337	40,000	1.7%	41,000	2.5%
Totals	2,132,041	2,235,212	4.8%	2,299,896	2.9%
MOBILE MATERIALS & SUPPLIES					
504011 Fuels & Lubricants - Non Rev Veh	69,981	81,000	15.7%	88,100	8.8%
504012 Fuels & Lubricants - Rev Veh	1,981,568	2,075,000	4.7%	2,080,000	0.2%
504021 Tires & Tubes	139,709	195,000	39.6%	205,000	5.1%
504161 Other Mobile Supplies	-	-	0.0%	-	0.0%
504191 Rev Vehicle Parts	672,431	626,250	-6.9%	644,017	2.8%
Totals	2,863,689	2,977,250	4.0%	3,017,117	1.3%

Attachment B

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT FY13 & FY14 REVISED OPERATING BUDGET AS OF MARCH 2013

Consolidated Expenses

ACCOUNT	ACTUAL FY12	REVISED BUDGET FY13	% CHANGE ACTUAL FY12 REV BUDG FY13	REVISED BUDGET FY14	% CHANGE REV BUDG FY13 REV BUDG FY14
OTHER MATERIALS & SUPPLIES					
504205 Freight Out	2,473	2,550	3.1%	2,601	2.0%
504211 Postage & Mailing	10,342	12,950	25.2%	13,250	2.3%
504214 Promotional Items	-	1,000	100.0%	-	-100.0%
504215 Printing	59,728	103,650	73.5%	94,650	-8.7%
504217 Photo Supp/Process	2,374	3,100	30.6%	3,100	0.0%
504311 Office Supplies	73,882	68,985	-6.6%	67,444	-2.2%
504315 Safety Supplies	15,877	19,200	20.9%	19,400	1.0%
504317 Cleaning Supplies	44,167	48,200	9.1%	52,270	8.4%
504409 Repair/Maint Supplies	87,733	87,000	-0.8%	87,000	0.0%
504421 Non-Inventory Parts	10,558	10,100	-4.3%	10,100	0.0%
504511 Small Tools	6,932	8,900	28.4%	9,000	1.1%
504515 Employee Tool Replacement	545	3,000	450.1%	3,000	0.0%
Totals	314,611	368,635	17.2%	361,815	-1.9%
UTILITIES					
505011 Gas & Electric	255,555	275,000	7.6%	256,550	-6.7%
505021 Water & Garbage	115,034	121,200	5.4%	121,200	0.0%
505031 Telecommunications	101,487	100,000	-1.5%	100,000	0.0%
Totals	472,075	496,200	5.1%	477,750	-3.7%
CASUALTY & LIABILITY					
506011 Insurance - Property	101,705	98,000	-3.6%	100,000	2.0%
506015 Insurance - PL/PD	466,962	450,000	-3.6%	450,000	0.0%
506021 Insurance - Other	711	750	5.5%	750	0.0%
506123 Settlement Costs	545,500	150,000	-72.5%	150,000	0.0%
506127 Repairs - District Prop	(18,366)	-	-100.0%	-	0.0%
Totals	1,096,511	698,750	-36.3%	700,750	0.3%

Attachment B

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT FY13 & FY14 REVISED OPERATING BUDGET AS OF MARCH 2013

Consolidated Expenses

ACCOUNT	ACTUAL FY12	REVISED BUDGET FY13	% CHANGE ACTUAL FY12 REV BUDG FY13	REVISED BUDGET FY14	% CHANGE REV BUDG FY13 REV BUDG FY14
TAXES					
507051 Fuel Tax	13,661	14,000	2.5%	14,000	0.0%
507201 Licenses & Permits	17,130	16,550	-3.4%	16,550	0.0%
507999 Other Taxes	11,196	17,000	51.8%	18,000	5.9%
Totals	41,987	47,550	13.2%	48,550	2.1%
PURCHASED TRANS.					
503406 Contract/Paratransit	260,687	250,000	-4.1%	250,000	0.0%
Totals	260,687	250,000	-4.1%	250,000	0.0%
MISC EXPENSE					
509011 Dues/Subscriptions	67,416	67,425	0.0%	67,625	0.3%
509081 Advertising - District Promo	-	1,000	100.0%	-	-100.0%
509101 Employee Incentive Program	226	13,500	5865.8%	13,500	0.0%
509121 Employee Training	50,297	105,100	109.0%	105,100	0.0%
509123 Travel	44,905	98,359	119.0%	98,359	0.0%
509125 Local Meeting Expense	4,935	5,100	3.3%	5,100	0.0%
509127 Board Director Fees	7,650	12,600	64.7%	12,600	0.0%
509150 Contributions	-	-	0.0%	-	0.0%
509198 Cash Over/Short	10,273	-	-100.0%	-	0.0%
Totals	185,702	303,084	63.2%	302,284	-0.3%
LEASES & RENTALS					
512011 Facility Lease	212,684	228,000	7.2%	230,400	1.1%
512061 Equipment Rental	19,096	22,612	18.4%	26,400	16.8%
Totals	231,779	250,612	8.1%	256,800	2.5%
PERSONNEL TOTAL					
<i>Savings from Labor and Fringe Benefits</i>	29,953,117	34,231,304	14.3%	37,123,206	8.4%
NON-PERSONNEL TOTAL	7,599,082	(1,300,000)	0.4%	(1,700,000)	1.1%
TOTAL OPERATING EXPENSES	37,552,200	40,558,597	8.0%	43,138,168	6.4%

Attachment B

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT FY13 & FY14 REVISED OPERATING BUDGET AS OF MARCH 2013

Departmental Expenses

DEPARTMENT	ACTUAL FY12	REVISED BUDGET FY13	% CHANGE ACTUAL FY12 REV BUDG FY13	REVISED BUDGET FY14	% CHANGE REV BUDG FY13 REV BUDG FY14
1100 Administration	785,081	1,441,161	83.6%	1,579,397	9.6%
1200 Finance	2,191,124	1,800,358	-17.8%	1,833,669	1.9%
1300 Customer Service	609,324	648,848	6.5%	670,062	3.3%
1400 Human Resources	574,436	638,223	11.1%	625,174	-2.0%
1500 Information Technology	659,039	702,599	6.6%	763,827	8.7%
1700 District Counsel	573,227	669,995	16.9%	552,628	-17.5%
1800 Risk Management	563,654	250,000	-55.6%	250,000	0.0%
1900 Purchasing	-	250,746	100.0%	199,913	-20.3%
2200 Facilities Maintenance	2,120,259	2,530,788	19.4%	2,589,626	2.3%
3100 Paratransit Program	4,639,062	5,037,097	8.6%	5,057,061	0.4%
3200 Operations	2,511,998	2,861,253	13.9%	2,964,824	3.6%
3300 Bus Operators	13,469,984	15,314,356	13.7%	17,377,522	13.5%
4100 Fleet Maintenance	6,530,671	7,332,221	12.3%	7,875,757	7.4%
9001 Cobra Benefits	(243)	-	-100.0%	-	0.0%
9005 Retired Employee Benefits	2,324,583	2,380,649	2.4%	2,498,407	4.9%
700 SCCIC/COPS	-	300	100.0%	300	0.0%
<i>Savings from Labor and Fringe Benefits</i>	-	(1,300,000)	100.0%	(1,700,000)	-
TOTAL OPERATING EXPENSES	37,552,200	40,558,597	8.0%	43,138,168	6.4%

Attachment C

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT FY13 REVISED CAPITAL BUDGET 03/22/13

PROJECT/ACTIVITY	NON-RESTRICTED - RETAINED EARNINGS	RESTRICTED - SAKATA/LAW SUIT	RESTRICTED - STA	FUTURE (Estimated) - STA (1)	RESTRICTED - STATE BOND FUNDS (1B) (2)	RESTRICTED - FY09-11 PTMISEA (1B)	LOCAL OPERATING IN KIND MATCH - SALARIES	TOTAL
Estimated Beginning Balance @ July 1, 2012:	\$ 10,000,000	\$ 1,333,382	\$ 800,000	\$ 5,600,000	\$ 1,768,500	\$ 13,300,000	\$ 11,605	\$ 32,813,487
Grant-Funded Projects								
MetroBase Project - FY11 Allocation Operations Bldg. (STIC, SAKATA, STA, PTMISEA)	\$ 1,108,062	\$ 1,333,382	\$ -	\$ 5,600,000	\$ -	\$ 11,010,047	\$ -	\$ 19,051,491
MetroBase Project - Operations Bldg. / Other. (SLPP)	\$ 5,800,000							\$ 5,800,000
State of Good Repair #2 - 4 Buses, 42 MDC's (FTA, RES. RET. EARN.)	\$ 3,391,010							\$ 3,391,010
MetroBase Project - FY10 Allocation (PTMISEA)	\$ 101,000					\$ 1,206,992		\$ 1,206,992
2nd LNG Tank (MBUAFCD, PTMISEA)	\$ 355,000				\$ 980,000	\$ 1,082,961		\$ 1,83,961
Video Surveillance Project - CCTV (STATE-1B)	\$ 160,000				\$ 788,500			\$ 980,000
Land Mobile Radio Project - LMR (STATE-1B)	\$ 355,000							\$ 788,500
Bus Stop Improvements (STIP)	\$ 160,000		\$ 20,500				\$ 11,605	\$ 355,000
Non-Revenue Vehicle Replacement (MBUAFCD, STA)	\$ 48,000		\$ 12,000					\$ 192,105
Pacific Station/MetroCenter - Conceptual Design (FTA, STA)	\$ 58,626							\$ 60,000
State of Good Repair #1 - 11 Buses (FTA, RES. RET. EARN.)	\$ 11,021,698	\$ 1,333,382	\$ 62,500	\$ 5,600,000	\$ 1,768,500	\$ 13,300,000	\$ 11,605	\$ 33,097,685
Watsonville Transit Center - Conceptual Design (STA)								\$ 30,000
Subtotal								\$ 33,097,685
IT Projects								
Automated Purchasing System Software - Puridium (STA)			\$ 40,000					\$ 40,000
HR Software Upgrade - iVantage (STA)			\$ 20,000					\$ 20,000
Replace "Plant" - Informix Database - Bus Stop Tracking System (STA)			\$ 10,000					\$ 10,000
Subtotal			\$ 70,000					\$ 70,000
Facilities Repair & Improvements								
MetroCenter Repairs (RES. RET. EARN., STA)	\$ 185,000		\$ 40,000					\$ 225,000
Bus Stop Repairs / Improvements (RES. RET. EARN.)	\$ 175,000							\$ 175,000
WTC Renovations & Repairs (STA)			\$ 45,000					\$ 45,000
Repair SVT (STA)			\$ 45,000					\$ 45,000
Replace Portable Steam & Sidewalk Cleaner WTC (STA)			\$ 25,000					\$ 25,000
Heaters for Maintenance Facility (3) (STA)			\$ 10,000					\$ 10,000
Heater(s) for Customer Service Booth - Pac Station (STA)			\$ 7,500					\$ 7,500
Interactive White Board - ParaCruz (STA)			\$ 3,500					\$ 3,500
Subtotal	\$ 360,000	\$ -	\$ 176,000		\$ -	\$ -	\$ -	\$ 536,000

Attachment C

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT FY13 REVISED CAPITAL BUDGET 03/22/13

