

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

**BOARD OF DIRECTORS REGULAR MEETING AGENDA  
OCTOBER 19, 2001 (Third Friday of Each Month)  
CITY HALL COUNCIL CHAMBERS  
\*809 CENTER STREET\*  
SANTA CRUZ, CALIFORNIA  
9:00 a.m. - Noon**

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

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

1. ROLL CALL
2. ORAL AND WRITTEN COMMUNICATION
  - a. Supervisor Tony Campos RE: Accessibility at Capitola Mall Transit Center
  - b. Daniel J. Kostelec RE: Accessibility at Capitola Mall Transit Center
  - c. James D. Liedtke RE: Holiday Bus Service
  - d. Ellen Pirie, Supervisor RE: Bus Service to San Andreas Labor Camp
3. LABOR ORGANIZATION COMMUNICATIONS
4. METRO USERS GROUP (MUG) COMMUNICATIONS
5. METRO ACCESSIBLE SERVICES TRANSIT FORUM (MASTF) COMMUNICATIONS
6. ADDITIONAL DOCUMENTATION TO SUPPORT EXISTING AGENDA ITEMS

## **CONSENT AGENDA**

- 7-1. APPROVE REGULAR BOARD MEETING MINUTES OF 9/14/01 and 9/21/01  
Minutes: Attached
- 7-2. ACCEPT AND FILE PRELIMINARILY APPROVED CLAIMS  
Report: Attached
- 7-3. ACCEPT AND FILE SEPTEMBER 2001 RIDERSHIP REPORT  
Report: Attached
- 7-4. CONSIDERATION OF TORT CLAIMS: Deny the claim of: Mary E. McDonald  
Claims: Attached

\* Please note: Location of Meeting Place

- 7-5. ACCEPT AND FILE MINUTES OF MASTF COMMITTEE MEETING OF 9/20/01  
Minutes: To be included in the Add-On Packet
- 7-6. ACCEPT AND FILE MINUTES OF MUG COMMITTEE MEETING OF 9/19/01  
Minutes: Attached
- 7-7. ACCEPT AND FILE MONTHLY BUDGET STATUS REPORT FOR AUGUST 2001,  
APPROVAL OF BUDGET TRANSFERS  
Staff Report: Attached
- 7-8. ACCEPT AND FILE STATUS REPORT ON ADA PARATRANSIT PROGRAM FOR  
AUGUST 2001  
Staff Report: Attached
- 7-9. ACCEPT AND FILE HIGHWAY 17 STATUS REPORT FOR AUGUST 2001  
Staff Report: Attached
- 7-10. ACCEPT AND FILE UNIVERSITY OF CALIFORNIA, SANTA CRUZ SERVICE  
UPDATE  
Staff Report: Attached
- 7-11. ACCEPT AND FILE STATUS REPORT ON CALL STOP ISSUE PROGRESS  
Staff Report: Attached
- 7-12. ACCEPT AND FILE STAFF REPORT ON THE INVESTIGATION OF BIO-DIESEL  
AS AN INTERIM FUEL  
Staff Report: Attached
- 7-13. ACCEPT AND FILE DRAFT REPORT ON FTA FY 2000 TRIENNIAL REVIEW  
Staff Report: Attached
- 7-14. CONSIDERATION OF CONTRACT RENEWALS FOR WORKERS'  
COMPENSATION ADMINISTRATOR AND EXCESS INSURANCE  
Staff Report: Attached
- 7-15. CONSIDERATION OF APPROVAL OF RESOLUTION AND CAL PERS CONTRACT  
AMENDMENT TO PROVIDE ONE-YEAR FINAL COMPENSATION AND MILITARY  
SERVICE CREDIT AS PUBLIC SERVICE  
Staff Report: Attached  
**(Moved to Consent Agenda at 10/12/01 Board Meeting. Staff Report retained  
original numbering as Item #10)**
- 7-16. CONSIDERATION OF AWARD OF CONTRACTS FOR BUS STOP  
IMPROVEMENTS AT VARIOUS LOCATIONS  
Staff Report: Attached  
**(Moved to Consent Agenda at 10/12/01 Board Meeting. Staff Report retained  
original numbering as Item #11)**

- 7-17. CONSIDERATION OF AWARD OF CONTRACT FOR PAINTING OF THE METRO CENTER AT 920 PACIFIC AVENUE  
Staff Report: Attached  
**(Moved to Consent Agenda at 10/12/01 Board Meeting. Staff Report retained original numbering as Item #12)**
- 7-18. CONSIDERATION OF AWARD OF CONTRACTS FOR GENERAL ENGINEERING SERVICES, WHEN REQUIRED  
Staff Report: Attached  
**(Moved to Consent Agenda at 10/12/01 Board Meeting. Staff Report retained original numbering as Item #14)**
- 7-19. CONSIDERATION OF PROPOSAL WITH FIRST NIGHT SANTA CRUZ FOR BUS SERVICE AND USE OF METRO CENTER  
Staff Report: Distributed at the 10/12/01 Board Meeting  
**(Moved to Consent Agenda at 10/12/01 Board Meeting. Staff Report retained original numbering as Item #16)**

#### REGULAR AGENDA

8. CONSIDERATION OF 2001 WINTER SERVICE CHANGES  
Presented by: Kim Chin, Planning and Marketing Manager  
Staff Report: Attached  
**PUBLIC HEARING SCHEDULED FOR 9:00 A.M.**
9. CONSIDERATION OF ADOPTION OF RESOLUTION REVISING THE FY 01-02 BUDGET  
Presented by: Elisabeth Ross, Finance Manager  
Staff Report: Attached
10. **MOVED TO CONSENT AGENDA AS ITEM #7-15**
11. **MOVED TO CONSENT AGENDA AS ITEM #7-16**
12. **MOVED TO CONSENT AGENDA AS ITEM #7-17**
13. CONSIDERATION OF AWARD OF CONTRACT FOR DESIGN AND CONSTRUCTION MANAGEMENT SERVICES FOR NEW COMPRESSED NATURAL GAS (CNG) FUEL STATION  
Presented by: Tom Stickel, Fleet Maintenance Manager  
Staff Report: To be included in the Add-On Packet
14. **MOVED TO CONSENT AGENDA AS ITEM #7-18**

15. CONSIDERATION OF STATUS REPORT OF AGREEMENT WITH CABRILLO COLLEGE FOR TRANSPORTATION SERVICES  
Presented by: Mark Dorfman, Assistant General Manager  
Staff Report: To be distributed at the 10/19/01 Board Meeting
16. **MOVED TO CONSENT AGENDA AS ITEM #7-19**
17. CONSIDERATION OF CHANGE ORDER WITH NEW FLYER FOR THE PURCHASE OF EIGHT COMPRESSED NATURAL GAS (CNG) LOW-FLOOR BUSES  
Presented by: Mark Dorfman, Assistant General Manager  
Staff Report: To be distributed at the 10/19/01 Board Meeting
18. CONSIDERATION OF ISSUES RELATED TO TRANSIT ADVERTISING  
Presented by: Kim Chin, Planning and Marketing Manager  
Staff Report: Attached
19. CONSIDERATION OF ACCESSIBILITY IMPROVEMENTS FOR CAPITOLA MALL TRANSIT CENTER  
Presented by: Kim Chin, Planning and Marketing Manager  
Staff Report: Attached
20. **CONSIDERATION OF REPORT FROM DIRECTOR EMILY REILLY REGARDING AMERICAN PUBLIC TRANSPORTATION ASSOCIATION'S (APTA) ANNUAL CONFERENCE IN PHILADELPHIA, PA**  
Presented by: Emily Reilly, Director  
Staff Report: Oral report
21. **CONSIDERATION OF CONTRACT EXTENSION THROUGH JUNE 30, 2002 WITH COMMUNITY BRIDGES FOR PARATRANSIT SERVICES, INCLUDING RATE ADJUSTMENTS**  
Presented by: Mark Dorfman, Assistant General Manager  
Staff Report: To be distributed at the 10/19/01 Board meeting
22. REVIEW OF ITEMS TO BE DISCUSSED IN CLOSED SESSION: District Counsel
23. ORAL AND WRITTEN COMMUNICATIONS REGARDING CLOSED SESSION

## **SECTION II: CLOSED SESSION**

1. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION  
(Pursuant to Subdivision (a) of Section 54956.9)
  - a. Name of Case: Sonya McClure v. Santa Cruz Metropolitan Transit District

2. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION  
(Pursuant to Subdivision (b) of Section 54956.9)

- a. Name of Case: Edward Nelson v. Santa Cruz Metropolitan Transit District
- b. Name of Case: Christopher Williams v. Santa Cruz Metropolitan Transit District
- c. Name of Case: Anna Padilla v. Santa Cruz Metropolitan Transit District
- d. Name of Case: Ellen Adams v. Santa Cruz Metropolitan Transit District
- e. Name of Case: Christian Florin v. Santa Cruz Metropolitan Transit District

**SECTION III: RECONVENE TO OPEN SESSION**

24. REPORT OF CLOSED SESSION

**ADJOURN**

**NOTICE TO PUBLIC**

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

Members of the public may address the Board of Directors on a topic on the agenda by approaching the podium immediately after presentation of the staff report but before the Board of Directors' deliberation on the topic to be addressed. Presentations will be limited in time in accordance with District Resolution 69-2-1. When addressing the Board, the individual may, but is not required to, provide his/her name and address in an audible tone for the record.

The Santa Cruz Metropolitan Transit District does not discriminate on the basis of disability. The Santa Cruz City Council Chambers is located in an accessible facility. If you wish to attend this meeting and require special assistance in order to participate, please contact Dale Carr at 426-6080 at least 72 hours in advance of the Board of Directors meeting. A Spanish Language Interpreter will be available during "Oral Communications" and for any other agenda item for which these services are needed. This meeting will be broadcast live by Community Television of Santa Cruz on Channel 26.

**NOTICE**

**The November 16, 2001 Board of Directors meeting will be held at the Watsonville City Council Chambers, located at 250 Main Street, Watsonville.**

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: October 15, 2001  
TO: Board of Directors  
FROM: General Manager  
SUBJECT: ADDITIONAL MATERIAL TO THE OCTOBER 19, 2001 BOARD MEETING AGENDA

## SECTION 1:

ADD TO ITEM #2 ORAL AND WRITTEN COMMUNICATIONS:

d. Ellen Pirie, Supervisor RE: Bus Service to San Andreas  
Labor Camp  
(Add written communication)

## CONSENT AGENDA:

ADD TO ITEM #7-5 ACCEPT AND FILE MINUTES OF MASTF COMMITTEE MEETING OF  
9/20/01  
(Add Minutes)

ADD TO ITEM #7-19 CONSIDERATION OF PROPOSAL WITH FIRST NIGHT SANTA CRUZ  
FOR BUS SERVICE AND USE OF METRO CENTER  
(Staff Report was distributed to the Board at 10/12/01 Board  
Meeting)

## REGULAR AGENDA:

ADD TO ITEM #13 CONSIDERATION OF AWARD OF CONTRACT FOR DESIGN AND  
CONSTRUCTION MANAGEMENT SERVICES FOR NEW  
COMPRESSED NATURAL GAS (CNG) FUEL STATION  
(Add Staff Report)

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

**DATE:** October 17, 2001

**TO:** Board of Directors

**FROM:** General Manager

**SUBJECT:** ADDITIONAL MATERIAL TO THE OCTOBER 19, 2001 BOARD MEETING AGENDA

**PLEASE NOTE THAT THIS IS ADDITIONAL DOCUMENTATION RECEIVED  
AFTER ADD-ON PACKETS WERE DISTRIBUTED**

## **Regular Agenda:**

- ADD TO ITEM #15** CONSIDERATION OF STATUS REPORT OF AGREEMENT WITH CABRILLO COLLEGE FOR TRANSPORTATION SERVICES  
(Add Staff Report)
- ADD TO ITEM #17** CONSIDERATION OF CHANGE ORDER WITH NEW FLYER FOR THE PURCHASE OF EIGHT COMPRESSED NATURAL GAS (CNG) LOW-FLOOR BUSES  
(Add Staff Report)
- ADD TO ITEM #21** CONSIDERATION OF CONTRACT EXTENSION THROUGH JUNE 30, 2002 WITH COMMUNITY BRIDGES FOR PARATRANSIT SERVICES, INCLUDING RATE ADJUSTMENTS  
(Add Staff Report)

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

## BOARD OF DIRECTORS REGULAR MEETING AGENDA OCTOBER 12, 2001 (Second Friday of Each Month) SCMTD ENCINAL CONFERENCE ROOM \*370 ENCINAL STREET, SUITE 100\* SANTA CRUZ, CALIFORNIA

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

1. ROLL CALL
2. ORAL AND WRITTEN COMMUNICATION
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  - b. Daniel J. Kostelec RE: Accessibility at Capitola Mall Transit Center
  - c. James D. Liedtke RE: Holiday Bus Service
3. LABOR ORGANIZATION COMMUNICATIONS
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5. METRO ACCESSIBLE SERVICES TRANSIT FORUM (MASTF) COMMUNICATIONS
6. ADDITIONAL DOCUMENTATION TO SUPPORT EXISTING AGENDA ITEMS

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Minutes: Attached
- 7-2. ACCEPT AND FILE PRELIMINARILY APPROVED CLAIMS  
Report: Attached
- 7-3. ACCEPT AND FILE SEPTEMBER 2001 RIDERSHIP REPORT  
Report: To be distributed at the 10/12/01 Board Meeting
- 7-4. CONSIDERATION OF TORT CLAIMS: Deny the claim of: Mary E. McDonald  
Claims: Attached
- 7-5. ACCEPT AND FILE MINUTES OF MASTF COMMITTEE MEETING OF 9/20/01  
Minutes: To be included in the Add-On Packet
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Minutes: Attached

\* Please note: Location of Meeting Place



- 7-7. ACCEPT AND FILE MONTHLY BUDGET STATUS REPORT FOR AUGUST 2001,  
APPROVAL OF BUDGET TRANSFERS  
Staff Report: Attached
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ADMINISTRATOR AND EXCESS INSURANCE  
Presented by: Paul Chandley, Human Resources Manager  
Staff Report: Attached

#### **REGULAR AGENDA**

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Presented by: Kim Chin, Planning and Marketing Manager  
Staff Report: Attached  
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BUDGET  
Presented by: Elisabeth Ross, Finance Manager  
Staff Report: Attached

10. CONSIDERATION OF APPROVAL OF RESOLUTION AND CAL PERS CONTRACT AMENDMENT TO PROVIDE ONE-YEAR FINAL COMPENSATION AND MILITARY SERVICE CREDIT AS PUBLIC SERVICE  
Presented by: Paul Chandley, Human Resources Manager  
Staff Report: Attached
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Staff Report: Attached
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Staff Report: Attached

19. CONSIDERATION OF ACCESSIBILITY IMPROVEMENTS FOR CAPITOLA MALL  
TRANSIT CENTER

Presented by: Kim Chin, Planning and Marketing Manager  
Staff Report: Attached

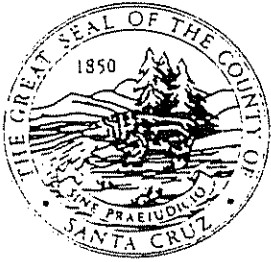
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# COPY County of Santa Cruz

## BOARD OF SUPERVISORS

701 OCEAN STREET, SUITE 500, SANTA CRUZ, CA 95060-4069

(831) 454-2200 FAX: (831) 454-3262 TDD: (831) 454-2123

JANET K. BEAUTZ  
FIRST DISTRICT

ELLEN PIRIE  
SECOND DISTRICT

MARDI WORMHOUDT  
THIRD DISTRICT

TONY CAMPOS  
FOURTH DISTRICT

JEFF ALMQUIST  
FIFTH DISTRICT

September 25, 2001

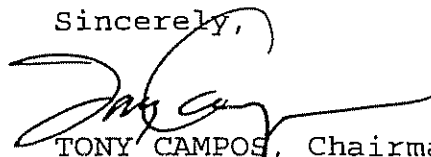
Les White, General Manager  
Santa Cruz Metropolitan Transit  
District  
370 Encinal Street, #100  
Santa Cruz, CA 95060

Dear Mr. White:

Attached is a copy of a letter the Board recently received from the County Commission on Disabilities relaying concerns about difficulties the Commission indicates are being experienced by persons with disabilities with regard to access to the Santa Cruz Metropolitan Transit District's terminal at the Capitola Mall. I would appreciate it if you would ask District staff to review this situation and provide the Board with your response and recommendations for any corrective actions which may be deemed appropriate.

Thank you for your attention to this matter.

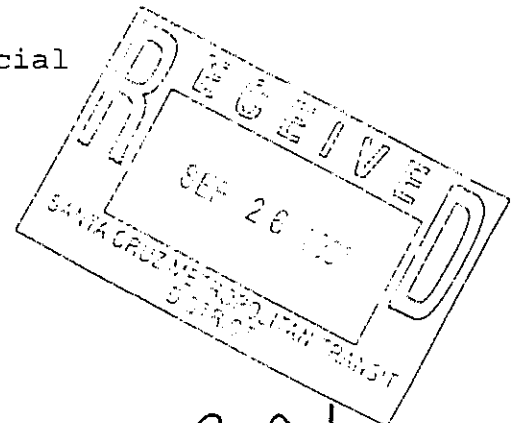
Sincerely,

  
TONY CAMPOS, Chairman  
Board of Supervisors

TC:ted  
Attachment

cc: Commission on Disabilities  
Marc Letendre, Manager, Capitola Mall  
Daniel Kostelec, Capitola Building Official  
Supervisor Jan Beautz  
Supervisor Jeff Almquist

2774A6



2-a.1

COMMISSION ON DISABILITIES



COUNTY OF SANTA CRUZ

701 Ocean Street Rm 30 Santa Cruz, CA 95060  
ph# 454-2355 fax# 454-2433  
commissions@co.santa-cruz.ca.us

September 13, 2001

Chair Tony Campos  
Board of Supervisors  
701 Ocean Street

Santa Cruz, CA 95060

SUBJECT: Disabled access to Metro Terminal at Capitola Mall

Dear Chair Campos:

It has been brought to our attention that there are accessibility problems for persons with disabilities at the Santa Cruz Metropolitan Transit District (SCMTD) bus terminal in front of the Capitola Mall.

The path of travel to the Mall entrance for passengers arriving on northbound buses is difficult and dangerous for persons using a wheelchair or persons with walking difficulties. The intended path of travel is by way of the crosswalk from the north end of the raised boarding platform to the sidewalk in front of the Mall entrance. The curb ramp at the platform end has a dangerous amount of cross slope that can be difficult for a person using a wheelchair or a person with a walking disability. In addition, this route has excessive cross slope and no curb ramp at the Mall end.

The path of travel from the platform normally used by most pedestrians and all those using wheelchairs, or those with children in strollers, is from the north end of the platform, directly across the bus lanes to a curb ramp up to the Mall sidewalk. However, this route is not marked as a crosswalk, and has a more dangerous cross slope than the other. In addition, the curb ramp at the Mall end has excessive running slope that could cause a person in a wheelchair to tip over backward.

The Commission recommends that your Board bring this to the attention of the SCMTD governing board for consideration and correction.

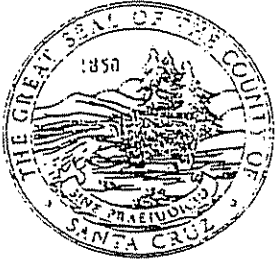
Thank you for your consideration in this matter and for your continued support in making Santa Cruz County accessible to all people.

Sincerely,

Robert Freiler, Chair  
Commission on Disabilities

cc: Leslie White, SCMTD Manager  
Marc Letendre, Capitola Mall Manager  
Daniel Kostelec, Capitola Building Official

2-a.2



# County of Santa Cruz

## BOARD OF SUPERVISORS

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TONY CAMPOS  
FOURTH DISTRICT

JEFF ALMQUIST  
FIFTH DISTRICT

September 25, 2001

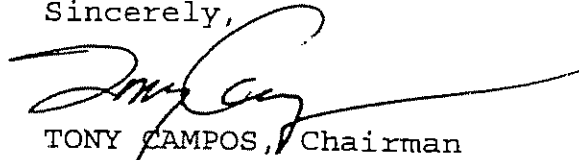
Robert Freiler, Chair  
Commission on Disabilities  
701 Ocean Street  
Santa Cruz, CA 95060

Dear Mr. Freiler:

I was distressed to learn of the difficulties that the Commission indicates are being experienced with regard to access to the Santa Cruz Metropolitan Transit District's terminal at the Capitola Mall by persons with disabilities. As you can see from the attached, I have asked that Les White, General Manager of the Transit District, review the Commission's concerns with appropriate staff and will provide you with a copy of his response.

I appreciate the Commission alerting the Board to this situation and hope to be back in touch shortly.

Sincerely,



TONY CAMPOS, Chairman  
Board of Supervisors

TC:ted  
Attachment

cc: Clerk of the Board  
Marc Letendre, Manager, Capitola Mall  
Daniel Kostelec, Capitola Building Official  
Supervisor Jan Beautz  
Supervisor Jeff Almquist

2773A6

2-a.3



CITY OF CAPITOLA  
420 CAPITOLA AVENUE  
CAPITOLA CALIFORNIA 95010  
TELEPHONE/ TDD 831 475-7300  
FAX 831 479-8879

October 4, 2001

Leslie White, General Manager  
Santa Cruz Metropolitan Transit District  
370 Encinal Street, Suite 100  
Santa Cruz CA 95060

Re: Disabled access at Capitola Mall Transit Center

Dear Mr. White,

This letter is in response to your request for information regarding disabled access deficiencies at the Capitola Mall Transit Center and the procedures to correct them. Before I begin, I want to clarify that the responsibilities and authority of the Capitola Building Department is found in the California Building Code, Title 24. The Capitola Building Department does not enforce the federal Americans with Disabilities Act.

When a building permit is issued for a commercial alteration, the California Building Code, Title 24 requires that a complying, accessible path of travel be provided from the public way and transit facilities to the area of commercial alteration. On March 5, 2001, the City of Capitola Building Department notified the Macerich Company, the owners of the Capitola Mall, that there appeared to be significant non-complying aspects to the walkways and ramps in and around the Capitola Mall Transit Center. We recommended that a comprehensive analysis and solution be developed. Subsequently, I have met with you, your staff and representatives of the Macerich Company. At this point in time there appears to be a reticence on the part of the Macerich Company to move forward in a cooperative manner to find a solution to the access problem described above.

It is my intention to reiterate to the Macerich Company the importance of proceeding with modifications to the Transit Center area, so as not to jeopardize the timely processing of future alteration permits in the areas of the Capitola Mall that are directly served by the Transit Center.

I will keep you and your staff regularly updated on our progress. If I can be of further assistance do not hesitate to contact me.

Sincerely,

Daniel J. Kostelec  
Building Official

2-b.1

Chairperson of Board of Directors for SC Metro Service  
510 Encinal St., Suite 100  
Santa Cruz, CA 95060

October 1, 2001

Subject: No busses on Holidays

Dear Chairperson:

It is a disgraceful act for Santa Cruz county to not provide bus service on all holidays. The lack of such service sends a wretched message to folks who rely on public transportation: "too bad your travel is restricted, but have a happy holiday anyway!"

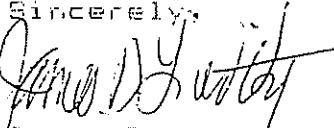
You know as well as I do that there are many people who fall into the category of reliance on public transportation to get around on holidays as well as any other time.

I have a personal anecdote about my holiday experience with SC-Metro. I left Aptos to travel out of town for the Labor Day weekend. I used the route-71 bus and the "17 Express" as part of my transportation to reach the San Jose airport VTA in Santa Clara County makes the connection to the airport relatively easy from the SJ Train station where the 17 Express stops. At my Park City (Utah) destination I remarked to friends how well public transportation worked for me. far, so good.

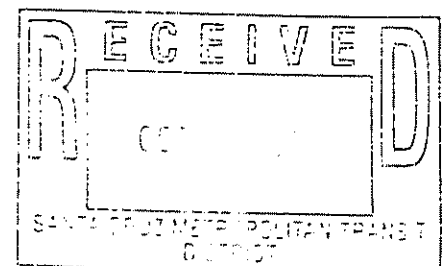
I had to return on Labor Day. VTA's public system was operating on a Sunday schedule. Albeit a reduced frequency of service, it wasn't a terrible inconvenience. At the SJ Train Station, I was dismayed that there wasn't even minimal operation of the 17 Express, but I was able to use Greyhound to reach Santa Cruz. There I had a dreadful realization that Metro service was shut down for the holiday. I walked the 2 miles from Santa Cruz to Aptos with my luggage, thinking sarcastically of an SCMTD message: "Happy Holiday from Santa Cruz County." I was lucky that I was strong enough to handle the occasion, and that it was a nice day to walk.

Notwithstanding the horrific events of September 11th, my effective use of public transportation in many cities while traveling this summer made my Labor Day experience with Santa Cruz a stark reminder that it is a transportation district with comparatively limited funds. However, is it too much to ask for some kind of bus service for holidays? I think such service would brighten a lot of folks' lives, not to mention ameliorating the conditions caused by automobiles.

Sincerely,

  
James D. Liedike  
PO Box 1423  
Pitola CA 95010-1423

cc: scartc  
1523 Pacific Ave  
Santa Cruz CA 95060

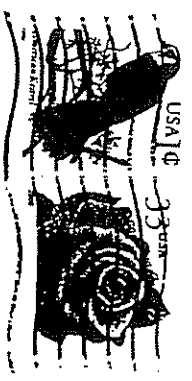


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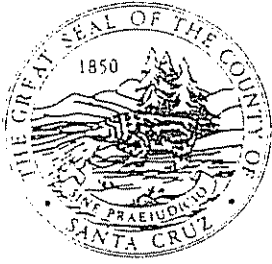


JD Liedtke  
PO Box 1423  
Capitola CA 95010-1423

Chairperson for Board of Directors of SAC Metro Service  
370 Encinal St., Suite 100  
Santa Cruz CA 95060



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# County of Santa Cruz

## BOARD OF SUPERVISORS

701 OCEAN STREET, SUITE 500, SANTA CRUZ, CA 95060-4069

(831) 454-2200 FAX: (831) 454-3262 TDD: (831) 454-2123

JANET K. BEAUTZ  
FIRST DISTRICT

ELLEN PIRIE  
SECOND DISTRICT

MARDI WORMHOUDT  
THIRD DISTRICT

TONY CAMPOS  
FOURTH DISTRICT

JEFF ALMQUIST  
FIFTH DISTRICT

October 9, 2001

Sheryl Ainsworth, Chairperson  
Santa Cruz Metropolitan Transit District  
370 Encinal Street, Suite 100  
Santa Cruz, CA 95060

RE: BUS SERVICE TO SAN ANDREAS LABOR CAMP

Dear Ms. Ainsworth:

The purpose of this letter is to ask that the Transit District consider extending bus service down San Andreas Road, primarily to serve the residents of the San Andreas Labor Camp. As you may know, the labor camp was recently rebuilt and is now the home of farm worker families. These families are low income and have very limited access to transportation.

For many years now, bus #54 has come down San Andreas as far as Sand Dollar Drive, twice a day. It then turns around and goes back toward Aptos and Capitola. The labor camp is located at the other end of San Andreas Road and more oriented toward Watsonville. As I understand it, the need is primarily for transportation to Watsonville and back for shopping and such. However, it may also be that other residents of the San Andreas road area would also use the services available. There currently is no service down Buena Vista Road or to Crest Drive, Zils Road, Monterey Bay Academy and Sunset Beach Road.

I would appreciate it if the Transit District would look at this extension of service. If I can be of any assistance, please let me know.

Very truly yours,

ELLEN PIRIE, Supervisor  
Second District

EP:lg

cc: Mid-Peninsula Housing Coalition

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# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

Minutes- Board of Directors

September 14, 2001

A Regular Meeting of the Board of Directors of the Santa Cruz Metropolitan Transit District met on Friday, September 14, 2001 at the District's Administrative Office, 370 Encinal Street, Santa Cruz, CA.

Vice-Chairperson Reilly called the meeting to order at 9:12 a.m.

## SECTION 1: OPEN SESSION

### 1. ROLL CALL:

#### DIRECTORS PRESENT

Sheryl Ainsworth  
Bruce Gabriel  
Michelle Hinkle  
Mike Keogh  
Emily Reilly

#### DIRECTORS ABSENT

Jeff Almquist (arrived at 9:11 a.m.)  
Jan Beautz (arrived at 9:22 a.m.)  
Tim Fitzmaurice  
Christopher Krohn (arrived at 9:13 a.m.)  
Rafael Lopez  
Dennis Norton  
Ex-Officio Mike Rotkin

#### STAFF PRESENT

Bryant Baehr, Operations Manager  
Paul Chandley, Human Resources Mgr.  
Kim Chin, Planning & Marketing Manager  
John Daugherty, Access. Svcs. Coord.  
Mark Dorfman, Asst. General Manager  
Marilyn Fenn, Asst. Finance Manager

Terry Gale, IT Manager  
Tom Hiltner, Grants/Legis. Analyst  
David Konno, Fac. Maint. Manager  
Ian McFadden, Transit Planner  
Elisabeth Ross, Finance Manager  
Tom Stickel, Fleet Maintenance Manager  
Leslie R. White, General Manager

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

Jim Bosso, S. C. Transportation  
Wally Brondstatter, UTU  
Mary Ferrick, PSA  
Kasandra Fox, MASTF  
Mark Hartunian, Lift Line  
Patti Korba, SEA

John Mellon, VMU  
David Moreau, UTU  
Karena Pushnik, SCCRTC  
Patricia Spence, MASTF  
Marian Taylor, League of Women Voters  
Linda Wilshusen, SCCRTC

### 2. ORAL AND WRITTEN COMMUNICATION

Mr. Fahmey Ma'Awad called the Administrative Services Coordinator and asked that his concerns regarding the lawsuit being brought against the District regarding the

7-1.1

Call Stop Announcements be read aloud. He wanted to emphasize the fact that the lawsuit was filed by two individuals only. A copy of this statement will be attached to the Minutes.

**3. LABOR ORGANIZATION COMMUNICATIONS**

No questions or comments.

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

Bruce Gabriel, Chair of MUG, restated MUG's recommendation to the Board of a few months ago in which MUG requested that the Board meetings be at a central location, i.e. County building or City Council Chambers.

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

No questions or comments.

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

The following documentation was distributed: "The Paratransit Experience -- Issues and Answers" and "Living the Paratransit Experience Statistics". A letter from U.S. President George Bush was also distributed. The President declared September 14, 2001 as a National Day of Prayer and Remembrance for the Victims of the Terrorist Attacks on September 11, 2001. Based on this declaration Vice Chairperson Reilly stated that only Items 9, 10 and 23 would be addressed at today's meeting.

**CONSENT AGENDA**

- 7-1. APPROVE REGULAR BOARD MEETING MINUTES OF 8/10/01 & 8/17/01
- 7-2. ACCEPT AND FILE PRELIMINARILY APPROVED CLAIMS
- 7-3. ACCEPT AND FILE AUGUST 2001 RIDERSHIP REPORT
- 7-4. CONSIDERATION OF TORT CLAIMS: Deny the claims of: Pamela Lee Spires, Vickie Ruelas, James C. Goates, Isabel M. Carrasco; Deny the application to file a late claim and Reject the claim of Pamela Lee Spires as untimely filed
- 7-5. ACCEPT AND FILE MINUTES OF MASTF COMMITTEE MEETING OF 8/16/01
- 7-6. ACCEPT AND FILE MINUTES OF MUG COMMITTEE MEETING OF 8/15/01
- 7-7. ACCEPT AND FILE MONTHLY BUDGET STATUS REPORT FOR JULY 2001, APPROVAL OF BUDGET TRANSFERS
- 7-8. ACCEPT AND FILE STATUS REPORT ON ADA PARATRANSIT PROGRAM FOR JULY 2001
- 7-9. ACCEPT AND FILE HIGHWAY 17 STATUS REPORT FOR JULY 2001
- 7-10. ACCEPT AND FILE UNIVERSITY OF CALIFORNIA, SANTA CRUZ SERVICE UPDATE
- 7-11. ACCEPT AND FILE STATUS REPORT ON CALL STOP ISSUE PROGRESS
- 7-12. ACCEPT AND FILE STAFF REPORT ON THE INVESTIGATION OF BIO-DIESEL AS AN INTERIM FUEL

- 7-13. CONSIDERATION OF RECALCULATION OF TRASH COST FOR METRO CENTER TENANTS AND AMENDMENTS OF SANTA CRUZ METRO CENTER LEASE AGREEMENTS TO REFLECT RECALCULATION
- 7-14. ACCEPT AND FILE STATUS REPORT ON BEACHFEST EVENT
- 7-15. NOTIFICATION OF ACTION TAKEN IN CLOSED SESSION OF JULY 20, 2001, REGARDING MCDONALD'S CORPORATION'S REQUEST FOR RENT REDUCTION
- 7-16. CONSIDERATION OF APPROVAL OF CUSTODIAL SERVICE WORKER II RECLASSIFICATION

**ACTION: MOTION: DIRECTOR KEOGH SECOND: DIRECTOR GABRIEL**

Move Items 13, 15, 16, 17, 18, 19, 20 and 21 to the Consent Agenda.

Motion passed unanimously with Directors Beautz, Fitzmaurice, Lopez and Norton absent.

#### REGULAR AGENDA

- 9. CONSIDERATION OF ISSUES RELATING TO THE SERVICE AREA SERVED BY ADA PARATRANSIT PUBLIC HEARING AT 9:30 A.M. AT THE 9/21/01 BOARD MEETING

#### Summary:

Kim Chin discussed paratransit service which is complimentary to the fixed route service in times and location. The current paratransit service area is identified as  $\frac{3}{4}$  of a mile outside the fixed route and 1 1/2 miles outside of fixed route in five (5) exception areas.

DIRECTOR BEAUTZ ARRIVED.

The Comprehensive Operational and Financial Audit (COFA) identified numerous trips that were made outside of the normal paratransit service area. Mr. Chin added that 80% of the county's population lives within  $\frac{3}{4}$  of a mile of the fixed route service areas. Twenty-two registered ADA passengers took 984 trips in FY 00/01. Eleven percent (11%) of these rides were provided by Lift Line; eighty-nine percent (89%) were provided by sub-contractors (taxicabs). METRO pays \$22.97 per trip to Lift Line per contract specifications. The taxicab subcontractors are paid by the mileage rate and flag drop fee. Lift Line has begun a reconciliation process whereby they utilize the Trapeze software to compare the calculated mileage of a trip to the actual mileage. METRO's Request for Proposal (RFP) for dispatch and paratransit services will contain specific requirements for trip reconciliations.

#### Discussion:

John Daugherty suggested that Transportation Demonstration Act (TDA) funds from the Transportation Commission be used to pay for programs not covered by the Americans with Disabilities Act (ADA). Pat Spence commented that there is no conformity in the standards of the various paratransit rides, i.e. Lift Line, taxicabs. Ms. Spence was asked to be the Cabrillo

Stroke Center's representative and in that capacity, her main focus is reliability and uniformity of the paratransit service. Mark Dorfman added that the Consolidated Transportation Services Agencies (CTSA's) are allocated a specific percentage of the TDA funds. In Santa Cruz the CTSA receives a greater share. At the time the ADA Plan was adopted, a decision was made not to utilize the TDA funds going to the CTSA. The District ran this service within the existing confines of its operating budget. The Transportation Commission could change the amount of TDA funds that go to the CTSA. Mark Hartunian stated that CTSA expects \$566,000 from the Transportation Commission this year. These funds will be used to supplement the Cabrillo Stroke Center, coupons, administration, and other service provided, including taxi script of which \$15 buys \$30 worth of coupons. Any remaining funds would be used towards their purchase of additional ADA vehicles. Director Beautz requested a breakdown of how CTSA uses their TDA allocation each year. The District's RFP for paratransit service operations will be issued approximately October 19, 2001.

There was a brief discussion of Mr. Whiteagle's situation and it was stated that he has other options available to him; however, these options are not as financially beneficial to him as using ADA service. Director Almquist noted that seven people use 71% of the rides outside of the  $\frac{3}{4}$  mile service area. He suggested that Commission staff be approached to see if they would direct Lift Line to handle these rides. It was clarified that taxi script covers an immediate need and is not for longer trips, whereas paratransit service is for next day trips. Director Beautz stated that the  $\frac{3}{4}$  mile parameter and grandfathering in the current customers who utilize the 1 1/2-mile parameter is a good compromise. However, she would like to look into the TDA issue for the rest of the financing. Mr. Chin stated that the final program for the paratransit system will be communicated consistently and that all information in this regard would be easily accessible and consistent. Patti Korba asked that instead of grandfathering individuals into the program, could these customers be given a specific timeframe in which to make other arrangements?

10. **CONSIDERATION OF ISSUES RELATING TO THE PARATRANSIT CUSTOMER'S GUIDE/POLICIES AND PROCEDURES FOR PARATRANSIT OPERATIONS**

**Summary:**

Kim Chin reported that as part of the paratransit process, a "how to" customer's guide would be developed for paratransit applicants and customers. Currently, a brochure is given to new riders in the system. The Policies and Procedures Manual is a "how to" for the operators and outlines the District's expectations as to how the service will be provided. This manual will be a key document for the RFP for dispatch and paratransit services which will be sent out. Both the Customer's Guide and the Policies and Procedures Manual were developed with a consultant and with input from MUG, MASTF and E&D TAC. MUG and MASTF have recommended approval of the Customer's Guide by the Board. A number of meetings and open house functions were held to receive input as well as mailing working drafts to over eighty different agencies. Mr. Chin further reported that the name "Metro ParaCruz" would be presented to the Board for consideration.

After holding an informal conference with bidders to receive their input, the RFP will be released on October 8, 2001. Proposals are due back to District staff by November 8, 2001. The contract would begin on July 1, 2002.

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**Discussion:**

Pat Spence commended Lynn Everett-Lee for her part in implementing the Customer's Guide. She stated that the "ready window" is an important element and would give the provider the flexibility to "group" riders together and to make multiple trips. Mr. Chin added that presentations would be made to all providers and social service agencies and groups so they all have a better understanding of how paratransit works. Kasandra Fox volunteered to design, typeset and print the original Customer's Guide.

Chairperson Ainsworth suggested that the items "Personal Attendants" to "Pets", and possibly "Packages and Personal Items", be categorized and alphabetized for easier reference.

**23. CONSIDERATION OF PARATRANSIT SENSITIVITY TRAINING OF DIRECTORS AND MANAGERS AND RECOMMENDATIONS THEREFROM**

**Summary:**

Les White reported that the "Living with the Paratransit Experience" involved both Directors and staff who entered into the paratransit system under different identities. Participants were encouraged to take three round trips and one group trip. Mr. White stated that Ms. Spence's coordination of the aliases and equipment was tremendous. Lynn Everett-Lee composed an "Issues and Answers" document which outlined specific issues and cross-referenced these with the Customer's Guide and/or Policies and Procedures manuals. Ms. Spence submitted a document outlining the specific problems experienced during the sensitivity training and details of each trip taken.

**Discussion:**

Individual participants in the "Sensitivity Training" session spoke of their experiences. Areas of improvement were discussed. Mark Hartunian stated that he should have been notified when drivers made inappropriate comments. Mr. White added that with the willingness of the providers, a meeting to discuss these comments would be more constructive. Pat Spence recommended that the training be conducted for each paratransit driver so that the service is standardized. There was a discussion regarding customer profiles and landmarks. Kim Chin discussed certification software and how there would be a seamless connection between the database and the providers' database of the information collected. Information is currently being sent to Lift Line.

**ADJOURN**

There being no further business, Vice-Chairperson Reilly adjourned the meeting at 11:28 a.m.

Respectfully submitted,



DALE CARR  
Administrative Services Coordinator  
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# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

Minutes- Board of Directors

September 21, 2001

A Regular Meeting of the Board of Directors of the Santa Cruz Metropolitan Transit District met on Friday, September 21, 2001 at the City Hall Council Chambers, 809 Center Street, Santa Cruz, California.

Chairperson Ainsworth called the meeting to order at 9:05 a.m.

## SECTION 1: OPEN SESSION

### 1. ROLL CALL:

#### DIRECTORS PRESENT

Sheryl Ainsworth  
Tim Fitzmaurice  
Bruce Gabriel  
Michelle Hinkle  
Mike Keogh  
Christopher Krohn  
Dennis Norton  
Emily Reilly

#### DIRECTORS ABSENT

Jeff Almquist (arrived at 9:10 a.m.)  
Jan Beutz (arrived at 9:15 a.m.)  
Rafael Lopez (arrived at 9:50 a.m.)  
Ex-Officio Mike Rotkin

#### STAFF PRESENT

Bryant Baehr, Operations Manager  
Paul Chandley, Human Resources Mgr.  
Kim Chin, Planning & Marketing Manager  
John Daugherty, Access. Svcs. Coord.  
Mark Dorfman, Asst. General Manager  
Marilyn Fenn, Asst. Finance Manager  
Terry Gale, IT Manager

Peggy Gallagher, District Counsel  
Eileen Hiltner, Admin Secretary  
Tom Hiltner, Grants/Legis. Analyst  
David Konno, Fac. Maint. Manager  
Ian McFadden, Transit Planner  
Tom Stickel, Fleet Maintenance Manager  
Leslie R. White, General Manager

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

April Axton, LiftLine  
Fahmy Ma'Awad, MASTF  
Jim Bosso, S. C. Transportation  
Wally Brondstatter, UTU  
Scott Bugental, E&D TAC  
Dianna Dunn, SEIU  
Ed Kramer, MASTF  
Lynn Everett Lee, Multisystems

Kasandra Fox, MASTF  
Patti Korba, SEA  
Carmen Magdaleno, Spanish Interpreter  
Tom Onan, CCCIL  
Steve Paulsen, UTU  
Patricia Spence, MASTF  
Marian Taylor, League of Women Voters  
Linda Wilshusen, SCCRTC

7-1.6



2. **ORAL AND WRITTEN COMMUNICATION**

Oral Communications:

Pat Spence, acting as the Paratransit Chairperson for the Disability Awareness program, thanked all participants involved in the recent Paratransit Awareness training.

Fahmy Ma'Awad inquired about the status of the talking buses/call stops. Les White pointed out that this issue is on the agenda as Item #7-11, but went on to explain that the District is currently working on identifying funding and that a letter from the Board Chair has been sent to the SCCRTC requesting consideration that the District receives the CMAQ \$1.5million Broadway-Brommer Bike Path funds if they become available. This amount would be sufficient to retrofit the entire fleet with the Talking Bus technology. The SCCRTC has deferred this decision until their November meeting. Staff is aggressively exploring other funding sources, to bring to the Board in October, in the event the SCCRTC does not allocate the CMAQ funds to the District. Staff has been directed to prepare the specifications to issue a bid for retrofitting the entire fleet. This will allow the District to move forward with the technology and get bids while pursuing funding sources. The awarding of contracts and retrofitting can be done in phases as funding becomes available.

3. **LABOR ORGANIZATION COMMUNICATIONS**

None

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

None

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

Kassandra Fox, MASTF Chair, read the following motions which were made at the MASTF meeting of September 20, 2001:

- a. MASTF recommends approval of the ParaCruz Policies and Procedures Manual.
- b. For the Paratransit service area, MASTF approves of  $\frac{3}{4}$  mile for the entire system, and the evaluation of the feasibility of using Transportation Development Act (TDA) funds for out-of-service area trips.
- c. MASTF recommends that the 22 people who are presently in the  $\frac{3}{4}$  to 1  $\frac{1}{2}$  mile Paratransit service area who are recertified as ADA eligible be considered for TDA funding.

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

7-1.7

**SECTION 1:**

**ADD TO ITEM #2** ORAL AND WRITTEN COMMUNICATIONS:

- a. J.R. Whiteagle RE: Paratransit Boundaries  
(Add written communication)

**CONSENT AGENDA:**

**ADD TO ITEM #7-3** ACCEPT AND FILE AUGUST 2001 RIDERSHIP REPORT  
(Ridership Report will be distributed at Meeting,  
Insert Service Interruption Report)

**REGULAR AGENDA:**

**ADD TO ITEM #10** CONSIDERATION OF ISSUES RELATING TO THE PARATRANSIT  
CUSTOMER'S GUIDE/POLICIES AND PROCEDURES FOR  
PARATRANSIT OPERATIONS  
(Replace Pages 10-1, 10-2, 10-3)

**DELETE ITEM #23** CONSIDERATION OF PARATRANSIT SENSITIVITY TRAINING OF  
DIRECTORS AND MANAGERS AND RECOMMENDATIONS  
THEREFROM  
(Discussed at 9/14/01 meeting)

**CONSENT AGENDA**

- 7-1. APPROVE REGULAR BOARD MEETING MINUTES OF 8/10/01 & 8/17/01
- 7-2. ACCEPT AND FILE PRELIMINARILY APPROVED CLAIMS
- 7-3. ACCEPT AND FILE AUGUST 2001 RIDERSHIP REPORT
- 7-4. CONSIDERATION OF TORT CLAIMS: Deny the claims of: Pamela Lee Spires, Vickie Ruelas, James C. Goates, Isabel M. Carrasco; Deny the application to file a late claim and Reject the claim of Pamela Lee Spires as untimely filed
- 7-5. ACCEPT AND FILE MINUTES OF MASTF COMMITTEE MEETING OF 8/16/01
- 7-6. ACCEPT AND FILE MINUTES OF MUG COMMITTEE MEETING OF 8/15/01
- 7-7. ACCEPT AND FILE MONTHLY BUDGET STATUS REPORT FOR JULY 2001, APPROVAL OF BUDGET TRANSFERS
- 7-8. ACCEPT AND FILE STATUS REPORT ON ADA PARATRANSIT PROGRAM FOR JULY 2001
- 7-9. ACCEPT AND FILE HIGHWAY 17 STATUS REPORT FOR JULY 2001
- 7-10. ACCEPT AND FILE UNIVERSITY OF CALIFORNIA, SANTA CRUZ SERVICE UPDATE
- 7-11. ACCEPT AND FILE STATUS REPORT ON CALL STOP ISSUE PROGRESS
- 7-12. ACCEPT AND FILE STAFF REPORT ON THE INVESTIGATION OF BIO-DIESEL AS AN INTERIM FUEL

- 7-13. CONSIDERATION OF RECALCULATION OF TRASH COST FOR METRO CENTER TENANTS AND AMENDMENTS OF SANTA CRUZ METRO CENTER LEASE AGREEMENTS TO REFLECT RECALCULATION
- 7-14. ACCEPT AND FILE STATUS REPORT ON BEACHFEST EVENT
- 7-15. NOTIFICATION OF ACTION TAKEN IN CLOSED SESSION OF JULY 20, 2001, REGARDING MCDONALD'S CORPORATION'S REQUEST FOR RENT REDUCTION
- 7-16. CONSIDERATION OF APPROVAL OF CUSTODIAL SERVICE WORKER II RECLASSIFICATION
- 7-17. a. CONSIDERATION OF ASSIGNING THE METRO MARKET LEASE AT THE SANTA CRUZ METRO CENTER FROM BOB TOTT TO ALI GHARAHGOZLOO AND JESSICA HSU  
b. CONSIDERATION OF ASSIGNING THE TRANSMART LEASE AT THE WATSONVILLE TRANSIT CENTER FROM ALI GHARAHGOZLOO AND JESSICA HSU TO KEANG LEE AND MEE T. DIEH-LEE  
(Moved to Consent Agenda at 9/14/01 Board Meeting. Staff Report retained original numbering as Item #13)
- 7-18. CONSIDERATION OF CONTRACT EXTENSION WITH CAROLYN C. CHANEY & ASSOCIATES, INC. FOR FEDERAL LEGISLATIVE SERVICES  
(Moved to Consent Agenda at 9/14/01 Board Meeting. Staff Report retained original numbering as Item #15)
- 7-19. CONSIDERATION OF CONTRACT EXTENSION WITH SHAW/YODER, INC. FOR STATE LEGISLATIVE SERVICES  
(Moved to Consent Agenda at 9/14/01 Board Meeting. Staff Report retained original numbering as Item #16)
- 7-20. CONSIDERATION OF AWARD OF CONTRACT FOR DIESEL AND GASOLINE FUEL  
(Moved to Consent Agenda at 9/14/01 Board Meeting. Staff Report retained original numbering as Item #17)
- 7-21. CONSIDERATION OF AWARD OF CONTRACT FOR FURNISHING HEAVY DUTY BRAKE DRUMS  
(Moved to Consent Agenda at 9/14/01 Board Meeting. Staff Report retained original numbering as Item #18)
- 7-22. CONSIDERATION OF AWARD OF CONTRACT FOR FURNISHING HEAVY DUTY BATTERIES  
(Moved to Consent Agenda at 9/14/01 Board Meeting. Staff Report retained original numbering as Item #19)
- 7-23. CONSIDERATION OF AWARD OF CONTRACT FOR DESIGN AND CONSTRUCTION MANAGEMENT SERVICES FOR RETROFITTING DISTRICT FACILITY FOR COMPRESSED NATURAL GAS (CNG) VEHICLE MAINTENANCE  
(Moved to Consent Agenda at 9/14/01 Board Meeting. Staff Report retained original numbering as Item #20)
- 7-24. CONSIDERATION OF AWARD OF CONTRACT FOR FURNISHING ONE HYBRID VEHICLE  
(Moved to Consent Agenda at 9/14/01 Board Meeting. Staff Report retained original numbering as Item #21)

ACTION: MOTION: DIRECTOR REILLY SECOND: DIRECTOR NORTON

7-19

**Approve Consent Agenda.**

**Motion passed unanimously with Director Lopez absent.**

**REGULAR AGENDA**

8. **Item #8 will be considered when the employee arrives**
9. **Item #9 will be taken after 9:30 A.M. for public input.**
10. **CONSIDERATION OF ISSUES RELATING TO THE PARATRANSIT CUSTOMER'S GUIDE/POLICIES AND PROCEDURES FOR PARATRANSIT OPERATIONS**

**Summary:**

Kim Chin reported that two documents have been developed with input from MASTF, E&D TAC, and system users: the Paratransit Customer's guide, which is a "How To" for users and the Paratransit Policy & Procedure Manual, which is a "How To" manual for the service provider. Both are key documents to be used in the Request for Proposals (RFP) for Paratransit Operators, due to be released in October 2001. "METRO ParaCruz" is also being proposed as the new name for the Paratransit program. After the Board's approval of the documents and the new name, the RFP will be released, and come back for the Board's approval of the Staff recommended contractor in January 2002.

**Discussion:**

**DIRECTOR LOPEZ ARRIVED AT 9:47 A.M.**

A 'Quick Facts' version of the Customer's Guide will be available in large print and Braille. Mr. Chin explained that orientation will be done by METRO through presentations given to different agencies. Also, users will be oriented to the material during ADA certification. The Board expressed concerns including: clarity, accuracy and consistency of information, ease of use, vehicles being identified with decals/logos, and insisted that the Policy & Procedure manual be clear and have exact definitions of what is expected, leaving no room for misunderstanding or misinterpretation by the contracted service provider.

**ACTION: MOTION: DIRECTOR GABRIEL SECOND: DIRECTOR BEAUTZ**

**Approve the Paratransit Customer's Guide, the Paratransit Policy & Procedure Manual and adopt METRO "ParaCruz" as the new name for the Paratransit program.**

**Motion passed unanimously.**

**Chairperson Ainsworth returned to Item #8 at this time.**

8. **PRESENTATION OF EMPLOYEE LONGEVITY AWARDS**

7-1.10

The Board of Directors formally recognized the following employees for their years of service.

TWENTY-FIVE YEARS

Miguel Urizarri, Bus Operator

Chairperson Ainsworth returned to Item #9 at this time.

9. CONSIDERATION OF ISSUES RELATING TO THE SERVICE AREA SERVED BY  
ADA PARATRANSIT  
PUBLIC HEARING AT 9:30 A.M.

**Summary:**

Kim Chin reviewed the five (5) different options for the Paratransit Service Area boundaries being presented, noting there is no staff recommendation on this item. Mr. Chin reported that there had been several opportunities for public input including advertised public notices and input from MUG, MASTF and E&D TAC. Mr. Chin reported there are 22 individuals currently receiving Paratransit service in the exception areas. During the last fiscal year these people took 984 trips at a cost of \$19,794.05

**Discussion:**

**The Public Hearing opened at 10:25 a.m.**

Scott Bugental reported that E&D TAC's recommendation is to maintain the boundaries as they are with no grandfathering clause and no TDA funds usage, because he believes the \$20,000 per year it costs to serve the people in the 1-½ mile exception areas is insignificant to the District. This would require the District to provide Paratransit service to all current or future ADA certified person in the 1-½ mile exception areas. Wally Brondstatter, UTU, and Linda Wilshusen, SCCRTC, recommended a ¾ mile boundary with no grandfathering. April Axton, LiftLine, submitted a letter from a person whose mother currently receives Paratransit service in an exception area. It was pointed out by the Board that ADA Paratransit service is a totally unfunded federal mandate, and that contrary to popular belief, there are transportation alternatives available such as Taxi Script, Stroke Center Support, Medical Vouchers and the Volunteer Center. Tom Onan, CCCIL, read his enclosed letter and believes the ADA regulations are absolute minimums and the District should provide more service than is required. The Board then discussed cost to the District, TDA funds and alternative transportation. It was also pointed out that the implementation of the exception areas 10 years ago was a result of requests by LiftLine and CCCIL.

**Chairperson Ainsworth closed the Public Hearing at 11:15 A.M.**

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

**Approve a ¾ mile Paratransit Service Area boundary, with no Grandfathering. Staff is directed to pursue alternative transportation for the 22 people currently receiving**

7-1.11

Paratransit service in the 5 exception areas that will be eliminated by this motion. Staff is also directed to re-evaluate this issue as the District's financial position improves.

Motion passed with opposition from Directors Fitzmaurice and Krohn.

Director Keogh left the meeting at 11:45 A.M

11. **CONSIDERATION OF APPROVAL OF RESOLUTION OF INTENTION TO AMEND CALPERS CONTRACT TO PROVIDE ONE-YEAR FINAL COMPENSATION AND MILITARY SERVICE CREDIT AS PUBLIC SERVICE**

**Summary:**

Paul Chandley recommended that the Board of Directors approve the attached Resolution of Intention to approve two amendments to the California Public Employees' Retirement System (CalPERS) contract. First, changing the formula from three years final service to one-year final service. Secondly, to add military service credit as public service for the purposes of retirement. CalPERS requires this be done in two steps. First the "Resolution of Intention" needs to be approved, then the final adoption of the amendment will be brought before the Board next month.

**Discussion:**

Director Fitzmaurice would like to talk about adding other classifications to this resolution at some point in the future.

**ACTION: MOTION: DIRECTOR FITZMAURICE SECOND: DIRECTOR NORTON**

**Approve the Resolution of Intention to amend CalPERS contract to provide one-year final compensation and military service credit as public service**

**AYES:** Directors – Ainsworth, Almquist, Beautz, Fitzmaurice, Gabriel, Hinkle, Krohn, Lopez, Norton, Reilly

**NOES:** None

**ABSTAIN:** None

**ABSENT:** Director Keogh

Motion passed unanimously with Director Keogh absent.

12. **CONSIDERATION OF AMENDING DISTRICT BYLAWS TO SET ALTERNATE MEETING LOCATIONS FOR THE REGULAR BOARD MEETINGS TO INCLUDE ONE ANNUAL MEETING AT CITY COUNCIL CHAMBERS FOR WATSONVILLE, CAPITOLA AND SCOTTS VALLEY**

7-1.12

**Summary:**

Margaret Gallagher reported that the memo attached would bring the bylaws into compliance with the Board's direction. It is recommended that the meetings to be held at these alternate cities coincide with the SCCRTC meetings in the same cities so the two meetings can be advertised together.

**Discussion:**

Concern was expressed about ADA accessibility at the alternative locations.

**ACTION: MOTION: DIRECTOR NORTON SECOND: DIRECTOR FITZMAURICE**

**Approve Staff recommendation to amend District bylaws to set alternate meeting locations for the regular Board meetings to include one annual meeting at City Council Chambers for Watsonville, Capitola and Scotts Valley, with the following amendment: that the alternate sites be fully accessible.**

**Motion passed unanimously with Director Keogh absent**

13. MOVED TO CONSENT AS ITEM #7-17

14. CONSIDERATION OF REQUEST OF SANTA CRUZ TRANSPORTATION FOR RATE ADJUSTMENT

Director Keogh returned at 11:50 a.m.

**Summary:**

Mark Dorfman explained Staff is recommending to the Board to reject Santa Cruz Transportation's request because the District has a contract with Community Bridges, and Community Bridges has their own contractual relationship with Santa Cruz Transportation. The District is awaiting a proposal from Community Bridges for the provision of Paratransit rides going forward. As soon as the District receives the proposal and the contract for services is awarded, Community Bridges should then discuss this issue with their subcontractor. If the request were accepted, the impact on the District would be \$116,352.

**ACTION: MOTION: DIRECTOR ALMQUIST SECOND: DIRECTOR NORTON**

**Adopt Staff recommendation to reject rate adjustment request from Santa Cruz Transportation and to encourage LiftLine to continue working on proposal. Chair will send a letter to LiftLine urging them to submit their proposal by the end of this month as they promised. It was further recommended that LiftLine treat their subcontractors in a way that allows the subcontractors to remain viable.**

7-1.13

**Discussion:**

Jim Bosso, Santa Cruz Transportation, explained that in June 2000, they requested an increase in the 1996 rates. This was delayed due to contract re-negotiations with LiftLine (Community Bridges). Santa Cruz Transportation and their attorney approached Community Bridges again in July 2000 and were told the District's Board was whom they should be talking to. Letters were sent periodically to Les White explaining the situation, however no change has taken place. Santa Cruz Transportation operating costs have increased since 1996, but contracted rates have not, causing Santa Cruz Transportation to be unable to keep up. The Board is being asked to recommend to Community Bridges that they raise their contracted rates with Santa Cruz Transportation.

Les White replied that a condition for extending the contract with Community Bridges was to address changes in costs. The District has repeatedly and will continue to ask LiftLine for a comprehensive proposal to extend its contract through June 30, 2002. Both Mark Hartunian and Sam Storey assured the District they would have the proposal, which includes rate increases, completed by the end of this month.

**Motion passed unanimously.**

15. MOVED TO CONSENT AS ITEM #7-18
16. MOVED TO CONSENT AS ITEM #7-19
17. MOVED TO CONSENT AS ITEM #7-20
18. MOVED TO CONSENT AS ITEM #7-21
19. MOVED TO CONSENT AS ITEM #7-22
20. MOVED TO CONSENT AS ITEM #7-23
21. MOVED TO CONSENT AS ITEM #7-24
22. CONSIDERATION OF RESOLUTIONS AUTHORIZING AMENDED STATE TRANSIT ASSISTANCE (STA) AND TRANSIT DEVELOPMENT ACT (TDA) CLAIMS FOR FY 2002

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

**Approve Staff recommendation to authorize Staff to submit an amended claim to the Santa Cruz County Regional Transportation Commission for FY2002 State Transit Assistance (STA) funds and Transportation Development Act (TDA) funds.**

**Motion passed unanimously.**

**ACTION: MOTION: DIRECTOR FITZMAURICE SECOND: DIRECTOR REILLY**

7-1.14



**Extend meeting for 15 minutes.**

**Motion passed unanimously**

**23. REVIEW OF ITEMS TO BE DISCUSSED IN CLOSED SESSION: District Counsel**

Margaret Gallagher reported that there would be discussion of the claim of Deborah Lane & Joshua Loya, which has significant exposure to litigation. There will be a conference with Real Property Negotiator regarding Lucy's Beauty Shop, regarding the price and term of her lease. Also there will be discussion with legal counsel regarding consideration of Initiation of Litigation on 2 separate cases, and also current litigation of SCMTD v. Bruce Gabriel.

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

None

**SECTION II: CLOSED SESSION**

Chairperson Ainsworth adjourned to Closed Session at 12:05 P.M. and reconvened to Open Session at 12:45 P.M.

**SECTION III: RECONVENE TO OPEN SESSION**

**25. REPORT OF CLOSED SESSION**

Margaret Gallagher stated that there is nothing to report at this time.

**ADJOURN**

There being no further business, Chairperson Ainsworth adjourned the meeting at 12:47 p.m.