PROJECT/ACTIVITY	NON-RESERVED RETAINED EARNINGS	RESTRICTED - SAKATA/LAW SUIT	RESTRICTED - STA	FUTURE (Estimated) - STA (1)	RESTRICTED - STATE BOND FUNDS (1B) (2)	RESTRICTED - FY09-11 PTMISEA (1B)	LOCAL OPERATING IN KIND MATCH - SALARIES	TOTAL
Revenue Vehicle Replacement								
Replace WiFi on Highway 17 buses (STA)			\$ 165,000					\$ 165,000
Replace Supervisor Vehicle-SUV (STA)			\$ 40,000					\$ 40,000
Subtotal	\$ -	\$ -	\$ 205,000		\$ -	\$ -	\$ -	\$ 205,000
Non-Revenue Vehicle Replacement								
See above-Grant Funded Projects								
Subtotal	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -
Fleet & Maint Equipment								
Small Vehicle Lift - Fleet (STA)			\$ 25,000					\$ 25,000
Vehicle Diagnostic Code Scanner Program & PC - PC (STA)			\$ 3,500					\$ 3,500
Replace Plumber Snake (STA)			\$ 2,500					\$ 2,500
Industrial Auto Upholstery Cleaning Machine - Fleet (STA)			\$ 2,500					\$ 2,500
Subtotal	\$ -	\$ -	\$ 33,500	\$ -	\$ -	\$ -	\$ -	\$ 33,500
Office Equipment								
None								\$ -
Subtotal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Misc.								
Ticket Vending Machine (1) (STA)			\$ 100,000					\$ 100,000
Subtotal	\$ -	\$ -	\$ 100,000		\$ -	\$ -	\$ -	\$ 100,000
TOTAL CAPITAL PROJECTS	\$ 11,381,698	\$ 1,333,382	\$ 647,000	\$ 5,600,000	\$ 1,768,500	\$ 13,300,000	\$ 11,605	\$ 34,042,185
Estimated Ending Balance @ June 30, 2013:	\$ (1,381,698)	\$ -	\$ 153,000	\$ 4,760,000 (3)	\$ -	\$ 9,975,000 (3)	\$ -	\$ 13,506,302
								\$ -

Attachment C

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT FY13 REVISED CAPITAL BUDGET 03/22/13

PROJECT/ACTIVITY	NON-RESTRICTED - RETAINED EARNINGS	RESTRICTED - SAKATA/LAW SUIT	RESTRICTED - STA	FUTURE (Estimated) - STA (1)	RESTRICTED - STATE BOND FUNDS (1B) (2)	RESTRICTED - FY09-11 PTMISEA (1B)	LOCAL OPERATING IN KIND MATCH - SALARIES	TOTAL
CAPITAL PROGRAM FUNDING								
PTMISEA (1B)								\$ 35,168,304
State Transit Assistance (STA)			\$ 647,000	\$ 5,600,000		\$ 13,300,000		\$ 13,300,000
Sakata / Lawsuit Proceeds		\$ 1,333,382						\$ 1,333,382
State Security Bond Funds (1B)					\$ 1,768,500			\$ 1,768,500
State-Local Partnership program (SLPP)	\$ 5,800,000 (4)							\$ 5,800,000
Federal Grants (FTA)	\$ 4,029,226 (4)							\$ 4,029,226
Statewide Transportation Improvement Program (STIP)	\$ 355,000 (4)							\$ 355,000
Monterey Bay Unified Air Pollution Control Dist (MBUAPCD)	\$ 261,000 (4)							\$ 261,000
Reserved Retained Earnings	\$ 936,472							\$ 936,472
Local Operating Match							\$ 11,605	\$ 11,605
TOTAL CAPITAL FUNDING	\$ 11,381,698	\$ 1,333,382	\$ 647,000	\$ 5,600,000	\$ 1,768,500	\$ 13,300,000	\$ 11,605	\$ 34,042,185
Non-Restricted Funds	\$ 936,472							\$ 936,472
Restricted Funds	\$ 10,445,226 (4)	\$ 1,333,382	\$ 647,000	\$ 5,600,000	\$ 1,768,500	\$ 13,300,000		\$ 33,094,108
Local Operating Match - provided by Salaries							\$ 11,605	\$ 11,605
TOTAL CAPITAL FUNDING	\$ 11,381,698	\$ 1,333,382	\$ 647,000	\$ 5,600,000	\$ 1,768,500	\$ 13,300,000	\$ 11,605	\$ 34,042,185
(1) Estimate is based on State Controller's STA Allocation Preliminary Estimate. Funds will be received in future years								
(2) Original PTMISEA (1B) Program Allocation Request:								
FY08 PTMISEA Allocation Received						\$ 26,262,877		
FY09 PTMISEA Allocation Received						\$ 4,404,019		
FY10 PTMISEA Allocation Received						\$ 2,480,910		
FY11 PTMISEA Allocation Received						\$ 2,491,923		
Subtotal PTMISEA Cash Receipts thru 2/10/12						\$ 11,010,047		
Unpaid balance of remaining PTMISEA funds requested						\$ 20,386,899		
						\$ 5,875,978		
(3) Not all Metrobase Project PTMISEA and STA funds shown will be spent in FY13 due to construction in progress payments due on the Operations facility. 25% of the funds budgeted are projected to be spent by 6/30/2013								
(4) Funds to be reimbursed at a later date								
	\$ 10,445,226							

8-C3

Attachment D

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
SCHEDULE OF RESERVE ACCOUNT BALANCES
FY12 6/30/12**

	Reason / Board Adopted Minimum Balance	Balance at 6/30/11	Addition/ (Withdrawal)	Balance at 6/30/12	% Funded	Addtl. Comments:
Capital - Capital Funding Reserve	Capital projects require METRO to advance funds, for which reimbursement may not be received for months at a time, depending upon what agency is funding the project / N/A	\$ 11,500,000	-	\$ 11,500,000	N/A	The capital funding reserve balance is what remains of "Cash In Treasury" after all other reserves are deducted; it is currently estimated between ~ \$11 and \$12 million
Operating - GASB 45 - OPEB Liability	Net OPEB obligation - per Actuarial Study from Bartell Assoc. LLC dated 9/28/12 / \$0	\$ -	\$ -	\$ -	0%	GASB 45 - Other Post Employment Benefits (OPEB) actuarial accrued liability (AAL) = \$59,164,000
Operating - Cash Flow Reserve	To cover two month's cash flow for fiscal or natural disaster or emergency / \$5,225,000	\$ 2,511,102	\$ -	\$ 2,511,102	48%	Amount remaining after the Board approved use of \$2.5M to balance the FY11 operating budget.
Operating - Workers Compensation Reserve	Long term portion of workers compensation liability per 6/30/10 audit / \$3,310,633	\$ 2,091,581	\$ -	\$ 2,091,581	63%	Minimum balance updated for FY12 per workers' compensation audit
Operating - Liability Insurance Reserve	\$250,000 Self Insured Retention (SIR) plus estimated liability on outstanding cases / \$876,985	\$ 700,757	\$ -	\$ 700,757	80%	Minimum balance updated for FY12, claims outstanding = \$626,985 + \$250,000 SIR.
Operating - Carryover from Previous Year	Net excess revenue to support operating expenses in subsequent year(s)	\$ 4,344,632	\$ (1,626,052)	\$ 2,718,580	N/A	Used \$1.6M net excess revenue from prior years to balance FY12 operating budget
Operating - FTA STIC	FTA STIC allocations are now re-directed from the capital budget to the operating budget / N/A	\$ -	\$ -	\$ -	N/A	FTA STIC payment(s) will be used to balance future operating budget(s)
		\$ 21,148,071	\$ (1,626,052)	\$ 19,522,019		

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: March 22, 2013
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: Sherri Escobedo, Administrative Assistant
Date Prepared: March 22, 2013



EMPLOYEE LONGEVITY AWARDS

CERTIFICATE OF APPRECIATION – 25 YEARS

The Board of Directors proudly presents this Certificate of Appreciation for the completion of 25 years of service between 1988 and 2013 to:

Joseph Hyman

Facility Maintenance Worker II

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

Resolution No. 13-03-01
On the Motion of Director
Duly Seconded by Director
The Following Resolution is Adopted:

**A RESOLUTION OF APPRECIATION IN HONOR OF THE LIFE AND SERVICE OF
SANTA CRUZ POLICE DETECTIVE SERGEANT LORAN BAKER**

WHEREAS, law enforcement officers throughout California conduct themselves in a manner that supports, maintains, and defends the Constitution of the United States and the Constitution of the State of California; and

WHEREAS, Detective Sergeant Loran Baker of the Santa Cruz Police Department demonstrated commitment and care in the exercise of his duties and was an eager protector of the public and his fellow officers; and

WHEREAS, Detective Sergeant Loran Baker served as a licensed officer in the State of California for 28 years with the Santa Cruz Police Department; and

WHEREAS, Detective Sergeant Loran Baker was a dedicated public servant who performed his duties in a manner that has brought honor to the entire law enforcement profession; and

WHEREAS, on February 26, 2013, Detective Sergeant Loran Baker gave his life in the service of the people of California; and

WHEREAS, the family members and friends of Detective Sergeant Loran Baker bear the most immediate and profound burden of the absence of their loved one; and

WHEREAS, the Santa Cruz Metropolitan Transit District, on behalf of its employees, expresses profound sympathy to the family, fellow officers, friends, and loved ones of Detective Sergeant Loran Baker;

NOW, THEREFORE, BE IT RESOLVED, that on behalf of the citizens of Santa Cruz County, the Board of Directors of the Santa Cruz Metropolitan Transit District pays their highest tribute to the service and sacrifice of Santa Cruz Police Detective Sergeant Loran Baker, and stands with solidarity with the people of California as they celebrate the life and mourn the loss of this remarkable and selfless hero who represented the best of his community, and whose memory will serve as an inspiration for future generations; and

BE IT FURTHER RESOLVED, that a copy of this resolution be sent to the family of Detective Sergeant Loran Baker and that a copy of this resolution be entered into the official records of the Santa Cruz Metropolitan Transit District.

PASSED AND ADOPTED this 22th day of March by the following vote:

AYES: Directors

NOES: None

ABSTAIN: None

ABSENT: Directors

APPROVED _____
DANIEL DODGE
Board Chair

ATTEST _____
LESLIE R. WHITE
General Manager

APPROVED AS TO FORM:

LESLYN K. SYREN
District Counsel

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

Resolution No. 13-03-02
On the Motion of Director
Duly Seconded by Director
The Following Resolution is Adopted:

**A RESOLUTION OF APPRECIATION IN HONOR OF THE LIFE AND SERVICE OF
SANTA CRUZ POLICE DETECTIVE ELIZABETH BUTLER**

WHEREAS, law enforcement officers throughout California conduct themselves in a manner that supports, maintains, and defends the Constitution of the United States and the Constitution of the State of California; and

WHEREAS, Detective Elizabeth Butler of the Santa Cruz Police Department demonstrated commitment and care in the exercise of her duties and was an eager protector of the public and her fellow officers; and

WHEREAS, Detective Elizabeth Butler served as a licensed officer in the State of California for 10 years with the Santa Cruz Police Department; and

WHEREAS, Detective Elizabeth Butler was a dedicated public servant who performed her duties in a manner that has brought honor to the entire law enforcement profession; and

WHEREAS, on February 26, 2013, Detective Elizabeth Butler gave her life in the service of the people of California; and

WHEREAS, the family members and friends of Detective Elizabeth Butler bear the most immediate and profound burden of the absence of their loved one; and

WHEREAS, the Santa Cruz Metropolitan Transit District, on behalf of its employees, expresses profound sympathy to the family, fellow officers, friends, and loved ones of Detective Elizabeth Butler;

NOW, THEREFORE, BE IT RESOLVED, that on behalf of the citizens of Santa Cruz County, the Board of Directors of the Santa Cruz Metropolitan Transit District pays their highest tribute to the service and sacrifice of Santa Cruz Police Detective Elizabeth Butler, and stands with solidarity with the people of California as they celebrate the life and mourn the loss of this remarkable and selfless hero who represented the best of her community, and whose memory will serve as an inspiration for future generations; and

BE IT FURTHER RESOLVED, that a copy of this resolution be sent to the family of Detective Elizabeth Butler and that a copy of this resolution be entered into the official records of the Santa Cruz Metropolitan Transit District.