Respectfully submitted,

  
CINDI THOMAS  
Administrative Secretary

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
 CHECK JOURNAL DETAIL BY CHECK NUMBER  
 ALL CHECKS FOR COAST COMMERCIAL BANK

DATE: 09/01/01 THRU 09/30/01

CHECK NUMBER	CHECK DATE	CHECK AMOUNT	VENDOR NAME	VENDOR TRANS. TYPE	TRANS. NUMBER	TRANSACTION DESCRIPTION	TRANSACTION AMOUNT	TRANSACTION COMMENT
4524	09/19/01	-172.00	GOOD TIMES		75497	VOID CHECK	-172.00	PRE-PA
			VOID CHECK					
4583	09/07/01	9,252.36	VISION SERVICE PLAN		75169	SEPT VISION INS.	9,252.36	
4584	09/07/01	6,125.32	NEW FLYER INDUSTRIES LIMITED		75170	REV VEH PARTS 275	275.38	
					75171	REV VEH PARTS 3276	3,275.72	
					75172	REV VEH PARTS 1949	1,948.86	
					75173	REV VEH PARTS 625	625.36	
4585	09/07/01	80.81	BRINK'S TROPHY SHOPPE		75174	RD RESOLUTION PLAQUE	80.81	
4586	09/07/01	600.28	CAPITOL CLUTCH AND BRAKE, INC		75175	REV VEH PARTS	600.28	
4587	09/07/01	342.00	DOMINICAN HOSPITAL OF S C		75304	JULY DRUG TESTING	342.00	
4588	09/07/01	415.71	ABBOTT STREET RADIATOR		75176	OUT REPAIR REV VEH	415.71	
4589	09/07/01	111.95	WASTE MANAGEMENT OF S C		75177	AUG KINGS VLG RD	111.95	
4590	09/07/01	82,377.19	DEVCO OIL		75178	AUGUST FUEL	82,377.19	
4591	09/07/01	1,279.78	MOHAWK MFG. & SUPPLY CO.		75179	REV VEH PARTS 130	129.54	
					75180	REV VEH PARTS 97	96.72	
					75181	REV VEH PARTS 990	989.72	
					75182	REV VEH PARTS 64	63.80	
4592	09/07/01	53.35	STOODLEY'S SMALL ENGINE SERVIC		75183	REPAIRS & MAINT.	53.35	
4593	09/07/01	147.59	UNITED STATES PLASTIC CORP.		75184	REPAIRS & MAINT.	147.59	
4594	09/07/01	4,496.13	ITT HARTFORD		75185	SEPT LIFE INSURANCE	4,496.13	
4595	09/07/01	192,608.08	COMMUNITY BRIDGES		75186	JULY ADA PARATRANSIT	148,898.08	
					75187	AUGUST DISPATCH	43,710.00	
4596	09/07/01	437.50	LITTLER MENDELSON		75188	PROF SVCS TO 7/31	437.50	
4597	09/07/01	8,420.13	BAY STAFFING		75189	TEMPS W/E 8/12 HR	443.63	
					75190	TEMPS W/E 8/19 FLEET	6,484.80	
					75191	TEMPS W/E 8/5 HRD	1,491.70	
4598	09/07/01	199.50	LRP PUBLICATIONS		75192	DISABILITY COMPL.	199.50	
4599	09/07/01	70.46	JAMES PUBLISHING, INC		75193	DEPOSITION SUPPLEMNT	70.46	
4600	09/07/01	514.08	TRANSIT RESOURCES, INC.		75194	REV VEH PARTS	514.08	
4601	09/07/01	125.00	NATIONAL EMPLOYMENT LAW INST.		75195	EEO & LAW MANUAL	125.00	
4602	09/07/01	86.65	WESTCOAST LEGAL SERVICE		75196	PROF SVCS 8/3/01	86.65	
4603	09/07/01	262.59	BOWMAN & WILLIAMS		75197	ENGINEERING SVC	262.59	
4604	09/07/01	13.75	COSTCO		75198	PHOTO PROCESSING	13.75	
4605	09/07/01	96.80	A TOOL SHED, INC.		75199	TOWABLE LIFT - FAC	96.80	
4606	09/07/01	134.10	APPLIED INDUSTRIAL TECH		75200	REPAIRS & MAINT.	67.59	
					75201	REPAIRS/MAINT.	66.51	
4607	09/07/01	10,344.12	BAY EQUIPMENT & REPAIR		75202	OUT REPAIR OTHER VEH	3,258.05	
					75203	OUT REPAIR REV VEH	7,086.07	
4608	09/07/01	5,997.88	CALIFORNIA SERVICE EMPLOYEE		75204	SEPT MEDICAL INS.	5,997.88	
4609	09/07/01	3,344.25	HARTSELL & OLIVIERI		75205	TRANSCRIPTS	2,788.25	
					75206	TRANSCRIPTS	556.00	
4610	09/07/01	134.69	MOBILE STORAGE GROUP, INC.		75305	7/30-8/27 EQUIP RENT	134.69	
4611	09/07/01	500.00	FREEDOM SHEET METAL, INC.		75207	JULY-SEPT MTNC SVC	500.00	
4612	09/07/01	285.55	ERIK'S DELICAFE, INC.		75208	EMPLOYEE INCENTIVE	285.55	
4613	09/07/01	28.56	SCOTT'S VALLEY WATER DISTRICT		75215	6/11-8/8 KINGS VLG	28.56	
4614	09/07/01	142.40	AMERICAN VAN EQUIPMENT INC.		75209	REV VEH PARTS 112	142.40	
4615	09/07/01	32.00	DEPARTMENT OF JUSTICE		75210	JULY FINGERPRINTS	32.00	
4616	09/07/01	2,964.78	NELSON NYGAARD		75211	ADA CERT TO 7/27	2,964.78	
4617	09/07/01	14,914.04	CDW GOVERNMENT, INC.		75212	COMPUTER SUPPLIES	404.29	
					75213	COMPUTER SUPPLIES	14,509.75	

7-2.1

DATE: 09/01/01 THRU 0/0

CHECK NUMBER	CHECK DATE	CHECK AMOUNT	VENDOR NAME	VENDOR TRANS. TYPE NUMBER	TRANSACTION DESCRIPTION	TRANSACTION AMOUNT	COMMENT
4618	09/07/01	1,190.05	002686 WATERLEAF ARCHITECTURE	75214	PROF SVCS TO 7/27	1,190.05	
4619	09/07/01	333.55	002713 SANTA CRUZ AUTO TECH, INC	75216	OUT REPAIR OTHER VEH	46.40	
				75217	OUT REPAIR OTHER VEH	143.49	
				75218	OUT REPAIR OTHER VEH	143.66	
4620	09/07/01	217.45	007 UNITED PARCEL SERVICE	75219	FREIGHT OUT	217.45	
4621	09/07/01	10.50	009 PACIFIC GAS & ELECTRIC	75220	7/30-8/28 SAKATA LN	10.50	
4622	09/07/01	244.52	013 MCI SERVICE PARTS, INC.	75221	REV VEH PARTS	244.52	
4623	09/07/01	5,970.86	018 SALINAS VALLEY FORD SALES	75222	SMALL TOOLS	146.50	
				75223	REV VEH PARTS	4,294.65	
				75224	REV VEH PARTS	1,044.83	
				75225	REV VEH PARTS	484.88	
4624	09/07/01	321.03	020 ADT SECURITY SYSTEMS,	75226	SEPT ALARMS	321.03	
4625	09/07/01	4,006.02	043 PALACE ART & OFFICE SUPPLY	75308	OFFICE SUPPLIES	4,006.02	
4626	09/07/01	5,114.24	057 U.S. BANK	75306	4251-2400-0574-2697	2,126.78	
				75307	4251-2400-0554-7229	2,987.46	
4626P	09/07/01	-5,114.24	057 U.S. BANK	75316	VOID CHECK	-2,126.78	PRE-PAI
				75317	VOID CHECK	-2,987.46	
					VOID CHECK		
4627	09/07/01	30.00	060 CITY OF SANTA CRUZ	75227	JUL-SEP LOCKER RENT	30.00	
4628	09/07/01	80.00	067 ROTO-ROOTER SEWER/PLUMBING	75228	OUT REPAIR BLDG/IMP	80.00	
4629	09/07/01	243.13	074 KENVILLE & SONS LOCKSMITH	75309	REPAIRS/MAINT	243.13	
4630	09/07/01	1,040.53	107 SAN LORENZO LUMBER CO., INC.	75229	AUG PARTS/SUPPLIES	999.87	
				75230	JULY/AUG PARTS	40.66	
4631	09/07/01	2,659.98	117 GILLIG CORPORATION	75231	REV VEH PARTS	42.93	
				75232	REV VEH PARTS	205.32	
				75233	REV VEH PARTS	2,411.73	
4632	09/07/01	250.00	136 DANCING MAN IMAGERY	75234	PHOTO PROCESS/SUPPLY	250.00	
4633	09/07/01	512.09	147 ZEE MEDICAL SERVICE	75235	SAFETY SUPPLIES	512.09	
4634	09/07/01	623.32	148 ZEP MANUFACTURING COMPANY	75236	CLEANING SUPPLY	623.32	
4635	09/07/01	2,313.67	149 SANTA CRUZ SENTINEL	75237	JULY ADVERTISING	2,313.67	
4636	09/07/01	150.00	150 U.C. REGENTS	75238	JULY ROOM RENTAL	150.00	
4637	09/07/01	3,111.45	180 MANPOWER TEMPORARY SERVICE INC	75241	TEMPS W/E 8/5	1,513.45	
				75242	TEMPS W/E 7/29	1,598.00	
4638	09/07/01	2,112.79	183 BAYSHORE TRUCK EQUIPMENT CO.	75310	REV VEH PARTS	2,112.79	
4639	09/07/01	104.73	186 WILSON, GEORGE H., INC.	75311	REPAIRS/MAINT	104.73	
4640	09/07/01	94.26	210 HOLIDAY MUFFLER SERVICE	75243	OUT REPAIR OTHER VEH	94.26	
4641	09/07/01	973.22	211 BOWMAN DISTRIBUTION	75244	PARTS & SUPPLIES	973.22	
4641P	09/07/01	-973.22	211 BOWMAN DISTRIBUTION	75320	VOID CHECK	-973.22	PRE-PAI
					VOID CHECK		
4642	09/07/01	1,196.00	216 LABOR READY, INC.	75245	TEMPS W/E 8/17 FAC	598.00	
				75246	TEMPS W/E 8/24 FAC	598.00	
4643	09/07/01	297.46	260 SANTA CRUZ GLASS CO., INC.	75247	OUT REPAIR BLDG/IMP	297.46	
4644	09/07/01	3,212.94	282 GRAINGER INC, W. W.	75248	CLEANING SUPPLIES	940.26	
				75249	CLEANING SUPPLIES	713.73	
				75250	REPAIRS/MAINT	208.02	
				75251	REPAIRS & MAINT	1,350.93	
4645	09/07/01	533.68	288 MUNCIE RECLAMATION & SUPPLY	75252	REV VEH PARTS	533.68	
4646	09/07/01	406.50	315 JB ASSOCIATES	75253	JULY CONSULTING SVC	406.50	
4647	09/07/01	215.60	318 WALLACE ENTERPRISES	75254	ANNUAL FIRE EXT TEST	215.60	
4647P	09/07/01	-215.60	318 WALLACE ENTERPRISES	75322	VOID CHECK	-215.60	PRE-PA

7-2.2

DATE: 09/01/01 THRU 09/30/

CHECK NUMBER	CHECK DATE	CHECK VENDOR AMOUNT	VENDOR NAME	VENDOR TRANS. TYPE NUMBER	TRANSACTION DESCRIPTION	TRANSACTION AMOUNT	COMMENTS
			VOID CHECK				
4648	09/07/01	116.32 372	FEDERAL EXPRESS	75239	POSTAGE & MAILING	30.00	
				75240	POSTAGE & MAILING	36.68	
				75312	JULY MAILINGS	49.64	
4649	09/07/01	14,979.14 378	STEWART & STEVENSON	75255	REV VEH PARTS	991.58	
				75256	OUT REPAIR REV VEH	5,625.58	
				75257	REV VEH PARTS	1,118.39	
				75258	OUT REPAIR REV VEH	6,104.24	
				75259	PARTS & SUPPLIES	746.01	
				75260	REV VEH PARTS	393.34	
4650	09/07/01	356.00 382	AIRTEC SERVICE	75261	OUT REPAIR BLDG/IMP	356.00	
4651	09/07/01	355.36 389	KENS AUTO PARTS, INC.	75263	REV VEH PARTS/SUPPLY	355.36	
4652	09/07/01	332.98 395	APPLIED GRAPHICS, INC.	75262	PRINTING - PLANNING	332.98	
4653	09/07/01	602.32 409	MULTIWAVE DIRECT	75264	COMPUTER SUPPLIES	602.32	
4654	09/07/01	3,156.80 432	EXPRESS PERSONNEL SERVICES	75265	TEMPS W/E 8/5 HRD	476.00	
				75266	TEMPS W/E 7/25 FLANG	540.00	
				75267	TEMPS W/E 7/29	1,401.60	
				75268	TEMPS W/E 7/8	539.20	
4655	09/07/01	105.68 434	VERIZON WIRELESS-PAGERS	75269	SEPTEMBER PAGERS	105.68	
4656	09/07/01	140.66 434A	VERIZON WIRELESS	75270	SEPT EQUPT RACK	140.66	
4657	09/07/01	91.09 436	WEST GROUP PAYMENT CTR	75271	JULY ACCESS CHARGES	91.09	
4658	09/07/01	644.09 460	SAFETY ENVIRONMENTAL CONTROL	75272	CLEANING SUPPLIES	386.32	
				75273	SAFETY SUPPLIES	257.77	
4659	09/07/01	467.76 461	VULTRON INC.	75274	OUT REPAIR REV VEH	467.76	
4660	09/07/01	160.00 481	PIED PIPER EXTERMINATORS, INC.	75275	AUG PEST CONTROL	160.00	
4661	09/07/01	155,800.18 502	PUBLIC EMPLOYEES'	75276	SEPT MEDICAL INS.	155,800.18	
4662	09/07/01	1,955.00 525	KION TV	75313	JULY COMMERCIALS	1,955.00	
4663	09/07/01	300.00 554	KSCD	75277	ANNOUNCEMENTS	300.00	
4664	09/07/01	82.67 566	CALISTOGA SPRING WATER CO.	75278	JULY WATER	82.67	
4665	09/07/01	294.75 576	TARANTELLA	75279	BOD MTG 9/14	294.75	
4665P	09/07/01	-294.75 576	TARANTELLA	75498	VOID CHECK	-294.75	PRE-PA
			VOID CHECK				
4666	09/07/01	2,700.00 593	ADVANCED RISK MANAGEMENT	75314	W/C ACTUARIAL SVCS	2,700.00	
4667	09/07/01	3,903.00 616	BROWN ARMSTRONG	75280	AUDIT FEES (7/31/01)	3,903.00	
4668	09/07/01	6,000.00 617	WOOD'S PAINTING & DECORATING	75281	PAINTING - WTC	6,000.00	
4669	09/07/01	233.62 625	ASPEN PUBLISHERS, INC.	75282	CA PAYROLL REPORT	233.62	
4670	09/07/01	371.20 626	ATLAS COLLISION INVESTIGATION	75283	PROF SVCS TO 7/25	371.20	
4671	09/07/01	40.00 627	A PROFESSIONAL SERVICE COMPANY	75284	PROF SVCS 8/13/01	40.00	
4672	09/07/01	73.97 628	NDB HILL	75285	FALL BID LUNCH	73.97	
4673	09/07/01	59.98 630	SAFENWAY	75287	FALL BID LUNCH	59.98	
4674	09/07/01	50.00 631	MARLOW, GERALDINE	75286	REFUND-UNUSED TICKET	50.00	
4675	09/07/01	37,539.33 633	PRUDENTIAL HEALTHCARE	75288	SEPT DENTAL INS.	37,539.33	
4676	09/07/01	172.25 634	SPENCE, PAT	75289	PARATRANSIT EXPERINC	172.25	
4677	09/07/01	660.34 651	DIRECT MIDRANGE SYSTEMS	75290	COMPUTER SUPPLY	660.34	
4678	09/07/01	850.34 854	AMERICAN SEATING COMPANY	75291	REV VEH PARTS	850.34	
4679	09/07/01	78.32 973	SANTA CRUZ DODGE	75292	REV VEH PARTS	78.32	
4680	09/07/01	39.61 960	MCHASTER-CARR SUPPLY CO	75293	PARTS & SUPPLIES	39.61	
4681	09/07/01	240.00 E011	REILLY, EMILY	75294	APTA ANNUAL MTG	240.00	
4682	09/07/01	77.56 E002	STICKEL, TOM	75295	VNU TRAINING	77.56	
4683	09/07/01	46.70 E012	ASPESI, JOHN	75296	GF1 FAREBOX TRAINING	46.70	

7-2.3

DATE: 09/01/01 THRU 9/30/01

CHECK NUMBER	CHECK DATE	CHECK AMOUNT	VENDOR NAME	VENDOR TRANS. TYPE	TRANS. NUMBER	TRANSACTION DESCRIPTION	TRANSACTION AMOUNT	COMMENTS
4684	09/07/01	10.98	E088 O'DONNELL, SHAWN	75297		TRAINING REFRESHMENT	10.98	
4685	09/07/01	64.00	E220 CARRASCO, ISABEL	75298		DMV/VTT FEES - DPS	64.00	
4686	09/07/01	31.24	E323 SALE, TERRY	75299		INK CARTRIDGE	31.24	
4687	09/07/01	100.00	E404 WILSON, BONNIE	75300		FALL BID LUNCH	100.00	
4688	09/07/01	151.00	E495 WHITE, LES	75301		CTA LEG COMMITTEE	4.08	
				75302		APTA SMALL SYS MTG	119.03	
				75303		CALTRANS MEETING	27.89	
4689	09/07/01	4,364.24	057 U.S. BANK	75318		4251-2400-0574-2697	1,376.78	
				75319		4251-2400-0554-7229	2,987.46	
4690	09/07/01	904.26	211 BOWMAN DISTRIBUTION	75321		PARTS & SUPPLIES	904.26	
4691	09/07/01	215.60	319 SIX COUNTIES FIRE AND SAFETY	75323		ANNUAL FIRE EXT TEST	215.60	
4693	09/14/01	13,888.37	009 PACIFIC GAS & ELECTRIC	75324		8/4-9/5 PACIFIC AVE	1,598.30	
				75325		8/4-9/5 PACIFIC AVE	1,226.96	
				75326		8/4-9/5 PACIFIC AVE	388.76	
				75327		8/4-9/5 PACIFIC AVE	600.73	
				75328		8/2-8/30 HARVEY WEST	32.41	
				75329		8/2-8/30 111 DUBOIS	924.22	
				75330		8/2-8/30 111 DUBOIS	206.10	
				75331		8/2-8/30 ENCINAL ST	43.60	
				75332		8/2-8/30 ENCINAL ST	3,050.65	
				75333		7/31-8/29 BEACH ST	91.11	
				75334		7/31-8/30 RODRIGUEZ	27.26	
				75335		7/31-8/30 RODRIGUEZ	1,461.32	
				75336		8/1-8/29 GOLF CLUB	1,859.06	
				75337		8/1-8/29 GOLF CLUB	177.10	
				75338		8/1-8/29 RIVER ST	2,148.19	
				75339		8/1-8/29 RIVER ST	43.93	
				75340		7/30-8/28 SAKATA LN	8.64	
4694	09/14/01	2,823.00	134 DAY WIRELESS SYSTEMS	75341		OUT REPAIR EQUIP/VEH	2,823.00	
4695	09/21/01	4,177.11	001 PACIFIC BELL/SAC	75342		SEPT SUMMARY PHONES	2,498.23	
				75499		MIS PHONE LINE	342.79	
				75500		MIS PHONE LINE	1,336.09	
4696	09/21/01	495.65	001052 MID VALLEY SUPPLY	75343		CLEANING SUPPLIES	495.65	
4697	09/21/01	4,210.41	001063 NEW FLYER INDUSTRIES LIMITED	75344		REV VEH PARTS 573	573.30	
				75345		REV VEH PARTS 398	398.34	
				75346		REV VEH PARTS 3239	3,238.77	
4698	09/21/01	1,326.28	001119 MACERICH PARTNERSHIP, LP, THE	75347		OCT - CAPITOLA MALL	1,326.28	
4699	09/21/01	941.51	001263 ABBOTT STREET RADIATOR	75348		OUT REPAIR REV VEH	941.51	
4700	09/21/01	2,648.22	001407 RED WING SHOE STORE	75349		SAFETY SUPPLIES	2,648.22	
4701	09/21/01	890.00	001492 EVERGREEN	75501		HAZ WASTE DISP	890.00	
4702	09/21/01	15.00	001648 STEVE'S UNION	75350		AUGUST FUEL	15.00	
4703	09/21/01	383.48	001704 SURTEC SYSTEM, INC	75351		CLEANING SUPPLIES	383.48	
4704	09/21/01	133.26	001711 MOHAWK MFG. & SUPPLY CO.	75352		REV VEH PARTS 133	133.26	
4705	09/21/01	1,385.43	001800 THERMO KING OF SALINAS, INC	75353		OUT REPAIR REV VEH	1,385.43	
4706	09/21/01	12,758.61	001812 GARDEN STATE INT'L TRUCK INC.	75354		REPLACE ENGINES	12,653.41	
				75355		REV VEH PARTS	105.20	
4707	09/21/01	107.47	001837 VIKING OFFICE PRODUCTS	75356		OFFICE SUPPLIES-HRD	107.47	
4708	09/21/01	455.00	001844 BRINKS INCORPORATED	75502		SEPT SECURITY	455.00	
4709	09/21/01	348.19	001856 BAY COMMUNICATIONS	75503		OUT REPAIR EQUIPT	348.19	
4710	09/21/01	900.00	001887 HUMPHREY, YVONNE A.	75357		OCT - VERNON ST LOT	900.00	

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SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
CHECK JOURNAL DETAIL BY CHECK NUMBER  
ALL CHECKS FOR COAST COMMERCIAL BANK

DATE: 09/01/01 THRU 09/30/01

CHECK NUMBER	CHECK DATE	CHECK AMOUNT	VENDOR NAME	VENDOR TRANS. TYPE NUMBER	TRANSACTION DESCRIPTION	TRANSACTION AMOUNT	COMMENT
4711	09/21/01	696.43	001936	WORLDCOM TECHNOLOGIES, INC.	75358	AUGUST LONG DISTANCE	696.43
4712	09/21/01	19.38	002063	COSTCO	75359	PHOTO PROCESS - OPS	19.38
4713	09/21/01	28,761.47	002116	HINSHAW, EDWARD & BARBARA	75360	OCT - 120 DUBOIS	5,861.19
					75361	OCT - 370 ENCINAL ST	22,900.28
4714	09/21/01	10,173.30	002117	IULIANO, NICK	75362	OCT - 111 DUBOIS	10,173.30
4715	09/21/01	30.63	002161	APPLIED INDUSTRIAL TECH	75363	PARTS & SUPPLIES	30.63
4716	09/21/01	2,909.25	002176	STOKES SIGNS	75504	SIGNS-UCSC ROUTES	2,909.25
4717	09/21/01	2,000.00	002267	SHAW & YODER	75364	JULY LEGISLATIVE REP	2,000.00
4718	09/21/01	176.75	002323	NORTHERN SAFETY CO., INC.	75365	SAFETY SUPPLIES	176.75
4719	09/21/01	3,750.00	002346	CHANEY, CARDLYN & ASSOC., INC.	75366	SEPT LEGISLATIVE REP	3,750.00
4720	09/21/01	134.69	002380	MOBILE STORAGE GROUP, INC.	75505	8/27-9/24 EQUIPT	134.69
4721	09/21/01	47.50	002388	DOGHERRA'S	75367	OUT REPAIR OTHER VEH	47.50
4722	09/21/01	16.11	002447	SETON IDENTIFICATION PRODUCTS	75381	NAMEPLATES	16.11
4723	09/21/01	243.73	002458	EASTERDAY JANITORIAL SUPPLY CO	75368	CLEANING SUPPLIES	243.73
4724	09/21/01	593.16	002459	SCOTTS VALLEY WATER DISTRICT	75369	6/11-8/8 KINGS VLG	593.16
4725	09/21/01	58.86	002514	APEX WELDING SUPPLIES, INC.	75370	REPAIRS & MAINT.	58.86
4726	09/21/01	2,769.27	002609	CLEANSOURCE	75371	CLEANING SUPPLIES	2,769.27
4727	09/21/01	2,217.30	002610	FREDERICK ELECTRONICS CORP.	75372	OCT - 375 ENCINAL	2,217.30
4728	09/21/01	32.52	002627	CDW GOVERNMENT, INC.	75373	SERVER UPGRADE	32.52
4729	09/21/01	742.66	002639	NEXTEL COMMUNICATIONS	75374	7/26-8/25 PHONES	742.66
4730	09/21/01	253.80	002643	LOS CAPITAL	75375	COPIER RENTAL-PLANNING	253.80
4731	09/21/01	265.00	002687	PACIFIC PUBLISHING	75377	CHAMBER COMMERCE DIR	265.00
4732	09/21/01	584.65	002713	SANTA CRUZ AUTO TECH, INC	75378	OUT REPAIR OTHER VEH	94.05
					75379	OUT REPAIR REV VEH	292.75
					75380	OUT REPAIR OTHER VEH	197.85
4733	09/21/01	366.45	004	NORTH BAY FORD LINC-MERCURY	75382	OUT REPAIR OTHER VEH	21.95
					75383	REV VEH PARTS	344.50
4734	09/21/01	998.98	009	PACIFIC GAS & ELECTRIC	75384	8/11-9/11 KINGS VLG	13.01
					75385	8/11-9/11 KINGS VLG	9.07
					75386	8/11-9/11 KINGS VLG	838.52
					75387	8/4-9/5 PACIFIC AVE	124.96
					75388	6/30-7/31 CNG	13.42
4735	09/21/01	1,621.18	039	KINKO'S INC.	75389	AUGUST PRINTING	1,621.18
4736	09/21/01	3,166.84	041	MISSION UNIFORM	75390	AUG UNIFORMS/LAUNDRY	2,665.58
					75391	AUG UNIFORMS/LAUNDRY	501.26
4737	09/21/01	33.19	042	ORCHARD SUPPLY HARDWARE	75392	REPAIRS/MAINT	33.19
4738	09/21/01	664.82	059	BATTERIES U.S.A. INC.	75393	REV VEH PARTS	664.82
4739	09/21/01	1,065.15	061	REGISTER PAJARONIAN	75506	AUGUST ADS-ADMIN	1,065.15
4740	09/21/01	65.00	067	ROTO-ROOTER SEWER/PLUMBING	75394	OUT REPAIR BLDG/IMPR	65.00
4741	09/21/01	3,174.43	068	UNITED LABORATORIES	75395	REPAIRS/MAINT	3,174.43
4742	09/21/01	259.07	075	COAST PAPER & SUPPLY INC.	75396	CLEANING SUPPLIES	259.07
4743	09/21/01	15,293.88	079	SANTA CRUZ MUNICIPAL UTILITY	75397	6/29-8/31 PACIFIC AV	960.89
					75398	6/29-8/30 ENCINAL ST	1,394.50
					75399	6/29-8/30 GOLF CLUB	1,416.31
					75400	6/29-8/30 RIVER ST	3,321.44
					75401	6/29-8/30 DUBOIS	1,183.60
					75402	6/29-8/30 ENCINAL ST	176.44
					75403	6/29-8/31 PACIFIC	6,744.67
					75404	6/29-8/31 PACIFIC	66.29
					75507	AUG LANDFILL	29.74

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SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
 CHECK JOURNAL DETAIL BY CHECK NUMBER  
 ALL CHECKS FOR COAST COMMERCIAL BANK

DATE: 09/01/01 THRU 7070

CHECK NUMBER	CHECK DATE	CHECK AMOUNT	VENDOR NAME	VENDOR TRANS. TYPE	TRANS. NUMBER	TRANSACTION DESCRIPTION	TRANSACTION AMOUNT	COMMENT
4744	09/21/01	1,472.00	080 STATE BOARD OF EQUALIZATION		75508	AUG PREPAY USE TAX	1,472.00	
4745	09/21/01	117.13	083 THYSSENKRUPP ELEVATOR -042		75405	ELEVATOR MAINT	117.13	
4746	09/21/01	161.02	087 RECOGNITION SERVICES LTD.		75406	EMPLOYEE INCENT 145	161.02	
4747	09/21/01	262.25	090 CRYSTAL SPRINGS WATER CO.		75509	AUGUST WATER FLEET	262.25	
4748	09/21/01	69,092.18	101 EOS CLAIMS SERVICES, INC.		75510	AUGUST TRUST ACCT	69,092.18	
4749	09/21/01	30.58	104 STATE STEEL COMPANY		75408	PARTS & SUPPLIES	30.58	
4750	09/21/01	2,238.60	110 TRANSMART		75526	OCT CUSTODIAL SVC	2,238.60	
4751	09/21/01	2,153.63	117 SILLIG CORPORATION		75409	REV VEH PARTS	1,502.27	
					75410	REV VEH PARTS	220.60	
					75411	REV VEH PARTS	430.76	
4752	09/21/01	92.84	130 WATSONVILLE CITY WATER DEPT.		75511	8/1-8/31 SAKATA LN	70.98	
					75512	8/1-9/1 SAKATA LN	12.80	
					75513	8/1-9/1 RODRIGUEZ	9.06	
4753	09/21/01	2,480.80	135 SANTA CRUZ AUTO PARTS, INC.		75412	REV VEH PARTS/SUPPLY	2,480.80	
4754	09/21/01	56.00	136 DANCING MAN IMAGERY		75413	PHOTO PROCESSING	56.00	
4755	09/21/01	383.48	147 ZEE MEDICAL SERVICE		75514	SAFETY SUPPLIES	383.48	
4756	09/21/01	604.95	149 SANTA CRUZ SENTINEL		75515	AUGUST ADS	604.95	
4757	09/21/01	110.36	161 OCEAN CHEVROLET INC		75416	REV VEH PARTS	104.13	
					75516	REV VEH PARTS	6.23	
4758	09/21/01	672.46	162 WASHINGTON LETTER ON TRANSPORT		75417	ANNUAL RENEWAL	672.46	
4759	09/21/01	1,081.37	166 HOSE SHOP, INC.,THE		75418	REPAIRS/MAINT	109.32	
					75517	REV VEH PARTS/SUPPLY	972.05	
4760	09/21/01	549.05	170 TOWNSEND'S AUTO PARTS		75419	REV VEH PARTS/SUPPLY	549.05	
4761	09/21/01	3,191.77	180 MANPOWER TEMPORARY SERVICE INC		75420	TEMPS W/E 8/19 PLANG	1,348.57	
					75421	TEMPS W/E 8/12 HRD	921.60	
					75422	TEMPS W/E 8/19 HRD	921.60	
4762	09/21/01	2,288.01	183 BAYSHORE TRUCK EQUIPMENT CO.		75423	OUT REPAIR REV VEH	2,288.01	
4763	09/21/01	80.00	210 HOLIDAY MUFFLER SERVICE		75424	OUT REPAIR REV VEH	45.00	
					75425	OUT REPAIR REV VEH	35.00	
4764	09/21/01	1,136.20	216 LABOR READY, INC.		75426	TEMPS W/E 8/30 FAC	478.40	
					75518	TEMPS W/E 9/6 FAC	657.80	
4765	09/21/01	1,796.04	221 VEHICLE MAINTENANCE PROGRAM		75427	REV VEH PARTS 1441	1,441.40	
					75428	REV VEH PARTS 355	354.64	
4766	09/21/01	2,310.16	227 USSC GROUP, INC.		75429	OTHER MOBILE 2269	2,310.16	
4767	09/21/01	45.76	260 SANTA CRUZ GLASS CO., INC.		75430	OUT REPAIR BLDG/IMP	45.76	
4768	09/21/01	421.17	282 GRAINGER INC, W. W.		75432	PARTS/SUPPLIES	386.09	
					75433	REPAIRS/MAINT	35.08	
4769	09/21/01	484.56	288 MUNCIE RECLAMATION & SUPPLY		75431	REV VEH PARTS	484.56	
4770	09/21/01	562.50	292 NORTH COUNTY RECOVERY & TOWING		75434	OUT REPAIR REV VEH	562.50	
4771	09/21/01	1,428.85	294 ANDY'S AUTO SUPPLY		75519	AUG PARTS/SUPPLIES	1,428.85	
4772	09/21/01	17.00	345 SANTA CRUZ COUNTY OFFICE OF		75435	AUG FINGERPRINTING	17.00	
4772P09/01/01		-17.00	345 SANTA CRUZ COUNTY OFFICE OF		75532	VOID CHECK	-17.00	PRE-PA
						VOID CHECK		
4773	09/21/01	850.00	351 BEI CORPORATION		75436	SOFTWARE MAINT	850.00	
4774	09/21/01	130.00	367 COMMUNITY TELEVISION OF		75437	TV COVERAGE 8/17 MTG	130.00	
4775	09/21/01	2,142.29	378 STEWART & STEVENSON		75438	REV VEH PARTS	686.69	
					75439	REV VEH PARTS	47.45	
					75440	REV VEH PARTS	516.70	
					75441	REV VEH PARTS	349.15	
					75442	REV VEH PARTS	676.99	

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SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
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DATE: 09/01/01 THRU 09/30/01

CHECK NUMBER	CHECK DATE	CHECK AMOUNT	VENDOR NAME	VENDOR TYPE	TRANS. NUMBER	TRANSACTION DESCRIPTION	TRANSACTION AMOUNT	COMMENT
4776	09/21/01	202.00	394	APPLIED DIGITAL SOLUTIONS	75443	REV VEH PARTS	-134.69	
4777	09/21/01	90.08	395	APPLIED GRAPHICS, INC.	75520	PRINTER MAINT.	202.00	
4778	09/21/01	64.53	399	SEARS	75444	PRINTING - PLANNING	90.08	
4779	09/21/01	237.16	405	JOHN'S ELECTRIC MOTOR	75445	SMALL TOOLS 65	64.53	
4780	09/21/01	3,046.40	432	EXPRESS PERSONNEL SERVICES	75446	OUT REPAIR EQUIPT	237.16	
					75447	TEMPS W/E 9/12 HRD	1,344.00	
					75521	TEMPS W/E 9/2 HRD	1,702.40	
4781	09/21/01	2,062.00	433	AMPAC BUILDING MAINTENANCE	75448	AUG SVTC SERVICE	2,062.00	
4782	09/21/01	550.00	461	VULTRON INC.	75449	OUT REPAIR EQUIPT	550.00	
4783	09/21/01	3,076.26	480	DIESEL MARINE ELECTRIC	75450	REV VEH PARTS	3,076.26	
4784	09/21/01	21,296.96	500	PAIGE'S SECURITY SERVICES, INC	75522	AUGUST SECURITY	21,296.96	
4785	09/21/01	201,829.50	508	COMPLETE COACH WORKS	75451	OUT REPAIR REV VEH	201,829.50	
4786	09/21/01	194.87	510	ASCOM HASLER LEASING	75452	POSTAGE METER RENTAL	194.87	
4787	09/21/01	266.44	511	LUMINATOR	75453	REV VEH PARTS 262	266.44	
4788	09/21/01	932.68	521	NECX DIRECT	75454	COMPUTER SUPPLIES	834.09	
					75455	OFFICE SUPPLIES	98.59	
4789	09/21/01	1,055.00	525	KIDN TV	75523	7/30-8/26 AIRTIME	1,055.00	
4790	09/21/01	1,180.00	533	LINDSKOG P. E., ROBERT	75524	6/18-8/9 PROF SVCS	1,180.00	
4791	09/21/01	94,117.50	550	EARTHWORKS	75456	OPS PAVING PROJECT	94,117.50	
4792	09/21/01	1,500.00	563	AMBAG	75457	CENTRAL COAST REPORT	1,500.00	
4793	09/21/01	178.18	566	CALISTOGA SPRING WATER CO.	75458	WATER ADMIN	178.18	
4794	09/21/01	105.59	582	TOYOTA OF SANTA CRUZ	75459	OUT REPAIR OTHER VEH	105.59	
4795	09/21/01	1,300.00	584	NETWORK COMPUTING DEVICES, INC	75460	TECH SUPPORT 1 YEAR	1,300.00	
4796	09/21/01	845.00	586	AMERICAN FLAGPOLE & FLAG CO.	75461	FLAG POLE 670	845.00	
4797	09/21/01	233.62	625	ASPEN PUBLISHERS, INC.	75462	PAYROLL MNGR LETTER	233.62	
4798	09/21/01	921.95	629	HUGHES & ASSOCIATES	75463	INVESTIGATIVE SVCS	921.95	
4799	09/21/01	13,670.00	636	SCHARRENBERG LAW OFFICES	75527	PROF SVCS	13,670.00	
4800	09/21/01	1.00	649	EURICH, CECELIA G. & JOHN P.	75528	500 SEABRIGHT AVE	1.00	
4801	09/21/01	1,175.00	650	CENTRAL COAST LANDSCAPE	75464	AUG LANDSCAPING	1,175.00	
4802	09/21/01	182.77	788	SCMTD PETTY CASH - FINANCE	75525	AUG/SEPT PETTY CASH	182.77	
4803	09/21/01	104.87	932	A.L. LEASE COMPANY, INC.	75465	REPAIRS/MAINT	94.42	
					75466	REPAIRS/MAINT	10.45	
4804	09/21/01	49.01	E084	RODRIGUEZ, VAL	75467	TRAINING EXPENSES	49.01	
4805	09/21/01	48.30	E103	LONGNECKER, LLOYD	75468	CAL TRANS MEETING	48.30	
4806	09/21/01	10.00	E168	NIETO, MANUEL	75469	DMV/VTT FEES	10.00	
4807	09/21/01	10.00	E191	KALE, RICKEY	75470	DMV/VTT FEES OPS	10.00	
4808	09/21/01	10.00	E197	TICHENDOR, KENNETH	75471	DMV/VTT FEES	10.00	
4809	09/21/01	10.00	E199	LEVESQUE, ARMAND	75529	DMV/VTT FEES OPS	10.00	
4810	09/21/01	10.00	E200	MATTOS, RAYMOND	75472	DMV/VTT FEES	10.00	
4811	09/21/01	10.00	E203	JOHNSON, LISA	75473	DMV/VTT FEES OPS	10.00	
4812	09/21/01	10.00	E214	ATWELL, DONALD	75474	DMV/VTT FEES OPS	10.00	
4813	09/21/01	10.00	E219	BOOTON, MICHAEL	75475	DMV/VTT FEES OPS	10.00	
4814	09/21/01	10.00	E220	CARRASCO, ISABEL	75476	DMV/VTT FEES OPS	10.00	
4815	09/21/01	10.00	E222	CHILDERS, TIMOTHY	75477	DMV/VTT FEES OPS	10.00	
4816	09/21/01	10.00	E230	ZENKER, JEFFREY	75478	DMV/VTT FEES OPS	10.00	
4817	09/21/01	10.00	E232	GARCIA SUMANO, PEDRO	75479	DMV/VTT FEES OPS	10.00	
4818	09/21/01	82.30	E236	DEVILLIRES, FRANCISCO	75480	OFFICE SUPPLIES	82.30	
4819	09/21/01	10.00	E237	NORMAN, GORDON	75481	DMV/VTT FEES OPS	10.00	
4820	09/21/01	76.39	E501	BAHR, BRYANT	75483	LUNCH MEETING	76.39	
4821	09/21/01	84.82	E522	CARR, DALE	75484	OFFICE SUPPLIES	84.82	



SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
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DATE: 09/01/01 THUR 7/30

CHECK NUMBER	CHECK DATE	CHECK AMOUNT	VENDOR	VENDOR NAME	VENDOR TRANS. TYPE	TRANS. NUMBER	TRANSACTION DESCRIPTION	TRANSACTION AMOUNT	COMMENTS
4822	09/21/01	130.00	M001	HORTON, JOSEPH		75485	OCT MEDICAL PREMIUM	130.00	
4823	09/21/01	130.00	M002	RACKLEY, EARL		75486	OCT MEDICAL PREMIUM	130.00	
4824	09/21/01	65.00	M003	WYANT, JUDI		75487	OCT MEDICAL PREMIUM	65.00	
4825	09/21/01	65.00	M005	ROSS, EMERY		75488	OCT MEDICAL PREMIUM	65.00	
4826	09/21/01	169.00	M006	VAN DER ZANDE, ED		75489	OCT MEDICAL PREMIUM	169.00	
4827	09/21/01	122.00	M007	BLAIR-ALWARD, GREGORY		75490	OCT MEDICAL PREMIUM	122.00	
4828	09/21/01	122.00	M008	CAMPOS, ARVILLA		75491	OCT MEDICAL PREMIUM	122.00	
4829	09/21/01	339.00	M009	FREEMAN, MARY		75492	OCT MEDICAL PREMIUM	339.00	
4830	09/21/01	122.00	M010	SHORT, SLOAN		75493	OCT MEDICAL PREMIUM	122.00	
4831	09/21/01	46.00	M011	LAWSON, LOIS		75494	OCT MEDICAL PREMIUM	46.00	
4832	09/21/01	46.00	M012	ROSE, JACK		75495	OCT MEDICAL PREMIUM	46.00	
4833	09/21/01	38.00	M013	JAHNKE, EILEEN		75496	OCT MEDICAL PREMIUM	38.00	
4834	09/21/01	40.00	R359	POTTER, VELMA		75530	SETTLEMENT	40.00	
4835	09/25/01	2,750.00	R360	SMITH, MATHEW SETTLEMENT OF CLAIM		75531	SETTLEMENT OF CLAIM	2,750.00	MANUA
TOTAL		1,201,230.11		COAST COMMERCIAL BANK			TOTAL CHECKS	258	1,201,230.11

**Santa Cruz METRO  
September Ridership Report**

REVENUE AND RIDERSHIP SUMMARY BY ROUTE

ROUTE	REVENUE	RIDERSHIP	Revenue/ Passenger	UC Student	UC Staff/ Faculty	S/D Day Pass	S/D Riders	W/C	S/D Day Pass	Cabrillo	Blke	Monthly Pass
10	\$ 1,394.70	18,273	\$ 0.08	14,336	1,287	24	40	6	20	224	418	1,106
13	\$ 516.66	9,027	\$ 0.06	7,889	423	7	6	-	8	55	151	163
15	\$ 3,397.32	30,653	\$ 0.11	22,563	2,749	63	53	19	25	362	971	1,734
16	\$ 3,557.96	49,274	\$ 0.07	41,274	1,970	57	56	57	10	468	1,065	2,139
18	\$ 716.70	2,443	\$ 0.29	702	492	17	12	4	14	47	140	528
19	\$ 1,134.51	14,616	\$ 0.08	11,803	811	15	30	7	22	153	448	748
2	\$ 2,219.51	7,867	\$ 0.28	2,970	250	66	75	16	24	301	185	2,276
3A	\$ 1,661.59	4,141	\$ 0.40	329	140	72	112	7	28	246	91	1,899
3B	\$ 1,982.12	4,843	\$ 0.41	470	122	86	96	14	34	276	175	2,165
3N	\$ 197.04	601	\$ 0.33	113	16	1	9	-	-	51	32	225
4	\$ 977.71	3,712	\$ 0.26	147	43	31	98	70	52	170	58	2,430
6	\$ 1,068.67	2,649	\$ 0.40	504	94	70	51	18	28	94	63	1,028
7	\$ 991.07	2,709	\$ 0.37	223	27	54	58	19	49	162	35	1,525
7N	\$ 1,486.83	2,866	\$ 0.52	232	40	18	25	9	3	184	155	982
8	\$ 1,164.68	3,936	\$ 0.30	274	35	49	97	17	62	204	42	2,360
9	\$ 31.76	117	\$ 0.27	5	15	-	4	-	1	7	5	57
12A	\$ 184.21	3,487	\$ 0.05	2,992	258	5	1	-	-	20	81	43
12B	\$ 123.17	2,817	\$ 0.04	2,531	100	-	2	-	2	10	31	55
20	\$ 124.01	2,723	\$ 0.05	2,271	218	1	1	-	2	12	68	100
22	\$ 167.12	3,506	\$ 0.05	3,053	153	3	6	1	2	44	84	97
25	\$ 49.03	1,101	\$ 0.04	995	16	-	-	1	-	9	98	33
30	\$ 2,723.16	5,504	\$ 0.49	92	44	55	72	33	27	239	202	2,522
31	\$ 713.78	1,365	\$ 0.52	64	29	27	19	8	19	68	65	557
33	\$ 633.32	1,040	\$ 0.61	12	2	7	3	2	-	6	35	412
34	\$ 377.27	767	\$ 0.49	6	1	4	3	1	2	8	12	386
35	\$ 25,053.74	46,544	\$ 0.54	819	281	660	574	48	251	2,041	1,620	19,803
36	\$ 369.80	849	\$ 0.44	29	41	28	17	-	1	130	67	332
40	\$ 1,768.05	2,759	\$ 0.64	50	22	61	12	2	9	73	147	1,010
41	\$ 1,311.78	2,251	\$ 0.58	177	48	24	17	2	8	165	222	610
42	\$ 684.80	1,097	\$ 0.62	67	12	4	13	1	1	81	118	263
51	\$ 43.05	162	\$ 0.27	3	1	-	4	2	-	24	3	90
52	\$ 828.21	2,407	\$ 0.34	36	28	14	110	25	61	151	27	1,354
54	\$ 3,221.90	8,613	\$ 0.37	75	28	132	200	79	94	2,321	266	3,189
58	\$ 37.96	110	\$ 0.35	-	-	1	-	-	-	11	-	64
59	\$ 233.29	799	\$ 0.29	15	4	6	24	1	11	75	12	478
60	\$ 168.06	325	\$ 0.52	1	2	7	13	-	1	21	1	141
61	\$ 57.50	126	\$ 0.46	9	-	3	-	-	4	7	-	59
63	\$ 724.15	1,672	\$ 0.43	22	6	29	100	83	72	145	36	813
65	\$ 4,989.01	10,798	\$ 0.46	440	120	181	288	100	102	587	340	5,038
66	\$ 8,859.99	17,134	\$ 0.52	892	227	344	296	117	171	931	470	6,975
67	\$ 5,123.02	10,707	\$ 0.48	912	173	182	133	93	54	555	342	4,342
69	\$ 7,290.41	15,651	\$ 0.47	1,292	372	243	286	57	84	799	482	6,385
69A	\$ 7,959.70	14,512	\$ 0.55	788	172	201	310	64	126	674	458	5,335
69N	\$ 1,682.24	3,904	\$ 0.43	400	81	12	43	19	2	582	170	1,179
69W	\$ 15,944.66	30,975	\$ 0.51	1,028	284	288	423	155	143	4,384	816	10,010
69L	\$ 807.70	1,566	\$ 0.52	17	26	22	50	12	7	87	55	663
70	\$ 2,307.78	6,277	\$ 0.37	149	45	75	85	50	56	2,216	243	1,718
71	\$ 54,412.61	94,380	\$ 0.58	1,725	734	948	1,435	412	629	11,748	2,718	27,895
72	\$ 6,525.56	9,481	\$ 0.69	31	31	135	209	19	97	298	111	2,921
73	\$ 6,059.14	8,286	\$ 0.73	9	34	110	229	29	137	252	92	2,242
75	\$ 9,175.20	11,820	\$ 0.78	10	55	179	242	17	139	226	121	2,831
78	\$ 230.25	317	\$ 0.73	2	-	9	9	2	4	2	10	111
79	\$ 2,065.31	3,645	\$ 0.57	9	2	48	148	26	95	115	59	1,556
81	\$ 954.96	2,039	\$ 0.47	12	7	19	35	11	17	460	41	646
91	\$ 4,766.01	9,255	\$ 0.51	448	289	162	93	4	45	1,672	397	2,447
Unknown	\$ 1,110.96	4,682	\$ 0.24	1,748	1,023	27	31	14	10	118	274	747
<b>TOTAL</b>	<b>\$ 202,360.70</b>	<b>503,200</b>	<b>\$ 0.40</b>	<b>127,065</b>	<b>13,483</b>	<b>4,886</b>	<b>6,358</b>	<b>1,753</b>	<b>2,865</b>	<b>34,371</b>	<b>14,428</b>	<b>136,817</b>

ROUTE	REVENUE	RIDERSHIP	Revenue/ Passenger	VT/SC Day Pass	17 Co/Train	S/D Day Pass	S/D Riders	W/C	None	ECO Pass	Blke	Monthly Pass
17	\$ 13,214.56	1,679	\$ 1,407.00	3,518	7	123	-	10,755	15,324	3,518	10	47

RIDERSHIP	
UC Shuttle	3,682
Art/Wine	3,748
Beach Shuttle	2,435

September Ridership	514,744
September Revenue	\$215,575.26

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

VEHICLE CATEGORY	TOTAL BUSES	AVG # DEAD IN GARAGE	AVG # AVAIL. FOR SERVICE	AVG # IN SERVICE	AVG # SPARE BUSES	AVG # LIFTS OPERATING	% LIFTS WORKING ON PULL-OUT BUSES
FLYER	63	16	47	45	2	45	100%
GILLIG	48	13	35	24	11	24	100%
GMC	8	1	7	3	4	3	100%
CHAMPION	4	1	3	1	2	1	100%

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

VEHICLE CATEGORY	TOTAL BUSES	AVG # DEAD IN GARAGE	AVG # AVAIL. FOR SERVICE	AVG # IN SERVICE	AVG # SPARE BUSES	AVG # LIFTS OPERATING	% LIFTS WORKING ON PULL-OUT BUSES
FLYER	63	N/A	N/A	43	N/A	43	100%
GILLIG	48	N/A	N/A	11	N/A	11	100%
GMC	8	N/A	N/A	4	N/A	4	100%
CHAMPION	4	N/A	N/A	1	N/A	1	100%

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

PASSENGER LIFT PROBLEMS

MONTH OF SEPTEMBER, 2001

DATE	DAY	BUS #	REASON
09/02/01	SUNDAY	9813LF	Kneel switch upside down
09/05/01	WEDNESDAY	8909G	Lift stows at an angle, doesn't lift heavy chairs
09/06/01	THURSDAY	8078F	Lift will not stow
09/06/01	THURSDAY	8107GR	Lift is broken
09/07/01	FRIDAY	8106GR	Lift doesn't always go all the way down
09/07/01	FRIDAY	8907G	Doesn't kneel
09/10/01	MONDAY	8062G	Lift will not stow by itself
09/10/01	MONDAY	8910G	Problem with lift
09/11/01	TUESDAY	8065G	No lift power
09/12/01	WEDNESDAY	8060G	Lift will not lower barrier & has clunking sound under driver
09/13/01	THURSDAY	9835G	Kneel is very slow to come up
09/13/01	THURSDAY	8077F	Bus will not kneel when in neutral (bikes at the transit center)
09/14/01	FRIDAY	8916G	Passenger lift no power/no function
09/14/01	FRIDAY	9812G	Power comes on but the lift does not function
09/14/01	FRIDAY	8308GM	Lift will not deploy up and out
09/14/01	FRIDAY	8050G	Lift barrier will not go down
09/14/01	FRIDAY	8903G	Lift inoperable
09/15/01	SATURDAY	9802LF	Ramp very slow to deploy
09/17/01	MONDAY	8058G	Rear barrier goes too far forward hitting rear tires & won't go down
09/17/01	MONDAY	8076F	No power to lift
09/17/01	MONDAY	8912G	Lift does not stow, consistently hangs up half way through stow
09/20/01	THURSDAY	8093F	Barrier does not stow all the way down, pops up about an inch
09/24/01	MONDAY	8920LF	W/C kneel beeper extremely loud, passengers are complaining
09/25/01	TUESDAY	8915G	Barrier will not go down
09/25/01	TUESDAY	9829LF	Problem with lift
09/27/01	WEDNESDAY	8080F	W/C ramp won't deploy/retract with any weight on it.
09/27/01	WEDNESDAY	8308GM	Lift does not deploy using deploy switch after hitting power switch
09/27/01	WEDNESDAY	8090F	Passenger lift barrier will not go down
09/27/01	WEDNESDAY	8062G	Problem with lift
09/28/01	FRIDAY	8308GM	Cannot get lift to deploy after hitting power switch
09/28/01	FRIDAY	8910G	Lift inoperable
09/28/01	FRIDAY	8919G	Broken lift
09/28/01	FRIDAY	8065G	Lift safety barrier broken

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

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

SEPTEMBER 2001

printed 10/01/2001

SERVICE INTERRUPTION SUMMARY REPORT  
L I F T P R O B L E M S  
09/01/2001 TO 09/30/2001

DATE	BLOCK	ROUTE	TIME	DIRBUS	REASON	N:BUS	A:BUS	HR:MN	MILE	LOST	DELAY
09/14/2001	17103	71	1245P	0B8903	LIFT DOWN			00:45			
									14.05	0045	0000
								00:45	14.05		
						AM Peak		00:00	00.00		
						Midday		00:45	14.05		
						PM Peak		00:00	00.00		
						Other		00:00	00.00		
						Weekday		00:45	14.05		
						Saturday		00:00	00.00		
						Sunday		00:00	00.00		

GOVERNMENT TORT CLAIM



RECOMMENDED ACTION

TO: Board of Directors

FROM: District Counsel

RE: Claim of: Mary E. McDonald      Received: 09/14/01      Claim #: 01-0026  
Date of Incident: 04/09/01      Occurrence Report No.: SC 04-01-02

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

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

By Margaret Gallagher  
Margaret Gallagher  
DISTRICT COUNSEL

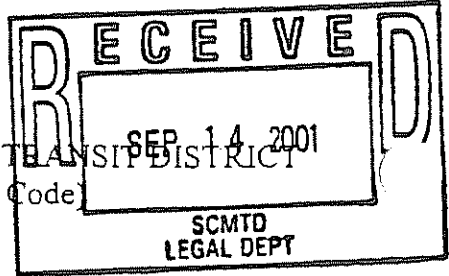
Date: September 18, 2001

I, Dale Carr, do hereby attest that the above Claim was duly presented to and the recommendations were approved by the Santa Cruz Metropolitan Transit District's Board of Directors at the meeting of October 19, 2001.

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

\_\_\_\_\_  
Date

MG/hp



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

Claim # NEC 040102  
01-0026

TO: BOARD OF DIRECTORS, Santa Cruz Metropolitan Transit District

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

1. Claimant's Name: MARY E. MCDONALD

Claimant's Address/Post Office Box: P.O. Box 1022, Aptos, CA 95001-1022

Claimant's Phone Number: (831) 685-2258

2. Address to which notices are to be sent: C/O Robert H. Darrow, 149 Josephine Street,  
Suite A, Santa Cruz, CA 95060

3. Occurrence: Metro Bus struck the car I was driving in the left rear causing damage  
to my 1986 Toyota Celica automobile

Date: 04-09-01 Time: 12:15 p.m. Place: Pacific Garden Mall and Cathcart St.

Circumstances of occurrence or transaction giving rise to claim: \_\_\_\_\_  
I stopped for a pedestrian crossing Cathcart Street when a Metro bus struck my car  
in the left rear.

4. General description of indebtedness, obligation, injury, damage, or loss incurred so far as is  
known: I was injured in the neck and lower back as a result of the collision.  
To date, I have incurred medical costs of about \$2,500.00. The cost of repairing  
my car is about \$500.00 +.

5. Name or names of public employees or employees causing injury, damage, or loss, if known:  
Darryl Sanford Juan, 7555 Sunset Way, #2, Aptos, CA 95003  
Calif. Driver License No. 06N215046

6. Amount claimed now ..... \$ 5,000.00  
Estimated amount of future loss, if known ..... \$ 20,000.00  
TOTAL ..... \$ 25,000.00

7. Basis of above computations: Based upon costs to date and estimated treatment,  
including pain and suffering.

Mary E. McDonald  
CLAIMANT'S SIGNATURE OR  
COMPANY REPRESENTATIVE'S SIGNATURE OR  
PARENT OF MINOR CLAIMANT'S SIGNATURE

September 12, 2001  
DATE

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

METRO ACCESSIBLE SERVICES TRANSIT FORUM (MASTF)\*  
(\* An official Advisory group to the Metro Board of Directors  
and the ADA Paratransit Program)

MINUTES

The Metro Accessible Services Transit Forum met for its monthly meeting on September 20, 2001 in Room 223 of the University Town Center, 1101 Pacific Avenue, Santa Cruz CA.

MASTF MEMBERS PRESENT: Ted Chatterton, Glen Eldred, Kasandra Fox, Deborah Lane, Lynn Everett-Lee, Thom Onan, Pop Papadopulo, Karena Pushnik, Barbara Schaller, Laura Scribner, Patricia Spence and John Wood.

METRO STAFF PRESENT:

Bryant Baehr, Operations Department Manager  
Michael Boyd, SEA/SEIU Representative  
Kim Chin, Planning and Marketing Department Manager  
A. John Daugherty, Accessible Services Coordinator  
David Konno, Facilities Maintenance Department Manager  
Ian McFadden, Transit Planner  
Tom Stickel, Fleet Maintenance Department Manager  
Les White, General Manager

BOARD MEMBERS PRESENT:

None

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

- 1) MASTF recommends approval of the ParaCruz Policies and Procedures Manual.
- 2) For the paratransit service area, MASTF approves of 3/4 mile for the entire system, and evaluation of the feasibility of using Transportation Development Act (TDA) funds for out-of-service area trips.
- 3) MASTF recommends that the 22 people who are presently in 3/4 to 1 and 1/2 mile paratransit service area who are re certified as ADA eligible be considered for TDA funding.

RELEVANT ATTACHMENTS: None

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

- 1) MASTF approves of a response letter to Ofelia Gomez that acknowledges receipt of her letter and refers the issues raised to METRO for investigation.

I. CALL TO ORDER AND INTRODUCTIONS

Chairperson Kasandra Fox called the meeting to order at 2:12 p.m. She called for a moment of silence before the business meeting began.



II. APPROVAL OF THE AUGUST 16, 2001 MASTF MINUTES

Pat Spence offered two corrections:

- 1) The third Motion noted on Page Two should be changed to show that the Rider's Guide is now titled the Customer's Guide. All other references to the Guide should also be changed.
- 2) The second Motion on Page One (which is also noted on Page Ten) states: "MASTF requests that progress on the Talking Bus technology be evaluated periodically and reported to MASTF on a bi monthly basis." Ms. Spence said that her intent for the Motion was that all recommendations from the Call Stop Committee – not just the recommendation for the Talking Bus technology – be reported on to MASTF. She noted that she was prepared to offer another Motion if necessary.

**MASTF Motion: That the August 16, 2001 MASTF Minutes be approved as corrected.**

**M/S/PU: Spence, Onan**

III. AMENDMENTS TO THE AGENDA

John Daugherty reported that two Agenda items had been added under New Business: "Presentation on ADA Paratransit Policies and Procedures" and "MASTF Response to Letter from Ofelia Gomez." He noted that the members of the MASTF Executive Committee had revised the Agenda. Mr. Daugherty shared that the MASTF Executive Committee meeting last week had been cancelled to honor national days of mourning.

The following Ongoing Business Agenda items were tabled until the October MASTF meeting: 5.2, "Possible Changes to Transit Center at Capitola Mall", 5.3, "Prioritization of MASTF Projects" and 5.4, "Proposed Revisions to MASTF By Laws." Deborah Lane requested that items 5.2 and 5.3 be tabled; Ms. Spence requested that item 5.4 be tabled.

Ms. Spence also requested that the "ADA Paratransit Update" be moved up the Agenda if Mark Hartunian arrived.

IV. ORAL COMMUNICATION AND CORRESPONDENCE

Ms. Spence shared that she had taken brochures and catalogs out of her closet that interested persons could help themselves to. The brochures from the Government Printing Office included *Guidelines for Small Businesses*. Interested persons wanting more written information and free downloads of accessibility information could contact [www.pueblo.gsa.gov](http://www.pueblo.gsa.gov).

Ms. Fox noted that since she was experiencing difficulty in hearing the meeting proceedings she was delegating the duties of Chair to Ms. Lane.

Mr. Daugherty shared three announcements:

- 1) A flyer had been sent to MASTF advertising the creation of an Accessible Parking Enforcement Team through the County Sheriff's Department. Persons interested in volunteer work with the Team were advised to phone Jackie Rubin at 464-5465.

- 2) Ms. Spence had prepared background information and proposed recommendations on the future of the Americans with Disabilities Act (ADA) paratransit service area for fellow members of the MASTF Executive Committee. Copies of her background information and recommendations (Attachment A) were available to be shared with the group.
- 3) Mr. Daugherty read aloud an email to "interested parties" from METRO employee Rebecca Daniel. The email invited interested parties in support of METRO's request for funds for the Talking Bus Project to attend the Santa Cruz County Regional Transportation Commission (SCCRTC) meeting on October 4, 2001 where the funding request would be discussed. Included with circulated copies of the email was a letter from Sheryl Ainsworth, on behalf of the METRO Board, to Jeff Almquist, as Chair of the SCCRTC, in support of METRO's request for reallocation of Congestion Mitigation and Air Quality (CMAQ) Improvement Program and (Regional) Surface Transportation Program (STP) funds.

Karena Pushnik reported that the SCCRTC had decided this morning to defer discussion of the funding request until (tentatively) its meeting during the first Thursday in November. Note: Copies of the revised invitation sent after the MASTF meeting and the METRO letter (Attachment B) are included with the October MASTF meeting packet.

Ms. Spence shared that she had read in a letter published in the newspaper that people had waited for bus service that did not show up on Labor Day. Les White responded that he was not quite sure why that had happened since there has been no bus service on Labor Day since (at least) 1990.

Ms. Pushnik announced two items:

- 1) The SCCRTC was hosting a Clean Air Vehicle Fair set for 2 p.m. to 7 p.m. on Wednesday September 26, 2001. The Fair would take place next to the University Town Center at 1101 Pacific Avenue in Santa Cruz.
- 2) The final public hearing on the 25-year Regional Transportation Plan (RTP) was set for Thursday October 4, 2001 at 7 p.m. at the Board of Supervisors Chambers, 701 Ocean Street in Santa Cruz.

## V. ONGOING BUSINESS

### 5.1 Status of Ridership Survey and Prioritization of Changes for Watsonville Bus Service

Kim Chin reported that METRO was planning to look at existing bus service to find out "what is productive, and what is not productive." He explained that a series of questions for distribution to the community is being developed. The goals of the survey questions are to discover "where new service ought to go and what isn't working."

Mr. Chin noted that 63% of the \$1,600,000 of service improvements carried out over the last three and one half years have been Watsonville related service improvements. He also noted that a draft of survey questions would be worked on by MASTF and members of the Service Planning and Review Committee

- 5.2 Discussion of Possible Changes to Transit Center at Capitola Mall – Action Item
- 5.3 Prioritization of MASTF Projects (Sharon Barbour)
- 5.4 Proposed Revisions to MASTF By Laws: Category of Persons Eligible to Vote on MASTF Business – Action Item

The three items above were tabled until the October MASTF meeting.

## VI NEW BUSINESS

- 6.1 Presentation on ADA Paratransit Policies and Procedures (Lynn Everett-Lee) – Action Item

Ms. Lane reversed the order of Agenda items to allow time for the presentation by Lynn Everett-Lee. Ms. Lee described the Policies and Procedures as a background document “in between the contract and the Customer’s Guide.”

Highlights of discussion included:

- 1) Laura Scribner asked for a description of what significant changes there are between past practice and this new document. Ms. Lee responded that there had been no METRO policies in place in the past. She explained that specified processes to handle reservations and other paratransit business would remove uncertainty for the customer and the contractor. She noted that the document presents new standards and proposes a new name – ParaCruz – for paratransit service.
- 2) Mr. Chin noted that another difference between past practice and the new Policies and Procedures is the definition and accounting for trip denials. In the past, if a paratransit trip could be scheduled anytime during the day requested by the customer, it would not be counted as a trip denial. New policies, in compliance with the ADA, specify that any trip booked one hour after or one hour before the time requested by the customer is a denied trip. “We want to be able to monitor how rides are being performed and how rides are not being performed,” Mr. Chin shared.
- 3) Mr. Daugherty shared that other differences include the use of a “ready window” that allows the customer a clearer estimate of when a trip will begin. He also noted that the new document spells out standards for driver qualifications and vehicle maintenance.
- 4) Ms. Spence shared that Ms. Lee had done a “fantastic job” in working over the Policies and Procedures in less than 60 days.
- 5) Thom Onan asked if he could share input on the Customer’s Guide. Ms. Lee noted that the Guide and the Policies “would always be working documents, and that’s something we have to be aware of.” She and Mr. Chin noted that both documents would need changes when there are service changes.
- 6) Pop Papadopulo asked if the Guide would be available in large print. Mr. Chin responded that it would be available in large print, Braille and audio formats.
- 7) Ms. Scribner asked if the Guide would include a quick reference section. Mr. Chin responded that a concise, more pocket size version would become available.

The following Motion to the Board emerged from discussion:

**MASTF Motion: MASTF recommends approval of the ParaCruz Policies and Procedures Manual.**

**M/S/PU: Spence, Papadopulo**

5.5 MASTF Recommendations on Paratransit Service Area – Action Item

Highlights of discussion included:

- 1) Ms. Spence reported that her research revealed that METRO had spent at least \$260,000 to develop a new paratransit service over the last three years. During the current fiscal year, an additional \$115,000 has been budgeted (\$65,000 of that amount is set aside for software). Ms. Spence noted that METRO has worked “to gain control so the service will remain affordable.”

Ms. Spence recalled that MASTF had approved a Motion during its meeting last June supporting the idea that paratransit service should correspond to fixed route bus service schedules. The multiple part Motion also called for equal application of paratransit policies and ride rules. She proposed a Motion that redefined the paratransit service area and called for evaluation of another funding source to assist with trips provided outside that redefined service area.

- 2) Mr. Papadopulo noted that Pleasant Care resident (and paratransit user) Kurtis Lemke had been able to book rides to visit persons living near Empire Grade. Recently Mr. Lemke had been told that the rides could no longer be booked. Mr. Chin responded that he would review that change in ride availability.
- 3) Ms. Lane shared that she was concerned whether the possible “grandfathering” of persons currently served in five areas that are  $\frac{3}{4}$  to 1 and  $\frac{1}{2}$  miles from bus routes was legal. She also noted that METRO could change the paratransit service area over time.
- 4) Ms. Pushnik noted that the funding source to help persons living outside the  $\frac{3}{4}$  mile paratransit service area being discussed – Transportation Development Act (TDA) funds – comes from sales tax that fluctuates. She shared that METRO, Community Bridges and the Volunteer Center are among the agencies receiving these funds.
- 5) “I think it’s important for us to realize the ADA did not set a maximum standard,” Thom Onan stated, “(It) set minimum standards.” He noted that residents living in the rural areas of the county – where there is less fixed route bus service available than in the urban areas – are being done a disservice by shrinking the paratransit service area. Note: After the meeting, Mr. Onan handed to Mr. Daugherty a written statement he would present to the METRO Board (Attachment C) that describes his concerns, as well as the position of the Central Coast Center for Independent Living (CCCIL).
- 6) Ms. Spence noted that 22 people had accounted for 1,000 trips taken during the last fiscal year in the five areas where paratransit service currently extends from  $\frac{3}{4}$  mile to 1 and  $\frac{1}{2}$  half miles beyond fixed route bus service. She noted that the cost to METRO for paratransit in the “exception areas” was substantial when it was projected over the next several years.

- 7) Mr. Chin noted that one goal of METRO was not to create new programs to meet the needs of paratransit riders, but to "charge the trips to the correct funding source."
- 8) Les White shared that METRO faced a shortfall in its projected budget for this fiscal year. He explained that the projected 5% increase in sales tax revenue was being replaced by an expected reduction in sales tax revenue. Two results of the expected reduction in sales tax revenue, Mr. White noted, were deductions beginning this month in sales tax funds and a projected fiscal year budget shortfall of \$800,000 to \$1,000,000.

The following Motion to the Board was approved:

**MASTF Motion: For the paratransit service area, MASTF approves of 3/4 mile for the entire system, and evaluation of the feasibility of using Transportation Development Act (TDA) funds for out-of-service area trips.**

**M/S/C: Spence, Schaller (4 votes in favor, 3 votes opposed, and no abstentions)**

Ms. Spence proposed a second Motion that would afford consideration to the 22 persons currently receiving paratransit service who live between ¾ to 1 ½ miles beyond the fixed route bus service in the "exception" areas.

The following Motion to the Board was approved:

**MASTF Motion: MASTF recommends that the 22 people who are presently in ¾ to 1 and 1/2 mile paratransit service area who are re certified as ADA eligible be considered for TDA funding.**

**M/S/C: Spence, Schaller (4 votes in favor, 2 votes opposed, and no abstentions)**

After the Motion was approved, Ms. Lane switched the order of the remaining "Action Item" Agenda items. Agenda item 6.4a was discussed by the group before Agenda item 6.2.

#### 6.4a) Final MASTF Review of Service Planning Proposals – Action Item

Ian McFadden reported that the list of "no cost" service changes he had described during the MASTF meeting last month had been shortened. He noted that changes would make bus service more "uniform." He noted that today was the second opportunity for MASTF to comment on the proposed changes. He shared that the METRO Board would review and act on the proposed changes next month.

Ms. Spence initiated questions on two topics:

- 1) She asked what the status was for service along Old San Jose Road, provided by Route 60. Ms. Lane asked if the Board still planned to review the Route 60 status in December. Mr. White responded that the Route 60 service would probably be reviewed earlier, after the October 12<sup>th</sup> Board Workshop focusing on the budget, "when the new reality hits."
- 2) Ms. Spence also asked if information in the recent audit of METRO service – that shows some bus routes carrying fewer than 15 passengers each hour – was a "negative" finding. Since that standard was a self-imposed goal, Mr. White responded, it is not a negative finding.

No Motions emerged from discussion of this Agenda item.

6.2 MASTF Response to Letter from Ofelia Gomez – Action Item

Discussion began with the observation from Ms. Spence that the letter from Ms. Gomez to MASTF contained serious allegations that require investigation. Ms. Lane suggested that a response letter could contain the recommendation that cultural sensitivity be included in the training of bus operators. Bryant Baehr recommended that METRO not be “put on the spot” until after the letter is investigated.

The following Motion to METRO Management emerged from discussion:

**MASTF Motion:** MASTF approves of a response letter to Ofelia Gomez that acknowledges receipt of her letter and refers the issues raised to METRO for investigation.

**M/S/C:** Fox, Spence (5 votes in favor, none opposed, no abstentions)

MASTF COMMITTEE REPORTS

6.3 Training and Procedures Committee Report

Agenda item 6.3 was tabled due to time constraints.

6.4 Bus Service Committee Report

a) Final MASTF Review of Service Planning Proposals – Action Item

This Agenda item was discussed after “MASTF Recommendations on Paratransit Service Area -- Action Item” was discussed earlier in the meeting.

6.5 Bus Stop Improvement Committee Report

6.6 Paratransit Services Committee Report (Pat Spence)

OTHER REPORTS

6.7 Paratransit Update

a) ADA Paratransit Update

b) Transportation Advocacy (Thom Onan)

6.8 Elderly and Disabled Transportation Advisory Committee Report

6.9 U.T.U. Report

6.10 S.E.I.U. Report

Agenda items 6.5 through 6.10 were tabled due to time constraints.

6.11 Next Month’s Agenda Items

Mr. Daugherty noted that one New Business item – MASTF Nominations for December 2001 Certificates of Appreciation – needs to be added to the Agenda for next month. Note: A list of past recipients of Certificates of Appreciation from MASTF (Attachment D) will be part of the October MASTF meeting packet.

VII ADJOURNMENT

The meeting was adjourned at 4:00 p.m.

M/S/PU: Fox, Papadopulo

MASTF Minutes  
September 20, 2001  
Page Eight

Respectfully submitted by: A. John Daugherty, Accessible Services Coordinator

**NOTE: NEXT MASTF MEETING IS:** Thursday October 18, 2001 from 2:00-4:00 p.m., in Room 223 of the University Town Center, 1101 Pacific Avenue, Santa Cruz, CA.

**NOTE: NEXT S.C.M.T.D. BOARD OF DIRECTORS MEETING IS:** Friday October 12, 2001 at 9:00 a.m. at the S.C.M.T.D. Administrative Offices, 370 Encinal Street in Santa Cruz, CA.

**NOTE: THE FOLLOWING S.C.M.T.D. BOARD OF DIRECTORS MEETING IS:** Friday October 19, 2001 at 9:00 a.m. at the Santa Cruz City Council Chambers, 809 Center Street, Santa Cruz, CA.

# Santa Cruz Metropolitan Transit District

Minutes-Metro Users Group

September 19, 2001

The Santa Cruz Metropolitan Transit District Metro Users Group met at 2:16 p.m., Wednesday, September 19, 2001, at the District's Encinal Conference Room, 370 Encinal Street, Suite 100, Santa Cruz.

## MEMBERS PRESENT

Bruce Gabriel, Chair  
G. Ted Chatterton, Transit User  
Sandra Coley, Pajaro TMA  
Connie Day, Transit User  
Ron Goodman, Bicycle/Transit User  
Michelle Hinkle, Alternate Board Member  
Carolyn O'Donnell, SC TMA  
Barbie Schaller, Seniors Council

## VISITORS PRESENT

Shelley Day  
Cam Pierce

## SCMTD STAFF PRESENT

Ian McFadden, Transit Planner  
Bryant Baehr, Operations Manager  
Kim Chin, Planning & Marketing Mgr.  
David Konno, Fac. Maint. Manager  
Tom Stickel, Fleet Maint. Manager

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## MUG MOTIONS TO METRO BOARD OF DIRECTORS

None.

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## MUG MOTIONS TO METRO MANAGEMENT

None.

- 
1. CALL TO ORDER AND INTRODUCTION
  2. ORAL AND WRITTEN COMMUNICATIONS AND ANNOUNCEMENTS

7-6.1



Sandra Coley announced that on Thursday, September 20, 2001 at 11:30 a.m. at the Green Valley Grill a panel including Kim Chin, Karena Pushnik of SCCRTC, and Tony Campos, Chair of the Board of Supervisors would address south county transportation issues. The cost of the luncheon is \$15.

Bryant Baehr reported that Capitola Mall Management was invited to attend this MUG meeting, but declined.

3. **ADDITIONS AND DELETIONS TO THE AGENDA**

None.

4. **CONSENT AGENDA**

- a) Receive and Accept August Meeting Minutes:  
(Attached)
- b) Monthly Attendance Report  
(Attached)
- c) Review of Minutes of Board of Directors Meeting  
(Attached)
- d) Review Monthly Ridership Report for July  
(Handed out at meeting and attached as part of these minutes)

**RON GOODMAN ARRIVED AT 2:25 P.M.**

Chair Bruce Gabriel announced that Sharon Barbour recently got a job and will no longer be attending MUG meetings.

**ACTION: MOTION: Michelle Hinkle**  
**SECOND: Bruce Gabriel**

**APPROVE CONSENT AGENDA**

**Motion passed unanimously.**

5. **ON-GOING ITEMS**

**5a) Review of Board Agenda Items**

Kim Chin reported there are two ADA issues, on which MUG has made recommendations, going before the Board of Directors on September 21, 2001:

- 1. The ADA Paratransit Service Area – with the recommendation that the service area boundary be  $\frac{3}{4}$  of a mile of fixed routes and 1  $\frac{1}{2}$  miles in the 5 exception areas and also to evaluate the feasibility of TDA funding for trips not covered under ADA.

2. The Paratransit Customers Guide and the Policy and Procedures Manual Agenda - Kim explained that after the Board approves these items, they would be included in the Request For Proposals (RFP) that Staff will develop. The RFP is scheduled to be out in October with proposals due in November, and then Staff will bring the recommended firm to the Board in January 2002.

#### **5b) Review of *Headways* Redesign Issues**

Kim reported there is currently nothing new, although design changes are planned to start with the Winter issue.

1. Ted Chatterton suggested that the map for Route 1B be more clear, specifically that Center Street be labeled. Kim replied it would be fixed.

#### **5c) Service and Planning Update**

Kim reported that Bi-Directional Service has started at UCSC. To support this program, a handout was developed and 20,000 were printed with 15,000 distributed on campus and 5,000 distributed through METRO Customer Service. This was passed out at the meeting and a copy is attached as part of these minutes. The District has had several Customer Service representatives on campus this week, and will for the next two weeks, to help educate people on the new system. Kim then went on to report that there has been positive feedback regarding the new large color-coded route signs on campus. Ron Goodman was concerned about the bold colors of the signs, which are generally not in keeping with the campus' inconspicuous redwood signs. Kim explained that a lot of research, planning and numerous meetings went into the development of this program. Campus representatives, students, bus operators and the Doran Center had approved the signs regarding size and color. The goal was to make the signs clear and visible and eliminate confusion. Kim reported that each new and returning student receives a copy of the handout and a letter from the Chancellor that explains the program and how the routes work. Also, the METRO website has information available. Kim went on to explain that the program will be improved as needed according to feedback received.

David reported that in addition to the new service, 24 bus stops on campus have been upgraded to meet ADA requirements. This was a joint effort between UCSC, the SCCRTC and the District.

#### **5d) Marketing**

Kim reported that the District is moving towards the 2<sup>nd</sup> phase of the TV commercials. The first of these commercials will be "Yield to Bus" which is expected to be completed soon. Related to the phase 2 TV commercials are two

jingles developed for METRO that will be played in the next couple of weeks. The fixed route system and METRO ParaCruz each have their own jingle. Kim reported that the District used a company who has developed jingles for well-known big-name companies and feels that it received a good product at a good price.

**5e) Cabrillo College**

Kim reported that the District is working with Cabrillo to develop informational material and encourage ridership at the college. He stated that over the last 3 months, Cabrillo ridership has dropped, possibly due to the parking garage and the choice people have between purchasing a parking pass or a transit pass. The District is trying to develop a "Value Added Program" which would include incentives to purchase a transit pass. Also, the District is working with the marketing representative at Cabrillo and Carolyn O'Donnell to develop a campus route informational handout, similar to the one at UCSC.

**CAROLYN O'DONNELL ARRIVED AT 3:00 P.M.**

**5f) Bus Procurement**

Bryant reported that Fleet Maintenance Manager, Tom Stickel and Assistant General Manager, Mark Dorfman just returned from Winnipeg, Canada for a pre-production meeting on the 8 CNG buses. It is projected that the buses will arrive between March and April 2002. Tom Stickel and Bryant Baehr are finishing the specifications for the Hwy 17 buses and are waiting for responses on the main buses. The District is receiving a total of 50 new buses; 10 for Hwy 17, 8 CNG and the remaining will be fixed route buses. Bryant predicted that Staff should be able to go to the Board by December with a bid, which could take anywhere from 9-18 months to receive responses and that it may be 18-24 months before the new main buses arrive. Meanwhile, the District is running buses made in 1981, which are 20 years old.

Bryant went on to report that currently, the District has no CNG fueling station and that Tom Stickel is currently working on setting up a temporary site at Golf Club Drive or River Street. Ted Chatterton suggested that since Costco is planning to have a gas station, could they be a commercial supplier of CNG? Bryant went on to explain the expense and what is involved in a CNG station including special electrical wiring to prevent sparks, bomb-proof doors, sensors, etc. Also, the District would be the only customer and does not want to be dependent on an outside company like Costco or Union 76 because if their station closed or became inoperable, the District's fleet would be out of service.

**IAN McFADDEN ARRIVED AT 3:05 P.M.**

**5c) Service and Planning Update – Continued**

Ian reviewed the Winter Bid proposals, a copy of which is attached as part of these minutes. Ian went on to explain that the service from Cabrillo College to Watsonville is being put on hold for the time being while Cabrillo surveys the students to determine their needs. The Hwy 17 reverse commute, 35A, in the afternoon from Scotts Valley Drive to the Valley will not be implemented.

**CONNIE DAY AND SHELLEY DAY ARRIVED AT 3:08 P.M.**

Ian addressed the request that the evening Route 35 have uniform departures, brought up at the last MUG meeting. The problem is that people come in off the Hwy 17 buses and need to make connections without having to wait an hour for the next 35. Ian explained that this may resolve itself if and when the District takes over the Amtrak service, as the frequency of service will be greater, allowing the local service to be adjusted to match up with it.

For the benefit of the new faces at the meeting, Bryant explained that any new service improvements need to be non-cost items, as the District has borrowed \$150,000 of next year's budget for this year's service improvements. The new fareboxes provide valuable data that allows Staff to determine which routes are productive and where service could be moved around to become more efficient. Ron Goodman suggested using small buses for lesser-used and outlying routes to cut costs. Bryant explained that although the fuel expense would be less for a small bus, the fixed costs, such as payroll and maintenance, are the same as for the full size buses. The District does have 4 Champion 15 passenger mini-buses that are used for some of the routes in Lompico and Felton, but that's all they can do and then the driver needs to come back to the yard and transition to a bigger bus to finish the route.

**6. UPDATES**

**6a) Paratransit Issues**

Nothing new to report

**6b) Bus Stop Signs**

David Konno reported that the District is continuing to install no smoking signs at bus stops and that feedback has been positive. UCSC has been notified of the District's intention to put up the no smoking signs at campus stops. Coincidentally, UCSC is involved in a lawsuit requiring that no smoking signs be posted at campus stops. Staff is also working with John Woods from the Doran Center to ensure the signage is in compliance with ADA regulations.

Barbara Schaller reported that the signs posted at the stops are too high to read. David replied that the current signage criteria is being reviewed and that if the District was in compliance with state and local ordinances, the signs would actually be 10 feet in the air. The District has lowered signs at the stops that have shelters. The ADA requires signs be 7 feet high from the ground to the bottom and 10 feet from the ground to the top and that there are no obstructions. The District is lowering signage to an ADA-compliant height. Kim reported that any new signage would be presented to MUG for approval.

**6c) MetroBase**

Bruce Gabriel inquired about the status of the Salz site. Bryant replied that there are three concerns the District's General Manager has that currently exist with that site. First, its location to the river and potential flooding; second, its historic value; and third, the soil. Bryant reported that the site is officially in the EIR/Feasibility phase.

**7. NEW BUSINESS**

**7a) Call Stop Committee Report**

Nothing new to report

**7b) Members in MUG**

Bryant explained that this is the process in which the MUG Agenda distribution list, at the bottom of the agenda, is generated. He noted that in the interest of saving paper, there are several MUG members who do not attend meetings -- ever or rarely, and that these people could be taken off the distribution list. It was decided that Bryant would prepare a letter from the MUG Chair to be sent out with next month's agenda to those being considered for removal from the list. The letter would instruct those who want to continue to receive MUG agendas to call to confirm this; otherwise they will be removed. It was suggested that email addresses be obtained for those who are able to have their agendas emailed to them.

**7c) Children on Buses**

Nothing to report

**7d) Capitola Mall**

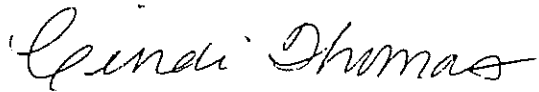
Nothing to report

8. OPEN DISCUSSION

9. ADJOURNMENT

The meeting adjourned at 3:50 p.m.

Respectfully submitted,

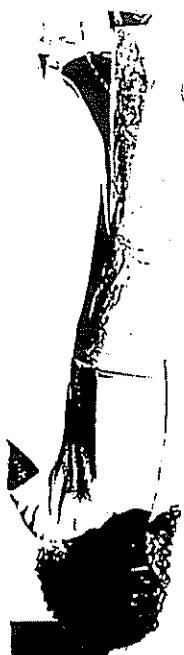


Cindi Thomas  
Administrative Secretary

Proposals for Winter 2001

Of the 13 items presented at the last MUG and MASTF meetings, these are still on the table:

1. Block 3561 will be moved up 10 minutes and go to Scotts Valley High School to help with the loads.
2. The 7:00am Route 31 will go to Scotts Valley High School eliminating the need for an extra bus.
3. The 6:05am & 6:50am Route 91's may be going to METRO Center and then on to their respective destinations. (This item is still under discussion and it is unknown whether or not it will be completed in time for the Winter Bid.)
4. On the Route 4, the Paradise Parks loop will be eliminated on all but the 6:55am, 9:55am, 2:55pm and 5:55pm trips. This will be consistent with the weekend service except for the addition of the 6:55am trip.
5. The 9:35pm Route 3N will be moved to 9:40pm.
6. The weekend morning Route 3B will be re-routed to use Laurel Street to make it uniform with all other 3B trips.
7. Passenger counts for Routes 33, 34, 40, 41 & 42 will be forwarded to the General Manager. A decision on how to proceed with these routes will be made at a later time.



Current university routes have been given new numbers. Here's a tip—even numbers enter the east gate and travel in a counter-clockwise direction. Odd numbered buses enter the west gate and travel in a clockwise direction.

On campus, we have installed new route signs on bus shelters to help you get around faster. Odd and even numbered signs are also colored differently to make getting around easier.

## New Numbering and Colors

01316  
15  
2019  
22

### Still "Free" with Your Student ID!

Coming and going on METRO is still the best deal in town. With your valid UCSC student ID, getting around on METRO is still free. So, don't wait. We'll see you around!

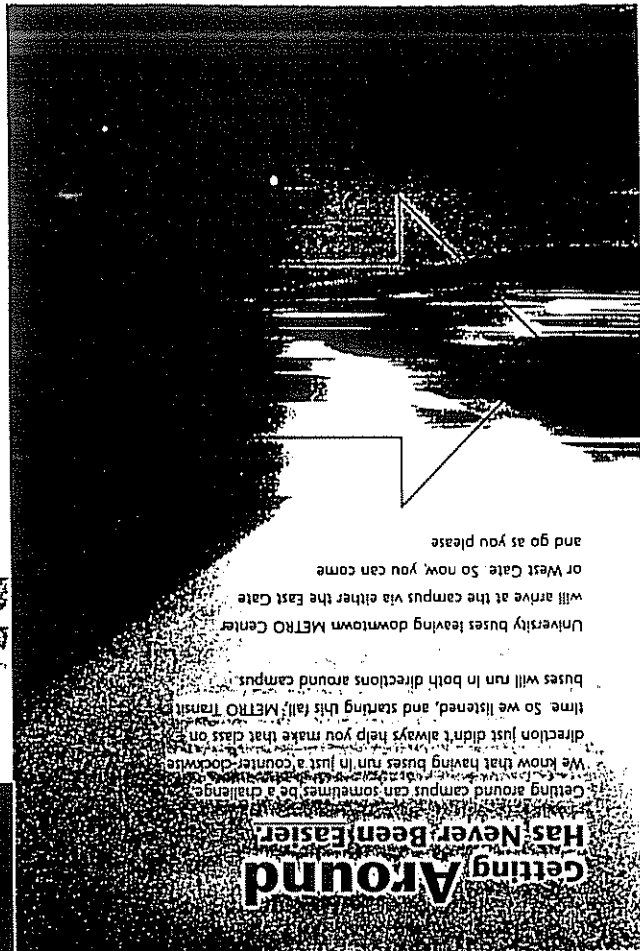
#### Need Help?

**METRO Customer Service**  
(831) 425-8600

**METRO TDD**  
(831) 425-8993

**METRO Online**  
[www.scmtd.com](http://www.scmtd.com)

**UCSC TAPS**  
(831) 459-5495



## Getting Around Has Never Been Easier!

Getting around campus can sometimes be a challenge. We know that having buses run in just a counter-clockwise direction just didn't always help you make that class on time. So we listened, and starting this fall, METRO Transit buses will run in both directions around campus. University buses leaving downtown METRO Center will arrive at the campus via either the East Gate or West Gate. So now, you can come and go as you please.

# WE GET Around.

Still with your student ID



And you can too on METRO Transit.



7-6.9



**HERE**

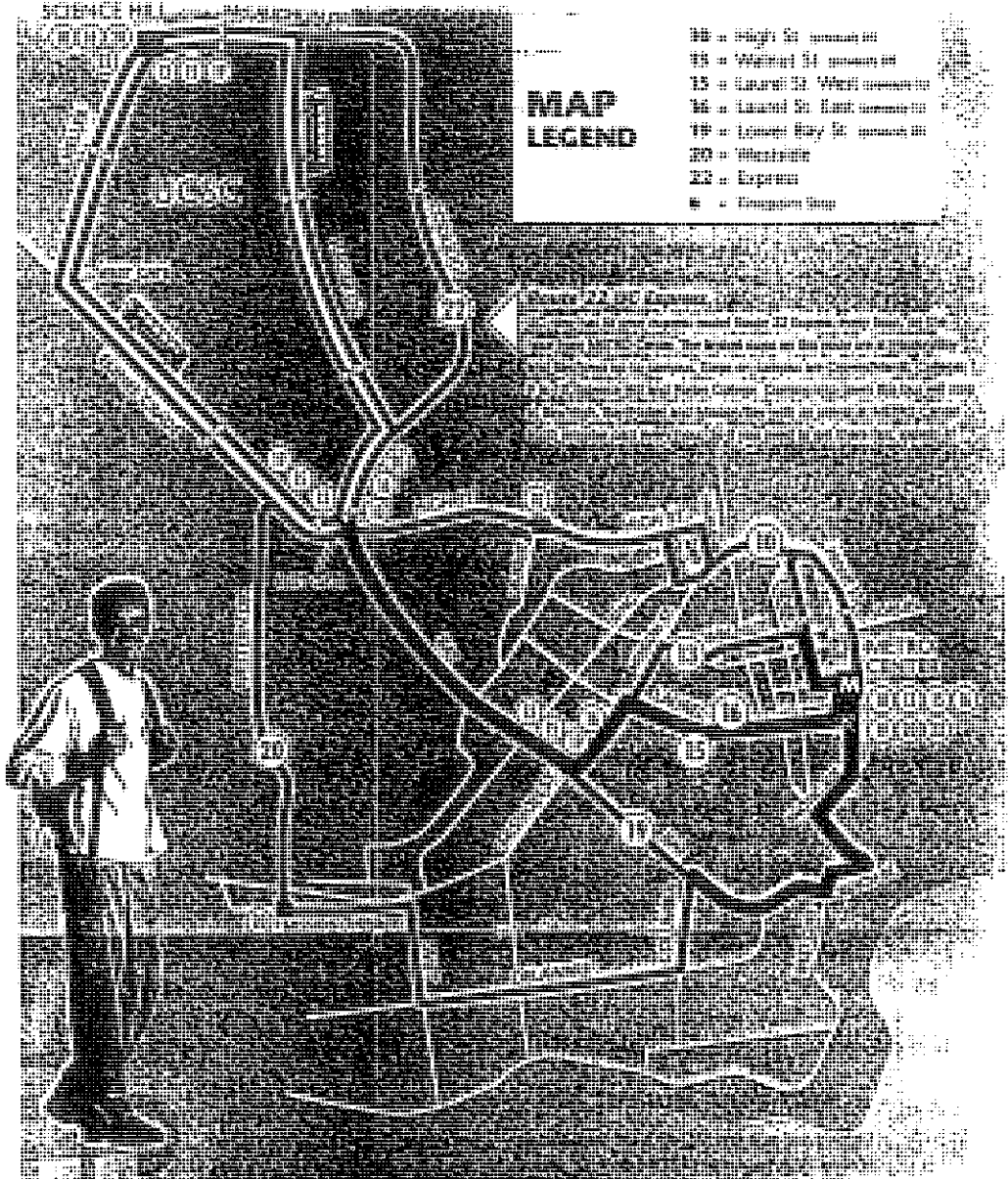
Is our weekday  
schedule:

13 • WALNUT STREET		
DEPART METRO	ARRIVE Sci Hill	ARRIVE METRO
7:23am	7:42am	8:04am
8:23am	8:42am	9:04am
9:23am	9:42am	10:04am
10:23am	10:42am	11:04am
11:23am	11:42am	12:04pm
12:23pm	12:42pm	1:04pm
1:23pm	1:42pm	2:04pm
2:23pm	2:42pm	3:04pm
3:23pm	3:42pm	4:04pm
4:23pm	4:42pm	5:04pm
5:23pm	5:42pm	6:04pm
6:23pm	6:42pm	7:04pm

15 • LAUREL WEST		
DEPART METRO	ARRIVE Sci Hill	ARRIVE METRO
7:08am	7:26am	7:48am
7:38am	7:56am	8:18am
7:53am	8:11am	8:33am
8:08am	8:26am	8:48am
8:38am	8:56am	9:18am
8:53am	9:11am	9:33am
9:08am	9:26am	9:48am
9:38am	9:56am	10:18am
9:53am	10:11am	10:33am
10:08am	10:26am	10:48am
10:30am	10:48am	11:15am
10:38am	10:56am	11:18am
10:53am	11:11am	11:33am
11:08am	11:26am	11:48am
11:38am	11:56am	12:18pm
11:53am	12:11pm	12:33pm
12:08pm	12:26pm	12:48pm
12:38pm	12:56pm	1:18pm
12:53pm	1:11pm	1:33pm
1:08pm	1:26pm	1:48pm
1:30pm	1:48pm	2:20pm
1:38pm	1:56pm	2:18pm
1:53pm	2:11pm	2:33pm
2:08pm	2:26pm	2:48pm
2:30pm	2:48pm	3:20pm
2:38pm	2:56pm	3:18pm
2:53pm	3:11pm	3:33pm
3:08pm	3:26pm	3:48pm
3:30pm	3:48pm	4:20pm
3:38pm	3:56pm	4:18pm
3:53pm	4:11pm	4:33pm
4:08pm	4:26pm	4:48pm
4:30pm	4:48pm	5:20pm
4:38pm	4:56pm	5:18pm
4:53pm	5:11pm	5:33pm
5:08pm	5:26pm	5:48pm
5:38pm	5:56pm	6:18pm
5:53pm	6:11pm	6:33pm
6:08pm	6:26pm	6:48pm
6:38pm	6:56pm	7:18pm
6:53pm	7:11pm	7:33pm

19 • LOWER BAY		
DEPART METRO	ARRIVE Sci Hill	ARRIVE METRO
7:30am	7:48am	8:10am
8:30am	8:48am	9:10am
9:00am	9:18am	***
9:30am	9:48am	10:15am
10:30am	10:48am	11:15am
11:30am	11:48am	12:15pm
12:00pm	12:18pm	12:50pm
12:30pm	12:48pm	1:15pm
1:30pm	1:48pm	2:15pm
2:30pm	2:48pm	3:15pm
3:00pm	3:18pm	3:50pm
3:30pm	3:48pm	4:15pm
4:00pm	4:18pm	4:50pm
4:30pm	4:48pm	5:15pm
5:00pm	5:18pm	5:50pm
5:30pm	5:48pm	6:15pm
6:30pm	6:48pm	7:10pm
7:30pm	7:48pm	8:10pm
8:30pm	8:48pm	9:10pm
9:30pm	9:48pm	10:10pm

For route #12 and weekend service,  
See the Headways for more info.



13 • WALNUT STREET			15 • LAUREL WEST			19 • LOWER BAY			20 • WOODSIDE		
DEPART METRO	ARRIVE Sci Hill	ARRIVE METRO	DEPART METRO	ARRIVE Sci Hill	ARRIVE METRO	DEPART METRO	ARRIVE Sci Hill	ARRIVE METRO	DEPART METRO	ARRIVE Sci Hill	ARRIVE METRO
7:23am	7:42am	8:04am	7:08am	7:26am	7:48am	7:30am	7:48am	8:10am	7:30am	7:48am	8:10am
8:23am	8:42am	9:04am	7:38am	7:56am	8:18am	8:30am	8:48am	9:10am	8:30am	8:48am	9:10am
9:23am	9:42am	10:04am	7:53am	8:11am	8:33am	9:00am	9:18am	***	9:00am	9:18am	***
10:23am	10:42am	11:04am	8:08am	8:26am	8:48am	9:30am	9:48am	10:15am	9:30am	9:48am	10:15am
11:23am	11:42am	12:04pm	8:38am	8:56am	9:18am	10:30am	10:48am	11:15am	10:30am	10:48am	11:15am
12:23pm	12:42pm	1:04pm	8:53am	9:11am	9:33am	11:30am	11:48am	12:15pm	11:30am	11:48am	12:15pm
1:23pm	1:42pm	2:04pm	9:08am	9:26am	9:48am	12:00pm	12:18pm	12:50pm	12:00pm	12:18pm	12:50pm
2:23pm	2:42pm	3:04pm	9:38am	9:56am	10:18am	12:30pm	12:48pm	1:15pm	12:30pm	12:48pm	1:15pm
3:23pm	3:42pm	4:04pm	9:53am	10:11am	10:33am	1:30pm	1:48pm	2:15pm	1:30pm	1:48pm	2:15pm
4:23pm	4:42pm	5:04pm	10:08am	10:26am	10:48am	2:30pm	2:48pm	3:15pm	2:30pm	2:48pm	3:15pm
5:23pm	5:42pm	6:04pm	10:30am	10:48am	11:15am	3:00pm	3:18pm	3:50pm	3:00pm	3:18pm	3:50pm
6:23pm	6:42pm	7:04pm	10:38am	10:56am	11:18am	3:30pm	3:48pm	4:15pm	3:30pm	3:48pm	4:15pm
			10:53am	11:11am	11:33am	4:00pm	4:18pm	4:50pm	4:00pm	4:18pm	4:50pm
			11:08am	11:26am	11:48am	4:30pm	4:48pm	5:15pm	4:30pm	4:48pm	5:15pm
			11:38am	11:56am	12:18pm	5:00pm	5:18pm	5:50pm	5:00pm	5:18pm	5:50pm
			11:53am	12:11pm	12:33pm	5:30pm	5:48pm	6:15pm	5:30pm	5:48pm	6:15pm
			12:08pm	12:26pm	12:48pm	6:30pm	6:48pm	7:10pm	6:30pm	6:48pm	7:10pm
			12:38pm	12:56pm	1:18pm	7:30pm	7:48pm	8:10pm	7:30pm	7:48pm	8:10pm
			12:53pm	1:11pm	1:33pm	8:30pm	8:48pm	9:10pm	8:30pm	8:48pm	9:10pm
			1:08pm	1:26pm	1:48pm	9:30pm	9:48pm	10:10pm	9:30pm	9:48pm	10:10pm
			1:30pm	1:48pm	2:20pm						
			1:38pm	1:56pm	2:18pm						
			1:53pm	2:11pm	2:33pm						
			2:08pm	2:26pm	2:48pm						
			2:30pm	2:48pm	3:20pm						
			2:38pm	2:56pm	3:18pm						
			2:53pm	3:11pm	3:33pm						
			3:08pm	3:26pm	3:48pm						
			3:30pm	3:48pm	4:20pm						
			3:38pm	3:56pm	4:18pm						
			3:53pm	4:11pm	4:33pm						
			4:08pm	4:26pm	4:48pm						
			4:30pm	4:48pm	5:20pm						
			4:38pm	4:56pm	5:18pm						
			4:53pm	5:11pm	5:33pm						
			5:08pm	5:26pm	5:48pm						
			5:38pm	5:56pm	6:18pm						
			5:53pm	6:11pm	6:33pm						
			6:08pm	6:26pm	6:48pm						
			6:38pm	6:56pm	7:18pm						
			6:53pm	7:11pm	7:33pm						

(M) These trips run Monday-Friday only. (T) These trips run Tuesdays only. (W) These trips run Wednesdays only. (Th) These trips run Thursdays only. (F) These trips run Fridays only. (S) These trips run Saturdays only. (Su) These trips run Sundays only.

7-6.10

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

**DATE:** October 19, 2001  
**TO:** Board of Directors  
**FROM:** Elisabeth Ross, Manager of Finance  
**SUBJECT:** MONTHLY BUDGET STATUS REPORT FOR AUGUST 2001, AND APPROVAL OF BUDGET TRANSFERS

## I. RECOMMENDED ACTION

**Staff recommends that the Board of Directors approve the budget transfers for the period of September 1 - 30, 2001.**

## II. SUMMARY OF ISSUES

- Operating revenue for the year to date totals \$4,187,534 or \$192,303 over the amount of revenue expected to be received during the first two months of the fiscal year, based on the final budget.
- Total operating expenses for the year to date, in the amount of \$4,283,476, are at 13.5% of the final budget.
- A total of \$276,066 has been expended through August 31<sup>st</sup> for the FY 01-02 Capital Improvement Program.

## III. DISCUSSION

An analysis of the District's budget status is prepared monthly in order to apprise the Board of Directors of the District's actual revenues and expenses in relation to the adopted operating and capital budgets for the fiscal year. The attached monthly revenue and expense report represents the status of the District's FY 01-02 budget as of August 31, 2001. The fiscal year is 16.7% elapsed.

### A. Operating Revenues

Revenues are \$192,303 over the amount projected to be received for the period. Sales tax revenue is \$221,900 ahead of budget projections as of August 31, 2001, due to higher advances than projected. However, the September wrap-up payment was very low and is not reflected in this report since it was received after August 31<sup>st</sup>. Variances are explained in the notes following the report.

### B. Operating Expenses

Day to day operating expenses for the year to date (excluding grant-funded programs, capital transfers and pass-through programs) total \$4,187,534 or 13.6% of the final budget, with 16.7% of the year elapsed. Variances are explained in the notes following the report.

**C. Capital Improvement Program**

For the year to date, a total of \$276,066 has been expended on the Capital Improvement Program. The largest expenditure was for the Engine Repower Project in the amount of \$161,426.

**IV. FINANCIAL CONSIDERATIONS**

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

**V. ATTACHMENTS**

**Attachment A:** Revenue and Expense Report for August 2001, and Budget Transfers

**MONTHLY REVENUE AND EXPENSE REPORT  
OPERATING REVENUE - AUGUST 2001**

**ATTACHMENT A**

Operating Revenue	FY 01-02 Budgeted for Month	FY 01-02 Actual for Month	FY 01-02 Budgeted YTC	FY 00-01 Actual YTD	FY 01-02 Actual YTD	YTD Variance from Budgetec	
Passenger Fares	\$ 286,747	\$ 282,691	\$ 571,275	\$ 549,303	\$ 566,046	\$ (5,229)	
Paratransit Fares	\$ 19,476	\$ 17,780	\$ 19,476	\$ -	\$ 18,304	\$ (1,172)	
Special Transit Fares	\$ 38,374	\$ 31,864	\$ 81,876	\$ 79,484	\$ 70,053	\$ (11,823)	
Highway 17 Revenue	\$ 70,900	\$ 76,039	\$ 136,790	\$ 137,921	\$ 144,518	\$ 7,728	
<i>Subtotal Passenger Rev</i>	\$ 415,497	\$ 408,374	\$ 809,417	\$ 766,708	\$ 798,921	\$ (10,496)	See Note 1
Advertising Income	\$ 14,000	\$ 14,000	\$ 28,000	\$ 24,000	\$ 28,000	\$ -	
Other Aux Transp Rev	\$ 1,000	\$ 909	\$ 2,000	\$ 2,240	\$ 2,135	\$ 135	
Rent Income	\$ 11,345	\$ 10,940	\$ 22,574	\$ 22,058	\$ 24,671	\$ 2,097	
Interest - General Fund	\$ 97,357	\$ 89,289	\$ 194,829	\$ 206,158	\$ 183,304	\$ (11,525)	See Note 2
Non-Transportation Rev	\$ 150	\$ 189	\$ 300	\$ 941	\$ 989	\$ 689	
Sales Tax Income	\$ 1,384,000	\$ 1,510,800	\$ 2,422,000	\$ 2,306,700	\$ 2,643,900	\$ 221,900	See Note 3
TDA Funds	\$ -	\$ -	\$ -	\$ 1,249,303	\$ -	\$ -	
MBUAPCD Funding							
Other Local Funding	\$ -		\$ -			\$ -	
State Guideway Funding	\$ -		\$ -			\$ -	
Other State Funding							
FTA Op Asst - Sec 5303	\$ -		\$ -			\$ -	
FTA Op Asst - Sec 5307	\$ 505,614	\$ 505,614	\$ 505,614		\$ 505,614	\$ -	
FTA Op Asst - Sec 5311	\$ -		\$ -			\$ -	
Other Federal Grants							
Other Revenue							
<b>Total Operating Revenue</b>	<b>\$ 2,428,963</b>	<b>\$ 2,540,115</b>	<b>\$ 3,984,734</b>	<b>\$ 4,578,108</b>	<b>\$ 4,187,534</b>	<b>\$ 192,303</b>	

**MONTHLY REVENUE AND EXPENSE REPORT  
OPERATING EXPENSE SUMMARY - AUGUST 2001**

	FY 01-02 Final Budget	FY 01-02 Revised Budget	FY 00-01 Expended YTD	FY 01-02 Expended YTD	Percent Expended of Budget	
<b>PERSONNEL ACCOUNTS</b>						
Administration	\$ 590,330	\$ 590,330	\$ 81,230	\$ 85,150	14.4%	
Finance	\$ 544,423	\$ 544,423	\$ 72,973	\$ 79,438	14.6%	
Planning & Marketing	\$ 928,464	\$ 928,464	\$ 120,041	\$ 126,834	13.7%	
Human Resources	\$ 472,659	\$ 450,659	\$ 51,481	\$ 47,178	10.5%	
Information Technology	\$ 355,728	\$ 355,728	\$ 47,933	\$ 55,224	15.5%	
District Counsel	\$ 317,568	\$ 317,568	\$ 31,023	\$ 44,413	14.0%	
Facilities Maintenance	\$ 1,033,696	\$ 1,023,696	\$ 141,105	\$ 156,018	15.2%	
Paratransit Program	\$ 147,345	\$ 147,345	\$ -	\$ -	0.0%	See Note 4
Operations	\$ 1,883,433	\$ 1,883,433	\$ 267,642	\$ 306,795	16.3%	
Bus Operators	\$ 11,273,632	\$ 11,273,632	\$ 1,611,386	\$ 1,846,145	16.4%	
Fleet Maintenance	\$ 3,883,760	\$ 3,870,760	\$ 464,980	\$ 579,546	15.0%	
Retired Employees Benefits	\$ 433,892	\$ 433,892	\$ 54,600	\$ 67,788	15.6%	
Total Personnel	\$ 21,864,930	\$ 21,819,930	\$ 2,944,394	\$ 3,394,529	15.6%	
<b>NON-PERSONNEL ACCOUNTS</b>						
Administration	\$ 604,207	\$ 604,207	\$ 84,573	\$ 99,187	16.4%	
Finance	\$ 524,400	\$ 524,400	\$ 121,203	\$ 148,561	28.3%	See Note 5
Planning & Marketing	\$ 219,901	\$ 219,901	\$ 9,437	\$ 30,532	13.9%	
Human Resources	\$ 105,117	\$ 126,617	\$ 18,475	\$ 26,935	21.3%	See Note 6
Information Technology	\$ 122,125	\$ 122,625	\$ 13,984	\$ 13,318	10.9%	
District Counsel	\$ 159,405	\$ 159,405	\$ 18,885	\$ 10,007	6.3%	
Facilities Maintenance	\$ 489,234	\$ 499,234	\$ 57,428	\$ 47,013	9.4%	
Paratransit Program	\$ 3,445,805	\$ 3,445,805	\$ 87,814	\$ 259,088	7.5%	See Note 7
Operations	\$ 435,240	\$ 435,240	\$ 25,081	\$ 45,843	10.5%	
Bus Operators	\$ 6,040	\$ 6,040	\$ -	\$ 183	3.0%	
Fleet Maintenance	\$ 3,633,153	\$ 3,646,153	\$ 320,350	\$ 333,318	9.1%	
Op Prog/SCCIC	\$ 2,445	\$ 2,445	\$ 2,375	\$ 150	6.1%	
Prepaid Expense	\$ -	\$ -	\$ (110,191)	\$ (125,188)	0.0%	See Note 8
Total Non-Personnel	\$ 9,747,070	\$ 9,792,070	\$ 649,414	\$ 888,947	9.1%	
Subtotal Operating Expense	\$ 31,612,000	\$ 31,612,000	\$ 3,593,808	\$ 4,283,476	13.6%	
Grant Funded Studies/Programs	\$ 70,000	\$ 70,000	\$ 8,350	\$ -	0.0%	
Transfer to/from Cap Program	\$ -	\$ -	\$ -	\$ -	0.0%	
Pass Through Programs	\$ -	\$ -	\$ -	\$ -	0.0%	
Total Operating Expense	\$ 31,682,000	\$ 31,682,000	\$ 3,602,159	\$ 4,283,476	13.5%	
YTD Operating Revenue Over YTD Expense				\$ (95,942)		

**CONSOLIDATED OPERATING EXPENSE  
AUGUST 2001**

	FY 01-02 Final Budget	FY 01-02 Revised Budget	FY 00-01 Expended YTD	FY 01-02 Expended YTD	% Exp YTD of Budget	
<b>LABOR</b>						
Operators Wages	\$ 5,838,840	\$ 5,838,840	\$ 863,814	\$ 1,009,580	17.3%	See Note 9
Operators Overtime	\$ 1,001,812	\$ 1,001,812	\$ 111,286	\$ 150,587	15.0%	
Other Salaries & Wages	\$ 6,297,182	\$ 6,252,182	\$ 766,315	\$ 906,874	14.5%	
Other Overtime	\$ 254,900	\$ 254,900	\$ 41,199	\$ 70,903	27.8%	See Note 10
	\$ 13,392,734	\$ 13,347,734	\$ 1,782,615	\$ 2,137,944	16.0%	
<b>FRINGE BENEFITS</b>						
Medicare/Soc Sec	\$ 124,935	\$ 124,935	\$ 16,638	\$ 21,239	17.0%	See Note 11
PERS Retirement	\$ 954,700	\$ 954,700	\$ 128,637	\$ 146,159	15.3%	
Medical Insurance	\$ 2,056,360	\$ 2,056,360	\$ 288,041	\$ 306,834	14.9%	
Dental Plan	\$ 507,311	\$ 507,311	\$ 70,924	\$ 79,950	15.8%	
Vision Insurance	\$ 114,499	\$ 114,499	\$ 17,277	\$ 18,644	16.3%	
Life Insurance	\$ 60,639	\$ 60,639	\$ 8,529	\$ 8,614	14.2%	
State Disability Ins	\$ 137,494	\$ 137,494	\$ 14,217	\$ 20,909	15.2%	
Long Term Disability Ins	\$ 499,190	\$ 499,190	\$ 61,457	\$ 103,983	20.8%	See Note 12
Unemployment Insurance	\$ 27,692	\$ 27,692	\$ 726	\$ 1,049	3.8%	
Workers Comp	\$ 1,438,541	\$ 1,438,541	\$ 154,179	\$ 146,171	10.2%	
Absence w/Pay	\$ 2,522,426	\$ 2,522,426	\$ 396,650	\$ 399,970	15.9%	
Other Fringe Benefits	\$ 28,408	\$ 28,408	\$ 4,503	\$ 3,061	10.8%	
	\$ 8,472,195	\$ 8,472,195	\$ 1,161,779	\$ 1,256,584	14.8%	
<b>SERVICES</b>						
Acctng/Admin/Bank Fees	\$ 325,220	\$ 325,220	\$ 9,687	\$ 4,347	1.3%	
Prof/Legis/Legal Services	\$ 376,400	\$ 357,600	\$ 23,307	\$ 21,745	6.1%	
Temporary Help	\$ 19,340	\$ 64,340	\$ 23,970	\$ 34,501	53.6%	See Note 13
Uniforms & Laundry	\$ 34,496	\$ 34,496	\$ 3,214	\$ 2,482	7.2%	
Security Services	\$ 277,438	\$ 277,438	\$ 23,500	\$ 22,495	8.1%	
Outside Repair - Bldgs/Eqmnt	\$ 195,261	\$ 195,261	\$ 11,520	\$ 13,693	7.0%	
Outside Repair - Vehicles	\$ 272,600	\$ 272,600	\$ 35,743	\$ 38,367	14.1%	
Waste Disp/Ads/Other	\$ 168,947	\$ 181,747	\$ 12,772	\$ 20,528	11.3%	
	\$ 1,669,702	\$ 1,708,702	\$ 143,713	\$ 158,157	9.3%	
<b>CONTRACT TRANSPORTATION</b>						
Contract Transportation	\$ 300	\$ 300	\$ -	\$ -	0.0%	
Paratransit Service	\$ 3,297,605	\$ 3,297,605	\$ 78,300	\$ 253,196	7.7%	See Note 7
	\$ 3,297,905	\$ 3,297,905	\$ 78,300	\$ 253,196	7.7%	
<b>MOBILE MATERIALS</b>						
Fuels & Lubricants	\$ 1,881,130	\$ 1,881,130	\$ 186,321	\$ 155,686	8.3%	
Tires & Tubes	\$ 160,000	\$ 160,000	\$ 9,546	\$ 10,964	6.9%	
Other Mobile Supplies	\$ 8,500	\$ 8,500	\$ 87	\$ 115	1.4%	
Revenue Vehicle Parts	\$ 745,000	\$ 745,000	\$ 61,892	\$ 61,321	8.2%	
Inventory Adjustment			\$ (46,875)			
	\$ 2,794,630	\$ 2,794,630	\$ 210,970	\$ 228,086	8.2%	

**CONSOLIDATED OPERATING EXPENSE  
AUGUST 2001**

	FY 01-02 Final Budget	FY 01-02 Revised Budget	FY 00-01 Expended YTD	FY 01-02 Expended YTD	% Exp YTD of Budget	
<b>OTHER MATERIALS</b>						
Postage & Mailing/Freight	\$ 19,522	\$ 19,522	\$ 3,260	\$ 3,535	18.1%	See Note 14
Printing	\$ 113,031	\$ 113,031	\$ 2,895	\$ 3,245	2.9%	
Office/Computer Supplies	\$ 76,495	\$ 76,495	\$ 9,821	\$ 11,698	15.3%	
Safety Supplies	\$ 31,713	\$ 31,713	\$ 1,313	\$ 1,314	4.1%	
Cleaning Supplies	\$ 86,556	\$ 86,556	\$ 5,492	\$ 4,595	5.3%	
Repair/Maint Supplies	\$ 77,404	\$ 77,404	\$ 10,032	\$ 7,065	9.1%	
Parts, Non-Inventory	\$ 58,000	\$ 58,000	\$ 4,747	\$ 5,909	10.2%	
Tools/Tool Allowance	\$ 23,467	\$ 23,467	\$ 787	\$ 2,696	11.5%	
Promo/Photo Supplies	\$ 19,355	\$ 19,355	\$ 2,698	\$ 385	2.0%	
	\$ 505,543	\$ 505,543	\$ 41,044	\$ 40,443	8.0%	
<b>UTILITIES</b>						
	\$ 335,310	\$ 341,310	\$ 23,655	\$ 36,492	10.7%	
<b>CASUALTY &amp; LIABILITY</b>						
Insurance - Prop/PL & PD	\$ 215,200	\$ 215,200	\$ 22,593	\$ 27,856	12.9%	
Settlement Costs	\$ 100,000	\$ 100,000	\$ 11,362	\$ 4,544	4.5%	
Repairs to Prop	\$ 11,750	\$ 11,750	\$ 733	\$ (145)	0.0%	See Note 15
Prof/Other Services	\$ 30,000	\$ 30,000	\$ 6,055	\$ 4,252	14.2%	
	\$ 356,950	\$ 356,950	\$ 40,743	\$ 36,506	10.2%	
<b>TAXES</b>						
	\$ 45,280	\$ 45,280	\$ 4,987	\$ 2,456	5.4%	
<b>MISC EXPENSES</b>						
Dues & Subscriptions	\$ 46,093	\$ 58,593	\$ 7,577	\$ 16,568	28.3%	See Note 16
Media Advertising	\$ 50,000	\$ 37,500	\$ 846	\$ 6,315	16.8%	See Note 17
Employee Incentive Program	\$ 15,892	\$ 15,892	\$ 429	\$ 647	4.1%	
Training	\$ 45,615	\$ 45,615	\$ 2,692	\$ 2,775	6.1%	
Travel & Local Meetings	\$ 74,354	\$ 74,354	\$ 5,013	\$ 8,679	11.7%	
Other Misc Expenses	\$ 13,500	\$ 13,500	\$ 1,612	\$ 1,613	11.9%	
	\$ 245,454	\$ 245,454	\$ 18,168	\$ 36,598	14.9%	
<b>OTHER EXPENSES</b>						
Leases & Rentals	\$ 566,298	\$ 566,298	\$ 96,186	\$ 97,015	17.1%	See Note 18
Transfer to Capital	\$ -	\$ -	\$ -	\$ -	0.0%	
Pass Through Programs	\$ -	\$ -	\$ -	\$ -	0.0%	
	\$ 566,298	\$ 566,298	\$ 96,186	\$ 97,015	17.1%	
<b>Total Operating Expense</b>	<b>\$ 31,682,000</b>	<b>\$ 31,682,000</b>	<b>\$ 3,602,159</b>	<b>\$ 4,283,476</b>	<b>13.5%</b>	

**MONTHLY REVENUE AND EXPENSE REPORT  
FY 00-01 CAPITAL IMPROVEMENT PROGRAM**

<b>CAPITAL PROJECTS</b>	<b>Program Budget</b>	<b>Expended in August</b>	<b>YTD Expended</b>
<b>Grant Funded Projects</b>			
Consolidated Operating Facility	\$ 7,948,083	\$ 1,597	\$ 18,414
Urban Bus Replacement	\$ 7,439,939	\$ 23,020	\$ 23,020
Engine Repower Project	\$ 3,037,000		\$ 161,426
ADA Paratransit Vehicles	\$ 149,000		
Computer System	\$ 135,000		
CNG Facilities for SCM, Ops	\$ 400,000		
Farebox Replacement (CO)	\$ -	\$ 10,428	\$ 10,428
	\$ 19,109,022		
<b>District Funded Projects</b>			
Bus Stop Improvements	\$ 379,000		\$ 444
ADA Recertification Program	\$ 65,000		
Ridecheck Upgrade Project	\$ 40,000		
Facilities Repair & Improvements	\$ 84,000	\$ 8,861	\$ 11,940
Machinery/Equipment Repair/Impr	\$ 67,700		
Non-Revenue Vehicle Replacement	\$ 219,000	\$ 22,141	\$ 22,141
Office Equipment	\$ 5,000		
IT Projects	\$ 225,000	\$ 14,720	\$ 28,253
Automated Telephone Info System	\$ 35,000		
Foothill Bus Improvements	\$ 171,000		
SVTC Tenant Improvements	\$ 9,000		
Metro Center Improvements	\$ 20,000		
Reserve for CNG Conversion	\$ 462,000		
Contingency for District Funded Projects	\$ 1,070		
	\$ 1,782,770		
<b>TOTAL CAPITAL PROJECTS</b>	\$ 20,891,792	\$ 80,767	\$ 276,066
<b>CAPITAL FUNDING SOURCES</b>			
	<b>Budget</b>	<b>Received in August</b>	<b>YTD Received</b>
Federal Capital Grants	\$ 13,382,417		
State Capital Grants	\$ -		
STA Funding	\$ 1,401,134		
Local Capital Grants	\$ 100,000		
District Reserves	\$ 5,759,740	\$ 80,767	\$ 276,066
Transfer from Bus Stop Improvement Reserve	\$ 248,500		
<b>TOTAL CAPITAL FUNDING</b>	\$ 20,891,791	\$ 80,767	\$ 276,066



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

1. Passenger fares (farebox and pass sales) are \$5,229 or 0.9% under the final budget amount for the year to date. Paratransit fares are \$1,172 or 6% under budget for the period due to fewer rides for July than projected. Special transit fares (contracts) are \$11,823 or 14% under the budgeted amount. UCSC contract revenue is \$4,442 or 8.5% below budget and \$1,956 less than one year ago. Cabrillo College contract revenue is \$6,034 or 45% below budget and \$6,749 less than last July. Employer bus pass program revenue is \$1,347 below budget and \$726 less than one year ago. Highway 17 Express revenue is \$7,728 or 6% over the year to date budgeted amount. Together, all four passenger revenue accounts are under the budgeted amount for the first two months of the fiscal year by a net \$10,496 or 1.3%.
2. Interest income is \$11,525 or 6% under the final budget amount due to lower interest rates. The funds earned interest at a rate of 4.9% in July and 4.7% in August, while a rate of 5.5% was projected, down from the average rate of 6.3% in FY 00-01.
3. Sales tax income is \$221,900 or 9% over budget for the first two months of the fiscal year due to higher monthly advances than projected. However, the September wrap-up payment was very low and is not reflected here since it was received after August 31<sup>st</sup>.
4. Paratransit program personnel expense is at zero for the year-to-date since program staff has not yet been hired.
5. Finance non-personnel expense is at 28.3% of the budget due to the annual payment of insurance premiums.
6. Human Resources non-personnel expenses are at 21.3% of the budget due to payments for temporary help to cover vacant staff positions.
7. Paratransit program expense is only at 7.5% of the budget because the August billing information was not available by the report deadline and no paratransit personnel costs have been incurred to date. If the August contractor payment was included, year-to-date expense would be at approximately 12% of the budget.
8. Pre-paid expense adjustment provides for allocating large annual payments, such as casualty and liability insurance, over the entire year so that the total expenses District-wide for the month and year to date are not skewed.
9. Operators wages are at 17.3% of the budget due to the hiring of extra Bus Operator trainees to provide for later attrition.
10. Other overtime is at 27.8% of the budget due to high overtime costs in Facilities Maintenance (to cover employee absences), Operations (due to assignment of an extra Transit Supervisor to the Bus Operator training class), and Fleet Maintenance (to cover employee absences, to complete campaigns, to bring the Foothill buses on line and to cover parts staffing on weekends).

11. Medicare/social security expense is at 17.0% of the budget due to the hire of temporary workers who require social security contributions greater than the projected amount.
12. Long-term disability insurance is at 20.8% of the budget due to the payment of September premiums in August.
13. Temporary help is at 53.6% of the budget due to hire of temporary workers during recruitment of new employees in the departments of Human Resources and Facilities Maintenance.
14. Postage/mailing and freight expense is at 18.1% of the budget due to volume purchases of postage and shipping charges.
15. Repairs to property is a casualty and liability account to which repairs to District vehicles and property are charged when another party is liable for the damage. All collections made from other parties for property repair are applied to this account to offset the District's repair costs. Collections have been applied for the year to date, but some repairs have yet to be charged to the account.
16. Dues and subscriptions are at 28.3% of the budget due to the annual payment for the APTA PT2 program.
17. Media advertising is at 16.8% of the budget due to payment for production of TV spots.
18. Leases and rentals are at 17.1% of the budget due to the annual payment of the Greyhound lease at Metro Center.

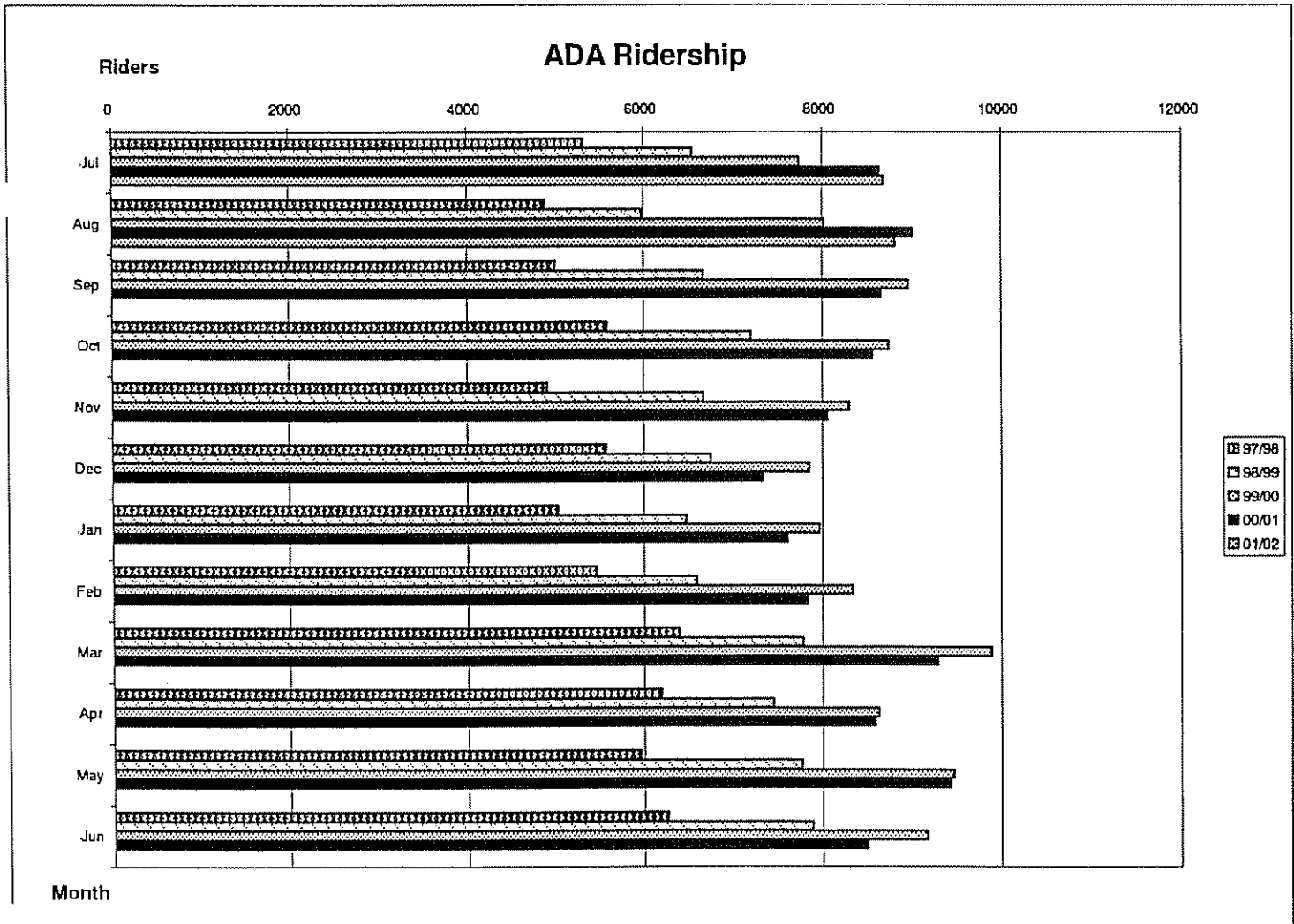
**FY 00-01 BUDGET TRANSFERS**  
**9/1/01 - 9/30/01**

	ACCOUNT #	ACCOUNT TITLE	AMOUNT
<b>TRANSFER # 02-008</b>			
TRANSFER FROM:		VOID	
TRANSFER TO:			
REASON:			
<b>TRANSFER # 02-009</b>			
TRANSFER FROM:	503031-1500	Professional/Technical & Fees	\$ (6,000)
TRANSFER TO:	505031-1500	Telecommunications	\$ 6,000
REASON:	To allocate funds for monthly internet service to proper account.		
<b>TRANSFER # 02-010</b>			
TRANSFER FROM:	501021-1400	Other Salaries	\$ (6,000)
TRANSFER TO:	503041-1400	Temporary Help	\$ 6,000
REASON:	To cover costs for temporary help in the Human Resources Department.		

7-7.10

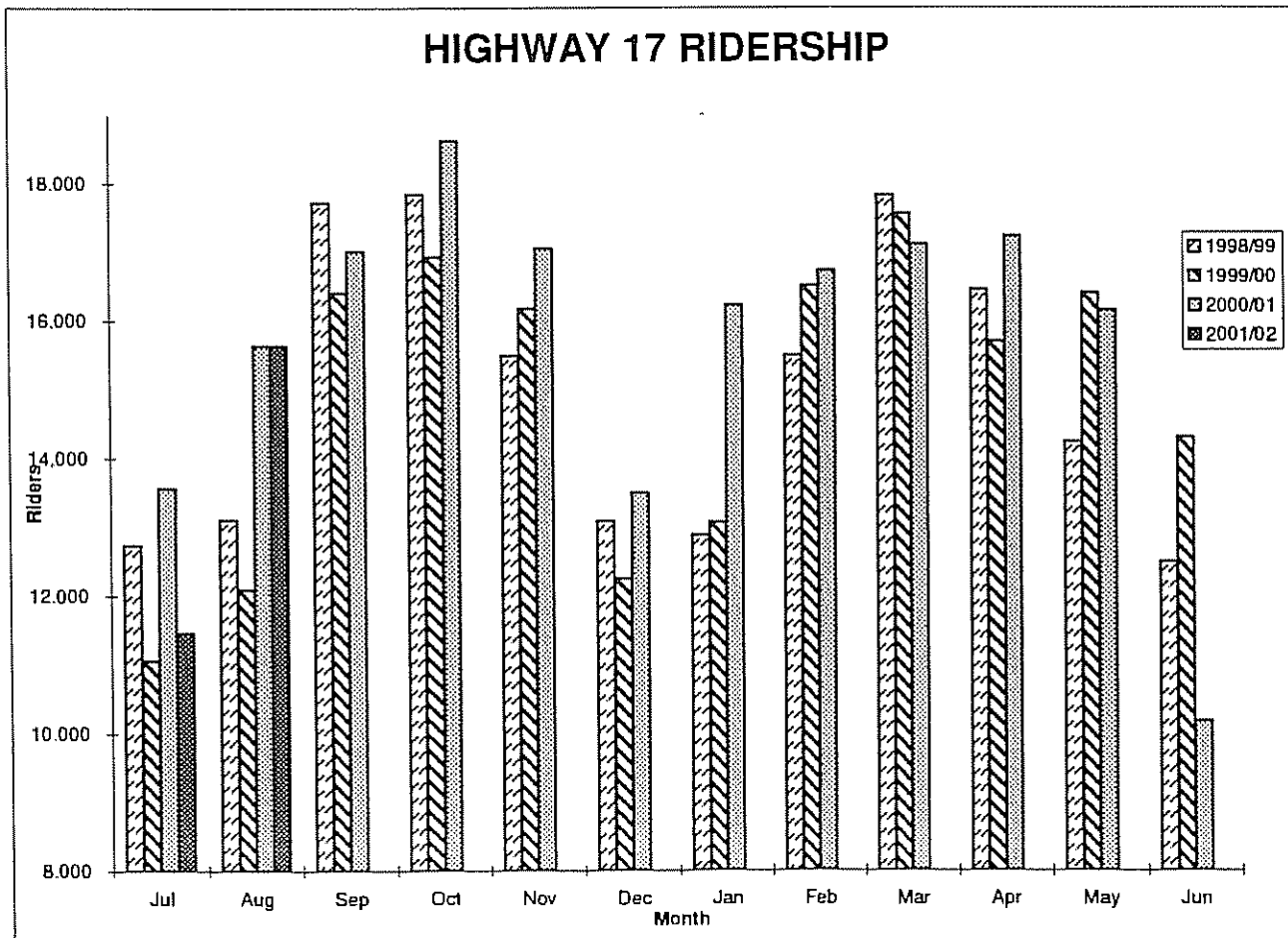
**ADA Paratransit Program  
Monthly Status Report**

	This August	Last August	% Change	This YTD	Last YTD	% Change
Cost	\$ 211,271	\$ 206,031	2.5%	\$ 420,757	\$ 402,790	4.5%
Revenue	\$17,628	\$18,018	-2.2%	\$35,002	\$35,306	-0.9%
Subsidy	\$193,643	\$188,013	3.0%	\$385,755	\$367,484	5.0%
Passengers	8,814	9,009	-2.2%	17,501	17,653	-0.9%
Cost/Ride	\$23.97	\$22.87	5.3%	\$24.04	\$ 22.82	5.9%
Subsidy/Ride	\$21.97	\$20.87	5.3%	\$22.04	\$20.82	5.9%
Operating Ratio	8.3%	8.7%	-4.6%	8.3%	8.8%	-5.1%
% Rides on Taxi	67.8%	68.3%	-0.7%	68.0%	68.4%	-0.6%
Program Registrants	8,977	7,725	16.2%	8,977	7,725	16.2%
Rides/Registrant	1.0	1.2	-15.8%	1.9	2.3	-14.7%



# HIGHWAY 17 - AUGUST 2001

	August			YTD		
	2000/01	1999/00	%	2000/01	1999/00	%
<b>FINANCIAL</b>						
Cost	\$ 121,803	\$ 114,676	6.2%	\$ 233,014	\$ 214,394	8.7%
Farebox	\$ 29,613	\$ 32,669	(9.4%)	\$ 55,361	\$ 60,522	(8.5%)
Operating Deficit	\$ 91,477	\$ 81,080	12.8%	\$ 176,941	\$ 152,945	15.7%
Santa Clara Subsidy	\$ 45,739	\$ 40,540	12.8%	\$ 88,470	\$ 76,472	15.7%
METRO Subsidy	\$ 45,739	\$ 40,540	12.8%	\$ 88,470	\$ 76,472	15.7%
San Jose State Subsidy	\$ 712	\$ 927	(23.2%)	\$ 712	\$ 927	(23.2%)
<b>STATISTICS</b>						
Passengers	13,698	15,639	(12.4%)	25,158	29,207	(13.9%)
Revenue Miles	34,414	34,414	0.0%	65,835	64,339	2.3%
Revenue Hours	1,338	1,338	0.0%	2,560	2,502	2.3%
<b>PRODUCTIVITY</b>						
Cost/Passenger	\$ 8.89	\$ 7.33	21.3%	\$ 9.26	\$ 14.68	(36.9%)
Revenue/Passenger	\$ 2.16	\$ 2.09	3.5%	\$ 2.20	\$ 4.14	(46.9%)
Subsidy/Passenger	\$ 6.73	\$ 5.24	28.3%	\$ 7.06	\$ 10.54	(33.0%)
Passengers/Mile	0.40	0.45	(12.4%)	0.38	0.91	(57.9%)
Passengers/Hour	10.23	11.69	(12.4%)	9.83	23.34	(57.9%)
Recovery Ratio	24.3%	28.5%	(14.7%)	23.8%	28.2%	(15.8%)



# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

**DATE:** October 19, 2001  
**TO:** Board of Directors  
**FROM:** Bryant J. Baehr, Manager of Operations  
**SUBJECT:** UNIVERSITY OF CALIFORNIA - SANTA CRUZ SERVICE UPDATE

## I. RECOMMENDED ACTION

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

## II. SUMMARY OF ISSUES

- Student billable trips for August 2001 decreased by (20.2%) versus August 2000. Year to date student billable trips have decreased by (18.7%).
- Faculty / staff billable trips for August 2001 increased by 42.4% versus August 2000. Year to date faculty / staff billable trips have increased by 41.9% .

## III. DISCUSSION

Full school-term transit service to the University of California – Santa Cruz started on September 19, 2001. Attached are charts detailing student and faculty / staff billable trips. A summary of the results is as follows:

- Student billable trips for the month of August 2001 were 15,575 vs. 19,511 for August 2000 a decrease of (20.2%).
- Faculty / staff billable trips for the month of August 2001 were 11,014 vs. 7,735 for August 2000 an increase of 42.4%.
- Year to date Student billable trips decreased by (18.7%) and faculty / staff billable trips increased by 41.9%.

A study of the farebox system revealed that the information generated was accurate. Conversations with TAPS at UCSC led to the following possible reasons as to why billable trips decreased in July and August 2001.

- UCSC Bike Shuttle usage was up an average of 25.6% per day in July and August
- Fifty (50) to seventy-five (50-75) additional core west parking permits were made available to students in July and August 2001
- For the month of August UCSC Shuttle ridership decreased by 12-16%

District and TAPS staff are working to identify travel patterns in an effort to attract additional ridership.

7-10.1

Bi-directional service started on September 17, 2001. Bus stop issues have been resolved and the service is being operated. Initial results are positive.

The Mission Street Widening Project Stage 2 - from Otis to Bay Street construction is nearing completion. Minor delays will occur in September but should be resolved by mid-October 2001.