PASSED AND ADOPTED this 22th day of March by the following vote:

AYES: Directors

NOES: None

ABSTAIN: None

ABSENT: Directors

APPROVED _____

DANIEL DODGE
Board Chair

ATTEST _____

LESLIE R. WHITE
General Manager

APPROVED AS TO FORM:

LESLYN K. SYREN
District Counsel

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: March 22, 2013
TO: Board of Directors
FROM: Leslyn K. Syren, District Counsel
SUBJECT: CONSIDERATION OF REVISING SANTA CRUZ METRO'S CURRENT ADVERTISING POLICY

I. RECOMMENDED ACTION

Revise Santa Cruz METRO's current Advertising Policy as set forth in Attachments A and B, and create a new and separate policy for the Mobile Muse Program as set forth in Attachments C and D.

II. SUMMARY OF ISSUES

- On September 27, 2002 Santa Cruz METRO adopted an Advertising Policy and Regulation.
- On March 23, 2012, the Santa Cruz METRO Board of Directors gave a preliminary approval to implement a Mobile Muse Program (Poetry on the Buses) on Santa Cruz METRO's buses.
- On August 10, 2012, to implement the Mobile Muse Program, Santa Cruz METRO's Advertising Policy Regulation AR-1006 was modified in order to allow noncommercial posters to be displayed inside the buses.
- There is a need to separate the Advertising Policy and the Implementation of the Mobile Muse Program as the Mobile Muse does not promote advertising on the buses, but promotes "Art."
- While the current Advertising policy does not allow federal, state and local governments to advertise on the buses, the proposed revisions to the policy would allow partnering government agencies within the jurisdiction of Santa Cruz METRO to provide information regarding programs and services in conformance with the policy. In addition, staff has revised and restated certain sections of the policy.

III. DISCUSSION

In 2002, Santa Cruz METRO implemented a bus advertising program that currently generates over \$200,000 in income per year. Santa Cruz METRO's Board of Directors approved Administration Regulation AR-1006 to implement the advertising program requiring advertising on the buses to be "strictly commercial in nature and purpose." The regulation made clear that it is not Santa Cruz METRO's intent to open its advertising spaces up to provide a public forum for speech, but rather that the use of the spaces is limited to commercial purposes and only to generate income. The regulation sets forth Santa Cruz METRO's intent to maintain a position of

neutrality on political, religious, controversial public matters and issues in order to promote its commercial enterprise and not detract from its mission.

On March 23, 2012, the Santa Cruz METRO Board of Directors gave a preliminary approval to implement a Mobile Muse Program (Poetry on the Buses) on Santa Cruz METRO's buses. On August 10, 2012, to implement the Mobile Muse Program, Santa Cruz METRO's Advertising Policy Regulation AR-1006 was modified in order to allow noncommercial posters to be displayed inside the buses. The language for the Mobile Muse Program preserved Santa Cruz METRO's intent to maintain its advertising space as a non-public forum. Santa Cruz METRO's intent was to provide a comfortable and enjoyable riding space for its passengers and increase its ridership through the use of poetry. Santa Cruz METRO's Advertising Policy and Regulations AR-1006 as amended on August 10, 2012 included specific criteria to implement the Mobile Muse Program.

At this juncture, it seems that the Mobile Muse Program would be better expressed outside of the Advertising Regulation, as it does not promote Advertising, but rather "Art" on the buses. Therefore, staff has amended the current Advertising Regulation to delete all sections that refer to the Mobile Muse program. To this end, staff has attached a proposed new Mobile Muse Policy and Regulation to layout the administration and implementation of the Mobile Muse Program as a separate policy from the Advertising Policy.

Also, the recent question has arisen whether or not to allow government agencies to post ads on the buses. The revised language of the Advertising policy allows partnering governments within the jurisdiction of Santa Cruz METRO to provide information regarding programs and services in conformance with this Policy.

The Attachments to this staff report include a red-line version of each Policy/Regulation and also a clean, final version of the proposed Regulations.

IV. FINANCIAL CONSIDERATIONS

None.

V. ATTACHMENTS

Attachment A: A red-lined version showing proposed changes to the current Advertising Policy and Regulation to delete the portion of the implementation of the Mobile Muse Program from the policy

Attachment B: Final version of accepted changes set forth in Attachment A

Attachment C: A red-lined version showing proposed changes to the current Advertising Policy and Regulation to create a new Policy/Regulation for the implementation of the Mobile Muse Program

Attachment D: Final version of accepted changes set forth in Attachment C

ATTACHMENT A

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

Regulation Number: AR-1006

Computer Title: Advertising

Effective Date: September 27, 2002

Pages: 7

TITLE: ADVERTISING POLICY AND REGULATIONS

Procedure History

NEW POLICY	SUMMARY OF POLICY	APPROVED
9/27/02	To Create a policy regarding advertising on buses	S. A.
9/26/03	Policy amended to allow METRO bus advertisements	E.R.
3/24/06	Policy amended to remove restriction on advertising from competing forms of transportation	M.R.
2/26/10	Policy amended to include advertising on METRO's website.	E.P
8/10/12	Policy amended to include Mobile Muse Program.	<u>L.R.</u>
<u>3/22/13</u>	<u>Policy amended and restated to remove Mobile Muse Program (now in AR-1033)</u>	

I. POLICY

- 1.01 Santa Cruz METRO ~~ette~~ sells space on the outside of its buses, and on its website, for the display of commercial advertising ("Permitted Advertising"). This Advertising Policy (Policy) shall apply to the sale of all forms of current and future advertising on all transit facilities owned and/or managed by Santa Cruz METRO. By allowing limited types of advertising on or within the transit facilities, Santa Cruz METRO does not intend to create a public forum for public discourse or expressive activity, or to provide a forum for all types of advertisements. All advertising shall be subject to this uniform, viewpoint-neutral

ATTACHMENT A

Advertising Policy and Regulations

Page 2

~~Policy. The purpose is to raise revenues, supplementary to those from fares and from tax proceeds, to be used to finance Santa Cruz Metro's operations. The display of advertising is solely for this purpose. It is not intended to provide a general public forum for purposes of communication, but rather to make use of property held in a proprietary capacity in order to generate revenue.~~

1.02 The ~~interior areas side advertising spaces~~ of Santa Cruz METRO's rolling stock buses and its facilities shall be primarily used for communication by Santa Cruz METRO to its passengers, or by partnering government agencies within the jurisdiction of Santa Cruz METRO to provide information regarding programs and services in conformance with this Policy. ~~Notwithstanding the~~ With the remaining spaces Santa above, Santa Cruz METRO authorizes the Mobile Muse Program to be implemented as more particularly described in AR-1033, Section VI.

1.03 In order to realize the maximum benefit from the sale of advertising space, the program must be managed in a manner that will procure as much revenue as practicable, while ensuring that the advertising does not discourage the use of Santa Cruz Metro's transit system or web pages, does not diminish Santa Cruz Metro's reputation in the community it serves or the good will of its patrons, and is consistent with Santa Cruz Metro's principal purpose of providing safe, comfortable, efficient and affordable public transportation. To attain these objectives, Santa Cruz Metro's Board of Directors has established these regulations for the advertising displayed in and upon its buses and on its website.

~~1.04 In addition to the foregoing, noncommercial speech is excluded from advertising on the outside of the buses and on its website for the following reasons:~~

~~a. Santa Cruz Metro wishes to maintain a position of neutrality on political, religious, environmental, or other public matters and issues in order to promote its commercial enterprise;~~

~~b. If advertisement inside and upon the buses is not restricted, the buses and passengers could be subject to violence;~~

~~c. Preventing a reduction in income earned from selling advertising space because commercial advertisers may be dissuaded from using the forum commonly used by those wishing to communicate political or religious ideas or beliefs.~~

II. APPLICABILITY

2.01 This procedure is applicable to all District employees and all independent contractors who contract with Santa Cruz Metro, for the placement of advertisement on the outside of Santa Cruz Metro's buses and on its website.

ATTACHMENT A

Advertising Policy and Regulations

Page 3

III. DEFINITIONS

3.01 Commercial advertising:

- a. Advertising the sole purpose for which is to sell or rent real estate or personal property for profit, or to sell services for profit.
- b. Shall not include any advertising that both offers to sell property or services and also conveys information about matters of general interest, political issues, religious, moral, or environmental matters or issues, or other public matters or issues, or expresses or advocates opinions or positions upon any of the foregoing.
- c. Does not convey whether expressly or implied, intentionally or unintentionally, by inference or innuendo, the religious, social, political, legal or moral view of any person or entity as such views are generally understood in Santa Cruz County community.
- d. Does not cause the vehicles, if posted individually or in combination with other advertisements, to become a public forum for the dissemination, debate, and/or discussion of public issues.

3.02 Political Advertising:

- a. Any advertising that supports or opposes the election of any candidate or group of candidates for election to any federal, State, or local government office;
- b. Any advertising that supports or opposes any referendum conducted by the federal or State government, or by any local government, such as referendum on constitutional amendments, on bond issues, or on local legislation; or
- c. Any advertising that features any person whose prominence is based wholly or in part upon his or her past or present activity in political affairs, or that represents or implies any such person's approval or endorsement of the subject matter of the advertising.

3.03 Religious Advertising:

- a. Any advertisements that contain any direct or indirect reference to religion, or to any religion, or to any deity or deities, or which includes the existence, nonexistence or other characteristic of any deity or deities, or to any religious creed, denomination, belief, tenet, cause or issue relating to (including opposing or questioning) any religion. This prohibition shall include the depiction of text, symbols, or images commonly associated with any religion

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ATTACHMENT A

Advertising Policy and Regulations

Page 4

or with any deity or deities, or any religious creed, denomination, belief, tenet, cause of issue relating to (including opposing or questioning any religion.

3.04 Operations Advertising:

- a. Any advertisement that promotes Santa Cruz METRO or its services or programs.
- b. Any advertisement by either the federal, state, county, or municipal governments within the jurisdiction of Santa Cruz METRO, the primary purpose of which is to inform citizens of services and programs provided by these government partners.

IV. PERMITTED ADVERTISING STANDARDS

4.01 The display of Permitted Advertising on or within Santa Cruz METRO's transit facilities is intended only to supplement fare revenue, and other income that fund the District's operations and to promote METRO's transit operations. Santa Cruz METRO desires that its passengers not be subject to advertisements containing material relating to political, religious, or issue advocacy about which public opinion can be widely divergent and which some passengers may, therefore, find offensive. If passengers are so offended, it could adversely affect the ridership and revenue of Santa Cruz METRO. In order to realize the maximum benefit from the sale of advertising space, the advertising program must be managed in a manner that will procure as much revenue as practicable, while ensuring that the advertising is of a type that: (1) does not discourage the use of the transit system; (2) does not diminish METRO's reputation in the communities it serves or the good will of its customers; and (3) is consistent with the principal purposes of providing safe and efficient public transportation.

4.02 Permitted Advertising includes advertising in the following categories:

a. Commercial Advertising.