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

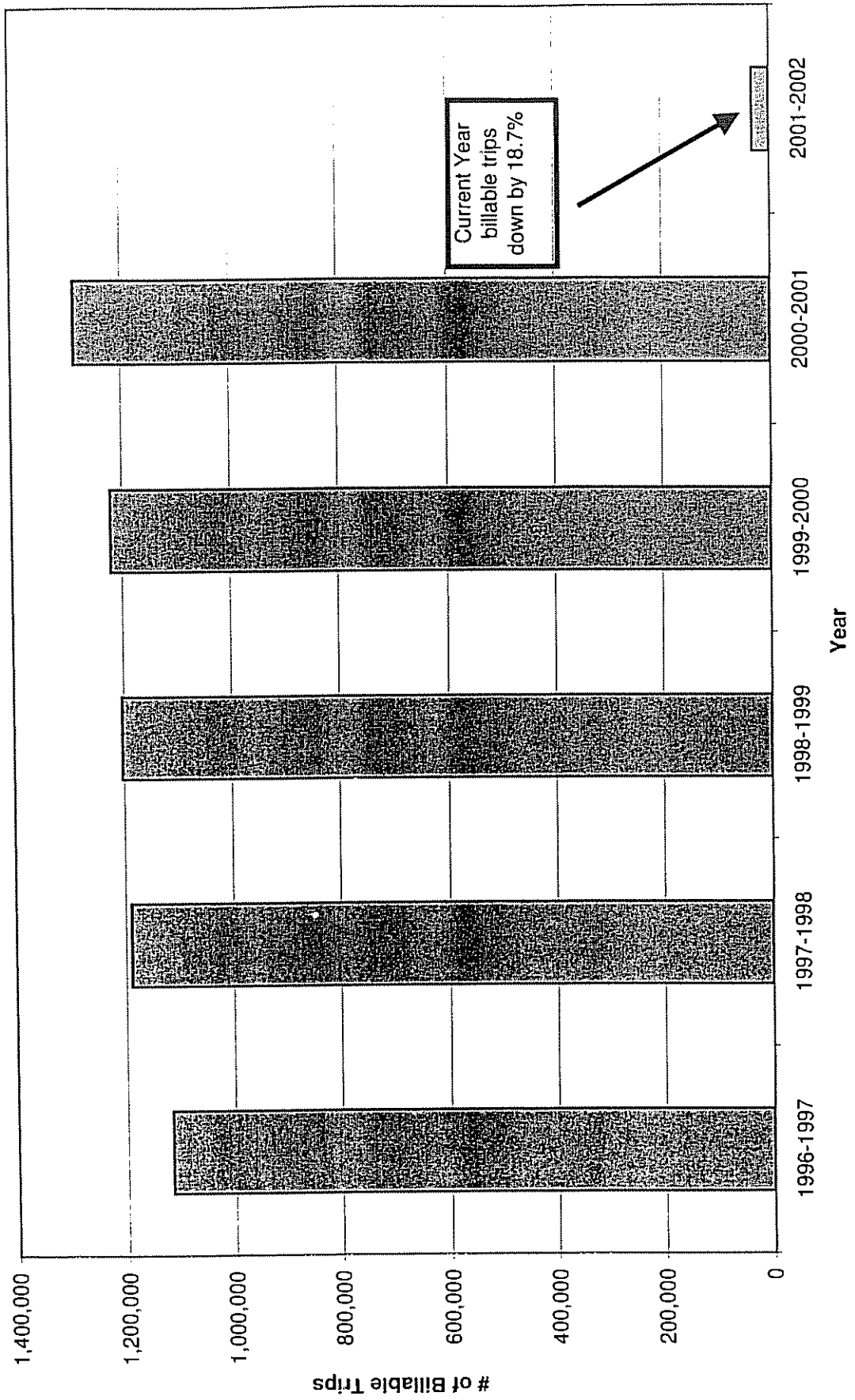
NONE

#### **V. ATTACHMENTS**

**Attachment A: UCSC Student Billable Trips**

**Attachment B: UCSC Faculty / Staff Billable Trips**

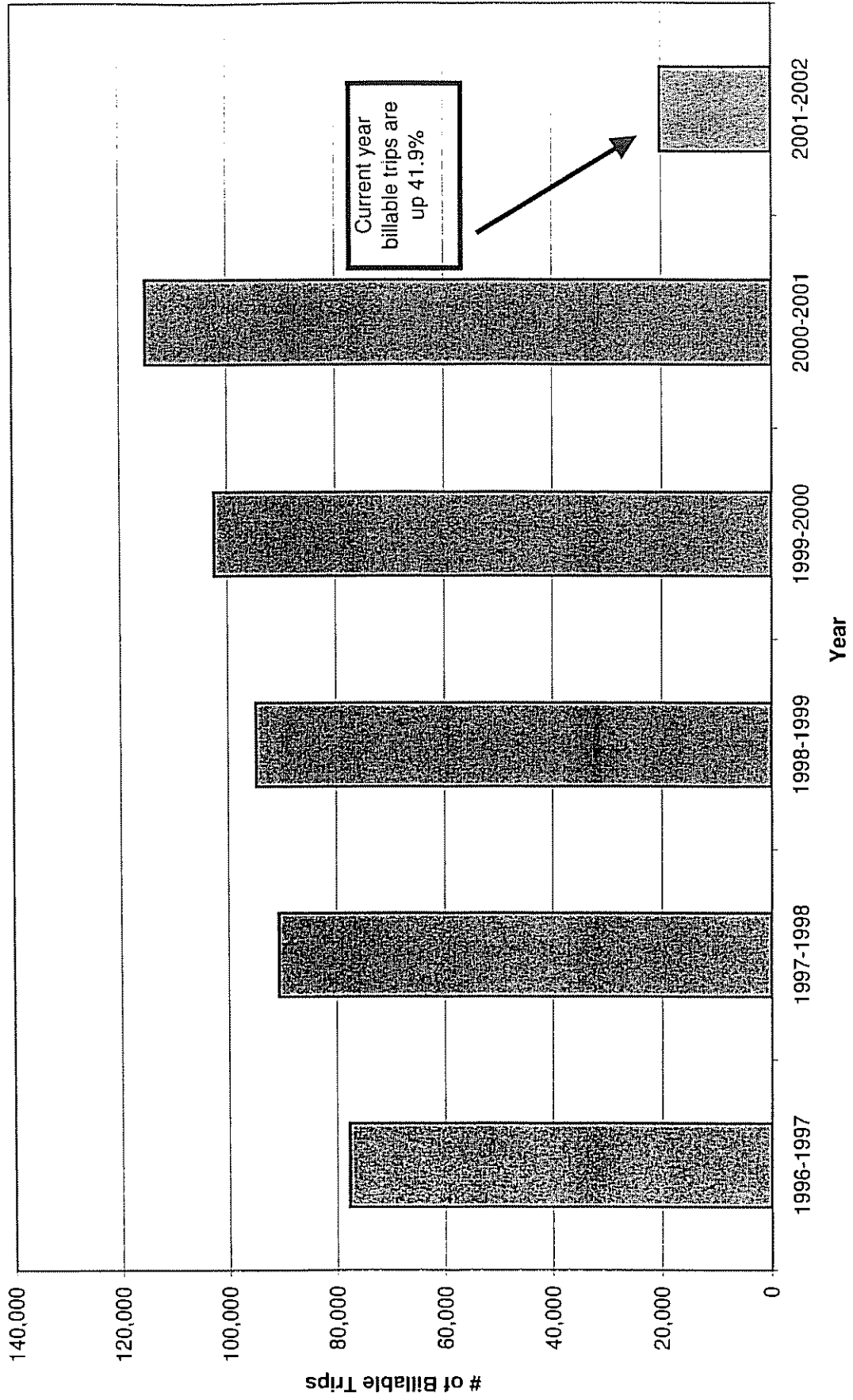
### UCSC Student Billable Trips



7-10.1a



UCSC Faculty / Staff Billable Trips



91-01-7

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: October 19, 2001  
TO: Board of Directors  
FROM: Bryant J. Baehr, Manager of Operations  
SUBJECT: **ACCEPT AND FILE STATUS ON CALL STOP ISSUE PROGRESS**

## I. RECOMMENDED ACTION

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

## II. SUMMARY OF ISSUES

- On August 17, 2001 the Board of Directors adopted a series of action items relating to call stops.
- Listed below is an update on each of the action items.

## III. DISCUSSION

On August 17, 2001 the Board of Director adopted a series of action items relating to call stops. This report will detail the status of those items.

### Action items:

**Recommend that the Board of Directors move to obtain funding for and arrange for the purchase of the "Talking Buses" technology as soon as possible and provide a timeline for when the technology might be in place.**

- The General Manager and Assistant General Manager are working on obtaining the funding. Several potential sources have been identified. Staff will report to the Board of Directors on a monthly basis and MASTF Executive Committee on a bi-monthly basis concerning funding progress and implementation schedule. Specifications for the "Taking Bus" are being developed and it is anticipated that a bid will be distributed by the end of October.

**Recommend that the expanded list of call stops be implemented as soon as possible, and that an assessment be arranged through FTA, or some other source, to ensure that the list meets the ADA requirements.**

- The call stop list adopted by the Board of Directors on August 17, 2001 has been distributed to the bus operators with instructions on ADA compliance. District Counsel was advised by Easter Seals to send the call stop list to the Office of Civil Rights for a compliance review. A letter was sent and District Counsel is awaiting a response.

7-11.1

**Recommend that the public be informed of the changes to call stops and that the changes be advertised as soon as possible through Headways and other sources of advertising.**

- The Marketing Department is currently working on internal posters, notification of the press and information for the public. It is anticipated that this will be completed by mid-October.

**Recommend that the bus stop signage be delegated to the Bus Stop Advisory Committee with the request for participation from John Wood (Doran Center for the Blind) for input.**

- Completed. The Bus Stop Advisory Committee has been advised to address is issue.

**Recommend that a bus operator training program be implemented as soon as possible in order to create awareness of the need for ADA compliance.**

- A meeting was held on September 5, 2001 with several members of the call stop committee to discuss training techniques. Research is also being conducted with national consultants, other transit systems and local / internal resources. It is anticipated that the training will start in mid to late October and be completed by the end of December.

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

NONE

#### **V. ATTACHMENTS**

NONE

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

**DATE:** October 19, 2001  
**TO:** Board of Directors  
**FROM:** Tom Stickel, Manager of Fleet Maintenance  
**SUBJECT:** ACCEPT AND FILE STATUS REPORT ON THE INVESTIGATION OF BIODIESEL AS AN INTERIM FUEL

## I. RECOMMENDED ACTION

**This is a status report only, no action required at this time.**

## II. SUMMARY OF ISSUES

- In January 2001, the Board of Directors selected the alternate fuel path in compliance with regulations issued by the California Air Resources Board (CARB).
- On May 23, 2001, the Board of Directors instructed staff to investigate the feasibility of using biodiesel as an interim fuel to meet CARB requirements.
- In June 2001, District staff reported to the Board of Directors their initial findings regarding using biodiesel as an interim fuel.
- Cummins engine company recently issued a Field Announcement, stating the company's position on the use of biodiesel.

## III. DISCUSSION

The January, 2001 decision by the METRO Board of Directors to pursue an alternate fuel path is an irrevocable choice to comply with CARB regulations related to transit fleets. One of the requirements of these regulations is the July 1, 2002 implementation deadline for the use of 15 parts per million (ppm) ultra low sulfur diesel fuel, "green diesel". Use of "green diesel" helps reduce exhaust emissions. The Board of Directors instructed staff to investigate the use of biodiesel as a possible interim fuel to meet CARB regulations. Biodiesel is a blend of methyl/ethyl ester-based oxygenates, derived from a variety of sources, primarily soy, and mixed with petroleum diesel fuel.

A Field Announcement dated August 30, 2001, from Cummins Engine Company indicates that biodiesel fuels should be considered experimental at this time. Their report shows that tests of a 20% biofuel and 80% diesel (B20) can yield percent reductions in particulates (PM), Carbon Monoxide (CO), and Hydrocarbon (HC). The same fuel blend causes an increase in Oxides of Nitrogen (Nox). There is also an overall decrease in fuel economy of 5-7%.

7-12.1

One of the areas of concern is that there is not a uniform specification that encompasses the concentrations of various biodiesel blends. This is further complicated by a lack of standards for the biofuel content, that is, what parameters the differently sourced biofuel must meet. Issues of biodiesel that are currently under study are the effects of fuel on seals, gaskets, tank linings, filters, and other components of fuel storage and using systems.

While Cummins neither approves nor disapproves of the use of biodiesel, they clearly state that failures caused by the use of biodiesel or other fuel additives will not be compensated under Cummins' warranty.

Staff is recommending that investigation continue regarding the use of biodiesel as an interim fuel, including its potential for acceptable compliance with CARB regulations.

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

Pricing for 80/20 biodiesel locally remains at the same level as the June, 2001 report, with an acquisition cost of approximately thirty to forty percent more per gallon than METRO pays for regular diesel.

#### **V. ATTACHMENTS**

NONE

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

**DATE:** October 19, 2001  
**TO:** Board of Directors  
**FROM:** Mark J. Dorfman, Assistant General Manager  
**SUBJECT:** ACCEPT AND FILE DRAFT REPORT ON FY 2000 TRIENNIAL REVIEW

## I. RECOMMENDED ACTION

**The purpose of this communication is provide a copy of the Federal Transit Administration (FTA) FY 2000 Triennial Review Report to the Board of Directors.**

## II. SUMMARY OF ISSUES

- FTA performs Triennial Reviews of grantees every three years.
- SCMTD recently underwent this review in September of this year.
- As a result of the review the District was found to be full compliance on 20 of 22 Review areas.
- The two deficiencies were a minor one in Financial, and in the Drug and Alcohol Area for LiftLine.

## III. DISCUSSION

The United States Code, Chapter 53 of Title 49 requires that the Federal Transit Administration perform reviews and evaluations of urbanized area formula grant activities at least every three years. The District provided information to the FTA consultant in July of this year, in advance of the Triennial Review. In September of this year, the Santa Cruz Metropolitan Transit District was visited by representatives from the DMP Group, Inc. and FTA to assess grantee management practices, program implementation and an evaluation of compliance with Federal requirements.

As part of the exit interview, the FTA provided district staff with the draft final report. There are 22 compliance areas that were examined as part of the review. The District was in full compliance in 20 areas. There were two areas where the District was found to be deficient. The first was in the Financial Review Area. The deficiency was that the District did not complete Line D of the Financial Status Report. The District reported the information in narrative format, but did not transfer this information into the appropriate place on the form. This deficiency will be corrected with the filing of the next Financial Status Reports.

The second deficiency was in the Drug and Alcohol Program Area. While the District's Drug and Alcohol Program was found to be in full compliance, the program of Lift Line, our contractor was not found to be in compliance. The District will have 60 Days to submit documentation to the Regional FTA Office that a monitoring plan is in place for Lift Line.

**IV. FINANCIAL CONSIDERATIONS**

There are no financial impacts from the Triennial Review.

**V. ATTACHMENTS**

**Attachment A: DRAFT FY 2000 Triennial Report**



U.S. Department  
of Transportation  
**Federal Transit  
Administration**

REGION IX  
Arizona, California  
Hawaii, Nevada, Guam  
American Samoa  
Northern Mariana Islands

**ATTACHMENT A**

201 Mission Street  
Suite 2210  
San Francisco, CA 94105-1839  
415-744-3133  
415-744-2726 (fax)

September 26, 2001

Mr. Leslie White  
General Manager  
Santa Cruz Metropolitan Transit District  
370 Encinal Street, Suite 100  
Santa Cruz, CA 95060

Re: Federal Transit Administration FY 2000 Triennial Review Program

Dear Mr. White:

Enclosed are two copies of the Triennial Review draft Report conducted of the Santa Cruz Metropolitan Transit District (SCMTD) as required by the United States Code, Volume 49, Section 5307(i). This Draft Report is the result of the review of Federal Transit Administration (FTA) Region IX files on July 19, 2001 and a visit by representatives of the DMP Group, Inc., subcontractor to Milligan & Company, LLC, to your offices on September 26, 2001. Triennial Reviews assess grantee management practices and program implementation and are important in establishing eligibility for Federal funds.

Based upon this Triennial Review of SCMTD, no deficiencies were found in 20 of 22 Triennial Review areas. Deficiencies were found in two areas: Financial and Drug and Alcohol Program. Corrective action is required by the dates disclosed in Section V Summary of Findings and Corrective Actions.

We appreciate the cooperation and assistance provided during the Review. If you have questions, please contact the Triennial Review Coordinator, Mr. John Hunt, at (415) 744-3118.

Sincerely,

Leslie T. Rogers  
Regional Administrator

Enclosure

7-13.1a



*DRAFT REPORT*

**FY 2001 TRIENNIAL REVIEW**  
of the  
**Santa Cruz Metropolitan Transit District**  
**(SCMTD)**  
**Santa Cruz, California**

**Region IX**

**Desk Review: July 19, 2001**

**Site Visit: September 26, 2001**

**September 2001**

Prepared for the  
**Federal Transit Administration**  
**San Francisco, California**

By:

**DMP Group, Inc.**  
2423 Killdeer Street  
New Orleans, LA 70122

Under subcontract to:

**Milligan & Company, LLC**  
105 North 22<sup>nd</sup> Street  
Philadelphia, PA 19103

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## I. TRIENNIAL REVIEW BACKGROUND

The United States Code, chapter 53 of title 49, requires the Federal Transit Administration (FTA) of the United States Department of Transportation (USDOT) to perform reviews and evaluations of Urbanized Area Formula Grant activities at least every three years. This requirement is contained in 49 U.S.C. 5307(i).

“(2) At least once every 3 years, the Secretary shall review and evaluate completely the performance of a recipient in carrying out the recipient’s program, specifically referring to compliance with statutory and administrative requirements and the extent to which actual program activities are consistent with the activities proposed under subsection (d) of this section and the planning process required under sections 5303-5306 of this title.”

“(3) The Secretary may take appropriate action consistent with the review, audit and evaluation under this subsection, including making an appropriate adjustment in the amount of a grant or withdrawing the grant.”

The Triennial Review includes a review of the grantee’s compliance in 22 different areas. The basic requirements for each of these areas are summarized below.

This report presents the findings from the triennial review of Santa Cruz Metropolitan Transit District (SCMTD) of Santa Cruz, California. This review was performed in accordance with FTA procedures (published in FTA Order 9010.1B, April 5, 1993) and included preliminary reviews of documents on file at the Region IX Office in San Francisco, California, and on-site discussions and review of the procedures, practices, and records of SCMTD, as deemed necessary. The review concentrated primarily on procedures and practices employed during the past three years, however, coverage was extended to earlier periods as needed to assess the policies in place and the management of grants. During the visit, administrative and statutory requirements were discussed, documents were reviewed, and facilities were toured. Specific documents examined during the Triennial Review are available in FTA’s and SCMTD’s files.

## II. REVIEW PROCESS

The desk review was conducted in the Region IX Office on July 19, 2001. Following the desk review, an agenda package was sent to SCMTD advising it of the site visit and indicating additional information that would be needed and issues that would be discussed.

The site visit to SCMTD occurred on September 26, 2001. The individuals participating in the review are listed in Section VI of this report.

At the entrance conference, the purpose of the Triennial Review and the review process were discussed. During the site visit, urbanized area formula grant program administrative and statutory requirements were discussed and documents were reviewed. SCMTD’s facilities were toured to provide an overview of activities related to FTA-funded projects. A sample of FTA-funded vehicles was inspected during the site visit.

On completion of the review, an exit conference was held with SCMTD staff to discuss findings as well as corrective actions and schedules. A copy of this report was provided to the SCMTD at the exit conference.

**III. DESCRIPTION OF THE GRANTEE**

The Santa Cruz Metropolitan Transit District (SCMTD) provides public transit service in Santa Cruz County, California. SCMTD is a Transit District formed under the State of California Public Utilities Code, Section 98000. SCMTD operates its fixed route transit service in-house and contracts for the operation of its complementary ADA paratransit service.

SCMTD serves all of the Cities of Capitola, Santa Cruz, Scotts Valley and Watsonville and Santa Cruz County. The population of its service area is approximately 255,600. SCMTD operates a network of 40 fixed routes. Service is provided on weekdays, Saturdays and Sundays from 5:40 A.M. to 00:15 A.M. SCMTD also provides door-to-door complementary paratransit service within ¼ mile of fixed routes.

The basic adult fare for bus service is \$1.00. A reduced fare of 40¢ is offered on fixed route service to senior citizens and persons with disabilities all day. The fare for Highway 17 Express Service is \$2.25 and seniors and disabled riders are offered a fare of \$1.00 all day. The fare for ADA paratransit service is \$2.00.

SCMTD operates a fleet of 123 buses for directly operated fixed route service. Eight of these vehicles were operated in fixed route service by a contractor until October 1999 when the operation of the service was brought in-house. SCMTD's bus fleet consists of standard 40-foot transit coaches and some 35-foot transit coaches. The current peak requirement is for 83 vehicles. SCMTD also has a fleet of 59 vans that are operated by its contractor for ADA paratransit service. SCMTD has 310 employees as of September, 2001.

SCMTD's administrative headquarters is in Santa Cruz and operates five other maintenance and operating facilities located throughout Santa Cruz County. SMTD provides service to six transit centers and customer parking facilities located throughout its operating area. Two are located in Santa Cruz, two in Watsonville, and one each in Capitola and Scotts Valley.

SCMTD's National Transit Database Report for FY2000 provided the following financial and operating statistics for its fixed route and paratransit service:

	Fixed Route Service		Paratransit Service
	Directly Operated	Contractor Operated	Contractor Operated
Unlinked Passengers	6,289,348	44,101	103,074
Revenue Hours	231,461	3,296	55,536
Operating Expenses	\$20,816,251	\$412,827	\$2,261,725

Over the past three years, SCMTD completed the following noteworthy projects:

- 1) Purchased 30 replacement low-floor buses.
- 2) Rehabilitated (rebuilt) 10, 1984 Gillig buses purchased from Sam Trans.
- 3) Purchased 11 Paratransit Vans.
- 4) Completed Comprehensive Bus System Evaluation Study.
- 5) Opened the Scotts Valley Transit Center.
- 6) Assumed direct operation of the Highway 17 Express Service which had previously been a contracted service
- 7) Consolidated the District's administrative offices and maintenance shops at Encinal Street which had been previously located in two separate locations.
- 8) Purchased the District's first bi-fuel support vehicles in 1998.

- 9) Installed new electronic validating fareboxes.

SCMTD reports that the following important projects are currently in process of being completed:

- 1) Environmental Impact Study/EIR for the alternative consolidated operating facility (MetroBase) at Harvey West Park in Santa Cruz.
- 2) Perform preliminary engineering for MetroBase.
- 3) Commence retrofit of existing minor maintenance facility to perform maintenance on CNG fueled vehicles.
- 4) Procurement of up to 50 "convertible" diesel buses that will be rebuilt with CNG fueled engines
- 5) Construction of a CNG fuel station.
- 6) Increase service by 10% ongoing over current and previous 2 years.
- 7) Comprehensive Audit of ADA Paratransit Service
- 8) Expand service to meet demand at the University of California, Watsonville and San Lorenzo Valley.
- 9) Establish bi-directional service on the UCSC Campus.
- 10) Procure first eight CNG buses.
- 11) Design Service Implementation Plan.
- 12) Design Customer Service Plan.
- 13) Implement new Accounting Software.
- 14) Repower 42 buses to meet California Air Resources Board requirements for reduced emissions.
- 15) Install automated bus stop annunciators on all buses.

#### **IV. RESULTS OF THE REVIEW**

The Triennial Review focused on SCMTD's compliance in 22 different areas. This section provides a discussion of the basic requirements and findings in each area. No deficiencies were found with the FTA requirements in 20 of the 22 areas. Deficiencies were found in the other two areas: Financial and Drug and Alcohol Program.

##### **1. Legal**

**Basic Requirement:** The grantee must be eligible and authorized under state and local law to request, receive, and dispense FTA funds and to execute and administer FTA funded projects. The authority to take all necessary action and responsibility on behalf of the grantee must be properly delegated and executed.

**Findings:** During this triennial review of the SCMTD, no deficiencies were found with the FTA requirements for legal.

##### **2. Financial**

**Basic Requirement:** The grantee must demonstrate the ability to match and manage FTA grant funds, to cover cost overruns, to cover operating deficits through long-term stable and reliable sources of revenue, to maintain and operate federally funded facilities and equipment, and to conduct an annual independent organization-wide audit in accordance with the provisions of OMB C A-133.

Findings: During this triennial review of the SCMTD, deficiencies were found with the FTA requirements for financial. SCMTD is not reporting unliquidated obligations (Line D) for capital projects included in its Financial Status Reports (FSRs).

Corrective Action and Schedule: Beginning with the Quarter ending September 30, 2001, SCMTD must report unliquidated obligations (Line D) for capital projects included in its FSRs.

### 3. Technical

Basic Requirement: The grantee must be able to implement the Urbanized Area Formula Grant Program of Projects in accordance with the grant application, Master Agreement, and all applicable laws and regulations, using sound management practices.

Findings: During this triennial review of the SCMTD, no deficiencies were found with the FTA requirements for technical.

### 4. Satisfactory Continuing Control

Basic Requirement: The grantee must maintain control over real property, facilities and equipment and ensure that they are used in transit service.

Findings: During this triennial review of the SCMTD, no deficiencies were found with the FTA requirements for satisfactory continuing control.

### 5. Maintenance

Basic Requirement: The grantee must keep federally funded equipment and facilities in good operating order.

Findings: During this triennial review of the SCMTD, no deficiencies were found with the FTA requirements for maintenance.

### 6. Procurement

Basic Requirement: FTA grantees will use their own procurement procedures that reflect applicable state and local laws and regulations, provided that the process ensures competitive procurement and that the procedures conform to applicable federal law including 49 CFR Part 18, specifically Section 18.36 and FTA C 4220.1D, "Third Party Contracting Requirements." Grantees will maintain a contract administration system that ensures that contractors perform in accordance with terms, conditions, and specifications of their contracts or purchase orders.

Findings: During this triennial review of the SCMTD, no deficiencies were found with the FTA requirements for procurement.

### 7. Disadvantaged Business Enterprise (DBE)

Basic Requirement: The grantee must comply with the policy of USDOT that DBEs, as defined in 49 CFR Part 26, are ensured nondiscrimination in the award and administration of USDOT-assisted contracts. Grantees also must create a level playing field on which DBEs can compete fairly for USDOT-assisted contracts; ensure that only firms that fully meet eligibility standards are permitted to participate as DBEs; help remove barriers to the participation of DBEs; and assist the development of firms that can compete successfully in the marketplace outside the DBE program.

Findings: During this triennial review of the SCMTD, no deficiencies were found with USDOT requirements for DBE.

**8. Buy America**

Basic Requirement: Per Buy America law, federal funds may not be obligated unless steel, iron, and manufactured products used in FTA-funded projects are produced in the United States, unless a waiver has been granted by FTA, or the product is subject to a general waiver. Rolling stock must be manufactured in the United States and have a 60 percent domestic content.

Findings: During this triennial review of the SCMTD, no deficiencies were found with the FTA requirements for Buy America.

**9. Suspension/Debarment**

Basic Requirement: To prevent fraud, waste, and abuse in federal transactions, persons or entities, which by defined events or behavior, potentially threaten the integrity of federally administered programs are excluded from participating in FTA-assisted programs. FTA grantees not only are required to certify that they are not excluded from federally assisted transactions, they also are required to ensure that none of the grantee's "principals" (as defined in the governing regulation 49 CFR Part 29), subrecipients, and third-party contractors and subcontractors is debarred, suspended, ineligible or voluntarily excluded from participation in federally assisted transactions.

Findings: During this triennial review of the SCMTD, no deficiencies were found with the FTA requirements for suspension/debarment.

**10. Lobbying**

Basic Requirement: Recipients of federal grants and contracts exceeding \$100,000 must certify compliance with P.L. 101-121, Section 319, Restrictions on Lobbying, before they can receive funds. In addition, grantees are required to impose the lobbying restriction provisions on their contractors.

Findings: During this triennial review of the SCMTD, no deficiencies were found with the FTA requirements for lobbying.

**11. Planning/Program of Projects**

Basic Requirement: The grantee must participate in the transportation planning process in accordance with FTA requirements. Each recipient of a grant shall have complied with the public participation requirements of Section 5307(c)(1) through (7). Each recipient is required to develop, publish, afford an opportunity for a public hearing on, and submit for approval a Program of Projects (POP).

Findings: During this triennial review of the SCMTD, no deficiencies were found with the FTA requirements for planning/POP.

**12. Title VI**

Basic Requirement: The grantee must ensure that no person in the United States shall, on the ground of race, color, or national origin, be excluded from participating in, or denied the benefits of, or be subject to discrimination under any program or activity receiving federal financial

assistance. The grantee must ensure that federally supported transit service and related benefits are distributed in an equitable manner.

Findings: During this triennial review of the SCMTD, no deficiencies were found with the FTA requirements for Title VI.

### 13. Public Comment Process for Fare and Service Changes

Basic Requirement: The grantee must have a locally developed process to solicit and consider public comment before raising a fare or carrying out a major reduction of transit service.

Findings: During this triennial review of the SCMTD, no deficiencies were found with the FTA requirements for public comment process for fare and service changes.

### 14. Half Fare

Basic Requirement: Grantees must ensure that elderly persons and persons with disabilities, or an individual presenting a Medicare card, will be charged during non-peak hours for transportation using or involving a facility or equipment of a project financed under Section 5307 not more than 50 percent of the peak hour fare.

Findings: During this triennial review of the SCMTD, no deficiencies were found with the FTA requirements for half fare.

### 15. ADA

Basic Requirement: Titles II and III of the Americans with Disabilities Act of 1990 provide that no entity shall discriminate against an individual with a disability in connection with the provision of transportation service. The law sets forth specific requirements for vehicle and facility accessibility and the provision of complementary paratransit service.

Findings: During this triennial review of the SCMTD, no deficiencies were found with the FTA requirements for ADA.

### 16. Charter Bus

Basic Requirement: Grantees are prohibited from using federally funded equipment and facilities to provide charter service except on an incidental basis and when one or more of applicable exceptions for urban areas set forth in the charter service regulation at 49 CFR 604.9 (b) applies.

Findings: During this triennial review of the SCMTD, no deficiencies were found with the FTA requirements for charter bus.

### 17. School Bus

Basic Requirement: Grantees are prohibited from providing exclusive school bus service unless the grantee qualifies under specified exceptions. In no case can federally funded equipment or facilities be used.

Findings: During this triennial review of the SCMTD, no deficiencies were found with the FTA requirements for school bus.



**18. National Transit Database (NTD)**

Basic Requirement: The grantee must collect, record, and report financial and non-financial data in accordance with the Uniform System of Accounts (USOA) and updated with the *National Transit Database (NTD) Reporting Manual* as required by 49 USC 5335(a).

Findings: During this triennial review of the SCMTD, no deficiencies were found with the FTA requirements for National Transit Database.

**19. Safety and Security**

Basic Requirement: Under the safety authority provisions in the federal transit laws, the Secretary has the authority to investigate the operations of the grantee for any conditions that appear to create a serious hazard of death or injury especially to patrons of the transit service. However, FTA has no specific requirements for transit safety. States are required to oversee the safety of rail fixed guideway systems through a designated oversight agency.

Any recipient of Urbanized Area Formula Grant Program funds must annually certify that it is spending one percent of such funds for transit security projects or that such expenditures for security systems are not necessary.

Findings: During this triennial review of the SCMTD, no deficiencies were found with the FTA requirements for safety and security.

**20. Drug-Free Workplace**

Basic Requirement: Grantees are required to maintain a drug-free workplace for all employees and to have an ongoing drug-free awareness program.

Findings: During this triennial review of the SCMTD, no deficiencies were found with the FTA requirements for drug-free workplace.

**21. Drug and Alcohol Program**

Basic Requirement: Grantees receiving FTA funds under Capital Grant, Urbanized Area Formula Grant, or Non-Urbanized Area Formula Grant Programs must have a drug and alcohol testing program in place for all safety-sensitive employees.

Findings: During this triennial review of the SCMTD, deficiencies were found with the FTA requirements for the drug and alcohol program. SCMTD has a contract operator that has safety-sensitive employees (Community Bridges, formally known as Food & Nutrition Services, Inc., operates ADA paratransit service). SCMTD has not sufficiently monitored this contractor. The written Drug and Alcohol Policy for Community Bridges is incomplete, e.g., the policy does not contain sufficient information about the contact person, the policy does not contain all the periods of the workday employees are required to be in compliance, does not contain testing procedures, and does not contain consequences for an employee found to have an alcohol concentration of 0.02 or greater, but less than 0.04.

Corrective Action and Schedule: Within 60 days, SCMTD must submit documentation to the FTA Region IX Office that it has a drug and alcohol testing program monitoring plan for its contractor.

22. Equal Employment Opportunity (EEO)

Basic Requirement: The grantee must ensure that no person in the United States shall, on the ground of race, color, creed, national origin, sex, age, or disability be excluded from participating in, denied the benefits of, or be subject to discrimination in employment under any project, program or activity receiving federal financial assistance from the federal transit laws.

Findings: During this triennial review of the SCMTD, no deficiencies were found with the FTA requirements for EEO.

## V. SUMMARY OF FINDINGS AND CORRECTIVE ACTIONS

Review Area	Finding	Deficiency	Corrective Action	Response Days/Date	Date Closed
1. Legal	ND				
2. Financial	D	07- Incorrect reporting of unliquidated obligations	SCMTD must report unliquidated obligations (Line D) for capital projects included in its FSRs.	Quarterly, beginning with the Quarter ending September 30, 2001	
3. Technical	ND				
4. Satisfactory Continuing Control	ND				
5. Maintenance	ND				
6. Procurement	ND				
7. Disadvantaged Business Enterprise	ND				
8. Buy America	ND				
9. Suspension/Debarment	ND				
10. Lobbying	ND				
11. Planning/POP	ND				
12. Title VI	ND				
13. Public Comment for Fare and Service Changes	ND				
14. Half Fare	ND				
15. ADA	ND				
16. Charter Bus	ND				
17. School Bus	ND				
18. National Transit Database	ND				
19. Safety and Security	ND				
20. Drug-Free Workplace	ND				
21. Drug and Alcohol Program	D	12: Contractors, subrecipients, and/or lessees not properly monitored	SCMTD must submit documentation to the FTA Region IX Office that it has a drug and alcohol testing program monitoring plan for its contractor.	60 Days	

Review Area	Finding	Deficiency	Corrective Action	Response Days/Date	Date Closed
22. Equal Employment Opportunity	ND				

Findings: ND = No Deficiencies; D = Deficient; NA = Not Applicable; NR = Not Reviewed

VI. ATTENDEES

Name	Title/Organization	Phone Number	FAX Number	e-mail address
Leslie R. White	General Manager, SCMTD	831-426-6080	831-426-6117	lwhite@scmtd.com
Mark Dorfman	Assistant General Manager, SCMTD	831-426-6080	831-426-6117	mdorfman@scmtd.com
Kim Chin	Manager, Planning & Marketing, SCMTD	831-423-0613	831-423-1024	kchin@scmtd.com
David Konno	Manager, Facilities & Maintenance, SCMTD	831-426-6080	831-426-6117	dkonno@scmtd.com
Elisabeth Ross	Manager, Finance, SCMTD	831-426-6143	831-426-6117	eross@scmtd.com
Bryand J. Baehr	Manager, Operations, SCMTD	831-423-8151	831-426-6117	bbae@scmtd.com
Marilyn Fenn	Assistant Finance Manager, SCMTD	831-423-6143 X131	831-426-6117	mfenn@scmtd.com
Terry Gale	Manager, Information Technology, SCMTD	831-426-4663	831-426-6117	tgale@scmtd.com
Thomas Hiltner	Analyst, Grants & Legislation, SCMTD	831-426-6080	831-426-6117	thiltner@scmtd.com
Tom Stickel	Manager, Fleet Maintenance, SCMTD	813-469-1954	831-469-1958	tstickel@scmtd.com
Margaret Gallagher	District Counsel, SCMTD	831-426-6080	831-426-6117	mgallagher@scmtd.com
Paul C. Chandley	Manager, Human Resources, SCMTD	831-423-5582	831-469-1962	pchandley@scmtd.com
Lloyd Longnecker	District Buyer, SCMTD	831-426-0199	831-469-1958	Llongnecker@scmtd.com
Khuong Luu	General Engineer, FTA Region IX	415-744-2594	415-744-2726	Khuong.Luu@fta.dot.gov
John F. Potts	The DMP Group	504-283-7661	504-283-0791	johnpotts@thedmpgroup
Arthur W. Mergner	FTA Contract Reviewer	859-586-2881	859-586-2881	ArthurWMergner@cs.com

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

**DATE:** October 19, 2001  
**TO:** Board of Directors  
**FROM:** Paul C. Chandley, Human Resources Manager  
**SUBJECT:** CONSIDER CONTRACT RENEWALS FOR WORKERS'  
COMPENSATION ADMINISTRATOR AND EXCESS INSURANCE

## I. RECOMMENDED ACTION

**It is recommended that the Board of Directors authorize the General Manager to execute one-year contract amendments with Employer & Occupational Services (EOS) as the District's workers' compensation administrator and a one-year contract amendment with Employers Reinsurance Corporation for worker's compensation excess insurance.**

## II. SUMMARY OF ISSUES

- The District's contracts for the administration of its workers' compensation program and workers' compensation excess insurance will expire on October 24, 2001.
- The District awarded a contract in October 1997 with Employers Reinsurance Corporation for excess workers' compensation insurance and awarded a two-year contract with EOS in October 1999 with three allowable one-year extensions.
- Both carriers are offering to extend their contract services for an additional year.

## III. DISCUSSION

The District contracts with a third party administrator for its self-insured workers' compensation program. Over the past seven years the District has contracted with EOS to provide these services. In October 1999, the District awarded a new two-year contract to EOS. EOS has proposed a monthly fee increase from \$5,949.50 to \$7,333. EOS continues to reduce District program expenses through its preferred provider and bill review programs, which totaled over \$160,000 in the past fiscal year.

The District purchases insurance for individual workers' compensation claims exceeding \$350,000. The District awarded a contract to Employers Reinsurance Corporation in October 1997 for excess insurance. Employers Reinsurance Corporation has proposed a one-year rate renewal of 0.324 per \$100 of payroll. Based on the District's projected payroll, the annual cost is expected to be \$41,795. This is the last one-year extension allowed under the contract.

## IV. FINANCIAL CONSIDERATIONS

The costs are included in the FY 2001-2002 budget.

## V. ATTACHMENTS

Attachment A: EOS renewal notice

7-14.1



10/3/01

Paul Chandley  
Human Resources Manager  
Santa Cruz Metro Transit District  
370 Encinal St. #100  
Santa Cruz, Ca. 95060

Dear Paul:

It was a pleasure speaking with you today. To confirm our conversation, I am proposing a claims administration fee of \$73<sup>2</sup>/<sub>3</sub> per month for the period 10/24/01 to 10/23/02.

When we took over the administration of the District's program in 1994 the monthly fee was \$6163. The difference between the proposed fee and the original fee is an increase of 2.5% per year for the last seven years.

In addition to the claims administration fees, I have secured the quote for a renewal Excess Insurance policy with Employers Reinsurance Company for your program. The premium for the renewal is .324 per \$100 of payroll. The premium for the 1995/96 policy year was .2825 per \$100. This represents an annual increase of just over 2.25% per year.

I appreciate the continuing opportunity to serve the District. Should you need anything further or you have any questions, do not hesitate to give me a call.

Sincerely,

A handwritten signature in cursive script, appearing to read 'Jim Kerr', is written over the typed name.

Jim Kerr  
Claims Manager

cc: Client file

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

**DATE:** October 19, 2001  
**TO:** Board of Directors  
**FROM:** Mark J. Dorfman, Assistant General Manager  
**SUBJECT:** CONSIDER PROPOSAL FOR FIRST NIGHT SANTA CRUZ FOR NEW YEAR'S EVE SERVICE

## I. RECOMMENDED ACTION

Staff recommends that the Board of Directors approve:

- 1) the request of First Night Santa Cruz for use of Metro Center as a venue for entertainment on December 31, 2001, provided that the District is reimbursed for all resulting costs;
- 2) acceptance of a flat fee to honor First Night buttons for free passage on District buses on December 31, 2001; and
- 3) establishment of additional transit services not to exceed \$5,000.

## II. SUMMARY OF ISSUES

- Each year First Night Santa Cruz has been providing a downtown, alcohol-free event.
- The District has provided both additional transit service and allowed the use of Metro Center as a venue.
- The District is anticipating additional service this year to deal with the expected attendees at the event.

## III. DISCUSSION

First Night Santa Cruz has been providing a downtown alcohol-free event for the community. This event has worked well for the City of Santa Cruz and for the Santa Cruz Metropolitan Transit District. The transit district continues to carry riders to and from the event, and it provides an alternative to driving downtown and having to deal with the parking and traffic.

First Night has proven to be an important community event and one that is very popular with the public. First Night special bus service and free transportation offers an opportunity for the District to market its services to a portion of the population that normally does not use fixed route transit. Access by bus to First Night activities also makes it possible for regular bus riders and persons with disabilities to access community events that would not normally be accessible to them.



Based upon the attendance for the past years, it is necessary to add additional bus service for the event. The financial arrangements for the service are such that the District estimates the additional trips that will be required to extend service and First Night agrees to subsidize the variable cost of providing the service. After 10:00 pm on New Year's Eve, all rides on the system are free. First Night Santa Cruz has received funding from the Santa Cruz County Regional Transportation Commission to provide this service. Based upon the estimated service required the projected cost will not exceed \$5,000.

First Night is not certain at this time if they will require Metro Center as a venue, but the recommendation is for this to occur on a reimbursement basis if it is requested.

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

District cost for providing a venue for entertainment at Metro Center will be fully reimbursed. District cost for providing additional bus service will be reduced by a contract payment from First Night. District staff anticipates that the total cost of bus service extensions will not exceed \$5,000, which is being provided by the SCCRTC.

#### **V. ATTACHMENTS**

None

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

**DATE:** October 19, 2001  
**TO:** Board of Directors  
**FROM:** Kim Chin, Manager of Planning and Marketing  
**SUBJECT:** CONSIDER APPROVAL OF 2001 WINTER SERVICE CHANGES

## I. RECOMMENDED ACTION

Staff recommends that the Board approve the service changes described in this staff report for winter 2001 (effective December 6, 2001).

## II. SUMMARY OF ISSUES

- All available funding for service improvements for FY 2002 (the current fiscal year) was allocated to service improvements implemented in September and in previous service changes.
- Staff and the Service Planning and Review Committee (SPARC) are seeking ways of reconfiguring existing service to improve it without incurring additional cost. (Recommended changes are listed in the discussion section below.)
- Staff will return to the Board prior to the implementation of the Spring service change with a more complete discussion of route performance, focusing on routes that do not meet performance standards. However, as promised at the September Board meeting, charts and tables showing current route performance are found in Attachment D.
- MASTF and MUG reviewed these service change proposals at their September and October meetings.

## III. DISCUSSION

Staff and Service Planning and Review Committee propose several modest changes that will provide additional capacity on overcrowded routes, improve ontime performance, and increase the consistency of schedules.

### A. Improve Service to Scotts Valley High School

1. Last year, it was difficult for the special bus from Metro Center to Scotts Valley High School to reach the school on time, because the bus had to wait for transfers from the inbound (from Boulder Creek) Route 35 bus. This new plan provides direct service from the San Lorenzo Valley to Scotts Valley High, using a trip that formerly ended at Scotts Valley Drive and Granite Creek Road. This trip will be moved to depart 12

minutes earlier, in order to get students to school on time, and will be extended to serve Scotts Valley High at the end of its run.

2. Currently, there are two trips departing Metro Center within five minutes of each other, following the same routing, up Graham Hill Road to Mount Hermon Road to Scotts Valley Drive. One of the trips is a special school-term only trip of Route 30 serving the High School. The other is a regular trip of Route 31. By moving the regular Route 31 trip to depart five minutes earlier, and extending the trip to the High School, we can eliminate the duplication of service by eliminating the special 6:55 a.m. run of Route 30. In the past, we were afraid to make this change because of capacity concerns on buses to the High School. However, with the addition of another bus from the San Lorenzo Valley direct to the High School (mentioned above), we feel that we can safely eliminate this duplication of service.
3. The third change that completes the coordination of service to the High School is to move the 7:00 a.m. departure of Route 35 inbound from Bear Creek Estates to 6:48 a.m. This will allow students to reach the High School on time. This trip does not serve Scotts Valley Transit Center or Metro Center, so there are no transfer time issues with existing passengers. (The trip now ends at Scotts Valley Drive and Granite Creek Road, and the proposal will simply extend the end of the route to Scotts Valley High on Granite Creek Road.)

**B. Improve Ontime Performance and Consistency of Santa Cruz Local Routes**

**1. Route 4 Harvey West**

This route experiences ontime problems throughout the day.

The majority of the riders on this route are on the Metro Center to Harvey West route segment. Few passengers board or deboard at the end of the route at Paradise Park. (Paradise Park averages fewer than one boarding or alighting per trip.) Eliminating the last segment of the route that serves Paradise Park reduces the trip by approximately two miles, and saves several minutes, thus restoring the route to its scheduled running-times. Some commuters who are departing from businesses in the Harvey West area complain that they are not arriving at Metro Center in time to make connections with other routes, and this change will help them.

The proposal is to serve Paradise Park on four trips per day, at 6:55 a.m., 9:55 a.m., 3:00 p.m., and 6:00 p.m. This schedule will now be consistent with the weekend schedule. (See Attachment A for a proposed schedule.)

**2. Route 3B Mission/Natural Bridges (Weekend)**

Currently, this route goes up Cedar to Mission on weekend mornings, rather than using its regular routing via Laurel. The original purpose of this special routing was to provide direct service from Natural Bridges Mobile Home Park to Holy Cross Church, at the request of

residents. However, in recent years, ridership on this entire route segment from Metro Center to Mission and Rigg averages only 1.2 passengers per trip. The longer routing adds several minutes to the running time, and with increased traffic the route cannot maintain ontime performance consistently on weekend mornings. Therefore, the proposal is to return the route to its regular routing on Laurel on weekends. This change will provide consistent routing seven days a week, and will restore ontime performance. Passengers from Natural Bridges can still reach Holy Cross by transferring to Route 10 University via High at Metro Center, although connections are not ideal.

### **3. Route 3N Mission Night**

Currently, Route 3N has departures at 7:40 p.m., 8:40 p.m. and 9:35 p.m. This proposal moves the 9:35 p.m. departure to 9:40 p.m. for consistency. (The 9:35 p.m. time was set years ago for a shift at Wrigley's that no longer exists.)

### **C. Improve Ontime Performance in A.M. Peak Watsonville Inbound Service**

On weekend mornings during the school year, the inbound Route 69A and 69W buses are running up to 30 minutes late by the time they get from Watsonville to Capitola Mall. (This lateness is due to consistently heavy traffic.) Staff tested alternative routings, but in order to pick up passengers where they need to be picked up, no other routing that saves time could be found.

Therefore, this change would do two things. First, the timepoints shown in "Headways" would be adjusted to reflect real arrival times, so that passengers can better plan their trips to arrive on time. (See proposed schedules in Attachments B and C.)

Second, new buses will be moved into position to do the routes that used to follow the late arriving trips at Metro Center. These runs were either dropped or were covered by "point" relief drivers in the past, when the regular buses arrived so late that they missed their next trip.

The provision of new buses on a regular basis to cover the next run of the late buses will be largely transparent to the public. The only difference will be that the next run will depart on time consistently.

### **D. Highway 17 Express Service**

A number of passengers on the 8:30 a.m. inbound trip have requested that this run serve Scotts Valley Drive, rather than taking the freeway to Mount Hermon Road. Diverting the run to Scotts Valley Drive was found to add only a minute or two to the running time, and is therefore do-able within the current schedule. Staff recommends this change because it will serve a number of passengers, and encourages the use of "reverse commute" service. The Valley Transportation Authority has already agreed to this change.

#### IV. FINANCIAL CONSIDERATIONS

Some of the proposed changes slightly increase costs, and some provide a slight cost savings. Therefore, the proposal is essentially revenue-neutral.

#### V. ATTACHMENTS

**Attachment A:** Proposed Route 4 Harvey West Schedule

**Attachment B:** Proposed Route 69A Schedule

**Attachment C:** Proposed Route 69W Schedule

**Attachment D:** Route Performance Tables and Charts

Prepared by: Linda Fry

Attachment A  
 Timetable Rt. 4

<b>Route 4 - Harvey West Park</b>					<b>Weekdays</b>
	<b>Harvey</b>			<b>Harvey</b>	
<b>METRO CENTER</b>	<b>West Park</b>	<b>Paradise Park*</b>	<b>Encinal &amp; Hwy 9</b>	<b>West Park</b>	<b>METRO CENTER</b>
6:45 AM	6:53 AM	6:55 AM	---	---	7:14 AM
7:45 AM	---	---	7:53 AM	7:55 AM	8:14 AM
8:16 AM	8:24 AM	---	8:26 AM	---	---
8:45 AM	---	---	8:53 AM	8:55 AM	9:14 AM
9:45 AM	---	9:55 AM	10:00 AM	10:02 AM	10:14 AM
10:45 AM	---	---	10:53 AM	10:55 AM	11:14 AM
11:45 AM	---	---	11:53 AM	11:55 AM	12:14 PM
12:50 PM	---	---	1:00 PM	1:02 PM	1:14 PM
1:50 PM	---	---	2:00 PM	2:02 PM	2:14 PM
2:50 PM	---	3:00 PM	3:05 PM	3:07 PM	3:19 PM
3:50 PM	---	---	4:00 PM	4:02 PM	4:14 PM
4:50 PM	---	---	5:00 PM	5:02 PM	5:14 PM
5:50 PM	---	6:00 PM	6:05 PM	6:07 PM	6:19 PM
*Shaded area shows proposed changes					

<b>Route 4 - Harvey West Park</b>					<b>Weekends</b>
	<b>Harvey</b>			<b>Harvey</b>	
<b>METRO CENTER</b>	<b>West Park</b>	<b>Paradise Park</b>	<b>Encinal &amp; Hwy 9</b>	<b>West Park</b>	<b>METRO CENTER</b>
9:45 AM	---	9:55 AM	10:00 AM	10:02 AM	10:14 AM
10:45 AM	---	---	10:53 AM	10:55 AM	11:10 AM
11:45 AM	---	---	11:53 AM	11:55 AM	12:10 PM
12:50 PM	---	---	1:00 PM	1:02 PM	1:14 PM
1:50 PM	---	---	2:00 PM	2:02 PM	2:14 PM
2:50 PM	---	3:00 PM	3:05 PM	3:07 PM	3:19 PM
3:50 PM	---	---	4:00 PM	4:02 PM	4:14 PM
4:50 PM	---	---	5:00 PM	5:02 PM	5:14 PM
5:50 PM	---	6:00 PM	6:05 PM	6:07 PM	6:19 PM

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Attachment B  
Rt. 69A

**TIMETABLE - WEEKDAY ROUTE 69A OUTBOUND**

	Capitola Road/ 7th Ave	Capitola Mall	Wats. Hosp./ Nielson	Airport/ Freedom	Watsonville Transit Center
SCMC					
7:07 AM	7:16 AM	7:30 AM	7:47 AM	7:50 AM	8:10 AM
8:07 AM	8:16 AM	8:30 AM	8:47 AM	8:50 AM	9:10 AM
9:07 AM	9:16 AM	9:30 AM	9:47 AM	9:50 AM	10:10 AM
10:07 AM	10:16 AM	10:30 AM	10:47 AM	10:50 AM	11:10 AM
11:07 AM	11:16 AM	11:30 AM	11:47 AM	11:50 AM	12:10 PM
12:00 PM	12:11 PM	12:30 PM	12:47 PM	12:50 PM	1:10 PM
1:00 PM	1:11 PM	1:30 PM	1:47 PM	1:50 PM	2:10 PM
2:00 PM	2:11 PM	2:30 PM	2:47 PM	2:50 PM	3:10 PM
3:00 PM	3:11 PM	3:30 PM	3:47 PM	3:50 PM	4:10 PM
4:00 PM	4:11 PM	4:30 PM	4:47 PM	4:50 PM	5:10 PM
5:00 PM	5:11 PM	5:30 PM	5:47 PM	5:50 PM	6:10 PM
6:00 PM	6:11 PM	6:30 PM	6:47 PM	6:50 PM	7:10 PM

**TIMETABLE - WEEKDAY ROUTE 69A INBOUND**

Watsonville Transit Center	Airport/ Freedom	Wats. Hosp./ Nielson	Capitola Mall	Capitola Road/ 7th Ave	SCMC
6:20 AM	6:30 AM	6:35 AM	7:00 AM	7:05 AM	7:21 AM
7:20 AM	7:30 AM	7:35 AM	8:30 AM	8:35 AM	8:51 AM
8:20 AM	8:30 AM	8:35 AM	9:07 AM	9:12 AM	9:28 AM
9:20 AM	9:30 AM	9:35 AM	10:00 AM	10:05 AM	10:21 AM
10:20 AM	10:30 AM	10:35 AM	11:00 AM	11:05 AM	11:21 AM
11:20 AM	11:30 AM	11:35 AM	12:00 PM	12:07 PM	12:30 PM
12:20 PM	12:30 PM	12:35 PM	1:00 PM	1:07 PM	1:30 PM
1:20 PM	1:30 PM	1:35 PM	2:00 PM	2:07 PM	2:30 PM
2:20 PM	2:30 PM	2:35 PM	3:00 PM	3:07 PM	3:30 PM
3:20 PM	3:30 PM	3:35 PM	4:00 PM	4:07 PM	4:30 PM
4:20 PM	4:30 PM	4:35 PM	5:00 PM	5:07 PM	5:30 PM
5:20 PM	5:30 PM	5:35 PM	6:00 PM	6:07 PM	6:30 PM
6:20 PM	6:30 PM	6:35 PM	7:00 PM	7:05 PM	7:21 PM

Shaded area shows changes

8-B-1

Attachment C Route 69W

**TIMETABLE - WEEKDAY ROUTE 69W OUTBOUND**

	Capitola Road/ 7th Ave	Capitola Mall	Cabrillo College	Main & Green Valley	Watsonville Transit Center
6:37 AM	6:46 AM	7:00 AM	7:15 AM	7:27 AM	7:37 AM
7:37 AM	7:46 AM	8:00 AM	8:15 AM	8:27 AM	8:37 AM
8:37 AM	8:46 AM	9:00 AM	9:15 AM	9:27 AM	9:37 AM
9:37 AM	9:46 AM	10:00 AM	10:15 AM	10:27 AM	10:37 AM
10:37 AM	10:46 AM	11:00 AM	11:15 AM	11:27 AM	11:37 AM
11:37 AM	11:46 AM	12:00 PM	12:15 AM	12:27 AM	12:37 AM
12:30 PM	12:41 PM	1:00 PM	1:15 PM	1:27 PM	1:37 PM
1:30 PM	1:41 PM	2:00 PM	2:15 PM	2:27 PM	2:37 PM
2:30 PM	2:41 PM	3:00 PM	3:15 PM	3:27 PM	3:37 PM
3:30 PM	3:41 PM	4:00 PM	4:15 PM	4:27 PM	4:37 PM
4:30 PM	4:41 PM	5:00 PM	5:15 PM	5:27 PM	5:37 PM
5:30 PM	5:41 PM	6:00 PM	6:15 PM	6:27 PM	6:37 PM
6:30 PM	6:41 PM	7:00 PM	7:15 PM	7:27 PM	7:37 PM

**TIMETABLE - WEEKDAY ROUTE 69W INBOUND**

Watsonville Transit Center	Main & Green Valley	Cabrillo College	Capitola Mall	Capitola Road/ 7th Ave	SCMC
6:43 AM	6:55 AM	7:10 AM	7:30 AM	7:35 AM	7:53 AM
7:50 AM	7:55 AM	8:10 AM	8:37 AM	8:42 AM	8:55 AM
8:50 AM	8:55 AM	9:10 AM	9:30 AM	9:35 AM	9:48 AM
9:50 AM	9:55 AM	10:10 AM	10:30 AM	10:35 AM	10:48 AM
10:50 AM	10:55 AM	11:10 AM	11:30 AM	11:35 AM	11:48 AM
11:50 AM	11:55 AM	12:10 PM	12:30 PM	12:37 PM	1:00 PM
12:50 PM	12:55 PM	1:10 PM	1:30 PM	1:37 PM	2:00 PM
1:50 PM	1:55 PM	2:10 PM	2:30 PM	2:37 PM	3:00 PM
2:50 PM	2:55 PM	3:10 PM	3:30 PM	3:37 PM	4:00 PM
3:50 PM	3:55 PM	4:10 PM	4:30 PM	4:37 PM	5:00 PM
4:50 PM	4:55 PM	5:10 PM	5:30 PM	5:37 PM	6:00 PM
5:50 PM	5:55 PM	6:10 PM	6:30 PM	6:35 PM	6:48 PM

Shaded areas show proposed changes



## Attachment D

The following pages present weekday and weekend ridership in the District's three route categories: Urban Collector, Urban Local, and Rural. The tables are followed by charts that show the minimum ridership standard for routes in that category.

It should be noted that routes that operate at night (denoted by an "N" in the route title) should not be held to the same standard as routes that operate during the day. Therefore, although they may not seem to meet the route performance standard, allowances should be made for those routes.

PASSENGERS PER SERVICE HOUR 2000-2001 - WEEKDAY

URBAN COLLECTOR ROUTES - - STANDARD 30

<u>RT NO.</u>	<u>ROUTE</u>	<u>PASS/ HOUR</u>	<u>SVC HOURS</u>	<u>PASS/ DAY</u>
01B	UNIVERSITY via LOWER BAY	77.4	10.1	780
01H	UNIVERSITY via HIGH	69.1	17.3	1,197
01L	UNIVERSITY via LAUREL	79.0	51.4	4,060
01W	UNIVERSITY via WALNUT	92.4	8.0	739
01Y	UNIVERSITY SPECIAL	60.4	31.4	1,900
03B	MISSION/NATURAL BRIDGES	35.3	5.5	194
03N	MISSION NIGHT	9.4	1.1	10
07	BEACH	32.3	3.0	97
07N	BEACH NIGHT	20.6	3.3	67
12A	UCSC/EAST SIDE DIRECT	48.6	5.4	264
12B	UCSC/EAST SIDE DIRECT	21.0	4.9	102
35	SAN LORENZO VALLEY	27.3	53.0	1,446
35A	SAN LORENZO VALLEY	30.4	18.3	554
36	VALLEY EXPRESS	18.6	2.1	39
65	LIVE OAK via 30TH	29.7	16.3	485
66	LIVE OAK via 17TH	34.7	20.2	702
67	LIVE OAK via EAST CLIFF	27.6	15.8	436
69	CAPITOLA ROAD	36.1	32.1	1,161
69N	CABRILLO NIGHT	19.5	7.6	148
69W	CAPITOLA RD/SANTA CRUZ	39.7	26.2	1,041
70	CABRILLO	30.3	17.5	531
71	WATSONVILLE	33.3	85.6	2,845
81	81 WATSONVILLE	27.7	11.3	314
91	COMMUTER EXPRESS	36.0	14.7	527

URBAN LOCAL ROUTES - - STANDARD 20

<u>RT NO.</u>	<u>ROUTE</u>	<u>PASS/ HOUR</u>	<u>SVC HOURS</u>	<u>PASS/ DAY</u>
02	MISSION/WESTERN	35.9	7.7	277
03A	MISSION/LIGHTHOUSE	24.5	6.6	162
04	HARVEY WEST PARK	36.2	5.2	187
06	SEABRIGHT	19.6	6.1	119
08	EMELINE/MORRISSEY	21.8	9.4	204
09	STROKE CENTER	17.6	0.9	15
30	SCOTTS VALLEY/GRAHAM HILL	25.2	10.7	270
31	SCOTTS VALLEY/HIGHWAY 17	14.1	6.1	86
34	SOUTH FELTON	21.7	2.4	52
51	SOQUEL/CLARES	12.9	3.3	43
52	CAPITOLA/SOQUEL	20.2	7.6	153
54	APTOS/LA SELVA BEACH	18.0	18.5	333
63	DOMINICAN	16.9	6.8	115
73	AIRPORT/BUENA VISTA	37.4	9.3	348
75	GREEN VALLEY	38.9	13.3	515
79	EAST LAKE	18.3	10.0	182

8-D-2

PASSENGERS PER SERVICE HOUR 2000-2001 - WEEKDAY

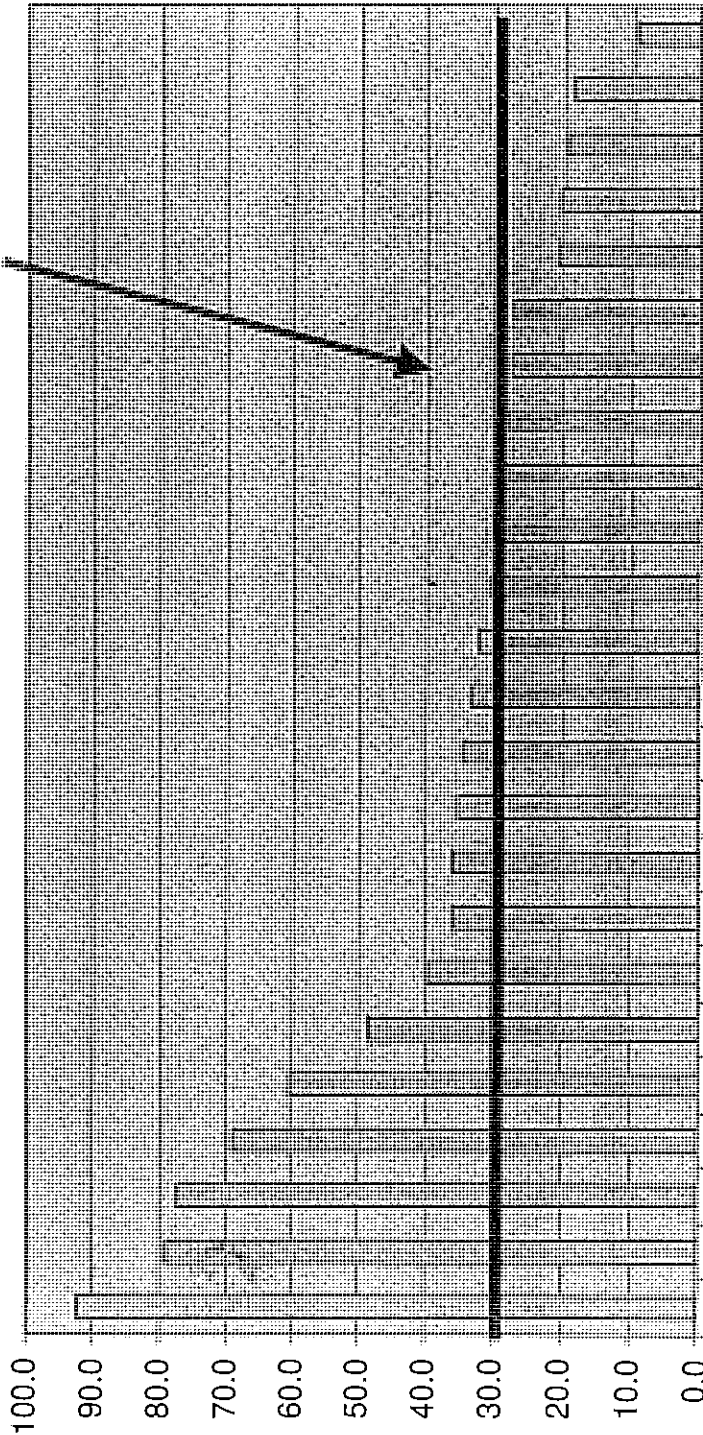
RURAL ROUTES - - STANDARD 15

<u>RT NO.</u>	<u>ROUTE</u>	<u>PASS./</u> <u>HOUR</u>	<u>SVC</u> <u>HOURS</u>	<u>PASS./</u> <u>DAY</u>
33	LOMPICO SLV/FELTON FAIRE	10.8	3.3	36
40	DAVENPORT/NORTH COAST BEACH	19.6	5.3	103
41	BONNY DOON	15.8	5.5	87
42	DAVENPORT/BONNY DOON	10.8	4.1	44
60	SOQUEL	10.0	1.5	15
72	CORRALITOS	30.7	12.8	394

8-D-3

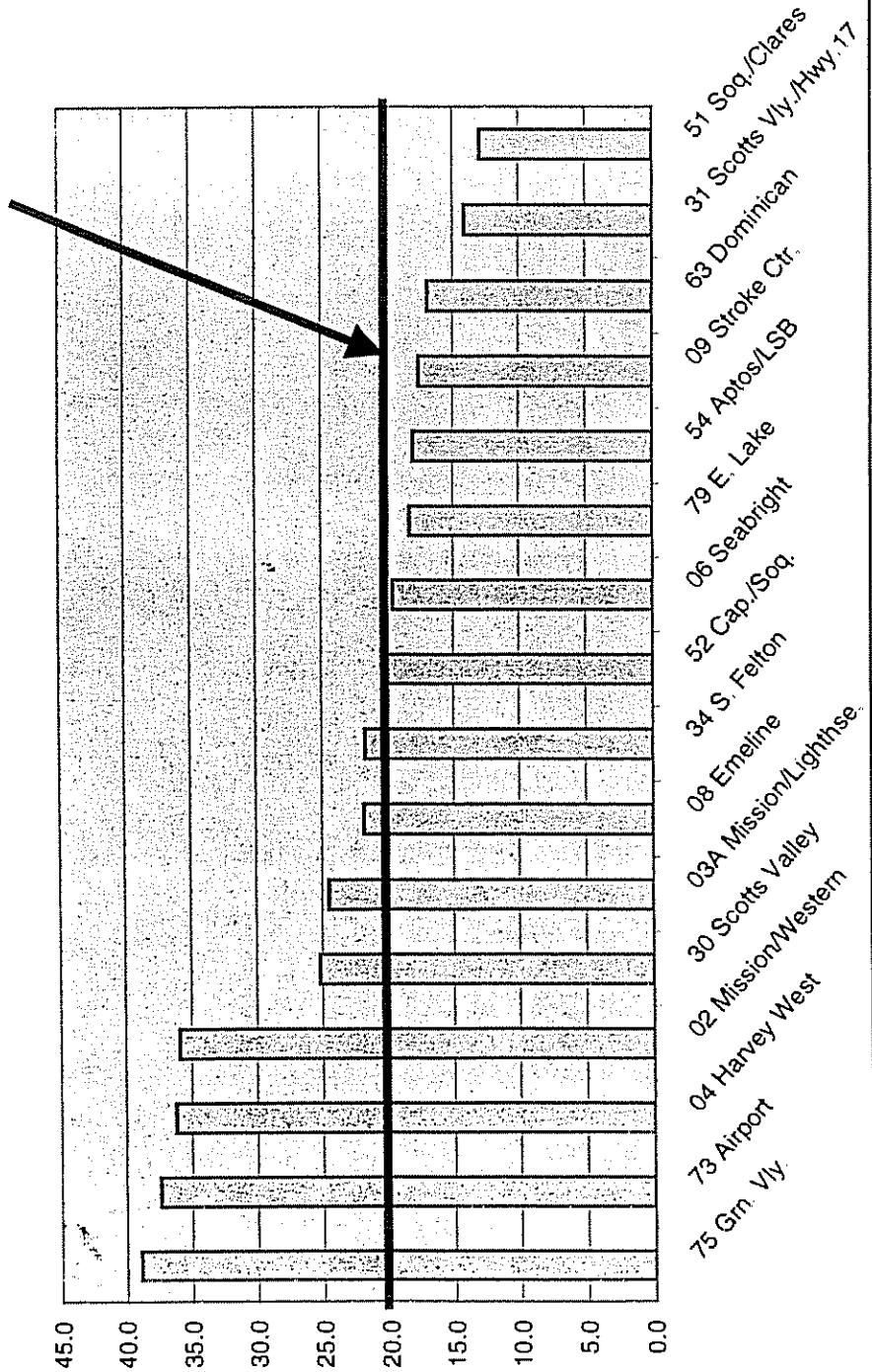
# Weekday Passengers Per Hour 2001 Urban Collector Routes

Standard=30 Pass. Per Hour



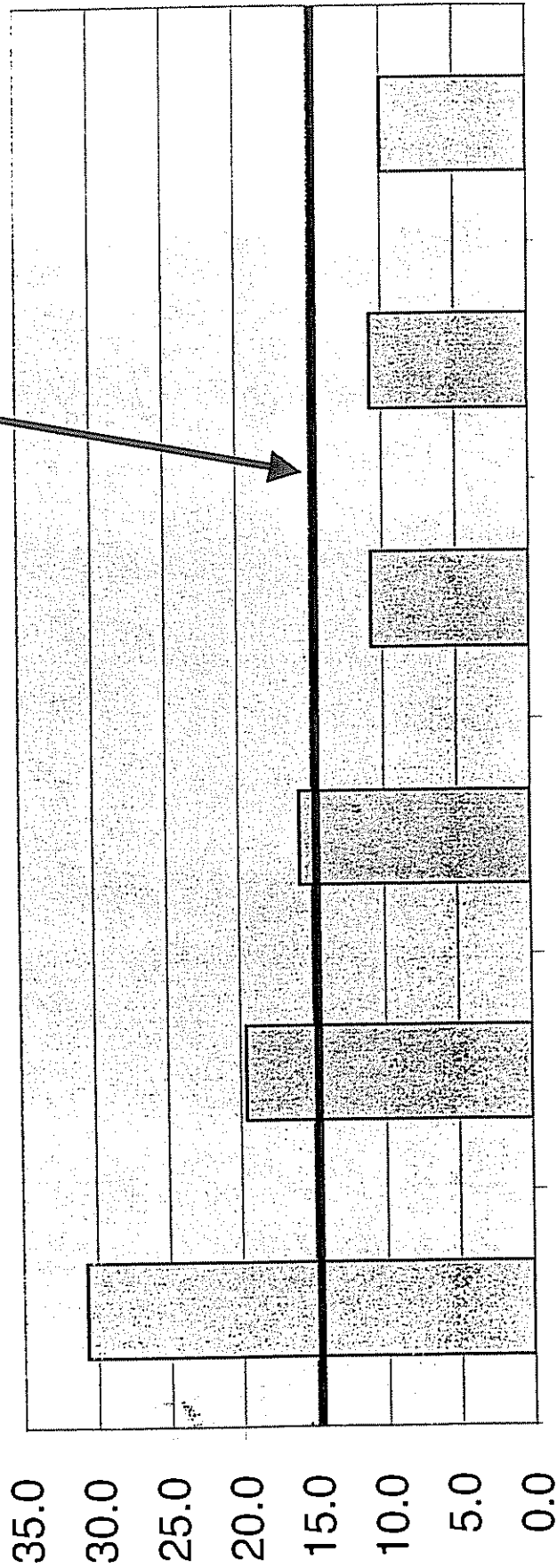
# Weekday Passengers Per Hour 2001 Urban Local Routes

Standard=20 Pass. Per Hour



# Weekday Passengers Per Hour 2001 Rural Routes

Standard=15 Pass. Per Hour



72 Corralitos  
40 Davenport  
41 Bonny Doon  
33 Lompico/S. Fel.  
42 Davenport/B.D.  
60 Soquel  
42 Davenport/B.D.

PASSENGERS PER SERVICE HOUR 2000-2001 - WEEKEND

URBAN COLLECTOR ROUTES - - STANDARD 15

<u>RT NO.</u>	<u>ROUTE</u>	<u>PASS/ HOUR</u>	<u>SVC HOURS</u>	<u>PASS/ DAY</u>
01B	UNIVERSITY via LOWER BAY	76.3	8.2	623
01H	UNIVERSITY via HIGH	79.5	4.7	371
01L	UNIVERSITY via LAUREL	81.4	22.0	1,791
03B	MISSION/NATURAL BRIDGES	23.8	6.6	157
03N	MISSION NIGHT	16.3	1.6	26
07	BEACH	24.5	1.6	40
07N	BEACH NIGHT	21.8	2.7	58
35	SAN LORENZO VALLEY	15.8	30.0	473
35A	SAN LORENZO VALLEY	19.2	25.6	491
65	LIVE OAK via 30TH	23.5	13.1	308
66	LIVE OAK via 17TH	32.8	16.4	538
67	LIVE OAK via EAST CLIFF	29.4	11.7	344
69A	CAPITOLA ROAD	34.9	23.4	818
69W	CAPITOLA RD/WATSONVILLE	39.7	20.9	828
71	WATSONVILLE	28.9	75.1	2,173
91	SANTA CRUZ	47.0	0.8	36

URBAN LOCAL ROUTES - - STANDARD 10

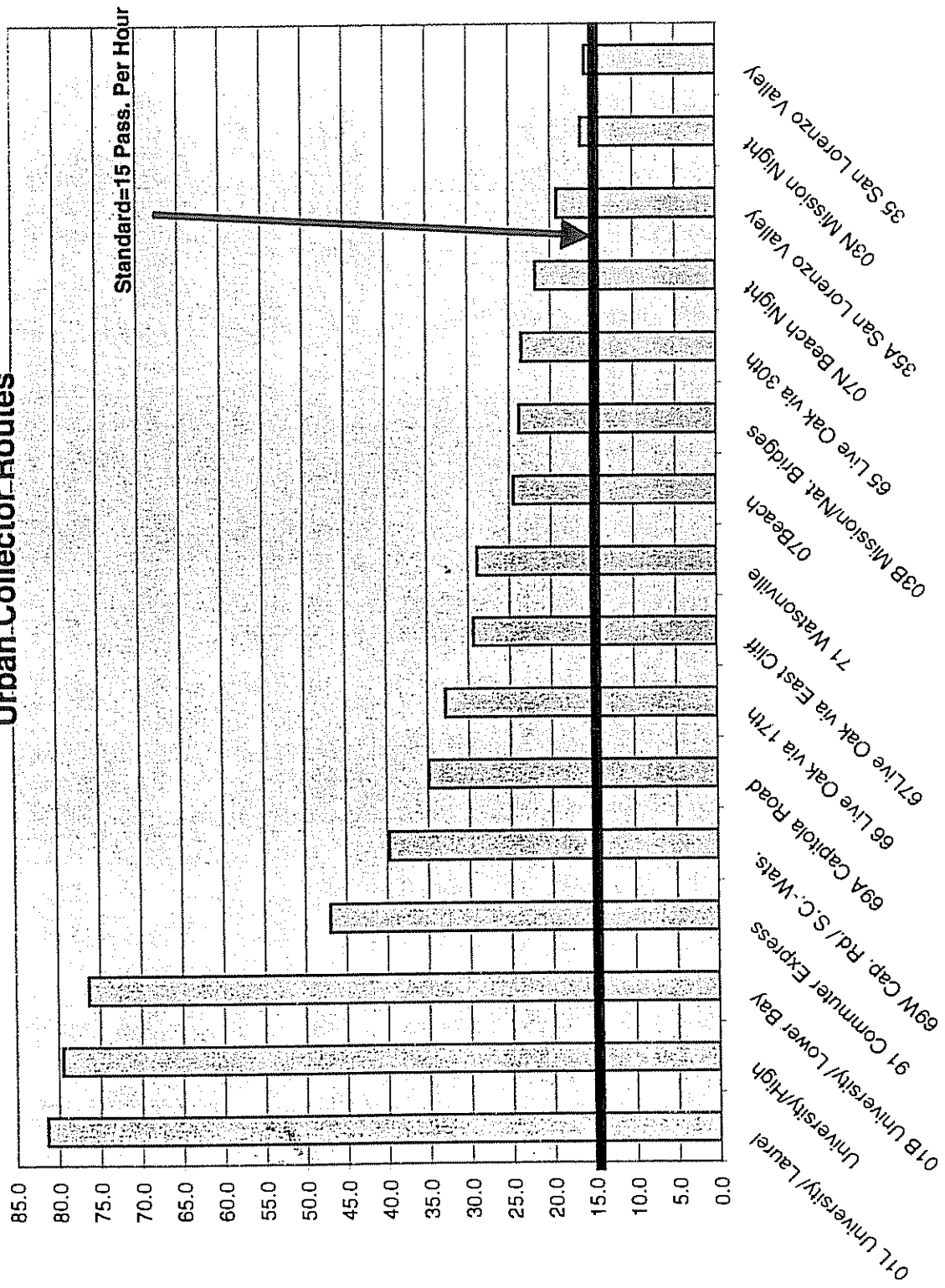
<u>RT NO.</u>	<u>ROUTE</u>	<u>PASS/ HOUR</u>	<u>SVC HOURS</u>	<u>PASS/ DAY</u>
02	MISSION/WESTERN	17.5	6.4	112
03A	MISSION/LIGHTHOUSE	13.7	5.0	68
04	HARVEY WEST PARK	30.2	2.9	86
06	SEABRIGHT	10.7	2.8	30
30	SCOTTS VALLEY/GRAHAM HILL	8.1	9.8	79
34	SOUTH FELTON	4.1	1.7	7
54	APTOS/LA SELVA BEACH	11.2	17.8	200
59	CAPITOLA/SOQUEL	14.9	3.8	56
73	AIRPORT/BUENA VISTA	32.0	7.9	252
75	GREEN VALLEY	33.9	13.3	449
78	EAST LAKE/FAIRGROUNDS	15.0	2.2	33

RURAL ROUTES - - STANDARD 7.5

<u>RT NO.</u>	<u>ROUTE</u>	<u>PASS/ HOUR</u>	<u>SVC HOURS</u>	<u>PASS/ DAY</u>
33	LOMPICO SLV/FELTON FAIRE	1.7	2.3	4
40	DAVENPORT/NORTH COAST BEACH	17.1	7.9	136
41	BONNY DOON	7.1	6.7	47
42	DAVEPORT/BONNY DOON	13.5	2.7	36
60	SOQUEL	10.3	1.0	10
72	CORRALITOS	18.8	9.2	172

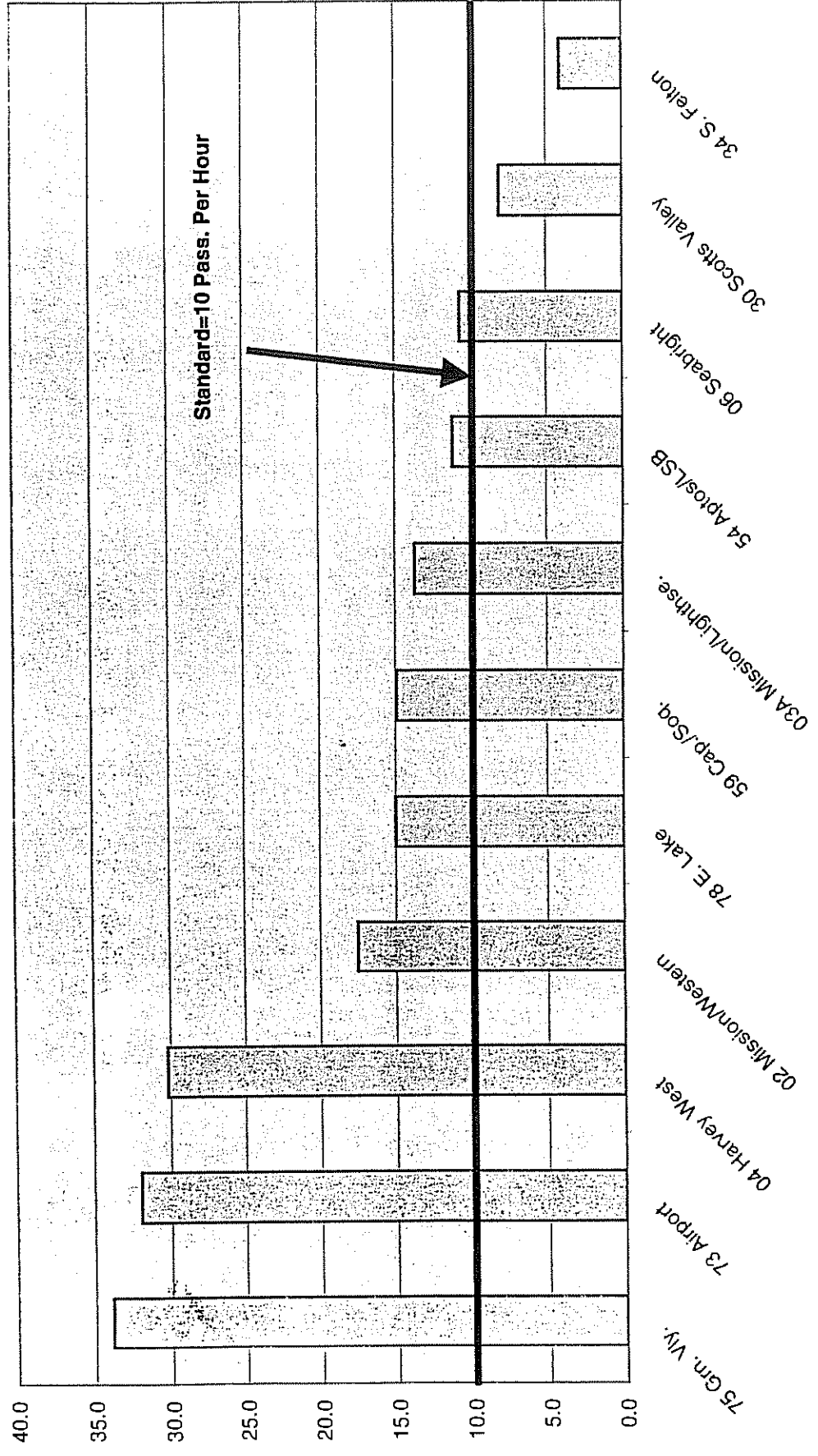
8-D-7

# Weekend Passengers Per Hour 2001 Urban Collector Routes



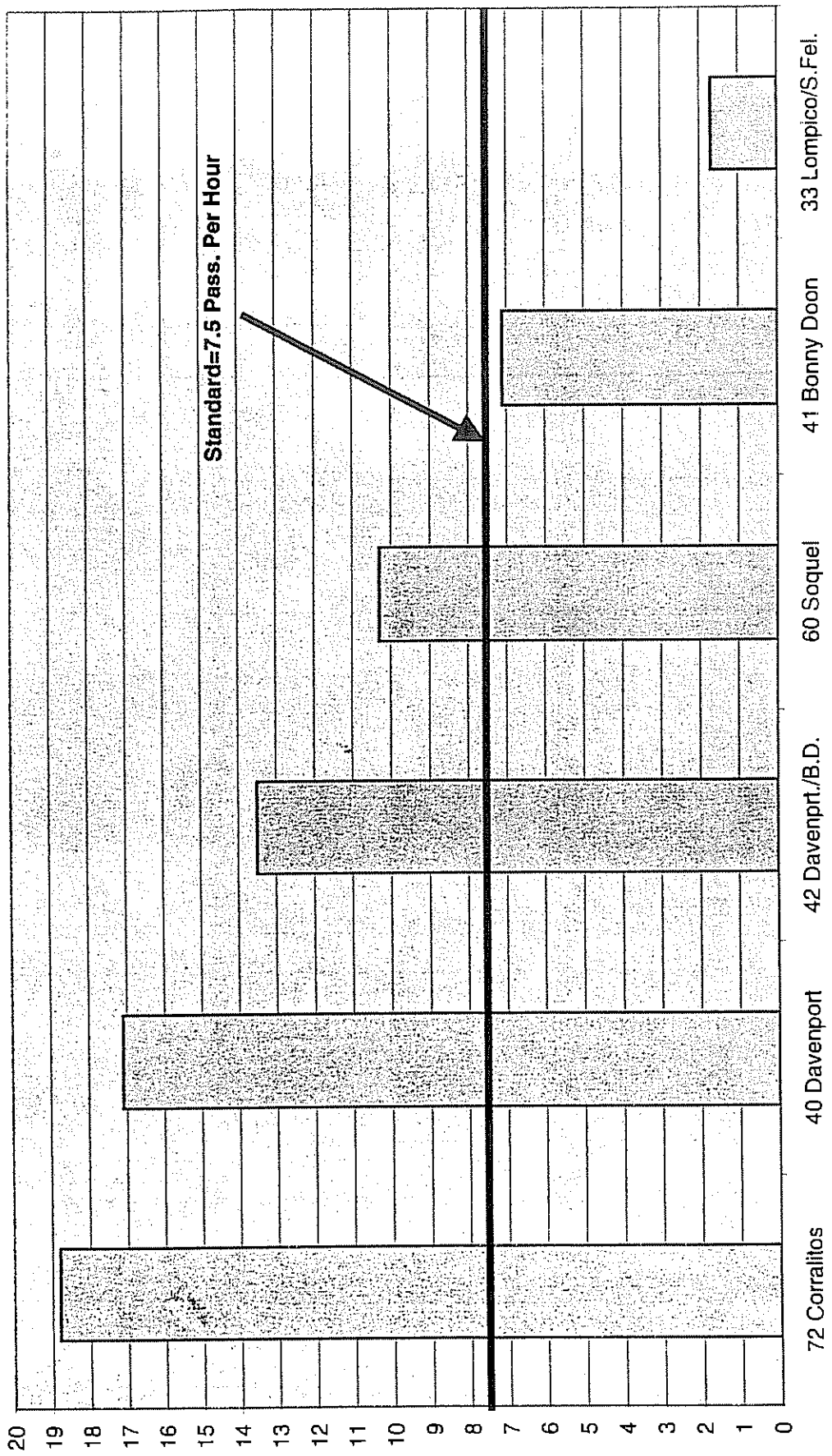


# Weekend Passengers Per Hour 2001 Urban Local Routes



8-D-9

# Weekend Passengers Per Hour Rural Routes



8-D-10

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

**DATE:** October 19, 2001  
**TO:** Board of Directors  
**FROM:** Elisabeth Ross, Finance Manager  
**SUBJECT:** RESOLUTION REVISING FY 01-02 BUDGET

## I. RECOMMENDED ACTION

Staff recommends that the Board of Directors adopt the attached resolution revising the FY 01-02 budget in accordance with Exhibit A, rescind the earlier Board action to revise the exterior advertising contract with OBIE to provide for framed advertisements and direct staff to proceed with fare ordinance revisions to increase the Highway 17 Express fare structure.

## II. SUMMARY OF ISSUES

- As a result of projected major decreases in operating funding and required adjustments to operating expenses, the operating budget is recommended to be decreased by a net \$72,000 for a new total of \$31,610,000.
- The projected operating revenue shortfall is primarily a result of decreases in four revenue sources: passenger revenue, interest income, sales tax revenue and Transportation Development Act (TDA) funding.
- Farebox revenue is not recovering from its downward trend started last spring, necessitating a change in the projected revenue increase from 4% to 3%. UCSC contract revenue is also lower than projected for FY 01-02 year to date, so the revenue increase for UCSC bi-directional service is recommended to be changed from 22% to 15%.
- The District's interest rate at the County has dropped significantly, and is anticipated to drop further as a result of the current economic conditions, requiring a decrease in expected interest income.
- The District's sales tax revenue was flat for the first quarter of the fiscal year. Staff had projected a 5% increase. The State Board of Equalization is now revising its projections from 4.8% to negative 0.5% for the next quarter. Based on the current economy the District's sales tax revenue projections must be reduced. Since TDA funding is based on sales tax revenue, staff recommends that TDA funding projections also be reduced at this time for budget planning purposes.
- Advertising income remains at \$174,000 for the year, as provided for in the current contract with OBIE Media. The Board had taken action earlier in the year to ask staff to renegotiate the contract with OBIE to provide for framed advertisements. OBIE's response has been that this revision would reduce the District's revenue to \$16,000

annually. Therefore, staff is proposing to keep the existing contract language at this time since the full \$174,000 in revenue is required to keep the budget in balance.

- The Board had expressed interest in increasing Highway 17 Express fares. Staff is recommending increasing the base fare, day pass and monthly pass rates effective January 1, 2002. If the Board approves the budget revisions including the increase in Highway 17 Express revenue, staff will return to the Board in November with the first reading of the revised fare ordinance, and contact Valley Transportation Authority (VTA) for their concurrence. The last fare increase for this service was in 1993.
- In order to meet the revenue shortfall, staff is proposing that, as a one-time action, the District's Federal formula funding be fully utilized for operating assistance in FY 01-02. Normally, part of the funding is allocated to capital programs to provide the District's share of projects such as bus replacement.
- A number of expense adjustments are required at this time, as delineated in Attachment A. Several large increases are the result of higher personnel costs. To fund these additional costs and assist with the revenue shortfall, a number of expense reductions have been identified. However, no staffing reductions are proposed.
- Updating the capital improvement program results in a net increase of \$1,156,328. The major changes consist of adding additional grant funding for several projects, adding carryover projects that were not completed in FY 00-01, suspension of funding for several District funded projects to assist with the operating revenue shortfall and deletion of the annual allocation to the CNG reserve fund. The revised capital improvement program totals \$22,048,119.

### III. DISCUSSION

#### A. Operating Revenue

The detailed list of changes to the FY 01-02 operating revenues is shown on Attachment A, Exhibit A, following the budget resolution. The revised operating budget totals \$31,610,000.

##### I. Operating Revenue Shortfall

The projected operating revenue shortfall is primarily a result of decreases in four revenue sources: passenger revenue, interest income, sales tax revenue and Transportation Development Act (TDA) funding.

##### Passenger Revenue

For the first two months of the fiscal year, farebox revenue is not achieving the 4% revenue increase projected in the final budget. This source of revenue started a downward trend last spring, which staff is still researching. Staff is proposing only a 3% increase from last year, for a reduction of \$72,656. UCSC contract revenue is also lower than projected for FY 01-02 year to date. For the first week of UC bi-directional service, ridership was up only 14% while a 22% increase in contract revenue was expected by both SCMTD staff and UC staff. Therefore, staff is recommending decreasing UC

contract revenue to reflect only a 15% increase, for a reduction of \$84,124. Employer bus pass revenue is also down from a year ago for each employer. Staff is proposing that this revenue source be decreased to show no increase over last year, for a reduction of \$5,189. Cabrillo College revenue is also down for the first two months of the year. However, with school back in session and meetings with Cabrillo representatives indicating that the billing method may be revised, staff is proposed a slight increase in this revenue source in the amount of \$10,695.

### **Interest Income**

Under State law, the District's investments are handled by the County Treasurer. The funds are pooled to maximize interest income. Staff budgeted interest income at an interest rate of 5.5% for FY 01-02, down from the average rate of 6.3% for FY 00-01. However, the interest rate dropped to 4.9% in July, 4.7% in August and 4.5% in September. The rate is anticipated to drop further as a result of the current economic conditions, requiring a decrease in expected interest income. Staff is now projecting an interest rate of 4% for the next six months, and 4.5% for the last quarter of the fiscal year, for a reduction of \$199,000.

### **Sales Tax Revenue**

The District's sales tax revenue was flat for the first quarter of the fiscal year. Staff had projected a 5% increase for FY 01-02. As shown in Attachment B, the State Board of Equalization is now revising its growth projections from a 4.8% increase to negative 0.5% for the next quarter. Further, the press release in Attachment C states that the State Board of Equalization will be granting tax relief for business owners impacted by the September 11th terrorist attacks by extending the tax payment deadlines by one month. This will delay some payments into the next quarter, thereby reducing the revenue for this quarter. In light of all this and the current economic conditions, the District's sales tax revenue projections must be reduced. Staff is proposing that sales tax revenue for the fiscal year be budgeted with no increase over the previous year, for a reduction of \$915,505.

### **TDA Funding**

Since TDA funding is based on sales tax revenue, staff recommends that TDA funding projections also be reduced at this time for budget planning purposes. Staff estimates a possible reduction in TDA funding of \$230,713, if there is no increase over last year. This is in addition to the decrease in the September TDA allocation in the amount of \$56,598.

## **2. Other Revenue Changes**

Rent income for McDonald's at the Watsonville Transit Center must be decreased by \$4,700 to reflect the new lease agreement. Also, kiosk rent income at Watsonville Transit Center is expected to fall by \$2,700.

**3. Balancing Actions**

Staff is proposing four revenue-related actions to assist with balancing the operating budget as follows.

**Retain Existing Advertising Income**

In the revised budget proposed by staff, advertising income remains at \$174,000 for the year, as provided for in the current contract with OBIE Media. The Board took action in May to direct staff to negotiate with OBIE in order to immediately move to framed advertisements. OBIE has just notified staff that this change would reduce the District's revenue to \$16,000 annually. Therefore, staff is proposing to keep the existing contract language at this time, and not move to framed advertisements, since the full \$174,000 in revenue is required to keep the budget in balance.

**Increase Highway 17 Express Fares**

The Board has recently expressed interest in increasing Highway 17 Express fares. Staff is recommending increasing the base fare, day pass and monthly pass rates effective January 1, 2002, as follows:

	<b>Existing</b>	<b>Proposed</b>
Regular Express Bus Fare (One Way)	\$ 2.25	\$ 3.00
Discount Bus Fare*	\$ 1.00	\$ 1.50
Regular Day Pass	\$ 4.50	\$ 6.00
Regular Day Pass with SCMTD/VTA Day Pass	\$ 3.50	\$ 3.50
Regular Day Pass with CalTrain Ticket	\$ 2.50	\$ 2.50
Monthly Pass	\$65.00	\$80.00

\*Senior Passenger/Individual with Disability

The original Highway 17 Express base fare was \$2.00, which was increased to \$2.25 in 1993. Since the District operates the service jointly with Valley Transportation Authority (VTA), any additional revenue generated would be shared equally with VTA. If no ridership is lost as a result of the fare increases, staff projects additional revenue in FY 01-02 in the amount of \$28,890.

If the Board approves the budget revisions including the increase in Highway 17 Express revenue, staff will return to the Board in November with the first reading of the revised fare ordinance, and contact VTA for their concurrence. The second reading of the ordinance would occur in December, with an implementation date of January 2, 2002.

**Utilize Full FTA Formula Funding for Operating Assistance**

In order to meet the revenue shortfall, staff is proposing that, as a one-time action, the District's Federal formula funding be fully utilized for operating assistance in FY 01-02.

Normally, the District claims only part of the funding for operating assistance with the remainder allocated to capital programs to provide the District's share of projects such as bus replacement. The District's Federal allocation for FY 01-02 is not known yet, but is estimated at \$1,229,934. Staff proposes to use the full amount for operating assistance, for an increase of \$724,320 in operating funding.

**Add Transfer from Capital Program**

District managers have reviewed the existing capital improvement program and identified several projects that can be delayed in order to reallocate funding to the operating budget as well as some cost reductions. These projects are listed on the last page of Attachment A. In addition, staff is proposing that the \$462,000 annual allocation to the CNG Conversion Reserve be deleted from the current budget.

**B. Operating Expense**

**1. Required Expense Adjustments**

Detailed expense adjustments are listed in Attachment A, Exhibit A. The expense changes required, which total \$356,962, are as follows:

- Bus Operator pay is higher to reflect the actual cost for the new service improvements.
- Facilities Maintenance and Fleet Maintenance overtime is being increased to reflect the current needs of the departments.
- Medicare/Social Security expense is higher to cover increased Bus Operator costs, overtime expenses and temporary help.
- The State has increased their administrative fees for collecting the District's sales tax by \$7,000 over their estimated fees.
- Professional/technical services are increasing to provide for interpreter services at monthly Board meetings, a meeting facilitator at the Call Stop Committee meetings this summer, conflict resolution services for the Planning & Marketing Department, and Information Technology services required for the unanticipated Internet changeover.
- Security services are higher to pull the new farebox vaults since the Vehicle Service Workers did not agree to the work being added for the proposed pay increase.
- Custodial service expense is being increased for Watsonville Transit Center and Scotts Valley Transit Center, since the amount budgeted does not meet the contracted price.

- Bus stop stickers for the new service improvements were not paid for in FY 00-01, the year in which they were budgeted, due to vendor problems.
- Water and garbage expense for Metro Center is higher since the District's share is increasing as a result of a utility evaluation.
- Fees for casualty and liability expense are increasing due to additional costs associated with legal actions.
- Diversity training for employees has been added to this year's training program.

**2. Balancing Actions**

A total of \$428,962 in expense reductions has been identified to assist with meeting the revenue shortfall.

- Personnel accounts for pay and benefits have been reduced in all departments to reflect staff vacancies and some delays in hiring. No changes are being proposed to current authorized staffing levels.
- Financial audit fees have been reduced to reflect the actual bid price.
- The indirect cost allocation study has been deleted from this year's budget.
- Diesel fuel expense has been reduced based on the lower fuel prices for the year to date.
- Travel expense has been reduced by 10%

**C. Capital Improvement Program**

**1. Program Update**

Updating the capital improvement program results in a net increase of \$1,156,328. The major changes consist of adding additional grant funding for several projects and adding carryover projects that were not completed in FY 00-01. Federal grant funding is being increased for purchase of new buses. Monterey Bay Unified Air Pollution Control District (MBUAPCD) funding is being added for new buses and CNG facilities. The District's State Transit Assistance (STA) allocation has been increased by \$139,332, although this may decline again based on economic conditions. A number of carryover projects have been added and/or revised to reflect actual balances at June 30, 2001. Use of District reserves is decreased due to the additional grant funding.



2. *Balancing Actions*

In order to assist with the operating revenue shortfall, several District-funded projects have been identified by District managers for suspension of funding. Expenses for two other projects have also been reduced. These projects are listed on the last page of Attachment A. In addition, staff proposes to delete Installment #2 to the CNG Conversion Reserve Fund. These actions total \$735,280 which is being transferred to the operating budget, since the funding consists of excess sales tax monies retired to reserves in previous years.

The revised capital improvement program totals \$22,048,119.

**IV. FINANCIAL CONSIDERATIONS**

Adoption of the resolution with the budget revisions as presented will decrease the total FY 01-02 operating budget by \$72,000, and increase the capital improvement program by \$1,156,328.

**V. ATTACHMENTS**

- Attachment A:** Resolution Authorizing a Revision to the FY 01-02 Budget, followed by a list of specific changes (Exhibit A).
- Attachment B:** Letter from State Board of Equalization dated September 14, 2001, regarding revised sales tax growth rates.
- Attachment C:** News release from State Board of Equalization dated September 25, 2001, regarding extension for filing tax returns.

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 FY 01-02 BUDGET**

**WHEREAS**, it is necessary to revise the adopted FY 01-02 budget of the Santa Cruz Metropolitan Transit District to provide for changes in operating revenue, operating expense, and the capital improvement program.

**NOW, THEREFORE, BE IT RESOLVED**, the budget is hereby amended per the attached Exhibit A.

**PASSED AND ADOPTED** this 19<sup>th</sup> day of October, 2001, by the following vote:

AYES: Directors -

NOES: Directors -

ABSENT: Directors -

ABSTAIN: Directors -

Approved \_\_\_\_\_  
Chairperson

Attest \_\_\_\_\_  
LESLIE R. WHITE  
General Manager

APPROVED AS TO FORM:

\_\_\_\_\_  
Margaret Gallagher  
District Counsel

**EXHIBIT A  
RECOMMENDED BUDGET REVISIONS  
FY 01-02  
October 2001**

	<b>AMOUNT</b>	<b>TOTALS</b>
<b><u>OPERATING REVENUE</u></b>		
Decrease passenger fares from 4% increase to 3%	\$ (72,656)	
Decrease UCSC contract revenue from 22% increase to 15%	\$ (84,124)	
Increase Cabrillo College contract revenue	\$ 10,695	
Decrease employer bus pass revenue from 4% increase to 0%	\$ (5,189)	
Decrease rent income for McDonalds at Wats TC	\$ (4,700)	
Decrease kiosk rent at Wats TC	\$ (2,700)	
Decrease interest income to reflect lower rates	\$ (199,000)	
Decrease sales tax revenue based on revised State estimates	\$ (915,505)	
Decrease TDA allocation based on revised State estimates	\$ (230,713)	
Decrease September TDA allocation to \$417,878	\$ (56,598)	
<b><u>Balancing Actions:</u></b>		
Increase Highway 17 Express fares effective 1/1/02	\$ 28,890	
Increase FTA Section 5307 operating assistance	\$ 724,320	
Add transfer from capital program	\$ 735,280	
<b>TOTAL</b>		<b>\$ (72,000)</b>

**EXHIBIT A  
RECOMMENDED BUDGET REVISIONS  
FY 01-02  
October 2001**

	DEPT	ACCOUNT	AMOUNT	TOTALS
<b><u>OPERATING EXPENSE</u></b>				
Increase Bus Operator pay to reflect actual	3300	501011	\$ 200,000	
Increase Facilities overtime to reflect actual	2200	501023	\$ 4,000	
Increase Fleet Maint overtime to reflect actual	4100	501023	\$ 26,000	
Increase Medicare to reflect actual	all	502011	\$ 7,000	
Increase State BOE admin fees	1200	503012	\$ 7,000	
Add interpreter services for Board meetings	1100	503031	\$ 1,200	
Add meeting facilitator for Call Stop Committee	1100	503031	\$ 770	
Add conflict resolution services for Plng &Mktg	1300	503031	\$ 2,500	
Increase IT professional services for Internet change	1500	503031	\$ 3,500	
Add security services to pull farebox vaults	3200	503171	\$ 50,000	
Reduce Vehicle Service Worker salaries & wages	4100	501021	\$ (8,200)	
Increase custodial services for Wats TC, SVTC	2200	503161	\$ 20,100	
Increase cost of bus stop stickers for new service	2200	504215	\$ 5,000	
Increase water & garbage for Metro Center	2200	505021	\$ 7,092	
Increase fees for casualty/liability expense	1700	506999	\$ 25,000	
Add diversity training for employees	1400	509121	\$ 6,000	\$ 356,962
<b><u>Balancing Actions:</u></b>				
Adjust personnel accounts to reflect staff vacancies:				
- Administration	1100		\$ (10,700)	
- Finance	1200		\$ (18,068)	
- Planning & Marketing	1300		\$ (1,819)	
- Paratransit	3100		\$ (48,336)	
- Human Resources	1400		\$ (29,896)	
- Information Technology	1500		\$ (4,093)	
- Legal	1700		\$ (8,755)	
- Facilities Maintenance	2200		\$ (5,350)	
- Operations	3200		\$ (8,239)	
- Fleet Maintenance	4100		\$ (19,426)	
Decrease financial audit fees	1200	503011	\$ (3,280)	
Delete indirect cost allocation study	1200	503031	\$ (15,000)	
Reduce diesel fuel expense based on YTD trend	4100	504012	\$ (250,000)	
Decrease travel by 10%	1100	509123	\$ (6,000)	\$ (428,962)
<b>TOTAL</b>			\$ 0	\$ (72,000)

9-A-3

**EXHIBIT A**  
**RECOMMENDED BUDGET REVISIONS**  
**FY 01-02**  
**October 2001**

	DEPT	AMOUNT	TOTALS
<b><u>CAPITAL FUNDING</u></b>			
Increase Federal funding for new buses		\$ 1,143,522	
Add Federal funding for completion of farebox project		\$ 36,000	
Add MBUAPCD grant for new buses		\$ 314,631	
Increase MBUAPCD funding for CNG facilities		\$ 305,000	
Increase STA allocation to \$1,540,466		\$ 139,332	
Reduce use of District reserves for new buses		\$ (651,620)	
Increase use of District reserves for carryover projects		\$ 42,463	
Reduce use of District reserves for CNG facilities project		\$ (173,000)	
<b>TOTAL</b>			<b>\$ 1,156,328</b>
<b><u>CAPITAL PROJECTS</u></b>			
Increase Urban Bus Replacement Project		\$ 806,533	
Increase CNG Facility		\$ 232,000	
Add Farebox Replacement (carryover)		\$ 60,000	
Reduce carryover projects to reflect June 30 balance:			
- Computer System Upgrade		\$ (20,000)	
- Foothill Bus Project		\$ (40,077)	
- Bus Stop Improvements		\$ (3,378)	
- IT Projects (Upgrade for Servers/Windows 2000)		\$ (60,000)	
Delete SVTC Tenant Improvements		\$ (9,000)	
Adjust Facilities Repair & Improvements:			
- Increase Air Conditioning Project at SVTC		\$ 9,000	
- Increase Metro Center Repainting Project		\$ 7,300	
- Delete Security System Upgrade at 1200 River (completed)		\$ (5,000)	
- Delete Metro Center Stucco Repair		\$ (2,300)	
- Add Installation of Three Flagpoles		\$ 5,000	
Add carryover projects from FY 00-01 for Facilities Repair & Improvements:			
- Pave Parking Lot at 1200 River		\$ 100,000	
- Replace Public Restroom Partition at Metro Center		\$ 7,500	
- HVAC Replacement at Metro Center		\$ 38,000	
- Repaint Building at Watsonville TC		\$ 18,250	
- Engineering Costs for Mercado at Wats TC		\$ 5,000	
- Replace Two Roll-Up Doors at 111 DuBois		\$ 3,000	
- Tint Windows at 370 Encinal		\$ 4,500	

9-A-4

**EXHIBIT A  
RECOMMENDED BUDGET REVISIONS  
FY 01-02  
October 2001**

	DEPT	AMOUNT	TOTALS
<b><u>Balancing Actions:</u></b>			
Delete Installment #2 to Reserve for CNG Conversion		\$ (462,000)	
Reduce Foothill Bus Project expenses		\$ (45,780)	
Adjust Machinery/Equipment Repair & Improvements:			
- Reduce cost of Engine/Trans Assy for Lowfloor Buses		\$ (7,000)	
Suspend funding for local projects:			
- Software for HR, Fac Mt, Fleet Mt		\$ (75,000)	
- Ridecheck Upgrade Project		\$ (40,000)	
- A/C Equipment for SVTC		\$ (29,000)	
- Tint Windows at 370 Encinal		\$ (4,500)	
- Staff Car #8014 Replacement		\$ (24,000)	
- Staff Car #8015 Replacement		\$ (24,000)	
- Staff Car #8016 Replacement		\$ (24,000)	\$ (735,280)
Transfer to operating budget		<u>\$ 735,280</u>	
<b>TOTAL</b>			<b>\$ 1,156,328</b>
			<b>\$ -</b>

9-A-5



STATE BOARD OF EQUALIZATION

LOCAL REVENUE ALLOCATION SECTION  
450 N STREET MIC 27 SACRAMENTO CA 95814  
(PO BOX 942879 SACRAMENTO CA 94279-0027)  
TELEPHONE (916) 324-3000  
FAX (916) 324-3001  
www.boe.ca.gov

JOHAN KLEIS  
First District: Hayward

DEAN ANDAL  
Second District: Stockton

CLAUDE PARRISH  
Third District: San Diego

JOHN CHIANG  
Fourth District: Los Angeles

KATHLEEN CONNELL  
State Controller: Sacramento

September 14, 2001

JAMES E. SPEED  
Executive Director

370 E.

Dear Finance Director:

Information recently received from the State Department of Finance (DOF) supports a reduction of the sales and use tax growth factor for the Third Quarter 2001 allocation period from 4.8% to zero.

The DOF establishes the statewide estimated growth rate used by the State Board of Equalization (Board) in calculating the advances. The amended growth rate for the Third Quarter 2001 is now projected at a negative 0.5%. The Board's letter dated February 14, 2001 notified local jurisdictions of the projected growth rates. This letter supercedes the previous notice. In order to avoid overpayments to local jurisdictions, the growth factor for the Third Quarter 2001 advances will be adjusted to zero to reflect the downward trend.

If you have any information to demonstrate that your jurisdiction will exceed the projected growth rate of zero, and therefore should receive larger advances, please send it at your earliest opportunity to the attention of Ms. Sonia Calistro at the address shown above so that it may be considered in the advance calculation for your jurisdiction.

If you have any other questions regarding this matter, please contact Ms. Calistro, Mr. Jim Kendrick, or Ms. Debby Nelson, at (916) 324 3000.

Sincerely,

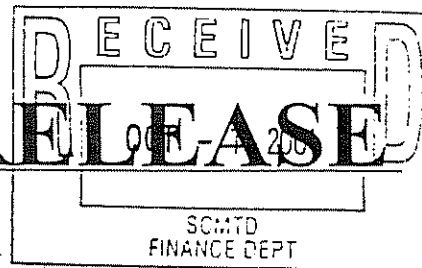
L.D. Micheli, Supervisor  
Local Revenue Allocation Section

cc: Ms. Sonia Calistro  
Mr. Jim Kendrick  
Ms. Debby Nelson

9-B-1



# NEWS RELEASE



**STATE BOARD  
OF EQUALIZATION**

450 N Street  
Sacramento  
California 95814

NR # 46-K

Date September 25, 2001

Contact: Sherilyn Larsen

Customer & Taxpayer Services Division  
(916) 445-3192

Web Site: <http://www.boe.ca.gov>

JOHAN KLEHS  
Hayward  
First District

## TAX RELIEF FOR BUSINESS OWNERS FOLLOWING THE SEPTEMBER 11 TERRORIST ATTACKS

Johan Klehs, Member, State Board of Equalization announced today that emergency tax relief is available for business owners and fee payers directly affected by the recent terrorist attacks in New York, Pennsylvania, and Washington, D.C.

### EXTENSION FOR FILING RETURNS

Special relief in the form of a **one-month extension of time to file and pay taxes or fees** is available in all of the following Board administered programs:

Sales and use taxes, gasoline tax, use fuel tax, alcoholic beverage taxes, cigarette and tobacco products taxes, jet fuel tax, diesel fuel tax, interstate user tax, as well as the integrated waste management fee, tire recycling fee, occupational lead poisoning prevention fee, childhood lead poisoning prevention fee, underground storage tank maintenance fee, oil spill prevention and response and administration fees, energy resources and emergency telephone surcharges, natural gas surcharge program, and hazardous waste fees.

This relief is afforded to any taxpayer or fee payer who was afflicted by the horrific occurrences at the World Trade Center, at the Pentagon, and in western Pennsylvania and who as a result cannot meet tax filing and payment deadlines. The Board has also extended the deadline for filings that were delayed by disruption of the normal activities of the United States Postal Service or private mail and freight companies. Taxpayers and fee payers must include with their return, a statement signed under penalty of perjury, stating the cause for the late filing.

### RELIEF OF INTEREST AND PENALTIES

Relief from interest and penalties may be provided for those persons who are unable to file their returns and pay taxes and fees due in a timely manner. This relief may be provided in the following programs:

Sales and use taxes, use fuel tax, alcoholic beverage taxes, cigarette and tobacco products taxes, gasoline tax, energy resources and emergency telephone surcharges, and hazardous waste fees, as well as the integrated waste management, occupational lead poisoning, and underground storage tank fees, jet fuel tax, diesel fuel taxes, interstate user tax, childhood lead poisoning prevention fee, insurance tax, and oil spill fees.

(more)

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Taxpayers and fee payers must include with their returns, a statement signed under penalty of perjury, stating the cause for the late filing. Relief from penalties, but not interest, is also available with respect to the tire-recycling fee, natural gas surcharge, and the ballast water management fee. Fee payers must send their returns, along with a statement signed under penalty of perjury, stating the cause for late filing.

**Please note the relief program for interstate user tax under International Fuel Tax Agreement (IFTA) applies to California tax only. To waive interest and penalties for another jurisdiction, the Board of Equalization must receive written approval from the other jurisdiction.** For information regarding IFTA, please call the Fuel Taxes Division at (916) 322-9669, or 1-800-400-7115 and follow the prompts to Fuel Taxes.

Questions regarding the information contained in this news release should be directed to the Board of Equalization's Customer and Taxpayer Services toll free number, **1-800-400-7115**. The Board has several forms that may be of assistance. BOE 468, *Request for Extension*, and BOE 27, *Penalty and Interest Relief for Disaster Victims*, are both on the internet as fill-in forms. Copies of these forms may be requested by calling our toll free number or you may download the forms by visiting the Board's website at <http://www.boe.ca.gov/miscpam.htm>.

#### **COPIES OF BOARD OF EQUALIZATION TAX RECORDS AVAILABLE**

Business owners and fee payers needing to obtain copies of Board of Equalization tax records will be able to receive replacements free of charge. To obtain copies of critically needed tax records on file with the Board, including prior tax returns filed with the Board, copies of audits, and permit application forms, please call us toll free at **1-800-400-7115**.

The entire staff of California's State Board of Equalization extends its sympathies to all those affected by this tragedy.

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9-C-2

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: October 19, 2001

TO: Board of Directors

FROM: Paul C. Chandley, Human Resources Manager

SUBJECT: **CONSIDER APPROVAL OF RESOLUTION AND CALPERS CONTRACT AMENDMENT TO PROVIDE ONE-YEAR FINAL COMPENSATION AND MILITARY SERVICE CREDIT AS PUBLIC SERVICE**

## I. RECOMMENDED ACTION

**It is recommended that the Board of Directors approve the attached Resolution and the California Public Employees' Retirement System (CalPERS) contract amendment to provide Section 20042 – One Year Final Compensation, and Section 21024 – Military Service Credit as Public Service.**

## II. SUMMARY OF ISSUES

- CalPERS allows local public agencies to change their employee retirement formula from three- years final compensation to one-year final compensation and to add military service credit as public service.
- On October 21, 2001, the Board of Directors adopted a Resolution of Intention to amend the CalPERS retirement contract to provide one-year final compensation and to add military service credit as public service.
- Attached are the resolution and contract amendment necessary to be executed in order to make the changes to the District's retirement contract with CalPERS.

## III. DISCUSSION

The California Public Employees' Retirement System allows local public agencies to amend their contracts to change the retirement formula from three-year final compensation to one-year final compensation and to add military service credit as public service. The Board agreed to make the changes to the CalPERS retirement contract as a result of labor negotiations. CalPERS will be requested to make the contract amendment effective October 20, 2001.

## IV. FISCAL IMPACT

The contract amendment will not change the District's current employer rate.

## V. ATTACHMENTS

- A. Authorizing Resolution
- B. Amendment to the CalPERS Contract

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

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

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE  
SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
AUTHORIZING AN AMENDMENT TO THE CONTRACT**

**WHEREAS**, the Board of Administration of the California Public Employees' Retirement System and the Board of Directors of the Santa Cruz Metropolitan Transit District entered into a contract effective on March 1, 1976 providing for the participation of said public agency in the California Public Employees' Retirement System; and

**WHEREAS**, it is now desirable to take advantage of certain benefits provided under said Retirement System and not included in said contract;

**NOW, THEREFORE, BE IT RESOLVED**, that said governing body authorized, and it does hereby authorize, an amendment to said contract, a copy of said amendment attached hereto and by such reference made a part hereof as though herein set out in full; and

**NOW, THEREFORE, BE IT RESOLVED**, that the presiding officer of said governing body is hereby authorized, empowered and directed to execute said amendment for and on behalf of said public agency.

**PASSED AND ADOPTED** this 19<sup>th</sup> day of October 2001, by the following vote:

**AYES:** Directors-

**NOES:** Directors-

**ABSTAIN:** Directors-

**ABSENT:** Directors-

**APPROVED** \_\_\_\_\_  
SHERYL AINSWORTH  
Chairperson

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Resolution No. \_\_\_\_\_  
Page 2

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

**APPROVED AS TO FORM:**

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

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California  
Public Employees' Retirement System



# AMENDMENT TO CONTRACT

Between the  
Board of Administration  
California Public Employees' Retirement System  
and the  
Board of Directors  
Santa Cruz Metropolitan Transit District



The Board of Administration, California Public Employees' Retirement System, hereinafter referred to as Board, and the governing body of the above public agency, hereinafter referred to as Public Agency, having entered into a contract effective March 1, 1976, and witnessed February 20, 1976, and as amended effective September 18, 1976, August 25, 1984, October 28, 1989, December 15, 1990, December 5, 1992 and December 1, 1995 which provides for participation of Public Agency in said System, Board and Public Agency hereby agree as follows:

- A. Paragraphs 1 through 12 are hereby stricken from said contract as executed effective December 1, 1995, and hereby replaced by the following paragraphs numbered 1 through 12 inclusive:
  1. All words and terms used herein which are defined in the Public Employees' Retirement Law shall have the meaning as defined therein unless otherwise specifically provided. "Normal retirement age" shall mean age 55 for local miscellaneous members.
  2. Public Agency shall participate in the Public Employees' Retirement System from and after March 1, 1976 making its employees as hereinafter provided, members of said System subject to all provisions of the Public Employees' Retirement Law except such as apply only on election of a contracting agency and are not provided for herein and to all amendments to said Law hereafter enacted except those, which by express provisions thereof, apply only on the election of a contracting agency.

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3. Employees of Public Agency in the following classes shall become members of said Retirement System except such in each such class as are excluded by law or this agreement:
  - a. Employees other than local safety members (herein referred to as local miscellaneous members).
4. In addition to the classes of employees excluded from membership by said Retirement Law, the following classes of employees shall not become members of said Retirement System:
  - a. **FIRE FIGHTERS;**
  - b. **POLICE OFFICERS; AND**
  - c. **ELECTIVE OFFICIALS.**
5. The percentage of final compensation to be provided for local miscellaneous members for each year of credited prior service is 0% and the percentage of final compensation to be provided for each year of credited current service is 100% and determined in accordance with Section 21354 of said Retirement Law (2% at age 55 Full ).
6. No benefit or credit is provided for service of any type rendered prior to March 1, 1976. No benefit or credit is provided for service of any type rendered with Allen Transportation.
7. Public Agency elected and elects to be subject to the following optional provisions:
  - a. Section 20965 (Credit for Unused Sick Leave).
  - b. Section 21573 (Third Level of 1959 Survivor Benefits).
  - c. Section 20903 (Two Years Additional Service Credit).
  - d. Section 20042 (One-Year Final Compensation).
  - e. Section 21024 (Military Service Credit as Public Service), Statutes of 1976.
8. Public Agency, in accordance with Government Code Section 20834, shall not be considered an "employer" for purposes of the Public Employees' Retirement Law. Contributions of the Public Agency shall be fixed and determined as provided in Government Code Section 20834, and such contributions hereafter made shall be held by the Board as provided in Government Code Section 20834.
9. Public Agency shall contribute to said Retirement System the contributions determined by actuarial valuations of prior and future service liability with respect to local miscellaneous members of said Retirement System.

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10. Public Agency shall also contribute to said Retirement System as follows:
- a. Contributions required per covered member on account of the 1959 Survivor Benefits provided under Section 21573 of said Retirement Law. (Subject to annual change.) In addition, all assets and liabilities of Public Agency and its employees shall be pooled in a single account, based on term insurance rates, for survivors of all local miscellaneous members.
  - b. A reasonable amount, as fixed by the Board, payable in one installment within 60 days of date of contract to cover the costs of administering said System as it affects the employees of Public Agency, not including the costs of special valuations or of the periodic investigation and valuations required by law.
  - c. A reasonable amount, as fixed by the Board, payable in one installment as the occasions arise, to cover the costs of special valuations on account of employees of Public Agency, and costs of the periodic investigation and valuations required by law.
11. Contributions required of Public Agency and its employees shall be subject to adjustment by Board on account of amendments to the Public Employees' Retirement Law, and on account of the experience under the Retirement System as determined by the periodic investigation and valuation required by said Retirement Law.
12. Contributions required of Public Agency and its employees shall be paid by Public Agency to the Retirement System within fifteen days after the end of the period to which said contributions refer or as may be prescribed by Board regulation. If more or less than the correct amount of contributions is paid for any period, proper adjustment shall be made in connection with subsequent remittances. Adjustments on account of errors in contributions required of any employee may be made by direct payments between the employee and the Board.

B. This amendment shall be effective on the 20th day of October, 2001.

BOARD OF ADMINISTRATION  
PUBLIC EMPLOYEES' RETIREMENT SYSTEM  
BY \_\_\_\_\_  
KENNETH W. MARZION, CHIEF  
ACTUARIAL & EMPLOYER SERVICES DIVISION  
PUBLIC EMPLOYEES' RETIREMENT SYSTEM

BOARD OF DIRECTORS  
SANTA CRUZ METROPOLITAN  
TRANSIT DISTRICT  
BY \_\_\_\_\_  
PRESIDING OFFICER

\_\_\_\_\_  
Witness Date  
Attest:

\_\_\_\_\_  
Clerk

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

**DATE:** October 19, 2001  
**TO:** Board of Directors  
**FROM:** Tom Stickel, Manager of Fleet Maintenance  
**SUBJECT:** CONSIDERATION OF AWARD OF CONTRACTS FOR BUS STOP IMPROVEMENTS AT VARIOUS LOCATIONS

## I. RECOMMENDED ACTION

**District staff is recommending that the Board of Directors authorize the General Manager to enter into contracts with Granite Construction and Bustichi Construction for bus stop improvements at various locations.**

## II. SUMMARY OF ISSUES

- The District has a need to make construction improvements to six (6) bus stop locations.
- The Purchasing Office mailed out an Invitation for Bid 01-04 to several concrete construction firms and to the local builders exchange. The bid was legally advertised.
- The District received responses from two firms to provide bus stop construction improvements.
- It will be more advantageous to the District to split the award between the two bids received. It is requested that the Board of Directors approve this request and authorize the General Manager to execute the necessary contract documents to proceed with the construction improvements.

## III. DISCUSSION

The District has a need to make construction improvements to six bus stop locations throughout the County. On July 16, 2001, an Invitation for Bid, 01-04, was released for improvements that included concrete and curb construction. Several bids were mailed out to concrete contractors and the local builders exchange. The bid was legally advertised.

On September 19, 2001, bids were received and opened from two responsive bidders. They are: Granite Construction and Bustichi Construction. District reserves the right to award bid items separately or as a package. Splitting the award will save the District \$ 6,811.00. A summary of the awards is enclosed as Attachment A.

District Staff recommends that the Board of Directors approve a split award as follows:

1. A contract with Granite Construction for bid item numbers 1, 2, 5, and 6 for a total amount not to exceed \$ 27,540.00.



2. A contract with Bustichi Construction for bid item numbers 3 and 4 for a total amount not to exceed \$ 14,722.00.

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

Funds were budgeted for this procurement under Facilities Repairs & Improvements, budget department #150010, budget account #514020.

#### **V. ATTACHMENTS**

**Attachment A:** Summary of bids received for IFB 01-04

## ATTACHMENT A

## Award summary for IFB 01-04 Bus Stop Improvements.

Item No.	Job Location	Contractor	Total Contract Amount
1	Santa Cruz Metro Center, 920 Pacific Ave, Santa Cruz – Repair Bus Lane #3	Granite Construction Co.	\$ 8,582.00 (Includes Item 6 Below)
2	Bus Stop located at Brommer Street and Darlene, Santa Cruz	Granite Construction Co.	\$ 9,663.00
3	Bus Stop located at 2500 Freedom Blvd., Watsonville	Bustichi Construction, Inc.	\$ 7,361.00
4	Bus Stop located at 2729 Freedom Blvd., Watsonville	Bustichi Construction, Inc.	\$ 7,361.00
5	Bus Stop located at Swanton Blvd. And W. Cliff Drive, Santa Cruz	Granite Construction Co.	\$ 9,295.00
6	Santa Cruz Metro Center, 920 Pacific Ave, Santa Cruz Dumpster Enclosure Concrete Addition	Granite Construction Co.	(Included in item 1 above)
	<b>GRAND TOTAL FOR AWARDED LOCATIONS</b>	Granite Construction Co. \$ 27,540.00	Bustichi Construction, Inc. \$ 14,722.00

11-A-1

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

**DATE:** October 19, 2001  
**TO:** Board of Directors  
**FROM:** Tom Stickel, Manager of Fleet Maintenance  
**SUBJECT:** CONSIDERATION OF AWARD OF CONTRACT FOR PAINTING OF  
THE METRO CENTER AT 920 PACIFIC AVE

## I. RECOMMENDED ACTION

**District staff is recommending that the Board of Directors authorize the General Manager to enter into a contract with Renaissance Painting and Decorating for painting the Metro Center located at 920 Pacific Ave.**

## II. SUMMARY OF ISSUES

- The District has budgeted for the painting of the Metro Center.
- The Purchasing Office sent out an Invitation for Bid 00-22, and received responses from four firms to paint the buildings.
- It is requested that the Board of Directors approve this request and authorize the General Manager to execute the necessary contract documents to proceed with painting the buildings.

## III. DISCUSSION

The Metro Center was built in 1985. In 1990 the building was repainted. The District is interested in keeping up with the downtown's changing streetscape and a designer was hired who is familiar with the City's redevelopment plans to develop a new paint scheme for the Center.

On June 6, 2001, an Invitation for Bid, 00-23, was released for the painting of the Metro Center. Bids were mailed out to several contractors and the bid was legally advertised. Bids were requested on three specific buildings.

On July 6, 2001, bids were received and opened from four responsive bidders. They are: Renaissance Painting & Decorating, J.J. Meyer Painting, Bruce Sanchez Painting, and AIC Painting. A summary of the bids received is enclosed as Attachment A. District Staff recommends that the Board of Directors approve a contract with Renaissance Painting & Decorating for the painting of the Metro Center for a total amount not to exceed \$ 44,400.00.

**IV. FINANCIAL CONSIDERATIONS**

Funds were budgeted for this procurement under Facilities Repairs & Improvements, budget department #110007, budget account #503351.

**V. ATTACHMENTS**

**Attachment A:** Summary of bids received for IFB 00-23

ATTACHMENT A

Bid results for IFB 00-23 Painting of Metro Center at 920 Pacific Ave.

<b>Total</b>	<b>Company</b>
\$ 44,400	Renaissance Painting & Decorating, Watsonville, CA
\$ 47,162	J.J. Meyer Painting, Santa Cruz, CA
\$ 53,400	Bruce Sanchez Painting, Santa Cruz, CA
\$ 57,500	AIC Painting, Felton, CA

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# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: October 19, 2001

TO: Board of Directors

FROM: Tom Stickel, Manager of Fleet Maintenance

SUBJECT: CONSIDERATION OF AWARD OF CONTRACT FOR DESIGN AND CONSTRUCTION MANAGEMENT SERVICES FOR NEW CNG FUEL STATION

## I. RECOMMENDED ACTION

Staff recommends that the Board authorize the General Manager to execute a contract for design and construction management services for a new CNG Fuel Station at the District's Operations Facility with Blymyer Engineers, Inc..

## II. SUMMARY OF ISSUES

- The District has on order eight new CNG buses with New Flyer of America.
- The District has a need to build a CNG fueling station at the Operations Facility.
- A competitive procurement was conducted to solicit proposals from qualified engineering firms.
- Four firms submitted proposals for the District's review.
- A six-member evaluation committee comprised of District staff and a member of the Sacramento Regional Transit District reviewed and evaluated the proposals.
- The evaluation committee is recommending that a contract be established with Blymyer Engineers, Inc. to design and provide construction management services for a new CNG Fuel Station at the District's Operations Facility.

## III. DISCUSSION

The District is converting to a CNG fueled fleet and will acquire its first fleet of 8 CNG buses within the next year. Design and construction of a CNG fueling station, capable of slow filling 8-10 CNG powered buses is required.

On August 24, 2001, a Request for Proposal, 01-05, was mailed to thirty-four engineering firms and was legally advertised. On September 12, 2001, proposals were received and opened from four responsive engineering firms. They are Raymundo Engineering, Island Engineers, Inc., ESI Engineering Services, and Blymyer Engineers, Inc. A six-member evaluation committee comprised of District staff and a member of the Sacramento Regional Transit District have

reviewed and evaluated the proposals based on Federal legal requirements of the Brooks Act as defined in 40 U.S.C. §541. The Brooks Act requires that:

- (1) An offeror's qualifications are evaluated;
- (2) Price is excluded as an evaluation factor;
- (3) Negotiations be conducted with only the most qualified offeror; and
- (4) Failing agreement on price, negotiations with the next most qualified offeror is conducted until a contract award can be made to the most qualified offeror whose price is fair and reasonable to the grantee.

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

Criteria	Priority
Work Plan and Technical Approach	1
Statement Of Qualifications, Experience And Organizational Relationships	2
General Quality And Responsiveness Of The Proposal	3

Based on the above criteria, the evaluation committee selected Blymyer Engineers, Inc. as the most qualified firm to do the job. Purchasing negotiated a contract price to perform the tasks. District staff is recommending that Blymyer Engineers, Inc. be awarded a contract to perform the tasks as outlined above for an amount not to exceed \$ 65,786.00.

#### IV. FINANCIAL CONSIDERATIONS

The budget to design and provide construction management services for this project as offered by Blymyer Engineers, Inc. is \$ 65,786.00.

#### V. LIST OF FIRMS THAT SUBMITTED PROPOSALS

Blymyer Engineers, Inc. of Alameda, California

Raymundo Engineering of Walnut Creek, California

Ifland Engineers, Inc. of Santa Cruz, California

ESI Engineering Services of Walnut Creek, California

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

**DATE:** October 19, 2001  
**TO:** Board of Directors  
**FROM:** Tom Stickel, Manager of Fleet Maintenance  
**SUBJECT: CONSIDERATION OF AWARD OF CONTRACTS FOR GENERAL ENGINEERING SERVICES WHEN REQUIRED**

## I. RECOMMENDED ACTION

**Staff recommends that the Board authorize the General Manager to execute contracts for general engineering services when required by the District's Facilities Maintenance Department with Mesiti-Miller Engineering Inc., Sandis Humber Jones and Bowman & Williams.**

## II. SUMMARY OF ISSUES

- Engineering services are required for the on-going development of new facilities, repair and reconstruction of existing facilities for the District.
- A competitive procurement was conducted to solicit proposals from qualified engineering firms. Three firms would be qualified to provide engineering services as required by the Facilities Maintenance Department.
- Four firms submitted proposals for the District's review.
- A four-member evaluation committee comprised of District staff reviewed and evaluated the proposals.
- The evaluation committee is recommending that contracts be established with Mesiti-Miller Engineering Inc., Sandis Humber Jones and Bowman & Williams for engineering services when required.

## III. DISCUSSION

Engineering services are required for the development of new facilities and ongoing repair and reconstruction of existing facilities for the Santa Cruz Metropolitan Transit District (District). State and Federal grants as well as local funds may fund this work.

To support this countywide transit service, the District maintains four operations and maintenance facilities; an administrative facility and three intermodal transfer facilities. In addition, the District uses an assortment of smaller transfer centers, park-and-ride facilities and temporary operating facilities. The bus service requires on-street bus stop improvements, such as bus turnouts, shelters, and passenger waiting pads.

On July 16, 2001, a Request for Proposal, 01-02, was mailed to thirty-seven engineering firms and was legally advertised. The purpose of this request for proposals is to establish a list of up to



three qualified engineering firms to perform the needed engineering work when required. The District intends to use the list for the next three years with an option to extend the list for up to additional two years. The list will provide the District with three qualified engineering firms to contact for engineering design of bus stop developments and repairs/modifications to District's facilities when requested. As Facilities Maintenance requests specific projects, all three firms will be contacted with specifications and work requirements. Based on the response received, District Staff will select the most qualified firm. Budget estimates will be requested. Purchasing will negotiate a final contract amount. For any contract over \$25,000, the Board will be requested to approve the contract for that specific project. For any contract under \$25,000 the General Manager will approve the contract for that specific project.

On August 16, 2001, proposals were received and opened from four responsive engineering firms. They are Ifland Engineers, Inc., Mesiti-Miller Engineering, Inc., Sandis Humber Jones, and Bowman & Williams. A four-member evaluation committee comprised of District staff have reviewed and evaluated the proposals based on Federal legal requirements of the Brooks Act as defined in 40 U.S.C. §541.

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

Criteria	Priority
Qualifications of Firm	1
Qualifications of Proposed Staff	2
Compliance with RFP Requirements, Terms and Conditions	3
DBE Participation	4

Based on the above criteria, the evaluation committee selected Mesiti-Miller Engineering Inc., Sandis Humber Jones and Bowman & Williams as the most qualified firms to contract with for upcoming general engineering projects.

#### IV. FINANCIAL CONSIDERATIONS

Funding for specific projects will be contained in capital and operating budgets.

#### V. LIST OF FIRMS THAT SUBMITTED PROPOSALS

Sandis Humber Jones of Salinas, California

Mesiti-Miller Engineering Inc. of Santa Cruz, California

Ifland Engineers, Inc. of Santa Cruz, California

Bowman & Williams of Santa Cruz, California

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: October 19, 2001  
TO: Board of Directors  
FROM: Mark J. Dorfman, Assistant General Manager  
SUBJECT: CONSIDERATION OF STATUS REPORT OF AGREEMENT WITH CABRILLO COLLEGE FOR TRANSPORTATION SERVICES

## I. RECOMMENDED ACTION

**This is a status report on the progress related to a contract with Cabrillo College for a new contract for transportation services.**

## II. SUMMARY OF ISSUES

- The existing contract with Cabrillo has lapsed and service has been provided under the old terms and conditions.
- The model used in the old agreement does not work with the decentralized campus program that Cabrillo is employing.
- A different pricing program is necessary to ensure fairness with the arrangement at UCSC.
- Staff is proceeding with the development of a Cabrillo Semester Pass Program.

## III. DISCUSSION

The existing contract with Cabrillo College has expired. In the past, Cabrillo was authorized to print up passes that were good for the semester and Cabrillo was billed for rides taken that served the College. Ridership was then translated into an average weekday ridership and then multiplied by the monthly pass rate. This had the impact of being able to consolidate individual rides into monthly passes. This is the pricing model that has been used by UCSC for the past 30 years. At the present time there are now two major differences between Cabrillo and UCSC that make this model ineffective for the District.

First, UCSC mandates 100% student participation and those who do not use the system subsidize those who do use the system. This works well to keep costs down. The second difference has come about with the opening of the Watsonville Campus and the move to satellite facilities throughout the county. UCSC is at the end of the service area, at the end of some routes. Therefore it is easy to segregate rides to or from the campus. In the case of Cabrillo, this was possible at the main campus, but it is no longer possible, as every Watsonville route serves the Watsonville Campus. There is no mechanism to accurately get billable rides in this situation.

This will continue to occur as Cabrillo moves to other satellite facilities in Scotts Valley, as well as offering classes in various community locations such as local churches and schools.