~~4.01—b. Operations Advertising. All advertising displayed in or upon the Santa Cruz Metro's buses or on its website shall be strictly commercial in nature and purpose.~~

4.03

~~4.02—Santa Cruz Metro's transit system and its website, in order to serve the purpose for which it has been established, must of necessity accommodate all persons without distinction of age. It is therefore necessary to exclude advertising unsuitable for exposure to children or persons with immature judgment. The~~

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ATTACHMENT A

Advertising Policy and Regulations

Page 5

~~following kinds of advertising therefore will not be displayed on the outside of Santa Cruz Metro's buses and/or on its web pages:~~

- ~~1. Advertising for cigars, cigarettes, pipe tobacco, chewing tobacco, and other tobacco products.~~
- ~~2. Advertising for alcoholic beverages, including beer, wine, and distilled spirits.~~
- ~~3. Advertising for products or services related to human reproduction or sexuality, including but not limited to contraceptive products or services, other products or services related to sexual hygiene, and counseling with regard to pregnancy, abortion, or other sexual matter.~~
- ~~4. Advertising for products, services, or entertainment directed to sexual stimulation.~~

~~4.03 No advertising shall be permitted that in any way denigrates Santa Cruz Metro's organization, or its operation, or its officers, agents, or employees. This prohibition includes advertising copy and illustrations that state or imply or could reasonably be expected to cause an inference, that Santa Cruz Metro's service or operations are anything but safe, efficient, affordable and convenient.~~

~~4.04 Santa Cruz Metro expects all advertising copy to be truthful. Advertising copy and illustrations should not be exaggerated, distorted, false, misleading or deceptive.~~

~~4.05 Medical products or treatments are to be treated in a restrained and inoffensive manner.~~

~~4.06 Testimonials are expected to be authentic, and advertisers using them will be required to indemnify Santa Cruz Metro against any action brought in connection with them. Advertising that promotes contests or giveaways is expected to comply with all applicable laws and regulations.~~

~~4.07 No advertising on the outside of Santa Cruz Metro's buses or on its website shall include language, pictures, or other graphic representations that are unsuitable for exposure to persons of young age and immature judgment, or shall be derogatory or defamatory of any person or group for any reason including because of race, color, national origin, ethnic background, disability, religion, sex, gender or sexual preference.~~

~~4.08 No advertising shall be displayed on the outside of Santa Cruz Metro's buses or on its website if the display thereof would violate any federal or State law or~~

ATTACHMENT A

Advertising Policy and Regulations

Page 6

~~regulation, or any law, regulation, or ordinance of any county or municipality in or through which Santa Cruz Metro buses are or may be operated.~~

~~4.09 No advertising that is obscene, as defined by federal or California law, shall be displayed on the outside of Santa Cruz Metro's buses or on its website.~~

~~4.10 Proposed advertisements shall not be accepted if the use, or possession of the property proposed to be advertised, includes a product that is specifically prohibited from use or possession on Santa Cruz Metro's facilities including its buses and vehicles. These products include firearms, tobacco products, alcohol and weapons.~~

~~4.11 No advertising will be accepted if it advocates imminent lawlessness or violence.~~

~~4.12 Political advertising will not be accepted.~~

~~4.13 Advertising will not be accepted if it promotes or encourages unlawful activity.~~

~~4.14 Advertising will not be accepted if it supports or opposes an issue or cause and/or which advocates or opposes a religion or belief.~~

~~4.15 Notwithstanding any other provision in this policy, advertising for METRO's transit buses, paratransit services, and METRO's website shall be allowed. METRO also retains the right to communicate with its passengers and the public on transit issues, to seek input and participation from its passengers and to provide its passengers with notifications of meetings, hearings and other transit-related issues.~~

V. EXCLUDED ADVERTISING

5.01 Advertising cannot be displayed or maintained on transit facilities if information contained in the advertisement falls within one or more of the following categories of Excluded Advertising:

- a. False, misleading, deceptive or relates to illegal activity
- b. Advocacy of violence or crime
- c. Infringement of copyright, service mark, title or slogan
- d. Defamatory or likely to hold up to scorn or ridicule a person or group of persons
- e. Unauthorized Endorsement
- f. Obscene (i.e. patently offensive sexual material lacking in literary, social, artistic and/or political value, that appeals to the prurient interest of a person of average sensibilities) or pornographic
- g. Promotes alcohol or tobacco products
- h. Religious

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ATTACHMENT A

Advertising Policy and Regulations

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i. Political

VI. USE OF SANTA CRUZ METRO'S NAME

~~6.01~~ Use of Santa Cruz Metro's name, logo, slogans, or other graphic representations is subject to advance approval by Santa Cruz Metro. Santa Cruz Metro does not endorse or imply endorsement of any product or service.

VI. MOBILE MUSE PROGRAM

~~6.01~~ Santa Cruz METRO has determined that the Mobile Muse Program, as described herein, will enhance its transit passengers' riding enjoyment and as a result will increase its transit ridership. Santa Cruz METRO does not intend to create a public forum for purposes of communication through this Program but rather to make use of property held by it in a proprietary capacity in order to maintain and increase its ridership. As a result, Santa Cruz METRO has determined that the Mobile Muse Program, in the selection of the poetry for display, must meet the following criteria: 1.) promote an appearance of neutrality on political, religious, and controversial public matters and issues; 2.) enhance public safety; 3.) not offend Santa Cruz METRO's ridership and potential ridership; 4.) not promote illegal activities; 5.) recognize that the riders' who will read the poetry are a "captive audience"; 6.) not cause a reduction in income earned by Santa Cruz METRO's commercial advertising program; 7.) avoid poetry which is unsuitable for exposure to children or persons with immature judgment; 8.) not promote tobacco products, alcoholic beverages, sexually explicit or suggestive material, obscene material, weapons or their use, imminent lawlessness and violence; 9.) and not include language that is derogatory, or defamatory to any person or group because of race, color, national origin, ethnicity, religion, sex, gender, sexual preference, veteran's status or disability.

~~6.02~~ The Mobile Muse Program will consist of poems selected by the County of Santa Cruz Arts Commission Selection Panel for display inside Santa Cruz METRO buses. The County of Santa Cruz Arts Commission (Arts Commission) is responsible to facilitate the Santa Cruz METRO Mobile Muse Program. The Arts Commission will perform the following tasks:

- ~~a.~~ Establish a Panel that meets as needed to select poems for display inside Santa Cruz METRO buses based on Santa Cruz METRO criteria and any other compatible criteria required by the Arts Commission;
- ~~b.~~ Ensure that the Selection Panel consists of five voting members: a poet (past or present Santa Cruz County Poet Laureate or other poet designated by the Arts Commission), a Santa Cruz County Arts Commissioner, a public community member selected by the Arts Commission, a Santa Cruz

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- ~~METRO representative selected by the Santa Cruz METRO Board of Directors and a community member who is also a bus rider selected by the Santa Cruz METRO Board of Directors;~~
- ~~e. Ensure that significant portions of the poems selected for display are in Spanish;~~
 - ~~d. Obtain funding for the printing of the selected poetry on 11" x 17", 120 pound coated cover stock, using 12 point, CIS or equivalent as determined by Santa Cruz METRO staff; no funding will be required from Santa Cruz METRO for printing;~~
 - ~~e. Utilize the Permission and Waiver Certificate (certificate) which has been approved for use by Santa Cruz METRO and the County of Santa Cruz for the Mobile Muse Program. Obtain a completed certificate from each poet whose poem(s) are displayed inside Santa Cruz METRO's buses.~~
 - ~~f. Provide Santa Cruz METRO's Administrative Services Coordinator, located at Santa Cruz METRO's Administrative Offices, 110 Vernon Street, Santa Cruz, CA 95060, with the completed certificates and the corresponding completed posters for display;~~
 - ~~g. Ensure that each poster has a removal date that is known by Santa Cruz METRO staff; and~~
 - ~~h. Pick up used posters when notified by Santa Cruz METRO's Administrative Services Coordinator.~~
- ~~6.03 Santa Cruz METRO's Administrative Services Coordinator will accept poetry posters for display on the inside of Santa Cruz METRO's buses along with the corresponding completed certificates. If the certificates are in order, the posters are on the required coated card stock with the removal dates properly displayed, and the poetry meets the Santa Cruz METRO criteria, the Administrative Services Coordinator will arrange for the transfer of the posters to the Santa Cruz METRO Maintenance staff who will, within 21 days of receipt, display the posters on vacant spaces inside the buses. The poetry posters will be removed by the Santa Cruz Maintenance staff upon the removal date, a valid infringement claim, or if they become torn or disfigured for display purposes. After removal, the Santa Cruz Maintenance staff will return the posters to the Administrative Services Coordinator who will contact the County of Santa Cruz for pick up. Santa Cruz METRO will not be responsible for any out-of-pocket expenses for the implementation of this Program except staff costs required to review certificates and placards prior to posting and to post and remove the placards from the buses.~~

VII. ADMINISTRATION OF ADVERTISING REGULATION

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Advertising Policy and Regulations

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- 7.01 If advertising space on Santa Cruz Metro's buses or METRO's website is sold through an independent Contractor, the Contractor shall comply with the foregoing policies, and review all advertising with reference to them. They shall refer all such advertising that falls or may fall into any of the categories defined above to Santa Cruz Metro's designated representative responsible for administering the advertising program, who shall determine whether the proposed advertising will be accepted. If the proposed advertising is rejected, the party or parties proposing it may request that this decision be reconsidered. Upon such request, Santa Cruz Metro's representative shall consult with Santa Cruz Metro's District Counsel and with its General Manager or the officer designated by him/her for this purpose. The General Manager or his/her designee, on the basis of such consultation, shall determine whether the proposed advertising will be accepted or rejected.
- 7.02 Santa Cruz Metro will cooperate with the party or parties proposing the advertising, and with the independent contractor (if applicable) through whom it has been proposed, in a reasonable effort to revise it in order to produce advertising that can be accepted and displayed consistently with the foregoing policies.

ATTACHMENT B
SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

Regulation Number: AR-1006
Computer Title: Advertising
Effective Date: September 27, 2002
Pages: 5

TITLE: ADVERTISING POLICY AND REGULATIONS

Procedure History

NEW POLICY	SUMMARY OF POLICY	APPROVED
9/27/02	To Create a policy regarding advertising on buses	S. A.
9/26/03	Policy amended to allow METRO bus advertisements	E.R.
3/24/06	Policy amended to remove restriction on advertising from competing forms of transportation	M.R.
2/26/10	Policy amended to include advertising on METRO's website.	E.P
8/10/12	Policy amended to include Mobile Muse Program.	L.R.
3/22/13	Policy amended and restated to remove Mobile Muse Program (now in AR-1033)	

I. POLICY

1.01 Santa Cruz METRO sells space on the outside of its buses, and on its website, for the display of commercial advertising (“Permitted Advertising”). This Advertising Policy (Policy) shall apply to the sale of all forms of current and future advertising on all transit facilities owned and/or managed by Santa Cruz METRO. By allowing limited types of advertising on or within the transit facilities, Santa Cruz METRO does not intend to create a public forum for public discourse or expressive activity, or to provide a forum for all types of

ATTACHMENT B

Advertising Policy and Regulations

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advertisements. All advertising shall be subject to this uniform, viewpoint-neutral Policy.

- 1.02 The interior areas of Santa Cruz METRO's rolling stock and its facilities shall be primarily used for communication by Santa Cruz METRO to its passengers, or by partnering government agencies within the jurisdiction of Santa Cruz METRO to provide information regarding programs and services in conformance with this Policy. Notwithstanding the above, Santa Cruz METRO authorizes the Mobile Muse Program to be implemented as more particularly described in AR-1033.
- 1.03 In order to realize the maximum benefit from the sale of advertising space, the program must be managed in a manner that will procure as much revenue as practicable, while ensuring that the advertising does not discourage the use of Santa Cruz Metro's transit system or web pages, does not diminish Santa Cruz Metro's reputation in the community it serves or the good will of its patrons, and is consistent with Santa Cruz Metro's principal purpose of providing safe, comfortable, efficient and affordable public transportation. To attain these objectives, Santa Cruz Metro's Board of Directors has established these regulations for the advertising displayed in and upon its buses and on its website.

II. APPLICABILITY

- 2.01 This procedure is applicable to all District employees and all independent contractors who contract with Santa Cruz Metro, for the placement of advertisement on the outside of Santa Cruz Metro's buses and on its website.

III. DEFINITIONS

- 3.01 Commercial advertising:
 - a. Advertising the sole purpose for which is to sell or rent real estate or personal property for profit, or to sell services for profit.
 - b. Shall not include any advertising that both offers to sell property or services and also conveys information about matters of general interest, political issues, religious, moral, or environmental matters or issues, or other public matters or issues, or expresses or advocates opinions or positions upon any of the foregoing.
 - c. Does not convey whether expressly or implied, intentionally or unintentionally, by inference or innuendo, the religious, social, political, legal or moral view of any person or entity as such views are generally understood in Santa Cruz County community.