The proposal is to move away from a Cabrillo issued pass. Since students individually purchase a pass from Cabrillo, the District could instead provide the pass. Cabrillo would instead become a seller of a Community College Semester Pass, which would allow for about four (4) months of rides on the system. Cabrillo would be free to provide whatever subsidy they choose to the passes sold. Cabrillo would have to account for every pass sold, and return unsold passes to the District along with the funds for the passes sold. Cabrillo would be free to apply different subsidies to different students under this plan, and since they are merely reselling a District Pass. This arrangement would free Cabrillo from the restriction of what type of fees they can charge students, including those on the BOG waiver program.

In order to keep some comparability to the amount charged UCSC, a review was made of the fees charged last year. Based upon last year's billings for UCSC, the average student paid about \$12.37 per month for bus service. If the monthly fee were converted to a semester of approximately four (4) months, the cost would be \$49.48 or \$50 per semester which is what is proposed for the Community College Pass. The College could be free to provide any subsidy to buy down the cost of the passes for students. In contrast, four (4) months of Monthly Passes on Santa Cruz Metro would cost \$160, which is a great value for the students when compared with the \$50 Semester Pass.

The District has been working with the College and Carolyn O'Donnell from the TMA on this approach. If this is determined to be workable by the College, the District's Fare Ordinance will have to be revised to accommodate the new Pass Rate. Instead of a contract for service, the District would enter into a Bus Pass Sales Agreement with Cabrillo to make them an authorized seller of our passes. The District would print passes and Cabrillo would have to account for any unsold passes to the District. If everything proceeds according to schedule, this plan could be in place for the Spring term.

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

It is hoped that this proposal will result in additional revenue to the District. This is based on the continued marketing of transit services by Cabrillo as per their Transportation Management Plan.

#### **V. ATTACHMENTS**

None

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

**DATE:** October 19, 2001  
**TO:** Board of Directors  
**FROM:** Mark J. Dorfman, Assistant General Manager  
**SUBJECT:** CONSIDER PROPOSAL FOR FIRST NIGHT SANTA CRUZ FOR NEW YEAR'S EVE SERVICE

## I. RECOMMENDED ACTION

Staff recommends that the Board of Directors approve:

- 1) the request of First Night Santa Cruz for use of Metro Center as a venue for entertainment on December 31, 2001, provided that the District is reimbursed for all resulting costs;
- 2) acceptance of a flat fee to honor First Night buttons for free passage on District buses on December 31, 2001; and
- 3) establishment of additional transit services not to exceed \$5,000.

## II. SUMMARY OF ISSUES

- Each year First Night Santa Cruz has been providing a downtown, alcohol-free event.
- The District has provided both additional transit service and allowed the use of Metro Center as a venue.
- The District is anticipating additional service this year to deal with the expected attendees at the event.

## III. DISCUSSION

First Night Santa Cruz has been providing a downtown alcohol-free event for the community. This event has worked well for the City of Santa Cruz and for the Santa Cruz Metropolitan Transit District. The transit district continues to carry riders to and from the event, and it provides an alternative to driving downtown and having to deal with the parking and traffic.

First Night has proven to be an important community event and one that is very popular with the public. First Night special bus service and free transportation offers an opportunity for the District to market its services to a portion of the population that normally does not use fixed route transit. Access by bus to First Night activities also makes it possible for regular bus riders and persons with disabilities to access community events that would not normally be accessible to them.

16-1

Based upon the attendance for the past years, it is necessary to add additional bus service for the event. The financial arrangements for the service are such that the District estimates the additional trips that will be required to extend service and First Night agrees to subsidize the variable cost of providing the service. After 10:00 pm on New Year's Eve, all rides on the system are free. First Night Santa Cruz has received funding from the Santa Cruz County Regional Transportation Commission to provide this service. Based upon the estimated service required the projected cost will not exceed \$5,000.

First Night is not certain at this time if they will require Metro Center as a venue, but the recommendation is for this to occur on a reimbursement basis if it is requested.

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

District cost for providing a venue for entertainment at Metro Center will be fully reimbursed. District cost for providing additional bus service will be reduced by a contract payment from First Night. District staff anticipates that the total cost of bus service extensions will not exceed \$5,000, which is being provided by the SCCRTC.

#### **V. ATTACHMENTS**

None

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: October 19, 2001

TO: Board of Directors

FROM: Mark J. Dorfman, Assistant General Manager

SUBJECT: CONSIDERATION OF CHANGE ORDER WITH NEW FLYER FOR THE PURCHASE OF EIGHT COMPRESSED NATURAL GAS (CNG) LOW-FLOOR BUSES

## I. RECOMMENDED ACTION

**It is recommended that the Board of Directors authorize the General Manager to execute a Change Order with New Flyer in the amount as detailed in Attachment A & B.**

## II. SUMMARY OF ISSUES

- The District was able to purchase eight (8) CNG buses in June by using a contract in place between Pierce Transit in Tacoma, Washington and New Flyer.
- There are some changes that will be necessary in order to make the buses more similar to those in operation at the District.
- This use of this contract was done to save time and money.

## III. DISCUSSION

In June of this year the District was able to locate an existing contract between Pierce Transit and New Flyer for the purchase of eight (8) CNG buses. The use of this type of "piggy-back" arrangement is that the District was able to buy these buses without a procurement process greatly reducing the time to order the buses. In addition, this allowed the District to move quickly and Air District funds that were scheduled to lapse in July of this year. Two other benefits were realized from the use of the Pierce Transit contract, 1) the buses would be delivered sooner than if we had procured them on our own, and 2) the price of the buses would be less than what would be bid in a new procurement.

District staff met with representatives of New Flyer to review the detailed specifications for the Pierce Transit buses and compared them to our recent New Flyer order of low-floor buses. An attempt was made to standardize the vehicles to the existing vehicles. There are a series of no-cost modifications that are being made to the buses that do not involve major changes. In addition there are changes that do increase the cost of the buses (Attachment A), as well as changes that result in credits to the final cost of the buses (Attachment B). The net upcharge to the unit bus price is \$23,448, bringing the total cost of the buses to \$329,514.89.

17.1

The largest cost increases for the buses are in two areas, 1) air conditioning at \$10,722 and 2) the Bus Stop Announcement System at \$8,310. Together these items total \$19,032 or 67.5% of the upcharges or 81% of the final adjustment price of \$23,448. These will be the first fixed route buses for service in Santa Cruz County that will be purchased with air-conditioning. (Currently the Highway 17 buses and the rehabilitated SamTrans buses are equipped with air conditioning). If the Board desires to make any changes with regard to the installation of air conditioning, this is the time to let staff know.

Staff is recommending that the General Manager be authorized to issue a Change Order for price changes as detailed in Attachments A & B, as well as to make other no-cost changes to provide the District with a bus that more closely fits with the District's fleet.

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

There are funds in the existing bus grants to cover the cost of these changes.

#### **V. ATTACHMENTS**

- Attachment A:** Additional Cost Items for Bus Order  
**Attachment B:** Credit Items for Bus Order

## ADDITIONAL COST ITEMS FOR BUS ORDER

Additional Cost Items	Amount
Shock absorbers- Koni, quantity 2	\$123
Axle- MAN, with cast beam, hub mount, grease, riveted linings	\$240
Shock absorbers- Koni, quantity 4	\$246
Axle- MAN #H07-011120-06/10, hub mount, oil seals, riveted linings	\$282
Wheels- Alcoa brushed aluminum	\$1,821
Tires- Goodyear (New Flyer supplied)	\$2,125
Oil Separator - Haldex	\$103
Farebox light - swivel, mounted overhead of farebox	\$100
Passenger reading lights	\$1,060
Wheelchair provision - Slap switch under flip up seats	\$86
Interior decals in English & Spanish	\$145
Flasher - auxiliary	\$27
Exterior Stripes - over roof	\$160
Exterior Paint - Paint entire exterior of coach	\$221
Triangles, reflective w/ mounting bracket on wheelhouse cover	\$6
steering wheel - 3 spoke hard plastic 22" black	\$26
Wipers - dry arm wipers	\$13
Flooring - RCA TR546 gray	\$114
Passenger Window Style -full slider rear section, top fixed bottom sliders lower section	\$495
Driver Control -Luminator ODK on bracket at instrument panel level	\$13
Voice annunciator - Digital Recorder DR500C+	\$8,310
Street side exterior - B & R model 614	\$33
Curb side exterior - B & R model 614	\$41
Handholds - quantity and location per customer spec	\$173
Wheelchair armrest - Custom wheelchair passenger armrest (SR511)	\$334
Rear Modesty Panel - 1/2" lexan panel above passenger seat	\$65
Air Conditioning - rear Mount IT-11 Thermo King unit, 100% recirculated air (24 volt), with Intelligaire	\$10,722
Driver's heater/defroster - 84,000 BTU @180 deg FDT	\$97
Driver's Barrier - INNOCOM infocenter mounted on back	\$116
Dash fans - two	\$38
Yield to Sign - electronic	\$288
Rxlogic s/w, Cummins Insite s/w, Cummins Datalink	\$326
Extra Manuals - 225ea Operator, 2ea NF/parts/service/TIV, 1ea TK, 1ea Allison	\$257
Total Upcharge	\$28,206

17-A.1



## CREDIT ITEMS FOR BUS ORDER

Credit Items	Amount
Air Tanks - Emergency release (separate 2000 cu. in. tank)	\$81
Microphone Switch - foot switch	\$11
Extra jack	\$39
Side Turn Signals - Two amber Trucklite LED side turn signals per side	\$24
Next Stop Sign - ceiling mounted	\$107
Dimmable driver's light	\$20
Engine access door - Interior handle	\$16
Grab handle - at front windshield	\$16
Holdsworth Heather Crown on ceiling panels, lower side wall panels	\$759
Exterior Frame Color - Black anodized	\$308
Glazing - single piece full length, 72% green	\$30
sensitive edge - with bell near driver	\$164
Glazing configuration - single piece full length	\$30
Driver's snowball shield	\$121
Driver's Barrier - with window	\$74
Auxiliary Floor Heaters - Two 40,000 BTU heaters with stainless steel duct in lower section (in conjunction with HVAC or HV unit)	\$641
9 X 12" Driver's Pouch	\$14
Automatic lubrication system - Groeneveld	\$1,795
metal guard to protect floor heater filters	\$17
Safety Equipment Box - per customer spec	\$53
Bike rack - brackets only	\$438
<b>Total Credits</b>	<b>\$4,758</b>

Net Increase \$ 23,448.00

Current Bus Cost \$ 306,066.89

Final Bus Cost \$ 329,514.89

17-B.1

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

**DATE:** October 19, 2001  
**TO:** Board of Directors  
**FROM:** Kim Chin, Manager of Planning and Marketing  
**SUBJECT:** CONSIDERATION OF ISSUES RELATED TO TRANSIT ADVERTISING

## I. RECOMMENDED ACTION

**Staff recommends that the Board consider issues related to transitioning from the current decal system to a frame system in transit advertising.**

## II. SUMMARY OF ISSUES

- In reviewing the quality of transit advertising, the Board directed staff to explore the feasibility of transitioning from the current decal system to a frame system.
- METRO has contacted its advertising contractor, Obie Media to provide a response to the financial impacts of frame advertising.
- Obie Media's has indicated that the frame system would reduce it's ability to sell transit advertising and that the projected decline in sales would result in a potential loss in revenue to the District of \$152,000 from the current minimum annual guarantee of \$168,000. Net proceeds to the District would be \$16,000.

## III. DISCUSSION

METRO contracts with Obie Media to provide transit advertising sales on its fleet of fixed-route buses. The majority of sales are for advertisements that are placed on the exteriors of the buses. The advertisements are displayed on decal material and applied to the surface of the bus. Obie Media is responsible for ensuring that the decals do not damage the paint or impede the buses to operate in a safe manner.

The Board has observed several quality control problems with the installation and removal of the advertisements, as well as with the quality of the graphics and message of some of the advertisements. METRO staff has met with Obie management and explained the quality control problems, and also requested that Obie provide a response to the financial impact of transitioning from decal to frame advertising.

Obie has responded that the result of frame advertising would reduce the minimum annual guarantee for the current contract year from \$168,000 to \$152,000, or a 90 % loss. Obie has indicated that if the Board desires to transition to frame advertising, that it would be interested in re-negotiating the contract terms involving revenues due to the District.

In addition, Obie has indicated that it has begun to develop strategies to address the Board's concerns about customer service and service quality.

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

The financial impacts would be a potential loss in revenue to the District of \$152,000 in the current contract year.

#### **V. ATTACHMENTS**

- A. Obie letter (October 3, 2001) and email (9/11/01)
- B. Minimum Annual Guarantee



out-of-home advertising

BY FAX 831/423-0613  
Page one of two

October 3, 2001

Mr. Kim H. Chin  
Manager of Planning and Marketing  
Santa Cruz Metropolitan Transit District  
920 Pacific Avenue  
Santa Cruz, CA 95060

Dear Mr. Chin,

As a follow up to my e-mail (attached) of September 10<sup>th</sup>, the budgeted business plan that reflects a framed only contract does not allow for sufficient profits for Obie Media or, in my view, Metro.

The sales numbers are between \$150,000 net and \$180,000 gross revenues. Obie may earn \$15,000 - \$20,000 in production income if we could successfully keep production in-house. Santa Cruz Metropolitan Transit District could earn between \$15,000 and \$20,000 in annual occupancy payments. The above figures would leave \$0 for net operating income to Obie, something our Board of Directors are not interested in.

We would be interested in re-negotiating our current agreement to serve both parties better but a framed only approach is not profitable. Further, we are working on policies and strategies to create more customer service opportunities and serve our current contract more efficiently. As you know, we are not producing profits in Santa Cruz beyond our minimum guaranteed payment to afford additional personnel, but are intent on serving you to the best of our ability.

Sincerely,

Sandy L. Trahan  
Vice President, Sales / Western North America

cb/st

4211 West 11th Avenue

Eugene, Oregon

97402

.....

P (541) 586-8400

F (541) 683-3212

obie.com

18-A-1

**Sandy Trahan**

**From:** Sandy Trahan [strahan@obie.com]  
**Sent:** Tuesday, September 11, 2001 9:45 AM  
**To:** 'Kim Chin'  
**Subject:** RE: Santa Cruz Framed Revenue Feasibility

Kim-- I have tried to contact by phone this morning and the lines are busy. I will try again this afternoon. As we have offices throughout North America and people travelling, due to this mornings terrorist acts, I have decided to stay in Eugene this week and postpone my trip to California until next week. I will again try to contact you by telephone today. Thank you.

## -----Original Message-----

**From:** Kim Chin [SMTP:kchin@scmttd.com]  
**Sent:** Monday, September 10, 2001 8:04 AM  
**To:** strahan@obie.com  
**Cc:** mdorfman@scmttd.com  
**Subject:** Re: Santa Cruz Framed Revenue Feasibility

Sandy -- Let's plan on talking this week. Please call me. Thanks,

At 08:06 AM 9/3/01 -0700, you wrote:

>Mr. Chin,  
>I have developed a preliminary budget from a business plan that would  
>provide for only framed advertising on the Santa Cruz transit vehicles  
>As this is not a common practice for us I have estimated the sales figures  
>on interviews with customers, sales people in Santa Cruz and other similar  
>markets as well as our production and creative staff here in Eugene. It is  
>possible that at 100% sold out that this could be a more lucrative business  
>plan, however, experience tells me that we could not expect such results.  
>Instead, I believe that framed only advertisements may generate gross  
>revenue around \$150,000 to \$180,000 annually.  
>After operational expenses to meet your requirements the income would not  
>be significant for either party. Obie Media might make \$15,000 annually  
>from the sale of production and would not achieve any profits from media  
>space sold. Santa Cruz Metro Transit District could make \$15,000 annually  
>from 10% of net income from the sale of media space. Any percentage share  
>larger than 10% would have us operating at a loss.  
> I would like to work with you more on the appropriate solutions and as  
>this may not be enough income to interests either party I would like to  
>continue looking for a mutually acceptable and viable business plan. My  
>travels will take me to Ohio and Ontario this week and in Stockton and  
>Sacramento the following week. It seems that neither party is satisfied  
>with our current arrangements, and I would welcome the opportunity to  
>continue problem solving during this week of September 10th if you are  
>available.  
>  
>

Kim Chin  
Manager, Planning and Marketing  
Santa Cruz Metropolitan Transit District  
920 Pacific Avenue  
Santa Cruz, CA 95060  
(831)-423-0613  
Fax (831)-423-1024  
kchin@scmttd.com

ATTACHMENT B

Minimum Annual Guarantees for Remaining Contract Years (Obie Media)

Period	Minimum Annual Guarantee
Dec 00 - Nov 01	\$14,000/mo = \$168,000/yr
Dec 01 - Nov 02	\$15,000/mo = \$180,000/yr

18-B-1

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

**DATE:** October 19, 2001  
**TO:** Board of Directors  
**FROM:** Kim Chin, Manager of Planning and Marketing  
**SUBJECT:** CONSIDERATION OF ISSUES RELATED TO CAPITOLA MALL  
TRANSIT CENTER

## I. RECOMMENDED ACTION

**Staff recommends that the Board consider issues related to access issues related to the Capitola Mall Transit Center.**

## II. SUMMARY OF ISSUES

- The City of Capitola has identified non-complying pathways from the transit center to Capitola Mall.
- METRO does not own any land, facilities or amenities of the transit center at Capitola Mall.
- METRO operates public transit service at Capitola Mall under conditions identified in an easement agreement with the Mall.
- The easement agreement and the Conditional Use Permit for the Mall required the construction, maintenance and repair of transit facilities by the owners of the Mall.
- METRO has met with the City of Capitola and Capitola Mall management in an attempt to resolve access issues from the transit center to and from the Mall for persons with disabilities.
- METRO has contracted with a consultant to conduct a site evaluation and develop recommendations. This work is complete and has been conveyed to the City of Capitola which is responsible for ensuring compliance with California Building Code, Title 24, which addresses access issues.
- The City of Capitola has provided a response. Their letter is attached to this staff report.

## III. DISCUSSION

On July 24, 2001, METRO was invited by the City of Capitola to attend a meeting with Capitola Mall to discuss access issues at the transit center for persons with disabilities. At that meeting, the Mall did not indicate a high level of support for public transportation and appeared reticent to make physical improvements to become compliant with Title 24 of the California Building Code.

METRO indicated it's concern for all patrons using the transit center and Mall facilities and agreed to contract with a consultant to evaluate site conditions and to develop appropriate recommendations. METRO also agreed to submit this evaluation and any recommendations to the City of Capitola for further action.

On September 25, 2001, METRO received a letter from Chairman Tony Campos of the Board of Supervisors requesting the District to evaluate access issues and provide the Board of Supervisors with a response on corrective actions.

METRO staff subsequently submitted the consultant findings to the City of Capitola with a request for what actions should follow under Title 24 of the California Building Code. A copy of METRO's October 3, 2001 letter to Daniel Kostelec, Building Official at the City of Capitola, and the City's October 4 response is attached for the Board's review.

The City of Capitola issued a conditional use permit to the Mall on November 24, 1986 for expansion activities. Condition 11 a. required the Mall to construct a transit center that include bus shelters, safe turning radiuses for the buses, safe access for pedestrians and disabled access. A copy of these conditions is attached for your review.

All land, facilities or amenities at the Capitola Mall Transit Center are the property of the Macerich Company, owners of the Mall. The District operates the Transit Center at Capitola Mall as a grantee to an easement agreement with the Macerich Company. The easement agreement signed on August 21, 1987 also required the Mall to construct the transit center and all arnenities. Exhibit D " Site and Janitorial Maintenance Agreement" of the easement requires the District to pay the Mall an annual fee for undertaking and completing issues related to the physical structures and passenger access. The applicable sections are as follows:

- Section 2.3 "Repair and Maintenance of Other Improvements" requires the Mall to repair and maintain all structures and improvements at the Transit Center.
- Section 3.1 "Prompt Reporting and Repair of Deficiencies - General" requires the Mall to provide preventative maintenance and repair of deficiencies in an expeditious manner, and references the Mall's understanding that the correction of these deficiencies directly impacts the District's ability to provide public transit services in a safe, consistent and effective manner.

District staff has informed the Metro Accessible Services Transit Forum (MASTF) and the Metro User's Group (MUG) of the access issues at the Capitola Mall Transit Center. Both MASTF and MUG invited Capitola Mall management to attend their monthly meeting in September to have dialogue on the access issues and to jointly develop appropriate solutions. Unfortunately, Capitola Mall management indicated that they were unable to attend both meetings. MASTF and MUG have extended another invitation to the Mall to attend their October meetings.

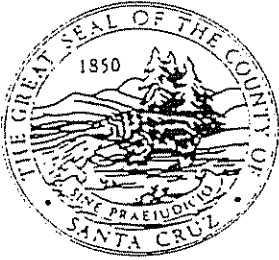


#### IV. FINANCIAL CONSIDERATIONS

The annual cost of the Maintenance Agreement with the Mall amounts to \$15,915.36 for the current year. In addition, the District has underwritten the full cost of the site evaluation for \$5,445. The District has indicated an interest in partially funding the transit center improvements that are estimated at \$14,127.

#### V. ATTACHMENTS

- A. September 25, 2001 Letter and Attachments from Supervisor Tony Campos
- B. October 3, 2001 Letter from METRO to City of Capitola
- C. October 4, 2001 Letter from City of Capitola to METRO
- D. Bowman and Williams Site Drawings and Cost Estimate
- E. Capitola Mall Expansion Conditions -- November 24, 1986
- F. Grant of Easements and Agreement between Santa Cruz Metropolitan Transit District and Capitola Mall Associates, August 21, 1987



**COPY** ATTACHMENT A  
**County of Santa Cruz**

**BOARD OF SUPERVISORS**

701 OCEAN STREET, SUITE 500, SANTA CRUZ, CA 95060-4069

(831) 454-2200 FAX: (831) 454-3262 TDD: (831) 454-2123

JANET K. BEAUTZ  
FIRST DISTRICT

ELLEN PIRIE  
SECOND DISTRICT

MARDI WORMHOUDT  
THIRD DISTRICT

TONY CAMPOS  
FOURTH DISTRICT

JEFF ALMQUIST  
FIFTH DISTRICT

September 25, 2001

Les White, General Manager  
Santa Cruz Metropolitan Transit  
District  
370 Encinal Street, #100  
Santa Cruz, CA 95060

Dear Mr. *Les* White:

Attached is a copy of a letter the Board recently received from the County Commission on Disabilities relaying concerns about difficulties the Commission indicates are being experienced by persons with disabilities with regard to access to the Santa Cruz Metropolitan Transit District's terminal at the Capitola Mall. I would appreciate it if you would ask District staff to review this situation and provide the Board with your response and recommendations for any corrective actions which may be deemed appropriate.

Thank you for your attention to this matter.

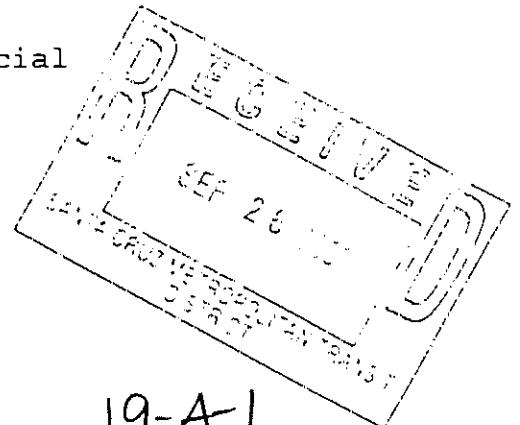
Sincerely,

*Tony Campos*  
TONY CAMPOS, Chairman  
Board of Supervisors

TC:ted  
Attachment

cc: Commission on Disabilities  
Marc Letendre, Manager, Capitola Mall  
Daniel Kostelec, Capitola Building Official  
Supervisor Jan Beautz  
Supervisor Jeff Almquist

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19-A-1

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COMMISSION ON DISABILITIES

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COUNTY OF SANTA CRUZ

---

701 Ocean Street, Rm 30 Santa Cruz, CA 95060  
ph# 454-2355 fax# 454-2433  
commissions@co.santa-cruz.ca.us

September 13, 2001

Chair Tony Campos  
Board of Supervisors  
701 Ocean Street

Santa Cruz, CA 95060

SUBJECT: Disabled access to Metro Terminal at Capitola Mall

Dear Chair Campos:

It has been brought to our attention that there are accessibility problems for persons with disabilities at the Santa Cruz Metropolitan Transit District (SCMTD) bus terminal in front of the Capitola Mall.

The path of travel to the Mall entrance for passengers arriving on northbound buses is difficult and dangerous for persons using a wheelchair or persons with walking difficulties. The intended path of travel is by way of the crosswalk from the north end of the raised boarding platform to the sidewalk in front of the Mall entrance. The curb ramp at the platform end has a dangerous amount of cross slope that can be difficult for a person using a wheelchair or a person with a walking disability. In addition, this route has excessive cross slope and no curb ramp at the Mall end.

The path of travel from the platform normally used by most pedestrians and all those using wheelchairs, or those with children in strollers, is from the north end of the platform, directly across the bus lanes to a curb ramp up to the Mall sidewalk. However, this route is not marked as a crosswalk, and has a more dangerous cross slope than the other. In addition, the curb ramp at the Mall end has excessive running slope that could cause a person in a wheelchair to tip over backward.

The Commission recommends that your Board bring this to the attention of the SCMTD governing board for consideration and correction.

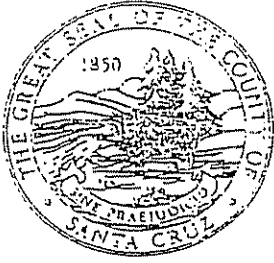
Thank you for your consideration in this matter and for your continued support in making Santa Cruz County accessible to all people.

Sincerely,

Robert Freiler, Chair  
Commission on Disabilities

cc Leslie White, SCMTD Manager  
Marc Letendre, Capitola Mall Manager  
Daniel Kostelec, Capitola Building Official

19-A-2



# County of Santa Cruz

## BOARD OF SUPERVISORS

701 OCEAN STREET, SUITE 500, SANTA CRUZ, CA 95060-4069  
(831) 454-2200 FAX: (831) 454-3262 TDD: (831) 454-2123

JANET K. BEAUTZ  
FIRST DISTRICT

ELLEN PIRIE  
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JEFF ALMQUIST  
FIFTH DISTRICT

September 25, 2001

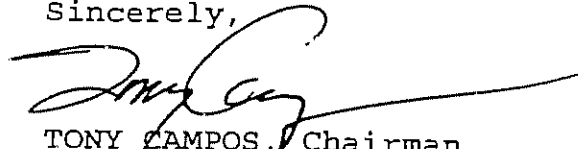
Robert Freiler, Chair  
Commission on Disabilities  
701 Ocean Street  
Santa Cruz, CA 95060

Dear Mr. Freiler:

I was distressed to learn of the difficulties that the Commission indicates are being experienced with regard to access to the Santa Cruz Metropolitan Transit District's terminal at the Capitola Mall by persons with disabilities. As you can see from the attached, I have asked that Les White, General Manager of the Transit District, review the Commission's concerns with appropriate staff and will provide you with a copy of his response.

I appreciate the Commission alerting the Board to this situation and hope to be back in touch shortly.

Sincerely,



TONY CAMPOS, Chairman  
Board of Supervisors

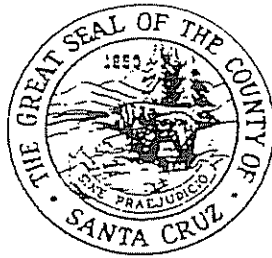
TC:ted  
Attachment

cc: Clerk of the Board  
Marc Letendre, Manager, Capitola Mall  
Daniel Kostelec, Capitola Building Official  
Supervisor Jan Beautz  
Supervisor Jeff Almquist

2773A6

19-A-3

COMMISSION ON DISABILITIES



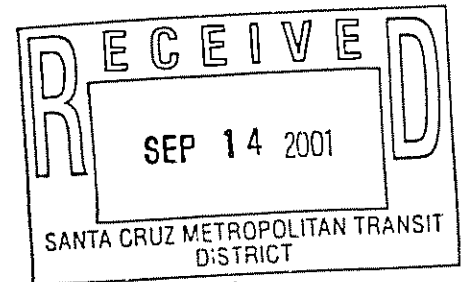
COUNTY OF SANTA CRUZ

701 Ocean Street, Rm 30 Santa Cruz, CA 95060  
ph# 454-2355 fax# 454-2433  
commissions@co.santa-cruz.ca.us

September 13, 2001

Chair Tony Campos  
Board of Supervisors  
701 Ocean Street

Santa Cruz, CA 95060



SUBJECT: Disabled access to Metro Terminal at Capitola Mall

Dear Chair Campos:

It has been brought to our attention that there are accessibility problems for persons with disabilities at the Santa Cruz Metropolitan Transit District (SCMTD) bus terminal in front of the Capitola Mall.

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The path of travel from the platform normally used by most pedestrians and all those using wheelchairs, or those with children in strollers, is from the north end of the platform, directly across the bus lanes to a curb ramp up to the Mall sidewalk. However, this route is not marked as a crosswalk, and has a more dangerous cross slope than the other. In addition, the curb ramp at the Mall end has excessive running slope that could cause a person in a wheelchair to tip over backward.

The Commission recommends that your Board bring this to the attention of the SCMTD governing board for consideration and correction.

Thank you for your consideration in this matter and for your continued support in making Santa Cruz County accessible to all people.

Sincerely,

Robert Freiler, Chair  
Commission on Disabilities

cc: Leslie White, SCMTD Manager  
Marc Letendre, Capitola Mall Manager  
Daniel Kostelec, Capitola Building Official

19-A-4



October 3, 2001

Mr. Daniel Kostelec, Building Official  
CITY OF CAPITOLA  
420 Capitola Avenue  
Capitola, CA 95010

Dear Mr. Kostelec:

We recently received a letter from Supervisor Tony Campos requesting that the Transit District review the access of persons with disabilities to the transit center at Capitola Mall. Attached to Supervisor Campos' letter is a letter from Robert Freiler, Chair of the County Commission on Disabilities. Mr. Freiler points out that the path of travel from the transit center to the front entrance of the mall has excessive cross slopes and ramp deficiencies. Mr. Freiler believes that these physical characteristics pose safety issues for persons with disabilities and for children in strollers. Mr. Freiler has requested a response and corrective action from the District.

As you are aware, the District does not own any of the transit boarding facilities at Capitola Mall. It is our understanding that the establishment and location of the transit center was a condition imposed by the City of Capitola on Capitola Mall as part of the building permit for its construction. While we do not have ownership of the transit center facilities, the District is vitally interested in the safe and convenient access for all transit patrons and others to Capitola Mall. We participated in a meeting with the City of Capitola and Mall management several weeks ago to cooperatively resolve some of these access issues. At that meeting, we indicated that we would engage a consultant at the District's cost to conduct a site evaluation and to develop recommendations for safe access.

The site evaluation conducted by the engineering firm of Bowman and Williams is now complete. Bowman and Williams have recommended that the safe primary path of travel for persons with disabilities is for passengers to travel down the transit center island in a westerly direction and access the Mall using the doors located next to the Sears store. Bowman & Williams recommend that directional signage be installed, and that improvements be made to the ramps at the western end of the transit island and the Sears entrance. They also recommend that the concrete planter by the Sears entrance be modified to provide a sufficient turning radius for persons using wheelchairs and mobility aids. From our previous meeting, it appears that the Mall is supportive of this approach utilizing the entrance next to Sears for persons with disabilities.

Since the District does not own any of the transit facilities, ramps or sidewalks at Capitola Mall, we would not be the entity to implement the physical improvements recommended by Bowman and Williams. The District however supports safe access for all patrons, and would be willing to


Mr. Daniel Kostelec  
October 3, 2001  
Page Two

fund part of the cost of the improvements from the transit center island to the entrance next to Sears.

As you know, the District has already underwritten the site evaluation completed by Bowman and Williams at a cost of \$5,445. In addition, we have an annual maintenance agreement with Capitola Mall for \$15,915.36 for the upkeep of the transit facilities and amenities in calendar 2001. The Bowman and Williams estimate for implementing the physical improvements is \$14,127. Copies of the Bowman and Williams site evaluation and drawings, recommendations for physical improvements, cost estimate and the District's maintenance agreement with Capitola Mall are attached for your review.

As the Building Official for the City of Capitola, please indicate what should occur under Title 24 of the California Building Code relative to physical access for persons with disabilities between the Transit Center and Capitola Mall. We look forward to working closely with the City of Capitola and Capitola Mall to complete this important project.

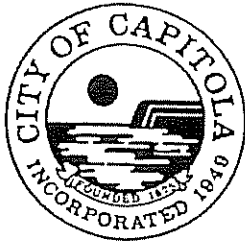
Sincerely,



LESLIE R. WHITE  
General Manager

LRW:dc

cc: Kim Chin, Planning & Marketing Manager  
David Konno, Facilities Maintenance Manager



ATTACHMENT C  
CITY OF CAPITOLA  
420 CAPITOLA AVENUE  
CAPITOLA CALIFORNIA 95010  
TELEPHONE/ TDD 831 475-7300  
FAX 831 479-8879

October 4, 2001

Leslie White, General Manager  
Santa Cruz Metropolitan Transit District  
370 Encinal Street, Suite 100  
Santa Cruz CA 95060

Re: Disabled access at Capitola Mall Transit Center

Dear Mr. White,

This letter is in response to your request for information regarding disabled access deficiencies at the Capitola Mall Transit Center and the procedures to correct them. Before I begin, I want to clarify that the responsibilities and authority of the Capitola Building Department is found in the California Building Code, Title 24. The Capitola Building Department does not enforce the federal Americans with Disabilities Act.

When a building permit is issued for a commercial alteration, the California Building Code, Title 24 requires that a complying, accessible path of travel be provided from the public way and transit facilities to the area of commercial alteration. On March 5, 2001, the City of Capitola Building Department notified the Macerich Company, the owners of the Capitola Mall, that there appeared to be significant non-complying aspects to the walkways and ramps in and around the Capitola Mall Transit Center. We recommended that a comprehensive analysis and solution be developed. Subsequently, I have met with you, your staff and representatives of the Macerich Company. At this point in time there appears to be a reticence on the part of the Macerich Company to move forward in a cooperative manner to find a solution to the access problem described above.

It is my intention to reiterate to the Macerich Company the importance of proceeding with modifications to the Transit Center area, so as not to jeopardize the timely processing of future alteration permits in the areas of the Capitola Mall that are directly served by the Transit Center.

I will keep you and your staff regularly updated on our progress. If I can be of further assistance do not hesitate to contact me.

Sincerely,

Daniel J. Kostelec  
Building Official

19-C-1





**BOWMAN & WILLIAMS**  
 CONSULTING CIVIL ENGINEERS  
 A CALIFORNIA CORPORATION

1011 CEDAR • P.O. BOX 1621 • SANTA CRUZ, CA 95061-1621  
 (831) 426-3560 • Fax (831) 426-9182  
 www.bowmanandwilliams.com

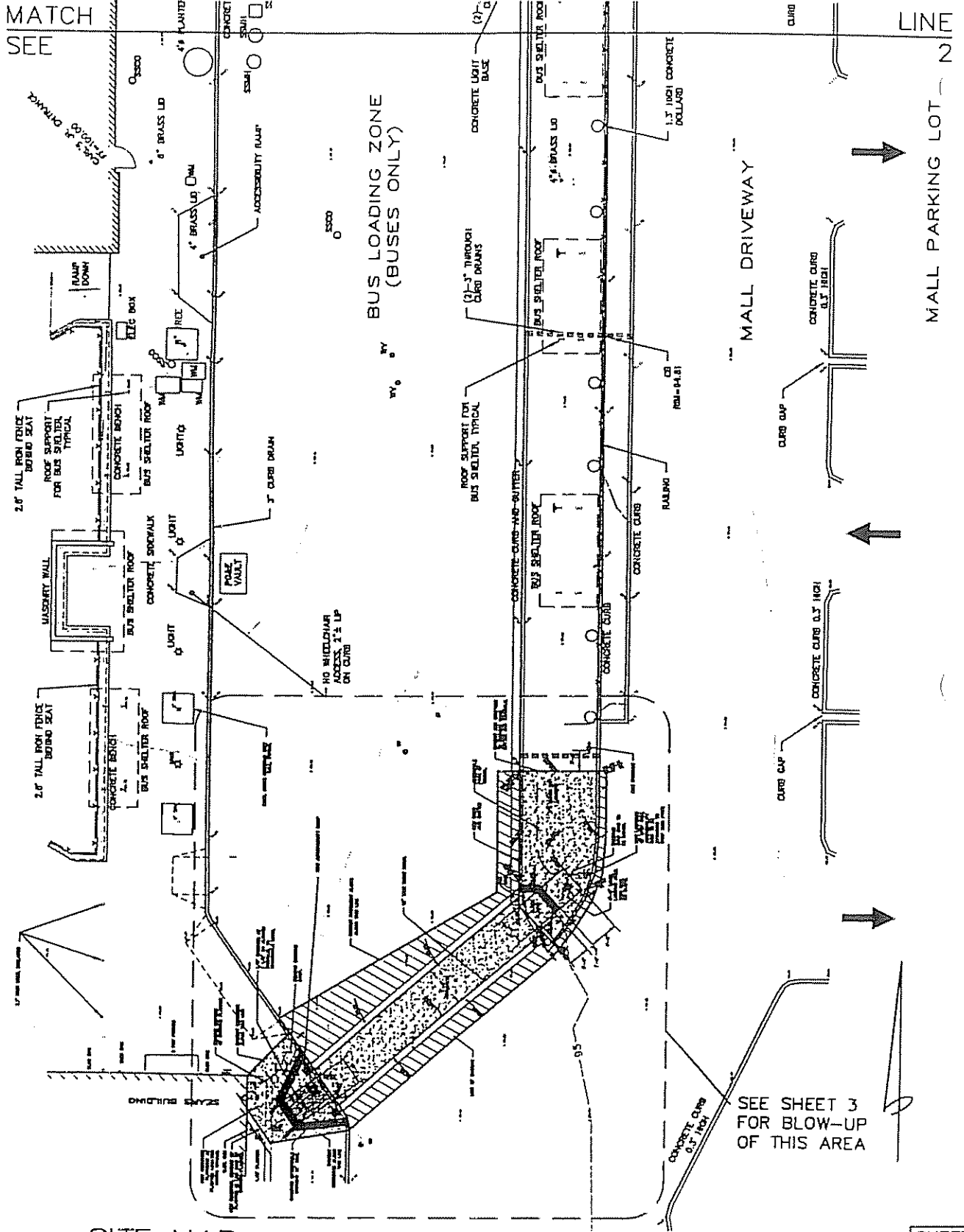
ENGINEER'S PRELIMINARY ESTIMATE OF CONSTRUCTION COSTS  
 CAPITOLA MALL BUS STATION ALTERNATE ACCESS ROUTE

3 October 2001  
 JOB NO 22251-1

## SITE WORK

ITEM	QUANTITY	UNIT	DESCRIPTION	UNIT PRICE	COST
1	149	L.F.	SAWCUT EXISTING ASPHALT CONCRETE/CONCRETE	\$3	\$447
2	635	S.F.	REMOVE EXISTING ASPHALT CONCRETE	\$3	\$1,905
3	363	S.F.	REMOVE EXISTING CONCRETE	\$4	\$1,452
4	15	L.F.	REMOVE EXISTING PLANTER WALL	\$2	\$30
5	583	S.F.	CONSTRUCT NEW SIDEWALK/RAMPS & CONCRETE CROSSWALK	\$10	\$5,830
6	415	S.F.	CONSTRUCT NEW ASPHALT CONCRETE	\$6	\$2,490
7	65	L.F.	CONSTRUCT NEW PLANTER WALL	\$20	\$130
				SUBTOTAL	\$12,284
				15% CONTINGENCY	\$1,842.60
				<b>TOTAL ONSITE COST</b>	<b>\$14,127</b>

19-D-1



SITE MAP

SCALE: 1"=20'

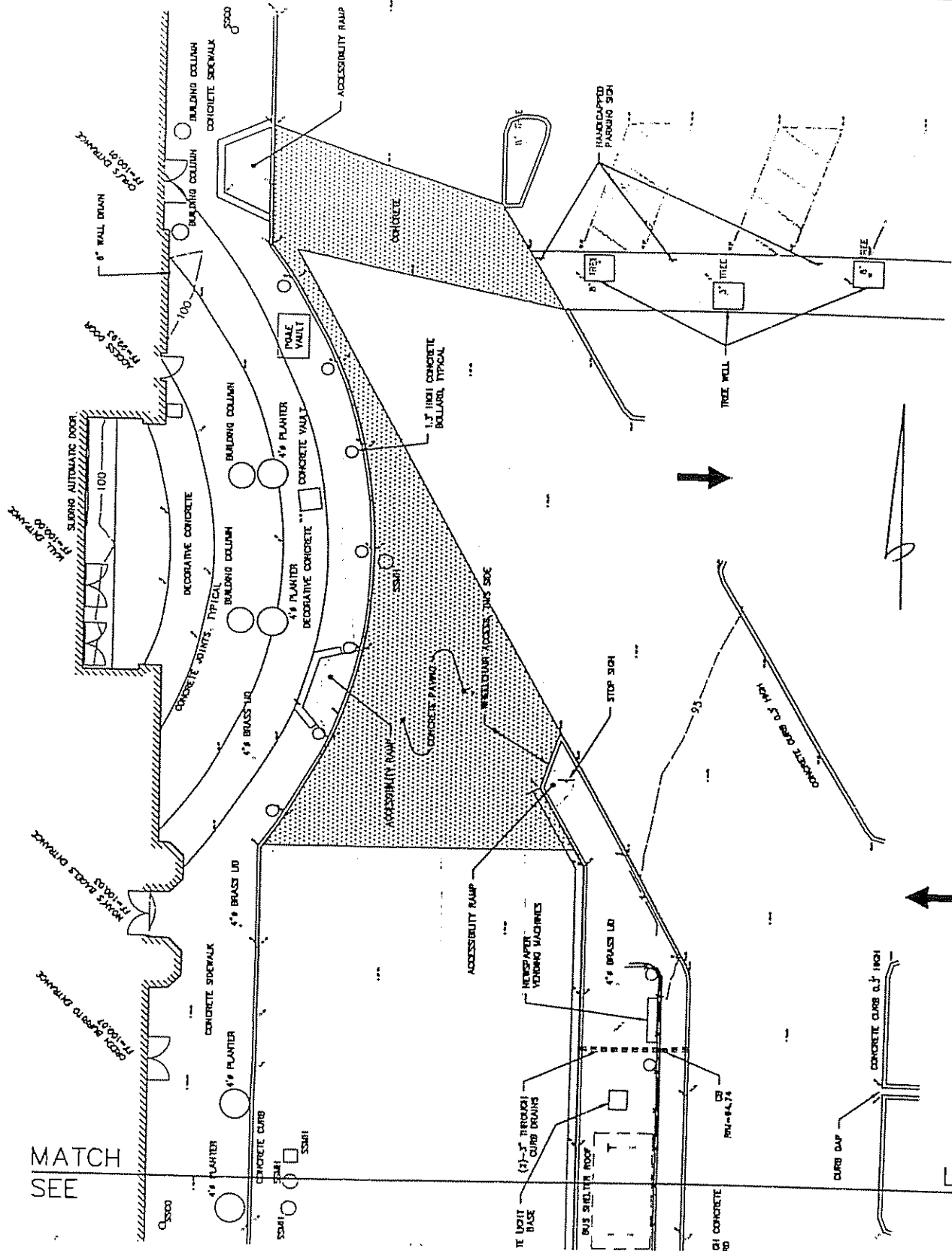
SHEET  
1  
OF 1

**BOWMAN & WILLIAMS**  
CONSULTING CIVIL ENGINEERS  
1011 CEDAR STREET SANTA CRUZ CA 426-3560

SCALE 1"=20'  
DATE 10-2-01  
DRAWN BCS

JOB NO. 22251  
DWG NAME 22251LET  
FILE NO. 22251

19-D-2



**SITE MAP**

SCALE: 1" = 20'

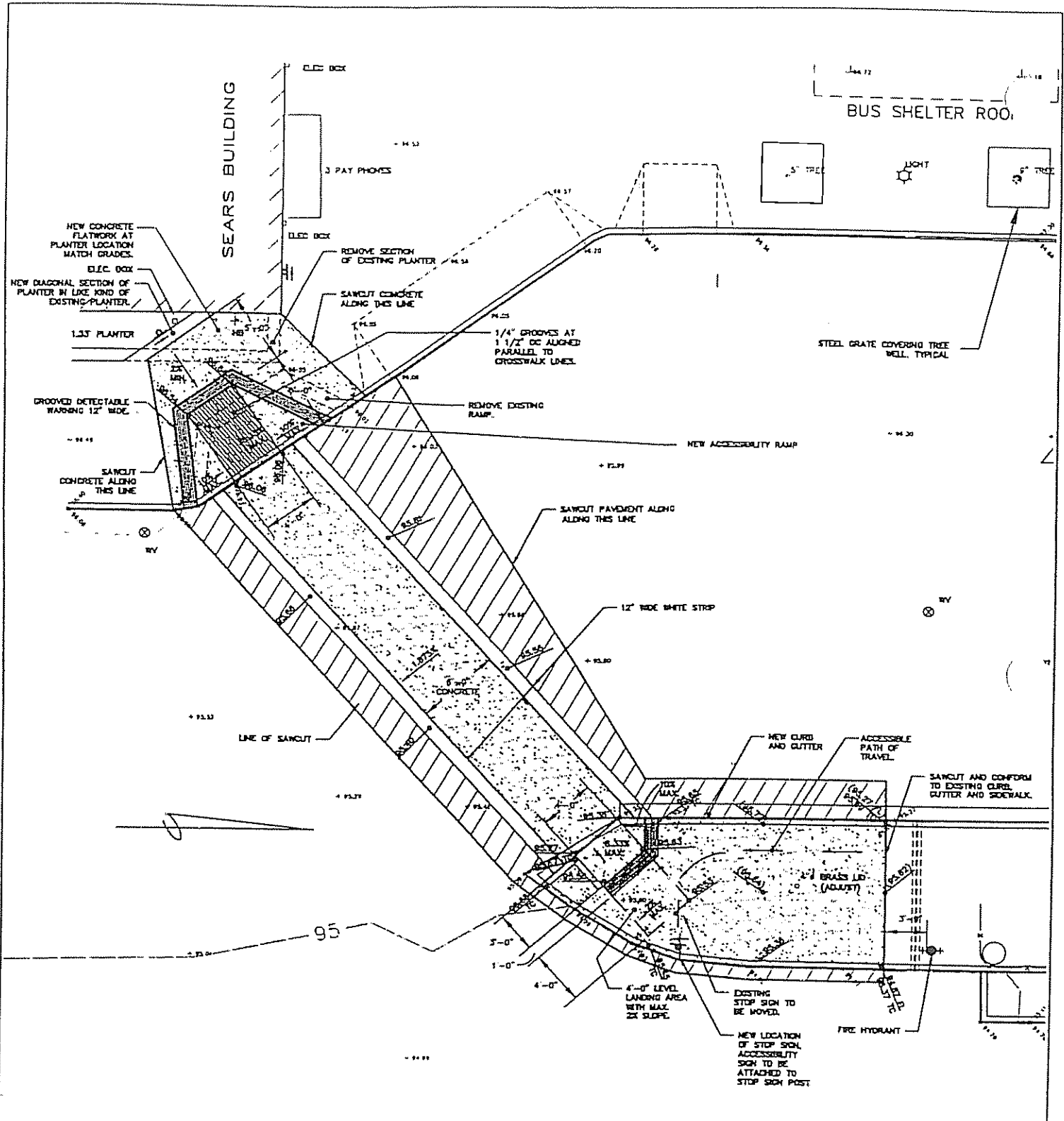
SHEET  
2  
OF 3

**BOWMAN & WILLIAMS**  
CONSULTING CIVIL ENGINEERS  
1011 CEDAR STREET SANTA CRUZ CA 425-3560

SCALE 1" = 20'  
DATE 10-2-01  
DRAWN BCS

JOB NO. 22251  
DWG NAME 22251LET  
FILE NO. 22251

19-D-3



# NEW ACCESS RAMP PLAN

SCALE: 1"=10'

SHEET  
3  
OF 5

<b>BOWMAN &amp; WILLIAMS</b> CONSULTING CIVIL ENGINEERS 1011 CEDAR STREET SANTA CRUZ CA 426-3560	SCALE 1"=10'	JOB NO. 22251
	DATE 10-2-01	DWG NAME 22251LET
	DRAWN BCS	FILE NO. 22251

19-D-4

Capitola Mall Expansion Conditions  
Revised - November 24, 1986

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1. Traffic Conditions:

- A. The Capitola Road/41st Avenue Intersection has been changed to allow for a right turn lane on 41st Avenue, east on Capitola Road. Signals will be coordinated with the new mall entrance signals and the 38th Avenue/Capitola Road signal. (Responsibility of the City of Capitola).
- B. The necessary land acquisitions have been made to widen Clares Street between 40th and 41st Avenues. (Responsibility of the City of Capitola).
- C. Clares Street will be extended to Capitola Road; acquisition of the street right-of-way and construction of the street will be done by the Capitola Redevelopment Agency. (Responsibility of Redevelopment Agency).
- D. A signal will be installed at the intersection of Capitola Road and 38th Avenue. (Responsibility of the City of Capitola). The mall entrance at 38th Avenue must be redesigned as a street intersection, rather than a driveway, with the width of the intersection must match 38th Avenue. Detailed design plans must be submitted and approved prior to the issuance of a building permit. (Responsibility of the applicant).
- E. Overpass improvements, including the Gross Road intersection, are being accomplished by Caltrans. (Responsibility of Caltrans).

2. Noise Reduction:

- A. No construction shall take place until a noise study has been performed by a licensed noise engineer to determine the height, location, design and length of the masonry wall. The design shall protect any residential area affected by noise from the road. The sound wall shall be constructed prior to issuance of any foundation (building) permit. No construction shall be permitted on Sunday. (Responsibility of the applicant).
- B. No deliveries shall be made before 7:00 a.m. or after 7:00 p.m. if such deliveries create a noise problem for the residential area. (Responsibility of the applicant).
- C. Construction vehicles and equipment shall not operate prior to 8:00 a.m. or after 7:00 p.m., per the City of Capitola noise ordinance. (Responsibility of the applicant).
- D. No parking lot cleaning shall take place between the hours of 10:00 p.m. to 8:00 a.m. if equipment would create a noise problem for the adjacent residential area. (Responsibility of the applicant).

- E. Design details of the sound wall must be submitted and approved by the Planning Commission prior to the issuance of any permits. Design plans must be at least in compliance with the noise study. (Responsibility of the applicant).

3. Drainage:

- A. Detailed drainage plans must be submitted and approved by Public Works and Zone 5 Drainage, prior to the issuance of any permits. Any improvements required to existing storm drain facilities are the applicant's responsibility. (Responsibility of the applicant).
- B. Santa Cruz County Flood Control, Zone 5, shall determine the design and size of retention basin(s), if required. (Responsibility of the applicant).
- C. Any abandoned wells shall be sealed in accordance with City and County ordinances. (Responsibility of the applicant).
- D. Abandoned gasoline storage tanks shall be removed and inspected by County Environmental Health in accordance with the Hazardous Materials Ordinance. (Responsibility of the applicant).
- E. A grease trap system shall be included in the drainage plan for the entire Capitola Mall drainage system to deal with all gasoline and oil spills in parking lot areas. (Responsibility of the applicant).
- F. A detailed grading, erosion control and dust control plan shall be submitted and approved by the City prior to issuance of any permits. Grading shall take place between April 15th and October 15th in compliance with the City's erosion control ordinance. (Responsibility of the applicant).
- G. A plan showing the relationship of the proposed grades and the existing residential units shall be provided prior to final approval. (Responsibility of the applicant).

4. Water and Sewer:

- A. A new water line and sewer line shall be installed under the new loop road. Fire hydrants will be installed to meet the requirements of the Capitola Fire District. (Responsibility of the Capitola Redevelopment Agency).
- B. Sanitary sewer service on the mall project shall conform to Santa Cruz County Sanitation District requirements, including wastewater pretreatment standards. All sewer connection fees and water meter connection fees are the responsibility of the applicant and must meet minimum requirements. (Responsibility of the applicant).

5. Landscaping:

- A. Detailed landscape plans, including options for plants to be used, shall be submitted and approved by the Planning Commission in conformance with conceptual landscape plans. If the 41st Avenue Design Guidelines are not met for size and number of trees, a chart showing relationships to numbers and sizes must be approved by the Planning Commission prior to the issuance of any permits. (Responsibility of the applicant).
- B. All landscaping shall have an adequate irrigation system. A detailed irrigation plan shall be approved by the Planning Commission prior to the issuance of any permits. (Responsibility of the applicant).
- C. Plant materials shall be inspected prior to installation. Planting details and standards shall be provided and approved by the City of Capitola. (Responsibility of the City of Capitola).
- D. A landscape deposit of \$10,000 shall be held by the City of Capitola for a period of five years and a standard City landscape maintenance agreement shall be entered into prior to the issuance of any permits. (Responsibility of the applicant).
- E. The City shall maintain median strips on the loop road and shall provide planted medians with appropriate irrigation systems and plant materials. (Responsibility of the City of Capitola).
- F. A sidewalk along the 41st Avenue street frontage shall be constructed as part of the project approval. The design is to be approved in the final landscape plan. (Responsibility of the applicant).
- G. The applicant shall submit a more detailed landscape and building plan for Leask's department store, to be approved by the Planning Commission. (Responsibility of the applicant).

6. Operations:

- A. Operating agreements for the entire mall shall be completed and submitted to the City of Capitola for approval prior to the issuance of any permits. The developer must enter into a development agreement with the City of Capitola in accordance with Government Code Section 65864 - 65869.5, prior to the issuance of any permits.
- B. Street landscaping, parking lot landscaping and all exterior building site improvements must be completed prior to the issuance of any occupancy permits. (Responsibility of the applicant).
- C. Prior to issuance of any permits, the applicant must provide the City of Capitola with proof of cooperation between all parties involved, including those owning existing parcels. (Responsibility of the applicant).

7. Design:

- A. All new utilities shall be undergrounded, including all transformers. Underground utility vaults shall not be located in landscaped areas. (Responsibility of the applicant).
- B. Details of all signing, including entryway signs, shall be provided and approved by the Planning Commission. (Responsibility of the applicant).
- C. All mechanical equipment, including roof top, must be screened from public view. Detailed plans showing loading areas and proposed screening shall be approved by the Planning Commission. (Responsibility of the applicant).
- D. All gutters, downspouts and flashings shall be designed to be a part of the building design details, as approved by the City of Capitola. (Responsibility of the applicant).
- E. A permanent location for the International Year of the Child sculpture shall be found within the mall. (Responsibility of the applicant).
- F. Designs for "Future Buildings U and V" are not approved as part of this application and the areas shown on the plans must be landscaped. The applicant shall have the right at a future date, to make applications for these buildings. A landscape plan for the area shall be approved as part of the detailed landscape submittal. (Responsibility of the applicant).
- G. Color and material samples for all construction shall be provided to and approved by the Planning Commission. (Responsibility of the applicant).

8. Street Design:

- A. Street design shall be established by the City of Capitola. Locations shall conform to the approved plan, including curb, gutter and sidewalk on both sides of the street. (Responsibility of the City of Capitola).
- B. The developer shall provide the City of Capitola with a building pad site and parking area to accommodate a 7,000 square foot public facilities building. Location of the pad is to be determined by City Council. (Responsibility of the applicant).

9. Tentative Map:

- A. The tentative map shall be modified to account for street alignment with the existing Clares Street behind Lucky's. (Responsibility of the applicant).
- B. The applicant must enter into a development agreement with the City of Capitola prior to the recording of the final map. (Responsibility of the applicant).

19-E-4



10. Historical and Archeological:

- A. In the event that archeological resources are encountered during subsurface construction, land alteration work in the general vicinity shall be halted and a qualified archeologist shall be consulted. Prompt evaluation could then be made regarding the findings and a course of action acceptable to all parties could then be adopted. Local Native American organizations shall be consulted if human remains are encountered. (Responsibility of the applicant).
- B. Prior to demolition, the ranch house shall be documented through photographs, measurements, and analysis of construction using the methodology of the Federal Historical Architectural Building Survey. A commemorative plaque should be placed on site noting the role of the Brown Bulb Ranch in local history. (Responsibility of the applicant).

11. Public Access:

- A. Detailed plans, as well as a formal agreement for construction maintenance and operation of a transfer facility, shall be completed. Plans shall include a shelter for passengers, safe pedestrian access to the mall, safe turning and operating areas for the buses and handicapped access. All plans and agreements shall be approved by the City of Capitola. (Responsibility of the applicant).
- B. A plan to accommodate bicycles and provision for bicycle racks shall be provided and approved by the City of Capitola. (Responsibility of the applicant).
- C. ~~Pedestrian paths shall be added to the south side of the mall entrance driveway. Design details of this area, including landscaping, shall be approved by the City of Capitola. DELETED~~
- D. Redesign of the mall entrance at 38th Avenue to conform to intersection standards shall include pedestrian walkways on both sides. Detailed design plans for entrance change and pedestrian walkways shall be approved by the City of Capitola. (Responsibility of the applicant).

12. Lighting Plans:

- A. Lighting fixtures in the existing mall area shall be remodeled using the existing 40' poles. All new fixtures shall be 30', unless it can be shown that a fixture up to 40' would not be visible to any of the residential areas. No direct light source shall be visible to the residential neighborhood. (Responsibility of the applicant).
- B. A detailed lighting plan showing light intensities shall be approved by the City of Capitola. The City of Capitola reserves the right to require the lowering or removal of any light source impacting on the residential area. (Responsibility of the applicant).

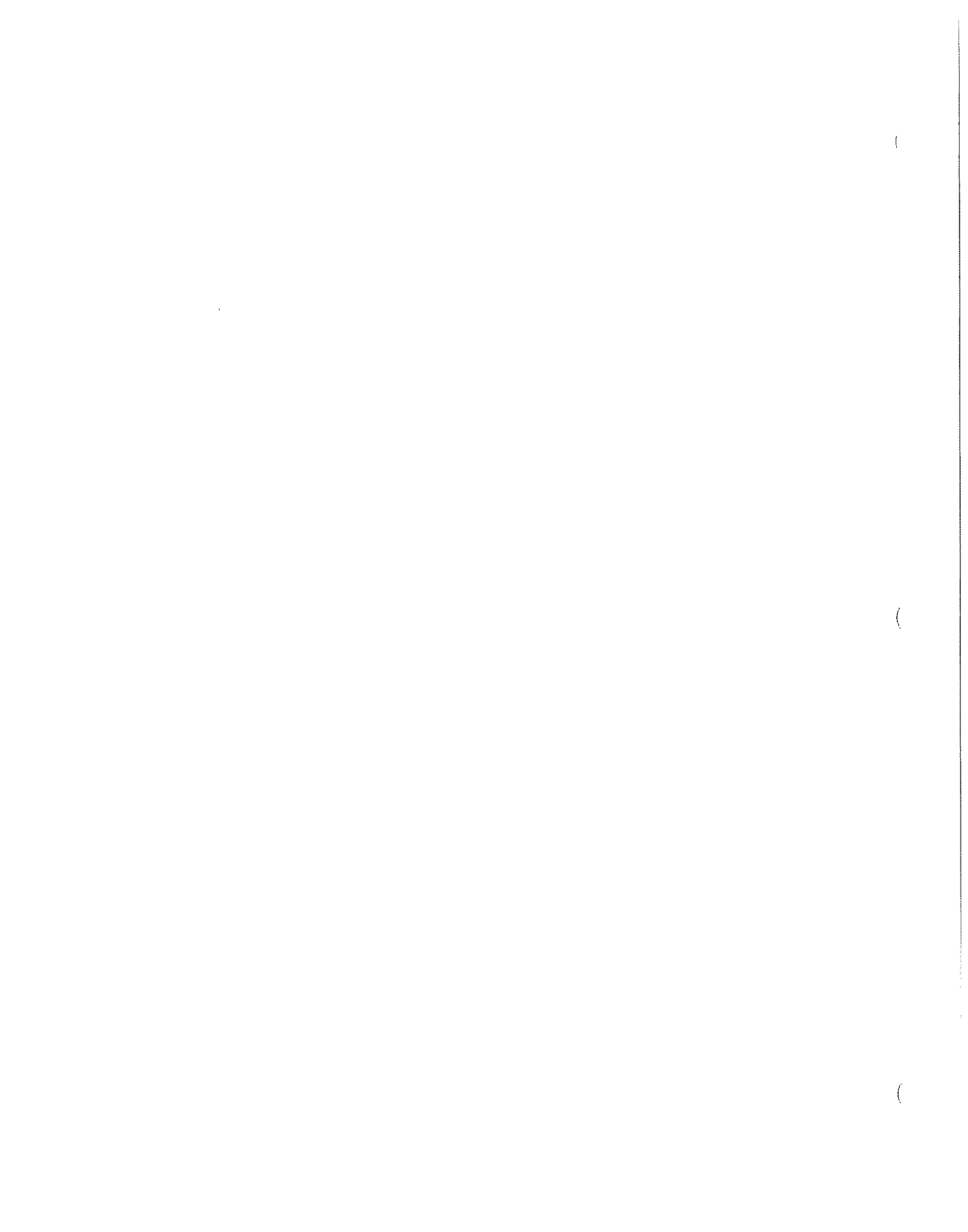
19-E-5

13. Parking:

- A. Parking ratios must conform to the City of Capitola's standards unless a variance is specifically granted by the Planning Commission. (Responsibility of the applicant).
- B. All 70 degree parking stalls must have a 19 foot driveway, unless specifically exempted by the Planning Commission. All 60 degree parking stalls shall have an 18 foot driveway when used in the new area. Existing parking will be allowed to remain as it is. All standard parking stalls shall be 9 feet by 20 feet. All compact spaces shall be so marked and shall be 8 feet by 16 feet. Compact spaces shall not exceed 30% of all parking spaces. (Responsibility of the applicant).
- C. All handicapped parking requirements shall be in accordance with State law. A handicapped parking plan, providing good handicapped access to the mall, shall be approved by the City of Capitola. (Responsibility of the applicant).
- D. All striping of parking spaces shall be double striping. The striping plan shall be approved by the City of Capitola. (Responsibility of the applicant).
- E. All parking areas and driveways shall be resurfaced as part of the mall expansion. The resurfacing plan shall be approved by the City of Capitola. (Responsibility of the applicant).
- F. All curbing shall be concrete, not asphalt. (Responsibility of the applicant).
- G. A formal agreement for the construction of the Clares Street extension shall be entered into with the City of Capitola prior to the issuance of any permits for the project. (This may be a part of the development agreement). (Responsibility of the applicant).

FINDINGS:

1. THE PLANNING COMMISSION HAS REVIEWED AND CONSIDERED THE SUPPLEMENTAL ENVIRONMENTAL IMPACT REPORT SCH# 85100813 AND THE FINAL ENVIRONMENTAL IMPACT REPORT FOR THE REDEVELOPMENT PLAN FOR THE CAPITOLA MALL/GRACE STREET NEIGHBORHOOD REDEVELOPMENT PROJECT IN MAKING ITS DECISION.
2. THE PROJECT WILL BENEFIT THE CITY OF CAPITOLA AND BENEFITS TO THE COMMUNITY AND ITS RESIDENTS OUTWEIGH ANY UNAVOIDABLE NEGATIVE IMPACTS.
3. THE USE WILL BE CONSISTENT WITH THE GENERAL PLAN AND LCP.
4. THE USE WILL NOT BE DETRIMENTAL TO THE HEALTH, SAFETY, PEACE, MORALS, COMFORT, OR GENERAL WELFARE OF PERSONS IN THE VICINITY OR CITY.
5. THE APPLICATION, SUBJECT TO THE CONDITIONS IMPOSED, WILL SECURE THE GENERAL PURPOSES OF THE ZONING ORDINANCE AND THE GENERAL PLAN.
6. THE MAP CONFORMS TO THE GENERAL PLAN AND ZONING ORDINANCE.



Recording requested by  
Santa Cruz Metropolitan  
Transit District

When recorded, mail to  
Santa Cruz Metropolitan  
Transit District  
230 Walnut Avenue  
Santa Cruz, CA 95060

RECEIVED

NOV 25 1991

FINANCE DEPT.  
S.C. MET. TRANS. DIST.

RECORDED  
AT THE OFFICE  
SANTA CRUZ COUNTY  
OFFICIAL RECORDER  
RICHARD W. BEDIA  
RECORDER  
SEP 18 1 49 PM '91  
S.C. Metro Dist  
D  
T

GRANT OF EASEMENTS AND AGREEMENT

This grant of easements and agreement is made and entered into this 21st day of August, 1987, by and between CAPITOLA MALL ASSOCIATES, a California Limited Partnership (hereinafter "Grantor"), and the SANTA CRUZ METROPOLITAN TRANSIT DISTRICT (hereinafter "Grantee").

1. RECITALS

Grantor is the owner of a tract of land with commercial improvements thereon (hereinafter "Grantor's Property") consisting of a portion of the regional shopping center commonly known as Capitola Mall (hereinafter "the Center"), located in the City of Capitola, County of Santa Cruz, State of California, and more particularly described in Exhibit "A" attached hereto and incorporated by reference herein.

Grantee is a public agency engaged in providing transit services to members of the public including those traveling to and from the Center. In connection therewith, Grantor has agreed to grant Grantee easements over Grantor's Property and certain other rights, upon the terms and conditions set forth herein.

2. GRANT OF EASEMENTS

Grantor hereby grants to Grantee easements as hereinafter described.

3. CHARACTER OF EASEMENTS

The easements granted herein is an easement in gross.

4. DESCRIPTION OF EASEMENTS

The easements granted herein are a right-of-way, a right to build, maintain, and operate transit passenger amenities, and a right to use such easements for the purposes described herein.

## 5. GRANT OF EASEMENTS

### 5.1 General

Grantor hereby grants to Grantee the easements and rights-of-way described herein.