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Page 3

- d. Does not cause the vehicles, if posted individually or in combination with other advertisements, to become a public forum for the dissemination, debate, and/or discussion of public issues.

3.02 Political Advertising:

- a. Any advertising that supports or opposes the election of any candidate or group of candidates for election to any federal, State, or local government office;
- b. Any advertising that supports or opposes any referendum conducted by the federal or State government, or by any local government, such as referenda on constitutional amendments, on bond issues, or on local legislation; or
- c. Any advertising that features any person whose prominence is based wholly or in part upon his or her past or present activity in political affairs, or that represents or implies any such person's approval or endorsement of the subject matter of the advertising.

3.03 Religious Advertising:

- a. Any advertisements that contain any direct or indirect reference to religion, or to any religion, or to any deity or deities, or which includes the existence, nonexistence or other characteristic of any deity or deities, or to any religious creed, denomination, belief, tenet, cause or issue relating to (including opposing or questioning) any religion. This prohibition shall include the depiction of text, symbols, or images commonly associated with any religion or with any deity or deities, or any religious creed, denomination, belief, tenet, cause of issue relating to (including opposing or questioning any religion).

3.04 Operations Advertising:

- a. Any advertisement that promotes Santa Cruz METRO or its services or programs.
- b. Any advertisement by either the federal, state, county, or municipal governments within the jurisdiction of Santa Cruz METRO, the primary purpose of which is to inform citizens of services and programs provided by these government partners.

IV. PERMITTED ADVERTISING

- 4.01 The display of Permitted Advertising on or within Santa Cruz METRO's transit facilities is intended only to supplement fare revenue, and other income that fund the District's operations and to promote METRO's transit operations. Santa Cruz

ATTACHMENT B

Advertising Policy and Regulations

Page 4

METRO desires that its passengers not be subject to advertisements containing material relating to political, religious, or issue advocacy about which public opinion can be widely divergent and which some passengers may, therefore, find offensive. If passengers are so offended, it could adversely affect the ridership and revenue of Santa Cruz METRO. In order to realize the maximum benefit from the sale of advertising space, the advertising program must be managed in a manner that will procure as much revenue as practicable, while ensuring that the advertising is of a type that: (1) does not discourage the use of the transit system; (2) does not diminish METRO's reputation in the communities it serves or the good will of its customers; and (3) is consistent with the principal purposes of providing safe and efficient public transportation.

4.02 Permitted Advertising includes advertising in the following categories:

- a. Commercial Advertising.
- b. Operations Advertising.

4.03 Notwithstanding any other provision in this policy, advertising for METRO's transit buses, paratransit services, and METRO's website shall be allowed. METRO also retains the right to communicate with its passengers and the public on transit issues, to seek input and participation from its passengers and to provide its passengers with notifications of meetings, hearings and other transit-related issues.

V. EXCLUDED ADVERTISING

5.01 Advertising cannot be displayed or maintained on transit facilities if information contained in the advertisement falls within one or more of the following categories of Excluded Advertising:

- a. False, misleading, deceptive or relates to illegal activity
- b. Advocacy of violence or crime
- c. Infringement of copyright, service mark, title or slogan
- d. Defamatory or likely to hold up to scorn or ridicule a person or group of persons
- e. Unauthorized Endorsement
- f. Obscene (i.e. patently offensive sexual material lacking in literary, social, artistic and/or political value, that appeals to the prurient interest of a person of average sensibilities) or pornographic
- g. Promotes alcohol or tobacco products
- h. Religious
- i. Political

ATTACHMENT B

VI. USE OF SANTA CRUZ METRO'S NAME

- 6.01 Use of Santa Cruz Metro's name, logo, slogans, or other graphic representations is subject to advance approval by Santa Cruz Metro. Santa Cruz Metro does not endorse or imply endorsement of any product or service.

VII. ADMINISTRATION OF ADVERTISING REGULATION

- 7.01 If advertising space on Santa Cruz Metro's buses or METRO's website is sold through an independent Contractor, the Contractor shall comply with the foregoing policies, and review all advertising with reference to them. They shall refer all such advertising that falls or may fall into any of the categories defined above to Santa Cruz Metro's designated representative responsible for administering the advertising program, who shall determine whether the proposed advertising will be accepted. If the proposed advertising is rejected, the party or parties proposing it may request that this decision be reconsidered. Upon such request, Santa Cruz Metro's representative shall consult with Santa Cruz Metro's District Counsel and with its General Manager or the officer designated by him/her for this purpose. The General Manager or his/her designee, on the basis of such consultation, shall determine whether the proposed advertising will be accepted or rejected.
- 7.02 Santa Cruz Metro will cooperate with the party or parties proposing the advertising, and with the independent contractor (if applicable) through whom it has been proposed, in a reasonable effort to revise it in order to produce advertising that can be accepted and displayed consistently with the foregoing policies.

ATTACHMENT C

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

Regulation Number: AR-10-~~34~~

Computer Title: Arts

Effective Date: August 10, 2012

Pages: —

TITLE: MOBLE MUSE POLICY AND REGULATIONS

Procedure History

NEW POLICY	SUMMARY OF POLICY	APPROVED
8/10/12	Advertising Policy amended to include Mobile Muse Program.	L.R.
3/22/13	Mobile Muse Program (removed from Advertising Policy) renumbered and restated herein.	

I. POLICY

- 1.01 Santa Cruz METRO has determined that the Mobile Muse Program, as described herein, will enhance its transit passengers' riding enjoyment and as a result will increase its transit ridership. Santa Cruz METRO does not intend to create a public forum for purposes of communication through this Program but rather to make use of property held by it in a proprietary capacity in order to maintain and increase its ridership. ~~Santa Cruz Metro sells space on the outside of its buses, and on its website, for the display of commercial advertising. The purpose is to raise revenues, supplementary to those from fares and from tax proceeds, to be used to finance Santa Cruz Metro's operations. The display of advertising is solely for this purpose. It is not intended to provide a general public forum for purposes of communication, but rather to make use of property held in a proprietary capacity in order to generate revenue.~~
- ~~1.02 The inside advertising spaces of Santa Cruz METRO's buses shall be primarily used for communication by Santa Cruz METRO to its passengers. With the remaining spaces Santa Cruz METRO authorizes the Mobile Muse Program to be implemented as more particularly described in Section VI.~~
- ~~1.03 In order to realize the maximum benefit from the sale of advertising space, the program must be managed in a manner that will procure as much revenue as practicable, while ensuring that the advertising does not discourage the use of Santa Cruz Metro's transit system or web pages, does not diminish Santa Cruz~~

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ATTACHMENT C

Mobile Muse Program Advertising Policy and Regulations

Page 2

~~Metro's reputation in the community it serves or the good will of its patrons, and is consistent with Santa Cruz Metro's principal purpose of providing safe, comfortable, efficient and affordable public transportation. To attain these objectives, Santa Cruz Metro's Board of Directors has established these regulations for the advertising displayed in and upon its buses and on its website.~~

~~1.04 In addition to the foregoing, noncommercial speech is excluded from advertising on the outside of the buses and on its website for the following reasons:~~

- ~~a. Santa Cruz Metro wishes to maintain a position of neutrality on political, religious, environmental, or other public matters and issues in order to promote its commercial enterprise;~~
- ~~b. If advertisement inside and upon the buses is not restricted, the buses and passengers could be subject to violence;~~
- ~~c. Preventing a reduction in income earned from selling advertising space because commercial advertisers may be dissuaded from using the forum commonly used by those wishing to communicate political or religious ideas or beliefs.~~

II. APPLICABILITY

2.01 This procedure is applicable to all District employees and all independent contractors who contract with Santa Cruz METRO ~~Metro~~, for the placement of ~~advertisement on the outside~~ poetry inside of Santa Cruz Metro's buses and ~~facilities and on its website.~~

ATTACHMENT C

III. DEFINITIONS

3.01 Commercial Advertising:

~~a. Advertising the sole purpose for which is to sell or rent real estate or personal property for profit, or to sell services for profit.~~

~~b. Shall not include any advertising that both offers to sell property or services and also conveys information about matters of general interest, political issues, religious, moral, or environmental matters or issues, or other public matters or issues, or expresses or advocates opinions or positions upon any of the foregoing.~~

~~c. Does not convey whether expressly or implied, intentionally or unintentionally, by inference or innuendo, the religious, social, political, legal or moral view of any person or entity as such views are generally understood in Santa Cruz County community.~~

~~d. Does not cause the vehicles, if posted individually or in combination with other advertisements, to become a public forum for the dissemination, debate, and/or discussion of public issues.~~

3.02 Political Advertising:

~~a. Any advertising that supports or opposes the election of any candidate or group of candidates for election to any federal, State, or local government office;~~

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ATTACHMENT C

Mobile Muse Program Advertising Policy and Regulations

Page 4

~~b. Any advertising that supports or opposes any referendum conducted by the federal or State government, or by any local government, such as referenda on constitutional amendments, on bond issues, or on local legislation; or~~

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~~e. Any advertising that features any person whose prominence is based wholly or in part upon his or her past or present activity in political affairs, or that represents or implies any such person's approval or endorsement of the subject matter of the advertising.~~

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~~IV. ADVERTISING STANDARDS~~

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~~4.01 All advertising displayed in or upon the Santa Cruz Metro's buses or on its website shall be strictly commercial in nature and purpose.~~

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~~4.02 Santa Cruz Metro's transit system and its website, in order to serve the purpose for which it has been established, must of necessity accommodate all persons without distinction of age. It is therefore necessary to exclude advertising unsuitable for exposure to children or persons with immature judgment. The following kinds of advertising therefore will not be displayed on the outside of Santa Cruz Metro's buses and/or on its web pages:~~

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~~1. Advertising for cigars, cigarettes, pipe tobacco, chewing tobacco, and other tobacco products.~~

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~~2. Advertising for alcoholic beverages, including beer, wine, and distilled spirits.~~

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~~3. Advertising for products or services related to human reproduction or sexuality, including but not limited to contraceptive products or services, other products or services related to sexual hygiene, and counseling with regard to pregnancy, abortion, or other sexual matter.~~

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ATTACHMENT C

~~4. Advertising for products, services, or entertainment directed to sexual stimulation.~~

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~~4.03 No advertising shall be permitted that in any way denigrates Santa Cruz Metro's organization, or its operation, or its officers, agents, or employees. This prohibition includes advertising copy and illustrations that state or imply or could reasonably be expected to cause an inference, that Santa Cruz Metro's service or operations are anything but safe, efficient, affordable and convenient.~~

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~~4.04 Santa Cruz Metro expects all advertising copy to be truthful. Advertising copy and illustrations should not be exaggerated, distorted, false, misleading or deceptive.~~

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~~4.05 Medical products or treatments are to be treated in a restrained and inoffensive manner.~~

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~~4.06 Testimonials are expected to be authentic, and advertisers using them will be required to indemnify Santa Cruz Metro against any action brought in connection with them. Advertising that promotes contests or giveaways is expected to comply with all applicable laws and regulations.~~

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~~4.07 No advertising on the outside of Santa Cruz Metro's buses or on its website shall include language, pictures, or other graphic representations that are unsuitable for exposure to persons of young age and immature judgment, or shall be derogatory or defamatory of any person or group for any reason including because of race, color, national origin, ethnic background, disability, religion, sex, gender or sexual preference.~~

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~~4.08 No advertising shall be displayed on the outside of Santa Cruz Metro's buses or on its website if the display thereof would violate any federal or State law or~~

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ATTACHMENT C

Mobile Muse Program Advertising Policy and Regulations

Page 6

~~regulation, or any law, regulation, or ordinance of any county or municipality in or through which Santa Cruz Metro buses are or may be operated.~~

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~~4.09 — No advertising that is obscene, as defined by federal or California law, shall be displayed on the outside of Santa Cruz Metro's buses or on its website.~~