The location of the easements and rights-of-way granted herein is outlined on Exhibit B hereto, which is incorporated herein and by reference made a part hereof. Said location consists of "Zone 1" (location of Grantee Transit Center), "Zone 2" (area of overflow Grantee bus parking, loading and unloading for cause), "Zone 3" (location of restroom for use by Grantee personnel) and the circulation rights-of-way for vehicles utilized by Grantee.

### 5.2 Zone 1--Transit Center

It is intended by Grantor and Grantee that Zone 1 shall be designated and reserved for Grantee's exclusive use, excepting normal pedestrian use of sidewalks and that said area shall not be used for vehicular parking or for passenger loading or unloading by other persons, provided that Grantor shall not be responsible for enforcement of such right of exclusive use of said area, other than provision of security services as delineated in Exhibit D. Grantee's right to use Zone 1 shall include, without limitation, the right of ingress and egress of all types of buses and support, supervisory, and other vehicles employed in Grantee operations; parking of said vehicles in the area designated for bus parking; the loading, unloading, waiting and transferring of Grantee passengers and incidental baggage; and the construction, installation, maintenance, and repair of transit passenger amenities and safety improvements (including, without limitation, shelters; benches; trash receptacles; electrical and communications equipment, conduit and wiring and signage and incidental use of space for information booth as indicated on conceptual plan C-1).

### 5.3 Zone 2--Overflow Grantee Parking

Grantee shall have the limited right, as described in this paragraph, to expand use under the easements and agreement into the area designated as "Zone 2" in Exhibit B. Grantee may use Zone 2 for cause.

Cause shall be defined as a need to utilize Zone 2 after a determination has been made by Grantee that additional buses need to be assigned to the Center and that reasonable good faith efforts have been made to accommodate said buses in Zone 1.

Grantee shall notify Grantor in writing when such cause is expected to exist for other than unscheduled incidental use.

Use under the easements and agreement may expand into Zone 2 for bus parking during those time periods in which Zone 1 is full and cannot reasonably physically accommodate an additional bus. Buses parked in Zone 2 shall immediately move to Zone 1 after discharging passengers whenever there is a vacancy in Zone 1 and there is room for an additional bus. No more than three buses may be parked at any one time in Zone 2, and only if Zone 1 is full and cannot accommodate additional buses.

Grantee shall place no permanent benches, mark no curbs, place no permanent signs, or otherwise permanently designate on Grantor's property that Zone 2 is a bus parking or passenger loading and unloading area.

Grantor shall enter into no agreement with any third party and shall take no action that would render Zone 2 potentially unfeasible for Grantee bus parking, loading or unloading during the time of scheduled Grantee operations, if and when cause for Grantee use of Zone 2 has been determined to exist.

At all times, Grantor shall be responsible for making any and all arrangements for keeping Zone 2 usable for Grantee bus parking, loading and unloading during the time of Grantee-scheduled operations when cause for Grantee use of Zone 2 has been determined to exist. Such arrangement shall include, without limitation, the provision of a red curb along the entire length of the curb space in Zone 2.

#### 5.4 Zone 3--Restrooms

Such easements and agreement include easement and right-of-way over that portion of Grantor's Property designated as Zone 3, as shown on Exhibit "B," for the non-exclusive use by Grantee's personnel of the restroom facilities located thereon.

#### 5.5 Circulation Rights-of-Way

Such easements and agreement include easement and right-of-way along the circulation routes shown in Exhibit A for the ingress and egress of vehicles utilized by Grantee to provide transit services to members of the public including those travelling to and from the Center.

Grantor understands that the circulation routes shown in Exhibit A reflect routes in effect as of the date of this Agreement. Grantor further understands that these circulation routes are subject to change. Grantee has the right to use other circulation routes at the Center, provided said circulation routes are along main circulation corridors on Grantor's property. Nothing herein shall limit or otherwise adversely affect any right of Grantee to use such routes as any other member of the public may use such routes.

## 5.6 Secondary Easements

The easements granted herein includes incidental rights of maintenance, repair, and replacement except to the extent these rights may be modified by any side agreement entered into in writing between Grantor and Grantee.

## 5.7 Rules and Regulations

At the request of Grantor, Grantor and Grantee shall meet and confer on the establishment by Grantee from time to time of reasonable rules and regulations governing the bus stop waiting area for the convenience and safety of (i) passengers of Grantee, (ii) customers of businesses on other parts of the Center, and (iii) other persons in or about the Center.

## 6. CONSTRUCTION OF TRANSIT RELATED IMPROVEMENTS

Grantor shall construct in Zone 1, at Grantor's sole cost and expense, the transit related improvements described in Exhibit "C" attached hereto and incorporated by reference herein.

## 7. MAINTENANCE

Grantor agrees to sweep, clean, repair, stock, and maintain the easements in accordance with the terms and conditions set forth at Exhibit D, which is attached hereto and incorporated herein by reference, except that Grantee shall promptly clean up and remove at Grantee's expense any incidental substantive fuel or oil spill caused by Grantee in the course of Grantee's public transit operations.

## 8. INSURANCE/INDEMNIFICATION BY GRANTEE

Grantee, at its sole cost and expense, for the duration of the easements, shall obtain and maintain at a minimum all of the following insurance or self-insurance coverage. Grantee shall provide Grantor with certificates of insurance or other evidence in writing of the existence of such insurance coverages annually.

### 8.1 Vehicle Insurance

Grantee shall have vehicle liability coverage in the minimum amount of \$5,000,000.00 combined single limit each occurrence for bodily injury and property damage.

### 8.2 Liability Insurance

Grantee shall have Comprehensive General Liability Insurance coverage in the minimum amount of \$5,000,000.00 combined single limit, including bodily injury, personal injury, and property damage.



Grantee shall exonerate, indemnify, defend, and hold harmless (1) Grantor and its general partners and limited partners and their respective successors and assigns and (2) Capitola Mall management and businesses (including all officers, agents, and employees thereof), hereinafter collectively called "Grantor Parties," from and against any and all claims, demands, losses, damages, defense costs, or liability of any kind or nature that Grantor Parties may sustain or incur or which may be imposed upon them for injury to or death of persons, or damage to property as a result of, arising out of, or in any manner connected with Grantee's use of easements, or performance under the terms of these easements and agreement, and not arising out of the negligence or fault of the Grantor Parties. Such indemnification includes any damage to the person(s) or property(ies) of Grantor Parties and third persons.

### 9. INSURANCE/INDEMNIFICATION BY GRANTOR

Grantor, at its sole cost and expense, for the duration of the easements, shall obtain and maintain at minimum all of the following insurance or self-insurance coverage. Grantor shall provide Grantee with certificates of insurance or other evidence in writing of the existence of such insurance coverages annually.

#### 9.1 Liability Insurance

Grantor shall have Comprehensive General Liability Insurance coverage in the minimum amount of \$5,000,000.00 combined single limit, including bodily injury, personal injury, and property damage.

Grantor shall exonerate, indemnify, defend, and hold harmless Grantee (including all officers, agents, and employees thereof), hereinafter collectively called "Grantee Parties," from and against any and all claims, demands, losses, damages, defense costs, or liability of any kind or nature that Grantee Parties may sustain or incur or which may be imposed upon them for injury to or death of persons, or damage to property as a result of, arising out of, or in any manner connected with Grantor's use of easements, or performance under the terms of these easements and agreement, and not arising out of the negligence or fault of the Grantee Parties. Such indemnification includes any damage to the person(s) or property(ies) of Grantee Parties and third persons.

10. ENTIRE AGREEMENT

This instrument contains the entire agreement between the parties relating to the rights herein granted and the obligations herein assumed. Any oral representations or modifications concerning this instrument shall be of no force or effect excepting subsequent modifications in writing, signed by the party to be charged.

11. BINDING EFFECT

This instrument shall bind and inure to the benefit of the respective heirs, personal representatives, successors, and assigns of the parties hereto and shall run with the Grantor's property.

12. NOTICES

All notices under these easements and agreement shall be deemed duly given upon delivery, if delivered by hand, or three (3) calendar days after mailing, if sent by registered mail, return receipt requested to a party hereto at the address hereunder set forth or to such other address as a party may designate by written notice:

Grantor:	:	Grantee
General Partner	:	Secretary/General Manager
Capitola Mall Associates	:	Santa Cruz Metropolitan
3000 Sand Hill Road, 1-150	:	Transit District
Menlo Park, Ca 94025	:	230 Walnut Avenue
	:	Santa Cruz, CA 95060

13. TERM

Unless sooner terminated pursuant to Paragraph 14 hereof, these easements and agreement granted by Grantor to Grantee herein shall continue in effect indefinitely so long as the Center is open to the general public and is being operated, or is temporarily not open for business during any period of reconstruction or other interruption incidental to its operation, or otherwise temporarily suspended. These easements and agreement granted herein shall terminate when the foregoing conditions no longer exist. The then record owners of Grantor's Property and the Grantee shall execute, acknowledge, and cause to be recorded in the Office of the Santa Cruz County Recorder an instrument referring to this Agreement which confirms such termination.

14. AMENDMENT AND TERMINATION

These easements and agreement may be amended or terminated, in whole or in part, only by a written agreement

executed by the then respective record owners of Grantor's Property and by Grantee. No amended easements and agreement shall be effective until recorded in the Office of the Santa Cruz County Recorder.

15. SEVERABILITY -

Invalidation of any one of the covenants or provisions contained herein by judgment or court order shall obligate both parties to renegotiate in good faith reasonable revisions to these easements and agreements.

16. EFFECTIVE DATE

These easements and agreement executed as of the date hereof, shall take effect only upon, from, and after its recording in the Office of the Santa Cruz County Recorder. Grantor hereby warrants that it shall be the owner of record as of the date of execution and the day of recordation of these easements and agreement.

IN WITNESS WHEREOF, the parties hereto have executed this instrument the day and year first above written.

"Grantor"

CAPITOLA MALL ASSOCIATES  
a California Limited Partnership

Date June 11, 1987

By *John F. deBenedictis*  
*General Partner*

Date \_\_\_\_\_

By \_\_\_\_\_

"Grantee"

SANTA CRUZ METROPOLITAN  
TRANSIT DISTRICT

Date August 21, 1987

By *[Signature]*

Assessor's Parcel Number: 34-261-8

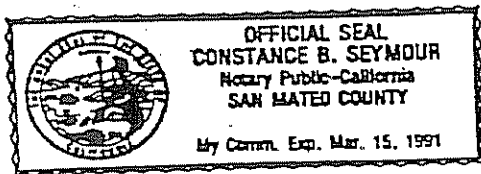
19-F-7

Acknowledgment

State of California /  
County of San Mateo / ss

On June 11, 1987, before me, Constance B. Seymour, a Notary Public for the State of California, personally appeared John L. deBenedetti known to me, or proved to me on the basis of satisfactory evidence to be the general partner of the partnership that executed the within instrument and acknowledged to me that such partnership executed the same.

IN WITNESS WHEREOF I have hereunto set my hand and affixed my official seal, in the \_\_\_\_\_, County of San Mateo, on the date set forth above in this certificate.



Constance B. Seymour  
Notary Public, State of California  
My commission expires 3/15/91

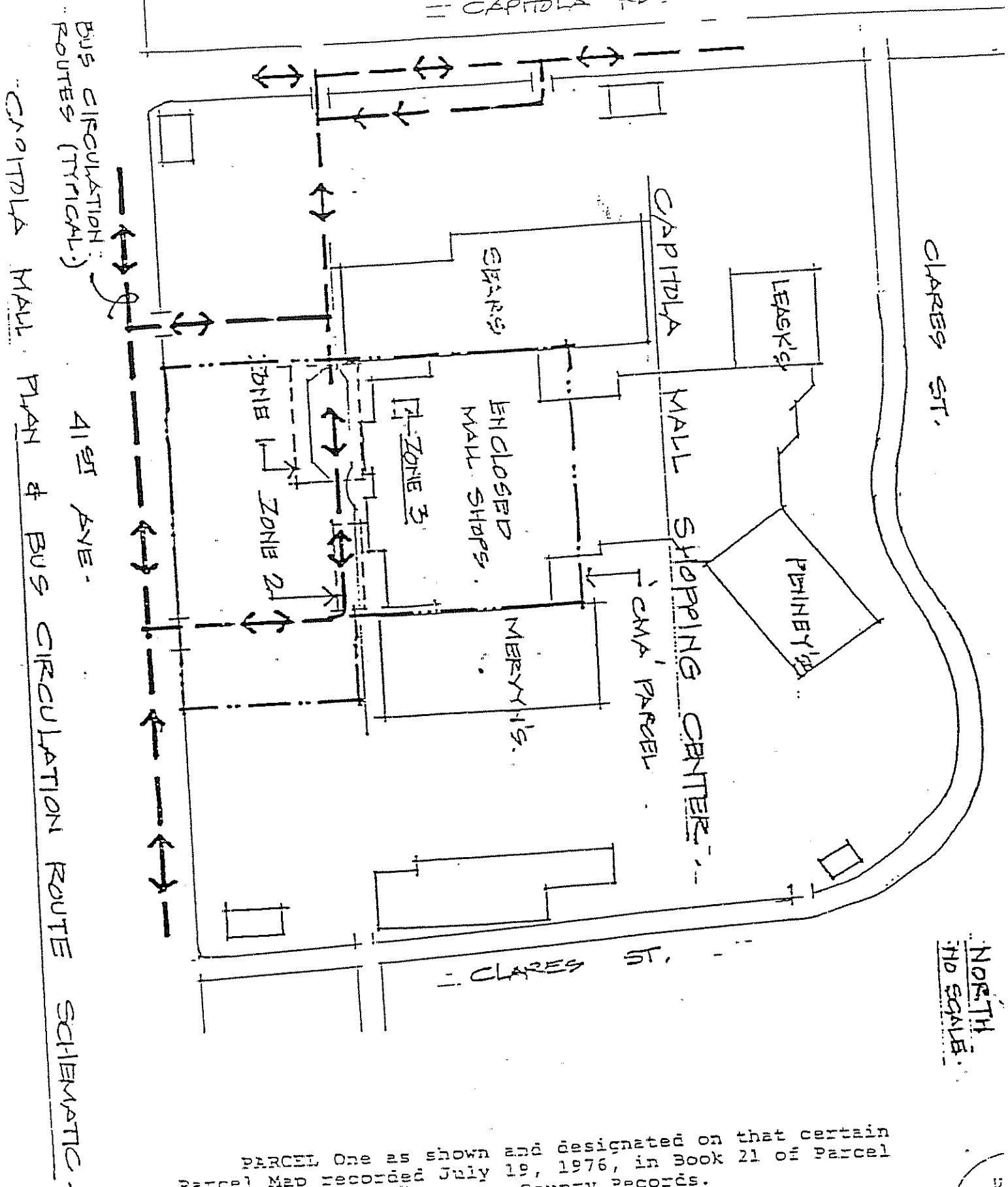
Acknowledgment

State of California |  
County of Santa Cruz | ss

On August 21, 1987, 1987, before me,  
Jonathan Wittwer personally appeared  
Chief Deputy County Counsel,  
Scott L. Galloway  
known to me, or proved to me on the oath of np

to be the General Manager of the  
Santa Cruz Metropolitan Transit District that executed the within  
instrument and acknowledged to me that such District executed the  
same.

Jonathan Wittwer

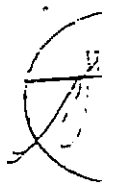


NORTH  
NO SCALE

PARCEL One as shown and designated on that certain Parcel Map recorded July 19, 1976, in Book 21 of Parcel Maps, Page 74, Santa Cruz County Records.

EXHIBIT 'A'

19-F-9



CAPITOL MALL PLAN & BUS CIRCULATION ROUTE SCHEMATIC.

BUS CIRCULATION ROUTES (TYPICAL)

41ST AVE.

CAPITOL MALL

CLARES ST.

CLARES ST.

CAPITOL MALL

SHOPPING CENTER

SEARS

LEASK'S

PENNEY'S

ENCLOSED MALL SHOPS

MERRY'S

CMA PARCEL

ZONE 1

ZONE 2

ZONE 3

41ST AVE.

CAPITOLA MALL SHOPPING CENTER

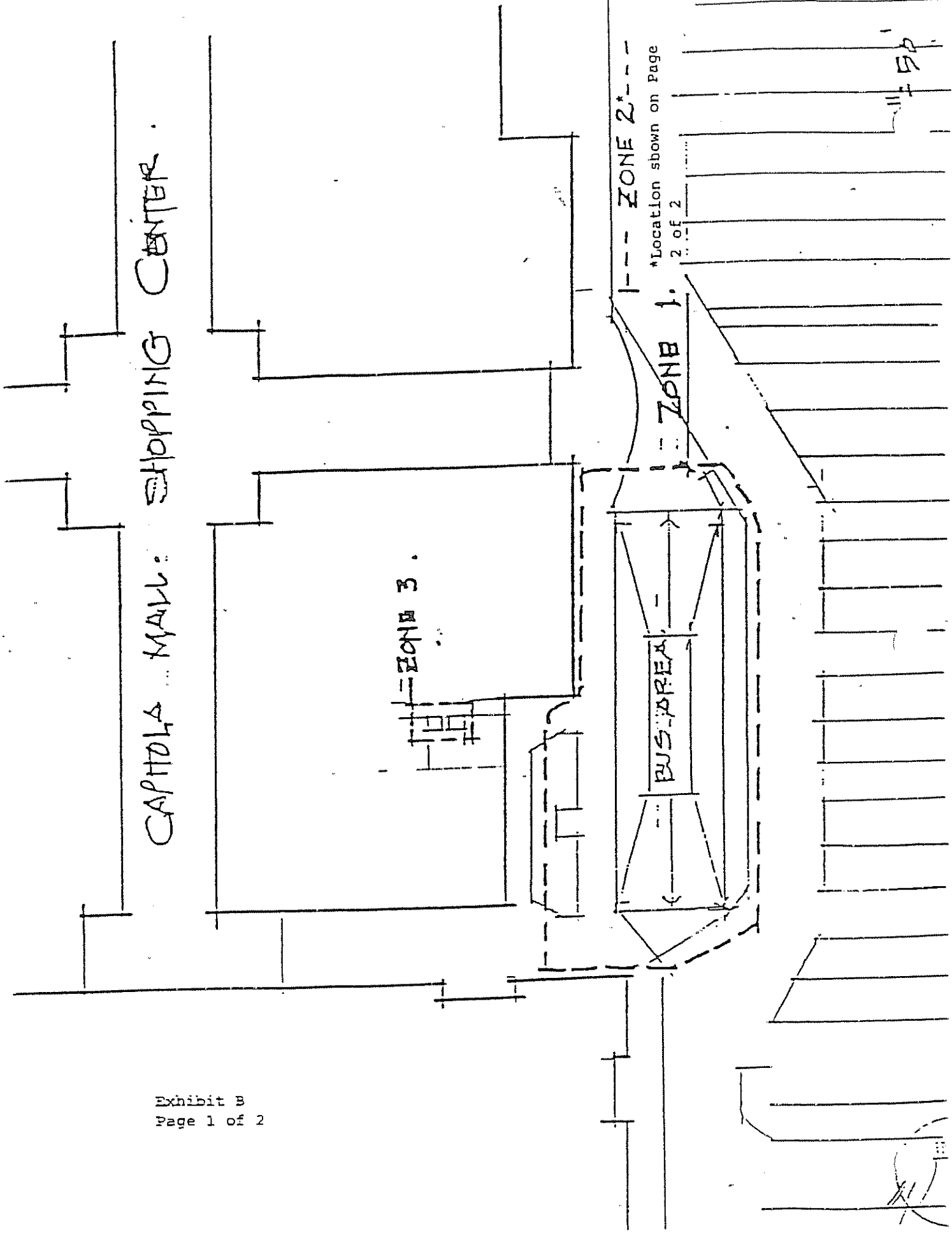


Exhibit B  
Page 1 of 2

19-F-10

INCREASE RADIUS OF ISLAND

REMOVE 5' OF ISLAND

WHEELCHAIR RAMP

ELECT. JUNCTION BOX

ZONE 2

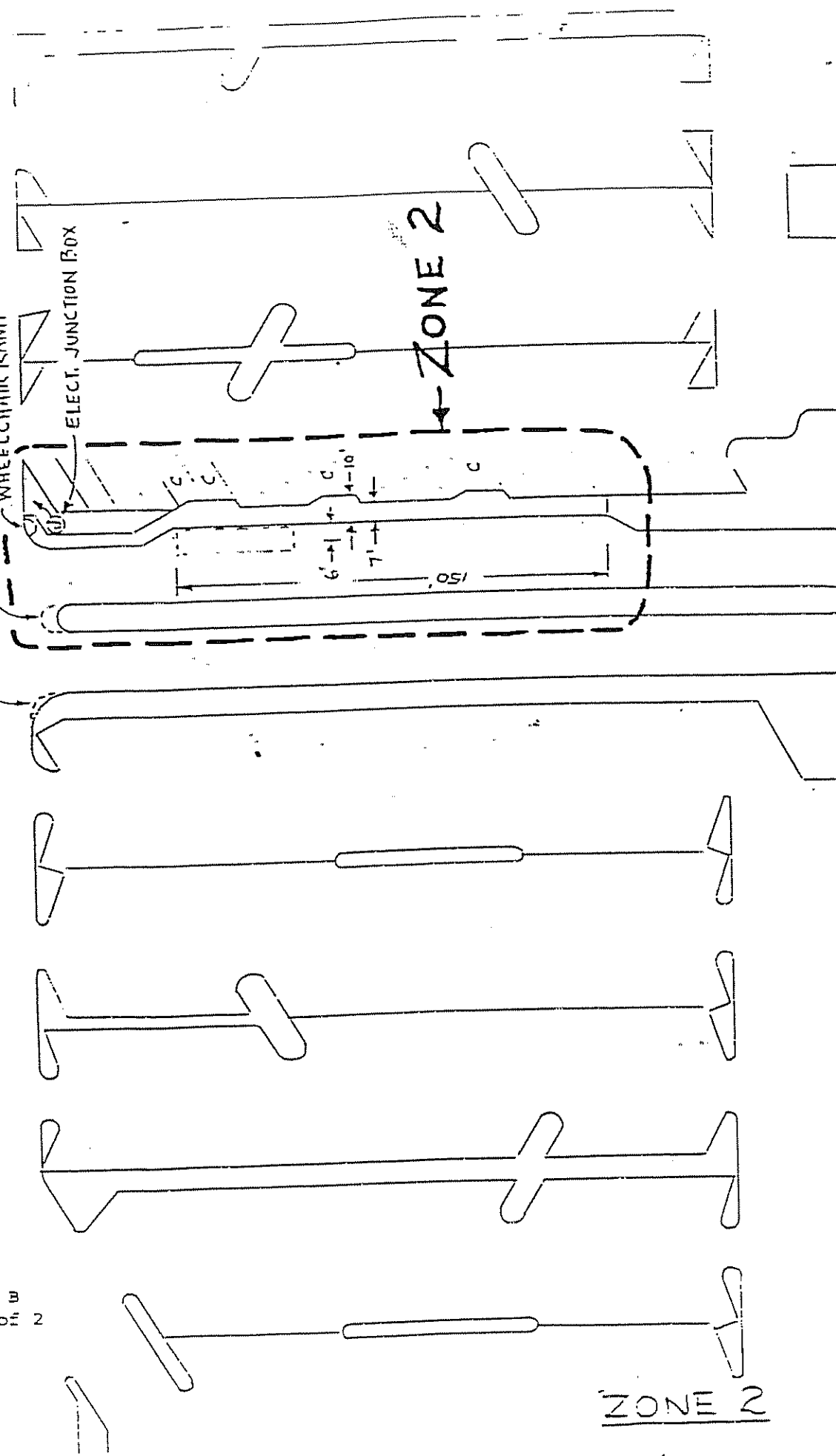


EXHIBIT "C" TO EASEMENTS AND AGREEMENT  
CONSTRUCTION AGREEMENT

1. GENERAL

Grantor agrees to improve the Grantor's property by construction of a transit center and related improvements in accordance with the conceptual plan attached hereto as Exhibit C-1 entitled "Capitola Transit Center - Zone 1 Improvements"

and, by reference, made a part hereof.

All materials, articles, and equipment incorporated into the work shall be new. The quality of all workmanship and materials shall be first class. Every part of the work shall be accomplished by workers, laborers, mechanics, or tradespersons especially skilled in the class of work required.

Where the conceptual plan describe portions of the work in general terms, but not in complete detail, it is understood that only the best general practice is to prevail and that only materials and workmanship of the first quality are to be used.

2. INCORPORATION OF GRANTEE IMPROVEMENTS INTO PLANS AND SPECIFICATIONS FOR CONSTRUCTION WORK

Grantee shall provide Grantor with functional specifications and design criteria for improvements to be included at Grantee's expense. Grantor shall include said improvements in applicable construction plans and specifications for Zone 1 and shall obtain all permits, licenses, and other governmental approvals authorizing their construction.

3. REVIEW AND APPROVAL OF DESIGN AND CONSTRUCTION PLANS AND SPECIFICATIONS FOR GRANTOR IMPROVEMENTS

Grantee shall provide Grantor with functional specifications and design criteria for improvements to be constructed at Grantor's expense, including, without limitation, bus and passenger waiting areas, shelters, benches signage and various equipment and passenger amenities. Grantee shall review preliminary design and construction plans and specifications for consistency with Grantee requirements. Grantee shall also review other Grantor improvements affecting Zone 1, including, without limitation, site plans, elevations, drainage plans, electrical and mechanical drawings. Grantee has the right to approve final plans and specifications including quality standards for all Grantor and Grantee-funded improvements in Zone 1 prior to construction.



#### 4. APPROVAL OF ATTACHMENTS TO SEARS' WALL

In the event improvements in Zone 1 are attached to or otherwise encroach on property owned by Sears, Grantor shall obtain approval for said encroachments or provide functional alternative subject to approval of Grantee, which approval shall not be unreasonably withheld.

#### 5. COMPLIANCE WITH LAW

Construction shall comply with applicable statutes, ordinances, regulations, laws and codes, including, but not limited to, fire, safety, and health codes. Where conflicts exist, local and state codes and ordinances shall govern.

#### 6. RESPONSIBILITY FOR EXPENSE

Grantor agrees that the work described in this Construction Agreement shall be performed at Grantor's sole expense, unless otherwise specified on the conceptual plan. Additional work required by any agency issuing permits, licenses and approvals shall be performed at Grantor's sole expense. Without exception or limitation, unless otherwise noted on the plans and specifications, Grantor understands that Grantor shall bear the complete expense of all work performed under this Construction Agreement (including repairs and replacements as may be required herein), including, but not limited to expenses for labor, materials, tools, transportation, equipment, incidentals, and other items and services necessary to complete the work as specified herein. As part of its obligation, Grantor shall obtain, at its own expense, all permits and licenses necessary to perform and complete the work and shall pay all fees required by any governmental agency for any portion of the work.

#### 7. TIMELINE FOR COMPLETION OF WORK

All work shall be completed no later than the completion date of the expansion of the Center.

Grantor shall take all steps necessary to ensure that the work is carried out with sufficient force, equipment, and resources to meet the specified deadline.

Grantor shall take all steps necessary to minimize disruption of Grantee's transit operations during construction and shall provide an alternative site with sufficient space for Grantee to conduct transit operations during the construction in Zone 1. Such temporary relocation of Grantee's operations shall not exceed a period of four (4) months.

#### 8. RESPONSIBILITY FOR WORK/INSURANCE/INDEMNITY

Until the work is completed in accordance with this Construction Agreement, Grantor shall have the charge and care thereof and shall bear the risk of injury or damage to any part of the work by the action of the elements, the nature of the work, the public enemy, or from any other cause. Grantor shall assume all risk and liability of every description connected with the work and shall bear all expenses incurred by or in consequence of any suspension or discontinuance of the work. Grantor shall, at its own cost, rebuild, repair, restore, and make good all such damages to any portion of the work occasioned by any of such causes before its completion. Grantor shall hold harmless Grantee from and against any and all claims, demands, losses, damages, defense costs, or liability of any kind or nature that Grantor may sustain or incur as a result of actions under this construction agreement.

Grantor shall be responsible for any and all claims that may be a lien against the Grantor's property.

Grantee shall not be deemed a principal, partner, or joint venturer in relation to Grantor or any of said work that may be performed by Grantor.

Grantor, its contractors, and the Capitola Mall management shall allow reasonable access to Zone 1 by Grantee's designated construction inspector at all times during the progress of the work and at any time prior to completion and final acceptance thereof. Should any portion of the work done or any materials, articles, or equipment delivered fail to comply with the requirements of this Construction Agreement such work, materials, articles, or equipment shall be rejected and shall immediately be made satisfactory to the Grantee by Grantor, at no expense to the Grantee, unless related to improvements made at Grantee's expense as noted on the plans and specifications.

#### 10. GUARANTEE

Grantee shall enjoy the full benefit of a guarantee of the work by Grantor and of any guarantee included in any contract or understanding between Grantor and any contractor or subcontractor for work performed pursuant this Construction Agreement in Zone 1. Upon notification by Grantee of a defect in workmanship or materials, Grantor shall expeditiously repair or replace, or cause to have repaired or replaced, any work covered under said guarantees. Said repairs and replacements shall be completed within a reasonable amount of time.

EXHIBIT "D" TO EASEMENTS AND AGREEMENT  
SITE AND JANITORIAL MAINTENANCE AGREEMENT

1. GENERAL

For the duration of the easements and agreement, Grantor shall sweep, clean, maintain, and repair Zone 1 and Zone 3 of the easement, and keep same in good repair and condition. Grantor's obligation shall, without limiting the generality thereof, include the responsibilities described in this Site and Janitorial Maintenance Agreement.

2. SITE AND JANITORIAL MAINTENANCE

Grantor shall perform or cause to have performed in an expeditious and diligent manner the maintenance, repair, and miscellaneous work described herein. Unless specified otherwise, all work shall be performed in accordance with the best applicable industry standards.

Grantor's minimum guaranteed levels of effort to perform said work are listed below.

A. General cleanup and area maintenance

2 hours/day x 360 days/year = 720 hours/year

B. Restroom maintenance

1 hour/day x 360 days/year = 360 hours/year

C. Steamcleaning

4 hours/month x 12 months/year = 48 hours/year

D. Security

1 hour/day x 360 days/year = 360 hours

2.1 Asphalt And Concrete Surfaces

Grantor shall provide for the repair and resurfacing of all asphalt and concrete surfaces. Such work shall include keeping the surfaces in a smooth, safe, and evenly covered condition with the same type, cross-section, and depth of surfacing and undersurfacing material specified or installed in accordance with the conceptual plans in the Construction Agreement, or such substitute as shall in all respects be equal in quality, use, safety, and durability. Notwithstanding, Grantor shall provide at least one complete asphalt overlay in Zone 1 during each ten (10) year period commencing at the date of completion and grantee acceptance

of the improvements described in the Construction Agreement for said zone. All overlays, concrete, asphalt, and site work shall meet or exceed industry standards.

## 2.2 Lighting

Grantor shall provide for the operation, maintenance, and repair of all light fixtures contributing substantive amounts of light to Zone 1 of the easement (defined as all light fixtures within a range of fifty [50] feet from any point along the perimeter of Zone 1) such that 95% of all such light fixtures are operating and fully functional at any given time from dusk to one hour after the last scheduled bus, and security lighting from that time until dawn, 365 days per year in accordance with original design and efficiency standards.

## 2.3 Repair And Maintenance of Other Improvements

Grantor shall provide for the repair and maintenance of all bus shelters, awnings, benches, waste receptacles, perimeter walls, and other structures and improvements constructed or installed by Grantor excepting improvements installed at Grantee's expense under the Construction Agreement portion of the easements and agreement.

## 2.4 Signs And Striping

Grantor shall provide for the maintenance, painting, and repair of all surface information and directional signs, markers, lines, and striping installed in accordance with the Construction Agreement. Grantor's level of effort and expense shall be sufficient to ensure that all such signs, markers, lines, and striping are at all times clearly functional, delineated, distinguishable, and safe to bus operators, the general public, and other interested parties. Grantor shall install no signs, markers, lines, or striping in Zone 1 not specified in the Construction Agreement without the written consent of Grantee.

## 2.5 Landscaped Areas

Grantor shall provide for the maintenance of all landscaped areas, including keeping said areas at all times adequately weeded, fertilized and watered, and replacing plants, shrubs, groundcover, and other landscaping as necessary to maintain a pleasing and fecund appearance in accordance with the best known landscaping practices.

## 2.6 General Site Cleaning

Grantor shall provide general site cleaning in Zone 1 of Grantor's property. Grantor's level of effort and expense shall be sufficient to maintain said zone at all times in a

clean, safe, orderly, and visually pleasing condition, including (1) sweeping; (2) removal of trash, rubbish, garbage, dirt and other refuse from shelters, awnings, benches, perimeter walls, signs and markers, concrete and asphalt surface areas, landscaped areas, and waste receptacles; and (3) steamcleaning. Steamcleaning shall be performed on all concrete surface areas in Zone 1 not less than once per month.

## 2.7 Janitorial Maintenance—Restroom Area

Grantor shall clean, maintain, and repair restroom facility in Zone 3 in accordance with the best industry practices. Restroom shall be restocked as often as necessary at no additional cost to Grantee to ensure an adequate and continuous supply of soap, paper goods, and other supplies required or otherwise advisable according to law, good sanitary practices, or good industry practices. Restroom fixtures, amenities, and condition shall at all times meet or exceed those in effect at the date of these easements and agreement.

## 2.8 Security

Grantor shall provide security services for Zone 1 as needed, but no less than described under paragraph 2D of this Exhibit

# 3. PROMPT REPORTING AND REPAIR OF DEFICIENCIES

## 3.1 General

Grantor shall provide for preventive maintenance and repair to ensure prompt reporting and correction of all deficiencies of any nature in any of the above requirements. Notwithstanding, Grantee may, at its option, report such deficiencies directly to Grantor or Grantor's delegate. Regardless of reporting source, all such deficiencies shall be corrected by Grantor in an expeditious manner with due diligence in a reasonable amount of time. Grantor understands that Grantee is a common carrier providing transportation for the convenience, welfare, and safety of the public. Grantor further understands that the repair, maintenance, and overall condition of Grantor's property has a direct impact on the public's enjoyment of said services and on Grantee's ability to provide said services in a safe, consistent, and effective manner.

## 3.2 Grantee's Right to Maintain

Except in the case of emergency, in which Grantee may forthwith perform such maintenance and repair, if Grantor fails or refuses to adequately fulfill any of its obligations under this Site and Janitorial Maintenance

Agreement, within fifteen (15) calendar days after written demand by Grantee to do so, Grantee may so perform and Grantor shall pay to Grantee on demand the cost thereof plus interest on such costs at the highest legal rate until paid; or Grantee may at its option deduct the amount of such cost plus such interest thereon from the consideration otherwise due Grantor hereunder until said amount has been paid in full.

#### 4. CONSIDERATION

##### 4.1 General

In exchange for Grantor's covenant adherence to the provisions of this Site and Janitorial Maintenance Agreement, Grantee shall pay Grantor the sum ("Maintenance Sum") of \$10,000.00 per year. Payment of quarterly installments of the Maintenance sum will be made each quarter upon receipt of written demand from Grantor to Grantee at the address shown under the paragraph entitled "Notices" in these easements and agreement. The first quarterly payment for the first year of the Maintenance Sum shall be due ninety (90) days after the date of completion and Grantee acceptance of the Zone 1 improvements described in the Construction Agreement (the "Effective Date").

Grantee shall also pay to Grantor the sum of One Thousand Dollars (\$1,000) per year in quarterly installments ninety (90) days after the above described Effective Date for the first year and continuing thereafter on a quarterly basis as a contribution to a reserve fund to be maintained by Grantor and used by Grantor solely for the periodic repair and/or overlay of the circulation routes over Grantor's property shown on Exhibit A.

##### 4.2 Periodic Cost-of-Living Adjustment

The Maintenance Sum is subject to adjustment at the commencement of one (1) year after the Effective Date (the "Adjustment Date").

The base of computing the adjustment is the Consumer Price Index for All Urban Consumers for San Francisco-Oakland (base year = 1967) by the United States Department of Labor, Bureau of Labor Statistics ("Index"), which is in effect on the date of the Rent Effective Date ("Beginning Index"). The Index published most immediately preceding the adjustment date in question ("Extension Index") is to be used in determining the amount of the adjustment. If the Extension Index has increased over the Beginning Index, the Maintenance Sum due for the following year (until the next adjustment) shall be set by multiplying the Maintenance Sum by a fraction, the numerator of which is the Extension Index

and the denominator of which is the Beginning Index.

If the Index is changed so that the base year differs from that in effect when the Rent Effective Date commences, the Index shall be converted in accordance with the conversion factor published by the United States Department of Labor Statistics. If the Index is discontinued or revised during the term, such other government index or computation with which it is replaced shall be used in order to obtain substantially the same result as would be obtained if the Index had not been discontinued or revised.

Agreement

Concerning the agreement for Transit Facilities required by the conditions to approval of application AS/CUP/MLD/86-168: Capitola Mall Associates and Capitola Mall Associates II agree to be bound by whichever of the following is selected by City of Capitola: The agreement with the transit district submitted in July 1987 for City Council approval, that agreement as modified and approved by the City Council at its first July meeting, or any alternative approved by the City Council which is not more burdensome.

August 6 1987  
date

City of Capitola, by

S. Burrell  
S. Burrell, city manager

CMA, by general partners

John L. de Benedetti  
John L. de Benedetti

Jack R. Taylor  
Jack R. Taylor

Timothy Sheehan



Agreement


Concerning the agreement for Transit Facilities required by the conditions to approval of application AS/CUP/MLD/86-168: Capitola Mall Associates and Capitola Mall Associates II agree to be bound by whichever of the following is selected by City of Capitola: The agreement with the transit district submitted in July 1987 for City Council approval, that agreement as modified and approved by the City Council at its first July meeting, or any alternative approved by the City Council which is not more burdensome.

8/6/87  
date

City of Capitola, by

  
\_\_\_\_\_  
S. Burrell, city manager

CMA, by general partners

  
\_\_\_\_\_  
John L. de Benedetti

\_\_\_\_\_  
Jack R. Taylor

\_\_\_\_\_  
Timothy Sheehan

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

**DATE:** October 19, 2001  
**TO:** Board of Directors  
**FROM:** Mark J. Dorfman, Assistant General Manager  
**SUBJECT:** CONSIDER PROPOSAL FROM COMMUNITY BRIDGES FOR  
CONTRACT EXTENSION INCLUDING RATE ADJUSTMENTS

## I. RECOMMENDED ACTION

Staff recommends that the Board of Directors authorize the General Manager to execute an extension of the current contract with Community Bridges for the operation of the ADA Paratransit Service through June 30, 2002 subject to the specific recommendations described in the staff report.

## II. SUMMARY OF ISSUES

- District staff has had meetings with Community Bridges to work out details for an extension through June 30, 2002 for the Operation of the ADA Paratransit Program.
- Community Bridges has had increased costs due to the recent contract settlement with the United Transportation Union.
- The District has seven (7) ADA Paratransit vehicles that can be added into service. The District has a strong interest in tying the operation of these vehicles to the contract.
- The District requested a comprehensive proposal from Community Bridges.

## III. DISCUSSION

On August 21, 2001 District staff met with representatives of Community Bridges to discuss a series of issues related to the operation of the District's ADA Paratransit Service. At that meeting, Community Bridges was requesting an increase in their rates to cover their increased costs as a result of their recent contract with the United Transportation Union. District staff proposed at that time that Community Bridges instead present the District with a comprehensive proposal that would address a series of issues. First, the District was interested in a contract extension through June 30, 2002 to assist in the development of the Request for Proposal for the new contract that would be competitively procured. Second, the District was interested in a plan to place the recently acquired paratransit vans into service and tie them to the contract. Third, the District was interested in providing Community Bridges with the necessary flexibility to revise the current 70/30 ratio to allow Community Bridges a mechanism to negotiate with their subcontractors. The District was willing to provide Community Bridges with the opportunity to renegotiate their arrangements with their subcontractors and not be bound by the existing

agreement (70/30 ratio) if there was a benefit to the District. Lastly, Community Bridges needed to address the requests of Santa Cruz Transportation regarding a rate increase.

Community Bridges has agreed to the District's request to extend the contract through June 30, 2002. Community Bridges has agreed that their rates – Van Rides and Dispatch Fees shall not increase more than 4% from January 1, 2002 through June 30, 2002. In order that this be realized, Community Bridges is proposing that they operate 60% of the rides. This represents a 100% increase in rides carried by Lift Line.

Lift Line is requesting five (5) of the minivans and two (2) of the District's Champion buses to provide this level of service. The remaining two (2) vans would be assignable by Lift Line as they see fit to accommodate service levels.

The last issue is how they are proposing to deal with the rate increase from Santa Cruz Transportation. Santa Cruz Transportation has been receiving a rate below that charged to the general public as per Resolution NS-247,917 (Attachment A). Santa Cruz Transportation has proposed charging a flat rate of \$3.50 per mile for the operation of sedans and handicabs and \$3.30 per mile for Metro Accessible Vans (Attachment B). Lift Line is proposing paying *the existing Taxicab Rate Structure* to Santa Cruz Transportation for the use of its taxicabs. This would eliminate the different rates for taxicabs that is now in the Santa Cruz Ordinance. Lift Line's contract with Santa Cruz Transportation allows for a 5% discount on the rates provided. This proposal removes the issue of what Santa Cruz Transportation is entitled to for an increase as Lift Line would be paying the published rates for rides in Santa Cruz less a 5% discount. Any rate changes would then be left to the Santa Cruz City Council.

In order to evaluate the impacts of these proposed changes, it is important to understand what the cost would be with no changes to the existing agreements.

	Billings	Rides	Cost/Ride	% Increase
99/00 - ACTUAL	\$ 2,261,728	103,074	\$ 21.94	
00/01 - ACTUAL	\$ 2,396,780	101,542	\$ 23.60	7.6%
01/02 (3 mos) - ACTUAL	\$ 634,770	26,186	\$ 24.24	2.7%
9 Month - No contract changes	\$ 1,792,393	73,843	24.27	
Projected 01/02 - No Change	\$ 2,427,163	100,029	24.26	2.8%
Additional Cost	\$ 30,383			

The above chart shows the actual cost for FY 99/00 and 00/01. Actual expenses for the first three months of this year are also shown. Using the current taxicab rates and the current Lift Line rate structure as well as the current ride distribution, we would spend \$30,383 more than what was spent last year for slightly less rides.

The next chart shows some of the same information, but uses the current Santa Cruz Taxicab Ordinance with the 5% Lift Line discount, the existing rate structure for Courtesy Cab, and a ride distribution of 60% for Lift Line.

	Billings	Rides	Cost/Ride	% Increase
99/00 - ACTUAL	\$ 2,261,728	103,074	\$ 21.94	
00/01 - ACTUAL	\$ 2,396,780	101,542	\$ 23.60	7.6%
01/02 (3 mos) - ACTUAL	\$ 634,770	26,186	\$ 24.24	2.7%
9 month - Contract Extension	\$ 1,826,285	73,843	\$ 24.73	
Projected 01/02 - Contract Extension	\$ 2,461,055	100,029	\$ 24.60	1.5%
Additional Cost	\$ 64,275			

As can be seen from this chart, the increased cost under this scenario is \$64,275, or a net increase over the status quo of \$33,892. This includes the impact of the contract settlement between the United Transportation Union and Community Bridges. The entire proposal document from Community Bridges is provided as Attachment C.

The District has budgeted enough funds to cover these increased costs as staff has projected an increase of the ride total from last year. This provides the cushion necessary to absorb the cost increases. Staff therefore recommends that the General Manager be authorized to negotiate a contract extension with Community Bridges that will allow for the operation of the ADA Paratransit Program through June 30, 2002, allow for the assignment of the ADA Paratransit Vans to the ADA Paratransit Contract, discuss with Community Bridges the possibility of using two (2) Champion buses, remove the 70%/30% ride distribution from the existing agreement, and limit any cost increases on January 1, 2002 to no more than 4%, and to add whatever language is necessary to the contract extension to comply with these items and District Counsel.

#### IV. FINANCIAL CONSIDERATIONS

Based upon the information provided by Community Bridges and the assumptions made in the staff report the cost of this proposal is estimated to cost an additional \$33,892 on an annual basis. This is based upon the usage rate of 100,029 trips.

#### V. ATTACHMENTS

- Attachment A Santa Cruz City Resolution NS-247,917
- Attachment B Santa Cruz Transportation Letter
- Attachment C Proposal from Community Bridges

COPY  
FILE COPY

RESOLUTION NO. NS-24,917

A RESOLUTION OF THE CITY COUNCIL  
OF THE CITY OF SANTA CRUZ RESCINDING  
RESOLUTION NO. NS-23,809 AND APPROVING  
NEW TAXI CAB RATES AND FARES

BE IT RESOLVED by the City Council of the City of Santa Cruz as follows:

That Resolution No. NS-23,809 is hereby rescinded.

BE IT FURTHER RESOLVED that the schedule of rates and fares set forth below are hereby approved.

Initial Charge	\$ 3.00
Mile Rate	\$ 2.25
Hourly Wait Rate	\$30.00
Minimum Charge	\$ 5.50

The senior citizen's discount is also hereby approved:

A 10% discount will be provided for persons presenting a senior citizen's discount card or other acceptable proof that the customer has attained the age of 60.

The Minimum Charge shall not apply to persons presenting a senior citizen's discount card or other acceptable proof that the customer has attained the age of 60.

BE IT FURTHER RESOLVED that, except as set forth under the terms of a service agreement, the schedule of rates and fares set forth below are hereby approved for rides provided to meet the Santa Cruz Metropolitan Transit District's paratransit service mandate under the American with Disabilities Act and other contracted rides for senior and disabled users:

Initial Charge	\$ 2.25
Mile Rate	\$ 2.00
Hourly Wait Rate	\$18.00

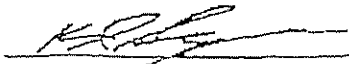
PASSED AND ADOPTED this 13th day of June, 2000, by the following vote:

AYES: Councilmembers: Fitzmaurice, Beiers, Hernandez, Mathews, Krohn;  
Mayor Sugar

NOES: Councilmembers: None

ABSENT: Councilmembers: Rothen

DISQUALIFIED: Councilmembers: None

APPROVED:   
Mayor

ATTEST:   
City Clerk

SANTA CRUZ TRANSPORTATION INC.  
131 Front Street  
Santa Cruz, CA 95060

(831) 423-6161

Mr. Mark Hartunian  
CTSA, Director  
Community Bridges  
236 Santa Cruz Avenue  
Aptos, CA 95003

Dear Mr. Hartunian:

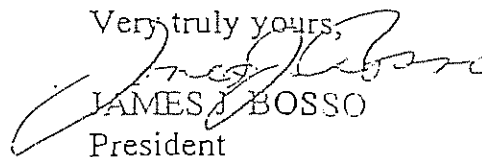
After careful review of our expenses, we would propose changing to the rate charged for paratransit services as follows:

Sedans and handicabs---- \$3.50 per mile  
Metro Accessible Vans--- \$3.30 per mile  
Paid No Service Charge-- \$10 for calls within a five mile radius of our office.  
\$20 for calls between five and ten miles  
\$30 for calls between ten and fifteen miles

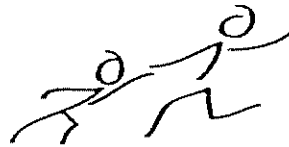
These amounts are based on our analysis of current mileages and usages by Community Bridges. This proposal would be valid for a six month period at which time we would reserve the right to revise them based on actual experience.

We assume that you will retain this proposal in confidence with the understanding that it shall not be conveyed to any other paratransit provider prior to their submission of a proposal.

If you have any questions, please call.

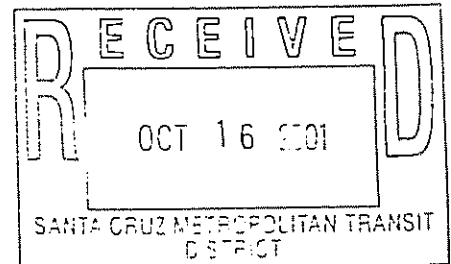
Very truly yours,  
  
JAMES J. BOSSO  
President

21-B-1



**COMMUNITY BRIDGES**  
Puentes de la Comunidad

Consolidated Transportation Services  
Agency  
236 Santa Cruz Ave, Aptos CA 95003  
(831) 688-8840 ext. 229



October 16, 2001

Les White, General Manager  
Santa Cruz Metropolitan Transit District  
370 Encinal St  
Santa Cruz, CA 95060

Dear Mr. White

Please accept this proposal for the ADA paratransit services to be provided by the Consolidated Transportation Services Agency for the remainder of the fiscal year 2001/2002.

Included:

1. A rate proposal for the period: November 1<sup>st</sup> 2001 through June 30<sup>th</sup> 2002
2. An expense analysis for fiscal years: 99/00, 00/ 01 and 01/ 02 (1<sup>st</sup> quarter).
3. An expense projection and analysis for the fiscal year: 01/ 02 (2<sup>nd</sup>, 3<sup>rd</sup>, & 4<sup>th</sup> quarters).

CTSA recommendation is represented on page three of this proposal.

The CTSA rate increase for the contract extension effective January 1<sup>st</sup> 2002 shall not exceed 4% if the following conditions are met:


1. Effective date of the acceptance of CTSA recommendation is November 1<sup>st</sup> 2001.
2. Minimum percentage allocation of 60% of rides to CTSA.

Should you require additional information, or have any questions concerning this proposal, please contact us at your convenience.

Respectfully,



Deana Davidson  
Lift Line Program Director  
(831) 688-8840 ext. 229



Mark L. Hartunian  
CTSA Division Director  
(831) 688-8840 ext. 225

C: Sam Storey, Executive Director



**CONSOLIDATED TRANSPORTATION SERVICES AGENCY**  
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**ADA Transportation Service Proposal-Fiscal Year: 2001/2002**

This proposal is submitted to the Santa Cruz Metropolitan Transit District for the ADA paratransit requirement remaining for the completion of the fiscal year: 2001/2002.

**A. Consolidated Transportation Services Agency's (CTSA) ADA Transportation Rate Structure**

The chart below details CTSA's current rate structure for ADA Transportation, and the proposed rate to be effective January 1<sup>st</sup> 2002. The proposed rate is reflective of a 4% "Cost of Living" increase to provide for increased operating expenses.

<b>CTSA ADA PARATRANSIT RATE STRUCTURE</b>				
	<b>BASE COST PER RIDE</b>	<b>DISPATCH FEE PER RIDE</b>	<b>*GRANTEE ALLOCATED</b>	<b>TOTAL COST PER RIDE</b>
<b>CURRENT</b>	\$ 15.91	\$ 4.70	15.9%	\$ 23.89
<b>PROPOSED (1/1/02)</b>	\$ 16.55	\$ 4.89	15.9%	\$ 24.85

*\*The grantee allocated rate is 13.7% of total expenditures. Excluding grantee allocated expenses it is 15.9% of all operating expenses. Grantee allocated allotment provides for fiscal management, legal support, personnel, independent audit, AP/AR, contracts management, etc., in support of the services provided. A complete list of the services provided is available.*

The following rate change is being proposed for the CTSA:

**\* 4% "Cost of Living" increase applied to the Base Cost per ride and the Dispatch Fee.**

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**B. Santa Cruz Transportation's (SCT) ADA  
 Transportation Rate Structure**

The following chart represents the average rates charged for rides performed by the 100 series vehicles of Santa Cruz Transportation for 99/00, 00/01, the first quarter of 01/ 02, and the rate increase established for this proposal.

SCT 100 SERIES ADA PARATRANSIT RATE STRUCTURE						
Period	Flag Drop	**Charge per Mile	Hourly Wait Charge	PNS Charge	Discount	Average Cost Per Ride
99/00	\$ 2.25	\$ 2.00	\$ 18.00	\$ 3.00	5%	\$ 22.42
00/01	\$ 2.25	\$ 2.00	\$ 18.00	\$ 3.00	5%	\$ 24.38
01/ 02 1 <sup>st</sup> Qtr.	\$ 2.25	\$ 2.00	\$ 18.00	\$ 3.00	5%	\$ 25.92
Proposal	\$ 3.00	\$ 2.25	\$ 30.00	\$ 5.50	5%	\$ 26.93

*\*\* One-mile minimum.*

The following rate changes are being proposed for Santa Cruz Transportation:

1. A \$ .75 increase on the "flag drop", plus
2. A \$ .25 increase per meter mile.

The following chart represents the average rates charged for rides performed by the 300 series vehicles of Santa Cruz Transportation for 99/00, 00/01, the first quarter of 01/ 02, and the rate increase established for this proposal. The rates do not differ from the 100 series, however the "Average Cost Per Ride" is less on these vehicles due to increased capacity allowances and scheduling distinctions. SCT 300 series ride distribution percentage will not recognize a shift for these reasons.

SCT 300 SERIES ADA PARATRANSIT RATE STRUCTURE						
Period	Flag Drop	**Charge per Mile	Hourly Wait Charge	PNS Charge	Discount	Average Cost Per Ride
99/00	\$ 2.25	\$ 2.00	\$ 18.00	\$ 3.00	5%	\$ 18.20
00/01	\$ 2.25	\$ 2.00	\$ 18.00	\$ 3.00	5%	\$ 18.89
01/ 02 1 <sup>st</sup> Qtr.	\$ 2.25	\$ 2.00	\$ 18.00	\$ 3.00	5%	\$ 17.76
Proposal	\$ 3.00	\$ 2.25	\$ 30.00	\$ 5.50	5%	\$ 19.73

*\*\* One-mile minimum.*

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**C. \*Watsonville Transportation's (WT) ADA Transportation Rate Structure (\*D.B.A. Courtesy Cab)**

The following chart shows the rates charged for rides by WT for 99/00, 00/01, the first quarter of 01/02.

WT ADA PARATRANSIT RATE STRUCTURE							
Period	Flag Drop	**Charge per Mile	Hourly Wait Time Charge	PNS Charge County	PNS Charge Wats.	Discount	Average Cost Per Ride
99/00	\$ 3.00	\$ 2.00	\$ 20.00	\$ 5.00	\$ 3.00	1\$ per ride	\$ 23.05
00/01	\$ 3.00	\$ 2.00	\$ 20.00	\$ 5.00	\$ 3.00	1\$ per ride	\$ 23.88
01/02 1 <sup>st</sup> Qtr.	\$ 3.00	\$ 2.00	\$ 20.00	\$ 5.00	\$ 3.00	1\$ per ride	\$ 25.00

\*\* One-mile minimum.

**D. Recommendation**

Included in this proposal are a series of 3 reports (Exhibits "A" through "C"), which show the expenses for ADA paratransit service for the previous two fiscal years and first quarter of the current fiscal year, and 6 analysis schedules (Exhibits "F" through "K"), which show the estimated expense of ADA paratransit service applied to different distribution relationships and rate adjustments. Exhibit "L" is a summary and comparison of the total estimated expense, based on the analysis.

Based on the results of this analysis, it is recommended that ADA transportation be distributed as detailed in **Plan 6**. This configuration has been found to be the most desirable because it provides **the lowest acceptable overall cost for ADA transportation**. The increase of rides to CTSA, in conjunction with a decrease in the rides to the SCT 100 series vehicles, will result in a significant reduction in the overall cost of ADA transportation to the SCMTD, when compared to the current ride distribution. In recognition of the necessary rate increases, at 60% SCMTD will recognize a savings of an estimated **\$ 74,650** (Exhibit "L").

Further, it is recommended that ADA transportation be distributed at the CTSA Ride Performance Percentage of **60%**. **This will alleviate the burden on SCT 100 series vehicles**. Recently, SCT has been recognizing an increased number of Missed and Delayed Trips, as well as the necessity to "kick back" rides to CTSA. It appears that this is due to SCT's inability to meet the demands associated with number of rides distributed under the current "70/30" requirement. Reducing the number of rides assigned to the SCT 100 series vehicles will ultimately result in **better overall system performance, and ADA service quality**.

It has been recommended that, under current circumstances, the CTSA should recognize a minimum 60% ride allocation. However, the percentage distribution requirement should ultimately be **dissolved**. This would allow the CTSA to determine the best distribution configuration on a continual basis, which would maximize scheduling efficiency and economic benefit.

As Exhibit "L" demonstrates, in the event that CTSA performs 70% of the ADA transportation, the economic benefit to the SCMTD reaches **\$ 99,217**. Clearly, the SCMTD benefits economically when the CTSA performs a greater percentage of the ADA service.

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**E. Vehicles**

Of the SCMTD vehicles to be dispersed to the providers of ADA transportation, the following distribution is recommended:

1. **CURRENT NEED = 4 MINIVANS**

Under the **current** ride distribution; the CTSA requires **4** of the available minivans to augment the current fleet, to provide ADA transportation. The remaining vehicles may be distributed suitably to the Subcontracting parties, with regard to the ride percentages determined to be performed.

2. **50 % = 6 MINIVANS**

If the recommendation of CTSA taking in **50%** of the ADA service is recognized, an additional 2 minivans will be needed, totaling **6**.

3. **60 % = 5 MINIVANS & 2 "CUT-A-WAY'S"**

If it is determined that the CTSA will be responsible for **60%** of the ADA service, 5 minivans will be necessary, as well as 2 of mid-size "cut-a-way's", totaling **7**.

4. **70 % = 7 MINIVANS & 4 "CUT-A-WAY'S"**

If it is determined that more than 60% of the ADA service will be provided by the CTSA, all 11 vehicles will be necessary.

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**F. Exhibits**

- Exhibit A: ADA expense analysis for: FY 99/00.
- Exhibit B: FY 00/01.
- Exhibit C: FY 01/ 02, 1<sup>st</sup> Quarter.
- Exhibit D: Forecasted ADA ride total for the later three quarters of the fiscal year 01/02, based on the ride totals from FY 99/00, 00/01 and 01/ 02, 1<sup>st</sup> Quarter.
- Exhibit E: Estimated miles per trip for ADA transportation as referenced in this cost analysis, based on 00/01 averages.
- Exhibit F: **PLAN 1**; a cost analysis for the forecasted remaining ADA transportation requirement for the fiscal year 01/02 at the current rates and ride distribution.
- Exhibit G: **PLAN 2**; a cost analysis at the current rates with a ride distribution shift.
- Exhibit H: **PLAN 3**; a cost analysis at the increased rate for SCT, with the current ride distribution.
- Exhibit I: **PLAN 4**; a cost analysis at the increased rate for SCT, with a ride distribution shift.
- Exhibit J: **PLAN 5**; a cost analysis at the increased rate for SCT and the increased rate for CTSA, with the current ride distribution.
- Exhibit K: **PLAN 6**; a cost analysis at the increased rate for SCT and the increased rate for CTSA, with a ride distribution shift. (This is the recommended plan).
- Exhibit L: Summary of expense forecast for each combination of rate configurations and ride distribution percentages, including CTSA's recommendations for the 2<sup>nd</sup>, 3<sup>rd</sup>, and 4<sup>th</sup> quarters of the 01/ 02 fiscal year.

**G. Attachments**

- 1) Taxi Cab Rate Ordinance - Santa Cruz City Council
- 2) Rate Proposal Letter - Jim Bosso, President of Santa Cruz Transportation.
- 3) Rate Adjustment Letter - Robert E. Bosso, Esq. (Council for SCT)

CONSOLIDATED TRANSPORTATION SERVICES AGENCY  
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ADA STATISTICS- FISCAL YEAR: 99/00

CTSA VAN EXPENSES: LIFT LINE														
Month	Rides	Cost	Grantee Allocated Cost	Dispatch Fee	Grantee Allocated Dispatch	**Total Cost of Ride	**Average Cost per Ride	Meter Read	With 5% Discount	Grantee Allocated Cost	Dispatch Fee	Grantee Allocated Dispatch	**Total Cost of Ride	**Average Cost per Ride
July	2045	30081.95	4783.03	8895.75	1414.42	45175.15	22.09	N/A	23427.00	3724.89	6777.30	1077.59	35006.78	22.47
Aug	2190	32214.00	5122.17	9526.50	1514.71	48378.28	22.09	N/A	21800.00	3466.20	6204.45	1000.82	32561.47	22.50
Sept	2447	35995.97	5723.26	10644.45	1692.47	54055.55	22.09	N/A	26886.00	4274.87	7542.90	1199.32	39903.10	23.01
Oct	2643	30878.53	6181.69	11497.05	1828.03	50385.30	22.09	N/A	26673.00	4241.01	7112.40	1178.57	39504.98	23.19
Nov	2474	36392.64	5786.41	10761.90	1711.14	54652.00	22.09	N/A	23821.00	3787.54	6677.25	1061.68	35347.47	23.03
Dec	2402	35393.42	5618.01	10448.70	1661.34	53051.48	22.09	N/A	21937.00	3487.98	5950.80	946.18	31650.90	23.14
Jan	2478	37913.40	6028.23	11200.56	1780.89	56923.08	22.97	N/A	21937.00	3487.98	5950.80	946.18	31650.90	23.14
Feb	2448	37454.40	5955.25	11064.96	1759.33	56233.94	22.97	N/A	26174.00	4161.67	7358.56	1170.01	38864.24	23.87
March	2841	43467.30	6911.30	12841.32	2041.77	65261.69	22.97	N/A	31463.00	5002.82	8863.72	1409.33	46798.67	23.86
April	2622	40116.60	6378.54	11851.44	1884.38	60230.98	22.97	N/A	25514.00	4056.73	7376.64	1172.89	38120.25	23.36
May	2586	39565.80	6290.96	11688.72	1858.51	59403.99	22.97	N/A	29066.00	4624.67	8542.80	1358.31	43611.78	23.09
June	2838	43421.40	6904.00	12827.76	2039.61	65192.78	22.97	N/A	27512.00	4374.41	8484.04	1348.96	41718.41	22.23
YTD	30014	450935.61	71682.96	139249.11	21186.61	678954.19			305851.00	49598.51	87843.90	13967.10	456000.50	23.05

278.45  
23.04

CTSA TAXI EXPENSES: SCT 100'S

Month	Rides	Meter Read	With 5% Discount	Grantee Allocated Cost	Dispatch Fee	Grantee Allocated Dispatch	**Total Cost of Ride	**Average Cost per Ride	Rides	Meter Read	With 5% Discount	Grantee Allocated Cost	Dispatch Fee	Grantee Allocated Dispatch	**Total Cost of Ride	**Average Cost per Ride
July	3348	N/A	50417.00	8016.30	14583.80	2315.64	75312.75	22.49	786	N/A	10282.00	1634.84	3419.10	543.64	15879.57	20.20
Aug	3583	N/A	52882.00	8408.24	15886.05	2478.18	79354.47	22.15	788	N/A	8839.00	1405.40	3475.65	552.63	14272.68	17.98
Sept	4017	N/A	58801.00	9362.08	17473.95	2778.36	88495.39	22.03	784	N/A	7994.00	1271.05	3323.40	528.42	13116.87	17.17
Oct	3754	N/A	55598.00	8840.08	16329.80	2596.45	83384.44	22.21	642	N/A	6796.00	1080.56	2792.70	444.04	11113.30	17.31
Nov	3548	N/A	52124.00	8287.72	15483.60	2453.97	78299.49	22.07	743	N/A	7878.00	1268.86	3332.05	513.90	12993.61	17.48
Dec	3095	N/A	50684.00	8058.78	14789.25	2348.15	75859.16	22.34	685	N/A	7785.00	1237.82	2970.75	473.78	12476.35	18.21
Jan	3367	N/A	49618.00	7889.42	15218.84	2419.80	75147.06	22.32	667	N/A	7955.00	1169.60	3014.84	479.36	12019.80	18.02
Feb	3739	N/A	55277.00	8789.04	16800.28	2687.14	83653.47	22.37	524	N/A	5050.00	899.78	2368.48	376.59	9303.85	17.76
March	4454	N/A	66500.00	10573.50	20132.08	3201.00	100406.58	22.54	638	N/A	6891.00	1111.57	2883.78	458.52	11444.85	17.94
April	3810	N/A	58930.00	9369.00	17261.88	2744.84	88306.39	23.12	554	N/A	6403.00	1018.08	2504.08	398.15	10323.31	18.63
May	4345	N/A	64866.00	10318.07	19639.40	3122.86	97964.94	22.55	645	N/A	7581.00	1205.38	2915.40	463.55	12165.33	18.86
June	3866	N/A	58361.00	9279.40	17474.32	2778.42	87893.14	22.73	592	N/A	6993.00	1111.89	2675.84	425.46	11206.19	18.93
YTD	45235		674159.00	107191.28	200782.55	31924.43	1014057.26	\$22.42	8039		90658.00	14414.62	35585.05	5658.02	146315.69	18.20

CTSA VAN EXPENSES: SCT 300'S

Month	Rides	Meter Read	With 5% Discount	Grantee Allocated Cost	Dispatch Fee	Grantee Allocated Dispatch	**Total Cost of Ride	**Average Cost per Ride
July	3348	N/A	50417.00	8016.30	14583.80	2315.64	75312.75	22.49
Aug	3583	N/A	52882.00	8408.24	15886.05	2478.18	79354.47	22.15
Sept	4017	N/A	58801.00	9362.08	17473.95	2778.36	88495.39	22.03
Oct	3754	N/A	55598.00	8840.08	16329.80	2596.45	83384.44	22.21
Nov	3548	N/A	52124.00	8287.72	15483.60	2453.97	78299.49	22.07
Dec	3095	N/A	50684.00	8058.78	14789.25	2348.15	75859.16	22.34
Jan	3367	N/A	49618.00	7889.42	15218.84	2419.80	75147.06	22.32
Feb	3739	N/A	55277.00	8789.04	16800.28	2687.14	83653.47	22.37
March	4454	N/A	66500.00	10573.50	20132.08	3201.00	100406.58	22.54
April	3810	N/A	58930.00	9369.00	17261.88	2744.84	88306.39	23.12
May	4345	N/A	64866.00	10318.07	19639.40	3122.86	97964.94	22.55
June	3866	N/A	58361.00	9279.40	17474.32	2778.42	87893.14	22.73
YTD	45235		674159.00	107191.28	200782.55	31924.43	1014057.26	\$22.42

**CONSOLIDATED TRANSP TATION SERVICES AGENCY**  
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**ADA STATISTICS- FISCAL YEAR: 00/01**

Month	CTSA VAN EXPENSES: LIFT LINE										CTSA TAXI EXPENSES: COURTESY CAB																
	Rides	Cost	15.30/15.91	Allocated	DISP FEE	Grantee	With 5% Discount	Meter Read	Allocated	Cost	Grantee	With 5% Discount	Meter Read	Allocated	Cost	Grantee	With 5% Discount	Meter Read	Allocated	Cost	Grantee	With 5% Discount	Meter Read	Rides	**Average Cost per Ride	**Total Cost of Ride	
Month	Rides	Cost	15.30/15.91	Allocated	DISP FEE	Grantee	With 5% Discount	Meter Read	Allocated	Cost	Grantee	With 5% Discount	Meter Read	Allocated	Cost	Grantee	With 5% Discount	Meter Read	Allocated	Cost	Grantee	With 5% Discount	Meter Read	Rides	**Average Cost per Ride	**Total Cost of Ride	
Month	Rides	Cost	15.30/15.91	Allocated	DISP FEE	Grantee	With 5% Discount	Meter Read	Allocated	Cost	Grantee	With 5% Discount	Meter Read	Allocated	Cost	Grantee	With 5% Discount	Meter Read	Allocated	Cost	Grantee	With 5% Discount	Meter Read	Rides	**Average Cost per Ride	**Total Cost of Ride	
Month	Rides	Cost	15.30/15.91	Allocated	DISP FEE	Grantee	With 5% Discount	Meter Read	Allocated	Cost	Grantee	With 5% Discount	Meter Read	Allocated	Cost	Grantee	With 5% Discount	Meter Read	Allocated	Cost	Grantee	With 5% Discount	Meter Read	Rides	**Average Cost per Ride	**Total Cost of Ride	
July	2720	41616.00	6616.94	12294.40	1954.81	62482.15	22.97	29440.75	27605.75	4399.31	8294.20	1318.78	1835	29440.75	27605.75	4399.31	8294.20	1318.78	1835	29440.75	27605.75	4399.31	8294.20	1318.78	1835	22.67	41608.04
Aug	2057	43712.10	6950.22	12913.64	2053.27	65629.23	22.97	32851.25	30731.25	4886.27	9582.40	1523.60	2120	32851.25	30731.25	4886.27	9582.40	1523.60	2120	32851.25	30731.25	4886.27	9582.40	1523.60	2120	22.04	46723.92
Sept	2578	39443.40	6271.50	11652.56	1852.76	59220.22	22.97	35194.50	33031.50	5252.01	9763.20	1554.50	2163	35194.50	33031.50	5252.01	9763.20	1554.50	2163	35194.50	33031.50	5252.01	9763.20	1554.50	2163	22.94	49614.77
Oct	2397	36674.10	5831.18	10834.44	1722.68	55082.40	22.97	35715.00	33555.00	5335.25	9763.20	1552.35	2160	35715.00	33555.00	5335.25	9763.20	1552.35	2160	35715.00	33555.00	5335.25	9763.20	1552.35	2160	23.24	50205.79
Nov	2374	36322.20	5775.23	10730.48	1706.15	54534.06	22.97	33680.00	31653.00	5032.83	9162.04	1456.76	2027	33680.00	31653.00	5032.83	9162.04	1456.76	2027	33680.00	31653.00	5032.83	9162.04	1456.76	2027	23.34	47304.63
Dec	2515	38479.50	6118.24	11367.80	1807.48	57773.02	22.97	27216.75	25575.75	4086.54	7417.32	1179.35	1641	27216.75	25575.75	4086.54	7417.32	1179.35	1641	27216.75	25575.75	4086.54	7417.32	1179.35	1641	23.30	38238.97
Jan	2871	43926.30	6984.28	12976.92	2063.33	65950.83	22.97	25718.75	24154.75	3840.51	7069.28	1124.02	1584	25718.75	24154.75	3840.51	7069.28	1124.02	1584	25718.75	24154.75	3840.51	7069.28	1124.02	1584	23.14	36188.65
Feb	2885	41080.50	6531.80	12136.20	1929.66	61678.16	22.97	25565.25	24091.25	3850.51	6662.48	1059.33	1474	25565.25	24091.25	3850.51	6662.48	1059.33	1474	25565.25	24091.25	3850.51	6662.48	1059.33	1474	24.18	35643.97
March	3047	48477.77	7707.97	14320.90	2277.02	72783.66	23.89	33711.00	31934.00	5077.51	8351.90	1327.95	1777	33711.00	31934.00	5077.51	8351.90	1327.95	1777	33711.00	31934.00	5077.51	8351.90	1327.95	1777	26.28	46691.36
April	2931	46832.21	7414.52	13775.70	2190.34	70012.77	23.89	33789.50	31932.50	5077.27	8351.90	1327.95	1723	33789.50	31932.50	5077.27	8351.90	1327.95	1723	33789.50	31932.50	5077.27	8351.90	1327.95	1723	25.24	43492.75
May	3245	51627.95	8208.84	15251.60	2424.99	77513.28	23.89	32994.75	31196.75	4960.28	8450.60	1343.65	1857	32994.75	31196.75	4960.28	8450.60	1343.65	1857	32994.75	31196.75	4960.28	8450.60	1343.65	1857	25.38	47125.40
June	2888	45948.08	7305.74	13573.60	2158.20	68985.63	23.89	32994.75	31196.75	4960.28	8450.60	1343.65	1798	32994.75	31196.75	4960.28	8450.60	1343.65	1798	32994.75	31196.75	4960.28	8450.60	1343.65	1798	25.56	45951.28
YTD	33108	513940.11	81716.48	151828.14	24140.67	771625.40		377028.50	354889.50	56427.43	101356.18	16115.63	22139	377028.50	354889.50	56427.43	101356.18	16115.63	22139	377028.50	354889.50	56427.43	101356.18	16115.63	22139	23.88	528788.74
Month	Rides	Meter Read	With 5% Discount	Allocated	DISP FEE	Grantee	With 5% Discount	Meter Read	Allocated	Cost	Grantee	With 5% Discount	Meter Read	Allocated	Cost	Grantee	With 5% Discount	Meter Read	Allocated	Cost	Grantee	With 5% Discount	Meter Read	Rides	**Average Cost per Ride	**Total Cost of Ride	
Month	Rides	Meter Read	With 5% Discount	Allocated	DISP FEE	Grantee	With 5% Discount	Meter Read	Allocated	Cost	Grantee	With 5% Discount	Meter Read	Allocated	Cost	Grantee	With 5% Discount	Meter Read	Allocated	Cost	Grantee	With 5% Discount	Meter Read	Rides	**Average Cost per Ride	**Total Cost of Ride	
Month	Rides	Meter Read	With 5% Discount	Allocated	DISP FEE	Grantee	With 5% Discount	Meter Read	Allocated	Cost	Grantee	With 5% Discount	Meter Read	Allocated	Cost	Grantee	With 5% Discount	Meter Read	Allocated	Cost	Grantee	With 5% Discount	Meter Read	Rides	**Average Cost per Ride	**Total Cost of Ride	

CONSOLIDATED TRANSPORTATION SERVICES AGENCY  
 ( A Program of Community Bridges)

ADA STATISTICS- FISCAL YEAR: 01/02

		CTSA VAN EXPENSES: LIFT LINE						CTSA TAXI EXPENSES: COURTESY CAB						CTSA VAN EXPENSES: SCT 100'S						CTSA TAXI EXPENSES: SCT 100'S					
Month	Rides	COST PER ride	Grantee Allocated Cost	DIS-PATCH FEE	Grantee Allocated Dispatch	**Total Cost of Ride	**Average Cost per Ride	Meter Read	With 5% Discount	Grantee Allocated Cost	DIS-PATCH FEE	Grantee Allocated Dispatch	**Total Cost of Ride	**Average Cost per Ride	Rides	Meter Read	With 5% Discount	Grantee Allocated Cost	DIS-PATCH FEE	Grantee Allocated Dispatch	**Total Cost of Ride	**Average Cost per Ride			
July	2763	43059.33	6989.53	12986.10	2064.79	65999.75	23.89	34279.21	32565.25	5177.87	1422.11	48109.34	25.20	1903	34279.21	32565.25	5177.87	5177.87	8944.10	1422.11	48109.34	25.20			
Aug	2836	45120.76	7174.20	13329.20	2119.34	67743.50	23.89	33158.42	31500.50	5008.58	1443.78	47033.26	24.34	1932	33158.42	31500.50	5008.58	5008.58	9080.40	1443.78	47033.26	24.34			
Sept	2755	43032.05	6969.30	12948.50	2058.81	65808.66	23.89	35309.47	33544.00	5333.50	1457.98	49505.18	25.37	1951	35309.47	33544.00	5333.50	5333.50	9169.70	1457.98	49505.18	25.37			
Oct							#DIV/0!						#DIV/0!									#DIV/0!			
Nov							#DIV/0!						#DIV/0!									#DIV/0!			
Dec							#DIV/0!						#DIV/0!									#DIV/0!			
Jan							#DIV/0!						#DIV/0!									#DIV/0!			
Feb							#DIV/0!						#DIV/0!									#DIV/0!			
March							#DIV/0!						#DIV/0!									#DIV/0!			
April							#DIV/0!						#DIV/0!									#DIV/0!			
May							#DIV/0!						#DIV/0!									#DIV/0!			
June							#DIV/0!						#DIV/0!									#DIV/0!			
YTD	8354	132912.14	21133.03	39263.80	6242.94	199551.91		102747.11	97609.75	15519.95	4323.88	144647.70	25.00	5786	102747.11	97609.75	15519.95	15519.95	27194.20	4323.88	144647.70	25.00			
		CTSA VAN EXPENSES: SCT 100'S						CTSA TAXI EXPENSES: SCT 100'S						CTSA VAN EXPENSES: SCT 300'S											
Month	Rides	Meter Read	With 5% Discount	Grantee Allocated Cost	DIS-PATCH FEE	Grantee Allocated Dispatch	**Total Cost of Ride	**Average Cost per Ride	Meter Read	With 5% Discount	Grantee Allocated Cost	DIS-PATCH FEE	Grantee Allocated Dispatch	**Total Cost of Ride	**Average Cost per Ride	Rides	Meter Read	With 5% Discount	Grantee Allocated Cost	DIS-PATCH FEE	Grantee Allocated Dispatch	**Total Cost of Ride	**Average Cost per Ride		
July	3390	59797.51	56807.63	9032.41	15933.00	2533.35	84306.39	24.87	6931.75	6585.16	1047.04	2970.40	472.29	11074.09	17.52	632	6931.75	6585.16	1047.04	2970.40	472.29	11074.09	17.52		
Aug	3376	60757.51	57719.63	9177.42	15067.20	2522.88	85287.14	25.26	6863.75	6520.56	1036.77	3149.00	509.69	11207.02	16.73	670	6863.75	6520.56	1036.77	3149.00	509.69	11207.02	16.73		
Sept	3399	63386.76	60217.42	9574.57	15975.30	2540.07	88307.36	25.98	6569.47	6241.00	992.32	2721.30	432.69	10387.31	17.94	579	6569.47	6241.00	992.32	2721.30	432.69	10387.31	17.94		
Oct								#DIV/0!							#DIV/0!								#DIV/0!		
Nov								#DIV/0!							#DIV/0!								#DIV/0!		
Dec								#DIV/0!							#DIV/0!								#DIV/0!		
Jan								#DIV/0!							#DIV/0!								#DIV/0!		
Feb								#DIV/0!							#DIV/0!								#DIV/0!		
March								#DIV/0!							#DIV/0!								#DIV/0!		
April								#DIV/0!							#DIV/0!								#DIV/0!		
May								#DIV/0!							#DIV/0!								#DIV/0!		
June								#DIV/0!							#DIV/0!								#DIV/0!		
0-605	10165	183041.77	174744.68	27784.40	47775.50	7586.30	257800.89	\$25.37	20364.97	19346.72	3076.13	8840.70	1405.67	32669.22	\$17.37	1881	20364.97	19346.72	3076.13	8840.70	1405.67	32669.22	\$17.37		
		1B.10: Average Meter Rate for SCT 100's						10.83: Average Meter Rate for SCT 300's																	



CONSOLIDATED TRANSPORTATION SERVICES AGENCY  
(A Program of Community Bridges)

**ADA RIDE FORECAST FOR FISCAL YEAR; 01/02**

COMPLETED RIDES	FY: 99/00			FY: 00/01			FY: 01/02 1st Quarter
	JUL 99 - DEC 99	JAN 00 - JUN 00	JUL 00 - DEC 00	JAN 01 - JUN 01	JUL 01 - SEP 01		
PROVIDER							
CTSA	14,201	15,813	15,441	17,667	17,667	17,667	8334
CC	9,346	10,440	11,946	10,193	10,193	10,193	5786
SCT 100	21,645	23,590	20,061	20,340	20,340	20,340	0165
SCT 300	4,419	3,620	2,818	3,076	3,076	3,076	1881
<b>BIANNUAL TOTAL</b>	<b>49,611</b>	<b>53,463</b>	<b>50,266</b>	<b>51,276</b>	<b>51,276</b>	<b>51,276</b>	<b>26186</b>

TOTAL FOR FY 99/00	103,074
TOTAL FOR FY 99/01	101,542
2 YEAR TOTAL	204,616
99/00 TO 00/01 DECREASE %	0.0149
AVERAGE LESS 1.49% DECREASE	100,029

FORECASTED RIDE TOTAL FOR FISCAL YEAR 01/02:	100,029
RIDES COMPLETED DURING 1ST QUARTER OF FY: 01/02:	26,186
FORECASTED RIDES FOR 2ND, 3RD & 4TH QUARTERS OF FISCAL YEAR 01/02:	73,843

21-C-11

CONSOLIDATED TRANSPORTATION SERVICES AGENCY  
( A Program of Community Bridges)

ADA TRANSPORTATION ESTIMATED MILES PER TRIP

AVERAGE MILES PER TRIP FOR ACTUAL SCT RIDES TAKEN FROM 00/01 DATA FOR:	
SANTA CRUZ TRANSPORTATION	5.6
WATSONVILLE TRANSPORTATION (DBA COURTESY CAB)	6.6
CONSOLIDATED TRANSPORTATION SERVICES AGENCY	3.5
ALL PROVIDERS COMBINED	5.2

21-C-12

CONSOLIDATED TRANSPORTATION SERVICES AGENCY  
(A Program of Community Bridges)

COST ANALYSIS OF PROJECTED ADA RIDES FOR REMAINING 2ND, 3RD AND 4TH QUARTERS OF FISCAL YEAR: 01/02  
PROJECTED RIDES: 73,843

PLAN 1:

COST CONFIGURATION: CURRENT CHARGES

RIDE DISTRIBUTION: CURRENT PERCENTAGE RELATIONSHIP

CTSA VAN EXPENSES: LIFT LINE										CTSA TAXI EXPENSES: COURTESY CAB									
Rides	Cost	Allocated	Dispatch Fee	Granitee Cost	Granitee Allocated	Granitee Dispatch	Total Cost of Ride	Average Cost per Ride	% of Total	Rides	*Average Meter Read	With \$1 Discount Per Ride	Granitee Allocated Cost	Granitee Dispatch Fee	Total Cost of Rides	Average Cost per Ride	% of Total		
30%	22163	52452.75	104110.66	56039.99	104110.66	104110.66	52452.75	23.09	19%	1422	252579.12	239357.92	37998.81	66842.45	10627.95	353726.53	24.87	19%	
35%	25945	411194.00	121471.77	19314.01	617360.65		23.09		18%	13128	233149.96	220022.14	34983.52	61700.72	9810.41	326516.00	24.87	18%	
40%	29537	469937.01	138024.09	22073.16	705555.03		23.09		16%	12034	213720.79	201686.96	32068.23	56559.99	8992.88	290307.07	24.87	16%	
45%	33229	520679.13	84059.98	156178.00	24832.30	793749.41			15%	10940	194291.63	183361.78	28162.69	61472.71	6176.35	272087.33	24.87	15%	
50%	36922	587421.26	93599.88	175531.95	811943.79	123399.88			13%	9846	174862.47	165018.81	28237.84	48275.54	7357.81	244887.60	24.87	13%	
55%	40814	646163.38	102739.98	190884.22	30350.59	870138.17			12%	8782	155433.90	148013.33	23322.88	41390.11	6540.28	217677.97	24.87	12%	
60%	44306	704895.61	120769.98	208837.93	131054.74	1056332.66			10%	7658	136004.14	128346.25	20407.05	35992.09	5722.74	100468.13	24.87	10%	
65%	47998	763647.63	121419.97	225590.44	35868.88	1146526.93			9%	6554	1001107.49	957438.81	749176.81	30850.36	4905.21	63288.40	24.87	9%	
70%	51690	822389.76	130759.97	242643.65	36628.02	1234721.51													
CTSA VAN EXPENSES: SCT 100'S										CTSA TAXI EXPENSES: SCT 300'S									
Rides	*Average Meter Read	With 5% Discount	Granitee Allocated Cost	Granitee Dispatch Fee	Total Cost of Rides	Average Cost per Ride	% of Total	Rides	*Average Meter Read	With 5% Discount	Granitee Allocated Cost	Granitee Dispatch Fee	Total Cost of Rides	Average Cost per Ride	% of Total				
42%	31289	566219.74	537600.76	18527.49	47029.44	23377.68	738643.97	25.38	6%	4728	51202.07	48641.07	7734.07	22220.66	3533.00	82129.70	17.37		
39%	29048	525775.48	498486.70	79418.39	136527.33	21707.85	737140.27	25.38	6%	4364	47263.45	44900.28	7139.14	20511.30	3261.31	75012.11	17.37		
36%	26914	485331.21	461064.65	73309.28	126025.23	20038.01	600437.17	25.38	5%	4000	43324.83	41168.59	6544.22	18802.10	2989.53	68484.43	17.37		
33%	24579	444886.84	422642.59	67200.17	115523.13	18368.18	623734.07	25.38	5%	3637	39366.21	37416.90	5539.26	12082.61	2178.76	63178.76	17.37		
30%	22345	404428.87	384220.84	61091.07	105021.03	16888.34	557030.88	25.38	4%	3273	35447.59	33675.21	6354.38	15383.53	2445.98	58859.08	17.37		
27%	20110	363998.41	345798.49	54981.95	94518.92	15028.51	510327.88	25.38	3%	2546	27570.35	26191.83	4164.50	11964.97	1802.43	44223.73	17.37		
24%	17976	323554.74	307376.43	48672.86	84018.82	13358.67	463624.78	25.38	3%	2182	22369.72	222460.14	3569.67	10255.69	1630.65	37806.05	17.37		
21%	15641	293109.87	268954.38	42763.75	73514.72	11688.84	366021.68	25.38	3%	1829	18291.83	18291.83	18291.83	18291.83	18291.83	18291.83	17.37		
18%	13407	242665.60	230532.32	36654.64	63012.62	10019.01	340218.59	25.38	3%	1509	15091.83	15091.83	15091.83	15091.83	15091.83	15091.83	17.37		

\* Average Meter Read rate based on 01/02 1st quarter average meter rate per ride.

**CONSOLIDATED TRANSPORTATION SERVICES AGENCY**  
*(A program of Community Bridges)*

**COST ANALYSIS OF PROJECTED ADA RIDES FOR REMAINING 2ND, 3RD AND 4TH QUARTERS OF FISCAL YEAR: 01/02**  
**PROJECTED RIDES: 73,843**

**PLAN 2:**

**COST CONFIGURATION: CURRENT CHARGES**

**RIDE DISTRIBUTION: CTSA: INCREASE WT: UNCHANGED SCT100'S: DECREASE SCT300'S: UNCHANGED**

CTSA VAN EXPENSES: LIFT LINE										CTSA TAXI EXPENSES: COURTESY CAB									
Rides	Cost	15.91	0.159	4.70	Dispatch Fee	Grantee Allocated Cost	Average Cost per Ride	Total Cost of Rides	Grantee Allocated Cost	Dispatch Fee	Grantee Allocated Cost	Dispatch Fee	Grantee Allocated Cost	Dispatch Fee	Total Cost of Rides	Average Cost per Ride			
30%	22153	352452.75	352452.75	55548.77	19554.87	629169.27	23.89	629169.27	40814.11	71984.17	40814.11	71984.17	40814.11	71984.17	380936.27	24.87			
35%	25845	411194.80	65379.99	121471.77	19314.01	617360.65	23.89	617360.65	40814.11	71984.17	40814.11	71984.17	40814.11	71984.17	380936.27	24.87			
40%	29537	469937.01	74719.98	138924.89	22073.16	705555.03	23.89	705555.03	40814.11	71984.17	40814.11	71984.17	40814.11	71984.17	380936.27	24.87			
45%	33229	528679.13	84059.98	156178.00	24832.30	793749.41	23.89	793749.41	40814.11	71984.17	40814.11	71984.17	40814.11	71984.17	380936.27	24.87			
50%	36922	587421.25	113399.98	173531.11	32759.40	898194.74	23.89	898194.74	40814.11	71984.17	40814.11	71984.17	40814.11	71984.17	380936.27	24.87			
55%	40814	646163.38	102739.98	190884.22	30350.59	970138.17	23.89	970138.17	40814.11	71984.17	40814.11	71984.17	40814.11	71984.17	380936.27	24.87			
60%	44906	704905.61	120739.98	229227.33	33109.74	1056355.66	23.89	1056355.66	40814.11	71984.17	40814.11	71984.17	40814.11	71984.17	380936.27	24.87			
65%	47998	763647.63	121419.97	225590.44	35868.88	1146528.93	23.89	1146528.93	40814.11	71984.17	40814.11	71984.17	40814.11	71984.17	380936.27	24.87			
70%	51690	822389.76	130759.97	242843.65	38628.02	1234721.37	23.89	1234721.37	40814.11	71984.17	40814.11	71984.17	40814.11	71984.17	380936.27	24.87			

CTSA VAN EXPENSES: SCT 100'S										CTSA VAN EXPENSES: SCT 300'S									
Rides	*Average Meter Read	18.10	With 5% Discount	Grantee Allocated Cost	Dispatch Fee	Grantee Allocated Cost	Average Cost per Ride	Total Cost of Rides	Grantee Allocated Cost	Dispatch Fee	Grantee Allocated Cost	Dispatch Fee	Grantee Allocated Cost	Dispatch Fee	Total Cost of Rides	Average Cost per Ride			
42%	51293	560219.74	537908.76	85627.48	47029.44	239727.66	25.38	793049.97	8329.00	23929.94	8329.00	23929.94	8329.00	23929.94	88447.46	17.37			
37%	27591	499391.01	474422.22	75433.13	129676.33	20818.54	25.38	700150.21	8329.00	23929.94	8329.00	23929.94	8329.00	23929.94	88447.46	17.37			
32%	23099	432563.07	410935.60	65338.77	112323.21	17059.39	25.38	606457.06	8329.00	23929.94	8329.00	23929.94	8329.00	23929.94	88447.46	17.37			
27%	20206	365735.93	347449.14	55244.41	94970.10	15100.25	25.38	512763.90	8329.00	23929.94	8329.00	23929.94	8329.00	23929.94	88447.46	17.37			
22%	16514	296998.00	289962.60	45160.05	77616.96	112341.01	25.38	418070.74	8329.00	23929.94	8329.00	23929.94	8329.00	23929.94	88447.46	17.37			
17%	12822	232000.06	220476.05	35055.69	60263.88	9581.96	25.38	325377.59	8329.00	23929.94	8329.00	23929.94	8329.00	23929.94	88447.46	17.37			
12%	9130	165252.12	156969.52	249513.33	42910.77	126922.81	25.38	251694.73	8329.00	23929.94	8329.00	23929.94	8329.00	23929.94	88447.46	17.37			
7%	5438	90424.19	93502.98	14866.97	25557.66	4063.67	25.38	137991.28	8329.00	23929.94	8329.00	23929.94	8329.00	23929.94	88447.46	17.37			
2%	1746	31598.25	30016.44	4772.61	8204.55	1304.52	25.38	44296.12	8329.00	23929.94	8329.00	23929.94	8329.00	23929.94	88447.46	17.37			

\* Average Meter Read ratio based on 01/02 1st quarter average meter ratio per ride.

CONSOLIDATED TRANSPORTATION SERVICES AGENCY  
( A Program Community Bridges)

COST ANALYSIS OF PROJECTED ADA RIDES FOR REMAINING 2ND, 3RD AND 4TH QUARTERS OF FISCAL YEAR: 01/02  
PROJECTED RIDES: 73,843

PLAN 3:

COST CONFIGURATION: SCT INCREASE: \$.75 PER FLAG DROP & \$.25 PER MILE (AVERAGE MILES PER TRIP:5.6)= \$.215 PER METER READ  
RIDE DISTRIBUTION: CURRENT PERCENTAGE RELATIONSHIP

Percentage	CTSA VAN EXPENSES: LIFT LINE										CTSA TAXI EXPENSES: COURTESY CAB										TOTAL EXPENSE				
	Rides	Cost	Allocated Cost	Dispatch Fee	Dispatch Cost	Total Cost of Ride	Average Cost per Ride	Rides	Meter Read	With 5% Discount	Allocated Cost	Dispatch Fee	Dispatch Cost	Total Cost of Rides	Average Cost per Ride	Rides	Meter Read	With 5% Discount	Allocated Cost	Dispatch Fee		Dispatch Cost	Total Cost of Rides	Average Cost per Ride	
30%	22153	352452.75	156030.99	104110.66	16554.87	529166.27	23.09	15316	272008.26	256892.60	10814.11	17984.17	11445.48	380936.27	24.87	218	174862.47	165016.61	26237.64	46275.54	7357.81	244887.60	24.87		
35%	25845	411194.88	65379.99	121471.77	19314.01	617360.65	23.89	14222	252979.12	238357.32	37898.81	66842.45	10627.95	353276.53	24.87	19%	14222	252979.12	238357.32	37898.81	66842.45	10627.95	353276.53	24.87	
40%	29537	469937.01	74719.00	138824.09	22073.16	705555.03	23.89	13129	233149.96	220022.14	34883.52	61700.72	9010.41	326516.00	24.87	18%	13129	233149.96	220022.14	34883.52	61700.72	9010.41	326516.00	24.87	
45%	33229	520679.13	84059.98	156178.00	24632.30	793749.41	23.89	12034	213720.79	201605.96	32068.23	56550.99	8982.00	299307.07	24.87	16%	12034	213720.79	201605.96	32068.23	56550.99	8982.00	299307.07	24.87	
50%	36922	587421.26	93399.98	173531.11	27591.45	881943.79	23.89	10940	183281.63	163351.78	29152.83	61417.27	8175.35	272097.93	24.87	15%	10940	183281.63	163351.78	29152.83	61417.27	8175.35	272097.93	24.87	
55%	40514	646163.38	102739.98	190884.22	30350.59	970138.17	23.89	9846	174862.47	165016.61	26237.64	46275.54	7357.81	244887.60	24.87	13%	9846	174862.47	165016.61	26237.64	46275.54	7357.81	244887.60	24.87	
60%	44306	704905.51	12079.98	208237.33	33109.74	105832.55	23.89	8782	155439.30	146881.49	23222.95	41139.81	6590.28	217677.87	24.87	12%	8782	155439.30	146881.49	23222.95	41139.81	6590.28	217677.87	24.87	
65%	47998	763647.63	121419.97	225590.44	35868.88	1146526.93	23.89	7650	136004.14	128346.25	20407.05	35992.09	5722.74	190468.13	24.87	10%	7650	136004.14	128346.25	20407.05	35992.09	5722.74	190468.13	24.87	
70%	51690	822389.76	130759.97	242943.55	38628.02	1234721.91	23.89	6564	165743.81	150011.07	17491.76	30850.36	4805.21	163256.40	24.87	9%	6564	165743.81	150011.07	17491.76	30850.36	4805.21	163256.40	24.87	
CTSA VAN EXPENSES: SCT 100'S																									
Percentage	Rides	*Average Meter Read	With 5% Discount	Grantlee Cost	Dispatch Fee	Dispatch Cost	Total Cost of Rides	Average Cost per Ride	Rides	Meter Read	With 5% Discount	Grantlee Cost	Dispatch Fee	Dispatch Cost	Total Cost of Rides	Average Cost per Ride	Rides	Meter Read	With 5% Discount	Grantlee Cost	Dispatch Fee	Dispatch Cost	Total Cost of Rides	Average Cost per Ride	
30%	29048	508229.47	550818.00	93520.49	136527.33	21707.05	101051.66	27.00	4720	81360.84	59290.50	9757.33	22220.66	3533.00	93609.57	19.84	7%	4720	81360.84	59290.50	9757.33	22220.66	3533.00	93609.57	19.84
36%	26814	542981.05	515032.00	86333.99	126025.23	20030.01	740229.23	27.90	4384	50840.31	53014.00	8006.76	20511.30	3261.31	86593.45	19.84	6%	4384	50840.31	53014.00	8006.76	20511.30	3261.31	86593.45	19.84
33%	24579	49732.63	472046.00	79139.49	115823.13	18368.10	685078.79	27.90	4000	51925.79	49329.50	8256.20	10802.10	2989.53	79377.33	19.84	5%	4000	51925.79	49329.50	8256.20	10802.10	2989.53	79377.33	19.84
30%	22346	452484.21	429869.00	71844.89	105021.03	16690.34	623624.35	27.90	3637	47205.68	44626.00	7605.64	17082.66	2717.78	72182.18	19.84	4%	3637	47205.68	44626.00	7605.64	17082.66	2717.78	72182.18	19.84
27%	20110	407235.79	386074.00	64750.49	94518.92	15020.51	561171.92	27.90	3273	42484.73	40360.50	6755.07	15383.53	2445.98	64945.00	19.84	4%	3273	42484.73	40360.50	6755.07	15383.53	2445.98	64945.00	19.84
24%	17978	361887.37	343989.00	57859.80	81682.18	13659.67	499819.40	27.90	2909	33043.68	31391.50	5253.95	11964.97	1802.43	50512.84	19.84	3%	2909	33043.68	31391.50	5253.95	11964.97	1802.43	50512.84	19.84
21%	15641	316738.95	300902.00	50361.49	73514.72	11608.84	436467.05	27.90	2548	33043.68	31391.50	5253.95	11964.97	1802.43	50512.84	19.84	3%	2548	33043.68	31391.50	5253.95	11964.97	1802.43	50512.84	19.84
18%	13407	271490.62	257016.00	43166.99	63012.65	10010.01	374174.61	27.90	2162	23329.76	226907.00	4503.38	10265.69	1630.65	43266.72	19.84	3%	2162	23329.76	226907.00	4503.38	10265.69	1630.65	43266.72	19.84

\* Average Meter Read ratio based on 01/02 1st quarter average meter rate per ride, with addition of proposed increases.

21-C-15

**CONSOLIDATED TRANSPORTATION SERVICES AGENCY**  
( A Program of Community Bridges)

**COST ANALYSIS OF PROJECTED ADA RIDES FOR REMAINING 2ND, 3RD AND 4TH QUARTERS OF FISCAL YEAR: 01/02**  
**PROJECTED RIDES: 73,843**

**PLAN 4:**

**COST CONFIGURATION: SCT INCREASE: \$.75 PER FLAG DROP & \$.25 PER MILE (AVERAGE MILES PER TRIP: 5.6) = \$2.15 PER METER READ**  
**RIDE DISTRIBUTION: CTSA: INCREASE WT: UNCHANGED SCT100'S: DECREASE SCT300'S: UNCHANGED**

CTSA VAN EXPENSES: LIFT LINE										CTSA TAXI EXPENSES: COURTESY CAB									
FLUCTUATION					UNCHANGED					FLUCTUATION					UNCHANGED				
Rides	Cost	Allocated	Dispatch Fee	Total Cost of Ride	Average Cost per Ride	Rides	*Average Meter Read	With 5% Discount	Grantee Allocated Cost	Dispatch Fee	Total Cost of Rides	Average Cost per Ride	Rides	*Average Meter Read	With 5% Discount	Grantee Allocated Cost	Dispatch Fee	Total Cost of Rides	Average Cost per Ride
30%	22153	352452.75	104118.96	456571.71	23.89	21%	272008.28	256692.50	40814.11	71984.17	880936.27	24.87	21%	272008.28	256692.50	40814.11	71984.17	880936.27	24.87
35%	25045	411184.00	65379.99	476563.99	23.89	21%	272008.28	256692.50	40814.11	71984.17	880936.27	24.87	21%	272008.28	256692.50	40814.11	71984.17	880936.27	24.87
40%	29537	469937.01	74719.90	544656.91	23.89	21%	272008.28	256692.50	40814.11	71984.17	880936.27	24.87	21%	272008.28	256692.50	40814.11	71984.17	880936.27	24.87
45%	33229	526679.13	84059.98	610739.11	23.89	21%	272008.28	256692.50	40814.11	71984.17	880936.27	24.87	21%	272008.28	256692.50	40814.11	71984.17	880936.27	24.87
50%	36922	587212.6	93399.98	680612.58	23.89	21%	272008.28	256692.50	40814.11	71984.17	880936.27	24.87	21%	272008.28	256692.50	40814.11	71984.17	880936.27	24.87
55%	40614	646163.38	102790.98	748954.36	23.89	21%	272008.28	256692.50	40814.11	71984.17	880936.27	24.87	21%	272008.28	256692.50	40814.11	71984.17	880936.27	24.87
60%	44306	704905.51	112076.98	816982.49	23.89	21%	272008.28	256692.50	40814.11	71984.17	880936.27	24.87	21%	272008.28	256692.50	40814.11	71984.17	880936.27	24.87
65%	47998	763647.63	121419.97	885067.60	23.89	21%	272008.28	256692.50	40814.11	71984.17	880936.27	24.87	21%	272008.28	256692.50	40814.11	71984.17	880936.27	24.87
70%	51690	822399.76	130759.97	953159.73	23.89	21%	272008.28	256692.50	40814.11	71984.17	880936.27	24.87	21%	272008.28	256692.50	40814.11	71984.17	880936.27	24.87

CTSA TAXI EXPENSES: SCT 100'S										CTSA VAN EXPENSES: SCT 300'S																	
FLUCTUATION					UNCHANGED					FLUCTUATION					UNCHANGED												
Rides	*Average Meter Read	With 5% Discount	Grantee Allocated Cost	Dispatch Fee	Total Cost of Rides	Average Cost per Ride	Rides	*Average Meter Read	With 5% Discount	Grantee Allocated Cost	Dispatch Fee	Total Cost of Rides	Average Cost per Ride	Rides	*Average Meter Read	With 5% Discount	Grantee Allocated Cost	Dispatch Fee	Total Cost of Rides	Average Cost per Ride							
42%	31203	639477.69	150160.40	789638.09	27.90	7%	5091	66087.37	62783.00	10507.89	23929.94	101025.69	19.84	42%	31203	639477.69	150160.40	789638.09	27.90	7%	5091	66087.37	62783.00	10507.89	23929.94	101025.69	19.84
37%	27491	550711.03	130776.24	681487.27	27.90	7%	5091	66087.37	62783.00	10507.89	23929.94	101025.69	19.84	42%	31203	639477.69	150160.40	789638.09	27.90	7%	5091	66087.37	62783.00	10507.89	23929.94	101025.69	19.84
32%	23099	403945.77	459748.40	863694.17	27.90	7%	5091	66087.37	62783.00	10507.89	23929.94	101025.69	19.84	42%	31203	639477.69	150160.40	789638.09	27.90	7%	5091	66087.37	62783.00	10507.89	23929.94	101025.69	19.84
27%	20206	409179.70	388720.72	797900.42	27.90	7%	5091	66087.37	62783.00	10507.89	23929.94	101025.69	19.84	42%	31203	639477.69	150160.40	789638.09	27.90	7%	5091	66087.37	62783.00	10507.89	23929.94	101025.69	19.84
22%	16514	334413.64	317592.90	652006.54	27.90	7%	5091	66087.37	62783.00	10507.89	23929.94	101025.69	19.84	42%	31203	639477.69	150160.40	789638.09	27.90	7%	5091	66087.37	62783.00	10507.89	23929.94	101025.69	19.84
17%	12022	259647.58	246665.20	506312.78	27.90	7%	5091	66087.37	62783.00	10507.89	23929.94	101025.69	19.84	42%	31203	639477.69	150160.40	789638.09	27.90	7%	5091	66087.37	62783.00	10507.89	23929.94	101025.69	19.84
12%	9130	184811.52	175637.44	360448.96	27.90	7%	5091	66087.37	62783.00	10507.89	23929.94	101025.69	19.84	42%	31203	639477.69	150160.40	789638.09	27.90	7%	5091	66087.37	62783.00	10507.89	23929.94	101025.69	19.84
7%	5438	110115.45	104609.68	214725.13	27.90	7%	5091	66087.37	62783.00	10507.89	23929.94	101025.69	19.84	42%	31203	639477.69	150160.40	789638.09	27.90	7%	5091	66087.37	62783.00	10507.89	23929.94	101025.69	19.84
2%	1746	35349.39	33561.92	68911.31	27.90	7%	5091	66087.37	62783.00	10507.89	23929.94	101025.69	19.84	42%	31203	639477.69	150160.40	789638.09	27.90	7%	5091	66087.37	62783.00	10507.89	23929.94	101025.69	19.84

\* Average Meter Read rate based on 01/02 1st quarter average meter rate per ride, with addition of proposed increases.

**CONSOLIDATED TRANSFORMATION SERVICES AGENCY**  
( A Program of Community Bridges)

**COST ANALYSIS OF PROJECTED ADA RIDES FOR REMAINING 2ND, 3RD AND 4TH QUARTERS OF FISCAL YEAR: 01/02**  
**PROJECTED RIDES: 73,843**

**PLAN 5:**

**COST CONFIGURATION:** SCT INCREASE: \$.75 PER FLAG DROP & \$.25 PER MILE (AVERAGE MILES PER TRIP: 5.6) = \$2.15 PER METER READ  
LL INCREASE: 4% ON RIDE COST AND DISPATCH FEE AS OF 1/1/02

**RIDE DISTRIBUTION:** CURRENT PERCENTAGE RELATIONSHIP

CTSA VAN EXPENSES: LIFT LINE										CTSA TAXI EXPENSES: COURTESY CAB									
RIDE COST	Grantlee Allocated	DISP FEE	Grantlee Allocated	DISP FEE	Total Cost of Ride	Average Cost per Ride	Rides	*Average Meter Read	With 5% Discount	Grantlee Allocated Cost	DISP FEE	Grantlee Allocated Cost	DISP FEE	Total Cost of Rides	Average Cost per Ride				
**AVERAGE	**AVERAGE	**AVERAGE	**AVERAGE	**AVERAGE	**AVERAGE	**AVERAGE			**AVERAGE	**AVERAGE	**AVERAGE	**AVERAGE	**AVERAGE	**AVERAGE	**AVERAGE				
[16.33]	0.159	4.83	0.159	4.83	24.52	24.52		17.76	Per Ride	0.159	4.83	0.159	4.83	303243.89	25.02				
30%	22153	361756.90	108998.54	70127.77	549287.64	24.52	19%	14222	252579.12	37890.81	60691.28	10921.91	355869.33	25.02	25.02				
35%	25045	422049.80	67105.92	19840.23	630395.99	24.52	18%	13128	233149.96	34903.52	63407.34	10001.77	328494.77	25.02	25.02				
40%	29537	482342.63	76692.40	142664.72	724303.53	24.52	16%	12034	213720.79	201886.96	58123.39	9241.62	301120.20	25.02	25.02				
45%	33229	542635.46	86279.04	160497.81	814931.47	24.52	15%	10940	194281.69	183517.93	52839.46	18401.47	273745.64	25.02	25.02				
50%	36822	602928.29	95865.60	20930.90	905479.79	24.52	13%	9846	174862.47	165016.61	28237.64	47555.50	246371.07	25.02	25.02				
55%	40614	663221.12	105452.16	196163.99	31190.08	996027.35	24.52	12%	8752	155433.30	146681.43	23322.35	1672.16	218998.61	25.02	25.02			
60%	44306	723513.95	145036.72	213997.08	34025.54	1066575.29	24.52	10%	7658	136004.14	126346.25	20407.05	36907.61	5081.03	191621.95	25.02	25.02		
65%	47998	783006.78	124625.28	231830.17	96661.00	1177123.23	24.52	8%	6564	116574.80	110011.07	17491.76	31703.67	6040.88	164247.38	26.02	26.02		
70%	51690	844099.61	134211.84	249663.20	39666.46	1267871.17	24.52												
75%	55382	904612.44	184666.08	309330.00	54666.00	1404612.44	24.52												
80%	59074	964125.27	234999.36	378660.00	79666.00	1544125.27	24.52												
85%	62766	1023638.10	285442.72	447990.00	99666.00	1683638.10	24.52												
90%	66458	1083151.03	335886.08	517320.00	119666.00	1823151.03	24.52												
95%	70150	1142664.00	386329.44	587760.00	139666.00	1962664.00	24.52												
100%	73843	1202177.00	436782.80	658100.00	159666.00	2102177.00	24.52												

CTSA VAN EXPENSES: SCT 100'S										CTSA VAN EXPENSES: SCT 300'S									
RIDE COST	Grantlee Allocated	DISP FEE	Grantlee Allocated	DISP FEE	Total Cost of Ride	Average Cost per Ride	Rides	*Average Meter Read	With 5% Discount	Grantlee Allocated Cost	DISP FEE	Grantlee Allocated Cost	DISP FEE	Total Cost of Rides	Average Cost per Ride				
**AVERAGE	**AVERAGE	**AVERAGE	**AVERAGE	**AVERAGE	**AVERAGE	**AVERAGE			**AVERAGE	**AVERAGE	**AVERAGE	**AVERAGE	**AVERAGE	**AVERAGE	**AVERAGE				
[20.25]	0.159	4.83	0.159	4.83	27.89	27.89		12.98	Per Ride	0.159	4.83	0.159	4.83	101207.43	19.89				
42%	31203	633477.09	101804.00	15096.21	2024.40	87261.03	27.89	6%	4728	61366.84	50290.50	9269.46	22835.27	3630.81	94034.04	19.89			
39%	29040	588229.47	550010.00	80032.06	140303.62	22300.20	010281.95	6%	4364	56646.31	53814.00	8556.43	21070.71	3351.52	86800.65	19.89			
36%	26814	542981.05	515892.00	82017.29	129511.04	20592.25	747952.57	5%	4000	51925.79	49329.50	7843.39	19322.15	3072.22	79567.26	19.89			
33%	24579	49732.63	472846.00	75102.51	118718.45	18876.23	685623.19	4%	3273	42484.73	40360.50	6417.32	15809.03	2513.64	65100.49	19.89			
30%	22345	452404.21	439660.00	68377.24	97925.86	17190.21	628293.81	4%	2909	37764.21	35976.00	5704.28	14052.48	2233.54	57867.10	19.89			
27%	20110	407235.79	306874.00	61512.97	97133.28	15444.19	560964.43	3%	2546	33043.68	31391.50	4991.25	12295.92	1955.05	50633.71	19.89			
24%	17876	361907.37	343888.00	64678.19	97281.69	1498835.05	27.89	3%	2182	28323.16	26907.00	4278.21	10539.38	1675.76	43400.33	19.89			
21%	15641	316738.95	300902.00	47843.42	75548.10	12012.15	436305.67	3%	1822	23323.16	21907.00	3307.16	8307.16	1275.76	34400.33	19.89			
10%	13407	271450.52	257816.00	41008.64	64755.52	10288.13	373976.20	3%	1482	18323.16	16907.00	2507.16	6307.16	940.33	24400.33	19.89			

\* Average Meter Read ratio based on 01/02 1st quarter average meter ratio per ride, with addition of proposed increases.  
\*\* Based on ratio averages as follows:

RIDE COST: \$ 15.91 for one quarter and 16.55 for two quarters of service duration. (1:2 ratio of 15.91:16.55 = \$16.33 average ride cost overall)

DISP FEE: \$ 4.70 for one quarter and \$ 4.09 for two quarters. (1:2 ratio of \$4.70:\$4.09=\$4.33 average)

**CONSOLIDATED TRANSPORTATION SERVICES AGENCY**  
(A Program of Community Bridges)

**COST ANALYSIS OF PROJECTED ADA RIDES FOR REMAINING 2ND, 3RD AND 4TH QUARTERS OF FISCAL YEAR: 01/02**  
**PROJECTED RIDES: 73,843**

**PLAN 6:**

**COST CONFIGURATION:** SCT INCREASE: \$.75 PER FLAG DROP & \$.25 PER MILE (AVERAGE MILES PER TRIP:5.6)= \$2.15 PER METER READ  
LL INCREASE: 4% ON RIDE COST AND DISPATCH FEE AS OF 1/1/02

**RIDE DISTRIBUTION:** CTSA: INCREASE WT: UNCHANGED SCT100'S: DECREASE SCT300'S: UNCHANGED

FLUCTUATION	CTSA VAN EXPENSES: LIFT LINE										CTSA TAXI EXPENSES: COURTESY CAB										TOTAL EXPENSE
	RIDES	**AVERAGE COST (16.33)	GRANTEE ALLOCATED COST	DISP FEE	GRANTEE ALLOCATED COST	DISP FEE	**AVERAGE DISPATCH COST	AVERAGE COST PER RIDE	RIDES	**AVERAGE COST (16.33)	GRANTEE ALLOCATED COST	DISP FEE	GRANTEE ALLOCATED COST	DISP FEE	**AVERAGE DISPATCH COST	AVERAGE COST PER RIDE					
30%	22153	361756.90	57105.92	106998.54	17012.77	543287.84	24.52	21%	15316	272008.28	256692.50	40814.11	73975.23	11762.06	383243.89	25.02					
35%	25845	422049.00	87105.92	124631.63	19048.23	633035.59	24.52	21%	15316	272008.28	256692.50	40814.11	73975.23	11762.06	383243.89	25.02					
40%	29537	482342.63	76692.48	142684.72	22693.69	724983.53	24.52	21%	15316	272008.28	256692.50	40814.11	73975.23	11762.06	383243.89	25.02					
45%	33229	542635.46	86279.04	160487.81	25519.15	814931.47	24.52	21%	15316	272008.28	256692.50	40814.11	73975.23	11762.06	383243.89	25.02					
50%	36922	602928.29	95865.60	178330.90	28354.61	905479.41	24.52	21%	15316	272008.28	256692.50	40814.11	73975.23	11762.06	383243.89	25.02					
55%	40614	663221.12	105452.16	196163.99	31190.08	996027.35	24.52	21%	15316	272008.28	256692.50	40814.11	73975.23	11762.06	383243.89	25.02					
60%	44306	723513.95	115038.72	218997.08	34025.51	1095732.99	24.52	21%	15316	272008.28	256692.50	40814.11	73975.23	11762.06	383243.89	25.02					
65%	47990	783008.70	124625.28	231830.17	36861.00	1177123.23	24.52	21%	15316	272008.28	256692.50	40814.11	73975.23	11762.06	383243.89	25.02					
70%	51600	844099.61	134211.84	248663.26	39696.46	1267671.17	24.52	21%	15316	272008.28	256692.50	40814.11	73975.23	11762.06	383243.89	25.02					
UNCHANGED	UNCHANGED	UNCHANGED	UNCHANGED	UNCHANGED	UNCHANGED	UNCHANGED	UNCHANGED	UNCHANGED	UNCHANGED	UNCHANGED	UNCHANGED	UNCHANGED	UNCHANGED	UNCHANGED	UNCHANGED	UNCHANGED					
FLUCTUATION	CTSA TAXI EXPENSES: SCT 100'S										CTSA VAN EXPENSES: SCT 300'S										TOTAL EXPENSE
RIDES	**AVERAGE METER READ (20.25)	GRANTEE ALLOCATED COST	DISP FEE	GRANTEE ALLOCATED COST	DISP FEE	**AVERAGE DISPATCH COST	AVERAGE COST PER RIDE	RIDES	**AVERAGE METER READ (12.98)	GRANTEE ALLOCATED COST	DISP FEE	GRANTEE ALLOCATED COST	DISP FEE	**AVERAGE DISPATCH COST	AVERAGE COST PER RIDE						
37%	31283	633477.89	601604.00	95566.84	151098.21	24024.30	27.89	7%	5091	66087.37	62783.00	10507.89	24591.83	3910.10	101792.82	19.99					
32%	27591	558711.63	530776.24	84383.42	132263.12	21168.84	27.89	7%	5091	66087.37	62783.00	10507.89	24591.83	3910.10	101792.82	19.99					
27%	23889	483945.77	459748.48	70100.01	115430.03	18353.37	27.89	7%	5091	66087.37	62783.00	10507.89	24591.83	3910.10	101792.82	19.99					
22%	20205	409179.70	388720.72	61806.59	97596.94	15517.91	27.89	7%	5091	66087.37	62783.00	10507.89	24591.83	3910.10	101792.82	19.99					
17%	16514	334743.64	317692.96	50619.18	72763.83	12582.45	27.89	7%	5091	66087.37	62783.00	10507.89	24591.83	3910.10	101792.82	19.99					
12%	12822	259647.58	246685.20	39219.77	61930.76	9846.99	27.89	7%	5091	66087.37	62783.00	10507.89	24591.83	3910.10	101792.82	19.99					
7%	8438	110115.40	104609.68	16632.94	26284.58	4178.07	27.89	7%	5091	66087.37	62783.00	10507.89	24591.83	3910.10	101792.82	19.99					
2%	746	33349.39	33507.92	16939.83	8437.40	840.61	27.89	7%	5091	66087.37	62783.00	10507.89	24591.83	3910.10	101792.82	19.99					

\* Average Meter Read rate based on Q1/02 1st quarter average meter rate per ride, with addition of proposed increases.  
\*\* Based on ratio averages as follows:

RIDE COST: \$15.91 for one quarter and 16.55 for two quarters of service duration. (1:2 ratio of 15.91:16.55 = \$16.33 average ride cost overall)  
DISP FEE: \$ 4.70 for one quarter and \$ 4.89 for two quarters. (1:2 ratio of \$4.70:\$4.89=\$4.83 average)



CONSOLIDATED TRANSPORTATION SERVICES AGENCY  
(A Program Community Bridges)

ADA COST ANALYSIS SUMMARY		PLAN 1		PLAN 2		PLAN 3		PLAN 4		PLAN 5		PLAN 6		PLAN 7		PLAN 8	
CTSA RECOMMENDATION	CTSA RIDE PERFORMANCE PERCENTAGE	TOTAL		TOTAL		TOTAL		TOTAL		TOTAL		TOTAL		TOTAL		TOTAL	
		EXPENSES:	EXPENSES:	EXPENSES:	EXPENSES:	EXPENSES:	EXPENSES:	EXPENSES:	EXPENSES:	EXPENSES:	EXPENSES:	EXPENSES:	EXPENSES:	EXPENSES:	EXPENSES:	EXPENSES:	EXPENSES:
COST CONFIGURATION:		COST CONFIGURATION:		COST CONFIGURATION:		COST CONFIGURATION:		COST CONFIGURATION:		COST CONFIGURATION:		COST CONFIGURATION:		COST CONFIGURATION:		COST CONFIGURATION:	
CURRENT		CURRENT		CURRENT		CURRENT		CURRENT		CURRENT		CURRENT		CURRENT		CURRENT	
RIDE DISTRIBUTION:		RIDE DISTRIBUTION:		RIDE DISTRIBUTION:		RIDE DISTRIBUTION:		RIDE DISTRIBUTION:		RIDE DISTRIBUTION:		RIDE DISTRIBUTION:		RIDE DISTRIBUTION:		RIDE DISTRIBUTION:	
CURRENT		CURRENT		CURRENT		CURRENT		CURRENT		CURRENT		CURRENT		CURRENT		CURRENT	
RATIO SHIFT		RATIO SHIFT		RATIO SHIFT		RATIO SHIFT		RATIO SHIFT		RATIO SHIFT		RATIO SHIFT		RATIO SHIFT		RATIO SHIFT	
SUBCONTRACTOR RATIO FROM 100 SERIES ONLY		SUBCONTRACTOR RATIO FROM 100 SERIES ONLY		SUBCONTRACTOR RATIO FROM 100 SERIES ONLY		SUBCONTRACTOR RATIO FROM 100 SERIES ONLY		SUBCONTRACTOR RATIO FROM 100 SERIES ONLY		SUBCONTRACTOR RATIO FROM 100 SERIES ONLY		SUBCONTRACTOR RATIO FROM 100 SERIES ONLY		SUBCONTRACTOR RATIO FROM 100 SERIES ONLY		SUBCONTRACTOR RATIO FROM 100 SERIES ONLY	
	30%	1,792,393.36	1,792,393.36	1,786,894.59	1,786,894.59	1,875,478.41	1,875,478.41	1,869,228.89	1,869,228.89	1,894,020.91	1,894,020.91	1,900,935.70	1,900,935.70	1,922,925.99	1,922,925.99	1,936,880.50	1,936,880.50
	35%	1,790,357.24	1,790,357.24	1,786,894.59	1,786,894.59	1,875,478.41	1,875,478.41	1,869,228.89	1,869,228.89	1,894,020.91	1,894,020.91	1,888,493.91	1,888,493.91	1,914,928.34	1,914,928.34	1,922,853.27	1,922,853.27
	40%	1,788,321.11	1,788,321.11	1,781,395.81	1,781,395.81	1,866,894.50	1,866,894.50	1,854,395.45	1,854,395.45	1,887,631.52	1,887,631.52	1,876,052.13	1,876,052.13	1,906,930.68	1,906,930.68	1,908,826.07	1,908,826.07
	45%	1,786,284.98	1,786,284.98	1,775,897.03	1,775,897.03	1,858,310.59	1,858,310.59	1,839,562.01	1,839,562.01	1,881,242.13	1,881,242.13	1,863,610.35	1,863,610.35	1,898,933.03	1,898,933.03	1,894,798.81	1,894,798.81
	50%	1,784,248.85	1,784,248.85	1,770,398.26	1,770,398.26	1,849,726.68	1,849,726.68	1,824,728.57	1,824,728.57	1,874,852.73	1,874,852.73	1,851,168.56	1,851,168.56	1,890,935.97	1,890,935.97	1,880,771.58	1,880,771.58
	55%	1,782,212.73	1,782,212.73	1,764,899.48	1,764,899.48	1,841,142.77	1,841,142.77	1,809,895.13	1,809,895.13	1,868,463.34	1,868,463.34	1,838,726.78	1,838,726.78	1,882,937.72	1,882,937.72	1,866,744.35	1,866,744.35
1ST	60%	1,780,176.60	1,780,176.60	1,759,400.71	1,759,400.71	1,832,558.86	1,832,558.86	1,795,061.69	1,795,061.69	1,862,073.95	1,862,073.95	1,826,285.00	1,826,285.00	1,874,940.06	1,874,940.06	1,852,717.13	1,852,717.13
	65%	1,778,140.47	1,778,140.47	1,753,901.93	1,753,901.93	1,823,974.95	1,823,974.95	1,780,228.25	1,780,228.25	1,855,684.56	1,855,684.56	1,813,843.21	1,813,843.21	1,866,942.40	1,866,942.40	1,838,689.90	1,838,689.90
2ND	70%	1,776,104.34	1,776,104.34	1,748,403.15	1,748,403.15	1,815,991.04	1,815,991.04	1,765,994.81	1,765,994.81	1,849,295.17	1,849,295.17	1,801,401.43	1,801,401.43	1,858,944.75	1,858,944.75	1,824,662.67	1,824,662.67
ANNUAL COST RESULT: (A NEGATIVE FIGURE DENOTES AN ANNUAL SAVINGS PROJECTION)																	
	30%	UNCHANGED	UNCHANGED	UNCHANGED	UNCHANGED	UNCHANGED	UNCHANGED	UNCHANGED	UNCHANGED	UNCHANGED	UNCHANGED	UNCHANGED	UNCHANGED	UNCHANGED	UNCHANGED	UNCHANGED	UNCHANGED
	35%	-2,036.13	-2,036.13	-5,498.78	-5,498.78	-8,583.91	-8,583.91	-14,833.44	-14,833.44	-6,389.39	-6,389.39	-12,441.78	-12,441.78	14,518.04	14,518.04	21,917.57	21,917.57
	40%	-4,072.25	-4,072.25	-10,997.55	-10,997.55	-17,167.82	-17,167.82	-29,666.88	-29,666.88	-12,778.78	-12,778.78	-24,883.57	-24,883.57	6,520.38	6,520.38	7,890.34	7,890.34
	45%	-6,108.38	-6,108.38	-16,496.33	-16,496.33	-25,751.73	-25,751.73	-44,500.32	-44,500.32	-19,168.18	-19,168.18	-37,325.35	-37,325.35	-1,477.28	-1,477.28	-6,136.88	-6,136.88
	50%	-8,144.51	-8,144.51	-21,995.10	-21,995.10	-34,635.64	-34,635.64	-59,333.76	-59,333.76	-25,557.57	-25,557.57	-49,767.13	-49,767.13	-9,474.93	-9,474.93	-20,164.11	-20,164.11
	55%	-10,180.64	-10,180.64	-27,493.88	-27,493.88	-42,919.55	-42,919.55	-74,167.20	-74,167.20	-31,946.96	-31,946.96	-62,208.92	-62,208.92	-17,472.59	-17,472.59	-34,191.34	-34,191.34
1ST	60%	-12,216.76	-12,216.76	-32,992.66	-32,992.66	-51,503.46	-51,503.46	-89,000.63	-89,000.63	-38,336.35	-38,336.35	-74,650.70	-74,650.70	-25,470.24	-25,470.24	-48,218.57	-48,218.57
	65%	-14,252.89	-14,252.89	-38,491.43	-38,491.43	-60,087.37	-60,087.37	-103,834.07	-103,834.07	-44,725.74	-44,725.74	-87,092.48	-87,092.48	-33,467.90	-33,467.90	-62,245.80	-62,245.80
2ND	70%	-16,289.02	-16,289.02	-43,990.21	-43,990.21	-68,671.28	-68,671.28	-118,667.51	-118,667.51	-51,115.13	-51,115.13	-99,534.27	-99,534.27	-41,465.55	-41,465.55	-76,273.03	-76,273.03

21-C-19

565-60

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RESOLUTION NO. NS-24,917

A RESOLUTION OF THE CITY COUNCIL  
OF THE CITY OF SANTA CRUZ RESCINDING  
RESOLUTION NO. NS-23,809 AND APPROVING  
NEW TAXI CAB RATES AND FARES

BE IT RESOLVED by the City Council of the City of Santa Cruz as follows:

That Resolution No. NS-23,809 is hereby rescinded.

BE IT FURTHER RESOLVED that the schedule of rates and fares set forth below are hereby approved.

Initial Charge	\$ 3.00
Mile Rate	\$ 2.25
Hourly Wait Rate	\$30.00
Minimum Charge	\$ 5.50

The senior citizen's discount is also hereby approved:

A 10% discount will be provided for persons presenting a senior citizen's discount card or other acceptable proof that the customer has attained the age of 60.

The Minimum Charge shall not apply to persons presenting a senior citizen's discount card or other acceptable proof that the customer has attained the age of 60.

BE IT FURTHER RESOLVED that, except as set forth under the terms of a service agreement, the schedule of rates and fares set forth below are hereby approved for rides provided to meet the Santa Cruz Metropolitan Transit District's paratransit service mandate under the American with Disabilities Act and other contracted rides for senior and disabled users:

Initial Charge	\$ 2.25
Mile Rate	\$ 2.00
Hourly Wait Rate	\$18.00

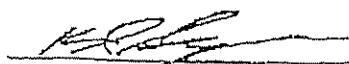
PASSED AND ADOPTED this 13th day of June, 2000, by the following vote:

AYES: Councilmembers: Fitzmaurice, Beiers, Hernandez, Mathews, Krohn;  
Mayor Sugar.

NOES: Councilmembers: None.

ABSENT: Councilmembers: Rotkin.

DISQUALIFIED: Councilmembers: None.

APPROVED:   
Mayor

ATTEST:   
City Clerk

21-C-20

SANTA CRUZ TRANSPORTATION INC.

131 Front Street  
Santa Cruz, CA 95060

(831) 423-1616

July 11, 2001

Mr. Sam Storey  
Executive Director  
Mr. Mark Hartunian  
Director of Transportation Services  
Community Bridges.  
236 Santa Cruz Avenue  
Aptos, CA 95005

Re: Rate Adjustment

Dear Mr. Storey & Mr. Hartunian:

In our discussion with you on July 10, 2001, we pointed out that the current contracts provide that we will be paid the rates currently approved by the governmental agency involved in rate setting. In the case of our Yellow Cab operation, that entity is the City of Santa Cruz.

As you know, when the City of Santa Cruz approved a rate increase last year to offset increasing fuel, energy, and repair costs, the two contracts which we have with your agency were specifically exempted from the increase at your request. You requested that we postpone any increase to your agency until your contract negotiations with the Santa Cruz Metropolitan Transit District were concluded. At the time,

Mr. Sam Storey  
July 11, 2001  
Page 2

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everyone understood that the negotiations would be concluded by January 2001, and that the rate increase could take effect at that time.

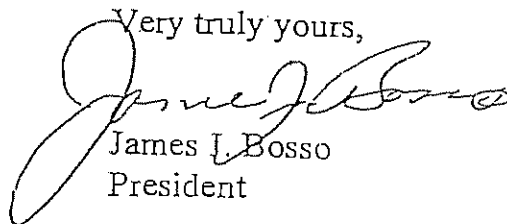
Instead, the negotiations with the SCMTD drug on, and were not concluded until April of this year. In the meantime, our drivers, who are dependent upon the fare increase for their livelihood, have been continuing with the 1996 rates which do not cover their costs. In addition, our company, like others in the County, is trying to pay our hourly drivers a living wage so that they can endure the high cost of living in this community. To that end, all of our recent hires have been at \$10 per hour, with more experienced drivers making a minimum of \$11 per hour in accordance with the "living wage" concepts being advanced by public entities with whom we do business. We cannot continue to pay a living wage, however, if the taxicab rates do not reflect the current conditions.

We are requesting that effective August 1, 2001, the rates on the two contracts with your agency be raised to those rates approved by the Santa Cruz City Council in June 2000. In addition, we are requesting that we be permitted to provide the same senior discount as Courtesy Cab of Watsonville, to wit: \$1.00 off per senior ride, instead of the current 5% which creates an undue burden. Those adjustments are the minimum needed to keep this service at a break even basis.

The rates approved by the City of Santa Cruz in June 2000 were as follows:

Initial Charge	\$3.00
Mileage Rate	2.25
Waiting Chg.	30.00
Minimum Chg.	5.50

Very truly yours,



James J. Bosso  
President

STOREY LTR

F:\WPDATA\jbb\STOREY LTR

21-C-22

LAW OFFICES OF  
**BOSSO, WILLIAMS, SACHS,  
ATAK & GALLAGHER**  
AND  
**PETER L. SANFORD**

AN ASSOCIATION OF PROFESSIONAL CORPORATIONS

MAILING ADDRESS P.O. Box 1822  
LOCATION 133 MISSION STREET, SUITE 280  
SANTA CRUZ, CA 95061-1822  
TELEPHONE (831) 426-8484  
FACSIMILE (831) 423-2839

ROBERT E. BOSSO  
LLOYD R. WILLIAMS  
PHILIP M. SACHS  
CHARLENE B. ATACK  
JOHN M. GALLAGHER  
PETER L. SANFORD  
CATHERINE A. PHILIPOVITCH  
PASCHA R. STEVENS  
MICHELLE E. ANDERSON  
EDWARD L. CHUN  
SUZANNE P. YOST

PETER L. SANFORD, APC \*  
SAN JOSE OFFICE:  
333 W. SANTA CLARA ST. #612  
SAN JOSE, CA 95113  
TEL: (408) 286-9700  
FAX: (408) 286-9403  
PLEASE REPLY TO SANTA CRUZ

\* CERTIFIED SPECIALIST IN TAXATION  
LAW, THE STATE BAR OF CALIFORNIA,  
BOARD OF LEGAL SPECIALIZATION

July 11, 2001

Mr. Sam Story  
Executive Director  
Mr. Mark Hartunian  
Director of Transportation Services  
Community Bridges  
236 Santa Cruz Avenue  
Aptos, CA 95005

Re: Rate Adjustment—Santa Cruz Transportation Inc.

Dear Sam & Mark:

I am enclosing a letter from James J. Bosso, President of Santa Cruz Transportation Inc.

As you are both aware, the current contracts provide that your agency will pay to Santa Cruz Transportation Inc. the rates approved by the governmental agency involved. When we all were involved in the negotiations concerning the rate increase request to the City of Santa Cruz, you requested, and our client agreed, to delay the rate increase on your contracts while you negotiated your contract with the Santa Cruz Metropolitan Transit District. SCT agreed to that request on the representation that those negotiations would be concluded in about six months. Everyone had the good faith belief that by January 2001, the new rates would be in place with your agency as well. Instead, the matter has been delayed, and no adjustment of rates has occurred.

What Jim's letter is requesting is fairly straightforward. He simply asks that some 14 months after the City of Santa Cruz found the rate request to be justified (after going over his financial records), that your agency and SCMTD acknowledge the same fact and adjust the rates accordingly. In the interim, of course, both SCT and your agency have been attempting to adjust hourly salaries to meet the minimum living wage needs of

21-C-23

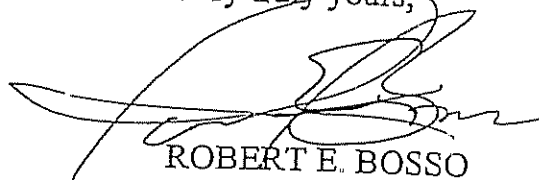
Mr. Sam Story  
July 11, 2001  
Page 2

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employees in this community. The adjustment in hourly salaries only makes the need for the rate adjustment more pressing.

Thank you for your consideration of these matters. As always, SCT looks forward to working cooperatively with your agency to provide para-transit services to the community of Santa Cruz.

Very truly yours,



ROBERT E. BOSSO

REB/kb  
encl.

21-C-24