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~~4.10 — Proposed advertisements shall not be accepted if the use, or possession of the property proposed to be advertised, includes a product that is specifically prohibited from use or possession on Santa Cruz Metro's facilities including its buses and vehicles. These products include firearms, tobacco products, alcohol and weapons.~~

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~~4.11 — No advertising will be accepted if it advocates imminent lawlessness or violence.~~

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~~4.12 — Political advertising will not be accepted.~~

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~~4.13 — Advertising will not be accepted if it promotes or encourages unlawful activity.~~

~~4.14 — Advertising will not be accepted if it supports or opposes an issue or cause and/or which advocates or opposes a religion or belief.~~

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~~4.15 — Notwithstanding any other provision in this policy, advertising for METRO's transit buses, paratransit services, and METRO's website shall be allowed. METRO also retains the right to communicate with its passengers and the public on transit issues, to seek input and participation from its passengers and to provide its passengers with notifications of meetings, hearings and other transit-related issues.~~

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~~V. — USE OF SANTA CRUZ METRO'S NAME~~

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Mobile Muse Program Advertising Policy and Regulations

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~~5.01 Use of Santa Cruz Metro's name, logo, slogans, or other graphic representations is subject to advance approval by Santa Cruz Metro. Santa Cruz Metro does not endorse or imply endorsement of any product or service.~~

~~VI. III. MOBILE MUSE PROGRAM~~

~~36.01 As a result, Santa Cruz METRO has determined that the Mobile Muse Program, in the selection of the poetry for display, must meet the following criteria: 1.) promote an appearance of neutrality on political, religious, and controversial public matters and issues; 2.) enhance public safety; 3.) not offend Santa Cruz METRO's ridership and potential ridership; 4.) not promote illegal activities; 5.) recognize that the riders who will read the poetry are a "captive audience"; 6.) not cause a reduction in income earned by Santa Cruz METRO's commercial advertising program; 7.) avoid poetry which is unsuitable for exposure to children or persons with immature judgment; 8.) not promote tobacco products, alcoholic beverages, sexually explicit or suggestive material, obscene material, weapons or their use, imminent lawlessness and violence; 9.) and not include language that is derogatory, or defamatory to any person or group because of race, color, national origin, ethnicity, religion, sex, gender, sexual preference, veteran's status or disability.~~

~~36.02 The Mobile Muse Program will consist of poems selected by the County of Santa Cruz Arts Commission Selection Panel for display inside Santa Cruz METRO buses. The County of Santa Cruz Arts Commission (Arts Commission) is responsible to facilitate the Santa Cruz METRO Mobile Muse Program. The Arts Commission will perform the following tasks:~~

- ~~a. Establish a Panel that meets as needed to select poems for display inside Santa Cruz METRO buses based on Santa Cruz METRO criteria and any other compatible criteria required by the Arts Commission;~~
- ~~b. Ensure that the Selection Panel consists of five voting members: a poet (past or present Santa Cruz County Poet Laureate or other poet designated by the Arts Commission), a Santa Cruz County Arts Commissioner, a public community member selected by the Arts Commission, a Santa Cruz METRO representative selected by the Santa Cruz METRO Board of Directors and a community member who is also a bus rider selected by the Santa Cruz METRO Board of Directors;~~
- ~~c. Ensure that significant portions of the poems selected for display are in Spanish;~~
- ~~d. Obtain funding for the printing of the selected poetry on 11" x 17", 120 pound coated cover stock, using 12 point, C1S or equivalent as determined~~

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ATTACHMENT C

Mobile Muse Program Advertising Policy and Regulations

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by Santa Cruz METRO staff; no funding will be required from Santa Cruz METRO for printing.

- e. Utilize the Permission and Waiver Certificate (certificate) which has been approved for use by Santa Cruz METRO and the County of Santa Cruz for the Mobile Muse Program. Obtain a completed certificate from each poet whose poem(s) are displayed inside Santa Cruz METRO's buses.
- f. Provide Santa Cruz METRO's Administrative Services Coordinator, located at Santa Cruz METRO's Administrative Offices, 110 Vernon Street, Santa Cruz, CA 95060, with the completed certificates and the corresponding completed posters for display;
- g. Ensure that each poster has a removal date that is known by Santa Cruz METRO staff; and
- h. Pick up used posters when notified by Santa Cruz METRO's Administrative Services Coordinator.

36.03 Santa Cruz METRO's Administrative Services Coordinator will accept poetry posters for display on the inside of Santa Cruz METRO's buses along with the corresponding completed certificates. If the certificates are in order, the posters are on the required coated card stock with the removal dates properly displayed, and the poetry meets the Santa Cruz METRO criteria, the Administrative Services Coordinator will arrange for the transfer of the posters to the Santa Cruz METRO Maintenance staff who will, within 21 days of receipt, display the posters on vacant spaces inside the buses. The poetry posters will be removed by the Santa Cruz Maintenance staff upon the removal date, a valid infringement claim, or if they become torn or disfigured for display purposes. After removal, the Santa Cruz Maintenance staff will return the posters to the Administrative Services Coordinator who will contact the County of Santa Cruz for pick-up. Santa Cruz METRO will not be responsible for any out of pocket expenses for the implementation of this Program except staff costs required to review certificates and placards prior to posting and to post and remove the placards from the buses.

~~VII. ADMINISTRATION OF ADVERTISING REGULATION~~

~~7.01 If advertising space on Santa Cruz Metro's buses or METRO's website is sold through an independent Contractor, the Contractor shall comply with the foregoing policies, and review all advertising with reference to them. They shall refer all such advertising that falls or may fall into any of the categories defined above to Santa Cruz Metro's designated representative responsible for administering the advertising program, who shall determine whether the proposed advertising will be accepted. If the proposed advertising is rejected, the party or parties proposing it may request that this decision be reconsidered. Upon such request, Santa Cruz Metro's representative shall consult with Santa Cruz Metro's District Counsel and with its General Manager or the officer designated by~~

ATTACHMENT C

Mobile Muse Program Advertising Policy and Regulations

Page 9

~~him/her for this purpose. The General Manager or his/her designee, on the basis of such consultation, shall determine whether the proposed advertising will be accepted or rejected.~~

~~7.02 Santa Cruz Metro will cooperate with the party or parties proposing the advertising, and with the independent contractor (if applicable) through whom it has been proposed, in a reasonable effort to revise it in order to produce advertising that can be accepted and displayed consistently with the foregoing policies.~~

ATTACHMENT D
SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

Regulation Number: AR-1034

Computer Title: Arts

Effective Date: August 10, 2012

Pages: 3

TITLE: MOBLE MUSE POLICY AND REGULATIONS

Procedure History

NEW POLICY	SUMMARY OF POLICY	APPROVED
8/10/12	Advertising Policy amended to include Mobile Muse Program.	L.R.
3/22/13	Mobile Muse Program (removed from Advertising Policy) renumbered and restated herein.	

I. POLICY

1.01 Santa Cruz METRO has determined that the Mobile Muse Program, as described herein, will enhance its transit passengers' riding enjoyment and as a result will increase its transit ridership. Santa Cruz METRO does not intend to create a public forum for purposes of communication through this Program but rather to make use of property held by it in a proprietary capacity in order to maintain and increase its ridership.

II. APPLICABILITY

2.01 This procedure is applicable to all District employees and all independent contractors who contract with Santa Cruz METRO, for the placement of poetry inside of Santa Cruz Metro's buses and facilities.

III. MOBILE MUSE PROGRAM

3.01 Santa Cruz METRO has determined that the Mobile Muse Program, in the selection of the poetry for display, must meet the following criteria: 1.) promote an appearance of neutrality on political, religious, and controversial public matters and issues; 2.) enhance public safety; 3.) not offend Santa Cruz METRO's ridership and potential ridership; 4.) not promote illegal activities; 5.) recognize that the riders' who will read the poetry are a "captive audience"; 6.) not cause a

ATTACHMENT D

Mobile Muse Program

Page 2

reduction in income earned by Santa Cruz METRO's commercial advertising program; 7.) avoid poetry which is unsuitable for exposure to children or persons with immature judgment; 8.) not promote tobacco products, alcoholic beverages, sexually explicit or suggestive material, obscene material, weapons or their use, imminent lawlessness and violence; 9.) and not include language that is derogatory, or defamatory to any person or group because of race, color, national origin, ethnicity, religion, sex, gender, sexual preference, veteran's status or disability.

3.02 The Mobile Muse Program will consist of poems selected by the County of Santa Cruz Arts Commission Selection Panel for display inside Santa Cruz METRO buses. The County of Santa Cruz Arts Commission (Arts Commission) is responsible to facilitate the Santa Cruz METRO Mobile Muse Program. The Arts Commission will perform the following tasks:

- a. Establish a Panel that meets as needed to select poems for display inside Santa Cruz METRO buses based on Santa Cruz METRO criteria and any other compatible criteria required by the Arts Commission;
- b. Ensure that the Selection Panel consists of five voting members: a poet (past or present Santa Cruz County Poet Laureate or other poet designated by the Arts Commission), a Santa Cruz County Arts Commissioner, a public community member selected by the Arts Commission, a Santa Cruz METRO representative selected by the Santa Cruz METRO Board of Directors and a community member who is also a bus rider selected by the Santa Cruz METRO Board of Directors;
- c. Ensure that significant portions of the poems selected for display are in Spanish;
- d. Obtain funding for the printing of the selected poetry on 11" x 17", 120 pound coated cover stock, using 12 point, C1S or equivalent as determined by Santa Cruz METRO staff; no funding will be required from Santa Cruz METRO for printing.
- e. Utilize the Permission and Waiver Certificate (certificate) which has been approved for use by Santa Cruz METRO and the County of Santa Cruz for the Mobile Muse Program. Obtain a completed certificate from each poet whose poem(s) are displayed inside Santa Cruz METRO's buses.
- f. Provide Santa Cruz METRO's Administrative Services Coordinator, located at Santa Cruz METRO's Administrative Offices, 110 Vernon Street, Santa Cruz, CA 95060, with the completed certificates and the corresponding completed posters for display;
- g. Ensure that each poster has a removal date that is known by Santa Cruz METRO staff; and
- h. Pick up used posters when notified by Santa Cruz METRO's Administrative Services Coordinator.

ATTACHMENT D

Mobile Muse Program

Page 3

- 3.03 Santa Cruz METRO's Administrative Services Coordinator will accept poetry posters for display on the inside of Santa Cruz METRO's buses along with the corresponding completed certificates. If the certificates are in order, the posters are on the required coated card stock with the removal dates properly displayed, and the poetry meets the Santa Cruz METRO criteria, the Administrative Services Coordinator will arrange for the transfer of the posters to the Santa Cruz METRO Maintenance staff who will, within 21 days of receipt, display the posters on vacant spaces inside the buses. The poetry posters will be removed by the Santa Cruz Maintenance staff upon the removal date, a valid infringement claim, or if they become torn or disfigured for display purposes. After removal, the Santa Cruz Maintenance staff will return the posters to the Administrative Services Coordinator who will contact the County of Santa Cruz for pick-up. Santa Cruz METRO will not be responsible for any out of pocket expenses for the implementation of this Program except staff costs required to review certificates and placards prior to posting and to post and remove the placards from the buses.

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

STAFF REPORT

DATE: March 22, 2013

TO: Board of Directors

FROM: Leslyn K. Syren, District Counsel

SUBJECT: CONSIDERATION OF ADOPTING A RESOLUTION AUTHORIZING THE SECRETARY/GENERAL MANAGER AND DISTRICT COUNSEL TO INITIATE LITIGATION ON BEHALF OF THE SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

I. RECOMMENDED ACTION

Adopt the attached Resolution, delegating authority to the Secretary/General Manager and the District Counsel to Initiate Litigation on Behalf of the Santa Cruz Metropolitan Transit District.

II. SUMMARY OF ISSUES

- The Santa Cruz Metropolitan Transit District (Santa Cruz METRO) may bring a suit for money and/or damages, pursuant to Public Utilities Code Section 98211.
- By adopting this Resolution, the Santa Cruz METRO Board of Directors delegates its authority to bring lawsuits to recover damages incurred to Santa Cruz METRO vehicles and/or property when damages do not exceed \$15,000.
- The Secretary/General Manager would be authorized to file Small Claims Actions with the Superior Court of California, provided the damages do not exceed Five Thousand Dollars (\$5,000.00) (Code of Civil Procedure Section 116.231(d)).
- When the damages sought exceed Five Thousand Dollars (\$5,000.00), but do not exceed Fifteen Thousand Dollars (\$15,000.00), the District Counsel shall be granted the authority to file a limited civil action in the appropriate jurisdiction upon concurrence of the Secretary/General Manager.

III. DISCUSSION

Public Utilities Code Section 98211 grants Santa Cruz METRO the authority to bring a suit for money and/or damages, in all courts of competent jurisdiction. There is no current Resolution in place authorizing the Secretary/General Manager and District Counsel to initiate litigation on behalf of Santa Cruz METRO. As a public agency, Santa Cruz METRO has an obligation to vigorously defend its interests by thoroughly investigating and processing all collections for damages and to do so in as efficient and effective manner as possible.

If the Board of Directors adopts the attached Resolution (*Attachment A*), the General Manager and District Counsel will be authorized to file lawsuits seeking to recover damages incurred to Santa Cruz METRO vehicles and/or Santa Cruz METRO property (i.e., bus stops, facilities, parking lots, etc.). The Secretary/General Manager will be authorized to file Small Claims Actions with the Superior Court of California, County of Santa Cruz, provided the damages sought does not exceed Five Thousand Dollars (\$5,000.00). In the event that the damages sought exceed Five Thousand Dollars (\$5,000.00), the District Counsel, upon concurrence with the Secretary/General Manager, shall file a limited civil action in the appropriate jurisdiction, provided the damages sought does not exceed Fifteen Thousand Dollars (\$15,000.00). For all collections or payment agreements that are allowed, or settled, the District Counsel will be responsible for ensuring that the necessary Order, payment agreement, or Order for Restitution is filed with the court of competent jurisdiction in which the action is pending.

IV. FINANCIAL CONSIDERATIONS

The Santa Cruz Metropolitan Transit District will benefit from the monies collected from Small Claims Actions (under \$5,000.00), and limited civil actions (up to \$15,000.00) brought before a court of competent jurisdiction.

V. ATTACHMENTS

Attachment A: Resolution Authorizing the Secretary/General Manager and District Counsel to Initiate Litigation on Behalf of the Santa Cruz Metropolitan Transit District.

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

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

**RESOLUTION AUTHORIZING THE SECRETARY/GENERAL MANAGER
AND DISTRICT COUNSEL TO INITIATE LITIGATION
ON BEHALF OF THE
SANTA CRUZ METROPOLITAN TRANSIT DISTRICT**

WHEREAS, pursuant to Public Utilities Code Section 98211, the Santa Cruz Metropolitan Transit District (Santa Cruz METRO), may bring a suit for money and/or damages, in all courts and tribunals of competent jurisdiction; and

WHEREAS, the Santa Cruz Metropolitan Transit District, as a public agency, has an obligation to vigorously defend its interest by thoroughly investigating and processing all collections for damages incurred to Santa Cruz METRO vehicles and/or Santa Cruz METRO property (i.e., bus stops, facilities, parking lots, etc.); and

WHEREAS, the Santa Cruz Metropolitan Transit District Board of Directors authorizes a delegate of its authority to bring suit to recover such damages;

NOW, THEREFORE, BE IT RESOLVED AND ORDERED, upon concurrence of the District Counsel, that the Secretary/General Manager of the Santa Cruz Metropolitan Transit District, is authorized to file Small Claims Actions with the Superior Court of California, County of Santa Cruz, provided that the damages sought does not exceed Five Thousand Dollars (\$5,000.00);

BE IT FURTHER RESOLVED AND ORDERED, that the District Counsel of the Santa Cruz Metropolitan Transit District, upon concurrence of the Secretary/General Manager, is authorized to file an action in any court of competent jurisdiction, provided that the damages sought does not exceed Fifteen Thousand Dollars (\$15,000.00). In all other actions in which the damages exceed those authorized herein, the action must be approved by the Board of Directors; and

BE IT FURTHER RESOLVED AND ORDERED, in all collections or payment plans/payment agreements that are allowed, or settled, the District Counsel will be responsible to cause the necessary Order, payment agreement, or Order for Restitution to be filed with the court of competent jurisdiction in which the action is pending.

Resolution No.

Page 2

PASSED AND ADOPTED by the Board of Directors' of the Santa Cruz Metropolitan Transit District, this 22nd day of March, 2013, by the following vote:

AYES: Directors -

NOES: Directors -

ABSTAIN: Directors -

ABSENT: Directors -

APPROVED

DANIEL DODGE
Chairperson

ATTEST

LESLIE R. WHITE
General Manager

APPROVED AS TO FORM:

LESLYN K. SYREN
District Counsel

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: March 22, 2013

TO: Board of Directors

FROM: Frank L. Cheng, Project Manager & I.T. Manager

SUBJECT: CONSIDERATION OF AUTHORIZING THE GENERAL MANAGER TO BE THE AUTHORIZING OFFICER TO IMPLEMENT CHANGES ACCORDING TO THE CALIFORNIA PUBLIC CONTRACT CODE FOR THE JUDY K. SOUZA OPERATIONS BUILDING COMPONENT OF THE METROBASE PROJECT

I. RECOMMENDED ACTION

That the Board of Directors authorize the General Manager to be the authorizing officer to implement changes according to the California Public Contract Code for the Judy K. Souza Operations Building Component of the MetroBase Project

II. SUMMARY OF ISSUES

- On December 21, 2012, the Board of Directors approved a contract with Lewis C. Nelson (LCN) for the construction of the Judy K. Souza Operations Building.
- The Judy K. Souza Operations Building contract includes the Project Labor Agreement (PLA).
- On January 14, 2013, Notice-to-Proceed commenced for LCN.
- On February 8, 2013, LCN requested substitution of A & S Metals who was listed to perform Demolition work.
- Per California Public Contract Code Section 4107, the awarding authority or its duly authorized officer may consent in the substitution.
- Staff recommends the Board of Directors authorize the General Manager to be the authorizing officer to implement changes according to the California Contract Code for the Judy K. Souza Operations Building Component of the MetroBase Project.

III. DISCUSSION

On December 21, 2012, the Board of Directors approved a contract with Lewis C. Nelson (LCN) for the construction of the Judy K. Souza Operations Building. The Judy K. Souza Operations Building contract includes the Project Labor Agreement (PLA). On January 14, 2013, Notice-to-Proceed commenced for LCN.

On February 8, 2013, LCN requested substitution of A & S Metals, subcontractor listed to perform Demolition work. The subcontractor refuse to execute written contract for the scope of

work specified in the bid with LCN. TRC Solutions has reviewed the request and has contacted the subcontractor in regards to the substitution. No objections were provided by the subcontractor.

Per California Public Contract Code Section 4107, the awarding authority or it's duly authorized officer may consent in the substitution.

Staff recommends the Board of Directors authorize the General Manager to be the authorizing officer to implement changes according to the California Contract Code for the Judy K. Souza Operations Building Component of the MetroBase Project.

IV. FINANCIAL CONSIDERATIONS

No financial consideration for the staff report.

V. ATTACHMENTS

Attachment A: California Public Contract Code Section 4107

Prepared By: Frank L. Cheng, Project Manager & I.T. Manager
Date Prepared: March 17, 2013

Attachment A

California Public Contract Code Section 4107

4107. A prime contractor whose bid is accepted may not:

(a) Substitute a person as subcontractor in place of the subcontractor listed in the original bid, except that the awarding authority, or its duly authorized officer, may, except as otherwise provided in Section 4107.5, consent to the substitution of another person as a subcontractor in any of the following situations:

(1) When the subcontractor listed in the bid, after having had a reasonable opportunity to do so, fails or refuses to execute a written contract for the scope of work specified in the subcontractor's bid and at the price specified in the subcontractor's bid, when that written contract, based upon the general terms, conditions, plans, and specifications for the project involved or the terms of that subcontractor's written bid, is presented to the subcontractor by the prime contractor.

(2) When the listed subcontractor becomes insolvent or the subject of an order for relief in bankruptcy.

(3) When the listed subcontractor fails or refuses to perform his or her subcontract.

(4) When the listed subcontractor fails or refuses to meet the bond requirements of the prime contractor as set forth in Section 4108.

(5) When the prime contractor demonstrates to the awarding authority, or its duly authorized officer, subject to the further provisions set forth in Section 4107.5, that the name of the subcontractor was listed as the result of an inadvertent clerical error.

(6) When the listed subcontractor is not licensed pursuant to the Contractors License Law.

(7) When the awarding authority, or its duly authorized officer, determines that the work performed by the listed subcontractor is substantially unsatisfactory and not in substantial accordance with the plans and specifications, or that the subcontractor is substantially delaying or disrupting the progress of the work.

(8) When the listed subcontractor is ineligible to work on a public works project pursuant to Section 1777.1 or 1777.7 of the Labor Code.

(9) When the awarding authority determines that a listed subcontractor is not a responsible contractor.

Prior to approval of the prime contractor's request for the substitution, the awarding authority, or its duly authorized officer, shall give notice in writing to the listed subcontractor of the prime contractor's request to substitute and of the reasons for the request. The notice shall be served by certified or registered mail to the last known address of the subcontractor. The listed subcontractor who has been so notified has five working days within which to submit written objections to the substitution to the awarding authority. Failure to file these written objections constitutes the listed subcontractor's consent to the substitution.

If written objections are filed, the awarding authority shall give notice in writing of at least five working days to the listed subcontractor of a hearing by the awarding authority on the prime contractor's request for substitution.

(b) Permit a subcontract to be voluntarily assigned or transferred or allow it to be performed by anyone other than the original

Attachment A

California Public Contract Code Section 4107

subcontractor listed in the original bid, without the consent of the awarding authority, or its duly authorized officer.

(c) Other than in the performance of "change orders" causing changes or deviations from the original contract, sublet or subcontract any portion of the work in excess of one-half of 1 percent of the prime contractor's total bid as to which his or her original bid did not designate a subcontractor.

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: March 22, 2013

TO: Board of Directors

FROM: Frank Cheng, IT and Project Manager

SUBJECT: CONSIDERATION OF AUTHORIZING THE GENERAL MANAGER TO EXECUTE A CONTRACT AMENDMENT WITH LEWIS C. NELSON AND SONS, INC. TO INCORPORATE ADMINISTRATIVE CHANGE ORDER PROCESS

I. RECOMMENDED ACTION

Authorize the General Manager to execute a contract amendment with Lewis C. Nelson and Sons, Inc. to incorporate an administrative change order process.

II. SUMMARY OF ISSUES

Santa Cruz METRO entered a contract with Lewis C. Nelson and Sons, Inc. for Construction of the Judy K. Souza Operations Facility, Parking Structure and Related Site Work on December 11, 2012, the following amendments are necessary:

- To incorporate the administrative process for change orders.
- This amendment will also set allowable expenses and reimbursement rates.

III. DISCUSSION

Since the inception of the contract between Santa Cruz METRO and Lewis C. Nelson and Sons, Inc. for Construction of the Judy K. Souza Operations Facility, Parking Structure and Related Site Work, the parties have met and agreed to an administrative process for change orders.

Section 01310, Part 1, Paragraph 1.07.B.2.e, of the Invitation for Bids (IFB) requires that the parties meet to establish procedures for processing field decisions and Change Orders. An Amendment to the Contract between Lewis C. Nelson and Sons, Inc., and Santa Cruz METRO will serve to incorporate these agreed upon procedural requirements as a part of the exiting contract terms. The terms are compliant with both our funding obligations for construction and with State and Federal contracting law.

Staff recommends that the Board of Directors authorize the General Manager to execute a contract amendment on behalf of Santa Cruz METRO. Frank Cheng, IT and Project Manager, will continue to serve as the Contract Administrator and will ensure contract compliance.

IV. FINANCIAL CONSIDERATIONS

There are no additional funds requested at this time.

V. ATTACHMENTS

Attachment A: First Amendment with Lewis C. Nelson and Sons, Inc.

Prepared By: Erron Alvey, Purchasing Agent
Date Prepared: March 6, 2013

Attachment A

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT FIRST AMENDMENT TO CONTRACT NO. 12-23 FOR CONSTRUCTION OF THE JUDY K. SOUZA OPERATIONS FACILITY, PARKING STRUCTURE AND RELATED SITE WORK

This First Amendment to Contract No. 12-23 for Construction of the Judy K. Souza Operations Facility, Parking Structure and Related Site Work is made effective March 22, 2013 between the Santa Cruz Metropolitan Transit District, a political subdivision of the State of California (“Santa Cruz METRO”), and Lewis C. Nelson and Sons, Inc. (“Contractor”).

I. RECITALS

- 1.1 Santa Cruz METRO and Contractor entered into the Contract for Construction of the Operations Facility (“Contract”) on December 11, 2012.
- 1.2 The Contract allows for modification upon written mutual consent of all parties.
- 1.3 The parties desire to add further clarification regarding procedures for change orders, changes to Contract time, and changed site conditions.

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

II. COMPENSATION

- 2.1 The following is added to Article 5 of the Contract:

5.05 Change Order Procedures

5.05.01 General

- A) Santa Cruz METRO, without invalidating contract, and as provided by law, may order extra work or make changes by altering, adding to, or deducting from work, contract sum being adjusted accordingly. All such work shall be executed under conditions of original contract. Contractor shall increase the amounts of his payment and performance bonds in proportion to any increase in price. In giving instructions, Architect-Engineer shall have authority to make minor changes in work not involving change in cost or time and not inconsistent with the intent of the Contract Documents. Otherwise, except in an emergency endangering life or property, no extra work or change shall be made except in pursuance of a written change order from Santa Cruz METRO, and no claim for addition to contract sum shall be valid unless so ordered.
- B) If the Contractor is delayed in completing the work by reason of any change made pursuant to this Article, the time for completion of the work shall be extended by the same change order for a period commensurate with such

Attachment A

delay and Contractor shall not be subject to liquidated damages for this extension.

C) Value of such extra work, change, or deduction shall be determined at the sole discretion of Santa Cruz METRO in either of the three following ways:

i. **Acceptable lump sum proposal** from Contractor properly itemized and supported by sufficient substantiating data to permit evaluation. Estimates for lump sum proposals shall be limited to direct expenditures necessitated specifically by the subject extra work and shall be segregated into categories which follow those outlined in section 3-iii below. In addition, the Contractor and subcontractor will be paid a lump sum for overhead, profit, and bond. Such lump sum shall conform to the percentages outlined in section 3-iii below. Supervision of the extra work shall be included in the lump sum percentage for overhead and profit unless specifically required for the performance of the extra work. For added or omitted work by Subcontractors, the Contractor shall furnish to Santa Cruz METRO the Subcontractor's detailed estimate of the cost for labor, material, and equipment, including the markup by the Subcontractor for overhead and profit.

ii. **By unit prices** fixed by subsequent agreement between Santa Cruz METRO and Contractor. Unit prices shall include all necessary labor, material, overhead, profit, and applicable taxes.

iii. **By Time and Material "Force Account"** for direct costs for labor material, equipment rental plus markups for overhead and profit for Prime Contractor, Subcontractor, and Sub-subcontractors as applicable. (The use of foreman labor is acceptable as long as it is directly employed in the performance of the extra work. Supervision is to be included in markup unless specifically agreed to in advance that special supervision is required.) Direct Costs and Markups for "Force Account" work are as defined below:

a) **LABOR**: Attach itemized direct hourly rates in accordance with time and material records times total hours expended. Separately show dollar amount for employer-paid payroll taxes/insurance benefits. Enter total as direct labor item.

b) **MATERIAL**: Attach receipts, invoices or itemized quantity and unit costs plus tax and delivery. Enter total as material item.

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c) EQUIPMENT: Attach receipts, invoices, tear tickets indicating unit costs and total hours or loads charged. (Small tools with a value of less than \$300 are to be included in markup.) Enter total as equipment rental item. Proposed equipment rates shall be as agreed to by all parties prior to the start of work.

d) SUBTOTAL: (Lines a + b + c)

e) COMBINED MARKUP FOR ALL OVERHEAD AND PROFIT SHALL BE BASED ON THE FOLLOWING:

(1) For the Prime Contractor, for work performed by his forces, fifteen percent (15%) of his direct subtotal cost.(line d)

(2) For the Prime Contractor, for work performed by a Subcontractor's forces, ten percent (10%) of the direct subtotal cost due the Subcontractor.

(3) For a Subcontractor or Sub-subcontractor, for work performed by their own forces, fifteen percent (15%) of their own direct subtotal cost.

(4) For a Subcontractor, for work performed by a Sub-subcontractor, five percent (10%) of the direct subtotal cost due the Sub-subcontractor.

f) SUBTOTAL: (Lines d + e)

g) PRIME CONTRACTOR'S BOND (NTE 2% Line f)

h) TOTAL CHANGE ORDER REQUEST (Lines f + g)

D) The amount of credit to be allowed by the Contractor to Santa Cruz METRO for a deletion or change which results in a net decrease in the Contract Sum shall be actual net cost. When both additions and credits covering related

Attachment A

work or substitutions are involved in a change, the allowance for overhead and profit shall be figured on the basis of net increase, if any, with respect to that change.

- E) If the Contractor should claim that any instruction, request, drawing, specification, action, condition, omission, default or other situation obligates Santa Cruz METRO to pay additional compensation to the Contractor or to grant an extension of time for the completion of the contract, or constitutes a waiver of any provision in the contract, he shall notify Santa Cruz METRO, in writing, of such claim within ten (10) days from the date he has actual or constructive notice of the factual basis supporting the claim. The Contractor's failure to notify Santa Cruz METRO within such period shall be deemed a waiver and relinquishment of the claim against Santa Cruz METRO. If such notice be given within the specified time, the procedure shall be as stated above in this Article.
- F) The sum agreed upon for any change order shall be inclusive of any claims for costs or other causes of action which the Contractor or any of his subcontractors, sub-subcontractors, or suppliers any have relating thereto. No claim relating to or flowing from a particular change shall be allowed after acceptance by the Contractor of a change order or the sums payable thereunder relating to that change. It is understood that the acceptance by the Contractor of a change order shall be final and binding upon the Contractor.

5.06 Change of Contract Time

5.06.01 General

- A. The Contract time may only be changed by a change order. Any request for an extension of the Contract time shall be based on written notice delivered by the Contractor to the Construction Manager promptly, but in no event later than 10 days after the date of the occurrence of the event giving rise to the request and stating the general nature of the request. Notice of the extent of the request with supporting data shall be delivered within 45 days after the date of such occurrence, unless the Construction Manager allows an additional period of time to ascertain more accurate data in support of the request, and shall be accompanied by the Contractor's written statement that the adjustment requested is the entire adjustment to which the Contractor has reason to believe it is entitled as a result of the occurrence of said event. No request for an adjustment in the Contract time will be valid if not submitted in accordance with the requirements of this Article.

The Contract time will only be extended when a delay occurs which impacts a controlling item of work as shown on the work schedules required in the Special Provisions. Time extensions will be allowed only if the cause is beyond the control and without the fault or negligence of the Contractor. Time extensions will also be allowed when Santa Cruz METRO-caused delays to a controlling item of work and Contractor-caused delays to a controlling

Attachment A

item of work occur concurrently. The Contractor will be notified if the Construction Manager determines that a time extension is not justified.

- B. The Contract time will be extended in an amount equal to time lost due to delays beyond the control of the Contractor if a request is made therefore as provided in this Article. An extension of Contract time will only be granted for days on which the Contractor is prevented from proceeding with at least 75 percent of the normal labor and equipment force actually engaged on the said work, by said occurrences or conditions resulting immediately therefrom which impact a controlling item of work as determined by the Construction Manager. Such delays shall include:
1. Changes in work requirements approved by Santa Cruz METRO, and documented by a change order and a fully executed Amendment to this contract.
 2. Failure of Santa Cruz METRO to furnish access, right of way, completed facilities of related projects, drawings, materials, equipment, or services for which Santa Cruz METRO is responsible.
 3. Survey error by Santa Cruz METRO.
 4. Occurrences of a severe and unusual nature including, but not restricted to, acts of God, fires, and excusable inclement weather. An “act of God” means an earthquake, flood, cloudburst, cyclone or other cataclysmic phenomena of nature beyond the power of the Contractor to foresee or to make preparation in defense against, but does not include ordinary inclement weather. Excusable inclement weather is any weather condition That delays a critical path activity.
 5. Act of the public enemy, act of another governmental entity, public utility, epidemic, quarantine restriction, freight embargo, strike, or labor dispute. A delay to a subcontractor or supplier due to the above circumstances will be taken into consideration for extensions to the time of completion.

5.06.02 Extensions of Time for Delay Due to Excusable Inclement Weather

- A. The Contract time will be extended for as many days as the Contractor is specifically required under the Special Provisions to suspend construction operations, or as many days as the Contractor is prevented by excusable inclement weather, or conditions resulting immediately therefrom, from proceeding with at least 75 percent of the normal labor and equipment force engaged on critical items of work as shown on the schedule.

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- B. Should the Contractor prepare to begin work at the regular starting time at the beginning of any regular work shift on any day on which excusable inclement weather, or the conditions resulting from the weather prevents work from beginning at the usual starting time and the crew is dismissed as a result thereof, the Contractor will be entitled to a 1-day extension whether or not conditions change thereafter during said day and the major portion of the day could be considered to be suitable for such construction operations.

5.06.03 Changed Site Conditions

If any work involves digging trenches or other excavations below the surface, the Contractor shall promptly and before the following conditions are disturbed, notify Santa Cruz METRO in writing of any:

- A. Material that the Contractor believes may be a regulated material that is required to be removed to a Class I, Class II, or Class III disposal site in accordance with provisions of existing law.
- B. Subsurface or latent physical conditions at the site differing from those indicated in this Contract.
- C. Unknown physical conditions at the site of any unusual nature, different materially from those ordinarily encountered and generally recognized as inherent in work of the character provided for in the Contract.

Santa Cruz METRO will promptly investigate the condition and if it finds that the conditions do materially so differ, or do involve regulated material, and cause a decrease or increase in the Contractor's cost of, or the time required for, performance of any part of the work, Santa Cruz METRO will issue a change order under the procedures described in this Contract. For regulated materials, Santa Cruz METRO reserves the right to use other forces for exploratory work to identify and determine the extent of such material and for removing regulated material from such areas.

In the event that a dispute arises between Santa Cruz METRO and the Contractor on whether the conditions materially differ or on the Contractor's cost of, or time required for, performance of any part of the work, the Contractor shall not be excused from any scheduled completion date provided for by this Contract but shall proceed with all work to be performed under the Contract. The Contractor shall retain any and all rights provided either by this Contract or by law, which pertain to the resolution of disputes and protests between the contracting parties.

III. REMAINING TERMS AND CONDITIONS

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

Attachment A

IV. AUTHORITY

4.1 Article 10 is amended to include the following language:

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

Signed on _____

Santa Cruz METRO –
SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

Leslie R. White
General Manager

Contractor –
LEWIS C. NELSON AND SONS, INC.

By _____
Dwight G. Nelson
President

Approved as to Form:

Leslyn Syren
Santa Cruz Santa Cruz METRO Counsel